

**CITY OF WILLISTON, FLORIDA  
CITY COUNCIL MEETING  
AGENDA**

DATE: TUESDAY, APRIL 18, 2023  
TIME: 6:00 P.M.  
PLACE: WILLISTON CITY COUNCIL CHAMBER

CALL TO ORDER

ROLL CALL

MEMBERS:

Mayor Charles Goodman  
Council President Debra Jones  
Vice-President Marguerite Robinson  
Councilmember Michael Cox  
Councilmember Zach Bullock  
Councilmember Elihu Ross

OTHERS:

City Manager Terry Bovaird  
Attorney Kiersten Ballou  
City Clerk Latricia Wright

OPENING PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

ITEM – 1 – ADDITIONS, DELETIONS, CHANGES AND APPROVAL OF THE AGENDA

ITEM – 2 – PROCLAMATION: CLERK'S WEEK APRIL 30 - MAY 6, 2023. MAYOR GOODMAN.

ITEM – 3 – PUBLIC PARTICIPATION

ITEM – 4 – CONSENT AGENDA – (pp 5-6)

- Council minutes from April 4, 2023

ITEM – 5 – UPDATES

A. STAFF AND BOARD AND COUNCIL UPDATES

- CITY MANAGER TERRY BOVAIRD
- STAFF
- COUNCIL
- MAYOR

ITEM – 6 – NEW BUSINESS –

- A. DISCUSSION WITH POSSIBLE ACTION: KRYSTAL WILCOX: SPEED BUMPS ON SE 10TH STREET. (pp 7)
- B. DISCUSSION WITH POSSIBLE ACTION: COUNCILMEMBER ROSS; GOLF CART SAFETY. (pp 8- 26)

CITY OF WILLISTON, FLORIDA  
CITY COUNCIL MEETING

**OPEN PUBLIC HEARING**

- C. 2ND READING ORDINANCE 2023-709: AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA PROVIDING AUTHORITY FOR GOLF CART OPERATION ON CITY STREETS WITHIN THE CITY OF WILLISTON; CREATING CHAPTER 64 GOLF CART, ARTICLE 1: GOLF CART OPERATION; ARTICLE 2: GOLF CART PARKING OF THE CITY OF WILLISTON CODE OF ORDINANCES ENTITLED "USE OF GOLF CARTS ON DESIGNATED STREETS"; REPEALING ALL ORDINANCES IN CONFLICT AND PROVIDING AND EFFECTIVE DATE. CITY MANAGER TERRY BOVAIRD AND ATTORNEY KIERSTEN BALLOU. (pp27-31)
- D. 2ND READING ORDINANCE 2023-710: AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA ESTABLISHING A GOLF CART PARKING PERMIT PROGRAM IN ACCORDANCE WITH APPLICABLE FLORIDA LAW; REPEALING ALL ORDINANCES IN CONFLICT AND PROVIDING AN EFFECTIVE DATE. CITY MANAGER TERRY BOVAIRD AND ATTORNEY KIERSTEN BALLOU. (pp32-38)

**CLOSE PUBLIC HEARING**

- E. RESOLUTION 2023-22: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPROVING THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION PUBLIC TRANSPORTATION GRANT AGREEMENT FOR FINANCIAL PROJECT NUMBER 442505-3-94-23 REGARDING THE WILLISTON MUNICIPAL AIRPORT - DESIGN AND CONSTRUCTION OF BUILDING SITE INFRASTRUCTURE FOR NEW GA TERMINAL; AUTHORIZING APPROPRIATE PARTIES TO SIGN ANY DOCUMENTS REQUIRED TO EXECUTE SUCH AGREEMENT ON BEHALF OF THE CITY OF WILLISTON; AND PROVIDING AN EFFECTIVE DATE. AIRPORT MANAGER BENTON STEGALL. (pp 39- 77)
- F. DISCUSSION WITH POSSIBLE ACTION: ANIMAL SHELTER NAME: CITY MANAGER TERRY BOVAIRD. (pp 78)
- G. DISCUSSION WITH POSSIBLE ACTION LEVY COUNTY COMPOSTING: COUNCIL PRESIDENT DEBRA JONES. (pp 79)
- H. DISCUSSION WITH POSSIBLE ACTION: HOT PATCH PAVEMENT & STREET REPAIR. PUBLIC WORKS SUPERVISOR DONALD BARBER. (pp 80)
- I. DISCUSSION WITH POSSIBLE ACTION: AFSCME COUNCIL 79 CBA NEGOTIATIONS. CITY MANAGER TERRY BOVAIRD/PUBLIC WORKS SUPERVISOR DONALD BARBER. (pp 81)

CITY OF WILLISTON, FLORIDA  
CITY COUNCIL MEETING

ITEM – 7 – PUBLIC PARTICIPATION

ITEM - 8 - ANNOUNCEMENTS

ITEM – 9 – ADJOURNMENT

**NEXT SCHEDULED COUNCIL MEETING MAY 2, 2023, AT 6:00 P.M.**

**NEW LINK:** Please join my meeting from your computer, tablet or smartphone.

<https://v.ringcentral.com/join/069017976>

Meeting ID: 069017976

One tap to join audio only from a smartphone:

+16504191505,, 069017976/# United States (San Mateo, CA)

Or dial:

+1 (650) 4191505 United States (San Mateo, CA)

Access Code / Meeting ID: 069017976

International numbers available: <https://v.ringcentral.com/teleconference>

YouTube Link: <https://www.youtube.com/channel/UCKt1468kcNjBS2AYgOaBsRQ>

Clicking this link will enable you to see and hear the Council meeting.

Council Meeting Procedures for members of the Public

1. All cell phones to be turned off when entering the Council Chambers.
2. Once the audience has taken their seat and the meeting begins, there will be no talking between audience members during the course of the Council meeting. If anyone continues to talk within the audience and is called down 3 times during the course of the meeting, on the third time that person will be escorted out of the Council meeting;
3. The audience must be recognized by the President before being allowed to address the Council;
4. The member of the audience that is recognized will proceed to the podium, state their name for the benefit of the City Clerk, prior to offering comments on a given matter.
5. The audience member will be limited to not more than 5 minutes to speak based on Resolution 2012-07;
6. There will be no personal attacks made by any member in the audience toward a sitting Council member and no personal attacks made by any Council member toward a member of the audience;
7. There will be no conversation between a member of the audience that has been recognized and any other member of the audience when speaking while at the podium;
8. If an audience member wants to speak more than the allotted 5 minutes allowed then that person should make a request to City Hall so that the item may be placed on the agenda.

Minutes of the City Council meeting may be obtained from the City Clerk's office. The minutes are recorded, but not transcribed verbatim. Persons requiring a verbatim transcript may make arrangements with the City Clerk to duplicate the recordings, or

CITY OF WILLISTON, FLORIDA  
CITY COUNCIL MEETING

arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be borne by the requesting party.

In accordance with Section 286.0105, Florida Statutes, notice is given that if a person wishes to appeal a decision made by the City Council with respect to any matter considered at this meeting they will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is based.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the Mayor through the City Clerk's office no later than 5:00 P.M. on the day prior to the meeting.

**CITY OF WILLISTON, FLORIDA  
CITY COUNCIL MEETING  
MINUTES**

DATE: TUESDAY, APRIL 4, 2023  
TIME: 6:15 P.M.  
PLACE: WILLISTON CITY COUNCIL CHAMBER

CALL TO ORDER - at 6:10

ROLL CALL - Vice-President Robinson and Councilmember Bullock absent

MEMBERS:

Mayor Charles Goodman  
Council President Debra Jones  
Vice-President Marguerite Robinson  
Councilmember Michael Cox  
Councilmember Zach Bullock  
Councilmember Elihu Ross

OTHERS:

City Manager Terry Bovaird  
Attorney Kiersten Ballou  
City Clerk Latricia Wright

OPENING PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

Opening prayer and pledge led by Mayor Goodman.

ITEM – 1 – ADDITIONS, DELETIONS, CHANGES AND APPROVAL OF THE AGENDA

Motion to approve Agenda by Councilmember Cox. Seconded by Councilmember Ross. Motion carried 3-0.

ITEM – 2 – PRESENTATION OF CLERK’S CMC CERTIFICATE AND LAPEL PIN/ PIN:

DAWN WRIGHT, FLORIDA ASSOCIATION OF CITY CLERKS, CENTRAL WEST DISTRICT DIRECTOR. Dawn Wright presented City Clerk Latricia Wright with her Certified Municipal Clerk's Certificate and pin.

ITEM – 3 – MAYORS STUDENT OF THE MONTH. Oaklee-Rae Parks, Kindergarten, Joyce Bullock Elementary. Tristinn Tucker 5<sup>th</sup> Grade Williston Elementary School, and Jadrien Monday 11<sup>th</sup> Grade, Williston Middle High School. (Tristinn Tucker and Jadrien Monday were absent)

ITEM – 4 – PROCLAMATION: WATER CONSERVATION MONTH. MAYOR GOODMAN.

Proclamation read by Mayor Goodman and presented to Ann Larkin.

ITEM – 5 – PROCLAMATION: COMMUNITY DEVELOPMENT WEEK. MAYOR GOODMAN.

Proclamation read by Mayor Goodman and presented to City Planner Laura Jones.

ITEM – 6 – PUBLIC PARTICIPATION - Williston Resident Monte Seabrook and Jackie Appling asked to have street dedicated to former Planning and Zoning member Avis Seabrook and Virginia McDonald. Public Works Director Jonathen Bishop said he will work on this project.

CITY OF WILLISTON, FLORIDA  
CITY COUNCIL MEETING

ITEM – 7 – CONSENT AGENDA – Motion to approve Consent Agenda by Councilmember Cox. Seconded by Councilmember Ross. Motion carried 3-0.

- Council minutes from March 21, 2023

ITEM –8 – UPDATES

A. STAFF AND BOARD AND COUNCIL UPDATES

- CITY MANAGER TERRY BOVAIRD - Meeting weekly about Broadband, will have a model working in the City in the near future. City received an additional \$800,000 in grant funds for John Henry Park.
- STAFF - None
- COUNCIL- President Jones asked when will new Councilors take their seat. City Clerk Wright advised May 9th.
- MAYOR - Attended Orian "Goo" Dallas funeral, a former employee with the City of Williston, was an honor to attend.

ITEM – 9 – NEW BUSINESS –

- A. FAIR HOUSING PRESENTATION: CITY PLANNER LAURA JONES.  
Fair Housing PowerPoint presented by Melissa Fox with Fred Fox Consulting, Company.

OPEN PUBLIC HEARING

- B. 1<sup>ST</sup> PUBLIC HEARING FOR A COMMUNITY DEVELOPMENT BLOCK GRANT. CITY PLANNER LAURA JONES/FRED FOX, FRED FOX ENTERPRISE. - Melissa Fox with Fred Fox Consulting Company discussed the new CDBG Grant City is applying for. Deadline to apply is May 5th. Motion for City to proceed with applying for a Neighborhood Block Grant and Revitalization by Councilmember Cox. Seconded by Councilmember Ross. Motion carried 3-0.

CLOSE PUBLIC HEARING

ITEM – 10 – PUBLIC PARTICIPATION - None

ITEM - 11 - ANNOUNCEMENTS - Mayor Goodman announced electric has been installed at the new Williston Animal Shelter. City Planner announced there will be an Open House ceremony at the new Williston Animal Shelter on April 28th from 12-2.

ITEM – 12 – ADJOURNMENT - Motion to adjourn at 7:10 by Councilmember Cox. Seconded by Councilmember Ross. Motion carried.

NEXT SCHEDULED COUNCIL MEETING APRIL 18, 2023, AT 6:00 P.M.

**Date: April 18, 2023**

**COUNCIL AGENDA ITEM**

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**TOPIC: DISCUSSION WITH POSSIBLE ACTION: SPEED BUMPS ON SE 10TH STREET.**

**REQUESTED BY: KRYSTAL WILCOX**

**PREPARED BY: CITY CLERK LATRICIA WRIGHT**

**BACKGROUND / DESCRIPTION: SPEED BUMPS ON SE 10TH STREET.**

**LEGAL REVIEW:**

**FISCAL IMPACTS:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

**COMMISSION ACTION:**

☐ **APPROVED**

☐ **DISAPPROVED**

**Date: April 18, 2023**

**COUNCIL AGENDA ITEM**

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**TOPIC: DISCUSSION: GOLF CART SAFETY**

**REQUESTED BY: COUNCILMEMBER ROSS**

**PREPARED BY: CITY CLERK LATRICIA WRIGHT**

**BACKGROUND / DESCRIPTION: GOLF CART SAFETY**

**LEGAL REVIEW:**

**FISCAL IMPACTS:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

**COMMISSION ACTION:**

           **APPROVED**

           **DISAPPROVED**



## Analysis of Death and Disability Due to Golf Cart Crashes in the Villages, Florida: 2011-2019

More than 18 000 Golf Cart (GC)-related injuries occur in the United States (US) annually. However, very few studies have analyzed the causes of such crashes. This study represents the largest single-center analysis of GC crashes performed within the largest GC community in the US, a community in which they are used extensively for local transportation. The authors examine the nature of these crashes and present potential preventative measures. All GC crashes reported in The Villages, Florida, from July 1, 2011 to July 1, 2019 were analyzed in this study. Data were obtained from multiple sources to create a comprehensive collection of all recorded GC crashes in the area of study. Sources included The Villages Property Owners' Association (POA), The Villages Sun Daily Newspaper, The Villages Public Safety Department (VPSD), Police Dispatch records, and the Sumter County Police data base. During the observation period, a total of 875 GC-related crashes occurred, representing an average of 136 crashes, 65 hospitalizations, and 9 dead or disabled annually. Of all crashes, 48% resulted in hospitalization, severe trauma, or death. Of these, ejection occurred in 27%, hospitalization in 55%, and death or disability in 15% of crashes. Virtually all death and disability occurred within the setting of GC used on streets or road pathways. Death and disability, particularly due to ejection during GC crashes, occur at an alarming rate when GCs are used for local transportation. The authors believe public awareness and the use of 3-point seatbelts in these vehicles would significantly reduce death and disability caused by these crashes.

January 12, 2022, at 2:32 pm EST

ST. JOHNS COUNTY, Fla. — At the Nocatee Publix, you'll find special parking spots for golf carts. Jim Clayton said he's seen more and more on the road in the past few years, and with more golf cart traffic, he said accidents follow. "We've had accidents. We've had kids just doing crazy stuff and hitting the poles and people getting injured," Clayton said. To keep families safe on the road, the St. Johns County Sheriff's Office started a golf cart safety initiative. "There's a lot of golf cart communities popping up throughout the county. So, we thought as an organization we need to get in front of this issue before it becomes a bigger problem," St. Johns County Sheriff's Office Director Scott Beaver said. In 2021, the Sheriff's Office recorded 21 golf cart crashes. Deputies said those crashes resulted in three incapacitating injuries and one death. Six of those drivers were juveniles. Kids as young as 14 years old, with photo I.D., can operate a golf cart, and that worries some residents. "They're not as safe. Speed is how they drive and they got four or five kids in them," Clayton said.

The safety initiative targets all ages, whether you're in the driver's seat or a passenger. The sheriff's office plans to put one of their own out there.

"As an agency, we have our own golf cart. so we can put deputies out on our golf cart and they will patrol Nocatee, specifically, right now," Beaver said. Officials also said the initiative is to help educate residents on the difference between a low-speed vehicle and a golf cart. A golf cart cannot go faster than 20 mph and can only be driven on designated roads. A low-speed vehicle may travel up to 25 mph and can be driven on any

county road with a posted speed limit of 35 mph or less. At this time, the sheriff's office is working with one golf cart that was donated. They said they hope to implement more in the future.

[11-year-old critical, 3 minors hurt after golf cart overturns in ...](https://www.news4jax.com/news/local/2022/04/24)

[https://www.news4jax.com › news › local › 2022/04/24](https://www.news4jax.com/news/local/2022/04/24)

Apr 24, 2022 — An 11-year-old is in critical condition following a **golf cart crash** involving three other minors in Putnam County early Sunday morning.

May 24, 2022 — Anyone with information on the **crash** is asked to call **Florida** Highway Patrol at 407-737-2213 or Crimeline at 1-800-423-8477. Copyright 2022 by ...

Apr 28, 2022 — Driver charged with DUI manslaughter after **accident**. **Florida golf cart** hits manhole cover before rider dies. LW. 28/04/2022 - 14:27 CDT.

[FHP releases report in golf cart crash which claimed life of ...](https://www.villages-news.com/2022/03/18/fhp-rele...)

[https://www.villages-news.com › 2022/03/18 › fhp-rele...](https://www.villages-news.com/2022/03/18/fhp-rele...)

Mar 18, 2022 — March 18, 2022. The **Florida** Highway Patrol has released a report with information about a Friday morning **golf cart crash** which claimed the ...

[Fatal golf cart crash in Floridian National Golf Club ends in arrest](https://www.tcpalm.com/st-lucie-county/2022/04/27)

[https://www.tcpalm.com › st-lucie-county › 2022/04/27](https://www.tcpalm.com/st-lucie-county/2022/04/27)

Apr 27, 2022 — A man was arrested on a DUI manslaughter charge after a passenger in a **golf cart** police said he was driving fell off and died.

*Feb. 27, 2022*

DIXIE COUNTY, Fla. (WCJB) - A man was airlifted to the hospital after a crash in Dixie County Saturday night. According to FHP, a 37-year-old man was driving a golf cart on US Highway 19 near Tennille around 10:30 pm, when for unknown reasons he crashed. He was life-flighted to UF Health Shands with severe injuries.

Golf carts are common in Florida, both on the golf course and in retirement communities. While most people use these vehicles safely every day, golf cart accidents are a serious — and growing — problem in this state's communities. In the last two years alone, there were 35,000 emergency room visits from such crashes, some of which were fatal.

### **Common Causes of Golf Cart Accidents**

Golf carts do not have doors, which means that occupants can fall out of them. There are no seatbelts and little to hold on to inside the cart, and ejections are particularly common when making left turns. A fall from a golf cart could cause concussions, head trauma, sprains and strains, broken bones, or death.

The lack of additional safety features, such as airbags, also means that crashes are devastating for passengers and drivers alike. If you are hurt in a regular auto accident, you have some measure of protection, whereas in a golf cart crash, drivers and passengers take the full force of the impact.

Rollover accidents and tip-overs can cause severe brain trauma, head wounds, and paralysis. These injuries come with devastating recoveries that may require lifelong medical care for you or a loved one.

Another concern with golf carts is that drivers may not follow the rules of the road. This is of particular concern in Florida retirement communities, where residents often use these vehicles instead of cars. Drivers may not come to a complete halt at stop signs, thinking this rule does not apply to golf carts. A driver who runs a stop sign could hit a pedestrian or another vehicle, causing severe injuries for multiple parties.

## 2021 Florida Statutes

[< Back to Statute Search](#)

Title XXIIIMOTOR VEHICLES

Chapter 316STATE UNIFORM TRAFFIC CONTROL

### SECTION 212Operation of golf carts on certain roadways.

316.212 Operation of golf carts on certain roadways.—The operation of a golf cart upon the public roads or streets of this state is prohibited except as provided herein:

- (1) A golf cart may be operated only upon a county road that has been designated by a county, a municipal street that has been designated by a municipality, or a two-lane county road located within the jurisdiction of a municipality designated by that municipality, for use by golf carts. Prior to making such a designation, the responsible local governmental entity must first determine that golf carts may safely travel on or cross the public road or street, considering factors including the speed, volume, and character of motor vehicle traffic using the road or street. Upon a determination that golf carts may be safely operated on a designated road or street, the responsible governmental entity shall post appropriate signs to indicate that such operation is allowed.
- (2) A golf cart may be operated on a part of the State Highway System only under the following conditions:
  - (a) To cross a portion of the State Highway System which intersects a county road or municipal street that has been designated for use by golf carts if the Department of Transportation has reviewed and approved the location and design of the crossing and any traffic control devices needed for safety purposes.
  - (b) To cross, at midblock, a part of the State Highway System where a golf course is constructed on both sides of the highway if the Department of Transportation has reviewed and approved the location and design of the crossing and any traffic control devices needed for safety purposes.
  - (c) A golf cart may be operated on a state road that has been designated for transfer to a local government unit pursuant to s. [335.0415](#) if the Department of Transportation determines that the operation of a golf cart within the right-of-way of the road will not impede the safe and efficient flow of motor vehicular traffic. The department may authorize the operation of golf carts on such a road if:
    1. The road is the only available public road along which golf carts may travel or cross or the road provides the safest travel route among alternative routes available; and
    2. The speed, volume, and character of motor vehicular traffic using the road is considered in making such a determination.



Upon its determination that golf carts may be operated on a given road, the department shall post appropriate signs on the road to indicate that such operation is allowed.

(3) Notwithstanding any other provision of this section, a golf cart may be operated for the purpose of crossing a street or highway where a single mobile home park is located on both sides of the street or highway and is divided by that street or highway, provided that the governmental entity having original jurisdiction over such street or highway shall review and approve the location of the crossing and require implementation of any traffic controls needed for safety purposes. This subsection shall apply only to residents or guests of the mobile home park. If notice is posted at the entrance and exit of any mobile home park where residents of the park operate golf carts or electric vehicles within the confines of the park, it is not necessary for the park to have a gate or other device at the entrance and exit in order for such golf carts or electric vehicles to be lawfully operated in the park.

(4) Notwithstanding any other provision of this section, if authorized by the Division of Recreation and Parks of the Department of Environmental Protection, a golf cart may be operated on a road that is part of the State Park Road System if the posted speed limit is 35 miles per hour or less.

(5) A golf cart may be operated only during the hours between sunrise and sunset, unless the responsible governmental entity has determined that a golf cart may be operated during the hours between sunset and sunrise and the golf cart is equipped with headlights, brake lights, turn signals, and a windshield.

(6) A golf cart must be equipped with efficient brakes, reliable steering apparatus, safe tires, a rearview mirror, and red reflectorized warning devices in both the front and rear.

(7) A golf cart may not be operated on public roads or streets by any person under the age of 14.

(8) A local governmental entity may enact an ordinance relating to:

(a) Golf cart operation and equipment which is more restrictive than those enumerated in this section. Upon enactment of such ordinance, the local governmental entity shall post appropriate signs or otherwise inform the residents that such an ordinance exists and that it will be enforced within the local government's jurisdictional territory. An ordinance referred to in this section must apply only to an unlicensed driver.

(b) Golf cart operation on sidewalks adjacent to specific segments of municipal streets, county roads, or state highways within the jurisdictional territory of the local governmental entity if:

1. The local governmental entity determines, after considering the condition and current use of the sidewalks, the character of the surrounding community, and the locations of authorized golf cart crossings, that golf carts, bicycles, and pedestrians may safely share the sidewalk;

2. The local governmental entity consults with the Department of Transportation before adopting the ordinance;

3. The ordinance restricts golf carts to a maximum speed of 15 miles per hour and permits such use on sidewalks adjacent to state highways only if the sidewalks are at least 8 feet wide;

4. The ordinance requires the golf carts to meet the equipment requirements in subsection (6). However, the ordinance may require additional equipment, including horns or other warning devices required by s. 316.271; and

5. The local governmental entity posts appropriate signs or otherwise informs residents that the ordinance exists and applies to such sidewalks.

(9) A violation of this section is a noncriminal traffic infraction, punishable pursuant to chapter 318 as a moving violation for infractions of subsections (1)-(5) or a local ordinance corresponding thereto and enacted pursuant to subsection (8), or punishable pursuant to chapter 318 as a nonmoving violation for infractions of subsection (6), subsection (7), or a local ordinance corresponding thereto and enacted pursuant to subsection (8).

History.—s. 2, ch. 83-188; s. 1, ch. 84-111; s. 2, ch. 88-253; s. 322, ch. 95-148; s. 4, ch. 96-413; s. 168, ch. 99-248; s. 7, ch. 2000-313; s. 6, ch. 2005-164; s. 3, ch. 2008-98; s. 46, ch. 2010-223; s. 2, ch. 2015-163.

## Section 5.1

# GOLF CART CROSSING AND OPERATION ON THE STATE HIGHWAY SYSTEM

### 5.1.1 PURPOSE

The purpose of this section is to establish criteria and guidelines for safe operation of golf carts on authorized portions of the State Highway System.

### 5.1.2 GENERAL

- (1) The Department has developed this section in response to a growing public interest in using golf carts. Golf carts are increasingly used to make short trips for shopping, social and recreational purposes from nearby residential neighborhoods such as planned unit communities with golf courses. These passenger-carrying vehicles, although low-speed, offer a variety of advantages, including comparatively low-cost and energy-efficient mobility.
- (2) Golf cart use and operation on public roads is authorized only under certain circumstances as provided in Section 316.212, F.S. The intent of this section is to provide criteria and guidelines for authorizing golf cart crossings at designated locations along State Highway System and promote uniformity within the State. This section also provides safety recommendations to counties and municipalities wishing to enact ordinances authorizing the use of golf carts on sidewalks adjacent to or on the State Highway System within their corresponding jurisdictions.

### 5.1.3 DEFINITIONS

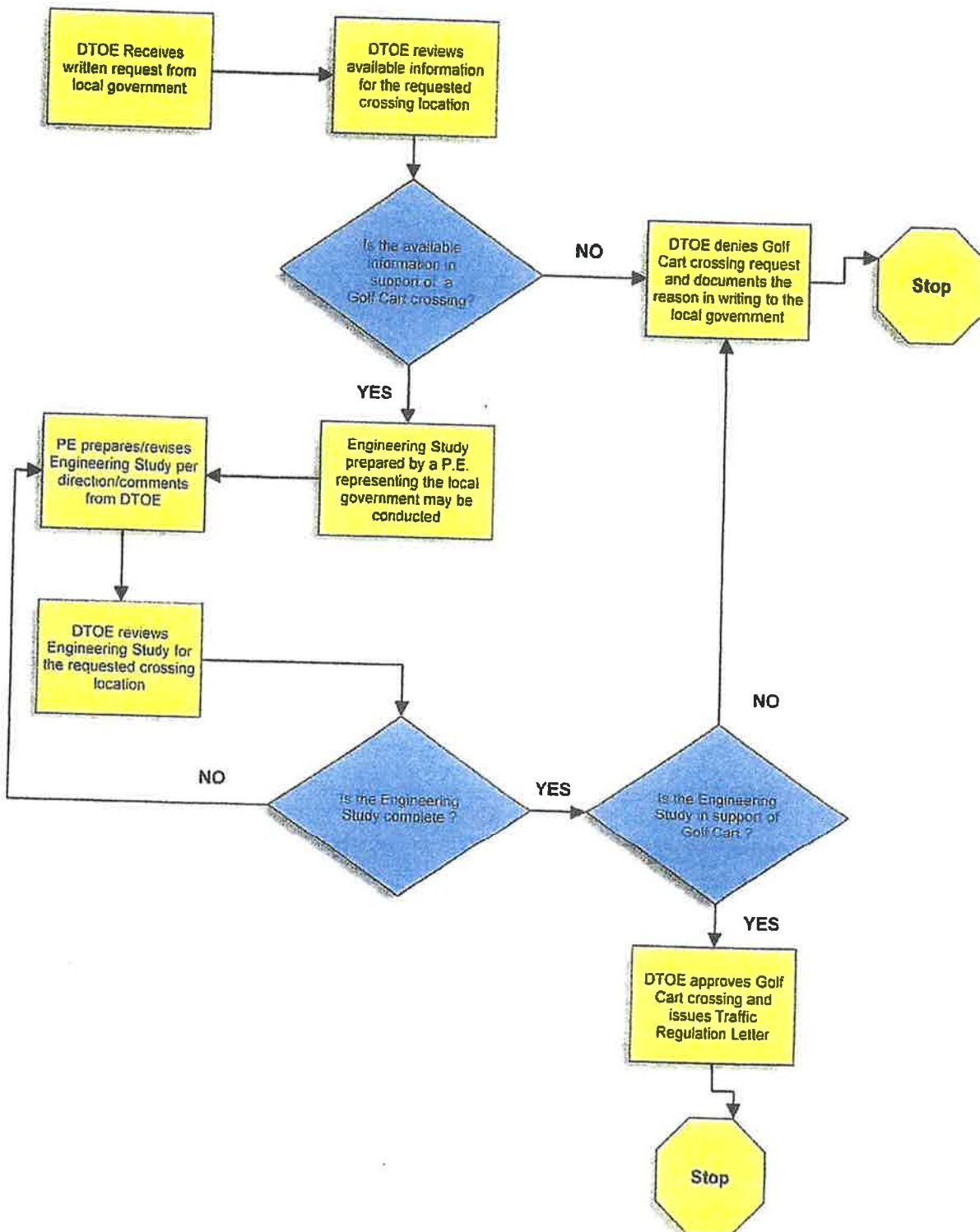
- (1) **Golf Cart:** A motor vehicle designed and manufactured for operation on a golf course for sporting or recreational purposes and that attain speeds of less than 20 miles per hour.
- (2) **Grade Separated Crossing:** A tunnel or overpass designed and constructed for the purpose of crossing a street or highway.
- (3) **Local Government:** A City or County as defined in Section 11.45 (e), F.S.
- (4) **State Roadway:** Any roadway of the State Highway System under jurisdiction of the State except limited access facilities.

#### 5.1.4 PROCEDURE

- (1) Any golf cart crossing proposed for a location on the State Highway System shall be reviewed and approved by the appropriate District Traffic Operations Engineer prior to installation. The Department's preferred design for golf cart crossing of any state road shall be via grade separated facility.
- (2) A request from a local government shall be submitted to the appropriate District Traffic Operations Engineer. Non governmental entities wishing to obtain authorization for a golf cart crossings shall do so through the local government with jurisdictional authority.
- (3) If the District Traffic Operations Engineer's review of available information supports the installation of a golf cart crossing based upon the criteria outlined in **Section 5.1.5**, then a full engineering study prepared by a State of Florida licensed engineer representing the requester may be conducted.
- (4) The criteria referenced in **Section 5.1.5**, as documented in an engineering study, shall be met as a condition for approval of a golf cart crossing. The engineering study shall also contain the following information:
  - (a) Document the need for a golf cart crossing based on conditions set forth in Section 316.212, F.S., i.e., verify the following:
    - The intersecting county or municipal road has been designated for use by golf carts.
    - A golf course or single mobile home park is constructed on both sides of a state road.
  - (b) Document all safety considerations with respect to intersecting sight distances, proximity to intersection and driveway conflict areas, number and configuration of approach lanes to signalized intersections and roadway speed and volume thresholds as described in **Section 5.1.5** that can be satisfied at the proposed location.
  - (c) Document the proposed golf cart crossing and/or roadway segment location (Roadway ID and Mile Post) and corresponding signing, marking, and signal treatments (if applicable). A schematic layout should be provided over aerial photography or survey to show locations of signs, markings, and other treatments in proximity to existing traffic control devices.
  - (d) Document all crash history within the vicinity of the proposed golf cart crossing based upon a minimum three years of data.

- 
- (5) If the evaluation results in a decision not to authorize the installation of a golf cart crossing, the District Traffic Operations Engineer shall document the reasons and advise the local government of the findings. *Meeting the minimum criteria outlined in this section does not guarantee approval of a request for a golf cart crossing.*
  - (6) Prior to the approval of a golf cart crossing, coordination is necessary between the appropriate District Traffic Operations Office, District Maintenance Office and local governments to determine any permitting requirements or responsibilities for maintenance.

## Procedure Flowchart

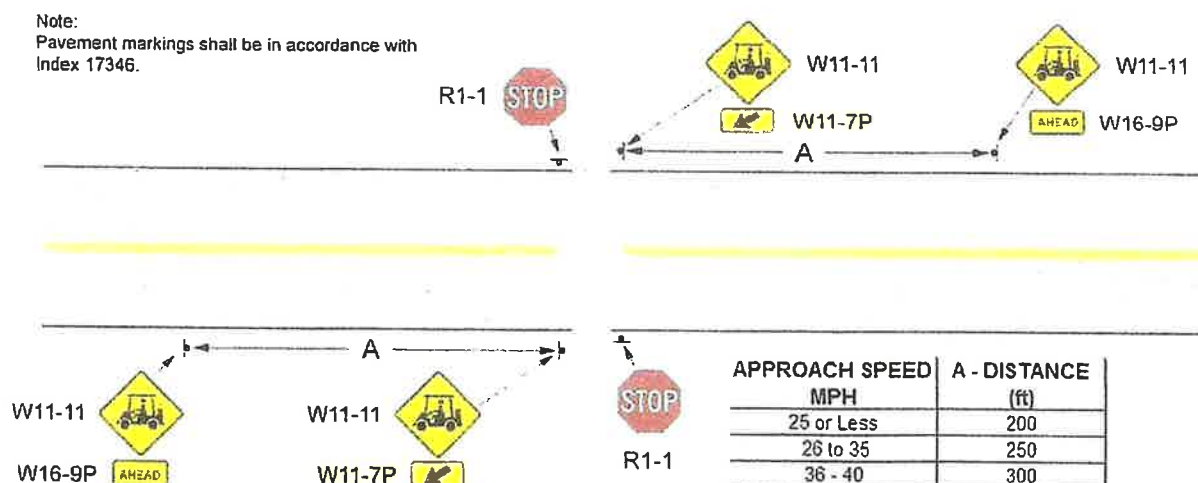




## 5.1.5 CRITERIA FOR APPROVAL OF CROSSING

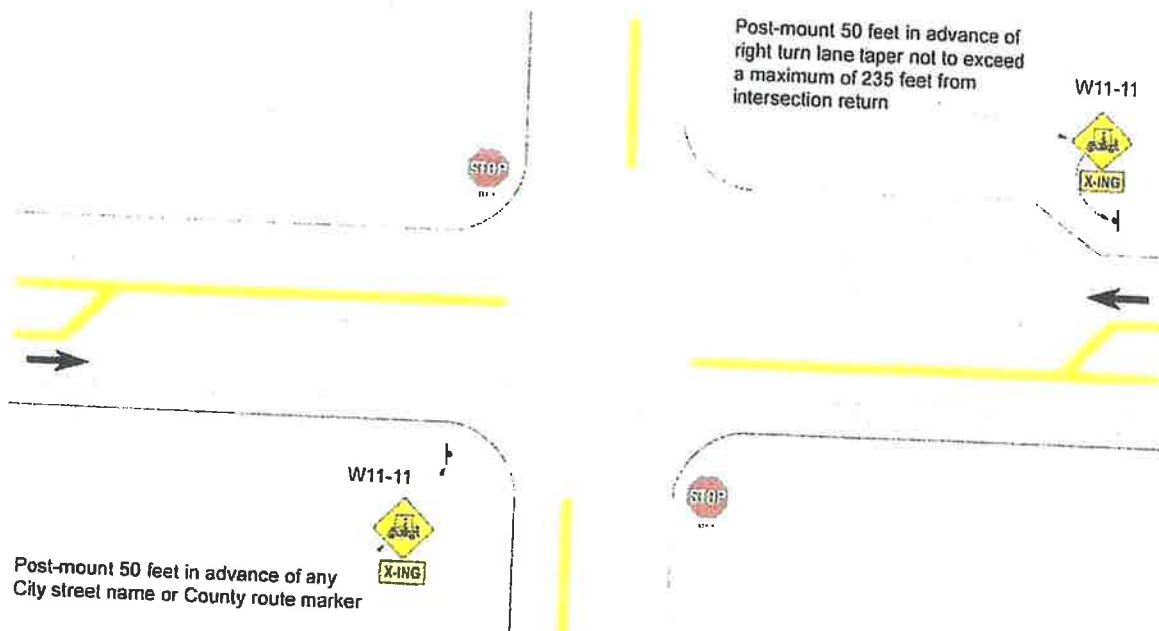
- (1) **Mid-Block Crossing:** To be considered for a golf cart crossing at a mid-block location along any state road where a golf course or a single mobile home park is constructed or located on both sides of the roadway, the proposed location and roadway characteristics shall meet the following criteria:
- (a) Maximum vehicular volume of 15,000 Average Daily Traffic (ADT) or less along the roadway segment.
  - (b) Maximum Posted Speed Limit of 40 miles per hour or less.
  - (c) Maximum number of lanes is three (3) with or without bike lanes.
  - (d) Maximum allowable median width is 15 feet or less.
  - (e) Minimum distance to the nearest driveway, access point or pedestrian crosswalk is 350 feet in each direction.
  - (f) Crossing along roadway tangents only with the nearest point of curvature at least 350 feet in each direction.
  - (g) A clear and unobstructed view of the roadside on the approach to the crossing.
  - (h) Mid-block crossing signing and pavement markings should be installed as shown in **Figure 5.1-1**.
  - (i) Golf carts are the only vehicle permitted to use the designated crossing or to traverse State right-of-way. Other vehicles such as Low Speed Vehicles are strictly prohibited. See 320.01(42) F.S.

**Figure 5.1-1. Mid-Block Crossing**

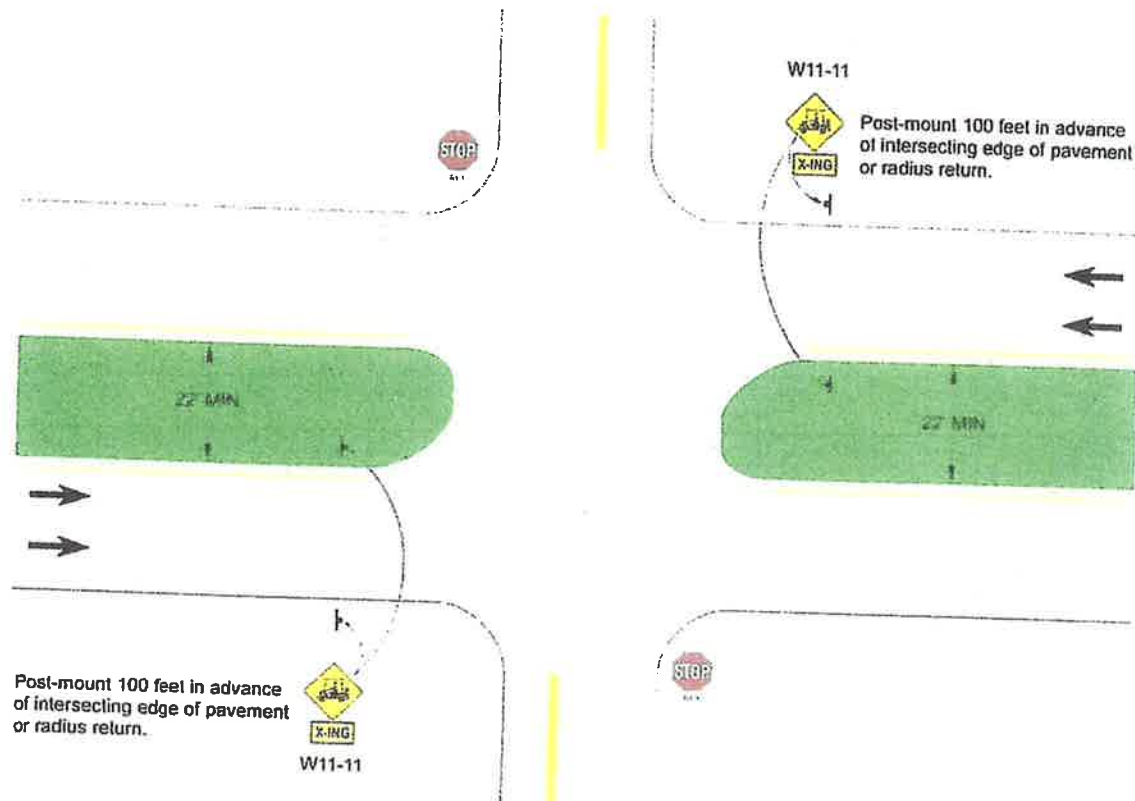


- (2) **Side Street Stop Controlled Intersections:** To be considered for a golf cart crossing at a roadway intersection with side street stop control, the location along any state road shall meet the following criteria:
- (a) Side street maximum vehicular volume 1,200 ADT and AM/PM Peak Hour not to exceed 110 vehicles per hour single direction.
  - (b) Main street posted speed limit or 85<sup>th</sup> percentile intersection approach speed is 35 miles per hour or less.
  - (c) Maximum crossing distance for undivided roadways shall be equal to three (3) lanes or less not including any right turn lanes, bike lanes and crosswalks. For divided roadways of four (4) lanes or less, a minimum of twenty two (22) feet median width is required. See **Figure 5.1-3**.
  - (d) Side street approaches should have an exclusive left turn lane and a shared through-right turn lane. Other lane approach configurations will be considered on case-by-case basis.
  - (e) Side street intersection alignment shall be a 90 degrees (not more than 105 degrees) angle to the mainline tangent. Skewed or offset intersections are not recommended for golf cart crossings.
  - (f) Approach stop signs and pavement markings shall be in accordance with MUTCD and Department's Design Standards, Index No.17346.
  - (g) Golf Cart signs (**W11-11**) should be placed on the mainline approach as shown in **Figure 5.1-2** and **Figure 5.1-3**.

**Figure 5.1-2. Stop-Controlled Crossing**



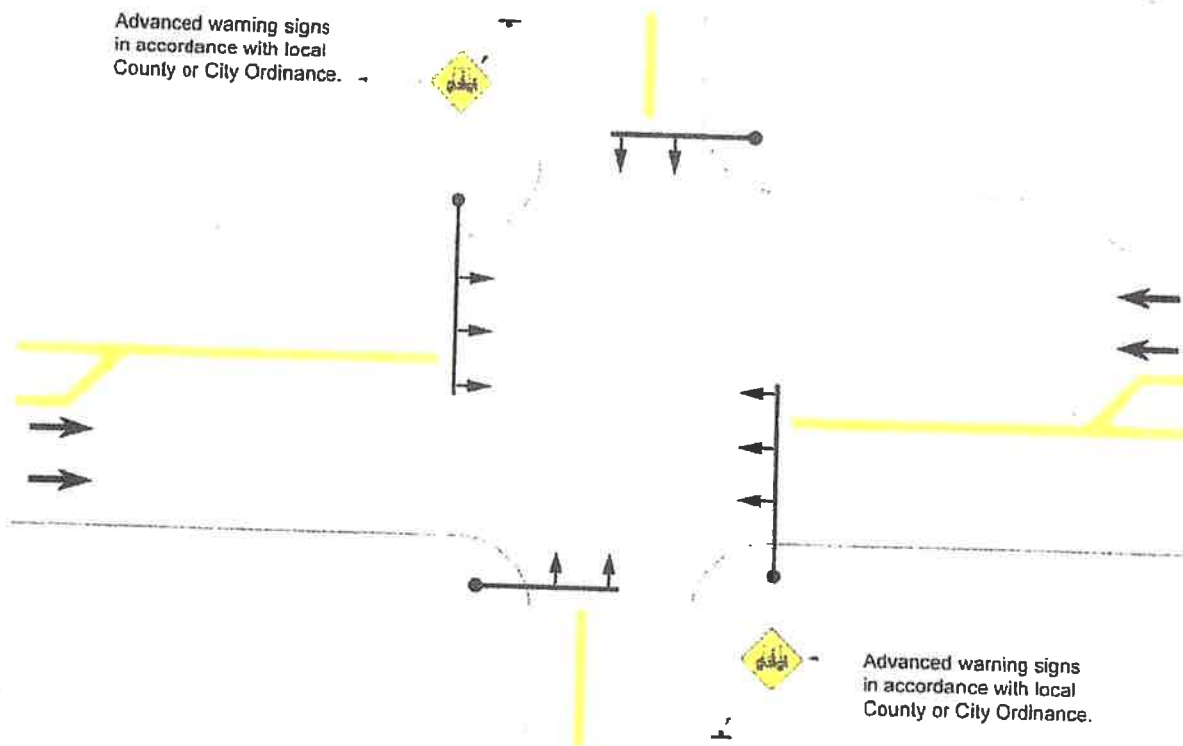
**Figure 5.1-3. 4-Lane Stop-Controlled Crossing**



- (3) **Full Signalized Intersections:** To be considered for a golf cart crossing at a roadway intersection with full signal control, the location along any state road shall meet the following criteria:
- (a) Side street maximum vehicular volume 1,500 ADT and AM/PM Peak Hour not to exceed 200 vehicles per hour single direction.
  - (b) Side street posted speed limit or 85th percentile intersection approach speed is 35 miles per hour or less.
  - (c) Maximum crossing distance equal to five (5) lanes or less not including any right turn lanes, bike lanes and crosswalks.
  - (d) Side street approaches should have at least one (1) exclusive left turn lane and at least one (1) exclusive through or shared through-right turn lane. Other lane approach configurations will be considered on case-by-case basis.
  - (e) Side street intersection alignment shall be a 90 degrees (not more than 105 degrees) angle to the mainline tangent. Skewed or offset intersections are not recommended for golf cart crossings.

- (f) Golf carts shall not use pedestrian crosswalks or sidewalk ramps for the purpose of crossing the mainline state road.
- (g) Golf cart crossings are not permitted at "T" intersections.
- (h) For existing signalized "T" intersections, a proposed forth leg approach and receiving lane for the exclusive use of golf cart crossing shall not be permitted.
- (i) Approach traffic control signs and pavement markings shall be in accordance to MUTCD and Department's Design Standards, Index No. 17346.
- (j) Golf Cart signs (*W11-11*) should be placed on the side street approach as shown in **Figure 5.1-4**.

**Figure 5.1-4. Traffic Signal Controlled Crossing**



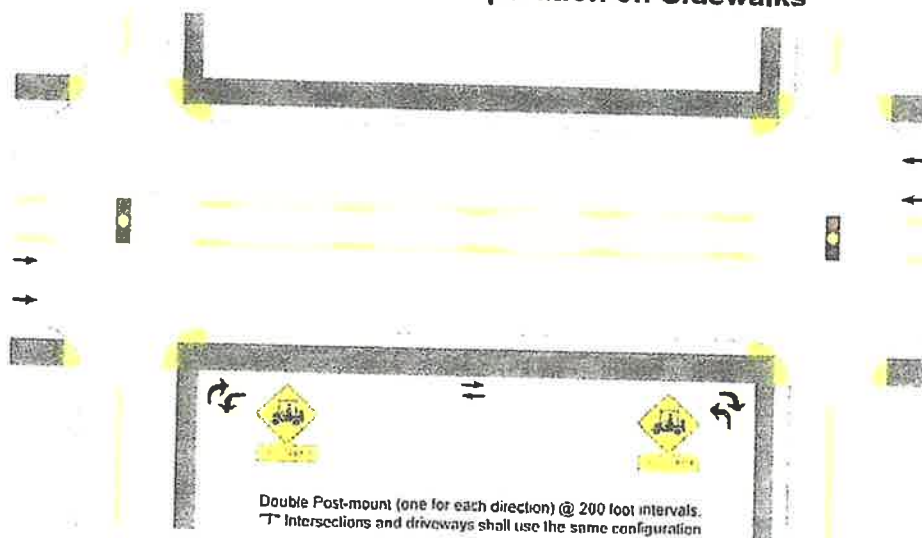
### 5.1.6 OPERATION OF GOLF CARTS ON SIDEWALKS

- (1) Under Title 23 of United States Code, Section 217, existing and proposed non-motorized trails and pedestrian walkways using Federal transportation funds do not permit motorized use including golf cars or golf carts. However, the legislation authorizes exceptions and the Federal Highway Administration (FHWA) has developed framework for an exception process.



- (2) **Safety and Operational Recommendations:** The following recommendations for the operation of golf carts on pedestrian sidewalks adjacent to a state road should be considered when authorizing such use by local government ordinance:
- (a) Access to State maintained sidewalks should be from county or city maintained sidewalks adjacent to side streets intersecting with a state road. In-street golf cart operation onto State operated sidewalks via ADA curb ramps is not permitted.
  - (b) Crossing a state road from county or city maintained streets or sidewalks to access State operated adjacent sidewalks is not recommended. If a local government submits a request for golf cart crossing and seeks consultation for golf cart operation on a State operated sidewalk at the same location, the golf cart crossing will not be allowed.
  - (c) A minimum un-obstructed sidewalk width of 8 feet is required and separated from back of curb or edge of shoulder by at least 5 feet is recommended.
  - (d) A minimum width of 4 foot grassed or stabilized, relatively flat area should be provided beyond the outside edge of sidewalks for recovery or stalled golf carts. Sidewalks with existing adjacent drainage features or fencing should not be considered.
  - (e) Golf cart operation on State operated sidewalks should terminate at a connecting county or city maintained sidewalk.
  - (f) State approved, Golf Cart On Sidewalk signs should be installed along State operated sidewalks as shown in **Figure 5.1-4**.

**Figure 5.1-4. Golf Cart Operation on Sidewalks**



CITY OF WILLISTON, FLORIDA  
CITY COUNCIL MEETING

- E. RESOLUTION 2020-34: SETTING THE PUBLIC HEARING DATES PER TRIM REQUIREMENTS
- F. RESOLUTION 2020-35: SETTING THE TENTATIVE MILLAGE RATE FOR FY 20/21 BUDGET YEAR.

ITEM – 4 – OLD BUSINESS

A. STAFF AND BOARD AND COUNCILOR UPDATES

- INTERIM CITY MANAGER DENNIS STROW – Interim City Manager Strow informed the Council that WastePro have a few guys out due to the Covid-19 pandemic but they should be back on schedule in a couple of weeks picking up recycling.
- Fire Chief Stegall told the Council he met with the County Commissioners and they have agreed to increase the funding to the Williston Fire department to \$49,000 annually for them assisting with fires outside of the City limits.
- Mayor Robinson asked City Planner Gorman for an update on the foreclosure of the old Winn Dixie. City Planner Gorman told him they are putting together a policy of procedure at the next BACE meeting and that the old Winn Dixie is going up for auction. Mayor Robinson asked the Council if the City is planning to make a bid at the auction. All Councilmembers replied they had not thought about it.
- Councilmember Robinson asked Planner Gorman had she heard anything from FDOT. Planner Gorman replied no.
- NICK WILLIAMS: CRA - None
- ALBERT FULLER: PLANNING AND ZONING COMMISSION- None

2020

ITEM – 5 – NEW BUSINESS

- A. RESOLUTION 2020-32: RE-APPOINTING ALBERT FULLER TO THE PLANNING AND ZONING COMMISSION FOR A PERIOD OF THREE YEARS; AND PROVIDING FOR AN EFFECTIVE DATE-CITY PLANNER GORMAN.

President Goodman asked Mr. Fuller was he willing to continue to serve on the Planning and Zoning Commission, Mr. Fuller replied "yes". Councilmember Robinson moved to approved Resolution 2020-32. Vice-President Head seconded. Motion carried by saying "Aye". 4-0.

- B. DISCUSSION WITH POSSIBLE ACTION: GOLF CARTS IN THE CITY OF WILLISTON: COUNCILMEMBER JONES.

Councilmember Jones told the Council, she added this item to the agenda because a resident (Donald Palmer) came before the Council at the last meeting under "Public Participation" regarding golf carts. Councilmember Jones stated that the Planning and

CITY OF WILLISTON, FLORIDA  
CITY COUNCIL MEETING

Zoning Commission had discussed allowing golf carts in the Northeast section but it was denied. Councilmember Jones asked if maybe they could allow gold carts in the Northeast section of the City. Councilmember Robinson said she had a problem with approving just one area of the City. Vice-President Head also wanted to know how we could limit one area of the City for golf carts. Councilmember Jones suggested an Ordinance and the Ordinance would require lights, signals and any other item that would be required to drive on the streets. Interim City Manager Strow said there has been a 300% increase in golf cart accidents with 60% being juveniles driving. President Goodman said he agreed with Vice-President Head, if we approve one section of the City for golf carts, we will have issues with other areas of the City. Councilmember Jones asked resident Donald Palmer, (who was in attendance), if he could bring back a proposal regarding golf carts, the Council would review it.

C. DISCUSSION WITH POSSIBLE ACTION: AIRPORT RE-STRUCTURING - AIRPORT MANAGER BENTON STEGALL

Airport Supervisor Stegall presented the Council with a slide showing the re-structuring of the airport. Supervisor Stegall discussed with the Council the improvements the re-structuring would bring. Supervisor Stegall said there would be an Airport Manager, FBO Supervisor, (2) two full time team members and (4) four part-time team members, currently there is an Airport Supervisor, (2) two full time team members and (2) two part-time team members. Supervisor Stegall said this would give him a chance to get the clean up some of the issues out at the airport. Vice-President Head said he know the leases are a mess and need to be cleaned up. Councilmember Jones also said some of the lease payments are behind. Councilmember Robinson said she see no problem with the re-structuring. Vice-President Head said he understand the need, and he's okay with it. President Goodman said he's concerned with the cost of adding (2) part-time and would like to see what the true cost is going to be. Councilmember Jones moved to approve the proposed Re-Structuring of the airport positions, leaving the City Manager as the Overseer and continue to discuss the Airport budget at our next budget hearing. Councilmember Robinson seconded. Motion carried 3-0. Councilmember Jones, Head and Robinson voted "Aye" and President Goodman "Nay".

D. DISCUSSION WITH POSSIBLE ACTION: AERO PARADISE SERVICES; PROVIDING SERVICE TO THE AIRPORT-AIRPORT MANAGER BENTON STEGALL

Airport Manager Stegall presented the Service Agreement from Areo Paradise Services, which he had brought to the Council back in March. New law passed and our underground fuel line was not in compliance with the new laws that had passed and part of Areo services would be to bring us into compliance. The agreement will be paid from our CARES grant we received from the Federal Government in the amount of \$30,000. Council agreed from Airport Manager to move forward with the agreement.

E. DISCUSSION WITH POSSIBLE ACTION: PROCESS OF CITY MANAGER APPLICATIONS- COUNCIL

December 30, 2022

Three Villagers died in 2022 as the result of accidents involving their golf carts. It was the No. 1 story of the year.

Barbara Joan Lawless, 70, died after a crash which occurred on Morse Boulevard.

She was alone in the red 2017 Yamaha golf cart at 3:45 p.m. June 30 and was traveling southbound approaching Juanita Avenue when she made a "sudden left turn" from the golf cart lane into the path of a white 2006 Ford E150 van driven by a 58-year-old man from Naples, according to an accident report from the Florida Highway Patrol. The front end of the van struck the left side of the golf cart. The trooper noted in the report that she made an "improper turn" and was "inattentive." She was ejected from the golf cart and transported by ambulance to Ocala Regional Medical Center, where she later died.

### **Villager dies after fall from golf cart**

A Villager died after suffering an apparent head injury after a golf cart mishap near his home.

Daniel Hengerer, 70, of the Village of Duval died at Ocala Regional Medical Center.

He was driving a 2021 Yamaha golf cart shortly after 7 p.m. Nov. 14 westbound on Odell Circle approaching the intersection with Raintree Drive when he made a left turn and his right-side tires hit the raised concrete curb. He was ejected from the golf cart and fell onto the asphalt roadway, according to a preliminary accident report from the Florida Highway Patrol. The golf cart rolled another 50 feet before it came to a rest in the northbound lane of Raintree Drive.

### **Villager dies after crashing into sign at recreation center**

A Villager driving a golf cart died after crashing into a sign at a recreation center.

The 78-year-old Villager had been traveling south at 8:51 a.m. March 18 on the multi-modal path which runs parallel to Buena Vista Boulevard in front of the



SeaBreeze Recreation Center. He "failed to negotiate a slight right curve and traveled onto the east shoulder of the path, crossed over the entrance drive for the SeaBreeze Recreation Center," the report said. He continued on the east shoulder of the path "before colliding with a ground light fixture" and the recreation center sign. He was transported to a local hospital where he later died from injuries suffered in the crash. The report indicated that the golf cart did not have seat belts.

April 11, 2023

COLLIER COUNTY, Fla. — One person is dead after multiple vehicles and a golf cart crashed in Naples Saturday night.

A 29-year-old woman riding on the golf cart was pronounced dead on the scene.

A car crashed into the golf cart, which then overturned. Causing injuries to the driver and seven other passengers.

A second vehicle driving behind the car crashed with the hood portion of the golf cart.

According to the Florida Highway Patrol (FHP), the crash occurred on Collier Boulevard, just north of the Jolley Bridge.

Marco Island Fire, Greater Naples Fire and Collier County emergency crews responded to the incident at 10:22 p.m.

FHP is currently investigating the crash at this time.

A 70-year-old man died Saturday evening in The Villages after falling out of a golf cart driven by a 65-year-old Villages resident.

The driver was apparently executing a left turn into a roundabout when he hit a curb, causing the passenger to be ejected.

The 70-year-old Villages man was rushed to the Villages Regional Hospital, where he later died.

The accident is currently being investigated.

This is the second central Florida accident of this kind occurring over the summer months.

In June, a 27-year-old Land O'Lakes woman also died after being ejected from a golf cart in the Lake Padgett Estates East neighborhood.

When the driver of a golf cart causes an accident, it is often because the driver acted in a negligent or careless manner. While golf carts may appear to be harmless, when any vehicle is operated in a reckless manner, the outcome can be can deadly.

Golf cart accidents are usually caused by the following:

- Reckless Driving
- Inattentive or Distracted Driving
- Misjudging the Golf Cart's Capabilities
- Speeding
- Potholes, Slopes or Uneven Ground

Golf carts, like any motor vehicle, are generally only as dangerous as the drivers who operate them. When a person engages in reckless behavior while behind the wheel of a golf cart, devastating accidents can happen. Drivers and passengers are at an increased risk for an accident when the cart is driven at high speeds or when a driver fails to pay attention to the people, objects and other vehicles around them. When the driver of a cart turns too sharply or hits an object in its path, the driver can easily lose control of the cart and hit someone else, or cause the cart to overturn, usually ejecting any passengers. The potential for serious injuries or death in a golf cart accident is elevated due to the fact that golf carts offer occupants very little protection from injuries. Injuries can range in seriousness from minor cuts, scrapes and bruises to broken bones, head and back injuries and even death.

Date: 4-21-2023

## **COUNCIL AGENDA ITEM**

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### **ORDINANCE 2023-709: SECOND READING**

**AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA PROVIDING AUTHORITY FOR GOLF CART OPERATION ON CITY STREETS WITHIN THE CITY OF WILLISTON; CREATING CHAPTER 64 GOLF CART, ARTICLE 1: GOLF CART OPERATION, ARTICLE 2: GOLF CART PARKING OF THE CITY OF WILLISTON CODE OF ORDINANCES ENTITLED "USE OF GOLF CARTS ON DESIGNATED STREETS"; REPEALING ALL ORDINANCES IN CONFLICT AND PROVIDING AN EFFECTIVE DATE.**

**REQUESTED BY:** TERRY BOVAIRD, CITY MANAGER  
**PREPARED BY:** KIERSTEN BALLOU, CITY ATTORNEY

**FISCAL IMPACTS:** THERE WILL BE A FISCAL IMPACT ON THE CITY TO MEET THE REQUIREMENTS OF EXHIBIT A (B)(1)(2). THIS COST IS UNDETERMINED AT THIS TIME.

**RECOMMENDED ACTION:** Staff recommends approval.

### **ATTACHMENTS:**

       **CONTRACT**                        XX   **ORDINANCE 2023-709**                             **MAP**  
       **LEASE**                                     **OTHER DOCUMENTS**

### **COUNCIL ACTION:**

       **APPROVED**  
       **DENIED**

**ORDINANCE NUMBER 2023-709**

**AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA PROVIDING AUTHORITY FOR GOLF CART OPERATION ON CITY STREETS WITHIN THE CITY OF WILLISTON; CREATING CHAPTER 64 GOLF CART, ARTICLE 1: GOLF CART OPERATION, ARTICLE 2: GOLF CART PARKING OF THE CITY OF WILLISTON CODE OF ORDINANCES ENTITLED "USE OF GOLF CARTS ON DESIGNATED STREETS"; REPEALING ALL ORDINANCES IN CONFLICT AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, Florida Statute, Section 316.212 authorizes the operation of golf carts on certain roadways; and

**WHEREAS**, Section 316.212(1), Florida Statutes, allows that a golf cart may only be operated on a City road if that road has been first designated by the City for such use; and

**WHEREAS**, Section 316.212(8), Florida Statutes, allows a local government entity to enact an ordinance relating to unlicensed driver's golf cart operation and equipment which is more restrictive than those enumerated in Section 316.212; and

**WHEREAS**, after due consideration by the City Council of the City of Williston, Florida of the factors set out in Section 316.212(1), the City Council has determined it is appropriate to establish the authority for the operation of golf carts on certain designated City streets within the City of Williston as set forth in this ordinance;

**WHEREAS**, the City Council of the City of Williston, Florida has determined that it is in the best interest of the City of Williston that such an ordinance be adopted.

**NOW THEREFORE, BE IT ORDAINED BY THE PEOPLE OF WILLISTON, FLORIDA, AS FOLLOWS:**

Section 1. The above recitals are true and accurate and are hereby incorporated herein and made a part of this ordinance.

Section 2. Section 60-1 relating to the operation of golf carts on City streets within the City of Williston is hereby established as laid out in Exhibit "A" attached hereto.

Section 3. Conflict. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. Inclusion in the Code, Scrivener's Error. It is the intention of the City Council of the City of Williston, Florida, and it is hereby provided that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the City of Williston, Florida; that the sections of this

Ordinance may be renumbered or re-lettered to accomplish such intention; and that the word "ordinance" may be changed to "section," "article," or other appropriate designation. The correction of typographical errors which do not affect the intent of the ordinance may be authorized by the City Manager or designee without public hearing, by filing a corrected or recodified copy of the same with the City.

Section 5. 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 6. This ordinance shall take effect upon its passage at second and final reading.

PASSED ON FIRST READING, THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023.

PASSED AND DULY ADOPTED, with a quorum present and voting by the City Council of the City of Williston, Florida, after properly dispensing with the second reading, on final reading this \_\_\_\_ day of \_\_\_\_\_, 2023.

Attest:

City Of Williston

\_\_\_\_\_  
Latricia Wright  
City Clerk

\_\_\_\_\_  
Debra Jones  
President, City Council

Wavier of 30-day veto waiting period:

Approved as to legal form and content:

\_\_\_\_\_  
Charles Goodman, City Mayor

\_\_\_\_\_  
S. Scott Walker, City Attorney  
Kiersten N. Ballou, City Attorney

## Exhibit "A"

Section 64-1 relating to the operation of golf carts on City streets within the City of Williston is hereby established as follows:

(a) Definitions.

For the purposes of this section, and unless the context clearly requires otherwise, the following terms and phrases shall have meanings herein ascribed:

- (1) "City" means the City of Williston.
- (2) "City Council" means the City Council of the City of Williston.
- (3) "County" means Levy County.
- (4) "Golf cart" means a motor vehicle that is designed and manufactured for operation on a golf course for sporting or recreational purposes and that is not capable of exceeding speeds of twenty (20) miles per hour, including vehicles modified to have a cargo platform or bin to transport parcels or a hitch to tow a trailer in accordance with Section 316.2126(3)(a)1., Florida Statutes.
- (5) "Street" means a public street or roadway over which the City has primary jurisdiction.

(b) Designation of Public Streets or Roadways for use by Golf Carts

- (1) Prior to the City designating any Street for use by golf carts, the City will first determine that golf cart carts may safely travel or cross said Street, considering the factors as laid out in Section 316.212 (1), including the speed, volume, and character of motor vehicle traffic using said Street.
- (2) Upon the City's determination that golf carts may be safely operated on a Street as stated above, the City shall post appropriate signs to indicate that the Street has been designated for use by Golf Carts and operation of Golf Carts is allowed.
- (3) Except as may be authorized the Florida Department of Transportation, golf carts shall not be operated on the portions of the following roads located in the City's jurisdiction: US 27, US 41, and SR 121.
- (4) Except as may be authorized by Levy County, golf carts shall not be operated on Levy County maintained portions of Mixon Road that are located in the City's jurisdiction.

(c) Operator Requirements

- (1) All persons operating a golf cart on a Street must possess a valid Florida Driver's License. Operation of golf carts on a Street by any person whose driver's license is, at that time, suspend or revoked by the State of Florida or any other state within the United States is prohibited.
- (2) A golf cart may not be operated on a Street by any person under the age of 14.
- (3) A golf cart may not be operated on any Street not designated and signed for use by golf carts by the City.

**(d) Equipment Requirements**

- (1) Golf carts must be equipped with efficient brakes, reliable steering apparatus, safe tires, a rearview mirror, and red reflectorized warning devices in both the front and rear in accordance with Section 316.212(6), Florida Statutes.**
- (2) Between the hours between sunset and sunrise, during operation on streets which the City has primary jurisdiction, golf carts must be equipped with, in addition to the items laid out in (d)(1), headlights, brake lights, turn signals, and a windshield.**

**(e) A violation of this section is a noncriminal traffic infraction, punishable pursuant to chapter 318 as:**

- (1) A moving violation for infractions of subsections (c)(3) or (d)(2).**
- (2) A nonmoving violation for infractions of subsection (c)(1), (c)(2), or (d)(1).**

Date: 4-18-2023

## **COUNCIL AGENDA ITEM**

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### **ORDINANCE 2023-710: SECOND READING**

**AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA ESTABLISHING A GOLF CART PARKING PERMIT PROGRAM IN ACCORDANCE WITH APPLICABLE FLORIDA LAW; REPEALING ALL ORDINANCES IN CONFLICT AND PROVIDING AN EFFECTIVE DATE.**

**REQUESTED BY: TERRY BOVAIRD, CITY MANAGER**  
**PREPARED BY: KIERSTEN BALLOU, CITY ATTORNEY**

**FISCAL IMPACTS:** NONE

**RECOMMENDED ACTION:** Staff recommends approval.

### **ATTACHMENTS:**

       **CONTRACT**                        XX   **ORDINANCE 2023-710**                             **MAP**  
       **LEASE**                                     **OTHER DOCUMENTS**

### **COUNCIL ACTION:**

       **APPROVED**  
       **DENIED**



**ORDINANCE NUMBER 2023-710**

**AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA ESTABLISHING A GOLF CART PARKING PERMIT PROGRAM IN ACCORDANCE WITH APPLICABLE FLORIDA LAW; REPEALING ALL ORDINANCES IN CONFLICT AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the City of Williston currently has authorized use of golf carts on certain roadways; and

**WHEREAS**, the City of Williston provides off-street and on-street parking for vehicles; and

**WHEREAS**, in order to maintain safe and orderly parking for all citizens, the City Council of the City of Williston has found it necessary to establish a Golf Cart Parking Permit Program;

**WHEREAS**, Section 316.008, Florida Statutes explicitly permits municipalities to continue to regulate or prohibit stopping, standing, or parking on streets and highways under the municipality's jurisdiction and within the reasonable exercise of the police power;

**WHEREAS**, after due consideration by the City Council of the City of Williston, the City Council has determined it is appropriate to establish the Golf Cart Parking Permit Program within the City of Williston as set forth in this ordinance.

**NOW THEREFORE, BE IT ORDAINED BY THE PEOPLE OF WILLISTON, FLORIDA, AS FOLLOWS:**

Section 1. The above recitals are true and accurate and are hereby incorporated herein and made a part of this ordinance.

Section 2. Section 64.2 relating to the Golf Cart Parking Permit Program within the City of Williston is hereby established as laid out in Exhibit "A" attached hereto.

Section 3. Conflict. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. Inclusion in the Code, Scrivener's Error. It is the intention of the City Council of the City of Williston, Florida, and it is hereby provided that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the City of Williston, Florida; that the sections of this Ordinance may be renumbered or re-lettered to accomplish such intention; and that the word "ordinance" may be changed to "section," "article," or other appropriate designation. The correction of typographical errors which do not affect the intent of the ordinance may be authorized by the City Manager or designee without public hearing, by filing a corrected or recodified copy of the same with the City.

Section 5. 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 6. This ordinance shall take effect upon its passage at second and final reading.

PASSED ON FIRST READING, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

PASSED AND DULY ADOPTED, with a quorum present and voting by the City Council of the City of Williston, Florida, after properly dispensing with the second reading, on final reading this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Attest:

City of Williston

\_\_\_\_\_  
Latricia Wright  
City Clerk

\_\_\_\_\_  
Debra Jones  
President, City Council

Wavier of 30-day veto waiting period:

Approved as to legal form and content:

\_\_\_\_\_  
Charles Goodman, City Mayor

\_\_\_\_\_  
S. Scott Walker, City Attorney  
Kiersten N. Ballou, City Attorney

## **Exhibit "A"**

Section 64.2 relating to the Golf Cart Parking Permit Program within the City of Williston is hereby established as follows:

### **(a) Golf Cart Parking Restrictions and Requirements**

#### **(1) Restrictions**

- i. Golf carts may not be parked in any on-street parking spaces within City of Williston Right-of-Way located on streets not designated and signed for use by golf carts.
- ii. Golf carts may not be parked in any on-street parking spaces within City of Williston Right-of-Way located on streets designated for use by golf carts if not in possession of a Golf Cart Parking Permit.
- iii. Golf carts may not be parked in any off-street parking spaces on City of Williston property if not in possession of a Golf Cart Parking Permit.

#### **(2) Requirements**

- i. Golf carts must be parked in a parking space in a manner that allows 2 or more golf carts to utilize the space without blocking any golf cart from entering or exiting the space.
- ii. Golf carts must be parked wholly within parking spaces and may not encroach into another parking space.
- iii. Golf carts must prioritize parking in spaces already occupied by a golf cart over parking in an empty space unless there is not enough space to comply with other Golf Cart Parking Requirements.

### **(b) Issuance of Golf Cart Parking Permit; Placement of Signs**

- (1) A permit shall be issued once the golf cart operator has completed the 'Golf Cart Parking Permit' application, presented their golf cart for Police Department inspection, and paid the permit fee.
- (2) Permit fees shall be determined by resolution passed by the City Council. The City Council shall review such fees and pass a new resolution updating said fees no less often than once every two years from the date of the first passed resolution. Permit fees shall be recommended to the City Council by the City Manager. The City Manager or their designee shall calculate the recommended permit fees based on the actual cost of manufacture and installation of pertinent signs, applications, permits, and administrative costs in connection with the issuance of permits.
- (3) The application for a golf cart parking permit shall contain the name of the owner(s) or operator(s) of the golf cart, a copy of their driver's license(s), the golf cart make, model, color, and serial number. The permittee(s) shall apply in person for the permit, shall present all required documentation, shall review all Golf Cart Parking Restrictions and Requirements, and shall review other material related to operating a golf cart within the City of Williston.
- (4) Golf cart parking permits are valid for the calendar year that they were provided and must be renewed yearly. Golf cart parking permits may be renewed for the following calendar year starting December 20th.

- (5) The permit must be displayed on the left rear bumper of the golf cart. For the permit to be valid it must be displayed as such on the golf cart listed on the completed application. Permits not displayed properly, in possession of an operator not named on the application, or on a vehicle other than listed will be null and void.
  - (6) A maximum of (4) operators are allowed per Golf Cart Parking Permit. All operators sharing a Golf Cart Parking Permit must all reside in the same household.
  - (7) A golf cart may only have one Golf Cart Parking permit at a time.
  - (8) A golf cart parking permit shall not guarantee or reserve to the holder a parking space.
- (c) It shall be unlawful for any person to represent that they are entitled to a golf cart parking permit when they are not entitled, or to hold or display such a permit at any time when they are not entitled.
- (d) Enforcement
- (1) Golf carts found to be parked in a manner violating the Golf Cart Parking Requirements and Restrictions:
    - i. Shall be issued a uniform parking citation pursuant to this section; and
    - ii. May be towed pursuant to this article.
- (e) Revocation of Permits and Penalties
- (1) The City Manager or their designee is authorized to revoke the golf cart parking permit of any individual found to be in violation of the provisions of this section.
  - (2) The police department is authorized to revoke the golf cart parking permit of any individual found in violation of Section 64.2. or other traffic infractions committed involving the permitted golf cart. If the individual who commits such a violation has co-operators listed on the same parking permit in accordance with section (b)6 above, only the operator who commits the violation shall have their rights to the parking permit revoked.
  - (3) Failure to surrender a revoked golf cart parking permit within ten working days of written notification from the police department shall carry the following penalties:
    - i. The violator shall not be allowed to reapply for another permit for six months from the date of the written notification.
    - ii. Once restored, if the permit holder should once again have his permit revoked by the department, the operator would be restricted from applying for one year from the date of the written notification.

**Indicate the completion status for the following tasks (if included in the Grant Work Plan):**

- **Design (Plans/Submittal):** 30% ☒, 60% (*See below*), 90% ☒, 100% ☒
  - The Preliminary Design Report, which included 30% plans, was delivered to the City in September 2020.
  - A 60% deliverable was not included in the scope of the project.
  - The 90% design submittal (plans and specifications) was delivered to the City on November 20, 2020.
  - The 100% design submittal (signed and sealed plans and specifications) was delivered to the City on March 31, 2021.
- **Permitting (Completed):** Yes ☒, No ☐
  - The FDEP permit was received on May 27, 2021.
- **Construction (Estimated):** 94.30% of the total \$3,584,000 construction cost.

This report is submitted in accordance with the reporting requirements of the above DEP Agreement number and accurately reflects the activities associated with the project.

---

Signature of Grantee's Grant Manager

---

Date

This report is submitted in accordance with the reporting requirements of the above DEP Agreement number and accurately reflects the activities associated with the project.

---

Signature of Grantee's Grant Manager  
*(Original Ink or Digital Timestamp)*

---

Date

**Date: 4/18/2023**

## **COUNCIL AGENDA ITEM**

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### **RESOLUTION 2023-22:**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPROVING THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION PUBLIC TRANSPORTATION GRANT AGREEMENT FOR FINANCIAL PROJECT NUMBER 442505-3-94-23 REGARDING THE WILLISTON MUNICIPAL AIRPORT – DESIGN AND CONSTRUCTION OF BUILDING SITE INFRASTRUCTURE FOR NEW GA TERMINAL; AUTHORIZING APPROPRIATE PARTIES TO SIGN ANY DOCUMENTS REQUIRED TO EXECUTE SUCH AGREEMENT ON BEHALF OF THE CITY OF WILLISTON; AND PROVIDING AN EFFECTIVE DATE**

**REQUESTED BY: BENTON STEGALL AIRPORT MANAGER**

**PREPARED BY: KIERSTEN BALLOU AIRPORT MANAGER**

**FISCAL IMPACTS:** There will be no direct fiscal impacts to the City of Williston or the Airport. However, this project will allow for additional revenue to be generated by renting out the current terminal.

**RECOMMENDED ACTION:** Staff recommends approval.

### **ATTACHMENTS:**

<input type="checkbox"/> CONTRACT	<input checked="" type="checkbox"/> RESOLUTION 2023-22	<input type="checkbox"/> MAP
<input type="checkbox"/> LEASE	<input checked="" type="checkbox"/> OTHER DOCUMENTS	

### **COUNCIL ACTION:**

☐ **APPROVED**

☐ **DENIED**

**RESOLUTION NUMBER 2023-22**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPROVING THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION PUBLIC TRANSPORTATION GRANT AGREEMENT FOR FINANCIAL PROJECT NUMBER 442505-3-94-23 REGARDING THE WILLISTON MUNICIPAL AIRPORT – DESIGN AND CONSTRUCTION OF BUILDING SITE INFRASTRUCTURE FOR NEW GA TERMINAL; AUTHORIZING APPROPRIATE PARTIES TO SIGN ANY DOCUMENTS REQUIRED TO EXECUTE SUCH AGREEMENT ON BEHALF OF THE CITY OF WILLISTON; AND PROVIDING AN EFFECTIVE DATE**

WHEREAS, the Williston Municipal Airport is in need of a new GA Terminal; and

WHEREAS, grant funding is available for the design and construction of the building site infrastructure for a new GA terminal; and

WHEREAS, the State of Florida Department of Transportation has submitted to the City a Public Transportation Grant Agreement (hereinafter “Agreement”); and

WHEREAS, the Williston Council President is an appropriate party to execute documents related to such Agreement; and

WHEREAS, the City Council has determined it is in the City’s best interest to authorize the City Council President to execute this Agreement, an unexecuted copy of which is attached hereto as Exhibit A; and

WHEREAS, it is in the best interest of the City of Williston to execute the Agreement.

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

**Section 1.** The above recitals are all true and accurate and are hereby incorporated herein and made a part of this resolution.

**Section 2.** The City Council hereby approves the Agreement, attached hereto and incorporated herein as Exhibit A.

**Section 3.** The City Council President is hereby authorized to execute on behalf of the City such documents as are required to enter the Agreement.

**Section 4.** This Resolution shall become effective immediately upon adoption.

**PASSED AND ADOPTED** at a meeting of the City Council this 18th day of April 2023.



**CITY OF WILLISTON, FLORIDA**

**BY:** \_\_\_\_\_  
Debra Jones, City Council President

**Attest, By the Clerk of the  
City Council of the  
City of Williston Florida:**

\_\_\_\_\_  
Latricia Wright, City Clerk

**Approved as to Form and Legality:**

\_\_\_\_\_  
S. Scott Walker, City Attorney or  
Kiersten N. Ballou, City Attorney

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT**

Form 725-000-01  
STRATEGIC  
DEVELOPMENT  
OGC 07/22

Financial Project Number(s): <small>(Item-segment-phase-sequence)</small> <b>442505-3-94-23</b>	Fund(s): Work Activity Code/Function: <b>215</b> Federal Number/Federal Award Identification Number (FAIN) – Transit only: <b>N/A</b> Federal Award Date: <b>N/A</b> Agency SAM/UEI Number: _____	DDR	FLAIR Category: <b>088719</b> Object Code: <b>740100</b> Org. Code: <b>55022020228</b> Vendor Number: <b>VF596000451013</b>
Contract Number: _____			
CFDA Number: <b>N/A</b>			
CFDA Title: <b>N/A</b>			
CSFA Number: <b>N/A</b>			
CSFA Title: <b>N/A</b>			

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

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

1. **Authority.** The Agency, by Resolution or other form of official authorization, a copy of which is attached as **Exhibit "D", Agency Resolution** and made a part of this Agreement, has authorized its officers to execute this Agreement on its behalf. The Department has the authority pursuant to Section(s) 332.007, Florida Statutes, to enter into this Agreement.
2. **Purpose of Agreement.** The purpose of this Agreement is to provide for the Department's participation in the Design & Construction of the Building Site Infrastructure for the New GA Terminal at Williston Municipal Airport. The municipality is eligible for and has requested a Rural Economic Development Initiative (REDI) waiver pursuant to Florida Statute 288.0656., as further described in **Exhibit "A", Project Description and Responsibilities**, attached and incorporated into this Agreement ("Project"), to provide Department financial assistance to the Agency, state the terms and conditions upon which Department funds will be provided, and to set forth the manner in which the Project will be undertaken and completed.
3. **Program Area.** For identification purposes only, this Agreement is implemented as part of the Department program area selected below (select all programs that apply):

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

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

- ☒ Exhibit A: Project Description and Responsibilities
- ☒ Exhibit B: Schedule of Financial Assistance
- ☐ \*Exhibit B1: Deferred Reimbursement Financial Provisions
- ☐ \*Exhibit B2: Advance Payment Financial Provisions
- ☐ \*Exhibit B3: Alternative Advanced Pay (Transit Bus Program)
- ☒ \*Exhibit C: Terms and Conditions of Construction
- ☒ Exhibit D: Agency Resolution
- ☒ Exhibit E: Program Specific Terms and Conditions

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT**

Form 725-000-01  
STRATEGIC  
DEVELOPMENT  
OGC 07/22

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

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

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

6. **Term of Agreement.** This Agreement shall commence upon full execution by both Parties ("Effective Date") and continue through September 30, 2026. If the Agency does not complete the Project within this time period, this Agreement will expire unless an extension of the time period is requested by the Agency and granted in writing by the Department prior to the expiration of this Agreement. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed prior to the Effective Date or after the expiration date of this Agreement will not be reimbursed by the Department.

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

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

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

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

- a. Notwithstanding any other provision of this Agreement, if the Department intends to terminate the Agreement, the Department shall notify the Agency of such termination in writing at least thirty (30) days prior to the termination of the Agreement, with instructions to the effective date of termination or specify the stage of work at which the Agreement is to be terminated.
- b. The Parties to this Agreement may terminate this Agreement when its continuation would not produce beneficial results commensurate with the further expenditure of funds. In this event, the Parties shall agree upon the termination conditions.
- c. If the Agreement is terminated before performance is completed, the Agency shall be paid only for that work satisfactorily performed for which costs can be substantiated. Such payment, however, may not exceed the equivalent percentage of the Department's maximum financial assistance. If any portion of the Project is located on the Department's right-of-way, then all work in progress on the Department right-of-way will become the property of the Department and will be turned over promptly by the Agency.
- d. In the event the Agency fails to perform or honor the requirements and provisions of this Agreement, the Agency shall promptly refund in full to the Department within thirty (30) days of the termination of the Agreement any funds that were determined by the Department to have been expended in violation of the Agreement.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT**

Form 725-000-01  
STRATEGIC  
DEVELOPMENT  
OGC 07/22

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

**9. Project Cost:**

- a. The estimated total cost of the Project is \$655,556. This amount is based upon **Exhibit "B", Schedule of Financial Assistance**. The timeline for deliverables and distribution of estimated amounts between deliverables within a grant phase, as outlined in **Exhibit "B", Schedule of Financial Assistance**, may be modified by mutual written agreement of the Parties and does not require execution of an **Amendment to the Public Transportation Grant Agreement**. The timeline for deliverables and distribution of estimated amounts between grant phases requires an amendment executed by both Parties in the same form as this Agreement.
- b. The Department agrees to participate in the Project cost up to the maximum amount of \$65,556 and, the Department's participation in the Project shall not exceed 10.00% of the total eligible cost of the Project, and as more fully described in **Exhibit "B", Schedule of Financial Assistance**. The Agency agrees to bear all expenses in excess of the amount of the Department's participation and any cost overruns or deficits involved.

**10. Compensation and Payment:**

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT**

Form 725-000-01  
STRATEGIC  
DEVELOPMENT  
OGC 07/22

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

- f. **Financial Consequences.** Payment shall be made only after receipt and approval of deliverables and costs incurred unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes, or the Department's Comptroller under Section 334.044(29), Florida Statutes. If the Department determines that the performance of the Agency is unsatisfactory, the Department shall notify the Agency of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The Agency shall, within thirty (30) days after notice from the Department, provide the Department with a corrective action plan describing how the Agency will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Department, the Agency will not be reimbursed. If the deficiency is subsequently resolved, the Agency may bill the Department for the amount that was previously not reimbursed during the next billing period. If the Agency is unable to resolve the deficiency, the funds shall be forfeited at the end of the Agreement's term.
- g. **Invoice Processing.** An Agency receiving financial assistance from the Department should be aware of the following time frames. Inspection or verification and approval of deliverables shall take no longer than 20 days from the Department's receipt of the invoice. The Department has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the deliverables are received, inspected or verified, and approved.
- If a payment is not available within 40 days, a separate interest penalty at a rate as established pursuant to Section 55.03(1), Florida Statutes, will be due and payable, in addition to the invoice amount, to the Agency. Interest penalties of less than one (1) dollar will not be enforced unless the Agency requests payment. Invoices that have to be returned to an Agency because of Agency preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department.
- A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for Agency who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516.
- h. **Records Retention.** The Agency shall maintain an accounting system or separate accounts to ensure funds and projects are tracked separately. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these records shall be furnished to the Department upon request. Records of costs incurred include the Agency's general accounting records and the Project records, together with supporting documents and records, of the Contractor and all subcontractors performing work on the Project, and all other records of the Contractor and subcontractors considered necessary by the Department for a proper audit of costs.
- i. **Progress Reports.** Upon request, the Agency agrees to provide progress reports to the Department in the standard format used by the Department and at intervals established by the Department. The Department will be entitled at all times to be advised, at its request, as to the status of the Project and of details thereof.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT**

Form 725-000-01  
STRATEGIC  
DEVELOPMENT  
OGC 07/22

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT**

Form 725-000-01  
STRATEGIC  
DEVELOPMENT  
OGC 07/22

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

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

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT**

Form 725-000-01  
STRATEGIC  
DEVELOPMENT  
OGC 07/22

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

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

**12. Contracts of the Agency:**

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



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT**

Form 725-000-01  
STRATEGIC  
DEVELOPMENT  
OGC 07/22

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

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

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

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

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

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

**Federal Funded:**

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT**

Form 725-000-01  
STRATEGIC  
DEVELOPMENT  
OGC 07/22

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

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT**

Form 725-000-01  
STRATEGIC  
DEVELOPMENT  
OGC 07/22

- v. Within six months of acceptance of the audit report by the FAC, the Department will review the Agency's audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the Federal award provided through the Department by this Agreement. If the Agency fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:
  - 1. Temporarily withhold cash payments pending correction of the deficiency by the Agency or more severe enforcement action by the Department;
  - 2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
  - 3. Wholly or partly suspend or terminate the Federal award;
  - 4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and Federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the Federal awarding agency);
  - 5. Withhold further Federal awards for the Project or program;
  - 6. Take other remedies that may be legally available.
- vi. As a condition of receiving this Federal award, the Agency shall permit the Department or its designee, the CFO, or State of Florida Auditor General access to the Agency's records, including financial statements, the independent auditor's working papers, and project records as necessary. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is complete or the dispute is resolved.
- vii. The Department's contact information for requirements under this part is as follows:

Office of Comptroller, MS 24  
605 Suwannee Street  
Tallahassee, Florida 32399-0450  
[FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us)

**State Funded:**

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT**

Form 725-000-01  
STRATEGIC  
DEVELOPMENT  
OGC 07/22

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

Florida Department of Transportation  
Office of Comptroller, MS 24  
605 Suwannee Street  
Tallahassee, Florida 32399-0405  
[FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us)

And

State of Florida Auditor General  
Local Government Audits/342  
111 West Madison Street, Room 401  
Tallahassee, FL 32399-1450  
Email: [flaudgen\\_localgovt@aud.state.fl.us](mailto:flaudgen_localgovt@aud.state.fl.us)

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT**

Form 725-000-01  
STRATEGIC  
DEVELOPMENT  
OGC 07/22

applicable.

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

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

**17. Restrictions, Prohibitions, Controls and Labor Provisions:**

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT**

Form 725-000-01  
STRATEGIC  
DEVELOPMENT  
OGC 07/22

- c. **Non-Responsible Contractors.** An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied, or have further been determined by the Department to be a non-responsible contractor, may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the Agency.
- d. **Prohibition on Using Funds for Lobbying.** No funds received pursuant to this Agreement may be expended for lobbying the Florida Legislature, judicial branch, or any state agency, in accordance with Section 216.347, Florida Statutes.
- e. **Unauthorized Aliens.** The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation will be cause for unilateral cancellation of this Agreement.
- f. **Procurement of Construction Services.** If the Project is procured pursuant to Chapter 255, Florida Statutes, for construction services and at the time of the competitive solicitation for the Project, 50 percent or more of the cost of the Project is to be paid from state-appropriated funds, then the Agency must comply with the requirements of Section 255.0991, Florida Statutes.
- g. **E-Verify.** The Agency shall:
  - i. Utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Agency during the term of the contract; and
  - ii. Expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
- h. **Executive Order 20-44.** Pursuant to Governor's Executive Order 20-44, if the Agency is required by the Internal Revenue Code to file IRS Form 990 and is named in statute with which the Department must form a sole-source, public-private agreement; or through contract or other agreement with the State, annually receives 50% or more of its budget from the State or from a combination of State and Federal funds, Recipient shall submit an Annual Report to the Department, including the most recent IRS Form 990, detailing the total compensation for each member of the Agency executive leadership team. Total compensation shall include salary, bonuses, cashed-in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. The Agency shall inform the Department of any changes in total executive compensation during the period between the filing of Annual Reports within 60 days of any change taking effect. All compensation reports shall detail the percentage of executive leadership compensation received directly from all State and/or Federal allocations to the Agency. Annual Reports shall be in the form approved by the Department and shall be submitted to the Department at [fdotsingleaudit@dot.state.fl.us](mailto:fdotsingleaudit@dot.state.fl.us) within 180 days following the end of each tax year of the Agency receiving Department funding.
- i. **Design Services and Construction Engineering and Inspection Services.** If the Project is wholly or partially funded by the Department and administered by a local governmental entity, except for a seaport listed in Section 311.09, Florida Statutes, or an airport as defined in Section 332.004, Florida Statutes, the entity performing design and construction engineering and inspection services may not be the same entity.

**18. Indemnification and Insurance:**

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT**

Form 725-000-01  
STRATEGIC  
DEVELOPMENT  
OGC 07/22

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

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

This indemnification shall survive the termination of this Agreement."

- b. The Agency shall provide Workers' Compensation Insurance in accordance with Florida's Workers' Compensation law for all employees. If subletting any of the work, ensure that the subcontractor(s) and subconsultant(s) have Workers' Compensation Insurance for their employees in accordance with Florida's Workers' Compensation law. If using "leased employees" or employees obtained through professional employer organizations ("PEO's"), ensure that such employees are covered by Workers' Compensation Insurance through the PEO's or other leasing entities. Ensure that any equipment rental agreements that include operators or other personnel who are employees of independent contractors, sole proprietorships, or partners are covered by insurance required under Florida's Workers' Compensation law.
- c. If the Agency elects to self-perform the Project, then the Agency may self-insure. If the Agency elects to hire a contractor or consultant to perform the Project, then the Agency shall carry, or cause its contractor or consultant to carry, Commercial General Liability insurance providing continuous coverage for all work or operations performed under this Agreement. Such insurance shall be no more restrictive than that provided by the latest occurrence form edition of the standard Commercial General Liability Coverage Form (ISO Form CG 00 01) as filed for use in the State of Florida. The Agency shall cause, or cause its contractor or consultant to cause, the Department to be made an Additional Insured as to such insurance. Such coverage shall be on an "occurrence" basis and shall include Products/Completed Operations coverage. The coverage afforded to the Department as an Additional Insured shall be primary as to any other available insurance and shall not be more restrictive than the coverage afforded to the Named Insured. The limits of coverage shall not be less than \$1,000,000 for each occurrence and not less than a \$5,000,000 annual general aggregate, inclusive of amounts provided by an umbrella or excess policy. The limits of coverage described herein shall apply fully to the work or operations performed under the Agreement, and may not be shared with or diminished by claims unrelated to the Agreement. The policy/ies and coverage

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT**

Form 725-000-01  
STRATEGIC  
DEVELOPMENT  
OGC 07/22

described herein may be subject to a deductible and such deductibles shall be paid by the Named Insured. No policy/ies or coverage described herein may contain or be subject to a Retention or a Self-Insured Retention unless the Agency is a state agency or subdivision of the State of Florida that elects to self-perform the Project. Prior to the execution of the Agreement, and at all renewal periods which occur prior to final acceptance of the work, the Department shall be provided with an ACORD Certificate of Liability Insurance reflecting the coverage described herein. The Department shall be notified in writing within ten days of any cancellation, notice of cancellation, lapse, renewal, or proposed change to any policy or coverage described herein. The Department's approval or failure to disapprove any policy/ies, coverage, or ACORD Certificates shall not relieve or excuse any obligation to procure and maintain the insurance required herein, nor serve as a waiver of any rights or defenses the Department may have.

- d. When the Agreement includes the construction of a railroad grade crossing, railroad overpass or underpass structure, or any other work or operations within the limits of the railroad right-of-way, including any encroachments thereon from work or operations in the vicinity of the railroad right-of-way, the Agency shall, or cause its contractor to, in addition to the insurance coverage required above, procure and maintain Railroad Protective Liability Coverage (ISO Form CG 00 35) where the railroad is the Named Insured and where the limits are not less than \$2,000,000 combined single limit for bodily injury and/or property damage per occurrence, and with an annual aggregate limit of not less than \$6,000,000. The railroad shall also be added along with the Department as an Additional Insured on the policy/ies procured pursuant to the paragraph above. Prior to the execution of the Agreement, and at all renewal periods which occur prior to final acceptance of the work, both the Department and the railroad shall be provided with an ACORD Certificate of Liability Insurance reflecting the coverage described herein. The insurance described herein shall be maintained through final acceptance of the work. Both the Department and the railroad shall be notified in writing within ten days of any cancellation, notice of cancellation, renewal, or proposed change to any policy or coverage described herein. The Department's approval or failure to disapprove any policy/ies, coverage, or ACORD Certificates shall not relieve or excuse any obligation to procure and maintain the insurance required herein, nor serve as a waiver of any rights the Department may have.
- e. When the Agreement involves work on or in the vicinity of utility-owned property or facilities, the utility shall be added along with the Department as an Additional Insured on the Commercial General Liability policy/ies procured above.

**19. Miscellaneous:**

- a. **Environmental Regulations.** The Agency will be solely responsible for compliance with all applicable environmental regulations and for any liability arising from non-compliance with these regulations, and will reimburse the Department for any loss incurred in connection therewith.
- b. **Non-Admission of Liability.** In no event shall the making by the Department of any payment to the Agency constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the Agency and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.
- c. **Severability.** If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT**

Form 725-000-01  
STRATEGIC  
DEVELOPMENT  
OGC 07/22

- d. **Agency not an agent of Department.** The Agency and the Department agree that the Agency, its employees, contractors, subcontractors, consultants, and subconsultants are not agents of the Department as a result of this Agreement.
- e. **Bonus or Commission.** By execution of the Agreement, the Agency represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.
- f. **Non-Contravention of State Law.** Nothing in the Agreement shall require the Agency to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the Agency will at once notify the Department in writing so that appropriate changes and modifications may be made by the Department and the Agency to the end that the Agency may proceed as soon as possible with the Project.
- g. **Execution of Agreement.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same Agreement. A facsimile or electronic transmission of this Agreement with a signature on behalf of a party will be legal and binding on such party.
- h. **Federal Award Identification Number (FAIN).** If the FAIN is not available prior to execution of the Agreement, the Department may unilaterally add the FAIN to the Agreement without approval of the Agency and without an amendment to the Agreement. If this occurs, an updated Agreement that includes the FAIN will be provided to the Agency and uploaded to the Department of Financial Services' Florida Accountability Contract Tracking System (FACTS).
- i. **Inspector General Cooperation.** The Agency agrees to comply with Section 20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), Florida Statutes.
- j. **Law, Forum, and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. In the event of a conflict between any portion of the contract and Florida law, the laws of Florida shall prevail. The Agency agrees to waive forum and venue and that the Department shall determine the forum and venue in which any dispute under this Agreement is decided.

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

AGENCY City of Williston

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: James M. Knight, P.E.

Title: \_\_\_\_\_

Title: Urban Planning and Modal Administrator

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION  
Legal Review:

\_\_\_\_\_

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT EXHIBITS**

Form 725-000-02  
STRATEGIC  
DEVELOPMENT  
OGC 01/23

**EXHIBIT A**

**Project Description and Responsibilities**

**A. Project Description** (description of Agency's project to provide context, description of project components funded via this Agreement (if not the entire project)): Design & Construct Infrastructure for New GA Terminal

**B. Project Location** (limits, city, county, map): Williston Municipal Airport/Williston, FL/Levy

**C. Project Scope** (allowable costs: describe project components, improvement type/service type, approximate timeline, project schedule, project size): As required by 215.971, F.S., this scope of work includes but is not limited to site infrastructure work including consultant and design fees, survey and geotechnical costs, permitting, construction inspection and material testing costs, mobilization and demobilization, maintenance of traffic, earthwork, erosion control, demolition, new & overlay of pavement (access roadways, parking lots, and sidewalks), drainage, utilities(water, sanitary, gas), primary and back-up power supplies, building foundation, pavement markings, lighting and signage, fencing and gates, landscaping/turfing (including outdoor lighting) including all materials, equipment, labor, and incidentals required to complete the building site work for this project. The Sponsor will comply with Aviation Program Assurances.

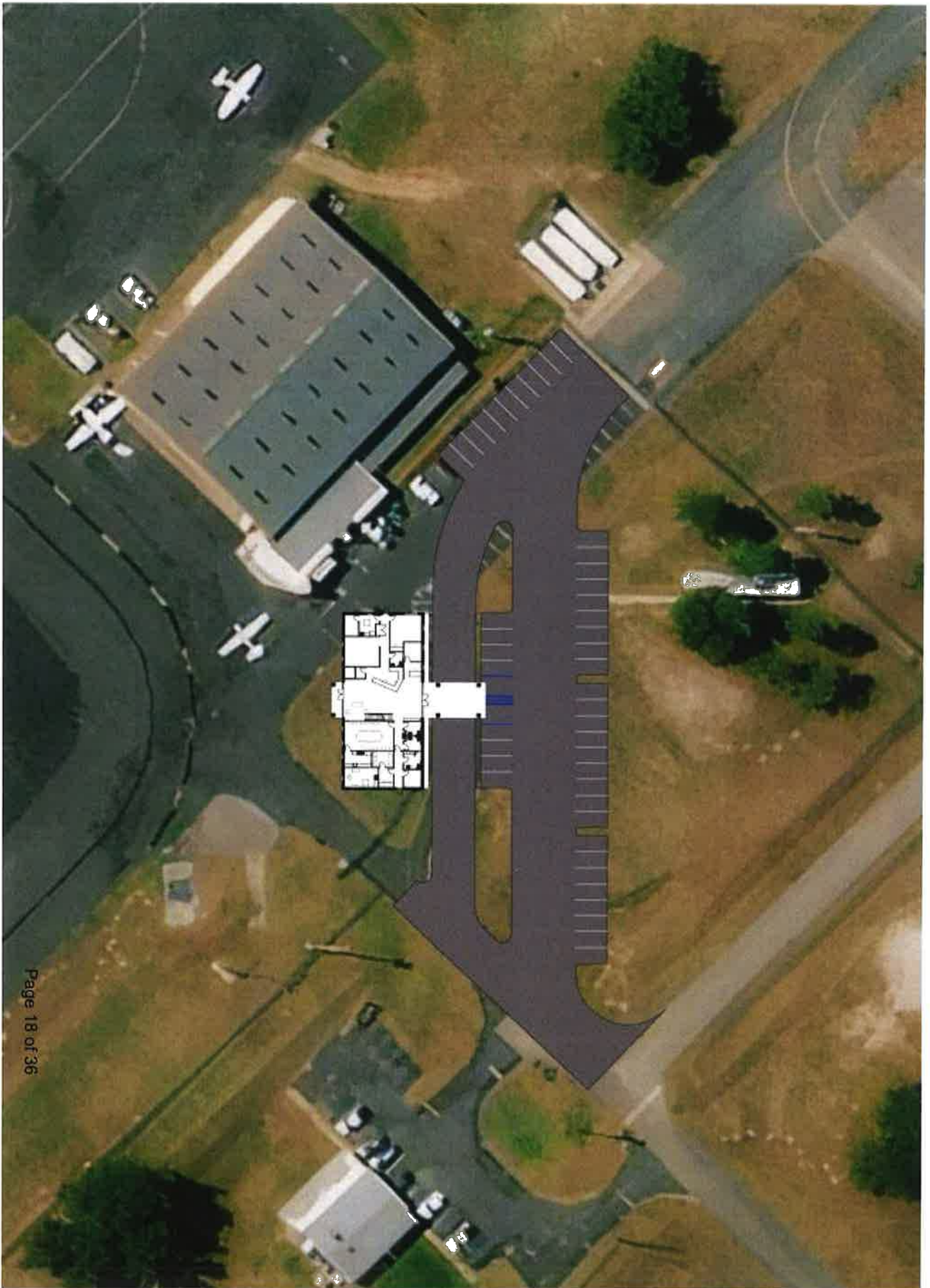
**D. Deliverable(s):**

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

**E. Unallowable Costs** (including but not limited to):

**F. Transit Operating Grant Requirements (Transit Only):**

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



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT EXHIBITS**

Form 725-000-02  
STRATEGIC  
DEVELOPMENT  
OGC 01/23

**EXHIBIT B**

**Schedule of Financial Assistance**

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

**A. Fund Type and Fiscal Year:**

Financial Management Number	Fund Type	FLAIR Category	State Fiscal Year	Object Code	CSFA/CFDA Number	CSFA/CFDA Title or Funding Source Description	Funding Amount
442505-3-94-23	BIL	088719	2023	740100	N/A	N/A	\$590,000.00
442505-3-94-23	DDR	088719	2023	740100	N/A	N/A	\$65,556.00
<b>Total Financial Assistance</b>							<b>\$655,556.00</b>

**B. Estimate of Project Costs by Grant Phase:**

Phases*	State	Local	Federal	Totals	State %	Local %	Federal %
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Environmental/Design/Construction	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Capital Equipment/ Preventative Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Match to Direct Federal Funding	\$65,556.00	\$0.00	\$590,000.00	\$655,556.00	10.00	0.00	90.00
Mobility Management (Transit Only)	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
<b>Totals</b>	<b>\$65,556.00</b>	<b>\$0.00</b>	<b>\$590,000.00</b>	<b>\$655,556.00</b>			

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

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

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

Donna Whitney

Department Grant Manager Name

Signature

Date

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT EXHIBITS**

Form 725-000-02  
STRATEGIC  
DEVELOPMENT  
OGC 01/23

**EXHIBIT C**

**TERMS AND CONDITIONS OF CONSTRUCTION**

**1. Design and Construction Standards and Required Approvals.**

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

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

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT EXHIBITS**

Form 725-000-02  
STRATEGIC  
DEVELOPMENT  
OGC 01/23

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT EXHIBITS**

Form 725-000-02  
STRATEGIC  
DEVELOPMENT  
OGC 01/23

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

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



**PUBLIC TRANSPORTATION  
GRANT AGREEMENT EXHIBITS**

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

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

Insert District PIO contact info:

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

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



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT EXHIBITS**

Form 725-000-02  
STRATEGIC  
DEVELOPMENT  
OGC 01/23

**ENGINEER'S CERTIFICATION OF COMPLIANCE**

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

PROJECT DESCRIPTION: \_\_\_\_\_

DEPARTMENT CONTRACT NO.: \_\_\_\_\_

FINANCIAL MANAGEMENT NO.: \_\_\_\_\_

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

By: \_\_\_\_\_, P.E.

SEAL:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT EXHIBITS**

Form 725-000-02  
STRATEGIC  
DEVELOPMENT  
OGC 01/23

**EXHIBIT D**

**AGENCY RESOLUTION**

***PLEASE SEE ATTACHED***

**EXHIBIT E**

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

**A. General.**

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

**B. Agency Compliance Certification.**

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT EXHIBITS**

Form 725-000-02  
STRATEGIC  
DEVELOPMENT  
OGC 01/23

**b. Florida Administrative Code (FAC)**

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

**c. Local Government Requirements**

- Airport Zoning Ordinance
- Local Comprehensive Plan

**d. Department Requirements**

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

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

**a. Federal Requirements**

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

**b. Local Government Requirements**

- Local Building Codes
- Local Zoning Codes

**c. Department Requirements**

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

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

**a. Federal Requirements**

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

**b. Florida Requirements**

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT EXHIBITS**

Form 725-000-02  
STRATEGIC  
DEVELOPMENT  
OGC 01/23

**C. Agency Authority.**

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

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

**1. Accounting System.**

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

**2. Good Title.**

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

**3. Preserving Rights and Powers.**

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

**4. Hazard Removal and Mitigation.**

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT EXHIBITS**

Form 725-000-02  
STRATEGIC  
DEVELOPMENT  
OGC 01/23

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

**5. Airport Compatible Land Use.**

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

**6. Consistency with Local Government Plans.**

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

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

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT EXHIBITS**

Form 725-000-02  
STRATEGIC  
DEVELOPMENT  
OGC 01/23

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

**8. Airport Financial Plan.**

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

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

**10. Fee and Rental Structure.**

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

**11. Public-Private Partnership for Aeronautical Uses.**

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

**12. Economic Nondiscrimination.**

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

**PUBLIC TRANSPORTATION  
GRANT AGREEMENT EXHIBITS**

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

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

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

**14. Operations and Maintenance.**

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

**15. Federal Funding Eligibility.**

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

**16. Project Implementation.**

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

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

**18. Airfield Access.**

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



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT EXHIBITS**

Form 725-000-02  
STRATEGIC  
DEVELOPMENT  
OGC 01/23

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

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

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

**20. Consultant, Contractor, Scope, and Costs.**

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

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

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT EXHIBITS**

Form 725-000-02  
STRATEGIC  
DEVELOPMENT  
OGC 01/23

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

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

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT EXHIBITS**

Form 725-000-02  
STRATEGIC  
DEVELOPMENT  
OGC 01/23

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

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

**a. Project Certifications.** Certify Project compliances, including:

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

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

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

**c. Inspection and Approval.** The Agency assures that:

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

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT EXHIBITS**

Form 725-000-02  
STRATEGIC  
DEVELOPMENT  
OGC 01/23

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

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

**- End of Exhibit E -**

**EXHIBIT F**

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

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

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

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

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

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

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

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

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

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

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

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

**Date: April 18, 2023**

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**CITY COUNCIL AGENDA ITEM**

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**TOPIC: Animal Shelter Name**

**Presented By: Terry Bovaird**

**BACKGROUND / DESCRIPTION:**

The City of Williston, Florida is ready to have their grand opening for the Animal Shelter on April 28, 2023. At this time, the shelter still needs a name. The donor has communicated that he does not want the shelter named after him. Below are some names that have been recommended:

Reverence for Life Shelter – Bob Echols  
Williston Community Animal Shelter – Name of Current Board  
Williston Animal Shelter  
Williston Paws and Claws  
Williston Pet Adoption Center  
Williston Animal Adoption Center

**LEGAL REVIEW: NA**

**FISCAL IMPACTS: None**

**RECOMMENDED ACTION: Approve a name for the animal shelter. Staff will return with a Resolution in May.**

**ATTACHMENTS: None**

**ACTION:**

\_\_\_\_\_ **APPROVED** \_\_\_\_\_ **DISAPPROVED**

**Date: April 18, 2023**

**COUNCIL AGENDA ITEM**

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**TOPIC: DISCUSSION WITH POSSIBLE ACTION: LEVY COUNTY COMPOSTING.**

**REQUESTED BY: COUNCIL PRESIDENT DEBRA JONES  
PREPARED BY: CITY CLERK LATRICIA WRIGHT**

**BACKGROUND / DESCRIPTION: COMPOSTING FACILITY OUTSIDE OF CITY LIMITS.**

**LEGAL REVIEW:**

**FISCAL IMPACTS:**

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

**COMMISSION ACTION:**

**\_\_\_\_\_ APPROVED**

**\_\_\_\_\_ DISAPPROVED**

## **CITY COUNCIL AGENDA ITEM**

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**April 18<sup>th</sup>, 2023**

**TOPIC: Discussion with Possible Action / Hot Patch Pavement & street repair**

**Requested By: Donald Barber, Public Works Supervisor**

**BACKGROUND / DESCRIPTION:**

The Public Works department has been unable to acquire “cold patch” to continue our program to repair pavement on streets. It appears to be a problem that many communities and municipalities are coping with. Staff is asking for a budget amendment to purchase and repair the most critical spots of concern in the streets of the City of Williston.

**LEGAL REVIEW:   None**

**FISCAL IMPACTS:   YES / 10K**

**RECOMMENDED ACTION: Staff recommends Approval**

**ATTACHMENTS: NONE**

**ACTION:**

\_\_\_\_\_ **APPROVED**

\_\_\_\_\_ **DISAPPROVE**



## **CITY COUNCIL AGENDA ITEM**

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**April 18<sup>th</sup>, 2023**

**TOPIC: Discussion with Possible Action / AFSCME Council 79 CBA Negotiations**

**Requested By: Terry Bovaird, City Manager / Donald Barber, Public Works Supervisor**

**BACKGROUND / DESCRIPTION:**

On March 30<sup>th</sup>, 2023, within the guidelines of the current Collective Bargaining Agreement, the local union chapter supplied management with a few requested changes to the upcoming contract to be renewed this year. This year will require the beginning of a new three-year contract for the Collective Bargaining Unit. Management is asking the Council to appoint two liaisons to represent the City of Williston in negotiations with the non-exempt, union qualified officers and report the requested negotiations to Council before the end of the current budget cycle.

**LEGAL REVIEW:   None**

**FISCAL IMPACTS:   None**

**RECOMMENDED ACTION: Staff recommend the Human Resource Manager and another member of current management of the City Manager's choosing.**

**ATTACHMENTS: NONE**

**ACTION:**

\_\_\_\_\_ **APPROVED**

\_\_\_\_\_ **DISAPPROVE**