

**VERNON MYERS**  
MAYOR - COMMISSIONER

**MARY LAWSON BROWN**  
VICE MAYOR - COMMISSIONER

**ALLEGRA KITCHENS**  
COMMISSIONER

**PHIL LEARY**  
COMMISSIONER

**JAMES NORWOOD, JR.**  
COMMISSIONER



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

**BETSY JORDAN DRIGGERS**  
CITY CLERK

**MATTHEW D. REYNOLDS**  
FINANCE DIRECTOR

**GARY S. GETCHELL**  
CHIEF OF POLICE

**MICHAEL LAMBERT**  
CHIEF FIRE DEPT.

**DONALD E. HOLMES**  
CITY ATTORNEY

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

## **AGENDA**

### **CITY OF PALATKA**

May 24, 2012

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

- a. Invocation – The Reverend Ken Johnson, Pastor; Biggers Memorial Chapel, Rodeheaver Boys Ranch
- b. Pledge of Allegiance
- c. Roll Call

#### **APPROVAL OF MINUTES – 5/10/12**

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

- a. **PPD EMPLOYEE RECOGNITION:** Det. Brad Forsythe, Crime Stoppers "Officer of the Year"
- b. **STUDENT OF THE MONTH – May, 2012 – Mayor Myers & Vice Mayor Brown**

Skyler Stackpole	Beasley Middle School
Sophie Tilton	Browning Pearce Elementary School
Alexandra Apostolos	Children's Reading Center Charter School
Jacob Bryan	E.H. Miller School
Morgan Register	James A. Long Elementary School
Brittany Roman	Jenkins Middle School
Abby Symonds	Kelley Smith Elementary School
Kianna Anchetta	Mellon Elementary School
Tyler Sweat	Moseley Elementary School
Tedra Cooper	Palatka High School
Missy Moody	Peniel Baptist Academy

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

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

- \*a. **Authorize execution of Change Order #5 to Masci Corp. contract in the amount of \$7,399.15**, for a new total contract amount of \$ 1,018,908.20 to amend the scope of work to core into the tank for a higher elevation, per Project Engineer/WWTP Superintendent's recommendation.
- \*b. **Authorize execution of Polling Location Agreement with the Supervisor of Elections** for use of the Price-Martin Center as a polling location for the 2012 Primary and General Elections, per Staff recommendation.
- \*c. **Authorize nomination of WWTP Reuse Project Phases I, II, III & IV** for FLC Municipal Achievement Awards in the Environmental Stewardship category
- \*d. **Authorize nomination of Vice Mayor Mary Lawson Brown** for Florida League of Cities "E. Harris Drew Municipal Lifetime Achievement Award."
- \*e. **Designate Mary Lawson Brown as voting delegate** to the 2012 FLC Annual Conf. Aug. 23 – 25, 2012
- \*f. **Amend the Summer Meeting Calendar** to schedule a Pre-Budget workshop on 6/14/12 @ 2:00 p.m.
- \*g. **Grant permission to exceed noise levels established by Chapter 30, Palatka Code of Ordinances** to John Lyon, Steamboat Willie's from 10:00 p.m. until 1:00 a.m. on Friday, May 25, and Saturday, May 26, 2012 (Memorial Day Weekend) for live outside entertainment, per Police Chief's recommendation

## AGENDA - CITY OF PALATKA

May 24, 2012

Page 2

- \* 4. **REQUEST** to approve location of Pawnbroker at 3705 Crill Avenue – Terry Hancock, applicant
- \* 5. **PUBLIC HEARING** – 3205 & 3209 Crill Avenue and 1108 S. Palm Avenue - Planning Board Recommendation to annex, amend the Future Land Use Map on 3205 & 3209 Crill Avenue from County Commercial to City of Palatka Commercial and on 1108 S. Palm Ave. from County Urban Reserve to City of Palatka Residential, Low Density, and rezone 3205 & 3209 Crill Avenue from Putnam County C-2 (Commercial, Light) to City of Palatka C-2 (Intensive Commercial) and rezone 1108 S. Palm Avenue from Putnam County R-1A (Residential, Single Family) to City of Palatka C-1A (Neighborhood Commercial) – Donald E. Holmes, J. Dale Hewitt Life Estate and Richard Richter, owners; Guy Parola, Agent/Applicant
  - a. **ORDINANCE** annexing 3205 & 3209 Crill Ave. & 1108 S. Palm Ave – 2<sup>nd</sup> Reading, Adopt
  - b. **ORDINANCE** to amend FLUM – 3205 & 3209 Crill Ave. & 1108 S. Palm Ave - Adopt
  - c. **ORDINANCE** rezoning 3205 & 3209 Crill Ave. & 1108 S. Palm Ave – 2<sup>nd</sup> Reading, Adopt
- \* 6. **PUBLIC HEARING/ORDINANCE** to revise the Comprehensive Plan Future Land Use Element to allow colleges in the Public Buildings land use category –City of Palatka, Applicant - Adopt
- \* 7. **ORDINANCE** amending the Palatka Code of Ordinances to revise Section 2-250.185(b), Police Officer Benefit Group Pension Amount Formula, per Actuarial Evaluation Recommendation – 2<sup>nd</sup> Reading
- \* 8. **REQUEST TO PLANT WILDFLOWERS IN MEDIANS** – US Hwy 17/SR100 from the RR tracks to the “Y” – Ramicah Watkins, Executive Director, Keep Putnam Beautiful
- 9. **ADMINISTRATIVE REPORTS**
  - a. City Manager Selection Update
    - \*1. Appoint City Manager Selection/Interview Committee Members:  
Allen R. Bush, Karl N. Flagg, Edward E. Hedstrom, Art Leary and Tim Smith
- 10. **COMMISSIONER COMMENTS**
- 11. **ADJOURN**

\*Attachment \*\*Separate Cover

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

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

### Upcoming Events:

May 25 – 28, 2012 – Blue Crab Festival  
May 28, 2012 – City Offices closed to observe Memorial Day  
July 4, 2012 – City Offices closed to observe Independence Day  
Sept. 3, 2012 – City Offices closed to observe Labor Day

### Board Openings:

Tree Committee 1 Vacancy  
Historic Preservation Board: 1 alternate  
Code Enforcement Board: 2 Vacancies (Architect. & Alt.)  
Planning Board 1 Vacancy (at large)

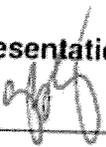
**REQUEST TO BE PLACED ON  
CITY COMMISSION AGENDA**

**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. This request form, together with any attachments or backup material that that would help the Commission to better consider your request, should be submitted to the City Clerk's office *no later than 5:00 p.m. on the Wednesday, a week prior to the next regularly scheduled Thursday City Commission meeting.* Meeting dates are subject to change. Please verify the closing date for agenda items with the Clerk's office.

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

Chief Gary Getchell / Palatka Police Department

**Name of Individual making presentation or request, if different:**

Chief Gary Getchell 

Address: Palatka Police Department

Daytime Phone 329-0115 Home ph. \_\_\_\_\_ Fax \_\_\_\_\_

Requested meeting date for Agenda Item: May 24, 2012

Request for Commission Action or  Presentation Only; no action required

Subject Matter you wish to address:

***Recognition of Det. Brad Forsythe as Crime Stoppers "Officer of the Year for Putnam County".***

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

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# *Agenda Item*

*3a*

May 17, 2012

Mr. Vernon Myers  
Interim City Manager  
City of Palatka  
201 N. 2<sup>nd</sup> Street  
Palatka, Florida 32177

Re: Wastewater Treatment Plant Improvements

Subject: Contract Change Order #5

Dear Mr. Boynton:

Attached is change order #5 for the referenced project. This change order is for the cost increase associated with a concrete core in the clearwell and associated appurtenances for connection to the existing outfall. This will allow the operators to more consistently maintain a constant water level in the clearwell.

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

Sincerely,

Ayres Associates Inc



Daryl R. Myers, PE  
Project Leader I

Enclosure

cc: File

Memo

May 16, 2012

From: Platt Drew, Superintendent Palatka WWTP

Re: Change Order #6 Revised

I concur with the recommendations of Ayres and Associates of change order #6.

A handwritten signature in cursive script, appearing to read "Platt Drew".

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

PROJECT: Wastewater Treatment Plant Improvements

DATED: February 24, 2011

CHANGE ORDER NO: 5

DATED: May 17, 2012

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

JUSTIFICATION: This change order represents costs associated with a concrete core in the clearwell and associated appurtenances for connection to the existing outfall.

CURRENT CONTRACT AMOUNT: \$1,011,509.05

INCREASE IN CONTRACT AMOUNT: \$7,399.15

NEW CONTRACT AMOUNT: \$1,018,908.20

CURRENT CONTRACT COMPLETION DATE: July 4, 2012

INCREASE IN CONTRACT TIME: 0 Days

NEW CONTRACT COMPLETION DATE: July 4, 2012

ORDERED BY CITY OF PALATKA

BY:

\_\_\_\_\_  
Vernon Myers  
Mayor

ACCEPTED BY:

\_\_\_\_\_  
CONTRACTOR

# MASCI CORPORATION

## GENERAL CONTRACTORS

5752 S. Ridgewood Ave

Port Orange, FL 32127

Tel. (386) 322-4500 : General Fax (386) 322-4600

Estimators Fax: (386) 322-4543

May 11, 2012

AYRES ASSOCIATES  
MAY 14 2012

Ayres Associates  
5220 Shad Road Suite 200-3  
Jacksonville, FL 32257  
Attn: Daryl R. Myers

Project: City of Palatka - Wastewater Treatment Plant Improvements  
Change Order No. 6 Revised

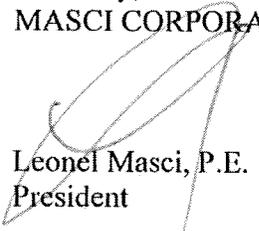
Dear Mr. Myers,

In reference to the above mentioned project, please see the attached Direct Costs Worksheet and Subcontractors quotes for the additional work to core into the tank at a high elevation. The breakdown is as follows:

Total Direct Cost:	\$ 6,434.04
<u>15% Overhead &amp; Profit</u>	<u>\$ 965.11</u>
<b>Total Costs:</b>	<b>\$ 7,399.15</b>

Please advise if this price is acceptable.

Sincerely,  
MASCI CORPORATION

  
Leonel Masci, P.E.  
President

cc: Elwin C. "Woody" Boynton, Jr., City Manager – City of Palatka  
File

Masci Corporation

Date: 5/10/2012

Direct Costs Worksheet

Description of Extra Work: Core into tank @ high elevation.

Notes/Comments: \_\_\_\_\_

	Number	Hours Each	Total Hours	Rate	Total Cost
Supervisor	1	10	10	\$42.03	\$420.30
Forman	0	0	0	\$31.13	\$0.00
Operator	1	10	10	\$21.79	\$217.90
Pipelayers	2	10	20	\$21.79	\$435.80
Truck Driver	0	0	0	\$15.57	\$0.00
Laborer	2	10	20	\$15.57	\$311.40
Flagmen	0	0	0	\$15.57	\$0.00
<b>Subtotal Labor</b>					<b>\$1,385.40</b>

Equipment

1998 6" Wellpoint Pump- Diesel	0	\$38.78	\$0.00
1990 Gallon 550 Grader	0	\$65.71	\$0.00
2002 Tractor Trailer Mack w/ Lowboy	0	\$75.51	\$0.00
1983 MACK 10 Wheeler Dump Truck	0	\$47.19	\$0.00
2005 8 Wheeler Dump Truck	0	\$42.81	\$0.00
1997 1000' Well Point System	0	\$68.22	\$0.00
8" Wellpoint Pump- Diesel	0	\$38.47	\$0.00
2008 Sweeper	0	\$38.64	\$0.00
Bomag Roller	0	\$48.85	\$0.00
2005 Case 580 SL Backhoe	0	\$55.21	\$0.00
2008 teckuhuchi skid steer	0	\$54.11	\$0.00
2007 John Deere 310 Backhoe	0	\$54.72	\$0.00
2006 John Deere 444 Loader	0	\$58.77	\$0.00
2006 John Deere 544 Loader	10	\$70.25	\$702.50
2008 Hyundai 740 loader	0	\$70.10	\$0.00
1998 Komatsu DP31 Bulldozer	0	\$67.94	\$0.00
1998 Komatsu PC75 Excavator	0	\$59.10	\$0.00
2009 Hytachi 135 Excavator	0	\$95.10	\$0.00
2005 Kobelco 135 Excavator	0	\$93.05	\$0.00
1987 Komatsu PC200 Excavator	0	\$98.54	\$0.00
2009 Hyundai 210 Excavator	0	\$107.97	\$0.00
1999 Komatsu PC228 Excavator	10	\$104.05	\$1,040.50
1998 Komatsu PC400 Excavator	0	\$189.95	\$0.00
GMC Dump/Flatbed	0	\$35.42	\$0.00
1999 Isuzu Box Truck	0	\$18.75	\$0.00
2007 F150 Ford PAU	10	\$7.92	\$79.20
2005 F150 Ford PAU	0	\$7.92	\$0.00
2005 Nissan Titan PAU	0	\$8.73	\$0.00
2000 S-1500 Chevy	0	\$8.58	\$0.00
<b>Subtotal Equipment</b>	<b>\$0.00</b>		<b>\$1,822.20</b>

Total Owned Equipment Cost

Other Equipment Costs:	Total Days/EA	Rate	Total Cost
Remob Excavator	1	\$1,100.00	\$1,100.00
Jumping Jacks @ \$70.00/day	0	\$70.00	\$0.00
Water Truck @ \$225.00/day	0	\$225.00	\$0.00
Trench Box @ \$175.00/day	0	\$175.00	\$0.00
Hydrostatic Test Pump @ \$77.00/day	0	\$75.00	\$0.00
Saw Cutter @ \$55.00/day	0	\$55.00	\$0.00
Steel Plates @ \$20.00/day/EA	0	\$20.00	\$0.00
Plate Compactor @ \$75.00/day	0	\$75.00	\$0.00
3" Pump @ \$83.00/day	0	\$83.00	\$0.00
<b>Subtotal Rented Equipment</b>			<b>\$1,100.00</b>

Material/Subcontractor

Invoice Number	Sub	Day/Qty	Rate	Invoice Amount
	Feruson Enterprises			\$1,514.44
	Speedy Concrete Cutting	0		\$612.00
	MOT \$445/day	0	\$445.00	\$0.00
	American In-line			\$0.00
	<b>Subtotal Material/Subcontractor</b>			<b>\$2,126.44</b>
	<b>Total Direct Cost</b>			<b>\$6,434.04</b>
	<b>15% O&amp;P</b>			<b>\$965.11</b>
	<b>Total Cost</b>			<b>\$7,399.15</b>



1000 Charles street Longwood fl 32750

Office (407) 786- 3766

Fax (407)786-3769

CUSTOMER # \_\_\_\_\_

COMPANY NAME MASCI CORP.

STREET ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PERSON REQUESTING BID		OFFICE PHONE
Christy		386 322 4600
DATE QUOTED	QUOTED BY	TOT. HRS.
	26	

QUOTATION

JOB

JOB ADDRESS		CITY
		Palatka
JOB NAME		MAP PAGE
CROSS STREET/ DIRECTION		
JOB PHONE	PO #	JOB #
386 631 3070		
JOB ORDERED BY	DATE ORDERED	ORDER TAKEN BY
Sammy		26
WORK LAID OUT PRIOR TO		GENERAL ON JOB
WHERE TO MEET		
JOB START DATE	DAY & TIME	SEE ON JOB

**"OSHA WARNING"**

To ensure compliance with the OSHA Standards for the Construction Industry governing Electrical Hazards, specifically 1926.416(a)(1),(2),(3) and to safeguard employees involved in construction work our policy is that all electrical circuits within our areas of work will be deenergized and LOTO's performed or utility locates provided by the customer before any work begins. At the job site, the operator shall ascertain by inquiry and direct observation that the customer has deenergized the electrical power circuit and performed LOTO before any work is performed. Or-Utility Locates have been performed by a licensed service and customer can provide confirmation. These explicit agreements will be acknowledged by the customer signature prior to any work being scheduled.

HOURS	QUANTITY	DESCRIPTION OF WORK	UNIT	PRICE
	1	Hydrolic core Drill 28" hole X 16" Thick wall		\$600 \$12.00 <b>\$612.00</b>

**STANDARD EXCLUSIONS:** The following items are being excluded from the scope of work being offered by Speedy Concrete Cutting Inc. and is solely the responsibility of the contractor. 1. Locating and marking all utilities within, adjacent to, or affected by this work. 2. Capping or relocating any utilities as required to perform this work to prevent damage. This includes but is not limited to buried utilities within 8" of the bottom of the slab. 3. Protection and cleaning of the structure and adjacent surfaces due to water, slurry, and dust. 4. Barricading and safeguarding openings. 5. Shoring and Bracing of areas to remain. 6. Protection of Pedestrians and Pedestrian traffic areas. 7. Furnishing or Maintaining any type of MOT requirements. 8. Layout to define sawcutting or limits of demolition. **STANDARD CONDITION:** One Mobilization is included. The work will be performed during normal weekday hours. Once on site, unforeseen delays to our work will be charged at a rate of \$125.00 per hour per man. **TERMS OF PAYMENT:** Are net 30 days with no retainage. Current Insurance Coverages are acceptable. No Bonding is included. No consideration extended for controlled Insurance Programs. If action or suit brought by Speedy Concrete Cutting to collect any amount due or owing under this bill, customer agrees to pay all costs of collection including reasonable attorney's fees plus interest at the rate of 1.5% per month (18% per annum). Prices subject to change if conditions on job vary from quotation.

<p>NO YES</p> <p>WATER AVAILABLE <input type="checkbox"/> <input type="checkbox"/> _____ Distance</p> <p>ELEC. AVAILABLE <input type="checkbox"/> <input type="checkbox"/> _____ Distance</p> <p>HEIGHT OF WORK _____</p> <p>TRUCK TO WORK AREA _____ Distance</p>	<p>NO YES</p> <p>INSIDE WORK <input type="checkbox"/> <input type="checkbox"/></p> <p>VACUUM REQUIRED <input type="checkbox"/> <input type="checkbox"/></p> <p>MAN REQUIRED <input type="checkbox"/> <input type="checkbox"/></p> <p>CUSTOMER <input type="checkbox"/> <input type="checkbox"/> CUSTOMER</p> <p>SPD <input type="checkbox"/> <input type="checkbox"/> SPD</p> <p>LADDER _____ FT</p> <p>SCAFFOLD SPD/RENT/CUSTOMER</p>	<p>ACKNOWLEDGED BY _____</p> <p>SIGNATURE _____</p> <p>SPD REPRESENTATIVE <u>Michael S. Drewry</u></p> <p>SIGNATURE _____</p>
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**Kristi Campbell**

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**From:** Chris.Wood@Ferguson.com  
**Sent:** Friday, May 11, 2012 8:35 AM  
**To:** kristicampbell@cfl.rr.com  
**Subject:** FW: Email Bid# B219436

Hope this helps!

**Chris Wood**  
**Inside Sales**  
Ferguson Waterworks, a **Wolseley** company  
801 Thorpe Rd. Orlando Fl. 32824 · USA  
T: 407-859-7473 · F: 407-859-9561  
E: [Chris.wood@ferguson.com](mailto:Chris.wood@ferguson.com)

**From:** Chris Wood - 126 ORLANDO\_WATERWORKS [<mailto:chris.wood@ferguson.com>]  
**Sent:** Friday, May 11, 2012 8:34 AM  
**To:** Wood, Christopher [Ferguson] - 0126 Orlando - Waterworks  
**Subject:** Email Bid# B219436

### Price Quotation # B219436

#### FERGUSON WATERWORKS-JAX #149

9692 FLORIDA MINING BLVD W  
BUILDING #100  
JACKSONVILLE, FL 32257  
Phone : 904-268-2551  
Fax : 904-268-2053

**Bid No.....:** B219436  
**Bid Date...:** 05/07/12  
**Quoted By:** JH  
**Customer.:** MASI CORPORATION  
WWTP IMPR BLDG & ELECTRCL  
5752 RIDGEWOOD AVENUE  
PORT ORANGE, FL 32127

**Cust Phone:** 386-322-4500  
**Terms.....:** NET 10TH PROX  
**Ship To.....:** MASI CORPORATION  
WWTP IMPR BLDG & ELECTRCL  
5752 RIDGEWOOD AVENUE  
PORT ORANGE, FL 32127

**Cust PO#..:**

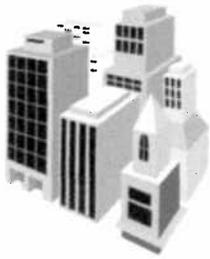
**Job Name.:** WWTP IMPR BLDG & ELECTRCL

Item	Description	Quantity	Net Price	UM	Total
PLS425S	LINK SEAL	23	19.000	EA	437.00
BRFFG15018S24	24 BOLT & RED FF 150# 1/8 GSKT SET	2	145.000	EA	290.00
SSLC24AP	24 PVC WDG REST *ONELOK W/ ACCY PVC MEGALUG	1	343.000	EA	343.00
SSLD24AP	24 DI WDG REST *ONELOK W/ ACCY DI MEGALUG	1	352.000	EA	352.00
Subtotal:			\$1422.00		
Inbound Freight:			\$0.00		
Tax:			\$92.44		
Order Total:			\$1514.44		

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. Seller

*Agenda  
Item*

*3b*



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

# Memorandum

**To:** Palatka City Commission  
**From:** Betsy J. Driggers, City Clerk  
**Date:** 5/17/2012  
**Re:** Polling Location Agreement with Supervisor of Elections for Price Martin Center

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Attached please find a Polling Location Agreement with the Supervisor of Elections' office for the use of the City-owned Price Martin Community Center as a polling place for Voting Precinct #'s 31 & 39 for the 2012 Primary and General Elections. These polling locations were formerly located at the Scout Hut at St. James Methodist Church and Shiloh Missionary Baptist Church.

I have gone over this agreement with Parks Superintendent Jeff Norton and we concur that the City can comply with the "polling place agrees to" section.

Although this building is technically supported by user fees, it is also a publicly-owned building and it is staff's recommendation that we concur on the use of the building at no charge, as City voters will be going to the polls to vote in a City election. If we were to charge the SOE the rental fee of \$100.00 per date for use of the building, we would be invoiced for that expense.

Please authorize execution of the attached Putnam County Supervisor of Elections Polling Place Agreement.

**Susan C. McCool**

Supervisor of Elections  
Putnam County



make a difference

2509 Crill Ave., Suite 900  
Palatka, Florida 32177

Telephone: 386-329-0224

Facsimile: 386-329-0455

Web: [www.putnam-fl.com](http://www.putnam-fl.com)

Kim Hankemeyer, Administrative Assistant

April 30, 2012

City Of Palatka  
201 N. 2<sup>nd</sup> Street  
Palatka, Fl. 32177

Dear Betsy:

Enclosed is the agreement for the use of the Price Martin Community Center as a polling location for the 2012 Primary and General Elections. The dates the facility will be utilized are on the agreement. Please read and sign the agreement; then, return the original as soon as possible. You may make a copy of the agreement to keep for your records before returning it to the Elections' Office. If you have any questions, please do not hesitate to call me at 329-0224 extension 0.

If there is anyone else that I would need to send a copy of the election dates and training dates to, please call Jennifer at 329-0223 to let her know as soon as possible.

Thank you very much for all your help in the elections' process. Your efforts are deeply appreciated.

Kindest regards,

Susan McCool  
Supervisor of Elections

Enc: Polling Location Agreement

## Putnam County Supervisor of Elections Polling Location Agreement

The parties to this Agreement are the Putnam County Supervisor of Elections (the "SOE") and City of Palatka Price Martin Center (the "Polling Place"), and is dated April 30, 2012.

I. *The Polling Place, that is agreed upon by the SOE and Polling Place, agrees to:*

- a) *Provide full access to the facility, which is Price Martin Community Center located at 220 N 11<sup>th</sup> Street*
- b) *Provide to the SOE the name and telephone number of someone owning or controlling the location. This Agreement shall be for, but is not limited to, the following dates for the 2012 election cycle:*
  1. *Election Date: Tuesday, August 14, 2012 - Primary Election*
  2. *On-Site Poll Worker Training: July 19, 2012, time: 12pm to 6pm*
  3. *Election Date: Tuesday, November 6, 2012 – General Election*

II. *The Polling Place agrees to:*

1. Allow access to the polling area from 5:30 a.m. to 9:30 p.m. on each above scheduled Election Dates; and at the time and date designated above for poll worker training. Should election day polling hours be extended by the Governor of Florida for any election, the Polling Place agrees to provide use of the location beyond these hours as needed to complete that election.
2. Allow voters and poll workers use of the parking lot at the site of the Polling Place, and to provide as many parking spaces as possible to allow maximum parking for voters and poll workers during specified dates. If the parking lot has an access gate, then the gate must be opened on election day at 5:30 a.m. and remain open for public access until 9:30 p.m. (or longer as needed if voting hours have been extended by the Governor of Florida).
3. Provide for the opening and closing of the facility and/or parking lot both for delivery and pickup of voting equipment, training day, and for voting on Election Day. Either a **key must be provided to the SOE** or an employee of the owner of the Polling Place must be made available and responsible for the opening and closing of the facility and/or parking lot. **If this duty is given to an employee or designated contact person of the owner of the Polling Place, then that person must be available at the time and date to be decided by the SOE for both the delivery and pickup of voting equipment and for training day. Also, if this duty is given to an employee or designated contact person, then that person must be present at 5:30 a.m. to open the facility and return after the polls close at approximately 9:30 p.m. on the day of the election. Should the voting hours be extended by law or by the Governor, then these designated times could also be**

**extended. On the day of the training or delivery and pickup of equipment, that person must be present at least 30 minutes prior to the scheduled time of the event. The name and phone number(s) of the employee or contact person must be provided to the SOE at the time of this agreement. If the contact name and contact information changes at any time, the SOE must be notified immediately and in the manner set forth in Section IV. 2, below.**

4. Provide access to a telephone and/or fax line that may be used on Election Day by the Precinct Clerk for communication to the SOE, and prior to Election Day to test phone line/equipment.
5. **If the Polling Location is a Drop Zone on Election Night**, allow the hours to be open to extend past 9:30 p.m. and allow the use of a telephone line to upload the results to the SOE.
6. The Polling Place will be contacted by the SOE's contracted independent individuals or company, and/or SOE, to schedule delivery and pickup of the equipment.
7. Receive the voting equipment on but not before a week prior to the scheduled election.  
Note: The Elections' Office will check the one below that applies to your polling place:  
\_\_\_\_ (a) Allow voting equipment to be picked up within seven business days following the election;  
\_\_\_\_ (b) Allow voting equipment to be kept and stored in a secure location at the polling place between the primary and general election. (*Note: the SOE will endeavor to pickup within two {2} to three {3} days after the last election day.*)
8. Provide secure storage space for the delivered voting equipment in the voting room or in a secure space as close as possible to the voting room.
9. Accommodate the required configuration of the voting room. Permit the rearrangement of any furniture in the facility, such as allowing extra tables, chairs, and/or other objects to be stored out of the way.
10. Allow the use of the facility's tables and/or chairs, if applicable, on Election Day and training day.
11. Allow the use of kitchen amenities, if applicable, to the poll workers on Election Day.
12. Allow the use of restrooms for poll workers on Election Day and training day.
13. The Polling Place shall neither place nor provide partisan or political messages or materials at the Polling Place on Election Day, unless outside the 100-foot boundary required by law.
14. With the exception of Church owned property, allow the public to campaign 100 feet or more from the building that houses the voting area, even if the area is still on Polling Place's property.

15. Permit placement of election signage specific for the needs of the precinct at/on the location on Election Day.
16. Permit photographs taken by Elections Officials prior to and on Election Day to be included in, but not limited to, in newsletters and publications generated by the SOE and/or the Putnam County SOE web site;
17. Allow the SOE to perform minor, temporary modifications and enhancements to the polling site to ensure complete access to voters with disabilities and to comply with the requirements of the Americans with Disabilities Act. These enhancements will be made with prior knowledge and approval of the Polling Place.
18. Allow the SOE to hold poll worker training classes at the polling place on a day and time designated prior to an election cycle.

III. *In return, the Putnam County Supervisor of SOE agrees to provide the following to the Polling Place:*

1. Pay a facility rental fee of \$ 100 per election. \*\*
2. Pay a facility rental fee of \$30 per day (usually a 3 to 4 hour class), per training session for poll workers classes. \*\*
3. Payment will be made within a thirty day period for each election use. \*\*
4. Provide general liability insurance in the amount of \$200,000.00 to the Polling Place for voters and SOE employees occupying the site during the Election Day and training day. The SOE is subject to the provisions of section 768.28, Florida Statutes.
5. Deliver and pick up voting equipment at prearranged times before and after each election (see section II.6 & 7. above)
6. Remove all posted election signs at/on the location at the close of the polls on Election Day.
7. Return any furniture that was moved prior to Election Day by an Elections Official after the close of the polls. In the event that the furniture is too heavy for poll workers to move, the facility staff will be responsible for the movement of the furniture.
8. Return kitchen to original layout of articles or furniture before leaving facility. Clean up any food particles from counters and floor.
9. Provide all supplies needed for voters on Election Day.
10. Maintain security of facility by protecting any access code(s) or key(s) provided to the Election Office by the Polling Place.

IV. *The Parties agree to the following:*

1. Upon the SOE's delivery of a signed agreement, the facility rental fee cost (if any), and the evidence of insurance, this Agreement cannot be cancelled by the Polling Place for convenience, and this Agreement shall be binding on successive owners of the Polling Place.
2. Any notices required for this Agreement shall be sent via overnight delivery or certified mail (return receipt requested) to the Polling Place at the facility address, and to the SOE at 2509 Crill Ave., Suite 900, Palatka, Florida 32177.
3. This Agreement is not assignable by the SOE.
4. The persons signing this Agreement are authorized to do so, on behalf of each party.
  - a. This Agreement may be signed in counterpart and via facsimile signature, the counterparts and facsimiles of which, when taken together, shall be deemed to constitute an entire and original Agreement.

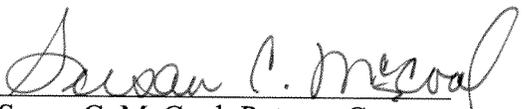
\*\* Note: Public, tax-supported buildings shall be made available for use as a polling place upon the request of the supervisor of elections, Florida Statutes, section 101.71(5), therefore fees will NOT be paid for the use of the building.

Signed, delivered, and dated on the date first set forth above:

By: \_\_\_\_\_

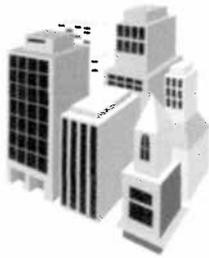
Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

By:   
Susan C. McCool, Putnam County  
Supervisor of Elections

# *Agenda Item*

*3c*



CITY OF PALATKA  
Betsy Jordan Driggers  
City Clerk  
201 N. 2<sup>nd</sup> Street  
Palatka FL 32177  
Phone: 386-329-0100  
Fax: 386-329-0106  
e-mail: [bdrippers@palatka-fl.gov](mailto:bdrippers@palatka-fl.gov)

# Memorandum

**To:** Palatka City Commission  
**From:** Betsy J. Driggers, City Clerk  
**Date:** 5/17/2012  
**Re:** FLC Florida Municipal Achievement Awards

---

The City of Palatka will be nominating the Palatka Reclaimed Water/Reuse Irrigation Project for a 2012 Florida Municipal Achievement Award in the category of Environmental Stewardship. In order to submit, the City Commission should approve and endorse the nomination. I've attached a proposed letter to submit with our nomination package.

Please take action to approve the letter of recommendation attached, written on behalf of the Mayor and Commission, per the Application Process Specifications.

**VERNON MYERS**  
MAYOR - COMMISSIONER

**MARY LAWSON BROWN**  
VICE MAYOR - COMMISSIONER

**ALLEGRA KITCHENS**  
COMMISSIONER

**PHIL LEARY**  
COMMISSIONER

**JAMES NORWOOD, JR.**  
COMMISSIONER



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

**BETSY JORDAN DRIGGERS**  
CITY CLERK

**MATTHEW D. REYNOLDS**  
FINANCE DIRECTOR

**GARY S. GETCHELL**  
CHIEF OF POLICE

**MICHAEL LAMBERT**  
CHIEF FIRE DEPT.

**DONALD E. HOLMES**  
CITY ATTORNEY

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

May 17, 2012

Florida League of Cities  
Florida Municipal Achievement Awards  
301 S. Bronough Street, Suite 300  
Tallahassee FL 32302-1757

RE: City of Palatka Nomination  
Environmental Stewardship Award

To Whom It May Concern:

The City of Palatka is pleased to submit, for your consideration, its nomination of its **RECLAIMED WATER/REUSE IRRIGATION PROJECT** for a Florida Municipal Achievement Award in the category of Environmental Stewardship.

This nomination is wholeheartedly recommended and endorsed by myself and the members of the Palatka City Commission. This project is the culmination of many years of planning, budgeting, cooperation and ingenuity on behalf of the City Commission, its staff, FDEP, SJRWMD, various engineers and contractors. Our City has always done more with less, and is proud to have accomplished so much with limited resources through public partnerships.

Thank you for your consideration of our nomination for your Florida Municipal Achievement Environmental Stewardship Award.

Sincerely,

**PALATKA CITY COMMISSION**

Vernon Myers, Mayor

VM/bjd

Enclosure: 1 Original Nomination Package  
5 Copies of Nomination Package

## 2012 Municipal Achievement Awards Call for Entries

The Florida League of Cities recently distributed the nomination form for the Florida Municipal Achievement Awards program to all member cities. The nomination deadline is May 25, 2012. The goal of the Florida Municipal Achievement Awards program is to focus public attention on excellent, innovative projects that address a local need, promote active municipal participation by residents and improve environmental conditions. There are three award categories: City Spirit Award, Florida Citizenship Award, and Environmental Stewardship Award. Winners will be announced in July and will later receive a beautiful "Muni Award," be recognized in the League's magazine, Facebook page, website and be invited to the Florida League of Cities Annual Conference, August 23-25, 2012, at the Westin Diplomat in Hollywood to be honored. Nomination forms are also available online at [www.flcities.com](http://www.flcities.com) or [here](#). For more information about the awards program, contact Sharon Berrian at the League's Tallahassee office at (850) 701-3660 or [sberrian@flcities.com](mailto:sberrian@flcities.com).



# FLORIDA

MUNICIPAL ACHIEVEMENT AWARDS

## City Spirit Environmental Stewardship Citizenship

The Florida League of Cities is pleased to announce the fourth annual

### **Florida Municipal Achievement Awards Program**

The goal of this program is to recognize innovations and excellence in municipal government.

The Florida Municipal Achievement Awards Program will provide municipalities the opportunity to receive deserved recognition for superior and innovative efforts in three categories:

- City Spirit Award
- Florida Citizenship Award, and
- Environmental Stewardship Award.



# Application Process

The Florida Municipal Achievement Awards program is open to city, town or village governments that are members of the Florida League of Cities. The application process is as follows:

- A city may submit one nomination in each of the following categories: City Spirit Award, Florida Citizenship Award and Environmental Stewardship Award. Each nomination must be for a different project.
- The programs nominated must have been in effect and operating for a minimum of one full year.
- For each of the awards, please complete the enclosed nomination form, along with TWO SEPARATE NARRATIVES: 1) For judging purposes, a 1,200-word or less narrative focusing on the award criteria; and 2) For the best practices publication, a 150-word or less narrative summarizing your entry.
- A letter of recommendation on behalf of the mayor and council/commission must accompany each nomination.
- Please include additional supportive materials, such as newspaper clippings, photographs, letters from constituents, or other items that help document the nominated program.
- No more than 10 pages (on 8 1/2 x 11 paper, one-sided ONLY) of supportive material can be accepted.
- Please DO NOT staple nomination packets or use presentation folders. DO NOT include video-tapes, DVDs, CDs, or PowerPoint presentations.
- Please send seven copies of your nomination packet. Your nomination will not be complete without these seven copies.
- Past winning entries from the Florida Cities of Excellence (no longer held) and Florida Municipal Achievement Award programs are not eligible to be nominated.

# Judging

Judging will be based entirely on the written entry and supportive information. Judging will be conducted by an independent panel of judges with considerable expertise in leadership, governance and public service.

## Best-Practices Publication

Each nominated program will be included in a "best practices" publication that will highlight the innovative projects entered into this year's awards program. Be sure to include in your city's entry a separate 150-word narrative summarizing your program, which will be used in the publication.

## Announcement of Winners

Winners will be announced in July.

Each of the three winners' programs will be recognized at the League's annual conference (August 23-25, 2012, Westin Diplomat, Hollywood). Each of the three winning cities will receive two complimentary registrations to the annual conference so they can represent their city as they are recognized.

In addition, each winning city will:

- Receive a beautiful "MUNI" award;
- Be spotlighted in a special "best practices" publication;
- Be eligible to present their programs via an FLC webinar, broadcast statewide; and
- Be featured in the League's magazine, *Quality Cities*, and website, [www.florida-leagueofcities.com](http://www.florida-leagueofcities.com), and be featured in articles in statewide publications (through press announcements).



# Award Criteria

## City Spirit Award

This award will be given to a city for a specific, single, citywide effort to successfully address a local need.

In the narrative and supportive materials, describe the project in detail and show how it was:

- Timely – Why was the project needed?
- Innovative – Is it a new program or an older program presented in a new and exciting way?
- Effective – How did the program positively affect your municipal residents, pull citizens together, strengthen government relationships and inspire city employees?
- Successful – Who benefited? Did it meet your objectives? How will the project impact your city in the future?
- Cost Effective – How much did it cost/save?
- Adaptable – Can it be adapted for use in other cities?

## Florida Citizenship Award

This award focuses on city projects or programs that build stronger, more participative residents. The programs increase civic awareness, education and knowledge, and promote active participation among residents. The programs can be for adults and/or youth.

In the narrative and supportive materials, describe the project in detail and show how it was:

- Effective – How did the program positively affect your municipal residents, increase their understanding of their city government and inspire active participation?

- Partners – Did the city create any new, or promote existing, partnerships in this program? Explain.
- Successful – Who benefited from the program? What were program objectives and were they met? What have been the short-term benefits and how will the project impact your city in the future?
- Innovative – Why do you feel this was an innovative way to meet your objectives?
- Adaptable – Can this program be used as a model for other cities?

## Environmental Stewardship Award

This award focuses on city programs that promote conservation, improve and protect environmental conditions, and/or provide environmental education and outreach programs within your city.

In the narrative and supportive materials, describe the program in detail and show how it was:

- Effective – How does the program positively impact your city's environmental resources and conditions?
- Successful – What were program objectives and how were they met? How have you measured the program's success?
- Results – How will the program improve the long-term sustainability of our natural resources or reduce the carbon footprint?
- Innovative – Why do you feel this program provides an innovative solution to protecting, conserving and/or improving the environment?
- Adaptable – Can this program be used as a model for other cities?



# 2012 Florida Municipal Achievement Awards Program Nomination Form

**Category** (Please check one)

See Award Criteria for more information. Please print or type.

Only submit one nomination per form. A city may submit one nomination in each category; however, each nomination must be for a different project.

**FLORIDA CITY SPIRIT AWARD**

**Name of Project** \_\_\_\_\_

**Nominated by** \_\_\_\_\_

(Name of City/Town/Village)

**FLORIDA CITIZENSHIP AWARD**

**Name of Project** \_\_\_\_\_

**Nominated by** \_\_\_\_\_

(Name of City/Town/Village)

**ENVIRONMENTAL STEWARDSHIP AWARD**

**Name of Project** \_\_\_\_\_

**Nominated by** \_\_\_\_\_

(Name of City/Town/Village)

**Contact Person**

Please print or type. (The contact person below will be listed in the best practices publication and must be an elected city official or city staff person.)

Name \_\_\_\_\_

Title \_\_\_\_\_

Government \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

[ OVER ]

# Narratives

In the 1,200-word narrative, please be clear and concise, using the Award Criteria to support the selection of your nominated program. Please type up to 1,200 words, double-spaced on white 8-1/2" x 11" paper.

Please include a word count:

Number of words

In the 150-word narrative, summarize your program for use in the best practices publication.

Please include a word count:

Number of words

# Supportive Information

- Please include additional supportive materials, such as newspaper clippings, photographs, letters from constituents, or other items that help document the nominated program.
- No more than 10 pages (on 8 1/2 x 11 paper, one-sided ONLY) of supportive material can be accepted.
- Please DO NOT staple nomination packets or use presentation folders. DO NOT include videotapes, DVDs, CDs, or PowerPoint presentations.

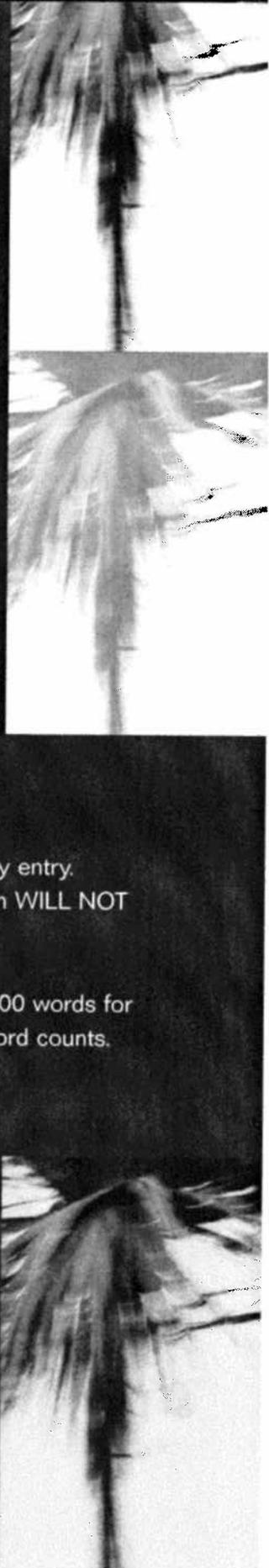
Contact Sharon Berrian at (850) 701-3660 or [sberrian@flcities.com](mailto:sberrian@flcities.com) for more information.



# Rules and Instructions

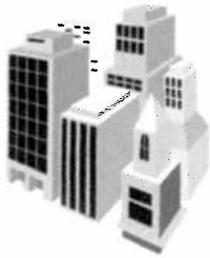
- 1 The Florida Municipal Achievement Awards program is open to Florida cities, towns and villages that are current members of the Florida League of Cities.
- 2 Nominations must be received by Friday, May 25, 2012.  
Send to:  
Sharon G. Berrian  
Florida League of Cities, Inc.  
Attn: Florida Municipal Achievement Awards  
301 S. Bronough Street, Suite 300 (32301)  
P.O. Box 1757  
Tallahassee, FL 32302-1757
- 3 A city may submit one nomination in each of the following categories: City Spirit Award, Florida Citizenship Award and Environmental Stewardship Award. Each nomination must be for a different project. The programs nominated must have been in effect and operating for a minimum of one full year. Remember to include a letter of recommendation on behalf of the mayor and council/commission.
- 4 Only one nomination per packet. If your city is submitting two nominations, they must be in separate packets.
- 5 No faxes or emails, please.
- 6 Please submit seven copies (including all supportive information) for each award category entry. PLEASE DO NOT staple nomination packets or use presentation folders. Your nomination WILL NOT be complete without seven copies of the supportive information.
- 7 Narratives should be typed double-spaced on white 8-1/2" x 11" paper. No more than 1,200 words for the nomination and no more than 150 words for the program summary. Please include word counts. Your nomination WILL NOT be complete without both narratives.
- 8 Supportive material is limited to 10 8-1/2" x 11" pages (single-sided only).
- 9 The judges reserve the right to not award a winner in every category.
- 10 Winners will be announced in July. Each of the three winners' programs will be recognized at the League's annual conference (August 23-25, 2012 – Westin Diplomat, Hollywood).

Contact Sharon Berrian at (850) 701-3660 or [sberrian@flcities.com](mailto:sberrian@flcities.com) for more information.



*Agenda  
Item*

*3d*



**CITY OF PALATKA**  
Betsy Jordan Driggers  
City Clerk  
201 N. 2<sup>nd</sup> Street  
Palatka FL 32177  
Phone: 386-329-0100  
Fax: 386-329-0106  
e-mail: [bdriqqers@palatka-fl.gov](mailto:bdriqqers@palatka-fl.gov)

# Memorandum

**To:** Palatka City Commission  
**From:** Betsy J. Driggers, City Clerk  
**Date:** 5/17/2012  
**Re:** FLC "E. Harris Drew" Municipal Official Lifetime Achievement Award

---

The City of Palatka will be nominating Vice Mayor Mary Lawson Brown for the 2012 "E. Harris Drew" Municipal Official Lifetime Achievement Award. In order to submit, the City Commission should approve and endorse the nomination and two elected officials should sign the attached nomination form. We propose that Mayor Myers provide one of the signatures. Since the Vice Mayor is being nominated, next in line for longevity is Commissioner Norwood and we propose his be the 2<sup>nd</sup> signature. I've attached the form for exhibition purposes. Nominations are due by June 8<sup>th</sup>, 2012.

Please take action to approve the nomination of Vice Mayor Mary Lawson Brown for the E. Harris Drew Municipal Official Lifetime Achievement Award, and authorize signatures on the nomination form.



301 South Bronough Street • Suite 300 • P.O. Box 1757 • Tallahassee, FL 32302-1757 • (850) 222-9684 • Fax (850) 222-3806 • [www.flcities.com](http://www.flcities.com)

TO: City Managers/City Clerks  
FROM: Michael Sittig, Executive Director  
DATE: May 1, 2012

SUBJECT: **“E. Harris Drew” Municipal Official Lifetime Achievement Award**

Enclosed is the official nomination form for the “E. Harris Drew” Municipal Official Lifetime Achievement Award, which is sponsored by the Florida League of Cities. The selected official will receive the “E. Harris Drew Award” at the Annual Conference on August 23-25, 2012.

If your city has an elected official who has performed in an outstanding manner and has made an unusual and lasting contribution to the improvement of municipal government and your city wishes to nominate him/her for this award, please fill out the enclosed form and **return it to the League by June 8, 2012.**

All elected municipal officials are eligible for this award, unless they serve on the Award Selection Committee.

A screening committee will review nominees and finalists will be submitted to the Board of Directors of the Florida League of Cities for final selection. The name of the city official chosen to receive the award will be announced at the opening general session of our Conference on August 24, 2012.

For further information, please contact Linda Bridges at the FLC Office at 1-800-342-8112 or by e-mail at [lbridges@flcities.com](mailto:lbridges@flcities.com)

Enclosure

cc: President Pat Bates  
Vice President Manny Maroño  
Vice President P. C. Wu  
Local/Regional Leagues

**“E. HARRIS DREW” MUNICIPAL OFFICIAL  
LIFETIME ACHIEVEMENT AWARD**

This Annual Award is named the “E. Harris Drew Award” in memory of Florida Supreme Court Justice E. Harris Drew who authored the League’s motto, shown below, when he was active in the Florida League of Municipalities in the 1940s and early 1950s. When he was appointed to the Supreme Court in 1952, he was serving as the first vice president of the League. In 1923, soon after he was admitted to the Florida Bar, he was named Town Attorney for the Town of Palm Beach and quickly became active in the affairs of the League. He expressed a continuing interest in local government throughout his career, which was highlighted by his service as Chief Justice of the Florida Supreme Court. Justice Drew died in 1975 of complications resulting from accidental injuries received while assisting a stranded motorist.

This prestigious award was established by official action of the Board of Directors of the Florida League of Cities in 1978 and has been awarded annually to the outstanding city official who has been selected as the “Municipal Official of the Year.”

In 2003, the E. Harris Drew Award has been changed, by official action of the Board of Directors, to recognize a municipal official annually for “lifetime achievement.”

**“LOCAL SELF-GOVERNMENT KEYSTONE OF AMERICAN DEMOCRACY”**

FLORIDA LEAGUE OF CITIES'  
"E. HARRIS DREW"  
MUNICIPAL OFFICIAL LIFETIME ACHIEVEMENT AWARD

- 1) **PURPOSE:** This award, sponsored by the Florida League of Cities, will recognize and honor a local elected official who has made a lasting and worthwhile contribution to the citizens of Florida through their efforts and dedication in the performance of their duties on the local level, thus fulfilling the League's motto, "Local Self-Government – Keystone of American Democracy."
- 2) **METHOD OF SELECTION:** Each year an honoree will be chosen from the nominations received by a selection committee of three appointed by the President of the League. The selection will then be announced at the Annual Conference and appropriate honors will be bestowed. The process will then be repeated each succeeding year. A permanent plaque will be placed in the League office and the name of each year's recipient of the E. Harris Drew Award will be added. The plaque will have space for twenty names.
- 3) **NOMINATION PROCEDURE:** Nominations may be made by any member city and must be submitted by **June 8, 2012**. Each nomination must be made on the approved form and must be signed by two elected officials from that city.
- 4) **CRITERIA:** The Board of Directors has approved recommended criteria to be used as a guide for evaluating the nominees:
  - a) 60% - service to their city  
20% - service to their regional local league  
20% - service to the Florida League of Cities
  - b) Contributions to service shall be defined as:
    - 1) total years of elected service
    - 2) offices held
    - 3) programs initiated
    - 4) accomplishments
  - c) Municipal resolutions or personal letters of support will not be included in the evaluations.
- 5) **WINNERS WILL RECEIVE:**
  - 1) A 1 oz. American Eagle Gold Coin
  - 2) A wall plaque suitably inscribed
  - 3) A neck ribbon/medallion, which may be worn at all gatherings of municipal officials
  - 4) Suitably inscribed plate on permanent plaque located in the League headquarters office
  - 5) Full page announcement in QUALITY CITIES magazine.
- 6) **NOMINATIONS SHOULD BE SENT TO:**

Selection Committee  
"E. Harris Drew Award"  
Florida League of Cities, Inc.  
Post Office Box 1757  
Tallahassee, Florida 32302-1757

OFFICIAL NOMINATION FOR "E. HARRIS DREW" MUNICIPAL OFFICIAL  
LIFETIME ACHIEVEMENT AWARD

Sponsored by the Florida League of Cities

THE UNDERSIGNED ARE PLEASE TO NOMINATE:

NAME \_\_\_\_\_  
(must be an elected official)  
TITLE \_\_\_\_\_  
CITY \_\_\_\_\_  
ADDRESS \_\_\_\_\_

For Florida's Municipal Official Lifetime Achievement Award

NUMBER OF YEARS OF SERVICE \_\_\_\_\_

SUPPORTING STATEMENT (Should include the nominee's outstanding qualities in performing the duties of his/her position(s) with your city. It should also include other significant offices, honors, and awards he/she has received in connection with his/her service to the citizens of Florida. Please use second sheet if needed.)

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

SUBMITTED BY THE CITY OF \_\_\_\_\_

NOMINATIONS MUST BE SIGNED BY TWO ELECTED OFFICIALS OF THE CITY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

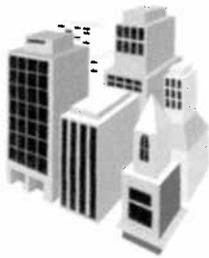
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

# *Agenda Item*

*3e*



**CITY OF PALATKA**  
Betsy Jordan Driggers  
City Clerk  
201 N. 2<sup>nd</sup> Street  
Palatka FL 32177  
Phone: 386-329-0100  
Fax: 386-329-0199  
e-mail: [bdrippers@palatka-fl.gov](mailto:bdrippers@palatka-fl.gov)

# Memorandum

**To:** Palatka City Commission  
**From:** Betsy Driggers, City Clerk  
**Date:** May 17, 2012  
**Re:** Election of Voting Delegate for 2012 FLC Annual Conference

---

Attached please find a memorandum from the Florida League of Cities requesting the City appoint one of its members as the City's voting delegate for the FLC annual conference business meeting.

Vice Mayor Mary Lawson Brown has agreed to serve as voting delegate to the 2012 FLC Annual Conference.

Please take action to designate Vice Mayor Brown as voting delegate and Vice Mayor Mary Lawson Brown as alternate voting delegate to the 2012 FLC Annual Conference in Hollywood, FL

**86th Annual Conference  
Florida League of Cities, Inc.  
August 23-25, 2012  
Hollywood, Florida**

It is important that each member municipality sending delegates to the Annual Conference of the Florida League of Cities, designate one of their officials to cast their votes at the Annual Business Session. League By-Laws requires that each municipality select one person to serve as the municipalities voting delegate. Municipalities do not need to adopt a resolution to designate a voting delegate.

Please fill out this form and return it to the League office so that your voting delegate may be properly identified.

**Designation of Voting Delegate**

Name of Voting Delegate: Mary Lawson Brown

Title: Vice Mayor

Municipality of: City of Palatka

**AUTHORIZED BY:**

PALATKA CITY COMMISSION

Name Vernon Myers

Mayor

Title

Return this form to:

Gail Dennard  
Florida League of Cities, Inc.  
Post Office Box 1757  
Tallahassee, FL 32302-1757  
Fax to Gail Dennard at (850) 222-3806 or email [gdennard@flcities.com](mailto:gdennard@flcities.com)



301 South Bronough Street, Suite 300 ♦ Post Office Box 1757 ♦ Tallahassee, FL 32302-1757  
(850) 222-9684 ♦ Fax (850) 222-3806 ♦ Web site: www.flcities.com

TO: Municipal Key Official

FROM: Michael Sittig, Executive Director

DATE: May 8, 2012

SUBJECT: 86th Annual FLC Conference – *FLC University; A Commitment to Life Long Learning*  
VOTING DELEGATE AND RESOLUTION INFORMATION  
August 23-25, 2012 – Westin Diplomat, Hollywood

As you know, the Florida League of Cities' Annual Conference will be held at the Westin Diplomat, Hollywood, Florida on August 23-25. This year we are celebrating *FLC University; A Commitment to Life Long Learning*, which will provide valuable educational opportunities to help Florida's municipal officials serve their citizenry more effectively.

It is important that each municipality designate one official to be the voting delegate. Election of League leadership and adoption of resolutions are undertaken during the business meeting. One official from each municipality will make decisions that determine the direction of the League.

In accordance with the League's by-laws, each municipality's vote is determined by population, and the League will use the Estimates of Population from the University of Florida for 2011.

Registration materials will be sent to each municipality the week of June 1<sup>st</sup>. Materials will also be posted on-line. Call us if you need additional copies. The League adopts resolutions each year to take positions on commemorative, constitutional or federal issues. We have attached the procedures your municipality should follow for proposing resolutions to the League membership. A resolution is not needed to become a voting delegate. If you have questions regarding resolutions, please call Allison Payne at the League at (850) 701-3602 or (800) 616-1513, extension 3602. **Proposed resolutions must be received by the League no later than July 18, 2012.**

If you have any questions on voting delegates, please call Gail Dennard at the League (850) 701-3619 or (800) 616-1513, extension 3619. **Voting delegate forms must be received by the League no later than August 15, 2012.**

Attachments: Form Designating Voting Delegate  
Procedures for Submitting Conference Resolution

**Procedures for Submitting Resolutions  
Florida League of Cities' 86th Annual Conference  
Westin Diplomat  
Hollywood, Florida  
August 23-25, 2012**

In order to fairly systematize the method for presenting resolutions to the League membership, the following procedures have been instituted:

- (1) Proposed resolutions must be submitted in writing, to be received in the League office by July 18, 2012, to guarantee that they will be included in the packet of proposed resolutions that will be submitted to the Resolutions Committee.
- (2) Proposed resolutions will be rewritten for proper form, duplicated by the League office and distributed to members of the Resolutions Committee. (Whenever possible, multiple resolutions on a similar issue will be rewritten to encompass the essential subject matter in a single resolution with a listing of original proposers.)
- (3) Proposed resolutions may be submitted directly to the Resolutions Committee at the conference; however, a favorable two-thirds vote of the committee will be necessary to consider such resolutions.
- (4) Proposed resolutions may be submitted directly to the business session of the conference without prior committee approval by a vote of two-thirds of the members present. In addition, a favorable weighted vote of a majority of members present will be required for adoption.
- (5) Proposed resolutions relating to state legislation will be referred to the appropriate standing policy committee. Such proposals will not be considered by the Resolutions Committee at the conference; however, all state legislative issues will be considered by the standing policy councils and the Legislative Committee, prior to the membership, at the annual Legislative Conference each fall. At that time, a state Legislative Action Agenda will be adopted.

Municipalities unable to formally adopt a resolution before the deadline may submit a letter to the League office indicating their city is considering the adoption of a resolution, outlining the subject thereof in as much detail as possible, and this letter will be forwarded to the Resolutions Committee for consideration in anticipation of receipt of the formal resolution.

## **Important Dates**

**May 30, 2012**

Notice to Local and Regional League Presidents and Municipal Associations  
regarding the Resolutions Committee

**June 29**

Appointment of Resolutions Committee Members

**July 18**

Deadline for Submitting Resolutions to the League office

**August 23**

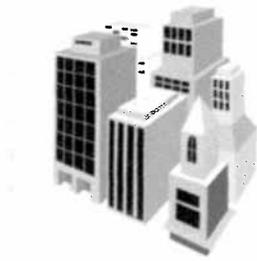
League Standing Council Meetings  
Resolutions Committee Meeting  
Voting Delegates Registration

**August 25**

Immediately Following Breakfast – Pick Up Voting Delegate Credentials  
Followed by Annual Business Session

# *Agenda Item*

**3<sub>f</sub>**



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

# Memorandum

**To:** City Commission & Staff  
**From:** Betsy J. Driggers, City Clerk  
**Date:** 5/17/2012  
**Re:** 2012 City Commission Meeting Calendar – Amended Summer Workshop Date

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Attached is the 2011 City Commission Calendar for Jan. – June, 2012 as amended to change the pre-budget workshop date from May 24, 2012 to June 14, 2014, to begin at 2:00 p.m. I have attached a meeting call notifying the Commission, Staff, public and press of this workshop.

Please also note there is a CRA meeting on that date which begins at 4:00 p.m. and the regular City Commission meeting begins at 6:00 p.m.

**Please approve the amended 2012 City Commission Calendar Jan. – June, 2012**

**VERNON MYERS**  
MAYOR - COMMISSIONER

**MARY LAWSON BROWN**  
VICE MAYOR - COMMISSIONER

**ALLEGRA KITCHENS**  
COMMISSIONER

**PHIL LEARY**  
COMMISSIONER

**JAMES NORWOOD, JR.**  
COMMISSIONER



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

**BETSY JORDAN DRIGGERS**  
CITY CLERK

**MATTHEW D. REYNOLDS**  
FINANCE DIRECTOR

**GARY S. GETCHELL**  
CHIEF OF POLICE

**MICHAEL LAMBERT**  
CHIEF FIRE DEPT.

**DONALD E. HOLMES**  
CITY ATTORNEY

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

**May 24, 2012**

**TO MESSRS: MARY LAWSON BROWN, ALLEGRA KITCHENS, PHIL LEARY AND  
JAMES NORWOOD, Jr.:**

You are hereby notified that a workshop meeting of the Palatka City Commission is called to be held on June 14, 2012, at the regular meeting place of the Palatka City Commission, Palatka City Hall, 201 N. 2<sup>nd</sup> Street, Palatka, Florida, to commence at 2:00 p.m.

The purpose of the meeting is to hold a pre-budget workshop for FY 2012-13.

*/s/ Vernon Myers*  
Vernon Myers, MAYOR

We acknowledge receipt of a copy of the foregoing notice of a special meeting on the 24<sup>th</sup> day of May, 2012.

*/s/ Mary Lawson Brown*  
COMMISSIONER

*/s/ Phil Leary*  
COMMISSIONER

*/s/ James Norwood, Jr.*  
COMMISSIONER

*/s/ Allegra Kitchens*  
COMMISSIONER

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.

# 2012 PALATKA CITY COMMISSION CALENDAR

## January 1 – June 30, 2012

Rev. 5-17-12

- JANUARY**
- 2 - City offices closed in observance of New Year's
  - 5 - Pre-Agenda mtg. 2:30 p.m.
  - 12 - City Commission mtg. 6:00 p.m. - City Hall
  - 16 - City offices closed in observance of Martin Luther King, Jr. Day
  - 19 - Pre-Agenda mtg. 9:00 a.m.
  - 19 - NEFLC Meeting @ St. Augustine
  - 25 - FLC – Legislative Action Day, Tallahassee
  - 26 - City Commission Workshop (Nuisance Properties) 4:00 p.m. - City Hall
  - 26 - City Commission mtg. 6:00 p.m. - City Hall

- FEBRUARY**      Black History Month
- 2 - Pre-Agenda mtg. 2:30 p.m.
  - 9 - CRA mtg. 4:00 p.m. - City Hall
  - 9 - City Commission mtg. 6:00 p.m. - City Hall
  - 16 - Pre-Agenda mtg. 9:00 a.m.
  - 16 - NEFLC Meeting - Green Cove Springs
  - 23 - City Commission Workshop (Historic Preservation) 4:00 p.m. - City Hall
  - 23 - City Commission mtg. 6:00 p.m. - City Hall

- MARCH**      Women's History Month
- 1 - Pre-Agenda mtg. 2:30 p.m.
  - 2 - Azalea Fest. Mayor's Reception
  - 8 - City Commission mtg. 6:00 p.m. - City Hall
  - 15 - Pre-Agenda mtg. 9:00 a.m.
  - 15 - NEFLC Meeting – Lake Butler
  - 22 - City Commission Workshop (Landscape Code Rev) 4:00 p.m. - City Hall
  - 22 - City Commission mtg. 6:00 p.m. - City Hall

- APRIL**
- 5 - Pre-Agenda mtg. 2:30 p.m.
  - 12 - CRA mtg. 4:00 p.m. - City Hall
  - 12 - City Commission mtg. 6:00 p.m. - City Hall
  - 19 - Pre-Agenda mtg. 9:00 a.m.
  - 19 - NEFLC Meeting - Starke
  - 26 - City Commission regular meeting 6:00 p.m. - City Hall

- MAY**
- 3 - Pre-Agenda mtg. 2:30 p.m.
  - 10 - City Commission mtg. 6:00 p.m. - City Hall
  - 17 - Pre-Agenda mtg. 9:00 a.m.
  - 17 - NEFLC Meeting - The Beaches
  - 24 - City Commission mtg. 6:00 p.m. - City Hall
  - 28 - City offices closed in observance of Memorial Day Holiday

- JUNE**
- 7 - Pre-Agenda mtg. 2:30 p.m.
  - 14 - Pre-Budget Workshop - 2:00 p.m. - City Hall
  - 14 - CRA mtg. 4:00 p.m. - City Hall
  - 14 - City Commission mtg. 6:00 p.m. - City Hall
  - 21 - Pre-Agenda mtg. 9:00 a.m.
  - 21 - NEFLC Meeting - Orange Park
  - 28 - City Commission 6:00 p.m. - City Hall

### Upcoming Events & Conferences:

**January 24 - 25 - Legislative Action Day, Tallahassee**

**August 23 - 25 - FLC Annual Conference, Westin Diplomat, Hollywood**

**November 15 & 16 - FLC Legislative Conference, Hyatt Regency Orlando Airport**

# 2012 PALATKA CITY COMMISSION CALENDAR

July 1 – December 30, 2012

Rev. 11/09/11

- JULY**
- 4 - City offices closed to observe Independence Day
  - 5 - Pre Agenda mtg. 2:30 p.m. for Budget Workshop/Reg. meeting
  - 12 - Budget Workshop 4:00p.m. - City Hall
  - 12 - City Commission regular meeting to set tentative millage rate (immediately following budget workshop)
- AUGUST**
- 16 - Pre-Agenda mtg. 9:00 a.m.
  - 23 - CRA mtg. 4:00 p.m. - City Hall
  - 23 - City Commission mtg. 6:00 p.m. - City Hall
  - 23 - 25 - FLC Annual Conference, Westin Diplomat, Hollywood
- SEPTEMBER**
- 3 - City offices closed in observance of Labor Day
  - 6 - Pre-Agenda mtg. 2:30 p.m.
  - 13 - City Commission mtg. 6:00 p.m. (1<sup>st</sup> Public Hearing on Budget) - City Hall
  - 20 - Pre-Agenda mtg. 9:00 a.m.
  - 20 - NEFLC Meeting - Palatka
  - 27 - City Commission mtg. 6:00 p.m. (Adoption of Budget) - City Hall
- OCTOBER**
- 4 - Pre-Agenda mtg. 2:30 p.m.
  - 5 - City Safety Luncheon - 12:00 noon; Palatka Golf Course
  - 11 - CRA mtg. 4:00 p.m. - City Hall
  - 11 - City Commission mtg. 6:00 p.m. - City Hall
  - 18 - Pre-Agenda mtg. 9:00 a.m.
  - 18 - NEFLC Meeting - St. Augustine Beach
  - 25 - City Commission mtg. 6:00 p.m. - City Hall
  - 31 - Halloween Trick or Treat, 6:00 - 8:00 p.m.
- NOVEMBER**
- 1 - Pre-Agenda mtg. 2:30 p.m.
  - 8 - City Commission mtg. 6:00 p.m. - City Hall
  - 12 - City Offices Closed in observance of Veterans' Day
  - 15 & 16 - Legislative Conference - Hyatt Regency Orlando Int'l Airport Hotel
  - 22 & 23 - City offices closed in observance of Thanksgiving Holiday
- DECEMBER**
- 6 - Pre-Agenda mtg. 2:30 p.m.
  - 6 - NEFLC Meeting - Jacksonville
  - 13 - CRA mtg. 4:00 p.m. - City Hall
  - 13 - City Commission mtg. 6:00 p.m. - City Hall
  - Dates TBD - City offices closed in observance of Christmas Holiday
  - 31 - City offices closed in observance of New Year's Eve

## Upcoming Events & Conferences:

- August 23 - 25, 2012 - FLC Annual Conference, Westin Diplomat, Hollywood
- November 15 & 17 - FLC Legislative Conference, Hyatt Regency Orlando International Airport Hotel, Orlando, FL

# *Agenda Item*

*3g*

Palatka Police Department  
110 North 11<sup>th</sup> Street

**Memorandum**

Date: May 18, 2012  
To: City Commission, via City Clerk  
From: Gary S. Getchell, Chief of Police   
Subject: Noise Variance Request

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Upon review of our files regarding the noise variance requested by John Lyon for May 25, 2012 and May 26, 2012, we find no reason to deny the request at this time.

Cc:

Steamboat Willies  
309 St Johns Ave  
Palatka, FL 32177

Woody Boyton  
201 N. 1<sup>st</sup> St.  
Palatka, FL 32177

May 15, 2012

Mr. Boyton,

I am requesting to be placed on the consent agenda of May 22, 2012 City Commission meeting to request a noise variance for Steamboat Willies. We have live entertainment playing on the following dates for the month of May for the Blue Crab Festival:

May 25, 2012

May 26, 2012

We are requesting a variance for the times starting at 10:00pm of the listed date into the next morning at 1:00am.

I appreciate your help as well as the consideration of the City Commission on supporting the events we have had in the past and the events in the future.

Sincerely,

  
John Lyon  
Owner

# *Agenda Item*

*4*

**CITY OF PALATKA CITY COMMISSION  
AGENDA ITEM**

**ITEM:** Consideration of Pawnbroker at 3705 Crill Avenue      **DEPARTMENT:** Building & Zoning

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**AGENDA SECTION:** Regular Agenda, requiring Commission action

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**ATTACHMENTS:**

- 1. Municipal Code Excerpt
- 2. Applicant request & BTR Application
- 3. Location Map
- 4. Aerial Map
- 5. FLUM & Zoning Map

**MEETING DATE:** May 24, 2012

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**ISSUE:** The applicant has requested the Commission's approval of the location for a pawnbroker business at the location above, which is occupied by the Crill Avenue Shopping Center, just west of S SR 19, on the south side of the street.

This is not a zoning issue and the pawnbroker use is a fully permissible use in the C-2 zoning district, with no restrictions or conditions placed upon it. As the attached Municipal Code excerpt indicates, all pawnbrokers who apply for business tax receipts must have the Commission approve the location. No criteria are associated with this Code section, so it is not clear how or why such a request would or could be turned down.

Staff recommends approval of a pawnbroker at this location.

Please direct questions regarding this request to Thad Crowe at 329-0103 or [tcrowe@palatka-fl.gov](mailto:tcrowe@palatka-fl.gov)

PART II - MUNICIPAL CODE  
Chapter 78 - TAXATION  
ARTICLE V. - BUSINESS TAX  
DIVISION 2. - COIN-OPERATED DEVICES

(Code 1981, § 11-73; Ord. No. 07-12, § 1, 8-9-2007)

**Sec. 78-168. - Location of pawnbrokers to be approved by city commission.**

Any business tax receipt issued by the city authorizing the conducting of the business of pawnbroker shall be granted and issued only after the city commission has first approved on its minutes the location within the city at which such business may be carried on.

(Code 1981, § 11-74; Ord. No. 07-12, § 1, 8-9-2007)

**Sec. 78-169. - Conflicting regulations.**

If there should occur any conflict in the terms, provisions or conditions of the license provisions under this article, then the highest business tax prescribed under this article or in any other ordinance shall be paid, and shall be the business tax required for such business, profession or occupation.

(Code 1981, § 11-75; Ord. No. 07-12, § 1, 8-9-2007)

**Sec. 78-170. - Schedule.**

Except as provided elsewhere, the schedule of fees of the business tax levied by this article shall be as set out in appendix A to this Code, as amended from time to time.

(Code 1981, § 11-76; Ord. No. 07-12, § 1, 8-9-2007)

**Sec. 78-171. - Exemption for motor vehicles used by licensed business.**

Vehicles used by any person licensed under this article for the sale and delivery of tangible personal property at either wholesale or retail from his place of business on which a business tax receipt is paid shall not be construed to be separate places of business, and no business tax receipt may be levied on such vehicles or the operators thereof as a salesman or otherwise, any other law to the contrary notwithstanding.

(Code 1981, § 11-77; Ord. No. 07-12, § 1, 8-9-2007)

State law reference— Similar provisions, F.S. § 205.063.

**Sec. 78-172. - Exemption for certain disabled persons, the aged, and widows with minor dependents.**

(a) All disabled persons physically incapable of manual labor, widows with minor dependents, and persons 65 years of age or older, with not more than one employee or helper, and who use their own capital only, not in excess of \$1,000.00, shall be allowed to engage in any business or occupation in counties in which they live without being required to pay for a business tax receipt. The exemption provided by this section shall be allowed only upon the certificate of the county physician, or other reputable physician, that the applicant claiming the exemption is disabled, the nature and extent of the disability being specified therein, and in case the exemption is claimed by a widow with minor dependents, or a person over 65 years of age, proof of the right to the exemption shall be made. Any person entitled to the exemption provided by this section shall, upon application and furnishing of the necessary proof as provided in this section, be issued a business tax receipt, which shall have plainly stamped or written across the face thereof the fact that it is issued under this section, and the reason for the exemption shall be written thereon.

## Pam Sprouse

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**From:** Terry Hancock [tlhancock237@comcast.net]  
**Sent:** Friday, May 04, 2012 3:47 PM  
**To:** Pam Sprouse  
**Subject:** terry Hancock-pawn business-3705 Crill Ave

My name is Terry Hancock. I am requesting permission from the Palatka City Commission to occupy a Building at 3705 Crill Ave for the use of a Pawn Business. I shall operate the business myself with possibility of 2 additional employees. My hours of operation are: Monday thru Friday 9:00-5:30 and Saturday 9:00-1:00 I would greatly appreciate the City Of Palatka granting me this request. I can be reached by phone 386 937 5131 or e mail [tlhancock237@comcast.net](mailto:tlhancock237@comcast.net)

Thank You  
Terry Hancock

**City of Palatka  
Registration/Business Tax Receipt Application**

This application must be typed or printed in black ink and submitted to:  
City of Palatka Building & Zoning, 201 N 2<sup>nd</sup> St., Palatka, FL 32177 (PH 386-329-0103, FAX 386-329-0172)

Check One:  New Business  Transfer Ownership  Transfer Location  Name Change  
 Type of Ownership:  Corporation  Partnership  Sole Proprietor  Other

APPLICATION IS HEREBY MADE FOR AN OCCUPATIONAL LICENSE FOR THE PURPOSE OF ENGAGING IN BUSINESS, PROFESSION OR OCCUPATIONS DESCRIBED BELOW:

Business Name: <u>TERRY'S Pawn</u>	Business Phone: <u>386-937-5131</u>
DBA (Doing Business As): <u>TERRY'S Pawn</u>	Home Phone: <u>386-937-5131</u>
Business Address: <u>3705 Ceill Ave Palatka, FL</u>	
Mailing Address: <u>P.O. Box 376 San Mateo, FL</u>	
Type of Business: <u>Pawn Business</u>	
* State Certificate/Registration Number where required: _____ <small>(Accounting, Acupuncture, Architecture, Barbers, Chiropractic, Construction Industry, Cosmetology, Dentistry, Dispensing Opticians, Medical Examiners, Professional Engineer, Landscape Architecture, Funeral Directors and Embalmers, Massage Therapy, Hearing Aids, Nursing Home Administrators, Nursing, Optometry, Pharmacy, Psychology Group, Real Estate, Veterinary Medicine, or any other registrations or certifications required).</small>	
* Employer's Identification Number: _____	Sales Tax # _____
Opening date of Business in this City: _____	If Merchant, state opening inventory \$ _____
Seating capacity of Theater, Restaurant, Lounge, Tavern or Café: _____	Dancing (Where Allowed) Yes _____ No <u>_____</u>
List number/type of coin operated vending machines on premises: <u>0</u>	
Owner Name/Corporate Officer and Title <u>TERRY L. HANCOCK</u>	
Home address: <u>P.O. Box 376 San Mateo, FL</u> <u>1347 S.R. 19 Palatka, FL</u>	
Email Address: <u>THANCOCK237@comcast.net</u>	
Phone: <u>386-937-5131</u>	D.O.B.: <u>3/19/1959</u> Attach a copy of Photo I.D.

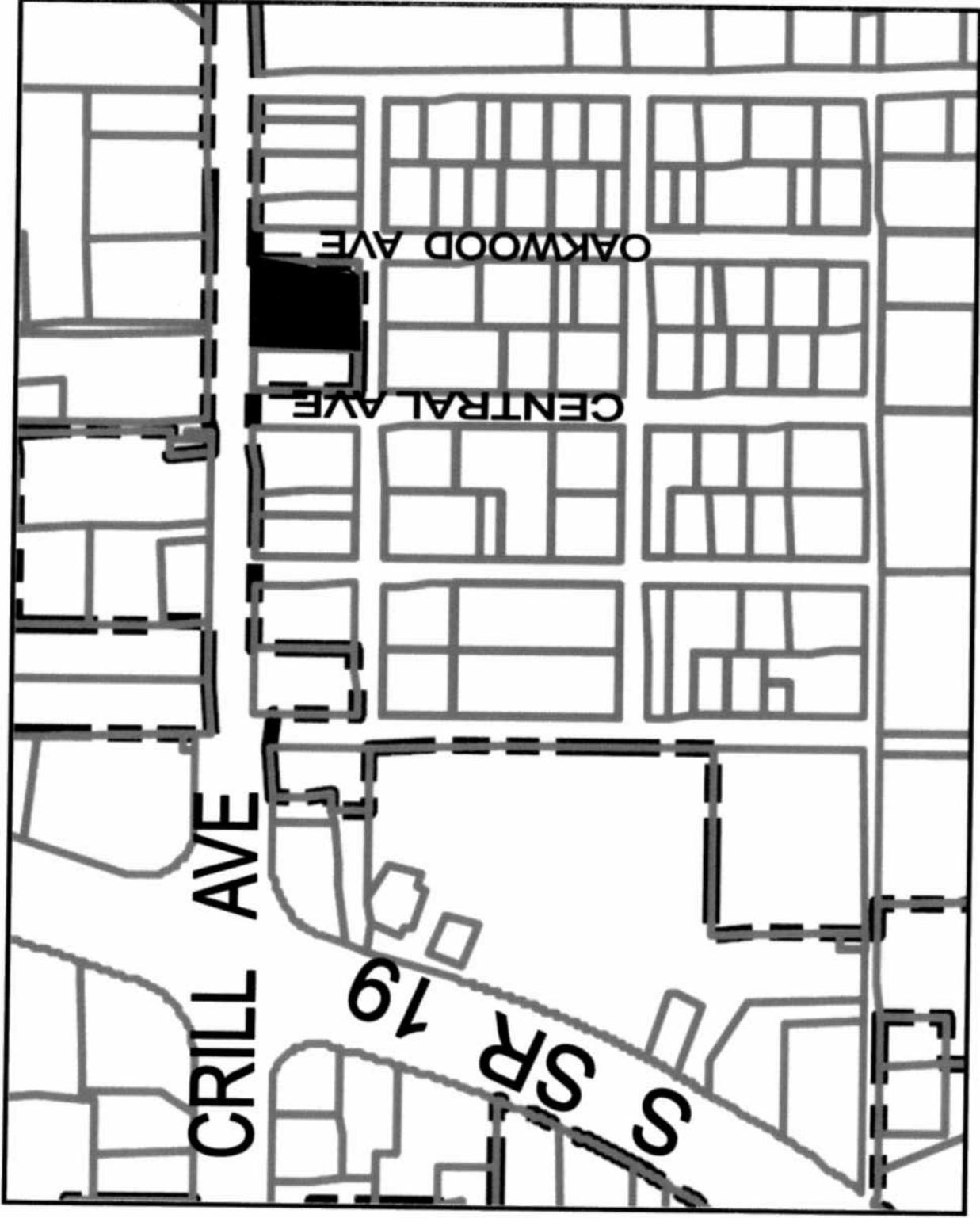
I, THE UNDERSIGNED, DO HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. I UNDERSTAND THAT THE ISSUANCE OF A CITY OF PALATKA OCCUPATIONAL LICENSE DOES NOT EXEMPT ME FROM ANY OTHER APPLICABLE LAWS, INCLUDING COUNTY OR STATE LICENSING, ZONING OR PERMITTING REQUIREMENTS. I FURTHER UNDERSTAND THAT A CITY OF PALATKA LICENSE REPRESENTS PROOF OF PAYMENT FOR THE LICENSE AND IS NOT TO BE USED TO REPRESENT ANY LEVEL OF QUALIFICATION, CERTIFICATION, TRADE OR PROFESSIONAL EXPERTISE TO THE PUBLIC.

Applicant Signature: Terry L Hancock Title: \_\_\_\_\_

Fictitious Names Requirement: If your business will use any name other than the owner's legal name, or if a corporation will use a name other than its legal corporate name, a fictitious name (also referred to as a D/B/A) **MUST** be registered with the state. Forms and additional information are available from the Florida Department of State, Fictitious Name Registration, P.O. Box 6327, Tallahassee, FL 32314. (850) 245-6058, [www.sunbiz.org](http://www.sunbiz.org).

**FOR OFFICE USE ONLY**

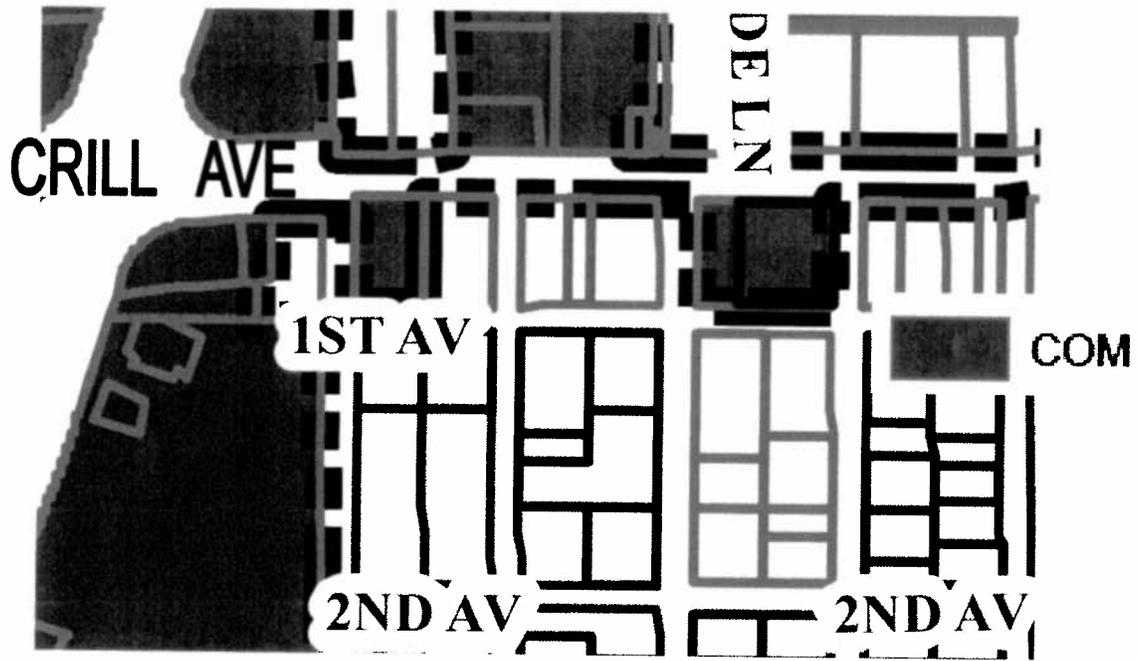
Current Zoning	Allowable use: Yes _____ No _____	Approved by: _____
Required Inspections: Fire Marshal _____ BZ _____ Active Water Acct: _____		



**3705 Crill Ave**



# FUTURE LAND USE MAP



# ZONING MAP



*Agenda  
Item*

5

**CITY OF PALATKA CITY COMMISSION  
AGENDA ITEM**

**ITEM:** Adoption - request to annex, amend Future Land Use Map, and amend the Official Zoning Map for 3205 & 3209 Crill Ave. & 1108 S. Palm Ave.      **DEPARTMENT:** Building & Zoning

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**AGENDA SECTION:** Regular Agenda, requiring Commission action

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**ATTACHMENTS:** 1. Annexation, FLUM, & Rezoning Ordinances      **MEETING DATE:** May 24, 2012  
2. Planning Board minutes excerpt  
3. Planning Board staff report

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**ISSUE:** This is a request to annex property into the City, amend the Future Land Use Map, and rezone from County to City zoning. The Planning Board recommended approval of the request at their April 3, 2012 meeting, and the Commission passed the rezoning and annexation items on first reading (the small-scale FLUM amendment involves just one public hearing). The Crill Ave. properties are undeveloped, and the S. Palm Ave. property contains a single-family home (despite having County Commercial land use, as do surrounding properties). The changes for each address are summarized below.

<b>Property</b>	<b>Current FLUM</b>	<b>Requested FLUM</b>	<b>Current Zoning</b>	<b>Requested Zoning</b>
3205 Crill Ave.	County CR (Commercial)	COM (Commercial)	County C-2 (Commercial, Light)	C-2 (Intensive Commercial)
3209 Crill Ave.	County UR (Urban Reserve)	COM (Commercial)	County C-2 (Commercial, Light)	C-2 (Intensive Commercial)
1108 S. Palm Ave.	County CR (Commercial)	COM (Commercial)	County R-1A (Resid. Single Family)	C-1A (Neighborhood Commercial)

Please direct questions regarding this request to Thad Crowe at 329-0103 or [tcrowe@palatka-fl.gov](mailto:tcrowe@palatka-fl.gov)

This instrument prepared by:  
Thad Crowe, AICP  
City of Palatka  
201 N. 2<sup>nd</sup> St.  
Palatka, FL 32177

ORDINANCE NO. 12 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS 3205 CRILL AVENUE, 3209 CRILL AVENUE, AND 1108 SOUTH PALM AVENUE, LOCATED IN SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST, PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1.

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

Donald E. Holmes, J. Dale Hewett Life Estate, and  
Richard S. Richter

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

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

Section 2. NOW THEREFORE, be it enacted by the people of the City of Palatka, Florida, that the following described unincorporated

lands lying adjacent and contiguous to the boundaries of the City of Palatka, Florida shall henceforth be deemed and held to be within the corporate limits of the City of Palatka, Florida said lands being described as follows:

**DESCRIPTION OF PROPERTIES:**

W1/2 OF NE1/4 OF NE1/4 OF SE1/4 (EX BK207 P312)  
(Being 3205 Crill Avenue/tax parcel # 11-10-26-0000-1110-0000)

PT OF NE1/4 OF SE1/4 BK207 P312  
(Being 3209 Crill Avenue/tax parcel # 11-10-26-0000-1160-0000)

PT OF NE 1/4 OF SE 1/4 OR 191 P 555  
(Being 1108 South Palm Avenue / tax parcel # 11-10-26-0000-1100-0000)

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

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

**PASSED AND ADOPTED** by the City Commission of the City of Palatka on this 24<sup>th</sup> day of May, 2012.

**CITY OF PALATKA**

**BY:** \_\_\_\_\_

**Its Mayor**  
**ATTEST:**

\_\_\_\_\_  
**City Clerk**

**APPROVED AS TO FORM AND CORRECTNESS:**

\_\_\_\_\_  
**City Attorney**

This instrument prepared by:  
Thad Crowe, AICP  
201 North 2<sup>nd</sup> Street  
Palatka, Florida 32177

ORDINANCE NO. 12 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO THREE PARCELS OF LAND (LESS THAN 10 ACRES IN SIZE) IDENTIFIED AS 3205 CRILL AVENUE, 3209 CRILL AVENUE, AND 1108 SOUTH PALM AVENUE FROM PUTNAM COUNTY CR (COMMERCIAL) TO COM (COMMERCIAL) FOR 3205 CRILL AVENUE, FROM PUTNAM COUNTY UR (URBAN RESERVE) TO COM (COMMERCIAL) FOR 3209 CRILL AVENUE, AND FROM PUTNAM COUNTY CR (COMMERCIAL) TO COM (COMMERCIAL) FOR 1108 SOUTH PALM AVENUE, PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE

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

**WHEREAS**, Section 163.3187(1(b), Florida Statutes, as amended, provides that a local government may amend its adopted comprehensive plan to change the land uses of up to 120 acres by small scale amendments annually, and

**WHEREAS**, Section 163.3187(2), Florida Statutes, as amended, provides that small scale development amendments require only one public hearing before the governing board, which shall be an adoption hearing, and

**WHEREAS**, the Planning Board conducted a public hearing on March 6, 2012 and recommended approval of this amendment to the City Commission, and

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

Section 1. Adopted Small Scale Amendment

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

**TABLE 1  
ADOPTED SMALL SCALE AMENDMENT**

<u>Property Tax Number</u>	<u>Acreage</u>	<u>Current Land Use</u>	<u>Future Land Use</u>	<u>Amended Land Use</u>	<u>Future Land Use</u>
11-10-26-0000-1110-0000	4.22	Putnam County CR (Commercial)	CR (Commercial)	COM (Commercial)	
11-10-26-0000-1160-0000	.52	Putnam County UR (Urban Reserve)	UR (Urban Reserve)	COM (Commercial)	
11-10-26-0000-1110-0000	.69	Putnam County CR (Commercial)	CR (Commercial)	COM (Commercial)	
DESCRIPTION OF PROPERTIES:					
11-10-26-0000-1110-0000		W1/2 OF NE1/4 OF BK207 P312)	NE1/4 OF SE1/4 (EX		
11-10-26-0000-1160-0000		PT OF NE1/4 OF SE1/4 BK207 P312			
11-10-26-0000-1110-0000		PT OF NE 1/4 OF SE 1/4 OR 191 P 555			

**Section 2. Effect on the Comprehensive Plan**

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

**Section 3. Severability**

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

**Section 4. Effective date**

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

**PASSED AND ADOPTED** by the City Commission of the City of Palatka on this 24<sup>th</sup> day of May, 2012.

CITY OF PALATKA

By: \_\_\_\_\_  
Its Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

This instrument prepared by:  
Thad Crowe, AICP  
201 North 2<sup>nd</sup> Street  
Palatka, Florida 32177

ORDINANCE NO. 12 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTIES LOCATED IN SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST, LOCATED AT 3205 AND 3209 CRILL AVENUE AND 1108 SOUTH PALM AVENUE, FROM PUTNAM COUNTY C-2 (COMMERCIAL, LIGHT) TO CITY OF PALATKA C-2 (INTENSIVE COMMERCIAL) FOR 3205 AND 3209 CRILL AVENUE, AND FROM PUTNAM COUNTY R-1A (RESIDENTIAL SINGLE FAMILY) TO CITY OF PALATKA C-1A (NEIGHBORHOOD COMMERCIAL) FOR 1108 SOUTH PALM AVENUE; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE

**WHEREAS**, application has been made by Donald E. Holmes, Jr., J. Dale Hewett Life Estate, and Richard S. Richter, owners of said property, to the City for certain amendment to the Official Zoning Map of the City of Palatka, Florida, and

**WHEREAS**, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on April 3, 2011, and two public hearings before the City Commission of the City of Palatka on May 10, 2012, and May 24, 2012, and

**WHEREAS**, the City Commission of the City of Palatka has determined that said amendment should be adopted.

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

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

for 3205 and 3209 Crill Avenue, and from Putnam County R-1A (Residential Single Family) to City of Palatka C-1A (Neighborhood Commercial) for 1108 South Palm Avenue.

**DESCRIPTION OF PROPERTIES:**

W1/2 OF NE1/4 OF NE1/4 OF SE1/4 (EX BK207 P312)  
(Being 3205 Crill Avenue/tax parcel # 11-10-26-0000-1110-0000)

PT OF NE1/4 OF SE1/4 BK207 P312  
(Being 3209 Crill Avenue/tax parcel # 11-10-26-0000-1160-0000)

PT OF NE 1/4 OF SE 1/4 OR 191 P 555  
(Being 1108 South Palm Avenue / tax parcel # 11-10-26-0000-1100-0000)

**Section 2.** To the extent of any conflict between the terms of this ordinance and the terms of any ordinance previously passed or adopted, the terms of this ordinance shall supersede and prevail.

**Section 3.** This Ordinance shall become effective immediately upon its final passage by the City Commission.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka on this 24<sup>th</sup> day of May, 2012.

**CITY OF PALATKA**

**BY:** \_\_\_\_\_  
**Its MAYOR**

**ATTEST:**

\_\_\_\_\_  
**City Clerk**

**VERNON MYERS**  
MAYOR - COMMISSIONER

**MARY LAWSON BROWN**  
VICE MAYOR - COMMISSIONER

**ALLEGRA KITCHENS**  
COMMISSIONER

**PHIL LEARY**  
COMMISSIONER

**JAMES NORWOOD, JR.**  
COMMISSIONER



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

**BETSY JORDAN DRIGGERS**  
CITY CLERK

**MATTHEW D. REYNOLDS**  
FINANCE DIRECTOR

**GARY S. GETCHELL**  
CHIEF OF POLICE

**MICHAEL LAMBERT**  
CHIEF FIRE DEPT

**DONALD E. HOLMES**  
CITY ATTORNEY

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

April 24, 2012

Putnam County Board of County Commissioners  
2509 Crill Avenue, Suite 200  
Palatka FL 32177

ATTN: Chairman, Putnam County BOCC

To Whom It May Concern:

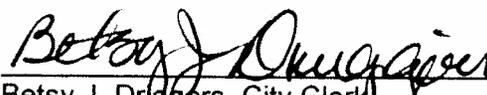
The City of Palatka hereby provides notice of its intent to hold a public hearing on May 10, 2012 and May 24, 2012, concerning the adoption of a proposed ordinance annexing the following described property into its municipal boundaries:

<u>Address</u>	<u># of Acres</u>	<u>Sec/Township/Range</u>	<u>Ord. #</u>
3205 Crill Avenue	4.22 +/-	11-10-26	12-20
3209 Crill Avenue	0.52 +/-	11-10-26	12-20
1108 S. Palm Avenue	0.69 +/-	11-10-26	12-20

Please see a copy of the public notice(s) attached, including a map of the property, which will run in the Palatka Daily News on May 4, 2012 and May 18, 2012. A copy of the Ordinance containing a copy of the legal description can be obtained from the Office of the City Clerk at City Hall. This notice is being provided pursuant to FS171.0446.

Please govern yourselves accordingly.

CITY OF PALATKA

  
Betsy J. Driggers, City Clerk

BJD  
Attachments  
Cc: Thad Crowe, Planning Director, City of Palatka

## NOTICE OF ANNEXATION AND REZONING

**NOTICE** is hereby given that the City Commission of the City of Palatka, Florida, at its next regular meetings to be held at 6:00 p.m. on the 10<sup>th</sup> and 24<sup>th</sup> days of May, 2012, at Palatka City Hall, 201 N. 2<sup>nd</sup> Street, Palatka, Florida, will consider the enactment of ordinances annexing and rezoning the following described property into the corporate limits of the City and redefining the boundary lines of the City of Palatka to include said property as follows:

1. **CITY OF PALATKA, FLORIDA, ORDINANCE NO. 12-20 ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS 3205 CRILL AVENUE, CONTAINING 4.22 ACRES OF LAND; 3209 CRILL AVENUE, CONTAINING .52 ACRES OF LAND; AND 1108 S. PALM AVENUE, CONTAINING .69 ACRES OF LAND; LOCATED IN SECTION 12, TOWNSHIP 10 SOUTH, RANGE 26 EAST, PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING AN EFFECTIVE DATE; AND**

**Accompanied by the following entitled ordinance:**

2. **AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTY LOCATED IN SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST, LOCATED AT 3205 CRILL AVENUE, FROM PUTNAM CO. CR (COMMERCIAL, LIGHT) TO PALATKA C-2 (INTENSIVE COMMERCIAL); REZONING 3209 CRILL AVENUE FROM PUTNAM CO. C-2 (COMMERCIAL, LIGHT) TO PALATKA C-2 (INTENSIVE COMMERCIAL); AND REZONING 1108 S. PALM AVENUE FROM PUTNAM CO R-1A (SINGLE-FAMILY RESIDENTIAL) TO C-1A (NEIGHBORHOOD COMMERCIAL); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE**

A map is attached hereto and a copy of the Ordinance containing the legal description can be obtained from the office of the City Clerk at City Hall. All interested persons are hereby advised of such consideration by the City Commission and all interested parties may appear at said meeting at said time and place and be heard with respect to the proposed ordinance. This notice is given in accordance with F.S. 171.044.

**PLEASE GOVERN YOURSELVES ACCORDINGLY.**

/s/ BETSY J. DRIGGERS  
CITY CLERK

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## **NOTICE OF ANNEXATION AND FUTURE LAND USE MAP AMENDMENT**

**NOTICE** is hereby given that the City Commission of the City of Palatka, Florida, at its next regular meeting to be held at 6:00 p.m. on the 24<sup>th</sup> day of May, 2012, at Palatka City Hall, 201 N. 2<sup>nd</sup> Street, Palatka, Florida, will consider the enactment of ordinances annexing and amending the Future Land Use Map of the Adopted Comprehensive Plan of the following described property into the corporate limits of the City and redefining the boundary lines of the City of Palatka to include said property as follows:

- 1. CITY OF PALATKA, FLORIDA, ORDINANCE NO. 12-20 ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS 3205 CRILL AVENUE, CONTAINING 4.22 ACRES OF LAND; 3209 CRILL AVENUE, CONTAINING .52 ACRES OF LAND; AND 1108 S. PALM AVENUE, CONTAINING .69 ACRES OF LAND; LOCATED IN SECTION 12, TOWNSHIP 10 SOUTH, RANGE 26 EAST, PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING AN EFFECTIVE DATE; AND**

**Accompanied by the following entitled ordinance:**

- 2. AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO THREE PARCELS OF LAND (LESS THAN 10 ACRES IN SIZE) IDENTIFIED AS 3205 CRILL AVENUE FROM PUTNAM COUNTY CR (COMMERCIAL) TO CITY OF PALATKA COM (COMMERCIAL), 3209 CRILL AVENUE FROM PUTNAM COUNTY UR (URBAN RESERVE) TO CITY OF PALATKA COM (COMMERCIAL), AND 1108 S. PALM AVENUE FROM COUNTY CR (COMMERCIAL) TO CITY OF PALATKA COM (COMMERCIAL); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE;**

A map is attached hereto and a copy of the Ordinance containing the legal description can be obtained from the office of the City Clerk at City Hall. All interested persons are hereby advised of such consideration by the City Commission and all interested parties may appear at said meeting at said time and place and be heard with respect to the proposed ordinance. This notice is given in accordance with F.S. 171.044.

**PLEASE GOVERN YOURSELVES ACCORDINGLY.**

/s/ BETSY J. DRIGGERS

**CITY CLERK**

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Mr. Holmes stated that the criteria call for consideration of the safety and welfare based on the information in the police report, but it is also not enough to consider a denial of the request.

Mr. Pickens said that he had an ex-parte communication with the Pastor of the Church located in that same commercial complex works with him at the College and that this gentleman did not have enough information about the nature of the request to have an opinion one way or the other. He stated that he also spoke with Mr. Holmes and shares his concerns that just because a criminal element has frequented this area in the past, this is not related to the Applicant and his potential customers, so he would agree that this is an appropriate request.

Terrill Hill, 206 N. 6<sup>th</sup> St., stated that he does a lot of work in this community, and he grew up four blocks from this property. He spoke of the positive impact that a similar use had on him when he was growing up called the Africano Club a teen club. This was a safe haven for kids with a game room, providing the opportunity for kids to go and gather until the curfew. This would be a structured environment and this is desperately needed now as a lot of programs have been cut back. He said that he understands the internet gaming thing and landscaping requirements but does not believe that it is the Board's place to limit what he sells or the hours of operation and that it is with great thought the City Commission has put a curfew in place. He asked that the Board allow this use, as idle hands are the devil's workshop.

Discussion took place regarding the current city curfew. Mr. Pickens asked if Mr. Moore was agreeable to his closing time matching that of the City curfew. Mr. Moore replied that would be fine.

**Motion** made by Mr. DeLoach and seconded by Ms. Buck to approve the request with staff recommendations, modifying condition item # 4; with closing hours of the operation to match the juvenile curfew in the municipal code, and to restrict the use as to not allow internet gaming. All present voted affirmative, motion carried.

**Case 12-20** Request to annex properties located at 3205 & 3209 Crill Avenue and 1108 S Palm Ave. into the Palatka city limits, amend the Future Land Use Map for the Crill Avenue parcels from County CR (Commercial) and UR (Urban Reserve) to COM (Commercial) and rezone from County C-2 (Commercial, Light) to C-2 (Intensive Commercial); and amend the Future Land Use Map for 1108 S. Palm Avenue from County CR (Commercial) to COM (Commercial) and rezone from County R-1A (Residential, Single-family) to C-1A (Neighborhood Commercial).

<b>Location:</b>	3205 & 3209 Crill Avenue and 1108 S. Palm Avenue
<b>Owner:</b>	J. Dale Hewett Life Estate + Donald E. Holmes Jr. + Richard S Richter
<b>Applicant:</b>	Guy Parola, Causseux, Hewett & Walpole, Inc.

Mr. Holmes excused himself to leave the meeting, stating that he is one of the owners of record for this request.

Mr. Crowe said that the property facing the south side of Crill Avenue has County C-2 (General Commercial) zoning, which is less intensive than the City's C-2 (Intensive Commercial) zoning and the property on Palm Avenue and all the neighboring lots on along this street have County Commercial land use and residential zoning which is in conflict with the land use taking precedence. The request does comply with the Future Land Use and rezoning criteria and staff recommends approval.

Mr. Pickens wanted to confirm that the land use requested is comparable to the shopping center across the street on Crill and less intensive than the used car lot across on the Palm Ave. side.

Mr. Crowe replied yes.

Mr. Guy Parola, said that it will not be a gas station. He said there was an end user and it will be a small enclosed retail use. The idea of the Palm Ave. property would be to use this lot for a secondary driveway. He added that the current County zoning allows for a larger floor area, meaning that this action will reduce the allowable intensity.

**Motion** made by Mr. Pickens and seconded by Ms. Buck to annex the properties located at 3205 & 3209 Crill Avenue and 1108 S Palm Ave. into the Palatka city limits. All present voted affirmative, motion carried.

**Motion** made by Mr. Pickens and seconded by Ms. Buck to amend the Future Land Use map for 3205 and 3209 Crill Avenue from County Commercial and Urban Reserve to City Commercial. All present voted affirmative, motion carried.

**Motion** made by Mr. Pickens and seconded by Ms. Buck to amend the Future Land Use map for 1108 S. Palm Avenue from County Commercial to City Commercial. All present voted affirmative, motion carried.

**Motion** made by Mr. Pickens and seconded by Ms. Buck to rezone 3205 & 3209 Crill Avenue from County C-2 (Commercial, Light) to C-2 (Intensive Commercial). All present voted affirmative, motion carried.

**Motion** made by Mr. Pickens and seconded by Ms. Buck to rezone 1108 Palm Avenue from County R-1A (Residential, Single-family) to C-1A (Neighborhood Commercial). All present voted affirmative, motion carried.

**OTHER BUSINESS – none.**

With no further business, meeting adjourned at 7:30 pm.

## Case 12-20

### 3205 & 3209 Crill Ave: Request to Annex, Amend FLUM from County CR & UR to COM, & Rezone from County C-2 to C-2

### 1108 S. Palm Ave: Request to Annex, Amend FLUM from County CR to COM & Rezone from County R-1A to C-1A

Applicant: Guy Parola

## STAFF REPORT

**DATE:** March 27, 2012

**TO:** Planning Board members

**FROM:** Thad Crowe, AICP, Planning Director

### APPLICATION REQUEST

To annex and make land use and zoning changes as follow:

Property	Current FLUM	Requested FLUM	Current Zoning	Requested Zoning
3205 Crill Ave.	Co. CR (Commercial)	COM (Commercial)	Co. C-2 (Commercial, Light)	C-2 (Intensive Commercial)
3209 Crill Ave.	Co. UR (Urban Reserve)	COM (Commercial)	Co. C-2 (Commercial, Light)	C-2 (Intensive Commercial)
1108 S. Palm Ave.	Co. CR (Commercial)	COM (Commercial)	Co. R-1A (Resid. Single Family)	C-1A (Neighborhood Commercial)

### APPLICATION BACKGROUND

Two of these parcels are located on the south side of Crill Ave., approximately 450 feet west of S. Palm Ave., and the other S. Palm Ave. parcel backs up to the larger Crill Ave. parcel and is located approximately 450 feet south of Crill Ave. The larger parcel (3209 Crill Ave.) is undeveloped and the other two parcels have single-family homes.

The maps attached with this report shows site and surrounding property use classifications.

### PROJECT ANALYSIS

#### **Annexation Analysis**

Florida Statute 171.044 references voluntary annexation requirements and requires that property proposed for annexation must meet two tests. First, the property must be contiguous to the annexing municipality and second, the property must also be "reasonably compact."

Contiguity. F.S. 171.031 provides a definition for contiguous and requires that the boundary of the property proposed for annexation must be coterminous with a part of the municipality's boundary. The Crill Ave. parcels are contiguous to the city limits, which are located immediately to the north, and the larger Crill Ave. parcel is contiguous to the S. Palm Ave. parcel.

Case 12-2-  
3205 & 3209 Crill Ave: Request to Annex,  
Amend FLUM from County CR & UR to COM, &  
Rezone from County C-2 to C-2

1108 S. Palm Ave: Request to Annex, Amend FLUM from County CR to COM & Rezone from County R-1A to C-1A



Compactness. The statute also provides a definition for compactness that requires an annexation to be for a piece of property in a single area, and also precludes any action which would create enclaves, pockets, or finger areas in serpentine patterns. Annexing this property meets the standard of compactness as the annexed area does not create an enclave, pocket or serpentine pattern finger area.

Case 12-2-  
3205 & 3209 Crill Ave: Request to Annex,  
Amend FLUM from County CR & UR to COM, &  
Rezone from County C-2 to C-2

1108 S. Palm Ave: Request to Annex, Amend FLUM from County CR to COM & Rezone from County R-1A to C-1A



*Figure 2: Property from Westgate Shopping Center/North*



*Figure 3: Property from Crill & Palm Vet Ctr./East*



*Figure 4: 1108 S. Palm Ave*

### **Future Land Use Analysis**

Criteria for consideration of comprehensive plan amendments under F.S. 163-3187 are shown in italics below (staff response follows each criterion, and comprehensive plan extracts are underlined).

*List Goals, Objectives, and Policies of the Comprehensive Plan that support the proposed amendment.*

The application is in keeping with the following objective and policies of the comprehensive plan, and does not conflict with other plan elements.

#### Policy A.1.9.3

Land Development Regulations adopted, to implement this Plan shall be based on the following land use standards:

##### A. Land Use Districts

##### 2. Commercial (1,210 acres)

Land designated for commercial use is intended for activities that are predominantly associated with the sale, rental, and distribution of products or the performance of service. Commercial land use includes offices, retail, lodging, restaurants, services, commercial parks, shopping centers, or other similar business activities. Public/Institutional uses and recreational uses are allowed within the commercial land use category. The intensity of commercial use, as measured by impervious surface, should not exceed 70 percent of the parcel. The maximum height should not exceed 40 feet. Land Development Regulations shall provide requirements for buffering commercial land uses (i.e., sight access, noise) from adjacent land uses of lesser density or intensity of use. See Policy A.1.3.2.

Staff Response: given that the property fronts on a state highway with multiple commercial uses and general commercial land use and zoning along the road corridor, it is suited for the Commercial FLUM category.

*Provide analysis of the availability of facilities and services.*

Staff Response: the property is in close proximity to urban services and infrastructure including city water and sewer lines.

*Provide analysis of the suitability of the plan amendment for its proposed use considering the character of the undeveloped land, soils, topography, natural resources, and historic resources on site.*

Staff Response: City FLUM designation carries with it the eventual connection to City sewer and water, which is not an option for County FLUMs.

*Provide analysis of the minimum amount of land needed as determined by the local government.*

Staff Response: not applicable, as this is to be determined at the next revision of the overall Comprehensive Plan.

*Demonstrate that amendment does not further urban sprawl, as determined through the following tests.*

- *Low-intensity, low-density, or single-use development or uses*

- *Development in rural areas at substantial distances from existing urban areas while not using undeveloped lands that are available and suitable for development.*
- *Radial, strip, isolated, or ribbon development patterns.*
- *Development that fails to adequately protect and conserve natural resources and agricultural activities.*
- *Development that fails to maximize use of existing and future public facilities and services.*
- *Development patterns or timing that will require disproportional increases in cost of time, money and energy in providing facilities and services.*
- *Development that fails to provide a clear separation between rural and urban uses.*
- *Development that discourages or inhibits infill development and redevelopment.*
- *Development that fails to encourage a functional mix of uses.*
- *Development that results in poor accessibility among linked or related land uses.*

Staff Response: the location of these properties immediately adjacent to the City's urbanized area ensures that urban services are available. This use does not represent urban sprawl.

### **Rezoning Analysis**

Per Section 94-38 of the Zoning Code, the Planning Board shall study and consider the proposed zoning amendment in relation to the following criteria, which are shown in *italics* (staff response follows each criterion).

*1) When pertaining to the rezoning of land, the report and recommendations of the planning board to the city commission required by subsection (e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:*

*a. Whether the proposed change is in conformity with the comprehensive plan.*

Staff Response: as previously noted, the application is in keeping with the Comprehensive Plan.

*b. The existing land use pattern.*

Staff Response: The property is located adjacent to an established commercial node that centers on the intersection of Crill Ave. and S. Palm Ave. Existing commercial uses are located to the north, east, and west.

*c. Possible creation of an isolated district unrelated to adjacent and nearby districts.*

As part of the larger commercial node around the Crill & Palm intersection, this property will not be an isolated district. It should be noted that the properties along the west side of S. Palm Ave. south of Crill Ave. are in County Commercial land use, which "trumps" the County residential zoning on these residential properties.

*d. The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.*

Not applicable as the property will be utilized for nonresidential purposes.

*e. Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.*

1108 S. Palm Ave: Request to Annex, Amend FLUM from County CR to COM & Rezone from County R-1A to C-1A

See response to c. above.

*f. Whether changed or changing conditions make the passage of the proposed amendment necessary.*  
Conditions have not changed.

*g. Whether the proposed change will adversely influence living conditions in the neighborhood.*

Staff Response: The single-family use of the Crill Ave. properties is less viable given its location on a major state road. The property will be required to provide buffering for adjacent residential development to the east. The S. Palm Ave. parcel is in commercial land use, but being aware of the existing residential uses north and south of it, Staff recommends the least intensive commercial zoning of C-1A (Neighborhood Commercial) for this parcel. It is likely that this property will only be utilized for a secondary driveway for commercial use on the main Crill parcels. If properly applied, the City's Tree Preservation standards will help to preserve some of the outstanding tree canopy on the overall site, and the size of the properties (5+ acres) lends itself well toward good buffering for adjacent properties.

*h. Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.*

Staff Response: in terms of concurrency, this roadway is not considered a failing roadway and has capacity for future development. Traffic sometimes backs up along Crill Ave. from the S. Palm Ave stop light, therefore it would be in the best interests of a future developer and the City for the S. Palm Ave. lot to serve as a secondary driveway and alternate route.

*i. Whether the proposed change will create a drainage problem.*

Staff Response: all development must meet City and water management district stormwater retention requirements.

*j. Whether the proposed change will seriously reduce light and air to adjacent areas.*

Staff Response: the size of these properties allows for a full measure of required buffering and screening from adjacent properties and general open space and tree preservation.

*k. Whether the proposed change will adversely affect property values in the adjacent area.*

Staff Response: see response to g. above.

*l. Whether the proposed change will be a deterrent to the improvement or development of adjacent property in accord with existing regulations.*

Staff Response: based on the previous responses, the change will not negatively affect the development of adjacent properties.

*m. Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.*

Staff Response: providing a FLUM and zoning designation to a property that is similar to surrounding properties and to the existing County FLUM and zoning is not a grant of special privilege.

*n. Whether there are substantial reasons why the property cannot be used in accord with existing zoning.*

Staff Response: Not applicable as the City commercial land use and zoning will be similar as the current County classification.

*o. Whether the change suggested is out of scale with the needs of the neighborhood or the city.*

Staff Response: the property is well-located to serve the neighborhood and the city with a general or neighborhood commercial use.

*p. Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.*

Staff Response: while it is not impossible to find other sites for commercial use in the City, it is appropriate for this property to have commercial FLUM and zoning.

*q. The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district.*

Not applicable.

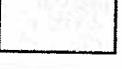
**STAFF RECOMMENDATION**

As demonstrated in this report, this application meets applicable annexation, future land use amendment, and rezoning criteria. Staff recommends approval of Case 12-2: annexation, land use amendment, and rezoning of the following properties as shown below.

<b>Property</b>	<b>Current FLUM</b>	<b>Requested FLUM</b>	<b>Current Zoning</b>	<b>Requested Zoning</b>
3205 Crill Ave.	Co. CR (Commercial)	COM (Commercial)	Co. C-2 (Commercial, Light)	C-2 (Intensive Commercial)
3209 Crill Ave.	Co. UR (Urban Reserve)	COM (Commercial)	Co. C-2 (Commercial, Light)	C-2 (Intensive Commercial)
1108 S. Palm Ave.	Co. CR (Commercial)	COM (Commercial)	Co. R-1A (Resid. Single Family)	C-1A (Neighborhood Commercial)

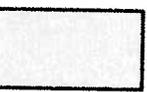
# FUTURE LAND USE MAP



-  COM
-  PB
-  REC
-  RH
-  RL
-  RM

# ZONING MAP



-  C-1
-  C-2
-  PBG-
-  R-1A
-  R-3

# *Agenda Item*

6

**CITY OF PALATKA CITY COMMISSION  
AGENDA ITEM**

**ITEM:** Adoption of Comprehensive Plan Amendment allowing colleges and associated ancillary uses in the Public Buildings and Grounds Future Land Use Map category

**DEPARTMENT:** Building & Zoning

---

**AGENDA SECTION:** Regular Agenda, requiring Commission action

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**ATTACHMENTS:**

1. Draft Ordinance
2. Planning Board Minutes Excerpt
3. Planning Board Staff Report

**MEETING DATE:** May 24, 2012

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**ISSUE:** This is a staff-initiated amendment with a similar/companion Zoning Code change recommended by the Planning Board and adopted by the Commission at their March 8, 2012 meeting. The Planning Board reviewed the item and recommended approval and the Commission transmitted the amendment to state agencies for review with no comments received from these agencies. The change would allow for colleges and associated ancillary uses such as student residences, administrative offices, and sports facilities in the PB land use category.

Please direct questions regarding this request to Thad Crowe at 329-0103 or [tcrowe@palatka-fl.gov](mailto:tcrowe@palatka-fl.gov)

This instrument prepared by:  
Thad Crowe, AICP  
201 North 2<sup>nd</sup> Street  
Palatka, Florida 32177

**ORDINANCE NO. 12 -**

**AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE ELEMENT OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED TO AMEND POLICY A.1.9.3, TO ALLOW FOR COLLEGES AND UNIVERSITIES IN THE PUBLIC BUILDINGS AND FACILITIES FUTURE LAND USE MAP CATEGORY, PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, Subsection 163.3184, Florida Statutes, as amended, provides for the amendment of an adopted comprehensive plan, and

**WHEREAS**, the Planning Board conducted a public hearing on February 7, 2012, and recommended approval of this amendment to the City Commission, and

**WHEREAS**, Section 163.3184(3)(b)1., Florida Statutes, as amended, provides that the City Commission may transmit the proposed amendment ordinance and supporting data and analysis to state reviewing agencies and any other local government or governmental agency that has filed a written request with the governing body, and

**WHEREAS**, Section 163.3184(3)(b)2., Florida Statutes, as amended, provides that state agencies shall transmit to the City of Palatka comments regarding adverse impacts on important state resources and facilities by the amendments, and

**WHEREAS**, Section 163.3184(3)(c)1., Florida Statutes, as amended, provides that the City Commission shall hold a second public hearing to adopt the amendment within 180 days after receipt of agency comments, and

**WHEREAS**, the City Commission properly transmitted this amendment to state agencies and did not receive adverse comments from said agencies,

**NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY**

**OF PALATKA, FLORIDA:**

**Section 1. Adopted Large Scale Amendment**

That the following policies of the Future Land Use Element of the adopted Comprehensive Plan of the City of Palatka are hereby amended as shown below to provide for the following text change to allow for colleges and universities in the Public Buildings and Facilities Future Land Use Map category.

**Policy A.1.1.6**            9J-5.006(3)(c)2

1. through 4.: no change

5. Public Buildings and Grounds (11 acres)  
Lands designated in this category of use include a broad variety of public and quasi-public activities such as schools, churches, government buildings, hospitals, colleges and ancillary uses including student residences, administrative offices, and sports facilities, etc and similar uses. The intensity of development in this land use category, as measured by impervious surface, shall not exceed 65 percent. The maximum height shall not exceed 40 feet.

**Section 3. Effect on the Comprehensive Plan**

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

**Section 4. Severability**

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

**Section 5. Effective date**

This Ordinance shall become effective thirty-one (31) days after notification by the state land planning agency notifies the City of Palatka that the plan amendment is complete, or if timely challenged when the state land planning agency or the

Administration Commission enters a final order determining the adopted amendment to be in compliance.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka on this 24<sup>th</sup> day of May, 2012.

CITY OF PALATKA

By: \_\_\_\_\_  
Its Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

## PLANNING BOARD

Meeting Minutes

February 7, 2012

deviated from the base zoning districts. After discussion, Mr. Crowe suggested that this portion of the request be tabled to allow for him to confer with the City Attorney on this issue.

### **Item tabled per Board consensus.**

7. Eliminate requirement that PUD applicants confer with Planning Board prior to application.

Mr. Crowe advised that this requirement was problematic and unnecessary – it was not appropriate for applicants to confer with the Planning Board at such an early stage, but preferred for coordination between the applicants and staff to occur. No one was present to speak for or against the amendment.

**Motion** made by Mr. Wallace and seconded by Mr. Sheffield to approve staff recommendation. All present voted affirmative, motion carried.

**Case 12-05** Administrative request for a text amendment to the Comprehensive Plan Future Land Use Element to revise Policy A.1.9.3 to eliminate the requirement that Planned Unit Development overlays require a land use amendment and that nonresidential components of PUDs serve PUD residents.

Mr. Crowe advised that this plan amendment is a companion to the Zoning Code change the Board just approved, it eliminates the requirement that a land use amendment accompany a PUD rezoning and that PUDs must be a mixed use. He recommended removing the language. No one was present to speak for or against the amendment.

**Motion** made by Mr. Sheffield and seconded by Mr. DeLoach to revise the Code per staff recommendations. All present voted affirmative, motion carried.

**Case 12-06** Administrative request for a text amendment to the Comprehensive Plan Future Land Use Element to revise Policy A.1.9.3 to allow for colleges and universities in the Public Buildings and Grounds (PB) land use category.

Mr. Crowe advised that the next two requests are companion housekeeping amendments to the Comprehensive Plan and the Zoning Code that would allow colleges and universities in the PB land use category and the PBG-1 zoning category. This will make the college conforming. No one was present to speak for or against the amendment.

**Motion** made by Mr. DeLoach and seconded by Mr. Sheffield to approve staff recommendation. All present voted affirmative, motion carried.

**Case 12-07** Administrative request to revise Sec. 94-153 to allow colleges and universities including associated student residences, administrative uses, sports facilities, and other ancillary uses associated with the principle use.

No one was present to speak for or against the amendment.

**Case 12-07**  
**Request to Amend Comprehensive Plan Text**  
**(PB Land Use Category Uses)**  
**Applicant: Building and Zoning Dept.**

## **STAFF REPORT**

**DATE:** January 31, 2012

**TO:** Planning Board Members

**FROM:** Thad Crowe, AICP, Planning Director

### **APPLICATION REQUEST**

To consider an administrative text amendment to Comprehensive Plan Future Land Use Element (FLUE) Policy A.1.9.3 to clarify that colleges and associated ancillary uses were allowable in the Public Buildings and Grounds (PB) Future Land Use Map category. Public notice included legal advertisement.

### **APPLICATION BACKGROUND**

The PB FLUM category is described as follows (italicized text):

5. *Public Buildings and Grounds (11 acres)*

*Lands designated in this category of use include a broad variety of public and quasi-public activities such as schools, churches, government buildings, hospitals, etc. The intensity of development in this land use category, as measured by impervious surface, shall not exceed 65 percent. The maximum height shall not exceed 40 feet.*

One of Staff's concerns lies with the omission of colleges from this category. While the use of the word "etc." might imply additional uses similar to schools are allowable, it should be noted that the Zoning Code identifies "schools" and "colleges" as separate uses (there are no definitions for these terms in the Comprehensive Plan). Public schools are different than colleges in terms of functionality and character. To clear up any confusion, Staff believes it is prudent to add colleges and their ancillary uses to this FLUM description. Staff recommends the addition of the text below:

*"colleges and ancillary uses including student residences, administrative offices, and sports facilities."*

Please note that there is a companion Zoning Code amendment which would specifically allow for the above use in the PBG-1 zoning district.

### **PROJECT ANALYSIS**

Florida Statutes do not provide specific criteria for the review of text amendments, other than the requirement that amendments to the Future Land Use Element (FLUE) must discourage the proliferation of sprawl, and that any such amendments must be in keeping with other Goals, Objectives, and Policies of the Plan.

This policy change would not further urban sprawl as it merely clarifies that an existing and appropriate use is allowed in a land use category.

There are no policies in the Comprehensive Plan concerning the College, but the proposed amendment is not inconsistent with the Plan.

**STAFF RECOMMENDATION**

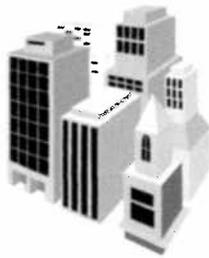
Staff recommends the following revised and new policies.

5. Public Buildings and Grounds (11 acres)

*Lands designated in this category of use include a broad variety of public and quasi-public activities such as schools, churches, government buildings, hospitals, colleges and ancillary uses including student residences, administrative offices, and sports facilities, etc and similar uses. The intensity of development in this land use category, as measured by impervious surface, shall not exceed 65 percent. The maximum height shall not exceed 40 feet.*

# *Agenda Item*

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

# Memorandum

**To:** Palatka City Commission & Staff  
**From:** Betsy Driggers, City Clerk  
**Date:** 5/3/12  
**Re:** Police Officer Pension Multiplier Adjustment

---

This memorandum accompanies an ordinance amending Section 2-250.185(b) of the Code of Ordinances which revises the extra benefits multiplier for the Police Officer Pension Benefit Group for the fiscal years beginning 10/1/11 and 10/1/12, setting the "extra benefit" multiplier at 0.54 and 0.59, respectively. This extra benefit is funded by Chapter 185 money received from the State each year and is in addition to the 2.50% base multiplier. This brings the multiplier in the Code in line with the actuarial reports compiled by Foster & Foster, as calculated and recommended by Patrick Donlan, Plan Actuary, and as presented and accepted by the Police Officers' Pension Board on 3/20/12.

\*

Please pass this ordinance on first reading. Second reading for adoption is scheduled for May 24.

*passed on 1<sup>st</sup> reading*

*5-10-12*

This instrument prepared by:  
Betsy J. Driggers  
201 North 2<sup>nd</sup> Street  
Palatka, Florida 32177

**ORDINANCE NO. 12 -**

**Entitled**

**AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, REVISING THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA, BY REVISING SECTION 2-250.185(b), POLICE OFFICER BENEFIT GROUP PENSION AMOUNT FORMULA; AND PROVIDING AN EFFECTIVE DATE.**

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

**SECTION 1:**

That the Code of Ordinances of the City of Palatka, Florida be amended by revising the following Section to read as follows:

**Section 2-250.185(b):** The police officer benefit group pension amount formula is as follows:

- (1) Two and fifty One-Hundredths Percent (2.50%) of final average compensation multiplied by credited service.
- (2) A F.S. ch. 185 percent of final average compensation multiplied by credited service, if the individual retires pursuant to Section 2-250.175. The F.S. ch. 185 percent shall be the percent which can be actuarially funded by the monies received pursuant to F.S. ch. 185 after deducting the actuarial cost of any earlier retirement opportunity provided in Section 2-250.175 to members of the police officers' retirement plan as compared to members of the general benefit group. The percent shall be redetermined annually following completion of the annual actuarial valuation and the redetermined amount shall become effective the first day of October following the redetermination. The redetermined percent shall be applied prospectively to retired members and beneficiaries of deceased retired members.

The percent effective October 1, 2011 has been redetermined to be fifty-four and zero-hundredths (0.54) percent. The percent effective October 1, 2012 has been redetermined to be fifty-nine and zero-hundredths (0.59) percent.

**SECTION 2:**

This ordinance shall become effective immediately upon its final passage by the City Commission of the City of Palatka, Florida.

**SECTION 3:**

A copy of this ordinance shall be furnished to the Municipal Code Corporation for insertion in the Code of Ordinances for the City of Palatka, Florida.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida, this 24<sup>th</sup> day of May, 2012.

**CITY OF PALATKA**

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

**ATTEST:**

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

## Betsy Driggers

---

**From:** Patrick Donlan [Patrick@Foster-Foster.com]  
**Sent:** Thursday, May 03, 2012 4:45 PM  
**To:** Betsy Driggers  
**Subject:** RE: police pension multiplier

Looks good.

Patrick T. Donlan, ASA, EA, MAAA



**FOSTER & FOSTER**  
ACTUARIES AND CONSULTANTS

Fort Myers, FL | Lincolnshire, IL | Oakbrook Terrace, IL

13420 Parker Commons Blvd., Suite 104  
Fort Myers, FL 33912  
239.433.5500 Phone  
239.481.0634 Fax  
[www.foster-foster.com](http://www.foster-foster.com)

---

**From:** Betsy Driggers [<mailto:bdriggers@palatka-fl.gov>]  
**Sent:** Thursday, May 03, 2012 4:41 PM  
**To:** Patrick Donlan  
**Subject:** RE: police pension multiplier

Thanks! I've attached a copy of the ordinance going on 1<sup>st</sup> reading on May 10.

---

**From:** Patrick Donlan [<mailto:Patrick@Foster-Foster.com>]  
**Sent:** Thursday, May 03, 2012 4:23 PM  
**To:** Betsy Driggers  
**Subject:**

Patrick T. Donlan, ASA, EA, MAAA



**FOSTER & FOSTER**  
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[www.foster-foster.com](http://www.foster-foster.com)

## DISCUSSION OF REQUIRED BENEFIT ADJUSTMENTS

The City's Code of Ordinances requires the annual determination of the Chapter 185 percent of Average Final Compensation that can be actuarially funded by the State Monies. It has been determined that as of October 1, 2011, recent turnover has resulted in a requirement to increase the benefit rate that can be funded from Chapter 185 Monies to 0.59%. Accordingly, the benefit rate (effective October 1, 2012) that is funded from each of the two funding sources described in Ordinance No. 05-49, is as follows:

City sources	2.50%	
Chapter 185 Monies	<u>0.59%</u>	<i>- as of 10-1-12</i>
Total	3.09%	

The funding impact of the proposed changes, determined as of October 1, 2011, and applicable to the City's fiscal year ending September 30, 2013, is as follows:

	3.04% Before	3.09% After
Valuation Date	10/1/2011	10/1/2011
Applicable Fiscal Year	<u>9/30/2013</u>	<u>9/30/2013</u>
Total Required Contribution		
% of Total Annual Payroll	26.6%	27.5%
Expected Member Contributions	6.0%	6.0%
Estimated State Contribution	61,450	61,450
Balance From City		
% of Total Annual Payroll	16.4%	17.3%

February 4, 2011

VIA EMAIL AND MAIL

CONFIDENTIAL

Ms. Ruby Williams, Plan Administrator  
City of Palatka  
Police Officers' Retirement Plan  
201 N. 2<sup>nd</sup> Street  
Palatka, FL 32177

RE: Police Officers' Retirement Plan  
Benefit Adjustment Schedule

Dear Ruby:

As you are aware, the City's Code of Ordinances requires the annual determination of the Chapter 185 percent of Average Final Compensation that can be actuarially funded by the State Monies that are received. Prior to October 1, 2009, the percentage amount that could be funded through the State Monies was equal to 0.65%. When adding that to the current benefit multiplier set forth in the Plan provisions (2.5%), the resulting effective multiplier is equal to 3.15% of Average Final Compensation.

Due to recent reductions in the amount of State Monies that have been received by the Plan, it has been required to slightly reduce the benefit multiplier that can be funded from Chapter 185 Monies. The first reduction was to take place effective October 1, 2009, when the effective multiplier realized by the Plan was to be reduced from 3.15% to 3.11%. At that time, the monthly benefits being received by Retirees and Beneficiaries should have been reduced proportionally to account for the drop in the effective multiplier. Unfortunately, as you know, the correct actions were not taken at that time and no benefit adjustments were made. Therefore, a number of Retirees and Beneficiaries of the Plan began to receive a higher benefit amount than they were entitled to.

The same scenario described above happened again the next year and the effective multiplier, as of October 1, 2010, was to be reduced from 3.11% to 3.06%. At that time, the benefits should have taken another proportional reduction to account for the change in the effective benefit rate. Again, as we have previously discussed, no adjustments were made to the necessary benefits, resulting in larger overpayments being paid out by the Plan.

In order to recover the overpayments that have been distributed, beginning with the October 1, 2009 benefit check through and including the February 1, 2011 benefit

Ms. Ruby Williams  
February 4, 2011  
Page 2

check, I have enclosed a benefit adjustment schedule. This schedule will effectively reduce the monthly benefits being received by current Retirees and Beneficiaries of the Plan, beginning with the March 1, 2011 benefit payment. At your direction, the benefits will be reduced for a period of 12 months, and the total amount of overpayments will be recovered over that time period. This reduced benefit amount is shown clearly on the enclosure as it is titled "New Benefit to Recover Overpayments (Payable 3/1/11 – 2/1/12)."

Fortunately, as we showed on page 29 of the most recent actuarial valuation report, we have already calculated the benefit multiplier that will be realized by the Plan effective October 1, 2011 (3.04%). Therefore, after applying the correct proportional reductions, we were able to compute the amounts that the Retirees and Beneficiaries will be entitled to receive once the overpayments have been fully recovered. This amount will become effective on March 1, 2012 and will be paid through and including the September 1, 2012 benefit payment. Depending on the amount of State Monies being used to calculate the effective benefit multiplier at that time, the benefit amounts could be adjusted again on October 1, 2012.

Please note that we have made a note internally to make sure that we provide the Board of Trustees with the annual benefit adjustment schedule by the end of August each year going forward, which will help ensure that the current situation does not take place again in the future. Since the enclosure covers the necessary benefit payments that are to be paid through September 1, 2012, we will not need to provide an adjustment schedule this upcoming August.

I hope that you find the enclosed benefit schedule very straightforward and easy to follow. If you have any questions at all regarding what is shown, please do not hesitate to contact me.

Sincerely,



Drew D. Ballard

DDB/lsw  
Enclosure

0.5490  
as of 10-1-11  
per Patrick Donlan

# *Agenda Item*

8

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

*City of Palatka*  
*Office of the City Manager*

**To:** City Commissioners

**From:** Jonathan Griffith

**Date:** 5/16/2012

**RE:** Wildflower Plantings in HWY 17 FDOT Medians

---

Attached for your review is a request for your approval for Keep Putnam Beautiful (KPB) to work with the Florida Department of Transportation (FDOT) to plant wildflowers in the HWY 17 medians. The project site would include all medians from the Railroad crossing west to the intersection of HWY 17 and 100. As part of their request they are asking that one inmate squad be made available to scar the soil to prepare it for planting. As you are aware we have a Maintenance Agreement with the FDOT to maintain this corridor. This agreement requires us to routinely mow, cut and trim all grass and turf. Following KPB's request we made contact with our FDOT maintenance contact to get their approval. FDOT maintenance has said they have no issue with the proposal and the decrease in the frequency of mowing. It was also confirmed that if the median plantings are not successful and if their appearance becomes that of something similar to overgrown grass and weeds, the City has the ability to use their judgment and mow the medians. If the City Commission chooses to support this project; staff will monitor the site to ensure that it does not get out of hand. If approved, we will be requesting additional direction from FDOT as to the preferred mowing frequency to maximize the growth and blooming of the wildflowers.

As an additional project we would like to propose the Highway 19 corridor from HWY 17 to 100. We believe this corridor, given its' size and location is suitable for this type of project. In addition, it would complement the planned FDOT median enhancement project for this site, which calls for the planting of Crape Myrtle trees this summer.



205 North Second Street ♦ Palatka, Florida 32177  
(386) 325-9598 phone/fax  
www.keepputnambeautiful.org

---

**MEMORANDUM**

DATE: May 16, 2012  
TO: City of Palatka, City Commission  
FROM: Ramicah Watkins, Executive Director   
RE: Wildflower Planting in SR 17/100 Medians

Keep Putnam Beautiful has been in conversations with the FDOT about planting wildflowers in the medians on SR 17/100 from the median in front of the Chamber of Commerce to the triangle median where SR 17 and SR 100 split; this area of State Road was selected because a water source is in place to get the flower seeds started.

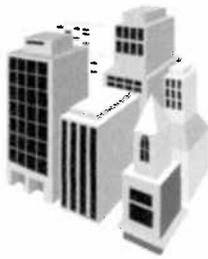
The varieties the FDOT has selected are all drought resistant varieties that bloom in the summer months: Blanket Flower, Chicory, Scarlett Flax, Cosmos and Zinnias. FDOT will order the seeds, but has requested that the inmate crew scar the soil to prepare for planting and sow the flower seeds; however, FDOT staff will provide on-site technical assistance to ensure the seeds are properly sewn.

The City of Palatka currently has a maintenance agreement with the FDOT to maintain these medians. Wild flowers are a good way to reduce mowing to as little as one time per year. The FDOT advised that once the blooms are dying the City will need to use its judgment as to when it should be mowed, based on the bloom cycle of the flowers, as well as the aesthetics.

We hope that you agree this is a way to enhance and beautify the main thoroughfare at no cost to the City, and will actually save resources by reducing maintenance frequency for this section of medians. The FDOT wants to ensure that the city is in agreement with this project, so that we will have blooms in the medians this summer.

# *Agenda Item*

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**CITY OF PALATKA**  
Betsy Jordan Driggers  
City Clerk  
201 N. 2<sup>nd</sup> Street  
Palatka FL 32177  
Phone: 386-329-0100  
Fax: 386-329-0106  
e-mail: [bdrippers@palatka-fl.gov](mailto:bdrippers@palatka-fl.gov)

# Memorandum

**To:** City Commission & Staff  
**From:** Betsy J. Driggers, City Clerk  
**Date:** 5/18/2012  
**Re:** City Manager Search 2012 – Selection/Interview Committee.

---

On April 26 the Commission adopted a process by which to selection a new City Manager. Part of that process is to hold public interviews before a committee consisting of the five members of the Commission, five citizens (one chosen by each member of the Commission) and the City Attorney. After the candidates are narrowed down to the top fifteen to twenty for personal interviews, this panel will be assembled for public interviews to take place during the week of June 11. They will then take part in the process to narrow the field of candidates down to the top five.

Each member of the Commission was asked to submit one name for appointment to this Committee. The following names were received:

1. Allen R. Bush
2. Karl N. Flagg
3. Edward E. Hedstrom
4. Art Leary
5. Tim Smith

Please take action to appoint these five individuals to the City Manager Selection/Interview Committee. This committee will “sunset” at such time a new City Manager is appointed.