

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



MICHAEL J. CZYMBOR
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

March 28, 2013

CALL TO ORDER:

- a. Invocation – The Reverend Ryan Raymond, Church Planter, River City Church of Palatka
- b. Pledge of Allegiance
- c. Roll Call

APPROVAL OF MINUTES –2/28/13 Workshop and 3/14/13 Regular Meetings

1. PUBLIC RECOGNITION/PRESENTATIONS:

- a. **PROCLAMATION – Bicycle Festival Days – March 29 & 30, 2013**
- b. **PROCLAMATION - Anti-Drug and Alcohol Abuse/Addiction Month – April, 2013**
- c. **PROCLAMATION – Relay for Life Week – April 8 – 14, 2013 – Trent Higginbotham, Chairman**
- d. **PROCLAMATION – Day of Recognition – April 9, 2013 – Lisa Valukevich, Communities in Schools**

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

3. CONSENT AGENDA:

- *a. **Adopt Resolution No. 2013-9-91** amending Resolution No. 9-59, adopted by the City Commission on 12/13/12, authorizing submission of a Rural Development Grant application with USDA to purchase Police Patrol Vehicles to more accurately reflect the amount of grant funding
- *b. **Adopt Resolution No. 2013-9-92** amending the City of Palatka FY 2012-13 Budget for February, 2013 adjustments
- *c. **Adopt Resolution No. 2013-9-93** declaring the 1989 Spartan Fire Engine as surplus for disposition
- *d. **Adopt Resolution No. 2013-9-94** authorizing the execution of a Florida Humanities Council Grant Agreement for the Bartram Historic Trail Project
- *e. **Adopt Resolution No. 2013-9-95** urging the US Administration and Congress to preserve the current tax-exempt status of municipal bonds (requested by FGFOA and Fla. League of Cities)
- *f. **Adopt Resolution No. 2013-9-96** relating to the 2013 Update to the Northeast Florida Regional Council's Regional Policy Plan, pledging support for regional cooperation and the common policy framework provided by the updated plan. (requested by NEFRC Board President Williams)
- *g. **Introduce Form 8B, Memorandum of Voting Conflict** into the record filed by Commissioner James Norwood, Jr. on votes taken 1/10/13 (Agenda Items #5 and #6)
- *h. **Introduce Form 8B, Memorandum of Voting Conflict** into the record filed by Commissioner Mary Lawson Brown on votes taken 2/14/13 (Agenda Items #4 and 4a)
- *i. **Grant permission to exceed noise levels** established by Chapter 30, Palatka Code of Ordinances for the following Special Events Permits:
 1. **Permit #13-15, Southside Baptist Church "Community Outreach" – April 13, 2013, 10am to 4pm, Memorial Parkway & St. Johns Avenue area to 2nd Street.**
 2. **Permit #13-01, NE Fla. Association of Realtors "Hospice Bass Tournament" – April 27, 2013, 6 am to 5 pm – Palatka Riverfront Park**

AGENDA - CITY OF PALATKA

March 28, 2013

Page 2

REPORTS:

- * 4. **MONTHLY BUDGET REPORT** – Matt Reynolds, Finance Director
- * 5. **RESOLUTION No. 2013-9-97** authorizing the submittal of a Florida Fish and Wildlife Commission Florida Boating Improvement Program Grant for the Design, Permitting and Construction of a Downtown Palatka Riverfront Fueling Facility

PUBLIC HEARINGS:

- * 6. **ORDINANCE** Renewing and Extending the Electric Franchise Agreement with Clay Electric, originally adopted by Ordinance 81-25 on October 21, 1981 – 1st Reading
- * 7. **ORDINANCE** amending Chapter 10, Alcoholic Beverages to allow Sunday morning on-premises sales and consumption of alcoholic beverages at the municipal golf course – 1st Reading
- * 8. **ORDINANCE** amending Palatka Municipal Code Section 22-2, Cemetery Fund, and Appendix A, Fee Schedule, in regards to zoning matters, vehicles for hire and references to occupational license fees – 2nd Reading, Adopt
- * 9. **ORDINANCE** amending the Palatka Municipal Code to eliminate minimum lot sizes for churches in residential areas – 2nd Reading, Adopt
- * 10. **ORDINANCE** amending the Palatka Municipal Code regarding Outdoor Sales, seasonal or temporary goods and Farmer's Markets – 2nd Reading, Adopt
- * 11. **ORDINANCE** revising sign standards for Reid Street business locations in the Downtown zoning districts – 2nd Reading, Adopt

12. **CITY MANAGER & ADMINISTRATIVE REPORTS**

13. **COMMISSIONER COMMENTS**

14. **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 288.105

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:

April 20 – MOD March for Babies
May 24 thru 27 – Blue Crab Festival
May 27 – City Offices closed to observe Memorial Day Holiday
July 4 – City offices closed to observe Independence Day Holiday
Aug. 15 thru 17 – FLC Conference, Orlando FL
Sept. 2 – City offices closed to observe Labor Day Holiday

Board Openings:

Firefighters' Pension Board (City Commission Rep)
Tree Committee (at-large position)
Code Enforcement Board: 2 Vacancies (Arch. & Sub Contr.)

CITY OF PALATKA



Proclamation

WHEREAS, prescription pain killers and other prescription drugs are easily obtainable via “pill mills” aka pain clinics, that the abuse and illegal sale of these drugs is now rampant among all genres, with the middle class being the fastest growing category affected; accordingly, Putnam County’s prescription drug and alcohol abuse problem continues to grow epidemically; and

WHEREAS, for the last eleven consecutive years, deaths caused by accidental prescription drug overdoses have steadily increased each year at an ever alarming rate, with the CDC reporting 36,450 reported accidental drug overdoses in 2011, up from 19,838 reported accidental drug overdoses in 2004. Today accidental drug overdose deaths far exceed the number of deaths due to fatal car accidents, which was not true in 2007; and

WHEREAS, it has been reported that 80% of the pain pills in the world are being consumed by Americans; statistics show that one American dies every nineteen minutes due to an accidental drug overdose and that prescription opiate overdoses kill more people than heroine and cocaine combined; and

WHEREAS, Synthetic drugs, marketed as “bath salts” and “spice,” are a growing national problem. These products mimic the pharmacological effects of amphetamines, cocaine, ecstasy, heroine, marijuana and other illegal drugs and are sold over the counter at gas stations, convenience stores, and other businesses, even though their use and sale has been banned by the Florida Legislature. The legal manufacture, sale & distribution of these synthetic drugs creates a substantial drain on local, state and federal resources that can be better used to stimulate positive socio-economic factors that influence local economic development and jobs creation; and

WHEREAS, underfunded counties like Putnam County, and municipalities like Palatka are devoting too many resources towards fighting the social and economic effects of prescription and synthetic drug and alcohol abuse upon its populace; billions of tax dollars and personal income is spent every year on the rising cost of health care as a result of drug and alcohol related overdoses, emergency room visits, Baker Act Transports, Court costs, law enforcement, thefts and other more serious crimes, and it is imperative our whole community come together to work together to combat this problem that has so detrimentally affected most, if not all of our lives in some form or fashion.

NOW, THEREFORE, I, Vernon Myers, Mayor of the City of Palatka, Florida, together with the members of the Palatka City Commission, hereby proclaim the month of April, 2013 as

ANTI-DRUG AND ALCOHOL ABUSE AND ADDICTION AWARENESS AND COMBAT MONTH

in the City of Palatka, and encourage all citizens, families, church leaders and congregations, local government leaders, law enforcement, and mental health & drug coalition representatives to attend the 2013 U-Turn Anti-Drug and Alcohol Dependent Community Outreach on April 13th at Palatka’s Riverfront Park from 11:00 am to 4 pm.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the City of Palatka, Florida on this 28th day of March, in the Year of Our Lord Two Thousand Thirteen.

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

PALATKA CITY COMMISSION

By: Vernon Myers, MAYOR

CITY OF PALATKA



Proclamation

WHEREAS, the American Cancer Society is designating the week of April 8 through 14, 2013 as Relay for Life week; and

WHEREAS, during this week, fundraising events will occur to raise money in an effort to help prevent cancer and to support those battling this life-threatening disease; and

WHEREAS, the money raised from these events helps eliminate cancer through research, education, advocacy, and service; and

WHEREAS, the Relay for Life opens with cancer survivors walking the first lap -- an emotional time that sets the stage for the importance of this event; and

WHEREAS, during the Relay for Life, a luminary service is held to honor survivors and to remember those who have lost the battle against cancer; and

WHEREAS, the luminaries are left burning throughout the night to remind participants of the importance of this contribution.

NOW, THEREFORE, BE IT RESOLVED that I, Vernon Myers, Mayor of the City of Palatka, together with the members of the Palatka City Commission, do hereby declare and proclaim the week of April 8 - 14, 2013 as

RELAY FOR LIFE WEEK

in the City of Palatka, and urge all citizens to become familiar with this very worthwhile event, and to thank it's organizers and participants for volunteering their time and talents to raise money for and bring awareness to the mission to eliminate all forms of cancer.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Palatka to be affixed this 28th day of March, in the Year of Our Lord Two Thousand and Thirteen.

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

PALATKA CITY COMMISSION

By: Vernon Myers, MAYOR

CITY OF PALATKA



Proclamation

WHEREAS, service to others is a hallmark of the American character, and central to how we meet our challenges, and the nation's mayors are increasingly turning to national service and volunteerism as a cost-effective strategy to meet city needs; and,

WHEREAS, AmeriCorps and Senior Corps address the most pressing challenges facing our cities and nation, from educating students for the jobs of the 21st century and supporting veterans and military families to preserving the environment and helping communities recover from natural disasters; and

WHEREAS, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

WHEREAS, national service participants serve in more than 70,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

WHEREAS, national service participants increase the impact of the organizations they serve with, both through their direct service and by recruiting and managing millions of additional volunteers; and,

WHEREAS, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and,

WHEREAS, the Corporation for National and Community Service shares a priority with mayors nationwide to engage citizens, improve lives, and strengthen communities; and is joining with mayors across the country to support the Mayors Day of Recognition for National Service on April 9, 2013.

NOW, THEREFORE, I, Vernon Myers, Mayor of the City of Palatka, Florida, together with the members of the Palatka City Commission, do hereby proclaim April 9, 2013, as

NATIONAL SERVICE RECOGNITION DAY

in the City of Palatka, and encourage residents to recognize the positive impact of national service in our city, to thank those who serve; and to find ways to give back to their communities.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the City of Palatka, Florida on this 28th day of March, in the Year of Our Lord Two Thousand Thirteen.

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

PALATKA CITY COMMISSION

By: Vernon Myers, MAYOR

March 11, 2013

Mr. Vernon Myers, Mayor of Palatka
City of Palatka
201 North Second Street
Palatka, FL 32177

Dear Mayor Myers:

Since 2002, Communities In Schools has sponsored the Senior Corps Foster Grandparent Program (FGP). The Foster Grandparent Program is a volunteer project where adults age 55 and older serve as tutors and mentors, working one-on-one, with children/students who have special needs. The FGP receives federal funding through the Corporation for National and Community Service.

For the 2012-2013 program year, forty (40) Foster Grandparent volunteers are serving 230 children throughout Putnam County at the following sites:

Volunteer Site	# of Volunteers
Moseley Elementary	5
James A. Long	4
Children's Reading Center Charter School	1
Mellon Elementary School	4
Ragsdale RCMA	2
Interlachen Elementary School	8
C.H. Price Middle School	2
RCMA Walker Child Development Center	3
Ochwilla Elementary School	4
Browning-Pearce Elementary School	5
Middleton-Burney Elementary School	2

The volunteers, primarily, help children develop strong early literacy skills as well as providing much needed nurturing.

To show your support for what the Foster Grandparents do to strengthen the youth of Putnam County, Communities In Schools would like to invite you to participate in the **Mayors Day of Recognition for National Service** on Tuesday, April 9, 2013. This is a national initiative led by U.S. Conference of Mayors, the Corporation for National and Community Service, Cities of Service, FL League of Cities, and others.

The goal of the Mayors Day of Recognition is to have local mayors highlight the impact of service in communities and thank individuals who serve. More than 300 U.S. mayors have signed on, nationwide, to participate and have registered on the Corporation for National and Community Service website www.NationalService.gov.

As of today, the following Florida mayors have agreed to participate:

Buddy Dyer (Orlando), Alvin Brown (Jacksonville), Tomas Regalado (Miami), Bob Buckhorn,(Tampa), Craig Cates (Key West), Beth Talabisco (Tamarac), Eula Clarke (Stuart), Sarah Seevers (Destin), George Creteko (Clearwater), John F. Sorey III (Naples), Frank Ortis (Pembroke Pines), Ashton Hayward (Pensacola), and Gary Resnick (Wilton Manors).

The recognition event does not need to be elaborate. Some mayors have decided to issue a simple proclamation (see enclosed Sample Proclamation). Other mayors will hold public events, engage with national service members and volunteers, and use both traditional and social media to highlight the value of national service to the nation's cities. How a mayor decides to recognize national service volunteers is a personal choice.

It is with great hope that you will consider participating in this initiative. For full details about how to get involved in the Mayors Day of Recognition for National Service, please review the enclosed materials or contact me at Communities In Schools at 386-328-6141 or lisa@cisnef.org. Also, if you decide to issue a proclamation and would like me and/or a Foster Grandparent volunteer to be present for the ceremony, we would be honored to attend. Simply send me an email or call me. Thank you for your time and consideration.

Respectfully,



Lisa Valukevich,
Foster Grandparent Program Director



Mayors Day of Recognition for National Service

Tuesday, April 9, 2013

Every day, in cities across America, national service is tackling tough problems and strengthening communities. On April 9, 2013, Mayors across the country will thank those who serve and recognize their impact on the first-ever Mayors Day of Recognition for National Service.



At a time of fiscal constraint, the nation's Mayors are increasingly turning to national service and volunteerism as a cost-effective strategy to address city challenges. Whether supporting food banks and homeless shelters, restoring city parks, building homes, providing health services, tutoring and mentoring students, and managing community volunteers, national service members help mayors tackle tough problems. To spotlight their impact and thank those who serve, the Corporation for National and Community Service (CNCS), in cooperation with the United States Conference of Mayors (USCM) will hold the first-ever **Mayors Day of Recognition for National Service** on April 9, 2013. On this day, mayors across the country will hold public events and use traditional and social media to highlight the value and impact of national service to the nation's cities.

National Service: A Resource for Cities

As the federal agency dedicated to national service and volunteering, CNCS annually engages four million citizens in service at more than 70,000 sites across the country. Through AmeriCorps, VISTA, NCCC, Senior Corps, the Social Innovation Fund, and other programs, CNCS leverages federal and private funds to support organizations that achieve measurable results where the need is greatest. A significant portion of this investment is focused on cities. CNCS has investments in more than 500 cities with a population of at least 30,000. Last year, CNCS leveraged more than \$1 billion in investments for organizations operating or based in these cities. National service also plays a key role in many smaller cities and towns and rural areas.

Why a Mayors Day of Recognition?

As solution-focused local elected officials, mayors have a unique role in this country. Mayors' focus on engaging citizens and meeting local needs matches CNCS's mission to improve lives, strengthen communities, and foster civic engagement. CNCS's priority on expanding economic opportunity to create sustainable and resilient communities directly aligns with the goals of mayors. While mayors of both parties have successfully used national service to address local problems for decades, national service programs are not well known. A coordinated day of recognition presents a unique opportunity to spotlight the key role that national service plays in solving local problems and challenges.

Who Can Participate?

Mayors, city or county managers, or other chief executives of cities of any size.

How Can Mayors get involved?

Mayors are encouraged to hold a public event, issue a proclamation or other form of recognition, and use traditional or social media to highlight the impact of national service. Here are several ways mayors can participate:

- Issue a mayoral proclamation naming April 9 as National Service Recognition Day
- Visit national service programs or projects in order to highlight their value to the city
- Invite national service programs (and their members and organization's board of directors) to City Hall for a public roundtable to discuss how they address city problems
- Issue a press release or report on the scope and impact of national service in your city
- Serve with a national service program as a "member" for a day to highlight the important work being done in their community
- Use Twitter, Facebook, and other social media outlets to thank national service programs and members serving in your community
- Write an op-ed about the unique contributions of national service your city
- Take a group photo with all national service members in your city

What are the Goals of the Day?

- Highlight how mayors use national service to solve their local challenges
- Thank national service members for their commitment and impact
- Build public awareness about the value and impact of national service to the nation's cities
- Highlight the role that national service plays in recruiting and managing citizen volunteers to focus and amplify their impact
- Provide opportunities for Mayors to communicate about the impact of national service to national policymakers
- Generate press coverage and online discussion about Mayors supporting service

Additional Resources

CNCS offers a variety of resources that can help Mayors learn about national service and volunteering in their cities expand the scope and impact of volunteering by their residents:

- The annual Volunteering and Civic Life in America report is the most comprehensive data on volunteering ever assembled, providing detailed information on volunteering trends and demographics in the U.S., all fifty states, and more than 150 major cities. Visit: www.volunteeringinamerica.gov
- Each year, CNCS produces National Service State Profiles that list all funding, projects, and participants in every state. CNCS will also produce profiles for cities in preparation for the Mayors Day of Recognition for National Service.

Where Can I Learn More?

To learn more or register your city to participate, go to www.nationalservice.gov/mayorsforservice or contact Collin Burton, Office of Government Relations, 202-606-6902 or cburton@cns.gov. You can also contact the CNCS Director in your state. A list of CNCS state offices can be found here: <http://www.nationalservice.gov/about/contact/stateoffices.asp>

About CNCS

The Corporation for National and Community Service is a federal agency that engages more than four million Americans in service through its AmeriCorps, Senior Corps, Social Innovation Fund, and other programs, and leads President's national call to service initiative, United We Serve. For more information, visit NationalService.gov.

About USCM

The United States Conference of Mayors (USCM) is the official non-partisan organization of cities with populations of 30,000 or more. There are 1,295 such cities in the country today. Each city is represented in the Conference by its chief elected official, the mayor.

Agenda Item

3a



CITY COMMISSION AGENDA ITEM

SUBJECT: A Resolution of the City of Palatka, Florida, amending Resolution No. 9-59, adopted on 12/13/12, which authorized Staff to submit a grant application to USDA for the purchase of two police vehicles, to more accurately reflect the amount of grant funding - Adopt

DEPARTMENT: Admin/Clerk

ATTACHMENTS: ___ Ordinance ___ X Resolution ___ Motion
___ x Support Documents ___ Other

SUMMARY: On December 13, 2012, the City Commission adopted Resolution No 9-59 approving an application to USDA for grant funds for the purchase of two police vehicles, and authorizing the Mayor to execute all documents associated with that Grant. USDA has come back and asked the Commission amend that Resolution to more accurately reflect that the total amount of the project is \$74,400, with \$40,900 being the amount of the USDA grant, and \$33,500 being the City's contribution to the total project amount. The attached resolution, which also provides budget amendments, amends Resolution 9-59 to accurately reflect those amounts.

RECOMMENDED ACTION: Adopt Resolution No. 2013-9-91 amending Resolution 9-59 which was adopted on 12/13/12, to more accurately reflect the amount of grant funding for a grant application to USDA for funds for the purchase of two police vehicles..

DEPARTMENT HEAD Submitted: Betsy Driggers Date: 03/18/13
Requested Agenda Consent Date: 03/28/13

FINANCE DEPARTMENT Budgeted x Yes ___ No ___ N/A Date: 3/21/13

CITY ATTORNEY Approved as to Form and Correctness Date:

CITY MANAGER Approved Agenda Item For: [Signature] Date: 3/18/13

COMMISSION ACTION: ___ Approved as Recommended ___ Disapproved
___ Approved With Modification ___ Tabled To Time Certain
___ Other

DISTRIBUTION: ___ APT ___ CA ___ CC ___ CM ___ FIN ___ FD ___ P&C ___ PD ___ PLN ___ S&S ___ W&S ___ WTP ___ WWTP

This Resolution Being Amended
by Resolution
2013-9-91

RESOLUTION No. 9 - 59

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA TO ENTER INTO A GRANT AGREEMENT WITH THE UNITED STATES DEPARTMENT OF AGRICULTURE TO PURCHASE POLICE PATROL VEHICLES, AND AUTHORIZING EXECUTION AND SUBMITTAL OF ALL NECESSARY DOCUMENTS IN CONNECTION THEREWITH

WHEREAS, the City of Palatka desires to apply for a United States Department of Agriculture Grant in the amount of \$74,400.00 to purchase police patrol vehicles, which requires a contribution of \$33,500.00 by the City of Palatka; and

WHEREAS, a public hearing was held on December 13, 2012 before the Palatka City Commission regarding its intent to apply for USDA funds for the purpose of purchasing police patrol vehicles, in order to allow the public to become acquainted with the project and to comment on such items as economic and environmental impacts, service area, alternatives to the project, and other matters of concern; and

WHEREAS, the Palatka City Commission has determined it is in the public's best interest to move forward with submittal of said Grant Application.

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

Section 1. The City of Palatka shall apply for a grant in the amount of \$74,400.00 from the United States Department of Agriculture (USDA), which requires a contribution of \$33,500.00 from the City of Palatka, with the proceeds of said grant being utilized to purchase police patrol vehicles for the Palatka Police Department;

Section 2. The Mayor, Vernon Myers, is specifically authorized to execute any and all documents necessary and required by USDA to file the Grant Application referred to in Section 1 above, and to confirm the City's assurance that the City will comply, as appropriate, with those requirements under Title VI, Civil Rights Act of 1964, Drug-Free Workplace Regulations and Equal Opportunity Regulations, and any other Federal regulations as may be required by USDA; and

Section 3. That the revenues of the City of Palatka General Fund for the Fiscal Year 2012-2013 Budget are amended as follows:

This Resolution being amended by Res. 2013-9-91

REVENUES:

<u>Revenue Number</u>	<u>Description</u>	<u>Last Approved</u>	<u>Recommended Amendments</u>	<u>As Amended</u>
001-00-331-2-5503	USDA POLICE VEHICLES	\$ -	\$ 74,400	\$ 74,400
TOTAL REVENUES AMENDED:		\$ -	\$ 74,400	\$ 74,400

Section 4. That the expenditures of the City of Palatka General Fund for the Fiscal Year 2012-2013 Budget are amended as follows:

EXPENDITURES:

<u>Expenditure Number</u>	<u>Description</u>	<u>Last Approved</u>	<u>Recommended Amendments</u>	<u>As Amended</u>
001-07-521-6-6402	VEHICLE PURCHASES (USDA GRANT)	\$ -	\$ 107,900	\$ 107,900
001-83-581-9-9919	RED LIGHT CAMERA RESERVE	\$ 195,695	\$ (33,500)	\$ 162,195
TOTAL EXPENDITURES AMENDED:		\$ 195,695	\$ 74,400	\$ 270,095

Section 5. That the City Manager is hereby designated as the City's authorized representative in carrying out the City's responsibilities under the grant agreement.

PASSED AND ADOPTED by the Palatka City Commission this 13th day of December, 2012.

CITY OF PALATKA

By: Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY



Florida/Virgin Islands
2441 NE 3rd Street
Suite 204-1
Ocala, FL 34470

Ocala Area Office
Telephone: (352) 732-9796
FAX: (352) 732-9728
TDD: (352) 338-3499
www.rurdev.usda.gov/fl

March 7, 2013

Honorable Vernon Myers
City of Palatka
201 N 2nd Street
Palatka, FL 32177

Re: Community Facility Grant Application
Police Car Purchase

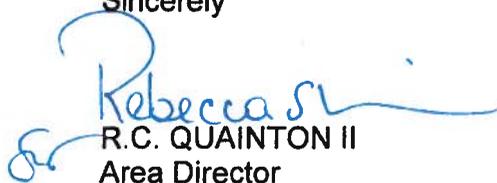
Dear Mayor Myers:

The following items need to be updated in order to continue the processing of the community facility application for the purchase of police cars.

- We need a copy of the minutes for the public meeting that was held on December 13, 2012.
- Please sign the attached from SF 424, SF 424B
- Resolution No. 9-59 needs to be rescinded/amended as it implies that the total USDA Grant is for \$74,400.00 which is actually the total project cost.

If you have any questions in this matter, please contact Rebecca Manning of this office at 352-732-9796 extension 123 or by email at Rebecca.manning@fl.usda.gov.

Sincerely


R.C. QUANTON II
Area Director

cc: Jonathan Griffith
Sgt Toby Williams

RCQ/rsm

**APPLICATION FOR
FEDERAL ASSISTANCE**

Version 7/03

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

5. APPLICANT INFORMATION

Legal Name: CITY OF PALATKA	Organizational Unit: Department: POLICE DEPARTMENT
Organizational DUNS: 010595445	Division:
Address: Street: 201 N 2ND STREET	Name and telephone number of person to be contacted on matters involving this application (give area code) Prefix: Middle Name: First Name: TOBBY
City: PALATKA	Last Name WILLIAMS
County: PUTNAM	Suffix:
State: FL Zip Code 32177	Email: TWILLIAMS@PALATKA-FL.GOV
Country: USA	Phone Number (give area code) 386-329-0115 Fax Number (give area code) 386-329-0159

6. EMPLOYER IDENTIFICATION NUMBER (EIN):
59-8000401

8. TYPE OF APPLICATION:
 New Continuation Revision
 If Revision, enter appropriate letter(s) in box(es)
 (See back of form for description of letters.)
 Other (specify)

7. TYPE OF APPLICANT: (See back of form for Application Types)
 C - PUBLIC BODY
 Other (specify)

9. NAME OF FEDERAL AGENCY:

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:
10-766

TITLE (Name of Program):
COMMUNITY FACILITIES LOAN/GRANT PROGRAM

12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):
CITY OF PALATKA

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
PURCHASE POLICE CAR(S)

13. PROPOSED PROJECT
 Start Date: 10/01/2013 Ending Date: 10/01/2014

14. CONGRESSIONAL DISTRICTS OF:
 a. Applicant b. Project

15. ESTIMATED FUNDING:

a. Federal	\$ 40,900.00
b. Applicant	\$ 33,500.00
c. State	\$.00
d. Local	\$.00
e. Other	\$.00
f. Program Income	\$.00
g. TOTAL	\$ 74,400.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
 a. Yes. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON
 DATE:
 b. No. PROGRAM IS NOT COVERED BY E. O. 12372
 OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
 Yes if "Yes" attach an explanation. No

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

a. Authorized Representative

Prefix	First Name VERNON	Middle Name
Last Name MYERS	Suffix	
b. Title MAYOR	c. Telephone Number (give area code) 386-329-0100	
d. Signature of Authorized Representative	e. Date Signed	

INSTRUCTIONS FOR THE SF-424

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

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

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

Item:	Entry:	Item:	Entry:
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as Item 15.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State Intergovernmental review process.
7.	Select the appropriate letter in the space provided. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>A. State</p> <p>B. County</p> <p>C. Municipal</p> <p>D. Township</p> <p>E. Interstate</p> <p>F. Intermunicipal</p> <p>G. Special District</p> <p>H. Independent School District</p> </div> <div style="width: 45%;"> <p>I. State Controlled Institution of Higher Learning</p> <p>J. Private University</p> <p>K. Indian Tribe</p> <p>L. Individual</p> <p>M. Profit Organization</p> <p>N. Other (Specify)</p> <p>O. Not for Profit Organization</p> </div> </div>	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
8.	Select the type from the following list: <ul style="list-style-type: none"> • "New" means a new assistance award. • "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. • "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: <div style="display: flex; justify-content: space-around; font-size: small;"> A. Increase Award B. Decrease Award </div> <div style="display: flex; justify-content: space-around; font-size: small;"> C. Increase Duration D. Decrease Duration </div> 	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
9.	Name of Federal agency from which assistance is being requested with this application.		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		

ASSURANCES - NON-CONSTRUCTION PROGRAMS

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

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

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

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

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

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11888; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (Identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

<p>* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</p> <p>Completed on submission to Grants.gov Vernon Myers, Mayor</p>	<p>* TITLE</p> <p>Mayor</p>
<p>* APPLICANT ORGANIZATION</p> <p>City of Palatka</p>	<p>* DATE SUBMITTED</p> <p>Completed on submission to Grants.gov</p>

*Agenda
Item*

3b



AGENDA ITEM

SUBJECT: A Resolution of the City of Palatka, Florida, adopting Budget Amendments for FY2012-2013 for 2/1/2013 through 2/28/2013

DEPARTMENT: Finance

ATTACHMENTS: Ordinance Resolution Motion
 Support Documents Other

SUMMARY: The City budget is governed by Chapter 166.241 and 200.065, Florida Statutes. These Statutes provide that the total budget at the fund level, once approved, cannot be exceeded unless a supplemental budget appropriation is enacted by the City Commission.

The Finance Department is requesting the attached budget amendments due to on-going requests from department heads to shift money from one line to another as well as performing adjustments to various revenue and expenditure lines to ensure that every line remains within budget.

RECOMMENDED ACTION: Staff recommends adoption of Resolution 2013-9-92 in order to be in compliance with Florida Statutes.

DEPARTMENT HEAD	Submitted: Matt Reynolds	Date: 03-19-2013
	Requested Agenda: Consent	Date: 03-28-2013

FINANCE DEPARTMENT Budgeted Yes No N/A *MR* Date: 03-19-2013

CITY ATTORNEY Approved as to Form and Correctness Date: _____

CITY MANAGER Approved Agenda Item For: *M* Date: 3/20/13

COMMISSION ACTION: Approved as Recommended Disapproved
 Approved With Modification Tabled To Time Certain
 Other

DISTRIBUTION: CA CC CM CD FI FD GC HR MD PD PR UD

RESOLUTION No. 2013-9-92

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
AMENDING THE FY 2012-2013 BUDGET FOR FEBRUARY, 2013**

WHEREAS, the City of Palatka deems it reasonable and necessary to amend the FY 2012-2013 budget.

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

1. That the revenues of the City of Palatka General Fund Budget for the Fiscal Year 2012-2013 are amended as follows:

REVENUES:		Last	Recommended	As
<i>Revenue Number</i>	<i>Description</i>	Approved	Amendments	Amended
001-00-342-1-1007	POLICE DEPT-OT REIMBURSEMENTS	\$ 26,970	\$ (8,970)	\$ 18,000
001-00-362-0-3000	AMTRAK RENT	\$ 4,080	\$ (2,040)	\$ 2,040
001-00-364-0-4900	SURPLUS EQUIPMENT-GENERAL	\$ 1,040	\$ 2,500	\$ 3,540
001-00-334-3-8000	GP ENVIRONMENTAL CENTER	\$ -	\$ 800,000	\$ 800,000
TOTAL REVENUES AMENDED:		\$ 32,090	\$ 791,490	\$ 823,580

2. That the expenditures of the City of Palatka General Fund Budget for the Fiscal Year 2012-2013 are amended as follows:

EXPENDITURES:		Last	Recommended	As
<i>Expenditure Number</i>	<i>Description</i>	Approved	Amendments	Amended
001-01-512-1-1200	REGULAR SALARIES	\$ 160,095	\$ 12,001	\$ 172,096
001-01-512-1-2100	FICA TAX EXPENSE	\$ 41,413	\$ (6,435)	\$ 34,978
001-01-512-1-2200	RETIREMENT EXPENSE	\$ 105,443	\$ 3,396	\$ 108,839
001-01-512-1-2300	HEALTH AND LIFE INSURANCE	\$ 43,958	\$ (4,469)	\$ 39,489
001-01-512-3-3100	PROFESSIONAL SERVICES	\$ 798	\$ 300	\$ 1,098
001-01-512-3-4024	SCHOOLING/CONF-COMM KITCHENS	\$ 900	\$ (300)	\$ 600
001-01-512-3-4630	VEHICLE MAINTENANCE	\$ 500	\$ 190	\$ 690
001-01-512-3-4700	PRINTING AND BINDING	\$ 4,832	\$ (190)	\$ 4,642
001-02-524-1-1200	REGULAR SALARIES	\$ 93,120	\$ (15,795)	\$ 77,325
001-02-524-1-2100	FICA TAX EXPENSE	\$ 15,915	\$ (1,206)	\$ 14,709
001-02-524-1-2200	RETIREMENT EXPENSE	\$ 55,338	\$ (4,202)	\$ 51,136
001-02-524-1-2300	HEALTH AND LIFE INSURANCE	\$ 19,089	\$ (111)	\$ 18,978
001-02-524-1-2400	WORKERS COMP	\$ 342	\$ (44)	\$ 298
001-02-524-3-3100	PROFESSIONAL SERVICES	\$ 7,500	\$ (1,000)	\$ 6,500
001-02-524-3-4020	SCHOOLING, CONFERENCE, ETC	\$ 4,000	\$ (1,085)	\$ 2,915
001-02-524-3-4100	COMMUNICATIONS SERVICES	\$ 2,100	\$ (200)	\$ 1,900
001-02-524-3-4200	POSTAGE AND FREIGHT	\$ 2,500	\$ (135)	\$ 2,365
001-02-524-3-4310	NATURAL GAS	\$ 50	\$ 100	\$ 150
001-02-524-3-4610	BUILDING MAINTENANCE	\$ 15,100	\$ (6,650)	\$ 8,450

001-02-524-3-4620	EQUIPMENT MAINTENANCE	\$ 2,200	\$ 2,400	\$ 4,600
001-02-524-3-4630	VEHICLE MAINTENANCE	\$ 1,400	\$ (800)	\$ 600
001-02-524-3-4700	PRINTING AND BINDING	\$ 200	\$ 2,500	\$ 2,700
001-02-524-3-5100	OFFICE SUPPLIES	\$ 500	\$ (100)	\$ 400
001-02-524-3-5110	CODE ENFORCEMENT	\$ 350	\$ (350)	\$ -
001-02-524-3-5210	GAS AND LUBRICANTS	\$ 1,200	\$ (400)	\$ 800
001-02-524-3-5260	UNIFORMS	\$ 300	\$ (100)	\$ 200
001-04-519-3-3120	SURPLUS EQUIPMENT AUCTION COSTS	\$ 240	\$ 460	\$ 700
001-04-519-3-4510	INSURANCE CLAIMS	\$ 7,652	\$ 10,348	\$ 18,000
001-17-516-3-3100	PROFESSIONAL SERVICES	\$ 41,995	\$ 3,316	\$ 45,311
001-18-519-6-6450	GP ENVIRONMENTAL CENTER	\$ -	\$ 800,000	\$ 800,000
001-19-521-1-1200	REGULAR SALARIES	\$ -	\$ 15,795	\$ 15,795
001-19-521-1-2100	FICA TAX EXPENSE	\$ -	\$ 1,206	\$ 1,206
001-19-521-1-2200	RETIREMENT EXPENSE	\$ -	\$ 4,202	\$ 4,202
001-19-521-1-2300	HEALTH AND LIFE INSURANCE	\$ -	\$ 111	\$ 111
001-19-521-1-2400	WORKERS COMP	\$ -	\$ 44	\$ 44
001-19-521-3-3100	PROFESSIONAL SERVICES	\$ -	\$ 1,000	\$ 1,000
001-19-521-3-4020	SCHOOLING, CONFERENCE, ETC.	\$ -	\$ 1,085	\$ 1,085
001-19-521-3-4100	COMMUNICATIONS SERVICES	\$ -	\$ 200	\$ 200
001-19-521-3-4200	POSTAGE AND FREIGHT	\$ -	\$ 135	\$ 135
001-19-521-3-4630	VEHICLE MAINTENANCE	\$ -	\$ 800	\$ 800
001-19-521-3-4640	RADIO MAINTENANCE	\$ -	\$ 150	\$ 150
001-19-521-3-4700	PRINTING AND BINDING	\$ -	\$ 1,650	\$ 1,650
001-19-521-3-5100	OFFICE SUPPLIES	\$ -	\$ 100	\$ 100
001-19-521-3-5210	GAS AND LUBRICANTS	\$ -	\$ 600	\$ 600
001-19-521-3-5260	UNIFORMS	\$ -	\$ 100	\$ 100
001-81-581-9-9130	TRANSFER TO TIF	\$ 198,270	\$ (2,170)	\$ 196,100
001-82-581-9-9900	GENERAL CONTINGENCY	\$ 100,000	\$ (24,957)	\$ 75,043
TOTAL EXPENDITURES AMENDED:		\$ 927,300	\$ 791,490	\$ 1,718,790

3. That the revenues of the City of Palatka Airport Fund Budget for the Fiscal Year 2012-2013 are amended as follows:

REVENUES:		Last	Recommended	As
<u>Revenue Number</u>	<u>Description</u>	<u>Approved</u>	<u>Amendments</u>	<u>Amended</u>
005-00-344-1-1030	DONATIONS-FLY-IN EVENT	\$ 2,000	\$ 5,988	\$ 7,988
TOTAL REVENUES AMENDED:		\$ 2,000	\$ 5,988	\$ 7,988

4. That the expenditures of the City of Palatka Airport Fund Budget for the Fiscal Year 2012-2013 are amended as follows:

EXPENDITURES:

<u>Expenditure Number</u>	<u>Description</u>	Last Approved	Recommended Amendments	As Amended
005-05-542-3-4610	BUILDING/HANGAR MAINTENANCE	\$ 10,000	\$ (2,550)	\$ 7,450
005-05-542-3-5100	OFFICE SUPPLIES	\$ 350	\$ 300	\$ 650
005-05-542-3-5200	FLY-IN EVENT-DONATIONS	\$ -	\$ 7,988	\$ 7,988
005-05-542-3-5210	GAS AND LUBRICANTS	\$ 850	\$ 2,050	\$ 2,900
005-05-542-3-5230	JANITORIAL SUPPLIES	\$ 500	\$ 200	\$ 700
005-05-542-6-6292	SOUTH AIRPORT DRAINAGE	\$ 333,537	\$ (333,537)	\$ -
005-05-542-9-9900	CONTINGENCY/RESERVE	\$ (67,143)	\$ (2,000)	\$ (2,435)
TOTAL EXPENDITURES AMENDED:		\$ (55,443)	\$ 5,988	\$ (49,455)

5. That the revenues of the City of Palatka Tax Increment Fund Budget for the Fiscal Year 2012-2013 are amended as follows:

REVENUES:

<u>Revenue Number</u>	<u>Description</u>	Last Approved	Recommended Amendments	As Amended
030-00-369-9-1000	NORTH HISTORIC REFUND/REIMBURSE	\$ -	\$ 8,420	\$ 8,420
TOTAL REVENUES AMENDED:		\$ -	\$ 8,420	\$ 8,420

6. That the expenditures of the City of Palatka Tax Increment Fund Budget for the Fiscal Year 2012-2013 are amended as follows:

EXPENDITURES:

<u>Expenditure Number</u>	<u>Description</u>	Last Approved	Recommended Amendments	As Amended
030-30-580-3-3104	UF MASTER PLANNING	\$ 6,000	\$ (2,000)	\$ 4,000
030-30-580-3-3105	SMALL BUSINESS DEV CENTER	\$ 4,062	\$ 10,000	\$ 14,062
030-30-580-6-6316	WAYFINDING	\$ 21,711	\$ (8,000)	\$ 13,711
030-30-580-9-9903	CONTINGENCY/RESERVE-N HISTORIC	\$ 13,420	\$ 8,420	\$ 21,840
TOTAL EXPENDITURES AMENDED:		\$ 45,193	\$ 8,420	\$ 53,613

7. That the revenues of the City of Palatka Water Fund Budget for the Fiscal Year 2012-2013 are amended as follows:

REVENUES:

<u>Revenue Number</u>	<u>Description</u>	Last Approved	Recommended Amendments	As Amended
041-00-381-0-2000	TRANSFER FROM GAS AUTHORITY	\$ 100,000	\$ (100,000)	\$ -
TOTAL REVENUES AMENDED:		\$ 100,000	\$ (100,000)	\$ -

8. That the expenditures of the City of Palatka Water Fund Budget for the Fiscal Year 2012-2013 are amended as follows:

EXPENDITURES:		Last	Recommended	As
<u>Expenditure Number</u>	<u>Description</u>	<u>Approved</u>	<u>Amendments</u>	<u>Amended</u>
041-12-535-1-1200	REGULAR SALARIES	\$ 338,253	\$ (800)	\$ 337,453
041-12-535-3-4200	POSTAGE AND FREIGHT	\$ 1,000	\$ 800	\$ 1,800
041-29-536-9-9901	CONTINGENCY/RESERVE	\$ 193,377	\$ (100,000)	\$ 93,377
TOTAL EXPENDITURES AMENDED:		\$ 532,630	\$ (100,000)	\$ 432,630

9. That the expenditures of the City of Palatka Sanitation Fund Budget for the Fiscal Year 2012-2013 are amended as follows:

EXPENDITURES:		Last	Recommended	As
<u>Expenditure Number</u>	<u>Description</u>	<u>Approved</u>	<u>Amendments</u>	<u>Amended</u>
043-10-534-3-4510	LIABILITY INSURANCE CLAIMS	\$ 500	\$ 1,774	\$ 2,274
043-10-534-3-5290	GARBAGE CONTAINERS/DUMPSTERS	\$ 24,714	\$ (1,774)	\$ 22,940
TOTAL EXPENDITURES AMENDED:		\$ 25,214	\$ -	\$ 25,214

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 28th day of March, 2013.

CITY OF PALATKA

By: Its **MAYOR**

ATTEST:

CITY CLERK

**APPROVED AS TO FORM
AND CORRECTNESS:**

CITY ATTORNEY

Agenda Item

3c



CITY COMMISSION AGENDA ITEM

SUBJECT: A Resolution of the City of Palatka, Florida, declaring a 1989 Spartan Fire Engine to be surplus, and directing the City Manager to dispose of it in accordance with city administrative procedures

DEPARTMENT: Admin/City Manager

ATTACHMENTS: ___ Ordinance ___ X Resolution ___ Motion
___ x Support Documents ___ Other

SUMMARY: This is a request to adopt a resolution declaring the 1989 Spartan Fire Engine (Engine #23, which was recently replaced) as surplus property for disposition.

RECOMMENDED ACTION: Adopt Resolution No. 2013-9-93 declaring the 1989 Spartan Fire Engine (formerly Engine #23) as surplus property and authorizing the City Manager to dispose of said Fire Engine in accordance with City administrative procedures.

DEPARTMENT HEAD Submitted: B. Driggers for M. Lambert Date: 03/18/13
Requested Agenda Consent Date: 03/28/13

FINANCE DEPARTMENT Budgeted ___ Yes x No ___ N/A Date: 3/21/13

CITY ATTORNEY Approved as to Form and Correctness Date:

CITY MANAGER Approved Agenda Item For: Date: 3/18/13

COMMISSION ACTION: ___ Approved as Recommended ___ Disapproved
___ Approved With Modification ___ Tabled To Time Certain
___ Other

DISTRIBUTION: ___ APT ___ CA ___ CC ___ CM ___ FIN ___ FD ___ P&C ___ PD ___ PLN ___ S&S ___ W&S ___ WTP ___ WWTP

RESOLUTION NO. 2013 – 9 - 93

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
DECLARING CERTAIN PROPERTY TO BE SURPLUS AND
DIRECTING THE CITY MANAGER TO DISPOSE OF
SURPLUS PROPERTY IN ACCORDANCE WITH CITY
ADMINISTRATIVE PROCEDURES**

WHEREAS, Florida Statute 274.05 provides government units with the authority to classify as surplus any of its property that has not been otherwise lawfully disposed of, that is obsolete, or the continued use of which is uneconomical or inefficient, or which serves no useful function, and to dispose of said property through sale or donation;

WHEREAS, The City of Palatka (the City) owns a 1989 Spartan Fire Engine VIN#4S7BT9L05KCOO2326 with a Hale Single Stage Pump, Model #SGSM12H/7S, Serial #8279; and

WHEREAS, this property has become obsolete over time, and

WHEREAS, City Staff has recommended that the property be deemed surplus items; and

WHEREAS, the City Commission has determined that it is in the best interest of the City to declare the property described herein to be surplus property for disposal in accordance with administrative procedures.

NOW, THEREFORE, Be it resolved by the City Commission of the City of Palatka, Florida, as follows:

- Section 1: The above recitals are true and correct, and are incorporated herein by reference;
- Section 2: The property described as a 1989 Spartan Fire Engine VIN#4S7BT9L05KCOO2326 with a Hale Single Stage Pump, Model #SGSM12H/7S, Serial #8279 is declared to be surplus property to be disposed of in accordance with administrative procedures;
- Section 3: The City Manager is hereby authorized to dispose of the surplus property in a manner consistent with administrative procedures, and to amend the City's inventory accordingly.

PASSED AND ADOPTED this 28th day of March, 2013, by the City Commission of the City of Palatka, Florida.

PALATKA CITY COMMISSION

By: _____
Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND

Betsy Driggers

From: Mike Lambert
Sent: Monday, March 18, 2013 11:59 AM
To: Betsy Driggers
Subject: RE: Surplus of Engine 23

[Gross Vehicle Weight Rating.](#) [Gross Axle Weight Rating](#)

From: Betsy Driggers
Sent: Saturday, March 16, 2013 12:41 PM
To: Mike Lambert
Subject: RE: Surplus of Engine 23

What is GVWR, GAWR?

Betsy Jordan Driggers, CMC
City Clerk, City of Palatka
Ph. 386-329-0100 ext 211
Fax 386-329-0199

PUBLIC RECORDS NOTICE: Under Florida law, e-mail addresses are public record. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this public entity. Instead, contact this office by phone or in person. Section 668.6076, Florida Statutes.

This e-mail and any files transmitted with it are intended solely for the recipient(s) to whom it is addressed.

From: Mike Lambert
Sent: Friday, March 15, 2013 3:12 PM
To: Betsy Driggers
Subject: Surplus of Engine 23

Betsy, here is the information on Engine 23, which we will be surplusing:

FMC
Spartan cab/chassis
VIN# 4S7BT9L05KCOO2326
Date of Manufacture 08/89

GVWR- 40,340
GAWR Front – 16,540
GAWR Rear – 23,800

Mileage – 156,648

Transmission – MT647
Motor – Cummins LT10

Pump – Hale Single Stage 1250 GPM
MODEL #SGSM12H/7S
Serial #8279

Pump #57450

Poly Tank 750 Gallons

*City of Palatka Fire Department
Chief Mike Lambert
500 N. Moody Rd.
Palatka, FL 32177
386-329-0155 (Ofc)
386-937-4217 (cell)*

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2012.0.2240 / Virus Database: 2641/5685 - Release Date: 03/17/13

Agenda Item

3d

RESOLUTION NO. 2013-9-94

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE CITY MANAGER AND CITY CLERK TO EXECUTE AND ATTEST A FLORIDA HUMANITIES COUNCIL GRANT AGREEMENT GR_0313_3881_2302 FOR THE ST. JOHNS RIVER HISTORIC BARTRAM TRAIL, AND AUTHORIZING THE EXECUTION OF ALL DOCUMENTS IN CONNECTION THEREWITH

WHEREAS, the City of Palatka and the Florida Humanities Council (FHC) have reached an agreement for the sharing of costs for the implementation of the St. Johns River Historic Bartram Trail (the PROJECT); and

WHEREAS, the total project cost for the above project is \$30,317, with \$15,000 in FHC funding, and the City of Palatka funding the remaining \$15,317; and

WHEREAS, it is in the best interest of the City of Palatka to go forward with the Grant Agreement.

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

1. That the Palatka City Commission confirms and approves the City of Palatka grant application to the FHC for the aforementioned grant funds for the implementation of the St. Johns River Historic Bartram Trail (the PROJECT); and
2. That the City Manager and City Clerk of the City of Palatka are hereby authorized to execute and attest FHC Grant Agreement No. **GR_0313_3881_2302** in the amount of \$15,000, which represents up to 49% of the total eligible costs associated with the above referenced PROJECT; and
3. That the City Manager is hereby authorized to sign all contracts and other documents as may be required in support of the PROJECT, after review and approval by the City Attorney.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 28TH day of March, 2013.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

GRANT AGREEMENT

between the Florida Humanities Council (FHC) and
City of Palatka (Grantee)



This Agreement and the Grantee's original application set forth the terms and conditions upon which the Florida Humanities Council (FHC) has awarded funds to the Grantee for the purposes specified in the approved Major Grant Application.

Grant Number: GR_0313_3881_2302
The grant number must be included on all communication (including email) with FHC concerning the grant.

Grantee: City of Palatka

Project Title: St. Johns River Historic Bartram Trail

Date Approved: February 22, 2013

Grant Amount: \$15,000

Minimum Sponsor Cost Share: \$15,000

Grant Period: March 1, 2013 – August 31, 2014

The Grantee agrees to administer the grant in compliance with the **General Provisions** and **Certifications** which follow and any applicable **Special Conditions** as noted:

GENERAL PROVISIONS

Payee: All grant funds will be made payable to the Grantee identified above. Any changes to payee must be pre-approved by FHC upon submittal of a Grant Change Request form. Grantee and assigned Project Director are responsible for the fiscal and programmatic management of all project activities.

Release of Grant Funds: The funds to be provided may be spent only in accordance with the provisions of the Major Grant Application and budget as approved by FHC. Upon return to FHC of ONE signed original Grant Agreement, certification of non-profit status, and copies of legislative letters sent, funds may be requested by Grantee in accordance with the payment schedule detailed on the Cash Request Form. Any funds provided in advance and not expended according to the approved budget must be returned to FHC.

Changes: The Major Grant Application submitted by Grantee is part of this contract and Grantee will carry out the project as set forth in the approved application, during the grant period specified and within the budget shown for the items covered by the FHC grant. Any significant changes to the scope or objectives of the project, the duration of the project, or the project budget must be approved in writing by FHC. FHC must also be notified if a change in project director will occur. Unapproved changes may result in loss of some or all funds covered by this agreement. Grantee must submit a Grant Change Request Form to FHC for any expected grant changes.

Financial Records / Sponsor Cost Share: It is advisable that the Grantee maintain a separate ledger account for this grant. A summary of all grant expenditures must be recorded and reported on the appropriate FHC financial form. All receipts and other financial records, including documentation of all in-kind contributions, must be kept by grantee for potential audit for a period of at least five years after the grant closes. Grantee is also required to document a minimum one-to-one match (cost share) for all FHC grant dollars expended. Financial reporting forms will be provided by FHC.

Limitations on the Use of Grant Funds: Depending on classification of sponsoring organization, grantee must comply with all allowable cost principles outlined in either OMB Circular A122, *Cost Principles for Nonprofit Organizations* or OMB Circular A-21 *Cost Principles for Educational Institutions*. In addition, grant funds may only be obligated during the specified grant period and in accordance with the originally approved grant application budget. Grantee must also comply with the current list of unallowable expenses published on the FHC website.

Fees or Charges: No admission or other fees may be charged to any participant in any activities conducted under this grant unless specifically approved in writing by FHC.

Collection and Use of Information: Where information is collected from the public in connection with this grant (as by interview, questionnaire, or evaluation), it may not, without prior approval from FHC and NEH, be represented as being collected for FHC, NEH or other federal agency.

Right to Reproduce: The federal government and FHC reserve a non-exclusive license to use and reproduce, without payment, any produced materials, including copyrighted material, arising out of grant activities.

Acknowledgement of Support and Disclaimer: Awarded funds are provided by the Florida Humanities Council through a grant from the National Endowment for the Humanities (NEH). All materials publicizing or resulting from award activities must contain an acknowledgement of FHC and NEH support and carry the appropriate FHC logo found on the FHC website. The acknowledgement must also include the following statement:

“Funding for this program was provided through a grant from the Florida Humanities Council with funds from the National Endowment for the Humanities. Any views, findings, conclusions or recommendations expressed in this (publication) (program) (exhibition) (website) do not necessarily represent those of the Florida Humanities Council or the National Endowment for the Humanities.”

Termination: FHC reserves the right to terminate this agreement at any time if, in sole discretion, it determines that the Grantee has made any misrepresentations, has in any way misappropriated grant funds, or has done anything inconsistent with the grant purpose/agreement. If within one year, the project has not started or no funds have been requested, the award may also be terminated.

Final Reports and Forms: Grantee is required to submit Final narrative and financial reports on forms to be provided by FHC within 60 days of the last grant-funded activity or the closing date of the grant period, whichever occurs first. Additional grant forms and resources, including publicity materials, can be found on the FHC website (www.flahum.org/grantforms).

CERTIFICATIONS

By signing this Agreement, Grantee certifies compliance with the following government-wide requirements:

1. **Uniform Administrative Requirements:** The uniform administrative requirements of the Office of Management and Budget Circular A-110 (2 CFR Part 215) apply to all grant recipients.
2. **Non-Profit Status:** Grantee certifies that the sponsoring organization is not an agency of the federal government, a for-profit business, or an individual. Grantee will also provide official documentation (i.e. Articles of Incorporation, IRS determination letters, By-Laws, Constitutions, etc.) which demonstrate that the organization is either an unincorporated association, a non-profit or not-for-profit corporation.
3. **Nondiscrimination Statutes:** Grantee certifies that it will comply with the following non-discrimination statutes and their implementing regulations:
 - a. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d et seq.)
 - b. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.)
 - c. The Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.)
 - d. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794)
 - e. The Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213)
3. **Lobbying Activities:** Grantee certifies that it will comply with the Byrd Anti-Lobbying Amendment as described in (31 U.S.C. 1352) and (18 U.S.C. 1913)
4. **Drug-Free Workplace Requirements:** Grantees are required to maintain a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988.
5. **Debarment and Suspension:** Grantees are prohibited from doing business with any organization or person if they have been debarred or suspended by any federal department or agency (2CFR Parts 180 and 3369)
6. **Labor Standards:** Grantees are subject to the labor standards set forth in 29 CFR Part 505 and the Davis-Beacon Act as amended (40 U.S.C. 276a through 276a-5)

SPECIAL CONDITIONS

Additional information submitted by the sponsoring organization on 1/31/13 is attached as an approved addendum to the originally submitted major grant application.

REQUIRED SIGNATURES

In signing this Agreement, the signatories below acknowledge that they have been authorized by the Grantee agency to sign on its behalf and that they have read, understood and agree to the terms and conditions of the Grant Agreement and will conform to all applicable government-wide requirements and special conditions noted above.

Project Director signature

Fiscal Officer signature

Printed Name

Printed Name

Title

Title

Date

Date

Janine Farver 3-1-13
Janine Farver, Executive Director, Florida Humanities Council / Date



Jonathan Griffith

RECEIVED
DEC 14 2012
BY: _____

City of Palatka

COP

St. Johns River Historic Bartram Trail

2013 - Major Grant

City of Palatka

205 North Second Street
Palatka, FL 32177

GR-0313 - 3881 - 2302

jcgriffith@palatka-fl.gov
O: 386 329 0103 ext. 325

Mr. Jonathan Griffith

205 North Second
Palatka, FL 32177

jcgriffith@palatka-fl.gov
O: 386 329 0103 ext. 325

Jonathan Griffith

Application Form

Report Fields

Project Name*

Name of Project

St. Johns River Historic Bartram Trail

Sponsoring Organization:*

If approved, this is the name of the non-profit organization to which all grant funds would be made payable.

City of Palatka

Address Line 1:*

201 North Second Street

Address Line 2:

[Unanswered]

City:*

Palatka

State:*

Use two letter abbreviation.

FL

Postal Code:*

32177

County:*

Putnam

Business Phone:*

386 329 0103

Annual Budget:*

\$20,398,688.00

Federal ID:*

59-6000401

DUNS #:*

01-059-5445

Website address:

<http://palatka-fl.gov>

Project Director:*

If approved, this is the individual who will have overall responsibility for carrying out grant activities. All correspondence related to grant will be directed to the Project Director.

Jonathan Griffith

Business Title:*

Project & Grant Manager

Organizational Affiliation:*

Employee

Address Line 1*

201 North Second Street

Address Line 2

[Unanswered]

City*

Palatka

State*

Use two letter abbreviation

FL

Postal code*

32177

Address Type:*

Business Address

E-mail:*

jcgriffith@palatka-fl.gov

E-mail Type:*

Business E-mail

Project Overview:

Use the fields below to provide a short description, proposed start and end dates, and requested amount for your project.

Project Abstract:*

The Historic Bartram trail will commemorate the American naturalists John & William Bartram's travels along the St. Johns River in 1765 & 1774. The project will run from 4/12/13 to 7/31/14. The City is requesting \$15,000 in grant funds to implement a planning session, interpretive kiosks, exhibits, trail signage, and promotional material.

Start Date:*

Start date must be no sooner than the grant award notification date of March 1, 2013. Public programs should not begin sooner than 6 - 8 weeks after the grant award date.

04/12/2013

End Date:*

Must be no later than August 31, 2014.

08/31/2014

Amount requested:*

May not exceed \$15,000.

\$150,000.00

NARRATIVE**1. History and Mission of the Organization***

Provide a brief organizational history and mission statement for the applicant organization. Note any prior grant history with FHC.

Putnam County was established in 1849 with Palatka as the county seat. The City of Palatka was incorporated in 1853 and is situated on the banks of St. Johns where the river widens as it flows north. The trail celebrates the historic importance of the Bartrams' account of the natural history of the Southeast and specifically Putnam County. William Bartram published his "Travels" in 1791, spurring the popularization of Florida for exploration and settlement. Recent efforts by the City of Palatka and the Community Redevelopment Agency have focused on revitalizing the riverfront park and historic downtown. These efforts include infusing capital improvement projects with local historical and cultural information. The City is currently developing construction plans for a St. Johns River Center for the purpose of enhancing the awareness, knowledge and appreciation of the fascinating history and diverse ecology of the St. Johns River. It is envisioned that this facility will become the premier educational facility for the St. Johns River, an American Heritage River, and the Historic Bartram Trail Headquarters. City water taxis, to be housed at the center, will provide scenic boat rides on the St. Johns River to view historic trail sites. Specific to this project, the City's mission is to work with the Bartram Trail Committee and other partners to incorporate the site's past into its reuse, re-forging the City's & County's ties to its riverine roots. In 1979, the Bartram Heritage Report was published by the Bartram Trail Conference for the Heritage, Conservation and Recreation Service, U.S. Dept. of the Interior. Palatka and Putnam County are specifically discussed and recognized as part of the Bartram Trail Corridor. The mission of the Bartram Trail Committee is to create a living adventure based on the Bartrams' Travels by recognizing and extending the legacy of the Bartrams' contribution to regional, national and international development.

2. Humanities Content*

Describe the project you would like to implement. Be sure to include the humanities issues and ideas that will be addressed. Describe any complementary resources that will be developed to extend the reach of the project and how those resources will be made available to the public.

The City of Palatka and Putnam County are embarking on the development of the Historic Bartram Trail. This collaborative effort with local and regional humanities and nature groups will identify trail sites, post informational kiosks, publish brochures, and mark significant sites. The Historic Bartram trail will commemorate the American naturalists John and William Bartram's travels along the St. Johns River in 1765 and 1774, trips that included two visits to the Native American settlement then known as Pilo-taikita on the

present-day site of Downtown Palatka. The trail celebrates the historic importance of the Bartrams' account of the natural history of the Southeast. William Bartram published his "Travels of William Bartram" in 1791, spurring the popularization of Florida for exploration and settlement. The project will provide an enriching opportunity for individuals to rediscover, through the Bartram's historical accounts, an important part of Florida's heritage prior to its American settlement spurred by industry and tourism in the mid 1800's. The Bartrams' accounts include illustrations of flora and fauna, stories of encounters with the native Seminole population and descriptive writings of the land. There are 25 sites within Putnam County mostly along the St. Johns River that were either in John Bartram's journal or referenced in "Travels." The project will mark, map and inform through a combination of interpretive displays, a virtual interactive trail map, and first hand experiences on the trail. Signage and exhibits will use the writings of John and William Bartram to describe 18th century East Florida. Most exhibits will be housed in the future St. Johns River Education Center to be constructed by the City and Georgia Pacific, near on the riverfront in downtown Palatka. The City is currently developing construction plans for the Center which has a primary purpose of enhancing the awareness, knowledge and appreciation of the fascinating history and diverse ecology of the St. Johns River. It is envisioned that this facility will become the premier educational facility for the St. Johns River, an American Heritage River, and the Historic Bartram Trail Headquarters. The facility will include informational panels, maps, brochures, and artifacts highlighting the Bartrams' observations of Florida during the British Period, 1763-1783, and how their accounts later impacted the development of the region. City water taxis, to be housed at the center, will provide scenic boat rides on the St. Johns River to view historic sites associated with the Trail. The Project will provide initial resources for the City's riverfront historic and educational exhibits and development of an Internet virtual trail. A riverfront kiosk will introduce visitors to the Bartram Trail and provide information and images to educate and enlighten visitors. The Center's displays and information will become the headquarters for the Bartram Trail in Putnam County. In addition the Project will initiate a process to 1) connect regional trails with these in other counties and states; 2) draw upon resources of philosophical and historically oriented organizations in Philadelphia and London; and 3) raise awareness of Native American history.

3. Target Audience and Marketing*

Describe your target audience and the need for the project in the community. Outline your marketing plan. Specify and describe in detail any fees to be charged to attendees. Preference may be given to projects that are free to the general public.

Target audiences will include tourists, schoolchildren, college students, naturalists, historians and other academics, birdwatchers, paddlers and other outdoor enthusiasts interested in learning about the land explored so carefully by John and William Bartram. The Center and the Trail will be a destination for those interested in the natural history of Putnam County, Florida and the southeastern United States. Currently, there are no existing programs or facilities in northeast Florida dedicated to providing an enriching experience to explore the history of the Bartrams' travels and how they are tied to the development of Florida. The Historic Bartram Trail is an opportunity to expand the tourism-related economy of Putnam County, as well as enrich the stories of the City, County and State. The primary tools for implementing the marketing plan will be print-based and electronic media. The Historic Bartram Trail will be marketed through its own website and have a presence on existing state and national websites (i.e. Bartram Trail Conference, Visit Florida, My Florida, Bartram's Gardens, Florida Museum of Natural History, City of Palatka, Putnam County, American Philosophical Society, Office of Greenways and Trails). This approach will allow the leveraging of existing established resources. The website will include an interpretive map that contains information about the Trails sites and the Bartrams' writings and drawings. Each trail site will have site specific information accessible by Quick Response (QR) Codes. Print-based material will be used to market at a local and regional level. Material will be available at multiple locations throughout the City of Palatka, Putnam County and surrounding Counties (i.e. local businesses, welcome centers, Chamber of Commerce, St. Johns River Center, Ravine Gardens State Park, government offices, libraries). The proposed St. Johns River Center, the trail and trail sites are all public facilities where admission is free.

4. Project Personnel*

Identify the sponsoring organization staff, including the project director, and all scholars and/or presenters confirmed or contacted for participation in the project. Describe each individual's role in the project and their qualifications for participation.

The City of Palatka will be the sponsoring organization. City of Palatka Staff member Jonathan Griffith will be the Project Director and is responsible for grants and project management for the City of Palatka. The City of Palatka's role in this project is to facilitate the Historic Bartram Trail Committee in implementing the planning workshop, Trails and all supporting material. Additional City staff will be delegated as needed to coordinate larger components of the project (i.e. planning workshop, design charrettes, information gathering). Dr. Charlotte Porter (University of Florida, Literature and Museum scholar) will provide details on exhibits that should be part of the Ecological Center as well as the historical significance of the Bartram Trail. Her knowledge of the Florida Natural History Museum will provide direction on which artifacts are available and their significance. Historical subjects and artifacts will be included as part of the River Center. Dr. Kathryn Braund (Hollifield Professor of Southern History, Auburn University) will discuss the Bartrams' time spent in Putnam County and its significance. She will discuss the significance of Bartram's interaction with Native Americans, particularly the Seminoles and Creeks. Of interest is determining the relationships between the Spanish, English, colonists, and the Native Americans. Dr. Charles Spornick (Library Director at Emory University and President of the Bartram Trail Conference) will discuss the physical trails within Putnam County and nearby areas. This will validate the project's effort to provide visitors accurate sites and routes throughout Putnam County. He will help with the marketing of the project by including Putnam's trails in future editions to his book "An Outdoor Guide to Bartram's Travels." Dr. Thomas Hallock (University of South Florida and Bartram Scholar and Author) will provide resources for the art and literature of William Bartram. He will suggest what information should be included in our kiosks, brochures, booklets, web pages and museum. His knowledge of the availability of historical and cultural literature and images will be a major addition to the workshop. Dean Campbell (Retired Technical Program Manager of the St. Johns River Water Management District's Lower St. Johns River Basin Management Program) will describe the locations and attributes of the trails. He will give practical information on the current state of the sites, the trails and access to them. Dick Franz (Natural Historian) will offer descriptions of the flora and fauna detailed in Bartram's TRAVELS especially those still to be found in Putnam County. He will provide insight on the existing and extinct plant and animal species to be seen on the trails. The project team will closely work with agencies and entities including the Putnam County Board of Commissioners, Palatka City Commission, Palatka Planning Board, Palatka Historic Preservation Board, The Bartram Trail Conference, Putnam County Historical Society, Florida Public Archeology Network, Putnam Blueways and Trails CSO, Palatka Water Works, Santa Fe Audubon Society, St. Johns River Water Management District, The Seminole Tribe of Florida, and The John Bartram Society.

5. Impact and Evaluation*

Describe the expected impact of your project on the target audience. Explain how you will evaluate its success and measure results.

The project will increase opportunities for Floridians to explore the heritage of Palatka, Putnam County and the State through the Bartrams' experiences. The mission is to create a living adventure recognizing and extending the legacy of the Bartrams' contribution to exploration of the flora, fauna, and indigenous settlements of the American Eastern Seaboard. The initial planning phase will gauge public participation, with attendance taken at every stage of public participation during project development. During the planning workshop an evaluation tool will be used assess the effectiveness of each scholar and presenter. Throughout the process it will be essential to allow a means for the public to comment on the project. An interactive project website will be available on the City's website to solicit public comment. This qualitative information coupled with quantitative attendance data will provide a detailed assessment of public perception on the topic. The City will weigh knowledge creation using additional methods such as QR code entries from the virtual trail, school field trip and other group visit frequencies, and visitation at other environmental and historical destinations in the region.

Project Summary:

Attach a one-page project summary on the form provided addressing each of the five narrative questions above.

[Click here](#) to download the Project Summary form.

Project Summary:*

Major_ProjectSummary_2013 Bartram Trail.doc

Budget and Budget Detail:

Budget and budget detail must reflect all costs of implementing your project. Request may not exceed \$15,000 and FHC funds may only be used for eligible project expenses incurred during the grant period. All amounts must be rounded to the nearest dollar.

Applicant must also show a total cost share at least equal to the amount requested from FHC. Cost share should include any cash expenditures by applicant for project implementation that are not covered by FHC funds as well as any in-kind goods and/or services to be received in support of the project.

[Click here](#) to download the Budget and Budget Detail form.

Project Budget and Budget Detail:*

Major_ProjectBudget_2013 Bartram Trail.doc

Operating Budget:

Attach a copy of the sponsoring organization's current year operating budget. **Must not exceed two pages.**

Operating Budget:*

General-Final-Revised-Summary.pdf

Attachment A:

Complete Attachment A on the form provided with the title, organizational affiliation, and contact information for each scholar and/or presenter who has confirmed participation in your project.

[Click here](#) to download a copy of Attachment A. Form may be duplicated if needed and combined into one uploadable file.

Attachment A:*

AttachmentA Bartram Trail.doc

Evaluation Tool:

Attach a sample evaluation tool designed for the proposed activities and/or resources to be created.

Evaluation tool:*

Evaluation Tool Bartram Trail.pdf

Supporting documents:

Support materials are optional and may include letters of commitment and resumes from participating scholars (max. 2 pages each); letters of support from partnering agencies who may assist with the development and/or marketing of the project; and any items that demonstrate the past success of the applicant in organizing/hosting public programs or developing public resources. Files may not exceed 1mb each. Up to three files may be uploaded, each of which may be multiple pages.

Support document 1:

Bartram Trail Support Letters.pdf

Support document 2:

Batram Trail Panel and Resumes.pdf

Support document 3:

Bartram Trail Conceptual Presentation.pdf

IMPORTANT: Before signing and submitting your final application, click on the "Application Packet" button at the top of the page. The packet will include your entire application with all uploaded documents. Review thoroughly and make any changes before clicking the "Submit Form" button. Once submitted you will no longer be able to make any changes. The Application Packet should be saved and kept by you as your official copy of the final application.

Electronic Signature:*

By entering your name below, you certify that the information contained in the application is true to the best of your knowledge and that any funds awarded as a result of this request will only be used for the purposes set forth herein.

Jonathan Griffith

Application Files

Applicant File Uploads

- Major_ProjectSummary_2013 Bartram Trail.doc
- Major_ProjectBudget_2013 Bartram Trail.doc
- General-Final-Revised-Summary.pdf
- AttachmentA Bartram Trail.doc
- Evaluation Tool Bartram Trail.pdf
- Bartram Trail Support Letters.pdf
- Bartram Trail Panel and Resumes.pdf
- Bartram Trail Conceptual Presentation.pdf

Sponsoring Organization: City of Palatka

Project Title: St. Johns River Historic Bartram Trail

Project Summary:

Please provide a **one-page** summary of your project that briefly describes your responses to each of the five questions in the narrative. **Summary must not exceed one page.**

The City of Palatka and Putnam County are embarking on the development of the Historic Bartram Trail. This collaborative effort with local and regional humanities and nature groups will identify trail sites, post informational kiosks, publish brochures, and mark significant sites. Internet sites will include significant historical and cultural information accessible by guests. The City is currently developing plans for a St. Johns River Center for the primary purpose of enhancing the awareness, knowledge and appreciation of the fascinating history and diverse ecology of the St. Johns River and its systems of lakes, creeks and wetlands. It is envisioned that this facility will become the Bartram Trail Headquarters. The facility shall include informational panels, maps, brochures, and artifacts highlighting the Bartrams' travels in the region and how those events later impacted the development of the region. City water taxis, to be housed at the center, will provide scenic boat rides on the St. Johns River to view sites associated with the Trail. The Project will provide initial resources for the City's riverfront historic and educational exhibits and development of an Internet virtual trail. A riverfront kiosk will introduce visitors to the Bartram Trail and provide information and images to educate and enlighten visitors. The Center's displays and information will become the headquarters for the Bartram Trail in Putnam County. In addition the Project will initiate a process to 1) connect regional trails with these in other counties and states; 2) draw upon resources of philosophical and historically oriented organizations in Philadelphia and London; and 3) raise awareness of Native American history. The trail will commemorate the American naturalists John and William Bartram's travels along the St. Johns River in 1774, a trip that included two visits to the Indian settlement then known as Pilo-taikita on the present-day site of downtown Palatka. The trail celebrates the historic importance of the Bartrams' recordation of the natural history of the Southeast. William Bartram published his "Travels of William Bartram" in 1791, spurring the popularization of Florida for exploration and settlement. There are 25 sites within Putnam County mostly along the St. Johns River that were either in John Bartram's journal or referenced in Travels. The City will soon launch river taxis equipped for tours to showcase these sites. Signage and exhibits will use the writings of John and William Bartram to describe 18th century East Florida. Most exhibits will be housed in the future St. Johns River Education Center to be constructed by the City and Georgia Pacific on the riverfront in downtown Palatka. The Center will house educational panels, William Bartram's celebrated illustrations, artifacts from the era, and a collection of Native American artifacts.

Sponsoring Organization: City of Palatka

Project Title: St. Johns River Historic Bartram Trail

Florida Humanities Council Major Grant Project Budget

	Cost Share			
	FHC Grant Funds	In-kind	Cash	
Honoraria	\$2,000.00	\$1,000.00	\$0.00	Budget must reflect all costs of implementing your project. Request may not exceed \$15,000 and FHC funds may only be used for project expenses incurred during the grant period. Applicant must also show a minimum cost share amount equal to the total requested from FHC. Cost share should include any cash expenditures by applicant for project implementation that are not covered by FHC funds as well as any in-kind goods and/or services received in support of the project. All amounts must be rounded to the nearest dollar.
Travel, per diem, lodging	\$3,067.00	\$0.00	\$0.00	
Facilities / Equipment Rental	\$0.00	\$950.00	\$0.00	
Audio-visual	\$8,933.00	\$4,800.00	\$8,567.00	
Promotion	\$1,000.00	\$0.00	\$0.00	
Supplies, postage, and phone	\$0.00	\$0.00	\$0.00	
Other	\$0.00	\$0.00	\$0.00	
Totals:	\$15,000.00	\$6,750.00	\$8,567.00	

Budget Detail:

Please provide a narrative detail of each of the items listed above including cost share.

Honoraria: Four (4) of the scholars/presenters will be receiving honorariums of \$500, totaling \$2,000. Two (2) of the scholars/presenters are contributing their services as in-kind match, totaling \$1,000.

Travel, per diem: Travel and per diem was calculated using the U.S. General Services Administration rates for Palatka, FL. It is anticipated that four (4) of the presenters/scholars will be requiring lodging and two (2) will travel back and forth every day. Mileage was estimated using the presenters/scholars point of origin at \$0.55/mile. The per diem rate for lodging is \$77.00/night for three (3) nights and the meals and incidentals rate is \$34.50 for the first and last day and \$46.00/day for two (2) days. A travel and per diem estimate of probable cost spreadsheet can be made available upon request.

Facilities /Equipment Rental: It is envisioned that this event will take place in one or two City of Palatka facilities. The Bronson Mullhond House and the Larimer Arts Center are both rental facilities and the City will be donating the use of these facilities as an in-kind contribution. The \$950 estimated for either of the facilities will cover the \$10/hour doscent fee, \$100 cleaning deposit and the ten (10) hours of use at \$75/hour.

Audio-visual: The first component would include, three (3) countywide riverfront interpretive kiosks to include descriptive information and maps featuring the sites visited by William and John Bartram that will compose the Bartram Trail in Putnam County. The total cost for design development, fabrication and installation of the riverfront interpretive kiosks is estimated at \$4,500. The trail is to be marked by twenty-four (24) trail signs at \$200/each over sixty (60) miles of waterways. The cost to develop these signs is \$4,800 and is to be an in-kind contribution by the Putnam County Public Works Sign Fabrication Department. The second component is the design fabrication and installation of the Palatka Riverfront Park and Education Center exhibits featuring John and William Bartram's historic travels within Putnam County. The exhibits are to include educational panels, William Bartram's celebrated illustrations, artifacts from the era, and a collection of Native American artifacts. The total cost for this is estimated to be \$9,000. The development of an interactive trail website is expected to cost \$4,000.

Promotion: Brochure development, advertising and printing is expected to cost \$1,000. This will cover the cost to develop and print fliers, brochures for the event and the trail. All advertising expenses are to be above and beyond normal promotion (i.e. press releases, featured story in the local newspaper, radio appearances).

General Fund

FUND TITLE/FUND # General Fund: 001	SOURCES					INCREASE/ DECREASE
	All General Fund Revenues/Cash Balances					
REVENUE OBJECT #/TITLE	ACTUAL 2010	ACTUAL 2011	BUDGET 2011	BUDGET 2012	BUDGET 2013	
311 PROPERTY TAXES						
Total	3,208,869	3,200,581	3,391,177	3,201,120	3,189,697	-0.4%
312 LOCAL OPTION, USE & FUEL TAXES						
Total	1,312,888	1,318,611	1,360,973	1,268,279	1,292,063	1.9%
314 UTILITY SERVICES TAXES						
Total	886,932	861,966	880,212	844,948	841,724	-0.4%
315 COMMUNICATION SERVICE TAXES						
Total	522,116	327,679	370,777	193,731	108,716	-43.9%
316/322 LICENSES/PERMITS						
Total	179,539	203,243	168,000	154,083	185,422	20.3%
323 FRANCHISE FEES						
Total	879,660	886,166	923,309	819,899	811,541	-1.0%
331/333/334 STATE/FEDERAL GRANTS & PILOTS						
Total	1,159,529	1,071,601	637,643	317,064	283,960	-10.4%
335 STATE SHARED REVENUES						
Total	807,741	760,895	794,686	756,034	826,388	9.3%
337 GRANTS/LOCAL UNITS						
Total	6,194	11,432	3,000	6,857	6,547	-4.5%
338 SHARED REVENUE FROM OTHER LOCAL UNITS						
Total	11,334	4,551	12,500	11,500	28,500	147.8%
340's CHARGES FOR SERVICES						
Total	203,564	185,251	176,433	161,618	233,820	44.7%
350's FINES/FORFEITS						
Total	65,542	94,444	72,762	85,692	652,988	662.0%
360's MISCELLANEOUS REVENUES						
Total	258,247	322,949	262,449	235,128	234,388	-0.3%
381 TRANSFERS IN						
Total	18,850	582,243	-	-	874,476	0.0%
382 REIMBURSEMENTS						
Total	175,000	175,000	175,000	355,000	439,156	23.7%
TOTAL OPERATING & OTHER REVENUES	9,696,004	10,006,612	9,228,921	8,410,953	10,009,386	19.0%
CASH BALANCE FORWARD						
Total	1,103,397	872,348	77,014	70,863	757,598	969.1%
TOTAL REVENUES, TRANSFERS & CASH BALANCES	10,799,401	10,878,960	9,305,935	8,481,816	10,766,984	26.9%

General Fund

FUND TITLE/FUND # General Fund: 001	EXPENDITURES BY FUNCTION					
	General Government					
City Hall: 001-01-512	2010	2011	2011	2012	2013	DECREASE
DEPARTMENT TOTAL	744,500	901,813	857,376	755,877	822,384	8.8%
Information Technology: 001-17-516						
DEPARTMENT TOTAL	-	-	-	-	126,794	0.0%
Legal: 001-04-514						
DEPARTMENT TOTAL	41,172	59,196	49,899	57,205	56,883	-0.6%
Other Govt Services: 001-04-519						
DEPARTMENT TOTAL	135,073	58,235	43,000	101,863	51,050	-49.9%
Building & Permitting: 001-02-524						
DEPARTMENT TOTAL	360,483	363,390	355,766	338,421	384,108	13.5%
Police: 001-07-521						
DEPARTMENT TOTAL	3,854,200	3,338,401	3,549,208	3,202,242	3,578,141	11.7%
Fire: 001-08-522						
DEPARTMENT TOTAL	1,846,639	1,960,377	1,990,706	1,800,475	1,718,373	-4.6%
Streets: 001-09-541						
DEPARTMENT TOTAL	564,556	573,524	525,284	503,083	537,564	6.9%
Cemetery: 001-14-569						
DEPARTMENT TOTAL	208,883	167,359	174,120	162,600	141,197	-13.2%
Cultural Services: 001-03-573						
DEPARTMENT TOTAL	11,685	14,442	12,500	6,550	11,200	71.0%
Bronson House: 001-03-575						
DEPARTMENT TOTAL	47,577	51,574	49,461	54,130	56,659	4.7%
Parks and Recreation: 001-15-572						
DEPARTMENT TOTAL	423,417	363,147	359,631	348,688	358,265	2.7%
Price Martin Center: 001-26-579						
DEPARTMENT TOTAL	29,762	23,428	29,050	28,000	23,750	-15.2%
Better Place Plan: 001-18-519						
DEPARTMENT TOTAL	1,424,269	1,432,891	924,929	632,750	997,603	57.7%
TOTAL EXPENDITURES	9,692,215	9,307,778	8,920,930	7,991,884	8,863,971	10.9%
Transfers: 001-81-581						
DEPARTMENT TOTAL	-	-	46,790	378,175	380,160	0.5%
Contingencies: 001-82-581						
DEPARTMENT TOTAL	279,972	452,588	340,226	113,769	324,090	184.9%
Reserves: 001-83-581						
DEPARTMENT TOTAL	829,224	1,120,605	-	-	1,198,763	0.0%
TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES & RESERVES	10,801,412	10,880,971	9,307,946	8,483,828	10,766,984	26.9%

Attachment A – Project Scholars / Presenters

Salutation: Dr.		Name/Title: Charlotte Porter		
Organizational affiliation:		University of Florida, Literature and Museum Scholar (Retired)		
Contact address:		P.O. Box 123		
City:	Island Grove	State:	FL	Zip: 32654-0123
Contact number: 352-481-4291		Contact E-mail: porter.charlotte90@gmail.com		
Address type: Work address		☒ Check this box if scholar/presenter agreed to participate.		

Salutation: Dr.		Name/Title: Thomas Hallock		
Organizational affiliation:		University of South Florida, Associate Professor of English		
Contact address:		140 7 th Avenue South		
City:	St. Petersburg	State:	FL	Zip: 33701
Contact number: 727 873 4954		Contact E-mail: thallock@mail.usf.edu		
Address type: Work address		☒ Check this box if scholar/presenter agreed to participate.		

Salutation: Dr.		Name/Title: Kathryn Braund		
Organizational affiliation:		Auburn University, Professor of Southern History		
Contact address:		310 Thach Hall		
City:	Auburn University	State:	Alabama	Zip: 36849
Contact number: 256-825-2624		Contact E-mail: khbraund@mac.com		
Address type: Work address		☒ Check this box if scholar/presenter agreed to participate.		

Salutation: Dr.		Name/Title: Charles Spornick		
Organizational affiliation:		Library Director at Emory University and President of the Bartram Trail Conference		
Contact address:		540 Asbury Circle		
City:	Atlanta	State:	Georgia	Zip: 30322-2870
Contact number: 404-727-6954		Contact E-mail: libcds@emory.edu		
Address type: Work address		☒ Check this box if scholar/presenter agreed to participate.		

Salutation: Mr.		Name/Title: Dean Campbell		
Organizational affiliation:		Retired Technical Program Manager of the St. Johns River Water Management District		
Contact address:		1613 Hawkcrest Drive		
City:	St. Johns	State:	FL	Zip: 32259
Contact number: 904-287-9953		Contact E-mail: dean.m.campbell@comcast.net		
Address type: Home address		☒ Check this box if scholar/presenter agreed to participate.		

Salutation: Mr.		Name/Title: Dick Franz		
Organizational affiliation:		Natural Historian, Florida Museum of Natural History (Retired)		
Contact address:		Box 210		
City:	Putnam Hall	State:	FL	Zip: 32185
Contact number: 386-546-0590		Contact E-mail: lrfranz08@gmail.com		
Address type: Home address		☒ Check this box if scholar/presenter agreed to participate.		

Bartram Trail Planning Workshop Evaluation Tool

Name of the Presenter _____
 Topic _____ Date _____
 Audience count _____ Your name _____

1. *During the the discussion, the audience appeared (check one):*
- very attentive (examples: engaged in the discussion, positive body language)
 - tolerant (occasional distraction, some restlessness, not as focused on discussion)
 - disengaged (very distracted, uninterested behavior)

Comments:

2. *Dialogue between discussion leader and the audience took place:*
- more than 50% of the discussion segment's duration minimally not at all

Audience questions and comments were addressed by discussion leader:

thoroughly satisfactorily superficially not at all

Audience discussion continued after the program ended:

among audience members & with speaker some chatting occurred no time

Comments:

3. *The audience appeared to understand the subject matter:*
- very well, clearly gaining new insights from the program
 - adequately, with most information apparently already familiar
 - poorly, showing little grasp and/or a lack of interest in the topic
 - not at all

The audience offered analytical comments/questions: yes no

The audience made connections between the topic and current issues: yes no

Comments:

(Please circle)	Excellent	Very Good	Adequate	Poor
<i>How would you rate the effectiveness of the presenter?</i>	1	2	3	4
<i>How would you rate the effectiveness of the discussion?</i>	1	2	3	4
<i>Did the Historic Bartram Trail program meet your expectations?</i>	<input type="checkbox"/> yes	<input type="checkbox"/> somewhat	<input type="checkbox"/> no (please explain below)	

Please share additional comments about the discussion leader, program, and/or topic below and/or on the back.

Agenda Item

3e



AGENDA ITEM

SUBJECT: A Resolution of the City of Palatka, Florida, urging the US Administration and Congress to preserve the current Tax-Exempt status of municipal bonds

DEPARTMENT: Finance

ATTACHMENTS: Ordinance Resolution Motion
 Support Documents Other

SUMMARY: Attached is a resolution which was distributed by the Florida Government Finance Officers Association and Florida League of Cities which is designed to show support of tax-exempt debt that is available to counties and municipalities throughout the State of Florida.

Several proposals are being discussed in the ongoing Federal budget negotiations that would either reduce or eliminate the current tax exemption on the interest earned from tax-exempt municipal bonds. On average, state and local governments save up to two percentage points on their borrowing rates through use of tax-exempt municipal bonds. If the tax-exempt status of the City's debt is removed, the current rates we pay for several loans and bonds will increase substantially.

RECOMMENDED ACTION: Staff recommends adoption of Resolution 2013-9-95 to show support of preserving tax-exempt debt.

DEPARTMENT HEAD	Submitted: Matt Reynolds	Date: 03-20-13
	Requested Agenda: Consent	Date: 03-28-13
FINANCE DEPARTMENT	Budgeted <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <i>MR</i>	Date: <u>03-20-13</u>
CITY ATTORNEY	Approved as to Form and Correctness	Date: _____
CITY MANAGER	Approved Agenda Item For: <i>CM</i>	Date: <u>3/20/13</u>

COMMISSION ACTION: Approved as Recommended Disapproved
 Approved With Modification Tabled To Time Certain
 Other

DISTRIBUTION: CA CC CM CD FI FD GC HR MD PD PR UD

RESOLUTION NO. 2013 – 9 - 95

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, URGING THE ADMINISTRATION AND CONGRESS OF THE UNITED STATES TO PRESERVE THE CURRENT TAX-EXEMPT STATUS OF MUNICIPAL BONDS, AND REJECT ANY PROPOSAL THAT WOULD REDUCE OR ELIMINATE THE FEDERAL TAX EXEMPTION ON INTEREST EARNED FROM TAX-EXEMPT MUNICIPAL BONDS.

WHEREAS, First, several proposals are being discussed in the ongoing Federal budget negotiations that would either reduce or eliminate the current tax exemption on the interest earned from tax-exempt municipal bonds; and

WHEREAS, Second, the United States House of Representatives Ways and Means Committee is considering various changes to Federal tax provisions on reducing or eliminating the current tax exemption on the interest earned from tax-exempt municipal bonds, along with the ability of individual taxpayers who itemize to deduct their State and local income and property taxes when filing their Federal tax return and other tax related issues; and

WHEREAS, Third, for state and local governments, tax-exempt municipal bonds are the most important tool available for financing critical infrastructure projects such as primary and secondary schools, hospitals, water and sewer systems, roads, highways and streets, public power facilities, mass transit projects, airports, solid waste, sanitation and recycling, multi-family housing, police and fire stations and equipment, bridges, tunnels and other infrastructure projects; and

WHEREAS, Fourth, together, state and local governments are responsible for building and maintaining 75 percent of the nation's infrastructure, which is financed mostly by tax-exempt municipal bonds; and

WHEREAS, Fifth, on average, state and local governments save up to two percentage points on their borrowing rates through use of tax-exempt municipal bonds; and

WHEREAS, Sixth, these savings allow state and local governments to invest more in critical infrastructure and essential services while holding down the cost to taxpayers; and

WHEREAS, Seventh, approximately \$3.7 trillion in tax-exempt municipal bonds are currently outstanding; and

WHEREAS, Eighth, the U.S. Conference of Mayors, the National League of Cities, and the National Association of Counties, with assistance from the Government Finance Officers Association, issued a joint report (the "Report") in February 2013 titled "Protecting Bonds to

Save Infrastructure and Jobs 2013” to determine the impact of the proposals to limit (by imposing a 28% cap) or fully eliminate the exemption on interest from municipal bonds; and

WHEREAS, Ninth, the Report shows that state and local governments issued 57,754 tax-exempt bonds for more than \$1.65 trillion of infrastructure investment over the last decade, with over 6,600 tax-exempt bonds financing over \$173 billion in infrastructure projects in 2012 alone; and

WHEREAS, Tenth, of those totals, 1,250 tax exempt state and local tax-exempt bonds financing over \$103 billion in infrastructure improvements were issued over the last decade in the State of Florida; and

WHEREAS, Eleventh, the Report shows that if the 28% cap on interest earned from tax-exempt municipal bonds was in effect over the last decade, it would have cost state and local governments an additional \$173 billion in interest expense over the last decade; and

WHEREAS, Twelfth, the Report shows that if the tax-exemption had been fully eliminated, it would have cost state and local governments an additional \$495 billion in interest expense over the last decade; and

WHEREAS, Thirteenth, while on first appearance it might seem that the 28 percent cap on interest earned from tax-exempt bonds may only affect high-income taxpayers, in effect the increased cost would be borne almost exclusively by state and local governments, and therefore all taxpayers within those respective jurisdictions, in the form of higher interest rates on their borrowing; and

WHEREAS, Fourteenth, it is being proposed that the 28 percent cap be applied retroactively, meaning that it would be applied to all tax-exempt bonds already outstanding in addition to bonds issued in the future, and in the nearly 200 year history of the tax-exemption Congress has never applied a retroactive tax to bonds already held by investors; and

WHEREAS, Fifteenth, this would hurt middle-class taxpayers as state and local governments would be forced to increase property and sales taxes on local taxpayers to offset higher borrowing rates on infrastructure investments; and

WHEREAS, Sixteenth, if state and local governments choose not to increase property and sales taxes on local taxpayers to offset higher borrowing rates on infrastructure investments, the alternate option would be to decrease investment in infrastructure, negatively impacting jobs and resulting in needed infrastructure improvements being postponed and resulting in a more deteriorated infrastructure base; and

WHEREAS, Seventeenth, 2010 IRS data show that 57 percent of municipal bond interest is paid to individuals 65 years of age and older who largely live on fixed incomes, and 52 percent of municipal bond interest is paid to individuals who earn less than \$250,000 annually; and

WHEREAS, Eighteenth, the Federal government should not adversely effect, by limiting or providing obstacles to needed infrastructure financing, the right of state and local governments to borrow and decide what infrastructure and services to provide to their citizens.

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

Section 1: The foregoing recitals contained in the preamble to this Resolution are incorporated by reference herein.

Section 2: The City Commission urges the Administration and Congress of the United States to preserve the current tax-exempt status of municipal bonds which has successfully provided trillions of dollars in low-cost financing for critical infrastructure investments that serve citizens in all states and local communities.

Section 3: The City Commission urges the Administration and Congress of the United States to reject any proposal that would reduce or eliminate the federal tax exemption on interest earned from tax-exempt municipal bonds.

Section 4: The City Clerk is directed to distribute this Resolution to the President of the United States, the Florida members of the Senate and House of Representatives of the United States, the Florida League of Cities, the Florida Association of Counties, the Florida City County Management Association, the Putnam County Board of County Commissioners, the Northeast Florida League of Cities, and each of the municipalities in Putnam County.

Section 5: This Resolution shall take effect upon its adoption.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this **28th day of March, 2013.**

CITY OF PALATKA, FLORIDA

By: _____
Its MAYOR

ATTEST:

CITY CLERK

Betsy Driggers

From: Matt Reynolds
Sent: Monday, March 18, 2013 2:42 PM
To: Betsy Driggers
Subject: FW: FGFOA E-Bulletin - 03/15/2013 - Tax-Exempt Municipal Bond "Sample" Resolution
Attachments: PrototypeResoonTax-ExemptMunicipalBonds.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Betsy,

Here is a sample resolution supporting tax-exempt debt. This is in regards to the email you just sent out from the League of Cities regarding saving tax exempt debt. Could we get a this resolution on the next agenda?

Thanks,

Matt Reynolds
Director of Finance
City of Palatka
201 N. 2nd Street
Palatka, FL 32177
Phone: (386)329-0100 Ext. 212
Fax: (386)329-0195
mreynolds@palatka-fl.gov

From: Jeannie Garner [<mailto:jGarner@flcities.com>]
Sent: Friday, March 15, 2013 3:12 PM
To: Matt Reynolds
Subject: FGFOA E-Bulletin - 03/15/2013 - Tax-Exempt Municipal Bond "Sample" Resolution

There are multiple proposals being considered by the Federal government which would seriously increase the cost of interest expense for state and local governments for infrastructure projects. Next week, the House will begin to discuss tax reform proposals, which will include Federal tax provisions that affect State and local governments. Among the items which are likely to be considered are the tax-exempt bonds which can be issued by local governments.

There are two proposals generally being discussed. One would eliminate tax exemptions on municipal bonds. The other would place a tax-benefit cap of 28 percent for certain taxpayers on many itemized deductions and exclusions, including tax-exempt interest. These proposals are being discussed by both Congress and the Administration.

Each of these proposals would significantly increase the cost to state and local government in interest expense for infrastructure projects.

Attached is a sample resolution that has been drafted by the Legislative Committee to express support for tax-exempt financing. It can be used as a prototype or starting point for any members who are interested in bringing a resolution to their governing bodies for consideration in an effort to preserve and protect the Federal tax exemption on interest earned from tax-exempt municipal bonds.

Agenda Item

3_f



CITY COMMISSION AGENDA ITEM

SUBJECT: A Resolution of the City of Palatka, Florida, relating to the 2013 Update to the Northeast Florida Regional Council's Regional Policy Plan, and pledging support for regional cooperation and the common policy framework provided by the updated Policy Plan

DEPARTMENT: Admin/City Manager

ATTACHMENTS: ___ Ordinance ___ Support Documents X Resolution ___ Other ___ Motion

SUMMARY: This comes at the request of the Northeast Florida Regional Council. Per Statute, the NEFRC developed and maintains a Strategic Regional Police Plan (SRPP). The Council is in the process of completing the required update, and is requesting support from each local government in the Region. This updated plan is the result of WRPP Update Workshops held in each of the seven counties within the Region, where the public and local governments were provided an opportunity to provide input.

The second draft of the SRPP is available on the NEFRC at www.nefrc.org/SRPP-Public-Input.htm.

RECOMMENDED ACTION: Adopt Resolution No. 2013-9-96 declaring support for regional cooperation, supporting a common policy framework and supporting local government's rights and ability to challenge the updated Plan under Florida law.

Table with 3 columns: Department, Action/Status, Date. Includes entries for DEPARTMENT HEAD, FINANCE DEPARTMENT, CITY ATTORNEY, and CITY MANAGER with handwritten signatures and dates.

COMMISSION ACTION: ___ Approved as Recommended ___ Disapproved ___ Approved With Modification ___ Tabled To Time Certain ___ Other

DISTRIBUTION: ___ APT ___ CA ___ CC ___ CM ___ FIN ___ FD ___ P&C ___ PD ___ PLN ___ S&S ___ W&S ___ WTP ___ WWTP

RESOLUTION NO. 2013 – 9 - 96

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, RELATING TO THE NORTHEAST FLORIDA REGIONAL COUNCIL AND THE 2013 UPDATE TO ITS STRATEGIC REGIONAL POLICY PLAN; PLEDGING SUPPORT FOR REGIONAL COOPERATION AND THE COMMON POLICY FRAMEWORK PROVIDED BY THE UPDATED STRATEGIC REGIONAL POLICY PLAN; PROVIDING AN EFFECTIVE DATE.

WHEREAS, THE Northeast Florida Regional Council (NEFRC) was formed on February 14, 1977 by and between Baker, Clay, Duval, Flagler, Nassau, Putnam and St. Johns Counties through an Interlocal Agreement pursuant to the Florida Interlocal Cooperation Act of 1969, Section 163.01 Florida Statutes; and

WHEREAS, the Interlocal Agreement creating the NEFRC states, in part, that the purpose of the NEFRC and Florida Regional Councils in general is to provide for "...areawide coordination and related cooperative activities of federal, state and local governments and ensure a broad-based regional organization that can provide a truly regional perspective enhancing the ability and opportunity of local governments to resolve issues and problems transcending their individual boundaries"; and

WHEREAS, the Florida Regional Planning Council Act, Sections 186.501-186-513, Florida Statutes states, in part, "There is a need for the establishment at the regional level of clear policy plans that will guide broad-based representative regional planning agencies as they undertake regional review functions" and provide for the creation of Strategic Regional Policy Plans (SRPP); and

WHEREAS, the NEFRC began the process of updating its SRPP in May, 2009 with Reality Check First Coast, County Checks and Generation Check, followed by the creation of First Coast Vision through the Regional Community Institute in 2011; and

WHEREAS, through the process leading up to the adoption of the updated SRPP the NEFRC has engaged thousands of citizens in Northeast Florida; and

WHEREAS, the Board of Directors of the NEFRC has directed that the update to the SRPP will be less directive and more supportive of the individual efforts of the Region's local governments in meeting the broad policy framework of the SRPP; and

WHEREAS, Northeast Florida is an increasingly interconnected and interdependent Region where activities undertaken in any single jurisdiction have Region-wide effects; and

WHEREAS, the Local Governments in Northeast Florida recognize we are stronger collectively than we are individually.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida, that the City Commission hereby declares its support to Regional cooperation and further declares its support of a common policy framework as contained in the NEFRC's draft update to its SRPP while maintaining its rights under Sections 120.54 and 120.56, Florida Statutes.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this 28th day of March, 2013.

CITY OF PALATKA, FLORIDA

By: _____
Its **MAYOR**

ATTEST:

CITY CLERK



Bringing Communities Together

March 19, 2013

Baker • Clay • Duval • Flagler • Nassau • Putnam • St. Johns

The Honorable Vernon Myers, Mayor
City of Palatka
2500 Fairway Drive
Palatka, FL 32177

Dear Mayor Myers,

As you know, under the Florida Regional Planning Council Act, Sections 186.501-186.513, Florida Statutes, the Northeast Florida Regional Council (NEFRC) has developed and maintains a Strategic Regional Policy Plan (SRPP). We are currently in the process of updating the SRPP and are requesting each of our local governments to consider the attached Resolution of Support. The Resolution specifically speaks to three issues:

1. Declaration of support for regional cooperation.
2. Declaration of support of a common policy framework as contained in the NEFRC's draft SRPP update.
3. Maintaining Local Governments' rights and ability to challenge the adopted update under Florida Law

We have held public SRPP Update Workshops in each of our seven counties and held seven additional meetings to which all of our local governments were invited. We have considered all of the input received and incorporated as much of it as possible. The second draft of the updated SRPP is available on the Council's website at <http://www.nefrc.org/SRPP-Public-Input.htm>.

While adoption of the enclosed Resolution is not required under the SRPP adoption process, it was suggested by one of our member governments and we were receptive to that idea.

Please consider adopting a Resolution along the lines of the one attached. We would like to be informed if and when consideration of a Resolution is scheduled so we may have Members and staff on hand to answer questions.

Thank you for your consideration!

Sincerely,


Larry Williams
Board President

Agenda Item

3g



CITY COMMISSION AGENDA ITEM

SUBJECT: Memorandum of Voting Conflict – Commissioner James Norwood
January 10, 2013 Agenda Item No's 5 and 6

DEPARTMENT: Admin/Clerk

ATTACHMENTS: ___ Ordinance ___ Resolution ___ Motion
___ Support Documents ___X___ Other Form 8B

SUMMARY: Florida law requires elected or appointed officials serving on boards or commissions to file a Division of Ethics Form 8B, Memorandum of Voting Conflict, when that official is presented with a voting conflict of interest under Section 112.3143, Florida Statutes. This form must be filed with the Clerk and entered into the record of the meeting.

On January 10, 2013, Commissioner Norwood declared the appearance of a voting conflict of interest citing his employment with G-P and recused himself from discussion and voting on Item 5, the Memorandum of Agreement with G-P for the construction & operation of an Environmental Center, and Item 6, Award of bid/Supplemental Contract No. 1 with Le-Huu, LLC for architectural/Engineering services for the G-P Environmental Center.

RECOMMENDED ACTION: Incorporate this form into the minutes of the meeting.

DEPARTMENT HEAD Submitted: B. Driggers Date: 03/18/13
Requested Agenda Consent Date: 03/28/13

FINANCE DEPARTMENT Budgeted ___ Yes ___ No X N/A *ML* Date: 3/21/13

CITY ATTORNEY Approved as to Form and Correctness Date:

CITY MANAGER Approved Agenda Item For: *ML* Date: 3/18/13

COMMISSION ACTION: ___ Approved as Recommended ___ Disapproved
___ Approved With Modification ___ Tabled To Time Certain
___ Other

DISTRIBUTION: ___ APT ___ CA ___ CC ___ CM ___ FIN ___ FD ___ P&C ___ PD ___ PLN ___ S&S ___ W&S ___ WTP ___ WWTP

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, James Norwood, Jr., hereby disclose that on January 10, 20 13 :

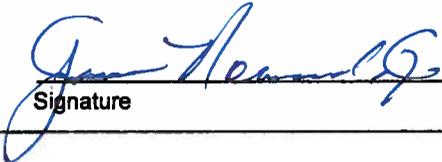
(a) A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of Georgia-Pacific Corporation, my employer, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

- * 5. RESOLUTION Authorizing the City Manager and City Clerk to execute and attest execution of the Memorandum of Agreement with Georgia-Pacific Consumer Operations, LLC (G-P) for the construction and operation of a Wetlands Center – Adopt
- * 6. RESOLUTION Authorizing execution of the LeHuu Partners, P.A. Master Agreement and Supplemental Work Order #1 for the design, construction documents, bid administration and construction administration of the proposed (St. Johns River) Wetlands Center project – Adopt

Date Filed


Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

Agenda Item

3h



CITY COMMISSION AGENDA ITEM

SUBJECT: Memorandum of Voting Conflict – Commissioner Mary Lawson Brown - February 14, 2013 Agenda Item No's 4 and 4(a)

DEPARTMENT: Admin/Clerk

ATTACHMENTS: ___ Ordinance ___ Resolution ___ Motion ___ Support Documents X Other Form 8B

SUMMARY: Florida law requires elected or appointed officials serving on boards or commissions to file a Division of Ethics Form 8B, Memorandum of Voting Conflict, when that official is presented with a voting conflict of interest under Section 112.3143, Florida Statutes. This form must be filed with the Clerk and entered into the record of the meeting.

On February 14, 2013, Commissioner Brown declared the appearance of a voting conflict of interest, citing her interest in E. W. Lawson & Son Funeral Home, and recused herself from discussion and voting on Item 4, a Request for compensation for the location of electrical boxes on the side of the Funeral Home, and 4(a), City Staff's proposal to relocate the boxes to city-owned right of way.

RECOMMENDED ACTION: Incorporate this form into the minutes of the meeting.

DEPARTMENT HEAD Submitted: [Signature] B. Driggers Date: 03/18/13 Requested Agenda Consent Date: 03/28/13

FINANCE DEPARTMENT Budgeted ___ Yes ___ No X N/A [Signature] Date: 3/21/13

CITY ATTORNEY Approved as to Form and Correctness Date:

CITY MANAGER Approved Agenda Item For: [Signature] Date: 3/18/13

COMMISSION ACTION: ___ Approved as Recommended ___ Disapproved ___ Approved With Modification ___ Tabled To Time Certain ___ Other

DISTRIBUTION: ___ APT ___ CA ___ CC ___ CM ___ FIN ___ FD ___ P&C ___ PD ___ PLN ___ S&S ___ W&S ___ WTP ___ WWTP

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Mary Lawson Brown, hereby disclose that on February 14, 20 13 :

(a) A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Agenda Items:

4. REQUEST for compensation for placement of electrical boxes on E.W. Lawson & Sons Funeral Home – Johnny Brown, E. W. Lawson & Sons Funeral Home

4 (b) - Discussion of Staff Proposal to relocate electrical boxes

I am a principal and co-owner of E. W. Lawson & Sons Funeral Home.

Date Filed

Mary Lawson Brown
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL, OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

Agenda

Item

3_{i-1}



CITY COMMISSION AGENDA ITEM

SUBJECT: Request for Noise Variance for Special Events Permit # 13-15

DEPARTMENT: Special Events

ATTACHMENTS: Ordinance Resolution Motion
 Support Documents Other

SUMMARY: Special Events Permit # 13-15; Request and Approve Noise Variance for Southside Baptist Church "Community Outreach"

RECOMMENDED ACTION: Approve Noise Variance for the following Date and Time:

April 13th, 2013 10am-4pm

DEPARTMENT HEAD Submitted: Jeff Norton *JN* Date: 03/13/2013
Requested Agenda Consent Date: 03/13/2013

FINANCE DEPARTMENT Budgeted Yes No N/A *AMH* Date: 3/21/13

CITY ATTORNEY Approved as to Form and Correctness Date:

CITY MANAGER Approved Agenda Item For: *[Signature]* Date: 3/18/13

COMMISSION ACTION: Approved as Recommended Disapproved
 Approved With Modification Tabled To Time Certain
 Other

DISTRIBUTION: APT CA CC CM FIN FD P&C PD PLN S&S W&S WTP WWTP

MEMORANDUM

To: City of Palatka Commissioners

From: Jeff Norton, Special Events Coordinator & Parks Supervisor

Date: March 13, 2013

Re: Southside Baptist Church "Community Outreach"

Attached please find the Special Events Permit Application # 13-15 for the above referenced event. Staff's recommendations are as follows:

1. Grant Noise Ordinance Variance during Special Event hours:

April 13th, 2013 10am-4pm

If you have any questions or concerns please contact me at 386-326-3084 or 386-937-3093.

Jeff Norton
Special Events Coordinator

APPLICATION # 13-15

(circle one below)

CLASS A PERMIT – Filing Deadline: 60 days prior to event

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

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

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
Southside Baptist Church
CONTACT PERSON Linda Amold; Ray bhnison Casey TELEPHONE Church 328-0764
328-3210
2920 Brown's Landing Palatka Fl. FAX # 351-321-1444
2. NAME AND ADDRESS OF PERSON, CORPORATION OR ASSOCIATION SPONSORING THE ACTIVITY, IF DIFFERENT FROM ABOVE

CONTACT PERSON _____ TELEPHONE _____

FAX # _____
3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY "Community Outreach"
4. DATE & HOURS OF DESIRED USE: April 13th, 2013 10am-4pm
5. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)
100 block area and memorial parkway
6. REQUEST FOR ROAD CLOSURES: See attached map
7. REQUEST FOR NOISE VARIANCE(Dates and Times): Saturday April 13, 2013 10am-4pm
8. REQUEST FOR ALCOHOL VARIANCE: _____
9. ESTIMATE OF ANTICIPATED ATTENDANCE 1,000
10. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT _____
11. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES
 - a.) CLASS A: _____ \$150.00 up to 10,000 in attendance per day
_____ \$225.00 10,000 – 40,000 in attendance per day
_____ \$300.00 – 40,000 – 80,000 in attendance per day
 - b.) CLASS B: \$100.00 per day
 - c.) CLASS C: _____ \$ 50.00 per day (Limited impact on traffic, parking etc.) Events such as Weddings, Fishing tournaments with less than 40 boats, ETC.
 - d.) Any private entity/business(es) who are holding a function on private property that impacts neighboring businesses/residents within the City limits and, impacts City services will be assessed a fee amount accordingly. (7% Sales Tax)Number of Days 1 Fee Required (Yes/No) Yes Check Enclosed? _____
12. OTHER COSTS: Fees will be determined at the pre-assessment meeting with the organizers and the Special Events Committee.
13. Arrangements for police services are **REQUIRED** for fishing tournaments with 70 boats or more. Fishing Tournaments and other large event organizers are required to arrange for auxiliary vehicle/trailer parking per accompanying guidelines.

IMPORTANT INFORMATION

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT DOES NOT INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. Organizers are required to contact the City of Palatka Parks Department office at 386-329-0100 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS.

Acceptance of your application should in no way be construed as final approval or confirmation of your request. Sec. 50-145. Any person or organization granted permission shall be bound by all park/city rules and regulations and all applicable ordinances as fully as though the same were inserted in this document, except for such rules and regulations as may be waived by such document or the City Commission.

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

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

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

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

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

1/15/2013 _____
 DATE SIGNATURE OF APPLICANT

APPROVED:
 _____ 1/15/2012
 SPECIAL EVENTS COORDINATOR DATE

RETURN TO:
JEFF NORTON
SPECIAL EVENTS COORDINATOR
 201 N. 2nd Street
 Palatka, FL 32177

COPIES TO:
 Parks Dept.
 Police Dept.
 Fire Dept.
 Sanitation Dept.
 City Clerk

Downtown Palatka, Inc.
 Keep Putnam Beautiful
 Chamber of Commerce
 Palatka Daily News



CITY OF PALATKA PLANNING MEETING PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator:

Meeting Date: March 5, 2013 Special Events Coordinator: JEFF NORTON

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

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

Name of Special Event/ Production: U-TURN

Type of Event: Community Outreach

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still motion picture production, etc. – attach separate listing if necessary)
Band, music, drama, Testimonies

Location of Event: 100 Memorial Parkway

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

	Date	Day	Begin	End
Event Day 1	<u>April 13th</u>	<u>Saturday</u>	<u>10</u> <u>AM</u> /PM	<u>4</u> <u>AM</u> /PM
Event Day 2	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 3	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 4	_____	_____	_____ AM/PM	_____ AM/PM

Set-up for event will begin on (Date) April 12, 2013 at (time) 7am

Break down will be completed by (Date) April 15, 2013 at (time) 7am

Event Sponsor/Organization U-Turn ; Community Outreach

Name of Promoter: Southside Baptist Church Tax Exempt No.: B5-801 2065704 C-8

Fee Worksheet (to be completed by Special Events Coordinator)

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

Special Events Permit Fees \$ 100 Per day X 1 Days \$ 100⁰⁰

Law Enforcement (City) Police Officer(s) \$ 23.00 Per hour X ___ Officers X ___ Hours \$ _____

Fire Personnel \$ 23.00 Per hour X ___ Hours \$ _____

Building Inspector \$ 23.00 Per hour X ___ Hours \$ _____

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

Parks Personnel # Personnel ___ X ___ Hours @ \$14/hour \$ _____

Sanitation Personnel # Personnel ___ X ___ Hours @ \$14/hour \$ _____

Utilities Personnel # Personnel ___ X ___ Hours @ \$14/hour \$ _____

Sanitation Equipment Fee

Green Roll-Out Containers 4 X \$15.00 Per Container \$ 90⁰⁰

Additional Charges (List)

- _____ \$ _____
- _____ \$ _____
- _____ \$ _____
- _____ \$ _____

TOTAL SPECIAL EVENT FEES (Sponsor/Promoter) \$ 190⁰⁰

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

APPLICANT INFORMATION:

Name: Southside Baptist Church
Telephone: 386-328-0764 Fax: 386-326-1466 Cellular: 386-937-5597
Address: 2920 Browns Landing Road Palatka FL 32177

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

Other Contacts/ Key Holders:

Name: Casuy Caison
Telephone: 386-328-3212 Fax: 386-328-9404 Cellular: 386-937-5597

Name: Lynette Caison
Telephone: 386-328-3212 Fax: 386-328-9404 Cellular: 386-937-5420

- Estimated Peak Number of Participants (each day of event):
Day 1 4,000
Day 2 _____ Day 3 _____ Day 4 _____ Day 5 _____
- Type of special effects to include pyrotechnics, explosives, discharging weapons, hazardous materials and/or incendiary devices to be used: _____

- Number and proposed location of fire protection services: _____

- Inspection(s)- Date and time requested: _____

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

Number of EMS Personnel required: _____
- Number and proposed location for portable toilets: (note location on site map) 1 portable
and 3 Hand wash Stations

- Carnival location (if any) (note location on site map) _____
- Number of sanitation roll-out containers required 6 Green Roll-outs
- Location of parking/transportation services, if any: _____
- Type Transport Vehicles (Van, Buses, etc.) _____
- Location of security and emergency vehicle parking on site: _____
- Public street barricades/street closures/detours: (note locations on site map) See Attached map
- Temporary Parking, directional Signage needed: _____
- Main emergency vehicle access to site (location-also note on site map): _____
- Location of proposed temporary structures, fences, grandstands, bandstands, judges stands, Bleachers, hospitality tents, booths, etc.: (note on site map): See attached map
- Number and proposed location of vendors, concessions and/or Sponsor/Promoter(s) stands (note on site map) _____
- Number and location of static/mobile displays (note on site map): _____
- Location of event staff management (headquarters): _____
- Staff Uniform Identification: _____
- Main sound system location: Main Tent Stage
- Number and location of special activities (launching areas, animal attractions, amusements Car shows, parade routes, competition courses, etc.): _____

- Number and location of temporary signs/banners: _____
- Number and location of promotional visual effects: _____
- Watercraft: _____
- Aircraft: _____
- Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.): _____
- Date(s) and times of setup/ breakdown: Set-up Friday April 12th 7am-until;
Breakdown Monday April 15 7am-until
- Name(s) and Type of Musical Bands to Perform (dates & times of performance): The Band
Cadence - Christian Band - April 13
Intermittently from 11am-5pm
- Noise Abatement Requirements: _____
- Adjoining Properties Impacted (Notification needed?): _____
- Location, Dates and Times for Alcohol Ordinance Open Container Waiver: _____
- Alcohol Sale Requirements (Temporary license, commercial establishment license, etc): _____
- Handicapped Accessibility: _____

Items Outstanding:

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

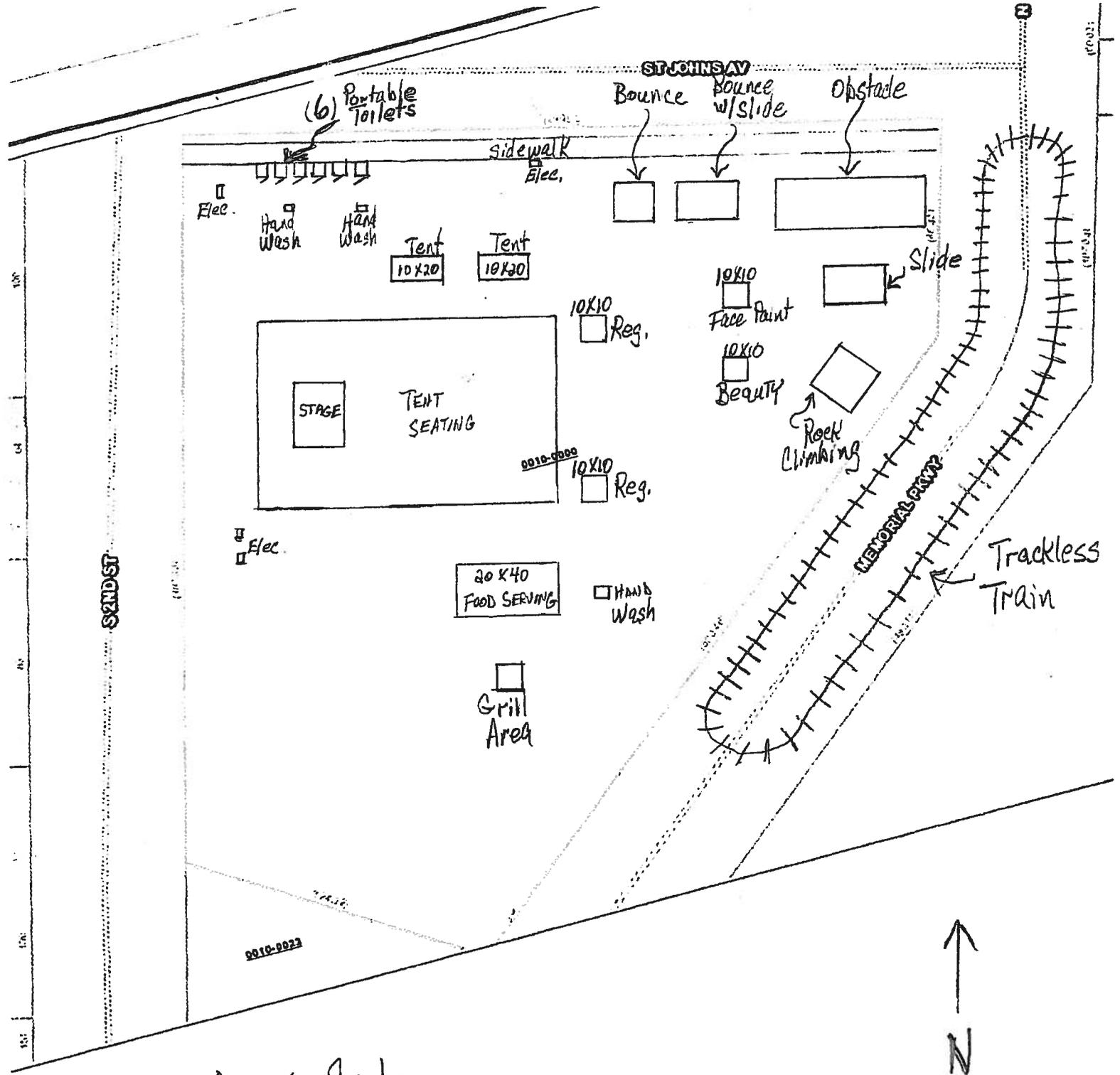
- Nonprofit Articles of Incorporation, Charter and Mission Statement
- Consent Letter (event property): property owners on which Special Event location is held (if not held on city property)
- Fire resistive rating certificates (tents, fabrics, etc.)
- Schedule Fire, Building/Electrical Inspections
- Schedule Pre/Post Sanitation Inspections
- Example of Special Event vendor permits provided
- Special Event Certificate of Insurance- City as "Additional Insured" (if carnival, aircraft or watercraft rides are planned, need certificates from those vendors)
List Certificates required, _____
- Required Permits (federal, state, local): _____
- Alcohol License (copy)
- _____
- _____
- _____

PRE-PLANNING MEETING

Name of Special Event: _____ Date _____

Persons Attending Planning Meeting:

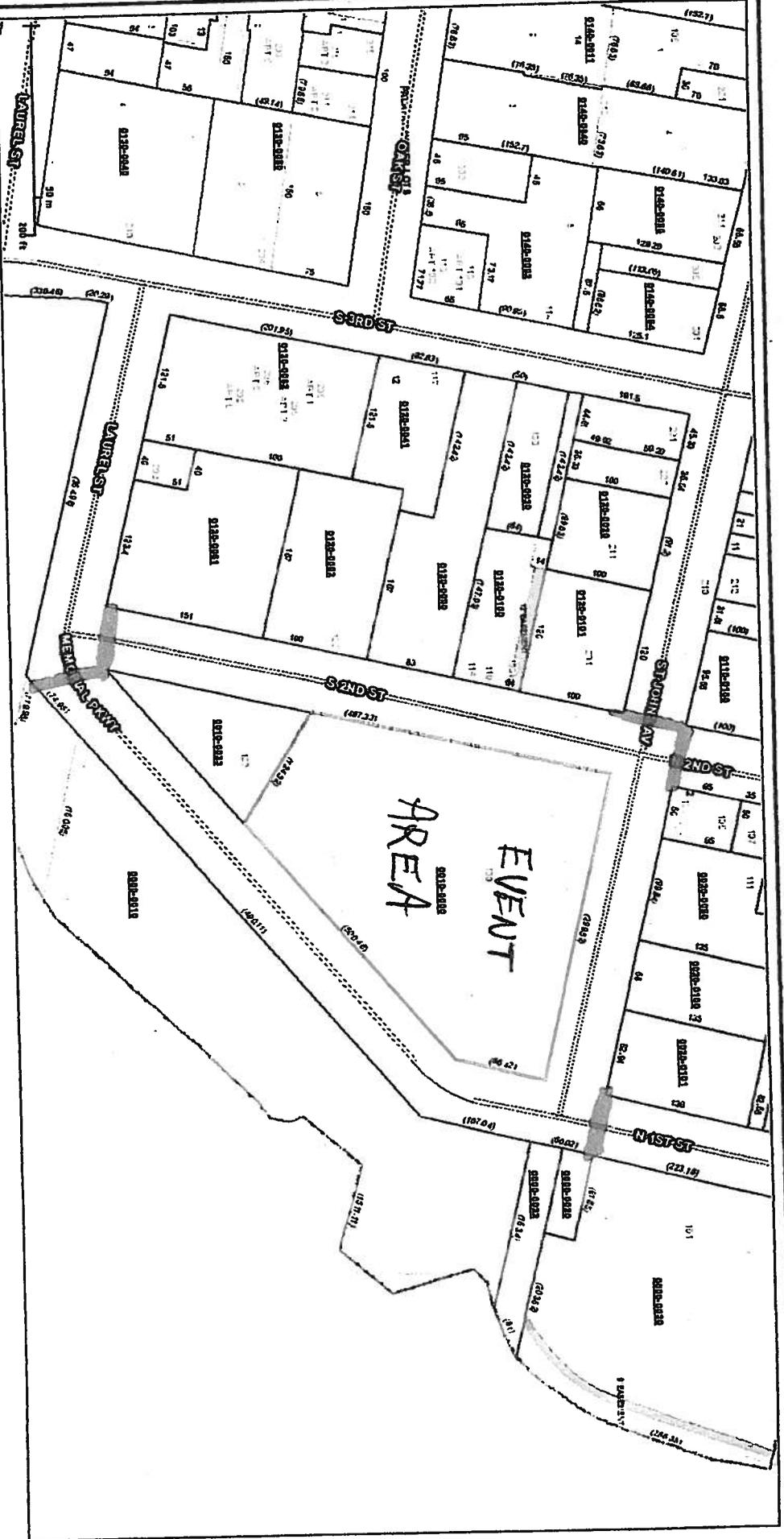
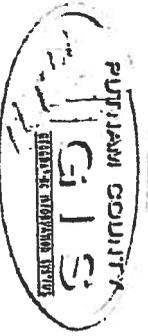
Name	Representing	Position	Phone #



Approx. Scale
 $3/16" = 10'$

U-Turn Event

Overfront Park



BARRICADE PLAN

U-Turn Event
Riverfront Park, Palatka FL

All provided Putnam County GIS data are to be considered a generalized spatial representation that is subject to revisions. This information is provided as a visual representation only and is not to be used as a legal or official representation of legal boundaries. The Putnam County Board of County Commissioners as well as the constitutional officers including the Clerk of the Court, Property Appraiser, Sheriff, Supervisor of Elections, and Tax Collector assume no responsibility associated with its misuse.

Mail **Inbox 2330 Items**

Favorites

- Inbox (2)
- Sent Items

KeOndra Wright

- Inbox (2)
- Drafts [41]
- Sent Items
- Deleted Items
- Junk E-mail
- Notes
- RSS Feeds

New Delete Move Filter View

Search Entire Mailbox

Conversations by Date Newest on Top

Today

- OPS plan and invoice
James Griffith 11:32 AM
- Ops plans for events
James Griffith 11:28 AM

Yesterday

- Audit Info
Matt Reynolds Tue 2:56 PM
- Last Chance To Save Up ...
Carrot-Top Industries Inc. Tue 8:03 AM

Monday

- UniFirst Spring/Summer ...
Gerald_Spires@UNIFIRST.... Mon 5:02 PM

Last Week

- B & Z
Deena Mccamey Fri 3/1
- Special Events Meeting
Melodie Cannon; Jeff Norton Fri 3/1
- News from Palatka Main ...
Palatka Main Street, Inc. Fri 3/1
- Special Events Meeting
Mark Lynady; Jeff Norton Fri 3/1
- March for Babies
Wheeler, Melinda Fri 3/1
- Agenda Items
Betsy Driggers; Jeff Norton Thu 2/28
- CC agenda item 3g
Jeff Norton; Betsy Driggers Wed 2/27
- OPS Plan
James Griffith; Jeff Norton Wed 2/27
- Uniforms
Chris Cheatham Wed 2/27
- Uniforms
Chris Cheatham Wed 2/27
- Happy Florida Archaeolo...
FPAN Northeast Region Tue 2/26
- Introducing NEW Product...
Carrot-Top Industries Inc. Tue 2/26
- Benefit Concert This Frid...
Ramicah Watkins Mon 2/25
- Special Events Meeting
Mark Lynady; Jeff Norton Mon 2/25
- OPS Plan
James Griffith Mon 2/25

Mail

Two Weeks Ago

Calendar

- Sunny Point Survey
Miller, Sarah E. 2/22/2013

Contacts

- Invoice
James Griffith; Jeff Norton 2/22/2013

Tasks

- WCH Bass Tournament P...
Melodie Cannon 2/20/2013

Public Folders

Ops plans for events

James Griffith

Actions

To: KeOndra Wright

Wednesday, March 06, 2013 11:28 AM

Ke'Ondra,

In reference to the two events we covered on March 5th, both the events, the Southside Baptist Church Rally on April 13th and the Hospice Bass Tourney on April 27th and , we will not be doing formal operations plans. Those events only call for extra patrol by our personnel. Those extra patrol orders will go out the weekend of the event to the on duty shifts.

Thanks
James

James A. Griffith
Palatka Police Department
110 North 11th Street
Palatka, FL 32177
Office (386) 329-0115 ext. 219
Cell Phone (386) 937-1703

April 13 2013 - U-Turn Community Outreach - St. John River Front

Platform Schedule 2013: 11:00 to 5:00 PM

- 10:50 am Welcome & Opening Prayer (Pastor Ray Johnson & Introduce Emcee - *Pastor Don Karpinen*)
- 11:00 am *Cadence Band (40 min set)*
- 11:40 am 1st Prize Drawing/ Announce Corporate Sponsors of Event (*Give instructions for serving lunch*)
- 12:00 pm – 12:30 pm NO PLATFORM MINISTRY WHILE SERVING LUNCH**
- 12:30 pm Teen Challenge of Florida Intro: Bro. Rick Fernandez
- 12:40 pm *Teen Challenge Jacksonville Men Center (1 drama/ 2 testimonies/ 1 Rap)*
- 1:00 pm *Teen Challenge Davie Women Center (1 drama/ 2 testimonies)*
- 1:15 pm Sheriff Jeff Hardy - Testimony
- 1:25 pm Pastor Don Karpinen, Victory Christian Center, Boca Raton- Message & Altar Call
- 1:40 pm *Teen Challenge Ft. Myers Men Center (2 drama / 2 testimonies)*
- 2:05 pm City / County Official
- 2:10 pm 2nd Prize Drawing/ Announce Corporate Sponsors of Event
- 2:20 pm *Cadence Band (40 min set)*
- 3:00 pm 3rd Prize Drawing/ Announce Corporate Sponsors of Event
- 3:10 pm *Kids Ministry (All kids activities shut down) Altar call*
- 3:30 pm Teen Challenge Davie Women Drama
- 3:40 pm U-Turn Invitation Followed By Prayer (Bro Rick)
- 3:50 pm Song: Amazing Grace by Cadence & the Teen Challenge Men & Women Centers
- 4:10 pm Final Prize Drawing (**BIG Prize**)

This is subject to change

Agenda Item

3 v-2



CITY COMMISSION AGENDA ITEM

SUBJECT: Request for Noise Variance for Special Events Permit # 13-01

DEPARTMENT: Special Events

ATTACHMENTS: Ordinance Resolution Motion
 Support Documents Other

SUMMARY: Special Events Permit # 13-01; Request and Approve Noise Variance for Northeast Florida Association of Reators "Hospice Bass Tournament"

RECOMMENDED ACTION: Approve Noise Variance for the following Date and Time:

April 27th, 2013 6am-5pm

DEPARTMENT HEAD Submitted: Jeff Norton *JN* Date: 03/13/2013
Requested Agenda Consent Date: 03/13/2013

FINANCE DEPARTMENT Budgeted Yes No N/A *DMH* Date: *3/21/13*

CITY ATTORNEY Approved as to Form and Correctness Date:

CITY MANAGER Approved Agenda Item For: *[Signature]* Date: *3/18/13*

COMMISSION ACTION: Approved as Recommended Disapproved
 Approved With Modification Tabled To Time Certain
 Other

DISTRIBUTION: APT CA CC CM FIN FD P&C PD PLN S&S W&S WTP WWTP

MEMORANDUM

To: City of Palatka Commissioners

From: Jeff Norton, Special Events Coordinator & Parks Supervisor

Date: March 13, 2013

Re: Northeast Florida Association of Realtors "Hospice Bass Tournament"

Attached please find the Special Events Permit Application # 13-01 for the above referenced event. Staff's recommendations are as follows:

1. Grant Noise Ordinance Variance during Special Event hours:

April 27th, 2013 6am-5pm

If you have any questions or concerns please contact me at 386-326-3084 or 386-937-3093.

Jeff Norton
Special Events Coordinator

APPLICATION # 13-01

(circle one below)

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

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

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

RECEIVED
FEB 20

BY:

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

a. NORTHEAST FLORIDA ASSOC. OF REATORS "HOSPICE BASS"

b. CONTACT PERSON MIKE OGLESBEE TELEPHONE _____

c. 127 SILVER COURT, PALATKA FAX# 329-9877 Cell# 546-3414

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

a. CONTACT PERSON _____ TELEPHONE _____

b. _____ FAX # _____

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY BASS TOURNAMENT

4. _____

5. DATE & HOURS OF DESIRED USE: 4/27/2013 0300 TO 1700

6. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)
CITY DOCK - AMPHITHEATER - GRASS AREA - PARKING LOTS

7. ROAD CLOSURES: NONE

8. REQUEST FOR NOISE VARIANCE(Dates and Times): _____

9. REQUEST FOR ALCOHOL VARIANCE(Dates,Times,Location): NA

10. ESTIMATE OF ANTICIPATED ATTENDANCE LESS THAN 10,000 PEOPLE? 2500

11. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT FOUR W/HAULER, TRAILER - TRUCK COMBO

12. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

- a. CLASS A: \$150.00- up to 10,000 in attendance per day
 \$225.00- 10,000 - 40,000 in attendance per day
 \$300.00- 40,000 - 80,000 in attendance per day
- b. CLASS B: \$100.00 per day Up to 1,000 persons per day
- c. CLASS C: \$50.00 per day (Limited impact on traffic, parking etc.) Events such as Weddings, Fishing tournaments with less than 40 boats. Etc.
- d. Any private entity/business(es) who are holding a function on private property that impacts neighboring businesses/residents within the City limits and, impacts City services will be assessed a fee amount accordingly. (7% Sales Tax)

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

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

IMPORTANT INFORMATION

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT DOES NOT INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. Organizers are required to contact the City of Palatka Parks Department office at 386-329-0100 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS.

Acceptance of your application should in no way be construed as final approval or confirmation of your request. Sec. 50-145. Any person or organization granted permission shall be bound by all park/city rules and regulations and all applicable ordinances as fully as though the same were inserted in this document, except for such rules and regulations as may be waived by such document or the City Commission.

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

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

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

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

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

2/8/2013
DATE

Mike Oglesby
SIGNATURE OF APPLICANT

APPROVED:

[Signature] 2/21/2013
SPECIAL EVENTS COORDINATOR DATE

**RETURN TO:
JEFF NORTON
SPECIAL EVENTS COORDINATOR
201 N. 2nd Street
Palatka, FL 32177**

**COPIES TO:
Parks Dept.
Police Dept.
Fire Dept.
Sanitation Dept.
City Clerk**

**Downtown Palatka, Inc.
Keep Putnam Beautiful
Chamber of Commerce
Palatka Daily News**



CITY OF PALATKA PLANNING MEETING PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator

Meeting Date: 3/5/2013

Special Events Coordinator: [Signature]

- 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: _____

Type of Event: _____

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

Location of Event: _____

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

	Date	Day	Begin	End
Event Day 1	<u>4/27/2013</u>	<u>Saturday</u>	<u>3</u> AM/PM	<u>5</u> AM/PM
Event Day 2	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 3	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 4	_____	_____	_____ AM/PM	_____ AM/PM
Set-up for event will begin on (Date)	<u>4/27/2013</u>		at (time) <u>3am</u>	
Break down will be completed by (Date)	<u>4/27/2013</u>		at (time) <u>5pm</u>	

EVENT BASS TOURNAMENT EVENT SPONSOR/ORGANIZATION NEFAR - HOSPICE

Name of Promoter MIKE OULESBEE Tax Exempt No.: _____

Fee Worksheet (To be completed by Special Events Coordinator or Designee)

Special Event Permit fees	\$ <u>150</u> Per Day x <u>1</u> Days =	\$ <u>150</u>
Law Enforcement (City Police)	\$23.00 per hour x _____ Officer(s) x _____ Hours =	\$ <u>0</u>
Fire Personnel	\$23.00 per hour x _____ Personnel x _____ Hours =	\$ _____
Building Inspector	\$23.00 per hour x _____ x _____ Hours =	\$ _____
Sanitation Equipment fee	# Of Green Roll Out Containers <u>0</u> x \$ 15.00 per container =	\$ <u>0</u>
Additional Charges (List)	_____ =	\$ _____
	_____ =	\$ _____
	_____ =	\$ _____
Refundable Deposit	\$500.00 required (circle one) Yes <input type="radio"/> No <input checked="" type="radio"/>	\$ _____
Total Estimated Fees		\$ <u>150⁰⁰</u>

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

APPLICANT INFORMATION:

Name: MIKE OGLESBEE
Telephone: 329-9877 Fax: 329-9877 Cellular: 546-2614
Address: 164 CREEKET AVE. PALATKA FL. 32177

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

Other contacts/Keyholders:

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

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

Estimated Peak Number of Participants (each day of event):
Day 2 NA Day 3 NA Day 4 NA Day 1 2,500.00
Day 5 NA

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: _____

Inspection(s) - Date and time requested: SATURDAY 4/27/2013
10:00 AM

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)

- Carnival location (if any) (note location on site map) _____
- Number of sanitation roll-out containers required: _____
- Location of parking/transportation services, if any: _____
- Type Transport Vehicles (Van, buses, etc.): _____
- Location of security and emergency vehicle parking on site: _____
- Public street barricades/street closures/detours: (note locations on site map) Memorial Drive
- Temporary Parking, directional Signage needed: _____
- Main emergency vehicle access to site (location – also note on site map): _____
- Location of proposed temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.: (note on site map) _____
- Number and proposed location of vendors, concessions and/or Sponsor/Promoter(s) stands (note on site map): To be determine
- Number and location of static/mobile displays (note on site map): _____
- Location of event staff management (headquarters): _____
- Staff Uniform Identification: T-Shirts
- Main sound system location: ~~Amphitheater~~ amphitheater
- Number and location of special activities (launching areas, animal attractions, amusements, car shows, parade routes, competition courses, etc.): _____

- Number and location of temporary signs/banners: _____
- Number and location of promotional visual effects: _____
- Watercraft: _____
- Aircraft: _____
- Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.): _____
- Date(s) and times of setup/breakdown: 4/27/2013 3am-5pm
- Name(s) and Type of Musical Bands to Perform (dates & times of performances): _____
- Noise Abatement Requirements: 6AM-5PM
- Adjoining Properties Impacted (Notification needed?): _____
- Location, Dates and Times for Alcohol Ordinance Open Container Waiver: _____
- Alcohol Sale Requirements (Temporary license, commercial establishment license, etc.): _____
- Handicapped Accessibility: _____

Items Outstanding:

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

- Nonprofit Articles of Incorporation AND Charter AND Mission Statement
- Financial Statement (last audit period)
- Consent Letter (event property): property owners on which Special Event location is held (if not held on city property)
- Fire resistive rating certificates (tents, fabric, etc.)
- Schedule Fire, Building/Electrical Inspections
- Schedule Pre/Post Sanitation Inspections
- Example of Special Event vendor permits provided
- Special Event Certificate of Insurance – City as “Additional Insured” (if carnival, aircraft or watercraft rides are planned, need certificates from those vendors)
List Certificates required: _____
- Required permits (federal, state, local): _____
- Alcohol License (copy)
- Additional Meeting Required (Adjacent Properties, Special Events Committee, others)
- Musical Band Names/Times

PRE-PLANNING MEETING

Name of Special Event/Production: _____ Date _____

Persons Attending Planning Meeting:

Name	Representing	Position	Phone#
_____	_____	_____	_____

Water

Dock/Weigh-In

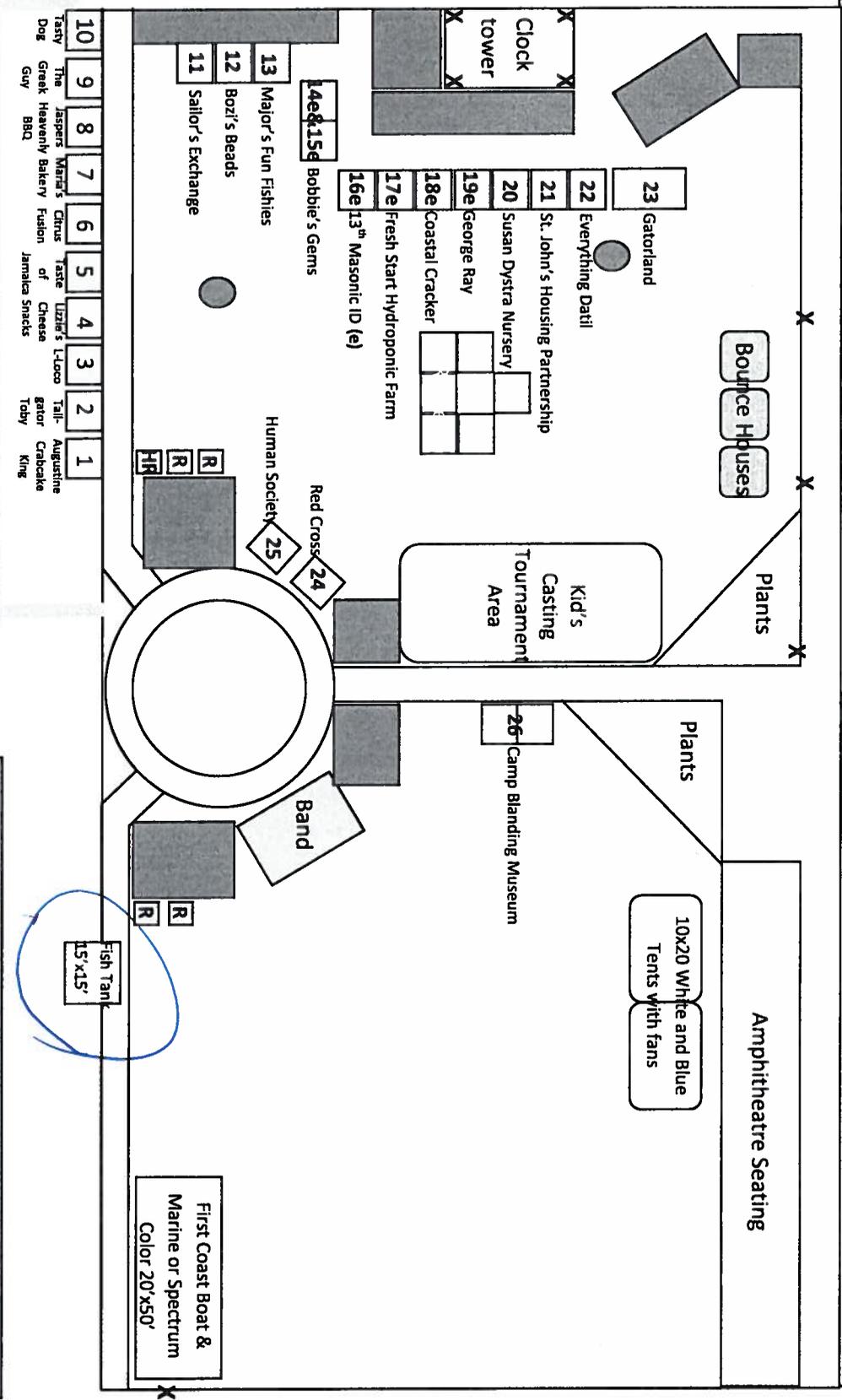
6' table for prizes/trophies

KEY

- e** Booth with electricity
- ☐ Restrooms
- ☐ 10'x10' Booth
- X** Power with 2 outlets

B R I D G E & U S 1 1 7

V E N D O R P A R K I N G L O T



PARKING LOT

Army Rock Climbing Wall

sign out KeOndra Wright

Find Someone Options

Mail Inbox 2330 Items

Favorites

- Inbox (2)
- Sent Items

KeOndra Wright

- Inbox (2)
- Drafts [41]
- Sent Items
- Deleted Items
- Junk E-mail
- Notes
- RSS Feeds

New Delete Move Filter View

Search Entire Mailbox

Conversations by Date Newest on Top

Today

- OPS plan and invoice James Griffith 11:32 AM
- Ops plans for events James Griffith 11:26 AM

Yesterday

- Audit Info Matt Reynolds Tue 2:56 PM
- Last Chance To Save Up ... Carrot-Top Industries Inc. Tue 8:03 AM

Monday

- UniFirst Spring/Summer ... Gerald_Spires@UNIFIRST... Mon 5:02 PM

Last Week

- B & Z Deena Mccamey Fri 3/1
- Special Events Meeting Melodie Cannon; Jeff Norton Fri 3/1
- News from Palatka Main ... Palatka Main Street, Inc. Fri 3/1
- Special Events Meeting Mark Lynady; Jeff Norton Fri 3/1
- March for Babies Wheeler, Melinda Fri 3/1
- Agenda Items Betsy Driggers; Jeff Norton Thu 2/28
- CC agenda item 3g Jeff Norton; Betsy Driggers Wed 2/27
- OPS Plan James Griffith; Jeff Norton Wed 2/27
- Uniforms Chris Cheatham Wed 2/27
- Unifroms Chris Cheatham Wed 2/27
- Happy Florida Archaeolo... FPAN Northeast Region Tue 2/26
- Introducing NEW Product... Carrot-Top Industries Inc. Tue 2/26
- Benefit Concert This Frid... Ramicah Watkins Mon 2/25
- Special Events Meeting Mark Lynady; Jeff Norton Mon 2/25
- OPS Plan James Griffith Mon 2/25

Mail

Two Weeks Ago

Calendar

- Sunny Point Survey Miller, Sarah E. 2/22/2013

Contacts

- Invoice James Griffith; Jeff Norton 2/22/2013

Tasks

Public Folders

- WCH Bass Tournament P... Melodie Cannon 2/20/2013

Ops plans for events

James Griffith

Actions

To: KeOndra Wright

Wednesday, March 06, 2013 11:26 AM

Ke'Ondra,

In reference to the two events we covered on March 5th, both the events, the Southside Baptist Church Rally on April 13th and the Hospice Bass Tourney on April 27th and , we will not be doing formal operations plans. Those events only call for extra patrol by our personnel. Those extra patrol orders will go out the weekend of the event to the on duty shifts.

Thanks
James

James A. Griffith
 Palatka Police Department
 110 North 11th Street
 Palatka, FL 32177
 Office (386) 329-0115 ext. 219
 Cell Phone (386) 937-1703

Agenda Item

4



AGENDA ITEM

SUBJECT: Budget Summary (October – February 2013)

DEPARTMENT: Finance

ATTACHMENTS: Ordinance Resolution Motion
 Support Documents Other

SUMMARY: Budget Summary Report for October through February 2013. See attached report.

RECOMMENDED ACTION: No action requested – Report only

DEPARTMENT HEAD

Submitted: Matt Reynolds Date: 03-15-13
Requested Agenda: Regular Date: 03-28-13

FINANCE DEPARTMENT Budgeted Yes No N/A *MR* Date: 03-15-13

CITY ATTORNEY Approved as to Form and Correctness Date: _____

CITY MANAGER Approved Agenda Item For *R* Date: 3/20/13

COMMISSION ACTION: Approved as Recommended Disapproved
 Approved With Modification Tabled To Time Certain
 Other

DISTRIBUTION: CA CC CM CD FI FD GC HR MD PD PR UD

Budget Report

October-February 2013

Overall:

This budget report covers the months of October through February which is five months of the fiscal year (41.67%). We will continue to present a monthly budget report to the commission in the future in order to keep the City Commission informed as to the status of the revenues and expenditures of the City.

General Fund:

Revenues (page 1)

Revenue Sources above 41.67%:

Total Operating Revenues were at 46.20% which is primarily due to the timing of the receipts of property taxes. Property taxes are disbursed by the Putnam County Tax Collector beginning in November and continuing through June, however the vast majority of property taxes are received by the end of February. This causes a spike in the property taxes line early in the year which will level out as the year progresses.

Utility Service Taxes were 45.20% which was due to the utility service taxes on electricity, water, gas and fuel oil all being above budgeted estimates at the end of February. Communication Service Taxes were 65.05% due to a correction by the Department of Revenue to our monthly disbursement in December. Franchise fees were at 61.89% due to the lump sum payment of one year's worth of franchise fees by Clay Electric. Transfers In were at 77.45% due to the receipt of \$500,000 from the Gas Authority that was requested for this fiscal year. The Gas Authority agreed to transfer \$100,000 a month for the first five months of the fiscal year, which means the Transfers In line will remain elevated and eventually level out as the year progresses.

Revenue Sources below 41.67%:

Local option taxes are comprised of gas and fuel taxes, discretionary sales surtax and fire and police state premium money that are contributed to the police and fire pension funds. The total percent was at 36.62%, however since the fire and police premium disbursements are not received until August or September, a more accurate percentage would be 40.46%. This means that both local option gas taxes as well as discretionary sales surtax were below budget by 1.21%. This revenue section will continue to be monitored and expenditures may need to be adjusted in order to account for the lower than expected revenue. If these revenue streams continue to remain 1.21% below budget, the difference between the actual and budget at year end will be -\$14,149.

Licenses and Permits were at 24.02% which is 17.65% below budget. If this trend continues, the difference between actual and budget at year end will be -\$32,727.

State and Federal grants were well below budget at 2.49%, however since the revenues are based upon expenditures for these grant projects this line being below budget does not adversely affect the operations of the General Fund.

State Shared revenues were slightly below budget at 39.76%. This was due to the Half-Cent Sales Tax revenue line being at 36.77% which is 4.9% below budget. If this trend continues, the difference between actual and budget at year end will be -\$15,784.

Grants from Local Units were at 24.79% which is 16.97% below budget. The only revenue line under this section is HIDTA, which is a type of Police Overtime reimbursement. If this trend continues, the difference between actual and budget at year end will be -\$1,111.

Shared Revenues for Local Units were at 4.42% which is 37.25% below budget. This was due to \$25,000 being budgeted for an expected payment from Putnam County in regards to the Crestwood Nursing Home property on Palm Ave. For approximately 30 years, the County has paid the City \$5,000 as a form of Payment in Lieu of Taxes (PILOT) for Crestwood Nursing Home which is located in the old hospital building off Palm Ave. The City originally gave the piece of land that this building is located on to the County in the 1950's in order for the County to build a hospital. Once the new hospital was built on the west side of town and the old hospital off Palm Ave was closed, a nursing home company began renting the building from the County for which they pay a monthly rent, however since the County owns the land they do not pay property taxes on the land or the building. In the 1980's, the County agreed to pay the City \$5,000 a year. It has remained the same amount ever since, however during the budget season last year it was estimated that we would be able to get the County to pay an increased amount. This does not appear that it will come to fruition so this amount may need to be reduced back to \$5,000.

Charges for Services were at 31.68% which is approximately 10% below budget. This was primarily due to Cemetery Services and Cemetery Vault sales being well below budget at 15.39% and 25.52%, respectively. If this trend continues, the difference between actual and budget will be -\$24,850.

Fines and Forfeits were approximately 29% below budget. This was primarily due to Red Light Camera Fines being well below budget by 32.67%. This was due to the budget being based upon the red light program being active for the entire fiscal year. Since all 4 cameras did not get up and running until December, it is still difficult to determine how actual vs. budget will be at year end. This revenue stream will continue to be monitored and adjustments will be made if needed. Any adjustments to the revenue will not adversely affect the operations of the General Fund since all of the proceeds were budgeted for reserves and a one-time capital expense to purchase police vehicles in August 2013; however this capital expense can be removed in favor of another lease which will not impact this FY budget.

Miscellaneous Revenues were also below budget at 34.3%. This was primarily due to the sale of Cemetery lots being approximately 25% below budget. If this trend continues, the difference between actual and budget at year end will be -\$17,326.

If all of the trends mentioned above continue, the total impact to the revenues would be approximately -\$126,000.

We will continue to monitor all revenue sources and will be preparing budget amendments throughout the year to ensure that the budgeted amounts are as accurate as possible.

Expenditures (page 2): The only departments that were over the 41.67% mark were City Hall (City Manager's Office, City Clerk's Office and Finance Department), Other Governmental Services and Price Martin Center. City Hall exceeded budget due to building maintenance and operating supplies; there were several large non-recurring expenses incurred however as the year progresses the percent expended will decrease back to being within the proper range. All other departments within the General Fund were under the 33.33% mark.

Airport Fund:

Revenues (page 3): Total operating revenues were under the 41.67% mark. This was primarily due to hangar rentals being at 35.6% as well as 100 octane low lead aviation fuel sales at 37.83%. Total other revenues were also below the 33.33% mark due to the sale of surplus materials (millings, lime rock, timber and clean fill sand) just getting underway.

Grants were also well below budget at 22.67%, however since the revenues are based upon the expenditures for grant projects this line being below budget does not adversely affect the operations of the Airport.

As with the General Fund, we will continue to monitor all revenue sources and will be preparing budget amendments throughout the year to ensure that the budgeted amounts are as accurate as possible.

Expenditures (page 4): Personnel services exceeded the 41.67% mark due to changes in personnel which were not anticipated during the budget process. Operating supplies were below 41.67%.

Operating and other revenues exceeded personnel and operating expenditures through January by \$170,102.

TIF Fund:

Revenues (page 5): Revenues were well above the 41.67% due to the County's entire share of the annual property taxes being received in December. A portion of the City's share will be transferred every month throughout the fiscal year until the total amount of the City's share has been transferred.

Expenditures (page 6): The total expenses for the Downtown, North and South Historic Districts were all under the 41.67% mark. Transfers out were slightly above the 41.67% mark due to the reimbursement of the Mainstreet Manager's salary to the General Fund being completed in December. This percentage will fall back within the proper range as the year progresses.

Water Fund:

Revenues (page 7): Charges for service were very slightly below the 41.67% mark. Other Revenues were well above budget due to the Communication Tower Lease line. This is due to payment structure of two of the companies that lease space on the tower.

Expenditures (page 8): Personnel expenses for the water plant, water and sewer distribution and water administration departments were all above 41.67%. This was primarily due to two quarterly payments for workers comp being made in the first quarter as well as a majority of the holiday pay being expended due to Thanksgiving and Christmas. These percentages should fall back within the proper range as the year progresses.

Operating expenses in the water and sewer distribution department were over budget due to equipment and vehicle maintenance expenditure lines being over 50%. Operating expenses in the water administrator department were over budget due to the accounting and auditing line being at 75% and equipment maintenance line being at 85%. There were several large annual expenditures that took place however these lines will remain under budget as the year progresses.

Charges for service and other revenues exceeded expenditures by \$149,170.

Golf Course Fund:

Revenues (page 9): Operating revenues for the golf course were below the 41.67% mark due to revenues from most revenue sources (rounds of golf, cart rentals, locker rentals, pro shop sales, snack bar sales, liquor sales and beer sales) not meeting projections. The exception was daily greens fees and prepaid greens fees (memberships) which were 41.77% and 73.23% respectively. The revenue collected from memberships through February of this fiscal year has increased by approximately \$5,000 when compared to the revenues collected through February of last fiscal year. We are continuing to monitor the revenues at the Golf Course very closely and will be adjusting the budgeted amounts as needed throughout the year to ensure that we present the Commission with the most accurate information available.

Expenditures (page 10): Operating expenses for both the course maintenance and club house departments exceeded the 41.67% mark. Capital Expenses for the course maintenance department was at 82.30% due to a large one-time capital expense to repair the well on hole #3 which will be used to water the greens. As previously stated, we are closely monitoring the Golf Course Fund and will be making adjustments as needed.

Expenditures exceeded revenues by \$11,289.

Sanitation Fund:

Revenues (page 11): Charges for service were .01% over of the 41.67% mark.

Expenditures (page 12): Total expenditures for the sanitation fund were below the 41.67% mark. The operating expenses in the maintenance department exceeded 41.67% due to two quarterly payments for liability insurance being made in October and December. Debt service was at 100% due to the final payments on the garbage truck loan being made in October.

Revenues exceeded expenditures through January by \$58,251.

CDBG Fund:

Revenues (page 13): Other revenues were at approximately 100% due to the final payments being made on a mortgage in relation to a CDBG grant project from 1993.

Expenditures (page 14): There are no expenditures budgeted for this year.

City of Palatka

GENERAL FUND REVENUES
BUDGET SUMMARY
41.67 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 BUDGET	2012 REV YTD	2013 BUDGET	YTD REVENUES	UNCOLLECTED	PERCENT COLLECTED
	TOTAL PROPERTY TAXES	3,201,120	2,312,429.37	3,189,697	2,436,982.88	752,714.12	76.40%
	TOTAL LOCAL OPTION TAXES	1,268,279	475,846.32	1,292,063	473,113.48	818,949.52	36.62%
	TOTAL UTILITY SERVICE TAXES	844,948	350,709.87	841,724	380,442.25	461,281.75	45.20%
	TOTAL COMMUNICATION SERV TAXES	193,731	74,611.52	108,716	70,717.08	37,998.92	65.05%
	TOTAL LICENSES/PERMITS	154,083	50,642.55	185,422	44,537.27	140,884.73	24.02%
	TOTAL FRANCHISE FEES	819,899	353,462.54	811,541	502,299.11	309,241.89	61.89%
	TOTAL STATE/FEDERAL GRANTS	666,309	344,372.99	1,934,849	48,203.54	1,886,645.46	2.49%
	TOTAL STATE SHARED REVENUES	756,034	330,974.15	826,388	328,568.56	497,819.44	39.76%
	TOTAL GRANTS FROM LOCAL UNITS	6,857	3,273.74	6,547	1,622.84	4,924.16	24.79%
	TOTAL SHARED REV LOCAL UNITS	11,500	2,652.56	28,500	1,258.33	27,241.67	4.42%
	TOTAL CHARGES FOR SERVICES	161,618	67,498.58	224,850	71,237.27	153,612.73	31.68%
	TOTAL FINES & FORFEITS	115,084	33,595.97	652,988	83,326.24	569,661.76	12.76%
	TOTAL MISCELLANEOUS REVENUES	260,645	93,025.03	235,088	80,635.74	154,452.26	34.30%
	TOTAL TRANSFERS IN	764,709	0.00	815,000	631,250.00	183,750.00	77.45%
	TOTAL REIMBURSEMENTS	380,000	88,750.00	379,787	163,014.32	216,772.68	42.92%

	TOTAL OPERATING REVENUES	9,604,816	4,581,845.19	11,533,160	5,317,208.91	6,215,951.09	46.10%
	TOTAL CASH BALANCE FORWARD	982,655	0.00	1,117,429	0.00	1,117,429.00	0.00%

	TOTAL REVENUES	10,587,471	4,581,845.19	12,650,589	5,317,208.91	7,333,380.09	42.03%

City of Palatka

GENERAL FUND EXPENDITURES
BUDGET SUMMARY
41.67 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 BUDGET	2012 EXP YTD	2013 BUDGET	YTD EXPENDITURES	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT EXPENDED
	PERSONNEL & OPERATING EXPENSES							
	CITY HALL	821,476	383,891.01	799,231	357,305.91	4,800.67	437,124.42	44.71%
	INFORMATION TECHNOLOGY	3,303	0.00	146,244	45,466.03	7,975.13	92,802.84	31.09%
	LEGAL COUNSEL	57,205	17,599.08	57,742	17,997.71	17,597.56	22,146.73	31.17%
	OTHER GOVT SERVICES	152,949	16,129.32	63,563	39,184.77	333.84	24,044.39	61.65%
	BUILDING & ZONING	338,421	148,297.66	358,667	141,439.11	3,660.71	213,567.18	39.43%
	POLICE DEPARTMENT	3,298,736	1,345,677.96	3,664,819	1,194,056.27	17,350.25	2,453,412.48	32.58%
	CODE ENFORCEMENT	0	0.00	27,178	2,358.03	0.00	24,819.97	8.68%
	FIRE DEPARTMENT	1,800,475	697,064.71	1,748,774	710,383.68	13,743.42	1,024,646.90	40.62%
	STREETS	503,083	239,574.48	501,739	184,050.93	8,303.52	309,384.55	36.68%
	CEMETERY	152,600	54,118.89	139,747	56,836.75	2,799.92	80,110.33	40.67%
	CULTURAL SERVICES	6,550	9,981.89	11,468	4,185.32	0.00	7,282.68	36.50%
	BRONSON HOUSE	54,130	19,754.68	67,580	25,110.10	0.00	42,469.90	37.16%
	PARKS AND RECREATION	359,037	151,395.94	362,575	148,643.64	507.98	213,423.38	41.00%
	PRICE MARTIN CENTER	30,074	10,662.76	21,555	10,152.52	0.00	11,402.48	47.10%
	BETTER PLACE PLAN	1,699,187	586,331.59	2,855,212	150,899.65	316,422.08	2,387,890.27	5.29%
	OPERATING EXPENSES SUBTOTAL	9,277,226	3,680,479.97	10,826,094	3,088,070.42	393,495.08	7,344,528.50	28.52%
	TRANSFERS	0	0.00	377,990	157,495.90	0.00	220,494.10	41.67%
	TRANSFERS & OPERATING SUBTOTAL	9,277,226	3,680,479.97	11,204,084	3,245,566.32	393,495.08	7,565,022.60	28.97%
	CONTINGENCIES	547,600	0.00	299,133	0.00	0.00	299,133.00	0.00%
	RESERVES	762,645	0.00	1,147,372	0.00	0.00	1,147,372.00	0.00%
	TOTAL EXPENDITURES	10,587,471	3,680,479.97	12,650,589	3,245,566.32	393,495.08	9,011,527.60	25.66%

City of Palatka

AIRPORT REVENUES
BUDGET SUMMARY
41.67 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 BUDGET	2012 REV YTD	2013 BUDGET	YTD REVENUES	UNCOLLECTED	PERCENT COLLECTED
	TOTAL GRANTS	3,999,674	3,203,796.00	1,766,678	400,473.46	1,366,204.54	22.67%
	TOTAL OPERATING REVENUES	822,682	318,476.30	889,905	349,570.96	540,334.04	39.28%
	TOTAL OTHER REVENUES	130,870	129,160.07	263,000	64,983.94	198,016.06	24.71%
	TOTAL TRANSFERS	0	0.00	0	0.00	0.00	0.00%
	TOTAL CASH BALANCE FORWARD	61,955	0.00	-86,764	0.00	-86,764.00	0.00%
<hr/>							
	TOTAL REVENUES	5,015,181	3,651,432.37	2,832,819	815,028.36	2,017,790.64	28.77%

City of Palatka

AIRPORT EXPENDITURES
BUDGET SUMMARY
41.67 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 BUDGET	2012 EXP YTD	2013 BUDGET	YTD EXPENDITURES	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT EXPENDED
	TOTAL PERSONNEL EXPENSES	155,465	58,831.73	133,346	62,630.18	0.00	70,715.82	46.97%
	TOTAL OPERATING EXPENSES	669,770	227,050.52	662,405	181,822.88	3,151.72	477,430.40	27.45%
	TOTAL CAPITAL EXPENSES	4,087,484	3,458,644.94	1,829,122	752,329.85	475,707.54	601,084.61	41.13%
	TOTAL DEBT SERVICE	217,616	0.00	210,381	0.00	0.00	210,381.00	0.00%
	TOTAL TRANSFERS, CONTINGENCIES & RESERVES	-115,154	0.00	-2,435	0.00	0.00	-2,435.00	0.00%
	TOTAL EXPENDITURES	5,015,181	3,744,527.19	2,832,819	996,782.91	478,859.26	1,357,176.83	35.19%

City of Palatka

TIF REVENUES
BUDGET SUMMARY
41.67 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 BUDGET	2012 REV YTD	2013 BUDGET	YTD REVENUES	UNCOLLECTED	PERCENT COLLECTED
	TOTAL PROPERTY TAXES	452,393	448,521.89	379,410	265,018.56	114,391.44	69.85%
	TOTAL OTHER REVENUES	0	0.00	8,420	8,419.50	0.50	99.99%
	TOTAL CASH BALANCE FORWARD	625,752	0.00	474,495	0.00	474,495.00	0.00%

	TOTAL REVENUES	1,078,145	448,521.89	862,325	273,438.06	588,886.94	31.71%

City of Palatka

TIF EXPENDITURES
BUDGET SUMMARY
41.67 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 BUDGET	2012 EXP YTD	2013 BUDGET	YTD EXPENDITURES	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT EXPENDED
	TOTAL EXPENSES-DOWNTOWN	795,624	99,701.77	187,015	49,455.76	6,400.00	131,159.24	26.44%
	TOTAL EXPENSES-SOUTH HISTORIC	199,603	10,275.00	147,093	8,023.00	6,000.00	133,060.00	5.45%
	TOTAL EXPENSES-NORTH HISTORIC	82,918	38,154.00	68,866	20,030.00	0.00	48,836.00	29.09%
	TOTAL TRANSFERS OUT	0	0.00	330,098	146,347.64	0.00	183,750.36	44.33%
	TOTAL CONTINGENCIES & RESERVES	0	0.00	129,263	0.00	0.00	129,263.00	0.00%

	TOTAL EXPENDITURES	1,078,145	148,130.77	862,325	223,856.40	12,400.00	626,068.60	25.96%

City of Palatka

WATER FUND REVENUES
BUDGET SUMMARY
41.67 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 BUDGET	2012 REV YTD	2013 BUDGET	YTD REVENUES	UNCOLLECTED	PERCENT COLLECTED
	TOTAL GRANTS	2,487,290	940,115.11	0	0.00	0.00	0.00%
	TOTAL CHARGES FOR SERVICES	3,879,810	1,588,627.53	4,026,971	1,671,114.18	2,355,856.82	41.50%
	TOTAL OTHER REVENUES	130,143	83,069.08	88,822	52,145.15	36,676.85	58.71%
	TOTAL TRANSFERS IN	252,680	2,679.51	0	0.00	0.00	0.00%
	TOTAL CASH BALANCE FORWARD	342,117	0.00	262,735	0.00	262,735.00	0.00%

	TOTAL REVENUES	7,092,040	2,614,491.23	4,378,528	1,723,259.33	2,655,268.67	39.36%

City of Palatka

WATER FUND EXPENDITURES
BUDGET SUMMARY
41.67 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 BUDGET	2012 EXP YTD	2013 BUDGET	YTD EXPENDITURES	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT EXPENDED
	TOTAL PERSONNEL EXPENSES-WATER	430,165	181,750.71	458,929	203,100.58	0.00	255,828.42	44.26%
	TOTAL OPERATING EXPENSES-WATER	523,094	249,387.11	613,742	182,453.57	53,252.47	378,035.96	29.73%
	TOTAL CAPITAL EXPENSES-WATER	19,250	19,250.00	69,000	24,691.14	0.00	44,308.86	35.78%
	TOTAL PERSONNEL EXPENSES-SEWER	543,569	222,717.35	525,324	213,568.73	0.00	311,755.27	40.65%
	TOTAL OPERATING EXPENSES-SEWER	394,950	145,850.09	370,920	142,338.38	6,880.61	221,701.01	38.37%
	TOTAL CAPITAL EXPENSES-SEWER	2,708,371	1,481,824.86	0	46,551.39	0.00	-46,551.39	0.00%
	TOTAL PERSONNEL EXPENSES-W&S	697,900	284,830.28	708,483	302,144.25	0.00	406,338.75	42.65%
	TOTAL OPERATING EXPENSES-W&S	80,792	41,599.55	110,840	52,151.40	4,599.01	54,089.59	47.05%
	TOTAL CAPITAL EXPENSES-W&S	122,478	47,244.35	85,500	43,157.44	500.00	41,842.56	50.48%
	TOTAL PERSONNEL EXPENSES-ADMIN	126,534	49,996.01	128,358	54,229.84	0.00	74,128.16	42.25%
	TOTAL OPERATING EXPENSES-ADMIN	99,831	62,074.78	103,531	58,892.91	10,626.06	34,012.03	56.88%
	TOTAL CAPITAL EXPENSES-ADMIN	0	0.00	0	0.00	0.00	0.00	0.00%
	TOTAL DEBT SERVICE	802,713	142,476.50	812,871	142,476.50	0.00	670,394.50	17.53%
	TOTAL TRANSFERS OUT	260,000	65,000.00	260,000	108,333.34	0.00	151,666.66	41.67%
	TOTAL CONTINGENCIES & RESERVES	282,393	0.00	131,030	0.00	0.00	131,030.00	0.00%
<hr/>								
	TOTAL EXPENDITURES	7,092,040	2,994,001.59	4,378,528	1,574,089.47	75,858.15	2,728,580.38	35.95%

City of Palatka

GOLF COURSE REVENUES
BUDGET SUMMARY
41.67 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 BUDGET	2012 REV YTD	2013 BUDGET	YTD REVENUES	UNCOLLECTED	PERCENT COLLECTED
	TOTAL OPERATING REVENUES	752,564	233,222.92	661,225	264,584.04	396,640.96	40.01%
	TOTAL OTHER REVENUES	0	1,093.46	3,500	4,054.01	-554.01	115.83%
	TOTAL TRANSFERS IN	0	0.00	181,890	60,630.00	121,260.00	33.33%
	TOTAL CASH BALANCE FORWARD	-968,821	0.00	-1,413,684	0.00	-1,413,684.00	0.00%

	TOTAL REVENUES	-216,257	234,316.38	-567,069	329,268.05	-896,337.05	-58.06%

City of Palatka

GOLF COURSE EXPENDITURES
BUDGET SUMMARY
41.67 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 BUDGET	2012 EXP YTD	2013 BUDGET	YTD EXPENDITURES	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT EXPENDED
	TOTAL PERSONNEL EXPENSES-MAINT	9,000	1,177.53	4,450	1,769.33	0.00	2,680.67	39.76%
	TOTAL OPERATING EXPENSES-MAINT	230,384	92,759.85	243,364	115,972.44	4,039.01	123,352.55	49.31%
	TOTAL CAPITAL EXPENSES-MAINTEN	8,500	0.00	18,150	0.00	14,937.32	3,212.68	82.30%
	TOTAL PERSONNEL-CLUB HOUSE	22,000	7,442.54	25,800	9,080.30	0.00	16,719.70	35.19%
	TOTAL OPERATING-CLUB HOUSE	450,790	230,300.75	503,139	213,735.13	28,530.72	260,873.15	48.15%
	TOTAL CAPITAL-CLUB HOUSE	0	0.00	0	0.00	0.00	0.00	0.00%
	TOTAL DEBT SERVICE	181,890	0.00	181,890	0.00	0.00	181,890.00	0.00%
	TOTAL TRANSFERS, CONTINGENCIES & RESERVES	0	0.00	-1,543,862	0.00	0.00	-1,543,862.00	0.00%
<hr/>								
	TOTAL EXPENDITURES	902,564	331,680.67	-567,069	340,557.20	47,507.05	-955,133.25	-68.43%

City of Palatka

SANITATION FUND REVENUES
BUDGET SUMMARY
41.67 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 BUDGET	2012 REV YTD	2013 BUDGET	YTD REVENUES	UNCOLLECTED	PERCENT COLLECTED
	TOTAL CHARGES FOR SERVICE	1,549,722	642,545.66	1,539,656	641,656.48	897,999.52	41.68%
	TOTAL OTHER REVENUES	8,902	2,228.97	0	0.00	0.00	0.00%
	TOTAL CASH BALANCE FORWARD	0	0.00	6,495	0.00	6,495.00	0.00%
<hr/>							
	TOTAL REVENUES	1,558,624	644,774.63	1,546,151	641,656.48	904,494.52	41.50%

City of Palatka

SANITATION FUND EXPENDITURES
BUDGET SUMMARY
41.67 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 BUDGET	2012 EXP YTD	2013 BUDGET	EXPENDITURES	YTD ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT EXPENDED
	TOTAL PERSONNEL SERVICES-MAINT	192,283	61,238.25	162,056	53,588.62	0.00	0.00	108,467.38	33.07%
	TOTAL OPERATING EXPENSES-MAINT	8,770	3,763.60	7,973	3,320.25	0.00	0.00	4,652.75	41.64%
	TOTAL CAPITAL EXPENSES-MAINT	0	0.00	0	0.00	0.00	0.00	0.00	0.00%
	TOTAL PERSONNEL-SANITATION	538,257	228,109.42	576,531	243,374.67	0.00	0.00	333,156.33	42.21%
	TOTAL OPERATING-SANITATION	545,988	227,966.51	566,965	230,499.70	14,785.96	14,785.96	321,679.34	40.66%
	TOTAL CAPITAL-SANITATION	0	0.00	0	0.00	0.00	0.00	0.00	0.00%
	TOTAL DEBT SERVICE	124,547	51,706.00	13,040	13,038.97	0.00	0.00	1.03	99.99%
	TOTAL TRANSFERS OUT	95,000	23,750.00	95,000	39,583.34	0.00	0.00	55,416.66	41.67%
	TOTAL CONTINGENCIES & RESERVES	0	0.00	124,586	0.00	0.00	0.00	124,586.00	0.00%

	TOTAL EXPENDITURES	1,504,845	596,533.78	1,546,151	583,405.55	14,785.96	14,785.96	947,959.49	37.73%

City of Palatka

CDBG REVENUES
BUDGET SUMMARY
41.67 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 BUDGET	2012 REV YTD	2013 BUDGET	CURRENT YTD REVENUES	UNCOLLECTED	PERCENT COLLECTED
	TOTAL GRANTS	560,903	2,333.33	0	7,000.07	-7,000.07	0.00%
	TOTAL OTHER REVENUES	5,113	4.68	2,134	2,122.85	11.15	99.48%
	TOTAL CASH BALANCE FORWARD	33,546	0.00	35,980	0.00	35,980.00	0.00%
	TOTAL REVENUES	599,562	2,338.01	38,114	9,122.92	28,991.08	23.94%

City of Palatka

CDBG EXPENDITURES
BUDGET SUMMARY
41.67 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 BUDGET	2012 EXP YTD	2013 BUDGET	YTD EXPENDITURES	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT EXPENDED
	TOTAL OPERATING EXPENSES	18,667	16,333.31	0	0.00	0.00	0.00	0.00%
	TOTAL CAPITAL EXPENSES	0	0.00	0	0.00	0.00	0.00	0.00%
	TOTAL TRANSFERS OUT	544,916	2,679.51	0	0.00	0.00	0.00	0.00%
	TOTAL CONTINGENCIES & RESERVES	35,979	0.00	38,114	0.00	0.00	38,114.00	0.00%
	TOTAL EXPENDITURES	599,562	19,012.82	38,114	0.00	0.00	38,114.00	0.00%

Agenda Item

5



AGENDA ITEM

SUBJECT: Fish and Wildlife Conservation Commission Florida Boating Improvement Program (FBIP) Grant Application – Riverfront Fueling Facility in Downtown Palatka

DEPARTMENT: City Hall

ATTACHMENTS: Ordinance Resolution Motion
 Support Documents Other

SUMMARY:

Please see attached an FBIP Grant Application for 2014-2015 for the design, permitting and construction of a 5,000 gallon fuel-farm facility

Staff is proposing to pursue the installation and operation of the fueling facilities through a public private partnership with a dock operator. A Request for Proposals (RFP) has been advertised for these services and is due on May the 6th. The final location of the fueling facilities is contingent on the selection of the operator, engineering, City Commission approval and permitting agency review. Site control will be resolved as part of the procurement process for the operator. The City currently owns ample land to install such a facility adjacent to the existing City Docks and at least one marina operator in the downtown area has available riverfront property.

Staff estimates this project to cost \$240,000.00. The application calls for a 25% match and would be 75% funded by FBIP grant funds.

RECOMMENDED ACTION:

Adopt resolution No. 2013-9-97 authorizing the City Manager and City Clerk to execute and attest a Florida Boating Improvement grant application for the design, permitting and construction of riverfront fueling facility in Downtown Palatka.

DEPARTMENT HEAD

Submitted: Jonathan Griffith

Date: 3-21-13

Requested Agenda: City Commission

Date: 3-28-13

FINANCE DEPARTMENT Budgeted Yes No N/A

Date: _____

CITY ATTORNEY Approved as to Form and Correctness

Date: _____

CITY MANAGER Approved Agenda Item For:



Date: 3/22/13

COMMISSION ACTION: Approved as Recommended Disapproved
 Approved With Modification Tabled To Time Certain
 Other

DISTRIBUTION: CA CC CM CD FI FD GC HR MD PD PR UD

H:\City Commission\Agenda Requests\CC Agenda FWC FBIP Grant Agreement 1-24-13.doc

RESOLUTION NO. 2013-9-97

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE CITY MANAGER AND CITY CLERK TO EXECUTE AND ATTEST FLORIDA BOATING IMPROVEMENT APPLICATION FOR THE DESIGN, PERMITTING AND CONSTRUCTION OF RIVERFRONT FUELING FACILITY IN DOWNTOWN PALATKA.

WHEREAS, the City of Palatka seeks to revitalize its Riverfront and Historic Downtown Palatka; and

WHEREAS, the City seeks to facilitate the development of a riverfront fueling facility in Downtown Palatka; and

WHEREAS, the City seeks to apply for Florida Fish and Wildlife Conservation (FWC) Commission Florida Boating Improvement Program grant funds to design, permit and construct a riverfront fueling facility (the PROJECT); and

WHEREAS, the City of Palatka is seeking proposals to enter into a public/private partnership for the maintenance, operation and oversight of the PROJECT facility; and

WHEREAS, the total project cost for the above project is \$240,000.00, 75% State and 25% Local cost share; and

WHEREAS, it is in the best interest of the City of Palatka to go forward with the Grant Application.

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

1. That the Palatka City Commission confirms and approves the City of Palatka grant application to the FWC for the aforementioned grant funds for the PROJECT; and
2. That the City Manager and City Clerk of the City of Palatka are hereby authorized to execute and attest the FWC Grant Application for the above referenced PROJECT; and
3. That the City Manager is hereby authorized to sign all contracts and other documents as may be required in support of the PROJECT, after review and approval by the City Attorney.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 28TH day of March, 2013.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY



Florida Boating Improvement Program Grant Application for Boating Access Facilities

FOR OFFICE USE ONLY

Grant Application Number :

Date Received:

Fill in all sections that apply – Leave all other sections blank

I – APPLICANT INFORMATION

a. Applicant: City of Palatka

b. Federal Employer Id. No.: 59-6000401

c. Project Manager Name: Jonathan Griffith Project Manager Title: Project Manager/Grants Administrator

d. Mailing Address: 201 North Second Street City: Palatka Zip Code: 32177

e. Shipping Address: 201 North Second Street City: Palatka Zip Code: 32177

f. Telephone: 386 329 0100 Fax: 386 329 0199 Email: jcgriffith@palatka-fl.gov

g. District Numbers: State House: 21 State Senate: 1 County Commission: Putnam

II – PROJECT SUMMARY

a. Project Title: Palatka Riverfront Park and City Pier Boat Launch Facilities

b. Type of Application: New (never considered before) Reconsideration Phased Continuation–Phase No.: 4

c. Project Category:	TIER-I	TIER-II
	<input type="checkbox"/> A – Public Launching Facilities	<input type="checkbox"/> A – Boat Ramps, Piers, and Docks

d. Project Cost: Total Cost: \$ 240,000 Amount Requested: \$180,000

e. Project Summary: **This request for funding is to complete PHASE II of the following:** Considering the importance of the project and the possibility of limited funds, the City of Palatka is receptive to any suggested amount of aid to implement any portion of this proposal.

- PHASE I (FBIP Grant Agreement No. 08082) COMPLETED**
- PHASE II (FBIP Grant Agreement No. 12241)**
 - A. Construct a 40 x 80 ft. ramp to accommodate up to five (5) launches. This launch will replace the two existing launch slips south of the city pier. Construct a new restroom and shower facility adjacent to the city pier and proposed boat launch. **(AWARDED)**
- PHASE III (FBIP Grant Agreement No. 12241)**
 - A. Construct one (1) ADA compliant floating dock with a total of twenty (20) new mooring slips. Access will be from the existing city pier. Install electric and potable water at the new boat mooring facilities. Construct a new boat launch parking facility to accommodate eighty (80) plus vehicles and trailers. **(AWARDED)**
- PHASE IV (Current Request)**
 - A. Design, permit and construct a 5,000 gallon fuel farm facility.
- PHASE V**
 - A. Construct one (1) ADA compliant floating dock with a total of twenty (20) new mooring slips. Access will be from the existing city pier.
 - B. Install electric and potable water at the new boat mooring facilities.
 - C. Construct a new boat launch parking facility to accommodate eighty (80) plus vehicles and trailers.

III - FACILITY INFORMATION

a. Facility Name: City of Palatka John C. Godwin Park and Boat Launch

b. Type of Facility:

- Existing Boat Ramp / Public Launching Facility
 Existing Marina / Tie-up / Overnight Moorage Facility
 Proposed Boat Ramp / Public Launching Facility
 Proposed Marina / Tie-up / Overnight Moorage Facility
 Other: _____

c. Facility location:

County: Putnam Water body: St. Johns River
 Township: 10 Section: 42 Range: 27
 Latitude: N 29 deg. 38 min. 41.24sec. Longitude: W 81 deg. 37 min. 48.27 sec.
 Facility Street Address or Location: 301 River Street, Palatka FL 32177

d. Upland Ownership:

Public - Fee Simple Public - Lease Number of Years Remaining in Lease: _____
 Name of Owner: City of Palatka

e. Is this facility open to the general public? Yes No

f. Estimate Percent (%) Use of Launching Facility: 95% Motorboats/Sailboats 5% Non-Motorboats

g. Day Use, Parking or Launch Fee Amount: \$0.00 Tie-up/Overnight Moorage: \$0.00 (subject to change)

h. Number of Launch Lanes: 2 Existing Condition: New Good Average Poor

i. Number of Boarding Docks: 3 Length: 30 Ft. Condition: New Good Average Poor
 Type of docks: Fixed Wooden Fixed concrete Floating concrete Other : _____

j. Number of Boat Trailer Parking Spaces: 20 + Grass Condition: New Good Average Poor
Overflow (Approx. 45 additional Slips)

k. Tie-up Dock or Moorage: 300 Ft or 15 Slip Condition: New Good Average Poor

Type of docks: Fixed Wooden Fixed concrete Floating concrete Other : _____

l. Other Facility Attributes:

Restroom: Yes No Proposed Other: _____
 Pump out or Dump Station: Yes No Other: _____

m. Names of adjacent boating facilities, public and private (ramps, tie-up facilities/marinas) within a 10-mile radius.

Name	Distance	Name	Distance
1. <u>Pico Road Boat Ramp</u>	<u>2.5 Miles</u>	2. <u>Elgin Grove Boat Ramp</u>	<u>5 Miles</u>
3. <u>Brown's Landing Boat Ramp</u>	<u>5 Miles</u>	4. <u>Crystal Cove Boat Ramp</u>	<u>3.75 Miles</u>
5. _____	_____	6. _____	_____
7. _____	_____	8. _____	_____
9. _____	_____	10. _____	_____

IV – PROJECT DESCRIPTION

a. List Primary Need for Project:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Safety | <input checked="" type="checkbox"/> High Demand by Users |
| <input type="checkbox"/> Age-end of Useful Life | <input type="checkbox"/> Recommended by FWC Staff |
| <input type="checkbox"/> Environmental Needs of the Area | <input type="checkbox"/> Lack of In-house Capability |
| <input checked="" type="checkbox"/> Other: <u>Lack of consistent and accessible fuel in the middle portion of the St. Johns River</u> | |

b. Need Statement:

This application is phased continuation (No. 4) of the City of Palatka's past FBIP grant agreement NO. 08082. The City has an open grant agreement with FWC (Contract # 12241) for phases II and III.

The Palatka Riverfront Park includes the city dock, two boat launch facilities, a public restroom, and amphitheatre. The facility is heavily utilized during the entire year. Several major bass fishing tournaments are held at this facility. The largest of these being the Wolfson Children's Hospital Bass Fishing Tournament which registers five hundred (500) boats. The annual Mug Race sailing regatta, which averages two hundred (200) boats annually, originates in Palatka then sails between Palatka and Orange park. Highest usage is typically during the summer, on weekends, and on holidays. The City of Palatka seeks to provide additional boating amenities for boat traffic originating from Palatka and to those boaters traveling on the St. Johns River between Jacksonville and Lake George.

The City of Palatka anticipates that the availability of fuel will attract a number of additional boaters to the area. Palatka's central location, deeper waters, and offering of other planned or existing boating amenities make it a logical candidate for fueling facilities to service recreational, commercial and transient boating traffic. The City is proposing to pursue the installation and operation of the fueling facilities through a public/private partnership with a dock operator. A Request for Proposals (RFP) has been advertised for these services and is due on May the 6th. The City anticipates awarding the operation by June 2103. The final location of the fueling facilities is contingent on the selection of the operator, engineering, City Commission approval and permitting agency review. Site control will be resolved as part of the procurement process for the operator. The City currently owns ample land to install such a facility adjacent to the existing City Docks and at least one marina operator in the downtown area has available riverfront property. The City has site control of one location, but another location may be considered for economic development reasons.

The City of Palatka is aggressively pursuing the redevelopment of its historic downtown immediately adjacent to the riverfront park associated with this facility. Phase I of the Riverfront Redevelopment project has been completed. Phase II of the Riverfront Redevelopment project, including the construction of an Environmental Education Center, commercial redevelopment of two City blocks, and improvements to the southern end of the park are all planned for 2013-2014. The environmental education facility will serve as a prominent location for promoting the study of area wetlands by visitors, tourists, academics and others interested in our natural environment.

Taking into consideration the proximity of the project to redevelopment efforts, planned improvements, the existing high use of the facility and the ever-increasing number of tournaments and boaters the City of Palatka and Putnam County proactively seek to draw to the region, the implementation of fueling facilities are needed to support the increasing number of users and frequency of use. As always, we appreciate your continued support of our efforts and your consideration or our request.

c. Approach (Scope of Work): Describe the project's scope of work by providing a list of tasks and deliverables:

- Task 1** – Initiate public awareness campaign
- Task 2** – Procure operator through RFP process
- Task 3** – Procure design/build firm
- Task 4** – Design and permitting
- Task 5** – Value engineering
- Task 6** – Construction
- Task 7** – Erect FWC funding signage and educational signage per manatee mitigation requirements
- Task 8** – Contractor demobilization and punch list
- Task 9** – Monitoring

d. Project Benefits:

The installation of riverfront fueling facilities in historic downtown Palatka would directly benefit the large number of recreational, commercial and transient boaters that frequent the St. Johns River. The expansion would also indirectly benefit the economic vitality of the region and the City of Palatka by:

1. enhancing and improving boating on the St. Johns River; and
2. attracting more visitors to the downtown area; and
3. strengthening Palatka's and Putnam County's image as an "Eco" destination with adequate facilities to accommodate that target market; and
4. allowing for the continued hosting of bass fishing tournaments that generate revenue for existing businesses and expose Palatka and Putnam County to regional and national audiences.

V – PROJECT ELEMENTS: BOAT RAMPS & PUBLIC LAUNCHING FACILITIES

a. Type of project: Engineering / Planning only Renovation / Repair New Construction / Expansion

b. Boat Ramp

Type of ramp: Asphalt Concrete Other _____

Number of existing launch lanes to be repaired: Number of new/added launch lanes:

Type of boarding docks: Fixed wooden Fixed concrete Floating Concrete Other

Number of existing boarding docks to be repaired/replaced: Length of docks: ft.

Number of new/added boarding docks: Length of docks: ft.

c. Lifts, Hoists, Marine Railways

Number of lifts or hoists to be repaired / replaced: 0 Maximum length of vessel that can be lifted: 0

Number of new lifts or hoists to be installed / added: 0 Maximum length of vessel that can be lifted: 0

Length of marine railway to be repaired / replaced: 0 ft.

Length of new marine railway to be added: 0 ft.

VI – PROJECT ELEMENTS: MARINAS & OTHER MOORING FACILITIES (Piers / Docks)

a. Type of project: Engineering / Planning only Renovation / Repair New Construction / Expansion

b. Docks / In-water slips

Type of dock: Fixed Wooden Fixed Concrete Floating Concrete Other _____

Length of existing docks to be repaired / replaced: Number of tie-ups / slips:

Length of new docks to be added / installed: Number of tie-ups / slips:

c. Mooring Buoys

Area of mooring field: 0 square feet, or 0 acres

Number of mooring buoys to be repaired / replaced: 0 Number of new mooring buoys to be installed: 0

d. Dry Storage

Number of existing dry storage slips to be repaired / replaced: 0

Number of new dry storage slips to be constructed: 0

VII – PROJECT ELEMENTS: AMENITIES

a. Type of project: Engineering / Planning Renovate / Repair New Construction / Expansion

b. Parking

Type of parking: Asphalt Concrete Other _____

Size of parking area: _____ square feet, or ___ acres

Number of existing boat trailer parking spaces to be refurbished 0 Number of new/added boat trailer parking spaces

Number of existing vehicle parking spaces to be refurbished 0 Number of new/added vehicle parking spaces

c. Other amenities:

Restrooms Describe: _____

Access Road: Length of access road: _____ yds. Type of road: Gravel Asphalt Other _____

Educational kiosk / signage Describe _____

Pump-out or Dump station

Breakwater/Groin/Jetty/Wave attenuator Length: _____ Describe: _____

Other _____

Other _____

Other _____

Other _____

VIII - PERMITS

	Submitted	Approved	N/A
a. Florida Department of Environmental Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Florida Fish and Wildlife Conservation Commission*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. U.S. Army Corps of Engineers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Local and Others (If needed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* For mooring buoy projects, a Florida Uniform Waterway Marker Application must be submitted to FWC prior to submittal of the grant application.

IX - PROJECT ENGINEERING AND CONSTRUCTION

a. Who is or will be completing project design/engineering?

- Applicant's Own Staff
 Consulting Engineers
 N/A (Materials or Equipment Purchase)
 Other:

b. Level of engineering completed at time of application:

- None
 Conceptual (Master Plan Phase)
 Preliminary
 Final (Ready to Bid)

X – BUDGET

a. Has a detailed cost estimate been developed for this project? If yes, attach a copy to application.

Yes, Preliminary

Yes, Final

No

b. PROJECT COST: NON-CASH MATCH

Cost Item	Applicant	Other source (List below in Section XI)	Do Not Use This Column	TOTAL
Administration	\$ 5,000	\$		\$ 5,000
Project Management	\$ 5,000	\$		\$ 5,000
In-Kind Engineering	\$	\$		\$
In-Kind Labor	\$	\$		\$
In-Kind Materials	\$	\$		\$
In-Kind Equipment	\$	\$		\$
Total Non-Cash Match	\$ 10,000	\$		\$ 10,000

c. PROJECT COST: CASH FUNDS

Cost Item	Applicant	Other source (List below in Section XI)	FBIP Grant Request	TOTAL
Administration / Project Management	\$	\$	\$ 10,000	\$ 10,000
Design / Engineering	\$	\$	\$ 15,000	\$ 15,000
Permitting	\$	\$	\$ 5,000	\$ 5,000
Construction / Repair: Boat Ramps	\$	\$	\$	\$
Construction / Repair: Lifts, Hoists, Marine Railways	\$	\$	\$	\$
Construction / Repair: Piers or Docks	\$	\$	\$	\$
Construction / Repair: Parking	\$	\$	\$	\$
Construction / Repair: Restrooms	\$	\$	\$	\$
Other: 5,000 Gallon Fuel Farm	\$ 50,000	\$	\$ 150,000	\$ 200,000
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Total Cash Funds	\$ 50,000	\$	\$ 180,000	\$ 230,000

d. TOTAL COST: non-cash match + cash funds	\$ 60,000	\$	\$ 180,000	\$ 240,000.00
---	------------------	-----------	-------------------	----------------------

XI – OTHER SOURCE OF FUNDS (Partnerships)

a. Funding source / Agency: _____

b. Type of funding: Federal grant State/Local grant Loan

c. Grant Name: _____ Amount \$ _____

d. Approval Status: Approved Pending Intend to Apply, Date: _____

a. Funding source / Agency: _____

b. Type of funding: Federal grant State/Local grant Loan

c. Grant Name: _____ Amount \$ _____

d. Approval Status: Approved Pending Intend to Apply, Date: _____

XII – ENVIRONMENTAL ASSESSMENT

a. Explain how the project may impact the environment and describe any mitigation or actions proposed to minimize impacts.

The project should not significantly affect the environment. During construction the contractor(s) will be required to comply with the following to minimize any direct or adverse effect on the environment. Contractor(s) shall be responsible to understand and comply with all applicable permit conditions imposed by the jurisdictional agencies, particularly the Florida Department of Environmental Protection and Army Corps of Engineers permits. The contractor must comply with general state water quality standards for siltation and guidelines for encounters with threatened and endangered species, including, but not limited to, the typical manatee conditions for in-water construction. Any permitted demolition or removal from submerged lands or adjacent uplands shall be fully contained with siltation devices to contain turbidity to ensure state water quality standards are met.

XIII – BOATER SAFETY

a. Explain how the project may affect boater safety whether positively or negatively.

The addition of riverfront fueling facilities will increase the amount of available fuel for boaters in the area, thus reducing the instances of running out of fuel and distance of travel up and down the river for the primary purpose of refueling.

XIV – APPLICATION ATTACHMENTS CHECKLIST

Submit one (1) electronic copy on CD or floppy disk and seven (7) photocopies of the application with attachments.

Inc.	--- Required Attachments ---
<input checked="" type="checkbox"/>	a. Cover Letter: application transmittal cover letter (Identify priority rank with multiple applications).
<input checked="" type="checkbox"/>	b. Application: One (1) application with original signature from authorized individual.
<input checked="" type="checkbox"/>	c. Resolution: An adopted resolution, by the Governing Body, authorizing that the Project Manager has the authority to apply for and administer the grant on behalf of the applicant. If the Applicant is applying on behalf of another public entity, then a Memorandum of Understanding between the Applicant and the public entity must also be submitted.
<input checked="" type="checkbox"/>	d. Boundary Map: indicate boundary of the project area.
<input checked="" type="checkbox"/>	e. Site Control Documentation: (e.g. a deed, lease, results of title search, etc. for the project site.)
<input checked="" type="checkbox"/>	f. Existing Condition Photographs (sufficient to depict the physical characteristics of the project area)
<input checked="" type="checkbox"/>	g. Aerial Photographs (marked with the approximate boundaries of the project site)
<input checked="" type="checkbox"/>	h. Navigational Chart: An 8.5" x 11" photocopy of a current NOAA North American Datum 83 nautical chart (provide the NOAA chart name and number) indicating the precise location of the project site.
--- Optional Attachments ---	
<input checked="" type="checkbox"/>	i. Detailed Cost Estimate: Cost estimate in the form of a formal bid, written quote from proposed vendor or an engineer's cost estimate.
<input checked="" type="checkbox"/>	j. Plans: preliminary design/engineering plans (if completed).
<input checked="" type="checkbox"/>	k. Permits: Photocopies of necessary project permit(s) or permit application(s). If exempt, provide notification of exemption from permitting agency.
<input type="checkbox"/>	l. Support/Opposition: Attach letters of known public support or known public opposition.

APPLICANT SIGNATURE

Application is hereby made for the activities described herein. I certify that I am familiar with the information contained in the application, and, to the best of my knowledge and belief, this information is true, complete, and accurate. I further certify that I possess the authority including the necessary requisite property interests to undertake the proposed activities.

I also certify that the Applicant's governing body is aware of and has authorized the Project Manager as the official representative of the Applicant to act in connection with this application and subsequent project as well as to provide additional information as may be required. By signature below, the Applicant agrees to comply with all applicable federal, state, and local laws in conjunction with this proposal and resulting project so approved.

 Print/Type Name

 Mayor
 Title

 Applicant Signature

 Date

WARNING: "Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083." § 837.06, Florida Statutes.

NOTE: Instruction and further information regarding this application and the Florida Boating Improvement Program can be found in the Florida Boating Improvement Program Procedure Guide or you may contact the Program Administrator at: Florida Fish and Wildlife Conservation Commission, Florida Boating Improvement Program, 620 South Meridian Street, Tallahassee, FL 32399-1600; or call (850) 488-5600; or email fbip@MyFWC.com.

**FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION
FLORIDA BOATING IMPROVEMENT PROGRAM**

Instructions for completing the Grant Application for Boat Access Facilities

General Instructions:

- Submit one (1) original and seven (7) copies.
- Submit an electronic copy of application on CD or floppy disk.
- Staple application in upper left-hand corner, or clip with one binder clip. **DO NOT SPIRAL BIND OR PLACE IN A THREE-RING BINDER OR REPORT COVER.**
- Please place a tabbed divider between each attachment.
- Please make all photocopies of attachments on paper no larger than 11" x 17".

I – APPLICANT INFORMATION	
a. Applicant:	Enter the name of the county, municipality, or other governmental entity applying for the grant.
b. Federal Employer Id. No.:	Enter the applicant's Federal Employer Identification (FEID) Number. Payment will be sent to the address associated with this FEID number.
c. Project Manager Name: Title:	Enter the name and title of the person in charge of the project. All correspondence will be sent to this person.
d. Mailing Address:	Enter the mailing address for the Project Manager. All correspondence will be sent to this address.
e. Shipping Address:	If mailing address is a P.O. box, please include a street address for overnight deliveries.
f. Telephone No.: Fax No.: E-mail:	Enter the telephone number, fax number, and email address where the Project Manager may be contacted during regular business hours.
g. District Numbers:	Enter the District numbers for the State House, State Senate and the County Commission for the project location.

II – PROJECT SUMMARY	
a. Project Title:	Provide a brief title for the project.
b. Type of Application:	Check “New” if you have never applied for FBIP funding for this project. Check “Reconsideration” if you have applied before but did not receive funding. Check “Phased Continuation” if the project has previously received FBIP funding.
c. Project Category:	Check only one project category. Refer to the guidelines for project category descriptions. Application will compete only against other applications within the same project category. The Commission reserves the right to re-assign the application to a different project category to maximize funding.
d. Project Cost:	Enter total amount of project cost, including only the eligible project elements where grant funds will be used. Enter the amount of funds requested from FBIP (rounded to the nearest dollar).
e. Project Summary:	Provide a brief description of the goal of the project, the work to be done and the expected outcome or final product.

III - GENERAL FACILITY INFORMATION
Describe existing conditions by checking all that apply. For new facilities, provide information as facility is proposed to be and check “New” for questions about condition of facility.

IV - PROJECT DESCRIPTION	
a. List Primary Need for Project:	Check the category that is most applicable.
b. Need Statement:	Briefly describe why this project is needed. Explain any existing problems and how this project will correct the problem.
c. Project Tasks:	Describe in detail the exact work to be completed. For example, Task 1 – Construct one-lane, concrete boat ramp, Task 2 – Construct 20 boat/trailer parking spaces.
d. Project Benefits:	Describe how this project will enhance boating in the local community.

V – PROJECT ELEMENTS: BOAT RAMPS & PUBLIC LAUNCHING FACILITIES

Check only those elements of the project that will use grant funding. **Note: elements must be completed before FWC will reimburse costs.**

Indicate the type of project:

- Engineering/Planning only = no grant funds will be used for construction
- Renovate/Repair = replacement or repair of existing facilities with no increased capacity
- Expansion = increased boat access by adding more boat launch lanes, more docks, or increased parking, etc.
- New = construction of a facility where none currently exists, or adding a new amenity to an existing facility where none existed before

VI – PROJECT ELEMENTS: MARINAS & OTHER MOORING FACILITIES

Check only those elements of the project that will use grant funding. **Note: elements must be completed before FWC will reimburse costs.**

Indicate the type of project:

- Engineering/Planning only = no grant funds will be used for construction
- Renovate/Repair = replacement or repair of existing facilities with no increased capacity
- Expansion = increased boat access by adding more boat launch lanes, more docks, or increased parking, etc.
- New = construction of a facility where none currently exists, or adding a new amenity to an existing facility where none existed before

VII – PROJECT ELEMENTS: AMENITIES

Check only those elements of the project that will use grant funding. **Note: elements must be completed before FWC will reimburse costs.**

Indicate the type of project:

- Engineering/Planning only = no grant funds will be used for construction
- Renovate/Repair = replacement or repair of existing facilities with no increased capacity
- Expansion = increased boat access by adding more boat launch lanes, more docks, or increased parking, etc.
- New = construction of a facility where none currently exists, or adding a new amenity to an existing facility where none existed before

VIII – PERMITS	
a. Florida Department of Environmental Protection	<p>Check status of all permit applications. If project type does not require permits, or project is exempt from permitting requirements, check “N/A”. If applicable, attach a photocopy of all permits or permit applications. If project is exempt, attach a copy of exemption notification.</p> <p>Note: For projects involving mooring buoys, a Florida Uniform Waterway Marker Application must be submitted to FWC prior to submittal of the grant application. A copy of the Florida Uniform Waterway Marker Application may be downloaded at http://MyFWC.com/boating/waterways/</p>
b. Florida Fish and Wildlife Conservation Commission	
c. U.S. Army Corps of Engineers	
d. Local and Others (If needed)	

IX - PROJECT ENGINEERING AND CONSTRUCTION	
a. Who is or will be completing project design/engineering?	Please check as appropriate.
b. Level of engineering completed at time of application:	Please check as appropriate. If engineering is complete (conceptual, preliminary, or final), please include a copy of the plans with your application.

X – BUDGET	
a. Has a detailed cost estimate been developed for this project?	Indicate whether a preliminary or final cost estimate has been developed. If yes, attach a copy of the estimate to the application.
b. PROJECT COST - NON-CASH MATCH*	Enter amount of in-kind match for each cost item. Amounts in “Other” column should include in-kind match from any third-party agreements (provided by someone other than the applicant). *Please note: All applications must include some form of non-cash match.
c. PROJECT COST - CASH FUNDS	Enter amount of funding to be provided by the applicant and other sources. Enter the amount of funding requested in the column labeled “FBIP Grant Request.”
d. TOTAL COST	Sum of non-cash match and cash funds for each column.

XI - OTHER SOURCE OF FUNDS (Partnerships)

Include information on funding from sources other than FBIP or the applicant. Enter information for each funding source.

a. Funding Source / Agency:	Enter the name of the funding source or the partner
b. Type of funding:	Check source of funds: Federal grant, State/Local grant, or loan.
c. Grant Name:	Enter the name of the grant program (if applicable).
d. Approval Status:	Enter status of grant/loan application. If "Intending to Apply", enter date of application deadline.

XII - ENVIRONMENTAL ASSESSMENT

a. Will the project significantly or adversely affect the environment?	Explain how the project will have a significant or adverse affect on the environment and include information on the impacts to water quality, wetlands, seagrasses, imperiled species, etc.
b. If Yes, please explain key issues and describe any mitigation actions proposed.	

XIII – BOATER SAFETY

a. Explain how the project may affect boater safety whether positively or negatively.	Provide explanation of how the project may improve boater safety (i.e. increased education, increased law enforcement, etc.) or, explain any potential boater safety hazards and how they will be corrected. Also, please indicate if the project will have no effect on boater safety.
---	---

XIV – APPLICATION ATTACHMENTS CHECKLIST

Indicate which attachments have been included with the application. Required attachments must be included or application will be deemed incomplete. Optional attachments may be omitted, but applications with optional attachments included will receive a higher score during evaluation.

Please place a tabbed divider between each attachment. Submit one (1) original (with original signature) and seven (7) photocopies* of the entire application with attachments.

Completed applications should be in the following order: Cover Letter, Application Form, Attachments in the order they are listed on the checklist.

***Only one (1) copy of the site control documentation and permits or permit applications is necessary.**

Agenda Item

6



CITY COMMISSION AGENDA ITEM

SUBJECT: First reading of an ordinance renewing and extending the Clay Electric Franchise Agreement (Ordinance No 81-25) until October 21, 2017 and amending the percentage of Franchise Fee from six percent (6%) to five point nine percent (5.9%); providing for a payment schedule, audits and administration fees.

DEPARTMENT: Admin/City Manager

ATTACHMENTS: [X] Ordinance [] Resolution [] Motion [] Support Documents [] Other

SUMMARY: The negotiating team from the City, which included Mayor Myers, City Manager Czymbor, Finance Director Reynolds, and Special Legal Counsel Thomas Cloud, Esquire, met with a delegation from Clay Electric. After several face-to-face meetings, the City successfully negotiated and tentatively agreed to an extension to the Clay Electric Franchise Agreement, and other amendments to the original Franchise ordinance No. 81-25, adopted October 21, 1981..

This ordinance extends the Clay Electric Franchise Agreement from its expiration date of October 21, 2011 through October 30, 2012, and then renews the Franchise Agreement for an additional five years, through October 21, 2017.

This ordinance also amends the provisions of the original Franchise Agreement, adopted on 10/21/81, to amend the percentage of franchise fee payable to the City from 6% to 5.9%. It also allows the City to audit Clay Electric's financial records at the City's expense, and provides for Clay Electric to retain an administrative fee of 1% of the total franchise fee revenue it collects from its customers to pay to the City.

RECOMMENDED ACTION: Pass on first reading the ordinance extending and renewing the Clay Electric Franchise Agreement adopted under Ordinance No. 81-25 on October 21, 2081.

DEPARTMENT HEAD Submitted: [Signature] B. Driggers for M. Czymbor Date: 03/20/13 Requested Agenda: Regular Date: 03/28/13
FINANCE DEPARTMENT Budgeted [X] Yes [] No [] N/A [Signature] Date: 3/21/13
CITY ATTORNEY Approved as to Form and Correctness Date:
CITY MANAGER Approved Agenda Item For: [Signature] Date: 3/21/13

COMMISSION ACTION: [] Approved as Recommended [] Disapproved [] Approved With Modification [] Tabled To Time Certain [] Other

DISTRIBUTION: [] APT [] CA [] CC [] CM [] FIN [] FD [] P&C [] PD [] PLN [] S&S [] W&S [] WTP [] WWTP

ORDINANCE NO. 13 - ___

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, EXTENDING AND RENEWING AN ELECTRIC FRANCHISE PREVIOUSLY GRANTED TO CLAY ELECTRIC COOPERATIVE, INC.; AMENDING CERTAIN TERMS OF ORDINANCE #81-25; IMPOSING CERTAIN CONDITIONS; PROVIDING FOR AN ADMINISTRATIVE FEE AND TERMS RELATING THERETO; EXTENDING OTHER UNAMENDED TERMS AND CONDITIONS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Palatka, Florida (herein sometimes referred to as the “City” or the “Grantor”), pursuant to its Charter and Florida Statutes, has proprietary and governmental powers to render electric utility services and to grant franchises to public utility corporations within the corporate limits of said City; and

WHEREAS, Clay Electric Cooperative, Inc. (“Clay Electric”) is an electric cooperative which has demonstrated ability to provide electric services; and

WHEREAS, the parties previously entered into a franchise agreement between them regarding the provision of electric services by Clay Electric inside the City limits; and

WHEREAS, the previous agreement and its provisions were passed and adopted by ordinance of the City Commission on October 21, 1981 (the “1981 Franchise”); and

WHEREAS, the 1981 Franchise expired on October 21, 2011, but the parties have operated through mutual agreement as if the previous franchise agreement were still in full force and effect with all payments thereunder being made; and

WHEREAS, the parties wish to continue their relationship and renew and extend the previous franchise agreement;

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

SECTION 1. The recitals stated above are hereby incorporated into this ordinance and shall be considered a part hereof.

SECTION 2. Ordinance #81-25 is hereby renewed and extended until October 21, 2017, subject to the following modifying provisions.

SECTION 3. The percentage of the franchise fee recited in Section 6 of Ordinance #81-25 is changed from six percent (6%) to five and nine-tenths percent (5.9%).

SECTION 4. The franchise fee will be remitted by Clay Electric in two (2) payments annually to the City, one payment on or before November 21 of each year and another on or before May 21 of each year. Clay Electric shall provide directly to the City an annual summary report showing gross revenues received by Clay Electric from its operations within the City during the preceding fiscal year. The City may audit the financial records of Clay Electric for the purpose of determining that proper collection or payment of franchise fees is being made by Clay Electric in accordance with Ordinance #81-25 as amended hereby at the City's expense. Clay Electric shall cooperate with and make available those records necessary for City to perform the audit.

SECTION 5. Clay Electric shall retain an administrative fee of one percent (1%) of the total revenue collected for the City to apply to Clay Electric's cost of administering and collecting the franchise fee.

SECTION 6. All other provisions of Ordinance #81-25 not in conflict herewith shall remain in full force and effect.

SECTION 7. This ordinance shall become effective upon final adoption by the City Commission of the City, as provided by law; provided, however, that if Clay Electric does not notify the City of its acceptance of this ordinance within fifteen (15) days after the date of adoption, then this ordinance shall be null and void and of no further force and effect.

SECTION 8. Upon acceptance of this ordinance by Clay Electric no later than fifteen (15) days after adoption by the City, the electric franchise granted by Ordinance #81-25 shall be deemed to have been extended through October 30, 2012, and renewed and extended as provided in this ordinance as of October 31, 2012, through and including October 21, 2017.

SECTION 9. Acceptance of this ordinance by Clay Electric may be made either before its final adoption by the City or within fifteen (15) days thereafter, and Clay Electric's acceptance may be documented by any one of the following methods: a certified copy of a Resolution of the Board of Trustees accepting this ordinance; a certified copy of minutes of a meeting of the Board of Trustees accepting this ordinance; or by an original letter of acceptance executed by either the General Manager and Chief Executive Officer of Clay Electric or by the Board President and Secretary of Clay Electric.

SECTION 10. A copy of this Ordinance shall be provided to Municipal Code Corporation for inclusion in the City of Palatka Code of Ordinances.

PASSED AND ADOPTED by the City commission of the City of Palatka on this 11th day of April, 2013.

CITY OF PALATKA

By: _____
Vernon Myers, MAYOR

ATTEST:

**ACCEPTANCE OF ORDINANCE #2013-____
OF THE CITY COMMISSION OF THE
CITY OF PALATKA, FLORIDA
BY CLAY ELECTRIC COOPERATIVE, INC.**

Clay Electric Cooperative, Inc. does hereby accept the terms and conditions of Ordinance #2013-____ of the City Commission of the City of Palatka, Florida, extending and renewing the electric franchise granted to Clay Electric, and agrees to comply with the terms thereof.

DATED this _____ day of _____, 2013.

CLAY ELECTRIC COOPERATIVE, INC.

By: _____
Its President

ATTEST:

Secretary

(Corporate Seal)

COUNTY OF CLAY
STATE OF FLORIDA

BEFORE ME, the undersigned authority, personally appeared _____ and _____, the President and Secretary of Clay Electric Cooperative, Inc., to me known to be the persons described in and who executed the foregoing instrument, and they acknowledged to me that they executed same.

WITNESS my hand and official seal in the County and State first above written, this _____ day of _____, 2013.

Notary Public, State of Florida
My Commission Expires:

Agenda Item

7



CITY COMMISSION AGENDA ITEM

SUBJECT: First reading of an ordinance amending Chapter 10, Alcoholic Beverages, to allow on-premises sales and consumption of alcoholic beverages at the municipal golf course on Sundays from 7:00 a.m. to 1:00 p.m.

DEPARTMENT: Admin/City Hall Staff

ATTACHMENTS: [X] Ordinance [] Resolution [] Motion
[] Support Documents [] Other

SUMMARY: Discussion was held during the March 14, 2013 Palatka City Commission meeting regarding the permitting of the sale of alcoholic beverages for on-premises consumption at the municipal golf course (Palatka Golf Club) on Sunday mornings. A motion was made and passed to direct staff to bring back an ordinance for consideration to amend Chapter 10 of the Municipal Code to remove the restriction on Sunday morning sales of alcoholic beverages for on-premises consumption at the municipal golf course as a means of increasing revenue and play at the course on Sundays.

Attached is an ordinance which provides an exception to the permitted Hours of Sale on Sundays to allow the on-premises sale and consumption of alcoholic beverages at the municipal golf course buildings and grounds from 7:00 a.m. to 1:00 p.m., in addition to the regular permitted hours of Sunday alcohol sales, which otherwise begin at 1:00 p.m. for all licensed establishments within the city limits.

RECOMMENDED ACTION: Consider the passage on first reading of the proposed ordinance amending the Municipal Code to allow the licensed establishment at the municipal golf course to sell alcoholic beverages for on-premises consumption at the municipal golf course on Sundays from 7:00 a.m. until 1:00 p.m.

DEPARTMENT HEAD Submitted: [Signature] B. Driggers for M. Czymbor Date: 03/20/13
Requested Agenda: Regular Date: 03/28/13

FINANCE DEPARTMENT Budgeted [] Yes [] No & N/A [Signature] Date: 3/21/13

CITY ATTORNEY Approved as to Form and Correctness Date:

CITY MANAGER Approved Agenda Item For: [Signature] Date: 3/21/13

COMMISSION ACTION: [] Approved as Recommended [] Disapproved
[] Approved With Modification [] Tabled To Time Certain
[] Other

DISTRIBUTION: [] APT [] CA [] CC [] CM [] FIN [] FD [] P&C [] PD [] PLN [] S&S [] W&S [] WTP [] WWTP

This instrument prepared by:
Betsy Driggers
201 North 2nd Street
Palatka, Florida 32177

ORDINANCE NO. 13 -

**AN ORDINANCE OF THE CITY OF PALATKA,
FLORIDA, AMENDING THE MUNICIPAL CODE
OF THE CITY OF PALATKA TO ADD
PROVISIONS TO CHAPTER 10, ALCOHOLIC
BEVERAGES, TO AUTHORIZE THE SALE AND
SERVICE OF ALCOHOLIC BEVERAGES FOR
ON-PREMISES CONSUMPTION AT THE
MUNICIPAL GOLF COURSE ON SUNDAYS
BEGINNING AT 7:00 A.M. INSTEAD OF
1:00 P.M.; PROVIDING FOR SEVERABILITY
AND PROVIDING AN EFFECTIVE DATE**

WHEREAS, Chapter 562.14, Florida Statutes, authorizes municipalities to set the hours when alcoholic beverages may be sold, consumed, served or permitted to be served or consumed; and

WHEREAS, the Code of Ordinances of the City of Palatka includes specific provisions related to the sale and consumption of alcoholic beverages within the City limits; and,

WHEREAS, the City Code currently allows for alcohol to be sold on Sundays from 1:00 p.m. to 12:00 midnight; and,

WHEREAS, the City Commission finds that allowing on-premises consumption of alcohol at the municipal golf clubhouse, a licensed establishment, on Sundays beginning at 7:00 a.m. would place the municipal golf course at the same advantage as other golf courses located within Northeast Florida; and,

WHEREAS, the City Commission finds it is not in the public interest to amend the hours of service for either on-premises or non on-premises consumption for any other licensed establishment within the City limits.

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

SECTION I. That the above recitals are true and correct and by this reference are hereby incorporated and made a part hereof as though fully set forth herein.

SECTION II. That Chapter 10, Alcoholic Beverages, of the Palatka Municipal Code be amended as follows:

1. Sec. 10-1. Scope and applicability, subparagraph (c) shall be amended to read as follows:

(c) For purposes of this chapter, Section 10-4, Hours when sale prohibited; half-hour closing period, shall apply to all licensees and licensed premises within the city limits of the City of Palatka-; provided, however, that it shall not be unlawful for the licensed establishment at the municipal golf course to sell alcoholic beverages on Sundays from 7:00 a.m. to 1:00 p.m. if such selling, serving or consuming or permitting of same is for on-premises consumption only.

2. Sec. 10-4. Hours when sale prohibited; half-hour closing period, shall be amended to read as follows:

It shall be unlawful for any person to sell, consume, serve, or permit to be served or consumed, any alcoholic beverages, except as otherwise listed herein, at any licensed premises except between and during the following hours:

- (a) Monday through Saturday, from 7:00 a.m. until 2:00 a.m. the following morning.
- (b) Sunday, from 1:00 p.m. until 12:00 midnight-; provided, however, that it shall not be unlawful for the licensed establishment at the municipal golf course to sell alcoholic beverages on Sundays from 7:00 a.m. to 1:00 p.m. if such selling, serving or consuming or permitting of same is for on-premises consumption only;
- (c) New Year's Eve, if falling on a day Monday through Saturday, from 7:00 a.m. until 4:00 a.m. the following morning.
- (d) New Year's Eve, if falling on a Sunday, from 1:00 p.m. until 4:00 a.m. the following morning.

Exception: Any licensee for on-premise consumption shall have a period of 30 minutes, from the time sales of

alcoholic beverages are required under this section to cease, during which consumption of alcoholic beverages may continue and within which to clear his licensed place of business of all customers and persons, but in no event shall alcoholic beverages be sold in such licensed premises after the time sales of alcoholic beverages are required under this section to cease.

3. Sec. 10-5. Premises of licensees to be closed during designated hours; exceptions shall be amended to read as follows:

With the exception of the licensed establishment at the municipal golf course, a A licensed premises for on-premise consumption shall be and remain securely closed between the hours of 12:30 a.m. and 7:00 a.m. Monday, 2:30 a.m. and 7:00 a.m. Tuesday through Saturday, 2:30 a.m. and 1:00 p.m. Sunday, and between the hours of 4:30 a.m. and 7:00 a.m. or 1:00 p.m. (as applicable) on New Year's Day, and no person shall be permitted therein for any purpose whatsoever during such closed period, except regular employees of the licensee may be permitted therein for the purpose of cleaning up the premises only; provided that any person engaged primarily in a business other than that of licensed premises for on-premise consumption of alcoholic beverages on the same premises shall be allowed to keep open that portion of the premises not devoted to or used for the sale of alcoholic beverages for on-premise consumption upon securely screening all alcoholic beverages upon the premises from public view.

4. Sec. 10-6. Consumption or possession in certain public and private places, subparagraph (a) shall be amended to read as follows:

- (a) It shall be unlawful for any person to consume or have in their possession any alcoholic beverage in any public park or recreation area, or on any public school property, or within any public building in the city; provided, however, this prohibition shall not apply to the buildings and grounds located on the premises of the municipal golf course and the Bronson-Mulholland House, and the buildings located on Ravine Gardens State Park, ~~Bronson-Mulholland House~~, Price-Martin Community Center, Larimer Arts Center, Tilghman House, Chamber of Commerce building, and

Palatka Municipal Airport, when the alcoholic beverages are possessed or are being consumed thereon with the consent of the person, group or organization lawfully in charge of the excepted premises and in compliance with any applicable provisions of the Beverage Law.

SECTION III. That if any section or portion of a section or subsection of this ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or portion of a section or subsection or part of this ordinance.

SECTION IV. That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION V. This ordinance shall take effect immediately upon its passage.

SECTION VI. 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 on this 11th day of April, 2013.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

City Attorney

Current Code - Ch. 10

Palatka, Florida, Code of Ordinances >> PART II - MUNICIPAL CODE >> **Chapter 10 - ALCOHOLIC BEVERAGES >>**

Chapter 10 - ALCOHOLIC BEVERAGES [14]

Sec. 10-1. - Scope and applicability.

Sec. 10-2. - Definitions.

Sec. 10-3. - Location restrictions.

Sec. 10-4. - Hours when sale prohibited; half-hour closing period.

Sec. 10-5. - Premises of licensees to be closed during designated hours; exceptions.

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

Sec. 10-7. - Penalties; injunctive relief.

Sec. 10-1. - Scope and applicability.

- (a) This chapter shall apply to all licensees and licensed premises located within the city limits of the City of Palatka.
- (b) For purposes of this chapter, section 10-3, location restrictions, shall not apply to established licensed premises, religious institutions, or schools, in existence as of the effective date of this chapter, which shall be considered grandfathered to the distance requirements contained herein and shall be allowed to continue, be expanded at that location, or replaced if destroyed or substantially damaged without regard to the location restrictions as contained in this chapter, but shall otherwise comply with this chapter as adopted by ordinance. An established licensed premises, religious institution, or school that does not meet the location restrictions as listed in this chapter shall be grandfathered; however, should a grandfathered licensed premises, religious institution, or school cease operations for a period of one year or more, then the licensed premises, religious institution, or school shall not be recommenced except in conformance with the location restrictions included in this chapter. For purposes of this subsection, a change in ownership of an established licensed premises shall not invalidate the grandfathered status conferred by this subsection so long as operations do not cease for a period of one year or more.
- (c) For purposes of this chapter, section 10-4, hours when sale prohibited; half-hour closing period, shall apply to all licensees and licensed premises within the city limits of the City of Palatka.
- (d) All licensees and licensed premises licensed by the state and by the city, and all other business establishments, shall comply with all laws of the state and all rules and regulations promulgated by the Division of Alcoholic Beverages and Tobacco of the State of Florida Department of Business and Professional Regulation in the conduct and operation of their respective businesses, and the Beverage Law, as amended, are hereby adopted by reference and made a part of this Code. The provisions of such chapters shall be complied with by all persons to the same extent as though such provisions were set forth in full in this chapter, except where such provisions may be in conflict with other provisions of this chapter. To the extent of conflict or inapplicability to the city, such provisions shall be disregarded.

(Ord. No. 05-07, § 1, 2-10-2005)

Sec. 10-2. - Definitions.

For purposes of this chapter, the following definitions shall apply:

Alcoholic beverages means distilled spirits and all beverages containing one-half of one percent or more alcohol by volume.

The Beverage Law means F.S. chs. 561, 562, 563, 564, 565, 567, and 568.

Bottle club means a commercial establishment, operated for a profit, whether or not a profit is actually made, wherein patrons consume alcoholic beverages which are brought onto the premises and not sold or supplied to the patrons by the establishment, whether the patrons bring in and maintain custody of their own alcoholic beverages or surrender custody to the establishment for dispensing on the premises, and which is located in a building or other enclosed permanent structure. This definition does not apply to sporting facilities where events sanctioned by nationally recognized regulatory athletic or sports associations are held, bona fide restaurants licensed by the Division of Hotels and Restaurants of the State of Florida Department of Business and Professional Regulation whose primary business is the service of full course meals, or hotels and motels licensed by the Division of Hotels and Restaurants of the State of Florida Department of Business and Professional Regulation.

Licensed premises means not only rooms where alcoholic beverages are stored or sold by the licensee, but also all other rooms in the building which are so closely connected therewith as to admit free passage from drink parlor to other rooms over which the licensee has some dominion or control. Licensed premises shall also include any outside area shown on a sketch submitted to and approved by the city for purposes of licensing by the Division of Alcoholic Beverages and Tobacco of the State of Florida Department of Business and Professional Regulation. For purposes of this chapter, "licensed premises" shall include, but not be limited to, bottle clubs, bars, taverns, restaurants (as herein defined and when licensed by the Division of Alcoholic Beverages and Tobacco for the sale of alcoholic beverages), and all other licensees of the Division of Alcoholic Beverages and Tobacco.

Licensee means a legal or business entity, person, or persons that hold a license issued by the Division of Alcoholic Beverages and Tobacco of the State of Florida Department of Business and Professional Regulation and meet the qualifications set forth in F.S. § 561.15.

Open container means any bottle, can, glass, cup or other vessel, other than the original unbroken sealed container, containing an alcoholic beverage.

Religious institution means churches and ecclesiastical or denominational organizations or established physical places for worship in this state at which nonprofit religious services and activities are regularly conducted and carried on, and also means church cemeteries.

Restaurant means an establishment licensed by the Division of Hotels and Restaurants of the State of Florida Department of Business and Professional Regulation or a business that does not otherwise qualify for a special license, but nevertheless derives at least 51 percent of its gross revenues from the sale of food and nonalcoholic beverages and has a city occupational license as a restaurant.

Sale, sell and vend mean any transfer of an alcoholic beverage for a consideration, any gift of an alcoholic beverage in connection with, or as a part of, a transfer of property other than an

alcoholic beverage for a consideration, or the serving of an alcoholic beverage by a club licensed under the Beverage Law.

School means a public or nonprofit approved or accredited organizational entity devoted primarily to approved academic, vocational, or professional study and instruction, which operates primarily for educational purposes on a full-time basis for a minimum school year and employs a full-time staff of qualified instructors.

Any definitions omitted from this section shall be as otherwise defined within the Beverage Law of the State of Florida.

(Ord. No. 05-07, § 1, 2-10-2005)

Sec. 10-3. - Location restrictions.

For purposes of this subsection, all distances shall be measured from the nearest property line to nearest property line. The following location restrictions shall apply:

- (a) A licensed premises shall not locate within 300 feet of any established religious institution or school provided, however, that a licensed premises may be granted a conditional use to locate within 300 feet of any established religious institution or school.
- (b) A religious institution or school shall not locate within 300 feet of any established licensed premises provided, however, that a religious institution or school may be granted a conditional use to locate within 300 feet of any established licensed premises.
- (c) A licensed premises shall not locate within 300 feet of any established licensed premises provided, however, that a licensed premises may be granted a conditional use to locate within 300 feet of any established licensed premises.

(Ord. No. 05-07, § 1, 2-10-2005)

Sec. 10-4. - Hours when sale prohibited; half-hour closing period.

It shall be unlawful for any person to sell, consume, serve, or permit to be served or consumed, any alcoholic beverages, except as otherwise listed herein, at any licensed premises except between and during the following hours:

- (a) Monday through Saturday, from 7:00 a.m. until 2:00 a.m. the following morning.
- (b) Sunday, from 1:00 p.m. until 12:00 midnight.
- (c) New Year's Eve, if falling on a day Monday through Saturday, from 7:00 a.m. until 4:00 a.m. the following morning.
- (d) New Year's Eve, if falling on a Sunday, from 1:00 p.m. until 4:00 a.m. the following morning.

Exception: Any licensee for on-premise consumption shall have a period of 30 minutes, from the time sales of alcoholic beverages are required under this section to cease, during which consumption of alcoholic beverages may continue and within which to clear his licensed place of business of all customers and persons, but in no event shall alcoholic beverages be sold in such licensed premises after the time sales of alcoholic beverages are required under this section to cease.

(Ord. No. 05-07, § 1, 2-10-2005)

Sec. 10-5. - Premises of licensees to be closed during designated hours; exceptions.

A licensed premises for on-premises consumption shall be and remain securely closed between the hours of 12:30 a.m. and 7:00 a.m. Monday, 2:30 a.m. and 7:00 a.m. Tuesday through Saturday, 2:30 a.m. and 1:00 p.m. Sunday, and between the hours of 4:30 a.m. and 7:00 a.m. or 1:00 p.m. (as applicable) on New Year's Day, and no person shall be permitted therein for any purpose whatsoever during such closed period, except regular employees of the licensee may be permitted therein for the purpose of cleaning up the premises only; provided that any person engaged primarily in a business other than that of licensed premises for on-premises consumption of alcoholic beverages on the same premises shall be allowed to keep open that portion of the premises not devoted to or used for the sale of alcoholic beverages for on-premises consumption upon securely screening all alcoholic beverages upon the premises from public view.

(Ord. No. 05-07, § 1, 2-10-2005)

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

- (a) It shall be unlawful for any person to consume or have in their possession any alcoholic beverage in any public park or recreation area, or on any public school property, or within any public building in the city; provided, however, this prohibition shall not apply to the buildings located on the premises of the municipal golf course, Ravine Gardens State Park, Bronson-Mulholland House, Price-Martin Community Center, Larimer Arts Center, Tilghman House, Chamber of Commerce building, and Palatka Municipal Airport, when the alcoholic beverages are possessed or are being consumed thereon with the consent of the person, group or organization lawfully in charge of the excepted premises and in compliance with any applicable provisions of the Beverage Law.
- (b) It shall be unlawful for any person to consume or have in their possession any alcoholic beverage in an open container on any public street, thoroughfare, sidewalk or alley or on any publicly-owned parking facility within the city; nor shall any person, except the owner or person placed in charge by the owner, consume or have in their possession any alcoholic beverages in an open container on any private property unless such person is a lawful guest and has the consent of the owner or person in charge of such private property.
- (c) It shall be unlawful for any person to consume or have in their possession any alcoholic beverages in any open container while seated in a vehicle in any of the places identified in subsections (a) and (b) of this section.
- (d) The city commission may grant special permission for the sale, consumption or possession of alcoholic beverages in open containers during special events within defined areas of any public park, recreation area, street, sidewalk or public parking facility and for specific times.
- (e) For licensed premises including on-premise consumption, such licensed premises shall include all of the area embraced within the sketch submitted as part of an initial or renewal application for a license issued by the division of alcoholic beverages and tobacco, where such sketch appears on or is attached to the application for the license involved and designated as such on said sketch, in addition to that area included or designated by general law. When the area embraced within the sketch includes an outside area, access to such outside area shall be limited in such a fashion so as to prevent and prohibit access to the establishment by underage persons for purposes of subverting identification checkpoints or similar measures in place at the licensed premises. Additionally, any outside area shall be

screened or fenced in such a manner so as to prevent the exchange of alcoholic beverages between those persons within the outside area and those beyond the outside area as shown on the sketch for the licensed premises. The city's planning director will review all applications for compliance with this requirement prior to the issuance of any approval for a license issued by the Division of Alcoholic Beverages and Tobacco of the State of Florida Department of Business and Professional Regulation.

- (f) No owner of a bottle club nor his agents, servants, employees, or any other person or persons using the premises with the owner's knowledge and consent shall permit alcoholic beverages to be served to minors; in addition, no owner of a bottle club nor his agents, servants, employees or any other person or persons using the premises with the owner's knowledge and consent shall permit prostitution or solicitation of prostitution on a premises operated as a bottle club, permit gambling or solicitation of gambling on the premises, permit the premises to be operated as a disorderly place or public nuisance, or permit therein a violation of any city ordinance regulating moral decency, specifically [chapter 3](#) (adult entertainment establishments) and division 2 (public nudity) of article III (offenses against public morals) of [chapter 46](#) (offenses and miscellaneous provisions).

(Ord. No. 05-07, § 1, 2-10-2005; Ord. No. 11-58, § 1, 10-13-2011)

Sec. 10-7. - Penalties; injunctive relief.

- (a) A person convicted of a violation of this chapter shall be punished by a fine not exceeding \$500.00 or by imprisonment for a term not exceeding 60 days or any combination thereof. With respect to violations of this chapter that are continuous with respect to time, each day the violation continues is a separate offense.
- (b) Licensed premises that are not in conformity with these requirements shall be subject to appropriate civil action in the court of appropriate jurisdiction for abatement.
- (c) Nothing contained herein shall prevent the city or any division thereof from seeking appropriate disciplinary or punitive action related to any licensee or licensed premises as licensed by the Division of Alcoholic Beverages and Tobacco of the State of Florida Department of Business and Professional Regulation, the Division of Hotels and Restaurants of the State of Florida Department of Business and Professional Regulation, or any other licensing authority as applicable.

(Ord. No. 05-07, § 1, 2-10-2005)

FOOTNOTE(S):

⁽¹⁴⁾ **Editor's note**—Section 1 of Ord. No. 05-07, adopted Feb. 10, 2005, amended ch. 10 in its entirety to read as herein set out. Former ch. 10 pertained to similar subject matter and derived from §§ 4-1—4-4 of the 1981 Code.

[\(Back\)](#)

⁽¹⁴⁾ **Cross reference**— Alcoholic beverages in parks, § 50-39; intoxication in parks, § 50-40. [\(Back\)](#)

⁽¹⁴⁾ **State Law reference**— Municipal Home Rules Powers Act, F.S. § 166.011 et seq.; beverage control laws, F.S. ch. 561 et seq. [\(Back\)](#)

Agenda Item

8



CITY COMMISSION AGENDA ITEM

SUBJECT: Adoption of an ordinance amending Palatka Municipal Code Section 22-2, Cemetery Fund, and Appendix A, Fee Schedule, in regards to zoning matters, vehicles for hire and references to occupational license fees (2nd Reading)

DEPARTMENT: Admin/City Clerk

ATTACHMENTS: ___ Ordinance ___ Support Documents [X] Resolution ___ Other ___ Motion

SUMMARY: This ordinance amends Chapter 22-2, Cemetery funds, regarding the designation of a portion of the proceeds from the sale of each cemetery plot to the special cemetery fund. Previously this was 50% of sales; now it is \$125 from each sale. Also, the text is being amended to allow these funds to be spent on improvements. At this time, funds can only be spent on acquisition of land for cemetery purposes.

This ordinance will also amend Appendix A, Fee Schedule, for fees associated with vehicles for hire, and text is amended concerning fees for Historic District permits/certificates of appropriateness and permit fees for conditional use and variance actions. In addition to these changes, Appendix A is being amended to change all references in Chapter 78 from Occupational Licenses/Fees to Business Tax/Tax Receipts in accordance with statutory language changes that became effective in 2007. Text changes were made to Chapter 78 in the Code, but not to Appendix A of Chapter 78.

The City Commission passed this ordinance on first reading on March 14, 2013.

RECOMMENDED ACTION: Pass on 2nd Reading/Adopt Ordinance No. 13 - 17 amending Chapter 22-2 and Appendix A of the Municipal Code.

DEPARTMENT HEAD Submitted: [Signature] B. Driggers Date: 03/18/13 Requested Agenda: Consent Date: 03/28/13

FINANCE DEPARTMENT Budgeted ___ Yes [X] No ___ N/A [Signature] Date: 3/21/13

CITY ATTORNEY Approved as to Form and Correctness Date:

CITY MANAGER Approved Agenda Item For: [Signature] Date: 3/20/13

COMMISSION ACTION: ___ Approved as Recommended ___ Disapproved ___ Approved With Modification ___ Tabled To Time Certain ___ Other

DISTRIBUTION: ___ APT ___ CA ___ CC ___ CM ___ FIN ___ FD ___ P&C ___ PD ___ PLN ___ S&S ___ W&S ___ WTP ___ WWTP

This instrument prepared by:
Thad Crowe, AICP and
Betsy J. Driggers, CMC
201 North 2nd Street
Palatka, Florida 32177

ORDINANCE NO. 13 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, REVISING SECTION 22-2 OF THE PALATKA MUNICIPAL CODE ENTITLED CEMETERY FUND; REVISING APPENDIX A, FEE SCHEDULE OF THE MUNICIPAL CODE IN REGARD TO VEHICLES FOR HIRE, VARIANCES AND CERTIFICATES OF APPROPRIATENESS, AND AMENDING ALL REFERENCES PERTAINING TO CHAPTER 78, TAXATION, REGARDING REFERENCES TO OCCUPATIONAL LICENSE TAXES TO REFLECT STATUTORY CHANGES RELATIVE TO THEIR DESIGNATION; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, Chapters 78-162 through 78-178 of the Palatka Municipal Code were amended by Ordinance No. 07-12, adopted August 9, 2007, to incorporate certain changes made by the Florida Legislature effective July 1, 2007 to Title XIV, Chapter 205 of the Florida Statutes, to reflect that the term "occupational business license" has been changed to "business tax receipt," and the term "occupational license tax" has been changed to "business tax;" however, changes to those corresponding terms in Appendix A to Chapter 78 were erroneously omitted from the text of that Ordinance; and

WHEREAS, all the necessary procedural steps have been accomplished, including two public hearings before the City Commission of the City of Palatka on March 14, 2013 and March 28, 2013; and

WHEREAS, the City Commission of the City of Palatka has determined that the said amendments and corrections should be adopted.

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

Section 1. That Palatka Municipal Code Chapter 22, Section 2, entitled "Cemetery fund" shall be amended to read as follows:

Section 22-2. Cemetery fund

A special Municipal Fund is hereby created and established, to be known as the "Special Cemetery Fund," which shall be maintained as a separate fund of the City and into which ~~fifty percent of proceeds~~ \$125.00 from the sale of each single adult grave space shall be deposited. The munitities place in this fund shall be used for the improvements and acquisition of land for cemetery purposes in such manner and at such times as the City Commission shall from time to time determine. This Fund shall be a continuing Fund, running from year to year, and the monies therein placed shall not be subject to expenditure for any other purpose than as authorized in this Section.

Section 2. That the following Sections of Appendix A to the Palatka Municipal Code shall be amended to read as follows:

Chapter 90. Vehicles for Hire

§ 90-72. Application fee for taxicab driver's permit. . . \$5.00
15.00 Annually

§ 90-30. Application fee for taxicab company permit . . . \$30.00
Annually

Chapter 94. Zoning

§ 94-39. Fee schedule for zoning actions.

- (a) Annexation:
 - (1) Small scale amendment: \$1,000.00
 - (2) Large scale amendment: 1,500.00
- (b) Conditional use ~~and variance~~: 130.00
- (c) Variance: 42.00
- (~~e~~) Historic district ~~certificated of~~
appropriateness/creation/expansion/contraction: 130.00
- (~~e~~) Certificate of appropriateness: 42.00
- (~~f~~) Rezoning: 130.00
- (~~e~~) Rezoning with a concurrent small-scale future land use map amendment: 450.00
- (~~f~~) Rezoning with a concurrent large-scale future land use map amendment: 1,500.00

Section 3. That Appendix A, Chapter 78 of the Palatka Municipal Code shall be, and the same hereby is, amended by the substitution therein of the term "business tax" for the terms "occupational license tax" and "license tax" and the term "business tax receipt" for the terms "occupational license" or "license" at each and every place therein where the former terms appear; and the substituted terms shall appear in the singular or plural according to the context thereof.

Section 4. To the extent of any conflict between the terms of this ordinance and the terms of any ordinance previously passed or adopted, the terms of this ordinance shall supersede and prevail.

Section 5. A copy of this Ordinance shall be furnished to the Municipal Code Corporation for insertion in the Code of Ordinances for the City of Palatka, Florida.

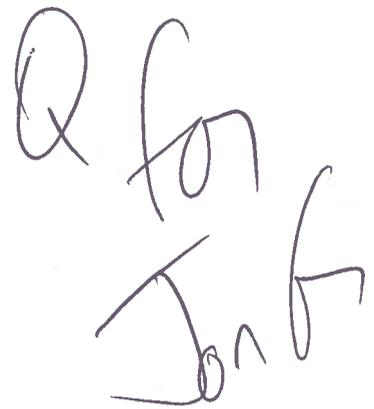
Section 6. This Ordinance shall become effective immediately upon its final passage by the City Commission.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 28th day of March, 2013.

CITY OF PALATKA

BY: _____
Its MAYOR

A
C
Al
CJ



:

Agenda Item

9



CITY COMMISSION AGENDA ITEM

SUBJECT: ORDINANCE - ZONING CODE TEXT AMENDMENT (MINIMUM LOT SIZE FOR CHURCHES IN RESIDENTIAL ZONING) – ADOPTION

DEPARTMENT: BUILDING AND ZONING

ATTACHMENTS: Ordinance Resolution Motion
 Support Documents Other

SUMMARY:

This is an administrative request to allow Conditional Use review for small churches in residential zoning districts. The Planning Board recommended approval at their February 12, 2013 meeting. Current zoning regulations prohibit outright churches on lots of less than 40,000 square feet. This is a standard that encourages larger churches, which have greater impacts to residential neighborhoods due to increased traffic and parking. Staff believes that small churches should have the same opportunity to be reviewed for conditional use permits that large churches do. This has proved to be a hardship for existing small churches that cannot improve their properties and grow. The conditional use process works well for churches since the Planning Board can on a case-by-case basis evaluate the impacts of such uses in terms of parking, traffic, and other impacts.

RECOMMENDED ACTION:

Approve Adoption

DEPARTMENT HEAD Submitted: Thad Crowe ^{TC} Date: 3/20/2013
Requested Agenda Regular Date: 3/28/2013

FINANCE DEPARTMENT Budgeted Yes No N/A ^{AK} Date: 3/21/13

CITY ATTORNEY Approved as to Form and Correctness Date:

CITY MANAGER Approved Agenda Item For: [Signature] Date: 3/20/13

COMMISSION ACTION: Approved as Recommended Disapproved
 Approved With Modification Tabled To Time Certain
 Other

DISTRIBUTION: APT CA CC CM FIN FD P&C PD PLN S&S W&S WTP WWTP

This instrument prepared by:
Thad Crowe, AICP
201 North 2nd Street
Palatka, Florida 32177

ORDINANCE NO. 13 -

AN ORDINANCE OF THE CITY OF
PALATKA, FLORIDA, ELIMINATING
MINIMUM LOT SIZE STANDARDS FOR
CHURCHES AS ALLOWED BY CONDITIONAL
USE PERMIT IN RESIDENTIAL ZONING
DISTRICTS; PROVIDING FOR
SEVERABILITY AND PROVIDING AN
EFFECTIVE DATE.

WHEREAS, application has been made by the Building and Zoning Department for certain amendments to the Zoning Code 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 February 12, 2012, and two public hearings before the City Commission of the City of Palatka on March 14, 2013 and March 28, 2013; and

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

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

Section 1. The following Zoning Code Sections shall be amended as follows.

Sec. 94-141. - R1-AA single family residential district.

- (a) Intent. The R-1AA district is intended to provide for single-family residential areas of low density. Certain structures and uses designed to serve governmental, religious, noncommercial recreational and other immediate needs of such areas are permitted or are permissible as conditional uses within the district, subject to restrictions and requirements necessary to preserve and protect its low density single-family residential character.*
- (b) Permitted principal uses and structures. The following uses are permitted in the R-1AA district:*

- (1) Single-family dwellings, including those community residential homes declared to be single-family units by state statutes.
 - (2) Railroad rights-of-way.
 - (3) Family day care homes.
- (c) Permitted accessory uses and structures. Permitted accessory uses and structures in the R-1AA district are as follows:
- (1) Uses and structures which:
 - a. Are customarily accessory and clearly incidental and subordinate to permitted or permissible uses and structures.
 - b. Do not involve the conduct of business on the premises.
 - c. Are located on the same lot as the permitted or permissible principal use or structure, or on a contiguous lot in the same ownership.
 - d. Are not of a nature likely to attract visitors in larger numbers than would normally be expected in a residential neighborhood.
 - e. Do not involve operations or structures not in keeping with the character of a low density single-family neighborhood.
 - (2) Noncommercial gardens, plant nurseries and greenhouses, servants' quarters, private garages, tool houses, garden sheds and garden work centers, disaster shelters, children's play areas and play equipment, private barbecue pits, private swimming pools, private boathouses, docks and slips, and the like are permitted in these districts.
- (d) Prohibited uses and structures. The following uses and structures are prohibited in the R-1AA district: Any use or structure not specifically, provisionally or by reasonable implication permitted in this section, or permissible by conditional use.
- (e) Conditional uses. (Conditional uses are permissible after public notice and hearing and subject to the provisions of section 94-3.) Conditional uses in the R-1AA district are as follows:
- (1) Planned unit developments (PUD). (See article IV of this chapter and section 94-2, definitions.)
 - (2) Patio housing. (See section 94-197 and section 94-2, definitions.)
 - (3) Publicly owned and operated parks, recreation areas and utility structures.
 - (4) Golf courses and related clubhouse facilities; except driving tees or ranges, miniature courses and similar uses operated for commercial purposes separately from

- golf courses.
- (5) Private bath, swim, tennis or country clubs and community owned and operated recreation clubs and associations.
- (6) Houses of worship.
- (7) Subdivision or other development entranceways when built in conformity with chapter 62.
- (8) Essential services. (See section 94-2, definitions.)
- (9) Child care facilities. (See section 94-2, definitions.)
- (10) Home occupations. (See section 94-2, definitions.)
- (f) Development standards for all uses except PUD. The following development standards shall apply for all uses in the R-1AA district except PUDs. For PUDs, see section 94-233
 - (1) Maximum density: 3.0 dwelling units per acre.
 - (2) Minimum lot area: 10,000 square feet.
 - (3) Minimum lot width: 80 feet.
 - (4) Maximum lot coverage: 35 percent.
 - (5) Maximum structure height: 35 feet.
 - (6) Minimum yards:
 - a. Front: 25 feet.
 - b. Side: Ten feet.
 - c. Rear: 30 feet
 - (7) All construction shall be on continuous perimeter poured concrete footers measuring a minimum of 24 inches wide by eight inches deep. All construction also shall include a continuous masonry enclosure wall from the ground to the bottom exterior of the floor system.
- (g) Permitted signs. Permitted signs in the R-1AA district are as follows (see also chapter 62): Real estate signs not exceeding four square feet appertaining to the lease, rental or sale of the building or premises on which the sign is located. In addition, a ground sign shall be allowed for a church or child care facility limited to six feet in height and 30 square feet in size and also a wall sign limited to 30 square feet.

Section 2. To the extent of any conflict between the terms of this ordinance and the terms of any ordinance previously passed or adopted, the terms of this ordinance shall supersede and prevail.

Section 3. A copy of this Ordinance shall be furnished to the Municipal Code Corporation for insertion in the Code of Ordinances for the City of Palatka, Florida.

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

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 28th day of March, 2013.

CITY OF PALATKA

BY: _____
Its **MAYOR**

ATTEST:

City Clerk

8. Planter landscape boxes shall be installed bordering the outdoor fenced area.
9. Applicant to maintain attractive landscaped area both in the green area along St. Johns Avenue and along S. 10th St. A shade tree shall be planted in one of these areas, and both areas should be planted with shrubs, groundcovers, and flowers (not grass). Applicant shall present a sketch landscape plan to Staff for approval prior to the opening of the business, and shall install planting within six months of commencing operations.
10. Replace chain link fence with decorative aluminum fence.
11. All other applicable Code standards to be met.

Mr. Holmes asked what alcohol serving establishment was within 300 feet. Mr. Crowe answered that Pizza Boyz restaurant was immediately next door.

Donald Hersey Jr. stated that he lives in San Mateo and has lived here all his life, his father was part of the Palatka government for 28 years and he is very proud of that and that they would do everything in their power to work with the City with regards to beatification and provide a good safe entertainment establishment. The last thing he would want to do is something to degrade this City.

Mr. Petrucci asked the applicant if he had any issues with the staff recommendations. Mr. Hersey stated that he believed that an aluminum wall around the outside patio would close that space in and make that area hot. He added that they did intend on doing some landscaping and making that place more presentable.

Mr. Crowe clarified that he was referring to a fence, a decorative wrought iron type fence, so you would still have the openness.

Mr. Pickens stated that in reading the packet, it appears that there has been a significant attempt to improvement of what was there before and what is there now, which is a boarded up building. He expected some resistance to replacing the fencing of the outside area and the absence of outdoor music, and appreciates that there wasn't any.

Motion made by Mr. Pickens and seconded by Ms. Moody to approve the request, subject to staff recommendations. All present voted affirmative, motion carried.

Case 13-04 Administrative request to amend Zoning Code Sec. 94-141 to allow churches by conditional use permit in residential zoning districts on properties less than 40,000 square feet.

Mr. Crowe explained the intent of this administrative request is to provide small churches with the same opportunity that larger churches have to apply for conditional use approval. Currently the Zoning Code only allows residentially zoned churches through the Conditional Use process and only on lots greater than 40,000 square feet. There are a number of small churches in residential neighborhoods that do fit in well. This rule discriminates against small churches and encourages larger churches that can more negatively impact neighborhoods through traffic, parking etc. He recommended approval of this Zoning Code text change.

Mr. Pickens asked if Staff's intent was to simply remove the words "on lots greater than 40,000 square feet" he would be in favor of that.

Motion was made by Mr. Pickens and seconded by Mr. Petrucci for the removal of the words "on lots greater than 40,000 square feet" as it currently exists in the Code. All present voted affirmative, motion carried.

Request to Amend Zoning Code

(Allow churches by conditional use permit in residential zoning districts on properties less than 40,000 square feet in size)

Applicant: Building & Zoning Dept.

STAFF REPORT

DATE: February 4, 2013

TO: Planning Board Members

FROM: Thad Crowe, AICP
Planning Director

APPLICATION REQUEST

A request to amend the Zoning Code to allow churches on properties less than 40,000 square feet in size in residential zoning districts through the conditional use process. Public notice included legal advertisement.

APPLICATION BACKGROUND

Zoning Code Section 94-141(e)(6) allows churches in residential zoning districts through the conditional use process, but only if the property size exceeds 40,000 square feet. This is a strange standard that encourages larger and thus more disruptive churches in residential neighborhoods while prohibiting small churches that would by their lesser impacts be more compatible with residential uses. This change would eliminate this prohibition on small churches and allow the Planning Board to look at all churches in residential zoning districts on a case-by-case basis.

PROJECT ANALYSIS

Per Section 94-38(f)(2) of the Zoning Code, the Planning Board must study and consider proposed zoning text amendments in relation to the following criteria (if applicable), shown in underlined text (staff response follows each criterion).

The planning board shall consider and study:

a. The need and justification for the change.

Staff comments: the following justifications are applicable.

- The amendment would provide opportunities for small-scale, neighborhood-compatible uses.
- The amendment would legitimize current nonconforming uses.
- The amendment would eliminate the false distinction between small and large churches and their appropriate allowance in residential settings.
- The amendment would implement Comprehensive Plan policies as noted below.

b. The relationship of the proposed amendment to the purposes and objectives of the city's comprehensive planning program and to the comprehensive plan, with appropriate consideration as to whether the proposed change will further the purposes of this chapter and other city ordinances, regulations and actions designed to implement the comprehensive plan.

Allow churches by conditional use permit in residential zoning districts on properties less than 40,000 square feet in size

Staff comments: the following Comprehensive Plan policies (shown in *italics*) are applicable to this amendment. This amendment is in keeping with the goals, objectives, and policies of the Comprehensive Plan. In regard to the policies listed below, the amendment is in line with stated purposes of promoting infill development, renewing blighted properties, encouraging the use of existing commercial areas, and practicing innovative development planning.

FUTURE LAND USE ELEMENT

Objective A.1.2 9J-5.006(3)(b)2

Upon Plan Adoption, the City shall implement the following policies in order to provide the means for redevelopment and renewal of blighted properties.

Policy A.1.6.1 9J-5.006(3)(c)

Provide incentives which direct development to infill in areas of the City with in-place water/sewer lines and paved road. These incentives may include, but not be limited to providing additional permitted land uses through special use designations under the City Zoning Code such as approved "mother-in-law" units with separate kitchens or home office operations for limited business activities.

Policy A.1.6.2 9J-5.006(3)(c)3

Minimize scattered and highway strip commercial by directing commercial development to occur in a planned and compact manner through in-filling within already developed commercial areas as identified on the Future Land Use Map.

Objective A.1.8 9J-5.006(3)(b)9; F.S. 187.201(16)(b)3

Upon Plan adoption, The City shall establish a program that provides the means for innovative development planning. The end goals of the program are to provide:

- *Flexibility and efficiency in site design to reduce infrastructure costs, improve interior circulation patterns, and promote open space;*
- *Development that is adapted to natural features in the landscape such as wetlands, vegetation and habitat, and which avoids the disruption of natural drainage patterns; and*
- *A mix of land use to promote convenience in the location of related uses and to reduce travel congestion and costs.*

STAFF RECOMMENDATION

Staff recommends approval of Case 13-04 revising Zoning Code Section 94-141, allowing churches on properties less than 40,000 square feet to be eligible for conditional use application in residential zoning districts.

Agenda Item

10



CITY COMMISSION AGENDA ITEM

SUBJECT: ORDINANCE - ZONING CODE TEXT AMENDMENT (STAFF REVIEW OF OUTDOOR SALES, EXTENSION OF SEASON SALES TIME PERIOD, APPEAL OF STAFF DECISIONS) – ADOPTION

DEPARTMENT: BUILDING AND ZONING

ATTACHMENTS: Ordinance Resolution Motion
 Support Documents Other

SUMMARY:

This is an administrative request to allow for staff review of outdoor sales events, which currently require Planning Board approval. The Planning Board recommended approval at their February 12, 2013 meeting. Current zoning regulations require conditional use approval for the following four types of outdoor sales (outdoor promotional sales, seasonal goods sales, temporary goods sales, and farmers’ markets). These sales are typically Christmas tree sales, Fourth of July fireworks sales, and grand opening/promotional tent sales. The criteria are very specific and can be applied by Staff, reducing fees and eliminating public hearing delays. Appeals of negative staff decisions would go the route of a normal conditional use application. Finally, the ordinance would extend seasonal sales from 30 to 45 days, mostly due to the need for longer Christmas tree sales during the ever-lengthening Christmas season.

RECOMMENDED ACTION:

Approve adoption

DEPARTMENT HEAD Submitted: Thad Crowe ^{TC} Date: 3/20/2013
Requested Agenda Regular Date: 3/28/2013

FINANCE DEPARTMENT Budgeted Yes No N/A ^{MM} Date: 3/21/13

CITY ATTORNEY Approved as to Form and Correctness Date:

CITY MANAGER Approved Agenda Item For: ^R Date: 3/20/13

COMMISSION ACTION: Approved as Recommended Disapproved
 Approved With Modification Tabled To Time Certain
 Other

DISTRIBUTION: APT CA CC CM FIN FD P&C PD PLN S&S W&S WTP WWTP

This instrument prepared by:
Thad Crowe, AICP
201 North 2nd Street
Palatka, Florida 32177

ORDINANCE NO. 13 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, ALLOWING STAFF REVIEW OF OUTDOOR PROMOTIONAL SALES, SALE OF SEASONAL GOODS OR COMMODITIES, SALE OF TEMPORARY GOODS, AND FARMERS' MARKETS; EXTENDING THE MAXIMUM SALE PERIOD TO 45 DAYS FOR SALES OF SEASONAL GOODS; AND PROVIDING FOR AN APPEAL PROCESS FOR STAFF DECISIONS; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the Building and Zoning Department for certain amendments to the Zoning Code 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 February 12, 2012, and two public hearings before the City Commission of the City of Palatka on March 14, 2013 and March 28, 2013; and

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

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

Section 1. The following Zoning Code Sections shall be amended as follows.

Section 94-200

- (a) *Intent and purpose. Prior to the adoption of the ordinance codified in this section (Ordinance No. 01-16), the zoning regulations contained no provisions specifically related to promotional, special event, or temporary sales. It is the intent of this section to promote the health,*

safety, and general welfare of the citizens by regulating the location and occurrence of outdoor promotional sales, special event sales, and the sale of seasonal and temporary goods and commodities, other than farmers markets. Accordingly, the city commission finds that the promulgation of this section is warranted and necessary to accomplish the following purposes:

- (1) Direct the location of outdoor promotional sales, special event sales, and the sale of seasonal and temporary goods and commodities within the city.
- (2) Protect incompatible land uses from potential adverse impacts of outdoor promotional sales, special event sales, and the sale of seasonal and temporary goods and commodities.
- (3) Minimize public safety impacts associated with outdoor promotional sales, special event sales, and the sale of seasonal and temporary goods and commodities.
- (4) Reimburse the city for the added expenses associated with the regulation and monitoring of outdoor promotional sales, special event sales, and the sale of seasonal and temporary goods and commodities within the city.

(b) Definitions. For purposes of this section, the following definitions shall apply:

Outdoor promotional sales means a temporary sale, not to exceed 72 hours in duration, held outside of or away from a vendor's or merchant's normal business facility or location. Such sales may include those referred to as: "midnight madness", "truck sale", "tent sale", "sidewalk sale", "going out of business sale", "overstock sale", and similar promotions.

Seasonal goods or commodities means a temporary sale, not to exceed 45 days in duration, for the purpose of vending or selling goods or commodities relevant to the season, to include, but not be limited to, spring plant sales, Fourth of July fireworks sales, and Christmas tree sales.

Special event sales means a temporary sale held in conjunction with a parade, festival, or other such event, where the duration of the

special event sale shall not exceed the specified period approved for the special event.

Temporary goods or commodities means a temporary sale, not to exceed 30 days in duration, for the purpose of vending or selling goods or commodities of a temporary nature, not in conjunction with a promotional, seasonal, or special event sale.

(c) Procedures for review and approval. The planning director may approve the outdoor sale of certain goods and commodities which are strictly of a temporary nature in C-2 commercial zoning districts where sales of specific goods and commodities are included as permitted or accessory uses, provided the following conditions and requirements are met:

- (1) Such sales shall not be permitted on public rights-of-way; provided, however, that in areas zoned DB and DR, such sales and displays may be permitted on sidewalks only; and provided, further, that parades and art shows may be permitted on public rights-of-way under such conditions as are otherwise provided by ordinances and policies of the city commission.
- (2) No more than one use per location shall be issued in any given six-month period for seasonal and temporary-type sales, and no more than one use per location shall be issued in any given 90-day period of time for promotional sales.
- (3) Application for a use under the provisions herein shall be reviewed by the planning director to ensure protection of the public health, safety, and general welfare, with public notice provided in the form of a letter to adjacent property owners within 150 feet. The planning director in considering outdoor sales requests, shall utilize conditional use criteria set forth in Sec. 94-3, with particular attention given to traffic flow and control, auto and pedestrian safety, and the effect which such use and activity will have on surrounding uses, particularly where the adjoining use is residential. Appeals of unfavorable staff decisions shall be considered by the

Planning Board utilizing the conditional use process.

(4) The vendor, merchant, or applicant shall be required to remit to the city, following approval of the outdoor sales use, a business regulatory fee, which shall be in addition to any occupational license previously applied for or issued by the city, or as required by the city for vendors or merchants operating within the city. The business regulatory fee shall be subject to the following:

a. The business regulatory fee shall be based on the real value of goods and commodities offered or displayed for sale, and shall be equal to one-half of one percent of the total real and just value of all goods and commodities offered or displayed, but in no instance shall the business regulatory fee exceed \$1,500.00 for any single sale.

b. Proof of real and just value shall be required to be provided to the city at the time of fee payment. Such proof shall be in the form of an invoice, bill of lading, or other reasonable verification of the actual value of goods and commodities offered for sale.

c. Non-profit and not-for-profit designated charitable or philanthropic organizations, possessing the appropriate Internal Revenue Service designations for corporations exempt from taxes, shall be exempt from the payment of the business regulatory fee, provided that each organization operating as a temporary vendor or merchant provide verification of the designation to the city. Such verification shall be provided prior to initiating the use.

(5) All applicable licenses, fees, and permits, including, but not limited to, special use, tent, and sign permits, shall be required as provided for within this Code. No provision within this section shall render any other

section, article, or chapter of this Code as invalid.

- (d) Penalties. Any merchant or vendor, offering for sale any good or commodity in the City of Palatka in violation of this section shall be guilty of a violation of this Code and punishable by fine or imprisonment, or both, not to exceed a \$500.00 fine and/or 60 days in the county jail. Additionally, any merchant or vendor, operating substantially in the same fashion, in whole or in part, who subsequently violates this section after an initial determination of a violation, occurring at any time following the adoption of this section, shall be subject to the revocation of, or denial of, occupational licenses within the city.

Section 2. To the extent of any conflict between the terms of this ordinance and the terms of any ordinance previously passed or adopted, the terms of this ordinance shall supersede and prevail.

Section 3. A copy of this Ordinance shall be furnished to the Municipal Code Corporation for insertion in the Code of Ordinances for the City of Palatka, Florida.

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

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 28th day of March, 2013.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

City Clerk

Case 13-03 Administrative request to amend Zoning Code Sec. 94-200 to allow for staff approval of outdoor promotional sales, sale of seasonal goods or commodities, sale of temporary goods, and farmers' markets; and to extend the maximum sale period of 30 days to 45 days for sales of seasonal goods and commodities; and to provide for an appeal process for such staff decisions.

Mr. Crowe advised that as the Board had directed, the proposed amendment would allow for more reasonable time period for Christmas tree sales, fireworks, etc. extending the sale period for seasonal goods and commodities from 30 to 45 days. The proposed amendment would also minimize the delay to the applicant from the public hearing process by allowing Staff reviews of outdoor promotional sales, seasonal goods sales, temporary goods sales, and farmers' markets. He added that Staff would utilize the conditional use criteria to determine compliance, the site would be posted and neighbor letters sent regarding staff review. Any appeals of staff decisions would go to Planning Board. He stated that he believes that the proposed amendment would encourage businesses and reduce the regulatory burden on applicants and is supported by the Comprehensive Plan.

Mr. Holmes asked if there was anything in the amendment that would affect temporary automobile sales, or are they just not allowed. Mr. Crowe advised that was correct, they are only allowed in conjunctions with Credit Unions car sales events.

Mr. Petrucci asked if this would affect stores placing goods on their sidewalks. Mr. Crowe replied no, that actually covered last month under non-temporary outdoor sales.

Motion was made by Mr. DeLoach and seconded by Ms. Moody to approve the amendment as submitted. All present voted affirmative, motion carried.

Case 13-02: Administrative request to amend Zoning Code section 94-161 and 94-162 to revise dimensional standards for ground signs fronting on Reid Street within Downtown zoning districts.

Mr. Crowe explained this is somewhat of a clean-up effort, since regulations that restrict freestanding signs to smaller ground signs in the Downtown zoning districts extend to certain parts of the south side of Reid Street on the south side, while other properties on the north side and south side of this road are in the C-2 zoning district, where much larger signs are allowed. The allowable signs in the downtown districts are as follows: directional signs; ground signs (maximum six feet high, eight feet wide, 30 square feet in size); wall signs and sandwich board signs. The allowable signage in the C-2 zoning district is varied and includes ground, pole signs (maximum 35 feet high, 96 square foot size). The proposed amendment would allow slightly larger freestanding signs in Downtown zoning, along the south side of Reid Street while limiting such sign types to ground signs. He recommended going from six feet to eight feet in height and 30 to 60 square feet in total size for these properties fronting Reid Street. He believes this amendment would reduce the discrepancy between C-2 and Downtown zoning sign size along the Reid Street corridor while still retaining a less cluttered appearance of ground signs for this area, which serves as a gateway for downtown. He recommended approval of the amendment.

Mr. Wallace asked what difference would two feet make; rather than allow for more clutter on the south side of Reid Street he would rather see more restrictive sign standards placed on the north side to put everyone on an even playing field.

Mr. Crowe advised that is another option, but a little taller ground sign would be a little more of an advantage especially if you have multiple tenants. In speaking with existing business owners several noted that they would be content with a six foot tall ground sign. The thought was also, that in the future there was the possibility of using CRA funds to retire some of these big signs and encourage business owners to put up more attractive signs with

Request to Amend Zoning Code

(Allow for Staff Approval of certain outdoor sales, extend sales period for seasonal sales, and provide appeal process)

Applicant: Building & Zoning Dept.

STAFF REPORT

DATE: February 4, 2013

TO: Planning Board Members

FROM: Thad Crowe, AICP
Planning Director

APPLICATION REQUEST

A request to amend the Zoning Code to allow for staff approval of outdoor promotional sales, sale of seasonal goods or commodities, sale of temporary goods, and farmer's markets; to extend the maximum sale period of 30 days to 45 days for sales of seasonal goods and commodities; and to provide for an appeal process. Public notice included legal advertisement.

APPLICATION BACKGROUND

The Zoning Code allows the following types of outdoor sales through the conditional use process : 1) outdoor promotional sale (limited to 72 hours in duration, "midnight madness" type sale), 2) seasonal goods sale (limited to 30 days, Christmas trees or 4th of July fireworks), 3) special event sale (associated with special event like Blue Crab Festival), 4) temporary goods sale (other outdoor sales, not to exceed 30 days in duration), and 5) farmers market (intended for food and produce goods). At the January, 2013 Planning Board meeting staff and board members discussed the potential merit of allowing certain types of outdoor sales through staff approval, reducing the administrative burden on applicants; and also extending seasonal sales to a more reasonable 45-day period. The Board requested that Staff come back with specific recommendations in these subjects.

Staff Review and Approval. All outdoor sales listed above currently only allowed through the conditional use process, which requires a public hearing before the Planning Board. This creates an expense and time delay for applicants. The conditional use criteria (below) provide Staff with specific factors to review proposals, reducing the burden on both applicants and the Board. Staff would recommend allowing for staff review for all types of sales except for special event sales, which would continue to go through a public hearing process at the City Commission.

Current Conditional Use Criteria

- a. *Compliance with all applicable elements of the comprehensive plan.*
- b. *Ingress and egress to property and proposed structures thereon, with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.*
- c. *Off-street parking and loading areas, where required, with particular attention to the items mentioned in subsection (4)b of this section and the economic, noise, glare or odor effects of the special exception on adjoining properties and properties generally in the district.*

Allow for Staff Approval of certain outdoor sales, extend sales period for seasonal sales, and provide appeal process

- d. Refuse and service areas, with particular reference to the items mentioned in subsections (4)b and c of this section.
- e. Utilities, with reference to location, availability and compatibility.
- f. Screening and buffering, with reference to type, dimensions and character.
- g. Signs, if any, and proposed exterior lighting, with reference to glare, traffic safety, economic effects, and compatibility and harmony with properties in the district.
- h. Required yards and other open space.
- i. General compatibility with adjacent properties and other property in the district.
- j. Any special requirements set out in the schedule of district regulations for the particular use involved.
- k. The recommendation and any special requirements of the historic preservation board for uses within the HD zoning district.

Seasonal Goods Sale Time Period. The current maximum 30-day time period for seasonal sales presents a problem for vendors, particular Christmas tree sales. Given the increasing length of the Christmas season, which some may view as either a blessing or a curse, the time period for tree sales has crept back into mid-November. Staff recommends a more reasonable 45-day time period for seasonal sales.

Appeals of Staff Decisions (outdoor sales). Appeals of administrative decisions go to the Zoning Board of Appeals, not the Planning Board. The ZBA is geared more toward straightforward appeals of dimensional standards (setbacks, sign size, etc.) and not toward more complex zoning-related decisions such as outdoor sales. Staff recommends that appeals of staff decisions regarding outdoor sales go before the Planning Board.

PROJECT ANALYSIS

Per Section 94-38(f)(2) of the Zoning Code, the Planning Board must study and consider proposed zoning text amendments in relation to the following criteria (if applicable), shown in underlined text (staff response follows each criterion).

The planning board shall consider and study:

a. The need and justification for the change.

Staff comments: the following justifications are applicable.

- The amendments would promote additional business development, important in today's unfavorable economic circumstances.
- The amendment would reduce the regulatory burden on applicants and the Board while providing for protection of the public interest through retention of conditional use criteria.
- The amendment would implement Comprehensive Plan policies as noted below.

b. The relationship of the proposed amendment to the purposes and objectives of the city's comprehensive planning program and to the comprehensive plan, with appropriate consideration as to whether the proposed change will further the purposes of this chapter and other city ordinances, regulations and actions designed to implement the comprehensive plan.

Staff comments: the following Comprehensive Plan policies (shown in *italics*) are applicable to this amendment. This amendment is in keeping with the goals, objectives, and policies of the Comprehensive

Allow for Staff Approval of certain outdoor sales, extend sales period for seasonal sales, and provide appeal process

Plan. In regard to the policies listed below, the amendment is in line with stated purposes of promoting infill development, renewing blighted properties, encouraging the use of existing commercial areas, and practicing innovative development planning.

FUTURE LAND USE ELEMENT

Objective A.1.2 9J-5.006(3)(b)2

Upon Plan Adoption, the City shall implement the following policies in order to provide the means for redevelopment and renewal of blighted properties.

Policy A.1.6.1 9J-5.006(3)(c)

Provide incentives which direct development to infill in areas of the City with in-place water/sewer lines and paved road. These incentives may include, but not be limited to providing additional permitted land uses through special use designations under the City Zoning Code such as approved "mother-in-law" units with separate kitchens or home office operations for limited business activities.

Policy A.1.6.2 9J-5.006(3)(c)3

Minimize scattered and highway strip commercial by directing commercial development to occur in a planned and compact manner through in-filling within already developed commercial areas as identified on the Future Land Use Map.

Objective A.1.8 9J-5.006(3)(b)9; F.S. 187.201(16)(b)3

Upon Plan adoption, The City shall establish a program that provides the means for innovative development planning. The end goals of the program are to provide:

- *Flexibility and efficiency in site design to reduce infrastructure costs, improve interior circulation patterns, and promote open space;*
- *Development that is adapted to natural features in the landscape such as wetlands, vegetation and habitat, and which avoids the disruption of natural drainage patterns; and*
- *A mix of land use to promote convenience in the location of related uses and to reduce travel congestion and costs.*

STAFF RECOMMENDATION

Staff recommends approval of Case 13-03 revising Zoning Code Section 94-200 to allow for staff approval of outdoor promotional sales, sale of seasonal goods or commodities, sale of temporary goods, and farmer's markets; to extend the maximum sale period of 30 days to 45 days for sales of seasonal goods and commodities; and to provide for an appeal process for staff decisions before the Planning Board.

Agenda Item

11



CITY COMMISSION AGENDA ITEM

SUBJECT: ORDINANCE - ZONING CODE TEXT AMENDMENT (REVISION OF SIGN STANDARDS FOR REID ST., DOWNTOWN ZONING) – ADOPTION

DEPARTMENT: BUILDING AND ZONING

ATTACHMENTS: Ordinance Resolution Motion
 Support Documents Other

SUMMARY:

This is an administrative request to revise dimensional standards for Reid Street properties in the downtown zoning districts. The Planning Board recommended approval at their February 12, 2013 meeting. The downtown section of Reid Street includes several zoning districts, namely Downtown Business (DB), Downtown Riverfront (DR), and C-2 (Intensive Commercial). C-2 zoning allows a wider variety of signs, including pole signs and ground signs that are up to 35 feet in height and up to 96 square feet. This creates a discrepancy for properties on the south side of Reid Street that are in the DB/DR zoning districts, with the DB/DR properties limited to a ground sign of six feet in height or less and 30 square feet in size or less. While Staff supports the continued limitation in the DB/DR districts to ground and wall signs, due to the need to present a less cluttered and more attractive entrance to downtown, it seems reasonable to allow a larger ground sign size on Reid Street given its intensive commercial nature. Reid Street is an automobile oriented street with multiple small businesses and associated parking lots, creating the need for stand-alone signage that can attract the eyes of drivers, as opposed to the pedestrian-orientation of St. Johns Avenue, where wall signs suffice for business identification. Staff supports increasing sign height from six feet to eight feet and sign size from 30 square feet to 60 square feet for Reid Street frontage in the DB and DR zoning districts.

RECOMMENDED ACTION:

Approve adoption

DEPARTMENT HEAD Submitted: Thad Crowe ^{TZ} Date: 3/20/2013
Requested Agenda Regular Date: 3/28/2013

FINANCE DEPARTMENT Budgeted Yes No N/A ^{MR} Date: 3/21/13

CITY ATTORNEY Approved as to Form and Correctness Date:

CITY MANAGER Approved Agenda Item For: [Signature] Date: 3/20/13

COMMISSION ACTION: Approved as Recommended Disapproved
 Approved With Modification Tabled To Time Certain
 Other

DISTRIBUTION: APT CA CC CM FIN FD P&C PD PLN S&S W&S WTP WWTP

This instrument prepared by:
Thad Crowe, AICP
201 North 2nd Street
Palatka, Florida 32177

ORDINANCE NO. 13 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, REVISING SIGN STANDARDS FOR PROPERTIES LOCATED ON REID STREET WITHIN THE DOWNTOWN BUSINESS AND DOWNTOWN RIVERFRONT ZONING DISTRICTS; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the Building and Zoning Department for certain amendments to the Zoning Code 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 February 12, 2013, and two public hearings before the City Commission of the City of Palatka on March 14, 2013 and March 28, 2013; and

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

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

Section 1. The following Zoning Code Sections shall be amended as follows.

Sec. 94-161. - DR downtown riverfront district.

- (a) Intent and purpose. The Downtown Riverfront (DR) District is established for the purpose of providing a pedestrian oriented, retail/entertainment area that has historically been downtown and its waterfront area. The boundaries of this district extend from the St. Johns River west along Reid Street, St. Johns Avenue and Laurel Street to South 4th Street including portions of its intersecting streets and along the riverfront from Madison Street southward to the end of the city park (see attached map). It is further intended that this district would become an area of unique character with balanced commercial, residential, and public

and other places in which people feel safe and comfortable. It is also intended that this district discourage uses that are likely to create friction with pedestrian movement and the primary activities for which the district is intended.

- (b) Permitted principal uses, activities, and structures. Unless otherwise expressed herein, uses not specifically listed as permitted shall be prohibited. Sale, display preparation, and repair incidental to sales and storage shall be conducted on private property only with the exception of items allowed on the sidewalk per section 70-31. Permitted principal uses, activities, and structures in the downtown riverfront district are as follows:

- (1) General retail establishments which include:
 - a. Antiques and collectibles.
 - b. Appliances.
 - c. Arcades.
 - d. Art.
 - e. Arts and crafts.
 - f. Auction houses.
 - g. Bakeries (retail).
 - h. Bait and tackle shops.
 - i. Bicycle shops.
 - j. Billiard parlors and indoor recreation and amusement facilities.
 - k. Books and periodicals.
 - l. Cameras (including incidental repair) and photographic supplies.
 - m. Candy and confectionary shops.
 - n. Convenience stores without gas pumps.
 - o. Delicatessens.
 - p. Department and discount stores.
 - q. Electronics and appliances (including incidental repairs).
 - r. Farmer's markets, as defined and regulated by section 94-201 of the Zoning Code.
 - s. Flowers and gifts.
 - t. Fish and seafood shops (retail).
 - u. Furniture stores.
 - v. Gifts.
 - w. Gourmet shops.
 - x. Grocery stores.
 - y. Hardware stores.
 - z. Health food shops.
 - aa. Hobby shops.
 - bb. Jewelers (including incidental repair).
 - cc. Leather goods and luggage.
 - dd. Marine hardware and supplies shops.
 - ee. Mobile food vendors and push carts.

- ff. Musical instruments and supplies.
 - gg. Office equipment and furniture and supplies.
 - hh. Pet stores.
 - ii. Pharmaceuticals.
 - jj. Plant shops.
 - kk. Specialty foods.
 - ll. Sporting goods.
 - mm. Sundries and notions.
 - nn. Wearing apparel.
 - oo. Any retail establishment which incorporates any of the above.
- (2) General service establishments shall include:
- a. Aquariums.
 - b. Barbershops and beauty shops.
 - c. Bars, nightclubs, or taverns (See chapter 10).
 - d. Coffee shops.
 - e. Copy, mailbox, or shipping shops.
 - f. Dance studios.
 - g. Fitness centers.
 - h. Fraternal organizations.
 - i. Health spas.
 - j. Interior designer studios.
 - k. Job printing.
 - l. Martial arts or comparable physical activities studios.
 - m. Museums and galleries.
 - n. Package liquor stores without drive-through facilities (See chapter 10).
 - o. Photographic studios.
 - p. Restaurants with or without drive-in facilities, but without drive-through facilities.
 - q. Shoe repair shops.
 - r. Tailor shops.
 - s. Travel agencies.
 - t. Trophy and awards sales and assembly.
 - u. Upholstery and reupholstery shops.
- (3) Professional establishments shall include:
- a. Architectural and related services.
 - b. Attorney offices.
 - c. Business offices.
 - d. Dental offices.
 - e. Financial offices without drive-through facilities.
 - f. General professional services.
 - g. Investment offices.
 - h. Medical offices.
 - i. Real estate offices and related services.
 - j. Surveyors offices.
- (4) Houses of worship and accessory facilities.

- (5) Residential uses, subject to development standards of this section.
- (c) Permitted accessory uses, activities, and structures. Permitted accessory uses, activities, and structures which are customarily accessory and clearly incidental and subordinate to permitted or permissible uses and structures are allowed and must be located on the same lot as the permitted or permissible use or structure, or on a contiguous lot in the same ownership. The operations and/or structures must be consistent with the character of the district. Unless otherwise expressed herein, uses not specifically listed as accessory shall be prohibited. Permitted accessory uses, activities, and structures are as follows:
- (1) Appurtenant structures (i.e. garages, sheds, swimming pools, decks, boat houses) as an accessory to existing residential dwellings.
 - (2) Boat repair and sales as an integral part of a marina.
 - (3) Laundry facilities as an integral part of a hotel or marina.
 - (4) Outside sale and display of goods at city approved functions and events.
 - (5) Warehousing and/or storage completely enclosed within the principal building.
 - (6) Meeting space and limited retail sales as an accessory use to hotels.
 - (7) Open air dining on public sidewalks provided a minimum horizontal clearance of four feet is maintained.
 - (8) Making of goods for sale at retail on the premises, with no odor, fumes, or other emissions detectable to normal senses from off the premises.
 - (9) Manufacturing, fabrication, and assembly activities associated with the retail sale of arts and crafts, with no odor, fumes, or other emissions detectable to normal senses from off the premises.
 - (10) Other uses that in the written opinion of the Planning Director are customarily accessory and clearly incidental and subordinate to permitted or permissible uses, are located on the same premises as the permitted or permissible use or structure, and do not involve operations not in keeping with the character of the district.
- (d) Prohibited uses, activities, and structures. In addition to the expressly prohibited uses, activities, and structures listed herein, any uses, activities, or structures not specifically listed shall be prohibited. Prohibited uses, activities, and structures are as follows:

- (1) Adult entertainment establishments, uses, and activities (as defined and regulated by chapter 3 of the Municipal Code).
 - (2) Communication towers.
 - (3) Drive-through facilities.
 - (4) Manufacturing, fabrication, and assembly activities, except as an accessory use or a conditional accessory use.
 - (5) Outside sale, display, rental, or storage of construction equipment, rental trucks and trailers.
 - (6) Roadside vending.
 - (7) Rooming and boarding houses.
 - (8) Warehousing and/or storage, except as an accessory conditional use.
- (e) Conditional uses, activities, or structures. Unless otherwise expressed herein, uses not specifically listed as conditional shall be prohibited conditional uses, activities, or structures are as follows:
- (1) Car wash facilities.
 - (2) Colleges, vocational schools and preschools.
 - (3) Community production or movie theaters.
 - (4) Convention facilities.
 - (5) Dry cleaning and laundry retail service and self-service establishments.
 - (6) Dwelling, one-family or single-family, excluding parcels abutting St. Johns Avenue.
 - (7) Hotels and motels.
 - (8) Marinas, with or without fuel dispensing facilities.
 - (9) Multi-level parking facilities and commercial parking lots.
 - (10) Outdoor recreational activities (i.e.: watercraft rentals; rental of bicycles; rental of mopeds or scooters with a motor rated not in excess of two brake horsepower and displacement not to exceed 50 cubic centimeters; trolleys or carriages for hire).
 - (11) Outdoor amphitheaters and parks.
 - (12) Residential dwellings consisting of three or more units located above the first floor of a commercial use.
 - (14) The expansion or reconstruction of any use which existed within the district on the effective date of the establishment of the district which is not otherwise permitted or permissible.
- (f) Conditional accessory uses, activities, or structures. Permitted conditional accessory uses, activities, and structures which are customarily accessory and clearly incidental and subordinate to permitted or permissible uses and structures are allowed and must be located on the same

lot as the permitted or permissible use or structure, or on a contiguous lot in the same ownership. The operations and/or structures must be consistent with the character of the district. Unless otherwise expressed herein, uses not specifically listed as accessory shall be prohibited. Permitted conditional accessory uses, activities, and structures are as follows:

- (1) Child care facilities.
- (2) Making of goods for sale at retail on the premises.
- (3) Manufacturing, fabrication, and assembly activities.
- (4) Open air dining on public sidewalks provided a minimum horizontal clearance of four feet is maintained.
- (5) Wall graphics.
- (6) Other uses not approved by Staff as accessory uses.

(g) Development standards

- (1) For commercial uses:
 - a. Maximum density: Not applicable.
 - b. Minimum lot area: Unrestricted.
 - c. Minimum lot width: 25 feet.
 - d. Minimum lot coverage: Not applicable.
 - e. Maximum building or structure height: 60 feet.
- (2) For residential uses: All new (after May 1, 2003) residential uses shall be above the first floor for buildings fronting on St. Johns Avenue as secondary to a permitted use and shall be complete residential dwelling units as defined by the Florida Building Code and shall be regulated as to size by the following:
 - a. Efficiency/one bedroom: 300 total square feet.
 - b. One bedroom: 500 total square feet
 - c. Two bedroom: 650 total square feet.
 - d. Three bedroom: 800 total square feet.
 - e. Each additional bedroom: add 150 total square feet.
 - f. Maximum building or structure height: 60 feet.
 - g. Maximum Density: 20 units per acre, as calculated for entire DB and DR zoning districts.

(h) Marquees, banners, flags, canopies, and fixed awnings. All marquees, banners, flags, canopies, and fixed awnings shall have at least eight feet of vertical clearance, between the lowest point or projection and a sidewalk immediately below.

(i) Off-street parking and loading. (See also section 94-261 of article V.) Parking requirements are as follows:

- (1) Residential: One space per dwelling unit, no additional parking spaces shall be required for three or less residential units located within any

single "tax parcel". For purposes of this ordinance, "tax parcel" shall mean all real estate and improvements assessed under one tax parcel number by the Putnam County Property Appraiser and Putnam County Tax Collector.

- (2) Properties designated within local historic districts, or designated individually as historic, are exempt from minimum parking requirements.
 - (3) Credit for one parking space shall be provided for an on-site bicycle rack holding at least three bicycles, up to 15% of required minimum parking.
- (j) Permitted signs. Directional signs, ground signs limited to six feet in height, 30 square feet in size, and eight feet in width (except that such signs may be up to eight feet in height, 60 square feet in size wall signs, and eight feet in width for properties fronting on Reid Street), and one A-frame, sandwich sign, or menu board per building front placed on a public sidewalk provided that such sign shall be a uniform size of two feet in width and three feet in height, as measured by any single face, and that such signs are placed on the sidewalk in such a manner so as to maintain a minimum of 48 inches of clear area on the adjacent sidewalk. These signs are to be of rigid, weather resistant material such as wood, metal, or plastic.

Sec. 94-162. - DB business district.

- (a) Intent and purpose. The Downtown Business (DB) District is established for the purpose of providing a transitional buffer between the Downtown Riverfront (DR) District and the more intensive uses which would be inconsistent with the intent of the Downtown Riverfront (DR) District. This district would provide a broader range of activities and uses that would support development within the Downtown Riverfront (DR) District. The boundaries of this district extend along St. Johns Avenue and Reid Street from 4th Street to the railroad tracks and Oak Street and Laurel Street from 4th Street to the railroad tracks (see attached map).
- (b) Permitted principal uses, activities, and structures. Unless otherwise expressed herein, uses not specifically listed as permitted shall be prohibited. Sale, display preparation, and repair incidental to sales and storage shall be conducted on private property only with the exception of items allowed on the sidewalk per section 70-31. Permitted principal uses, activities, and structures in the downtown business (DB) district are as follows:
 - (1) General retail establishments which include:
 - a. Antiques and collectibles.

- b. Appliances and electronics.
- c. Arcades.
- d. Art.
- e. Arts and crafts.
- f. Auction houses.
- g. Automotive parts (excluding repair and/or installation)
- h. Bakeries (retail).
- i. Bait and tackle shops.
- j. Bicycle shops.
- k. Billiard parlors and indoor recreation and amusement facilities.
- l. Books and periodicals.
- m. Cameras (including incidental repair) and photographic supplies.
- n. Candy and confectionary shops.
- o. Convenience stores without gas pumps.
- p. Delicatessens.
- q. Department and discount stores.
- r. Electronics and appliances (including incidental repairs).
- s. Farmer's markets, as defined and regulated by section 94-201 of the Zoning Code.
- t. Flowers and gifts.
- u. Fish and seafood shops (retail).
- v. Furniture stores.
- w. Gifts.
- x. Gourmet shops.
- y. Grocery stores.
- z. Hardware.
- aa. Health food shops.
- bb. Hobby shops.
- cc. Jewelers (including incidental repair).
- dd. Leather goods and luggage.
- ee. Marine hardware and supplies shops.
- ff. Mobile food vendors and push carts.
- gg. Musical instruments and supplies.
- hh. Office equipment and furniture and supplies.
- ii. Pet stores.
- jj. Plant shops.
- kk. Pharmaceuticals.
- ll. Specialty and gourmet foods.
- mm. Sporting goods.
- nn. Sundries and notions.
- oo. Toys.
- pp. Wearing apparel.
- qq. Any retail establishment which incorporates any of the above.

- (2) General service establishments shall include:
 - a. Aquariums.
 - b. Barbershops and beauty shops.
 - c. Bars, nightclubs, or taverns (See chapter 10).
 - d. Coffee shops.
 - e. Copy, mailbox, or shipping shops.
 - f. Dance studios.
 - g. Fitness centers.
 - h. Fraternal organizations.
 - i. Funeral homes.
 - j. Health spas.
 - k. Interior designer studios.
 - l. Job printing.
 - m. Martial arts or comparable physical activities studios.
 - n. Museums and galleries.
 - o. Package liquor stores without drive-through facilities (See chapter 10).
 - p. Pet grooming without overnight boarding.
 - q. Photographic studios.
 - r. Restaurants with or without drive-in facilities, but without drive-through facilities.
 - s. Shoe repair shops.
 - t. Tailor shops.
 - u. Travel agencies.
 - v. Trophy and awards sales and assembly.
 - w. Upholstery and reupholstery shops.
 - (3) Professional establishments shall include:
 - a. Architectural and related services.
 - b. Attorney offices.
 - c. Business offices.
 - d. Dental offices.
 - e. Financial offices without drive-through facilities.
 - f. General professional services.
 - g. Investment offices.
 - h. Medical offices.
 - i. Real estate offices and related services.
 - j. Surveyors offices.
 - (4) Houses of worship and accessory facilities.
 - (5) Residential uses, subject to development standards of this section.
- (c) Permitted accessory uses, activities, and structures. Permitted accessory uses, activities, and structures which are customarily accessory and clearly incidental and subordinate to permitted or permissible uses and structures are allowed and must be located on the same lot as the permitted or permissible use or structure, or on a contiguous lot in the same ownership. The operations and/or

structures must be consistent with the character of the district. Unless otherwise expressed herein, uses not specifically listed as accessory shall be prohibited. Permitted accessory uses, activities, and structures are as follows:

- (1) Appurtenant structures (i.e. garages, sheds, swimming pools, decks, boat houses) as an accessory to existing residential dwellings.
 - (2) Boat repair and sales as an integral part of a marina.
 - (3) Laundry facilities as an integral part of a hotel or marina.
 - (4) Outside sale and display of goods at city approved functions and events.
 - (5) Warehousing and/or storage completely enclosed within the principal building.
 - (6) Meeting space and limited retail sales as an accessory use to hotels.
 - (7) Open air dining on public sidewalks provided a minimum horizontal clearance of four feet is maintained.
 - (8) Making of goods for sale at retail on the premises, with no odor, fumes, or other emissions detectable to normal senses from off the premises.
 - (9) Manufacturing, fabrication, and assembly activities associated with the retail sale of arts and crafts, with no odor, fumes, or other emissions detectable to normal senses from off the premises.
 - (10) Other uses that in the written opinion of the Planning Director are customarily accessory and clearly incidental and subordinate to permitted or permissible uses, are located on the same premises as the permitted or permissible use or structure, and do not involve operations not in keeping with the character of the district.
- (d) Prohibited uses, activities, and structures. In addition to the expressly prohibited uses, activities, and structures listed herein, any uses, activities, or structures not specifically listed shall be prohibited. Prohibited uses, activities, and structures are as follows:
- (1) Adult entertainment establishments, uses, and activities (as defined and regulated by chapter 3 of the Municipal Code).
 - (2) Communication towers.
 - (3) Drive-through facilities.
 - (4) Manufacturing, fabrication, and assembly activities, except as an accessory use or a conditional accessory use.
 - (5) Outside sale, display, rental, or storage of construction equipment, rental trucks and trailers.

- (6) Roadside vending.
 - (7) Rooming and boarding houses.
 - (8) Warehousing and/or storage, except as an accessory use.
- (e) Conditional uses, activities, or structures. Unless otherwise expressed herein, uses not specifically listed as conditional shall be prohibited conditional uses, activities, or structures are as follows:
- (1) Car wash facilities.
 - (2) Colleges, vocational schools and preschools.
 - (3) Community production or movie theaters.
 - (4) Convention facilities.
 - (5) Dry cleaning and laundry retail service and self-service establishments.
 - (6) Dwelling, one-family or single-family, excluding parcels abutting St. Johns Avenue.
 - (7) Hotels and motels.
 - (8) Marinas, with or without fuel dispensing facilities.
 - (9) Multi-level parking facilities and commercial parking lots.
 - (10) Outdoor recreational activities (i.e.: watercraft rentals; rental of bicycles; rental of mopeds or scooters with a motor rated not in excess of two brake horsepower and displacement not to exceed 50 cubic centimeters; trolleys or carriages for hire).
 - (11) Outdoor amphitheaters and parks.
 - (12) Residential dwellings consisting of three or more units located above the first floor of a commercial use.
 - (13) The expansion or reconstruction of any use which existed within the district on the effective date of the establishment of the district which is not otherwise permitted or permissible.
- (f) Conditional accessory uses, activities, or structures. Permitted conditional accessory uses, activities, and structures which are customarily accessory and clearly incidental and subordinate to permitted or permissible uses and structures are allowed and must be located on the same lot as the permitted or permissible use or structure, or on a contiguous lot in the same ownership. The operations and/or structures must be consistent with the character of the district. Unless otherwise expressed herein, uses not specifically listed as accessory shall be prohibited. Permitted conditional accessory uses, activities, and structures are as follows:
- (1) Child care facilities.
 - (2) Making of goods for sale at retail on the premises.
 - (3) Manufacturing, fabrication, and assembly activities.

- (4) Open air dining on public sidewalks provided a minimum horizontal clearance of four feet is maintained.
- (5) Owner or employee occupied residence located on the first floor and accessible through a rear entrance or through the main entrance of the permitted principal use as a conditional accessory use only.
- (6) Wall graphics.
- (7) Other uses not approved by Staff as accessory uses.
- (g) Development standards
 - (1) For commercial uses:
 - a. Maximum density: Not applicable.
 - b. Minimum lot area: Unrestricted.
 - c. Minimum lot width: 25 feet.
 - d. Minimum lot coverage: Not applicable.
 - e. Maximum building or structure height: 60 feet.
 - (2) For residential uses: All new (after May 1, 2003) residential uses shall be above the first floor for buildings fronting on St. Johns Avenue as secondary to a permitted use and shall be complete residential dwelling units as defined by the Florida Building Code and shall be regulated as to size by the following:
 - c. Efficiency/one bedroom: 300 total square feet.
 - d. One bedroom: 500 total square feet
 - c. Two bedroom: 650 total square feet.
 - d. Three bedroom: 800 total square feet.
 - e. Each additional bedroom: add 150 total square feet.
 - f. Maximum building or structure height: 60 feet.
 - g. Maximum Density: 20 units per acre, as calculated for entire DB and DR zoning districts.
- (h) Marquees, banners, flags, canopies, and fixed awnings. All marquees, banners, flags, canopies, and fixed awnings shall have at least eight feet of vertical clearance, between the lowest point or projection and a sidewalk immediately below.
- (i) Off-street parking and loading. (See also section 94-261 of article V.) Parking requirements are as follows:
 - (1) Residential: One space per dwelling unit, no additional parking spaces shall be required for three or less residential units located within any single "tax parcel". For purposes of this ordinance, "tax parcel" shall mean all real estate and improvements assessed under one tax parcel number by the Putnam County Property Appraiser and Putnam County Tax Collector.

- (2) Properties designated within local historic districts, or designated individually as historic, are exempt from minimum parking requirements.
- (3) Credit for one parking space shall be provided for an on-site bicycle rack holding at least three bicycles, up to 15% of required minimum parking.
- (j) Permitted signs. Directional signs, ground signs limited to six feet in height, 30 square feet in size, and eight feet in width (except that such signs may be up to eight feet in height, 60 square feet in size wall signs, and eight feet in width for properties fronting on Reid Street), and one A-frame, sandwich sign, or menu board per building front placed on a public sidewalk provided that such sign shall be a uniform size of two feet in width and three feet in height, as measured by any single face, and that such signs are placed on the sidewalk in such a manner so as to maintain a minimum of 48 inches of clear area on the adjacent sidewalk. These signs are to be of rigid, weather resistant material such as wood, metal, or plastic.

Section 2. To the extent of any conflict between the terms of this ordinance and the terms of any ordinance previously passed or adopted, the terms of this ordinance shall supersede and prevail.

Section 3. A copy of this Ordinance shall be furnished to the Municipal Code Corporation for insertion in the Code of Ordinances for the City of Palatka, Florida.

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

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 28th day of March, 2013.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

City Clerk

Case 13-03 Administrative request to amend Zoning Code Sec. 94-200 to allow for staff approval of outdoor promotional sales, sale of seasonal goods or commodities, sale of temporary goods, and farmers' markets; and to extend the maximum sale period of 30 days to 45 days for sales of seasonal goods and commodities; and to provide for an appeal process for such staff decisions.

Mr. Crowe advised that as the Board had directed, the proposed amendment would allow for more reasonable time period for Christmas tree sales, fireworks, etc. extending the sale period for seasonal goods and commodities from 30 to 45 days. The proposed amendment would also minimize the delay to the applicant from the public hearing process by allowing Staff reviews of outdoor promotional sales, seasonal goods sales, temporary goods sales, and farmers' markets. He added that Staff would utilize the conditional use criteria to determine compliance, the site would be posted and neighbor letters sent regarding staff review. Any appeals of staff decisions would go to Planning Board. He stated that he believes that the proposed amendment would encourage businesses and reduce the regulatory burden on applicants and is supported by the Comprehensive Plan.

Mr. Holmes asked if there was anything in the amendment that would affect temporary automobile sales, or are they just not allowed. Mr. Crowe advised that was correct, they are only allowed in conjunctions with Credit Unions car sales events.

Mr. Petrucci asked if this would affect stores placing goods on their sidewalks. Mr. Crowe replied no, that actually covered last month under non-temporary outdoor sales.

Motion was made by Mr. DeLoach and seconded by Ms. Moody to approve the amendment as submitted. All present voted affirmative, motion carried.

Case 13-02: Administrative request to amend Zoning Code section 94-161 and 94-162 to revise dimensional standards for ground signs fronting on Reid Street within Downtown zoning districts.

Mr. Crowe explained this is somewhat of a clean-up effort, since regulations that restrict freestanding signs to smaller ground signs in the Downtown zoning districts extend to certain parts of the south side of Reid Street on the south side, while other properties on the north side and south side of this road are in the C-2 zoning district, where much larger signs are allowed. The allowable signs in the downtown districts are as follows: directional signs; ground signs (maximum six feet high, eight feet wide, 30 square feet in size); wall signs and sandwich board signs. The allowable signage in the C-2 zoning district is varied and includes ground, pole signs (maximum 35 feet high, 96 square foot size). The proposed amendment would allow slightly larger freestanding signs in Downtown zoning, along the south side of Reid Street while limiting such sign types to ground signs. He recommended going from six feet to eight feet in height and 30 to 60 square feet in total size for these properties fronting Reid Street. He believes this amendment would reduce the discrepancy between C-2 and Downtown zoning sign size along the Reid Street corridor while still retaining a less cluttered appearance of ground signs for this area, which serves as a gateway for downtown. He recommended approval of the amendment.

Mr. Wallace asked what difference would two feet make; rather than allow for more clutter on the south side of Reid Street he would rather see more restrictive sign standards placed on the north side to put everyone on an even playing field.

Mr. Crowe advised that is another option, but a little taller ground sign would be a little more of an advantage especially if you have multiple tenants. In speaking with existing business owners several noted that they would be content with a six foot tall ground sign. The thought was also, that in the future there was the possibility of using CRA funds to retire some of these big signs and encourage business owners to put up more attractive signs with

associated landscaping. This item is sort of a stopgap measure, as there are some people on the south side that are hamstrung in regards to putting in signs.

Mr. Petrucci commented that eight feet would put the sign at eye level for cars driving by.

Motion was made by Ms. Moody and seconded by Mr. DeLoach to accept staff recommendation to increase ground signs from six feet to eight feet in height and 30 to 60 square feet in total size. A vote resulted with 5 yeas and 1 nay from Mr. Wallace. Motion carried.

Case 12-53: Administrative request to amend the City's Comprehensive Plan Capital Improvement Plan for fiscal years 2012-2013 through 2017-2018 (tabled from December meeting).

Mr. Crowe explained that per statutes the Capital Improvement Plan (CIP) of the Comprehensive Plan is required to be updated annually. The plan is for the City's public facilities includes "hard" costs for equipment, infrastructure, vehicles, etc. and allows for ongoing capital facilities planning. This provides a basis for impact fee calculation, covering the following areas; Wastewater, Stormwater/Drainage, Solid Waste, Potable Water, Streets, Parks, Fire, Police and Airport. He recommended approval of the amendment to the Comprehensive Plan.

Mr. Petrucci asked if this is something the city would look at when doing their budget.

Mr. Crowe replied yes, and each department provides input.

Mr. Motion was made by Mr. DeLoach and seconded by Mr. Pickens to approve the minutes for the December 4, 2012 and the January 8, 2013 meetings. All present voted affirmative, motion carried.

With no further business, meeting adjourned.

Case 13-02
Request to Amend Zoning Code
(Revise dimensional standards for ground signs for properties along Reid St. in Downtown zoning districts)

STAFF REPORT

DATE: February 4, 2013

TO: Planning Board Members

FROM: Thad Crowe, AICP
Planning Director

APPLICATION REQUEST

An administrative request to amend the Zoning Code to allow revise dimensional standards for properties fronting on Reid Street in the Downtown Riverfront and Downtown Business zoning districts. Public notice included legal advertisement.

APPLICATION BACKGROUND

As the map below indicates, the downtown section of Reid Street includes several zoning districts, namely Downtown Business (DB), Downtown Riverfront (DR), and C-2 (Intensive Commercial).

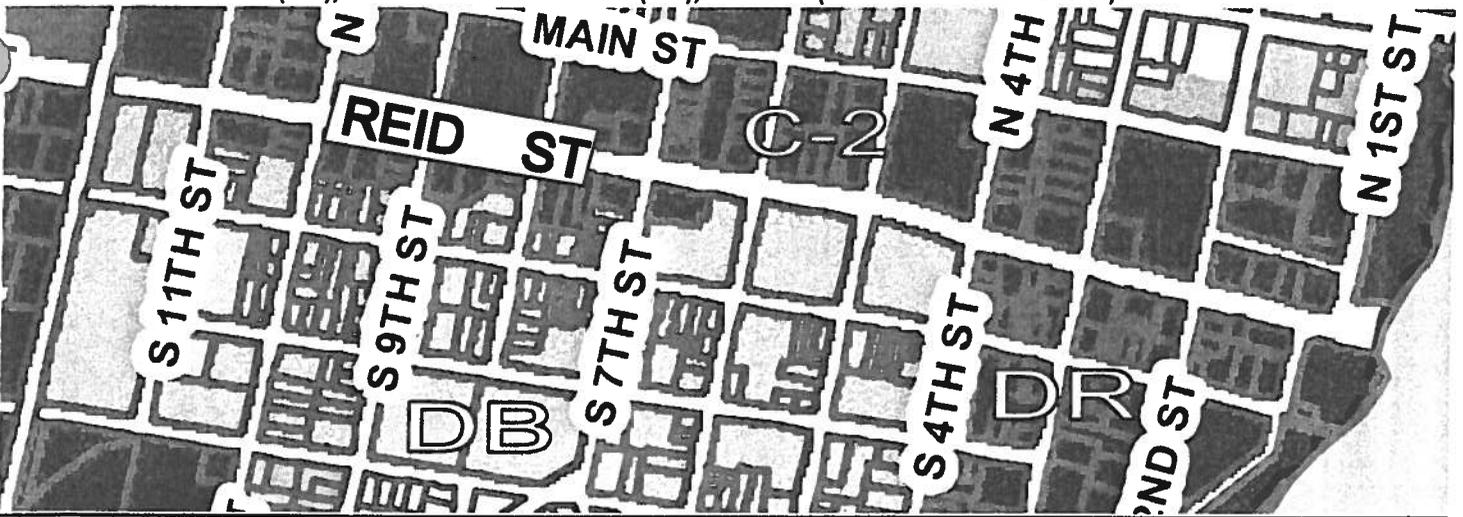


Figure 1: Reid Street zoning

Signs in the two Downtown zoning districts are limited to the following types:

- directional signs;
- ground signs (limited to six feet in height, 30 square feet in size, and eight feet in width);
- wall signs; and
- sandwich signs.

C-2 signs allow a wider variety of signs, including pole signs and ground signs that are up to 35 feet in height and up to 96 square feet. This creates a discrepancy for properties on the south side of Reid Street that are either in the C-2 or DB/DR zoning districts, with the DB/DR properties limited to a much smaller sign size and height. While Staff supports the continued limitation in the DB/DR districts to ground and wall signs, due to

Revise dimensional standards for ground signs for properties along Reid St. in Downtown zoning districts

the need to present a less cluttered and more attractive entrance to downtown, it seems reasonable to allow a larger ground sign size on Reid Street given its intensive commercial nature. Reid Street is an automobile oriented street with multiple small businesses and associated parking lots, creating the need for stand-alone signage that can attract the eyes of drivers, as opposed to the pedestrian-orientation of St. Johns Avenue, where wall signs suffice for business identification. Staff supports increasing sign height from six feet to eight feet and sign size from 30 square feet to 60 square feet for Reid Street frontage in the DB and DR zoning districts.

PROJECT ANALYSIS

Per Section 94-38(f)(2) of the Zoning Code, the Planning Board must study and consider proposed zoning text amendments in relation to the following criteria (if applicable), shown in underlined text (staff response follows each criterion).

The planning board shall consider and study:

a. The need and justification for the change.

Staff comments: the following justifications are applicable.

- The amendment would lessen the discrepancy between current C-2 and DB/DR maximum sign dimensions.
- The amendment would still require the less-cluttered appearance of ground signs in the DB/DR zoning districts, albeit in a larger size.
- The amendment would encourage additional business development and job creation, important in these unfavorable economic circumstances.
- The amendment would implement Comprehensive Plan policies as noted below.

b. The relationship of the proposed amendment to the purposes and objectives of the city's comprehensive planning program and to the comprehensive plan, with appropriate consideration as to whether the proposed change will further the purposes of this chapter and other city ordinances, regulations and actions designed to implement the comprehensive plan.

Staff comments: the following Comprehensive Plan policies (shown in *italics*) are applicable to this amendment. This amendment is in keeping with the goals, objectives, and policies of the Comprehensive Plan. In regard to the policies listed below, the amendment is in line with stated purposes of promoting infill development, renewing blighted properties, encouraging the use of existing commercial areas, and practicing innovative development planning.

FUTURE LAND USE ELEMENT

Objective A.1.2 9J-5.006(3)(b)2

Upon Plan Adoption, the City shall implement the following policies in order to provide the means for redevelopment and renewal of blighted properties.

Policy A.1.6.1 9J-5.006(3)(c)

Provide incentives which direct development to infill in areas of the City with in-place water/sewer lines and paved road. These incentives may include, but not be limited to providing additional permitted land uses through special use designations under the City Zoning Code such as approved

Revise dimensional standards for ground signs for properties along Reid St. in Downtown zoning districts

"mother-in-law" units with separate kitchens or home office operations for limited business activities.

Policy A.1.6.2 9J-5.006(3)(c)3

Minimize scattered and highway strip commercial by directing commercial development to occur in a planned and compact manner through in-filling within already developed commercial areas as identified on the Future Land Use Map.

Objective A.1.8 9J-5.006(3)(b)9; F.S. 187.201(16)(b)3

Upon Plan adoption, The City shall establish a program that provides the means for innovative development planning. The end goals of the program are to provide:

- *Flexibility and efficiency in site design to reduce infrastructure costs, improve interior circulation patterns, and promote open space;*
- *Development that is adapted to natural features in the landscape such as wetlands, vegetation and habitat, and which avoids the disruption of natural drainage patterns; and*
- *A mix of land use to promote convenience in the location of related uses and to reduce travel congestion and costs.*

Policy A.1.1.5 9J-5.006(3)(c)1

Upon Plan adoption, the City Building Official shall review the City Zoning Code to ensure that current signage regulations preserve the character of the City. Where, through citizen participation, it is determined that current signage regulations regarding location, size, height, motion, etc., should be revised, changes to the current regulation shall, be discussed in public hearing and proposed changes considered for adoption by the City Commission. By June 2008, the City shall review the land development regulations to ensure that signage maintains the character of the City and does not adversely impact adjoining properties, public rights-of-way, and the St. Johns River.

STAFF RECOMMENDATION

Staff recommends approval of Case 13-02 revising Zoning Code Section 94-161 and 94-162 to increase the maximum height of ground signs from six feet to eight feet and the maximum size of ground signs from 30 square feet to 60 square feet.