

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

LLEGRA 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

February 10, 2011

CALL TO ORDER:

- a. Invocation – Brother Nicol Fecteau, Chaplain, Putnam County Jail
- a. Pledge of Allegiance
- b. Roll Call

APPROVAL OF MINUTES – 01/27/11

1. PUBLIC RECOGNITION/PRESENTATIONS:

- a. **PROCLAMATION Recognizing Black History Month – February, 2011**
- b. **TREE CITY USA 20th YEAR RECOGNITION – Jeff Norton & Tree Committee Members**

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

3. CONSENT AGENDA:

a. Issue Class A Special Event Permit for 2011 Florida Azalea Festival**

1. **Class 'A' Permit for Riverfront/Festival Area** March 5 & 6, 2011; 8:00 a.m. – 5:00 p.m.
2. **Grant Noise Ordinance Exception during festival hours** March 4, 2011; 6:00 p.m. – 8:00 p.m.
(no boat races or amplified sound on
Sunday, 3/6/11 prior to 12:30 p.m.) March 5, 2011; 9:00 a.m. – 5:00 p.m.
March 6, 2011; 12:30 p.m. – 5:00 p.m.
3. **Close St. Johns Avenue from Memorial Parkway to 7th Street** during festival hours to parking and vehicular traffic.
4. **Grant Control of all vendors and activities** falling between Main Street & Oak Street (north/south) and between the St. Johns River and 19th Street (east/west) to Festival organizers.
5. **Grant Permission to use City Hall parking lot** for Handicapped Parking on Saturday and Sunday
6. **Grant permission to close Main Street from 1st Street to 11th Street** on 3/5/11 from 10:00 a.m. – 11:30 a.m. for Azalea Festival Parade
7. **Festival Permit fee** – per staff recommendation; Amount TBD for police security fees (@ \$18.00/hr.); \$300 for Festival Permit Fee (\$150/day for two days); \$375.00 for green roll-outs (25 @ \$15/ea). Applicant pays actual landfill tipping fees. Applicant agrees to pay City of Palatka for the actual FP&L charges for use of their electrical boxes. Total permit fee TBD

*****STAFF RECOMMENDS APPROVAL of all request items.**

- **b. Issue Permission** to exceed noise levels established by Chapter 30, Palatka Code of Ordinances to John Lyon, owner, Steamboat Willies, on February 25, 2011 from 10:00 p.m. until 1:00 a.m., for outback patio entertainment
- *c. Authorize execution of contract with Robert Taylor, AIA, in a lump-sum amount not to exceed \$24,500.00** for professional services to retrofit six buildings in conjunction with the 2010 Energy Efficiency & Conservation Block Grant
- *d. Authorize execution of Articles of Dissolution to Florida Div. of Corporations dissolving the Palatka Community Development Corporation** (Corporation has been inactive since 6/28/02)

AGENDA - CITY OF PALATKA
February 10, 2011
Page 2

3. CONSENT AGENDA (Continued):

- *e. **Accept Terrill Hill's verbal resignation from the Palatka Code Enforcement Board effective December 1, 2010, with regrets**
- *f. **Appoint Leroy Miles III to the Palatka Code Enforcement Board as Rep. with Legal Experience for the remainder of a three-year term to expire September 30, 2011 (sole applicant)**
- *g. **Appoint Gilbert Evans, Jr. to the Palatka Historic Preservation Board for the remainder of a three-year term to expire June, 2011 and an additional three-year term to expire June, 2014 (sole applicant)**
- *h. **Recommend the appointment of Dr. Richard Perallon to the Putnam County BOCC Better Place Oversight Committee for a three-year term to commence immediately, and to the City of Palatka Better Place Oversight Committee to serve at the pleasure of the commission (no set term).**

4. ADMINISTRATIVE REPORTS

5. COMMISSIONER COMMENTS

6. ADJOURN

*Attachment **Separate Cover

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERK'S OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REQUEST ACCOMMODATIONS.

Upcoming Events:

February, 2011 – Black History Month
February 24, 2011 – CRA Meeting 4:00 p.m.
February 24, 2011 – Black History Month Recognitions
March, 2011 – Women's History Month
March 4, 5 & 6, 2011 – Florida Azalea Festival
March 22, 2011 – Legislative Action Day, Tallahassee
March 24, 2011 – Women's History Month Recognitions
April 9, 2011 – March of Dimes March for Babies
May 28 – 31, 2011 – Blue Crab Festival

Board Openings:

Code Enforcement Board	1 Vacancy (Sub-Contractor)
Fire Pension Board	1 Vacancy ("5 th member")
Historic Preservation Board:	1 alternate

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

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

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

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

WHEREAS, the Palatka City Commission recognizes the historical aspect of the presence and contribution of Blacks to the growth of our society, and to recognize the contribution of Blacks to the history of Palatka and humankind.

NOW, THEREFORE, I, Vernon Myers, Mayor of the City of Palatka, Florida, together with the members of the Palatka City Commission, do hereby endorse and proclaim the month of February, 2011 as

BLACK HISTORY MONTH

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

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

Commissioners:
Mary Lawson Brown
Allegra Kitchens
Phil Leary
James Norwood, Jr.

Vernon Myers, MAYOR

Agenda

Item

3a

**Special Events Meeting Minutes on January 12, 2011 at 10am
at the Palatka Police Department**

Jeff Norton	Present	Special Events Coordinator
Ke'Ondra Wright	Present	Parks Department
Mark Lynady	Present	Fire Department
Ed Chandler	Present	Public Works
Brain Hawkins	Present	PPD
Debbie Banks	Absent	Building & Zoning
Sam Deputy	Present	Azalea Festival

Chairman Jeff Norton Opened the meeting

65th Annual Azalea Festival Permit # 11-11

- There will be no alcohol.
- Barricades will be set out Friday March 4th, 2011.
- OPS Plan Brain Hawkins will review the OPS Plan from last year and make the necessary change and will provide Ke'Ondra with a copy of the new OPS Plan.
- Noise variance: Saturday March 5th, 2011 at 10am until 5pm
Sunday March 6th, 2011 at 12:30pm until 5pm
- Street Closures: Memorial Parkway to 8th Street St. Johns Avenue.
- Parade will be on Saturday beginning at 10am. The Parade will be on Main Street. The Parade Route as follows: Price Martin Center to 1st Street. Cones will be place out to block off the Street along with the Police Department.

Other Business:

- Jeff Norton passed out a flyer for a event held at the Price Martin Center on Saturday January 15th, 2011. Mr. Norton didn't like what the flyer said and his recommendations is to cancel the event, but he will get with the Police Chief and City Manager for there recommendations for this event.

APPLICATION # 11-11

(circle one below)

CLASS A PERMIT - Filing Deadline: 90 days prior to event

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

CLASS C PERMIT - Filing Deadline: 14 days prior to event

RECEIVED
DEC 17 2010

BY: K. Wright

CITY OF PALATKA
APPLICATION FOR USE OF PARKS, RECREATIONAL AREAS,
RIVERFRONT PARK AND OTHER AREAS WITHIN THE CITY LIMITS

1. NAME AND ADDRESS OF APPLICANT/ORGANIZER

Down Town Palatka Inc.

CONTACT PERSON Sam Deputy TELEPHONE 386-328-4021

FAX # 329-9842

2. NAME AND ADDRESS OF PERSON, CORPORATION OR ASSOCIATION SPONSORING THE ACTIVITY, IF DIFFERENT FROM ABOVE

CONTACT PERSON _____ TELEPHONE _____

FAX # _____

3. PLEASE CHECK ONE: NON-PROFIT FOR PROFIT

4. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY 65th Florida Azalea Festival

4. DATE & HOURS OF DESIRED USE: March 5/6 - Sat/Sun March 4 (8-5) 8-5

5. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)
City Park - TO 8th St on St Johns Ave. And St TO Dock.

6. REQUEST FOR ROAD CLOSURES: See Attached

7. REQUEST FOR NOISE VARIANCE (Dates and Times): None

8. REQUEST FOR ALCOHOL VARIANCE: None

9. ESTIMATE OF ANTICIPATED ATTENDANCE 35,000

7. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT _____

8. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

CLASS A:	<input checked="" type="checkbox"/>	\$100.00 up to 10,000 in attendance per day	CLASS B:	_____	\$75.00 per day
	_____	\$150.00 10,000 - 40,000 in attendance per day	CLASS C:	_____	\$25.00 per day
	_____	\$200.00 - 40,000 - 80,000 in attendance per day	PLUS 7 % Sales Tax		

Any private entity/business(es) who are holding a function on private property that impacts neighboring businesses/residents within the City limits and, impacts City services will be assessed a fee amount accordingly.

Number of Days _____ Fee Required (Yes/No) _____ Check Enclosed? _____

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

10. Arrangements for police services are **REQUIRED** for fishing tournaments with 70 boats or more. Fishing



CITY OF PALATKA PLANNING MEETING PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator

Meeting Date: _____ Special Events Coordinator: _____

Site Sketch Provided
 Tentative Schedule of Events

Event Classification:
 Class A
 Class B
 Class C

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

Name of Special Event/Production: The 65th Florida Azalea Festival

Type of Event: Festival

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still/motion picture production, etc. -- attach separate listing if necessary) _____
Festival

Location of Event: City Dock to Bridge / 1st to 8th St John Ave.

Requested dates and times of events (not including set-up and tear down):

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

Set-up for event will begin on (Date) _____ at (time) _____

Break down will be completed by (Date) _____ at (time) _____

Event Sponsor/Organization Downtown Palatka, Inc
 Name of Promoter: _____ Tax Exempt No.: _____

Fee Worksheet (to be completed by Special Events Coordinator)

"Class A" Event Daily Fees (see fee schedule) \$ _____ Security Fees @ \$18.00/hr/officer Green Container Fees @ 15.00/container Refundable Deposit \$500.00	"Class B" Event Daily Fees \$75.00/day Security Fees @ \$18.00/hr/officer Green Container Fees @ \$15.00/container Public Works Employees @ \$10.00/hr (no charge during normal working hours)
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Special Event Permit Fees \$ 150 Per day x 2 days \$ 300⁰⁰

Law Enforcement (City) Police Officer(s) \$ 18.00 per hour x _____ hours \$ _____
 # of personnel _____ Total # of hours _____

Public Works Services (Class B only - no charge during regular working hours)
 Parks Personnel # _____ x _____ hrs. @ \$ 10.00 per hour \$ _____
 Sanitation Personnel # _____ x _____ hrs. @ \$ 10.00 per hour \$ _____
 Utilities Dist. Personnel # _____ x _____ hrs. @ \$ 10.00 per hour \$ _____

Sanitation Equipment Fee
 # green roll-out containers of containers 25 x \$ 15.00 per container \$ 375⁰⁰

Additional Charges (list) _____ \$ _____
 _____ \$ _____

Refundable Deposit \$500.00 Required? (circle one) Yes No \$ _____

TOTAL SPECIAL EVENT FEES (Sponsor/Promoter) \$ _____

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

APPLICANT INFORMATION:

Name: Sam Deputy
Telephone: 328-4021 Fax: 329-7842 Cellular: 937-2842
Address: 623 St Johns Ave. Palatka

Name: Angela Murtzup
Telephone: 326-0103 Fax: _____ Cellular: 336-1133
Address: 700 St Johns Ave Palatka

Other contacts/Keyholders:

Name: _____ Telephone: _____
Cellular: _____ Fax: _____

Name: _____ Telephone: _____
Cellular: _____ Fax: _____

Estimated Peak Number of Participants (each day of event):
Day 2 2000 Day 3 _____ Day 4 _____ Day 1 20000
15,000 Day 5 _____

Type of special effects to include pyrotechnics, explosives, discharging weapons, hazardous materials and/or incendiary devices to be used :
None

Number and proposed location of fire protection services:
Fire station close by

Inspection(s) - Date and time requested: 8:00 AM. Saturday

Emergency medical services: Ambulance Location(s) (note on site map): _____

Number of EMS Personnel required: _____

Number and proposed location of portable toilets: (note location on site map)
On Map.

- Carnival location (if any) (note location on site map) None
- Number of sanitation roll-out containers required: _____
- Location of parking/transportation services, if any: None
- Type Transport Vehicles (Van, buses, etc.): None
- Location of security and emergency vehicle parking on site: on map
- Public street barricades/street closures/detours: (note locations on site map) on map
- Temporary Parking, directional Signage needed: Barricades & Cones
- Main emergency vehicle access to site (location - also note on site map): on map
- Location of proposed temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.: (note on site map) on map
- Number and proposed location of vendors, concessions and/or Sponsor/Promoter(s) stands (note on site map): on map
- Number and location of static/mobile displays (note on site map): on map
- Location of event staff management (headquarters): on map
- Staff Uniform Identification: - Badges
- Main sound system location: on map
- Number and location of special activities (launching areas, animal attractions, amusements, car shows, parade routes, competition courses, etc.): on map

- Number and location of temporary signs/banners: _____
- Number and location of promotional visual effects: _____
- Watercraft: - Fishing / Sailing / Canoeing, Kayaking
- Aircraft: none
- Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.): _____
- Date(s) and times of setup/breakdown: Friday - 4th Sunday 6th
- Name(s) and Type of Musical Bands to Perform (dates & times of performances):
List will be provided
- Noise Abatement Requirements: None
- Adjoining Properties Impacted (Notification needed?): Yes
- Location, Dates and Times for Alcohol Ordinance Open Container Waiver:
None
- Alcohol Sale Requirements (Temporary license, commercial establishment license, etc.):
None
- Handicapped Accessibility: Yes

Items Outstanding:

- Outstanding Fees: \$ _____
- Site Plan Sketch
- 501(c)(3) Certificate of Exemption,

DOWNTOWN PAIATKA



X - Road Closures

Agenda
Item

3b

Betsy Driggers

From: johnny@steamboatbar.com
Sent: Friday, February 04, 2011 3:32 PM
To: bdriggers@palatka/fl.gov
Subject: noise variance

Betsy,
I am looking to ask the City Council for a noise variance on Feb. 25, 2011 from 10pm to Feb. 26, 2011 1am. Can you please add me to the next City Commission meeting agenda for my request?

Thanks for your assistance,
John Lyon

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, City Commissioners

From: Woody Boynton, City Manager

Date: February 2, 2011

RE: Contract Proposal with Robert Taylor – City of Palatka Energy Conservation Grant

Attached is a contract proposal from Robert Taylor, Architect to complete professional services to retrofit six different City Buildings. These buildings are listed on the attached proposal. As you may recall this work is being funded by a grant from the Department of Energy.

During the preliminary stages this grant is primarily targeting replacement of the HVAC systems at each of the respective buildings. This replacement should greatly reduce the energy consumption required to heat and cool the buildings. Once preliminary estimates have been determined, we will determine if other energy savings measures can be undertaken. These may include insulating existing duct work, creating additional heating zones, expanding the work to include other facilities.

The contract proposal meets the City's procurement policy and we are recommending approval of the contract proposal. Should you have any questions, please call.

Robert E. Taylor, A. I. A. Architect, P. A.

710 St. Johns Ave. P.O. Box 267
Palatka, Florida 32178-0267
(386) 325-7341 Fax: (386) 325-0608
E-mail: taylor.ret.tbd.com

Date: 3 February 2011

Job No.: 1102

Attention: Mr. Woody Boynton

To: City of Palatka
201 N. Second Street
Palatka, FL 32177

Subject: City of Palatka 2010 Energy Conservation Project
City of Palatka
201 North Second Street
Palatka, FL 32177

Information: Mailed Hand-Delivered Faxed E-mail to Follow

<u>Copies</u>	<u>Date</u>	<u>Description</u>
2	3 Feb 11	Proposal

For: *Your Approval* *Your Use* *As Requested* *For Review and Comment*

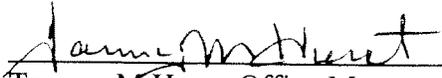
If enclosures are not delivered as indicated, please call us immediately.

Remarks:

If you find the enclosed proposal acceptable, please sign both copies, retain one for your files and return one for our files.

Thank you

cc:

Signed: 
Tammy M Hurst, Office Manager

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

03 February 2011

Mr. Elwin C. "Woody" Boynton, City Manager
City of Palatka
201 N. Second St.
Palatka, FL 32177

Subject City of Palatka 2010 Energy Conservation Project
City of Palatka
201 North Second Street
Palatka, FL 32177

Dear Mr. Boynton:

Thank you for requesting the firm of Robert E. Taylor AIA Architect PA to submit a proposal for professional services to retrofit HVAC Systems for six different City Buildings and accomplish objectives to efficiently use funds provided by the Florida Energy and Climate Commission Grant, No. ARS027.

Buildings included and brief outline of the Scope of Services includes:

1. Palatka City Hall:
 - a. Existing system does not work satisfactorily.
 - b. Consider complete replacement of HVAC roof top equipment, ductwork, thermostats, etc, as well as augmenting existing equipment with mini-split systems on the First and / or Second Floor.
 - c. Remove existing window units to improve security, energy efficiency and aesthetics and repair openings.
2. Palatka Police Department
 - a. Replace existing HVAC rooftop package equipment and thermostatic controls w/ new.
 - b. Retain / reuse existing ductwork as much as practical.
 - c. Consider removal of existing window units.
3. Kay Larkin Airport - Moody Road Fire Station
 - a. Replace existing HVAC equipment and thermostatic controls w/ new.
 - b. Retain / reuse existing ductwork.
4. Larimer Arts Center
 - a. New system, including ductwork, for Ground Floor (currently no system on this Floor)
 - b. Consider replacing existing roof top equipment for Main Building w/ new.
 - c. Consider installing roof / ceiling insulation in Main Building.
5. Palatka 11th Street Fire Station
 - a. Replace existing HVAC equipment and thermostatic controls.
 - b. Retain / reuse existing ductwork.
6. Bronson-Mulholland House
 - a. Two rooftop HVAC units were recently replaced w/ new units which are to remain.
 - b. Remaining four split system equipment to be replaced with new equipment.
 - c. New condensers to be placed on the ground, on a concrete slab within new fenced enclosure.

A Preliminary Energy Audit was performed by Florida Power & Light Corp., dated 09 Jun 10, and Budget by Mr. Michael Curtis, Arctic Air, dated 21 Dec 09.

- That information will be utilized by the Architect for preparation of design and construction documents.
- The Architect's office will use the insight and expertise of Mr. Curtis and Mr. Womble in preparing design and construction documents.
- Mr. Gary Gresham, Electrician will be retained to assist in design and construction documents for electrical systems.

The Architect's office will consider various design alternatives for the work cited above relative to the budget and present those alternatives to the City Manager for discussion with the City Commission on how they wish to proceed.

The Architect's office will contact and coordinate with:

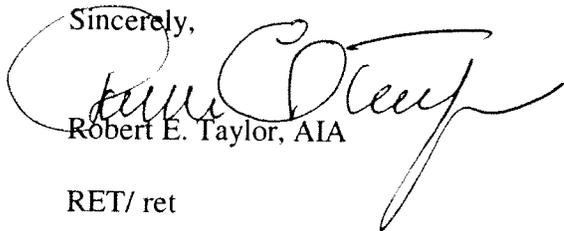
- Mr. Gary Getchell, Chief of Police, and Mr. Mike Lambert, Fire Chief, for access as required to their buildings.
- Mr. Jeff Norton for access to other City Buildings.
- Mr. Jeff Womble, FP&L for information on FP&L Incentive Rebate Packages.

The firm of Robert E. Taylor AIA Architect PA proposes to provide Architectural Services as outlined above and in *AIA Document B105-2007 "Standard Form of Agreement Between Owner and Architect"* for a lump sum not-to-exceed fee of \$24,500.00. I will prepare and forward a copy of the agreement form, if you desire. The agreement will include Design, Construction Documents, Bidding and Contract Administration.

Time for preparation of Design and Construction Documents, I understand is to be about two months after approval of the contract. The agreement proposes to bid all work as a single contract. Multiple contracts and /or multiple Contractors greatly increases costs and complexity of contract administration. The Buy American Act, Davis-Bacon Act and other Federal requirements will be included in the project as may be required.

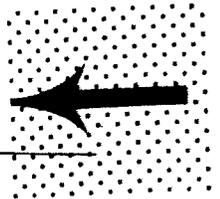
I hope you find the above acceptable. If you have questions or if I may be of any assistance, please contact me. I look forward to another opportunity to work with you and the City of Palatka. We can begin as soon as we can schedule a mutually agreeable time.

Sincerely,


Robert E. Taylor, AIA

RET/ ret

Mr. Elwin C "Woody" Boynton, Jr., City Manager



Agenda

Item

3d



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: February 2, 2011
Re: Palatka Community Development Corporation - Articles of Dissolution

On January 8, 1998 the City of Palatka filed Articles of Incorporation for the Palatka Community Development Corporation, Inc., a non-profit corporation set up as an FmHA intermediary lender to apply for, manage and disburse low-interest Business Development Loans "in the interest of "furthering the economic development and social well-being of the City of Palatka." A Board of Directors was put in place and corporate officers were named. Attached are the Articles of Incorporation.

No loans were ever secured or dispersed under this program. A Revolving Loan Committee was put in place to work on securing USDA funding under its Intermediary Relending Program (IRP). After being turned down for four consecutive grant cycles, the Committee ceased to meet and no activity has been reported since 6/28/02, when the Main Street Manager notified my office that the CDC was "dissolved." The Palatka CDC was removed from the Division of Ethics reporting list and the file was closed.

The City has continued to file a Not-For-Profit Corporation Annual Report with the State. The last report, filed in 2010, is attached. Staff requests permission to file Articles of Dissolution with the State of Florida in order to finalize this dissolution. The Articles of Incorporation specifies how assets will be disbursed upon dissolution, but there are no assets to disburse.

Please authorize Staff to file Articles of Dissolution for the Palatka Community Development Corporation, Inc. with the Florida Division of Corporations.



FLORIDA DEPARTMENT OF STATE
Sandra B. Mortham
Secretary of State

January 9, 1998

EDWARD E. HEDSTROM, ESQUIRE
P.O. BOX 1354
601 ST. JOHNS AVE.
PALATKA, FL 32178

The Articles of Incorporation for PALATKA COMMUNITY DEVELOPMENT CORPORATION, INC. were filed on January 8, 1998 and assigned document number N9800000114. Please refer to this number whenever corresponding with this office regarding the above corporation. The certification you requested is enclosed.

PLEASE NOTE: COMPLIANCE WITH THE FOLLOWING PROCEDURES IS ESSENTIAL TO MAINTAINING YOUR CORPORATE STATUS. FAILURE TO DO SO MAY RESULT IN DISSOLUTION OF YOUR CORPORATION.

A CORPORATION ANNUAL REPORT MUST BE FILED WITH THIS OFFICE BETWEEN JANUARY 1 AND MAY 1 OF EACH YEAR BEGINNING WITH THE CALENDAR YEAR FOLLOWING THE YEAR OF THE FILING DATE NOTED ABOVE AND EACH YEAR THEREAFTER. FAILURE TO FILE THE ANNUAL REPORT ON TIME MAY RESULT IN ADMINISTRATIVE DISSOLUTION OF YOUR CORPORATION.

A FEDERAL EMPLOYER IDENTIFICATION (FEI) NUMBER MUST BE SHOWN ON THE ANNUAL REPORT FORM PRIOR TO ITS FILING WITH THIS OFFICE. CONTACT THE INTERNAL REVENUE SERVICE TO RECEIVE THE FEI NUMBER IN TIME TO FILE THE ANNUAL REPORT AT 1-800-829-3676 AND REQUEST FORM SS-4.

SHOULD YOUR CORPORATE MAILING ADDRESS CHANGE, YOU MUST NOTIFY THIS OFFICE IN WRITING, TO INSURE IMPORTANT MAILINGS SUCH AS THE ANNUAL REPORT NOTICES REACH YOU.

Should you have any questions regarding corporations, please contact this office at the address given below.

Carolyn Batten, Document Specialist
New Filing Section

Letter Number: 798A00001489

State of Florida



Department of State

I certify the attached is a true and correct copy of the Articles of Incorporation of PALATKA COMMUNITY DEVELOPMENT CORPORATION, INC., a Florida corporation, filed on January 8, 1998, as shown by the records of this office.

The document number of this corporation is N98000000114.

Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capitol, this the
Ninth day of January, 1998



CR2EO22 (2-95)

Sandra B. Northam

Sandra B. Northam
Secretary of State

COPY

ARTICLES OF INCORPORATION

OF

**PALATKA COMMUNITY DEVELOPMENT CORPORATION, INC.
(a Florida Nonprofit Corporation)**

The undersigned, for the purpose of forming a corporation not for profit under the laws of Florida, hereby adopt the following Articles of Incorporation:

ARTICLE I - Corporate Name

The name of this corporation is **Palatka Community Development Corporation, Inc.**

ARTICLE II - Corporate Nature

This is a nonprofit corporation, organized solely for any lawful purpose or purposes not for pecuniary profit pursuant to the Florida Corporations Not for Profit law set forth in Section 617 of the Florida Statutes.

ARTICLE III - Duration

The term of existence of the corporation is perpetual.

ARTICLE IV - Purpose

This corporation is organized and chartered for the purpose of furthering the economic development and social well-being of the City of Palatka, Florida. The corporation will promote and assist in the growth and development of business concerns, including small business concerns and in the development of affordable housing for low and moderate income families under Federal, State, and County programs. The primary objective of this corporation shall be to benefit the area as measured by increased employment opportunities, expansion of business and industry and by providing affordable housing, for citizens in the City of Palatka, without pecuniary profit to the individual members of said corporation, and conducting such other activities as shall be necessary or desirable to further the purpose of the corporation, so long as such activities are permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future Internal Revenue Code.

ARTICLE V - Initial Principal Office

The street address of the initial principal office and the mailing address for the corporation is: 201 North 2nd Street, Palatka, Florida 32177.

FILED
98 JAN - 8 PM 2:59
SECRETARY OF STATE
TALLAHASSEE FLORIDA

ARTICLE VI - Initial Registered Office and Agent

The street address for the corporation's initial registered office is: 201 North 2nd Street, Palatka, Florida 32177; and the name of its initial registered agent at that address is: ALLEN R. BUSH.

ARTICLE VII - Management of Corporate Affairs

(a) **Board of Directors.** The powers of this corporation shall be exercised, its properties controlled, and its affairs conducted by a Board of Directors. The number of Directors of the corporation shall be eight (8), provided, however, that such number may be changed by a bylaw duly adopted by the Board of Directors.

The Directors named herein as the first Board of Directors shall hold office until the first meeting of members at which time an election of Directors shall be held.

Directors elected at the first annual meeting, and at all times thereafter, shall serve for a term of one (1) year until the annual meeting of members following the election of Directors and until the qualification of the successors in office. Annual meetings shall be held at 201 North 2nd Street, Palatka, Florida on the 2nd Wednesday of January of each year commencing January, 1999 at 12:00 Noon, or at such other times or places as the Board of Directors may designate from time to time by resolution.

Any action required or permitted to be taken by the Board of Directors under any provision of law may be taken without a meeting, if all members of the board shall individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the board, and any such action by written consent shall have the same force and effect as if taken by unanimous vote of the Directors. Any certificate or other document filed under any provision of law which relates to action so taken shall state that the action was taken by unanimous written consent of the Board of Directors without a meeting, and that the Articles of Incorporation and the Bylaws of this corporation authorize the Directors to so act. Such a statement shall be prima facie evidence of such authority.

The names and addresses of such initial members of the Board of Directors are as follows:

<u>Name</u>	<u>Address</u>
C. Ben Bates, Jr.	3400 Crill Avenue Palatka, Florida 32177
Suzanne M. Brown	Barnett Bank P.O. Drawer 1187 Palatka, Florida 32178-1187
Susan M. Hodge	1523 Carr Street Palatka, Florida 32177

C.W. Larson, II

P.O. Box 550
Palatka, Florida 32178-0550

John L. Mikell

511 St. Johns Avenue
Palatka, Florida 32177

Linda Owens Myers

P.O. Box 1772
Palatka, Florida 32178-1771

Marjorie T. Shanks

1400 Ocean Street
Palatka, Florida 32177

Mary Lawson Brown

107 S 9th Street
Palatka, Florida 32177

(b) **Corporate Officers.** The Board of Directors shall elect the following officers from the members of the Board of Directors: President, Vice-President, Secretary and Treasurer, and such other officers as the bylaws of this corporation may authorize the Directors to elect from time to time. Initially, such officers shall be elected at the first annual meeting of the Board of Directors. Until such election is held, the following persons shall serve as corporate officers:

Name

President: Susan M. Hodge

Vice President: C.W. Larson, II

Secretary: Suzanne M. Brown

Treasurer: John L. Mikell

ARTICLE VIII - Earning & Activities of Corporation

(a) No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, Directors, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article IV hereof.

(b) No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

(c) Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section

501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

(d) Notwithstanding any other provision of these articles, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation.

ARTICLE IX - Distribution of Assets

Upon dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, education, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by a Court of competent jurisdiction in the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as such Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE X - Membership

(a) **Qualification for Membership.** Members of this corporation shall be persons who have evidenced concern and interest in its purposes and have also evidenced in their business, professional or public occupations, or in their activity in organizations related to the purpose of this corporation, characteristics of leadership and dedication toward stimulating economic development in the area of promoting and assisting the growth and development of business concerns and affordable housing.

(b) **Initial Membership.** The initial membership of this corporation shall consist of the eight (8) Directors named above.

(c) **Termination of Membership.** All members shall continue to be members until membership is terminated by death or resignation of a member.

(d) **Additional Members.** New or additional members of this corporation shall be admitted to membership in this corporation by a majority vote of all of the members at any meeting of the members.

ARTICLE XI

The names and addresses of the Subscribers of this corporation are as follows:

<u>Name</u>	<u>Address</u>
C. Ben Bates Jr.	3400 Crill Avenue Palatka, Florida 32177
Suzanne M. Brown	c/o Barnett Bank P.O. Drawer 1187 Palatka, Florida 32178-1187
Susan M. Hodge	1523 Carr Street Palatka, Florida 32177
C.W. Larson, II	P.O. Box 550 Palatka, Florida 32178-0550
John L. Mikell	511 St. Johns Avenue Palatka, Florida 32177
Linda Owens Myers	P.O. Box 1772 Palatka, Florida 32178-1772
Marjorie T. Shanks	1400 Ocean Street Palatka, Florida 32177
Mary Lawson Brown	107 S 9th Street Palatka, Florida 32177

ARTICLE XII - By-laws

The By-Laws of this corporation shall be adopted by the initial members named in these Articles of Incorporation and may thereafter be amended, altered, rescinded and new By-Laws adopted by the Board of Directors.

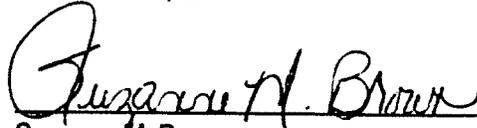
ARTICLE XIII - Amendment of Articles

Amendments to these Articles of Incorporation may be proposed by any member of the Board of Directors and may be adopted by the affirmative vote of a majority of the Board of Directors.

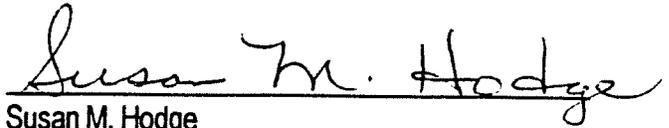
WE, the undersigned, being the subscribers and incorporators of this corporation, for the purpose of forming this nonprofit corporation under the laws of the State of Florida, have executed these Articles of Incorporation this 9th day of December, 1997.



C. Ben Bates, Jr.



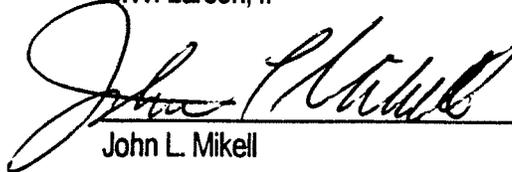
Suzanne M. Brown



Susan M. Hodge



C.W. Larson, II



John L. Mikell



Linda Owens Myers



Marjorie T. Shanks



Mary Lawson Brown

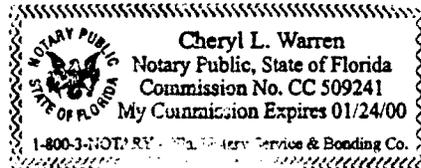
STATE OF FLORIDA
COUNTY OF PUTNAM

BEFORE ME, the undersigned authority, personally appeared C. BEN BATES, JR., SUZANNE M. BROWN, SUSAN M. HODGE, C.W. LARSON, II, JOHN L. MIKELL, LINDA OWENS MYERS, MARJORIE T. SHANKS, and MARY LAWSON BROWN, to me known to be the persons who executed the foregoing Articles of Incorporation and they acknowledged to and before me that they executed such instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 9th day of December, 1997.



Notary Public
My Commission Expires:



**CERTIFICATE DESIGNATING AGENT UPON WHOM PROCESS MAY BE SERVED
AND THE PLACE OF BUSINESS OR DOMICILE FOR THE SERVICE
OF PROCESS WITHIN THE STATE OF FLORIDA**

In pursuance of Section 48.091 and Section 607.034(3), Florida Statutes, the following is submitted in compliance with said sections:

PALATKA COMMUNITY DEVELOPMENT CORPORATION, INC., desiring to organize under the laws of the State of Florida with its principal office as indicated in the Certificate of Incorporation, at Palatka, County of Putnam and State of Florida, has named **ALLEN R. BUSH** as its registered agent to accept service of process within this state, who is located at **201 North 2nd Street, Palatka, Florida 32177**.

Having been named as the registered agent for the above corporation for the purpose of accepting service of process at the registered office designated in this certificate, I hereby accept such appointment and agree to act in such capacity. I agree to comply with the provisions of said sections relative to keeping open the registered office.


Allen R. Bush, Registered Agent

FILED
98 JAN -8 PM 2:59
SECRETARY OF STATE
TALLAHASSEE, FLORIDA

2010 NOT-FOR-PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# N98000000114

FILED
Jan 14, 2010
Secretary of State

Entity Name: PALATKA COMMUNITY DEVELOPMENT CORPORATION, INC.

Current Principal Place of Business:

201 NORTH 2ND. ST.
PALATKA, FL 32177

New Principal Place of Business:

201 NORTH 2ND ST.
PALATKA, FL 32177

Current Mailing Address:

201 NORTH 2ND. ST.
PALATKA, FL 32177

New Mailing Address:

201 NORTH 2ND ST.
PALATKA, FL 32177

FEI Number: 59-8000401

FEI Number Applied For ()

FEI Number Not Applicable ()

Certificate of Status Desired ()

Name and Address of Current Registered Agent:

BOYNTON, ELWIN C
201 NORTH 2ND. ST.
PALATKA, FL 32177 US

Name and Address of New Registered Agent:

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: _____

Electronic Signature of Registered Agent

_____ Date

OFFICERS AND DIRECTORS:

Title: PD
Name: HODGE, SUSAN M
Address: 1523 CARR ST.
City-St-Zip: PALATKA, FL 32177

Title: VPD
Name: LARSON, C.W. II
Address: P.O. BOX 550
City-St-Zip: PALATKA, FL 321780550

Title: SD
Name: RYAN, LYNETTE
Address: 601 REID ST.
City-St-Zip: PALATKA, FL 32177

Title: DT
Name: MIKELL, JOHN L
Address: 511 ST. JOHNS AVE.
City-St-Zip: PALATKA, FL 32177

Title: D
Name: SHANKS, MARJORIE T
Address: 1400 OCEAN ST.
City-St-Zip: PALATKA, FL 32177

Title: D
Name: MYERS, LINDA O
Address: P.O. BOX 1772
City-St-Zip: PALATKA, FL 321781772

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 617, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: LYNETTE RYAN

SD

01/14/2010

Electronic Signature of Signing Officer or Director

_____ Date



FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS

Attached are forms for filing **Articles of Dissolution** to dissolve a **Florida not for profit** corporation.

SUBMIT ONLY ONE FORM

Section 617.1401, Florida Statutes, provides for the dissolution of a corporation that has not commenced to conduct its affairs.

Section 617.1403, Florida Statutes, provides for the dissolution of a corporation that has commenced to conduct its affairs.

The document must be typed or printed and must be legible.

Pursuant to section 617.0123, Florida Statutes, a delayed effective date may be specified but may not be later than the 90th day after the date on which the document is filed.

FEES:

Articles of Dissolution	\$ 35.00 (Includes a letter of acknowledgment)
Certified Copy (optional)	\$ 8.75
Certificate of Status (optional)	\$ 8.75

Send one check in the total amount made payable to the Florida Department of State.

Please include a letter containing your telephone number, return address and certification requirements, or complete the attached cover letter.

Mailing Address:

Amendment Section
Division of Corporations
P.O. Box 6327
Tallahassee, FL 32314

Street Address:

Amendment Section
Division of Corporations
Clifton Building
2661 Executive Center Circle
Tallahassee, FL 32301

For further information, you may contact the Amendment Section at (850) 245-6050.

COVER LETTER

TO: Amendment Section
Division of Corporations

SUBJECT: _____

DOCUMENT NUMBER: _____

The enclosed **Articles of Dissolution** and fee are submitted for filing.

Please return all correspondence concerning this matter to the following:

(Name of Contact Person)

(Firm/Company)

(Address)

(City/State and Zip Code)

For further information concerning this matter, please call:

_____ at (_____) _____
(Name of Contact Person) (Area Code & Daytime Telephone Number)

Enclosed is a check for the following amount:

- \$35 Filing Fee \$43.75 Filing Fee & Certificate of Status \$43.75 Filing Fee & Certified Copy (Additional copy is enclosed) \$52.50 Filing Fee, Certificate of Status & Certified Copy (Additional copy is enclosed)

MAILING ADDRESS:
Amendment Section
Division of Corporations
P.O. Box 6327
Tallahassee, FL 32314

STREET ADDRESS:
Amendment Section
Division of Corporations
Clifton Building
2661 Executive Center Circle
Tallahassee, FL 32301

ARTICLES OF DISSOLUTION

Pursuant to section 617.1401, Florida Statutes, this Florida not for profit corporation submits the following Articles of Dissolution:

FIRST: The name of the corporation as currently filed with the Florida Department of State:

SECOND: The document number of the corporation (if known): _____

THIRD: The file date of the articles of incorporation: _____

FOURTH The corporation has not commenced to conduct its affairs.

FIFTH: No debts of the corporation remains unpaid.

SIXTH: Adoption of Dissolution **(CHECK ONE)**
(Note: Cannot be authorized by an incorporator if the corporation has directors)

The dissolution was authorized by a majority of the directors:
OR

The dissolution was authorized by an incorporator.

The dissolution was authorized by a majority of the incorporators.

Signature: _____

(By the chairman or vice chairman of the board, president or other officer- if directors have not been selected, by an incorporator- if in the hands of a receiver, trustee, or other court appointed fiduciary, by that fiduciary)

(Typed or printed name of person signing)

(Title of person signing)

Filing Fee: \$35

ARTICLES OF DISSOLUTION

Pursuant to section 617.1403, Florida Statutes, this Florida not for profit corporation submits the following Articles of Dissolution:

FIRST: The name of the corporation as currently filed with the Florida Department of State:

SECOND: The document number of the corporation (if known): _____

THIRD: Adoption of Dissolution
(COMPLETE SECTION I OR II)

SECTION I

If the corporation has members entitled to vote:

(CHECK/COMPLETE ONE)

The date of the meeting of members at which the resolution to dissolve was adopted _____ . The number of votes cast by the members was sufficient for approval.

The resolution was adopted by written consent of the members and executed in accordance with section 617.0701, Florida Statutes.

SECTION II

If the corporation has no members or members entitled to vote on the dissolution:

The corporation has no members or members entitled to vote on the dissolution.

The date of adoption of the resolution by the board of directors was _____.

The number of directors in office was _____ and the vote for resolution was _____ for and _____ against. (must be a majority vote)



FOURTH: Effective date of dissolution if applicable: _____
(no more than 90 days after dissolution file date)

Signature _____
(By the chairman or vice chairman of the board, president or other officer- if directors have not been selected, by an incorporator- if in the hands of a receiver, trustee, or other court appointed fiduciary, by that fiduciary.)

(Typed or printed name of the person signing)

(Title of person signing)

FILING FEE: \$35



Agenda
Item

3e



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: 2/3/2011
Re: Palatka Code Enforcement Board Appointment – Member with Legal Exp.

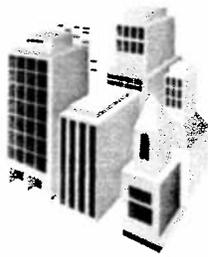
Terrill Hill, PA, has served on the Code Enforcement Board as the member with legal experience since November 11, 1999. Due to scheduling conflicts and his accepting a new part-time coaching position in Interlachen, he feels he can no longer fulfill the meeting attendance requirements, and tendered his verbal resignation to Building & Zoning Staff in November, 2010. I have confirmed this with him personally.

It is Staff's recommendation to accept Mr. Hill's verbal resignation effective Dec. 1, 2010, with sincere regrets. Mr. Hill gave the City eleven good years of his time and legal expertise on this important volunteer board.

Agenda

Item

3_f



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: 2/3/2011
Re: Palatka Code Enforcement Board Appointment – Member with Legal Exp.

Per City Commission policy, the City advertised that the Commission was seeking applicants for appointment to the Palatka Code Enforcement Board. This appointment will fill the balance of a three-year term that expires Sept. 30, 2011 created by the resignation of Terrill Hill, and calls for a member with expertise in the field of law.

Leroy Miles III holds a Juris Doctorate degree and has been interviewed for service on this Board. He lives inside the City Limits and otherwise is qualified for service on this Board. He has been interviewed by Debbie Banks, Building & Zoning Administrator, and apprised of this Board's function, duties and responsibilities; has been advised of the meeting date, time and attendance requirements, and states he is available to attend as required. Staff is satisfied that he is a good candidate for appointment to this highly responsible Board.

Policy calls for applicants' interviews at the commission meeting prior to appointments. **Since only one application has been received for this position, it is Staff's recommendation to waive the 2nd meeting requirement and appoint Leroy Miles, III to the Palatka Code Enforcement Board as the Member with Legal Experience for the remainder of a three-year term to expire Sept. 30, 2011.** Mr. Miles was asked to attend the February 10th meeting, should you have any questions of him.

KARL N. FLAGG
MAYOR-COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

GEORGE E. SANDERS
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER



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

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

CITY OF PALATKA ADVISORY BOARD APPLICATION

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

APPLICANT: Leroy Miles III (Must be at least 18 yrs. old)
Residence _____ Phone: (386) 916-8241
(911 Address) 607 S. Moody Rd. Apt. 11A Palatka, FL 32177 Fax: _____

Business Name _____ Phone: _____
& Address _____ Fax: _____
(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)

Preferred Mailing Address: _____

E-mail: leroy.miles3@aol.com Daytime Phone: (386) 916-8241

PROFESSIONAL QUALIFICATIONS (include occupation - attach additional sheet if necessary)
Juris-Doctorate - Southern New England School of Law a.k.a. —
University of Massachusetts Dartmouth School of Law;
Internship - Law Firm of Parks + Crump

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.

Leroy Miles III
SIGNATURE OF APPLICANT _____ DATE 1-14-11

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

Leroy Miles III
leroymiles3@aol.com
607 South Moody Road Apt. 11A
Palatka, FL 32177
(386) 916-8241

OBJECTIVE

To obtain a career in the legal field that will provide many opportunities for advancement and growth.

EDUCATION

Southern New England School of Law, 08/2003 - 05/2008
Juris - Doctorate Degree

Florida Agricultural & Mechanical University, 08/1996 - 08/2001
Bachelor of Science in Criminal Justice
Minor: Juvenile Role Model Program

INTERNSHIP EXPERIENCE

Parks & Crump Attorneys at Law - Tallahassee, FL
05/2005 - 08/2005
Law Clerk

- Researched issues pertaining to personal injury, medical malpractice, wrongful death and auto torts
- Drafted complaints, motions to the court, and several inquiries along with their answers
- Observed arguments by attorneys in the Florida Supreme Court
- Gathered pertinent information to assist attorneys during mediations
- Maintained case files

PROFESSIONAL EXPERIENCE

Whitney Academy - Assonet, MA
11/17/2007 - 05/20/2008
Residential Counselor

- Provided necessary guidance and supervision to youths committed to the program via court order
- Offered youths with special needs opportunities to become more fully functioning members of society
- Implemented extracurricular activities to enhance youths social skills

RadioShack - Jacksonville, FL
03/18/2006 - 09/15/2006
Sales Associate

- Established and maintained positive relationships with customers and coworkers
- Offered customers solutions in a friendly, confident and knowledgeable manner
- Provided technical support to customers regarding electronics
- Maintained accurate records of store inventory

Florida Department of Corrections - Tallahassee, FL

12/15/1999 - 08/19/2003

Clerk Specialist

- Maintained a daily electronic log for the department's incoming mail
- Scanned inmate files into the department's database system

Florida Department of Labor (Division of Unemployment and Security)

10/1997 - 11/1999

Senior Clerk

- Researched inquiries relating to Florida labor law
- Interpreted policies and procedures to customers
- Provided assistance regarding unemployment benefits to qualified persons

SPECIAL NOTES

- Served in the United States Navy - Honorable Discharge
03/1988 - 09/1992

Updated February 2, 2011

CODE ENFORCEMENT BOARD

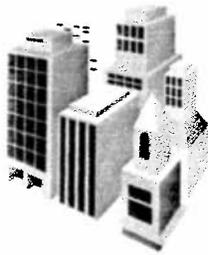
7 Members - 3-Yr. Terms

Appt. Date		Term Expires
11/11/99	Vacant	Sept. 2011
9/25/08	Douglas E. Webb (Architectural Exp. Sub. Rep.) 6101 1 st Manor West (H)328-8281 nova0553@yahoo.com (F)312-5049	Sept. 2011
10/27/05(alt) 10/26/06 10/09/08(alt)	John A. Lyon (Alternate #1) (C)937-4679 417 Kirby Street (W)325-0419 (H)325-6667 steamboatwillies1@yahoo.com	Sept. 2011
	Vacant (Subcontractor Rep.)	Sept. 2012
9/25/03	LaSandra Williams (Business Rep.) 1424 Ocean Street (H)328-1071 (F)329-3857 williamL@dor.state.fl.us (W)329-3867	Sept. 2012
01/27/11	Mandy N. Stephenson (Alternate #2) 415 Jackson Ave. (H)326-0078 mr0078@comcast.net	Sept. 2012
11/11/04	Pat A. Wilson (Engineering Rep.) 516 River Street (H)325-7736 (F)325-9306 wilson9318@bellsouth.net (W)937-7158	Sept. 2013
7/23/09	Michael Gagnon (General Contractor Rep.) 703 Emmett St. (H)325-9418 captainclub0607@yahoo.com	Sept. 2013
8/26/10	Alex Sharp (Real Estate Rep.) (mailing) 919 St. Johns Ave. (H)916-0838 (home) 822 S. 15 th St. (W)385-3416 (F)385-3419 Alex@halerealty.biz	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

3g



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: 2/3/2011
Re: Palatka Historic Preservation Board Appointment – Member with Legal Exp.

Per City Commission policy, the City has advertised that the Commission was seeking applicants for the Palatka Historic Preservation Board. The position for a member with legal experience has been open for some time. Attached is an application from Gilbert Evans, Jr, who holds a Juris Doctorate degree. Mr. Evans understands the requirements and meets all criteria for appointment to this position. He also has prior quasi-judicial board service experience.

Mr. Evans also serves on the Palatka Housing Authority Board. Our City Attorney has in the past provided us with an opinion that appointing Mr. Evans to another City board does not violate the "Dual Office" statute as the Housing Authority Board is a separate entity under the statute.

Policy calls for applicants' interviews at the commission meeting prior to appointments. **Since Mr. Evans is the sole applicant for this position, it is Staff's recommendation to waive the 2nd meeting requirement and appoint Gilbert Evans, Jr. as the Member with Legal Experience to the Palatka Historic Preservation Board for the remainder of a three-year term, to expire June, 2011, and for an additional three-year term to expire June, 2014.**

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA 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 8:00 p.m.

CITY OF PALATKA ADVISORY BOARD APPLICATION

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

APPLICANT: Gilbert L. Evans, Jr. (Must be at least 18 yrs. old)

Residence 251 Crystal Cove Dr., Palatka, FL **Phone:** (386) 329-3936

(911 Address) 251 Crystal Cove Dr., Palatka, FL **Fax:** " " 1938

Business Name & Address D&G Childcare, 1210 St. Johns Ave. Palatka, FL 32177 **Phone:** 286 325-1818

Fax: 386 325-1814

(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: gilbertevans@srcc.edu / Residence

E-mail: ← **Daytime Phone:** (386) 312-4127

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

See Resumé

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 OF APPLICANT

DATE

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

Gilbert Lee Evans, Jr.

251 Crystal Cove Drive
Palatka, Florida 32177
(386) 329-3936 or (386) 312-4127/gilbertevans@sjrcc.edu

EDUCATION

University of Florida College of Law

Gainesville, Florida

J.D., December 2001

GPA: 3.15

Honor Graduate

Member, University of Florida College of Law Trial Team

University of Florida

Gainesville, Florida

Ph.D. in Higher Educational Administration, 1996

GPA: 3.7

Florida State University

Tallahassee, Florida

M.S. in Educational Leadership, Minor: English Literature, 1993

GPA: 4.0

Florida State University

Tallahassee, Florida

B.A. in English and Education, 1991

GPA: 3.3

St. Johns River Community College

Palatka, Florida

A.A., Honor Graduate 1989

PROFESSIONAL EXPERIENCES

Vice President for Student Affairs & Assistant General Counsel, St. Johns River Community College, Palatka, Florida. Responsible for general legal matter, Athletics, Counseling, Student Services, and Admissions & Records, and Financial Aid. 2003 - Present

President & Owner of D & G Childcare and Learning Center, Inc., Palatka, Florida. 110 Student Childcare Center. 2004 - Present

President & Owner of Evans Childcare and Learning Center, Inc., Crescent City, Florida. 120 Student Childcare Center. 2005- Present

Attorney, Private Practice. Family Law, Wills & Trust, & Business Law. 2003 - Present

Attorney, Lowndes, Drosdick, Doster, Kantor & Reed, Orlando, Florida. Practiced in Bankruptcy Litigation, Family Law, and the Wills & Trust Division. 2001-2003

Administrator, St. Johns River Community College, Palatka, Florida. Responsible for faculty and curriculum in the following areas: Industrial Education, Apprenticeship Education, Nursing Education, Special Population programs, & Post Secondary Vocational Education (PSAV) Dual Enrollment. 1996-1999

Professor of English and Social Science, St. Johns River Community College, taught Composition I, Developmental English, & College Success/Study Skills. 1993-1996

EDUCATIONAL HONORS AND ACTIVITIES

MPLE Scholar at University of Florida College of Law, 1999

Outstanding Educational Services Award, 1998

Nominated for Dissertation of the Year by the University of Florida, 1998

Outstanding Achievement Award, University of Florida, 1995

Recipient of Graduate Minority Fellow Award, University of Florida, 1994

St. Johns River Community College Student Hall of Fame, 1989

Recipient of Florida Community College Chancellor Leadership Award, 2010

PROFESSIONAL ORGANIZATIONS MEMBERSHIPS

Florida Bar

United States Court of Appeals for the Eleventh Circuit (Federal)

Middle District Court of the State of Florida (Federal)

Putnam County Bar Association

American Bar Association

Rotary International

Alpha Phi Alpha Fraternity, Inc.

Florida Association of Community Colleges

LEADERSHIP ROLES

Appointed Executive Board Commissioner, Palatka Housing Authority

Executive Board Member, Florida Institute of Education

Board Member, School-To-Work Consortium of SJRCC

Board Member, Communities in Schools of Putnam County

Executive Board Member, Florida Developmental Education Association.

Executive Board Member, United Way of Putnam County
Executive Board Member, Sunbiz Early Learning Coalition of Putnam
Executive Board Member, Putnam Community Hospital

PUBLICATIONS

Evans, Jr., Gilbert L. The Relationship between Organizational Climate and Job Satisfaction as Reported by Community College Presidents. Doctoral Dissertation, University of Florida, (1996).

Evans, Jr., Gilbert L. and David S. Honeyman. Climate and Job Satisfaction among Community College President. Journal of Applied Research for the Florida Association of Community Colleges. Spring (1998).

Evans, Jr., Gilbert L. It Takes More than A Degree. Black Issues in Higher Education. June (1998).

Evans, Jr., Gilbert L. Cultivating a Climate of Satisfaction. Community College Week, July 27, 1998, Vol. 10, Num 26.

Evans, Jr., Gilbert L. Degrees of Success: Perseverance Pays Off. Community College Week, September 11, 1998, Vol. 11, Num 4.

*Agenda
Item*

3h



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: bdriqgers@palatka-fl.gov

Memorandum

To: Palatka City Commission
From: Betsy Driggers, City Clerk
Date: 2/4/2011
Re: Putnam County Better Place Plan Oversight Committee

The City of Palatka appoints one member to the Putnam County BOCC's Better Place Plan Oversight Committee, as specified in Putnam County BOCC Ordinance No 2002-33, levying the "Better Place" one-cent discretionary tax in Putnam County.

Mayor Myers has submitted Dr. Richard Perallon as his candidate to serve in that capacity. Dr. Perallon lives inside the City Limits and has agreed to serve as the City's representative on this Committee. He understands the requirements of this appointment.

This appointment is for a three-year term to begin immediately. This matter will be taken up by the Board of County Commissioners at its next regular meeting after we notify the BOCC in writing of this appointment.

Staff recommends the City Commission notify the Putnam County BOCC of its desire to have Dr. Richard Perallon appointed as its representative on the Putnam County Better Place Plan for a three-year term beginning immediately. Please take action to authorize this appointment.

Please also take action to appoint Dr. Richard Perallon to the City of Palatka Better Place Plan Oversight Committee to replace Arlene Huber, Esquire, who no longer lives in the City of Palatka.

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



ELWIN C. "WOODY" BOYNTON, JR.
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DONALD E. HOLMES
CITY ATTORNEY

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

CITY OF PALATKA ADVISORY BOARD APPLICATION

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

APPLICANT: Richard Perrallon, DDS (Must be at least 18 yrs. old)

Residence (911 Address) 105 Morris St Phone: 328-4821

Business Name & Address R. Perrallon, DDS Phone: 328-4504

(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: 105 Morris St, Palatka

E-mail: _____ Daytime Phone: 328-4504

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

Citizen, City of Palatka

OTHER COMMENTS OR INFORMATION:

Mayoral Appt.

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 OF APPLICANT

DATE

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

8. OVERSIGHT COMMITTEE. Upon voter approval of the surtax, the Board shall, by Resolution, establish an Oversight Committee consisting of 15 persons not holding public office, one from each municipality (to be appointed by the respective municipality) and ten from the unincorporated area of the County. This Committee shall study the Project List with the goal of advising how to efficiently construct and complete such projects. The Committee shall prepare and present to the Board a report on the implementation, progress, status and completion of all such projects, including a summary of the financing undertaken, funds expended, and planning, design, right-of-way acquisition and construction activity as of the reporting date. Such reports shall be given within 150 days after the end of each fiscal year occurring after the effective date of the sales surtax, and shall include audited financial data as appropriate. This Committee shall have such additional responsibility and authority as is delegated by the Board in such Resolution.

9. SEVERABILITY. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application.

10. EFFECTIVE DATE OF ORDINANCE. This Ordinance shall be effective upon receipt of official acknowledgment from the Department of State that said Ordinance has been duly filed. The levy of the surtax proposed by this Ordinance shall become effective only if approved by a "yes" vote by a majority of those voting on the referendum. If a majority of those voting on the referendum do not vote "yes", the proposed levy shall not be authorized and this Ordinance shall be of no further force or effect.

11. REPEALER. Putnam County Ordinance No. 95-51 is hereby repealed in its entirety.

DONE, ORDERED AND ADOPTED by the Putnam County Board of County Commissioners this 23rd day of July, 2002.

BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA

By Brad Purcell
Brad Purcell, Chairman

ATTEST:

Tim Smith
Tim Smith, Clerk of Courts

EXHIBIT A**BETTER PLACE PLAN PROJECT LIST****Roads/Infrastructure/Transportation**

Road Resurfacing
Drainage
Roadway Paving
Sidewalks/Bike Paths
Road Shoulder Widening
Public Water & Sewer Systems
Drayton Island/Ft. Gates Ferry Improvements
Stormwater Master Plan

Recreation/Quality of Life/Environment

Neighborhood Parks
Public Boat Ramp and Riverfront Improvements
Nature Trail Development
Access to Rivers, Lakes and Forests

Economic Development

Fairground Pavilion
Magnet Building
St. Johns Avenue Extension
County Entryway Enhancements
CR 309C Roadway Improvements
Capital Equipment for Drainage

Public Facilities

Main Library
Library Branch Expansions
Community Centers
Fire Station Facility Expansion
Sheriff Substations
Fire Protection Equipment
Emergency Communication System
Judicial/Courthouse Renovation
Jail Expansion
Government Complex Building
Public Transportation