

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

AGENDA

CITY OF PALATKA

June 26, 2014

CALL TO ORDER:

- a. **Invocation** – The Reverend Eddie Stith, Associate Pastor; First Assembly of God
- b. **Pledge of Allegiance**
- c. **Roll Call**

APPROVAL OF MINUTES – 06/12/14 Regular Meeting

1. PUBLIC RECOGNITION/PRESENTATIONS:

- a. **PROCLAMATION** honoring Jim Melfi, Retiring Exec. Director, Putnam Habitat for Humanity

2. PUBLIC COMMENTS (Speakers limited to three minutes – no action taken on items)

3. CONSENT AGENDA:

- *a. **Adopt Resolution No. 2014-10-88** amending the FY 2013-14 Budget through 5/31/2014
- *b. **Adopt Resolution No. 2014-10-89** authorizing the execution of the renewal of FDOT maintenance Contract #BDU19 for maintenance of right of way along SR 15 (US 17), SR 20 And SR 100 effective July 30, 2014
- *c. **Adopt Resolution No. 2014-10-90** authorizing the execution of a Fireworks Display contract in the amount of \$18,000 with Fireworks by Santore for the 4th of July Fireworks Display
- *d. **Appoint Col Andrew M. Kiley (Ret.)** to the Palatka Code Enforcement Board as Representative with Real Estate Experience for the remainder of a 3-year term to expire September, 2016
- *e. **Reappoint Lynda Little Crabill as Member with Real Estate Experience and Laura Schoenberger as Alternate** to the Palatka Historic Preservation Board for three-year terms to expire June, 2017
- *f. **Amend Special Events Permit #14-28, Palatka Main Street 4th Saturday Street Party**, to allow closure of 900 Block throughout duration of event

- * 4. **RESOLUTION No. 2014-10-91** establishing an Audit Committee in accordance with requirements of Florida Statute Ch. 218 – Adopt

* 5. **APPOINT** Members of the City of Palatka Audit Committee:

- a. Gretchen Lunsford - Commissioner Group 1 (Norwood) appointee- 4-year term
- b. James P. Neshewat - Commissioner Group 2 (Kitchens) appointee - 2 year term
- c. Judy Wimberley - Commissioner Group 3 (Brown) appointee - 4-year term
- d. Jeffrey Elledge - Commissioner Group 4 (Leary) appointee - 2-year term
- e. Chip Dew - Mayor/Commissioner (Myers) appointee - 4-year term

PUBLIC HEARINGS:

- * 6. **PUBLIC HEARING - 2525 Husson Ave - Planning Board Recommendation to Annex, Amend the Comprehensive Future Land Use Map (FLUM) designation from Putnam County UJR (Urban Service) to City RL (Residential, Low Density) and Rezone from County R-1A (Residential, Single-Family) to City R-1A (Single-Family Residential) - Thomas & Teresa Cheyne, owners**
 - *a. **ANNEXATION ORDINANCE – 2nd Reading, Adopt**
 - *b. **FUTURE LAND USE MAP AMENDMENT - Adopt**
 - *c. **REZONING ORDINANCE – 2nd Reading, Adopt**

- * 7. **DISCUSSION ITEM – Alarm Registration Fees – Vice Mayor Brown**

- 8. **CITY MANAGER & ADMINISTRATIVE REPORTS**

- 9. **COMMISSIONER COMMENTS**

- 10. **ADJOURN**

*Attachment **Separate Cover

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERK'S OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REQUEST ACCOMMODATIONS.

Upcoming Events:

July 4 – City Offices closed to observe Independence Day
Aug 14 – 16 – FLC Annual Conference (Hollywood)
Aug. 26 – Primary Election Day
Sept. 1 – City offices closed to observe Labor Day
Oct. 3 – Employees' Safety Luncheon
Nov. 4 – General Election Day
Nov. 11 – City Offices closed to observe Veterans Day

Board Openings:

Board of Zoning Appeals – 1 vacancy (at-large)
Tree Committee – 1 vacancy
Code Enforcement Board – 1 vacancy (Alternate)

*Agenda
Item*

3a



CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No. 2014-10-88 amending the FY 2013-14 Budget through 5/31/2014

SUMMARY:

The City budget is governed by Chapter 166.241 and 200.065, Florida Statutes. These Statutes provide that the total budget at the fund level, once approved, cannot be exceeded unless a supplemental budget appropriation is enacted by the City Commission.

The Finance Department is requesting the attached budget amendments due to the fact that the additional USDA grant money for the roof repair, weatherization and ADA upgrades at the Larimer Center is not going to occur in this budget year. These amendments are removing the revenues and expenditures for this project.

RECOMMENDED ACTION:

Staff recommends adoption of the Resolution amending the FY 2013-14 Budget for amendments through May, 2014 in order to be in compliance with Florida Statutes.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> <u>Budget Amendment Resolution</u>	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Finance	Reynolds, Matt	Approved	6/17/2014 - 3:26 PM
City Clerk	Driggers, Betsy	Approved	6/17/2014 - 3:35 PM
City Manager	Czymbor, Michael	Approved	6/17/2014 - 6:25 PM
Finance	Reynolds, Matt	Approved	6/18/2014 - 1:28 PM
City Clerk	Driggers, Betsy	Approved	6/18/2014 - 1:35 PM

RESOLUTION No. 2014-10-xx

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
AMENDING THE FY 2013-2014 BUDGET**

WHEREAS, the City of Palatka deems it reasonable and necessary to amend the FY 2013-2014 budget.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida:

1. That the revenues of the City of Palatka Better Place Fund Budget for the Fiscal Year 2013-2014 are amended as follows:

REVENUES:		Last	Recommended	As
<i>Revenue Number</i>	<i>Description</i>	Approved	Amendments	Amended
101-00-331-7-7002	USDA LARIMER GRANT	\$ 48,500	\$ (48,500)	\$ -
TOTAL REVENUES AMENDED:		\$ 48,500	\$ (48,500)	\$ -

2. That the expenditures of the City of Palatka Better Place Fund Budget for the Fiscal Year 2013-2014 are amended as follows:

EXPENDITURES:		Last	Recommended	As
<i>Expenditure Number</i>	<i>Description</i>	Approved	Amendments	Amended
101-18-519-8-8922	USDA LARIMER GRANT	\$ 40,025	\$ (40,025)	\$ -
101-83-581-9-9907	BETTER PLACE RESERVE	\$ 139,604	\$ (8,475)	\$ 131,129
TOTAL EXPENDITURES AMENDED:		\$ 179,629	\$ (48,500)	\$ 131,129

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 26th day of June, 2014.

CITY OF PALATKA

By: _____
Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM
AND CORRECTNESS:

CITY ATTORNEY

*Agenda
Item*

3b



CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No. 2014-10-89 authorizing the execution of the renewal of FDOT Maintenance Contract #BDU19 for maintenance of right of way along SR 15 (US 17), SR 20, and SR 100, effective July 30, 2014.

SUMMARY:

This is the renewal of FDOT Right-of-Way Maintenance Contract #BDU19 for maintenance of right of way along SR 15 (US 17), SR 20, and SR 100. The effective date of this contract is July 29, 2012 with the option to renew for two periods of one year each. This is the second renewal of this contract, for the period covering July 30, 2014 through July 29, 2015.

RECOMMENDED ACTION:

Adopt the resolution authorizing the execution of FDOT Maintenance Contract #BDU19, second renewal, for the period beginning July 30, 2014 and ending on July 29, 2015.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> <u>Resolution</u>	Cover Memo
<input type="checkbox"/> <u>Renewal Letter from FDOT</u>	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
City Manager	Cymbor, Michael	Approved	6/10/2014 - 11:24 AM
City Clerk	Driggers, Betsy	Approved	6/17/2014 - 12:27 PM
City Manager	Cymbor, Michael	Approved	6/17/2014 - 12:43 PM
Finance	Reynolds, Matt	Approved	6/18/2014 - 1:34 PM
City Clerk	Driggers, Betsy	Approved	6/18/2014 - 1:36 PM

RESOLUTION NO. 2014-10-89

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
AUTHORIZING THE CITY MANAGER AND CITY CLERK TO
EXECUTE AND ATTEST THE SECOND RENEWAL OF AN
AGREEMENT FOR MAINTENANCE OF PORTIONS OF RIGHT OF
WAY ALONG SR15, SR20 AND SR100 WITH THE FLORIDA
DEPARTMENT OF TRANSPORTATION**

WHEREAS, the Florida Department of Transportation desires to execute an agreement with the City of Palatka to perform certain maintenance of state roads in order to improve the aesthetic appearance of the City; and

WHEREAS, the City of Palatka desires to renew an agreement with the Florida Department of Transportation to maintain portions of the right-of-way along SR 15, SR 20 and SR100; and

WHEREAS, the term of Maintenance Agreement No. BDU19 began July 29, 2012 and ends July 28, 2013 with options to renew for two periods of one year each; and

WHEREAS, the term of this Renewal #2 shall begin on July 30, 2014 and end on July 29, 2015.

NOW, THEREFORE, BE IT RESOLVED that the City Manager and City Clerk are hereby authorized to execute and attest, on behalf of the City of Palatka, Florida, Renewal #2 of Maintenance Agreement BDU19 between the City of Palatka and the Florida Department of Transportation for portions of the right-of-way along SR 15, SR 20 and SR 100.

PASSED AND ADOPTED this 26th day of June, 2014.

CITY OF PALATKA

By: Its MAYOR

ATTEST:



Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

ANANTH PRASAD, P.E.
SECRETARY

June 5, 2014

City of Palatka
201 N. 2nd Street
Palatka, FL 32177

RE: Renewal of contract BDU19-R1

Gentlemen:

Your contract is approaching the end of its second year. The Department desires to renew the contract. The renewal is subject to the same unit bid prices and associated quantities as well as all other terms and conditions set forth in the original contract. Please respond with a letter on your company's letterhead stating your intentions regarding the renewal of your contract for an additional year.

Please send an original copy of the letter to:

Sam Agerton
Florida Department of Transportation
3600 DOT Road
St. Augustine, FL 32084

If you have questions about this process, please call me at (904) 825-5089.

Sincerely,

Sam Agerton
Contracts Manager

*Agenda
Item*

3c



CITY COMMISSION AGENDA ITEM

SUBJECT:

Resolution No. 2014-10-90 authorizing the execution of a Fireworks Display Contract in the amount of \$18,000 with Fireworks by Santore for the 4th of July Fireworks Display

SUMMARY:

This is a popular fireworks show and attracts visitors from all over northeast Florida. Fireworks by Santore has been the provider of this fireworks show for many years and has always gone above and beyond to provide a high-quality show for our citizens and visitors. Staff is currently soliciting donations in order to fund the majority of this contract. Staff plans to again ask the CRA to recommend the use of Tax Increment Funds (TIF) to make up the difference between funds donated and the actual cost of the fireworks show.

RECOMMENDED ACTION:

Adopt a resolution authorizing the City Manager to execute a contract with Fireworks by Santore in the amount of \$18,000.00 to provide the 2014 Independence Day/4th of July fireworks show.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> <u>Resolution</u>	Resolution
<input type="checkbox"/> <u>Contract</u>	Exhibit
<input type="checkbox"/> <u>Certificate of Insurance</u>	Attachment
<input type="checkbox"/> <u>Fallout Zone</u>	Attachment
<input type="checkbox"/> <u>Invoice</u>	Attachment

REVIEWERS:

Department	Reviewer	Action	Date
City Manager	Czymbor, Michael	Approved	6/16/2014 - 5:35 PM
City Clerk	Driggers, Betsy	Approved	6/17/2014 - 12:07 PM
City Manager	Czymbor, Michael	Approved	6/17/2014 - 12:43 PM
Finance	Reynolds, Matt	Approved	6/18/2014 - 1:25 PM
City Clerk	Driggers, Betsy	Approved	6/18/2014 - 1:36 PM

RESOLUTION No. 2014-10-90

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
AUTHORIZING THE CITY MANAGER TO EXECUTE A FIREWORKS
DISPLAY CONTRACT WITH FIREWORKS BY SANTORE IN THE
AMOUNT OF \$18,000 TO PROVIDE THE CITY OF PALATKA'S 4TH OF
JULY FIREWORKS SHOW**

WHEREAS, the City of Palatka celebrates and commemorates Independence Day on the 4th of July annually by providing a fireworks show for citizens and visitors at the Palatka Riverfront Park; and

WHEREAS, Fireworks by Santore, a company experienced in providing fireworks exhibitions, has proposed a Fireworks Display Contract in the amount of \$18,000.00 to provide the 4th of July Riverfront Park Fireworks Display; and

WHEREAS, Fireworks by Santore has submitted the required Certificate of Insurance showing general liability insurance coverage in the amount of Five Million Dollars (\$5,000,000.00), as required, and agrees to obtain all required permits for the Fireworks Exhibition; and

WHEREAS, the Palatka City Commission finds it reasonable to enter into said Fireworks Display Contract with Fireworks by Santore to provide a 4th of July Fireworks Display at the Riverfront Park.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida as follows:

1. That **Michael J. Czymbor**, City Manager of the City of Palatka, Florida, be hereby authorized and directed to execute the Fireworks Display Contract with Fireworks by Santore in the amount of \$18,000.00, said contract being attached hereto as Exhibit "A" and incorporated herein.
2. That the City Manager is authorized to carry out the Sponsor's Responsibilities and other provisions as stipulated in said Fireworks Display Contract.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, as the Maintaining Agency, this **26th day of June, 2014**.

CITY OF PALATKA

By: _____
Its **MAYOR**



Fireworks Display Contract

This writing, expressing the agreement made and entered into by and between Fireworks By Santore, Inc. (hereinafter "Santore") and City of Palatka (hereinafter "Sponsor"), on this 20th day of May, 2014.

WITNESSETH

Whereas, Santore is experienced in conducting fireworks exhibitions, and
 Whereas, Sponsor wishes to arrange for a fireworks exhibition, at a site and on a date of its selection, and
 Whereas, Sponsor and Santore have discussed the type of exhibition Sponsor wishes to arrange, and
 Santore is prepared to stage such an exhibition, and Sponsor wishes to have Santore stage such an exhibition.

Now therefore, in consideration of these premises, and the mutual promises, covenants and undertakings of each other, the parties hereto agree as follows:

1. Exhibition:

Santore agrees to furnish to Sponsor, on the 4th day of April, 2014 at a location to be designated by Sponsor and approved by Santore, an exhibition of Aerial Fireworks & Special Effects.

Location said to be: City Pier

2. Payment:

Sponsor agrees to pay Eighteen Thousand Dollars (\$18,000.00) for this exhibition.

3. Time and Method of Payment:

At the time this agreement is made, as evidenced by the execution of this writing, Sponsor will pay a deposit equal to one-half (1/2) of all anticipated charges and expenses as set forth in rhetorical paragraph 2 at the time this agreement is executed by "Sponsor". Payment is due immediately upon the completion of the exhibition and shall be paid to Pyrotechnic Operator in a sealed envelope after the exhibition has taken place. Any payment not made in full shall accrue interest at the rate of eighteen per cent (18%) per annum from the date the exhibition was staged. In the event payment is not made within ten (10) days, Sponsor shall be deemed to be in default, and Santore shall have the right to retain an attorney to collect the payment amount, and shall be entitled to recover a reasonable fee for its attorney in doing so.

4. Site for Exhibition:

Sponsor acknowledges its responsibilities to provide a suitable site for the exhibition, which shall include arrangements to keep spectators at least 280 feet away from the area where the firing will take place.

5. Santore's Responsibilities: Santore will obtain all required permits, not to exceed \$100.00, for the firing of the exhibition. At the completion of the exhibition, Santore will clear all equipment and debris from the firing site.

6. Sponsor's Responsibilities:

Sponsor is responsible for all fire watch and fire truck fees. These fees are over and above the \$100.00 allowance for local permit fees. Santore will arrange for fire watch / inspection. Sponsor agrees to procure, furnish, and maintain a suitable place to display the said fireworks and to arrange for any security bonds as required by law in their community when necessary, and agrees to furnish necessary police, fire and Sponsor's protection, for proper crowd control and auto parking. Sponsor is responsible for removal and or protecting all property and persons in the "fireworks fallout zone". By signing below the Sponsor indemnifies and holds harmless Santore and assumes full liability for damages to property and/or injury to persons outside the "fireworks fallout zone" resulting from any source other than the fireworks produced by Santore.

7. Postponement:

In the event that weather conditions are such that Santore or the Authority Having Jurisdiction determines that the Fireworks Display would be impossible, impractical or risk damage or danger to person and/or property, the parties agree to immediately hold a postponement meeting at which time an attempt to reschedule the Fireworks Display shall be discussed. In the event a mutually satisfactory postponement date is made the Sponsor will be charged the actual expenses incurred by Santore related to the postponement. Actual expenses include but are not limited to: travel, lodging, labor, meals, rentals, security and permit fees.

In the event Sponsor postpones display before June 4, 2014 and agrees to a postponement date no more than 180 days from original contracted display date, Santore will only charge the amount equal to any expenses that cannot be recovered for items such as barge / equipment rental, travel, lodging, labor, meals, security, custom products (if applicable) and permit fees.

In the event Sponsor postpones display after June 4, 2014 and agrees to a postponement date no more than 180 days from original contracted display date Santore will charge as follows:

15%	30 days – 72 hours prior
30%	72 – 48 hours prior
50%	48 – 12 hours prior
80%	less than 12 hours prior

8. Cancellation:

If Sponsor cancels this Contract for any reason liquidated damages for such cancellation shall be paid by Sponsor to Santore as follows:

25%	30 or more days
35%	29 – 11 days prior
45%	10 – 3 days prior
70%	48 – 24 hours prior
100%	less than 24 hours prior

9. Exhibition Insurance:

Santore will furnish an insurance certificate providing coverage in the amount of five (5) million dollars for the safe firing of the exhibition. Sponsor may, at its option, procure insurance to cover the risk of loss due to cancellation of the exhibition.

10. Publicity:

Any and all publicity of the exhibition, including in particular all advance announcements and advertising shall name Fireworks by Santore, Inc. as the primary contractor conducting the display.

11. Florida Law:

The laws of the State of Florida shall govern this agreement, and in the event of any dispute, venue for all proceedings, be they litigation, mediation, arbitration or otherwise shall be in Flagler County, Florida.

12. Attorney's Fees:

In the event of litigation or arbitration to enforce the terms of this agreement, the prevailing party shall recover a reasonable fee for its attorneys, plus costs reasonably incurred in the proceedings.

13. Entire Agreement:

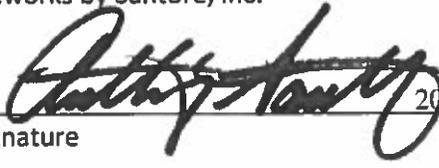
This writing expresses the entire agreement between the parties, integrating all previous agreements, understandings, practices and discussions, and no modification shall be made to this agreement except as such is expressed in writing, executed by both parties.

In Witness whereof, the parties have hereunto affixed their signatures signifying their agreement on this 20th day of May, 2014.

Sponsor

Fireworks by Santore, Inc.

By _____
Signature Date

By  _____ 20 May 2014
Signature Date

By _____
Printed Name & Title

Anthony J. Santore Jr.
President / CEO

Certificate of Insurance

3570

Issue Date: 5/13/2014

PRODUCER
 Professional Program Insurance Brokerage
 371 Bel Marin Keys Blvd., Suite #220
 Novato, California 94949

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED
 Fireworks by Santore, Inc. and Evolution Pyrotechnics Manufacturing, Inc
 PO Box 22775
 Billings, MT 59104

INSURER A: Underwriter's at Lloyd's, London

INSURER B:

INSURER C:

INSURER D:

COVERAGES:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE NAMED INSURED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (DD/MM/YY)	POLICY EXPIRATION DATE (DD/MM/YY)	LIMITS	
A	GENERAL LIABILITY CLAIMS MADE	PY/13-0139	9/15/2013	9/15/2014	EACH ACCIDENT	\$5,000,000
					MEDICAL EXP (any one person)	
					FIRE LEGAL LIABILITY	\$50,000
					GENERAL AGGREGATE	\$5,000,000
					PRODUCTS-COMP/ OPS AGG	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Certificate holder is additional insured as respects the following:

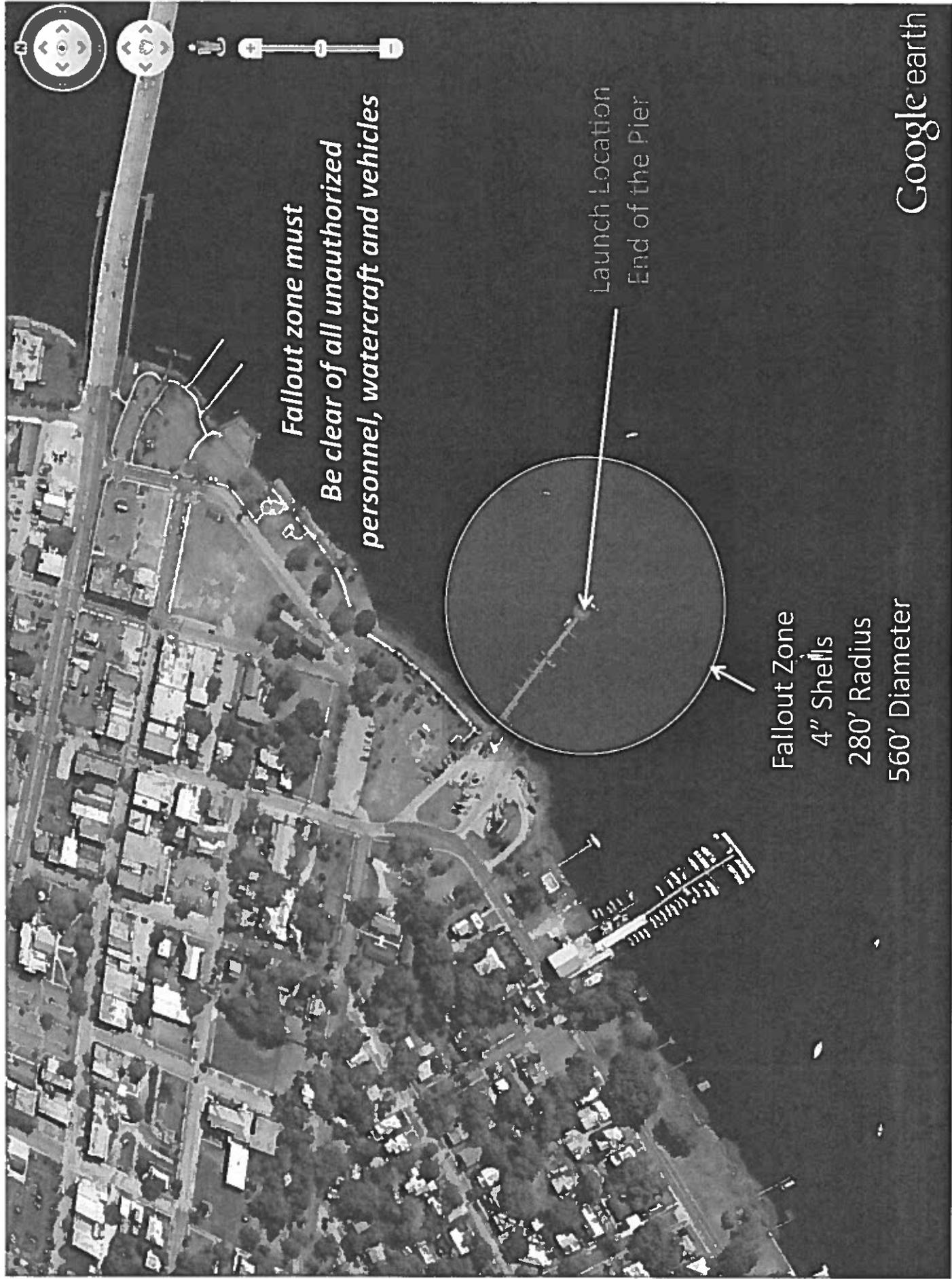
Date(s) of Display:	7/4/2014
Location:	Barge in the River
Additional Insured:	City of Palatka; Putnam County; W. Lei & Associates Inc; Waterway Equipment Services, LLC
Rain Date(s):	
Type of Display:	Aerial/SPFX

CERTIFICATE HOLDER

City of Palatka
 201 N 2nd Street
 Palatka, FL 32177

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURERE WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.


 AUTHORIZED REPRESENTATIVE



*Fallout zone must
Be clear of all unauthorized
personnel, watercraft and vehicles*

Launch Location
End of the Pier

Fallout Zone
4" Shells
280' Radius
560' Diameter

Fireworks by Santore, Inc

Invoice

Po t Office Box 22775
Bill n s MT 59104
P) 386,246 4345 F) 386 246 4370

Date	5/20/2014
Invoice Number	4269

Bil To Addr s
City of P l t a 301 2nd k et PN tka, FL 32177 a a

Shi To dr ss
City of P l t a 301 N 2nd Str et P l tka, FL 32177 a a

P.O. Num er	T rm	Shi Date	Vi	F.O.B.	Feder l License Num er
P T 7414	Due on rec...	7/4/2014	FBS	Ost en	1- L-035-51-5F-00937

Qu nt ty	Item Code	D scription	Pr ce Each	Amou t
1	13G Display	Fir wor s Display -1.3G Deposit due with sign d ce trlct	9,000.00	9 000.00
1	13G Display	Fir avor s Display -1.3G Fin l p ym nt due aft r displ y a a e e	9,000.00	9 000.00

P st due invo ces ar su ject to a 1.5% er mon h fin nc ch r e.
a i e b p t a e a g

Subtotal	\$18 000 00
Payments / Credits	\$0.00
Balance Due	\$18 000 00

Pay online at: <https://ipn.intuit.com/dp212nfp>

*Agenda
Item*

3d



CITY COMMISSION AGENDA ITEM

SUBJECT:

Appoint Andrew M. Kiley to Palatka Code Enforcement Board as Representative with Real Estate Experience for the remainder of a three-year term to expire September, 2016

SUMMARY:

Sandra Smith, the current member of the Code Enforcement Board with Real Estate experience, has moved outside the city limits and is no longer eligible to serve on this Board. Col. Andrew M. Kiley, Ret'd., has been serving as an alternate on this Board for the past year. Col. Kiley has real estate experience.

It is Staff's recommendation to move Col. Kiley from the classification of "Alternate #2" into the classification of "Member with Real Estate Experience" on the Code Enforcement Board to fill the vacancy. This will subsequently create a vacancy for an alternate on the Code Enforcement Board which will be filled at a later date.

RECOMMENDED ACTION:

Appoint Col. Andrew M. Kiley (Ret.), to the Code Enforcement Board as member with Real Estate Experience to fill the unexpired term of Sandra Smith, term to expire September, 2016.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> <u>Application/Resume</u>	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	6/17/2014 - 6:12 PM
City Clerk	Driggers, Betsy	Approved	6/17/2014 - 6:12 PM
City Manager	Czybor, Michael	Approved	6/17/2014 - 6:24 PM
Finance	Reynolds, Matt	Approved	6/18/2014 - 1:26 PM
City Clerk	Driggers, Betsy	Approved	6/18/2014 - 1:35 PM

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CHIEF OF POLICE
MICHAEL LAMBERT
CHIEF FIRE DEPT
DONALD E. HOLMES
CITY ATTORNEY

Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

CITY OF PALATKA ADVISORY BOARD APPLICATION

I wish to apply for appointment to the Code Enforcement Board.
I understand that, if appointed, I will serve in a volunteer capacity on this advisory board.

APPLICANT: ANDREW M KILEY, Colmd, Ret. (Must be at least 18 yrs. old)
Residence Phone: 386.325.9993
(911 Address) 643 KIRBY st, Palatka Fax: same
Business Name Phone: _____
& Address RETIRED Fax: _____

(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)

Preferred Mailing Address: _____

E-mail: el dia de muerto @ bellsouth . net Daytime Phone: 386.325.9993

PROFESSIONAL QUALIFICATIONS (include occupation - attach additional sheet if necessary)

please see attached.

OTHER COMMENTS OR INFORMATION:

Thank you for the opportunity to apply.

AGREEMENT: by filing this document, I agree and understand that this document becomes a part of the official records of the City of Palatka, and I hereby certify that all the information contained herein is true, to the best of my knowledge. I also understand that, if appointed, the State of Florida may require me to file a financial disclosure with the Putnam Co. Supervisor of Elections within thirty (30) days of my appointment, and each year thereafter, covering my term of appointment.

SIGNATURE OF APPLICANT _____ DATE 06/15/2013

Applicants will be interviewed by the Palatka City Commission during regular public meetings.

Andrew M Kiley

613 Kirby Street

Palatka, Florida

386-325-9993

eldiademuerto@bellsouth.net

Attachment Number: 1

Code Enforcement -

Why am I applying to become a member of the ~~Zoning Advisory Board?~~

I am new to Palatka, owning a home in the South Historic District for just about four years. In that time, I have developed a strong bond toward our community and the people I share with. The town, with its murals, river, and parks all lend themselves to a very unique beauty. Our town thrives with the artistic, sporting, and special performances that bring both residents and visitors out to engage in 'Palatka.'

That said, our town faces challenges with a large percentage of the properties owned by non-residents; those owners perhaps ambivalent to the best interest of our community. I am excited that the Palatka Police Department is becoming the enforcement arm of the Code Division and would be inspired to participate as an advisor.

Experience:

I have three areas of personal and professional experience that lend themselves to helping the Zoning Advisory Board.

Personal:

Over the years, I purchased investment properties and to enhance the experience and to minimize losses, I attended a realtor licensing program. It helped me understand the laws, policies and strategies for successful investing. I never sought to become a licensed realtor, but the education did provide me with an advantage in my investment goals.

Professional:

The second area of experience, valuable in itself, centers on my civilian career as a Deputy Medical Examiner for the State of New Mexico. Aside from the extensive technical and medical training related to the discipline of forensic science, I had very comprehensive legal duties both in and out of the courtroom. I received extensive training in criminal, tort and administrative law and was court qualified as an expert in select areas of my discipline. As an additional duty, I taught interrelated courses at the Health Science Center for the University of New Mexico School Of Medicine. Lastly, I was the Medical Officer for a medium sized city in the Southwest until retiring.

I had an all-encompassing career of active duty and active reserve service in the Military. Much of the experience allowed me to grow in many directions, but my duties were generally not germane to the responsibilities of this board. I served in a combat role, trained junior officers, and served as a commander. I flew for many years, conducted censored surveillance, and provided command oversight. I eventually was forced to retired medically from complications from the exposure to Agent Orange.

Why Palatka Zoning Advisory Board, given my experience?

1. Love of Palatka and its historic beauty, the St. Johns River, sailing, and kayaking
2. Work cooperatively towards consensus.
3. Remain within the scope of my duties
4. Working knowledge of the law or willing to learn what is new to me
5. Experience in the interpretation of investigations
6. I am available

I appreciate this opportunity to apply to the Palatka Zoning Advisory Board and look forward to discussing my experience with the hope that it might be of benefit for the community and the mission of the Board.

es: Andrew M Kiley

*Agenda
Item*

3e



CITY COMMISSION AGENDA ITEM

SUBJECT:

Reappoint Lynda Crabill as member with real estate experience and Laura Schoenberger as alternate to the Palatka Historic Preservation Board for three-year terms to expire June, 2017 (incumbents)

SUMMARY:

Lynda Crabill and Laura Schoenberger are members of the Palatka Historic Preservation Board. Ms. Crabill is the member with Real Estate experience and Ms. Schoenberger is an alternate. Their terms expire at the end of June.

Both Ms. Crabill and Ms. Schoenberger have submitted applications for reappointment indicating their desire to be reappointed to this board for another term. Staff supports these reappointments. Both are valuable members in good standing who have met their attendance obligations.

RECOMMENDED ACTION:

Reappoint Lynda Little Crabill as Member with Real Estate Experience and Laura Schoenberger as alternate to the Palatka Historic Preservation Board for three-year terms to expire June, 2017.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Reappointment applications	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	6/18/2014 - 4:01 PM
City Clerk	Driggers, Betsy	Approved	6/18/2014 - 4:01 PM
City Manager	Czymbor, Michael	Approved	6/18/2014 - 4:09 PM
Finance	Reynolds, Matt	Approved	6/19/2014 - 8:12 AM
City Clerk	Driggers, Betsy	Approved	6/19/2014 - 10:46 AM

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF DEPUTY

DONALD E. HOLMES
CITY ATTORNEY

Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

**CITY OF PALATKA
BOARD REAPPOINTMENT REQUEST**

I wish to apply for reappointment to the Palatka Historic Preservation Board.
I understand that I will continue to serve in a volunteer capacity on this advisory board.

MEMBER: LYNDA L. CRABILL # of years' prior service: 9
Residence Phone: 386-326-1537
(911 Address) 609 S. 14th ST. PALATKA Fax:
Business Name WATSON REALTY Phone: 386
& Address 203 HWY 17 SOUTH E. PAL 32131 Fax:
(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)
Preferred Mailing Address: 609 S. 14th ST. PALATKA FL 32177
E-mail: lyndacrabill@att.net Daytime Phone: 386-546-2450

AGREEMENT: By filing this document, I am indicating my desire to be reappointed to the advisory board upon which I currently serve. I also agree and understand that this document becomes a part of the official records of the City of Palatka, and I hereby certify that all the information contained herein is true, to the best of my knowledge. I also understand that, if appointed, the State of Florida may require me to file a financial disclosure with the Putnam Co. Supervisor of Elections each year covering my term of appointment.

Lynda L. Crabill 6/18/14
SIGNATURE OF APPLICANT DATE

Chairman/Director:: Please return this form, together with a copy of this member's attendance record, to Betsy Driggers, City Clerk, 201 N. 2nd Street, Palatka, Florida.

CHAIRMAN/DIRECTOR'S COMMENTS (if any) OK - Approve
reappointment - excellent board member

Chairman's/Director's Signature [Signature]

- VERNON MYERS
MAYOR • COMMISSIONER
- MARY LAWSON BROWN
CITY MANAGER
- ALLEGRA KITCHENS
COMM. MEMBER
- PHIL LEARY
COMM. MEMBER
- JAMES NORWOOD, JR.
COMM. MEMBER



- MICHAEL J. CZYMBOR
CITY MANAGER
- BETSY JORDAN DRIGGERS
CITY CLERK
- MATTHEW D. REYNOLDS
FINANCE DIRECTOR
- GARY S. GETCHELL
CHIEF OFFICER
- MICHAEL LAMBERT
CITY ATTORNEY
- DONALD E. HOLMES
CITY ATTORNEY

Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

CITY OF PALATKA BOARD REAPPOINTMENT REQUEST

I wish to apply for reappointment to the Historic Preservation Board.
I understand that I will continue to serve in a volunteer capacity on this advisory board.

MEMBER: Laura Schoenberger # of years' prior service: 2
 Residence Phone: 386-325-6114
 (911 Address) 214 S. 4th St. Palatka, Fl. Fax: "
 Business Name Phone: 386-546-4217
 & Address River City Antiques 717 St. Johns Fax: "
 (City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)
 Preferred Mailing Address: 214 S. 4th St. Palatka, Fl. 32177
 E-mail: theciffhangers@aol.com Daytime Phone: 386-325-6114

AGREEMENT: By filing this document, I am indicating my desire to be reappointed to the advisory board upon which I currently serve. I also agree and understand that this document becomes a part of the official records of the City of Palatka, and I hereby certify that all the information contained herein is true, to the best of my knowledge. I also understand that, if appointed, the State of Florida may require me to file a financial disclosure with the Putnam Co. Supervisor of Elections each year covering my term of appointment.

Laura Schoenberger 6/13/14
 SIGNATURE OF APPLICANT DATE

Chairman/Director:: Please return this form, together with a copy of this member's attendance record, to Betsy Driggers, City Clerk, 201 N. 2nd Street, Palatka, Florida.

CHAIRMAN/DIRECTOR'S COMMENTS (if any) Support reappointment
Excellent board member

Chairman's/Director's Signature [Signature]

August 17, 2012

PALATKA HISTORIC PRESERVATION BOARD
 Orig. Board Appointed June 23, 1983
 3-Year Terms
 Meets 1st Thursdays - 4:00 P.M.

Appt. Date		TERM
5/24/07	Architect Robert C. Goodwin rcgarchitects@comcast.net P.O. Box 1863 hm898-1522 / wk325-0213 Palatka, FL 32178 328-1401 fax	June 2016
10/23/08	Property Owner - So. Hist. Dist. Roberta Correa rm1correa@yahoo.com 703 Emmett Street hm328-9418 / wk860-377-8936 Palatka, FL 32177	June 2016
10/08/09 Code Enforcement Board 06/24/10 Historic Board	Property Owner – No. Hist. Dist. Elizabeth Van Rensburg Elizabeth@latitudesneflorida.com 310 N. 3 rd St. cell904-377-5044/fx386-328-8890 Wk904-819-0801	June 2016
6/23/05	Real Estate Broker Lynda Little Crabill llic61223@qbsa.net P. O. Box 163 hm 328-1537 / cell 546-2400 Palatka, FL 32178-0163	June 2014
8/16/12	Alternate Laura Schoenberger threcliffhangers@aol.com 214 S. 4 th St. hm325-6114 Palatka, FL 32177 wk328-9280	June 2014
2/10/11(Remainder of 3 yr.) Additional 3 yr. term	Attorney Mr. Gilbert Evans, Jr. gilberteans@sjrcc.edu 251 Crystal Cove Dr. hm329-3936 fax329-1938 Palatka, FL 32177 wk325-1818 fax325-1814 Day#312-4127	June 2014
5/22/03	Member Putnam County Historical Society Larry F. Beaton lbeaton@flcjh.net 627 Crill Avenue wk 329-0811 / hm 325-7624 Palatka, FL 32177 fax 329-0893	June 2015
11/15/13	Meri A. Rees (Contractor Exp) 2509 Fairway Drive NYGaPeach@gmail.com Palatka FL 32177 386-385-3848 hm/518-248-2034 cell	June 2015

- Ord. #82-8 adopted 4/23/82 (orig. ord.)
- Ord. #83-7 adopted 3/24/83 (established board)
- Ord. #83-27 adopted 11/10/83 (changed name of board)
- Ord. #87-22 adopted 8/27/87 (added an alternate to board)
- Ord. #89-7 adopted 7/13/89 (increased members to eight)
- Ord # 02-01 adopted 1/10/02 (decreased members to seven plus one alternate – removed beautification council member)

*Agenda
Item*

3f



CITY COMMISSION AGENDA ITEM

SUBJECT:

Amend Special Events Permit #14-28 - Palatka Main Street 4th Saturday Cruise-In, June 28, 2014, to allow closure of the 900 Block of St. Johns Avenue to vehicular traffic

SUMMARY:

Downtown Palatka, Inc. has requested the June 28th Cruise-In Street Party be moved to include the 900 block of St. Johns Avenue due to the recent closure of Downtown Blues in the 700 block of St. Johns Avenue. Previously the Street Party involved the 600, 700 and 800 blocks. This moves the block closures to the 700, 800 and 900 blocks.

RECOMMENDED ACTION:

Amend Special Events Permit #14-28, Palatka Main Street's June 28th 4th Saturday Downtown Cruise-In, to allow closure of the 900 block of St. Johns Avenue to vehicular traffic

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Request from DPI	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	6/24/2014 - 10:46 AM
City Clerk	Driggers, Betsy	Approved	6/24/2014 - 10:47 AM
City Manager	Czymbor, Michael	Approved	6/24/2014 - 10:51 AM

Betsy Driggers

From: Michael J. Czymbor
Sent: Tuesday, June 24, 2014 8:18 AM
To: Charles Rudd; Betsy Driggers; James Griffith; Vicki Young
Subject: Fwd: Permission to close street

Sent from my iPhone

Begin forwarded message:

From: Alex Sharp <alex.sharp@hotmail.com>
Date: June 24, 2014 at 7:52:08 AM EDT
To: "Michael J. Czymbor" <mczymbor@palatka-fl.gov>
Cc: Charles Rudd <palatkamainstreet@gmail.com>
Subject: Permission to close street

We would like to close the 900 block for the next street party. It was set for the 800 block, but with the closing of The Blues Bar, all the parties will be moved to the 900 block. I know it's short notice but any assistance would be greatly appreciated.

Alex Sharp
386-916-0838

Sent from my iPhone

Agenda Item

4

**CITY COMMISSION AGENDA ITEM**

SUBJECT:

RESOLUTION establishing an Audit Committee in accordance with requirements of Florida Statue Ch 218 requirements - Adopt

SUMMARY:

The City of Palatka requires an independent auditor to perform the required annual audit under the provisions of Chapter 218, Part III, *Florida Statutes*, which contains the *Uniform Local Government Financial Management and Reporting Act*.

Section 218.391, *Florida Statutes*, provides that each local government shall establish an audit committee to assist the governing body in selecting an auditor to conduct the annual financial audit required by Section 218.39, *Florida Statutes*.

The purpose of the committee is to serve in an advisory capacity to the City Commission in the selection of an auditor to conduct the City's annual financial audit and for other purposes as directed by City Commission.

Membership of the committee shall consist of five (5) members. One each initial member is to be nominated for appointment by each member of the Commission. Provisions are included for staggered four-year terms and vacancies will be filled by the Commission as needed in accordance with current appointment practices.

The duties and responsibilities of the audit committee are that they shall assist the City Commission in selecting an auditor, in accordance with the provisions of Section 218.391, *Florida Statutes*, to conduct the City's annual financial audit required by Section 218.39, *Florida Statutes*.

The committee shall also monitor the annual City audit and the processes relating to the performance of the annual City audit, review the financial statements prior to completion of the annual City audit, review the results of the annual City audit, evaluate management's proposed corrective action plans to any comments by the City auditors, monitor those action plans, and evaluate the City auditors performance and such other performance matters as may be appropriate.

The Audit Committee shall meet as often as necessary in order to adequately accomplish its duties, and meetings shall be conducted according to Florida's Open Government laws.

RECOMMENDED ACTION:

Staff recommends adoption of the Resolution establishing an Audit Committee in order to be in compliance with Florida Statutes in regards to the procurement of independent audit services for the annual audit.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> <u>Resolution creating Audit Committee</u>	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Finance	Reynolds, Matt	Approved	6/18/2014 - 1:36 PM
City Clerk	Driggers, Betsy	Approved	6/18/2014 - 4:00 PM
City Manager	Czymbor, Michael	Approved	6/18/2014 - 4:08 PM
Finance	Reynolds, Matt	Approved	6/19/2014 - 8:12 AM
City Clerk	Driggers, Betsy	Approved	6/19/2014 - 10:49 AM

RESOLUTION No. 2014-10-91

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, CREATING A CITY OF PALATKA AUDIT COMMITTEE TO IMPLEMENT CONTROLLING STATE LAW; PROVIDING FOR THE COMMITTEE'S PURPOSE, MEMBERSHIP, TERMS, DUTIES, RESPONSIBILITIES AND MEETINGS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Chapter 218, Part III, *Florida Statutes*, contains the *Uniform Local Government Financial Management and Reporting Act*; and

WHEREAS, Section 218.391, *Florida Statutes*, provides that each local government shall establish an audit committee to assist the governing body in selecting an auditor to conduct the annual financial audit required by Section 218.39, *Florida Statutes*; and

WHEREAS, the City of Palatka has complied with all requirements and procedures of Florida law in processing and advertising this Resolution; and

WHEREAS, the foregoing whereas clauses are hereby adopted as the legislative findings of the City Commission.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida, as follows:

Section 1. Creation of City Audit Committee; Purpose.

- (a.) There is hereby established a City of Palatka Audit Committee to be composed of members appointed by the City Commission.
- (b.) The purpose of the Audit Committee is to serve in an advisory capacity to the City Commission in the selection of an auditor to conduct the City's annual financial audit and for other purposes as directed by City Commission.

Section 2. Membership.

- (a.) *Members of Initial Audit Committee.* The initial Audit Committee shall consist of five (5) members, one each appointed by each city commissioner and one appointed by the Mayor/Commissioner. The initial term for the members appointed by Commissioners Group 2, Group 4 and the Mayor/Commission shall be for two years, ending June 30, 2016, with subsequent terms being four-year terms. The initial term for the members appointed by Commissioners Groups 1 and 3 shall be four years, ending June, 30, 2018, with subsequent terms being four-year terms.

(b.) *Members of future audit committees* shall be selected based upon their eligibility, qualifications and willingness to serve whenever a vacancy exists; provided however, that the City Commission may elect to serve as the Committee by resolution approved at any City Commission meeting, or may appoint as many of its members or City Staff to the Committee as it deems appropriate in its sole discretion.

(c.) *Eligibility.*

(1.) All members of the Audit Committee shall be City residents, or current or former employees or principals of financial institutions, accounting, auditing or investment firms doing business within the City, who do not have any direct financial or business interests involving the City.

(2.) All members should, through education and experience, possess a basic understanding of government financial reporting and auditing, or related financial management expertise that is specifically relevant to the government sector.

(d.) *Appointments.* Members of the Audit Committee, who are not sitting City Commissioners, shall be appointed by the City Commission for terms that are established as set forth in this resolution.

Section 3. Duties and Responsibilities.

(a) The Audit Committee shall assist the City Commission in selecting an auditor, in accordance with the provisions of Section 218.391, *Florida Statutes*, to conduct the City's annual financial audit required by Section 218.39, *Florida Statutes*, more specifically:

(b) The Audit Committee shall:

(1) Establish factors to use for the evaluation of audit services to be provided by a certified public accounting firm duly licensed under chapter 473 and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy. Such factors shall include, but are not limited to, ability of personnel, experience, ability to furnish the required services, and such other factors as may be determined by the committee to be applicable to its particular requirements.

(2) Publicly announce requests for proposals. Public announcements must include, at a minimum, a brief description of the audit and indicate how interested firms can apply for consideration.

(3) Provide interested firms with a request for proposal. The request for proposal shall include information on how proposals are to be evaluated and such other information the committee determines is necessary for the firm to prepare a proposal.

- (4) Evaluate proposals provided by qualified firms. If compensation is one of the factors established pursuant to paragraph (1) above, it shall not be the sole or predominant factor used to evaluate proposals.
- (5) Rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to paragraph (1) above. If fewer than three firms respond to the request for proposal, the committee shall recommend such firms as it deems to be the most highly qualified.
- (c) The Audit Committee shall monitor the annual City audit and the processes relating to the performance of the annual City audit, review the financial statements prior to completion of the annual City audit, review the results of the annual City audit, evaluate management's proposed corrective action plans to any comments by the City auditors, monitor those action plans, and evaluate the City auditors performance and such other performance matters as may be appropriate.
- (d). The Audit Committee shall perform such other duties as assigned by City Commission from time-to-time by adoption of a resolution.
- (e). All future Audit Committees shall have the duties and responsibilities set forth in this Section.

Section 4. Meetings.

- (a). The Audit Committee shall meet as often as necessary in order to adequately accomplish its duties.
- (b). All meetings shall be advertised and conducted in accordance with Florida's Open Meeting Laws.

Section 5. Future Implementing Actions.

- (a) The City Manager is assigned the responsibility to take any and all necessary administrative actions that may be desirable or necessary to implement the actions of the Committee to be taken pursuant to the provisions of this Resolution.
- (b) The City Attorney is instructed to assist the Audit Committee and the City Manager in the implementation of this Resolution.

Section 6. Effective Date. This Resolution shall take immediate effect upon adoption.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 26th day of June, 2014.

*Agenda
Item*

5



CITY COMMISSION AGENDA ITEM

SUBJECT:

APPOINT members to City of Palatka Audit Committee:

- a. Gretchen Lunsford - Commissioner Group 1 (Norwood) appointee- 4-year term
 - b. James P. Neshawat - Commissioner Group 2 (Kitchens) appointee - 2 year term
 - c. Judy Wimberley - Commissioner Group 3 (Brown) appointee - 4-year term
 - d. Jeffrey Elledge - Commissioner Group 4 (Leary) appointee - 2-year term
 - e. Chip Dew - Mayor/Commissioner (Myers) appointee - 4-year term
-

SUMMARY:

The City of Palatka has created an Audit Committee per the requirements of Florida Statute Ch 218, Part III, the Uniform Local Government Financial government Reporting Act by resolution in the preceding agenda item.

The initial members of this Committee were chosen by members of the City Commission. Each member of the Commission has chosen a member to appoint. Those proposed members have agreed to serve. Each of them has received a copy of the resolution which sets forth membership requirements and duties of the Committee.

RECOMMENDED ACTION:

Appoint the five proposed members to the City of Palatka Audit Committee for the specified terms as listed

REVIEWERS:

Department	Reviewer	Action	Date
	Driggers, Betsy	Approved	6/19/2014 - 2:46 PM

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

Regular meeting 2nd and 4th Thursdays each month at 8:00 p.m.

CITY OF PALATKA ADVISORY BOARD APPLICATION

I wish to apply for appointment to the Audit Committee Board.
I understand that, if appointed, I will serve in a volunteer capacity on this advisory board.

APPLICANT: Gretchen Lunsford (Must be at least 18 yrs. old)
Residence 7920 NW 210th St. Phone: 352-591-9810 home
(911 Address) Micanopy, FL 32667 Fax: 352-812-6114 cell
Business Name FIRST COAST COMMUNITY CREDIT UNION Phone: 380-328-5555 ext. 148
& Address 3045 Palm Ave Palatka FL 32177 Fax: 380-328-9444

(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)

Preferred Mailing Address: business

E-mail: glunsford@firstcoastcell.com Daytime Phone: 380-328-5555 ext. 148

PROFESSIONAL QUALIFICATIONS (include occupation - attach additional sheet if necessary)

3 years banking experience, employed @ FCCU since 11/2002,
CEO since 9/2007, Vice President @ Denton Area Teacher Credit
Union Supervisor @ Mutual Savings Bank, Sr Admin @ Sunbelt
Savings & Loan, Dallas Tx
graduate of SNCUA Mt. School, attended Sam Houston State Univ.

OTHER COMMENTS OR INFORMATION:

AGREEMENT: by filing this document, I agree and understand that this document becomes a part of the official records of the City of Palatka, and I hereby certify that all the information contained herein is true, to the best of my knowledge. I also understand that, if appointed, the State of Florida may require me to file a financial disclosure with the Putnam Co. Supervisor of Elections within thirty (30) days of my appointment, and each year thereafter, covering my term of appointment.

Gretchen Lunsford
SIGNATURE OF APPLICANT

June 19, 2014
DATE

Applicants will be interviewed by the Palatka City Commission during regular public meetings.

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE OFFICER

DONALD E. HOLMES
CITY ATTORNEY

Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

CITY OF PALATKA ADVISORY BOARD APPLICATION

I wish to apply for appointment to the Audit Committee Board.
I understand that, if appointed, I will serve in a volunteer capacity on this advisory board.

APPLICANT: James P. Neshewat (Must be at least 18 yrs. old)

Residence 121 Magnolia Dr. East Palatka, FL 32131 Phone: 352-209-6441

(911 Address) 121 Magnolia Dr. East Palatka, FL 32131 Fax: _____

Business Name St. Johns Asset Management Phone: 386-385-5915

& Address 601 St. Johns Ave. Palatka, FL 32177 Fax: 386-385-5916

(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)

Preferred Mailing Address: Business

E-mail: Jim@StJohnsAsset.com Daytime Phone: 352-209-6441

PROFESSIONAL QUALIFICATIONS (Include occupation - attach additional sheet if necessary)

- attorney - estate tax, business succession
- economist - studied economics, with a concentration in Public growth.
- Investment Advisor-Representative - JW Cole Advisors / St. Johns Asset Mgt
- Financial Advisor - St. Johns Asset Management
- Orlando Regional Chamber of Commerce - Executive Assistant to CFO, 2004-2006

OTHER COMMENTS OR INFORMATION:

AGREEMENT: by filing this document, I agree and understand that this document becomes a part of the official records of the City of Palatka, and I hereby certify that all the information contained herein is true, to the best of my knowledge. I also understand that, if appointed, the State of Florida may require me to file a financial disclosure with the Putnam Co. Supervisor of Elections within thirty (30) days of my appointment, and each year thereafter, covering my term of appointment.

[Signature]
SIGNATURE OF APPLICANT

2/14/14
DATE

Applicants will be interviewed by the Palatka City Commission during regular public meetings.

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

CITY OF PALATKA ADVISORY BOARD APPLICATION

I wish to apply for appointment to the City of Palatka Audit Committee Board.
I understand that, if appointed, I will serve in a volunteer capacity on this advisory board.

APPLICANT: Judy Wimberley (Must be at least 18 yrs. old)

Residence 419 Silver Lake Rd., Palatka, FL 32177 **Phone:** _____
(911 Address) 419 Silver Lake Rd., Palatka, FL 32177 **Fax:** _____

Business Name Capital City Bank **Phone:** 329-1170
& Address 148 S Hwy 17, East Palatka, FL 32131 **Fax:** 329-1171

(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)

Preferred Mailing Address: 148 S Hwy 17, East Palatka, FL 32131

E-mail: wimberley.judy@ccbfg.com **Daytime Phone:** 386-329-1170

PROFESSIONAL QUALIFICATIONS (Include occupation - attach additional sheet if necessary)

Banker for 40 years. Responsibilities analysis of tax returns and financial statement
for both businesses and individuals.

OTHER COMMENTS OR INFORMATION:

AGREEMENT: by filing this document, I agree and understand that this document becomes a part of the official records of the City of Palatka, and I hereby certify that all the information contained herein is true, to the best of my knowledge. I also understand that, if appointed, the State of Florida may require me to file a financial disclosure with the Putnam Co. Supervisor of Elections within thirty (30) days of my appointment, and each year thereafter, covering my term of appointment.

Judy E. Wimberley 6-20-14
SIGNATURE OF APPLICANT **DATE**
Applicants will be interviewed by the Palatka City Commission during regular public meetings.

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

CITY OF PALATKA ADVISORY BOARD APPLICATION

I wish to apply for appointment to the Audit Committee Board.
I understand that, if appointed, I will serve in a volunteer capacity on this advisory board.

APPLICANT: Jeffrey Elledge (Must be at least 18 yrs. old)
Residence Phone: 328-7135
(911 Address) 806 S. 13th St. Fax:
Business Name Phone:
& Address Palatka FL 32177 Fax:

(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)

Preferred Mailing Address: 806 S. 13th St., Palatka

E-mail: JE103154313@att.net Daytime Phone: 328-7135

PROFESSIONAL QUALIFICATIONS (include occupation - attach additional sheet if necessary)
SJR WMD - Director, Dept. of Water Resources.
(retired). Oversaw government budgets,
contracting, mgmt of funding sources,
including federal, state & local grants.

OTHER COMMENTS OR INFORMATION:

AGREEMENT: by filing this document, I agree and understand that this document becomes a part of the official records of the City of Palatka, and I hereby certify that all the information contained herein is true, to the best of my knowledge. I also understand that, if appointed, the State of Florida may require me to file a financial disclosure with the Putnam Co. Supervisor of Elections within thirty (30) days of my appointment, and each year thereafter, covering my term of appointment.

1/5/ Jeffrey Elledge
SIGNATURE OF APPLICANT DATE

Applicants will be interviewed by the Palatka City Commission during regular public meetings.

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

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Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

CITY OF PALATKA ADVISORY BOARD APPLICATION

I wish to apply for appointment to the City Audit Committee Board.
I understand that, if appointed, I will serve in a volunteer capacity on this advisory board.

APPLICANT: William E. "Chip" Dew (Must be at least 18 yrs. old)

Residence 110 Vintage Lane Palatka, FL 32177 Phone: 386-325-2912

(911 Address) 110 Vintage Lane Palatka, FL 32177 Fax: _____

Business Name Harbor Community Bank Phone: 386-385-0639

& Address 350 N. SR 19 Palatka, FL 32177 Fax: 386-328-7553

(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)

Preferred Mailing Address: 110 Vintage Lane Palatka, FL 32177

E-mail: Chipdew@harborcb.com Daytime Phone: 386-385-0639

PROFESSIONAL QUALIFICATIONS (include occupation - attach additional sheet if necessary)

30 years in Banking

1996 Graduate of St. Leo University

Member of Sunrise Rotary

Member of SSRSC Athletic Association

OTHER COMMENTS OR INFORMATION:

AGREEMENT: by filing this document, I agree and understand that this document becomes a part of the official records of the City of Palatka, and I hereby certify that all the information contained herein is true, to the best of my knowledge. I also understand that, if appointed, the State of Florida may require me to file a financial disclosure with the Putnam Co. Supervisor of Elections within thirty (30) days of my appointment, and each year thereafter, covering my term of appointment.

William E. Dew 6/20/14

SIGNATURE OF APPLICANT DATE

Applicants will be interviewed by the Palatka City Commission during regular public meetings.

*Agenda
Item*

6



CITY COMMISSION AGENDA ITEM

SUBJECT:

PUBLIC HEARING - 2525 Husson Ave - Planning Board Recommendation to Annex, Amend the Comprehensive Plan Future Land Use Map (FLUM) designation from Putnam County UR (Urban Reserve) to City RL (Residential, Low Density), and Rezone from County R-1A (Residential, Single-Family) to City R-1A (Single-Family Residential) - Thomas & Teresa Cheyne, owners/applicants

- *a. ANNEXATION ORDINANCE – 2nd Reading, Adopt**
- *b. FUTURE LAND USE MAP AMENDMENT - Adopt**
- *c. REZONING ORDINANCE – 2nd Reading, Adopt**

SUMMARY:

This is the adoption of ordinances annexing 2525 Husson Ave. into the city limits, amending the Future Land Use Map for the property, and also rezoning the property. This is a voluntary annexation in which the property owner is requesting City sewer service.

RECOMMENDED ACTION:

Adopt ordinances annexing 2525 Husson Ave. into the City, assigning the RL future Land Use Map designation to the property, and rezoning property to R-1A (Single-Family Residential).

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Annexation Ordinance	Ordinance
<input type="checkbox"/> FLUM Amendment Ordinance	Ordinance
<input type="checkbox"/> Rezoning Ordinance	Ordinance
<input type="checkbox"/> Planning Board Staff Report	Backup Material
<input type="checkbox"/> Planning Board Minutes	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Planning	Crowe, Thad	Approved	6/17/2014 - 2:34 PM
City Clerk	Driggers, Betsy	Approved	6/17/2014 - 3:21 PM
City Manager	Czymbor, Michael	Approved	6/17/2014 - 6:24 PM
Finance	Reynolds, Matt	Approved	6/18/2014 - 1:26 PM
City Clerk	Driggers, Betsy	Approved	6/18/2014 - 1:34 PM

This instrument prepared by:
Thad Crowe, AICP
City of Palatka
201 N. 2nd St.
Palatka, FL 32177

ORDINANCE NO. 14 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS 2525 HUSSON AVENUE, LOCATED IN SECTION 13, TOWNSHIP 10 SOUTH, RANGE 26 EAST, PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Petition has been filed before the City Commission of the City of Palatka, Florida, which Petition is on file in the office of the City Clerk, signed by the freehold owner of the property sought to be annexed, to wit: Thomas W. and Teresa D. Cheyne, and

WHEREAS, Chapter 171.044, Florida Statutes, permits the voluntary annexation of unincorporated areas lying adjacent and contiguous to the boundaries of the City of Palatka; and

WHEREAS, the City Commission of the City of Palatka finds that it is in the best interest of the people of the City of Palatka, Florida, that said lands be annexed and become a part of the City of Palatka;

NOW THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:

Section 1. That the following described unincorporated lands lying adjacent and contiguous to the boundaries of the City of Palatka, Florida shall henceforth be deemed and held to be within the corporate limits of the City of Palatka, Florida said lands being described as follows:

DESCRIPTION OF PROPERTY:

PT OF SW1/4 OF SE1/4 OR330P723 (Being 2525 Husson Avenue / tax parcel # 13-10-26-0000-0420-0100)

Section 2. The property hereby annexed shall remain subject to the Putnam County Comprehensive Plan and Zoning Laws until changed by the City of Palatka.

Section 3: That a copy of this ordinance shall be sent to Municipal Code Corporation for inclusion in the City Charter.

Section 4. This Ordinance shall become effective immediately upon its final passage by the City Commission.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 26th day of June, 2014.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

City Attorney

This instrument prepared by:
Thad Crowe, AICP
201 North 2nd Street
Palatka, Florida 32177

ORDINANCE NO. 14 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO THE FOLLOWING PARCEL OF LAND (LESS THAN 10 ACRES IN SIZE): FROM PUTNAM COUNTY UR (URBAN RESERVE) TO CITY RL (RESIDENTIAL, LOW DENSITY) FOR 2525 HUSSON AVENUE (SECTION 13, TOWNSHIP 10 SOUTH, RANGE 26 EAST); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE

WHEREAS, application has been made by the City of Palatka Building and Zoning Department on behalf of the following owner of said property: 2525 Husson Avenue (Thomas and Teresa Cheyne); for certain amendment to the Comprehensive Plan Future Land Use Map of the City of Palatka, Florida, and

WHEREAS, Section 163.3187, Florida Statutes, as amended, provides for the amendment of an adopted comprehensive plan, and

WHEREAS, Section 163.3187(1(b), Florida Statutes, as amended, provides that a local government may amend its adopted comprehensive plan to change the land uses of up to 120 acres by small scale amendments annually, and

WHEREAS, Section 163.3187(2), Florida Statutes, as amended, provides that small scale development amendments require only one public hearing before the governing board, which shall be an adoption hearing, and

WHEREAS, the Planning Board conducted a public hearing on may 6, 2014 and recommended approval of this amendment to the City Commission, and

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:

Section 1. Adopted Small Scale Amendment

That the Future Land Use Map of the adopted Comprehensive Plan of the City of Palatka is hereby amended to provide that the Future Land Use of the parcel of land listed in Table 1 below shall be changed as designated and that the Future Land Use Map shall be amended to show the changes.

**TABLE 1
ADOPTED SMALL SCALE AMENDMENT**

<u>Property Tax Number</u>	<u>Acreage</u>	<u>Current Land Use</u>	<u>Future Land Use</u>	<u>Amended Future Land Use</u>
13-10-26-0000-0420-0100	0.46	County UR (Urban Reserve)	UR (Urban Reserve)	RL (Residential, Low Density)
DESCRIPTION OF PROPERTY:		PT OF SW1/4 OF SE1/4 OR330P723 (Being 2525 Husson Avenue)		

Section 2. Effect on the Comprehensive Plan

The remaining portions of said adopted comprehensive plan of the City of Palatka, Florida, which are not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

Section 3. Severability

Should any section, subsection, sentence, clause, phrase or portion of this Ordinance be held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and shall not affect the validity of the remaining portion.

Section 4. Effective date

This Ordinance shall become effective thirty-one (31) days after its final passage by the City Commission of the City of Palatka, Florida.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 12th day of June, 2014.

CITY OF PALATKA

By: _____
Its Mayor

This instrument prepared by:
Thad Crowe, AICP
201 North 2nd Street
Palatka, Florida 32177

ORDINANCE NO. 14 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM PUTNAM COUNTY R-1A (RESIDENTIAL SINGLE-FAMILY) TO CITY R-1A (SINGLE-FAMILY RESIDENTIAL) FOR THE FOLLOWING PROPERTY: 2525 HUSSON AVENUE (SECTION 13, TOWNSHIP 10 SOUTH, RANGE 26 EAST); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE

WHEREAS, application has been made by the City of Palatka Building and Zoning Department on behalf of the following owners of said property: 2525 Husson Avenue (Thomas and Theresa Cheyne) for certain amendment to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including public hearings before the Planning Board of the City of Palatka on May 6, 2014, and two public hearings before the City Commission of the City of Palatka on May 22, 2014 and June 12, 2014, and

WHEREAS, the City Commission of the City of Palatka has determined that said amendment should be adopted.

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:

Section 1. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described properties from their present Putnam County zoning classification to City zoning classification as noted above.

DESCRIPTION OF PROPERTIES:

PT OF SW1/4 OF SE1/4 OR330P723 (Being 2525 Husson Avenue / tax parcel # 13-10-26-0000-0420-0100)

Section 2. To the extent of any conflict between the terms of

this ordinance and the terms of any ordinance previously passed or adopted, the terms of this ordinance shall supersede and prevail.

Section 3. This Ordinance shall become effective immediately upon its final passage by the City Commission.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 26th day of June, 2014.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

City Clerk

Case 14-09: 2525 Husson Ave.

Request to Annex, Amend Future Land Use Map and Rezone

Applicant: Building & Zoning Dept.

STAFF REPORT

DATE: April 25, 2014

TO: Planning Board members

FROM: Thad Crowe, AICP, Planning Director

APPLICATION REQUEST

To annex, amend FLUM, and rezone the following property as noted below. Public notice included legal advertisement, property posting, and letters to nearby property owners (within 150 feet). City departments had no objections to the proposed actions.



Figure 1: Site and Vicinity Map (purple shaded area represents city limits)

**Case 14-09: 2525 Husson Ave.
Request to Annex, Amend Future Land Use Map and Rezone
Applicant: Building & Zoning Dept.**



Figure 2: 2525 Husson St.

APPLICATION BACKGROUND

The property under consideration currently has County single-family land use and zoning, as shown below.

Table 1: Current and Proposed Future Land Use Map and Zoning designations

Future Land Use Map Category		Zoning	
Current Putnam Co.	Proposed City	Current Putnam Co.	Proposed City
UR (Urban Reserve)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)

Table 2: Future Land Use Map and Zoning Designations for Adjacent Properties

	Future Land Use Map	Zoning
North of Site	RL (Residential Low)	R-1A (Single-family Residential)
East of Site	RL (Residential Low)	R-1A (Single-family Residential)
West of Site	County UR (Urban Reserve)	County R-1A (Residential Single-family)
South of Site	County UR (Urban Reserve)	County R-1A (Residential Single-family)

This is in an area where properties have annexed into the City in 2012 due to the county Health Dept.'s prohibition of replacing or deepening wells when they are within 250 feet of a city water line. Also, the City's Comprehensive Plan requires that when properties receiving city water are contiguous to city limits they must annex into the City. Staff is presenting this application as an administrative action, as opposed to an action by the property owner, due to the rationale presented below.

1. Hardship. Most property owners annexing into the City do so because they are compelled to due to the failure of septic tanks or wells and the Health Dept. requirement that they hook up to city utilities when

such lines are within 250 feet of the property. The cost of hooking up to City utilities approaches up to \$6,000 depending on whether both water and sewer are required. The additional fees for the FLUM amendment and rezoning is an additional burden. The taxes collected from such property will defray the administrative expense fairly quickly.

2. **Comprehensive Plan Support.** Public Facilities Element Policy D.1.2.1 directs the City to proactively annex properties served by water and sewer into the City. Language in the adopted Evaluation and Appraisal Report of the Comprehensive Plan compels the City to again proactively work to diminish and eventually eliminate enclaves. City staff believes this directive is sufficient to submit these actions as administrative applications.
3. **Economic Development.** By encouraging voluntary annexation and requiring annexation of agreement properties, the City is working to increase utility and other service provision efficiency, enhance system revenues, and encourage growth.

PROJECT ANALYSIS

Annexation Analysis

Florida Statute 171.044 references voluntary annexation requirements and requires that property proposed for annexation must meet two tests. First, properties must be contiguous to the annexing municipality and second, properties must also be “reasonably compact.”

Contiguity. F.S. 171.031 provides a definition for contiguous and requires that boundaries of properties proposed for annexation must be coterminous with a part of the municipality’s boundary. The property is contiguous to the City limits as shown in Figure 1.

Compactness. The statute also provides a definition for compactness that requires an annexation to be for properties in a single area, and also precludes any action which would create or increase enclaves, pockets, or finger areas in serpentine patterns. Annexing the properties meets the standard of compactness as it does not create an enclave, pocket, or finger area but in fact reduces the greater County enclave that is present in the south Palatka area, as shown graphically in Figure 3 below.

Figure 2: Southwest Palatka Urban Area Enclave (city limits in purple shaded color)

Future Land Use Map Amendment Analysis

Criteria for consideration of comprehensive plan amendments SR 19 163-3187 are shown in italics below (staff Comment follows each criterion, and comprehensive plan extracts are underlined).

List Goals, Objectives, and Policies of the Comprehensive Plan that support the proposed amendment.

The proposed amendment is in keeping with the following objective and policies of the Comprehensive

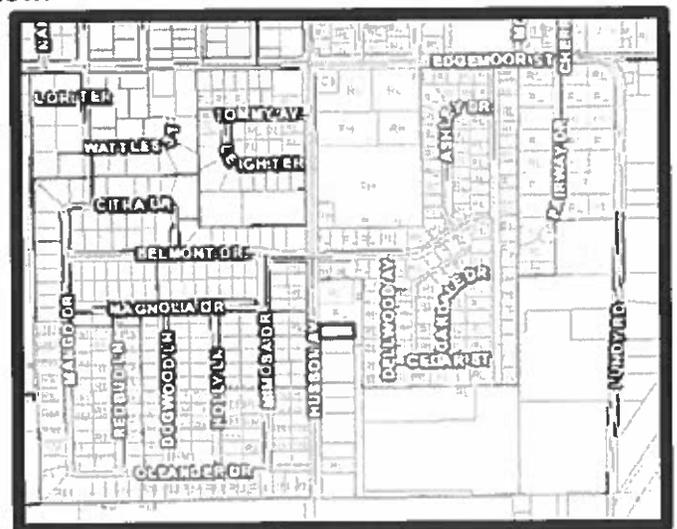


Figure 3: South Palatka City Limits (purple is City)

**Case 14-09: 2525 Husson Ave.
Request to Annex, Amend Future Land Use Map and Rezone
Applicant: Building & Zoning Dept.**

Policy A.1.9.3A. Land Use Districts1. Residential

Residential land use is intended to be used primarily for housing and shall be protected from intrusion by land uses that are incompatible with residential density. Residential land use provides for a variety of land use densities and housing types.

Low Density (1730 acres) - provides for a range of densities up to 5 units per acre.

Medium Density (231 acres) - provides for a range of densities up to 10 units per acre.

Staff Comment: the property is now in the County's Urban Reserve FLUM category (density range of one to four units per acre), which is approximately equivalent to the City's RL (Residential Low Density), which has a density range of one to five units per acre.

Provide analysis of the availability of facilities and services.

Staff Comment: the property is in close proximity to urban services and infrastructure including city water and sewer lines (both within the Husson Ave. right-of-way).

Provide analysis of the suitability of the plan amendment for its proposed use considering the character of the undeveloped land, soils, topography, natural resources, and historic resources on site.

Staff Comment: The property is in a residential neighborhood that is suitable for the proposed residential FLUM designations. Staff is not aware of any soil or topography conditions that would present problems for development, or of any natural or historic resources on this developed site.

Provide analysis of the minimum amount of land needed as determined by the local government.

Staff Comment: not applicable, as this is to be determined at the next revision of the overall Comprehensive Plan.

Demonstrate that amendment does not further urban sprawl, as determined through the following tests.

- *Low-intensity, low-density, or single-use development or uses*
- *Development in rural areas at substantial distances from existing urban areas while not using undeveloped lands that are available and suitable for development.*
- *Radial, strip, isolated, or ribbon development patterns.*
- *Development that fails to adequately protect and conserve natural resources and agricultural activities.*
- *Development that fails to maximize use of existing and future public facilities and services.*
- *Development patterns or timing that will require disproportional increases in cost of time, money and energy in providing facilities and services.*
- *Development that fails to provide a clear separation between rural and urban uses.*
- *Development that discourages or inhibits infill development and redevelopment.*
- *Development that fails to encourage a functional mix of uses.*
- *Development that results in poor accessibility among linked or related land uses.*

Staff Comment: the location of this property within the City’s urbanized area ensures that urban services are available. These uses do not represent urban sprawl.

Rezoning Analysis

Per Section 94-38 of the Zoning Code, the Planning Board shall study and consider the proposed zoning amendment in relation to the following criteria, which are shown in *italics* (staff comment follows each criterion).

1) When pertaining to the rezoning of land, the report and recommendations of the planning board to the city commission required by subsection (e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:

a. Whether the proposed change is in conformity with the comprehensive plan.

Staff Comment: as previously noted, the application is supported by the Comprehensive Plan.

b. The existing land use pattern.

Staff Comment: The property is located in an established residential neighborhood.

c. Possible creation of an isolated district unrelated to adjacent and nearby districts.

Staff Comment: Rezoning the property to R-1A provides uniformity to both existing City and County single-family zoning and does not create an isolated zoning district.

d. The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.

Staff Comment: Roadway capacity is available on area roadways and the impacts of the use on road and utility capacity will be negligible, particularly since the use is already present.

e. Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.

Staff Comment: See response to c. above.

f. Whether changed or changing conditions make the passage of the proposed amendment necessary.

Staff Comment: One condition that has changed in regard to this property is the failure or obsolescence of private wells and the present ability to tie into a city water line.

g. Whether the proposed change will adversely influence living conditions in the neighborhood.

Staff Comment: Rezoning the property to a designation similar to the current County zoning will not adversely affect neighborhood living conditions.

h. Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.

Staff Comment: The property proposed for rezoning is already developed and thus traffic congestion or public safety will not be affected.

**Case 14-09: 2525 Husson Ave.
Request to Annex, Amend Future Land Use Map and Rezone
Applicant: Building & Zoning Dept.**

i. Whether the proposed change will create a drainage problem.

Staff Comment: All development and redevelopment must meet City and water management district stormwater retention requirements. No drainage problems are anticipated for the already-existing use.

j. Whether the proposed change will seriously reduce light and air to adjacent areas.

Staff Comment: The already-developed property does not have excessive height, density, or intensity to reduce light and air to existing adjacent areas.

k. Whether the proposed change will adversely affect property values in the adjacent area.

Staff Comment: See response to g. above.

l. Whether the proposed change will be a deterrent to the improvement or development of adjacent property in accord with existing regulations.

Staff Comment: Based on the previous responses, the change will not negatively affect the development of adjacent properties.

m. Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.

Staff Comment: Providing a FLUM and zoning designations to properties that are similar to the designation of surrounding properties and are similar to the existing County FLUM and zoning is not a grant of special privilege.

n. Whether there are substantial reasons why the property cannot be used in accord with existing zoning.

Staff Comment: Not applicable as the City commercial land use and zoning will be similar as the current County classifications.

o. Whether the change suggested is out of scale with the needs of the neighborhood or the city.

Staff Comment: The property is not out of scale with the neighborhood and City.

p. Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.

Staff Comment: Not applicable.

q. The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district.

Staff Comment: Not applicable.

STAFF RECOMMENDATION

As demonstrated in this report, this application meets applicable annexation, future land use amendment, and rezoning criteria. Staff recommends approval of the annexation, amendment of Future Land Use Map category to RL, and rezoning to R-1A for 2525 Husson Ave.



CITY OF PALATKA
PLANNING BOARD MINUTES (DRAFT)
May 6, 2014

The meeting was called to order by Vice-Chairman Daniel Sheffield at 4:00 pm. **Other members present:** Joe Pickens, Anthony Harwell, Joseph Petrucci, Justin Campbell, George DeLoach and Charles Douglas, Jr. **Members absent:** Lavinia Moody and Earl Wallace. **Also present:** Planning Director Thad Crowe, Recording Secretary Pam Sprouse and City Attorney Donald Holmes.

Motion was made by Mr. DeLoach and seconded by Mr. Campbell to approve the minutes for April 1, 2014 meeting. All present voted affirmative, motion carried.

Chairman Sheffield read the appeal procedures and called for any ex-parte communications regarding any case.

OLD BUSINESS:

Case 14-05: Administrative request to amend Municipal Code Chapter 94 (Zoning) Section 261 (f) to reduce the minimum size of parking spaces from 10 feet by 20 feet to 9 feet by 18 feet.

Mr. Crowe explained that this item was continued from the March, 2014 meeting. At the time of packet preparation Staff had not had an opportunity to complete the research for this item as requested by the Planning Board.

Motion made by Mr. Pickens and seconded by Mr. DeLoach to table this request until the next regularly scheduled meeting. All present voted affirmative. Motion carried.

NEW BUSINESS:

Case 14-09: Administrative request to annex, amend the Future Land Use map from County AG (Agriculture) to RL (Residential Low-Density) and rezone from County R-1A (Residential Single-Family) to R-1A (Single-family residential)

Location: 2525 Husson Ave.

Owner: Thomas W. & Teresa D. Cheyne

Mr. Crowe stated that this is a voluntary annexation. Public notice included legal advertisement, property posting, and letters to nearby property owners (within 150 feet). City departments had no objections to the proposed actions. This request meets the annexation and zoning criteria and is not in conflict with the Comprehensive Plan. Staff recommends approval.

Mr. Petrucci asked if the property owner's currently have city utilities. Mr. Cheyne answered that their septic tank had failed several times and the most recent time restoring the drain field was not successful. They have had sulfur problems with their water also and for these reasons decided to connect to city water and sewer.

Mr. Harwell asked if the Husson Avenue roadway itself was in the city limits. Mr. Crowe explained that in the past, the city made a practice of annexing streets to allow for future annexation of properties adjacent to such streets.

Discussion took place regarding contiguity criteria. Mr. Crowe explained that Florida Statutes defines "contiguous" to mean that a part of a boundary of the property sought to be annexed is coterminous or "touching" or with a part of the boundary of the municipality. Contiguity should not be achieved by annexing a roadway, although the City has done this in the past. Additionally, things like roadways, rivers, railroad tracks etc... shall not be a barrier either. He added that this is a voluntary annexation, contiguous on two sides plus the street. Involuntary annexation can only be done by a referendum or an inter-local agreement with the County.

Mr. Harwell asked why this application was being done administratively. Mr. Crowe explained that Staff is presenting this application as an administrative action based on the policy that was presented to the Planning Board and the City Commission using the following three criteria:

1. Hardship. Most property owners annexing into the City do so because they are compelled to due to the failure of septic tanks or wells and the Health Dept. requirement that they hook up to city utilities when such lines are within 250 feet of the property. The cost of hooking up to City utilities approaches up to \$6,000 depending on whether both water and sewer are required. The additional fees for the annexation, map amendments for Future Land Use Map and rezoning designations are an additional burden. The taxes collected from such property will defray the administrative expense fairly quickly.
2. Comprehensive Plan Support. Public Facilities Element Policy D.1.2.1 directs the City to proactively annex properties served by water and sewer into the City. Language in the adopted Evaluation and Appraisal Report of the Comprehensive Plan compels the City to again proactively work to diminish and eventually eliminate enclaves. City staff believes this directive is sufficient to submit these actions as administrative applications.
3. Economic Development. By encouraging voluntary annexation and requiring annexation of agreement properties, the City is working to increase utility and other service provision efficiency, enhance system revenues, and encourage growth.

Motion made by Mr. Pickens and seconded by Mr. Harwell to approve the request as recommended by Staff. All present voted affirmative, motion passed unanimously.

Case 14-10 Confirmation of Administrative Interpretation to allow a nursing home in a PID (Planned Industrial Development).

Location: Northeast corner St. Johns Ave. & Wes Larson Blvd - a portion of Parcel #09-10-26-0000-0030-0000 (Putnam County Business Park)

Owner: Putnam County Port Authority

Mr. Crowe explained that the request was originally filed as a conditional use for a nursing home, but is now being considered as a confirmation of a staff interpretation. Staff first reviewed the general PID

standards in the zoning code for that zoning district and secondly, the individual PID that was done for the Business Park. Nursing homes are not specifically allowed in these districts, but there is a "catch all" phrase that states that any other use allowed deemed appropriate by the Planning Director shall be allowed (with the implied logic that such a use would be similar to other allowable uses). The PID for the Business Park allows a wide range of uses including light manufacturing, wholesale, warehousing, distribution, outdoor storage yards, business and professional offices, medical offices, restaurants, vocational and trade schools, colleges. He stated that the Business Park-PID does not provide criteria for consideration of other uses as determined to be appropriate by the Planning Director. Nursing homes are defined as institutions, basically for people who need personal care for reasons of infirmity or old age. In his opinion, the proposed nursing home is comparable to the allowable medical and institutional type uses and in conformance with the Comprehensive Plan as well as the Zoning Code. He added that he also finds the use for this site to be of general compatibility with adjacent and vicinity properties, and presenting a positive impact on the community due to lower traffic impacts (nursing home residents have fewer cars). The proposed development is for 120 beds with 190 personnel, which is of considerable size. Some industrial zoning districts have a built in compatibility problem when allowing quasi-residential uses with industrial uses, but the PID and PCBP-PID have design standards that reduce visual and other impacts. These standards include screening of outdoor storage; larger setback for more intense uses; curtailment of noise, dust, and odor impacts; shielding of lighting; and major thoroughfare architectural standards.

Mr. Crowe clarified that this is an unusual application in the sense that there is not a formal site plan associated with it. It is the policy of the Department of Veteran's Affairs to not develop a site plan until the site is selected. For a general sense of the development pattern Staff is utilizing the design recently constructed for the St. Johns County veteran's nursing home. He concluded that he has made the administrative interpretation that this is an allowed use and that he is asking for the Board's affirmation of this decision. Because the use is not specifically mentioned in the PID language he considers this request for support of his opinion as similar to an appeal of a staff decision.

Mr. Harwell asked Mr. Crowe if the nursing home use not in the language or was it restricted. Mr. Crowe said that it is not specifically listed, and that he associates it with institutional use which is allowed. Mr. Holmes asked what other zoning districts allow for nursing homes. Mr. Crowe advised that nursing homes *are* allowed in multi-family residential and commercial and that senior living facilities are allowed in commercial but *not* multi-family zoning districts, and does not understand why that would be. He said that he stands by his opinion that this facility was more of an institutional use than a residential use, with short and long term care for both young and old veterans versus senior-only housing. He said that compatibility is enhanced with the PID standards.

Mr. Holmes clarified that the case Mr. Crowe is presenting is that the nursing home type use is more compatible with the PID uses than that of an apartment type district. Mr. Crowe agreed with that opinion. Mr. Douglas asked if there would be any conflict with the FAA or municipal codes regarding height restrictions for buildings near the airport. Mr. Crowe advised that he and Mr. Hammons have looked into that and there are height restrictions, and the only Comprehensive Plan restrictions pertain to increasing residential density.

Brian Hammons, County Planning Director, 2509 Crill Av. explained that the State Department of Veteran's Affairs is proposing to locate a seventh nursing facility in the state. Putnam County is one of five distinct areas in the state that was eligible, and was notified of the opportunity to present a proposal. He added that this is a speculative issue, not a given, but in order to submit a credible application the County had to provide them certain assurances/letters within the application package. As Mr. Crowe had explained,

there is no site plan that is why they are using the areal of locations who have made application. He explained that the proposed area of for this development would be 27 acres of the overall parcel, and that eventually the parcel would be split into three.

Mr. Sheffield asked what size the St. Augustine facility was. Mr. Hammons replied that he believes that site is approximately 17 acres. The State is requiring a 20 acre site plus storm water, parking and landscaping areas.

Mr. Pickens stated that he does not see this use as noxious to anything that is allowed in the PID. He asked if this facility goes in is it possible that there might be other uses allowed in the PID that this owner would consider noxious/incompatible to this use. Mr. Crowe said that with this being "light" industrial zoning (clean industry), there are a number of design controls and standards in place that would protect the proposed use, for example – any outdoor storage must be several hundred feet away from the property line and screened from a facility like this. There are controls in place restricting odor, noise and glare. There is a test that is performed when looking at potential industries to determine if the use is allowed, as well as the location and if there is a substantive impact. Mr. Crowe added that this parcel is somewhat isolated from the rest of the business park, with a stormwater pond between it and the remainder of the industrial park; and that the facility would front on St. Johns Ave., not the internal industrial park road (Wes Larson Blvd.).

Mr. Holmes explained that this request applied to both the use and its proposed location, and would not constitute approval of similar uses elsewhere in the PID. Mr. Crowe agreed that his request for board support applies only to this specific use and site. He confirmed that is how he made his decision and would consider any future similar request, looking at it in two parts: one, is it good for the district as a whole and two, is it good for the site.

Mr. Hammons replied that they do not anticipate any concerns with this particular site.

Mr. Pickens stated that he would be more likely to agree with staff's interpretation if it is to be site specific.

Motion made by Mr. Pickens and seconded by Mr. Campbell to support the Planning Director's approval of the use as presented to the Board for this site, with the condition that if this site is developed a site plan must come back to this Board for approval. All present voted affirmative, motion passed unanimously.

Mr. Crowe advised that Board information packets are being prepared and hopefully will be completed by next meeting.

Adjournment – There being no further business, the meeting was adjourned at 4:53 p.m. upon a motion by Mr. DeLoach, seconded by Mr. Petrucci. By Board consensus, motion carried.

*Agenda
Item*

7



CITY COMMISSION AGENDA ITEM

SUBJECT:

DISCUSSION ITEM - Alarm Registration Fees - Vice Mayor Brown

SUMMARY:

This item has been placed on the Agenda for discussion by Vice Mayor Brown.

RECOMMENDED ACTION:

Discussion of Alarm Registration Fees

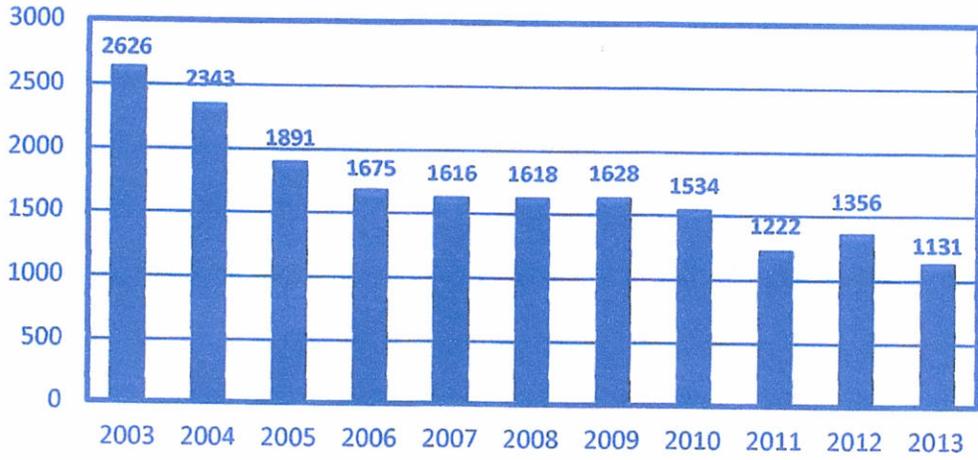
ATTACHMENTS:

Description	Type
<input type="checkbox"/> <u>Alarm Ordinance</u>	Attachment

REVIEWERS:

Department	Reviewer	Action	Date
	Driggers, Betsy	Approved	6/20/2014 - 12:00 PM

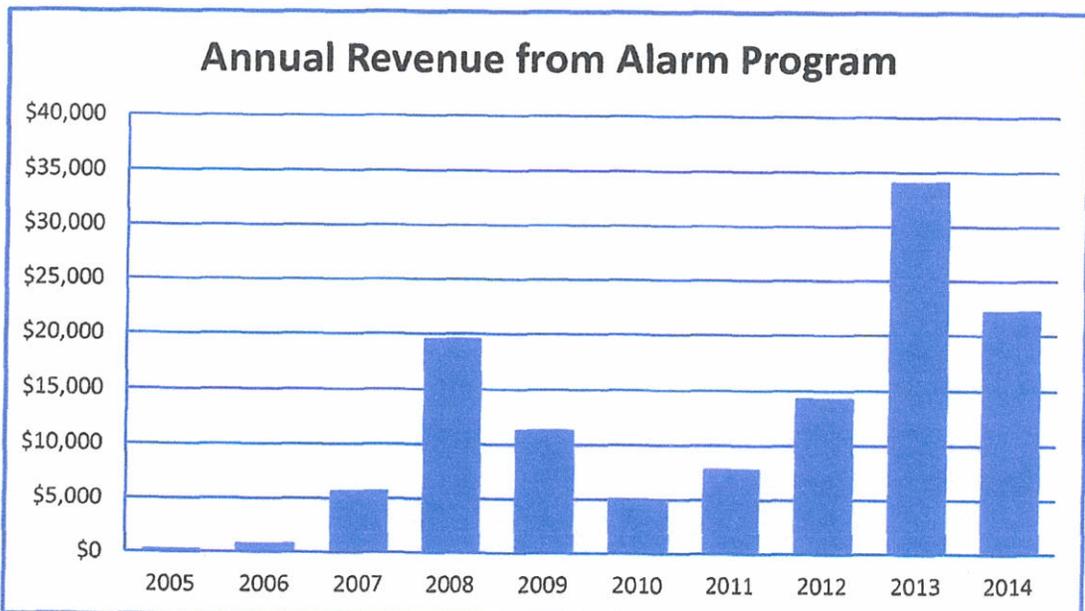
Alarm Calls for Service 2003 - 2013



Annual Revenue from Alarm Program

2005	\$300
2006	\$825
2007	\$5,720
2008	\$19,600
2009	\$11,364
2010	\$5,012
2011	\$7,803
2012	\$14,332
2013	\$34,121
2014	\$22,263

Annual Revenue from Alarm Program



Gross Revenue Collected by PMAM

Bill Details	2012	2013	2014 (6 mos)
Total False Alarm Charges	\$ 42,600.00	\$ 44,925.00	\$17,550.00
Total for New Permit	\$ 2,690.50	\$ 2,805.37	\$3,807.42
Total for Alarm Registration Renewal Fee	\$ 17,625.00	\$ 17,025.00	\$8,650.00
Bill Details for Permit Late Fee	\$ 10,061.25	\$ 18,793.25	\$11,396.01
Total for Reinstatement Fee	\$ 500.00	\$ 50.00	\$50.00
Bill Cancellation	\$ 5,888.75	\$ 5,742.12	\$5,297.50
Payment Details			
Receipt Details for False Alarm Charges	\$ 12,350.00	\$ 20,873.75	\$13,789.74
Total for New Permit	\$ 2,690.00	\$ 2,805.37	\$3,807.42
Total for Alarm Registration Renewal Fee	\$ 11,800.00	\$ 13,353.00	\$7,150.00
Bill Details for Permit Late Fee	\$ 901.25	\$ 5,346.25	\$2,027.50
Total for Reinstatement Fee	\$ -	\$ 100.00	
Bill Cancellation			
Negative Receipt Adjustment Total	\$ 603.00	\$ 1,714.62	\$1,376.42
Postive Bill Adjustment Total	\$ 1,070.00	\$ 350.00	\$0.00
Postive Outstanding Adjustment	\$ 1,673.00	\$ 2,064.62	\$1,376.42
Negative Bill Adjustment Total	\$ (1,994.25)	\$ (4,592.87)	-\$2,211.42
Positive Receipt Adjustment Total	\$ (25.00)	\$ -	\$ -
Negative Outstanding Adjustment Total	\$ (2,019.25)	\$ (4,592.87)	-\$2,211.42
MCA charges-PMAM Receipt	\$ 66.65	\$ -	\$ 1,011.67
Receipt Adjustment Detail - Collection Wise			
Receipt Negative Adjustment	\$ (50.00)	\$ -	
Receipt Positive Adjustment	\$ (25.00)	\$ -	
MCA Receipt Adjustment Total:	\$ (75.00)	\$ -	
MCA Detail			
MCA Charges - MCA Invoice		\$ 274.93	
MCA Charges - PMAM Receipt		\$ 1,004.85	
PMAM Receipt Adjustment			
Receipt Negative Adjustment Total	\$ (553.00)	\$ (1,714.62)	\$ (1,376.42)
PMAM Receipt Adjustment Total	\$ (553.00)	\$ (1,714.62)	\$ (1,376.42)
Grand Total	\$ (628.00)	\$ (1,714.62)	\$ (1,376.42)

PMAM sends the City 81% of all collected revenue
Data collected from PMAM

Palatka, Florida, Code of Ordinances >> PART II - MUNICIPAL CODE >> Chapter 42 - LAW ENFORCEMENT >> ARTICLE III. BURGLAR/PANIC/DURESS ALARMS >>

ARTICLE III. BURGLAR/PANIC/DURESS ALARMS ^[2]

Sec. 42-71. Intent.

Sec. 42-72. Definitions.

Sec. 42-73. Required registration of alarm systems; registration procedures; requirements for alarm permits.

Sec. 42-74. Proper alarm system operation and maintenance.

Sec. 42-75. Modification of existing alarm systems.

Sec. 42-76. Manual reset required.

Sec. 42-77. Alarm monitoring companies.

Sec. 42-78. Alarm verification calls required.

Sec. 42-79. Use of licensed contractors.

Sec. 42-80. Alarm system operating instructions.

Sec. 42-81. Alarm dispatch records.

Sec. 42-82. System performance reviews.

Sec. 42-83. False alarm notifications and penalties.

Sec. 42-84. Suspension of alarm registration.

Sec. 42-85. Revocation or loss of alarm registration.

Sec. 42-86. Suspension of response.

Sec. 42-87. Appeal of denial, suspension, or revocation of a registration.

Sec. 42-88. Reinstatement of registration.

Sec. 42-89. No obligation to respond (government immunity).

Sec. 42-90. Alarm system fees and fines schedule.

Secs. 42-91—42-130. Reserved.

Sec. 42-71. Intent.

- (a) The intent of this article is to encourage security alarm users and alarm businesses (sales, installation, customer service and/or monitoring) to maintain the operational reliability, to promote the proper use of alarm systems and to reduce or eliminate dispatch requests for false alarms.
- (b) This article governs burglary, robbery and panic systems, to require registrations, establish fees, provide penalties for violations, establish a system for the administration of false alarm documentation and establish criteria for limited response to alarms.

(Ord. No. 11-21, § 1. 7-14-2011)

Sec. 42-72. Definitions.

As used in this section, the following terms shall be defined as:

Alarm administrator shall mean the chief of police.

Alarm coordinator shall mean a person or persons and/or a company selected by the chief of police to administer, control and review alarm applications, permits and false alarm notifications, and provide assistance to alarm users in preventing false alarms from their systems.

Alarm dispatch request shall mean a notification to public safety officials intended to summon the police, which is designed either to be initiated purposefully by a person or by an alarm system that responds to a stimulus characteristic of unauthorized intrusion.

Alarm permit shall mean a permit issued by the Palatka Police Department Alarm Coordinator with an identification number designated to a registered alarm site.

Alarm registration shall mean a registration completed by the alarm user, approved by the alarm coordinator for a period of 12 months in which an alarm permit is assigned for the designated alarm site.

Alarm site shall mean a single premise or location served by an alarm system or multiple systems. Each alarm site is designated by a single 911 address. An alarm site may have multiple alarm systems that reflect the same address when summoning emergency response, but the system may designate a specific facility, building or location at that same address.

Alarm system shall mean a device or system, that emits, transmits or relays a signal intended to summon, or that would reasonably be expected to summon, police services of the city, including but not limited to local alarms. Alarm system does not include:

- (1) An alarm installed on a vehicle unless the vehicle is permanently located at a site; or
- (2) An alarm designed to alert only the inhabitants of a premise that does not have a monitored alarm.

Alarm system contractor shall mean a person or business licensed under F.S. ch. 489, as an electrical or alarm system contractor. A person or business that sells, provides, maintains, services, repairs, alters, replaces, moves or installs alarm systems at an alarm site. This definition also includes those persons or firms that install and service alarm systems that will be used in their private or proprietary facilities. This does not include persons doing installation or repair work where such work is performed without compensation of any kind (i.e., "do-it-yourselfers").

Alarm user shall mean the person(s), firm, partnership, corporation, association, organization, company or other entity that owns the premises on which the alarm system is maintained, or the lessee of the premises, if the lessee is legally responsible for the operation and maintenance of the alarm system, which is monitored, maintained or repaired under contract.

Alarm user awareness class shall mean a class conducted for the purpose of educating alarm users about the responsible use, operation, and maintenance of alarm systems and the problems created by false alarms.

Automated dialing device shall mean an alarm system, which automatically sends via telephone, a prerecorded voice message or coded signal indicating the existence of an emergency situation.

Audio verification shall mean the transfer of sounds from the protected premises to the monitoring company, as a result of activation of one or more devices, to confirm or deny the validity of the alarm signal.

False/accidental alarm dispatch shall mean the activation of an alarm system for any reason other than a robbery or unauthorized entry, and subsequent response by the police department to that alarm site. A false alarm does not include:

- (1) An alarm caused by physical damage to the alarm system as a result of lightening, wind, or other meteorological events, where there is clear evidence of physical damage to the alarm system; or
- (2) An alarm caused by disconnection of a telephone circuit beyond the control of the alarm operator or his/her agents, verified by on-site inspection by police personnel or written communication from the telephone company or an alarm contractor; or
- (3) An alarm caused by continuous electrical power disruption in excess of four hours.
- (4) Multiple mechanical false alarm/alarm malfunction notifications in a 24-hour period of time shall be counted as only one false alarm notification.

Hold-up alarm shall mean a silent alarm signal generated by the manual activation of a device intended to signal a robbery in progress or immediately after it has occurred.

Monitoring shall mean the process by which a monitoring company receives signals from an alarm system and relays an alarm dispatch request to the municipality for the purpose of summoning law enforcement to the alarm site.

Non-permitted site shall mean a monitored alarm system site whose user has not obtained an alarm permit with the City of Palatka Police Department, alarm coordinator.

Panic alarm shall mean a silent alarm signal generated by the manual activation of a device intended to signal a life threatening or emergency situation requiring law enforcement response.

Person shall mean an individual, corporation, partnership, association, organization or similar entity.

Registration year shall mean the period starting from the date of issuance of a registration and ending one year (12 months) from that date.

Robbery. See hold-up alarm.

Special trunk line shall mean a telephone line leading into the communications center for police or emergency dispatch that is for the primary purpose of receiving emergency messages that originate from automatic protection devices and are transmitted directly or through an alarm monitoring company.

Verified alarm response shall mean confirmation of an unauthorized and unlawful entry or attempted unauthorized or unlawful entry upon the premises, building or structure protected by a burglar alarm system. Confirmation or verification may be made by the alarm system user, other person at or near the scene of the activation, private guard responder or central monitoring company/operator, and shall be based on physical observation or inspection of the premises/site, or by remote visual inspection of the premises/site using audio and/or visual monitoring equipment.

Video verification shall mean the transfer of video images to the monitoring company reflecting conditions existing at the protected premises at the time an alarm was activated through the use of video technology.

(Ord. No. 11-21, § 1, 7-14-2011)

Sec. 42-73. Required registration of alarm systems; registration procedures; requirements for alarm permits.

(a) *Required registration of alarm systems.*

- (1) No alarm user shall operate, or cause to be operated, an alarm system at its alarm site without a valid alarm registration for the alarm site.
- (2) Each alarm system user shall not contract or retain an alarm system contractor, which is not properly licensed and/or employs alarm system agents who are not in compliance with F.S. 489.518. Unlicensed alarm contracting is a violation of state statute and punishable by fine and/or imprisonment.
- (3) A separate registration is required for each alarm system.
- (4) Alarm systems shall be registered on an annual basis by the alarm user, to ensure that the alarm user certifies that the registration information maintained in the city's records is correct. The registration shall be effective for the period of one year (12 months), beginning with original registration date. The initial registration fee shall be \$25.00 and re-registration will be \$25.00.
- (5) Any alarm user who does not obtain a registration within 60 days from the effective date of this article will be considered to have a non-registered alarm site and will be fined based upon table 42-90, alarm system fees and fines schedule.
- (6) Any alarm user who does not obtain a registration within 30 days of the registration renewal date, after being properly notified to do so by the alarm coordinator will be considered to have a non-registered alarm site and will be fined based upon table 42-90
- (7) Any alarm user who does not obtain a registration within 30 days of a new installation will be considered to have a non-registered alarm site and will be fined based upon table 42-90
- (8) Any alarm user who does not obtain a registration within 30 days of a transfer or conversion will be considered to have a non-registered alarm site and will be fined based upon table 42-90
- (9) Any alarm user who does not obtain a registration within 30 days of the mailing date of notification of the registration requirements by the alarm coordinator, will be considered to have a non-registered alarm site and will be fined based upon table 42-90
- (10) The alarm coordinator shall provide notice of alarm registration renewal notices no less than 45 days prior to the expiration of the alarm registration.
- (11) It is the responsibility of the alarm system user to renew a registration prior to the registration expiration date. Failure to renew will be classified as use of a non-registered alarm system site and fines will be assessed from table 42-90
- (12) Any false statement of a material matter made by an applicant for the purpose of obtaining an alarm registration shall be sufficient cause for refusal to issue a registration.
- (13) All fines/fees owed by an alarm user must be paid before a registration permit may be issued or renewed.
- (14) No registration is required for a deactivated alarm system.

(b) *Registration procedures.*

- (1) Applications for alarm registration are available at the Palatka Police Department or on the Palatka Police Department website. An incomplete application form shall be

returned to the applicant for completion within 30 calendar days during which time the system shall be considered unregistered.

- (2) As part of the application process, the alarm user shall provide the following information to the alarm administrator:
 - a. The name, address and telephone numbers of the alarm user;
 - b. The address of the alarm site;
 - c. The classification of the alarm site as residential, commercial, or governmental;
 - d. The type of alarm system, such as burglary, robbery, duress or panic;
 - e. The names, addresses, and telephone numbers of two persons who have access to the premises, the ability to reset the alarm, and who, upon request of the police department, will respond to the alarm;
 - f. The date of installation, conversion or takeover of the alarm system, whichever is applicable;
 - g. The name, address, and telephone number of the commercial alarm monitoring company;
 - h. Acknowledge that a set of written operating instructions for the alarm system, including written guidelines on how to avoid false alarms, has been provided by the alarm system contractor;
 - i. Provide a copy, if requested, the current state alarm system agent certification, as mandated in F.S. 489.518;
 - j. The name, address, and telephone number of the installer and date of installation, if known;
 - k. The name, address, and telephone number of the commercial entity that last performed maintenance on the alarm system, if known;
 - l. Any dangerous or special conditions present at the alarm site;
 - m. Other information required by the alarm administrator, which may be necessary for the enforcement of this article;
- (3) The alarm coordinator shall issue to the applicant an alarm permit upon registration of the alarm system, unless the applicant has:
 - a. Failed to pay a fee or fine assessed for violations under this article; or,
 - b. Had an alarm registration for the alarm site suspended or revoked, and the violation(s) causing the suspension(s) or revocation(s) has not been corrected; or,
 - c. Failed to provide on-site alarm system agent credentials as mandated in F.S. 489.518.

(c) *Requirements for alarm permits.*

- (1) The alarm identification permit issued by the alarm coordinator at the Palatka Police Department is only effective for the registered alarm system and alarm user. An alarm user shall inform the alarm coordinator, of any change that alters any information listed on the alarm registration within seven business days. If there is a new alarm user, the new user shall register the alarm with the police department. The fee for the new alarm user shall be the same as the initial registration fee.
- (2) An alarm registration is non-transferable, therefore it cannot be transferred to another person.

(Ord. No. 11-21, § 1, 7-14-2011)

Sec. 42-74. Proper alarm system operation and maintenance.

An alarm system operator shall:

- (1) Maintain the premises and the alarm system in a manner that will minimize or eliminate false alarm notifications, and;
- (2) Respond or cause his/her representative to appear at the alarm site within a 30 minute response time, when notified by the City of Palatka representative to deactivate a malfunctioning alarm system, to provide access to the premises, or to provide security for the premises;
- (3) Not manually activate an alarm for any reason other than an occurrence of an event that the alarm system was intended to report;
- (4) In the case of monitored residential or commercial intrusion/burglary alarm systems, provide a central monitoring verification call to the premises generating the alarm signal, prior to alarm monitor personnel contacting a law enforcement agency for alarm dispatch;
- (5) Not operate any alarm site with an automatic dialing device programmed to connect directly to the police department or the sheriff's communications center or a fine shall be assessed;
- (6) Not operate an alarm system which does not have a minimum of a four hour auxiliary power supply, or a fine shall be assessed;
- (7) Install a device to automatically terminate the audible signal within 15 minutes of activation; and
- (8) A person in control of a local (audible) alarm shall adjust the mechanism or cause the mechanism to be adjusted so that an alarm signal will sound for no longer than 15 minutes after being activated, or a fine will be assessed.

(Ord. No. 11-21, § 1, 7-14-2011)

State law reference— F.S. § 489.530.

Sec. 42-75. Modification of existing alarm systems.

Whenever an existing alarm system is serviced, modified, or inspected, the following features shall be removed by the alarm system contractor:

- (1) Single action, non-recessed switches that activate a panic alarm; and
- (2) Duress or "one-plus" programming that activates a panic alarm, or a fine will be assessed.

(Ord. No. 11-21, § 1, 7-14-2011)

Sec. 42-76. Manual reset required.

An organization or person in control of an alarm site that causes an alarm notification to be sent directly to the city's contracted communications center shall adjust the mechanism or cause the mechanism to be adjusted so that upon activation the system will not transmit another alarm signal without being manually reset.

(Ord. No. 11-21, § 1, 7-14-2011)

Sec. 42-77. Alarm monitoring companies.

Alarm users shall be responsible for providing the alarm coordinator with the following:

- (1) Name, street address, telephone number, and contact person(s);
- (2) The procedures used to verify the legitimacy of an alarm prior to notification of the police department;
- (3) If an alarm user provides notice of disconnection to the monitoring company (verifying documentation), and a false alarm(s) occurs, the alarm user shall not be held liable for any and all alarm activations.
- (4) Alarm companies shall:
 - a. Ensure that all alarm users are provided with adequate training in false alarm prevention.
 - b. Verify alarm calls in accordance with F.S. § 489.529, and attempt to cancel dispatch when verification of a false alarm is received.

(Ord. No. 11-21, § 1, 7-14-2011)

Sec. 42-78. Alarm verification calls required.

All burglary or intrusion alarm systems that are monitored by a central monitoring company shall have verification telephone calls made to the alarm site and/or the responder for the site, by the alarm monitoring company prior to contacting the police department. However, if the alarm site has functioning visual or auditory sensors (verified alarm response capability) that verifies whether or not a crime is occurring, the verification call is not required (verified alarm response).

(Ord. No. 11-21, § 1, 7-14-2011)

State law reference— F.S. § 489.529.

Sec. 42-79. Use of licensed contractors.

- (a) All alarm system contractors shall register annually with the City of Palatka; and obtain the appropriate city occupational license(s) from the city building and zoning department. Each registration shall be valid for 12 months.
- (b) No person shall install, maintain, repair, alter, service or monitor alarm systems for compensation without being an alarm system contractor.
- (c) All alarm system contractors shall furnish each of its agents with identification cards in accordance with F.S. § 489.518.
- (d) Alarm system contractors shall not install systems or equipment or use methods of installation that do not meet or exceed minimum Underwriters Laboratories or American National Standards Institute requirements for the appropriate installation and which do not use control panels tested for conformance to the Security Industry Association's Control Panel Standard.
- (e) Alarm system contractors shall not activate or service an alarm system unless it is registered.
- (f) Alarm system contractors shall not cause a false alarm during the servicing, repairing, testing or inspection of an alarm system, unless it is [registered] by the alarm administrator.
- (g) Alarm system contractors shall not install, maintain, repair, alter or service an alarm system, unless the alarm system contractor reasonably believes that the system is registered, or a fine shall be assessed.

(Ord. No. 11-21, § 1, 7-14-2011)

Sec. 42-80. Alarm system operating instructions.

A person in control of an alarm system shall maintain at each alarm site a complete set of written operating instructions for each alarm system. Special codes, combinations, or passwords should not be included in these instructions.

(Ord. No. 11-21, § 1, 7-14-2011)

Sec. 42-81. Alarm dispatch records.

- (a) The officer responding to an alarm dispatch request resulting from a burglary, robbery, personal hostage or robbery alarm notification shall record such information as necessary, including but not limited to the following information:
- (1) Identification of the registration holder (if available),
 - (2) Identification of the alarm site,
 - (3) Arrival time and dispatch-received time,
 - (4) Time of day, date, and time,
 - (5) Weather conditions,
 - (6) Area and/or sub-area of premise involved,
 - (7) Name of registration holder's representative on premises, if any.
- (b) The responding officer shall indicate on the dispatch record whether the notification was caused by a criminal offense, an attempted criminal offense, or was a false alarm/alarm malfunction.

(Ord. No. 11-21, § 1, 7-14-2011)

Sec. 42-82. System performance reviews.

If there is reason to believe that an alarm system is not being used or maintained in a manner that insures proper operation and suppresses false alarms and/or alarm malfunctions, the Alarm Administrator may require a conference with an alarm registration holder and the individual or association responsible for maintenance of the alarm system to review the circumstances of each false alarm/alarm malfunctions.

(Ord. No. 11-21, § 1, 7-14-2011)

Sec. 42-83. False alarm notifications and penalties.

- (a) *Notification.*
- (1) The alarm coordinator shall notify the alarm user in writing after each false alarm. The notification shall include; the amount of the fine for false alarm, notice that the alarm user can submit a service affidavit or attend the alarm user awareness class if applicable (third and fourth offense), the fact that response will be suspended after the tenth false alarm, excluding duress, hold-up and panic alarms, and a description of the appeals process available to the alarm user.
 - (2) The alarm administrator will notify the alarm user and the alarm installation company or the monitoring company in writing ten days before the alarm response is to be suspended. This notice of suspension will also include the amount of the fine for each false alarm and description of the appeals procedure available to the alarm user and the alarm installation company or monitoring company.
- (b)

Penalties. The holder of an alarm permit or the person in control of an alarm system shall be subject to warnings, suspensions, revocations, or loss of registration depending on the number of false alarm notifications emitted from an alarm system within a 12-month period based upon the following schedule:

- (1) No fee shall be assessed for the first two false/accidental alarms/alarm malfunctions at the same premises responded to by the police department during each registration year. Thereafter, a fine shall be assessed and paid by the alarm registration holder for each false/accidental alarm/alarm malfunction, responded to by the police department at the same premises during said registration year except as provided for the third and fourth false alarms as allowed below, subsection (2);
- (2) Upon the third and/or subsequent false/accidental alarm/alarm malfunction responded to by the police department, the owner shall be assessed a graduated fine as set forth in section 42-90, alarm system fees and fines schedule, unless:
 - a. In the case of the 3rd false or accidental alarm, the alarm user within 30 days submits to the police department an "Affidavit of Service/Repair" deemed satisfactory by the designated authority. Such service affidavit of repair shall be completed by the alarm contractor, or
 - b. In the case of the 4th false or accidental alarm, the alarm user within 30 days of notification submits to the police department an affidavit of service/repair or proof of completion of the prescribed alarm user awareness class.
- (3) In the case of the 5th or more false or accidental alarm that the police department responds to, a graduating fine will be assessed and paid by the alarm registration holder. Refer to section 42-90, alarm system fees and fine schedule.
- (4) Any person who operates a newly installed system will not be subject to false/accidental alarm notification accumulation during the 30 days immediately following the system installation/completion provided a registration application is received by the designated authority. The completion date shall be certified by a person currently licensed by the State of Florida according to F.S. 489.518, or the date of the purchase receipt for self-installed systems.
- (5) Any person operating an unregistered alarm system will be subject to fine for each false alarm in addition to any other fines. The alarm administrator may waive the additional non-registration fine if the alarm user submits an application for alarm registration within ten days of the notification of such violation.
- (6) Alarm activations caused by actual criminal offenses or showing evidence of a criminal attempt shall not be counted, nor be subject false alarm notification accumulation.
- (7) If cancellation of an alarm dispatch request occurs prior to law enforcement arriving at the scene, no false alarm will be documented and no fee or fine will be assessed.
- (8) The alarm installation company shall be assessed a fine if the officer responding to the false alarm determines that an on-site employee of the alarm installation company directly caused the false alarm. In this situation, the false alarm will not be counted against the alarm user.
- (9) *Violations.* Response fines shall be paid within 30 calendar days from the date a notification letter was sent to the alarm user. Failure to make payment within 30 calendar days from that date shall constitute a separate offense and require an additional fee, 35 percent of the outstanding fine/fee amount.
- (10) Any bill remaining unpaid for a period of 30 days after rendition shall be delinquent. If a delinquent bill is not paid, or a protest or appeal is not filed (and later processed in

accordance, generally, with the procedures set forth within this section and subsequent section 42-84, suspension of alarm registration; section 42-85, revocation or loss of alarm registration; section 42-86, suspension of response, or section 42-87, appeal of denial, suspension or revocation of a registration) within 18 days, the alarm coordinator shall have the authority to use all lawful means of collecting on the delinquent bill to include all normal and lawful means of a collection agency to obtain payment to the city. The city or the alarm coordinator in the form of a company on behalf of the city. The city or the alarm coordinator may file a lien against the property and may pursue foreclosure of the lien as well as all other legal remedies available to it, the owner being responsible for all costs and attorney's fees.

(All collections and collection practices shall comply with all pertinent consumer protection statutes and shall not utilize any defaming, harassing, or otherwise illegal activities to obtain payment. The restriction includes compliance with the Federal fair Debt collection Practices Law and the Florida Consumer Collection Practices Act, F.S. §§ 559.55—559.785. The alarm administrator shall review and approve all letters used for collection on behalf of the city prior to implementation.

- (11) Fees or fines not paid within 120 days, will result in revocation of the alarm registration and suspension of response by the Palatka Police Department as outlined in section 42-85, revocation or loss of alarm registration.

(Ord. No. 11-21, § I, 7-1+2011)

Sec. 42-84. Suspension of alarm registration.

The tenth false alarm notification shall result in a notice of suspension of registration to remain effective until such time as:

- (1) Alarm user has responded by acknowledging the suspension in writing as directed by the designated authority, and
- (2) Alarm user has taken action to remedy cause(s) of false alarm and reported as directed by the designated authority, and
- (3) The alarm administrator has issued a removal of suspension of registration.

(Ord. No. 11-21, § I, 7-14-2011)

Sec. 42-85. Revocation or loss of alarm registration.

The alarm administrator shall revoke the alarm registration if it is determined that:

- (1) There is a false statement of a material matter in the application for a registration;
- (2) The registration holder has violated section 42-73, required registration of alarm systems; registration procedures; requirements for alarm permits; section 42-83, false alarm notifications and penalties; or
- (3) The registration holder has failed to make timely payment of a fee assessed under section 42-90, alarm system fees and fines schedule; or
- (4) Ten or more false alarm notifications have been emitted from the alarm site within a 12-month period;
- (5) A person commits an offense if he operates an alarm system during the period in which his alarm registration is revoked.

(Ord. No. 11-21, § I, 7-1+2011)

Sec. 42-86. Suspension of response.

- (a) The alarm administrator may suspend law enforcement response to an alarm site upon revocation of an alarm registration if it is determined that:
 - (1) The alarm user has ten or more false alarms in a 12-month period excluding duress, holdup or panic alarms;
 - (2) There is a statement of a material fact known to be false in the application for a registration;
 - (3) The alarm user has failed to make timely payment of fines; or
 - (4) It has been determined the alarm site was never registered with the city.
- (b) The alarm administrator will notify the alarm site and/or user, the alarm installation company or the monitoring company ten days prior to suspension of response.
- (c) Once the alarm user has been notified, the police department will suspend response to the alarm site except for verified in-progress crimes, duress, panic and hold-up alarms. In progress crimes or "verified alarm response" may be made by the alarm user, other person at or near the scene of the activation, private guard responder or central monitoring company/operator, and shall be based on physical observation or inspection of the premises/site, or by remote visual inspection of the premises/site using audio and/or visual monitoring equipment. Falsifying an in-progress crime for the purpose of ensuring police response is violation of Florida Statutes.
- (d) Reinstatement of police response will be granted once the alarm user has fulfilled the requirements outlined in section 42-88, reinstatement of registration.

In the case of an alarm site with ten or more false alarms per year for two consecutive years regardless of whether or not all applicable fines and fees have been paid will be required to install alarm verification systems (verified alarm response), to include audio or visual monitoring equipment for the purpose of verifying an actual crime is in progress. In the absence of installed technology to facilitate "verified alarm response," the police department will not respond to alarm activations, except for in-progress crimes reported by the alarm user, other person at or near the scene of the activation, private guard responder or central monitoring company/operator. The alarm site will be required to maintain verified alarm response for one year (12 months) from the date of verified alarm response installation or activation.

- (e) A person commits an offense if he/she operates an alarm system during the period in which his alarm registration is revoked and is subject to enforcement and penalties set in section 42-90, alarm system fees and fines schedule.

(Ord. No. 11-21, § 1, 7-14-2011)

Sec. 42-87. Appeal of denial, suspension, or revocation of a registration.

- (a) If the alarm administrator denies the issuance or renewal of a registration, or suspends or revokes a registration, he shall send written notice of his action and a statement of the right to an appeal, by certified mail, return receipt requested, to both the alarm user and the applicable alarm installation/service company.
- (b) The alarm user may appeal the decision to the code enforcement board, by written notification within ten business days of the receipt of notice for denial, fine, suspension, or revocation. The alarm user shall set forth the reasons for the appeal and describe desired remedies.
- (c)

Filing of a request for appeal shall stay the action by the alarm administrator of revoking a registration until the code enforcement board has completed his review. If a request for appeal is not made within the ten day period, the action of the designated authority is final.

- (d) Alarm users shall be entitled to a hearing before the code enforcement board, if requested within 60 business day's receipt of notice.

(Ord. No. 11-21, § 1, 7-14-2011)

Sec. 42-88. Reinstatement of registration.

A person whose alarm registration has been suspended or revoked may have their registration re-instated if the person:

- (1) Submits an updated application and pays a \$50.00 registration fee; and
- (2) Pays, or otherwise resolves, all citations issued to the person under this article.
- (3) Upon submission of certification from a professional alarm company, licensed by the state/county to install or design alarm systems stating that the alarm system has been inspected and maintained by, or with the direct supervision and approval of the alarm company.

(Ord. No. 11-21, § 1, 7-14-2011)

Sec. 42-89. No obligation to respond (government immunity).

Alarm registration is not intended to, nor will it, create a contract, duty or obligation, either expressed or implied, of response. Any and all liability and consequential damage resulting from the failure to respond to a notification is hereby disclaimed and governmental immunity as provided by law is retained. By applying for an alarm registration, the alarm user acknowledges that law enforcement response may be influenced by factors such as; the availability of police units, priority of calls, weather conditions, traffic conditions, emergency conditions, staffing levels and prior response history.

(Ord. No. 11-21, § 1, 7-14-2011)

Sec. 42-90. Alarm system fees and fines schedule.

TABLE 42-90		
Type of Service/Violation	Administrative Action	Fees/Fines
Alarm registration—Initial—Systems installed on or after July 1, 2004	Registration and decal issued	\$25.00
Alarm registration—Renewal	Registration renewed	\$25.00
Failure to register alarm site(s)	Fine	\$100.00
Operation of a non-registered alarm system (per offense/activation)	Fine	\$100.00
Reinstatement of alarm registration	Fee	\$50.00
Automatic phone dialer installed	Fine	\$25.00
Battery backup not installed (minimum four hours)	Fine	\$25.00
Automatic 15 minute audible termination device or adjustment not installed	Fine	\$25.00
Failure to modify existing system(s) as required within section 42-75	Fine	\$25.00
	Fine	\$100.00

Alarm system contractor(s) installing, maintaining, repairing, altering or servicing an alarm system, that is not [registered] (per offense)		
First false alarm/alarm malfunction within registration year	On-site written notice	No fine/fee
Second false alarm/alarm malfunction within registration year	On-site written notice/warning letter #1	No fine/fee
Third false alarm/alarm malfunction within registration year	Invoice/fine	\$50.00 or service affidavit
Fourth false/accidental alarm/alarm malfunction within registration year	Invoice/fine	\$75.00 or service affidavit or completion of alarm user awareness class
Fifth false/accidental alarm or alarm malfunction within registration year	Invoice/fine	\$100.00
Sixth false/accidental alarm/alarm malfunction within a registration year	Invoice/fine	\$125.00
Seventh false/accidental alarm within registration year	Invoice/fine	\$150.00
Eighth false/accidental alarm within registration year	Invoice/fine	\$175.00
Ninth false/accidental alarm within registration year	Invoice/fine	\$200.00
Tenth false/accidental within registration year	Invoice/fine violation/revocation of alarm registration and suspension of response	\$225.00
Ten or more false/accidental alarms per year for two consecutive years	Verified alarm response	N/A

(Ord. No. 11-21, § 1, 7-14-2011)

Secs. 42-91—42-130. Reserved.

FOOTNOTE(S):

— (3) —

Editor's note— Ord. No. 11-21, § 1, adopted July 14, 2011, amended Art. III in its entirety to read as herein set out. Former Art. III, §§ 42-71—42-91, pertained to the same subject matter, and derived from Ord. No. 04-1, § 1, adopted Jan. 22, 2004. (Back)