VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

LEGRA KITCHENS
OMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

CITY OF PALATKA
FLORIDA

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
July 26, 2012 Called Meeting

CALL TO ORDER: Special Meeting Call
a. Invocation
b. Pledge of Allegiance
c. Roll Call

*/**1. **TRIM CALENDAR** – Set Tentative Millage Rate for 2012/13 Budget Year – 9.1749 mills proposed (roll back rate)

2. **CONSENT AGENDA:**
   - ***a. Authorize execution of Amendment No. 1 to Historic Preservation Grant Award Agreement # 12PA07** relative to the Looking Back, Looking Forward project to extend the grant expiration and deadlines to submit reports, per Staff recommendation
   - ***b. Authorize execution of Second Amendment to the SJRWMD Agreement #24924** dated 6/12/08 for the Lower St. Johns River Basin Cost-Share Project to increase funding for the WWTP Reuse Project to install a chlorination system (50% cost share), per Staff recommendation
   - ***c. Ratify motion to direct Palatka Gas Authority to transfer $500,000 to General Fund Budget** per results of workshop dated 7/19/12
   - ***d. Grant Special Request Items for Permit #12-35** "3rd Friday Downtown Street Party" from 6:00 pm to 10:00 pm on August 17, 2012 as follows, per recommendation of Special Events Coordinator – Palatka Main Street and Arts Council of Putnam County, applicants
     1. Grant permission to exceed allowable noise levels
     2. Grant permission to serve/consume alcoholic beverages on public property/street r/w

* 3. **ORDINANCE** amending the Municipal Code to amend the Palatka General Employees Retirement Plan Investment Policy – 1st Reading

** 4. **MEMORANDUM OF UNDERSTANDING between G-P and City of Palatka** for construction and operation of an Environmental Education Center – for execution

5. **ADMINISTRATIVE REPORTS/COMMISSIONER COMMENTS**

6. **ADJOURN**

*Attachment **Separate Cover

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

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

Upcoming Events:
August 14, 2012 – Primary Election Day
August 23 – 25, 2012 – FLC Annual Conference
Sept. 3, 2012 – City Offices closed to observe Labor Day
September 20 – NEFLC Meeting

Board Openings:

Palatka Housing Auth. Board	1 Vacancy
Tree Committee	1 Vacancy
Code Enforcement Board:	2 Vacancies (Architect. & Alt.)
Historic Preservation Board:	1 alternate

VERNON MYERS
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DONALD E. HOLMES
CITY ATTORNEY

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

July 13, 2012

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

You are hereby notified that a called meeting of the Palatka City Commission is to be held on July 26, 2012 at the regular meeting place of the Palatka City Commission at 201 N. 2nd Street, Palatka, Florida, to commence immediately following the Budget Workshop.

The purpose of the meeting is to Set the Tentative Millage Rate for the 2013 TRIM calendar.

/s/ Vernon Myers
Vernon Myers, MAYOR

We acknowledge receipt of a copy of the foregoing notice of a special meeting on the 13th day of July, 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.

Agenda Item

1

201 N. 2nd Street
Palatka, FL 32177
Tel. (386) 329-0100
Fax (386) 329-0195

City of Palatka

Office of the Finance Director

To: **Mayor Myers, Commissioners**

From: Matt Reynolds, Finance Director

Date: July 20, 2012

RE: FY2012-2013 Tentative Millage Rate

The tentative millage rate reflected on the agenda of 9.1749 is the roll-back rate, which will bring in the same amount of ad valorem taxes as the current fiscal year and add approximately $205,000 to the estimated revenues for next budget year.

Setting the tentative millage rate at 9.1749 does not mean that the final millage rate will be 9.1749. Once the tentative millage rate is set, we cannot go above that rate when voting on the final millage rate in September. If we set the tentative millage rate at the roll-back, it will allow for flexibility should other changes affect the budget. If the estimated Clay Electric franchise fee revenue is decreased once negotiations occur or if there are substantial increases in the health insurance premiums, the roll-back rate may be required. If the budget is affected negatively by either of these, the deficit will be higher than the current deficit of $500,809 and the transfer of $500,000 from the Gas Authority will not cover the excess deficit.

When setting the final millage rate in September, it can be set at the current rate of 8.65 mills. Therefore, I have presented the tentative millage rate at the roll-back rate of 9.1749.

Should you have any questions, please contact me.

Timothy E. Parker, C.F.A.

Putnam County Property Appraiser

386/329-0286 • 1-800-826-1437 x0286 • Fax: 386/329-0447
www.putnam-fl.com/app • appraiser@putnam-fl.com

MEMORANDUM

TO: All Municipalities

FROM: Justin Edwards, CFE
Office Operations Supervisor

DATE: June 29, 2012

RE: 2012 TRIM Calendar

With July 1 as Day 1 of the TRIM calendar, you need to be aware of the following dates:

August 4 (day 35) — By this day, each taxing authority must have returned their completed DR420 Certification of Taxable Value to our office.

September 3 thru 18 (day 65 thru day 80)
Within 80 days of certification of value, but not earlier than 65 days, each taxing authority shall hold a public hearing on the tentative budget and proposed millage rate.

As you are aware, you cannot hold your meetings on the same day as the Board of County Commissioners or School Board, so you need to work around the dates they have chosen:

Board of County Commissioners - September 11th
School Board - September 4th

Whenever you select a date for your final hearing, you need to call and give me that date. As always, if I can assist you in any way, please let me know.

FLORIDA
DEPARTMENT OF REVENUE

CERTIFICATION OF TAXABLE VALUE

DR-420
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Provisional

Year: 2012	County: PUTNAM
Principal Authority: CITY OF PALATKA	Taxing Authority: CITY OF PALATKA

SECTION I: COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	$ 310,208,353			(1)
2.	Current year taxable value of personal property for operating purposes	$ 53,536,343			(2)
3.	Current year taxable value of centrally assessed property for operating purposes	$ 905,836			(3)
4.	Current year gross taxable value for operating purposes *(Line 1 plus Line 2 plus Line 3)*	$ 364,650,532			(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	$ 908,337			(5)
6.	Current year adjusted taxable value *(Line 4 minus Line 5)*	$ 363,742,195			(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	$ 388,931,104			(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	☒ YES	☐ NO	Number 3	(8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, *Certification of Voted Debt Millage* forms attached. If none, enter 0	☐ YES	☒ NO	Number 0	(9)

SIGN HERE	**Property Appraiser Certification**	I certify the taxable values above are correct to the best of my knowledge.
	Signature of Property Appraiser: Electronically Certified by Property Appraiser on 6/29/2012 2:53 PM	Date:

SECTION II: COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.

10.	Prior year operating millage levy *(If prior year millage was adjusted then use adjusted millage from Form DR-422)*	8.6500	per $1,000	(10)
11.	Prior year ad valorem proceeds *(Line 7 multiplied by Line 10, divided by 1,000)*	$ 3,364,254		(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value *(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)*	$ 225,217		(12)
13.	Adjusted prior year ad valorem proceeds *(Line 11 minus Line 12)*	$ 3,139,037		(13)
14.	Dedicated increment value, if any *(Sum of either Line 6b or Line 7e for all DR-420TIF forms)*	$ 21,610,058		(14)
15.	Adjusted current year taxable value *(Line 6 minus Line 14)*	$ 342,132,137		(15)
16.	Current year rolled-back rate *(Line 13 divided by Line 15, multiplied by 1,000)*	9.1749	per $1000	(16)
17.	Current year proposed operating millage rate	9.1749	per $1000	(17)
18.	Total taxes to be levied at proposed millage rate *(Line 17 multiplied by Line 4, divided by 1,000)*	$ 3,345,632		(18)

Continued on page 2

19.	TYPE of principal authority (check one)	☐ County	☐ Independent Special District	(19)
		☒ Municipality	☐ Water Management District	
20.	Applicable taxing authority (check one)	☒ Principal Authority	☐ Dependent Special District	(20)
		☐ MSTU	☐ Water Management District Basin	
21.	Is millage levied in more than one county? (check one)	☐ Yes	☒ No	(21)

DEPENDENT SPECIAL DISTRICTS AND MSTUs STOP **STOP HERE - SIGN AND SUBMIT**

22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. *(The sum of Line 13 from all DR-420 forms)*	$ 3,139,037	(22)
23.	Current year aggregate rolled-back rate *(Line 22 divided by Line 15, multiplied by 1,000)*	9.1749 per $1,000	(23)
24.	Current year aggregate rolled-back taxes *(Line 4 multiplied by Line 23, divided by 1,000)*	$ 3,345,632	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. *(The sum of Line 18 from all DR-420 forms)*	$ 3,345,632	(25)
26.	Current year proposed aggregate millage rate *(Line 25 divided by Line 4, multiplied by 1,000)*	9.1749 per $1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate *(Line 26 divided by Line 23, **minus 1**, multiplied by 100)*	0.00 %	(27)

First public budget hearing	Date : 9/13/2012	Time : 6:00 PM	Place : 201 North 2nd Street, Palatka, Florida 32177

SIGN HERE

Taxing Authority Certification	I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.	
Signature of Chief Administrative Officer :		Date :
Title : MATT REYNOLDS, FINANCE DIRECTOR	Contact Name and Contact Title : MATT REYNOLDS, FINANCE DIRECTOR	
Mailing Address : 201 N 2ND ST	Physical Address : 201 N 2ND ST	
City, State, Zip : PALATKA, FL 32177	Phone Number : 3863290100	Fax Number : 3863290106

Instructions on page 3

FLORIDA
DEPARTMENT OF REVENUE

MAXIMUM MILLAGE LEVY CALCULATION
PRELIMINARY DISCLOSURE
For municipal governments, counties, and special districts

DR-420MM-P
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Provisional

Year: 2012	County: PUTNAM
Principal Authority: CITY OF PALATKA	Taxing Authority: CITY OF PALATKA

1.	Is your taxing authority a municipality or independent special district that has levied ad valorem taxes for less than 5 years?	☐ Yes	☒ No	(1)

IF YES, STOP *STOP HERE. SIGN AND SUBMIT. You are not subject to a millage limitation.*

2.	Current year rolled-back rate from Current Year Form DR-420, Line 16	9.1749	per $1,000	(2)
3.	Prior year maximum millage rate with a majority vote from 2011 Form DR-420MM, Line 13	10.1686	per $1,000	(3)
4.	Prior year operating millage rate from Current Year Form DR-420, Line 10	8.6500	per $1,000	(4)

If Line 4 is equal to or greater than Line 3, skip to Line 11. If less, continue to Line 5.

Adjust rolled-back rate based on prior year majority-vote maximum millage rate

5.	Prior year final gross taxable value from Current Year Form DR-420, Line 7	$	388,931,104	(5)
6.	Prior year maximum ad valorem proceeds with majority vote *(Line 3 multiplied by Line 5 divided by 1,000)*	$	3,954,885	(6)
7.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value from Current Year Form DR-420 Line 12	$	225,217	(7)
8.	Adjusted prior year ad valorem proceeds with majority vote *(Line 6 minus Line 7)*	$	3,729,668	(8)
9.	Adjusted current year taxable value from Current Year form DR-420 Line 15	$	342,132,137	(9)
10.	Adjusted current year rolled-back rate *(Line 8 divided by Line 9, multiplied by 1,000)*	10.9013	per $1,000	(10)

Calculate maximum millage levy

11.	Rolled-back rate to be used for maximum millage levy calculation *(Enter Line 10 if adjusted or else enter Line 2)*	10.9013	per $1,000	(11)
12.	Change in per capita Florida personal income *(See Line 12 Instructions)*	1.0447		(12)
13.	Majority vote maximum millage rate allowed *(Line 11 multiplied by Line 12)*	11.3886	per $1,000	(13)
14.	Two-thirds vote maximum millage rate allowed *(Multiply Line 13 by 1.10)*	12.5275	per $1,000	(14)
15.	Current year proposed millage rate	9.1749	per $1,000	(15)
16.	**Minimum vote required to levy proposed millage:** (Check one)			(16)

☒ a. Majority vote of the governing body: Check here, if Line 15 is less than or equal to Line 13. The maximum millage rate is equal to the majority vote maximum rate. *Enter Line 13 on Line 17.*

☐ b. Two-thirds vote of governing body: Check here if Line 15 is less than or equal to Line 14, but greater than Line 13. The maximum millage rate is equal to proposed rate. *Enter Line 15 on Line 17.*

☐ c. Unanimous vote of the governing body, or 3/4 vote if nine members or more: Check here if Line 15 is greater than Line 14. The maximum millage rate is equal to the proposed rate. *Enter Line 15 on Line 17.*

☐ d. Referendum: The maximum millage rate is equal to the proposed rate. *Enter Line 15 on Line 17.*

17.	The selection on Line 16 allows a maximum millage rate of *(Enter rate indicated by choice on Line 16)*	11.3886	per $1,000	(17)
18.	Current year gross taxable value from Current Year Form DR-420, Line 4	$	364,650,532	(18)

Continued on page 2

Taxing Authority : CITY OF PALATKA			DR-420MM-P R. 5/12 Page 2
19.	Current year proposed taxes *(Line 15 multiplied by Line 18, divided by 1,000)*	$ 3,345,632	(19)
20.	Total taxes levied at the maximum millage rate *(Line 17 multiplied by Line 18, divided by 1,000)*	$ 4,152,859	(20)
	DEPENDENT SPECIAL DISTRICTS AND MSTUs STOP	***STOP HERE. SIGN AND SUBMIT.***	
21.	Enter the current year proposed taxes of all dependent special districts & MSTUs levying a millage. *(The sum of all Lines 19 from each district's Form DR-420MM)*	$ 0	(21)
22.	Total current year proposed taxes *(Line 19 plus Line 21)*	$ 3,345,632	(22)
	Total Maximum Taxes		
23.	Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage *(The sum of all Lines 20 from each district's Form DR-420MM)*	$ 0	(23)
24.	Total taxes at maximum millage rate *(Line 20 plus line 23)*	$ 4,152,859	(24)
	Total Maximum Versus Total Taxes Levied		
25.	Are total current year proposed taxes on Line 22 equal to or less than total taxes at the maximum millage rate on Line 24? (Check one)	☒ YES ☐ NO	(25)

SIGN HERE	**Taxing Authority Certification**	I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.	
	Signature of Chief Administrative Officer :		Date :
	Title : MATT REYNOLDS, FINANCE DIRECTOR	Contact Name and Contact Title : MATT REYNOLDS, FINANCE DIRECTOR	
	Mailing Address : 201 N 2ND ST	Physical Address : 201 N 2ND ST	
	City, State, Zip : PALATKA, FL 32177	Phone Number : 3863290100	Fax Number : 3863290106

Complete and submit this form DR-420MM-P, Maximum Millage Levy Calculation-Preliminary Disclosure, to your property appraiser with the form DR-420, Certification of Taxable Value.

Instructions on page 3

FLORIDA
DEPARTMENT OF REVENUE

TAX INCREMENT ADJUSTMENT WORKSHEET

DR-420TIF
R. 6/10
Rule 12DER11-10
Florida Administrative Code
Eff. 05/11

Year : 2012	County : PUTNAM
Principal Authority : CITY OF PALATKA	Taxing Authority : CITY OF PALATKA
Community Redevelopment Area : Downtown	Base Year : 1983

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	$ 30,148,213	(1)
2.	Base year taxable value in the tax increment area	$ 14,750,255	(2)
3.	Current year tax increment value *(Line 1 minus Line 2)*	$ 15,397,958	(3)
4.	Prior year Final taxable value in the tax increment area	$ 32,576,050	(4)
5.	Prior year tax increment value *(Line 4 minus Line 2)*	$ 17,825,795	(5)

SIGN HERE	**Property Appraiser Certification**	I certify the taxable values above are correct to the best of my knowledge.
	Signature of Property Appraiser : Electronically Certified by Property Appraiser on 6/29/2012 2:53 PM	Date :

SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:

6a.	Enter the proportion on which the payment is based.	95.00 %	(6a)
6b.	Dedicated increment value *(Line 3 multiplied by the percentage on Line 6a)* ***If value is zero or less than zero, then enter zero on Line 6b***	$ 14,628,060	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	$ 146,483	(6c)

7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:

7a.	Amount of payment to redevelopment trust fund in prior year	$ 0	(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10	0.0000 per $1,000	(7b)
7c.	Taxes levied on prior year tax increment value *(Line 5 multiplied by Line 7b, divided by 1,000)*	$ 0	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value *(Line 7a divided by Line 7c, multiplied by 100)*	0.00 %	(7d)
7e.	Dedicated increment value *(Line 3 multiplied by the percentage on Line 7d)* ***If value is zero or less than zero, then enter zero on Line 7e***	$ 0	(7e)

SIGN HERE	**Taxing Authority Certification**	**I certify the calculations, millages and rates are correct to the best of my knowledge.**	
	Signature of Chief Administrative Officer :	Date :	
	Title : MATT REYNOLDS, FINANCE DIRECTOR	Contact Name and Contact Title : MATT REYNOLDS, FINANCE DIRECTOR	
	Mailing Address : 201 N 2ND ST	Physical Address : 201 N 2ND ST	
	City, State, Zip : PALATKA, FL 32177	Phone Number : 3863290100	Fax Number : 3863290106

CERTIFICATION OF 2012 PRELIMINARY ASSESSMENT INCREMENT FOR THE ORIGINAL DOWNTOWN REDEVELOPMENT DISTRICT

Pursuant to that certain Resolution (#4-7) passed by the City Commission of the City of Palatka on September 8, 1983, and signed by its Mayor, Eugene L. Walker, Wherein a portion of Downtown Palatka was declared as an area suitable for redevelopment, and more particularly provided a legal description of said area, and

Pursuant to that certain Resolution (#4-12) passed by the City Commission of the City of Palatka on November 10, 1983, and signed by its mayor, Eugene L. Walker, whereby a "community redevelopment agency" now known as the Downtown Redevelopment Agency for the City of Palatka was legally created under F. S. 163.356,

AND WHEREAS, a "redevelopment trust fund" has been created under F. S. 163.387, which is to be funded through the use of tax increments as defined in F. S. 163.387,

NOW THEREFORE, I, Timothy E. Parker, as Property Appraiser for Putnam County do hereby certify the following, Preliminary 2012 Assessment Increment to the City of Palatka for the Downtown Redevelopment Agency for the City of Palatka, in the following manner:

1. The 1983 taxable real property value (as certified 10/4/83):

   $ 14,750,255

2. The 2012 Preliminary taxable real property value:

   $ 30,148,213

3. The resultant Preliminary 2012 taxable real property increment:

   $ 15,397,958

DATED this 29TH day of June, 2012

Timothy E. Parker, C.F.A.
Putnam County Property Appraiser

FLORIDA DEPARTMENT OF REVENUE

TAX INCREMENT ADJUSTMENT WORKSHEET

DR-420TIF
R. 6/10
Rule 12DER11-10
Florida Administrative Code
Eff. 05/11

Year : 2012	County : PUTNAM
Principal Authority : CITY OF PALATKA	Taxing Authority : CITY OF PALATKA
Community Redevelopment Area : North Historic	Base Year : 1994

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	$ 3,770,198	(1)
2.	Base year taxable value in the tax increment area	$ 1,099,110	(2)
3.	Current year tax increment value *(Line 1 minus Line 2)*	$ 2,671,088	(3)
4.	Prior year Final taxable value in the tax increment area	$ 4,208,957	(4)
5.	Prior year tax increment value *(Line 4 minus Line 2)*	$ 3,109,847	(5)

SIGN HERE	**Property Appraiser Certification**	I certify the taxable values above are correct to the best of my knowledge.
	Signature of Property Appraiser : Electronically Certified by Property Appraiser on 6/29/2012 2:53 PM	Date :

SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:

6a.	Enter the proportion on which the payment is based.	95.00 %	(6a)
6b.	Dedicated increment value *(Line 3 multiplied by the percentage on Line 6a)* ***If value is zero or less than zero, then enter zero on Line 6b***	$ 2,537,534	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	$ 25,555	(6c)

7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:

7a.	Amount of payment to redevelopment trust fund in prior year	$ 0	(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10	0.0000 per $1,000	(7b)
7c.	Taxes levied on prior year tax increment value *(Line 5 multiplied by Line 7b, divided by 1,000)*	$ 0	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value *(Line 7a divided by Line 7c, multiplied by 100)*	0.00 %	(7d)
7e.	Dedicated increment value *(Line 3 multiplied by the percentage on Line 7d)* ***If value is zero or less than zero, then enter zero on Line 7e***	$ 0	(7e)

SIGN HERE	**Taxing Authority Certification**	**I certify the calculations, millages and rates are correct to the best of my knowledge.**	
	Signature of Chief Administrative Officer :	Date :	
	Title : MATT REYNOLDS, FINANCE DIRECTOR	Contact Name and Contact Title : MATT REYNOLDS, FINANCE DIRECTOR	
	Mailing Address : 201 N 2ND ST	Physical Address : 201 N 2ND ST	
	City, State, Zip : PALATKA, FL 32177	Phone Number : 3863290100	Fax Number : 3863290106

FLORIDA DEPARTMENT OF REVENUE

TAX INCREMENT ADJUSTMENT WORKSHEET

DR-420TIF
R. 6/10
Rule 12DER11-10
Florida Administrative Code
Eff. 05/11

Year : 2012	County : PUTNAM
Principal Authority : CITY OF PALATKA	Taxing Authority : CITY OF PALATKA
Community Redevelopment Area : South Historic	Base Year : 1994

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	$ 7,895,658	(1)
2.	Base year taxable value in the tax increment area	$ 3,217,275	(2)
3.	Current year tax increment value *(Line 1 minus Line 2)*	$ 4,678,383	(3)
4.	Prior year Final taxable value in the tax increment area	$ 9,688,727	(4)
5.	Prior year tax increment value *(Line 4 minus Line 2)*	$ 6,471,452	(5)

SIGN HERE	**Property Appraiser Certification**	I certify the taxable values above are correct to the best of my knowledge.
	Signature of Property Appraiser : Electronically Certified by Property Appraiser on 6/29/2012 2:53 PM	Date :

SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:

6a.	Enter the proportion on which the payment is based.	95.00 %	(6a)
6b.	Dedicated increment value *(Line 3 multiplied by the percentage on Line 6a)* ***If value is zero or less than zero, then enter zero on Line 6b***	$ 4,444,464	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	$ 53,179	(6c)

7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:

7a.	Amount of payment to redevelopment trust fund in prior year	$ 0	(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10	0.0000 per $1,000	(7b)
7c.	Taxes levied on prior year tax increment value *(Line 5 multiplied by Line 7b, divided by 1,000)*	$ 0	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value *(Line 7a divided by Line 7c, multiplied by 100)*	0.00 %	(7d)
7e.	Dedicated increment value *(Line 3 multiplied by the percentage on Line 7d)* ***If value is zero or less than zero, then enter zero on Line 7e***	$ 0	(7e)

SIGN HERE	**Taxing Authority Certification**	**I certify the calculations, millages and rates are correct to the best of my knowledge.**	
	Signature of Chief Administrative Officer :	Date :	
	Title : MATT REYNOLDS, FINANCE DIRECTOR	Contact Name and Contact Title : MATT REYNOLDS, FINANCE DIRECTOR	
	Mailing Address : 201 N 2ND ST	Physical Address : 201 N 2ND ST	
	City, State, Zip : PALATKA, FL 32177	Phone Number : 3863290100	Fax Number : 3863290106

CERTIFICATION OF 2012 PRELIMINARY ASSESSMENT INCREMENT FOR THE NORTH AND SOUTH HISTORIC DISTRICTS

Whereas, the City Commission of the City of Palatka adopted Ordinance 94-27 on November 10, 1994 and Ordinance 95-5 on March 23, 1995 and both were signed by its Mayor, Tim Smith, wherein the Boundaries of the Original Downtown Redevelopment District was amended by adding the North and South Historic Districts, and

Whereas the City Commission of the City of Palatka adopted Ordinance 94-28 on November 10, 1994 and signed by its Mayor, Tim Smith, to change the boundaries of the Tax Increment Finance District to coincide with the boundaries of the new redevelopment agency;

And whereas a "redevelopment trust fund" has been created under F.S. 163.387, which is to be funded through the use of tax increments as defined in F.S. 163.387;

Now therefore, I, Timothy E. Parker, as Property Appraiser for Putnam County do hereby certify the following Preliminary 2012 Assessment increment to the City of Palatka for the Downtown Redevelopment Agency for the following areas:

1. The 1994 taxable real property value (as certified 10/18/94):
   North Historic District: $ 1,099,110
   South Historic District: $ 3,217,275
2. The Preliminary 2012 taxable real property value:
   North Historic District: $ 3,770,198
   South Historic District: $ 7,895,658
3. The resultant Preliminary 2012 taxable real property increment:
   North Historic District: $ 2,671,088
   South Historic District: $ 4,678,383

DATED this 29TH day of June, 2012

Timothy E. Parker, C.F.A.
Putnam County Property Appraiser

Agenda Item

2a

HISTORIC PRESERVATION GRANT AWARD AGREEMENT
AMENDMENT NUMBER ONE
Grant No.: 12PA07

This AMENDMENT to the Grant Award Agreement dated September 9, 2011, hereinafter referred to as the Agreement, between the State of Florida, Department of State, Division of Historical Resources, hereinafter referred to as the Department, and **City of Palatka**, hereinafter referred to as the Grantee, relative to the **Looking Back, Looking Forward**, hereinafter referred to as the Project, shall be effective when properly executed by the parties hereto, and shall be made a part of the original Agreement.

The Grantee has requested an extension of the length of this grant. Section III, Subsection E, of the Amendment allows for this one-time extension. This request requires corresponding extensions to the submission deadlines for draft deliverables, final deliverables, and the Final Progress and Expenditure Report. The requested revisions have been reviewed by the Department and found to be in accordance with current regulations.

Section III, Subsections A and B, of the Agreement are amended as follows:

Delete:

A. *This grant becomes effective on **July 1, 2011** and ends on **June 30, 2012**. This agreement must be signed by the grantee and received in Department offices by **October 1, 2011** to avoid forfeiture of award. Project initiation (encumbrance of funds), as evidenced by grantee execution of a binding contract for all of the Approved Scope of Work in Section I above, shall occur by **November 1, 2011**, except as allowed in C. and D. below. All grant funds and match shall be expended and all project work shall be completed by **June 30, 2012**, except as allowed in E. below.*

B. *The Grantee agrees to submit the Final Products and the "Final Project Progress & Expenditure Report" incorporated herein by reference and available online at www.flheritage.com/grants, as specified in Attachment A, Part II, Subparagraph B.2., by **July 31, 2012**. No costs incurred prior to July 1, 2011 are eligible for payment from grant funds. No costs incurred after June 30, 2012 are eligible for payment, except as allowed in E. below.*

Replace with:

A. *This grant becomes effective on **July 1, 2011** and ends on **July 31, 2012**. This agreement must be signed by the grantee and received in Department offices by **October 1, 2011** to avoid forfeiture of award. Project initiation (encumbrance of funds), as evidenced by grantee execution of a binding contract for all of the Approved Scope of Work in Section I above, shall occur by **November 1, 2011**, except as allowed in C. and D. below. All grant funds and match shall be expended and all project work shall be completed by **July 31, 2012**, except as allowed in E. below.*

B. *The Grantee agrees to submit the "Final Project Progress & Expenditure Report" incorporated herein by reference and available online at www.flheritage.com/grants, as specified in Attachment A, Part II, Subparagraph B.2., by **August 15, 2012**. No costs incurred prior to **July 1, 2011** are eligible for payment from grant funds. No costs incurred after **July 31, 2012** are eligible for payment, except as allowed in E. below.*

\\

This Amendment is entered into and executed on _____, 201__.

DEPARTMENT OF STATE

_____
Robert F. Bendus, Director,
Division of Historical Resources

_____
Date Signed

City of Palatka

_____
Signature of Authorized Official

_____
Name and Title of Authorized Official

_____
Date Signed

Agenda Item

2b

SECOND AMENDMENT TO THE AGREEMENT BETWEEN THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT AND CITY OF PALATKA FOR THE LOWER ST. JOHNS RIVER BASIN REUSE AND TREATMENT COST-SHARE PROJECT

THIS AMENDMENT is entered into by and between the GOVERNING BOARD of the ST. JOHNS RIVER WATER MANAGEMENT DISTRICT ("District"), whose mailing address is 4049 Reid Street, Palatka, Florida 32177, and CITY OF PALATKA ("Recipient"), whose address is 201 N. 2nd St., Palatka, FL 32177, and is effective on the date the last party has executed same.

WHEREAS, the parties entered into Agreement No. 24924 on June 12, 2008, for the Lower St. Johns River Basin Reuse and Treatment Cost-Share Project ("Agreement"), and amended the Agreement on September 17, 2009 (Amendment #1); and

WHEREAS, the parties desire to further amend the Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and for other good and valuable consideration, the parties hereby agree to the following amendments:

1. **ITEM 3 – Term of Agreement.** This paragraph shall be deleted and replaced with the following:

   "3. **Term of Agreement.** This Agreement shall extend from the Effective Date through December 31, 2013 ("Completion Date"). The Effective Date of this Agreement shall be the date upon which the last party to this /Agreement has dated and executed the same."

2. **ITEM 4 – Amount of Funding.** This paragraph shall be deleted and replaced with the following:

   "4. **Amount of Funding.** For satisfactory performance of the Work, the District agrees to pay Recipient one-half (50%) of the construction costs, but not to exceed $3,793,500, for the reuse projects described in Exhibit A-2. Recipient shall be responsible for payment of one-half of costs necessary to ensure completion of the Work. If Recipient's cost share for the Work exceeds 50% of the estimated cost, Recipient may elect to complete the Work at its expense or discontinue the Work and return all funds provided by the District in accordance with paragraph 19. For the purpose of this Agreement, a "Fiscal Year" is defined as the period beginning October 1 and ending September 30."

3. **ITEM 7 – Project Management.** Recipient's Project Manager shall be changed as follows:

   Jonathan C. Griffith
   City of Palatka
   201 North Second Street
   Palatka, Florida 32177
   (386) 329-0100
   E-mail: jcgriffith@palatka-fl.gov

4. Exhibit A-1, REVISED STATEMENT OF WORK, is hereby modified as follows:

   (a) The current Statement of Work is hereby deleted and replaced with the Statement of Work attached hereto as Exhibit A-2.

5. All other terms and conditions of the original Agreement, including any subsequent amendments, are hereby ratified and continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have duly executed this amendment on the date set forth below.

ST. JOHNS RIVER WATER MANAGEMENT DISTRICT

By: _____
Hans G. Tanzler III, Executive Director (or designee)

Date: 7-13-12

CITY OF PALATKA

By: _____

_____
Typed Name and Title

Date: _____

APPROVED BY THE OFFICE
OF GENERAL COUNSEL

_____
for Stanley J. Niego, Sr. Assistant General Counsel

Last updated: 8-29-11

Attachment:
Exhibit A-2 – Revised Statement of Work

EXHIBIT A-2, REVISED STATEMENT OF WORK
LOWER ST. JOHNS RIVER BASIN REUSE AND TREATMENT COST-SHARE PROJECT

I. Introduction/Background

The District has established Lower St. Johns River (LSJR) pollutant load reduction goals and the Florida Department of Environmental Protection (FDEP) has pending the adoption of revised nutrient Total Maximum Daily Loads (TMDLs). In response to these regulatory initiatives, the District has been working toward facilitating efficient and cost effective efforts to exceed the minimum nutrient reductions required by the TMDL allocations. Reducing nutrient discharges to below TMDLs levels will help assure the sustainable future health of the LSJR.

During project evaluations, the District established the LSJR Reuse and Treatment (R&T) Project to create additional opportunities to significantly reduce nutrient loading to the LSJR from treated wastewater through District-based cost-share agreements to increase the reuse of reclaimed water. This comprehensive project shall reduce nitrogen loading to the LSJR while helping to meet long-term water supply needs.

II. Objectives

- Replace a portion of the potable groundwater demand with reclaimed water to help meet long-term water supply needs
- Reduce wastewater effluent discharges to the Lower St. Johns River to reduce nutrient loadings in excess of the TMDL allocations
- Improve reclaimed water quality treatment to achieve a nitrogen concentration below the minimum TMDL nitrogen allocation where reclaimed water cannot be fully reused
- Increase water conservation though the adoption of landscape irrigation ordnance

III. Scope of Work

Recipient shall manage the engineering and construction of reuse and treatment projects including projects scheduled for construction in Fiscal Year (FY) 2003 through FY 2012. The implementation of the reclaimed water projects described below is a long-term investment and it may take years for customers to use the full capacity of the system. The projects in this SOW shall produce and reuse an estimated 3.0 million gallons per day (mgd) of reclaimed water by the end of FY 2012. Recipient's current wastewater flow is approximately 2.77 mgd. All wastewater flow as of September 30, 2012 will be reused, which shall include the projects listed in this agreement and any additional projects not provided for herein necessary to achieve 100 percent wastewater reuse. By September 30, 2012, the amount of total nitrogen and total phosphorus discharged to the St. Johns River will be reduced by at least 171,768 and 22,811 pounds per year, respectively. The components of these projects will include the installation of reclaimed water mains, treatment systems (directly associated with reclaimed water, such as UV, filtration, augmentation, etc.), storage, pumping and associated improvements.

This SOW is for the following reclaimed water projects:

Palatka Reject Water Treatment Project	Water treatment plant reject water reclamation for in-plant reuse that will reduce wastewater treatment facility (WWTF) flow.
Palatka Ravine Gardens System Reclaimed Water Project	Reclaimed water expansion utilizing the City's facilities, including Ravine Gardens, ball fields, cemeteries, and the Azalea Bowl.
Palatka Zero Discharge Reclaimed Water Project	Infiltration or land application system to remove St. Johns River discharges while more reuse projects are implemented. No WWTF expansion is included in this project.
Palatka Municipal Golf Course Reclaimed Water Project	Reclaimed water expansion to The City of Palatka Municipal Golf Course

Additional projects and/or phases may be funded in future years.

IV. Task Identification, Project Time Frames and Deliverables

Recipient shall be responsible for the following:

- Obtaining project final design, construction plans and specifications
- Providing a copy of Recipient's executed construction contract documents to the District's Project Manager
- Scheduled construction implementation of projects described in the SOW
- Providing copies of any subsequent change orders to the contract to the District's Project Manager
- Obtaining all required permits, including right of access to the project sites, related to project construction and subsequent operation of the systems
- Compliance with all permits
- Procurement for project construction
- Supervision and inspection of construction
- Construction contract administration
- Timely submittal of invoices in accordance with this Agreement to enable proper review by the District's Project Manager prior to payment authorization.
- Progress reports to the District's Project Manager, identifying project progress to date, key milestones reached, overall project schedule versus time for project completion, key issues to be resolved, project time and projected costs versus actual cost to date.
- Certification of the completion of construction by a Professional Engineer registered in the State of Florida
- Compliance with cost accounting practices and procedures required for reimbursement of funds expended for the District's Lower St. Johns River Basin Reuse and Treatment Project.
- Adoption of a landscape irrigation ordinance that fully implements the landscape irrigation provisions in District Rule 40C-2.042(2), Fla. Admin. Code

V. Project Budget and Payment Schedule

Construction is scheduled to start and be complete per the schedule below. This Agreement is effective until September 30, 2012, and subject to annual modifications agreed upon by both the District and Recipient.

Total construction cost is estimated to be $7, 810,500. The District's total cost share under this agreement shall not exceed one-half of actual construction costs for reclaimed projects, up to a maximum of $3,793,500.

The District acknowledges that Recipient has started implementing some of the projects. This Statement of Work does not exclude any incurred construction cost from the co-funding total for the City of Palatka Municipal Golf Course Reclaimed Water Project, the Palatka Reject Water Treatment Project, and the Palatka Ravine Gardens System Reclaimed Water Project.

VI. Milestones

Progress will be measured by the percent of construction completed on each project and the amount of reclaimed water in use.

1. Milestone 1- by September 30, 2008, at least 45% of reclaimed water project construction will be complete.

2. Milestone 2- by September 30, 2009, at least 60% of reclaimed water project construction will be complete.

3. Milestone 3- by September 30, 2010, at least 40% of the 3.0 mgd (average annual daily flow) of reclaimed water will be available for reuse.

4. Milestone 4- by September 30, 2011, 100% of the reclaimed water project construction will be complete.

5. Milestone 5- by September 30, 2012, it is the intent and is agreed to by the City of Palatka to treat the entire 3.0 mgd, on all its wastewater flow, to reclaimed water standards and beneficially reuse it resulting in 100% of its effluent discharge being removed from the St. Johns River, with the exception of permitted wet weather discharges.

Agenda Item

2c

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

Memorandum

To: Palatka City Commission & Staff

From: Betsy Driggers, City Clerk

Date: July 20, 2012

Re: Motion to ratify request for one-time transfer of $500,000 from Palatka Gas Authority to City of Palatka General Fund

---

On July 19 the Palatka City Commission held a workshop meeting with the Palatka Gas Authority to discuss the transfer of funds from the Gas Authority to the City of Palatka General Fund. At the conclusion of that workshop meeting, during which a quorum was present, *a motion was made by Commissioner Brown and seconded by Commissioner Leary to ask the Palatka Gas Authority to make a one-time transfer of $500,000.00 to the Palatka General Fund.* The motion passed three in favor, opposed by Commissioner Kitchens.

A motion to ratify is a main motion and is used to confirm or make valid some action which requires the approval of the Commission during a regular or special session in order to make it valid. As the motion was made during a workshop meeting, it should be ratified during this meeting. Please take action to ratify the motion as stated above.

Agenda Item

2d

MEMORANDUM

To: City of Palatka Commissioners

From: Jeff Norton, Special Events Coordinator & Parks Supervisor

Date: July 31st, 2012

Re: Street Party "3rd Friday Downtown Street Party"

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

1. Grant Noise Variance during the Special Event hours:
   August 17th, 2012 6pm-10pm

2. Grant Alcohol Variance during the Special Event hours:
   August 17th, 2012 6pm-10pm

If you have any questions or concerns please contact me at 386-329-0175 or 386-937-3093.

Jeff Norton
Special Events Coordinator

APPLICATION # 12-35

(circle one below)

CLASS A PERMIT – Filing Deadline: 60 days prior to event
CLASS B PERMIT - Filing Deadline: 30 days prior to event
CLASS C PERMIT - Filing Deadline: 30 days prior to event

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

1. NAME AND ADDRESS OF APPLICANT/ORGANIZER
   a. Palatka Main Street and Arts Council of Putnam Co.
   b. CONTACT PERSON Charles Rudd TELEPHONE 386-329-0100 EXT 338
   c. Cell # 352-455-1180 FAX # _____

2. NAME AND ADDRESS OF PERSON, CORPORATION OR ASSOCIATION SPONSORING THE ACTIVITY, IF DIFFERENT FROM ABOVE
   _____
   a. CONTACT PERSON _____ TELEPHONE _____
   b. _____ FAX # _____

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY 3rd Friday Downtown
4. Street Party
5. **DATE & HOURS** OF DESIRED USE: 6pm-10pm (8/17; ~~9/21~~; ~~10/19~~, 2012)
6. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)
   _____
7. ROAD CLOSURES: _____
8. REQUEST FOR NOISE VARIANCE(Dates and Times): (8/17; ~~9/21~~; ~~10/19~~ 6pm-10pm
9. REQUEST FOR ALCOHOL VARIANCE(Dates,Times,Location): 8/17; 9/21; 10/19 6pm-10pm
10. ESTIMATE OF ANTICIPATED ATTENDANCE 1,000 people
11. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT 2 portable stages
    _____
12. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES
    a. CLASS A: ___ **$150.00- up to 10,000 in attendance per day**
       ___ **$225.00- 10,000 – 40,000 in attendance per day**
       ___ **$300.00- 40,000 – 80,000 in attendance per day**
    b. CLASS B: ___ **$100.00 per day Up to 1,000 persons per day**
    c. CLASS C: ___ **$50.00 per day** (Limited impact on traffic, parking etc.) Events such as Weddings, Fishing tournaments with less than 40 boats. Etc.
    d. Any private entity/business(es) who are holding a function on private property that impacts neighboring businesses/residents within the City limits and, impacts City services will be assessed a fee amount accordingly. (7% Sales Tax)
13. OTHER COSTS : Fees will be determined at the pre-assessment meeting with the organizers and the City Department Heads.
14. Arrangements for police services are **REQUIRED** for fishing tournaments with 70 boats or more. Fishing Tournaments and other large event organizers are required to arrange for auxiliary vehicle/trailer parking per accompanying guidelines.

IMPORTANT INFORMATION

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

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

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

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

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

11/25/11
DATE

SIGNATURE OF APPLICANT

APPROVED:

SPECIAL EVENTS COORDINATOR — DATE 11/28/2011

CHIEF OF POLICE — DATE 1/18/12

RETURN TO:
EFF NORTON
PECIAL EVENTS COORDINATOR
01 N. 2nd Street
latka, FL 32177

COPIES TO:
Parks Dept.
Police Dept.
Fire Dept.
Sanitation Dept.
City Clerk
Downtown Palatka, Inc.
Keep Putnam Beautiful
Chamber of Commerce
Palatka Daily News

DDITIONAL INFORMATION PLEASE CALL THE PARKS DEPARTMENT OFFICE AT 386-329-0100.)

CITY OF PALATKA
PLANNING MEETING
PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator

Meeting Date: _____ Special Events Coordinator: _____

☐ Site Sketch Provided
☐ Tentative Schedule of Events

Event Classification:
Class A ☐
Class B ☐
Class C ☐

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

Name of Special Event/Production: 3rd Friday Downtown Street Party

Type of Event: Street Party

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still/motion picture production, etc. – attach separate listing if necessary) 2 stages with live music, beer booth, food vendors, Arts & Crafts vendors, kids area w/moon walk, etc., small tables & chairs,

Location of Event: St. Johns Ave from 2nd St to 5th St. / 3rd from Lemon to St Johns

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

	Date	Day	Begin	End
Event Day 1	Attached	_____	_____AM/PM	_____AM/PM
Event Day 2	_____	_____	_____AM/PM	_____AM/PM
Event Day 3	_____	_____	_____AM/PM	_____AM/PM
Event Day 4	_____	_____	_____AM/PM	_____AM/PM

Set-up for event will begin on (Date) All dates at (time) 4pm

Break down will be completed by (Date) All dates at (time) Midnight

Revised: 1/22/01

EVENT 3rd Fifty Bourbons Street Pub EVENT SPONSOR/ORGANIZATION Pulaski Main Street Inc.

Name of Promoter Pulaski Main Street Tax Exempt No.:_____

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

Special Event Permit fees $_____Per Day x _____Days = $_____

Law Enforcement (City Police) $23.00 per hour x _____Officer(s) x _____Hours = $_____

Fire Personnel $23.00 per hour x _____Personnel x _____Hours = $_____

Building Inspector $23.00 per hour x _____ x_____ Hours = $_____

Sanitation Equipment fee

Of Green Roll Out Containers _____ x $ 15.00 per container = $_____

Additional Charges (List)

_____ = $_____

_____ = $_____

_____ = $_____

Refundable Deposit $500.00 required (circle one) Yes No $_____

Total Estimated Fees $_____

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

APPLICANT INFORMATION:

Name: Charles Rush / Palatka Main Street
Telephone: 386-327-0100 x 333 Fax: _____ Cellular: 352-455-1150
Address: 205 N. 2nd St. Palatka, FL 32177

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

Other contacts/Keyholders:

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

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

☐ Estimated Peak Number of Participants (each day of event): Day 1 1000/day Day 2 _____ Day 3 _____ Day 4 _____ Day 5 _____

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

☐ Number and proposed location of fire protection services: _____

☐ Inspection(s) – Date and time requested: _____

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

Number of EMS Personnel required: _____

☐ Number and proposed location of portable toilets: (note location on site map)
2 See map

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

- ☐ Number and location of temporary signs/banners: _____
- ☐ Number and location of promotional visual effects: _____
- ☐ Watercraft: N/A
- ☐ Aircraft: N/A
- ☐ Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.): A-frame signs, "No Parking After 4pm" signs, posters
- ☐ Date(s) and times of setup/breakdown: All dates Feb 4 4-6pm tear down 10am-12pm
- ☐ Name(s) and Type of Musical Bands to Perform (dates & times of performances): Unknown names - Rock, Classic Rock, 50's & 60's, Country, Bluegrass, R&B
- ☐ Noise Abatement Requirements: _____
- ☐ Adjoining Properties Impacted (Notification needed?): _____
- ☐ Location, Dates and Times for Alcohol Ordinance Open Container Waiver: All dates
- ☐ Alcohol Sale Requirements (Temporary license, commercial establishment license, etc.): Temporary License
- ☐ Handicapped Accessibility: _____

Items Outstanding:

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

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

PRE-PLANNING MEETING

Name of Special Event/Production: _____ Date _____

Persons Attending Planning Meeting:

Name _____ Representing _____ Position _____ Phone#

_____

City of Palatka
Planning Meeting
Pre-event Assessment List

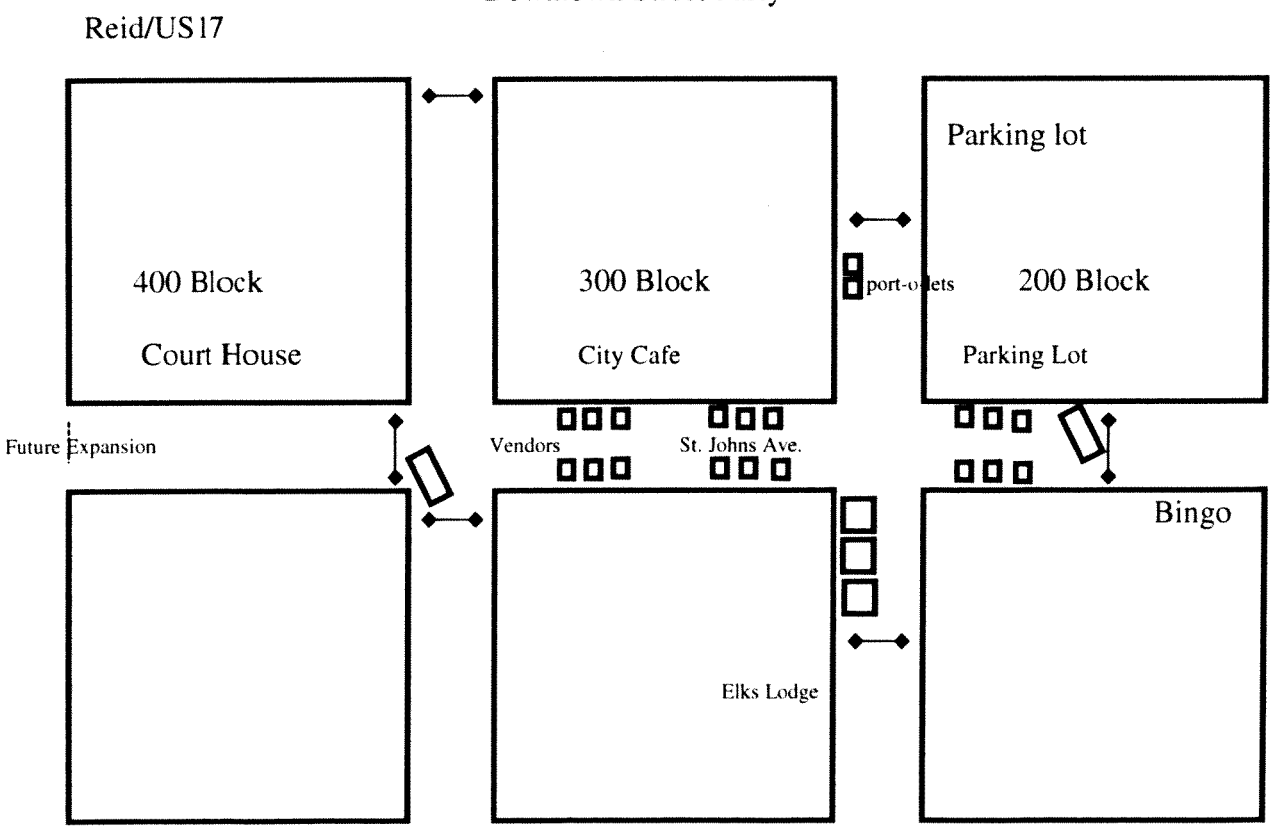
Addendum:

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

	Date	Day	Begin	End
Event Day 1	2/17/12	Friday	6pm	10pm
Event Day 2	3/16/12	Friday	6pm	10pm
Event Day 3	4/20/12	Friday	6pm	10pm
Event Day 4	5/18/12	Friday	6pm	10pm
Event Day 5	6/15/12	Friday	6pm	10pm
Event Day 6	7/20/12	Friday	6pm	10pm
Event Day 7	8/17/12	Friday	6pm	10pm
Event Day 8	9/21/12	Friday	6pm	10pm
Event Day 9	10/19/12	Friday	6pm	10pm
Event Day 10	11/16/12	Friday	6pm	10pm
Event Day 11	12/21/12	Friday	6pm	10pm

Event Map

Downtown Street Party



PALAMAI-01 FIST

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 2/10/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Maury, Donnelly & Parr, Inc. Commerce & Water Streets Baltimore, MD 21202 (410) 685-4625	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:
INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : CNA Insurance Companies	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	
INSURED Palatka Main Street 205 N. 2nd Street Palatka, FL 32177-	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC	X		TBD	1/17/2012	1/17/2013	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $
A	Liquor Liability			TBD	1/17/2012	1/17/2013		1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The City of Palatka is listed as an Additional Insured with respects to the Third Friday Downtown Street Party events being held 2/17, 3/16, 4/20, 5/18, 6/15, 7/20, 8/17, 9/21, 10/19, 11/16, 12/21, 1/18.

CERTIFICATE HOLDER

City of Palatka
Attn: Jeff Norton
201 N. 2nd Street
Palatka, FL 32177-

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Agenda Item

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This instrument prepared by:
Betsy J. Driggers
201 N. 2nd Street
Palatka FL 3217

ORDINANCE NO. 12 - _____

entitled

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, REVISING THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA, BY AMENDING THE INVESTMENT POLICY STATEMENT OF THE CITY OF PALATKA GENERAL EMPLOYEES RETIREMENT PLAN; AMENDING SEC. 2-204, INVESTMENT PERFORMANCE OBJECTIVES; AMENDING SEC. 2-205, INVESTMENT GUIDELINES; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

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

Section 1. That the portion of the City of Palatka Municipal Code Investment Policy Statement, being Sections 2-203 through 2-211 of the Palatka Municipal Code of Ordinances, shall be and the same is hereby amended to read as set forth in Exhibit 1 attached hereto and by this reference incorporated herein.

Section 2. 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.

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

Section 4. All ordinances or parts of ordinances in conflict herewith be and the same are hereby repealed.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 16th day of August, 2012.

CITY OF PALATKA

By:_____
Its Mayor

ATTEST:

_____
City Clerk

EXHIBIT 1

CITY OF PALATKA GENERAL EMPLOYEES' RETIREMENT PLAN

Investment Policy Statement

1. PURPOSE OF INVESTMENT POLICY STATEMENT

The Pension Board Trustees maintain that an important determinant of future investment returns is the expression and periodic review of the Fund's investment objectives. To that end, the Trustees have adopted this statement of Investment Policy.

In fulfilling their fiduciary responsibility, the Trustees recognize that the retirement system is an essential vehicle for providing income benefits to retired participants or their beneficiaries. The Board also recognizes that the obligations of the Fund are long-term and that investment policy should be made with a view toward performance and return over a number of years. The general investment objective, then, is to obtain a reasonable total rate of return - defined as interest and dividend income plus realized and unrealized capital gains or losses - that is greater than the actuarial interest rate assumption on an annual basis and over rolling three-year periods. Additionally, the Trustees in performing their investment duties shall comply with fiduciary standards set forth in the Employee Retirement Income Security Act of 1974 29 U.S.C. s 1104 (a) (1) (A)-(C).

Specifically, the Board, the Fund's investment manager(s), and the investment monitor shall comply with the following fiduciary standard:

> A fiduciary shall discharge its duties with respect to the Plan solely in the interest of the participants and beneficiaries and –
>
> A. for the exclusive purpose of providing benefits to participants and their beneficiaries and defraying reasonable expenses of administering the Plan;
> B. with the care, skill, prudence, and diligence under the circumstance then prevailing that a prudent man acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aim;
> C. by diversifying the investments of the Plan so as to minimize the risk of large loss, unless under the circumstances it is clearly prudent not to do so.

Reasonable consistency of return and protection of assets against the inroads of inflation are paramount. However, the volatility of interest rates and securities markets make it necessary to judge results within the context of several years rather than over short periods of one or two years or less. The Board's acknowledges that each manager is only responsible for the assets that are placed under its management and not for the investment policies that apply to the Fund's entire portfolio.

CITY OF PALATKA GENERAL EMPLOYEES' RETIREMENT PLAN

Investment Policy Statement

2. INVESTMENT PERFORMANCE OBJECTIVES

The below listed investment performance objectives and guidelines will be used as criteria in evaluating ongoing investment performance of the investment manager(s).

Total Plan Performance

A. Total Fund performance will be measured quarterly over rolling three and five year periods. These periods are considered sufficient to represent the capital market cycles. The total return of this portfolio is expected to exceed the return of a benchmark comprised of the following:

Benchmark Components	Type	% Alloc.
Russell 1000	Domestic large-cap equity	18
S&P 400	Domestic mid-cap equity	6
Russell 2000	Domestic small-cap equity	6
ML Convertible	Convertible bonds	10
Wilshire REIT	Real Estate	5
MSCI EAFE	International Equity	15
Barclay's Aggregate	Domestic bonds	34
ML High Yield Master	High Yield Bonds	5
90-Day T-bill	Cash	1

B. It is expected that portfolio volatility will not exceed that of the above benchmark index over three and five-year rolling periods.

C. It is expected that the average three and five-year returns of the Plan will meet or exceed the actuarial interest rate assumption.

Asset Class Investment Performance Standards

1. The large-cap growth equity portion of the portfolio is expected to perform at a rate at least equal to the Russell 1000 growth index, and rank in the top 40th percentile over rolling three and five-year periods.

2. The large-cap value equity portion of the portfolio is expected to perform at a rate at least equal to the Russell 1000 value index, and rank in the top 40th percentile over rolling three and five-year periods.

3. The mid-cap stock portfolio is expected to perform at a rate at least equal to the S&P 400 Index, and rank in the top 40th percentile over rolling three and five-year periods.

CITY OF PALATKA GENERAL EMPLOYEES' RETIREMENT PLAN

Investment Policy Statement

4. The small-cap growth stock portfolio is expected to perform at a rate at least equal to the Russell 2000 growth index, and rank in the top 40th percentile over rolling three and five-year periods.

5. The small-cap value stock portfolio is expected to perform at a rate at least equal to the Russell 2000 value index, and rank in the top 40th percentile over rolling three and five-year periods.

6. The convertibles portfolio is expected to perform at a rate at least equal to the Merrill Lynch convertible index (ex. 144a), and rank in the top 40th percentile over rolling three and five-year periods.

7. The REIT stock portfolio is expected to perform at a rate at least equal to the Wilshire REIT index, and rank in the top 40th percentile over rolling three and five-year periods.

8. The international equity portfolio is expected to perform at a rate at least equal to the MSCI EAFE index, and rank in the top 40th percentile over rolling three and five-year periods.

9. The investment grade fixed-income portfolio is expected to perform at a rate at least equal to the Barclay's Aggregate bond index, and rank in the top 40th percentile over rolling three and five-year periods.

10. The high yield bond portfolio is expected to perform at a rate at least equal to the Merrill Lynch High Yield Master, and rank in the top 40th percentile over rolling three and five-year periods.

3. INVESTMENT GUIDELINES

The value of assets shall be made in accordance with s. 302 (c) (2) of the Employee Retirement Income Security Act of 1974 and as permitted under regulations prescribed by the Secretary of the Treasury.

Liquidity: The Fund's investment manager(s) shall be kept informed of the liquidity requirements of the Fund. The investment portfolio shall be structured in such a manner as to provide sufficient liquidity to pay obligations as they come due. To the extent possible, an attempt will be made to match investment maturities with known cash needs and anticipated cash-flow requirements.

Custodian: The Board has a retained and will continue to retain a third party to be custodian of the Fund's assets. All securities shall be designated as an asset of the Fund, and no withdrawal of

CITY OF PALATKA GENERAL EMPLOYEES' RETIREMENT PLAN

Investment Policy Statement

securities-in whole or part-shall be made from safekeeping except by an authorized member of the Board or the Board's designee. Security transactions between a broker dealer and a custodian involving the purchase or sale of securities by transfer of money or securities must be made on a "delivery vs. payment" basis, if applicable, to ensure that the custodian will have the money or security, as appropriate, in hand at the conclusion of the transaction.

Bid requirement: The Board shall determine the approximate maturity date based on cash flow needs and market conditions, analyzed and select one or more optimal types of investment, and competitively bid the security in question when feasible and appropriate. Except as otherwise required by law, the most economically advantageous bid must be selected.

Risk and Diversification: The investments held by the Fund shall be diversified to the extent practical to control the risk of loss resulting from over-concentration of assets in a specific maturity, issuer, instrument, dealer, or bank which financial instruments are bought and sold.

A. **Authorized Investments.** The following investments are authorized:

1. Cash equivalents.

2. Obligations issued by the United States Government and its Agencies or obligations guaranteed as to principal and interest by the government of the United States.

3. Foreign equities, convertibles and bonds.

4. Equities, including publicly traded REITS, convertibles (convertible bonds, convertible preferred issues, and preferred stock). Convertible bonds (including synthetics), convertible preferred issues and preferred stock will be deemed as equity and shall not be held to the rating standards of fixed-income. Foreign securities convertibles are limited to those that settle in U. S. dollars and traded on one or more of the recognized national exchanges, NASDAQ or the OTC.

5. Bonds or other evidences of indebtedness issued or guaranteed by a corporation organized under the laws of the United States or the District of Columbia. Actively managed fixed-income accounts may hold up to 5% at market value of their total portfolio in bonds rated below Baa2/Mid BBB. The Active Fixed Income Manager shall notify the Consultant in writing within ten (10) business days of any such downgrade. The High yield portfolio is not subject to these limitations. Convertible securities do not apply to these limitations, as they are classified as equities.

CITY OF PALATKA GENERAL EMPLOYEES' RETIREMENT PLAN

Investment Policy Statement

6. Treasury Inflation Protected Securities (TIPS).

7. Domestic stocks issued by a corporation organized under the laws of the United States or the District of Columbia provided the corporation is listed on one or more of the recognized national or on the National Market System of the NASDAQ.

8. International equities shall emphasize companies of developed countries.

9. Commingled equity, bond, money market mutual funds, and exchange traded funds (ETFs) funds.

10. Real estate shall be limited to REIT funds with daily pricing.

B. **Prohibited Investments and Limitations**

1. Investments in equities, including the REITS, shall not exceed 70% of the Fund's assets at market value.

2. Prohibited investments include those companies listed in the State Board of Administration's quarterly report, "List of Prohibited Investments (Companies)", under Protecting Florida Investments Act.

3. Equities: Not more than five percent (5%) of the Plan assets, based on market value, shall be invested in the securities of any one issuing company.

4. Up to 20% of the Fund may be invested in foreign securities at market.

5. The aggregate investment in any one issuing company shall not exceed five percent (5%) of the outstanding capital stock of the company.

6. Prior to investing in any repurchase agreement, the Board will adopt, and attach as an exhibit, a Master Repurchase Agreement, which will also be registered with any institution authorized to transact such investment. All repurchase agreement transactions will be required to adhere to the requirements of such Master Repurchase Agreement.

7. The following investments are prohibited:

   a. Bonds issued by any state or municipality or any other tax-exempt security
   b. Commodity futures
   c. Short sales

CITY OF PALATKA GENERAL EMPLOYEES' RETIREMENT PLAN

Investment Policy Statement

d. General obligations issued by a foreign government
e. Hedge funds
f. Insurance annuities
g. Limited partnerships
h. Repurchase agreements secured by anything but U.S. Government or Agency mortgage backed securities
i. Margin purchase or lending or borrowing money
j. Options
k. Letter stock or private equity placements
l. Private mortgages
m. Securities lending (unless directed by the Board)
n. Investments and assets for which a generally recognized market is not available or for which there is no consistent or generally accepted pricing mechanism
o. Securities of the money manager, the directed trustee/custodian bank, their parent or subsidiaries
p. Foreign issued securities not traded in the United States

4. COMMUNICATIONS

A. The City Clerk's office shall prepare all written instructions to the custodian relating to periodic rebalancing of the stock and bond portfolios.

B. The custodian shall apprise the Trustees of all transactions and shall forward all proxies to the manager within ten calendar days. On a monthly basis, the custodian shall supply an accounting statement that will include a summary of all receipts and disbursements and the cost and the market value of all assets. On a quarterly basis, the managers shall provide a written report affirming compliance with the security restrictions of Section 3 above and a summary of common stock diversification and attendant schedules. In addition, the managers shall deliver each quarter a report detailing the Fund's performance, adherence to the investment policy, forecast of the market and economy, portfolio analysis and current assets of the Fund. Written reports and personal presentations shall be delivered to the Trustees within 60 days of the end of the quarter. The managers will provide immediate written and telephone notice to the Trustees of any significant market related or non-market related event, specifically including, but not limited to, any deviation from the standards set forth in Section 3 above.

C. The managers will disclose any securities that are not in compliance with Section 3 in each quarterly report.

CITY OF PALATKA GENERAL EMPLOYEES' RETIREMENT PLAN

Investment Policy Statement

D. If the Fund owns securities, which complied with Section 3 at time of purchase, which are subsequently down graded while held, the managers will dispose of such securities immediately.

E. The Trustees shall retain a monitoring service to evaluate and report on a quarterly basis the rate of return and relative performance of the Fund.

F. The Trustees will meet quarterly with the monitoring service's representative to review the Performance Report. The Trustees will meet with the investment managers and appropriate outside consultants to discuss performance results, economic outlook, investment strategy and tactics and other pertinent matters affecting the Fund on a quarterly basis.

G. For each actuarial valuation, the Board shall determine the total expected annual rate of return for the current year, for each of the next several years, and for the long-term thereafter.

H. The Board of Trustees shall submit investment performance reports on a periodic basis to the City Council. This report shall include the investments in the Fund by class or type, income earned, book value, and market value.

J. The manager shall annually provide the Trustees with an audited financial statement.

5. CRITERIA FOR INVESTMENT MANAGER REVIEW

The Board wishes to adopt standards by which judgments of the ongoing performance of a portfolio manager may be made. With this in mind, the following are adopted:

If, at any time, any one of the following is breached, the portfolio manager will be warned of the Board's serious concern for the Fund's continued safety and performance.

1. Four consecutive quarters of total Fund performance below the 40th percentile in manager performance rankings.

2. Standard deviation for the Fund in excess of 120% of the market.

3. Loss by the manager of any senior investment personnel.

4. Any change in basic investment philosophy by the manager.

5. Failure to attain a 60% vote of confidence by the Board of Trustees.

CITY OF PALATKA GENERAL EMPLOYEES' RETIREMENT PLAN

Investment Policy Statement

6. INTERNAL CONTROLS

The Fund shall be governed by a set of written internal controls and operational procedures, which shall be periodically reviewed by the Fund's certified public accountant (CPA). At the time of every financial audit, the CPA shall review the controls that should be designed to prevent loss of funds that might arise from fraud, error, or misrepresentation by third parties or imprudent actions by the Board or the employees of the City of Palatka.

7. STATEMENT OF CONTINUING EDUCATION

In fulfilling its fiduciary responsibility, the Board of Trustees acknowledges that continuing education is important. Therefore, all Trustees shall receive continuing education in matters relating to investments and the Board's responsibilities.

8. FLORIDA STATUTES 112.661 AND APPLICABLE CITY OF PALATKA ORDINANCES

If at any time, this document is found to be in conflict with Chapter 112.661, Florida Statutes, or the applicable City of Palatka Ordinances, the Statutes and Ordinances shall prevail.

9. REVIEW AND AMENDMENTS

It is the Trustees intention to review this document periodically and to amend this statement to reflect any changes in philosophy, objectives or guidelines. Any change to this document shall require the affirmative vote of at least three (3) Trustees. In this regard, the money managers' interest in consistency in these matters is recognized and will be taken into account when changes are being considered. If at any time any portfolio manager feels that the specific objectives defined herein cannot be met, or the guidelines constrict performance, the Trustees should be notified in writing. By initial and continuing acceptance of this Investment Policy Statement, the money managers concur with the provisions of this document.

Once the Board has adopted the investment policy, the investment policy shall be promptly filed with the Department of Management Services, the City, and the consulting actuary.

The effective date of the Investment Policy Statement and any amendment thereto, shall be the 31st calendar day following the filing date with the City.

CITY OF PALATKA GENERAL EMPLOYEES' RETIREMENT PLAN

Investment Policy Statement

BOARD OF TRUSTEES
CITY OF PALATKA GENERAL
EMPLOYEES' RETIREMENT PLAN

By: _____
As Chairman, Board of Trustees

Date: _____, 2012

ATTEST:

By: _____
As,

Date: _____, 20012

BURGESS CHAMBERS & ASSOCIATES, INC.

By: _____
As President

Date: _____, 2012