

**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**

**April 25, 2013**

#### **CALL TO ORDER:**

- a. Invocation – Rosie Harrell, Co-Facilitator, National Day of Prayer; Putnam Ministerial Assoc.
- b. Pledge of Allegiance
- c. Roll Call

#### **APPROVAL OF MINUTES – 4/11/13**

#### **1. PUBLIC RECOGNITION/PRESENTATIONS:**

- a. **PROCLAMATION** – Florida's 500 Year Anniversary – Rosemary Anderson, Viva Florida 500
- b. **PROCLAMATION** – National Day of Prayer – May 2, 2013 – Rosie Harrell, Co Facilitator
- c. **PROCLAMATION** – Amtrak and National Train Day – May 11, 2013 – Marvis Champion
- d. **STUDENT OF THE MONTH** – April, 2013 – Mayor Myers & Commissioner Leary  

Emonei Wynn	Beasley Middle School
Krysta Harrell	Browning Pearce Elementary School
Joshua Hansford	Children's Reading Center Charter School
Tavarence Boynton-DeWitt	E.H. Miller School
Madison Rigbsy	James A. Long Elementary School
Lucas Surrency	Jenkins Middle School
Josie Bohanan	Kelley Smith Elementary School
Lakiaya Wright	Mellon Elementary School
Nevae'h Reeves	Moseley Elementary School
Alexis Session	Palatka High School
Ethan Lumpkin	Peniel Baptist Academy
Elisabeth Pignato	Putnam Academy of Arts & Sciences, Inc.

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

#### **3. CONSENT AGENDA:**

- \*a. **Adopt Resolution No. 2013-9-105** amending the FY 2012-13 Budget for March, 2013
- \*b. **Adopt Resolution No. 2013-9-106** awarding the Airport Refueling Truck bid to Eastern Aviation Fues in the amount of \$60,000.00 and amending the FY 2012-13 Airport Fund Budget
- \*c. **Accept Board/Committee resignations as follows:**
  1. Resignation of Alex Sharp from the Code Enforcement Board effective immediately
  2. Resignation of Elisabeth Virnstein from the Palatka Tree Committee effective immediately
  3. Resignation of Sherri Lowe from the Palatka Tree Committee effective immediately
- \*d. **Appoint Eva Hosein and Emily Rodriguez to the Palatka Tree Committee** to serve at the pleasure of the Commission (no set terms) per Staff Recommendation
- \*e. **Allow consumption of alcoholic beverages on public r/w for Special Events Permit #13-25,** Palatka Spring Wine Stroll, May 11, 2013 from 5:00 pm to 9:00 pm - Palatka Main Street, Applicant

# AGENDA - CITY OF PALATKA

April 25, 2013

Page 2

- \* 4. **BUDGET SUMMARY REPORT** – Oct. 2012 through Mar. 2013 – Matt Reynolds, Finance Dir.
- \* 5. **PRESENTATION AND ACCEPTANCE OF AUDIT/COMPREHENSIVE ANNUAL FINANCIAL REPORT F/Y 2011-12** – Tina Robinson & John Rowe, Carr, Riggs & Ingram, Auditors
- \* 6. **PRESENTATION** – Planning & Creating a Bicycle Friendly Community and related request to adopt a Bicycle Friendly Facilities Plan – Linda Crider
- \* 7. **RESOLUTION No. 2013-9-108** to authorize the purchase of Police Department Vehicles from the following bidders and amending the FY 2012-13 budget accordingly:
  - 1. Beck Automotive Group for ten (10) Patrol/Admin Vehicles for a total of \$295,876.00
  - 2. Ontario Leasing for the purchase of the currently leased Animal Control and Code Enforcement Vehicles in the amount of \$16,000
- \* 8. **DISCUSSION & ACTION** – City Manager's request to call a closed Executive Session regarding Fire Union Contract Negotiations per FS 447.605
- \* 9. **DISCUSSION** – Woodmen of the World Flagpole Proposal – Jonathan Griffith,
- 10. **CITY MANAGER & ADMINISTRATIVE REPORTS**
- 11. **COMMISSIONER COMMENTS**
- 12. **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:**

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)  
Code Enforcement Board: 3 Vac. (RE, Arch. & Sub Contr.)

# CITY OF PALATKA



## Proclamation

**WHEREAS**, the 62nd observance of the National Day of Prayer will be held on Thursday, May 2, 2013, with the theme "In His Name the Nations Will Put Their Hope" based on Matthew 12:21; and

**WHEREAS**, A National Day of Prayer has been part of our country's heritage since it was declared by the First Continental Congress in 1775, and the United States Congress in 1952 approved a Joint Resolution setting aside a day each year to pray in our nation; and

**WHEREAS**, the United States Congress, by Public Law 100-307, as amended, affirms that it is essential for us as a nation to pray and directs the President of the United States to set aside and proclaim the first Thursday of May annually as a National Day of Prayer; and

**WHEREAS**, leaders and citizens of our nation are afforded the privilege of prayer with the joy of seeking divine guidance, strength, protection and comfort from Almighty God; and

**WHEREAS**, recognizing the love of God, we treasure the freedom we have to gather in prayer, exercising our reliance on God's power in the face of present challenges and threats we face; and

**WHEREAS**, we unite with our fellow citizens to ask God for His blessing upon every individual of our City, County, State and this great Nation.

**NOW, THEREFORE**, I, Vernon Myers, Mayor of the City of Palatka, Florida, together with the members of the Palatka City Commission, do hereby proclaim, May 2nd, 2013, as a

### DAY OF PRAYER

throughout the City of Palatka, and I commend this observance to all of our citizens.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Great Seal of the City of Palatka to be affixed hereto on this 25th day of April, 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**, America is celebrating "National Train Day" on May 11, 2013 a commemoration of the completion of America's first transcontinental railroad; and

**WHEREAS**, Federal and State transportation departments have made the expansion of high-speed and intercity passenger rail a top priority in building 21st-Century national infrastructure; and

**WHEREAS**, Palatka has benefitted from daily train service on Amtrak's routes; and

**WHEREAS**, Amtrak continues to work with states and others on the development of the next generation of high-speed and intercity passenger rail trains which will create good jobs in the United States by resurrecting the domestic manufacturing base; and

**WHEREAS**, Amtrak ridership grew more than 44% between 2000 and 2012 and the railroad carried 31.4 million passengers in 2012, making it the best year in the company's history; and

**WHEREAS**, the City of Palatka, Florida, greatly benefits from intercity passenger rail service, and congratulates Amtrak on 42 years as America's Railroad

**NOW, THEREFORE, I**, Vernon Myers, Mayor of the City of Palatka, Florida, do hereby proclaim May 11th, 2013 as

### **AMTRAK AND NATIONAL TRAIN DAY**

in the City of Palatka. I urge Palatka's citizens to visit Palatka's historic Union Station and the newly renovated depot located on the CSX mainline and Amtrak stop, and to attend the *2013 Palatka Railfest Train Show* October 19<sup>th</sup> and 20<sup>th</sup>, 2013.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused to be affixed the official seal of the City of Palatka, Florida this 25<sup>th</sup> day of April 2013.

\_\_\_\_\_  
VERNON MYERS, MAYOR

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



# *Agenda Item*

*3a*



AGENDA ITEM

**SUBJECT:** A Resolution of the City of Palatka, Florida, amending the FY2012-2013 Budget - 3/1/2013 through 3/31/2013

**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 2013-9-105 in order amending the FY 2012-13 budget in order to be in compliance with Florida Statutes.

**DEPARTMENT HEAD** Submitted: Matt Reynolds *MR* Date: 04-10-2013  
 Requested Agenda: Consent Date: 04-25-2013

**FINANCE DEPARTMENT** Budgeted  Yes  No  N/A *MR* Date: 04-10-2013

**CITY ATTORNEY** Approved as to Form and Correctness Date: \_\_\_\_\_

**CITY MANAGER** Approved Agenda Item For: *@* Date: 4/17/13

**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 - \_\_\_\_\_**

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

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

<b>EXPENDITURES:</b>		<b>Last</b>	<b>Recommended</b>	<b>As</b>
<u>Expenditure Number</u>	<u>Description</u>	<u>Approved</u>	<u>Amendments</u>	<u>Amended</u>
001-01-512-3-3100	PROFESSIONAL SERVICES	\$ 1,098	\$ 600	\$ 1,698
001-01-512-3-4024	SCHOOLING/CONF-COMM KITCHENS	\$ 600	\$ (600)	\$ -
001-08-522-3-4640	RADIO MAINTENANCE	\$ 1,500	\$ 300	\$ 1,800
001-08-522-3-5280	OPERATING SUPPLIES	\$ 17,500	\$ (300)	\$ 17,200
001-18-519-8-8920	PRICE MARTIN USDA GRANT	\$ 69,690	\$ 8,240	\$ 77,930
001-83-581-9-9907	BETTER PLACE RESERVE	\$ 263,743	\$ (8,240)	\$ 255,503
<b>TOTAL EXPENDITURES AMENDED:</b>		<b>\$ 354,131</b>	<b>\$ -</b>	<b>\$ 354,131</b>

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

<b>EXPENDITURES:</b>		<b>Last</b>	<b>Recommended</b>	<b>As</b>
<u>Expenditure Number</u>	<u>Description</u>	<u>Approved</u>	<u>Amendments</u>	<u>Amended</u>
005-05-542-3-4500	LIABILITY INSURANCE	\$ 17,001	\$ 7,500	\$ 24,501
005-05-542-3-4610	BUILDING/HANGAR MAINTENANCE	\$ 7,450	\$ (4,000)	\$ 3,450
005-05-542-3-4620	EQUIPMENT/FIELD MAINTENANCE	\$ 8,000	\$ (1,250)	\$ 6,750
005-05-542-3-4800	ADVERTISING	\$ 4,000	\$ (1,250)	\$ 2,750
005-05-542-3-5280	OPERATING SUPPLIES	\$ 5,250	\$ (1,000)	\$ 4,250
<b>TOTAL EXPENDITURES AMENDED:</b>		<b>\$ 41,701</b>	<b>\$ -</b>	<b>\$ 41,701</b>

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

<b>EXPENDITURES:</b>		<b>Last</b>	<b>Recommended</b>	<b>As</b>
<u>Expenditure Number</u>	<u>Description</u>	<u>Approved</u>	<u>Amendments</u>	<u>Amended</u>
030-00-331-0-7001	NEA GRANT	\$ -	\$ 25,000	\$ 25,000
030-00-369-9-1001	S HISTORIC HIP REFUND	\$ -	\$ 2,349	\$ 2,349
030-30-580-6-6312	NEA GRANT - ART IN PUBLIC SPACES	\$ 20,000	\$ 25,000	\$ 45,000
030-30-580-9-9902	CONTINGENCY/RESERVE-S HISTORIC	\$ 110,888	\$ 2,349	\$ 113,237
<b>TOTAL EXPENDITURES AMENDED:</b>		<b>\$ 130,888</b>	<b>\$ 54,698</b>	<b>\$ 185,586</b>

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

<b>EXPENDITURES:</b>		<b>Last</b>	<b>Recommended</b>	<b>As</b>
<b><u>Expenditure Number</u></b>	<b><u>Description</u></b>	<b>Approved</b>	<b>Amendments</b>	<b>Amended</b>
043-10-534-3-4400	RENTALS AND LEASES	\$ 2,073	\$ 500	\$ 2,573
043-10-534-3-5290	GARBAGE CONTAINERS/DUMPSTERS	\$ 22,940	\$ (500)	\$ 22,440
<b>TOTAL EXPENDITURES AMENDED:</b>		<b>\$ 25,013</b>	<b>\$ -</b>	<b>\$ 25,013</b>

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 25<sup>th</sup> day of April, 2013.

**CITY OF PALATKA**

\_\_\_\_\_  
By: Its MAYOR

**ATTEST:**

\_\_\_\_\_  
CITY CLERK

**APPROVED AS TO FORM  
AND CORRECTNESS:**

\_\_\_\_\_  
CITY ATTORNEY

*Agenda  
Item*

*3b*



AGENDA ITEM

SUBJECT: A Resolution of the City of Palatka, Florida, awarding the bid for the purchase of a "jet refueler truck" for the Palatka Municipal Airport to Eastern Aviation Fuels in the amount of \$60,000, and amending the FY 2012-13 General Fund Budget accordingly.

DEPARTMENT: Airport

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

SUMMARY: The Palatka Municipal Airport sought proposals for an Jet Refueler Truck, which were received on March 20, 2013. A total of seven proposals were received from five companies. It is the consensus of Airport Staff, Airport Engineers, the City Manager and the Airport Advisory Board to award the bid to Eastern Aviation Fuels, who has proposed selling the currently leased refueler truck to the City for \$60,000.00. A more complete staff summary and breakdown of proposals follows this cover page.

Funding for this purchase will come from FDOT funds which are being reprogrammed from the Main Entrance Project grant. A Supplemental JPA is forthcoming and will appear on a future agenda. This is being funded with REDI funds @\$56,978.93. The additional balance of \$3,021.07 will be funded through Airport Operating Budget.

Currently this truck is being leased at a cost of \$800.00 per month. The purchase of this truck will save the Airport \$9,600.00 per year.

RECOMMENDED ACTION: Adopt Resolution No. 2013-9126 awarding the bid for the purchase of the Airport Jet Refueler Truck to Eastern Aviation Fuels in the amount of \$60,000.00, and amending the FY 2012-2013 General Fund Budget accordingly.

DEPARTMENT HEAD Submitted: John Youell Date: 04/11/13
Requested Agenda: Date: 04/25/13
FINANCE DEPARTMENT Budgeted [x] Yes [ ] No N/A Date: 4/18/13
CITY ATTORNEY Approved as to Form and Correctness Date:
CITY MANAGER Approved Agenda Item For: Date: 4/17/13

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 - 106**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,  
AWARDING THE BID FOR THE PURCHASE OF A JET  
REFUELER FOR THE PALATKA MUNICIPAL AIRPORT TO  
EASTERN AVIATION FUELS IN THE AMOUNT OF \$60,000.00,  
AND TO AMEND THE FY 2012-13 GENERAL FUND BUDGET  
ACCORDINGLY**

**WHEREAS**, the Palatka Municipal Airport issued an invitation to submit proposals for the purchase of a jet refueler; and

**WHEREAS**, upon review and comparison of the proposals received; it has been determined that Eastern Aviation Fuels has submitted the most responsive proposal; and

**WHEREAS**, the Palatka City Commission deems it reasonable to award the bid to Eastern Aviation Fuels for the purchase of the jet refueler truck currently being leased by the City for the purchase price of \$60,000.00, contingent upon receipt of an FDOT Joint Participate Agreement pledging REDI funds in the amount of \$56,978.93 towards this purchase, with the remainder of \$3,021.07 being funded through the Airport Operating Budget; and

**WHEREAS**, the City Commission therefore finds it necessary to amend the FY 2012-13 General Fund budget accordingly in order to effectuate the purchase of said vehicles.

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

**Section 1:** That the City of Palatka hereby awards the bid for the Palatka Municipal Airport Jet Refueler to Eastern Aviation in the amount of \$60,000 for the purchase of a 2004 Ford F-650, which is currently under lease to the Palatka Municipal Airport;

**Section 2:** That the award of this bid is contingent upon the City's receipt of an executed FDOT Joint Participation Agreement pledging REDI funds in the amount of \$56,971.93 towards the purchase of the Airport Jet Refueler Truck; and

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

<b>REVENUES:</b>		<b>Last</b>	<b>Recommended</b>	<b>As</b>
<i>Revenue Number</i>	<i>Description</i>	<b>Approved</b>	<b>Amendments</b>	<b>Amended</b>
005-00-389-3-8900	FDOT GRANT AQG14	\$ 52,268	\$ 45,980	\$ 98,248
<b>TOTAL REVENUES AMENDED:</b>		<b>\$ 52,268</b>	<b>\$ 45,980</b>	<b>\$ 98,248</b>

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

<b>EXPENDITURES:</b>		<b>Last</b>	<b>Recommended</b>	<b>As</b>
<i>Expenditure Number</i>	<i>Description</i>	<b>Approved</b>	<b>Amendments</b>	<b>Amended</b>
005-05-542-6-6285	MAIN ACCESS ROAD REHAB AQ614	\$ 52,268	\$ 49,008	\$ 101,276
005-05-542-9-9900	CONTINGENCY/RESERVE	\$ (69,143)	\$ (3,028)	\$ (72,171)
<b>TOTAL EXPENDITURES AMENDED:</b>		<b>\$ (16,875)</b>	<b>\$ 45,980</b>	<b>\$ 29,105</b>

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 25<sup>th</sup> day of April, 2013.

**CITY OF PALATKA**

\_\_\_\_\_  
**By: Its MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM  
AND CORRECTNESS:**

\_\_\_\_\_  
**CITY ATTORNEY**

Staff Summary

Palatka City Commission

Date of Meeting April 25, 2013

Agenda Item # \_\_\_\_\_

**SUBJECT TITLE: Requested Approval for Reprograming of Funds and Purchase of Refuel Truck for Airport**

**Objective:** To obtain City Commission approval for FDOT to reprogram funds from the *Design and Construction of Airport Main Access Road* project (FIN # 429097-1-94-12) to an alternate project for the purchase of a jet refuel truck.

**Summary:** Having recently completed the Airport Main Entrance Rehabilitation project \$56,978.93 under budget, a request was made and the FDOT approved the reprogramming of the remaining revenue into an alternate project. With full support of the Airport Advisory Board and City Manager the consensus is to use the funds for the purchase a jet refuel truck. Purchasing a refuel truck will allow the airport to save \$800.00 per month which it currently spends on leasing a refuel truck. This will result in an annual savings of \$9,600.00 in lease payments.

The main entrance project was funded at 100% under the REDI program. The purchase of a fuel truck can be funded under the same initiative, again with no match from the City. Purchasing a refuel truck has been on the list of airport improvement projects for over four years and funding for the purchase has not been available until now.

In February requests for quotes for a fuel truck were sent to six companies that specialize in aviation fuel support equipment.

Five responses were received and numerically scored in accordance with a set of ten criteria deemed to be most important by airport staff. Points were assessed as indicated in the table below. \*NOTE: American Refueler Equipment Co. and Bosserman Aviation Equipment submitted quotes for two vehicles, hence a total of seven vehicles were scored.

VENDOR'S NAME:		American Refueler Equipment Co.	Eastern Aviation Fuels (on site)	American Refueler Equipment Co.	Perry Brothers Aviation Fuels	Bosserman Aviation Equipment	Bosserman Aviation Equipment	Garsite Aviation Refueling Equipment
BASE MODEL w/o OPTIONS	\$51,800.00	\$60,000.00	\$68,100.00	\$74,500.00	\$96,950.00	\$96,950.00	\$117,500.00	
Year Chassis Model	90 Ford F-700	04 Ford F-650	04 IHC 4300	99 IHC 4700	04 Ford F-750	04 IHC 4200	04 IHC 4300	
Tank Material	10	10	7	10	10	10	10	
Plumbing Material	10	7	10	10	10	10	5	
Engine	0	10	10	10	10	10	10	
Tank Size	10	9	10	5	10	10	10	
Age and Mileage	2	8	8	5	7	8	8	
Warranty	10	8	10	10	10	10	4	
Simplicity of Operation	10	10	10	7	10	10	7	
Records	10	10	10	7	10	10	10	
Compliance Specs & Safety	10	10	10	10	10	10	10	
Condition of Hoses	12	12	12	10	12	12	12	
Price w/ Weighted Value of 3	18	15	12	9	6	6	3	
Total Rating Points	102	109	109	93	105	106	89	
Overall Preference Rating	4th	1	1st	5th	3rd	2nd	6th	
		*****						

Airport staff scored the vehicles resulting in a tie between the 2004 Ford F-650 from Eastern Aviation Fuels and the 2004 International Harvester 4300 from American Refueler Equipment Co. The staff's recommendation is to purchase the Ford F-650 and is based on the lower price quoted for purchase of the Ford F-650.

Because the sales price (\$60,000.00) for the recommended truck is \$3,021.07 more than the available funding the airport will need to amend its annual budget to absorb the additional cost. This can be done easily, particularly given the \$9,600.00 annual savings the airport stands to gain by eliminating monthly lease payments on the truck it currently uses. Incidentally, the truck recommended for purchase is the truck that is presently leased and in service at the airport. Therefore, airport personnel are familiar with the operation of the vehicle and are confident in its mechanical condition.

RECOMMENDATION: Approve reallocation of funds and the purchase of the 2004 Ford F-650 refuel truck offered by Eastern Aviation Fuels for \$60,000.00.

**City of Palatka  
Bid Opening**

Date March 20, 2013, 4:00 pm

Job Title Jet Refueler

Opened by: John Youell

Dept./Engineer Airport - Passero Associates

Read by: Betsy Dragovich

Bidder name	Acknowledge Addendums?	Base Bid Amount	Alternative
1. American Refueler Birmingham, AL		\$ 68,100.00	51,800.00
2. Bossmar Aviation		\$ 96,950	Plus options
3. Eastern Aviation Newbern, NC		\$ 60,000 -	exact Truck
4. Garsete Aviation Equip. Sunday, FL		\$ 117,500.00	
5. Perry Brothers Americus, GA		\$ 74,500.00	
6.		\$	
7.		\$	

Witnesses: \_\_\_\_\_

## Betsy Driggers

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**From:** Chris Nardone [cnardone@passero.com]  
**Sent:** Tuesday, April 02, 2013 5:30 PM  
**To:** Michael J. Czymbor  
**Cc:** John Youell; Betsy Driggers; Andrew Holesko  
**Subject:** RE: Palatka Refueler Truck

Apparently the funding for the Refueler Truck is short except for one truck.

But for an additional \$3,021.07 (approx. 5% of the total cost and it is less than four months of an additional rental cost at \$800 per month payments), it may be best to keep what you already have on site.

With 5% of the City's share you have a truck that your staff already is using and know how to use. (no learning curve required)

Also this is a truck that staff should be familiar with in regards to its maintenance track record so less likely to get a lemon.

(For instance I am trying to get a used car for my daughter and I am planning to offer my son a price for his car. Why because I know he has no problems with it and he takes care of it, keeps up the maintenance.)

Also I did call American Refueler to confirm F.O.B. and freight is included in the cost.

With Eastern there is no concern with freight and taxes do not matter since the City is exempt.

Perry Brothers do not include freight. (this could be an additional \$5,000 depending on where it is coming from)

Bossermen includes F.O.B. but did not confirm. (price out of reach)

Garsite includes F.O.B. but states Ohio not Palatka, also did not confirm. (price out of reach)

Sincerely,

**Christopher Nardone, R.A.**

Architect / Building Construction Manager

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**From:** Michael J. Czymbor [mailto:mczymbor@palatka-fl.gov]  
**Sent:** Tuesday, April 02, 2013 2:59 PM  
**To:** Chris Nardone  
**Cc:** John Youell; Betsy Driggers  
**Subject:** RE: Palatka Refueler Truck

What is your collective recommendation? John can develop a staff report and Resolution for the 4-25 CC meeting.

**Michael J. Czymbor** ICMA-CM

City Manager

City of Palatka, FL

386-329-0104

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**From:** Chris Nardone [mailto:cnardone@passero.com]  
**Sent:** Tuesday, April 02, 2013 2:55 PM  
**To:** Michael J. Czymbor  
**Cc:** Andrew Holesko; John Youell; Jonathan Griffith; Alexis Schmidt  
**Subject:** Palatka Refueler Truck

Mike

Attached is the "Refueler Rating Matrix" to help assist the City in the selection process for a Refueler Truck.

The matrix columns are set up with the lowest Bid Proposal first then in order to the highest bid proposal.

Then below each bid price is the rating matrix that John and Dave developed to help them rate the trucks provided in the bid proposals.

Therefore along the bottom is the "Overall Preference Rating" depending on the total rating points per each bid proposal.

With the closeout of the access road there is \$56,978.93 available funds remaining for the Refueler truck.

Please call me if you have any questions or comments.

Sincerely,  
**Christopher Nardone, R.A.**  
Architect / Building Construction Manager

**PASSERO ASSOCIATES**

13453 N. Main Street, Suite 104  
Jacksonville, FL 32218  
Direct: 904-224-7099  
Cell: 904-624-4211  
[cnardone@passero.com](mailto:cnardone@passero.com)

**Exceptional Service – Outstanding Solutions – Sustainable Results**  
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*Agenda  
Item*

*3c*



CITY COMMISSION AGENDA ITEM

SUBJECT: Acceptance of Board/Committee Member Resignations

DEPARTMENT: Admin/Clerk

ATTACHMENTS: \_\_\_ Ordinance \_\_\_ Resolution \_\_\_ Motion
\_\_\_x Support Documents \_\_\_ Other

SUMMARY: Attached you will find resignations submitted by three City of Palatka Board/Committee members in the following order:

- 1. Resignation of Alex Sharp from the Code Enforcement Board effective immediately\*
2. Resignation of Elisabeth Virnstein from the Tree Committee effective immediately
3. Resignation of Sherrie Lowe from the Tree Committee effective immediately

\* Per memorandum regarding Dual Office Holding Statute on file in the City Clerk's office

RECOMMENDED ACTION: Accept resignations as submitted.

DEPARTMENT HEAD Submitted: Betsy Driggers, City Clerk Date: 04-15-13
Requested Agenda Consent Date: 04-25-13

FINANCE DEPARTMENT Budgeted \_\_\_ Yes \_\_\_ No x N/A Date: 4/18/13

CITY ATTORNEY Approved as to Form and Correctness Date:

CITY MANAGER Approved Agenda Item For: [Signature] Date: 4/18/13

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

## **Betsy Driggers**

---

**From:** Alex Sharp [alex.sharp@hotmail.com]  
**Sent:** Saturday, April 13, 2013 11:57 AM  
**To:** Don Hollmes; Michael J. Czymbor; Betsy Driggers; vernonmyers@comcast.net; Elizabeth Hearn  
**Subject:** Notice of Resignation CE Board

Please accept this correspondence as my notice to step down as a member of the City of Palatka Code Enforcement Board, effective immediately. I will however continue to serve as the DPI representative on the City Of Palatka CRA Board. It has been a great pleasure to serve with the other board members and staff on the Code Enforcement Board and I applaud all my former board members for their professionalism and dedication to the citizens of Palatka. Should you have any questions please feel free to contact me any time.

Alex Sharp  
822 South 15th Street  
Palatka Florida 32177

386-916-0838

## **Betsy Driggers**

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**From:** Virnstein [revirnstein@gmail.com]  
**Sent:** Monday, March 11, 2013 6:03 PM  
**To:** Betsy Driggers  
**Subject:** resignation from Tree Committee

Dear Mrs. Driggers:

With regret, I resign from the City of Palatka Tree Committee. I wish everyone well.

Sincerely,

Elisabeth Virnstein

--

Elisabeth and Robert Virnstein  
142 Elgin Road  
East Palatka, FL 32131  
386-325-8362

## Betsy Driggers

---

**From:** shermrk@aol.com  
**Sent:** Wednesday, March 13, 2013 10:05 AM  
**To:** Betsy Driggers  
**Subject:** Palatka Tree Committee

Good morning Betsy,

I would like to formally resign from the Palatka Tree Committee due to my consistent absence from the area for months at a time. Being on the Tree Committee has been an honor & I regret my continued absence.

Sincerely,

Sherrie Z. Lowe

*Agenda  
Item*

*3d*



CITY COMMISSION AGENDA ITEM

SUBJECT: Tree Committee Appointments

DEPARTMENT: Admin/Clerk

ATTACHMENTS: \_\_\_ Ordinance \_\_\_ Resolution \_\_\_ Motion
\_\_\_x Support Documents \_\_\_ Other

SUMMARY: There are two openings on the Palatka Tree Committee. This committee meets monthly and its members serve at the pleasure of the Commission, with no set terms.

Staff has received two applications for appointment to this Board, which follow this Summary. This applicants are:

- 1. Eva Hosein (resides in the City of Palatka, PHS teacher & Earth Day coordinator, volunteers with Old Palatka Waterworks and Keep Putnam Beautiful)
2. Emily Rodriguez (Park Services Specialist at Ravine State Gardens, holds MS Degree in Forest Resources and Conservation)

Both of these applicants have been informed of this Committee's function, responsibilities and meeting attendance requirements, and both have stated they can attend monthly meetings. Ms. Hosein has attended a meeting of the Palatka Tree Committee as a guest. Both are highly qualified for this appointment and have volunteered to serve on this Committee.

RECOMMENDED ACTION: Appoint Eva Hosein and Emily Rodriguez to the Palatka Tree Committee to serve at the pleasure of the Commission.

DEPARTMENT HEAD Submitted: Betsy Driggers, City Clerk Date: 04-15-13
Requested Agenda Consent Date: 04-25-13

FINANCE DEPARTMENT Budgeted \_\_\_ Yes \_\_\_ No x N/A Date: 4/18/13

CITY ATTORNEY Approved as to Form and Correctness Date:

CITY MANAGER Approved Agenda Item For: Date: 4/17/13

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

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.

### CITY OF PALATKA ADVISORY BOARD APPLICATION

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

APPLICANT: Eva Hosein (Must be at least 18 yrs. old)

Residence (911 Address) 1608 Laurel street Phone: 386-336-5520

Business Name & Address Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Preferred Mailing Address: ehosein@putnamschools.org same as residence

E-mail: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

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

Secondary educator - Palatka High School  
In the past I have sponsored a student group the "Green Team" - led tree planting Earth Day activities, field trips & volunteer work at Palatka Water Works. Also, occasionally volunteered with Keep Putnam Beautiful.

#### OTHER COMMENTS OR INFORMATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

ehosein 4-8-13  
SIGNATURE OF APPLICANT DATE

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

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.

### CITY OF PALATKA ADVISORY BOARD APPLICATION

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

APPLICANT: Emily Rodriguez (Must be at least 18 yrs. old)

Residence 143 Wall Lake Tr. Melrose, FL 32666 Phone: (352) 538-7864

(911 Address) 143 Wall Lake Tr. Melrose, FL 32666 Fax: \_\_\_\_\_

Business Name \_\_\_\_\_ Phone: (386) 329-3721

& Address Ravine Gardens State Park (employer) Fax: (386) 329-3718

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

Preferred Mailing Address: residence

E-mail: Emily.L.Rodriguez@dep.state.fl.us Daytime Phone: (352) 538-7864

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

Occupation - Park Services Specialist

M.S. - Forest Resources and Conservation

↳ (Master of Science)

#### OTHER COMMENTS OR INFORMATION:

I have extensive botany knowledge.

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

Emily Rodriguez  
SIGNATURE OF APPLICANT

4-11-13  
DATE

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

## Betsy Driggers

---

**From:** Rodriguez, Emily L. [Emily.L.Rodriguez@dep.state.fl.us]  
**Sent:** Thursday, April 11, 2013 1:03 PM  
**To:** Betsy Driggers  
**Subject:** RE: Palatka Tree Committee

Yes, I will be there.

Emily Rodriguez, *Park Services Specialist*  
Fl. Dept. of Environmental Protection  
Division of Recreation & Parks  
**Ravine Gardens State Park**  
**1600 Twigg St. Palatka, FL 32177**  
386-329-3721 / 386-937-0949

---

**From:** Betsy Driggers [mailto:[bdriggers@palatka-fl.gov](mailto:bdriggers@palatka-fl.gov)]  
**Sent:** Thursday, April 11, 2013 1:00 PM  
**To:** Rodriguez, Emily L.  
**Subject:** RE: Palatka Tree Committee

Thank you so much! Can you attend the April 25, 2013 City Commission meeting? This is when you will be appointed. The meeting begins at 6 pm here at City Hall – 201 N. 2<sup>nd</sup> Street, Palatka

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

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

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**From:** Rodriguez, Emily L. [mailto:[Emily.L.Rodriguez@dep.state.fl.us](mailto:Emily.L.Rodriguez@dep.state.fl.us)]  
**Sent:** Thursday, April 11, 2013 12:38 PM  
**To:** Betsy Driggers  
**Subject:** RE: Palatka Tree Committee

Here it is!

Emily Rodriguez, *Park Services Specialist*  
Fl. Dept. of Environmental Protection  
Division of Recreation & Parks  
**Ravine Gardens State Park**  
**1600 Twigg St. Palatka, FL 32177**  
386-329-3721 / 386-937-0949

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**From:** Betsy Driggers [mailto:[bdriggers@palatka-fl.gov](mailto:bdriggers@palatka-fl.gov)]  
**Sent:** Wednesday, April 10, 2013 1:56 PM  
**To:** Rodriguez, Emily L.  
**Subject:** RE: Palatka Tree Committee

Good afternoon Ms. Rodriguez,

Thank you for offering to serve on Palatka's Tree Committee. If you must arrive a little late on occasion that's not a problem – if we know you will be a 'late arrival' and we need a quorum to start we can wait for you to arrive. We'd very much appreciate your service. I've attached an application for you – please fill it out and get it back to me (either drop it off, return it by e-mail or fax it to me at 329-0199) and I'll get your appointment on the City Commission agenda for 4/25/11.

Thanks again,

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

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**From:** Rodriguez, Emily L. [<mailto:Emily.L.Rodriguez@dep.state.fl.us>]  
**Sent:** Wednesday, April 10, 2013 12:27 PM  
**To:** 'Kay Deuben'  
**Cc:** Betsy Driggers  
**Subject:** RE: Palatka Tree Committee

I'd love to serve on this committee! Sometimes I wouldn't be able to arrive until shortly after 4 p.m. I will give Betsy a call.

**Emily Rodriguez**, *Park Services Specialist*  
Fl. Dept. of Environmental Protection  
Division of Recreation & Parks  
**Ravine Gardens State Park**  
**1600 Twigg St. Palatka, FL 32177**  
386-329-3721 / 386-937-0949

*Please take a few minutes to share your comments on the service you received from the department by clicking on this link. [DEP Customer Survey](#).*

**From:** Kay Deuben [<mailto:kaydpal@aol.com>]  
**Sent:** Tuesday, April 09, 2013 6:50 AM  
**To:** Rodriguez, Emily L.  
**Cc:** [bdriggers@palatka-fl.gov](mailto:bdriggers@palatka-fl.gov)  
**Subject:** Palatka Tree Committee

Hi Emily;

The Palatka Tree Committee meets monthly, the second Monday of the month at 4:00. Meetings rarely last an hour and we are appointed by and serve at the pleasure of the city commission. We need at least one more member who is interested in trees, tree canopy and preservation and who will assist with viewing trees in need of attention. As Palatka is a Tree City, we must maintain a tree committee. Your work at the Ravine Gardens and interest in botany would certainly qualify you as a potential committee member.

If you would be interested in serving or would like more information on this voluntary but important committee, please contact Betsy Driggers, City Clerk. at 329-0100.

**I have copied her on this email so you may reply to her directly.**

**Thanks for all you do.**

**Kay Deuben**

**Palatka Tree Committee Chairperson**

*Agenda*  
*Item*

*3e*



CITY COMMISSION AGENDA ITEM

SUBJECT: Request to Alcohol Variance for Palatka Main Street Special Events Permit # 13-25

DEPARTMENT: Special Events

ATTACHMENTS:  Ordinance  Resolution  Motion  
 Support Documents  Other

SUMMARY: Special Events Permit # 13-25; Request and Approve Alcohol Variance for Palatka Main Street "Palatka Spring Wine Stroll"

RECOMMENDED ACTION: Approve Alcohol Variance for the following date and time:

May 11<sup>th</sup>, 2013 5pm-9pm

DEPARTMENT HEAD Submitted: Jeff Norton Date: 4/18/2013  
Requested Agenda Consent Date: 4/18/2013

FINANCE DEPARTMENT Budgeted  Yes  No  N/A Date: 4/18/13

CITY ATTORNEY Approved as to Form and Correctness Date:

CITY MANAGER Approved Agenda Item For: [Signature] Date: 4/18/13

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: April 18<sup>th</sup>, 2013  
Re: Palatka Main Street "Palatka Spring Wine Stroll"

---

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

1. Grant Alcohol Variance during the Special Event hours:  
May 11<sup>th</sup>, 2013 5pm-9pm

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

Jeff Norton  
Special Events Coordinator

APPLICATION # 13-25

(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  
APR 12 2013

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

Palatka Main Street, Inc

CONTACT PERSON

Charles Rudd

TELEPHONE

352-455-1180

FAX # \_\_\_\_\_

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

Palatka Spring Wine Strail

DATE & HOURS OF DESIRED USE:

May 11, 2013 5-9 pm

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

St Johns Avenue from 11<sup>th</sup> Street to 2<sup>nd</sup> Street

6. REQUEST FOR ROAD CLOSURES:

St. Johns Avenue from 11<sup>th</sup> to 2<sup>nd</sup>

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

No

8. REQUEST FOR ALCOHOL VARIANCE:

May 11, 2013 5-9 pm

9. ESTIMATE OF ANTICIPATED ATTENDANCE

200

10. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT

None

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 \_\_\_\_\_

Fee Required (Yes/No) \_\_\_\_\_

Check Enclosed? \_\_\_\_\_

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 cost 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 persons., suits, actions, damages, or cause of actions or any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, pr by presence of the applicant(s) on public property by applicant's agents, employees, invitee and/or any other

**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.

**14. 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.**

4/12/13 \_\_\_\_\_  
 DATE SIGNATURE OF APPLICANT

**APPROVED:**  
 \_\_\_\_\_  
 SPECIAL EVENTS COORDINATOR DATE 4/12/2013

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

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

**(FOR ADDITIONAL INFORMATION PLEASE CALL THE PARKS DEPARTMENT OFFICE AT 386-329-0175.)**

Name of Special Event/ Production: Kaletka Spring Wine Stroll

Type of Event: Wine Tasting

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

Wine Tastings in private business, musicians on the street at 300, 200 & 100 blocks  
Soloist & duets

Location of Event: St. Johns Avenue from 11th to 2nd Street

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

	Date	Day	Begin	End
Event Day 1	<u>5/11/13</u>	<u>Saturday</u>	<u>5</u> AM/PM	<u>9</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) Saturday 4:00 pm 5/11 at (time) 4:00 pm

Break down will be completed by (Date) 5/11 at (time) 10 pm

Event Sponsor/Organization Palatka Main Street, Inc

Name of Promoter: Charles Rindl Tax Exempt No.: \_\_\_\_\_

**Fee Worksheet (to be completed by Special Events Coordinator)**

<b>"Class A" Event</b> Daily Fees (see fee schedule) Security Fees @ \$23/hr/Officer Green Container Fees @ \$15/container Refundable Deposit \$500.00	<b>"Class B" Event</b> 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)	<b>"Class C" Event</b> Daily Fees \$50/day Security Fees @ \$23/hr/Officer Green Container Fee @ \$15/container
--	---	--

Special Events Permit Fees      \$ 100 Per day X 1 Days      \$ 100.00

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 \_\_\_\_\_ X \$15.00 Per Container      \$ \_\_\_\_\_

Additional Charges (List)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL SPECIAL EVENT FEES (Sponsor/Promoter)**      \$ \_\_\_\_\_

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

**APPLICANT INFORMATION:**

Name: Palatka Main Street, Inc  
Telephone: 352-455-1180 Fax: \_\_\_\_\_ Cellular: \_\_\_\_\_  
Address: P.O. Box 1054, Palatka, FL 32178

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cellular: \_\_\_\_\_  
Address: \_\_\_\_\_

**Other Contacts/ Key Holders:**

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cellular: \_\_\_\_\_

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cellular: \_\_\_\_\_

Estimated Peak Number of Participants (each day of event):  
Day 1 200  
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: None

Number and proposed location of fire protection services: None

Inspection(s)- Date and time requested: N/A

Emergency medical services: Ambulance Locations(s) (note on site map): N/A

Number of EMS Personnel required: N/A

Number and proposed location for portable toilets: (note location on site map) map

- Carnival location (if any) (note location on site map)   N/A
- Number of sanitation roll-out containers required   N/A
- Location of parking/transportation services, if any:   N/A
- Type Transport Vehicles (Van, Buses, etc.)   ~~Van~~ Trolley
- Location of security and emergency vehicle parking on site:   N/A
- Public street barricades/street closures/detours: (note locations on site map)   map
- Temporary Parking, directional Signage needed:   N/A
- 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):   ~~N/A~~ map
- Number and proposed location of vendors, concessions and/or Sponsor/Promoter(s) stands (note on site map)   N/A
- Number and location of static/mobile displays (note on site map):   N/A
- Location of event staff management (headquarters):   N/A
- Staff Uniform Identification:   N/A
- Main sound system location:   map
- Number and location of special activities (launching areas, animal attractions, amusements Car shows, parade routes, competition courses, etc.):   N/A

- Number and location of temporary signs/banners: N/A
- Number and location of promotional visual effects: N/A
- Watercraft: N/A
- Aircraft: N/A
- Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.):  
N/A
- Date(s) and times of setup/ breakdown: N/A 4pm setup 9pm break down
- Name(s) and Type of Musical Bands to Perform (dates & times of performance):  
Solo + duets
- Noise Abatement Requirements: N/A
- Adjoining Properties Impacted (Notification needed?): N/A
- Location, Dates and Times for Alcohol Ordinance Open Container Waiver:  
5/11/17 5pm - 8pm St Johns Ave 11th St to 2nd St - map
- Alcohol Sale Requirements (Temporary license, commercial establishment license, etc):  
Temporary license
- Handicapped Accessibility: N/A

**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**

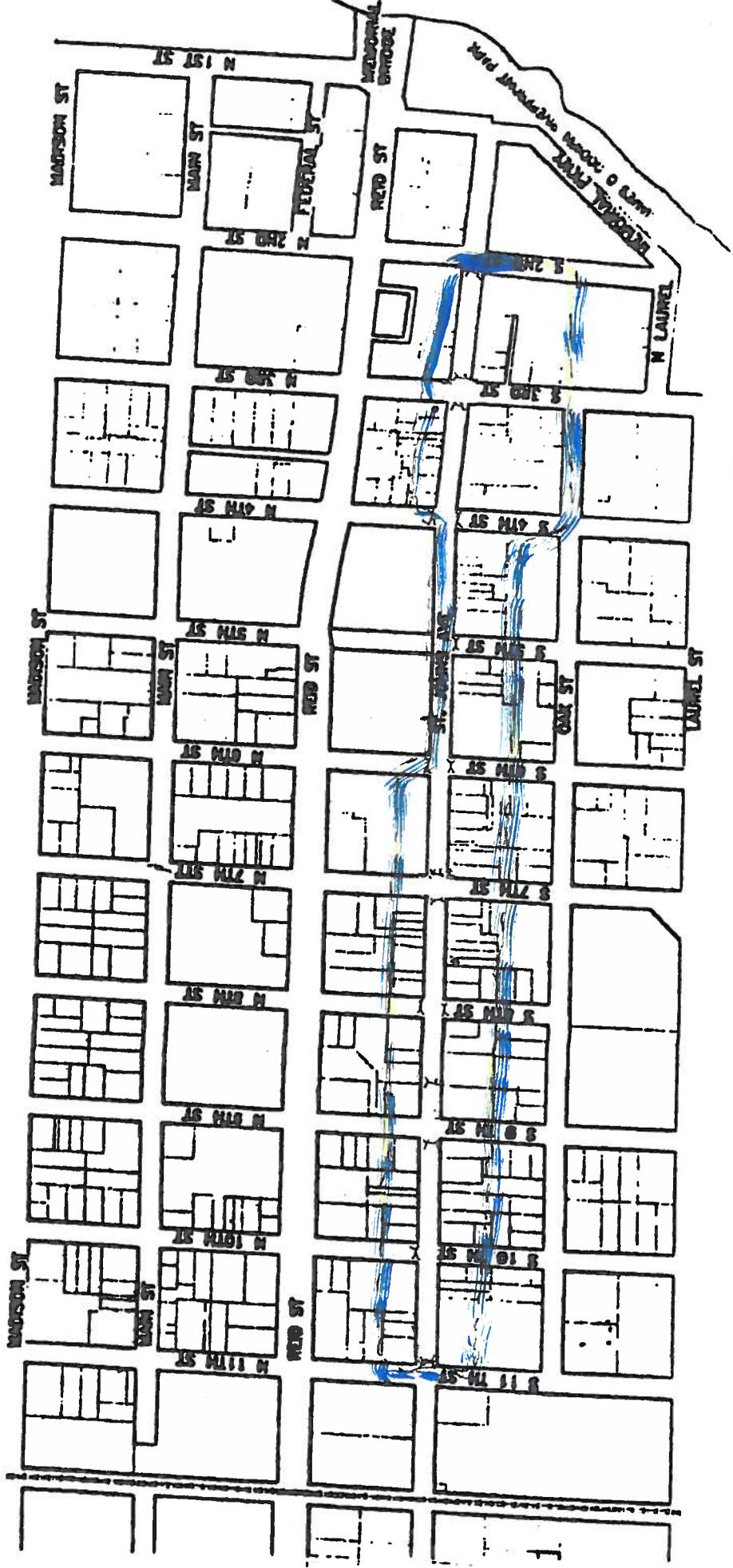
Name of Special Event: \_\_\_\_\_ Date \_\_\_\_\_

**Persons Attending Planning Meeting:**

<u>Name</u>	<u>Representing</u>	<u>Position</u>	<u>Phone #</u>



# Downtown Palatka



= Alcohol  
X = barricade  
 cross streets open  
 at 7th, 9th, 9th  
 o = part a lot



# *Agenda Item*

*4*



AGENDA ITEM

SUBJECT: Budget Summary (October – March 2013)

DEPARTMENT: Finance

ATTACHMENTS:  Ordinance  Resolution  Motion  
 Support Documents  Other

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

RECOMMENDED ACTION: No action requested

DEPARTMENT HEAD

Submitted: Matt Reynolds *[Signature]* Date: 04-10-13  
Requested Agenda: Regular Date: 04-25-13

FINANCE DEPARTMENT Budgeted  Yes  No  N/A *[Signature]* Date: 04-10-13

CITY ATTORNEY Approved as to Form and Correctness Date: \_\_\_\_\_

CITY MANAGER Approved Agenda Item For: *[Signature]* Date: 4/11/13

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-March 2013

### Overall:

This budget report covers the months of October through March which is half of the fiscal year (50.00%). 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 50.00%:*

Total Operating Revenues were at 53.35% 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 52.00% which was due to the utility service taxes on electricity, water, gas and fuel oil all being above budgeted estimates at the end of March. Communication Service Taxes were 73.49% due to a correction by the Department of Revenue to our monthly disbursement in December. Franchise fees were at 66.90% due to the lump sum payment of one year's worth of franchise fees by Clay Electric. Transfers In were at 80.67% 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 50.00%:*

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 42.84%, however since the fire and police premium disbursements are not received until August or September, a more accurate percentage would be 47.33%. This means that both local option gas taxes as well as discretionary sales surtax were below budget by 2.67%. 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 2.67% below budget, the difference between the actual and budget at year end will be -\$31,221.

Licenses and Permits were at 26.55% which is 23.45% below budget. If this trend continues, the difference between actual and budget at year end will be -\$43,481.

State and Federal grants were well below budget at 10.57%, 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 47.74%. This was due to the Half-Cent Sales Tax revenue line being at 44.12% which is 5.88% below budget. If this trend continues, the difference between actual and budget at year end will be -\$23,113.

Grants from Local Units were at 24.79% which is 25.21% 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 -\$1,650.

Shared Revenues for Local Units were at 5.03% which is 44.97% 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 40.14% which is approximately 10% below budget. This was primarily due to Cemetery Services and Cemetery Vault sales being well below budget at 19.29% and 34.17%, respectively. If this trend continues, the difference between actual and budget will be -\$22,485.

Fines and Forfeits were approximately 33% below budget. This was primarily due to Red Light Camera Fines being well below budget by 38.18%. 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 39.9%. This was primarily due to the sale of Cemetery lots being approximately 29% below budget. If this trend continues, the difference between actual and budget at year end will be -\$24,143.

If all of the trends mentioned above continue, the total impact to the revenues would be approximately -\$166,000.

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 50.00% mark were City Hall (City Manager's Office, City Clerk's Office and Finance Department), Legal Counsel, Other Governmental Services and Price Martin Center. City Hall exceeded budget due to accounting and auditing, 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 50.00% mark.

**Airport Fund:**

**Revenues (page 3):** Total operating revenues were slightly over the 50.00% mark. This was primarily due to fuel sales being over 50.00%. Total other revenues were below the 50.00% 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 19.81%, 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 50.00% mark due to changes in personnel which were not anticipated during the budget process. Operating supplies were below 45.83%.

Operating and other revenues exceeded personnel and operating expenditures through January by \$101,190.

**TIF Fund:**

Revenues (page 5): Revenues were well above the 50.00% 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 50.00% mark. Transfers out were slightly above the 50.00% 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 50.00% 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 50.00%. 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 \$170,194.

**Golf Course Fund:**

Revenues (page 9): Operating revenues for the golf course were at 56.71% due to revenues from rounds of golf, cart rentals and memberships being over the 50.00% mark. 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 50.00% mark. Capital Expenses for the course maintenance department was at 86.43% 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 \$4,173.

**Sanitation Fund:**

Revenues (page 11): Charges for service were .07% below the 50.00% mark.

Expenditures (page 12): Total expenditures for the sanitation fund were below the 50.00% mark. The operating expenses in the maintenance department exceeded 50.00% 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 \$79,448.

**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  
50.00 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 BUDGET	2012 REV YTD	2013 BUDGET	YTD REVENUES	UNCOLLECTED	PERCENT COLLECTED
	TOTAL PROPERTY TAXES	3,201,120	2,437,281.87	3,189,697	2,729,613.95	460,077.05	85.58%
	TOTAL LOCAL OPTION TAXES	1,268,279	555,648.09	1,292,063	553,506.42	738,556.58	42.84%
	TOTAL UTILITY SERVICE TAXES	844,948	461,831.75	841,724	437,658.95	404,065.05	52.00%
	TOTAL COMMUNICATION SERV TAXES	193,731	83,759.03	108,716	79,900.11	28,815.89	73.49%
	TOTAL LICENSES/PERMITS	154,083	63,104.30	185,422	49,223.02	136,198.98	26.55%
	TOTAL FRANCHISE FEES	819,899	396,305.08	811,541	542,897.70	268,643.30	66.90%
	TOTAL STATE/FEDERAL GRANTS	666,309	361,258.08	1,901,349	201,046.37	1,700,302.63	10.57%
	TOTAL STATE SHARED REVENUES	756,034	393,228.90	826,388	394,491.26	431,896.74	47.74%
	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	2,799.68	28,500	1,433.70	27,066.30	5.03%
	TOTAL CHARGES FOR SERVICES	161,618	77,864.78	224,850	90,249.91	134,600.09	40.14%
	TOTAL FINES & FORFEITS	115,084	43,054.01	652,988	109,490.71	543,497.29	16.77%
	TOTAL MISCELLANEOUS REVENUES	260,645	109,475.52	235,088	93,808.85	141,279.15	39.90%
	TOTAL TRANSFERS IN	764,709	0.00	815,000	657,500.00	157,500.00	80.67%
	TOTAL REIMBURSEMENTS	380,000	177,500.00	379,787	192,597.66	187,189.34	50.71%
	TOTAL OPERATING REVENUES	9,604,816	5,166,384.83	11,499,660	6,135,047.45	5,364,612.55	53.35%
	TOTAL CASH BALANCE FORWARD	982,655	0.00	1,117,429	0.00	1,117,429.00	0.00%
	TOTAL REVENUES	10,587,471	5,166,384.83	12,617,089	6,135,047.45	6,482,041.55	48.62%

City of Palatka

GENERAL FUND EXPENDITURES  
BUDGET SUMMARY  
50.00 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 BUDGET	2012 EXP YTD	2013 BUDGET	YTD EXPENDITURES	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT EXPENDED
PERSONNEL & OPERATING EXPENSES								
821,476	CITY HALL	821,476	461,686.92	799,231	417,863.18	3,295.81	378,072.01	52.28%
3,303	INFORMATION TECHNOLOGY	3,303	0.00	146,244	53,137.09	8,028.61	85,078.30	36.33%
57,205	LEGAL COUNSEL	57,205	27,017.56	57,742	38,889.75	0.00	18,852.25	67.35%
152,949	OTHER GOVT SERVICES	152,949	20,340.93	63,563	41,089.36	504.98	21,968.66	64.64%
338,421	BUILDING & ZONING	338,421	183,672.67	358,667	165,859.29	2,081.30	190,726.41	46.24%
3,298,736	POLICE DEPARTMENT	3,298,736	1,635,722.29	3,631,319	1,433,298.50	12,530.22	2,185,490.28	39.47%
0	CODE ENFORCEMENT	0	0.00	27,178	4,839.33	0.00	22,338.67	17.81%
1,800,475	FIRE DEPARTMENT	1,800,475	857,313.82	1,748,774	847,999.94	13,385.49	887,388.57	48.49%
503,083	STREETS	503,083	285,088.94	501,739	224,167.07	6,061.18	271,510.75	44.68%
152,600	CEMETERY	152,600	68,495.58	139,747	67,680.87	5,606.39	66,459.74	48.43%
6,550	CULTURAL SERVICES	6,550	10,355.94	11,568	4,542.44	382.00	6,543.56	39.27%
54,130	BRONSON HOUSE	54,130	24,987.89	67,580	31,711.89	0.00	35,868.11	46.92%
359,037	PARKS AND RECREATION	359,037	179,490.34	362,475	170,095.90	4,921.97	187,557.13	46.93%
30,074	PRICE MARTIN CENTER	30,074	12,990.34	21,555	11,828.99	427.71	9,298.30	54.88%
1,699,187	BETTER PLACE PLAN	1,699,187	1,188,187.43	2,863,452	790,665.65	87,592.17	1,985,194.18	27.61%
9,277,226	OPERATING EXPENSES SUBTOTAL	9,277,226	4,955,350.65	10,800,834	4,303,669.25	144,817.83	6,352,346.92	39.85%
0	TRANSFERS	0	0.00	377,990	188,995.08	0.00	188,994.92	50.00%
9,277,226	TRANSFERS & OPERATING SUBTOTAL	9,277,226	4,955,350.65	11,178,824	4,492,664.33	144,817.83	6,541,341.84	40.19%
547,600	CONTINGENCIES	547,600	0.00	299,133	0.00	0.00	299,133.00	0.00%
762,645	RESERVES	762,645	0.00	1,139,132	0.00	0.00	1,139,132.00	0.00%
10,587,471	TOTAL EXPENDITURES	10,587,471	4,955,350.65	12,617,089	4,492,664.33	144,817.83	7,979,606.84	35.61%

City of Palatka

AIRPORT REVENUES  
BUDGET SUMMARY  
50.00 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 BUDGET	2012 REV YTD	2013 BUDGET	YTD REVENUES	UNCOLLECTED	PERCENT COLLECTED
	TOTAL GRANTS	3,999,674	3,210,041.00	2,033,507	402,761.53	1,630,745.47	19.81%
	TOTAL OPERATING REVENUES	822,682	442,620.78	889,905	451,724.04	438,180.96	50.76%
	TOTAL OTHER REVENUES	130,870	129,341.07	263,000	65,184.17	197,815.83	24.78%
	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%
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	TOTAL REVENUES	5,015,181	3,782,002.85	3,099,648	919,669.74	2,179,978.26	29.67%

City of Palatka

AIRPORT EXPENDITURES  
BUDGET SUMMARY  
50.00 % 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	71,488.60	133,346	73,951.32	0.00	59,394.68	55.46%
	TOTAL OPERATING EXPENSES	669,770	313,131.45	662,405	303,559.50	148.02	358,697.48	45.83%
	TOTAL CAPITAL EXPENSES	4,087,484	3,758,867.34	2,162,659	998,008.29	384,261.19	780,389.52	46.15%
	TOTAL DEBT SERVICE	217,616	41,910.56	210,381	38,206.93	0.00	172,174.07	18.16%
	TOTAL TRANSFERS, CONTINGENCIES & RESERVES	-115,154	0.00	-69,143	0.00	0.00	-69,143.00	0.00%
	TOTAL EXPENDITURES	5,015,181	4,185,397.95	3,099,648	1,413,726.04	384,409.21	1,301,512.75	45.61%

City of Palatka

TIF REVENUES  
BUDGET SUMMARY  
50.00 % 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	281,360.24	98,049.76	74.16%
	TOTAL OTHER REVENUES	0	0.00	10,769	10,768.25	0.75	99.99%
030-00-331-0-7001	NEA GRANT	0	0.00	25,000	0.00	25,000.00	0.00%
	TOTAL CASH BALANCE FORWARD	625,752	0.00	499,495	0.00	499,495.00	0.00%
TOTAL REVENUES		1,078,145	448,521.89	889,674	292,128.49	597,545.51	32.84%

City of Palatka

TIF EXPENDITURES  
BUDGET SUMMARY  
50.00 % 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	118,268.69	212,015	67,312.41	6,100.00	138,602.59	31.75%
	TOTAL EXPENSES - SOUTH HISTORIC	199,603	11,085.00	147,083	14,023.00	0.00	133,060.00	9.53%
	TOTAL EXPENSES - NORTH HISTORIC	82,918	39,038.00	68,866	20,030.00	0.00	48,836.00	29.09%
	TOTAL TRANSFERS OUT	0	0.00	330,098	172,597.64	0.00	157,500.36	52.29%
	TOTAL CONTINGENCIES & RESERVES	0	0.00	131,612	0.00	0.00	131,612.00	0.00%
TOTAL EXPENDITURES		1,078,145	168,391.69	889,674	273,963.05	6,100.00	609,610.95	30.79%

City of Palatka

WATER FUND REVENUES  
BUDGET SUMMARY  
50.00 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 BUDGET	2012 REV YTD	2013 BUDGET	YTD REVENUES	UNCOLLECTED	PERCENT COLLECTED
	TOTAL GRANTS	2,487,290	1,119,104.30	0	0.00	0.00	0.00%
	TOTAL CHARGES FOR SERVICES	3,879,810	1,903,071.92	4,026,971	1,989,250.67	2,037,720.33	49.40%
	TOTAL OTHER REVENUES	130,143	88,651.31	88,822	58,057.41	30,764.59	65.36%
	TOTAL TRANSFERS IN	252,680	149,711.01	0	0.00	0.00	0.00%
	TOTAL CASH BALANCE FORWARD	342,117	0.00	262,735	0.00	262,735.00	0.00%
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	TOTAL REVENUES	7,092,040	3,260,538.54	4,378,528	2,047,308.08	2,331,219.92	46.76%

City of Palatka

WATER FUND EXPENDITURES  
BUDGET SUMMARY  
50.00 % 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	222,803.00	458,929	237,312.26	0.00	221,616.74	51.71%
	TOTAL OPERATING EXPENSES-WATER	523,094	291,301.74	613,742	251,462.00	18,953.95	343,326.05	40.97%
	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	269,892.45	525,324	251,623.25	0.00	273,700.75	47.90%
	TOTAL OPERATING EXPENSES-SEWER	394,950	176,688.18	370,920	171,958.11	6,465.26	192,496.63	46.36%
	TOTAL CAPITAL EXPENSES-SEWER	2,708,371	1,949,685.57	0	46,551.39	0.00	-46,551.39	0.00%
	TOTAL PERSONNEL EXPENSES-W&S	697,900	352,660.26	708,483	358,217.08	0.00	350,265.92	50.56%
	TOTAL OPERATING EXPENSES-W&S	80,792	51,290.20	110,840	62,165.99	3,114.99	45,559.02	56.09%
	TOTAL CAPITAL EXPENSES-W&S	122,478	53,006.35	85,500	43,256.64	500.00	41,743.36	50.59%
	TOTAL PERSONNEL EXPENSES-ADMIN	126,534	61,801.81	128,358	64,350.05	0.00	64,007.95	50.13%
	TOTAL OPERATING EXPENSES-ADMIN	99,831	67,930.36	103,531	66,138.52	9,666.18	27,726.30	63.88%
	TOTAL CAPITAL EXPENSES-ADMIN	0	0.00	0	0.00	0.00	0.00	0.00%
	TOTAL DEBT SERVICE	802,713	169,387.48	812,871	169,387.48	0.00	643,483.52	20.84%
	TOTAL TRANSFERS OUT	260,000	130,000.00	260,000	130,000.01	0.00	129,999.99	50.00%
	TOTAL CONTINGENCIES & RESERVES	282,393	0.00	131,030	0.00	0.00	131,030.00	0.00%
	TOTAL EXPENDITURES	7,092,040	3,815,697.40	4,378,528	1,877,113.92	38,700.38	2,462,713.70	42.87%

City of Palatka

GOLF COURSE REVENUES  
BUDGET SUMMARY  
50.00 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 BUDGET	2012 REV YTD	2013 BUDGET	YTD REVENUES	UNCOLLECTED	PERCENT COLLECTED
	TOTAL OPERATING REVENUES	752,564	326,007.55	661,225	374,996.32	286,228.68	56.71%
	TOTAL OTHER REVENUES	0	1,093.46	3,500	4,064.72	-564.72	116.13%
	TOTAL TRANSFERS IN	0	0.00	181,890	90,945.00	90,945.00	50.00%
	TOTAL CASH BALANCE FORWARD	-968,821	0.00	-1,413,684	0.00	-1,413,684.00	0.00%
	TOTAL REVENUES	-216,257	327,101.01	-567,069	470,006.04	-1,037,075.04	-82.88%

City of Palatka

GOLF COURSE EXPENDITURES  
BUDGET SUMMARY  
50.00 % 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	1,450.16	4,450	2,128.84	0.00	2,321.16	47.84%
	TOTAL OPERATING EXPENSES-MAINT	230,384	110,406.98	243,364	137,513.28	4,367.36	101,483.36	58.30%
	TOTAL CAPITAL EXPENSES-MAINTEN	8,500	0.00	18,150	15,687.32	0.00	2,462.68	86.43%
	TOTAL PERSONNEL-CLUB HOUSE	22,000	8,454.78	25,800	10,848.47	0.00	14,951.53	42.05%
	TOTAL OPERATING-CLUB HOUSE	450,790	294,852.52	503,139	262,510.18	22,157.97	218,470.85	56.58%
	TOTAL CAPITAL-CLUB HOUSE	0	0.00	0	0.00	0.00	0.00	0.00%
	TOTAL DEBT SERVICE	181,890	48,513.49	181,890	45,490.97	0.00	136,399.03	25.01%
	TOTAL TRANSFERS, CONTINGENCIES & RESERVES	0	0.00	-1,543,862	0.00	0.00	-1,543,862.00	0.00%
	TOTAL EXPENDITURES	902,564	463,677.93	-567,069	474,179.06	26,525.33	-1,067,773.39	-88.30%

City of Palatka

SANITATION FUND REVENUES  
 BUDGET SUMMARY  
 50.00 % 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	771,285.99	1,539,656	768,766.34	770,889.66	49.93%
	TOTAL OTHER REVENUES	8,902	8,901.95	0	21.42	-21.42	0.00%
	TOTAL CASH BALANCE FORWARD	0	0.00	6,495	0.00	6,495.00	0.00%
	TOTAL REVENUES	1,558,624	780,187.94	1,546,151	768,787.76	777,363.24	49.72%

City of Palatka

SANITATION FUND EXPENDITURES  
 BUDGET SUMMARY  
 50.00 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 BUDGET	2012 EXP YTD	2013 BUDGET	YTD EXPENDITURES	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT EXPENDED
	TOTAL PERSONNEL SERVICES-MAINT	192,283	73,642.37	162,056	65,661.62	0.00	96,394.38	40.52%
	TOTAL OPERATING EXPENSES-MAINT	8,770	5,384.23	7,973	4,249.84	63.66	3,659.50	53.30%
	TOTAL CAPITAL EXPENSES-MAINT	0	0.00	0	0.00	0.00	0.00	0.00%
	TOTAL PERSONNEL-SANITATION	538,257	285,108.82	576,531	291,509.61	0.00	285,021.39	50.56%
	TOTAL OPERATING-SANITATION	545,988	281,487.87	566,965	267,379.57	14,114.63	285,470.80	47.16%
	TOTAL CAPITAL-SANITATION	0	0.00	0	0.00	0.00	0.00	0.00%
	TOTAL DEBT SERVICE	124,547	62,047.20	13,040	13,038.97	0.00	1.03	99.99%
	TOTAL TRANSFERS OUT	95,000	47,500.00	95,000	47,500.01	0.00	47,499.99	50.00%
	TOTAL CONTINGENCIES & RESERVES	0	0.00	124,586	0.00	0.00	124,586.00	0.00%
	TOTAL EXPENDITURES	1,504,845	755,170.49	1,546,151	689,339.62	14,178.29	842,633.09	44.58%

City of Palatka

CDBG REVENUES  
BUDGET SUMMARY  
50.00 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2012 BUDGET	2012 REV YTD	2013 BUDGET	CURRENT YTD REVENUES	UNCOLLECTED	PERCENT COLLECTED
	TOTAL GRANTS	560,903	151,666.05	7,000	7,000.07	-7,000.07	100.00%
	TOTAL OTHER REVENUES	5,113	4.97	2,134	2,123.17	10.83	99.49%
	TOTAL CASH BALANCE FORWARD	33,546	0.00	45,314	0.00	35,980.00	0.00%
	TOTAL REVENUES	599,562	151,671.02	54,448	9,123.24	28,990.76	16.76%

City of Palatka

CDBG EXPENDITURES  
BUDGET SUMMARY  
50.00 % 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	16,334	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	54,448	0.00	0.00	38,114.00	0.00%

*Agenda  
Item*

5



AGENDA ITEM

SUBJECT: Presentation and acceptance of FY 2011-12 Audit and Comprehensive Annual Financial Report (CAFR)

DEPARTMENT: Finance

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

SUMMARY: The audit has been completed for FY2011-2012 and the Comprehensive Annual Financial Report (CAFR) has been compiled. Tina Robinson and John Rowe from our audit firm Carr, Riggs & Ingram will be presenting the CAFR to the City Commission. You will receive a separate booklet containing these documents. A complete copy is on file in the Finance Director's office and can be viewed and downloaded from the City's website.

RECOMMENDED ACTION: Accept City of Palatka FY 2011-12 Audit and CAFR

DEPARTMENT HEAD

Submitted: Matt Reynolds [Signature] Date: 04-10-13
Requested Agenda: Regular Date: 04-25-13

FINANCE DEPARTMENT Budgeted [ ] Yes [ ] No [X] N/A [Signature] Date: 04-10-13

CITY ATTORNEY Approved as to Form and Correctness Date: \_\_\_\_\_

CITY MANAGER Approved Agenda Item For: [Signature] Date: 4/17/13

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

*Agenda  
Item*

6



AGENDA ITEM

SUBJECT: A Bicycle Plan for Palatka – Presentation by Linda Crider

DEPARTMENT: City Hall

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

SUMMARY: What makes a community "Bicycle Friendly"? The National League of American Bicyclists has a criteria-based ranking system that lists things that make a community safe and attractive to bicyclists, whether local cyclists or tourists visiting the area. While Palatka and Putnam County are well on their way as a "Hub" location for a number of multiuse trails coming in and out of our City and across the St. Johns River, there are many more things we can be doing. This presentation will give a brief description of these, including the potential to adopt a Bicycle Facilities "System Plan" of existing roads connecting neighborhoods to schools, parks, points of interest and the larger trail system. This would entail striping wide roads for 4' bike lanes, striping or adding paved shoulders, enhancing sidewalks near schools, and adding where feasible, multiuse trails to connect to other trails (Moody, W. St. Johns), and using "sharrows" and "share the road" signs where motor vehicles and bicycles must share the same space.

Other "non-infrastructure" programs will be presented including bike education programs in the schools, Bike Patrol training involving youth, BIKE FLORIDA bid for 2014, CSO and trails working group initiatives for "Closing the Gaps," an effort by the Florida Greenways and Trails Foundation (who are meeting here in June).

RECOMMENDED ACTION: No staff recommendation – see attached request. Staff suggests this item be held for future consideration and insertion into the Capital Improvement Plan.

DEPARTMENT HEAD Submitted: Jonathan Griffith for L. Crider Date: 04-01-13
Requested Agenda: Regular – discussion Date: 04-25-13
FINANCE DEPARTMENT Budgeted [ ] Yes [ ] No [X] N/A Date: 4/18/13
CITY ATTORNEY Approved as to Form and Correctness Date:
CITY MANAGER Approved Agenda Item For: Date: 4/18/13

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

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.

## REQUEST TO BE PLACED ON CITY COMMISSION AGENDA

**NOTE:** Regular City Commission meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of the month at 6:00 p.m. If you wish to appear on the Palatka City Commission meeting agenda, you should submit this request form, together with any attachments or backup material that would help the Commission to better consider your request, to the City Clerk's office either in person, by mail (201 N. 2<sup>nd</sup> Street, Palatka 32177), fax (386-329-0199) or e-mail (bdriggers@palatka-fl.gov). Please note that without adequate supporting documentation or information, the Commission may not be in a position to take any action on your request.

Meeting agendas close at 10:00 a.m. on the Friday two weeks prior to the next regularly scheduled Thursday City Commission meeting. Please verify the closing date for agenda items with the Clerk's office, as meeting dates are subject to change. Staff will make every attempt to accommodate a request for a specific agenda date, but all requests will be handled on a case-by-case basis and may be assigned to a commission meeting to be held at a future date. *If your request can typically be handled by a City department or staff member, you will be referred to the appropriate department or staff member.*

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

Linda B. Crider

Address: 116 Kirkland St e-mail: lbcriders@aol.com

Daytime Phone 352-359-0623 Other ph. Fax

Requested meeting date: 4/25/13 Meeting date assigned: (For Clerk's Office Use Only)

Request for Commission Action; OR  Presentation Only; no action required

Subject Matter you wish to address: Bicycle Facilities System Plan and Creating a "Bicycle Friendly Community"

(attach additional sheet if necessary)

Commission Action Requested, if any: directive to staff (public works / planning) if needed

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

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

201 N. 2ND STREET • PALATKA, FLORIDA 32177

PHONE: (386) 329-0100

www.palatka-fl.gov

FAX: (386) 329-0106

## Betsy Driggers

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**From:** Jonathan Griffith  
**Sent:** Wednesday, April 10, 2013 8:14 AM  
**To:** Michael J. Czymbor; Betsy Driggers; Peggy Campbell  
**Subject:** FW: Does thursday May 2nd 7-8:30pm work for public presentation on BFC  
**Attachments:** announcement BFC presentations.docx

FYI

Jonathan C. Griffith

### City of Palatka

201 North Second Street  
Palatka, FL 32177  
Phone: 386 329 0103 ext 325

[www.palatka-fl.gov](http://www.palatka-fl.gov)



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**From:** LBCrider [<mailto:lbcriders@aol.com>]  
**Sent:** Tuesday, April 09, 2013 10:19 AM  
**To:** [SCarr304@aol.com](mailto:SCarr304@aol.com); [don.jacobovitz@putnam-fl.com](mailto:don.jacobovitz@putnam-fl.com); [putnambicycles@aol.com](mailto:putnambicycles@aol.com); Jonathan Griffith; [bob.stevens@putnam-fl.com](mailto:bob.stevens@putnam-fl.com); [kmclane@sjrwmd.com](mailto:kmclane@sjrwmd.com); [chip.laibl@putnam-fl.com](mailto:chip.laibl@putnam-fl.com)  
**Cc:** [gaveanastasia@gmail.com](mailto:gaveanastasia@gmail.com); Charles Rudd; [mpolicastro@wildwoodconsulting.net](mailto:mpolicastro@wildwoodconsulting.net)  
**Subject:** Does thursday May 2nd 7-8:30pm work for public presentation on BFC

I know how terribly busy springtime gets but I am hoping there are not major conflicts to this date in early May to put on a public workshop/presentation on "making our community Bicycle Friendly" and the adoption of a bicycle facilities system plan to begin striping bike lanes etc.

Sam, Don J. Don & Dana, Jonathon, Bob, Kraig, Chip, Gaye, Charles - I am hoping for your support on this to be able to come #1, and #2 help get the word out. Bob secured the Senior Center on Westover (good central location with plenty of parking) as the venue as we had done with Sam's "Bartram Presentation". The Blueways and Trails CSO is sponsoring it but both City and County commissions will have had a sneak preview so they will already be prepared. This will primarily be for getting information out to the public and getting input as well.

I have put together a 10-15 minute powerpoint on what we have accomplished to date but what we still need to do in all five areas (criteria from the League of American Bicyclists) that include: engineering, education, encouragement, enforcement, and evaluation. I will have maps of our 16 bicycle routes and the "system plan facilities map" along with a maps that people can help identify locally preferred routes to get from their homes to the places they want to go. We will also discuss the trails status and both the "gaps" still needing to be filled, but also linkages to main connectors.

Please let me know if this date seems to have any conflicts and also if you can

plan to be there.....and bring a friend.:)  
(i know the mug race is that friday but not sure if any other conflicts).

see draft announcement attached.  
just send me a yes, can make it or No. conflicts....  
thanks for your help and support.

Linda

## A Bicycle Facilities System Plan for Palatka and Putnam County

What makes a community “Bicycle Friendly”? The National League of American Bicyclists has a criteria-based ranking system that lists things that make a community safe and attractive to bicyclists, whether local pedalers or tourists visiting the area. While Palatka and Putnam County are well on their way as a “Hub” location for a number of multiuse trails coming in and out of our City and across the St. Johns River, there are many more things we can be doing. A series of presentations will be given in April on “Bicycle Friendly Communities” and will include a Bicycle Facilities “System Plan” of existing roads connecting neighborhoods to schools, parks, points of interest and the larger trail system. This would entail striping wide roads for 4’ bike lanes, striping or adding paved shoulders, enhancing sidewalks near schools, and adding where feasible, multiuse trails to connect to other trails (Moody, W. St. Johns), and using “sharrows” and “share the road” signs where motor vehicles & bicycles must share the same space.

Other “non-infrastructure” programs will be discussed including bike education programs in the schools, Bike Patrol training involving youth, BIKE FLORIDA bid for 2014, CSO and trails working group initiatives for “Closing the Gaps,” an effort by the Florida Greenways and Trails Foundation (who are meeting here in June).

**The Putnam Blueways and Trails CSO are sponsoring an hour-long public presentation/workshop on “What makes a Bicycle Friendly Community” on May 2, 2013 at the Senior Center on Westover Rd. Palatka, Fla.**

All are welcome. Presentations are also being made to the City Council, BOCC, CTST, and Trails Working Group in April. Contact Linda Crider at [lbcrider@aol.com](mailto:lbcrider@aol.com) or (352) 359-0623 for more information.

**“Bicycle Friendly Community” Workshop and presentation of Bicycle System Plan for Palatka and Putnam County,  
April 30, 2013 7-9 pm Senior Center, Palatka**

A draft plan & map of proposed bicycle facilities for a "System Plan" for Palatka and Putnam County will be presented during this workshop, along with education program and community involvement ideas. It will consist of :

**Infrastructure improvements** on existing roadways to create a “network” connecting downtown, neighborhoods, schools and parks to the trail system:

- 1- Striping plan for 4 ft. bike lanes on roads presently wide enough to add;
- 2 - Use of on-road painted "sharrows" and “share the Road” signs where insufficient ROW for lanes but important connector routes,
- 3- A plan for adding paved shoulders and widenend sidewalks on city and county roads with ROW but not existing road pavement width
- 4- Capitol improvements items for additional trails and/or road widening (or narrowing ie."Road Diet" on Palm Ave.) to connect to present trail system. This would include trail sections for “Closing the gaps” plans and submitted to State Parks (OGT) and G&T foundation.

**Non-infrastructure Programs and initiatives:**

(education, training, encouragement, enforcement, tourism, events, support organizations)

- 1- Continue support for Putnam Blueways and trails CSO for volunteer work with trails, maintenance, events, through partnership with Putnam County Parks and Recreation Dept. staff;
- 2- Continue support for Putnam County Trails Council and working group as Staff and volunteer committee to oversee trails development
- 3- Finalize and print with TDC or Chamber of Commerce marketing funds brochure/map for 16 bicycle routes (& cue sheets with points of interest, mileage, rest areas, emergency info etc.) for residents and visitors;
- 4- Conduct Palatka Bicycle Festival annually with partnership of Palatka Main Street,Inc., Putnam Blueways and Trails CSO, and Chamber of Commerce; Pursue hosting 2014 Spring BIKE FLORIDA event in Putnam County as part of festival;
- 5- Pursue Putnam’s Bartrams Trails by marketing “Bartram Century Bike Ride” to bicycling organizations nationally;

- 6- Work with CSO, Putnam County Schools, Palatka Police Dept. and Putnam County Sheriff's office "Explorers" to conduct Bike Patrol and Jr. Bike Patrol safety education training and certification;
- 7- Encourage Public Works Staff and contracted consultants to attend State and National bicycle and pedestrian facility workshops and webinars;
- 8- Begin application to League of American Bicyclists for "Bicycle Friendly Community" designation
- 9- Provide "in-service" training to PPD and Sheriff's office on current laws relating to bicyclists and motorists safe sharing of the road;
- 10- Encourage CTST (community traffic safety team) to continue addressing safety issues relating to bicyclists & pedestrians, "Safe ways to schools" initiatives, Highways safety grants for bicycle & pedestrian safety programs, etc.

#### **Action Plan for workshop and approval of System Plan:**

- 1- Research on ROW and existing facilities/programs (Wildwood Consulting and Linda Crider) to develop draft plan
- 2- Meet with City & County Public Works & planning Staff members (Brian, Don, Angelo, Robert, Jonathon, Thad, Ed, and Mike) to edit
- 3- Bring to Trails working group for comments and suggestions
- 4- Bring to City & County Commissioners transportation workshops
- 5- Present to public (including Putnam Blueways & trails CSO, Trails working group, and public officials to discuss proposed System Plan and other initiatives to become a more "bicycle friendly community."

#### **Timeline**

Feb./March- draft recommendations for System Plan

March- meet with City & County staff to discuss

March & April- revise, and publicize workshop to public

April 30- Host "Bicycle Friendly Community" workshop to present to public & organizations

April/May- take before City & County Commissions for adoption

## Data for Projected System of Bicycle Facilities

Street Name	Jurisdiction	ROW	ADT	Type of Road	Sidewalks; quality	Condition	Proposed facilities	
River Street	County	60' Reid to Laurel, 50' Laurel to 12th, 40' 12th to 15th	2,334 (Mosely to Laurel)	2 lane; no median		present bike lanes striped from 3rd to Morris,	60' - on-street parking, connect via memorial dr.	add 4' bike lanes on both sides Morris to 13th, road narrows, add sharrows & share the road signs
Palm Avenue	county	80' Crill to St.Rd.100, 60' Crill to Blair	10,423 St.Johns to Crill, 5,173 south of Crill	2 lane south of Crill; 4 lane north of Crill; no median		superwide road; insufficient ADT for 4 lane; safer as 3 lane	"road diet" with 3 lanes median turn lanes	add 5 ft. bike lanes north side, paved shoulders south of crill
Husson Avenue	County, south of Crill Ave	varies 50' to 70' throughout corridor with school turn in lanes Prosper to Campbell (70 ft)	2,266 (Silver Lake to Edgemoor)	2 lane; no median		superwide plus on street parking at schools;	superwide; stripe for 5' bike lanes	at school 3'shoulders with stripes next to parking lane
Moseley Avenue	City	60" Twill to Mosely, 50' Mosely to Prospect, 40' Prospect to Crill, 40-45' Crill to St. Johnes, 50' Twigg to Golf course 50' at bend	1,690 (Silver Lake to Edgemoor)	2 lane; no median	sidewalk, curb & gutter on east side	narrow but connecting Middle School and Elem school so important facilities	sharrows on road where too narrow for bike lanes	4' bike lanes Prosper to Golf course & Edgemoor, sharrows near school to St. Johns Ave.

## Data for Projected System of Bicycle Facilities

Street Name	Jurisdiction	ROW	ADT	Type of Road	Sidewalks; quality	Condition	Proposed facilities	
Silver Lake Drive	County, SR 19 to Moseley Rd	("Prescriptive"RO W Moody to S.Palm, 50' S.Palm to 3004, 66' 3004 to Husson,66' Husson to Moseley	3,986 (Moody to CR 311)	2 lane; no median		narrow but major s.w. connector road for cyclists	add paved shoulders & resurfacing where no compromise to street trees	stripe for paved shoulders and put "share the road" signs
Main Street	City	36' pavement width 1st to 2nd street, 40'+ 2nd to 11th		2 lane; no median		being currently resurfaced for Lake Butler to Palatka Trail, connecting to bridge	Trail EB & WB	6' with 2' diagonal striped separator
St. Johns Avenue	County, west of 19th St	66' Zeagler to 6201 St.Johns, 100 ft. 6201 to Holden Rd., 80 ft. Holden Rd to S.Palm, 60-40 ft. S.Palm to downtown	11,398 (SR 19 to SR 20); 11,454 (Moseley to Palm); 7,916 (SR 20 to Moseley)	2 lane east of Palm, no median; 4 lane Palm to SR 19, turn lane; 2 lane west of SR 19, no median		Important connector e/w from college to downtown and schools across 19	Narrow lanes to 11', stripe for 3-4 ft. shoulders	bike lanes where should width available, 7 ft. bikelane for outside downtown parking lanes, signs
Moody Road	City	100' St.Johns ave to St.Rd.100, 70' St.Johns ave to St.Rd.20, 55'-60' St.Rd. 20 to Peniel, 45' Peniel to SilverLake	4,488 (S. of SR 100); 4,692 (N. of SR 20)	2 lane; no median		Important n/s connector from silver Lake to St. rd.100 via college,connecting to St.Rd.20, Stl Johns Ave.	Trail connection along east side from St.Johns Ave. to St.Rd 100 and across to trail	add 4' bike lanes St. Johns ave to St.Rd.19, add paved shoulders 19 to silverLake
1st Street	City			2 lane; no median				
2nd Street	City			2 lane; no median				
3rd Street	City			2 lane; no median				
4th Street	City			2 lane; no median				
5th Street	City			2 lane; no median				

## Data for Projected System of Bicycle Facilities

Street Name	Jurisdiction	ROW	ADT	Type of Road	Sidewalks; quality	Condition	Proposed facilities
6th Street	City			2 lane; no median			
7th Street	City			2 lane; no median			
8th Street	City			2 lane; no median			
9th Street	City			2 lane; no median			
10th Street	City			2 lane; no median			
11st Street	City			2 lane; no median			connects to trail at Main St., add bikelanes to connect to Main St.trail
Laurel St	city	60' River St to 17th					add striping for 4' bike lanes
Mellon to Palm	city	60' St Johns to Elmwood			sidewalk east side, schools		improve sidewalks, sharrows/bike lanes
309 trail		S to Kelley Smith					connect to St.Johns Ave at Francis Pk Connect to St.Johns Ave. via Francis Park and extend south to Kelley Smith Elem School
Twigg	city	60' 15th to Ridge		(cleveland 1-way)			important connection River St. To W.Palatka route- add bike lanes with directional arrows

## Data for Projected System of Bicycle Facilities

Street Name	Jurisdiction	ROW	ADT	Type of Road	Sidewalks; quality	Condition	Proposed facilities
San Mateo	County	"Prescriptive ROW" or 66' to 100' along corridor					important East connection to St.JohnsRiver-to-Sea loop and East Palatka bike route to Dunn's Creek St. Park
Phillips Dairy Rd.	County	varies 40'			no sidewalk, swales		potential alternative route for Lake Butler to Palatka urban trail, potential to add "sidepath" on one side to connect
Strickland Rd.	city interlachen				narrow, no sidewalk		adjoins Elementary School, "share the road" signage for Century route
C.R. 315	County				sidepath Strickland to SR 20		S. of Strickland add "Share to Road" signage, maintain & widen shoulders
Crossing SR 100 from trail to CR 309C	from trail to CR309C				no safe crossing		important safety feature to connect trails

## Data for Projected System of Bicycle Facilities

Street Name	Jurisdiction	ROW	ADT	Type of Road	Sidewalks; quality	Condition	Proposed facilities
McCormick Rd.	County	40' ??					important connecting rd. East Palatka frm Trail to SJR2C
Cannon Rd.	County	dirt road McCormick to Old San Mateo				add bikelanes to Cannon	connection to Old San Mateo and E.Palatka bike route suggest paving road (.5 mile?)
CR 309 from US 17 to Georgetown Rd.		??		2-lane rural rd.			paved shoulders, "share to Road" signs, E.Palatka bike route to Welaka & St.JohnsRiver-to-Sea
SR 100 in San Mateo							signage "Share the Road" and road markings for connection for Dunn's Creek & SJR2C bike routes
Zeagler Dr.	County	??			no sidewalks n of hospital		bikelanes, sidewalks added, hospital and bike route connection
Horseman club Rd	County	?30-40'?	local traffic		no sidewalks, rural		bike route SilverLake to SR 20, shoulders, share the road signs

## PRELIMINARY COST ESTIMATES FOR BICYCLE FACILITIES PLAN

Per FDOT LRE March 2013 price update, generic costs per mile for:

a. two directional 12 ft. wide multiuse path, construction cost =	\$231,278/mile
b. Rails-to-trails rural projects, 12'wide, construction costs=	\$210,966/mile
c. Cost per mile bike lane striping & symbols	\$ 2,500/mile
d. Cost per mile 2 lane road resurfacing	\$195,500/mile
e. Cost per mile adding paved shoulders & stripe	\$110,400/mile
f. Cost for sign and installation "Share the Road" signs	255 each

**Prioritization** for funding facilities will consider plan timelines/opportunities For striping, resurfacing, new pavement projects, projects adjacent to new Projects (public works OR private enterprises). It will also consider:

- Safety
- Connectivity
- Usage (present & projected)
- Cost effectiveness

DRAFT Cost estimates for Bicycle Facilities Plan spreadsheet (April, 2013)

River Street – bikelane striping, signs, sharrows	\$ 4,320
Palm Ave. – "Road diet" to 3 lanes with medians, bikelanes,	TBD
Husson Ave.- bikelane striping, signs,	\$ 6,160
Moseley Ave.- bikelanes, "sharrows" & signs (where narrow)	\$7,910
Silver Lake Dr.- resurfacing, paved shoulders, signs	\$1,203,720
St. Johns Ave. (county Park complex to S.R. 19) multiuse path Bikelanes striping, signage, (city estimate)	\$592,600
Moody Rd. (St. Johns Ave. north to SR100- multiuse trail)	\$254,000
Sidewalk on west. Side –Crill to SR 19(Walmart)	\$ 119,000
4' bike lanes St. Johns to 19,	\$5,000
paved shoulders SR 19 to SilverLake Dr.	\$202,500
Laurel St.- Bikelane striping (4' both sides)	\$1,025
Twigg Bike Route signs, bikelanes with arrows	\$1,700
Mellon- improved sidewalks, crossings, bikelanes	\$7,500
309 Trail S.- Francis Pk to Kelley Smith School, continue pathway	\$231,966
309 Trail N.- Crossing SR 100 to connect to L. Butler –St. Aug trail *put into phase completion Roberts Lane to SJRWMD	(\$ 99,150 )*
San Mateo (connection for SJR2C loop) share the road signs	\$ 18,870
Phillips Dairy Rd.- 12' trail one side connecting to St. Rd 100 (trail)	\$112,870
Strickland Rd.- (Interlachen) Bartram Century route – STR signs	\$ 2,290
C.R. 315 (Interlachen) " " " "	\$ 4,080

McCormick Rd.- 5'sidewalks both sides (PutnamCtyBlvd.to Cannon)	\$ 88,320
Cannon Rd. (Connection SJR2C loop) pave McCormick to Old San Mateo	\$ 152,400
CR309 (US17 to Georgetown Rd) paved shoulders, striping, signage	TBD
SR 100 – (in San Mateo) midblock crossing, “Share the Road” signs	(State FDOT)
Zeigler Dr.- (hospital) – bikelanes, sidewalks (both sides)	\$ 132,480
Horseman Club Road – Bike route connection, signage, paved shoulders	\$ 353,280

Additional facilities being proposed:

Melrose – connection along SR 21 south to SR 20 at 20A (State)  
 Crescent City – connections for SJR2C loop as identified  
 W.Putnam – “old Gainesville/Palatka” road (alternative route to SR20 & Bartram  
 Century Route, connecting in Hawthorne to Gainesville/Hawthorne Trail  
 Other:

Memorial Dr. (Riverfront Park Trailhead) connecting boardwalk to Laurel by pathway along road (or on road bikelanes)	\$3,000
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# *Agenda Item*

**7**



AGENDA ITEM

SUBJECT: A Resolution of the City of Palatka, Florida, awarding the bid for the purchase of vehicles for the Police Department to Beck Automotive Group in the amount of \$295,876.00, and to Ontario Leasing, a single-source vendor, in the amount of \$16,000.00, and amending the FY 2012-13 General Fund Budget accordingly.

DEPARTMENT: Police

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

SUMMARY: PPD issued an RFP for police vehicles 1/17/13. After reviewing responses received, the PPD requests the Commission award the vehicle RFP to Beck Automotive Group for the purchase of 10 vehicles, and to Ontario Leasing for the purchase of two vehicles currently under lease, which expires August, 2013. The bids were compared to State contract pricing and to ensure competitive pricing on behalf of the City. A resolution is attached that will authorize the expenditure and amend the budget accordingly. A USDA grant will provide partial funding for the purchase of two of these vehicles.

The recommendation of award is as follows:

- 1) Award bid to Beck Automotive Group to purchase 10 vehicles – total award \$295,876.00
2) Award bid to Ontario Leasing, a single source provide, to purchase two vehicles currently under lease – total award \$16,000.00

A breakdown of these amounts and vehicles is listed in my memorandum following this summary.

RECOMMENDED ACTION: Adopt Resolution No. 2013-9- 107 awarding the bid for Police Department Vehicles to Beck Automotive in the amount of \$295,876.00, and Ontario Leasing in the amount of \$16,000.00, and amending the FY 2012-2013 General Fund Budget accordingly.

DEPARTMENT HEAD Submitted: Gary Getchell Date: 04/11/13
Requested Agenda: Date: 04/25/13
FINANCE DEPARTMENT Budgeted [x] Yes [ ] No N/A Date: 4/16/13
CITY ATTORNEY Approved as to Form and Correctness Date:
CITY MANAGER Approved Agenda Item For: Date: 4/17/13

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. 2013-9-107**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,  
AWARDING THE BID FOR THE PURCHASE OF POLICE  
DEPARTMENT VEHICLES TO BECK AUTOMOTIVE GROUP  
AND ONTARIO LEASING, A SOLE SOURCE PROVIDER, AND TO  
AMEND THE FY 2012-13 GENERAL FUND BUDGET  
ACCORDINGLY**

**WHEREAS**, on January 17, 2013 the Palatka Police Department issued an invitation to submit proposals for the purchase or lease of vehicles for the Palatka Police Department; and

**WHEREAS**, upon review and comparison of the proposals received; it has been determined that Beck Automotive Group and Ontario Leasing have submitted the most responsive proposals for the vehicles; and

**WHEREAS**, the Palatka City Commission deems it reasonable to award a portion of the bid to Beck Automotive Group in the amount of \$295,876 for the purchase of ten (10) new vehicles, with \$33,500 of said purchase being funded through a USDA grant and the remainder being funded through the General Fund, and to Ontario Leasing, a sole-source provider, in the amount of \$16,000 for the purchase of two currently leased vehicles, said purchase to be funded through the General Fund; and

**WHEREAS**, the City Commission therefore finds it necessary to amend the FY 2012-13 General Fund budget accordingly in order to effectuate the purchase of said vehicles.

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

**Section 1:** That the City of Palatka hereby awards the bids for Police Department vehicles in accordance with that certain RFP dated January 17, 2013 to the following proposers:

a. Beck Automotive Group for the purchase of the following vehicles:

Three (3) 2013 Dodge Chargers for a total of	\$104,473	
Four (4) 2013 Dodge Avengers for a total of	74,352	
Three (3) 2013 Dodge Durangos for a total of	<u>117,051</u>	
Total to Beck Automotive Group:		\$295,876.00

b. Ontario Leasing for the purchase of two (2) vehicles currently under lease (sole source provider):

2008 Dodge 2500 Truck (Animal Control)	\$ 8,800	
2008 Dodge Durango (Code Enforcement)	<u>7,200</u>	
Total to Ontario Leasing:		\$ 16,000.00

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





# MEMORANDUM

**TO:** CITY COMMISSIONERS

**FROM:** GARY GETCHELL, CHIEF OF POLICE 

**SUBJECT:** 2013 VEHICLE RFP RECOMMENDATION

**DATE:** 4/11/2013

**CC** CITY MGR. MICHAEL J. CZYMBOR, CITY CLERK BETSY DRIGGERS, CITY ATTORNEY DON HOJMES, FILE

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## Background

Currently the Police Department has ten (10), 2008 model vehicles under lease which will expire in August 2013. The Police Department sent a request for proposal (RFP) for the purchase of 12 vehicles to Beck Automotive Group, Mears Leasing and Garber Auto Mall on January 17, 2013 with a response deadline of March 7, 2013.

Beck Automotive Group was the only company that provided a proposal. A comparison of bid price to State Contract pricing was conducted to ensure competitive pricing on behalf of the City. The proposal process rendered only one (1) of the vehicles needed for purchase. The vehicle selected for purchase from the Beck Automotive Group proposal was a 2013 police package Dodge Charger with a V6 motor.

Due to a lack of completeness in the participation of the proposal process, quotes were obtained from Beck Automotive Group on 2013 model Nissan Altima, Dodge Charger, Dodge Avenger, and a Chevy 2500 Cargo Van with compressed natural gas (CNG) alternative fuel capability. Beck Automotive Group was able to meet or exceed State of Florida contract pricing on police package Dodge Chargers, Dodge Durangos, Nissan Altimas and Dodge Avengers. Based on the quotes provided by Beck Automotive Group, it was determined four (4) 2013 Dodge Avengers, two (2) additional 2013 police package Dodge Chargers and three (3) 2013 Dodge Durangos would be obtained as part of the replacement of the 2008 vehicles.

To reduce cost, it was determined two (2) vehicles currently under lease through Ontario Leasing should be purchased. The vehicles are a 2008 model Dodge Durango and a 2008 model Dodge 2500 ¾ ton Ram truck. Both vehicles are in good condition, have low mileage and require minimal maintenance. In 2013 the Code Enforcement Officer was transferred from the Building Department to the Police Department; however, the officers' vehicle did not transfer with the position. The Durango will be used as a Code Enforcement vehicle. The 2500 ¾ ton Dodge Ram truck will continue to be used as the Animal Control Unit vehicle. It is specially outfitted with equipment needed to handle animals.

The Police Department has applied for the USDA Rural Development Grant. The funds will be utilized to purchase two of the vehicles assigned to the Traffic Unit. The City will receive up to

\$40,900 from the grant. The City will be required to provide funding up to \$33,500 for the purchase of these vehicles. The USDA grant requires the City to purchase the vehicles rather than lease them.

**Recommendations**

Staff recommends the City purchase the vehicles from the following vendors:

**Proposal Award – Beck Automotive Group (Appendix – 1)**

- (1) 2013 Marked Dodge Charger V6 police package – \$34,596 – USDA Grant Supported
- Total From Proposal Award: \$34,146**

**Negotiated Price Purchase – Beck Automotive Group (Appendix – 2)**

- (1) 2013 Dodge Charger V6 police package Marked Supervisor - \$34,146
  - (4) 2013 Dodge Avenger – \$74,352
  - (2) 2013 Dodge Durango V6 police package – \$78,034
  - (1) 2013 Dodge Durango V6 police package – \$39,017 – USDA Grant Supported.
  - (1) 2013 Dodge Charger V6 police package K-9 - \$36,181
- Total from Beck: \$261,730**

**Outright purchase of two (2) vehicles currently in the fleet and under lease (appendix – 2)**

- (1) 2008 Dodge 2500 Truck (Animal Control vehicle) \$8,800
  - (1) 2008 Dodge Durango (to be used for Code Enforcement) \$7,200
- Total from Leasing Company: \$16,000**

**Total purchase cost: \$311,876**

The Police Department makes the recommendation to purchase Dodge Avengers for deployment as Detective/Administrative vehicles with reservations. Currently, the Detectives drive 2008 Dodge Chargers which are considered a large mid size sedan with a passenger volume of 104 cubic feet and 16.2 cubic feet of cargo space. Although the Dodge Avenger is considered a mid size sedan, it is significantly smaller than the Dodge Charger or the Nissan Altima. The Avenger has 100.2 cubic feet of passenger space and 13.5 cubic feet of cargo room. A larger passenger compartment and cargo space is preferred based on personnel transport and emergency equipment carried in the vehicle to include but not limited to weapons, first aid kits, crime scene processing equipment and SWAT Team gear. The Avenger also has a much smaller engine which adds to the reservation for concern of future maintenance issues due to the demand often put on police vehicles.

The Police Department recommends the City purchase the vehicles through a 60 month term from Prosperity Bank, (see appendix – 3). The interest rate given at the time of this report for a 60 month purchase was 2.09%. The interest rate could not be locked in or guaranteed for the time of purchase.

The FY 2012/2013 budget includes \$50,712 for the 2008 model vehicles. Financing the new vehicles for 60 months will cause an annual increase of \$3,968.62.

**Palatka Police Dpartment  
2013 Vehicle Recommendation**

VEHICLE	VENDOR	COST	POLICE EQUIP	GRAPHICS	ITEM COST	QTY	TOTAL COST
* <b>Marked Patrol Car</b> 2013 Dodge Charger V6	Beck Auto Group	\$34,596.00	\$0.00	-\$450.00	\$34,146.00	1	\$34,146.00
* <b>Administrative Vehicle</b> 2013 Dodge Avenger 2.4 Lt. 173 HP.	Beck Auto Group	\$15,913	\$2,675.00	\$0.00	\$18,588.00	4	\$74,352.00
* <b>Corporal Marked</b> 2013 Dodge Charger 3.5 V6	Beck Auto Group	\$34,596.00	\$0.00	-\$450.00	\$34,146.00	1	\$34,146.00
* <b>Supervisor Unmarked</b> 2013 police package Dodge Durango	Beck Auto Group	\$39,017	\$0.00	\$0.00	\$39,017.00	3	\$117,051.00
* <b>K-9 Vehicle</b> 2013 Dodge Charger 3.5 V6	Beck Auto Group	\$36,631.00	\$0.00	-\$450.00	\$36,181.00	1	\$36,181.00
<b>Animal Control Truck</b> 2008 Dodge Ram 2500	Currently in Fleet	\$8,800	\$0.00	\$0.00	\$8,800.00	1	\$8,800.00
<b>Code Enforcement Vehicle</b> 2008 Dodge Durango	Currently in Fleet	\$7,200	\$0.00	\$0.00	\$7,200.00	1	\$7,200.00
<b>Grand Total</b>							<b>\$311,876.00</b>

**Cut off date for fleet orders is April 30, 2013.**

**Palatka Police 2013 Vehicles  
(RFP) Recommended proposal purchase / lease  
Proposal provided by Beck Auto Group  
Appendix - 1**

VEHICLE	VENDOR	COST with Equipment	QTY	Graphics	TOTAL COST
Marked Patrol Car 2013 Dodge Charger V6	Beck Auto Group	\$34,596	1	-\$450.00	\$34,146.00
<b>GRAND TOTAL</b>					<b>\$34,146.00</b>

USDA Grant to be used to assist with purchase

**Note: The marked vehicles will be stripped with the current graphics package. The cost of the current graphics package is \$400.00. the new design would have cost \$850.00 per vehicle. The -\$450.00 in the graphics line identifies the reduction in stripping cost.**

**Palatka Police 2013 Vehicles**  
**Recommended negotiated price purchase / lease**  
**Price quote provided by Beck Auto Group**  
**Appendix - 2 (Dodge Avenger)**

VEHICLE	VENDOR	COST	POLICE EQUIP	GRAPHICS	ITEM COST	QTY	TOTAL COST
<b>Administrative Vehicle</b> 2013 Dodge Avenger 2.4 Lt. 173 HP.	Beck Auto Group	\$15,913	\$2,675.00	\$0.00	\$18,588.00	4	\$74,352.00
<b>Corporal Marked</b> 2013 Dodge Charger V6	Beck Auto Group	\$34,596.00	\$0.00	-\$450.00	\$34,146.00	1	\$34,146.00
<b>Supervisor Unmarked</b> 2013 police package Dodge Durango	Beck Auto Group	\$39,017	\$0.00	\$0.00	\$39,017.00	3	\$117,051.00
<b>K-9 Vehicle</b> 2013 Dodge Charger V6	Beck Auto Group	\$36,631.00	\$0.00	-\$450.00	\$36,181.00	1	\$36,181.00
<b>Grand Total</b>							<b>\$261,730.00</b>

Note: The marked vehicles will be stripped with the current graphics package. The cost of the current graphics package is \$400.00. the new design would have cost \$850.00 per vehicle. The -\$450.00 in the graphics line identifies the reduction in stripping cost.

**Sole Source Outright Purchase**

VEHICLE	VENDOR	COST	POLICE EQUIP	GRAPHICS	ITEM COST	QTY	TOTAL COST
<b>Animal Control Truck</b> 2008 Dodge Ram 2500	Currently in Fleet	\$8,800	\$0.00	\$0.00	\$8,800.00	1	\$8,800.00
<b>Code Enforcement Vehicle</b> 2008 Dodge Durango	Currently in Fleet	\$7,200	\$0.00	\$0.00	\$7,200.00	1	\$7,200.00
<b>Grand Total</b>							<b>\$16,000.00</b>

Staff recommends the City purchase the 2008 Dodge Ram and the 2008 Dodge Durango. They are in good condition, have low millage and low maintenance requirements.

**Palatka Police Department  
2013 Vehicle Purchase  
Appendix - 3  
USDA Purchase (Outright Purchase)**

Vehicle	Vendor	cost	Total
Marked Car 2013 Dodge Charger V6	Beck Auto Group	\$34,146.00	\$34,146.00
Supervisor Vehicle 2013 Dodge Durango	Beck Auto Group	\$39,017.00	\$39,017.00
<b>Total</b>			<b>\$73,163.00</b>

**Sole Source (Outright Purchase)**

Vehicle	Vendor	cost	Total
Animal Control 2008 Dodge Ram 2500	Currently In Fleet	\$8,800.00	\$8,800.00
Code Enforcement 2008 Dodge Durango	Currently In Fleet	\$7,200.00	\$7,200.00
<b>Total</b>			<b>\$16,000.00</b>

<b>Grand total for outright purchases</b>	<b>\$89,163.00</b>
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**Finance Recommendation**

**60 Month Term Prosperity Bank (2.09% Rate)**

**Note: Interest rate could not be locked in for purchase and may vary +/-**

**Vehicles will be purchased from Beck Auto Group**

Vehicle	Vehicle Cost Each	Total Cost	Monthly Cost	Annual Cost
Admin Vehicle 2013 Avenger (4)	\$18,588.00	\$74,352.00	\$1,306.12	\$15,673.44
Corporal 2013 Charger (1)	\$34,146.00	\$34,146.00	\$599.48	\$7,193.76
Unmarked SUV 2013 Durango (2)	\$39,017.00	\$78,034.00	\$1,370.82	\$16,449.84
K-9 2013 Dodge Charger (1)	\$36,181.00	\$36,181.00	\$635.59	\$7,627.08
<b>Totals</b>		<b>\$222,713.00</b>	<b>\$3,912.01</b>	<b>\$46,944.12</b>
<b>Total for vehicles purchased and financed</b>				<b>\$222,713.00</b>

<b>Grand Total for purchases</b>	<b>\$311,876.00</b>
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**Palatka Police 2013 Vehicles  
Bank Calculations with and without a van**

**Cost with purchase of Van with CNG**

Vehicle	60 month 2.09%		Current Budget	New annual	Difference
	Month	Annual			
Admin Vehicle 2013 Avenger (4)	\$1,306.12	\$15,673.44	\$50,712.00	\$54,486.46	\$3,774.46
Corporal 2013 Charger (1)	\$599.48	\$7,193.76			
Unmakred SUV 2013 Durango (2)	\$1,370.82	\$16,449.84			
K-9 2013 Dodge Charger (1)	\$635.59	\$7,627.08			
Evidence Van 2013 Chevy 2500 CNG (1)	\$628.53	\$7,542.36			
<b>Totals</b>	<b>\$4,540.54</b>	<b>\$54,486.48</b>			

Note: Purchaing a van with CNG will require an increase of \$3,774.46 per year for the term of financing.

**Cost with purchase of Van without CNG**

Vehicle	60 month 2.09%		Current Budget	New annual	Difference
	Month	Annual			
Admin Vehicle 2013 Avenger (4)	\$1,306.12	\$15,673.44	\$50,712.00	\$51,384.58	\$672.58
Corporal 2013 Charger (1)	\$599.48	\$7,193.76			
Unmakred SUV 2013 Durango (2)	\$1,370.82	\$16,449.84			
K-9 2013 Dodge Charger (1)	\$635.59	\$7,627.08			
Evidence Van 2013 Chevy 2500 (1)	\$367.04	\$4,404.48			
<b>Totals</b>	<b>\$4,279.05</b>	<b>\$51,348.60</b>			

Note: purchasing a van with no CNG will reduce the new budget requirement by \$3,137.88. it will however require an increase of \$672.58 for the term of financing.

**Cost without purchase of van**

Vehicle	60 month 2.09%		Current Budget	New Cost	Difference
	Month	Annual			
Admin Vehicle 2013 Avenger (4)	\$1,306.12	\$15,673.44	\$50,712.00	\$46,944.12	-\$3,767.88
Corporal 2013 Charger (1)	\$599.48	\$7,193.76			
Unmakred SUV 2013 Durango (2)	\$1,370.82	\$16,449.84			
K-9 2013 Dodge Charger (1)	\$635.59	\$7,627.08			
<b>Totals</b>	<b>\$3,912.01</b>	<b>\$46,944.12</b>			

Note: not purchaing a van will reduce the current budgeted amount by \$3,767.88

## Vehicle Cost Analysis Gas Vs. CNG 2013 Vehicles

Note: CNG fuel savings is based on a five year life with 75,000 miles.

Vehicle	Cost	CNG Kit Cost	Total Cost	CNG Fuel Savings	Difference	Notes
Dodge Charger V6	\$22,359	\$8,000.00	\$30,359.00	\$8,250.00	\$250.00	Not Feasible according to Wise Gas.
Chevy Impala V6	\$19,864	\$8,000.00	\$27,864.00	\$8,250.00	\$250.00	Not Feasible according to Wise Gas.
Ford PI V6	\$22,030	No EPA Approved Kit	\$22,030.00	\$7,500.00	No EPA Approved Kit	N/A
Dodge Durango V6	\$23,684	\$12,500.00	\$36,184.00	\$9,000.00	-\$3,500.00	N/A
Nissan Altima 4C	\$18,363	\$7,500.00	\$25,863.00	\$5,250.00	-\$2,250.00	Wise Gas Kit
Ford Truck F250 V8	\$19,340.00	\$13,000.00	\$32,340.00	\$12,000.00	-\$1,000.00	Manufacture Install Kit
Chevy Cargo Van 2500	\$17,450.00	\$14,885.00	\$32,335.00	\$10,500.00	-\$4,385.00	Manufacture Install Kit
Chevy 2500 Truck	\$20,450.00	\$8,700.00	\$29,150.00	\$10,500.00	-\$1,800.00	Manufacture Install Kit

Areas outlined in red show an increase in cost not a savings. the vehicles listed in red would not see a break even point and initial savings until the 6th year of service. CNG Kits can be removed and installed on other vehicles as they come online. Approximately 90% of the CNG kit can be reused. With this in mind, vehicles that were outfitted with used CNG kits would render a savings in the second year of use. One of the most expensive parts of the CNG kit is the tank. Tanks are good for 20 years but must be inspected every three years. CNG kits are not considered to be feasible in the Dodge Charger and Chevy Impala due to the small tank size that would have to be used for CNG.

# *Agenda Item*

8



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:** Request to set Executive Session for Fire Union Contract Negotiations, per FL 447.605

**DEPARTMENT:** Admin/City Manager

**ATTACHMENTS:**  Ordinance  Resolution  Motion  
 Support Documents  Other

**SUMMARY:** The City has been in negotiations with the Palatka Fire Department reference the Union Contract Renewal; this contract expired September 30, 2012. City representatives have been meeting with Union leadership and have negotiated a proposed collective bargaining agreement, which will be discussed in the closed executive session.

A closed executive session is authorized per Florida State, 447.605, a copy of which is attached for your review. This meeting must be advertised and a court reporter must be present to take verbatim minutes of the session. You will receive a confidential document, which will contain the proposed collective bargaining agreement.

**RECOMMENDED ACTION:** Set date and time for Executive Session.

<b>DEPARTMENT HEAD</b>	Submitted: Michael J. Czymbor	Date: 04-18-13
	Requested Agenda Regular	Date: 04-25-13
<b>FINANCE DEPARTMENT</b>	Budgeted <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <i>APM</i>	Date: 4/18/13
<b>CITY ATTORNEY</b>	Approved as to Form and Correctness	Date:
<b>CITY MANAGER</b>	Approved Agenda Item For: <i>[Signature]</i>	Date: 4/18/13

**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

Florida Statute:

447.605 Public meetings and records law; exemptions and compliance.—

(1) All discussions between the chief executive officer of the public employer, or his or her representative, and the legislative body or the public employer relative to collective bargaining shall be closed and exempt from the provisions of s. 286.011.

(2) The collective bargaining negotiations between a chief executive officer, or his or her representative, and a bargaining agent shall be in compliance with the provisions of s. 286.011.

(3) All work products developed by the public employer in preparation for negotiations, and during negotiations, shall be confidential and exempt from the provisions of s. 119.07(1).

History.—s. 3, ch. 74-100; s. 23, ch. 77-343; s. 18, ch. 91-269; s. 302, ch. 96-406; s. 1075, ch. 97-103.

Select Year: 2012 

## The 2012 Florida Statutes

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[Title XIX](#)[Chapter 286](#)[View Entire Chapter](#)

PUBLIC BUSINESS PUBLIC BUSINESS: MISCELLANEOUS PROVISIONS

**286.011 Public meetings and records; public inspection; criminal and civil penalties.—**

(1) All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, including meetings with or attended by any person elected to such board or commission, but who has not yet taken office, at which official acts are to be taken are declared to be public meetings open to the public at all times, and no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting. The board or commission must provide reasonable notice of all such meetings.

(2) The minutes of a meeting of any such board or commission of any such state agency or authority shall be promptly recorded, and such records shall be open to public inspection. The circuit courts of this state shall have jurisdiction to issue injunctions to enforce the purposes of this section upon application by any citizen of this state.

(3)(a) Any public officer who violates any provision of this section is guilty of a noncriminal infraction, punishable by fine not exceeding \$500.

(b) Any person who is a member of a board or commission or of any state agency or authority of any county, municipal corporation, or political subdivision who knowingly violates the provisions of this section by attending a meeting not held in accordance with the provisions hereof is guilty of a misdemeanor of the second degree, punishable as provided in s. [775.082](#) or s. [775.083](#).

(c) Conduct which occurs outside the state which would constitute a knowing violation of this section is a misdemeanor of the second degree, punishable as provided in s. [775.082](#) or s. [775.083](#).

(4) Whenever an action has been filed against any board or commission of any state agency or authority or any agency or authority of any county, municipal corporation, or political subdivision to enforce the provisions of this section or to invalidate the actions of any such board, commission, agency, or authority, which action was taken in violation of this section, and the court determines that the defendant or defendants to such action acted in violation of this section, the court shall assess a reasonable attorney's fee against such agency, and may assess a reasonable attorney's fee against the individual filing such an action if the court finds it was filed in bad faith or was frivolous. Any fees so assessed may be assessed against the individual member or members of such board or commission; provided, that in any case where the board or commission seeks the advice of its attorney and such advice is followed, no such fees shall be assessed against the individual member or members of the board or commission. However, this subsection shall not apply to a state attorney or his or her duly authorized assistants or any officer charged with enforcing the provisions of this section.

(5) Whenever any board or commission of any state agency or authority or any agency or authority of any county, municipal corporation, or political subdivision appeals any court order which has found said board, commission, agency, or authority to have violated this section, and such order is affirmed, the

court shall assess a reasonable attorney's fee for the appeal against such board, commission, agency, or authority. Any fees so assessed may be assessed against the individual member or members of such board or commission; provided, that in any case where the board or commission seeks the advice of its attorney and such advice is followed, no such fees shall be assessed against the individual member or members of the board or commission.

(6) All persons subject to subsection (1) are prohibited from holding meetings at any facility or location which discriminates on the basis of sex, age, race, creed, color, origin, or economic status or which operates in such a manner as to unreasonably restrict public access to such a facility.

(7) Whenever any member of any board or commission of any state agency or authority or any agency or authority of any county, municipal corporation, or political subdivision is charged with a violation of this section and is subsequently acquitted, the board or commission is authorized to reimburse said member for any portion of his or her reasonable attorney's fees.

(8) Notwithstanding the provisions of subsection (1), any board or commission of any state agency or authority or any agency or authority of any county, municipal corporation, or political subdivision, and the chief administrative or executive officer of the governmental entity, may meet in private with the entity's attorney to discuss pending litigation to which the entity is presently a party before a court or administrative agency, provided that the following conditions are met:

(a) The entity's attorney shall advise the entity at a public meeting that he or she desires advice concerning the litigation.

(b) The subject matter of the meeting shall be confined to settlement negotiations or strategy sessions related to litigation expenditures.

(c) The entire session shall be recorded by a certified court reporter. The reporter shall record the times of commencement and termination of the session, all discussion and proceedings, the names of all persons present at any time, and the names of all persons speaking. No portion of the session shall be off the record. The court reporter's notes shall be fully transcribed and filed with the entity's clerk within a reasonable time after the meeting.

(d) The entity shall give reasonable public notice of the time and date of the attorney-client session and the names of persons who will be attending the session. The session shall commence at an open meeting at which the persons chairing the meeting shall announce the commencement and estimated length of the attorney-client session and the names of the persons attending. At the conclusion of the attorney-client session, the meeting shall be reopened, and the person chairing the meeting shall announce the termination of the session.

(e) The transcript shall be made part of the public record upon conclusion of the litigation.

**History.**—s. 1, ch. 67-356; s. 159, ch. 71-136; s. 1, ch. 78-365; s. 6, ch. 85-301; s. 33, ch. 91-224; s. 1, ch. 93-232; s. 210, ch. 95-148; s. 1, ch. 95-353; s. 2, ch. 2012-25.

*Agenda  
Item*

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AGENDA ITEM

SUBJECT: Discussion of proposed location for Woodmen of the World flagpole and lights

DEPARTMENT: City Hall

ATTACHMENTS:  Ordinance  Resolution  Motion
 Support Documents  Other

SUMMARY: Mr. Gene Mills of the Palatka Woodmen of the World contacted staff about the possibility of their organization donating and installing an American flag, flagpole and lights to be placed in the Riverfront Park at the terminus of St. Johns Avenue. Their initial request was for the flag to be placed in the middle of the brick circle. As you are aware, future plans call for the installation of a participatory fountain (splashpad) at this location. Staff met with Mr. Mills and discussed the merits of this location and an alternative location in the plaza next to the proposed GP Wetland Education Center. See attached a photo illustration of the riverfront location. While staff is not against this location, we believe the alternative location in the proposed plaza to be more suitable.

RECOMMENDED ACTION: Discussion on the proposal and/or locations.

OPTION 1: Riverfront Park at the terminus of St. Johns Avenue

OPTION 2: Proposed plaza on Northwest corner of St. Johns Avenue and Memorial Parkway

DEPARTMENT HEAD Submitted: Jonathan Griffith Date: 04-18-13
Requested Agenda: Regular - Discussion Date: 04-25-13
FINANCE DEPARTMENT Budgeted  Yes  No  N/A Date: 4/18/13
CITY ATTORNEY Approved as to Form and Correctness Date:
CITY MANAGER Approved Agenda Item For: Date: 4/18/13

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

