

**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.*

## **AGENDA**

### **CITY OF PALATKA**

May 28, 2015

#### **CALL TO ORDER:**

- a. **Invocation** – The Reverend Chad Perry, Pastor; The River Community Church
- b. **Pledge of Allegiance**
- c. **Roll Call**

#### **APPROVAL OF MINUTES** – -5/14/15 Regular Meeting; 05/18/15 CM Interviews

#### **1. PUBLIC RECOGNITION/PRESENTATIONS**

- a. **VOLUNTEER RECOGNITION** – Nina Rojas and Seth Torres, Palatka Pride Clean-Up
- b. **STUDENT OF THE MONTH – May, 2015** – Mayor Hill and Commissioner Norwood

Kendall Cheatham

Edan Collins

Jaden Moore

Milagros Salazar-Barrientos

Caleb McDaniel

Jar'Tiyona Melton

Willow Skidmore

Mekhi Pettyjohnn

Ny'ah Williams

Jonell Williams

Michaela Heini

Heather Smith

Jasmine Martinez

Browning-Pearce Elementary

C. L. Overturf, Jr. 6<sup>th</sup> Grade Center

Children's Reading Center Charter School

E. H. Miller Elementary School

James A. Long Elementary School

Jenkins Middle School

Kelley Smith Elementary School

Mellon Elementary School

Moseley Elementary School

Palatka High School

Peniel Baptist Academy

Putnam Academy of Arts & Sciences

Putnam EDGE High School

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

#### **3. CONSENT AGENDA**

- \*a. **Adopt Resolution No. 2015-11-33** awarding the bid for one Fire Department Medical Rescue Truck to Beck Ford for \$45,950.69 and one Fire Department Heavy Rescue Truck to Bartow Ford for \$95,258.00 -- USDA Grant funded at 50%

#### \* **4. APPOINTMENTS** – Consider applicants for appointment to the Palatka Better Place Plan Oversight Committee to serve at the pleasure of the Commission

1. Wanda W. Brown
2. Allegra Kitchens

#### \* **5. SOE REQUEST** for City Elections Candidate Residency Verification Procedure – Charles Overturf, Putnam County Supervisor of Elections

**AGENDA - CITY OF PALATKA**  
**May 28, 2015**  
**Page 2**

- \* 6. **RESOLUTION** awarding a bid to finance the lease/purchase of a sanitation truck and police department administrative vehicles to US Bancorp, and authorizing the Mayor and Interim City Manager to execute and attest the Lease/Purchase Agreement and all other documents in connection therewith - Adopt

**PUBLIC HEARINGS:**

- \* 7. **ORDINANCE** amending Municipal Code Section 10-6 to allow alcohol consumption in the River Center and in Riverfront Park buildings, with proper approvals and permissions – 2<sup>nd</sup> Reading, Adopt
- \* 8. **DISCUSSION** regarding shoreline or dock fishing at the Riverfront Park and placement of splash pad fountain – Commissioner Brown
- \* 9. **UPDATE** on Business Incubator Non-Profit Group – Commissioner Brown
- 10. **CITY MANAGER & ADMINISTRATIVE REPORTS**
  - \*a. **City Manager Search** – Update; Proposed Employment Agreement with Terry K. Suggs for the position of City Manager
- 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:**

July 4 – City offices closed to observe Independence Day  
August 13 – 15 – Annual FLC Conference, Orlando, FL  
Sept. 5 & 6 – Downtown Palatka Shrimp Blast  
Sept. 7 – City offices closed to observe Labor Day holiday

**Board Openings:**

Putnam Co. Better Place Plan Oversight Committee Rep  
Board of Zoning Appeals – 3 vacancies (at-large)  
Palatka Housing Authority Board – 1 Resident Rep  
Planning Board – 1 Vacancy (at large)

# CITY OF PALATKA



## Proclamation

**WHEREAS**, May 16th, 2015 is the fifth Annual Kids to Parks Day, organized and launched by the National Park Trust; and

**WHEREAS**, National Kids to Parks Day empowers kids and encourages families to get outdoors and visit America's parks; and

**WHEREAS**, it is important to introduce a new generation to our nation's parks because of the decline in Park attendance over the last decades; and

**WHEREAS**, we should encourage children to lead a more active lifestyle to combat the issues of childhood obesity, diabetes mellitus, hypertension and hypercholesterolemia; and

**WHEREAS**, National Kids to Parks Day is open to all children and adults across the country to encourage a large and diverse group of participants; and

**WHEREAS**, National Kids to Parks Day will broaden children's appreciation for nature and the outdoors; and

**WHEREAS**, Palatka and Putnam County are home to some of the most beautiful parks and recreation areas in the State of Florida, boasts the State's first designated Blueways paddling trail, and the recently opened portion of the Palatka to St. Augustine State Trail as part of the East Coast Greenway.

**NOW THEREFORE**, I, Terrill L. Hill, Mayor of the City of Palatka, Florida, together with the members of the Palatka City Commission, do hereby endorse and proclaim May 16, 2015 as

### **NATIONAL KIDS TO PARKS DAY**

in the City of Palatka, and we urge all citizens to make time on Saturday, May 16th, to take the children in their lives to a neighborhood, state or national park, trail or blueway.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused to be affixed the Seal of the City of Palatka, Florida on this 14<sup>th</sup> day of May, 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. 2015-11-33** awarding the bid for one Fire Department Medical Rescue Truck to Beck Ford for \$45,950.69 and one Fire Department Heavy Rescue Trucks to Bartow Ford for \$95,258.00 -- USDA Grant funded at 50%

**SUMMARY:**

On March 31, 2015 the City released an Invitation to bid from qualified dealers for two Fire Department heavy duty trucks. On May 1 bids were received and opened. The results of those bid openings are attached.

Staff recommends award of the bids as follows:

Award the bid for the Quick Response Medical Rescue Truck to Beck Ford for \$45,950.69. Although Bartow Ford submitted the lower bid, they did not bid to specs. Had they included all of the equipment specified in the bid, their bid would have come in slightly higher.

Award the bid for the Heavy Rescue Truck to Bartow Ford for \$95,258.00.

This purchase is USDA grant funded at 50%.

**RECOMMENDED ACTION:**

**Adopt a resolution awarding the bid for the Medical Response Truck to Beck Ford in the amount of \$45,950.69, and award the bid for the Heavy Rescue Truck to Bartow Ford in the amount of \$95,258.00 per the results of the Request for bids from qualified dealers.**

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Resolution	Backup Material
<input type="checkbox"/> Bid specs requested	Backup Material
<input type="checkbox"/> BSR 2	Backup Material
<input type="checkbox"/> BSR 3	Backup Material
<input type="checkbox"/> BSR 4	Backup Material
<input type="checkbox"/> BSR 5	Backup Material
<input type="checkbox"/> BSR 6	Backup Material
<input type="checkbox"/> BSR 7	Backup Material
<input type="checkbox"/> BSR 8	Backup Material
<input type="checkbox"/> BSR 9	Backup Material
<input type="checkbox"/> BSR 10	Backup Material

**REVIEWERS:**

**RESOLUTION No. 2015-11-**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,  
AWARDING THE BID FOR THE PURCHASE OF FIRE  
DEPARTMENT VEHICLES TO BECK AUTOMOTIVE GROUP  
AND BARTOW FORD**

**WHEREAS**, on March 31, 2015, the Palatka Fire Department issued an invitation to submit proposals for the purchase of vehicles for the Palatka Fire Department; and

**WHEREAS**, upon review and comparison of the proposals received; it has been determined that Beck Automotive Group and Bartow Ford have submitted the most responsive proposals for the vehicles; and

**WHEREAS**, the Palatka City Commission deems it reasonable to award a portion of the bid to Beck Automotive Group in the amount of \$45,950.69 for the purchase of one (1) new vehicle, with \$22,976 of said purchase being funded through a USDA grant and the remainder being funded through the General Fund, and to Bartow Ford in the amount of \$95,258.00 for the purchase of one (1) new vehicle, with \$47,629 of said purchase to be funded through the General Fund.

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

That the City of Palatka hereby awards the bids for Fire Department vehicles in accordance with that certain RFP dated March 31, 2015 to the following proposers:

- a. Beck Automotive Group for the purchase of the following vehicle:  
One (1) Medical Response Truck                      \$45,950.69
- b. Bartow Ford for the purchase of the following vehicle:  
One (1) Heavy Rescue Truck                              \$95,258.00

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 28<sup>th</sup> day of May, 2015.

**CITY OF PALATKA**

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

**ATTEST:**

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

**APPROVED AS TO FORM  
AND CORRECTNESS:**

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



# Palatka Fire Department

*Beck Ford*



500 N Moody Rd.  
Palatka, Florida 32177  
Chief Mike Lambert  
Office Fax 386-329-0155  
E-Mail [mlambert@palatka-fl.gov](mailto:mlambert@palatka-fl.gov)

## REQUEST FOR QUOTATION

The City of Palatka Fire Department will utilize the Sheriff's Association Bid Award and City of Palatka local vendors for the bidding of one (1) medical response truck.

**Instructions:** The following specifications come from the Florida Sheriff's Association Bid Award Announcement #14-22-0904, pages 45-51 for emergency lights and siren, and pages 1121-1130 for vehicle and equipment.

The following is a list of options chosen from the Florida Fire Chiefs bid specifications and additional options required.

PG #	ORDER CODE	OPTION
46	WMLB-LED	Whelen light bar and siren
48	GLL	2 - Grill lights
51	VWTX	4 - Corner LED lights
1121	W2B	3/4 ton 4-door crew cab 4X4 2015 Ford F250 (Red)
1123	98F <sup>2</sup>	CNG Prep
1123	CNG	CNG Package (Or equivalent)
1123	52B	Electric brake controller
1124	90L <sup>2</sup>	Power equipment group
1124	165	Floor mats
1125	188	Cab steps
1125	65	Bug shield
1125	855	Spray-on bedliner
1125	41P	Skid plates
1126	TCD	All terrain tires LT265/70R17
1126	TOWPKG	Trailer towing package
1127	FTC	Bed cover roll and lock (Or equivalent)
1127	76C	Backup alarm
-	Refer to attachment	Striping and lettering

### Pricing Summary

Bid: \$ 45,950.69

Total of all added items required by the Fire Department: \$ Included

Additional discounts (if applicable): \$ 0

Total Quote Price: \$ 45,950.69

## Quote From Beck Ford

Vendor: Beck Ford Inc  
 Address: 420 N Palm Ave  
 Palatka, FL 32177  
 Office: 386-328-8881  
 Fax: 386-385-0649  
 From: Rick Fullerton  
 Email: [RICKFULLERTON@CHECKBECK.COM](mailto:RICKFULLERTON@CHECKBECK.COM)  
 FEID:

Requester: MIKE LAMBERT  
 Date: 4/30/2015  
 Agency: CITY OF PALATKA  
 Address:

*Medical Response*

**#ITB-2015-02**

Spec #	Commodity	Description	Quantity	Unit Price	Extended Total
54	W2B	2016 F250 CREW CAB 4X4	1		\$ 45,950.69
	PQ	RACE RED EXTERIOR			-
	AS	VNYL 40/20/40 SEAT			-
	600A	XL SERIES			-
	996	6.2L V8 ENGINE			-
	44P	6-SPD AUTOMATIC			-
	TCD	LT265 OWL AT 17			-
	90L	PWR EQUIPMENT GROUP			-
	18B	MOLDED STEPS			-
	41P	SKID PLATES			-
	52B	BRAKE CONTROLLER			-
	76C	REVERSE ALARM			-
	85S	FACTORY SPRAY IN LINER			-
	98F	CNG PREP			-
	WMLB-LED	LIGHT BAR AND SIREN			-
	GLL	2-GRILL LIGHTS			-
	VWTX	4-CORNER LED LIGHTS			-
	16S	FLOOR MATS			-
	BS	BUG SHIELD			-
	FTC	ROLL IN LOCK BED COVER			-
	CNG	CNG CONVERSION			-
	TOW PKG	TRAILER TOWING			-
		<b>TOTAL</b>			\$ 45,950.69



# Palatka Fire Department

500 N Moody Rd.  
Palatka, Florida 32177  
Chief Mike Lambert  
Office/Fax: 386-329-0155  
E-Mail: [mlambert@palatka-fl.gov](mailto:mlambert@palatka-fl.gov)

Bartow Ford



## INVITATION TO BID #ITB-2015-02

The City of Palatka hereby requests proposals/bids from qualified individuals, firms, Sheriff's Association Bid Award recipient, and City of Palatka local vendors for **one (1) heavy rescue truck**.

**Instructions:** Responders are requested to provide a formal quote based on the truck bid on the current Florida Sheriff's Association Bid #14-12-0904 for a 17,501 lb. GVWR cab and chassis (dual rear wheel) 4X4, specification #10, 2015 Ford F-550 (FSH) Pages 310-315, and pages 46-51 for emergency lights and siren. Vendor must provide a detailed description of truck and all components and additional items required by Palatka Fire Department to include brand, specifications and warranty information.

The following is a list of options chosen from the Florida Fire Chiefs bid specifications and additional options required.

Pg #	ORDER CODE	OPTION
310	F5H	2015 Ford F-550 (FSH) (Or equivalent.) Color: RED
311	98Y	Gas engine in lieu of diesel engine
311	98G	CNG Model
311	CNG	CNG Conversion (or equivalent)
311	52B	Electric brake controller
312	90L	Power windows/door locks
312	X5H	Extended Cab
312	18B	Cab Steps
312	BS	Bug shield
313	WGG	Wrap-around grille guard
313	SSB	Spray-in liner
313	THB	All terrain tread tires on rear
313	12KW	12,000 lb. winch with remote
314	535.TH0	Trailer towing package
314	L404 40	84" cab to axle
314	11SB - See Attachment #1	11 ft. utility box Color: RED to match truck
315	76C	Backup alarm
315	BUC	Backup camera
315	96V.62D	Optional equipment - XL Value Package
46	WPLB - LED 1 TIER	Light bar & siren
48	GLL	Grill lights
51	VWTX	4 - corner LEDs
51	SIDEKICK V	2 - side lights
	Slide-out Tray	L96" X W50" Slide out tray for bed; min 90% extension and 2000 lb. capacity
	See Attachment #2	Hydraulic power unit w/accessories
	See Attachment #3	Striping and Lettering
		1- 12V telescopic scene light; min. 19,000 lumens output; mounted on telescoping pole, capable of extending min. of 40", mounted on right rear of truck box
		2000w generator - 120volt 13 amp 2000 watt min. portable generator; max. dimensions: L21" - W12" - H17"
		Self-contained compressed air foam system capable of producing up to 200 US gallons finished foam w/a 75' hose reel

### Pricing Summary

BID: \$95,258.00

Total of all added items required by the Fire Department: \$ INCLUDED

Additional discounts (if applicable): \$ 0

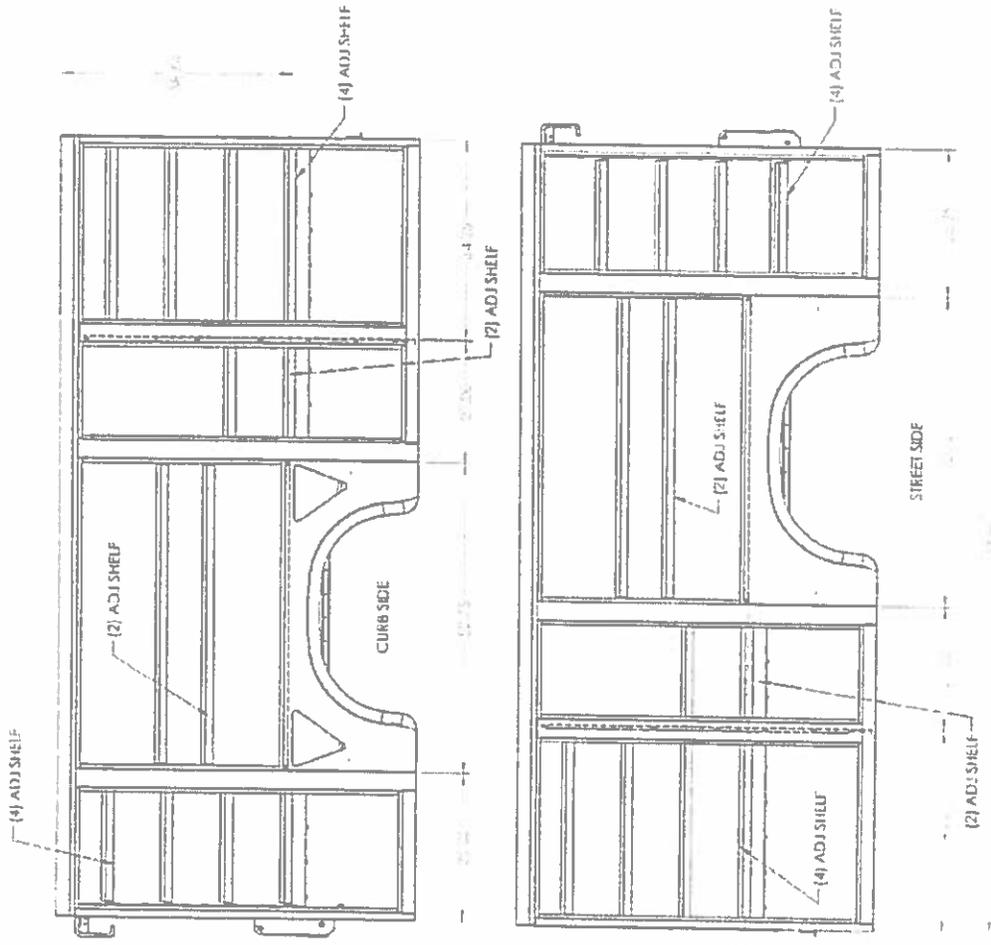
Total Quote Price:

\$95,258.00

ALL ITEMS BID AS SPECIFIED

CNG PACKAGE DOES NOT INCLUDE STATE OF FLORIDA HB579 REBATE  
SLIDE OUT TRAY IS 96X50 AND 100% SLIDE OUT WITH 2000# CAPACITY

**ATTACHMENT #1 - Utility Box**



- UTILITY BOX**
- KnapHedge 11' by 60" tall
  - Painted red to match truck
  - Master lock
  - T Handles
  - Step Bumper
  - Receiver Hitch
  - Spray line top and cargo area
  - Cabinet Lights in LED Strips
  - 2 - Work lights 12 volt LED

ATTACHMENT #2 – Hydraulic Power Unit with Accessories

1- 28 volt battery power over hydraulic extrication spreader

- Supplied with two lithium ion batteries and charger capable of recharging batteries in 1 hour
- Supplied with set of pulling tips with rated chain

Minimum specifications:

- Minimum spread distance 24"
- Minimum spread force 45,000 LBF
- Minimum squeezing force 14,000 LBF
- Maximum weight of 52 lbs.

1 – 28 volt battery over hydraulic extrication cutter

- Supplied with two lithium ion batteries and charger capable of recharging battery in 1 hour

Minimum specifications:

- Minimum cutting opening 6 inches
- Minimum cutting power 78,000 LBF
- Maximum weight of 45 lbs.

5620E-WASTEIL.COM  
MODEL # SM3-HD96-50-A5L  
96 x 50  
3/16" 4/20/200

**ATTACHMENT #3 - Striping and Lettering**

**TR-28 3 1/2" Black with 3" Gold leaf overlay 3 each Times**

**FIRE/RESCUE**

**Oxford bold - 10" Black with 9" White reflective over lay apx 58" in length.  
On lower third cab door area**

**PALATKA**

**Georgia bold 3" black on lower cab doors approx. 29"**

**Three stripes starting at front fender running to rear of cab and then preceding to  
box/bed and then rising approx. 18" diagonally and  
continuing to rear of box/bed interrupted by FIRE/RESCUE on cab doors.**

**2 stripes at top and bottom 1-1/2" black with 1" white reflective over lay.  
Center stripe 5 1/2" black with 5" white reflective over lay,  
totaling approx. 10" to match FIRE/RESCUE on cab door.**



11700 N. State Road 37  
Elwood, IN 46036

# Estimate

Date	Estimate #
4/14/2015	WB-217

Name
Bartow Ford- EVT Sales 2800 US Highway 98 North Bartow, FL 33830

Project / Job Name	Rep	FOB	Build Time
Palatka Utility Resc...	Warner		14 weeks

Item	Description	Qty	Cost	Total
WS2-132-M-DW-U	Warner Bodies Select II Model WS2-132-M-DW-U for a 84" cab to axle, dual rear wheel service body, full height bulkhead with tailgate.	1		
Body-Body height +	Increase compartment height, per inch.	20		
Body-Unistrut 8 co...	Unistrut installed in all 8 compartments	1		
Def Fill	Additional polished stainless steel fuel fill recess with an adaptor for Diesel Exhaust Fluid (DEF) fill tubes.	1		
Window 8x18-Side	Window 8"x18" in bulkhead or sides of enclosed body, installed. Price each.	1		
Bumper-WB01558	Bumper (94", punched, recessed,DRW) A 94.0" long x 10" deep boxed "L" rear bumper shall be provided with a machine punched perforated step surface for safe footing in extreme weather conditions. The center of the step platform shall have a "V" shape recess for trailer hitch clearance. The bumper shall be formed using 12-gauge A60 Galvanized steel and coated to match the body.	1		
Hitch-1801050	Buyers Class V hitch tube, to be welded into double thick bumper brackets.	1		
Light-55033	Light Kit Direct Plug-In Adapter (Ford 60" - 132" CA)	1		
Light-56002	Body mounted LED light kit for SRW chassis, clear back up lights are incandescent.	1		
Light-56006	DRW LED supplemental light kit for DRW chassis	1		
Light-56007	Clear LED back up light ILO Incandescent	1		
ML-WB00452B	Master Compartment Lock System (132" Body)	1		
Handle-T Handle	Replace standard latch with stainless steel blind mount T-Handle. Price per compartment	6		
Misc Option	Shelves in L1/R1 Compartment 4 each side	8		
Misc Option	Shelves in L2/R2 Compartment 2 each side	4		
Misc Option	Shelves in L3/R3 Compartment 2 each side	4		
Misc Option	Shelves in L4/R4 Compartment 4 each side	8		
Light-LED Rope	Compartment shall be lighted with an LED rope style light. Price per compartment.	8		

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Dealer: F24408

2016 F-SERIES SD

Page: 1 of 2

Order No: 0001 Priority: G4 Ord FIN: QE065 Order Type: 5B Price Level: 615

Ord PEP: 660A Cust/Flt Name: PALTKA FIRE PO Number:

		RETAIL	DLR INV		RETAIL	DLR INV
X5H	F550 4X4 S/C CC	\$43645	\$40262.00	18B	MOLDED BLK STEP	\$370 \$316.00
	186" WHEELBASE				LESS TPMS	
PQ	RACE RED				18000# GVWR PKG	
A	VNYL 40/20/40			425	50 STATE EMISS	NC NC
S	STEEL			52B	BRAKE CONTROLR	270 230.00
660A	PREF EQUIP PKG			62D	STRG WHL CNTLS	70 60.00
	.XL TRIM			65Z	AFT AXLE TANK	NC NC
572	.AIR CONDITIONER	NC	NC		AUX AUDIO INPUT	
99Y	6.8L EFI V10 EN	NC	NC			
44T	5-SPD AUTOMATIC	NC	NC		TOTAL BASE AND OPTIONS	47840 43453.32
THB	225 TRACTION	190	162.00		TOTAL	47840 43453.32
X48	4.88 REG AXLE	NC	NC		*THIS IS NOT AN INVOICE*	
90L	PWR EQUIP GROUP	895	763.00			

\* MORE ORDER INFO NEXT PAGE \*

17F XL DECOR PKG

NC NC

F8=Next

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F5=Add to Library

S006 - MORE DATA IS AVAILABLE.

QE04809

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Dealer: F24408

2016 F-SERIES SD

Page: 2 of 2

Order No: 0001 Priority: G4 Ord FIN: QE065 Order Type: 5B Price Level: 615

Ord PEP: 660A Cust/Flt Name: PALTKA FIRE PO Number:

	RETAIL	DLR INV	RETAIL	DLR INV
91M SYNC SYSTEM	\$295	\$252.00		
96V XL VALUE PKG	595	507.00		
.CRUISE CONTROL				
.AMFM/CD/CLK				
98G GASEOUS FUEL	315	268.00		
SP FLT ACCT CR		(582.00)		
FUEL CHARGE		20.32		
DEST AND DELIV	1195	1195.00		

TOTAL BASE AND OPTIONS 47840 43453.32

TOTAL 47840 43453.32

\*THIS IS NOT AN INVOICE\*

F1=Help

F2=Return to Order

F7=Prev

F3/F12=Veh Ord Menu

F5=Add to Library

S005 - INQUIRY IS COMPLETE.

QE04809

*Agenda  
Item*

**4**



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**APPOINTMENTS** - consider applicants for appointment to Palatka Better Place Plan Oversight Committee to serve at the pleasure of the Commission

1. Wanda W. Brown
2. Allegra Kitchens

**SUMMARY:**

Wanda Brown and Allegra Kitchens have applied for appointment to the City of Palatka Better Place Plan Oversight Committee. There are five members of this Committee, which are appointed by the Commission for indefinite terms and serve at the pleasure of the Commission

This Committee's responsibility is to validate that proposed City expenditures/projects funded with the 1% surtax are of the type described in the Better Place Plan ordinance as approved expenditures/projects that are eligible for Better Place Funds..

The past and adopted practice for board and committee appointments is to interview applicants and then make an appointment at the next following meeting. The next meeting of the Commission is scheduled for June 11.

**RECOMMENDED ACTION:**

**Consider applicants for appointment to the Palatka Better Place Plan Oversight Committee. There is one current opening.**

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Application - Wanda Brown	Attachment
<input type="checkbox"/> Application - Allegra Kitchens	Attachment

**REVIEWERS:**

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	4/15/2015 - 2:56 PM
City Clerk	Driggers, Betsy	Approved	4/15/2015 - 2:56 PM
City Manager	Bush, Allen	Approved	4/29/2015 - 3:14 PM
Finance	Reynolds, Matt	Approved	4/30/2015 - 10:36 AM
City Clerk	Driggers, Betsy	Approved	4/30/2015 - 1:08 PM

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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 Better Place Plan oversight Committee Board.  
I understand that, if appointed, I will serve in a volunteer capacity on this advisory board.

APPLICANT: Wanda W. Brown (Must be at least 18 yrs. old)  
Residence 1102 N 18th St Palatka Phone: 321 202 1589  
(911 Address) 1102 N 18th St Palatka Fax: \_\_\_\_\_  
Business Name \_\_\_\_\_ Phone: \_\_\_\_\_  
& Address \_\_\_\_\_ Fax: \_\_\_\_\_

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

Preferred Mailing Address: \_\_\_\_\_

E-mail: Wanda579@gmail.com Daytime Phone: 386 385 3843  
321 202 1589

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

Retired - Administrator - Dept. of Children & Families - 30yrs  
various community organizations - Jr. Women's club  
Plan, oversee, implement new programs or changed  
Supervise large staffs. Ensure rules & regulations  
are followed.

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.

Wanda W. Brown 5/13/15  
SIGNATURE OF APPLICANT DATE

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

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 8:00 p.m.

**CITY OF PALATKA ADVISORY BOARD APPLICATION**

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

APPLICANT: Allegra Ritchens (Must be at least 18 yrs. old)  
Residence Phone: 386-325-3576  
(911 Address) 1027 S. 12th ST Fax:  
Business Name Phone: N/A  
& Address Palatka FL 32177-6001 Fax: N/A

(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: Ritchenspw13@bellsouth.net

E-mail: Above Daytime Phone: Above

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

Served on Palatka BPP Oversight Committee 02-06  
Palatka City Commissioner - 2006-2015  
Palatka Code Enforcement Bnd 1998-2006  
Put. Co Property Appraiser's office 4/69-4/05

**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.

Allegra Ritchens 4/6/2015  
SIGNATURE OF APPLICANT DATE

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

*Agenda  
Item*

**5**



**CITY COMMISSION AGENDA ITEM**

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**SUBJECT:**

**SOE REQUEST for City Elections Candidate Residency Verification Procedure - Charles Overturf, Putnam County Supervisor of Elections**

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**SUMMARY:**

In December, 2014 the Palatka City Commission adopted an ordinance which requires a year of city residency prior to qualification for office for candidates for City Commission. Supervisor of Elections Charles Overturf has requested the City provide direction as to the method of verifying city residency of candidates registering for City Commission races.

The topic was researched amongst other municipalities with residency requirements. If something other than a signature on the Oath of Candidate is required, the most widely used methods are:

- 1) An oath requiring the candidate's notarized signature stating he/she meets the requirement; (Green Cove Springs uses this method and a copy of their oath is attached)
- 2) Production of a valid voter registration ID card showing the address of the candidate. (as required by St. Augustine Beach or Atlantic Beach, which both have a one-year residency requirement).

One or both are used. These are signed and/or produced at the time of qualification.

In the case of both Green Cove Springs & St. Augustine Beach, as with dozens of other municipalities with a residency requirement, the SOE handles all qualifying of candidates and verifies that the candidate is a registered voter. If the address shown on the voter registration is in the city, they don't ask for any further proof. When you register to vote, you swear that is your primary residence. If the candidate lists a different address on the qualifying papers, the SOE determines what address is correct.

Also attached is a recent ordinance adopted by Live Oak, which adopts a one-year residency requirement for candidates. In the case of Live Oak, Punta Gorda and Neptune Beach, there is no special form required by either the City or Supervisor of Elections, only a signature on the Oath of Candidate form, a copy of which is attached.

In all of these cases, there are no "residency police" required. The State tells its Supervisors of Elections to not look beyond "the four corners of the page" and the municipalities with residency requirements ask for nothing more of their SOE's than this. Anyone wishing to dispute information provided by candidates on elections qualifying forms can do so by filing a complaint with the Division of Ethics.

A separate oath (such as the one required by Green Cove Springs) in addition to the Oath of Candidate would sufficiently cover all bases should Mr. Overturf not be comfortable with only a signature on the Oath of Candidate (DS-DE 25) and verification of address on voter ID. This would also not require anyone to research whether or not a voter ID address was located inside or outside the City Limits.

---

**RECOMMENDED ACTION:**

**Provide direction.**

TERRILL L. HILL  
MAYOR

MARY LAWSON BROWN  
V. MAYOR

RUFUS J. BOROM  
CITY MANAGER

JUSTIN R. CAMPBELL  
CITY CLERK

JAMES NORWOOD, JR.  
CITY CLERK



MICHAEL J. CZYMBOR  
CITY MANAGER

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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.

### REQUEST TO BE PLACED ON CITY COMMISSION AGENDA

**NOTE:** Regular City Commission meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of the month at 6:00 p.m. If you wish to appear on the Palatka City Commission meeting agenda, you should submit this request form, together with any attachments or backup material that would help the Commission to better consider your request, to the City Clerk's office either in person, by mail (201 N. 2<sup>nd</sup> Street, Palatka 32177), fax (386-329-0199) or e-mail (bdriggers@palatka-fl.gov). Please note that without adequate supporting documentation or information, the Commission may not be in a position to take any action on your request. Materials submitted for the Commission's review during the meeting may not be considered as this does not give the Commission or Staff adequate time to read or consider such material. If you plan to make a PowerPoint presentation, please submit your media (thumb drive, DVD, etc.) to the Clerk's Office in advance.

Meeting agendas close at 10:00 a.m. on the Friday two weeks prior to the next regularly scheduled Thursday City Commission meeting. Please verify the closing date for agenda items with the Clerk's office, as meeting dates are subject to change. Staff will make every attempt to accommodate a request for a specific agenda date, but all requests will be handled on a case-by-case basis and may be assigned to a commission meeting to be held at a future date. If your request can typically be handled by a City department or staff member, you will be referred to the appropriate department or staff member.

Name of Individual, Organization and/or Group making presentation or request:

Charles Overturf Supervisor of Electronics

Address: 2509 Cull Ave Suite 900 Palatka, FL 32177 e-mail charles.overturf@putnam-fl.com

Daytime Phone 329-0224 Other ph. 937-0149 Fax 329-0455

Requested meeting date: May 28, 2015 Meeting date assigned: \_\_\_\_\_  
(For Clerk's Office Use Only)

Request for Commission Action; OR  Presentation Only; no action required

Subject Matter you wish to address: 1 year city residency requirement for city candidates

(attach additional sheet if necessary)

Commission Action Requested, if any: If requirement is to be continued, please specify what documents or proof you require candidates to produce to meet this requirement

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

**RESIDENCY OATH**  
GCS City Charter Sections 2.02 & 7.01



State of Florida  
County of Clay  
City of Green Cove Springs

I, \_\_\_\_\_, a candidate for the office of City Council Member Seat Number \_\_\_\_\_, certify that I am a citizen of the United States and have resided\* within the corporate limits of the City of Green Cove Springs, Florida, for at least the one (1) year immediately prior to the date of qualifying for City Council; I am eighteen years of age or older; and I am a qualified elector in the City of Green Cove Springs, Clay County, Florida.

\_\_\_\_\_  
(Signature)

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

\_\_\_\_\_  
(Address)

\_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at Green Cove Springs, Clay County, Florida.

Commission Expires: \_\_\_\_\_  
(Notary Public)

(Seal)

\*Definition of "residency", "reside", and "resident" per Section 1.01 of the Green Cove Springs City Charter is "when referring to the place where a person has his true, fixed and permanent home and principal establishment, and to which whenever he is absent he has the intention of returning; not established for a mere special or temporary purpose, and he shall be a registered elector of the City of Green Cove Springs".

ORDINANCE NO. 1359

AN ORDINANCE ESTABLISHING A ONE YEAR RESIDENCY REQUIREMENT IN THE CITY OF LIVE OAK AS A CONDITION PRECEDENT TO A CANDIDATES NAME BEING PLACED ON THE BALLOT FOR ELECTION TO THE POSITION OF MAYOR OR CLERK OF THE CITY OF LIVE OAK; AND FURTHER ESTABLISHING A ONE YEAR RESIDENCY REQUIREMENT IN THE DISTRICT FOR WHICH HE OR SHE SEEKS ELECTION AS A CONDITION PRECEDENT TO A CANDIDATES NAME BEING PLACED ON THE BALLOT FOR ELECTION TO THE OFFICE OF COUNCILMAN OF THE CITY OF LIVE OAK.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF LIVE OAK, FLORIDA:

**SECTION 1.** The Code or Ordinances, City of Live, Florida is hereby amended by adding an section to be numbered 26-7 which said section reads as follows:

A. As a condition precedent to a candidates name being placed on the ballot for election to the position of Mayor or Clerk of the City of Live Oak a candidate for such office must have resided in the City of Live Oak for a period of at least one year immediately preceding qualifying to run for such office.

B. As a condition precedent to a candidate's name being placed on the ballot for election to the position of City Councilman or Councilwoman, a candidate must have resided in the district for which he or she seeks election for a period of at least one year immediately preceding qualifying to run for such office.

This ordinance shall become effective immediately upon its passage.

ADOPTED AND PASSED by the City Council of the City of Live Oak, Florida, at a Regular meeting held on the 13<sup>th</sup> day of MAY, 2014.



CITY COUNCIL OF THE  
CITY OF LIVE OAK

A handwritten signature in black ink, appearing to read "Adam Prins".

Adam Prins, President

A handwritten signature in black ink, appearing to read "Garth R. Nobles, Jr.". The signature is written in a cursive style.

Garth R. Nobles, Jr.,  
Mayor

**CANDIDATE OATH –  
NONPARTISAN OFFICE**

(Not for use by Judicial or  
School Board Candidates)

OFFICE USE ONLY

**OATH OF CANDIDATE**  
(Section 99.021, Florida Statutes)

I, \_\_\_\_\_  
(PLEASE PRINT NAME AS YOU WISH IT TO APPEAR ON THE BALLOT \* – NAME MAY NOT BE CHANGED AFTER THE END OF QUALIFYING)

am a candidate for the nonpartisan office of \_\_\_\_\_, \_\_\_\_\_,  
(office) (district #)  
\_\_\_\_\_ County, Florida,  
(circuit #) (group or seat #); I am a qualified elector of \_\_\_\_\_  
(circuit #) (group or seat #)

I am qualified under the Constitution and the Laws of Florida to hold the office to which I desire to be nominated or elected; I have qualified for no other public office in the state, the term of which office or any part thereof runs concurrent with the office I seek; and I have resigned from any office from which I am required to resign pursuant to Section 99.012, Florida Statutes; and I will support the Constitution of the United States and the Constitution of the State of Florida.

**X**

( )

Signature of Candidate

Telephone Number

Email Address

Address

City

State

ZIP Code

Candidate's Florida Voter Registration Number (located on your voter information card): \_\_\_\_\_

\* Please print name phonetically on the line below as you wish it to be pronounced on the audio ballot for persons with disabilities (see instructions on page 2 of this form):  
\_\_\_\_\_

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Personally Known: \_\_\_\_\_ or

Produced Identification: \_\_\_\_\_

Type of Identification Produced: \_\_\_\_\_

Signature of Notary Public

Print, Type, or Stamp Commissioned Name of Notary Public

**CANDIDATE OATH -  
CANDIDATE WITH NO PARTY AFFILIATION**

OFFICE USE ONLY

**OATH OF CANDIDATE**  
(Section 99.021, Florida Statutes)

I, \_\_\_\_\_  
(PLEASE PRINT NAME AS YOU WISH IT TO APPEAR ON THE BALLOT \* -- NAME MAY NOT BE CHANGED AFTER THE END OF QUALIFYING)

am a candidate with no party affiliation for the office of \_\_\_\_\_, \_\_\_\_\_  
(office) (district #)

\_\_\_\_\_, I am a qualified elector of \_\_\_\_\_ County, Florida;  
(circuit #) (group or seat #)

I am qualified under the Constitution and the Laws of Florida to hold the office to which I desire to be nominated or elected; I have qualified for no other public office in the state, the term of which office or any part thereof runs concurrent with the office I seek; and I have resigned from any office from which I am required to resign pursuant to Section 99.012, Florida Statutes; and I will support the Constitution of the United States and the Constitution of the State of Florida.

\_\_\_\_\_ ( ) \_\_\_\_\_  
Signature of Candidate Telephone Number Email Address

\_\_\_\_\_  
Address City State Zip Code

Candidate's Florida Voter Registration Number (located on your voter information card): \_\_\_\_\_

\* Please print name phonetically on the line below as you wish it to be pronounced on the audio ballot for persons with disabilities (see instructions on page 2 of this form):  
\_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Personally Known: \_\_\_\_\_ or

Produced Identification: \_\_\_\_\_

Type of Identification Produced: \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public  
Print, Type, or Stamp Commissioned Name of Notary Public

*Agenda  
Item*

6



## CITY COMMISSION AGENDA ITEM

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### **SUBJECT:**

**RESOLUTION** awarding a bid to finance the lease/purchase of a sanitation truck and police department administrative and patrol vehicles to US Bancorp, and authorizing the Mayor and the City Manager to execute and attest the Lease/Purchase Agreement and all other documents in connection therewith - Adopt

---

### **SUMMARY:**

On May 14, 2015, the City received proposals in response to a request for proposals (RFP) for the financing of the purchase of a sanitation truck and police department administrative and patrol vehicles. Award of the bid(s) for the purchase of the police vehicles was previously approved at a City Commission meeting held on November 20, 2014.

The Interim City Manager and Finance Director have reviewed these proposals and determined that the most responsive proposal was from US Bancorp with an interest rate of 1.95% for the term of seven years. An amortization schedule will be prepared to bring down the cost of the police vehicles over a 5 year term and the sanitation truck over a 7 year term. Attached is a matrix showing the details of each of the entities that provided a response to the RFP.

As part of the RFP process, the police patrol vehicles were separated from the sanitation truck and administrative vehicles due to a study that was completed by the Palatka Police Department in the mid 2000's that revealed a closed-end lease arrangement for patrol vehicles was the most economical path to take regarding the procurement of patrol vehicles at that point in time. City staff felt it was prudent to receive bids for a closed-end lease agreement in order to have the data to determine whether a closed-end lease agreement was still the most economical way to finance patrol vehicles. Under a closed-end lease agreement, at the end of the three year period the vehicles are to be returned to the leasing company or the City has the option to purchase the vehicles at fair market value.

The most responsive bid regarding the closed-end lease was The Bancorp Bank/Mears Motor Leasing, who also offered an alternative option of a four year term with an open-ended lease whereby the City would own the vehicles at the end of the fourth year. This is basically the same as the lease/purchase agreement that we sought bids for in regards to the sanitation truck and administrative vehicles.

In order for City staff to make a decision regarding the most economical path to take a spreadsheet was prepared to compare the total cost of ownership, including yearly maintenance, between the different options of closed-end lease over 3 years, open-end lease over 4 years, or lease/purchase of 5 years.

Attached is the spreadsheet showing the different scenarios and the total cost of ownership per vehicle for the patrol vehicles.

City staff is recommending to include the financing of the 8 patrol vehicles with the administrative and sanitation truck in the lease/purchase agreement with US Bancorp instead of accepting either a closed-end or open-end lease with The Bancorp Bank/Mears Motor Leasing.

Payments on this obligation will not begin until the next fiscal year (2015-2016) and an appropriation for the repayment of this obligation will be included in the proposed budget for next fiscal year.

This Resolution also includes authorization for the Mayor, City Manager and city staff to execute and attest all the necessary paperwork to complete the transaction. Copies of the proposed lease/purchase agreement as well as the final financing numbers have been included as well.

---

**RECOMMENDED ACTION:**

**Staff recommends adoption this resolution which accepts the most responsive proposal from US Bancorp and authorizes the Mayor, City Manager and city staff to execute and attest all necessary related documents.**

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Resolution	Resolution
<input type="checkbox"/> Lease-Purchase Responses	Backup Material
<input type="checkbox"/> Closed-end Lease Responses	Backup Material
<input type="checkbox"/> Closed-end Lease vs Lease-Purchase Comparison	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Finance	Reynolds, Matt	Approved	5/21/2015 - 10:14 AM
City Clerk	Driggers, Betsy	Approved	5/21/2015 - 1:22 PM

**RESOLUTION No. 2015-11-**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,  
AUTHORIZING THE EXECUTION AND DELIVERY OF A TAX-  
EXEMPT LEASE PURCHASE AGREEMENT, AND RELATED  
INSTRUMENTS, AND DETERMINING OTHER MATTERS IN  
CONNECTION THEREWITH.**

WHEREAS, the governing body of the City of Palatka (“Lessee”) desires to obtain certain equipment (the “Equipment”) described in the Equipment Schedule to the Tax-Exempt Lease Purchase Agreement (collectively, the “Agreement”) with U.S. Bancorp Government Leasing and Finance, Inc. (“Lessor”), the form of which has been available for review by the governing body of Lessee prior to this meeting; and

WHEREAS, the Equipment is essential for the Lessee to perform its governmental functions; and

WHEREAS, Lessee has taken the necessary steps, including those relating to any applicable legal bidding requirements, to arrange for the acquisition of the Equipment; and

WHEREAS, Lessee proposes to enter into the Agreement with Lessor substantially in the forms presented to this meeting.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF LESSEE AS FOLLOWS:**

Section 1. It is hereby found and determined that the terms of the Agreement in the forms presented to this meeting and incorporated in this resolution are in the best interests of Lessee for the acquisition of the Equipment.

Section 2. The Agreement and the acquisition and financing of the Equipment under the terms and conditions as described in the Agreement are hereby approved. The City Manager of Lessee and any other officer of Lessee who shall have power to execute contracts on behalf of Lessee be, and each of them hereby is, authorized to execute, acknowledge and deliver the Agreement with any changes, insertions and omissions therein as may be approved by the officers who execute the Agreement, such approval to be conclusively evidenced by such execution and delivery of the Agreement. The City Clerk of the Lessee and any other officer of Lessee who shall have power to do so be, and each of them hereby is, authorized to affix the official seal of Lessee to the Agreement and attest the same.

Section 3. The proper officers of Lessee be, and each of them hereby is, authorized and directed to execute and deliver any and all papers, instruments, opinions, certificates, affidavits and other documents and to do or cause to be done any and all other acts and things necessary or proper for carrying out this resolution and the Agreement.

Section 4. Pursuant to Section 265(b) of the Internal Revenue Code of 1986, as amended (the “Code”), Lessee hereby specifically designates the Agreement as a “qualified tax-exempt obligation” for purposes of Section 265(b)(3) of the Code.



City of Palatka  
 Series 2015 Sanitation Truck and Admin Vehicles  
 Financing Summary

Ameris Bank			
	Principal	Interest	Payments
10/1/2015	-	2,852	2,852
4/1/2016	32,800	4,108	36,908
10/1/2016	33,100	3,773	36,873
4/1/2017	33,400	3,435	36,835
10/1/2017	33,800	3,095	36,895
4/1/2018	34,100	2,750	36,850
10/1/2018	34,500	2,402	36,902
4/1/2019	34,800	2,050	36,850
10/1/2019	35,200	1,695	36,895
4/1/2020	35,600	1,336	36,936
10/1/2020	23,500	973	24,473
4/1/2021	23,700	733	24,433
10/1/2021	24,000	492	24,492
4/1/2022	24,200	247	24,447
<b>Total</b>	<b>402,700</b>	<b>29,942</b>	<b>432,642</b>

Rate of 2.04%

BB&T			
	Principal	Interest	Payments
10/1/2015		2,811	2,811
4/1/2016	32,800	4,047	36,847
10/1/2016	33,100	3,718	36,818
4/1/2017	33,500	3,385	36,885
10/1/2017	33,800	3,048	36,848
4/1/2018	34,100	2,708	36,808
10/1/2018	34,500	2,366	36,866
4/1/2019	34,800	2,019	36,819
10/1/2019	35,100	1,669	36,769
4/1/2020	35,600	1,317	36,917
10/1/2020	23,500	959	24,459
4/1/2021	23,700	723	24,423
10/1/2021	24,000	484	24,484
4/1/2022	24,200	243	24,443
<b>Total</b>	<b>402,700</b>	<b>29,496</b>	<b>432,196</b>

Rate of 2.01%

USBancorp			
	Principal	Interest	Payments
10/1/2015		2,727	2,727
4/1/2016	32,800	3,926	36,726
10/1/2016	33,100	3,607	36,707
4/1/2017	33,500	3,284	36,784
10/1/2017	33,800	2,957	36,757
4/1/2018	34,100	2,628	36,828
10/1/2018	34,500	2,294	36,794
4/1/2019	34,800	1,958	36,758
10/1/2019	35,100	1,619	36,719
4/1/2020	35,600	1,276	36,876
10/1/2020	23,500	929	24,429
4/1/2021	23,700	700	24,400
10/1/2021	24,000	469	24,369
4/1/2022	24,200	236	24,436
<b>Total</b>	<b>402,700</b>	<b>28,609</b>	<b>431,309</b>

Rate of 1.950%

## Police Patrol Vehicles Present Value Analysis

Ontario	
Actual	PV
6/1/2015	39,305.00
12/1/2015	38,160.19
6/1/2016	37,048.73
12/1/2016	35,969.64
6/1/2017	34,921.98
12/1/2017	33,904.84
6/1/2018	
12/1/2018	
<b>Total</b>	<b>219,310.39</b>

The Bancorp Bank	
Actual	PV
6/1/2015	
12/1/2015	39,293.83
6/1/2016	38,149.34
12/1/2016	37,038.20
6/1/2017	35,959.42
12/1/2017	34,912.05
6/1/2018	33,895.20
12/1/2018	
<b>Total</b>	<b>219,248.04</b>

Payment                    39,305  
 Rate                            6.00%  
 PV Date                    6/1/2015

Payment                    40,473  
 Rate                            6.00%  
 PV Date                    6/1/2015

City of Palatka  
 Series 2015 Police Patrol Vehicles and Equipment  
 Financing Summary

Scenario: Keep Vehicles for 5 year term								
Purchased at end of 3rd year, sold at end of 5th year			Owned at end of 4th year, sold at end of 5th year			Owned at end of 5th year, sold at end of 5th year		
Closed-end lease, The Bancorp Bank*			Open-end lease, The Bancorp Bank*			Lease/Purchase at 1.95%, US Bancorp*		
	Payment	Maint.		Payment	Maint.		Payment	Maint.
6/1/2015	-		6/1/2015	-		6/1/2015	-	
12/1/2015	40,473		12/1/2015	38,268		12/1/2015	28,862	
6/1/2016	40,473	3,320	6/1/2016	38,268	3,320	6/1/2016	28,862	3,320
12/1/2016	40,473		12/1/2016	38,268		12/1/2016	28,862	
6/1/2017	40,473	8,744	6/1/2017	38,268	8,744	6/1/2017	28,862	8,744
12/1/2017	40,473		12/1/2017	38,268		12/1/2017	28,862	
6/1/2018	40,473	9,552	6/1/2018	38,268	9,552	6/1/2018	28,862	9,552
Purchase Vehicles	104,000		-	-		-	-	
12/1/2018	-		12/1/2018	38,268		12/1/2018	28,862	
6/1/2019	-	17,416	6/1/2019	38,268	17,416	6/1/2019	28,862	17,416
-	-		-	-		-	-	
12/1/2019	-		12/1/2019	-		12/1/2019	28,862	
6/1/2020	-	30,144	6/1/2020	-	30,144	6/1/2020	28,862	30,144
Sale of Vehicles	(44,000)		Sale of Vehicles	(44,000)		Sale of Vehicles	(44,000)	
Subtotal	302,836	69,176		262,143	69,176		244,620	69,176
Total Cost of Ownership		372,012	Total Cost of Ownership		331,319	Total Cost of Ownership		313,796
TCO Per Vehicle		46,501	TCO Per Vehicle		41,415	TCO Per Vehicle		39,225

Scenario: Exchange vehicles at end of respective term					
Returned at end of 3rd year, new vehicles under same agreement			Sold at end of 4th year, new vehicles under same agreement		
Closed-end lease, The Bancorp Bank*			Open-end lease, The Bancorp Bank*		
	Payment	Maint.		Payment	Maint.
6/1/2015	-		6/1/2015	-	
12/1/2015	40,473		12/1/2015	38,268	
6/1/2016	40,473	3,320	6/1/2016	38,268	3,320
12/1/2016	40,473		12/1/2016	38,268	
6/1/2017	40,473	8,744	6/1/2017	38,268	8,744
12/1/2017	40,473		12/1/2017	38,268	
6/1/2018	40,473	9,552	6/1/2018	38,268	9,552
-	-		-	-	
12/1/2018	41,687		12/1/2018	38,268	
6/1/2019	41,687	3,320	6/1/2019	38,268	17,416
-	-		Sale of Vehicles	(60,000)	
12/1/2019	41,687		12/1/2019	39,799	
6/1/2020	41,687	8,744	6/1/2020	39,799	3,320
-	-		-	-	
Subtotal	409,583	33,680		325,740	42,352
Total Cost of Ownership		443,263	Total Cost of Ownership		368,092
TCO Per Vehicle		55,408	TCO Per Vehicle		46,011

Typical Estimated Yearly Maintenance per vehicle for patrol vehicles

Year 1	300-1000
Year 2	500-1500
Year 3	1000-3000
Year 4	2000-4000
Year 5	3000-4000

Average Maintenance Cost per vehicle - Palatka PD Data

5 year old vehicles	3,768
4 year old vehicles	2,177
3 year old vehicles	1,194
2 year old vehicles	1,093
1 year old vehicles	415

*Agenda  
Item*

**7**



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**ORDINANCE** amending Alcoholic Beverage Code Section 10-6 to allow alcohol consumption in the River Center and in Riverfront Park buildings, with proper approvals and permissions - 2nd Reading, Adopt

**SUMMARY:**

This is second reading of an ordinance that will amend the Alcoholic Beverage Code to allow consumption or possession of alcohol in the River Center and in any buildings on the grounds of the Riverfront Park (which anticipates a possible restaurant there). Specific approvals would still be required through the Special Event or Facility Rental application processes, and all other elements of the alcoholic beverages and other codes would still be applicable. The Code now exempts from the prohibition buildings on the golf course and Ravines Gardens State Park, and also the Bronson-Mulholland House, Price-Martin Center, Larimer Center, Tilghman House, Chamber building, and airport buildings.

This ordinance was passed on first reading on May 14, 2015

**RECOMMENDED ACTION:**

**Adopt on second reading an ordinance allowing alcohol consumption, with proper approvals, in the St. Johns River Center and in buildings on the grounds of the Riverfront Park.**

**ATTACHMENTS:**

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

**REVIEWERS:**

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	5/15/2015 - 12:47 PM
City Clerk	Driggers, Betsy	Approved	5/15/2015 - 12:49 PM
City Manager	Bush, Allen	Approved	5/20/2015 - 9:43 AM
Finance	Reynolds, Matt	Approved	5/20/2015 - 11:06 AM
City Clerk	Driggers, Betsy	Approved	5/20/2015 - 4:30 PM

ORDINANCE NO. 15 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, ADDING THE ST. JOHNS RIVER CENTER AND BUILDINGS ON THE GROUNDS OF THE RIVERFRONT PARK TO THE LIST OF BUILDINGS EXEMPTED FROM AN ALCOHOL CONSUMPTION AND SERVING BAN; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the Building and Zoning Department for certain amendments to the Municipal Code of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including two public hearings before the City Commission of the City of Palatka on May 14, 2015, and May 28, 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 Alcoholic Beverage Code Section shall be amended as follows.

Sec. 10-6. - Consumption or possession in certain public and private places.

- (a) It shall be unlawful for any person to consume or have in their possession any alcoholic beverage in any public park or recreation area, or on any public school property, or within any public building in the city; provided, however, this prohibition shall not apply to the buildings located on the premises of the municipal golf course, Ravine Gardens State Park, Riverfront Park, St. Johns River Center, Bronson-Mulholland House, Price-Martin Community Center, Larimer Arts Center, Tilghman House, Chamber of Commerce building, and Palatka Municipal Airport, when the alcoholic beverages are possessed or are being consumed thereon with the consent of the person, group or organization lawfully in charge of the excepted premises and in compliance with any applicable provisions of the Beverage Law.

**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 28<sup>th</sup> day of May, 2015.

**CITY OF PALATKA**

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

**ATTEST:**

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

*Agenda  
Item*

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**SUBJECT:**

**DISCUSSION** regarding shoreline or dock fishing at the Riverfront Park and splash pad placement - Commissioner Brown

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**SUMMARY:**

This discussion is scheduled at the request of Commissioner Brown. She states she has received a lot of calls from people who are concerned about being able to fish in certain spots at the Park whether on the shoreline or from the pier or other docks.

She has spoken with Projects Manager Jonathan Griffith about this matter and he has provided the following:

"Over the past four (4) years the City has successfully obtained funding and developed the northern and southern ends of the Riverfront Park. The middle portion of the park has yet to be addressed. This area contains multiple memorial monuments and the Veteran's Memorial Plaza fountain and torpedo monument. The middle portion of the park has mature oak and pecan canopy which makes it ideal for passive recreation and fishing from the shoreline. The area is generally unorganized and needs renovation. Staff proposes that the City Commission consider constructing a wooden boardwalk specifically for fishing from the shoreline. It is possible to drive sheet pile or construct a boardwalk 12' past the existing shoreline without any additional FDEP or Army Corps permitting. Staff also suggests that the City develop a plan with the Veterans to renovate Veterans Memorial Plaza (no current estimate) and replace the existing pond with a vaulted storm water system (estimated at \$150,000). This would be an ideal location for the splash pad suggested in the 2009 Riverfront Master Plan."

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**RECOMMENDED ACTION:**

**Discussion and direction for staff.**

**REVIEWERS:**

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	5/19/2015 - 4:15 PM
City Clerk	Driggers, Betsy	Approved	5/19/2015 - 4:16 PM
City Manager	Bush, Allen	Approved	5/20/2015 - 9:33 AM
Finance	Reynolds, Matt	Approved	5/20/2015 - 11:15 AM
City Clerk	Driggers, Betsy	Approved	5/20/2015 - 12:55 PM

*Agenda  
Item*

*10*



**SUBJECT:**

**a. CITY MANAGER SEARCH** - Update; Proposal of Employment Agreement with Terry K. Suggs for the position of City Manager

**SUMMARY:**

On May 26th the five finalist candidates for the position of City Manager appeared for final interviews before the City Commission. After deliberation, a motion was made, seconded and passed by majority vote to negotiate a contract with candidate Terry K. Suggs for the position of City Manager.

Mr. Suggs met with Mr. Bush, Mayor Hill and Staff, and the attached contract is the result of those negotiations. Mr. Suggs has advised he will be able to begin his new position as Palatka City Manager effective July 2, 2015 and has agreed to an annual salary of \$88,965.98 with a 5% increase at the end of six months.

**RECOMMENDED ACTION:**

**Authorize execution of the employment agreement with Terry K. Suggs for the position of City Manager**

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> T. Suggs Employment Agreement	Exhibit
<input type="checkbox"/> T. Suggs Resume	Attachment

**REVIEWERS:**

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	5/19/2015 - 12:44 PM

## EMPLOYMENT AGREEMENT

**THIS AGREEMENT**, made and entered into this July 2, 2015, by and between the **CITY OF PALATKA**, a Florida municipal corporation, (hereinafter "**CITY**"), as party of the first part, and **TERRY K. SUGGS** (hereinafter "**EMPLOYEE**"), as party of the second part, pursuant to the following terms and conditions:

### **WITNESSETH:**

**WHEREAS**, the **CITY** desires to employ the services of **TERRY K. SUGGS (EMPLOYEE)** as City Manager of the City of Palatka, Florida, based upon the action taken by the Palatka City Commission at a duly called special meeting on May 26, 2015, and as provided for in Article III, Section 36 of the City Charter of the City of Palatka; and

**WHEREAS**, it is the desire of the **CITY**, through the City Commission, to provide for certain benefits, and to establish certain conditions of employment and to set certain working conditions of said **EMPLOYEE**; and

**WHEREAS**, the **EMPLOYEE** desires to accept employment as City Manager of the City of Palatka under the terms and conditions set forth herein.

**NOW, THEREFORE**, for and in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

#### **Section 1. Duties**

The **CITY** hereby agrees to employ said **TERRY K. SUGGS (EMPLOYEE)** as the City Manager of the City of Palatka, to perform the functions and duties specified in the City Charter and the Code of Ordinances of the City of Palatka, and to perform such other legally permissible and proper duties and functions as the City Commission of the City of Palatka shall assign.

#### **Section 2 Term**

- A. Nothing in this Employment Agreement shall prevent, limit, interfere with or otherwise restrict the rights of the City Commission to terminate the services of the **EMPLOYEE** at any time, with or without cause, subject only to the provisions set forth in Section 3 of this Agreement, and those contained in the City Charter of the City of Palatka.
  
- B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of **EMPLOYEE** to resign at any time from his position with the **CITY**, subject only to the provisions set forth in Section 3.

- C. The **EMPLOYEE** agrees to remain in the exclusive employ of the **CITY** and not become employed by any other employer while employed by the **CITY** unless termination is effected as hereinafter provided. The term "employed" shall not be construed to prevent **EMPLOYEE** from engaging in teaching, writing, consulting, or other activity not in conflict with **EMPLOYEE'S** full-time position as City Manager. Any such teaching, writing, consulting, or other activity shall be performed on **EMPLOYEE'S** time off and shall not conflict in any way whatsoever with City business. Prior to engaging in any teaching, writing, consulting, or other professional activity, the **EMPLOYEE** shall obtain approval of the City Commission.
- D. This Agreement shall commence on July 2, 2015, and shall continue in full force and effect thereafter until terminated by the parties pursuant to this Section 3.

**Section 3. Termination and Severance Pay**

- A. In the event the **EMPLOYEE** is terminated or forced to resign by the City Commission, the **CITY** agrees to pay the **EMPLOYEE** a lump sum amount equal to five (5) month's current salary and benefits. The lump sum payment shall be due and payable in full within ten (10) days of the termination or forced resignation. The **CITY** will provide, at their cost, insurance coverage as provided herein for the **EMPLOYEE** and his dependents pursuant to Section 10 for a period of five (5) months upon separation of employment and continue to contribute toward the **EMPLOYEE'S** retirement benefits as specified in Section 11 for the same five month period. All of same shall be considered "Aggregate Severance Pay". However, in the event the **EMPLOYEE** is terminated because of his being found guilty by a court of competent jurisdiction of an illegal act involving personal gain to him, or of any felony or misdemeanor involving moral turpitude, then, in that event, the **CITY** shall have no obligation to pay any aggregate severance pay designated in this section. Notwithstanding anything else contained herein, the first one hundred-eighty (180) days of the **EMPLOYEE'S** tenure with the **CITY** shall be considered a Probationary Period. For and during this period, the employee may be terminated, with or without cause by the **CITY**, and if termination occurs during this period, the **CITY** shall not be obligated to pay salary or benefits to the **EMPLOYEE** as accrued or due for any period after the date of the **EMPLOYEE'S** termination (Aggregate Severance Pay).
- B. If the **EMPLOYEE** is due aggregate severance pay in accord with the terms set forth above, the **EMPLOYEE** shall accept same in full payment of any claim, right, or entitlement which the **EMPLOYEE** might otherwise have asserted against the **CITY** arising from his termination or forced resignation, including but not limited to any claim which might otherwise have been asserted arising from the **EMPLOYEES** potential classification as a public

employee as defined by applicable law and cases of the State of Florida and United States of America in the context of job rights. It is the specific intent of the parties that the EMPLOYEE be considered an "at will" employee, subject to termination or forced resignation at the discretion of the CITY and without payment by the CITY of penalty or other compensation arising from their exercise of this discretion, other than the aggregate severance pay described above if otherwise applicable.

- C. EMPLOYEE may terminate this Agreement by giving the City Commission fourteen (14) days written notice of his desire to terminate this Agreement; provided, however, the City Commission may require the EMPLOYEE to continue employment for a period not to exceed sixty (60) days beyond the date of termination if any litigation to which the CITY is a party would be prejudiced by earlier termination of this Agreement. Upon termination of the Agreement hereunder, the EMPLOYEE shall be entitled to such salary and benefits accrued to the effective date of termination.

**Section 4. Salary**

The CITY agrees to pay the EMPLOYEE, commencing upon July 2, 2015 for his services rendered pursuant hereto, at an annual salary of Eighty-eight thousand, nine hundred sixty-five dollars and ninety-eight cents (\$88,965.98), payable in installments at the same time as other general employees of the CITY are paid. A five percent (5%) increase will be given at the end of the six (6) months. In addition the CITY agrees to adjust said base salary and/or other benefits of the EMPLOYEE to such amounts and to such extent as the City Step in Grade Plan specifies. Any salary increase after six (6) months must be approved by the City Commission.

**Section 5. Performance Evaluation**

On or about July 2, 2016 and then every July thereafter, the City Commission shall review and evaluate the performance of the EMPLOYEE. The City Commission shall provide the EMPLOYEE with an adequate opportunity for the EMPLOYEE to discuss the evaluation with the CITY Commission, whether individually or as a body. The performance evaluation should be constructive in nature to enable the EMPLOYEE to improve his abilities and service to the CITY.

**Section 6. Hours of Work**

The EMPLOYEE shall be at work routinely during the normal business hours of the CITY, and shall devote such additional time as is necessary to perform assigned responsibilities but shall have a flexible work schedule keeping in mind the best interest of the CITY.

**Section 7. Automobile and Cellular Phone**

The EMPLOYEE is required to be on call for twenty four hour service. In recognition thereof, the CITY shall provide, maintain, insure, and fuel a late model vehicle for the EMPLOYEE'S business and personal use. All personal use will be reported according to IRS regulations on the EMPLOYEE'S W-2. The EMPLOYEE shall also receive a cellular phone (smart phone) which shall be provided and paid for by the CITY.

**Section 8. Vacation and Sick Leave**

The EMPLOYEE shall receive vacation leave, which shall accrue at the rate of 4.0 weeks per year of which two (2) weeks are immediately available for usage by the EMPLOYEE for purposes of relocation and planned family vacations. The EMPLOYEE shall receive sick leave, which shall accrue at a rate of 1.0 day per month. Upon separation, the EMPLOYEE shall be compensated for accrued and unused vacation leave and twenty-five (25%) of unused sick leave.

**Section 9. Holidays**

The EMPLOYEE shall be entitled to the same holiday time off as is provided to the other general employees of the CITY not otherwise covered by a collective bargaining agreement.

**Section 10. Disability, Health, Vision, Dental and Life Insurance**

The EMPLOYEE shall be entitled to the same participation in the group health plan provided to all other city employees. The CITY agrees to pay 75% of the cost of the premiums for the EMPLOYEE and dependents for health and dental and 100% of vision insurance coverage. The CITY will pay the entire cost of life insurance for the EMPLOYEE at the same level and amount as is provided for all other CITY employees.

**Section 11. Retirement**

The CITY agrees to pay, on an annual basis, an amount equal to 10% of the salary to the retirement program of choice. Such payments shall be payable in installments at the same time as other retirement benefits are paid for other employees of the CITY.

**Section 12. Benefits**

All benefits provided herein shall be applied effective upon the commencement hereof as specified in Section 2. As any new benefits are created or existing benefits are enhanced under the Executive Benefit Plan or the City's Personnel Rules and Regulations, the EMPLOYEE'S benefits shall be adjusted accordingly. The CITY shall not at any time during the term of this agreement reduce the salary, compensation or other benefits of the EMPLOYEE, except to the degree of such a reduction, across-the-board for all employees of the CITY or unless agreed by the EMPLOYEE. In the event that the CITY reduces salary or benefits

to the EMPLOYEE, the EMPLOYEE may consider this act a forced resignation by the CITY and said EMPLOYEE shall be eligible for separation pay and benefits as provided herein.

**Section 13. Professional Development**

- A. The CITY agrees to budget and to pay for the professional dues, licenses and subscriptions of the EMPLOYEE necessary for his continuation and full participation in national, regional, state and local associations and organizations necessary and desirable for his continued professional participation, growth and advancement, and for the good of the CITY.
- B. The CITY agrees to budget for and pay the reasonable and necessary travel and subsistence expenses of the EMPLOYEE for professional and official travel, meetings and occasions adequate to continue the professional development of the EMPLOYEE, and to adequately pursue necessary official and other functions for the City, such as the Florida League of Cities, or, International City and County Manager's Association Annual-Conference, or, other regional, state and local governmental groups and committees thereof on which the EMPLOYEE serves as a member.
- C. The CITY also agrees to budget and to pay for the reasonable and necessary travel and subsistence expenses of the EMPLOYEE for short courses, institutes, certifications(s) requirements and seminars that are necessary for his professional development and for the good of the CITY.

**Section 14. Indemnification**

- A. The CITY shall provide a legal defense, save harmless, and indemnify the EMPLOYEE against any tort, professional liability claim or demand or any other legal action, arising out of an alleged act or omission occurring within the scope of EMPLOYEE'S employment and performance of EMPLOYEE'S duties and functions, under the same terms and conditions as provided to the other employees of the City of Palatka in accordance with the requirement and provisions of the City Charter and Code of Ordinances of the City of Palatka and Florida law. The CITY shall have the right to compromise and settle and such claim or suit and pay the amount of any such settlement or judgment rendered thereon, in its sole discretion. Said indemnification shall extend beyond the termination of employment and the expiration of this agreement to provide protection for any such acts undertaken or committed in the EMPLOYEE'S capacity as City Manager, regardless of whether the notice of claim or filing of a lawsuit occurs during or following employment with the CITY.
- B. The CITY shall bear the full cost of any fidelity or other bonds, which may in the future be required of the EMPLOYEE by law or ordinance.

**Section 15. Relocation Expenses**

- A. The EMPLOYEE agrees to establish residency within the corporate limits of the CITY within thirty (30) days of employment and to maintain his residency within the corporate limits of the City as long as he is employed by the CITY.
- B. The CITY shall reimburse the EMPLOYEE up to one thousand dollars (\$1,000.00) for costs associated with the relocation to the CITY.
- C. Should the EMPLOYEE resign within two (2) years from the date of the Agreement to accept a position elsewhere, he will repay the CITY any expenses it has paid to assist with the relocation. Reimbursement of relocation expenses is not required if the EMPLOYEE should die within the first two (2) years or resign within such time due to disability.

**Section 16. Code of Ethics**

Inasmuch as the EMPLOYEE is an active full member of the International City and County Management Association (ICMA), the Code of Ethics promulgated by the ICMA is incorporated herein, and by this reference made a part hereof. Said Code of Ethics shall furnish principles to govern the EMPLOYEE'S conduct and actions as City Manager of the CITY.

**Section 17. Other Terms and Conditions of Employment**

The City Commission, in consultation and agreement with the EMPLOYEE, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the EMPLOYEE, provided such terms and conditions are not inconsistent with or in direct conflict with the provisions of this Agreement, the City Charter, the City Code of Ordinances, or any other applicable law.

**Section 18. General Provisions**

- A. The text herein shall constitute the entire agreement between parties, and shall supersede any and all prior agreements or understandings between the parties.
- B. This Agreement shall become effective commencing on the 2<sup>nd</sup> day of JULY 2015.
- C. If any provision, or any portion thereof, contained in this Employment Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

- D. This Agreement contains the entire Agreement of the parties. It may not be changed verbally, but only by an Agreement in writing signed by the parties.
- E. Florida law shall govern this Agreement and any litigation that may arise from this Agreement, shall be filed and litigated in Putnam County, Florida.
- F. The agreement shall be binding upon and inure to the benefit of the heirs at law or personal representative of the EMPLOYEE, if applicable.
- G. The parties acknowledge that each has shared equally in the drafting and preparation of this Agreement and, accordingly, no court construing this Agreement shall construe it more strictly against one party than the other and every covenant, term, and provision of this Agreement shall be construed simply according to its fair meaning.
- H. This Agreement may be executed in duplicate or counterparts, each of which shall be deemed an original and all of which together shall be deemed one and the same instrument. No term, condition, or covenant of this Agreement shall be binding on either party until both parties have signed it.

IN WITNESS WHEREOF, the City of Palatka, Florida, has caused this Agreement to be signed and executed on its behalf by its Mayor, and duly attested to by its City Clerk and approved as to form by the City Attorney, and the EMPLOYEE has signed and executed this Agreement both in duplicate, on the day and year first written.

APPROVED by the City Commission of the City of Palatka on the 28<sup>th</sup> day of May, 2015.

ATTEST:

CITY OF PALATKA

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

\_\_\_\_\_  
BY: Terrill L. Hill  
Its MAYOR

(Seal)

Witnesses:

Terry K. Suggs

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

\_\_\_\_\_  
EMPLOYEE

APPROVED AS TO FORM  
AND LEGALITY:

**City Attorney**

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April 21, 2015

Allen R. Bush  
Interim City Manager  
City of Palatka  
201 N. Second Street  
Palatka, FL 32177

Dear Mr. Bush:

I would like to request your consideration of my qualifications for the position of City Manager. The published job announcement described a specific set of skills and abilities the City Commission would like for the incoming manager to possess, and I believe I possess those preferred skills. I hold Master's Degree in Public Administration and a Certified Public Manager designation from Florida State University. My public service career spans more than 18 years.

I am a highly energetic manager who works well with a variety of groups including elected officials, civic leaders, the business community and citizens. My personal approach to management is "Management by Walking Around," a style where I get to interact with frontline employees, solicit ideas on improvement opportunities, and work with staff to resolve identified concerns resulting in better performance. I believe in offering education and training for staff and empowering them to perform. While available to monitor and provide guidance, I respect them as professionals and therefore do not micromanage. This style of management combined with open and honest dialogue has proven successful for me.

I have a comprehensive working knowledge in all areas of municipal operations and have a clear understanding of the City Manager role in relationship to the governing body. I believe in sharing all information with the Mayor and Commission to maximize effectiveness and to better assist staff in the implementation of adopted policies.

I recognize the significance of community involvement, and am currently involved with Rotary International, Kiwanis, Salvation Army and several local outreach organizations, as well as serving on committees of professional organizations such as Florida City/County Management Association and Florida Association of Code Enforcement. I enjoy being out in the community observing staff, solving problems and working with citizens.

My fiscal experience includes creating, implementing and administering municipal budgets and enterprise funds utilizing various software programs, development and oversight of capital improvement projects and roadway infrastructure. I have worked for local governments with budgets ranging from \$3 million to \$100 million. I have executed an infrastructure improvement plan that will save my current city an estimated \$11 million over the next 20 years. I have secured nearly \$700,000 in grants for my community and the Keystone Municipal Airpark has been awarded multiple grants for renovations and infrastructure upgrades.

I have over 10 years' experience in human resource management from selection and hiring of new staff, to coaching and mentoring, evaluating, union negotiations and goal setting. I have authored policies related to personnel and contract management.

In my role as Community Redevelopment Administrator I have updated the City's CRA Plan, prioritized projects and events, developed regional partnerships and timelines, and projected costs. I manage the tax increment funding revenue, oversee the recruitment of new business, and amend zoning and land development regulations to promote sensible and sustainable growth within the City's CRA District.

In closing, this position offers the opportunity of making a meaningful contribution to a community known for its diversity, values and character. I am an excellent communicator, self-motivated, and a team player. I will bring passion tempered with wisdom, commitment to community and my record of fiscal constraint and accountability to the position.

My desired salary is negotiable and would be within the advertised range. My current salary is \$65,000. I welcome the opportunity to meet with the Mayor and Commission to discuss the position and my ability to meet their needs.

In public service,

A handwritten signature in black ink, appearing to read "Terry K. Suggs". The signature is written in a cursive, flowing style.

Terry K. Suggs, MPA, CPM, FCCMA, ICMA

# TERRY K. SUGGS

3312 Virginia Lane, Green Cove Springs, Florida 32043  
Phone: 352-283-4605 Email: [teke00@msn.com](mailto:teke00@msn.com)

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Professional with broad array talent and municipal management experience seeking a challenging position in a well reputed organization with an opportunity to utilize financial, economic development, planning and problem solving skills for the benefit of the community and organization.

## Areas of Expertise

Financial Management  
Long Term Planning  
Roadway Infrastructure

Community Redevelopment Agency  
Staff Performance  
Cemetery

Growth Management  
Municipal Airport  
Enterprise Funds

## Work History

City Manager

September 2011 - Present

City of Keystone Heights, FL

Preparation of all annual budgets to ensure compliance with City Councils vision and long-term planning.

Produce and analyze monthly revenue and expenditure reports to identify current and future trends affecting financial condition.

Responsible for all aspects of human resources management including recruitment, wage and salary administration, benefits, payroll, classifications, program development and establish performance objectives and performance measures.

Director Community Redevelopment District and Growth Management.

Conduct annual city council elections, serve as a chair of the canvassing board, and maintain statistics on election results, voting history and voter registration.

City Council liaison on the Keystone Municipal Airpark Authority Board.

Maintain official records and oversee maintenance and programs of City owned cemetery.

## Successes:

Crafted City's first formal comprehensive long term strategic plan unanimously approved by Council.

Secured \$683,000 in Housing Rehab and Recreation Grants

Municipal Airpark received \$900,000 for Airport FBO.

Implemented street preservation plan to extend the life of roadway network by an additional 20 years and save an estimated \$11 million.

Received the Small Cities Comprehensive Plan Update Award.

Negotiated cost sharing agreements with Board of County Commissioners and County School Board on mutually beneficial capital projects.

Concluded fiscal years 2012, 2013, and 2014 financial audits with no management comments.

**Education**

Master of Public Administration, Barry University: 2013  
Certified Public Manager, Florida State University: 2010

**Professional Organizations**

Florida City/County Management Association – Education Committee 2015 Conference  
Florida Association of Code Enforcement – President 2009/10  
International City/County Management Association

**Community Organizations**

Keystone Heights Kiwanis Club  
Keystone Heights Rotary Club – President 2014/15  
Salvation Army Kettle Program  
University of Florida Non-Profit Scholarship Endowment Organization – President 2012

**References**

Rob Bradley  
Florida Senator  
Legislator  
904-994-4847

Donnie Bowles  
Michael Baker Corporation  
Engineer  
904-380-2508

Frances Childers  
Non-Profit Board  
Treasurer  
352-475-5129

Susan Fraser  
SLF Consulting  
Planner  
904-591-8942

Robert Hamilton, J.D.  
Florida Association of Code Enforcement  
Board Attorney  
407-857-7067

Rich Komando  
Kopelousos, Bradley & Garrison  
City of Keystone Heights Attorney  
904-269-1111

Shawn O'Rourke, CEP  
City of Oviedo  
Code Compliance Manager  
407-971-5786

Richard Wolf  
Alachua County  
Asst. Director Growth Management  
352-374-5247