

TERRILL L. HILL
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

JAMES A. GRIFFITH
INTERIM 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

January 8, 2015

CALL TO ORDER:

- a. **Invocation** – The Reverend Karl N. Flagg, Pastor; Mt. Tabor First Baptist Church
- b. **Pledge of Allegiance**
- c. **Roll Call**

APPROVAL OF MINUTES – 12/11/14

1. PUBLIC RECOGNITION/PRESENTATIONS

- a. **PROCLAMATION** - Florida First Responder's Week – January 5 – 9, 2015
- b. **PROCLAMATION** - City Of Palatka 162nd Birthday – January 8, 2015

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

3. CONSENT AGENDA

- *a. **Adopt Resolution No. 2015-11-01** amending the USDA Golf Course Clubhouse Improvements Project Budget to \$228,562 and authorizing staff to direct-purchase restaurant equipment in an amount not to exceed \$55,000
- *b. **Adopt Resolution No. 2015-11-02** awarding a bid to Sunrise Marine in the amount of \$39,965.00 for the purchase of two water taxi engines
- *c. **Adopt Resolution No. 2015-11-03** authorizing reduction of the Code Enforcement Fine/Lien levied against 416 N. 10th Street from \$3,475.00 to \$868.75, plus cost of prosecution in the amount of \$311.62 provided fine is paid within 30 day of this action, or the fine returns to \$3,475.00 – Tyrone Johnson, TC 09 LLC, New Owner/Applicant
- *d. **Appoint Leroy Miles, III as Member with Legal Experience, John Lyon as members with Subcontractor Experience, and Betty M. Kelly as Alternate #1** to the Palatka Code Enforcement Board for three-year terms to expire September, 2017 (incumbents)
- *e. **Appoint Charles Rabun and Marc Spalding to the Palatka Gas Authority Board** for three-year terms to expire January, 2018 (incumbents)
- *f. **Appoint John J. "Skip" Lorenzen to the General Employees' Pension Board** for a two-year term to expire January, 2017 (incumbent)
- *g. **Appoint Charles Myers as 2nd Commission Appointee to the Police Officers' Pension Board, and concur on appointment of Vernon Myers as "5th Member"** of the Police Officers' Pension Board for two-year terms to expire December, 2016
- *h. **Reappoint Randall L. Porter to the Firefighters' Pension Board** as 2nd Commission Appointee for a two-year term to expire January, 2017 (incumbent)
- *i. **Grant permission to exceed allowable noise levels for Special Events Permit #15-09**, Dr. Martin Luther King, Jr. Day, to allow amplified sound in Booker Park on January 19, 2015 from 11:00 a.m. to 3:00 p.m. – Shirley Edwards, African American Cultural Arts Council, Applicant
- *j. **Grant permission to exceed allowable noise levels for Special Events Permit No. 15-07**, St. James United Methodist Church "Winter Fest," January 31, 2015 from 10:00 a.m. until 12:00 noon – St. James United Methodist Church, Roxann Harvey, Applicant

201 N. 2ND STREET • PALATKA, FLORIDA 32177

PHONE: (386) 329-0100

www.palatka-fl.gov

FAX: (386) 329-0106

AGENDA - CITY OF PALATKA

January 8, 2015

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- * 4. **RESOLUTION** authorizing execution of a Letter of Understanding with the Palatka Housing Authority regarding the development and construction of single-family housing units on 923 and 913 Laurel Street plus two others lots in the City of Palatka, and reconsideration of certification of the PHA's Annual 5-year Plan FY 2015-2019 - Adopt
- * 5. **RECONSIDERATION of Motion excluding Paragraph 7 from inclusion in 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 – Commissioner James Norwood

PUBLIC HEARINGS

- * 6. **ORDINANCE** – Planning Board Recommendation to adopt the repeal of the Public Schools Facilities Element of the Adopted Comprehensive Plan - Adopt
- * 7. **ORDINANCE** – Planning Board Recommendation to Rezone 110 Kay Larkin Drive from C-2 (Intensive Commercial) to R-3 (Multiple-Family Residential) – Southern Medical Associates, Inc., owner – 1st Reading
- * 8. **ORDINANCE** – Planning Board Recommendation to amend Zoning Code to allow for reduced parking space size for non-public parking – 1st Reading, Adopt
- * 9. **DISCUSSION** – Commissioner board & committee appointments and City representative appointments to outside agencies for terms beginning January, 2015

10. **CITY MANAGER & ADMINISTRATIVE REPORTS**

11. **COMMISSIONER COMMENTS**

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:

Jan. 19 – City Offices closed to observe ML King, Jr. Day
March 6 – Azalea Festival Mayor's Reception 6:00 p.m.
March 7 – 8 – Florida Azalea Festival
March 17 – 18 - FLC Legislative Action Day (Tallahassee)

Board Openings:

Tree Committee – 2 vacancies
Board of Zoning Appeals – 3 vacancies (at-large)

CITY OF PALATKA



Proclamation

WHEREAS, Florida's first responders, including law enforcement officers, firefighters, paramedics, and emergency medical technicians face dangerous and uncertain situations everyday; and,

WHEREAS, Florida's first responders bravely and selflessly risk their lives daily to protect Florida families, visitors, and businesses; and,

WHEREAS, Florida's first responders are dedicated professionals who make a valuable difference in our communities by upholding the principle that no one is beyond the protection or reach of the law; and,

WHEREAS, acts of recognition, kindness, and appreciation from citizens for Florida's first responders provide them needed encouragement and support; and,

WHEREAS, Governor Rick Scott has declared January 5-9 as Florida First Responder Appreciation Week and has invited Florida's cities and community partners to take time out of their day to show first responders and their families how much we value their service to our cities, counties, and state; and,

WHEREAS, the City of Palatka recognizes and wishes to express appreciation for the brave men and women who devote their lives to protecting and serving our communities.

NOW THEREFORE, I, Terrill L. Hill, Mayor of the City of Palatka, Florida, together with the members of the Palatka City Commission, endorse and join Governor Rick Scott in proclaiming January 5 - 9, 2015, as

"FLORIDA FIRST RESPONDER AWARENESS WEEK"

in Palatka, and encourage all citizens to take time out of their day to say "Thank You" and show first responders and their families how much we value their service to our cities, counties, and state.

IN WITNESS WHEREOF I have hereunto set my hand and caused the seal of the City of Palatka to be affixed this 8th day of January, in the Year of Our Lord Two Thousand and Fifteen.

Commissioners:
Mary Lawson Brown
Rufus Borom
Justin Campbell
James Norwood, Jr.

PALATKA CITY COMMISSION

By: Terrill L. Hill, MAYOR



RICK SCOTT
GOVERNOR

December 31, 2014

The Honorable Vernon Myers
Mayor
Palatka
201 North 2nd Street
Palatka, Florida 32177-3735

Re: Florida First Responder Appreciation Week, January 5-9, 2015

Dear Mayor Myers:

As our state continues to mourn the recent loss of law enforcement officers, we are reminded that our law enforcement officers, firefighters, and paramedics face dangerous and uncertain situations every day. For their bravery and selflessness, we owe them our gratitude and appreciation.

To honor our first responders who risk their lives every day to protect Florida families, visitors, and businesses, I have declared next week, January 5-9, as Florida First Responder Appreciation Week. Throughout the week, I invite you to join me in encouraging Florida's cities and community partners to take time out of their day to show first responders and their families how much we value their service to our cities, counties, and state. Florida First Responder Appreciation Week is a great opportunity to say, "Thank you," to the first responders who keep us safe.

Thank you for your hard work every day, and I look forward to continuing to work with you to make Florida the number one place in the world to have a great job, grow a business, and raise a family.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rick Scott".

Rick Scott
Governor

CITY OF PALATKA



Proclamation

WHEREAS, Palatka has long been an integral part of the history of the State of Florida, from its early Native American inhabitants to the European settlement of East Florida, and later through the expansion of territorial days and statehood. When the US Army established a military outpost at a strategic location on the St. Johns River known as Ft. Shannon, or Fort Number 5, during the Seminole Wars, citizens began to move in and establish homes, businesses, roads and a post office to benefit incoming residents and assist in the improvement of the territory and State; and

WHEREAS, the Town of Palatka was first chartered and established as the County Seat of newly chartered Putnam County by the Florida Legislature on January 13, 1849. Many of its founding fathers were Supreme Court Justices, a Governor, lawyers, statesmen, civic leaders and entrepreneurs, and were instrumental in the political history of the State. The community prospered until the outbreak of Civil War, when progress of the settlement was halted. Following the War, Colonel Hubbard L. Hart made the area a tourist destination by promoting the steamboat industry for the next sixty years. Palatka became known as “the Gem City of the St. Johns” because of its charm and beauty and

WHEREAS, on January 8, 1853, the Town of Palatka annexed its sister community, Palatka Heights, and was officially re-chartered as the City of Palatka by the State Legislature for the purpose of providing a local government to its citizens. The charter provided for an elected Mayor and City Aldermen until January 27, 1924, when a new charter was adopted that provided for the establishment of a more modern form of government, with an elected five-member city commission consisting of one Mayor/Commissioner and four at large Commissioners, which exists to this day.

WHEREAS, the Town of Palatka suffered a devastating fire on November 7, 1884, with great loss, but the citizens rebuilt the Town from the ashes as a more modern masonry town of the 1880’s, and it became know as a “tourist mecca” of the south, being one of the few communities in Florida to have a “mass transit” system of mule drawn trolleys. Industries such as the Wilson Cypress Company, which shipped lumber all over the world, were established; and

WHEREAS, with the City of Palatka’s ability to afford its’ citizens infrastructure, by 1930 the City of Palatka had finally entered the ranks of modern cities with subdivisions, 35 miles of paved city streets, parks, a golf course, a County Jail, two hospitals, a high school, and library. Today Palatka also contains hundreds of miles of paved streets & sidewalks, numerous parks & schools, historic districts, museums & galleries, industries, commerce, modern medical facilities, and municipally-owned cemeteries, water & sewer utilities, and an airport.

NOW, THEREFORE, I, Terrill L. Hill, Mayor of the City of Palatka, together with the members of the Palatka City Commission, do hereby proclaim Thursday, January 8, 2015 as

CITY OF PALATKA 162ND BIRTHDAY CELEBRATION DAY

in the City of Palatka, Florida, and urge all citizens to join in recognizing and celebrating this historic occasion.

IN WITNESS WHEREOF I have hereunto set my hand and caused the seal of the City of Palatka to be affixed this 8th day of January, in the Year of Our Lord Two Thousand and Fifteen.

Commissioners:
Mary Lawson Brown
Rufus Borom
Justin Campbell
James Norwood, Jr.

PALATKA CITY COMMISSION

By: Terrill L. Hill, MAYOR

Agenda Item

3a



CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No. 2015-11-01 amending the USDA Golf Course Clubhouse Improvements Project Budget to \$228,562 and authorizing staff to direct purchase restaurant equipment in an amount not to exceed \$55,000

SUMMARY:

At the last City Commission meeting a contract with Armstrong Contracting was authorized in an amount not to exceed \$171,000. That contract has been negotiated down to \$142,281. This contract includes replacing the carpet and tile, construction of a multipurpose conference room, ADA improvements to restrooms and HVAC repairs. In an effort to minimize cost overruns the City and contractor agreed to remove the electrical repairs and purchase of the equipment from their contract. The cost to the City for these two items is \$2,500 and \$55,000 respectively. The City is also responsible for \$3,000 in miscellaneous fees (i.e. appraisal, advertising). The total estimated project cost is \$228,562. For the project to forward and accomplish all of the items included in the USDA Grant Agreement the City must amend the budget by \$28,562.

RECOMMENDED ACTION:

Adopt the resolution amending the USDA Golf Course Clubhouse Improvements budget to \$228,562 and authorizing staff to direct purchase restaurant equipment in an amount not to exceed \$55,000

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Grants & Projects	Griffith, Jonathan	Approved	12/29/2014 - 10:30 AM
City Clerk	Driggers, Betsy	Approved	12/29/2014 - 1:53 PM
City Manager	Czymbor, Michael	Approved	12/29/2014 - 2:28 PM
Finance	Reynolds, Malt	Approved	12/31/2014 - 9:34 AM
City Clerk	Driggers, Betsy	Approved	12/31/2014 - 9:37 AM

RESOLUTION NO. 2015-10-

A RESOLUTION AMENDING THE USDA GOLF COURSE CLUBHOUSE IMPROVEMENTS BUDGET TO \$228,562 AND AUTHORIZING STAFF TO DIRECT PURCHASE RESTAURANT EQUIPMENT IN AN AMOUNT NOT TO EXCEED \$55,000

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 which included the purchase and installation of restaurant equipment; and

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

WHEREAS, the City negotiated a 'not to exceed' contract for \$142,281 for the project which did not include the purchase and installation of restaurant equipment; and

WHEREAS, the total project cost is now \$228,562; and

WHEREAS, the City Commission now finds it necessary to amend Resolution No 2013-9-123, adopted on May 30, 2013, to revise the Grant amounts and percentages of funding as follows:

1. Amount of Federal Funding Requested:	\$200,000.00
2. Amount of Required City Matching Funds:	
a. Cash match	<u>\$ 28,562.00</u>
3. Total Project Amount (Federal Funding + City Match)	\$228,562.00

WHEREAS, the City deems it reasonable and necessary to authorize staff to direct purchase the restaurant equipment for the project.

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

Section 1. The City of Palatka United States Department of Agriculture (USDA) Golf Course Improvements budget total project cost is \$228,562.00, with the USDA funding \$200,000 of the total project cost, and the City of Palatka providing a contribution of \$28,562.00, with the proceeds of said grant being utilized 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 at the Palatka Golf Course;

Section 2. The Mayor is specifically authorized to execute any and all documents necessary and required by USDA to file the Grant Agreement referred to in Section 1 above, and to confirm the City's assurance that the City will comply, as appropriate, with those requirements under Title VI, Civil Rights Act of 1964, Drug-Free Workplace Regulations and Equal Opportunity Regulations, and any other Federal regulations as may be required by USDA;

Section 3. The Mayor is specifically authorized to execute any and all documents necessary to consummate the grant; and

Section 4. That the expenditures of the City of Palatka General Fund for the Fiscal Year 2013-2014 Budget are amended as follows:

EXPENDITURES:		Last	Recommended	As
<i>Expenditure Number</i>	<i>Description</i>	Approved	Amendments	Amended
042-24-572-6-6451	USDA GRANT	\$ 200,000	\$ 28,562	\$ 228,562
042-24-572-9-9900	CONTINGENCY	\$ (1,564,588)	\$ (28,562)	\$(1,593,150)
TOTAL EXPENDITURES AMENDED:		\$ (1,364,588)	\$ -	\$(1,364,588)

Section 5. That City staff is hereby authorized to direct purchase the restaurant equipment.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 8th day of January, 2015.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

*Agenda
Item*

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CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No. 2015-11-02 awarding a bid to Sunrise Marine in the amount of \$39,965.00 for the purchase of two water taxi engines

SUMMARY:

The City of Palatka issued an Invitation to Bid for two (2) water taxi engines for vessel #2 being constructed by Mr. Robbie Cunningham of Trident Pontoons. On December 19, 2014 at 3:00 pm one (1) sealed bid was received and the Sunrise Diversified, Inc. DBA Sunrise Marine. The base bid for the engines was \$32,765.00. The respondent also included a bid of \$7,200 for alternate number 1 for up to 499 hours of factory specified maintenance. This project is 100% funded through a Florida Department of Transportation Joint Participation Grant Agreement with no City match. The total bid with alternates is \$39,965.00.

RECOMMENDED ACTION:

Adopt the resolution awarding the bid to Sunrise Marine in the amount of \$39,965.00 for the purchase of two water taxi engines

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Sunrise Award Resolution	Resolution
<input type="checkbox"/> Sunrise Bid	Backup Material
<input type="checkbox"/> Bid Tabulation	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Grants & Projects	Griffith, Jonathan	Approved	12/29/2014 - 2:26 PM
City Clerk	Driggers, Betsy	Approved	12/29/2014 - 3:47 PM
City Manager	Czymbor, Michael	Approved	12/29/2014 - 4:55 PM
Finance	Reynolds, Matt	Approved	12/31/2014 - 9:33 AM
City Clerk	Driggers, Betsy	Approved	12/31/2014 - 9:37 AM

RESOLUTION No.

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
AWARDING A BID TO SUNRISE MARINE IN THE AMOUNT OF
\$39,965.00 FOR THE PURCHASE OF TWO WATER TAXI
ENGINES**

WHEREAS, the City of Palatka and the Florida Department of Transportation have entered into Joint Participation Agreements 41057219401, 41057219490 and 41057229401 for Ferry Boat Discretionary Funding for the construction of two (2) water taxis, terminal facility and docks at five (5) stops(the Project); and

WHEREAS, on 11/24/2014 the City of Palatka (the City) advertised an invitation to bid for two (2) water taxi engines for the Project, and

WHEREAS, on 12/19/2014 the City received and opened bids on at 3:00 PM and the apparent lowest and best bid was Sunrise Marine for \$39,956; and

WHEREAS, the City deems it reasonable and necessary to award the bid to Sunrise Marine for two (2) water taxi engines.

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

1. That the Palatka City Commission awards the bid to Sunrise Marine for the purpose of purchasing and installing two (2) water taxi engines.
2. That the City Manager is hereby authorized to sign all contract and other documents as may be required to procure, install, service and warranty the two (2) engines as outlined in the bid, after review and approval by the City Attorney.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 8th day of January, 2015.

CITY OF PALATKA

By: Its MAYOR

ATTEST:

CITY CLERK

**APPROVED AS TO FORM
AND CORRECTNESS:**

CITY ATTORNEY

EXHIBIT "A"

CONTACT SHEET

CITY OF PALATKA, FL

Name: Sunrise Diversified, Inc. DBA Sunrise Marine

Federal Taxpayer ID: 59-2620447

Mailing Address: P.O. Box 717

City, State, & Zip Code: East Palatka, FL 32131

Telephone: 386-328-0767 Fax: 386-329-1119

Cell Phone:

Email: Ronnie@deckboatdepot.com

Submitted By: Ronnie Hedstrom

Title: President

Vendor Accepts Credit Cards*: Yes: for parts and service. No: for boat, motor, and trailer purchases.

Accounting Contact: Ronnie Hedstrom

Name: Ronnie Hedstrom Title: Pres.

Email Address: Ronnie@deckboatdepot.com Phone: 386-328-0767

*See preferred method of payment under "Prompt Payment Act" section of the General Conditions

EXHIBIT "B"

CITY OF PALATKA, FLORIDA SWORN STATEMENT UNDER F.S. SECTION 287.133(3)(A), ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted with Bid, Qualifications, Proposal or Contract for Sunrise Diversified, Inc. DBA Sunrise Marine.
2. This sworn statement is submitted by Sunrise Diversified, Inc. whose business address is 228 US Hwy. 17 South East Palatka, FL 32131 and Federal Employer Identification Number is 59-2620447.
3. My name is Ronnie Hedstrom and my relationship to the entity named above is President/owner.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(a)(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 proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a)(b), Florida Statutes, means 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 records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. 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 City of Palatka, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding thirty six (36) months shall be considered an affiliate.
7. 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 the state or of the United States with the legal power to enter into a binding contract for provision of goods or services 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.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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. (Please attach a copy of the final order.)

The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

James Webster 12/18/14

Signature

Date:

STATE OF FLORIDA

COUNTY OF Putnam

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 18th day of December 2014, and is personally known to me, or has provided _____ as identification.

Cindy Hedstrom

Notary Public

My Commission expires:

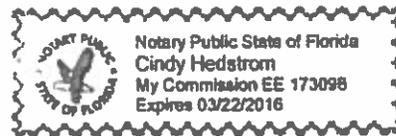


EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed Proposer certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee understands the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Sunrise Diversified, Inc. DBA Sunrise Marine

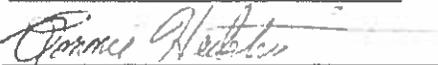
CITY: East Palatka

STATE: FL

ZIP CODE: 32131

TELEPHONE NUMBER(S): 386-328-0767

CELL PHONE: _____ EMAIL: Ronnie@deckboatdepot.com

SIGNATURE: 

NAME: Ronnie Hedstrom

TITLE: President

EXHIBIT "D"

E-VERIFY STATEMENT

Bid/Proposal/RFQ Number: ITB-2014-21

Project Description: Invitation to bid water taxi engines

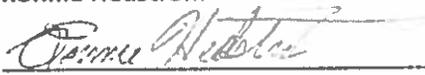
Vendor/Consultant acknowledges and agrees to the following:

Vendor/Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the Vendor/Consultant during the term of the Contract to perform employment duties within Florida; and
2. All persons, including subcontractors, assigned by the Vendor/Consultant to perform work pursuant to the contract with the Department.

Company/Firm: Sunrise Diversified, Inc. DBA Sunrise Marine

Contact Name (Print): Ronnie Hedstrom

Authorized Signature:  _____

Title: President

Date: Dec. 18, 2014

EXHIBIT "E-1"

BID FORM / RESPONDENT'S CERTIFICATION

1. I the undersigned Bidder hereby propose to furnish the goods or services specified in the Invitation to Bid. I agree that my proposal will remain firm for a period of 120 days in order to allow the City adequate time to evaluate the Bid.
2. In submitting this Bid, Bidder represents that:
 - a. Bidder has carefully examined the Bidding Documents, the other related data identified in the Bidding Documents and the follow Addenda, receipt of which is hereby acknowledged:

Addendum No. Addendum Date

- b. Bidder has visited the Site and become familiar with and is satisfied as to the general, local and Site conditions that may affect cost, progress and performance of the Work.
 - c. Bidder is familiar with and is satisfied as to all federal, state and local laws and regulations that may affect cost, progress and performance of the Work.
 - d. Bidder does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) and within the times and in accordance with the other terms and conditions of the Bidding Documents.
 - e. The Bidding Documents are general sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work which this Bid is submitted.
3. LUMP SUM / BASE BID:

The work shall consist of providing, installing and warranting two (2) Yamaha 200 HP outboard motors and other related equipment as specified and any and all materials and services necessary to ensure proper working installation on a 49 passenger, 45' long x 12' wide, three (3) planning pontoon boat.

Two (2) Yamaha Model F200XCA 200 HP Engines:	\$ 27,540.00
Command Link Plus 5" LCD color Display:	\$ 1,450.00
Command Link Installation Kit:	\$ 186.00
DEC twin control box:	\$ 1,680.00
DEC twin switch panel:	\$ 423.00
Two (2) thirty (30) foot main harnesses	\$ 270.00
Fifteen (15) foot bus harness:	\$ 98.00
Two (2) reliance SDS SS props:	\$ 1,118.00
Three (3) year Government Warranty	Included

TOTAL PRICE (Numerical)

\$ 32,765.00

Thirty two thousand seven hundred sixty five & 00/100 dollars

(Amount written or typed in words)

4. ALTERNATES:

Alternate Number one (1) shall include all the necessary parts and labor to provide three (3) years of service maintenance per the factory maintenance specifications. Services shall be performed at 301 River Street, Palatka FL 32177.

Alternate No 1: Includes up to 499 hours of operation per engine \$ 7,200.00

Seven thousand two hundred & 00/100 dollars

(Amount written or typed in words)

TOTAL PRICE w/ Alternate (Numerical) \$ 39,965.00

Thirty nine thousand nine hundred sixty five & 00/100 dollars

(Amount written or typed in words)

5. I certify that all information contained in this Bid is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this Bid on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.
6. The Bidder certifies to the best of his/her knowledge and belief, that his/her principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, Local) transaction or contract under a public transaction; violation of Federal or State antitrust statues or falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, Local) with commission of any of the offenses enumerated in paragraph 1.b of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, Local) terminated for cause or default.
7. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall submit an explanation to the City of Palatka, City Manager.

I further certify, under oath, that this Bid is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a bid for the same product

or service; no officer, employee or agent of the City of Palatka or any other proposer is interested in said Bid; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Sunrise Diversified, Inc. DBA Sunrise Marine
Name of Business

Ronnie Hedstrom
Name (Print)

Ronnie Hedstrom 12/18/14
Signature Date:

STATE OF FLORIDA

COUNTY OF Putnam

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 18th day of December, 2014, and is personally known to me, or has provided _____ as identification.

Cindy Hedstrom
Notary Public

My Commission expires:

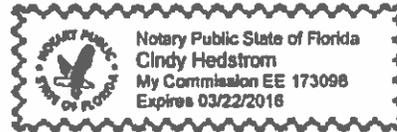


EXHIBIT "F"

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

TO BE COMPLETED BY ALL SUB-CONSULTANTS

Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, 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.

Company/Firm: _____

Printed Name & Title: _____

Authorized Signature: _____

Date: _____

References:

Jim Brown - Regional Sales Manager - Nautic Global Group
2011 Waterford Estates Dr.
New Smyrna Beach, FL 32168
386-424-9202

Ray McKinney - Toby's Alignment, Inc.
2604 Peters St.
Palatka, FL 32177
386-328-5490

Roger Hall - Attorney
465 Hope Hull Court
Green Cove Springs, FL 32043
904-534-3187

City of Palatka
Bid Opening

Date Dec. 19, 2014 3:00 p.m.

Project Water Taxi Engines – ITB 2014-21

Opened by: Betsy Duggan

Department Jonathan Griffith, Project Manager

Read by: Jonathan Griffith

Bidder name	Addendums?	Base Bid Amount	Alt # 1	Total
1. Sunrise Marine (2) E. Palatka, FL (1) orig	4	\$32,765.00	\$7,200.00	\$39,965.00
2.		\$	\$	\$
3.		\$	\$	\$
4.		\$	\$	\$
5.		\$	\$	\$
6.		\$	\$	\$
7.		\$	\$	\$

Witnesses:

[Signature]

*Agenda
Item*

3c



CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No. 2015-11-03 authorizing reduction of the Code Enforcement fine/lien levied against 416 N 10th Street from \$3,475.00 to \$868.75, and assessing cost of prosecution in the amount of \$311.62 provided fine is paid within 30 days of this action, or the fine returns to \$3,475.00 -- Tyrone Johnson, TC 09 LLC, new owner/applicant

SUMMARY:

The case for 416 N 10th Street was started July, 2007. It was brought to the Code Enforcement Board in September 2007 and a daily fine began running on October 30, 2007.

The Code Enforcement Board voted on August 26, 2009 to abate the nuisance and tear down the house. The property owner completed demolition of the main structure on April 27, 2010. On April 27, 2010 the fine was recorded in the Findings of Fact, Conclusions of Law (see copy attached) as \$3,475.00. The daily fine stands at \$3,475.00 [\$25 per day x 139 days] plus cost of prosecution of \$311.62.

A new owner, Tyrone Johnson, has purchased the property. At its August 27, 2014 Code Enforcement Board meeting, Mr. Johnson appeared and requested the fine be waived in its entirety. He stated that he was aware of the Code lien on the property before he purchased it.

As a result of the request, the Code Enforcement Board voted unanimously to recommend a reduction of the fine by 75% to \$868.75, plus cost of prosecution, provided the fine is paid within 30 days of the reduction. If the reduced fine is not paid within 30 days of this reduction action, the fine will revert to \$3,475 plus costs of prosecution and recording.

RECOMMENDED ACTION:

Adopt the resolution authorizing the Code Enforcement fine levied against 416 N 10th Street in the amount of \$3,475 be reduced to \$868.75 and assessing the cost of prosecution in the amount of \$311.62 provided the cost of prosecution be paid within 30 days after passage of this Resolution, or the fine returns to \$3,475.00.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Resolution	Resolution
<input type="checkbox"/> Findings of Fact	Cover Memo
<input type="checkbox"/> Minutes CE Board 8/27/14	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Police	Getchell, Gary	Approved	12/17/2014 - 1 42 PM
City Clerk	Driggers, Betsy	Approved	12/30/2014 - 10 12 AM
City Manager	Czymbor, Michael	Approved	12/30/2014 - 10 19 AM
Finance	Reynolds, Matt	Approved	12/31/2014 - 9 33 AM
City Clerk	Driggers, Betsy	Approved	12/31/2014 - 9 37 AM

RESOLUTION NO. 2015-

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A REDUCTION IN THE AMOUNT OF CODE ENFORCEMENT DAILY FINES ASSESSED TO 416 NORTH 10th STREET FROM 3,475.00 TO 868.75, PLUS COST OF PROSECUTION IN THE AMOUNT OF \$311.62, PROVIDED REDUCED FINE IS PAID WITHIN 30 DAYS OF THIS ACTION.

WHEREAS, after due notice to the property owner of 416 N. 10th Street was provided, the Palatka Code Enforcement Board levied a daily fine of \$25/day upon said property as it was found that the property was in violation of Section 30-32 of the Palatka Municipal Code, according to the Finding of Fact, Conclusions of Law and Order dated October 7, 2010; and

WHEREAS, Tyrone Johnson, who purchased the property in 2014, has made a request to the Palatka Code Enforcement Board to reduce the Code Enforcement Fine, as the property has been brought into compliance and the daily fine stopped accruing on April 27, 2010; and

WHEREAS, at its regular August 27, 2014 meeting, the Palatka Code Enforcement Board voted unanimously to recommend the Palatka City Commission reduce the \$3475.00 accrued fine to \$868.75 plus cost of prosecution in the amount of \$311.62 if the fine is paid within 30 days of this action and recording of the lien is not required; and

WHEREAS, the Palatka City Commission finds that the approval of the recommended reduction in fine described herein is in the best interest of the property owner, the City of Palatka and its citizens, and deems it appropriate to reduce the amount of Code Enforcement Fine imposed upon 416 N. 10th Street as recommended by the Palatka Code Enforcement Board.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF PALATKA, FLORIDA, that the Code Enforcement Fine levied against 416 N. 10th Street be reduced from \$3,475.00 to \$868.75 plus cost of prosecution in the amount of \$311.62, provided the reduced fine and cost of prosecution is paid within 30 days after passage of this Resolution.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this 8th day of January, 2015.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

CODE ENFORCEMENT BOARD OF THE
CITY OF PALATKA, FLORIDA

CITY OF PALATKA, Petitioner,

COMPLAINT NO. 07-311

VS

Lloyd Caruthers, Respondent(s)

Inst 201054714792 Date 10/7/2010 Time 3:45 PM
DC Tim Smith Putnam County Page 1 of 1 B 1272 P 1609

FINDING OF FACT, CONCLUSIONS OF LAW AND ORDER

THIS CAUSE having come before the Board for public hearing on August 25, 2010, after due notice to the Respondent; and, the Board having received sworn testimony and evidence at said hearing; it is now,

DETERMINED THAT:

I. FINDINGS OF FACT AND CONCLUSIONS OF LAW:

- a) The Respondent(s) is the owner of property described as 416 North 10th Street, Putnam County Tax parcel number 42-10-27-6850-1660-0100, located within the City of Palatka, Putnam County, Florida.
- b) Conditions at the property at issue constituted violations of Section 18-242 Unsafe Building Violation, of the Palatka Municipal Code.

IT IS ACCORDINGLY ORDERED THAT:

II. ORDER:

- a) The \$25.00 per day fine is hereby stopped on the above-described property effective April 27, 2010. Total daily fine assessed is \$3,475.00.
- b) Administrative costs are hereby assessed in the amount of \$311.62, as incurred in the prosecution of this case by the City of Palatka through the 25th day of August, 2010.
- c) The fine described in paragraph a), as well as the costs described in paragraph b), shall constitute a lien upon the property described herein when this document is recorded within the official records of Putnam County, Florida.
- d) This Finding of Fact, Conclusions of Law and Order supersedes that Finding of Fact, Conclusions of Law and Order recorded in the official records, Instrument No. 2007546342207 dated October 30, 2007 in the Putnam County Clerk of Courts records.

DONE AND ORDERED this 25th day of August, 2010, at Palatka, Putnam County, Florida.



CODE ENFORCEMENT BOARD OF THE CITY OF PALATKA FLORIDA

BY

Kenneth Downs
Kenneth Downs, Its Chairman

I HEREBY CERTIFY that a true and correct copy of the above and foregoing Findings of Fact, Conclusions of Law and Order has been furnished by Certified mail, Regular mail, to the Respondent and/or authorized representative at 416 North 10th Street, Palatka FL 32177, this 7th day of October, 2010.

Prepared by:

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

Elizabeth A. Hearn
Elizabeth A. Hearn, Code Enforcement Officer

I hereby certify that the foregoing is a true and correct copy of the same, as appears on record in the office of the Planning, Building, and Zoning Department of the City of Palatka, Florida.

By: Betsy Lee, City Clerk.
Date: 10-7-10



CODE ENFORCEMENT BOARD Meeting Minutes

Minutes for the August 27, 2014 Meeting

Meeting called to order at 4:08 p.m. by Chairperson LaSandra Williams.

Members present: Pat Wilson, Andrew Kiley, Johnny Brown, Leroy Miles, and Betty Kelly

Members absent: Michael Gagnon and John Lyon

Also present: Code Enforcement Officer Elizabeth Hearn, City Attorney Don Holmes and Recording Secretary Meghan Warman

APPROVAL OF MINUTES

Motion by Johnny Brown and seconded by Betty Kelly to accept the minutes of the July 23, 2014 meeting. All voting members were in favor, motion carried.

LaSandra Williams read the appeal procedure and swore in City staff testifying at the hearing.

CONSENT AGENDA

OLD BUSINESS

Case 200700311 **416 N 10th Street**
Owner: TC 09 LLC (Formerly Lloyd Caruthers)/ Tyrone Johnson
Section 18-242 Unsafe Building Violation

Mr. Tyrone Johnson, 3008 NW 13th Street, Suite C, Gainesville, requested to speak to the Board regarding a reduction of the fine amount. Mr. Johnson had attended our May meeting asking for a reduction in the fine, but because he was not the Owner of Record nor under contract to buy the property, the Board could not hear the case. Mr. Johnson provided copies of a Quit Claim deed showing that he is now the Owner of Record. He is requesting the entire lien amount be reduced.

Ms. Wilson asked to be updated on the case. Ms. Hearn related the history on the property, it had sustained a fire in July of 2007 and a case was initiated by the Building Inspector. It eventually went to before the Code Enforcement Board and a daily fine was enacted for \$25 per day that accrued until the fire damaged house was demolished by the property owner in 2010.

Mr. Holmes asked several questions for clarification of the facts of the case. There was a lot discussion and questions by the Board in regards to the ownership of the property.

Mr. Johnson again stated that he was aware of the lien on the property prior to purchasing and that it was factored into his purchase price.

Motion made by Johnny Brown and seconded by Betty Kelly that the entire lien amount be reduced and that the \$311.62 for the Cost of Prosecution stand. The Board members voted 3-3, motion failed.



CODE ENFORCEMENT BOARD Meeting Minutes

There was further discussion. Ms. Wilson stated she felt that Mr. Johnson should have to pay a portion of the fine since he was aware of it when he purchased the property.

Motion made by Pat Wilson and seconded by Andrew Kiley to reduce the fine amount by 50% to \$1737 plus the Cost of Prosecution. The Board members voted 3-3, motion failed.

Mr. Brown stated that he appreciated that the property has now been cleaned up and felt Mr. Johnson deserved consideration. Several Board members expressed that they thought there wasn't a precedent for waiving the fine. Mr. Holmes reminded them to use the fine reduction criteria and to be consistent with how they have previously made fine reductions.

Motion made by Pat Wilson and seconded by Betty Kelly that the lien be reduced by 75% to \$868.75 plus Cost of Prosecution of \$311.62 for a total amount of \$1180.37. All members present voted affirmative, motion carried.

NEW BUSINESS

Case 201400063 **300 S 14th Street (42-10-27-6850-2610-0160)**
Owner: John Morgan
Section 30-32 Weeds, Debris, Prohibited Conditions
Section 94-261 (6) Off-Street parking
Section 94-193 Parking or Storage of Unlicensed Vehicles

Ms. Hearn testified to dates and actions and presented photo evidence on this case. She recommended that if the violation is not corrected by the September 24, 2014 CEB meeting a daily fine in the amount of \$25.00 per day be enacted.

Motion made by Pat Wilson and seconded by Betty Kelly to find that the code violations alleged by the Code Enforcement Officer in fact exist and that if the violations are not corrected by September 24, 2014, a fine in the amount of \$25.00 per day be assessed. All members present voted affirmative, motion carried.

OTHER BUSINESS

With no further business, meeting adjourned at 4:45 p.m.

*Agenda
Item*

3d



CITY COMMISSION AGENDA ITEM

SUBJECT:

Appoint Leroy Miles, III as member with Legal Experience and Betty M. Kelly as Alternate #1 to the Palatka Code Enforcement Board for three-year terms to expire September, 2017 (incumbents)

SUMMARY:

Leroy Miles, III and Betty Kelly have indicated their desire to be reappointed to the Code Enforcement Board for additional three-year terms. Mr. Miles serves as the member with Legal Experience and Ms. Kelly is Alternate #1. Both have met attendance requirements, have served responsibly and in good faith, and live inside the City Limits, as required for appointment to this Board.

Staff concurs on these reappointments.

RECOMMENDED ACTION:

Make the following appointments to the Code Enforcement Board:

- 1. Appoint Leroy Miles, III as Member with Legal Experience for a three-year term to expire September, 2017; and**
- 2. Appoint Betty M. Kelly as Alternate #1 for a three-year term to expire September, 2017**

ATTACHMENTS:

Description	Type
D Advisory Board Applications - Miles & Kelly	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	12/30/2014 - 8:18 PM
City Clerk	Driggers, Betsy	Approved	12/30/2014 - 8:19 PM
City Manager	Czymbor, Michael	Approved	12/31/2014 - 11:43 AM
Finance	Reynolds, Matt	Approved	12/31/2014 - 11:55 AM

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF 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 Code Enforcement Board.
I understand that I will continue to serve in a volunteer capacity on this advisory board.

MEMBER: Leroy Miles m # of years' prior service: _____
Residence: _____ 32177 Phone: (386) 916-8241
(911 Address) 607 S. Moody Rd. Apt. 1101 Palatka, FL Fax: _____
Business Name & Address: Department of Juvenile Justice Phone: (386) 329-3543
(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance) Fax: (386) 329-2526
Preferred Mailing Address: 607 S. Moody Rd. Apt. 1101 Palatka, FL 32177
E-mail: Leroy Miles 3@aol.com Daytime Phone: (386) 916-8241

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.

Leroy Miles m 12/15/14
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 _____

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

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

CITY OF PALATKA ADVISORY BOARD APPLICATION

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

APPLICANT: John Lynn (Must be at least 18 yrs. old)
Residence (911 Address) 308 Kirkland St. Phone: 386 937-4675
Business Name & Address Stegmbert Willis 311 St. Johns Ave Phone: 386 325-2624
(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: Stegmbertwillis2@yahoo.com Daytime Phone: 386 937-4679

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

OTHER COMMENTS OR INFORMATION:

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

[Signature] SIGNATURE OF APPLICANT 12/31/14 DATE

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

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
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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 Code Enforcement Board.
I understand that I will continue to serve in a volunteer capacity on this advisory board.

MEMBER: Betty M. Kelly # of years' prior service: 1
Residence Phone: 386-325-2098
(911 Address) 616 No. 16th Street, Palatka, FL 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: 616 No. 16th Street, Palatka, FL 32177

E-mail: kbetty_98@yahoo.com Daytime Phone: 386-325-2098

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.

Betty M. Kelly 12/30/2014
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 _____

Updated January 2, 2015

CODE ENFORCEMENT BOARD

7 Members - 3-Yr. Terms

Appt. Date		Term Expires
11/11/04	Pat A. Wilson (Engineering Rep.) 516 River Street (H)325-7736 (F)325-9306 wilson9318@bellsouth.net (C)937-7158	Sept. 2016
7/23/09	Michael Gagnon (General Contractor Rep.) 703 Emmett St. (H)325-9418 captainclub0607@yahoo.com	Sept. 2016
06/13/13	Col. Andrew M. Kiley, Ret. (Real Estate Rep.) 308 Kirkland Street (H) 325-9993 eldiademuerto@bellsouth.net	Sept. 2016
09/25/03	LaSandra Williams (Business Rep.) 1424 Ocean Street (H)328-1071 (F)329-3857 williamL@dor.state.fl.us (W)329-3867	Sept. 2015
9/13/12(alt) 7/11/12	Johnny Maurice Brown (Architectural Exp. Sub. Rep.) 107 S. 9 th St. (C)972-9612 Japbrown3@aol.com (W)325-4543	Sept. 2015
11/20/14	Butch M. Puryear 6006 E. 4 th Manor 386-983-0886 butch.puryear@gmail.com	Sept. 2015
10/27/05(alt) 10/26/06 10/09/08(alt) 07/11/13	John A. Lyon (Sub-contractor Rep.) 308 Kirkland St. (C)937-4679 steamboatwillies2@yahoo.com (W)325-0419	Sept. 2014
02/10/11 (mailing) (home)	Leroy Miles, III (Attorney Rep.) 400 Hwy. 19 N., Suite 42 (C)916-8241 607 S. Moody Rd., Apt. 11A (W)329-2506 Leroymiles3@aol.com	Sept. 2014
7/11/13	Betty M. Kelly (Alternate #1) 616 N. 16th St. (H)325-2098 kbetty_98@yahoo.com	Sept. 2014

Created by Ordinance #87-24 dated 9/10/87;
Ord. passed 1/9/92 allows for successive terms upon Commission approval
Ord. 02-01 Passed 1/10/02 adding two alternates
Ord. 04-24 Passed 9/9/04 amending jurisdiction & powers
Meets 4th Wednesday, 4 PM at City Hall

Agenda Item

3e



CITY COMMISSION AGENDA ITEM

SUBJECT:

Reappoint Charles Rabun and Marc Spalding to the Palatka Gas Authority Board for three-year terms to expire January, 2018 (incumbents)

SUMMARY:

Charles Rabun and Marc Spalding have submitted their respective applications for re-appointment to the Palatka Gas Authority Board for an additional three-year term. Mr. Rabun and Mr. Spalding are currently member of this board in good standing. They have met the attendance requirements and are otherwise qualified to serve on this Board.

Don Kitner, Director of the Gas Authority, as well as City Staff concur and recommend these reappointments to the Palatka Gas Authority Board for an additional 3-year term ending January, 2018.

RECOMMENDED ACTION:

Reappoint Charles Rabun and Marc Spalding to the Palatka Gas Authority Board for respective additional three-year terms to expire January, 2018.

ATTACHMENTS:

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

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	12/30/2014 - 6:06 PM
City Clerk	Driggers, Betsy	Approved	12/30/2014 - 6:07 PM
City Manager	Czymbor, Michael	Approved	12/31/2014 - 11:45 AM
Finance	Reynolds, Matt	Approved	12/31/2014 - 11:55 AM

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF 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 Palatka Gas Authority Board.
I understand that I will continue to serve in a volunteer capacity on this advisory board.

MEMBER: Charles T. Rabun, Jr. # of years' prior service: 26
 Residence (911 Address) 500 Moseley Ave, Palatka, FL Phone: 386-325-0439
 Business Name First Baptist Church Palatka Phone: 386-328-1531
 & Address 501 Oak Street, Palatka, FL 32177 Fax: _____
 (City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)
 Preferred Mailing Address: 500 Moseley Ave, Palatka, FL 32177
 E-mail: FBCP_Charlie@Bellsouth.net Daytime Phone: 386-328-1531

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.

Charles T. Rabun, Jr. Dec. 4th, 2014
 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 _____

City of Palatka

Palatka Gas Authority

518 Main Street,
Palatka, Florida 32177-3617
PO Box 978
Palatka, Florida 32178-0978
Telephone (386) 328-1591

December 5, 2014

RE: Palatka Gas Authority Board Member Attendance – Charles Rabun

Palatka Gas Authority held 14 Board of Directors meetings during 2012; 12 meetings in 2013; and 16 meetings in 2014. Mr. Rabun attended 13 meetings in 2012; 9 meetings in 2013 and 14 meetings 2014 (missed meetings in 2013 & 2014 were due to health related issues).

Donald Kitner

Donald E. Kitner
General Manager
Palatka Gas Authority
dkitner@palatkagas.org
386-328-1591

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 Gra. Authority Board.
I understand that I will continue to serve in a volunteer capacity on this advisory board.

MEMBER: Marc Spalding # of years' prior service: 7 1/2
Residence Phone: 325 3727
(911 Address) 1900 Maseley Ave Fax: 328 0551
Business Name Phone: 328 6716
& Address Colwell Banker 3400 Coll Ave Fax: 328 0551
(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: 3400 Coll Ave

E-mail: Marc.Spalding@colwellbanker.com Daytime Phone: 328 6716

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.

Marc Spalding
SIGNATURE OF APPLICANT DATE 12-3-14

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) _____
see att. letter

Chairman's/Director's Signature _____

City of Palatka

Palatka Gas Authority

518 Main Street,
Palatka, Florida 32177-3617
PO Box 978
Palatka, Florida 32178-0978
Telephone (386) 328-1591

December 5, 2014

RE: Palatka Gas Authority Board Member Attendance – Marc Spalding

Palatka Gas Authority held 14 Board of Directors meetings during 2012; 12 meetings in 2013; and 16 meetings in 2014. Mr. Spalding attended 11 meetings in 2012; 9 meetings in 2013 and 12 meetings 2014.

Donald Kitner

Donald E. Kitner
General Manager
Palatka Gas Authority
dkitner@palatkagas.org
386-328-1591

*Agenda
Item*

3f



CITY COMMISSION AGENDA ITEM

SUBJECT:

Appoint John J. (Skip) Lorenzen to the General Employees' Pension Board for a two-year term to expire January, 2017 (incumbent)

SUMMARY:

John J. (Skip) Lorenzen has submitted his application for re-appointment to the General Employees' Pension Board for a two-year term expiring January, 2017. He has served on this Board since 2002 as a City Commission appointee. He has met the attendance requirements and lives within the City Limits, which is a requirement for this Board, and has finance experience, which is desired and stipulated by ordinance.

Staff concurs with this reappointment. Mr. Lorenzen has been a valuable member of this Board.

RECOMMENDED ACTION:

Reappoint John J. "Skip" Lorenzen to the General Employees' Pension Board for a two-year term to expire January, 2015.

ATTACHMENTS:

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

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	12/30/2014 - 7:16 PM
City Clerk	Driggers, Betsy	Approved	12/30/2014 - 7:16 PM
City Manager	Czymbor, Michael	Approved	12/31/2014 - 11:46 AM
Finance	Reynolds, Matt	Approved	12/31/2014 - 11:55 AM

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF 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 General Employee's Pension Board.
I understand that I will continue to serve in a volunteer capacity on this advisory board.

MEMBER: John J. Lorenzen # of years' prior service: 13+
 Residence 2501 Fairway Dr., Palatka Phone: 386-546-3328
 (911 Address) 2501 Fairway Dr., Palatka Fax: _____
 Business Name Retire - Banker Phone: _____
 & Address Retire - Banker 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: See Above

E-mail: JLORE61840@aol.com Daytime Phone: 386-546-3328

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] Dec 8, 2014
 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 _____

General Employees' Pension Board

5 members; 2-yr. Terms for Trustees

<u>Name/Address</u>		<u>Term Expires</u>
Skip Lorenzen 2501 Fairway Dr. Palatka FL 3177	Appointed 02/02	Jan. 2015
John H. Jones Financial Rep P.O. Box 776 Welaka, FL 32193	Appointed 01/06	Jan. 2016
Melvin Register General Employees' Rep 201 N. 2 nd Street Palatka FL 32177	Elected 1/09 & WTP Supt. 329-0144	Dec. 2016
James Norwood (Chairman) Commission Rep 201 N. 2 nd Street Palatka FL 32177	Appointed 1/04	Jan. 2015
Michael J. Czymbor (Secretary) as set forth in Pension Plan Ordinance City Manager 201 N. 2 nd Street Palatka FL 32177		

Meets Quarterly – 3rd Tuesday of Mo.
March, June, Sept., Dec.

Agenda
Item

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CITY COMMISSION AGENDA ITEM

SUBJECT:

Appoint Charles Myers as 2nd Commission Appointee to the Police Officers' Pension Board, and concur on appointment of Vernon Myers as "5th Member" of the Police Officers' Pension Board for two year terms to expire December, 2016

SUMMARY:

Charles Myers has submitted his application for reappointment to the Police Officers' Pension Board. He has been a member of this board since 2008. He has met the attendance requirements and lives within the City Limits, a requirement for this Board. He has finance experience, also preferred as stipulated in the Ordinance.

Charles Myers has served until now as the 5th Member, a member chosen by the other four members. Because Tim Parker has indicated he does not wish to reapply for appointment to his position as a City Commission Appointee, Mr. Myers has made application for this appointment. Staff recommends his appointment to this position.

Vernon Myers has served on this Board as both a Commission appointee as an elected official since 2003. During the 12/9/14 meeting of the Police Officers' Pension Board, the Board voted to recommend his appointment as the 5th Member of this Board. The minutes of that meeting are attached to this Summary. The 5th Member is chosen by the remaining four members. He has submitted his application for this appointment.

The Palatka Police Officers' Pension Plan is one of the only two "A" rated pension plans in the State, which speaks to the competence of this Board and its members.

RECOMMENDED ACTION:

Staff recommends the following appointments to the Police Officers' Pension Board:

- 1. Appoint Charles Myers as the 2nd Commission appointee for a two-year term to expire December, 2016**
- 2. Concur on the appointment of Vernon Myers as the "5th Member" for a two-year term to expire December, 2016**

ATTACHMENTS:

Description	Type
D Advisory Board Application - V. Myers	Backup Material
D Advisory Board Application - C. Myers	Backup Material
D Police Pension Board Minutes Excerpt 12-9-14	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	12/30/2014 - 8:06 PM
City Clerk	Driggers, Betsy	Approved	12/30/2014 - 8:07 PM
City Manager	Czymbor, Michael	Approved	12/31/2014 - 11:45 AM
Finance	Reynolds, Matt	Approved	12/31/2014 - 11:55 AM

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF 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 Police Pension Fund Board.
I understand that, if appointed, I will serve in a volunteer capacity on this advisory board.

APPLICANT: Vernon Myers (Must be at least 18 yrs. old)
Residence 2500 Fairway Drive Phone: _____
(911 Address) Palatka Fl 32177 Fax: _____
Business Name Palatka Fl 32177 Phone: _____
& Address Palatka Fl 32177 Fax: _____

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

Preferred Mailing Address: _____

E-mail: vernonmyers@comcast.net Daytime Phone: _____

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

Present chair of Police Pension Fund

OTHER COMMENTS OR INFORMATION:

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

[Signature] 12/9/14
SIGNATURE OF APPLICANT DATE

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

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

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

CITY OF PALATKA BOARD REAPPOINTMENT REQUEST

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

MEMBER: <u>Charles T. Myers III</u>	# of years' prior service: _____
Residence (911 Address) <u>244 Crystal Cove Dr. Palatka, FL 32177</u>	Phone: <u>386-328-4050</u>
Business Name & Address <u>Retired</u>	Fax: _____
	Phone: _____
	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: Same as above

E-mail: c8336@bellsouth.net Daytime Phone: Same as above

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.

Charles T. Myers III Dec 17, 2014
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 _____

The following is an Excerpt from the Police Officers' Pension Board Draft Minutes of a regular meeting of the Police Officers' Pension Board held on the 9th day of December, 2014:

PENSION BOARD FIFTH MEMBER – Ms. Driggers stated Mayor Myers will be coming off the Board in January, as his term expires as City Commission appointee/elected official. He will no longer serve as an elected official. Also, Mr. Parker has declined to submit an application for reappointment to this Pension Board; his term will expire at the end of January. She said Charles Myers would like to submit his application for that position. This leaves the 5th member position open; this member is chosen by the other members of the Board. Assistant Chief Griffith moved to designate Vernon Myers as the Police Officers' Pension Board's 5th Member. Sgt. Reinhold seconded the motion, which passed unopposed. Ms. Driggers noted these appointments will go to the Commission in January.

~~~ End ~~~

Updated 12-18-14

## ***Police Officers' Pension Board***

***5 members; 2-yr. Terms for Trustees  
Created by Ordinance eff. 10/1/99***

| <u>Name/Address</u>                                                                                                                                                                       |                                                                                   | <u>Term Expires</u> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------|
| Sgt. Scott Reinhold<br>Police Officer's Rep<br>110 N. 11 <sup>th</sup> Street<br>Palatka FL 32177<br>Phone 386-329-0115<br>Fax 386-329-0159                                               | Elected 5/04                                                                      | December, 2015      |
| Asst. Police Chief James Griffith, Secretary<br>Police Officer's Rep<br>110 N. 11 <sup>th</sup> Street<br>Palatka FL 32177<br>Phone 386-329-0115<br>Fax 386-329-0159                      | Elected 5/00                                                                      | December, 2016      |
| Timothy Parker - resigned<br>Putnam County Property Appraiser<br>P.O. Box 1920<br>Palatka FL 32178<br>Phone (W)386-329-0300<br>Fax 386-326-7290<br>e-mail: tparker@putnam-fl.com          | Commission Appointee<br>Appointed 11/11/04<br>528 Kirby Street<br>(H)386-326-0866 | December, 2014      |
| Charles T. Myers III – 5 <sup>th</sup> Member<br>244 Crystal Cove Dr.<br>Palatka, FL 32177<br>Phone (H)386-328-4050<br>e-mail: c8336@bellsouth.net                                        | Appointed 09/13/08                                                                | December, 2014      |
| Mayor Vernon Myers (Chair)<br>Commission Appointee<br>201 N. 2 <sup>nd</sup> Street<br>2500 Fairway Drive<br>Palatka FL 32177<br>Phone (H)386-325-6133<br>e-mail: vernonmyers@comcast.net | Appointed 9/08                                                                    | January, 2015       |

# *Agenda Item*

*3h*



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Reappoint Randall L. Porter to the Firefighters' Pension Board as 2nd Commission appointee for a two year term to expire January, 2017 (incumbent)**

**SUMMARY:**

Randall L. (Randy) Porter has submitted his application for re-appointment to the Firefighters' Pension Board for an additional two-year term. He is the 2nd Commission appointee. He has served one prior term. He has met the attendance requirements and lives within the City Limits, a requirement for appointment to this Board.

Staff concurs and recommends his reappointment to the Code Enforcement Board for an additional 3-year term.

**RECOMMENDED ACTION:**

**Re-appoint Randy Porter to the Firefighters' Pension Board as City Committee Appointee for a two-year term to expire January, 2017.**

**ATTACHMENTS:**

| Description                                        | Type            |
|----------------------------------------------------|-----------------|
| <input type="checkbox"/> Pension Board Application | Backup Material |

**REVIEWERS:**

| Department   | Reviewer         | Action   | Date                  |
|--------------|------------------|----------|-----------------------|
| City Clerk   | Driggers, Betsy  | Approved | 12/30/2014 - 6:07 PM  |
| City Clerk   | Driggers, Betsy  | Approved | 12/30/2014 - 6:07 PM  |
| City Manager | Czymbor, Michael | Approved | 12/31/2014 - 11:46 AM |
| Finance      | Reynolds, Matt   | Approved | 12/31/2014 - 11:55 AM |

VERNON MYERS  
MAYOR - COMMISSIONER

MARY LAWSON BROWN  
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS  
COMMISSIONER

PHIL LEARY  
COMMISSIONER

JAMES NORWOOD, JR.  
COMMISSIONER



MICHAEL J. CZYMBOR  
CITY MANAGER

BETSY JORDAN DRIGGERS  
CITY CLERK

MATTHEW D. REYNOLDS  
FINANCE DIRECTOR

GARY S. GETCHELL  
CHIEF OF POLICE

MICHAEL LAMBERT  
CHIEF 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 Firefighter's Pension Board Board.  
I understand that I will continue to serve in a volunteer capacity on this advisory board.

MEMBER: RANDALL L. Porter # of years' prior service: 2  
 Residence 129 Orange Tree Rd Phone: 386-972-0003  
 (911 Address) 129 Orange Tree Rd Fax: \_\_\_\_\_  
 Business Name E. Palatka, FL 32131 Phone: \_\_\_\_\_  
 & Address E. Palatka, FL 32131 Fax: \_\_\_\_\_

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

Preferred Mailing Address: PO Box 2464 Palatka, FL 32176

E-mail: Fire23PFDRUP@hotmail.com Daytime Phone: 386-972-0003

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.

R. M. Porter 12/9/14  
 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. 2<sup>nd</sup> Street, Palatka, Florida.

CHAIRMAN/DIRECTOR'S COMMENTS (if any) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Chairman's/Director's Signature \_\_\_\_\_

Updated 11/20/14

## ***Firefighters' Pension Board***

***5 members; 2-yr. Terms for Trustees  
Created by Ordinance eff. 10/1/99***

| <u>Name/Address</u>                                                                                                                                             |                                                                             | <u>Term Expires</u> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|---------------------|
| Randall L. Porter<br>602 Fern Street<br>Palatka FL 32177<br><a href="mailto:fire23pfdrlp@hotmail.com">fire23pfdrlp@hotmail.com</a>                              | Appt. 4/25/13<br>H: 328-7548; C: 972-0003                                   | January, 2015       |
| Marvin Carter<br>Firefighter Rep<br>100 N. 11 <sup>th</sup> Street<br>Palatka FL 32177<br><a href="mailto:mcarter@palatka-fl.gov">mcarter@palatka-fl.gov</a>    | Elected 09/12<br>W-329-0120<br>C-904-962-4254                               | January 2016        |
| Mark Lynady<br>Firefighter Rep<br>100 N. 11 <sup>th</sup> Street<br>Palatka FL 32177<br><a href="mailto:mlynady@palatka-fl.gov">mlynady@palatka-fl.gov</a>      | Elected 08/99<br>W-329-0122<br>C-937-8277                                   | January 2015        |
| Phil Leary<br>Commission Appointee<br>201 N. 2 <sup>nd</sup> Street<br>Palatka FL 32177<br><a href="mailto:Pleary_govaff@yahoo.com">Pleary_govaff@yahoo.com</a> | Appointed 1/11<br>C-937-7829                                                | January, 2015       |
| Arthur "Art" Leary<br>601 Reid St.<br>Palatka, FL 32177<br><a href="mailto:aleary@prosperitybank.com">aleary@prosperitybank.com</a>                             | (5 <sup>th</sup> member – Apt 1/13/12)<br>H-312-0803<br>W-328-5154 ext.1311 | January, 2016       |

# *Agenda Item*

*3 í*



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Grant permission to exceed allowable noise levels for Special Events Permit #15-09 - Dr. Martin Luther King Jr. Day, to allow amplified sound in Booker Park, January 19, 2015 from 11 a.m. until 3 p.m. -- Shirley Edwards, African American Cultural Arts Council, Applicant**

**SUMMARY:**

This event, sponsored by The African American Cultural Arts Council of Putnam County, is classified as a Class B special event. Class B events may be approved by the special events coordinator; however permission to exceed noise levels specified under Chapter 30 of the Municipal Code must be approved by the City Commission, which is typically done on the consent agenda. In this case, permission to exceed allowable noise is requested for amplified music and speeches.

**RECOMMENDED ACTION:**

**Grant permission to exceed allowable noise levels specified under Chapter 30 of the Municipal Code for the Martin Luther King Day Celebration at Booker Park on January 19, 2015 between 11:00 a.m. until 3:00 p.m.**

**ATTACHMENTS:**

| Description                                                                                                   | Type            |
|---------------------------------------------------------------------------------------------------------------|-----------------|
| D Special Events Permit No. 15-09 African American Cultural Arts Council "Dr Martin Luther King Day Festival" | Backup Material |

**REVIEWERS:**

| Department     | Reviewer        | Action   | Date                  |
|----------------|-----------------|----------|-----------------------|
| Special Events | Crowe, Thad     | Approved | 12/19/2014 - 12:47 PM |
| City Clerk     | Driggers, Betsy | Approved | 12/29/2014 - 1:55 PM  |
| City Manager   | Czybor, Michael | Approved | 12/29/2014 - 2:23 PM  |
| Finance        | Reynolds, Matt  | Approved | 12/31/2014 - 9:34 AM  |
| City Clerk     | Driggers, Betsy | Approved | 12/31/2014 - 9:38 AM  |

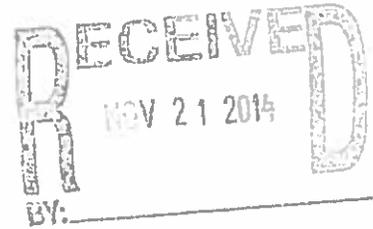
APPLICATION # 15-09

(circle one below)

CLASS A PERMIT - Filing Deadline: 60 days prior to event

CLASS B PERMIT - Filing Deadline: 60 days prior to event

CLASS C PERMIT - Filing Deadline: 30 days prior to event



CITY OF PALATKA

APPLICATION FOR USE OF PARKS, RECREATIONAL AREAS,

RIVERFRONT PARK AND OTHER AREAS WITHIN THE CITY LIMITS

1. NAME AND ADDRESS OF APPLICANT/ORGANIZER

a. Shirley E. Edwards / African American Cultural Arts Council

b. CONTACT PERSON \_\_\_\_\_ TELEPHONE (904) 235-2292

c. \_\_\_\_\_ FAX # \_\_\_\_\_

2. NAME AND ADDRESS OF PERSON, CORPORATION OR ASSOCIATION SPONSORING THE ACTIVITY, IF DIFFERENT FROM ABOVE

a. CONTACT PERSON \_\_\_\_\_ TELEPHONE \_\_\_\_\_

b. \_\_\_\_\_ FAX # \_\_\_\_\_

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY Dr. Martin L. King Day Fest

4. DATE & HOURS OF DESIRED USE: 01/19/15 6:00 AM - 4:00 PM

5. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)

Booker / Lefty Turner Park

6. ROAD CLOSURES: 19th St to Washington St to 10th St.

7. REQUEST FOR NOISE VARIANCE (Dates and Times): 11:00 AM - 3:00 PM 01/19/15

8. REQUEST FOR ALCOHOL VARIANCE (Dates, Times, Location): N/A

9. ESTIMATE OF ANTICIPATED ATTENDANCE 300-400

10. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT \_\_\_\_\_

11. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

- a. CLASS A:  \$300.00- 1,001 to 80,000 in attendance per day
- b. CLASS B:  \$100.00 per day Up to 1,000 persons per day
- c. CLASS C:  \$50.00 per day (Limited impact on traffic, parking etc.) Events such as Weddings, Fishing tournaments with less than 40 boats. Etc.
- d. Any private entity/business(es) who are holding a function on private property that impacts neighboring businesses/residents within the City limits and, impacts City services will be assessed a fee amount accordingly. (7 Sales Tax)

Applications will not be processed and events dates cannot be secured without accompanying application fee.

12. OTHER COSTS. Fees will be determined at the pre-assessment meeting with the organizers and the City Department Heads.

13. Arrangements for police services are REQUIRED for fishing tournaments with 70 boats or more. Fishing Tournaments and other large event organizers are required to arrange for auxiliary vehicle/trailer parking per accompanying guidelines.





## CITY OF PALATKA PLANNING MEETING PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator:

Meeting Date: 12/01/2014 Special Events Coordinator: Thad Crowe

- |                          |                              |                       |                                     |
|--------------------------|------------------------------|-----------------------|-------------------------------------|
| <input type="checkbox"/> | Site Sketch Provided         | Event Classification: | <input type="checkbox"/>            |
| <input type="checkbox"/> | Tentative Schedule of Events | Class A               | <input type="checkbox"/>            |
|                          |                              | Class B               | <input checked="" type="checkbox"/> |
|                          |                              | Class C               | <input type="checkbox"/>            |

To be completed by applicant with typewriter or print legibly in dark ink.

Name of Special Event/ Production: MLK Day Fest.

Type of Event: Celebration

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still motion picture production, etc. – attach separate listing if necessary)  
MLK DAY Festival 01/19/15

Location of Event: Booker Park

Requested dates and time of events (not including set-up and break down):

|             | Date            | Day           | Begin                       | End                         |
|-------------|-----------------|---------------|-----------------------------|-----------------------------|
| Event Day 1 | <u>01/19/15</u> | <u>Monday</u> | <u>6:00</u> <u>(AM)</u> /PM | <u>4:00</u> AM/ <u>(PM)</u> |
| Event Day 2 | _____           | _____         | _____ AM/PM                 | _____ AM/PM                 |
| Event Day 3 | _____           | _____         | _____ AM/PM                 | _____ AM/PM                 |
| Event Day 4 | _____           | _____         | _____ AM/PM                 | _____ AM/PM                 |

Set-up for event will begin on (Date) 6:00 AM 01/19/15 at (time) \_\_\_\_\_

Break down will be completed by (Date) 4:00 PM 01/19/15 at (time) \_\_\_\_\_

Event Sponsor/Organization Putnam County African American Cultural Arts Council  
 Name of Promoter: Shirley Edwards Tax Exempt No.: \_\_\_\_\_

**Fee Worksheet (to be completed by Special Events Coordinator)**

|                                                                                                                                                                    |                                                                                                                                                                                                                 |                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>"Class A" Event</b><br>Daily Fees (see fee schedule)<br>Security Fees @ \$23/hr/Officer<br>Green Container Fees @ \$15/container<br>Refundable Deposit \$500.00 | <b>"Class B" Event</b><br>Daily Fees \$100.00/day<br>Security Fees @ \$23/hr/Officer<br>Green Container Fees @ \$15/container<br>Public Works Employees @ \$14.00/hr<br>(no charge during normal working hours) | <b>"Class C" Event</b><br>Daily Fees \$50/day<br>Security Fees @ \$23/hr/Officer<br>Green Container Fee @ \$15/container |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|

Special Events Permit Fees \$ \_\_\_\_\_ Per day X \_\_\_\_\_ Days \$ \_\_\_\_\_

Law Enforcement (City) Police Officer(s) \$ 23.00 Per hour X \_\_\_\_\_ Officers X \_\_\_\_\_ Hours \$ \_\_\_\_\_

Fire Personnel \$ 23.00 Per hour X \_\_\_\_\_ Hours \$ \_\_\_\_\_

Building Inspector \$ 23.00 Per hour X \_\_\_\_\_ Hours \$ \_\_\_\_\_

Public Works Services (only-no charge during regular working hours)

Public Works Personnel # Personnel \_\_\_\_\_ X \_\_\_\_\_ Hours @ \$23/hour \$ \_\_\_\_\_

Electrician Services (only-no charge during regular working hours)

Electrician Personnel \$ 23.00 Per hour X \_\_\_\_\_ Hours \$ \_\_\_\_\_

Sanitation Equipment Fee

# Green Roll-Out Containers \_\_\_\_\_ X \$15.00 Per Container \$ \_\_\_\_\_

Additional Charges (List)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TOTAL SPECIAL EVENT FEES (Sponsor/Promoter)** \$ 0.00  
Exempt Sec. 50-902 (b)

To be completed and submitted by applicant prior to meeting with city staff.  
City staff will amend checklist as necessary.

**APPLICANT INFORMATION:**

Name: Shirley Edwards  
Telephone: (904) 235-2292 Fax: \_\_\_\_\_ Cellular: \_\_\_\_\_  
Address: \_\_\_\_\_

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cellular: \_\_\_\_\_  
Address: \_\_\_\_\_

**Other Contacts/ Key Holders:**

Name: Felicia Tillery  
Telephone: (386) 546-3526 Fax: \_\_\_\_\_ Cellular: \_\_\_\_\_

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cellular: \_\_\_\_\_

Estimated Peak Number of Participants (each day of event):  
Day 2 \_\_\_\_\_ Day 3 \_\_\_\_\_ Day 4 \_\_\_\_\_ Day 1 300-400  
Day 5 \_\_\_\_\_

Type of special effects to include pyrotechnics, explosives, discharging weapons, hazardous materials and/or incendiary devices to be used: N/A

Number and proposed location of fire protection services: Fire Engine

Inspection(s)- Date and time requested: Fire Marshall for extinguisher inspections between 9-10AM 01/19/11

Electrician Services- Date and time requested: \_\_\_\_\_

Emergency medical services: Ambulance Locations(s) (note on site map): \_\_\_\_\_

Number of EMS Personnel required: \_\_\_\_\_

Number and proposed location for portable toilets: (note location on site map) N/A

- Carnival location (if any) (note location on site map) Booker Park
- Number of sanitation roll-out containers required MAX 10
- Location of parking/transportation services, if any: 10<sup>th</sup> St.
- Type Transport Vehicles (Van, Buses, etc.) N/A
- Location of security and emergency vehicle parking on site: 10<sup>th</sup> St.
- Public street barricades/street closures/detours: (note locations on site map) \_\_\_\_\_
- Temporary Parking, directional Signage needed: \_\_\_\_\_
- Main emergency vehicle access to site (location-also note on site map): \_\_\_\_\_
- Location of proposed temporary structures, fences, grandstands, bandstands, judges stands, Bleachers, hospitality tents, booths, etc.: (note on site map): \_\_\_\_\_
- Number and proposed location of vendors, concessions and/or Sponsor/Promoter(s) stands (note on site map) Inside grassy area Booker Park  
15-20 vendors
- Number and location of static/mobile displays (note on site map): \_\_\_\_\_
- Location of event staff management (headquarters): Adjacent to stage
- Staff Uniform Identification: N/A
- Main sound system location: Stage
- Number and location of special activities (launching areas, animal attractions, amusements Car shows, parade routes, competition courses, etc.): Parade route - 19<sup>th</sup> St.

- Number and location of temporary signs/banners: Pavillion
- Number and location of promotional visual effects: \_\_\_\_\_
- Watercraft: \_\_\_\_\_
- Aircraft: \_\_\_\_\_
- Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.): \_\_\_\_\_
- Date(s) and times of setup/ breakdown: \_\_\_\_\_
- Name(s) and Type of Musical Bands to Perform (dates & times of performance): Gospel Choirs, R+B Band, Dances 10-12
- Noise Abatement Requirements: \_\_\_\_\_
- Adjoining Properties Impacted (Notification needed?): N/A
- Location, Dates and Times for Alcohol Ordinance Open Container Waiver: N/A
- Alcohol Sale Requirements (Temporary license, commercial establishment license, etc): N/A
- Handicapped Accessibility: \_\_\_\_\_

**Items Outstanding:**

- Outstanding Fees: \$ \_\_\_\_\_
- Site Plan Sketch
- 501(C) (3) Certificate of Exemption

AFRICAN  
VILLAGE

# MLK DAY FESTIVAL 2015

## VENDOR LAYOUT

| MERCHANDISE/ T-Shirt Vendors |  |  |  |  | BBQ Cook Off Participants |  |  |  |  | FOOD / SNACK VENDORS |  |  |
|------------------------------|--|--|--|--|---------------------------|--|--|--|--|----------------------|--|--|
|                              |  |  |  |  |                           |  |  |  |  |                      |  |  |

|                           |  |
|---------------------------|--|
| COMMUNITY RESOURCE BOOTHS |  |
|                           |  |
|                           |  |
|                           |  |
|                           |  |

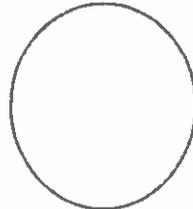
## BASKETBALL COURT

### MARCH ROUTE -

Start - Jenkins Middle School parking lot & MLK St (19<sup>th</sup> St.)  
Proceed to Washington St. turn left  
Continue to 10<sup>th</sup> St. turn right  
End - Booker/ Lefty Turner Park

- PALATKA FIRE & RESCUE
- BLOOD MOBILE

PLAYGROUND



NOTE: "KidsVille" & Motorcycle Expo located on softball field

← SOFTBALL FIELD ENTRANCE

STAGE



# *Agenda*

## *Item*

$3_j$



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Grant Permission to exceed allowable noise levels for Special Events Permit No. 15-07 -- St James United Methodist Church "Winter Fest", January 31, 2015 from 10:00 a.m. until 12:00 p.m.- St. James United Methodist Church, Roxann Harvey, Applicant**

**SUMMARY:**

Roxann Harvey, St. James Methodist United Church, has made application for the Winter Fest, which is sponsored by St. James Methodist United Church and the Downtown Churches. Although some special events can be approved by the Special Events Coordinator, this application contains a noise variance (D.J) that must go before the City Commission for approval.

**RECOMMENDED ACTION:**

**Grant permission to exceed allowable noise levels during the Winter Fest on Saturday, January 31, 2015 from 10:00 a.m. until 12:00 p.m.**

**ATTACHMENTS:**

| Description                                                                                      | Type            |
|--------------------------------------------------------------------------------------------------|-----------------|
| <input type="checkbox"/> Special Events Permit No. 15-07 St James Methodist Church "Winter Fest" | Backup Material |

**REVIEWERS:**

| Department     | Reviewer         | Action   | Date                  |
|----------------|------------------|----------|-----------------------|
| Special Events | Crowe, Thad      | Approved | 12/19/2014 - 12:47 PM |
| City Clerk     | Driggers, Betsy  | Approved | 12/29/2014 - 1:55 PM  |
| City Manager   | Czymbor, Michael | Approved | 12/29/2014 - 2:24 PM  |
| Finance        | Reynolds, Matt   | Approved | 12/31/2014 - 9:33 AM  |
| City Clerk     | Driggers, Betsy  | Approved | 12/31/2014 - 9:38 AM  |

APPLICATION # 15-07

(circle one below)

CLASS A PERMIT - Filing Deadline: 60 days prior to event

CLASS B PERMIT - Filing Deadline: 60 days prior to event

CLASS C PERMIT - Filing Deadline: 30 days prior to event

CITY OF PALATKA  
APPLICATION FOR USE OF PARKS, RECREATIONAL AREAS,  
RIVERFRONT PARK AND OTHER AREAS WITHIN THE CITY LIMITS

1. NAME AND ADDRESS OF APPLICANT/ORGANIZER

a. St. James U.M.C. (Downtown Churches)

b. CONTACT PERSON Roxann Harvey TELEPHONE 386-328-1461

c. 400 Reid Street FAX # \* -888 546-7321 \*

2. NAME AND ADDRESS OF PERSON, CORPORATION OR ASSOCIATION SPONSORING THE ACTIVITY, IF DIFFERENT FROM ABOVE

a. CONTACT PERSON \_\_\_\_\_ TELEPHONE \_\_\_\_\_

b. \_\_\_\_\_ FAX # \_\_\_\_\_

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY

Winter fest

4. Children and Youth, church sponsored, festival/carnival

5. DATE & HOURS OF DESIRED USE: 8am - 3pm Jan 31st 2015

6. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)

Fred Green Park

7. ROAD CLOSURES: 4th, 5th, Main, and Madison (streets that surround park)

8. REQUEST FOR NOISE VARIANCE (Dates and Times): Will have DJ 10am - 12pm

9. REQUEST FOR ALCOHOL VARIANCE (Dates, Times, Location): X

10. ESTIMATE OF ANTICIPATED ATTENDANCE Under 1,000

11. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT X

12. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

- a. CLASS A: \_\_\_\_\_ \$300.00- 1,001 to 80,000 in attendance per day
- b. CLASS B:  \$100.00 per day Up to 1,000 persons per day
- c. CLASS C: \_\_\_\_\_ \$50.00 per day (Limited impact on traffic, parking etc.) Events such as Weddings, Fishing tournaments with less than 40 boats. Etc.
- d. Any private entity/business(es) who are holding a function on private property that impacts neighboring businesses/residents within the City limits and, impacts City services will be assessed a fee amount accordingly. (7% Sales Tax)

13. OTHER COSTS : Fees will be determined at the pre-assessment meeting with the organizers and the City Department Heads.

14. Arrangements for police services are REQUIRED for fishing tournaments with 70 boats or more. Fishing Tournaments and other large event organizers are required to arrange for auxiliary vehicle/trailer parking per accompanying guidelines.





## CITY OF PALATKA PLANNING MEETING PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator:

Meeting Date: 11/13/14 Special Events Coordinator: Thad Crowe

- |                          |                              |                       |                                     |
|--------------------------|------------------------------|-----------------------|-------------------------------------|
| <input type="checkbox"/> | Site Sketch Provided         | Event Classification: | <input type="checkbox"/>            |
| <input type="checkbox"/> | Tentative Schedule of Events | Class A               | <input checked="" type="checkbox"/> |
|                          |                              | Class B               | <input checked="" type="checkbox"/> |
|                          |                              | Class C               | <input type="checkbox"/>            |

To be completed by applicant with typewriter or print legibly in dark ink.

Name of Special Event/ Production: WinterFest

Type of Event: Festival

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still motion picture production, etc. – attach separate listing if necessary)

Location of Event: Fred Green Park

Requested dates and time of events (not including set-up and break down):

|             | Date             | Day             | Begin     | End                       |
|-------------|------------------|-----------------|-----------|---------------------------|
| Event Day 1 | <u>1/31/2015</u> | <u>Saturday</u> | <u>10</u> | <u>12</u> AM/PM <u>AM</u> |
| Event Day 2 | _____            | _____           | _____     | _____ AM/PM _____ AM/PM   |
| Event Day 3 | _____            | _____           | _____     | _____ AM/PM _____ AM/PM   |
| Event Day 4 | _____            | _____           | _____     | _____ AM/PM _____ AM/PM   |

Set-up for event will begin on (Date) Jan. 31, 2015 at (time) 8am

Break down will be completed by (Date) Jan. 31, 2015 at (time) 3pm

Event Sponsor/Organization Downtown Churches of Pocatello (St James)  
 Name of Promoter: St James Tax Exempt No.: 85-8012647600C-9

**Fee Worksheet (to be completed by Special Events Coordinator)**

|                                                                                                                                                                    |                                                                                                                                                                                                                 |                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>"Class A" Event</b><br>Daily Fees (see fee schedule)<br>Security Fees @ \$23/hr/Officer<br>Green Container Fees @ \$15/container<br>Refundable Deposit \$500.00 | <b>"Class B" Event</b><br>Daily Fees \$100.00/day<br>Security Fees @ \$23/hr/Officer<br>Green Container Fees @ \$15/container<br>Public Works Employees @ \$14.00/hr<br>(no charge during normal working hours) | <b>"Class C" Event</b><br>Daily Fees \$50/day<br>Security Fees @ \$23/hr/Officer<br>Green Container Fee @ \$15/container |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|

Special Events Permit Fees \$ 100 Per day X 1 Days \$ 100.00

Law Enforcement (City) Police Officer(s) \$ 23.00 Per hour X \_\_\_\_\_ Officers X \_\_\_\_\_ Hours \$ \_\_\_\_\_

Fire Personnel \$ 23.00 Per hour X \_\_\_\_\_ Hours \$ \_\_\_\_\_

Building Inspector \$ 23.00 Per hour X \_\_\_\_\_ Hours \$ \_\_\_\_\_

Public Works Services (only-no charge during regular working hours)

Public Works Personnel # Personnel \_\_\_\_\_ X \_\_\_\_\_ Hours @ \$23/hour \$ \_\_\_\_\_

Electrician Services (only-no charge during regular working hours)

Electrician Personnel \$ 23.00 Per hour X \_\_\_\_\_ Hours \$ \_\_\_\_\_

Sanitation Equipment Fee

# Green Roll-Out Containers \_\_\_\_\_ X \$15.00 Per Container \$ \_\_\_\_\_

Additional Charges (List)

- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL SPECIAL EVENT FEES (Sponsor/Promoter)** \$ 100

To be completed and submitted by applicant prior to meeting with city staff.  
City staff will amend checklist as necessary.

**APPLICANT INFORMATION:**

Name: St James UMC  
Telephone: 386-328-1441 Fax: \_\_\_\_\_ Cellular: \_\_\_\_\_  
Address: 400 Reid St.

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cellular: \_\_\_\_\_  
Address: \_\_\_\_\_

**Other Contacts/ Key Holders:**

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cellular: \_\_\_\_\_

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cellular: \_\_\_\_\_

Estimated Peak Number of Participants (each day of event):  
Day 1 500  
Day 2 \_\_\_\_\_ Day 3 \_\_\_\_\_ Day 4 \_\_\_\_\_ Day 5 \_\_\_\_\_

Type of special effects to include pyrotechnics, explosives, discharging weapons, hazardous materials and/or incendiary devices to be used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number and proposed location of fire protection services: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspection(s)- Date and time requested: \_\_\_\_\_  
\_\_\_\_\_

Electrician Services- Date and time requested: \_\_\_\_\_  
\_\_\_\_\_

Emergency medical services: Ambulance Locations(s) (note on site map): \_\_\_\_\_  
\_\_\_\_\_  
Number of EMS Personnel required: \_\_\_\_\_

Number and proposed location for portable toilets: (note location on site map) \_\_\_\_\_  
\_\_\_\_\_

- Carnival location (if any) (note location on site map) \_\_\_\_\_
- Number of sanitation roll-out containers required \_\_\_\_\_
- Location of parking/transportation services, if any: \_\_\_\_\_  
\_\_\_\_\_
- Type Transport Vehicles (Van, Buses, etc.) \_\_\_\_\_
- Location of security and emergency vehicle parking on site: \_\_\_\_\_  
\_\_\_\_\_
- Public street barricades/street closures/detours: (note locations on site map) See attached map
- Temporary Parking, directional Signage needed: \_\_\_\_\_  
\_\_\_\_\_
- Main emergency vehicle access to site (location-also note on site map): \_\_\_\_\_  
\_\_\_\_\_
- Location of proposed temporary structures, fences, grandstands, bandstands, judges stands, Bleachers, hospitality tents, booths, etc.: (note on site map): \_\_\_\_\_  
\_\_\_\_\_
- Number and proposed location of vendors, concessions and/or Sponsor/Promoter(s) stands (note on site map) \_\_\_\_\_  
\_\_\_\_\_
- Number and location of static/mobile displays (note on site map): \_\_\_\_\_  
\_\_\_\_\_
- Location of event staff management (headquarters): \_\_\_\_\_  
\_\_\_\_\_
- Staff Uniform Identification: \_\_\_\_\_
- Main sound system location: See attached map
- Number and location of special activities (launching areas, animal attractions, amusements Car shows, parade routes, competition courses, etc.): \_\_\_\_\_  
\_\_\_\_\_

- Number and location of temporary signs/banners: \_\_\_\_\_
- Number and location of promotional visual effects: \_\_\_\_\_
- Watercraft: \_\_\_\_\_
- Aircraft: \_\_\_\_\_
- Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.): \_\_\_\_\_
- Date(s) and times of setup/ breakdown: Setup 1/31/2015 8am  
Breakdown 1/30/2015 3pm
- Name(s) and Type of Musical Bands to Perform (dates & times of performance): \_\_\_\_\_
- Noise Abatement Requirements: \_\_\_\_\_
- Adjoining Properties Impacted (Notification needed?): \_\_\_\_\_
- Location, Dates and Times for Alcohol Ordinance Open Container Waiver: \_\_\_\_\_
- Alcohol Sale Requirements (Temporary license, commercial establishment license, etc): \_\_\_\_\_
- Handicapped Accessibility: \_\_\_\_\_

**Items Outstanding:**

- Outstanding Fees: \$ \_\_\_\_\_
- Site Plan Sketch
- 501(C) (3) Certificate of Exemption



## Consumer's Certificate of Exemption

DR-14  
R. 04/11

Issued Pursuant to Chapter 212, Florida Statutes

|                    |                |                 |                          |
|--------------------|----------------|-----------------|--------------------------|
| 85-8012647600C-9   | 08/31/2012     | 08/31/2017      | RELIGIOUS-PHYSICAL PLACE |
| Certificate Number | Effective Date | Expiration Date | Exemption Category       |

This certifies that

ST JAMES UNITED METHODIST CHURCH INC  
400 REID ST  
PALATKA FL 32177-3734

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



## Important Information for Exempt Organizations

DR-14  
R. 04/11

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

City of Palatka  
10/31/2014 11:30 CDD

ST JAMES UNITED METHODIST CHURCH INC

D005305 AMOUNT  
FMSD PARK-RECREATION FEES 150.00

ST JAMES UNITED METHODIST CHURCH

ROXANN HARVEY

400 REID ST

PALATKA FL 32177

386-546-7321

PAYING FOR THE SPECIAL EVENT PERMIT

LEE FOR THE "WINTER FEST" ON

1/31/2015 FROM 8AM UNTIL 3PM

FMSD SALES TAX 7.00

ST JAMES UNITED METHODIST CHURCH

ROXANN HARVEY

400 REID ST

PALATKA FL 32177

386-546-7321

PAYING FOR THE SPECIAL EVENT PERMIT

SALES TAX FOR THE "WINTER FEST" ON

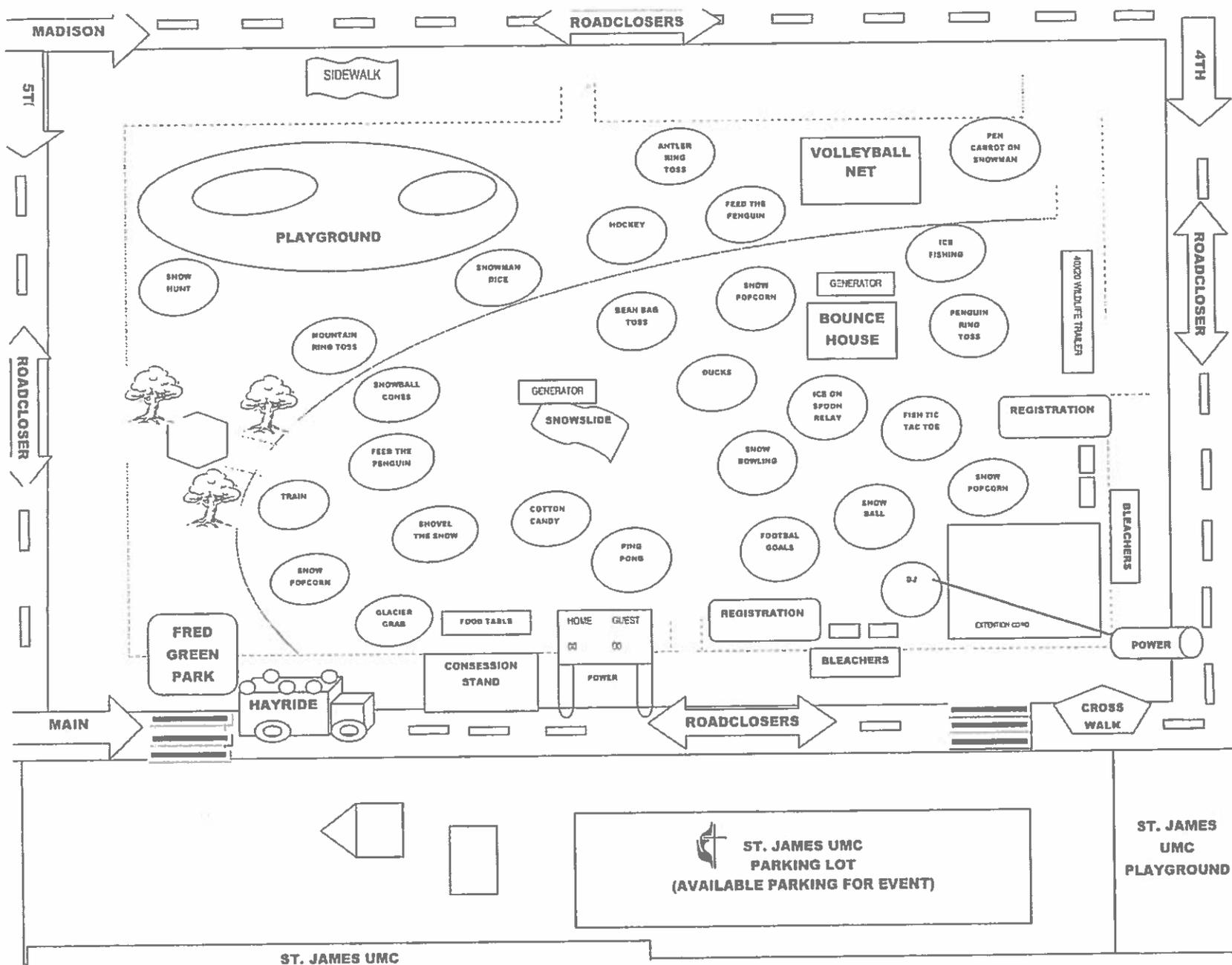
1/31/2015 FROM 8AM UNTIL 3PM

PAYMENT RECEIVED AMOUNT

CHECK: 12931 157.00

TOTAL 157.00

-----



**WINTERFEST**  
**JAN. 31 10 AM**  
**TO 12 PM**  
**KEY/NOTES**

WE WILL NEED TO RENT THE FRED GREEN PARK FROM 8 AM TO 2 PM.

SET UP 8 AM TO 9:30 AM AND BREAK DOWN WILL BE 12:30 PM TO 2:00 PM.

FESTIVAL IS FREE TO THE PUBLIC.

FOOD PROVIDED: WALKING TACOS, JUICE, AND HOT CHOCOLATE IN CONFESSION STAND. (ELECTRICITY NEEDED)

COTTON CANDY, SNOW CONES, CANDY AND POPCORN AT VARIOUS BOOTHS

ROAD CLOSURES: 4TH STREET, MAIN STREET, 5TH STREET, AND MADISON STREET. THERE WILL BE A HAY RIDE.

PARKING IS AVAILABLE IN BOTH OF ST. JAMES PARKING LOTS AND ST. MARKS PARKING LOT ON 2ND STREET.

CHURCHES WILL BRING THEIR OWN TRASH CANS AND TAKE TRASH BACK TO THEIR CHURCHES.

↗ DJ WILL RUN POWER CORD THROUGH BALL DIAMOND TO POWER POLE. WE WILL MAKE SURE IT IS COVERED.

ST. JAMES UMC

 **ST. JAMES UMC**  
**PARKING LOT**  
**(AVAILABLE PARKING FOR EVENT)**

**ST. JAMES UMC**  
**PLAYGROUND**

# *Agenda Item*

4



## CITY COMMISSION AGENDA ITEM

**SUBJECT:**

**RESOLUTION** approving and authorizing the execution of a Letter of Understanding with the Palatka Housing Authority (PHA) regarding the development and construction of future public housing units within the City as described in the Palatka Housing Authority's Annual and 5-Year Plan FY 2015-2019 - Adopt

**SUMMARY:**

This Letter of Understanding is proposed as a result of the Palatka Housing Authority's request for the Commission to reconsider execution of it's Annual and 5-year plan to develop six rental units in the City of Palatka.

At it's December 11, 2014 meeting, the Commission found that the Plan to develop four to six multi-family units in the South Historic District was not in compliance with the City's Adopted Comprehensive Plan. The proposed Letter of Understanding outlines terms for the PHA's future development/construction of public housing units within the City. Staff recommends adoption of this Letter of Understanding prior to the Commission's reconsideration of the execution of the documents certifying the PHA's Annual and 5-yr Plan's consistency with the City's adopted comprehensive plan as previously submitted.

The Palatka Housing Authority Board approved the attached Letter of Understanding at a special meeting called on January 6, 2015.

**RECOMMENDED ACTION:**

**Adopt the resolution authorizing the execution of a Letter of Understanding with the Palatka Housing Authority regarding the development/construction of future public housing units within the City of Palatka and reconsideration of approval of the Palatka Housing Authority's Annual and 5-year Plan FY 2015-2019 and certifying its consistency with the City's Adopted Comprehensive Plan.**

**ATTACHMENTS:**

| Description                                                                           | Type       |
|---------------------------------------------------------------------------------------|------------|
| <input type="checkbox"/> <a href="#">Resolution for LOU - PHA</a>                     | Resolution |
| <input type="checkbox"/> <a href="#">Letter of Understanding - PHA (Proposed)</a>     | Exhibit    |
| <input type="checkbox"/> <a href="#">PHA Request for Reconsideration of 5-yr Plan</a> | Attachment |

**REVIEWERS:**

| Department | Reviewer | Action | Date |
|------------|----------|--------|------|
|------------|----------|--------|------|

|              |                                                                                                    |          |                      |
|--------------|----------------------------------------------------------------------------------------------------|----------|----------------------|
| City Clerk   | Driggers, Betsy                                                                                    | Approved | 12/31/2014 - 2:25 PM |
| City Clerk   | Driggers, Betsy                                                                                    | Approved | 12/31/2014 - 2:25 PM |
| City Manager | Czymbor, Michael  | Approved | 12/31/2014 - 3:07 PM |

**RESOLUTION No. 2015-11-04**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE A LETTER OF UNDERSTANDING WITH PALATKA HOUSING AUTHORITY REGARDING THE RECONSIDERATION OF THE CITY OF PALATKA'S EXECUTION OF THE AUTHORITY'S ANNUAL AND 5-YEAR PLAN FY 2015-19 TO CERTIFY ITS COMPLIANCE WITH THE CITY OF PALATKA'S ADOPTED COMPREHENSIVE PLAN, AND THE DEVELOPMENT OF SINGLE-FAMILY HOUSING UNITS AT 913 AND 923 LAUREL STREET PLUS TWO OTHER UNITS ON PROPERTY LOCATED WITHIN THE CITY OF PALATKA**

**WHEREAS**, at its December 11, 2014 regular meeting, the City of Palatka heard a request from the Palatka Housing Authority (PHA) to authorize the Mayor's execution of certain HUD forms certifying to the consistency of the PHA's Annual and 5-year plan FY 2015-19 with the City of Palatka's Adopted Comprehensive Plan; and

**WHEREAS**, the Palatka City Commission took action to authorize execution of the Plan provided Paragraph 7 was struck from the document, based upon testimony that the PHA planned to develop four to six multi-family rental units on two lots located in a designated historic district, finding this was not in compliance with the City's Adopted Comprehensive Plan; and

**WHEREAS**, PHA has acquired ownership of two (2) parcels of real estate located within the boundaries of the City of Palatka and which are more particularly identified by their street addresses of 923 and 913 Laurel Street ("the property"); and

**WHEREAS**, PHA acquired the property with the intent of constructing "public housing" thereon; and

**WHEREAS**, the properties are located within a geographical subdivision of the City of Palatka, known as a "historical district" as defined and designated by applicable ordinances of Palatka; and

**WHEREAS**, PHA and Palatka desire to agree upon actions which will recognize Palatka's obligation to ensure compliance with rules, regulations, and guidelines applicable to the historic district while also facilitating PHA's intent to construct additional public housing in "non-impacted areas" of the City. For purposes of this agreement, "non-impacted areas" shall be defined in a manner that is consistent with definitions adopted by the U. S. Department of Housing and Urban Development.

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Palatka, Florida, that the City Manager is hereby authorized to execute and deliver on behalf of the City of Palatka a **Letter of Understanding**, attached hereto and incorporated herein as Exhibit A, setting forth certain understandings between the City and PHA regarding the City of Palatka's reconsideration of the PHA's Annual and 5-year plan FY 2015-19 as originally submitted and the development of single-family housing on 913 and 923 Laurel Street plus two other lots located within the City of Palatka.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 8<sup>th</sup> day of January, 2015.

**CITY OF PALATKA**

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

**ATTEST:**

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

**APPROVED AS TO FORM  
AND CORRECTNESS:**

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

## LETTER OF UNDERSTANDING

### BETWEEN

### CITY OF PALATKA AND PALATKA HOUSING AUTHORITY

**BY THIS DOCUMENT**, the Palatka Housing Authority, a public housing authority created pursuant to applicable Florida Statutes, (hereafter **PHA**) and the City of Palatka, a municipal subdivision of the State of Florida (hereafter **Palatka**), in exchange for the mutual promises and benefits conferred thereby and set forth below, have **this \_\_\_\_\_ day of January, 2015**, entered into this agreement and letter of understanding by which they each agree to be bound, and which they each, in good faith, believe will further the best interests of the citizens of the community which they serve. Accordingly, they agree as follows:

**WHEREAS**, **PHA** has acquired ownership of two (2) parcels of real estate located within the boundaries of the City of Palatka and which are more particularly identified by their street addresses of 923 and 913 Laurel Street (“the property”); and

**WHEREAS**, **PHA** acquired the property with the intent of constructing “public housing” thereon; and

**WHEREAS**, the properties are located within a geographical subdivision of the City of Palatka, known as a “historical district” as defined and designated by applicable ordinances of Palatka; and

**WHEREAS**, **PHA** and **Palatka** desire to agree upon actions which will recognize Palatka’s obligation to ensure compliance with rules, regulations, and guidelines applicable to the historic district while also facilitating **PHA**’s intent to construct additional public housing in “non-impacted areas” of the City. For purposes of this agreement, “non-impacted areas” shall be defined in a manner that is consistent with definitions adopted by the U. S. Department of Housing and Urban Development.

**NOW, THEREFORE**, it is agreed as follows:

1. **Palatka** agrees to reconsider and approve the “Annual and Five Year Plan” which was submitted by **PHA** to the Palatka City Commission at its December 11, 2014, City Commission meeting, provided that:

- a) The plan’s terms remain substantially as previously submitted with the exception of changes necessitated by the change in the date of consideration, and those changes specified below;
- b) The plan, as previously written, contemplated **PHA**’s construction of additional public housing in non-impacted area of the City of Palatka with the number of said units not to exceed six (6) during the time frame contemplated by the plan. The plan as submitted for reconsideration shall be modified and shall “cap” the total number of additional public housing units to be constructed during the time frame contemplated by the plan at four (4) instead of the six (6) previously contemplated.

- c) The plan does not specify the location of said units or the type of units to be constructed, however PHA and Palatka agree that all of the additional public housing units constructed by PHA during the time frame contemplated by the plan shall be detached “single-family structures, stand alone” units rather than multi-family units, and, that no more than two (2) of said units shall be constructed within a radius of three hundred feet (300) of each other or of any other existing or proposed public housing unit.
- d) Any public housing units constructed by PHA in accord with the plan’s provisions will be constructed in compliance with Palatka’s Comprehensive Plan, applicable zoning and land use/building codes, and any other code or Ordinance provision that is applicable.

2. Palatka and PHA believe, in good faith, that the understanding set forth herein will further the interests of the citizens of Palatka, while also recognizing and respecting the goals and intentions of PHA to provide affordable public housing to the citizens of Palatka.

Having read the above, the undersigned representatives of their respective agencies set forth their signature below as evidence of the intentions of their respective agencies to be bound by this agreement. Further, said representatives confirm that they have each been authorized by their respective governing boards and bodies, in accord with established procedures, laws, and guidelines which govern the operation and conduct of said boards, to enter into this agreement.

(SEAL)

**ATTEST:**

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

**WITNESS:**

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

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

**THE CITY OF PALATKA, FLORIDA**

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

Title: Michael J. Czymbor, City Manager

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

**PALATKA HOUSING AUTHORITY**

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

Title: John Nelson, Jr., Executive Director

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

**STATE OF FLORIDA  
COUNTY OF PUTNAM**

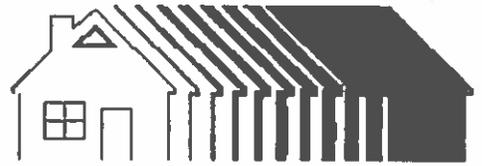
**I HEREBY CERTIFY** that on this day before me, an officer duly qualified to administer oaths and take acknowledgments, personally appeared **John Nelson, Jr., as Executive Director of the Palatka Housing Authority**, who is \_\_\_ personally known to me or \_\_\_ who has produced proper identification, and who, after having been duly sworn, acknowledged before me that he is the person described in and who executed the foregoing instrument and he acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed, and who swears and affirms that the information set forth above is true and correct to the best of his knowledge.

**WITNESS** my hand and official seal at Palatka, County of Putnam and State of Florida this \_\_\_ day of \_\_\_\_\_, 2015.

My Commission Expires:  
(Seal)

\_\_\_\_\_  
Notary Public, State of Florida

*PALATKA  
HOUSING  
AUTHORITY*



*Serving Palatka's Housing Needs Since 1962*

December 22, 2014

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

Re: PHA Annual Plan Adoption

Dear Mr. Czymbor:

In response to your letter indicating that the City Commission adopted the Annual Plan and Five Year Plan with the deletion of Section 7.0, it is our opinion that our plan meets the City's Comprehensive Plan and the CRA plan. Our plan did not designate any particular site and as it now stands, the City Commission is saying that we cannot develop anywhere within the City of Palatka.

It is our request that this item be brought back to the City Commission for reconsideration at the next Commission meeting dated January 8, 2015. We are attaching the required documents for inclusion on the Agenda.

Sincerely,

John Nelson, Jr.  
Executive Director

CC: Betsy Driggers, City Clerk  
Thad Crowe, City Planner  
Terrill Hill, Mayor-elect  
Mary Lawson-Brown, Vice-Mayor  
James Norwood, Commissioner  
Rufus Borom, Commissioner-elect  
Justin Campbell, Commissioner-elect

**PHA 5-Year and Annual Plan**

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing**

**OMB No. 2577-0226  
Expires 4/30/2011**

| 1.0                          | <b>PHA Information</b><br>PHA Name: Palatka Housing Authority<br>PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8)<br>PHA Fiscal Year Beginning: (04/01/2015) <span style="float: right;">PHA Code: FL057</span>                                                                                                                                                                                                                                                                                                                                            |          |                                      |                               |                                                                                                                                                                                                                                                                   |                              |  |    |     |  |  |  |  |  |  |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------------------|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--|----|-----|--|--|--|--|--|--|
| 2.0                          | <b>Inventory (based on ACC units at time of FY beginning in 1.0 above)</b><br>Number of PH units: <u>419</u> <span style="float: right;">Number of HCV units: <u>340</u></span>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |                                      |                               |                                                                                                                                                                                                                                                                   |                              |  |    |     |  |  |  |  |  |  |
| 3.0                          | <b>Submission Type</b><br><input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |          |                                      |                               |                                                                                                                                                                                                                                                                   |                              |  |    |     |  |  |  |  |  |  |
| 4.0                          | <b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |          |                                      |                               |                                                                                                                                                                                                                                                                   |                              |  |    |     |  |  |  |  |  |  |
|                              | Participating PHAs<br><br>PHA 1:<br>PHA 2:<br>PHA 3:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | PHA Code | Program(s) Included in the Consortia | Programs Not in the Consortia | <table border="1"> <thead> <tr> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table> | No. of Units in Each Program |  | PH | HCV |  |  |  |  |  |  |
| No. of Units in Each Program |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |                                      |                               |                                                                                                                                                                                                                                                                   |                              |  |    |     |  |  |  |  |  |  |
| PH                           | HCV                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |          |                                      |                               |                                                                                                                                                                                                                                                                   |                              |  |    |     |  |  |  |  |  |  |
|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |                                      |                               |                                                                                                                                                                                                                                                                   |                              |  |    |     |  |  |  |  |  |  |
|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |                                      |                               |                                                                                                                                                                                                                                                                   |                              |  |    |     |  |  |  |  |  |  |
|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |                                      |                               |                                                                                                                                                                                                                                                                   |                              |  |    |     |  |  |  |  |  |  |
| 5.0                          | <b>5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |                                      |                               |                                                                                                                                                                                                                                                                   |                              |  |    |     |  |  |  |  |  |  |
| 5.1                          | <b>Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: MISSION STATEMENT</b><br><br>To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination. 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. |          |                                      |                               |                                                                                                                                                                                                                                                                   |                              |  |    |     |  |  |  |  |  |  |

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><b>PHA Plan Update</b></p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p><b>Section 8 Administrative Plan:</b></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"> <li>1) Main administrative office of the PHA</li> <li>2) Main administrative office of the City of Palatka</li> <li>3) Public library</li> <li>4) PHA development (Dr. James A. Long Community Center)</li> </ol> |
| 7.0 | <p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <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><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 8.1 | <p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> 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><b>See Attachment:</b></p> <ol style="list-style-type: none"> <li>a) FY 2015 Capital Fund Program Annual Statement (FL057a01)</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 8.2 | <p><b>Capital Fund Program Five-Year Action Plan.</b> 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><b>See Attachments:</b></p> <ol style="list-style-type: none"> <li>a) FY 2016 - 2019 Capital Fund Program Five-Year Action Plan (FL057b01)</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 8.3 | <p><b>Capital Fund Financing Program (CFFP).</b></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<br>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 Annie M. Spell Senior Community.

|      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11.0 | <p><b>Required Submission for HUD Field Office Review.</b> 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"> <li>(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)</li> <li>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</li> <li>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</li> <li>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</li> <li>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</li> <li>(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.</li> <li>(g) Challenged Elements</li> <li>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</li> <li>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</li> </ul> <p>See Attachments:</p> <ul style="list-style-type: none"> <li>a) Form HUD-50077 PHA Certifications of Compliance with the PHA Plans and Related Regulations – FL057c01)</li> <li>b) Form HUD-50077-CR Civil Rights Certification – FL057d01</li> <li>c) Form HUD-50070 Certification for a Drug-Free Workplace – FL057e01)</li> <li>d) Form HUD-50071 Certification of Payments to Influence Federal Transactions – FL057f01)</li> <li>e) Form SF-LLL Disclosure of Lobbying Activities – FL057g01)</li> <li>f) Certification PHA Plans Consistency with the Consolidated Plan (FL057h01)</li> <li>g) Resident Advisory Board (RAB) comments – FL057i01)</li> </ul> |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

# *Agenda Item*

5

**CITY COMMISSION AGENDA ITEM****SUBJECT:**

**RECONSIDERATION of Motion excluding Paragraph 7 from inclusion in 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 - Commissioner James Norwood

**SUMMARY:**

Commissioner James Norwood, Jr., as a member of the prevailing party on the vote on the motion made at the December 11, 2014 Commission meeting, has provided written notice to the Clerk of his intent to make a motion to reconsider the vote on the motion to exclude Paragraph 7 from the executed Palatka Housing Authority annual forms, specifically the certification of its FY 2015-2019 Annual and 5-Year Plan's consistency with the City of Palatka's Comprehensive Plan. 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. Commissioner Norwood's request is attached and provides written notice to the members of the Commission of his intent to make a motion to reconsider the vote on this matter, as required per Section 2-76 of the Palatka Municipal Code.

At the Palatka City Commission's 12/11/14 meeting, the Commission authorized the Mayor's execution of the form certifying the Plan's consistency with the City's adopted Comprehensive Plan and other HUD forms with the stipulation that Paragraph 7 of the Certification regarding development of four to six multi-family public housing units be stricken, based upon the opinion of Thad Crowe, Planning Director, who provided a memorandum regarding his review of the PHA's Annual/5-yr. Capital Plans (FY 2015-19) and its consistency with the City's Adopted Comprehensive Plan goals and objectives. That memo is self-explanatory and a copy is attached.

Former Mayor Myers executed the forms per the request, but Paragraph 7 was specifically stricken per the vote at the 12/11/14 meeting, due to its inconsistency with the City's Adopted Comprehensive Plan, based upon Mr. Nelson's testimony that the PHA planned to develop four to six multi-family rental housing units on two lots owned by the PHA which are located in the South Historic District.

The PHA held 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.

Preceding this Agenda Item is Item #4, a Resolution authorizing execution of a Letter of Agreement with the Palatka Housing Authority concerning the City's development of the two lots on Laurel

Street as well as its request for reconsideration of execution of the submitted forms as originally submitted. The Letter of Understanding under Item 4 was approved by the Palatka Housing Authority Board at a special called meeting on January 6, 2015.

### RECOMMENDED ACTION:

**Discussion and possible action on reconsideration of authorizing the Mayor's execution of the following documents per the Palatka Housing Authority's Request as originally submitted:**

- **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              |
|-----------------------------------------------------------------------------------------|-------------------|
| <input type="checkbox"/> <a href="#">Planning Director's Memorandum</a>                 | Executive Summary |
| <input type="checkbox"/> <a href="#">PHA Request, 5-yr Plan and Forms</a>               | Discussion        |
| <input type="checkbox"/> <a href="#">Minutes excerpt - 12/11/14 City Commission Mtg</a> | Backup Material   |

### REVIEWERS:

| Department   | Reviewer         | Action   | Date                 |
|--------------|------------------|----------|----------------------|
| City Clerk   | Driggers, Betsy  | Approved | 12/31/2014 - 2:40 PM |
| City Clerk   | Driggers, Betsy  | Approved | 12/31/2014 - 2:40 PM |
| City Manager | Czymbor, Michael | Approved | 12/31/2014 - 3:07 PM |

## Betsy Driggers

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**From:** Norwood, James [JAMES.Norwood@GAPAC.com]  
**Sent:** Tuesday, January 06, 2015 9:01 AM  
**To:** Betsy Driggers  
**Cc:** Don Holmes  
**Subject:** Notice of Reconsideration of PHA 5 Year Plan

Betsy (City Clerk)

As one of the Commissioners who previously voted with the majority, I plan to make a motion to reconsider the Palatka Housing Authority 5 year plan at the next City Commission meeting January 8, 2015. In light of new information that has been presented to me, I think this item should be reevaluated by the Commission for the best interest of the city and PHA. I would appreciate you informing the Mayor and the other Commissioners of my intent.

Sincerely,  
Commissioner, James Norwood, Jr.



**Building & Zoning Department**  
201 N 2<sup>nd</sup> 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.

The following excerpt is a true and correct excerpt from the DRAFT (Unadopted) minutes of a regular meeting of the Palatka City Commission held on the 11<sup>th</sup> day of December, 2014.

/s/ Betsy J. Driggers  
City Clerk

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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

Thad Crowe, Planning Director, noted his memorandum that was included in the Agenda Package erroneously stated the Laurel Street location was in the South Historic District Community Redevelopment Area. It is actually in the Downtown/CBD CRA area and located in the South Historic District. In their five-year plan, the PHA references the creation of six public housing units located on two lots in the Historic District. At the PHA's public hearing on this Plan, they verified that these would be multi-family units. The PHA has requested the City Commission's support of its five-year plan and certification of its conformance with the City's Comprehensive Plan.

Mr. Crowe said the City's Housing Element calls for provision of adequate and affordable housing for current and projected populations of the City. Objective C.1.2 & Policy C.1.2.1 compel the City to ensure provision of special needs housing. i.e. homeless, handicapped, elderly. Policy C.1.4.1 requires the city to allow for statutory-permissible group homes. The plan does not call for support of public housing specifically. Policy C.1.3.3 requires the city to support & assist the PHA only in maintaining condition & appearance of existing subsidized units.

Mr. Crowe stated Future Land Use Element Objective A.1.5 and related policies call for the City to regulate and strongly protect historic resources and neighborhoods. These properties are in the South Historic District. These Comprehensive Plan policies are implemented through Section 54, Article III of the Municipal Code pertaining to historic districts. Various standards in this section pertain to new construction in historic districts. In particular, Sec. 54-79(b)(2) states that in the case of a proposed new structure, that such structure "will not, in itself or by reason of its location on the site, materially impair the architectural or historic value of a structure on adjacent sites or in the immediate vicinity;" and that "such structure will not be injurious to the general visual character of the district in which it is to be located." These criteria are from the Secretary of the Interior's Standards, which are issued by the National Park Service, and are typically applicable to historic districts across the nation. This is an accepted and standard interpretation of the criteria pertaining to exterior appearance and development pattern of new construction.

Mr. Crowe said it is his opinion as a Planner that developing six multi-family units on this property would result in a tripling of current density in that section of the Historic District, and a departure from

the recognized and historic development pattern of single-family structures on individual lots. He further stated the Comp Plan does not require that the City provide any favorable stance towards public housing, and in his opinion as a Planner, this specific development proposed within the PHA's 5-year plan is not in conformance to the City's Comprehensive Plan due to its clear incompatibility with the Historic District. This is his interpretation as the Planner. He is specifically referring to Page 3 of 5, Paragraph 7.0 of the proposed PHA 5-year plan. He has no problem with any other parts of the PHA's proposed five-year plan. Typically, they certify this routinely each year, but this is a departure from previously submitted 5-year plans, so they flagged it.

Jonathan Griffith, Projects/Grants Manager, said he was speaking from the perspective of the Community Redevelopment Area (CRA), as the properties are located in the CRA. He said he was asked by Mr. Crowe to review the 5-Year plan as it pertains to the CRA Plan. This falls within the purview of the CRA Board; however, the PHA is not required to consult the CRA Board. He noted Mr. Crowe has referenced the Comprehensive Plan, which refers to the CRA Plan. In reviewing the CRA Plan, the CRA is directed to preserve and enhance the tax base of the redevelopment area. They are also directed to promote affordable housing if there is a need for it. It does not reference whether it be for rent or for ownership. That is up to the CRA Board.

John Nelson, Executive Director, Palatka Housing Authority, 400 N. 15<sup>th</sup> Street, said it is his understanding that the proposed five-year plan, with the exception of the development of public housing units on Laurel Street, is acceptable and approvable by the Commission. They have not yet determined whether they are putting in four or six units at the Laurel Street location. They also recognize and understand that site plans and drawings for development in historic districts have to go before the Historic Preservation Board for approval. His understanding of the redevelopment area is that affordable and low-income family housing can be developed. As for taxable properties, he reminded the Commission that, during the last five years, roughly 17 new homes were constructed in the City which are taxable properties. The PHA constructed 11 of those 17 units and those properties were put back on the City's tax rolls. In addition they have reconstructed 36 of the 100 units that were taken out of public housing domain with the demolition of the Frank George Highrise. These six units are part of the remains of those 100 units they proposed to reconstruct. The City committed to supporting bringing back these public housing units. The dollars they will use to construct these units are called "replacement housing dollars" and specifically go to replace housing units that were taken off of public housing rolls. The units are going into a community that has no subsidized housing now. For the record, he was told that this Community does not want subsidized housing in their community, and the PHA was asked to "put it someplace else." In his opinion people have the right to live in areas that enhance their livelihood and lifestyles, and not be relegated to other areas with public housing. In his professional opinion, these units will do nothing but enhance the community. The houses they are replacing have been burned out for several years. There has been little done by the City or the community to enhance those lots. The PHA will develop units that will enhance the community. A good example of this is the Annie M. Spell development on Crill Avenue. They are not out to mismanage property or allow residents to run rampant. Anything they would build on those two lots would enhance the community.

Mr. Nelson said, according to the application submitted to the National Historic Register for this community's Historic designation, 210 units make up the District. Of those, 72 buildings "contribute" to the standard that the historical society sets. There are 97 units that add some credence to the District. There are 41 non-historical, non-contributing units. These four to six units won't impact the historical nature of this Community. They also have a letter from the Florida Department of State (not distributed or filed) which states it is the Department's opinion that the demolition of those units will not have an impact on the historical aspect of the Community, nor will the construction of these proposed replacement public housing units have an impact, as long as the construction is "sympathetic" to the construction of current units and historic standards in the South Historic District. In conclusion, the State of Florida says the construction of these units of low-income affordable housing will not have any impact on this historical community. This is the basis on which he seeks Commission approval of his request.

Commissioner Kitchens asked if the proposed units will be paying full City and County taxes and 100% of the County's solid waste assessment. Mr. Nelson said they pay a water and sewer bill in full every month. These buildings will not be on the tax roll. They will make payments in lieu of taxes as they do on their other properties. They will pay a portion of the County's Solid Waste Assessment. The 11 units he referred to that are back on the tax rolls are single-family homes that the PHA built and sold. They are not in the business of building taxable units. The 11 units he is referring to that now generate taxes for the City were constructed by the PHA. Commissioner Kitchens said Dr. Craig Raby called her today and stated he has 2.5 acres of buildable land for sale, which is located behind the First Coast Community Credit Union, which is already zoned for multi-family housing. He asked her to inquire as to why the PHA wouldn't seek out this property, which is near schools and shopping, and already zoned correctly for this type of development. Mr. Nelson said they chose the Laurel Street site because utilities are already available. They can't afford to put in sewer facilities. They have saved these comprehensive planning dollars up for several years to plan for this construction. Dr. Raby may not want to sell the PHA only a portion of that property. Commissioner Kitchens said there is water and sewer available at the site owned by Dr. Raby.

Commissioner Leary asked why he wouldn't build single family housing on the lots on Laurel Street similar to the single family houses the PHA built in the Carr & 14<sup>th</sup> Street area. When people have an investment in their homes, they take more pride in them. From a Planner's perspective, it's very inconsistent to put multi-family units in residential single-family areas. Mr. Nelson said they have 900 families on their wait list; those families are looking for rental units. They would need to find a grant to provide the money to construct two single family homes on those lots. These units will satisfy a small portion of the need in Palatka. Commissioner Leary said the PHA currently has over 400 multi-family units which house families. This is a high ratio of public housing compared to single-family units. They are continuing down the "generational poverty" avenue in the City by providing more public housing, and aren't doing anything to reverse it. They won't solve the problem with six housing units. They need to look at this in a broader scope, and look at why Palatka has this dilemma when other cities don't.

Commissioner Brown said her concern is that the City is struggling due to the anemic tax base. Government entities continue to take properties off the tax rolls. They don't know how they are going to make up for that. They can't absorb the taxes and solid waste fees the PHA won't be paying. They need to try to put single-family housing on that land, sell it and move on. The City struggles to balance its budget every year with the lack of a tax base and continues to cut essential services. If they keep going like this they won't have any money left to keep the City afloat. The PHA needs to construct affordable housing on these two lots that can be put back on the tax rolls, and encourage people to move out of subsidized housing. Mr. Nelson said the money they now have to fund this project has to be used to develop rental public housing. The City losing its tax base is a serious problem. The properties they are using haven't brought in taxes for a number of years. These units will bring in a payment in lieu of taxes. This pales in comparison from the loss to the City from the demolition of the Highrise.

Commissioner Norwood said they had this discussion 8 or 9 years ago. There is a high concentration of public housing in Palatka. He asked if Palatka is the only place in Putnam County where public housing can be built, and if the PHA can has looked at building public housing units in other areas that have water & sewer, like Crescent City and Interlachen. Mr. Nelson said they can, and have looked for suitable areas in other communities. They have logistic problems in making repairs to units in other communities; it is not financially feasible to send their maintenance department out of Palatka.

Commissioner Kitchens asked how many of the 900 families are Putnam County residents? Mr. Nelson said about half of them are currently Putnam County residents.

Mayor Myers opened the floor for public comment.

Elizabeth Van Rensburg 310 N. 3<sup>rd</sup> Street, asked if there are guidelines the City can consider for determining the appropriate ratio of public housing for its population and area, and if the City has enough, not enough or more than enough public housing now. Mr. Crowe said he does not have that information; the Comprehensive Plan's Housing Element did a survey showing Palatka has a fairly high ratio of public housing and low income housing compared to other areas. He has no set of standards, limitations or guidelines on proportion of subsidized housing compared to other types of housing. Commissioner Norwood said they don't have adequate housing to meet the Community's needs. This is why many City employees live in other cities. Mayor Myers noted it also has to do with the City's high millage rate.

Susan Frank, 314 S. 8<sup>th</sup> Street, said she is a 17-year resident of the District. She loves being in the Historic District. They have seen a lot of improvements to the neighborhood. The TIF-funded grants have really helped their neighborhood. It is her understanding that no home in the District can now be apportioned into apartments. They were all zoned out. She also lives in the South Historic District/Downtown TIF District. This is not what they want to see for their neighborhood.

Robert Correa, 118 Dodge Street, read her comments into the record which she read into the record at yesterday's PHA Public Hearing held. She opposes the PHA's plan to construct public housing units in the South Historic District. She said when you combine the cost to demolish these structures, purchase

the properties, and build new structures in keeping with other homes in the district, this seems to be a poor investment of tax dollars. Also, this takes more property off the tax rolls. In Palatka, 14% of its occupied units are public housing, compared to Jacksonville's 3% of occupied units. She urges them to consider building housing in other Putnam County cities and areas outside of the City of Palatka. This doesn't make sense in terms of revitalization of Palatka or preservation of the Historic District.

Sam Deputy, 917 Carr Street, said he is for demolishing these burned out houses, but he will be directly affected by the construction of these units. This is a close-knit, ethnically diverse area; the residents in this area have lived there for many years. Putting two tri-plexes on two city lots is overwhelming. There could conceivably be 12 cars parked there. When HUD housing is nearby, property values fall. He researched this on-line and found nothing that stated that his property value would increase due to proximity to public housing. He did find a litany of problems that people experience when public housing moves into a neighborhood. He is all for public housing; he was raised downtown. He believes in racially mixed neighborhoods. As long as they are at 25 mills in Palatka, no one will build in the City. People will live and build outside the City. If this happens, he will have no choice but to sell immediately and move outside the City Limits.

Suzanne Jacob, 117 Hotel Street, said she has lived in the District since 1967. She's seen the resurgence since the rentals and apartment housing went away. Many families came in, remodeled homes and made it what it is today. The South Historic District had to put zoning in place to eliminate the rentals to get the property listed on the national register. If a one-story house is destroyed, it has to be replaced with a two-story historically based home constructed of historic materials. They would rather see single-family homes constructed here. The goal is to have a pleasing entrance to Palatka on Crill/9<sup>th</sup> Street so that people will want to move here.

Michael Gagnon, 703 Emmett Street, said he received 67 phone calls today and at least that many emails concerning this matter, all in opposition to this. The membership of the SHNA is adamantly opposed to this use by the PHA. These lots are in the South Historic District and the CRA. Non-taxable multi-family properties are counter-productive to the CRA Plan. The TIF funds are grown by tax-producing properties.

Mayor Myers said he received written communication from Skip Lorenzen, Alex Sharp, Julia Deihl, Sam Deputy and Michael Gagnon, all opposed to the PHA's proposal for the properties on Laurel Street. Those communications will be included in the Record of the meeting (filed).

Commissioner Leary said in 1975, when they were pursuing the Historic Designation, his mother was among those who lead an initiative to have the entire area rezoned to single-family residential, returning the area to single-family homes from multi-family homes. They need continuity of their Comprehensive Plan. If they are to reverse the City's situation, they need to stick with the comprehensive plan, lower ad valorem taxes, and grow the tax base. He is surprised to hear that only half of those on a waiting list to come into housing that pay no taxes are now Putnam County residents. Palatka has an exodus of people paying taxes, and an in-migration of those paying no taxes. They are

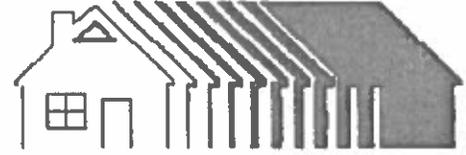
slowly pulling out of a recession. They have to change the paradigm. He can't support Item 7 but will support the rest of the PHA's five-year plan.

Commissioner Kitchens said the existing rental units were grandfathered into the District. If at any time they become vacant for more than six months, they lose their multi-family use. An apartment building that was originally built as a four-plex apartment building in the North Historic District is now no longer allowed to be used as an apartment building because historic districts prohibit this use. There are two apartment buildings in the South Historic District that have now become vacant and now are being advertised for sale as single-family homes. She does not know how the zoning could allow for multi-family rental units; the zoning alone prohibits this. As to real estate values, it is a known fact that public housing affects real estate values adversely. It will cause property values to drop. The City had been working on purchasing these two properties to demolish them, and when the City went to pay for the properties, they discovered the PHA had gotten their check in first, it was accepted and the City's wasn't. Later this evening the City will look at contracts to sell other properties in this area to several buyers who are rehabbing those properties for single-family occupancy. Those buyers could now likely back out if this is allowed as this action would lower the value of these properties. She fails to see how it is cheaper to construct four or six multi-family housing units than to construct two single-family homes. They do need affordable housing. She was very surprised to find that only 450 of the 900 families on the wait list are Putnam County families. This means that other counties are sending their public housing people here. She supports the PHA's five year plan with the exception of Paragraph 7, which addresses building public housing on Laurel Street.

Commissioner Norwood said the City did make a commitment to the Housing Authority when they tore down the Highrise to find locations for housing for those who were displaced. The City needs to help the PHA look for a location to put these units. This proposed location is not a proper location. He does not object to the rest of the five-year plan, but objects to Paragraph 7.

Mayor Myers said this request requires action. The request is to authorize his execution of two documents. Mr. Holmes said Mr. Nelson stated that the PHA hadn't yet determined whether they would construct four or six units, but the PHA document states six units will be constructed. If the Commission votes to adopt the PHA's five-year plan with the exclusion of paragraph 7, they should rely upon the information Mr. Crowe provided as to the reasoning. As a matter of legality and law, they won't be able to consider the property value impact of public housing. If it is the Commission's choice to adopt the Plan with the exclusion of Paragraph 7, the factors that Mr. Crowe articulated are those they need to rely upon.

Commissioner Leary moved to approve execution of all forms but with the exclusion of Paragraph 7.0 of the PHA five-year plan, concerning the proposed construction of multi-family rental units on two lots on Laurel Street, due to its inconsistency and incompatibility with the City of Palatka's Adopted Comprehensive Plan. Commissioner Kitchens seconded the motion, which passed unopposed.



October 20, 2014

Mr. Michael Czymbor  
Palatka City Manager  
201 N. 2<sup>nd</sup> 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. 21<sup>st</sup> 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 15<sup>th</sup> 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.

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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><b>PIIA Plan Update</b></p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p><b>Section 8 Administrative Plan:</b></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"> <li>1) Main administrative office of the PHA</li> <li>2) Main administrative office of the City of Palatka</li> <li>3) Public library</li> <li>4) PHA development (Dr. James A. Long Community Center)</li> </ol> |
| 7.0 | <p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <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><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 8.1 | <p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> 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><b>See Attachment:</b></p> <ol style="list-style-type: none"> <li>a) FY 2015 Capital Fund Program Annual Statement (FL057a01)</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 8.2 | <p><b>Capital Fund Program Five-Year Action Plan.</b> 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><b>See Attachments:</b></p> <ol style="list-style-type: none"> <li>a) FY 2016 - 2019 Capital Fund Program Five-Year Action Plan (FL057b01)</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 8.3 | <p><b>Capital Fund Financing Program (CFFP).</b></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<br>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 PIAs 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 Annie 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> <p>(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)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(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.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p> <p>See Attachments:</p> <p>a) Form HUD-50077 PHA Certifications of Compliance with the PHA Plans and Related Regulations – FL057c01)</p> <p>b) Form HUD-50077-CR Civil Rights Certification – FL057d01)</p> <p>c) Form HUD-50070 Certification for a Drug-Free Workplace – FL057e01)</p> <p>d) Form HUD-50071 Certification of Payments to Influence Federal Transactions – FL057f01)</p> <p>e) Form SF-LLL Disclosure of Lobbying Activities – FL057g01)</p> <p>f) Certification PHA Plans Consistency with the Consolidated Plan (FL057h01)</p> <p>g) Resident Advisory Board (RAB) comments – FL057i01)</p> |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

| <b>Part I: Summary</b>                                                                                                                                                                                                                                                                                                                                        |                                                                          |                                                                                                                                 |                                      |                                | FFY of Grant: 2015<br>FFY of Grant Approval: |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------|----------------------------------------------|--|
| PIHA Name: Palatka Housing Authority                                                                                                                                                                                                                                                                                                                          |                                                                          | Grant Type and Number<br>Capital Fund Program Grant No: FL29P057501-15<br>Replacement Housing Factor Grant No:<br>Date of CFFP: |                                      |                                |                                              |  |
| Type of Grant<br><input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: )<br><input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report |                                                                          |                                                                                                                                 |                                      |                                |                                              |  |
| Line                                                                                                                                                                                                                                                                                                                                                          | Summary by Development Account                                           | Total Estimated Cost                                                                                                            |                                      | Total Actual Cost <sup>1</sup> |                                              |  |
|                                                                                                                                                                                                                                                                                                                                                               |                                                                          | Original                                                                                                                        | Revised <sup>2</sup>                 | Obligated                      | Expended                                     |  |
| 1                                                                                                                                                                                                                                                                                                                                                             | Total non-CFP Funds                                                      |                                                                                                                                 |                                      |                                |                                              |  |
| 2                                                                                                                                                                                                                                                                                                                                                             | 1406 Operations (may not exceed 20% of line 21) <sup>3</sup>             | 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 <sup>4</sup>                                 | 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)                            | \$726,996                                                                                                                       | \$ 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                                         |  |

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> 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<br>Name/PHA-Wide<br>Activities | General Description of Major Work<br>Categories | Development<br>Account No.                    | Quantity       | Total Estimated Cost       |                      | Total Actual Cost               |                                | Status of Work |
|                                                   |                                                 |                                               |                | Original                   | Revised <sup>1</sup> | Funds<br>Obligated <sup>2</sup> | Funds<br>Expended <sup>2</sup> |                |
| AMP 11,12,14,15,16                                | <b>OPERATIONS</b>                               | <b>1406</b>                                   | <b>5 SITES</b> |                            |                      |                                 |                                |                |
|                                                   |                                                 | 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                 |                      |                                 |                                |                |
|                                                   | <b>Total for Account 1406</b>                   |                                               |                | <b>\$72,700</b>            |                      |                                 |                                |                |
|                                                   | <b>MANAGEMENT IMPROVEMENTS</b>                  | <b>1408</b>                                   | <b>5 SITES</b> |                            |                      |                                 |                                |                |
|                                                   | Resident Services/Dev. Activities               | 11.1408                                       |                | \$10,000                   |                      |                                 |                                |                |
|                                                   |                                                 | 12.1408                                       |                | \$13,810                   |                      |                                 |                                |                |
|                                                   |                                                 | 14.1408                                       |                | \$11,905                   |                      |                                 |                                |                |
|                                                   |                                                 | 15.1408                                       |                | \$10,000                   |                      |                                 |                                |                |
|                                                   |                                                 | 16.1408                                       |                | \$4,285                    |                      |                                 |                                |                |
|                                                   | <b>Subtotal Resident/Dev. Activities</b>        |                                               |                | <b>\$50,000</b>            |                      |                                 |                                |                |
|                                                   | 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                    |                      |                                 |                                |                |

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

<sup>2</sup> To be completed for the Performance and Evaluation Report.

| Part II: Supporting Pages                         |                                                 |                            |                                                                                                                                   |                      |                      |                                 |                                |                |
|---------------------------------------------------|-------------------------------------------------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|---------------------------------|--------------------------------|----------------|
| PHA Name: Palatka Housing Authority               |                                                 |                            | Grant Type and Number<br>Capital Fund Program Grant No: FL29P057501-15<br>CFFP (Yes/ No):<br>Replacement Housing Factor Grant No: |                      |                      | Federal FFY of Grant: 2015      |                                |                |
| Development Number<br>Name/PHA-Wide<br>Activities | General Description of Major Work<br>Categories | Development<br>Account No. | Quantity                                                                                                                          | Total Estimated Cost |                      | Total Actual Cost               |                                | Status of Work |
|                                                   |                                                 |                            |                                                                                                                                   | Original             | Revised <sup>1</sup> | Funds<br>Obligated <sup>2</sup> | Funds<br>Expended <sup>2</sup> |                |
|                                                   |                                                 | 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              |                      |                                 |                                |                |
|                                                   |                                                 |                            |                                                                                                                                   |                      |                      |                                 |                                |                |
|                                                   |                                                 |                            |                                                                                                                                   |                      |                      |                                 |                                |                |

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

<sup>2</sup> To be completed for the Performance and Evaluation Report.

| Part II: Supporting Pages                         |                                                 |                            |                                                                                                                                   |                      |                      |                                 |                                |                |
|---------------------------------------------------|-------------------------------------------------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|---------------------------------|--------------------------------|----------------|
| PHA Name: Palatka Housing Authority               |                                                 |                            | Grant Type and Number<br>Capital Fund Program Grant No: FL29P057501-15<br>CFFP (Yes/ No):<br>Replacement Housing Factor Grant No: |                      |                      | Federal FFY of Grant: 2015      |                                |                |
| Development Number<br>Name/PHA-Wide<br>Activities | General Description of Major Work<br>Categories | Development<br>Account No. | Quantity                                                                                                                          | Total Estimated Cost |                      | Total Actual Cost               |                                | Status of Work |
|                                                   |                                                 |                            |                                                                                                                                   | Original             | Revised <sup>1</sup> | Funds<br>Obligated <sup>2</sup> | Funds<br>Expended <sup>2</sup> |                |
|                                                   | 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              |                      |                                 |                                |                |
|                                                   | <b>Total Account 1408</b>                       |                            |                                                                                                                                   | <b>\$108,500</b>     |                      |                                 |                                |                |
| 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           |                      |                                 |                                |                |
|                                                   | <b>Total Account 1410</b>                       |                            |                                                                                                                                   | <b>\$72,700</b>      |                      |                                 |                                |                |
|                                                   | FEES & COSTS                                    | 1430                       |                                                                                                                                   |                      |                      |                                 |                                |                |
|                                                   | Fees and Costs                                  | 11.1430                    |                                                                                                                                   | \$3,000              |                      |                                 |                                |                |

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

<sup>2</sup> To be completed for the Performance and Evaluation Report.

| Part II: Supporting Pages                         |                                                 |                            |                                                                                                                                   |                      |                      |                                 |                                |                |
|---------------------------------------------------|-------------------------------------------------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|---------------------------------|--------------------------------|----------------|
| PHA Name: Palatka Housing Authority               |                                                 |                            | Grant Type and Number<br>Capital Fund Program Grant No: FL29P057501-15<br>CFFP (Yes/ No):<br>Replacement Housing Factor Grant No: |                      |                      | Federal FFY of Grant: 2015      |                                |                |
| Development Number<br>Name/PHA-Wide<br>Activities | General Description of Major Work<br>Categories | Development<br>Account No. | Quantity                                                                                                                          | Total Estimated Cost |                      | Total Actual Cost               |                                | Status of Work |
|                                                   |                                                 |                            |                                                                                                                                   | Original             | Revised <sup>1</sup> | Funds<br>Obligated <sup>2</sup> | Funds<br>Expended <sup>2</sup> |                |
|                                                   |                                                 | 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            |                      |                                 |                                |                |

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

<sup>2</sup> To be completed for the Performance and Evaluation Report.

| Part II: Supporting Pages                         |                                                 |                                                                                                                                  |          |                      |                            |                                 |                                |                |
|---------------------------------------------------|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|----------|----------------------|----------------------------|---------------------------------|--------------------------------|----------------|
| PHA Name: Palatka Housing Authority               |                                                 | Grant Type and Number<br>Capital Fund Program Grant No: FL29P057501-15<br>CFFP (Yes/No):<br>Replacement Housing Factor Grant No: |          |                      | Federal FFY of Grant: 2015 |                                 |                                |                |
| Development Number<br>Name/PHA-Wide<br>Activities | General Description of Major Work<br>Categories | Development<br>Account No.                                                                                                       | Quantity | Total Estimated Cost |                            | Total Actual Cost               |                                | Status of Work |
|                                                   |                                                 |                                                                                                                                  |          | Original             | Revised <sup>1</sup>       | Funds<br>Obligated <sup>2</sup> | Funds<br>Expended <sup>2</sup> |                |
|                                                   | 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              |                            |                                 |                                |                |

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

<sup>2</sup> 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

| <b>Part II: Supporting Pages</b>                  |                                                 |                            |                                                                                                                                          |                      |                      |                                   |                                |                |
|---------------------------------------------------|-------------------------------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|-----------------------------------|--------------------------------|----------------|
| <b>PHA Name: Palatka Housing Authority</b>        |                                                 |                            | <b>Grant Type and Number</b><br>Capital Fund Program Grant No: FL290057501-15<br>CFFP (Yes/ No):<br>Replacement Housing Factor Grant No: |                      |                      | <b>Federal FFY of Grant: 2015</b> |                                |                |
| Development Number<br>Name/PHA-Wide<br>Activities | General Description of Major Work<br>Categories | Development<br>Account No. | Quantity                                                                                                                                 | Total Estimated Cost |                      | Total Actual Cost                 |                                | Status of Work |
|                                                   |                                                 |                            |                                                                                                                                          | Original             | Revised <sup>1</sup> | Funds<br>Obligated <sup>2</sup>   | Funds<br>Expended <sup>2</sup> |                |
|                                                   |                                                 | 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             |                      |                                   |                                |                |

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

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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 II: Supporting Pages                         |                                                 |                                                                                                                                   |          |                      |                            |                                 |                                |                |
|---------------------------------------------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------|----------------------|----------------------------|---------------------------------|--------------------------------|----------------|
| PHA Name: Palatka Housing Authority               |                                                 | Grant Type and Number<br>Capital Fund Program Grant No: FL29P057501-15<br>CFFP (Yes/ No):<br>Replacement Housing Factor Grant No: |          |                      | Federal FFY of Grant: 2015 |                                 |                                |                |
| Development Number<br>Name/PHA-Wide<br>Activities | General Description of Major Work<br>Categories | Development<br>Account No.                                                                                                        | Quantity | Total Estimated Cost |                            | Total Actual Cost               |                                | Status of Work |
|                                                   |                                                 |                                                                                                                                   |          | Original             | Revised <sup>1</sup>       | Funds<br>Obligated <sup>2</sup> | Funds<br>Expended <sup>2</sup> |                |
|                                                   | 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              |                            |                                 |                                |                |

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

<sup>2</sup> 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<br>Name/PHA-Wide<br>Activities | General Description of Major Work<br>Categories | Development<br>Account No.                    | Quantity | Total Estimated Cost       |                      | Total Actual Cost               |                                | Status of Work |
|                                                   |                                                 |                                               |          | Original                   | Revised <sup>1</sup> | Funds<br>Obligated <sup>2</sup> | Funds<br>Expended <sup>2</sup> |                |
|                                                   | 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                    |                      |                                 |                                |                |

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

<sup>2</sup> To be completed for the Performance and Evaluation Report.

| Part II: Supporting Pages                         |                                                 |                                                                                                                                   |          |                      |                            |                                 |                                |                |
|---------------------------------------------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------|----------------------|----------------------------|---------------------------------|--------------------------------|----------------|
| PHA Name: Palatka Housing Authority               |                                                 | Grant Type and Number<br>Capital Fund Program Grant No: FL29P057501-15<br>CFFP (Yes/ No):<br>Replacement Housing Factor Grant No: |          |                      | Federal FFY of Grant: 2015 |                                 |                                |                |
| Development Number<br>Name/PHA-Wide<br>Activities | General Description of Major Work<br>Categories | Development<br>Account No.                                                                                                        | Quantity | Total Estimated Cost |                            | Total Actual Cost               |                                | Status of Work |
|                                                   |                                                 |                                                                                                                                   |          | Original             | Revised <sup>1</sup>       | Funds<br>Obligated <sup>2</sup> | Funds<br>Expended <sup>2</sup> |                |
|                                                   |                                                 | 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             |                            |                                 |                                |                |
|                                                   | <b>TOTAL CAPITAL FUND 2014</b>                  |                                                                                                                                   |          | <b>\$726,996</b>     |                            |                                 |                                |                |

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

<sup>2</sup> 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

| <b>Part I: Summary</b>                           |                                    |                                               |                                               |                                               |                                                                 |                                               |
|--------------------------------------------------|------------------------------------|-----------------------------------------------|-----------------------------------------------|-----------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------|
| <b>PHA Name/Number Palatka Housing Authority</b> |                                    | <b>Locality (City/County &amp; State)</b>     |                                               |                                               | <input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> | <input type="checkbox"/> <b>Revision No:</b>  |
| <b>A.</b>                                        | <b>Development Number and Name</b> | <b>Work Statement for Year 1<br/>FFY 2015</b> | <b>Work Statement for Year 2<br/>FFY 2016</b> | <b>Work Statement for Year 3<br/>FFY 2017</b> | <b>Work Statement for Year 4<br/>FFY 2018</b>                   | <b>Work Statement for Year 5<br/>FFY 2019</b> |
|                                                  | AMP 11,12,14,15,16                 | Annual Statement                              | Operations                                    | Operations                                    | Operations                                                      | Operations                                    |
|                                                  | AMP 11,12,14,15,16                 | SEE ANNUAL STATEMENT                          | Resident Services/Dev. Activities             | Resident Services/Dev. Activities             | Resident Services/Dev. Activities                               | Resident Services/Dev. Activities             |
|                                                  | Central Office                     |                                               | Training and Travel                           | Trainings and Travel                          | Training and Travel                                             | Training and Travel                           |
|                                                  | AMP 11,12,14,15,16                 |                                               | 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                                       | Fencing<br>Windows                                              | Fencing<br>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                                   |

| <b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b> |                                    |                               |                  |                                    |                                   |                  |  |
|---------------------------------------------------------------------|------------------------------------|-------------------------------|------------------|------------------------------------|-----------------------------------|------------------|--|
| 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         |  |
|                                                                     | <b>Subtotal 1406</b>               |                               | <b>\$72,700</b>  | <b>Subtotal 1406</b>               |                                   | <b>\$72,700</b>  |  |
|                                                                     | AMP 11, 12, 14, 15, 16             | 1408 Mgmt. Improve.           |                  | AMP 11, 12, 14, 15, 16             | 1408 Mgmt. Improve.               |                  |  |
|                                                                     |                                    | Resident Serv/Dev. Activities | \$35,379         |                                    | 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          |  |
|                                                                     | <b>Subtotal 1408</b>               | <b>Mgmt. Improvements</b>     | <b>\$104,661</b> | <b>Subtotal 1408</b>               | <b>Mgmt. Improvements</b>         | <b>\$105,372</b> |  |
|                                                                     | AMP 11, 12, 14, 15, 16             | 1410 Administration           |                  | AMP 11, 12, 14, 15, 16             | 1410 Administration               |                  |  |
|                                                                     |                                    | Administrative Costs          | \$72,700         |                                    | Administrative Costs              | \$72,700         |  |
|                                                                     | <b>Subtotal 1410</b>               | <b>Administration</b>         | <b>\$72,700</b>  | <b>Subtotal 1410</b>               | <b>Administration</b>             | <b>\$72,700</b>  |  |
|                                                                     | 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         |  |
|                                                                     | <b>Subtotal 1430</b>               | <b>Fees &amp; Costs</b>       | <b>\$125,000</b> | <b>Subtotal 1430</b>               | <b>Fees &amp; Costs</b>           | <b>\$125,000</b> |  |
|                                                                     | <b>Subtotal of Estimated Cost</b>  |                               |                  | <b>\$</b>                          | <b>Subtotal of Estimated Cost</b> |                  |  |
|                                                                     |                                    |                               |                  |                                    |                                   |                  |  |

| <b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b> |                                    |                          |                |                                    |                          |                |
|---------------------------------------------------------------------|------------------------------------|--------------------------|----------------|------------------------------------|--------------------------|----------------|
| 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         | \$                       |                |



| <b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b> |                                                  |                              |                  |                                                   |                              |                  |
|---------------------------------------------------------------------|--------------------------------------------------|------------------------------|------------------|---------------------------------------------------|------------------------------|------------------|
| Work Statement for Year 1 FFY <u>2015</u>                           | Work Statement for Year <u>4</u> FFY <u>2018</u> |                              |                  | Work Statement for Year: <u>5</u> FFY <u>2019</u> |                              |                  |
|                                                                     | 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         |
|                                                                     | <b>Subtotal 1406</b>                             |                              | <b>\$72,700</b>  | <b>Subtotal 1406</b>                              |                              | <b>\$72,700</b>  |
| See Annual Statement                                                | 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          |
|                                                                     | <b>Subtotal 1408</b>                             | <b>Mgmt. Improvements</b>    | <b>\$105,372</b> | <b>Subtotal 1408</b>                              | <b>Mgmt. Improvements</b>    | <b>\$105,372</b> |
| See Annual Statement                                                | AMP 11, 12, 14, 15, 16                           | 1410 Administration          |                  | AMP 11, 12, 14, 15, 16                            | 1410 Administration          |                  |
|                                                                     |                                                  | Administrative Costs         | \$72,700         |                                                   | Administrative Costs         | \$72,700         |
|                                                                     | <b>Subtotal 1410</b>                             | <b>Administration</b>        | <b>\$72,700</b>  | <b>Subtotal 1410</b>                              | <b>Administration</b>        | <b>\$72,700</b>  |
| See Annual Statement                                                | 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         |
|                                                                     | <b>Subtotal of Estimated Cost</b>                | <b>\$</b>                    |                  | <b>Subtotal of Estimated Cost</b>                 | <b>\$</b>                    |                  |

| <b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b> |                                    |                            |                |                                    |                            |                |
|---------------------------------------------------------------------|------------------------------------|----------------------------|----------------|------------------------------------|----------------------------|----------------|
| 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 Appendix 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     | \$2,455        | 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 | \$             |

| <b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b> |                                    |                              |                  |                                    |                                |                  |
|---------------------------------------------------------------------|------------------------------------|------------------------------|------------------|------------------------------------|--------------------------------|------------------|
| 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   |
|                                                                     |                                    | 1465 Dwelling Equipment      |                  |                                    | 1465 Dwelling Equipment        |                  |
|                                                                     | AMP 14                             | Appliances                   | \$11,250         | AMP 14                             | Appliances                     | \$10,000         |
|                                                                     | <b>Subtotal 1465</b>               | <b>Dwelling Equipment</b>    | <b>\$11,250</b>  | <b>Subtotal 1465</b>               | <b>Dwelling Equipment</b>      | <b>\$10,000</b>  |
|                                                                     |                                    | 1470 Non-Dwelling Structures |                  |                                    | 1470 Non-Dwelling Structures   |                  |
|                                                                     |                                    | Rehab/Repair                 | \$25,000         | AMP 11                             | Rehab/Repair                   | \$5,000          |
|                                                                     |                                    | <b>Subtotal 1470</b>         | <b>\$25,000</b>  | <b>Subtotal 1470</b>               | <b>Non-Dwelling Structures</b> | <b>\$5,000</b>   |
|                                                                     |                                    |                              |                  |                                    | 1475 Non-Dwelling Equip        |                  |
|                                                                     |                                    |                              |                  | AMP 11                             | Maintenance Vans               | \$12,500         |
|                                                                     |                                    |                              |                  | <b>Subtotal 1475</b>               | <b>Non-Dwelling Equip</b>      | <b>\$12,500</b>  |
|                                                                     | AMP 11                             | 1499 Development             |                  | AMP 11                             | 1499 Development               |                  |
|                                                                     |                                    | Development                  | \$1,000          |                                    | Development                    | \$1,000          |
|                                                                     | <b>Subtotal 1499</b>               | <b>Development</b>           | <b>\$1,000</b>   | <b>Subtotal 1499</b>               | <b>Development</b>             | <b>\$1,000</b>   |
|                                                                     |                                    | <b>Total Year 4</b>          | <b>\$726,996</b> |                                    | <b>Total Year 5</b>            | <b>\$726,996</b> |
|                                                                     | <b>Subtotal of Estimated Cost</b>  |                              | <b>\$</b>        | <b>Subtotal of Estimated Cost</b>  |                                | <b>\$</b>        |

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

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Name and Grant Number:</b> | Site Improvements - CFP AMP 11<br>FL 29P05700011                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Address:</b>                        | Westover Manor, Lemon Heights, Madison Court Apts.<br>Palatka, Putnam County, FL 32177                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Activity Description:</b>           | CPTED/Landscaping, Water Distribution, Roof Repair, Appliances                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Funding Source:</b>                 | CDBG HOME ESG HOPWA EDI ICDBG NAHASDA Other: CFP                                                                                                                                                                                                                                                                                                                                                                                                         |
| <input checked="" type="checkbox"/>    | <b>The activity falls into the category below, which is listed at 24 CFR 58.34(a) as Exempt.</b>                                                                                                                                                                                                                                                                                                                                                         |
|                                        | 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"> <li>▪ Employment</li> <li>▪ Crime prevention</li> <li>▪ Child care</li> <li>▪ Health</li> <li>▪ Recreation needs</li> <li>▪ Drug abuse</li> <li>▪ Education</li> <li>▪ Counseling</li> <li>▪ Energy conservation</li> <li>▪ Welfare</li> <li>▪ Other _____</li> </ul> |
|                                        | 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"/>    | <b>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.</b>                                                                                                                                                                                                                                                                                           |
|                                        | 1. Tenant-based rental assistance                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                        | 2. Supportive Services (including but not limited to): <ul style="list-style-type: none"> <li>▪ Health care</li> <li>▪ Housing services</li> <li>▪ Permanent housing placement</li> <li>▪ Day care</li> <li>▪ Nutritional services</li> <li>▪ Short term payments for rent/mortgage/utility costs</li> <li>▪ Assistance in gaining access to government benefits/services</li> </ul>                                                                     |
|                                        | 3. Operating Costs: <ul style="list-style-type: none"> <li>▪ Maintenance</li> <li>▪ Security</li> <li>▪ Operation</li> <li>▪ Utilities</li> <li>▪ Furnishings</li> <li>▪ Equipment</li> <li>▪ Supplies</li> <li>▪ Staff training and recruitment</li> </ul>                                                                                                                                                                                              |

|                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4. Economic Development Activities:                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>▪ Equipment purchase</li> <li>▪ Inventory financing</li> <li>▪ Interest subsidy</li> <li>▪ Operating costs</li> <li>▪ Other expenses not associated with construction or expansion</li> </ul>                                               |
| 5. Activities to assist homeownership of existing or dwelling units under construction not assisted with Federal funds:                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>▪ Closing costs and down payment assistance to homebuyers</li> <li>▪ Interest buydowns or other actions resulting in transfer of title</li> </ul>                                                                                           |
| 6. Affordable housing pre-development costs                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>▪ Legal consulting</li> <li>▪ Developer and other site-option costs</li> <li>▪ Project financing</li> <li>▪ Administrative costs for loan commitments, zoning approvals, and other activities which don't have a physical impact</li> </ul> |
| 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<br>Continue                                   | No<br>Proceed to Section 2-Act<br>does not apply                 |
| Is the Activity in an area identified as having special flood hazards (SFHA)?<br><br>Identify FEMA flood map used to make this determination:<br><br>Community Name and Number _____<br><br>Map panel number and date _____                      | Yes<br>Document and<br>Continue                   | No<br>Document and Proceed to<br>Section 2-Act does not<br>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<br>follow instructions<br>below. | No-Federal Assistance<br>may not be used for this<br>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<br>Continue | No—Proceed to Section 3—<br>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<br>Continue | No—Document and<br>Proceed to Section 3—<br>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<br>Continue | No—Document and<br>Proceed to Section 3—<br>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.<br>Notice Sample: <a href="http://www.hud.gov/offices/cpl/energyenviro/environent/compliance/qa/airporthazards.pdf">http://www.hud.gov/offices/cpl/energyenviro/environent/compliance/qa/airporthazards.pdf</a> |                 |                                                                        |

**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)**

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Name and Grant Number:</b> Site Improvements - CFP AMP 12<br>FL 29P05700012 |                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Address:</b> Northside Apts, Palatka, Putnam County, FL 32177                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Activity Description:</b> Playground Upkeep, Mailbox Upgrade                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Funding Source:</b> CDBG HOME ESG HOPWA EDI ICDBG NAHASDA Other: CFP                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| √                                                                                       | <b>The activity falls into the category below, which is listed at 24 CFR 58.34(a) as Exempt.</b>                                                                                                                                                                                                                                                                                                                                                         |
|                                                                                         | 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"> <li>▪ Employment</li> <li>▪ Crime prevention</li> <li>▪ Child care</li> <li>▪ Health</li> <li>▪ Recreation needs</li> <li>▪ Drug abuse</li> <li>▪ Education</li> <li>▪ Counseling</li> <li>▪ Energy conservation</li> <li>▪ Welfare</li> <li>▪ Other _____</li> </ul> |
|                                                                                         | 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                                                                                                                                                                                                                                                                                                                                                                     |
| √                                                                                       | <b>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.</b>                                                                                                                                                                                                                                                                                           |
|                                                                                         | 1. Tenant-based rental assistance                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                                         | 2. Supportive Services (including but not limited to): <ul style="list-style-type: none"> <li>▪ Health care</li> <li>▪ Housing services</li> <li>▪ Permanent housing placement</li> <li>▪ Day care</li> <li>▪ Nutritional services</li> <li>▪ Short term payments for rent/mortgage/utility costs</li> <li>▪ Assistance in gaining access to government benefits/services</li> </ul>                                                                     |
|                                                                                         | 3. Operating Costs: <ul style="list-style-type: none"> <li>▪ Maintenance</li> <li>▪ Security</li> <li>▪ Operation</li> <li>▪ Utilities</li> <li>▪ Furnishings</li> <li>▪ Equipment</li> <li>▪ Supplies</li> <li>▪ Staff training and recruitment</li> </ul>                                                                                                                                                                                              |

|                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4. Economic Development Activities:                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>▪ Equipment purchase</li> <li>▪ Inventory financing</li> <li>▪ Interest subsidy</li> <li>▪ Operating costs</li> <li>▪ Other expenses not associated with construction or expansion</li> </ul>                                               |
| 5. Activities to assist homeownership of existing or dwelling units under construction not assisted with Federal funds:                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>▪ Closing costs and down payment assistance to homebuyers</li> <li>▪ Interest buydowns or other actions resulting in transfer of title</li> </ul>                                                                                           |
| 6. Affordable housing pre-development costs                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>▪ Legal consulting</li> <li>▪ Developer and other site-option costs</li> <li>▪ Project financing</li> <li>▪ Administrative costs for loan commitments, zoning approvals, and other activities which don't have a physical impact</li> </ul> |
| 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<br>Continue                                   | No<br>Proceed to Section 2-Act does not apply                    |
| Is the Activity in an area identified as having special flood hazards (SFHA)?<br><br>Identify FEMA flood map used to make this determination:<br><br>Community Name and Number _____<br><br>Map panel number and date _____                      | Yes<br>Document and<br>Continue                   | No<br>Document and Proceed to<br>Section 2-Act does not<br>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<br>follow instructions<br>below. | No-Federal Assistance<br>may not be used for this<br>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<br>Continue | No—Proceed to Section 3--<br>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<br>Continue | No—Document and<br>Proceed to Section 3--<br>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<br>Continue | No—Document and<br>Proceed to Section 3—<br>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.<br>Notice Sample: <a href="http://www.hud.gov/offices/cpd/energyenviron/environment/compliance/qa/airporthazards.pdf">http://www.hud.gov/offices/cpd/energyenviron/environment/compliance/qa/airporthazards.pdf</a> |                 |                                                                         |

**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)**

|                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Name and Grant Number:</b> Site Improvements - CFP AMP 14<br>FL 29P05700014  |                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Address:</b> Dr. James A. Long Apts, Palatka, Putnam County, FL 32177                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Activity Description:</b> CPTED/Landscaping, Playground Upkeep, Fencing, Bath Remodel |                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Funding Source:</b> CDBG HOME ESG HOPWA EDI ICDBG NAHASDA Other: CFP                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| √                                                                                        | <b>The activity falls into the category below, which is listed at 24 CFR 58.34(a) as Exempt.</b>                                                                                                                                                                                                                                                                                                                                                         |
|                                                                                          | 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"> <li>▪ Employment</li> <li>▪ Crime prevention</li> <li>▪ Child care</li> <li>▪ Health</li> <li>▪ Recreation needs</li> <li>▪ Drug abuse</li> <li>▪ Education</li> <li>▪ Counseling</li> <li>▪ Energy conservation</li> <li>▪ Welfare</li> <li>▪ Other _____</li> </ul> |
|                                                                                          | 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                                                                                                                                                                                                                                                                                                                                                                     |
| √                                                                                        | <b>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.</b>                                                                                                                                                                                                                                                                                           |
|                                                                                          | 1. Tenant-based rental assistance                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                                          | 2. Supportive Services (including but not limited to): <ul style="list-style-type: none"> <li>▪ Health care</li> <li>▪ Housing services</li> <li>▪ Permanent housing placement</li> <li>▪ Day care</li> <li>▪ Nutritional services</li> <li>▪ Short term payments for rent/mortgage/utility costs</li> <li>▪ Assistance in gaining access to government benefits/services</li> </ul>                                                                     |
|                                                                                          | 3. Operating Costs: <ul style="list-style-type: none"> <li>▪ Maintenance</li> <li>▪ Security</li> <li>▪ Operation</li> <li>▪ Utilities</li> <li>▪ Furnishings</li> <li>▪ Equipment</li> <li>▪ Supplies</li> <li>▪ Staff training and recruitment</li> </ul>                                                                                                                                                                                              |

|                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4. Economic Development Activities: <ul style="list-style-type: none"> <li>▪ Equipment purchase</li> <li>▪ Inventory financing</li> <li>▪ Interest subsidy</li> <li>▪ Operating costs</li> <li>▪ Other expenses not associated with construction or expansion</li> </ul>                                                       |
| 5. Activities to assist homeownership of existing or dwelling units under construction not assisted with Federal funds: <ul style="list-style-type: none"> <li>▪ Closing costs and down payment assistance to homebuyers</li> <li>▪ Interest buydowns or other actions resulting in transfer of title</li> </ul>               |
| 6. Affordable housing pre-development costs <ul style="list-style-type: none"> <li>▪ Legal consulting</li> <li>▪ Developer and other site-option costs</li> <li>▪ Project financing</li> <li>▪ Administrative costs for loan commitments, zoning approvals, and other activities which don't have a physical impact</li> </ul> |
| 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<br>Continue                             | No<br>Proceed to Section 2-Act does not apply              |
| Is the Activity in an area identified as having special flood hazards (SFHA)?<br><br>Identify FEMA flood map used to make this determination:<br><br>Community Name and Number _____<br><br>Map panel number and date _____                      | Yes<br>Document and Continue                | No<br>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<br>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<br>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<br>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.<br>Notice Sample: <a href="http://www.hud.gov/offices/cpd/energyenviron/environment/compliance/qa/airporthazards.pdf">http://www.hud.gov/offices/cpd/energyenviron/environment/compliance/qa/airporthazards.pdf</a> |                 |                                                                 |

**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** CPP 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: <b>Site Improvements - CFP AMP 15</b>                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| FL 29P05700015                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Address: <b>Rosa K. Ragsdale Apts, Palatka, Putnam County, FL 32177</b>                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Activity Description: <b>CPTED/Landscaping, Playground Upkeep, Water Distribution, Bath Remodel, Fencing</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Funding Source: <b>CDBG HOME ESG HOPWA EDI ICDBG NAHASDA Other: CFP</b>                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| √                                                                                                            | <b>The activity falls into the category below, which is listed at 24 CFR 58.34(a) as Exempt.</b>                                                                                                                                                                                                                                                                                                                                                         |
|                                                                                                              | 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"> <li>• Employment</li> <li>▪ Crime prevention</li> <li>▪ Child care</li> <li>▪ Health</li> <li>▪ Recreation needs</li> <li>▪ Drug abuse</li> <li>• Education</li> <li>▪ Counseling</li> <li>• Energy conservation</li> <li>▪ Welfare</li> <li>• Other _____</li> </ul> |
|                                                                                                              | 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                                                                                                                                                                                                                                                                                                                                                                     |
| √                                                                                                            | <b>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.</b>                                                                                                                                                                                                                                                                                           |
|                                                                                                              | 1. Tenant-based rental assistance                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                                                              | 2. Supportive Services (including but not limited to): <ul style="list-style-type: none"> <li>▪ Health care</li> <li>▪ Housing services</li> <li>▪ Permanent housing placement</li> <li>▪ Day care</li> <li>▪ Nutritional services</li> <li>▪ Short term payments for rent/mortgage/utility costs</li> <li>▪ Assistance in gaining access to government benefits/services</li> </ul>                                                                     |
|                                                                                                              | 3. Operating Costs: <ul style="list-style-type: none"> <li>• Maintenance</li> <li>▪ Security</li> <li>• Operation</li> <li>▪ Utilities</li> <li>▪ Furnishings</li> <li>▪ Equipment</li> <li>▪ Supplies</li> <li>▪ Staff training and recruitment</li> </ul>                                                                                                                                                                                              |

|                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4. Economic Development Activities:                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>▪ Equipment purchase</li> <li>▪ Inventory financing</li> <li>▪ Interest subsidy</li> <li>▪ Operating costs</li> <li>▪ Other expenses not associated with construction or expansion</li> </ul>                                               |
| 5. Activities to assist homeownership of existing or dwelling units under construction not assisted with Federal funds:                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>▪ Closing costs and down payment assistance to homebuyers</li> <li>▪ Interest buydowns or other actions resulting in transfer of title</li> </ul>                                                                                           |
| 6. Affordable housing pre-development costs                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>▪ Legal consulting</li> <li>▪ Developer and other site-option costs</li> <li>▪ Project financing</li> <li>▪ Administrative costs for loan commitments, zoning approvals, and other activities which don't have a physical impact</li> </ul> |
| 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<br>Continue                             | No<br>Proceed to Section 2-Act does not apply              |
| Is the Activity in an area identified as having special flood hazards (SFHA)?<br><br>Identify FEMA flood map used to make this determination:<br><br>Community Name and Number _____<br><br>Map panel number and date _____                      | Yes<br>Document and Continue                | No<br>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<br>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<br>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<br>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.<br>Notice Sample: <a href="http://www.hud.gov/offices/cpd/energyenviron/environment/compliance/ga/airporthazards.pdf">http://www.hud.gov/offices/cpd/energyenviron/environment/compliance/ga/airporthazards.pdf</a> |                 |                                                                 |

**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** \_\_\_\_\_

*Agenda*

*Item*

6



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**ORDINANCE** - Planning Board Recommendation to adopt repeal of the Public Schools Facilities Element of the adopted Comprehensive Plan - Adopt

**SUMMARY:**

All jurisdictions within Putnam County have now repealed their public schools facilities elements, which the Florida Legislature abolished the mandate for during their 2013 session. The elements were intended to force cooperation between school districts and jurisdictions regarding the implementation of mandatory school concurrency, which was also abolished. As described in more detail in the staff report, this element put the burden of an unnecessary and unworkable process upon the City. The Commission previously transmitted this amendment to state agencies for review, and no objections were raised.

**RECOMMENDED ACTION:**

**Adopt the ordinance amending the Adopted Comprehensive Plan to repealing the City's Public Schools Facilities Element.**

**ATTACHMENTS:**

| Description                                     | Type            |
|-------------------------------------------------|-----------------|
| <input type="checkbox"/> Ordinance              | Ordinance       |
| <input type="checkbox"/> Staff Report           | Backup Material |
| <input type="checkbox"/> Planning Board Minutes | Backup Material |

**REVIEWERS:**

| Department   | Reviewer         | Action   | Date                 |
|--------------|------------------|----------|----------------------|
| Planning     | Crowe, Thad      | Approved | 12/24/2014 - 3:16 PM |
| City Clerk   | Driggers, Betsy  | Approved | 12/29/2014 - 3:14 PM |
| City Manager | Czymbor, Michael | Approved | 12/29/2014 - 3:26 PM |
| Finance      | Reynolds, Matt   | Approved | 12/31/2014 - 9:27 AM |
| City Clerk   | Driggers, Betsy  | Approved | 12/31/2014 - 9:37 AM |

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

ORDINANCE 15 -

AN ORDINANCE OF THE PALATKA CITY COMMISSION REPEALING THE PUBLIC SCHOOLS FACILITIES ELEMENT OF THE COMPREHENSIVE PLAN PLANNING AS ATTACHED HERETO AS EXHIBIT "A"; PROVIDING SEVERABILITY AND AN EFFECTIVE DATE.

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

WHEREAS, the Mayor of the City of Palatka on behalf of the City Commission on May 5, 2008 signed the Interlocal Agreement for Coordinated Land Use and Public School Facility Planning, and

WHEREAS, this agreement obligates the City, Putnam County, the Putnam County School District, and other municipalities in Putnam County to coordinate planning efforts for existing and future school facilities, and

WHEREAS, the Florida Legislature has eliminated the statutory requirement for the Public School Facilities Element, which codifies the Agreement into the City's Comprehensive Plan; and

WHEREAS, the City, County, School District, and other municipalities have determined that the decline of school enrollment has minimized the need for the burdensome amount of staff time for the Agreement's formalized coordination process as well as the mechanism for developer proportionate share funding,

WHEREAS, the Mayor of the City of Palatka on behalf of the City Commission signed Resolution No. 2013-10-6 supporting amendment of the Public School Facility Interlocal Agreement and repeal of the Public Schools Facilities Element of the Comprehensive Plan,

WHEREAS, Subsection 163.3184, Florida Statutes, as amended, provides for the amendment of an adopted comprehensive plan, and

WHEREAS, the Planning Board conducted a public hearing on November 5, 2013, and recommended approval of this amendment to the City Commission, and

**WHEREAS**, Section 163.3184(3)(b)1., Florida Statutes, as amended, provides that the City Commission may transmit the proposed amendment ordinance and supporting data and analysis to state reviewing agencies and any other local government or governmental agency that has filed a written request with the governing body, and

**WHEREAS**, the City Commission transmitted the amendment to state reviewing agencies and Putnam County on August 7, 2014 and received no objections or comments from such entities, and

**WHEREAS**, Section 163.3184(3)(b)2., Florida Statutes, as amended, provides that state agencies shall transmit to the City of Palatka comments regarding adverse impacts on important state resources and facilities by the amendments, and

**WHEREAS**, Section 163.3184(3)(c)1., Florida Statutes, as amended, provides that the City Commission shall hold a second public hearing to adopt the amendment within 180 days after receipt of agency comments, and

**WHEREAS**, the City Commission properly transmitted this amendment to state agencies and received no comments from said agencies,

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

**Section 1.** That the Public Schools Facilities Element of the Comprehensive Plan be repealed.

**Section 2.** Severability. In the event that any portion or section of this ordinance is determined to be invalid, illegal or unconstitutional by a court of competent jurisdiction, such decision shall in no manner affect the remaining portions or sections of this resolution which shall remain in full force and effect.

**Section 3.** 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 4.** 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 5.** 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 8<sup>th</sup> day of January, 2015.

**CITY OF PALATKA**

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

**ATTEST:**

\_\_\_\_\_  
City Clerk

**APPROVED AS TO FORM AND CORRECTNESS:**

\_\_\_\_\_  
City Attorney

**EXHIBIT "A"**

**PUBLIC SCHOOLS FACILITIES ELEMENT**

Case 13-47  
Request to Amend Comprehensive Plan  
(Repeal Public School Facilities Element)  
Applicant: Building and Zoning Dept.

## STAFF REPORT

DATE: October 21, 2013  
TO: Planning Board Members  
FROM: Thad Crowe, AICP  
Planning Director

### APPLICATION REQUEST

To consider the repeal of the Public Schools Facilities Element of the Comprehensive Plan.

### APPLICATION BACKGROUND

The Putnam County School Board, Board of County Commissioners and the other governing bodies of municipalities within the County (including the City of Palatka) have approved revisions to the Schools Interlocal Agreement. The agreement and Public Schools Facilities Element between the County, municipalities, and School Board, codifies levels of service for schools, requires City review & comment (no voting or veto authority) for school boundary changes within its jurisdiction, requires coordination of the School District's capital improvement program with County and other municipalities, and requires payment from residential development if school capacity is not available (payment goes toward needed new facilities). The Agreement also establishes an inter-jurisdictional staff working group to monitor the agreement's implementation. The Florida legislature several years ago eliminated the requirement for this element within the Comprehensive Plan of local jurisdictions due to its basic "unworkability" and unnecessary red tape. Given that: 1) school enrollment is declining and ample school capacity is available, 2) significant residential development is unlikely to occur to create school capacity problems; 3) the City has very little say about school boundary changes; and also 3) the process requires unnecessary investment of staff time on all fronts; Staff recommends repeal of the Element.

### PROJECT ANALYSIS

Florida Statutes do not provide specific criteria for the review of text amendments, other than the requirement that amendments to the Future Land Use Element (FLUE) must discourage the proliferation of sprawl, and that any such amendments must be in keeping with other Goals, Objectives, and Policies of the Plan. This Element does not have a bearing on controlling urban sprawl, particularly since it gives the City no power to influence school zoning decisions. As an awkward appendage to the Comprehensive Plan, it is not integral or relevant to the Plan in general.

### STAFF RECOMMENDATION

Staff recommends repeal of the School Facilities Element of the adopted Comprehensive Plan.



## CITY OF PALATKA PLANNING BOARD MINUTES November 5, 2013

The meeting was called to order by Chairman Carl Stewart at 4:00 pm. **Other members present:** Vice-Chairman Daniel Sheffield, Anthony Harwell, George DeLoach Lavinia Moody and Earl Wallace, (arrived after the 2<sup>nd</sup> case). **Members absent:** Joe Petrucci, Judith Gooding and Joe Pickens. **Also present:** Planning Director Thad Crowe and Recording Secretary Pam Sprouse.

**Motion** was made by Mr. DeLoach and seconded by Mr. Sheffield to approve the minutes for September 3, 2013 meeting. All present voted affirmative, motion carried.

Chairman Stewart read the appeal procedures and requested that disclosure of any ex parte communication be made prior to each case.

**OLD BUSINESS** – none

### **NEW BUSINESS**

**Case 13-49:** Request to amend Municipal Code Sec. 94-200(e) to reduce the required minimum size for required permanent enclosed structure associated with non-temporary outdoor storage and sales from 1500 to 1200 sq. ft.

Mr. Crowe explained that application for this request is for the reduction of minimum size for permanent structures associated with non-temporary outdoor storage and sales, which is currently 1,500 sq. ft., and the applicant would like the Board to consider reducing the minimum to 1,200 sq. ft. to accommodate his business of non-temporary outdoor storage shed sales, proposed to be located at 3725 Reid St. and is a companion request to be considered next on the agenda. He reminded the Board of its April 2<sup>nd</sup> 2013 meeting's recommendation to the City Commission that non-temporary outdoor sales be allowed within C-2 zoning districts as a principal use, with the condition (among others) that there be a permanent building on the site that was at least 1,500 square feet in size. The reasoning behind the permanent structure rule was to ensure that a business had a permanent presence on the site instead of just a collection of outdoor sales items. Staff believes that there is not a substantive difference between a 1,500 and a 1,200 sq. ft. building, and that the smaller building will suffice in establishing a permanent presence for a business and accommodating the central office activities. In the interest of economic development and infill, important factors in the City's Comprehensive Plan, he recommended approval.

**Motion** made by Mr. Sheffield and seconded by Ms. Moody to recommend approval of the amendment as submitted. All present voted affirmative, motion carried.

**Case 13-45:** Conditional use request for non-temporary outdoor sales located in a C-2 zoning district, located at 3725 Reid Street.

Mr. Crowe gave an overview of the request and reviewed a sketch plan submitted by the applicant to show the general layout of parking, vendor spaces and proposed landscaping. He stated that the applicant has proposed the hours of operation to be Monday through Saturday 8:30 a.m. to 6:00 p.m. Mr. Crowe added that he believes

this application meets applicable non-temporary outdoor sales criteria and recommended approval in accordance with the revised site plan submitted by the applicant and subject to the following conditions:

- a Required buffering and screening shall occur at the time that residential development occurs to the rear.
- b The site plan must be revised to include six parking spaces adjacent to the building on the paved area, with one of those being a 15-foot wide and 20-foot long handicapped space with a five foot striped ramp on the passenger side, and the others being 10 by 20 foot spaces. The internal driveway shall be at least 22 feet in width. The parking row shall have parking-space-size landscape islands on either end with shade trees planted within them that are adjacent to the end of parking rows. Wheel stops are required.
- c Garbage cans must be stored in an area that is enclosed on three sides with a six-foot tall privacy fence or wall and on one side with a swinging gate.
- d Signs are allowed for individual vendors and displays, limited to each display area and not more than 20 square feet in size, otherwise the Sign Code shall apply.
- e Display items are to be arranged in an organized and neat manner and not in a haphazard arrangement.
- f No automobiles, motorcycles, boats, or other motorized vehicles; heavy equipment; live animals; or personal services shall be offered for sale.
- g Shed storage areas visible from the right-of-way shall be screened by fencing or vegetation that shall be maintained in an attractive and neat appearance. Sheds will be clustered together in an organized and attractive manner in several multiple display areas, and those visible from the public right-of-way shall be bounded by portable fences and large potted plants.
- h Exterior lighting shall be shielded and downcast to reduce glare.
- i Hours of operation are 8:30 AM to 6 PM Monday through Saturday.

Mr. Sheffield asked Mr. Hatcher if he had any problem with the restrictions recommended by staff as well as the hours of operation. Bob Hatcher with Florida Carports and Sheds, the applicant for this request, stated that he was amenable to the conditions recommended.

Ms. Moody commented that the City is trying to create some growth here but also address the problem of certain businesses violating zoning standards and presenting an unattractive appearance and strongly suggested that the applicant take the recommendations seriously and make the business look good. Mr. Hatcher indicated he would diligently comply with codes.

**Motion** made by Mr. DeLoach and seconded by Ms. Moody to approve the request subject to staff recommendations. All present voted affirmative, motion carried.

**Case 13-46:** amend code Sec 94-161 and 162 to establish an overlay zoning district to provide for design standards and use restrictions in the Downtown zoning districts.

Mr. Crowe explained that what Staff is proposing is a kind of holistic and comprehensive set of guidelines governing downtown. Unlike many other Florida towns and cities of the City's size, Palatka's downtown does not have any design regulations or any special standards. There is some vague language in the zoning district's development standards section about creating a pedestrian oriented environment, but that is not very enforceable. The proposed overlay addresses the broad spectrum of issues that affect downtown and encourages the revitalization of downtown, using the Main Street approach. This approach generates pedestrian activity and brings more people downtown to restaurants, retail stores and personal service establishments. The overlay also addresses the current right to demolish any downtown building regardless of historic or architectural significance and the need for some basic design standards to ensure that new infill buildings and the renovation of existing buildings will blend with the fabric of the physical environment of Downtown Palatka so as not to present a jarring contrast with existing community character and architecture. The overlay also encourages uses that contribute to a vibrant and active shopping and business area. Mr. Crowe explained that there are two areas being proposed: 1) the retail core which would include properties fronting on St. Johns

Avenue from the Riverfront Park up to 11<sup>th</sup> St.; and 2) the Periphery area which includes all areas zoned DB (Downtown Business) and DR (Downtown Riverfront) excluding the retail core. He added that there are many communities that have these types of standards and protections in place. The overlay standards would not present a regulatory burden as they would be administered by staff with any appeal of staff's decision would then come to the Planning Board. He completed his PowerPoint presentation by graphically presenting the proposed design criteria for the building façades, signage and amendments to the allowed uses.

Mr. Sheffield asked if this was in essence creating a downtown historic district. Mr. Crowe explained that this was a step short of a historic district and was more of a design district that provided limited historic protection – in essence requiring historic preservation board review for the 16 individually significant downtown historic buildings but not for the 62 contributing buildings or the 29 noncontributing buildings. This measure is justified by Comprehensive Plan policies under Future Land Use Element Objective A.1.5 that compel the City to preserve historically significant buildings.

Robert Lemon, 111 Easement Lane, Interlachen, commended the City for taking these steps to have regulations for any area, historic buildings are extremely valuable and this is a wonderful way to preserve the history and add to the ambiance of the whole city. Zoning is also a very good way to separate incompatible uses, such as an industrial site right next to a residential use. He questioned mixing the two issues (architectural design and zoning) as they are both fairly complex issues. He said that he would encourage the City to separate the two issues and suggested workshops inviting input from the taxpaying community.

Reverend Don Hanna, St. James United Methodist Church and Vice President of the South Putnam Ministerial Association voiced concerns of putting restrictions on churches even though right now it is confined to St. Johns Ave. and then also restricting those specific churches on the periphery deemed historic. He read a letter from the South Putnam Ministerial Association urgently requesting the tabling of this proposed amendment to a time certain. Additionally, the Association requested that the Planning Director forward to them the interpretation of this proposed ordinance before the next meeting. He ended by saying that the appropriate action would be to table this request until additional review can be made.

Neal Chancey, 2615 Lane St., Palatka, commended Mr. Crowe for his detailed restructuring of the zoning code to really appeal to the commercial class (use), but expressed concerns for some of the items relating to compatibility. He agreed that revitalization for downtown as a base is very important, but this effort should not impact churches. To restrict the church is to restrict the church's ability to reach out to people in this community that are in need. He recommended taking out the emphasis on churches of this amendment, and also recommended that a questionnaire be sent out to the community about this particular code amendment.

Cynthia Aisa, 424 N. Fern St. San Mateo, stated that she attends church on 7<sup>th</sup> St. and Main St. and wanted to know if her church would be affected by this amendment which would be a problem for them, as the church is trying to grow. She agreed that this item should be tabled for a workshop discussion so that the community can better understand the proposed changes and how existing businesses and uses will be affected.

Kirby Kennedy, representative of First Baptist Church, 501 Oak St., agreed that Mr. Crowe and his group have done a tremendous job trying to figure out ways to make downtown an incredible place where people will gather. He stated that his church has been in Palatka since the early 1870s and on Oak Street since the early 1900's. He stated that they have a vested interest in downtown. He also requested that this item be tabled. He added that they have the ability to invest in downtown to bring people downtown. He said that his church had met with city officials in August and again in September regarding how they could invest in the property across the street from the church in building a \$3.5 to \$4 million-dollar family life center with a gymnasium and swimming facility with a façade on St. Johns Ave., possibly to include an art gallery as well. He said this would grow their congregation and added that city staff had made no mention of these proposed changes.

Charlie Rayburn agreed with the need for a workshop.

Bob Taylor, 241 Crystal Cove, commended Mr. Crowe and staff in their efforts on putting the guidelines together. He stated that there are some concerns (some that have already been voiced) and another one is with the 50 year historic rule (structures are eligible for local and national historic registration once they are 50 years old). He agreed that a workshop would be advisable to find compromises on some of the concerns that need to be worked out. One significant concern is with removing the allowance of some of the uses, as those that are existing will then become non-conforming, which could be troublesome.

Dawn Perry, 2370 Westover Dr., stated that a lot of her concerns have been brought up by the previous speakers and added her opposition to excluding churches from this area. Ms. Perry referenced excerpts from a federal statute protecting churches known as the R.E.L.U.P.I.A. act.

Alexander Altman, 5256 Silver Lake Dr., referred to a quote from Benjamin Franklin, stating that if you give up a little freedom for protection, you deserve neither freedom nor protection, as has been presented as "a sort of protection measure" with this proposal. He believes that it is clear this amendment will create a schism in the community that this particular issue and point will create division and conflict within the very community the Board is trying to serve.

Charles Rudd, Palatka Main St. Manager, referred to grants that are attracting people to the retail district and explained that the goal is to create a destination retail corridor of specialty boutiques and restaurants as that is the only way to compete with the big stores like Wal-Mart and K-mart, so the Downtown retail/entertainment district competes on specialization, customer service and attracting people to a retail destination, that brings an infusion of new dollars into the community. The statistics prove that when you buy local, more money stays in the community. Mr. Rudd added that all of the current uses that have been allowed, all this time are a big part of what has brought the City to this point today, adding that more than fifty percent of current use is office/non-retail and another twenty-five percent is vacant. Every space is extremely valuable and each space needs to support the next space, staff is just proposing the retail corridor for the proposed overlay zoning use restrictions. The goal is to create a destination retail corridor of specialty boutiques and restaurants as that is the only way to compete with the big stores like Wal-Mart and K-mart. He ended by saying this is just another tool for the City to use to where we can kind of tip that mouse, and change what we have been doing, because "we" people don't like what we have been getting to where we preserve and create a retail corridor. These uses are allowed in the periphery of this district, as well as in other places all over town. He continued that there is probably not any use that is allowed in every district.

**Motion** made by Ms. Moody and seconded by George DeLoach to table this request until a workshop can be held. All present voted, resulting in 5 yeas and 1 nay (Mr. Harwell). Motion carried.

#### **Case 13-47: Administrative request to repeal the Public Schools Element of the Comprehensive Plan.**

Mr. Crowe explained this request is for consideration of repealing the Public Schools Facilities Element of the Comprehensive Plan. The Florida legislature several years ago eliminated the requirement for this element within the Comprehensive Plan of local jurisdictions due to its basic "unworkability" and unnecessary red tape. Given that the school enrollment is declining and ample school capacity is available, significant residential development is unlikely to occur to create school capacity problems and the City has very little say about school boundary changes; and also the process requires unnecessary investment of staff time on all fronts; Staff recommends repeal of the Element. Staff recommended repeal of the School Facilities Element of the adopted Comprehensive Plan.

**Motion** made by Mr. Sheffield and seconded by Mr. DeLoach to approve with staff recommendations. All present voted affirmative. Motion carried.

**Case 13-48:** Request for a conditional use to expand an existing church located in an R-2 (Two-family) zoning district.

**Location :** 1511 Washington Street  
**Owner:** Church of God by Faith, Inc.

Mr. Crowe reviewed the staff report and recommendations for consideration. He recommended approval with the following conditions:

1. Uses on the property shall be limited to a maximum existing 225-seat church sanctuary, associated activities normally associated with a church, and 864 square foot new multi-purpose building.
2. Site development shall occur in keeping with the approved site plan.
3. Per Zoning Code Section 261 any exterior lighting on the site must be designed and arranged so that no source of such lighting is visible from adjoining residential properties. All site lighting shall be shielded or downcast to eliminate glare on adjoining properties and roadways.
4. The refuse area shall be screened on three sides with a six-foot tall privacy or stockade fence.
5. The Applicant shall erect a six-foot tall wood privacy or stockade fence or plant a continuous hedge of similar height along the east and west property lines adjacent to the new addition (not along the entirety of these property lines). While it is not required, Staff recommends that the Applicant plant a shade tree to the west of the new addition. The Applicant shall submit a landscape plan showing these elements for staff review and approval prior to any permit issuance.
6. All other applicable standards of the Municipal Code must be met.

Mr. Sheffield asked if the building design would be in keeping with the existing building.

Robert Benjamin, agent and contractor for the owner advised that it would be in keeping with the existing church and that the construction documents are in review at the building department. He explained that this is a multipurpose room for activities for the existing congregation.

**Motion** made by Mr. Sheffield and seconded by Mr. DeLoach to approve the request as recommended by staff. All present voted affirmative. Motion carried.

**Case 13-50** Administrative request to amend Municipal Code Sec. 94-295 Landscaping and Tree Protection (General landscape requirements) to provide standards for fencing; and amend Buffering and Screening Code Section 94-303 to the following landscape area types applicable to conditional uses: roadway buffers, vehicular use buffers, and parking lot landscape islands.

Mr. Crowe recommended tabling this item to the December 3<sup>rd</sup> meeting for continued research and refinement of the ordinance.

**Motion** made by Mr. DeLoach and seconded by Ms. Moody to table the request until next month. All present voted affirmative.

With no further business, meeting adjourned.

# *Agenda Item*

7



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**ORDINANCE** - 110 Kay Larkin Dr. - Planning Board Recommendation to Rezone from C-2 (Intensive Commercial) to R-3 (Multiple-Family Residential) - Southern Medical Associates, Inc., owner - 1st Reading

**SUMMARY:**

This is an administrative action intended to address a longstanding split zoning problem on a unified property (nursing home) that has both commercial and residential zoning. The rezoning to multi-family would make the entire property conforming.

**RECOMMENDED ACTION:**

**Pass on first reading an ordinance assigning R-3 (Multiple-Family Residential) to the property.**

**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                 |
|--------------|-----------------|----------|----------------------|
| Planning     | Crowe, Thad     | Approved | 12/24/2014 - 3:02 PM |
| City Clerk   | Driggers, Betsy | Approved | 12/29/2014 - 3:44 PM |
| City Manager | Cymbor, Michael | Approved | 12/29/2014 - 4:46 PM |
| Finance      | Reynolds, Matt  | Approved | 12/31/2014 - 9:27 AM |
| City Clerk   | Driggers, Betsy | Approved | 12/31/2014 - 9:37 AM |

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

**ORDINANCE NO. 15 -**

**AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM C-2 (INTENSIVE COMMERCIAL) TO R-3 (RESIDENTIAL MULTI-FAMILY) FOR THE FOLLOWING PROPERTY: 110 KAY LARKIN DRIVE (SECTION 03, TOWNSHIP 10 SOUTH, RANGE 26 EAST); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, application has been made by the City of Palatka Building and Zoning Department on behalf of the following owners of said property: Southern Medical Associates, Inc. for certain amendment to the Official Zoning Map of the City of Palatka, Florida, and

**WHEREAS**, all the necessary procedural steps have been accomplished, including public hearings before the Planning Board of the City of Palatka on September 2, 2014, and two public hearings before the City Commission of the City of Palatka on January 8, 2015 and January 22, 2015, and

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

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

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

**DESCRIPTION OF PROPERTIES:**

PT OF SW1/4 OF SW1/4 OR514 P6 (Being 110 Kay Larkin Drive / tax parcel # 03-10-26-0000-0131-0010)

**Section 2.** To the extent of any conflict between the terms of this ordinance and the terms of any ordinance previously passed or adopted, the terms of this ordinance shall supersede and prevail.

**Section 3.** This Ordinance shall become effective immediately upon

its final passage by the City Commission.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka on this 22<sup>nd</sup> day of January, 2015.

**CITY OF PALATKA**

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

**ATTEST:**

\_\_\_\_\_  
**City Clerk**

## STAFF REPORT

**DATE:** August 14, 2014  
**TO:** Planning Board members  
**FROM:** Thad Crowe, AICP  
Planning Director

### APPLICATION REQUEST

To rezone as referenced above. Public notice included legal advertisement, property posting, and letters to nearby property owners (within 150 feet). City departments had no objections to the proposed actions.



Figure 1: Site and Vicinity Map

**APPLICATION BACKGROUND**

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

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

| Future Land Use Map Category |                        | Zoning                     |                                |
|------------------------------|------------------------|----------------------------|--------------------------------|
| Current                      | Proposed               | Current                    | Proposed                       |
| RH (Residential, High)       | RH (Residential, High) | C-2 (Commercial Intensive) | R-3 (Multi-Family Residential) |

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

|                                      | Future Land Use Map                        | Zoning                                                       |
|--------------------------------------|--------------------------------------------|--------------------------------------------------------------|
| North of Site                        | RH (Residential, High)                     | C-2 (Intensive Commercial)                                   |
| East of Site (across Kay Larkin Dr)  | RH (Residential, High)<br>COM (Commercial) | R-3 (Multi-Family Residential)<br>C-2 (Intensive Commercial) |
| West of Site                         | RH (Residential, High)                     | R-3 (Multi-Family Residential)                               |
| South of Site (across St. Johns Ave) | RH (Residential, High)<br>COM (Commercial) | C-1 (General Commercial)                                     |

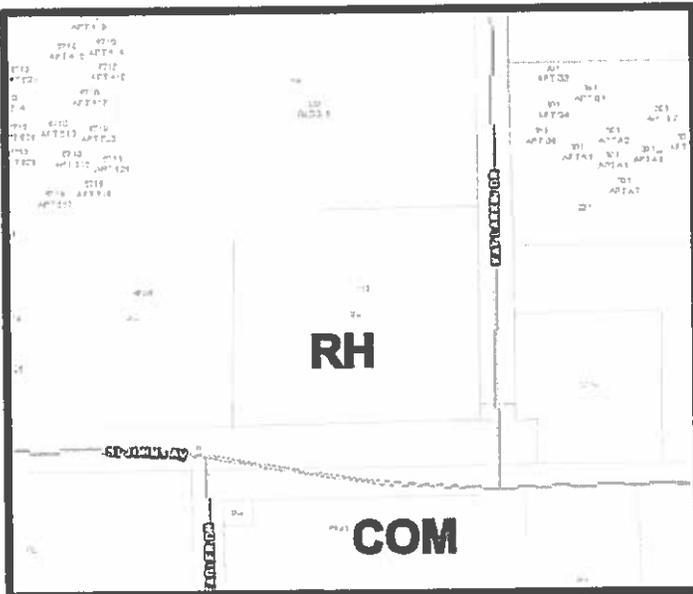


Figure 2: Future Land Use Map Classifications

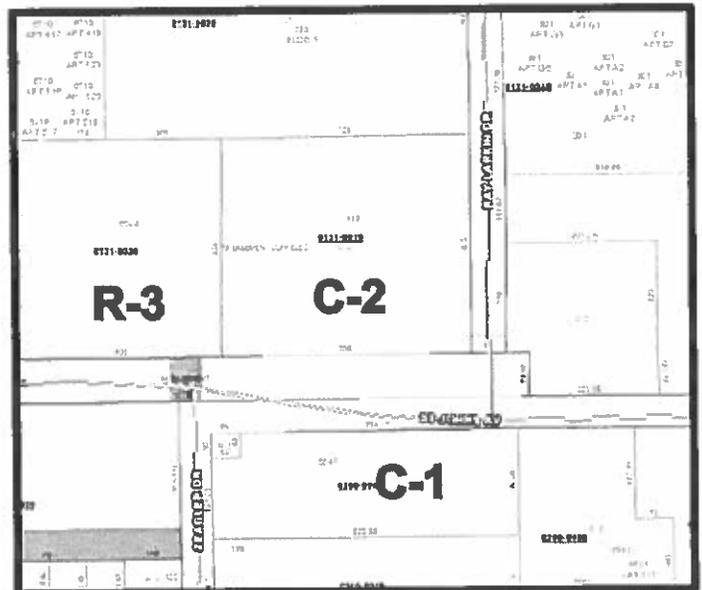


Figure 3: Zoning Classifications

This existing nursing home was originally developed in 1987, approved by the Planning Board as a conditional use. At the time this use and other multi-family residential uses were allowed in commercial zoning and land use – in 2011 the Comprehensive Plan and Zoning Code were amended to only allow limited residential uses in commercial land use and zoning. The second phase of the nursing home (6600 St. Johns Ave) was developed in 1999 on the property to the west (6600 St. Johns Ave.) – staff could find no records of any conditional use requests or approvals, but the use was approved by staff at the time (please note that a companion conditional use application for the second phase parcel is also being processed administratively). As Figure 1 demonstrates, both properties effectively function as one interconnected and unified land use.

**PROJECT ANALYSIS**

**Rezoning Analysis**

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

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

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

**Staff Comment:** the application is in keeping with Comprehensive Plan goals, objectives, and policies encouraging development to occur where urban services are available.

*b. The existing land use pattern.*

**Staff Comment:** the property is compatible with surrounding uses, which are mostly institutional and multi-family. Residents are close to medical facilities and shopping.

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

**Staff Comment:** R-3 zoning applies to properties to the east and west.

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

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

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

**Staff Comment:** See response to c. above.

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

**Staff Comment:** No conditions have changed to compel this amendment.

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

**Staff Comment:** The use is compatible with nearby residential areas.

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

**Staff Comment:** sufficient road capacity exists to serve the existing development and public safety is not compromised. As noted in the staff report for the companion conditional use application for the western part of the property (6600 St. Johns Ave.), there is a parking deficiency, at least by Code. The facility has 136 parking spaces. The facility is licensed by the state for up to 180 beds, and currently has 156 residents/beds. The Zoning Code parking standard for nursing home is one space for each bed, so the parking is technically deficient. However the site plan including parking was approved for the original conditional use and also by Staff for the expansion, so it is possible that the Planning Board allowed relief from the minimum parking

requirements in their approval (records were not retained). Staff has surveyed the parking lot during various times and there have consistently been available parking spaces – the aerial below shows the typical parking usage. The site is constrained in that there are not areas available for parking lot expansion without loss of open space and required drainage retention areas. Staff provided a recommendation for the proposed conditional use, applicable to the overall property, that this application be approved with a condition that the parking be monitored and if parking shortages do occur than a rehearing of the conditional use be required.

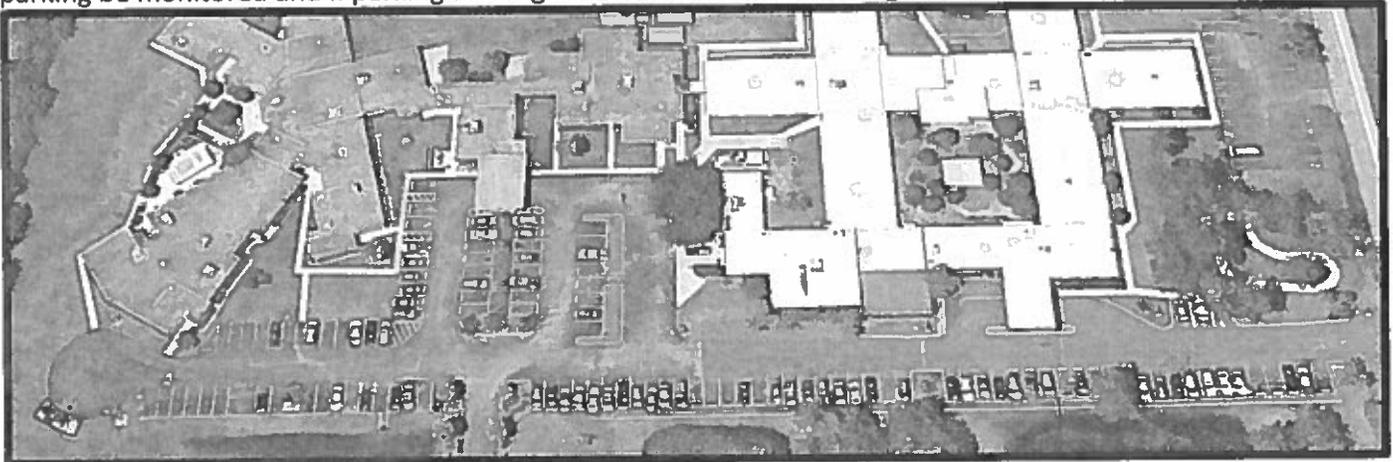


Figure 4: recent aerial photo showing parking usage

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

**Staff Comment:** all development must meet City and water management district stormwater retention requirements.

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

**Staff Comment:** Development on the site must conform to applicable height, lot coverage, and other factors that will prevent such impacts.

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

**Staff Comment:** this compatible uses will not have a detrimental impact on area property values.

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

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

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

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

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

**Staff Comment:** Due to the Comprehensive Plan and Zoning Code changes previously discussed, a residential use like this is not allowed in a commercial FLUM and zoning category.

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

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

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

**Staff Comment:** not applicable.

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

**Staff Comment:** not applicable.

**STAFF RECOMMENDATION**

As demonstrated in this report, this application meets applicable rezoning criteria. Staff recommends approval of rezoning of 110 Kay Larkin Dr. from C-2 to R-3 (Multi-Family Residential).



**CITY OF PALATKA  
PLANNING BOARD MINUTES  
October 7, 2014**

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

Chairman Sheffield read the appeal procedures and requested that members divulge any ex-parte communications before each case.

**OLD BUSINESS - None**

**NEW BUSINESS:**

- Case 14-25:** Administrative request to annex, amend the Future Land Use Map from Putnam County US (Urban Service) to RL (Residential Low) and rezone from Putnam County R-2 (Residential Mixed) to R-1A (Single-family Residential)  
**Location:** 908 N. 20<sup>th</sup> St.

Mr. Crowe explained that this is a single-family home and is currently zoned two-family in the County but is in a predominantly single-family area. The property is contiguous to the city limits and meets the statutory annexation criteria. He added that the property owners are seeking City water and Staff is recommending annexation with a low-density land use and a single-family zoning designation.

No members of the public appeared to address the Board.

**Motion** made by Mr. DeLoach and seconded by Mr. Campbell to approve the request as presented. All present voted affirmative, motion carried unanimously.

- Case 14-27** A request to revise Zoning Code [Sec. 94-149 (e)] to add mobile medical units to the list of conditional uses in the C-2 (Intensive Commercial) zoning district.

Mr. Crowe explained that the owner of property located at 111 S SR 19 has requested this code change to allow for the use of a mobile medical imaging vehicle on the property. The applicant is the property owner who wishes to rent the one of their units to a medical clinic specializing in cancer care. The clinic would utilize a 48 ft. long mobile unit similar to a "bloodmobile," that would be parked adjacent to the existing medical clinic for a couple of days per week. Of course the specifics of this case would be presented in a separate conditional use application, should this code change be approved. The vehicle would be considered an accessory structure in

zoning code terms and Staff cannot administratively approve the accessory structure/use as it is not in keeping with the character of the district.

This change would add “mobile medical unit” to the list of accessory conditional uses found in Zoning Code in the C-2 district with the following definition to be added:

Mobile medical unit; contained within a travel trailer of similar vehicle, incidental and subordinate to principal medical clinic use and immediately adjacent to principal use, including specialized medical equipment, intended to provide a premises for medical testing, and intended to be used only for limited time periods. Use included freestanding mobile units associated with state or federal agencies and the American Red Cross and similar quasi-public agencies, for example “Bloodmobile.”

Mr. Crowe explained that this proposed amendment is modeled after the town of Kissimmee’s ordinance and reviewed the proposed conditional use standards:

- The use and unit shall adhere to the requirements of the State of Florida Department of Business and Professional Regulations (DBPR).
- The unit shall not encroach into required building setbacks or buffers outlined by the zoning district.
- The unit shall be located on an approved paved vehicular use area and shall not occupy fire lanes, required drive aisles, or required parking spaces.
- The placement of the unit shall not alter or obstruct the flow of traffic or present a safety hazard to vehicles or pedestrians.
- Proper Americans with Disabilities Act (ADA) and pedestrian access must be provided, and any accessory components shall meet the requirements of the Land Development Code and the Florida Building Code.
- All electrical items and connections shall conform to the National Electric Code and shall be properly protected.
- Outdoor storage to accommodate the unit is prohibited.
- Signage shall be limited to the following: signage that is permanently integrated into or part of the unit; a 20 sq. ft. banner permitted by the Development Services Department, Building Division (streamers, flags, pennants, snipe, and other type of advertising is prohibited)
- The unit shall be removed after a period exceeding 2 consecutive days of non-activity.
- Applications shall be accompanied by proof of a valid City of Palatka Business Tax Receipt for the primary business, copy of the license issued for the unit from the State of Florida (DBPR), written authorization from the owner of the host site allowing the placement of the Mobile Medical Unit, contact information for the applicant, the primary business, the property owner, and the representative for the Mobile Medical Unit, a site survey indicating the location of the unit, the dimension of the unit, existing buildings, existing landscaping, setbacks from buildings and property lines, location of parking spaces including handicapped spaces, location of drive aisles, number of existing and displaced parking spaces, and any other pertinent information.

Mr. Douglas and Mr. Harwell recused themselves from this case, stating that they had worked with the applicant and gained financial benefit thereby.

Mr. Douglas, 601 St. Johns Ave. speaking as an applicant and not a Board member and representing SR19, LLC explained that the Cancer Specialists of North Florida operates around the North Florida area, with satellite offices in rural areas to provide cancer treatment to those in need. They are considering moving here and locating near the corner of St. Johns and SR 19 next to Quizno’s. He added that their entire business plan is dependent upon this medical imaging coach. Mr. Douglas stated that the applicant fully supports Staff’s

recommendations but requested that the Board consider some flexibility with regards to the following recommended conditions:

- Required drive aisle; he had support from the Fire Marshal stating that would not be an issue with emergency services.
- Screening of mobile medical units; suggesting that potted plants be acceptable - as had been previously discussed with Staff.
- Limitation on use – he asked that the Board consider four days per week to accommodate a possible weekend to avoid having to possibly come back at a later date.
- Delete paragraph K – to avoid any type of uncertainty that the medical unit would have to move (from the premises) once the clinic closes office hours.

Mr. Sheffield asked if the applicant would be amenable to two week day and two weekend days. Mr. Douglas said that they would. Mr. Pickens asked if the proposed was adopted as submitted could the applicant of a conditional use request an expansion of their individual use. Mr. Crowe answered that was correct and stated that the intent is that two days would be a 48 hour period and in terms of hours of operation. Mr. Crowe suggested that the language could be amended to state that the mobile unit may only operate when the clinic is open for business. Ryan Merrill, Attorney for Cancer Specialists of North Florida, 701 Beach Av., Atlantic Beach FL, explained that the mobile use may see patients on a Saturday, but it would not be the normal flow of patients and the clinic doors would certainly be open.

Mr. DeLoach asked if the adjacent tenants were in support of this. David Miles, 65 Dolphin Dr. St. Augustine FL expressed that Mr. Gullett, owner of Quizno's and neighbor of the proposed location was in support of the request and believes it may even be a benefit to his business.

Tony Harwell, 322 Madison St. asked how the screening would work for other similar outfits, such as the Bloodmobile and how the Florida Building code intermixes with "mobile" buildings. Mr. Crowe explained that at the time of set up, the Building Official and the Fire Marshal will make sure that building and life safety codes are met.

Mr. Crowe suggested, based on the discussions with the applicant, the following revisions to the proposed amendment:

- Item C: remove the words required drive aisles.
- Item K: replace the language (after the word operate) with the following words "to operate when the principal medical clinic is open for business" after the word allowed.

**Motion** by Mr. DeLoach and second by Mr. Pickens to approved the amendment with the revisions as recommended by Mr. Crowe. All present voted affirmative, motioned carried unanimously, with Mr. Harwell and Mr. Douglas abstaining from the vote.

**Case 14-28:** Administrative requests to amend the Zoning Code Article II, Sec. 54 (City Planning Board) regarding procedural and administrative aspects of this Board

Mr. Crowe explained that the current standards evoke a time when the Board took on a greater role in City policy and administration and even staff duties. The changes are intended to shift the focus to the Board's core duties eliminating obsolete text and duties that are not within the purview of the Planning Board. He explained that the first part of this amendment is a charter for the Board that includes obsolete provisions such as a school board non-voting member (school concurrency was eliminated by the Florida Legislature as a requirement); ex-officio membership for the mayor, city manager, and city attorney; the unnecessary requirement for a secretary position on the Board; and the granting of special powers to the Board including staff work such as mapping,

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.

With no further business, meeting adjourned at 5:14 pm.

# *Agenda Item*

8



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**ORDINANCE** - Planning Board Recommendation to Amend Zoning Code to allow for reduced parking space size for non-public parking - 1st Reading

**SUMMARY:**

Based on numerous requests from private and public entities for relief from the larger required (ten by twenty feet) parking places, Staff and the Planning Board request that "non-public" parking be allowed a smaller nine-by-eighteen foot size. This would include automobile sales display areas, fleet parking, and gated/restricted parking. Benefits include lower development costs and increased green space.

**RECOMMENDED ACTION:**

**Pass on first reading an ordinance reducing non-public parking space width.**

**ATTACHMENTS:**

| Description                                             | Type            |
|---------------------------------------------------------|-----------------|
| <input type="checkbox"/> Ordinance                      | Ordinance       |
| <input type="checkbox"/> Staff Report                   | Backup Material |
| <input type="checkbox"/> Planning Board Minutes (Draft) | Backup Material |

**REVIEWERS:**

| Department   | Reviewer         | Action   | Date                 |
|--------------|------------------|----------|----------------------|
| Planning     | Crowe, Thad      | Approved | 12/24/2014 - 3:30 PM |
| City Clerk   | Driggers, Betsy  | Approved | 12/29/2014 - 3:22 PM |
| City Manager | Czymbor, Michael | Approved | 12/29/2014 - 3:28 PM |
| Finance      | Reynolds, Matt   | Approved | 12/31/2014 - 9:27 AM |
| City Clerk   | Driggers, Betsy  | Approved | 12/31/2014 - 9:35 AM |

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

ORDINANCE NO. 15 -

AN ORDINANCE OF THE CITY OF  
PALATKA, FLORIDA, REDUCING PARKING  
SPACE DIMENSIONS TO NINE FEET BY  
EIGHTEEN FEET FOR NON-PUBLIC  
PARKING; 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 December 2, 2014, and two public hearings before the City Commission of the City of Palatka on January 8, 2015, and January 22, 2015; 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.

ZONING CODE ARTICLE V. -

Sec. 94-261. - OFF-STREET PARKING AND LOADING

*(f) Dimensions of parking spaces; aisle width. Each parking space shall be a minimum of ten feet by 20 feet in size, except for non-public parking areas including display, fleet, and restricted parking, which shall be a minimum of nine feet by eighteen feet in size.*

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 22<sup>nd</sup> day of January, 2015.

CITY OF PALATKA

Case 14-37  
Request to Amend Zoning Code  
(Reduce parking space width for non-public parking)  
Applicant: Building & Zoning Dept.

## STAFF REPORT

DATE: November 24, 2014  
TO: Planning Board Members  
FROM: Thad Crowe, AICP  
Planning Director

### APPLICATION REQUEST

A request to amend the Zoning Code to reduce parking space width from ten-by-twenty feet to nine-by-eighteen feet for non-public parking including display, fleet, and restricted parking areas.

### APPLICATION BACKGROUND

Zoning Code Sec. 94-261(f) requires a minimum size of parking spaces of 10 feet by 20 feet. This is larger than the industry standard of 9 feet by 18 feet allowed in most other jurisdictions, and results in unnecessary paving, which then results in a cost burden to businesses and the reduction of green space. Staff recommended the smaller size at the October, 2011 Board meeting, a proposal that was denied by both the Board and the City Commission. Since that time the Zoning Board of Appeals has allowed parking space reduction in one case for 50% of required parking (Family Dollar at Crill & Palm Avenues). The Zoning Board of Appeals denied a request from the downtown Hampton Inn for smaller spaces, which was appealed successfully to the City Commission.

Staff recognizes the Board's reluctance for across-the-board parking space reduction, and proposes a code compromise that retains the larger spaces for public parking areas (required public parking for retail, service, institutional, government and other uses), while allowing the narrower nine-by-eighteen spaces for non-public parking such as car dealer display, fleet vehicles, and restricted parking areas such as employee-only.

### 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 apparent.

- Vehicles are trending toward smaller sizes;
- reducing paved areas reduces project costs and increases green space;
- the proposed space size is in line with typical parking space sizes of other jurisdictions;

- The City in the past several years has formally approved requests for the nine-by-eighteen foot spaces; and
- many parking areas in the City already have the nine-foot wide spaces, as they predate the code requirement or striped spaces incorrectly.

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 following Comprehensive Plan policies (shown in *italics*) are applicable to this amendment. This amendment is in keeping with the goals, objectives, and policies of the Comprehensive Plan, more particularly with the objective below.

**FUTURE LAND USE ELEMENT**

***Objective A.1.8*** *9J-5.006(3)(b)9; F.S. 187.201(16)(b)3*

*Upon Plan adoption, The City shall establish a program that provides the means for innovative development planning. The end goals of the program are to provide:*

- *Flexibility and efficiency in site design to reduce infrastructure costs, improve interior circulation patterns, and promote open space;*
- *Development that is adapted to natural features in the landscape such as wetlands, vegetation and habitat, and which avoids the disruption of natural drainage patterns; and*
- *A mix of land use to promote convenience in the location of related uses and to reduce travel congestion and costs.*

**STAFF RECOMMENDATION**

Staff recommends approval of Case 14-37 revising Zoning Code Section 94-261(f) as follows.

*(f) Dimensions of parking spaces; aisle width. Each parking space shall be a minimum of ten feet by 20 feet in size, except for non-public parking areas including display, fleet, and restricted parking, which shall be a minimum of nine feet by eighteen feet in size.*

Mr. Petrucci arrived during Case 14-35.

Motion made to approve with corrections by Mr. DeLoach and seconded by Mr. Harwell. All present voted affirmative, motion carried.

Chairman Sheffield read the appeal procedures and requested an ex-parte communication prior to each case.

Mr. Douglas and Mr. Harwell recused themselves from voting on case 14-31 but remained present.

14-31 Staff interpretation was approved by this Board last month, and one of the requirements was that the parking spaces would be made to conform to the current code. Parking is a characteristic of use and staff would consider this parking lot is a grandfathered use and asked the Board to allow to recognize the grandfathered striping for the existing 9x18 and that the compact spaces be restriped to also conform to 9'x18'.

Motion made by Mr. DeLoach and seconded by Mr. Wallace to approve the recommendation made by Staff. All present voted affirmative, motion carried.

14-35 Housekeeping measure. The County emergency operation center's electronic sign is what spurred this. In 2012 the sign code was amended to include defining the electronic changing signs. This type of sign is most appropriate in the intensive commercial district and is currently no specified in any district. Mr. Holmes commented.

Motion made by Mr. DeLoach and seconded by Mr. Douglas, Jr. to approve as submitted by staff. Mr. Harwell asked if this included a lighted sign was on a trailer (mobile). Question called. All present voted resulting in 5 yeas and 1 nay (by Mr. Wallace), motion passed.

Mr. Harwell asked what the lamination limit is. Mr. Crowe we provide standards and the owner is obliged to conform with the code and he read the formula in the code. Mr. Holmes asked what .3 ft candles amounts to. Mr. Crowe advised that this information is forward to the owner. Mr.

14-36 Discussion took place community standard that was set in the Comp Plan with the intent for vision for Mr. Holmes commented that

Motion made by MR. Petrucci Mr. DeLoach to approve the request as submitted by Staff. All present voted affirmative, motion passed unanimously.

14-37 amend zoning code Sec. 94-261(f) to reduce parking space width for non-public including display, fleet and restricted parking areas. Mr. Crowe advised that this is an established industry standard and that there is a lot of existing parking of this slightly smaller size within and around the city. Staff is responding to what staff believes is a legitimate constraint and confident that this will help many future developments as this has been a sticking point.

Mike Brown, P.O. Box 1486 Putnam County Planning Manager explained that this would allow the County to save on impervious surface costs and save on the number of trees that would have to be cut down for the proposed development site for the jail expansion. He added that this amendment would allow some consistency with the current county requirements that allow the smaller parking space.

Mr. Rick Ryan Putnam County Sheriff's Office, explained that this would be for employee parking. They are currently limited on space at this time and with the new development will include additional employee parking area freeing up more parking spaces for the public.

Mr. Jonathan Griffith, City of Palatka Project Manager, supported this code change.

Motion made by Mr. DeLoach and seconded by Mr. Petrucci to approve the amendment as presented by Staff. All present voted affirmative, motion carried.

**Other business:**

**Motion** made by Mr. Petrucci and seconded by Mr. Harwell to approve the 2015 meeting scheduled as presented by staff. List:

Chairman ....

Mr. Crowe read a letter of resignation from Mr. Campbell to prepare for his duties as Commissioner elect.

Mr. Sheffield reminded the Board that the recommendation to reduce the Board to a 7 member Board will be forwarded to the City Commission in January.

# *Agenda Item*

9



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**DISCUSSION** - Commissioner board and committee appointments and City representative appointments to outside agencies for terms beginning in January, 2015

**SUMMARY:**

Following this summary is a listing of current City Commission member appointments to boards, committees and liaison positions currently held by current and former members of the City Commission. Some are internal (Pension board appointments, commission liaisons to certain boards) and some are external for representative positions to other agencies and/or groups. Some are not held by Commissioners, but are designated by the Commission.

**RECOMMENDED ACTION:**

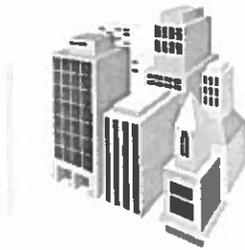
**Discussion and information. Action on appointments to be taken at January 22 meeting.**

**ATTACHMENTS:**

| Description                  | Type       |
|------------------------------|------------|
| Annual Appointment List 2014 | Discussion |

**REVIEWERS:**

| Department   | Reviewer         | Action   | Date                  |
|--------------|------------------|----------|-----------------------|
| City Clerk   | Driggers, Betsy  | Approved | 12/30/2014 - 10:53 AM |
| City Clerk   | Driggers, Betsy  | Approved | 12/30/2014 - 10:53 AM |
| City Manager | Czymbor, Michael | Approved | 12/30/2014 - 11:08 AM |
| Finance      | Reynolds, Matt   | Approved | 12/31/2014 - 9:26 AM  |
| City Clerk   | Driggers, Betsy  | Approved | 12/31/2014 - 9:36 AM  |



CITY OF PALATKA  
 Betsy Jordan Driggers  
 City Clerk  
 201 N. 2<sup>nd</sup> Street  
 Palatka FL 32177  
 Phone: 386-329-0199

# Memorandum

To: Mayor and Commissioners  
 From: Betsy Driggers, City Clerk  
 Date: 12/21/2013  
 Re: 2014 Commissioner Appointments

- Below is a list of commissioner representative appointments to various boards and committees. Appointments to the Putnam County Development Authority are made annually. Appointments as Liaisons or miscellaneous Commission Representatives are generally made in January following elections, after new or returning commissioners are sworn in. The list of current appointments are as follows.

Putnam County Development Authority: 1-year terms – yearly January Appt.

Mayor Myers  
 Vice Mayor Brown  
 Commissioner Norwood

Commission Liaisons: \*

Tree Committee  
 2009/09 CDBG Citizens Adv. Task Force  
 Airport Advisory Board  
 Community Gardens  
 Golf Course Advisory Board

*\*no set terms*

Commissioner Kitchens  
 Commissioner Kitchens  
 Vice-Mayor Brown\*  
 Vice-Mayor Brown  
 Commissioner Leary

Miscellaneous Commission Representatives

County Recreation Committee  
 Downtown Palatka, Inc. Liaison  
 SJRWMD Liaison  
 Save Central Academy Committee  
 NE Fla. Regional Planning Council Rep.  
 Greenways & Trails Liaison  
 Putnam Co. Waterways Committee

*Indefinite terms- usually appointments are made in January following elections*

City Staff – Jonathan Griffith  
 Mayor Myers  
 Commissioner Leary  
 Commissioner Norwood  
 Commissioner Myers  
 Commissioner Leary  
 City Staff

- The Pension Board appointments are made every even-numbered year; all current terms expire January 31, 2015. Currently those are Commissioner Norwood (General Employees), Mayor Myers (Police Officers) and Commissioner Leary (Firefighters)

***Please take action to approve the 2014 Commissioner representative appointments to various boards and committees per Staff recommendation.***