

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

LEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



ELWIN C. "WOODY" BOYNTON, JR.
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

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

AGENDA CITY OF PALATKA January 13, 2011

CALL TO ORDER:

- a. Invocation – The Reverend Dennis Childers, Chaplain, Hospice of the Nature Coast
- b. Pledge of Allegiance
- c. Roll Call

APPROVAL OF MINUTES – 12/9/10 regular meeting; 12/20/10 special called meeting

1. PUBLIC RECOGNITION

- a. **PROCLAMATION** recognizing City of Palatka's 158th Birthday
- b. **CERTIFICATE OF ACHEVEMENT for Excellence in Financial Reporting** – Finance Dept.
- c. **IEMO Certificate of Completion** - Commissioner Leary

2. PUBLIC COMMENTS - (Speakers limited to three minutes – no action taken on items)

3. CONSENT AGENDA:

- *a. **Authorize expenditure of Law Enforcement Trust Funds in the amount of \$1,864.95** for purchase of chairs for PD Training Room, per Police Chief's recommendation
- *b. **ITEM PULLED FROM AGENDA**
- *c. **Authorize execution of Robert Taylor, Architect Contract Change Order#1 in the amount of \$2,045.00** to include Additive Alternate 1 and Energy Grant Accommodations to the Price-Martin Center Roof-Over Project, per City Manager's Recommendation
- *d. **Authorize execution of Carter Excavating, Inc. Contract Change Order #1 in the amount of \$11,981.90, for a total contract amount of \$86,762.03,** for requested changes to Crill & Moseley FEMA Drainage Project, per Project Engineer's recommendation
- *e. **Authorize execution of Michael Rourke & Assoc. Extra Work Authorization #1 in the amount of \$2,400.00, for a total contract amount of \$22,400.00,** for North 1st Street Improvements/Riverfront Stormwater Master Plan Project, per City Manager's recommendation
- *f. **Authorize renewal of EAP contract with Dr. Vanessa Townsend & Associates (formerly Dr. S. Dingfelder) in the amount of \$3,297.00** for Employee Assistance Program Benefits, per recommendation from Safety Committee
- *g. **Award bid and authorize execution of contract with Futch's Landscaping in the amount of \$19,475.00** for Palatka Landscape Enhancements Projects, per results of RFP
- *h. **Award bid for Riverfront Temporary Floating Docks to lowest apparent bidder and authorize execution of contract for same** per results of RFP
- *i. **Award bid to Masci Corporation in the amount of \$2,127,577.00** for Wastewater Treatment Plant Improvements, per Engineer's recommendation and results of RFP
- *j. **Grant Preliminary approval of schedule of 2011 Class A Festivals, Palatka Main Street/Downtown Palatka Block Parties, Arts Council Summer Concert Series, and City-Sponsored Events** per listing.

AGENDA - CITY OF PALATKA
January 13, 2011
Page 2

3. **CONSENT AGENDA (Continued)**

- *k. **Authorize the Mayor to execute required forms, including a Determination of Exemption & Categorical Exclusion, Release of Funds and Removal of Environmental Grant Conditions on behalf of Palatka Housing Authority's Annual (2011) and 5-Year (2011-2015) Capital Improvement Plans, and certify their consistency with the Comprehensive Plan for the City of Palatka**
- *l. **Appoint Tim Wilson to the Palatka Tree Committee (no set terms – members serve at the pleasure of the Commission)**
- *m. **Reappoint Skip Lorenzen as City Commission Representative to General Employees Pension Board for a two-year term to expire 12/31/12 (incumbent – sole applicant)**
- *n. **Reappoint Tim Parker as City Commission Representative to Police Officers' Pension Board for a two-year term to expire 12/31/12 (incumbent – sole applicant)**
- *o. **Concur on Pension Board Appointments as follows:**
 - 1. **Melvin Register as Employee Representative – General Employees Pension Board (elected)**
 - 2. **Asst. Chief James Griffith as Police Officer Rep. – Police Officers' Pension Board (elected)**
 - 3. **Charles T. Myers, III as 5th Member of Police Officers' Pension Board (chosen by other members)**
- *p. **Accept David Franke's resignation from the Code Enforcement Board effective immediately**
- *q. **Appoint Alex Sharp as Real Estate Rep. to the Palatka Code Enforcement Board for the remainder of a three-year term to expire September, 2013 (formerly Alternate #2)**

- * 4. **CODE ENFORCEMENT BOARD RECOMMENDATION:** eliminate and reduce the daily fine of \$32,050 on 808 N. 18th Street to Costs of Prosecution of \$294.64, which have been assessed and paid – The Bolling Trust; Annie Bell Bolling, Trustee, Petitioner
- * 5. **RESOLUTION** authorizing the Mayor and City Clerk to execute and attest a Joint Participation Agreement with FDOT for Federal Ferry Boat Discretionary Funding for the St. John River Water Taxi/Ferry boat Project and dock Terminal Improvements - (replaces Resolution 8-85 adopted 12/9/10) - Adopt
- * 6. **PUBLIC HEARING – 7309 Crill Avenue** - Planning Board Recommendation to Annex, Amend the Future Land Use Map and Future Land Use Element from Putnam County Urban Reserve to City of Palatka Commercial, and rezone from Putnam County AG to City of Palatka C-1A – April Annis, Agent for Daryll Futch, owner
 - a. **Annexation Ordinance #11-01 – Adopt**
 - b. **Land Use Amendment Ordinance #11-02 – Adopt**
 - c. **Rezoning Ordinance – 1st Reading**
- * 7. **ORDINANCE** amending the Palatka Code of Ordinances to revise Section 2-250.185(b), Police Officer Benefit Group Pension Amount Formula (upon recommendation of Police Officers' Pension Board) – 1st Reading
- 8. **ADMINISTRATIVE REPORTS**
 - *a. **City Commission Appointments – Boards and Committees - City Clerk**
- 9. **COMMISSIONER COMMENTS**
- 10. **ADJOURN**

*Attachment **Separate Cover



AGENDA - CITY OF PALATKA
January 13, 2011
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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:

January 17, 2011 – City Offices closed in observance of Martin Luther King Jr. Day
January 21, 2011 – Arbor Day Celebration, 10:00 a.m. Palatka High School
February, 2011 – Black History Month
February 10, 2011 – CRA Meeting 4:00 p.m.
February 24, 2011 – Black History Month Recognitions
March, 2011 – Women's History Month
March 4 & 5, 2011 – Florida Azalea Festival
March 2011 – Legislative Action Day, Tallahassee

BOARD OPENINGS:

Code Enforcement Board: 1 alternate (at large) & 1 sub-contractor
Historic Preservation Board: 1 member with Legal Experience



CITY OF PALATKA



Proclamation

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

WHEREAS, the Town of Palatka was chosen by the state legislature as the county seat of the newly created County of Putnam on January 13, 1849. Many founding fathers of the City were Supreme Court Justices, a Governor, lawyers, statesmen, civic leaders and entrepreneurs, and were instrumental in the political history of the State. The community prospered until the outbreak of the War Between the States, when progress of the settlement was halted. After the Civil War, Colonel Hubbard L. Hart, made the area a tourist destination by opening and promoting the Ocklawaha River and the steamboat industry for the next sixty years. Palatka became known as "the Gem City of the St. Johns" because of its charm and beauty as a tourist destination; and

WHEREAS, the Town of Palatka suffered a devastating fire on November 7, 1884, at the onset of its tourist season. Losses were estimated to have been in the millions, but the citizens rebuilt the Town from the ashes as a more modern masonry town of the 1880's, and it became known as a "tourist mecca" of the south, being one of the few communities in Florida to have a "mass transit" system of mule drawn trolleys. Industries such as the Wilson Cypress Company, which shipped lumber all over the world, were established; and

WHEREAS, on January 8, 1853, the City of Palatka was officially chartered by the State Legislature for the purpose of providing a local government to its citizens. The charter provided for an elected Mayor and City Aldermen until January 27, 1924, when a new charter was adopted that provided for the establishment of a more modern form of government, with an elected five-member city commission consisting of one Mayor-Commissioner and four at large Commissioners, which exists to this day. This new Charter also included the annexation of its Sister Community, the Heights, thereby creating a more united City of Palatka; and

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

NOW, THEREFORE, BE IT PROCLAIMED by the City Commission of the City of Palatka that **THE CITY OF PALATKA'S 158TH BIRTHDAY** be hereby recognized and celebrated by all citizens.

DONE, ORDERED, PROCLAIMED AND HERALDED this 13th day of January, 2011 by the undersigned members of the Palatka City Commission:

VICE MAYOR

MAYOR

COMMISSIONER

COMMISSIONER

COMMISSIONER



**The Government Finance Officers Association
of the United States and Canada**

presents this

AWARD OF FINANCIAL REPORTING ACHIEVEMENT

to

Finance Department
City of Palatka, Florida

The award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the individual(s) designated as instrumental in their government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.

Executive Director

Date November 2, 2010





Government Finance Officers Association
203 N. LaSalle Street - Suite 2700
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

11/02/2010

NEWS RELEASE

For Information contact:
Stephen Gauthier (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **City of Palatka** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

Finance Department, City of Palatka

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.



the John Scott Dailey

FLORIDA
INSTITUTE OF
GOVERNMENT

November 22, 2010

Betsy Jordan Driggers
Town Clerk
City of Palatka
201 N. 2nd Street
Palatka, FL 32177

Dear Ms. Jordan Driggers:

Please see the enclosed Certificate of Completion to be awarded to Commissioner Leary for the completion of the Institute for Elected Municipal Officials training held in St. Augustine, Florida on October 1-3, 2010.

We ask that the certificate be presented during your next commission meeting and be formally recorded in the minutes. We believe it is important to recognize those who go above and beyond to become better leaders in our communities. For your convenience, we have included a sample press release.

Thank you so much for taking time to recognize leaders of your community for their valuable achievement. If you have any questions, please call me at (850) 487-4184.

Sincerely,

Christy Shell
Event Coordinator

Enc.



the John Scott Dailey

FLORIDA
INSTITUTE OF
GOVERNMENT

November 22, 2010

Commissioner Phil Leary
City of Palatka
201 N. 2nd Street
Palatka, FL 32177

Dear Commissioner Leary:

On behalf of the John Scott Dailey Florida Institute of Government and the Florida League of Cities, I am pleased to award this certificate to you for the completion of eighteen hours of instruction at the Institute for Elected Municipal Officials in St. Augustine, Florida on October 1-3, 2010.

It is our sincere hope that you found the program challenging, informative, and rewarding. Now that you have taken the basic IEMO, we encourage you to attend the Advanced Institute as well as other League and Institute of Government programs.

We strongly believe that your willingness to complete this program of study is indicative of your commitment to improving the quality of municipal government in Florida. We commend you for this and sincerely thank you.

With Gratitude,

Jeff Hendry
Executive Director

Certificate of Completion

2010 Institute for
Elected Municipal Officials

Awarded to

Phil Leary

City of Palatka

Sponsored by


Executive Director
Florida League of Cities, Inc.


Executive Director
Florida Institute of Government

*Agenda
Item*

3a

**REQUEST TO BE PLACED ON
CITY COMMISSION AGENDA**

NOTE: Regular City Commission meetings are held on the 2nd and 4th Thursdays of the month at 6:00 p.m. This request form, together with any attachments or backup material that that would help the Commission to better consider your request, should be submitted to the City Clerk's office *no later than 4:00 p.m. on the Friday prior to the next regularly scheduled Thursday City Commission meeting.* Meeting dates are subject to change. Please verify the closing date for agenda items with the Clerk's office.

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

Chief Gary Getchell / Palatka Police Department

Name of Individual making presentation or request, if different:

Chief Gary Getchell

Address: Palatka Police Department

Daytime Phone 329-0115 Home ph. _____ Fax _____

Requested meeting date for Agenda Item: January 13, 2011

Request for Commission Action or Presentation Only; no action required Subject Matter you wish to address:

The Palatka Police Department proposes to expend law enforcement trust fund monies to purchase equipment (chairs) to be utilized in our training room at the Palatka Police Department. The total cost is \$1,864.96.

(see attached documentation for justification of expenditure)

Commission Action Requested, if any:

Approve expenditure from Law Enforcement Trust Fund Monies for purchase of chairs for training room at PD in the amount of \$1,864.96.

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.

**Palatka Police Department
110 North 11th Street**

Memorandum

Date: 12-29-10
To: Betsy Driggers, City Clerk
From: Chief Gary Getchell
Subject: Request to expend Law Enforcement Trust Fund Monies –
Equipment (chairs) for Training Room

The Palatka Police Department proposes to purchase thirty-two (32) chairs for the training room at the Palatka Police Department. We currently have five (5) chairs belonging to the Palatka Police Department that can be used in the training room. This is an allowable expense under F.S. 932.7055.

We researched the type of chair to purchase and found a local dealer, Wattles Office Supply that can get a durable chair (10 year warranty) at a price comparable to the price of a similar chair offered on State of Florida Contract #4220-420-10-1.

The chairs offered by Wattles are priced at \$58.28 a piece for our agency compared to similar chairs listed at a cost of \$59.40 and \$55.35 on the State of Florida Contract. Linda McClarney of Wattles has assured us that the chairs are of the same or better quality as those listed on the State of Florida Contract. Based on the recommendation and the minor difference in cost, it is recommended that we purchase the chairs through Wattles Office Supply. The total cost of 32 chairs at \$58.28 a piece will be \$1,864.96.

Chief Gary Getchell

Sign below for approval

City Manager

Commission Representative

Date

Date

James Griffith

From: Linda [wattles@bellsouth.net]
Sent: Wednesday, December 08, 2010 1:57 PM
To: James Griffith
Cc: Jonathan Griffith
Subject: FW: Chair Pricing

James,
I do not think Virco is on State of Florida Contract...the discount I gave the City is below (-53%),

Shipped Prepaid to one offloading location, Delivered KD, you unpack, must order in quantities of 4's.

PO to Wattles

Price Quote only good thru 12-28-2010.

ETA: 3-4 weeks with some exception for the holidays.

Linda McClarney

Wattles Office Supply, Inc

110 S. Second St.

Palatka, FL 32177

Phone:386-325-4323

Fax: 386-325-5730

E-mail: wattles@bellsouth.net

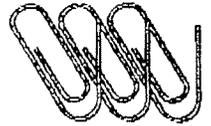
From: Jonathan Griffith [mailto:jcgriffith@palatka-fl.gov]
Sent: Wednesday, December 08, 2010 1:22 PM
To: Linda
Subject: FW: Chair Pricing

From: Linda [mailto:wattles@bellsouth.net]
Sent: Friday, November 19, 2010 1:34 PM
To: Jonathan Griffith
Subject: Chair Pricing

I researched the Serv-u1111 chairs. They are made in Canada and therefore not rated by USA chair rating standards of to at least hold up to 250 pounds. They also only have a 1.5" thick seat. And there is no mention of warranty. Cost is \$18.50 each and freight for 60 to Palatka is \$665 which makes each chair cost \$29.58. They are currently out of stock. ETA 2-3 weeks (These are cheap restaurant chairs and with them not being USA-BIFMA Rated, does the City want to risk the liability?)

The Virco Chairs #8926 you have in the Board room have a 10 year warranty, made in USA, they retail for \$124 each and I can sell them to the City at \$58.28 each. The Burgundy Linen Vinyl will match exactly the chairs in the City Board room. For the PD I suggest the same chair but in the Black Linen Vinyl.

Attn: James Griffith



Wattles Business Solutions

Wattles Office Supply, Inc.
110 S. Second St
Palatka, FL 32177
Sales: 386-325-4323
Fax: 386-325-5730

www.wattlesofficesupply.com

12-27-2010

James - #420-420-10-1
This is all I found on State & GSA

		Qty	Unit Price	Total
- Clarin #3800LL	132	59.40 ea	2/ctn	
- Clarin #13400LL	123	55.35 ea		

4-6 week lead time

- Global #920	218	93.74	4/ctn
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4-6 week lead time

#425-001-06-1

- Hon VL516	149	62.28 ea
- Hon 1080	?	
- Hon 1081	?	

4-6 week lead time

Linda



Xerox
Authorized
Sales Agent

Copiers, Fax Machines, Office Supplies, Furniture, and More
Sales • Lease • Rentals

Document Solutions • Data Connectivity • Phone Systems • Web Services • Internet Design
Desktop Services • Leasing & Financial Services

*Agenda
Item*

3b

*Agenda
Item*

3c

201 N. 2nd Street
Palatka, FL 32177
Tel. (386) 329-0100
Fax (386) 329-0199

City of Palatka
Office of the City Manager

To: Mayor Myers, Commissioners

From: Woody Boynton, City Manager 

Date: January 7, 2011

RE: Additional Compensation Price Martin Center – Change Order No. 1 Robert Taylor Architect

Attached is Contract Change Order No. 1 from Robert Taylor Architect in the amount of \$2,045.00 to modify the drawings and specifications to accommodate the work items associated with the Energy Grant. These items are specifically related to a new HVAC system for the Price Martin Center. At this time, we are requesting that the money be appropriated from the Better Place Plan, as the project moves forward we will attempt to procure the money from the Energy Grant.

We believe this process is a very efficient use of the City's money and resources and recommend that the change order be approved. By including the HVAC improvements with the roofing improvements we will minimize the number of days the Price Martin Center will not be in-service as well as better coordinate the installation of the HVAC system with the new roof.

Should you have any questions, please call.

Robert E. Taylor

AIA Architect PA

710 St. Johns Ave
PO Box 267
Palatka, Florida 32177

Robert E. Taylor, Architect
FL Corp Registration No. AAC000589
CA Registration No. RA007674
NCARB No. 40804

17 December 2010

Mr. Elwin C "Woody" Boynton, Jr., City Manager
City of Palatka
201 North Second Street
Palatka, Florida 32177

Subject: Roof Over Existing
Price-Martin Center
220 N 11th Street
Palatka, Florida
Architect's Project No. 1014

Dear Woody:

The following is a summary of additional time and compensation we request to modify the drawings and specifications to include the heretofore Additive Alternate No. 1 into the Base Bid and to revise remaining Alternates to accommodate the Energy Grant. Another Alternate will be added to accommodate the possible use of aluminized steel tiles with colored granules in lieu of the 5 "V" crimp Galvalume panels:

Project Manual - Edit Divisions 00 and 01

- Section 00 310 Bid/Form of Proposal
- Section 01 010 Summary of the Work
- Section 01 100 Alternates

Approximate Time
RET - 0.50 hours
JA - 1.0 hours

Sheet Schedule - 13 Sheets in Set

- Check, revise and coordinate work to be done

RET - 4.5 hours
JA - 2.0 hours

GENERAL - 1 Sheet

G0.1 Sheet - Drawing Index, Code Compliance Criteria, Abbreviations and Symbols,
Demolition Elevations, Vicinity Map and Notes

- Revise notes on Exterior Elevation
- Revise Sheet Schedule

JA - 0.50 hours

ARCHITECTURAL - 7 Sheets

D1.1 Sheet - Base Bid Existing / Demolition Roof Plan, Parapet Demolition Sections
and Details

- Revise notes
- Add Exterior Elevation Cuts

JA - 0.50 hours

A1.1 Sheet - New Base Bid Roof Plan and Notes, Additive Alternates No. 1, 2 and 3
Plans and Notes

- Move Mansard Framing to Base Plan and revise notes
- Revise Additive Alternate Numbers and Notes
- Revise Base Bid / New Roof Plan and notes
- Move Add Alt. #1 to Base Plan and revise notes
- Revise Sheet Titles

JA - 5.0 hours

Phone
386 325-7341

Fax
386-325-0608

Web Address
www.ret-tbd.com

E-mail
taylor@ret-tbd.com

Modify Base Bid and Alternates for Energy Grant

17 December 2010

Page 2

A2.1 Sheet - New Base Bid and Additive Alternate Number 1 and 3 Exterior Elevations, and Details

- Revise Exterior Elevations A, C and F
- Move Exterior Elevation F to D and revise notes
- Add Exterior Elevation F for Add Alt #3 New Gutters and DS around entire Bld
- Revise Sheet Titles

JA - 6.0 hours

A3.1 Sheet - Renovated Base Bid and Additive Alternate No. 3 Wall Sections

- Move Detail E to F
- Revise Sheet Titles
- Revise to add Gutter Detail as A.

JA - 1.0 hours

A4.1 Sheet - Specifications

A4.2 Sheet - Specifications

A4.3 Sheet - Specifications

- No Changes

N/A

STRUCTURAL - 4 Sheets

S0.1 Sheet - Structural Schedules

- Revise Anchor Schedule: delete 6 trusses

JA - 1.0 hours

S1.1 Sheet - New Base Bid and Additive Alternate Number 1 and 3 Roof Framing Plans, and Base Bid Thru Section

- Revise Base Bid Plan and Eliminate Add Alt #1 Plan
- Revise Sections B and C

JA - 3.0 hours

S1.2 Sheet - Base Bid Front Entry Section, and Additive Alternate Number 3 New Portico Entry Section

- No Changes

N/A

S1.3 Sheet - Truss Profiles

- Move 6 Add. Alt. #1 Truss Profiles to Base Bid

JA - 2.0 hours

PLUMBING, MECHANICAL and ELECTRICAL - 1 Sheet

PME1.1 Sheet - Plumbing, Mechanical and Electrical Specifications, Mechanical Equipment and Electrical Fixture Schedules

- Revise HVAC Schedules: change Base Bid to Demo Sch, change Add Alt #1 Sch to Base Bid, change Add Alt #2 Sch to #1, & change Name of Louver Sch

JA - 1.0 hours

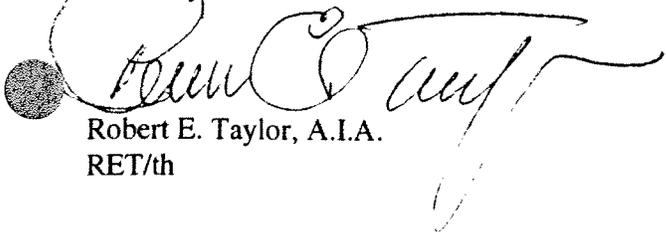
Johanna Amber (JA) 23.0 hours at \$65.00/hour \$ 1,495.00

Robert Taylor (RET) 5.0 hours at \$110.00/hour \$ 550.00

Total Time/cost for Alternate Modification for Energy Grant \$ 2,045.00

If you have any questions or need additional information, please contact me.

Sincerely



Robert E. Taylor, A.I.A.
RET/th

*Agenda
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3d

December 15, 2010

Mr. Elwin C. "Woody" Boynton, PE
City Manager
City of Palatka
201 N. 2nd Street
Palatka, Florida 32177

Re: Crill Avenue / Moseley Avenue Drainage Improvements
Ayres Associates Project No. 30-1605.01

Subject: Contract Change Order #1

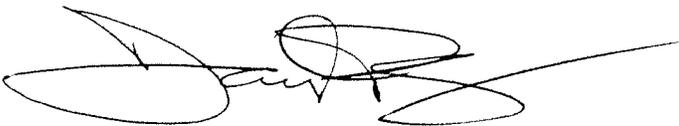
Dear Mr. Boynton:

Attached is change order #1 for the referenced project. This change order is for the costs associated with the changes requested and items not foreseen during design. The items include removal of a manhole beneath the pavement on Moseley Avenue, installation of 18" CMP with a concrete collar, and installation of a traffic loop for the signal located at the intersection.

Ayres Associates recommends approval of this change order. Please feel free to contact me should you have any questions.

Sincerely,

Ayres Associates Inc



Daryl R. Myers, PE
Project Manager

Enclosure

cc: D. Kemp, PE (Ayres) w/enclosure
File

**CITY OF PALATKA, FLORIDA
PUBLIC WORKS DEPARTMENT
CHANGE ORDER**

PROJECT: Crill Ave / Moseley Ave
Drainage Improvements

DATED: October 21, 2010

CHANGE ORDER NO: 1

DATED: December 15, 2010

CONTRACTOR: Carter Excavating, Inc.
3799 SW CR 341
Bell, Florida 32619

JUSTIFICATION: Items requested by the City have been added to the contract as well as items required due to field conditions. Items include 18" CMP not in the contract, a manhole that was discovered underneath the pavement, and replacement of the Moseley Avenue northbound approach traffic loop.

CURRENT CONTRACT AMOUNT: \$74,780.13

~~INCREASE~~ IN CONTRACT AMOUNT: \$11,981.90

NEW CONTRACT AMOUNT: \$86,762.03

CURRENT CONTRACT COMPLETION DATE: January 18, 2011

INCREASE IN CONTRACT TIME: 30 Days

NEW CONTRACT COMPLETION DATE: February 17, 2011

ORDERED BY CITY OF PALATKA BY: _____

Elwin C. "Woody" Boynton Jr.
City Manager

ACCEPTED BY:

CONTRACTOR

*Agenda
Item*

3e

201 N. 2nd Street
Palatka, FL 32177
Tel. (386) 329-0100
Fax (386) 329-0199

City of Palatka
Office of the City Manager

To: Mayor Myers, Commissioners

From: Woody Boynton, City Manager

Date: January 7, 2011

RE: Extra Work Authorization No. 1 Waterfront Development – Michael Rourke & Assoc.

Attached is Extra Work Authorization No. 1 from Michael Rourke & Assoc. in the amount of \$2,400.00 to revise stormwater models and prepare a stormwater pollution prevention plan. These items were specifically required by the SJRWMD and were not included in the original scope of work. The cost of this additional work will be reimbursed from the CRA funds originally set aside for this project.

With the completion of the above work, we believe a permit from the SJRWMD should be forthcoming by the end of January 2011.

Should you have any questions, please call.

Michael Rourke & Associates, Inc.
Civil Engineers

MRA

Extra Work Authorization No. 1

Date:

11/22/10

 Project:

Palatka Waterfront Development

 Project No:

9001

 Client:

City of Palatka

 Client Contact:

Woody Boynton

Date of Current Contract:

6/23/10

 Current Contract Amount:

\$20,000.00

Additional Services:

X

 Change in Scope of Services:

--

Additional Fees:

\$2,400.00

 Fee Basis:

Lump Sum

 Revised Contract Amount:

\$22,400.00

Description of Services:

1. Revise pre- and post-development drainage area maps.
2. Revise storm water models to include alternative impervious areas and evaluate pond capacity for proposed North First Street improvements.
3. Prepare Storm Water Pollution Prevention Plan (SWPPP).
- 4.
- 5.
- 6.
- 7.
- 8.

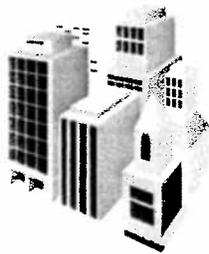
Approval and Authorization to Proceed

Services performed under this Extra Work Authorization shall be based on the same Schedule of Charges and Terms and Conditions as attached to original contract.

City of Palatka	Title	Date
Michael Rourke & Associates, Inc.	Title President	Date

*Agenda
Item*

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CITY OF PALATKA
Betsy Jordan Driggers, City Clerk
201 N. 2nd Street
Palatka FL 32177
Phone: 386-329-0100
Fax: 386-329-0199
e-mail: bdriggers@palatka-fl.gov

Memorandum

To: City Commission and Staff
From: Betsy Driggers, City Clerk
Date: January 6, 2011
Re: Employee Assistance Program Contract Renewal

Attached is the proposed contract renewal with Dr. Vanessa Townsend & Associates (Formerly Dr. Stephen Dingfelder and Associates) for the renewal of the City of Palatka Employee Assistance Program, which runs from January 1 – December 31, 2010. The cost to renew this contract is \$3,297.00; there is no increase in cost and represents a cost of \$21.00 per eligible full-time employee.

This benefit has been offered to City of Palatka employees as part of its Safety Program since 2004 and has been endorsed by your Safety Committee each year. Please see minutes of the Safety-Committee's December 21, 2010 meeting, endorsing it's renewal. It is a valuable benefit and utilized by employees for self-referral. Department Heads can also utilize this program by referring employees experiencing problems for treatment before they become performance problems.

Please approve renewal of this contract.

DR. TOWNSEND & ASSOCIATES, P.A.

December 15, 2010

Ms. Betsy Driggers
City of Palatka
201 North 2nd Street
Palatka, FL 32177

Dear Ms. Driggers:

Please find enclosed the EAP Contract for January 1, 2011 through December 31, 2011 for the City of Palatka. Please note that there is NO increase to cost. I would appreciate it if you would provide the Contract to the City Manager for his signature.

We have enjoyed providing an Employee Assistance Program for the City of Palatka Employees and look forward to continuing our relationship. I hope this letter finds you, your staff and family having a wonderful Holiday Season.

Sincerely,



Vanessa Townsend, Psy.D.
Licensed Psychologist

VT/eh

**9 St. Johns Medical Park Dr. St. Augustine, FL 32086 (904) 797-2705
6910 Old Wolf Bay Rd., Palatka, FL 32177 (386) 328-4955**

DR. TOWNSEND & ASSOCIATES, PA

AGREEMENT

This Agreement is made and entered into this 1st day of January, 2011 between the City of Palatka and Dr. Townsend & Associates, P.A..

Whereas the City of Palatka wishes to provide outpatient psychological services to its full-time employees or family members. Whereas, the Provider wishes to provide EAP services for all full-time employees or family members of the City of Palatka.

Now therefore, the Provider and the City of Palatka do hereby mutually agree to the following:

THE PROVIDER:

Will administer the EAP to the City of Palatka full-time employees or family members who have personal problems. These problems include, but are not limited to alcohol and drug misuse, marital problems, excessive stress, anxiety/panic disorder, and parenting issues.

Will provide the following specific services on behalf of the City of Palatka :

- A. Help in the development and implementation of an EAP policy and procedure.
- B. Assist those employees or families who are self-referred, as well as those who are performance/supervisory referred. Referrals will be assisted in identifying their problem(s) and providing them with short-term intervention (three (3) free visits per employee) or referring them to an appropriate outside agency for assistance.
- C. Offer those individuals who need additional counseling beyond their initial free visits the option of utilizing their insurance benefits. Each employee will be responsible for their co-payment and annual deductible. Exceptions to this can be made by the City of Palatka as it sees fit.

**9 St. Johns Medical Park Dr. St. Augustine, FL 32086 (904) 797-2705
6910 Old Wolf Bay Rd., Palatka, FL 32177 (386) 328-4955**

- D. Provide consultation services for supervisory level management within the City of Palatka.
- E. Assure reasonable measures of confidentiality regarding the treatment of the City of Palatka employees via the EAP.
- F. Provide necessary follow-up of the employee or their family.
- G. Visit with the City of Palatka Director of Human Resources/Labor Relations as requested.
- H. Provide follow-up refresher training for supervisors at least once each year, as requested.
- I. Provide an appropriately qualified/licensed therapist to work in the diagnosis, evaluation, treatment, and if necessary, the referral of employees and/or their families.
- J. Provide monthly reports and a summary annual report of the progress of the services provided to the City of Palatka.

THE CITY OF PALATKA WILL:

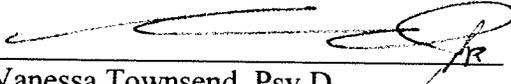
- A. Assist the Provider in delivering the EAP services to its employees.
- B. Provide on at least a once a year basis a letter to employees and their families indicating the existence of and support for the EAP. This letter shall be sent to the employees' home address.
- C. Provide all materials, supplies and clerical staff for the preparation and distribution of pre-program and ongoing program publicity.
- D. Assemble its supervisors/managers and provide a training area which has the necessary audio/visual equipment for the training programs that are to be offered through this Contract.
- E. Assure each employee that this program will maintain his/her confidentiality.
- F. Provide agreed upon reimbursement to Provider.

COMPENSATION:

The services and assistance offered through this Contract will be provided to The City of Palatka for a fee of \$3,454.00 per Contract year. This Contract shall remain in force for a period of one year from January 1, 2011 to December 31, 2011. This Contract may be canceled by either party with 60 days written notice.

The above is agreed to by:

City Manager
The City of Palatka



Vanessa Townsend, Psy.D.
Dr. Townsend & Associates, P.A.

Date

10/15/10

Date

MINUTES
CITY OF PALATKA SAFETY COMMITTEE
December 21, 2010 – 9:00 a.m.

Present:

Mark Lynady, Chairman	Fire
Shawn Ladd	Public Works
Melvin Register	WTP
James Griffith	Police Dept.
Debbie Banks	Building & Zoning
Keondra Wright	Parks
John Youell	Airport

Call to Order: Chairman Lynady called the meeting to order at 9:00 a.m.

Adoption of Minutes – November 16, 2010 – Debbie Banks moved to adopt the minutes as corrected. Melvin Register seconded the motion, which passed unopposed.

Accident/Incident Review – November, 2010 - The following employees were found to have had at-fault accidents or incidents:

Worker Comp:

November – 1 Incident Reported – 1 At Fault/Preventable

11/30/10	PD	J. Sapp	Training on hot asphalt all day, got overheated. Treated For exhaustion & anxiety.
----------	----	---------	--

Claims from previous month after review:

October – 2 At Fault/Preventable

10/01/10	PD	C. French	Firearm came out of holster hitting ground where it discharged grazing right calf.
10/15/10	W/S	A. Kerwin	Hit head on bucket of back hoe.

Equipment Damage/NOC:

November – 2 Incident Reported – 1 At Fault/Preventable, 1 Pending (Safety Committee Claims Not At Fault)

11/01/10	PD	D. Evey	Backed vehicle into parked vehicle.
11/28/10	Fire	W. Dixon	Responding to a call with lights & siren on, employee hit other vehicle when it turned in front of him.

Liability:

November – 2 Incident Reported – Non-Preventable

11/06/10	Streets		Claimant alleged vehicle damaged from roadway pavers
11/28/10	Fire		Claimant failed to yield to fire vehicle in emergency mode.

Minute for safety:

City Hall – Read and circulate Safety Bulletin, Wipe down door knobs & handles

B&Z – Read & Circulate Safety Bulletin, Christmas tree light safety

Fire Dept – Holiday Fire Safety Video

Public Works – Keeping warm precautions during colder weather

WTP – Electrical Safety

Police Dept. – Read and circulate Safety Bulletin

Parks – Read and circulate Safety Bulletin

Recommendation on EAP Renewal – James Griffith moved to approve Renewal of the EAP. Melvin Register seconded the motion, which passed unopposed.

Mark Lynady said the City Safety Manual has been given to the City Attorney. He noted it should be in place by January.

Next meeting – December 21, 9:00 a.m. at City Hall

*Agenda
Item*

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201 N. 2nd Street
Palatka, FL 32177
Tel. (386) 329-0100
Fax (386) 329-0199

City of Palatka
Office of the City Manager

To: Mayor Myers, Commissioners

From: Woody Boynton, City Manager

Date: January 7, 2011

RE: Award Bid to Futch's Landscaping Inc. – Palatka Landscape Enhancement Project

Attached is the bid results associated with the Palatka Landscape Enhancement Project. As you can see three bids were received the lowest being received from Futch's Landscaping Inc. of Palatka FL. We are recommending award of the contract to Futch's Landscaping Inc.

As you may recall the City of Palatka received approximately \$17,000 grant from The U.S. Department of Forestry to plant 100 trees throughout the City of Palatka, the areas selected included the County Courthouse Parking Lot, the Palatka Golf Course and the Westview Cemetery near the Crill Avenue Underpass. The additional money necessary to complete this project will be appropriated from the Better Place Fund. Work by in-house crews from both the Utility Department and the Public Works Department will be used to prepare the beds and irrigation systems for this project. In addition, the CRA approved \$10,000 to assist the City in purchasing the materials for the irrigation system, potable water system and electrical necessary to install the trees in the County Courthouse Parking Lot.

Should you have any questions, please call.

STATE OF FLORIDA

County of Putnam

The undersigned personally appeared before me, a Notary Public for the State of Florida, and deposes that the Palatka Daily News is a daily newspaper of general circulation, printed in the English language and published in the City of Palatka in said County and State; and that the attached order, notice, publication and/or advertisement:

INVITATION TO BID City of Pal

Was published in said newspaper 1 time(s) with said publication being made on the following dates:

11/24/2010

The Palatka Daily News has been continuously published as a daily newspaper, and has been entered as second class matter at the post office at the City of Palatka, Putnam County, Florida, each for a period of more than one year next preceding the date of the first publication of the above described order, notice and/or advertisement.

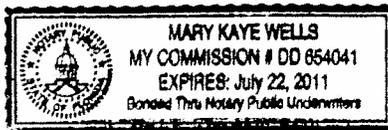
Vicki Rafuse

Sworn to and subscribed to before me this 24th day of November, 2010 by Vicki Rafuse, Administrative Assistant, of the Palatka Daily News, a Florida corporation, on behalf of the corporation.

Mary Kaye Wells

Mary Kaye Wells, Notary Public
My commission expires July 22, 2011

Notary Seal
Seal of Office:



____ Personally known to me, or
____ Produced identification:
____ Did take an oath

NOV 30 2010

PUBLIC NOTICE
INVITATION TO BID
City of Palatka
LANDSCAPE ENHANCEMENTS
Notice is hereby given that the City of Palatka, Florida will receive sealed bids for landscape enhancements to multiple project sites within the City of Palatka. All work for the Project shall be constructed in accordance with the Drawings and Specifications prepared by the City of Palatka. The Landscape Enhancements include providing Little Gem Magnolias, Sand Live Oaks, Cabbage Palms, and Drake Elms. Bids shall be submitted for furnishing, delivering, and installing all materials, equipment and services, including labor, to complete the Work.
Sealed bids will be received by Ms. Betty Driggers, City of Palatka, Florida, 201 North 2nd Street, Palatka, Florida 32177 until 3:00 p.m. (local time) on December 13, 2010. All bids must be submitted in duplicate. Any bids received after the specified time and date will not be considered. Each bid must be submitted on the specified bid form and sealed in an envelope bearing on the outside the name of the bidder, his/her address, and the name of the project for which the bid is submitted. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed as specified in the bid form.
A non-mandatory Pre-Bid Conference is scheduled for December 6th at 10:00 a.m. in the City Hall, City of Palatka, 201 North 2nd Street, Palatka, Florida 32177.
Drawings and Specifications will be made available on the City of Palatka's webpage, at www.palatka-fl.gov or at City Hall. For further information or clarification, contact the Project Manager: Mr. Jonathan Griffith, City of Palatka 201 N. 2nd Street, Palatka, Florida 32177, telephone 386-329-0108 ext.238, facsimile 386-329-0198 or email jgriffith@palatka-fl.gov.
The City of Palatka is an Equal Opportunity Employer and reserves the right to waive any informality or to reject any or all bids.
Legal No. 05509274
11/24/2010

City of Palatka
Bid Opening

Date December 13, 2010

Job Title RFP - Downtown Landscaping

Opened by: Karen M Venable

Dept./Engineer _____

Read by: Karen M Venable

Bidder name	Acknowledge Addendums?	Base Bid Amount	Alternate #1	Alternate #2
1. Motes Hay & Lawn Inc. Palatka, FL	No	\$ 20,164.10	\$ 11,046.65	\$
2. Futch's Landscaping, Inc. Palatka FL		\$ 19,475.00	\$ 9,556.00	\$
3. Sun State Nursery & Landscaping Jacksonville, FL		\$ 26,026.00	\$ 16,912.00	\$
4.		\$	\$	\$
5.		\$	\$	\$
6.		\$	\$	\$
7.		\$	\$	\$

Witnesses:



Mark Reynolds

Landscape Enhancements
CITY OF PALATKA
 December 13, 2010

BID SCHEDULE

Item No.	Description of Item	Quantity	Unit	Unit Price	Amount
Base Bid					
1	Magnolia grandiflora 'little gem' - Little Gem Magnolia	12	EA	200.00	\$ 2400.00
2	Quercus geminata - Sand Live Oak	32	EA	200.00	\$ 6400.00
3	Sabal palmetto - Cabbage Palm - (8'-10' CT)	23	EA	185.00	\$ 4255.00
4	Sabal palmetto - Cabbage Palm - (12'-14' CT)	12	EA	185.00	\$ 2220.00
5	Ulmus parviflorum 'Drake' - Drake Elm	21	EA	200.00	\$ 4200.00
Total Base Bid Price (Numerals) \$19,475.00					
Total Base Bid Price (Words) Nineteen thousand four hundred seventy-five dollars					
Bid Alternative A					
1	Rhododendron 'Fashion' - Fashion Azalea	250	EA	12.00	\$ 3000.00
2	Trachelospermum asiaticum - Japanese Star Jasmine	900	EA	5.50	\$ 4950.00
3	Serenoa repens 'silver' - Silver Saw Palmetto	73	EA	22.00	\$ 1606.00
Total Bid Price - Alt. A only (Numerals) \$ 9,556.00					
Total Bid Price - Alt. A only (Words) Nine thousand five hundred fifty-six dollars					
Notes: The Notice to Proceed will be issued within one-week after bid is awarded. The time to complete all work associated with the base bid is 45-days. The drawings, design details and specifications for various elements of the project are provided and shall form the basis for construction.					
Date Bid Submitted on: <u>12/6/2010</u>					
State Contractor License No. _____					
Company Name: <u>Futch's Landscaping, Inc</u>					
State of Incorporation: <u>Florida</u>					
Name: <u>Robbie Futch</u>					
Title: <u>Vice President</u>					
Signature: _____					
Business Address: <u>PO Box 725 Palatka, FL 32178</u>					
Phone number: <u>386-325-5640</u>					
Fax No. <u>386-325-9957</u>					

*Agenda
Item*

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201 N. 2nd Street
Palatka, FL 32177
Tel. (386) 329-0100
Fax (386) 329-0199

City of Palatka
Office of the City Manager

To: Mayor Myers, Commissioners

From: Woody Boynton, City Manager

Date: January 7, 2011

RE: Riverfront Temporary Floating Docks

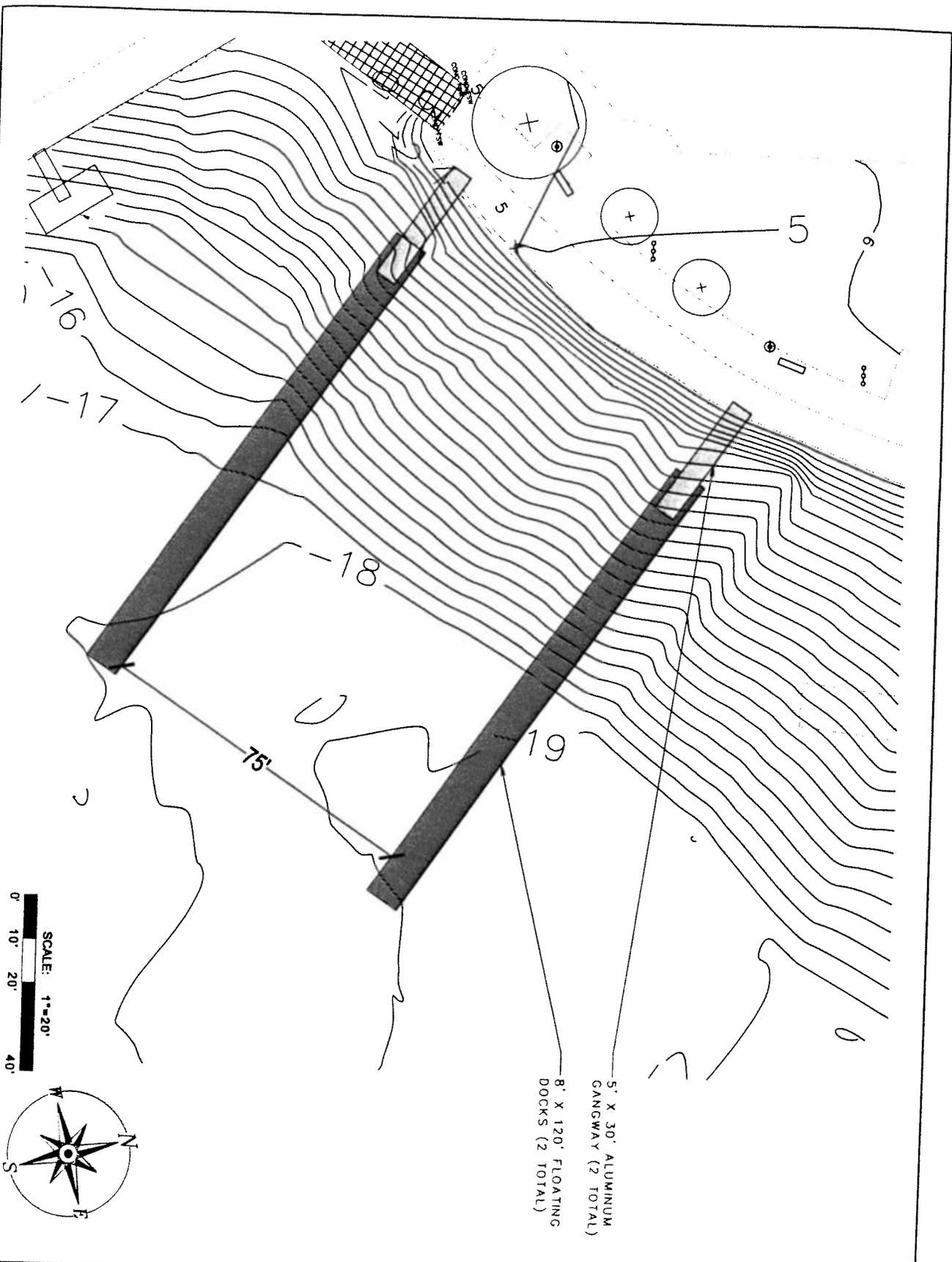


The City of Palatka will take bids on 240 linear feet of floating docks on January 12, 2011. These floating docks will be used by the Chamber in support of the BASS tournament to be held the weekend of March 12, 2011. The estimated budget for this project is \$80,000, Putnam County will provide up to \$40,000 for the purchase of these docks. The City's share will be appropriated from grants that have been awarded to the City this past year.

The proposed design calls for two separate 120 foot temporary floating docks to be installed just to the north of the amphitheatre to facilitate the weigh-in during the BASS tournament (see attached schematic). This was one of the few requirements of the tournament organizers. At the end of the tournament, the County will retain 120 linear feet of the docks for their use at other facilities within the County. The City will retain the remaining 120 linear feet for use in and around the existing dockage at the riverfront. It is also expected that by re-arranging the configuration of the City-owned docks it may be used to launch the fireworks display on July 4th.

We are requesting prior approval of the award to facilitate the construction and installation of the docks prior to the March 12th tournament. Should the bids exceed the \$80,000 budget, we will delay the award until the next regular scheduled meeting of the commission or January 27, 2011 for further discussion and explanation. Again, please remember that this money will not be appropriated from the General Fund but was already assumed to be expended from funds that have already been awarded to the City this past year.

Should you have any questions, please call.



C-1

TEMPORARY FLOATING DOCKS
 City of Palatka, FL

Elvin C. Boynton, Jr., P.E.
 License No. _____

CITY OF PALATKA
 201 NORTH BROADWAY
 PALATKA, FL 32977
 PHONE: (888) 388-8888
 FAX: (888) 388-8888



*Agenda
Item*

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201 N. 2nd Street
Palatka, FL 32177
Tel. (386) 329-0100
Fax (386) 329-0199

City of Palatka
Office of the City Manager

To: Mayor Myers, Commissioners

From: Woody Boynton, City Manager

Date: January 7, 2011

RE: Award Wastewater Treatment Plant Improvements Project - Masci Corporation

Attached are the bid results associated with the WWTP Improvements Project. This project is associated with the City's reuse expansion project and will allow for 100% of the plants reuse to be treated and made available for reuse. The work will primarily include the addition of new filters, a new chlorine contact chamber and the necessary appurtenances associated with making the new system functional.

The entire cost of the project is 100% funded by a grant from the SJRWMD. We concur with the recommendation of the engineer and recommend award of this project to Masci Corporation.

Should you have any questions, please call.

January 6, 2011

Mr. Elwin C. "Woody" Boynton, PE
City Manager
City of Palatka
201 North 2nd Street
Palatka, Florida 32177

Re: City of Palatka
Wastewater Treatment Plant Improvements
Ayres Associates Project No. 30-1604.00

Subject: Recommendation for Contract Award

Dear Mr. Boynton:

Ayres Associates has reviewed the bids for the referenced project. There were a total of eleven bidders on this project. We recommend award of this contract to Masci Corporation for the Base Bid for a total amount of \$2,127,577.00 as they were the lowest responsive bidder. As part of our review process Ayres Associates contacted the references for the lowest responsive bidder to verify that their demonstrated ability would be acceptable to the City of Palatka.

Please feel free to contact me should you have any questions regarding review of the bids.

Sincerely,

Ayres Associates Inc



Daryl R. Myers, PE
Project Leader I

Enclosure

cc: File

City of Palatka
Bid Opening

Date October 20, 2010

Job Title WWTP Improvements Reuse System Ext.

Opened by: Karen Venables

Dept./Engineer Ayres Associates Inc.

Read by: Betsy Driggers

Bidder name	³ Acknowledge Addendums?	Base Bid Amount	Alt. A	Alt. B	Alt. C
1. Acon Construction Co. Jax	Yes	\$ 2,550,000	\$ 16,000	\$ 176,000	20,000
2. Brandes Design-Build, Inc Clearwater	Yes	\$ 2,183,000	\$ 20,000	\$ 2,395,000	2,278,000
3. Floridga Design Lake Park	Yes	\$ 2,392,235	\$ 51,950	\$ 2,527,970	2,382,350
4. Masci Corp. Port Orange	Yes	\$ 2,127,577	\$ 12,500	\$ 2,302,340	2,187,475
5. McMahah DeLand	Yes	\$ 2,241,000	\$ 15,000	\$ 2,564,000	2,409,000
6. Ortega Industrial Jax	Yes	\$ 2,438,192	\$ 13,050	\$ 2,237,712	59,163.
7. Prime Construction Group Orlando	Yes	\$ 2,539,000	\$ 35,000	\$ 195,400	44,400

Witnesses:

[Signature]

City of Palatka
Bid Opening

Date October 20, 2010

Job Title WWTP Improvements Reuse System Ext.

Opened by: Karen Venables

Dept./Engineer Ayres Associates Inc.

Read by: Betsy Driggers

Bidder name	Acknowledge Addendums?	Base Bid Amount	Alt. A	Alt B	Alt C
1. Sawcross, Inc. Tax	Yes	\$2,306,000	\$17,000	\$328,000	173,000
2. Waterline Incl. Palm Coast	Yes	\$2,397,777	\$74,677	\$433,777	267,677
3. WPC Tax	Yes	\$2,137,000	\$15,000	\$337,000	176,000
4.		\$	\$	\$	
5.		\$	\$	\$	
6.		\$	\$	\$	
7.		\$	\$	\$	

Witnesses:

Tom Clark
Fla Design Contractors

Robert J. Masci
Masci



SECTION 00 41 15

BID FORM

PROJECT IDENTIFICATION: CITY OF PALATKA
WASTEWATER TREATMENT PLANT IMPROVEMENTS

BID DEADLINE: OCTOBER 20, 2010 at 3:00 p.m.

THIS BID IS SUBMITTED TO: City of Palatka
201 North 2nd Street
Palatka, Florida 32177

- 1.01 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.
- 2.01 Bidder accepts all of the terms and conditions of the Advertisement or Invitation to Bid and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. The Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.
- 3.01 In submitting this Bid, Bidder represents, as set forth in the Agreement, that:
 - A. Bidder has examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda, receipt of all which is hereby acknowledged:

<u>Addendum No.</u>	<u>Addendum Date</u>
1	9/27/10
2	10/12/10
3	10/18/10

- B. Bidder has visited the Site and become familiar with and is satisfied as to the general, local and Site conditions that may affect cost, progress, and performance of the Work.
- C. Bidder is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress and performance of the Work.
- D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Site (except Underground Facilities) which have been identified in the Supplementary Conditions as provided in paragraph 4.02 of the General Conditions, and (2) reports and drawings of a Hazardous Environmental Condition, if any, which has been identified in the Supplementary Conditions as provided in paragraph 4.06 of the General Conditions.
- E. Bidder has obtained and carefully studied (or assumes responsibility for having done so) all additional or supplementary examinations, investigations, explorations, tests, studies, and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the Site which may affect costs, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly

required by the Bidding Documents to be employed by Bidder, and safety precautions and programs incident thereto.

- F. Bidder does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times and in accordance with the other terms and conditions of the Bidding Documents.
 - G. Bidder is aware of the general nature of the work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
 - H. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the Site, reports and drawings identified in the Bidding Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Bidding Documents.
 - I. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by Engineer is acceptable to Bidder.
 - J. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.
- 4.01 Bidder further represents that this Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any individual or entity to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over Owner.
- 5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

BASE BID					
Item No.	Description	Quantity	Unit	Unit Cost	Total Cost
1	For all Work as shown and described in the Contract Documents	1	LS	2,057,577	2,057,577
2	Instrumentation and Controls	1	LS	\$70,000	\$70,000

TOTAL BASE BID AMOUNT (ITEMS 1-2)

\$ 2,127,577 -

Two Million One Hundred Twenty Seven Thousand Five Hundred Seventy Seven Dollars -
(Use Words)

ALTERNATE BID "A"					
Item No.	Description	Quantity	Unit	Unit Cost	Total Cost
1	Demolition of existing chlorine contact chamber	1	LS	12,500	12,500

TOTAL ALTERNATE BID "A" AMOUNT (ITEM 1A)

\$ 12,500 -

Twelve Thousand Five Hundred Dollars -
(Use Words)

ALTERNATE BID "B"					
Item No.	Description	Quantity	Unit	Unit Cost	Total Cost
1	Installation of the TROJAN UV3000Plus (55% UVT)	1	LS	2,302,340	2,302,340

TOTAL ALTERNATE BID "B" AMOUNT (ITEM 1)

\$ 2,302,340 -

Two Million Three hundred Two thousand Three hundred Forty Dollars -
(Use Words)

ALTERNATE BID "C"					
Item No.	Description	Quantity	Unit	Unit Cost	Total Cost
1	Installation of the TROJAN UV3000Plus (65% UVT)	1	LS	2,187,475	2,187,475

TOTAL ALTERNATE BID "C" AMOUNT (ITEM 1)

\$ 2,187,475 -

Two Million One hundred Eighty Seven thousand Four hundred Seventy Five Dollars -
(Use Words)

At the option of the Owner, if Alternate Bid "A" is below the overall project budget, Owner may award the contract either entirely on the Base Bid or the Base Bid and Alternate Bid "A" added to the project.

Alternate Bid "B" shall be the deletion of the Chlorine Contact Chamber; not including the clearwell and pumping equipment, and adding the TROJAN UV3000 (55% UVT) as shown on the plan (Alternate.B.Plan.PDF) including electrical.

Alternate Bid "C" shall be the deletion of the Chlorine Contact Chamber, not including the clearwell and pumping equipment, and adding the TROJAN UV3000 (65% UVT) as shown on the plan (Alternate.C.Plan.PDF) including electrical.

At the option of the Owner, Owner also reserves the right to award the project based on selected work items of the Base Bid or Alternate Bid.

All specific cash allowances are included in the price(s) set forth above and have been computed in accordance with paragraph 11.02 of the General Conditions.

Unit prices have been computed in accordance with Paragraph 11.03.B of the General Conditions.

Bidder acknowledges that estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment of all Unit Price Bid Items will be based on actual quantities provided, determined as provided in the Contract Documents.

6.01 Bidder agrees that the Work will be substantially complete within 330 calendar days after the date when the Contract Times commence to run as provided in paragraph 2.03 of the General Conditions, and completed and ready for final payment in accordance with paragraph 14.07.B of the General Conditions within 360 calendar days after the date when the Contract Times commence to run.

Company Name: Masci Corporation

6.02 Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the times specified above, which shall be stated in the Agreement.

7.01 The following documents are attached to and made a condition of this Bid:

- A. Bid Security in the form of a certified check of Bid Bond
- B. Tabulation of Subcontractors & Suppliers
- C. Bidder's Qualification Statement
- D. Florida Trench Safety Act Certification
- E. Public Entity Crimes Statement
- F. Statement of Disputes, Litigation & Surety Completion
- G. Noncollusion Affidavit
- H. Drug-Free Workplace Certificate

8.01 The terms used in this Bid with initial capital letters have the meanings indicated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

SUBMITTED on October 20, 2010.

State Contractor License No. CGC1509397

If Bidder is:

An Individual

Name (typed or printed): N/A

By: _____
(Individual's Signature)

Doing business as: _____

Business address: _____

Phone No.: _____ Fax No.: _____

A Partnership

Partnership Name: N/A

By: _____
(Signature of general partner – attach evidence of authority to sign)

Name (typed or printed): _____

Business address: _____

Phone No.: _____ Fax No.: _____

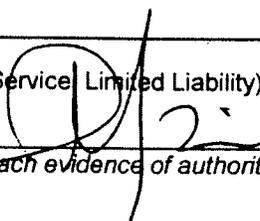
Company Name: Masci Corporation

A Corporation

Corporation Name: Masci Corporation (SEAL)

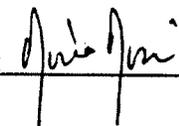
State of Incorporation: Florida

Type (General Business, Professional, Service, Limited Liability): General

By: 
(Signature - attach evidence of authority to sign)

Name (typed or printed): Ivanna Masci

Title: Vice President (CORPORATE SEAL)

Attest 
(Signature of Corporate Secretary) Maria Masci

Business address: 5752 S. Ridgewood Avenue
Port Orange, FL 32127

Phone No.: (386) 322-4500 Fax No.: (386) 322-4800

Date of Qualification to do business is 6/17/1996

Company Name: Masci Corporation

A Joint Venture

Joint Venturer Name: N/A

By: _____
(Signature of joint venture partner – attach evidence of authority to sign)

Name (typed or printed): _____

Title: _____

Business address: _____

Phone No.: _____ Fax No.: _____

Joint Venturer Name: _____

By: _____
(Signature – attach evidence of authority to sign)

Name (typed or printed): _____

Title: _____

Business address: _____

Phone No.: _____ Fax No.: _____

Phone and FAX Number, and Address for receipt of official communications:

Phone #386-322-4500

Fax #386-322-4600

(Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be in a manner indicated above.)

Executed in 1 Counterpart

BID BOND

DAMAGES FORM

Any singular reference to Bidder, Surety, Owner, or other party shall be considered plural where applicable.

BIDDER (Name and Address):

Masci Corporation
5752 S. Ridgewood Avenue
Port Orange, FL 32127

SURETY (Name and Address of Principal Place of Business):

The Hanover Insurance Company
440 Lincoln Street
Worcester, MA 01653-0002

OWNER (Name and Address):

City of Palatka
201 North 2nd Street
Palatka, FL 32177

BID

Bid Due Date: October 5th, 2010

Project (Brief Description Including Location):

Wastewater Treatment Plant Improvements,

BOND

Bond Number: N/A

Date (Not later than Bid due date): October 5th, 2010

Penal Sum: Five Percent of Amount Bid (Words) \$ 5% (Figures)

Surety and Bidder, intending to be legally bound hereby, subject to the terms printed on the reverse side hereof, do each cause this Bid Bond to be duly executed on its behalf by its authorized officer, agent, or representative.

BIDDER

SURETY

Masci Corporation _____ (Seal)
Bidder's Name and Corporate Seal

The Hanover Insurance Company _____ (Seal)
Surety's Name and Corporate Seal

By: [Signature]
Signature and Title Ivana Masci, V.P.

By: Teresa L. Durham
Signature and Title Teresa L. Durham
(Attach Power of Attorney)

Attest: [Signature]
Signature and Title Maria Masci, Secretary

Attest: [Signature]
Signature and Title Donna Keefer, witness

Note: Above addresses are to be used for giving required notice.

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Owner upon default of Bidder any difference between the total amount of Bidder's Bid and the total amount of the Bid of the next lowest, responsible Bidder who submitted a responsive Bid as determined by Owner for the work required by the Contract Documents, provided that:

1.1. If there is no such next Bidder, and Owner does not abandon the Project, then Bidder and Surety shall pay to Owner the penal sum set forth on the face of this Bond, and

1.2. In no event shall Bidder's and Surety's obligation hereunder exceed the penal sum set forth on the face of this Bond.

2. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.

3. This obligation shall be null and void if:

3.1. Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or

3.2. All Bids are rejected by Owner, or

3.3. Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).

4. Payment under this Bond will be due and payable upon default by Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.

5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Bidder, provided that the total time for issuing Notice of Award including extensions shall not in the aggregate exceed 120 days from Bid due date without Surety's written consent.

6. No suit or action shall be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Bidder and Surety and in no case later than one year after Bid due date.

7. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state

in which the Project is located.

8. Notices required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.

9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.

10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.

11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.

THE HANOVER INSURANCE COMPANY
MASSACHUSETTS BAY INSURANCE COMPANY
CITIZENS INSURANCE COMPANY OF AMERICA

POWERS OF ATTORNEY
CERTIFIED COPY

KNOW ALL MEN BY THESE PRESENTS: That THE HANOVER INSURANCE COMPANY and MASSACHUSETTS BAY INSURANCE COMPANY, both being corporations organized and existing under the laws of the State of New Hampshire, and CITIZENS INSURANCE COMPANY OF AMERICA, a corporation organized and existing under the laws of the State of Michigan, do hereby constitute and appoint

Leslie M. Donahue, Kim E. Niv, Jeffrey W. Reich, J. Gregory MacKenzie, Susan L. Reich, Teresa L. Durham, Patricia L. Slaughter, Don Bramlage, Gloria A. Richards, Cheryl Foley, and/or Lisa Roseland

of Maitland, FL and each is a true and lawful Attorney(s)-in-fact to sign, execute, seal, acknowledge and deliver for, and on its behalf, and as its act and deed any place within the United States, or, if the following line be filled in, only within the area therein designated

any and all bonds, recognizances, undertakings, contracts of indemnity or other writings obligatory in the nature thereof, as follows:
Any such obligations in the United States, not to exceed Twenty Million and No/100 (\$20,000,000) in any single instance

and said companies hereby ratify and confirm all and whatsoever said Attorney(s)-in-fact may lawfully do in the premises by virtue of these presents. These appointments are made under and by authority of the following Resolution passed by the Board of Directors of said Companies which resolutions are still in effect:

"RESOLVED, That the President or any Vice President, in conjunction with any Assistant Vice President, be and they are hereby authorized and empowered to appoint Attorneys-in-fact of the Company, in its name and as its acts, to execute and acknowledge for and on its behalf as Surety any and all bonds, recognizances, contracts of indemnity, waivers of citation and all other writings obligatory in the nature thereof, with power to attach thereto the seal of the Company. Any such writings so executed by such Attorneys-in-fact shall be as binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company in their own proper persons." (Adopted October 7, 1981 - The Hanover Insurance Company; Adopted April 14, 1982 - Massachusetts Bay Insurance Company; Adopted September 7, 2001 - Citizens Insurance Company of America)

IN WITNESS WHEREOF, THE HANOVER INSURANCE COMPANY, MASSACHUSETTS BAY INSURANCE COMPANY and CITIZENS INSURANCE COMPANY OF AMERICA have caused these presents to be sealed with their respective corporate seals, duly attested by a Vice President and an Assistant Vice President, this 22nd day of September, 2009.



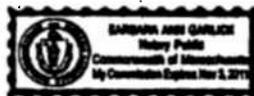
THE HANOVER INSURANCE COMPANY
MASSACHUSETTS BAY INSURANCE COMPANY
CITIZENS INSURANCE COMPANY OF AMERICA


Mary Jeanne Anderson, Vice President


Robert K. Grennan, Assistant Vice President

THE COMMONWEALTH OF MASSACHUSETTS)
COUNTY OF WORCESTER) ss.

On this 22nd day of September, 2009, before me came the above named Vice President and Assistant Vice President of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, to me personally known to be the individuals and officers described herein, and acknowledged that the seals affixed to the preceding instrument are the corporate seals of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, respectively, and that the said corporate seals and their signatures as officers were duly affixed and subscribed to said instrument by the authority and direction of said Corporations.




Notary Public

My commission expires on November 3, 2011

I, the undersigned Assistant Vice President of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, hereby certify that the above and foregoing is a full, true and correct copy of the Original Power of Attorney issued by said Companies, and do hereby further certify that the said Powers of Attorney are still in force and effect.

This Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America.

"RESOLVED, That any and all Powers of Attorney and Certified Copies of such Powers of Attorney and certification in respect thereto, granted and executed by the President or any Vice President in conjunction with any Assistant Vice President of the Company, shall be binding on the Company to the same extent as if all signatures therein were manually affixed, even though one or more of any such signatures thereon may be facsimile." (Adopted October 7, 1981 - The Hanover Insurance Company; Adopted April 14, 1982 Massachusetts Bay Insurance Company; Adopted September 7, 2001 - Citizens Insurance Company of America)

GIVEN under my hand and the seals of said Companies, at Worcester, Massachusetts, this 5th day of October, 2010.

THE HANOVER INSURANCE COMPANY
MASSACHUSETTS BAY INSURANCE COMPANY
CITIZENS INSURANCE COMPANY OF AMERICA


Stephen L. Braut, Assistant Vice President

SECTION 00 43 35

TABULATION OF SUBCONTRACTORS & SUPPLIERS

The undersigned states that the following is a full and complete list of the proposed subcontractors and suppliers on this Project and the class of work to be performed by each, and that such list will not be added to nor altered without written consent to the Owner through the Engineer.

<u>SUBCONTRACTOR OR SUPPLIER AND ADDRESS</u>	<u>CLASS OF WORK OR MATERIAL</u>
1. <u>Shaner Electric Co.</u> <u>3500 SW 13th St, Ocala, FL 34474</u>	<u>Electrical</u>
2. <u>Gross Foundations</u> <u>1057 Blackwood St, Altamont Springs, FL 32701</u>	<u>Concrete</u>
3. <u>MTS Environmental</u> <u>3102 Sauvages Village, Ponte Verde Beach, FL 33072</u>	<u>Disc filter + WACO</u>
4. * <u>Tom Evans Environmental</u> <u>3605 Ventura Drive E, Lakeland, FL 33811</u>	* <u>Pump + Valves</u>
5. <u>Home Pipe + Supply</u> <u>1080 West Main St, Lake Wales, FL 32744</u>	<u>Pipe</u>
6. _____	_____
7. _____	_____

BIDDER: Masci Corporation

By: [Signature]

Name: Ivanna Masci

Title: Vice President

Date: 10/5/10

SECTION 00 45 13

STATEMENT OF BIDDER'S QUALIFICATIONS

To: The City of Palatka Project: Wastewater Treatment Plant Improvements
Date: 10/5/10

The following experience record, as of date shown, shall be submitted to the Owner with the Bid Form. All questions shall be answered fully. Bidders who have qualified to bid on other projects for this Owner within the last 12 months need not resubmit this form unless specifically requested by the Owner. The contents of this form will be considered confidential to the extent allowed by applicable laws and regulations.

Name of Bidder: Masci Corporation

Business Address: 5752 S. Ridgewood Avenue

<u>Port Orange</u>	<u>Street</u>	<u>Florida</u>	<u>32127</u>
<u>City</u>	<u>State</u>	<u>Zip Code</u>	

1. Number of years in business as a Contractor under the present:
Business Name Masci Corporation
As Principal Contractor 14 As a Sub-Contractor 14
2. Class of work you are equipped to perform: Underground Utilities, Site Work, Roadway, etc.
3. Class of work you usually sublet: see attached sub list section 004335
4. Have any members of your concern ever operated under any other business name?
No If so, give details: _____
5. Have you ever failed to qualify as a responsible bidder? No If so, give details: _____
6. Have you ever refused to enter into a contract after the award is made to you?
No If so, give details: _____
7. Have you ever failed to complete any work? No If so, give details: _____
8. Has any surety or financial institution ever experienced loss on your concern?
No If so, give details: _____

The undersigned hereby declares and certifies that the foregoing is a true statement of the experience and condition of the organization, therein first given and that any agency or individual herein named authorized to supply any information as may be deemed necessary to verify this statement.

Signed Ivanna Masca
Title Vice President

Subscribed and sworn to before me this
5th

day of October, 2010

Heather A. Knight Notary
Public

Volusia County,
Florida

My Commission expires
May 1, 2013



SECTION 00 45 19

NONCOLLUSION AFFIDAVIT

TO: The City of Palatka, herein called the "Owner."

Pursuant to bidding requirements for the work titled "Wastewater Treatment Plant Improvements"

the enclosed contract documents shall be provided to the Owner.

State of Florida

County of Volusia

Ivanna Masci, being first duly

sworn, deposes, and says that:

A. She is Vice President (officer's title)
of Masci Corporation (company)
name),

the Bidder that has submitted the attached bid;

B. He is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;

C. Such bid is genuine and is not a collusive or sham bid;

D. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Bidder, firm, or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached bid or of any other Bidder, or to fix any overhead, profit, or cost element of the bid price or the bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City of Palatka or any person interested in the proposed contract; and

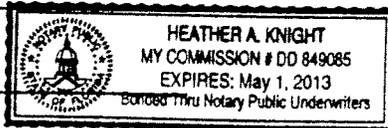
E. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Signed) Ivanna Masci

Subscribed and sworn to before me
this 5th day of October, 2009

Heather A Knight
Notary Public

My commission expires May 1, 2013



SECTION 00 45 20

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that _____

Masci Corporation (print or type name of firm)

- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
- Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, or any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of a drug free work place program.

"As a person authorized to sign a statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein."


Authorized Signature
Ivanna Masci

10/5/10

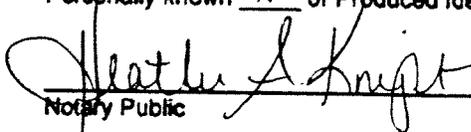
Date Signed

State of: Florida

County of: Volusia

Sworn to and subscribed before me this 5th day of October, 2010

Personally known or Produced Identification _____
(Specify type of Identification)


Notary Public

May 1, 2013

My commission expires



SECTION 00 45 30

SWORN STATEMENT UNDER SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

(To be signed in the presence of a notary public or other
officer authorized to administer oaths.)

STATE OF Florida

COUNTY OF Volusia

Before me, the undersigned authority, personally appeared Ivanna Masci, who
being by me first duly sworn, made the following statement:

1. The business address of Masci Corporation
(firm name of Bidder/Contractor)
is 5752 S. Ridgewood Avenue, Port Orange, FL 32127

2. My relationship to Masci Corporation
(firm name of Bidder/Contractor)
is Vice President
(relationship such as sole proprietor, partner, president; vice president)

3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

4. I understand that "convicted" or "conviction" is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without adjudication or guilt, in any federal or state trial of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

5. I understand that "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime; or (2) an entity under control of any natural person with is active in management of the entity and who has been convicted of a public entity crime; (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate; or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

6. Neither the Bidder/Contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Bidder/Contractor, nor any affiliate of the Bidder/Contractor, has been convicted of a public entity crime subsequent to July 1, 1989.

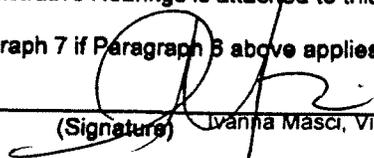
(Draw a line through Paragraph 6 if Paragraph 7 below applies)

7. There has been a conviction of a public entity crime by Bidder/Contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Bidder/Contractor who is active in the management of the Bidder/Contractor or an affiliate of the Bidder/Contractor. A determination has been made pursuant to 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest of the name of the convicted person or affiliate to appear on the convicted vendor list.

The name of the convicted person or affiliate is N/A

A copy of the order of the Division of Administrative Hearings is attached to this statement.

(Draw a line through Paragraph 7 if Paragraph 8 above applies.)



(Signature) Ivanna Masci, Vice President

Sworn to and subscribed before me in the State and County first mentioned above on the 5th
day of October, 2010.



Notary Public



(affix seal)

May 1, 2013
My commission expires

SECTION 00 45 35

BIDDER'S STATEMENT OF DISPUTES, LITIGATION, ARBITRATION, AND SURETY COMPLETION
LAST THREE (3) YEARS

<u>PROJECT</u>	<u>NAME AND ADDRESS OF OWNER OR ENGINEER</u>	<u>NAME AND PHONE OF OWNER OR ENGINEER REPRESENTATIVE</u>	<u>DATE OF CONTRACT</u>	<u>AMOUNT</u>	<u>STATUS</u>
----------------	--	---	-----------------------------	---------------	---------------

N/A

(Signed) 
Ivanna Majci, Vice President

SECTION 00 45 55

FLORIDA TRENCH SAFETY ACT CERTIFICATION

Bidder acknowledges that included in the various items of the proposal and in the Total Bid Price are costs for complying with the Florida Trench Safety Act (90-96, Laws of Florida) as modified October 1, 200. The Bidder further identifies the costs to be summarized below:

	Cost
1. Trench Safety Act Compliance	\$ <u>3,500</u> -
2. Special Shoring	\$ <u>0</u> -

Identify method of compliance for Item #1: trench box

Identify or attach a copy of Special Shoring requirements for Item #2: N/A

The undersigned certifies that he/she is the Contractor who will perform the trench excavation for this project, and hereby gives written assurance that Contractor will comply with the applicable trench safety standards specifically set forth in Florida's Trench Safety Act, Laws of Florida, 90-96.

BIDDER: Masci Corporation
By: [Signature]
Name: Ivanna Masci
Title: Vice President

Sworn to and subscribed before me this 5th day of October, 2008

[Signature]
Notary Public



My Commission Expires: May 1, 2013

Agenda
Item

3_j

MEMORANDUM

To: City Commission

From: Jeff Norton, Special Events Coordinator & Parks Supervisor

Date: January 5, 2011

Re: 2011 Calendar of Events

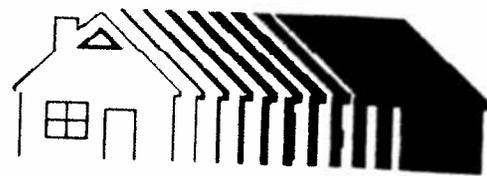
Provided below please find a list of Special Events for the Downtown Palatka Riverfront. The organizers of these events will still be required to complete the normal permitting process through the Special Events Committee. I ask that the City Commission to approve the following dates.

1. Azalea Festival- March 4th- 6th, 2011
2. St. Patrick's Day Parade & Block Party- March 17th, 2011
3. 58th Annual Mug Race May 7th, 2011
4. Wolfson's Children Hospital Bass Tournament May 18th -21st, 2011
5. Blue Crab Festival- May 27th- 30th, 2011
6. Fire Works Celebration- July 4th, 2011
7. Veteran's Day Parade- November 11th, 2011
8. Christmas Day Parade- November 25th, 2011
9. Arts Council Concert Series- April 23rd, 2011; May 7th, 14th, 2011; June 4th, 25th, 2011; July 4th, 2011.

*Agenda
Item*

3k

*PALATKA
HOUSING
AUTHORITY*



January 3, 2011

Serving Palatka's Housing Needs Since 1962

Mayor Vernon Myers
Palatka City Hall
201 N. 2nd St.
Palatka, FL 32177

RE: PHA Annual & Five-Year Capital Funding

Dear Honorable Mayor,

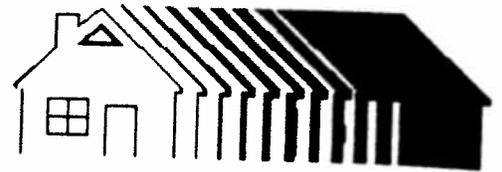
Attached for your review you will find the Palatka Housing Authority's Five-Year Plan, 2011-2015. Please post this item in a viewable location.

In accordance with HUD regulations there will be a public hearing regarding the annual plan. This hearing will be held at the Dr. James A. Long Community Center, located at 601 N. 21st St., Palatka on January 6, 2011 at 11:00 a.m. to review the plan and to hear comments. Any comments which are being made must be submitted in writing to the Palatka Housing Authority. Policies referenced within the Plan are available for review at the Palatka Housing Authority's main office, 400 North 15th Street.

As previously, we have submitted forms for each of our sites for your verification of exclusions to 24 CFR Part 58, as well as forms HUD 7015.15 "Request for Release of Funds and Certification". These require your review and signature as well as form HUD-50077-SL. If you have any questions, please contact me at jnelson@palatkaha.org or by phone (386) 329-0132, ext. 211. Thank you again for your assistance.

Sincerely,

John Nelson, Jr.
Executive Director



Memorandum

To: Betsy Driggers
City Clerk, City of Palatka

From: Sheryl L. Shemet. 
Executive Assistant

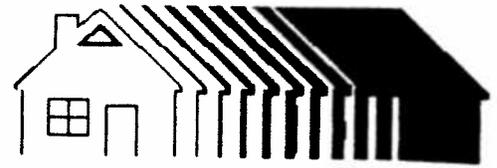
Date: January 5, 2011

RE: Documents for Annual/5-Yr Plan & Environmental Review

Thank you for your assistance in ensuring our documents and forms are presented to the right party in a timely manner. Previously submitted were the following:

- "Determination of Exemption and Determination of Categorical Exclusion..."
(One for each of our project sites)
- Form HUD-7015.15 "Request for Release of Funds and Certification"
(One for each of our project sites)
- Form HUD-50077-SL "Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan"
- Memorandum requesting execution of the documents above.

Most of these forms and procedures were previously completed by the local HUD field office, but last year we were instructed to complete them with the City of Palatka's review and cooperation. If I can clarify further or assist, please contact me. Our deadline to submit the 50077-sl is January 14th. Thank you.



Memorandum

To: Vernon Myers
Mayor, City of Palatka

From: John Nelson, Jr. *JN*
Executive Director

RE: Environmental Review & Release of Capital Funding

Our local HUD Field Office notified us that part of the requirement to release funds requires an environmental review, which they previously conducted. We were instructed to request this from our responsible entity, the City of Palatka.

I have included for your reference and assistance, 24 CFR Part 58, and the required forms. After discussions with the local HUD office, we are exempt under Part 58.34(10) and/or 58.35 (Categorical Exclusions), however the responsible entity must so state per those references. Samples of completed forms utilized last year are attached. .

The activities proposed for the next 5 years are site improvements for repair or modernization and include:

CPTED* Landscaping (*Crime Prevention Through Environmental Design)	Unit Interior Renovation
Kitchen Cabinet Replacement	Security Screen Doors
Fencing	Security Lighting
Sidewalks/Curbing	Exterior Painting
Bath Remodel	Office Rehab/Repair
Mailbox Upgrade	Duct Replace & Return Box
Kitchen/Closet Remodel	Appliance Repair and/or replacement
Water Distribution/Heaters	Exterior Pressure Washing r
Door Repair	Fencing
Mailbox Upgrades	
Bathroom Remodel	

Please review and complete the attached forms (1 for each site/project). If we can assist further, or you have any additional questions, I can be reached at jnelson@palatkaha.org or by phone at (386) 329-0132. Thank you.

Palatka Housing Authority
Capital Fund Program
2011 – 2015
(Fund Years)

Work Items	2011	2012	2013	2014	2015
Kitchen Cabinets		RKR	RKR		
Fencing			JAL/CTs/ RKR	JAL/CTs/RKR	JAL/CTs/RKR
Sidewalks/Curbing		PH	PH		
Security Lighting		PH	PH	PH	
Bath Remodel			JAL/CTs/ RKR	JAL/CTs RKR	JAL/CTs/LH/MC/ WM/RKR
Mailbox Upgrade		PH			
Kitchen/Closet Remodel				JAL/CTs/LH/ MC/WM/RKR	JAL/CTs/LH/ MC/WM/RKR
Exterior Painting				PH	
Water Distribution/Heaters		LH/MC/WM/ NH	LH/MC/WM /NH	LH/MC/WM/ NH	JAL/CTs
Unit Interior Renovation	PH	PH	PH		PH
Security Screen Doors		LH/MC/WM		RKR	
CPTED Landscaping	PH	PH	PH	PH	PH
Office Rehab/Repair			Main Office		
Duct Replace & Return Box	NH				
Door Repair	PH	PH			
Exterior Pressure Washing		PH		PH	
Appliances		LH/MC/WM			

Legend

Northside Homes – NH
Lemon Heights – LH
Madison Court – MC
Westover Manor – WM
Dr. James A. Long – JAL
Dr. James A. Long CTs – CTs
Rosa K. Ragsdale – RKR
All Public Housing – PH

§ 58.35

health, drug abuse, education, counseling, energy conservation and welfare or recreational needs;

(5) Inspections and testing of properties for hazards or defects;

(6) Purchase of insurance;

(7) Purchase of tools;

(8) Engineering or design costs;

(9) Technical assistance and training;

(10) Assistance for temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair, or restoration activities necessary only to control or arrest the effects from disasters or imminent threats to public safety including those resulting from physical deterioration;

(11) Payment of principal and interest on loans made or obligations guaranteed by HUD;

(12) Any of the categorical exclusions listed in § 58.35(a) provided that there are no circumstances which require compliance with any other Federal laws and authorities cited in § 58.5.

(b) A recipient does not have to submit an RROF and certification, and no further approval from HUD or the State will be needed by the recipient for the drawdown of funds to carry out exempt activities and projects. However, the responsible entity must document in writing its determination that each activity or project is exempt and meets the conditions specified for such exemption under this section.

[61 FR 19122, Apr. 30, 1996, as amended at 63 FR 15271, Mar. 30, 1998]

§ 58.35 Categorical exclusions.

Categorical exclusion refers to a category of activities for which no environmental impact statement or environmental assessment and finding of no significant impact under NEPA is required, except in extraordinary circumstances (see § 58.2(a)(3)) in which a normally excluded activity may have a significant impact. Compliance with the other applicable Federal environmental laws and authorities listed in § 58.5 is required for any categorical exclusion listed in paragraph (a) of this section.

(a) *Categorical exclusions subject to § 58.5.* The following activities are categorically excluded under NEPA, but

24 CFR Subtitle A (4-1-04 Edition)

may be subject to review under authorities listed in § 58.5:

(1) Acquisition, repair, improvement, reconstruction, or rehabilitation of public facilities and improvements (other than buildings) when the facilities and improvements are in place and will be retained in the same use without change in size or capacity of more than 20 percent (e.g., replacement of water or sewer lines, reconstruction of curbs and sidewalks, repaving of streets).

(2) Special projects directed to the removal of material and architectural barriers that restrict the mobility of and accessibility to elderly and handicapped persons.

(3) Rehabilitation of buildings and improvements when the following conditions are met:

(i) In the case of a building for residential use (with one to four units), the density is not increased beyond four units, the land use is not changed, and the footprint of the building is not increased in a floodplain or in a wetland;

(ii) In the case of multifamily residential buildings:

(A) Unit density is not changed more than 20 percent;

(B) The project does not involve changes in land use from residential to non-residential; and

(C) The estimated cost of rehabilitation is less than 75 percent of the total estimated cost of replacement after rehabilitation.

(iii) In the case of non-residential structures, including commercial, industrial, and public buildings:

(A) The facilities and improvements are in place and will not be changed in size or capacity by more than 20 percent; and

(B) The activity does not involve a change in land use, such as from non-residential to residential, commercial to industrial, or from one industrial use to another.

(4)(i) An individual action on up to four dwelling units where there is a maximum of four units on any one site. The units can be four one-unit buildings or one four-unit building or any combination in between; or

(ii) An individual action on a project of five or more housing units developed on scattered sites when the sites are

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

Activity Name and Grant Number: Site Improvements - CFP AMP 11	
FL 29P05700011	
Address: Westover Manor, Lemon Heights, Madison Court Apts. Palatka, Putnam County, FL 32177	
Activity Description: CPTED/Landscaping, Water Distribution, Roof Repair, Appliances	
Funding Source: CDBG HOME ESG HOPWA EDI ICDBG NAHASDA Other: CFP	
√	The activity falls into the category below, which is listed at 24 CFR 58.34(a) as Exempt.
	1. Environmental and other studies, resource identification, and development of plans and strategies
	2. Information and financial services
	3. Administrative and management activities
	4. Public services that will not have a physical impact or result in any physical changes including but not limited to services concerned with: <ul style="list-style-type: none"> ▪ Employment ▪ Crime prevention ▪ Child care ▪ Health ▪ Recreation needs ▪ Drug abuse ▪ Education ▪ Counseling ▪ Energy conservation ▪ Welfare ▪ Other _____
	5. Inspections and testing of properties for hazards or defects
	6. Purchase of insurance
	7. Purchase of tools
	8. Engineering or design costs
	9. Technical assistance and training
	10. Temporary or permanent improvements that do not alter environmental conditions and are limited to activities to protect, repair or arrest the effects of disasters or imminent threats to public safety, including those resulting from physical deterioration.
	11. Payment of principal and interest on loans made or obligations guaranteed by HUD
√	The activity falls into the category listed below, which is listed at 24 CFR 58.35(b) as a Categorically Excluded activity not subject to Section 58.5.
	1. Tenant-based rental assistance
	2. Supportive Services (including but not limited to): <ul style="list-style-type: none"> ▪ Health care ▪ Housing services ▪ Permanent housing placement ▪ Day care ▪ Nutritional services ▪ Short term payments for rent/mortgage/utility costs ▪ Assistance in gaining access to government benefits/services
	3. Operating Costs: <ul style="list-style-type: none"> ▪ Maintenance ▪ Security ▪ Operation ▪ Utilities ▪ Furnishings ▪ Equipment ▪ Supplies ▪ Staff training and recruitment

4. Economic Development Activities:	<ul style="list-style-type: none"> ▪ Equipment purchase ▪ Inventory financing ▪ Interest subsidy ▪ Operating costs ▪ Other expenses not associated with construction or expansion
5. Activities to assist homeownership of existing or dwelling units under construction not assisted with Federal funds:	<ul style="list-style-type: none"> ▪ Closing costs and down payment assistance to homebuyers ▪ Interest buydowns or other actions resulting in transfer of title
6. Affordable housing pre-development costs	<ul style="list-style-type: none"> ▪ Legal consulting ▪ Developer and other site-option costs ▪ Project financing ▪ Administrative costs for loan commitments, zoning approvals, and other activities which don't have a physical impact
7. Approval of supplemental assistance (including insurance or guarantee) to a project previously approved under Part 58, if the same responsible entity conducted the environmental review on the original project and re-evaluation of the environmental findings is not required under Section 58.47	

24 CFR 58.6 Requirements

Section 1. Flood Disaster Protection Act

Are funds for acquisition (including equipment) or construction (including repair and rehabilitation) purposes?	<input checked="" type="radio"/> Yes Continue	No Proceed to Section 2-Act does not apply
Is the Activity in an area identified as having special flood hazards (SFHA)? Identify FEMA flood map used to make this determination: _____ Community Name and Number _____ Map panel number and date	Yes Document and Continue	<input checked="" type="radio"/> No Document and Proceed to Section 2-Act does not apply
Is the Community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?	Yes-Document and follow instructions below.	No-Federal Assistance may not be used for this project.
Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be kept on file.		

Section 2. Airport Runway Clear Zones (Civil) and Accident Potential Zones (Military)

Does the project involve HUD assistance, subsidy or insurance for the purchase or sale of an existing property?	Yes Continue	<input checked="" type="radio"/> No—Proceed to Section 3-- Regulation does not apply.
Is the project located within 2,500 feet of a civil airport or 15,000 feet of a military airfield?	Yes Continue	No—Document and Proceed to Section 3-- Regulation does not apply.
Is the project located within an FAA-designated civilian airport Runway Clear Zone (RCA) or Runway Protection Zone, or within the military Airfield Clear Zone (CZ) or Accident Potential Zone/Approach Protection Zone (APZ), based upon information from the airport or military airfield administrator identifying the boundaries of such zones?	Yes Continue	No—Document and Proceed to Section 3— regulation does not apply.
Comply with 24 CFR Part 51, Subpart D. This may include providing a written notice to a prospective buyer or leaser of the potential hazards from airplane accidents and the potential that an airfield operator may wish to purchase the property. Maintain copies of the signed notice. For properties located in a military clear zone, make and document a determination of whether the use of the property is consistent with DOD guidelines. Notice Sample: http://www.hud.gov/offices/cnd/energyenviron/environment/compliance/aa/airmorthazards.pdf		

Section 3. Coastal Barrier Resources Act

Section 58.6 also requires compliance with the Coastal Barrier Resources Act. There are no Coastal Barrier Resource Areas in Washington, Oregon, Alaska, or Idaho. Therefore, the Act does not apply.

Certification

A Request for Release of Funds (RROF) is not required for this project. The activity may be initiated without further environmental review beyond 24 CFR Part 58.6.

Name of project

CFP AMP 11

Responsible Entity Signature

Karl N. Flagg

Name and Title (print)

Karl N. Flagg, Mayor of Palatka

Date

9-9-10

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

Activity Name and Grant Number: Site Improvements - CFP AMP 12
FL 29P05700012

Address: Northside Apts, Palatka, Putnam County, FL 32177

Activity Description: Playground Upkeep, Mailbox Upgrade

Funding Source: CDBG HOME ESG HOPWA EDI ICDBG NAHASDA Other: CFP

√	The activity falls into the category below, which is listed at 24 CFR 58.34(a) as Exempt.
	1. Environmental and other studies, resource identification, and development of plans and strategies
	2. Information and financial services
	3. Administrative and management activities
	4. Public services that will not have a physical impact or result in any physical changes including but not limited to services concerned with: <ul style="list-style-type: none"> ▪ Employment ▪ Crime prevention ▪ Child care ▪ Health ▪ Recreation needs ▪ Drug abuse ▪ Education ▪ Counseling ▪ Energy conservation ▪ Welfare ▪ Other _____
	5. Inspections and testing of properties for hazards or defects
	6. Purchase of insurance
	7. Purchase of tools
	8. Engineering or design costs
	9. Technical assistance and training
	10. Temporary or permanent improvements that do not alter environmental conditions and are limited to activities to protect, repair or arrest the effects of disasters or imminent threats to public safety, including those resulting from physical deterioration.
	11. Payment of principal and interest on loans made or obligations guaranteed by HUD
√	The activity falls into the category listed below, which is listed at 24 CFR 58.35(b) as a Categorically Excluded activity not subject to Section 58.5.
	1. Tenant-based rental assistance
	2. Supportive Services (including but not limited to): <ul style="list-style-type: none"> ▪ Health care ▪ Housing services ▪ Permanent housing placement ▪ Day care ▪ Nutritional services ▪ Short term payments for rent/mortgage/utility costs ▪ Assistance in gaining access to government benefits/services
	3. Operating Costs: <ul style="list-style-type: none"> ▪ Maintenance ▪ Security ▪ Operation ▪ Utilities ▪ Furnishings ▪ Equipment ▪ Supplies ▪ Staff training and recruitment

Request for Release of Funds and Certification

U.S. Department of Housing and Urban Development
Office of Community Planning and Development

OMB No. 2508-0087
(exp. 3/31/2011)

This form is to be used by Responsible Entities and Recipients (as defined in 24 CFR 58.2) when requesting the release of funds, and requesting the authority to use such funds, for HUD programs identified by statutes that provide for the assumption of the environmental review responsibility by units of general local government and States. Public reporting burden for this collection of information is estimated to average 36 minutes 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. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Part 1. Program Description and Request for Release of Funds (to be completed by Responsible Entity)

1. Program Title(s) FY 2010 Capital Funds Grant Program	2. HUD/State Identification Number FL 057	3. Recipient Identification Number (optional)
4. OMB Catalog Number(s) 2577-0226	5. Name and address of responsible entity City of Palatka 201 N. 2nd St. Palatka, FL 32177	
6. For information about this request, contact (name & phone number) Woody Boynton, City Manager 386-329-0100	7. Name and address of recipient (if different than responsible entity) Palatka Housing Authority 400 N. 15th St Palatka, FL 32177	
8. HUD or State Agency and office unit to receive request Dept of HUD, Jacksonville Field Office		

The recipient(s) of assistance under the program(s) listed above requests the release of funds and removal of environmental grant conditions governing the use of the assistance for the following

9. Program Activity(ies)/Project Name(s) CFP AMP 11	10. Location (Street address, city, county, State) Palatka, Putnam County, FL 32177
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11. Program Activity/Project Description Site Improvements CPTED/Landscaping Water Distribution Roof Repair Appliances

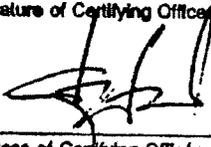
Part 2. Environmental Certification (to be completed by responsible entity)

With reference to the above Program Activity(ies)/Project(s), I, the undersigned officer of the responsible entity, certify that:

1. The responsible entity has fully carried out its responsibilities for environmental review, decision-making and action pertaining to the project(s) named above.
2. The responsible entity has assumed responsibility for and complied with and will continue to comply with, the National Environmental Policy Act of 1969, as amended, and the environmental procedures, permit requirements and statutory obligations of the laws cited in 24 CFR 58.5; and also agrees to comply with the authorities in 24 CFR 58.6 and applicable State and local laws.
3. After considering the type and degree of environmental effects identified by the environmental review completed for the proposed project described in Part 1 of this request, I have found that the proposal did did not require the preparation and dissemination of an environmental impact statement.
4. The responsible entity has disseminated and/or published in the manner prescribed by 24 CFR 58.43 and 58.55 a notice to the public in accordance with 24 CFR 58.70 and as evidenced by the attached copy (copies) or evidence of posting and mailing procedure.
5. The dates for all statutory and regulatory time periods for review, comment or other action are in compliance with procedures and requirements of 24 CFR Part 58.
6. In accordance with 24 CFR 58.71(b), the responsible entity will advise the recipient (if different from the responsible entity) of any special environmental conditions that must be adhered to in carrying out the project.

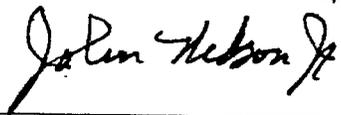
As the duly designated certifying official of the responsible entity, I also certify that:

7. I am authorized to and do consent to assume the status of Federal official under the National Environmental Policy Act of 1969 and each provision of law designated in the 24 CFR 58.5 list of NEPA-related authorities insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity.
8. I am authorized to and do accept, on behalf of the recipient personally, the jurisdiction of the Federal courts for the enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity.

Signature of Certifying Officer of the Responsible Entity  X	Title of Certifying Officer City Manager, Woody Boynton
	Date signed 8-4-10
Address of Certifying Officer City of Palatka 201 N. 2nd St. Palatka, FL 32177	

Part 3. To be completed when the Recipient is not the Responsible Entity

The recipient requests the release of funds for the programs and activities identified in Part 1 and agrees to abide by the special conditions, procedures and requirements of the environmental review and to advise the responsible entity of any proposed change in the scope of the project or any change in environmental conditions in accordance with 24 CFR 58.71(b).

Signature of Authorized Officer of the Recipient  X	Title of Authorized Officer Executive Director, John Nelson, Jr.
	Date signed 8/4/10

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Request for Release of Funds and Certification

U.S. Department of Housing and Urban Development
Office of Community Planning and Development

OMB No. 2508-0087
(exp. 3/31/2011)

This form is to be used by Responsible Entities and Recipients (as defined in 24 CFR 58.2) when requesting the release of funds, and requesting the authority to use such funds, for HUD programs identified by statutes that provide for the assumption of the environmental review responsibility by units of general local government and States. Public reporting burden for this collection of information is estimated to average 36 minutes 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. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Part 1. Program Description and Request for Release of Funds (to be completed by Responsible Entity)

1. Program Title(s) FY 2010 Capital Funds Grant Program	2. HUD/State Identification Number FL 057	3. Recipient Identification Number (optional)
4. OMB Catalog Number(s) 2577-0226	5. Name and address of responsible entity City of Palatka 201 N. 2nd St. Palatka, FL 32177	
6. For information about this request, contact (name & phone number) Woody Boynton, City Manager 386-329-0100	7. Name and address of recipient (if different than responsible entity) Palatka Housing Authority 400 N. 15th St Palatka, FL 32177	
8. HUD or State Agency and office unit to receive request Dept of HUD, Jacksonville Field Office		

The recipient(s) of assistance under the program(s) listed above requests the release of funds and removal of environmental grant conditions governing the use of the assistance for the following

9. Program Activity(ies)/Project Name(s) CYP AMP 15	10. Location (Street address, city, county, State) Palatka, Putnam County, FL 32177
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11. Program Activity/Project Description

Site Improvements

CPTED/Landscaping
Playground Upkeep
Water Distribution
Bath Remodel

**Palatka Housing Authority
Capital Fund Program
2011 – 2015
(Fund Years)**

Work Items	2011	2012	2013	2014	2015
Kitchen Cabinets		RKR	RKR		
Fencing			JAL/CTs/ RKR	JAL/CTs/RKR	JAL/CTs/RKR
Sidewalks/Curbing		PH	PH		
Security Lighting		PH	PH	PH	
Bath Remodel			JAL/CTs/ RKR	JAL/CTs RKR	JAL/CTs/LH/MC/ WM/RKR
Mailbox Upgrade		PH			
Kitchen/Closet Remodel				JAL/CTs/LH/ MC/WM/RKR	JAL/CTs/LH/ MC/WM/RKR
Exterior Painting				PH	
Water Distribution/Heaters		LH/MC/WM/ NH	LH/MC/WM /NH	LH/MC/WM/ NH	JAL/CTs
Unit Interior Renovation	PH	PH	PH		PH
Security Screen Doors		LH/MC/WM		RKR	
CPTED Landscaping	PH	PH	PH	PH	PH
Office Rehab/Repair			Main Office		
Duct Replace & Return Box	NH				
Door Repair	PH	PH			
Exterior Pressure Washing		PH		PH	
Appliances		LH/MC/WM			

Legend
 Northside Homes – NH
 Lemon Heights – LH
 Madison Court – MC
 Westover Manor – WM
 Dr. James A. Long – JAL
 Dr. James A. Long CTs – CTs
 Rosa K. Ragsdale – RKR
 All Public Housing – PH

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan**

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011**

**Certification by State or Local Official of PHA Plans Consistency with the
Consolidated Plan**

I, Vernon Myers the Mayor, City of Palatka certify that the Five Year and
Annual PHA Plan of the Palatka Housing Authority is consistent with the Consolidated Plan of
City of Palatka, FL prepared pursuant to 24 CFR Part 91.

Signed / Dated by Appropriate State or Local Official

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

Activity Name and Grant Number: Site Improvements CFP FY 2011-2015 AMP 11 FL 29P05700011
 Address: Westover Manor, Lemon Heights, Madison Court Apts, PHA Management Office
 Palatka, Putnam County, FL 32177

Activity Description: Unit Interior Renovation, CPTED Landscaping, Door Repair, Sidewalks/Curbs, Security Lighting, Mailbox Upgrade, Exterior Pressure Washing, Exterior Painting, Appliances, Water Distribution/Heaters, Security Screen Doors, Kitchen/Closet Remodel, Bath Remodel, Office Rehab/Repair

Funding Source: CDBG HOME ESG HOPWA EDI ICDBG NAHASDA Other:

The activity falls into the category below, which is listed at 24 CFR 58.34(a) as Exempt.

1. Environmental and other studies, resource identification, and development of plans and strategies
2. Information and financial services
3. Administrative and management activities
4. Public services that will not have a physical impact or result in any physical changes including but not limited to services concerned with:
 - Employment
 - Crime prevention
 - Child care
 - Health
 - Recreation needs
 - Drug abuse
 - Education
 - Counseling
 - Energy conservation
 - Welfare
 - Other _____
5. Inspections and testing of properties for hazards or defects
6. Purchase of insurance
7. Purchase of tools
8. Engineering or design costs
9. Technical assistance and training
10. Temporary or permanent improvements that do not alter environmental conditions and are limited to activities to protect, repair or arrest the effects of disasters or imminent threats to public safety, including those resulting from physical deterioration.
11. Payment of principal and interest on loans made or obligations guaranteed by HUD

The activity falls into the category listed below, which is listed at 24 CFR 58.35(b) as a Categorically Excluded activity not subject to Section 58.5.

1. Tenant-based rental assistance
2. Supportive Services (including but not limited to):
 - Health care
 - Housing services
 - Permanent housing placement
 - Day care
 - Nutritional services
 - Short term payments for rent/mortgage/utility costs
 - Assistance in gaining access to government benefits/services
3. Operating Costs:
 - Maintenance
 - Security
 - Operation
 - Utilities
 - Furnishings
 - Equipment
 - Supplies
 - Staff training and recruitment

4. Economic Development Activities:	<ul style="list-style-type: none"> ▪ Equipment purchase ▪ Inventory financing ▪ Interest subsidy ▪ Operating costs ▪ Other expenses not associated with construction or expansion
5. Activities to assist homeownership of existing or dwelling units under construction not assisted with Federal funds:	<ul style="list-style-type: none"> ▪ Closing costs and down payment assistance to homebuyers ▪ Interest buydowns or other actions resulting in transfer of title
6. Affordable housing pre-development costs	<ul style="list-style-type: none"> ▪ Legal consulting ▪ Developer and other site-option costs ▪ Project financing ▪ Administrative costs for loan commitments, zoning approvals, and other activities which don't have a physical impact
7. Approval of supplemental assistance (including insurance or guarantee) to a project previously approved under Part 58, if the same responsible entity conducted the environmental review on the original project and re-evaluation of the environmental findings is not required under Section 58.47	

24 CFR 58.6 Requirements

Section 1. Flood Disaster Protection Act

Are funds for acquisition (including equipment) or construction (including repair and rehabilitation) purposes?	<input checked="" type="radio"/> Yes Continue	<input type="radio"/> No Proceed to Section 2-Act does not apply
Is the Activity in an area identified as having special flood hazards (SFHA)? Identify FEMA flood map used to make this determination: Community Name and Number _____ Map panel number and date _____	<input type="radio"/> Yes Document and Continue	<input checked="" type="radio"/> No Document and Proceed to Section 2-Act does not apply
Is the Community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?	Yes-Document and follow instructions below.	No-Federal Assistance may not be used for this project.
Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be kept on file.		

Section 2. Airport Runway Clear Zones (Civil) and Accident Potential Zones (Military)

Does the project involve HUD assistance, subsidy or insurance for the purchase or sale of an existing property?	<input type="radio"/> Yes Continue	<input checked="" type="radio"/> No—Proceed to Section 3-- Regulation does not apply.
Is the project located within 2,500 feet of a civil airport or 15,000 feet of a military airfield?	<input type="radio"/> Yes Continue	<input type="radio"/> No—Document and Proceed to Section 3-- Regulation does not apply.
Is the project located within an FAA-designated civilian airport Runway Clear Zone (RCA) or Runway Protection Zone, or within the military Airfield Clear Zone (CZ) or Accident Potential Zone/Approach Protection Zone (APZ), based upon information from the airport or military airfield administrator identifying the boundaries of such zones?	<input type="radio"/> Yes Continue	<input type="radio"/> No—Document and Proceed to Section 3— regulation does not apply.
Comply with 24 CFR Part 51, Subpart D. This may include providing a written notice to a prospective buyer or leaser of the potential hazards from airplane accidents and the potential that an airfield operator may wish to purchase the property. Maintain copies of the signed notice. For properties located in a military clear zone, make and document a determination of whether the use of the property is consistent with DOD guidelines. Notice Sample: http://www.hud.gov/offices/cpd/energyviron/environment/compliance/qa/airporthazards.pdf)		

Section 3. Coastal Barrier Resources Act

Section 58.6 also requires compliance with the Coastal Barrier Resources Act. There are no Coastal Barrier Resource Areas in Washington, Oregon, Alaska, or Idaho. Therefore, the Act does not apply.

Certification

A Request for Release of Funds (RROF) is not required for this project. The activity may be initiated without further environmental review beyond 24 CFR Part 58.6.

Name of project

CFP 2011-2015 AMP 11

Responsible Entity Signature

Name and Title (print)

Vernon Myers, Mayor of Palatka

Date

Request for Release of Funds and Certification

U.S. Department of Housing and Urban Development
Office of Community Planning and Development

OMB No. 2506-0087
(exp. 3/31/2011)

This form is to be used by Responsible Entities and Recipients (as defined in 24 CFR 58.2) when requesting the release of funds, and requesting the authority to use such funds, for HUD programs identified by statutes that provide for the assumption of the environmental review responsibility by units of general local government and States. Public reporting burden for this collection of information is estimated to average 36 minutes 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. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Part 1. Program Description and Request for Release of Funds (to be completed by Responsible Entity)

1. Program Title(s) FY 2011-2015 Capital Funds Grant Program	2. HUD/State Identification Number FL 057	3. Recipient Identification Number (optional)
4. OMB Catalog Number(s) 2577-0226	5. Name and address of responsible entity City of Palatka 201 N. 2nd St. Palatka, FL 32177	
6. For information about this request, contact (name & phone number) Woody Boynton, City Manager 386-329-0100	7. Name and address of recipient (if different than responsible entity) Palatka Housing Authority 400 N. 15th St Palatka, FL 32177	
8. HUD or State Agency and office unit to receive request Dept of HUD, Jacksonville Field Office		

The recipient(s) of assistance under the program(s) listed above requests the release of funds and removal of environmental grant conditions governing the use of the assistance for the following

9. Program Activity(ies)/Project Name(s) CFP AMP 11 Westover Manor, Lemon Heights, Madison Court Apartments, PHA Management Office	10. Location (Street address, city, county, State) Palatka, Putnam County, FL 32177
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11. Program Activity/Project Description Site Improvements Unit Interior Renovation CPTED Landscaping Door Repairs Sidewalks/Curbing Security Lighting Mailbox Upgrade Exterior Pressure Washing Exterior Painting Appliances Water Distribution/Heaters Security Screen Doors Kitchen/Closet Remodel Bath Remodel Office Rehab/Repair
--

Part 2. Environmental Certification (to be completed by responsible entity)

With reference to the above Program Activity(ies)/Project(s), I, the undersigned officer of the responsible entity, certify that:

1. The responsible entity has fully carried out its responsibilities for environmental review, decision-making and action pertaining to the project(s) named above.
2. The responsible entity has assumed responsibility for and complied with and will continue to comply with, the National Environmental Policy Act of 1969, as amended, and the environmental procedures, permit requirements and statutory obligations of the laws cited in 24 CFR 58.5; and also agrees to comply with the authorities in 24 CFR 58.6 and applicable State and local laws.
3. After considering the type and degree of environmental effects identified by the environmental review completed for the proposed project described in Part I of this request, I have found that the proposal did did not require the preparation and dissemination of an environmental impact statement.
4. The responsible entity has disseminated and/or published in the manner prescribed by 24 CFR 58.43 and 58.55 a notice to the public in accordance with 24 CFR 58.70 and as evidenced by the attached copy (copies) or evidence of posting and mailing procedure.
5. The dates for all statutory and regulatory time periods for review, comment or other action are in compliance with procedures and requirements of 24 CFR Part 58.
6. In accordance with 24 CFR 58.71(b), the responsible entity will advise the recipient (if different from the responsible entity) of any special environmental conditions that must be adhered to in carrying out the project.

As the duly designated certifying official of the responsible entity, I also certify that:

7. I am authorized to and do consent to assume the status of Federal official under the National Environmental Policy Act of 1969 and each provision of law designated in the 24 CFR 58.5 list of NEPA-related authorities insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity.
8. I am authorized to and do accept, on behalf of the recipient personally, the jurisdiction of the Federal courts for the enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity.

Signature of Certifying Officer of the Responsible Entity	Title of Certifying Officer
	Date signed
X Address of Certifying Officer City of Palatka 201 N. 2nd St. Palatka, FL 32177	

Part 3. To be completed when the Recipient is not the Responsible Entity

The recipient requests the release of funds for the programs and activities identified in Part I and agrees to abide by the special conditions, procedures and requirements of the environmental review and to advise the responsible entity of any proposed change in the scope of the project or any change in environmental conditions in accordance with 24 CFR 58.71(b).

Signature of Authorized Officer of the Recipient	Title of Authorized Officer Executive Director, John Nelson, Jr.
	Date signed
X <i>John Nelson Jr</i>	

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

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

Activity Name and Grant Number: Site Improvements CFP FY 2011-2015 AMP 12 FL 29P05700012

Address: Northside Apartments,
Palatka, Putnam County, FL 32177

Activity Description: Unit Interior Renovation, CPTED Landscaping, Door Repair, Sidewalks/Curbs, Security Lighting, Mailbox Upgrade, Exterior Pressure Washing, Exterior Painting, Duct Replace & Return Box, Water Distribution/Heaters, Security Screen Doors

Funding Source: CDBG HOME ESG HOPWA EDI ICDBG NAHASDA Other:

The activity falls into the category below, which is listed at 24 CFR 58.34(a) as Exempt.

1. Environmental and other studies, resource identification, and development of plans and strategies
2. Information and financial services
3. Administrative and management activities
4. Public services that will not have a physical impact or result in any physical changes including but not limited to services concerned with:

<ul style="list-style-type: none"> ▪ Employment ▪ Crime prevention ▪ Child care ▪ Health ▪ Recreation needs ▪ Drug abuse 	<ul style="list-style-type: none"> ▪ Education ▪ Counseling ▪ Energy conservation ▪ Welfare ▪ Other _____
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5. Inspections and testing of properties for hazards or defects
6. Purchase of insurance
7. Purchase of tools
8. Engineering or design costs
9. Technical assistance and training
10. Temporary or permanent improvements that do not alter environmental conditions and are limited to activities to protect, repair or arrest the effects of disasters or imminent threats to public safety, including those resulting from physical deterioration.
11. Payment of principal and interest on loans made or obligations guaranteed by HUD

The activity falls into the category listed below, which is listed at 24 CFR 58.35(b) as a Categorically Excluded activity not subject to Section 58.5.

1. Tenant-based rental assistance
2. Supportive Services (including but not limited to):
 - Health care
 - Housing services
 - Permanent housing placement
 - Day care
 - Nutritional services
 - Short term payments for rent/mortgage/utility costs
 - Assistance in gaining access to government benefits/services
3. Operating Costs:

<ul style="list-style-type: none"> ▪ Maintenance ▪ Security ▪ Operation ▪ Utilities 	<ul style="list-style-type: none"> ▪ Furnishings ▪ Equipment ▪ Supplies ▪ Staff training and recruitment
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4. Economic Development Activities:	<ul style="list-style-type: none"> ▪ Equipment purchase ▪ Inventory financing ▪ Interest subsidy ▪ Operating costs ▪ Other expenses not associated with construction or expansion
5. Activities to assist homeownership of existing or dwelling units under construction not assisted with Federal funds:	<ul style="list-style-type: none"> ▪ Closing costs and down payment assistance to homebuyers ▪ Interest buydowns or other actions resulting in transfer of title
6. Affordable housing pre-development costs	<ul style="list-style-type: none"> ▪ Legal consulting ▪ Developer and other site-option costs ▪ Project financing ▪ Administrative costs for loan commitments, zoning approvals, and other activities which don't have a physical impact
7. Approval of supplemental assistance (including insurance or guarantee) to a project previously approved under Part 58, if the same responsible entity conducted the environmental review on the original project and re-evaluation of the environmental findings is not required under Section 58.47	

24 CFR 58.6 Requirements

Section 1. Flood Disaster Protection Act

Are funds for acquisition (including equipment) or construction (including repair and rehabilitation) purposes?	<input checked="" type="radio"/> Yes Continue	No Proceed to Section 2-Act does not apply
Is the Activity in an area identified as having special flood hazards (SFHA)? Identify FEMA flood map used to make this determination: Community Name and Number _____ Map panel number and date _____	Yes Document and Continue	<input checked="" type="radio"/> No Document and Proceed to Section 2-Act does not apply
Is the Community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?	Yes-Document and follow instructions below.	No-Federal Assistance may not be used for this project.
Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be kept on file.		

Section 2. Airport Runway Clear Zones (Civil) and Accident Potential Zones (Military)

Does the project involve HUD assistance, subsidy or insurance for the purchase or sale of an existing property?	Yes Continue	<input checked="" type="radio"/> No—Proceed to Section 3-- Regulation does not apply.
Is the project located within 2,500 feet of a civil airport or 15,000 feet of a military airfield?	Yes Continue	No—Document and Proceed to Section 3-- Regulation does not apply.
Is the project located within an FAA-designated civilian airport Runway Clear Zone (RCA) or Runway Protection Zone, or within the military Airfield Clear Zone (CZ) or Accident Potential Zone/Approach Protection Zone (APZ), based upon information from the airport or military airfield administrator identifying the boundaries of such zones?	Yes Continue	No—Document and Proceed to Section 3— regulation does not apply.
Comply with 24 CFR Part 51, Subpart D. This may include providing a written notice to a prospective buyer or leaser of the potential hazards from airplane accidents and the potential that an airfield operator may wish to purchase the property. Maintain copies of the signed notice. For properties located in a military clear zone, make and document a determination of whether the use of the property is consistent with DOD guidelines. Notice Sample: http://www.hud.gov/offices/cpd/energyenviron/environment/compliance/ga/airporthazards.pdf		

Section 3. Coastal Barrier Resources Act

Section 58.6 also requires compliance with the Coastal Barrier Resources Act. There are no Coastal Barrier Resource Areas in Washington, Oregon, Alaska, or Idaho. Therefore, the Act does not apply.

Certification

A Request for Release of Funds (RROF) is not required for this project. The activity may be initiated without further environmental review beyond 24 CFR Part 58.6.

Name of project

CFP 2011-2015 AMP 12

Responsible Entity Signature

Name and Title (print)

Vernon Myers, Mayor of Palatka

Date

Request for Release of Funds and Certification

U.S. Department of Housing and Urban Development
Office of Community Planning and Development

OMB No. 2506-0087
(exp. 3/31/2011)

This form is to be used by Responsible Entities and Recipients (as defined in 24 CFR 58.2) when requesting the release of funds, and requesting the authority to use such funds, for HUD programs identified by statutes that provide for the assumption of the environmental review responsibility by units of general local government and States. Public reporting burden for this collection of information is estimated to average 36 minutes 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. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Part 1. Program Description and Request for Release of Funds (to be completed by Responsible Entity)

1. Program Title(s) FY 2011-2015 Capital Funds Grant Program		2. HUD/State Identification Number FL 057	3. Recipient Identification Number (optional)
4. OMB Catalog Number(s) 2577-0226		5. Name and address of responsible entity City of Palatka 201 N. 2nd St. Palatka, FL 32177	
6. For information about this request, contact (name & phone number) Woody Boynton, City Manager 386-329-0100		7. Name and address of recipient (if different than responsible entity) Palatka Housing Authority 400 N. 15th St Palatka, FL 32177	
8. HUD or State Agency and office unit to receive request Dept of HUD, Jacksonville Field Office			

The recipient(s) of assistance under the program(s) listed above requests the release of funds and removal of environmental grant conditions governing the use of the assistance for the following

9. Program Activity(ies)/Project Name(s) CFP AMP 12 Northside Apartments	10. Location (Street address, city, county, State) Palatka, Putnam County, FL 32177
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11. Program Activity/Project Description
- Site Improvements
 - Unit Interior Renovation
 - CPTED Landscaping
 - Door Repairs
 - Sidewalks/Curbing
 - Security Lighting
 - Mailbox Upgrade
 - Exterior Pressure Washing
 - Exterior Painting
 - Dect Repair & Return Box
 - Water Distribution/Heaters
 - Security Screen Doors

Part 2. Environmental Certification (to be completed by responsible entity)

With reference to the above Program Activity(ies)/Project(s), I, the undersigned officer of the responsible entity, certify that:

1. The responsible entity has fully carried out its responsibilities for environmental review, decision-making and action pertaining to the project(s) named above.
2. The responsible entity has assumed responsibility for and complied with and will continue to comply with, the National Environmental Policy Act of 1969, as amended, and the environmental procedures, permit requirements and statutory obligations of the laws cited in 24 CFR 58.5; and also agrees to comply with the authorities in 24 CFR 58.6 and applicable State and local laws.
3. After considering the type and degree of environmental effects identified by the environmental review completed for the proposed project described in Part 1 of this request, I have found that the proposal did did not require the preparation and dissemination of an environmental impact statement.
4. The responsible entity has disseminated and/or published in the manner prescribed by 24 CFR 58.43 and 58.55 a notice to the public in accordance with 24 CFR 58.70 and as evidenced by the attached copy (copies) or evidence of posting and mailing procedure.
5. The dates for all statutory and regulatory time periods for review, comment or other action are in compliance with procedures and requirements of 24 CFR Part 58.
6. In accordance with 24 CFR 58.71(b), the responsible entity will advise the recipient (if different from the responsible entity) of any special environmental conditions that must be adhered to in carrying out the project.

As the duly designated certifying official of the responsible entity, I also certify that:

7. I am authorized to and do consent to assume the status of Federal official under the National Environmental Policy Act of 1969 and each provision of law designated in the 24 CFR 58.5 list of NEPA-related authorities insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity.
8. I am authorized to and do accept, on behalf of the recipient personally, the jurisdiction of the Federal courts for the enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity.

Signature of Certifying Officer of the Responsible Entity	Title of Certifying Officer
X	Date signed

Address of Certifying Officer
City of Palatka
201 N. 2nd St.
Palatka, FL 32177

Part 3. To be completed when the Recipient is not the Responsible Entity

The recipient requests the release of funds for the programs and activities identified in Part 1 and agrees to abide by the special conditions, procedures and requirements of the environmental review and to advise the responsible entity of any proposed change in the scope of the project or any change in environmental conditions in accordance with 24 CFR 58.71(b).

Signature of Authorized Officer of the Recipient	Title of Authorized Officer
X <i>John Nelson</i>	Executive Director, John Nelson, Jr.
	Date signed

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

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

Activity Name and Grant Number: Site Improvements CFP FY 2011-2015 AMP 14 FL 29P05700014
 Address: Dr. James A. Long Apartments
 Palatka, Putnam County, FL 32177

Activity Description: Unit Interior Renovation, CPTED Landscaping, Door Repair, Sidewalks/Curbs, Security Lighting, Mailbox Upgrade, Exterior Pressure Washing, Exterior Painting, Bath Remodel, Fencing, Kitchen/Closet Remodel, Water Distribution/Heaters

Funding Source: CDBG HOME ESG HOPWA EDI ICDBG NAHASDA Other:

The activity falls into the category below, which is listed at 24 CFR 58.34(a) as Exempt.

1. Environmental and other studies, resource identification, and development of plans and strategies
2. Information and financial services
3. Administrative and management activities
4. Public services that will not have a physical impact or result in any physical changes including but not limited to services concerned with:

<ul style="list-style-type: none"> ▪ Employment ▪ Crime prevention ▪ Child care ▪ Health ▪ Recreation needs ▪ Drug abuse 	<ul style="list-style-type: none"> ▪ Education ▪ Counseling ▪ Energy conservation ▪ Welfare ▪ Other _____
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5. Inspections and testing of properties for hazards or defects
6. Purchase of insurance
7. Purchase of tools
8. Engineering or design costs
9. Technical assistance and training
10. Temporary or permanent improvements that do not alter environmental conditions and are limited to activities to protect, repair or arrest the effects of disasters or imminent threats to public safety, including those resulting from physical deterioration.
11. Payment of principal and interest on loans made or obligations guaranteed by HUD

The activity falls into the category listed below, which is listed at 24 CFR 58.35(b) as a Categorical Excluded activity not subject to Section 58.5.

1. Tenant-based rental assistance
2. Supportive Services (including but not limited to):
 - Health care
 - Housing services
 - Permanent housing placement
 - Day care
 - Nutritional services
 - Short term payments for rent/mortgage/utility costs
 - Assistance in gaining access to government benefits/services
3. Operating Costs:

<ul style="list-style-type: none"> ▪ Maintenance ▪ Security ▪ Operation ▪ Utilities 	<ul style="list-style-type: none"> ▪ Furnishings ▪ Equipment ▪ Supplies ▪ Staff training and recruitment
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4. Economic Development Activities:	<ul style="list-style-type: none"> ▪ Equipment purchase ▪ Inventory financing ▪ Interest subsidy ▪ Operating costs ▪ Other expenses not associated with construction or expansion
5. Activities to assist homeownership of existing or dwelling units under construction not assisted with Federal funds:	<ul style="list-style-type: none"> ▪ Closing costs and down payment assistance to homebuyers ▪ Interest buydowns or other actions resulting in transfer of title
6. Affordable housing pre-development costs	<ul style="list-style-type: none"> ▪ Legal consulting ▪ Developer and other site-option costs ▪ Project financing ▪ Administrative costs for loan commitments, zoning approvals, and other activities which don't have a physical impact
7. Approval of supplemental assistance (including insurance or guarantee) to a project previously approved under Part 58, if the same responsible entity conducted the environmental review on the original project and re-evaluation of the environmental findings is not required under Section 58.47	

24 CFR 58.6 Requirements

Section 1. Flood Disaster Protection Act

Are funds for acquisition (including equipment) or construction (including repair and rehabilitation) purposes?	<input checked="" type="radio"/> Yes Continue	<input type="radio"/> No Proceed to Section 2-Act does not apply
Is the Activity in an area identified as having special flood hazards (SFHA)?	Yes Document and Continue	<input checked="" type="radio"/> No Document and Proceed to Section 2-Act does not apply
Identify FEMA flood map used to make this determination:		
Community Name and Number _____ Map panel number and date _____		
Is the Community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?	Yes-Document and follow instructions below.	No-Federal Assistance may not be used for this project.
Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be kept on file.		

Section 2. Airport Runway Clear Zones (Civil) and Accident Potential Zones (Military)

Does the project involve HUD assistance, subsidy or insurance for the purchase or sale of an existing property?	Yes Continue	<input checked="" type="radio"/> No—Proceed to Section 3-- Regulation does not apply.
Is the project located within 2,500 feet of a civil airport or 15,000 feet of a military airfield?	Yes Continue	No—Document and Proceed to Section 3-- Regulation does not apply.
Is the project located within an FAA-designated civilian airport Runway Clear Zone (RCA) or Runway Protection Zone, or within the military Airfield Clear Zone (CZ) or Accident Potential Zone/Approach Protection Zone (APZ), based upon information from the airport or military airfield administrator identifying the boundaries of such zones?	Yes Continue	No—Document and Proceed to Section 3— regulation does not apply.
Comply with 24 CFR Part 51, Subpart D. This may include providing a written notice to a prospective buyer or leaser of the potential hazards from airplane accidents and the potential that an airfield operator may wish to purchase the property. Maintain copies of the signed notice. For properties located in a military clear zone, make and document a determination of whether the use of the property is consistent with DOD guidelines. Notice Sample: http://www.hud.gov/offices/cpd/energyenviron/environment/compliance/qa/airport hazards.pdf		

Section 3. Coastal Barrier Resources Act

Section 58.6 also requires compliance with the Coastal Barrier Resources Act. There are no Coastal Barrier Resource Areas in Washington, Oregon, Alaska, or Idaho. Therefore, the Act does not apply.

Certification

A Request for Release of Funds (RROF) is not required for this project. The activity may be initiated without further environmental review beyond 24 CFR Part 58.6.

Name of project

CFP 2011-2015 AMP 14

Responsible Entity Signature

Name and Title (print)

Vernon Myers, Mayor of Palatka

Date

Request for Release of Funds and Certification

U.S. Department of Housing and Urban Development
Office of Community Planning and Development

OMB No. 2506-0087
(exp. 3/31/2011)

This form is to be used by Responsible Entities and Recipients (as defined in 24 CFR 58.2) when requesting the release of funds, and requesting the authority to use such funds, for HUD programs identified by statutes that provide for the assumption of the environmental review responsibility by units of general local government and States. Public reporting burden for this collection of information is estimated to average 36 minutes 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. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Part 1. Program Description and Request for Release of Funds (to be completed by Responsible Entity)

1. Program Title(s) FY 2011-2015 Capital Funds Grant Program		2. HUD/State Identification Number FL 057	3. Recipient Identification Number (optional)
4. OMB Catalog Number(s) 2577-0226		5. Name and address of responsible entity City of Palatka 201 N. 2nd St. Palatka, FL 32177	
6. For information about this request, contact (name & phone number) Woody Boynton, City Manager 386-329-0100		7. Name and address of recipient (if different than responsible entity) Palatka Housing Authority 400 N. 15th St Palatka, FL 32177	
8. HUD or State Agency and office unit to receive request Dept of HUD, Jacksonville Field Office			

The recipient(s) of assistance under the program(s) listed above requests the release of funds and removal of environmental grant conditions governing the use of the assistance for the following

9. Program Activity(ies)/Project Name(s) CFP AMP 14 Dr. James A. Long & CT Apartments	10. Location (Street address, city, county, State) Palatka, Putnam County, FL 32177
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11. Program Activity/Project Description
- Site Improvements
 - Unit Interior Renovation
 - CPTED Landscaping
 - Door Repairs
 - Sidewalks/Curbing
 - Security Lighting
 - Mailbox Upgrade
 - Exterior Pressure Washing
 - Exterior Painting
 - Bath Remodel
 - Fencing
 - Kitchen/Closet Remodel
 - Water Distribution/Heaters

Part 2. Environmental Certification (to be completed by responsible entity)

With reference to the above Program Activity(ies)/Project(s), I, the undersigned officer of the responsible entity, certify that:

1. The responsible entity has fully carried out its responsibilities for environmental review, decision-making and action pertaining to the project(s) named above.
2. The responsible entity has assumed responsibility for and complied with and will continue to comply with, the National Environmental Policy Act of 1969, as amended, and the environmental procedures, permit requirements and statutory obligations of the laws cited in 24 CFR 58.5; and also agrees to comply with the authorities in 24 CFR 58.6 and applicable State and local laws.
3. After considering the type and degree of environmental effects identified by the environmental review completed for the proposed project described in Part 1 of this request, I have found that the proposal did did not require the preparation and dissemination of an environmental impact statement.
4. The responsible entity has disseminated and/or published in the manner prescribed by 24 CFR 58.43 and 58.55 a notice to the public in accordance with 24 CFR 58.70 and as evidenced by the attached copy (copies) or evidence of posting and mailing procedure.
5. The dates for all statutory and regulatory time periods for review, comment or other action are in compliance with procedures and requirements of 24 CFR Part 58.
6. In accordance with 24 CFR 58.71(b), the responsible entity will advise the recipient (if different from the responsible entity) of any special environmental conditions that must be adhered to in carrying out the project.

As the duly designated certifying official of the responsible entity, I also certify that:

7. I am authorized to and do consent to assume the status of Federal official under the National Environmental Policy Act of 1969 and each provision of law designated in the 24 CFR 58.5 list of NEPA-related authorities insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity.
8. I am authorized to and do accept, on behalf of the recipient personally, the jurisdiction of the Federal courts for the enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity.

Signature of Certifying Officer of the Responsible Entity

Title of Certifying Officer

Date signed

X

Address of Certifying Officer

City of Palatka
201 N. 2nd St.
Palatka, FL 32177

Part 3. To be completed when the Recipient is not the Responsible Entity

The recipient requests the release of funds for the programs and activities identified in Part 1 and agrees to abide by the special conditions, procedures and requirements of the environmental review and to advise the responsible entity of any proposed change in the scope of the project or any change in environmental conditions in accordance with 24 CFR 58.71(b).

Signature of Authorized Officer of the Recipient

Title of Authorized Officer

Executive Director, John Nelson, Jr.

Date signed

X

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

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

Activity Name and Grant Number: Site Improvements CFP FY 2011-2015 AMP 15 FL 29P05700015	
Rosa K. Ragsdale Apartments	
Address:	Palatka, Putnam County, FL 32177
Activity Description: Unit Interior Renovation, CPTED Landscaping, Door Repair, Sidewalks/Curbs, Security Lighting, Mailbox Upgrade, Exterior Pressure Washing, Exterior Painting, Bath Remodel, Fencing, Kitchen/Closet Remodel. Security Screen Doors	
Funding Source: CDBG HOME ESG HOPWA EDI ICDBG NAHASDA Other:	
√	The activity falls into the category below, which is listed at 24 CFR 58.34(a) as Exempt.
	1. Environmental and other studies, resource identification, and development of plans and strategies
	2. Information and financial services
	3. Administrative and management activities
	4. Public services that will not have a physical impact or result in any physical changes including but not limited to services concerned with: <ul style="list-style-type: none"> ▪ Employment ▪ Crime prevention ▪ Child care ▪ Health ▪ Recreation needs ▪ Drug abuse ▪ Education ▪ Counseling ▪ Energy conservation ▪ Welfare ▪ Other _____
	5. Inspections and testing of properties for hazards or defects
	6. Purchase of insurance
	7. Purchase of tools
	8. Engineering or design costs
	9. Technical assistance and training
	10. Temporary or permanent improvements that do not alter environmental conditions and are limited to activities to protect, repair or arrest the effects of disasters or imminent threats to public safety, including those resulting from physical deterioration.
	11. Payment of principal and interest on loans made or obligations guaranteed by HUD
√	The activity falls into the category listed below, which is listed at 24 CFR 58.35(b) as a Categorically Excluded activity not subject to Section 58.5.
	1. Tenant-based rental assistance
	2. Supportive Services (including but not limited to): <ul style="list-style-type: none"> ▪ Health care ▪ Housing services ▪ Permanent housing placement ▪ Day care ▪ Nutritional services ▪ Short term payments for rent/mortgage/utility costs ▪ Assistance in gaining access to government benefits/services
	3. Operating Costs: <ul style="list-style-type: none"> ▪ Maintenance ▪ Security ▪ Operation ▪ Utilities ▪ Furnishings ▪ Equipment ▪ Supplies ▪ Staff training and recruitment

4. Economic Development Activities:	<ul style="list-style-type: none"> ▪ Equipment purchase ▪ Inventory financing ▪ Interest subsidy ▪ Operating costs ▪ Other expenses not associated with construction or expansion
5. Activities to assist homeownership of existing or dwelling units under construction not assisted with Federal funds:	<ul style="list-style-type: none"> ▪ Closing costs and down payment assistance to homebuyers ▪ Interest buydowns or other actions resulting in transfer of title
6. Affordable housing pre-development costs	<ul style="list-style-type: none"> ▪ Legal consulting ▪ Developer and other site-option costs ▪ Project financing ▪ Administrative costs for loan commitments, zoning approvals, and other activities which don't have a physical impact
7. Approval of supplemental assistance (including insurance or guarantee) to a project previously approved under Part 58, if the same responsible entity conducted the environmental review on the original project and re-evaluation of the environmental findings is not required under Section 58.47	

24 CFR 58.6 Requirements

Section 1. Flood Disaster Protection Act

Are funds for acquisition (including equipment) or construction (including repair and rehabilitation) purposes?	<input checked="" type="radio"/> Yes Continue	No Proceed to Section 2-Act does not apply
Is the Activity in an area identified as having special flood hazards (SFHA)? Identify FEMA flood map used to make this determination: _____ Community Name and Number _____ Map panel number and date	Yes Document and Continue	<input checked="" type="radio"/> No Document and Proceed to Section 2-Act does not apply
Is the Community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?	Yes-Document and follow instructions below.	No- Federal Assistance may not be used for this project.
Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be kept on file.		

Section 2. Airport Runway Clear Zones (Civil) and Accident Potential Zones (Military)

Does the project involve HUD assistance, subsidy or insurance for the purchase or sale of an existing property?	Yes Continue	<input checked="" type="radio"/> No—Proceed to Section 3-- Regulation does not apply.
Is the project located within 2,500 feet of a civil airport or 15,000 feet of a military airfield?	Yes Continue	No—Document and Proceed to Section 3-- Regulation does not apply.
Is the project located within an FAA-designated civilian airport Runway Clear Zone (RCA) or Runway Protection Zone, or within the military Airfield Clear Zone (CZ) or Accident Potential Zone/Approach Protection Zone (APZ), based upon information from the airport or military airfield administrator identifying the boundaries of such zones?	Yes Continue	No—Document and Proceed to Section 3— regulation does not apply.
Comply with 24 CFR Part 51, Subpart D. This may include providing a written notice to a prospective buyer or leaser of the potential hazards from airplane accidents and the potential that an airfield operator may wish to purchase the property. Maintain copies of the signed notice. For properties located in a military clear zone, make and document a determination of whether the use of the property is consistent with DOD guidelines. Notice Sample: http://www.hud.gov/offices/cpd/energyenviron/environment/compliance/qa/airporthazards.pdf		

Section 3. Coastal Barrier Resources Act

Section 58.6 also requires compliance with the Coastal Barrier Resources Act. There are no Coastal Barrier Resource Areas in Washington, Oregon, Alaska, or Idaho. Therefore, the Act does not apply.

Certification

A Request for Release of Funds (RROF) is not required for this project. The activity may be initiated without further environmental review beyond 24 CFR Part 58.6.

Name of project

CFP 2011-2015 AMP 15

Responsible Entity Signature

Name and Title (print)

Vernon Myers, Mayor of Palatka

Date

Request for Release of Funds and Certification

U.S. Department of Housing and Urban Development
Office of Community Planning and Development

OMB No. 2506-0087
(exp. 3/31/2011)

This form is to be used by Responsible Entities and Recipients (as defined in 24 CFR 58.2) when requesting the release of funds, and requesting the authority to use such funds, for HUD programs identified by statutes that provide for the assumption of the environmental review responsibility by units of general local government and States. Public reporting burden for this collection of information is estimated to average 36 minutes 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. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Part 1. Program Description and Request for Release of Funds (to be completed by Responsible Entity)

1. Program Title(s) FY 2011-2015 Capital Funds Grant Program		2. HUD/State Identification Number FL 057	3. Recipient Identification Number (optional)
4. OMB Catalog Number(s) 2577-0226		5. Name and address of responsible entity City of Palatka 201 N. 2nd St. Palatka, FL 32177	
6. For information about this request, contact (name & phone number) Woody Boynton, City Manager 386-329-0100		7. Name and address of recipient (if different than responsible entity) Palatka Housing Authority 400 N. 15th St Palatka, FL 32177	
8. HUD or State Agency and office unit to receive request Dept of HUD, Jacksonville Field Office			

The recipient(s) of assistance under the program(s) listed above requests the release of funds and removal of environmental grant conditions governing the use of the assistance for the following

9. Program Activity(ies)/Project Name(s) CFP AMP 15 Rosa K. Ragsdale Apartments	10. Location (Street address, city, county, State) Palatka, Putnam County, FL 32177
---	---

11. Program Activity/Project Description
- Site Improvements
 - Unit Interior Renovation
 - CPTED Landscaping
 - Door Repairs
 - Sidewalks/Curbing
 - Security Lighting
 - Mailbox Upgrade
 - Exterior Pressure Washing
 - Exterior Painting
 - Bath Remodel
 - Kitchen/Closet Remodel

Part 2. Environmental Certification (to be completed by responsible entity)

With reference to the above Program Activity(ies)/Project(s), I, the undersigned officer of the responsible entity, certify that:

1. The responsible entity has fully carried out its responsibilities for environmental review, decision-making and action pertaining to the project(s) named above.
2. The responsible entity has assumed responsibility for and complied with and will continue to comply with, the National Environmental Policy Act of 1969, as amended, and the environmental procedures, permit requirements and statutory obligations of the laws cited in 24 CFR 58.5; and also agrees to comply with the authorities in 24 CFR 58.6 and applicable State and local laws.
3. After considering the type and degree of environmental effects identified by the environmental review completed for the proposed project described in Part 1 of this request, I have found that the proposal did did not require the preparation and dissemination of an environmental impact statement.
4. The responsible entity has disseminated and/or published in the manner prescribed by 24 CFR 58.43 and 58.55 a notice to the public in accordance with 24 CFR 58.70 and as evidenced by the attached copy (copies) or evidence of posting and mailing procedure.
5. The dates for all statutory and regulatory time periods for review, comment or other action are in compliance with procedures and requirements of 24 CFR Part 58.
6. In accordance with 24 CFR 58.71(b), the responsible entity will advise the recipient (if different from the responsible entity) of any special environmental conditions that must be adhered to in carrying out the project.

As the duly designated certifying official of the responsible entity, I also certify that:

7. I am authorized to and do consent to assume the status of Federal official under the National Environmental Policy Act of 1969 and each provision of law designated in the 24 CFR 58.5 list of NEPA-related authorities insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity.
8. I am authorized to and do accept, on behalf of the recipient personally, the jurisdiction of the Federal courts for the enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity.

Signature of Certifying Officer of the Responsible Entity

Title of Certifying Officer

Date signed

X

Address of Certifying Officer

City of Palatka
201 N. 2nd St.
Palatka, FL 32177

Part 3. To be completed when the Recipient is not the Responsible Entity

The recipient requests the release of funds for the programs and activities identified in Part 1 and agrees to abide by the special conditions, procedures and requirements of the environmental review and to advise the responsible entity of any proposed change in the scope of the project or any change in environmental conditions in accordance with 24 CFR 58.71(b).

Signature of Authorized Officer of the Recipient

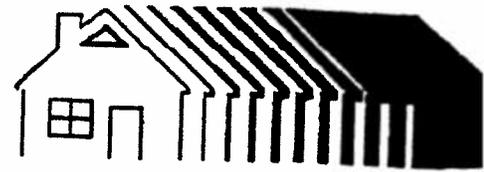
Title of Authorized Officer

Executive Director, John Nelson, Jr.

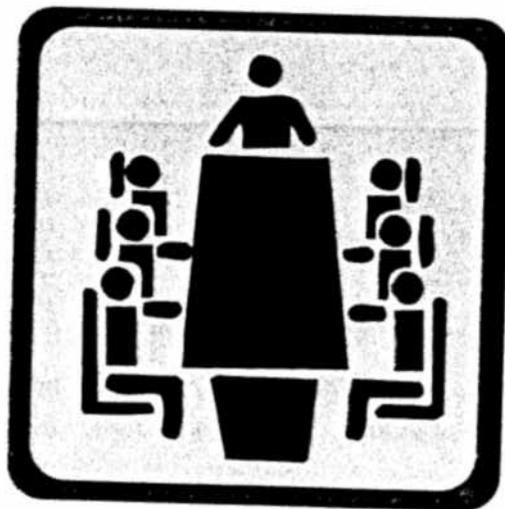
Date signed

X

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)



**Public Hearing
Palatka Housing Authority
Annual Plan FY 2011
and
FY 2011-2015 Capital Fund Programs**



Dr. James A. Long Community Ctr

6021 N. 21st St., Palatka

1/6/11 *** 11 am**

PHA 5-Year and Annual Plan

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

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

1.0	PHA Information PHA Name: Palatka Housing Authority PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (04/01/2011) PHA Code: FL057				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>383</u> Number of HCV units: <u>340</u>				
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH HCV
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: MISSION STATEMENT To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination. The Palatka Housing Authority in partnership with the community is committed to providing safe, affordable and quality housing options for economic independence to residents of Palatka and Putnam County. We seek to create equal opportunities through education and training for residents to reach self-sufficiency and economic independence.				

Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

- Increase the availability of decent, safe, and affordable housing
- Leverage private or other public funds to create additional housing opportunities
- Acquire or build units or developments
- Working with local government/growth management and zoning
- Banks and government donations
- Improve public housing management
- Improve voucher management
- Increase customer satisfaction
- Concentrate on efforts to improve specific management functions: (public housing finance; voucher unit inspections)
- Renovate or modernize public housing units
- Provide replacement public housing
- Provide voucher mobility counseling
- Conduct outreach efforts to potential voucher landlords
- Implement voucher homeownership program
- Implement public housing or other homeownership programs
- Provide 9 – 10 homeownership opportunities for low-income families of Putnam County

HUD GOAL II

Improve community quality of life and economic vitality

- Provide an improved living environment
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments
- Implement public housing security improvements
- Designate developments or buildings for particular resident groups: elderly
- Improve marketing/public relations
- Cross training
- Interface with other organizations in each neighborhood: schools/churches
- Promote volunteerism and community service
- Increase resident involvement in programs that promote self-sufficiency

HUD GOAL III

Promote self-sufficiency and asset development of families and individuals

- Promote self-sufficiency and asset development of assisted households
- Increase the number and percentage of employed persons in assisted families
- Provide or attract supportive services to improve assistance recipients' employability: ROSS Grant
- Provide job skills and employability training services for adult residents
- Provide vocational assessment services for adult residents
- Partner with Work Source (w/MOU) to provide job training opportunities for adult residents
- Provide General Equivalency Diploma (GED) and Adult Basic Education (ABE) for adult residents
- Provide or attract supportive services to increase independence for the elderly or families with disabilities: ROSS Grant (Elderly in Madison Court, Westover Manor and AMS, Senior Community)
- Get residents involved in early services
- Provide life skills training for adults
- Provide financial literacy training for adults
- Provide training to residents in the development and operation of small businesses
- Tutoring and early childhood education
- Truancy prevention program
- Computer Lab
- Mentor Program
- Escrow Program (ROSS Grant)
- Communication skills: staff/residents/community

HUD GOAL IV

Provide improved living environment

- Continue implementation of Domestic Violence Policy and procedures.
- In order to assist victims of domestic violence as outlined in the Violence Against Women Act, maintain a common interest in serving victims of domestic violence through 03/31/2014.
- Continue collaborative relationship with the Palatka Police Department through monthly meetings and the monitoring of case report numbers in an effort to implement security improvements throughout all public housing neighborhoods.
- Develop linkages and referrals to appropriate counseling (PHA Director of Resident Services) in addition to those currently available through the local domestic violence shelter.

6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p>(a) Revised PHA Plan elements as follows: (1) Revised Dwelling Lease Part II Terms and Conditions Section IV Part C Transfer: replaced thirty (30) days with ten (10) days from the date of notification to transfer. (2) Section V Part B Resident, Resident's Household and Guests item g: strike last two sentences in item g.</p> <p>(b) Revised ACOF as follows: (1) Occupancy F. The Preference System PHA will use local preferences in its preference system. The following preference system numerical values will be applied in the selection of applicants from the waiting list for a unit offer: 1. Applicants who are 62 and older.....20 points 2. Handicapped or Disabled.....15 3. Employed.....15 4. Victim of Domestic Violence.....10 5. Displaced Persons.....5 6. Near Elderly.....3</p> <p>1. (b) Employment at the time of the offer to receive the local employment preference the applicant family must have at least one family member, age 18 or older, employed at the time of PHA's offer of housing. Employment at the time of the offer must be for the 90 day period immediately prior to the offer of housing and provide a minimum of 30 hours per week for the family member claiming the preference.</p> <p>(c) Added Domestic Violence Applicants Victim will be required to complete Certification of Domestic Violence, Dating Violence, or Stalking form HUD-50066.</p> <p>(d) J. Removed Credit Reports Evaluating Credit Information (5) Utilities (6) Other Documentation (7) Ability to Obtain Utility Connections (8) Added: Applicant will be required to pay half of the amount owed to previous landlord and make arrangements to pay the balance.</p> <p>(b) Locations for public viewing of PHA Annual Plan: 1) Main administrative office of the PHA 2) Main administrative office of the City of Palatka 3) Public library 4) PHA development (Dr. James A. Long Community Center)</p>
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Include statements related to these programs as applicable.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p>See Attachment:</p> <p>a) FY 2011 Capital Fund Program Annual Statement (FL057a01) b) P & E Report Ending 09/30/2010 (FL29P057501-10 - FL057c01) c) P & E Report Ending 09/30/2010 (FL29R057501-10 - FL057d01) d) P & E Report Ending 09/30/2010 (FL29P057501-09 - FL057e01) e) P & E Report Ending 09/30/2010 (FL29R057501-09 - FL057f01) f) P & E Report Ending 09/30/2010 (FL29P057501-08 - FL057g01)</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>See Attachments: a) FY 2012 - 2015 Capital Fund Program Five-Year Action Plan (FL057b01)</p>
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

9.0

Housing Needs of Families in the Jurisdiction By Family Type							
Family Type	Overall	Affordability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1640	5	4	4	2	2	3
Income >30% but <=50% of AMI	2692	4	4	4	2	2	2
Income >50% but <80% of AMI	1121	3	3	3	2	2	2
Elderly	1046	5	5	3	3	2	2
Families with Disabilities	N/A						
White	881	2	2	2	2	2	2
African Americans	1020	5	4	3	3	3	2
Hispanic	323	5	4	2	2	3	2
Other	N/A						

9.1

Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

10.0

Additional Information. Describe the following, as well as any additional information HUD has requested.

- (a) **Progress in Meeting Mission and Goals.** Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.
- (b) **Significant Amendment and Substantial Deviation/Modification.** Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

(a) **Progress in Meeting Mission and Goals:**

The Palatka Housing Authority in partnership with the community is committed to providing safe, affordable and quality housing options for economic independence to residents of Palatka and Putnam County. We seek to create equal opportunities through education and training for residents to reach self-sufficiency and economic independence. Our efforts to progressively meet our mission and goals have been enhanced with the successful application and receipt of two ROSS Grants from HUD; the Homeownership and Family Self-Sufficiency and the Elderly and disabled Grant. Both have been funded for three years respectively with the primary goals of homeownership and self-sufficiency for our residents.

To date the Homeownership grant has provided service to over 75 residents with approximately 20 signing contracts for full participation within the first 6 months of service. The Elderly/Disabled grant has provided services to over 50 residents to include Medicaid and health services, recreational activities and quality of life. Both grants are providing substantial opportunities to the residents we serve at Palatka Housing Authority. We have a signed MOU with partner, Work Source, to provide job training opportunities for adult residents while the ROSS grant has afforded us the chance to make General Equivalency Diploma (GED) and Adult Basic Education (ABE) via St. Johns River Community College (SJRCC) available to our adult residents.

- (b) **Significant Amendment** – The Palatka Housing Authority's definition of significant amendment in reference to our Five-Year Agency Plan and Annual Plan will apply if a formal vote of the Board of Commissioners is required for any changes to the PHA Five-Year Plan.
- (c) **Substantial Deviation/Modification** – The Palatka Housing Authority has determined that a substantial deviation/modification will occur only if a formal vote of the Board of Commissioners is required for changes. In addition, any decision to demolish or dispose of a development or designate a development as "elderly only" or "disabled only", requiring a public hearing and Board of Commissioner approval, as well as HUD approval, will be considered a substantial deviation/modification to the PHA Five-Year Agency Plan.

11.0

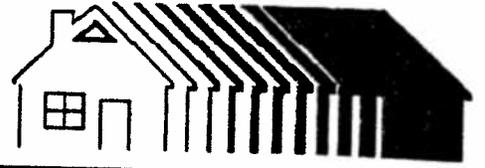
Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. **Note:** Faxed copies of these documents will not be accepted by the Field Office.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only)
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only)
- (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only)
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only)
- (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.
- (g) Challenged Elements
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only)
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)

See Attachments:

- a) Form HUD-50077 PHA Certifications of Compliance with the PHA Plans and Related Regulations – FL057h01)
- b) Form HUD-50070 Certification for a Drug-Free Workplace – FL057i01)
- c) Form HUD-50071 Certification of Payments to Influence Federal Transactions – FL057j01)
- d) Form SF-LLL Disclosure of Lobbying Activities – FL057k01)
- e) Resident Advisory Board (RAB) comments – FL057l01)
- f) Certification PHA Plans Consistency with the Consolidated Plan (FL057m01)

**PALATKA
HOUSING
AUTHORITY**



Serving Palatka's Housing Needs Since 1962

Annual Plan 2011

Part I: Summary
 PHA Name: PALATKA HOUSING AUTHORITY
 Grant Type and Number: Capital Fund Program Grant No: FL29P057501-11
 Replacement Housing Factor Grant No: _____
 Date of CFFP: _____

FFY of Grant: 2011
 FFY of Grant Approval: _____

Line	Type of Grant	Original	Total Estimated Cost		Total Actual Cost ¹
			Revised ²	Obligated	
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	\$74,043			
3	1408 Management Improvements	\$148,087			
4	1410 Administration (may not exceed 10% of line 21)	\$74,043			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition	\$80,000			
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$2,272			
11	1465 1 Dwelling Equipment—Nonexpendable	\$247,261			
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	\$40,000			
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495 1 Relocation Costs				
17	1499 Development Activities ⁴	\$74,728			

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHIF funds shall be included here.



Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program



U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		FFY of Grant: 2011	
PHA Name: PALATKA HOUSING AUTHORITY		FFY of Grant Approval:	
Grant Type and Number Capital Fund Program Grant No: FL29P057501-11			
Replacement Housing Factor Grant No: Date of CFFP:			
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
<input type="checkbox"/> Reserve for Disasters/Emergencies			
Summary by Development Account		Total Estimated Cost	
Line		Original	Revised ²
18a	1501 Collateralization or Debt Service paid by the PHIA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)		
21	Amount of line 20 Related to LBP Activities	\$740,434	
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	
Date 12/01/2010		Date	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Part II: Supporting Pages		Federal FFY of Grant: 2011						
PHA Name: PALATKA HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: FL29P057501-11 CFFP (Yes/ No): Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
AMP 11	OPERATIONS							
AMP 12	Operations	11.1406	1	\$16,290				
AMP 14		12.1406	1	\$22,212				
AMP 15		14.1406	1	\$19,251				
	TOTAL ACCOUNT 1406	15.1406	1	\$16,290				
			4 sites	\$74,043				
AMP 11	MANAGEMENT IMPROVEMENTS							
AMP 12	Resident Services/Developmt Activities	11.1408	1	\$14,917				
AMP 14		12.1408	1	\$20,342				
AMP 15		14.1408	1	\$17,629				
	Sub-total Resident Services	15.1408	1	\$14,917				
			4 sites	\$67,805				
AMP 11	WAGES							
AMP 12		11.1408.20	1	\$12,210				
AMP 14		12.1408.20	1	\$16,650				
AMP 15		14.1408.20	1	\$14,430				
		15.1408.20	1	\$12,210				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages

PHA Name: PALATKA HOUSING AUTHORITY

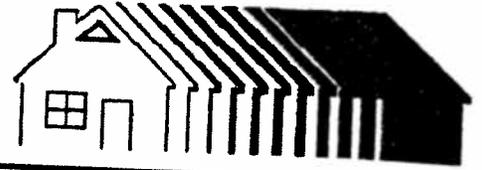
Grant Type and Number
 Capital Fund Program Grant No: FL29P057501-11
 CFFP (Yes/ No):
 Replacement Housing Factor Grant No:

Federal FFY of Grant: 2011

Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	Sub-total for Mgmt. Wages		4 sites	\$55,500				
	BENEFITS							
AMP 11		11.1408.21	1	\$3,472				
AMP 12		12.1408.21	1	\$4,735				
AMP 14		14.1408.21	1	\$4,103				
AMP 15		15.1408.21	1	\$3,472				
	Sub-total Mgmt. Benefits		4 sites	\$15,782				
	TRAINING & TRAVEL							
AMP 11		11.1408.02	1	\$1,100				
AMP 12		12.1408.02	1	\$1,500				
AMP 14		14.1408.02	1	\$1,300				
AMP 15		15.1408.02	1	\$1,100				
	Sub-total Training & Travel		4 sites	\$5,000				
	CONSULTANT SERVICES							
AMP 11		11.1408.04	1	\$880				
AMP 12		12.1408.04	1	\$1,200				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

**PALATKA
HOUSING
AUTHORITY**



Serving Palatka's Housing Needs Since 1962

Capital Fund Program

Five-Year Action Plan 2011-2015

Part I: Summary

PHA Name/Number	Development Number and Name	Work Statement for Year 1 FFY 2011	Locality (City/County & State)			Original 5-Year Plan		Revision No: Work Statement for Year 5 FFY 2015
			Work Statement for Year 2 FFY 2012	Work Statement for Year 3 FFY 2013	Work Statement for Year 4 FFY 2014	Work Statement for Year 4 FFY 2014		
B.	Physical Improvements Subtotal	298,259	298,259	258,259	298,259	148,087	352,987	
C.	Management Improvements	148,087	148,087	148,087	148,087	148,087	148,087	
D.	PHA-Wide Non-dwelling Structures and Equipment							
E.	Administration			40,000				
F.	Fees and Costs			74,043			74,043	
G.	Operations			77,000			77,000	
H.	Demolition			74,043			74,043	
I.	Development							
J.	Capital Fund Financing -- Debt Service			74,728			20,000	
K.	Total CFP Funds							
L.	Total Non-CFP Funds			746,160			746,160	
M.	Grand Total			746,160			746,160	

Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012			Work Statement for Year 3 FFY 2013		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See Appendix B	AMP II			AMP II		
	1406 Operations	84	\$16,290	1406 Operations	84	\$16,290
	1408 Mgmt. Improve Resident Services	84	\$14,917	1408 Mgmt. Imprs Resident Services	84	\$14,917
	Mgmt. Improve Wages		\$12,210	Mgmt Improve Wages		\$12,210
	Mgmt. Improve Benefits		\$3,472	Mgmt Improve Benefits		\$3,472
	Training and Travel		\$1,100	Training and Travel		\$1,100
	Consultant Services		\$880	Consultant Services		\$880
	Subtotal 1408 Mgmt Imprv		\$32,579	Subtotal 1408 Mgmt Imprs		\$32,579
	1410 Administration		\$16,290	1410 Administration		\$16,290
	1430 Fees and Costs		\$3,300	1430 Fees and Costs		\$3,300
	Mod Officer & Clerk of the Works Wages		\$11,000	Clerk of the Works Wages		\$11,000
	Mod Officer & Clerk of the Works Benefits		\$3,300	Clerk of the Works Benefits		\$3,300
	Subtotal Fees & Costs		\$17,600	Subtotal Fees & Costs		\$17,600
	Estimated Cost	Subtotal of	\$	Subtotal of Estimated Cost	\$	
	1450 Site Improvements					
	CPTED/Landscaping		\$2,200	CPTED/Landscaping		\$1,100
	Mailbox Upgrade		\$550	Sidewalks/Curbing		\$220
	Security Lighting		\$550	Security Lighting		\$550
	Sidewalks/Curbing		\$220			

	Subtotal 1450 Site Improvements	\$3,520	
	Subtotal 1450 Site Improvements		\$1,870

Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012			Work Statement for Year 3 FFY 2013		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	AMP 11			AMP 11		
	1460 Dwelling Structures			1460 Dwelling Structures		
	Water Distribution/Heaters	84	\$1,050	Water Distribution/Heaters	84	\$2,100
	Exterior Pressure Washing	84	\$4,840	Unit Interior Renovation	84	\$3,300
	Security Screen Doors	84	\$50,000	Bath Remodel	84	\$14,903
	Unit Interior Renovation	84	\$7,854			
	Door Repair	84	\$17,160			
	Subtotal 1460 Dwelling Structure		\$80,904	Subtotal 1460 Dwelling Structure		\$20,303
	1465 Dwelling Equipment			1470 Non-Dwelling Structures		
	Appliances		\$15,625	Office Rehab/Repair	1	\$40,000
	Subtotal 1465 Dwelling Equipment		\$15,625	Subtotal 1470 Non-Dwelling Structure		\$40,000
	AMP 11 TOTAL YEAR 2		\$182,808	AMP 11 TOTAL YEAR 3		\$144,932
	Subtotal of Estimated		\$	Subtotal of Estimated Cost		\$
Cost						

Part III: Supporting Pages -- Management Needs Work Statement(s)

Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012		Work Statement for Year 3 FFY 2013	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
	AMP 12 1406 Operations	\$22,212	AMP 12 1406 Operations	\$22,212
	1408 Management Improvements Resident Services/Development Activities Management Improvements Wages Management Improvements Benefits Training and Travel Consultant Services	\$20,342 \$16,650 \$4,735 \$1,500 \$1,200 \$44,427	1408 Management Improvements Resident Services/Development Activities Management Improvements Wages Management Improvements Benefits Training and Travel Consultant Services	\$20,342 \$16,650 \$4,735 \$1,500 \$1,200 \$44,427
	Subtotal 1408 Management Improvements	\$44,427	Subtotal 1408 Management Improvements	\$44,427
	1410 Administration	\$22,212	1410 Administration	\$22,212
	1430 Fees and Costs Clerk of the Works Wages Clerk of the Works Benefits Subtotal 1430 Fees and Costs	\$4,500 \$15,000 \$4,500 \$24,000	1430 Fees and Costs Clerk of the Works Wages Clerk of the Works Benefits Subtotal 1430 Fees and Costs	\$4,500 \$15,000 \$4,500 \$24,000
	Subtotal of Estimated Cost	\$	Subtotal of Estimated Cost	\$

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY <u>2011</u>	Work Statement for Year 2 FFY <u>2012</u>			Work Statement for Year: 3 FFY <u>2013</u>		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	AMP 14			AMP 14		
	1406 Operations		\$19,251	1406 Operations		\$19,251
	1408 Management Improvements Resident Services		\$17,629	1408 Management Improvements Resident Services		\$17,629
	Management Improvements Wages		\$14,430	Management Improvements Wages		\$14,430
	Management Improvements Benefits		\$4,103	Management Improvements Benefits		\$4,103
	Training and Travel		\$1,300	Training and Travel		\$1,300
	Consultant Services		\$1,040	Consultant Services		\$1,040
	Subtotal 1408 Mgmt. Improvements		\$38,502	Subtotal 1408 Mgmt. Improvements		\$38,502
	1410 Administration		\$19,251	1410 Administration		\$19,251
	1430 Fees and Costs		\$3,900	1430 Fees and Costs		\$3,900
	Clerk of the Works Wages		\$13,000	Clerk of the Works Wages		\$13,000
	Clerk of the Works Benefits		\$3,900	Clerk of the Works Benefits		\$3,900
	Subtotal 1430 Fees and Costs		\$20,800	Subtotal 1430 Fees and Costs		\$20,800
	Subtotal of Estimated Cost		\$	Subtotal of Estimated Cost		\$

Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012		Work Statement for Year 3 FFY 2013	
	Development Number/Name General Description of Major Work Categories AMP 15	Estimated Cost	Development Number/Name General Description of Major Work Categories AMP 15	Estimated Cost
	1406 Operations	\$16,290	1406 Operations	\$16,290
	1408 Management Improvements		1408 Management Improvements	
	Resident Services/Development Activities	\$14,917	Resident Services/Development Activities	\$14,917
	Management Improvements Wages	\$12,210	Management Improvements Wages	\$12,210
	Management Improvements Benefits	\$3,472	Management Improvements Benefits	\$3,472
	Training and Travel	\$1,100	Training and Travel	\$1,100
	Consultant Services	\$880	Consultant Services	\$880
	Subtotal 1408 Mgmt. Improvements	\$32,579	Subtotal 1408 Mgmt. Improvements	\$32,579
	1410 Administration	\$16,290	1410 Administration	\$16,290
	1430 Fees and Costs	\$3,300	1430 Fees and Costs	\$3,300
	Clerk of the Works Wages	\$11,000	Clerk of the Works Wages	\$11,000
	Clerk of the Works Benefits	\$3,300	Clerk of the Works Benefits	\$3,300
	Subtotal 1430 Fees and Costs	\$17,600	Subtotal 1430 Fees and Costs	\$17,600
	Subtotal of Estimated Cost	\$	Subtotal of Estimated Cost	\$

Part III: Supporting Pages – Management Needs Work Statement(s)

Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012		Work Statement for Year 3 FFY 2013	
	Development Number/Name General Description of Major Work Categories AMP 15	Estimated Cost	Development Number/Name General Description of Major Work Categories AMP 15	Estimated Cost
	1450 Site Improvements CPTED/Landscaping	\$2,200	1450 Site Improvements CPTED/Landscaping	\$1,100
	Mailbox Upgrade	\$550	Security Lighting	\$550
	Security Lighting	\$550	Sidewalks/Curbing	\$220
	Sidewalks/Curbing	\$220	Fencing	\$22,837
	Subtotal 1450 Site Improvements	\$3,520	Subtotal 1450 Site Improvements	\$24,707
	1460 Dwelling Structures		1460 Dwelling Structures	
	Exterior Pressure Washing	\$4,840	Kitchen Cabinets	\$75,436
	Kitchen Cabinets	\$75,436	Unit Interior Renovation	\$3,300
	Unit Interior Renovation	\$7,854	Bath Remodel	\$14,903
	Door Repair	\$17,160		
	Subtotal 1460 Dwelling Structures	\$105,290	Subtotal 1460 Dwelling Structures	\$93,639
			1465 Dwelling Equipment	
			Appliances	\$52,500
	AMP 15 TOTAL YEAR 2	\$191,569	Subtotal 1465 Dwelling Equipment	\$52,500
	TOTAL AMPS 11, 12, 14, 15 YEAR 2	\$671,432	AMP 15 TOTAL YEAR 3	\$253,605
	1499 Development	\$74,728	TOTAL AMPS 11, 12, 14, 15 YEAR 3	\$671,432
	TOTAL YEAR 2	\$746,160	1499 Development	\$74,728
	Subtotal of Estimated Cost \$		TOTAL YEAR 3	\$746,160
			Subtotal of Estimated Cost \$	

Part III: Supporting Pages – Management Needs Work Statement(s)

Work Statement for Year 1 FFY 2011	Work Statement for Year 4 FFY 2014	Work Statement for Year 5 FFY 2015
Development Number/Name General Description of Major Work Categories	Development Number/Name General Description of Major Work Categories	Development Number/Name General Description of Major Work Categories
AMP 12	AMP 12	AMP 12
	1406 Operations	1406 Operations
	\$22,212	\$22,212
1408 Management Improvements		
Resident Services/Development Activities	\$20,342	\$20,342
Management Improvements Wages	\$16,650	\$16,650
Management Improvements Benefits	\$4,735	\$4,735
Training and Travel	\$1,500	\$1,500
Consultant Services	\$1,200	\$1,200
Subtotal 1408 Management Improvements	\$44,427	\$44,427
1410 Administration		
1430 Fees and Costs	\$22,212	\$22,212
Clerk of the Works Wages	\$4,500	\$4,500
Clerk of the Works Benefits	\$15,000	\$15,000
Subtotal 1430 Fees and Costs	\$4,500	\$4,500
	\$24,000	\$24,000
Subtotal of Estimated Cost	\$	\$

Part III: Supporting Pages – Management Needs Work Statement(s)

Work Statement for Year 1 FFY 2011	Work Statement for Year 4 FFY 2014		Work Statement for Year 5 FFY 2015	
	Development Number/Name General Description of Major Work Categories AMP 12	Estimated Cost	Development Number/Name General Description of Major Work Categories AMP 12	Estimated Cost
	1450 Site Improvements CPTED/Landscaping Security Lighting	\$3,000 \$1,500 \$4,500	1450 Site Improvements CPTED/Landscaping	\$2,100
	Subtotal 1450 Site Improvements	\$4,500	Subtotal 1450 Site Improvements	\$2,100
	1460 Dwelling Structures Water Distribution/Heaters Exterior Pressure Washing Exterior Painting	\$4,350 \$3,000 \$9,000	1460 Dwelling Structures Unit Interior Renovation	\$9,000
	Subtotal 1460 Site Improvements	\$16,350	Subtotal 1460 Site Improvements	9,000
	AMP 12 TOTAL YEAR 4	\$133,701	AMP 12 TOTAL YEAR 5	\$123,951
	Subtotal of Estimated Cost	\$	Subtotal of Estimated Cost	\$

Work Statement for Year 1 FFY 2011	Work Statement for Year 4 FFY 2014			Work Statement for Year 5 FFY 2015		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	AMP 14			AMP 14		
	1406 Operations		\$19,251	1406 Operations		\$19,251
	1408 Management Improvements			1408 Management Improvements		
	Resident Services/Development		\$17,629	Resident Services/Development		\$17,629
	Management Improvements Wages		\$14,430	Management Improvements Wages		\$14,430
	Management Improvements Benefits		\$4,103	Management Improvements Benefits		\$4,103
	Training and Travel		\$1,300	Training and Travel		\$1,300
	Consultant Services		\$1,040	Consultant Services		\$1,040
	Subtotal 1408 Mgmt. Improvements		\$38,502	Subtotal 1408 Mgmt. Improvements		\$38,502
	1410 Administration			1410 Administration		
	1430 Fees and Costs		\$19,251	1430 Fees and Costs		\$19,251
	Clerk of the Works Wages		\$3,900	Clerk of the Works Wages		\$3,900
	Clerk of the Works Benefits		\$13,000	Clerk of the Works Benefits		\$13,000
	Subtotal 1430 Fees and Costs		\$3,900	Subtotal 1430 Fees and Costs		\$3,900
			\$20,800			\$20,800
	Subtotal of Estimated Cost		\$	Subtotal of Estimated Cost		\$
	1450 Site Improvements			1450 Site Improvements		
	CPTED/Landscaping		\$2,600	CPTED/Landscaping		\$1,820
	Security Lighting		\$1,300	Fencing		\$11,865
	Fencing		\$36,265			
	Subtotal 1450 Site Improvements		\$40,165	Subtotal 1450 Site Improvements		\$13,685

Work Statement for Year 1 FFY 2011	Work Statement for Year 4 FFY 2014			Work Statement for Year 5 FFY 2015		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	AMP 14			AMP 14		
	1460 Dwelling Structures			1460 Dwelling Structures		
	Exterior Pressure Washing	100	\$2,600	Water Distribution/Heaters		\$2,750
	Exterior Painting		\$7,800	Unit Interior Renovation		\$7,800
	Bath Remodel		\$13,300	Bath Remodel		\$47,342
	Kitchen/Closet Remodel		\$16,557	Kitchen/Closet Remodel		\$49,618
	Subtotal 1460 Dwelling Structures		\$40,257	Subtotal 1460 Dwelling Structures		\$107,510
	1465 Dwelling Equipment		\$31,250	1465 Dwelling Equipment		\$31,250
	Subtotal 1465 Dwelling Equipment		\$31,250	Subtotal 1465 Dwelling Equipment		\$31,250
	TOTAL AMP 14 YEAR 4		\$209,476	TOTAL AMP 14 YEAR 5		\$250,249
	Subtotal of Estimated Cost		\$	Subtotal of Estimated Cost		\$

Work Statement for Year 1 FFY 2011	Work Statement for Year 4 FFY 2014		Work Statement for Year 5 FFY 2015	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
	AMP 15 1406 Operations	\$16,290	AMP 15 1406 Operations	\$16,290
	1408 Management Improvements Resident Services/Development Activities Management Improvements Wages Management Improvements Benefits Training and Travel Consultant Services	\$14,917 \$12,210 \$3,472 \$1,100 \$880	1408 Management Improvements Resident Services/Development Activities Management Improvements Wages Management Improvements Benefits Training and Travel Consultant Services	\$14,917 \$12,210 \$3,472 \$1,100 \$880
	Subtotal 1408 Management Improvements	\$32,579	Subtotal 1408 Management Improvements	\$32,579
	1410 Administration	\$16,290	1410 Administration	\$16,290
	1430 Fees and Costs Clerk of the Works Wages Clerk of the Works Benefits Subtotal 1430 Fees and Costs	\$3,300 \$11,000 \$3,300 \$17,600	1430 Fees and Costs Clerk of the Works Wages Clerk of the Works Benefits Subtotal 1430 Fees and Costs	\$3,300 \$11,000 \$3,300 \$17,600
	Subtotal of Estimated Cost	\$	Subtotal of Estimated Cost	\$

Work Statement for Year 1 FFY 2011	Work Statement for Year 4 FFY 2014		Work Statement for Year 5 FFY 2015	
	Development Number/Name General Description of Major Work Categories AMP 15	Estimated Cost	Development Number/Name General Description of Major Work Categories AMP 15	Estimated Cost
	1450 Site Improvements	\$2,200	1450 Site Improvements	\$1,540
	CPTED/Landscaping	\$1,100	CPTED/Landscaping	\$9,708
	Security Lighting	\$29,671	Fencing	
	Fencing	\$32,971		
	Subtotal 1450 Site Improvements		Subtotal 1450 Site Improvements	\$11,248
	1460 Dwelling Structures	\$2,200	1460 Dwelling Structures	\$2,250
	Exterior Pressure Washing	\$6,600	Water Distribution/Heaters	\$6,600
	Exterior Painting	\$57,000	Unit Interior Renovation	\$38,622
	Security Screen Doors	\$10,850	Bath Remodel	\$40,480
	Bath Remodel	\$13,508	Kitchen Closet/Remodel	
	Kitchen/Closet Remodel	\$90,158		
	Subtotal 1460 Dwelling Structures		Subtotal 1460 Dwelling Structures	\$87,952
	TOTAL AMP 15 YEAR 4	\$205,888	TOTAL AMP 15 YEAR 5	\$181,959
	TOTAL AMPS 11, 12, 14, 15 YEAR 4	\$671,432	TOTAL AMPS 11, 12, 14, 15 YEAR 5	\$726,160
	1499 Development	\$74,728	1499 Development	\$20,000
	TOTAL YEAR 4	\$746,160	TOTAL YEAR 5	\$746,160
	Subtotal of Estimated Cost	\$	Subtotal of Estimated Cost	\$

*Agenda
Item*

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CITY OF PALATKA
Betsy Jordan Driggers
City Clerk
201 N. 2nd Street
Palatka FL 32177
Phone: 386-329-0100
Fax: 386-329-0199
e-mail: bdriqqers@palatka-fl.gov

Memorandum

To: City Commission
From: Betsy Driggers, City Clerk
Date: 1/7/2011
Re: Tree Committee Appointment

The Tree Committee was created in order to oversee the tree renewal and preservation program for the City of Palatka, which fulfills state requirements for participation in the Tree City USA Program. Its members are appointed by the Commission and serve for an indefinite term. A vacancy exists due to the resignation of Ruby Singleton, and has existed for some time.

You will find attached an application for appointment from Mr. Tim Wilson. Mr. Wilson is the Arborist for FPL and has already attended several tree committee meetings. He is qualified to serve on this Committee.

Mr. Wilson understands the Committee's purpose and has been advised of the meeting dates and times. Staff recommends the appointment of Tim Wilson to the Palatka Tree Committee.

KARL N. FLAGG
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

VERNON MYERS
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



ELWIN C. "WOODY" ROYNTON, JR.
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

RUBY M. WILLIAMS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD P. HOLMES
CITY ATTORNEY

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

CITY OF PALATKA ADVISORY BOARD APPLICATION

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

APPLICANT: TIM WILSON (Must be at least 18 yrs. old)

Residence Phone: _____

(911 Address) Fax: _____

Business Name FLORIDA POWER & LIGHT COMPANY Phone: 904-392-2007
& Address 2900 CATHERINE ST. PALATKA, FL 32177 Fax: 904-829-7620

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

Preferred Mailing Address: _____

E-mail: TIMOTHY.WILSON@FPL.COM Daytime Phone: 904-392-2007

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

GRADUATE FORESTER, INTERNATIONAL SOCIETY ARBORICULTURE
CERTIFIED ARBORIST (25-YRS.) SR. UTILITY ARBORIST
FOR FPL - 8-YRS.

OTHER COMMENTS OR INFORMATION:

30-YRS. OF UTILITY FORESTRY EXPERIENCE WITH S-INVESTOR
OWNED UTILITIES IN OHIO - WASHINGTON - OREGON -
CALIFORNIA - FLORIDA, U.S.A. CERTIFIED ARBORIST 25-YRS.

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

Tim Wilson

SIGNATURE OF APPLICANT

12/08/10

DATE

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

Karen Venables

From: Wilson, Timothy [Timothy.Wilson@fpl.com]
Sent: Wednesday, December 08, 2010 11:46 AM
To: Karen Venables
Cc: Womble, Jeff
Subject: RE: Tree trimming
Attachments: City of Palatka Tree Committee Application.pdf

Karen,

I've attached the completed application for Tree Committee and will be able to attend both meetings in January mentioned in your note.

Let me know if you need additional information or have any questions.

Best regards,

Tim Wilson
Senior Utility Arborist
North Florida

 
Office: 904-824-7619
Cellular: 904-392-2007

From: Karen Venables [mailto:kvenables@palatka-fl.gov]
Sent: Tuesday, December 07, 2010 4:06 PM
To: Wilson, Timothy
Subject: RE: Tree trimming

Tim,

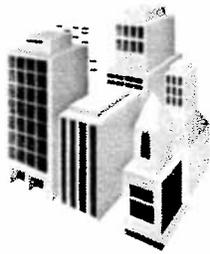
Yes, yes, yes. Please fill out the attached application and send back to me, either by fax, email or mail. Or you can bring it to the January Tree Committee meeting on Jan. 10th, 4:00 p.m. We will put you on the January 13th City Commission agenda for appointment to the Tree Committee. Will you be able to attend that meeting? It is at 6:00 p.m. here at City Hall.

If you have any questions please do not hesitate to call.

Thank you so much.
Karen M. Venables
Assistant City Clerk
City of Palatka
201 N. 2nd Street
Palatka, FL 32177
386-329-0100 ext. 231
Fax 386-329-0106
kvenables@palatka-fl.gov

*Agenda
Item*

3 m



CITY OF PALATKA
Betsy Jordan Driggers
City Clerk
201 N. 2nd Street
Palatka FL 32177
Phone: 386-329-0100
Fax: 386-329-0106
e-mail: bdriqqers@palatka-fl.gov

Memorandum

To: City Commission & Staff
From: Betsy Driggers, City Clerk
Date: 1/7/2011
Re: Palatka General Employees' Pension Board Appointment

Skip Lorenzen's term on the General Employees' Pension Board expired on Dec. 31, 2010. Per City Commission policy, a courtesy advertisement seeking applications for appointment to this position appeared in the Palatka Daily News.

Mr. Lorenzen has returned his application indicating his desire and willingness to serve another 2-year term in this capacity. There were no other applicants.

Mr. Lorenzen's service on this board has been exemplary and he has faithfully discharged his duties as a pension board member. He meets all criteria for appointment. His application for reappointment is attached.

Commission Policy calls for applicants' interviews at the commission meeting prior to appointments. **Since only one application was received, it is Staff's recommendation to waive the '2nd meeting requirement' and reappoint Mr. Skip Lorenzen as one of two City Commission Appointees to the Palatka General Employees' Pension Board for a two-year term expiring Dec. 31, 2012.**

KARL N. FLAGG
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

VERNON MYERS
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



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

ELWIN C. "WOODY" BOYNTON, JR.
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

November 22, 2010

Mr. Skip Lorenzen
2501 Fairway Drive
Palatka FL 32177

Dear Mr. Lorenzen,

This is to notify you that your term on the General Employees' Pension Board will expire at the end of January, 2011. The City Commission would like to know if you are interested in serving on this board for another 2-year term to expire January, 2013.

Please fill out the enclosed reappointment application and return it to me at City Hall (or you can fax it to me at 329-0199) prior to January 3, 2011 so that your re-appointment can be taken up by the City Commission at its 6:00 p.m. meeting on January 13, 2011. The Commission requests that you be present at this meeting.

If you have any questions, please give me a call. We look forward to working with you on this most important board for another successful term!

Sincerely,

Betsy Jordan Driggers
City Clerk

BJD/s

Enclosure

cc: City Commission
Chairman, General Employees' Pension Board

KARL N. FLAGG
MAYOR-COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER



ELWIN C. "WOODY" BOYNTON, I
CITY MANAGER
BETSY JORDAN DRIGGERS
CITY CLERK
RUBY M. WILLIAMS
FINANCE DIRECTOR
GARY S. GETCHELL
CHIEF OF POLICE
MICHAEL LAMBERT
CHIEF FIRE DEPT.
DONALD E. HOLMES
CITY ATTORNEY

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

CITY OF PALATKA BOARD REAPPOINTMENT REQUEST

I wish to apply for reappointment to the General Employee's Pension Board.
I understand that I will continue to serve in a volunteer capacity on this advisory board.

MEMBER: John J. Lorenzen # of years' prior service: _____
Residence 2501 Fairway Dr Palatka Phone: 386-546-3328
(911 Address) 2501 Fairway Dr Palatka Fax: _____
Business Name Retired - Area President - Prosperity BK Phone: _____
& Address Retired - Area President - Prosperity BK Fax: _____
(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)
Preferred Mailing Address: 2501 Fairway Dr. Palatka Fl 32177
E-mail: JLoren61840@aol.com Daytime Phone: 386-546-3328

AGREEMENT: By filing this document, I am indicating my desire to be reappointed to the advisory board upon which I currently serve. I also agree and understand that this document becomes a part of the official records of the City of Palatka, and I hereby certify that all the information contained herein is true, to the best of my knowledge. I also understand that, if appointed, the State of Florida may require me to file a financial disclosure with the Putnam Co. Supervisor of Elections each year covering my term of appointment.

[Signature]
SIGNATURE OF APPLICANT

Dec. 9, 2010
DATE

Chairman/Director:: Please return this form, together with a copy of this member's attendance record, to Betsy Driggers, City Clerk, 201 N. 2nd Street, Palatka, Florida.

CHAIRMAN/DIRECTOR'S COMMENTS (if any) _____

Chairman's/Director's Signature _____

PENSION BOARD

November 22, 2010

2-yr. terms (ord. #89-8)
7 Members (ord. #94-16)
(Fire Rep removed January 2000 – down to 6 members)
(Police removed June 2000 – down to 5 members)

TERM EXPIRES

John Jones – (Appt. 1/1/06) (Clerk of Courts Office)
Financial Rep.
P.O. Box 776
Welaka, FL 32193

Jan. 2011

Melvin Register - Gen. rep. (elected 1/09)
201 N. 2nd Street

Dec. 2010

Comm. James Norwood, Jr. (Appt. 1/04)
Commission Appointee
201 N. 2nd Street

Jan. 2011

Skip Lorenzen (Apt. 02/02)
2501 Fairway Dr.
Palatka, FL 32177

Jan. 2011

City Manager, Woody Boynton (Secretary)
201 N. 2nd Street

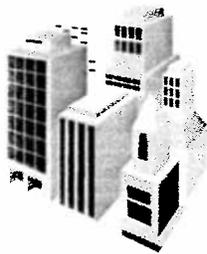
per ordinance

Fire Rep removed per ordinance establishing Firefighter Pension Board
(January 2000) eff. 10-1-99.

Police Rep removed per ordinance establishing Police Pension Board eff 10-1-99

Agenda Item

3_n



CITY OF PALATKA
Betsy Jordan Driggers
City Clerk
201 N. 2nd Street
Palatka FL 32177
Phone: 386-329-0100
Fax: 386-329-0106
e-mail: bdriqqers@palatka-fl.gov

Memorandum

To: City Commission
From: Betsy Driggers, City Clerk
Date: 1/7/2011
Re: Palatka Police Officers' Pension Board Appointments

Attached find Timothy Parker's application for reappointment to the Palatka Police Pension Board as one of two City Commission appointees. Mr. Parker is an incumbent member and is the sole applicant for this position. He meets all qualifications, and desires reappointment to this Board

Commission Policy calls for applicants' interviews at the commission meeting prior to appointments. **Since only one application was received, it is Staff's recommendation to waive the '2nd meeting requirement' and appoint Mr. Timothy Parker as the 2nd City Commission Appointee to the Palatka Police Officers' Pension Board, for a two-year term to expire December 31, 2012.**

KARL N. FLAGG
MAYOR-COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

GEORGE E. SANDERS
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

ALLIGRA KITCHENS
COMMISSIONER



ALLEN R. BUSH
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

RUBY M. WILLIAMS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

KENNETH E. VENABLES
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

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

CITY OF PALATKA BOARD REAPPOINTMENT REQUEST

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

MEMBER: Timothy Parker # of years' prior service: 4

Residence 528 Kirby St Palatka, FL 32177 Phone: 386-326-0866

(911 Address) 528 Kirby St Palatka, FL 32177 Fax:

Business Name Putnam County Property Appraiser Phone: 386-329-0300

& Address P.O. Box 1920, Palatka, FL 32178 Fax: 386-326-7290

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

Preferred Mailing Address: P.O. Box 1920 Palatka, FL 32178

E-mail: tparker@putnam-fl.com Daytime Phone: 386-329-0300

AGREEMENT: By filing this document, I am indicating my desire to be reappointed to the advisory board upon which I currently serve. I also agree and understand that this document becomes a part of the official records of the City of Palatka, and I hereby certify that all the information contained herein is true, to the best of my knowledge. I also understand that, if appointed, the State of Florida may require me to file a financial disclosure with the Putnam Co. Supervisor of Elections each year covering my term of appointment.

Timothy Parker
SIGNATURE OF APPLICANT 1/7/2011
DATE

Chairman/Director:: Please return this form, together with a copy of this member's attendance record, to Betsy Driggers, City Clerk, 201 N. 2nd Street, Palatka, Florida.

CHAIRMAN/DIRECTOR'S COMMENTS (if any) _____

Chairman's/Director's Signature _____

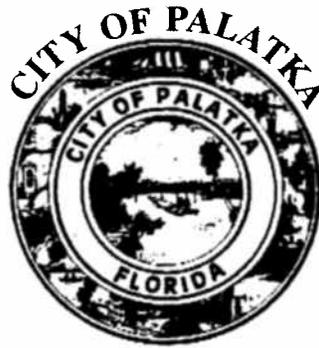
KARL N. FLAGG
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

LEGRA KITCHENS
COMMISSIONER

VERNON MYERS
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



ELWIN C. "WOODY" BOYNTON, JR.
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

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

November 22, 2010

Mr. Timothy Parker
528 Kirby Street
Palatka, FL 32177

Dear Mr. Parker,

This is to notify you that your term on the Police Pension Board will expire at the end of December 2010. The City Commission would like to know if you are interested in serving on this board for another 2-year term to expire December 2012.

Please fill out the enclosed reappointment application and return it to me at City Hall (or you can fax it to me at 329-0199) prior to January 3, 2011 so that the City Commission can take up your re-appointment at its 6:00 p.m. meeting on January 13, 2011. The Commission requests that you be present at this meeting.

If you have any questions, please give me a call. We look forward to working with you on this most important board for another successful term!

Sincerely,

Betsy Jordan Driggers
City Clerk

BJD/kmv

Enclosure

cc: City Commission
Chairman, Police Pension Board

*329-0147
fax*

Agenda Item

$3\sigma-1$



CITY OF PALATKA
Betsy Jordan Driggers
City Clerk
201 N. 2nd Street
Palatka FL 32177
Phone: 386-329-0100
Fax: 386-329-0199
e-mail: bdriqqers@palatka-fl.gov

Memorandum

To: Palatka City Commission
From: Betsy Driggers, City Clerk
Date: 1/6/11
Re: General Employees' Pension Board Employee Representative Appt.

Attached please see a memorandum advising that an election was held for the position of General Employees' Representative on the General Employees' Pension Board. This position is elected by the Plan members. Melvin Register, the current Employee Representative, ran unopposed for this position and was declared re-elected by the members without opposition.

Please concur on Mr. Register's reappointment to the Palatka General Employees' Pension Board for a two-year term to expire December 31, 2012.



CITY OF PALATKA
Woody Boynton
City Manager
201 N. 2nd Street
Palatka FL 32177
Phone: 386-329-0100
Fax: 386-329-0199
e-mail: wboynton@palatka-fl.gov

Memorandum

To: All Departments – PLEASE POST
Palatka Gas Authority Employees

CC: Palatka City Commission

From: Elwin C. “Woody” Boynton, General Pension Board Secretary

Date: 1/6/2011

Re: General Pension Board – 1/7/11 Employee Representative Election Results

Melvin Register, Water Treatment Plant Superintendent, has been declared the winner of the 1/7/11 City of Palatka General Employees’ Pension Board Representative Election. Because Mr. Register is the only candidate to submit his name for the ballot, he was declared re-elected upon the candidate’s deadline for submittal of January 5, 2011. Mr. Register will serve a two-year term, which ends December 31, 2012. We look forward to his service in this important capacity.

PLEASE NOTE THERE WILL BE NO ELECTION HELD ON FRIDAY, 1/7/11.

December 10, 2010

NOTICE OF ELECTION
GENERAL PENSION BOARD REPRESENTATIVE

TO: ALL GENERAL EMPLOYEES (Not Firefighters and Police Officers)

FROM: ELWIN C. "WOODY" BOYNTON, Jr., SECRETARY
GENERAL EMPLOYEES' PENSION BOARD

An Election will be held to elect an employee representative member to represent the general employees of the City of Palatka to the General Employees' Pension Board for a two-year term ending December 31, 2012. The current representative is Melvin Register, WTP Superintendent.

Any general City employee or Gas Authority employee is eligible to serve. If you would like your name placed on the ballot, or if you wish to nominate a fellow employee, please contact Betsy Driggers at 329-0100. Closing date to get on the ballot is Wednesday, January 5, 2011.

Ballots will be available at City Hall, where the ballot box will be placed for voting, between the hours of 8:30 a.m. and 4:00 p.m. on Friday, January 7, 2011.

Ballots will be counted at 4:05 p.m. on Friday, January 7, 2011. Results of this election will be available upon certification of the ballots.

Exercise your right to vote for your representative on the Pension Board!



Agenda Item

3σ-2



CITY OF PALATKA
Betsy Jordan Driggers
City Clerk
201 N. 2nd Street
Palatka FL 32177
Phone: 386-329-0100
Fax: 386-329-0199
e-mail: bdriqqers@palatka-fl.gov

Memorandum

To: Palatka City Commission
From: Betsy Driggers, City Clerk
Date: 1/6/11
Re: Police Officer's Pension Board Employee Representative Appt.

Attached please see a memorandum from Assistant Police Chief James Griffith advising that an election was held for the position of Police Officer Employee Representative on the Police Pension Board. This position is elected by the Plan members. He was re-elected by the members without opposition.

Please concur on Asst. Chief Griffith's reappointment to the Palatka Police Officers' Pension Board for a two-year term to expire December 31, 2012.

Palatka Police Pension Board

Memorandum

Date: 12-16-2010
To: All Sworn Personnel
From: James Griffith, (Member Representative to Board)
Subject: Election of Pension Board Representative at Palatka Police Department

On November 29th you received notice about the need to elect or appoint a representative to the Palatka Police Pension Board. You were advised that nominations could be turned in or I would serve in that position for another term. There were no nominations submitted. I will be appointed to serve in that capacity for another 2 year term. If you have any questions, please contact me.

James Griffith

Cc;
All Sworn Personnel

**Palatka Police Department
110 North 11th Street**

Memorandum

**Date: 11-29-10
To: All Sworn Personnel
From: Asst. Chief James Griffith
Subject: Pension Board Representatives**

It is time to elect or appoint a new Pension Board representative from the Palatka Police Department. If anyone is interested in being one of the two board representatives, please submit your name to Cathy Anderson by Tuesday, December 14th.

Currently, I am the representative in that position. I will gladly remain our representative for the next two years if no one else wishes to occupy it. If I do not receive any other nominations by Tuesday, December 14th, I will be elected without contest to that position.

Asst. Chief Griffith

Cc:
All Sworn Personnel

*Agenda
Item*

3σ-3



CITY OF PALATKA
Betsy Jordan Driggers
City Clerk
201 N. 2nd Street
Palatka FL 32177
Phone: 386-329-0100
Fax: 386-329-0106
e-mail: betsy@mail.qbso.net

Memorandum

To: City Commission
From: Betsy Driggers, City Clerk
Date: 1/7/2011
Re: Palatka Police Officers' Pension Board Appointments

Mr. Charles Myers, III currently serves as the 5th Member of the Palatka Police Officers' Pension Board. The "5th Member," by statutory definition, is chosen by the other four members of this Board and serves at the pleasure of a majority of the Board, with the concurrence of the City Commission. His term is up for renewal.

Mr. Myers has indicated his willingness to continue to serve in this capacity. He has served responsibly, attended all scheduled meetings, and has otherwise carried out his duties as a member of this Board.

Please concur on the reappointment of Mr. Charles Myers as the 5th Member of the Palatka Police Officers' Pension Board for a two-year term to expire December, 31, 2012.

KARL N. FLAGG
MAYOR-COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER



ELVIN C. "WOODY" BOYNTON, JR.
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

RUBY M. WILLIAMS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

NOV 21 2010

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

CITY OF PALATKA BOARD REAPPOINTMENT REQUEST

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

MEMBER: CHARLES T. MYERS III # of years' prior service: 2
Residence 244 CRYSTAL COVE DR. PALATKA, FL 32177 Phone: 386 328 4050
(911 Address) 244 CRYSTAL COVE DR. PALATKA, FL 32177 Fax: _____
Business Name RETIRED Phone: _____
& Address RETIRED Fax: _____

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

Preferred Mailing Address: AS SHOWN ABOVE

E-mail: c8336@bellsouth.net Daytime Phone: AS SHOWN ABOVE

AGREEMENT: By filing this document, I am indicating my desire to be reappointed to the advisory board upon which I currently serve. I also agree and understand that this document becomes a part of the official records of the City of Palatka, and I hereby certify that all the information contained herein is true, to the best of my knowledge. I also understand that, if appointed, the State of Florida may require me to file a financial disclosure with the Putnam Co. Supervisor of Elections each year covering my term of appointment.

Charles T Myers III NOV 23, 2010
SIGNATURE OF APPLICANT DATE

Chairman/Director:: Please return this form, together with a copy of this member's attendance record, to Betsy Driggers, City Clerk, 201 N. 2nd Street, Palatka, Florida.

CHAIRMAN/DIRECTOR'S COMMENTS (if any) _____

Chairman's/Director's Signature _____

KARL N. FLAGG
MAYOR - COMMISSIONER

RY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

VERNON MYERS
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



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

ELWIN C. "WOODY" BOYNTON, JR.
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

November 22, 2010

Mr. Charles T. Myers III
244 Crystal Cove Dr.
Palatka, FL 32177

Dear Mr. Myers,

This is to notify you that your term on the Police Pension Board will expire at the end of December 2010. The City Commission would like to know if you are interested in serving on this board for another 2-year term to expire December 2012.

Please fill out the enclosed reappointment application and return it to me at City Hall (or you can fax it to me at 329-0199) prior to January 3, 2011 so that the City Commission can take up your re-appointment at its 6:00 p.m. meeting on January 13, 2011. The Commission requests that you be present at this meeting.

If you have any questions, please give me a call. We look forward to working with you on this most important board for another successful term!

Sincerely,

Betsy Jordan Driggers
City Clerk

BJD/kmv

Enclosure

cc: City Commission
Chairman, Police Pension Board

*Agenda
Item*

3p

11/30/2010

Dear Pam,

As per conversation, I will no longer be able to be on the code enforcement board, due to conflict with schedule at work and meeting dates.

Thank you for the opportunity.
This is effective today 11/30/10

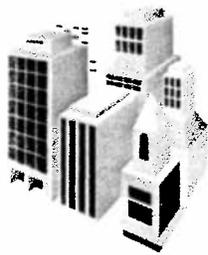
Sincerely,

David Frank

RECEIVED
NOV 30 2010
BY: _____

*Agenda
Item*

3_q



CITY OF PALATKA
Betsy Jordan Driggers
City Clerk
201 N. 2nd Street
Palatka FL 32177
Phone: 386-329-0100
Fax: 386-329-0199
e-mail: bdriqgers@palatka-fl.gov

Memorandum

To: City Commission
From: Betsy Driggers, City Clerk
Date: 1/7/2011
Re: Palatka Code Enforcement Board Appointment

Per City Commission policy, the City advertised that the Commission was seeking applicants for appointment to the Palatka Code Enforcement Board due to several resignations. There were openings for a member with Engineering Experience and General Contracting experience.

Pat Wilson, the member who holds the "real estate exp." designation, is an engineer, and will now serve in that capacity. Michael Gagnon, who holds the "subcontractor rep." designation, will now serve in the "general contractor" capacity. This leaves an opening for a representative with experience in real estate and a representative with sub-contracting experience.

Alex Sharp, a resident of Palatka, is currently an alternate on this Board. He has applied for a regular position and is a licensed real estate agent/broker. His appointment to this position comes with a recommendation from Debbie Banks, Building & Zoning Administrator. He is well aware of this boards function, having been a member since August. Staff is satisfied that he meets all requirements for appointment to this Board.

Policy calls for applicants' interviews at the commission meeting prior to appointments. **Since Mr. Sharp now serves on this board, and is the sole applicant, it is Staff's recommendation to waive the 2nd meeting requirement and appoint Alex Sharp to the Palatka Code Enforcement Board as member with Real Estate experience to fill the remainder of a three-year term to expire Sept. 30, 2013.**

KARL N. FLAGG
MAYOR-COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

GEORGE E. SANDERS
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER



ALLEN R. BUSH
CITY MANAGER
BETSY JORDAN DRIGGER
CITY CLERK
RUBY M. WILLIAMS
FINANCE DIRECTOR
GARY S. GETCHELL
CHIEF OF POLICE
MICHAEL LAMBERT
CHIEF FIRE DEPT.
DONALD E. HOLMES
CITY ATTORNEY

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

CITY OF PALATKA ADVISORY BOARD APPLICATION

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

APPLICANT: Alex Sharp (Must be at least 18 yrs. old)
Residence 822 South 15th St. Phone: 386-916-0838
(911 Address) Fax:

Business Name & Address Hale Real Estate Inc. Phone: 386-385-3416
Fax: 386-385-3419

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

Preferred Mailing Address: 919 St. Johns Ave

E-mail: Alex@halerealty.biz Daytime Phone: 386-916-0838

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

Licensed Real Estate Broker
Downtown Business Owner

OTHER COMMENTS OR INFORMATION:

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

[Signature] 12-1-2010
SIGNATURE OF APPLICANT DATE

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

Updated October 6, 2010

CODE ENFORCEMENT BOARD

7 Members - 3-Yr. Terms

Appt. Date		Term Expires
11/11/99	Terrill L. Hill (Attorney) 211 N. 6th Street (w)326-0303	Sept. 2011
9/25/08	Douglas E. Webb (Architectural Exp. Sub) 6101 1 st Manor West, Palatka <u>Nova0553@yahoo.com</u> (days)328-8281 (f)312-5049	Sept. 2011
10/27/05(alt) 10/26/06 10/09/08(alt)	John A. Lyon (Alternate #1) (h)325-6667 417 Kirby Street (w)325-0419 <u>steamboatwillies1@yahoo.com</u> ©937-4679	Sept. 2011
10/24/96	Kenneth M. Downs (Gen. Contractor) 2020 Ashbrooke Lane (h)328-7118 (w)328-3500 (f)325-9043 (days)329-8116 or 326-7602	Sept. 2012
9/25/03	LaSandra Williams (Business) 1424 Ocean Street (h)328-1071 (f)329-3857 <u>williamL@dor.state.fl.us</u> 329-3867	Sept. 2012
07/22/10	David Franke (Engineering) 521 Kirby St. (h)326-1328 (w)325-5857	Sept. 2013
11/11/04	Pat A. Wilson (Commercial/Industrial Real Estate) 516 River Street (h)325-7736 (f)325-9306 <u>wilson9318@bellsouth.net</u> (w)937-7158	Sept. 2013
7/23/09	Michael Gagnon (Subcontracting) 703 Emmett St. (h)325-9418 <u>captainclub0607@yahoo.com</u>	Sept. 2013
8/26/10 (mailing) (home)	Alex Sharp (Alternate #2) 919 St. Johns Ave. (h)916-0838 822 S. 15 th St. (w)325-9977 <u>iamsharp@comcast.net</u>	Sept. 2013

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

*Agenda
Item*

4

**CITY OF PALATKA CITY COMMISSION
AGENDA ITEM**

ITEM: 808 N 18th Street – Code Enforcement Board
recommendation to reduce code enforcement
fine

DEPARTMENT: Building & Zoning

AGENDA SECTION: Consent Agenda

ATTACHMENTS:

1. December 1, 2010 CEB minutes
2. Letter of request from owner
3. Costs of Prosecution Assessment

DATE: January 13, 2011

SUMMARY HIGHLIGHTS:

On December 1, 2010 the Code Enforcement Board voted to recommend reducing to \$0 the \$25 per day fine totaling \$32,050 assessed against this parcel on April 25, 2007 and stopped on October 28, 2010 when the property was brought into compliance. Extenuating circumstances cited per "Policies and Procedures" included: different address (although staff followed Statute); length of time to bring property into compliance once owner realized the violations existed; timely communications with staff, and fixed income of owner. Costs of prosecution in the amount of \$294.64 were assessed and paid.

RECOMMENDED ACTION:

Approval of the Code Enforcement Board's recommendation to eliminate the daily fine.

AGENDA ITEM NUMBER:

AGENDA PAGE NUMBER:

**Code Enforcement Board
December 1, 2010 Meeting Minutes
Page 1 of 8**

Meeting called to order at 4:00 p.m. by Chairperson LaSandra Williams. **Members present:** Pat Wilson, Michael Gagnon, John Lyon, and Alex Sharp. **Members absent:** Douglas Webb and Terrill Hill. **Also present:** Building and Zoning Department Director and Code Enforcement Supervisor, Debbie Banks; Code Enforcement Officer, Elizabeth Hearn; Recording Secretary, Pam Sprouse and City Attorney, Donald Holmes.

Motion made by Pat Wilson and seconded by Michael Gagnon to accept the minutes of the October 27, 2010 meeting as written. All voting members were in favor. Motion carried.

LaSandra Williams read "To Appeal Any Decision" and swore in all City staff testifying at the hearing.

CONSENT AGENDA

Case 08-230 **622 River Street**
Owner: Virginia McColm
Cost of Prosecution \$350.64 or \$401.72

Case 07-94 **808 N 18th Street**
Owner: The Bolling Trust; C/O Annie Bell Bolling Trustee
Daily Fine of \$25 per day x 1282 days - \$32,050
Cost of Prosecution \$294.64 or \$345.72

Case 09-134 **400 N 3rd Street**
Owner: Katherine L. Elliott
Cost of Prosecution \$200.54 or \$251.62

Motion made by Pat Wilson and seconded by Michael Gagnon to approve the consent agenda as submitted. All voting members were in favor. Motion carried.

OLD BUSINESS

Case 07-94 **808 N 18th Street**
Owner: The Bolling Trust; C/O Annie Bell Bolling Trustee
Section 30-32 Weeds, Debris, Prohibited Conditions
Section 70-82 House Numbering – 911 Addressing
Section 30-166 Minimum Maintenance Standards
Required update per hearing October 27, 2010 – Annie B. Bolling

Ms. Hearn presented photo evidence and advised that this case is now in compliance and that the owners are present to address the Board.

Annie Bell Bolling & Vivian Denson, 808 N. 18th St., were present to address the Board. Ms. Denson stated that they have complied with all the items that were requested. She expressed that there was some miscommunication and that her Grandmother never received the original notice. She explained that the

Code Enforcement Board
December 1, 2010 Meeting Minutes
Page 2 of 8

Case 07-94 808 N 18th Street continued

original notice went to a different address in Hastings as her grandmother had been staying there at one time with her daughter. The notice was signed for by Ms. Bolling's ex-son-in-law and never forwarded to Ms. Bolling or to her Aunt. Ms. Denson stated that as soon as Mr. Garcia advised them there was an existing code case on the property, they rectified the problems right away. She forwarded a tax parcel notification and explained that her grandmother's property value is low and that she is 70 yrs old and lives on Social Security.

Mr. Gagnon asked if they were there to request a fine reduction, what kind of reduction were they looking for.

Ms. Denson stated that if they were aware of the violation originally, the problems would have been rectified right away, as they were fairly inexpensive items.

Mr. Sharp stated that he believed that there were several mitigating factors to consider for a fine reduction that this case touched down on several of the items for consideration, (referring to the criteria for fine reductions) such as item A and C the length of time it took to bring the property into compliance once they realized the violation existed, timely communications with staff, and that she's on a fixed income. He advised Ms. Bolling that she had to make a request for the fine reduction.

Ms. Bolling stated that she hoped not to pay any of the fine.

Motion made by Alex Sharp and seconded by Pat Wilson to recommend to the City Commission to reduce the fine to \$0.00 due to the extenuating circumstances specific to this case. The recommendation is based on the fact that the notification went to a different address, the length of time it took to bring the property into compliance once they realized the violation existed, timely communications with staff, and that she's on a fixed income. All present voted affirmative, motion carried.

Case 09-134 **400 N 3rd Street**
Owner: Katherine L. Elliott
Request to waive the costs of prosecution.

James Green, 400 N. 3rd Street, requested to address the Board on behalf Ms. Elliott, the owner regarding the assessed costs of prosecution and read a letter (in file) of request for fees abatement due to compliance and the additional costs incurred to meet compliance. He ended by saying with one homeowner out of work these fees would increase and cause further financial hardship.

Discussion took place regarding when costs of prosecution are incurred, the Board's inability to waive those costs and the owner's right to appeal to the Commission.

As per Ms. Elliott's request, Mr. Green withdrew the request for the waiver.

no amount of money concern.

www.ajc

I Annie B Bollingam request is
to be on the agenda on October 27, 2010 for
a fine reduction at 808 N. 18th St. Palatka
Florida.

Thanks,

Annie B. Bolling

Please send respond to 692 East Palatka
Florida 32131

COSTS OF PROSECUTION ASSESSMENT

Case 07-94

Location: 808 N 18th Street (37-10-26-6850-3420-0130)

Owner: The Bolling Trust; C/O Annie Bell Bolling Trustee

Daily Fine of \$25.00 per day for 1282 days: \$32,050 (as of 10/28/10)

8 inspections; 1 warning notice; Board preparation & administrative time

Costs of Prosecution - \$294.64 - if a recorded lien order is not required

\$345.72 - if not paid within 30 days and a recorded lien order is required

EHearn

*Agenda
Item*

5

RESOLUTION NO. 8-85

A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AND ATTEST A 'JOINT PARTICIPATION AGREEMENT' WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR FEDERAL FERRY BOAT DISCRETIONAL PROGRAM FUNDING TO PURCHASE EQUIPMENT AND CREATE THE INFRASTRUCTURE TO SUPPORT THE CITY OF PALATKA ST. JOHNS RIVER WATER TAXI/FERRY BOAT PROJECT

WHEREAS, the City of Palatka and the Florida Department of Transportation have reached an agreement for the sharing of costs incident for Federal Ferry Boat Discretionary program funding to purchase equipment and create the infrastructure to support the City of Palatka St. Johns River water taxi/ferry boat project, and

WHEREAS, the Florida Department of Transportation has proposed a Joint Participation Agreement with the City of Palatka for the above project identified as F.P. Numbers 410572-1-94-01, 410572-1-94-90, 410572-2-94-01; and

WHEREAS, the total project cost for the above described project is estimated at \$1,524,307.50 with the Florida Department of Transportation funding 80% or \$1,219,446.00, and the City of Palatka funding 20% of or \$304,861.50; and

WHEREAS, it is in the best interest of the City of Palatka to go forward with the Joint Participation Agreement; and

NOW THEREFORE, BE IT RESOLVED that the Mayor, Karl N. Flagg, and City Clerk, Betsy J. Driggers, are hereby authorized to execute and attest the Joint Participation Agreement on behalf of the City of Palatka for the sharing of costs incident for Federal Ferry Boat Discretionary program funding to purchase equipment and create the infrastructure to support water taxi/ferry boats, F.P. Numbers 410572-1-94-01, 410572-1-94-90, 410572-2-94-01.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to sign requests for Contract Time Extensions, as well as execute Assurances, Certifications, and all other documents as may be required in support of the project.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 9th day of December, 2010.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

RESOLUTION NO. 8-86

A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AND ATTEST A 'JOINT PARTICIPATION AGREEMENT' WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR FEDERAL FERRY BOAT DISCRETIONARY FUNDING ALLOCATIONS FOR F/Y, 2002, 2004, AND 2005 FOR THE ST. JOHNS RIVER WATER TAXI – FERRYBOAT PROJECT AND DOCK TERMINAL IMPROVEMENTS

WHEREAS, the City of Palatka and the State of Florida Department of Transportation (FDOT) have determined it to be in their mutual interests to facilitate the development of the project described herein as: St. Johns River Water Taxi – Ferryboat Project and Dock Terminal Improvements, F.P. Numbers 41057219401; 41057219490; 41057229401; and

WHEREAS, the City has received federal ferry boat discretionary funding allocations for fiscal years, 2002, 2004, and 2005 totaling \$1,219,446; and

WHEREAS, these federal allocations are duly represented within the adopted Work Program of the Department of Transportation, hereafter referred to as the "Department," and are referenced as follows: F.P.# 40157219401 2002 FBD allocation - \$300,000, F.P.# 41057219490 2004 FBD allocation - \$572,502, F.P.# 41057229401 2005 FBD allocation - \$346,944; and

WHEREAS, the Department has the ability to apply toll revenue credits as a means of satisfying the local match requirements on behalf of the City, and is willing to apply "soft Match" to satisfy local match requirements; and

WHEREAS, the City acknowledges that funding made available through the Department can only be used for capital purposes and cannot be used for operations, and affirms that the City is ready to proceed with capital construction relating to the project; and

WHEREAS, the City affirms that it has executed an agreement with a willing and qualified vendor to operate the water taxi service as a condition to enter agreement with the Department for federal capital funds to support construction activities; and

WHEREAS, the City acknowledges that federal contract requirements apply to the use of these funds and will insure that all subsequent contracts for construction activity will apply these federal requirements to all contractors or subcontractors for which these funds are to be used; and

WHEREAS, the City acknowledges that reimbursement of federal funds expended in capital construction would be required in the event a qualified vendor cannot be contracted to operate the water taxi service for the City; and

WHEREAS, both parties now wish to formalize the arrangement in the form of a Joint Participation Agreement (JPA).

NOW THEREFORE, BE IT RESOLVED as follows:

1. The City of Palatka confirms its desire to enter into a Joint Participation Agreement with the State of Florida Department of Transportation.
2. The Mayor, Vernon Myers, and City Clerk, Betsy J. Driggers, are hereby

authorized to execute and attest the Joint Participation Agreement (JPA) including any Supplemental Joint Participation Agreements (SJPA) for the purpose of Scope Changes and/or funding adjustments, as well as execute Assurances, Certifications, and all other documents as may be required in support of the project.

3. The City Manager is hereby authorized to sign requests for Contract Time Extension(s), as may be required in support on the project.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 13th day of January, 2011.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

Fin Project No: __410572-1-94-01, 410572-1-94-90, 410572-2-94-01__

Contract No: _____

EXHIBIT E

Project Schedule

ITEM

ESTIMATED DATE

Consultant Selection

90% Design

100% Design

Bid Project

Award Project

Start Project Construction

Construction 50% Complete

Construction 75% Complete

Complete Project Construction

Final Project Inspection

Close Project

This schedule represents our best estimate for the project completion. We also agree to notify the Department promptly of any delays that might impact this schedule.

Signatory (Print Name): _____

Signature: _____

Date: _____

*Agenda
Item*

6

**CITY OF PALATKA CITY COMMISSION
AGENDA ITEM**

ITEM: Adoption of an ordinance annexing 7309 Crill Ave. (09-10-26-0000-0340-0000) into the City, adoption of a related ordinance changing the future land use designation from Putnam County Urban Reserve to City of Palatka Commercial, and the first reading of an ordinance changing the zoning from Putnam County AG (Agriculture) to City of Palatka C1-A (Neighborhood Commercial). Case: PB 10-38

DEPARTMENT: Building & Zoning

AGENDA SECTION: Regular agenda requiring Commission action

<p>ATTACHMENTS:</p> <ol style="list-style-type: none">1. An Ordinance of the City of Palatka annexing 7309 Crill Avenue.2. An Ordinance of the City of Palatka amending the future land use designation from Putnam County Urban Reserve to City of Palatka Commercial3. An Ordinance of the City of Palatka changing the zoning from Putnam County AG to City of Palatka C1-A.4. December 7, 2010 Planning Board Minutes.5. December 7, 2010, Planning Board Packet.	<p>DATE: January 13, 2011 and January 27, 2011 for the 2nd reading of the zoning ordinance</p>
--	--

SUMMARY HIGHLIGHTS:

Acting as agent the owner (Daryll Futch) April Annis applied for annexation, amendment of the Future Land Use Map and rezoning for the purpose of obtaining City water and sewer service to this a 1.19 acre parcel of land.

A public hearing was held by the Planning Board on December 7, 2010, at the applicant's request for annexation, change of future land use and rezoning. There was no public testimony for or against this request at this hearing. The Planning Board voted to recommend approval of all three requests.

RECOMMENDED ACTION:

Staff recommends approval of the attached ordinances and conducting the first public hearing on the related zoning ordinance. The second public hearing for the zoning ordinance is scheduled for January 27, 2011.

AGENDA ITEM NUMBER:

AGENDA PAGE NUMBER:

This instrument prepared by:
Debbie Banks
City of Palatka
201 N. 2nd St.
Palatka, FL 32177

ORDINANCE NO. 10 -

AN ORDINANCE OF THE CITY OF PALATKA,
FLORIDA ANNEXING INTO THE CORPORATE
LIMITS OF THE CITY OF PALATKA, FLORIDA
CERTAIN ADJACENT TERRITORY IN SECTION
09, TOWNSHIP 10 SOUTH, RANGE 26 EAST,
PUBLIC RECORDS OF PUTNAM COUNTY,
FLORIDA CONTIGUOUS TO THE BOUNDARIES OF
THE CITY OF PALATKA; AND PROVIDING AN
EFFECTIVE DATE.

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

Section 1.

WHEREAS, Petition has been filed before the City
Commission of the City of Palatka, Florida, which
Petition is on file in the office of the City Clerk,
signed by all of the freehold owners of the property
sought to be annexed, to wit:

Daryll Futch

WHEREAS, Chapter 171.044, Florida Statutes, permits
the annexation of unincorporated areas lying adjacent and
contiguous to the boundaries of the City of Palatka, and

WHEREAS, the City Commission of the City of Palatka
finds that it is in the best interest of the people of
the City of Palatka, Florida, that said lands be annexed
and become a part of the City of Palatka;

Section 2. NOW THEREFORE, be it enacted by the people of
the City of Palatka, Florida, that the following
described unincorporated lands lying adjacent and
contiguous to the boundaries of the City of Palatka,
Florida shall henceforth be deemed and held to be within
the corporate limits of the City of Palatka, Florida said
lands being described as follows:

DESCRIPTION OF PROPERTY: See Exhibit "A" attached

Parcel: 09-10-26-0000-0340-0000

All references are to the records of Putnam County,
Florida.

Containing 1.19 acres more or less.

Section 3. The property hereby annexed shall remain
subject to the County Comprehensive Plan and Zoning Laws
until changed by the City of Palatka.

Section 4. This Ordinance shall become effective
immediately upon its final passage by the City
Commission.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 13th day of January, 2011.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

City Attorney

EXHIBIT "A"

Parcel "D"

A parcel of land lying in and being a part of Section 9, Township 10 South, Range 26 East, Putnam County, Florida said parcel being more particularly described as follows:

COMMENCE at a concrete monument at the Southeast corner of the Southeast 1/4 of said Section 9 and run North 01 degrees, 10 minutes and 15 seconds East, along the Westerly boundary of the right-of-way of ROUND LAKE ROAD, 661.44 feet to an Iron Rod and the POINT OF BEGINNING. From POINT OF BEGINNING thus described continue North 01 degrees, 10 minutes and 15 seconds East, long said Westerly boundary, 11.35 feet to an Iron Rod at the Southeast corner of lands described in Official Records Book 520, Page 1789 of the Public Records of said county; thence North 00 degrees, 50 minutes and 25 seconds East, along Westerly boundary and along the Easterly boundary of said parcel (Official Records Book 520, Page 1789), a distance of 60.31 feet to an Iron Rod at the Southeast corner of a parcel of land described in Official Records Book 568, Page 897 of said Public Records; thence South 82 degrees, 03 minutes and 39 seconds West, along the Southerly boundary thereof and along the Southerly boundary of a parcel of land described in Official Records Book 891, Page 388 of said Public Records, 40.06 feet to an Iron Rod at the Southwest corner of last said parcel (Official Record Book 891, Page 388); thence North 01 degrees, 09 minutes and 00 seconds East along the Westerly boundary thereof 20.00 feet to an Iron Rod on the Southerly boundary of a parcel of land described in Official Record Book 520, Page 1793 of said Public Records; thence South 82 degrees, 03 minutes and 39 seconds West, along last said Southerly boundary (Official Record Book 520, Page 1793), a distance of 110.00 feet to an Iron Rod at the Southwest corner thereof; thence North 19 degrees, 58 minutes and 05 seconds West, along the Westerly boundary thereof, 100.00 feet to an Iron Rod at the Southeast corner of a parcel of land described in Official Record Book 848, Page 1927 of said Public Records; thence South 70 degrees, 20 minutes and 00 seconds West along the Southerly boundary of last said parcel (Official Record book 848, page 1927) a distance of 325.01 feet to an Iron Rod at the Southwest corner thereof said iron being on a Easterly boundary of a parcel of land described in Official Record Book 539, Page 1506 of said Public Records; thence South 16 degrees 20 minutes and 45 seconds East, along last said Easterly boundary (Official record Book 539, Page 1506) a distance of 141.10 feet to an Iron Rod; thence North 70 degrees, 20 minutes and 00 seconds East parallel with last said Southerly boundary (Official Records Book 539, Page 1506) a distance of 243.92 feet to an Iron Rod; thence South 89 degrees, 24 minutes and 53 seconds East 217.78 feet to the POINT OF BEGINNING



TIM SMITH, PUTNAM CO. CLERK OF COURT
 RCD: 12/27/2005 @ 11:43

FILE #: 0000567540
 Page 4 of 4

This instrument prepared by:
Debbie Banks
201 North 2nd Street
Palatka, Florida 32177

ORDINANCE NO. 10 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP AND FUTURE LAND USE ELEMENT OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO ONE PARCEL OF LAND (LESS THAN 10 ACRES IN SIZE) IN SECTION 09, TOWNSHIP 10 SOUTH, RANGE 26 EAST FROM COUNTY URBAN RESERVE TO CITY COMMERCIAL, PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 163.3187, Florida Statutes, as amended, provides for the amendment of an adopted comprehensive plan, and

WHEREAS, Section 163.3187, Florida Statutes, as amended, provides that any local government comprehensive plan amendments directly related to proposed small scale development activities may be approved without regard to statutory limits on the frequency of consideration of amendments to the local comprehensive plan, and

WHEREAS, Section 163.3187, Florida Statutes, as amended, provides that a local government may amend its adopted comprehensive plan to change the land uses of up to 80 acres by small scale amendments annually, and

WHEREAS, the Planning Board conducted a public hearing on December 7, 2010, and recommended approval of this amendment to the City Commission, and

WHEREAS, the City Commission conducted a public hearing on this amendment on January 13, 2011,

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

Section 1. Adopted Small Scale Amendment

That the Future Land Use Element and Future Land Use Map of the adopted comprehensive plan of the City of Palatka is hereby amended to provide that the land uses of the parcel of land listed in Table 1 below shall be changed as designated and that the Future Land Use Map shall be amended to show the changes in land use.

TABLE 1
ADOPTED SMALL SCALE AMENDMENTS

<u>Property Tax Number</u>	<u>Acreage</u>	<u>Current Land Use</u>	<u>Amended Land Use</u>
09-10-26-0000-0340-0000	1.19	County Urban Reserve	City Commercial

DESCRIPTION OF PROPERTY: See Exhibit "A" attached

Section 3. Effect on the Comprehensive Plan

The remaining portions of said adopted comprehensive plan of the City of Palatka, Florida, which are not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

Section 4. Severability

Should any section, subsection, sentence, clause, phrase or portion of this Ordinance be held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and shall not affect the validity of the remaining portion.

Section 5. Effective date

This Ordinance shall become effective thirty-one (31) days after its final passage by the City Commission of the City of Palatka, Florida.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 13th day of January, 2011.

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

City Attorney

EXHIBIT "A"

Parcel "D"

A parcel of land lying in and being a part of Section 9, Township 10 South, Range 26 East, Putnam County, Florida said parcel being more particularly described as follows:

COMMENCE at a concrete monument at the Southeast corner of the Southeast 1/4 of said Section 9 and run North 01 degrees, 10 minutes and 15 seconds East, along the Westerly boundary of the right-of-way of ROUND LAKE ROAD, 661.44 feet to an Iron Rod and the POINT OF BEGINNING thus described continue North 01 degrees, 10 minutes and 15 seconds East, long said Westerly boundary, 11.35 feet to an Iron Rod at the Southeast corner of lands described in Official Records Book 520, Page 1789 of the Public Records of said county; thence North 00 degrees, 50 minutes and 25 seconds East, along Westerly boundary and along the Easterly boundary of said parcel (Official Records Book 520, Page 1789), a distance of 60.31 feet to an Iron Rod at the Southeast corner of a parcel of land described in Official Records Book 568, Page 897 of said Public Records; thence South 82 degrees, 03 minutes and 39 seconds West, along the Southerly boundary thereof and along the Southerly boundary of a parcel of land described in Official Records Book 891, Page 388 of said Public Records, 40.06 feet to an Iron Rod at the Southwest corner of last said parcel (Official Record Book 891, Page 388); thence North 01 degrees, 09 minutes and 00 seconds East along the Westerly boundary thereof 20.00 feet to an Iron Rod on the Southerly boundary of a parcel of land described in Official Record Book 520, Page 1793 of said Public Records; thence South 82 degrees, 03 minutes and 39 seconds West, along last said Southerly boundary (Official Record Book 520, Page 1793), a distance of 110.00 feet to an Iron Rod at the Southwest corner thereof; thence North 19 degrees, 58 minutes and 05 seconds West, along the Westerly boundary thereof, 100.00 feet to an Iron Rod at the Southeast corner of a parcel of land described in Official Record Book 848, Page 1927 of said Public Records; thence South 70 degrees, 20 minutes and 00 seconds West along the Southerly boundary of last said parcel (Official Record book 848, page 1927) a distance of 325.01 feet to an Iron Rod at the Southwest corner thereof said iron being on a Easterly boundary of a parcel of land described in Official Record Book 539, Page 1506 of said Public Records; thence South 16 degrees 20 minutes and 45 seconds East, along last said Easterly boundary (Official record Book 539, Page 1506) a distance of 141.10 feet to an Iron Rod; thence North 70 degrees, 20 minutes and 00 seconds East parallel with last said Southerly boundary (Official Records Book 539, Page 1506) a distance of 243.92 feet to an Iron Rod; thence South 89 degrees, 24 minutes and 53 seconds East 217.78 feet to the POINT OF BEGINNING



TIM SMITH, PUTNAM CO. CLERK OF COURT
RCD: 12/27/2005 @ 11:43

FILE #: 0000567540
Page 4 of 4

This instrument prepared by:
Debbie Banks
205 N. 2nd St.
Palatka, FL 32177

ORDINANCE NO. 10 - _____

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTY IN SECTION 09, TOWNSHIP 10 SOUTH, RANGE 26 EAST; FROM COUNTY AG (AGRICULTURE) TO CITY C-1A (NEIGHBORHOOD COMMERCIAL); REPEALING ANY ORDINANCE IN CONFLICT HERewith; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1.

WHEREAS, application has been made by the owner, Daryll Futch to the City for certain amendments to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on December 7, 2010 and two public hearings before the City Commission of the City of Palatka on January 13, 2011, and January 27, 2011, and

WHEREAS, the City Commission of the City of Palatka has determined that said amendment should be adopted, now therefore,

Section 2. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described property from its present zoning classification of County AG (Agriculture) to City **C-1A (Neighborhood Commercial)**.

DESCRIPTION OF PROPERTY: SEE EXHIBIT "A" attached

Parcel: 09-10-26-0000-0340-0000

Containing 1.19 acres more or less.

Section 3. All ordinances in conflict with the terms and provisions of this ordinance are hereby specifically repealed.

Section 4. This Ordinance shall become effective immediately upon its final passage by the City Commission.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 28th day of January, 2011.

CITY OF PALATKA

BY: _____

Its MAYOR

ATTEST:

City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

City Attorney

EXHIBIT "A"

Parcel "D"

A parcel of land lying in and being a part of Section 9, Township 10 South, Range 26 East, Putnam County, Florida said parcel being more particularly described as follows:

COMMENCE at a concrete monument at the Southeast corner of the Southeast 1/4 of said Section 9 and run North 01 degrees, 10 minutes and 15 seconds East, along the Westerly boundary of the right-of-way of ROUND LAKE ROAD, 661.44 feet to an Iron Rod and the POINT OF BEGINNING. From POINT OF BEGINNING thus described continue North 01 degrees, 10 minutes and 15 seconds East, long said Westerly boundary, 11.35 feet to an Iron Rod at the Southeast corner of lands described in Official Records Book 520, Page 1789 of the Public Records of said county; thence North 00 degrees, 50 minutes and 25 seconds East, along Westerly boundary and along the Easterly boundary of said parcel (Official Records Book 520, Page 1789), a distance of 60.31 feet to an Iron Rod at the Southeast corner of a parcel of land described in Official Records Book 568, Page 897 of said Public Records; thence South 82 degrees, 03 minutes and 39 seconds West, along the Southerly boundary thereof and along the Southerly boundary of a parcel of land described in Official Records Book 891, Page 388 of said Public Records, 40.06 feet to an Iron Rod at the Southwest corner of last said parcel (Official Record Book 891, Page 388); thence North 01 degrees, 09 minutes and 00 seconds East along the Westerly boundary thereof 20.00 feet to an Iron Rod on the Southerly boundary of a parcel of land described in Official Record Book 520, Page 1793 of said Public Records; thence South 82 degrees, 03 minutes and 39 seconds West, along last said Southerly boundary (Official Record Book 520, Page 1793), a distance of 110.00 feet to an Iron Rod at the Southwest corner thereof; thence North 19 degrees, 58 minutes and 05 seconds West, along the Westerly boundary thereof, 100.00 feet to an Iron Rod at the Southeast corner of a parcel of land described in Official Record Book 848, Page 1927 of said Public Records; thence South 70 degrees, 20 minutes and 00 seconds West along the Southerly boundary of last said parcel (Official Record book 848, page 1927) a distance of 325.01 feet to an Iron Rod at the Southwest corner thereof said iron being on a Easterly boundary of a parcel of land described in Official Record Book 539, Page 1506 of said Public Records; thence South 16 degrees 20 minutes and 45 seconds East, along last said Easterly boundary (Official record Book 539, Page 1506) a distance of 141.10 feet to an Iron Rod; thence North 70 degrees, 20 minutes and 00 seconds East parallel with last said Southerly boundary (Official Records Book 539, Page 1506) a distance of 243.92 feet to an Iron Rod; thence South 89 degrees, 24 minutes and 53 seconds East 217.78 feet to the POINT OF BEGINNING



TIM SMITH, PUTNAM CO. CLERK OF COURT
RCD: 12/27/2005 @ 11:43

FILE #: 0000567540
Page 4 of 4

KARL N. FLAGG
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

VERNON MYERS
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



ELWIN C. "WOODY" BOYNTON, JR.
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

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

December 10, 2010

Putnam County
Board of County Commissioners
2509 Crill Avenue, Suite 200
Palatka FL 32177

ATTN: Chairman, Putnam County BOCC

To Whom It May Concern:

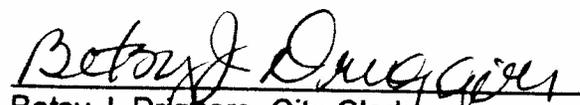
The City of Palatka hereby provides notice of its intent to hold a public hearing on January 13, 2011, concerning proposed ordinance annexing the following described property into its municipal boundaries:

<u>Address</u>	<u># of Acres</u>	<u>Sec/Township/Range</u>	<u>Ord. #</u>
7309 Crill Avenue	1.19 acres	09 - 10 - 26	11-1

Please see a copy of the public notice(s) attached, including a map of the property, which will run in the Palatka Daily News on December 31 and January 7, 2011. A copy of the Ordinance containing a copy of the legal description can be obtained from the Office of the City Clerk at City Hall. This notice is being provided pursuant to FS171.0446; however, it is my understanding that the 30-day required notice is waived by Putnam County, inasmuch as this parcel is being annexed at the County's request. If this is not the case, please notify me as soon as possible.

Please govern yourselves accordingly.

CITY OF PALATKA


Betsy J. Driggers, City Clerk

Bjd/s

Attachments

Cc: Debbie Banks, Building & Zoning Administrator, City of Palatka

NOTICE OF ANNEXATION

NOTICE is hereby given that the City Commission of the City of Palatka, Florida, at the next regular meeting to be held at 6:00 p.m. on the 13th day of January, at Palatka City Hall, 201 N. 2nd Street, Palatka, Florida, will consider the enactment of Ordinance No. 11-01 annexing the following described property into the corporate limits of the City and redefining the boundary lines of the City of Palatka to include said property. The property is described as approximately 1.19 acres of improved property in Section 09, Township 10 South, Range 26 East, located at **7309 Crill Ave., Tax Parcel #09-10-26-0000-0340-0000**, Palatka, Putnam County. A map is attached hereto and a copy of the Ordinance containing a copy of the legal description can be obtained from the Office of the City Clerk at City Hall.

All interested persons are hereby advised of such consideration by the City Commission and all interested parties may appear at said meeting at said time and place and be heard with respect to the proposed ordinance. This notice is given in accordance with F.S. 171.044.

PLEASE GOVERN YOURSELVES ACCORDINGLY.

/s/ BETSY J. DRIGGERS
CITY CLERK

DISPLAY ADVERTISEMENT – 2 x 6 -- run w/ attached map

Run Dates: 12/31/2010 and 01/07/2011
PROOF OF ADVERTISEMENT REQUESTED
Betsy J. Driggers
City of Palatka
201 N. 2nd Street
Palatka FL 32177
phone 386-329-0100
fax 386-329-0106



Legend

Streets

 730 9Crill Ave

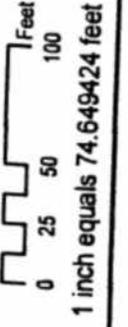
 PA_PARCELS

VILLA FARMS

ROUND LAKE

7309 Crill Avenue

CRILL



DECEMBER 7, 2010
PLANNING BOARD MINUTES

7309 Crill Ave. (09-10-26-0000-0340-0000)

ANNEXATION; LAND USE; REZONING

Case: PB 10-38

Case 10-37 823 Laurel Street-continued.

Ms. Heneger said she believed she could possibly fit two or three if she were to open up the gate.

Discussion continued.

(Regular Meeting)

Motion made by Joe Pickens and seconded by Earl Wallace to approve the request pursuant to staff recommendations as stated in the staff report:

1. The applicant must obtain a Business Tax Receipt from the City and the County;
2. That this grant of Conditional Use shall expire twelve (12) months following the discontinuance of the approved use for any reason and may not be recommenced once expired without another grant of Conditional Use.
3. That all conditions shall be met within six (6) months of approval of this Conditional Use.
4. That this Conditional Use approval is contingent upon the applicant using the home as her principal place of residence and;

the additional condition that the business operations only occur between 9:00 a.m. and 5:00 p.m. on weekdays, and that no more than two customer cars be parked there at one time. All members voted affirmative, motion carried.

Mr. Holmes asked Ms. Banks if the right to appeal had been covered.

Ms. Banks replied yes, that it was covered in the beginning.

Case 10-38 **Address:** 7309 Crill Avenue
 **Parcel #:** (09-10-26-0000-0340-0000)
 Owner: Daryll Futch
 Agent: April Annis

Request to annex, amend the Future Land Use Map and Future Land Use Element form County Urban Reserve to City Commercial and rezone from County AG (Agriculture) to City C-1A (Neighborhood Commercial).

(Public Hearing)

Ms. Banks advised that this case was properly advertised and noticed for all three requests and that no comments were received from those efforts. She advised of the departmental reviews, comments received from the Fire Marshal requested that a fire hydrant be put in place when the water lines are installed, and that the Public Works Director responded that water and sewer is available off of Round Lake Rd. She added that a lift station would be necessary. The Police chief determined that no extra personnel would be needed. She recommended approval of the request.

April Annis, 512 North Tree Garden Dr. St. Augustine, stated that she intends to build a childcare center on this property of about 4,000 sq ft with approximately 90 children and is requesting to annex to get

Case 10-38 7309 Crill Avenue – continued.

City utilities along with other benefits of being in the City.

Ms. Banks advised that the Handy Way that was annexed in many years ago, at the corner of Round Lake Rd. is incorrectly zoned Residential and that will need to be corrected sometime in the future. She added that there is appropriately zoned residential land directly behind and across the property and that the C-1A is a transitional zoning which would be appropriate for this property and allow this use by a conditional use approval which was discussed with the applicant.

Discussion continued regarding the surrounding zoning.

(Regular Meeting)

Motion made by Joseph Petrucci and seconded by Sue Roskosh to approve the request for annexation. All present voted affirmative, motion carried.

Motion made by Joseph Petrucci and seconded by Sue Roskosh to amend the Future Land Use Map and Future Land Use Element from County Urban Reserve to City Commercial. All present voted affirmative, motion carried.

Motion made by Joseph Petrucci and seconded by Sue Roskosh to rezone from County AG (Agriculture) to City C-1A (Neighborhood Commercial). All present voted affirmative, motion carried.

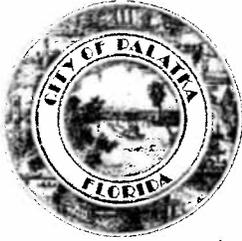
Motion made by Joseph Petrucci and seconded by Sue Roskosh to adjourn. All present voted affirmative, motion carried.

PLANNING BOARD PACKET

7309 Crill Ave. (09-10-26-0000-0340-0000)

ANNEXATION; LAND USE; REZONING

Case: PB 10-38



PLANNING AND ZONING STAFF REPORT

December 7, 2010

CASE: PB 10-38

LOCATION: 7309 Crill Avenue **Parcel #:** 09-10-26-0000-0340-0000

APPLICANT: Daryll Futch **Agent:** April Annis

REQUEST: To annex, amend the Future Land Use Map and Future Land Use Element from County Urban Reserve to City Commercial and rezone from County AG (Agriculture) to City C-1A (Neighborhood Commercial).

BACKGROUND & ANALYSIS: The applicant has applied to annex this 1.19 acre parcel into the city limits, amend the future land use map and rezone. This property is contiguous to the City limits along the eastern property line and annexation is a requirement to obtain City services. The property's main access is Crill Avenue with a small segment accessible off Round Lake Rd.

Department Review Requests were sent to the Police, Fire, Public Works, Water/Sewer, and Building departments. The Chief Building Official and Water Superintendent responded with "no comments." The Police Chief provided an analysis of the request indicating no need for extra personnel in the police department. The Fire Marshal requested that a fire hydrant be installed. The Public Works Director responded that water and sewer are available off Round Lake Rd. and that a lift station will be required.

Surrounding properties have future land use designations of County Urban Reserve to the north, south and west with City low density residential to the west of the subject property. The zoning pattern of the site and surrounding area is County AG (Agriculture) to the north, south and west, with City R-2 (Two-family residential) and County C-2 (Commercial) to east. The existing land use pattern in the area is mixed commercial and single-family residential.

SURROUNDING LAND USE AND ZONING:

	Future Land Use Designation	Zoning	Current Land Uses
North	Urban Reserve	AG (Putnam Agriculture)	Residence
South	Urban Reserve	AG (Putnam Agriculture)	Residence
East	Low Density Residential (city) and Urban Reserve	R-2 (City Two Family Residential) and County C-2 (Commercial)	Convenience Store Auto repair/misc.
West	Urban Reserve	AG (Putnam Agriculture)	Mobile home park

B. COMPLIANCE WITH CHAPTER 171, FLORIDA STATUTES, ANNEXATIONS

The request is to annex 1.19 acres into the City. The subject property is located on Crill Avenue with a small portion accessible off Round Lake Rd. Directly north, south, and west of the site is County. It is contiguous to the City along the eastern boundary.

The proposed annexation does not create an enclave and meets the criteria identified in Section 171.043, Florida Statutes. This includes being contiguous to the City's boundaries at

this time, is reasonably compact, is not included within the boundary of another incorporated municipality, and is intended to be developed for urban purposes because of the availability of City sewer and water lines that are contiguous to the property.

This request is a voluntary annexation and meets the criteria identified in Section 171.044, Florida Statutes, as it relates to being contiguous to the City, and reasonably compact. Following a recommendation from the Planning Board, an appropriately prepared ordinance will be considered by the City Commission after the correct advertising and scheduling of public hearings.

STAFF RECOMMENDATION: Approval of the annexation request.

C. COMPLIANCE WITH THE CITY OF PALATKA COMPREHENSIVE PLAN

The Existing Land Use Designation: The existing Future Land Use designation is County Urban Reserve which states: The Urban Reserve category on the Future Land Use Map consists of areas in close proximity to municipalities or adjacent to designated Urban Service areas. Many of these areas have not been provided with the full range of urban type infrastructure. Future development in this category is expected to be at a lower Density and Intensity of use than the Urban Service designations.

The Proposed Land Use Designation: Commercial

Land designated for commercial use is intended for activities that are predominantly associated with the sale, rental, and distribution of products or the performance of service. Commercial land use includes offices, retail, lodging, restaurants, services, commercial parks, shopping centers, or other similar business activities. Public/Institutional uses and recreational uses are allowed within the commercial land use category. The intensity of commercial use, as measured by impervious surface, should not exceed 70 percent of the parcel. The maximum height should not exceed 40 feet. Land Development Regulations shall provide requirements for buffering commercial land uses (i.e., sight access, noise) from adjacent land uses of lesser density or intensity of use.

Future Land Use Element

Policy A.1.1.3 (9J-5.006(3) (c) 3)

The City shall as a condition of issuing a building permit or other development order, require proposed developments to hook up to the City central sewer systems in accordance with the revised City zoning code and subdivision regulations based upon Chapter 381, F.S. and Division 64E, FAC.

STAFF ANALYSIS: The intended use (childcare facility) of this parcel requires City water and sewer service. In the Traffic Circulation Element and Public Facilities Element sections of this staff report we will evaluate each adopted level of service standard for this site.

Traffic Circulation Element

Objective B.1.1 (9J-5.007(3)(b)1)

Upon plan adoption, the City shall provide for a safe, convenient and efficient motorized and non motorized transportation system by correcting, to the maximum extent feasible, all existing roadway deficiencies identified in this plan and maintain acceptable operating conditions in the future on a priority basis.

Policy B.1.1.1 (9J-5.007(3)(01))

The State-wide minimum acceptable operating Level of Service (LOS) standards for the

State Highway System and City Street System shall be the base LOS standards listed herein, except for those conditions provided in Policies 1.1.1.A. and 1.1.1.B.

STAFF ANALYSIS: This segment of State Road 20 (Crill Ave.) has an existing level of service "C" which is an acceptable level of service and is classified as a Principal Arterial.

Public Facilities Element

Objective D.1.1 (9J-5.011(2)(b)2)

Upon Plan adoption, the City of Palatka shall enforce adopted Concurrency Management System procedures to ensure that at the time a building permit or other development order is issued, infrastructure facility capacity is available to meet the demand of development without lowering adopted Levels of Service Standards (LOSS).

Policy D.1.1.1 (9J-5.011(2) (c) (2)

The following level of service standards shall be as the basis for determining the availability of facility capacity against the demand generated by development.

1. Central Water System

Commercial/Industrial: 110 gallons per acre per day (GAD)

D. Drainage Facilities: City of Palatka and Ravine State Gardens Stormwater Quality Master Plan and minimum requirements of the St. Johns River Water Management District.

Policy D.1.1.2 (9J-5.011 (2)(c)2)

All improvements for replacement, expansion, or increase in capacity of facilities shall be compatible with the adopted level of service standards for the facilities and that distribution of these facilities/services is consistent with the Future Land Use Map.

STAFF ANALYSIS: At the time of plan submittal, this project will be evaluated to ensure it will not exceed the level of service standards.

- Potable Water: 110 gallons per acre per day (GAD). The new water plant has a capacity of 6 million gallons per day. Current peak usage is approximately 3,200,000 gallons per day. Capacity exists for this parcel, however, the project will be evaluated upon plan submittal.

- Central Sanitary Sewer System, Commercial/Institutional/Industrial: 110 gallons per acre per day (GAD). Capacity exists for this parcel, however, the project will be evaluated upon plan submittal.

- Solid Waste – 6.4 lbs per person per day. Capacity exists for this parcel. Please note these figures are for residential not commercial. There are no calculations either on the City or County level for solid waste for commercial.

- Drainage: Drainage will be evaluated by St. Johns River Water Management who must provide the City with a letter indicating their approval of any plan submitted.

STAFF RECOMMENDATION: Staff recommends approval to change the Future Land Use designation from County Urban Reserve to City Commercial. It is staff's opinion that the parcel to the east that was annexed in previously should have a Future Land Use designation of commercial. This should be addressed in the future.

D. COMPLIANCE WITH THE PALATKA MUNICIPAL CODE, REZONING REQUEST

Rezoning requirements

When pertaining to the rezoning of land, the report and recommendations of the Planning Board to the City Commission shall show that the Planning Board has studied and considered the proposed change in relation to the following, where applicable (from Sec. 94-38(f)(1) of the Palatka Municipal Code):

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

STAFF ANALYSIS: The applicant requests rezoning to City C-1A (Commercial Neighborhood District) from County AG (Agriculture). The proposed change is in conformance with the comprehensive plan as stated in the above comp plan review and is consistent with both the City and County land use designations for commercial neighborhood districts.

This zoning category is consistent with the requested Commercial Future Land Use designation. The current land use designation is Putnam County Urban Reserve.

- b. The existing land use pattern.

STAFF ANALYSIS: This rezoning request to City C-1A (Commercial Neighborhood District) is consistent with the existing land use pattern in the area which is mixed commercial and residential development. This request changes the zoning jurisdiction from County to City to accompany the annexation and future land use map amendment request. The contiguous parcel to the east has a convenience store with gas pumps which, in staff's opinion, should have been zoned C-1A at the time it was annexed. The land use and zoning are not compatible with the use and should be corrected in the future.

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

STAFF ANALYSIS: This rezoning request will create an isolated district, however, C1-A zoning provides a transitional zoning between residential and commercial zoning districts. Across Round Lake Rd. along a portion of the eastern boundary is C-2 zoning. The other parcel along the larger eastern boundary should be zoned commercial.

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

STAFF ANALYSIS: This commercial parcel will not overtax public services. The reports from the department heads do not indicate any issues.

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

STAFF ANALYSIS: Staff has no information to indicate that existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.

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

STAFF ANALYSIS: In order to obtain water and sewer services, the applicant is required to annex, amend the Future Land Use map and rezone. The proposed amendment is necessary to comply with these requirements.

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

STAFF ANALYSIS: This change will provide a transitional zoning for this area. Applicant will have to meet City code for screening and buffering prior to the issuance of a Certificate of Occupancy.

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

STAFF ANALYSIS: The applicant must have the Dept. of Transportation's approval and meet their requirements for access which could include a turning lane off Crill Ave. This portion of Crill Avenue is currently operating at a level of service of "C" which is an acceptable level of traffic flow.

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

STAFF ANALYSIS: All drainage issues will be reviewed by St. Johns River Water Management at plan submittal.

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

STAFF ANALYSIS: It is not anticipated that this site will reduce light and air to adjacent areas but the plans will be reviewed at the time of submittal.

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

STAFF ANALYSIS: It is not anticipated that this rezoning request will adversely affect property values.

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

STAFF ANALYSIS: Staff does not have any information to indicate that the proposed zoning change will be a deterrent to the improvement or development of adjacent property in accord with existing regulations. Adjacent property owners were notified of this rezoning request and have the opportunity to appear before the Planning Board.

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

STAFF ANALYSIS: This rezoning request does not constitute a grant of special privilege.

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

STAFF ANALYSIS: The existing zoning is County zoning. With the proposed requests for annexation and a City future land use designation, it is appropriate to change the zoning to a consistent City zoning designation.

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

STAFF ANALYSIS: This change is not out of scale with the needs of the neighborhood or City.

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

STAFF ANALYSIS: Staff is not sure if the applicant owns other parcels in the city that are large enough for the proposed use. There may be other possibilities within the city but the applicant owns this parcel and would like to provide the commercial service at this location.

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

STAFF ANALYSIS: This parcel is not located in a Historic District.

STAFF RECOMMENDATION: Staff recommends approval of the requested zoning change from County AG (Agriculture) to City C-1A (Neighborhood Commercial). The request complies with the rezoning criteria provided in the Palatka Municipal Code.

Photographs



**Chevron Station at the corner
of Crill and Round Lake Rd.**

Subject parcel

Departmental Review Request

Address: 7309 Crill Ave.

Case #: 10-38

Parcel # 09-10-26-0000-0340-0000

<p>Please review the enclosed request and make any comments in writing to Building & Zoning; Fax 329-0172 or put in box. Call 329-0103 with any questions.</p>			
<input checked="" type="checkbox"/> Rezoning	<input type="checkbox"/> Site Plan Review		
<input checked="" type="checkbox"/> Annexation	<input checked="" type="checkbox"/> Small Scale Amendment (9.99 acres or less)		
<input type="checkbox"/> Large Scale Amendment (10+ acres)	<input type="checkbox"/> Concurrency Review		
<input type="checkbox"/> Conditional Use Request	<input type="checkbox"/> Variance		
<input type="checkbox"/> Street Closing/Street Name Change	<input type="checkbox"/> Other		
Meeting Date: 12/0 ⁷ /10		Response Deadline: 11/16/10	
Date submitted by applicant: 11/4/10		Date forwarded to Departments for review: 11-8-10	
Submitted to:			
<input checked="" type="checkbox"/> Water/Sewer/Streets/Sanitation <input checked="" type="checkbox"/> Police <input checked="" type="checkbox"/> Fire <input checked="" type="checkbox"/> Chief Building Official	Woody Abett Ed	<input checked="" type="checkbox"/> Sewer Plant <input checked="" type="checkbox"/> Water Plant <input type="checkbox"/> Parks <input type="checkbox"/> Weed & Seed	<input type="checkbox"/> Cemetery <input type="checkbox"/> Golf <input type="checkbox"/> Airport
Current Property Use: Undeveloped		Proposed Property Use: Childcare facility	
Current Land Use Designation: Cnty UR		Requested Land Use Designation: COM	
Current Zoning Classification: AG		Requested Zoning Classification: C-1A	
Acreage: 1.19		# of Units 1	
Darryl Futch Owner/Applicant Name P.O. Box 712 Owner/Applicant Address Palatka, FL 32178 City/State/Zip (904)-669-0138 Phone Number		April Annis Agent Name 512 N Tree Garden Dr. Agent Address Palatka, FL 32177 City/State/Zip (386) 937-2379 Phone Number	
Planning Dept. Comments: Please review - vacant parcel next to convenience store Applicant wishes to build a childcare center.			
<input checked="" type="checkbox"/> No Comments <input checked="" type="checkbox"/> Comments Attached		Reviewed by: <u>James S. Spetchell</u> Title: <u>Chief of Police</u>	

PALATKA POLICE DEPARTMENT

LAW ENFORCEMENT IMPACT REVIEW



DARYLL FUTCH PROPERTY

911 ADDRESS: 7309 CRILL AVENUE
PARCEL # 09-10-26-0000-0340-0000

(ANNEXATION, REZONING & DEVELOPMENT)

CONCEPTUAL REVIEW 11/15/10



DARYLL FUTCH PROPERTY
PARCEL # 09-10-26-0000-0340-0000

7309 CRILL AVENUE - INSTITUTIONAL

PURPOSE

The Police Department's review of the proposed development/annexation is designed to provide City staff, planners, reviewers, elected officials, and citizens with projected impacts to municipal law enforcement services. This review is designed to promote the City's strategic public safety goals, which include crime prevention and reduction, call-for-service management, and timely response to the needs of citizens.

IMPACTS TO POLICE DEPARTMENT STAFFING

❖ **Sworn officer (Police)**

- Police Department (PPD) service standard = 469.20¹ calls-for-service (CFS) per year per officer.
- On average, every citizen generates 1.60² CFS per year.
- Every 1,000 new residents generate 1,600 additional CFS per year.
- Every 1,600 additional citizen generated CFS would equate to 3.41 additional police officer positions.
- The owner has proposed annexation, rezoning, and development of property at 7309 Crill Avenue. Currently, this property is vacant and owner plans on developing property as a DAY CARE with 4,000 square feet of floor space.³
- Based on the City of Palatka Impact Fee Study, published in March of 2007, the "Annual Law Enforcement Incidents Per Unit of Development" factor is .0028 incidents per square foot for Institutional" land use.
- A review conducted by the Police Department, once this project has been completed and functional, the development/annexation has the

¹ Source: City of Palatka Police Department Staffing Standards; 2003

² Source: City of Palatka Police Department Staffing Average CFS; 2003

³ Source: City of Palatka Planning Department Case # 10-38

potential of generating 11.2 CFS per year, which would result in 0 (rounded) additional police officers, at a first year cost of \$0.

- o **Non-Sworn Personnel (Support)**
- o Currently, the Palatka Police Department utilizes a formula of one (1) support position for every five (5) sworn positions.
- o With an overall increase of 0 police officers, there will be a need for 0 additional support personnel.

POLICE DEPARTMENT SPACE NEEDS REQUIREMENTS

❖ N/A

OTHER IMPACTS/ISSUES

❖ N/A

STRATEGIES FOR REDUCING IMPACTS TO LAW ENFORCEMENT

Although not required by ordinance, the Police Department does recommend the developer utilize a CPTED (*Crime Prevention Through Environmental Design*) approach to minimizing the impact to City of Palatka Police resources. We suggest the use of *Crime Prevention Through Environmental Design* (CPTED - "sep-ted") as one such tool to minimize the potential for crime and impact to City resources.

CPTED approach involves the use and design of space inside and outside of buildings, the positioning of buildings in relation to one another and the street, lighting, entrances and exits, and landscaping.

CPTED is based on two main assumptions...

- ❖ Offenders commit crime when there are not many people around, where they are unlikely to be seen, and where they can easily and quickly get in and out.
- ❖ Crime is related to daily routines and activities in the area, such flow of traffic and pedestrians (or lack of flow) on nights and weekends.
- ❖ Keeping possible offenders out and away from your business will reduce your likelihood of being victimized.

Usually, we use locks on doors, alarms and bars on windows' to prevent burglars from entering, thus controlling their ~~xxxx~~. However, there are different ways of keeping people and offenders out.

Natural Access Control refers to the use of doors, fences and gates to control access to your business or property. The intention is not to necessarily physically stop the offender, but rather make your business look like a riskier crime target.

Monitoring cameras can be used to watch over potential offenders. It's also possible to have customers, neighbors, passers-by, and other people watch over your business while they're going about their daily activities.

Natural Surveillance involves designing windows, lighting and landscaping to improve your ability, and everyone else's ability, to observe what is going on inside and around your business. Through clever design you can not only make your business a less attractive target, you can increase the likelihood of detecting a criminal at work.

Design Recommendations

The objective is to maximize the number of "eyes" watching over the business. So create a visual connection between the street, the sidewalk, and the business. It is always good to have people around -- so make sure your business is not isolated and that the entry is not at the back on the building.

Territorial reinforcement uses design and use of sidewalks, landscaping, and porches to create a border between private and public property. These are not meant to prevent anyone from physically entering, but to create a feeling of territoriality and send a message to offenders that the property belongs to someone and they should stay out.

Use landscaping as a natural barrier between private and public areas. Use low fences to mark your property. Use different color bricks or different materials for driveways, so as to separate them visually from the street. Landscaping and bushes can be also used to mark territory, but you have to make sure that they do not obstruct the view, or provide hiding spots for offenders.

Additional information pertaining to CPTED concepts may be obtained through:

- http://policechiefmagazine.org/magazine/index.cfm?fuseaction=display_arch&article_id=1987&issue_id=12010
- http://www.cptedsecurity.com/cpted_design_guidelines.htm

DATA TABLES

Table 1 PPD Statistics	
PPD CFS per officer per year	469.2
Average CFS per citizen per year	N/A
CFS per year generated by 1,000 new residents	N/A
Proposed sq footage	4,000
Property Category (Based on City of Palatka Impact Fee Study, 2007)	General Commercial
L.R. Incidents per unit of development factor per sq ft	.00028
City of Palatka average household size	N/A
Projected population increase due to development/annexation	N/A
Additional CFS generated by development/annexation per year	11.2
Additional police officers required	0 (rounded)
Additional civilian positions required	0

Table 1 PPD Staffing		
	Current	Proposed
Sworn Police Officers	37	Same
Non-Sworn Civilian Personnel	8	Same
Total	47	Same

DISTRIBUTION: File

Debbie Banks

From: Mark Lynady
Sent: Monday, November 08, 2010 1:30 PM
To: Debbie Banks
Subject: RE: 7309 Crill Ave Annex/FLUM/Rezone request

Look forward to the new business. If they are requesting water and sewer, we need to make sure a hydrant is in the plans.

From: Debbie Banks
Sent: Monday, November 08, 2010 11:33 AM
To: Ed Chandler; Gary Getchell; Joff Fillion; Mark Lynady; Mike Lambert; Platt Drew; Melvin Register; Rhett McCamey; Woody Boynton
Subject: 7309 Crill Ave Annex/FLUM/Rezone request

The owner of 7309 Crill Ave. is requesting to annex into the City for water and sewer service and plan on constructing a childcare facility if approved. The property will be zoned Neighborhood Commercial with a commercial Future Land Use. Please review and comment or simply respond with "No comment" by Nov. 16, 2010.

Thank you,
Debbie

Debbie Banks
Director of Building & Zoning
386.329.0103 (phone)
386.329.0172 (fax)
dbanks@palatka-fl.gov

Debbie Banks

From: Joff Filion
Sent: Monday, November 08, 2010 12:50 PM
To: Debbie Banks
Subject: RE: 7309 Crill Ave Annex/FLUM/Rezone request

No Comment.

Joff

From: Debbie Banks
Sent: Monday, November 08, 2010 11:33 AM
To: Ed Chandler; Gary Getchell; Joff Filion; Mark Lynady; Mike Lambert; Platt Drew; Melvin Register; Rhett McCamey; Woody Boynton
Subject: 7309 Crill Ave Annex/FLUM/Rezone request

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Debbie

Debbie Banks
Director of Building & Zoning
386.329.0103 (phone)
386.329.0172 (fax)
dbanks@palatka-fl.gov

Departmental Review Request

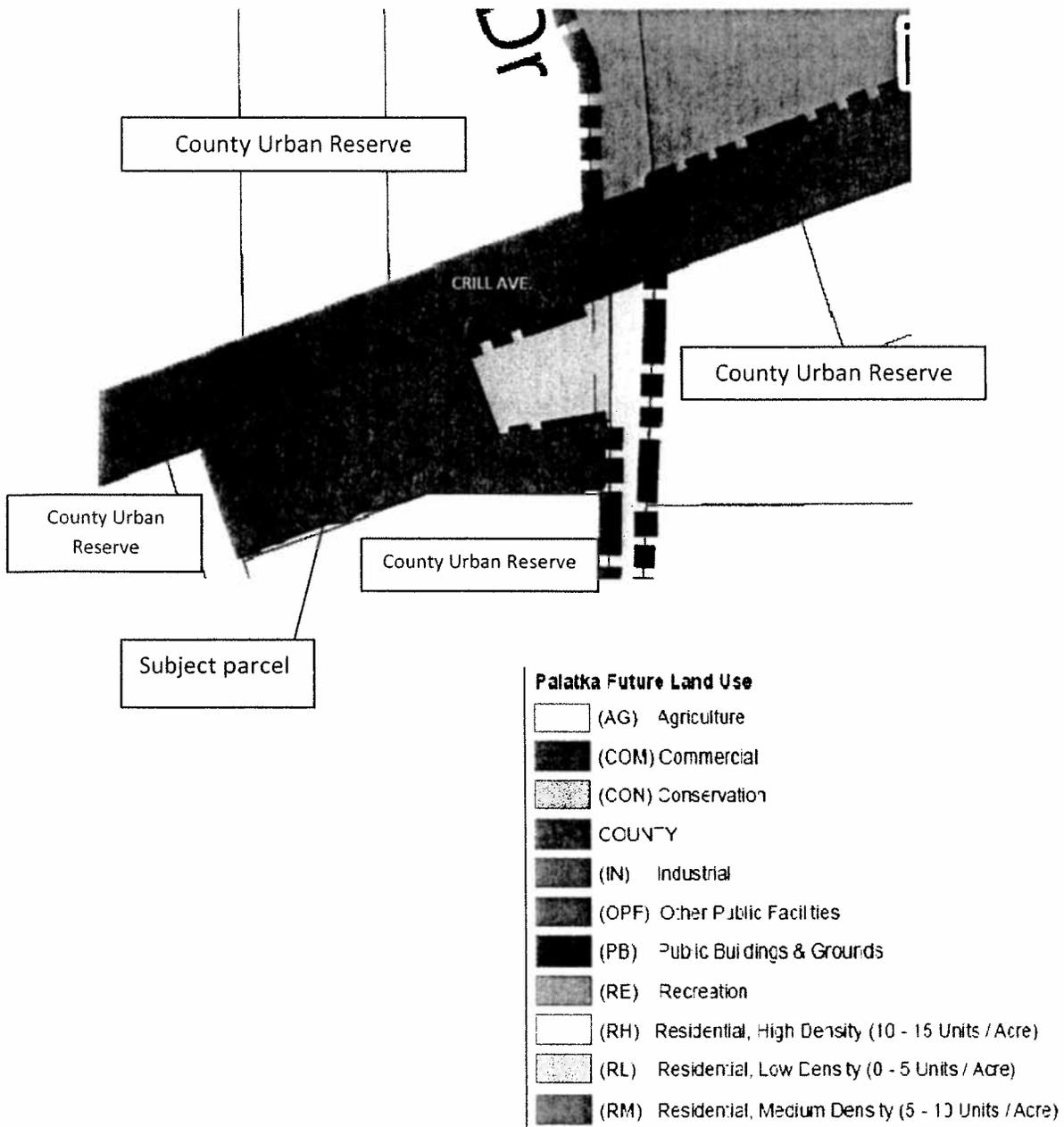
Address: 7309 Crill Ave.
Parcel # 09-10-26-0000-0340-0000

Case #: 10-38

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Submitted to: <input checked="" type="checkbox"/> Water/Sewer/Streets/Sanitation <input checked="" type="checkbox"/> Police <input checked="" type="checkbox"/> Fire <input checked="" type="checkbox"/> Chief Building Official <i>Woody Rhett Ed</i>	<input checked="" type="checkbox"/> Sewer Plant <input checked="" type="checkbox"/> Water Plant <input type="checkbox"/> Parks <input type="checkbox"/> Weed & Seed <input type="checkbox"/> Cemetery <input type="checkbox"/> Golf <input type="checkbox"/> Airport
Current Property Use: Undeveloped	Proposed Property Use: Childcare facility
Current Land Use Designation: Cnty UR	Requested Land Use Designation: COM
Current Zoning Classification: AG	Requested Zoning Classification: C-1A
Acreage: 1.19	# of Units 1
Owner/Applicant Name Daryll Futch P.O. Box 712 Owner/Applicant Address Palatka, FL 32178 City/State/Zip (904)-669-0138 Phone Number	Agent Name April Annis Agent Address 512 N Tree Garden Dr. Palatka, FL 32177 City/State/Zip (386) 937-2379 Phone Number
Planning Dept. Comments: <i>Please review - vacant parcel next to convenience store. Applicant wishes to build a childcare center.</i> <div style="text-align: right;"><i>Thanks,</i> <i>[Signature]</i></div>	
<input checked="" type="checkbox"/> No Comments <input type="checkbox"/> Comments Attached	Reviewed by: <i>[Signature]</i> Title: <i>WTP Superintendent</i>

PROPOSED FUTURE LAND USE MAP

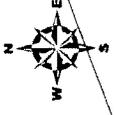
Case: PB 10-38



REQUEST: To Amend the Future Land Use Map from County Urban Reserve to City Commercial

Location: 7309 Crill Ave. (09-10-26-0000-0340-0000)

Owner: Daryll Futch **Applicant:** April Annis



Legend

Streets

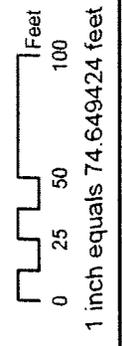
-  730 9Crill Ave
-  PA_PARCELS

VILLA FARMS

ROUND LAKE

CRILL

7309 Crill Avenue



STATE OF FLORIDA

County of Putnam

The undersigned personally appeared before me, a Notary Public for the State of Florida, and deposes that the Palatka Daily News is a daily newspaper of general circulation, printed in the English language and published in the City of Palatka in said County and State; and that the attached order, notice, publication and/or advertisement:

Notice is hereby given that t

Was published in said newspaper 1 time(s) with said publication being made on the following dates:

11/24/2010

The Palatka Daily News has been continuously published as a daily newspaper, and has been entered as second class matter at the post office at the City of Palatka, Putnam County, Florida, each for a period of more than one year next preceding the date of the first publication of the above described order, notice and/or advertisement.

Vicki Rafuse

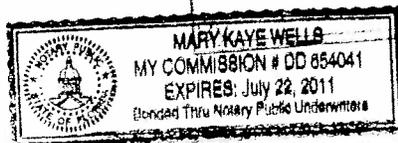
Sworn to and subscribed to before me this 24th day of November, 2010 by Vicki Rafuse, Administrative Assistant, of the Palatka Daily News, a Florida corporation, on behalf of the corporation.

Mary Kaye Wells

Mary Kaye Wells, Notary Public
My commission expires July 22, 2011

Notary Seal
Seal of Office:

- Personally known to me, or
- Produced identification:
- Did take an oath



PUBLIC NOTICE

Notice is hereby given that the CITY OF PALATKA PLANNING BOARD will hold a public hearing on December 7, 2010 at 4:00 P.M. at City Hall, 201 N 2nd St. for the purpose of hearing the following matter:

Request to Annex into the Palatka city limits, Amend the Future Land Use Map from County Urban Reserve to City Commercial and Rezone from County AG (Agriculture) to City C1-A (Neighborhood Commercial). Case: PB 10-38

Location: 7309 Crill Avenue (09-10-26-0000-0340-0000)

Owner: Darryl Futch

Applicant: April Annis

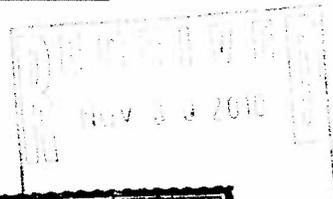
All interested parties are invited to attend this public hearing.

Debbie Banks
Director of Bldg. & Zoning

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE PLANNING BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS THAT INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED, AT THE EXPENSE OF THE APPELLANT. F.S. 286.0105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE BUILDING DEPT. AT (386)329-0103 AT LEAST 24 HOURS IN ADVANCE TO REQUEST SUCH ACCOMMODATIONS.

Legal No. 05509280
11/24/2010



Advertising Receipt

Palatka Daily News
 P.O. Box 777
 Palatka, FL 32178-0777
 Phone: (386) 312-5200
 Fax: (386) 312-5209

City of Palatka
 201 N. 2nd Street
 PALATKA, FL 32177

Cust#: 04100016-000
 Ad#: 05509280
 Phone: (386)329-0103
 Date: 11/23/10

Ad taker: vic Salesperson: mkw Classification: 0360

Description	Start	Stop	Ins.	Cost/Day	Surcharges	Total
01 Palatka Daily News Affidavit	11/24/10	11/24/10	1	78.06		78.06 2.50

Payment Reference:

Total: 80.56
 Tax: 0.00
 Net: 80.56
 Prepaid: 0.00

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Location: 7309 Crill Avenue (09-10-26-0000-0340-0000)

Owner: Daryll Futch

Applicant: April Annis

Total Due 80.56



City of Palatka

Building & Zoning

201 N. 2nd Street

Palatka, Florida 32177

386-329-0103 • Fax 386-329-0172



As an owner of adjacent property, you are hereby notified of a pending action before the Planning Board which may be of concern to you:

PUBLIC NOTICE

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Request to Annex into the Palatka city limits, Amend the Future Land Use Map from County Urban Reserve to City Commercial and Rezone from County AG (Agriculture) to City C1-A (Neighborhood Commercial). **Case: PB 10-38**

Location: 7309 Crill Avenue (09-10-26-0000-0340-0000)

Owner: Daryll Futch

Applicant: April Annis

All interested parties are invited to attend this public hearing.

Debbie Banks
Director of Building & Zoning

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE PLANNING BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS THAT INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED, AT THE EXPENSE OF THE APPELLANT. F.S. 286.0105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE BUILDING DEPT. AT (386)329-0103 AT LEAST 24 HOURS IN ADVANCE TO REQUEST SUCH ACCOMMODATIONS.

09-10-26-0000-0340-0110
TRISTAR INVESCO INC
740 NICKLAUS DR
MELBOURNE FL 32940

PB 10-38

09-10-26-0000-0760-0020
HAYES DANA L+JON L REVELS REV TRUST
8950 COWPEN BRANCH RD
HASTINGS FL

PB 10-38

09-10-26-0000-0800-0010
WOODARD JO + JO LEE FRENCH
106 ROUND LAKE RD
PALATKA FL 32177

PB 10-38

09-10-26-0000-0340-0040
WICKS THOMAS A + DORIS A HW
105 ROUND LAKE RD
PALATKA FL 32177

PB 10-38

09-10-26-0000-0340-0100
GIBSON LLOYD T + LISA HW
7321 CRILL AVE
PALATKA FL 32177

PB 10-38

09-10-26-0000-0330-0000
CAPLINGER HAROLD D + MARISSA L HW
7331 CRILL AVE
PALATKA FL 32177

PB 10-38

09-10-26-0000-0270-0000
CLAY ELECTRIC COOPERATIVE INC
PO BOX 308
KEYSTONE HEIGHTS FL 32656

PB 10-38

09-10-26-0000-0290-0010 & 0000
HERRINGTON WM J JR + SHERRY W
7324 CRILL AVE
PALATKA FL 32177

PB 10-38

09-10-26-0000-0290-0000
HERRINGTON W J + EDITH T LIFE EST
7320 CRILL AVE

09-10-26-0000-0280-0000
HERRINGTON WILLIAM J JR + SHERRY
7324 CRILL AVE
PALATKA FL 32177

PB 10-38

09-10-26-0000-0760-0000
TILLIS JO LEE+GARY JR+JO F REVELS
PO BOX 266
PALATKA FL 32177

PB 10-38

09-10-26-0000-0800-0000
MILLS MICHAEL M
3311 CRILL AVE
PALATKA FL 32177

PB 10-38



Application for Annexation

This application must be typed or printed in black ink and submitted with any required attachments and application fee of \$1,000 for Small Scale or \$1,500 for Large Scale (Checks payable to the City of Palatka) to:

Application Number: PB - 10-38
 Date Received: 11-4-10
 Hearing date: 12/7/10

City of Palatka Planning & Zoning
 201 N 2nd Street
 Palatka, FL 32177

FOR INFORMATION REGARDING THIS FORM, CALL (386) 329-0103

TO BE COMPLETED BY APPLICANT

1. Property Address: 7309 Crill Ave		2. Parcel Number: 09-10-26 0000 0340-0000		3. Current Property Use:	
4. Current Land Use Designation: Vacant		5. Requested Land Use Designation: childcare center		6. Required Attachments: <input type="checkbox"/> Legal Description <input checked="" type="checkbox"/> Letter of Authorization* <input checked="" type="checkbox"/> Copy of Recorded Deed <input checked="" type="checkbox"/> Fees <input checked="" type="checkbox"/> Project Narrative** <input type="checkbox"/> Supplementary Information*** <input type="checkbox"/> Site Map for display ad**** <input type="checkbox"/> Site Plan***** <input type="checkbox"/> Survey	
7. Current Zoning Designation: Agriculture		8. Requested Zoning Designation: C-1A			
9. Acreage to be considered for request: 1.19		10. Number, types & square footage of structures on property: 1 childcare center 4,000 SF			
Reason for annexation request: I want to Annex this piece of property into the city in order to use city sewer & water					
Owner Name Daryll Futch			Agent Name April Annis		
Owner Address P.O. Box 712 Palatka, FL 32178			Agent Address 512 N. Tree Garden Dr. St. Augustine, FL 32086		
Phone Number (904) 669-0138			Phone Number (386) 931-2379		

- * Letter of Authorization for Agent is required if any person other than the property owner makes the application and acts on behalf of the owner.
- ** Project Narrative: Explain present and future use of the property in detail.
- *** Supplementary information that may be required with application relative to the following factors where applicable: Soils, Natural Vegetation/Wildlife; Wetlands (type, location and amount of acreage to the nearest one-hundredth acre), and Topography/Flood Prone Areas.
- **** Site map for ad to be to be in black & white, no larger than 2 1/2" x 3" with nearest intersecting streets shown and named.
- ***** Site Plan: Detailed project drawing

Application for Small-Scale Land Use Amendment to the Future Land Use Map

This application must be typed or printed in black ink and submitted with any required attachments and application fee of \$450 (Checks payable to the City of Palatka) to:

City of Palatka Planning & Zoning
201 N 2nd Street
Palatka, FL 32177

FOR INFORMATION REGARDING THIS FORM, CALL (386)329-0103

Application Number: PB - _____
Date Received: _____
Hearing date: _____

TO BE COMPLETED BY APPLICANT		
1. Property Address: <u>7309 Crill Ave.</u>	2. Parcel Number: 	3. Current Property Use:
4. Current Land Use Designation: 	5. Requested Land Use Designation: <u>childcare center</u>	6. Required Attachments: <input checked="" type="checkbox"/> Letter of Authorization* <input checked="" type="checkbox"/> Legal Description <input checked="" type="checkbox"/> Copy of Recorded Deed <input checked="" type="checkbox"/> Fees <input checked="" type="checkbox"/> Project Narrative** <input type="checkbox"/> Supplementary Information*** <input type="checkbox"/> Site Map for display ad**** <input type="checkbox"/> Site Plan*****
7. Current Zoning Designation: <u>Agriculture</u>	8. Requested Zoning Designation: 	
9. Lot size/acreage: 	10. Number, types & square footage of structures on property: <u>1 childcare center 4,000 sf</u>	
11. Proposed Number, types & square footage of structures on property: Attach plan		
8. Owner Name: <u>Daryll Futch</u>		
Owner Address: _____		
<u>Palatka, FL 32177</u>		
Phone Number: <u>(904) 669-0138</u>		
9. Agent Name: <u>April Annis</u>		
Agent Address: _____		
<u>512 N. Tree Garden Dr.</u>		
<u>St. Augustine, FL 32086</u>		
Phone Number: <u>(386) 937-2379</u>		

* Letter of Authorization for Agent is required if any person other than the property owner makes the application and acts on behalf of the owner.
 **Project Narrative: Explain present and future use of the property in detail.
 ***Supplementary information that may be required with application relative to the following factors where applicable: Soils, Natural Vegetation/Wildlife; Wetlands (type, location and amount of acreage to the nearest one-hundredth acre), and Topography/Flood Prone Areas.
 ****Site map for ad to be to be in black & white, no larger than 2 1/2" x 3" with nearest intersecting streets shown and named.
 *****Site Plan: Detailed project drawing

Application Number: PB-
 Hearing date: **RECEIVED**
 NOV 12 2010
 BY: _____

10. This application submitted by:

Signature of owner(s): [Signature]

Print owner(s) names(s): Daryll Futch

Signature of Agent(s): [Signature]

Print Agent(s) names: April Annis

STATE OF Florida

County of Putnam

Before me this day personally appeared April Annis who executed the foregoing application and acknowledged to and before me that _____ executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this 9th day of November A.D. 2010



DONNA L. TAYLOR
 Notary Public, State of Florida
 My Comm. Expires Feb. 5, 2011
 Comm. No. DD 636254

Donna L. Taylor
 Notary Public

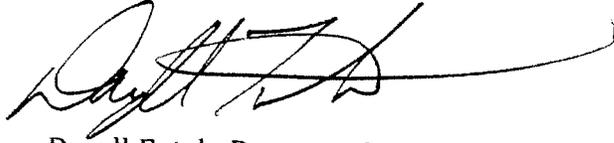
My commission expires: 02/11

State of Florida at Large

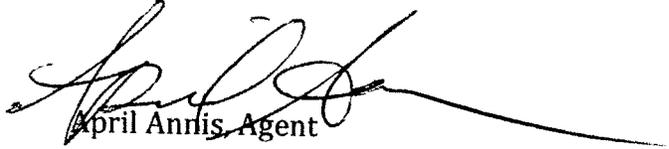
FOR OFFICIAL USE ONLY				
1. Date Submitted	2. Received By:	3. Confirm Zoning:	4. Confirm FLUM	5. Preliminary review by:
7. Sign(s) Posted Date: By:	8. Surrounding property owners notices sent: Date: By:	9. Legal Ad Ran: Date: Date:	10. Attachments Reviewed: <input type="checkbox"/> Letter of Authorization* <input type="checkbox"/> Legal Description <input type="checkbox"/> Copy of Recorded Deed <input type="checkbox"/> Fees <input type="checkbox"/> Project Narrative** <input type="checkbox"/> Supplementary Information*** <input type="checkbox"/> Site Map for display ad**** <input type="checkbox"/> Site Plan***** <input type="checkbox"/> Survey	
City Commission Hearing Date:				

To whom it may concern,

I (Daryll Futch) designate April Annis to be an agent for the 7309 Crill Ave. future land use and annexation process.



Daryll Futch, Property Owner



April Annis, Agent

RECEIVED
NOV 12 2010
BY: _____



DONNA L. TAYLOR
Notary Public, State of Florida
Commission Expires Feb. 5, 2011
Commission No. 00 336254

Donna L. Taylor
11/09/10

*Agenda
Item*

7



CITY OF PALATKA
Betsy Jordan Driggers
City Clerk
201 N. 2nd Street
Palatka FL 32177
Phone: 386-329-0100
Fax: 386-329-0199
e-mail: bdrippers@palatka-fl.gov

Memorandum

To: Palatka City Commission & Staff
From: Betsy Driggers, City Clerk
Date: 1/6/11
Re: Police Officer Pension Multiplier Adjustment

This memorandum accompanies an ordinance amending Section 2-250.185(b) of the Code of Ordinances which revises the extra benefits multiplier for the Police Officer Pension Benefit Group. This decreases the "extra benefit" multiplier from 0.65 to 0.60.

Please see below an excerpt from the minutes of the Palatka Police Officers' Pension Board meeting, held on the 7th day of December, 2010:

OTHER BUSINESS -

EXTRA BENEFITS PENSION MULTIPLIER – Mrs. Williams said the City receives premium money from the State to fund "extra benefits" for police retirees. The money the City receives has gone down, lowering the extra benefits multiplier from .65 to .60. An ordinance will need to be passed by the City Commission to change the multiplier. This money fluctuates from year to year, and went down considerably this year. The City had to contribute more money to this Fund because the State money went down. This means some retirees' pensions will be affected by as much as \$60 per month.

This instrument prepared by:
Betsy J. Driggers
201 North 2nd Street
Palatka, Florida 32177

ORDINANCE NO. 11-04

Entitled

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, REVISING THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA, BY REVISING SECTION 2-250.185(b), POLICE OFFICER BENEFIT GROUP PENSION AMOUNT FORMULA; AND PROVIDING AN EFFECTIVE DATE.

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

SECTION 1: That the Code of Ordinances of the City of Palatka, Florida be amended by revising the following Section to read as follows:

Section 2-250.185(b): The police officer benefit group pension amount formula is as follows:

- (1) Two and Twenty-Five One-Hundredths Percent (2.25%) of final average compensation multiplied by credited service.
- (2) A F.S. ch. 185 percent of final average compensation multiplied by credited service, if the individual retires pursuant to Section 2-250.175. The F.S. ch. 185 percent shall be the percent which can be actuarially funded by the monies received pursuant to F.S. ch. 185 after deducting the actuarial cost of any earlier retirement opportunity provided in Section 2-250.175 to members of the police officers' retirement plan as compared to members of the general benefit group. The percent shall be redetermined annually following completion of the annual actuarial valuation and the redetermined amount shall become effective the first day of October following the redetermination. The redetermined percent shall be applied prospectively to retired members and beneficiaries of deceased retired members.

The percent effective October 1, 2010 has been redetermined to be sixty and zero-hundredths (0.60) percent.

SECTION 2: This ordinance shall become effective immediately upon its final passage by the City Commission of the City of Palatka, Florida.

SECTION 3: A copy of this ordinance shall be furnished to the Municipal Code Corporation for insertion in the Code of Ordinances for the City of Palatka, Florida.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this
27th day of January, 2011.

CITY OF PALATKA

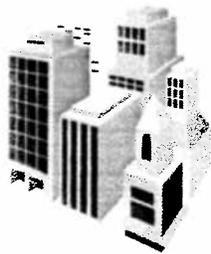
By: _____
Its MAYOR

ATTEST:

CITY CLERK

*Agenda
Item*

8



CITY OF PALATKA
 Betsy Jordan Driggers
 City Clerk
 201 N. 2nd Street
 Palatka FL 32177
 Phone: 386-329-0199
 Fax: 386-329-0199
 e-mail: bdriqqers@palatka-fl.gov

Memorandum

To: Mayor and Commissioners
From: Betsy Driggers
Date: 1/7/2011
Re: 2010 Commissioner Appointments

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

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

Mayor Myers (Formerly Mayor Flagg)
 Vice Mayor Brown
 Commissioner Norwood

Commission Liaisons: *

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

**no set terms*

Commissioner Kitchens
 Commissioner Kitchens
 Vice-Mayor Brown
 Vice-Mayor Brown
 Commissioner Norwood

Miscellaneous Commission Representatives

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

Indefinite terms- usually appointments are made in January following elections

Commissioner Leary (formerly Myers)
 Mayor Myers
Commissioner Leary (formerly Kitchens)
Commissioner Norwood (formerly Flagg)
Commissioner Myers (formerly Brown)
 Vice-Mayor Brown

- The Pension Board appointments are made every even-numbered year; all current terms expire January 31, 2010. The Commission has traditionally chosen to appoint a member of the City Commission to fill one of the two “commissioner appointee” positions. **It is Staff’s recommendation to leave Mayor Myers and Commissioner Norwood on their**

January 7, 2011

respective boards, and appoint Commissioner Leary to fill the vacant Commission Representative spot on the Firefighters Pension Board, at the request of the Firefighters' Pension Board.

<u>Pension Boards:</u>	<i>Appoint for 2-year terms to expire 1/31/2012</i>	
General Pension Board	Commissioner Norwood	(no change)
Police Pension Board	Mayor Myers	(no change)
Firefighter Pension Board	Commissioner Leary	(formerly Flagg)

Please take action to approve the 2011 Commissioner representative appointments to various boards and committees per Staff recommendation.