

**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**  
July 24, 2014

**CALL TO ORDER:**

- a. **Invocation** – The Reverend Cynthia Benz, DD, Interim Pastor; First Presbyterian Church of Palatka
- b. **Pledge of Allegiance**
- c. **Roll Call**

**APPROVAL OF MINUTES** – 7/1/14 Budget Workshop; 7/10/14 Regular Meeting

**1. PUBLIC RECOGNITION/PRESENTATIONS:**

- a. **PROCLAMATION** – Civil Rights Month – July, 2014

**2. PUBLIC COMMENTS** – (limited to 3 minutes – no will be action taken on topics of discussion)

**3. CONSENT AGENDA**

- \*a. **Adopt Resolution No. 2014-10-94** amending the FY 2013/14 budget through 6/30/2014
- \*b. **Adopt Resolution No. 2014-10-95** authorizing the PPD Application for the Bureau of Justice Assistance 2014 Edward Byrne Memorial Justice Assistance Grant (JAG) Program – County Solicitation, in the amount of \$15,359 (no match required)
- \*c. **Adopt Resolution No. 2014-10-96** authorizing the submission of a Federal Aviation Administration FY 2014 Airport Improvement Program grant application for the north apron expansion and relocation of Taxiway D at the Palatka Municipal Airport
- \*d. **Adopt Resolution No. 2014-10-97** authorizing the submission of a USDA grant for the purchase of two fire/rescue trucks
- \*e. **Adopt Resolution No. 2014-10-98** adopting the "On Call Program" Policy and amending the Personnel Rules & Regulations Manual to add Section 04.6, "On-Call Program"

\* **4. BUDGET SUMMARY REPORT** – FY 2013/2014 Budget through June, 2014 – Matt Reynolds

\* **5. PUBLIC HEARING - 2014 TRIM CALENDAR/RESOLUTION No. 2014-10-99** to set the Tentative Millage Rate for the 2014/2015 Budget Year – 9.1749 mills proposed - Adopt

\* **6. RESOLUTION 2014-10-100** amending Exhibit 2, Covenants and Restrictions, to the recorded warranty deed conveying city-owned property at 100 Memorial Drive to SHP Hospitality, LLC and authorizing re-recording of the modified Warranty Deed - Adopt

**7. CITY MANAGER & ADMINISTRATIVE REPORTS**

**8. COMMISSIONER COMMENTS**

**9. ADJOURN**

\*Attachment \*\*Separate Cover

201 N. 2ND STREET • PALATKA, FLORIDA 32177  
www.palatka-fl.gov

PHONE: (386) 329-0100

FAX: (386) 329-0106

# AGENDA - CITY OF PALATKA

July 24, 2014

Page 2

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:

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. 13 – 14 – Legislative Conference (Orlando)  
Nov. 11 – City Offices closed to observe Veterans Day  
Nov. 27 & 28 – City Offices closed to observe Thanksgiving

## Board Openings:

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

# CITY OF PALATKA



## Proclamation

**WHEREAS**, Most Americans are unaware that the Territory of Florida, which includes Putnam County, is the birthplace of freedom and independence for enslaved Black people from the British colonies of the Carolinas and Georgia. Through royal Spanish edits and proclamations, the enslaved were afforded an opportunity to escape and self-emancipate from the British chattel system to safe havens such as Fort Mose and other communities in Spanish-controlled Florida; and

**WHEREAS**, these early civil rights edits and proclamations established the original route of the Underground Railroad for those unique Africans now know as Gullah-Geechee. These formerly enslaved refugees formed numerous Black militias across throughout Spanish Territory to include Rolle Plantation in Putnam County; and

**WHEREAS**, the bravery and courage of those enslaved Africans who self-emancipated 200 years prior to the passage of the 1964 Civil Rights Act, and through their actions created a tradition of liberty long associated with Putnam County and leaders and natives such as Asa Phillip Randolph, Mary Lawson and Mary McLeod Bethune is admirable; and

**WHEREAS**, history has tragically taught us what happens when people stand by and allow acts of violence, oppression, and hatred to occur; and

**WHEREAS**, people often feel isolated, hopeless, and helpless to act individually to end hate violence and oppression. Civic and religious organizations nationwide have used resources to begin discussions on whether their communities are vulnerable to a climate of hate and learn methods to prevent hate activity if it comes to their area

**NOW, THEREFORE**, I, Vernon Myers, Mayor of the City of Palatka, Florida, together with the members of the Palatka City Commission, do hereby proclaim the month of July, 2014 as

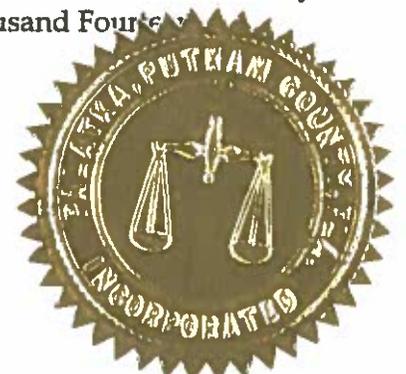
### CIVIL RIGHTS MONTH

In the City of Palatka, and we urge all citizens to honor the principles of equal civil rights for all, and to oppose any manifestation of hatred or prejudice towards any group or individual and stand together, united with all people throughout this City, state and country to promote a climate of peace.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of Palatka to be affixed this 24<sup>th</sup> day of July, in the Year of Our Lord Two Thousand Fourteen

**Commissioners:**  
Mary Lawson Brown  
Allegra Kitchens  
Phil Leary  
James Norwood, Jr.

\_\_\_\_\_  
Vernon Myers, MAYOR



*Agenda*  
*Item*

*3a*



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Adopt Resolution No. 2014-10-94 amending the FY 2013-14 Budget through 6/30/2014**

**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 requests from department heads to transfer money between individual lines.

**RECOMMENDED ACTION:**

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

**ATTACHMENTS:**

Description	Type
D Budget Amendment Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Finance	Reynolds, Matt	Approved	7/15/2014 - 3:12 PM
City Clerk	Driggers, Betsy	Approved	7/15/2014 - 3:42 PM
City Manager	Czybor, Michael	Approved	7/15/2014 - 3:55 PM
Finance	Reynolds, Matt	Approved	7/16/2014 - 11:26 AM
City Clerk	Driggers, Betsy	Approved	7/16/2014 - 12:25 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 expenditures of the City of Palatka General 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
001-07-521-3-4100	COMMUNICATIONS SERVICES	\$ 28,630	\$ (7,000)	\$ 21,630
001-07-521-3-5260	UNIFORMS	\$ 16,850	\$ 2,000	\$ 18,850
001-07-521-3-5280	OPERATING SUPPLIES	\$ 38,739	\$ 5,000	\$ 43,739
001-19-521-3-4100	COMMUNICATIONS SERVICES	\$ 200	\$ 85	\$ 285
001-19-521-3-5280	OPERATING SUPPLIES	\$ 700	\$ (85)	\$ 615
<b>TOTAL EXPENDITURES AMENDED:</b>		<b>\$ 85,119</b>	<b>\$ -</b>	<b>\$ 85,119</b>

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 24<sup>th</sup> day of July, 2014.

CITY OF PALATKA

By: Its MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM  
AND CORRECTNESS:

\_\_\_\_\_  
CITY ATTORNEY

*Agenda  
Item*

*36*



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Adopt Resolution No. 2014-10-96** authorizing the PPD Application for the Bureau of Justice Assistance 2014 Edward Byrne Memorial Justice Assistance Grant (JAG) Program -County Solicitation (\$15,359 with no match)

**SUMMARY:**

The 2014 Edward Byrne Memorial Justice Assistance Grant, Countywide JAG has been posted and is available for applications to be submitted. Putnam County is eligible to apply for \$76,799.00. The Palatka Police Department is eligible to request up to \$15,399.00 of that amount for the City of Palatka. This is allowing all government bodies in Putnam County an equal share, Crescent City, Interlachen, Palatka, Putnam County and Welaka each receive the same amount. The funds can be used for law enforcement purposes.

The Palatka Police Department utilizes computerized crime reporting, digital evidence as well as electronic traffic citations and crash reports. The department utilizes numerous forms of technological equipment to gather, store and analyze crime data. All crime data is stored in information systems. The information systems are accessible through our department network and through computer aided dispatch. The information systems are utilized by officers on a daily basis to access data necessary to perform their duties. The Palatka Police Department must constantly add to, improve the technological equipment and simply maintain the equipment used to gather and access crime information. Access to crime information is essential if the agency is going to continue to respond properly to ever changing crime trends and problems.

Equipment necessary for officers and staff on a daily basis are desk top and lap top computers. The desk top computers are directly connected to the department network and the laptops are utilized by officers in the field to compile, store and analyze data as well as access the department network. The department is currently in need of new lap top computers to be used by department staff. Additional equipment, less lethal weaponry in the form of electronic demobilization devises are needed to provide for the protection of officers in the performance of their duties.

It is recommended that the Palatka Police Department apply for the grant funds and utilize the funds obtained from the Edward Byrne Memorial Justice Assistance Grant to purchase new technological equipment and enhance existing technological equipment at the Palatka Police Department. The equipment and software to be purchased will be computers and electronic demobilization devices.

**RECOMMENDED ACTION:**

**Adopt a resolution authorizing the Police Department to apply for the Bureau of Justice Assistance for the 2014 Edward Byrne Memorial Justice Assistance Grant (JAG) Program -County Solicitation (\$15,359 with no match).**

**ATTACHMENTS:**

	Description	Type
D	Resolution	Resolution

**REVIEWERS:**

<b>Department</b>	<b>Reviewer</b>	<b>Action</b>	<b>Date</b>
Police	Getchell, Gary	Rejected	7/14/2014 - 8:29 AM
Police	Anderson, Cathy	Approved	7/14/2014 - 8:31 AM
Police	Getchell, Gary	Approved	7/14/2014 - 8:32 AM
City Clerk	Driggers, Betsy	Approved	7/15/2014 - 11:00 AM
City Manager	Czymbor, Michael	Approved	7/15/2014 - 11:16 AM
Finance	Reynolds, Matt	Approved	7/15/2014 - 2:47 PM
City Clerk	Driggers, Betsy	Approved	7/15/2014 - 3:35 PM

**RESOLUTION NO. 2014 -10-**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE PALATKA POLICE DEPARTMENT TO APPLY FOR A GRANT WITH THE FLORIDA DEPARTMENT OF LAW ENFORCEMENT OFFICE OF CRIMINAL JUSTICE GRANTS, THE 2014 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) - COUNTYWIDE GRANT SOLICITATION IN THE AMOUNT OF \$15,359.00 TO BE UTILIZED TO PURCHASE COMPUTER EQUIPMENT AND LESS LETHAL WEAPONSTO BE USED BY OFFICERS OF THE PALATKA POLICE DEPARTMENT**

**WHEREAS**, on July 10, 2014 the Florida Department of Law Enforcement announced the availability of grant funds for law enforcement use by the City of Palatka Police Department; and

**WHEREAS**, the City of Palatka has determined that a need exists to acquire through purchase new computer equipment and less lethal weapons; and

**WHEREAS**, the grant funds may be used to purchase the described equipment for law enforcement purposes; and

**WHEREAS**, the Grant Application requires the signature of the Mayor; and

**WHEREAS**, the Palatka City Commission deems it reasonable and in the best interest of the citizens to authorize the Palatka Police Department to apply for said JAG funds for the purpose of purchasing new computer equipment and less lethal weapons.

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Palatka, Florida that the Palatka Police Department is hereby authorized to submit an application for the 2014 Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Countywide Grant funds in the amount of \$15,359.00 to be used to purchase new computer equipment and less lethal weapons for use by the officers of the Palatka Police Department, and to authorize the Mayor to sign said grant application as required.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida, on this 24<sup>th</sup> day of July, 2014.

**CITY OF PALATKA**

\_\_\_\_\_  
**By: Its MAYOR**

**ATTEST:**

*Agenda*  
*Item*

3c



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Adopt Resolution No. 2014-95** authorizing the submission of a Federal Aviation Administration FY 2014 Airport Improvement Program grant application for the north apron expansion and relocation of Taxiway D at the Palatka Municipal Airport

**SUMMARY:**

On July 9, 2014 the City of Palatka received five (5) bids for the above referenced project. All of the bids were in excess of the budget amount. On February 13, 2014 the City Commission authorized the execution of the Federal Aviation Administration Grant for this work. In order to proceed with the project additional grant funds are necessary. The total project cost is estimated at \$290,712 and is funded at (90%) FAA, (5%) State and (5%) City cost share. With additional grant funds, the City's share would be \$14,535.60.

**RECOMMENDED ACTION:**

**Adopt the resolution authorizing the submission of a Federal Aviation Administration FY 2014 Airport Improvement Program grant application for the north apron expansion and relocation of Taxiway D at the Palatka Municipal Airport**

**ATTACHMENTS:**

Description	Type
D Resolution	Resolution
D FAA Application	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Grants & Projects	Griffith, Jonathan	Approved	7/15/2014 - 4:54 PM
City Clerk	Driggers, Betsy	Approved	7/16/2014 - 9:38 AM
City Manager	Czymbor, Michael	Approved	7/16/2014 - 2:15 PM
Finance	Reynolds, Matt	Approved	7/17/2014 - 12:18 PM
City Clerk	Driggers, Betsy	Approved	7/17/2014 - 5:38 PM

**RESOLUTION NO. 2014-10-**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE CITY MANAGER AND CITY CLERK TO EXECUTE AND ATTEST A FEDERAL AVIATION ADMINISTRATION FY 2014 AIRPORT IMPROVEMENT PROGRAM GRANT APPLICATION FOR THE NORTH APRON EXPANSION AND RELOCATION OF TAXIWAY D**

**WHEREAS**, on February 13, 2014 the City Commission passed Resolution 2014-10-35 authorizing the submission of a Federal Aviation Administration Pre-Application the north apron expansion and Taxiway D relocation.

**WHEREAS**, bids were received and additional funds are necessary to complete the project;  
and

**WHEREAS**, the original total project cost for the above project was estimated at \$260,000;  
and

**WHEREAS**, the actual total project cost for the above project is estimated at \$290,712; and

**WHEREAS**, the City of Palatka deems it reasonable and necessary to submit an FAA grant application for the actual project cost; and

**WHEREAS**, it is in the best interest of the City of Palatka to go forward with the Grant Application

**NOW THEREFORE**, be it resolved as follows:

1. That the Palatka City Commission confirms and approves the City of Palatka grant application to FAA for the aforementioned grant funds for the expansion of the north apron and relocation of Taxiway D (the PROJECT); and
2. That the revenues of the City of Palatka Airport Fund Budget for the Fiscal Year 2013-2014 are amended as follows:

<b>REVENUES:</b>		<b>Last</b>	<b>Recommended</b>	<b>As</b>
<i>Revenue Number</i>	<i>Description</i>	<b>Approved</b>	<b>Amendments</b>	<b>Amended</b>
005-00-389-2-8102	FAA-TAXIWAY D	\$ 234,000	\$ 27,641	\$ 261,641
005-00-389-3-8903	FDOT-TAXIWAY D	\$ 13,000	\$ 1,535	\$ 14,535
<b>TOTAL REVENUES AMENDED:</b>		<b>\$ 247,000</b>	<b>\$ 88,666</b>	<b>\$ 276,176</b>

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

**EXPENDITURES:**

<u>Expenditure Number</u>	<u>Description</u>	<b>Last Approved</b>	<b>Recommended Amendments</b>	<b>As Amended</b>
005-05-542-6-6293	TAXIWAY D	\$ 260,000	\$ 30,712	\$ 290,712
005-05-542-9-9900	CONTINGENCY/RESERVE	\$ (313,150)	\$ (1,535)	\$ (314,685)
<b>TOTAL EXPENDITURES AMENDED:</b>		<b>\$ (53,150)</b>	<b>\$ 29,177</b>	<b>\$ (23,973)</b>

4. That the City Manager and City Clerk of the City of Palatka are hereby authorized to execute and attest the FAA application in the amount of \$261,641, which represents up to 90% of the total eligible costs associated with the above referenced PROJECT.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 24<sup>th</sup> day of July, 2014.

CITY OF PALATKA

BY: \_\_\_\_\_  
Its MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

\_\_\_\_\_  
CITY ATTORNEY

**Airport Improvement Program  
Orlando Airports District Office  
Federal Assistance Request Checklist**

**APPLICATION CHECKLIST**

Airport:	Palatka Municipal Airport
Sponsor:	City of Palatka
City, State:	Palatka, Florida
Date of Application:	07/11/2014
Type of Application:	Application

**Cover Letter:**

- 1. Letter of Credit method of payment requested.
- 2. Project(s) identified. (Any changes from previous meetings/discussions should be discussed prior to submission.)
- 3. If pre-application, proposed application date identified.
- 4. If application, any changes to requested amount are identified and reasons provided.
- 5. If application, identify if any changes have taken place on Exhibit "A" Property Map since last grant.
- 6. If application, identify if any changes have taken place on Exhibit "C" Title Opinion since last grant.

**Pre Application:**

- 7. Standard Form 424; Form 5100-100 (Part II); Form 5100-101 (Part III)
- 8. Detailed Project Information Sheet
- 9. Project Cost Estimates – One for each project and a summary
- 10. Project Sketch – One for each or one drawing with all projects
- 11. Environmental Determination Documentation for each project (CatEx Checklist, Copy of FONSI or ROD Signature Page)
- 12. Individual Project Schedules

**Application:**

- 13. Standard Form 424; Form 5100-100 (Part II); Form 5100-101 (Part III)
- 14. Detailed Project Information Sheet
- 15. Individual Project Cost Breakdowns and Total Cost Summary
- 16. Bid Tabulations and Recommendation for Award Letter or:
  - 16.1 Construction Agreement
  - 16.2 Consultant-Inspection Agreement
  - 16.3 Consultant – Design Agreement
  - 16.4 Consultant – Planning Agreement
- 17. Project Sketch – One for each or one drawing with all projects
- 18. Environmental Determination Documentation for each project
- 19. Individual Project Schedules
- 20. Appraisals (Land Acquisition Projects)
- 21. Independent Cost Estimates (Design-Only Projects or Construction Phase Services)
- 22. Sponsor Certifications
- 23. Exhibit A: Property Map

# Standard Form 424

Application for Federal Assistance SF-424		
* 1. Type of Submission <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): - Select One -  * Other (Specify)
* 3. Date Received:	4. Application Identifier:	
5a. Federal Entity Identifier: 28J	* 5b. Federal Award Identifier:	
<b>State Use Only:</b>		
6. Date Received by State:	7. State Application Identifier:	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: City of Palatka		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 59-6000401	* c. Organizational DUNS: 01-059-5445	
<b>d. Address:</b>		
* Street1: 201 N. 2nd Street Street 2:		
* City: Palatka County: Putnam * State: Florida Province: Country: USA		
* Zip/ Postal Code: 32177		
<b>e. Organizational Unit:</b>		
Department Name: City Hall	Division Name: Airport	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: Mr. Middle Name:	First Name: Michael	
* Last Name: Czymbor Suffix:		
Title: City Manager		
Organizational Affiliation: N/A		
* Telephone Number: (386) 329-0100	Fax Number: (386) 916-3163	
* Email: Mczymbor@palatka-fl.gov		

<b>Application for Federal Assistance SF-424</b>
<b>*9. Type of Applicant 1: Select Applicant Type:</b> C. City or Township Government <b>Type of Applicant 2: Select Applicant Type:</b> - Select One - <b>Type of Applicant 3: Select Applicant Type:</b> - Select One - <b>* Other (specify):</b>
<b>* 10. Name of Federal Agency:</b> Federal Aviation Administration
<b>11. Catalog of Federal Domestic Assistance Number:</b> 20.106 <b>CFDA Title:</b> Airport Improvement Program
<b>*12. Funding Opportunity Number:</b>  <b>Title:</b>
<b>13. Competition Identification Number:</b>  <b>Title:</b>
<b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b> City of Palatka, County of Putnam
<b>* 15. Descriptive Title of Applicant's Project:</b> North Apron Expansion
<b>Attach supporting documents as specified in agency instructions.</b>

<b>Application for Federal Assistance SF-424</b>	
<b>16. Congressional Districts Of:</b>	
*a. Applicant: 7	*b. Program/Project: 7
Attach an additional list of Program/Project Congressional Districts if needed.	
<b>17. Proposed Project:</b>	
*a. Start Date:	*b. End Date:
<b>18. Estimated Funding (\$):</b>	
*a. Federal	261,640.80
*b. Applicant	14,535.60
*c. State	14,535.60
*d. Local	_____
*e. Other	_____
*f. Program Income	_____
*g. TOTAL	290,712.00
<b>*19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on _____ <input checked="" type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review. <input type="checkbox"/> c. Program is not covered by E.O. 12372	
<b>*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation on next page.)</b>	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
<b>Authorized Representative:</b>	
Prefix: Mr.	*First Name: Michael
Middle Name:	
*Last Name: Czymbor	
Suffix:	
*Title: City Manager	
*Telephone Number: (386) 329-0100	Fax Number: (386) 916-3163
* Email: Mczymbor@palatka-fl.gov	
*Signature of Authorized Representative:	*Date Signed:

## Standard Form 5100-100 (Part II)

DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION

OMB NO 2120-0569  
11/30/2007

**PART II  
PROJECT APPROVAL INFORMATION  
SECTION A**

Item 1. Name of Governing Body  
Does this assistance request require State, local, regional, or other priority rating? Priority  
 Yes  No

Item 2. Name of Agency or Board  
Does this assistance request require State, local advisory, educational or health clearances? (Attach Documentation)  
 Yes  No

Item 3. (Attach Comments)  
Does this assistance request require clearinghouse review in accordance with OMB Circular A-95?  
 Yes  No

Item 4. Name of Approving Agency  
Does this assistance request require State, local, regional, or other planning approval? Date / /  
 Yes  No

Item 5. Check One: State   
Is the proposed project covered by an approved comprehensive plan? Local   
Regional   
 Yes  No Location of plan

Item 6. Name of Federal Installation  
Will the assistance requested serve a Federal installation? Federal Population benefiting from Project  
 Yes  No

Item 7. Name of Federal Installation  
Will the assistance requested be on Federal land or installation? Location of Federal Land  
Percent of Project  
 Yes  No

Item 8. See instructions for additional information to be provided.  
Will the assistance requested have an impact or effect on the environment?  
 Yes  No

Item 9. Number of:  
Will the assistance requested cause the displacement of individuals, families, businesses, or farms? Individuals  
Families  
Businesses  
Farms  
 Yes  No

Item 10. See instructions for additional information to be provided.  
Is there other related Federal assistance on this project previous, pending, or anticipated?  
 Yes  No

## Standard Form 5100-101 (Part III)

DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION

OMB NO. 2120-0569

<b>PART III - BUDGET INFORMATION</b>						
<b>SECTION A - BUDGET SUMMARY</b>						
Grant Program, Function or Activity  (a)	Federal Catalog No.  (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.	20 106	\$	\$	\$261,640 80	\$29,071.20	\$290,712.00
2.						
3.						
4.						
5. TOTALS		\$	\$	\$	\$	\$
<b>SECTION B - BUDGET CATEGORIES</b>						
6. Object Class Categories	Grant Program, Function or Activity				Total	
	(1)	(2)	(3)	(4)	(5)	
a. Personnel	\$	\$	\$	\$	\$	
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual	290,712.00				290,712.00	
g. Construction						
h. Other						
i. Total Direct Charges	290,712.00				290,712.00	
j. Indirect Charges	0.00				0.00	
k. TOTALS	\$290,712.00	\$	\$	\$	\$290,712.00	
7. Program Income	\$0.00	\$	\$	\$	\$0.00	

DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION

OMB NO. 2120-0569

<b>SECTION C - NON-FEDERAL RESOURCES</b>					
(a) GRANT PROGRAM	(b) APPLICANT	(c) STATE	(d) OTHER SOURCES	(e) TOTALS	
8.	\$14,535.60	\$14,535.60	\$ 0.00	\$ 29,071.20	
9.					
10.					
11.					
12. TOTALS					
<b>SECTION D - FORECASTED CASH NEEDS</b>					
	Total for 1 <sup>st</sup> Year	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
13. Federal	\$261,640.80	\$130,320.40	\$130,320.40	\$0.00	\$0.00
14. Non-Federal					
15. TOTAL	\$	\$	\$	\$	\$
<b>SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT</b>					
(a) GRANT PROGRAM	FUTURE FUNDING PERIODS (YEARS)				
	(b) FIRST	(c) SECOND	(d) THIRD	(e) FOURTH	
16.	\$261,640.80	\$0.00	\$0.00	\$0.00	
17.					
18.					
19.					
20. TOTALS	\$	\$	\$	\$	
<b>SECTION F - OTHER BUDGET INFORMATION</b> (ATTACH ADDITIONAL SHEETS IF NECESSARY)					
21. Direct Charges:					
22. Indirect Charges:					
23. Remarks:					
<b>PART IV - PROGRAM NARRATIVE (ATTACH PER INSTRUCTION)</b>					

# Detailed Project Information Sheet

## Detailed Project Information Sheet Airport Improvement Program Grant Application

Airport: Palatka Municipal Airport

City, State: Palatka, Florida

Project Title: North Apron Expansion

Project Description: The North Apron will be expanded along Taxiway B. The aircraft parking apron will be expanded to the east with approximately 39,000 square feet of additional asphalt pavement which will allow the addition of 10 new aircraft parking spaces. Approximately 28,000 square feet of existing abandoned asphalt pavement leading into Runway 17 will be removed.

In addition, the project includes re-grading and the removal of existing abandoned pavement on the north side of the intersection of Taxiway A and Taxiway C within the apron drainage basin. The area will be filled, graded, and restored for proper drainage.

Project Justification: The added aircraft parking spaces will accommodate additional aircraft demand and provide additional revenue for the Airport. The removal of the abandoned pavement in the approach of Runway 17 will provide both safety and environmental/sustainability improvements.

Increased safety will be provided by insuring that aircraft do not take an "in-line" taxi route when departing from Runway 17, thus decreasing the likelihood of conflicts with approaching aircraft.

Environmental/sustainable benefits will be provided by recycling/reusing existing abandoned pavement materials that would otherwise provide no value, and also decreasing the resources needed for the proposed apron project.

Special Circumstances: None.

**Project Cost Information**

<b>Total Cost (100%)</b>	<b>FAA Share (90%)</b>	<b>State (5%)</b>	<b>Local (5%)</b>
\$ 290,712.00	\$ 261,640.80	\$ 14,535.60	\$ 14,535.60

<b>Type of Funding Proposed (FAA Share Only)</b>			
<b><u>Fund Type</u></b>	<b><u>Funds Available</u></b>	<b><u>Funds to be Used</u></b>	<b><u>Funds Remaining</u></b>
NP (2013)	\$ 85,200.00	\$ 85,200.00	\$0.00
NP (2014)	\$ 150,000.00	\$ 150,000.00	\$0.00
<b>Total</b>	<b>\$ 235,200.00</b>	<b>\$ 235,200.00</b>	<b>\$0.00</b>

Alternate Funding Plan: None.

Individual Project Cost Breakdown  
and  
Total Cost Summary

Palatka Municipal Airport  
Airport Improvement Program  
Grant Application

**Total Project Costs**

**North Apron Expansion**  
PA Project No. 24000010.039R

	<u>Cost (100%)</u>	<u>FAA (90%)</u>
Construction Costs	\$ 260,712.00	\$ 234,640.80
Base Bid: \$216,742.00		
Bid Additive #1: \$ 43,970.00		
Construction Administration, Resident Engineering & Inspection, and QA Material Testing (Costs)	\$ 30,000.00	\$ 27,000.00
Total Amount	\$ 290,712.00	\$ 261,640.80

**Total Project Cost-Share Summary**

Total Cost	FAA Share (90%)	State (5.0%)	Local (5.0%)
\$ 290,712.00	\$ 261,640.80	\$ 14,535.60	\$ 14,535.60

# Bid Tabulation

Bid Tabulation for Palatka Municipal Airport Bld Opening held July 9, 2014 at 2:00 PM

BASE BID 1 - NORTH APRON EXPANSION					BASE BID 1 - NORTH APRON EXPANSION										
SPEC ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL	Hoffner Paving, Inc.		P&B Paving, Inc.		J.J. Moore Co., Inc.		BGCCO, Inc.		Art Walker Construction, Inc.	
						UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
101	MOBILIZATION	1	LS	\$9,000.00	\$9,000.00										
A 100-01	INSTALL THE CONCRETE APPROACH	30	EA	\$400.00	\$12,000.00										
C-101	CONCRETE PROTECTIVE AERIAL PHOTO	3	LS	\$2,000.00	\$6,000.00										
L-100-01	HO 2 AWG, 25V, 14-4C CABLE, INSTALLED IN CONDUIT	100	LF	\$1.50	\$1,500.00										
L-100-02	6-200 QUARTER HOUR WIRE, INSTALLED BY SEPARATE TRENCH, 4-1/2" CONCRETE SLAB, 2" AND 2" CONCRETE CONCRETE	400	LF	\$1.50	\$600.00										
L-100-03	ELECTRICAL CONDUIT 2" RICHMOND 40 PVC, INSTALLED BY TRENCH 4-1/2" CONCRETE SLAB, 2" AND 2" CONCRETE CONCRETE	400	LF	\$1.50	\$600.00										
L-110-01	17" DIAMETER (SIZE 01.667) PAVEMENT CAM	1	EA	\$400.00	\$400.00										
L-110-02	MEDIAN REFLECTOR ELEVATED TOWARD EDGE LIGHT, TYPE 6, 10 FT. L, 3" DIA. BASE INCLUDED	3	EA	\$600.00	\$1,800.00										
L-110-03	SIZE 1, STYLE 1 UNLIGHTED SIGN WITH BASE (COMPLETE)	1	EA	\$2,000.00	\$2,000.00										
M-100	MAINTENANCE & PROTECTION OF TRAFFIC	1	LS	\$1,000.00	\$1,000.00										
P-100-01	REMOVAL OF ASPHALT PAVEMENT	1,300	SY	\$1.50	\$1,950.00										
P-101-01	MISCELLANEOUS DEMOLITION	1	LS	\$3,000.00	\$3,000.00										
P-101-02	CANALYING	1	LS	\$1.00	\$1,000.00										
P-101-03	PAVEMENT MARKING REAPPLICATION	300	SF	\$1.00	\$300.00										
P-101-04	ENGINEER'S FIELD OFFICE	1	MO	\$1,500.00	\$1,500.00										
P-110-01	UNCLASIFIED EXCAVATION	750	CY	\$1.50	\$1,125.00										
P-110-02	UNCLASIFIED EXCAVATION	450	CT	\$1.50	\$675.00										
P-110-03	UNCLASIFIED EXCAVATION	750	CT	\$1.50	\$1,125.00										
P-110-04	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-05	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-06	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-07	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-08	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-09	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-10	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-11	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-12	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-13	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-14	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-15	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-16	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-17	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-18	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-19	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-20	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-21	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-22	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-23	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-24	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-25	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-26	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-27	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-28	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-29	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-30	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-31	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-32	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-33	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-34	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-35	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-36	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-37	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-38	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-39	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-40	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-41	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-42	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-43	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-44	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-45	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-46	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-47	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-48	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-49	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-50	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-51	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-52	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-53	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-54	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-55	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-56	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-57	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-58	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-59	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-60	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-61	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-62	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-63	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-64	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-65	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-66	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-67	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-68	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-69	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-70	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-71	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-72	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-73	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-74	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-75	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-76	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-77	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-78	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-79	UNCLASIFIED EXCAVATION	1,000	CT	\$1.50	\$1,500.00										
P-110-80	UNCLASIFIED EXCAVATION	1,000	CT	\$											

**Bid Tabulation for Palatka Municipal Airport Bid Opening held July 9, 2014 at 2:00 PM**

BASE BID 1 - NORTH APRON EXPANSION					BASE BID 1 - NORTH APRON EXPANSION									
SPEC ITEM NO.	DESCRIPTION	QUANTITY	UNIT	TOTAL	Holzer Paving, Inc.		P&S Paving, Inc.		J.D. Hanson Co., Inc.		BGCO, Inc.		Art Walker Construction, Inc.	
					UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
M-100	MAINTENANCE & PROTECTION OF TRAFFIC	1	LS	500.00										
P-101.1	REMOVAL OF ASPHALT PAVEMENT	2,000	BT	\$1.50	\$3,000.00									
P-101.2	SAWCUTTING	1,000	LF	\$1.00	\$1,000.00									
P-111.1	EXCAVATION (BASE/ROCK)	170	CY	\$5.00	\$850.00									
P-111.2	EMBANKMENT IN PLACE	1,000	CV	\$5.00	\$5,000.00									
P-110.1	TEMPORARY EROSION & RESTATION CONTROL	1	LS	\$500.00	\$500.00									
S-100.1	PROJECT SURVEY AND STAKEOUT	1	LS	\$500.00	\$500.00									
S-100.2	AS-BUILT DRAWINGS	1	LS	\$100.00	\$100.00									
T-101.1	NEEDING	1	AC	\$2,000.00	\$2,000.00									
T-101.2	TYPING/PRINTING	170	CF	\$4.00	\$680.00									
<b>BID ADDITIVE 1 - TOTAL</b>					<b>\$14,080.00</b>									

BID ADDITIVE 1 - PAVEMENT REMOVAL & RESTORATION					BID ADDITIVE 1 - PAVEMENT REMOVAL & RESTORATION									
SPEC ITEM NO.	DESCRIPTION	QUANTITY	UNIT	TOTAL	Holzer Paving, Inc.		P&S Paving, Inc.		J.D. Hanson Co., Inc.		BGCO, Inc.		Art Walker Construction, Inc.	
					UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
M-100	MAINTENANCE & PROTECTION OF TRAFFIC	1	LS	500.00										
P-101.1	REMOVAL OF ASPHALT PAVEMENT	2,000	BT	\$1.50	\$3,000.00									
P-101.2	SAWCUTTING	1,000	LF	\$1.00	\$1,000.00									
P-111.1	EXCAVATION (BASE/ROCK)	170	CY	\$5.00	\$850.00									
P-111.2	EMBANKMENT IN PLACE	1,000	CV	\$5.00	\$5,000.00									
P-110.1	TEMPORARY EROSION & RESTATION CONTROL	1	LS	\$500.00	\$500.00									
S-100.1	PROJECT SURVEY AND STAKEOUT	1	LS	\$500.00	\$500.00									
S-100.2	AS-BUILT DRAWINGS	1	LS	\$100.00	\$100.00									
T-101.1	NEEDING	1	AC	\$2,000.00	\$2,000.00									
T-101.2	TYPING/PRINTING	170	CF	\$4.00	\$680.00									
<b>BID ADDITIVE 1 - TOTAL</b>					<b>\$14,080.00</b>									

BID ADDITIVE 2					BID ADDITIVE 2									
PAY ITEM NO.	DESCRIPTION	QUANTITY	UNIT	TOTAL	Holzer Paving, Inc.		P&S Paving, Inc.		J.D. Hanson Co., Inc.		BGCO, Inc.		Art Walker Construction, Inc.	
					UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
M-100	MAINTENANCE & PROTECTION OF TRAFFIC	1	LS	500.00										
L-100.1	NO. 8 AWG. SEC. 14-24C CABLE INSTALLED IN CONDUIT	2,000	LF	\$1.50	\$3,000.00									
L-100.2	BASE COURSE/SPALL WASH, INSTALLED IN REPAIRS/TRENCH	2,100	LF	\$2.50	\$5,250.00									
L-100.3	ELECTRICAL CONDUIT 1" SCHEDULE 40 PIP, INSTALLED IN TRENCH (INCLUDES TRENCHING)	1,100	LF	\$2.50	\$2,750.00									
L-110.1	MELGUM INTERMEDIATE ELEVATED FLOWWAY EDGE LIGHT, TYPE 5, HWT, 1" METAL MOUNTING	13	EA	\$600.00	\$7,800.00									
L-110.2	MELGUM INTERMEDIATE ELEVATED TOWERWAY EDGE LIGHT, TOWER BUILT ON CONCRETE BASE	9	EA	\$100.00	\$900.00									
L-100.4	RELOCATED, LIGHTED, 1" METAL SIGN ON NEW BASE (COMPLETE)	1	EA	\$700.00	\$700.00									
P-101.1	REMOVAL OF ASPHALT PAVEMENT	1,000	BT	\$1.50	\$1,500.00									
P-101.2	MISCELLANEOUS DEMOLITION	1	LS	\$1,000.00	\$1,000.00									
P-101.3	SAWCUTTING	1,000	LF	\$1.00	\$1,000.00									
P-110.1	TEMPORARY EROSION & RESTATION CONTROL	1	LS	\$500.00	\$500.00									
S-100.1	PROJECT SURVEY AND STAKEOUT	1	LS	\$500.00	\$500.00									
S-100.2	AS-BUILT DRAWINGS	1	LS	\$100.00	\$100.00									
T-101.1	NEEDING	1	AC	\$2,000.00	\$2,000.00									
T-101.2	TYPING/PRINTING	100	CF	\$4.00	\$400.00									
<b>BID ADDITIVE 2 - TOTAL</b>					<b>\$19,850.00</b>									

## Recommendation of Award Letter



July 11, 2014

Mr. Michael Czymbor  
City Manager, City of Palatka  
201 North 2<sup>nd</sup> Street  
Palatka, FL 32177

Reference: **Recommendation of Award:  
North Apron Expansion  
Palatka Municipal Airport  
PA Project Number 24000010.039R**

Dear Mr. Czymbor:

Passero Associates has reviewed the five (5) bids that were opened on July 9, 2014, for the North Apron Expansion project at the Palatka Municipal Airport. This letter serves as Passero Associates recommendation of award to Halifax Paving, Inc. (Halifax) of Ormond Beach, Florida.

Passero Associates performed a review of Halifax's responsibility by researching the following:

- A detailed analysis of the bid submitted by Halifax revealed no irregularities. The bid appears to be fair and reasonable.
- The Florida Department of Business and Professional Regulation, verification of current licenses (certified general contractor license and construction business information license).
- The General Services Administration's List of Debarred, Suspended, or Voluntarily Excluded Firms Ineligible for Federal Aid. Halifax's name did not appear on this list.
- The Department of Labor's monthly list of firms debarred for willful violations of the labor law. Halifax's name did not appear on this list.
- The Office of Safety and Health Administration (OSHA) for safety violations. Halifax has no significant history of violations or current (open) violations listed at this time.
- Note: Passero staff does have direct experience working with Halifax. Further, Halifax does have direct experience working at Palatka Municipal Airport.

Based on this information, Passero Associates recommends the Base Bid and Bid Additive 1 contract be awarded to Halifax in the amount of two hundred sixty thousand, seven hundred twelve dollars and zero cents (\$260,712.00).

The Engineer's Opinion of Probable Cost for the Base Bid plus Bid Additive 1 is two hundred fifty thousand dollars and zero cents (\$250,000.00).

A copy of the Summary of Bids received (Bid Summary) and Tabulation of Bids Received (Bid Tabulation) is enclosed, for your review.

A copy of the Contract Agreement form for Construction of the North Apron Expansion project (Base Bid and Bid Additive 1) is attached for your reference.

A copy of Passero Associates Supplemental Agreement 14-39R for resident engineering, inspection, material testing, and review of record drawings for this project, with a contract value of thirty thousand dollars and zero cents (\$30,000.00), is attached for your review and consideration.

If you have any questions or require additional information, please contact me.

Sincerely,

Andrew M. Holesko, C.M.  
Program Manager / Vice President



# Contract (Construction) Agreement

Form of  
**CONTRACT AGREEMENT**  
*City of Palatka*  
*AIP Number: TBD*  
*FIN Number: TBD*

**THIS AGREEMENT**, made as of \_\_\_\_\_ is

**BY AND BETWEEN**

the OWNER: *City of Palatka*  
*201 N. Second St.*  
*Palatka, FL 32177*

And the CONTRACTOR:  
(Name) Halifax Paving, Inc.  
(Address) 814 Hull Rd.  
(City, State, Zip Code) Ormond Beach, FL 32174

**WITNESSETH:**

WHEREAS it is the intent of the Owner to make improvements at Palatka Municipal Airport generally described as follows;

**North Apron Expansion – Base Bid and Bid Additive 1**

hereinafter referred to as the Project.

NOW THEREFORE in consideration of the mutual covenants hereinafter set forth, OWNER and CONTRACTOR agree as follows:

**Article 1 - Work**

It is hereby mutually agreed that for and in consideration of the payments as provided for herein to the CONTRACTOR by the OWNER, CONTRACTOR shall faithfully furnish all necessary labor, equipment, and material and shall fully perform all necessary work to complete the Project in strict accordance with this Contract Agreement and the Contract Documents.

**Article 2 – Contract Documents**

CONTRACTOR agrees that the Contract Documents consist of the following: this Agreement, General Provisions, Supplementary Forms, Specifications, Drawings, all issued addenda, Notice-to-Bidders, Instructions-to-Bidders, Bid and associated attachments, Performance Bond, Payment Bond, Wage Rate Determination, Insurance certificates, documents incorporated by reference, documents incorporated by attachment, and all OWNER authorized change orders issued subsequent to the date of this agreement. All documents comprising the Contract Documents are complementary to one another and together establish the complete terms, conditions and obligations of the CONTRACTOR. All said Contract

Documents are incorporated by reference into the Contract Agreement as if fully rewritten herein or attached thereto.

### **Article 3 – Contract Price**

In consideration of the faithful performance and completion of the Work by the CONTRACTOR in accordance with the Contract Documents, OWNER shall pay the CONTRACTOR an amount equal to:

**Two Hundred Sixty Thousand, Seven Hundred Twelve Dollars and Zero Cents**

*(Amount in Written Words)*

**\$260,712.00**

*(Amount in Numerals)*

subject to the following:

- a. Said amount is based on the schedule of prices and estimated quantities stated in CONTRACTOR'S Bid, which is attached to and made a part of this Agreement;
- b. Said amount is the aggregate sum of the result of the CONTRACTOR'S stated unit prices multiplied by the associated estimated quantities;
- c. CONTRACTOR and OWNER agree that said estimated quantities are not guaranteed and that the determination of actual quantities is to be made by the OWNER'S ENGINEER;
- d. Said amount is subject to modification for additions and deductions as provided for within the Contract General Provisions.

### **Article 4 – Payment**

Upon the completion of the work and its acceptance by the OWNER, all sums due the CONTRACTOR by reason of faithful performance of the work, taking into consideration additions to or deductions from the Contract price by reason of alterations or modifications of the original Contract or by reason of "Extra Work" authorized under this Contract, will be paid to the CONTRACTOR by the OWNER after said completion and acceptance.

The acceptance of final payment by the CONTRACTOR shall be considered as a release in full of all claims against the OWNER, arising out of, or by reason of, the work completed and materials furnished under this Contract.

OWNER shall make progress payments to the CONTRACTOR in accordance with the terms set forth in the General Provisions. Progress payments shall be based on estimates prepared by the ENGINEER for the value of work performed and materials completed in place in accordance with the Contract Drawings and Specifications.

Progress payments are subject to retainage requirements as set forth in the General Provisions.

### **Article 5 – Contract Time**

The CONTRACTOR agrees to commence work within ten (10) calendar days of the date specified in the OWNER'S Notice-to-Proceed. CONTRACTOR further agrees to complete said work within 60

calendar days of the commencement date stated within the Notice-to-Proceed. **Substantial Completion shall be reached in 45 Calendar Days.**

It is expressly understood and agreed that the stated Contract Time is reasonable for the completion of the Work, taking all factors into consideration. Furthermore, extensions of the Contract Time may only be permitted by execution of a formal modification to this Contract Agreement in accordance with the General Provisions and as approved by the OWNER.

#### **Article 6 – Liquidated Damages**

The CONTRACTOR and OWNER understand and agree that time is of essence for completion of the Work and that the OWNER will suffer additional expense and financial loss if said Work is not completed within the authorized Contract Time. Furthermore, the CONTRACTOR and OWNER recognize and understand the difficulty, delay, and expense in establishing the exact amount of actual financial loss and additional expense. Accordingly, in place of requiring such proof, the CONTRACTOR expressly agrees to pay the OWNER as liquidated damages the non-penal sum of **\$500.00** per day for each calendar day required in excess of the authorized Contract Time (**60 Calendar Days**).

Furthermore, the CONTRACTOR understands and agrees that;

- a. the OWNER has the right to deduct from any moneys due the CONTRACTOR, the amount of said liquidated damages;
- b. the OWNER has the right to recover the amount of said liquidated damages from the CONTRACTOR, SURETY or both.

#### **Article 7 – CONTRACTOR'S Representations**

The CONTRACTOR understands and agrees that all representations made by the CONTRACTOR within the Bid shall apply under this Agreement as if fully rewritten herein.

#### **Article 8 – CONTRACTOR'S Certifications**

The CONTRACTOR understands and agrees that all certifications made by the CONTRACTOR within the Bid shall apply under this Agreement as if fully rewritten herein. The CONTRACTOR further certifies the following;

- a. Certification of Eligibility (29 CFR Part 5.5)
  - i. By Entering into this contract, the CONTRACTOR certifies that neither he or she nor any person or firm who has an interest in the CONTRACTOR'S firm is a person or firm ineligible to be awarded Government contracts by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1);
  - ii. No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1);
  - iii. The penalty for making false statements is prescribed in the U.S. Criminal Code 18 U.S.C.
- b. Certification of Non-Segregated Facilities (41 CFR Part 60-1.8)  
The federally-assisted construction CONTRACTOR, certifies that it does not maintain or

provide, for its employees, any segregated facilities at any of its establishments and that it does not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. The BIDDER certifies that it will not maintain or provide, for its employees, segregated facilities at any of its establishments and that it will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The Bidder agrees that a breach of this certification is a violation of the Equal Opportunity Clause, which is to be incorporated in the contract.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms, and washrooms, restaurants and other eating areas, timeclocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated on the basis of race, color, religion, or national origin because of habit, local custom, or any other reason. The Bidder agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) it will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause and that it will retain such certifications in its files.

#### **Article 9 – Miscellaneous**

- a. CONTRACTOR understands that it shall be solely responsible for the means, methods, techniques, sequences and procedures of construction in connection with completion of the Work;
- b. CONTRACTOR understands and agrees that it shall not accomplish any work or furnish any materials that are not covered or authorized by the Contract Documents unless authorized in writing by the OWNER or ENGINEER;
- c. The rights of each party under this Agreement shall not be assigned or transferred to any other person, entity, firm or corporation without prior written consent of both parties;
- d. OWNER and CONTRACTOR each bind itself, their partners, successors, assigns and legal representatives to the other party in respect to all covenants, agreements, and obligations contained in the Contract Documents.

#### **Article 10 – OWNER'S Representative**

The OWNER'S Representative, herein referred to as ENGINEER, is defined as follows:

***Passero Associates, LLC  
13453 N. Main St., Suite 104  
Jacksonville, FL 32218***

Said ENGINEER will act as the OWNER'S representative and shall assume all rights and authority assigned to the ENGINEER as stated within the Contract Documents in connection with the completion of the Project Work.

IN WITNESS WHEREOF, OWNER and CONTRACTOR have executed five (5) copies of this Agreement on the day and year first noted herein.

**OWNER**

Name: City of Palatka

Address: 201 N. Second St.

Palatka, FL 32177

\_\_\_\_\_

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

*Signature*

\_\_\_\_\_  
*Title of Representative*

**CONTRACTOR**

Name: Halifax Paving, Inc.

Address: 814 Hull Rd.

Ormond Beach, FL 32174

\_\_\_\_\_

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

*Signature*

\_\_\_\_\_  
*Title of Representative*

**ATTEST**

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

*Signature*

\_\_\_\_\_  
*Title*

**ATTEST**

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

*Signature*

\_\_\_\_\_  
*Title*

## Professional Services Agreement:

1. Construction Administration,  
Resident Engineering and Inspection, and  
Quality Assurance Materials Testing.

# City of Palatka



## Palatka Municipal Airport

### North Apron Expansion

**Construction Administration  
Resident Engineering and Inspection  
Quality Assurance Material Testing**

by

**Passero Associates, LLC**

PA Project No. 24000010.039R

**Work Order No. 14-39R**

**North Apron Expansion**  
**Resident Engineering and Inspection, Quality Assurance Material Testing, Review of Record Drawings**

PASSERO ASSOCIATES (PA) agrees to perform the following services, in accordance with the terms and conditions of this Work Order, No. 14-39R, and the Master Consulting Services Agreement with the City of Palatka (dated February 10, 2011), all of which terms and conditions are incorporated herein by reference:

**Project Location:** Palatka Municipal Airport (Kay Larkin Field), Palatka, Florida.

**Project Description:** North Apron Expansion. (See attached Project Sketch.)

**Scope of Basic Services:** Construction Administration and Resident Engineering and Inspection

**Scope of Special Services:** Quality Assurance (QA) material testing.

**Client Manager:** Mr. Michael Czymbor, City Manager.

**Airport Manager:** Mr. John Youell.

**PA Program Manager:** Mr. Andrew Holesko, CM.

**PA Project Manager:** Mr. Michael Cornell

**Basic Services Compensation and Method of Payment:** Not-to-Exceed \$ 25,000.00

**Special Services Compensation and Method of Payment:** Not-to-Exceed \$ 5,000.00

**Total Project Cost:** Not-to-Exceed \$ 30,000.00

**Schedule:** To be determined as soon as Notice-to-Proceed is issued.

**Meetings:** As needed and directed by the City.

- Deliverables:**
1. Project management and coordination services.
  2. Resident engineering and inspection services.
  3. Quality assurance material testing services.
  4. Project closeout documentation for the FAA and FDOT.

**"Consultant" - Passero Associates, LLC**

**"Client" - City of Palatka**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Andrew M. Holesko, (Vice President )  
Typed Name, (Title)

Michael Czymbor (City Manager)  
Typed Name, (Title)

BY: \_\_\_\_\_

Vernon Myers, (Mayor)  
Typed Name, (Title)

ATTEST BY: \_\_\_\_\_

ATTEST BY: \_\_\_\_\_

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

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

**ATTACHMENT A-1**

**Scope of Work**

**North Apron Expansion**

**Construction Administration, Resident Engineering and Inspection, Quality Assurance Material Testing**

**Palatka Municipal Airport  
 Palatka, Florida**

**I. Project Description**

The North Apron will be expanded along Taxiway B. The aircraft parking apron will be expanded to the east with approximately 39,000 square feet of additional asphalt pavement which will allow the addition of 10 new aircraft parking spaces. Approximately 28,000 square feet of existing abandoned asphalt pavement leading into Runway 17 will be removed.

In addition, the project includes the re-grading and removal of existing abandoned pavement on the north side of the intersection of Taxiway A and Taxiway C, within the apron drainage basin. The area will be filled, graded, and restored for proper drainage.

(See the attached Project Sketch for an illustrative description of the project.)

**II. Basic Services**

Passero Associates (Consultant) will provide the following basic services to assist the City of Palatka (City) with the construction phase of the North Apron Expansion at Palatka Municipal Airport (Kay Larkin Field).

**A. Contract Administration Phase**

In the Construction Administration Phase, the Consultant shall assist the City in administering the construction contract with the selected Contractor for compliance with applicable regulations. In this task, administrative, inspection and supporting staff will:

1. Provide consultation and advice to the City during construction, including the holding of a pre-construction conference, attendance at periodic construction coordination meetings and other meetings required during the course of construction. Prepare, review, and distribute minutes of all meetings, if applicable.
2. Review, approve or take appropriate action on all contractor submittals, such as construction schedules and phasing schedules, shop drawings, product data, catalog cuts, and samples, for conformance with the construction contract requirements.
3. Review and take appropriate action on alternative construction methods proposed by the Contractor.
4. Review and process supplemental drawings and change orders necessary to properly execute the work within the intended scope and to accommodate changed field conditions.
5. Assist the City in resolving Contractor claims and disputes.
6. Interpret the requirements of the contract documents and advise the Contractor of these requirements on behalf of the City.

7. Participate in the pre-final and final inspections of the completed project with City and Airport personnel, the FAA, the FDOT, and the Contractor.
8. Provide assistance to the City as an expert witness in any litigation that may arise from the development or construction of the project.

#### **B. Resident Engineering and Inspection Phase**

In the Resident Engineering and Construction Inspection Phase, the Consultant shall provide on-site monitoring of construction procedures by full-time and part-time resident project representatives, inspectors and supporting staff who will:

1. Maintain a project record in accordance with the requirements of the State of Florida Department of Transportation and the Federal Aviation Administration.
2. Review documents and submissions by contractors pertaining to scheduling and advise the City as to their acceptability.
3. Observe the work to determine conformance to the contract documents and to ascertain the need for correction or rejection of the work.
4. Attend, conduct, and prepare minutes for pre-construction conference, pre-paving conference, periodic progress meetings, final inspection of the completed project, and any other special meetings, as needed or requested.
5. Arrange for, conduct or witness field, laboratory or shop tests of construction materials as required by the plans and specifications.
6. Interpret the contract plans and specifications and monitor the construction activities to maintain compliance with the intent of the design.
7. Measure, compute or check quantities of work performed and quantities of materials in-place for partial and final payments to the Contractor.
8. Prepare and submit inspection reports of construction activity and problems encountered, as required by the City, the State of Florida Department of Transportation and the Federal Aviation Administration.
9. Prepare, review and approve periodic and final payments to Contractor.
10. Review Contractors final records, including as-built drawings, and all project closeout documents.

#### **C. Responsibilities/Duties of Inspection Staff**

The contractor is solely responsible for the completion of the project in a quality and timely manner, in accordance with the contract documents. Passero Associates construction-phase work tasks are limited to those specified in this work authorization. At no time will Passero's responsibilities include supervision or direction of the actual work by the contractor, his employees, subcontractors or suppliers. The contractor should be aware that neither the approval of contractor shop drawings, nor the on-site presence of Passero field representatives, nor the observation of the work by Passero representatives shall excuse the contractor in any way from defects discovered in the work. The contractor is responsible for the project site safety. Passero staff will not control, direct or be responsible for construction means,

methods, techniques, sequences (other than specified in the Construction Phasing Plan) or procedures in connection with the Contractor's work.

The on-site administration and inspection staff is responsible for monitoring construction activity on the project and documenting their observations in a formal project record, including the following:

- Engineer's Daily Project Diary
- Inspector's Daily Reports
- Field measure quantities
- Prepare Statement of Days Charged on a weekly basis
- Summary of Inspector's Daily Reports
- Preparation of FAA Quarterly Reports
- Prime/Subcontractor Work Summary
- Review of Material Acceptance Reports
- Certification and Testing Log Book
- Conduct periodic project meetings with City and Contractors and prepare meeting minutes
- Conduct Wage Rate Interviews with Prime/Subcontractors
- Review Subcontractor Approval Forms
- Review Weekly Payrolls for Prime/Subcontractors
- Preparation of Periodic Payment Request for Contractor
- Retain copies of EEO Monthly Utilization Reports for audit
- Preparation and review of Change Orders/Force Account work
- Maintain Redline "Record Drawings" and records as work progresses.

The administration and inspection staff is also responsible for monitoring construction activity as it relates to aircraft operations, reporting any violations to the City, coordinating Notice to Airmen (NOTAMS) as required with CITY or designated representatives and to allow the construction of the project to be in compliance with the contract documents.

#### **D. Grants Administration (Assistance)**

Consultant will assist the City throughout the duration of this construction contract. Consultant will assist the City with the FAA and FDOT grant requirements, as requested. The grants administration phase shall include the following items of work:

1. Prepare Contractor payment requests, state and federal reimbursement request packages, letter-of-credit fund transfers, coordinate execution by City and submissions to the FAA and FDOT.
2. Assist City in compiling and submitting all necessary grant and project closeout documents required by the FAA and FDOT.

### **III. SPECIAL SERVICES**

The Consultant will conduct Quality Assurance (Q/A) testing of materials, subcontracting for outside field, laboratory and/or shop tests of construction materials, as required by the plans and specifications.

Other special services (such as environmental studies, remediation or mitigation, etc.) are services that cannot be defined at this phase of the project (i.e., prior to construction and physical disturbance of the project site). If needed, additional special services shall be performed only as reviewed and approved by the City in writing.

**III. Other**

1. This project does not include the following services:
  - a. Any Permitting.
  - b. Preparation of any Design, Construction Plans, and Specifications.
  - c. Other special services (such as environmental studies, permitting, traffic study or other special studies, etc.) are services that may be desired or requested, but often are not defined at the beginning of a project. If needed, special services shall be performed by the consultant only as approved by the City in writing during later stages of the project, as requested by the City.
2. The City is responsible for providing complete and thorough data in a timely fashion as requested by Passero, including all necessary data from Airport archives. Passero is not responsible for data that is not provided in the course of this Agreement.

End of Scope of Work.

# Project Sketch

# Environmental Determination Documentation

### DETERMINATION OF ENVIRONMENTAL IMPACTS

Airport: Palatka Municipal Airport (28J)

Detailed Project Description (attach project drawing and additional pages as necessary):

North Apron Expansion (Construction Phase)

Is the proposed project(s) listed as categorically excluded in one or more of *paragraphs 307-312 of FAA Order 1050.1E*?  
Yes

Please identify which paragraph(s): 310e

In order for the FAA to determine the appropriate course of action, as a Categorical Exclusion, the sponsor must certify that the proposed action does **NOT** (1) involve any of the following circumstances, and does **NOT** (2) have a significant effect. A determination as to whether the proposed project (s) may have a significant environmental effect is made by considering any requirements applicable to the specific resource (see *FAA Order 1050.1E Appendix A*).

- a. Have an adverse effect on cultural resources protected under the *National Historic Preservation Act of 1966*, as amended.
- b. Have an impact on properties protected under *section 4(f) of the Department of Transportation Act*.
- c. Have an impact on natural, ecological (e.g. invasive species), or scenic resources of Federal, Tribal, State, or local significance (for example: Federally listed or proposed endangered, threatened, or candidate species or designated or proposed critical habitat under the Endangered Species Act), resources protected by the Fish and Wildlife Coordination Act; wetlands; floodplains; prime, unique, State or locally important farmlands; energy supply and natural resources; and wild and scenic rivers, including study or eligible river segments and solid waste management.
- d. Cause a division or disruption of an established community, or a disruption of orderly, planned development or an inconsistency with plans or goals that have been adopted by the community in which the project is located.
- e. Cause an increase in congestion from surface transportation (by causing a decrease in Level of Service below acceptable level determined by appropriate transportation agency, such as a highway agency).
- f. Have an impact on noise levels of noise-sensitive areas.
- g. Have an impact on air quality or violate local, State, or Federal air quality standards under the *Clean Air Act Amendments of 1990*.
- h. Have an impact on water quality, sole source aquifers, a public water supply system, or State or Tribal water quality standards established under the *Clean Water Act* and the *Safe Drinking Water Act*.
- i. Have effect(s) on the quality of the human environment that are likely to be highly controversial on environmental grounds. The term "controversial" means a substantial dispute exists as to the size, nature, or effect of a proposed Federal action. The effects of an action are considered highly controversial when reasonable disagreement exists over the project's risks of causing environmental harm. Opposition on environmental grounds by a Federal, state, or local government agency or by a Tribe or by a substantial number of the persons affected by the action should be considered in determining whether or not reasonable disagreement regarding the effects of a proposed action exists.
- j. Likelihood to be inconsistent with any Federal, State, Tribal, or local law relating to the environmental aspects of the proposed action.
- k. Likely to directly, indirectly, or cumulatively create a significant impact on the human environmental, including, but not limited to, actions likely to cause a significant lighting impact on residential areas or commercial use of business properties, likely to cause a significant impact on the visual nature of surrounding land uses likely to be contaminated with hazardous materials based on Phase I or Phase II Environmental Due Diligence Audit (EDDA's), or likely to cause such contamination

I certify that the project(s) described above meet(s) the test for a Categorical Exclusion in accordance with *FAA Order 1050.1E* and *paragraphs a thru k* above.

\_\_\_\_\_  
Signature of Authorized Airport Representative

\_\_\_\_\_  
Date

FAA Determination (by program manager signature):

Categorically Excluded: \_\_\_\_\_ Date: \_\_\_\_\_

Requires further environmental analysis: \_\_\_\_\_ Date: \_\_\_\_\_

**ENVIRONMENTAL DETERMINATION CHECKLIST (FY 2014)**

Airport: Palatka Municipal Airport (28J)

Proposed Project(s): North Apron Expansion (Construction Phase)

Prepared and certified by: Passero Associates, LLC

Date: 6/24/14

	YES	NO	COMMENTS
<b>IS THIS PROPOSED PROJECT LISTED AS CATEGORICALLY EXCLUDED IN FAA ORDER 1050.1E, paragraphs 307-312</b>	X		
<b>THIS PROPOSED PROJECT WILL AFFECT:</b>		X	
Coastal Resources		X	
Section 4(f) Land		X	
Farmland		X	
Endangered or Threatened Species (Federal or State listed)		X	
Floodplains		X	
Hazardous Materials or Solid Waste Management		X	
Historic/Architectural, Archaeological/Cultural Resources		X	
Light Emissions or Cause Visual Impacts		X	
Natural Resources or Energy Supply		X	
Low Income or Minority Populations or Children		X	
Wetlands		X	
Wild and Scenic Rivers (study or eligible)		X	
<b>THIS PROPOSED PROJECT IS LIKELY TO:</b>		X	
Be highly controversial on environmental grounds including opposition by Federal, state, local, or Tribal or a substantial number of persons affected by the action.		X	
Be inconsistent with any Federal, State, or local law relating to the environmental aspects of the proposed action.		X	
Cause community disruption or inconsistency with plans or goals that have been adopted by the community		X	
Cause an increase of 1.5 DNL over noise sensitive areas		X	
Displace persons or businesses		X	
Disrupt local traffic patterns and substantially reduce levels of service (LOS) of roads serving the airport and surrounding communities		X	
Result in a substantial loss in community tax base		X	
Impact water quality, sole source aquifers, public water supply system, or state or tribal water quality standards		X	
Impact or violate local, state, Tribal, or Federal air quality standards		X	

Attach detailed comments for all “yes” answers on a separate sheet, and explain your justification for a request for a determination of Categorical Exclusion.

# Project Schedule

**Palatka Municipal Airport  
Airport Improvement Program  
Grant Application**

**Proposed Project Schedule**

**North Apron Expansion (Construction)**

PA Project No. 24000010.039R

**Proposed Project Schedule:**

**Dates:**

Submittal of Project Application to FAA

07/2014

Execution of FAA Grant

08/2014

Pre-Construction Phase

09/2014

Construction Phase

10/2014 – 12/2014

Project Close-Out

01/2015 – 03/2015

## Sponsor Certifications to the FAA

Project Plans and Specifications  
Equipment/Construction Contracts  
Construction Project Final Acceptance  
Drug-Free Workplace  
Selection of Consultants  
Real Property Acquisition



	Yes	No	N/A
8. For construction activities within or near aircraft operational areas, the requirements contained in Advisory Circular 150/5370-2 have been (will be) discussed with the FAA as well as incorporated into the specifications, and a safety/phasing plan has FAA's concurrence, if required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The project was (will be) physically completed without Federal participation in costs due to errors and omissions in the plans and specifications that were foreseeable at the time of project design.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and have prepared documentation attached hereto for any item marked "no" that is correct and complete.

\_\_\_\_\_  
**City of Palatka**  
*(Name of Sponsor)*

\_\_\_\_\_  
*(Signature of Sponsor's Designated Official Representative)*  
**Michael Czymbor**  
 \_\_\_\_\_  
*(Typed Name of Sponsor's Designated Official Representative)*  
**City Manager**  
 \_\_\_\_\_  
*(Typed Title of Sponsor's Designated Official Representative)*

\_\_\_\_\_  
*(Date)*

**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
AIRPORT IMPROVEMENT PROGRAM  
SPONSOR CERTIFICATION  
EQUIPMENT/CONSTRUCTION CONTRACTS**

City of Palatka

Palatka Municipal Airport

(Sponsor)

(Airport)

(Project Number)

*Description of Work:*

North Apron Expansion (Construction Phase)

Title 49, United States Code (USC), section 47105(d), authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General standards for equipment and construction contracts within Federal grant programs are described in Title 49, Code of Federal Regulations (CFR), Part 18.36. AIP standards are generally described in FAA Advisory Circular (AC) 150/5100-6, Labor Requirements for the Airport Improvement Program, AC 150/5100-15, Civil Rights Requirements for the Airport Improvement Program, and AC 150/5100-16, Airport Improvement Program Grant Assurance One--General Federal Requirements. Sponsors may use State and local procedures provided procurements conform to these Federal standards.

Except for the certified items below marked not applicable (N/A), the list includes major requirements for this aspect of project implementation, although it is not comprehensive, nor does it relieve the sponsor from fully complying with all applicable statutory and administrative standards.

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
1. A code or standard of conduct is (will be) in effect governing the performance of the sponsor's officers, employees, or agents in soliciting and awarding procurement contracts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Qualified personnel are (will be) engaged to perform contract administration, engineering supervision, construction inspection, and testing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The procurement was (will be) publicly advertised using the competitive sealed bid method of procurement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The bid solicitation clearly and accurately describes (will describe):			
a. The current Federal wage rate determination for all construction projects, and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. All other requirements of the equipment and/or services to be provided.			

	Yes	No	N/A
5. Concurrence was (will be) obtained from FAA prior to contract award under any of the following circumstances:			
a. Only one qualified person/firm submits a responsive bid,			
b. The contract is to be awarded to other than the lowest responsible bidder,	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. Life cycle costing is a factor in selecting the lowest responsive bidder, or			
d. Proposed contract prices are more than 10 percent over the sponsor's cost estimate.			
6. All contracts exceeding \$100,000 require (will require) the following provisions:			
a. A bid guarantee of 5 percent, a performance bond of 100 percent, and a payment bond of 100 percent;			
b. Conditions specifying administrative, contractual, and legal remedies, including contract termination, for those instances in which contractors violate or breach contract terms; and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Compliance with applicable standards and requirements issued under Section 306 of the Clean Air Act (42 USC 1857(h)), Section 508 of the Clean Water Act (33 USC 1368), and Executive Order 11738.			
7. All construction contracts contain (will contain) provisions for:			
a. Compliance with the Copeland "Anti-Kick Back" Act, and			
b. Preference given in the employment of labor (except in executive, administrative, and supervisory positions) to honorably discharged Vietnam era veterans and disabled veterans.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. All construction contracts exceeding \$2,000 contain (will contain) the following provisions:			
a. Compliance with the Davis-Bacon Act based on the current Federal wage rate determination; and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Compliance with the Contract Work Hours and Safety Standards Act (40 USC 327-330), Sections 103 and 107.			
9. All construction contracts exceeding \$10,000 contain (will contain) appropriate clauses from 41 CFR Part 60 for compliance with Executive Orders 11246 and 11375 on Equal Employment Opportunity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. All contracts and subcontracts contain (will contain) clauses required from Title VI of the Civil Rights Act and 49 CFR 23 and 49 CFR 26 for Disadvantaged Business Enterprises.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	N/A
11. Appropriate checks have been (will be) made to assure that contracts or subcontracts are not awarded to those individuals or firms suspended, debarred, or voluntarily excluded from doing business with any U.S. Department of Transportation (DOT) element and appearing on the DOT Unified List.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and have prepared documentation attached hereto for any item marked "no" that is correct and complete.

\_\_\_\_\_  
City of Palatka  
*(Name of Sponsor)*

\_\_\_\_\_  
*(Signature of Sponsor's Designated Official Representative)*

Michael Czymbor  
\_\_\_\_\_  
*(Typed Name of Sponsor's Designated Official Representative)*

City Manager  
\_\_\_\_\_  
*(Typed Title of Sponsor's Designated Official Representative)*

\_\_\_\_\_  
*(Date)*

**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
AIRPORT IMPROVEMENT PROGRAM  
SPONSOR CERTIFICATION  
DRUG-FREE WORKPLACE**

City of Palatka

Palatka Municipal Airport

(Sponsor)

(Airport)

(Project Number)

*Description of Work:*

North Apron Expansion (Construction Phase)

Title 49, United States Code, section 47105(d), authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within Federal grant programs are described in Title 49, Code of Federal Regulations, Part 29. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

Except for the certified items below marked not applicable (N/A), the list includes major requirements for this aspect of project implementation, although it is not comprehensive, nor does it relieve the sponsor from fully complying with all applicable statutory and administrative standards.

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
1. A statement has been (will be) published notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. An ongoing drug-free awareness program has been (will be) established to inform employees about:			
a. The dangers of drug abuse in the workplace;			
b. The sponsor's policy of maintaining a drug-free workplace;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Any available drug counseling, rehabilitation, and employee assistance programs; and			
d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.			
3. Each employee to be engaged in the performance of the work has been (will be) given a copy of the statement required within item 1 above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Employees have been (will be) notified in the statement required by item 1 above that, as a condition employment under the grant, the employee will:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Abide by the terms of the statement; and			

	Yes	No	N/A
b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.			
5. The FAA will be notified in writing within ten calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of the employee, to the FAA. Notices shall include the project number of each affected grant.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. One of the following actions will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:			
a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.			
7. A good faith effort will be made to continue to maintain a drug-free workplace through implementation of items 1 through 6 above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I have prepared documentation attached hereto with site(s) for performance of work (street address, city, county, state, zip code). There are no such workplaces that are not identified in the attachment. I have prepared additional documentation for any above items marked "no" and attached it hereto. I certify that, for the project identified herein, responses to the forgoing items are accurate as marked and attachments are correct and complete.

City of Palatka

\_\_\_\_\_  
(Name of Sponsor)

\_\_\_\_\_  
(Signature of Sponsor's Designated Official Representative)

Michael Czymbor

\_\_\_\_\_  
(Typed Name of Sponsor's Designated Official Representative)

City Manager

\_\_\_\_\_  
(Typed Title of Sponsor's Designated Official Representative)

\_\_\_\_\_  
(Date)



	Yes	No	N/A
7. Mandatory contact provisions for grant-assisted contracts have been or will be included in consultant services contracts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The cost-plus-percentage-of-cost methods of contracting prohibited under Federal standards were not or will not be used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. If the services being procured cover more than the single grant project referenced in this certification, the scope of work was or will be specifically described in the advertisement, and future work will not be initiated beyond five years.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and have prepared documentation attached hereto for any item marked "no" that is correct and complete.

City of Palatka

*(Name of Sponsor)*

*(Signature of Sponsor's Designated Official Representative)*

Michael Czymbor

*(Typed Name of Sponsor's Designated Official Representative)*

City Manager

*(Typed Title of Sponsor's Designated Official Representative)*

*(Date)*

## Exhibit A: Property Map



ALL REVISIONS  
NO. DESCRIPTION DATE

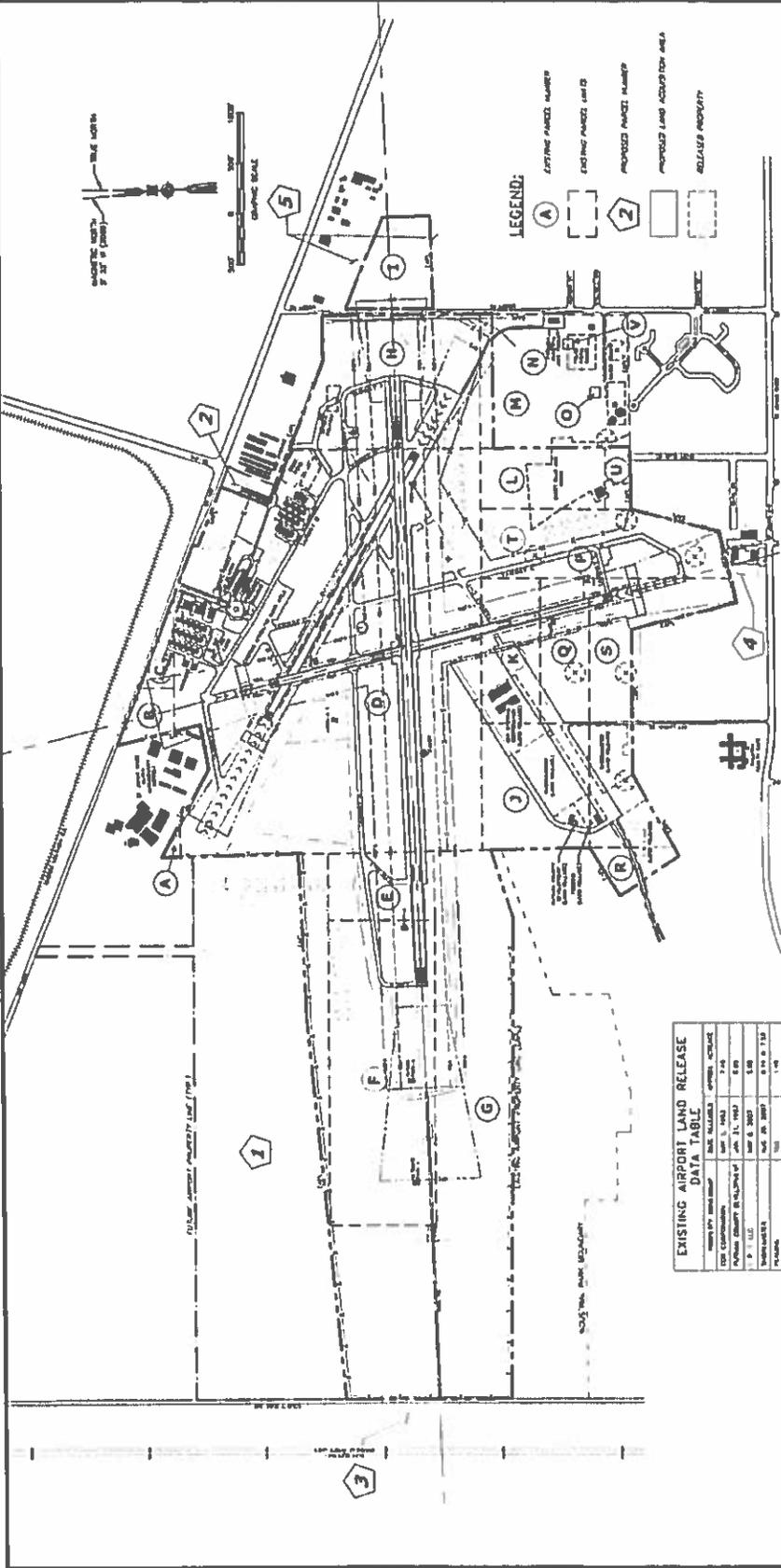
City of Palatka  
201 N. 2nd Street  
Palatka, Florida 32177



Passero Associates  
10000 US Highway 1, Suite 100  
Orlando, Florida 32817  
Phone: 407.226.1111  
Fax: 407.226.1112

EXHIBIT "A"  
AIRPORT  
PROPERTY MAP  
Airport Master Plan Update  
Palatka Municipal  
Airport

24010.14  
11  
July 2011



**EXISTING AIRPORT LAND RELEASE DATA TABLE**

PROPERTY OWNER	DATE ACQUIRED	APPROX. ACRES
CITY OF PALATKA	Jan. 1, 1953	2.45
CITY OF PALATKA	Jan. 21, 1953	0.80
U.S. AIR FORCE	Jan. 8, 1953	5.80
U.S. AIR FORCE	Jan. 28, 1953	14.00 ± 1.10
TOTAL		17.05

THIS AIRPORT PROPERTY MAP WAS PREPARED BY PASSERO ASSOCIATES, INC. FOR THE CITY OF PALATKA. THE CITY OF PALATKA HAS REVIEWED AND APPROVED THIS MAP FOR THE AIRPORT MASTER PLAN UPDATE. THE CITY OF PALATKA IS NOT RESPONSIBLE FOR THE ACCURACY OF THE DATA SHOWN ON THIS MAP.

**PROPOSED AIRPORT LAND ACQUISITION DATA TABLE**

PARCEL	DATE ACQUIRED	ACRES ACQUIRED	TOTAL ACRES ACQUIRED	APPROX. ACRES
1		1.00	1.00	1.00
2		1.00	2.00	2.00
3		1.00	3.00	3.00
4		1.00	4.00	4.00
5		1.00	5.00	5.00

**EXISTING AIRPORT PROPERTY ACQUISITION DATA TABLE**

PARCEL	DATE ACQUIRED	ACRES ACQUIRED	TOTAL ACRES ACQUIRED	APPROX. ACRES
1	Jan. 1, 1953	1.00	1.00	1.00
2	Jan. 21, 1953	1.00	2.00	2.00
3	Jan. 8, 1953	1.00	3.00	3.00
4	Jan. 28, 1953	1.00	4.00	4.00
5	Jan. 1, 1953	1.00	5.00	5.00
6	Jan. 21, 1953	1.00	6.00	6.00
7	Jan. 8, 1953	1.00	7.00	7.00
8	Jan. 28, 1953	1.00	8.00	8.00
9	Jan. 1, 1953	1.00	9.00	9.00
10	Jan. 21, 1953	1.00	10.00	10.00
11	Jan. 8, 1953	1.00	11.00	11.00
12	Jan. 28, 1953	1.00	12.00	12.00

**EXISTING AIRPORT PROPERTY ACQUISITION DATA TABLE**

PARCEL	DATE ACQUIRED	ACRES ACQUIRED	TOTAL ACRES ACQUIRED	APPROX. ACRES
1	Jan. 1, 1953	1.00	1.00	1.00
2	Jan. 21, 1953	1.00	2.00	2.00
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5	Jan. 1, 1953	1.00	5.00	5.00
6	Jan. 21, 1953	1.00	6.00	6.00
7	Jan. 8, 1953	1.00	7.00	7.00
8	Jan. 28, 1953	1.00	8.00	8.00
9	Jan. 1, 1953	1.00	9.00	9.00
10	Jan. 21, 1953	1.00	10.00	10.00
11	Jan. 8, 1953	1.00	11.00	11.00
12	Jan. 28, 1953	1.00	12.00	12.00

# SF 271: Outlay Report and Request for Reimbursement for Construction Programs

<b>OUTLAY REPORT AND REQUEST FOR REIMBURSEMENT FOR CONSTRUCTION PROGRAMS</b> (See instructions on back)		OMB APPROVAL NO. 0348-0002		PAGE 1 OF 1 PAGES		
		1 TYPE OF REQUEST <input type="checkbox"/> FINAL <input type="checkbox"/> PARTIAL		2 BASIS OF REQUEST <input type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL		
3 FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED Federal Aviation Administration (FAA)		4 FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY TBD		5 PARTIAL PAYMENT REQUEST NO		
6 EMPLOYER IDENTIFICATION NUMBER 59-6000401	7 RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER	PERIOD COVERED BY THIS REQUEST FROM (Month, day, year) TO (Month, day, year)				
9. RECIPIENT ORGANIZATION Name: City of Palatka No. and Street: 201 N. 2nd Street City, State and ZIP Code: Palatka, FL 32177		10. PAYEE (Where check is to be sent if different than item 9) Name: No. and Street: City, State and ZIP Code:				
<b>11. STATUS OF FUNDS</b>						
CLASSIFICATION	PROGRAMS --		FUNCTIONS --		ACTIVITIES	TOTAL
	(a)	(b)	(c)			
a. Administrative expense	\$	\$	\$	\$	0.00	
b. Preliminary expense					0.00	
c. Land, structures, right-of-way					0.00	
d. Architectural engineering basic fees					0.00	
e. Other architectural engineering fee					0.00	
f. Project inspection fees					0.00	
g. Land development					0.00	
h. Relocation expense					0.00	
i. Relocation payments to individuals and businesses					0.00	
j. Demolition and removal					0.00	
k. Construction and project improvement cost					0.00	
l. Equipment					0.00	
m. Miscellaneous cost					0.00	
n. Total cumulative to date (sum of lines a thru m)		0.00	0.00	0.00	0.00	
o. Deductions for program income					0.00	
p. Net cumulative to date (line n minus line o)		0.00	0.00	0.00	0.00	
q. Federal share to date					0.00	
r. Rehabilitation grants (100% reimbursement)					0.00	
s. Total Federal share (sum of lines q and r)		0.00	0.00	0.00	0.00	
t. Federal payments previously requested					0.00	
u. Amount requested for reimbursement	\$	\$	\$	\$	0.00	
v. Percentage of physical completion of project		%	%	%	%	
<b>12. CERTIFICATION</b>  I certify that to the best of my knowledge and belief the billed costs or disbursements are in accordance with the terms of the project and that the reimbursement represents the Federal share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the award.		a. RECIPIENT		SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		DATE REPORT SUBMITTED
				TYPED OR PRINTED NAME AND TITLE		TELEPHONE (Area code, number and extension)
				Michael Czymbor, City Manager		(386) 329-0100
				SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		DATE SIGNED
		b. REPRESENTATIVE CERTIFYING TO LINE 11V		TYPED OR PRINTED NAME AND TITLE		TELEPHONE (Area code, number and extension)

*Agenda  
Item*

*3d*



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Adopt Resolution 2014-10-97** authorizing the submission of a USDA Community Facilities Grant Application for the acquisition of two (2) Fire Rescue trucks

**SUMMARY:**

The City of Palatka Fire Department has proposed the attached grant application for the purchase of a Heavy Rescue truck and Quick Response Medical Call truck. The purchase of these vehicles is not included in the current 2013-14 or proposed 2014-15 budget. If awarded the City would have two to three (2 to 3) years to act on the grant and come up with the local match funding. Staff believes there is a high probability of being funded under USDA's current funding cycle. Therefore, staff proposes the application be submitted now to secure the funding. The total project cost is estimated at \$139,007, with the USDA funding \$69,503 of the total project cost, and the City of Palatka providing a contribution of \$69,504.

**RECOMMENDED ACTION:**

**Adopt the resolution authorizing the submission of a USDA Community Facilities Grant Application for the acquisition of two (2) Fire Rescue Trucks**

**ATTACHMENTS:**

Description	Type
☐ USDA Grant Application 1	Backup Material
☐ USDA Grant Application 2	Backup Material
☐ USDA Grant Application 3	Backup Material
☐ USDA Grant Application 4	Backup Material
☐ USDA Grant Appl Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Grants & Projects	Griffith, Jonathan	Approved	7/16/2014 - 2:23 PM
City Clerk	Driggers, Betsy	Approved	7/16/2014 - 4:51 PM

**RESOLUTION No. 2014 – 10 - 97**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING AN APPLICATION FOR A UNITED STATES DEPARTMENT OF AGRICULTURE GRANT FOR THE PURCHASE OF A HEAVY RESCUE AND QUICK RESPONSE MEDICAL TRUCKS AND AUTHORIZING EXECUTION AND SUBMITTAL OF ALL NECESSARY DOCUMENTS IN CONNECTION THEREWITH**

**WHEREAS**, the City of Palatka Fire Department has a need for a Heavy Rescue truck and Quick Response Medical Call truck (the PROJECT); and

**WHEREAS**, the City Commission deems it necessary to apply for a United States Department of Agriculture Rural Development Grant in the amount of \$69,503 and a local match of \$69,504 for the purchase of the PROJECT and

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

1. The City of Palatka shall apply for a Rural Development grant from the United States Department of Agriculture (USDA) with a total project cost of \$139,007, with the USDA funding \$69,503 of the total project cost, and the City of Palatka providing a contribution of \$69,504, with the proceeds of said grant being utilized for the purchase of a Heavy Rescue truck and Quick Response Medical Call truck;
2. The Mayor, Vernon Myers, is specifically authorized to execute any and all documents necessary and required by USDA to file the Grant Application referred to in Section 1 above, and to confirm the City’s assurance that the City will comply, as appropriate, with those requirements under Title VI, Civil Rights Act of 1964, Drug-Free Workplace Regulations and Equal Opportunity Regulations, and any other Federal regulations as may be required by USDA;
3. The Mayor, Vernon Myers, is specifically authorized to execute any and all documents necessary to consummate the grant; and
4. That the City Manager is hereby designated as the City’s authorized representative in carrying out the City’s responsibilities under the grant agreement.

**PASSED AND ADOPTED** by the Palatka City Commission this 24<sup>TH</sup> day of July, 2014.

**CITY OF PALATKA**

\_\_\_\_\_  
By: Its MAYOR

**ATTEST:**

\_\_\_\_\_

**APPLICATION FOR FEDERAL ASSISTANCE**

<b>1. TYPE OF SUBMISSION:</b> Application		<b>2. DATE SUBMITTED</b>	Applicant Identifier
<input type="checkbox"/> Construction	<input type="checkbox"/> Construction	<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier
<input type="checkbox"/> Non-Construction	<input checked="" type="checkbox"/> Non-Construction	<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier
<b>5. APPLICANT INFORMATION</b>			
Legal Name: City of Palatka		Organizational Unit: Department: Fire Department	
Organizational DUNS: 010595445		Division:	
Address: Street: 201 N Second Street		Name and telephone number of person to be contacted on matters involving this application (give area code)	
City: Palatka		Prefix:	First Name: William
County: Putnam		Middle Name M. "Mike"	
State: FL		Last Name Lambert	
Zip Code: 32177	Suffix:		
Country:		Email: mlambert@palatka-fl.gov	
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> 59-6000401		Phone Number (give area code) 386-329-0155	Fax Number (give area code) 386-329-0155
<b>8. TYPE OF APPLICATION:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) <input type="checkbox"/> <input type="checkbox"/>		<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types) C - Public Other (specify)	
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> TITLE (Name of Program): Community Facilities Loan/Grant Program		<b>9. NAME OF FEDERAL AGENCY:</b> USDA Rural Development	
<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b> City of Palatka		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b> Heavy Rescue Truck and Quick Response Medical Call Truck	
<b>13. PROPOSED PROJECT</b> Start Date: Ending Date:		<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant b. Project	
<b>15. ESTIMATED FUNDING:</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>	
a. Federal	\$ 69,503.00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:	
b. Applicant	\$ 69,504.00	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
c. State	\$ .00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local	\$ .00	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>	
e. Other	\$ .00	<input type="checkbox"/> Yes if "Yes" attach an explanation. <input type="checkbox"/> No	
f. Program Income	\$ .00		
g. TOTAL	\$ 139,007.00		
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.</b>			
<b>a. Authorized Representative</b>			
Prefix	First Name	Middle Name	
Last Name		Suffix	
b. Title Mayor		c. Telephone Number (give area code)	
d. Signature of Authorized Representative		e. Date Signed	

**INSTRUCTIONS FOR THE SF-424**

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
7.	Select the appropriate letter in the space provided. A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) O. Not for Profit Organization	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
8.	Select the type from the following list: • "New" means a new assistance award. • "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. • "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: A. Increase Award      B. Decrease Award C. Increase Duration      D. Decrease Duration	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
9.	Name of Federal agency from which assistance is being requested with this application.		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.</li> <li>2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.</li> <li>3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.</li> <li>4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.</li> <li>5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).</li> <li>6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation</li> </ol> | <p>Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.</p> <ol style="list-style-type: none"> <li>7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.</li> <li>8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.</li> </ol> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

<p><b>* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</b></p> <p>Completed on submission to Grants.gov</p>	<p><b>* TITLE</b></p> <p><input type="text"/></p>
<p><b>* APPLICANT ORGANIZATION</b></p> <p><input type="text"/></p>	<p><b>* DATE SUBMITTED</b></p> <p>Completed on submission to Grants.gov</p>

## APPLICANT'S FEASIBILITY REPORT

### 1. Existing Facility. Briefly describe what facilities you currently have or how service is currently provided.

The City of Palatka currently has 21 active firefighters located at two different stations within the Palatka city limits. Within these two stations, there are currently 4 rescue trucks that run everything from medical calls to heavy rescue. The two oldest trucks, which we rely on heavily, are 30 and 20 years old respectively. We are constantly having repair issues that render these trucks out of service, which makes it hard for our firefighters to complete their duties and keep the citizens of Palatka safe.

### 2. Proposed Facility. Describe what you want to purchase or construct. Indicate what the facility will be used for, approximate size, and expected method of procurement. For buildings indicate location, basic materials or type of construction, and attach a sketch or working drawings. For items of major equipment, indicate new or used, existing or custom-built, and any special features.

The city of Palatka is requesting grant funds to purchase a new heavy rescue truck to replace the ageing fire rescue truck that is continuously broken down. The City has agreed to match funds to purchase this new heavy rescue truck and the needed accessories required on the heavy rescue truck so that the City of Palatka firefighters are able to perform their duties in a safe manner for the citizens of Palatka.

The city of Palatka is also requesting grant funds to purchase a new medical response truck to replace the aging fire rescue truck that is continuously broken down. The City has agreed to match funds to purchase this new medical response truck and the needed accessories required on the medical response truck so that the City of Palatka firefighters are able to perform their duties in a safe manner for the citizens of Palatka.

### 3. Need for the Facility. Indicate why the proposed facility is needed.

The purchase of this new heavy rescue truck is to replace one of the two aging fire rescue trucks that are continuously out of service, broken down and in the shop.

The purchase of this new medical response truck is to replace one of the two aging fire rescue trucks that are continuously out of service, broken down and in the shop.

### 4. Service Area. Indicate what area the proposed facility will serve and, if known, the population or number of families served.

The City of Palatka's population is 10,033 according to the 2000 census data with a median household income of \$18,129. The service area for this new heavy rescue truck and medical response truck will be within the city limits of Palatka.

**5. Cost Estimate.**

Development and construction.....	\$ _____
Land and rights.....	_____
Legal fees.....	_____
Architect and Engineer.....	_____
Equipment.....	_____ 139007
Refinancing.....	_____
Other (describe) .....	_____
Total.....	_____ 139007

**6. Income.** List the sources and estimate the amount of expected revenue for a typical year.

USDA grant for \$69,503 and borrower contribution of \$69,504.

\$ 100,507 TOTAL BUDGET REVENUE FOR THE FIRE DEPARTMENT  
 \$2,068,007 TOTAL EXPENSES FOR THE FIRE DEPARTMENT

**7. Other Funds.** List the sources and amount of funds that may be available other than from USDA, to fund part of the project (such as applicant's contributions, commercial loans, or loans or grants from other government agencies).

City of Palatka will contribute the remaining funds to purchase the new heavy rescue truck. They have currently pledged \$47,555 and the estimated cost of the fire rescue trucks is \$95,110.

City of Palatka will contribute the remaining funds to purchase the new medical response truck. They have currently pledged \$21,948.50 as the estimated cost of the medical response truck is \$43,897.00

**8. Operating History.** If you have operated a similar facility, attach audits, financial statements, or lists of income and expenses for the past five years.

9. Signature and Title of Applicant Official	Date
----------------------------------------------	------

Florida Instruction 1942-C  
Guide 20

PRELIMINARY ENVIRONMENTAL INFORMATION

Will the proposed project affect the important land resources?

If Yes, please indicate which lands will be affected.

FLOODPLAIN	<u>NA</u>
WETLANDS	<u>NA</u>
IMPORTANT FARMLANDS	<u>NA</u>
PRIME FOREST LANDS	<u>NA</u>
PRIME RANGELANDS	<u>NA</u>

\_\_\_\_\_  
CITY OFFICIAL

\_\_\_\_\_  
DATE

PURPOSE: This guide will provide Rural Development with a general knowledge of what important land resources, if any, will be affected by the proposed project

*Agenda  
Item*

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**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Adopt Resolution No. 2014-10-98 adopting the "On-Call Program" policy and amending the Personnel rules and Regulations Manual to add Section 04.6, "On-Call Program"**

**SUMMARY:**

An On-Call Program policy is needed to provide clarity and direction for employees to be able to consistently and regularly respond to emergencies and non-emergency customer service requests on a 24/7/365 day schedule basis. Specific department employees are designated to answer calls during non-regularly scheduled hours and are compensated to be available and respond when calls arise.

**RECOMMENDED ACTION:**

**Adopt the Resolution adopting the "On-call Program" policy document and amending the Personnel Rules and Regulations Manual to add Section 04.6, "On-call Program".**

**ATTACHMENTS:**

Description	Type
☐ Resolution	Resolution
☐ Policy 04.6 On-call Program	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
City Manager	Czybor, Michael	Approved	7/9/2014 - 11:35 AM
City Clerk	Driggers, Betsy	Approved	7/15/2014 - 11:21 AM
City Manager	Czybor, Michael	Approved	7/15/2014 - 11:24 AM
Finance	Reynolds, Matt	Approved	7/17/2014 - 12:18 PM
City Clerk	Driggers, Betsy	Approved	7/17/2014 - 5:38 PM

**RESOLUTION No. 2014 - 10 -**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,  
ADDING AN "ON-CALL PROGRAM" DOCUMENT AND  
AMENDING THE PERSONNEL RULES AND REGULATIONS  
MANUAL TO ADD SECTION 04.6, "ON-CALL PROGRAM"**

**WHEREAS**, the City of Palatka desires to document an On-call Program in order to create rules and regulations for employees that participate in the On-call Program to respond to emergencies and non-emergency customer service requests; and

**WHEREAS**, the On-call Program designates specific department employees to answer calls during non-regularly scheduled hours; and

**WHEREAS**, the City of Palatka employees who participate in the program will receive six (6) hours of straight time pay for each seven day on-call period; and

**WHEREAS**, designated employees who participate in the program will receive overtime pay (hours worked times 1.5 regular hourly rate) for all time worked, if the employee has actually worked at least forty (40) hours in that pay period; and

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

1. That the "On-call Program" document as presented and attached hereto as Exhibit A is hereby approved; and
2. That the City of Palatka Personnel Rules and Regulations Manual is hereby amended to add Section 04.6, "On-call Program";

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 24<sup>th</sup> day of July, 2014.

**CITY OF PALATKA**

\_\_\_\_\_  
By: Its MAYOR

**ATTEST:**

\_\_\_\_\_  
CITY CLERK

**APPROVED AS TO FORM  
AND CORRECTNESS:**

\_\_\_\_\_  
CITY ATTORNEY

**City of Palatka**  
**Personnel Rules and Regulations**  
**04.6 On-call Program**

1. The City of Palatka in effectively managing its Utility and Infrastructure System, Public Facilities and Grounds requires its employees to be able to consistently and regularly respond to emergencies and non-emergency customer service requests on a 24/7/365 day schedule basis. In order to meet this need, the City established an On-call Program where specific department employees are designated to answer calls during non-regularly scheduled hours and are compensated to be available and respond when calls arise.
2. Employees who are designated and participate in the City's On-call Program must be available and able to respond to the location of all emergency and non-emergency calls within thirty (30) minutes from the time the call is received. On those rare occasions that an employee cannot respond within the thirty (30) minute established response time, the employee must immediately telephone his/her supervisor and specify the reason for the delayed response and the anticipated arrival time. The Department Head or designated Supervisor will then make the determination whether to allow for the temporarily delayed response or to dispatch another employee.
3. Employees who participate in the On-call Program will receive six (6) hours of straight time pay for each seven day on-call period. Employees will receive overtime pay (hours worked times 1.5 regular hourly rate) for all time worked, if the employee has actually worked at least forty (40) hours in that pay period. In the event that an employee has actually worked less than forty (40) hours in that pay period, the hours worked and recorded responding while on call, shall be paid at straight time.
4. Any employee who is on-call shall be available and able to respond to a call within the thirty (30) minute response requirement. Failure to respond within the thirty (30) minute timeframe, without following the reporting requirements in Section 2, or responding in an impaired manner shall subject the employee to disciplinary action, up to and including termination. Impaired manner shall mean under the influence of alcohol, prescription or non-prescription drugs, or illegal narcotics where a person's judgment, abilities, or reasoning skills are impacted by such substances.

*Agenda*  
*Item*

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**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**BUDGET SUMMARY REPORT - F/Y 2013-2014 through April 30 - Matt Reynolds, Finance Director**

**SUMMARY:**

See attached budget summary report.

**RECOMMENDED ACTION:**

**No action requested.**

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Budget Summary Report	Backup Material
<input type="checkbox"/> Budget Summary Financials	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Finance	Reynolds, Matt	Approved	7/17/2014 - 12:19 PM
City Clerk	Driggers, Betsy	Approved	7/17/2014 - 5:38 PM

## October 2013-June 2014

### Overall:

This budget report covers the months of October 2013 through June 2014 which is nine months of the fiscal year (75.00%). We will continue to present a timely budget report to the commission in the future in order to keep the City Commission informed as to the status of the revenues and expenditures of the City.

### General Fund:

#### Revenues (page 1)

##### *Revenue Sources above 75.00%:*

Total Property Taxes were at 101.08% primarily due to the timing of the receipts of property taxes. Property taxes are disbursed by the Putnam County Tax Collector beginning in November and continuing through June, however the vast majority of property taxes are received by the end of February.

All of the property taxes for this fiscal year have now been received and we received approximately \$32,725 more than anticipated. We expect that there may be an additional disbursement of delinquent ad valorem taxes, however it will be a small amount and will not increase the revenue overage for this section by very much.

Local option taxes are comprised of gas and fuel taxes, discretionary sales surtax and fire and police state premium money that are contributed to the police and fire pension funds. The total percent was 61.38%, however since the fire and police premium disbursements are not received until August or September, a more accurate percentage for the Local option taxes group would be 78.93%. We anticipate this section of revenues to be approximately \$17,800 higher than the budgeted amount at the end of the fiscal year.

Communication Service Taxes were at 90.82% due to higher than anticipated monthly distributions beginning in December and continuing through June. We anticipate that there will be an overage of approximately \$16,000 in this section at the end of the fiscal year.

Franchise fees were at 84.78% due to the semi-annual payment of franchise fees in November and May by Clay Electric as well as FPL monthly disbursements exceeding anticipations. We anticipate that this revenue stream will exceed budget by approximately \$29,900.

Shared Revenues for Local Units were at 84.32% due to the annual disbursement of \$5,000 for payment in lieu of taxes for the Crestwood Nursing Home property on Palm Ave being received. The other revenue line under this section is the shared revenues from county occupational business tax receipts and it was at 54.18% which is below budget for this period. The total budget for this section of revenues equals \$7,600, however we expect that this section will exceed the budgeted amount by \$4,400.

Miscellaneous Revenues were well above budget at 94.89%. We expect that this revenue section will be over the budgeted amount by approximately \$43,500.

Transfers In were at 95.24% due to the annual contribution of \$300,000 being made in monthly installments of \$50,000. This began in January and continued through June. We expect this section to be right on budget at the end of the fiscal year.

##### *Revenue Sources below 75.00%:*

Utility Service Taxes were below budget at 71.42% primarily due to utility taxes from gas sales being at 54.26%. This line appears to be trending well below budget and will continue to do so for the remainder of the fiscal year. It appears that this line will be approximately \$28,500 below budget for the year. However, we expect that the entire section will be below budget by approximately \$11,000.

Licenses and Permits were at 51.64% primarily due to occupational business tax receipts being at 30.36%. This is due to the fact that the majority of the occupational business tax renewals are performed in August and September. Building permits and building and zoning revenues were slightly below budget as well. We anticipate that this section of revenues will exceed the budgeted amount by approximately \$213,000 due to substantial building permit revenue from the new jail project as well as the hotel development on the riverfront.

State and Federal grants were well below budget at 48.75%, however since grant revenues received are based upon actual expenditures for grant projects, this line being below budget does not adversely affect the operations of the General Fund.

State Shared revenues were slightly below budget at 73.38%. This was primarily due to sales tax revenue being at 73.04%. The budget for sales tax revenue was based upon the estimates given by the Office of Economic and Demographic Research at the State of Florida. We anticipate this section of revenues coming in under budget by approximately \$18,500.

Grants from Local Units were at 3.90% due to the only revenue line under this section being HIDTA, which is a type of Police Overtime reimbursement with a total budget of only \$6,547. We anticipate this section of revenues being approximately \$5,500 below budget for the year.

Charges for Services were at 72.99% due to Cemetery Services and Cemetery Vault sales being well below budget at 54.31% and 60.00%, respectively. Other large revenue streams that were under budget in this section were Police Department Administrative Tow Fees (70.77%) and Price Martin Community Center Rental fees (48.03%). The net effect of all of these revenues being under budget was approximately \$5,000 for the nine month period. We anticipate this section of revenues to end the year at \$34,250 below budget.

Fines and Forfeits were at 46.87% which is 28.14% under budget. This was primarily due to Red Light Camera Fines being well below budget at 43.15%. This revenue stream will continue to be monitored and adjustments will be made if needed. Any adjustments to the revenue will not adversely affect the operations of the General Fund since all of the proceeds are budgeted as reserves. Other substantial revenue lines that were under budget in this section were False Alarm Fines (69.41%). Anticipated total revenues are expected to be \$438,746 under budget due to the Red Light Camera revenues. If Red Light Camera revenues were removed from this section, we anticipate revenues to be \$15,670 over budget at the end of the year.

Reimbursements were slightly below budget at 72.75% due to the annual reimbursement for costs associated to operating the three pension funds having not been made yet.

Debt Proceeds were 0.00% due to the purchase of police vehicles in FY2014 not occurring until later this fiscal year.

As previously stated, we will continue to monitor all revenue lines as the year progresses and will propose any budget amendments to the City Commission as needed. The combined net effect of the anticipated total revenues of the General Fund versus the total budgeted amount results in a negative amount of \$270,000, however this is primarily due to the Red Light Camera revenues being \$454,500 less than anticipated. If Red Light Camera revenues are removed, the net effect is a positive \$184,500 of anticipated revenues over budgeted amounts.

**Expenditures (page 2):** The departments that were over the 75.00% mark included the City Commission (75.15%), City Manager's Office (75.47%), City Clerk's Office (77.21%), Finance Department (77.47%), Streets (77.14%), Cemetery (99.20%) and Bronson House (96.00%). The City Commission, City Manager's Office, City Clerk's Office and Finance departments were budgeted separately this year. In the past, the expenses for all of the departments located at City Hall were combined under a single budget. Due to the fact that this was the first year this has been attempted, it was expected that several budget lines under each department may need adjustment. We anticipate the expenses of all departments of the General Fund to come in under budget by approximately \$340,000.

**Summary:** The \$340,000 savings on the expenditure side combined with the additional anticipated revenues of \$184,500 means that the General Fund balance of revenues minus expenditures will be approximately \$524,500 better than anticipated. If the remaining \$94,624 in the General Contingency expenditure line is not needed for unexpected expenses, the balance of revenues minus expenditures will increase to approximately \$620,000.

The General Fund budget for the year anticipated a use of almost \$300,000 in fund balance (reserves). However, if the projections are maintained through the end of the year, the General Fund fund balance (reserves) will increase by approximately \$320,000.

#### **Airport Fund:**

**Revenues (page 5):** Total operating revenues were at 64.88%. This was primarily due 100 Low Lead fuel Sales being 56.27% and Hangar Rentals at 67.87%. Other operating revenues below the 75.00% mark were Tie Down Fees/Vehicle Parking (71.99%), Vending (54.44%), Aviation Lubricants (71.63%) and Building Rentals (37.49%). Anticipated year end revenues are expected to be \$110,000 below budget.

Other Revenues were also below budget at 22.43% due to the revenues from the sale of surplus materials (millings, lime rock and clean fill sand) not coming in as expected. We are anticipating to receive approximately \$60,000 for the sale of lime rock and millings (currently \$5,000 budgeted) and an unknown amount for the sale of sand (currently \$25,000 budgeted). Year end revenues for this section are expected to exceed budget by approximately \$42,000.

Grants were also well below budget at .64%, however since the revenues are based upon the expenditures for grant projects this line being below budget does not adversely affect the operations of the Airport.

The total revenues of the Airport Fund are expected to be approximately \$320,500 below budget at year end.

**Expenditures (page 6):** Personnel services exceeded the 75.00% mark due to part time personnel being utilized slightly more than what was anticipated during the budget process. Operating expenses were well below 75.00% due to the purchase of fuel for resale being below budget.

Total expenditures of the Airport Fund are anticipated to be \$350,500 below budget. This will result in revenues minus expenditures being \$30,000 better than expected, however the total revenue minus expenditures are still expected to be negative by approximately \$80,500.

#### **Water Fund:**

**Revenues (page 9):** Charges for service were at 72.09%, which is primarily due to water and sewer impact fees being well below budget as anticipated construction along the riverfront has not taken place yet. Water and Sewer Sales were both below budget as well at 73.41% and 74.46%, respectively.

Grants were well above budget at 1,066.39% due to the receipt of \$151,138 in additional revenue from SJRWMD in regards to the Reuse Grant that was not anticipated. This additional revenue will help to offset the deficit in revenues.

Other Revenues were under budget at 70.95% due to the Communication Tower Lease line. This is due to the payment structure of two of the companies that lease space on the tower. This revenue line should level out as the year progresses.

Total revenues of the Water Fund are expected to be approximately \$180,000 higher than anticipated, primarily due to the \$151,138 in additional unexpected revenue from SJRWMD in regards to the Reuse Grant.

**Expenditures (page 10):** Operating expenses for the sewer plant and water & sewer administration department were above budget at 75.63% and 78.50%, respectively. All other expenses were under the 75.00% mark.

Total expenditures of the Water Fund are expected to be \$120,000 below budget. This savings combined with the additional unexpected revenues of \$180,000 result in a positive net effect of \$300,000 for the Water Fund.

The initial budget anticipated using approximately \$100,000 of fund balance (reserves), however fund balance (reserves) are expected to now increase by \$200,000 at year end.

**Golf Course Fund:**

**Revenues (page 11):** Operating revenues for the golf course were ahead of budget at 85.34%. Other revenues were well below budget at .82% due to lease and utility reimbursement from Corky Bell's not occurring since the grant project has not taken place yet. Transfers In were slightly below budget at 74.51% due to a \$1,000 electricity reimbursement from the Water Fund for running the irrigation system to pump re-use water while the re-use line at St. Johns Ave and Highway 19 is disabled.

Total revenues of the Golf Course Fund (excluding the \$200,000 for the grant project) are expected to be \$18,000 more than the budgeted amount for the year.

**Expenditures (page 12):** Operating expenses for both the course maintenance and club house departments exceeded the 75.00% mark and were at 81.77% and 88.33%, respectively.

Total expenditures of the Golf Course Fund are expected to be \$50,000 higher than budget, which results in negative effect of \$32,000 in addition to the initial budgeted negative amount of \$79,000. This means that revenues minus expenditures for the year are expected to be a negative \$112,000, which does not include any debt service expenditures which are being paid for by the Better Place Fund.

**Sanitation Fund:**

**Revenues (page 13):** Charges for service were .67% above the 75.00% mark.

We anticipate that the revenues of the Sanitation Fund will exceed the budgeted amount by approximately \$65,000.

**Expenditures (page 14):** Total expenditures for the sanitation fund were below the 75.00% mark.

Total expenditures are expected to fall below budget by \$86,000.

Total revenues minus expenditures for the year are anticipated to be approximately \$300,000.

**TIF Fund:**

Revenues (page 7): Revenues were well above the 75.00% mark due to the City's and County's entire share of the annual property taxes being received. Due to the County increasing their millage rate this year, additional revenues for all three TIF funds of 3.77% more than what was anticipated during the budget process have been realized (\$4,700.02 for Downtown, \$1,460.58 for South Historic and \$752.15 for North Historic).

Expenditures (page 8): The total expenses for the Downtown, North and South Historic Districts were all under the 75.00% mark.

**CDBG Fund:**

Revenues (page 15): Other revenues were at 285.33% due to interest on the two CDBG bank accounts being ahead of budget.

Expenditures (page 16): Total expenditures were at 0.00% as there are no budgeted expenses for this fiscal year.

**Better Place Fund:**

Revenues (page 3): Local Option Taxes were slightly above budget at 78.95%.

Expenditures (page 4): Debt Service was over budget at 139.30% due to the majority of the total annual debt service payments being made along with the \$163,000 of sale proceeds from the Frank George property being paid to the bank as well. The budget will be adjusted for this section so that it will accurately reflect the total amount of expenditures for the year.

City of Palatka

GENERAL FUND REVENUES  
BUDGET SUMMARY  
75.00 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2011 REV YTD	2014 BUDGET	YTD REVENUE	UNCOLLECTED	PERCENT COLLECTED
	TOTAL PROPERTY TAXES	3,189,697	3,230,407.06	3,023,181	3,055,905.79	-32,724.79	101.08%
	TOTAL LOCAL OPTION TAXES	1,292,063	841,491.24	552,082	338,890.72	213,191.28	61.38%
	TOTAL UTILITY SERVICE TAXES	841,724	673,092.39	1,027,844	734,075.53	293,768.47	71.42%
	TOTAL COMMUNICATION SERV TAXES	108,716	109,199.37	102,000	92,637.91	9,362.09	90.82%
	TOTAL LICENSES/PERMITS	185,422	82,940.58	229,000	118,257.05	110,742.95	51.64%
	TOTAL FRANCHISE FEES	811,541	763,758.28	778,262	659,798.52	118,463.48	84.78%
	TOTAL STATE/FEDERAL GRANTS	386,652	262,335.54	224,280	109,329.54	114,950.46	48.75%
	TOTAL STATE SHARED REVENUES	826,388	595,510.98	820,409	601,988.53	218,420.47	73.38%
	TOTAL GRANTS FROM LOCAL UNITS	6,547	2,239.97	6,547	255.56	6,291.44	3.90%
	TOTAL SHARED REV LOCAL UNITS	28,500	2,028.62	7,600	6,408.62	1,191.38	84.32%
	TOTAL CHARGES FOR SERVICES	224,850	153,162.68	251,799	183,796.50	68,002.50	72.99%
	TOTAL FINES & FORFEITS	379,521	254,186.44	1,353,236	634,067.71	719,168.29	46.86%
	TOTAL MISCELLANEOUS REVENUES	235,088	140,367.22	259,497	246,245.85	8,281.15	94.89%
	TOTAL TRANSFERS IN	830,099	751,348.88	315,000	300,000.00	15,000.00	95.24%
	TOTAL REIMBURSEMENTS	379,787	281,347.68	381,080	275,313.89	105,766.11	72.25%
	TOTAL DEBT PROCEEDS	97,686	23,333.35	520,700	0.00	520,700.00	0.00%
	TOTAL OPERATING REVENUES	9,826,281	8,166,750.28	9,852,517	7,356,971.72	2,490,577.28	74.67%
	TOTAL CASH BALANCE FORWARD	1,117,429	0.00	997,883	0.00	997,883.00	0.00%
	TOTAL REVENUES	10,943,710	8,166,750.28	10,850,400	7,356,971.72	3,488,460.28	67.80%

City of Palatka

GENERAL FUND EXPENDITURES  
BUDGET SUMMARY  
75.00 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 EXP YTD	2014 BUDGET	YTD EXPENDITURES	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT EXPENDED
PERSONNEL & OPERATING EXPENSES								
	CITY COMMISSION	0	0.00	121,635	91,409.38	789.54	29,436.08	75.15%
	CITY MANAGER'S OFFICE	0	0.00	224,550	169,468.98	635.45	54,445.57	75.47%
	CITY CLERK'S OFFICE	0	0.00	148,537	114,678.46	1,511.00	32,347.54	77.21%
	FINANCE DEPARTMENT	0	0.00	289,883	224,569.01	1,124.54	64,189.45	77.47%
	FACILITIES MAINTENANCE	0	0.00	116,257	76,147.62	191.70	39,917.68	65.50%
	INFORMATION TECHNOLOGY	144,330	81,097.08	208,043	80,855.78	3,610.84	123,576.38	38.86%
	LEGAL COUNSEL	58,451	58,347.57	84,406	50,866.08	0.00	33,539.92	60.26%
	OTHER GOVT SERVICES	78,662	60,602.66	52,304	28,844.64	0.00	23,459.36	55.15%
	BUILDING & ZONING	364,137	244,397.62	405,269	269,918.93	24,954.98	110,395.09	66.60%
	POLICE DEPARTMENT	3,553,849	2,326,650.19	4,874,031	2,718,389.35	842,564.22	1,308,109.43	55.77%
	CODE ENFORCEMENT	33,178	33,761.07	61,193	33,091.54	2,520.00	25,581.46	54.08%
	FIRE DEPARTMENT	1,826,154	1,324,750.05	2,068,007	1,410,934.36	21,260.15	635,812.49	68.23%
	STREETS	505,389	339,411.75	512,662	395,492.89	7,938.19	109,230.92	77.14%
	CEMETERY	139,747	102,951.30	121,779	120,805.75	2,005.66	-1,032.43	99.20%
	CULTURAL SERVICES	12,088	6,699.16	23,952	13,019.92	6,911.80	4,020.28	54.36%
	BRONSON HOUSE	68,289	45,345.07	45,058	43,257.69	537.74	1,262.57	96.00%
	PARKS AND RECREATION	365,145	260,869.51	229,283	155,668.11	2,890.51	70,724.38	67.89%
	PRICE MARTIN CENTER	22,355	16,701.05	21,409	12,471.45	160.00	8,777.55	58.25%
	OPERATING EXPENSES SUBTOTAL	7,171,774	4,881,584.08	9,608,258	6,009,889.94	919,606.32	2,673,793.74	62.55%
	TRANSFERS	337,499	275,994.82	0	637,845.86	0.00	-637,845.86	0.00%
	TRANSFERS & OPERATING SUBTOTAL	7,509,273	5,157,578.90	9,608,258	6,647,735.80	919,606.32	2,035,947.88	69.19%
	CONTINGENCIES	164,268	0.00	270,345	0.00	0.00	270,345.00	0.00%
	RESERVES	1,378,142	0.00	971,797	0.00	0.00	971,797.00	0.00%
	TOTAL EXPENDITURES	9,051,683	5,157,578.90	10,850,400	6,647,735.80	919,606.32	3,278,089.88	61.27%

City of Palatka

AIRPORT REVENUES  
BUDGET SUMMARY  
75.00 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 REV YTD	2014 BUDGET	YTD REVENUES	UNCOLLECTED	PERCENT COLLECTED
	TOTAL GRANTS	1,503,422	479,320.19	480,000	3,073.00	476,927.00	0.64%
	TOTAL OPERATING REVENUES	889,905	697,747.89	923,003	598,882.06	324,120.94	64.88%
	TOTAL OTHER REVENUES	119,890	76,921.03	32,000	7,178.68	24,821.32	22.43%
	TOTAL TRANSFERS	0	0.00	0	0.00	0.00	0.00%
	TOTAL DEBT PROCEEDS	23,683	23,682.23	0	0.00	0.00	0.00%
	TOTAL CASH BALANCE FORWARD	-86,764	0.00	-209,374	0.00	-209,374.00	0.00%
	<b>TOTAL REVENUES</b>	<b>2,450,136</b>	<b>1,277,671.34</b>	<b>1,225,629</b>	<b>609,133.74</b>	<b>416,495.26</b>	<b>49.70%</b>

City of Palatka

AIRPORT EXPENDITURES  
BUDGET SUMMARY  
75.00 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 EXP YTD	2014 BUDGET	YTD EXPENDITURES	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT EXPENDED
	TOTAL PERSONNEL EXPENSES	133,346	109,364.18	147,261	119,092.32	0.00	28,168.68	89.87%
	TOTAL OPERATING EXPENSES	662,405	537,860.01	716,031	462,269.92	19,507.48	234,253.60	64.56%
	TOTAL CAPITAL EXPENSES	1,567,869	1,366,571.85	500,000	144,938.52	77,046.79	278,014.69	28.99%
	TOTAL DEBT SERVICE	227,214	146,749.15	182,486	89,258.26	0.00	93,227.74	48.91%
	TOTAL TRANSFERS, CONTINGENCIES & RESERVES	-140,698	0.00	-320,149	0.00	0.00	-320,149.00	0.00%
	TOTAL EXPENDITURES	2,450,136	2,160,545.19	1,225,629	815,559.02	96,554.27	313,515.71	66.54%

City of Palatka

□ ATER FUND REVENUES  
BUDGET SUMMARY  
75.00 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 REV YTD	2014 BUDGET	YTD REVENUES	UNCOLLECTED	PERCENT COLLECTED
	TOTAL GRANTS	0	12,103.02	14,173	151,138.88	136,965.88	1066.39%
	TOTAL CHARGES FOR SERVICES	4,026,971	3,017,589.83	4,491,725	3,237,917.77	1,253,807.23	72.09%
	TOTAL OTHER REVENUES	88,822	78,663.85	91,533	64,944.54	26,588.46	70.95%
	TOTAL TRANSFERS IN	0	0.00	0	0.00	0.00	0.00%
	TOTAL CASH BALANCE FORWARD	262,735	0.00	160,379	0.00	160,379.00	0.00%
	TOTAL REVENUES	4,378,528	3,108,356.70	4,757,810	3,454,001.19	1,303,808.81	72.60%

City of Palatka

WATER FUND EXPENDITURES  
BUDGET SUMMARY  
75.00 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 EXP YTD	2014 BUDGET	YTD EXPENDITURES	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT EXPENDED
	TOTAL PERSONNEL EXPENSES-WATER	467,436	364,205.66	477,088	348,820.75	0.00	128,267.25	73.11%
	TOTAL OPERATING EXPENSES-WATER	613,742	380,836.45	613,536	395,166.55	21,655.45	196,714.00	64.41%
	TOTAL CAPITAL EXPENSES-WATER	69,000	24,691.14	65,500	17,420.00	0.00	48,080.00	26.60%
	TOTAL PERSONNEL EXPENSES-SEWER	540,443	388,353.60	544,245	405,788.78	0.00	138,456.22	74.56%
	TOTAL OPERATING EXPENSES-SEWER	370,920	255,823.74	368,686	278,843.90	24,225.81	65,616.29	75.63%
	TOTAL CAPITAL EXPENSES-SEWER	0	46,551.39	195,690	101,488.00	55,078.00	39,124.00	51.86%
	TOTAL PERSONNEL EXPENSES-W&S	728,582	556,631.06	694,160	499,796.37	0.00	194,363.63	72.00%
	TOTAL OPERATING EXPENSES-W&S	114,492	88,075.33	103,955	64,796.49	12,307.76	26,890.75	62.33%
	TOTAL CAPITAL EXPENSES-W&S	85,500	53,507.07	117,050	81,371.33	44,937.61	-9,258.94	69.52%
	TOTAL PERSONNEL EXPENSES-ADMIN	131,150	99,700.32	142,227	106,039.56	0.00	36,187.44	74.56%
	TOTAL OPERATING EXPENSES-ADMIN	103,531	98,485.07	95,897	75,277.60	1,758.79	18,860.61	78.50%
	TOTAL CAPITAL EXPENSES-ADMIN	0	0.00	77,340	0.00	23,826.00	53,514.00	0.00%
	TOTAL DEBT SERVICE	812,871	331,511.23	814,346	329,748.73	0.00	484,597.27	40.49%
	TOTAL TRANSFERS OUT	265,000	195,000.02	261,000	195,000.03	0.00	65,999.97	74.71%
	TOTAL CONTINGENCIES & RESERVES	75,861	0.00	187,090	0.00	0.00	187,090.00	0.00%
	TOTAL EXPENDITURES	4,378,528	2,883,372.08	4,757,810	2,899,558.09	183,789.42	1,674,462.49	60.94%

City of Palatka

GOLF COURSE REVENUES  
BUDGET SUMMARY  
75.00 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 REV YTD	2014 BUDGET	YTD REVENUES	UNCOLLECTED	PERCENT COLLECTED
	TOTAL OPERATING REVENUES	661,225	559,912.67	713,324	608,743.06	104,580.94	85.34%
	TOTAL OTHER REVENUES	6,000	6,631.15	23,250	190.09	23,059.91	0.82%
	TOTAL TRANSFERS IN	146,399	128,919.70	153,355	114,266.25	39,088.75	74.51%
	TOTAL DEBT PROCEEDS	21,840	21,839.86	0	0.00	0.00	0.00%
	TOTAL CASH BALANCE FORWARD	-1,413,684	0.00	-1,564,588	0.00	-1,564,588.00	0.00%
	TOTAL REVENUES	-578,220	717,303.38	-674,659	723,199.40	-1,397,858.40	-107.19%

City of Palatka

GOLF COURSE EXPENDITURES  
BUDGET SUMMARY  
75.00 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 EXP YTD	2014 BUDGET	YTD EXPENDITURES	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT EXPENDED
	TOTAL PERSONNEL EXPENSES-MAINT	4,450	3,199.44	0	0.00	0.00	0.00	0.00%
	TOTAL OPERATING EXPENSES-MAINT	243,364	202,323.41	283,275	226,449.71	5,180.90	51,644.39	81.77%
	TOTAL CAPITAL EXPENSES-MAINTEN	18,150	15,687.32	0	2,230.84	0.00	-2,230.84	0.00%
	TOTAL PERSONNEL-CLUB HOUSE	25,800	16,160.91	0	0.00	0.00	0.00	0.00%
	TOTAL OPERATING-CLUB HOUSE	503,139	396,549.28	533,370	453,500.11	17,642.61	62,227.28	88.33%
	TOTAL CAPITAL-CLUB HOUSE	0	0.00	221,465	0.00	0.00	221,465.00	0.00%
	TOTAL DEBT SERVICE	163,241	128,455.33	152,355	74,683.25	0.00	77,671.75	49.02%
	TOTAL TRANSFERS, CONTINGENCIES & RESERVES	-1,536,364	0.00	-1,665,124	0.00	0.00	-1,665,124.00	0.00%
	<b>TOTAL EXPENDITURES</b>	<b>-578,220</b>	<b>762,375.69</b>	<b>-474,659</b>	<b>756,863.91</b>	<b>22,823.51</b>	<b>-1,254,346.42</b>	<b>-164.26%</b>

City of Palatka

**SANITATION FUND REVENUES  
BUDGET SUMMARY  
75.00 % Yr Complete**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 REV YTD	2014 BUDGET	YTD REVENUES	UNCOLLECTED	PERCENT COLLECTED
	TOTAL CHARGES FOR SERVICE	1,539,656	1,153,613.64	1,621,641	1,227,082.75	394,558.25	75.67%
	TOTAL OTHER REVENUES	0	214.31	450	24,562.41	-24,112.41	5458.31%
	TOTAL CASH BALANCE FORWARD	6,495	0.00	81,428	0.00	81,428.00	0.00%
	TOTAL REVENUES	1,546,151	1,153,827.95	1,703,519	1,251,645.16	451,873.84	73.47%

City of Palatka

**SANITATION FUND EXPENDITURES  
BUDGET SUMMARY  
75.00 % Yr Complete**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 EXP YTD	2014 BUDGET	YTD EXPENDITURES	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT EXPENDED
	TOTAL PERSONNEL SERVICES-MAINT	166,478	110,692.05	166,286	112,484.39	0.00	53,801.61	67.65%
	TOTAL OPERATING EXPENSES-MAINT	7,973	6,007.46	9,861	5,075.81	2,715.84	2,069.35	51.47%
	TOTAL CAPITAL EXPENSES-MAINT	0	0.00	10,000	2,785.01	5,500.00	1,714.99	27.85%
	TOTAL PERSONNEL-SANITATION	589,740	446,702.56	614,085	416,189.15	0.00	197,895.85	67.77%
	TOTAL OPERATING-SANITATION	570,200	417,727.33	574,492	391,358.57	54,359.53	128,773.90	68.12%
	TOTAL CAPITAL-SANITATION	0	0.00	261,091	261,090.63	0.00	0.37	100.00%
	TOTAL DEBT SERVICE	13,040	13,038.97	0	0.00	0.00	0.00	0.00%
	TOTAL TRANSFERS OUT	95,000	71,250.02	95,000	71,250.03	0.00	23,749.97	75.00%
	TOTAL CONTINGENCIES & RESERVES	103,712	0.00	229,804	0.00	0.00	229,804.00	0.00%
	<b>TOTAL EXPENDITURES</b>	<b>1,546,153</b>	<b>1,065,418.39</b>	<b>1,960,619</b>	<b>1,260,233.59</b>	<b>62,575.37</b>	<b>637,810.04</b>	<b>64.28%</b>

City of Palatka

TIF REVENUES  
BUDGET SUMMARY  
75.00 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 REV YTD	2014 BUDGET	YTD REVENUES	UNCOLLECTED	PERCENT COLLECTED
	TOTAL PROPERTY TAXES	379,410	330,385.28	379,307	306,219.49	-6,912.49	101.82%
	TOTAL OTHER REVENUES	19,964	10,768.25	20,000	0.00	20,000.00	0.00%
	TOTAL CASH BALANCE FORWARD	474,495	0.00	358,894	0.00	358,894.00	0.00%
	TOTAL REVENUES	873,869	341,153.53	758,201	306,219.49	371,981.51	50.94%

City of Palatka

TIF EXPENDITURES  
BUDGET SUMMARY  
75.00 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 EXP YTD	2014 BUDGET	YTD EXPENDITURES	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT EXPENDED
	TOTAL EXPENSES-DOWNTOWN	198,494	95,742.30	290,988	157,278.53	18,846.00	114,863.47	54.05%
	TOTAL EXPENSES-SOUTH HISTORIC	147,083	23,831.00	314,014	19,455.00	22,550.00	272,009.00	6.20%
	TOTAL EXPENSES-NORTH HISTORIC	68,866	20,030.00	109,927	8,597.66	5,100.00	96,229.34	7.82%
	TOTAL TRANSFERS OUT	330,098	251,347.64	166,400	0.00	0.00	166,400.00	0.00%
	TOTAL CONTINGENCIES & RESERVES	129,328	0.00	26,872	0.00	0.00	26,872.00	0.00%
	<b>TOTAL EXPENDITURES</b>	<b>873,869</b>	<b>390,950.94</b>	<b>908,201</b>	<b>185,331.19</b>	<b>46,496.00</b>	<b>676,373.81</b>	<b>20.41%</b>

City of Palatka

**CDBG REVENUES  
BUDGET SUMMARY  
75.00 % Yr Complete**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 REV YTD	2014 BUDGET	CURRENT YTD REVENUES	UNCOLLECTED	PERCENT COLLECTED
	TOTAL GRANTS	7,000	7,000.07	0	0.00	0.00	0.00%
	TOTAL OTHER REVENUES	2,134	2,124.12	6	17.12	-11.12	205.33%
	TOTAL CASH BALANCE FORWARD	45,314	0.00	30,107	0.00	30,107.00	0.00%
	TOTAL REVENUES	54,448	9,124.19	30,113	17.12	30,095.88	0.04%

City of Palatka

**CDBG EXPENDITURES  
BUDGET SUMMARY  
75.00 % Yr Complete**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 EXP YTD	2014 BUDGET	YTD EXPENDITURES	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT EXPENDED
	TOTAL OPERATING EXPENSES	16,334	16,333.39	0	0.00	0.00	0.00	0.00%
	TOTAL CAPITAL EXPENSES	0	0.00	0	0.00	0.00	0.00	0.00%
	TOTAL TRANSFERS OUT	0	0.00	0	0.00	0.00	0.00	0.00%
	TOTAL CONTINGENCIES & RESERVES	38,114	0.00	38,113	0.00	0.00	38,113.00	0.00%
	TOTAL EXPENDITURES	54,448	16,333.39	38,113	0.00	0.00	38,113.00	0.00%

City of Palatka

BETTER PLACE REVENUES  
BUDGET SUMMARY  
75.00 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 REV YTD	2014 BUDGET	YTD REVENUES	UNCOLLECTED	PERCENT COLLECTED
	TOTAL LOCAL OPTION TAXES	0	0.00	695,762	549,271.85	146,490.15	78.95%
	TOTAL STATE/FEDERAL GRANTS	0	0.00	2,740,040	33,250.00	2,706,790.00	1.21%
	TOTAL TRANSFERS IN	0	0.00	150,000	637,845.86	487,845.86	425.23%
	TOTAL DEBT PROCEEDS	0	0.00	0	0.00	0.00	0.00%
	TOTAL OPERATING REVENUES	0	0.00	3,585,802	1,220,367.71	2,365,434.29	34.03%
	TOTAL CASH BALANCE FORWARD	0	0.00	634,343	0.00	634,343.00	0.00%
	TOTAL REVENUES	0	0.00	4,220,145	1,220,367.71	2,999,777.29	28.92%

City of Palatka

BETTER PLACE EXPENDITURES  
BUDGET SUMMARY  
75.00 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 EXP YTD	2014 BUDGET	YTD EXPENDITURES	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT EXPENDED
	TOTAL OPERATING EXPENSES	0	0.00	58,004	43,501.00	0.00	14,501.00	75.00%
	TOTAL CAPITAL OUTLAY	0	0.00	838,102	99,846.16	75,247.52	663,208.12	11.91%
	TOTAL DEBT SERVICE	0	0.00	166,854	511,018.59	0.00	-144,164.59	139.30%
	TOTAL GRANT MATCHES	0	0.00	2,765,167	176,841.44	104,556.94	2,481,768.62	6.40%
	TOTAL TRANSFERS	0	0.00	152,155	114,266.25	0.00	38,088.75	75.00%
	TOTAL OPERATING EXPENDITURES	0	0.00	4,180,682	945,475.64	179,804.46	3,055,401.90	22.62%
	TOTAL RESERVES	0	0.00	39,463	0.00	0.00	39,463.00	0.00%
	TOTAL EXPENDITURES	0	0.00	4,220,145	945,475.64	179,804.46	3,094,864.90	22.40%

*Agenda  
Item*

5



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**2014 TRIM CALENDAR/RESOLUTION No. 2014-10-99 to set the Tentative Millage Rate for the 2014/15 Budget Year – 9.1749 mills proposed - Adopt**

**SUMMARY:**

The FY 2014/15 Budget Year TRIM calendar dictates that each taxing authority shall have a proposed millage rate set and reported by August 4, 2014. The proposed millage rate is reported to the State Department of Revenue on the attached DR-420 as part of the TRIM process. Please note that, once the proposed millage rate is set by the Commission, the final adopted millage rate can be lower, but it cannot be higher than the proposed millage rate. The final rate will be set in September, upon adoption of the City’s budget. Proposed Budget Hearing dates are September 11 (1st hearing) and September 25 (2nd/final hearing/adoption)

Staff has submitted a preliminary budget based upon a millage rate of 9.1749 mills, which represents no increase or decrease over the FY 2013/14 rate. The rollback rate for the 2013-14 Fiscal Year is 9.0715 mills.

**RECOMMENDED ACTION:**

**Adopt the proposed resolution to set the proposed millage rate for the FY 2014/15 Budget per TRIM Calendar requirements. Staff has proposed a tentative millage rate of 9.1749 mills, which represents no increase or decrease over last year’s rate.**

**ATTACHMENTS:**

Description	Type
□ Resolution setting tentative millage rate	Resolution
□ DR-420	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	7/15/2014 - 12:29 PM
City Clerk	Driggers, Betsy	Approved	7/15/2014 - 12:29 PM
City Manager	Czymbor, Michael	Approved	7/15/2014 - 1:46 PM
Finance	Reynolds, Matt	Approved	7/15/2014 - 2:41 PM
City Clerk	Driggers, Betsy	Approved	7/15/2014 - 3:40 PM

**RESOLUTION No. 2014-10-**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, ADOPTING THE TENTATIVE MILLAGE RATE OF 9.1749 MILLS FOR THE LEVYING OF AD VALOREM TAXES FOR THE FISCAL YEAR 2014/2015 AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Property Appraiser of Putnam County, Florida has certified the gross taxable value for operating purposes not exempt from taxation within the corporate limits of the City of Palatka as \$370,908,427 through DR 420, attached hereto as Exhibit "A"; and

**WHEREAS**, the City Commission of the City of Palatka, Florida, has tentatively set forth the appropriations and revenue estimates for the Budget for the Fiscal Year 2014-2015 in the amount of \$10,646,652; and

**WHEREAS**, the rollback millage rate is 9.0715 mills; and

**WHEREAS**, a tentative millage rate in the amount of 9.1749 mills is the same as the prior year operating millage rate; and

**WHEREAS**, the City Commission of the City of Palatka has determined that a tentative millage rate in the amount of 9.1749 mills is necessary to support said appropriations; and

**WHEREAS**, the City Commission of the City of Palatka has determined therefore that it is in the best interest of the public welfare to adopt a tentative millage rate in the amount of 9.1749 mills.

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

1. The Fiscal Year 2014-15 tentative operating millage rate is 9.1749 mills which is **1.13%** more than the rolled back rate of 9.0715.
2. The voted debt service millage is 0 mills.
3. This Resolution shall take effect immediately upon its adoption.

**PASSED AND RESOLVED** by the City Commission of the City of Palatka, Florida this 24<sup>th</sup> day of July, 2014.

**CITY OF PALATKA**

\_\_\_\_\_  
By: Its MAYOR

**ATTEST:**

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**CITY CLERK**

**APPROVED AS TO FORM  
AND CORRECTNESS:**

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**CITY ATTORNEY**



Reset Form

Item Number: 10  
Print Form  
Attachment Number: 2

# CERTIFICATION OF TAXABLE VALUE

DR-420  
R. 5/12  
Rule 12D-16.002  
Florida Administrative Code  
Effective 11/12

Year : 2014	County : PUTNAM
Principal Authority : CITY OF PALATKA	Taxing Authority : CITY OF PALATKA

**SECTION I : COMPLETED BY PROPERTY APPRAISER**

1.	Current year taxable value of real property for operating purposes	\$	319,044,320	(1)
2.	Current year taxable value of personal property for operating purposes	\$	51,624,158	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	993,664	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	371,662,142	(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	753,715	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	370,908,427	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	367,747,953	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Number 3 (8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, <i>Certification of Voted Debt Millage</i> forms attached. If none, enter 0	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Number 0 (9)

<b>Property Appraiser Certification</b>	I certify the taxable values above are correct to the best of my knowledge.		
<b>SIGN HERE</b>	Signature of Property Appraiser :	Date :	
	Electronically Certified by Property Appraiser	7/1/2014 2:34 PM	

**SECTION II : COMPLETED BY TAXING AUTHORITY**

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.				
10.	Prior year operating millage levy <i>(If prior year millage was adjusted then use adjusted millage from Form DR-422)</i>		9.1749 per \$1,000	(10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$	3,374,051	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value <i>(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)</i>	\$	196,047	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	3,178,004	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$	20,578,879	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	350,329,548	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>		9.0715 per \$1000	(16)
17.	Current year proposed operating millage rate		9.1749 per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate <i>(Line 17 multiplied by Line 4, divided by 1,000)</i>	\$	3,409,963	(18)

19.	TYPE of principal authority (check one)	<input type="checkbox"/> County	<input type="checkbox"/> Independent Special District	(19)
		<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Water Management District	
20.	Applicable taxing authority (check one)	<input checked="" type="checkbox"/> Principal Authority	<input type="checkbox"/> Dependent Special District	(20)
		<input type="checkbox"/> MSTU	<input type="checkbox"/> Water Management District Basin	
21.	Is millage levied in more than one county? (check one)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	(21)

**DEPENDENT SPECIAL DISTRICTS AND MSTUs**



**STOP HERE - SIGN AND SUBMIT**

22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. <i>(The sum of Line 13 from all DR-420 forms)</i>	\$	3,178,004	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>		9.0715 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>	\$	3,371,533	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. <i>(The sum of Line 18 from all DR-420 forms)</i>	\$	3,409,963	(25)
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>		9.1749 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate <i>(Line 26 divided by Line 23, minus 1, multiplied by 100)</i>		1.14 %	(27)

**First public budget hearing**

Date :  
9/11/2014

Time :  
6:00 PM

Place :  
201 North 2nd Street, Palatka, Florida 32177

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<b>Taxing Authority Certification</b>	I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.		
Signature of Chief Administrative Officer :			Date :
Title :	Contact Name and Contact Title :		
MICHAEL CZYMBOR, CITY MANAGER	MICHAEL CZYMBOR, CITY MANAGER		
Mailing Address :	Physical Address :		
201 N 2ND ST	201 N 2ND ST		
City, State, Zip :	Phone Number :	Fax Number :	
PALATKA, FL 32177	3863290104	3863290106	

## CERTIFICATION OF TAXABLE VALUE INSTRUCTIONS

"Principal Authority" is a county, municipality, or independent special district (including water management districts).

"Taxing Authority" is the entity levying the millage. This includes the principal authority, any special district dependent to the principal authority, any county municipal service taxing unit (MSTU), and water management district basins.

Each taxing authority must submit to their property appraiser a DR-420 and the following forms, as applicable:

- DR-420TIF, Tax Increment Adjustment Worksheet
- DR-420DEBT, Certification of Voted Debt Millage
- DR-420MM-P, Maximum Millage Levy Calculation - Preliminary Disclosure

### Section I: Property Appraiser

Use this DR-420 form for all taxing authorities except school districts. Complete Section I, Lines 1 through 9, for each county, municipality, independent special district, dependent special district, MSTU, and multicounty taxing authority. Enter only taxable values that apply to the taxing authority indicated. Use a separate form for the principal authority and each dependent district, MSTU and water management district basin.

#### Line 8

Complete a DR-420TIF for each taxing authority making payments to a redevelopment trust fund under Section 163.387 (2)(a), Florida Statutes or by an ordinance, resolution or agreement to fund a project or to finance essential infrastructure.

Check "Yes" if the taxing authority makes payments to a redevelopment trust fund. Enter the number of DR-420TIF forms attached for the taxing authority on Line 8. Enter 0 if none.

#### Line 9

Complete a DR-420DEBT for each taxing authority levying either a voted debt service millage (s. 12, Article VII, State Constitution) or a levy voted for two years or less (s. 9(b), Article VII, State Constitution).

Check "Yes" if the taxing authority levies either a voted debt service millage or a levy voted for 2 years or less (s. 9(b), Article VII, State Constitution). These levies do not include levies approved by a voter referendum not required by the State Constitution. Complete and attach DR-420DEBT. Do not complete a separate DR-420 for these levies.

Send a copy to each taxing authority and keep a copy. When the taxing authority returns the DR-420 and the accompanying forms, immediately send the original to:

Florida Department of Revenue  
Property Tax Oversight - TRIM Section  
P. O. Box 3000  
Tallahassee, Florida 32315-3000

### Section II: Taxing Authority

Complete Section II. Keep one copy, return the original and one copy to your property appraiser with the applicable DR-420TIF, DR-420DEBT, and DR-420MM-P within 35 days of certification. Send one copy to the tax collector. "Dependent special district" (ss. 200.001(8)(d) and 189.403(2), F.S.) means a special district that meets at least one of the following criteria:

- The membership of its governing body is identical to that of the governing body of a single county or a single municipality.
- All members of its governing body are appointed by the governing body of a single county or a single municipality.
- During their unexpired terms, members of the special district's governing body are subject to removal at will by the governing body of a single county or a single municipality.
- The district has a budget that requires approval through an affirmative vote or can be vetoed by the governing body of a single county or a single municipality.

"Independent special district" (ss. 200.001(8)(e) and 189.403 (3), F.S.) means a special district that is not a dependent special district as defined above. A district that includes more than one county is an independent special district unless the district lies wholly within the boundaries of a single municipality.

"Non-voted millage" is any millage not defined as a "voted millage" in s. 200.001(8)(f), F.S.

#### Lines 12 and 14

Adjust the calculation of the rolled-back rate for tax increment values and payment amounts. See the instructions for DR-420TIF. On Lines 12 and 14, carry forward values from the DR-420TIF forms.

#### Line 24

Include only those levies derived from millage rates.

*Agenda*  
*Item*

6



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**RESOLUTION** amending Exhibit 2, Covenants and Restrictions, to the recorded warranty deed conveying city-owned property at 100 Memorial Drive to SHP Hospitality, LLC and authorizing re-recording of the Warranty Deed - Adopt

**SUMMARY:**

The City recently received a request from SHP Hospitality, LLC to modify the warranty deed covenants and restrictions in order to meet the requirements of a commercial loan backed by the Small Business Administration for the construction of a Hampton Inn on the property. These modifications are required in order to complete the financing. The City Attorney will explain the request in more detail, and will clarify the proposed amendments during the July 24th meeting. A letter from Jeff Sweet, attorney for SHP Hospitality/Sanjay Patel, explaining the need for the amended warranty deed, is also attached to this request.

This action will amend the previously filed warranty deed, specifically the covenants and restrictions contained therein, for the sale and transfer of 100 Memorial Drive to SHP Hospitality, LLC for the purpose of constructing a Hampton Inn. The modifications are necessary in order to accommodate the Small Business Administration's requirements to secure financing for the construction of the new hotel.

**RECOMMENDED ACTION:**

**Adopt the resolution amending Exhibit 2, Covenants and Restrictions, to the recorded Warranty Deed conveying city owned property at 100 Memorial Drive to SHP Hospitality, LLC and authorizing the re-recording of the Warranty Deed**

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Resolution amending SHP Warranty Deed C&R	Resolution
<input type="checkbox"/> Recorded Warranty Deed - Palatka to SHP 3/31/2014	Attachment

**REVIEWERS:**

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	7/17/2014 - 5:43 PM
City Clerk	Driggers, Betsy	Approved	7/17/2014 - 5:43 PM

**RESOLUTION No. 2014 – 10 - 100**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AMENDING AND MODIFYING THE COVENANTS AND RESTRICTIONS CONTAINED IN THAT CERTAIN WARRANTY DEED GRANTING AND CONVEYING THE PROPERTY DESCRIBED AS “AREA 3” IN CITY OF PALATKA RFP 13-002, MORE COMMONLY KNOWN AS THE FORMER FRANK GEORGE APARTMENTS SITE, 100 MEMORIAL DRIVE, TO SHP HOSPITALITY, LLC, AS RECORDED IN OR BOOK 1374, PAGES 1977 THROUGH 1983, PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA, AND AUTHORIZING THE CITY MANAGER AND MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY TO ACCOMPLISH THE CONVEYANCE AND RE-RECORDING OF THE MODIFIED WARRANTY DEED.**

**WHEREAS**, on March 1, 2013 the City of Palatka issued a Request for Development Proposals for two blocks in Downtown Palatka commonly known as the Downtown Redevelopment Site(s); and

**WHEREAS**, SHP HOSPITALITY, LLC (SHP) submitted a timely response and proposal to redevelop “Area 3” as described within the Open Invitation for Submission of Development Proposals (RFP) 13-002, and more commonly known as the FRANK GEORGE SITE, hereafter “the property” and

**WHEREAS**, on May 13, 2013 the Palatka City Commission adopted Resolution 2013-9-111 approving a non-binding letter of intent from SHP pertaining to the purchase of the property; and authorized the City Manager to negotiate a purchase agreement on behalf of the City; and

**WHEREAS**, on August 29, 2013 the Palatka City Commission adopted Resolution 2013-9-153 which accepted and approved a Contract for Purchase and Sale of the property between the City and SHP Hospitality, LLC; and

**WHEREAS**, after having taken significant actions to effectuate the closing and sale of the property, including developing Deed Covenants and Restrictions designed to implement provisions contained within the Contract for Purchase and Sale, which includes provisions confirming the City’s ability to re-purchase the property in the event the intended project does not commence in accord with stated contractual provisions, the sale was closed on March 21, 2014, and a legally executed Warranty Deed conveying the property to SHP Hospitality was recorded on March 31, 2014 in OR Book 1374, Pages 1977 through 1983, Public Records of Putnam County, Florida; and

**WHEREAS**, SHP Hospitality has requested, through its attorney, that a modification to the Deed Covenants and Restrictions (Exhibit 2) contained in the Warranty Deed herein described be made in order to meet certain requirements of the Small Business Administration in order to secure SBA and commercial loan financing for the construction of the Hampton Inn Hotel on the subject property, said modified Deed Covenants and Restrictions being contained in Exhibit A, which is attached hereto and made a part of this Resolution herein by reference; and

**WHEREAS**, the Palatka City Commission finds it reasonable to grant SHP Hospitality, LLC's request for modifications to the Warranty Deed Covenants and Restrictions.

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

1. That the amended Exhibit 2, Covenants and Restrictions, attached hereto as Exhibit "A" and which are proposed for inclusion within a modified Warranty Deed of Conveyance of the property to SHP Hospitality, LLC is hereby approved and adopted; and
2. That the Mayor and City Manager are hereby authorized to execute the amended Warranty Deed and any other documents necessary to accomplish the modification and re-recording of the Warranty Deed conveying the property to SHP Hospitality, LLC.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 24<sup>th</sup> day of July, 2014.

**CITY OF PALATKA**

\_\_\_\_\_  
**By: It's MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM  
AND CORRECTNESS:**

\_\_\_\_\_  
**CITY ATTORNEY**

***Jeffrey C. Sweet, Esquire***  
***Korey, Sweet, McKinnon & Simpson***  
***Attorneys and Counselors at Law***

*Robert Kit Korey, P.A.*  
*Jeffrey C. Sweet*  
*Noah C. McKinnon, Jr., P.A.*  
*Scott E. Simpson, P.A.*  
*Abraham C. McKinnon, P.A.*  
*R. Kevin Korey*  
*Adam K. Dunn, P.A.*

*Suite A, Granada Oaks Professional Building*  
*595 West Granada Boulevard*  
*Ormond Beach, FL 32174*  
*Telephone (386) 677-3431*  
*Telefax (386) 677-8436*  
*Email: penny.every@jsweetlaw.com*

July 22, 2014

DELIVERED VIA EMAIL AND US MAIL  
[holmes@holmesandyoung.com](mailto:holmes@holmesandyoung.com)

Donald Holmes, Esquire  
222 N. 3<sup>rd</sup> St.  
Palatka, FL 32177

Re: SHP Hospitality - City of Palatka

Dear Don:

Please reference my July 18, 2014 correspondence in the captioned matter (copy attached). You asked for a more detailed explanation of our request regarding paragraph 4 on the first page. The Lenders are requiring that paragraph 5 and paragraph 8 be deleted from the Covenants and Restrictions. Those paragraphs provide the City of Palatka with the right to repurchase the property if the Hotel was not constructed. They also prohibited the Owner from placing a mortgage on the property greater than the purchase price.

I understand the City's initial motivation. You wanted to insure that the Owner actually built a hotel and was not acquiring the property for resale or investment purposes. Further, if you exercised your right to repurchase the property, you would not want a mortgage lien in excess of the purchase price. After the SBA issues their debenture, the combined mortgage amounts will be \$3,152,000.00. That clearly violates the covenant not to place a mortgage on the property in excess of the purchase price. For that reason, paragraph 8 must be deleted. Similarly, paragraph 5 gives the City the right to repurchase the property for the original purchase price. With a mortgage balance of \$3,152,000.00, the mortgage Lenders refused to accept any risk associated with the City's right to repurchase.

Please note that the Lenders agreed to secure the loan with only the hotel parcel (parcel 1) and the City retains the right to reacquire parcel 2 if the present Owner fails to develop that parcel as agreed.

Page Two  
July 22, 2014  
Donald Homes, Esquire

Please advise if you require anything further.

With kind, personal regards, I remain,

Very truly yours,

A handwritten signature in black ink, appearing to read "Jeffrey C. Sweet", written in a cursive style.

Jeffrey C. Sweet

JCS/pke

*Jeffrey C. Sweet, Esquire*  
*Korey, Sweet, McKinnon & Simpson*  
*Attorneys and Counselors at Law*

*Robert Kit Korey, P.A.*  
*Jeffrey C. Sweet*  
*Noah C. McKinnon, Jr., P.A.*  
*Scott E. Simpson, P.A.*  
*Abraham C. McKinnon, P.A.*  
*R. Kevin Korey*  
*Adam K. Dunn, P.A.*

*Suite A, Granada Oaks Professional Building*  
*595 West Granada Boulevard*  
*Ormond Beach, FL 32174*  
*Telephone (386) 677-3431*  
*Telefax (386) 677-8436*  
*Email: penny.every@jsweetlaw.com*

July 18, 2014

DELIVERED VIA EMAIL ONLY  
[holmes@holmesandyoung.com](mailto:holmes@holmesandyoung.com)

Donald Holmes, Esquire  
222 N. 3<sup>rd</sup> St.  
Palatka, FL 32177

Re: SHP Hospitality - City of Palatka

Dear Don:

This letter will confirm our conversation yesterday and respond to your memorandum received this morning. I am attaching a revised Warranty Deed and Surveyor's Affidavit. We are requesting City Commission approval regarding the execution of the Warranty Deed at their meeting scheduled for July 24<sup>th</sup>. The following is presented:

1. The legal description used in the original Deed has been revised by our surveyor for various technical reasons. The Surveyor's Affidavit confirms that the legal description used in the first Deed and the updated description are one and the same parcel. Accordingly, paragraph 1 of the attached Warranty Deed revises the legal description to include the new description prepared by our surveyor. The parcel has not changed.
2. Paragraphs 2 and 3 add legal descriptions that were inadvertently deleted from the original Deed.
3. Paragraph 4 adds the site plan which was also inadvertently deleted from the original Deed. We do not have the copy yet but will receive same from our Project Engineer next week.
4. Paragraph 5 deletes paragraph 5 and paragraph 8 from the Covenants and Restrictions as they relate to the construction of the hotel. The City reserved certain rights in the hotel parcel and the lenders require a release of those restrictions anticipating that the property owner will immediately commence construction. We have discussed a protocol for you actually delivering the signed Deed which I will discuss below.

Page Two  
July 18, 2014  
Donald Homes, Esquire

5. The last paragraph of the Deed releases any of your rights pursuant to Florida Statute Section 270.11.

Regarding our proposed closing procedure, we discussed the following:

1. Assuming the City Commission grants our request, the approval would be conditional. The signed Warranty Deed would not be delivered until the property owner performed as provided herein.

2. The property owner must actually close the loans and signed loan packages would be provided to you for review.

3. The property owner would pay all costs associated with the loan closings as reflected by a signed closing statement.

4. The property owner and City will have agreed upon the cost of the building permit and that amount will appear as a cost paid at closing.

5. We hope to sign documents on Thursday, with a Friday closing date. Depending upon the SBA, it is possible that loan documents would be signed on Friday or Monday. Notwithstanding, you would not be required to furnish the signed Warranty Deed until the foregoing was accomplished and all documents were actually recorded. When the loan documents are recorded, a Notice of Commencement will likewise be recorded.

6. After you receive copies of the recorded documents, you will furnish the signed Warranty Deed for our use.

Thanks for your help.

With kind regards, I remain,

Very truly yours,

JCS/pke  
Attachments

Jeffrey C. Sweet

This instrument prepared by and return to:  
Holmes & Young, P.A.  
222 N. 3rd St.; Palatka, FL 32177  
NO OPINION OF TITLE GIVEN  
Parcel #

Inst. 201454792861 Date 3/31/2014 Time 1 35 PM  
Doc Stamp-Deed: 1141 00  
DC Tim Smith, Putnam County Page 1 of 7 B 1374 P 1977

WARRANTY DEED

THIS INDENTURE made this 21 day of March, A.O., 2014, by "City of Palatka, a municipal subdivision of the State of Florida" whose address is 201 North 2nd Street, Palatka, Florida, 32177, hereinafter called the grantor, to

"SHP HOSPITALITY, LLC, A Florida Limited Liability Company" whose address is 250 Outlet Mall Boulevard, St. Augustine, Florida, 32084.

[Wherever used herein, the terms "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations.]

WITNESSETH: that the grantors, for and in consideration of the sum of ten dollars and other valuable considerations, receipt whereof is hereby acknowledged, hereby grant, bargain, sell, alien, remise, release, convey and confirm unto the grantees all that certain land situated in the County of Putnam and the State of Florida, more particularly described as follows:

"See Exhibit 1, attached hereto and incorporated by reference herein."

"Subject to the terms and conditions set forth in those "Covenants and Restrictions" contained within "Exhibit 2", attached hereto and incorporated by reference herein."

TOGETHER WITH all the tenements, hereditaments and appurtenances, with every privilege, right, title, interest and estate, reversion, remainder and easement thereto belonging or in anyway appertaining.

TO HAVE AND TO HOLD the same in fee simple forever. AND the grantors hereby covenant with said grantee that the grantors are lawfully seized of said land in fee simple; that the grantors have good right and lawful authority to sell and convey said land, and hereby warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances.

HVM

IN WITNESS WHEREOF, the said grantors have signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in the presence of:

Leabeth A. Weber  
Witness'  
signature

City of Palatka

Leabeth A. Weber  
Witness' printed name

Vernon Myers  
By: Vernon Myers  
Its Mayor

Kathryn A. Tillman  
Witness' signature

Kathryn A. Tillman  
Witness' printed name

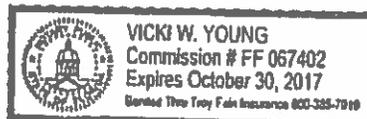
Attest:  
Betsy Jordan Driggers  
Betsy Jordan Driggers  
City Clerk

STATE OF FLORIDA  
COUNTY OF PUTNAM

I HEREBY CERTIFY that on this day before me, and officer duly authorized to administer oaths and take acknowledgments, Vernon Myers, who is personally known to me and who executed the foregoing instrument and acknowledged before me that said instrument was executed freely and voluntarily for the purposes therein expressed.

WITNESS my hand an official seal at City, County and State aforementioned, this 21 day of March 2014

Vicki Young  
Notary Public  
My commission expires:



## EXHIBIT "1"

A part of Block 1 of the City of Palatka, according to copy of Dick's Map of the City of Palatka, on file in the office of the Clerk of the Circuit Court of Putnam County, Florida, and being more particularly described as follows:

Beginning at the Northwest corner of Block 1 of the City of Palatka, thence run S 13 degrees 38'25" W, along the East boundary of Second Street, said line also being the West boundary of said Block, a distance of 288.18 feet to the most Northerly corner of the Presbyterian Church property as described in Deed Book 159, page 271, said point also being the Southwesterly corner of lands described in Deed Book 158, page 419; thence run S 54 degrees 45'30" E, along the Northerly line of said lands described in Deed Book 159, page 271 and along the Southerly line of said lands described in Deed Book 158, page 419, a distance of 127.03 feet to the Northwesterly right-of-way of First Street and the most Southerly corner of said lands described in Deed Book 158, page 419; thence run N 49 degrees 54'15" E, along said Northwesterly right-of-way of First Street, a distance of 307.22 feet to the intersection of said Northwesterly right-of-way with the West right-of-way of said First Street; thence run N 14 degrees 23'20" E, along said West right-of-way, a distance of 85.10 feet to the Northeast corner of said Block 1; thence run N 75 degrees 57'10" W, along the North boundary of said Block, said line also being the South right-of-way of St. Johns Avenue, a distance of 300.95 feet to the Point of Beginning and to close.

All references are according to the public records of Putnam County, Florida.

LESS AND EXCEPT the Southerly 20 feet of said above parcel, being more particularly described as follows:

Being a portion of Block 1, of the Town of Palatka, according to the copy of Dick's Map of the Town of Palatka, per Plat Book 2, page 46, per public records of Putnam County, Florida, and being more particularly described as follows:

Beginning at a nail & washer LS 5284 on a concrete slab marking the Northeasterly corner of the Presbyterian Church as described in Deed Book 159, page 271, also being the Southeasterly corner of Official Records Book 1190, pages 1865 through 1867, public records of Putnam County, Florida, and the existing Northwesterly right-of-way line of Memorial Parkway (also known as First Street) and (formerly known as Water Street per plat) (existing right-of-way is monumented at 56 feet and plat is 55 feet); run thence departing said Northwesterly right-of-way line, North 54 degrees 41 minutes 48 seconds West, along the North line of said Deed Book 159, page 271 and the said South line of said Official Records Book 1190, pages 1865 through 1867, for a distance of 127.03 feet to a point on the new 60 foot Easterly right-of-way line of Second Street (a right-of-way that varied) and (formerly known as Front Street) (a 60 foot right-of-way per plat) per City of Palatka; thence departing said North line, North 13 degrees 31 minutes 12 seconds East, along said Easterly right-of-way line for a distance of 21.54 feet; thence departing said Easterly right-of-way line, South 54 degrees 41 minutes 48 seconds East, along a line being 20 feet North and parallel to the Northerly line of aforesaid Deed Book 159, page 271, and the South line of said Official Records Book 1190, pages 1865 through 1867 for a distance of 138.83 feet to a point on the Northwesterly right-of-way line of aforesaid Memorial Parkway; thence South 49 degrees 54 minutes 15 seconds West, along said Northwesterly right-of-way line for a distance of 20.67 feet to the Point of Beginning.

The above described parcel contains 0.061 acres, more or less.

## EXHIBIT 2

## COVENANTS AND RESTRICTIONS

1. The use of that portion of the property and the development of that portion of the property designated within Exhibit A as "Phase I" ("Initial Development") shall be in accord with and consistent with the Site Plan set forth within Exhibit "C", both exhibits being attached hereto and incorporated by reference herein ("contemplated improvements").
2. The use of and development of "Phase II" ("Subsequent Development") shall be in accord with drawings, diagrams, and zoning and land use to be provided to the Grantor by the Grantee not less than six (6) months before the development of these portions of the property is to begin ("Contemplated Improvements"). Grantor shall review architectural elevations submitted by Grantee and may require modifications to such elevations to ensure general architectural compatibility with the City of Palatka, "downtown area". Grantor shall have the absolute right, in its sole and unbridled discretion, to disapprove the use and specific development proposed by Grantee and depicted within the drawings, diagrams, and descriptions provided with respect to the Subsequent Development. In the event Grantor disapproves the proposed Subsequent Development, Grantor and Grantee shall confer in an attempt to address Grantor's concerns or objections. Ultimately, Grantee shall not proceed with the Subsequent Development without Grantor's approval of same.
3. These covenants and restrictions may be enforced at the option of and by the Grantor and shall be effective and valid for a period of not less than four years (4) years from the date of closing. Subject to said limitation, these Covenants and Restrictions shall run with the land and shall be binding upon Grantee and its assigns.
4. Grantor shall not be required to consent to any modification of the approved permissible structures and uses at any time but instead Grantor retains the right in its sole and absolute discretion to consider any request to modify the uses and structures permissible at the property. For purposes of this paragraph, "permissible structures and uses" shall refer to those structures and those uses allowed by applicable codes and ordinances of the City of Palatka.

HUM

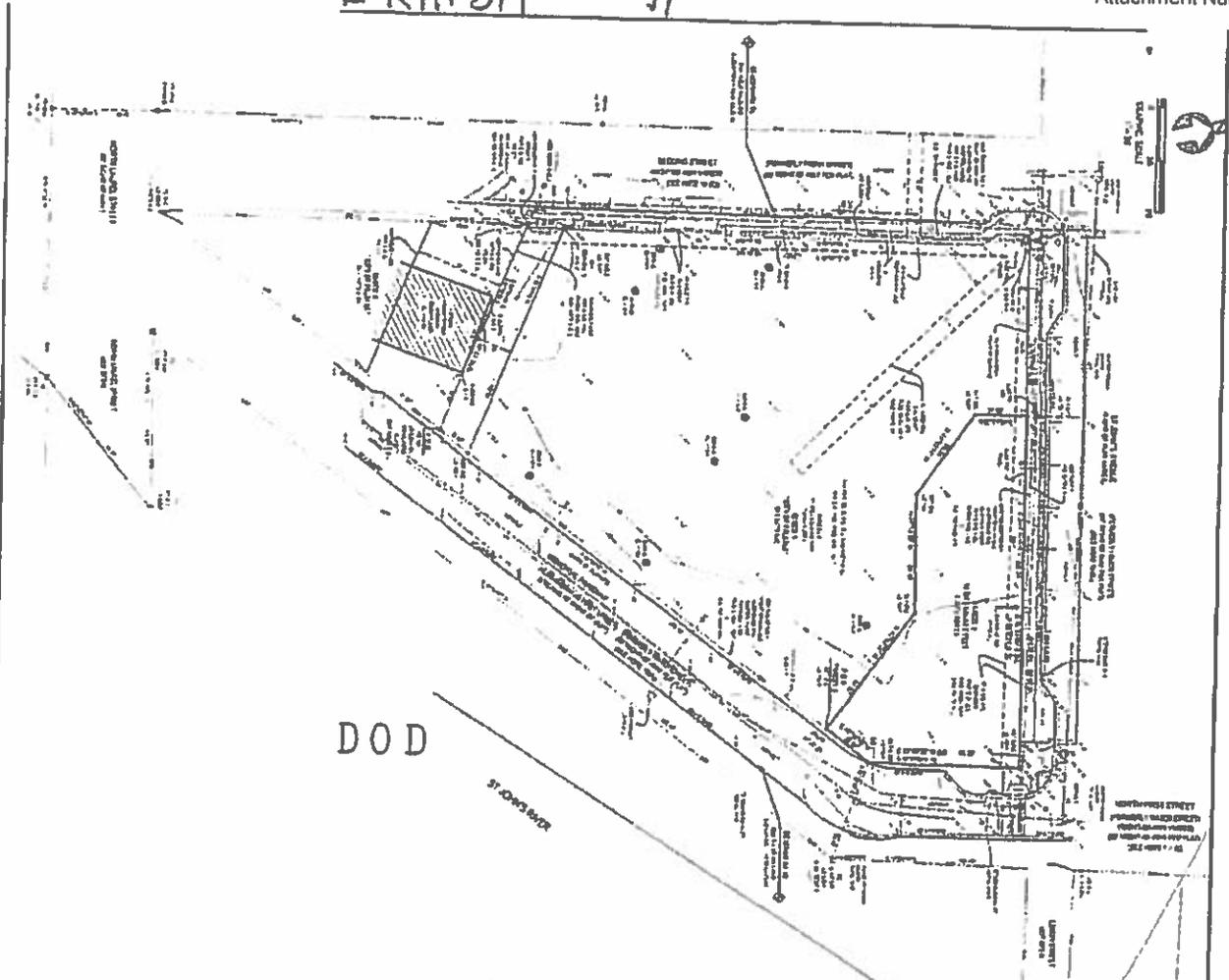
5. In the event Grantee has not, on or before two (2) years from the date of this deed, completed all contemplated improvements on that portion of the property designated as "Parcel 1" within the attached Exhibit "A", and in the event actual construction of said improvements has not commenced, then Grantor shall have the option of repurchasing the entire property at the purchase price originally paid by Grantee. Grantor shall notify Grantee of Grantor's desire to exercise this option not later than twenty-three months (23) after closing and closing on the "repurchase" shall then occur within sixty (60) days thereafter. All "closing costs" associated with said "repurchase", including the cost of owner's policy of title insurance, shall be equally divided between the parties.
6. In the event Grantee has not, on or before three (3) years from the date on which the Grantee received a certificate of occupancy for Parcel 1, completed all contemplated improvements on that portion of the property designated as "Parcel 2" and within the attached Exhibit "A", and in the event and in the event actual construction of said improvements has not commenced, then Grantor shall have the option of purchasing said portion of the property from Grantee at a pro-rata share (based upon size of said portion as compared to the total size of the property) of the total purchase price. Grantor shall notify Grantee of Grantor's desire to exercise this option not later than twenty three (23) months after the Grantee received a certificate of occupancy for Parcel 1 and closing on the "repurchase" shall then occur within sixty (60) days thereafter. All "closing costs" associated with said "repurchase," including the cost of owner's policy of title insurance, shall be equally divided between the parties.
7. In the event Grantor determines to exercise the option to repurchase the entire property as described in paragraph 5 above, Grantor agrees to pay certain additional expenses incurred by Grantee in addition to the purchase price originally paid by Grantee. The additional reimbursable expenses are as follows: Engineering Fee-\$8,000.00; Geotechnical Study- \$5,000.00; for a total of \$13,000.00. Grantee agrees to assign all such plans, specifications and design documents to Grantor when the repurchase closing occurs.

HVM

8. Prior to commencing actual construction, Grantee agrees not to encumber the property with a mortgage in an amount greater than the purchase price originally paid plus the reimbursable expenses described in paragraph 7 above.

HVM

# Exhibit "A"



DOD  
ST. JOHN'S ROAD

**GENERAL NOTES AND REPORT**

1. This survey was conducted in accordance with the Florida Statutes, Chapter 218, and the Florida Board of Professional Engineers, Chapter 461, Part 1, Florida Administrative Code.

2. The survey was conducted on the 15th day of July, 2014, at the site of the proposed development.

3. The survey was conducted by the undersigned, a duly licensed Professional Engineer in the State of Florida.

4. The survey was conducted in accordance with the Florida Statutes, Chapter 218, and the Florida Board of Professional Engineers, Chapter 461, Part 1, Florida Administrative Code.

5. The survey was conducted in accordance with the Florida Statutes, Chapter 218, and the Florida Board of Professional Engineers, Chapter 461, Part 1, Florida Administrative Code.

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19. The survey was conducted in accordance with the Florida Statutes, Chapter 218, and the Florida Board of Professional Engineers, Chapter 461, Part 1, Florida Administrative Code.

20. The survey was conducted in accordance with the Florida Statutes, Chapter 218, and the Florida Board of Professional Engineers, Chapter 461, Part 1, Florida Administrative Code.

**SURVEY MAP AND SURVEY REPORT**

**ABBREVIATIONS / LEGEND**

Symbol	Description
---	Property Boundary
---	Survey Boundary
---	Right-of-Way Boundary
---	Utility Line
---	Other

**BOUNDARY TOPOGRAPHIC / SPECIAL PURPOSE**

**UNIVERSAL PLANNING**

**of (\$'A t A GEO**  
LAND SURVEYING CONSTRUCTION LAYOUT  
11 College Avenue SW  
Milton, GA 30145  
188-7872

*A. Sanyone*

*HVM*

A. Settlement Statement		U.S. Department of Housing and Urban Development			
OMB Approval No. 2502-0765					
<b>B. Type of Loan</b>					
1. <input type="checkbox"/> FHA 2. <input type="checkbox"/> FmHA 3. <input checked="" type="checkbox"/> Conv. Unins.	6. File Number	7. Loan Number	8. Mortgage Insurance Case Number		
4. <input type="checkbox"/> VA 5. <input type="checkbox"/> Conv. Ins.	SHP-Palatka				
C. NOTE: This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown. Items marked "(p.o.c.)" were paid outside the closing; they are shown here for informational purposes and are not included in the totals.					
D. NAME OF BORROWER: SHP Hospitality, LLC					
ADDRESS OF BORROWER: 250 Outlet Mall Blvd., Saint Augustine, FL 32084					
E. NAME OF SELLER: City of Palatka					
ADDRESS OF SELLER:					
F. NAME OF LENDER:					
ADDRESS OF LENDER:					
G. PROPERTY LOCATION: Palatka, FL 32177					
H. SETTLEMENT AGENT: JEFFREY C. SWEET, ATTORNEY AT LAW 595 WEST GRANADA BOULEVARD, SUITE A, ORMOND BEACH, FL 32174 (386) 677- PLACE OF SETTLEMENT: 595 WEST GRANADA BOULEVARD, SUITE A, ORMOND BEACH, FL 32174					
I. SETTLEMENT DATE: 3/20/2014					
J. SUMMARY OF BORROWER'S TRANSACTION			K. SUMMARY OF SELLER'S TRANSACTION		
100. GROSS AMOUNT DUE FROM BORROWER			400. GROSS AMOUNT DUE TO SELLER		
101. Contract sales price	163,000.00		401. Contract sales price	163,000.00	
102. Personal property			402. Personal property		
103. Settlement charges to borrower (line 1400)	5,491.50		403.		
104.			404.		
105.			405.		
Adjustments for items paid by seller in advance			Adjustments for items paid by seller in advance		
106. City/town taxes to			406. City/town taxes to		
107. County taxes to			407. County taxes to		
108. Assessments to			408. Assessments to		
109. to			409. to		
110. to			410. to		
111. to			411. to		
112. to			412. to		
120. GROSS AMOUNT DUE FROM BORROWER	168,491.50		420. GROSS AMOUNT DUE TO SELLER	163,000.00	
200. AMOUNTS PAID BY OR IN BEHALF OF BORROWER			500. REDUCTIONS IN AMOUNT DUE TO SELLER		
201. Deposit or earnest money	5,000.00		501. Excess deposit (see instructions)		
202. Principal amount of new loan(s)			502. Settlement charges to seller (line 1400)		
203. Existing loan(s) taken subject to			503. Existing loan(s) taken subject to		
204.			504. Payoff of first mortgage loan		
205.			505. Payoff of second mortgage loan		
206. Principal amount of new loan(s)			506.		
207.			507.		
208.			508.		
209.			509.		
209a.			509a.		
209b.			509b. Deposit Directly to Seller	5,000.00	
Adjustments for items unpaid by seller			Adjustments for items unpaid by seller		
210. City/town taxes to			510. City/town taxes to		
211. County taxes to			511. County taxes to		
212. Assessments to			512. Assessments to		
213. to			513. to		
214. to			514. to		
215. to			515. to		
216. to			516. to		
217. to			517. to		
218. to			518. to		
219. to			519. to		
220. TOTAL AMOUNTS PAID BY OR IN BEHALF OF BORROWER	5,000.00		520. TOTAL REDUCTIONS IN AMOUNT DUE SELLER	5,000.00	
300. CASH AT SETTLEMENT FROM/TO BORROWER			600. CASH AT SETTLEMENT TO/FROM SELLER		
301. Gross amount due from borrower (line 120)	168,491.50		601. Gross amount due to seller (line 420)	163,000.00	
302. Less amounts paid by/for borrower (line 220)	5,000.00		602. Less reductions in amount due seller (line 520)	5,000.00	
303. CASH <input checked="" type="checkbox"/> From <input type="checkbox"/> To BORROWER	163,491.50		603. CASH <input checked="" type="checkbox"/> To <input type="checkbox"/> From SELLER	158,000.00	

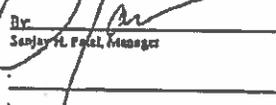
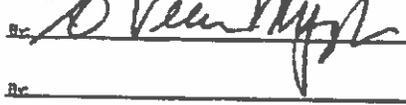


U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
SETTLEMENT STATEMENT

PAGE 3

L. Settlement Charges				Paid From Borrower's Funds At Settlement	Paid From Seller's Funds At Settlement
700. TOTAL SALES/BROKER'S COM. based on price	163,000.00	@	% =		
Division of Commission (line 700) as follows:					
701.	to				
702.	to				
703. Commission paid at Settlement					
704.	to				
100. Items Payable in Connection With Loan					
101. Loan Origination Fee	%	to			
102. Loan Discount	%	to			
103. Appraisal Fee		to			
104. Credit Report		to			
105. Lender's Inspection Fee		to			
106. Mortgage Insurance Application Fee		to			
107.	to				
108.	to				
109.	to				
110.	to				
111.	to				
112.	to				
113.	to				
114.	to				
115.	to				
900. Items Required By Lender To Be Paid In Advance					
901. Interest from 3/20/2014 to 4/1/2014	@		/day		
902. Mortgage Insurance Premium for		months	to		
903. Hazard Insurance Premium for		years	to		
904.		years	to		
905.		years	to		
1000. Reserves Deposited With Lender					
1001. Hazard Insurance		months	@	per month	
1002. Mortgage Insurance		months	@	per month	
1003. City property taxes		months	@	per month	
1004. County property taxes		months	@	per month	
1005. Annual assessments		months	@	per month	
1006.		months	@	per month	
1007.		months	@	per month	
1008.		months	@	per month	
1009.		months	@	per month	
1100. Title Charges					<50.00>
1101. Settlement or closing fee		to			
1102. Abstract or title search		to			
1103. Title examination		to			
1104. Title insurance binder		to			
1105. Document preparation		to			
1106. Notary fees		to			
1107. Attorney's fees		to	Jeffrey C. Sweet Esquire 11 Shri 5795		1,392.50
(includes above items numbers:					
1108. Title insurance		to			890.00
(includes above items numbers:					
1109. Lender's coverage: Risk Premium			INS AMT:		
1110. Owner's coverage: Risk Premium	890.00		INS AMT: 163,000.00		
1110a					
1111. Title Search		to	Palatka Abstract & Title Guaranty Co. - I		50.00
1112.		to			
1113.		to			
1200. Government Recording and Transfer Charges					
1201. Recording Fees: Deed 578.00: L-Mortgage(s) - S-Mortgage(s) - Releases					71.00
1202. City/county tax/stamps: Deed : L-Mortgage(s) : S-Mortgage(s)					
1203. State tax/stamps: Deed 51.141.00: L-Mortgage(s) - S-Mortgage(s)					1,141.00
1204.					
1205.					
1300. Additional Settlement Charges					
1301. Overnight Mail		to	Federal Express		<50.00
1302.		to			
1303.		to			
1304.		to			
1305.		to			
1306.		to			
1307.		to			
1308.		to			
1309.		to			
1400. Total Settlement Charges (enter on lines 103, Section J and 502, Section K)					5,591.50

I have carefully reviewed the HUD - 1 Settlement Statement and to the best of my knowledge and belief, it is a true and accurate statement of all payments and disbursements made on my account or by me in this transaction. I further certify that I have received a copy of the HUD - 1 Settlement Statement.  
 DATE: 3/20/2014  
 City of Palatka

By:  Borrower  
 By:  Seller

The HUD-1 Settlement Statement which I have prepared is a true and accurate account of this transaction. I have caused the funds to be disbursed in accordance with this statement.  
 JEFFREY C. SWEET ATTORNEY AT LAW

WARNING: It is a crime to knowingly make false statements to the United States on this or any other similar form. Penalties upon conviction can include a fine and imprisonment. For details see Title 18 U.S. Code Section 1001 and Section 1010.  
 Settlement Agent  
 DATE: 3/20/2014