

TERRILL L. HILL
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



CITY of *Palatka*
FLORIDA

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

TERRY K. SUGGS
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

JASON L. SHAW, SR.
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

AGENDA
CITY OF PALATKA
February 11, 2016

CALL TO ORDER:

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

APPROVAL OF MINUTES – 1/28/16

1. PUBLIC RECOGNITION/PRESENTATIONS

- a. **GAS AUTHORITY BOARD RETIREMENT:** Brother Charlie Rabun, 27 yrs
 1. Accept Resignation of Charles Rabun effective immediately, with regrets
- b. **PROCLAMATION** – Black History Month – February, 2016
- c. **PROCLAMATION** – Clean Sweep Month – February, 2016 – Yvonne Parrish, KPB
- d. **PROCLAMATION** – Rotary Has Heart Day – Feb. 14, 2016 – Bob Taylor & Wayne McClain
- e. **FIRE DEPARTMENT PERSONNEL:**
 1. **Promotion:** Engineer Darren Denmark
 2. **New Hires:** Austin Davis, Matt Pope, Kenneth Reed, David Young

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

3. CONSENT AGENDA

- *a. **Adopt Resolution No. 2016-12-08** authorizing the execution of FEMA 1785-43R Grant Agreement Modification to amend the Phase II project budget to \$455,784 (\$341,838.00 Federal share, \$113,946.00 City share) - Oak/St. Johns Ave/700 Block
- *b. **Adopt Resolution No. 2016-12-09** authorizing an application for the 2015 Federal Home Loan Bank of Atlanta Competitive Affordable Housing Program
- *c. **Adopt resolution 2016-12-10** authorizing the submission of a USDA Community Facilities Grant Application for the acquisition of an Engine/Pumper fire truck
- *d. **Adopt Resolution No. 2016-12-11** authorizing the issuance of Special Events Permit No. 16- 15 for the 70th Annual Azalea Festival, setting forth provisions of the permit, authorizing the closure of certain streets to vehicular traffic during Festival events, granting permission to exceed allowable noise levels, and setting permit and other fees.
- *e. **Adopt Resolution No. 2016-12-12** authorizing the issuance of Special Events Permit No. 16-14 for the 2016 Blue Crab Festival; setting forth provisions of the permit, granting permission to serve/consume alcohol on public right-of-way and exceed allowable noise levels; authorize the closure of certain streets to vehicular traffic during the Festival events; and set permit fees

PUBLIC HEARINGS:

- * 4. **ORDINANCE** amending Subpart B, Article II of City of Palatka Charter, Related Laws governing Palatka Gas Authority – 1st Reading
- * 5. **FAIR HOUSING WORKSHOP** - CDBG C-04 FY 2013 Cycle Quarterly Requirement - Service Area #1 (City of Palatka)

201 N. 2ND STREET · PALATKA, FLORIDA 32177

PHONE: (386) 329-0100

www.palatka-fl.gov

FAX: (386) 329-0106

AGENDA - CITY OF PALATKA
February 11, 2016
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6. **REQUEST to amend Contract for Purchase and Sale between City of Palatka and Riverfront Development Group, LLC - Joseph C. "Corky" Diamond, Manager**
7. **CITY MANAGER & ADMINISTRATIVE REPORTS**
8. **COMMISSIONER COMMENTS**
9. **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:

March 4 – Azalea Festival Mayor's Reception
March 5 – 6 – Florida Azalea Festival
March 15 – Pension Boards Meet
April 9 – MOD Walk for Babies
May 27 – 30 – Blue Crab Festival
May 30 – City offices closed to observe Memorial Day

Board Openings:

Board of Zoning Appeals – 1 vacancy (at-large)
Planning Board – 1 Vacancy (at large)
Gas Authority Board – 1 Vacancy (at large)
Tree Committee – 1 Vacancy (at large)



CITY COMMISSION AGENDA ITEM

SUBJECT:

- a. GAS AUTHORITY BOARD RETIREMENT** - Charles Rabun, 27 years;
 - 1. Acceptance of Resignation with regrets
- b. PROCLAMATION** - Black History Month - February, 2016
- c. PROCLAMATION** - Clean Sweep Month - February, 2016 - Yvonne Parrish, KPB
- d. PROCLAMATION** - Rotary Has Heart Day - February 14, 2016
- e. FIRE DEPT PERSONNEL:**
 - 1. **PROMOTION** - Engineer Darren Denmark
 - 2. **NEW HIRES** - Austin Davis, Matt Pope, Kenneth Reed, David Young

SUMMARY:

a.(1)The Reverend Charles Rabun, or "Brother Charlie" as he is widely known, has submitted his resignation from the Palatka Gas Authority due to health reasons. His resignation is effective immediately. Please accept Rev. Rabun's resignation with regrets. His letter of resignation follows this Summary.

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▢ Letter of Resignation - Charles Rabun	Attachment
▢ Proclamation - Black History Month	Presentation
▢ Proclamation - Clean Sweep Month	Presentation
▢ Proclamation - Rotary Has Heart Day	Presentation

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	2/3/2016 - 12:32 PM

Charles t. Rabun, Jr.
500 Moseley Avenue
Palatka, FL 32177

January 22, 2016

Terry K. Suggs
City Manager
City of Palatka
201 North 2nd Street
Palatka, FL 32177

Dear Terry K. Suggs:

It is with regret that I tender my resignation from the City of Palatka Gas Authority Board of Directors, due to my rapid health deterioration, effective immediately.

I am grateful for having had the opportunity to serve on the board of this fine organization from July, 1989 thru January, 2016, and I offer my best wishes for its continued success.

Sincerely,

A handwritten signature in black ink, appearing to read "Charles t. Rabun, Jr.", written in a cursive style.

Charles t. Rabun, Jr.
Vice President, Palatka Gas Authority

Cc: Jud Neufeld, Don Kitner

CITY OF PALATKA



Proclamation

WHEREAS, Dr. Carter G. Woodson, founder of the Association for the Study of Negro Life and History, initiated Negro History week in 1926, which grew into Black History Month during the 1970's; and

WHEREAS, Black History Month is so designated to recognize, honor and record the historical contributions and achievements made by Blacks in the Armed Forces, Architecture, Arts, Business, Civil Rights, Economics, Education, Entertainment, Exploration, History, Law, Literature, Medicine, Music, Politics, Science and Sports; and

WHEREAS, February is nationally designated as Black History Month, and is annually set aside for all Americans to focus on the significant role African Americans have played in our Country's history and in the shaping of our nation and culture; and

WHEREAS, the Palatka City Commission wishes to maintain and promote harmonious inter-cultural relations and highlight the rich ethnic and cultural diversity throughout the City of Palatka and Putnam County; and

WHEREAS, the Palatka City Commission recognizes the historical aspect of the presence and contribution of Blacks to the growth of our society, and to recognize the contribution of Blacks to the history of Palatka and humankind. The 2016 Black History Month Theme, "Hallowed Grounds: Sites of African American Memories" asks us to reflect on the sites where African Americans have made history in order to retain and refresh the memories of our forbears' struggles for freedom and justice, and their belief in God's grace and mercy

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 the month of February, 2016 as

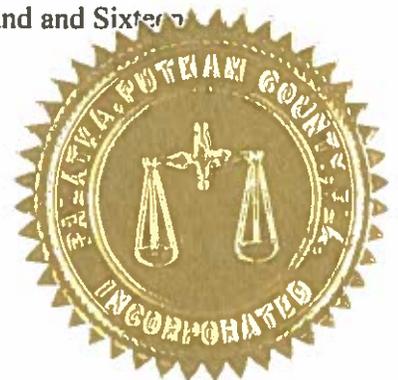
BLACK HISTORY MONTH

in the City of Palatka, Florida, and I urge all citizens to join the Palatka City Commission in celebrating February as Black History Month each year, and to share in the spirit of the Month and take part in related activities that reflect the goals of Black History Month.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Palatka to be affixed this 11th day of February, in the Year of Our Lord Two Thousand and Sixteen

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

Terrill L. Hill, MAYOR



CITY OF PALATKA



Proclamation

WHEREAS, it is important to create public awareness of the need to protect the environment and maintain the appearance of our communities, and it is the responsibility of every citizen to strive to keep public and private property clean and free of debris, trash, and garbage; and

WHEREAS, Springtime marks the beginning of Festival Season in Palatka and Putnam County, during which hundreds of thousands of people from all over the world will visit Palatka and Putnam County in order to take part in the festivities; and

WHEREAS, the City of Palatka proudly partners with Keep Putnam Beautiful to sponsor "Operation Clean-Sweep – Greater Palatka Clean-Up", an environmental clean-up program, during the month of February each year in order to help make our community the prettiest and cleanest it can be; and

WHEREAS, as part of that program, more than 30 service organizations routinely maintain the appearances of many miles of roadway in Palatka and Putnam County through the Adopt-A-Highway Program, wherein volunteers pick up litter along the shoulders of city, county and state streets and highways on a regular basis; and

WHEREAS, the City of Palatka wishes to encourage all citizens and property owners within the City in this clean-up effort by declaring an amnesty period for yard trash, large item and appliance pick-up during the last two weeks in February of each year, and will offer this service free of charge from February 15 through March 2, 2016.

NOW, THEREFORE, I, Terrill L. Hill, Mayor of the City of Palatka, Florida, together with the members of the Palatka City Commission, hereby declare February, 2016 as

OPERATION CLEAN-SWEEP – GREATER PALATKA CLEANUP MONTH

in the City of Palatka, and hereby encourage all residents to clean up weeds and litter around their homes and businesses, participate in individual and group clean-up, paint-up and fix-up programs, volunteer their time to help their neighbors clean up their properties, and help to support organizations, neighborhoods and individuals in their efforts to keep our communities clean and well-maintained throughout the year.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the City of Palatka, Florida on this 11th day of February, in the Year of Our Lord Two Thousand Sixteen

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

PALATKA CITY COMMISSION

By: Terrill L. Hill, MAYOR



CITY OF PALATKA



Proclamation

WHEREAS, Rotary International, founded February 23, 1905 in Chicago, Illinois USA, is the world's first and one of the largest non-profit service organizations; and

WHEREAS, there are over 1.2 million Rotary club members comprised of professional, business, and community leaders in over 34,823 clubs in 206 countries and geographic areas; and

WHEREAS, the Rotary motto "Service Above Self" inspires members to provide humanitarian service, encourage high ethical standards, and promote good will and peace in the world; and

WHEREAS, local clubs are encouraged to participate in a Community Service Project centered around Rotary International's six areas of service (basic education and literacy, economic and community development, disease prevention and treatment, peace and conflict prevention/resolution, water and sanitation, maternal and child health); and

WHEREAS, Rotary is committed to adopting projects to help do good in the world; and

WHEREAS, The Rotary Club of Palatka is one of approximately 1600 clubs throughout eight states and the District of Columbia in the United States and 20 countries of the Caribbean with more than 67,500 members sponsoring a project in the first quarter of the year 2016, finding Valentine's Day 2016 directly in the middle of this time, to satisfy a need in its community thus "Doing Good In the World.

NOW, THEREFORE, I, Terrill L. Hill, Mayor of the City of Palatka, Florida, together with the members of the Palatka City Commission, hereby proclaim February 14, 2016 as

ROTARY HAS HEART DAY

in the City of Palatka, and hereby encourage all citizens to join me and Rotary International and the Rotary Club of Palatka in making sure this project is given proper recognition.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the City of Palatka, Florida on this 11th day of February, in the Year of Our Lord Two Thousand Sixteen.

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

PALATKA CITY COMMISSION

By: Terrill L. Hill, MAYOR



Rotary



Club of Palatka

TEL: (386) 328-8881

FAX: (386) 385-0650

NEWS RELEASE

DATE: FEBRUARY 1, 2016

FOR IMMEDIATE RELEASE

CONTACT: L Wayne McClain

E-mail at waynemcclain@checkbeck.com

Weekend Snack Pack Program Targeted for Special Donation by the Rotary Club of Palatka

Palatka, Florida- 1 February 2016 – Rotary clubs in the Eastern United States and across the Caribbean Basin are combining resources to promote Community Service Projects reflecting Rotary International’s Six Areas of Focus (basic education and literacy, economic and community development, disease prevention and treatment, peace and conflict prevention/resolution, water and sanitation, maternal and child health). From Delaware to Trinidad the Rotary Club of Palatka has chosen the Weekend Snack Pack Program in Putnam County to fulfill the organization’s commitment.

L. Wayne McClain, member of the Rotary club and longstanding resident of Palatka is spearheading the project. Wayne stated, “67,500 Rotarians in as many as approximately 1,600 clubs will be collectively making a difference for thousands of families in hundreds of communities. All members in our club have already committed to helping on the Weekend Snack Pack Program in our communities. We are hoping the citizens and businesses in our area embrace our mission and help us.”

The project known as Rotary Has Heart is using Valentine’s Day, February 14, 2016, as the signature for the projects in this first quarter of this massive commitment. With the help of Nikki Cummings and Nikki Hawthorne of Putnam County Schools and Mary Garcia of the Putnam County Health Department, this program has raised hundreds of pounds of non-perishable food and cash to supply food for the needy children of Putnam County Schools.

If the public is interested in knowing more about our club or contributing volunteer time or monetary donations, please contact L. Wayne McClain at 386-328-8881 or waynemcclain@checkbeck.com



###

Picture: Something that relates to the Community

ROTARY INTERNATIONAL
AN ORGANIZATION OF BUSINESS, COMMUNITY, AND PROFESSIONAL LEADERS • UNITED WORLDWIDE •
1.2 MILLION MEMBERS • MORE THAN 206 COUNTRIES AND GEOGRAPHICAL AREAS • PROVIDING HUMANITARIAN SERVICE •
BUILDING GOODWILL AND PEACE IN THE WORLD



CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No. 2016-12-08 authorizing the execution of FEMA 1785-43R Grant Agreement Modification to amend the Phase II project budget to \$455,784 (\$341,838.00 Federal share, \$113,946.00 City share) - Oak/St.Johns Ave/700 Block

SUMMARY:

This project is currently being closed out. During the closeout the City notified FEMA of cost overruns associated with utility conflicts and unforeseen conditions. FEMA has proposed the attached contract modification to cover 75% of those costs.

See attached a Grant Agreement Modification to increase the federal share by \$7,717.00.

RECOMMENDED ACTION:

Adopt the resolution authorizing the execution of FEMA 1785-43-R Grant Agreement Modification to amend the Phase II project budget to \$455,784 (\$341,838.00 Federal share, \$113,946.00 City share)

ATTACHMENTS:

Description	Type
▢ Resolution FEMA 1785 Modification	Resolution
▢ Agreement Modification	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Grants & Projects	Griffith, Jonathan	Approved	1/27/2016 - 2:14 PM
City Clerk	Driggers, Betsy	Approved	2/1/2016 - 2:39 PM
City Manager	Suggs, Terry	Approved	2/5/2016 - 3:26 PM

RESOLUTION No. 2016-

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
AUTHORIZING THE EXECUTION OF FEMA 1785-43-R GRANT
AGREEMENT MODIFICATION TO AMEND THE PROJECT
BUDGET TO \$455,784**

WHEREAS, on October 14, 2010 the City of Palatka (the City) entered into and agreement with the State of Florida Division of Emergency Management for drainage improvements along St. Johns Avenue from the intersection of 8th Street to 7th Street then South along 7th Street to Oak Street (the PROJECT); and

WHEREAS, the federal share for the PROJECT was \$334,121; and

WHEREAS, cost overruns were experienced due to unforeseen conditions and utility conflicts; and

WHEREAS, FEMA has proposed a contract modification to increase the federal share by \$7,717.00 to cover cost overruns; and

WHEREAS, the City deems it reasonable and necessary to execute a modification to the the FEMA 1785-43-R Subgrant Agreement for the St. Johns avenue and Oak Street drainage improvements project.

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

1. That the City Manager is hereby authorized to execute a modification to the the FEMA 1785-43-R Subgrant Agreement extending the project timeframe and increasing the federal share by \$7,717 for the St. Johns avenue and Oak Street drainage improvements project.
2. That the revenues of the City of Palatka Better Place Plan Fund for the Fiscal Year 2013-2014 Budget is amended as follows:

REVENUES:		Last	Recommended	As
<i>Revenue Number</i>	<i>Description</i>	Approved	Amendments	Amended
101-00-334-1-3005	FEMA 1785-43-R	\$ 305,546	\$ 7,717	\$ 313,263
TOTAL REVENUES AMENDED:		\$ 305,546	\$ 7,717	\$ 313,263

3. That the expenditures of the City of Palatka Better Place Plan Fund for the Fiscal Year 2013-2014 Budget is amended as follows:

EXPENDITURES:

<u>Expenditure Number</u>	<u>Description</u>	Last Approved	Recommended Amendments	As Amended
101-18-519-8122	FEMA 1785-43-R			

TOTAL EXPENDITURES AMENDED:

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 11th day of February, 2016.

CITY OF PALATKA

By: Its MAYOR

ATTEST:

CITY CLERK

**APPROVED AS TO FORM
AND CORRECTNESS:**

CITY ATTORNEY

Contract Number: 11HM-3E-04-64-02-015

Project Number: 1785-43-R

**MODIFICATION TO SUBGRANT AGREEMENT BETWEEN
THE DIVISION OF EMERGENCY MANAGEMENT AND
CITY OF PALATKA**

This Modification Number Four is made and entered into by and between the State of Florida, Division of Emergency Management ("the Division"), and the City of Palatka ("the Recipient") to modify Contract Number 11HM-3E-04-64-02-015, dated November 10, 2010 ("the Agreement").

WHEREAS, the Division and the Recipient have entered into the Agreement, pursuant to which the Division has provided a subgrant to the Recipient under the Hazard Mitigation Grant Program of \$334,121.00, in Federal Funds; and

WHEREAS, the Division and the Recipient desire to modify the Agreement; and

WHEREAS, the Agreement expired on April 30, 2015; and

WHEREAS, the Division and the Recipient desire to reinstate the Agreement, to extend the terms of the Agreement, and increase the Federal Funding by \$7,717.00 under the Agreement.

NOW, THEREFORE, in consideration of the mutual promises of the parties contained herein, the parties agree as follows.

1. The Agreement is hereby reinstated and extended as though it had never expired.
2. Paragraph 3 of the Agreement is hereby amended to read as follows:

(3) PERIOD OF AGREEMENT

This Agreement shall begin August 24, 2010 and shall end February 28, 2016; unless terminated earlier in accordance with the provisions of paragraph (12) of this Agreement.

3. The Agreement is amended to increase the Federal Funding by \$7,717.00, for the maximum amount payable under the Agreement to \$ 341,838.00 (Three Hundred Forty-One Thousand, Eight Hundred Thirty Eight Dollars and No Cents).
4. The Budget and Scope of Work, Attachment A to the Agreement, are hereby modified as set forth in 4th Revised Attachment A to this Modification, a copy of which is attached hereto and incorporated herein by reference.
5. All provisions of the Agreement being modified and any attachments in conflict with this Modification shall be and are hereby changed to conform with this Modification, effective on the date of execution of this Modification by both parties.

6. All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.
7. Quarterly Reports are due to the Division no later than 15 days after the end of each quarter of the program year and shall be sent each quarter until submission of the administrative close-out report. The ending dates for each quarter of the program year are March 31, June 30, September 30 and December 31.

IN WITNESS WHEREOF, the parties hereto have executed this Modification as of the dates set out below.

RECIPIENT: CITY OF PALATKA

By: _____

Name and Title: _____

Date: _____

**STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT**

By: _____

Name and Title: Bryan W. Koon, Director

Date: _____

Attachment A
(4th Revision)
Budget and Scope of Work

STATEMENT OF PURPOSE:

The purpose of this Scope of Work (SOW) is to improve drainage, provide protection to Oak Street and St. Johns Avenue areas in the City of Palatka, Putnam County, Florida; funded through the Hazard Mitigation Grant Program (HMGP) **DR-1785-43-R**, as approved by the Florida Division of Emergency Management (Division) and the Federal Emergency Management Agency (FEMA).

The Recipient, City of Palatka, agrees to administer and complete the project per sealed engineering designs and construction plans as submitted by the Recipient and subsequently approved by the Division and FEMA. The Recipient shall complete the work in accordance with all applicable Federal, State and Local Laws, Regulations and Codes. .

PROJECT OVERVIEW:

As a Hazard Mitigation Grant Program project, the Recipient, the City of Palatka proposes to improve drainage and provide protection to Oak Street and St. Johns Avenue areas, in the City of Palatka, Florida 32177.

Phase I – Consists of a study that shall be conducted to determine modifications needed to improve and upgrade the existing drainage system. Phase I will provide funding for completion of design, permitting and geotechnical surveying process for this proposal. Phase I has been completed.

Phase II – Consists of the construction of the proposed project to provide protection to Oak Street and St. Johns Avenue areas that historically experience frequent flooding in the City of Palatka. Project involves the installation of new drainage structures and pipes that have been sized to reduce the duration of elevation of floodwaters.

The project shall provide protection against a 10-year storm event.

Project Location(s):

Intersection of Oak Street and 7th Street; the intersection of St Johns Avenue and 7th Street; and the intersection of 8th Street and St. Johns Avenue. Bound by the railroad to the West, Reid Street to the North, Sixth Street to the East and Laurel Street to the South; at City of Palatka, Putnam County, Florida 32177.

TASKS & DELIVERABLES:

A) Tasks

- 1) The Recipient shall procure the services of a qualified and licensed Florida contractor and execute a contract with the selected bidder to complete the scope of work as approved by the Division and FEMA. The Recipient shall select the qualified, licensed Florida contractor in accordance with the Recipient's procurement policy as well as all federal and state laws and regulations. All procurement activities shall contain sufficient source documentation and be in accordance with all applicable regulations.

The Recipient shall be responsible for furnishing or contracting all labor, materials, equipment, tools, transportation and supervision and for performing all work per sealed engineering designs and construction plans presented to the Division by the Recipient and subsequently approved by the Division and FEMA.

The Recipient and contractor shall be responsible for maintaining a safe and secure worksite for the duration of the work. The contractor shall maintain all work staging areas in a neat and presentable condition.

The Recipient shall ensure that no contractors or subcontractors are debarred or suspended from participating in federally funded projects.

The selected contractor shall have a current and valid occupational license/business tax receipt issued for the type of services being performed.

The Recipient shall provide documentation demonstrating the results of the procurement process. This shall include a rationale for the method of procurement and selection of contract type, contractor selection and/or rejection and bid tabulation and listing, and the basis of contract price.

The Recipient shall provide an executed "Debarment, Suspension, Ineligibility, Voluntary Exclusion Form" for each contractor and/or subcontractor performing services under this agreement.

Executed contracts with contractors and/or subcontractors shall be provided to the Division by the Recipient.

The Recipient shall provide copies of professional licenses for contractors selected to perform services. The Recipient shall provide a copy of a current and valid occupational license or business tax receipt issued for the type of services to be performed by selected contractor.

- 2) The Recipient shall monitor and manage the Phase I portion of this project in accordance with the Hazard Mitigation Grant Program application and supporting documentation as submitted to the Division and subsequently approved by the Division and FEMA. The Recipient shall ensure that all applicable state, local and federal laws and regulations are followed and documented, as appropriate.

Phase I consists of fees; for conducting survey, drainage study, engineering, design, public notices, and/or permitting associated with the modification(s) needed to upgrade the drainage. Verification of upstream and downstream impacts shall be necessary for determining project eligibility.

Notify the public of the intent to locate the proposed action in the floodplain or/and wetland. The notice shall be published at least once in a local newspaper of general circulation. The public shall be given at least fifteen (15) days to comment. The recipient shall meet federal requirements of notification. Compliance shall be submitted with deliverables

The Recipient shall monitor and manage the installation to improve the drainage and provide flood protection

The project shall be implemented in accordance with sealed engineering designs and construction plans previously presented to the Division by the Recipient and subsequently approved by the Division and FEMA. The Recipient shall ensure that all applicable state, local and federal laws and regulations are followed and documented, as appropriate.

The project consists of the general construction and furnishing of all materials, equipment, labor and fees to minimize recurring flooding and reduce repetitive flood loss to structures and roadways.

The recipient shall fully perform the approved project, as described in the submitted documents, in accordance with the approved scope of work, budget line item, allocation of funds and applicable terms and conditions indicated herein. The recipient shall not deviate from the approved project terms and conditions.

Construction activities shall be completed by a qualified and licensed Florida contractor. All construction activities shall be monitored by a qualified engineer. The Recipient shall complete the project in accordance with all required permits. All work shall be completed in accordance with applicable codes and standards.

Upon completion of the work, the Recipient shall schedule and participate in a final inspection of the completed project by the local municipal or county official, or other approving official, as applicable. The official shall inspect and certify that all installation was in accordance with the manufacturer's specifications. Any deficiencies found during this final inspection shall be corrected by the Recipient prior to Recipient's submittal of the final inspection request to the Division.

Upon completion of Task 2, the Recipient shall submit the following documents with sufficient supporting documentation, and provide a summary of all contract scope of work and scope of work changes, if any. Additional documentation for closeout shall include: ;

Phase I

- a) Have an engineer's plan that clearly shows the engineer's estimate of the pre and post-mitigation effects of the proposed project and the relationship of the damages to be mitigated (commensurate with the level of funding requested). This includes, but is not limited to, the existing and proposed hydrology and hydraulics for the level of event being mitigated.
- b) Demonstrate mitigation effectiveness, in part, by showing the physical location(s) and elevation(s) of the infrastructure/structures that is being damaged and the Federal Emergency Management Agency (FEMA) Special Flood Hazard Areas on the same plan.
- c) Meet all required environmental laws and policies. All environmental permits and approvals/concurrences must be obtained. A public notice must be published to notify interested parties of the proposed activity. Notices must be published in a manner that anyone that may be affected or interested in this project has access to the posting. The comment period expired and all comments addressed prior to initiating any construction activities.
- d) Refine the cost estimate.

Phase I – Deliverables conditions have been met and Phase II – Construction is approved.

Phase II

- a) Signed and Sealed As-built project plans (drawings) by a Professional Engineer two hard copies and electronic version (via email or CD); and
- b) Letter of completion:
 1. Affirming that the project was completed in conformance with the approved project drawings, specifications, and scope; and
 2. Certifying Compliance with all applicable codes.

- c) Letter from the Recipient stating if ancestral or historically relevant cultural resources or historic paving material was discovered within the project area. If a discovery was made, the Recipient must provide documentation from the State Historic Preservation Officer (SHPO) and the Seminole Tribe of Florida's Tribal Historic Preservation Office (THPO) confirming that construction can continue after discovery
 - d) If project area was greater than one acre, provide a copy of the Florida Department of Environmental Protection (FDEP) Notice of Intent (NOI), Notice of Termination (NOT), and Stormwater Pollution Prevention Plan (SWPPP). If project area was less than one acre, provide letter confirming final project size.
 - e) If project involved groundwater dewatering activities, provide a copy of FDEP "Generic Permit for the Discharge of Produced Ground Water from any Non-contaminated Site Activity;" or, letter confirming that no groundwater dewatering activities were involved in the project.
 - f) Proof of compliance with Project Requirements and Conditions contained herein.
- 3) During the course of this agreement the Recipient shall submit requests for reimbursement. Adequate and complete source documentation shall be submitted to support all costs (federal share and local share) related to the project. In some cases, all project activities may not be fully complete prior to requesting reimbursement of costs incurred in completion of this scope of work; however, a partial reimbursement may be requested.

The Recipient shall submit an Affidavit signed by the Recipient's project personnel with each reimbursement request attesting to the completion of the work, disbursements or payments were made in accordance with all agreement and regulatory conditions, and that reimbursement is due and has not been previously requested.

The Recipient shall maintain accurate time records. The Recipient shall ensure invoices are accurate and any contracted services were rendered within the terms and timelines of this agreement. All supporting documentation shall agree with the requested billing period. All costs submitted for reimbursement shall contain adequate source documentation which may include but not be limited to: cancelled checks, bank statements, Electronic Funds Transfer, paid bills and invoices, payrolls, time and attendance records, contract and subcontract award documents.

Construction Expense: The Recipient shall pre-audit bills, invoices, and/or charges submitted by the contractors and subcontractors and pay the contractors and subcontractors for approved bills, invoices, and/or charges. Recipient shall ensure that all contractor/subcontractor bills, invoices, and/or charges are legitimate and clearly identify the activities being performed and associated costs.

Project Management Expenses: The recipient shall pre-audit source documentation such as payroll records, project time sheets, attendance logs, etc. Documentation shall be detailed information describing tasks performed, hours devoted to each task, and the hourly rate charged for each hour including enough information to calculate the hourly rates based on payroll records. Employee benefits shall be clearly shown.

The Division shall review all submitted requests for reimbursement for basic accuracy of information. Further, the Division shall ensure that no unauthorized work was completed prior to the approved project start date by verifying vendor and contractor invoices. The Division shall verify that reported costs were incurred in the performance of eligible work, that the approved work was completed, and that the mitigation measures are in compliance with the approved scope of work prior to processing any requests for reimbursement.

Review and approval of any third party in-kind services, if applicable, shall be conducted by the Division in coordination with the Recipient. Quarterly reports shall be submitted by the Recipient and received by the Division at the times provided in this agreement prior to the processing of any reimbursement.

The Recipient shall submit to the Division requests for reimbursement of actual construction and managerial costs related to the project as identified in the project application, sealed engineering designs, and construction plans. The requests for reimbursement shall include:

- a) Contractor, subcontractor, and/or vendor invoices which clearly display dates of services performed, description of services performed, location of services performed, cost of services performed, name of service provider and any other pertinent information;
- b) Proof of payment from the Recipient to the contractor, subcontractor, and/or vendor for invoiced services;
- c) Clear identification of amount of costs being requested for reimbursement as well as costs being applied against the local match amount;

The Recipient's final request for reimbursement shall include the final construction project cost. Supporting documentation shall show that all contractors and subcontractors have been paid.

B) Deliverables

Mitigation Activities consist of drainage improvements with the installation of new drainage structures and pipes, sized to reduce floodwaters of Oak Street and St. Johns Avenue areas, in Palatka, Florida. The completed project shall provide protection against a 10-year storm event.

Provided the Recipient performs in accordance with the Scope of Work outlined in this Agreement, the Division shall reimburse the Recipient based on the percentage of overall project completion.

PROJECT CONDITIONS AND REQUIREMENTS:

C) Engineering:

- 1) The Recipient shall submit to the Division an official letter stating that the project is 100% complete and ready for the Division's Final Inspection of the project.
- 2) The Recipient shall submit a final copy of the completed project's As-built drawings and all necessary supporting documentation, and provide a summary of all contract scope of work changes, if any.
- 3) The Recipient shall provide a copy of the Notice of commencement, and any local official Inspection Report and/or Final approval, as applicable.
- 4) The Recipient shall submit a certified letter of completion from Engineer of Record. The recipient's Engineer of Record shall provide a formal certificate or letter affirming that the project has been completed in conformance with the approved project drawings, specifications, scope, and applicable codes.
- 5) If the Recipient is not the current title holder of the affected properties, the Recipients shall provide documentation confirming the property acquisition and easement rights were obtained voluntarily. If condemnation or eminent domain is used to obtain easement rights, FEMA shall not pay for any associated costs or payments to the property owner.

Furthermore, FEMA shall not consider it an eligible contribution to the non-Federal cost share requirement and shall not financially participate in that component of a project if land or easements are obtained involuntarily.

D) Environmental:

- 1) Recipient shall follow all applicable state, local and federal laws regulations and requirements, and obtain (before starting project work) and comply with all required permits and approvals. Failure to obtain all appropriate federal, state, and local environmental permits and clearances may jeopardize federal funding. If project work is delayed for a year or more after the date of the categorical exclusion (CATEX), then coordination with and project review by regulatory agencies shall be redone.
- 2) Any change, addition or supplement to the approved Scope of Work that alters the project (including other work not funded by FEMA, but done substantially at the same time), regardless of the budget implications, shall require re-submission of the application to FEMA through the Division for National Environmental Policy Act (NEPA) re-evaluation before starting project work.
- 3) The Recipient shall monitor ground disturbing activities during construction, and if any potential archeological resources are discovered, shall immediately cease construction in that area and notify the Division and FEMA.

If human remains or intact archaeological deposits are uncovered, work in the vicinity of the discovery shall stop immediately and all reasonable measures to avoid or minimize harm to the finds shall be taken. The Recipient shall ensure that archaeological discoveries are secured in place, that access to the sensitive area is restricted, and that all reasonable measures are taken to avoid further disturbance of the discoveries.

The Recipient's contractor shall provide immediate notice of such discoveries to the Recipient. The Recipient shall notify the Florida Division of Historic Resources, the Division's State Environmental Liaison Officer and FEMA within 24 hours of the discovery. Work in the vicinity of the discovery may not resume until FEMA and the Division has completed consultation with SHPO, Tribes, and other consulting parties as necessary.

In the event that unmarked human remains are encountered during permitted activities, all work shall stop immediately and the proper authorities notified in accordance with ***Florida Statutes, Section 872.05.***

- 4) Construction vehicles and equipment used for this project shall be maintained in good working order to minimize pollutant emissions.
- 5) Best management practices shall be used during project work to minimize soil erosion, sediment migration and turbidity with special focus on work in or around wetlands and other sensitive areas.
- 6) A National Pollutant Discharge Elimination System (NPDES) stormwater permit shall be obtained (if area of disturbance shall be greater than one acre). The Recipient must prepare and implement a Storm Water Pollution Prevention Plan (SWPPP). A copy of the Notice of Intent (NOI) submitted to use the State of Florida Generic Permit for stormwater discharge from construction activities; response letter from Florida Department of Environmental Protection (FDEP) if provided; and a copy of the Notice of Termination (NOT) shall be submitted at project closeout.

- 7) If the project involved groundwater dewatering activities at the construction site, the Recipient must obtain documentation of coverage under the FDEP “Generic Permit for the Discharge of Produced Ground Water from any Non-contaminated Site-Activity.”

E. Programmatic:

- 1) A change in the scope of work *must* be approved by the Division and FEMA in advance regardless of the budget implications.
- 2) The Recipient must notify the Division as soon as significant developments becomes known, such as delays or adverse conditions that might raise costs or delay completion, or favorable conditions allowing lower costs or earlier completion.
- 3) The Recipient must “obtain prior written approval for any budget revision which would result in a need for additional funds” [44 CFR 13(c)], from the Division and FEMA.
- 4) Any extension of the Period of Performance shall be submitted to FEMA, 60 days prior to the expiration date. Therefore, any request for a Period of Performance Extension shall be in writing and submitted along with substantiation of new expiration date, and a new schedule of work, to the Division a minimum of seventy (70) days prior to the expiration date, for Division processing to FEMA.
- 5) The Recipient must avoid duplication of benefits between the HMGP and any other form of assistance, as required by Section 312 of the Stafford Act, and further clarification in 44 CFR 206.191.

This is FEMA Project Number **1785-43-R**, is funded under Tropical Storm Fay **HMGP-1785-DR-FL**.

The project was awarded by FEMA on August 24, 2010, with a Pre-Award activities commencement of **February 1, 2009**; the Sub-grantee Agreement was executed on November 10, 2010; and the Period of Performance (POP) for this project shall end on **February 28, 2016**.

FINANCIAL CONSEQUENCES:

If the Recipient fails to comply with any term of the award, the Division shall take one or more of the following actions, as appropriate in the circumstances:

- 1) Temporarily withhold cash payments pending correction of the deficiency by the Recipient;
- 2) Disallow all or part of the cost of the activity or action not in compliance;
- 3) Wholly or partly suspend or terminate the current award for the Recipient's program;
- 4) Withhold further awards for the program; or
- 5) Take other remedies that may be legally available.

SCHEDULE OF WORK:

Phase I –

Design, Engineering, Permitting and Survey: 20 Months

Phase II

State Contracting Process: 3 Months

Bidding and Contracting 3 Months

Construction 24 Months

Final Inspection: 3 Months

Weather Delays: 3 Months

Total Period of Performance: 56 Months

BUDGET:

Line Item Budget*

Phase I

	<u>Project Cost</u>	<u>Federal Share</u>	<u>Local Share</u>
Fees: Pre-Award** – Design, Permitting, Survey	<u>\$38,100.00</u>	<u>\$28,575.00</u>	<u>\$9,525.00</u>

Phase II

Materials:	\$388,970.00	\$291,728.00	\$97,242.00
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Labor:	\$28,714.00	\$21,535.00	\$7,179.00
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Phase II Sub-total:	<u>\$417,684.00</u>	<u>\$313,263.00</u>	<u>\$104,421.00</u>
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Total Project Cost:	<u>\$455,784.00</u>	<u>\$341,838.00</u>	<u>\$113,946.00</u>
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**Any line item amount in this Budget may be increased or decreased 10% or less without an amendment to this Agreement being required, so long as the overall amount of the funds obligated under this Agreement is not increased.*

***Pre-Award cost in the amount of \$38,100 incurred by the sub-grantee with a commencement date of February 1, 2009.*

Funding Summary

Federal Share:	\$341,838.00	(75%)
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Local Share:	\$113,946.00	(25%)
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Total Project Cost:***	\$455,784.00	(100%)
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****The project cost is inclusive of administrative cost.*



CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution 2016-12-10 authorizing the submission of a USDA Community Facilities Grant Application for the acquisition of an Engine/Pumper fire truck.

SUMMARY:

The City of Palatka Fire Department has proposed the attached grant application for the purchase of an Engine/Pumper fire truck. The purchase of this vehicle is not included in the current 2015-16 or proposed 2016-17 budget. If awarded, the City would have two to three (2 to 3) years to act on the grant and secure the local match funding. Staff believes there is a high probability of being funded under USDA's current funding cycle. Therefore, staff proposes the application be submitted now to secure the funding. The total project cost is estimated at \$360,000, with the USDA funding \$180,000 of the total project cost, and the City of Palatka providing a contribution of \$180,000.

RECOMMENDED ACTION:

Adopt the resolution authorizing the submission of a USDA Community Facilities Grant Application for the acquisition of an Engine/Pumper fire truck.

ATTACHMENTS:

Description	Type
▢ USDA Grant resolution	Resolution
▢ USDA Grant Application and supporting documents	Backup Material
▢ USDA Grant Application and supporting documents 2	Backup Material
▢ USDA Grant Application and supporting documents 3	Backup Material
▢ USDA Grant Application and supporting documents 4	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Fire	Lambert, Mike	Approved	2/2/2016 - 12:55 PM
City Clerk	Driggers, Betsy	Approved	2/2/2016 - 1:00 PM
City Manager	Suggs, Terry	Approved	2/5/2016 - 3:27 PM

RESOLUTION No. 2015-10-

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
AUTHORIZING AN APPLICATION FOR A UNITED STATES
DEPARTMENT OF AGRICULTURE GRANT FOR THE
PURCHASE OF AN ENGINE/PUMPER FIRE TRUCK AND
AUTHORIZING EXECUTION AND SUBMITTAL OF ALL
NECESSARY DOCUMENTS IN CONNECTION THEREWITH**

WHEREAS, the City of Palatka Fire Department has a need for an ENGINE/PUMPER fire truck (the PROJECT); and

WHEREAS, the City Commission deems it necessary to apply for a United States Department of Agriculture Rural Development Grant in the amount of \$180,000 and a local match of \$180,000 for the purchase of the PROJECT and

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

1. The City of Palatka shall apply for a Rural Development grant from the United States Department of Agriculture (USDA) with a total project cost of \$360,000, with the USDA funding \$180,000 of the total project cost, and the City of Palatka providing a contribution of \$180,000, with the proceeds of said grant being utilized for the purchase of an ENGINE/PUMPER fire truck;
2. The Mayor, Terrill Hill, is specifically authorized to execute any and all documents necessary and required by USDA to file the Grant Application referred to in Section 1 above, and to confirm the City's assurance that the City will comply, as appropriate, with those requirements under Title VI, Civil Rights Act of 1964, Drug-Free Workplace Regulations and Equal Opportunity Regulations, and any other Federal regulations as may be required by USDA;
3. The Mayor, Terrill Hill, is specifically authorized to execute any and all documents necessary to consummate the grant; and
4. That the City Manager is hereby designated as the City's authorized representative in carrying out the City's responsibilities under the grant agreement.

PASSED AND ADOPTED by the Palatka City Commission this 11th day of February, 2016.

CITY OF PALATKA

By: Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

**APPLICATION FOR
FEDERAL ASSISTANCE**

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED	Applicant Identifier
Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION

Legal Name:		Organizational Unit:	
Organizational DUNS:		Department:	
Address:		Division:	
Street:		Name and telephone number of person to be contacted on matters involving this application (give area code)	
City:		Prefix:	First Name:
County:		Middle Name	
State: Zip Code		Last Name	
Country:		Suffix:	
		Email:	

6. EMPLOYER IDENTIFICATION NUMBER (EIN): □□-□□□□□□□□	Phone Number (give area code)	Fax Number (give area code)
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8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) <input type="checkbox"/> <input type="checkbox"/> Other (specify)	7. TYPE OF APPLICANT: (See back of form for Application Types) Other (specify)
9. NAME OF FEDERAL AGENCY:	

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): □□-□□□□	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
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12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):
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13. PROPOSED PROJECT Start Date: Ending Date:	14. CONGRESSIONAL DISTRICTS OF: a. Applicant b. Project
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15. ESTIMATED FUNDING:	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
a. Federal \$.00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:
b. Applicant \$.00	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372
c. State \$.00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
d. Local \$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
e. Other \$.00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input type="checkbox"/> No
f. Program Income \$.00	
g. TOTAL \$.00	

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative		
Prefix	First Name	Middle Name
Last Name		Suffix
b. Title		c. Telephone Number (give area code)
d. Signature of Authorized Representative		e. Date Signed

INSTRUCTIONS FOR THE SF-424

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

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

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

Item:	Entry:	Item:	Entry:																
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.																
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).																
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.																
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project																
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.																
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.																
7.	Select the appropriate letter in the space provided. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. State</td> <td style="width: 50%;">I. State Controlled Institution of Higher Learning</td> </tr> <tr> <td>B. County</td> <td>J. Private University</td> </tr> <tr> <td>C. Municipal</td> <td>K. Indian Tribe</td> </tr> <tr> <td>D. Township</td> <td>L. Individual</td> </tr> <tr> <td>E. Interstate</td> <td>M. Profit Organization</td> </tr> <tr> <td>F. Intermunicipal</td> <td>N. Other (Specify)</td> </tr> <tr> <td>G. Special District</td> <td>O. Not for Profit Organization</td> </tr> <tr> <td>H. Independent School District</td> <td></td> </tr> </table>	A. State	I. State Controlled Institution of Higher Learning	B. County	J. Private University	C. Municipal	K. Indian Tribe	D. Township	L. Individual	E. Interstate	M. Profit Organization	F. Intermunicipal	N. Other (Specify)	G. Special District	O. Not for Profit Organization	H. Independent School District		17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
A. State	I. State Controlled Institution of Higher Learning																		
B. County	J. Private University																		
C. Municipal	K. Indian Tribe																		
D. Township	L. Individual																		
E. Interstate	M. Profit Organization																		
F. Intermunicipal	N. Other (Specify)																		
G. Special District	O. Not for Profit Organization																		
H. Independent School District																			
8.	Select the type from the following list: <ul style="list-style-type: none"> • "New" means a new assistance award. • "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. • "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. Increase Award</td> <td style="width: 50%;">B. Decrease Award</td> </tr> <tr> <td>C. Increase Duration</td> <td>D. Decrease Duration</td> </tr> </table> 	A. Increase Award	B. Decrease Award	C. Increase Duration	D. Decrease Duration	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)												
A. Increase Award	B. Decrease Award																		
C. Increase Duration	D. Decrease Duration																		
9.	Name of Federal agency from which assistance is being requested with this application.																		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.																		

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. Totals		\$	\$	\$	\$	\$

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY			Total (5)
	(1)	(2)	(3)	
a. Personnel	\$	\$	\$	\$
b. Fringe Benefits				
c. Travel				
d. Equipment				
e. Supplies				
f. Contractual				
g. Construction				
h. Other				
i. Total Direct Charges (sum of 6a-6h)				
j. Indirect Charges				
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$

7. Program Income	\$	\$	\$	\$	\$
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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$
9.				
10.				
11.				
12. TOTAL <i>(sum of lines 8-11)</i>	\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal					
15. TOTAL <i>(sum of lines 13 and 14)</i>	\$	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL <i>(sum of lines 16-19)</i>	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

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

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in *Column* (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g)

For new applications, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 - Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Line 6a-i - Show the totals of Lines 6a to 6h in each column.

Line 6j - Show the amount of indirect cost.

Line 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount, Show under the program

INSTRUCTIONS FOR THE SF-424A (continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8-11 Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contribution to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19 - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

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

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

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

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

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

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

<p>* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</p> <p>Completed on submission to Grants.gov</p>	<p>* TITLE</p> <input data-bbox="873 1360 1495 1402" type="text"/>
<p>* APPLICANT ORGANIZATION</p> <input data-bbox="103 1472 850 1514" type="text"/>	<p>* DATE SUBMITTED</p> <p>Completed on submission to Grants.gov</p>

APPLICANT'S FEASIBILITY REPORT

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

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

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

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

Public reporting burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to U.S. Department of Agriculture, Clearance Officer, OIRM AG Box 7630, Washington, D. C. 20250; and to the Office Management and Budget, Paperwork Reduction Project (OMB No. 0575-0120), Washington, D. C. 20503. Please DO NOT RETURN this form to this address. Forward to the local USDA office only.

5. Cost Estimate.

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

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

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

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

9. Signature and Title of Applicant Official	Date
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CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No. 2016-12-09 authorizing an application for the 2015 Federal Home Loan Bank of Atlanta Competitive Affordable Housing Program

SUMMARY:

The City is faced with a lack of housing options for old and new residents, both subsidized and non-subsidized. Because of the lack of growth within the City, the tax base has diminished and we are looking at means to shore up the tax base by limiting the non-taxable properties and programs that exist. One such program is public housing. As a result of the lack of growth, public housing represents approximately 25 percent of the total housing stock of the City.

Last year a meeting was held between Mayor Hill, John Nelson and Jonathan Griffith to discuss ways to increase the number of quality single-family owner occupied homes. While it is not the primary purpose of the public housing program to develop taxable housing, the Authority believes that it can assist the City in doing so. The Federal Home Loan Bank of Atlanta's Competitive Affordable Housing Program is one such program that can be used to this end. The program funds can be used as equity financing towards new construction or the acquisition of vacant or improved property for rehabilitation. This program has been utilized by the Authority in the past to develop a sales program within the City and produced 11 taxable affordable properties.

Site control must be documented in the application. The following is a list if City owned properties that are to be included in the application.

- Parcel: 42-10-27-6850-1460-0083: This parcel could net four (4) - six (6) lots. The back portion of the lot (the ravine) would need to be maintained for drainage purposes. Some grading work would be necessary to build up the northwest section of the property.
- Parcel: 42-10-27-6850-1460-0081: This lot is adjacent to parcel: 42-10-27-6850-1460-0083.
- Parcel: 42-10-6850-1560-0160: This is the lot behind the house at the corner of 9th and Laurel Street. This lot may not be available, but is being included for pre-application purposes.
- Parcel: 13-10-26-0000-0720-0030: This is currently undeveloped park space. The development could net 3-4 single family lots and the remainder could be developed into better used common space/playground area for the surrounding area.

- Parcel: 42-10-27-6850-1710-0090: Potential for one single family infill.

Staff is proposing an application for Federal Home Loan Bank funds and a joint City Commission/PHA board planning session to discuss the project and the future role of public housing in Palatka.

RECOMMENDED ACTION:

Adopt the resolution authorizing an application for the 2015 Federal Home Loan Bank of Atlanta Competitive Affordable Housing Program.

ATTACHMENTS:

Description	Type
▫ Resolution	Resolution
▫ Program Description	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Grants & Projects	Griffith, Jonathan	Approved	2/2/2016 - 4:51 PM
City Clerk	Driggers, Betsy	Approved	2/3/2016 - 12:29 PM
City Manager	Suggs, Terry	Approved	2/5/2016 - 3:27 PM

RESOLUTION No. 2016 -

**A RESOLUTION AUTHORIZING AN APPLICATION FOR
THE 2016 FEDERAL HOME LOAN BANK OF ATLANTA
COMPETITIVE AFFORDABLE HOUSING PROGRAM**

WHEREAS, THE Federal Home Loan Bank of Atlanta (FLB) Affordable Housing Program (AHP) provides up to \$500,000 In real estate equity that can be used to help finance rental and ownership housing;

WHEREAS, the City of Palatka (the City) and the Palatka Housing Authority (PHA) desire to create affordable single family owner occupied housing opportunities with the municipal boundaries of the City (the Project);

WHEREAS, the City and PHA have monetary, real property and in-kind resources they may use to complete the Project;

WHEREAS, it is in the best interest of the City of Palatka to move forward with the Project.

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

1. That the Palatka Housing Authority and City of Palatka shall seek Federal Home Loan Bank of Atlanta Affordable Housing Program funds for single family owner occupied housing; and
2. That the City of Palatka and Palatka Housing Authority shall hold a joint Planning Session to discuss the project and the future of Public Housing in Palatka.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 11th day of February, 2016..

CITY OF PALATKA

By: Its MAYOR

ATTEST:

CITY CLERK

**APPROVED AS TO FORM
AND CORRECTNESS:**

CITY ATTORNEY

Federal Home Loan Bank of Atlanta Affordable Housing Program (AHP) Competitive 2015-2017 Schedule

FHLBank Atlanta's Affordable Housing Program (AHP) Competitive provides each awarded project up to \$500,000 in real estate equity that can be used to help finance rental and ownership housing.

Supporting Your Business Development Goals

As a lender, you can:

- Reach new customers and borrowers
- Achieve your business development and community lending goals
- Reduce your loan-to-value and increase your debt service coverage for first mortgages
- Build your profile and reputation in the community
- Facilitate economic development, job creation, and tax base growth

Flexible, Efficient Funding

As a developer, you can access a reliable, flexible source of real estate equity funding that can be deployed quickly and efficiently to support projects of all sizes. Funding can be used for new construction and the acquisition of vacant or improved property for rehabilitation. Eligible projects include:

- Apartments
- Subdivisions
- Supportive/social services housing
- Mixed-use developments
- Single-family homes

A Reliable Source of Funding

Since 1990, FHLBank Atlanta has awarded more than \$800 million in real estate equity through the AHP program to assist in the financing of over 125,000 affordable units of rental and ownership housing. These funds facilitated over \$11 billion of development in your communities – a more than 1:14 ratio of AHP equity to total development financing.



The Greens at Rolling Road

Baltimore, MD

Rental: 83 Units

AHP: \$373,500

Total Development: \$13,682,808



Sweetbriar

Abingdon, VA

Rental: 20 Units

AHP: \$150,000

Total Development: \$3,951,400



Laurel Oaks

Okeechobee, FL

Rental: 80 Units

AHP: \$500,000

Total Development: \$12,210,311



McCay's Landing II

Oneonta, AL

Rental: 32 Units

AHP: \$96,000

Total Development: \$3,834,336



Deerfield Village

Hardeeville, SC

Single-family rental: 26 Units

AHP: \$250,000

Total Development: \$4,620,118



Edgewood Terrace
 Washington, DC
 Rental with supportive services: 292 Units
 AHP: \$1,200,000 (subsidy and loan)
 Total Development: \$22,306,347



Williams Square Apartments
 Durham, NC
 Supportive Housing: 24 Units
 AHP: \$476,000 (subsidy and loan)
 Total Development: \$2,218,300



The Villages at Carver
 Atlanta, GA
 Rental: 224 Units
 AHP: \$500,000
 Total Development: \$19,911,395

FHLBank Atlanta AHP Competitive 3-YEAR APPLICATION SCHEDULE



Call us today to discuss opportunities with AHP Competitive. Our team members are experts in housing development and finance and are ready to help you submit a successful application.

Joel Brockmann
 404.888.8156
 jbrockmann@fhlbatl.com

Don Billingsley
 404.888.8341
 dbillingsley@fhlbatl.com

James Monaghan
 404.888.8429
 jmonaghan@fhlbatl.com

Glenn Stewart
 404.888.5348
 gstewart@fhlbatl.com

Clarissa Weaver
 404.888.5687
 cweaver@fhlbatl.com



1475 Peachtree Street, N.E.
 Atlanta, GA 30309
 www.fhlbatl.com
 1.800.536.9650, option 3,
 option 1, option 3



CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No. 2016-12-11 authorizing the issuance of Special Events Permit No. 16- 15 for the 70th Annual Azalea Festival, setting forth provisions of the permit, authorizing the closure of certain streets to vehicular traffic during Festival events, granting permission to exceed allowable noise levels, and setting permit and other fees.

SUMMARY:

Downtown Palatka Inc. has made application for a Class A Special Event Permit for the Azalea Festival scheduled for March 5th & 6th, 2016. The 2016 permit includes the following provisions:

1. Grant permission to exceed allowable noise levels on March 5th from 10 a.m. until 5 p.m. and on March 6, 2016 from 1 p.m. until 5 p.m.
2. Approve street closures as noted on application (Memorial Parkway from River Center parking lot to S. 2nd St, St. Johns Avenue from Memorial Parkway to 6th Street, N./S. 2nd through 5th Streets generally between Reid St. and south of St. Johns Ave., and Main St. from N. 1st St. to N. 11th St. for the Saturday parade from 10 a.m. to 11:30 a.m.
3. Allow use of City Hall parking lot for handicap parking during event.
4. Set fees as noted in resolution.

The estimated festival permit fee is **\$3,263** (\$600 Class A fee (\$300/day for tow days); \$1,196 for police security; \$736 for fire personnel services; \$ 368 for public works personnel; \$ 225 for green roll-out containers; \$138 for electrician personnel).

RECOMMENDED ACTION:

Adopt the resolution authorizing the issuance of Special Events Permit No. 16-15 for the 70th Annual Florida Azalea Festival and setting forth terms and conditions of the permit including allowing the exceeding of noise levels, closing certain streets to vehicular traffic during Festival events, and setting advance and other permit fees.

ATTACHMENTS:

Description	Type
▫ Resolution	Resolution
▫ Special Events Permit No. 16-15 Azalea Festival	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
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Special Events
City Clerk
City Manager

Crowe, Thad
Driggers, Betsy
Suggs, Terry

Approved
Approved
Approved

1/29/2016 - 3:51 PM
2/1/2016 - 2:44 PM
2/5/2016 - 3:27 PM

RESOLUTION NO. 2016 – ___ - ___

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT TO DOWNTOWN PALATKA, INC. FOR THE 2016 FLORIDA AZALEA FESTIVAL; SETTING FORTH THE PROVISIONS OF THE PERMIT; ALLOWING FOR THE CLOSURE OF CERTAIN STREETS TO VEHICULAR TRAFFIC DURING FESTIVAL EVENTS; GRANTING PERMISSION TO EXCEED ALLOWABLE NOISE LEVELS; AND SETTING PERMIT AND OTHER FEES

WHEREAS, The Florida Azalea Festival, a time-honored event and Florida’s oldest documented festival, is held annually in Downtown Palatka during the first weekend in March; and

WHEREAS, Downtown Palatka, Inc. has made application to the City of Palatka for a special events permit for the 2016 Florida Azalea Festival and related events; and

WHEREAS, The City of Palatka’s Special Events Committee has met with festival organizers and the parties have reached an agreement as to the provisions of the issuance of the Special Events Permit; and

WHEREAS, the City Commission finds that the approval and issuance of the Special Events Permit as stipulated and described herein is in the best interest of the event organizers, the City of Palatka and its citizens.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF PALATKA, FLORIDA:

Section 1: That Special Events Permit No. 16-15 for the 2016 Florida Azalea Festival is hereby granted to Downtown Palatka, Inc. with the following provisions and stipulations:

- a. Class ‘A’ Permit for Riverfront/Festival Area, March 5 & 6, 2016; 8:00 a.m. – 5:00 p.m.
- b. Permission to exceed allowable noise levels, amplified sound on March 5, 2016, 10:00 a.m. – 5:00 p.m. and March 6, 2016, 1:00 p.m. – 5:00 p.m.
- c. Road Closures: Memorial Parkway from River Center parking lot to S. 2nd St, St Johns Avenue from Memorial Parkway to 6th Street N./S 2nd through 5th Streets generally between Reid St. and South of St. Johns Ave. to be closed during festival hours to parking and vehicular traffic beginning Friday, March 4, 2016 through Sunday, March 6, 2016. Main St. from N. 11th St. for the Saturday, March 5, 2016 parade from 10 a.m. – 11:30 a.m.
- d. Permission to use City Hall parking lot for handicapped parking on March 5 & 6, 2016 from 8:00 a.m. – 5:00 p.m.
- e. Festival Permit fee – per staff recommendation; Total Permit Fees: \$3,263 (\$1,196 for police security fees {52 hours @ \$23.00/hr}; \$600 for Festival Permit Fee {\$300/day for two days}; \$736 for fire personnel services {two fire personnel @ \$23/hour @ 32 hours}; \$225 for garbage containers {15 garbage containers @ \$15/ea}; \$368 for sanitation personnel {one sanitation personnel @ \$23/hour for 16 hours}; \$138 for electrical personnel {\$23/hour for six hours}}. Applicant pays actual landfill tipping fees. Applicant agrees to pay City of Palatka for the actual FP&L charges for use of their electrical boxes.

Section 2: That the total Advance Permit Fee shall be \$3,263.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this _____ day of _____, 2016.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

APPLICATION # 110-15
(circle one below)

CLASS A PERMIT - Filing Deadline: 60 days prior to event
CLASS B PERMIT - Filing Deadline: 60 days prior to event
CLASS C PERMIT - Filing Deadline: 30 days prior to event

70th Azalea Festival

CITY OF PALATKA
APPLICATION FOR SPECIAL EVENT

1. NAME AND ADDRESS OF APPLICANT/ORGANIZER

a. 70th Florida Azalea Festival
b. CONTACT PERSON Sam Deputy TELEPHONE/CELL 328-4021
c. EMAIL graphicsiii@bellsouth.net FAX # 329-9842

2. ADDITIONAL CONTACT

a. CONTACT PERSON Angela Mertrop TELEPHONE/CELL 326-0103
b. EMAIL _____ FAX # _____

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY

Festival

4. DATE & HOURS OF DESIRED USE: March 4, 5, 6 - 2015

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

River Front, Memorial, St Johns - Memorial to 6th - Main Street - Park

6. ROAD CLOSURES: Memorial, to 6th on St Johns

7. REQUEST FOR NOISE VARIANCE (Dates and Times): yes

8. REQUEST FOR ALCOHOL VARIANCE (Dates, Times, Location): yes

9. ESTIMATE OF ANTICIPATED ATTENDANCE 15-20,000

10. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT _____

11. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

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

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

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

- 13. ATTACHED ITEMS:
 - f Site Plan (To Include: Parking, Vendor Location, Street Closures, Garbage Containers, Parade/ March Route, Sound System(s) Location, Event Headquarters, and etc.)
 - f Certificate of Insurance SEC 50-222 (See Attached Requirements)

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

IMPORTANT INFORMATION

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT DOES NOT INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. Organizers are required to contact the City of Palatka Building & Zoning Department office at 386-329-0103 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS.
Acceptance of your application should in no way be construed as final approval or confirmation of your request.

Sec. 50-145. Any person or organization granted permission shall be bound by all park/city rules and regulations and all applicable ordinances as fully as though the same were inserted in this document, except for such rules and regulations as may be waived by such document or the City Commission.

Sec. 50-146. The person or persons to whom permission for use of city property is issued shall be liable for any loss, damage or injury sustained by any person whatsoever by reason of the negligence of the person or persons to whom such permission shall have been issued. Event liability insurance, naming the City of Palatka as an additional insured, is required prior to public events. Event liability insurance naming the City of Palatka as an additional insured is also required if a private event is taking place that will impact the City and the use of City Services.

The applicant(s) agrees to hold harmless and indemnify the City of Palatka, its officers, agents and employees against any loss, damage or expense (including all costs and reasonable attorney's fees) suffered by the City of Palatka for:

- 1.) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty or covenant made by the applicant(s) to the City of Palatka as an inducement to the granting of the permit.
- 2.) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant(s) on public property by applicant's agents, employees, invitees and/or any other persons.

ARTICLE V NOISE CONTROL Sec. 30-101 – 30-109: Permission for use of city property does not grant an automatic exemption to exceed maximum allowable noise levels. Complaints of adverse effects upon the community or surrounding neighborhood may result in revoking permission for use of City property for this activity.

10. CERTIFICATION: I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS UNDER WHICH THE CITY OF PALATKA HAS GRANTED PERMISSION FOR USE OF THE AREA DEFINED ON PAGE ONE OF THIS APPLICATION FOR THE PURPOSE STATED HEREIN, AND AGREE TO BE BOUND BY SAME.

7-14-15
DATE


SIGNATURE OF APPLICANT

APPROVED:

SPECIAL EVENTS COORDINATOR DATE


CHIEF OF POLICE DATE

RETURN TO:
THAD CROWE
SPECIAL EVENTS COORDINATOR
205 N. 2nd Street
Palatka, FL 32177

(FOR ADDITIONAL INFORMATION PLEASE CALL THE BUILDING & ZONING OFFICE AT 386-329-0103.)



CITY OF PALATKA PLANNING MEETING PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator:

Meeting Date: 11/11/15 + 1/12/16 Special Events Coordinator: Thad Crowe

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

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

Name of Special Event/ Production: 70th Florida Azules Festival

Type of Event: Festival

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still motion picture production, etc. – attach separate listing if necessary)
Car show, Parade, Children's activities, Craft Vendors, Entertainment

Location of Event: River front – St Johns Ave. to 54th

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

	Date	Day	Begin	End
Event Day 1	<u>4</u>	<u>Friday</u>	<u>5:00</u> AM /PM	<u>10:00</u> AM/ PM (Setup)
Event Day 2	<u>5</u>	<u>Saturday</u>	<u>6:00</u> AM/PM	<u>7:00</u> AM/PM (Event Date)
Event Day 3	<u>6</u>	<u>Sunday</u>	<u>8:00</u> AM/PM	<u>5:00</u> AM/PM (Event Date)
Event Day 4			AM/PM	AM/PM

Set-up for event will begin on (Date) 4th at (time) 5:00 p.m.

Break down will be completed by (Date) 6 at (time) 9:00 p.m.

Event Sponsor/Organization _____

Name of Promoter: _____ Tax Exempt No.: _____

Fee Worksheet (to be completed by Special Events Coordinator)

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

Special Events Permit Fees \$ 500 Per day X 2 Days \$ 600

Law Enforcement (City) Police Officer(s) \$ 23.00 Per hour X Officers X 52 Hours \$ 1,196

Fire Personnel \$ 23.00 Per hour X 32 Hours \$ 736

Building Inspector \$ 23.00 Per hour X Hours \$

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

Public Works Personnel # Personnel 1 X 16 Hours @ \$23/hour \$ 368

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

Electrician Personnel \$ 23.00 Per hour X 6 Hours \$ 138

Sanitation Equipment Fee

Green Roll-Out Containers 15 X \$15.00 Per Container \$ 225

Additional Charges (List)

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL SPECIAL EVENT FEES (Sponsor/Promoter) \$ 3,263

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

Estimated peak number of participants (each day of event): Day 1 _____
Day 2 _____ Day 3 _____ Day 4 _____ Day 5 _____

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

Number and location of fire protection services: 3rd Street

Inspection(s)- date and time requested: (\$23/hour) Saturday - 8:00 AM.

Electrician services- date and time requested: (\$23/hour) ---

Emergency medical services: ambulance locations(s) (note on site plan): 3rd Street

Number of EMS personnel required: (\$23/hour) _____

Number and location for portable toilets: (note location on site plan) On Map -

Carnival location (if any) (note location on site map) NA

Number of sanitation roll-out containers required (\$15/ container) 15

Location of parking/transportation services, if any: NA

Temporary parking, directional signage needed: Yes - on map

Type transport vehicles (van, buses, etc.) NA

Location of security and emergency vehicle parking on site: 3rd St.

Public street barricades/street closures/detours: (note locations on site plan) On Map.

- r Main emergency vehicle access to site (location-also note on site plan): On Map.
- r Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.: (note on site plan): On Map.
- r Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands (note on site map) Closer to Event The number will be given
- r Number and location of food vendors (note on site plan): Throughout
- r Staff/ volunteer uniform identification: Name Badges
- r Sound system(s) location: Can't have
- r Number and location of special activities (launching areas, animal attractions, amusements, car shows, parade routes, and etc.): On Map
- r Number and location of temporary signs/banners: ---
- r Number and location of promotional visual effects: ---
- r Watercraft: ---
- r Aircraft: ---
- r Types & location of on-site advertising (banners, balloons, posters, flyers, inflatables, signs, etc.):

Items Outstanding:

- r Site plan — Waiting for map from city
- r 501(C) (3) certificate of exemption — on file
- r Nonprofit articles of incorporation, charter and mission statement — on file
- r Consent letter (event property): property owners on which special event location is held (if not held on city property) —



CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No. 2016-12-12 authorizing the issuance of Special Events Permit No. 16-14 for the 2016 Blue Crab Festival; setting forth provisions of the permit, granting permission to serve/consume alcohol on public right-of-way and exceed allowable noise levels; authorize the closure of certain streets to vehicular traffic during the Festival events; and set permit fees

SUMMARY:

Blue Crab Festival Inc, has made application for a Class A Special Events Permit for the 2016 Blue Crab Festival scheduled for May 27 - 30, 2016. The Special Events Committee has met with festival organizers. The resolution setting forth the parameters of the Permit and estimated fees follows this Summary Page.

The 2016 permit includes the following provisions:

1. Grant permission to serve and consume alcohol on the public rights-of-way including Memorial Parkway; St. Johns Avenue from Riverfront Park to 5th Street; N. & S. 2nd Street from Reid Street to Short Laurel Street; N. & S. 3rd Street from Reid Street to Oak Street; N. & S. 4th Street from Reid Street to Oak Street and including all of the Riverfront Park. The time frames will coincide with the time frames for exceeding allowable noise levels. Applicant to provide clear signage and barriers for alcoholic beverages consumption area.
2. Grant permission to exceed allowable noise levels on Friday, May 27, 2016 from 5:00 p.m. until 12:00 a.m. (midnight); Saturday, May 28, 2016 from 10:00 a.m. until 12:00 a.m. (midnight); Sunday, May 29, 2016 from 1:00 p.m. until 12:00 a.m. (midnight); Monday, May 30, 2016 from 10:00 a.m. until 5:00 p.m.
3. Grant permission to close certain streets for parking and vehicular traffic: St. Johns Avenue from Memorial Parkway to 6th Street; N. & S. 3rd, 4th, 5th, and 6th Street generally between Reid Street and Oak Street; and all of Memorial Parkway during festival hours.
4. Authorize the closure of the Riverfront Park boat ramp from 5:00 p.m. 5/27/16 through 5:00 p.m. 5/30/16.
5. The Blue Crab Festival shall make arrangements to provide a Putnam County Advanced Life Support unit and rescue crew during the festival.
6. The Blue Crab Festival shall contract with a licensed private electrician to handle electrical issues throughout the event (City electrician will be on call).

Estimated Festival Permit Fee: \$11,569 (\$6,624 for police security fees; \$1,200 for Festival Permit fee (Class A special event permit of \$300/ day for four days); \$525 for

garbage containers; \$1,794 for fire personnel; \$184 for building inspector; \$138 for electrical personnel; and \$1,104 for public works personnel. Applicant agrees to pay actual Landfill Tipping Fees. Applicant agrees to pay City of Palatka for actual FP&L electrical charges.

RECOMMENDED ACTION:

Adopt the resolution authorizing the issuance of Special Events Permit No. 16-14 for the 2016 Blue Crab Festival; setting forth terms and conditions of the Permit and setting forth preliminary fees.

ATTACHMENTS:

Description	Type
▫ Resolution	Resolution
▫ Special Events Permit No 16-14 Blue Crab Festival	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Special Events	Crowe, Thad	Approved	1/29/2016 - 3:50 PM
City Clerk	Driggers, Betsy	Approved	2/1/2016 - 2:32 PM
City Manager	Suggs, Terry	Approved	2/5/2016 - 3:27 PM

RESOLUTION NO. 2016 – ___ - ____

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
GRANTING A SPECIAL EVENTS PERMIT TO THE BLUE CRAB
FESTIVAL, INC. FOR THE 2016 BLUE CRAB FESTIVAL;
SETTING THE PROVISIONS OF THE PERMIT; ALLOWING
THE CLOSURE OF CERTAIN STREETS TO VEHICULAR
TRAFFIC DURING FESTIVAL EVENTS; ALLOWING FOR
ALCOHOL SALES AND CONSUMPTION IN DESIGNATED
AREAS; AND SETTING PERMIT FEES**

WHEREAS, The Blue Crab Festival is an established event held in Downtown Palatka annually during Memorial Day Weekend; and

WHEREAS, The Blue Crab Festival Inc., has made application to the City of Palatka for a special events permit for the 2016 Blue Crab Festival,

WHEREAS, The City of Palatka Staff have met with festival organizers and all parties have reached an agreement as to the provisions of the Special Events Permit; and

WHEREAS, the Palatka City Commission finds that the approval of the Special Events Permit, as stipulated and described herein, is in the best interest of the event organizers, the City of Palatka and its citizens; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF PALATKA, FLORIDA:

Section 1: That Special Events Permit No. 16-14 for the 2016 Blue Crab Festival is hereby granted to Blue Crab Festival, Inc. with the following provisions and stipulations:

- a. Grant permission to exceed allowable noise levels on dates & times:
 - May 27 5:00 p.m. to 12:00 a.m. (midnight)
 - May 28 10:00 a.m. to 12:00 a.m. (midnight)
 - May 29 1:00 p.m. to 12:00 a.m. (midnight)
 - May 30 10:00 a.m. to 5:00 p.m.
- b. Grant permission to serve and consume alcohol on the public rights-of-way including Memorial Parkway; St Johns Avenue from Riverfront Park to 5th Street; N. & S. 2nd Streets from Reid Street to Short Laurel Street; N. & S. 3rd Streets from Reid Street to Oak Street; N. & S. 4th Streets from Reid Street to Oak Street; N. & S. 5th Streets from Reid Street to Oak Street; and including all of the Riverfront Park. The timeframes will coincide with the timeframes for exceeding allowable noise levels. Applicant will provide clear signage and barriers for beverage consumption area.
- c. Grant permission to close for parking and vehicular traffic St. Johns Avenue from Memorial Parkway to 8th Street; N. & S. 3rd, 4th, 5th and 6th Streets from Oak Street to Reid Street; N. & S. 2nd Street between Reid Street and Short Laurel; and all of Memorial Parkway during festival hours.
- d. Authorize closure of Riverfront Park boat ramp from 5:00 pm. 5/27/16 thru 5:00 p.m. 5/30/16.
- e. The Blue Crab Festival shall make arrangements to provide a Putnam County Advanced Life Support unit and rescue crew during the festival.
- f. The Blue Crab Festival shall contract with a licensed private electrician to handle electrical issues throughout the event (City electrician will be on call).
- g. **Estimated Festival Permit fee: \$11,569** (\$6,624 for police security fees; \$1,200 for Festival Permit Fee (Class A special events permit of \$300 for four days); \$525 for garbage containers; \$1,794 for fire personnel; \$184 for building inspector; \$138 for electrical personnel; \$1,104 for public works personnel; and Applicant pays actual landfill tipping fees. Applicant agrees to pay City of Palatka for the actual FP&L electrical charges.

Section 3: That the total advance and estimated Permit Fees for 2016 shall be \$11,569.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this _____ day of _____, 2016.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

PERMIT # 10-14

- CLASS A PERMIT - Filing Deadline: 60 days prior to event
- CLASS B PERMIT - Filing Deadline: 60 days prior to event
- CLASS C PERMIT - Filing Deadline: 30 days prior to event

CITY OF PALATKA
APPLICATION FOR SPECIAL EVENT

1. NAME AND ADDRESS OF APPLICANT/ORGANIZER
 - a. Blue Crab Festival Inc.
 - b. CONTACT PERSON Renee Vaughn TELEPHONE/CELL 386-546-1127
 - c. EMAIL _____ FAX # _____
2. ADDITIONAL CONTACT
 - a. CONTACT PERSON Buddy Thompson TELEPHONE/CELL 352-283-4041
 - b. EMAIL buds2000@windstream.net FAX # _____
3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY
27th Annual Blue Crab Festival
4. DATE & HOURS OF DESIRED USE: 5/27 - 5/30
5. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)
Entire Riverfront / St. Johns Ave From Memorial to 8th.
6. ROAD CLOSURES: 1st street, Memorial Dr. 2nd street, St. Johns to 8th.
7. REQUEST FOR NOISE VARIANCE (Dates and Times): 5/27 5pm - 12^{am} 5/28 12 AM - 12 AM
5/29 10 AM - 12 AM 5/30 12 PM - 5 pm
8. REQUEST FOR ALCOHOL VARIANCE (Dates, Times, Location): SAME AS NOISE ABOVE
9. ESTIMATE OF ANTICIPATED ATTENDANCE 100,000
10. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT _____

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

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

12. OTHER COSTS: Fees will be determined at the pre-assessment meeting with the organizers and the City Department Heads.
13. ATTACHED ITEMS:
 - Site Plan (To Include: Parking, Vendor Location, Street Closures, Garbage Containers, Parade/ March Route, Sound System(s) Location, Event Headquarters, and etc.)
 - Certificate of Insurance SEC 50-222 (See Attached Requirements)
14. Arrangements for police services are **REQUIRED** for fishing tournaments with 70 boats or more. Fishing Tournaments and other large event organizers are required to arrange for auxiliary vehicle/trailer parking per accompanying guidelines.

IMPORTANT INFORMATION

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT DOES NOT INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. **Organizers are required** to contact the City of Palatka Building & Zoning Department office at 386-329-0103 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS.

Acceptance of your application should in no way be construed as final approval or confirmation of your request.

Sec. 50-145. Any person or organization granted permission shall be bound by all park/city rules and regulations and all applicable ordinances as fully as though the same were inserted in this document, except for such rules and regulations as may be waived by such document or the City Commission.

Sec. 50-146. The person or persons to whom permission for use of city property is issued shall be liable for any loss, damage or injury sustained by any person whatsoever by reason of the negligence of the person or persons to whom such permission shall have been issued. Event liability insurance, naming the City of Palatka as an additional insured, is required prior to public events. Event liability insurance naming the City of Palatka as an additional insured is also required if a private event is taking place that will impact the City and the use of City Services.

The applicant(s) agrees to hold harmless and indemnify the City of Palatka, its officers, agents and employees against any loss, damage or expense (including all costs and reasonable attorney's fees) suffered by the City of Palatka for:

- 1.) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty or covenant made by the applicant(s) to the City of Palatka as an inducement to the granting of the permit.
- 2.) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant(s) on public property by applicant's agents, employees, invitee and/or any other persons.

ARTICLE V NOISE CONTROL Sec. 30-101 – 30-109: Permission for use of city property does not grant an automatic exemption to exceed maximum allowable noise levels. Complaints of adverse effects upon the community or surrounding neighborhood may result in revoking permission for use of City property for this activity.

10. CERTIFICATION: I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS UNDER WHICH THE CITY OF PALATKA HAS GRANTED PERMISSION FOR USE OF THE AREA DEFINED ON PAGE ONE OF THIS APPLICATION FOR THE PURPOSE STATED HEREIN, AND AGREE TO BE BOUND BY SAME.

12/28/15
DATE

Buddy Thompson
SIGNATURE OF APPLICANT

[Signature]
APPROVED:

SPECIAL EVENTS COORDINATOR DATE

[Signature]
CHIEF OF POLICE DATE

RETURN TO:
THAD CROWE
SPECIAL EVENTS COORDINATOR
205 N. 2nd Street
Palatka, FL 32177

(FOR ADDITIONAL INFORMATION PLEASE CALL THE BUILDING & ZONING OFFICE AT 386-329-0103.)



CITY OF PALATKA PLANNING MEETING PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator:

Meeting Date: 1/28/16 + 1/25/16 Special Events Coordinator: Thad Crowe + Ke'ondrea Wright

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

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

Name of Special Event/ Production: Blue Crab Festival

Type of Event: Festival

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still motion picture production, etc. – attach separate listing if necessary)
Arts + Crafts, Commercial Vendors, Food Vendors
Live Entertainment, Alcohol Sales, Carnival Rides
Parade, Fireworks

Location of Event: Riverfront, Memorial Dr. Boat Ramp + Parking Lot
St. Johns Ave - 8th street

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

	Date	Day	Begin	End
Event Day 1	<u>5/27/16</u>	<u>Fri</u>	<u>5pm</u> AM/PM	<u>12:00</u> <u>AM</u> /PM
Event Day 2	<u>5/28/16</u>	<u>SAT</u>	<u>10:00</u> <u>AM</u> /PM	<u>12:00</u> <u>AM</u> /PM
Event Day 3	<u>5/29/16</u>	<u>SUN</u>	<u>10:00</u> <u>AM</u> /PM	<u>12:00</u> <u>AM</u> /PM
Event Day 4	<u>5/30/16</u>	<u>Mon</u>	<u>12:00</u> AM/PM	<u>5:00</u> AM/PM

Set-up for event will begin on (Date) Monday 5/23/16 at (time) 8:00 AM

Break down will be completed by (Date) Wed 6/1/16 at (time) 6:00 pm

Event Sponsor/Organization _____

Name of Promoter: _____ Tax Exempt No.: _____

Fee Worksheet (to be completed by Special Events Coordinator)

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

Special Events Permit Fees \$ 300 Per day X 4 Days \$ 1,200

Law Enforcement (City) Police Officer(s) \$ 23.00 Per hour X 288 Officers X 288 Hours \$ 6,624

Fire Personnel \$ 23.00 Per hour X 78 Hours \$ 1,794

Building Inspector \$ 23.00 Per hour X 8 Hours \$ 184

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

Public Works Personnel # Personnel 2 X 24 Hours @ \$23/hour \$ 1,104

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

Electrician Personnel \$ 23.00 Per hour X 6 Hours \$ 138

Sanitation Equipment Fee

Green Roll-Out Containers 35 X \$15.00 Per Container \$ 525

Additional Charges (List)

\$ _____

\$ _____

\$ _____

\$ _____

TOTAL SPECIAL EVENT FEES (Sponsor/Promoter) \$ 11,569

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

- Estimated peak number of participants (each day of event): Day 1 2000
Day 2 40,000 Day 3 40,000 Day 4 25,000 Day 5 _____
- Type of special effects to include pyrotechnics, explosives, discharging weapons, hazardous materials and/or incendiary devices to be used: Fireworks on 5/28
Rain Date on 5/29/16
- Number and location of fire protection services: St. Johns & 2nd street
- Inspection(s)- date and time requested: (\$23/hour) Friday 5/27 at 4:pm
Saturday 5/28 at 8:Am
- Electrician services- date and time requested: (\$23/hour) _____
- Emergency medical services: ambulance locations(s) (note on site plan): St. Johns
And 2nd street
Number of EMS personnel required: (\$23/hour) _____
- Number and location for portable toilets: (note location on site plan) 36 units
- Carnival location (if any) (note location on site map) Clock Tower & Amphitheatre
- Number of sanitation roll-out containers required (\$15/ container) 50 green Roll-out
- Location of parking/transportation services, if any: _____
- Temporary parking, directional signage needed: _____
- Type transport vehicles (van, buses, etc.) _____
- Location of security and emergency vehicle parking on site: Entertainment tent
Area at Boat Ramp Parking lot
- Public street barricades/street closures/detours: (note locations on site plan) _____

- Main emergency vehicle access to site (location-also note on site plan): Short Laurel Ave Cut through between 2nd + 3rd.
- Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.: (note on site plan): Entertainment + Beer Tent at City Dock area
- Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands (note on site map) St Johns Ave, 2nd - 8th.
- Number and location of food vendors (note on site plan): Memorial + Short Laurel
Approx. 40 vendors
- Staff/ volunteer uniform identification: Red T-shirts
- Sound system(s) location: Entertainment Tent
- Number and location of special activities (launching areas, animal attractions, amusements, car shows, parade routes, and etc.): Parade from 6th - memorial
- Number and location of temporary signs/banners: _____
- Number and location of promotional visual effects: _____
- Watercraft: _____
- Aircraft: _____
- Types & location of on-site advertising (banners, balloons, posters, flyers, inflatables, signs, etc.): Sponsor banners in and around Entertainment area

Items Outstanding:

- Site plan
- 501(C) (3) certificate of exemption
- Nonprofit articles of incorporation, charter and mission statement
- Consent letter (event property): property owners on which special event location is held (if not held on city property)



Blue Crab Festival 2018 Site Map

- Seafood Vendors
- Commercial/Resale
- Arts & Crafts Vendors
- Non-Seafood, Snack Food, Drink Vendors
- Carnival Rides, Ferris Wheel, .
- Entertainment Stage
- Alcohol Sales
- Restrooms
- Road Blocks
- Alcohol Boundaries



US 17/Reid Street

St. Johns River



CITY COMMISSION AGENDA ITEM

SUBJECT:

ORDINANCE amending Subpart B, Article II of City of Palatka Charter, Related Laws governing the Palatka Gas Authority - 1st Reading

SUMMARY:

This is first reading of an ordinance making changes to the laws governing the Palatka Gas Authority, chartered as a department of the City of Palatka. The proposed changes come from the Palatka Gas Authority Board of Directors.

The ordinance follows this Summary. The requested changes are contained in the strike-through/underline document (a complete copy of Article II of the Charter) that follows this summary. Once the ordinance is received it will be distributed.

RECOMMENDED ACTION:

Pass on First Reading an ordinance amending Subpart B, Article II of City of Palatka Charter, Related Laws governing the Palatka Gas Authority

ATTACHMENTS:

Description	Type
▫ strike-through/Underline proposed amendment to Art II, Charter	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	2/10/2016 - 10:41 AM

ARTICLE I. IN GENERAL

Secs. 101-150. Reserved.

ARTICLE II. PALATKA GAS AUTHORITY*

Sec. 151. Definitions.

Whenever used in this Act [article], unless a different meaning clearly appears from the context:

- (a) *Gas transmission system.* The term “gas transmission system,” shall mean and include a supply of natural gas, whether acquired from wells or deposits or from pipe line or other source of supply and a pipe line or lines, plant and system for the acquisition and the transportation, transmission and deliver of natural gas or a plant for the manufacture of gas and the transportation, transmission and delivery thereof; together with all appurtenances thereto and all property, real, personal or mixed used or useful in connection therewith, including franchises, rights-of-way and easements. A gas transmission system may include facilities for making deliveries of gas to industrial and institutional users and to line tap residential and commercial users as well as to gas distribution systems.
- (b) *Gas distribution system.* The term “gas distribution system” shall mean and include a plant and system for the distribution and sale of gas and gas services in a municipality and the surrounding territory, including the sale and distribution of gas to residential, commercial, industrial, institutional and other users, together with all appurtenances thereto and all property, real, personal or mixed used or useful in connection therewith, including franchises, rights-of way and easements.

- (c) *System.* The term “system” shall mean and include a gas transmission system or systems and a gas distribution system or systems, or any one or more thereof.
- (d) *City.* The term “city” shall mean the City of Palatka, Florida.
- (e) *City Commission.* The term “city commission” shall mean the city commission of the City of Palatka, Florida, as provided for in the Charter of said city.
- (f) *Authority.* The term “authority” shall mean the five (5) members hereinafter provided for and constituting the department of the government of the City of Palatka herein created and established.

(Laws of Fla., ch. 59-1679, § 1)

Sec. 152. Created; established; composition.

There is hereby created and made a part of the government of the City of Palatka, Florida, a department to be known and designated as the “Palatka Gas Authority,” which shall consist of five (5) members, selected as hereinafter provided.

(Laws of Fla., ch. 59-1679, § 2)

Sec. 153. Appointment and terms of members.

The city commission shall, immediately upon this Act [article] becoming a law, appoint five (5) members to the Palatka Gas Authority, two of whom shall serve until the first regular meeting of the city commission in January of 1960, two of whom shall serve until the first regular meeting of the city commission in January of 1961, and one of whom shall serve until the first regular meeting of the city commission in January 1962. After the aforesaid initial appointment for the terms aforesaid the city commission shall appoint, at the first regular meeting of the city commission in January of each year, such members as are necessary to fill expiring terms, each appointee to serve a term of the (3) years.

(Laws of Fla., ch. 59-1679, § 3)

Sec. 154. Qualifications of members; forfeiture of office for designated causes; filling of vacancies resulting from disqualification.

Every person appointed as a member of said authority shall, at the time of the appointment, be

a qualified elector of the City of Palatka, [or the record owner of property within the City](#), and any member of the authority who ceases to possess any of the qualifications herein specified shall immediately forfeit his office and the city commission shall fill the vacancy so created in the manner provided in this Act [article]. No Person who is otherwise employed by the city or who holds any other office in the city, whether elected or appointed, shall be eligible for appointment as a member of the authority, and any member of the authority who becomes otherwise employed by the city or is elected or appointed to any other office in the city shall immediately forfeit his office as a member and the city commission shall fill the vacancy so created in the manner provided in the Act [article].

(Laws of Fla., ch. 59-1679, § 4)

Editor's note-A phrase in the above section requiring that authority members be property owners has been deleted in light of cases such as *City of Phoenix V Kolodziejcki*, 399 U.S. 209 (1970), *Hill v. Stone*, 421 U.S. 289 (1975) and *Turner v. Fouche*, 396 U.S. 346 (1970), holding similar provisions unconstitutional.

Sec. 155. City manager ex-officio member without voting privileges; reports to commission.

The city manager of the City of Palatka shall be an ex-officio member of said authority and shall attend its meetings, but shall have no vote in the proceedings of said authority. He shall make such reports to the city commission concerning the authority as shall be required by the city commission.

(Laws of Fla., ch. 59-1679, § 5)

Sec. 156. Annual organizational meeting; election of officers.

After their appointment the first members of the authority herein provided for shall meet and organize. At such meeting the members shall choose from their number a president and they

shall also choose a secretary, who may but need not be a member of the authority. Thereafter said officers shall be elected by the members of the authority at an annual meeting to be held during the month of January of each year and within seven (7) days after the first regular meeting in January of the city commission.

(Laws of Fla., ch. 59-1679, § 6)

Sec. 157. Appointment of new members; -filling vacancies; compensation of members.

The city commission shall, by a majority vote, appoint all new members of said authority, and all vacancies shall be filled in like manner. The members of the authority shall receive such compensation as may be fixed by the city commission for that purpose, and which may be changed from time to time by amendment of such ordinance.

(Laws of Fla., ch. 59-1679, § 7)

Sec. 158. Removal of members; procedure for appeal of removal to board of arbitrators; selection of board.

The city commission may, for cause, remove any member of the authority within the term for which he shall have been appointed, after giving to such member a copy of the charges against him and an opportunity to be heard in his defense. If after such hearing the city commission shall remove such member the member so removed may appeal such removal to a board of arbitrators in the following manner:

- (a) *Notice to city commission of appeal; selection of one arbitrator by removed member.* The member so removed shall send to the city commission a written notice of appeal so that the same shall reach the city clerk prior to the next regular meeting of the city commission, which notice shall name one arbitrator selected by such removed member. The city clerk shall read such notice to the city commission at the said next regular meeting of the city commission.
- (b) *Selection of an arbitrator by city commission; notice to removed member*

RELATED LAWS

of selection. The city commission shall, at its regular meeting following the meeting at which such notice of appeal is read by the city clerk, select one arbitrator and immediately notify the removed member in writing of the arbitrator so selected.

- (c) *Selection of third arbitrator by two previously selected, or judge of circuit court in case of disagreement.* The two arbitrators so selected shall then meet, within ten (10) days after the appointment of the arbitrator by the city commission, and jointly select a third arbitrator. In case the two arbitrators first selected cannot agree, then the third arbitrator shall be appointed by the judge of the circuit court for Putnam County, Florida.
- (d) *Hearing within certain time for review of removal.* Within ten (10) days after the selection of the third arbitrator the three arbitrators shall meet and review the removal, at which time the city commission, or its authorized representatives, and the removed member may present charges and defenses.
- (e) *Decision of board final; nonreviewable; notice to city manager and removed member.* The three arbitrators shall render a decision, by majority vote, either determining that there is just cause for removal and confirming the removal or reinstating the removed member, and shall notify the city manager and the removed member in writing of their said action, within ten (10) days after such meeting for review, and the decision of the arbitrators shall be final and nonreviewable.

(Laws of Fla., ch. 59-1679, § 8)

Sec. 159. Regular and special meetings.

Regular meetings of the authority shall be held at such times and such places as the members shall determine. The president of the authority, or two (2) members of the authority, may call special meetings of the authority upon written notice to each member, served personally, or left with some

member of his family above the age of fifteen years, at his usual place of residence, provided, however, if for any reason such notice cannot be served as herein provided, and there is present a majority of the members of the authority, such members shall meet in accordance with the call and record in the minutes the reason for not serving the notice herein provided for.

(Laws of Fla., ch. 59-1679, § 12)

Sec. 160. Quorum for meetings; presiding officer.

Three (3) members of the authority shall constitute a quorum at any meeting. The president of the authority shall preside at all meetings of the authority; provided, however, that the members of the authority may designate one of their number to reside in the absence of the president and to call special meetings when the president shall be absent or unable to call such meetings.

(Laws of Fla., ch. 59-1679, § 13)

Sec. 161. Minutes of meetings required; meetings and records public.

A permanent record of the minutes of all meetings of said authority shall be kept, and all meetings of the authority shall be held open to the public, and all records, minutes and books of the authority shall be at all times open to the inspection of any citizen of the City of Palatka.

(Laws of Fla., ch. 59-1679, § 14)

Sec. 162. Rules of procedure; resolutions adopting rules or regulations to be written; vote required for adoption of rules or regulation and establishing rates.

The authority shall determine its own rules of procedure and order of business; provided, however that all resolutions adopting or changing rules or regulations governing the use, control and operation of the gas system or systems and services shall be submitted in writing; provided further that the affirmative vote of three (3) members of the authority shall be necessary to

adopt any such resolution or to establish or change rates or charges for the use of the gas system or systems and services.

(Laws of Fla., ch. 59-1679, § 15)

Sec. 163. Powers of the authority.

The authority shall have the following powers and duties:

(a) *Management, operation, etc., of gas system plants without recourse to city commission.*

The authority shall have full power and authority over the management, supervision and control of the gas system or systems and gas plants of the city and shall make all rules or regulations governing the use, control and operation of the said gas system or systems and gas plants, without the necessity of any approval by the city commission, notwithstanding the provisions of F.S. ch. 180.

~~(b) *Rates and charges.*~~ The authority is hereby given the full power and authority to establish just and equitable rates or charges to be paid to the city for the use of the gas system or systems and services by each person, firm or corporation whose premises are served thereby, notwithstanding the provisions of F.S. ch. 180.

(b) *Powers subject to requirements of revenue certificates.* The powers conferred by this section upon the authority shall, however, be subject to any requirements which are now or may hereafter be imposed by revenue certificates which are now or may hereafter be issued by the city for the purchase, construction and extension of a gas system or systems, or any ordinances and resolutions adopted by the city for such purpose.

(Laws of Fla., ch. 59-1679, § 9)

Sec. 164. General manager — Appointment.

The authority shall by a majority vote appoint, subject to the approval of the city commission, a general manager who shall serve at the pleasure of the authority and shall be paid such salary or

compensation as shall be determined by the authority, provided however that the city commission shall have the power to override the authority regarding the salary or compensation to be paid to the general manager upon a finding of just cause. ~~city commission. Such appointment shall not take effect unless and until the city commission shall approve the same.~~

(Laws of Fla., ch. 59-1679, § 16)

Sec. 165. Same—Powers and duties.

The general manager shall have the following powers and duties:

- (a) To appoint or employ all subordinate officers and employees of the city for the purpose of said gas authority. All officers and employees of the authority so appointed or employed by the general manager may be removed by the general manager.
- (b) To manage, control and supervise the operation of the gas system or systems of the city under such rules and regulations as shall be prescribed by the authority.
- (c) To attend all meetings of the authority and take part in the discussions, but having no vote.
- (d) To recommend to the authority for adoption such measures as he may deem necessary or expedient in the interest of the efficient operation of the gas system or systems of the city.
- (e) To perform such other duties as the authority shall prescribe.

(Laws of Fla., ch. 59-1679, § 17)

Sec. 166. Administration and application of revenues of gas systems.

All revenues derived and obtained from the operation of the gas system or systems of the city shall be administered and applied only for the purposes and in the manner following:

- (a) *Payment into funds for purposes required by terms of revenue certificates.* There shall be paid into

RELATED LAWS

such funds or accounts and for such purposes as may be required by the terms of revenue certificates which are now or may hereafter be issued for the purpose of financing the cost of acquiring and constructing a gas system or systems, and/or as may be required by ordinances and resolutions adopted by the city in connection therewith, such portions of the revenue of the said gas system or systems as may be required to be so paid by said revenue certificates, ordinances and resolutions, until such time as all of said revenue certificates have been paid in full.

- (b) In the event the authority is assigned the task by the City to collect, account for, and/or distribute revenue attributable to and/or generated by any City function other than the operation of the authority (“unrelated revenues”), the authority shall account for and track all such unrelated revenues separately and apart from revenues generated by the operation of the authority. If required by applicable auditing standards, or by City directive, the authority shall also keep all non-related revenues in bank account or accounts which are separate and apart from the accounts into which revenues generated by the authority are deposited and maintained. Within ~~30—~~ days after the end of each calendar month, the authority shall transfer to the City all non-related revenues collected by the authority during the calendar month which just ended.

- (c) ~~Use of surplus moneys~~ Transfers to the City. Within 30 days following the end of each calendar month, beginning with the fiscal year 2016-2017, the Authority shall transfer to the City a base line of 5.9% of the gross revenues associated with the sale of natural gas. Any revenue of the gas system or systems remaining after making full provision for the requirements of sub-paragraph (a) of this section may be used by the city for any other municipal purposes; provided, however, that the city shall

make provision for a reasonable reserve for the cost of operating, maintaining and repairing the gas system or systems and paying the cost of extensions, enlargements or additions to or replacement of the capital assets of said gas system or systems, prior to appropriating such revenue to other municipal purposes.

(Laws of Fla., ch. 59-1679, § 10)

Sec. 167. Expenditures in connection with gas system or systems to be made solely from revenues thereof.

All revenues derived and obtained from the operation of the city’s gas system ~~or systems of the city~~ shall be kept separate and apart from other money of the city, and the city commission or other officers of the city, shall not, under any circumstances, transfer any other money or revenues of the city to use of or for the gas system or systems, or accounts in connection with such gas system or systems in excess of the amounts received by the city from the operation of the gas system, for any purpose whatsoever. All expenses of the operation, maintenance and repair of the gas system or systems, all costs of extensions, enlargements or additions to or replacement of the capital assets of such gas system or systems, all principal and interest on revenue certificates, issued for the purchase and construction of a gas system or systems, and all other costs or expenses of any other kind of the said gas system or systems, shall be paid for solely from the revenues of the city’s gas system ~~or systems of the city~~.
(Laws of Fla., ch. 59-1679, § 11)

Sec. 168. Reports.

The authority shall submit to the city commission such reports of its activities at such times and in such detail as the city commission may require.
(Laws of Fla., ch. 59-1679, § 18)

Sec. 169. Act not to deprive city of existing powers.

Nothing herein contained shall be construed to deprive the City of Palatka or any of its officers of any powers and duties under special acts or general laws of the state, except such as are clearly inconsistent with this Act [article], and where not otherwise provided for herein the provisions of the special acts constituting the charter of the city shall apply.

(Laws of Fla., ch. 59-1679, § 19)

Sec. 170. City may supplement provisions by ordinance or resolution.

The city may supplement this Act [article] by the adoption of ordinances and resolutions not inconsistent herewith and may adopt ordinances providing for the enforcement of this act and prescribing penalties for violation of its provisions.

(Laws of Fla., ch. 59-1679, § 20)

Sec. 171. Act not to prejudice revenue certificates.

Nothing herein contained, except sections 10 and 11 [sections 166 and 167 of this article], shall affect the terms and provisions of revenue certificates which may be issued by the City of Palatka for the purchase, construction and extension of gas system or systems, or any ordinances and resolutions adopted by the city for such purpose. Sections 10 and 11 hereof [sections 166 and 167 of this article] shall, however be effective notwithstanding the provisions of any such revenue certificates, ordinances or resolutions.

(Laws of Fla., ch. 59-1679, § 21)



CITY COMMISSION AGENDA ITEM

SUBJECT:

FAIR HOUSING WORKSHOP - Quarterly Requirement - CDBG C-04 FY 2013 Cycle
- Service Area #1

SUMMARY:

This City of Palatka will hold a Fair Housing Workshop to explain the Fair Housing Ordinance for all of the protected classes (race, color, familial status, handicap, national origin, religion and sex). The public is invited to attend.

The City of Palatka is a Fair Housing Advocate.

This workshop covers Service Area #1 - City-wide Area, which encompasses all the area within the corporate limits of the City of Palatka. This workshop will also serve to fulfill the requirements of FHEO Case # 04-15-0430-8/04-15-0430-6 Conciliation Agreement.

RECOMMENDED ACTION:

n/a - this is a public workshop.

ATTACHMENTS:

Description	Type
▣ Powerpoint	Presentation
▣ PDN Display Advertisement	Backup Material
▣ Invitation mail-out	Backup Material

REVIEWERS:

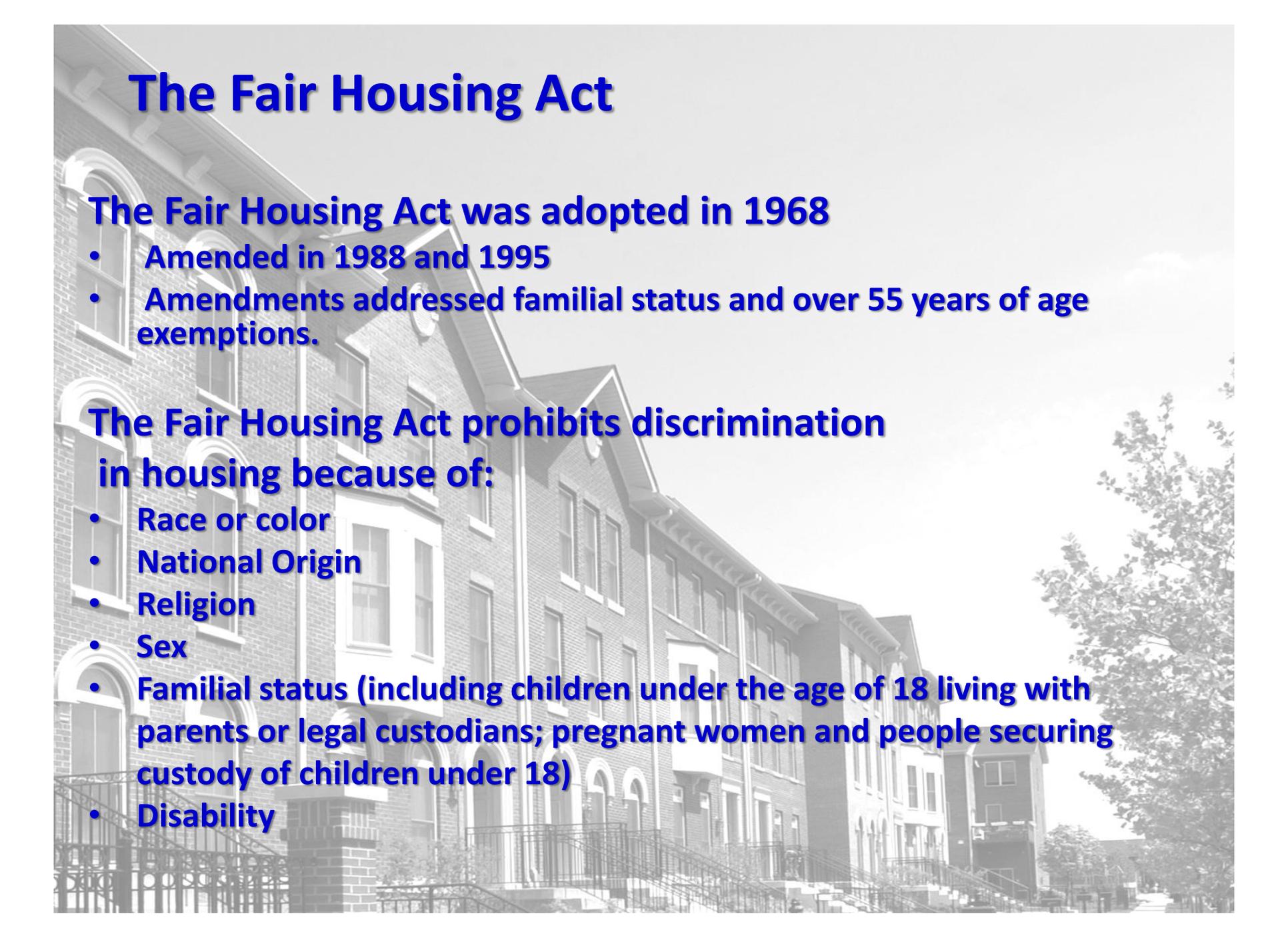
Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	2/2/2016 - 1:48 PM

FAIR HOUSING



Equal Opportunity for All

The Fair Housing Act

A background image of a row of brick townhouses with arched windows and fire escapes, set against a light sky with some clouds.

The Fair Housing Act was adopted in 1968

- Amended in 1988 and 1995
- Amendments addressed familial status and over 55 years of age exemptions.

The Fair Housing Act prohibits discrimination in housing because of:

- Race or color
- National Origin
- Religion
- Sex
- Familial status (including children under the age of 18 living with parents or legal custodians; pregnant women and people securing custody of children under 18)
- Disability

The Department of Housing and Urban Development (HUD) enforces the Fair Housing Act, which prohibits discrimination and the intimidation of people in their homes, apartment buildings, and condominium developments – in nearly all housing transactions, including the rental and sale of housing and the provision of mortgage loans.



What Housing is Covered?

The Fair Housing Act covers most housing. In some circumstances, the Act exempts owner-occupied buildings with no more than four units, single-family housing sold or rented without the use of a broker and housing operated by organizations and private clubs that limit occupancy to members.

What is Prohibited?

In the Sale and Rental of Housing: No one may take any of the following actions based on race, color, religion, sex, disability, familial status, or national origin:

- Refuse to rent or sell housing
- Refuse to negotiate for housing
- Set different terms, conditions or privileges for sale or rental of a Dwelling
- Falsely deny that housing is available for inspection, sale or rental
- For profit, persuade, or try to persuade homeowners to sell or rent dwellings by suggesting that people of a particular race, etc. have moved, or are about to move into the neighborhood (blockbusting) or
- Deny any person access to, membership or participation in, any organization, facility or service related to the sale or rental of dwellings



Housing Protection for Families with Children

The Fair Housing Act makes it unlawful to discriminate against a person whose household includes one or more children who are under 18 years of age (familial status). Familial status protection covers households in which one or more minor children live with:

- A parent;
- A person who has legal custody (including guardianship) of a minor child or children; or
- The designee of a parent or legal custodian, with the written permission of the parent or legal custodian.

Familial status protection also extends to pregnant women and any person in the process of securing legal custody of a minor child (including adoptive or foster parents).

Additional Protection If You Have a Disability

If you or someone associated with you:

- Have a physical or mental disability (including hearing, mobility and visual impairments, cancer, chronic mental illness or HIV/AIDS) that substantially limits one or more major life activities

- Are regarded as having such a disability, a housing provider may not:

- Refuse to let you make reasonable modifications to your dwelling at your expense (a landlord may permit changes only if you agree to restore the property to its original condition when you move.)

- Example: A building with a “no pets” policy must allow a visually impaired tenant to keep a guide dog.**



However, the Fair Housing Act does not protect a person who is a direct threat to the health or safety of others or who currently uses illegal drugs.

The “Housing for Older Persons” Exemption:

The Fair Housing Act specifically exempts some senior housing facilities and communities from liability for familial status discrimination. Exempt senior housing facilities or communities can lawfully refuse to sell or rent dwellings to families with minor children. In order to qualify for the “housing for older persons” exemption, a facility or community must prove that its housing is:

- Provided under any State or Federal program that HUD has determined to be specifically designed and operated to assist elderly persons (as defined in the State /Federal program); or
 - Intended for, and solely occupied by persons 62 years of age or older; or
 - Intended and operated for occupancy by persons 55 years of age or older.
- the facility or community must comply with HUD’s regulatory requirements for age verification of residents. The “housing for older persons” exemption does not protect senior housing facilities or communities from liability for housing discrimination based on race, color, religion, sex, disability, or national origin.



If You Think your Rights Have Been Violated What to Tell HUD:

- Your name and address
- The name and address of the person your complaint is against (the respondent)
- The address or other identification of the housing involved
- A short description of the alleged violation (the event that caused you to believe your rights were violated)
- The date(s) of the alleged violation.

Local ordinances include steps that can be taken locally.

Your local ordinance also includes time limits in which complaints must be submitted and responses must be provided.



Where to Write or Call: File a complaint online or send a letter to the HUD office nearest you, or if you wish, you may call that office directly. Persons who are deaf or hard of hearing and use a TTY, may call those offices through the toll-free Federal Information Relay Service at 1-800-877-8339.

THE SOUTHEAST REGIONAL OFFICE:

ATLANTA REGIONAL OFFICE

(Complaints_office_04@hud.gov)

U.S. Department of Housing and Urban Development

Five Points Plaza

40 Marietta Street, 16th Floor

Atlanta, GA 30303-2808

Telephone (404) 331-5140 or 1-800-440-8091 x2493

Fax (404) 331-1021 * TTY (404) 730-2654

If after contacting the local office nearest you, you still have questions – you may contact HUD further at:

U.S. Department of Housing and Urban Development

Office of Fair Housing and Equal Opportunity

451 7th Street, S.W., Room 5204, Washington, DC 20410-2000

Telephone 1-800-669-9777 Fax (202) 708-1425

* TTY 1-800-927-9275

www.hud.gov/fairhousing

What Happens When You File A Complaint?

HUD will notify you in writing when your complaint is accepted for filing under the Fair Housing Act. HUD also will:

- Notify the alleged violator (respondent) of the filing of your complaint, and allow the respondent time to submit a written answer to the complaint.
- Investigate your complaint, and determine whether or not there is reasonable cause to believe that the respondent violated the Fair Housing Act.
- Notify you and the respondent if HUD cannot complete its investigation within 100 days of filing your complaint, and provide reason for the delay.

Fair Housing Act Conciliation: During the complaint investigation, HUD is required to offer you and the respondent the opportunity to voluntarily resolve your complaint with a Conciliation Agreement.

What Happens After A Complaint Investigation?

Determination of Reasonable Cause, Charge of Discrimination, and Election:

When the investigation is complete, HUD will prepare a Final Investigative Report summarizing the evidence gathered during the investigation. If HUD determines that there is reasonable cause to believe that the respondent(s) discriminated against the complainant, HUD will issue a Determination of Reasonable Cause and a Charge of Discrimination against the respondent(s). The complainant and the respondent(s) have twenty (20) days after receiving notice of the Charge to decide whether to have their case heard by a HUD Administrative Law Judge (ALJ) or to have a civil trial in Federal District Court.

HUD Administrative Law Judge Hearing: If neither the complainant nor the respondent elects to have a Federal civil trial before the 20-day Election Period expires, HUD will promptly schedule a Hearing for the complainant's case before a HUD ALJ. The ALJ Hearing will be conducted in the locality where the discrimination allegedly occurred. During the ALJ Hearing, the complainant and the respondent(s) have the right to appear in person, to be represented by legal counsel, to present evidence, to cross-examine witnesses and to request subpoenas in aid of discovery of evidence.

City of Palatka

Local Fair Housing Ordinance

The City of Palatka has included provisions for Fair Housing in the City's Fair Housing Ordinance Adopted December 8, 1983, amended on December 12, 1985 replacing the category "physical handicap" with "handicap" and again on September 27, 1990 adding the category "Familial Status".

Complaints: Must be submitted in writing within 60 days of the incident.

City Review: 30 day notification, response and investigation period

If the City finds that the complaint is justified the city will forward the findings to the State Attorney's office.

Copies of The City of Palatka's Fair Housing Ordinance are available at City Hall upon request.



ANY
QUESTIONS
?



FAIR HOUSING WORKSHOP

The City of Palatka is a fair housing advocate. The City is holding a workshop to explain the Fair Housing Ordinance for all of the protected classes (race, color, familial status, handicap, national origin, religion and sex). The public is invited to attend.

The workshop is scheduled for Thursday, February 11, 2016 at 6:00 p.m., or as soon thereafter as possible at the City of Palatka City Hall at 201 North 2nd Street, Palatka, Florida.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop is asked to advise the agency at least 48 hours-before the workshop by contacting: Betsy Driggers, City Clerk, City of Palatka, at (386) 329-0100 or by e-mail at bdriggers@palatka-fl.gov. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

Fair Housing



INVITATION

CITY OF PALATKA FAIR HOUSING WORKSHOP

The City of Palatka is a fair housing advocate. The City will be holding a workshop to explain the Federal Fair Housing requirements, State Fair Housing requirement as well as the City of Palatka's Fair Housing requirements for all of the protected classes.

PLEASE CONSIDER THIS AN INVITATION TO ATTEND THIS WORKSHOP

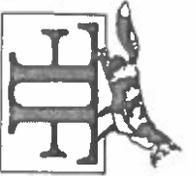
The workshop is being held in front of the City of Palatka's City Commission and is scheduled for Thursday, February 11, 2016 at 6:00 p.m. at the City of Palatka City Hall located at 201 N. Second Street, Palatka, Florida.

Any handicapped, visually or hearing impaired person or non-English speaking person needing special assistance at the meeting should contact City Hall at (386) 329-0100 and assistance will be provided.



EQUAL HOUSING
OPPORTUNITY

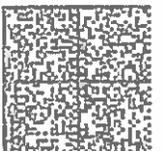
FAIR HOUSING IS THE LAW!



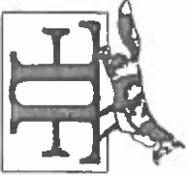
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St. Augustine, FL 32080-0335

Putnam State Bank
350 N State Road 19
Palatka, Florida 32177



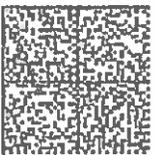
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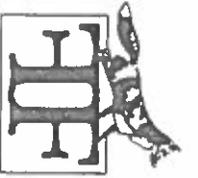
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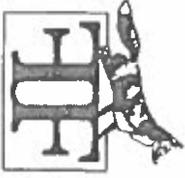


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Bank of America
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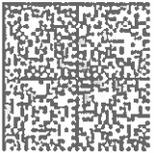


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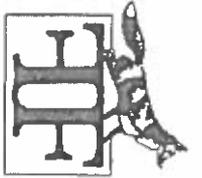


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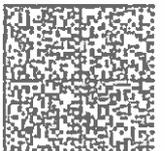
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East Palatka, Florida 32131



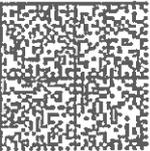
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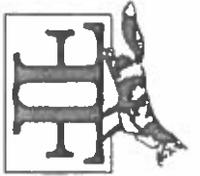
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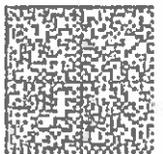


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 St. Augustine, FL 32080-0335

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 101 North SR 19
 Palatka, Florida 32177

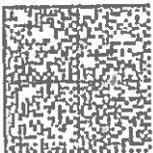


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 St. Augustine, FL 32080-0335

Capital City Bank
 4120 Crill Avenue
 Palatka, Florida 32177

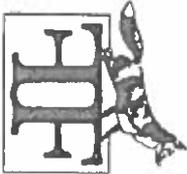
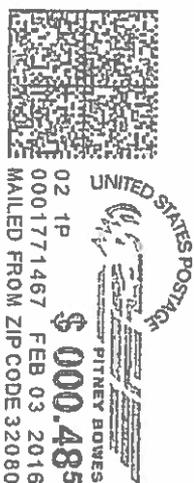


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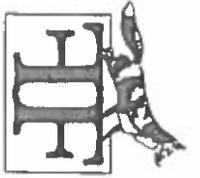
Capital City Bank
 148 S. US Highway 17
 East Palatka, Florida 32131



FRED FOX ENTERPRISES, INC
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 P.O. Box 840338
 St. Augustine, FL 32080-0335

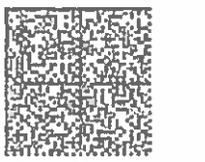
First Coast Community CU
 306 S. Palm Avenue
 Palatka, Florida 32177





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 P.O. Box 840338
 St. Augustine, FL 32080-0335

First Coast Community CU
 215 CR 216
 Palatka, Florida 32177

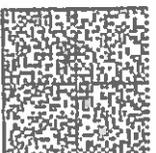


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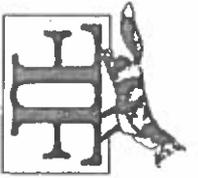


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Vystar Credit Union
 13075 Main Street
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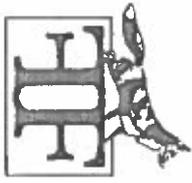
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P.O. Box 840338
St. Augustine, FL 32080-0335

Mellon Manor
3701 St. Johns Avenue
Palatka, Florida 32177



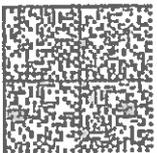
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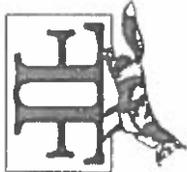
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Rivertown Suites
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Joe Taylors Realty
110 Rio Vista Avenue
East Palatka, Florida 32131

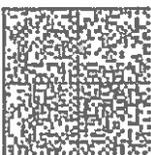


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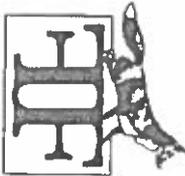


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P.O. Box 840338
St. Augustine, FL 32080-0335

Alliance Realty & Mgmt
108 S. 2nd Street
Palatka, Florida 32177

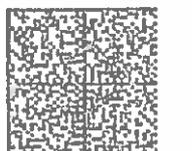


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Rental Property
 126 Elderberry Lane
 Palatka, Florida 32177

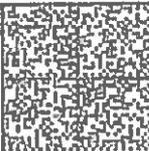


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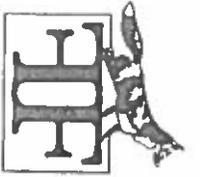


FRED FOX ENTERPRISES, INC
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Hale Real Estate, Inc.
 908 St. Johns Avenue
 Palatka, Florida 32177



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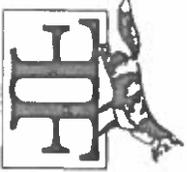


FRED FOX ENTERPRISES, INC
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 P.O. Box 840338
 St. Augustine, FL 32080-0335

NE FL Association of Realtors
 1723 Reid Street
 Palatka, Florida 32177

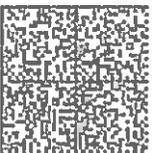


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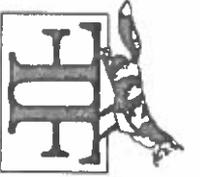


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 P.O. Box 840338
 St. Augustine, FL 32080-0335

Century 21 Realty
 1301 Reid Street
 Palatka, Florida 32177



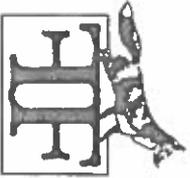
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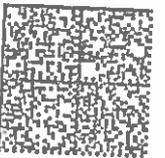
Watson Realty Corp
203 South Highway 17
East Palatka, Florida 32131



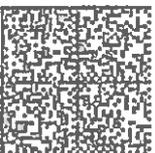
FRED FOX ENTERPRISES, INC
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P.O. Box 840338
St. Augustine, FL 32080-0335

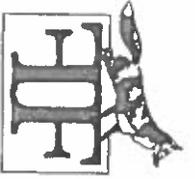
Roland Pacetti Realty, Inc.
208 N 6th Street
Palatka, Florida 32177



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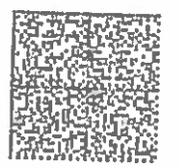


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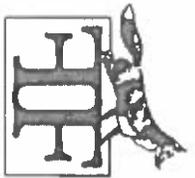
FRED FOX ENTERPRISES, INC
Specializing in Public & Private Partnerships
 P.O. Box 840338
 St. Augustine, FL 32080-0335

Riverside Realty
 225 North 2nd Street
 Palatka, Florida 32177



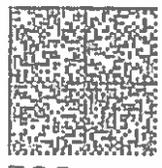
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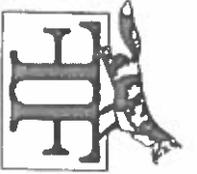
FRED FOX ENTERPRISES, INC
Specializing in Public & Private Partnerships
 P.O. Box 840338
 St. Augustine, FL 32080-0335

J Smith Realty
 343 South Highway 17
 East Palatka, Florida 32131



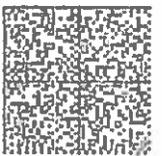
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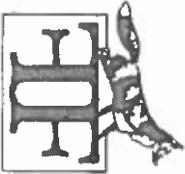


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 P.O. Box 840338
 St. Augustine, FL 32080-0335

Ben Bates Real Estate
 3400 Crill Avenue
 Palatka, Florida 32177

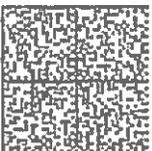


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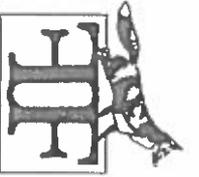


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 St. Augustine, FL 32080-0335

State Farm Bank
 119 North 4th Street
 Palatka, Florida 32177



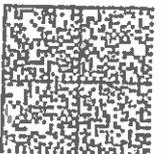
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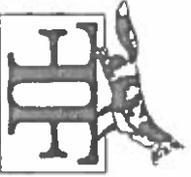
FRED FOX ENTERPRISES, INC
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P.O. Box 840338
St. Augustine, FL 32080-0335

State Farm Bank
836 South Moody Road
Palatka, Florida 32177



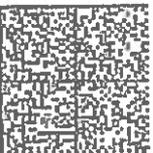
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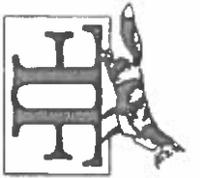
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St. Augustine, FL 32080-0335

Barrington Apartments
607 South Moody Road
Palatka, Florida 32177

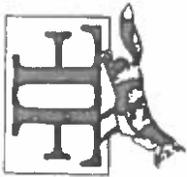


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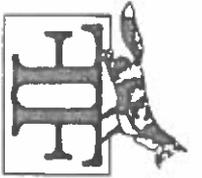
State Farm Bank
 306 South State Rd. 19
 Palatka, Florida 32177



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 St. Augustine, FL 32080-0335

State Farm Bank
 1721 Reid Street
 Palatka, Florida 32177

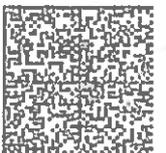




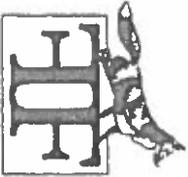
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Harbor Community Bank
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Palatka, Florida 32177



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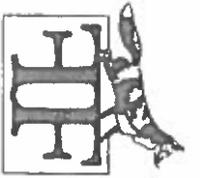
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First Coast Federal CU
3506 St. Johns Avenue
Palatka, Florida 32177

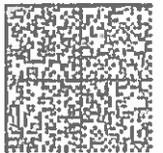


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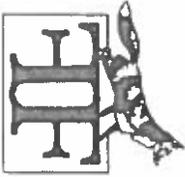


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Ameris Bank
 601 Reid Street
 Palatka, Florida 32177

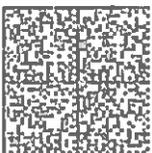


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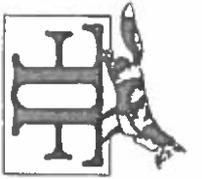


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Mercantile Bank
 3202 Crill Avenue
 Palatka, Florida 32177



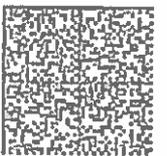
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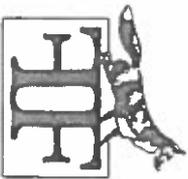
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St. Augustine, FL 32080-0335

Woodland Point Apartments
6710 St. Johns Avenue
Palatka, Florida 32177



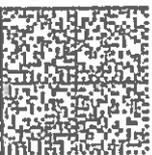
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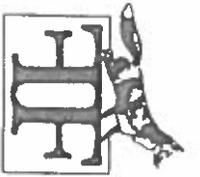
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P.O. Box 840338
St. Augustine, FL 32080-0335

St. Johns River Apartments
3421 St. Johns Avenue
Palatka, Florida 32177

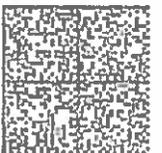


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St. Augustine, FL 32080-0335

Riverwood Apartments
4803 St. Johns Avenue
Palatka, Florida 32177

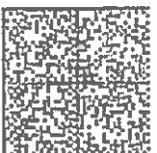


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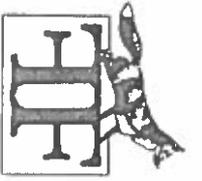


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P.O. Box 840338
St. Augustine, FL 32080-0335

River Town Apartments
382 West River Road
Palatka, Florida 32177

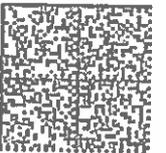


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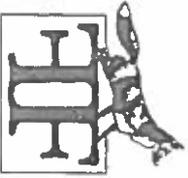


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P.O. Box 840338
St. Augustine, FL 32080-0335

Palatka Oaks Apartments
200 College Road
Palatka, Florida 32177

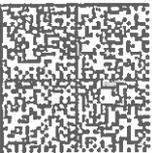


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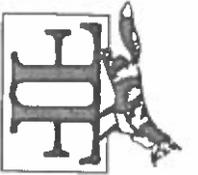


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P.O. Box 840338
St. Augustine, FL 32080-0335

Kay Larkin Apartments
301 Kay Larkin Drive
Palatka, Florida 32177

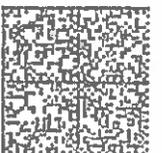


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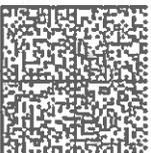


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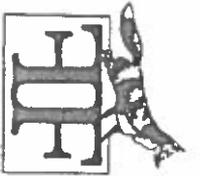


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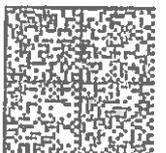
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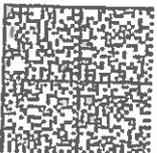
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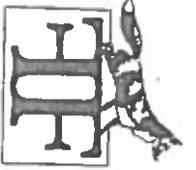
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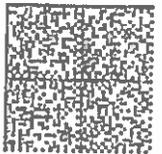


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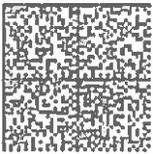


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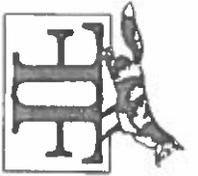


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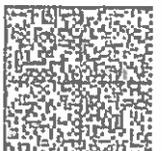


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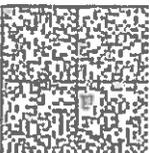


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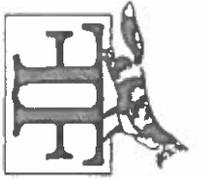


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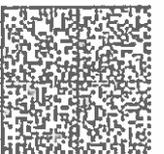
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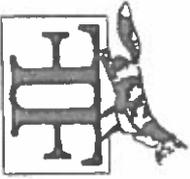
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CITY COMMISSION AGENDA ITEM

SUBJECT:

REQUEST to amend Contract for Purchase and Sale between City of Palatka and Riverfront Development Group, LLC - Joseph C. "Corky" Diamond, Manager

SUMMARY:

This request was heard and discussed by the Commission at its January 14th and 28th meetings. At the January 28th meeting a motion was made by Commissioner Norwood, seconded by Commissioner Brown, to gather additional information, direct the City Manager and City Attorney to meet with and hold dialogue with Mr. Diamond, and bring this back for determination at a later date.

Mr. Suggs and Mr. Holmes have met with Mr. Diamond and his counsel. The results of those meetings will be discussed.

RECOMMENDED ACTION:

Discussion and possible action on request for contract amendment.

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	2/10/2016 - 10:42 AM