

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 March 10, 2016

CALL TO ORDER:

- a. **Invocation** – The Reverend John Iskat, Pastor; Faith Baptist Church of Palatka
- b. **Pledge of Allegiance**
- c. **Roll Call**

APPROVAL OF MINUTES – 2/11/16

1. PUBLIC RECOGNITION/PRESENTATIONS

- a. **PROCLAMATION** – Women's History Month
- b. **PROCLAMATION** – Colorectal Cancer Awareness Month – Mary Garcia, Putnam Co. Health Dept.
- c. **PROCLAMATION** – Brain Awareness Week – March 14 – 20 – Pilot Club of Palatka
- d. **INTRODUCTION** – Leslie Dougher, Candidate, State House District 19
- e. **STUDENT OF THE MONTH – March, 2016** – Mayor Hill & Commissioner Campell

| | |
|---------------------|--|
| Madeline Rotenberry | Browning Pearce Elementary School |
| Rylee Kenyon | C. L. Overturf, Jr. 6th Grade Center |
| Audrey Scranton | Children's Reading Center Charter School |
| Dustin Hawkins | E. H. Miller School |
| Jason Purcell | James A. Long Elementary School |
| Colten Eddins | Jenkins Middle School |
| Olivia Wilkenson | Kelley Smith Elementary School |
| Emma Mills | Mellon Elementary School |
| George Coupal | Moseley Elementary School |
| Derris Lee | Palatka High School |
| Luke Tincher | Peniel Baptist Academy |
| Leslie Sims | Putnam Academy of Arts and Sciences |
| Kelly Ann Fox | Putnam Edge High School |

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

3. CONSENT AGENDA

- *a. **Adopt Resolution No. 2016-12-20** authorizing the Mayor and City Clerk to execute and attest Change Order No. 8 with Scherer Construction of North Florida, LLC in the amount of \$9,452.00 to provide for necessary ingress and egress per the Florida Building Code associated with hangar improvements at the Palatka Municipal Airport (100% grant funded)
- *b. **Adopt Resolution No. 2016-12-21** authorizing reduction of the Code Enforcement fine/lien levied against 4510 W. Madison Street from \$26,625 to \$1,000 plus \$150 for cost of prosecution, provided the reduced fine is paid within 30 days of this action
- *c. **Adopt Resolution No. 2016-12-22** granting an exception to the prohibition of schools within the City's Airport Educational Facilities Restriction Zone to Putnam EDGE High School to allow their utilization of 600 College Road for a charter high school.

- * 4. **RESOLUTION** authorizing execution of Amendment #1 to Contract for Purchase and Sale between City of Palatka and Riverfront Development Group, LLC – Adopt

AGENDA - CITY OF PALATKA

March 10, 2016

Page 2

5. **DISCUSSION - Cemetery Benches**
6. **CITY MANAGER & ADMINISTRATIVE REPORTS**
 - a. **Police Chief's Report – Jason Shaw, Chief of Police**
7. **COMMISSIONER COMMENTS**
8. **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 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
July 4 – City offices closed for 4th of July Holiday
Aug. 18 – 20 – FLC Annual Conference – Hollywood FL

Board Openings:

Gas Authority Board – 1 Vacancy (at large)
Tree Committee – 1 Vacancy (at large)
BOCC Library Board – 1 vacancy (at large)
Code Enforcement Board – 1 vacancy (alternate)
Board of Zoning Appeals – 1 vacancy (at-large)
Planning Board – 1 Vacancy (at large)

CITY OF PALATKA



Proclamation

WHEREAS, American women of every race, class, and ethnic background have made historic contributions to the growth and strength of our Nation in countless recorded and unrecorded ways. They have played and continue to play a critical economic, cultural, and social role in every sphere of the life of the Nation by constituting a significant portion of the labor force working inside and outside of the home; and

WHEREAS, American women have played a unique role throughout the history of the Nation by providing the majority of the volunteer labor force of the Nation, and were particularly important in the establishment of early charitable, philanthropic, and cultural institutions in our Nation; and

WHEREAS, the 2016 theme, “Working to Form a More Perfect Union: Honoring Women in Public Service and Government” honors women who have shaped America’s history and its future through their public service and government leadership; and

WHEREAS, American women of every race, class, and ethnic background served as early leaders in the forefront of every major progressive social change movement, not only in securing their own rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement, and other movements, especially the peace movement, which created a more fair and just society for all.

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

WOMEN’S HISTORY MONTH

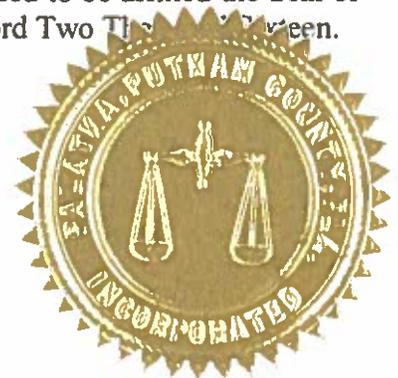
In the City of Palatka, and we call upon its citizens to observe this month with appropriate programs, ceremonies, and activities that honor the history, accomplishments, and contributions of American women. As we make headway on the crucial issues of our time, let the courageous vision championed by women of past generations inspire us to defend the dreams and opportunities of those to come. By positively impacting the lives of our mothers, sisters, wives and daughters, we will enrich the lives and prospects of our fathers, brothers, husbands, and sons.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the City of Palatka, Florida on this 10th day of March, in the Year of Our Lord Two Thousand and Fifteen.

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

PALATKA CITY COMMISSION

By: Terrill L. Hill, MAYOR



CITY OF PALATKA



Proclamation

WHEREAS, the Pilot Club of Palatka is one of more than 530 clubs chartered through Pilot International, a global organization of executive, business and professional leaders working together to improve the quality of life in local communities throughout the world by providing guidance and encouragement to our communities through sponsorship of safety and awareness programs, especially as they related to brain-related disorders; and

WHEREAS, each year thousands of Floridians are diagnosed with devastating disorders of the brain and nervous system, including Alzheimer's disease, aging, stroke, alcohol and drug addiction, spinal cord injury, autism, schizophrenia and mood disorders, all of which cause considerable pain and suffering for these victims and their families; and

WHEREAS, in this century we are embarking on a new era of discovery based on the rapid progress being made in studies of the brain and the powerful new tools available to neuroscientists, greatly benefiting people who are incapacitated by spinal cord injuries, depressive disorders, epileptic seizures, Parkinson's Disease, Huntington's Disease, muscular dystrophy, cystic fibrosis and other life threatening disorders; and

WHEREAS, new insights from neuroscience research will give us a more concise understanding of how people become addicted to drugs and thereby provide more effective treatments for those with chemical dependence; and

WHEREAS, hundreds of scientists at Florida's premier universities, private colleges and research institutes are at the forefront of many promising efforts being made to better understand the complexities of the brain, find better treatment for brain disease, reduce the cost of diagnosis and treatment of neurological conditions, and implement cures.

NOW, THEREFORE, I, Terrill L. Hill, Mayor of the City of Palatka, Florida, together with the members of the Palatka City Commission, do hereby proclaim the week of March 14 – 20, 2016 as

BRAIN AWARENESS WEEK

In the City of Palatka, calling this observance to the attention of our citizens, and commending the Pilot Club of Palatka for their dedication to raising the community's awareness of brain-related disorders and their efforts to help relieve the suffering of victims of brain-related illness and disease.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Palatka to be affixed this 10th day of March, 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, the National Colorectal Cancer Roundtable, the Centers for Disease Control & Prevention, the Cancer Research Foundation of America, and the American Digestive Health Foundation and The Whitehouse have joined together to encourage Americans to observe March 2016 as National Colorectal Cancer Awareness Month; and

WHEREAS, colorectal cancer is the second most common cancer diagnosed in men and women in the United States. One in 20 people will develop colon cancer and every 10 minutes a life is lost to this disease. While anyone can get colorectal cancer, the risk increases with age. Nine out of ten cases occur in people over 50 years old, and the likelihood is also greater for people of African-American or Eastern European descent and those with inflammatory bowel disease or a family history of colorectal cancer; and

WHEREAS, less than 65 percent of Floridians above age 50 receive annual screenings for colorectal cancer. Symptoms can include stomach pain, aches, or cramps that do not go away and weight loss without a known cause. Yet many cases have no symptoms, especially early on, when it can be prevented or more effectively treated, so it is crucial for people of all ages to discuss colorectal cancer with their doctors and those at risk to get regular screenings, which are now covered by most health insurance plans for adults ages 50 to 75 at no out-of-pocket cost to the patient; and

WHEREAS, the Florida Department of Health and Senior Services, Bureau of Cancer Control in partnership with the Florida Cancer Consortium, the American Cancer Society, and the Center for Disease Control & Prevention remain committed and dedicated to inform the public about colorectal cancer prevention and screening.

NOW, THEREFORE, I, Terrill L. Hill, Mayor of the City of Palatka, Florida, together with the members of the Palatka City Commission, hereby endorse, declare and designate the Month of March 2016 as

COLORECTAL CANCER AWARENESS MONTH

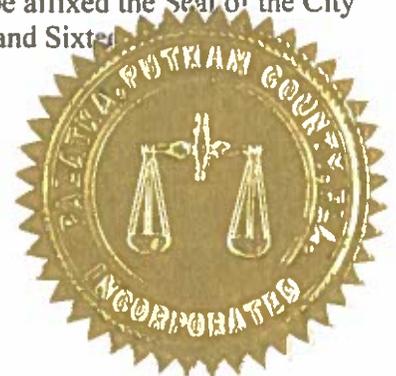
in the City of Palatka, and hereby encourage the citizens of Palatka to observe the month by contacting the Putnam County Health Department to inquire about colon cancer screening programs available locally as well as any other information regarding the prevention and control of colorectal cancer.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the City of Palatka, Florida on this 10th day of March, 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 COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No. 2016-12-20 authorizing the Mayor and City Clerk to execute and attest Change Order No. 8 with Scherer Construction of North Florida, LLC in the amount of \$9,452.00 to provide for necessary ingress and egress per the Florida Building Code associated with hangar improvements at the Palatka Municipal Airport (100% grant funded)

SUMMARY:

The City awarded a base contract to Scherer Construction of North Florida, LLC to construct an eight (8) unit T-Hangar Building, two (2) unity T-Hangar addition, widen the Hangar apron pavement and one (1) box hangar addition with future toilet room utilities. The proposed project is 100% funded by the Florida Department of Transportation.

The proposed change order includes costs for the installation of a door required by the Florida Building Code and associated costs (i.e. demolition, framing, paint, hardware, exit sign, concrete stoop). This change order proposal increases the contract price by \$9,452 bringing the total Scherer contract price to \$908,477.28. The total project cost is currently \$1,527,304.03. Total available grant funds are \$1,528,303.40.

RECOMMENDED ACTION:

Adopt a resolution authorizing the Mayor and City Clerk to execute and attest Change Order No. 8 with Scherer Construction of North Florida, LLC in the amount of \$9,452.00 to provide for necessary ingress and egress per the Florida Building Code associated with hangar improvements at the Palatka Municipal Airport (100% grant funded)

ATTACHMENTS:

| Description | Type |
|----------------------------|-----------------|
| ▢ Scherer CO #8 Resolution | Resolution |
| ▢ Change Order #8 | Backup Material |

REVIEWERS:

| Department | Reviewer | Action | Date |
|-------------------|--------------------|----------|--------------------|
| Grants & Projects | Griffith, Jonathan | Approved | 3/1/2016 - 1:12 PM |
| City Clerk | Driggers, Betsy | Approved | 3/1/2016 - 3:24 PM |

RESOLUTION No. 2016

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AND ATTEST CHANGE ORDER NO. 8 WITH SCHERER CONSTRUCTION OF NORTH FLORIDA, LLC IN THE AMOUNT OF \$9,452.00 TO PROVIDE FOR NECESSARY INGRESS AND EGRESS PER THE FLORIDA BUILDING CODE ASSOCIATED WITH HANGAR IMPROVEMENTS AT THE PALATKA MUNICIPAL AIRPORT

WHEREAS, on December 18, 2014 the **City** received and opened bids for construction of Palatka Municipal Airport Hangar Improvement Project, which is 100% funded by FDOT; and

WHEREAS, the apparent lowest and best bid for said project, in the opinion of Passero Associates, its airport engineers, was submitted by Scherer Construction of North Florida, LLC in the amount of \$2,817,036.76; and

WHEREAS, on January 22, 2015 the **City** awarded a contract to Scherer Construction of North Florida, LLC in the amount of \$1,219,966.66, and

WHEREAS, City Staff and Airport Engineers have negotiated terms of a contract change order with Scherer Construction to install a door for emergency ingress and egress as required by the Florida Building Code for said **Project**; and

WHEREAS, the current contract price is \$899,025.28 and the new total contract price with Scherer Construction shall be \$908,477.28 for said **Project**; and

WHEREAS, the **City** deems it reasonable and necessary to authorize Change Order #8 in the amount of \$9,452.00 with Scherer Construction of North Florida, LLC for said **Project**.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida that the Mayor and City Clerk are hereby authorized to execute and attest the Scherer Construction of North Florida, LLC Change Order #8 in an amount not to exceed \$9,452.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 10th day of March 2016.

CITY OF PALATKA

By: Its MAYOR

ATTEST:

CITY CLERK



2504 NW 71 Place
Gainesville, FL 32653
Tel: 352-371-1417
Fax: 352-338-1018
License No. CGC057622
www.schererconstruction.com

Change Order Proposal #08

December 30, 2015

City of Palatka
201 N. Second Street
Palatka, Florida 32177

Subject: Change Order Proposal #08
Misc. Scope Changes, Palatka Municipal Airport
FDOT Project # 434748-1 & 434749-1

Please accept this cost proposal to add the following work changes:

- 1.) Add additional 3070 door to two unit hangar per the building inspectors request. Work includes preparing new framed opening, new door, hardware, exit sign, installation of new concrete stoop (Demo plus tie-in of new).
- 2.) Additional painting scope required to finish the steel counter weight beams on the exterior of the new hydraulic hangar doors. This scope was not identified in the contract documents and thus is an addition.

No additional time is required for this change.

The total cost of the work is: \$9,452

Sincerely,
Scherer Construction of NF, LLC


Jeff Godman
Project Manager

| | |
|--|--|
| APPROVED BY: | |
| City of Palatka | |
| _____ | |
| Authorized By | |
| _____ | |
| Date | |
| Passero Associates, LLC | |
|  | |
| Authorized By | |
| 12/30/2015 | |
| Date | |



CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No. 2016-12-21 authorizing reduction of the Code Enforcement fine/lien levied against 4510 West Madison Street from \$26,625 to \$1,000 plus \$150 for cost of prosecution, provided the reduced fine is paid within 30 days of this action.

SUMMARY:

The case for 4510 West Madison Street was started April 6, 2012 for Minimum Maintenance Standards. It was brought to the Code Enforcement Board on May 24, 2012 and a daily fine of \$25 began running June 27, 2012. On July 31, 2012 the fine was recorded in the Findings of Fact, Conclusions of Law (see copy attached).

Michael Simpson purchased the property April 18, 2015 by tax deed. Mr. Simpson was not aware of the Code Enforcement lien prior to the purchase. Mr. Simpson contacted Code Enforcement Officer Jones for instructions on what would need to be done to bring the property into compliance. Repairs were promptly done by Mr. Simpson. The property was found to be in compliance May 27, 2015. The daily fine of \$25 ran from June 27, 2012 until date of compliance May 27, 2015 for a total of 1065 days and a total fine of \$26,625 accrued.

Mr. Simpson appeared at the May 27, 2015 Code Enforcement Board meeting and requested the fine be reduced. He stated that he was in the hole regarding this property.

As a result of the request, the Code Enforcement Board voted unanimously to recommend a reduction of the fine to \$1,000, plus \$150 for the Cost of Prosecution provided the fine is paid within 30 days of the reduction. If the reduced fine is not paid within 30 days of this action, the fine will revert to \$26,625.

RECOMMENDED ACTION:

Adopt the resolution authorizing the reduction of the Code Enforcement fine levied against 4510 West Madison Street from \$26,625 to \$1,000 plus \$150 for the Cost of Prosecution provided fine is paid within 30 days after passage of this Resolution, or the fine returns to \$26,625.

ATTACHMENTS:

| Description | Type |
|--------------------|-------------|
| ▣ Resolution | Resolution |
| ▣ Findings of Fact | Cover Memo |

REVIEWERS:

| Department | Reviewer | Action | Date |
|-------------------|-----------------|---------------|---------------------|
| Police | Shaw, Jason | Approved | 3/3/2016 - 9:58 AM |
| City Clerk | Driggers, Betsy | Approved | 3/3/2016 - 11:05 AM |

RESOLUTION NO. 2016-12-21

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
GRANTING A REDUCTION IN THE AMOUNT OF CODE
ENFORCEMENT FINES ASSESSED TO 4510 WEST MADISON
STREET FROM \$26,625 TO \$1,000 PLUS \$150 FOR COST OF
PROSECUTION PROVIDED THE FINE IS PAID WITHIN 30
DAYS OF THIS ACTION**

WHEREAS, after due notice to the property owner of 4510 West Madison Street was provided, the Palatka Code Enforcement Board levied a daily fine of \$25/day upon said property as it was found that the property was in violation of Section 18-242 and 30-64 of the Palatka Municipal Code, according to the Finding of Fact, Conclusions of Law and Order dated May 23, 2012; and

WHEREAS, Michael Simpson, Respondent and property owner, has made a request to the Palatka Code Enforcement Board to reduce the Code Enforcement Fine from \$26,625 to \$1,000, plus \$150 for Cost of Prosecution, as the property has been brought into compliance and the daily fine stopped accruing on May 27, 2015 once the property was cleaned up; and

WHEREAS, at its regular May 27, 2015 meeting, the Palatka Code Enforcement Board voted 6-0 to recommend to the Palatka City Commission to reduce the \$26,625 accrued fine to \$1,000 plus \$150 for Cost of Prosecution if the fine is paid within 30 days of this action and recording of the lien is not required; and

WHEREAS, the Palatka City Commission finds that the approval of the recommended reduction in fine described herein is in the best interest of the property owner, the City of Palatka and its citizens, and deems it appropriate to reduce the amount of Code Enforcement Fine imposed upon 4510 West Madison Street as recommended by the Palatka Code Enforcement Board.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF PALATKA, FLORIDA, that the Code Enforcement Fine levied against 4510 West Madison Street be reduced from \$26,625 to \$1,000 plus \$150 for Cost of Prosecution, provided the reduced fine is paid within 30 days after passage of this Resolution.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this 10th day of March, 2016.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CODE ENFORCEMENT BOARD OF THE
CITY OF PALATKA, FLORIDA

CITY OF PALATKA, Petitioner,

COMPLAINT NO. 12-36

vs

Heirs of Patricia A. Cave., Respondent(s)

Inst. 201254754911 Date: 7/31/2012 Time: 3:46 PM
DC, Tim Smith, Putnam County Page 1 of 1 B: 1323 P: 1808

FINDING OF FACT, CONCLUSIONS OF LAW AND ORDER

THIS CAUSE having come before the Board for public hearing on May 23, 2012, after due notice to the Respondent; and, the Board having received sworn testimony and evidence at said hearing; it is now,

DETERMINED THAT:

I. FINDINGS OF FACT AND CONCLUSIONS OF LAW:

- a) The Respondent(s) is the owner of property described as 4510 West Madison Street, Putnam County Tax parcel number 02-10-26-7720-0170-0060, located within the City of Palatka, Putnam County, Florida.
- b) Conditions at the property at issue constituted violations of Section 30-32 Weeds, Debris, Prohibited Conditions and Section 30-166 Minimum Maintenance Standards, of the Palatka Municipal Code.
- c) The Respondent(s) was previously notified of the above-described code violations but failed to correct the violations prior to the hearing at which this matter was considered.

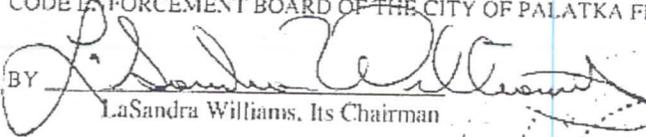
IT IS ACCORDINGLY ORDERED THAT:

II. ORDER:

- a) The Respondent(s) shall correct the conditions which constitute the code violations described above on or before the 27th day of June, 2012, or if said conditions are not corrected, a fine in the amount of \$25.00 per day is hereby assessed and levied on the above-described property, effective on the 27th day of June, 2012, to continue until the conditions are corrected.
- b) Administrative costs will be assessed after the property is brought into compliance.
- c) The fine described in paragraph a), as well as the costs described in paragraph b), shall constitute a lien upon the property described herein when this document is recorded within the official records of Putnam County, Florida.

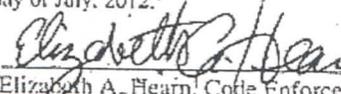
DONE AND ORDERED this 23rd day of May, 2012, at Palatka, Putnam County, Florida.

CODE ENFORCEMENT BOARD OF THE CITY OF PALATKA FLORIDA

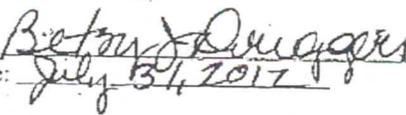
BY 
LaSandra Williams, Its Chairman

I HEREBY CERTIFY that a true and correct copy of the above and foregoing Findings of Fact, Conclusions of Law and Order has been furnished by Certified mail, Regular mail, to the Respondent and/or authorized representative at 4510 West Madison Street, Palatka, FL, 32177 this 31st day of July, 2012:

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


Elizabeth A. Hearn, Code Enforcement Officer

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

By:  City Clerk.

Date: July 31, 2012



CODE ENFORCEMENT BOARD Meeting Minutes

Minutes for the May 27, 2015 Meeting

Meeting called to order at 4:14 p.m. by Chairperson LaSandra Williams.

Members present: Michael Gagnon, Andrew Kiley and Betty Kelly

Members absent: Leroy Miles, John Lyon, Pat Wilson Johnny Brown

Also present: Code Enforcement Officer Laura Jones, Interim Chief James Griffith, City Attorney Don Holmes and Recording Secretary Meghan Warman

APPROVAL OF MINUTES

All voting members were in favor of accepting the minutes of the March 25, 2015 meeting, motion carried.

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

NEW BUSINESS

Case 201500013

1812 Eagle Street (37-10-26-6850-3420-0070)

Owner: Heirs of Maggie Mathis c/o Arsmer Leonard

Section 30-166 Minimum Maintenance Standards

Exterior of house needs repairs and needs to be painted. Yard is overgrown with weeds.

Code Enforcement Officer Jones requests a daily fine of \$25.00 be levied against this property.

Ms. Jones testified to dates and actions and presented photo evidence on this case. She recommended that if the violation is not corrected by the June 24, 2015 CEB meeting a daily fine in the amount of \$25.00 per day be enacted.

Motion made by Betty Kelly and seconded by Andrew Kiley to find that the code violations alleged by the Code Enforcement Officer in fact exist and that if the violations are not corrected by June 24, 2015, a fine in the amount of \$25.00 per day be assessed. All members present voted affirmative, motion carried.

Case 201300041

107 Madison Street (42-10-27-6850-0050-0014)

Owner: Timothy R. Smith

Section 54-80 Historic District Property Maintenance/Repair

Section 30-175 Auxiliary Structures (b)

Section 30-32 Weed, Debris, Prohibited Conditions



CODE ENFORCEMENT BOARD Meeting Minutes

This property has a daily fine running effective 6/26/13 for a total to date of \$17,525. Code Enforcement Officer Jones requests taking this to the city attorney Don Holmes to start foreclosure proceedings.

Ms. Jones testified to dates and actions for this case. She recommended that a foreclosure action be pursued for the property.

Motion made by Michael Gagnon and seconded by Betty Kelly to direct the City attorney Don Holmes to file a motion to foreclose the lien on the property. All members present voted affirmative, motion carried.

Case 201200036

4510 W. Madison Street (02-10-26-7720-0170-0060)

Michael Simpson purchased this property through Tax Deed sale 4/8/15. Mr. Simpson is requesting a reduction of the daily fine of \$26,625.00, this fine of \$25.00 a day has been running since June 27, 2012.

Mr. Simpson was present at the meeting to request a reduction in the daily fine. The property was purchased by Tax Deed sale and Mr. Simpson was not aware of the lien on the property until after purchase. The property was brought into compliance as of May 27, 2015.

Michael Gagnon suggested that the fine be reduced to \$5000 plus Cost of Prosecution. Mr. Simpson stated that he couldn't pay that. He was already in the hole regarding this property. He asked the Board to please reconsider that. Further discussion ensued regarding how much money Mr. Simpson has already paid into the property and the procedures of the Code Enforcement Board and the criteria for which they base their recommendations on for lien reduction.

Motion made by Michael Gagnon and seconded by Andrew Kiley to recommend to the City Commission that the fine be reduced to \$1000 plus the Cost of Prosecution. CEO Jones calculated the Cost of Prosecution to be \$150 for the site visits and filing costs. Michael Gagnon amended his motion to recommend to the City Commission that the fine be reduced to \$1000 plus \$150 for the Cost of Prosecution. Seconded by Andrew Kiley. All members present voted affirmative, motion carried.

With no further business, meeting adjourned at 4:43 p.m.



CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No. 2016-12-22 granting an exception to the prohibition of schools within the City's Airport Educational Facilities Restriction Zone to Putnam EDGE High School to allow their utilization of 600 College Road for a charter high school.

SUMMARY:

Putnam EDGE High School has requested an exception to the prohibition of schools within the City's Airport Educational Facilities Restriction Zone to allow their utilization of 600 College Road for a charter high school. This item was referred to the Commission from the City's Planning Board, which recommended approval unanimously.

Policy A.1.1.6d of the City's Comprehensive Plan Future Land Use Element prohibits educational uses within an area identified as the Airport Educational Facilities Restriction Zone. The EDGE high school has requested to locate at 600 College Road, within this Zone. The State Statute which required the City's adoption of this Zone [333.03(3)] allows the City Commission to grant exceptions to this prohibition when a finding is made that public policy reasons for allowing such uses outweigh health and safety concerns intended by the prohibition.

Staff believes that the risks of plane crashes at this location are reduced due to the site's location more than 3,000 feet from the secondary and little-used north-south runway. The City's Airport Director and other city department heads have reviewed the request and did not raise any objections. There are currently multiple larger buildings that are already utilized for assembly of people within the Airport Educational Facilities Restriction Zone, including buildings associated with the St. Johns River State College as well as several large churches, the City's main library, several apartment complexes and assisted living facilities.

The School's trustees have agreed to formalize an agreement that waives any right of objection by the school for future airport runway expansion or intensification. The School's trustees have also agreed to notify all students attending the school and their parents, along with school employees of the restriction zone and this exception. These are all factors that are public policy reasons that outweigh health and safety concerns intended by the Zone.

RECOMMENDED ACTION:

Adopt the resolution allowing a charter high school at 600 College Road, within the Airport Educational Facilities Restriction Zone, with the finding that public policy benefits of this location outweigh health and safety concerns that would prohibit such

a location.

ATTACHMENTS:

| Description | Type |
|------------------------|-------------------|
| ▫ Resolution | Resolution |
| ▫ PB Staff Report | Executive Summary |
| ▫ Restriction Zone Map | Backup Material |
| ▫ Resolution | Resolution |

REVIEWERS:

| Department | Reviewer | Action | Date |
|-------------------|-----------------|---------------|---------------------|
| Planning | Crowe, Thad | Approved | 3/2/2016 - 2:00 PM |
| City Clerk | Driggers, Betsy | Approved | 3/3/2016 - 10:04 AM |

RESOLUTION NO. 2016-12-22

A RESOLUTION OF THE CITY OF PALATKA ALLOWING AN EDUCATIONAL FACILITY IN THE FORM OF A CHARTER HIGH SCHOOL TO LOCATE AT 600 COLLEGE ROAD, WITHIN THE CITY'S AIRPORT EDUCATIONAL FACILITIES RESTRICTION ZONE, WITH THE FINDING THAT PUBLIC POLICY BENEFITS OF THE SCHOOL LOCATION OUTWEIGH HEALTH AND SAFETY CONCERNS THAT PROHIBIT SUCH A LOCATION

WHEREAS, Policy A.1.1.6d of the City's Comprehensive Plan Future Land Use Element prohibits educational uses within an area identified as the Airport Educational Facilities Restriction Zone; and

WHEREAS, a charter high school has requested to locate at 600 College Road, within the Airport Educational Facilities Restriction Zone; and

WHEREAS, Florida Statute 333.03(3) allows the granting of exceptions to the prohibition of schools within this Zone when there is a determination by the political subdivision administering zoning regulations that the public policy reasons for allowing such uses outweigh health and safety concerns that prohibit such a location; and

WHEREAS, the risks of plane crashes at this location are reduced due to the site's location more than 3,000 feet from the secondary and little-used north-south runway; and

WHEREAS, the City's Airport Director and other city department heads have reviewed the request and did not raise any objections; and

WHEREAS, there are currently multiple larger buildings that are already utilized for assembly of people within the Airport Educational Facilities Restriction Zone, including buildings associated with the St. Johns River State College as well as several large churches, the City's main library, several apartment complexes and assisted living facilities; and

WHEREAS, the School's trustees have agreed to waive and relinquish, on behalf of the school, any right which they might possess, now or in the future, to object to airport operations, or to any increase, intensification, or enhancement of same, and

to evidence said waiver in a written instrument binding upon themselves and their successors; and,

WHEREAS, the School's trustees have agreed to notify all students attending the school and their parents, along with school employees of the restriction zone and this exception; and

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

Section 1: That the City Commission allows a charter high school to locate at 600 College Road, within the Airport Educational Facilities Restriction Zone, with the finding that the public policy benefit of this action will outweigh potential health and safety concerns, upon the specific condition that the school, through its authorized representatives, waive any right which it might otherwise possess, now or in the future, to object to airport operations, or to any increase, intensification, or enhancement of same, and to evidence said waiver in a written instrument which is binding upon the school, its representatives, and any successor.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this 10th day of March, 2016.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

Case 16-10

Request for exception to educational uses in Airport Restriction Zone
600 College Rd.

STAFF REPORT

DATE: February 22, 2016
TO: Planning Board members
FROM: Thad Crowe, AICP
Planning Director

APPLICATION REQUEST

Request for exception to development prohibition of educational facilities within the Airport Educational Restricted Zone. Courtesy public notice included posting of the property.



Figure 1: Property Location

APPLICATION BACKGROUND

Florida Statute 333.03(3) required Florida jurisdictions with nearby airports to restrict uses within the runway paths, going out five miles (which includes most of the City). The City adopted Policy A.1.1.6d (below) to implement this law in 2012.

Comprehensive Plan, Future Land Use Policy A.1.1.6d

The City shall not allow new public or private primary or secondary educational facilities within the Educational Restricted Zone, as indicated by Map A-8 in the Future Land Use Map series, except for improvements and additions to existing facilities approved in a state college campus master plan as amended on an ongoing basis in the future, or aviation-related educational facilities. (Ord. # 12-20)

As noted in the shaded text below, Statute 333.03(3) provides a basis for appeal to this policy.

(3) In the manner provided in subsection (1), airport zoning regulations shall be adopted which restrict new incompatible uses, activities, or construction within runway clear zones, including uses, activities, or construction in runway clear zones which are incompatible with normal airport operations or endanger public health, safety, and welfare by resulting in congregations of people, emissions of light or smoke, or attraction of birds. Such regulations shall prohibit the construction of an educational facility of a public or private school at either end of a runway of a publicly owned, public-use airport within an area which extends 5 miles in a direct line along the centerline of the runway, and which has a width measuring one-half the length of the runway. Exceptions approving construction of an educational facility within the delineated area shall only be granted when the political subdivision administering the zoning regulations makes specific findings detailing how the public policy reasons for allowing the construction outweigh health and safety concerns prohibiting such a location.

The Airport Educational Restriction Zone (Map A-8 of the Comprehensive Plan Future Land Use Map series) is shown below.

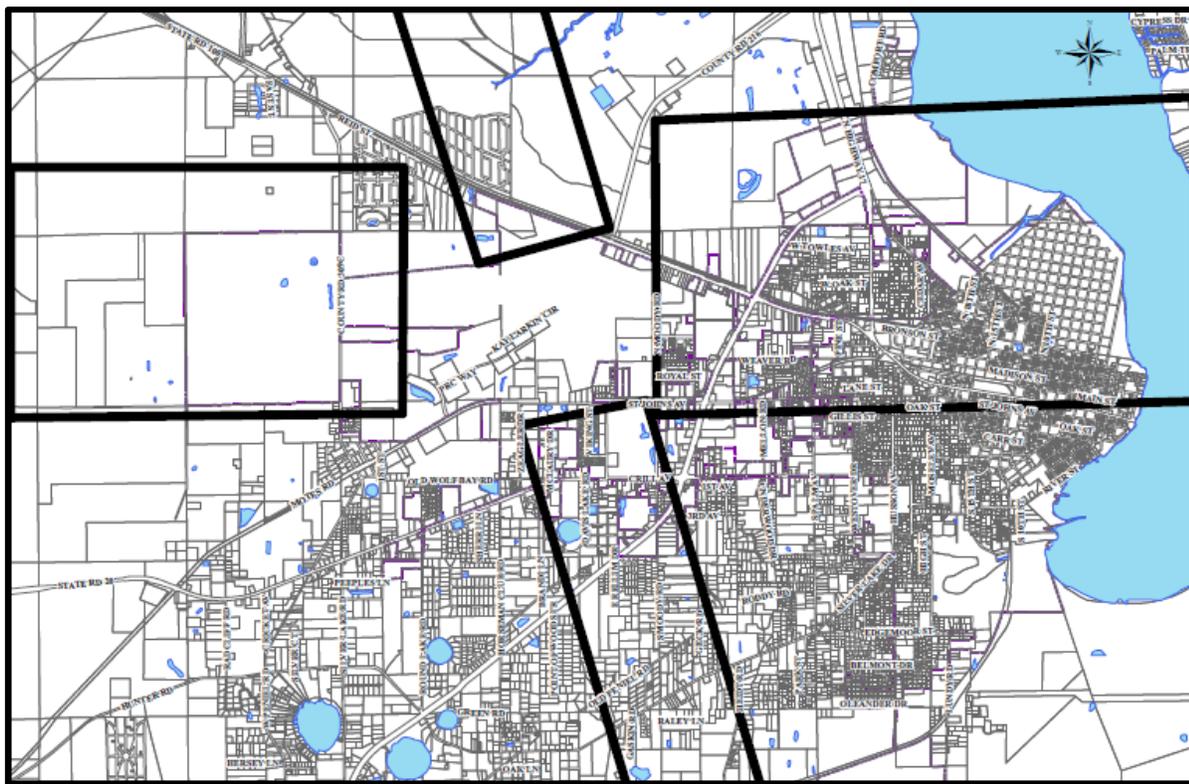


Figure 1: Airport Educational Restriction Zone

The EDGE High School has purchased this property and is seeking to start classes this upcoming (2016) fall semester. The Statute requires that exceptions to this prohibition are only allowed by the governing body of the jurisdiction (City Commission) with the findings that the public policy reasons for allowing the use outweigh health and safety concerns.

PROJECT ANALYSIS

Beneficial public policy resulting from the location of the EDGE High School at this location within the Airport Restricted Zone include: increased educational opportunities and potential for positive interaction with the St. Johns River State College and Putnam County library. Negative public policy pertains to the risk of an airplane crash at the site, with potential injuries increased by the concentration of students. As the Airport Director put it (see below), this risk is minimal, since the site is located more than 3,000 feet away from the rarely-used auxiliary (north-south) runway.

“We stood our annual airfield inspection today which was conducted by Mr. Dave Roberts from Tallahassee. Dave is well versed in airport and airspace regulations. I informed him about the plan to build (locate rather) the school Pat is interested in and told him it lay directly under the extended centerline of runway 17/35.

Interestingly, Dave informed me that Florida Statute 33 is changing and will do away with the educational safety zone!

I would recommend a little more research to ensure the change goes through as Dave tells me that the change is in negotiation in the Florida legislature but that it should pass and the education facility restriction should be removed. I think he said individual Cities may mandate a restriction zone but the state will not anymore.

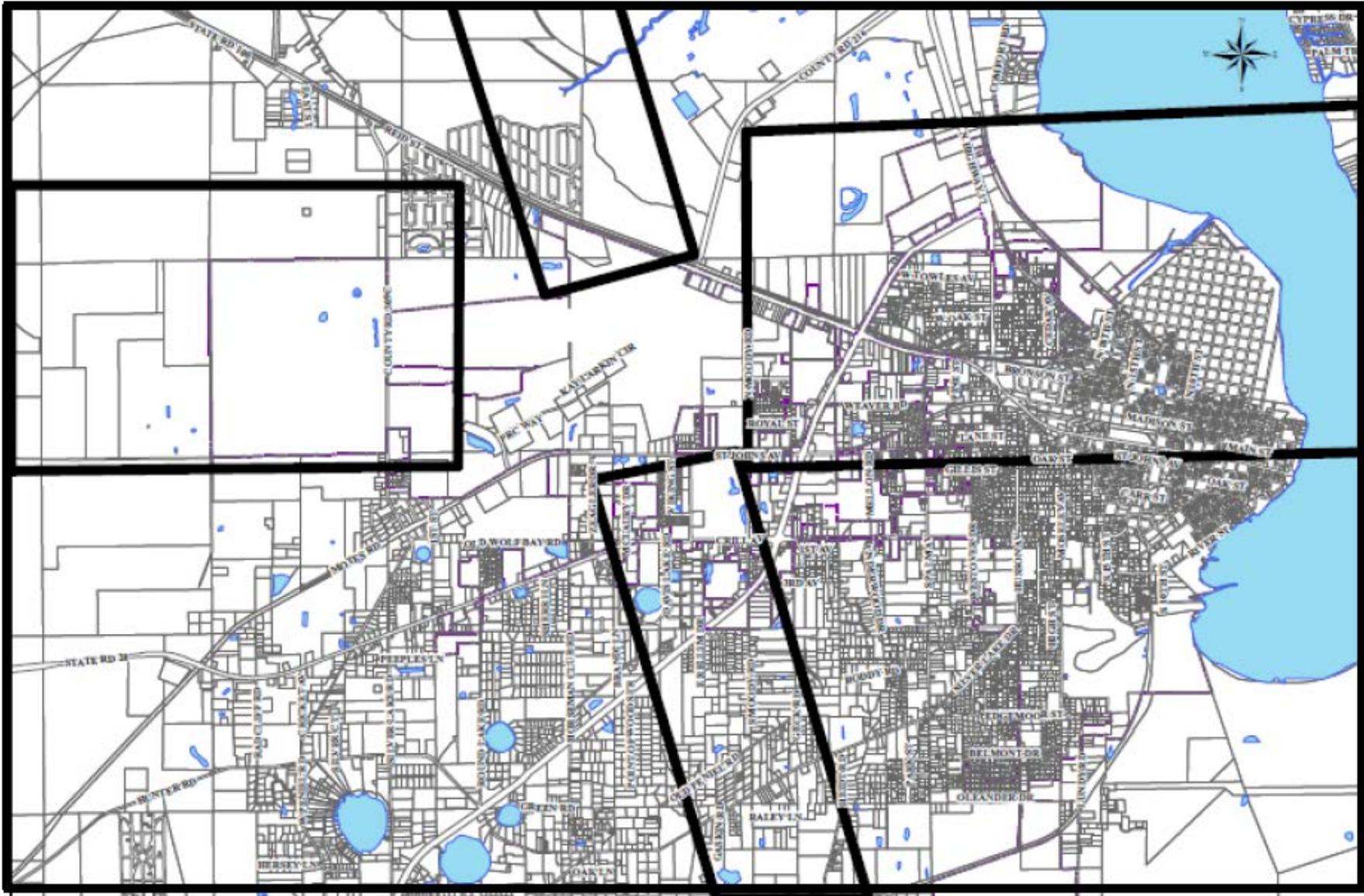
My opinion on the matter is...the statistical probability of an accident in the vicinity of the school is so so miniscule and I would allow the school to locate in its intended location” (Feb. 15, 2016 email from John Youell, Airport Director).

In a related matter, the C-2 zoning for the property allows schools as a conditional use, and the Applicant will have to seek such approval from the Board. As an alternative, Staff has also informed the Applicant that they can seek an interpretation that the EDGE high school is a vocational school and thus allowed by right in the C-2 zoning.

STAFF RECOMMENDATION

Finding that public policy benefits outweigh safety factors, Staff recommends approval of an exception allowing the EDGE high school to be located at 600 College Rd. within the Airport Restricted Zone.

AIRPORT EDUCATIONAL FACILITIES RESTRICTION ZONE



DISCLAIMER:
This information is provided as a visual representation only and is not intended to be used as legal or official representation of legal boundaries. The City of Palatka assumes no responsibility associated with its use.

FIGURE A-8
2020 Comprehensive Plan
Future Land Use Element
Airport Educational Facilities Restriction Zone Map

Map Date: FEB. 2012





CITY COMMISSION AGENDA ITEM

SUBJECT:

RESOLUTION accepting and authorizing execution of Amendment No. 1 to the Contract for Purchase and Sale between City of Palatka and Riverfront Development Group for the 100 Block Buildings - Adopt

SUMMARY:

Discussions took place between the Palatka City Commission and representatives of Riverfront Development Group on January 14, January 28, February 11 and February 25 regarding a proposed amendment to the Contract for Purchase and Sale between City of Palatka and Riverfront Development Group for what is commonly known as The 100 Block of Reid Street - Development Areas 1 and 2 (historic buildings and a portion of the parking lot), which was originally executed on August 1, 2013. On 2/25/16 the Commission agreed to a revised contract amendment which was presented to the Commission 2/25, but amended to note that the repurchase price of the buildings would be revised from \$150,000 to \$1.00 (one dollar). This revision removes the requirement for a Letter of Credit and includes all the changes made by the City Attorney prior to the meeting and shown in the draft.

RECOMMENDED ACTION:

Adopt a resolution accepting and authorizing execution of Amendment No. 1 to the Contract for Purchase and Sale between City of Palatka and Riverfront Development Group for the 100 Block Buildings

ATTACHMENTS:

| Description | Type |
|-----------------------------|-------------|
| ▫ Resolution | Resolution |
| ▫ RDG Contract Amendment #1 | Exhibit |

REVIEWERS:

| Department | Reviewer | Action | Date |
|-------------------|-----------------|---------------|--------------------|
| City Clerk | Driggers, Betsy | Approved | 3/1/2016 - 3:21 PM |
| City Clerk | Driggers, Betsy | Approved | 3/1/2016 - 3:21 PM |

RESOLUTION No. 2016-12-

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, ACCEPTING AND ADOPTING AMENDMENT No. 1 TO THE CONTRACT FOR PURCHASE AND SALE FOR AREAS 1 AND 2 CONTAINED IN RFP 13-002, COMMONLY KNOWN AS THE 100 BLOCK OF REID STREET, TO RIVERFRONT REDEVELOPMENT GROUP (RDG), LLC, AND AUTHORIZING ITS EXECUTION

WHEREAS, on March 1, 2013 the City of Palatka issued a Request for Development Proposals for two blocks in Downtown Palatka commonly known as the Downtown Redevelopment Site(s); and

WHEREAS, Riverfront Development Group, LLC (RDG) submitted a timely response and proposal to redevelop Areas 1 and 2 of the Open Invitation for Submission of Development Proposals (RFP) 13-002, and more commonly known as the 100 Block of Reid Street, and

WHEREAS, on May 30, 2013 the Palatka City Commission adopted Resolution 2013-9-121 which authorized the City Manager to negotiate a development agreement on behalf of the City; and

WHEREAS, on July 18, 2013 the Palatka City Commission approved and adopted Resolution No. 2013-9-144 authorizing execution of a Contract for Purchase and Sale between the City of Palatka, FL and Riverfront Redevelopment Group, LLC, for sale of the Areas 1 and 2 contained in RFP 13-002; and

WHEREAS, the parties have met in public meetings and have negotiated Amendment No. 1 to the original Contract For Purchase and Sale of Areas 1 and 2 contained in the RFP by and between Riverfront Development Group, LLC and the City of Palatka, a copy of which is attached hereto and incorporated herein by reference.

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

1. Amendment #1 to the Contract for Purchase and Sale between the City of Palatka, FL and Riverfront Redevelopment Group, LLC, for sale of the Areas 1 and 2 contained in RFP 13-002 is hereby approved and adopted.
2. The Mayor and City Clerk are hereby authorized to execute and attest the Contract on behalf of the City of Palatka, FL.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 10th day of March, 2016.

CITY OF PALATKA

By: Its MAYOR

**FIRST AMENDMENT TO CONTRACT BETWEEN
THE CITY OF PALATKA AND
RIVERFRONT DEVELOPMENT GROUP LLC**

This First Amendment to the Contract between The City of Palatka (“Seller”) and Riverfront Development Group LLC (“Buyer”) shall be effective as of the date fully executed by both parties.

Seller and Buyer previously entered into a Contract For Purchase and Sale dated effective August 1, 2013 (the “Contract”).

Seller and Buyer now amend the terms of the Contract as set forth below:

1. Section 27.3 of the Contract, **Protection Of Seller Against Liens Incurred By Buyer**, is hereby amended and restated in its entirety and shall hereby be and read as follows:

Pending closing, Buyer shall not take any action with respect to the property that could result in the imposition or attachment of any lien or encumbrance to the property, including but not limited to mechanic’s liens, liens for labor or material, or other. After closing, Buyer shall take all actions necessary to assure that no liens or encumbrances of any nature or kind attach to the property with the exception only of a mortgage which may pledge the property only to pay debt incurred by Buyer for the purpose of making physical and tangible improvements to the property which will result in an increase in value of the property equal to or greater than the amount of the mortgage.

Buyer shall record an amended notice of commencement listing the Seller as an additional party to be served with all Notices to Owner, if any, that may be served by subcontractors or materialmen pursuant to section 713.06(2) of the Florida Statutes. Buyer shall obtain from Buyer’s general contractor, Delray Ocean Estates North, Inc. (“Delray”), and shall provide to Seller, a written waiver in which Delray waives any and all rights Delray has or may come to have to place a lien on the Property, accruing from past, present, or future acts or actions. All contracting and purchasing for the project will be done via Delray, not directly by Buyer as owner, thus ensuring that no subcontractor or materialman could perfect a lien without first having served a Notice to Owner.

In the event that a Notice to Owner is served, Buyer shall immediately provide Seller with a copy of the relevant contract and any other documents that may be needed in order to ascertain the amount of the potential lien that could arise in the event that the subcontractor or materialman is not paid. Buyer will either (1) immediately preclude any possibility of a lien arising by obtaining from the subcontractor or materialman a waiver and release; or (2) immediately place into escrow, with an escrow agent acceptable to Seller, sufficient funds to pay the entire amount of the potential lien, with instructions that the escrow agent

shall disburse such funds only when and as directed by both Buyer and Seller in agreement.

The terms of this Amendment eliminate any requirement for Buyer to provide a letter of credit, notwithstanding any references to a letter of credit elsewhere in the Contract.

Buyer's failure to perform in compliance with the terms of this Amendment shall constitute a material breach of the Contract, upon the occurrence of which Buyer shall, upon demand by Seller, immediately reconvey the Property to Seller as provided under the terms of Section 27.3.4 of the Contract. Such remedy shall be enforceable by an action for injunctive relief, in which the prevailing party shall be entitled to recover its attorney's fees and costs. In the event of default by Buyer such that Seller elects to repurchase the Property the repurchase price shall be One Dollar and 00/100 (\$1.00).

2. Section 27.3.1 of the Contract is hereby amended and restated in its entirety and shall hereafter be and read as follows:

Buyer shall, upon request, make available for inspection by Seller all such contracts, account records, and other documents and records as may be necessary in order for Seller to be assured at all times of Buyer's compliance with this Contract as amended.

3. Section 27.3.4 of the Contract is hereby amended and restated in its entirety and shall hereafter be read as follows:

In the event buyer has not, on or before two and one half (2 ½) years from the closing date, completed all contemplated improvements on that portion of the property designated as "Area 1, Phase I" within the attached Exhibit "A," then Seller shall have the option of repurchasing the entire property at the purchase price originally paid by Buyer, or, if applicable, at the reduced purchase price described at section 27.3 above. Seller shall notify Buyer of Seller's desire to exercise this option not later than twenty-nine (29) months after closing, and closing on the "repurchase" shall then occur within sixty (60) days thereafter. All "closing costs" associated with said "repurchase," including the cost of owner's policy of title insurance, shall be equally divided between the parties.

4. This amendment is intended to supplement and modify the terms of the Contract. To the extent that the terms contained herein do not conflict with the terms of the Contract, the terms of the Contract shall remain valid and binding. To the extent of any conflict between the terms of this Amendment and the terms of the Contract, the terms of this Amendment shall prevail and supersede.

5. Each of the parties hereby acknowledge that they have received good and valuable consideration in exchange for their agreement to the terms of this Amendment, and that they consider said consideration to be sufficient to bind their agreement.

6. Each of the parties is entering into this Amendment freely and voluntarily, and after consultation with and advice from an attorney of their independent selection.

IN WITNESS WHEREOF, the parties have executed this Contract Amendment as of the date indicated below.

SELLER: CITY OF PALATKA

(Seal)

BY: _____

Terrill L. Hill, Its MAYOR

Date: _____, 2016

ATTEST:

Betsy J. Driggers, CITY CLERK

BUYER: RIVERFRONT DEVELOPMENT GROUP, LLC

WITNESS:

Print Name: _____

BY: _____

Joseph C. Diamond, Manager

Date: _____, 2016

WITNESS:

Print Name: _____

**STATE OF FLORIDA
COUNTY OF PUTNAM**

I HEREBY CERTIFY that on this day before me , an officer duly qualified to take acknowledgements, personally appeared Joseph C. Diamond, who is the Manger of Riverfront Development Group, LLC, to me known to be the person described in and who executed the foregoing instrument and acknowledged before me the execution of same.

WITNESS my hand and official seal in the County and State last aforesaid this ____ day of _____ 2016.

Notary Public, State of Florida

My Commission Expires:
(Seal)



CITY COMMISSION AGENDA ITEM

SUBJECT:

DISCUSSION - Cemetery Benches

SUMMARY:

This is a discussion requested by Mayor Hill concerning cemetery benches at Oak Hill West.

RECOMMENDED ACTION:

Discussion and direction

ATTACHMENTS:

| Description | Type |
|--------------------------------|-------------|
| ▫ Cemetery Rules & Regulations | Discussion |

REVIEWERS:

| Department | Reviewer | Action | Date |
|-------------------|-----------------|---------------|---------------------|
| City Clerk | Driggers, Betsy | Approved | 3/4/2016 - 12:29 PM |

CITY OF PALATKA CEMETERY RULES AND REGULATIONS

1. GRAVESITES SHALL BE MARKED; MONUMENTS, SLABS, COPING, ETC.

- a. With the exception of indigent burial sites, ***all gravesites shall be marked*** with a durable weather-resistant marker immediately following interment, to include the name of the deceased, date of birth, and date of death. Temporary markers are not intended to be permanent markers and the City is not responsible for their care or replacement.
- b. All corners, coping, monuments, and slabs for gravesites shall be marble or granite, and shall be installed at ground level. Due to ground settling, no slab or monument shall be installed less than 30 days after interment. Homemade monuments are not permitted. If monuments sink or become unlevelled for any reason, the monument supplier will be contacted for resetting. **The City of Palatka is not responsible for setting Veteran monuments**
- c. Marble or granite benches are permitted in all City of Palatka cemeteries, to be placed only on the plot, with the exception of benches in Oak Hill West Cemetery, which shall be set only in place of a headstone, and/or may be placed on a separately purchased plot.
- d. A permit shall be obtained by the monument supplier prior to the setting of any monument, slab, corner coping, or bench. Monument suppliers shall contact the City of Palatka Cemetery office at (386) 329-0175 to obtain a permit. The cemetery personnel shall clearly mark the allowable area of installation prior to the delivery of markers, etc. **MONUMENT DELIVERY PERSONS ARE TO REPORT TO THE OAKHILL WEST CEMETERY OFFICE BEFORE PLACING A HEADSTONE/SLAB/MONUMENT.**
- e. **The cemetery assumes NO responsibility or liability for maintenance, repair, upkeep, or damage to permanent memorials installed on a lot.**
- f. Light materials, including but not limited to, stones, gravel, pebbles, mulch, Cremains, or granite dust, are strictly **prohibited** for use as gravesite covering.
- a. **VEHICLES:** All vehicles, including vault and monument trucks, are limited to the roadway only. No vehicles shall be driven over or across gravesites, with the exception of equipment operated by the City of Palatka personnel.

2. TREES, SHRUBS, PLANTS, ETC.

- a. **No plants, shrubs, trees, gravel, mulch, border grass, brick, landscaping tile, or fencing on or around trees, graves, or family plots is allowed. Planting of trees and shrubs on or around gravesite is prohibited.**
- b. Memorial trees may be planted along roadways and in a location approved by cemetery management with a permit.

3. FUNERAL FLORAL ARRANGEMENTS

- a. **Floral arrangements and floral wreath stands are permitted for a seven day period after interment, and are not permitted at any other occasion.**
- b. All post-interment flowers, ornaments, or other decorations shall be placed in the monument area only in a permanent, affixed vase or harness. Nothing shall be hung or placed in any tree or shrub in any cemetery. **Plastic flowers are not permitted. Floral arrangements will be removed when they become unsightly or wilted.**
- c. Seasonal flowers are permitted for a period of fourteen days prior to and fourteen days after the holiday.
- d. **NO objects such as balloons, toys, personal effects, wind chimes, alcoholic beverage containers, bird feeders, solar lights, statuettes, stepping stones, or any other objects shall be placed on a grave. The cemetery staff will remove any of the above named items and place them at the cemetery office located at Oak Hill West for a period of 30 days prior to disposal. The City is NOT responsible for any ornament or statute that is not permanently affixed to the monument slab.**
- e. **Alcoholic beverages are not permitted on the City of Palatka cemeteries property.**

4. **FLAGS :** Memorial flags/holders intended to honor service to the citizens of the United States of America shall be permitted at either end of the headstone/monument. Such flag holders may commemorate the American Flag, service in the military, military organizations, and service to the public at large (police officers, firefighters, etc.). Such flags will be allowed to remain at the gravesite throughout the year, and shall be required to be maintained in good condition by the person or organization placing the flag/holder. Flags 12" by 18" or smaller are allowed.

5. **DOGS OR OTHER ANIMALS:** ***Cemeteries are NOT dog parks.*** Pets, except those under control of a leash by the owner and accompanying the owner on official cemetery business, are not permitted in our cemeteries. Any excreta is required to be picked up & disposed of by the pet owner. Owners will not permit pets to urinate on gravesites.

6. A violation of these sections is a Class V offense and punishable by up to a \$500 fine (Palatka Code Sec. 14-16/14-8) *Office hours: 8:30am-4:00pm Monday-Friday (unless otherwise posted). (386) 329-0175. The City of Palatka is not responsible for any items left near or on the cemetery lots and/or monuments. Cemeteries are closed at dusk. Anyone found in cemeteries at night will be considered trespassing. Lot owner/next of kin is solely responsible for notifying the City of any change of address for notice purposes.*



CITY COMMISSION AGENDA ITEM

SUBJECT:

POLICE DEPARTMENT RE-ORGANIZATION - Jason Shaw, Police Chief

SUMMARY:

This is a report provided by Police Chief Jason Shaw

RECOMMENDED ACTION:

n/a - report

ATTACHMENTS:

| Description | Type |
|------------------------------|------------|
| ▫ Report - PD Reorganization | Discussion |

REVIEWERS:

| Department | Reviewer | Action | Date |
|------------|-----------------|----------|--------------------|
| City Clerk | Driggers, Betsy | Approved | 3/7/2016 - 9:54 AM |

Palatka Police Department



Re-organization

Benefits

1. Accreditation
2. Officer Deployment
3. Training
4. Crime Reduction
5. Overall Savings

Appendix -1 (Example of 11 hour work schedule). Lower Block shows 24 Block shift coverage

Alpha (A) Day

Alpha (A) Night

| Shift | | | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W |
|--------------|------|------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Day | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sgt | 0600 | 1700 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cpl | 0500 | 1600 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1-Ofc | 0600 | 1700 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2-Ofc | 0900 | 2000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3-Ofc | 1100 | 2100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Night | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sgt | 1800 | 0500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cpl | 1700 | 0400 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1-Ofc | 1700 | 0400 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2-Ofc | 1600 | 0300 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3-Ofc | 1900 | 0600 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4-Ofc | 1900 | 0600 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Shift | 6a | 7a | 8a | 9a | 10a | 11a | 12p | 13p | 14p | 15p | 16p | 17p | 18p | 19p | 20p | 21p | 22p | 23p | 00a | 01a | 02a | 03a | 04a | 05a | |
|-------|----|----|----|----|-----|----------|-----|---------|------|-----|-----|--------|-----|-----|-----|---------|-------|---------|----------|----------|-----|-----|-----|-----|---|
| Cpl | | | | | | Hughes | | | | | | | | | | | | | | | | | | | |
| Ofc | | | | | | Reinhold | | | | | | | | | | | | | | | | | | | |
| Sgt | | | | | | Hale | | | | | | | | | | | | | | | | | | | |
| Ofc | | | | | | | | Tipton | | | | | | | | | | | | | | | | | |
| | | | | | | | | | Open | | | | | | | | | | | | | | | | |
| Ofc | | | | | | | | | | | | Yeoman | | | | | | | | | | | | | |
| Ofc | | | | | | | | | | | | | | | | Knowles | | | | | | | | | |
| Cpl | | | | | | | | | | | | | | | | | Davis | | | | | | | | |
| Sgt | | | | | | | | | | | | | | | | | | Hawkins | | | | | | | |
| Ofc | | | | | | | | | | | | | | | | | | | Getchell | | | | | | |
| Ofc | | | | | | | | | | | | | | | | | | | | LaFrance | | | | | |
| Det | | | | | | | | Johnson | | | | | | | | | | | | | | | | | |
| ** | 3 | 3 | 4 | 5 | 5 | 6 | 6 | 6 | 6 | 6 | 6 | 8 | 7 | 8 | 7 | 7 | 6 | 6 | 6 | 6 | 6 | 6 | 5 | 3 | 3 |

Appendix -1 (Example of 11 hour work schedule). Lower block shows 24 Hour shift coverage

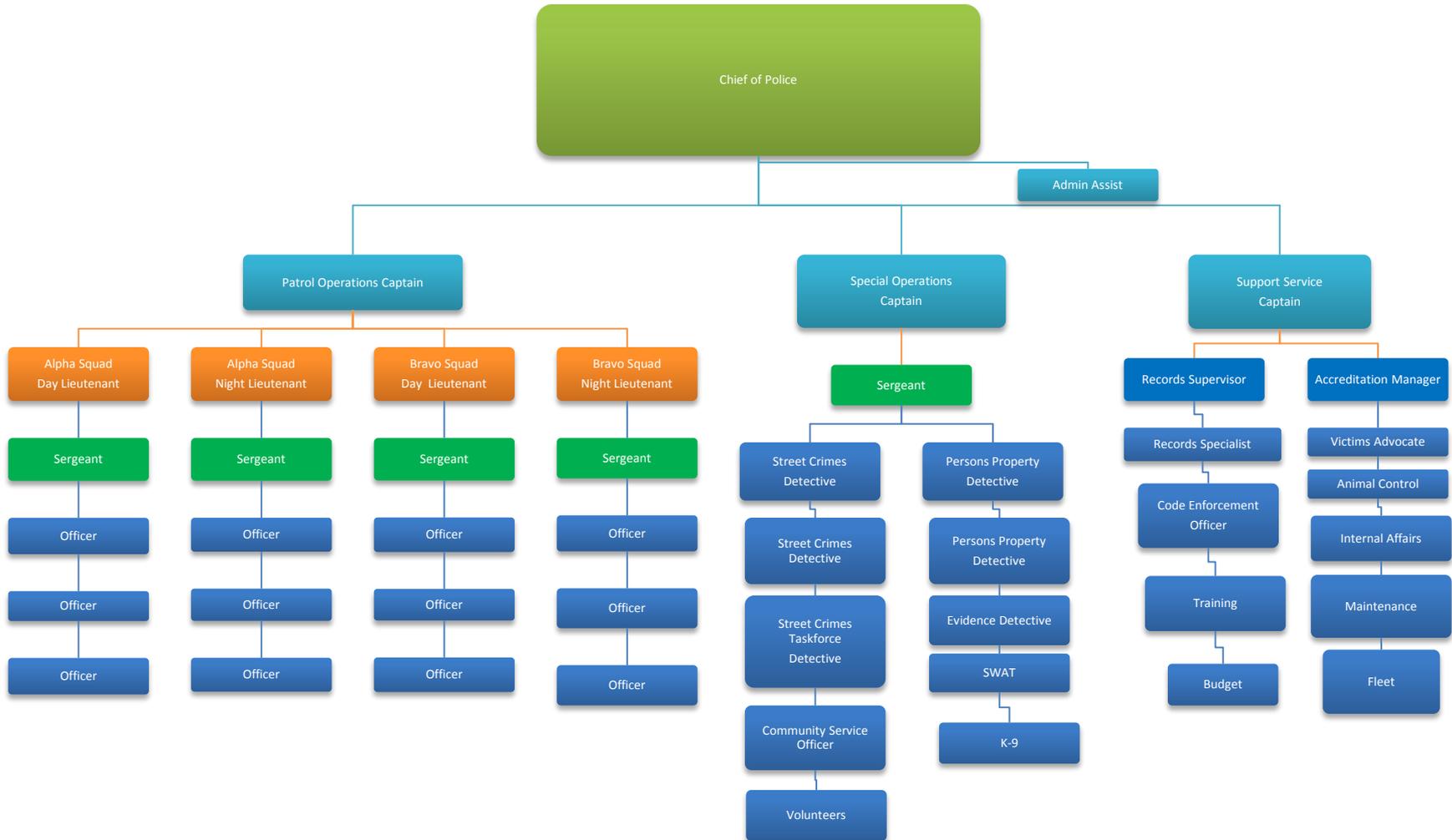
Bravo (B) Day

Bravo (B) Night

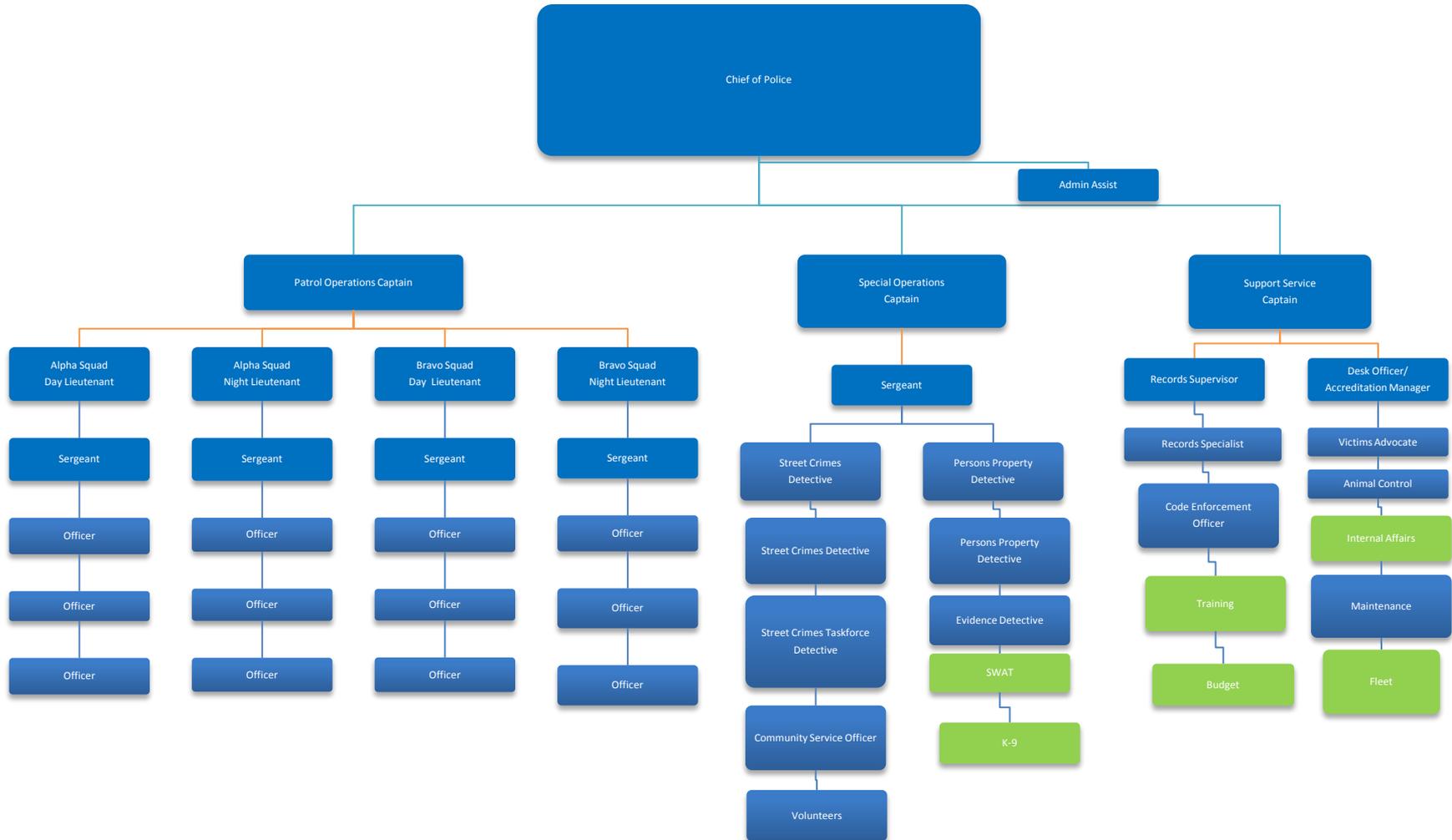
| Shift | | | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | |
|--------------|------|------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|--|
| Day | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sgt | 0600 | 1700 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cpl | 0800 | 1900 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1-Ofc | 0600 | 1700 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2-Ofc | 0600 | 1700 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3-Ofc | 1000 | 2100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Night | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sgt | 1700 | 0400 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cpl | 1900 | 0600 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1-Ofc | 1700 | 0400 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2-Ofc | 1900 | 0600 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3-Ofc | 1900 | 0600 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4-Ofc | 1500 | 0200 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Shift | 6a | 7a | 8a | 9a | 10a | 11a | 12p | 13p | 14p | 15p | 16p | 17p | 18p | 19p | 20p | 21p | 22p | 23p | 00a | 01a | 02a | 03a | 04a | 05a |
|-------|----|----|----|----|--------|---------|---------|-----|-----|-----|-----|------|-----|-----|----------|-----|----------|-----|-----|-----|-----|-----|-----|-----|
| Sgt | | | | | Brown | | | | | | | | | | | | | | | | | | | |
| Ofc | | | | | Harmon | | | | | | | | | | | | | | | | | | | |
| Ofc | | | | | Reeves | | | | | | | | | | | | | | | | | | | |
| Cpl | | | | | | | Bryant | | | | | | | | | | | | | | | | | |
| Ofc | | | | | | | Cassidy | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | OPEN | | | | | | | | | | | | |
| Sgt | | | | | | | | | | | | | | | Forsythe | | | | | | | | | |
| Ofc | | | | | | | | | | | | | | | Stephens | | | | | | | | | |
| Cpl | | | | | | | | | | | | | | | | | Mast | | | | | | | |
| Ofc | | | | | | | | | | | | | | | | | Meredith | | | | | | | |
| Ofc. | | | | | | | | | | | | | | | | | Scott | | | | | | | |
| Det | | | | | | Johnson | | | | | | | | | | | | | | | | | | |
| ** | 3 | 3 | 4 | 5 | 6 | 6 | 6 | 6 | 6 | 7 | 7 | 6 | 6 | 8 | 6 | 6 | 7 | 6 | 6 | 6 | 5 | 5 | 3 | 3 |

Palatka Police Department



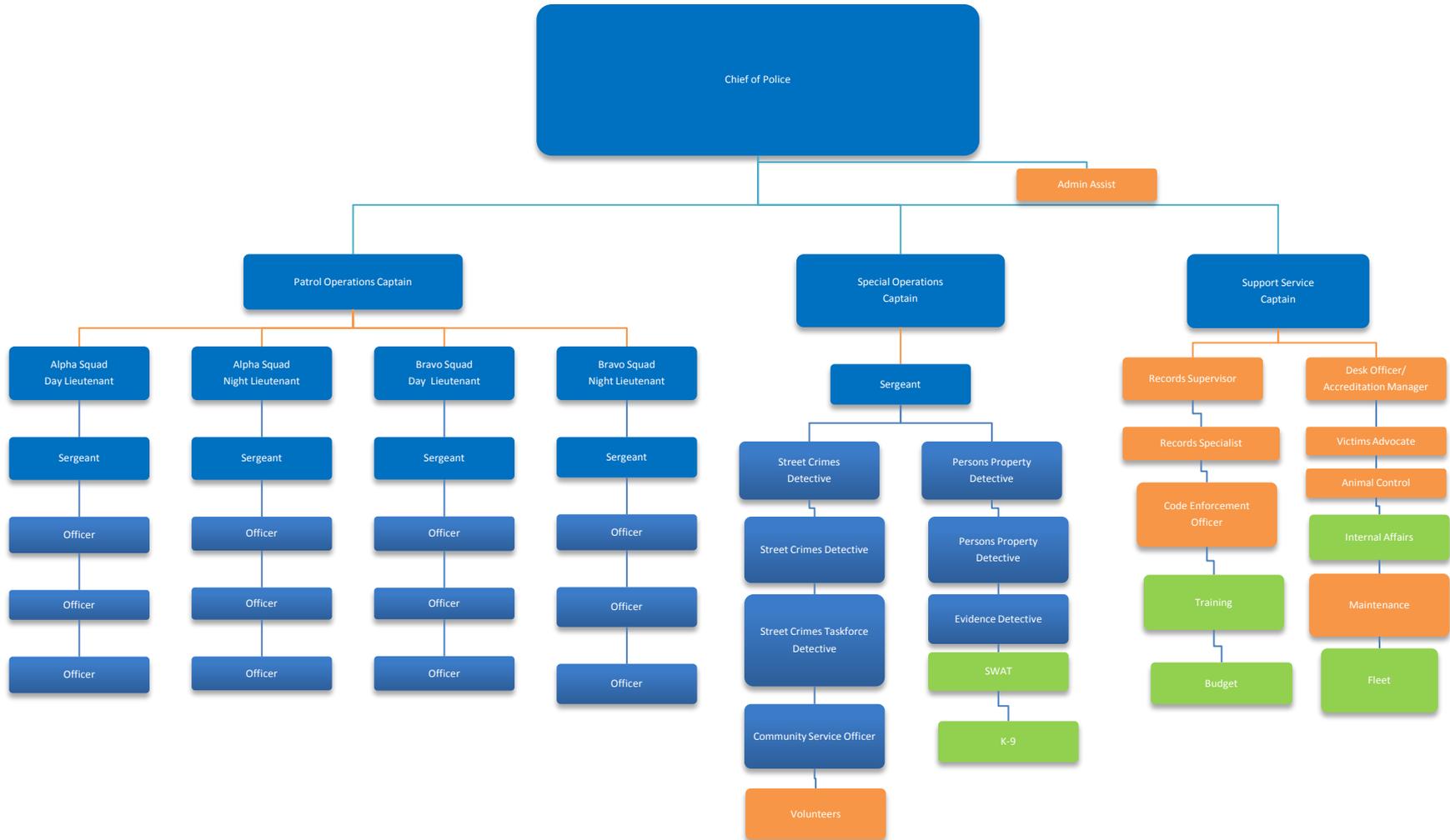
Palatka Police Department



Personnel

Units of Responsibility

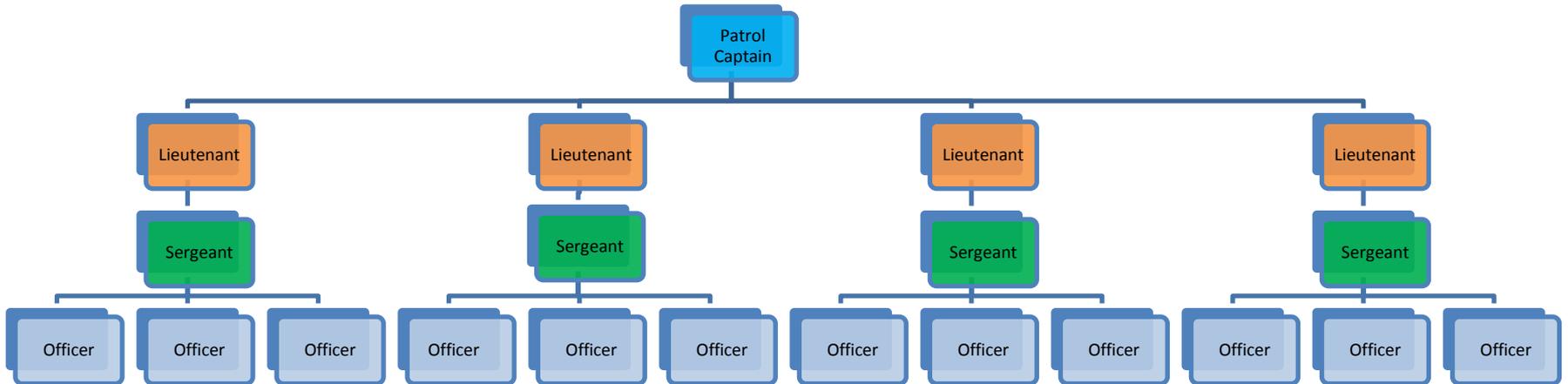
Palatka Police Department



Sworn Personnel
Civilian Personnel
Units of Responsibility

Palatka Police Department

Patrol Division

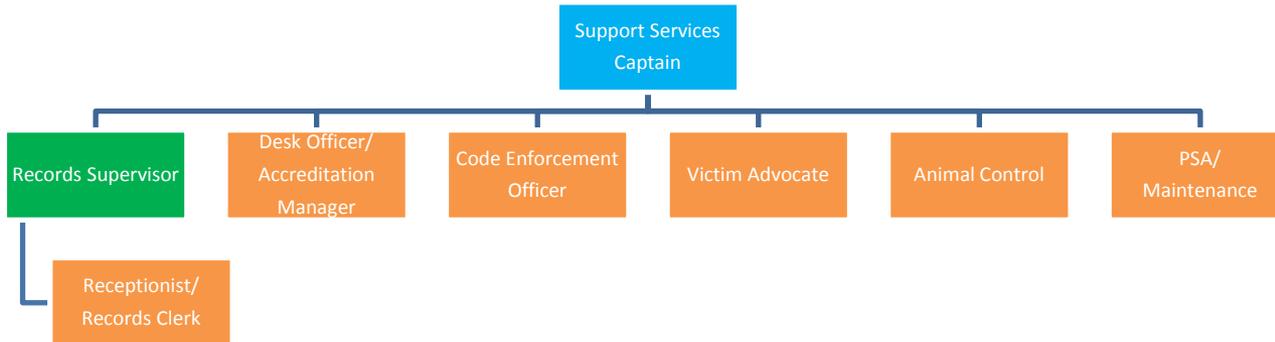


Palatka Police Department



Palatka Police Department

Support Services Division



In Summary

1. Accreditation
2. Officer Deployment
3. Training
4. Crime Reduction
5. Overall Savings