

TERRILL L. HILL
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



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.

March 9, 2015

**TO COMMISSIONERS: MARY LAWSON BROWN, RUFUS BOROM,
JUSTIN CAMPBELL AND JAMES NORWOOD, Jr.:**

You are hereby notified that a Workshop Meeting is hereby called to be held on Monday, March 16, 2015, commencing at 3:00 p.m. This called meeting will be held at the regular meeting place of the Palatka City Commission at Commission Chambers, 201 N. 2nd Street, Palatka.

The purpose of the meeting is to:

1. Discuss the appointment of an Economic Development Official for the City of Palatka
2. Discuss plans for a Restaurant in connection with Water Taxi Operation and Ship's Store at the Palatka Riverfront Park.

/s/ Terrill L. Hill

Terrill L. Hill, MAYOR

We acknowledge receipt of a copy of the foregoing notice of a workshop meeting on 9th day of March, 2015.

/s/ Mary Lawson Brown

COMMISSIONER

/s/ Justin Campbell

COMMISSIONER

/s/ James Norwood, Jr.

COMMISSIONER

/s/ Rufus Borom

COMMISSIONER

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.

TERRILL L. HILL
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AGENDA
CITY OF PALATKA WORKSHOP MEETING
March 16, 2015; 3:00 p.m.

CALL TO ORDER/Reading of Workshop Meeting Call

- a. Invocation
- b. Pledge of Allegiance
- c. Roll Call

1. **PUBLIC COMMENTS** – (limited to 3 minutes – no action will be taken on topics of discussion)
- * 2. **DISCUSSION on the designation of a City Economic Development Official as authorized by FS 288.075.**
- * 3. **DISCUSSION on the plans for a restaurant in connection with the Water Taxi/Dockmaster/Ship's Store operation at the Palatka Riverfront Park (Economic Development CDBG Grant)**
4. **OTHER BUSINESS**
5. **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.

Agenda Item

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CITY COMMISSION AGENDA ITEM

SUBJECT:

DISCUSSION on the designation of a City Economic Development Official in order to hold certain proprietary information from public dissemination as authorized by 288.075, Florida Statutes

SUMMARY:

This item was tabled at the special called February 5, 2015 City Commission meeting as well as the February 26th meeting on order to hold a workshop on the matter.

Chapter 288.075, Florida Statutes, under certain circumstances, authorizes the non-disclosure of certain information which a governmental entity would otherwise be required to disclose in accord with the State of Florida Public Record Law, provided an Economic Development Official is designated by the City. The Statute and a memorandum from City Attorney Donald E. Holmes follows this Summary.

The City is actively and vigorously pursuing economic development opportunities to develop and redevelop the City's riverfront, downtown and the City's commercial corridors. At times, interested prospects require confidentiality for proprietary business practices, plans or financial pro formas and information. Under Chapter 288.075, Florida Statutes, the City could hold proprietary information from being disseminated to the public in order to protect proprietary business information.

This request comes about as a result of Scott Lagassee's request for a Non Disclosure Agreement concerning proprietary business information he has put together on the Ship's Store/Restaurant/Water Taxi/Dockmaster operation proposed at the Riverfront Park. Mr. Lagassee has withdrawn his request as of March 12 "until such time as a final decision is made by the City in regards to the ability to accommodate these types of request." His email is attached.

Attending this workshop will be representatives of the Putnam County Chamber of Commerce and UF Small Business Development Center; Scott Lagassee of Boathouse Marina, who is the City's contractor for the operation of the Water Taxi, Dockmaster and Ship's Store & Restaurant; Rudy Theale, the owner/operator of Nipper's Restaurant Chain, the proposed restaurateur; and representatives of First Presbyterian Church.

RECOMMENDED ACTION:

Discussion on the designation of a City Economic Development Official in order to hold certain proprietary information as authorized by 288.075, Florida Statutes

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Memo from Don Holmes	Cover Memo
<input type="checkbox"/> Florida Statute 288 075 - Confidentiality of Records	Exhibit
<input type="checkbox"/> S. Lagassee email 3/12/15	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	3/12/2015 - 8 11 PM
City Clerk	Driggers, Betsy	Approved	3/12/2015 - 8 12 PM
City Manager	Bush, Allen	Approved	3/13/2015 - 10 25 AM

January 25, 2015
MEMO
TO: CITY MANAGER
FROM: DON HOLMES

RE: PROPRIETY OF CITY'S SIGNING "MUTUAL NON-DISCLOSURE AGREEMENT"

ISSUE: Propriety of City's signing "Mutual Non-Disclosure Agreement" with Scott Lagasse and Palatka Boathouse Marina, LLC, under which the City would be prohibited from disclosing "certain information with respect to (Lagasse/Boathouse) or their affiliates", to include but not be limited to "all analyses, compilations, studies or other documents or records prepared by (Lagasse/Boathouse) to the extent such analyses, compilations, studies, pro forma documents, business plans, documents or records contain, otherwise reflect, or are generated from such information". The agreement is in the context of the on-going negotiations between the City and Lagasse/Boathouse pertaining to certain business ventures in the vicinity of the "City Dock". The prohibition would extend to information provided "before or after the date of the (non-disclosure) agreement". The term of the agreement is three years. The agreement appears to assert that the City is authorized to enter into the agreement and perform same in spite of Chapter 119 Florida Statutes (public record law) in as much as the city is "An Economic Development Agency as that term is defined in Section 288.075 Florida Statutes, in that the City of Palatka established a Community Redevelopment Area and Agency to oversee redevelopment in the Downtown Palatka Area".

Opinion: I am not of the opinion that the City could legally perform or honor the terms of the Non-Disclosure Agreement as it is written. My reasoning is as follows:

1. While it is true that Ch 288.075 Fl. Stat. specifically authorizes an "Economic Development Agency" to maintain the confidentiality of certain information of an entity desiring to locate, relocate, expand..., its business activities within the State, the statute specifically defines "Economic Development Agency" (288.075(1)(a). A "Community Redevelopment Agency" is not listed within the Statute as an agency which qualifies as an "Economic Development Agency". In fact, it has been "determined" otherwise. In an opinion of the Florida Attorney General, (AGO 95-52, dated August 28, 1995), the Office of the Attorney General after considering the exact issue raised by the "Lagasse Non-Disclosure Agreement", stated
 - i. "A community redevelopment agency created pursuant to section 163.356 Florida Statutes, is a public agency that may not be considered an economic development agency as defined in section 288.075(1), Florida Statutes, and, therefore, may not assert the public records exemption allowed for such an agency." (emphasis added)

While I understand that the AG opinion cited above is now almost twenty years old, my research does not reveal that it has been contradicted, and I find no later opinion or case to the contrary.

2. The "Lagasse Non-Disclosure Agreement" is purportedly for a term of three years. The statute limits the duration of the "non-disclosure" to a term of "12 months after the date an economic development agency receives a request for confidentiality or until the information is otherwise disclosed, whichever occurs first" (288.075(2)(a)1., which can be extended for an "additional 12

months upon written request" (288.075(2)(a)2.). The difference between the proposed agreement and the statute is obvious.

As always, it is possible that Lagasse's attorney is aware of some case, opinion, or provision that I have not found in my brief review of this matter. Rather than me spending a large amount of time in attempting to find an exception to the "rule" cited above, I would welcome input from Lagasse's attorney regarding same. I am always willing to be "educated".

However, there may be another way to accomplish what is desired. Please note that within the definition of "Economic development Agency" as established by 288.075, is this provision: "The public economic development agency of a county or municipality, or, if the county or municipality does not have a public economic development agency, the county or municipal officers assigned the duty to promote the general business interests or industrial interests of the state or that municipality or county." (288.075(1)(a)4. Quite frankly, I do not know if the City has "designated" an "economic development agency", or, if we have authorized anyone to act in that capacity on the City's behalf. If not, then it is possible that we could explore an official "assignment" of you/Jonathan or someone else to this task and , PERHAPS, in so doing explore the possibility of availing the protection of 288.075 in limited circumstances.

Respectfully Submitted,

Donald E. Holmes

Select Year:

The 2014 Florida Statutes

Title XIX
PUBLIC
BUSINESS

Chapter 288
COMMERCIAL DEVELOPMENT AND CAPITAL
IMPROVEMENTS

View Entire
Chapter

288.075 Confidentiality of records.—

(1) DEFINITIONS.—As used in this section, the term:

(a) “Economic development agency” means:

1. The Department of Economic Opportunity;
2. Any industrial development authority created in accordance with part III of chapter 159 or by special law;
3. Space Florida created in part II of chapter 331;
4. The public economic development agency of a county or municipality or, if the county or municipality does not have a public economic development agency, the county or municipal officers or employees assigned the duty to promote the general business interests or industrial interests of that county or municipality or the responsibilities related thereto;
5. Any research and development authority created in accordance with part V of chapter 159; or
6. Any private agency, person, partnership, corporation, or business entity when authorized by the state, a municipality, or a county to promote the general business interests or industrial interests of the state or that municipality or county.

(b) “Proprietary confidential business information” means information that is owned or controlled by the corporation, partnership, or person requesting confidentiality under this section; that is intended to be and is treated by the corporation, partnership, or person as private in that the disclosure of the information would cause harm to the business operations of the corporation, partnership, or person; that has not been disclosed unless disclosed pursuant to a statutory provision, an order of a court or administrative body, or a private agreement providing that the information may be released to the public; and that is information concerning:

1. Business plans.
2. Internal auditing controls and reports of internal auditors.
3. Reports of external auditors for privately held companies.

(c) “Trade secret” has the same meaning as in s. 688.002.

(2) PLANS, INTENTIONS, AND INTERESTS.—

(a)1. If a private corporation, partnership, or person requests in writing before an economic incentive agreement is signed that an economic development agency maintain the confidentiality of information concerning plans, intentions, or interests of such private corporation, partnership, or person to locate, relocate, or expand any of its business activities in this state, the information is confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution for 12 months after the date an economic development agency receives a request for confidentiality or until the information is otherwise disclosed, whichever occurs first.

2. An economic development agency may extend the period of confidentiality specified in subparagraph 1. for up to an additional 12 months upon written request from the private corporation, partnership, or person who originally requested confidentiality under this section and upon a finding by the economic development agency that such private corporation, partnership, or person is still actively considering locating, relocating, or expanding its business activities in this state. Such a request for an extension in the period of confidentiality must be received prior to the expiration of any confidentiality originally provided under subparagraph 1.

If a final project order for a signed economic development agreement is issued, then the information will remain confidential and exempt for 180 days after the final project order is issued, until a date specified in the final project order, or until the information is otherwise disclosed, whichever occurs first. However, such period of confidentiality may not extend beyond the period of confidentiality established in subparagraph 1. or subparagraph 2.

(b) A public officer or employee may not enter into a binding agreement with any corporation, partnership, or person who has requested confidentiality of information under this subsection until 90 days after the information is made public unless:

1. The public officer or employee is acting in an official capacity;
2. The agreement does not accrue to the personal benefit of such public officer or employee; and
3. In the professional judgment of the officer or employee, the agreement is necessary to effectuate an economic development project.

(3) **TRADE SECRETS.**—Trade secrets held by an economic development agency are confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution.

(4) **PROPRIETARY CONFIDENTIAL BUSINESS INFORMATION.**—Proprietary confidential business information held by an economic development agency is confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution, until such information is otherwise publicly available or is no longer treated by the proprietor as proprietary confidential business information.

(5) **IDENTIFICATION, ACCOUNT, AND REGISTRATION NUMBERS.**—A federal employer identification number, reemployment assistance account number, or Florida sales tax registration number held by an economic development agency is confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution.

(6) **ECONOMIC INCENTIVE PROGRAMS.**—

¹(a) The following information held by an economic development agency pursuant to the administration of an economic incentive program for qualified businesses is confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution for a period not to exceed the duration of the incentive agreement, including an agreement authorizing a tax refund or tax credit, or upon termination of the incentive agreement:

1. The percentage of the business's sales occurring outside this state and, for businesses applying under s. 288.1045, the percentage of the business's gross receipts derived from Department of Defense contracts during the 5 years immediately preceding the date the business's application is submitted.
2. An individual employee's personal identifying information that is held as evidence of the achievement or nonachievement of the wage requirements of the tax refund, tax credit, or incentive agreement programs or of the job creation requirements of such programs.
3. The amount of:
 - a. Taxes on sales, use, and other transactions paid pursuant to chapter 212;
 - b. Corporate income taxes paid pursuant to chapter 220;

- c. Intangible personal property taxes paid pursuant to chapter 199;
- d. Insurance premium taxes paid pursuant to chapter 624;
- e. Excise taxes paid on documents pursuant to chapter 201;
- f. Ad valorem taxes paid, as defined in s. [220.03\(1\)](#); or
- g. State communications services taxes paid pursuant to chapter 202.

However, an economic development agency may disclose in the annual incentives report required under s. [288.907](#) the aggregate amount of each tax identified in this subparagraph and paid by all businesses participating in each economic incentive program.

(b)1. The following information held by an economic development agency relating to a specific business participating in an economic incentive program is no longer confidential or exempt 180 days after a final project order for an economic incentive agreement is issued, until a date specified in the final project order, or if the information is otherwise disclosed, whichever occurs first:

- a. The name of the qualified business.
 - b. The total number of jobs the business committed to create or retain.
 - c. The total number of jobs created or retained by the business.
 - d. Notwithstanding s. [213.053\(2\)](#), the amount of tax refunds, tax credits, or incentives awarded to, claimed by, or, if applicable, refunded to the state by the business.
 - e. The anticipated total annual wages of employees the business committed to hire or retain.
2. For a business applying for certification under s. [288.1045](#) which is based on obtaining a new Department of Defense contract, the total number of jobs expected and the amount of tax refunds claimed may not be released until the new Department of Defense contract is awarded.

(7) PENALTIES.—Any person who is an employee of an economic development agency who violates the provisions of this section commits a misdemeanor of the second degree, punishable as provided in s. [775.082](#) or s. [775.083](#).

History.—s. 1, ch. 77-75; s. 1, ch. 79-395; s. 3, ch. 83-47; s. 1, ch. 86-152; s. 1, ch. 86-180; s. 1, ch. 86-218; s. 1, ch. 89-217; s. 104, ch. 90-360; s. 245, ch. 91-224; s. 220, ch. 95-148; s. 1, ch. 95-378; s. 1, ch. 96-353; s. 135, ch. 96-406; s. 14, ch. 99-256; s. 1, ch. 2001-161; s. 5, ch. 2002-183; s. 27, ch. 2003-286; s. 55, ch. 2006-60; s. 1, ch. 2006-157; s. 1, ch. 2007-203; s. 23, ch. 2011-76; s. 148, ch. 2011-142; s. 1, ch. 2012-28; s. 55, ch. 2012-30.

¹Note.—Section 35, ch. 2011-76, provides that:

“(1) The executive director of the Department of Revenue is authorized, and all conditions are deemed met, to adopt emergency rules under ss. 120.536(1) and 120.54(4), Florida Statutes, for the purpose of implementing this act.

“(2) Notwithstanding any other provision of law, such emergency rules shall remain in effect for 6 months after the date adopted and may be renewed during the pendency of procedures to adopt permanent rules addressing the subject of the emergency rules.”

Betsy Driggers

From: Jonathan Griffith
Sent: Friday, March 13, 2015 9:35 AM
To: Betsy Driggers
Subject: FW: PBM -Non Disclosure Request

FYI

Jonathan C. Griffith

From: Scott Lagasse [<mailto:scott@teamslr.com>]
Sent: Thursday, March 12, 2015 4:48 PM
To: Allen Bush; Don Holmes
Cc: Jonathan Griffith; 'Allyson Currie'
Subject: PBM -Non Disclosure Request

In 2013 our company was awarded the RFP to operate the riverfront concessions, water taxis, and dock facilities. We recently made a request for the City to execute a non-disclosure agreement under section 288.075, Florida Statutes. The purpose of that request was to temporarily protect the proprietary confidential business information, detailed business plan and financial information we created over the past two years concerning operation of the riverfront concessions, water taxis and dock facilities. In light of the City's current status in regards to economic development policy, please consider this email as notice of withdrawal of my request for a temporary non-disclosure agreement until such time as a final decision is made by the City in regards to the ability to accommodate these types of request.

Thank You, Scott

BOATHOUSE MARINA
329 River St.
Palatka, FL 32177

(904 660-9436 cell

Scott Lagasse Sr. TeamSLR
President 71 Carrera St
Scott@TeamSLR.com St. Augustine, FL 32084
904.669.9436
www.teamslr.com



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Agenda Item

3



CITY COMMISSION AGENDA ITEM

SUBJECT:

DISCUSSION of plans for a Restaurant in connection with Water Taxi Operation and Ship's Store at the Palatka Riverfront Park

SUMMARY:

The City of Palatka advertised a Request for Proposals (RFP) for the complete outsourcing of the Palatka Riverfront concessions, water taxis and dock operations. Four (4) individuals registered as respondents and two (2) proposals were received. The review committee unanimously ranked Palatka Boathouse Marina, LLC (PBM) as the top ranked respondent. The committees made a recommendation that PBM be confirmed by the City Commission as the top ranked respondent and authorize negotiations of an operations agreement. The committee also requested that the negotiations include further vetting of the financial feasibility and operational plan of the water taxis and that policies to govern acceptable and unacceptable behavior at the City Riverfront Park and Docks be developed with PBM. The City Commission confirmed PBM as the top ranked respondent on May 23, 2013. City staff and PBM representatives have been in negotiations since April of 2013. During this time, PBM has further refined their business plan and per forma to reflect their contractual obligations to the City as it relates to maintenance, oversight, operation and revenue sharing for the various amenities. With input from the Small Business Development Consultant and another third party professional, PBM informed the City that their consultants advised them that a 150 seat restaurant would be needed as an anchor facility to support the operation of the water taxis and usage of the other facilities. PBM then began the process of negotiating with prospective restaurateurs. Concurrently, the City began the process of preparing a Department of Economic Opportunity (DEO) Economic Development Category Grant. A timeline of this process is attached. This application has been submitted and is being reviewed by DEO staff. It is important to note, that the application has been submitted to DEO prior to the community wide need score being reset for the City. The City's community wide need score is expected to be reset with next application cycle. Any change to the application at this stage will result in the withdrawal of this application requiring it to be resubmitted under the new cycle. This will negatively impact the City's score on future applications for ten (10) years. Mr. Fred Fox, the City's CDBG grant consultant, will be at the meeting to explain this in more detail and answer any other questions regarding the DEO application and process. His presentation is attached for your review.

The concern has been raised that the restaurateur is being given an unfair advantage. The operator shall be required to pay market rate rent as determined by a third party appraiser. The operator will be required to pay taxes on the commercial area of the lease. In addition, the City through the Community Redevelopment Agency has granted \$698,000 in the last five (5) years to new and existing businesses in the Downtown Tax Increment District. This is representative of the comprehensive effort to incentivize existing and proposed businesses (recruitment/retention).

The concern has been raised that this project was not publicly vetted and did not receive commission approval. The City of Palatka adopted a Comprehensive Plan for the Riverfront Revitalization in 2010. This plan calls for a riverfront restaurant. However, this plan did not solely dictate the pursuit of a restaurant. It was a result of negotiations intended to; improve the riverfront park amenities; increase oversight and establish clear authority to create a safe family friendly environment; establish a sustainable revenue stream

for the ongoing maintenance and replacement cost of public park amenities; and complete the package of public/private amenities needed to strengthen the riverfront as a destination and economically viable area. This terminal building project was included in multiple commission meeting updates during the negotiations. These updates to the commission were representative of the evolution of the project and the transition to a 150 seat restaurant. The attached timeline reflects the public meetings held to consider and confirm the operation including the 150 seat restaurant as part of the DEO grant application.

Mr. Lagasse from Palatka Boathouse Marina and Mr. Theale will be in attendance to answer any questions regarding the proposed operation.

**RECOMMENDED ACTION:
Discussion item for Workshop**

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Request for Proposals 3-22-13	Backup Material
<input type="checkbox"/> Timeline	Backup Material
<input type="checkbox"/> Fred Fox Presentation 3-16-15	Backup Material
<input type="checkbox"/> Building Site Plan	Backup Material
<input type="checkbox"/> Building Rendering	Backup Material
<input type="checkbox"/> Floor Plan	Backup Material
<input type="checkbox"/> Riverfront Site Plan	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Grants & Projects	Griffith, Jonathan	Approved	3/13/2015 - 11:41 AM
City Clerk	Driggers, Betsy	Approved	3/13/2015 - 2:29 PM



Request for Proposals (RFP)

for a qualified operator to lease the City of Palatka Riverfront Concessions and to provide a complete

WATER TAXIS AND DOCK OPERATION SERVICES - RFP 13-003

The City of Palatka (hereinafter referred to as "the City") is soliciting proposals for the complete outsourcing of the City of Palatka Riverfront Concessions, water taxis and dock operation.

The City reserves the right to waive any irregularities submitted, reject any and/or all proposals, re-advertise, and accept any proposals deemed to be in the best interest of the City. All interested parties must register their name, email address, address and telephone number with the City to receive any future changes, additions, addendums or notices concerning this RFP.

Advertisement Date: March 22, 2013

Due Date: May 6, 2013 @3:00 p.m.

Contact: Michael J. Czymbor, City Manager
201 North Second Street
Palatka, FL 32177
mczymbor@palatka-fl.gov
(386) 329-0100 x 217

Proposals will be reviewed by City of Palatka staff and a recommendation will be made to the City Manager and City of Palatka Commission for award. Respondents are required to submit one (1) original, six (6) copies and one (1) digital copy in a sealed envelope marked in red ink "RESPONSE TO REQUEST FOR PROPOSALS CONCESSIONS, WATER TAXIS AND DOCK OPERATION SERVICES - RFP 13-003 May 6, 2013". To facilitate effective evaluation by the City, responses shall be limited to no more than a total of fifty (50) pages. All questions shall be emailed to the contact listed above and, all questions will be answered in writing. Forms required by this RFP, Appendix documentation, sectional dividers, and front and back covers will not be counted toward the total. At the discretion of the City, a short list of the most qualified respondents may be developed and respondents may be asked to give a short presentation or interview as part of the evaluation and selection process. The City of Palatka supports Equal Opportunity Employment, Fair Housing and Providing Handicapped Access.

I. PURPOSE, SCOPE & RESPONSIBILITIES

Purpose

The City of Palatka is seeking proposals for the complete outsourcing of the Palatka Riverfront concessions, water taxis and dock operations. The complete operation includes the maintenance, operation and/or oversight of transient slips, day-slips, restrooms and showers, possible mooring field, fuel-farm, water taxis, sewage pump-out, launch, concessions, parking, customer care and docks.

Scope

a. Transient/day slips

- a. The current City dock has multiple fixed height slips that are available as day-slips. The City plans to construct twenty (20) floating mooring slips with electric and potable water access in the fall of 2013. An additional twenty (20) floating mooring slips are permitted and planned for future construction when the need arises and/or funds become available. The operator will be responsible for maintenance, operation and oversight of the slips and boating customers/visitors.

b. Mooring field

- a. The City is exploring the possibility of establishing a mooring field. The maintenance, operation and oversight of any future mooring field regulated by the City of Palatka would be the responsibility of the operator.

c. Two (2) 49-passenger water taxis

- a. The City of Palatka is seeking a qualified operator to provide United States Coast Guard (USCG) Certified Captain(s) and Crew to operate two (2) forty-nine (49)-passenger water taxis on the St. Johns River between Palatka and various points on the St. Johns River (Welaka, Crescent City, Murphy Island, Dunn’s Creek State Park, Buckman Lock and other destinations as needed). Additional locations may be considered outside of the required stops listed above. The proposer will have experience in this type of operation and be able to provide proof of USCG Certifications of its captain(s) for this type of vessel. The maintenance, operation and oversight of these taxis will be the responsibility of the operator. The City will provide the completed boats to the operator. The Water Taxi Specifications document dated June 5, 2010 is included for informational purposes and may be amended as work on the boats progresses.

- d. The vessels are all fiberglass construction with the following dimensions:

LOA	42.0’
Beam	11.3’
Draft	3.2’
Displacement	47 GRT 37 NRT

The vessels are to be USCG certified for forty-nine (49) passengers and two (2) crew members, complete with all related safety equipment.

a. **Service routes:**

- i. Palatka to Murphy Island – twice weekly*
- ii. Palatka to Welaka – twice weekly*
- iii. Palatka to Crescent City – once weekly*
- iv. Palatka to Buckman Lock – once weekly*
- v. Palatka to Dunn’s Creek – once weekly*

*frequency and/or destinations of service routes may vary based upon demand.

The vessels are expected to be delivered and ready to be placed in service by the end of 2013.

c. **Launch**

- a. Expansion of the City launch will occur in the summer of 2013. The launch is expected to be expanded from two (2) to five (5) launch lanes. The operator will provide oversight of the launch ramp and assigned public parking spaces.

f. **Concessions**

- a. The City of Palatka plans to construct new concession facilities with public restrooms in early 2014. This building is to be located adjacent to the launch and City Dock. The operator will provide operation and oversight of the concessions and restroom facility. The operator must provide a detailed description of the planned concession business including hours of operation, food products to be sold, any other supplies to be sold, etc. The operator must specify if they intend to seek approval to sell beer, wine or liquor. It is understood that the sale of beer, wine or liquor requires a separate approval process outside of this RFP process.

g. **Transient boater restroom/washroom and public restrooms**

- a. The City plans to construct transient-boater restrooms/washrooms for use by transient boaters who register with the operator. The City plans to construct public restrooms for use by park visitors, boaters, kayakers, cyclists, etc. The proposer will provide maintenance, operation and oversight of the restrooms and washrooms. The City will entertain proposals to limit the hours of access to the restrooms to coincide with posted hours of operation.

h. **Sewage pump-out Facilities**

- a. The City dock currently has a sewage pump out facility that is tied into the City sewer system. This facility is currently open to the public free of charge. The City will entertain proposals that call for a fee per use or for the facility to remain free of charge. The operator will be responsible for the maintenance, operation and oversight of the pump out facility.

i. **Dock**

- a. The City Dock is a public docking facility. Typical uses include fishing, shrimping, and boat docking. The operator will provide maintenance and oversight of the public dock facility.

j. Fuel-farm

- a. The City is contemplating the installation of a fuel-farm facility in the vicinity of the City dock. The City intends to apply for grant funds for the construction of this facility, if approved by the City Commission. The operator would provide maintenance, oversight and operation of this facility. If fuel is made available, it is envisioned that fuel for the water taxis would be provided at cost from the distributor to minimize water taxi operational costs.

City Responsibility's

The City will construct all slips, docking facilities, concessions and restrooms described above.

The City will be responsible for carrying premises liability and property damage insurance coverage in the amount of \$1 million/person and \$2 million/occurrence of the City docks, restrooms, park, concessions building and launch.

The City will consult with the selected operator on the planned improvements prior to finalizing construction plans.

Operator's Responsibility

The operator will have certain maintenance, operational and oversight obligations, as identified, for the facilities described above. Maintenance, operation and oversight shall be defined as:

Maintenance – The cleaning, repair, replacement and renovation of facilities to keep them in a safe working order. All such work shall be accomplished in a fashion that is in compliance with all applicable codes and regulations, including but not limited to, applicable building codes.

Operation – The management, control and carrying out of the function of each facility identified, to include; hiring of employees, the collection of fees, registration of boaters, customer support/service and securing of facilities.

Oversight – The on-site monitoring of facilities and active reporting to law enforcement to prevent vandalism, misuse and un-lawful activities.

The operator/lessee shall be required to maintain, at Lessee's expense;

1. a Commercial General Liability (CGL) policy covering personal injury/death and property damage in an amount of not less than \$1,000,000 per occurrence, \$2,000,000 per aggregate;
2. hull insurance including fire in the amount of \$162,500 will be provided for each vessel;
3. vessel pollution coverage with limit of \$1,000,000 per occurrence; and
4. Jones Act coverage to apply for all employees for statutory limits and shall include employer's liability with a limit of Jones Act Standards ("All States" endorsement is required where applicable).

Said policies shall name the City of Palatka as an additional insured. A certificate of insurance will be provided annually with the City named as co-insured. The Lessor shall not be responsible for lessee's loss of lessee's property at the premises, and if lessee desires to insure against this risk, lessee shall do so at lessee's sole expense.

The operator shall be responsible for the funding and installation of all concession equipment. The City, at its option, may partner with the operator to apply for grant funds to assist in these costs, if needed.

The operator must provide trained, USCG Certified Captains and experienced personnel for the Crew. Such personnel must have relevant knowledge, skills, and abilities to provide effective and efficient service.

All employees of the operator working on City of Palatka Water Taxis must meet the standards of conduct, appearance, service, and integrity established by the City of Palatka. The operator's employees must be courteous to all people encountered while serving on City of Palatka Water Taxis. Captain and Crew must also be well versed in facts and information about the region and will serve in a tour/public relations capacity while operating the taxi service.

While on City of Palatka Water Taxis, the operator's personnel must wear uniforms and have name badges or similar identification that distinguishes them as employees of the operator.

The operator will supply and be responsible for other normal operational costs associated with the operation of the water taxis.

The operator will be responsible for the collection and remittance of all fares, with reconciliation and audit after each event. The operator will provide a proposed rate structure as part of the proposal, with the accompanying revenue sharing percentages to the City and proposer.

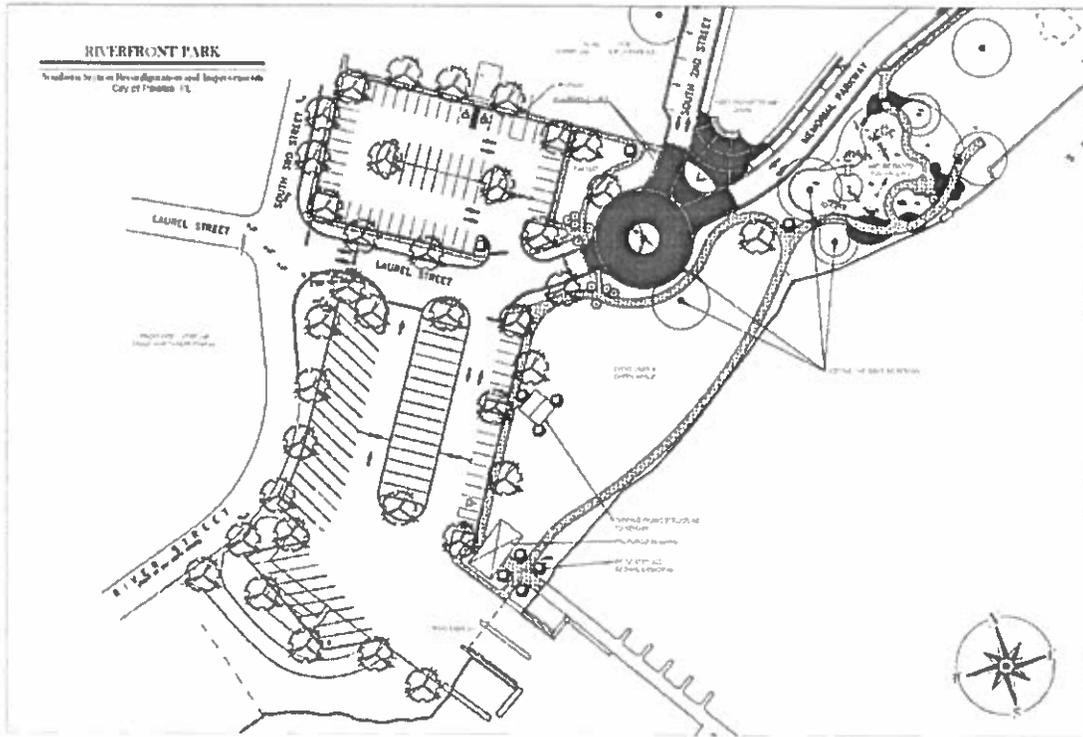


Figure 2 – City of Palatka Riverfront Park southern improvements plan (Adopted 3-14-13).

Site Legacy and History

For specific information related to the history of Palatka visit the City's website at http://palatka-fl.gov/?page_id=234.

II. PLANS AND STUDIES

The following exhibits are available on the City's website at <http://palatka-fl.gov/Documents/DockRFPexhibits> to assist with due diligence.

1. Riverfront Master Plan (2010)
2. Riverfront Park Floating Dock Construction Drawings
3. Riverfront Park Launch Construction Drawings
4. Riverfront Master Plan Projects Status Update 1-11-13 Planning Document
5. Water Taxi Specifications

III. EVALUATION CRITERIA

The criteria that the City will use in evaluating all proposals are as follows:

- Management, marketing and operational plan – 25 points
- Proposer’s qualifications, experience and operations history – 25 points
- Financial return to City – 35 points
- Financial Feasibility and Capacity – 15 points

The City reserves the right to make investigations of the qualifications of the Respondent as it deems appropriate including, but not limited to, a background investigation of Respondent personnel to be conducted by the City of Palatka Police Department or its designees. Further, the Respondent hereby consents and authorizes the City to contact any and all previous references and others having business dealings with Respondents to inquire about the Respondent’s past or current performance on any other projects that the City deems to be relevant to the services requested under this RFP.

IV. MANDATORY SUBMITTAL REQUIREMENTS

All respondents shall submit the following items tabbed and arranged in the sequence shown below.

1. **Letter of Interest:** describing the legal composition of your organization. The letter should indicate all parties’ roles.
2. **Experience:** Provide a narrative and/or listing of similar successful experience that demonstrates established competence with respect to operating water taxis, concessions and docking facilities. Provide documentation of USCG certification for the operator’s Captain(s).
3. **References:** Provide at least four (4) verifiable references of which two (2) must be letters of reference. Experience with a government agency is preferred.
4. **Proposal Concept and Operation:** Provide a clear and complete description of the proposed operation including any outsourcing or contractual relationships which will be included in the RFP response. Describe any additional business ventures that would be conducted at the City dock location.
5. **Financial Feasibility and Capacity:** Submit a preliminary financing plan including:
 - a. Source and use of all private and public funds needed to construct and open the facility. This will include the cost of construction, fixed equipment, initial inventory as well as any required rolling stock.
 - b. Demonstrate financial capacity of the proposer/respondent by supplying financial statements, income tax returns, bank letter of credit and previous experience with fund raising, development deal making, capital investments, debt capacity and other financing mechanisms.
6. **Management Summary and Business Organization:** Submit a business plan including at a minimum;
 - a. Description of the business from an ownership, organizational, historical, and structural perspective;
 - b. Number of proposed full time and part-time employees by position title, educational experience to be required to qualify for each type of position and anticipated salary range;

- c. Projected time schedule for hiring;
 - d. Identify all key project personnel who will work on tasks assigned under this RFP;
 - e. Expected market for its product and its marketing plan;
 - f. Management plan, including operational and financial issues;
 - g. Projected schedule for expansion or initiation of operations; and
 - h. Critical risks and perceived problems or obstacles for success.
7. **Price Information:** The City of Palatka is seeking a revenue sharing agreement whereby pricing is structured as follows:
- a. A monthly lease payment to the City of Palatka for use of the above described facilities. (Include Summary Sheet - **Attachment D**)
 - b. An outline of how funds collected for the operation of facilities should be distributed between the operator and the City, if different than a percentage of gross revenue.
 - c. An outline of how funds collected through any additional business ventures conducted on-site would be accounted for and distributed between the operator and the City.
8. **Proposer's Certification:** A signed letter attesting that the respondent has read and understands all procedures outlined in this RFP (**Attachment A**)
9. **Sworn Statement on Public Entity Crimes Form (Attachment B)**
10. **Drug-free Workplace Certification (Attachment C)**

Each respondent shall be required to address each of the submittal requirements. If any of the criteria are not applicable, the respondent is instructed to write "NOT APPLICABLE" as an answer.

V. ANTICIPATED SCHEDULE

3/22/13	Issuance Date
4/3/13 @ 4:00 pm	Voluntary pre-submittal meeting
4/5/13 5:00 pm	Deadline for written inquiries
5/6/13 3:00 pm	RFP Due date
5/6/13-5/10/13	Evaluation and ranking of proposals
TBD	Oral presentations by selected respondent(s) to Commission and/or evaluation committee
May 2013	Staff recommendation to City Manager and City Commission
May 2013	Selection of respondent for negotiations by City Commission
June 2013	Lease and operations agreement approval by City Commission
2013	Operator begins operations

ATTACHMENT "A"

PROPOSER'S CERTIFICATION

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

The undersigned has read the City of Palatka's Open Invitation for Submission of Development Proposals (RFP), the other related documents identified in the RFP, and any Addenda, receipt of all which is hereby acknowledged:

<u>Addendum No.</u>	<u>Addendum Date</u>
_____	_____
_____	_____
_____	_____
_____	_____

On behalf of our proposal team, we agree to, and accept the terms, specific limitations and conditions expressed therein. I certify that all information contained in the proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of my team as its act and deed and that the team is ready, willing and able to perform.

Name (Print)

Signature

Date:

STATE OF FLORIDA

COUNTY OF _____

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 ___ day of _____, 201 ____, and is personally known to me, or has provided _____ as identification.

Notary Public

My Commission expires:

ATTACHMENT "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, Proposal or Contract for _____
_____.
2. This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____ (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)
3. My name is _____ and my relationship to the entity named above is _____.
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:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The 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 36 months shall be considered an affiliate.

ATTACHMENT "C"

CITY OF PALATKA

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, require a fine or require satisfactory participation in a 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: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE NUMBER(S): _____

SIGNATURE: _____

NAME (TYPED OR PRINTED): _____ TITLE: _____

EMAIL: _____

ATTACHMENT "D"
CITY OF PALATKA, FL
SUMMARY SHEET

Proposer's Name: _____

Person Authorized to Negotiate and Sign Lease: _____

Federal Taxpayer ID: _____

Mailing Address: _____

City, State, & Zip Code: _____

Telephone: _____ **Fax:** _____

Cell Phone: _____ **Email:** _____

Submitted By: _____

Title: _____

A. RENT*

Proposed Base Rent: \$ _____ /month, _____ (In Words)

Proposed City's percentage of revenue (based upon percentage of gross revenue): _____ %

_____ (In words)

*The City envisions rent being the greater of the base rent or the percentage of the monthly gross revenue. All utilities costs for the concessions facility are to be paid by the operator.

B. FEES

Ferry Route Fees: \$ _____ /one way \$ _____ /two way - Palatka to Murphy Island

\$ _____ /one way \$ _____ /two way - Palatka to Welaka

\$ _____ /one way \$ _____ /two way - Palatka to Crescent City

\$ _____ /one way \$ _____ /two way - Palatka to Buckman Lock

\$ _____ /one way \$ _____ /two way - Palatka to Dunn's Creek

Proposed Water Taxi Rate (outside of prescribed ferry routes): \$ _____ / _____ (i.e. trip, hour, mileage, etc.)

Sewage Pump Out Fee: \$ _____

Transient (10 days or less) dockage registration fee: \$ _____ /day (includes access to water and electric)

Timeline



Date	Event
2002-2005	Water Taxi Funds appropriated
2005-2012	City issued three (3) RFP's for 100 block and highrise property redevelopment and were unsuccessful
Winter 2010	Riverfront Masterplan adopted
3/26/2013	RFP advertisement for a qualified operator to lease the City of Palatka Riverfront Concessions and to provide a complete Water and Dock Operations Services - Palatka Daily News
5/6/2013	Two responses received from Palatka Boathouse Marina, LLC and R&R Marines Services, LLC
5/14/2013	Water and Dock Operations Services - Selection Committee Meeting
5/23/2013	City approves Palatka Boathouse Marina as the top ranked respondent - City Commission Meeting
June 2013-July 2014	Contract negotiations, operator due diligence and business Performa refinement
7/26/2014	First Public Hearing Advertisement - Palatka Daily News
8/7/2014	City Commission Meeting - First Public Hearing
9/23/2014	Citizen Advisory Task Force Meeting to hear grant proposal
10/16/2014	Second Public Hearing advertisement - Palatka Daily News
10/23/2014	Second Public Hearing - City Commission Meeting
10/23/2014	City Commission Meeting - Authorization to submit grant application
January 2015	City submits DEO grant application

**CITY OF PALATKA
FFY 2013 CDBG
ECONOMIC DEVELOPMENT APPLICATION
PROJECT DESCRIPTION**

Project Area Boundaries:

Southern portion of the Palatka Riverfront Park

Project Description:

The City will be entering into a contract with PBM, LLC for management of the proposed operations in the Palatka Riverfront Park. PBM's proposed responsibilities include the operation of a two vessel water taxi service, the operation of a marine fueling facility and the responsibility for maintaining the water taxi terminal/ship's store/restaurant/public restroom facility. PBM LLC proposes to create three (3) full time equivalent new jobs relating to the operation of the water taxi service, ship's store and marine fueling facilities.

PBM, LLC is sub-leasing the 150 seat restaurant to Nippers Palatka LLC, an experienced restaurateur with four (4) existing restaurant facilities in Northeast Florida. Nippers Palatka LLC is committing to create at least twenty-seven (27) new full time equivalent jobs at the restaurant facility.

Based upon the creation of the thirty (30) full time equivalent positions described above, the City has received a waiver and submitted an application to DEO requesting \$1,049,970.00. in CDBG grant funding

Grant Funded Activities

Activities:

Building Construction – Construct the restaurant portion of the taxi terminal/restaurant/ship's store/public restroom building

Activity	Description	CDBG Cost
Building Construction	Construct the Restaurant Portion of the Building	\$ 691,970.00

Marine Fueling Facility – The development of a marine fueling facility at the Palatka Riverfront Park to sell marine fuel to both recreational and commercial vessels

Activity	Description	CDBG Cost
Marine Fueling Facility	Construct Marine Fueling Facility	\$ 275,000.00

Administration		<u>\$ 83,000.00</u>
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Total		\$ 1,049,970.00
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The source and use of funds for the project is as follows:

Activity	CDBG	DOT Funds	Developer Funding	Total
Primary Project				
Construction of the Building Facility	691,970.00	270,000.00	0.00	961,970.00
Marine Fueling Facility	275,000.00	0.00	0.00	275,000.00
PBM, LLC Initial Inventory	0.00	0.00	28,000.00	28,000.00
Restaurant Completion	0.00	0.00	100,000.00	100,000.00
Administration	83,000.00	0.00	0.00	83,000.00
Total	1,049,970.00	270,000.00	128,000.00	1,447,970.00

SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FACT SHEET

- CDBG Program is funded through US Department of Housing & Urban Development (HUD).
- Funds are disbursed to larger Cities and Counties known as Entitlement Communities directly by HUD. Smaller Cities and Counties, including Palatka, compete for a pot of funds HUD gives to the State of Florida.
- City of Palatka competes for these funds through a competitive application process carried out by the Florida Department of Economic Opportunity (DEO).
- The CDBG PROGRAM has four funding categories:

Housing Rehabilitation (HR);
Commercial Revitalization (CR);
Neighborhood Revitalization (NR); and
Economic Development (ED).

SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FACT SHEET (continued)

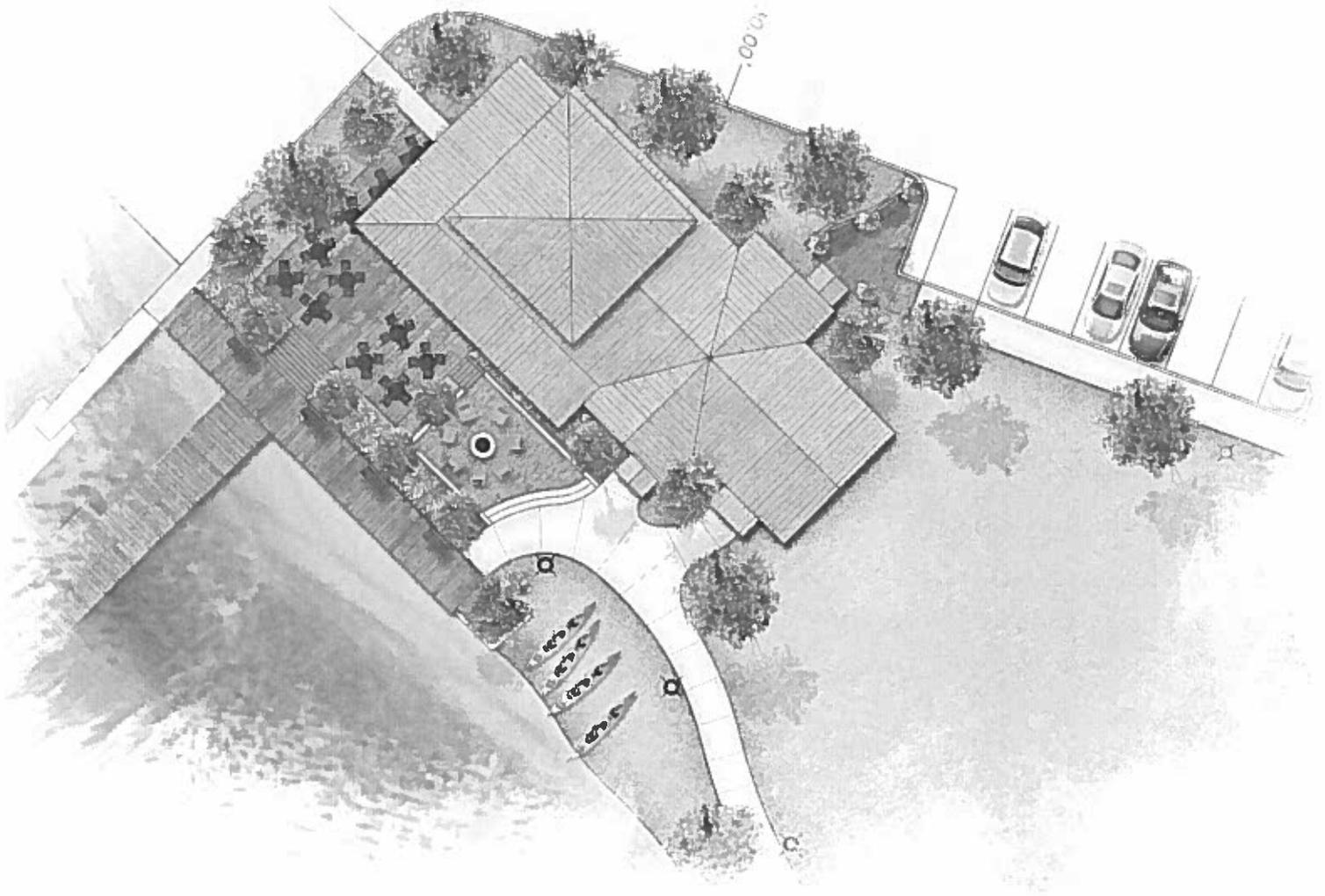
- DEO is in the process of finalizing a new CDBG program rule which will become effective for the FFY 2014 application cycle. Applications for the FFY 2014 application cycle will be due in early June 2015.
- Under the new rule, the maximum amount the City of Palatka can apply for in the HR, CR, and NR categories is \$750,000.00
- Under the new rule, the maximum amount the City can apply for in the ED category is \$1,500,000.00. However, the Participating Party (private business job creator) must commit to creating one full time equivalent new job for each \$34,999.00 in CDBG grant funds being requested by the City.

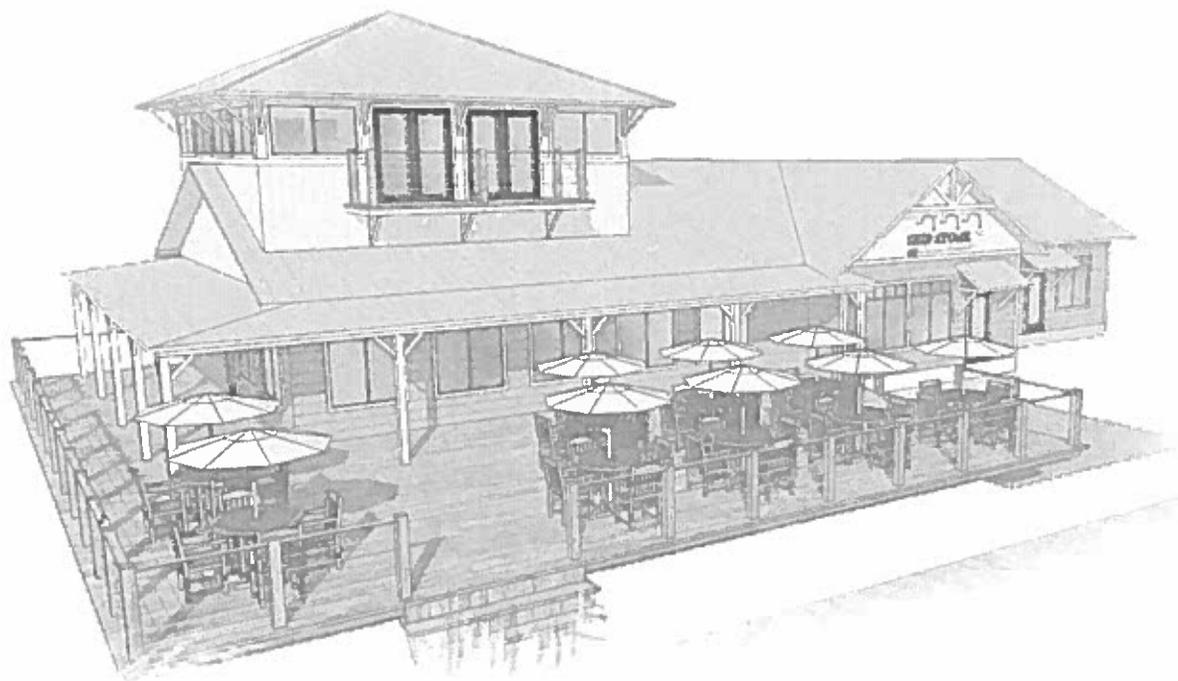
SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FACT SHEET (continued)

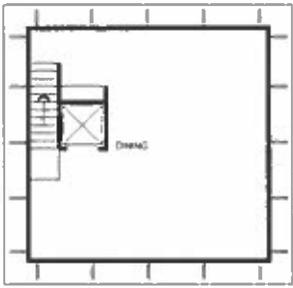
- The Community Wide Needs Score (CWNS) which is established by DEO based upon the latest census information drives the HR, CR and NR program categories. The CWNS resets approximately three to four years after each census is completed. Once a CWNS resets it stays in place until the information from the next census is used. This is normally a 10 year period. To spread the available funds throughout the eligible communities within the state, as communities enter into CDBG funded contracts with DEO the communities CWNS is reduced by 1 point for each \$20,000 or portion thereof in grant funding the community receives until the CWNS reset again or reaches zero. The CWNS is resetting for the upcoming FFY 2014 application cycle. The City's new CWNS is 153.57 out of a maximum 250.00 points. This is in the upper 10% of CWNS. Only 17 of the 246 eligible CDBG Small Cities communities have a higher CWNS than Palatka. Thus, the recently submitted ED grant application for the riverfront marina and restaurant project, if submitted for the FFY 2014 application cycle would have resulted in the City's CWNS being reduced 53 points.

SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FACT SHEET (continued)

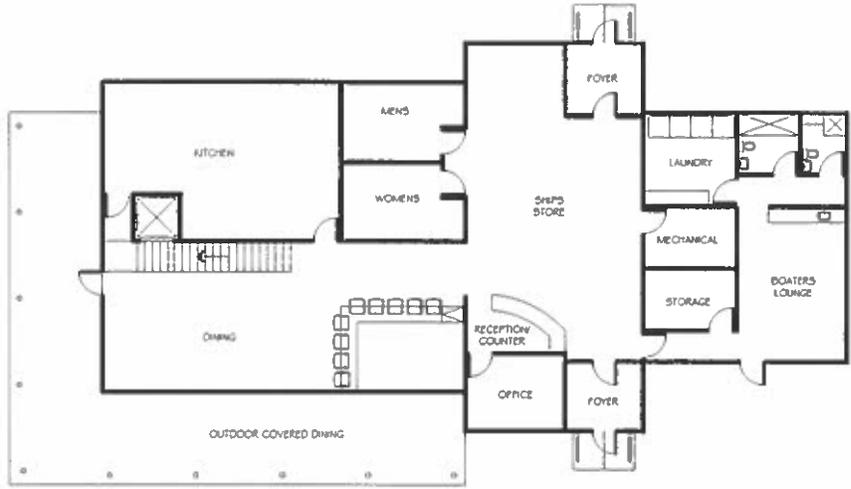
- The City also received a grant for \$750,000.00 in the CR category in the FFY 2013 application cycle. These funds will be used to incorporate short Laurel Street into the adjacent parking lot and to revamp the walk along the riverfront.
- The Riverfront Park marina and restaurant application in the ED category is currently in DEO. If the application is successful funding will also come through the FFY 2013 application cycle. Thus if the ED grant is funded with FFY 2013 application cycle funding it would not impact the City's new CWNS.



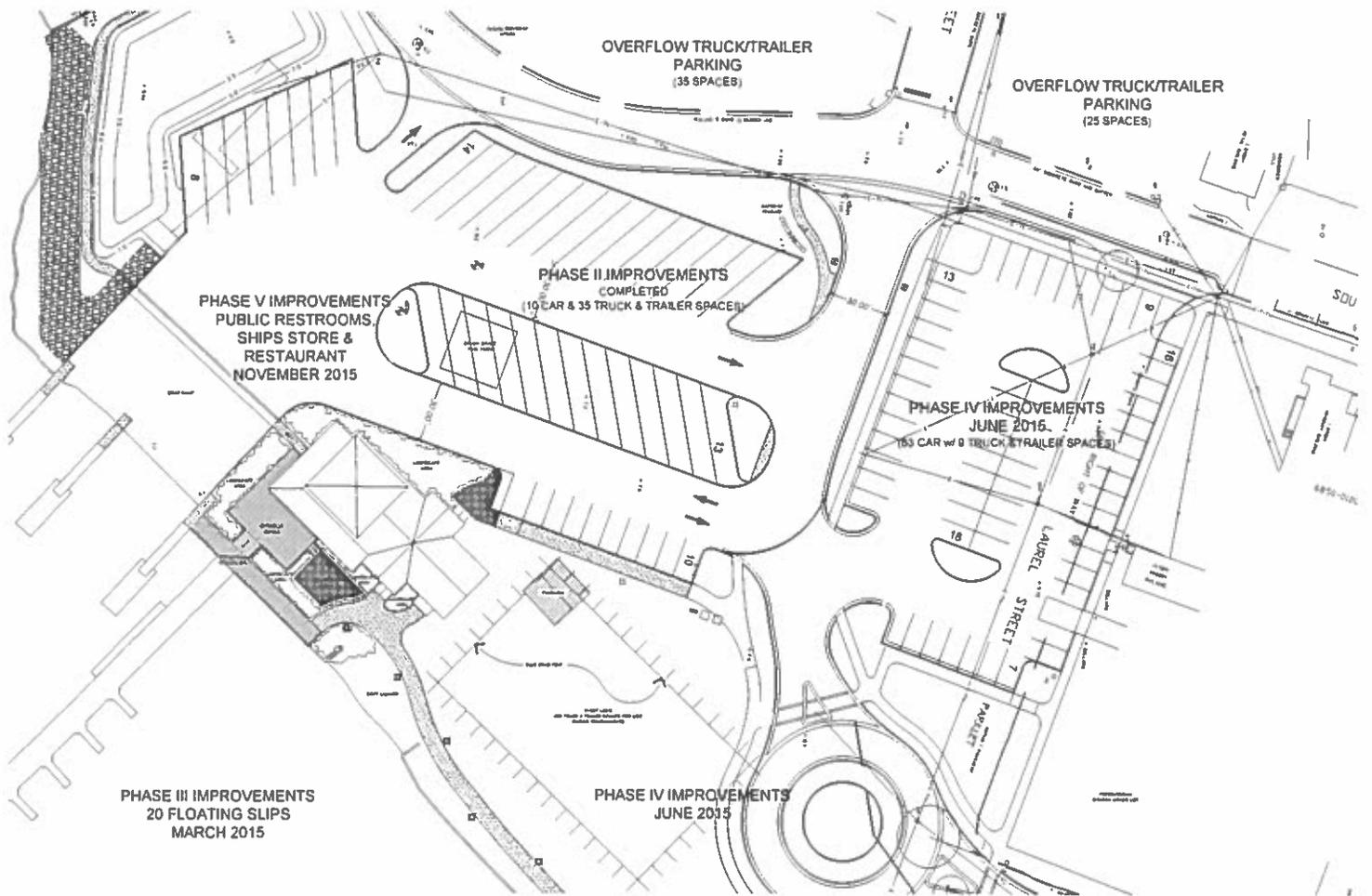




SECOND FLOOR



FIRST FLOOR



OVERFLOW TRUCK/TRAILER
PARKING
(35 SPACES)

OVERFLOW TRUCK/TRAILER
PARKING
(25 SPACES)

PHASE V IMPROVEMENTS
PUBLIC RESTROOMS,
SHIPS STORE &
RESTAURANT
NOVEMBER 2015

PHASE II IMPROVEMENTS
COMPLETED
(10 CAR & 35 TRUCK & TRAILER SPACES)

PHASE IV IMPROVEMENTS
JUNE 2015
(15 CAR w/ 9 TRUCK/ TRAILER SPACES)

PHASE III IMPROVEMENTS
20 FLOATING SLIPS
MARCH 2015

PHASE IV IMPROVEMENTS
JUNE 2015

TERRELL L. HILL
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



ALLEN R. BUSH
INTERIM 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
March 16, 2015**

CALL TO ORDER:

- a. INVOCATION
 - b. Pledge of Allegiance
 - c. Roll Call
1. **PUBLIC COMMENTS - (Speakers limited to three minutes - no action taken on items)**
 - * 2. **DISCUSSION** on the designation of a City Economic Development Official in order to hold certain proprietary information from public dissemination as authorized by 288.075, Florida Statutes
 - * 3. **DISCUSSION** of plans for a Restaurant in connection with Water Taxi Operation and Ship's Store at the Palatka Riverfront Park

PUBLIC HEARINGS:

4. **CITY MANAGER AND ADMINISTRATIVE REPORTS**
5. **COMMISSIONER COMMENTS**
6. **ADJOURN**

*Attachment **Separate Cover

ANY PERSON WSHING 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 OROER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERKS OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REOUEST ACCOMMODATIONS.