

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

December 11, 2014

CALL TO ORDER:

- a. **Invocation** – Father John Jacobs, Vicar; St. Peter's Anglican Church
- b. **Pledge of Allegiance**
- c. **Roll Call**

APPROVAL OF MINUTES – 10/23/14 and 11/20/14

1. PUBLIC RECOGNITION/PRESENTATIONS:

- a. **SPECIAL RECOGNITION:** Mayor Vernon Myers, 7.5 yrs of service
Commissioner Allegra Kitchens, 8 yrs of service
Commissioner Phil Leary, 4 yrs of service
- b. **STUDENT OF THE MONTH – December, 2014 – Mayor Myers and Commissioner Norwood**

Lainey Stallings	Browning-Pearce Elementary
Annabelle Price	C. L. Overturf, Jr. 6 th Grade Center
Amaris Mack	Children's Reading Center Charter School
Marian Webb	E. H. Miller School
Brandy Ginter	James A. Long Elementary School
Cayla Hutchinson	Jenkins Middle School (December Honoree)
Jaleel Johnson	Jenkins Middle School (November Honoree)
Honor Parker	Kelley Smith Elementary School
Yolismary Monserrate Delgado	Mellon Elementary School
Luis Perez	Moseley Elementary School
Jacob Higginbotham	Palatka High School
Jade Thomas	Peniel Baptist Academy
Kai'e Miller	Putnam Academy of Arts & Sciences
Blake Bowling	Putnam EDGE High School

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

3. CONSENT AGENDA

- *a. **Adopt Resolution No. 2014-10-148** authorizing the expenditure of Law Enforcement Trust Funds in the amount of \$8,545 to customize and retrofit the PD's 2000 Ford Crises Response Team (CRT) Van
- *b. **Adopt Resolution No. 2014-10-149** declaring the service weapon assigned to Police Chief Gary Getchell as surplus and directing the City Manager to present it to him upon his retirement
- *c. **Adopt Resolution No. 2014-10-150** authorizing the execution of Passero Associates' WO #14-46G in an amount not to exceed \$3,500 to conduct gopher tortoise and wetland site investigation and protection for the South General Aviation Area at Palatka Municipal Airport
- *d. **Adopt Resolution No. 2014-10-151** accepting Armstrong Contractor as the low bidder for the USDA Golf Course Clubhouse Improvement Project and authorizing the award of a contract in an amount not to exceed \$171,000.00

AGENDA - CITY OF PALATKA
December 11, 2014
Page 2

3. CONSENT AGENDA (Continued)

- *e. Adopt Resolution No. 2014-10-152** authorizing the renewal of the Employee Assistance Contract (EAP) benefits contract with Vanessa Townsend & Associates for a one year term beginning 1/1/15
- *f. Adopt Resolution No. 2014-10-153** amending the Polling Location Agreement with the Putnam Co. Supervisor of Elections for use of the Price-Martin Community Center, originally dated May 5, 2014, to add Special Election Primary and General Election dates for 2015 and expanding hours of access.
- *g. Adopt Resolution No. 2014-10-154** authorizing the following Nominal Lease renewals effective January 1, 2015 for one-year terms:
 - 1. Palatka Duplicate Bridge Club on a portion of the Cooper Building
 - 2. American Red Cross Lease on a portion of the Cooper Building
 - 3. Keep Putnam Beautiful Lease on office space at 205 N. 2nd Street
 - 4. Palatka Art League Lease on the Tilghman House
- *h. Accept resignations** of Lavinia Moody and Justin Campbell from the Palatka Planning Board
- *i. Appoint Tammie Williams to the Palatka Planning Board** for a three-year term to expire December 31, 2017 (sole applicant)
- *j. Reappoint Danny Sheffield and Joseph Petrucci to the Palatka Planning Board for three-year terms to expire December 31, 2017 (incumbents; sole applicants)**
- *k. Appoint Pat A. Wilson** to the Code Enforcement Board as Member with Engineering Experience for a 3-yr term to expire September 30, 2016
- *l. Recommend appointment of Phil Leary to the Putnam County Better Place Plan Oversight Committee** for the remainder of a two-year term beginning effective January 6, 2015, and expiring December 31, 2016
- *m. Adopt 2015 Palatka City Commission Meeting/Event Schedule** for January through June, 2015

- * 4. REQUEST to authorize execution of Palatka Housing Authority's Annual Forms:** Determination of Exemption & Categorical Exclusion, 24CRF 58.34(a) and 58.35(b) on behalf of Palatka Housing Authority's Site Improvements FY 2015-2019 CFP AMP 11, 12 & 15, and certifying its consistency with the City's Comprehensive Plan – John Nelson, Executive Director
- * 5. RESOLUTION** authorizing the execution of a Public Parking Lease Agreement with Ruth Burke for 210 S. 3rd Street (CRA Business) - Adopt
- * 6. RESOLUTION** confirming and accepting the ranking of Development Proposals received for three (3) properties and authorizing the City Manager to negotiate the Development/Purchase and Sale Agreements with successful respondents – Adopt
- * 7. RESOLUTION** concurring with the City Manager's appointment of James A. Griffith to the position of Interim Police Chief - Adopt

PUBLIC HEARINGS

- * 8. ORDINANCE** amending Chapter 94 of the code of Ordinances to move home occupation standards from the Definitions section to the Supplementary Zoning Regulations section, and prohibiting business signs for such uses – 2nd Reading, Adopt
- * 9. ORDINANCE** amending Chapter 26, Elections, to amend precincts, electors, laws governing elections, qualifications of candidates and duties of Supervisor of Elections – 2nd Reading, Adopt

10. CITY MANAGER & ADMINISTRATIVE REPORTS

11. COMMISSIONER COMMENTS

AGENDA - CITY OF PALATKA
November 20, 2014
Page 3

12. ADJOURN

*Attachment **Separate Cover

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

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

Upcoming Events:

Dec. 25 & 26 – City Offices closed to observe Christmas Holiday
Jan. 1, 2015 – City Offices closed to observe New Year's Day
Jan. 5, 2015 – Swearing-In Ceremony for Mayor/Commissioner
and Commissioners Group 2 & 4 , 7:30 p.m.
Jan. 19, 2015 – City Offices closed to observe ML King, Jr. Day
March 6, 2015 – Azalea Festival Mayor's Reception 6:00 p.m.

Board Openings:

Planning Board – 1 vacancy
Tree Committee – 2 vacancies
Code Enforcement Board – 1 vacancy (Alternate)
Board of Zoning Appeals – 3 vacancies (at-large)

*Agenda
Item*

3a



CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No. 2014-10-148 authorizing the expenditure of Law Enforcement Trust Fund Monies in the amount of \$8,545 to customize and retrofit the PD's 2000 Ford Crisis Response Team (CRT) van.

SUMMARY:

In 2012 the CRT (Crisis Response Team) van was surplussed due to increased maintenance cost. Since this vehicle was surplussed, the CRT team has borrowed vans and trucks from local vehicle dealerships to use for transportation to and from search warrant locations or other crime scenes where the team was needed.

Not having an assigned vehicle for the team to use for transport and storage of equipment has made rapid response deployments very difficult to almost impossible. To purchase a new vehicle and outfit it with the necessary emergency equipment for the CRT team to use would cost approximately \$45,000.00 to \$60,000.00.

In 2014, the City purchased a new crime scene vehicle to replace the existing 2000 model Ford Express van already in inventory. The 2000 model Ford Express van has relatively low millage and maintenance costs to date. It was determined the 2000 model Ford Express van could be modified and utilized as a CRT team vehicle.

Quotes were secured from local paint and auto body vendors to repair minor body damage and re-paint the vehicle. Local vendors quoted costs ranging from \$3,537.96 to \$4,225.22. To ensure the best price possible, Capt. Matt Newcomb requested two quotes from Pride Enterprises Heavy Vehicle Renovation. Pride Enterprises is a not for profit State operated organization who uses State Prison Inmates to work on various types of projects, thus significantly reducing costs. The Inmates receive on the job training from certified instructors in various vocational job areas.

Pride Enterprises provided two quotes. One quote was for paint and body repair and seat upholstery. The cost for paint and body repair and to re-upholster the existing seats was \$3,155.33 (proposal 9558-5B). The second quote was to renovate the rear interior of the van with new lighting, slip resistant flooring, bench-seating with storage, side standing rails for rapid response deployments and a custom ladder rack. The cost for the second quote which was for new, custom, sole-source items was \$8,544.67 (proposal 9558-5A). The overall grand total for the renovations to the vehicle will cost \$11,700.00.

Staff recommends the 2000 model Ford Express van be renovated and customized to accommodate the CRT team needs for transportation and storage of emergency equipment. This will assist the team in responding to scenes in a quicker and more efficient manner. Staff recommends the use of \$3,155.33 be used for paint & body work and re-upholstering of the existing seats. This money will be taken out of the department's vehicle maintenance line as it would be considered routine maintenance. Staff requests permission to use \$8,544.67 from the special police trust fund to customize and retrofit the vehicle with new seating, lighting and other equipment as outlined in the attached quote identified as proposal 9558-5A. The grand total for this project is \$11,700.00.

RECOMMENDED ACTION:

Adopt the resolution authorizing the expenditure of Law Enforcement Trust Funds in the amount of \$8,545 to customize and retrofit the 2000 Ford CRT van. This will comply with the provisions of F.S.S. 932.705(5)(a).

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Resolution	Resolution
<input type="checkbox"/> Estimate for Conversion	Cover Memo
<input type="checkbox"/> Estimate for Paint, Bodywork and Upholstery	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Police	Getchell, Gary	Approved	11/21/2014 - 4:45 PM
City Clerk	Driggers, Betsy	Approved	12/1/2014 - 11:59 AM
City Manager	Czymbor, Michael	Approved	12/1/2014 - 1:41 PM
Finance	Reynolds, Matt	Approved	12/1/2014 - 2:23 PM
City Clerk	Driggers, Betsy	Approved	12/1/2014 - 2:54 PM

RESOLUTION No. 2014 – 10 -

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
AUTHORIZING THE EXPENDITURE OF LAW
ENFORCEMENT TRUST FUNDS IN AN AMOUNT NOT
TO EXCEED \$8,545 TO COVER COSTS OF
CUSTOMIZING THE CRISIS RESPONSE TEAM VAN.**

WHEREAS, the Palatka Police Department is in need of a specialized vehicle for rapid response deployments of officers when needed since the older Crisis Response Team (CRT) vehicle was declared surplus in 2012 due to increased maintenance cost; and

WHEREAS, the Palatka Police Department has a 2000 Ford van in inventory with relatively low mileage and maintenance costs which could be modified and utilized as a CRT vehicle; and

WHEREAS, Florida Statutes 932.7055 (5)(a-c) allows for the utilization of special law enforcement trust funds for such purposes as crime prevention, drug abuse education and prevention programs, or for other law enforcement purposes; and

WHEREAS, the Palatka Police Department requested quotes from local vendors and from Pride Enterprises Heavy Vehicle Renovation, which is a not for profit State operated organization; and

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida, that the Palatka Police Department is hereby authorized to expend Law Enforcement Trust Funds in an amount not to exceed \$8,545 for the customization of the 2000 Ford CRT van.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 11th day of December, 2014

CITY OF PALATKA

By: Its MAYOR

ATTEST:



PRIDE Enterprises *Heavy Vehicle Renovation*

3950 Tiger Bay Road/ Daytona Beach FL 32124
P.O. Box 10620/ Daytona Beach FL 32120
Main: 888-774-6144 / Fax: 813-890-2115
JBennett@Pride-Enterprises.org

#SO _____

Date: 11/19/2014

Prop#: 9558-5A

Speed Dial:

To: PALATKA POLICE DEPARTMENT

Contact: MATT NEWCOMB

Phone: 386-329-0115

Cell: 386-530-0144

Fax: 386-329-0159

E-mail: MNewcomb@palatka-fl.gov

Vehicle Make: FORD

Vehicle Tag No.: 136831

Vehicle Model: VAN E-150

Vehicle VIN No.: 1FTRE14W6YHA43445

Vehicle Year:

Vehicle Mileage:

CUSTOMER PROPOSAL

CONVERSION WORK

Administration

Work to be done:

- ✓ Quality inspection upon completion.

Metal Fabrication

Work to be done:

- ✓ Remove metal shelving unit located behind driver seat. Unit will not be reinstalled.
- ✓ Remove metal shelving unit located on side entry door. Unit will not be reinstalled.
- ✓ Design, fabricate, and install a metal shelf on the inside of the rear door (driver side) to support a tactical shield. Two Velcro straps shall secure shield to door.
- ✓ Design, fabricate, and install a step-rail along the length of both sides of the vehicle (area between front and rear tires). The step-rail shall be removable and designed in a manner to prevent accidental slippage.

- ✓ Design, fabricate, and install a step-rail below rear bumper. The step-rail shall be removable and designed in a manner to prevent accidental slippage.
- ✓ Design, fabricate (or purchase), and install a roof ladder rack.
- ✓ Repair rear passenger side door latching mechanism. Customer will be provided with an estimate for repair.

Electrical

Work to be done:

- ✓ Remove flashlight charger located on passenger side interior wall. Unit will not be reinstalled.
- ✓ Remove equipment located on floor between driver and passenger seats. Unit will not be reinstalled.
- ✓ Remove A/C unit located on the driver side rear section of the vehicle. Unit will not be reinstalled.
- ✓ Purchase and install three (3) white LED interior lights. Switch shall be located on the center console.

Carpentry

Work to be done:

- ✓ Purchase and apply insulation to the walls and ceiling in the rear section of the van (area behind driver and passenger seats).
- ✓ Purchase and apply plywood sheeting to the walls, rear and side doors, and ceiling in the rear section of the vehicle.
- ✓ Purchase and apply black carpet to the walls, rear and side doors, ceiling, and bench seats.
- ✓ Design, fabricate, and install a bench seat constructed of plywood (cushion height of approximately 15-inches) to run along the driver side wall. There shall be an approximately 8-inch space between the back of the driver seat and the start of the bench seat to accommodate a tactical shield. The bench seat shall have a cushioned gray vinyl covered surface with back-supports on the wall. The seat bottom will be supported by gas shocks and shall function as lift-up lid for a storage area below.
- ✓ Design, fabricate, and install a bench seat constructed of plywood (cushion height of approximately 15-inches) to run along the passenger side wall. The bench seat shall have a cushioned gray vinyl covered surface with back-supports on the wall. The seat bottom will be supported by gas shocks and shall function as lift-up lid for a storage area below.

Upholstery

Work to be done:

- ✓ Upholster bench seats and backrests in gray vinyl using 1-inch high density foam for seat bottom.
- ✓ Design and fabricate two Velcro straps to secure shield to door.

Prop#: 9558-5A

Grand Total: \$ 8,544.67 *
* Plus applicable sales tax

ATTENTION

No windshield, back glass, quarter glass, or reveal molding can be removed without the possibility of breakage. Liability for such damage shall remain with the customer with the additional cost becoming an amendable item.

Any equipment/appliances/hardware removed during conversion work will be discarded unless otherwise agreed to in writing.

READ BEFORE SIGNING

Please read the proposal before signing. If repairs or services are not listed in the proposal they will not be done, unless agreed to in writing by both parties with a contract addendum.

This proposal is for sixty (60) days from the date listed above. If work does not commence within sixty (60) days from the proposal date, all prices are subject to change.

PRIDE will inspect all vehicles upon arrival and notify the customer of any additional work required.

All communications equipment, personal property, and paper documents must be removed from the vehicle (or vehicles) prior to their delivery to PRIDE.

Vehicle completion time is dependent upon production scheduling, the availability of parts, institutional matters beyond PRIDE control, and complications arising from the conversion process such as, but not limited to, those involving the electrical and mechanical system. Emergency vehicles take precedence over other current contracted on-site jobs. Our prices are based on reusable or rebuilt cores. Terms are net thirty (30) from completion of each contract entered into FOB PRIDE Tomoka. Any proposals produced from PRIDE on-site inspections are based from previously undetected or unreported hidden damage prior to vehicle delivery. Any and all amendments must be agreed upon and signed by both parties for work commencement to be authorized.

WARRANTY: Paint twelve (12) months. Parts per existing manufacturer's warranty, plus a one (1) year craftsmanship/service warranty on work ordered per said contract.

By signing this proposal, any previously issued proposals utilizing the same proposal number, including revisions, are null and void in their entirety.

Signatures of the following lines authorizes PRIDE Enterprises to perform all scope of work specified on the previous pages of this contract.

Signature of Authorized Agent: _____ DATE: _____

Signature of Tomoka HVR Manager: *Randy Kuykendall* DATE: 11/19/2014

PLEASE BE ADVISED

All work performed on this vehicle will be done within a secured area that does not permit any type of communications equipment or firearms / weapons on the premises.

By signing below, you are certifying that all communications equipment, firearms / weapons, and personal property has been or will be removed prior to delivery of the vehicle to PRIDE. PRIDE will not be responsible for any property left in the vehicle.

SIGNATURE OF THE AUTHORIZED AGENT: _____



PRIDE Enterprises *Heavy Vehicle Renovation*

3950 Tiger Bay Road/ Daytona Beach FL 32124

P.O. Box 10620/ Daytona Beach FL 32120

Main: 888-774-6144 / Fax: 813-890-2115

JBennett@Pride-Enterprises.org

#SO _____

Date: 11/19/2014

Prop#: 9558-5B

Speed Dial:

To: PALATKA POLICE DEPARTMENT

Contact: MATT NEWCOMB

Phone: 386-329-0115

Cell: 386-530-0144

Fax: 386-329-0159

E-mail: MNewcomb@palatka-fl.gov

Vehicle Make: FORD

Vehicle Tag No.: 136831

Vehicle Model: VAN E-150

Vehicle VIN No.: 1FTRE14W6YHA43445

Vehicle Year:

Vehicle Mileage:

CUSTOMER PROPOSAL

PAINT, BODYWORK, AND UPHOLSTERY

Administration

Work to be done:

- ✓ Complete inspection of the vehicle upon arrival. Notify customer of any irregularities and/or concerns.
- ✓ Quality inspection upon completion.

Body

Work to be done:

- ✓ The vehicle will be pressure washed, degreased, and disassembled as needed to facilitate refinishing.
- ✓ Remove graphics, apply primer filler, and block sand.
- ✓ Repair damage to driver door.
- ✓ Repair damage located at the rear passenger side of the vehicle.
- ✓ Remove lightbar and fill mounting holes.
- ✓ Remove roof mounted antenna and fill holes.
- ✓ Repair minor surface rust.

- ✓ Sand, seal, and prep entire vehicle for the application of the finish coat.

Paint Shop

Work to be done:

- ✓ The exterior of the vehicle will be painted gloss white using a base coat clear coat paint system.
- ✓ The front bumper, rear bumper, front grill, and headlight bezels will be painted black.
- ✓ Apply black Scorpion coating to the floor of the vehicle; cab and rear section.

Upholstery

Work to be done:

- ✓ Reupholster driver and passenger seats in gray vinyl.

* Plus applicable sales tax

ATTENTION

No windshield, back glass, quarter glass, or reveal molding can be removed without the possibility of breakage. Liability for such damage shall remain with the customer with the additional cost becoming an amendable item.

Any equipment/appliances/hardware removed during conversion work will be discarded unless otherwise agreed to in writing.

READ BEFORE SIGNING

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Vehicle completion time is dependent upon production scheduling, the availability of parts, institutional matters beyond PRIDE control, and complications arising from the conversion process such as, but not limited to, those involving the electrical and mechanical system. Emergency vehicles take precedence over other current contracted on-site jobs. Our prices are based on reusable or rebuilt cores. Terms are net thirty (30) from completion of each contract entered into FOB PRIDE Tomoka. Any proposals produced from PRIDE on-site inspections are based from previously undetected or unreported hidden damage prior to vehicle delivery. Any and all amendments must be agreed upon and signed by both parties for work commencement to be authorized.

WARRANTY: Paint twelve (12) months. Parts per existing manufacturer's warranty, plus a one (1) year craftsmanship/service warranty on work ordered per said contract.

By signing this proposal, any previously issued proposals utilizing the same proposal number, including revisions, are null and void in their entirety.

Signatures of the following lines authorizes PRIDE Enterprises to perform all scope of work specified on the previous pages of this contract.

Signature of Authorized Agent: _____ DATE: _____

Signature of Tomoka HVR Manager: *Randy Kuykendall* DATE: 11/19/2014

PLEASE BE ADVISED

All work performed on this vehicle will be done within a secured area that does not permit any type of communications equipment or firearms / weapons on the premises.

By signing below, you are certifying that all communications equipment, firearms / weapons, and personal property has been or will be removed prior to delivery of the vehicle to PRIDE. PRIDE will not be responsible for any property left in the vehicle.

SIGNATURE OF THE AUTHORIZED AGENT: _____

*Agenda
Item*

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CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No. 2014-10-149 declaring the service weapon assigned to Police Chief Gary Getchell as surplus and directing the City Manager to present it to him upon his retirement

SUMMARY:

Police Chief Gary Getchell began his career with the Palatka Police Department on June 11, 2001. He has been a dedicated officer and has contributed greatly to the betterment of this community.

As F.S. 112.193 allows for a law enforcement officer, upon his or her retirement, to be presented with the officer's service handgun, The Palatka Police Department feels it is proper and fitting to declare Chief Getchell's assigned service weapon as surplus property and present it to him upon his retirement from the City of Palatka. Chief Getchell has announced his retirement effective January 1, 2015.

The weapon is a Smith and Wesson .45 pistol. The serial number is MRL3326.

RECOMMENDED ACTION:

Adopt the resolution declaring the service weapon assigned to Police Chief Gary Getchell as surplus, and direct the City Manager to present it to Chief Getchell upon his retirement.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Resolution	Resolution
<input type="checkbox"/> Florida State Statute	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Police	Getchell, Gary	Approved	11/24/2014 - 2:48 PM
City Clerk	Driggers, Betsy	Approved	12/1/2014 - 11:50 AM
City Manager	Czymbor, Michael	Approved	12/1/2014 - 1:42 PM
Finance	Reynolds, Matt	Approved	12/1/2014 - 2:24 PM
City Clerk	Driggers, Betsy	Approved	12/1/2014 - 2:54 PM

RESOLUTION NO. 2014 – 10 -

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, DECLARING THE SMITH AND WESSON .45 PISTOL SERVICE WEAPON ASSIGNED TO CHIEF GARY GETCHELL SURPLUS AND DIRECTING THE CITY MANAGER TO PRESENT IT AT THE TIME OF HIS RETIREMENT IN ACCORDANCE TO F.S. 112.193.

WHEREAS, Chief Gary Getchell began his career as the Police Chief on June 11, 2001 and will retire on January 1, 2015; and

WHEREAS, The Palatka City Commission wishes to express its gratitude for fourteen years of dedicated service; and

WHEREAS, Florida Statute 112.193 allows for the assigned service handgun to be presented to a retiring officer to commemorate prior service; and

WHEREAS, Staff has recommended that the Police Department property, listed as a Smith & Wesson .45 pistol, SN # MRL3326, be deemed surplus for the purpose of disposition by presentation to Chief Getchell upon his retirement; and

WHEREAS, the City Commission has determined that it is in the best interest of the City to declare the property described herein to be surplus property for presentation to Police Chief Gary Getchell upon his retirement from the City of Palatka Police Department.

NOW, THEREFORE, Be it resolved by the City Commission of the City of Palatka, Florida, as follows:

- Section 1: The above recitals are true and correct, and are incorporated herein by reference;
- Section 2: The Police Department property described as a Smith and Wesson .45 pistol, whose serial number is MRL3326, is hereby declared surplus property
- Section 3: The City Manager is hereby authorized to dispose of said surplus property in a manner consistent with administrative procedures and F.S. 112.193 by presenting said pistol to Police Chief Gary Getchell upon his retirement, to be effective January 1, 2015, and to amend the City's inventory accordingly.

PASSED AND ADOPTED this 11th day of December, 2014, by the City Commission of the City of Palatka, Florida.

CITY OF PALATKA

By: _____
Its MAYOR

Select Year:

The 2014 Florida Statutes

Title X
PUBLIC OFFICERS, EMPLOYEES,
AND RECORDS

Chapter 112
PUBLIC OFFICERS AND EMPLOYEES:
GENERAL PROVISIONS

View Entire
Chapter

112.193 Law enforcement, correctional, and correctional probation officers' commemorative service awards.—

(1) For the purposes of this section, the term:

(a) "Employer" means a state board, commission, department, division, bureau, or agency or a county or municipality.

(b) "Law enforcement, correctional, or correctional probation officer" means any full-time, part-time, or auxiliary officer as defined in s. [943.10\(14\)](#).

(2) Each employer that employs or appoints law enforcement, correctional, or correctional probation officers may present to each such employee who retires under any provision of a state or municipal retirement system, including medical disability retirement, or who is eligible to retire under any such provision but, instead, resigns from one employer to accept an elected public office, one complete uniform including the badge worn by that officer, the officer's service handgun, if one was issued as part of the officer's equipment, and an identification card clearly marked "RETIRED."

(3) Upon the death of a law enforcement, correctional, or correctional probation officer, the employer may present to the spouse or other beneficiary of the officer, upon request, one complete uniform, including the badge worn by the officer. However, if a law enforcement, correctional, or correctional probation officer is killed in the line of duty, the employer may present, upon request, to the spouse or other beneficiary of the officer the officer's service-issued handgun, if one was issued as part of the officer's equipment. If the employer is not in possession of the service-issued handgun, the employer may, within its discretion, and upon written request of the spouse or other beneficiary, present a similar handgun. The provisions of this section shall also apply in that instance to a law enforcement or correctional officer who died before May 1, 1993. In addition, the officer's service handgun may be presented by the employer for any such officer who was killed in the line of duty prior to this act becoming a law.

(4) Each uniform, badge, service handgun, and identification card presented under this section is to commemorate prior service and must be used only in such manner as the employer prescribes by rule. The provisions of this section shall also apply in that instance to a law enforcement officer who died before May 1, 1993.

History.—s. 1, ch. 79-335; s. 3, ch. 89-22; s. 1, ch. 93-32; s. 4, ch. 93-149.

Agenda Item

3c



CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No. 2014-10-150 authorizing the execution of Passero Associates W.O. #14-46G not to exceed \$3,500 to conduct gopher tortoise and wetland site investigation and protection for the South General Aviation Area at Palatka Municipal Airport

SUMMARY:

The attached work order includes gopher tortoise and wetland investigation and protection for the South General Aviation area at the Airport. This project involves the clearing, grubbing, grading and fencing of the south general aviation area (approximately 20 acres).

Passero Associates, Airport Engineers, has proposed to provide the above described services for a lump sum fee of \$3,500.

This project is funded 100% by the Florida Department of Transportation.

RECOMMENDED ACTION:

Adopt the resolution authorizing the execution of Passero Associates Work Order #14-46G not to exceed \$3,500 to conduct gopher tortoise and wetland site investigation and protection for the south general aviation area at the Palatka Municipal Airport.

ATTACHMENTS:

Description	Type
D Passero WO 14-46G Resolution	Resolution
D Passero Work Order 14-46-G	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Grants & Projects	Griffith, Jonathan	Approved	11/24/2014 - 10:23 AM
City Clerk	Driggers, Betsy	Approved	12/1/2014 - 10:59 AM
City Manager	Czymbor, Michael	Approved	12/1/2014 - 1:43 PM
Finance	Reynolds, Matt	Approved	12/1/2014 - 2:22 PM
City Clerk	Driggers, Betsy	Approved	12/1/2014 - 2:54 PM

RESOLUTION No. 2014-10-__

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
AUTHORIZING THE EXECUTION OF PASSERO &
ASSOCIATES WORK ORDER # 14-46G FOR SOUTH GENERAL
AVIATION AREA – GOPHER TORTOISE AND WETLAND SITE
INVESTIGATION AND PROTECTION**

WHEREAS, on 10/13/12 the Palatka City Commission (the City) adopted Resolution No. 9-29 entering into a Joint Participation Agreement with the Florida Department of Transportation in the amount of \$333,537, identified as F.P. Number 43474819413 to fund 80% of the design and construction of South Airport drainage, utilities, permitting, surveying, testing, project management and administration (the Project), and

WHEREAS, the Florida Department of Transportation later amended the cost share to cover 100% of the design and construction of the Project; and

WHEREAS, on 2/10/2011 the Palatka City Commission (the City) entered into a contract with Passero & Associates, for master consulting services for the Palatka Municipal Airport (Kay Larkin Field); and

WHEREAS, Passero Associates, the City's designated Airport Engineers, has proposed work order # 14-46 the Project; and

WHEREAS, the City deems it reasonable and necessary to enter into a Supplemental Agreement with Passero & Associates to conduct gopher tortoise and wetland site investigation and protection at the Palatka Municipal Airport for said Project.

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

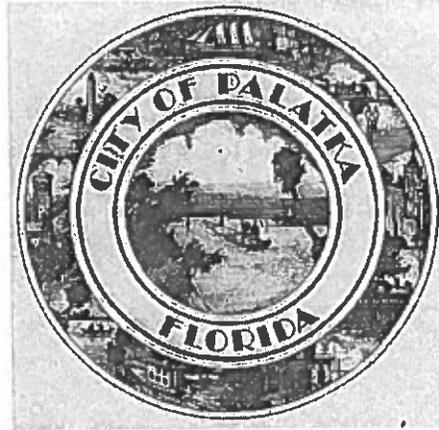
1. That the City Manager and City Clerk are hereby authorized to execute and attest Passero & Associates supplemental agreement 14-46G in an amount not to exceed \$3,500 to to conduct gopher tortoise and wetland site investigation and protection at the Palatka Municipal Airport.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 11th day of December, 2014.

CITY OF PALATKA

By: Its MAYOR

**City of Palatka
Palatka Municipal Airport (28J)**



**Gopher Tortoise and Wetland
Site Investigation and Protection (Avoidance)**

**South General Aviation Area Fencing
and Site Preparation Project**

by
**Passero Associates, LLC
(In association with ERS)**

PA Project No. 24000010.046G

Work Order No. 14-46G

ATTACHMENT A

Scope of Work (Proposal / Contract Attachment from ERS)

6 October 2014



Mr. Andrew Holesko
Vice President
Passero Associates, LLC
13453 N. Main Street, Suite 104
Jacksonville FL 32218

**RE: Palatka-Kay Larkin Airport: Fencing
Permitting Assistance
ERS Proposal No. P14129**

Dear Mr. Holesko:

Environmental Resource Solutions, Inc. (ERS) is pleased to provide the attached proposal for the referenced project at Palatka-Kay Larkin Airport.

ERS welcomes the opportunity to continue to work with Passero Associates, LLC. Please call me if you have any questions or require additional information. We are prepared to proceed with the permitting efforts immediately upon your verbal notice to proceed.

Sincerely,

ENVIRONMENTAL RESOURCE SOLUTIONS, INC.

Amy Johnson
Qualified Airport Wildlife Biologist

Attachment

(a)/P14129_Holesko)

Environmental Resource Solutions, Inc.

Jacksonville Headquarters:
8711 Perimeter Park Blvd., Suite 1, Jacksonville, Florida 32216
T: (904)-285-1397, F: (904) 285-1929
Email: mail@ersenvironmental.com

SW Florida Regional Office:
19607 Lake Osceola Lane, Odessa, Florida 33556
T: (813) 404-3963
Email: sbrammell@ersenvironmental.com

PROPOSAL/CONTRACT
Prepared for:
Andrew Holesko
Passero Associates, LLC
13453 N. Main Street, Suite 104
Jacksonville FL 32218

6 October 2014

RE: Palatka- Kay Larkin Airport: Fencing
Permitting Assistance
ERS Proposal No. P14129

Per our conversation on 11 September 2014, Environmental Resource Solutions, Inc. (ERS) will provide the following services for the proposed construction of a perimeter fence at Palatka-Kay Larkin Airport (28J) in Putnam County, Florida.

Task 1 – Gopher Tortoise Survey. ERS will conduct a supplemental survey of 100% of the revised project area to identify potentially occupied gopher tortoise burrows. For the purposes of this survey, the project area will be defined as the narrow corridor, south of the trail road along the southern border of airport property, from Kay Larkin Drive to the eastern cleared air operations area (AOA) boundary. If potentially occupied gopher tortoise burrows are identified, ERS will utilize a Global Positioning System (GPS) to plot the location of the gopher tortoise burrow(s).

Task 1 Fee.....\$600.00

Task 2 – Define 25ft Buffer Around Gopher Tortoise Burrows. ERS previously identified 18 existing potentially occupied gopher tortoise burrows near the proposed fence location. ERS will flag a 25ft buffer around previously identified burrows # 9, 10, 11, and 20 to guard against impacts to burrows during construction activities. These four (4) burrows are closest in proximity to the proposed construction area. See attached Exhibit for burrow locations.

Task 2 Fee.....\$400.00

Task 3 – Define 25ft Buffer Around Wetlands. ERS previously identified six (6) wetlands in and around the proposed fence location. The wetlands are labeled A through F. ERS will flag a 25ft buffer around wetlands labeled A, B, D, and E to guard against impacts to wetlands during construction activities. These four (4) wetlands are closest in proximity to the proposed construction area. See attached Exhibit for wetland locations.

Task 3 Fee.....\$400.00

Environmental Resource Solutions, Inc.

Jacksonville Headquarters:
8711 Perimeter Park Blvd., Suite 1, Jacksonville, Florida 32216
T: (904)-285-1397, F: (904) 285-1929
Email: mail@ersenvironmental.com

SW Florida Regional Office:
19607 Lake Osceola Lane, Odessa, Florida 33556
T: (813) 404-3963
Email: sbrammell@ersenvironmental.com

⁴
Task 5 – FWC Permitting Assistance. ERS will coordinate with the Florida Fish and Wildlife Conservation Commission (FWC) to ensure no gopher tortoises, or their burrows, will be impacted during construction activities. ERS will escort an FWC representative on-site to inspect any identified burrows and assess their locations in relation to the proposed construction plans. Every effort will be made to avoid impacts to tortoise burrows, however, if burrows need to be relocated, ERS will then initiate permitting and relocation efforts through FWC.

⁴
Task 5 Fee.....\$700.00***

****This fee does not include the costs to permit the relocation of tortoises, excavate and relocate the individual tortoises, or the fees charged by the gopher tortoise recipient site. If it is determined that tortoise(s) need to be relocated, these additional costs will be addressed by a separate proposal/contract.*

Environmental Resource Solutions, Inc.

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T: (813) 404-3963
Email: sbrammell@ersenvironmental.com

LEGEND

-  Palatka Airport Boundary
-  Approximate Flagged Wetland Lines
-  Approximate Ditch Location
- Google Topographic Survey Results July 2014**
-  Active (14)
-  Active Observed GT (2)
-  Inactive (2)
- Google Topographic Survey Results September 2014**
-  Active (4)
-  Inactive (2)



NOTE: Depicted wetland extents and GT burrow locations are approximate. Wetland/upland boundaries are subject to change upon agency verification of flagged wetland lines.



Environmental Resource Solutions
 Our Strategy. Your Success.
 8711 Parkmead Park Blvd.
 Suite 1
 Jacksonville, FL 32216
 (904) 245-1397
 info@ersenvfoam.com

Aerial Imagery: AirGIS Data Imagery

**Palatka Airport
 Wetland Flagging Map
 & GT Burrow Locations**

Project No.:	14072
Exhibit No.:	1
Date:	7-7-14
Rev. Date:	9-12-14
By:	JKH



10/17 Wetland Flagging 07-12-14.mxd

*Agenda
Item*

3d



CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No. 2014-10-151 accepting Armstrong Contracting as the low bidder for the USDA Golf Course Clubhouse Improvement Project and authorizing award of a contract in an amount not to exceed \$171,000.00

SUMMARY:

On October 31, 2014 the City advertised Invitation to Bid 2014-16 for kitchen, restroom and dining area improvements at the Palatka Golf Course Clubhouse. Three (3) bids were received with Armstrong Contracting being the low bidder. USDA has advised the City that they may negotiate with low bidder. The total amount of funds available for hard costs is \$171,000. Staff has met with the Architect, operator and Armstrong Contracting to identify excess costs and to value engineer the scope of work. Based upon these discussions, the project can go forward and accomplish all of the items included in the USDA Grant Agreement.

RECOMMENDED ACTION:

Adopt the resolution accepting Armstrong Contracting as the low bidder for the USDA Golf Course Clubhouse Improvement Project and awarding a contract not to exceed \$171,000

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Award Resolution	Resolution
<input type="checkbox"/> Draft Contract	Attachment
<input type="checkbox"/> Bid Tabulation	Backup Material
<input type="checkbox"/> Armstrong Bid	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Grants & Projects	Griffith, Jonathan	Approved	12/5/2014 - 9:01 AM
City Clerk	Driggers, Betsy	Approved	12/5/2014 - 11:02 AM

RESOLUTION NO. 2014-10-151

A RESOLUTION AUTHORIZING ACCEPTING ARMSTRONG CONTRACTING AS THE LOW BIDDER FOR THE USDA GOLF COURSE CLUBHOUSE IMPROVEMENT PROJECT AND AUTHORIZING AWARD OF A CONTRACT IN AN AMOUNT NOT TO EXCEED \$171,000.00

WHEREAS, the City of Palatka City Commission adopted Resolution No. 2013-9-123 on May 30, 2013 authorizing the submittal of an application for a United States Department of Agriculture Rural Development Grant with a total project cost of \$192,000.00 for the construction of necessary upgrades to the kitchen, dining area and restrooms to meet ADA accessibility requirements and to facilitate an expanded food service (the PROJECT); and

WHEREAS, on November 14th 2013 the City amended Resolution 2013-9-123 to increase the total project cost to \$221,465.00; and

WHEREAS, on October 31, 2014 the City advertised Invitation to Bid 2014-16 for the Project; and

WHEREAS, bids were due and opened on November 21, 2014, and Armstrong Contracting was the apparent low bidder; and

WHEREAS, the City desires to negotiate a 'not to exceed' contract for \$171,000 for the project; and

WHEREAS, the City deems it reasonable and necessary to enter an agreement with Armstrong Contracting for restroom, kitchen and dining area upgrades for the project.

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

1. That the Mayor and City Clerk are hereby authorized to execute and attest a 'not to exceed' Construction Agreement for an amount not to exceed \$171,000.00 with Armstrong Contracting for the USDA Golf Course Clubhouse Improvement Project.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 11th day of December, 2014.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

AIA Document A101™ - 2007

Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum

AGREEMENT made as of the «Fourth» day of «December» in the year «Two Thousand Fourteen»

(In words, indicate day, month and year.)

BETWEEN the Owner:

(Name, legal status, address and other information)

«City of Palatka» « »
«201 North Second Street
Palatka, FL 32177»
«Telephone Number: 386-329-0100»
«Fax Number: 386-329-0106»

and the Contractor:

(Name, legal status, address and other information)

«Armstrong Contracting Services, Inc.» « »
«455 East End Road
East Palatka, Florida 32187»
«Telephone Number: 386-325-2023 »
« Fax Number: 386-328-3067 »

for the following Project:

(Name, location and detailed description)

«Palatka Golf Club Repairs
USDA Rural Business Enterprise Grant»
«1715 Moseley Avenue
Palatka, FL 32177»
« »

The Architect:

(Name, legal status, address and other information)

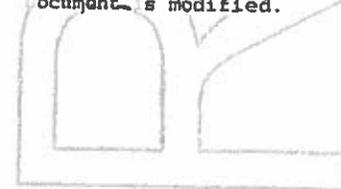
«Robert E. Taylor, A. I. A., Architect, P. A.» « »
«P.O. Box 267
Palatka, Florida 32178»
«Telephone Number: 386-325-7341»
«Fax Number: 386-325-0608»

The Owner and Contractor agree as follows.

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA Standard Form. An Additions and Deletions Report that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201™-2007, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.



ELECTRONIC COPYING of any portion of this AIA Document to another electronic file is prohibited and constitutes a violation of copyright laws as set forth in the footer of this document.

TABLE OF ARTICLES

- 1 THE CONTRACT DOCUMENTS
- 2 THE WORK OF THIS CONTRACT
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 CONTRACT SUM
- 5 PAYMENTS
- 6 DISPUTE RESOLUTION
- 7 TERMINATION OR SUSPENSION
- 8 MISCELLANEOUS PROVISIONS
- 9 ENUMERATION OF CONTRACT DOCUMENTS
- 10 INSURANCE AND BONDS

ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be the date of this Agreement unless a different date is stated below or provision is made for the date to be fixed in a notice to proceed issued by the Owner.
(Insert the date of commencement if it differs from the date of this Agreement or, if applicable, state that the date will be fixed in a notice to proceed.)

« The date of commencement shall be contained in the Notice to Proceed..»

If, prior to the commencement of the Work, the Owner requires time to file mortgages and other security interests, the Owner's time requirement shall be as follows:

« »

§ 3.2 The Contract Time shall be measured from the date of commencement.

§ 3.3 The Contractor shall achieve Substantial Completion of the entire Work not later than «One hundred fifty» («150») days from the date of commencement, or as follows:
(Insert number of calendar days. Alternatively, a calendar date may be used when coordinated with the date of commencement. If appropriate, insert requirements for earlier Substantial Completion of certain portions of the Work.)

« »

Portion of Work
All Work in Contract Documents
Less work deleted by Value Engineering,
To Be Determined

Substantial Completion Date
150 Calendar Days after date of "Notice to Proceed"

, subject to adjustments of this Contract Time as provided in the Contract Documents.
(Insert provisions, if any, for liquidated damages relating to failure to achieve Substantial Completion on time or for bonus payments for early completion of the Work.)

« If the work is not substantially complete on or before this date, or within this period of time, or extension thereof granted by the Owner, damage will be sustained by the Owner and that it is and will be impracticable and extremely difficult to fix the actual damage which the Owner will sustain in the event of and by reason of such delays. The Contractor shall pay to the Owner liquidated damages in the sum of \$ 250.00 for each calendar day of delay. Any sums that may be due the Owner as liquidated damages may be deducted from any monies due or to become due the Contractor under the Contract or may be collected from the Contractor's surety. »

ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be a Not To Exceed Fee of «One Hundred Seventy-one Thousand Three Hundred Nineteen Dollars and Zero Cents» (\$ «171,319.00»), subject to additions and deductions as provided in the Contract Documents.

§ 4.2 The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:
(State the numbers or other identification of accepted alternates. If the bidding or proposal documents permit the Owner to accept other alternates subsequent to the execution of this Agreement, attach a schedule of such other alternates showing the amount for each and the date when that amount expires.)

« Additive Alternates not Accepted. »

§ 4.3 Unit prices, if any:
(Identify and state the unit price; state quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price Per Unit (\$0.00)
NONE		

§ 4.4 Allowances included in the Contract Sum, if any:
(Identify allowance and state exclusions, if any, from the allowance price.)

Item	Price
Not Accepted	

ARTICLE 5 PAYMENTS

§ 5.1 PROGRESS PAYMENTS

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

« »

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the «Twenty-fifth» day of a month, the Owner shall make payment of the certified amount to the Contractor not later than the «Tenth» day of the «following» month. If an Application for Payment is received by the Architect after the application date fixed

above, payment shall be made by the Owner not later than «Thirty» («30») days after the Architect receives the Application for Payment.
(Federal, state or local laws may require payment within a certain period of time.)

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form and supported by such data to substantiate its accuracy as the Architect may require. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 Subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

- .1 Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of the Work in the schedule of values, less retainage of «Ten» percent («10.00» %).
- .2 Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction less retainage of «Ten» percent («10.00» %);
- .3 Subtract the aggregate of previous payments made by the Owner; and
- .4 Subtract amounts, if any, for which the Architect has withheld or nullified a Certificate for Payment as provided in Section 9.5 of AIA Document A201-2007.

§ 5.1.7 The progress payment amount determined in accordance with Section 5.1.6 shall be further modified under the following circumstances:

- .1 Add, upon Substantial Completion of the Work, a sum sufficient to increase the total payments to the full amount of the Contract Sum, less such amounts as the Architect shall determine for incomplete Work, retainage applicable to such work and unsettled claims; and
(Section 9.8.5 of AIA Document A201-2007 requires release of applicable retainage upon Substantial Completion of Work with consent of surety, if any.)
- .2 Add, if final completion of the Work is thereafter materially delayed through no fault of the Contractor, any additional amounts payable in accordance with Section 9.10.3 of AIA Document A201-2007.

§ 5.1.8 Reduction or limitation of retainage, if any, shall be as follows:

(If it is intended, prior to Substantial Completion of the entire Work, to reduce or limit the retainage resulting from the percentages inserted in Sections 5.1.6.1 and 5.1.6.2 above, and this is not explained elsewhere in the Contract Documents, insert here provisions for such reduction or limitation.)

«The amount retained shall be 10% of the value of Work until 50% of the Work has been completed. At 50% completion, further partial payments shall be made in full to the Contractor and no additional amounts may be retained unless the Architect certifies that the Work is not proceeding satisfactorily, but amounts previously retained shall not be paid to the Contractor. At 50% completion or any time thereafter when the progress of the Work is not satisfactory, additional amounts may be retained but in no event shall the total retainage be more than 10% of the value of Work completed.»

§ 5.1.9 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

§ 5.2 FINAL PAYMENT

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Section 12.2.2 of AIA Document A201-2007, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

« »

ARTICLE 6 DISPUTE RESOLUTION

§ 6.1 INITIAL DECISION MAKER

The Architect will serve as Initial Decision Maker pursuant to Section 15.2 of AIA Document A201-2007, unless the parties appoint below another individual, not a party to this Agreement, to serve as Initial Decision Maker. *(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)*

« »

« »

« »

« »

§ 6.2 BINDING DISPUTE RESOLUTION

For any Claim subject to, but not resolved by, mediation pursuant to Section 15.3 of AIA Document A201-2007, the method of binding dispute resolution shall be as follows:

(Check the appropriate box. If the Owner and Contractor do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.)

Arbitration pursuant to Section 15.4 of AIA Document A201-2007

Litigation in a court of competent jurisdiction

Other (Specify)

« »

ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201-2007.

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201-2007.

ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201-2007 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

(Insert rate of interest agreed upon, if any.)

«0.00» % « »

§ 8.3 The Owner's representative:

(Name, address and other information)

«Mr. Jonathan Griffith»
«City of Palatka»
201 N Second Street
Palatka, Florida 32177 »
«Telephone Number: (386) 329-0100 (ext. 230)»
«Fax Number: (386) 329-0106»

§ 8.4 The Contractor's representative:
(Name, address and other information)

«Mr. Dan Blumenstock»
«Armstrong Contracting Services, Inc.»
«455 East End Road »
«East Palatka, Florida 32187»
«Telephone Number: 386-325-2023 »
«Fax Number: 386-328-3067 »

§ 8.5 Neither the Owner's nor the Contractor's representative shall be changed without ten days written notice to the other party.

§ 8.6 Other provisions:

«8.6.1 This Agreement shall not become effective until concurred in writing by the Agency. Such concurrence shall be evidenced by the signature of a duly authorized representative of the Agency in the space provided at the end of this Attachment to the Agreement. The concurrence so evidenced by the Agency shall in no way commit the Agency to render financial assistance to the Owner and is without liability to the Agency for any payment thereunder, but in the event such assistance is provided, the concurrence shall signify the provisions of this Agreement are consistent with Agency requirements.

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 The Contract Documents, except for Modifications issued after execution of this Agreement, are enumerated in the sections below.

§ 9.1.1 The Agreement is this executed AIA Document A101-2007, Standard Form of Agreement Between Owner and Contractor.

§ 9.1.2 The General Conditions are AIA Document A201-2007, General Conditions of the Contract for Construction.

§ 9.1.3 The Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
----------	-------	------	-------

§ 9.1.4 The Specifications:

(Either list the Specifications here or refer to an exhibit attached to this Agreement.)

«Section Title

00 020 Advertisement - Invitation to Bid - Call for Bids
00 100 Instructions to Bidders
00 310 Bid/form of Proposal
00 420 List of Subcontractors
00 430 Public Entity Crime Statement
00 440 Compliance Statement
00 450 Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion - Lower Tier Covered Transactions
00 460 Certification Regarding Drug-free Workplace Requirements (Grants) Alternative I - for Grantees Other than Individuals

- 00 470 Certification for Contracts, Grants and Loans
- 00 475 Disclosure of Lobbying Activities
- 00 480 Attachment RD 1942-A, Guide 27, Attachment 3, Attachment to AIA Document A101-2007, Standard Form of Agreement between Owner and Contractor
- 00 490 Attachment RD 1942-A, Guide 27, Attachment 4, Attachment to AIA Document A201-2007, General Conditions of the Contract for Construction
- 00 600 Contractor's Bond
- 00 830 Form Rd 1924-18, Partial Pay Estimate Cover Sheet
- 00 840 Form Rd 1924-7, Contract Change Order
- 00 850 Temporary Construction Sign for Rural Development Projects
- 01 010 Summary of the Work
- 01 015 Contractor's Use of the Premises
- 01 019 General Requirements
- 01 021 Cash Allowances
- 01 045 Cutting and Patching
- 01 050 Field Engineering/surveying
- 01 100 Alternates
- 01 152 Applications for Payment
- 01 153 Change Order Procedure
- 01 200 Project Meetings
- 01 310 Construction Schedules
- 01 340 Submittals and Substitutions
- 01 370 Schedule of Values
- 01 410 Testing Laboratory Services
- 01 500 Temporary Facilities and Controls
- 01 630 Product Options & Substitutions
- 01 640 Product Handling
- 01 700 Contract Close-out
- 01 710 Cleaning
- 01 720 Project Record Documents
- Divisions 02 Through 16 on Drawings »

§ 9.1.5 The Drawings:

(Either list the Drawings here or refer to an exhibit attached to this Agreement.)

«

Sheet Title

- G0.1 Drawing Index, Code Compliance Criteria, Legend, Symbols, Misc Details and Vicinity Map
- A1.1 Existing / Demolition and Renovated / New Floor Plans, Legends, Door and Finish Schedules
- A1.2 Renovated / New Reflected Ceiling Plan, Ceiling Types and Legend
- A3.1 Enlarged Restroom Plan, Interior Elevations, Handicap Restroom Requirements and Details
- A4.1 Specifications
- A4.2 Specifications
- A4.3 Specifications
- Pme1.1 Plumbing, Mechanical and Electrical Specifications
- Pl.1 Existing / Demolition and Renovated / New Plumbing Floor Plans, Specifications, Legend and Schedules
- M1.1 Existing / Demolition and Renovated / New Mechanical Floor Plans, Specifications, Notes and Schedules
- E1.1 Existing / Demolition and Renovated / New Electrical Floor Plans - Power, Legend and Kitchen Equipment Schedules
- E1.2 Existing / Demolition and Renovated / New Electrical Floor Plans - Lighting, Panel »

§ 9.1.6 The Addenda, if any:

Number	Date	Pages
One	10 November 2014	Ten (10)
Two	12 November 2014	Four (4); one (1) 24" x 36" drawings; one (1) 11" x 17" drawing and three (3) 8 1/2" x 11" drawings: Total of nine (9)

Portions of Addenda relating to bidding requirements are not part of the Contract Documents unless the bidding requirements are also enumerated in this Article 9.

§ 9.1.7 Additional documents, if any, forming part of the Contract Documents:

- .1 AIA Document E201™-2007, Digital Data Protocol Exhibit, if completed by the parties, or the following:
« »
- .2 Other documents, if any, listed below:
(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201-2007 provides that bidding requirements such as advertisement or invitation to bid, Instructions to Bidders, sample forms and the Contractor's bid are not part of the Contract Documents unless enumerated in this Agreement. They should be listed here only if intended to be part of the Contract Documents.)
- .3 Attachment to the Standard Form of Agreement Between Owner and Contractor (This attachment has been incorporated into this agreement)
 - General Conditions of the Contract for Construction, AIA A201-2007
 - Attachment to the General Conditions of the Contract for Construction (RD Instruction 1942-A, Guide 27, Attachment 4)
 - Bid Form
 - Bid Bond
 - Compliance Statement (Form RD 400-6)
 - Payment Bond
 - Performance Bond
 - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions (Form AD 1048)
 - Disclosure of Lobbying Activities (SF-LLL)
 - Certification for Contracts, Grants and Loans (RD Instruction 1940-Q, Exhibit A-1)

ARTICLE 10 INSURANCE AND BONDS

The Contractor shall purchase and maintain insurance and provide bonds as set forth in Article 11 of AIA Document A201-2007.
(State bonding requirements, if any, and limits of liability for insurance required in Article 11 of AIA Document A201-2007.)

Type of Insurance or bond	Limit of liability or bond amount (\$0.00)
Workers' Compensation:	
State	Statutory
Employer's Liability Per	\$200,000.00
Comprehensive General Liability:	
Aggregate-Minimum	\$500,000.00
Bodily Injury:	
Per Claimant	\$700,000.00
Per Occurrence	\$700,000.00
Property Damage:	
Per Claimant	\$500,000.00
Per Occurrence	\$500,000.00

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in duplicate on the respective dates indicated below:

OWNER:

ATTEST: _____ By _____
Type Name _____ Type Name _____
Title _____ Title _____
Date _____ Date _____

CONTRACTOR:

ATTEST: _____ By _____
Type Name _____ Type Name _____
Title _____ Title _____
Date _____ Date _____

AGENCY CONCURRENCE:

By _____
Type Name _____
Title _____
Date _____

The concurrence so evidenced by the Agency shall in no way commit the Agency to render financial assistance to the Owner and is without liability to the Agency for any payment hereunder, but in the event such assistance is provided, the concurrence shall signify the provisions of this Agreement are consistent with Agency requirements.

BID TABULATION

PROJECT: PALATKA GOLF CLUB REPAIRS USDA RURAL BUSINESS ENTERPRISED GRANT		DATE: 21-Nov-14																
ARCHITECT: Robert E. Taylor, AIA Architect, PA 710 St. Johns Ave, Palatka, FL 32177 386-325-7341 / Fax 386-325-0608		PLACE: Ms. Betsy Driggers, City Clerk City Hall 201 N. Second Street Palatka, FL 32177																
ARCHITECT'S PROJ NO: 1313		TIME: 11:30 a.m.																
					Required			Not Required			Required							
BIDDER	BASE BID	KITCHEN EQUIPMET (Included in Base Bid)	ADDITIVE ALTERNATE NO. 1	ADDITIVE ALTERNATE NO. 2	1 Org & 2 cc Proposal & Kitchen Equipment Bid Bond	List of Subcontractors	Public Entity Crime Statement	Compliance Statement	Certification Regarding Debarment	Certification Regarding Drug Free Workplace	Certification for Contracts	Disclosure of Lobbying Activities	Addendum No. 1	Addendum No. 2	Addendum No. 3	COMMENTS		
Armstrong Contracting	\$ 244,670.00	\$ 64,166.00	\$ 680.00	\$ 5,670.00	X	X	X	X	X	X	X	X	X	X	X	5% Bid Bond Westfield Insurance Co. AIA Doc A310 - 1970 ED		
Anglin Construction Co.	NO BID																	
BBI Construction Management, Inc.	NO BID																	
Gary S Bailey, Inc.	\$ 288,920.00	\$ 64,625.00	\$ 490.00	\$ 1,700.00	X	X	X	X	X	X			X	X	X	5% Bid Bond FCCI Insurance Co AIA Doc A310 - 1970 ED		

Ms. Betsy Driggers, City Clerk

Mr. Robert Taylor, Architect

BID TABULATION

PROJECT:		PALATKA GOLF CLUB REPAIRS USDA RURAL BUSINESS ENTERPRISED GRANT				DATE:		21-Nov-14									
ARCHITECT:		Robert E. Taylor, AIA Architect, PA 710 St. Johns Ave, Palatka, FL 32177 386-325-7341 / Fax 386-325-0608				PLACE:		Ms. Betsy Driggers, City Clerk City Hall 201 N. Second Street Palatka, FL 32177									
ARCHITECT'S PROJ. NO.		1313				TIME:		11:30 a.m.									
BIDDER	BASE BID	KITCHEN EQUIPMET (Included in Base Bid)	ADDITIVE ALTERNATE NO. 1	ADDITIVE ALTERNATE NO. 2	Required			Not Required				Required			COMMENTS		
					1 Org & 2 cc Proposal & Kitchen Equipment Bid Bond	List of Subcontractors	Public Entity Crime Statement	Compliance Statement	Certification Regarding Debarment	Certification Regarding Drug Free Workplace Certification for Contracts	Disclosure of Lobbying Activities	Addendum No. 1	Addendum No. 2	Addendum No. 3			
Hager Construction Company	NO BID																
J. Register Company, Inc.	NO BID																
Latitudes NE Florida LTD CO.	NO BID																
Riverside Builders of Putnam County, Inc.	\$ 265,900.00	\$ 62,280.00	\$ 700.00	\$ 5,200.00	X	X	X	X	X	X	X	X	X	X	X	X	5% Bid Bond FCCI Insurance Co AIA Doc A310 - 2010 ED
Tumbleson White Construction, Inc.	NO BID																

Armstrong Contracting Services, Inc.

455 East End Road • P.O. Box 232 • San Mateo, FL 32187 • Phone: 386-325-2023

CGC028834
CBC052198

To: Mr. Michael J. Czymbor, City Manager
City of Palatka
201 North Second Street
Palatka, FL, 32177

Dear Mr. Czymbor:

The undersigned, having visited the Project Site of the proposed project and familiarized himself with local conditions and the nature and extent of the work, proposes to furnish all labor, material, equipment and incidentals necessary to construct the following Building project, in strict accord with Drawings, Specifications, and Contract Documents prepared therefore by Robert E. Taylor, AIA, Architect, PA,

**PALATKA GOLF CLUB REPAIRS
USDA RURAL BUSINESS ENTERPRISES GRANT
1715 MOSELEY AVENUE
PALATKA, FLORIDA**

BASE BID -

Two hundred forty four thousand Six hundred Seventy $\frac{00}{100}$ \$ 244,670.⁰⁰

Kitchen Equipment - A List of Kitchen Equipment, which is to be purchased by this Contractor. Identify on that list the individual prices of the equipment and on the line below the total cost of all equipment (this amount is to be included in the base bid) -

Sixty four thousand One hundred Sixty Six $\frac{00}{100}$ \$ 64,166.⁰⁰

ADDITIVE ALTERNATE NO. 1 - Replace supply grilles in Conference Rooms 134 and 135 with new 2' x 2' lay in, high volume supply diffusers. Quality Standard: Hart & Cooley, T Bar HVS R6. Total of five supply grilles.

If Additive Alternate No. 1 is accepted, ADD to Base Bid the Sum of:

Six hundred Eighty $\frac{00}{100}$ \$ 680.⁰⁰

ADDITIVE ALTERNATE NO. 2 - Replace supply grilles in Foyer 101, Multi-Purpose 103 and Bar Seating Room 132 with 4-way Diffuser. Quality Standard: Hart & Cooley, Model ARS. HVAC Contractor to measure and verify all dimensions. Total of fifteen supply grilles.

If Additive Alternate No. 2 is accepted, ADD to Base Bid the Sum of:

five thousand Six hundred Seventy $\frac{00}{100}$ \$ 5,670.⁰⁰

TIME OF COMPLETION:

The undersigned further proposes to construct the project within 150 calendar days, beginning after the contract has been executed by all parties thereto and Notice to Proceed is given to Contractor and states that this period of time is proposed in full understanding of provisions in paragraph of INSTRUCTIONS TO BIDDERS entitled "Time of Completion and Liquidated Damages"

SUBSTITUTIONS: If following substitutions for specified proprietary products, systems or materials, or of products or materials not meeting all requirements of specifications:

Description, Model No. and Manufacturer of Item to be Substituted	Amount to be Deducted from Base Bid
_____	\$ _____
_____	\$ _____

NOTE: If no substitutions are indicated in this proposal, it is presumed that all products, systems and materials included in this bid are those specified or will meet all conditions of the specifications. Substitutions as listed above will not be considered in the determination of the low bid.

EXAMINATION OF THE DOCUMENTS: Undersigned further states that he has examined all contract documents for this Work, including Advertisement-Invitation to Bid.

RECEIPT OF ADDENDA: Undersigned acknowledges receipt of following Addenda:

Addendum No. <u>1</u>	Dated <u>Nov 10, 2014</u>
Addendum No. <u>2</u>	Dated <u>Nov 12, 2014</u>
Addendum No. <u>3</u>	Dated <u>Nov 17, 2014</u>

AGREEMENT: Bidder has agreed, and does hereby agree:

1. That above proposal shall remain in full force and effect for a period of 30 days after time of opening of this proposal; and that Bidder will not revoke or cancel this proposal nor withdraw from competition within the said 30-day period.
2. That in the event contract is awarded to this Bidder, he will, within ten consecutive calendar days after it is submitted, enter into a written contract with Owner, in accord with accepted Bid.
3. This Project has been funded by a USDA Rural Business Enterprises Grant therefore there are requirements contained within the Grant which may be applicable to this project. Bidder certifies that he has reviewed requirements of the Grant prior to submitting his proposal

Undersigned further agrees that this proposal is made with full understanding that you, as Owner, reserve the right to waive informalities in this Bid; to accept any Bid which you consider to be from lowest responsible Bidder; and to reject any and all Bids.

IN WITNESS WHEREOF, the Bidder has hereunto set his signature:

this 21st day of Nov, A.D. 2014.

COMPANY NAME: Armstrong Contracting Services, Inc.

BY/TITLE: Dan Blumenstock/Vice President

SIGNATURE: 

CONTRACTOR'S CERTIFICATION NO.: CGC028834

Full names and residences of persons and firms interested in foregoing proposal as principals are as follows:

Terry L. Turner, 455 East Fnd Rd, San Mateo, FL 32187

Dan Blumenstock, 112 Thicket Lane, Palatka, FL 32177

END OF SECTION

KITCHEN EQUIPMENT

ITEM	QTY	DESCRIPTION	PRICE
1	1 ea	REACH-IN UNDERCOUNTER REFRIGERATOR, 2 SECTION Turbo Air Model No. MUR-60 Packed: ea M3 Series Undercounter Refrigerator, 16 cu. ft., two section, self-contained, (2) swing doors, (2) adjustable heavy duty PE coated wire shelves, CFC free polyurethane insulation, stainless steel ext. w/galvanized steel back, 4" swivel casters, 1/3 HP, 115v/60/1, 8.9 amps, NEMA 5-15P, ETL, cETL, NSF 1 ea 2 year parts/labor & 5 yrs compressor warranty, standard	\$ <u>2199.-</u>
2	1 ea	REACH-IN UNDERCOUNTER FREEZER, 2 SECTION Turbo Air Model No. MUF-48 Packed: ea M3 Series Undercounter Freezer, 12 cu. ft., two section, self-contained, (2) swing doors, (2) adjustable heavy duty PE coated wire shelves, CFC free polyurethane insulation, stainless steel ext. w/galvanized steel back, 4" swivel casters, 1/2 HP, 115v/60/1, 8.3 amps, 9' cord, NEMA 5-15P, ETL, cETL, NSF 1 ea Self-contained refrigeration, standard 1 ea 2 year parts/labor & 5 yrs compressor warranty, standard	\$ <u>2227.-</u>
3	1 ea	REACH-IN FREEZER, 3 SECTIONS Turbo Air Model No. M3F72-3 Packed: ea M3 Freezer, reach-in, three-section, 72 cu. ft., exterior LED digital thermometer, (3) hinged solid doors w/recessed handle & locks, (3) PE coated wire shelves per section, stainless steel front & sides, aluminum interior with stainless steel floor, 4" swivel casters, top mount self-contained compressor, 1-1/4 HP, 115/208-230v/60/1, 10.4 amps, NEMA L14-20, NSF-7, ETL, cETL, ENERGY STAR® 1 ea 2 year parts/labor & 5 yrs compressor warranty, standard	\$ <u>5450.-</u>
4	1 ea	REFRIGERATED MERCHANDISER Turbo Air Model No. TGM-48RB Packed: ea Refrigerated Merchandiser, two-section, 48 cu. ft., self-contained, double pane self-closing sliding glass doors, LED interior & canopy lighting, (8) adjustable PE coated wire shelves, black cabinet w/black trim, bottom mount compressor, 1/2 HP, 115v/60/1, 10.9 amps, cord w/NEMA 5-15P, NSF,UL cUL, ETL, cETL 1 ea 2 year parts/labor & 5 yrs compressor warranty, standard	\$ <u>3061.-</u>
5	1 ea	RANGE, 72", 6 BURNERS, 36" GRIDDLE Vulcan Model No. 72SS-6B36G Packed: ea Endurance™ Restaurant Range, 72", (6) 30,000 BTU burners with liftoff burner heads, 36" manual Griddle, 7/8" thick, 4" wide front grease trough, 2 standard oven bases, stainless steel front, sides, back riser & high shelf, fully MIG welded frame, 6" adjustable legs, 310,000 BTU, CSA, NSF 1 ea 1 year limited parts & labor warranty, standard 1 ea Natural gas (add -l suffix) (specify elevation if over 2,000 ft.) 1 ea Griddle on right side, standard	\$ <u>12,061.-</u>

KITCHEN EQUIPMENT

ITEM	QTY	DESCRIPTION	PRICE
	1 ea	36RB Salamander Broiler, Gas, 36" wide, 50,000 BTU heavy duty burner, dual control, (6) grid positions, removable pan, stainless steel front, top and sides, 3/4" gas rear connection & pressure regulator	
	1 ea	RSHELF-XL72 Reinforced highshelf, for 72" ranges (shipped in separate carton)	
	1 ea	CASTERS RR8 Casters (set of 8)	
6	1 ea	CONVECTION OVEN Vulcan Model No. VC4GD Packed: ea Convection Oven, Gas, 1-deck, standard depth, solid state controls, electronic spark igniter, 25-3/4" high legs, stainless steel front, top and sides, stainless steel door with window, 44,000 BTU	<u>\$ 4867.-</u>
	1 ea	year limited parts & labor warranty, standard	
	1 ea	Natural gas (add -1 suffix) (specify elevation if over 2,000 ft.)	
	1 ea	115v/1ph, 1/2 HP, 8.0 amps, 6' cord & plug standard	
	1 ea	CSTSET-SINGLE Casters (set of four, 2 locking) for Single Deck Oven or for Leg Stand	
	1 ea	RACK 1PC Oven rack (1 PC), for VC4 models	
	1 ea	RACK HANGRV Rack Hanger	
	1 ea	DRAFT-DIVERT Down draft flue diverter	
	2 ea	Focus 900600 Sheet Pan, full size, 18" x 26" x 1" OA, 12 gauge aluminum	
	1 ea	CDN DSP1 Digital Probe Thermometers Dual-Sensing Probe Thermometer/Timer, 32 to 572°F/0 to 300°C, 10 hrs by hr/min/sec, 6.75"/17.0cm probe with 39"/1 m sensor cable, high heat, programmable, dual function, dual progress display, overtime alert, counts up/down, big digit, alarm, stop & restart, counts up after zero, on/off button, temperature guide on thermometer, magnet/stand, food-safe ABS, 304 stainless steel probe	
	12 ea	Advance Tabco 115-101 (18-8A-26-2X) Bun Pan, full size, 18 ga. aluminum, standard (must purchase in multiples of 12... minimum order 20 dozen)	
7	2 ea	FRYER Vulcan Model No. 1GR45M Packed: ea Fryer, Gas, 15-1/2" W, free-standing, 120,000 BTU, stainless steel cabinet and 14" x 14" fry tank, 45-50 lb. shortening capacity, millivolt thermostat controls, twin baskets, adjustable casters - 2 locking, 1/2" ID / 3/4" OD rear gas connection, CSA, NSF	(\$ <u>3286.-</u> each) \$ <u>6572.-</u>
	2 ea	10 year limited tank warranty, standard	
	2 ea	1 year limited parts & labor warranty, standard	
	2 ea	Natural gas (add -1 suffix) (specify elevation if over 2,000 ft.)	

KITCHEN EQUIPMENT

<u>ITEM</u>	<u>QTY</u>	<u>DESCRIPTION</u>	<u>PRICE</u>
8	2 ea	MICROWAVE OVEN ACP Model No. RFS12TS Packed: ea Amana® Commercial Microwave Oven, countertop, 1200 watts, medium volume, (2) magnetrons, 5 power levels, 10 menu pads with capacity to program 100 menus, Braille touch pads, removable air filter, stainless steel exterior, stainless steel interior with sealed-in ceramic shelf, side hinged door, 3-yr warranty, 120v/60/1-ph, power consumption: 1800 total watts, 15 amps, 20 MCA, 5' cord & NEMA 5-20P, ETL	(\$ <u>1239.</u> each) \$ <u>2468.</u> -
9	1 ea	MOBILE FRYER FILTER Miroil Model No. BD707 Packed: ea Oil Filter Machine/Discard Trolley, 1 way pump for fryers with drain valves, oil capacity to 75 lb., 8" wheels plus heavy duty 3" front casters, coated steel basin, full 1/2 HP pump, silicone jacketed Teflon hose, includes #C88P EZ Flow filter	\$ <u>1631.</u> -
	1 ea	Limited 1 year warranty on machine and limited 6 month warranty on filter	
	1 ea	Floor fryers with drain valves use BD machine for 1 way pumping	
10	1 ea	HOT FOOD SERVING COUNTER Duke Manufacturing Model No. E305SW Packed: ea Aerohot Steamtable Hot Food Unit, 72-3/8"L, electric, (5) 12" x 20" sealed hot food wells with individual drains with valves, infinite controls, stainless steel top with 1/2" thick x 7" wide poly carving board, stainless steel open base with under-shelf, legs & feet (Flyer)	\$ <u>2659.</u> -
	1 ea	Voltage to be determined - SPECIFY AT TIME OF ORDER	
11	1 ea	BUFFET WARMER Custom Model No. 69K-004 Packed: ea Food Warmer has 1 Well that holds up to a standard 12" W x 20" D steam table pan. Adjustable thermostat. Durable stainless steel construction. 25 Qt. capacity. 120V. 13-3/8" W x 22-1/2" D x 9-3/8" H. 17 lbs.	\$ <u>137.</u> -
12	2 ea	SANDWICH GRILL TOASTER Star Mfg. Model No. GR10B Packed: ea Pro-Max® Two-Sided Grill, electric, 10" x 10" fixed lower grill, Pro-Lift™ hinged upper grill, HD smooth cast aluminum grill plates, thermostatic control, front grease drawer, stainless steel front & sides, 1800 watts	(\$ <u>1321.⁵⁰</u> each) \$ <u>2643.</u> -
	2 ea	1 year parts & labor warranty, standard	
	2 ea	120v/60/1-ph, 1.8kW, 15.0 amps, cord, NEMA 5-15P, standard	
13	1 ea	TWO (2) COMPARTMENT SINK John Boos Model No. 2B16204-X Packed: ea "B" Series Sink, 2-compartment, 37" W x 25-1/2" D, 16/300 stainless steel construction, 16" side-to-side x 20" front-to-back x 14" deep bowls, 10" H boxed backsplash, 8" O.C. splash mount faucet holes, 3-1/2" diameter die-stamped drain openings, stainless steel gussets, legs, crossbracing, & adjustable bullet feet, NSF, CSA® (FLYER)	\$ <u>687.</u> -
	1 ea	Krowne 12-814L Krowne Commercial Series Faucet, splash-mounted, 8" centers, swing spout, 14" long, low lead compliant	

KITCHEN EQUIPMENT

ITEM	QTY	DESCRIPTION	PRICE
14	1 ea	MOP SINK Custom Model No. 829-002 Packed: ea 36" Mop sink has one piece fiberglass construction. Removable stainless steel strainer. 1" wide rim. Drain connector included to make sink leak proof. (Drain accepts 2" or 3" pipe size; please specify.) 24" D x 10" H.	\$ <u>366.-</u>
	1 ea	Krowne 16-127 Krowne Royal Series Service Faucet, Splash-Mounted, 8" Centers, 6-1/2" Long Heavy Cast Spout with Bail Hook & Hose Thread, Bracket Can Mount Above or Below, Vacuum Breaker, Rough Brass, NSF, CSA (Best)	
	1 ea	Krowne 1 year parts & labor warranty, std.	
	1 ea	65.700 RUBBER HOSE AND BRACKET, 5/8" HOSE IS 31" LONG.	
15	1 ea	WORK TABLE Duke Manufacturing Model No. 316-3072 Packed: ea Work Table, stainless steel top, 30" wide top, without splash, 72" long, with galvanized undershelf & posts, 36" high, 16/300 stainless steel	\$ <u>1002.-</u>
	1 ea	1056-7210/18GA Overshelf, table mounted, single deck, 72" W x 10" D x 18" H, 18 gauge stainless steel, for work tables, NSF (placement across back of table, unless otherwise specified)	
16	1 ea	WORK TABLE Duke Manufacturing Model No. 316-3048 Packed: ea Work Table, stainless steel top, 30" wide top, without splash, 48" long, with galvanized undershelf & posts, 36" high, 16/300 stainless steel	\$ <u>483.-</u>
17	1 ea	WORK TABLE Duke Manufacturing Model No. 316-3036 Packed: ea Work Table, stainless steel top, 30" wide top, without splash, 36" long, with galvanized undershelf & posts, 36" high, 16/300 stainless steel	\$ <u>464.-</u>
18	1 ea	WORK TABLE Duke Manufacturing Model No. 316-2448 Packed: ea Work Table, stainless steel top, 24" wide top, without splash, 48" long, with galvanized undershelf & posts, 36" high, 16/300 stainless steel	\$ <u>464.-</u>
19	10 ea	FLOOR MAT, RUBBER (\$ <u>39.70</u> each) Custom Model No. 664-085 Packed: ea Mat is 1/2" thick. Molded-in beveled edges. Available in Black general purpose or Red grease resistant. 3' W x 5' D. 23 lbs.	\$ <u>397.-</u>
20	1 ea	GRAH HEAT LAMP Hatco Model No. AH30120TCCS Packed: ea GRAH30 (QUICK SHIP MODEL) Glo-Ray® Infrared Food warmer, high wattage, tubular metal heater rod, single heater rod housing, built in toggle switch, aluminum construction, S-hooks & chain, cord & attached plug, 660 watts, 120v/60/1	\$ <u>203.-</u>
	1 ea	One year on-site parts and labor warranty, plus one additional year parts only warranty on all Glo-Ray metal sheathed elements	

KITCHEN EQUIPMENT

ITEM	QTY	DESCRIPTION	PRICE
21	2 ea	PORTION SCALE Taylor Precision Model No. TE22OS Packed: 2 ea Portion Control Scale, digital, 22 lb. x 0.1 oz./10 kg x 1 g capacity, 1/8 oz.-1/4 oz.-1/2 oz. or 2 g/5 g/10 g graduation, 14" x 10" stainless steel platform, ABS housing, features tare, auto-off, and low battery indicator, uses AC adaptor or 2 AAA battery (not included), NSF 22	(\$ <u>209.50</u> each) \$ <u>419.-</u>
22	N/A	Included with Item Number 5.	
23	1 ea	BAR BLENDER Hamilton Beach Model No. HBH550 Packed: ea Fury™ High Performance Bar Blender, two speed motor, 64 oz. stackable polycarbonate container, variable timer, jump cycle, pulse switch, auto shutoff, with wave-action™ system, stainless steel blades, 3 HP, 120v/60/1-ph, cULus, NSF listed, Express Care Service Program, 2 year warranty	\$ <u>547.-</u>
24	1 ea	FOOD WARMER Nemco Model No. 6510A-2D7 Packed: ea Soup Warmer, double 7 qt. well, with header, double thermostat, 120v/60/1ph, 1100W, NSF (inset, cover and ladle not included – please refer to options)	\$ <u>769.-</u>
25	1 ea	PROOFER HOLDING CABINET Vulcan Model No. VP18 Packed: ea Proofing Heated Cabinet, mobile, non-insulated, (18) 18" x 26" x 1" sheet pans or (36) 12" x 20" x 2-1/2" steam table pans, fan & air tunnel, includes (10) pair of adjustable tray slides 3" OC, 1/2 gallon water pan, switch can be set to proof or set for heated holding up to 190° F, glass door, stainless steel construction, includes drip trough & removable drip pan, 5" casters; 2 swivel, 2 rigid with locks 1 ea 1 year limited parts & labor warranty, standard 1 ea Lifetime warranty on heating elements, standard 1 ea 120v/50/60/1, 2.0kW, 16.7 amps, 8' cord, NEMA 5-20 plug, standard	\$ <u>2018.-</u>
26	1 ea	BOTTLE COOLER Turbo Air Model No. TBC-80SD Packed: ea Bottle Cooler, 80" L, self-contained, (6) PE coated adjustable dividers, built-on removable bottle cap opener and catcher, (3) sliding doors, stainless steel countertop & lids, stainless steel exterior, stainless steel interior door liner & floor, galvanized steel interior top & inside walls, 1/2 HP, 115v/60/1, 9.0 amps, cord w/NEMA 5-15P, NSF, ETL, cETL, ETL-Sanitation, cUL, 5 Year Compressor 1 ea 3 years parts/labor & 5 yrs compressor warranty, standard	\$ <u>2770.-</u>
27	15 ea	WIPE DOWN PANELS 4' x 8' White .090 FRP Wall Board Model No. MFTF12LXA480009600	\$ <u>50.-</u> each) \$ <u>750.-</u>

KITCHEN EQUIPMENT

ITEM	QTY	DESCRIPTION	PRICE
28	15 ea	MATES' BAR STOOL New SOHO Vinyl Upholstered Seat, 20" W Mfg Part # 9850PS Walnut Finish / Vinyl Grade 9 SOHO Burgundy Vinyl.	(\$ <u>135.40</u> each) \$ <u>2031.-</u>
29	6 ea	BAR HEIGHT TABLE BASE Model No. 897-011 Stand up/bar 40 7/8" H table base and column are cast iron with welded steel top plate. 3" diameter column. Black wrinkle finish. 24" W x 30" D base spread, 30" W x 42" D max top.	(\$ <u>41.50</u> each) \$ <u>249.-</u>
29	6 ea	REVERSIBLE LAMINATE TABLE TOP Mfg Part#: XU-RD-36-MBT-GG / Black Mahogany Finish h 36" diameter, 1-1/8" thick, with black vinyl edge	(\$ <u>41.50</u> each) \$ <u>249.-</u>
30		Labor to install all equipment	\$ <u>4315.-</u>
TOTAL \$ <u>64,166.-</u>			

SIXTY FOUR THOUSAND, ONE HUNDRED SIXTY SIX DOLLARS

(Amount written or typed in words)

END OF ADDENDUM NO. 1

SECTION 00 420

LIST OF SUBCONTRACTORS FORM

PROJECT: Palatka Golf Club Repairs

NOTE: Please type or print firm names and include with bid form.

CONTRACTOR'S NAME Armstrong Contracting Services, Inc.

01 Concrete - John Sims Contracting

02 Structural Steel and Metal Fabrications - GC

03 Carpentry & Millwork - John Sims Contracting / TK Cabinets

04 Doors, Frames & Hardware - Genesis

05 Storefront Door - Lee & Cates

06 Glass & Glazing - Lee & Cates

07 Plumbing - DR Rooter of St Aug

08 Mechanical - Palatka Heating & Air

09 Electrical - Preston Elect

10 KITCHEN EQUIPMENT - Atlantic Dist

11

12

13

14

Signature 

Company Represented Armstrong Contracting Services, Inc.

Date 11/21/14

END OF SECTION

THE AMERICAN INSTITUTE OF ARCHITECTS

Executed in 1 Counterpart



AIA Document A310

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we **Armstrong Contracting Services, Inc.**
455 East End Rd, PO Box 232, San Mateo, FL 32187
(Here insert full name and address or legal title of Contractor)

as Principal, hereinafter called the Principal, and **Westfield Insurance Company**
PO Box 5001, Westfield Center, OH 44251-5001
(Here insert full name and address or legal title of Surety)

a corporation duly organized under the laws of the State of OHIO
as Surety, hereinafter called the Surety, are held and firmly bound unto **City of Palatka**
(Here insert full name and address or legal title of Owner)

201 North 2nd Street, Palatka, FL 32177
as Oblige, hereinafter called the Oblige, in the sum of **Five Percent of Amount Bid**

Dollars (\$ ---5%---),
for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind
ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by
these presents.

WHEREAS, the Principal has submitted a bid for
(Here insert full name, address and description of project)
RFP-2014-16, Palatka Golf Club Repairs, 1715 Mosley Ave., Palatka, FL 32177,

NOW, THEREFORE, if the Oblige shall accept the bid of the Principal and the Principal shall enter into a Contract
with the Oblige in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding
or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt
payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter
such Contract and give such bond or bonds, if the Principal shall pay to the Oblige the difference not to exceed the penalty
hereof between the amount specified in said bid and such larger amount for which the Oblige may in good faith contract
with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain
in full force and effect.

Signed and sealed this 21st day of November 2014

Jana Lewis
(Witness)

Armstrong Contracting Services, Inc.
[Signature] (Principal) (Seal)
V.P.
(Title)

Anita Navarra
(Witness)

Westfield Insurance Company
[Signature] (Surety) (Seal)
(Title)

**Don Bramlage, Attorney-in-Fact
and Florida Licensed Resident Agent**

General
Power
of Attorney

POWER NO. 0990992 00

Westfield Insurance Co.
Westfield National Insurance Co.
Ohio Farmers Insurance Co.
Westfield Center, Ohio

CERTIFIED COPY

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint DON BRAMLAGE, JEFFREY W. REICH, LESLIE M. DONAHUE, SUSAN L. REICH, PATRICIA L. SLAUGHTER, GLORIA A. RICHARDS, TERESA L. DURHAM, CHERYL FOLEY, LISA ROSELAND, JOINTLY OR SEVERALLY

of MAITLAND and State of FL its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings, or other Instruments or contracts of suretyship.

LIMITATION: THIS POWER OF ATTORNEY CANNOT BE USED TO EXECUTE NOTE GUARANTEE, MORTGAGE DEFICIENCY, MORTGAGE GUARANTEE, OR BANK DEPOSITORY BONDS.

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be It Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact, may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such Instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be It Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their National Surety Leader and Senior Executive and their corporate seals to be hereto affixed this 21st day of MARCH A.D., 2014.

Corporate
Seals
Affixed



WESTFIELD INSURANCE COMPANY
WESTFIELD NATIONAL INSURANCE COMPANY
OHIO FARMERS INSURANCE COMPANY

By: *Dennis P. Baus*

Dennis P. Baus, National Surety Leader and Senior Executive

State of Ohio
County of Medina ss:

On this 21st day of MARCH A.D., 2014, before me personally came Dennis P. Baus to me known, who, being by me duly sworn, did depose and say, that he resides in Wooster, Ohio; that he is National Surety Leader and Senior Executive of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial
Seal
Affixed



David A. Kolnik

David A. Kolnik, Attorney at Law, Notary Public
My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

State of Ohio
County of Medina ss:

I, Frank A. Carrino, Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this 21st day of November A.D., 2014



Frank A. Carrino Secretary

Frank A. Carrino, Secretary

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3) (a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. The sworn statement is submitted to City of Palatka
(Print name of the public entity)

By Dan Blumenstock, Vice President
(Print individual's name and title)

For Armstrong Contracting Services, Inc.
(Print name of entity submitting sworn statement)

Whose business address is:

455 East End Rd.

San Mateo, FL 32187

And (if applicable) its Federal Employer Identification Number (FEIN) is 59-3186520

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

- Neither the entity submitting his sworn statement, nor any of its officers directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting his sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting his sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

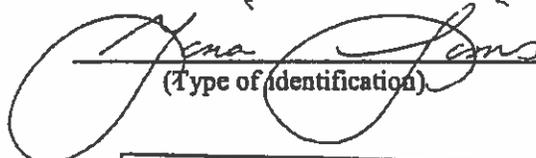


 (Signature)

Sworn to and subscribed before me this 20th Day of Nov, 20 14

Personally know _____

OR Produced identification _____



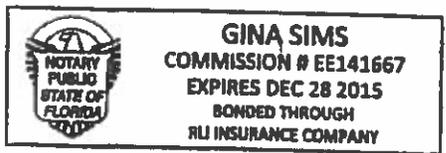
 (Type of identification)

Notary Public - State of Florida

My Commission expires 12/28/2015

Gina Sims

(Printed typed or stamped commissioned name of notary public)



SECTION 00 440
COMPLIANCE STATEMENT

USDA
Form RD 400-6
(Rev.12-09)

Form Approved
OMB No. 0575-0018

COMPLIANCE STATEMENT

This statement relates to a proposed contract with City of Palatka

(Name of borrower or grantee)

who expects to finance the contract with assistance from either the Rural Housing Service (RHS), Rural Business-Cooperative Service (RBS), or the Rural Utilities Service (RUS) or their successor agencies, United States Department of Agriculture (whether by a loan, grant, loan insurance, guarantee, or other form of financial assistance). I am the undersigned bidder or prospective contractor, I represent that:

1. I have, have not, participated in a previous contract or subcontract subject to Executive Order 11246 (regarding equal employment opportunity) or a preceding similar Executive Order.
2. If I have participated in such a contract or subcontract, I have, have not, filed all compliance reports that have been required to file in connection with the contract or subcontract.
 If the proposed contract is for \$50,000 or more: or If the proposed nonconstruction contract is for \$50,000 or more and I have 50 or more employees, I also represent that:
3. I have, have not previously had contracts subject to the written affirmative action programs requirements of the Secretary of Labor.
4. If I have participated in such a contract or subcontract, I have, have not developed and placed on file at each establishment affirmative action programs as required by the rules and regulations of the Secretary of Labor.

I understand that if I have failed to file any compliance reports that have been required of me, I am not eligible and will not be eligible to have my bid considered or to enter into the proposed contract unless and until I make an arrangement regarding such reports that is satisfactory to either the RHS, RBS or RUS, or to the office where the reports are required to be filed.

I also certify that I do not maintain or provide for my employees any segregated facilities at any of my establishments, and that I do not permit my employees to perform their services at any location, under my control, where segregated facilities are maintained. I certify further that I will not maintain or provide for my employees any segregated facilities at any of my establishments, and that I will not permit my employees to perform their services at any location, under my control, where segregated facilities are maintained. I agree that a breach of this certification is a violation of the Equal Opportunity clause in my contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and wash rooms, restaurants and other eating areas time clocks, 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 by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin, because of habit, local custom, or otherwise. I further agree that (except where I have obtained identical certifications for proposed subcontractors for specific time periods) I 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; that I will retain such certifications in my files; and that I will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods):

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays the valid OMB control number. The valid OMB control number for this information collection is 0575-0018. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

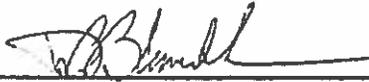
SECTION 00 440
COMPLIANCE STATEMENT

**NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENTS FOR
CERTIFICATIONS OF NON-SEGREGATED FACILITIES**

A certification of Nonsegregated Facilities, as required by the May 9, 1967, order (32F.R. 7439, May 19, 1967) on Elimination of Segregated Facilities, by the Secretary of Labor, must be submitted prior to the award of a subcontract exceeding \$ 10,000 which is not exempt from the provisions of the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

DATE 11/20/14



(Signature of Bidder or Prospective Contractor)

455 East End Rd., San Mateo, FL 32187
Address (including Zip Code)

SECTION 00 450
CERTIFICATE REGARDING DEBARMENT

U.S. DEPARTMENT OF AGRICULTURE

**Certification Regarding Debarment, Suspension, Ineligibility
and Voluntary Exclusion - Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Armstrong Contracting Services, Inc.
Organization Name

Palatka Golf Club Repairs
PR/Award Number or Project Name

Dan Blumenstock
Name(s) and Title(s) of Authorized Representative(s)

Vice President


Signature(s)

11/20/14
Date

Form AD-1048 (1/92)

SECTION 00 450
CERTIFICATE REGARDING DEBARMENT
Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

SECTION 00 460
CERTIFICATION REGARDING DRUG FREE WORKPLACE

OMB APPROVAL NO. 0991-0002

U.S. DEPARTMENT OF AGRICULTURE

**CERTIFICATION REGARDING
DRUG-FREE WORKPLACE REQUIREMENTS (GRANTS)
ALTERNATIVE I - FOR GRANTEEES OTHER THAN INDIVIDUALS**

This certification is required by the regulations implementing Sections 5151-5160, of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), 7 CFR Part 3017, Subpart F, Section 3017.600, Purpose. The January 31, 1989, regulations were amended and published as Part II of the MAY 25, 1990, Federal Register (pages 21681-21691). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

Alternative I

- A. The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an ongoing drug-free awareness program to inform employees about --
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the statement; and
 - (2) 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;
 - (e) Notify the agency in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
 - (1) Taking 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
 - (2) Requiring 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;
 - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

SECTION 00 460
CERTIFICATION REGARDING DRUG FREE WORKPLACE

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, State, zip code)

Palatka Golf Club

1715 Moseley Ave.

Palatka, FL 32177

Check if there are workplaces on file that are not identified here.

Armstrong Contracting Services, Inc.
Organization Name

Palatka Golf Club Repairs
Award Number or Project Name

Dan Blumenstock, Vice President
Name and Title of Authorized Representative



Signature

11/21/14

Date

Instructions for Certification

1. By signing and submitting this form, the grantee is providing the certification set out on pages 1 and 2.
2. The certification set out on pages 1 and 2 is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If know, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) all "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if sued to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

SECTION 00 470

CERTIFICATION FOR CONTRACTS, GRANTS AND LOANS

RD Instruction 1940-Q
Exhibit A-1

CERTIFICATION FOR CONTRACTS, GRANTS AND LOANS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or Federal loan, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant or loan.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant or loan, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including contracts, subcontracts, and subgrants under grants and loans) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Dan Blumenstock
(name)



11/20/14
(date)

Vice President
(title)

oOo

(08-21-91) PN 171

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See Reverse for public burden disclosure.)

Not Applicable

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known:		5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable:	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant <i>(If individual, last name, first name, MI):</i> N/A	b. Individuals Performing Services <i>(Including address if different from No. 10a)</i> <i>(last name, first name, MI):</i> N/A	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less that \$10,000 and not more than \$100,000 for each such failure.	Signature:  Print Name: <u>Dan Blumenstock</u> Title: <u>Vice President</u> Telephone No.: <u>386-325-2023</u> Date: <u>11/20/14</u>	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

Agenda Item

3e



CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No. 2014-10-152 authorizing the renewal of the Employee Assistance Program (EAP) benefits contract with Vanessa Townsend & Associates for a one-year term beginning January 1, 2015

SUMMARY:

Attached is the proposed renewal of an Agreement with Dr. Vanessa Townsend & Associates, PA (Formerly Dr. Stephen Dingfelder and Associates) for the administration of the City of Palatka Employee Assistance Program, which expires 12/31/14. The cost to renew this contract is \$2,982.00, based upon a cost of \$21.00 per full-time employee. There has been no increase in the cost of this benefit since 2012.

This benefit has been offered to City of Palatka employees as part of its Safety Program since 2004. The renewal of this Agreement has been endorsed by your Safety Committee each year. At its November 16, 2014 meeting your Safety Committee again unanimously endorsed the renewal of this program. It is a valuable benefit and utilized by employees for self-referral for counseling services. Department Heads can also utilize this program by referring employees experiencing problems for treatment before they become performance problems. This is a valuable and timely benefit

RECOMMENDED ACTION:

Authorize execution of the resolution authorizing renewal of the EAP Contract with Dr. Vanessa Townsend and Associates for the calendar year beginning January 1, 2014.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Resolution	Resolution
<input type="checkbox"/> EAP Contract	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	12/3/2014 - 5:51 PM
City Clerk	Driggers, Betsy	Approved	12/3/2014 - 5:51 PM
City Manager	Czybor, Michael	Approved	12/4/2014 - 9:52 AM

RESOLUTION No. 2014-10-

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
AUTHORIZING THE CITY MANAGER AND CITY CLERK TO
EXECUTE AND ATTEST AN EMPLOYEE ASSISTANCE
PROGRAM ADMINISTRATION AGREEMENT WITH DR.
TOWNSEND & ASSOCIATES, PA FOR THE CALENDAR YEAR
2015**

WHEREAS, the Palatka City Commission wishes to make certain valuable benefits available to its employees as part of its employee benefit package; and

WHEREAS, as part of its Employee Safety Program, the City of Palatka has provided Employee Assistance Program (EAP) benefits for outpatient psychological services to its full-time employees free of charge since 2004 through an EAP Administration Agreement with Dr. Vanessa Townsend & Associates, PA (formerly Dr. Stephen Dingfelder & Associates); and

WHEREAS, Dr. Townsend has proposed a renewal Agreement to administer the City of Palatka Employee Assistance Program for a flat annual fee of \$2,982.00, or \$21.00 per full-time employee, which represents no increase in cost to the City for this service; and

WHEREAS, during its November 16, 2014 meeting, the City of Palatka Safety Committee voted unanimously to recommend renewal of this contract for the calendar year 2015.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida, that the City Manager and City Clerk are hereby authorized to execute and attest the Employee Assistance Program (EAP) Agreement with Dr. Townsend & Associates, PA in the amount of \$2,982.00 for EAP program administration services through December 31, 2015.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 11th day of December, 2014.

CITY OF PALATKA

By: Its MAYOR

ATTEST:

CITY CLERK

**APPROVED AS TO FORM
AND CORRECTNESS:**

CITY ATTORNEY

Vanessa Townsend, Psy.D.
Licensed Psychologist

Steven P. Dingfelder, Ph.D.
Licensed Psychologist

Michael Meehan, LCSW
Licensed Clinical Social Worker

Melanie Nuskowski, Ph.D.
Licensed Psychologist



David Bortnick, Ph.D., Psy.D., ABN
Licensed Psychologist

Stuart Townsend, Psy.D.
Licensed Psychologist

Jill Meehan, LCSW
Licensed Clinical Social Worker

Ralph Wyman, LMHC
Licensed Mental Health Counselor

Pamela Erkelens, LMHC
Licensed Mental Health Counselor

Dr Townsend & Associates

Comprehensive Counseling Services

December 3, 2014

Ms. Betsy Driggers
City of Palatka
201 North 2nd Street
Palatka, FL 32177

Dear Ms. Driggers:

Please find enclosed the EAP Contract for January 1, 2015 through December 31, 2015 for the City of Palatka. Please note that there continues to be NO increase to cost, based on the assumption that your employee number remains the same. I would appreciate it if you would provide the Contract to the City Manager for his signature.

We have enjoyed providing an Employee Assistance Program for the City of Palatka Employees and look forward to continuing our relationship. I hope this letter finds you, your staff and family enjoying the Holiday Season.

Sincerely,

Vanessa Townsend, Psy.D.
Licensed Psychologist

VT/eh

9 ST. JOHNS MEDICAL PARK DRIVE, ST. AUGUSTINE, FL 32086 (904)797-2705
6910 OLD WOLF BAY ROAD, PALATKA, FL 32177 (386)328-4955
www.drtownsendandassociates.com

Vanessa Townsend, Psy D
Licensed Psychologist

Steven P. Dingfelder, Ph.D.
Licensed Psychologist

Michael Meehan, LCSW
Licensed Clinical Social Worker

Melanie Nuskowski, Ph.D.
Licensed Psychologist



David Bortnick, Ph.D. Psy D, ABN
Licensed Psychologist

Stuart Townsend, Psy D
Licensed Psychologist

Jill Meehan, LCSW
Licensed Clinical Social Worker

Ralph Wyman, LMHC
Licensed Mental Health Counselor

Pamela Erkelens, LMHC
Licensed Mental Health Counselor

Dr Townsend & Associates

Comprehensive Counseling Services

AGREEMENT

This Agreement is made and entered into this 1st day of January, 2015 between the City of Palatka and Dr. Townsend & Associates, P.A..

Whereas the City of Palatka wishes to provide outpatient psychological services to its full-time employees or family members. Whereas, the Provider wishes to provide EAP services for all full-time employees or family members of the City of Palatka.

Now therefore, the Provider and the City of Palatka do hereby mutually agree to the following:

THE PROVIDER:

Will administer the EAP to the City of Palatka full-time employees or family members who have personal problems. These problems include, but are not limited to alcohol and drug misuse, marital problems, excessive stress, anxiety/panic disorder, and parenting issues.

Will provide the following specific services on behalf of the City of Palatka :

- A. Help in the development and implementation of an EAP policy and procedure.
- B. Assist those employees or families who are self-referred, as well as those who are performance/supervisory referred. Referrals will be assisted in identifying their problem(s) and providing them with short-term intervention (three (3) free visits per employee) or referring them to an appropriate outside agency for assistance.
- C. Offer those individuals who need additional counseling beyond their initial free visits the option of utilizing their insurance benefits. Each employee will be responsible for their co-payment and annual deductible. Exceptions to this can be made by the City of Palatka as it sees fit.

9 ST. JOHNS MEDICAL PARK DRIVE, ST. AUGUSTINE, FL 32086 (904)797-2705
6910 OLD WOLF BAY ROAD, PALATKA, FL 32177 (386)328-4955
www.drtownsendandassociates.com

- D. Provide consultation services, at the request of The City for supervisory level management within the City of Palatka.
- E. Assure reasonable measures of confidentiality regarding the treatment of the City of Palatka employees via the EAP.
- F. Provide necessary follow-up of the employee or their family.
- G. Visit with the City of Palatka Director of Human Resources/Labor Relations as requested.
- H. Provide follow-up refresher training for supervisors at least once each year, as requested.
- I. Provide an appropriately qualified/licensed therapist to work in the diagnosis, evaluation, treatment, and if necessary, the referral of employees and/or their families.
- J. Provide monthly reports and a summary annual report of the progress of the services provided to the City of Palatka.

THE CITY OF PALATKA WILL:

- A. Assist the Provider in delivering the EAP services to its employees.
- B. Provide on at least a once a year basis a letter to employees and their families indicating the existence of and support for the EAP. This letter shall be sent to the employees' home address.
- C. Provide all materials, supplies and clerical staff for the preparation and distribution of pre-program and ongoing program publicity.
- D. Assemble its supervisors/managers and provide a training area which has the necessary audio/visual equipment for the training programs that are to be offered through this Contract.
- E. Assure each employee that this program will maintain his/her confidentiality.
- F. Provide agreed upon reimbursement to Provider.

COMPENSATION:

The services and assistance offered through this Contract will be provided to The City of Palatka for a fee of \$2,982.00 per Contract year (based on 142 full-time employees at \$21.00 each). This Contract shall remain in force for a period of one year from January 1, 2015 to December 31, 2015. This Contract may be canceled by either party with 60 days written notice.

The above is agreed to by:

City Manager
The City of Palatka

 *Psy. D.*

Vanessa Townsend, Psy.D.
Dr. Townsend & Associates, P.A.

Date

12-3-14

Date

*Agenda
Item*

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CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No. 2014-10-153 amending the Putnam County Supervisor of Elections' Polling Location Agreement for the Price-Martin Community Center, originally dated May 5, 2014, to add 2015 Special Election Primary and General Election dates, and expanding hours of access

SUMMARY:

The City of Palatka entered into a Polling Location Agreement with Charles Overturf, Putnam County Supervisor of Elections, for the Primary and General election dates for 2014. The original agreement was dated May 5, and the City Commission adopted Resolution No. 2014-10-82 authorizing execution of the Agreement. This covers use of the Price-Martin Community Center as a Polling Location.

We have received a memorandum from the Supervisor of Elections providing Notice of a Special Election to fill a vacancy in Senate District 6, and requesting Polling Location Usage for Price Martin Center on January 27 for the Special Primary Election and April 7, 2015, for the Special General Election. Mr. Overturf has requested this Memorandum also serve as his request to modify the existing Polling Location Agreement. Staff also recommends expanding the hours of use/access so that SOE poll workers can have access to the premises up to 18 hours prior to the opening of the polls, and up to 18 hours following the closing of polls in order to provide more time to set up and remove voting equipment. The Price Martin Center has been tentatively booked to reflect these times and dates.

The original Polling Location Agreement is attached. The Memorandum of Understanding for Election Services referred to in the original resolution is not being modified, as the City of Palatka does not have a race or referendum on this ballot.

RECOMMENDED ACTION:

Adopt the resolution authorizing the amendment of the Putnam County SOE's Polling Location Agreement for Price Martin Center to add dates for special primary and general elections to fill a vacancy for Senate District 6, and expanding hours of access for SOE Pollworkers for set up and removal of voting equipment.

ATTACHMENTS:

Description	Type
D Resolution	Resolution
D Exhibit A (SOE Memorandum and current Polling Place Agreement)	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	12/1/2014 - 2:14 PM
City Clerk	Driggers, Betsy	Approved	12/1/2014 - 2:15 PM
City Manager	Czymbor, Michael	Approved	12/1/2014 - 3:10 PM
Finance	Reynolds, Matt	Approved	12/3/2014 - 1:08 PM
City Clerk	Driggers, Betsy	Approved	12/3/2014 - 1:10 PM

RESOLUTION NO. 2014-10-

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE AMENDMENT OF THAT CERTAIN ELECTIONS POLLING LOCATION AGREEMENT FOR THE PRICE MARTIN CENTER DATED MAY 5, 2014, BETWEEN THE CITY OF PALATKA AND THE PUTNAM COUNTY SUPERVISOR OF ELECTIONS FOR THE CONDUCT OF THE A SPECIAL ELECTION FOR SENATE DISTRICT 6 TO ADD PRIMARY AND GENERAL ELECTION DATES, AND EXPANDING THE HOURS OF ACCESS FOR SOE POLLWORKERS TO SET UP AND REMOVE VOTING PLACE EQUIPMENT

WHEREAS, The Price Martin Center, which is owned by the City of Palatka, is a designated polling place for the purpose of conducting local, state and federal elections; and

WHEREAS, on June 12, 2014 the City of Palatka adopted Resolution No. 2014-10-82 authorizing execution of a Polling Location Agreement with Charles L. Overturf, III, the Putnam County Supervisor of Elections, for the use of the Price Martin Center on July 23, August 26 and November 4, 2014 for the conduct of poll worker training, primary and general elections for 2014; and

WHEREAS, the Supervisor of Elections has notified the City of the need to secure the Price Martin Community Center for a special Primary election to be held on January 27, 2015 and a special General Election to be held on April 7, 2015, for the purpose of filling a vacancy in Senate District 6; and

WHEREAS, the Supervisor of Elections has requested Section I of that certain Polling Location Agreement be amended to add January 27 and April 7, 2015 as special election dates for 2015; and

WHEREAS, Staff recommends and the Supervisor of Elections wishes to expand the hours of access to the Price Martin Center as noted under Section II (1) of the Agreement to allow poll workers access to the Polling Area up to 18 hours prior to opening and after closing of the polls for the purpose of set-up and removal of voting equipment; and

WHEREAS, the City deems it reasonable and necessary to modify and amend said Polling Place Agreement with Charles L. Overturf, III, Putnam County Supervisor of Elections, for the conduct of the 2015 Special Primary and General Elections for Senate District 6.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida, that the Polling Location Agreement with the Putnam County Supervisor of Elections originally dated May 5, 2014 be and is hereby amended as follows:

1. That Section I be amended to include 2015 election dates of January 27 and April 17, 2015 as Special Election Dates for Senate District 6 as described in Exhibit A attached hereto; and
2. That Section II(1) be amended to allow Poll Worker Access up to 18 hours prior to opening and up to 18 hours after closing of polls to allow for set-up and removal of voter equipment.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 11th day of December, 2014.

CITY OF PALATKA

BY: _____
Its **MAYOR**

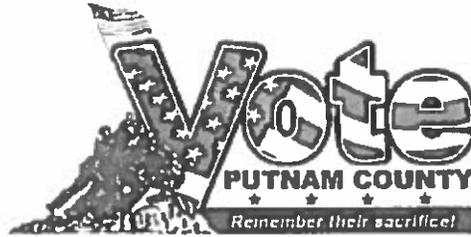
ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

Charles L. Overturf III
Supervisor of Elections
Putnam County, Florida



2509 Crill Ave., Suite 900
Palatka, Florida 32177
Telephone: 386-329-0224
Facsimile: 386-329-0455
Web: www.putnam-fl.com/soe

TO: ALL POLLING PLACES

FROM: CHARLES L. OVERTURF III

DATE: NOVEMBER 18, 2014

RE: NOTICE OF SPECIAL ELECTION & POLLING LOCATION USAGE

The Putnam County Elections Office will be holding Special Elections in the winter/spring of 2015 to fill a vacancy in Senate District 6.

The Election Dates for the Special Elections are as follows:

Special Primary Election	January 27, 2015
Special General Election	April 7, 2015

We will be using your facility from approximately 5:45 A.M. until 9:00 P.M. on each Election Day. Please contact Jennifer (386)329-0223 as soon as possible to confirm that the dates have been reserved on your calendar for our office, or if there is a problem.

A few weeks prior to the elections, we will be visiting your site to ensure that all accommodations are in order and to test the phone lines. If we cannot get into your building on our own, someone from the Elections Office will contact you to arrange a date and time to meet.

IF YOU HAVE CHANGED YOUR LOCKS OR PASSCODE, PLEASE MAKE SURE WE RECEIVE A NEW KEY OR THE NEW PASSCODE.

NOTE: If your telephone is plugged into any miscellaneous equipment (i.e. fax machine, answering machine, personal computer, etc.), please DISCONNECT the telephone from the equipment. It is very important to the election process that the communications are not interrupted by external devices.

Thank you for allowing us to use your facility.

/jaa

Putnam County Supervisor of Elections Polling Location Agreement

The parties to this Agreement are the Putnam County Supervisor of Elections (the "SOE") and Price Martin Community Center (the "Polling Place"), and is dated May 5, 2014.

I. The Polling Place agrees to provide full access to the facility that is agreed upon by the SOE and Polling Location; which is the Price Martin Community Center. Provide to the SOE the name and telephone number of someone owning or controlling the location. This Agreement shall be for, but is not limited to, the following dates for the 2014 election cycle:

- ❖ Primary Election - Tuesday, August 26, 2014
- ❖ On-Site Poll Worker Training - Wednesday, July 23, 2014 from 9:30am-12:30pm
- ❖ General Election - Tuesday, November 4, 2014

II. The Polling Place agrees to:

1. Allow access to the polling area from 5:30 a.m. to approximately 9:30 p.m. on each above-scheduled Election Date. Should polling hours be extended by the Governor of Florida for any election, the Polling Place agrees to provide use of the location beyond these hours as needed to complete that election.
2. Allow voters and poll workers use of the parking lot at the site of the Polling Place, and to provide as many parking spaces as possible to allow maximum parking for voters and poll workers. If the parking lot has an access gate, then the gate must be opened at 5:30 a.m. and remain open for public access until approximately 9:30 p.m. (or longer as needed if voting hours have been extended by the Governor of Florida).
3. Provide for the opening and closing of the facility and/or parking lot for: 1) poll worker training classes (2) delivery and pickup of voting equipment; 3) for Election Day voting. Either a key must be provided to the SOE or an employee of the owner of the Polling Place must be made available and responsible for the opening and closing of the facility and/or parking lot. If this duty is given to an employee or designated contact person of the owner of the Polling Place, then that person must be available at the time and date to be decided by the SOE for both the delivery and pickup of voting equipment. Also, if this duty is given to an employee or designated contact person, then that person must be present at 5:30 a.m. to open the facility and return after the polls close at approximately 9:30 p.m. on the day of the election. Should the voting hours be extended by law or by the Governor, then these designated times could also be extended. On the day of training or delivery and pickup of equipment, that person must be present at least 30 minutes prior to the scheduled time of event. The name and phone number(s) of the employee or contact person must be provided to the SOE and the Precinct Clerk designated by the SOE at the time of this agreement. If the contact name and contact information changes at any time, the SOE must be notified immediately and in the manner set forth in Section IV. 2, below.

Note: a key is preferred by the SOE, it makes it easier for everyone.

4. Provide access to a telephone and/or fax line that may be used on Election Day by the Precinct Clerk for communication to the SOE.

5. If the Polling Location is a Drop Zone on Election Night, allow the hours to be open to extend past 9:30 p.m. and allow the use of a telephone line to upload the results to the SOE.
6. Receive the voting equipment on, but not before a week prior to the scheduled election.

Please check one:

_____ (a) Allow voting equipment to be picked up within seven business days following the election. (Note: the SOE will endeavor to pickup within two (2) to three (3) days after Election Day);

_____ (b) Allow voting equipment to be kept and stored in a secure location at the polling place between the primary and general election.

7. The Polling Place will be contacted by the SOE's contracted delivery company and/or SOE to schedule delivery and pickup of the equipment.
8. Provide secure storage space for the delivered voting equipment in the voting room or in a secure space as close as possible to the voting room.
9. Accommodate the required configuration of the voting room. Permit the rearrangement of any furniture in the facility, such as allowing extra tables, chairs, and/or other objects to be stored out of the way.
10. Allow the use of tables and/or chairs, if applicable, on Election Day & Training Day.
11. Allow the use of kitchen amenities, if applicable, to the poll workers on Election Day.
12. Allow the use of restrooms for poll workers on Election Day.
13. The Polling Place shall neither place nor provide partisan or political messages or materials at the Polling Place on Election Day, unless outside the 100-foot boundary required by law.
14. With the exception of Church owned property, allow the public to campaign 100 feet or more from the building that houses the voting area, even if the area is still on Polling Place's property.
15. Permit placement of election signage specific for the needs of the precinct at/on the location on Election Day.
16. Permit photographs taken by Elections Officials prior to and on Election Day to be included in but not limited to, in newsletters and publications generated by the SOE and/or the Putnam County SOE web site.
17. Allow the SOE to perform minor, temporary modifications and enhancements to the polling site to ensure complete access to voters with disabilities and to comply with the requirements of the Americans with Disabilities Act. These enhancements will be made with prior knowledge and approval of the Polling Place.

18. Allow the SOE to hold poll worker training classes at the polling location on a day and time designated prior to an election cycle.

III. In return, the Putnam County Supervisor of SOE agrees to provide the following to the Polling Place:

1. Provide general liability insurance in the amount of \$100,000.00 to the Polling Place for voters and
2. SOE employees occupying the site during the Election Day.
3. The SOE is subject to the provisions of section 768.28, Florida Statutes.
4. Deliver and pick up voting equipment at prearranged times before and after each election or as stated. (see section II.7. above)
5. Remove all posted election signs at/on the location at the close of the polls on Election Day.
6. Return any furniture that was moved prior to Election Day by an Elections' Official after the close of the polls.
7. In the event that the furniture is too heavy for poll workers to move, the facility staff will be responsible for the movement of the furniture.
8. Provide all supplies needed for voters on Election Day.
9. Maintain security of facility by protecting any access code(s) or key(s) provided to the Election Office by the Polling Place.

IV. The Parties agree to the following:

1. Upon the SOE's delivery of a signed agreement, the facility rental fee (if any), and the evidence of insurance, this Agreement cannot be cancelled by the Polling Place for convenience, and this Agreement shall be binding on successive owners of the Polling Place.
2. Any notices required for this Agreement shall be sent via overnight delivery or certified mail (return receipt requested) to the Polling Place at the facility address, and to the SOE at 2509 Crill Ave., Suite 900, Palatka, Florida 32177.
3. This Agreement is not assignable by the SOE.

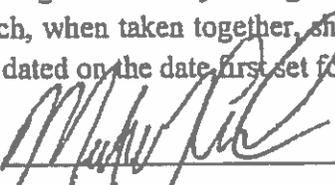
The persons signing this Agreement are authorized to do so on behalf of each party.

This Agreement may be signed in counterpart and via facsimile signature, the counterparts and facsimiles of which, when taken together, shall be deemed to constitute an entire and original Agreement signed, delivered, and dated on the date first set forth above:

By: _____

Printed Name: _____

Title: _____



Michael J. Czymbor
City Manager

By: _____



Charles L. Overturf III
Supervisor of Elections
Putnam County, Florida

*Agenda
Item*

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CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No. 2014-10-154 authorizing the following nominal lease renewals and setting forth terms; One-year leases effective January 1, 2015:

1. Palatka Duplicate Bridge Club Lease on a portion of the Cooper Building
2. American Red Cross Lease on a portion of the Cooper Building
3. Keep Putnam Beautiful Lease on office space at 205 N. 2nd Street
4. Palatka Art League Lease on The Tilghman House

SUMMARY:

Attached you will find renewal leases for the following four agencies, which all expire 12/31/14:

1. Palatka Duplicate Bridge Club. This lease is for a portion of the Cooper Building, located at the corner of S. 13th Street & Crill Avenue. The lease stipulates the Club shall allow the building to be used as Voting Precincts No. 24 and 25 at no charge to the Supervisor of Elections.
2. American Red Cross/NE Fla Chapter. This is a lease for a portion of the Cooper Building, located at the corner of S. 13th Street & Crill Avenue. This agency shares this building with the Duplicate Bridge Club.
3. Keep Putnam Beautiful – lease for office space at 205 N. 2nd Street (City Hall Annex Building). The market value of this lease is an in-kind donation by the City of Palatka to Keep Putnam Beautiful and is considered part of this Agency’s funding.
4. Palatka Art League – This lease is for the League’s use of the Tilghman House. This is a renewal of the lease for the premises only, and does not include the adjoining vacant lot, which is currently used for parking.

These are nominal leases, or \$1.00/year leases granted to organizations who 1) serve a public purpose and 2) whose membership is open to the public. These are all renewals. Terms are 1 year.

It is Staff’s recommendation to renew these leases for a period of one year.

All leases stipulate the lessor shall carry premises liability insurance and name the City of Palatka as an additional co-insured. With the exception of the Keep Putnam Beautiful lease, these nominal leases contain a premises repair and maintenance clause.

RECOMMENDED ACTION:

Adopt the resolution authorizing the renewal of these four nominal leases for a period of one year, from January 1, 2015 through December 31, 2015

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Resolution renewing four nominal leases	Resolution
<input type="checkbox"/> Duplication Bridge Club Nominal Lease Agreement	Exhibit
<input type="checkbox"/> Red Cross Nominal Lease	Exhibit

- Keep Putnam Beautiful Nominal Lease (205 N. 2nd) Exhibit
- Palatka Art League Nominal Lease (Tilghman House) Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	12/2/2014 - 6:38 PM
City Clerk	Driggers, Betsy	Approved	12/2/2014 - 6:38 PM
City Manager	Czybor, Michael	Approved	12/3/2014 - 7:34 AM
Finance	Reynolds, Matt	Approved	12/3/2014 - 1:09 PM
City Clerk	Driggers, Betsy	Approved	12/3/2014 - 1:10 PM

RESOLUTION No. 2014-10-

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
AUTHORIZING THE RENEWAL AND EXECUTION OF
NOMINAL LEASE AGREEMENTS ON CITY-OWNED REAL
PROPERTY WITH PALATKA ART LEAGE, KEEP PUTNAM
BEAUTIFUL, PALATKA DUPLICATE BRIDGE CLUB AND
AMERICAN RED CROSS/NE FLORIDA CHAPTER, AND
PROVIDING LEASE TERMS**

WHEREAS, the City of Palatka is a municipality duly organized and chartered under the laws of the State of Florida; and

WHEREAS, the City of Palatka owns certain real property which is currently leased under "Nominal" lease agreements to certain non-profit organizations that 1) serve a public purpose and 2) whose membership is open to the public; and

WHEREAS, said leases will expire on December 31, 2014; and

WHEREAS, The Palatka City Commission desires to renew said Nominal Leases effective immediately, or upon their expiration date, through December 31, 2015 at a nominal rate of One and 00/100 Dollar (\$1.00) per year.

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

SECTION 1: That the following leases be renewed for the terms stated herein:

1. Palatka Duplicate Bridge Club – for a portion of The Cooper Building located at the corner of S. 13th Street & Crill Avenue from 1/1/15 through 12/31/15 (see Exhibit "A" attached hereto)
2. American Red Cross/NE Florida Chapter – for a portion of The Cooper Building located at the corner of S. 13th Street & Crill Avenue, from 1/1/15 through 12/31/15 (see Exhibit "B" attached hereto);
3. Keep Putnam Beautiful, Inc. – for office space located at 205 N. 2nd Street (City Hall Annex) from 1/1/15 through 12/31/15 (see Exhibit "C" attached hereto);
4. Palatka Art League – for the Tilghman House, located at 324 River Street, from 1/1/15 through 12/31/15 (see Exhibit "D" attached hereto)

SECTION 2: That the City Manager and City Clerk are hereby authorized to execute and attest the leases herein described and attached hereto as Exhibits "A," "B," "C," and "D."

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this 11th day of December, 2014.

PALATKA CITY COMMISSION

BY: _____

Ex. A
LEASE AGREEMENT

This Lease Agreement, dated this _____ day of December, 2014, is made and executed in duplicate by and between the **City of Palatka**, a municipal corporation existing under the laws of the State of Florida, herein called Lessor and the **Palatka Duplicate Bridge Club, Inc.**, a non-profit corporation existing under the laws of the State of Florida, herein called the Lessee.

1. **Description of Premises.** Lessor leases to Lessee, and Lessee hires from Lessor, as herein provided, the premises located within the building room known as the Village Recreation Center and comprising an area of 30 feet by 50 feet in the shape of an "L" on the North side of the building. The building is located on the Northeast corner of the intersection of 13th Street and Crill Avenue in the City of Palatka, Florida, and more particularly described as:
That part of Block 211 of the City of Palatka,
lying North of Crill Avenue
2. **Term.** The term of this lease is one year beginning January 1, 2015.
3. **Rent.** The total rent under this lease is one and no/100 dollars (\$1.00). Lessee agrees to pay Lessor such amounts in installments of one dollar per year payable at City Hall beginning January 1, 2015 and payable on January 1 of each succeeding year throughout the term of this lease.
4. **Use of Premises.** The premises leased to be used by Lessor solely as a meeting place for the regularly scheduled duplicate bridge club games.
5. **No Waste, Nuisance or Unlawful Use.** Lessee shall not commit or allow to be committed any waste on the premises, create or allow any nuisance to exist on the premises, or use or allow the premises to be used for any unlawful purpose.
6. **Payment of Utilities.** Lessee shall pay all utility cost assessed to the building at the end of each month. Failure to keep payments of utilities current will be considered a violation of this Lease.
7. **Repairs and Maintenance.** Lessee, at Lessee's sole expense, shall perform all routine repairs and maintenance required at the Leased Premises during the term of this lease, and shall maintain and keep the interior and exterior of its leased portion of the building in good repair. All such repairs and maintenance shall be accomplished in a fashion that is in compliance with all applicable codes and regulations, including but not limited to, applicable building codes. All non-routine repairs and maintenance required at the leased premises shall be accomplished by the Lessor at Lessor's expense. The Lessor, in Lessor's sole discretion, shall determine if a non-routine repair is required at the Leased Premises. For purposes of this paragraph, "routine" repair shall be defined as any single repair/maintenance, the cost of which will not exceed the amount of One Thousand dollars (\$1,000.00). Any/All major renovations or substantial modifications to the leased premises may be accomplished only with the written consent of the Lessor and then, unless otherwise agreed in writing, at the sole expense of the Lessee. For purposes of this paragraph, "major renovation or substantial modification" shall be defined as any significant change in, addition to, or demolition of the Leased Premises, including but not limited to, addition of rooms, change of interior floor plan, change in interior ceiling, change in sub-floor, or any other modification which changes the basic structural components of the leased premises. Lessor shall have the right, after reasonable notice, to inspect the building as to its condition and make recommendations to the Lessee. Deficiencies shall be corrected within a reasonable period of time as established by the Lessor.

8. **Delivery, Acceptance and Surrender of Premises.** Lessor represents that the premises are in fit condition for use as a meeting place for duplicate bridge. Lessee agrees to accept the premises on possession as being in a good state of repair and in sanitary condition. Lessee's acceptance of possession of the premises shall be deemed as acknowledgement by Lessee that the premises are in good state of repair. Surrender of the premises to the Lessor at the end of the lease term, if the lease is not renewed, requires the building be in the same or better condition as when Lessee took possession, allowing for reasonable use and wear and damage by acts of God, including fire and storms.
9. **Hazard and Liability Insurance.** Lessee agrees to maintain hazard and liability insurance coverage's on the building and its grounds with a single limit of \$1,000,000.00. A certificate of insurance will be provided annually with the City named as co-insured.
10. **Termination.** This lease may be terminated by mutual agreement of both parties. This lease shall be terminated upon the vacating or abandonment of the premises by Lessee, or by the Lessee's failure to observe or perform any of the covenants, conditions or provisions of the Lease to be observed or performed by the Lessee, where such failure should continue thirty (30) days after written notice of violation has been provided by Lessor to Lessee
11. **Holding Over.** If Lessee remains in possession of the Premises or any part thereof after the expiration of the term of this Lease, and without renewing the Lease, and with the express written consent of Lessor, such occupancy shall be a tenancy from month to month upon all the terms and conditions written in this lease.
12. **Entry by Lessor.** Lessor reserves and shall have the right to enter the Premises at any and all times upon three (3) days written notice to Lessee (except in the event of an emergency in which event no notice shall be required) to inspect the same, to supply any service to be provided by Lessor to Lessee hereunder, or to show the premises to prospective purchasers or tenants. Lessor shall have the right to reasonably post a sign with the consent of the Lessee, which said consent shall not be unreasonably withheld.
13. **Manner of Giving Notice.** Notices given pursuant to the provisions of this lease, or necessary to carry out its provisions, shall be in writing or mailed, postage prepaid, and addressed to such person. Lessor's address for this purpose shall be City Hall, 201 N. 2nd Street, Palatka, Florida 32177, or such other address as may be designated to the Lessee in writing. Notices to Lessee may be addressed to Lessee at the leased premises or such other place as they may designate in writing.
14. **Effect of Lessor's Waiver.** Lessor's waiver or breach of one covenant or condition of the Lease is not a waiver of breach of others, or subsequent breach of the one waived.
15. **Assignment of Lease:** Lessee shall not assign (except to a corporate entity owned and controlled by Lessee), transfer, mortgage, pledge, hypothecate or encumber this Lease or any interest therein and shall not permit or suffer the same to occur by reason of the operation of the law, and shall not sublet the Premises or any part thereof, or permit or suffer any other person (the employees, agents, servants and invitees of Lessee excepted) to occupy or use the Premises, or any portion thereof, except that Lessee shall have the right to assign this Lease or sublet the Premises in whole or in part to its control corporation. It is further provided that if the Lessee desires to assign or sublet the Premises in whole or in part, except as otherwise provided herein, Lessee shall first make a written request to Lessor for approval of any such assignment or subletting.
16. **Time of Essence:** Time is of the essence to this Lease.

17. **Non Discrimination:** The Lessee is prohibited from discriminating against any person for reason of race, creed, color, or national origin.

18. **Effect of Eminent Domain Proceedings.** Eminent Domain proceedings resulting in the condemnation of a part of the premises leased herein that leave the rest usable by Lessee for the purpose of the business for which the premises are leased will not terminate this lease, unless Lessor, at its option, terminates it by giving written notice of termination of the Lease. The effect of such condemnation, should such option be exercised, will be to terminate the Lease as to the portion of the premises condemned and leave it in effect as to the remainder of the lease term. All compensation awarded in the eminent domain proceeding, as a result of such condemnation, shall be Lessor's. Lessee hereby assigns and transfers to Lessor and claims it may have to compensation for damages as a result of such condemnation.

19. **Option to Renew.** Lessor grants to the Lessee an option to renew this lease for another term equal to the term hereof at a rental equal to the rental reserved herein. The other terms, covenants, and conditions of the renewal lease will remain the same as those herein. To exercise such option Lessee must give sixty (60) day written notice to Lessor and receive the Lessor's concurrence.

Executed at Palatka, Putnam County, Florida, this ____ day of _____, 20__.

(Seal)

Attest:

CITY OF PALATKA

City Clerk

By: _____
Michael J. Czymbor, City Manager

(Seal)

Witness as to Lessee

By: _____
(Signature)

Name &
Title: Pamela E. Gill, Manager
(Please Print)

Witness as to Lessee

STATE OF FLORIDA
COUNTY OF PUTNAM

I HEREBY CERTIFY that on this day before me, an officer duly qualified to take acknowledgments, personally appeared Pamela E. Gill, who is the Manager of the Palatka Duplicate Bridge club, to me known to be the person(s) described in and who executed the foregoing instrument and acknowledged before me the execution of same. (ID type & # _____)

WITNESS my hand and official seal in the County and State last aforesaid this ____ day of _____ 2014.

My Commission Expires:

Notary Public, State of Florida

(Seal)

Ex B

LEASE AGREEMENT

This Lease Agreement, dated this _____ day of _____, 20____, is made and executed in duplicate by and between the City of Palatka, a municipal corporation existing under the laws of the State of Florida, herein called Lessor and the American Red Cross, Northeast Florida Chapter, P.O. Box 40809, Jacksonville FL 32203-0809, a non-profit corporation existing under the laws of the State of Florida, herein called the Lessee.

1. **Description of Premises.** Lessor leases to Lessee, and Lessee hires from Lessor, as herein provided, the premises located within the building known as the Cooper Building and comprising an area of 30 feet by 50 feet on the South side of the building. The building is located on the Northeast corner of the intersection of 13th Street and Crill Avenue in the City of Palatka, Florida, and more particularly described as:
That part of Block 211 of the City of Palatka, lying North of Crill Avenue
2. **Term.** The term of this lease is twelve months beginning January 1, 2015 and ending December 31, 2015.
3. **Rent.** The total rent under this lease is one and no/100 (\$1.00) dollar. Lessee agrees to pay Lessor one dollar payable at City Hall on or before January 1, 2015.
4. **Use of Premises.** The premises leased to be used by Lessor solely as office space for the American Red Cross and its related operations.
5. **No Waste, Nuisance or Unlawful Use.** Lessee shall not commit or allow to be committed any waste on the premises, create or allow any nuisance to exist on the premises, or use or allow the premises to be used for any unlawful purpose.
6. **Payment of Utilities.** Lessee shall pay all utility cost assessed to the building at the end of each month. Failure to keep payments of utilities current will be considered a violation of this Lease.
7. **Repairs and Maintenance.** Lessee, at Lessee's sole expense, shall perform all routine repairs and maintenance required at the Leased Premises during the term of this lease, and shall maintain and keep the interior and exterior of its leased portion of the building in good repair. All such repairs and maintenance shall be accomplished in a fashion that is in compliance with all applicable codes and regulations, including but not limited to, applicable building codes. All non-routine repairs and maintenance required at the leased premises shall be accomplished by the Lessor at Lessor's expense. The Lessor, in Lessor's sole discretion, shall determine if a non-routine repair is required at the Leased Premises. For purposes of this paragraph, "routine" repair shall be defined as any single repair/maintenance, the cost of which will not exceed the amount of One Thousand dollars (\$1,000.00). Any/All major renovations or substantial modifications to the leased premises may be accomplished only with the written consent of the Lessor and then, unless otherwise agreed in writing, at the sole expense of the Lessee. For purposes of this paragraph, "major renovation or substantial modification" shall be defined as any significant change in, addition to, or demolition of the Leased Premises, including but not limited to, addition of rooms, change of interior floor plan, change in interior ceiling, change in sub-floor, or any other modification which changes the basic structural components of the leased premises. Lessor shall have the right, after reasonable notice, to inspect the building as to its condition and make recommendations to the Lessee. Deficiencies shall be corrected within a reasonable period of time as established by the Lessor.

8. **Delivery, Acceptance and Surrender of Premises.** Lessor represents that the premises are in fit condition for use as office space for the Palatka, Putnam County Office of the American Red Cross Northeast Florida Chapter. Lessee agrees to accept the premises on possession as being in a good state of repair and in sanitary condition. Lessee's acceptance of possession of the premises shall be deemed as acknowledgement by Lessee that the premises are in good state of repair. Surrender of the premises to the Lessor at the end of the lease term, if the lease is not renewed, requires the building be in the same or better condition as when Lessee took possession, allowing for reasonable use and wear and damage by acts of God, including fire and storms.
9. **Hazard and Liability Insurance.** Lessee agrees to maintain hazard and liability insurance coverage's on the building and its grounds with a single limit of \$1,000,000.00. A certificate of insurance will be provided annually with the City named as co-insured.
10. **Termination.** This lease may be terminated by mutual agreement of both parties. This lease shall be terminated upon the vacating or abandonment of the premises by Lessee, or by the Lessee's failure to observe or perform any of the covenants, conditions or provisions of the Lease to be observed or performed by the Lessee, where such failure should continue thirty (30) days after written notice of violation has been provided by Lessor to Lessee.
11. **Holding Over.** If Lessee remains in possession of the Premises or any part thereof after the expiration of the term of this Lease, and without renewing the Lease, and with the express written consent of Lessor, such occupancy shall be a tenancy from month to month upon all the terms and conditions written in this lease.
12. **Entry by Lessor.** Lessor reserves and shall have the right to enter the Premises at any and all times upon three (3) days written notice to Lessee (except in the event of an emergency in which event no notice shall be required) to inspect the same, to supply any service to be provided by Lessor to Lessee hereunder, or to show the premises to prospective purchasers or tenants. Lessor shall have the right to reasonably post a sign with the consent of the Lessee, which said consent shall not be unreasonably withheld.
13. **Manner of Giving Notice.** Notices given pursuant to the provisions of this lease, or necessary to carry out its provisions, shall be in writing or mailed, postage prepaid, and addressed to such person. Lessor's address for this purpose shall be City Hall, 201 N. 2nd Street, Palatka, Florida 32177, or such other address as may be designated to the Lessee in writing. Notices to Lessee may be addressed to Lessee at the leased premises or such other place as they may designate in writing.
14. **Effect of Lessor's Waiver.** Lessor's waiver or breach of one covenant or condition of the Lease is not a waiver of breach of others, or subsequent breach of the one waived.
15. **Assignment of Lease:** Lessee shall not assign (except to a corporate entity owned and controlled by Lessee), transfer, mortgage, pledge, hypothecate or encumber this Lease or any interest therein and shall not permit or suffer the same to occur by reason of the operation of the law, and shall not sublet the Premises or any part thereof, or permit or suffer any other person (the employees, agents, servants and invitees of Lessee excepted) to occupy or use the Premises, or any portion thereof, except that Lessee shall have the right to assign this Lease or sublet the Premises in whole or in part to its control corporation. It is further provided that if the Lessee desires to assign or sublet the Premises in whole or in part, except as otherwise provided herein, Lessee shall first make a written request to Lessor for approval of any such assignment or subletting.
16. **Time of Essence:** Time is of the essence to this Lease.

17. **Non Discrimination:** The Lessee is prohibited from discriminating against any person for reason of race, creed, color, or national origin.

18. **Effect of Eminent Domain Proceedings.** Eminent Domain proceedings resulting in the condemnation of a part of the premises leased herein that leave the rest usable by Lessee for the purpose of the business for which the premises are leased will not terminate this lease, unless Lessor, at its option, terminates it by giving written notice of termination of the Lease. The effect of such condemnation, should such option be exercised, will be to terminate the Lease as to the portion of the premises condemned and leave it in effect as to the remainder of the lease term. All compensation awarded in the eminent domain proceeding, as a result of such condemnation, shall be Lessor's. Lessee hereby assigns and transfers to Lessor and claims it may have to compensation for damages as a result of such condemnation.

19. **Option to Renew.** Lessor grants to the Lessee an option to renew this lease for another term equal to the term hereof at a rental equal to the rental reserved herein. The other terms, covenants, and conditions of the renewal lease will remain the same as those herein. To exercise such option Lessee must give sixty (60) day written notice to Lessor and receive the Lessor's concurrence.

Executed at Palatka, Putnam County, Florida, this ___ day of _____, 20__.

(Seal)

Attest:

CITY OF PALATKA

City Clerk

By: _____
Michael J. Czymbor, City Manager

(Seal)

Witness as to Lessee

American Red Cross, NE Florida Chapter

By: _____
(Signature)

Witness as to Lessee

Name &
Title: _____
(Please Print)

STATE OF FLORIDA
COUNTY OF PUTNAM

I HEREBY CERTIFY that on this day before me, an officer duly qualified to take acknowledgments, personally appeared _____, who is the _____ of the American Red Cross NE Florida Chapter, to me known to be the person(s) described in and who executed the foregoing instrument and acknowledged before me the execution of same.
(ID Type and # _____).

WITNESS my hand and official seal in the County and State last aforesaid this ___ day of _____, 20__.

My Commission Expires:
(Seal)

Notary Public, State of Florida

EX. C

LEASE AGREEMENT

This Lease Agreement, dated this _____ day of _____, 20____, is made and executed in duplicate by and between the **City of Palatka**, a municipal corporation existing under the laws of the State of Florida, herein called "Lessor," and the **Keep Putnam Beautiful, Inc.**, whose mailing address is 205 N. 2nd Street, Palatka FL 32177, a non-profit corporation existing under the laws of the State of Florida, herein called the "Lessee."

1. **Description of Premises.** Lessor leases to Lessee, and Lessee hires from Lessor, as herein provided, office space inside the building located at 205 N. 2nd Street, Palatka, Florida.
2. **Term.** The term of this lease is one year beginning January 1, 2015.
3. **Rent.** The total rent under this lease is One and no/100 (\$1.00) dollars. Lessee agrees to pay Lessor such amounts in installments of one dollar per year payable at City Hall beginning January 1, 2015 and payable on January 1 of each succeeding year throughout the term of this lease.
4. **Use of Premises.** The premises leased to be used by Lessor solely for use as an office to conduct the business of Keep Putnam Beautiful and other functions of Keep Putnam Beautiful.
5. **No Waste, Nuisance or Unlawful Use.** Lessee shall not commit or allow to be committed any waste on the premises, create or allow any nuisance to exist on the premises, or use or allow the premises to be used for any unlawful purpose.
6. **Repairs and Maintenance.** Lessee, at its expense, shall maintain and keep the interior of its leased portion of the building in good repair. Lessor shall have the right, after reasonable notice, to inspect the building as to its condition and make recommendations to the Lessee. Deficiencies shall be corrected within a reasonable period of time as established by the Lessor.
7. **Delivery, Acceptance and Surrender of Premises.** Lessor represents that the premises are in fit condition for use as office space. Lessee agrees to accept the premises on possession as being in a good state of repair and in sanitary condition. Lessee's acceptance of possession of the premises shall be deemed as acknowledgement by Lessee that the premises are in good state of repair. Surrender of the premises to the Lessor at the end of the lease term, if the lease is not renewed, requires the building be in the same or better condition as when Lessee took possession, allowing for reasonable use and wear and damage by acts of God, including fire and storms.
8. **Hazard and Liability Insurance.** Lessee agrees to maintain, at Lessee's expense, personal injury/death coverage in an amount of not less than \$1,000,000; property damage liability insurance coverage in an amount of not less than \$250,000. Said policies shall name the City of Palatka as an additional insured, and a certificate of insurance will be provided annually with the City named as co-insured. The Lessor shall not be responsible

for lessee's loss of lessee's property at the premises and if lessee desires to insure against this risk, lessee shall do so at lessee's sole expense.

9. **Termination.** This lease may be terminated if, in lessor's sole discretion, the lessee ceases to serve a purpose which the lessor determines to be public in nature.
10. **Holding Over.** If Lessee remains in possession of the Premises or any part thereof after the expiration of the term of this Lease, and without renewing the Lease, and with the express written consent of Lessor, such occupancy shall be a tenancy from month to month upon all the terms and conditions written in this lease.
11. **Entry by Lessor.** Lessor reserves and shall have the right to enter the Premises at any and all times upon three (3) days written notice to Lessee (except in the event of an emergency in which event no notice shall be required) to inspect the same, to supply any service to be provided by Lessor to Lessee hereunder, or to show the premises to prospective purchasers or tenants. Lessor shall have the right to reasonably post a sign with the consent of the Lessee, which said consent shall not be unreasonably withheld.
12. **Manner of Giving Notice.** Notices given pursuant to the provisions of this lease, or necessary to carry out its provisions, shall be in writing or mailed, postage prepaid, and addressed to such person. Lessor's address for this purpose shall be City Hall, 201 N. 2nd Street, Palatka, Florida 32177, or such other address as may be designated to the Lessee in writing. Notices to Lessee may be addressed to Lessee at the leased premises or such other place as they may designate in writing.
13. **Effect of Lessor's Waiver.** Lessor's waiver or breach of one covenant or condition of the Lease is not a waiver of breach of others, or subsequent breach of the one waived.
14. **Assignment of Lease:** Lessee shall not assign (except to a corporate entity owned and controlled by Lessee), transfer, mortgage, pledge, hypothecate or encumber this Lease or any interest therein and shall not permit or suffer the same to occur by reason of the operation of the law, and shall not sublet the Premises or any part thereof, or permit or suffer any other person (the employees, agents, servants and invitees of Lessee excepted) to occupy or use the Premises, or any portion thereof, except that Lessee shall have the right to assign this Lease or sublet the Premises in whole or in part to its control corporation. It is further provided that if the Lessee desires to assign or sublet the Premises in whole or in part, except as otherwise provided herein, Lessee shall first make a written request to Lessor for approval of any such assignment or subletting.
15. **Time of Essence:** Time is of the essence to this Lease.
16. **Non Discrimination:** The Lessee is prohibited from discriminating against any person for reason of race, creed, color, or national origin.
17. **Effect of Eminent Domain Proceedings.** Eminent Domain proceedings resulting in the condemnation of a part of the premises leased herein that leave the rest usable by Lessee for the purpose of the business for which the premises are leased will not terminate this lease, unless Lessor, at its option, terminates it by giving written notice of termination of the Lease. The effect of such condemnation, should such option be exercised, will be to terminate the Lease as to the portion of the premises condemned and leave it in effect as to the remainder of the lease term. All compensation awarded in the eminent domain

proceeding, as a result of such condemnation, shall be Lessor's. Lessee hereby assigns and transfers to Lessor and claims it may have to compensation for damages as a result of such condemnation.

18. **Option to Renew.** At the expiration of the term of this lease it may be renewed upon the mutual agreement of the parties.

Executed at Palatka, Putnam County, Florida, this ____ day of December, 2013.

(Seal)

Attest:

CITY OF PALATKA

City Clerk

By: _____
Michael J. Czymbor, City Manager

(Seal)

KEEP PUTNAM BEAUTIFUL, INC.

Witness as to Lessee

By: _____
(Signature)

Witness as to Lessee

Name &
Title: _____
(Please Print)

STATE OF FLORIDA
COUNTY OF PUTNAM

I HEREBY CERTIFY that on this day before me, an officer duly qualified to take acknowledgments, personally appeared _____, who is the _____ of Keep Putnam Beautiful, Inc., to me known to be the person(s) described in and who executed the foregoing instrument and acknowledged before me the execution of same. (ID type & # _____).

WITNESS my hand and official seal in the County and State last aforesaid this ____ day of December, 2014.

My Commission Expires:

Notary Public, State of Florida

(Seal)

EX D

LEASE AGREEMENT

This Lease Agreement, dated this 11th day of December, 2014, is made and executed in duplicate by and between the City of Palatka, a municipal corporation existing under the laws of the State of Florida, herein called "Lessor," and the Palatka Art League, Inc., P.O. Box 722, Palatka FL 32178, a non-profit corporation existing under the laws of the State of Florida, herein called the "Lessee."

1. **Description of Premises.** Lessor leases to Lessee, and Lessee hires from Lessor, as herein provided, the premises located within the building known as the Tilghman House, located at 324 River Street, Palatka, Florida.
2. **Term.** The term of this lease is one year beginning January 1, 2015.
3. **Rent.** The total rent under this lease is One and no/100 dollar (\$1.00). Lessee agrees to pay Lessor such amounts in installments of one dollar per year payable at City Hall beginning January 1, 2015 and payable on January 1 of each succeeding year throughout the term of this lease.
4. **Use of Premises.** The premises leased to be used by Lessor solely for the regularly scheduled meetings of the Palatka Art League and other functions of the Palatka Art League.
5. **No Waste, Nuisance or Unlawful Use.** Lessee shall not commit or allow to be committed any waste on the premises, create or allow any nuisance to exist on the premises, or use or allow the premises to be used for any unlawful purpose.
6. **Payment of Utilities.** Lessee shall directly pay all utility cost assessed to the building at the end of each month. Failure to keep payments of utilities current will be considered a violation of this Lease. The City will invoice the Lessee monthly for security alarm services on a monthly basis, and Lessee shall pay the invoice within ten (10) days of receipt.
7. **Repairs and Maintenance.** Lessee, at Lessee's sole expense, shall perform all routine repairs and maintenance required at the Leased Premises during the term of this lease, and shall maintain and keep the interior and exterior of the building in good repair. All such repairs and maintenance shall be accomplished in a fashion that is in compliance with all applicable codes and regulations, including but not limited to, applicable building codes. All non-routine repairs and maintenance required at the leased premises shall be accomplished by the Lessor at Lessor's expense. The Lessor, in Lessor's sole discretion, shall determine if a non-routine repair is required at the Leased Premises. For purposes of this paragraph, "routine" repair shall be defined as any single repair/maintenance, the cost of which will not exceed the amount of One Thousand dollars (\$1,000.00). Any/All major renovations or substantial modifications to the leased premises may be accomplished only with the written consent of the Lessor and then, unless otherwise agreed in writing, at the sole expense of the Lessee. For purposes of this paragraph, "major renovation or substantial modification" shall be defined as any significant change in, addition to, or demolition of the Leased Premises, including but not limited to, addition of rooms, change of interior floor plan, change in interior ceiling, change in sub-floor, or any other modification which changes the basic structural components of the leased premises. Lessor shall have the right, after reasonable notice, to inspect the building as to its condition and make recommendations to the Lessee. Deficiencies shall be corrected within a reasonable period of time as established by the Lessor.

8. **Delivery, Acceptance and Surrender of Premises.** Lessor represents that the premises are in fit condition for use as a meeting place for the Palatka Art League. Lessee agrees to accept the premises on possession as being in a good state of repair and in sanitary condition. Lessee's acceptance of possession of the premises shall be deemed as acknowledgement by Lessee that the premises are in good state of repair. Surrender of the premises to the Lessor at the end of the lease term, if the lease is not renewed, requires the building be in the same or better condition as when Lessee took possession, allowing for reasonable use and wear and damage by acts of God, including fire and storms.
9. **Hazard and Liability Insurance.** Lessee agrees to maintain, at Lessee's expense, personal injury/death coverage in an amount of not less than \$1,000,000; property damage liability insurance coverage in an amount of not less than \$250,000.00. Said policies shall name the City of Palatka as an additional insured certificate of insurance will be provided annually with the City named as co-insured. The Lessor shall not be responsible for lessee's loss of lessee's property at the premises and if lessee desires to insure against this risk, lessee shall do so at lessee's sole expense.
10. **Termination.** This lease may be terminated if, in lessor's sole discretion, the lessee ceases to serve a purpose which the lessor determines to be public in nature.
11. **Holding Over.** If Lessee remains in possession of the Premises or any part thereof after the expiration of the term of this Lease, and without renewing the Lease, and with the express written consent of Lessor, such occupancy shall be a tenancy from month to month upon all the terms and conditions written in this lease.
12. **Entry by Lessor.** Lessor reserves and shall have the right to enter the Premises at any and all times upon three (3) days written notice to Lessee (except in the event of an emergency in which event no notice shall be required) to inspect the same, to supply any service to be provided by Lessor to Lessee hereunder, or to show the premises to prospective purchasers or tenants. Lessor shall have the right to reasonably post a sign with the consent of the Lessee, which said consent shall not be unreasonably withheld.
13. **Manner of Giving Notice.** Notices given pursuant to the provisions of this lease, or necessary to carry out its provisions, shall be in writing or mailed, postage prepaid, and addressed to such person. Lessor's address for this purpose shall be City Hall, 201 N. 2nd Street, Palatka, Florida 32177, or such other address as may be designated to the Lessee in writing. Notices to Lessee may be addressed to Lessee at the leased premises or such other place as they may designate in writing.
14. **Effect of Lessor's Waiver.** Lessor's waiver or breach of one covenant or condition of the Lease is not a waiver of breach of others, or subsequent breach of the one waived.
15. **Assignment of Lease:** Lessee shall not assign (except to a corporate entity owned and controlled by Lessee), transfer, mortgage, pledge, hypothecate or encumber this Lease or any interest therein and shall not permit or suffer the same to occur by reason of the operation of the law, and shall not sublet the Premises or any part thereof, or permit or suffer any other person (the employees, agents, servants and invitees of Lessee excepted) to occupy or use the Premises, or any portion thereof, except that Lessee shall have the right to assign this Lease or sublet the Premises in whole or in part to its control corporation. It is further provided that if the Lessee desires to assign or sublet the Premises in whole or in part, except as otherwise provided herein, Lessee shall first make a written request to Lessor for approval of any such assignment or subletting.

16. **Time of Essence:** Time is of the essence to this Lease.

17. **Non Discrimination:** The Lessee is prohibited from discriminating against any person for reason of race, creed, color, or national origin.

18. **Effect of Eminent Domain Proceedings.** Eminent Domain proceedings resulting in the condemnation of a part of the premises leased herein that leave the rest usable by Lessee for the purpose of the business for which the premises are leased will not terminate this lease, unless Lessor, at its option, terminates it by giving written notice of termination of the Lease. The effect of such condemnation, should such option be exercised, will be to terminate the Lease as to the portion of the premises condemned and leave it in effect as to the remainder of the lease term. All compensation awarded in the eminent domain proceeding, as a result of such condemnation, shall be Lessor's. Lessee hereby assigns and transfers to Lessor and claims it may have to compensation for damages as a result of such condemnation.

19. **Option to Renew.** At the expiration of the term of this lease it may be renewed upon the mutual agreement of the parties.

Executed at Palatka, Putnam County, Florida, this ____ day of _____, 20 ____.

(Seal)

Attest:

CITY OF PALATKA

City Clerk

By: _____
Michael J. Czymbor, City Manager

(Seal)

PALATKA ART LEAGUE, INC.

Witness as to Lessee

By: _____
(Signature)

Name &

Title: _____
(Please Print)

STATE OF FLORIDA
COUNTY OF PUTNAM

I HEREBY CERTIFY that on this day before me, an officer duly qualified to take acknowledgments, personally appeared _____, who is the Acting President of the Palatka Art League, Inc., to me known to be the person(s) described in and who executed the foregoing instrument and acknowledged before me the execution of same. (ID type & # _____).

WITNESS my hand and official seal in the County and State last aforesaid this _____ day of _____, 2014.

My Commission Expires:
(Seal)

Notary Public, State of Florida

*Agenda
Item*

3h



CITY COMMISSION AGENDA ITEM

SUBJECT:

Accept the resignation of Lavinia Moody and Justin Campbell from the Palatka Planning Board (with regrets)

SUMMARY:

Palatka Planning Board members Lavinia Moody and Justin Campbell have submitted resignations from their appointed positions on the Palatka Planning Board.

Ms. Moody is now residing part-time in Texas and can no longer meet attendance requirements.

Mr. Campbell has been elected to the Palatka City Commission and begins his term in January. Due to the "dual office holding statute" he can not serve in any other elected or appointed office.

RECOMMENDED ACTION:

Accept the resignations of Lavinia Moody and Justin Campbell from the Palatka Planning Board with regrets.

ATTACHMENTS:

Description	Type
D Resignation letters - L. Moody and J. Campbell	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	12/4/2014 - 5 40 PM

Betsy Driggers

From: Thad Crowe
Sent: Tuesday, September 02, 2014 9:47 AM
To: Lavinia Moody
Cc: Betsy Driggers; Michael J. Czymbor
Subject: RE: Planning Board

Lavinia - I am so sorry to hear you are leaving the Board, but of course wish you the best of luck in your new circumstances. You have been a great addition to the Board, and we have benefitted from your participation.

Thad

Thad Crowe, AICP
Planning Director, Building & Zoning Dept.
City of Palatka
201 N. 2nd St.
Palatka, FL 32137
386-329-0103
<http://palatka-fl.gov>

-----Original Message-----

From: Lavinia Moody [<mailto:lavinia41@live.com>]
Sent: Tuesday, September 02, 2014 8:47 AM
To: Thad Crowe
Cc: Betsy Driggers
Subject: Planning Board

Dear Thad,

Recently, I made some personal and family decisions that will require living in Texas most of the time. In view of those decisions it seems apparent that I resign from the Planning Board. Contributing to the city I love, through my volunteer service on the Planning Board, has been worthwhile, meaningful and enjoyable. With much gratitude to have had the opportunity of serving on the Planning Board, please accept my resignation.

Sincerely,
Lavinia Moody

Sent from my iPad

November 24, 2014

City of Palatka
Attn: Thad Crowe, Planning Director
201 N. 2nd Street
Palatka, Florida 32177

Dear Mr. Crowe:

I wish to formally notify you that I hereby resign effective November 24, 2014 from the City of Palatka Planning Board in order to prepare for my duties as City Commissioner.

It has been both an honor and privilege to serve on this board.

Sincerely,

A handwritten signature in dark ink, appearing to read "Justin R. Campbell". The signature is stylized with large loops and a long horizontal stroke.

Justin R. Campbell, Commissioner-Elect

*Agenda
Item*

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CITY COMMISSION AGENDA ITEM

SUBJECT:

Appoint Tammie Williams to the Palatka Planning Board for a three-year term to expire December 31, 2017 (sole applicant)

SUMMARY:

There is an immediate opening on the Palatka Planning Board due to two resignations. Lavinia Moody resigned in September as she moved her primary residence out of state. Justin Campbell resigned effective November 24 as he has been elected to the Palatka City Commission. Both of these members were also members of minority groups.

Tammie Williams has applied for appointment to the Palatka Planning Board. She lives inside the City Limits and works as a Dean of Students in the Palatka School District. She has been apprised of the duties of the Board as well as the attendance requirements and states she can meet those. This appointment comes with a positive recommendation from Thad Crowe, Planning Director.

Ms. Williams is a minority female, which is the desired appointment category for this Board.

RECOMMENDED ACTION:

Please appoint Tammie Williams to the Palatka Planning Board effective immediately for a three-year term to expire December 31, 2017.

ATTACHMENTS:

Description	Type
D Application	Attachment

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	12/1/2014 - 3:32 PM
City Clerk	Driggers, Betsy	Approved	12/1/2014 - 3:32 PM
City Manager	Czymbor, Michael	Approved	12/1/2014 - 3:50 PM
Finance	Reynolds, Matt	Approved	12/3/2014 - 12:54 PM
City Clerk	Driggers, Betsy	Approved	12/3/2014 - 1:00 PM

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

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

CITY OF PALATKA ADVISORY BOARD APPLICATION

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

APPLICANT: Tammie Williams (Must be at least 18 yrs. old)
Residence Phone: (386) 916-3143
(911 Address) 1615 High St Palatka FL 32177 Fax: (386) 684-3908
Business Name Phone: _____
& Address Fax: _____

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

Preferred Mailing Address: 1615 High St Palatka, FL 32177

E-mail: tlmccaskill10@yahoo.com Daytime Phone: (386) 684-2113 (work)

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

Dean of Students - Putnam County School District
(Ch Price Middle School)

OTHER COMMENTS OR INFORMATION:

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

Tammie Williams
SIGNATURE OF APPLICANT

11/24/2014
DATE

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

Agenda Item

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CITY COMMISSION AGENDA ITEM

SUBJECT:

Reappoint Danny Sheffield and Joseph Petrucci to the Palatka Planning Board for three-year terms to expire December 31, 2017 (incumbent members)

SUMMARY:

Danny Sheffield and Joseph Petrucci's terms on the Palatka Planning Board expire on December 31. Both have served one term on this Board. They have both indicated their willingness to serve an additional three-year term and have submitted their respective applications for reappointment to the Palatka Planning Board. They have both met attendance requirements and are members in good standing. Mr. Crowe concurs on these reappointments.

RECOMMENDED ACTION:

Reappoint Danny Sheffield and Joseph Petrucci to the Palatka Planning Board for three-years term to expire December, 2017.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Advisory Board Applications	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	12/2/2014 - 6:14 PM
City Clerk	Driggers, Betsy	Approved	12/2/2014 - 6:15 PM
City Manager	Czymbor, Michael	Approved	12/3/2014 - 7:32 AM
Finance	Reynolds, Malt	Approved	12/3/2014 - 1:07 PM
City Clerk	Driggers, Betsy	Approved	12/3/2014 - 1:09 PM

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

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

CITY OF PALATKA BOARD REAPPOINTMENT REQUEST

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

MEMBER: DANIEL "JANNY" SHEFFIELD # of years' prior service: 3
Residence 720 S 19th St, Palatka Phone: 386-328-2442
(911 Address) 720 S 19th St, Palatka Fax: _____
Business Name N/A Phone: _____
& Address N/A Fax: _____

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

Preferred Mailing Address: _____

E-mail: shef9865@bellsouth Daytime Phone: 386-328-2442

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

[Signature] 12/1/14
SIGNATURE OF APPLICANT DATE

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

CHAIRMAN/DIRECTOR'S COMMENTS (if any) Recommended approval

Chairman's/Director's Signature

[Signature]

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 OF DEPT.

DONALD E. HOLMES
CITY ATTORNEY

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

CITY OF PALATKA BOARD REAPPOINTMENT REQUEST

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

MEMBER: JOSEPH M. PETRUCCI # of years' prior service: 4
Residence Phone: 386-336-1615
(911 Address) 905 TIERRA WOODS DR PALATKA Fax:
Business Name Phone:
& Address Fax:

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

Preferred Mailing Address: 905 TIERRA WOODS DR. PALATKA, FL 32177

E-mail: JMP1024@YAHOO.COM Daytime Phone: 386-336-1615

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

Joseph M Petrucci 12/1/14
SIGNATURE OF APPLICANT DATE

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

CHAIRMAN/DIRECTOR'S COMMENTS (if any) Recommend approval

Chairman's/Director's Signature [Signature]

Agenda Item

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CITY COMMISSION AGENDA ITEM

SUBJECT:

Appoint Pat A. Wilson to the Code Enforcement Board as Representative with Engineering Experience for a 3-yr. term to expire September 30, 2016.

SUMMARY:

Pat Wilson's term on the Palatka Code Enforcement Board has expired. She has submitted an application for reappointment to this Board expressing her desire to be appointed for an additional term. She has met and exceeded her duties as a member of this Board and her attendance has been good. Staff recommends her reappointment to this position. She is a valuable member of this Board.

An advertisement was placed in the Palatka Daily News seeking applicants for all boards. Ms. Wilson is the only applicant for this Code Enforcement Board position.

RECOMMENDED ACTION:

Reappoint Pat A.. Wilson to the Palatka Code Enforcement Board for a three-year term to expire September 30, 2016.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Advisory Board Applications	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	12/4/2014 - 3:54 PM
City Clerk	Driggers, Betsy	Approved	12/4/2014 - 3:54 PM
City Manager	Czymbor, Michael	Approved	12/4/2014 - 4:07 PM

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF OF DEPT.

DONALD E. HOLMES
CITY ATTORNEY

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

CITY OF PALATKA BOARD REAPPOINTMENT REQUEST

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

MEMBER: Pat A. Wilson # of years' prior service: _____
Residence Phone: 386 937 7158
(911 Address) 516 River St, Palatka Fax: 386 325 9306
Business Name Phone: 386 937 7158
& Address etc. LLC 800 Zeigler Drive, Suite 330 Fax: 386 325 9306
(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)
Preferred Mailing Address: _____

E-mail: wilson9318@bellsouth.net Daytime Phone: 386 937 7158

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

Pat A. Wilson 12/4/14
SIGNATURE OF APPLICANT DATE

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

CHAIRMAN/DIRECTOR'S COMMENTS (if any) _____

Chairman's/Director's Signature _____

*Agenda
Item*

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CITY COMMISSION AGENDA ITEM

SUBJECT:

Recommend Appointment of Phil Leary as the City of Palatka Representative to the Putnam County Better Place Plan Oversight Committee effective January 6, 2015 for the remainder of a three-year term to expire December 31, 2016

SUMMARY:

The City of Palatka appoints one member to the Putnam County BOCC’s Better Place Plan Oversight Committee, as specified in Putnam County BOCC Ordinance No 2002-33, levying the “Better Place” one-cent discretionary tax in Putnam County (see Page 4, Section 8, of Putnam County Ordinance #2002-33 following this Summary).

Commissioner Phil Leary will leave office on January 5 and has agreed to serve as the City's representative on the County's Better Place Plan Committee. He is qualified to serve in this capacity. Because this is not a City of Palatka Board/Committee, the appointment can be taken up prior to Commission Leary leaving office. This is for the remainder of a three-year term to begin January 6, 2014 and ending January 31, 2016.

If the Commission votes to make this recommendation, the Putnam County BOCC can take this appointment up on its next regular meeting agenda, once they have been notified in writing of the City Commission's recommendation. .

RECOMMENDED ACTION:

Staff recommends the City Commission notify the Putnam County BOCC of its desire to have Phil Leary appointed as its representative on the Putnam County Better Place Plan Oversight Committee for the remainder of a three-year term beginning January 6, 2015 and expiring December 31, 2016.

This action also appoints Phil Leary to the City of Palatka Better Place Plan Oversight Committee to replace Dr. Richard Perallon .

ATTACHMENTS:

Description	Type
D Putnam Co. Ord #2002-33 - Better Place Plan	Attachment

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	12/3/2014 - 12:38 PM
City Clerk	Driggers, Betsy	Approved	12/3/2014 - 12:38 PM
City Manager	Czymbor, Michael	Approved	12/3/2014 - 3:25 PM
Finance	Reynolds, Matt	Approved	12/3/2014 - 4:18 PM
City Clerk	Driggers, Betsy	Approved	12/3/2014 - 5:50 PM

ORDINANCE NO 2002-33

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF PUTNAM COUNTY, FLORIDA, RELATING TO TAXATION; REPEALING ORDINANCE NO. 95-51; ESTABLISHING THE BETTER PLACE PLAN; PROVIDING FOR THE LEVY OF A ONE CENT DISCRETIONARY SALES SURTAX, SUBJECT TO REFERENDUM APPROVAL, PURSUANT TO THE PROVISIONS OF SECTION 212.055(2), FLORIDA STATUTES, WHICH AUTHORIZES A LOCAL GOVERNMENT INFRASTRUCTURE SURTAX; PROVIDING FOR THE SURTAX TO BE IN EFFECT FOR 15 YEARS; PROVIDING FOR A SPECIAL REFERENDUM ELECTION; PROVIDING FOR THE FORM OF BALLOT; PROVIDING FOR THE NOTICE OF ELECTION; PROVIDING FOR DISTRIBUTION OF THE SURTAX; PROVIDING A GENERAL DESCRIPTION OF THE INFRASTRUCTURE PROJECTS TO BE FUNDED; PROVIDING FOR SEVERABILITY; PROVIDING FOR NOTIFICATIONS TO BE MADE BY THE CLERK; PROVIDING FOR FILING OF THE ORDINANCE, AN EFFECTIVE DATE AND THE COMMENCEMENT DATE OF COLLECTION OF THE SURTAX.

DEPARTMENT OF STATE
TALLAHASSEE, FLORIDA

2002 AUG -2 PM 12:07

FILED

WHEREAS, Section 212.055(2), Florida Statutes, as amended, authorizes the Board of County Commissioners of Putnam County (the "Board") to levy by Ordinance, subject to approval by a majority of the electors of Putnam County voting in a referendum, a discretionary sales surtax of one percent (1%) throughout Putnam County, Florida, to, among other things, finance, plan, and construct infrastructure, which is defined as (i) any fixed capital expenditure or fixed capital outlay associated with the construction, reconstruction or improvement of public facilities which have a life expectancy of five or more years and any land acquisition, land improvement, design, and engineering costs related thereto and (ii) a fire department vehicle, an emergency medical service vehicle, a sheriff's office vehicle, a police department vehicle, or any other vehicle, and such equipment necessary to outfit the vehicle for its official use or equipment that has a life expectancy of at least 5 years; and

WHEREAS, the Board has determined that there is a growing necessity for additional funding of certain projects and, because of input by the public, has determined that it is in the best interest of Putnam County to call for a referendum to impose a sales surtax; and;

WHEREAS, it is the purpose of the Board in adopting this surtax to relieve existing deficiencies in infrastructure for the benefit of existing residents; and

WHEREAS, the levy of this surtax is essential to preserving the quality of life in Putnam County;

WHEREAS, it is in the public interest and serves a public purpose for County funds to be expended, and the services of County employees to be used, to advertise and explain the need for the surtax and the public benefits to be derived from the imposition of the surtax; and

WHEREAS, the Board wishes to impose this surtax, to be distributed among the County and the municipalities therein.

NOW, THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Putnam County, Florida, that:

1. BETTER PLACE PLAN. There is hereby established "The Better Place Plan" for the purposes of managing growth, improving and constructing roads, protecting natural lands and waterways, targeting economic development and providing public facilities. Among other quality of life improvements, The Better Place Plan, if approved by the citizens of Putnam County, will improve roads to reduce traffic congestion and direct growth through a countywide road and infrastructure improvement plan. These improvements are itemized in the Better Place Plan Project List (the "Project List"), which is attached as Exhibit "A" hereto and incorporated herein. Amendments to this Project List may be made as is deemed necessary, by Resolution of the Board.

2. REFERENDUM. A referendum is hereby called and shall be held on September 10, 2002, at which time there shall be submitted to the electors of Putnam County, Florida, the following question:

OFFICIAL BALLOT
SPECIAL REFERENDUM ELECTION ON BETTER PLACE PLAN
ONE-CENT INFRASTRUCTURE SURTAX
SEPTEMBER 10, 2002

For The Better Place Plan. Putnam County will build roads, sidewalks, parks; improve drainage; resurface roads; improve land for public use; modernize libraries; build water/sewer systems; promote economic development; build or expand government buildings and community centers; improve law enforcement and fire protection systems and facilities, public transportation systems and waterfront assets and accessibility. State law limits the use of these revenues, which the County will place in a separate fund.

SHALL A ONE-CENT SALES TAX BE IMPOSED IN PUTNAM COUNTY FOR 15 YEARS TO FUND INFRASTRUCTURE PROJECTS?

FOR THE BETTER PLACE PLAN ONE-CENT SALES TAX _____ (YES)

AGAINST THE BETTER PLACE PLAN ONE-CENT SALES TAX _____ (NO)

3. PUBLICATION OF REFERENDUM. The Clerk of the Board, with the assistance of the Supervisor of Elections, shall publish notice of the referendum as required by law. County funds may be expended and the services of County employees may be used to publicly advertise and explain the County's need for the surtax and the County benefits to be derived therefrom.

4. LEVY OF LOCAL GOVERNMENT INFRASTRUCTURE SURTAX. A one-cent discretionary sales surtax shall be levied throughout Putnam County, Florida, beginning January 1, 2003, and ending on December 31, 2017, pursuant to the provisions of Section 212.055(2), Florida Statutes, subject to approval thereof by a majority of the electors of the County voting in the referendum on the surtax.

5. DISTRIBUTION OF LOCAL GOVERNMENT INFRASTRUCTURE SURTAX. The proceeds of the surtax shall be distributed according to one of the following methods:

1. An Interlocal Agreement between the Board and the governing bodies of the municipalities representing a majority of the County's municipal population.
2. If there is no Interlocal Agreement, distribution shall be according to the formula provided in Section 218.62, Florida Statutes.

6. USE OF THE PROCEEDS OF THE SURTAX. The proceeds of the surtax shall be used by the County, in strict accordance with state law, for the type of items described on the Project List. The County's share of the proceeds shall be accounted for in a separate Special Revenue Fund and shall not be commingled with General Fund revenue. The municipalities receiving proceeds shall use such proceeds in accordance with Section 212.055, Florida Statutes.

The County and said municipalities may pledge such proceeds for the purpose of servicing new bond indebtedness incurred pursuant to law. The County and municipalities may join together for the issuance of bonds.

The surtax imposed by this Ordinance shall be collected by the State Department of Revenue, and distributed monthly to the Board of County Commissioners and said municipalities, and shall be subject to an annual audit.

7. NOTIFICATIONS BY CLERK. The Clerk of the Board shall immediately notify the Putnam County Supervisor of Elections of the adoption of this Ordinance and transmit a certified copy of this Ordinance to the Supervisor of Elections.

The Clerk of the Board shall also notify the State of Florida, Department of Revenue. The notice shall include the date on which collection of the surtax will commence, the time period during which the surtax will be in effect and the rate thereof, a copy of this Ordinance, and such other information as the Department of Revenue may prescribe.

The Clerk of the Board shall immediately notify the State of Florida, Department of Revenue of the results of the special referendum election provided for herein.

8. OVERSIGHT COMMITTEE. Upon voter approval of the surtax, the Board shall, by Resolution, establish an Oversight Committee consisting of 15 persons not holding public office, one from each municipality (to be appointed by the respective municipality) and ten from the unincorporated area of the County. This Committee shall study the Project List with the goal of advising how to efficiently construct and complete such projects. The Committee shall prepare and present to the Board a report on the implementation, progress, status and completion of all such projects, including a summary of the financing undertaken, funds expended, and planning, design, right-of-way acquisition and construction activity as of the reporting date. Such reports shall be given within 150 days after the end of each fiscal year occurring after the effective date of the sales surtax, and shall include audited financial data as appropriate. This Committee shall have such additional responsibility and authority as is delegated by the Board in such Resolution.

9. SEVERABILITY. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application.

10. EFFECTIVE DATE OF ORDINANCE. This Ordinance shall be effective upon receipt of official acknowledgment from the Department of State that said Ordinance has been duly filed. The levy of the surtax proposed by this Ordinance shall become effective only if approved by a "yes" vote by a majority of those voting on the referendum. If a majority of those voting on the referendum do not vote "yes", the proposed levy shall not be authorized and this Ordinance shall be of no further force or effect.

11. REPEALER. Putnam County Ordinance No. 95-51 is hereby repealed in its entirety.

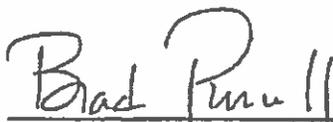
DONE, ORDERED AND ADOPTED by the Putnam County Board of County Commissioners this 23rd day of July, 2002.

BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA

ATTEST:



Tim Smith, Clerk of Courts

By  _____
Brad Purcell, Chairman

BETTER PLACE PLAN PROJECT LIST

Roads/Infrastructure/Transportation

Road Resurfacing
Drainage
Roadway Paving
Sidewalks/Bike Paths
Road Shoulder Widening
Public Water & Sewer Systems
Drayton Island/Ft. Gates Ferry Improvements
Stormwater Master Plan

Recreation/Quality of Life/Environment

Neighborhood Parks
Public Boat Ramp and Riverfront Improvements
Nature Trail Development
Access to Rivers, Lakes and Forests

Economic Development

Fairground Pavilion
Magnet Building
St. Johns Avenue Extension
County Entryway Enhancements
CR 309C Roadway Improvements
Capital Equipment for Drainage

Public Facilities

Main Library
Library Branch Expansions
Community Centers
Fire Station Facility Expansion
Sheriff Substations
Fire Protection Equipment
Emergency Communication System
Judicial/Courthouse Renovation
Jail Expansion
Government Complex Building
Public Transportation

*Agenda
Item*

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CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt 2015 Palatka City Commission meeting/event schedule - January through June, 2015

SUMMARY:

Each year the Palatka City Commission adopts a commission meeting/event calendar. Attached is the Calendar for January through June, 2015. Some of the dates listed are tentative; this calendar is subject to adjustment and amendment as meetings are called and sometimes dates are changed, especially when adjustments are made to the Summer Meeting Schedule and Budget Workshops associated with the TRIM calendar. This calendar is distributed for internal and planning purposes.

An amendment of the CRA meeting date and time is under discussion so this is subject to change.

RECOMMENDED ACTION:

Adopt the 2014 Palatka City Commission meeting/event calendar.

ATTACHMENTS:

Description	Type
D January through June, 2015 Calendar	Attachment

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	12/1/2014 - 12:45 PM
City Clerk	Driggers, Betsy	Approved	12/1/2014 - 12:45 PM
City Manager	Czymbor, Michael	Approved	12/1/2014 - 1:40 PM
Finance	Reynolds, Matt	Approved	12/1/2014 - 2:21 PM
City Clerk	Driggers, Betsy	Approved	12/1/2014 - 2:53 PM

2015 PALATKA CITY COMMISSION CALENDAR
January 1 – June 30, 2015

Rev. 11/20/14

- JANUARY**
- 1 - City offices closed in observance of New Year's
 - 5 – Swearing-In Ceremony 7:30 p.m. @ SJR State College Auditorium
 - 8 - Staff mtg. 9:00 a.m.
 - 8 - City Commission mtg. 6:00 p.m. - City Hall
 - 19 - City offices closed in observance of Martin Luther King, Jr. Day
 - 15 - Staff mtg. 9:00 a.m.
 - 15 - NEFLC Meeting @ St. Augustine 6:00 p.m.
 - 22 - Staff mtg. 9:00 a.m.
 - 22 - City Commission mtg. 6:00 p.m. - City Hall
 - 29 - Staff mtg. 9:00 a.m.
- FEBRUARY**
- Black History Month**
- 5 - Staff mtg. 9:00 a.m.
 - 12 - Staff mtg. 9:00 a.m.
 - 12 - CRA mtg. 5:00 p.m. - City Hall
 - 12 - City Commission mtg. 6:00 p.m. - City Hall
 - 19 - Staff mtg. 9:00 a.m.
 - 19 - NEFLC Meeting 6:00 p.m.
 - 26 - Staff mtg. 9:00 a.m.
 - 26 - City Commission mtg. 6:00 p.m. - City Hall
- MARCH**
- Women's Hist. Month**
- 6 – Staff Meeting 9:00 a.m.
 - 6 – Azalea Festival Mayor's Reception 6:00 p.m.
 - 12 - Staff mtg. 9:00 a.m.
 - 12 - City Commission mtg. 6:00 p.m. - City Hall **3/17/15 – Pension Boards meet**
 - 17 - 18 - FLC Legislative Action Day, Tallahassee
 - 19 - Staff mtg. 9:00 a.m.
 - 19 - NEFLC Meeting 6:00 p.m.
 - 26 - Staff mtg. 9:00 a.m.
 - 26 - City Commission mtg. 6:00 p.m. - City Hall
 - 30 - Staff mtg. 9:00 a.m.
- APRIL**
- 2 - Staff mtg. 9:00 a.m.
 - 9 – Staff mtg. 9:00 a.m.
 - 9 - CRA mtg. 5:00 p.m. - City Hall
 - 9 - City Commission mtg. 6:00 p.m. - City Hall
 - 16 - Staff mtg. 9:00 a.m.
 - 16 - NEFLC Meeting – Keystone Heights
 - 23 - Staff mtg. 9:00 a.m.
 - 23 - City Commission regular meeting 6:00 p.m. - City Hall
 - 30 - Staff mtg. 9:00 a.m.
- MAY**
- 7 - Staff mtg. 9:00 a.m.
 - 14 - Staff mtg. 9:00 a.m.
 - 14 - City Commission mtg. 6:00 p.m. - City Hall
 - 21 - Staff mtg. 9:00 a.m.
 - 21 - NEFLC Meeting - The Beaches (Jax) 6:00 p.m.
 - 26 - City offices closed in observance of Memorial Day Holiday
 - 28 - Staff mtg. 9:00 a.m.
 - 28 - City Commission mtg. 6:00 p.m. - City Hall
- JUNE**
- 4 - Staff mtg. 9:00 a.m.
 - 11 - Staff mtg. 9:00 a.m.
 - 11 - CRA mtg. 5:00 p.m. - City Hall
 - 11 - City Commission mtg. 6:00 p.m. - City Hall **6/16/15 – Pension Boards meet**
 - 18 - Staff mtg. 9:00 a.m.
 - 18 - NEFLC Meeting – Orange Park 6:00 p.m.
 - 25 - Staff mtg. 9:00 a.m.
 - 2 - Budget Workshop - 2:00 p.m. (*tentative*)
 - 26 - City Commission 6:00 p.m. - City Hall

Upcoming Events & Conferences: March 17 & 18 - Legislative Action Day, Tallahassee
August 13 – 15, FLC Annual Conference, Orlando World Center Marriot

Agenda Item

4



CITY COMMISSION AGENDA ITEM

SUBJECT:

REQUEST to authorize execution of Palatka Housing Authority annual forms: Determination of Exemption & Categorical Exclusion, 24CRF 58.34(a) and 58.35(b) on behalf of Palatka Housing Authority's Site Improvements FY 2015-2019 CFP AMP 11, 12 & 15, and certifying its consistency with the City of Palatka's Comprehensive Plan - John Nelson, Executive Director, PHA

SUMMARY:

This is an annual request that comes from the Palatka Housing Authority (PHA). The Commission is asked to authorize the Mayor's execution of federal HUD forms as noted above. Thad Crowe, Planning Director, has provided a memorandum regarding his review of the PHA's Annual/5-yr. Capital Plans and their consistency with the City's Comprehensive Plan goals and objectives. That memo is self-explanatory and the subject of this discussion.

The PHA has scheduled a Public Hearing on 12/10/14 to review and hear public comments on this Plan. The Notice and Plan have been posted at City Hall on behalf of the PHA.

RECOMMENDED ACTION:

Discussion re authorizing the Mayor's execution of the following documents per the Palatka Housing Authority's Request:

- **Determination of Exemption & Categorical Exclusion forms; and**
- **Certify PHA Annual/5-yr Capital Plans' Consistency with City of Palatka Comprehensive Plan (FY 2015-2019)**

ATTACHMENTS:

Description	Type
□ Planning Director's Memorandum	Discussion
□ PHA Request, 5-yr Plan and Forms	Discussion

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	12/1/2014 - 1:11 PM
City Clerk	Driggers, Betsy	Approved	12/1/2014 - 1:12 PM
City Manager	Czymbor, Michael	Approved	12/1/2014 - 3:50 PM
Finance	Reynolds, Matt	Approved	12/3/2014 - 1:07 PM
City Clerk	Driggers, Betsy	Approved	12/3/2014 - 1:09 PM



Building & Zoning Department
201 N 2nd Street
Palatka, FL 32177
(386) 329-0103 phone
(386) 329-0172 fax

MEMORANDUM

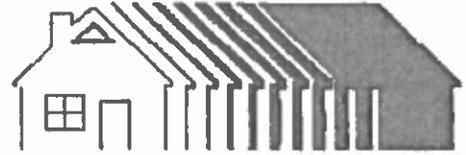
TO: Mayor and Commissioners

From: Thad Crowe, AICP 
Planning Director

Date: December 3, 2014

RE: Palatka Housing Authority's 2013-2017 Five-Year Plan

City staff has reviewed the Palatka Housing Authority's Five Year Plan and note that the PHA intends to develop six public housing units. The PHA Director has indicated that these units will be located in the 900 block of Laurel St., which is in a local and national register historic district (South Historic District) and also in a community redevelopment area (South Historic District Community Redevelopment Area). Please note that the CRA Plan, which is supported by the City's Comprehensive Plan, supports homeownership-related development in this area, and also that approval for site and building design is required from the Palatka Historic Preservation Board. The City supports the PHA Five Year Plan with the exception of public housing development within community redevelopment areas.



October 20, 2014

Mr. Michael Czymbor
Palatka City Manager
201 N. 2nd St.
Palatka, FL 32177

Dear Mr. Czymbor,

Attached for your review you will find the Palatka Housing Authority's Five-Year Plan for 2015-2019. Please arrange for this Plan to be placed on the City Commission Agenda for the Commissioners review at their meeting on December 11, 2014.

Also attached please find the following documents for execution by Mayor Myers:

- Certification by State or Local Official of PHA Plans Consistency w/ Consolidated Plan
- Determination of Exemption & Determination of Categorical Exclusion

In accordance with HUD regulations there will be a public hearing regarding the annual plan. This hearing will be held at the Dr. James A. Long Community Center, located at 601 N. 21st St., Palatka on December 10, 2014 at 11:00 a.m. to review the plan and to hear comments. Any comments which are being made must be submitted in writing to the Palatka Housing Authority.

Any policies referenced within the Plan are available for review at the Palatka Housing Authority's main office, 400 North 15th Street.

Sincerely,

John Nelson, Jr.
Executive Director

Attachments

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan**

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB# 2577-0226
Expires 08/30/2011**

**Certification by State or Local Official of PHA Plans Consistency with the
Consolidated Plan**

I, Vernon Myers the Mayor, City of Palatka certify that the Five Year and
Annual PHA Plan of the Palatka Housing Authority is consistent with the Consolidated Plan of
City of Palatka prepared pursuant to 24 CFR Part 91.

Signed / Dated by Appropriate State or Local Official

5.2

Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

- Increase the availability of decent, safe, and affordable housing
- Leverage private or other public funds to create additional housing opportunities
- Acquire or build units or developments
- Working with local government/growth management and zoning
- Banks and government donations
- Improve public housing management
- Improve voucher management
- Increase customer satisfaction
- Concentrate on efforts to improve specific management functions: (public housing finance; voucher unit inspections)
- Renovate or modernize public housing units
- Provide replacement public housing
- Provide voucher mobility counseling
- Conduct outreach efforts to potential voucher landlords
- Implement voucher homeownership program
- Implement public housing or other homeownership programs
- Provide 9 – 10 homeownership opportunities for low-income families of Putnam County

HUD GOAL II

Improve community quality of life and economic vitality

- Provide an improved living environment
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments
- Implement public housing security improvements
- Designate developments or buildings for particular resident groups: elderly
- Improve marketing/public relations
- Cross training
- Interface with other organizations in each neighborhood: schools/churches
- Promote volunteerism and community service
- Increase resident involvement in programs that promote self-sufficiency

HUD GOAL III

Promote self-sufficiency and asset development of families and individuals

- Promote self-sufficiency and asset development of assisted households
- Increase the number and percentage of employed persons in assisted families
- Provide job skills and employability training services for adult residents
- Provide vocational assessment services for adult residents
- Partner with Work Source (w/MOU) to provide job training opportunities for adult residents
- Provide General Equivalency Diploma (GED) and Adult Basic Education (ABE) for adult residents
- Get residents involved in early services
- Provide life skills training for adults
- Provide training to residents in the development and operation of small businesses
- Tutoring and early childhood education
- Truancy prevention program
- Computer Lab
- Mentor Program
- Communication skills: staff/residents/community

HUD GOAL IV

Provide improved living environment

- Continue implementation of Domestic Violence Policy and procedures.
- Continue collaborative relationship with the Palatka Police Department through monthly meetings and the monitoring of case report numbers in an effort to implement security improvements throughout all public housing neighborhoods.
- Develop linkages and referrals to appropriate counseling (PHA Director of Resident Services) in addition to those currently available through the local domestic violence shelter.

6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>Section 8 Administrative Plan:</p> <p>(a) Introduction of the Palatka Housing Authority (PHA) Housing Choice Voucher Homeownership Program which is designed to expand homeownership opportunities for voucher participants. This program will assist HCV participants to transition from rental assistance to homeownership using their voucher assistance.</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p>(b) Locations for public viewing of PHA Annual Plan:</p> <ol style="list-style-type: none"> 1) Main administrative office of the PHA 2) Main administrative office of the City of Palatka 3) Public library 4) PHA development (Dr. James A. Long Community Center)
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>Development of six (6) units for public housing using replacement housing and capital improvement funds.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p>See Attachment:</p> <ol style="list-style-type: none"> a) FY 2015 Capital Fund Program Annual Statement (FL057a01)
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>See Attachments:</p> <ol style="list-style-type: none"> a) FY 2016 - 2019 Capital Fund Program Five-Year Action Plan (FL057b01)
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

9.0

Housing Needs of Families in the Jurisdiction By Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1640	5	4	4	2	2	3
Income >30% but <=50% of AMI	2692	4	4	4	2	2	2
Income >50% but <80% of AMI	1121	3	3	3	2	2	2
Elderly	1046	5	5	3	3	2	2
Families with Disabilities	N/A						
White	881	2	2	2	2	2	2
African Americans	1020	5	4	3	3	3	2
Hispanic	323	5	4	2	2	3	2
Other	N/A						

9.1

Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.

10.0

Additional Information. Describe the following, as well as any additional information HUD has requested.

(a) **Progress in Meeting Mission and Goals.** Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.

(b) **Significant Amendment and Substantial Deviation/Modification.** Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

(a) **Progress in Meeting Mission and Goals:**
The Palatka Housing Authority in partnership with the community is committed to providing safe, affordable and quality housing options for economic independence to residents of Palatka and Putnam County. We seek to create equal opportunities through education and training for residents to reach self-sufficiency and economic independence. Our efforts to progressively meet our mission and goals have been enhanced with the Homeownership program.

The Palatka Housing Authority continues working partnerships with Work Source, St. Johns River State College, local businesses, the Heart of Putnam, Meridian Behavioral Healthcare, Department of Family and others within the community to form a coalition of resources for our residents.

(b) **Significant Amendment –** The Palatka Housing Authority's definition of significant amendment in reference to our Five-Year Agency Plan and Annual Plan will apply if a formal vote of the Board of Commissioners is required for any changes to the PHA Five-Year Plan.

(c) **Substantial Deviation/Modification –** The Palatka Housing Authority has determined that a substantial deviation/modification will occur only if a formal vote of the Board of Commissioners is required for changes. In addition, any decision to demolish or dispose of a development or designate a development as "elderly only" or "disabled only", requiring a public hearing and Board of Commissioner approval, as well as HUD approval, will be considered a substantial deviation/modification to the PHA Five-Year Agency Plan.

(d) **Designated Housing –** The PHA has submitted an application to SAC for designation of elderly housing for the Annic M. Spell Senior Community.

11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only) <p>See Attachments:</p> <ul style="list-style-type: none"> a) Form HUD-50077 PHA Certifications of Compliance with the PHA Plans and Related Regulations – FL057c01) b) Form HUD-50077-CR Civil Rights Certification – FL057d01) c) Form HUD-50070 Certification for a Drug-Free Workplace – FL057e01) d) Form HUD-50071 Certification of Payments to Influence Federal Transactions – FL057f01) e) Form SF-LLL Disclosure of Lobbying Activities – FL057g01) f) Certification PHA Plans Consistency with the Consolidated Plan (FL057h01) g) Resident Advisory Board (RAB) comments – FL057i01)
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Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 8/31/2011

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: FL29P057501-15 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2015 FFY of Grant Approval:	
PHA Name: Palatka Housing Authority					
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFF Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	72,700			
3	1408 Management Improvements	108,500			
4	1410 Administration (may not exceed 10% of line 21)	72,700			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	121,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	47,346			
10	1460 Dwelling Structures	207,251			
11	1465.1 Dwelling Equipment—Nonexpendable	40,000			
12	1470 Non-dwelling Structures	25,000			
13	1475 Non-dwelling Equipment	7,500			
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴	25,000			
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)	5726,996	\$ 0 00	\$ 0 00	\$ 0 00
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date 10/14/2014	Signature of Public Housing Director		Date

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 8/31/2011

Part II: Supporting Pages		Grant Type and Number		Federal FFY of Grant: 2015				
PHA Name: Palatka Housing Authority		Capital Fund Program Grant No: FL29P057501-15						
		CFFP (Yes/ No):						
		Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
AMP 11,12,14,15,16	OPERATIONS	1406	5 SITES					
		11.1406		\$14,539.92				
		12.1406		\$20,079.63				
		14.1406		\$17,309.77				
		15.1406		\$14,540.32				
		16.1406		\$6,230.36				
	Total for Account 1406			\$72,700				
	MANAGEMENT IMPROVEMENTS	1408	5 SITES					
	Resident Services/Dev. Activities	11.1408		\$10,000				
		12.1408		\$13,810				
		14.1408		\$11,905				
		15.1408		\$10,000				
		16.1408		\$4,285				
	Subtotal Resident/Dev. Activities			\$50,000				
	Management Improvement Wages	11.1408.20		\$8,800				
		12.1408.20		\$12,152.80				
		14.1408.20		\$10,476.40				
		15.1408.20		\$8,800				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
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 Expires 8/31/2011

Part II: Supporting Pages		Grant Type and Number		Federal FFY of Grant: 2015				
PHA Name: Palatka Housing Authority		Capital Fund Program Grant No: FL29P057501-15						
		CFFP (Yes/ No):						
		Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
		16.1408.20		\$3,770.80				
	Subtotal Mgmt. Improve. Wages			\$44,000				
	Management Improvements Benefits	11.1408.21		\$2,200				
		12.1408.21		\$3,038.20				
		14.1408.21		\$2,619.10				
		15.1408.21		\$2,200				
		16.1408.21		\$942.70				
	Subtotal Mgmt. Improvements Benefits			\$11,000				
	Training & Travel	11.1408.30		\$300				
		12.1408.30		\$414.30				
		14.1408.30		\$357.15				
		15.1408.30		\$300				
		16.1408.30		\$128.55				
	Subtotal for Training & Travel			\$1,500				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
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Part II: Supporting Pages								
PHA Name: Palatka Housing Authority			Grant Type and Number Capital Fund Program Grant No: FL29P057501-15 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2015		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	Consultant Services	11.1408.40		\$400				
		12.1408.40		\$552.40				
		14.1408.40		\$476.20				
		15.1408.40		\$400				
		16.1408.40		\$171.40				
	Subtotal Consultant Services			\$2,000				
	Total Account 1408			\$108,500				
AMP 11,12,14,15,16	ADMINISTRATION	1410	5 SITES					
	Administrative Costs	11.1410		\$14,539.20				
		12.1410		\$20,079.63				
		14.1410		\$17,309.77				
		15.1410		\$14,540.32				
		16.1410		\$6,230.36				
	Total Account 1410			\$72,700				
	FEES & COSTS	1430						
	Fees and Costs	11.1430		\$3,000				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
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Part II: Supporting Pages								
PHA Name: Palatka Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29P057501-15 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2015			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
		12.1430		\$4,143				
		14.1430		\$3,571.50				
		15.1430		\$3,000				
		16.1430		\$1,285				
	Subtotal Fees and Costs			\$15,000				
	Mod Officer & Clerk of Works Wages	11.1430.50		\$17,000				
		12.1430.50		\$23,477				
		14.1430.50		\$20,238.50				
		15.1430.50		\$17,000				
		16.1430.50		\$7,284.50				
	Subtotal Mod/Clerk of Works Wages			\$85,000				
	Mod Officer/Clerk of Works Benefits	11.1430.55		\$4,200				
		12.1430.55		\$5,800.20				
		14.1430.55		\$5,000.10				
		15.1430.55		\$4,200				
		16.1430.55		\$1,799.70				
	Subtotal Mod/Clerk of Works Benefits			\$121,000				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name: Palatka Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29P057501-15 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2015			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	Total Account 1430			\$121,000				
AMP 11,12,14,15,16	SITE IMPROVEMENTS	1450	5 SITES					
	CPTED/Landscaping	11.1450.10		\$2,369.19				
		12.1450.10		\$3,271.87				
		14.1450.10		\$2,820.54				
		15.1450.10		\$2,369.19				
		16.1450.10		\$1,015.21				
	Subtotal CPTED/Landscaping			\$11,846				
AMP 14 AND 16	Parking	1450	2 SITES					
		11.1450.20		\$13,500				
		14.1450.20		\$16,500				
	Subtotal Mailbox Upgrade			\$30,000				
	Security Lighting/Camera	1450	5 SITES					
		11.1450		\$50				
		12.1450		\$69.05				
		14.1450		\$59.53				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name: Palatka Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL290057501-15 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2015			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
		15.1450		\$50				
		16.1450		\$21.42				
	Subtotal Security Lighting/Camera			\$250				
	Sidewalks/Curbing	1450	5 SITES					
		11.1450		\$50				
		12.1450		\$69.05				
		14.1450		\$59.53				
		15.1450		\$50				
		16.1450		\$21.42				
	Subtotal Sidewalks/Curbing			\$250				
AMP 14	Fencing	14.1450	1 SITE	\$5,000				
	Subtotal Fencing			\$5,000				
	Total Account 1450			\$47,346				
	DWELLING STRUCTURES	1460	1 SITE					
AMP 14	HVAC	14.1460		\$77,500				
	Subtotal HVAC			\$77,500				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 8/31/2011

Part II: Supporting Pages		Grant Type and Number		Federal FFY of Grant: 2015				
PHA Name: Pniatka Housing Authority		Capital Fund Program Grant No: FL29P057501-15						
		CFFP (Yes/ No):						
		Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	Electrical Repair/Rehab	1460	5 SITES					
		11.1460		\$50				
		12.1460		\$69.05				
		14.1460		\$59.53				
		15.1460		\$50				
		16.1460		\$21.42				
	Subtotal Electrical Repair/Rehab			\$250				
AMP 12, 14, 15	Windows	1460	3 SITES					
		12.1460		\$100				
		14.1460		\$100				
		15.1460		\$50				
	Subtotal Windows			\$250				
AMP 11, 12, 14, 15	Exterior Pressure Washing	1460	4 SITES					
		11.1460		\$54.69				
		12.1460		\$75.52				
		14.1460		\$65.10				
		15.1460		\$54.69				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 8/31/2011

Part II: Supporting Pages		Grant Type and Number			Federal FFY of Grant: 2015			
PHA Name: Palatka Housing Authority		Capital Fund Program Grant No: FL29P057501-15						
		CFFP (Yes/No):						
		Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	Subtotal Exterior Pressure Washing			\$250				
AMP 15	Exterior Door Additions	1460	1 SITE					
		15.1460		\$100,000				
	Subtotal Exterior Door Additions			\$100,000				
AMP 11,12,14,15,16	Vacant Unit Turnaround	1460	5 SITES					
		11.1460		\$4,800.20				
		12.1460		\$6,629.08				
		14.1460		\$5,714.64				
		15.1460		\$4,800.20				
		16.1460		\$2,056.88				
	Subtotal Vacant Unit Turnaround			\$24,001				
	Door Repair/Door Opening	1460	5 SITES					
		11.1460		\$1,000				
		12.1460		\$1,381				
		14.1460		\$1,190.50				
		15.1460		\$1,000				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 8/31/2011

Part II: Supporting Pages		Grant Type and Number		Federal FFY of Grant: 2015				
PHA Name: Palatka Housing Authority		Capital Fund Program Grant No: FL29P057501-15						
		CFFP (Yes/ No):						
		Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
		16.1460		\$428.50				
	Subtotal Door Repair/Door Opening			\$5,000				
	Total Account 1460			\$207,251				
AMP 15	DWELLING EQUIPMENT - NONEXP	1465.1	1 SITE					
	Appliances	1465.1		\$40,000				
	Subtotal Dwelling Equip-Nonexpendable			\$40,000				
AMP 14, 15	NON-DWELLING STRUCTURES	1470.1	2 SITES	\$25,000				
	Subtotal Non-Dwelling Structures			\$25,000				
AMP 15	NON-DWELLING EQUIPMENT	1475.1	1 SITE					
	Maintenance Vehicle			\$7,500				
	Subtotal Non-Dwelling Equipment			\$7,500				
	DEVELOPMENT ACTIVITIES							
	Development	1499	1 SITE	\$25,000				
	Subtotal Development Activities			\$25,000				
	TOTAL CAPITAL FUND 2014			\$726,996				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part I: Summary						
PHA Name/Number Palatka Housing Authority		Locality (City/County & State)			<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY 2015	Work Statement for Year 2 FFY 2016	Work Statement for Year 3 FFY 2017	Work Statement for Year 4 FFY 2018	Work Statement for Year 5 FFY 2019
	AMP 11,12,14,15,16	Annual Statement	Operations	Operations	Operations	Operations
	AMP 11,12,14,15,16	SEE	Resident Services/Dev. Activities	Resident Services/Dev. Activities	Resident Services/Dev. Activities	Resident Services/Dev. Activities
	Central Office	ANNUAL	Training and Travel	Trainings and Travel	Training and Travel	Training and Travel
	AMP 11,12,14,15,16	SPONSOR	Consultant Services	Consultant Services	Consultant Services	Consultant Services
	AMP 11,12,14,15,16		Administrative Costs	Administrative Costs	Administrative Costs	Administrative Costs
	AMP 11,12,14,15,16		Fees and Costs	Fees and Costs	Fees and Costs	Fees and Costs
	AMP 11,12,14,15,16		CPTED/Landscaping	CPTED/Landscaping	CPTED/Landscaping	CPTED/Landscaping
	AMP 11,12,14,15,16		Sidewalks/Curbing	Security Lighting		
	AMP 14, 15		Fencing	Fencing	Fencing	Fencing
	AMP 14		Parking Area Rehab	Windows	Windows	Windows
	AMP 14		HVAC	HVAC	HVAC	
	AMP 11,12,14,15,16		Electrical Repairs	Exterior Pressure Washing	Windows	Windows
	AMP 11,12, 14,15,16		Vacant Unit Turnaround	Vacant Unit Turnaround	Vacant Unit Turnaround	Vacant Unit Turnaround
	AMP 15		Exterior Pressure Washing	Security Screen Doors	Security Screen Doors	Security Screen Doors
	AMP 11, 14, 15		Kitchen Remodel	Bath Remodel	Bath Remodel	Bath Remodel
	AMP 11, 12, 14, 15, 16		Roof Repair/Replacement	Kitchen/Closet Remodel	Kitchen/Closet Remodel	Kitchen/Closet Remodel
	AMP 14, 15		Appliances	Appliances	Appliances	Appliances
	AMP 11		Rehab/Repair			Rehab/Repair
			Development	Development	Development	Development

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2015	Work Statement for Year 2 FFY 2016			Work Statement for Year 3 FFY 2017		
	Development Number/Name	Major Work Categories	Estimated Cost	Development Number/Name	Major Work Categories	Estimated Cost
See Annual Statement	AMP 11, 12, 14, 15, 16	1406 Operations	\$72,700	AMP 11, 12, 14, 15, 16	1406 Operations	\$72,700
	Subtotal 1406		\$72,700	Subtotal 1406		\$72,700
See Annual Statement	AMP 11, 12, 14, 15, 16	1408 Mgmt. Improve. Resident Serv/Dev. Activities	\$35,379	AMP 11, 12, 14, 15, 16	1408 Mgmt. Improve. Resident Serv/Dev. Activities	\$36,090
		Mgmt. Imprv/Wages	\$48,500		Mgmt. Imprv/Wages	\$48,500
		Mgmt. Imprv/Benefits	\$15,782		Mgmt. Imprv/Benefits	\$15,782
		Training & Travel	\$3,000		Training & Travel	\$3,000
		Consultant Services	\$2,000		Consultant Services	\$2,000
	Subtotal 1408	Mgmt. Improvements	\$104,661	Subtotal 1408	Mgmt. Improvements	\$105,372
See Annual Statement	AMP 11, 12, 14, 15, 16	1410 Administration Administrative Costs	\$72,700	AMP 11, 12, 14, 15, 16	1410 Administration Administrative Costs	\$72,700
	Subtotal 1410	Administration	\$72,700	Subtotal 1410	Administration	\$72,700
See Annual Statement	AMP 11, 12, 14, 15, 16	Fees & Costs	\$15,000	AMP 11, 12, 14, 15, 16	Fees & Costs	\$15,000
		Clerk of Work Wages	\$85,000		Clerk of Work Wages	\$85,000
		Clerk of Work Benefits	\$25,000		Clerk of Work Benefits	\$25,000
	Subtotal 1430	Fees & Costs	\$125,000	Subtotal 1430	Fees & Costs	\$125,000
	Subtotal of Estimated Cost	\$		Subtotal of Estimated Cost	\$	

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2015	Work Statement for Year 2 FFY 2016			Work Statement for Year 3 FFY 2017		
	Development Number/Name	Major Work Categories	Estimated Cost	Development Number/Name	Major Work Categories	Estimated Cost
See Annual Statement		1450 Site Improvements			1450 Site Improvements	
	AMP 11, 12, 14, 15, 16	CPTED/Landscaping	\$20,000	AMP 11, 12, 14, 15, 16	CPTED/Landscaping	\$25,020
		Security Lighting	\$5,000		Security Lighting	\$0
	AMP 14, 15	Fencing	\$35,000	AMP 14, 15	Fencing	\$31,269
	AMP 14	Parking Area Rehab	\$500	AMP 11, 15	Mailbox Upgrade	\$0
	Subtotal 1450	Site Improvements	\$60,500	Subtotal 1450	Site Improvements	\$60,500
		1460 Dwelling Structures			1460 Dwelling Structures	
	AMP 14	HVAC	\$93,000	AMP 14	HVAC	\$2,500
	AMP 11, 12, 14, 15, 16	Exterior Pressure Wash	\$200	AMP 11, 12, 14, 15	Windows	\$5,000
	AMP 11, 12, 14, 15, 16	Vacant Unit Turnaround	\$50,000	AMP 11, 12, 14, 15, 16	Vacant Unit Turnaround	\$27,500
	AMP 15	Security Screen Doors	\$10,000	AMP 11, 14, 15	Roofing	\$100,000
	AMP 11, 14, 15	Bath Remodel	\$39,363	AMP 11, 14, 15	Bath Remodel	\$67,231
	AMP 11, 12, 14, 15, 16	Kitchen/Closet Remodel	\$60,373	AMP 11, 14, 15	Kitchen/Closet Remodel	\$61,455
	Subtotal 1460	Dwelling Structures	\$252,936	Subtotal 1460	Dwelling Structures	\$263,686
		1465 Dwelling Equipment			1465 Dwelling Equipment	
	AMP 15	Appliances	\$28,50000	AMP 14	Appliances	\$21,250
	Subtotal 1465	Dwelling Equipment	\$28,5000	Subtotal 1465	Dwelling Equipment	\$21,250
	Subtotal of Estimated Cost	\$		Subtotal of Estimated Cost	\$	

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part II: Supporting Pages – Physical Needs Work Statement(s)							
Work Statement for Year 1 FFY 2015	Work Statement for Year 4 FFY 2018			Work Statement for Year: 5 FFY 2019			
	Development Number/Name	Major Work Categories	Estimated Cost	Development Number/Name	Major Work Categories	Estimated Cost	
See Annual Statement	AMP 11, 12, 14, 15, 16	1406 Operations	\$72,700	AMP 11, 12, 14, 15, 16	1406 Operations	\$72,700	
		Subtotal 1406	\$72,700		Subtotal 1406	\$72,700	
	AMP 11, 12, 14, 15, 16	1408 Mgmt. Improvements		AMP 11, 12, 14, 15, 16	1408 Mgmt. Improvements		
		Resident Serv/Dev Activities	\$36,090		Resident Serv/Dev Activities	\$36,090	
		Mgmt. Improvement Wages	\$48,500		Mgmt. Improvement Wages	\$48,500	
		Mgmt. Improvement Benefits	\$15,782		Mgmt. Improvements Benefits	\$15,782	
		Training & Travel	\$3,000		Training & Travel	\$3,000	
		Consultant Services	\$2,000		Consultant Services	\$2,000	
		Subtotal 1408	Mgmt. Improvements	\$105,372	Subtotal 1408	Mgmt. Improvements	\$105,372
	AMP 11, 12, 14, 15, 16	1410 Administration		AMP 11, 12, 14, 15, 16	1410 Administration		
		Administrative Costs	\$72,700		Administrative Costs	\$72,700	
	Subtotal 1410	Administration	\$72,700	Subtotal 1410	Administration	\$72,700	
AMP 11, 12, 14, 15, 16	1430 Fees & Costs	\$20,000	AMP 11, 12, 14, 15, 16	1430 Fees & Costs	\$15,000		
	Clerk of the Works Wages	\$85,000		Clerk of the Works Wages	\$85,000		
	Clerk of the Works Benefits	\$25,000		Clerk of the Works Benefits	\$25,000		
	Subtotal of Estimated Cost		\$	Subtotal of Estimated Cost		\$	

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2015	Work Statement for Year 4 FFY 2018			Work Statement for Year: 5 FFY 2019		
	Development Number/Name	Major Work Categories	Estimated Cost	Development Number/Name	Major Work Categories	Estimated Cost
See Annual Statement	Subtotal 1430	Fees & Costs	\$125,000	Subtotal 1430	Fees & Costs	\$125,000
		1450 Site Improvements			1450 Site Improvements	
	AMP 11, 12, 14, 15, 16	CPTED/Landscaping	\$25,020	AMP 11, 12, 14, 15, 16	CPTED/Landscaping	\$25,020
		Fencing	\$31,269		Fencing	\$31,269
	AMP 12	Mailbox Upgrade	\$0			
	Subtotal 1450	Site Improvements	\$56,289	Subtotal 1450	Site Improvements	\$56,289
		1460 Dwelling Structures			1460 Dwelling Structures	
	AMP 14, 15	Roofing	\$50,000			
	AMP 11, 12, 14, 15, 16	Windows	\$20,000		Windows	\$20,000
	AMP 11, 12, 14, 15, 16	Vacant Unit Turnaround	\$35,000	AMP 11, 12, 14, 15, 16	Vacant Unit Turnaround	\$57,750
	AMP 11, 12	Security Screen Doors	\$15,000	AMP 11, 12	Security Screen Doors	\$15,000
	AMP 11, 14, 15	Bath Remodel	\$80,231	AMP 11, 14, 15	Bath Remodel	\$92,231
	AMP 11, 14, 15	Kitchen/Closet Remodel	82,455	AMP 11, 14, 15	Kitchen/Closet Remodel	\$86,455
	Subtotal 1460	Dwelling Structures	\$282,686	Subtotal 1460	Dwelling Structures	\$271,436
		Subtotal of Estimated Cost	\$		Subtotal of Estimated Cost	\$

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2015	Work Statement for Year 4 FFY 2018			Work Statement for Year 5 FFY 2019		
	Development Number/Name	Major Work Categories	Estimated Cost	Development Number/Name	Major Work Categories	Estimated Cost
See Annual Statement		1465 Dwelling Equipment			1465 Dwelling Equipment	
	AMP 14	Appliances	\$11,250	AMP 14	Appliances	\$10,000
	Subtotal 1465	Dwelling Equipment	\$11,250	Subtotal 1465	Dwelling Equipment	\$10,000
		1470 Non-Dwelling Structures			1470 Non-Dwelling Structures	
		Rehab/Repair	\$25,000	AMP 11	Rehab/Repair	\$5,000
		Subtotal 1470	\$25,000	Subtotal 1470	Non-Dwelling Structures	\$5,000
					1475 Non-Dwelling Equip	
				AMP 11	Maintenance Vans	\$12,500
				Subtotal 1475	Non-Dwelling Equip	\$12,500
	AMP 11	1499 Development		AMP 11	1499 Development	
		Development	\$1,000		Development	\$1,000
	Subtotal 1499	Development	\$1,000	Subtotal 1499	Development	\$1,000
		Total Year 4	\$726,996		Total Year 5	\$726,996
	Subtotal of Estimated Cost		\$	Subtotal of Estimated Cost		\$

**Determination of Exemption and Determination of
Categorical Exclusion (not subject to Section 58.5)**
24 CFR 58.34(a) and 58.35(b)

Activity Name and Grant Number:	Site Improvements - CFP AMP 11 FL 29P05700011
Address:	Westover Manor, Lemon Heights, Madison Court Apts. Palatka, Putnam County, FL 32177
Activity Description:	CPTED/Landscaping, Water Distribution, Roof Repair, Appliances
Funding Source:	CDBG HOME ESG HOPWA EDI ICDBG NAHASDA Other: CFP
<input checked="" type="checkbox"/>	The activity falls into the category below, which is listed at 24 CFR 58.34(a) as Exempt.
	1. Environmental and other studies, resource identification, and development of plans and strategies
	2. Information and financial services
	3. Administrative and management activities
	4. Public services that will not have a physical impact or result in any physical changes including but not limited to services concerned with: <ul style="list-style-type: none"> ▪ Employment ▪ Crime prevention ▪ Child care ▪ Health ▪ Recreation needs ▪ Drug abuse ▪ Education ▪ Counseling ▪ Energy conservation ▪ Welfare ▪ Other _____
	5. Inspections and testing of properties for hazards or defects
	6. Purchase of insurance
	7. Purchase of tools
	8. Engineering or design costs
	9. Technical assistance and training
	10. Temporary or permanent improvements that do not alter environmental conditions and are limited to activities to protect, repair or arrest the effects of disasters or imminent threats to public safety, including those resulting from physical deterioration.
	11. Payment of principal and interest on loans made or obligations guaranteed by HUD
<input checked="" type="checkbox"/>	The activity falls into the category listed below, which is listed at 24 CFR 58.35(b) as a Categorically Excluded activity not subject to Section 58.5.
	1. Tenant-based rental assistance
	2. Supportive Services (including but not limited to): <ul style="list-style-type: none"> ▪ Health care ▪ Housing services ▪ Permanent housing placement ▪ Day care ▪ Nutritional services ▪ Short term payments for rent/mortgage/utility costs ▪ Assistance in gaining access to government benefits/services
	3. Operating Costs: <ul style="list-style-type: none"> ▪ Maintenance ▪ Security ▪ Operation ▪ Utilities ▪ Furnishings ▪ Equipment ▪ Supplies ▪ Staff training and recruitment

4. Economic Development Activities:	<ul style="list-style-type: none"> ▪ Equipment purchase ▪ Inventory financing ▪ Interest subsidy ▪ Operating costs ▪ Other expenses not associated with construction or expansion
5. Activities to assist homeownership of existing or dwelling units under construction not assisted with Federal funds:	<ul style="list-style-type: none"> ▪ Closing costs and down payment assistance to homebuyers ▪ Interest buydowns or other actions resulting in transfer of title
6. Affordable housing pre-development costs	<ul style="list-style-type: none"> ▪ Legal consulting ▪ Developer and other site-option costs ▪ Project financing ▪ Administrative costs for loan commitments, zoning approvals, and other activities which don't have a physical impact
7. Approval of supplemental assistance (including insurance or guarantee) to a project previously approved under Part 58, if the same responsible entity conducted the environmental review on the original project and re-evaluation of the environmental findings is not required under Section 58.47	

24 CFR 58.6 Requirements

Section 1. Flood Disaster Protection Act

Are funds for acquisition (including equipment) or construction (including repair and rehabilitation) purposes?	Yes Continue	No Proceed to Section 2-Act does not apply
Is the Activity in an area identified as having special flood hazards (SFHA)? Identify FEMA flood map used to make this determination: Community Name and Number _____ Map panel number and date _____	Yes Document and Continue	No Document and Proceed to Section 2-Act does not apply
Is the Community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?	Yes-Document and follow instructions below.	No-Federal Assistance may not be used for this project.
Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be kept on file.		

Section 2. Airport Runway Clear Zones (Civil) and Accident Potential Zones (Military)

Does the project involve HUD assistance, subsidy or insurance for the purchase or sale of an existing property?	Yes Continue	No—Proceed to Section 3— Regulation does not apply.
Is the project located within 2,500 feet of a civil airport or 15,000 feet of a military airfield?	Yes Continue	No—Document and Proceed to Section 3— Regulation does not apply.
Is the project located within an FAA-designated civilian airport Runway Clear Zone (RCA) or Runway Protection Zone, or within the military Airfield Clear Zone (CZ) or Accident Potential Zone/Approach Protection Zone (APZ), based upon information from the airport or military airfield administrator identifying the boundaries of such zones?	Yes Continue	No—Document and Proceed to Section 3— regulation does not apply.
Comply with 24 CFR Part 51, Subpart D. This may include providing a written notice to a prospective buyer or leaser of the potential hazards from airplane accidents and the potential that an airfield operator may wish to purchase the property. Maintain copies of the signed notice. For properties located in a military clear zone, make and document a determination of whether the use of the property is consistent with DOD guidelines. Notice Sample: http://www.hud.gov/offices/cpd/energyenviron/environment/compliance/ga/airporthazards.pdf		

Section 3. Coastal Barrier Resources Act

Section 58.6 also requires compliance with the Coastal Barrier Resources Act. There are no Coastal Barrier Resource Areas in Washington, Oregon, Alaska, or Idaho. Therefore, the Act does not apply.

Certification

A Request for Release of Funds (RROF) is not required for this project. The activity may be initiated without further environmental review beyond 24 CFR Part 58.6.

Name of project CFP AMP 11

Responsible Entity Signature _____

Name and Title (print) Vernon Myers, Mayor, City of Palatka

Date _____

**Determination of Exemption and Determination of
Categorical Exclusion (not subject to Section 58.5)
24 CFR 58.34(a) and 58.35(b)**

Activity Name and Grant Number: Site Improvements - CFP AMP 12	
FL 29P05700012	
Address: Northside Apts, Palatka, Putnam County, FL 32177	
Activity Description: Playground Upkeep, Mailbox Upgrade	
Funding Source: CDBG HOME ESG HOPWA EDI ICDBG NAHASDA Other: CFP	
√	The activity falls into the category below, which is listed at 24 CFR 58.34(a) as Exempt.
	1. Environmental and other studies, resource identification, and development of plans and strategies
	2. Information and financial services
	3. Administrative and management activities
	4. Public services that will not have a physical impact or result in any physical changes including but not limited to services concerned with: <ul style="list-style-type: none"> ▪ Employment ▪ Crime prevention ▪ Child care ▪ Health ▪ Recreation needs ▪ Drug abuse ▪ Education ▪ Counseling ▪ Energy conservation ▪ Welfare ▪ Other _____
	5. Inspections and testing of properties for hazards or defects
	6. Purchase of insurance
	7. Purchase of tools
	8. Engineering or design costs
	9. Technical assistance and training
	10. Temporary or permanent improvements that do not alter environmental conditions and are limited to activities to protect, repair or arrest the effects of disasters or imminent threats to public safety, including those resulting from physical deterioration.
	11. Payment of principal and interest on loans made or obligations guaranteed by HUD
√	The activity falls into the category listed below, which is listed at 24 CFR 58.35(b) as a Categorically Excluded activity not subject to Section 58.5.
	1. Tenant-based rental assistance
	2. Supportive Services (including but not limited to): <ul style="list-style-type: none"> ▪ Health care ▪ Housing services ▪ Permanent housing placement ▪ Day care ▪ Nutritional services ▪ Short term payments for rent/mortgage/utility costs ▪ Assistance in gaining access to government benefits/services
	3. Operating Costs: <ul style="list-style-type: none"> ▪ Maintenance ▪ Security ▪ Operation ▪ Utilities ▪ Furnishings ▪ Equipment ▪ Supplies ▪ Staff training and recruitment

4. Economic Development Activities:	<ul style="list-style-type: none"> ▪ Equipment purchase ▪ Inventory financing ▪ Interest subsidy ▪ Operating costs ▪ Other expenses not associated with construction or expansion
5. Activities to assist homeownership of existing or dwelling units under construction not assisted with Federal funds:	<ul style="list-style-type: none"> ▪ Closing costs and down payment assistance to homebuyers ▪ Interest buydowns or other actions resulting in transfer of title
6. Affordable housing pre-development costs	<ul style="list-style-type: none"> ▪ Legal consulting ▪ Developer and other site-option costs ▪ Project financing ▪ Administrative costs for loan commitments, zoning approvals, and other activities which don't have a physical impact
7. Approval of supplemental assistance (including insurance or guarantee) to a project previously approved under Part 58, if the same responsible entity conducted the environmental review on the original project and re-evaluation of the environmental findings is not required under Section 58.47	

24 CFR 58.6 Requirements

Section 1. Flood Disaster Protection Act

Are funds for acquisition (including equipment) or construction (including repair and rehabilitation) purposes?	Yes Continue	No Proceed to Section 2-Act does not apply
Is the Activity in an area identified as having special flood hazards (SFHA)? Identify FEMA flood map used to make this determination: _____ Community Name and Number _____ Map panel number and date	Yes Document and Continue	No Document and Proceed to Section 2-Act does not apply
Is the Community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?	Yes-Document and follow instructions below.	No-Federal Assistance may not be used for this project.
Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be kept on file.		

Section 2. Airport Runway Clear Zones (Civil) and Accident Potential Zones (Military)

Does the project involve HUD assistance, subsidy or insurance for the purchase or sale of an existing property?	Yes Continue	No—Proceed to Section 3-- Regulation does not apply.
Is the project located within 2,500 feet of a civil airport or 15,000 feet of a military airfield?	Yes Continue	No—Document and Proceed to Section 3-- Regulation does not apply.
Is the project located within an FAA-designated civilian airport Runway Clear Zone (RCA) or Runway Protection Zone, or within the military Airfield Clear Zone (CZ) or Accident Potential Zone/Approach Protection Zone (APZ), based upon information from the airport or military airfield administrator identifying the boundaries of such zones?	Yes Continue	No—Document and Proceed to Section 3— regulation does not apply.
Comply with 24 CFR Part 51, Subpart D. This may include providing a written notice to a prospective buyer or leaser of the potential hazards from airplane accidents and the potential that an airfield operator may wish to purchase the property. Maintain copies of the signed notice. For properties located in a military clear zone, make and document a determination of whether the use of the property is consistent with DOD guidelines. Notice Sample: http://www.hud.gov/offices/cpd/energyenviron/environment/compliance/qa/airport hazards.pdf		

Section 3. Coastal Barrier Resources Act

Section 58.6 also requires compliance with the Coastal Barrier Resources Act. There are no Coastal Barrier Resource Areas in Washington, Oregon, Alaska, or Idaho. Therefore, the Act does not apply.

Certification

A Request for Release of Funds (RROF) is not required for this project. The activity may be initiated without further environmental review beyond 24 CFR Part 58.6.

Name of project	CFP AMP 12
Responsible Entity Signature	
Name and Title (print)	Vernon Myers, Mayor, City of Palatka
Date	

**Determination of Exemption and Determination of
Categorical Exclusion (not subject to Section 58.5)**
24 CFR 58.34(a) and 58.35(b)

Activity Name and Grant Number: Site Improvements - CFP AMP 14	
Address: PL 29P05700014	
Activity Description: Dr. James A. Long Apts, Palatka, Putnam County, FL 32177	
Activity Description: CPTED/Landscaping, Playground Upkeep, Fencing, Bath Remodel	
Funding Source: CDBG HOME ESG HOPWA EDI ICDBG NAHASDA Other: CFP	
√	The activity falls into the category below, which is listed at 24 CFR 58.34(a) as Exempt.
	1. Environmental and other studies, resource identification, and development of plans and strategies
	2. Information and financial services
	3. Administrative and management activities
	4. Public services that will not have a physical impact or result in any physical changes including but not limited to services concerned with: <ul style="list-style-type: none"> ▪ Employment ▪ Crime prevention ▪ Child care ▪ Health ▪ Recreation needs ▪ Drug abuse ▪ Education ▪ Counseling ▪ Energy conservation ▪ Welfare ▪ Other _____
	5. Inspections and testing of properties for hazards or defects
	6. Purchase of insurance
	7. Purchase of tools
	8. Engineering or design costs
	9. Technical assistance and training
	10. Temporary or permanent improvements that do not alter environmental conditions and are limited to activities to protect, repair or arrest the effects of disasters or imminent threats to public safety, including those resulting from physical deterioration.
	11. Payment of principal and interest on loans made or obligations guaranteed by HUD
√	The activity falls into the category listed below, which is listed at 24 CFR 58.35(b) as a Categorically Excluded activity not subject to Section 58.5.
	1. Tenant-based rental assistance
	2. Supportive Services (including but not limited to): <ul style="list-style-type: none"> ▪ Health care ▪ Housing services ▪ Permanent housing placement ▪ Day care ▪ Nutritional services ▪ Short term payments for rent/mortgage/utility costs ▪ Assistance in gaining access to government benefits/services
	3. Operating Costs: <ul style="list-style-type: none"> ▪ Maintenance ▪ Security ▪ Operation ▪ Utilities ▪ Furnishings ▪ Equipment ▪ Supplies ▪ Staff training and recruitment

	4. Economic Development Activities: <ul style="list-style-type: none"> ▪ Equipment purchase ▪ Inventory financing ▪ Interest subsidy ▪ Operating costs ▪ Other expenses not associated with construction or expansion
	5. Activities to assist homeownership of existing or dwelling units under construction not assisted with Federal funds: <ul style="list-style-type: none"> ▪ Closing costs and down payment assistance to homebuyers ▪ Interest buydowns or other actions resulting in transfer of title
	6. Affordable housing pre-development costs <ul style="list-style-type: none"> ▪ Legal consulting ▪ Developer and other site-option costs ▪ Project financing ▪ Administrative costs for loan commitments, zoning approvals, and other activities which don't have a physical impact
	7. Approval of supplemental assistance (including insurance or guarantee) to a project previously approved under Part 58, if the same responsible entity conducted the environmental review on the original project and re-evaluation of the environmental findings is not required under Section 58.47

24 CFR 58.6 Requirements

Section 1. Flood Disaster Protection Act

Are funds for acquisition (including equipment) or construction (including repair and rehabilitation) purposes?	Yes Continue	No Proceed to Section 2-Act does not apply
Is the Activity in an area identified as having special flood hazards (SFHA)? Identify FEMA flood map used to make this determination: _____ Community Name and Number _____ Map panel number and date	Yes Document and Continue	No Document and Proceed to Section 2-Act does not apply
Is the Community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?	Yes-Document and follow instructions below.	No-Federal Assistance may not be used for this project.
Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be kept on file.		

Section 2. Airport Runway Clear Zones (Civil) and Accident Potential Zones (Military)

Does the project involve HUD assistance, subsidy or insurance for the purchase or sale of an existing property?	Yes Continue	No—Proceed to Section 3-- Regulation does not apply.
Is the project located within 2,500 feet of a civil airport or 15,000 feet of a military airfield?	Yes Continue	No—Document and Proceed to Section 3— Regulation does not apply.
Is the project located within an FAA-designated civilian airport Runway Clear Zone (RCA) or Runway Protection Zone, or within the military Airfield Clear Zone (CZ) or Accident Potential Zone/Approach Protection Zone (APZ), based upon information from the airport or military airfield administrator identifying the boundaries of such zones?	Yes Continue	No—Document and Proceed to Section 3— regulation does not apply.
Comply with 24 CFR Part 51, Subpart D. This may include providing a written notice to a prospective buyer or leaser of the potential hazards from airplane accidents and the potential that an airfield operator may wish to purchase the property. Maintain copies of the signed notice. For properties located in a military clear zone, make and document a determination of whether the use of the property is consistent with DOD guidelines. Notice Sample: http://www.hud.gov/offices/cpd/energyenvironment/environment/compliance/qa/airport hazards.pdf		

Section 3. Coastal Barrier Resources Act

Section 58.6 also requires compliance with the Coastal Barrier Resources Act. There are no Coastal Barrier Resource Areas in Washington, Oregon, Alaska, or Idaho. Therefore, the Act does not apply.

Certification

A Request for Release of Funds (RROF) is not required for this project. The activity may be initiated without further environmental review beyond 24 CFR Part 58.6.

Name of project CFP AMP 15

Responsible Entity Signature _____

Name and Title (print) Vernon Myers, Mayor, City of Palatka

Date _____

**Determination of Exemption and Determination of
Categorical Exclusion (not subject to Section 58.5)
24 CFR 58.34(a) and 58.35(b)**

Activity Name and Grant Number:	Site Improvements - CFP AMP 15 FL 29P05700015
Address:	Rosa K. Ragsdale Apts, Palatka, Putnam County, FL 32177
Activity Description:	CPTED/Landscaping, Playground Upkeep, Water Distribution, Bath Remodel, Fencing
Funding Source:	CDBG HOME ESG HOPWA EDI ICDBG NAHASDA Other: CFP
√	The activity falls into the category below, which is listed at 24 CFR 58.34(a) as Exempt.
	1. Environmental and other studies, resource identification, and development of plans and strategies
	2. Information and financial services
	3. Administrative and management activities
	4. Public services that will not have a physical impact or result in any physical changes including but not limited to services concerned with: <ul style="list-style-type: none"> ▪ Employment ▪ Crime prevention ▪ Child care ▪ Health ▪ Recreation needs ▪ Drug abuse ▪ Education ▪ Counseling ▪ Energy conservation ▪ Welfare ▪ Other _____
	5. Inspections and testing of properties for hazards or defects
	6. Purchase of insurance
	7. Purchase of tools
	8. Engineering or design costs
	9. Technical assistance and training
	10. Temporary or permanent improvements that do not alter environmental conditions and are limited to activities to protect, repair or arrest the effects of disasters or imminent threats to public safety, including those resulting from physical deterioration.
	11. Payment of principal and interest on loans made or obligations guaranteed by HUD
√	The activity falls into the category listed below, which is listed at 24 CFR 58.35(b) as a Categorically Excluded activity not subject to Section 58.5.
	1. Tenant-based rental assistance
	2. Supportive Services (including but not limited to): <ul style="list-style-type: none"> ▪ Health care ▪ Housing services ▪ Permanent housing placement ▪ Day care ▪ Nutritional services ▪ Short term payments for rent/mortgage/utility costs ▪ Assistance in gaining access to government benefits/services
	3. Operating Costs: <ul style="list-style-type: none"> ▪ Maintenance ▪ Security ▪ Operation ▪ Utilities ▪ Furnishings ▪ Equipment ▪ Supplies ▪ Staff training and recruitment

	4. Economic Development Activities: <ul style="list-style-type: none"> ▪ Equipment purchase ▪ Inventory financing ▪ Interest subsidy ▪ Operating costs ▪ Other expenses not associated with construction or expansion
	5. Activities to assist homeownership of existing or dwelling units under construction not assisted with Federal funds: <ul style="list-style-type: none"> ▪ Closing costs and down payment assistance to homebuyers ▪ Interest buydowns or other actions resulting in transfer of title
	6. Affordable housing pre-development costs <ul style="list-style-type: none"> ▪ Legal consulting ▪ Developer and other site-option costs ▪ Project financing ▪ Administrative costs for loan commitments, zoning approvals, and other activities which don't have a physical impact
	7. Approval of supplemental assistance (including insurance or guarantee) to a project previously approved under Part 58, if the same responsible entity conducted the environmental review on the original project and re-evaluation of the environmental findings is not required under Section 58.47

24 CFR 58.6 Requirements

Section 1. Flood Disaster Protection Act

Are funds for acquisition (including equipment) or construction (including repair and rehabilitation) purposes?	Yes Continue	No Proceed to Section 2-Act does not apply
Is the Activity in an area identified as having special flood hazards (SFHA)? Identify FEMA flood map used to make this determination: _____ Community Name and Number _____ Map panel number and date	Yes Document and Continue	No Document and Proceed to Section 2-Act does not apply
Is the Community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?	Yes-Document and follow instructions below.	No-Federal Assistance may not be used for this project.
Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be kept on file.		

Section 2. Airport Runway Clear Zones (Civil) and Accident Potential Zones (Military)

Does the project involve HUD assistance, subsidy or insurance for the purchase or sale of an existing property?	Yes Continue	No—Proceed to Section 3— Regulation does not apply.
Is the project located within 2,500 feet of a civil airport or 15,000 feet of a military airfield?	Yes Continue	No—Document and Proceed to Section 3— Regulation does not apply.
Is the project located within an FAA-designated civilian airport Runway Clear Zone (RCA) or Runway Protection Zone, or within the military Airfield Clear Zone (CZ) or Accident Potential Zone/Approach Protection Zone (APZ), based upon information from the airport or military airfield administrator identifying the boundaries of such zones?	Yes Continue	No—Document and Proceed to Section 3— regulation does not apply.
Comply with 24 CFR Part 51, Subpart D. This may include providing a written notice to a prospective buyer or leaser of the potential hazards from airplane accidents and the potential that an airfield operator may wish to purchase the property. Maintain copies of the signed notice. For properties located in a military clear zone, make and document a determination of whether the use of the property is consistent with DOD guidelines. Notice Sample: http://www.hud.gov/offices/cpd/energyenviron/environment/compliance/qa/airporthazards.pdf		

Section 3. Coastal Barrier Resources Act

Section 58.6 also requires compliance with the Coastal Barrier Resources Act. There are no Coastal Barrier Resource Areas in Washington, Oregon, Alaska, or Idaho. Therefore, the Act does not apply.

Certification

A Request for Release of Funds (RROF) is not required for this project. The activity may be initiated without further environmental review beyond 24 CFR Part 58.6.

Name of project	<u>CFP AMP 15</u>
Responsible Entity Signature	_____
Name and Title (print)	<u>Vernon Myers, Mayor, City of Palatka</u>
Date	_____

Agenda
Item

5



CITY COMMISSION AGENDA ITEM

SUBJECT:

CRA BUSINESS: RESOLUTION authorizing the execution of a Public Parking Lease Agreement with Ruth Burk for 210 S 3rd Street - Adopt

SUMMARY:

210 South Third Street is a privately owned vacant lot. Staff is proposing a public parking lease agreement to provide for more overflow truck and trailer parking and for additional parking during large festivals. Staff estimates that the property could hold up to twenty (20) truck and trailers. The vacant lot next to the Tilghman can hold up to Thirty-four(34) truck and trailers.

Ms. Burk has requested that the City demolish the vacant building on the property. Staff has no objection to demolishing the 700 sf utility building. Demolition would allow for a more efficient use of the property. In addition, two (2) driveway aprons would need to be constructed.

Alignment with the CRA Plan: The CRA Plan calls for efficient parking areas for truck and trailers to utilize during fishing tournaments and directs the City to carefully consider which properties it will purchase for public parking as it will remove privately owned property that would otherwise be on the tax rolls.

Staff is proposing a public parking lease agreement, where the CRA would pay the owner the ad valorem taxes in lieu of rent and demolish the one story shed on the property. The City would be responsible for maintenance and property insurance. The improvements could be made within the current years budget for the riverfront project.

RECOMMENDED ACTION:

Adopt a resolution authorizing the execution of the Public Parking Lease Agreement and authorizing the expenditure of CRA funds for the annual lease.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Resolution	Resolution
<input type="checkbox"/> Lease Agreement	Backup Material
<input type="checkbox"/> Location Map	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Grants & Projects	Griffith, Jonathan	Approved	12/3/2014 - 10:46 AM
City Clerk	Driggers, Betsy	Approved	12/3/2014 - 11:01 AM
City Manager	Czymbor, Michael	Approved	12/3/2014 - 11:24 AM
Finance	Reynolds, Matt	Approved	12/3/2014 - 1:07 PM
City Clerk	Driggers, Betsy	Approved	12/3/2014 - 1:09 PM

RESOLUTION No. 2014-10-

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
AUTHORIZING THE EXECUTION OF A LAND LEASE
AGREEMENT WITH AIA RENTALS, INC FOR 210 SOUTH
THIRD STREET**

WHEREAS, The City of Palatka desires to redevelop Downtown Palatka; and

WHEREAS, the City of Palatka established a Community Redevelopment Area (CRA) by Resolution #4-7, adopted on September 8, 1983 and the redevelopment areas South, Central and North Tax Increment Districts all lie within its bounds; and

WHEREAS, The City of Palatka CRA Plan as amended on December 10, 2009 calls for efficient parking areas for truck and trailers to utilize during fishing tournaments; and

WHEREAS, The City of Palatka CRA Plan as amended on December 10, 2009 directs the City to carefully consider which properties it will purchase for public parking as it will remove privately owned property that would otherwise be on the tax rolls; and

WHEREAS, on December 11, 2014 the CRA, approved the Land Lease Agreement with Ruth Burk and recommended the City Commission adopt a resolution authorizing the execution of the agreement.

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

1. That the City Manager is hereby authorized to execute the Land Lease Agreement with Ruth Burk for the purposes of public parking at 210 South Third Street.
2. That staff is directed to demolish the utility building and construct the necessary driveway aprons within the existing budget for FY 2014-2015.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 11th day of December, 2014.

CITY OF PALATKA

By: Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM

LAND LEASE AGREEMENT

This lease, made and entered into this _____, day of _____, 2014 by and between Ruth Burk, hereinafter referred to as the “Lessor”, and the THE CITY OF PALATKA COMMUNITY REDEVELOPMENT AGENCY a body politic and corporate, hereinafter referred to as “Lessee”, hereby agree as follows:

1. **Description of Leased Premises.** The Lessor shall lease to the Lessee for the term stated below the following described properties: 210 South 3rd Street, Palatka, Parcel # 42-10-27-6850-0130-0040 DICK'S MAP OF PALATKA MB2 P46 BLK 13 LOT 4 SUB TO EASE ON THE W'LY 20 FT (The “Leased Property”).
2. **Rental Amount.** In lieu of an annual rent the Lessor shall pay the Ad Valorem taxes for those properties described above.
3. **Term.** The initial term of this lease shall commence on _____, and end on _____. Beginning _____, this lease agreement shall be automatically renewed for successive one-year terms unless either party gives notice of non-renewal at least six (6) months prior to the expiration of the then current term.
4. **Maintenance.** Lessee accepts the Leased Property in an “as is” condition. Lessee shall maintain the Leased Property in a safe and sanitary condition during the term of this Lease.
5. **Use.** Lessee shall have right to exclusive use of the Vacant Property for public parking and downtown events. The Lessor shall have retain the use of the building(s) for storage.
6. **Record.** Lessee may record this Lease in the public records of Putnam County, Florida.
7. **Improvements.** The lessee may at its option, improve and designate parking spaces for public parking and install landscaping, lighting, benches, pavers and other site amenities at Lessee’s expense. At the termination of the lease the Lessee may, at its option, remove paving blocks, landscaping, and structures installed by the lessee. The lessee may demolish the building(s) with written approval from the lessor.
8. **Warranty of Ownership.** Lessor warrants that they own the Leased Property above and will defend the lessee’s right to possession of the property during the term of this lease against the claims of any third parties.
9. **Assignment and Sub-Leasing.** Lessee may not assign or sub-lease this Lease without Lessor’s consent. The covenants herein contained bind, and the benefits, advantages, responsibilities, and obligations shall inure to, the respective

successors, personal representatives, heirs, devisees and assigns of the parties hereto.

10. **Indemnification.** To extent permitted by S. 76828, FS Lessee covenants and agrees to indemnify and hold the Lessor harmless from any damages or injuries to any person or persons, property, on the Leased Property, during the term hereof, caused by the negligence or willful acts or failure to act of Lessee, its agents, servants and employees.
11. **Quiet Enjoyment.** Lessee, upon performing the several covenants and agreements herein contained, shall and may peaceably and quietly have, hold and enjoy the Leased Property.
12. **Notice.** When Lessor or Lessee are required by this lease to give notice unto the other in connection with this Lease and the Lease Property, such notice shall be addressed as follows:

LESSOR Ruth Burk
 510 Mulholland Park
 Palatka, FL 32177

LESSEE THE CITY OF PALATKA COMMUNITY REDEVELOPMENT
 AGENCY
 201 North Second Street
 Palatka, FL 32177
 Attn: City Manager

or at such other address as may be designated in writing by either or both parties in the manner designated for giving of any notice hereunder. Where the parties on either side consist of more than one person, notice unto or default by one of the persons on that side shall constitute notice unto or default by all of the persons that same side.

13. **Miscellaneous.**
 - a. Time is of the essence.
 - b. No modification, release, discharge or waiver of any provision hereof shall be of any force, effect or value unless in writing, and signed by the Lessor and Lessee.
 - c. All covenants, promises, condition, and obligation herein contained or implied by law are covenants running with the land and shall be attached to and be binding upon their heirs, executors, administrators, successors, legal representatives and assigns, of each of the parties of this Lease as to the Leased Property.

- d. Lessee covenants and agrees to use the Leased Property only for lawful purposes and shall comply with all applicable governmental laws, rules, regulations and ordinances.
- e. Whenever used, the singular number shall include the plural, the plural the singular, and the use of any gender shall include all genders. Whenever use, the term "persons" shall include either real or corporate, whichever is applicable.

IN WITNESS WHEREOF, the parties have set their hands on the day and year first above written: Signed, and delivered in the presence of:

LESSOR:

Witnesses as to Lessor:

Signature

Witness

Print Name, Title

Witness

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, who is personally known to me or produced _____, as identification.

(seal)

My Commission Expires:

Notary Public, State of Florida

ATTEST:

COMMUNITY REDEVELOPMENT AGENCY:

Betsy Driggers, City Clerk (Seal)

Michael J. Czymbor, CRA Director

Date



210 S 3rd Street

Vacant Property

All provided Putnam County GIS data are to be considered a generalized spatial representation that is subject to revisions. This information is provided as a visual representation only and is not to be used as a legal or official representation of legal boundaries. The Putnam County Board of County Commissioners as well as the constitutional offices including the Clerk of the Court, Property Appraiser, Sheriff, Supervisor of Elections, and Tax Collector assume no responsibility associated with its misuse.

Agenda
Item

6



CITY COMMISSION AGENDA ITEM

SUBJECT:

RESOLUTION confirming and accepting the ranking of Development Proposals received for three (3) properties and authorizing the City Manager to negotiate Development / Purchase and Sale Agreements - Adopt

SUMMARY:

On September 9, 2014 a Request for Development Proposals was advertised for three (3) properties identified as;

- 215 Dodge Street, Parcel ID # 42-10-27-6850-0430-0010;
- 300 South 9th Street, Parcel ID # 42-10-27-6850-1560-0160; and
- 2022 Eagle Street, Parcel ID # 37-10-26-6850-3650-0100.

On December 3, 2014 the Evaluation Committee met and ranked the proposals finding the following to be the top ranked proposals for each property:

- Anthony Harwell - 215 Dodge Street, Parcel ID # 42-10-27-6850-0430-0010;
- Eco Covering Group - 300 South 9th Street, Parcel ID # 42-10-27-6850-1560-0160; and
- Eco Covering Group - 2022 Eagle Street, Parcel ID # 37-10-26-6850-3650-0100.

Following the City Commission accepting the rankings, a development / purchase and sale agreement will be negotiated with each party. Staff hopes to address concerns related to the timely rehabilitation or redevelopment of the properties and property ownership if the developer(s) fail to develop the property within the agreed upon time frame and/or they fail to meet other expectations memorialized in the agreement.

Staff expects to bring an agreement to the City Commission for consideration in January.

RECOMMENDED ACTION:

Adopt a resolution accepting and confirming the Committee's ranking of Development Proposals received for three (3) properties and authorizing the City Manager to negotiate Development / Purchase and Sale Agreements

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Ranking Resolution	Resolution
<input type="checkbox"/> Scores	Backup Material
<input type="checkbox"/> Eco Group Proposals	Backup Material
<input type="checkbox"/> Anthony Harwell's Proposals	Backup Material
<input type="checkbox"/> Vito Russo's Proposal	Backup Material

RESOLUTION No. 2014 -

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
ACCEPTING THE RANKING OF DEVELOPMENT PROPOSALS
FOR THREE RESIDENTIAL PROPERTIES IN RESPONSE TO
RFP 2014-15**

WHEREAS, On September 9, 2014 a Request for Development Proposals was advertised for three (3) properties identified as; 215 Dodge Street, Parcel ID # 42-10-27-6850-0430-0010; 300 South 9th Street, Parcel ID # 42-10-27-6850-1560-0160; and 2022 Eagle Street, Parcel ID # 37-10-26-6850-3650-0100.

WHEREAS, on December 3, 2014 the Evaluation Committee met to rank the proposals;
and

WHEREAS, for 215 Dodge Street the Committee ranked the proposals in the following order:

1. Anthony Harwell
2. Eco Covering Group
3. Vito Russo

WHEREAS, for 300 South 9th Street the Committee ranked the proposals in the following order:

1. Eco Covering Group
2. Vito Russo

WHEREAS, for 2022 Eagle Street Eco Covering Group was the sole respondent.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida accepts the ranking of development proposals for the three residential properties and authorizes the City Manager to negotiate development / purchase and sale agreements for each.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 11th day of December, 2014.

CITY OF PALATKA

By: Its MAYOR

Evaluation of Respondents to RFP-2014-15
for Three (3) Residential Properties
December 3, 2014

Ranking Methods	Firm	J. Griffith	M. Reynolds	M. Cymbor	Total
215 Dodge Street	Eco Covering Group	82	91	85	86
	Anthony Harwell	81	92	90	88
	Vito Russo	72	60	75	69
300 S. 9th Street	Eco Covering Group	82	91	85	86
	Anthony Harwell				
	Vito Russo	72	60	75	69
2202 Eagle Street	Eco Covering Group				
	Anthony Harwell				
	Vito Russo				



Eco Covering Corp (GCG059709)
3258 N Powerline Rd • Pompano Beach • FL • 33069
Phone (954) 609-3540 • Luciano@myecocovering.com

11/18/2014

RE: RFP -2014-15

City of Palatka,

To whom it may concern,

We are a family business that focuses on delivering the best quality work regardless of the size of project. We love what we do and want to give you a project that makes you proud.

We are general contractors experienced on residential and commercial buildings; with a combined experience in excess of 50 years. We have been involved in a diversity of projects focusing in details; which are the ones that make a difference on the end result.

We appreciate the opportunity to work with your organization and expect to establish a professional and friendly relationship.

Respectfully

Eco Covering Corp.
Anaie Amorim, President



Eco Covering Corp (GCG059709)
3258 N. Powerline Rd • Pompano Beach • FL • 33069
Phone (954) 609-3540 • Luciano@myecocovering.com

11/11/2014

Response to RFP -2014-15

Eco Covering Corporation (Eco) proposes to purchase and rehabilitate the following properties:

**215 Dodge Street, Parcel ID # 42-10-27-6850-0430-0010;
300 South 9th Street, Parcel ID # 42-10-27-6850-1560-0160; and
2022 Eagle Street, Parcel ID # 37-10-26-6850-3650-0100.**

1. Purchase price and level of assistance requested from CRA and/or the City to complete the project (20 Points);

The purchase price is as following:

215 Dodge Street, Parcel ID # 42-10-27-6850-0430-0010;	\$ 1.00
300 South 9th Street, Parcel ID # 42-10-27-6850-1560-0160; and	\$ 1.00
2022 Eagle Street, Parcel ID # 37-10-26-6850-3650-0100.	\$ 1.00

The level of assistance from the City is presented with two scenarios for this RFP:

- **Scenario 1 includes rehabilitation of the properties based on Eco funds; the project in this scenario will last 9 to 11 months.**
- **Scenario 2 includes the assistance of the City for the rehabilitation in as much as possible, this includes all funds available and assistance during the construction in the removal of construction debris, cleaning of the landscape and planting of the new landscape features, electrical wiring and plumbing implementations. In this scenario, Eco proposes to share the sale value of the properties at a 20% Palatka/80% Eco respectively. This scenario can reduce the schedule to 4 to 6 months duration**

2. Project schedule and estimated time to issuance of a Certificate of Occupancy (20 Points);

Project schedule includes the following activities:

Purchase of the property

Plan development and drawing implementation

Permitting process

Selective demolition and clean up

Roofing repairs

Structural repairs

Electrical implementation

Plumbing implementation

Plaster repairs

Flooring

Cabinetry

Paint

Inspections



Processing

Project schedule includes two scenarios, one to lasts 9 to 11 months and the second to lasts 4 to six months as described on item No. 1.

- 3. Level of detail and accurateness of project budget and/or contractor estimates (20 Points);

The budget is as follows:

CITY OF PALATKA

SF	300 9TH STREET	DODGE	2022 Eagle
	1125		
A/E FEES		\$ 1,500.00	\$ 1,500.00
DEMOLITION/TRASH	\$ 2,500.00	\$ 2,500.00	\$ 3,000.00
ELECTRICAL	\$ 7,000.00	\$ 7,500.00	\$ 7,000.00
PLUMBING	\$ 1,600.00	\$ 1,800.00	\$ 1,600.00
PLASTER	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00
CABINETS	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
COUNTER TOPS	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
SUBFLOORING	\$ 500.00	\$ 2,193.75	\$ 1,800.00
FLOORS	\$ 3,000.00	\$ 3,500.00	\$ 3,200.00
BATHROOM	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
CARPENTRY	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
WINDOWS	\$ 2,500.00	\$ 3,000.00	\$ 3,500.00
ROOF	\$ 2,000.00	\$ 2,800.00	\$ 3,000.00
LANDSCAPE	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
WINDOW CANOPY	\$ 650.00		
PAINT	\$ 3,000.00	\$ 3,800.00	\$ 3,000.00
FENCE	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
CRAWL SPACE	\$ 500.00	\$ 500.00	\$ 500.00
APPLIANCES	\$ 750.00	\$ 750.00	\$ 750.00
CHIMNEY MANTEL	\$ 450.00	\$ 450.00	\$ 450.00
	\$ 45,150.00	\$ 51,993.75	\$ 51,000.00



Eco Covering Corp (GCG059709)
3258 N. Powerline Rd • Pompano Beach • FL • 33069
Phone (954) 609-3540 • Luciano@myecocovering.com

11/11/2014

4. The quality of proposed improvements, potential tax revenues generated by the project, end use (owner-occupied preferred) consistency with the CRA plan and extent to which the project impacts the surrounding area. (40 Points)

The quality of the improvements includes the following implementations:

Clean up and selective demolition, landscape clean up

Electrical rewiring

Plumbing implementation including washer /dryer connections

Plaster patching

Bathroom reconstruction, reutilization of the fixtures when possible and new fixtures where not.

Reclaiming wood floors where feasible and new flooring when not possible.

Repairing of windows, siding, roofing

Cosmetic implementations

New paint throughout

New kitchen cabinets and appliances

Landscape improvements

Wood fence repairs

Eco attempts to sell the properties once implementations are completed. In the event the sale cannot be achieved; the properties will be placed for rent until the market becomes suitable.

The City will agree not to charge taxes until the house is occupied for a maximum of one year.

As described in item No. 1, where the City of Palatka and Eco will work together to perform the cleanup and repairs, the City of Palatka will receive revenue from the sale of the homes.

The improvements will impact the area as these homes will be transformed into beautiful homes ready to be occupied, with all the conveniences of a newly renovated home. The city of Palatka will benefit because although Eco will not occupy these homes it will be possible for a future buyer to mortgage these properties.

Any of these homes, once renovated will be sold at an average of \$100,000; bringing in considerable tax revenue for the City of Palatka where previously they were a drain to the city finances.

Respectfully

Eco Covering Corp.
Anaie Amorim, President

Letter of Intent	2
Mission Statement	3
Purchase price and level of assistance requested	4
Project schedule and estimated time to issuance of a Certificate of Occupancy	5
Project Budget	6,7
Quality of proposed Improvements and Potential Tax Revenues	8-14
End Use and Impact on surrounding area	15

*Response to request for development proposals (RFP-2014-15)
City of Palatka, FL*

City of Palatka
**RESPONSE TO REQUEST FOR DEVELOPMENT
PROPOSALS (RFP-2014-15)**

215 Dodge Street, Parcel ID # 42-10-27-6850-0430-0010

From:

Anthony R. Harwell
322 Madison Street
Palatka, FL 32177
386-530-1226

*Response to request for development proposals (RFP-2014-15)
City of Palatka, FL*

LETTER OF INTENT

11-4-2014

**RE: Response to request for development proposals (RFP-2014-15)
215 Dodge Street, Parcel ID # 42-10-27-6850-0430-0010**

City of Palatka, FL

It is with great pleasure that I submit this proposal in response to the RFP listed above. I look forward to Restoring and living at the property located at 215 Dodge Street, Palatka, FL. and in recreating the inherent charm that will make a special home for myself and my family while enhancing and helping restore the City of Palatka's South Historic District to its original Architectural character and charm.

Being a Professional Architect and proficient in Historic Architecture, Construction methods, Materials, and Means, I have the knowledge and experience to do it properly.

Please call at any time if you have any questions.
Sincerely Yours,

Anthony Harwell
322 Madison Street
Palatka, Florida 32177
P: 386-530-1226
arharwell@gmail.com

*Response to request for development proposals (RFP-2014-15)
City of Palakta, FL*

Mission Statement

To restore 215 Dodge Street to its original Architectural Integrity, Quality, Materials, Finishes, Design, and Construction while using approximately 95% recycled materials from the significant era.

*Response to request for development proposals (RFP-2014-15)
City of Palatka, FL*

Purchase price and level of assistance requested

Purchase Price:	\$0.00
Financial assistance from the City of Palatka, South Historic District TIFF, and CRA, to complete restoration:	NONE

Response to request for development proposals (RFP-2014-15)
City of Palatka, FL

Project Budget

The majority of expense of this restoration is time/labor most of which will be provided by Owner.

215 Dodge Street Palatka, FL 32177			
Activity Description	Estimated labor cost		
	Labor	Provided by	If hired out
Clean and secure property	40 80 Hrs	Owner	\$400 \$800
Remove added interior materials to original finishes	80 160 Hrs	Owner	\$800 \$1600
Structural repairs	80 160 Hrs	Owner	\$1600 \$3200
Level House	80 160 Hrs	Owner	\$800 \$1600
Repair and finish plaster walls	240 320 Hrs	Owner	N/A
Electrical	80 160 Hrs	Owner	N/A
Plumbing	40 80 Hrs	Owner	\$400 \$800
Repair and finish floors	160 320 Hrs	Owner	\$3200 \$6400
Install kitchen cabinets and fixtures	40 80 Hrs	Owner	\$400 \$800
Repair and paint exterior house	160 200 Hrs	Owner	\$2500 \$5000
Total Labor hours/cost	940-1720 Hrs	Owner	\$10000 \$20000

215 Dodge Street Palatka, FL 32177			
Activity Description	Estimated material cost		
	Material Cost	Material from Owner's surplus	
Clean and secure property	\$0	Owner Provided	
Remove added interior materials to original finishes	\$0	Owner Provided	
Structural repairs	\$0 \$100	Owner Provided/Purchased	
Level House	\$0 \$100	Owner Provided/Purchased	
Repair and finish plaster walls	\$1,000	Purchased	
Electrical	\$5,000	Purchased	
Plumbing	\$300	Purchased	
Repair and finish floors	\$0	Owner Provided	
kitchen cabinets and fixtures	\$3,500	Purchased	
Repair and paint exterior house	\$1,000	Purchased	
Total Material cost	\$11,000	Owner	

215 Dodge Street Palatka, FL 32177			
Activity Description	Total Estimated cost		
	Materials	Labor	
Total Project Cost	\$11,000	\$10,000-\$20,000	\$31,000
	Materials purchased by Owner	Labor provided by owner not included	
	Owners surplus materials not included		

Repurposed Materials

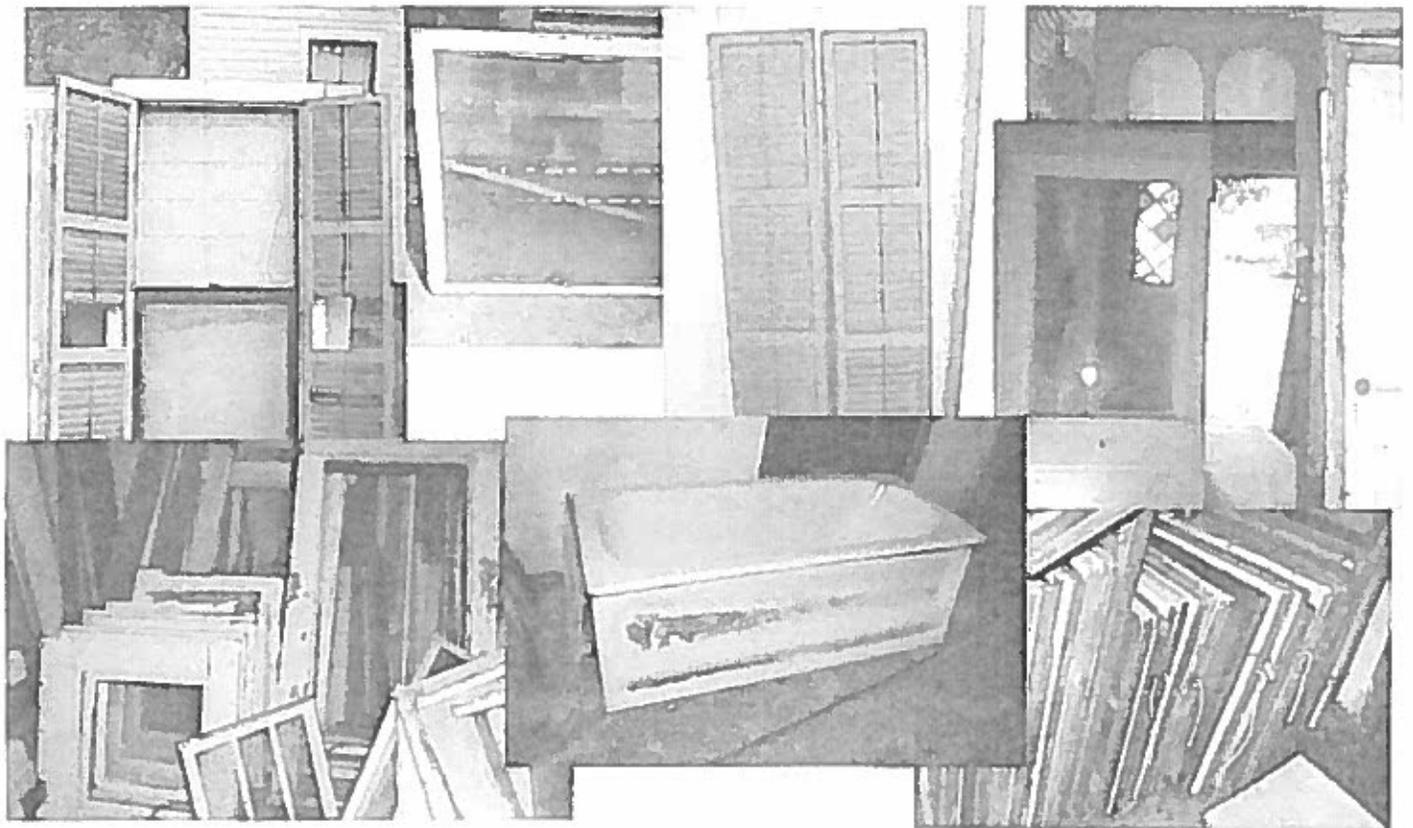
Owner's Surplus of materials: Repurposed Fixtures, Doors and Windows and More



Antique Sinks

Reclaimed Flooring

Heart Pine Lumber



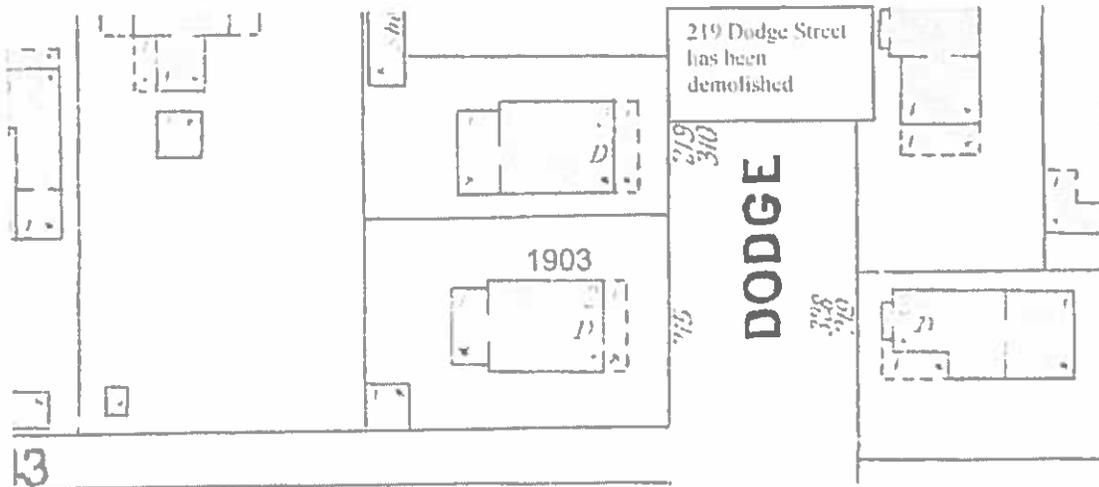
Antique Doors, Windows, Shutters, Tubs, and much more

Quality of proposed improvements

As stated in "Mission Statement" The goal is not to use new manufactured or trendy materials and finishes but to use materials used at the time of its original construction which will stand the test of time for style and durability. A restoration commensurate to the Architectural heritage of the South Historic District.

1. Remove existing floor coverings that are not original. Repair and/or replace damaged original flooring with flooring/lumber from the same time period.
2. Remove added wall and ceiling coverings back to original plaster. Patch and repair using plaster and method used originally.
3. Replace first floor parlor load bearing wall to original.
4. Replace stair spindles and handrail to match original making an open stair as original.
5. Open up original Mud Porch as originally designed.
6. Repair any damaged windows to match original.
7. Replace any doors to conform to original Architecture.
8. Replace any damaged roof shingles to match existing. (Original roof was wood shingles, (see Figure A).
9. Replace original front porch. (see Figure A thru E) future.
10. Replace and/or repair original siding to match original both in style and material.
11. Install custom picket fence consistent with the style of the time period.
12. Install plumbing fixtures and cabinetry consistent with the style of the time period.
13. Repair and stain/paint existing 6'-0" high privacy fence.
14. Replace existing entry pavers with clay brick to match original Architecture.
15. Add or replace wood lattice skirting with custom 1 x 4 woodwork consistent with the original Architecture.
16. All gas appliances.
17. Tankless gas water heater.
18. New main breaker panel and disconnect.
19. If available, new underground service from FPL.
20. Landscape property.
21. Return house to original floor plans (see figure B thru E).

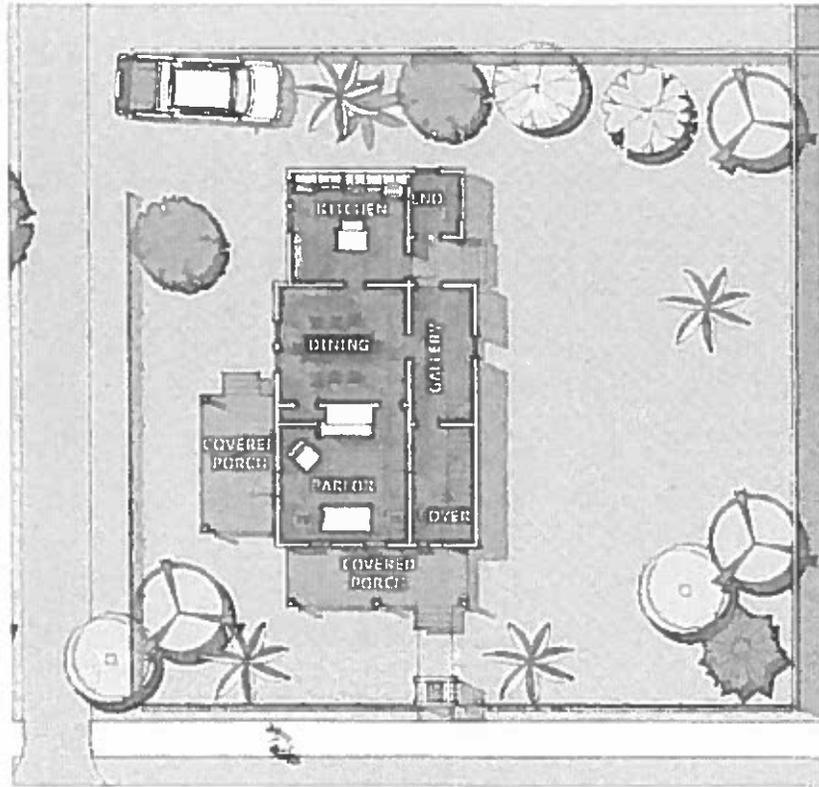
Response to request for development proposals (RFP-2014-15)
City of Palakta, FL



Three Homes of the same Design were in a row. The Middle at 219 has been demolished.

Figure A

Response to request for development proposals (RFP-2014-15)
City of Palakta, FL



First Floor Plan



Second Floor Plan
Figure B

*Response to request for development proposals (RFP-2014-15)
City of Palakta, FL*



Figure C



Figure D

*Response to request for development proposals (RFP-2014-15)
City of Palakta, FL*



Figure E

Response to request for development proposals (RFP-2014-15)
City of Palakta, FL

Potential Tax Revenues

Accessing the potential future value of the property can be accomplished by looking at the adjacent property at 223 Dodge street. This property is almost exactly the same with the exception of the lot size. This will give a good idea of the future property value and potential tax revenue in terms of Putnam County taxes.

PUTNAM COUNTY PROPERTY APPRAISER 2015 Return Tax Roll PROPERTY RECORD CARD PRINTED 11/01/2014 11:11:37 CARD 1 OF 8

Parcel: 42-10-27-2825-015-0010
Owner: CITY OF PALATKA
Mailing: CAO CITY HALL
201 N 2ND ST
PALATKA FL 32177
D11
Description: 215 DODGE ST PALATKA
38.9' x 132.0' x 171' OF 10' x 181' OF 10' x 181' OF 10' LOT 1

Book	Page	Instrument	Month	Year	DCDB	Price
1304	1970	OCD	Jun	2014	00	1100
1304	1974	POA	May	2014		50
1370	1192	CITE	Jan	2014	01	1100
1003	8346	AFTD	Mar	2006		50
1006	8717	OCD	Nov	2004	01a	110,250
0503	1846	WD	Jan	1995	001	122,000

Special Buildings

Line	Code	Length	Width	Sq Ft	Rate	Value
1						
2						
3						
4						
5						
6						
7						
8						
9						
0						

Improvement Value: \$14,861 Use Code: 1
Land Value: \$11,122 Improvement: 1
Market Value: \$25,983 Location: City of Palatka
Just Value CU: \$0 Total Acres: 0.15
CU Value: \$0 Zoning: R-1
Market Adjustments: \$25,983 PLANN: 001

Taxing District: 4 Assessed Value: \$25,983 Taxable Value: \$25,983
County: 10 Exemption: 00 Value: \$25,983
City: 00 Value: \$25,983

Primary Improvement

Description	Code	Value
1	741	123
2	7	343
3		
4		
5		
6		
7		
8		
9		
0		

Total: 466

Improvement Area & Additions

Book	% Ratio	Rate	Sq Ft	Cost
BAS	100	\$4.00	250	\$4,000
SPL	30	\$1.67	126	\$1,470
OTL	25	\$0.73	28	\$272
BAS	100	\$0.90	600	\$1,800

Total Replacement Cost: \$1,538

Land Lines

Line	Code	Depth	Depth	Curve	Depth	Code	Adj. Street	Unit Price	Adj. Unit Price	Units	Just Value	CU Line	CU Value	Just Value CU	Taxable Value
1		79		120%	61%	100%	61%	200.00	142.00	91.00	13,122				13,122
2															
3															
4															
5															
6															
7															
8															
9															
0															

Total: 13,122

**Current Putnam County Market Value
215 Dodge Street**

Properties in the South Historic District have suffered neglect and demolition creating pockets of vacant lots. This property could possibly be divided for relocation of a vintage home in danger of being demolished or neglected. (i.e. St Marks Episcopal house) or many others from our area. This in turn will create potential Tax Revenue and create a more cohesive community through contiguity.

Response to request for development proposals (RFP-2014-15)
City of Palatka, FL

PUTNAM COUNTY PROPERTY APPRAISER				2013 Income Tax Roll				PROPERTY RECORD CARD				PRINTED 11/01/2014 10:21:20				CARD 1 OF 1			
<p>Parcel: 0218 27 855 8438-0010 District: DEPTY ADAMS & BEEGMAN CIVIL Mapping: 1541 REC'D CLDLD TRAIL ST AUGUSTINE FL 32086</p> <p>015 Description: 223 DODGE ST PALATKA CIVIL MAP OF PALATKA MD2 P46 BLK 43 HWY 1271 OF HWY 7871 CP 1,011</p>																			
<p>Doc # Parcel Description Count Area Value Area Value Applied To</p>				<p>Line Code Length Width Sq Ft Rate Value</p>				<p>Special Assessments</p>											
<p>Improvement Value \$119,229 Land Value \$18,044 Market Value \$116,272 Just Value CU \$1 CU Value \$0 Market Adjusted \$116,272</p>				<p>Use Code 0 Improvements 1 Location City of Palatka Total Acres 0.41 Zoning R-1 PLANN 011</p>				<p>Line Code Description Value 1 7 Wood Framing 200</p>				<p>43 0 7 4263 0410 0011 MAC</p>							
<p>Taxing District \$116,272 School \$114,312 County \$116,272</p>				<p>Parcel Value Breakdown Assessed \$116,272 Limited \$0 Encumbrance \$0 Taxable Value \$116,272</p>				<p>Total 700</p>				<p>Total 700</p>							
<p>Doc Length Family A 48 00 100 B 48 00 100 C 48 00 100 D 48 00 100 E 48 00 100 F 48 00 100 G 48 00 100 H 48 00 100 I 48 00 100 J 48 00 100 K 48 00 100 L 48 00 100 M 48 00 100 N 48 00 100 O 48 00 100 P 48 00 100 Q 48 00 100 R 48 00 100 S 48 00 100 T 48 00 100 U 48 00 100 V 48 00 100 W 48 00 100 X 48 00 100 Y 48 00 100 Z 48 00 100</p>				<p>Primary Improvement 01 Part 02 Wood Wtd Sub Floor 03 Storage / Wd Sp Avg 04 Cable-kip 05 Lot of Storage</p>				<p>Improvement Area & Address 01-Average 02-Poor/Ed Wood 03-Fenced Pledora 04-Average 05-None 06-Zone Impl & Ap 07-Average</p>				<p>Total Replacement Cost 27,368</p>							
<p>Line Code Depth Chart Depth by Foot Corner Factor Death Factor Cond Adjusted Unit Price Adj Unit Price Units Just Value CU Unit Price CU Value Just Value CU Taxable Value</p>				<p>1 1 10 100% 81% 100% 01% 230 00 162 00 41 00 18 044 18 044</p>				<p>Total 18,044 0 0 18,044</p>											

**Current Putnam County Market Value matching property
223 Dodge Street**

215 Dodge Street - Market Value = \$29,987

223 Dodge Street - Market Value = \$116,272

With the proposed improvements and 215 Dodge Street having a larger lot, It can be estimated to have a min. Market Value of approx. \$119,350.
Total property tax using the 2014 Mileage for the current Market Value =

Putnam County General Fund	= \$119,350 x .0089	= \$1,062.22
School local required effort	= \$119,350 x .004956	= \$ 591.50
School District Discretionary	= \$119,350 x .000748	= \$ 89.27
School District Capital Outlay	= \$119,350 x .00150	= \$ 179.02
City of Palatka	= \$119,350 x .009175	= \$ 1,095.03
St. John River Water Manag.	= \$119,350 x .000316	= \$ 37.76
Total Property Potential Tax (approx.)		= \$ 3,054.80

End Use

This will be an Owner occupied property

Impact on surrounding area

The CRA and many other organizations throughout the U.S. realize that Owner occupied Homes make for a better community through pride of ownership, social interactions, and involvement in local government and city affairs. It also propagates the desire for others to own and live in these neighborhoods. Improving a property usually spurs others to do the same creating a domino effect that reaches all sectors of the city. This in turn proliferates prosperity for the City and its residents.

215 Dodge Street is one piece of the puzzle of prosperity but could very well be the last piece.





Transformational Redevelopment Incentive Program

TRIP Applicant:

Vito Russo
415 Emmett St
Palatka, Florida 32177
vbizzz@yahoo.com
386-972-1734 cell

Project: Home Renovation

Physical Address: 300 South 9th Street

Project Description: Considering the home's current state of neglect, the project will be extensive and implemented in phases.

- Phase 1: Site preparation; trim or remove current vegetation, debris from property.
- Phase 2: Site preparation; clear house of all debris, includes carpets, bathroom and kitchen fixtures, furniture, etc.
- Phase 3: Secure property by repairing broken windows and doorjamb, replacing entry doors.
- Phase 4: Termite inspection and treatment if pests exist
- Phase 5: Repair home's exterior and paint exterior; includes roof
- Phase 6: Landscaping
- Phase 7: Cut curb and install a driveway apron on Laurel Street
- Phase 8: Electric up to code
- Phase 9: HVAC system
- Phase 10: Plumbing inspection/repair, tankless water heater, water/sewer renewal connections
- Phase 11: Carpenter repair of floor joists, subfloor, walls, doors and windows, etc.
- Phase 12: Paint interior
- Phase 13: Refurbish wood flooring
- Phase 14: Remodel kitchen and baths, light fixtures, ceiling fans, etc.

The construction estimates:

- Phase 1: City in-kind labor
- Phase 2: City in-kind labor
- Phase 3: \$700
- Phase 4: \$2500
- Phase 5: \$7,000
- Phase 6: \$300
- Phase 7: City in-kind labor
- Phase 8: \$1500
- Phase 9: \$3,500
- Phase 10: \$4,500
- Phase 11: \$,7400
- Phase 12: \$11,000
- Phase 13: \$4000
- Phase 14: \$9000

Project's total cost estimate: \$51,400

Project's scheduled start date is contingent on the city's calendar and timetable for phases 1 and 2. Upon completion of phases 1 and 2, I can secure property (phase 3) immediately and phase 4 would be scheduled with Florida Pest Control. Phase 5, repair and painting of home's exterior, would commence within weeks of pest control. Phase 6, landscaping, would entail addressing the remnants of overgrown vegetation and time required is unknown. It is feasible phases 7, 8, 9, and 10 could be accomplished simultaneously depending upon the City's calendar and in-kind resources.

I fully expect an iterative process will be necessary to accomplish the various phases of the 300 S. 9th Street project; therefore, phases will not be absolutely in sequence. Portions of phase 11 will be required to accomplish preceding phases. Phase 11 is diverse, its elements are not completely known, and thus it is guesswork to propose a timetable. Since all remaining phases are contingent upon phase 11, I will not propose a calendar for phases 12, 13, and 14. Obviously, there exists an incentive to finish the project, as significant monies will have been invested by the later stages.

The design of the structure will remain unaltered as a 3 bedroom/ 2 bath home. The structure's approximate 1275 ft² will remain unaltered.

Current Taxable Value: Zero, as the property is in a current state of dilapidation and is owned by the City of Palatka.

Estimated Taxable Value after Construction: According to the City of Palatka Tax Appraiser's office, the property's market value is \$46,595. I believe under current economic conditions Tim Parker Office's estimate is reasonable.

Project Components Funded by Incentive Program:

- Phase 1
- Phase 2
- Phase 7
- Phase 8
- Phase 9
- Phase 10

Amount and Type of Reward Requested: \$9,500

Type/Source of Project Funds Documentation: Personal income

How Project Implements Redevelopment Plan: Renovation of the home at 300 S. 9th Street would contribute to the Community Redevelopment Agency's (CRA) goal of redeveloping the Central District by refurbishing an extremely visible, dilapidated house on South 9th Street. After renovation, the home will contribute to the aesthetics of the City of Palatka and contribute to the city's tax base both directly, by paying property taxes, and indirectly by increasing the value of homes in the surrounding area.

I am confident in the success of the project. I have experience in home renovation and I have access to sufficient resources, both financial and craftsman, to complete the project. The city will be very happy and will have accomplished its goal of successfully implementing the TRIP with this pilot project.

Transformational Redevelopment Incentive Program

TRIP Applicant: Vito Russo; 415 Emmett St. Palatka, Florida 32177
vbizzz@yahoo.com; 386-972-1734 cell

Project: Home Renovation
Physical Address: 215 Dodge Street

Project Description: Considering the home's current state of fire damage and neglect, the project will be extensive and implemented in phases.

- Phase 1: Site preparation; clear house of all debris, bathroom and kitchen fixtures, and wall covering, thereby exposing wall studs, etc.
- Phase 2: Repair home's exterior and paint new repairs to match current house color
- Phase 3: Termite inspection and treatment if pests exist
- Phase 4: Landscaping
- Phase 5: Carpenter repair of floor joists, subfloor, walls studs, interior doors, windows, etc.
- Phase 6: Electric - installing romex wiring throughout house, new outlets
- Phase 7: Electric - Installation of 200 amp electrical panel
- Phase 8: HVAC system
- Phase 9: Plumbing repair and upgrade to code, install tankless water heater
- Phase 10: New water/sewer renewal connections at street
- Phase 11: New wallboard and tape
- Phase 12: Paint interior
- Phase 13: New flooring
- Phase 14: Remodel kitchen and baths, light fixtures, ceiling fans, etc.

The construction estimates:

- Phase 1: City in-kind labor
- Phase 2: \$3500
- Phase 3: \$2000
- Phase 4: \$500
- Phase 5: \$2,700
- Phase 6: \$2,055
- Phase 7: City in-kind labor
- Phase 8: \$5,500
- Phase 9: \$4,500
- Phase 10: City in-kind labor
- Phase 11: \$7,000
- Phase 12: \$11,000
- Phase 13: \$9,840
- Phase 14: \$9000

Project's total cost estimate: \$57,595

Project's scheduled start date is contingent on the city's calendar and timetable for phase 1. Upon completion of phase 1, I can start phase 2 immediately and phase 3 would be scheduled with Florida Pest Control. Phase 4 would entail cleaning up existing vegetation, planting new flowers, shrubs, trees, borders, and mulch. Phase 5 would commence immediately upon improving the home's exterior appearance. Phase 5's structural repair, along with windows and interior doors, would move the work to the home's interior and need to be complete before subsequent phases commence.

Phases 6 and 7, electrical upgrades would involve installing romex wiring throughout the home with all new receptacles and switches, and an upgraded 200 amp electrical service. Phase 8 is a function of the City's calendar and in-kind resources. Phase 9's plumbing work would finish the home's utilities and move relatively quickly due to much of the original water supply lines and drain pipe have already been replaced.

Phase 10, new water/sewer renewal connections at street, is also a function of the City's calendar and in-kind resources. After completion of previous phases involving structural repair and utilities, Phase 11's installation of drywall would commence. Once ready for paint Phase 12 would start. Lastly, Kitchen and bath remodeling, light fixtures and ceiling fans would be installed, finishing the 215 Dodge Street project.

Obviously, there exists an incentive to finish the project, as significant monies will have been invested by the later stages.

The design of the structure will remain unaltered as a 3 bedroom/ 2 bath home. The structure's approximate 1,640 ft² will remain unaltered.

Current Taxable Value: Zero, as the property is in a current state of dilapidation and is owned by the City of Palatka.

Estimated Taxable Value after Construction: According to the City of Palatka Tax Appraiser's office, the property's market value is \$30,000.

Project Components Funded by Incentive Program:

- Phase 1
- Phase 7
- Phase 8
- Phase 10

Amount and Type of Reward Requested: \$5,500

Type/Source of Project Funds Documentation: Personal income

How Project Implements Redevelopment Plan: Renovation of the home at 215 Dodge Street would contribute to the Community Redevelopment Agency's (CRA) goals of redeveloping vacant, city owned homes, increase property values, enhance the city's tax base, and increase the Tax Increment Fund (TIF).

I am confident in the success of the project. I have experience in home renovation and I have access to sufficient resources, both financial and craftsman, to complete the project. The city will be very happy and will have accomplished its goal of successfully implementing the TRIP with this pilot project.

*Agenda
Item*

7



CITY COMMISSION AGENDA ITEM

SUBJECT:

RESOLUTION concurring with the City Manager's appointment of James A. Griffith as the Interim Police Chief for the City of Palatka pursuant to Section 39 (1) of the Palatka City Charter.

SUMMARY:

Police Chief Gary Getchell, after serving the City of Palatka Police Department for over fourteen years with distinction, has announced his retirement effective January 1, 2015. The City Manager, pursuant to the City of Palatka Charter Section 39 (1), has the responsibility and authority to appoint the Police Chief subject to the confirmation of the City Commission. The City Manager, after review and reflection of the Department's personnel, has decided to appoint James A. Griffith as the Interim Police Chief. Mr. Griffith has worked for the Police Department for thirty four (34) years and has held positions of police officer, detective, Lieutenant and has been the Assistant Police Chief for the past fourteen (14) years. Mr. Griffith possesses a BA and MPA and has attended many specialized training sessions over his career. Mr. Griffith has been actively involved in the community during his career. He has performed most, if not all, of the duties and responsibilities of police work and administration in his career and will make a fine Interim Chief.

The City Charter requires the City Commission to concur with this appointment by a majority of the voting members of the Commission.

RECOMMENDED ACTION:

Adopt a Resolution concurring with the Manager's appointment of James A. Griffith as Interim Police Chief for the Chief of Palatka, FL effective January 2, 2015.

ATTACHMENTS:

Description	Type
Resolution	Resolution
James Griffith Resume'	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
City Manager	Czymbor, Michael	Approved	12/3/2014 - 11:24 AM
City Clerk	Driggers, Betsy	Approved	12/3/2014 - 12:47 PM
City Manager	Czymbor, Michael	Approved	12/3/2014 - 3:25 PM
Finance	Reynolds, Matt	Approved	12/3/2014 - 4:20 PM
City Clerk	Driggers, Betsy	Approved	12/3/2014 - 5:51 PM

RESOLUTION NO. 2014-10-

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
CONCURRING WITH THE CITY MANAGER'S
APPOINTMENT OF JAMES A. GRIFFITH AS INTERIM
POLICE CHIEF EFFECTIVE JANUARY 1, 2015**

WHEREAS, the City Manager pursuant to section 39(1) of the Palatka City Charter is responsible for the appointment and removal of City department heads and employees; and

WHEREAS, the Palatka City Commission pursuant to the same section must concur with the City Manager's appointment of specific department heads including the Police Chief, Fire Chief, Finance Director, City Clerk and City Attorney; and

WHEREAS, Gary Getchell, who was appointed Police Chief on June 11, 2001 and has served the City with distinction, has announced that his retirement will be effective on January 1, 2015; and

WHEREAS, the City Manager with due diligence has considered the available candidates to serve as Interim Police Chief; and

WHEREAS, the City Manager has concluded Assistant Chief James A. Griffith, is the best candidate to serve as the Interim Police Chief.

NOW, THEREFORE, be it resolved by the City Commission of the City of Palatka, Florida, as follows:

- Section 1: The City Commission concurs with the City Manager's appointment of James A. Griffith as Interim Police Chief effective January 1, 2015;
- Section 2: The City Manager will take the necessary time and due diligence to conduct an extensive search process for the recruitment and appointment of the City's next Police Chief.

PASSED AND ADOPTED this 11th day of December, 2014, by the City Commission of the City of Palatka, Florida.

CITY OF PALATKA

By: _____
Its **MAYOR**

ATTEST:

(386) 937-1703

e-mail: jgriffith@palatka-fl.gov

James A. Griffith

Professional Profile

- **Law Enforcement** – Substantial experience in all areas of policing (Patrol, Investigations, Community Services, Accreditation and Administration). Proficiency at every rank and in every field of expertise. Experience at the administrative level for the past 14 years. Extensive training in crime prevention and community policing techniques.
- **Management** – Leadership experience at the supervisory or mid level and administrative level. Management through cooperative efforts (teams). Encourage experimentation and innovation.
- **Communication** – Honest communication is the key to understanding. Able to develop mutually beneficial relationships both inside and outside the agency, with the community, other law enforcement agencies and other government entities.

Experience

1980 to 2014

Palatka Police Department

1980 – 1983

Patrol Officer

1984 - 1990

Senior Patrol Officer

(Functioned as assistant shift commander and supervised personnel on a part time basis)

1985 – 1988

Member of Palatka Police Department SWAT Team

1985 to present

Training Officer

1990 – 1992

Narcotics (Drug Enforcement) Detective

Member of Putnam County Drug Task Force working

with the Putnam County Sheriff's Office, Florida

Department of Law Enforcement (FDLE), the United

States Drug Enforcement Administration (DEA) and the

State Attorney's Office

1992 – 1995

Detective in Criminal Investigative Section

Worked a variety of cases including property crimes,

persons crimes and major cases such as homicides.

Supervised investigative personnel on major cases.

1996 – 1998

Community Service Officer

- **Planned and coordinated all off-duty and extra duty work for the Palatka Police Department. Supervised personnel assigned to major events such as festivals.**
- **Made public appearances on behalf of the department**
- **Presentations (public relations and crime prevention topics) in schools, Pre-K through High School.**
- **Grant management for the Palatka Police Department**

1996 – 2000

**Public Information Officer for the Palatka Police
Department**

1998 – 2000

**Lieutenant in charge of Detective Division
Managed Criminal Investigations, Street Crimes and
Evidence Section**

1999 – 2000

**Asst. Accreditation Manager / Accreditation Manager
Successful in attaining State of Florida Accreditation for
the Palatka Police Department.**

2000 – 2008

**Accreditation Manager for the Palatka Police
Department
Successful in receiving recertification accredited status
for the Palatka Police Department, 3 cycles.**

2000 – Present

**Assistant Chief of Police
Duties and responsibilities included internal
investigations, budget, department selection process,
training, management of operations (Patrol,
Investigations, Evidence, Records and Code
Enforcement)**

Education

1997 – 1998	Vincennes University Associate in Science
1998 – 1999	Regents College Bachelor of Science in Liberal Arts
1999	University of Louisville Southern Police Institute 101st Administrative Officers Course <i>Academic Achievement Award for highest grade point average, Graduate Level Studies</i>
2002	Central Michigan University Masters Degree – Public Administration

Criminal Justice Training and Education

1980	State of Florida Law Enforcement Officer Certification
1983	Instructor Techniques
1985	Line Supervision
1985	Special Tactical Problems
1992	Narcotics Identification and Investigation
1996	Media Relations for Criminal Justice Executives
1996	Crime Prevention (Residential and Commercial)
1997	Crime Prevention Through Environmental Design (CPTED)
1997	Community Policing Training
2002	Project Development and Implementation BJA
2003	Incident Command Training
2004	Accreditation Management and Assessor Training
2004	Risk Management for Law Enforcement Executives
2005	Florida Public Employers Labor Relations Certification
2005	Leadership Putnam One, Chamber of Commerce
2006	FDLE Executive Training for New Chiefs of Police
2006	FBI Executive Development Course
2009	Incident Command ICS 300 / ICS 400

Affiliations

Putnam County Safety Council

7th Judicial Circuit Juvenile Justice Advisory Council

CDS Family and Behavioral Health Services Inc. Board of Directors

Children's Reading Center Inc. Board of Directors

Putnam County 10-24 Foundation Board of Directors

Agenda
Item

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CITY COMMISSION AGENDA ITEM

SUBJECT:

ORDINANCE amending Chapter 94 of the Code of Ordinances to move home occupation standards from the definitions section to the supplementary zoning regulations section, and prohibiting business signs for such uses - 2nd Reading, Adopt

SUMMARY:

This is second reading for adoption of an ordinance amending Chapter 94, Zoning Code. The Planning Board requested these two changes, the first being a housekeeping measure to move standards for home occupations from the definitions section to the supplementary design standards section, and the second being to prohibit business signs for such uses. The Board believed that the sign allowance was not in keeping with the stated intent of home occupations that there be "no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation."

This was passed on first reading as presented on 11/20/14.

RECOMMENDED ACTION:

Adopt ordinance on second reading to amend Chapter 94, Zoning Code, to move home occupation standards to the supplementary zoning regulations section, and prohibit business signs for such uses. This was passed on first reading on November 20, 2014.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Ordinance	Ordinance
<input type="checkbox"/> Staff Report	Backup Material
<input type="checkbox"/> Planning Board minutes excerpt	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	12/1/2014 - 12:19 PM
City Clerk	Driggers, Betsy	Approved	12/1/2014 - 12:19 PM
City Manager	Czymbor, Michael	Approved	12/1/2014 - 1:40 PM
Finance	Reynolds, Matt	Approved	12/1/2014 - 2:22 PM
City Clerk	Driggers, Betsy	Approved	12/1/2014 - 2:53 PM

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

ORDINANCE NO. 14 -

AN ORDINANCE OF THE CITY OF
PALATKA, FLORIDA, AMENDING CHAPTER
94, ZONING, TO RELOCATE HOME
OCCUPATION STANDARDS FROM THE
DEFINITIONS SECTION TO
SUPPLEMENTARY ZONING REGULATIONS
AND PROHIBITING BUSINESS SIGNS FOR
SUCH USES; PROVIDING FOR
SEVERABILITY AND PROVIDING AN
EFFECTIVE DATE.

WHEREAS, application has been made by the Building and Zoning Department for certain amendments to the Zoning Code of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on October 7, 2014, and two public hearings before the City Commission of the City of Palatka on November 20, 2014, and December 11, 2014; and

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

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

Section 1. The following Zoning Code Sections shall be amended as follows.

Sec. 94-2. - Definitions and rules of construction

(a) No change

(b) Definitions.

Home occupation means an occupation conducted entirely in a dwelling unit, ~~provided that:~~

- ~~(1) No person other than members of the family residing on the premises shall be engaged in such occupation.~~
- ~~(2) The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and shall under no circumstances change the residential character thereof.~~
- ~~(3) There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation, other than one sign, not exceeding one square foot in area, nonilluminated, mounted flat against the wall of the principal building at a position not more than two feet distant from the main entrance to the residence.~~
- ~~(4) No home occupation shall occupy more than 20 percent of the first floor area of the residence, exclusive of the area of any open porch or attached garage or similar space not suited or intended for occupancy as living quarters. No rooms which have been constructed as an addition to the residence, nor any attached porch or garage which has been converted into living quarters, shall be considered as floor area for the purpose of~~

~~this definition until two years after the date of completion thereof, as shown by the records of the city building department.~~

- ~~(5) No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be met off the street and other than in the required front yard.~~
- ~~(6) No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors or electrical interferences detectable to the normal senses off the lot, if the occupation is conducted in a single family residence, or outside the dwelling unit if conducted in other than a single family residence. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises.~~
- ~~(7) The following shall not be allowed as home occupations: beauty shops and barbershops with more than one chair; musical instrument, dance, and swimming instruction for more than one student at a time; studios for group instruction; public dining facilities or tearooms; antique or gift shops; massage therapy for more than one client at a time; photographic studios; fortunetelling or similar activities; outdoor repair; food processing; retail sales; nursery schools; medical or dental laboratories; or kindergartens.~~
- ~~(8) Fabrication of articles such as are commonly classified under the terms of arts and handicrafts may be deemed a home occupation, subject to the other terms and conditions of this definition, and providing no retail sales are made at the home.~~
- ~~(9) A home occupation shall be subject to all applicable city occupational license and other business taxes.~~

The following sub-section shall be added to Division 3 (Supplementary District Regulations).

- (1) No person other than members of the family residing on the premises shall be engaged in such occupation.
- (2) The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and shall under no circumstances change the residential character thereof.
- (3) There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation, other than one sign, not exceeding one square foot in area, nonilluminated, mounted flat against the wall of the principal building at a position not more than two feet distant from the main entrance to the residence.
- (4) No home occupation shall occupy more than 20 percent of the first-floor area of the residence, exclusive of the area of any open porch or attached garage or similar space not suited or intended for occupancy as living quarters. No rooms which have been constructed as an addition to the residence, nor any attached porch or garage which has been converted into living quarters, shall be considered as floor area for the purpose of this definition until two years after the date of completion thereof, as shown by the records of the city building department.

- (5) No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be met off the street and other than in the required front yard.
- (6) No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors or electrical interference detectable to the normal senses off the lot, if the occupation is conducted in a single-family residence, or outside the dwelling unit if conducted in other than a single-family residence. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises.
- (7) The following shall not be allowed as home occupations: beauty shops and barbershops with more than one chair; musical instrument, dance, and swimming instruction for more than one student at a time; studios for group instruction; public dining facilities or tearooms; antique or gift shops; massage therapy for more than one client at a time; photographic studios; fortunetelling or similar activities; outdoor repair; food processing; retail sales; nursery schools; medical or dental laboratories; or kindergartens.
- (8) Fabrication of articles such as are commonly classified under the terms of arts and handicrafts may be deemed a home occupation, subject to the other terms and conditions of this definition, and providing no retail sales are made at the home.
- (9) A home occupation shall be subject to all applicable city occupational license and other business taxes.

Section 2. To the extent of any conflict between the terms of this ordinance and the terms of any ordinance previously passed or adopted, the terms of this ordinance shall supersede and prevail.

Section 3. A copy of this Ordinance shall be furnished to the Municipal Code Corporation for insertion in the Code of Ordinances for the City of Palatka, Florida.

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

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 11th day of December, 2014.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

City Clerk

Request to Amend Zoning Code

(Relocate home occupation standards from definitions to supplementary zoning district regulations section, eliminate allowable signage)

Applicant: Building & Zoning Dept.

STAFF REPORT

DATE: September 30, 2014

TO: Planning Board Members

FROM: Thad Crowe, AICP
Planning Director

APPLICATION REQUEST

A request to remove home occupation standards from definitions section and add to supplementary zoning district regulations section; and to also eliminate allowable signs. Public notice included legal advertisement.

APPLICATION BACKGROUND

Zoning Code Section 94-2 in the Definitions section provides the following home occupations standards. Staff proposes the following two changes: 1) a housekeeping change to move the standards from the definitions section to the supplementary zoning district regulations section, for consistency purposes; and 2) eliminate allowable sign (as requested at the July Planning Board meeting by a Board member). The proposed sign change is shown below.

- (1) No person other than members of the family residing on the premises shall be engaged in such occupation.*
- (2) The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and shall under no circumstances change the residential character thereof.*
- (3) There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation, ~~other than one sign, not exceeding one square foot in area, nonilluminated, mounted flat against the wall of the principal building at a position not more than two feet distant from the main entrance to the residence.~~*
- (4) No home occupation shall occupy more than 20 percent of the first-floor area of the residence, exclusive of the area of any open porch or attached garage or similar space not suited or intended for occupancy as living quarters. No rooms which have been constructed as an addition to the residence, nor any attached porch or garage which has been converted into living quarters, shall be considered as floor area for the purpose of this definition until two years after the date of completion thereof, as shown by the records of the city building department.*
- (5) No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be met off the street and other than in the required front yard.*
- (6) No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors or electrical interference detectable to the normal senses off the lot, if the occupation is conducted in a single-family residence, or outside the dwelling unit if conducted in other*

Relocate home occupation standards from definitions to supplementary zoning district regulations section, eliminate allowable signage

than a single-family residence. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises.

(7) The following shall not be allowed as home occupations: beauty shops and barbershops with more than one chair; musical instrument, dance, and swimming instruction for more than one student at a time; studios for group instruction; public dining facilities or tearooms; antique or gift shops; massage therapy for more than one client at a time; photographic studios; fortunetelling or similar activities; outdoor repair; food processing; retail sales; nursery schools; medical or dental laboratories; or kindergartens.

(8) Fabrication of articles such as are commonly classified under the terms of arts and handicrafts may be deemed a home occupation, subject to the other terms and conditions of this definition, and providing no retail sales are made at the home.

(9) A home occupation shall be subject to all applicable city occupational license and other business taxes.

Staff supports both changes. Regulations should not be contained in the definition section, and home occupation signs are not required since addresses will be sufficient to locate home businesses. Allowing signs is contrary to the intent shown above in # 3 above to not show any evidence of the presence of the business in the appearance of the building and premises.

PROJECT ANALYSIS

Per Section 94-38(f)(2) of the Zoning Code, the Planning Board must study and consider proposed zoning text amendments in relation to the following criteria (if applicable), shown in underlined text (staff response follows each criterion).

The planning board shall consider and study:

a. The need and justification for the change.

Staff comments: the following justifications are applicable.

- The amendment relocates standards from the definitions section, which should not include regulations, to the more appropriate supplementary zoning district regulations section.
- The amendment, in eliminating the sign allowance, stays true to the intent of having no external evidence of home businesses.

b. The relationship of the proposed amendment to the purposes and objectives of the city's comprehensive planning program and to the comprehensive plan, with appropriate consideration as to whether the proposed change will further the purposes of this chapter and other city ordinances, regulations and actions designed to implement the comprehensive plan.

Staff comments: the amendment complies with the adopted Comprehensive Plan.

STAFF RECOMMENDATION

Staff recommends approval of Case 14-29 moving home occupation standards from Zoning Code Section 94-2 (Definitions) to Article III Districts, Division 3 (Supplementary District Regulations); and eliminating allowable signage as found in current Section 94-2 under (3) of the definition.

reporting, and working with consultants. The remaining charter concentrates on the core duties of the Board, which are maintaining the Zoning Code and Map, the Comprehensive Plan. He added that the Planning Board members are the shepherds of the plan and need to be involved with anything that pertains to it, as well as, reviewing development including plats, and providing recommendations to the City Commission on land use-related requests. Mr. Crowe further suggested that for Sec. 54-41; item 3: the word "plan" be replaced with the word "map" as it is really all inclusive. He recommended approval of the proposed changes to the Planning Code Section 54

Discussion of the proposed amendment resulted with Board consensus to recommend the following additional amendments to Section 54 of the Municipal Code:

- **Sec. 54-32 Membership; ex officio members** - change to seven members
- **Sec. 54-33 Sec. 54-33. Appointment, term and qualifications of members; vacancies; compensation of members.** - change the number of members from nine to seven. And require that qualification for service on the City planning Board, the appointee shall be a qualified elector of the city; own property, or have a principal place of business or employment within the city limits.
- **Sec. 54-41 (3) Certain matters to be referred to board before final action by city commission** - replace the word "plan" with the word "map."
- **Sec. 54-43 Employment of board as agent of city for construction of public works** - remove this section in its entirety.

Motion made by Mr. Pickens and seconded by Mr. Wallace to approve the request to amend the municipal code as requested by staff to include the recommendations made during the discussion to section(s) 54-32, 54-33, 54-41 and 54-43 (listed above). All present voted affirmative, motion carried unanimously.

Case 14-29 Administrative request to amend the Zoning Code [Sec. 94-2(b) and Article III (Districts), Division 3 (Supplementary District Regulations)] to move home occupation standards from the Definitions section to the Supplementary District Regulations section of the Zoning Code, allow beauty salons and barber shops as home occupations with limits on chairs, and additional limitations on home occupation signage.

Mr. Crowe advised that this is an administrative housekeeping effort, reminding the board that there recent change to the ordinance allowing staff to approve home occupations meeting the standards set forth. However the standards were set forth in the definitions section which made no sense, to move those standards where they belong which are in the Supplementary district Regulations section of the Zoning Code. He added that Mr. Harwell had brought up concerns of the allowance of signs for home occupations. Mr. Crowe advised that upon further deliberation he tends to agree that he believes that the whole intent of the home occupation ordinance is to have no visual evidence of a home occupation, and he would agree that a sign is not necessary for a home occupation.

Mr. Pickens asked what would happen to those existing home occupations that may be grandfathered in. Mr. Crowe advised that those that exist would continue until such time as they were to be removed for one year they would not be allowed to replace it. Mr. Douglas asked if there had been issued been signage issues with home occupations. Mr. Crowe said that his survey study did not show many signs.

Motion made by Mr. Harwell and seconded by DeLoach to approve the request as submitted by staff. All present voted, resulting in six yeas and one nay by Mr. Pickens, who stated that he was in favor of an innocuous sign. Motion carried.

*Agenda
Item*

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CITY COMMISSION AGENDA ITEM

SUBJECT:

ORDINANCE amending Chapter 26, Elections, to amend precincts, electors, laws governing elections, qualifications of candidates and duties of Supervisor of Elections - 2nd Reading, Adopt

SUMMARY:

This is 2nd reading of an ordinance which is, for the most part, a "housekeeping" ordinance designed to bring the Palatka Municipal Code current with local election laws. In the past the Code described numbered "meets and bounds" precincts, but the numbers of the Palatka precincts have changed, and they now contain census districts instead of land descriptions per new Department of State regulations. The precinct numbers and descriptions have been deleted and replaced with a paragraph stating the precincts are as set by the Supervisor of Elections. This also adopts State election laws pertaining to municipal elections, combines the description of "electors" with registration of electors, and outlines what the Supervisor of Elections is authorized to do. Other changes were made to bring the Code up to date.

This ordinance also adds provisions for candidate residency qualifications. In the past, an individual could only qualify to run for City office if that person lived inside the City limits. Several years ago the legislature changed the election law to state that anyone could run for municipal office whether or not that individual actually lived inside the City limits. Now, the law states that a successful candidate (one who was elected to office) must move into the city limits prior to taking the oath of office and must reside in the city throughout his/her term. Cities can add provisions to their Code to require that in order to qualify for candidacy for a city elected office, the individual wishing to qualify must live inside the City limits. A sampling of other municipal codes shows that the most common requirement is one (1) year of residency prior to qualifying, but other cities have only a six month residence requirement. Other city codes do not reference any time frame for the residency requirement, and just state that at the time of qualification a candidate must be a resident of and qualified elector of the City.

Even if the Commission decides to remove this residency requirement from this Ordinance, the other changes to Elections Code are necessary and Staff recommends they be adopted. This ordinance was passed on first reading on 11/20/14 with no changes.

RECOMMENDED ACTION:

Adopt the ordinance amending Chapter 26, Elections, on second reading. If it is to be revised at this reading, it will go to 2nd reading on January 8. It was passed as presented on first reading on November 20, 2014.

ATTACHMENTS:

Description	Type
D Ordinance	Ordinance

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	12/1/2014 - 12:16 PM
City Clerk	Driggers, Betsy	Approved	12/1/2014 - 12:16 PM
City Manager	Czymbor, Michael	Approved	12/1/2014 - 1:40 PM
Finance	Reynolds, Matt	Approved	12/1/2014 - 2:21 PM
City Clerk	Driggers, Betsy	Approved	12/1/2014 - 2:53 PM

This instrument prepared by
Betsy J. Driggers
201 N. 2nd Street
Palatka FL 32177

ORDINANCE No. 14 – 33

Entitled

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING CHAPTER 26 OF THE CODE OF ORDINANCES OF THE CITY OF PALATKA, TO AMEND SECTION 26-1, PRECINCTS; ADDING PROVISIONS RELATED TO ADOPTION OF STATE ELECTION LAWS; AMENDING SECTIONS 26-2 AND 26-3 RELATED TO QUALIFIED ELECTORS; AMENDING SECTION 26-5, QUALIFYING FOR OFFICES; AND AMENDING SECTION 26-11 PERTAINING TO DUTIES OF THE SUPERVISOR OF ELECTIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in accordance with cost-savings measures adopted as part of that certain double-taxation Interlocal Agreement between the City of Palatka and the Putnam County Board of County Commissioners, on June 23, 1983 the Palatka City Commission adopted Ordinance No. 83 - 14 appointing the County Supervisor of Elections as the City Supervisor of Elections; and

WHEREAS, as a cost-saving measure, and in an effort to increase voter turnout, in 2006 the Palatka City Commission found it in the best interest of voters and taxpayers to align its primary and general election dates with County, State and National elections, which are held in even-numbered years; and

WHEREAS, the City Commission now finds it appropriate to make other changes to Chapter 26, Elections, which are necessary to comply with Florida statutes governing elections and Department of State practices and procedures.

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

Section 1: That Section 26-1 of the Code of Ordinances of the City of Palatka be amended to read as follows:

Section 26-1. Election Precincts. The city shall be divided into several precincts, the limits of which shall coincide with those presently established by the Putnam County Board of County Commissioners for county general elections; however, the limits of no such precinct shall extend beyond the corporate limits of the city.

~~The city is hereby divided into election precincts, the boundaries and numbers of which shall be as follows:~~

- ~~(1) Precinct 17. All lands lying within the following described boundaries incorporated in the city limits: Beginning at the intersection of the centerlines of President Street and 18th Street and run north along the centerline of 18th Street to intersect the centerline of Oak Street; thence westerly along the centerline of Oak Street to intersect the centerline of 19th Street; thence north along the centerline of 19th Street to the centerline of Reid Street (U.S. 17); thence east along the centerline of Reid Street to intersect the east boundary of Census Tract 9508, also being the center of the St. Johns River; thence southerly along the east boundary of Census Tract 9508 to intersect the south boundary thereof; thence westerly along said south boundary to intersect the CSX Railroad; thence north along said CSX Railroad to intersect the centerline of Kirby Street; thence westerly along the centerline of Kirby Street to intersect the centerline of 13th Street; thence northerly along the centerline of 13th Street to intersect the centerline of President Street; thence southwesterly and west along the centerline of President Street to intersect the centerline of 18th Street, being the point of beginning and to close. All references made are to the public records of Putnam County, Florida.~~
- ~~(2) Precinct 18. All lands lying within the following described boundaries incorporated in the city limits: Beginning at the intersection of the centerlines of 15th Street and Kirby Street and run north the centerline of 15th Street to intersect the centerline of President Street; thence easterly along the centerline of President Street to intersect the centerline of 13th Street; thence southerly along the centerline of 13th Street to intersect the centerline of Kirby Street; thence west along the centerline of Kirby Street to intersect the centerline of 15th Street, being the point of beginning and to close. All references made are to the public records of Putnam County, Florida.~~
- ~~(3) Precinct 19. All lands lying within the following described boundaries incorporated in the city limits: Beginning at the intersection of the centerlines of 15th Street and President Street and run west along the centerline of President Street to intersect the centerline of 18th Street; thence south along the centerline of 18th Street to intersect the centerline of Twigg Street; thence west along the centerline of Twigg Street to intersect the centerline of Moseley Avenue; thence south along the centerline of Moseley Avenue to intersect the centerline of Edgemoor Street also being the City Limits of Palatka; thence easterly along said centerline and said city limits to the southerly line of Lot 1 of Webb & Nichols Subdivision; thence easterly along said southerly line and extended to a boundary line agreement recorded in OR 620 P 427; thence northerly along said agreement to the north line of Govt.~~

~~Lot 9 of Section 18 Township 10 South Range 27 East; thence easterly along said north line formally being the City Limits of Palatka to intersect the City Limits of Palatka; thence continue easterly along said city limits and the shore line of the St Johns River to the mouth of a creek being the north line of Census Tract 9509; thence westerly along the north line of said Tract 9509 to intersect the centerline of the CSX Railroad; thence northerly along said centerline to intersect the centerline of Kirby Street; thence southwest and west along the centerline of Kirby Street to intersect the centerline of 15th Street; thence north along said centerline of 15th Street to the intersection of the centerline of President Street, being the point of beginning and to close. All references made are to the public records of Putnam County, Florida.~~

- ~~(4) Precinct 20. All lands lying within the following described boundaries incorporated in the city limits: Beginning at the intersection of the centerlines of U.S. 17/Reid Street and the CSX Railroad and run northerly and northwesterly along said CSX Railroad to intersect the northwesterly line of Section 42 Township 10 South Range 27 East and the City Limits of Palatka; thence northeasterly along said city limits line and extended to the center of the St. Johns River; thence southerly along said centerline to intersect the centerline of US 17/Reid Street; thence west along the centerline of said Reid Street to intersect the CSX Railroad, being the point of beginning and to close. All references made are to the public record of Putnam County, Florida.~~
- ~~(5) Precinct 21. All lands lying within the following described boundaries incorporated in the city limits: Beginning at the intersection of the centerline of SR 100/Reid Street with the CSX Railroad and run northerly and northwesterly along said CSX Railroad to intersect the easterly extension of the centerline of Jax Lane; thence westerly along said extension and centerline to the centerline of the Old Jacksonville Highway; thence southeasterly along the centerline of Old Jacksonville Highway to the intersection of the centerline of Cedar St; thence southerly along said centerline and an extension thereof to intersect the City Limits of Palatka; thence westerly along the City Limits of Palatka to intersect the centerline of Phillips Dairy Rd; thence southerly along the centerline of Phillips Dairy Rd to intersect the centerline of Reid Street; thence easterly along the centerline of Reid Street to intersect the CSX Railroad, being the point of beginning and to close. All references made are to the public records of Putnam County, Florida.~~
- ~~(6) Precinct 23. All lands within the corporate limits of City of Palatka, lying within the following boundaries: Beginning at the intersection of the centerlines of President Street and 18th Street and run south along the centerline of 18th Street to intersect the centerline of Twigg Street; thence west along the centerline of Twigg Street to intersect the centerline of Moseley Avenue; thence south along the centerline of Moseley Avenue to intersect Edgemoor Street also being the City Limits of Palatka; thence easterly along said centerline and said city limits to the southerly line of Lot 1 of Webb & Nichols Subdivision; thence easterly along said southerly line and extended to a boundary line agreement recorded in O.R. 620 P 427; thence northerly along said agreement to the north line of Govt. Lot 9 of Section 18~~

~~Township 10 South Range 27 East; thence easterly along said north line to intersect the westerly Right of Way of the CSX Railroad also being the City Limits of Palatka; Thence southwesterly along said city limits to intersect the centerline of Browns Landing Rd; thence south along the centerline of Browns Landing Rd still being the City Limits of Palatka; thence follow said city limits line westerly, southerly and northerly to the centerline of Silver Lake Dr.; thence southwesterly along the centerline of Silver Lake Dr. to intersect the centerline of Palm Avenue; thence northerly along the centerline of Palm Avenue to intersect the centerline of Carole Rd; thence westerly along the centerline of Carole to intersect the centerline of Alabama Avenue; thence northerly along the centerline of Alabama Avenue to the centerline of Crill Avenue; thence easterly along the centerline of Crill Avenue to the centerline of President Street; thence east along the center of President Street to the centerline of 18th Street, being the point of beginning and to close. Also including all lands west of Moody Rd and South of State Rd 20, being within the Corporate Limits of the City of Palatka, lying. All references made are to the public records of Putnam County, Florida.~~

- (7) ~~Precinct 24. Lands within the corporate limits of the City of Palatka lying within the following described boundaries: Beginning at the intersection of the centerlines of President Street and Moseley Avenue and run north along the centerline of Moseley Avenue to intersect the centerline of St. Johns Avenue; thence west along the centerline of St. Johns Avenue to the intersection of the centerline of SR 19; thence southerly along the centerline of SR 19 to intersect the centerline of Crill Avenue/SR 20; thence west along the said centerline to intersect the centerline of Moody Road; thence south along the centerline of Moody Road to intersect the centerline of Old Peniel Road; thence northeasterly along the centerline of Old Peniel Road to intersect the centerline of Geek Road; thence north along the centerline Geek Road to intersect the centerline of Roddy Road; thence northeasterly and east along the centerline of Roddy Road to intersect the centerline of Alabama Avenue; thence northerly along the centerline of Alabama Avenue to intersect the centerline of Crill Avenue; thence east along the centerline of said Crill Avenue to intersect the centerline of President Street; thence east along the centerline of President Street to intersect the centerline of Moseley Avenue, being the point of beginning and to close. All references made are to the public records of Putnam County, Florida.~~
- (8) ~~Precinct 25. All land within the corporate limits of the City of Palatka, lying within the following boundaries: Beginning at the intersection of the centerlines of St. Johns Avenue and SR 19 and run northeasterly along the centerline of SR 19 to intersect the centerline of Reid Street; thence easterly along the centerline of Reid Street to intersect the centerline of 19th Street; thence south along the centerline of 19th Street to intersect the centerline of Oak Street; thence easterly along the centerline of Oak Street to intersect the centerline of 18th Street; thence south along the centerline of 18th Street to intersect the centerline of President Street; thence west along the centerline of President Street to intersect the centerline of Moseley Avenue; thence north~~

along the centerline of Moseley Avenue to intersect the centerline of St. Johns Avenue; thence west along the centerline of St. Johns Avenue to intersect the centerline of SR 19, being the point of beginning and to close. All references made are to the public records of Putnam County, Florida.

- (9) ~~Precinct 27. All lands within the corporate limits of the City of Palatka lying within the following described boundaries: Beginning at the intersection of the centerlines of CR 216 and SR 100/Reid Street and run northwesterly along the centerline of said SR 100/ Reid Street to the northerly extension of the City Limits of Palatka; thence southerly along said extension and city limits also being the west line of Block 1015 of Census Tract 9506; continue southerly along said west line to intersect the west line of Block 1072 Census Tract 9506; thence continue southerly along said west line and the west line of Block 1071 of said tract to intersect the centerline of SR 20/Crill Avenue; thence easterly along the centerline of Crill Avenue to intersect the centerline of SR 19; thence north along the centerline of SR 19 to intersect the centerline of SR 100/Reid Street; thence easterly along the centerline of said Reid Street to intersect the centerline of Phillips Dairy Rd; thence northerly along the centerline of Phillips Dairy Rd to intersect the City Limits of Palatka; thence follow the said city limits line easterly to intersect the westerly line of Section 37 Township 10 South Range 26 East; thence northeasterly along said westerly line and an extension thereof to the center of the St. Johns River; thence follow the center of said river northerly to a point extended easterly from the center of Rice Creek; thence westerly along the center of Rice Creek, to the centerline of US 17; thence south along the centerline of US 17 to intersect the centerline of CR 216; thence southwestly along the centerline of CR 216 to intersect the centerline of SR 100/Reid Street, being the point of beginning and to close. Except any lands lying within the corporate limits of the City of Palatka described as Voting Precinct 20 or Voting Precinct 21. All references made are to the public records of Putnam County, Florida.~~
- (10) ~~Precinct 57. All lands within the corporate limits of the City of Palatka lying within the following described boundaries: Beginning at the intersection of the center line of SR 20 and CR 309C and run northerly along said centerline to intersect the centerline of Highway 100/Reid St; thence easterly along the centerline of said Highway 100 to the northerly extension of the City Limits of Palatka; thence southerly along said extension and city limits also being the west line of Block 1015 of Census Tract 9506; continue southerly along said west line to intersect the west line of Block 1072 Census Tract 9506; thence continue southerly along said west line and the west line of Block 1071 of said tract to intersect the centerline of SR 20/Crill Avenue; thence westerly along the centerline of said SR 20 to intersect the centerline of CR 309C and the point of beginning and to close. All references made are to the public records of Putnam County, Florida.~~

Section 2: That Section 26-2 of the Code of Ordinances of the City of Palatka be amended to read as follows:

Sec. 26-2. - ~~Electors generally.~~ Adoption of state election laws.

The general law of the State of Florida on the subject of elections shall apply to and govern all city elections insofar as there is no conflict with the City of Palatka Charter or Administrative Code, or any ordinance adopted thereunder; provided, however, all references in general law to political parties and party primaries shall not be applicable to city elections.

~~Any person who is a resident of the city, and who has qualified as an elector of the state, and who registers in the procedural manner prescribed by general law and this chapter, shall be a qualified elector of the city.~~

Section 3: That Section 26-3 of the Code of Ordinances of the City of Palatka be amended to read as follows:

Sec. 26-3. Electors generally; Registration of electors

Any person who is a resident of the city, and who has qualified as an elector of the state, and who registers in the procedural manner prescribed by general law and this chapter, shall be a qualified elector of the city.

~~The registration of electors within the city shall be by the permanent single registration system established by F.S. § 97.105, which is hereby adopted.~~

Section 4: That Section 26-5 of the Code of Ordinances of the City of Palatka be amended to read as follows:

Sec. 26-5. - Qualifying for offices.

Anyone who has been a resident of the city and a qualified elector of the state for a period of one year prior to the date of qualification may become a candidate at any time prior to the election for which he/she wishes his/her name placed upon the ballot. Other than as provided in this chapter, the provisions of F.S. § 106.021 shall apply to all persons desiring his/her name placed upon the primary ballot.

A person desiring his/her name placed upon the ballot to be voted upon at the primary or general election (depending on the number of candidates filing) for any office to be voted on at a city general election shall file a written, signed statement of candidacy designating the office sought with the supervisor of elections for the county between 12:00 noon of the first day of qualifying, which shall be as follows: the 71st day prior to the primary election; but no later than 12:00 noon of the 67th day prior to the primary election, per F.S. § 99.061, or as such other times as may be provided within those Florida Statutes governing elections.

Section 5: That Section 26-11 of the Code of Ordinances of the City of Palatka be amended to read as follows:

Sec. 26-11. - Supervisor of elections.

The supervisor of elections for the county shall serve as supervisor of elections for the city and shall designate as many deputy supervisors as shall be necessary.

- (a) The county supervisor of elections is authorized to perform all functions required to be conducted in holding of primary and general elections of the city, including acceptance of qualifying papers, filing fees, and appropriate financial reports, preparation of ballots, appointment of an election board, supervision of poll workers, counting of ballots and ascertaining the results, and all such other matters and things which are required to be performed in the holding of primary and general elections.
- (b) Subject to the provisions of the City Charter and this chapter, the supervisor of elections is authorized to perform all functions required to be conducted in the holding of primary and general elections of the city in accordance with the voting methods, procedures and requirements provided in the general laws of the State of Florida.

Section 6: If any provision of this ordinance or the application thereof to any person or any circumstance is held to be invalid, the invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of the ordinance are declared severable.

Section 7: A copy of this ordinance shall be furnished to the Municipal Code Corporation for insertion in the Code of Ordinances for the City of Palatka, Florida.

Section 8: This ordinance shall become effective immediately upon its final passage by the City Commission of the City of Palatka, Florida.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this 11th day of December, 2014.

CITY OF PALATKA