

**VERNON MYERS**  
MAYOR - COMMISSIONER

**MARY LAWSON BROWN**  
VICE MAYOR - COMMISSIONER

**ALLEGRA KITCHENS**  
COMMISSIONER

**PHIL LEARY**  
COMMISSIONER

**JAMES NORWOOD, JR.**  
COMMISSIONER



**MICHAEL J. CZYMBOR**  
CITY MANAGER

**BETSY JORDAN DRIGGERS**  
CITY CLERK

**MATTHEW D. REYNOLDS**  
FINANCE DIRECTOR

**GARY S. GETCHELL**  
CHIEF OF POLICE

**MICHAEL LAMBERT**  
CHIEF FIRE DEPT.

**DONALD E. HOLMES**  
CITY ATTORNEY

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

## **AGENDA**

### **CITY OF PALATKA**

September 26, 2013

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

- a. **Invocation** – The Reverend Ted Stackpole, Pastor; First Assembly of God
- b. **Pledge of Allegiance**
- c. **Roll Call**

#### **APPROVAL OF MINUTES – 8/29/13 Joint Gas Authority Board Workshop & 9/12/13 Reg. Mtg.**

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

- a. **PROCLAMATION – Fire Prevention Week – October 6 – 12, 2013 – Fire Department**
- b. **STUDENT OF THE MONTH – Mayor Myers and Commissioner Norwood**

Taylor Massey	Browning Pearce Elementary School
Hayden Bergen	C.L. Overturf, Jr. 6 <sup>th</sup> Grade Center
Karah Harrington	Children's Reading Center Charter School
Imani Wilson	E. H. Miller School
Ke'Maria Hunter	James A. Long Elementary School
Trevyr Massey	Jenkins Middle School
Kimberly Dukes	Kelley Smith Elementary School
Shauntalise McLeod	Mellon Elementary School
Kamari Betts	Moseley Elementary School
Forrest Cone	Palatka High School
Shirley Bush	Peniel Baptist Academy
Judith Bryan	Putnam Academy of Arts & Sciences
Denae Wells	Putnam EDGE High School

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

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

- \*a. **Adopt Resolution No. 2013-9-162** authorizing the execution of the victims of crime Act (VOCA) grant in the amount of 37,715 for FY 2013/2014
- \*b. **Adopt Resolution No. 2013-9-163** authorizing the submission of the Riverfront Park Phase I application for the Florida Recreation Development Assistance Program (FRDAP) to the Florida Department of Environmental Protection in the amount of \$200,000 for federal fiscal year 2014-2015
- \*c. **Adopt Resolution No. 2013-9-164** authorizing the submission of the Riverfront Park Phase II application for the Florida Recreation Development Assistance Program (FRDAP) to the Florida Department of Environmental Protection in the amount of \$200,000 for federal fiscal year 2014-2015
- \*d. **Adopt Resolution No. 2013-9-165** which authorizes and approves a change order to the Agreement between Poseidone, LLC of Tavares, FL and the City of Palatka, FL for the completion of the refurbishment/renovation of two riverboats and authorizes the City Manager to execute the change order on behalf of the City

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**3. CONSENT AGENDA (Continued):**

- \*e. **Adopt Resolution No. 2013-9-166** authorizing the execution of a Department of Economic Opportunity Grant for the development of a Comprehensive Economic Diversification Action Plan
- \*f. **Adopt Resolution No. 2013-9-167** authorizing the execution of the Scope of Work Agreement with Urbanomics to develop and comprehensive Economic Diversification Action Plan
- \*g. **Authorize renewal of Palatka Daily News Advertising Contract** effective October 1, 2013
- \*h. **Grant special request items for Special Events Permit #13-38 – Survivorship Celebration Fall Festival, October 12, 2013; 10:00 a.m. – 2:00 p.m.**
  - 1. Grant permission to exceed allowable noise levels during event
  - 2. Allow closure of a portion of Zeagler Drive from 9:00 a.m. to 3:00 p.m.
- \*i. **Grant special request items for Special Events Permit #13-10 – Artoberfest, October 12, 2013, 9:00 a.m. – 6:00 p.m. – Keep Putnam Beautiful, applicant**
  - 1. Grant permission to exceed allowable noise levels during event
  - 2. Allow serving of alcohol in the Riverfront Park in restricted area
  - 3. Allow closure of Memorial Parkway from Reid Street to South 2<sup>nd</sup> street and St. Johns Avenue from Memorial Parkway to 2<sup>nd</sup> Street from 8:00 a.m. to 7:00 p.m.
  - 4. Allow closure of the City Boat Ramp at dusk Friday, October 11, 2013 through 7:00 p.m. Saturday, October 12, 2013 for helicopter landing in the Boat Ramp parking lot
- \*j. **Grant permission to allow public consumption of alcohol and open containers along St. Johns Avenue between the 200 and 1,000 Blocks for Special Events permit #13042 – Palatka Main Street Beer Stroll, October 18, 2013, 6:00 p.m. to 9:00 p.m.**
- \*k. **Adopt Resolution No. 2013-9-170** accepting a proposal from Civic Plus to develop and maintain an interactive website for the City of Palatka and authorizing the City Manager to execute an Agreement for services with Icon Enterprises, Inc. d/b/a CivicPlus for a three-year period beginning FY 2013-14 with an option to renew for FY 2016-17 for a total price of \$33,939.00

\* **4. SECOND PUBLIC HEARING – Trim Calendar FY 2013-14 – Final Budget and Millage Rate for 2013/14 budget Year – 9.1749 mills proposed**

\*a. **RESOLUTION No. 2013-9-168** adopting the final millage rate levy for FY 2013-2014

\*b. **RESOLUTION No. 2013-9-169** adopting the budget for FY 2013-2014

**PUBLIC HEARINGS:**

- \* **5. DRAFT ORDINANCE – Comprehensive Plan Capital Improvement Element text amendment amending the Capital Improvement Plan to identify, update and include public facility improvements needed to accommodate future growth – *Planning Board Recommendation to transmit draft ordinance to State Agencies for review***
- \* **6. ORDINANCE** amending the General Employees Pension Plan to raise the retirement age to 55, amending membership requirements to increase the amount of hours worked annually, and deleting the automatic 75% post retirement survivor benefit – 1<sup>st</sup> Reading – Item tabled on September 12, 2013 to a time certain of September 26, 2013
- \* **7. ORDINANCE** amending Chapter 94, Zoning Code, to allow sandwich signs for special events in the Downtown Zoning District – 2<sup>nd</sup> Reading, Adopt
- \* **8. ORDINANCE** amending Chapter 78, Taxation, Article II, Electricity and Gas Tax, to provide for a flat rate of taxation for sales of electricity and cooking and heating gas – 2<sup>nd</sup> Reading, Adopt
- \* **9. ORDINANCE** amending Appendix “A,” Fee Schedule of the Code of Ordinances – 2<sup>nd</sup> Reading, Adopt

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- \* 10. **REQUEST TO LOCATE FM ANTENNA ON RADIO TOWER** at Palatka Fire Department – Alex Sharp, President, Downtown Palatka, Inc. – *item tabled on September 12, 2013 to a time certain of September 26, 2013*
- 11. **CITY MANAGER & ADMINISTRATIVE REPORTS**
  - a. Schedule of proposed Riverfront Park Improvements – Jonathan Griffith
  - b. Amphitheater repair/replacement options – Jonathan Griffith
- 12. **COMMISSIONER COMMENTS**
- 13. **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:**

Oct. 25 – City Employees' Safety Luncheon; 12:00 noon  
Oct. 31 – Halloween Trick or Treat – 6 pm to 8 pm  
Nov. 11 – City offices closed to observe Veterans Day  
Nov. 21 & 22 – FLC Legislative Conference, Orlando FL  
Nov. 28 & 29 – City offices closed to observe Thanksgiving

**Board Openings:**

Fire Pension Board – 1 vacancy (Commission appointee)  
Code Enforcement Board – 1 vacancy (alternate)  
County Library Board – 1 vacancy (city appointee at large)

# CITY OF PALATKA



## Proclamation

**WHEREAS**, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire. Home fires killed more than 2,500 people in the United States in 2011, according to the National Fire Protection Association (NFPA), and fire departments in the United States responded to 370,000 home fires; and

**WHEREAS**, cooking is the leading cause of home fires in the United States where fire departments responded to more than 156,000 annually between 2007 and 2011, two of every five home fires start in the kitchen; unattended equipment was a factor in one-third of the reported cooking fires, and 57% of reported non-fatal home cooking fire injuries occurred when the victims tried to fight the fire themselves; and

**WHEREAS**, children under five face a higher risk of non-fire burns associated with cooking than being burned in a cooking fire. Palatka residents should stay in the kitchen when frying food on the stovetop, keep a three-foot kid-free zone around cooking areas and keep anything that can catch fire away from stove tops; and

**WHEREAS**, residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; working smoke alarms cut the risk of dying in reported home fires in half; and

**WHEREAS**, Palatka's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education. Palatka's residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

**WHEREAS**, the 2013 Fire Prevention Week theme, "Prevent Kitchen Fires!" effectively serves to remind us to stay alert and use caution when cooking to reduce the risk of kitchen fires.

**NOW, THEREFORE**, I, Vernon Myers, Mayor of the City of Palatka, Florida, together with the members of the Palatka City Commission, do hereby endorse and proclaim the week of October 6 through 12, 2013 as

### FIRE PREVENTION WEEK

Throughout the City of Palatka, and I urge all citizens to check their kitchens for fire hazards, use safe cooking practices, and practice their home fire escape plan during Fire Prevention Week 2013 and throughout the year, and to support the many public safety activities and efforts of the City of Palatka Fire Department.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Palatka to be affixed this 26th day of September, in the Year of Our Lord Two Thousand and Thirteen.

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

**PALATKA CITY COMMISSION**

\_\_\_\_\_  
By: Vernon Myers, MAYOR

*Agenda  
Item*

*3a*



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Adopt Resolution No. 2013-9-162 authorizing the execution of the Victims of Crime Act (VOCA) Grant in the amount of \$37,715 for FY 2013/2014.**

**SUMMARY:**

In 2009, the Palatka Police Department was awarded the VOCA Grant for the fiscal year 2009/2010. This was the first time the City of Palatka had a full-time Victim Advocate to assist those in the community whose lives had been touched by crime. This position is fully funded by the State of Florida Office of the Attorney General.

The fundamental reason for the existence of this position is to provide direct victim services which include but are not limited to crisis intervention, provide support and counsel victims in the legal progression of their cases. The need for a Victim Advocate for the City of Palatka continues to be great. There is no requirement for match funding from the City of Palatka. The grant requires only in-kind contributions which this Department has satisfied in the past and therefore we feel we can continue to do so. The amount of the grant is \$37,715.

The attached resolution authorizes the execution of the Victims of Crime Act (VOCA) Grant in the amount of \$37,715 for FY 2013/2014. The grant requires an in-kind contribution of \$9,429. A copy of the Grant Agreement is included with this Summary.

**RECOMMENDED ACTION:**

**Adopt Resolution authorizing the execution of FY 2013-14 Victims of Crime Act (VOCA) Grant Agreement in the amount of \$37,715 for FY 2013/2014.**

**ATTACHMENTS:**

**Name:**

- 09-26-13\_VOCA\_Grant\_FY\_2013-14\_Execute\_Resolution.doc
- Agenda\_VOCA\_8-19-13.doc
- Agreement\_Part\_1.pdf
- Agreement\_Part\_2.pdf

**Description:**

- Resolution - FY2013-14 VOCA Grant Execution
- Staff Report
- Agreement
- Agreement Part 2

**RESOLUTION No. 2013-9-\_\_\_\_\_**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,  
AUTHORIZING THE EXECUTION OF THE VICTIMS OF CRIME  
ACT (VOCA) GRANT AWARDED TO THE PALATKA POLICE  
DEPARTMENT IN THE AMOUNT OF \$37,715 FOR THE BUDGET  
YEAR 2013/2014.**

**WHEREAS,** the City of Palatka Police Department has been awarded the VOCA Grant annually since 2009 as a means to assist those in the community whose lives have been touched by crime; and

**WHEREAS,** the fundamental reason for the existence of this position is to provide direct victim support, crisis intervention, and counsel victims in the legal progression of their cases; and

**WHEREAS,** the need to provide these services to the community is great; and

**WHEREAS,** the grant requires only in-kind contributions which the Police Department has satisfied in the past; and

**WHEREAS,** the Palatka City Commission has determined it is in the best interest of the City of Palatka and its citizens to enter into said Grant Agreement for the continuation of the PPD Victims of Crime Programs.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF PALATKA, FLORIDA,** that the City Mayor and City Clerk are hereby authorized to execute and attest the FY 2013-14 Victims of Crime Act Grant Agreement between the State of Florida, Office of the Attorney General and the City of Palatka/Palatka Police Department, said Agreement to take effect October 1, 2013, and continuing through September 31, 2014.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 26th day of September, 2013.

**CITY OF PALATKA**

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

**ATTEST:**

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

**APPROVED AS TO FORM  
AND CORRECTNESS:**

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

**Memorandum**

**Date:** September 9, 2013  
**To:** City Commission, Via City Clerk  
**From:** Gary S. Getchell, Chief of Police  
**Subject:** Victims of Crime Act (VOCA) Grant

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**BACKGROUND**

In 2009, the Palatka Police Department was awarded the VOCA Grant for the fiscal year 2009/2010. This was the first time the City of Palatka had a full-time Victim Advocate to assist those in the community whose lives had been touched by crime. This position is fully funded by the State of Florida Office of the Attorney General.

**DISCUSSION**

The fundamental reason for the existence of this position is to provide direct victim services which include but are not limited to crisis intervention, provide support and counsel victims in the legal progression of their cases. The need for a Victim Advocate for the City of Palatka continues to be great. There is no requirement for match funding from the City of Palatka. The grant requires only in-kind contributions which this Department has satisfied in the past and therefore we feel we can continue to do so. The amount of the grant is \$37,715.

**RECOMMENDATION**

We recommend authorization to accept the continuation of the VOCA Grant for the upcoming fiscal year 2013/2014.

Cc;

**2013/2014  
AGREEMENT BETWEEN THE STATE OF FLORIDA  
OFFICE OF THE ATTORNEY GENERAL  
AND**

**Palatka Police Department**

**GRANT NO. V13045**

THIS AGREEMENT is entered into in the City of Tallahassee, Leon County, Florida by and between the State of Florida, Office of the Attorney General, the pass-through agency for the Victims of Crime Act (VOCA), Catalog of Federal Domestic Assistance (CFDA) Number - 16.575, hereafter referred to as the OAG, an agency of the State of Florida with headquarters located at PL-01, The Capitol, Tallahassee, Florida 32399-1050, and the Palatka Police Department, 110 North 11th Street, Palatka, Florida, 32177-3639, hereafter referred to as the Provider. The parties hereto mutually agree as follows:

**ARTICLE 1. ENGAGEMENT OF THE PROVIDER**

The OAG hereby agrees to engage the Provider and the Provider hereby agrees to perform services as set forth herein. The Provider understands and agrees all services are to be performed solely by the Provider and may not be subcontracted or assigned without prior written consent of the OAG. The Provider agrees to supply the OAG with written notification of any change in the appointed representative for this Agreement. This Agreement shall be performed in accordance with the Victims of Crime Act (VOCA), Victim Assistance Grant Final Program Guidelines, Federal Register, Vol. 62, No. 77, April 22, 1997, pp. 19607-19621 and the U.S. Department of Justice, Office of Justice Programs, Financial Guide, incorporated herein by reference.

**ARTICLE 2. SCOPE OF WORK**

For the 2013/2014 grant period, the Provider will maintain a victim services program that will be available to provide services to victims of crime that are identified by the Provider and/or are presented to the Provider, as outlined in the 2013/2014 grant application approved by the OAG, incorporated herein by reference, unless otherwise approved by the OAG in writing.

**ARTICLE 3. TIME OF PERFORMANCE**

This Agreement shall become effective on October 1, 2013, or on the date when the Agreement has been signed by all parties, whichever is later, and shall continue through September 30, 2014. No costs incurred by the Provider prior to the effective date of said Agreement will be reimbursed and Provider is solely responsible for any such expenses. The original signed document must be returned to the OAG by October 15, 2013, or within 15 days of signature by all parties, or the Agreement shall be voidable at the option of the OAG.

#### ARTICLE 4. AMOUNT OF FUNDS

The OAG agrees to reimburse the Provider for services completed in accordance with the terms and conditions of the Agreement. The total sum of monies reimbursed to the Provider for the costs incurred under this Agreement shall not exceed \$37,715. The Provider agrees not to commingle grant funds with other personal or business accounts. The U.S. Department of Justice, Office of Justice Programs, Financial Guide does not require physical segregation of cash deposits or the establishment of any eligibility requirements for funds which are provided to a recipient. However, the accounting systems of Providers must ensure OAG funds are not commingled with funds on either a program-by-program or a project-by-project basis. Funds specifically budgeted and/or received for one project may not be used to support another. Where a Provider's accounting system cannot comply with this requirement, the Provider shall establish a system to provide adequate fund accountability for each project.

In accordance with the provisions of Section 287.0582, F.S. (2012), if the terms of this Agreement and reimbursement thereunder extend beyond the current fiscal year, the OAG's performance and obligation to reimburse under this Agreement are contingent upon an annual appropriation by the Florida Legislature. This Agreement is contingent upon the OAG's Victims of Crime Act award funded through the U.S. Department of Justice, Office for Victims of Crime formula grant program.

#### ARTICLE 5. REGISTRATION REQUIREMENTS

Prior to execution of this Agreement, the Provider shall be registered electronically with the State of Florida at [MyFloridaMarketPlace.com](http://MyFloridaMarketPlace.com). If the parties agree that exigent circumstances exist that would prevent such registration from taking place prior to execution of this Agreement, then the Provider shall so register within twenty-one (21) days from execution. The online registration can be completed at:  
<http://dms.myflorida.com/dms/purchasing/myfloridamarketplace>.

The Provider agrees to comply with the applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP), and to acquire and provide a Data Universal Numbering System (DUNS) number. The Provider also agrees to applicable restrictions on sub recipients that do not acquire and provide a DUNS number. The details of Provider obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/sam.htm> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

#### ARTICLE 6. AUTHORIZED EXPENDITURES

Only expenditures which are detailed in the approved budget of the grant application, a revised budget, or an amended budget approved by the OAG are eligible for reimbursement with grant funds. Any modification to the budget must be requested in writing to the OAG and will

require prior approval by the OAG. Modification approval is at the discretion of the OAG. The Provider acknowledges and agrees any funds reimbursed under this Agreement must be used in accordance with the Victims of Crime Act, Victim Assistance Grant Final Program Guidelines, Federal Register, Vol. 62, No. 77, April 22, 1997, pp. 19607-19621, and the U.S. Department of Justice, Office of Justice Programs, Financial Guide, incorporated herein by reference.

The Provider and the OAG agree VOCA funds cannot be used as a revenue generating source and crime victims cannot be charged either directly or indirectly for services reimbursed with grant funds. Third party payers such as insurance companies, Victim Compensation, Medicare or Medicaid may not be billed for services provided by VOCA funded personnel to clients. Grant funds must be used to provide services to all crime victims, regardless of their financial resources or availability of insurance or third party reimbursements. The OAG and the Provider further agree that travel expenses reimbursed with grant funds will be in accordance with all Section 112.061, F.S. (2012) requirements.

Expenditures of state financial assistance must be in compliance with all laws, rules and regulations applicable to expenditures of State funds, including, but not limited to, the Reference Guide for State Expenditures.

Only allowable costs resulting from obligations incurred during the term of the Agreement are eligible for reimbursement, and any balances of unobligated cash that have been advanced or paid that are not authorized to be retained for direct program costs in a subsequent period must be refunded to the State.

The Provider shall reimburse the OAG for all unauthorized expenditures and the Provider shall not use grant funds for any expenditures made by the Provider prior to the execution of this Agreement or after the termination date of the Agreement. If the Provider is a unit of local or state government, the Provider must follow the written purchasing procedures of the government agency. If the Provider is a non-profit organization, the Provider agrees to obtain a minimum of three (3) written quotes for all single item grant-related purchases equal to or in excess of one thousand dollars (\$1,000) unless it is documented that the vendor is a sole source supplier.

The Provider understands and agrees that it cannot use any federal funds (including VOCA), either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of the U.S. Department of Justice, Office of Justice Programs.

Providers must report suspected fraud, waste and abuse to the Department of Legal Affairs, the Office of Inspector General at 850-414-3300.

#### ARTICLE 7. PROGRAM INCOME

Providers must provide services to crime victims, at no charge, through the VOCA funded project. Upon request, the Provider agrees to provide the OAG with financial records and internal documentation regarding the collection and assessment of program income, including but not limited to victim compensation, insurance, restitution and direct client fees.

## ARTICLE 8. METHOD OF PAYMENT

Payments under this Agreement shall be made on a cost reimbursement basis. Reimbursement shall be made monthly based on the Provider's submission and OAG approval of a monthly invoice and monthly performance report. The monthly invoice may include the VOCA Personnel Spreadsheet (VPS), Match Personnel Spreadsheet (MPS), and Actual Expense Report (AER), if applicable.

In accordance with Section 215.971 F.S. (2012), financial consequences are described in this Article of the Agreement. The Provider will be held responsible for meeting the deliverables and the performance standards as outlined in Part 9 of the 2013-2014 VOCA Grant Application and approved by the OAG, incorporated herein by reference as Attachment A, unless otherwise approved by the OAG in writing. If the Provider does not provide the anticipated total number of deliverables as outlined in Attachment A, without an approved justification, the final payment for the grant will be reduced by 5% of the total award amount as listed in Article 4.

Payment for services shall be issued in accordance with the provisions of Section 215.422, F.S. (2012).

Monthly performance reports must be completed and received with the monthly invoice to document the provision of the project deliverables. Reimbursement of a monthly invoice is contingent upon OAG receipt of the corresponding monthly performance report, and approval of the level of service provided during the report period.

The monthly invoice, with applicable VPSs, MPSs and AERs, and the monthly performance report must be submitted to the OAG by the last day of the month immediately following the month for which reimbursement is requested. The Provider shall maintain documentation of all costs represented on the invoice. The OAG may require documentation of expenditures prior to approval of the invoice, and may withhold reimbursement if services are not satisfactorily completed or the documentation is not satisfactory. The final invoice is due to the OAG no later than 45 days after the expiration or termination of the Agreement. If the complete and correct invoices are not received within these time frames, all right to reimbursement may be forfeited, the OAG may not honor any subsequent requests, and the OAG may terminate the Agreement.

Any reimbursement due or any approval necessary under the terms of this Agreement may be withheld until all evaluation, financial and program reports due from the Provider, and necessary adjustments thereto, have been approved by the OAG.

The Provider agrees to maintain and timely submit such progress, fiscal, inventory, and other reports as the OAG may require pertaining to this grant.

The Provider is required to match the grant award as required in the VOCA Federal Guidelines. Match contributions of 20% (cash or in-kind) of the total cost of each VOCA project (VOCA grant plus match) must be reported monthly to the OAG. All funds designated as match are restricted to the same uses as the VOCA victim assistance funds and must be expended

within the grant period. Unless otherwise approved by the OAG, match must be reported on a monthly basis consistent with the amount of funding requested for reimbursement.

#### ARTICLE 9. VENDOR OMBUDSMAN

Pursuant to Section 215.422(7), F.S. (2012), the Agency of Financial Services has established a Vendor Ombudsman, whose duties and responsibilities are to act as an advocate for vendors who may have problems obtaining timely payments from state agencies. The Vendor Ombudsman may be reached at (850) 413-5516.

#### ARTICLE 10. LIABILITY AND ACCOUNTABILITY

The Provider, if a non-profit entity, agrees to provide continuous and adequate director, officer, and employee liability insurance coverage against any personal liability or accountability by reason of actions taken while acting within the scope of their authority during the existence of this contract and any renewal(s) and extension(s) thereof. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida.

#### ARTICLE 11. INDEPENDENT CONTRACTOR

The Provider agrees that it is an independent contractor and not an officer, employee, agent, servant, joint venture or partner of the State of Florida, except where the Provider is a state Agency. Neither the Provider nor its agents, employees, subcontractors or assignees shall represent to others that the Provider has the authority to bind the OAG. This contract does not create any right to any state retirement, leave or other benefits applicable to State of Florida personnel as a result of the Provider performing its duties or obligations under this contract. The Provider agrees to take such actions as may be necessary to ensure that each subcontractor of the Provider will be deemed an independent contractor and will not be considered or permitted to be an employee, agent, servant, joint venturer, or partner of the State of Florida. The OAG will not furnish services of support (e.g., office space, office supplies, telephone service, secretarial or clerical support) to the Provider, or its subcontractor or assignee, unless specifically agreed in writing by the OAG.

All deductions for social security, withholding taxes, income taxes, contributions to unemployment compensation funds and all necessary insurance for the Provider, the Provider's officers, employees, agents, subcontractors, or assignees shall be the sole responsibility of the Provider.

#### ARTICLE 12. DOCUMENTATION AND RECORD RETENTION

The Provider shall maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of grant funds.

The Provider shall maintain a file for inspection by the OAG or its designee, Chief Financial Officer, or Auditor General that contains written invoices for all fees, or other

compensation for services and expenses, in detail sufficient for a proper pre-audit and post-audit. This includes the nature of the services performed or expenses incurred, the identity of the person(s) who performed the services or incurred the expenses, the daily time and attendance records and the amount of time expended in performing the services (including the day on which the services were performed), and if expenses were incurred, a detailed itemization of such expenses. Documentation, including audit working papers, shall be maintained at the office of the Provider for a period of five years from the termination date of the Agreement, or until the audit has been completed and any findings have been resolved, whichever is later.

The Provider shall give authorized representatives of the OAG the right to access, receive and examine all records, books, papers, case files, documents, goods and services related to the grant. If the Provider fails to provide access to such materials, the OAG may terminate this Agreement. Section 119.071, and Section 960.15 F.S.(2012), provides that certain records received by the OAG are exempt from public record requests, and any otherwise confidential record or report shall retain that status and will not be subject to public disclosure. The Provider, by signing this Agreement specifically authorizes the OAG to receive and review any record reasonably related to the purpose of the grant as authorized in the original grant application and or the amendments thereto. Failure to provide documentation as requested by the OAG shall result in the suspension of further reimbursements to the Provider until requested documentation has been received, reviewed, and the costs are approved for reimbursement by the OAG.

The Provider shall allow public access to all documents, papers, letters, or other materials made or received in conjunction with this Agreement, unless the records are exempt under one of the provisions mentioned in the paragraph above, or are exempt from Section 119.071 F.S. (2012) or Section 24 (a) of Article I of the State Constitution and Chapter 119, Florida Statutes. Failure by the Provider to allow the aforementioned public access constitutes grounds for unilateral cancellation by the OAG at any time, with no recourse available to the Provider.

#### ARTICLE 13. VICTIM ADVOCATE DESIGNATION

The Provider agrees to have at least one staff member complete training through the OAG's Victim Services Practitioner Designation Training.

#### ARTICLE 14. PROPERTY

The Provider agrees to be responsible for the proper care and custody of all property purchased with grant funds and agrees not to sell, transfer, encumber, or otherwise dispose of property acquired with grant funds without the written permission of the OAG. If the Provider is no longer a recipient, all property acquired by grant funds shall be subject to the provisions of the U.S. Department of Justice, Office of Justice Programs, Office of the Comptroller Financial Guide.

#### ARTICLE 15. AUDITS

The administration of funds disbursed by the OAG to the Provider may be subject to audits and or monitoring by the OAG, as described in this section.

This part is applicable if the Provider is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised. In the event another OMB Guidance Circular supersedes OMB Circular A-133, the information, guidance and requirements for audits provided in the newer circular will be applicable to this agreement.

1. In the event the Provider expends \$300,000 (\$500,000 for fiscal years ending after December 31, 2003) or more in Federal awards of any type in its fiscal year, the Provider must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. Article 4 to this Agreement indicates the amount of Federal funds disbursed through the OAG by this Agreement. In determining the Federal awards expended in its fiscal year, the Provider shall take into account all sources of Federal awards, including Federal resources received from the OAG. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the Provider conducted by the Auditor General in accordance with the provisions OMB Circular A-133, as revised, will meet the requirements of this part.
2. In connection with the audit requirements addressed in this part, the Provider shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.
3. If the Provider expends less than \$300,000 (\$500,000 for fiscal years ending after December 31, 2003) in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event the Provider expends less than \$300,000 (\$500,000 for fiscal years ending after December 31, 2003) in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be reimbursed from non-Federal funds (i.e., the cost of such an audit must be reimbursed from Provider resources obtained from other than Federal entities).

#### ARTICLE 16. AUDIT REPORT SUBMISSION

Audits must be submitted no later than 180 days following termination or expiration of the Agreement, but may be submitted at a later date upon written approval of the OAG.

1. Copies of audit reports for audits conducted in accordance with OMB Circular A-133, as revised, and required by this Agreement shall be submitted, when required by Section .320(d), OMB Circular A-133, as revised, by or on behalf of the Provider directly to each of the following:
  - A. Office of the Attorney General  
Bureau of Advocacy and Grants Management  
PL-01, The Capitol  
Tallahassee, Florida 32399-1050

- B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320(d), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse), at the following address:

Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 10<sup>th</sup> Street  
Jeffersonville, IN 47132

- C. Other Federal agencies and pass-through entities in accordance with Sections .320(e) and (f), OMB Circular A-133, as revised.

2. In the event that a copy of the financial reporting package for an audit required by ARTICLE 15 of this Agreement and conducted in accordance with OMB Circular A-133, as revised, is not required to be submitted to the OAG for the reasons pursuant to Section .320(e)(2), OMB Circular A-133, as revised, the Provider shall submit the required written notification pursuant to Section .320(e)(2) and a copy of the Provider's audited schedule of expenditures of Federal awards directly to the OAG.
3. Any reports, management letters, or other information required to be submitted to the OAG pursuant to this Agreement shall be submitted timely in accordance with OMB Circular A-133, as revised, as applicable.
4. Providers should indicate the date the financial reporting package was delivered to the Provider in correspondence accompanying the financial reporting package.

## ARTICLE 17. MONITORING

In addition to reviews of audits conducted in accordance with OMB Circular A-133, as revised, monitoring procedures may include, but not be limited to, on-site visits by OAG staff or its designee, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this Agreement, the Provider agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the OAG. The Provider further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the OAG, Chief Financial Officer, Auditor General or the U.S. Department of Justice.

The Provider may not accept duplicate funding for any position, service or deliverable funded by the OAG. Duplicative funding is defined as more than 100% payment from all funding sources for any position, service or deliverable. If there are multiple funding sources and a program is funded by the OAG, the OAG or its designee has the right to review all documents related to those funding sources to determine whether duplicative funding is an issue. If duplicate funding is found, the Agreement may be suspended, terminated or both while the

extent of the overpayment is determined. Failure to comply with state law, or the U.S. Department of Justice Programs, Financial Guide, may also result in the suspension, termination or both of the Agreement while the extent of the overpayment is determined. Absent fraud, in the event that there has been an overpayment to a Provider for any reason, including the aforementioned, if the amount of the overpayment cannot be determined to a reasonable degree of certainty, both parties agree that the Provider shall reimburse to the OAG one half of the monies previously paid to the Provider for that line item for the grant year in question.

#### ARTICLE 18. RETURN OF FUNDS

The Provider shall return to the OAG any overpayments made to the Provider for unearned income or disallowed items pursuant to the terms and conditions of this contract. In the event the Provider or any outside accountant or auditor determines that an overpayment has been made, the Provider shall immediately return to the OAG such overpayment without prior notification from the OAG. In the event the OAG discovers that an overpayment has been made, the contract manager, on behalf of the OAG, will notify the Provider and the Provider shall forthwith return the funds to the OAG. Should the Provider fail to immediately reimburse the OAG for any overpayment, the Provider will be charged interest at the lawful rate on the amount of the overpayment or outstanding balance thereof.

#### ARTICLE 19. PUBLIC ENTITY CRIME

Pursuant to Section 287.133, F.S. (2012), the following restrictions are placed on persons convicted of public entity crimes to transact business with the OAG: When a person or affiliate has been placed on the convicted vendor list following a conviction for a public entity crime, he/she may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or the repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, F.S. (2012), for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

#### ARTICLE 20. GRATUITIES

The Provider agrees that it will not offer or give any gift or any form of compensation to any OAG employee. As part of the consideration for this contract, the parties intend that this provision will survive the contract for a period of two years. In addition to any other remedies available to the OAG, any violation of this provision will result in referral of the Provider's name and description of the violation of this term to the Department of Management Services for the potential inclusion of the Provider's name on the suspended vendors list for an appropriate period. The Provider will ensure that its subcontractors, if any, comply with these provisions.

## ARTICLE 21. PATENTS, COPYRIGHTS, AND ROYALTIES

The Provider agrees that if any discovery or invention arises or is developed in the course of or as a result of work or services performed under this contract, or in any way connected herewith, the discovery or invention shall be deemed transferred to and owned by the State of Florida. Any and all patent rights accruing under or in connection with the performance of this contract are hereby reserved to the State of Florida.

In the event that any books, manuals, films, or other copyrightable materials are produced, the Provider shall identify all such materials to the Agency. Any and all copyrights accruing under or in connection with performance under this contract are hereby reserved to the State of Florida.

The Provider shall indemnify and save the OAG and its employees harmless from any claim or liability whatsoever, including costs and expenses, arising out of any copyrighted, patented, or unpatented invention, process, or article manufactured or used by the Provider in the performance of this contract. The Provider shall indemnify and hold the OAG and its employees harmless from any claim against the OAG for infringement of patent, trademark, copyright or trade secrets. The OAG will provide prompt written notification of any such claim. During the pendency of any claim of infringement, the Provider may, at its option and expense, procure for the OAG, the right to continue use of, or replace or modify the article to render it non-infringing. If the Provider uses any design, device, or materials covered by letters patent, or copyright, it is mutually agreed and understood without exception the compensation paid pursuant to this contract includes all royalties or costs arising from the use of such design, device, or materials in any way involved in the work contemplated by this contract.

Subcontracts must specify that all patent rights and copyrights are reserved to the State of Florida.

## ARTICLE 22. INDEMNIFICATION

To the extent permissible under Florida law, the Provider shall be liable for and indemnify, defend, and hold the OAG and all of its officers, agents, and employees harmless from all claims, suits, judgments, or damages, including attorneys' fees and costs, arising out of any act or omission or neglect by the Provider and its agents, employees and subcontractors during the performance or operation of this contract or any subsequent modifications or extensions thereof.

The Provider's evaluation or inability to evaluate its liability shall not excuse the Provider's duty to defend and to indemnify the OAG within seven (7) days after notice by the OAG. After the highest appeal taken is exhausted, only an adjudication or judgment specifically finding the Provider not liable shall excuse performance of this provision. The Provider shall pay all costs and fees including attorneys' fees related to these obligations and their enforcement by the OAG. The OAG's failure to notify the Provider of a claim shall not release the Provider from these duties. The Provider shall not be liable for any sole negligent acts of the OAG.

## ARTICLE 23. TERMINATION OF AGREEMENT

This Agreement may be terminated by the OAG for any reason upon five (5) days written notice via certified mail.

In the event this Agreement is terminated, the Provider shall deliver documentation of ownership or title, if appropriate for all supplies, equipment and personal property purchased with grant funds to the OAG, within 30 days after termination. Any finished or unfinished documents, data, correspondence, reports and other products prepared by or for the Provider under this Agreement shall be made available to and for the exclusive use of the OAG.

Notwithstanding the above, the Provider shall not be relieved of liability to the OAG for damages sustained by the OAG by virtue of any termination or breach of this Agreement by the Provider. In the event this Agreement is terminated, the Provider shall be reimbursed for satisfactorily performed and documented services provided through the effective date of termination.

## ARTICLE 24. AMENDMENTS

Except as provided under Article 6, Authorized Expenditures, modification of any provision of this contract must be mutually agreed upon by all parties, and requires a written amendment to this Agreement.

## ARTICLE 25. NONDISCRIMINATION

Recipients of federal financial assistance must comply with applicable federal civil rights laws, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. §10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §7 94), Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); Title IX of the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); and Exec. Order 13279 (67 Fed. Reg. 241).

Pursuant to applicable federal laws and Section 760, F.S. (2012), the Provider agrees not to discriminate against any client or employee in the performance of this contract or against any applicant for employment because of age, race, religion, color, disability, national origin, marital status or sex. The Provider further assures that all contractors, subcontractors, sub-grantees, or others with whom it arranges to provide services or benefits to clients or employees in connection with any of its programs and activities are not discriminating against those clients or employees because of age, race, religion, color, disability, national origin, marital status or sex.

Pursuant to Section 287.134, F.S. (2012), an entity or affiliate on the Florida Department of Management Services' discriminatory vendor list may not transact business with any public entity.

## ARTICLE 26. ACKNOWLEDGMENT

All publications, advertising or written descriptions of the sponsorship of the program shall state: "This project was supported by Award No. \_\_\_\_\_ awarded by the Office for Victims of Crime, Office of Justice Programs. Sponsored by (name of Provider) and the State of Florida."

## ARTICLE 27. EMPLOYMENT

The employment of unauthorized aliens by the Provider is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the Provider knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement. Any services performed by any such unauthorized aliens shall not be paid.

The Provider shall utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of all persons hired during the contract term.

## ARTICLE 28. ADMINISTRATION OF AGREEMENT

All approvals referenced in this Agreement must be obtained from the parties' contract administrators or their designees. The OAG's contract administrator is Christina F. Harris. All notices must be given to the parties' contract administrator.

## ARTICLE 29. TEXT MESSAGING

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the U.S. Department of Justice encourages sub recipients (Providers), to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

## ARTICLE 30. ASSURANCES

Attachment "B" Assurances is hereby incorporated by reference.

## ARTICLE 31. CERTIFICATION FORM

Attachment "C" Certification Form is hereby incorporated by reference.

## ARTICLE 32. CONTROLLING LAW AND VENUE

This Agreement shall be governed by the laws of the State of Florida. Any and all litigation arising under the Agreement shall be instituted in the appropriate court in Leon County, Florida.

**ARTICLE 33. AGREEMENT AS INCLUDING ENTIRE AGREEMENT**

This instrument and the grant application embody the entire Agreement of the parties. There are no provisions, terms, conditions, or obligations other than those contained herein. This Agreement supersedes all previous communications, representations or Agreements on this same subject, verbal or written, between the parties.

The Provider's signature below specifically acknowledges understanding of the fact that the privilege of obtaining a VOCA grant is not something this or any Provider is entitled to receive. This Agreement is for one time funding only. There is absolutely no expectation or guarantee, implied or otherwise, the Provider will receive VOCA funding in the future. The OAG strongly encourages the Provider to secure funding from other sources if the Provider anticipates the program will continue beyond the current grant year.

IN WITNESS WHEREOF, the OFFICE OF THE ATTORNEY GENERAL and the Palatka Police Department, have executed this Agreement.

_____	
<b>Authorizing Official</b>	<b>Director of Administration</b>
_____	<b>John L. Hamilton</b>
<b>Print Name</b>	<b>Print Name</b>
_____	7-5-13
<b>Date</b>	<b>Date</b>
_____	
<b>FEID # of Provider</b>	
_____	
<b>SAMAS Code</b>	

**ORIGINAL**

**ATTACHMENT A**

Agency Name: City of Palaka Police Department

**PART 9. VICTIMS SERVED AND TYPES OF SERVICES**

Indicate the number of victims provided services by VOCA-funded and matching staff during the grant period. The figures indicated are projections based on historical data and/or the anticipated need of the population served through the VOCA project. It is anticipated that the categories indicated for victim populations and/or services provided may be expanded or narrowed depending on the needs of the victims identified during the grant period. At a minimum, the agency will provide services to no less than 90 percent of the total number of projected victims.

Each victim should be counted only once unless there is a separate instance of victimization. For example, a victim of spouse abuse assault should be counted one time during the grant period unless he/she is victimized as a result of a separate and unrelated crime.

<b>2013-2014 VOCA Grant Request (from the Budget Summary Page)</b>	<b>\$ 37,715</b>
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# of Victims to be Served	Type of Victim	\$ Amount per Category	% of Total Grant Amount	# of Other Types of Victims to be Served	For other types of crimes, identify and list each separately below.			
11	Child Physical Abuse	\$ 395	1.05%					
12	Child Sexual Abuse	\$ 431	1.14%	2	Stalking			
0	DUI/DWI Crashes	\$ -	0.00%	2	Attempted Homicide			
475	Domestic Violence	\$ 17,078	45.28%	4	Harassing phone calls			
5	Adult Sexual Assault	\$ 180	0.48%	155	Criminal mischief			
0	Elder Abuse	\$ -	0.00%	8	Violation of Injunction			
0	Adults Molested as Children	\$ -	0.00%	160	Battery			
10	Survivors of Homicide Victims	\$ 360	0.95%	5	Arson			
15	Robbery	\$ 539	1.43%	150	Burglary			
30	Assault	\$ 1,079	2.86%	5	Repeat Violence			
<b>TOTAL VICTIMS</b>	<b>1,049</b>	<b>\$ 37,715</b>	<b>100.00%</b>	<b>491</b>	<table border="1"> <tr> <td align="center">Subtotal of "Other"</td> <td align="center">\$ 17,653.06</td> <td align="center">46.81%</td> </tr> </table>	Subtotal of "Other"	\$ 17,653.06	46.81%
Subtotal of "Other"	\$ 17,653.06	46.81%						

Indicate the number of victims projected to receive the following service(s). (See Definitions for a description of each service.)

# of Victims to be Served	Type of Service	# of Other Types of Services to be Provided	For other types of services, identify and list each separately below.	
230	Crisis Counseling			
800	Follow-up Contacts	500	Written Contract	
0	Therapy	550	Safety Planning	
0	Support Groups	11	Transportation	
0	Crisis Hotline Counseling			
5	Shelter/Safehouse			
680	Information and Referral (In-Person)			
160	Criminal Justice Support/Advocacy			
0	Emergency Financial Assistance			
100	Emergency Legal Advocacy			
1,049	Assistance Filing Compensation Claims - Mandatory			
150	Personal Advocacy			
420	Telephone Contacts			
<b>TOTAL SERVICES</b>	<b>4,655</b>	<b>1,061</b>	<table border="1"> <tr> <td align="center">Subtotal of "Other" Services</td> </tr> </table>	Subtotal of "Other" Services
Subtotal of "Other" Services				

**ORIGINAL**



## ATTACHMENT B

### STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity—
  - a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
  - b) it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Signature Date \_\_\_\_\_

Date \_\_\_\_\_

ORIGINAL

# ATTACHMENT C

## CERTIFICATION FORM

### Compliance with the Equal Employment Opportunity Plan (EEO) Requirements

Please read carefully the instructions (see below) and then complete Section A or Section B or Section C, not all three.

Recipient's Name: <u>City of Palatka Police Department</u>		DUNS Number: <u>010595445</u>
Address: <u>110 N. 11th St. Palatka, FL 32177</u>		
Grant Title: <u>VOCA</u>	Grant Number: <u>V13045</u>	Award Amount: <u>\$37,715</u>
Name and Title of Contact Person: <u>Cathy Anderson Administrative Assistant</u>		
Telephone Number: <u>386-329-0110</u>	E-Mail Address: <u>CAnderson@Palatka-fl.gov</u>	

#### Section A—Declaration Claiming Complete Exemption from the EEO Requirement

Please check all the following boxes that apply:

- Recipient has less than fifty employees.     Recipient is an Indian tribe.     Recipient is a medical institution.  
 Recipient is a nonprofit organization.     Recipient is an educational institution.     Recipient is receiving an award less than \$25,000.

I, \_\_\_\_\_ [responsible official],  
certify that \_\_\_\_\_ [recipient] is  
not required to prepare an EEO for the reason(s) checked above, pursuant to 28 C.F.R § 42.302.  
I further certify that \_\_\_\_\_ [recipient]  
will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of  
services.

Print or Type Name and Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Section B—Declaration Claiming Exemption from the EEO Submission Requirement and Certifying That an EEO Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEO to the OCR for review as long as it certifies the following (42 C.F.R § 42.305):

I, Gary S. Getchell, Chief of Police [responsible official],  
certify that City of Palatka Police Department [recipient],  
which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than  
\$500,000, has formulated an EEO in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last  
twenty-four months, the proper authority has formulated and signed into effect the EEO and, as required by applicable  
federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for  
Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEO is on file at the following office:  
City of Palatka, City Hall [organization],  
201 N. 2nd St. Palatka, FL 32177 [address].

Gary S. Getchell, Chief of Police  
Print or Type Name and Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Section C—Declaration Stating that an EEO Utilization Report Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$500,000 or more, then the recipient agency must send an EEO Utilization Report to the OCR for review.

I, \_\_\_\_\_ [responsible official],  
certify that \_\_\_\_\_ [recipient],  
which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEO in  
accordance with 28 CFR pt. 42, subpt. E, and sent it for review on \_\_\_\_\_ [date] to the  
Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

Print or Type Name and Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

ORIGINAL

## INSTRUCTIONS

### Completing the Certification Form

#### Compliance with the Equal Employment Opportunity Plan (EEO) Requirements

The federal regulations implementing the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, require some recipients of financial assistance from the U.S. Department of Justice subject to the statute's administrative provisions to create, keep on file, submit to the Office for Civil Rights (OCR) at the Office of Justice Programs (OJP) for review, and implement an Equal Employment Opportunity Plan (EEO). See 28 C.F.R. pt. 42, subpt. E. All awards from the Office of Community Oriented Policing Services (COPS) are subject to the EEO requirements; many awards from OJP, including awards from the Bureau of Justice Assistance (BJA), the Office of Juvenile Justice and Delinquency Prevention (OJJDP), and the Office for Victims of Crime (OVC) are subject to the EEO requirements; and many awards from the Office on Violence Against Women (OVW) are also subject to the EEO requirements. If you have any questions as to whether your award from the U.S. Department of Justice is subject to the Safe Streets Act's EEO requirements, please consult your grant award document, your program manager, or the OCR.

Recipients should complete *either* Section A *or* Section B *or* Section C, not all three.

#### Section A

The regulations exempt some recipients from all of the EEO requirements. Your organization may claim an exemption from all of the EEO requirements if it meets any of the following criteria: it is a nonprofit organization, an educational institution, a medical institution, or an Indian tribe; *or* it received an award under \$25,000; *or* it has less than fifty employees. To claim the complete exemption from the EEO requirements, complete Section A.

#### Section B

Although the regulations require some recipients to create, maintain on file, and implement an EEO, the regulations allow some recipients to forego submitting the EEO to the OCR for review. Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business; *and* (2) have fifty or more employees; *and* (3) have received a single grant award of \$25,000 or more, but less than \$500,000, may claim the limited exemption from the submission requirement by completing Section B. In completing Section B, the recipient should note that the EEO on file has been prepared within twenty-four months of the date of the most recent grant award.

#### Section C

Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business, *and* (2) have fifty or more employees, *and* (3) have received a single grant award of \$500,000 or more, must prepare, maintain on file, *submit to the OCR for review*, and implement an EEO. Recipients that have submitted an EEO Utilization Report (or in the process of submitting one) to the OCR, should complete Section C.

#### Submission Process

If a recipient receives multiple awards subject to the Safe Streets Act, the recipient should complete a Certification Form for each grant. Recipients of awards from OJP and OVW should download the online Certification Form, have the appropriate official sign it, electronically scan the signed document, and then upload the signed document into the appropriate grant file in OJP's Grants Management System. *The document must have the following title: EEO Certification.* Recipients of awards from COPS should download the online Certification Form, have the appropriate official sign it, electronically scan the signed document, and then send the signed document to the following e-mail address: [EEOForms@usdoj.gov](mailto:EEOForms@usdoj.gov). If you have questions about completing or submitting the Certification Form, please contact the Office for Civil Rights, Office of Justice Programs, 810 7<sup>th</sup> Street, NW, Washington, DC 20531 (Telephone: (202) 307-0690 and TTY: (202) 307-2027).

*Agenda  
Item*

*3b*



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Adopt Resolution No. 2013-9-163** authorizing the submission of the Riverfront Park Phase I application for the Florida Recreation Development Assistance Program (FRDAP) to the Florida Department of Environmental Protection in the amount of \$200,000.00 for federal fiscal year 2014-2015 (Phase I)

**SUMMARY:**

See attached a proposed budget for application of Riverfront Park Phase I to the 2014-2015 FRDAP cycle. This application includes upgrades to multiple walking paths, temporary dockage and the boat ramps. This application also includes new construction of nature based playground equipment, picnic facilities and a kayak launch. Most of these improvements are associated with the already planned Southern Riverfront Park improvements scheduled for next year. The new construction items listed above are not included in the Southern Riverfront Park improvements scheduled for 2014. If the grant is received it would complete the conceptualized improvements for the southern end of the park. This application is for \$200,000 in grant funds. Any match required could be achieved through improvements already planned and budgeted for.

**RECOMMENDED ACTION:**

**Adopt the resolution authorizing the submission of the Riverfront Park Phase I application for the Florida Recreation Development Assistance Program (FRDAP) to the Florida Department of Environmental Protection in the amount of \$200,000.00 for federal fiscal year 2014-2015**

**ATTACHMENTS:**

Name:

Description:

D 09-26-13\_FRDAP\_grant\_submit\_Phase\_I\_Resolution.doc

Resolution Phase I FRDAP Riverfront Park

D Budget\_James\_C\_Godwin\_Memorial\_Riverfront\_Park\_Phase\_I\_Palatka.doc

Phase I Budget

D Boundary\_Map.pdf

Boundary Map

D Nature\_Based\_Playground\_Board\_1.pdf

Playground Plans

**RESOLUTION NO. 2013 – 9 -**

**A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP) TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR FEDERAL FISCAL YEAR 2014-2015 (Phase I)**

**WHEREAS**, the City of Palatka desires to submit an application to the Florida Department of Environmental Protection for a Florida Recreation Development Assistance Program Grant to benefit the local residents.

**WHEREAS**, there is a present and growing need for outdoor recreation opportunities among persons of all ages within the City of Palatka, Florida corporate limits and among those visiting the area, and

**WHEREAS**, the City recognizes this need for additional recreational opportunities; and

**WHEREAS**, meeting the increasing demand for, recreation opportunities can best be met with the development of Riverfront Park Phase I as detailed in the application for funding in which the City is submitting an application in the September 30, 2013 application cycle requesting \$200,000.00 in grant funds.

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

1. That the City of Palatka hereby authorizes the filing of an application for a Florida Recreation Development Assistance Program Grant, and
2. That the City Manager and City Clerk are hereby authorized to execute and attest all documents required in connection with the filing of said application to be submitted on September 30, 2013.
3. That the City Manager is hereby designated as the City's authorized representative in carrying out the City's responsibilities under the grant agreement.
4. That as part of the application for the Florida Recreational Development Assistance Program (FRDAP) grant, the Capital Improvements Element of the Comprehensive Plan of the City of Palatka, Florida will be amended to include the development of the Riverfront Park in the City of Palatka, if the project is funded in the 2013-14 application cycle.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 10th day of January, 2013.

**CITY OF PALATKA**

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

**ATTEST:**

\_\_\_\_\_

**CITY OF PALATKA**  
**JAMES C. GODWIN MEMORIAL RIVERFRONT PARK PHASE I**  
**2013 Application Cycle**

**Renovation** **Points** **Cost**

Restrooms –upgrade existing restrooms	6	\$ 50,000.00
Boating Facilities – upgrade existing boat ramp and temporary dockage	4	\$ 25,000.00
Exercise Trails – Upgrade Existing Exercise Trail	3	\$ 15,000.00

**Construction** **Points** **Cost**

Playground Equipment – add green playground equipment	6	\$ 45,000.00
Support – add additional fencing	6	\$ 15,000.00
Picnic Facilities – add additional picnic pavilion	4	\$ 35,000.00
Kayak Launch – Tie into Putnam Blue Way	3	\$ 15,000.00

<b>Total</b>	<b>32</b>	<b>\$200,000.00</b>
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Notes: connects to Putnam County Blue way and New Bike Trail

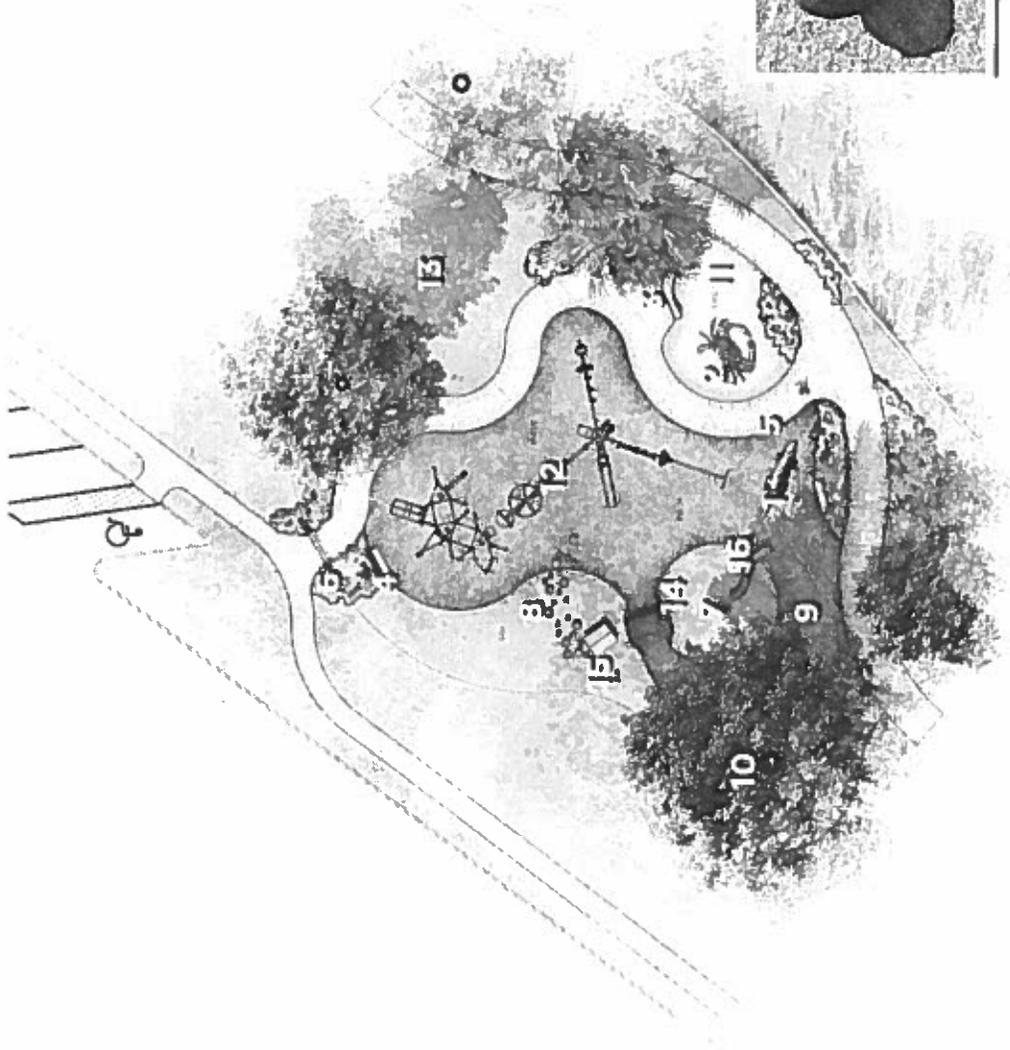


# Boundary Map

## City of Palatka Riverfront Park

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

# RIVERFRONT PLAYGROUND VISION *Palatka*



- 1 ALLIGATOR SCULPTURE Ages 2.5 - 6 years
- 2 BLUE CRAB SCULPTURE Ages 2.5 - 6 years
- 3 WATER RUNNEL Ages 3 - 10 years
- 4 BENCHES (4 TOTAL)
- 5 SEAT WALL
- 6 MANATEE SCULPTURE / ENTRANCE FEATURE
- 7 ROLLING HILL Ages 3 - 10
- 8 STEPPING STUMPS Ages 2 - 10 years
- 9 LOG CRAWLERS Ages 2 - 10
- 10 LOG BALANCE BEAMS Ages 3 - 10
- 11 SAND Ages 2 - 10 years
- 12 PLAY STRUCTURE Ages 2 - 10 years
- 13 SWING Ages 2 - 10
- 14 BRIDGE Ages 2 - 10
- 15 WILSON CYPRESS MILL "FORT" Ages 3 - 10
- 16 HILL SLIDE Ages 3 - 10



*Agenda  
Item*

*3c*



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Adopt Resolution No. 2013-9-164** authorizing the submission of the Riverfront Park Phase II application for the Florida Recreation Development Assistance Program (FRDAP) to the Florida Department of Environmental Protection in the amount of \$200,000.00 for federal fiscal year 2014-2015 (Phase II)

**SUMMARY:**

See attached a proposed budget for application of Riverfront Park Phase II to the 2014-2015 FRDAP cycle. This application includes upgrades to picnic facilities, parking, signage and fishing pier. This application also includes new construction of a splash park, picnic facilities, walking paths and a kayak launch. Most of these improvements are associated with the already planned Southern Riverfront Park improvements scheduled for next year. The new construction items listed above are not included in the Southern Riverfront Park improvements scheduled for 2014. If the grant is received it would complete the conceptualized improvements for the park. This application is for \$200,000 in grant funds. Any match required could be achieved through improvements already planned and budgeted for.

**RECOMMENDED ACTION:**

**Adopt the Resolution No.2013-9-164** authorizing the submission of the Riverfront Park Phase II application for the Florida Recreation Development Assistance Program (FRDAP) to the Florida Department of Environmental Protection in the amount of \$200,000.00 for federal fiscal year 2014-2015

**ATTACHMENTS:**

Name:	Description:
D 09-26-13_FRDAP_grant_submit_Phase_II_Resolution.doc	Resolution Phase II FRDAP Grant Authorization
D 8-31-11_Palatka_Riverfront_Site_Plan_PLAZA2.pdf	Plans
D Boundary_Map.pdf	Boundary Map
D Budget_James_C._Godwin_Memorial_Riverfront_Park_Phase_II,_Palatka.doc	Budget

RESOLUTION NO. 2013 – 9 -

**A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP) TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR FEDERAL FISCAL YEAR 2014-2015 (Phase II)**

**WHEREAS**, the City of Palatka desires to submit an application to the Florida Department of Environmental Protection for a Florida Recreation Development Assistance Program Grant to benefit the local residents.

**WHEREAS**, there is a present and growing need for outdoor recreation opportunities among persons of all ages within the City of Palatka, Florida corporate limits and among those visiting the area, and

**WHEREAS**, the City recognizes this need for additional recreational opportunities; and

**WHEREAS**, meeting the increasing demand for, recreation opportunities can best be met with the development of Riverfront Park Phase II as detailed in the application for funding in which the City is submitting an application in the September 30, 2013 application cycle requesting \$200,000.00 in grant funds.

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

1. That the City of Palatka hereby authorizes the filing of an application for a Florida Recreation Development Assistance Program Grant, and
2. That the City Manager and City Clerk are hereby authorized to execute and attest all documents required in connection with the filing of said application to be submitted on September 30, 2013.
3. That the City Manager is hereby designated as the City's authorized representative in carrying out the City's responsibilities under the grant agreement.
4. That as part of the application for the Florida Recreational Development Assistance Program (FRDAP) grant, the Capital Improvements Element of the Comprehensive Plan of the City of Palatka, Florida will be amended to include the development of the Riverfront Park in the City of Palatka, if the project is funded in the 2013-14 application cycle.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 10th day of January, 2013.

**CITY OF PALATKA**

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

**ATTEST:**  
\_\_\_\_\_  
  
\_\_\_\_\_

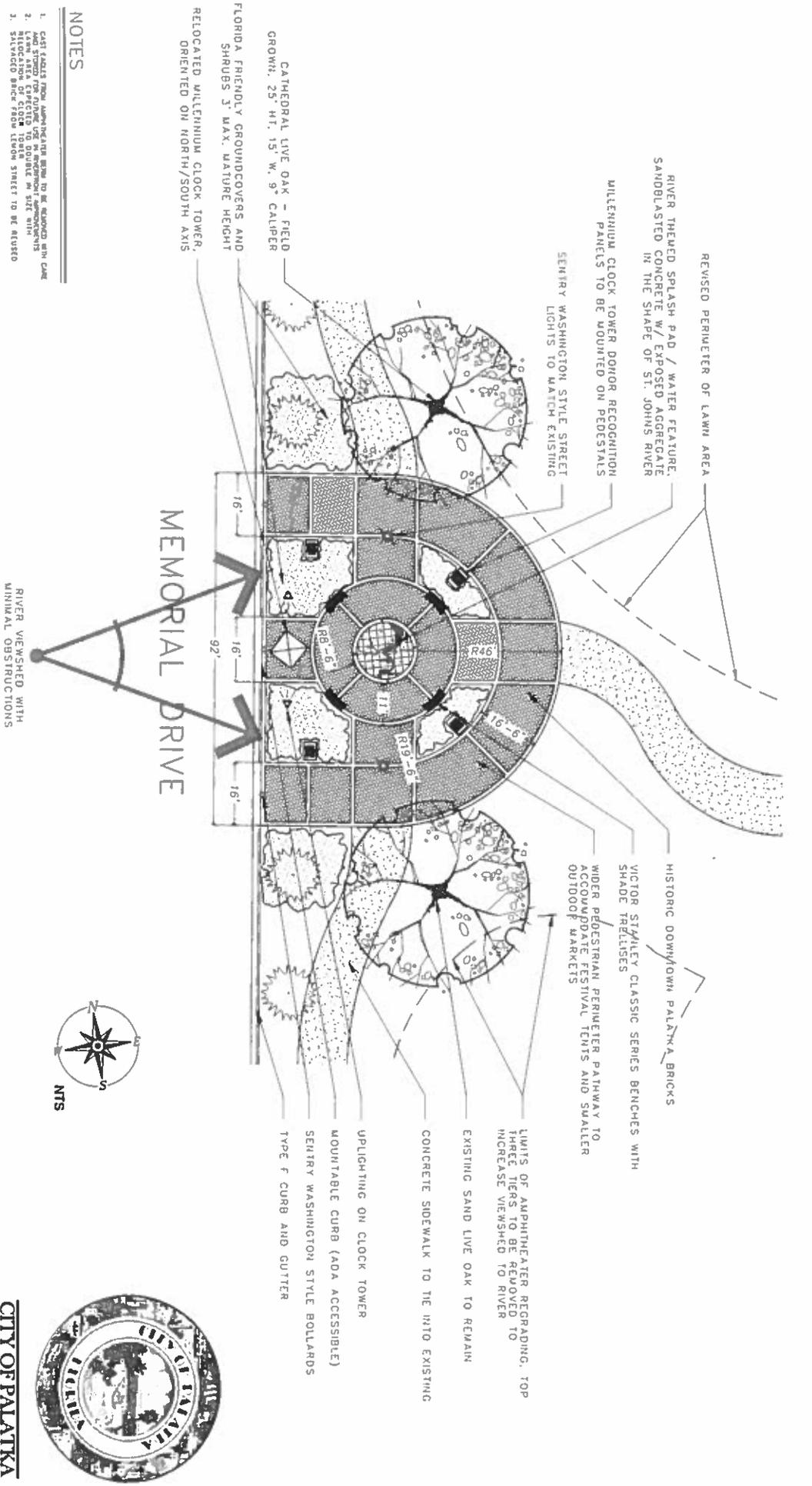
**CITY CLERK**

**APPROVED AS TO FORM  
AND CORRECTNESS:**

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

# LEMON STREET PLAZA

Millennium Clock Tower and Fountain  
City of Palatka, FL



REVISED PERIMETER OF LAWN AREA

RIVER THEMED SPLASH PAD / WATER FEATURE  
SANDBLASTED CONCRETE W/ EXPOSED AGGREGATE  
IN THE SHAPE OF ST. JOHN'S RIVER

MILLENNIUM CLOCK TOWER DONOR RECOGNITION  
PANELS TO BE MOUNTED ON PEDESTALS

SENTRY WASHINGTON STYLE STREET  
LIGHTS TO MATCH EXISTING

HISTORIC DOWNTOWN PALATKA BRICKS

VICTOR STAMLEY CLASSIC SERIES BENCHES WITH  
SHADE TRELLISES

WIDER PEDESTRIAN PERIMETER PATHWAY TO  
ACCOMMODATE FESTIVAL TENTS AND SMALLER  
OUTDOOR MARKETS

LIMITS OF AMPHITHEATER REGRADING. TOP  
THREE TIERS TO BE REMOVED TO  
INCREASE VIEWSHED TO RIVER

EXISTING SAND LIVE OAK TO REMAIN

CONCRETE SIDEWALK TO TIE INTO EXISTING

UPLIGHTING ON CLOCK TOWER

MOUNTABLE CURB (ADA ACCESSIBLE)

SENTRY WASHINGTON STYLE BOLLARDS

TYPE F CURB AND GUTTER

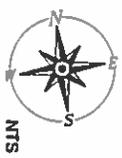
CATHEDRAL LIVE OAK - FIELD  
GROWTH: 25' HT. 15' W. 9" CALIPER

FLORIDA FRIENDLY GROUNDCOVERS AND  
SHRUBS 3' MAX. MATURE HEIGHT

RELOCATED MILLENNIUM CLOCK TOWER  
ORIENTED ON NORTH/SOUTH AXIS

MEMORIAL DRIVE

RIVER VIEWSHED WITH  
MINIMAL OBSTRUCTIONS



- NOTES
1. CURE FACIES FROM ADJACENT RIVER BEING TO BE RELOCATED WITH CARE
  2. LAWN AREA EXPECTED TO DOUBLE IN SIZE WITH
  3. SALVAGED BRICK FROM LEMON STREET TO BE REUSED



**CITY OF PALATKA**  
201 North Second Street  
Palatka, FL 32977  
Tel: 888-288-2888  
Fax: 888-288-2888



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

# Boundary Map

City of Palatka Riverfront Park



**CITY OF PALATKA**  
**JAMES C. GODWIN MEMORIAL RIVERFRONT PARK PHASE II**  
**2013 Application Cycle**

<b>Renovation</b>	<b>Points</b>	<b>Cost</b>
Support – upgrade parking lot, signage	6	\$ 45,000.00
Picnic Facilities – Upgrade existing	4	\$ 5,000.00
Fishing Pier – Upgrade the existing fishing facilities	2	\$ 5,000.00

<b>Construction</b>	<b>Points</b>	<b>Cost</b>
Playground Equipment – add a splash park	6	\$ 75,000.00
Support – add additional landscaping and irrigation	6	\$ 15,000.00
Picnic Facilities – add additional	4	\$ 25,000.00
Exercise Trail	2	\$ 15,000.00
Kayak Launch		\$ 15,000.00

<b>Total</b>	<b>30</b>	<b>\$200,000.00</b>
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Notes: connects to Putnam County Blue way and New Bike Trail

*Agenda  
Item*

*3d*



## CITY COMMISSION AGENDA ITEM

### **SUBJECT:**

**Adopt Resolution No. 2013-9-165** which authorizes and approves a change order to the agreement between Poseidone, LLC of Tavares, FL and the City of Palatka, FL for the completion of the refurbishment/renovation of two riverboats and authorizes the City Manager to execute the change order on behalf of the City.

### **SUMMARY:**

In September 2011 the City of Palatka entered into a contract with Poseidone, LLC of Tavares, FL to refurbish and renovate two riverboats the City previously acquired from another community in Florida. The cost to renovate the vessels and make improvements to the City's riverfront facilities will be fully paid for by a federal and state grant. The original contract between the parties was for \$709,034 with the vessels to be completed and operational by May 2, 2012. The first Change Order was approved on March 8, 2012 to extend this date to July 2, 2012. Poseidone did not meet the terms of the agreement and the parties, including the surety company, having been meeting in an attempt to resolve differences in order to complete the vessels in a timely manner. The parties, after many months of discussion and negotiation have reached a tentative agreement on a change order (attached hereto) to the original agreement.

### **RECOMMENDED ACTION:**

**Adopt Resolution No. 2013-9-165** which authorizes and approves a change order to the agreement between Poseidone, LLC of Tavares, FL and the City of Palatka, FL for the completion of the refurbishment/renovation of two riverboats and authorizes the City Manager to execute the change order on behalf of the City.

### **ATTACHMENTS:**

Name:

Description:

09-26-13\_Poseidone\_LLC\_cntrct\_ChgOrder\_for\_riverboat\_refurbishment\_Resolution.doc Resolution - Poseidone LLC Change Order #2

DOC081.pdf

Poseidone, LLC Contract Change Order #2 w/att

RESOLUTION No. 2013 – 9 -

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, ACCEPTING AND ADOPTING A CHANGE ORDER FOR PROJECT (REFURBISH/RENOVATE PALATKA WATER TAXIS FINANCIAL PROJECT #410572-1-94-90) TO THE CONTRACT BETWEEN THE CITY OF PALATKA, FL AND POSEIDONE, LLC OF TAVARES, FL FOR THE REFURBISHMENT AND RENOVATION OF RIVERBOATS, AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE A DEVELOPMENT AGREEMENT**

**WHEREAS**, in September 2011, the City of Palatka City executed a contract with Poseidone, LLC of Tavares, FL to refurbish and renovate two riverboats to be based and operated on the City's riverfront for the purpose of providing eco-tourism and historical tours; and,

**WHEREAS**, the terms of the contract between the parties specified a contract amount of seven hundred and nine thousand and thirty four dollars (\$709,034.00) with both vessels being completed and operational by July 2, 2012 per the terms of a Change Order authorized by the City Commission on March 8, 2012, and the project being entirely funded by Federal and State Grants, and

**WHEREAS**, Poseidone, LLC began work in the fall of 2011 on the restoration of the vessels and halted work in the spring of 2012 when a series of disputes arose between the parties; and

**WHEREAS**, the parties along with Poseidone' s surety (American Southern Insurance Company) have been meeting and negotiating to equitably resolve the differences between the parties; and

**WHEREAS**, the parties have negotiated a tentative agreement in the form of a change order to the contract to resolve the differences between the parties.

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

1. The Change Order, copy of which is attached to this resolution as Exhibit "A" and incorporated herein by reference, is hereby approved, based upon a finding that its terms represent the best option of those presently available to the City and aimed at attempting to resolve those disputes which have arisen and of attempting to assure the delivery of the vessels originally contracted for without unacceptable delay.
2. The City Manager is hereby authorized to execute the change order on behalf of the City of Palatka, FL.. thereby binding the City to its terms.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 26<sup>th</sup> day of September, 2013.

**CITY OF PALATKA**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND CORRECTNESS:**

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

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

**PROJECT:** Refurbish/Renovate Palatka Water Taxis  
Financial Project #410572-1-94-90

**DATED:** September 6, 2011

**CHANGE ORDER NO:** 1

**DATED:** September \_\_, 2013

**CONTRACTOR:** Poseidone, LLC  
28240 Lake Industrial Boulevard  
Tavares, FL 32778

**JUSTIFICATION:**

1. Mutual agreement between City of Palatka ("City") and Contractor to extend the contract completion date to five (5) months from the date of approval of this Change Order by the City. (vessel number one).
2. Mutual agreement between City and Contractor to extend the contract completion date to ninety (90) days after the extended contract completion date for vessel number one. (vessel number two).
3. Mutual agreement between City and Contractor for City to pay \$50,000 of present Contract funds to Contractor within ten (10) days of execution of this Change Order.
4. Mutual agreement between City and Contractor for City to add the amount of \$25,796.78 of new Contract funds to reflect the cost of the payment and performance bonds for the Contract and to pay the amount of \$25,796.78 within ten (10) days of the execution of this Change Order.
5. Mutual agreement between City and Contractor for the substitution of the engine types in each vessel. The "substituted engines" shall be substantially the same or better than those originally specified with respect to horsepower, fuel type and "brand reputation" in the industry for quality and durability.
6. Mutual agreement between City and Contractor for each to share in the cost of the additional, necessary parts for the completion of the two vessels, an estimated listing of which is described in the attached Exhibit "A" ("Parts"). For the first \$25,000 of Parts, the sharing of costs shall be allocated as follows: Sixty percent (60%) City, Forty percent (40%) Contractor. For the second \$25,000 of Parts, the sharing of costs shall be allocated as follows: Forty percent (40%) City, Sixty percent (60%) Contractor. For the next \$25,000 of Parts, the sharing of costs shall be allocated as follows: Twenty-Five percent (25%) City and Seventy-Five percent (75%) Contractor. The cost for any remaining needed Parts shall be borne 100% by Contractor.
7. City shall have the right at its own cost and expense to retain a marine services engineer, reasonably acceptable to the surety, American Southern Insurance Company ("Surety") with respect to expertise and cost, to monitor satisfactory completion of the work per the Contract specifications. In addition to a marine services engineer chosen by the City, City Commissioners Phil Leary, James

Norwood, Allegra Kitchens, Vernon Myers (Mayor) and Mary Lawson-Brown (Vice-Mayor) shall be advised of the status of the completion of the work per the Contract specifications. The marine service engineer shall furnish all written reports of inspections which he/she generates in the course of performing his/her duties directly to each of the previously named Commissioners, as well as to the City's City Manager. The marine services engineer and any City representative shall be given complete access to the job and job site during any time that work is being performed upon or related to the vessels, or at such other times upon reasonable notice as may be reasonably necessary for inspection. Those performing inspections shall not interfere with Contractor's efforts to complete the vessels. The City shall immediately notify Contractor and Surety of any report by anyone performing inspections on the City's behalf of work that is allegedly defective, of work that does not conform to the Contract specifications, or if the completion work is not being performed in a timely manner pursuant to the completion schedule. Upon receiving any such notice from the City, the City, Surety, and Contractor shall confer regarding the allegedly defective work, non-conforming work, or delayed work. All parties shall exert all reasonable efforts to make a representative of the party available for said conference without delay.

8. Immediately after the City's execution of this Change Order, the Surety shall execute the Consent of Surety attached hereto as Exhibit "B" for the payments contemplated herein. The Consent of Surety shall affirm the validity and effectiveness of the Bonds and the Surety's obligation to perform all of its obligations thereunder in strict accordance with the terms and conditions of the Bonds and subject to any legal or equitable defenses to which the Surety may be entitled.
9. Upon Contractor's completion of its obligations under the Contract, acceptance by the City and final payment by the City to Contractor pursuant to this Change Order, which may be adjusted in the future by additional change orders if same are agreed upon by all parties, Contractor and the City shall exchange mutual general releases in order to fully release and discharge the other of and from any known claims, arising out of or related to the Contract except for latent defects or deficiencies in the work performed by Contractor under the Contract.

CURRENT CONTRACT AMOUNT:            \$709,034.00

INCREASE IN CONTRACT AMOUNT:    \$25,796.78

NEW CONTRACT AMOUNT:            \$734,830.78

CURRENT CONTRACT COMPLETION DATE: July 1, 2012

**NEW CONTRACT COMPLETION DATE:**

Five (5) months from the date of approval of this Change Order by the City for vessel number one.

Ninety (90) days from the extended contract completion date for vessel number one for vessel number two.

CITY OF PALATKA

BY: \_\_\_\_\_  
Michael J. Czymbor, City Manager

ATTEST:

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

POSEIDONE, L.L.C

BY: \_\_\_\_\_  
Robert Cunningham

WITNESSES:

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

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

3/21/2013

EXHIBIT "A"

# MEMO

TO: Whom It May Concern  
FROM: Robbie Cunningham, Poseidone, LLC  
DATE: March 21, 2013  
SUBJECT: Estimated Replacement Costs of Water Taxi Ferry Parts

Following is an estimated list of parts that need to be replaced on the Palatka Water Taxis. The original schedule of values was created in September 2010 and the contract was signed a year later in September 2011. More than three years have past and there has been approximately a 20% cost increase across the board on all equipment, raw materials, and specialized labor. I am sure that all parties concerned can appreciate this fact.

## Estimated Replacement Costs of Water Taxi Ferry Parts

1. Hydraulic Steering System, Cylinders , Helm, Pumps, Shift cables (\$3,200.00x2)	\$6,400.00
2. Controls, Cables and Fittings (\$1,100.00 x8)	\$8,800.00
3. SS Shafts – 12' Aquamed 19, 1-1/2"D complete with keys, hardware, and couplers (\$1,229.00 x4)	\$4,916.00
4. 21" D bronze props (\$1,966.00 x4)	\$7,864.00
5. Offset SS shaft strut brackets for hull (\$1,600.00 x4 +/-)	\$6,400.00
6. Bronze/ SS Rudders (\$2,200.00 x4)	\$8,800.00
7. Vernalift exhaust systems, 3" hoses, thru hulls, and hardware (\$642.00 x4)	\$2,568.00
8. Air conditioner, duct, fittings, and grills (\$3,399 x2)	\$6,798.00
9. 4 cylinder Yanmar diesels increase since October 2011	\$3,000.00
10. Electrical Distribution panels (\$899.00 x2)	\$1,798.00
11. Six marine aluminum doors (\$675.00 x6)	\$4,050.00
	<u>\$61,394.00</u>

EXHIBIT "A"

**Exhibit "B" to Change Order**

**CONSENT OF SURETY TO PROGRESS PAYMENTS**

**Project:** Refurbish/Renovate Palatka Water Taxis  
Financial Project #410572-1-94-90

**Owner:** City of Palatka, Florida

**Contract:** Agreement dated March 9, 2011 between City of Palatka and Poseidone, LLC

---

In accordance with the provisions of the Agreement between City of Palatka ("City") and Poseidone, L.L.C. ("Contractor") as indicated above, American Southern Insurance Company as Surety ("Surety") for Performance and Payment Bonds No. 59037, dated April 6, 2011 in the amount of Seven Hundred Nine Thousand and Thirty Four Dollars (\$709,034.00) on behalf of Contractor as Principal and City as Obligee ("Bond") hereby approves of payment to the Contractor pursuant to the payments contemplated by the parties in Change Order No. 1 executed on September \_\_, 2013, to which this consent is attached as Exhibit "B", and agrees that said payments to the Contractor, shall not relieve Surety of any of its obligations to the Obligee as set forth in the Bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: \_\_\_\_\_.

AMERICAN SOUTHERN INSURANCE COMPANY

\_\_\_\_\_  
(Signature of authorized representative)

\_\_\_\_\_  
(Print name and title)

STATE OF: \_\_\_\_\_  
COUNTY OF: \_\_\_\_\_

I, the undersigned Notary Public, in and for the state and county aforesaid, whose commission expires on the \_\_\_\_ day of \_\_\_\_\_, 2013, do hereby certify that \_\_\_\_\_ as \_\_\_\_\_ of \_\_\_\_\_, whose name is signed to the foregoing appeared before me and personally acknowledged his/her name and execution in my jurisdiction aforesaid.

GIVEN under my hand and seal this \_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Notary Public

*Agenda  
Item*

*3e*



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Adopt Resolution No. 2013-9-166 authorizing the execution of a Department of Economic Opportunity Grant for the development of a Comprehensive Economic Diversification Action Plan.**

**SUMMARY:**

In May of 2013 City staff submitted a Letter of Interest in response to the Department of Economic Opportunity's (DEO) Community Planning and Technical Assistance Grant Opportunity. In that letter Staff proposed to develop a Comprehensive Economic Diversification Action Plan. The development of the plan would include an economic analysis of the provision of urban services in unincorporated areas. This study will explore how to counteract 50 years of static population growth and economic development. While the City and County have had some limited success in attracting commercial and industrial development, wealth indicators for the City have steadily declined since the 1960's. Presently, the City is faced with unfavorable socio-economic prospects. Please see the attached proposed contract, which includes a detailed scope of work and deliverables. The total project cost is \$25,000 and is 100% funded by DEO.

**RECOMMENDED ACTION:**

**Adopt Resolution No. 2013-9-166 authorizing the execution of a Department of Economic Opportunity Grant for the development of a Comprehensive Economic Diversification Action Plan.**

**ATTACHMENTS:**

**Name:**

- 09-26-13\_DEO\_Planning\_Grant\_Agmt\_Resolution.doc
- Palatka\_Agreement.pdf

**Description:**

- Resolution DEO Planning Grant Agreement
- DEO Grant Agreement

**RESOLUTION NO. 2013-9-**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,  
AUTHORIZING EXECUTION OF DEPARTMENT OF  
ECONOMIC DEVELOPMENT GRANT AGREEMENT TO  
DEVELOP A COMPREHENSIVE ECONOMIC  
DIVERSIFICATION ACTION PLAN**

**WHEREAS**, in May of 2013 City staff submitted a Letter of Interest in response to the Department of Economic Opportunity's (DEO) Community Planning and Technical Assistance Grant Opportunity to develop a Comprehensive Economic Diversification Action Plan (the PROJECT); and

**WHEREAS**, the City was awarded a DEO planning grant in the amount of \$25,000; and

**WHEREAS**, the City deems it reasonable and necessary to enter into a contract with DEO, for the implementation of the PROJECT.

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

1. That the City Manager and City Clerk are hereby authorized to execute and attest a grant agreement with the Department of Economic Opportunity for a \$25,000 planning grant to develop an Economic Diversification Action Plan.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 26<sup>TH</sup> day of September, 2013.

**CITY OF PALATKA**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND CORRECTNESS:**

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

**FUNDING AND PROGRAM AGREEMENT**  
BETWEEN  
THE DEPARTMENT OF ECONOMIC OPPORTUNITY  
AND  
CITY OF PALATKA

THIS FUNDING AND PROGRAM AGREEMENT (“Agreement”), by and between the DEPARTMENT OF ECONOMIC OPPORTUNITY (herein after referred to as the “DEPARTMENT”) located at 107 East Madison Street, Tallahassee, Florida 32399-4120, and the City of Palatka (herein after referred to as the “RECIPIENT”), located at 201 North 2<sup>nd</sup> Street, Palatka, Florida 32177, is made and entered into as of the date last signed below (the “Effective Date”). The DEPARTMENT and the RECIPIENT are sometimes hereinafter referred to as a “Party” and collectively as the “Parties.”

**RECITALS**

WHEREAS, the 2013 Legislature appropriated recurring funds (the “Funds”) from the Grants and Donations Trust Fund for the purpose of providing technical assistance to local governments for implementation of growth management planning efforts; and

WHEREAS, the RECIPIENT acknowledges that this is a performance based funding program and represents that it possesses the requisite skills, knowledge, qualifications and experience to perform the tasks described herein; and

WHEREAS, the DEPARTMENT and the RECIPIENT desire to enter into this Agreement with regard to the implementation of the funding and programs described herein;

NOW, THEREFORE, in consideration of the promises and mutual agreements contained herein, the Parties agree as follows:

**1. PARTIES:**

The Parties and their respective addresses for purposes of this Agreement are as follows:

For the DEPARTMENT:  
Department of Economic Opportunity  
Division of Community Development  
107 East Madison Street, MSC 160  
Tallahassee, Florida 32399-4120  
Telephone Number (850) 717-8475  
Facsimile Number (850) 717-8522

For the RECIPIENT:  
City of Palatka  
201 North 2<sup>nd</sup> Street  
Palatka, Florida 32177  
Phone: (386) 329-0103  
Fax: (386) 329-0172  
Email: jcgriffith@palatka-fl.gov

**2. AGREEMENT MANAGERS:**

The Parties each hereby appoint an Agreement Manager to facilitate the terms of this Agreement. All written approvals referenced in this Agreement must be obtained from the Parties' Agreement Managers or their designees. The DEPARTMENT Agreement Manager is Beth Frost and may be reached at telephone number (850) 717-8487. The RECIPIENT Agreement Manager is Jonathan Griffith and may be reached at telephone number (386) 329-0103. Either Party may change its Agreement Manager at any time by written notice to the other.

**3. TERM:**

This Agreement will commence as of the date last signed below (the "Effective Date") and, unless earlier terminated pursuant to the terms hereof, will expire on June 30, 2014. The RECIPIENT acknowledges this Agreement is subject to the availability of funds, legislative appropriations, statutory changes, and further conditioned upon its satisfactory performance of all duties and obligations hereunder, as determined by the DEPARTMENT.

**4. NOTICES:**

- a. All notices provided under or pursuant to this Agreement shall be in writing delivered to the Agreement Manager identified in paragraph 2 of this Agreement. Any such notice, demand, request, or other communication shall be effective only if and when it is received by the Agreement Manager.
- b. If the RECIPIENT is unable to perform any service or is unable to make use of any funds awarded for a service provided for under this Agreement, the RECIPIENT shall share this information with the DEPARTMENT within five (5) working days of the RECIPIENT's discovery of the shortfall.

**5. AMENDMENT AND MODIFICATION:**

- a. This Agreement may not be altered, modified, amended, or changed in any manner, except pursuant to a written agreement executed and delivered by each of the Parties. Additionally, any such modification, amendment or change shall be effective on the date of delivery or such later date as the Parties may agree therein.
- b. Modification of this Agreement or any notices permitted or required under this Agreement may be made by facsimile or other electronic transmission. Receipt of the facsimile transmission shall for the purposes of this Agreement be deemed to be an original, including signatures.

**6. EXHIBITS:**

Attached to and made a part of this Agreement are the following Exhibits; each of which is incorporated into and is an integral part of this Agreement:

Exhibit A	Scope of Work
Exhibit B	Payment Plan
Exhibit C	Audit Requirements

## **7. DUTIES AND OBLIGATIONS:**

- a. The RECIPIENT shall develop and implement programs and strategies, including but not limited to, those services, programs, and activities more particularly described in Exhibit A, *Scope of Work*.
- b. The RECIPIENT shall avoid duplication of existing state and local services and activities and make a diligent effort to coordinate with other components of state and local economic development initiatives in connection with the development and implementation of the services, programs, and activities under this Agreement.
- c. Advertisements or other promotional materials funded by this Agreement will include reference and credit to the DEPARTMENT.

## **8. PAYMENT:**

- a. Payments under this Agreement will be made to the RECIPIENT in accordance with applicable Florida laws and the General Appropriations Act for Fiscal Year 2013/14. The RECIPIENT acknowledges and agrees that only costs incurred on or after the Effective Date are eligible for payment under the funding of this Agreement. The RECIPIENT acknowledges that all funding under this Agreement shall be expended pursuant to this Agreement. Funding shall be distributed pursuant to the schedule shown in Exhibit B, *Payment Plan*. All payments shall be subject to the terms of this Agreement, including the Exhibits and the terms governing sanctions. With regard to the use of funding provided under this Agreement, the RECIPIENT agrees as follows:
  1. The funds shall be used to provide the deliverables identified in Exhibit A, *Scope of Work*.
  2. The funds shall be used only for allowable expenditures.
  3. The RECIPIENT shall refund to the DEPARTMENT any balance of unobligated funds which have been advanced or paid to the RECIPIENT.
  4. The RECIPIENT shall refund to the DEPARTMENT all funds paid in excess of the amount to which the RECIPIENT or its subcontractors are entitled under the terms and conditions of this Agreement
- b. Payments may be made to the RECIPIENT upon receipt and approval by the DEPARTMENT of: (1) an original invoice; (2) deliverables as described in Exhibit A, *Scope of Work*; and (3) any additional documents required by this Agreement to have been submitted.

c. Financial Consequences: In the event one or more of the proceeding conditions are not met, the DEPARTMENT shall provide to the RECIPIENT a statement that includes the reasons for which payment is not being made as requested per the invoice. If applicable, such a statement shall also identify the additional actions the RECIPIENT must accomplish before payment will be made, which actions may require the RECIPIENT to agree to revision of the deliverables. Failure to submit any report or required supporting documentation for each deliverable will result in a penalty of \$50 per business day for each missing item until received. Upon the RECIPIENT's completion of such additional actions, if applicable, and the DEPARTMENT's reasonable approval of the same, the DEPARTMENT shall disburse to the RECIPIENT an amount equal to the amount requested for disbursement in the invoice or such other amount as the DEPARTMENT deems to be consistent with the deliverables provided, whether or not revised, wholly within the DEPARTMENT'S discretion.

**9. REPORTS:**

a. The RECIPIENT shall submit to the DEPARTMENT all reports and information, required in Exhibit A, *Scope of Work*. The documents, reports, and services called for in Exhibit A, *Scope of Work*, and other documents or information required by this Agreement must be received and accepted by the DEPARTMENT before payments to the RECIPIENT shall be due or payable.

b. The DEPARTMENT expressly reserves the right to withhold payment to the RECIPIENT until the documents, reports, and services required under this Agreement and by law are complete and acceptable to the DEPARTMENT. If this Agreement is extended or renewed beyond the original Agreement period, additional documents, reports, and services in accordance with the requirements of Exhibit A, *Scope of Work*, and other documents requested by the DEPARTMENT to cover the extended Agreement period shall be submitted by the RECIPIENT.

**10. AVAILABILITY OF FUNDS:**

The DEPARTMENT's performance and obligation to pay under this Agreement is contingent upon an appropriation by the Legislature of the State of Florida for the specific purpose of funding the DEPARTMENT's obligations under this Agreement. In the event of a state revenue shortfall, the total funding may be reduced accordingly. The DEPARTMENT, in accordance with direction from the Governor and Legislature, shall be the final determiner of the availability of any funds.

**11. BUDGET:**

Upon Agreement execution, the RECIPIENT shall submit to the DEPARTMENT for review, a line item budget for the project described in Exhibit A, *Scope of Work*, specifying the intended uses of the State's operating investment.

**12. WOMEN AND MINORITY VENDORS:**

The RECIPIENT is encouraged to use small businesses, including minority and women-owned businesses as subcontractors or sub-vendors under this Agreement. The directory of certified minority and women-owned businesses can be accessed from the website of the Department of Management Services, Office of Supplier Diversity. The RECIPIENT shall report on a quarterly

basis its expenditures with minority and women-owned businesses. The report shall contain the names and addresses of the minority and women-owned businesses; the aggregate dollar figure disbursed that quarter for each business; the time period; type of goods or services; and the applicable code. If no expenditures were made to minority or women-owned businesses, The RECIPIENT shall submit a statement to this effect.

**13. SUBCONTRACTS:**

a. The RECIPIENT shall be responsible for all work performed and all expenses incurred in connection with the development and implementation of the services, programs, and activities under this Agreement.

b. The RECIPIENT may, as appropriate and in compliance with applicable law, subcontract the performance of the services set forth in this Agreement, including entering into subcontracts with vendors for services and commodities, *provided, however,* that the RECIPIENT shall be solely liable to the subcontractor for all expenses and liabilities incurred under any subcontract. The RECIPIENT shall not enter into subcontracts in which the DEPARTMENT could be held liable to a subcontractor for any expenses or liabilities. THE RECIPIENT shall defend and hold the DEPARTMENT harmless of any liabilities incurred under any of the subcontracts entered into by the RECIPIENT. The RECIPIENT shall be liable for all work performed and all expenses incurred as a result of any subcontract.

c. Any and all contracts that the RECIPIENT executes with a person or organization under which such person or organization agrees to perform economic development services or similar business assistance services on behalf of the RECIPIENT shall include provisions requiring that such person or organization report on performance, account for proper use of funds provided under the contract (including the provision of audit rights pursuant to Section 19, AUDITING RECORDS, Section 20, ACCESS TO RECORDS, and Exhibit C, AUDIT REQUIREMENTS when applicable), coordinate with other components of state and local economic development systems, and avoid duplication of existing state and local services and activities.

d. Any and all contracts that the RECIPIENT executes with a person or organization shall include provisions whereby the RECIPIENT and the subcontractors expressly agree to abide by all local, state, and federal laws.

e. The RECIPIENT will provide the DEPARTMENT with a list and copies of all material subcontracts, which means those entered into necessary to the performance of the RECIPIENT's functions and duties related to its core mission, issued in conjunction with the projects undertaken and funds expended in the performance of this Agreement. The RECIPIENT need not provide, unless specifically requested by the DEPARTMENT, non-material contracts entered into for the normal operation of the RECIPIENT.

**14. INDEPENDENT CAPACITY OF CONTRACTOR:**

a. The Parties agree that the RECIPIENT, its officers, agents, and employees, in performance of this Agreement, shall act in the capacity of an independent contractor. The RECIPIENT agrees to take such steps as may be necessary to ensure that each subcontractor of the RECIPIENT will be

deemed to be an independent contractor and will not be considered or permitted to be an agent of the State of Florida.

b. The RECIPIENT shall not pledge the State of Florida's nor the DEPARTMENT's credit nor make the State of Florida or the DEPARTMENT a guarantor of payment or surety for any contract, debt, obligation, judgment lien, or any form of indebtedness.

**15. LIABILITY:**

The DEPARTMENT shall not assume any liability for the acts, omissions to act, or negligence of the RECIPIENT, its agents, servants, or employees. In all instances, the RECIPIENT shall be responsible for any injury or property damage resulting from any activities conducted by the RECIPIENT.

**16. INDEMNIFICATION:** (NOTE: If Recipient is a state agency or subdivision, as defined in subsection 768.28(2), F.S., pursuant to subsection 768.28(19), F.S., neither Party indemnifies or insures the other Party for the other Party's negligence.

The RECIPIENT, shall indemnify and hold the DEPARTMENT harmless to the extent permitted by section 768.28, F.S., from and against any and all claims or demands for damages resulting from personal injury, and damage to real or personal tangible property. Without exception, the RECIPIENT will indemnify and hold harmless the State of Florida and its employees and agents from liability of any nature or kind, including costs and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured by the RECIPIENT.

**17. NON-EXCLUSIVE RELATIONSHIP:**

The relationship between the Parties is a non-exclusive one which allows the RECIPIENT to engage in other activities, provided that all of the terms and conditions under this Agreement are strictly observed, including the avoidance of conflicts of interests.

**18. RESPONSIBILITIES OF GOVERNING BOARD OR AUTHORITIES:**

The Parties agree that any information, including updates, reports, publications, studies, and any and all reasonably requested information, that is required by federal, state or local law shall be approved by those persons having the authority to do so prior to submission, and shall be signed only by those persons having the legal authority to do so or appropriately ratified by such an authority.

**19. AUDITING RECORDS:**

a. The RECIPIENT shall retain and maintain all records and make such records available for an audit as may be requested. Records shall include independent auditor working papers, books, documents, and other evidence, including, but not limited to, vouchers, bills, invoices, requests for payment, and other supporting documentation, which, according to generally accepted accounting principles, procedures and practices, sufficiently and properly reflect all program costs expended in the performance of this Agreement. The records shall be subject at all times to inspection, review, or audit by state personnel of the Office of the Auditor General, Chief Financial Officer, Office of

the Chief Inspector General, or other personnel authorized by the DEPARTMENT and copies of the records shall be delivered to the DEPARTMENT upon request.

b. The RECIPIENT agrees to comply with the audit requirements of Section 215.97, Florida Statutes, and those found in Exhibit C, *Audit Requirements*. This provision is applicable because the RECIPIENT qualifies as a non-state entity as defined in Section 215.97(2)(m), Florida Statutes.

c. The RECIPIENT shall include the audit and record keeping requirements described above and in Exhibit C in all subcontracts and assignments with sub-recipients of State funds according to Section 215.97, Florida Statutes. For purposes of this Agreement, "subrecipient" shall be defined in accordance with Section 215.97(2)(x), Florida Statutes.

d. The RECIPIENT shall maintain financial records related to funds paid by the RECIPIENT to any parties for work on the matters that are the subject of this Agreement as required by law. The RECIPIENT shall submit a written independent audit report to the DEPARTMENT specifically covering the period of Agreement expenditures pursuant to Sections 215.97 and 11.45, Florida Statutes, and other relevant laws.

e. The RECIPIENT must provide copies of any audit referencing this Agreement, the audit transmittal letter, and any response to such audit to the DEPARTMENT within thirty (30) days of receipt by the RECIPIENT.

f. Expenditures of state funds in accordance with this Agreement shall be in compliance with all laws, rules and regulations applicable to expenditures of state funds that are in effect at the time of any such expenditure, including, but not limited to, the Reference Guide for State Expenditures found at <http://www.fldfs.com/aadir/reference-guide/reference-guide.htm>.

g. The DEPARTMENT may be charged only with allowable costs resulting from obligations incurred during the term of the Agreement. Any balance of unobligated cash that has been advanced or paid that is not authorized to be retained for direct program costs in a subsequent period must be refunded to the state.

h. The RECIPIENT shall inform the DEPARTMENT of the type of FINAL AUDIT REPORT that will be delivered at the end of the Agreement. Acceptable audits include:

1. Within forty-five (45) days following the completion of all of the Activities the RECIPIENT shall cause to be prepared at the RECIPIENT's expense and delivered to the DEPARTMENT a final audit report of an independent certified public accountant (or a firm thereof) licensed to practice in the State of Florida, stating the professional opinion that the RECIPIENT has complied with this Agreement (the Final Audit Report).
2. In lieu of providing the Final Audit Report in such manner, if the RECIPIENT has an annual audit by an independent certified public accountant (or a firm thereof) licensed to practice in the State of Florida, or if the RECIPIENT has a state single audit or state project-specific audit pursuant to Section 215.97, Florida Statutes (the Florida Single Audit Act), prepared for the fiscal year in which this Agreement concludes, the RECIPIENT may provide to the DEPARTMENT at the time when such audit is completed (but not more

than nine (9) months following the end of the fiscal year of the RECIPIENT a report stating a professional opinion that the RECIPIENT has complied with this Agreement.

**20. ACCESS TO RECORDS:**

a. The DEPARTMENT may perform on-site reviews to independently validate any information or reports submitted to the DEPARTMENT. The RECIPIENT shall allow the DEPARTMENT's Agreement Manager and other DEPARTMENT-authorized personnel access to any information and any other documents requested by the DEPARTMENT for purposes of monitoring the RECIPIENT's performance.

b. The RECIPIENT shall, subject to the provisions of Chapter 119, Florida Statutes, and other relevant laws, permit public access to all documents or other materials prepared, developed or received by it in connection with the performance of its obligations or the exercise of its rights under this Agreement. This Agreement may be terminated by the DEPARTMENT if the RECIPIENT fails to allow such public access.

**21. GOVERNING LAW:**

This Agreement is executed and entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws and rules of the State of Florida. Any litigation arising under this Agreement shall be brought in the appropriate court in Leon County, Florida, applying Florida Law.

**22. STRICT COMPLIANCE:**

The RECIPIENT agrees that all acts to be performed by it in connection with this Agreement must be performed in strict conformity with all local, state and federal laws and regulations.

**23. BREACHES AND REMEDIES:**

a. In the event that the RECIPIENT fails to comply with any of the terms of this Agreement, the DEPARTMENT may exercise any remedies available at law or in equity, including, without limitation the right to (i) withhold and/or reduce funding to the RECIPIENT, and (ii) terminate this Agreement in accordance with the terms hereof.

b. In the event that the Department determines that a material default by Recipient of the performance of a duty, obligation, covenant, or agreement imposed on it or made by it in this Agreement or by law has occurred, the Department will provide notice and an opportunity to cure. Unless the notice states otherwise, based upon the Department's determination that the default must be cured immediately, the notice shall provide fifteen (15) calendar days following the date of notice within which to initiate action to correct the default and thirty (30) calendar days following the date of notice of default to either cure the default or demonstrate to the Department's satisfaction that corrective action is being taken that will likely result in curing the default within a period of time that the Department agrees is reasonable. In the event that the Recipient fails to cure the default within the timeframe established above, the Department may exercise any remedy available to it under the law or in equity, including, without limitation the right to terminate this Agreement immediately upon notice to the Recipient.

c. Subject to compensation due the RECIPIENT for any work satisfactorily completed prior to any notice of termination, following the termination of this Agreement, all funds which as of that date were previously provided by the DEPARTMENT and not expended by the RECIPIENT shall revert to the State of Florida General Revenue Fund. The requirement for the return of and method of repayment of any remaining funds shall be at the sole discretion of the DEPARTMENT.

**24. DISPUTE RESOLUTION:**

The Parties agree they will seek to resolve any disputes between them regarding their responsibilities as soon as possible and at the lowest level reasonable, in order to conserve the resources of the Parties. The Parties further agree to use their best efforts to assure speedy and non-confrontational resolution of any and all disputes between them. If informal efforts are unsuccessful, the Parties agree to engage a mutually accepted volunteer mediator to assist them in resolving any outstanding issues. If, within a reasonable time after engaging a mutually accepted volunteer mediator, the Parties are unable to resolve any outstanding issues, the Parties agree that formal resolution, including but not limited to any remedies available at law or in equity may be sought. This paragraph shall not be construed as a limitation on paragraph 16, INDEMNIFICATION.

**25. SEVERABILITY:**

If any term or provision of this Agreement is found to be illegal, invalid, or unenforceable, then such term or provision shall be severed from this Agreement. This Agreement and the rights and obligations of the Parties shall be construed as if this Agreement did not contain such severed term or provision, and this Agreement otherwise shall remain in full force and effect.

**26. PRESERVATION OF REMEDIES:**

No delay or omission to exercise any right, power, or remedy accruing to either Party upon breach or default under this Agreement will impair any such right, power, or remedy of either Party, nor will such delay or omission be construed as a waiver of any such breach or default or any similar breach or default.

**27. DISCRIMINATORY VENDOR:**

The RECIPIENT affirms that it is aware of the provisions of Section 287.134(2)(a), Florida Statutes, and that at no time has the RECIPIENT been placed on the Discriminatory Vendor List. The RECIPIENT further agrees that it shall not violate such law during the term of this Agreement. The RECIPIENT shall insert a provision in accordance with this Section, in all subcontracts for services in relation to this Agreement.

**28. NON-DISCRIMINATION:**

The RECIPIENT shall not discriminate against any employee employed in the performance of this Agreement, or against any applicant for employment because of age, race, sex, creed, color, handicap, national origin, or marital status

**29. HARASSMENT-FREE WORKPLACE:**

The RECIPIENT shall provide a harassment-free workplace, with any allegation of harassment given priority attention and action by management. The RECIPIENT shall insert a provision in accordance with this Section, in all subcontracts for services in relation to this Agreement.

**30. PUBLIC ENTITY CRIMES:**

The RECIPIENT affirms that it is aware of the provisions of Section 287.133(2)(a), Florida Statutes, and that at no time has the RECIPIENT been convicted of a Public Entity Crime. The RECIPIENT agrees that it shall not violate such law and further acknowledges and agrees that any conviction during the term of this Agreement may result in the termination of this Agreement in accordance with Section 287.133(4). The RECIPIENT shall insert a provision in accordance with this Paragraph in all subcontracts for services in relation to this Agreement.

**31. UNAUTHORIZED ALIENS**

The DEPARTMENT will consider the knowing employment of unauthorized aliens, as described in Section 274A(e) of the Immigration and Nationality Act, by any RECIPIENT, cause for termination of this Agreement. Paragraph 23.b. does not apply regarding the employment of unauthorized aliens. The RECIPIENT shall insert a provision in accordance with this Section in all subcontracts for services in relation to this Agreement

**32. LOBBYING:**

a. The RECIPIENT shall not use any funds received pursuant to this Agreement for lobbying the Florida Legislature, the judicial branch, or any state agency. Pursuant to section 11.062, Florida Statutes, the RECIPIENT shall insert a provision in accordance with this Section in all subcontracts for services in relation to this Agreement.

b. The RECIPIENT will keep the DEPARTMENT apprised on a current basis regarding requests for testimony or its participation in Congressional, Legislative, and/or other state or federal hearings, agency meetings, committees, task forces, etc. The RECIPIENT will include reports of its participation in such events in the quarterly reports described in Exhibit A.

**33. ATTORNEY FEES:**

Unless authorized by law and agreed to in writing by the DEPARTMENT, the DEPARTMENT shall not be liable to pay attorney fees, interest, or costs.

**34. NON-ASSIGNMENT:**

a. Except as otherwise provided in this Agreement, the RECIPIENT may not assign, delegate, nor otherwise transfer its rights, duties, or obligations under this Agreement without the prior written consent of the DEPARTMENT, which consent will not be unreasonably withheld. Any assignment, delegation, or transfer in violation of this paragraph is void ab initio. The RECIPIENT hereby agrees that it shall remain responsible for all work performed and all expenses incurred in connection with this Agreement, regardless of any and all assignment, delegation, or transfer.

b. The DEPARTMENT shall at all times be entitled to assign or transfer its rights, duties, or obligations under this Agreement to another governmental agency in the State of Florida, upon giving prior written notice to the RECIPIENT.

**35. ENTIRE AGREEMENT:**

This Agreement and the attached Exhibits A, B, and C, constitute a complete and exclusive statement of the terms and conditions of the Agreement and supersede and replace any and all prior negotiations, understandings and agreements, whether oral or written, between the Parties with respect thereto. Except as expressly provided in this Agreement, no term, condition, usage of trade, course of dealing or performance, understanding or agreement purporting to modify, vary, explain or supplement the provisions of this Agreement shall be effective or binding upon the Parties unless agreed to in writing by the party against whom enforcement is sought.

Remainder of page intentionally left blank.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their undersigned officials as duly authorized.

**THE DEPARTMENT:**

**DEPARTMENT OF ECONOMIC OPPORTUNITY**

\_\_\_\_\_  
WILLIAM B. KILLINGSWORTH  
Director, Division of Community Development

DATE: \_\_\_\_\_

\_\_\_\_\_  
WITNESS

Approved as to Form and Legal Sufficiency,  
Subject Only to Full and Proper Execution  
by the Parties

**OFFICE OF GENERAL COUNSEL  
DEPARTMENT OF ECONOMIC OPPORTUNITY**

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

**THE RECIPIENT:**

**CITY OF PALATKA**

\_\_\_\_\_

\_\_\_\_\_  
Print/Type Name

\_\_\_\_\_  
Title

DATE: \_\_\_\_\_

\_\_\_\_\_  
WITNESS

## Exhibit A

### Scope of Work

**PROJECT SUMMARY:** The City of Palatka seeks to conduct an economic analysis of the provision of urban services in unincorporated areas and develop a comprehensive economic diversification action plan. This study will explore how to counteract 50 years of static population growth and economic development. While the City and County have had some limited success in attracting commercial and industrial development, wealth indicators for the City have steadily declined since the 1960's. Presently, the City is faced with unfavorable socio-economic prospects.

*"The City has a limited employment base, consisting of local government, health care and retail. A mix of medical, utility and retail organizations comprise the city's top taxpayers and collectively represent an above average 17% of the tax base. Economic development is limited. Economic indicators compare unfavorably to those of the state and nation. Wealth levels are at least 50% below state and national averages. Since 2007, the population has modestly declined by 2%. Annual improvement in the unemployment rate over the past two years has been due to greater contraction in the labor force relative to the employment base. As of March 2013, the unemployment rate of 9.4% was above that of the nation (7.6%). Management attributes population losses to the high tax burden, which has led many residents to relocate just outside city limits. The combined millage rate of 25.078 per \$1,000 AV for the city, Putnam County, and school district, results in one of the highest combined rates in North Florida."*

*Excerpt from the City of Palatka 2013 Fitch Rating*

This project is intended to address these unfavorable socio-economic conditions through the development of a long-term urban service delivery strategy and economic diversification vision. The plan will outline implementation policies of targeted investments in infrastructure improvements and expansion, the advantageous use of underutilized community assets, and alternative strategies to incentivize annexation of unincorporated areas.

#### **TASKS:**

##### **1. Urban Service Area Study**

Task 1 consists of the preparation of a future urban service area map for the purpose of graphically and in practical terms identifying the logical extent of the City. Determination of the urban service area should be guided by the following:

- a. the presence of urban and suburban density or intensity;
- b. efficient and cost-effective urban services delivery; and
- c. undeveloped or underdeveloped land with potential to achieve urban or suburban densities.

Deliverable: Urban Service Area Map – due 9/30/2013

## **2. Fiscal Analysis**

Task 2 includes an analysis of the fiscal impacts to the City, County and private property owners related to annexation of, and urban service delivery to unincorporated areas. The analysis shall provide for alternative strategies that address fiscal impacts to all parties including, but not limited to:

- a. barriers related to “double taxation” of annexed properties, duplication of City and County services, economies of scale, etc.;
- b. alternate growth scenarios associated with potential urban growth boundaries;
- c. County services benefiting unincorporated areas and possible City tax reductions if such services were shifted to unincorporated assessment districts; and
- d. value of City services, cost savings, and quality of life attributed to annexation compared to the value of additional City taxes.

Deliverable: Fiscal analysis report – due 1/31/2014

## **3. Best Practices**

Task 3 is intended to assess how the City can utilize limited resources in a manner that most effectively helps to generate private and public investment, and includes the following elements:

- a. programs, goals and objectives to guide long-term growth;
- b. targeted infrastructure investments and catalyst projects to promote private sector investment;
- c. best practices of communities similar in scale and socio-economic characteristics; and

Deliverable: List of best practices – due 3/31/2014

## **4. Economic Diversification Plan**

Task 4 is to combine the findings of the fiscal analysis and best practices to develop a list of detailed strategies suited to Palatka and Putnam County.

Deliverable: Economic diversification plan and report – due 4/31/2014

**Exhibit B**  
**Payment Plan**

Deliverable	Due Date of Deliverable	Payment Amount
Task 1: Urban Service Area Map	September 30, 2013	\$3,000
Task 2: Fiscal analysis report	January 31, 2014	\$9,500
Task 3: List of best practices	March 31, 2014	\$3,000
Task 4: Economic diversification plan and report	April 30, 2014	\$9,500
TOTAL		\$25,000

## Exhibit C

### Audit Requirements

The administration of resources awarded by DEO to the RECIPIENT may be subject to audits and/or monitoring by DEO as described in this section.

#### **MONITORING**

In addition to reviews of audits conducted in accordance with OMB Circular A-133 and Section 215.97, F.S., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by DEO staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by DEO. In the event DEO determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by DEO staff to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

#### **AUDITS**

##### **PART I: FEDERALLY FUNDED**

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

1. In the event that the recipient expends \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) or more in Federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. Exhibit 1 to this Agreement indicates Federal resources awarded through DEO by this Agreement. In determining the Federal awards expended in its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from DEO. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions OMB Circular A-133, as revised, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.
3. If the recipient expends less than \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the recipient expends less than \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-

Federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than Federal entities).

4. Although the audit provisions of OMB Circular A-133 ordinarily do not apply to for-profit sub recipients, in the case of Federal funding provided by the U.S. Department of Health and Human Services, Circular A-133 does apply. See 45 C.F.R. 74.26 for further details.
5. A web site that provides links to several Federal Single Audit Act resources can be found at: <http://harvester.census.gov/sac/sainfo.html>

## **PART II: STATE FUNDED**

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2), Florida Statutes.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such recipient (for fiscal years ending September 30, 2004 or thereafter), the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this agreement indicates state financial assistance awarded through DEO by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from DEO, other state agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$500,000 in state financial assistance in its fiscal year (for fiscal years ending September 30, 2004 or thereafter), an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the recipient expends less than \$500,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).
4. Additional information regarding the Florida Single Audit Act can be found at: <http://www.myflorida.com/fsaa/statutes.html>.

### **PART III: OTHER AUDIT REQUIREMENTS**

*(NOTE: This part would be used to specify any additional audit requirements imposed by the State awarding entity that are solely a matter of that State awarding entity's policy (i.e., the audit is not required by Federal or State laws and is not in conflict with other Federal or State audit requirements). Pursuant to Section 215.97(8), Florida Statutes, State agencies may conduct or arrange for audits of state financial assistance that are in addition to audits conducted in accordance with Section 215.97, Florida Statutes. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.)*

### **PART IV: REPORT SUBMISSION**

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by PART I of this agreement shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the recipient directly to each of the following at the address indicated:

- A. DEO at each of the following addresses:

Inspector General  
Department of Economic Opportunity  
Caldwell Building  
107 East Madison Street  
Tallahassee, FL 32399-6545

Financial Management Systems Assurance Section (FMSAS)  
Department of Economic Opportunity  
Caldwell Building  
107 East Madison Street  
Tallahassee, FL 32399-6545

- B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse), at the following address:

Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 10<sup>th</sup> Street  
Jeffersonville, IN 47132

- C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.

2. Pursuant to Section .320 (f), OMB Circular A-133, as revised, the recipient shall submit a copy of the reporting package described in Section .320 (c), OMB Circular A-133, as revised, and any management letter issued by the auditor, to DEO at each of the following addresses:

Inspector General  
Department of Economic Opportunity  
Caldwell Building  
107 East Madison Street  
Tallahassee, FL 32399-6545

Financial Management Systems Assurance Section (FMSAS)  
Department of Economic Opportunity  
Caldwell Building  
107 East Madison Street  
Tallahassee, FL 32399-6545

3. Copies of financial reporting packages required by PART II of this agreement shall be submitted by or on behalf of the recipient directly to each of the following:

- A. DEO at each of the following addresses:

Inspector General  
Department of Economic Opportunity  
Caldwell Building  
107 East Madison Street  
Tallahassee, FL 32399-6545

Financial Management Systems Assurance Section (FMSAS)  
Department of Economic Opportunity  
Caldwell Building  
107 East Madison Street  
Tallahassee, FL 32399-6545

- B. The Auditor General's Office at the following address:

Auditor General's Office  
Room 401, Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450

4. Copies of reports or the management letter required by Part III of this agreement shall be submitted by or on behalf of the recipient directly to:

A. DEO at each of the following addresses:

N/A

5. Any reports, management letter, or other information required to be submitted to DEO pursuant to this agreement shall be submitted timely in accordance with OMB Circular A-133, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
6. Recipients, when submitting financial reporting packages to DEO for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

#### **PART V: RECORD RETENTION**

1. The recipient shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of five (5) years from the date the audit report is issued, or five (5) state fiscal years after all reporting requirements are satisfied and final payments have been received, whichever period is longer, and shall allow DEO, or its designee, CFO, or Auditor General access to such records upon request. In addition, if any litigation, claim, negotiation, audit, or other action involving the records has been started prior to the expiration of the controlling period as identified above, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the controlling period as identified above, whichever is longer. The recipient shall ensure that audit working papers are made available to DEO, or its designee, CFO, or Auditor General upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by DEO.

- End of Exhibit C -

**EXHIBIT – 1**

**FEDERAL RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:**

*NOTE: If the resources awarded to the recipient represent more than one Federal program, provide the same information shown below for each Federal program and show total Federal resources awarded.*

Not Applicable.

**COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

Not Applicable.

**STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:**

**MATCHING RESOURCES FOR FEDERAL PROGRAMS:**

Not Applicable.

**SUBJECT TO SECTION 215.97, FLORIDA STATUTES:**

*NOTE: If the resources awarded to the recipient represent more than one State project, provide the same information shown below for each State project and show total state financial assistance awarded that is subject to Section 215.97, Florida Statutes.*

State Awarding Agency:	Department of Economic Opportunity
State Project:	Growth Management Implementation
CSFA #:	40.024
Award Amount:	\$25,000

**COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

*NOTE: List applicable compliance requirements in the same manner as illustrated above for Federal resources. For matching resources provided by DEO for Federal programs, the requirements might be similar to the requirements for the applicable Federal programs. Also, to the extent that different requirements pertain to different amounts of the non-Federal resources, there may be more than one grouping (i.e., 1, 2, 3, etc.) listed under this category.*

**Activities are limited to those in the Scope of Work**

NOTE: Section .400(d) of OMB Circular A-133, as revised, and Section 215.97(5), Florida Statutes, require that the information about Federal Programs and State Projects included in Exhibit 1 be provided to the recipient.

# *Agenda Item*

*3<sub>f</sub>*



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Adopt Resolution No. 2013-9-167 authorizing the execution of a Scope of Work Agreement with Urbanomics to develop a Comprehensive Economic Diversification Action Plan**

**SUMMARY:**

Upon notice of receiving a Department of Economic Opportunity (DEO) Community Planning Technical Assistance Grant, staff developed a scope of work with input from County representatives and DEO staff. A Request for Proposals and statement of qualifications was then forwarded to three (3) prospective consultants who capable of providing these type of planning and fiscal analysis services. Two (2) responses were received. Staff is proposing that the City contract with Urbanomics to provide the proposed services. Urbanomics is an experienced firm with the necessary qualifications to conduct the fiscal analysis. Based upon their past work, we believe them to be capable of facilitating any necessary meetings between City and County representatives. Their proposal is within the \$25,000 grant budget.

**RECOMMENDED ACTION:**

**Adopt Resolution No. 2013-9-167 authorizing the execution of a Scope of Work Agreement with Urbanomics to develop a Comprehensive Economic Diversification Action Plan**

**ATTACHMENTS:**

**Name:**

- 09-26-13\_Urbanomics\_Scope\_of\_Word\_DEO\_Plng\_Grnt\_Resolution.doc
- Urbanomics\_Palatka\_Proposal.pdf

**Description:**

- Resolution - Urbanomics Scope of Work DEO Grant
- Urbanomics Agreement

**RESOLUTION NO. 2013-9-167**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,  
AUTHORIZING EXECUTION OF A SCOPE OF WORK TO  
DEVELOP A COMPREHENSIVE ECONOMIC DIVERSIFICATION  
ACTION PLAN**

**WHEREAS**, in May of 2013 City staff submitted a Letter of Interest in response to the Department of Economic Opportunity's (DEO) Community Planning and Technical Assistance Grant Opportunity to develop a Comprehensive Economic Diversification Action Plan (the PROJECT); and

**WHEREAS**, the City was awarded a DEO planning grant in the amount of \$25,000; and

**WHEREAS**, Urbanomics has proposed to furnish fiscal analysis and planning services on the PROJECT; and

**WHEREAS**, the City deems it reasonable and necessary to enter into a contract with Urbanomics, for the implementation of the PROJECT.

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

1. That the City Manager and City Clerk are hereby authorized to execute a contract with Urbanomics to develop an Economic Diversification Action Plan.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 26<sup>TH</sup> day of September, 2013.

CITY OF PALATKA

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

ATTEST:

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

APPROVED AS TO FORM AND CORRECTNESS:

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



*City of Palatka, Florida*  
*Comprehensive Economic Diversification*  
*Action Plan*

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*Proposal and Qualifications*

*Submitted by*  
***URBANOMICS, Inc***  
*Urban and Real Estate Economics*  
*Ponte Vedra Beach, Florida*

August 13, 2013

Mr. Thad Crowe  
Planning Director  
City of Palatka  
205 N. 2<sup>nd</sup> Street  
Palatka, FL 32177

***Subject: Comprehensive Economic Diversification Action Plan,  
Proposal and Qualifications***

Dear Mr. Crowe:

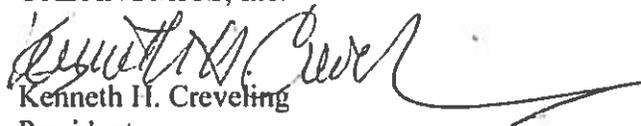
URBANOMICS, Inc., is very pleased to submit this proposal of services and statement of qualifications to assist the City of Palatka in developing a Comprehensive Economic Diversification Action Plan that identifies needs and opportunities and prescribes action that strengthens the economic base of the City and increases the prosperity of its residents.

URBANOMICS is a North Florida-based urban and real estate economic consulting firm with a 22-year history working with communities in addressing urban infrastructure, revitalization, and economic development issues and opportunities. Among the small Florida cities assisted by our firm in recent years in these matters are Casselberry, Edgewater, New Smyrna Beach, St. Augustine, and Zephyrhills.

In addition to our extensive experience throughout Florida, we recently completed an Economic Development Strategic Plan for the City of Hagerstown and Washington County, Maryland. Our long record of experience in and outside Florida has exposed us to a wide range of urban issues and best practices affecting economic vitality and growth in communities large and small.

We look forward to working with you, City elected officials, and other stakeholders in applying our broad experience in urban economic development to structure a Comprehensive Economic Diversification Action Plan that moves the City of Palatka forward. Thank you for this opportunity to respond to the needs of the City.

Sincerely,  
URBANOMICS, Inc.

  
Kenneth H. Creveling  
President

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# 1. Project Approach, Schedule, and Costs

## **OBJECTIVES**

The City of Palatka has received a grant from the Florida Department of Economic Opportunity (DEO) to “conduct an economic analysis of the provision of urban services in unincorporated areas and develop a comprehensive economic diversification action plan” to expand the City’s economic base and increase the prosperity of residents.

As stated in the Request for Proposal, this study and plan are “intended to address unfavorable socio-economic conditions through the development of a long-term urban services delivery strategy and economic diversification vision.” Further, “the plan will outline implementation policies of targeted investments in infrastructure improvements and expansion, the advantageous use of underutilized community assets, and alternative strategies to incentivize annexation of unincorporated areas.”

## **SCOPE OF SERVICES**

URBANOMICS will provide the following services per the Request for Proposal:

### **1. *Urban Service Area Study***

This task consists of the preparation of a future urban service area map that identifies the area within which City services and infrastructure can be reasonably extended and provided in the future. Determination of the urban service area will include consideration of the following factors:

- Presence of urban and suburban density or intensity.
- Efficient and cost-effective urban services delivery.
- Undeveloped or underdeveloped land with potential to achieve urban or suburban densities.

**DELIVERABLE:** Urban Service Area Map – 9/30/13 (or by such other agreed upon date that may result from delays in contracting with the consultant).

### **2. *Fiscal Impact Analysis***

This task consists of an analysis of the potential fiscal impacts of annexation and extending urban services into unincorporated areas on the City, Putnam County, and private property owners. This analysis will provide for alternative strategies addressing the following impacts and issues:

- Potential limitations related to “double taxation” of annexed properties, duplication of City and County services, economies of scale, etc.
- Alternative growth scenarios associated with potential urban growth boundaries.
- County services benefiting unincorporated areas and possible City tax reductions if such services were shifted to unincorporated assessment districts.
- Value of City services, cost savings, and quality of life attributed to annexation compared to additional City taxes.

DELIVERABLE: Fiscal Impact Analysis Report – 1/31/2014

### 3. *Economic Diversification Plan*

This task is intended to assess how the city can utilize limited resources in a manner that most effectively helps generate and leverage private investments and other public funding sources, including the following elements:

- Goals, objectives, policies, and initiatives to guide and stimulate long-term economic growth.
- Targeted infrastructure investments and catalyst projects that promote private investments.
- Identification of best practices from communities with similar characteristics.
- Combine findings from the fiscal impact analysis and identified best practices to develop a list of detailed strategies well suited to the City and County.

DELIVERABLES: Review of Best Practices – 3/31/2014

Economic Diversification Action Plan Report – 4/30/2014

### *SCHEDULE*

URBANOMICS will provide all maps and reports (deliverables) listed above by the dates indicated or as otherwise may be agreed on.

### *COST OF SERVICES*

It is our understanding that the City’s consultant budget for these services is \$23,000, which will serve as the basis for compensation to us for the above services.

## 2. Qualifications and Resumes

### ***SUMMARY OF QUALIFICATIONS***

URBANOMICS is a North Florida-based urban and real estate economic consulting firm, established in 1991. Our firm provides market research, economic analysis, and strategic planning services to local governments, public agencies, development organizations, and private interests in the areas of economic, community, and real estate development.

We have a 22-year history working with communities in addressing various urban infrastructure, revitalization, and economic development issues and opportunities. The many small Florida cities assisted by our firm in recent years include Casselberry, Edgewater, New Smyrna Beach, St. Augustine, and Zephyrhills.

Other North Florida local governments and public agencies to which we have provided a wide range of economic research and consulting services clients include Clay County, Clay County School Board, City of Jacksonville, Jacksonville Airport Authority, Jacksonville Housing Authority, and St. Johns County.

In addition to our extensive economic and community development experience throughout Florida, we recently completed an Economic Development Strategic Plan for the City of Hagerstown and Washington County, Maryland, and a large-scale industrial redevelopment project in Roanoke, Virginia. Our broad experience in and outside Florida has exposed us to a wide range of urban issues and best practices affecting economic vitality and growth in communities large and small.

Our economic development experience in and outside Florida is profiled in this section, and resumes are presented for three senior professionals expected to be involved in this project for the City of Palatka. They are:

- Kenneth H. Creveling, AICP, President
- Anthony Mondae, Senior Associate
- Alyce G. Decker, AICP, Associate

Mr. Creveling will serve as Project Director.

## **REFERENCES**

**Project:** *City of St. Augustine, Florida  
Lincolville Community Redevelopment Area Plan*

**Contact:** Mark Knight, Director  
Planning and Building Department  
(904) 825-1065  
[mknight@citystaug.com](mailto:mknight@citystaug.com)

**Project:** *City of Edgewater, Florida  
Economic Development Strategic Plan*

**Contact:** Tracey Barlow, City Manager  
(386) 424-2400  
[tbarlow@cityofedgewater.org](mailto:tbarlow@cityofedgewater.org)

**Project:** *Economic Development Strategic Plan  
City of Hagerstown and Washington County, Maryland*

**Contact:** Gregory Snook  
President, Hagerstown-Washington County Industrial Foundation  
Hagerstown, Maryland  
(301) 730-9903  
[gsnook@nfis.com](mailto:gsnook@nfis.com)

**Project:** *Tri-County Southern Maryland Region (Washington DC area)  
Strategic Economic Diversification Plan*

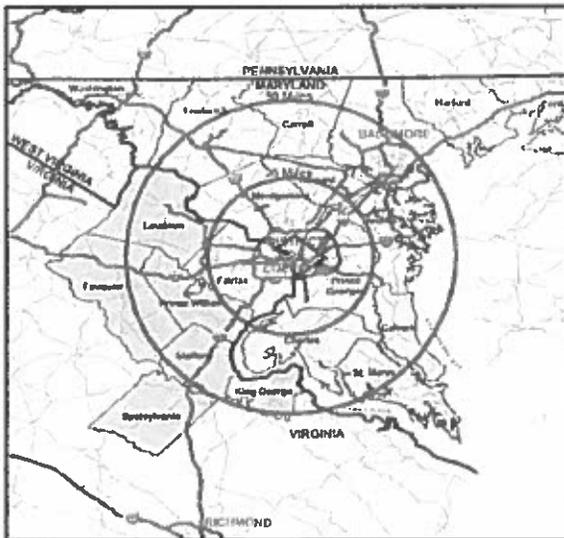
**Contact:** David Jenkins  
Former Executive Director, Tri-County Council for Southern Maryland  
Director of Planning and Community Development  
Town of LaPlata, MD  
(301) 934-8421, ext 117  
[djenkins@townoflaplata.org](mailto:djenkins@townoflaplata.org)

**Project:** *City of Zephyrhills, Florida  
Downtown Market Analysis and Redevelopment Plan Update*

**Contact:** Todd Vande Berg, Director  
Planning and Community Development  
(813) 780-0006  
[tvandeberg@ci.zephyrhills.fl.us](mailto:tvandeberg@ci.zephyrhills.fl.us)

URBANOMICS, Inc., is a Florida-based urban and real estate economics consulting firm established in 1991. Our experience in economic development research and consulting for cities, counties, and multi-county regions includes assessments of competitive strengths and weaknesses, analyses of business and industrial markets and growth opportunities, identification of marketable business and industry clusters and targets, and results-oriented strategic and business plans that prepare and position communities and regions for success in attracting and sustaining existing and new business and industry. URBANOMICS and its President, Kenneth H. Creveling, have completed economic development assessments and strategic plans in Alabama, Arkansas, Delaware, Florida, Maryland, Mississippi, North Carolina, Pennsylvania, South Carolina, Tennessee, and Virginia. A number of these are profiled below.

**TRI-COUNTY SOUTHERN MARYLAND REGION.** For the Tri-County Council for Southern Maryland, URBANOMICS developed an economic diversification strategy for Calvert, Charles, and St. Mary's Counties, an area bordered by the Chesapeake Bay and Potomac River southeast of Washington, DC. The economy of region is heavily dependent on two military installations: NAS Patuxent River, a major aircraft R&D and flight test center, and the Naval Surface Weapons Center at Indian Head, a testing center for non-nuclear weapons. Needs and opportunities to diversify the economy were studied and recommended, including R&D functions related to national defense and homeland security, non-military Federal administrative offices, financial and information services, research and engineering services, marine industries, agribusiness, and resort development. Actions with respect to improving regional infrastructure, expanding site inventory, and increasing marketing effectiveness were recommended. Services included preparation of a stand-alone *Competitive Economic Scorecard* report in which economic characteristics and activities in the three Southern Maryland counties were compared to those in 14 other suburban-rural counties in the Washington DC and Baltimore regions.



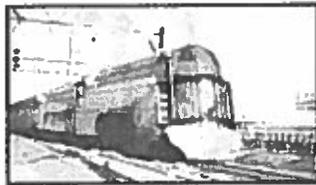
**NORTH MECKLENBURG COUNTY, NORTH CAROLINA** For the Lake Norman Chamber of Commerce, representing the towns of Huntersville, Cornelius, and Davidson, URBANOMICS and the Raleigh-based Leak-Goforth Company prepared an economic development strategy for the part of Mecklenburg County north of Charlotte. The study included analyses of the Charlotte area office and industrial real estate markets and opportunities for attracting greater shares of market activity to these "bedroom communities." The study led to establishment of a new economic development marketing organization for the area, Lake Norman Regional Development Corporation, and joint financing by the towns of new suburban business park, which has attracted several tenants.



**HORRY COUNTY, SOUTH CAROLINA (Myrtle Beach area).** Horry County in northeastern South Carolina is also the Myrtle Beach-North Myrtle Beach Metropolitan Area. The area is a well known tourist destination, but the interior of the county is rural. The URBANOMICS/Leak-Goforth team worked with the county economic development organization, Partners Economic Development Corporation, to recommend opportunities to attract high-wage business and industry to this seasonal tourist and agricultural county. Several urban and rural locations for various manufactured products, distribution/ logistics functions, financial and information services, and agribusiness activities were evaluated, including potentials for a telecommunications "smart park" on the former Myrtle Beach Air Force Base.



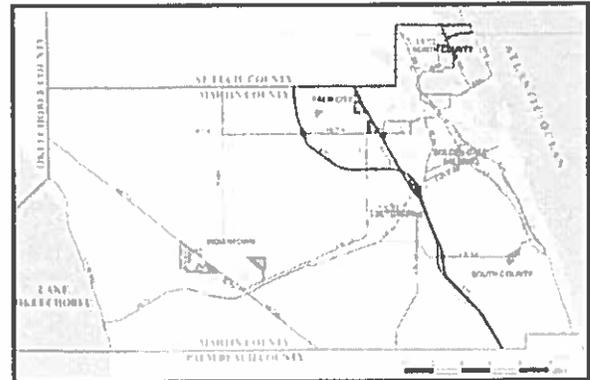
**BERKS COUNTY, PENNSYLVANIA.** URBANOMICS joined with Leak-Goforth in preparing an Industrial site assessment, business cluster and target industry analysis, and economic development strategic plan for this industrialized county of over 400,000 in southeastern Pennsylvania. Reading has a long history as a rail center, including the old Reading Railroad. Leading manufacturing industries include foods and beverages, fabricated metals, microelectronics, medical equipment, and automotive products (e.g., batteries), among others. The financial services sector is also prominent. Concepts for a Food & Agribusiness Industry Park and a Research & Technology Park were developed. Formation of a new economic development marketing organization, the Berks Economic Partnership, was recommended, and URBANOMICS and Leak-Goforth were retained to help structure and organize the new organization.



**BRUNSWICK COUNTY, VIRGINIA.** URBANOMICS teamed with Leak-Goforth to prepare an economic development strategic plan for this rural Southside Virginia county on the North Carolina border. According to locals, Brunswick County is the origin of "Brunswick Stew." Existing economic activities include two correctional facilities, a regional solid waste disposal operation, forestry and wood products, and seasonal tourism and lakeshore development around Lake Gaston, a 20,000-acre hydroelectric power reservoir. Opportunities in waste recycling technologies and the forest products industry were among those industries prescribed for the County, along with improved transportation and communications infrastructure, development sites, workforce preparation, marketing outreach, and organizational effectiveness.



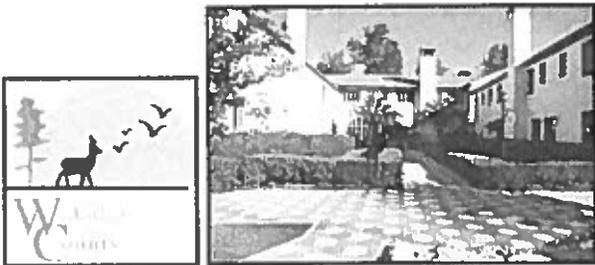
**MARTIN COUNTY, FLORIDA.** URBANOMICS worked with the County Growth Management Department and Business Development Board on evaluating the marketability of 2,500 acres of vacant industrially-zoned land throughout the County relative to its ability to attract and support six targeted industry clusters, and biotechnology, most of which were determined to prefer suburban office-type locations. More appropriate office and business park sites were identified for these clusters, including locations adjacent to the Martin County Airport and a large property owned by the Kiplinger interests, publisher of the well-known Kiplinger Report. Strategies and actions needed for their development were recommended. Interest in the biotech sector was triggered by the location of the Florida branch of the prestigious California-based Scripps Research Institute in adjacent Palm Beach County. Scripps has been a key market driver in the emergence of San Diego as a major biotech hub.



**KENT COUNTY, DELAWARE (Dover area).** Kent County is the location of the state capitol, Dover, and is home to Dover Air Force Base and Dover Downs, a popular gaming, racing, and entertainment complex. URBANOMICS and Leak-Goforth teamed to help the Central Delaware Economic Development Council to bring its economic development program up to date. Business and industry clusters and targets were recommended, including biotechnology and pharmaceuticals to take advantage of proximity to the Philadelphia-Wilmington area, a center for this industry in the US. Potential development sites were identified and evaluated and needs for improved workforce training, marketing, organization, and infrastructure were identified and recommended.



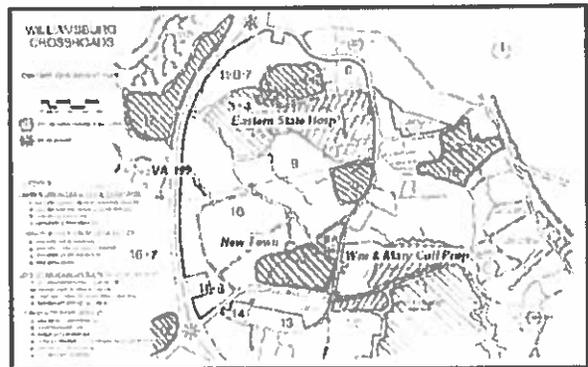
**WAKULLA COUNTY, FLORIDA.** URBANOMICS was retained by Kimley-Horn, a large planning and engineering firm, to assist in developing an economic diversification and growth strategy for this rural but urbanizing Gulf Coast county immediately south of Tallahassee, the Florida state capitol. Noteworthy local features are Wakulla Springs and the historic Wakulla Springs Lodge, a unique visitor destination. Services included an extensive public participation process and an assessment of economic development needs and market opportunities for each of three strategy areas -- community development, tourism development, and business and industrial development. Long-range goals and short-term actions for each were recommended within the context of maintaining the open space character and quality of life of the county. An Economic Development Element for the County Comprehensive Plan was also prepared.



**CABARRUS COUNTY, NORTH CAROLINA (Charlotte area).** URBANOMICS and Leak-Goforth worked with the County, the Cities of Concord and Kannapolis, and the Cabarrus Regional Chamber of Commerce on preparing an Economic Development Strategic Plan for the county. The Strategic Plan was needed to help re-engineer and re-start the local economy which lost more than 4,000 jobs with the closure of Pillowtex textile plants. New business and industry opportunities were recommended, existing and potential development sites were evaluated, and actions were recommended to improve infrastructure, expand site inventory, re-train the workforce, and market opportunities for new business activities in the county. The 150-acre main textile plant site in Kannapolis, which once featured six million square feet of industrial space, is being redeveloped currently by industrialist David Murdock as a major agricultural technology and food sciences R&D complex, called the North Carolina Research Campus. The County is branded as "The Center of American Motorsports" and is home to the Charlotte Motor Speedway and workshops of a number of NASCAR auto racing teams.



**WILLIAMSBURG, VIRGINIA.** Under a contract with the Virginia Economic Development Partnership, the URBANOMICS/Leak-Goforth team worked with a local stakeholder group called the Williamsburg Crossroads Steering Committee on a land use and economic development strategy for a large area impacted by the new VA199 freeway bypass around Williamsburg. The area included lands owned by the College of William and Mary, State of Virginia (Eastern State Hospital, the oldest mental hospital in the US), City of Williamsburg, and various private interests. Opportunities for office, research, light industrial, educational, and hospital/medical uses were studied and a development concept was recommended for the area. Included in this area is a 600-acre "new town" development, which is underway.



**MAURY COUNTY, TENNESSEE.** The URBANOMICS/Leak-Goforth team worked with the Maury Alliance, a public-private partnership charged with bringing new business and industry to this suburban-rural county south of Nashville on I-65. Major communities include Spring Hill, then home to GM's Saturn Division; Columbia, the county seat; and Mt. Pleasant. Services included a competitive assessment of economic strengths and weaknesses, business cluster and target industry analysis, and a strategic plan and action agenda for positioning and marketing the county for economic growth in advanced manufacturing including automotive equipment, distribution and logistics, financial and information services, and agribusiness. A *Competitive Economic Scorecard* was prepared comparing economic factors in Maury County with those in a number of competitive areas of Tennessee, Alabama, and Kentucky.



**EDGEWATER, FLORIDA.** URBANOMICS was retained by the City of Edgewater through a subcontract with the City's engineering and planning firm, Kimley-Horn and Assoc, to prepare an Economic Development Strategic Plan to guide the City's future in attracting and sustaining new business and industry and the jobs and tax revenues they generate and in the development of a new town center retail and service core. Edgewater is a city of 23,000 on the Atlantic Intracoastal Waterway south of Daytona Beach and is home to several recreational boat manufacturers, including the Boston Whaler. The Plan includes an analysis of competitive strengths and weaknesses, recommended business and industry clusters and targets, and a five-year Action Plan for improving road, utilities, communications infrastructure, for preserving and developing sites for future growth, and for positioning the City to be more pro-active and visible in the marketplace.



**ST. JOHNS COUNTY, FLORIDA.** URBANOMICS was retained by the St. Augustine/St. Johns County Economic Development Council to prepare and later update an economic development strategic plan for the suburban-rural county in the Jacksonville metro area. Historic St. Augustine, the oldest city in the US, is the county seat. The County is a bedroom community, but has a diversified economic base, including tourism and second home development, agriculture and food products, boat manufacturing, precision metal products, and aircraft repair and maintenance. Food products include candy, hot pepper sauce, frozen packaged eggplant, and potato chips. The World Golf Village, PGA Tour, and American Culinary Federation are among those calling St. Johns County home. Aerospace giant Northrop Grumman is the largest private employer. Growth opportunities in agribusiness and food products, health care and medical products, and aviation and aerospace industries were among those clusters and targets recommended for the County. A business and marketing plan was prepared to guide and promote economic development.



**HINDS COUNTY, MISSISSIPPI (Jackson area).** Mr. Creveling was responsible for conducting an Industrial Site Development Study for the Jackson area. The study included review of 34 existing and potential industrial sites as to their location, access, size, and other characteristics. Sites from 44 to 1,200 acres were classified as developed, partially developed, developing, and undeveloped, and were classified further by their existing and potential type of development – heavy industry, general industry, light industry, and office/ research. First priority for development and marketing was assigned to nine of the 34 sites and elimination of five sites from further consideration was recommended.



**ALABAMA ELECTRIC COOPERATIVE.** Mr. Creveling was Project Director for an Industrial Development Marketing Study for the 46-county service area of AEC, including all or parts of 36 counties in Alabama and ten counties in the Florida Panhandle. The primarily rural service area was divided into four subregions to provide more localized analysis and recommendations. The AEC is now the PowerSouth Energy Cooperative. The AEC study included reviews of the economic makeup, growth trends, and transportation resources in each sub-region; identified industries best suited to each sub-region; and recommended approaches to marketing the service area and subregions. Industry sectors considered most viable in the service area included various goods produced for the building/construction, consumer, and commercial/ industrial markets and distribution/ logistics for areas with Interstate Highway service. A list of candidate firms was also provided.



**PENSACOLA / ESCAMBIA COUNTY, FLORIDA.** Mr. Creveling was Project Director for an Economic Assessment and Target Industry Analysis, working with the Pensacola Area Chamber of Commerce, Committee of 100. Services included extensive interaction with business, community, and government leaders; analysis of economic characteristics and growth trends, identification of types of business and industry best suited to the area; review of existing development sites and recommendation of others, and recommendations for improving marketing outreach and organizational effectiveness. URBANOMICS was later involved with the local BRAC Committee in developing a re-employment strategy for approximately 3,000 civilian workers displaced by the BRAC closure of US Navy helicopter repair and refit facilities at NAS Pensacola.

**JACKSONVILLE INTERNATIONAL AIRPORT, FLORIDA.** For the Jacksonville Aviation Authority, URBANOMICS was involved in a major planning and development program for the area around and adjacent to Jacksonville International Airport (JAX). URBANOMICS had principal responsibilities for:

- Survey and analysis of development patterns around other US metropolitan airports.
- Analyses of industrial, office, retail, and hotel real estate markets in the airport area.
- Highest and best use analyses and land use and development strategies for each of 60 airport-owned parcels totaling 1,400 acres along major access roads and near the airport terminal.
- Lease revenue projections reflecting proposed development of these airport-owned parcels.



**ROANOKE, VIRGINIA.** URBANOMICS and Leak-Goforth recently completed a market analysis and development and marketing strategy for a 123-acre, 1.4 million square foot old industrial plant site on the Roanoke River near downtown for the Roanoke Valley Development Corporation and Roanoke Regional Chamber of Commerce. The property is an old American Viscose rayon manufacturing plant site with buildings dating to the 1920s and is currently operated as a multi-tenant industrial park, but occupancy and lease revenues have fallen dramatically in recent years. URBANOMICS and Leak-Goforth recommended continuation as a low-cost multi-tenant property and proposed a variety of site and building enhancements and improvements, branding and marketing initiatives, and organizational changes to increase occupancy and revenues. A new business greenhouse and entrepreneurial training center for emerging technologies was proposed for one building.



**CECIL COMMERCE CENTER, JACKSONVILLE, FLORIDA.** In another project for the Jacksonville Aviation Authority (JAA), URBANOMICS had a key role in master planning for reuse and redevelopment of an 8,500-acre section of the former Naval Air Station Cecil Field, a Navy Master Jet Base. URBANOMICS' responsibilities included:

- Analyses of air cargo market potentials, including study of operations at many U.S. commercial and logistics airports
- Analyses of markets for aviation-related, industrial/distribution, office, and retail/service uses on the property.
- Preparation of a Marketing Plan to promote development and redevelopment of the base.
- Preparation of a Financial Plan identifying potential infrastructure and development costs and funding sources.

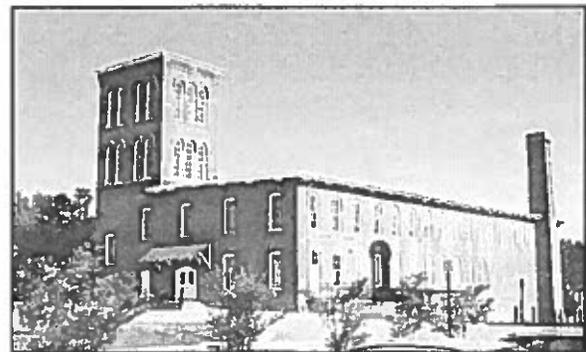


**NORTHWEST QUADRANT, JACKSONVILLE, FLORIDA.** Mr. Creveling was responsible for preparing an economic assessment and development strategy for a minority-oriented lower income area of the City of Jacksonville known as the Northwest Quadrant. This section consists of much of the City's oldest and poorest neighborhoods. The economic assessment and strategy for the area focused heavily on improving the business environment for the local retail and service industries, revitalizing older industrial areas, and improving mobility and linkages between the Northwest Quadrant and areas of economic vitality and growth, including downtown and suburban business parks. Several incentive programs, including urban enterprise and empowerment zones, have been established in the area to promote economic growth.

**CITY OF HAGERSTOWN / WASHINGTON COUNTY, MARYLAND.** URBANOMICS was recently selected by the Hagerstown-Washington County Economic Development Commission and Industrial Foundation to prepare an economic development strategic plan for this City/County area of Western Maryland. Only 1.5 hours from the metropolitan Baltimore and Washington, DC areas with over seven million, Hagerstown sits at the intersection of I-70 and I-81 and has become a regional distribution center. Financial services have also become a major economic factor. URBANOMICS will work with stakeholders in developing a long-range strategic plan for economic development and a short-term action plan to improve area infrastructure, site inventory, workforce preparation, marketing, organizational focus and capability, and quality of life in the area. The plans will also focus on needs and opportunities for strengthening Hagerstown's city center.



**CITY OF SOUTH BOSTON, VIRGINIA.** South Boston is a small Southside Virginia city in what was once a major tobacco growing and processing region. Mr. Creveling conducted a market analysis and prepared a revitalization strategy for an area adjacent to downtown South Boston known as the Old Tobacco Warehouse District. The area, now a State Historic District, consists of a number of buildings used to store and auction tobacco and manufacture tobacco products. The study conducted by Mr. Creveling focused on opportunities for commercial and industrial reuse of the more substantial structures and clearance and redevelopment of others. A marketing strategy and brochure were developed to attract developers and tenants. Several buildings since have been revitalized as community arts, civic, and workforce facilities.



**SEMINOLE ELECTRIC COOPERATIVE, FLORIDA.** Seminole Electric is the generator of electric power to twelve local electric membership cooperatives covering all or parts of 46 of the more rural counties in North, Central, and Southwest Florida. Mr. Creveling was tasked by Seminole Electric to assess economic growth needs and market opportunities in the 46-county service area and prepare a strategic economic development plan to guide Seminole Electric and its local membership co-ops in targeting the best types of new business and industry specific to each subregion of the service area, including agribusiness and other resource-based industries, and promoting and facilitating economic development in rural Florida.



## BACKGROUND AND EXPERTISE

Mr. Creveling has more than 45 years experience in urban and real estate economics and urban planning, providing market and economic analysis and strategic planning services to local governments, public agencies, business and community organizations, and private interests in:

- Community and regional economic development
- Commercial and industrial real estate development
- Commercial and industrial land use analysis and planning

## PROFESSIONAL HISTORY

- URBANOMICS, Inc., Ponte Vedra Beach, FL  
President
- PLANTEC Corporation, Jacksonville, FL  
Vice President
- Kenneth Creveling Associates, Fairfax, VA  
Principal
- Economics Research Associates, McLean, VA  
Senior Associate
- Edwards and Kelcey, Inc., Newark, NJ  
Director of Planning
- Maryland State Planning Dept., Baltimore, MD,  
Local Planning Advisor

## EDUCATION AND KEY AFFILIATIONS

- BS and BA Degrees, Rutgers University
- Graduate Studies, Economics, New York University,  
George Mason University
- American Institute of Certified Planners (AICP),  
Charter Member
- American Planning Association, Charter Member
- Urban Land Institute (ULI)
- ULI Metro Market Profiles – Jacksonville, Naples, and  
Sarasota, Florida
- ULI Reality Check, Northeast Florida – Regional  
Visioning Process Advisor and Facilitator
- Southern Economic Development Council

## SIGNIFICANT PROJECTS

### Economic Development Strategic Planning

- Alabama Electric Cooperative Service Area (46 counties)
- Brunswick County, VA (Southside)
- Cabarrus County, NC (Charlotte area)
- Edgewater, FL (Daytona Beach area)
- Hagerstown-Washington County, MD
- Horry County, SC (Myrtle Beach area)
- Kent County, DE (Dover area)
- Maury County, TN (Columbia-Spring Hill area)
- Pensacola/Escambia County, FL
- St. Johns County, FL (St. Augustine area)
- Tri-County Southern Maryland Region (Washington DC area)

### Business/Industrial Demand and Site Location Analyses

- Altamonte Springs, FL (Orlando area)
- Berks County, PA (Reading area)
- Collier County, FL (Naples area)
- Hinds County, MS (Jackson area)
- Lee County, FL (Fort Myers area)
- Martin County, FL (Stuart area)
- North Mecklenburg County, NC (Charlotte area)
- Williamsburg/James City County, VA

### Commerce and Industrial Park and Property Studies

- Cecil Commerce Center, Jacksonville, FL (former NAS Cecil Field)
- Durango-Georgia Paper Mill site, St. Mary's, GA
- Flagler Center, Jacksonville, FL
- Guilford Center, Greensboro, NC
- Jacksonville International Airport, Jacksonville, FL
- North Winter Park Drive Commerce Park, Casselberry, FL
- Progress Park (Energy/Industrial Park), DeBary, FL
- Roanoke Industrial Center, Roanoke, VA
- Santa Fe Health Park, Gainesville, FL
- Southpark Business Park, Orlando, FL
- World Commerce Center, St. Augustine, FL

### Other Economic Development Assignments

- Business Leakage Study, Jacksonville, FL
- Berks Economic Partnership Organization Planning, Reading, PA
- Comprehensive Plan Economic Element, Wakulla County, FL
- BRAC Impact Analysis and Strategy, NAS Pensacola, FL
- Comprehensive Plan Economic Element, Euslis, FL
- Old Tobacco Warehouse Dist. Redevelopment, South Boston, VA
- Talleyrand Marine Terminal Expansion, Jacksonville, FL

## BACKGROUND AND EXERTISE

Mr. Mondae has over 40 years experience as corporate Project Officer/Director and principal consultant on a wide variety of urban and real estate development and strategic planning projects for all levels of government and the private sector. In commercial and industrial development, recreation and tourism, retail and hotel projects, master planned communities, housing and urban revitalization, and community and economic development.

- **Community Development.** Market analyses and strategies for revitalizing downtowns and urban neighborhoods, providing affordable housing, and financing urban infrastructure and services including CRA development and programming
- **Economic Development.** Market analyses and strategic plans for attracting and growing business, industry, and tourism
- **Real Estate Development.** Market and financial feasibility studies for residential, commercial, and industrial properties and projects, and sports, cultural and entertainment facilities; analyses of economic and fiscal impacts of development

## PROFESSIONAL HISTORY

- Planvest, Inc., Ponte Vedra Beach, FL, President
- Columbus Hotel Properties, Director of Development
- Strategic Planning Group, Inc., Jacksonville, FL, President & Senior Managing Director
- Reynolds, Smith & Hills, Jacksonville, FL, Director-Development Division
- PLANTEC Corporation, Jacksonville, FL, Senior Vice President & Practice Director
- Hammer, Siler, George Associates, Washington, DC, Senior Associate
- Federated Department Stores., Cincinnati, OH, Market and Site Selection Analyst

## EDUCATION AND KEY AFFILIATIONS

- BS, Southern Illinois University
- Urban Land Institute
- American Planning Association
- Ponte Vedra Chamber of Commerce, Founding Board Member
- Ponte Vedra Municipal Service District, Past President

## SIGNIFICANT PROJECTS

### Community Development

- City of Bradenton, Florida
- City of St. Augustine, Florida
- City of Palm Coast, Florida
- City of Jacksonville, Florida
- City of Jacksonville Beach, Florida
- City of St. Louis, Missouri
- City of Tallahassee, Florida
- Hall County, Georgia
- City of Benton Harbor, Michigan
- City of St. Petersburg, Florida
- City of Sunrise, Florida

### Economic Development

- Pennsylvania Avenue Development Commission, Washington, DC
- City of Jacksonville, Florida
- City of Ormond Beach, Florida
- St. Johns County, Florida
- Camden County, Georgia
- Volusia County, Florida
- Washington County, Utah
- Liberty County, Texas
- Flagler County, Florida
- K2O Resources, San Juan County, Utah
- Lake Michigan Marina Development Commission, Indiana
- Washtenaw County, Michigan
- Broward County Port Authority, Florida

### Real Estate Development

- Fells Point, Baltimore Inner Harbor, Maryland
- Jacksonville Landing, Jacksonville, Florida
- Mainland of Florida, Flagler County, Florida
- Plaza International property (International Drive), Orlando, Florida
- Sandestin Marina, Walton County, Florida
- Savannah Harbour Hotel/Convention Center, Savannah, Georgia
- Silver Springs, Ocala, Florida
- Leon County Fairgrounds, Tallahassee, Florida
- Sawgrass Marriott Resort/Conference Center, Ponte Vedra Beach, Florida
- Ft Lauderdale Commerce Park, Ft. Lauderdale, Florida
- Major Realty property (Universal Orlando), Orlando, Florida
- Vilano Beach Hotel/Conference Center, St. Augustine, Florida
- Sawgrass Country Club and Players Club, Ponte Vedra Beach, Florida
- World Golf Village/Hall of Fame Complex, St. Augustine, Florida

## BACKGROUND AND EXPERTISE

Ms. Decker has 20 years experience in market and economic research, community planning, and cultural affairs, including extensive background in survey design and research related to affordable housing, community development, economic development, recreation and tourism, and historic and cultural projects. This research background includes design and conduct of questionnaire surveys, personal interviews, and group workshops for a wide range of subjects, including economic impacts of scenic trails, university-related research parks, youth and family services, downtown housing, and commercial land use and growth management regulations and practices.

## PROFESSIONAL HISTORY

- URBANOMICS, inc., Ponte Vedra Beach, FL Associate
- The Meligren Planning Group, Ft. Lauderdale, FL, Senior Planner
- Fleet & Associates, Architects/Planners, Jacksonville, FL, Assistant Planner

## EDUCATION AND KEY AFFILIATIONS

- MA, Urban and Regional Planning, University of Florida, 1994
- MA, Communications, Fairfield University, Fairfield, CT, 1985
- BA, Marquette University, Milwaukee, WI, 1972
- American Institute of Certified Planners
- American Planning Association
- Board, Mayport Waterfront Partnership
- Board, Scenic AIA Corridor Management Council
- Board, Cummer Museum of Arts & Gardens

## SIGNIFICANT PROJECTS

### Economic and Community Development

- Williamsburg Crossroads Steering Committee, Virginia. Survey of university-related research parks in the US
- City of Jacksonville, Florida. Survey of major downtown employers and employees to determine interest in and preferences for downtown housing
- St. Johns County, Florida. Target industry study and strategic plan for economic development
- City of Green Cove Springs, Florida. Downtown visioning, population analysis, TND ordinance research, comprehensive plan update
- St. Johns County, Florida. Migrant worker housing study

### Recreation, Tourism, Historic and Cultural Projects

- Lake Okeechobee area, Florida. Survey of scenic byways and trails economic impacts studies in the US as background for Lake Okeechobee Scenic Trail Master Planning in Martin and Palm Beach Counties
- Clay County, Florida. Tourism survey, analysis, and strategic plan
- Mayport Village, Florida. Ecotourism market study and strategy
- Florida Park Service. Historic Ribault Club reuse analysis, Fort George Island, Duval County, Florida
- City of Atlantic Beach, Florida. Community center and skatepark feasibility and location study

### Other Specialized Research and Planning Projects

- Monroe County, Florida. Survey of US commercial growth management regulations and practices as background for a commercial growth management strategy and policy in the Florida Keys
- City of Jacksonville, Florida. Survey and analysis of youth and family service facilities and programs in the Jacksonville Beaches area for the Jacksonville Criminal Justice Office
- Imagine Schools. Charter school feasibility studies in Flagler, Lake, St. Johns, and Volusia Counties
- Catholic Diocese of St. Augustine. Survey of 53 parishes in 17 counties
- Various Florida Cities and Towns. FEMA, FTC, FRDAP, and Hazard Mitigation Grant application assistance

### **3. City Forms and Certifications**

The following forms and affidavits are provided in this section:

- Contact Sheet
- Public Entity Crimes Statement
- Drug-Free Workplace Certification
- E-Verify Statement
- Respondent's Certification



**CONTACT SHEET**

**CITY OF PALATKA, FL**

\*\*\*\*\*

Name: URBANOMICS, Inc.

Federal Taxpayer ID: 59-3100045

Mailing Address: 130 Corridor Road, #3475

City, State, & Zip Code: Ponte Vedra Beach, FL 32004

Telephone: 904/280-9070 Fax: 904/285-7923

Cell Phone: 904/607-4055

Email: urbanomicsinc@aol.com

Submitted By: Kenneth H. Creveling

Title: President

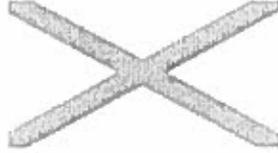
Vendor Accepts Credit Cards\*: Yes No (Please Circle)

Accounting Contact:

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

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**\*See preferred method of payment under "Prompt Payment Act" section of the General Conditions**



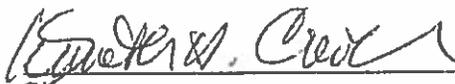
**CITY OF PALATKA, FLORIDA SWORN STATEMENT UNDER F.S. SECTION  
287.133(3)(A), ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER  
OFFICER AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted with Bid, Qualifications, Proposal or Contract for \_\_\_\_\_  
Comprehensive Economic Diversification Plan.
2. This sworn statement is submitted by (entity) URBANOMICS, Inc. whose business address is  
130 Corridor Road, #3475, Ponte Vedra Beach, FL 32004 and (if applicable) Federal Employer  
Identification Number (FEIN) is 59-3100045 ( If a Sole Proprietor and you have no  
FEIN, include the last four (4) digits of your Social Security Number: \_\_\_\_\_.)
3. My name is Kenneth H. Creveling and my relationship to the entity named above  
is President.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(a)(g), Florida Statutes,  
means a violation of any state or federal law by a person with respect to and directly related to the  
transaction of business with any public entity or with an agency or political subdivision of any other  
state or with the United States, including, but not limited to, any proposal or contract for goods or  
services to be provided to any public entity or any agency or political subdivision of any other state  
or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering,  
conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a)(b), Florida  
Statutes, means finding of guilt or a conviction of a public entity crime with or without an  
adjudication of guilt, in any federal or state trial court of records relating to charges brought by  
indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a  
plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  1. A predecessor or successor of a person convicted of a public entity crime; or
  2. An entity under the control of any natural person who is active in the management of the entity  
and who has been convicted of a public entity crime. The term "affiliate" includes those  
officers, directors, executives, partners, shareholders, employees, members, and agents who are  
active in the management of an affiliate. The City of Palatka, Florida ownership by one of shares

constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding thirty six (36) months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)
- Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
  - The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)
  - The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)
  - The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

  
Signature 8/14/13  
Date:

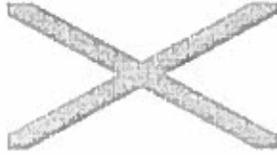
STATE OF FLORIDA  
COUNTY OF St. Johns

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 15th day of August, 2013, and is personally known to me, or has provided FL. DR. LIC as identification.



Amanda Gilmer  
State of Florida  
MY COMMISSION # EE 884533  
Expires: March 17, 2017

  
Notary Public  
My Commission expires: EE 884533



## DRUG-FREE WORKPLACE CERTIFICATION

The below-signed Proposer certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee understands the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

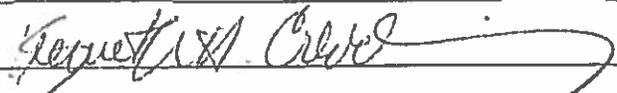
As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: URBANOMICS, Inc.

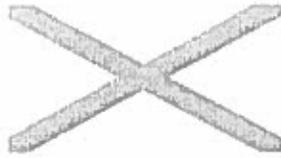
CITY: Ponte Vedra Beach STATE: Florida ZIP CODE: 32004

TELEPHONE NUMBER(S): 904/280-9070

CELL PHONE: 904/607-4055 EMAIL: urbanomicsinc@aol.com

SIGNATURE: 

NAME (TYPED OR PRINTED): Kenneth H. Creveling TITLE: President



**E-VERIFY STATEMENT**

**Bid/Proposal/RFQ Number:** \_\_\_\_\_

**Project Description:** Comprehensive Economic Diversification Action Plan

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Vendor/Consultant acknowledges and agrees to the following:

Vendor/Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the Vendor/Consultant during the term of the Contract to perform employment duties within Florida; and
2. All persons, including subcontractors, assigned by the Vendor/Consultant to perform work pursuant to the contract with the Department.

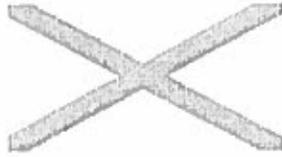
**Company/Firm:** URBANOMICS, Inc.

**Contact Name (Print):** Kenneth H. Creveling

**Authorized Signature:** 

**Title:** President

**Date:** 8/13/13



## RESPONDENT'S CERTIFICATION

I have carefully examined the Request for Proposal for a Comprehensive Economic Diversification Action Plan,  
the other related documents identified in the request.

1. I hereby propose to furnish the goods or services specified in the proposal and statement of qualifications. I agree that my proposal will remain firm for a period of 365 days in order to allow the City adequate time to evaluate the qualifications.
2. I certify that all information contained in this proposal and statement of qualifications is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this qualification on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.
3. The applicant certifies to the best of his/her knowledge and belief, that his/her principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
  - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, Local) with commission of any of the offenses enumerated in paragraph 1.b of this certification; and
  - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, Local) terminated for cause or default.
4. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall submit an explanation to the City of Palatka, City Manager.

I further certify, under oath, that this proposal and statement of qualifications is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a qualification for the same product or service; no officer, employee or agent of the City of Palatka or any other proposer is interested in said qualification; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

URBANOMICS, Inc.  
Name of Business

Kenneth H. Creveling  
Name (Print)

*Kenneth H. Creveling* 8/14/13  
Signature Date

STATE OF FLORIDA  
COUNTY OF St. Johns

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 14th day of August, 2013, and is personally known to me, or has provided FL DR LIC as identification.

*[Signature]*  
Notary Public  
My Commission expires: MARCH 17, 2017



Amanda Gilmer  
State of Florida  
MY COMMISSION # EE 884533  
Expires: March 17, 2017

*Agenda  
Item*

*3g*



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Authorize renewal of Palatka Daily News advertising contract effective October 1, 2013**

**SUMMARY:**

The City enters into a contract with the Palatka Daily News for display advertising each October 1st at a reduced advertising rate based upon anticipated display ad requests placed throughout the coming year. The PDN bases the expected rate on historic usage. Throughout the year the City is required to advertise certain public hearings, certain meeting notices for grants, and annexations in display advertising format, and the price for those ads is computed based upon "column inches." This contract is based upon a total column inch volume of 750 - 1,499 column inches for the year. If we exceed that usage, our price will drop lower.

This is a housekeeping measure. We are required by law to place this advertising in a newspaper of general circulation in the City, and the PDN is the only such newspaper with a general circulation in Palatka.

**RECOMMENDED ACTION:**

**Authorize renewal of the Palatka Daily News advertising contract effective October 1, 2013.**

**ATTACHMENTS:**

Name:

Description:

DOC076.pdf

Palatka Daily News advertising contract eff 10/1/13

# ADVERTISING CONTRACT

**P  
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1. This contract applies to space used for advertising in the Palatka Daily News by the business named below.
2. It is understood by the advertiser that if this contract is not fulfilled during the period specified in the rate card, the advertiser will pay the Palatka Daily News the difference between the rate granted and the rate which should have applied during the term of this agreement.
3. Advertisers will be billed monthly. All rates are net and non-commissionable. Payment is due by the 15<sup>th</sup> of the month. All advertising for accounts not paid by the 30<sup>th</sup> may be discontinued until payment is received in full.
4. Past due accounts will be charged 1.5% per month on all accounts due for 30 days or more (annual interest rate is 18%).
5. If at any time the Palatka Daily News exercises its right to revise the rates effective in this agreement, which right is hereby reserved by the Palatka Daily News, the advertiser may cancel this agreement without adjustment charges. Continued participation by the advertiser into period by revised rates without written cancellation notice will constitute acceptance of revised rates as a part of this agreement for the remainder of agreement period
6. In the case of advertisements published with errors in copy, etc., that are clearly the fault of the Palatka Daily News, that portion of the advertisement which is in error (or a sufficient portion of the ad necessary to clarify the error) shall be repeated at no charge to the advertiser in the next available issue. If this is impractical, a partial adjustment to the price of the ad may be made. The Publisher will make such decisions.
7. For value received, advertiser hereby assigns to the Palatka Daily News, all rights, title and interest to all layouts of advertisements placed with the above named company which represent the creative effort of the newspaper and/or utilization of its own illustrations, labor, composition or material, and consents such cannot be reproduced by others without the permission of the Palatka Daily News.
8. Advertisers are solely responsible for the content of all advertisements published at the request of it or its agent and shall indemnify, defend, and hold harmless publisher for any claim or lawsuit arising out of the advertisements.
9. Advertiser agrees to indemnify the Palatka Daily News for all expenses it may incur to enforce collection of any amount due under this agreement and advertiser agrees to pay reasonable attorneys' fees, court costs, and collection fees incurred in such collection.

The Palatka Daily News at P. O. Box 777, Palatka, Florida, 32178, is hereby authorized to publish advertising for the undersigned in the Palatka Daily News in the amounts and according to the terms as following:

\*\*\*\*\*

**WEEKLY FREQUENCY CONTRACT:**

NO. OF WEEKS: \_\_\_\_\_ INCHES: \_\_\_\_\_ RUN DAYS: M\_\_\_ T\_\_\_ W\_\_\_ T\_\_\_ F\_\_\_

RATE PER INCH: \_\_\_\_\_ BEGINNING DATE OF CONTRACT \_\_\_\_\_

\*\*\*\*\*

PAPERS \_\_\_\_\_

\*\*\*\*\*

**ANNUAL VOLUME CONTRACT:**

INCHES: 750-1499 RATE PER INCH: 18.99 BEGINNING DATE OF CONTRACT: October 1, 2013  
September 30, 2014

AND/OR **PREPRINTED INSERTS PER YEAR:** \_\_\_\_\_ #

\*\*\*\*\*

ACCOUNT SIGNATURE \_\_\_\_\_

ACCOUNT NAME: City of Palatka

ADDRESS: on file

ADV. REPRESENTATIVE: Mary Kaye Welles

DATE SIGNED: \_\_\_\_\_

ACCEPTED FOR PALATKA DAILY NEWS BY: \_\_\_\_\_

All ads publishing on Wednesday have an additional 10% up charge. No exceptions.

*Agenda  
Item*

*3h*



## CITY COMMISSION AGENDA ITEM

### SUBJECT:

**Grant special request items for Special Events Permit #13-38 - Survivorship Celebration Fall Festival, October 12, 2013, 10:00 a.m. - 2:00 p.m.**

1. Grant Permission to exceed allowable noise levels during event
2. Allow closure of a portion of Zeagler Drive from 9:00 a.m. to 3:00 p.m.

### SUMMARY:

This event is sponsored by Cancer Center of Putnam. Although Class B Events can be approved by the Special Events Coordinator, this application contains requests that must go before the City Commission for approval. Those are:

1. Permission to exceed allowable noise levels throughout the duration of the event;
2. Permission to close a portion of Zeagler Drive from 9 am to 3 pm on the day of the event.

### RECOMMENDED ACTION:

**Grant permission to exceed allowable noise levels and close a portion of Zeagler Drive for special events permit #13-38, Cancer Center of Putnam's Survivorship Celebration Fall Festival, scheduled for Saturday, October 12, 2013 from 10 am to 2 pm. (street closure scheduled for one hour before and one hour following event).**

### ATTACHMENTS:

Name:	Description:
<input type="checkbox"/> DOC075.pdf	Application, cover memo and related documents



Building & Zoning Department  
 201 N 2<sup>nd</sup> Street  
 Palatka, FL 32177  
 (386) 329-0103 phone  
 (386) 329-0172 fax

**CITY COMMISSION AGENDA ITEM**

**SUBJECT:** SPECIAL EVENTS PERMIT #13-38 – SURVIVORSHIP CELEBRATION --  
 REQUEST TO APPROVE VARIANCES FROM MAXIMUM NOISE LEVELS  
 AND STREET CLOSURES OF CERTAIN STREETS

**DEPARTMENT:** BUILDING AND ZONING

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

**SUMMARY:**

These requests are associated with the Survivorship Celebration "Fall Festival", which will include food, competitions, live entertainment, and Inflatables. The event will take place on October 12 between 10 AM and 2 PM in the 600 block of Zeagler Drive. The Applicant, Cancer Center of Putnam is requesting waivers from the noise ordinance and closure of the portion of Zeagler Dr. directly adjacent to 600 Zeagler Drive.

**RECOMMENDED ACTION:**

1. Allow exceeding of allowable noise levels for the following date and time: October 12, 2013 from 10 AM to 2 PM for live entertainment.
2. Approve closure of that portion of Zeagler Drive directly adjacent to 600 Zeagler Drive from 9:00 AM to 3:00 PM for the event.

**DEPARTMENT HEAD**     Submitted: Thad Crowe                                     Date: 9/13/2013  
                                  Requested Agenda Consent                                     Date: 9/26/2013

**FINANCE DEPARTMENT** Budgeted  Yes  No  N/A                                     Date:

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

**CITY MANAGER**                                     Approved Agenda Item For:                                     Date:

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

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

APPLICATION # 18-38

(circle one below)

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

RECEIVED  
AUG 05 2013  
ON THIS DATE

**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  
Concer Center of Putnam - 600 Zeagler Dr.  
CONTACT PERSON Nellie Swallow TELEPHONE 904-686-4001  
Arond Kurvillia, MD FAX # 904-269-9955
2. NAME AND ADDRESS OF PERSON, CORPORATION OR ASSOCIATION SPONSORING THE ACTIVITY, IF DIFFERENT FROM ABOVE  
\_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
\_\_\_\_\_  
FAX # \_\_\_\_\_
3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY Survivorship Celebration
4. DATE & HOURS OF DESIRED USE: October 12 - 10<sup>am</sup> - 2<sup>pm</sup>
5. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)  
\_\_\_\_\_
6. REQUEST FOR ROAD CLOSURES: N/A Yes; 9am-3pm;
7. REQUEST FOR NOISE VARIANCE (Dates and Times): October 12 - 10<sup>am</sup> - 2<sup>pm</sup>
8. REQUEST FOR ALCOHOL VARIANCE: N/A
9. ESTIMATE OF ANTICIPATED ATTENDANCE 1000
10. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT \_\_\_\_\_
11. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES
 

a.) CLASS A:	_____	\$150.00 up to 10,000 in attendance per day
	_____	\$225.00 10,000 - 40,000 in attendance per day
	<input checked="" type="checkbox"/>	\$300.00 - 40,000 - 80,000 in attendance per day
b.) CLASS B:	_____	\$100.00 per day
c.) CLASS C:	_____	\$ 50.00 per day (Limited impact on traffic, parking etc.) Events such as Weddings, Fishing tournaments with less than 40 boats, ETC.

d.) Any private entity/business(es) who are holding a function on private property that impacts neighboring businesses/residents within the City limits and, impacts City services will be assessed a fee amount accordingly. (7% Sales Tax)

Number of Days \_\_\_\_\_ Fee Required (Yes/No) \_\_\_\_\_ Check Enclosed? \_\_\_\_\_
12. OTHER COSTS: Fees will be determined at the pre-assessment meeting with the organizers and the Special Events Committee.
13. Arrangements for police services are REQUIRED for fishing tournaments with 70 boats or more. Fishing Tournaments and other large event organizers are required to arrange for auxiliary vehicle/trailer parking per accompanying guidelines.

**IMPORTANT INFORMATION**

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

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

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

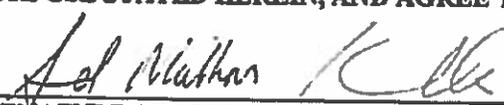
The applicant(s) agrees to hold harmless and indemnify the City of Palatka, its officers, agents and employees against any loss, damage or expense (including all cost and reasonable attorney's fees) suffered by the City of Palatka for:

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

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

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

\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
SIGNATURE OF APPLICANT

**APPROVED:**

\_\_\_\_\_  
SPECIAL EVENTS COORDINATOR

\_\_\_\_\_  
DATE

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

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

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



# CITY OF PALATKA PLANNING MEETING PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator:

Meeting Date:      Special Events Coordinator: \_\_\_\_\_

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

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

Name of Special Event/ Production: Cover Center of Putnam Survivorship Celebration

Type of Event: Fall Festival

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

Location of Event: \_\_\_\_\_

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

	Date	Day	Begin	End	
Event Day 1	<u>10/12/13</u>	<u>Saturday</u>	<u>10</u>	<u>AM/PM</u>	<u>2</u> AM/PM
Event Day 2	_____	_____	_____	AM/PM	AM/PM
Event Day 3	_____	_____	_____	AM/PM	AM/PM
Event Day 4	_____	_____	_____	AM/PM	AM/PM

Set-up for event will begin on (Date) 10/11/13 at (time) 2pm

Break down will be completed by (Date) 10/13/13 at (time) 2pm

Event Sponsor/Organization Cancer Center of Putnam

Name of Promoter: Pink Ribbon Symposium Tax Exempt No.: \_\_\_\_\_

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

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

Special Events Permit Fees \$ \_\_\_\_\_ Per day X \_\_\_\_\_ Days \$ \_\_\_\_\_

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

Fire Personnel \$ 23.00 Per hour X \_\_\_\_\_ Hours \$ \_\_\_\_\_

Building Inspector \$ 23.00 Per hour X \_\_\_\_\_ Hours \$ \_\_\_\_\_

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

Parks Personnel # Personnel \_\_\_\_\_ X \_\_\_\_\_ Hours @ \$14/hour \$ \_\_\_\_\_

Sanitation Personnel # Personnel \_\_\_\_\_ X \_\_\_\_\_ Hours @ \$14/hour \$ \_\_\_\_\_

Utilities Personnel # Personnel \_\_\_\_\_ X \_\_\_\_\_ Hours @ \$14/hour \$ \_\_\_\_\_

**Sanitation Equipment Fee**

# Green Roll-Out Containers \_\_\_\_\_ X \$15.00 Per Container \$ \_\_\_\_\_

**Additional Charges (List)**

- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_

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

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

**APPLICANT INFORMATION:**

Name: Anand Kuruvilla, MD  
Telephone: 386-325-8140 Fax: 904-269-9955 Cellular: \_\_\_\_\_  
Address: 1000 Teagler Dr., Palatka, FL 32177

Name: Nellie Swallow  
Telephone: 904-309-8180 ext 156 Fax: 904-269-9955 Cellular: 904-686-4001  
Address: 3599 University Blvd. S., ste 907, Jacksonville, FL 32216

**Other Contacts/ Key Holders:**

Name: Gail Smith  
Telephone: 386-325-8140 Fax: \_\_\_\_\_ Cellular: \_\_\_\_\_

Name: Holly Golnik  
Telephone: 386-325-8140 Fax: \_\_\_\_\_ Cellular: \_\_\_\_\_

Estimated Peak Number of Participants (each day of event):  
Day 2 \_\_\_\_\_ Day 3 \_\_\_\_\_ Day 4 \_\_\_\_\_ Day 5 1000

Type of special effects to include pyrotechnics, explosives, discharging weapons, hazardous materials and/or incendiary devices to be used: N/A

Number and proposed location of fire protection services: \_\_\_\_\_

Inspection(s)- Date and time requested: Food + Tents

Emergency medical services: Ambulance Locations(s) (note on site map): \_\_\_\_\_

Number of EMS Personnel required: \_\_\_\_\_

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

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

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

**Items Outstanding:**

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

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

---

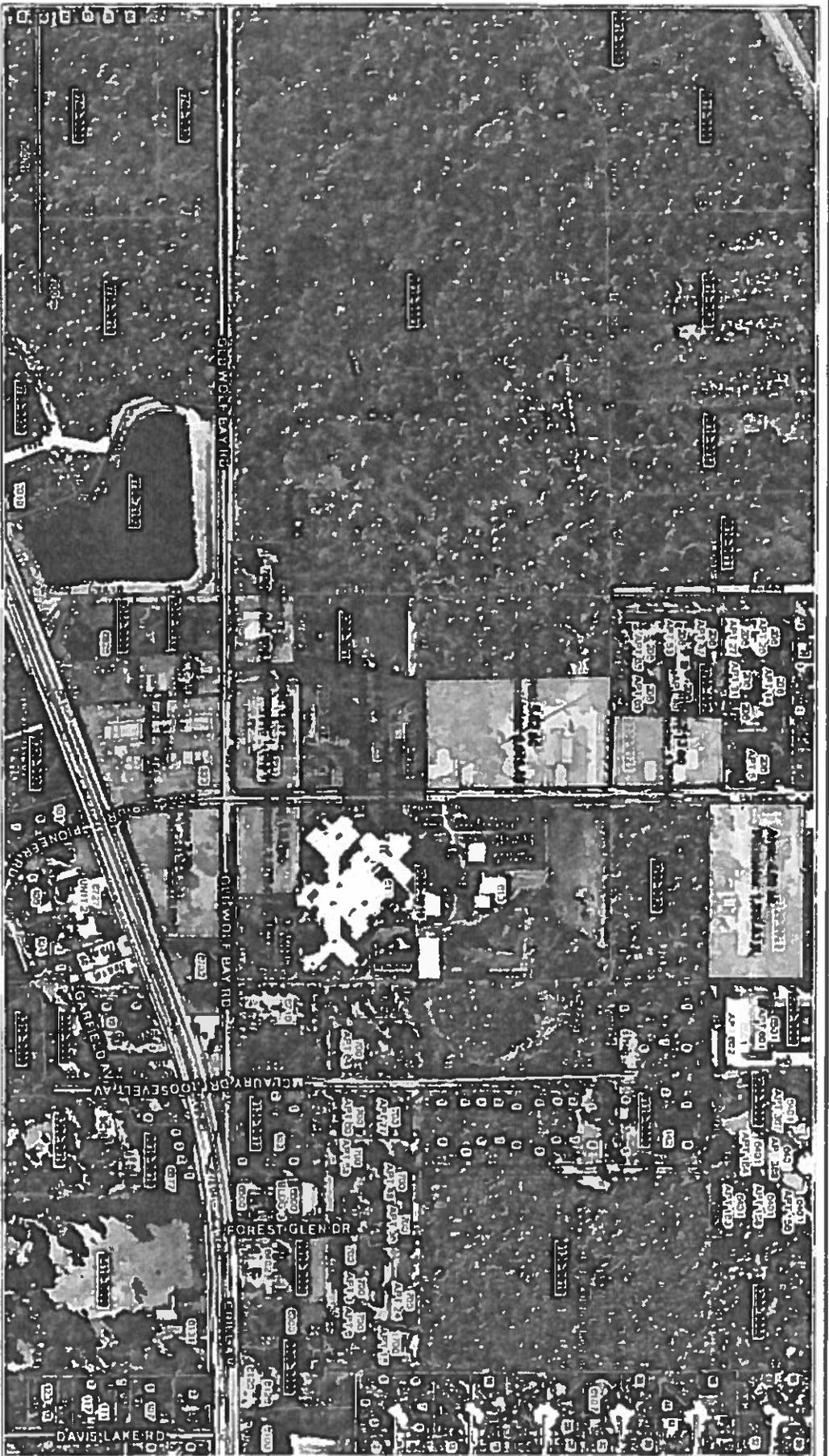
- Required Permits (federal, state, local): \_\_\_\_\_
- Alcohol License (copy)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**PRE-PLANNING MEETING**

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

**Persons Attending Planning Meeting:**

Name	Representing	Position	Phone #



# Survivor Celebration Event

Subtitle Here

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

# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/21/2013

**PRODUCER**

Comegys Insurance Corner  
 5111 Crill Ave  
 Palatka FL 32177  
 (386) 328-4898 (386) 328-9712

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSURED**

Keep Pastnam Beautiful  
 200 North 2nd Street  
 Palatka FL 32177

**INSURERS AFFORDING COVERAGE**

NAIC #

INSURER A	The Hartford Fire Insurance Co	19682
INSURER B		
INSURER C		
INSURER D		
INSURER E		

**COVERAGES**

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR AND PL LTR. INFO	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	21EBMZJ4257	4/1/2012	4/1/2013	EACH OCCURRENCE \$ 1,000,000
	GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION 3				BODILY INJURY (Per accident) \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				PROPERTY DAMAGE (Per accident) \$
	OTHER				AUTO ONLY EA ACCIDENT \$
					OTHER THAN AUTO ONLY EA ACC AGG \$
					EACH OCCURRENCE \$
					AGGREGATE \$
					\$
					\$
					\$
					WC STATUTORY LIMITS OTHER \$
					E.L. EACH ACCIDENT \$
					E.L. DISEASE - EA EMPLOYEE \$
					E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

10 DAYS NOTICE FOR NON-PAYMENT OF PREMIUM:

**CERTIFICATE HOLDER**

City of Palatka

Palatka FL 32177

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

*Conley F. Varnes*



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

MEMORANDUM

RECEIVED  
SEP 10 2013

DATE: September 10, 2013

BY:.....

TO: Michael Czymbor, City Manager

FROM: Ramicah Watkins, Keep Putnam Beautiful, Inc. *RW*

RE: Special Events Permit for ARTober Fest

Keep Putnam Beautiful and the Azalea City Cruisers respectfully requests a fee waiver for use of the Riverfront for the ARTober Festival held on October 12, 2013. Keep Putnam Beautiful provides many services for the City of Palatka including cleanups, beautification projects, use of equipment and volunteers, and many contributions to the Water Works Environmental Center, including serving as their fiscal agent at no charge, so that contributions for the facility are tax-deductible.

Our organization works on a shoestring budget, and this event is our primary fundraising activity, and ultimately the City will benefit from the proceeds; however, the City's fees will reduce the amount of profit from the event, and ultimately reduce the City's benefit from our organizational efforts. For the first time, we will be vending alcoholic beverages and will be paying \$350 to cover the cost of police to staff the vent. This event not only helps increase funding for our programs, it supports scholarships at St. Johns River State College, and it stimulates downtown businesses with additional foot traffic and exposure.

Your consideration is greatly appreciated.

keep  
putnam  
beautiful



# ART OBER FEST

Saturday  
October 12, 2013  
9 am-6 pm

Palatka Memorial Park on the St. Johns Riverfront

ARTS COUNCIL  
of Greater Palatka



**9:00am – Flag Raising, National Anthem**

**9:15am – 10:40am – Lee Kelly**

**11:00am – 12:20pm – Dim Lights**

**12:40 -2:10pm – Rhonda Patrick**

**2:20 – 3:20pm - Alan Height**

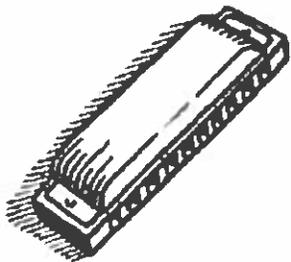
**3:30 – 4:10pm – Christopher Lucas**

**4:20 – 5:00pm – Dana Woodard**

**Sound provided by Neil Woodard**

**Music provided by  
The Arts Council of Greater Palatka Inc.**

**For more information call  
Keep Putnam Beautiful at (386) 325-9598**



# *Agenda Item*

*3i*



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Grant special request items for Special Events Permit #13-10 - Artoberest, October 12, 2013, 9:00 a.m. - 6:00 p.m. - Keep Putnam Beautiful, applicant**

1. Grant Permission to exceed allowable noise levels during event.
2. Allow serving of alcohol in the Riverfront Park in restricted area.
3. Allow closure of Memorial Parkway from Reid Street to South 2nd Street and St. Johns Avenue/Lemon Street from Memorial Parkway to 2nd Street from 8:00 a.m. to 7:00 p.m.
4. Allow closure of the City boat ramp at dusk Friday, October 11, 2013 through 7:00 pm Saturday, October 12, 2013, for helicopter landing in the boat ramp parking lot.

**SUMMARY:**

This event is sponsored by Keep Putnam Beautiful. Although Class B Events can be approved by the Special Events Coordinator, this application contains requests that must go before the City Commission for approval. Those are:

1. Permission to exceed allowable noise levels throughout the duration of the event;
2. Permission to close Memorial Parkway from Reid Street to South 2nd Street and St. Johns Avenue/Lemon Street from Memorial Parkway to 2nd Street on the day of the event.
3. Permission to close the City boat ramp.

**RECOMMENDED ACTION:**

**Grant permission to exceed allowable noise levels, Memorial Parkway from Reid Street to South 2nd Street and St. Johns Avenue/Lemon Street from Memorial Parkway to 2nd Street on the day of the event and close the City boat ramp for special events permit #13-10, Keep Putnam Beautiful Artoberfest, scheduled for Saturday, October 12, 2013 from 9 am to 6 pm. (street closure scheduled for one hour before and one hour following event).**

**ATTACHMENTS:**

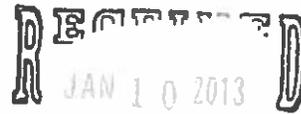
Name:

- ☐ Application.pdf
- ☐ Special\_Events\_Permit\_#\_13-10\_Artobefest\_site\_plan.pdf
- ☐ Ramicah\_Email.pdf

Description:

- Application Material and Justification Letter
- Special Event Site Plan
- Ramicah Watkins Email

APPLICATION # 13-10



(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

BY: .....

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

1. NAME AND ADDRESS OF APPLICANT ORGANIZER

Keep Palatka Beautiful, Aztec City CRUISERS, WEFC  
CONTACT PERSON Ramona Watkins TELEPHONE 325-2595 CHRISTIAN BASS CLUBS

535-2347 - cell FAX # SAME

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

CONTACT PERSON TELEPHONE

FAX #

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY Memorial Festival

4. DATE & HOURS OF DESIRED USE: Oct. 11, 2013, 5pm - Oct. 12, 2013, 7pm

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

MEMORIAL DRIVE, 2nd Street, City Dock, 100 Block

6. REQUEST FOR ROAD CLOSURES: MEMORIAL DR, 2nd St, City dock, 100/200 Block

7. REQUEST FOR NOISE VARIANCE (Dates and Times): Oct. 12 6am - 6pm

8. REQUEST FOR ALCOHOL VARIANCE: N/A

9. ESTIMATE OF ANTICIPATED ATTENDANCE 500 - 1000

10. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT Request signed car parked  
will night Oct 11 & 12 F-2 Databul of area while tents  
ARE UP FOR THE EVENT

11. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

- a.) CLASS A: \_\_\_\_\_ \$150.00 up to 10,000 in attendance per day
- \_\_\_\_\_ \$2250.00 10,000 - 40,000 in attendance per day
- \_\_\_\_\_ \$300.00 - 40,000 - 80,000 in attendance per day
- b.) CLASS B:  \$100.00 per day
- c.) CLASS C: \_\_\_\_\_ \$ 50.00 per day (Limited impact on traffic, parking etc.) Events such as Weddings, fishing tournaments with less than 40 boats, ETC
- d.) Any private entity/business(es) who are holding a function on private property that impacts neighboring businesses/residents within the City limits and, impacts City services will be assessed a fee amount accordingly. (7% Sales Tax)

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

12. OTHER COSTS: Fees will be determined at the pre-assessment meeting with the organizers and the Special Events Committee.

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

**IMPORTANT INFORMATION**

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

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

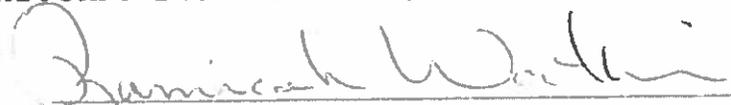
Sec. 50-146. The person or persons to whom permission for use of city property is issued shall be liable for any loss, damage or injury sustained by any person whatsoever by reason of the negligence of the person or persons to whom such permission shall have been issued. Event liability insurance, naming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

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

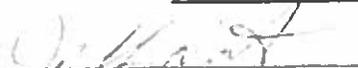
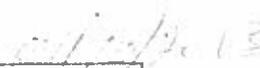
- 1) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty or covenant made by the applicant(s) to the City of Palatka as an inducement to the granting of the permit.
- 2) Any claims persons., suits, actions, damages, or cause of actions or any personal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

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

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.

  
 DATE 6/11/12 SIGNATURE OF APPLICANT

**APPROVED:**


  
 SPECIAL EVENTS COORDINATOR DATE

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

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

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

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



# 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: ARTISAN FEST

Type of Event: Arts, Crafts, Food & Business Vendors, Car Show, Bass Tournament

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still/motion picture production, etc. - attach separate listing if necessary)  
Live music, Vendors, Arts & Crafts, Recycling Regatta, Kids activities

Location of Event: Memorial Dr., 100 Block, City Dock

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

	Date	Day	Begin	End
Event Day 1	<u>Oct. 12</u>	<u>Sat.</u>	<u>9</u> (AM/PM)	<u>6</u> (AM/PM)
Event Day 2	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 3	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 4	_____	_____	_____ AM/PM	_____ AM/PM

Set-up for event will begin on (Date) Oct. 11 at (time) 5 PM

Break down will be completed by (Date) Oct. 12 at (time) 6 PM

*\* Request provisions help w/ Break down of large tents on Monday, Oct. 15*

EVENT ARTS BEZ FEST EVENT SPONSOR/ORGANIZATION Keep Putnam Beautiful

Name of Promoter Ramona White Tax Exempt No.: 85-8012644689 C-3

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

Special Event Permit fees \$ 100 Per Day x 1 Days = \$ 100<sup>00</sup>

Law Enforcement (City Police) \$23.00 per hour x 2 Officer(s) x 7 Hours = \$ 322<sup>00</sup>

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: RAMICAH WATKINS, K.P.B.  
Telephone: 325 9598 Fax: SAME Cellular: 538 2347  
Address: 205 W 2nd St, PALATKA, FL 32127

Name: ALLEN RANDERSON, NEFL CHRISTIAN BASS CLUB  
Telephone: 904-673-3494 Fax: \_\_\_\_\_ Cellular: \_\_\_\_\_  
Address: \_\_\_\_\_

**Other contacts/Keyholders:**

Name: CHARLES L. WILSON <sup>ADVERTISING CONSULTANTS</sup>  
Cellular: 541-4949 Telephone: 328-5307  
Fax: \_\_\_\_\_

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

Estimated Peak Number of Participants (each day of event):  
Day 2 \_\_\_\_\_ Day 3 \_\_\_\_\_ Day 4 \_\_\_\_\_ Day 5 800-1,000

Type of special effects to include pyrotechnics, explosives, discharging weapons, hazardous materials and/or incendiary devices to be used: \_\_\_\_\_

Number and proposed location of fire protection services: Each Vendor will have Required Fire Extinguishers

Inspection(s) - Date and time requested: Saturday 10/12/13 Food Vendors, 8am

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)  
3 portaloets, 1 handicapped, 1 hand washing station

- map to be provided prior to event

- Carnival location (if any) (note location on site map) \_\_\_\_\_
- Number of sanitation roll-out containers required: \_\_\_\_\_
- Location of parking/transportation services, if any: \_\_\_\_\_
- Type Transport Vehicles (Van, buses, etc.): \_\_\_\_\_
- Location of security and emergency vehicle parking on site: \_\_\_\_\_
- Public street barricades/street closures/detours: (note locations on site map) 2nd St / St Johns Memorial Dr
- Temporary Parking, directional Signage needed: \_\_\_\_\_
- Main emergency vehicle access to site (location - also note on site map): \_\_\_\_\_
- Location of proposed temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.: (note on site map) Bleachers - in front of entertainment stage - See Attached Map
- Number and proposed location of vendors, concessions and/or Sponsor/Promoter(s) stands (note on site map): 50 Vendors on Memorial Drive - See attached map
- Number and location of static/mobile displays (note on site map): \_\_\_\_\_
- Location of event staff management (headquarters): Corner of St Johns & Memorial Drive
- Staff Uniform Identification: KPB/ART Fest + A.C.C. T-shirts
- Main sound system location: See map
- Number and location of special activities (launching areas, animal attractions, amusements, car shows, parade routes, competition courses, etc.): \_\_\_\_\_

Number and location of temporary signs/banners: \_\_\_\_\_

Number and location of promotional visual effects: \_\_\_\_\_

Watercraft: \_\_\_\_\_

Aircraft: \_\_\_\_\_

Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.): \_\_\_\_\_

Date(s) and times of setup/breakdown: Oct. 11 - Dissonance to help out  
Big tents in Am - vendors 5:15 to 5pm - Bank decline  
by 7pm Oct. 12

Name(s) and Type of Musical Bands to Perform (dates & times of performances):  
List to be provided

Noise Abatement Requirements: Oct. 12 - 9am - 12pm

Adjoining Properties Impacted (Notification needed?): \_\_\_\_\_

Location, Dates and Times for Alcohol Ordinance Open Container Waiver: Sat. October  
12, 2013 11am - 12pm - See attached map

Alcohol Sale Requirements (Temporary license, commercial establishment license, etc.): \_\_\_\_\_

Handicapped Accessibility: Portable / Handicap Accessible

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
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

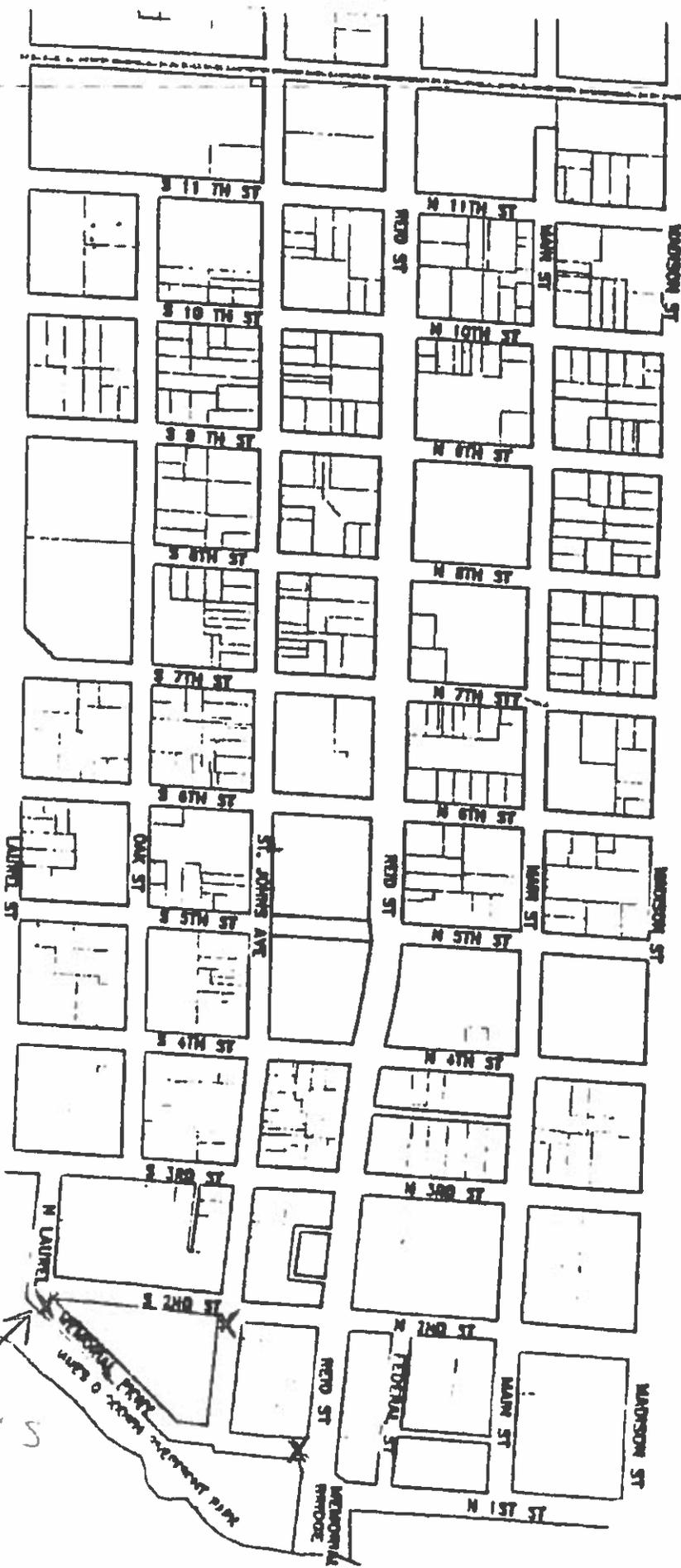
**PRE-PLANNING MEETING**

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

**Persons Attending Planning Meeting:**

Name	Representing	Position	Phone#

# Downtown Palatka



Bank records

keep  
putnam  
beautiful



# ART over FEST

Saturday  
October 12, 2013  
9 am-6 pm

Palatka Memorial Park on the St. Johns Riverfront

ARTS COUNCIL  
of Greater Palatka



9:00am – Flag Raising, National Anthem

9:15am – 10:40am – Lee Kelly

11:00am – 12:20pm – Dim Lights

12:40 -2:10pm – Rhonda Patrick

2:20 – 3:20pm - Alan Height

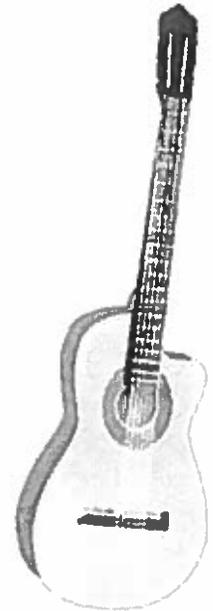
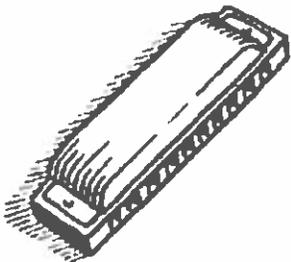
3:30 – 4:10pm – Christopher Lucas

4:20 – 5:00pm – Dana Woodard

Sound provided by Neil Woodard

Music provided by  
The Arts Council of Greater Palatka Inc.

For more information call  
Keep Putnam Beautiful at (386) 325-9598



# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/21/2013

**PRODUCER**  
 Coby Insurance Corner  
 521 Crill Ave  
 Palatka FL 32177  
 (35) 318-4894 (386) 328-9712

**INSURED**  
 Karp Patsan Beautiful  
 20 North 2nd Street  
 Palatka FL 32177

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A The Hartford Fire Insurance Co	19682
INSURER B	
INSURER C	
INSURER D	
INSURER E	

**COVERAGES**

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURANCE TYPE	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	21SBMZJ4257	4/1/2012	4/1/2013	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (EA occurrence) \$ 1,000,000
					MED EXP (Any one person) \$ 300,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				PERSONAL & ADV INJURY \$ 10,000
					GENERAL AGGREGATE \$ 2,000,000
					PRODUCTS - COMP/OP AGG \$ 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) \$
	GARAGE LIABILITY ANY AUTO				AUTO ONLY EA ACCIDENT \$
					OTHER THAN AUTO ONLY EA ACC AGG \$
	EXCESS/UMBRELLA LIABILITY OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/>				EACH OCCURRENCE \$
					AGGREGATE \$
					\$
					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS OTHER \$
					E.L. EACH ACCIDENT \$
					E.L. DISEASE - EA EMPLOYEE \$
					E.L. DISEASE - POLICY LIMIT \$
	OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

10 DAYS NOTICE FOR NON-PAYMENT OF PREMIUM:

**CERTIFICATE HOLDER**

City of Palatka

Palatka FL 32177

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

*Conie Y. Varney*



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

MEMORANDUM

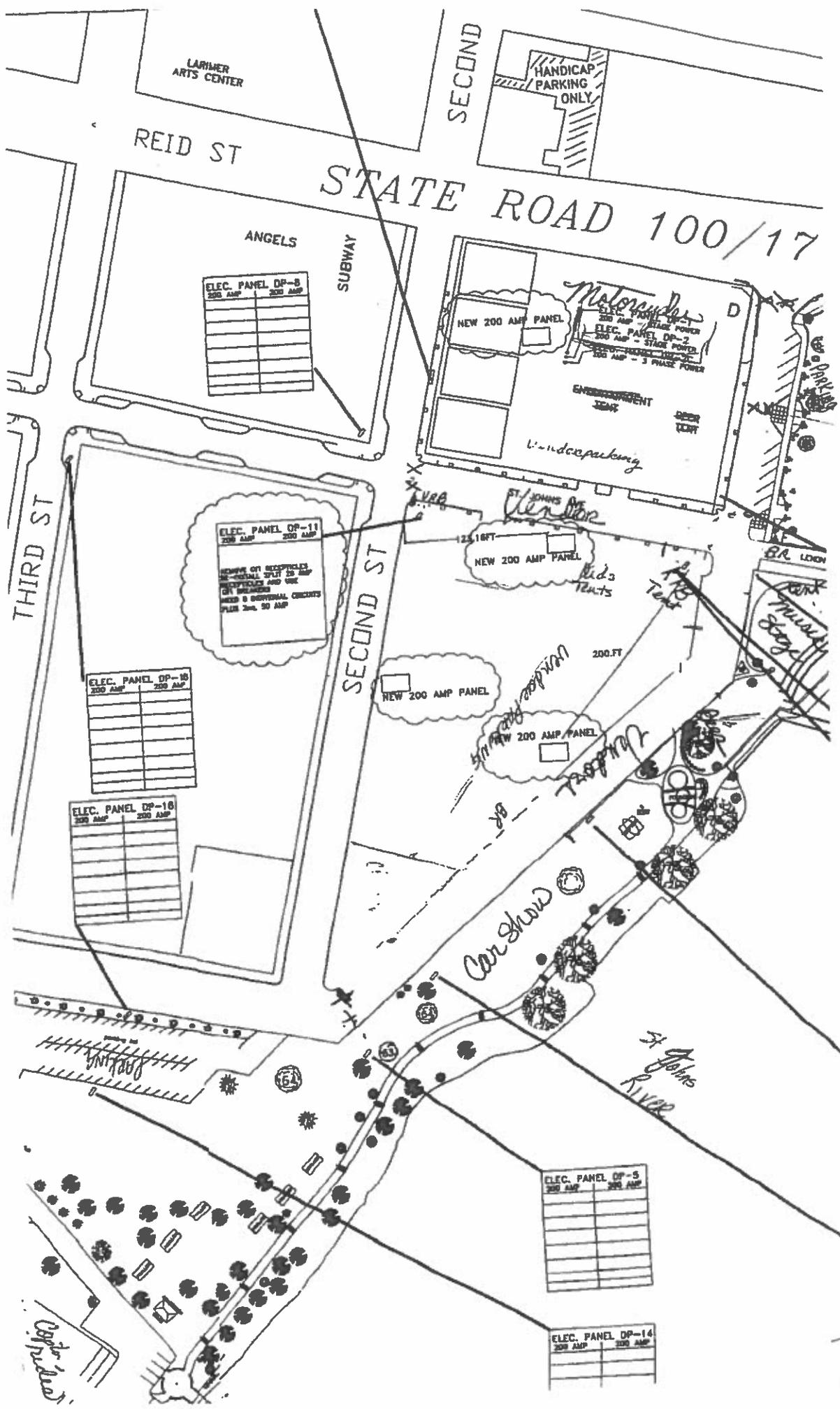
RECEIVED  
SEP 10 2013

DATE: September 10, 2013 BY:.....  
TO: Michael Czymbor, City Manager  
FROM: Ramicah Watkins, Keep Putnam Beautiful, Inc.   
RE: Special Events Permit for ARTober Fest

Keep Putnam Beautiful and the Azalca City Cruisers respectfully requests a fee waiver for use of the Riverfront for the ARTober Festival held on October 12, 2013. Keep Putnam Beautiful provides many services for the City of Palatka including cleanups, beautification projects, use of equipment and volunteers, and many contributions to the Water Works Environmental Center, including serving as their fiscal agent at no charge, so that contributions for the facility are tax-deductible.

Our organization works on a shoestring budget, and this event is our primary fundraising activity, and ultimately the City will benefit from the proceeds; however, the City's fees will reduce the amount of profit from the event, and ultimately reduce the City's benefit from our organizational efforts. For the first time, we will be vending alcoholic beverages and will be paying \$350 to cover the cost of police to staff the vent. This event not only helps increase funding for our programs, it supports scholarships at St. Johns River State College, and it stimulates downtown businesses with additional foot traffic and exposure.

Your consideration is greatly appreciated.



From: amicah Watkins  
Sent: riday, September 13, 2013 8:46 AM  
To: had Crowe  
Cc: ichael J. Czymbor; KeOndra Wright  
Subject: E: Artoberfest Special Event

No problem. I'll get the map to you today. We didn't ask for the inmate crew; we have the county's coming (it may have been on the application, because I submitted it January).

I did forget to mention that we also have a bike rodeo, motorcycles, but they will not be doing burnouts or anything like that, just rodeo games, weenie bite, roll the keg, straightest run, etc.

Also, we will not have the fishing tournament this year, it was on our initial application, but they couldn't get sponsors this year.

From: Thad Crowe  
Sent: Thursday, September 12, 2013 4:53 PM  
To: Ramicah Watkins  
Cc: KeOndra Wright; Michael J. Czymbor  
Subject: Artoberfest Special Event

Ramicah – we have got this set for the upcoming Sept. 26 agenda. We do need a better sketch plan that shows a zoomed in map and includes location of tents, vendors, beer tent/area, childrens area, temporary parking (if on the high-rise site), port-o-lets, helicopter landing, and any other activities that I missed. Doesn't have to be a work of art (haha) but should be readable. We need that tomorrow as this is agenda deadline.

After discussion with Mr. Czymbor, we have decided to not recommend approval for the fee waiver and inmate work. This is because the Commission has set a firm policy to not waive fees, and we believe that the inmate labor also constitutes a form of fee waiver (in addition the dependability of the crews is questionable as to whether they will show up on a given day).

The item is on the consent agenda, and if you wish to discuss these issues at the meeting you will need to ask a Commissioner to pull it off the consent agenda.

Thad

Thad Crowe, AICP  
Planning Director  
City of Palatka  
205 N. 2nd St.  
Palatka, FL 32177  
386-329-0103  
<http://palatka-fl.gov/>

Florida has a very broad public records law. Under Florida law, both the content of emails and email addresses are public records. If you do not want the content of your email or your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in person.

# Agenda Item

$3_j$



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Grant Permission to allow public consumption of alcohol and open containers along St. Johns Avenue between the 200 and 1000 blocks for Special Events Permit # 13-42 - Palatka Main Street Beer Stroll, October 18, 2013, 6:00 PM to 9:00 PM.**

**SUMMARY:**

This event is sponsored by Palatka Main Street. Although Class B Events can be approved by the Special Events Coordinator, this application includes the request for public consumption of alcohol and open containers along St. Johns Avenue, therefore requiring City Commission approval.

**RECOMMENDED ACTION:**

**Grant permission to to allow public consumption of alcohol and open containers along St. Johns Avenue between the 200 and 1000 blocks for special events permit #13-42, Palatka Main Street's Beer Stroll, scheduled for Saturday, October 18, 2013 from 6 pm to 9 pm.**

**ATTACHMENTS:**

Name:

Application.pdf

Description:

Application Material

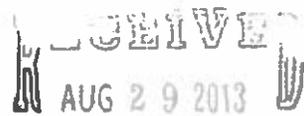
APPLICATION # 13-42

(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



BY: .....

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

1. NAME AND ADDRESS OF APPLICANT/ORGANIZER

Palatka Main Street Inc P.O. Box 1054 Palatka, FL 32127

CONTACT PERSON Chris Ridd TELEPHONE 321-213-3333

352-455-1150 FAX # \_\_\_\_\_

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

CONTACT PERSON \_\_\_\_\_ TELEPHONE \_\_\_\_\_

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

3. DESCRIPTION AND OR NAME OF PROPOSED ACTIVITY Beer Tasting Event

Palatka Beer Street

4. DATE & HOURS OF DESIRED USE: 10/19/13 6-9 pm

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

St. Johns Avenue

6. REQUEST FOR ROAD CLOSURES: No

7. REQUEST FOR NOISE VARIANCE(Dates and Times): No

8. REQUEST FOR ALCOHOL VARIANCE: Yes

9. ESTIMATE OF ANTICIPATED ATTENDANCE 200

10. NUMBER AND TYPE OF AUXILIARY VEHICLES EQUIPMENT No

11. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

- a) CLASS A \_\_\_\_\_ \$150.00 up to 10,000 in attendance per day
- \_\_\_\_\_ \$225.00 10,000 - 40,000 in attendance per day
- \_\_\_\_\_ \$300.00 - 40,000 - 80,000 in attendance per day
- b) CLASS B \_\_\_\_\_ \$100.00 per day
- c) CLASS C \_\_\_\_\_ \$ 50.00 per day (Limited impact on traffic, parking etc ) Events such as Weddings, Fishing tournaments with less than 40 boats, ETC.

d) Any private entity business(es) who are holding a function on private property that impacts neighboring businesses residents within the City limits and, impacts City services will be assessed a fee amount accordingly. (7% Sales Tax)

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

12. OTHER COSTS: Fees will be determined at the pre-assessment meeting with the organizers and the Special Events Committee.

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



## CITY OF PALATKA PLANNING MEETING PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator:

Meeting Date: \_\_\_\_\_ Special Events Coordinator: \_\_\_\_\_

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

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

Name of Special Event/ Production: Palatka Beer Stroll

Type of Event: Beer Tasting

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still motion picture production, etc. – attach separate listing if necessary)  
Ticketed event to taste 12 to 15 types of beer inside local businesses on St. Johns Avenue.  
Identical to two previous Wine Tasting Events

Location of Event: 200 to 1000 blocks of St. Johns Avenue.

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

	Date	Day	Begin	End
Event Day 1	<u>10/18/13</u>	<u>Friday</u>	<u>6:00</u> AM/PM	<u>9:00</u> AM/PM
Event Day 2	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 3	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 4	_____	_____	_____ AM/PM	_____ AM/PM

Set-up for event will begin on (Date) 10/18/13 at (time) 4:00 pm

Break down will be completed by (Date) 10/18/13 at (time) 11:00 pm

Event Sponsor/Organization Palatka Main Street, Inc.

Name of Promoter: Charles Rudd Tax Exempt No.: 64-8015816764-2

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

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

Special Events Permit Fees \$ \_\_\_\_\_ Per day X \_\_\_\_\_ Days \$ \_\_\_\_\_

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

Fire Personnel \$ 23.00 Per hour X \_\_\_\_\_ Hours \$ \_\_\_\_\_

Building Inspector \$ 23.00 Per hour X \_\_\_\_\_ Hours \$ \_\_\_\_\_

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

Parks Personnel # Personnel \_\_\_\_\_ X \_\_\_\_\_ Hours @ \$14/hour \$ \_\_\_\_\_

Sanitation Personnel # Personnel \_\_\_\_\_ X \_\_\_\_\_ Hours @ \$14/hour \$ \_\_\_\_\_

Utilities Personnel # Personnel \_\_\_\_\_ X \_\_\_\_\_ Hours @ \$14/hour \$ \_\_\_\_\_

Sanitation Equipment Fee

# Green Roll-Out Containers \_\_\_\_\_ X \$15.00 Per Container \$ \_\_\_\_\_

Additional Charges (List)

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

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

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

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

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

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

**APPLICANT INFORMATION:**

Name: Charles Rudd  
Telephone: 386-329-0100, ext. 333 Fax: \_\_\_\_\_ Cellular: 352-455-1180  
Address: P.O. Box 1054, Palatka, FL 32178

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

**Other Contacts/ Key Holders:**

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

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

Estimated Peak Number of Participants (each day of event):  
Day 1 200  
Day 2 \_\_\_\_\_ Day 3 \_\_\_\_\_ Day 4 \_\_\_\_\_ Day 5 \_\_\_\_\_

Type of special effects to include pyrotechnics, explosives, discharging weapons, hazardous materials and/or incendiary devices to be used: N/A

Number and proposed location of fire protection services: N/A

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

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

Number of EMS Personnel required: N/A

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

- 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.)   Golf Cart Shuttle
- Location of security and emergency vehicle parking on site:   N/A
- Public street barricades/street closures/detours: (note locations on site map)   None
- Temporary Parking, directional Signage needed:   N/A
- Main emergency vehicle access to site (location-also note on site map):   N/A
- Location of proposed temporary structures, fences, grandstands, bandstands, judges stands, Bleachers, hospitality tents, booths, etc.: (note on site map):   N/A
- Number and proposed location of vendors, concessions and/or Sponsor/Promoter(s) stands (note on site map)   N/A
- Number and location of static/mobile displays (note on site map):   N/A
- Location of event staff management (headquarters):   N/A
- Staff Uniform Identification:   N/A
- Main sound system location:   N/A
- Number and location of special activities (launching areas, animal attractions, amusements Car shows, parade routes, competition courses, etc.):   N/A

- Number and location of temporary signs/banners: N/A
- Number and location of promotional visual effects: N/A
- Watercraft: N/A
- Aircraft: N/A
- Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.):  
Sidewalk signs at each location with balloons
- Date(s) and times of setup/ breakdown: 10/18/13 Set up 4-6 pm, breakdown 9-11 pm
- Name(s) and Type of Musical Bands to Perform (dates & times of performance): N/A
- Noise Abatement Requirements: N/A
- Adjoining Properties Impacted (Notification needed?): N/A
- Location, Dates and Times for Alcohol Ordinance Open Container Waiver: St. Johns Avenue 200 block to 1000 block, 10/18/13, 6:00 pm to 9:00 pm
- Alcohol Sale Requirements (Temporary license, commercial establishment license, etc): Temporary Permit used for Third Friday Downtown Street Party
- Handicapped Accessibility: \_\_\_\_\_

**Items Outstanding:**

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

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

**PRE-PLANNING MEETING**

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

Persons Attending Planning Meeting:

Name	Representing	Position	Phone #

*Agenda  
Item*

*3k*



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Adopt Resolution No.2013-9-170** accepting a proposal from CivicPlus for development and maintenance of the City of Palatka's interactive website and authorizing the City Manager to execute a contract with Icon Enterprises, Inc. d/b/a CivicPlus for a three-year period beginning FY 2013-14 and an option to continue for an additional year (FY 2016-17) in the amount of \$33,939.00

**SUMMARY:**

The City of Palatka sought proposals for the development and maintenance of an interactive website. As a result, staff has negotiated a contract with CivicPlus to develop and maintain the city's new interactive website beginning October 1, 2013. The amount to develop the website is \$26,642, but CivicPlus credited the City \$5,000 as a result of the City's participation in its Extreme Website Makeover contest held earlier this year, bringing the cost of development to \$21,642. Civic Plus will spread this cost out over three years. The initial cost of \$9,000 covers the first installment plus maintenance for the first year. The remainder of the development cost, plus \$3,963 maintenance per year will be spread over the next two years. In the fourth year the city will pay only a maintenance fee of \$4,371, which includes a "design refresh." The breakdown of annual cost follows:

- FY 2013-14: \$ 9,000.00
- FY 2014-15: \$10,284.00
- FY 2015-16: \$10,284.00
- FY 2016-17: \$ 4,371.00 (optional)

Total Cost for four years: \$33,989.00

The first installment is not due until just prior to "going live" with the redesigned website.

**RECOMMENDED ACTION:**

**Adopt Resolution No. 2013-9-170** accepting a proposal from CivicPlus and authorizing the execution of a contract with Icon Enterprises, Inc. d/b/a CivicPlus for development and maintenance of the City of Palatka's interactive website for a total cost of \$33,939 for a four-year period beginning FY 2013-14

**ATTACHMENTS:**

Name:	Description:
<a href="#">D 09-26-13 CivicPlus Website Proposal Contract accept Resolution.doc</a>	Resolution - CivicPlus Website Contract Exec.
<a href="#">D CivicPlus contract 2013-14-15-16.doc</a>	Civic Plus Contract
<a href="#">D DOC089.pdf</a>	CivicPlus Proposal and related materials

**RESOLUTION No. 2013 - 9 - 170**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, ACCEPTING A PROPOSAL FROM CIVICPLUS FOR DEVELOPMENT AND MAINTENANCE OF AN INTERACTIVE WEBSITE FOR THE CITY OF PALATKA AND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT FOR THOSE NEGOTIATED SERVICES AND DELIVERABLES WITH ICON ENTERPRISES, INC. D/B/A CIVICPLUS FOR A THREE YEAR PERIOD BEGINNING FY 2013-14, WITH AN OPTION TO CONTINUE FOR AN ADDITIONAL YEAR (FY 2016-17)**

**WHEREAS**, the City of Palatka (the City) sought Proposals during the first and second quarters of FY2012-13 for the development and maintenance of a unique and interactive municipal website; and

**WHEREAS**, having evaluated those proposals, the City has negotiated an agreement for website development and maintenance with CivicPlus, said proposal being outlined in the Project Deliverables as stated in the CivicPlus Advantage Contract attached hereto and made a part hereof; and

**WHEREAS**, contract pricing for development (\$21,642) and maintenance (\$7,926) is spread over three years, with the first payment of \$9,000.00 due prior to going "live" with the website, with two additional annual payments of \$10,284.00 due annually beginning FY 2014-15, for a total cost of \$29,568.00 for three years; and

**WHEREAS**, should the City continue these services for an additional (4<sup>th</sup>) year, the City will pay only a maintenance fee of \$4,371.00, which includes a "refresh," or redesign of the website at no additional charge; and

**WHEREAS**, the Palatka City Commission deems it reasonable and in the best interest of the City of Palatka, its citizens and employees to accept the recommendation of Staff and enter into a CivicPlus Advantage Contract with Icon Enterprises, Inc. d/b/a CivicPlus, a copy of which is attached hereto.

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

1. The Proposal for development and maintenance of an interactive municipal website for the City of Palatka is hereby accepted; and
2. The City Manager is hereby authorized to execute the CivicPlus Advantage Contract with Icon Enterprises, Inc. d/b/a CivicPlus for these services and deliverables on behalf of the City of Palatka, Florida, to be effective immediately upon execution, a copy of which is attached hereto as Exhibit "A," for a total price of \$33,939.00 for the four years beginning FY 2013-14, or \$29,568.00 should the City opt not to continue these services with CivicPlus for a fourth (4<sup>th</sup>) year.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 26<sup>h</sup> day of September, 2013.

**CITY OF PALATKA**

**CivicPlus Advantage Contract**

Organization	City of Palatka, FL	URL	www.palatka-fl.gov	
Street Address	201 N. 2 <sup>nd</sup> Street			
City	Palatka	State	FL	Postal Code 32177
CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates.				
Emergency Contact & Mobile Phone	Betsy Driggers – 386-546-2993; <a href="mailto:bdriggers@palatka-fl.gov">bdriggers@palatka-fl.gov</a>			
Emergency Contact & Mobile Phone	Chris Cheatham – 386-937-0393; <a href="mailto:ccheatham@palatka-fl.gov">ccheatham@palatka-fl.gov</a>			
Emergency Contact & Mobile Phone	Jonathan Griffith – 386-916-3163; <a href="mailto:jcgriffith@palatka-fl.gov">jcgriffith@palatka-fl.gov</a>			
Billing Contact	Matt Reynolds	E-Mail	<a href="mailto:mreynolds@palatka-fl.gov">mreynolds@palatka-fl.gov</a>	
Phone	386-329-0100	Ext.	212	Fax 386-329-0106
Billing Address	201 N. 2 <sup>nd</sup> Street			
Address 2	n/a			
City	Palatka	ST	FL	Postal Code 32177
Tax ID #	59-6000401	Sales Tax Exempt #	85-8012621665C-8	
Billing Terms	Annual	Account Rep	Chris Gladu	
Info Required on Invoice (PO or Job #)	City of Palatka Website			
Contract Contact	Michael J. Czymbor, City Manager	Email	<a href="mailto:mczymbor@palatka-fl.gov">mczymbor@palatka-fl.gov</a>	
	Betsy J. Driggers	Email	<a href="mailto:bdriggers@palatka-fl.gov">bdriggers@palatka-fl.gov</a>	
Phone	386-329-0100	Ext.	217	Fax 386-329-0106
Project Contact	Chris Cheatham	Email	<a href="mailto:ccheatham@palatka-fl.gov">ccheatham@palatka-fl.gov</a>	
Phone	386-329-0115	Ext.	221	Fax 386-329-0159

**Terms & Conditions**

**Client Deliverable**

1. Icon Enterprises, inc., d/b/a CivicPlus ("CivicPlus") will create a unique website for City of Palatka ("Client") that includes all functionality as defined in Exhibit A – CivicPlus Project Deliverables, attached hereto.

**Additional Services**

2. Client may contract with CivicPlus for additional Consulting, Website Design, Setup, Programming, and Training services (CivicPlus Project Deliverables) that exceed those defined in Exhibit A. CivicPlus will invoice Client for the additional services immediately prior to project Go-Live.
3. Client may contract with CivicPlus for additional Annual Services that exceed those defined in Exhibit A. CivicPlus will invoice Client for Annual Services immediately prior to project Go-Live.



## Service & License Agreement for Palatka, FL

4. Services that involve billable time beyond the contracted amount will be documented and invoiced. Written approval by the Client is necessary before billable time is incurred.
5. Modules that incur additional usage fees may be purchased and activated at any time.
6. Acceptance of this Agreement signifies Client's approval of any billable time specifically related to training services as detailed in Exhibit A, wherein a stated number of attendees is specified. Coverage for additional attendees not covered under this agreement is billed at a per diem rate specified in Exhibit A.

### CivicPlus Advantage Billing & Payment Terms

The following agreement terms apply to the CivicPlus Advantage Plan – whereby the initial project development fees and recurring fees are paid equally over a three (3) year period. See Exhibit A for complete details and fee options.

7. Billing for the CivicPlus Advantage Plan begins upon contract signing.
8. The Client shall sign a project completion and acceptance form prior to Project Go-Live. All Parties agree that the website will not go-live until the project is accepted in writing by the Client.
9. The CivicPlus Advantage Plan provides a fixed fee for an Agreement term of 36 months from the first date of billing. At 36 months, Client has the following options:
  - a. Contract for 12 months of standard Annual Services with CivicPlus. Base rate of \$4,371 is subject to a technology investment and benefit fee of 5 percent (%) of the total Annual Services costs.
    - i. After forty-eight (48) months of continuous service, Client is entitled to a no-cost redesign, details noted in Exhibit B. Redesigns that include additional features not available on the original website may be subject to additional charges. Additional features include, but are not limited to, additional modules and integration of third-party software.
  - b. Terminate services with CivicPlus by providing written notice as noted in Term 16.
10. Fees for the CivicPlus Advantage Plan are invoiced prior to the year of service. They are due by the first of the following month, but no sooner than 30 days from invoice date.
11. Project development will be discontinued if payment is not made within 30 days after the invoice due date.
12. After project go-live, if the Client's account exceeds 60 days past due, Support will be discontinued until the Client's account is made current. If the Client's account exceeds 90 days past due, Annual Services will be discontinued until the Client's account is made current. Client will be given 30 days notice prior to discontinuation of services for non-payment.
13. The Client will be invoiced electronically through email. Upon request CivicPlus will mail invoices and the Client will be charged a \$5.00 convenience fee.
14. Unless otherwise limited by law, a finance charge of 2.9 percent (%) per month or \$5.00, whichever is greater, will be added to past due accounts. Payments received will be applied first to finance charges, then to the oldest outstanding invoice(s).
15. Provided the Client's account is current, at any time the Client may request an electronic copy of the website graphic designs, the page content, all module content, all importable/exportable data, and all archived information ("Customer Content"). Client agrees to pay \$250 per completed request. Provided the Client's account is current, upon termination of services Client may request a complimentary electronic copy of website Customer Content and CivicPlus Government Content Management System ("GCMS®") software.

### Agreement Renewal

16. Either party may terminate this Agreement at the end of the contract term by providing the other party with 60 days written notice, prior to the contract renewal date. The Contract Renewal Date is thirty-six (36) months after the original contract was signed by the Client. Renewal Options are listed in Term 9 of this Agreement.
17. In the event of early termination of the Agreement by the Client within the first twelve (12) months of the Agreement, full payment of the remainder of the total First Year fees are due within 15 days of termination.
18. In the event of early termination of the Agreement by the Client after twelve (12) months, but before the expiration of the Agreement, Annual Services fees for year(s) two (2) and three (3) will be prorated and Client will be charged only for the time it remains as a Client of CivicPlus. Full payment of the remainder of the total First Year fees and prorated fees are due within 15 days of termination.



### Support

19. CivicPlus will provide unlimited telephone support Monday-Friday, 7:00 am – 7:00 pm (Central Time) excluding holidays, for all trained Client staff. Emergency Support is provided on a 24/7/365 basis for emergency contacts named by the Client. Client is responsible for providing CivicPlus with contact updates.
20. Support includes providing technical support of the GCMS® software, application support (pages and modules), and technical maintenance of Client's website. Following initial setup, additional page design, graphic design, user training, site modification, and custom programming may be contracted separately for an additional fee.
21. During the period of this agreement and subsequent annual renewals, CivicPlus warrants that it will, without additional charge to the Client, take action to correct any problems or defects discovered in the GCMS® software and reported to CivicPlus by the Client, such warranty to include ongoing maintenance upgrades and technical error correction.
22. CivicPlus provides online website statistics software at no extra charge. If Client desires to use other website statistic software, CivicPlus will provide the necessary log file access.

### Marketing

23. Client will make a reasonable attempt to work with the CivicPlus Marketing Department to gather information and meet deadlines associated with website award contest entries throughout the term of this Agreement.
24. Client permits CivicPlus to include an example of the Client's home page and a link to the Client's website on the CivicPlus corporate website.
25. Client will make a reasonable attempt to work with the CivicPlus Marketing Department to create a news item to be released in conjunction with their project Go-Live date. Client will provide CivicPlus with contact information for local and regional media outlets. CivicPlus may use the press release in any marketing materials as desired throughout the term of this Agreement.
26. Client will make a reasonable attempt to work with the CivicPlus Marketing Department to create a case study related to their website
27. Client agrees to allow CivicPlus to display a "Powered by CivicPlus" insignia and web link at the bottom of their web pages. Client understands that the pricing and any related discount structure provided under this Agreement assumes such perpetual permission.

### Intellectual Property, Ownership & Content Responsibility

28. Upon full and complete payment of submitted invoices for the Project Development and launch of the website, Client will own the Customer Content, as well as the GCMS® software.
29. Upon completion of the development of the site, Client will assume full responsibility for website content maintenance and content administration. Client, not CivicPlus, shall have sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness, and intellectual property ownership or right to use of all Customer Content.
30. Client shall not (i) license, sublicense, sell, resell, transfer, assign, distribute or otherwise commercially exploit or make available to any third party the GCMS® software in any way; (ii) modify or make derivative works based upon the GCMS® software; (iii) create Internet "links" to the GCMS software or "frame" or "mirror" any GCMS® administrative access on any other server or wireless or internet-based device; or (iv) reverse engineer or access the GCMS® software in order to (a) build a competitive product or service, (b) build a product using similar ideas, features, functions or graphics of the GCMS® software, or (c) copy any ideas, features, functions or graphics of the GCMS® software.
31. The CivicPlus name, the CivicPlus logo, and the product and module names associated with the GCMS® software are trademarks of CivicPlus, and no right or license is granted to use them.

### Indemnification

32. Client shall defend, indemnify and hold harmless CivicPlus, its partners, employees, and agents from and against any and all lawsuits, claims, demands, penalties, losses, fines, liabilities, damages, and expenses including attorney's fees of any kind, without limitation, in connection with the operations of and installation of software contemplated by this Agreement, or otherwise arising out of or in any way connected with the CivicPlus provision of service and performance under this Agreement. This section shall not apply to the extent that any loss or damage is caused by the negligence or willful



**Service & License Agreement for Palatka, FL**

misconduct on the part of CivicPlus. If Client and CivicPlus are both negligent, damages shall be apportioned in accordance with the percentage of negligence of each party. This paragraph is not intended to benefit entities not a party to this contract.

**Liabilities**

- 33. CivicPlus will not be liable for any act, omission of act, negligence or defect in the quality of service of any underlying carrier or other service provider whose facilities or services are used in furnishing any portion of the service received by the Client. CivicPlus will not be liable for any failure of performance that is caused by or the result of any act or omission by Client or any entity other than CivicPlus that furnishes services, facilities or equipment used in connection with CivicPlus services or facilities.
- 34. Except as expressly provided in this Agreement, CivicPlus makes no expressed or implied representations or warranties, including any warranties regarding merchantability or fitness for a particular cause.

**Force Majeure**

- 35. No party shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by force majeure, meaning any act of God, storm, fire, casualty, unanticipated work stoppage, strike, lockout, labor dispute, civic disturbance, riot, war, national emergency, act of Government, act of public enemy, or other cause of similar or dissimilar nature beyond its control.

**Acceptance**

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Agreement.

\_\_\_\_\_  
Client Michael J. Cymbor, City Manager, City of Palatka

\_\_\_\_\_  
Date 09/26/13

ATTEST for City of Palatka:

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

\_\_\_\_\_  
CivicPlus

\_\_\_\_\_  
Date

<p><b>Sign and E-mail or Fax this Copy</b>          Attn: Contract Manager          E-mail: SalesCoordinators@CivicPlus.com          Fax: 785-587-8951</p>	<p><b>And – Mail Two (2) Signed Originals</b>          CivicPlus Contract Manager          317 Houston St., Suite E          Manhattan, KS 66502</p>
--	--

We will e-mail or fax a counter-signed copy of the contract back to you so we can begin your project. Upon receipt of two signed originals, we will counter-sign and return one copy for your files.

—Remainder of this page left intentionally blank—



Exhibit A - CivicPlus Project Deliverables

All Quotes are in US Dollars and Valid for 30 Days from August 29, 2013.

<b>Project Development</b>	<b>\$21,642</b>
<b>First Year's Annual Services</b>	<b>Included</b>
<i>Server Storage not to exceed 15 GB; Media Center Storage not to exceed 10 GB</i>	
<b>Total First Year Fee</b>	<b>\$21,642</b>
<b>Total Second Year Fee</b>	<b>\$3,963</b>
<b>Total Third Year Fee</b>	<b>\$3,963</b>

At the request of the City of Palatka, CivicPlus agrees to redistribute their standardized pricing as follows:

<b>CivicPlus Advantage Project Development &amp; Annual Services</b>	
<b>Year One</b>	<b>\$9,000</b>
<b>Year Two</b>	<b>\$10,284</b>
<b>Year Three</b> <i>(Client may terminate contract at the end of 36 months or select from options available in Term 9 of the Terms &amp; Conditions)</i>	<b>\$10,284</b>

—Remainder of this page left intentionally blank—



**Project Development**

<b>Kick-Off Meeting</b> <u>Deliverable:</u> Project Timeline, training jump start and worksheets	<b>Included</b>
<b>Phase 1: Consulting</b> <u>Deliverable:</u> Needs assessment, best practices and worksheets	<b>Included</b>
<b>Phase 2: Website Preview Presentation</b> <u>Deliverable:</u> Website layout and mood board will be presented for your approval	<b>Included</b>
<b>Phase 3: Website Reveal Presentation</b> <u>Deliverable:</u> Completed website design and navigation structure will be presented. You will be able to propose changes at this time.	<b>Included</b>
<b>Phase 4: 4 Days of Customized On-Site Implementation Training</b> for up to 12 employees. <i>Quote includes travel expenses (\$80 per person per day for the 13th attendee and beyond)</i> <u>Deliverable:</u> Train System Administrator(s) on GCMS® Administration, permissions, setting up groups and users, module administration. Basic User training on pages, module entries, applying modules to pages. Applied use and usability consulting to result in effective communication through your website.	<b>Included</b>
<b>Phase 5: Go Live</b> <u>Deliverable:</u> Content migrated from current site to new site based on best practice recommendations. Custom website. Registration of site with all major search engines.	<b>Included</b>
<b>Additional Functionality</b>	
Google Translation Tool	<b>Included</b>
<b>Total Project Development Fee</b>	<b>\$21,642</b>
<b>First Year's Annual Services</b>	
Server storage not to exceed 15 GB; Media Center storage not to exceed 10 GB	<b>included</b>
<b>Total Fees Year 1</b>	<b>\$21,642</b>



Project Development Includes the Following:	
Modules	Functionality
<ul style="list-style-type: none"> <li>• Agenda Center</li> <li>• Alerts Center &amp; Emergency Alert Notification</li> <li>• Archive Center</li> <li>• Bid Postings</li> <li>• Blog</li> <li>• Business/Resource Directory</li> <li>• Calendar</li> <li>• Carbon Calculator</li> <li>• Citizen Request Tracker™ (5 users)</li> <li>• Community Voice™</li> <li>• Document Center</li> <li>• ePayment Center</li> <li>• Facilities &amp; Reservations</li> <li>• Frequently Asked Questions</li> <li>• Forms Center</li> <li>• Healthy City</li> <li>• intranet</li> <li>• Job Postings</li> <li>• License &amp; Permits</li> <li>• Media Center with Live Streaming Video</li> <li>• My Dashboard</li> <li>• News Flash</li> <li>• Notify Me® Email &amp; SMS Text Subscription</li> <li>• Online Job Application with 1 Generic Application</li> <li>• Opinion Poll</li> <li>• Photo Gallery</li> <li>• Postcard</li> <li>• Quick Links</li> <li>• Real Estate Locator</li> <li>• Spotlight</li> <li>• Staff Directory</li> </ul>	<ul style="list-style-type: none"> <li>• Action Items Queue</li> <li>• Audit Trail / History Log</li> <li>• Automated PDF Converter</li> <li>• Automatic Content Archiving</li> <li>• Content Library</li> <li>• Dynamic Breadcrumbs</li> <li>• Dynamic Sitemap</li> <li>• Expiring Items Library</li> <li>• Generic Mobile App (iOS &amp; Android)</li> <li>• Graphic Link Administration</li> <li>• Links Redirect and Broken Links Finder</li> <li>• Menu Management</li> <li>• Mouse-over Menu Structure</li> <li>• MuniMobile™</li> <li>• Online Editor for Editing and Page Creation (WYSIWYG)</li> <li>• Online Web Statistics (Only With CivicPlus Hosting)</li> <li>• Printer Friendly/Email Page</li> <li>• Rotating Content</li> <li>• RSS</li> <li>• Search Engine Registration</li> <li>• Site Layout Options</li> <li>• Site Search &amp; Entry Log</li> <li>• Slideshow</li> <li>• Social Media Integration (Facebook &amp; Twitter)</li> <li>• User &amp; Group Administration Rights</li> <li>• Web Page Upload Utility</li> <li>• Website Administrative Log</li> </ul>

Annual Services Include the Following:		
Support	Maintenance of CivicPlus Application & Modules	Hosting
7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays) 24/7 Emergency Support Dedicated Support Personnel 2-hour Response During Normal Hours Usability Improvements Integration New & Upgraded Services Proactive Support for Updates & Fixes Online Training Manuals Monthly Newsletters Phone Consulting CivicPlus Connection	Install Service Patches for OS Upgrades Fixes Improvements Integration Testing Development Usage License	Shared Web/SQL Server DNS Consulting & Maintenance Monitor Bandwidth-Router Traffic Redundant ISP Redundant Cooling Diesel Powered Generator Daily Tape Backup Intrusion Detection & Prevention Antivirus Protection Upgrade Hardware



**Exhibit B – Basic Redesign of Website**

**CivicPlus Project Development Services & Scope of Services for  
CP Basic Redesign**

- New design
- Redevelop banner
- Redevelop navigation method (may choose top drop-down or other options)
- Design setup - wireframe
- Redevelop graphic elements of website (Newsflash, FAQs, Calendar, etc.)
- Project Management
- Testing
- Review
- Content Migration – Includes retouching of all existing published pages to ensure proper formatting, menu structure, and application of new site styles. Note: Content will be formatted or pages broken up (shortened or re-sectioned)
- Site styles and page layouts will be touched so all pages match the new design and migrate cleanly
- Spelling and broken links will be checked and reported if unable to correct

## Betsy Driggers

---

**Subject:** FW: Civic Plus Contract and key points  
**Attachments:** CPA Contract - FL Palatka 09 24 13.docx

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

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

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

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**From:** Chris Gladu [<mailto:gladu@civicplus.com>]  
**Sent:** Tuesday, September 24, 2013 10:55 AM  
**To:** Betsy Driggers  
**Subject:** RE: Civic Plus Contract and key points

Yes we can go \$9k this year and split the \$856 between years 2 and 3. I had the changes made to the contract. Here is the new one. Remember we need the contact information highlighted in yellow on the front filled out in addition to the authorized signature and the contract will not take effect until October we just need it signed this week.

**Chris Gladu, CivicPlus**  
Regional Sales Manager  
Florida, Georgia, South Carolina, Alabama  
Main 888-228-2233 x205  
Direct 785-323-1505  
Mobile: 785-217-3115  
Fax 785-587-8951  
[www.CivicPlus.com](http://www.CivicPlus.com)

---

**From:** Betsy Driggers [<mailto:bdriggers@palatka-fl.gov>]  
**Sent:** Monday, September 23, 2013 1:04 PM  
**To:** Chris Gladu  
**Subject:** RE: Civic Plus Contract and key points

Hi Chris,

I'm adding this to the 9/26 agenda. I apologize for leaving it off; it was a bear of an agenda and I'm surprised this is all that was left off. Anyway, per our conversation, we budgeted \$9,000 for the first year. Can we add that extra \$856 to the payment for next year? Or split it between the two remaining payments to make it cleaner?

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

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

**From:** Chris Gladu [<mailto:gladu@civicplus.com>]

**Subject:** Civic Plus Contract and key points

**Importance:** High

Betsy here is our contract for the CivicPlus advantage plan – **will you need to send this for legal review? If so better to do that ASAP so we can make any adjustments in language prior to the 26th.**

- The original price was \$26,642 for the first year and \$3,963 for maintenance in each of years two and three.
- You were runners up in our Extreme Website Makeover contest so \$5,000 was credited to you as a prize bringing the development cost down to \$21,642
- This advantage contract will take the \$21,642 development cost, add the year two and year three maintenance costs and divide the total by 3 giving you three equal annual payments of \$9,856.
- Should you decide to stay with us for a fourth year you need only pay the annual maintenance at that which will be \$4,371 – this will also entitle you to a free refresh (i.e. a redesign of the website at no additional cost) at the end of the fourth year. Should you decide to remain with us after then just pay the annual maintenance fee which increase 5% per year and every four years we will refresh the website. This gives you a long term predictive cost estimate many years down the line for budgeting purposes.

#### Process

- After signing a contract a dedicated Project Manager will be assigned and schedule a phone meeting to discuss timelines and deliverables. This person will be the single point of contact responsible for scheduling and managing meetings with CivicPlus designers, engineers, architects, editors and trainer/consultants.
  - Design and Navigation will be determined first,
  - content will be edited/migrated/developed after design
  - training will take place before go live, a CivicPlus trainer will come out and spend 4 days onsite training and consulting
- Estimated timeline to go live is 4-6 months depending on processes selected.

#### **Chris Gladu, CivicPlus**

**Regional Sales Manager**

**Florida, Georgia, South Carolina, Alabama**

Main 888-228-2233 x205

Direct 785-323-1505

Mobile: 785-217-3115

Fax 785-587-8951

[www.CivicPlus.com](http://www.CivicPlus.com)

## Betsy Driggers

---

**From:** Chris Gladu [gladu@civicpius.com]  
**Sent:** Tuesday, August 27, 2013 10:00 PM  
**To:** Betsy Driggers  
**Subject:** CivicPlus Aadvantage Plan

**Importance:** High

Betsy please let me know if you need anything else for the meeting tomorrow

Project Development costs \$26,763  
Support beginning in year Two \$4,038 (increases 5%/year)  
Support In year Three \$4,239

=====  
Three year total \$35,040

Support in Year Four = \$4,451 (after paying this a refresh of the website is done to give it a new look and feel)

CivicPlus advantage Plan = \$35,040 /3

First year payment = \$11,680

Second year payment = \$11,680

Third year payment = \$11,680

Support in Year Four = \$4,451 (after paying this a refresh of the website is done to give it a new look and feel)

**Chris Gladu, CivicPlus**

**Regional Sales Manager**

**Florida, Georgia, South Carolina, Alabama**

Main 888-228-2233 x205

Direct 785-323-1505

Mobile: 785-217-3115

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February 15, 2013

Sole Source Letter

To the City of Palatka, Florida:

This letter serves to notify you that Icon Enterprises, Inc., d/b/a CivicPlus, is the sole provider of the Government Content Management System™ (GCMS) and associated product and service package that enables municipal website administrators to manage critical aspects of their online presence.

The CivicPlus GCMS differs from other content management software in that it has been optimized for use by government entities with a specialized focus on digital community engagement. As the creator and innovator of the 7 Levels of Digital Community Engagement™, CivicPlus has created a system that not only provides basic services and needs for government websites utilizing a custom process tailored to municipal processes and methods, but also centers around aiding governments to improve their rank on the 7 Levels Community Engagement Scale. Many of CivicPlus' applications been developed specifically for use by municipal governments, and the GCMS is hosted at a network operations center dedicated to serving local government websites.

Included in the standard CivicPlus development package are applications that are unique to the CivicPlus GCMS, like a citizen request management and mapping tool, a citizen ideation center, and a live, streaming video application.

Applications like these may be available at a much higher cost from other vendors; however, CivicPlus is the sole provider of these applications as a part of an all-inclusive, standardized GCMS.

No other organization offers our unique product and service package, coupling our GCMS with some of the most useful web applications available to municipal governments.

Regards,

**Jesse J. Manning • CivicPlus**  
Vice President of Sales & Marketing  
Main 888-228-2233 x262  
Direct 785-323-4762  
Fax 785-587-8951  
Manning@CivicPlus.com • www.CivicPlus.com

# **CivicPlus**

Helping Communities Engage & Interact

Proposed partnership with the  
**City of Palatka, Florida**



+

# Who Uses the CivicPlus Solution?

More than 1,200 clients in the United States, Canada and Australia

Cities

Counties

Convention &  
Visitors' Bureaus

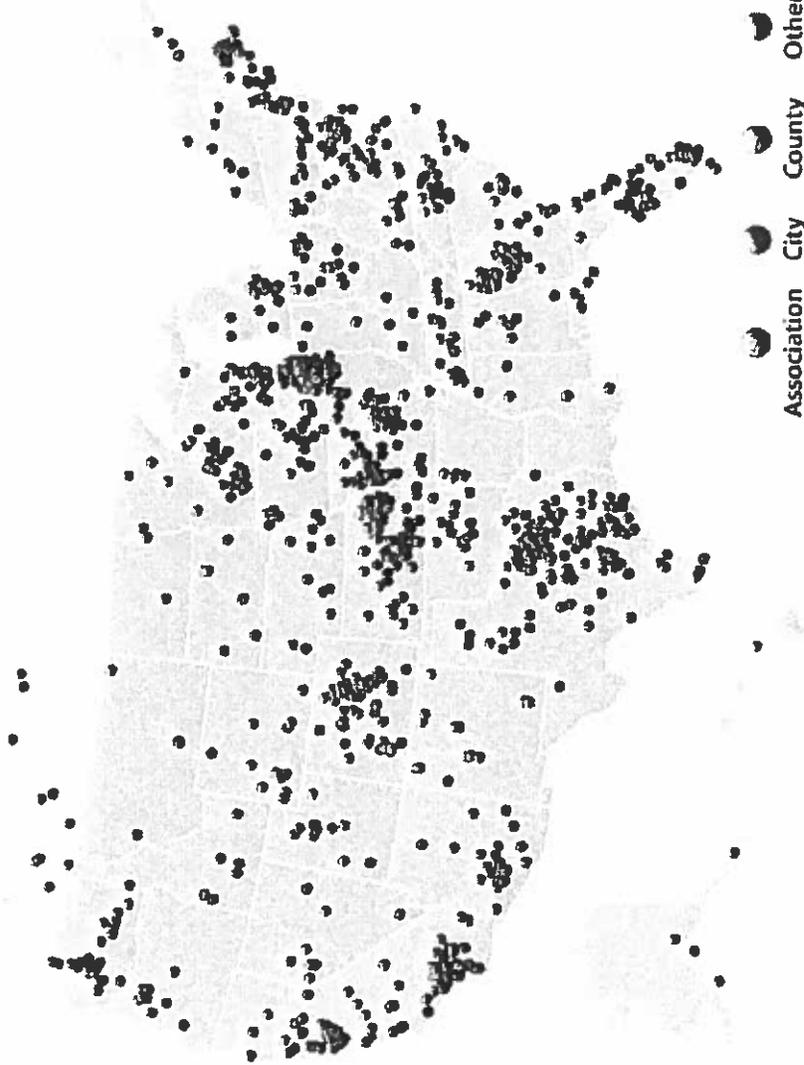
Economic Development  
Boards

Chambers of Commerce

Elected Officials

Trade Associations

## CivicPlus Client Map

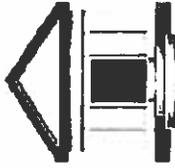


+ CONNECTING PEOPLE



# Time for a Change

Why our customers sought out CivicPlus:



## Limitations with the current website

Need a solution tailored specifically for eGovernment



## Current outsourced site lacks functionality and support

Vendor with limited resources and/or ability



## High stress and cost associated with in-house solutions

I.T. staff consumed with website upkeep and maintenance

**Sound familiar?**

+ CONNECTING PEOPLE



# The CivicPlus Solution

## The Local eGovernment Experts



Full-Service Solution - from design to development to launch...& *beyond*



High-touch *consulting & project management* to find solutions tailored for you



*Award-winning designs* built from a blank slate; non-template based



Content management experts to guide you on *best practices & usability*



Comprehensive *training options* to fit your needs & your budget

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# Long-Term Benefits of a CivicPlus Solution



**Your website is as much about “tomorrow”  
as it is “today”**

Support available 24 hours a day

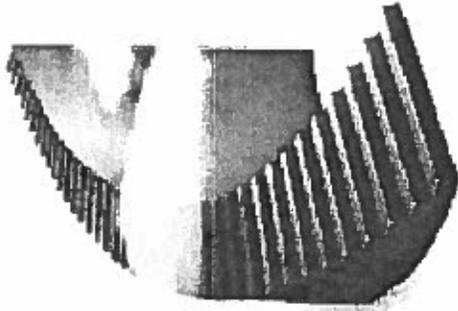
Continuous upgrades and enhancements  
to the solution

Site hosting included

Secure data center with daily backups, redundancy and  
extensive disaster recovery measures

Compliance with accessibility  
and open records standards

Access to CivicPlus University and CivicPlus Connection



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# Typical Timeline

## Typical Project Timeline

## Timeline

### Phase 1 - Needs Assessment and Timeline (may vary with on-site meetings)

Includes: Timeline approval, statistics from current website due, department listing from client

1-2 weeks

### Phases 2 & 3 - Website Design and Navigation Architecture

Includes: Main navigation & standards meeting, main navigation & standards worksheet due, pictures due, initial design meeting, initial content meeting, content process meeting, website design comp due to client, initial design feedback meeting, design approval

4-5 weeks

### Phase 4 - Site Development and Module Set-up (can vary)

Includes: Wireframe due

2-3 weeks

### Phase 5 - Content Development (varies based upon amount of content)

Includes: Content worksheets due, content starts, content completed, content finalized and approved

7-8 weeks

### Phase 6 - Reviews and Testing

2 weeks

### Phase 7 - Training

1 week

### Phase 8 - Final Review and Test

1-2 weeks

### Phase 9 - Marketing

1 week

### Phase 10 - Ongoing Consulting

Ongoing

### Go-Live

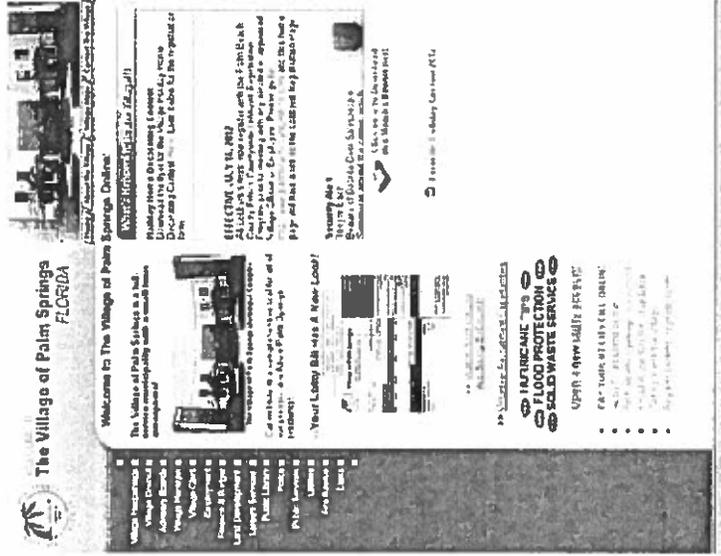
21-26 Weeks  
(On Average)

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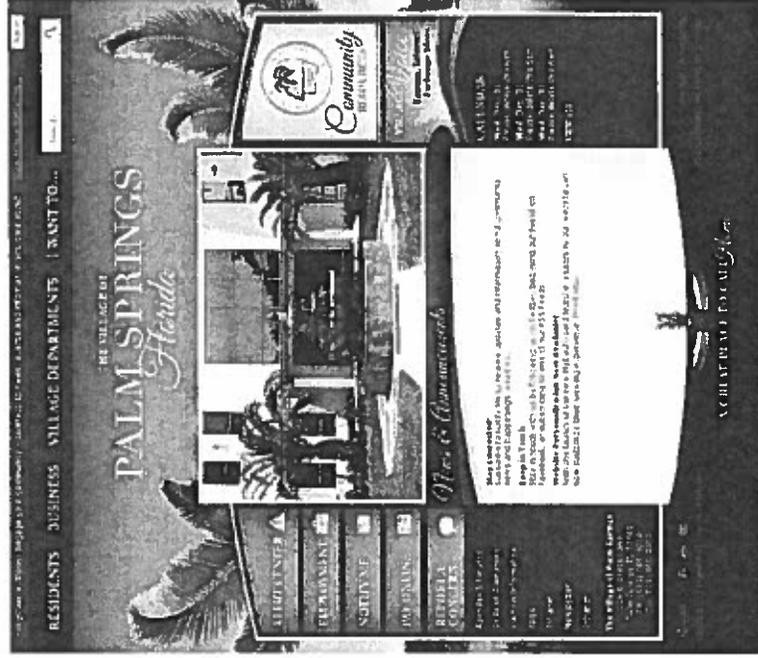


# Village of Palm Springs

Old site



CivicPlus site



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# City of Hollywood, FL

City of Hollywood, FL

View more information

How do I...?

CITY GOVERNMENT

DEPARTMENTS

DOING BUSINESS

VISITORS



SEARCH

**Online Services**

- Payment Center
- Open Government
- Nixity Me Sign-up

**News or Hot items or Videos**

Lane Closures on Sirling Road at Interstate 95  
 Repair work will be on Sirling Road at Interstate 95 from 11 p.m. on Friday, Nov. 30 through 5 a.m. on Monday, Dec. 3 due to bridge construction. All ramps to I-95 will remain open during these closures. Read more...

57th Annual Family Care Parade Coming to Hollywood Beach  
 The holiday season is here, which means the return of the Family Care Parade to the beach. Wood Beach Boulevard will get its annual ball of confetti on Saturday, December 8 at 7 a.m. Read more...

**Events or Meetings**

- Mon, Dec. 3  
Food Trucks at First Park
- Mon, Dec. 3  
Beach Theatre - Swell Tones (Music for Dancing)
- Tue, Dec. 4  
Beach Theatre: John Mica (Popular Standards)

City of Hollywood, 2600 Hollywood Boulevard, Hollywood, FL 33020-1307  
 F.O. 501-239-445, Hollywood, FL 33022-9045



# City of Tequesta, FL

DEPARTMENTS • RESIDENTS

**COUNCIL • I WANT TO...**

**Up To Date** [More News](#)

Public Hearing to Register Table Licensure - Smoking presents Hazardous Waste Facility

Next Local Election - March 27, 2013 Public Notice

Telephone Subscribers - Zephyrus

**You're Invited**

November 2012

Mon	26	27	28	29	30	01
Tue	27	28	29	30	01	02
Wed	28	29	30	01	02	03
Thu	29	30	01	02	03	04
Fri	30	01	02	03	04	05
Sat	01	02	03	04	05	06
Sun	02	03	04	05	06	07
Mon	03	04	05	06	07	08
Tue	04	05	06	07	08	09
Wed	05	06	07	08	09	10
Thu	06	07	08	09	10	11
Fri	07	08	09	10	11	12
Sat	08	09	10	11	12	13
Sun	09	10	11	12	13	14
Mon	10	11	12	13	14	15
Tue	11	12	13	14	15	16
Wed	12	13	14	15	16	17
Thu	13	14	15	16	17	18
Fri	14	15	16	17	18	19
Sat	15	16	17	18	19	20
Sun	16	17	18	19	20	21
Mon	17	18	19	20	21	22
Tue	18	19	20	21	22	23
Wed	19	20	21	22	23	24
Thu	20	21	22	23	24	25
Fri	21	22	23	24	25	26
Sat	22	23	24	25	26	27
Sun	23	24	25	26	27	28
Mon	24	25	26	27	28	29
Tue	25	26	27	28	29	30
Wed	26	27	28	29	30	01
Thu	27	28	29	30	01	02
Fri	28	29	30	01	02	03
Sat	29	30	01	02	03	04
Sun	30	01	02	03	04	05

**New Events**

- December 3 - Board Meeting
- December 13 - Special Attn
- December 13 - Budget Approval Meeting
- January 7 - Meeting

**Popular Pages**

- Environment
- Board
- BUSINESS
- Construction

**Electronics Notifications**

Local articles, events, alerts, and more!

**Village of Tequesta**  
 140 Tequesta Dr., Tequesta, FL 33462-0273  
 Phone: 561-759-0200  
 Fax: 561-759-0200  
 Website: www.villageoftequesta.com

... Our way



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# Athens-Clarke County, GA

myGovernment Page your information, contact to our office and address at your area.

SEARCH

ATHENS-CLARKE COUNTY UNIFIED GOVERNMENT

ABOUT | TRANSPORTATION | HOME | GO | SEE VIDEO

Search for phrases in quotes e.g. "cost of services"

ALERT CENTER | VIDEOS | PAYMENTS | REPORT A PROBLEM | E NEWSLETTERS

NEWS | FEATURED ITEMS | Quick Links | Tools | Website Info

Contact Us: Athens-Clarke County, Georgia  
P.O. Box 20800  
Athens, GA 30604-0800  
Phone: 706.548.3300

Quick Links: Call 311 for Emergencies, Report a Problem, Pay Taxes, View My Account

Tools: Links to Services, Print Page, Email Page, Feedback

Website Info: Copyright © 2010, All Rights Reserved. Athens-Clarke County, Georgia

# CivicPlus proposal

- **Project Development Phase 1: Analysis and Timeline Development**
- Deliverable: Project Timeline and worksheets \$1,731
- **Phase 2: Website Design**
- Deliverable: Website Design Composition \$4,604
- **Phase 3: Navigation Architecture Development**
- Deliverable: Navigation structure optimized for your website \$1,244
- **Phase 4: Modules and Site Setup**
- Deliverable: Set up fully functional site, software that runs the site, and site's statistical analysis. \$1,731
- **Phase 5: Content Development of 100 standard pages and up to 500 supporting elements**
- Deliverable: Website content development and module content. \$5,098
- **Phase 6: Test and Review, Establish Future Expectations**
- Deliverable: List of items that need to be addressed \$1,928
- **Phase 7: 4 Days of On-Site Training for up to 12 employees**
- *Quote includes travel expenses (\$80 per person per day for the 13th attendee and beyond)*
- Deliverable: Train System Administrator(s) on GCMS Administration, permissions, setting up groups and users, module administration. Basic User training on pages, module entries, applying modules to pages. Applied use and usability consulting to result in effective communication through your website. \$8,800

# CivicPlus proposal (continued)

- **Phase 8: Go-Live and Project Review**
- Deliverable: Final project review report      \$1,176
- **Phase 9: Marketing**
- Deliverable: Registration of site with all major search engines      \$451
- **Phase 10: Ongoing Consultation**
- Deliverable: Site review with recommendations for enhancements to improve visitor interaction; layout, design and content recommendations.      Included
- **Additional Functionality**
- Google Translation Tool      Included
- Custom Mobile Application      Included
- **Gov 2.0 Upgrades**
- Blog Share      Included
- Facebook Integration      Twitter Integration      Included

## Project Development Fee (base offer) \$26,763

EWM contest Runner-Up expires 3/31/13      (\$5,000)

**TOTAL      \$21,763**

Optional Department Header 1 Department      \$3,100 (plus \$650/year additional on maintenance)

**TOTAL (base offer plus Optional Department Header)      \$24,863**

- **Includes**
- First Year Annual Support, Maintenance and Hosting Fee
  - (second year support is \$4,038, subject to annual 5% increase year 3 and beyond)
- Server storage not to exceed 15 GB; Media Center storage not to exceed 10 GB

# CivicPlus breakdown of annual fees annual maintenance fee begins Year 2 \$4,038 (increases 5% per year)

- Hosting (5 percent)**
  - Network Operations Center optimized for government website hosting
  - Shared web / SQL server
  - DNS consulting and maintenance
  - Bandwidth monitoring
  - Redundant internet service providers
  - Redundant cooling systems
  - Redundant power sources
  - Daily tape backup
  - Intrusion detection and prevention
  - Antivirus protection
  - Regular hardware upgrades
- Content Management System Maintenance (25 percent)**
  - Service patches for server OS
  - Regular module enhancements
  - CMS functionality enhancements
  - Development of system APIs for integration
  - Usability testing
- Content Management System Upgrades (25 percent)**
  - New module research and development
  - Introduction of partner features and services
  - Rollout of newly developed modules to all customers
- Support (25 percent)**
  - 7:00 am – 7:00 pm (CST), Monday-Friday for all trained CMS users (excluding holidays)
  - 24 / 7 / 365 emergency support
  - Dedicated support personnel
  - Two-hour response time during business hours
  - Usability testing and improvements
  - Integration of new and upgraded services
  - Proactive support for updates and fixes
  - Monthly newsletters
  - Phone consulting
  - Dedicated support website
  - Access to Community Engagement Consultants for site reviews and new functionality demos
- Continued Training Opportunities (10 percent)**
  - CivicPlus University certification program
  - Online training manuals
  - Pre-recorded training webinar library for all major system functionality
  - Support website

## Payment Option 2: CivicPlus Advantage

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CivicPlus Advantage	1st Year	2nd Year	3rd Year	4th Year
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Annual Recurring Fees	\$11,613	\$11,613	\$11,613	\$4,452
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These numbers represent the total first year development fees for the base offer. You have \$5,000 credit for being runners-up in the EWM contest which is not reflected in the numbers above. At your discretion we can apply this credit against the first year's payment or amortize it over the first three years.

Chris Gladu  
Gladu@CivicPlus.com  
785.323.1505  
888.228.2233 x205

CivicPlus.com

+ CONNECTING PEOPLE



CIVICPLUS

## Betsy Driggers

---

**From:** Chris Gladu [gladu@civicplus.com]  
**Sent:** Friday, December 14, 2012 10:11 AM  
**To:** Betsy Driggers; Chris Cheatham  
**Subject:** civicplus Florida customers

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Here is what some of our other customers in Florida are doing:

<http://www.templeterrace.com>

<http://www.tamarac.org/>

<http://www.pascocountyfl.net/>

<http://www.cityofdestin.com/>

<http://www.codb.us/>

<http://www.hillsboroughcounty.org/>

<http://www.cityofnewportrichey.org/>

<http://www.hollywoodfl.org/>

<http://www.coab.us>

<http://www.flaglercounty.org>

<http://www.cityofhomestead.com/>

<http://www.naplesgov.com/>

<http://www.ormondbeach.org>

<http://www.nassaureads.com>

<http://www.cityofnsb.com/>

<http://www.opalockafl.gov>

<http://www.cityofparkland.org>

<http://www.westmelbourne.org>

<http://www.flaglercounty.org>

<http://www.sumtercountyfl.gov>

<http://www.monroecounty-fl.gov/>

<http://www.nassaucountyfl.com>

<http://co.walton.fl.us>

<http://cityofcallaway.com>

<http://www.mycarrabelle.com>

<http://www.casselberry.org>

<http://www.cocoaf1.org>

<http://www.ci.dania-beach.fl.us>

<http://www.defuniaksprings.net>

<http://www.deerfield-beach.com>

<http://www.fbfl.us>

<http://www.fortmyersbeachfl.gov>

<http://www.hallandalebeach.org>

<http://www.ci.highland-beach.fl.us>

<http://www.inverness-fl.gov>

<http://www.plantcitygov.com>

<http://ci.mount-dora.fl.us/>

**Chris Gladu, CivicPlus**  
**Regional Sales Manager**  
**Florida, Georgia, South Carolina, Alabama**  
Main 888-228-2233 x205  
Direct 785-323-1505  
Mobile: 785-217-3115  
Fax 785-587-8951  
[www.CivicPlus.com](http://www.CivicPlus.com)

*Agenda  
Item*

*4a*



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**SECOND PUBLIC HEARING - TRIM CALENDAR FY 2013-14 - Final Budget and Millage Rate for 2013/14 Budget Year -- 9.1749 mills proposed**

**\*a. RESOLUTION No. 2013-9-168 adopting the final millage rate levy for FY2013-2014**

**\*b. RESOLUTION No. 2013-9-169 adopting the budget for FY2013-2104**

**SUMMARY:**

Attached is a resolution which will set the final millage rate for FY2013-2014 at 9.1749 mills per \$1,000 of assessed value, which is the same millage rate as the current fiscal year and represents an increase of -0.73% over the rollback millage rate.

Also attached is a resolution adopting the final FY2013-14 Budget, which has been submitted based upon based upon the actual proposed millage rate of 9.1749 mills. The Commission has held three budget workshops throughout the summer, and a First Public Hearing on the proposed budget and millage rate was held on September 12, 2013. These budgets have been on file in the Clerk's Office for the public's inspection and are attached.

**RECOMMENDED ACTION:**

**Adopt Resolution 2013-9-162 which will set the final taxable millage rate at 9.1749 for FY 2013-2014, and Resolution 2013-9-163, accepting and adopting the proposed final budget as the official budget for FY2013-2014.**

**ATTACHMENTS:**

**Name:**

- 📄 09-26-13Final\_Millage\_Rate\_FY2013-2014\_Resolution.doc
- 📄 DOC083.pdf
- 📄 09-26-13\_Final\_Budget\_FY2013-2014\_Resolution.doc
- 📄 Final\_Budget\_FY2013-2014.pdf

**Description:**

- Resolution setting Final Millage Rate
- Truth in Millage Statement, DR 420 Certifications
- Resolution adopting final budget FY 2013-14
- Final Proposed Budget FY 2013-2014

**RESOLUTION No. 2013 - 9 - 168**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, PUTNAM COUNTY, FLORIDA, ADOPTING THE FINAL LEVY OF AD VALOREM TAXES FOR OPERATING EXPENSES FOR THE CITY OF PALATKA, PUTNAM COUNTY FOR FISCAL YEAR 2013-2014; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Commission of the City of Palatka, Putnam County, Florida, on September 26, 2013 adopted Fiscal Year 2013-2014 Final Operating Millage Rate following a public hearing as required by Florida Statute 200.065; and

**WHEREAS**, the City Commission of the City of Palatka, Putnam County, Florida, held a public hearing as required by Florida Statute 200.065; and

**WHEREAS**, the gross taxable value for operating purposes not exempt from taxation within the City of Palatka, Putnam County has been certified by the County Property Appraiser to the City of Palatka as \$361,780,242.

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Palatka of Putnam County, Florida, that:

1. The FY2013-2014 operating millage rate for the City of Palatka is 9.1749 mills, which is less than the rolled-back rate of 9.2428 mills by 0.73%.
2. This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 26th day of September, 2013.

**CITY OF PALATKA**

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

**ATTEST:**

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

**APPROVED AS TO FORM  
AND CORRECTNESS:**

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

**TRUTH IN MILLAGE STATEMENT  
FISCAL YEAR 2013-2014**

**Prior to adoption of the tentative budget for Fiscal Year 2013-14, which, when adopted in its final form sets the property tax millage rate for operating expenditures, Chapter 200.065 (4)(d), Florida Statutes, requires that the following statement be publicly announced.**

- **The taxing authority levying this property tax is the City Commission of the City of Palatka.**
- **The rolled back rate is 9.2428 mills per \$1,000 of assessed value.**
- **The percentage increase is -0.73% over the rollback millage rate.**
- **The operating millage rate to be levied is 9.1749 mills per \$1,000 of assessed value.**



# CERTIFICATION OF TAXABLE VALUE

Reset Form

Print Form

DR-420  
R. 5/12  
Rule 12D-16.002  
Florida Administrative Code  
Effective 11/12

Year: 2013	County: PUTNAM
Principal Authority: CITY OF PALATKA	Taxing Authority: CITY OF PALATKA
<b>SECTION I: COMPLETED BY PROPERTY APPRAISER</b>	
1. Current year taxable value of real property for operating purposes	\$ 313,484,235 (1)
2. Current year taxable value of personal property for operating purposes	\$ 47,816,363 (2)
3. Current year taxable value of centrally assessed property for operating purposes	\$ 938,571 (3)
4. Current year gross taxable value for operating purposes (Line 1 plus Line 2 plus Line 3)	\$ 362,239,169 (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.)	\$ 458,927 (5)
6. Current year adjusted taxable value (Line 4 minus Line 5)	\$ 361,780,242 (6)
7. Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$ 364,305,909 (7)
8. Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	<input checked="" type="checkbox"/> YES <input type="checkbox"/> 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	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Number 0 (9)
<b>Property Appraiser Certification</b>   I certify the taxable values above are correct to the best of my knowledge.	
SIGN HERE	Signature of Property Appraiser : Electronically Certified by Property Appraiser
	Date : 7/1/2013 1:44 PM
<b>SECTION II : COMPLETED BY TAXING AUTHORITY</b>	
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)	9.1749 per \$1,000 (10)
11. Prior year ad valorem proceeds (Line 7 multiplied by Line 10, divided by 1,000)	\$ 3,342,470 (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)	\$ 196,100 (12)
13. Adjusted prior year ad valorem proceeds (Line 11 minus Line 12)	\$ 3,146,370 (13)
14. Dedicated increment value, if any (Sum of either Line 6b or Line 7e for all DR-420TIF forms)	\$ 21,367,724 (14)
15. Adjusted current year taxable value (Line 6 minus Line 14)	\$ 340,412,518 (15)
16. Current year rolled-back rate (Line 13 divided by Line 15, multiplied by 1,000)	9.2428 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)	\$ 3,323,508 (18)

19.	TYPE of principal authority (check one)	<input type="checkbox"/> County	<input type="checkbox"/> Independent Special District	(19)
		<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Water Management District	
20.	Applicable taxing authority (check one)	<input checked="" type="checkbox"/> Principal Authority	<input type="checkbox"/> Dependent Special District	(20)
		<input type="checkbox"/> MSTU	<input type="checkbox"/> Water Management District Basin	
21.	Is millage levied in more than one county? (check one)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	(21)

**DEPENDENT SPECIAL DISTRICTS AND MSTUS**



**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)	\$	3,146,370	(22)
23.	Current year aggregate rolled-back rate (Line 22 divided by Line 15, multiplied by 1,000)		9.2428 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes (Line 4 multiplied by Line 23, divided by 1,000)	\$	3,348,104	(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)	\$	3,323,508	(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)		-0.73 %	(27)

<b>First public budget hearing</b>	Date : 9/12/2013	Time : 6:00 PM	Place : 201 North 2nd Street, Palatka, Florida 32177
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<b>S I G N  H E R E</b>	<b>Taxing Authority Certification</b>	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 :	Electronically Certified by Taxing Authority		Date : 7/30/2013 11:26 AM
	Title :	MICHAEL CZYMBOR, CITY MANAGER		Contact Name and Contact Title : MICHAEL CZYMBOR, CITY MANAGER
	Mailing Address :	201 N 2ND ST		Physical Address : 201 N 2ND ST
	City, State, Zip :	Phone Number :	Fax Number :	
	PALATKA, FL 32177	3863290104	3863290106	



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

Reset Form

Print Form

DR-420MM-P  
R 5/12  
Rule 12D-16.002  
Florida Administrative Code  
Effective 11/12

Year: 2013		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?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (1)
<p align="center">IF YES,  STOP HERE. SIGN AND SUBMIT. You are not subject to a millage limitation.</p>			
2.	Current year rolled-back rate from Current Year Form DR-420, Line 16	9.2428	per \$1,000 (2)
3.	Prior year maximum millage rate with a majority vote from 2012 Form DR-420MM, Line 13	11.3886	per \$1,000 (3)
4.	Prior year operating millage rate from Current Year Form DR-420, Line 10	9.1749	per \$1,000 (4)
<p align="center"><b>If Line 4 is equal to or greater than Line 3, skip to Line 11. If less, continue to Line 5.</b></p>			
<p align="center"><b>Adjust rolled-back rate based on prior year majority-vote maximum millage rate</b></p>			
5.	Prior year final gross taxable value from Current Year Form DR-420, Line 7	\$ 364,305,909	(5)
6.	Prior year maximum ad valorem proceeds with majority vote <i>(Line 3 multiplied by Line 5 divided by 1,000)</i>	\$ 4,148,934	(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	\$ 196,100	(7)
8.	Adjusted prior year ad valorem proceeds with majority vote <i>(Line 6 minus Line 7)</i>	\$ 3,952,834	(8)
9.	Adjusted current year taxable value from Current Year Form DR-420 Line 15	\$ 340,412,518	(9)
10.	Adjusted current year rolled-back rate <i>(Line 8 divided by Line 9, multiplied by 1,000)</i>	11.6119	per \$1,000 (10)
<p align="center"><b>Calculate maximum millage levy</b></p>			
11.	Rolled-back rate to be used for maximum millage levy calculation <i>(Enter Line 10 if adjusted or else enter Line 2)</i>	11.6119	per \$1,000 (11)
12.	Adjustment for change in per capita Florida personal income <i>(See Line 12 Instructions)</i>	1.0169	(12)
13.	Majority vote maximum millage rate allowed <i>(Line 11 multiplied by Line 12)</i>	11.8081	per \$1,000 (13)
14.	Two-thirds vote maximum millage rate allowed <i>(Multiply Line 13 by 1.10)</i>	12.9889	per \$1,000 (14)
15.	Current year proposed millage rate	9.1749	per \$1,000 (15)
16.	<b>Minimum vote required to levy proposed millage:</b> (Check one)		(16)
<input checked="" type="checkbox"/>	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. <i>Enter Line 13 on Line 17.</i>		
<input type="checkbox"/>	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. <i>Enter Line 15 on Line 17.</i>		
<input type="checkbox"/>	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. <i>Enter Line 15 on Line 17.</i>		
<input type="checkbox"/>	d. Referendum: The maximum millage rate is equal to the proposed rate. <i>Enter Line 15 on Line 17.</i>		
17.	The selection on Line 16 allows a maximum millage rate of <i>(Enter rate indicated by choice on Line 16)</i>	11.8081	per \$1,000 (17)
18.	Current year gross taxable value from Current Year Form DR-420, Line 4	\$ 362,239,169	(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)	\$	3,323,508 (19)
20.	Total taxes levied at the maximum millage rate (Line 17 multiplied by Line 18, divided by 1,000)	\$	4,277,356 (20)
<b>DEPENDENT SPECIAL DISTRICTS AND MSTUs</b>			<b>STOP HERE. SIGN AND SUBMIT.</b>
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-P)	\$	0 (21)
22.	Total current year proposed taxes (Line 19 plus Line 21)	\$	3,323,508 (22)
<b>Total Maximum Taxes</b>			
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-P)	\$	0 (23)
24.	Total taxes at maximum millage rate (Line 20 plus Line 23)	\$	4,277,356 (24)
<b>Total Maximum Versus Total Taxes Levied</b>			
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)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	(25)
<b>S I G N  H E R E</b>	<b>Taxing Authority Certification</b>		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 :
	Electronically Certified by Taxing Authority		7/30/2013 11:26 AM
	Title :	Contact Name and Contact Title :	
	MICHAEL CZYMBOR, CITY MANAGER	MICHAEL CZYMBOR, CITY MANAGER	
	Mailing Address :	Physical Address :	
201 N 2ND ST	201 N 2ND ST		
City, State, Zip :	Phone Number :	Fax Number :	
PALATKA, FL 32177	3863290104	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.



## TAX INCREMENT ADJUSTMENT WORKSHEET

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

Year: <b>2013</b>	County: <b>PUTNAM</b>
Principal Authority : <b>CITY OF PALATKA</b>	Taxing Authority : <b>CITY OF PALATKA</b>
Community Redevelopment Area : <b>Downtown</b>	Base Year : <b>1983</b>

**SECTION I : COMPLETED BY PROPERTY APPRAISER**

1. Current year taxable value in the tax increment area	\$	30,043,930	(1)
2. Base year taxable value in the tax increment area	\$	14,750,255	(2)
3. Current year tax increment value <i>(Line 1 minus Line 2)</i>	\$	15,293,675	(3)
4. Prior year Final taxable value in the tax increment area	\$	30,117,308	(4)
5. Prior year tax increment value <i>(Line 4 minus Line 2)</i>	\$	15,367,053	(5)

<b>SIGN HERE</b>	<b>Property Appraiser Certification</b>		I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser :		Date :	
	Electronically Certified by Property Appraiser		7/1/2013 1:44 PM	

**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 <i>(Line 3 multiplied by the percentage on Line 6a)</i> <i>If value is zero or less than zero, then enter zero on Line 6b</i>	\$	14,528,991	(6b)
6c. Amount of payment to redevelopment trust fund in prior year	\$	133,942	(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 <i>(Line 5 multiplied by Line 7b, divided by 1,000)</i>	\$	0	(7c)
7d. Prior year payment as proportion of taxes levied on increment value <i>(Line 7a divided by Line 7c, multiplied by 100)</i>		0.00 %	(7d)
7e. Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 7d)</i> <i>If value is zero or less than zero, then enter zero on Line 7e</i>	\$	0	(7e)

<b>S I G N  H E R E</b>	<b>Taxing Authority Certification</b>		I certify the calculations, millages and rates are correct to the best of my knowledge.	
	Signature of Chief Administrative Officer :		Date :	
	Electronically Certified By Taxing Authority		7/30/2013 11:26 AM	
	Title : <b>MICHAEL CZYMBOR, CITY MANAGER</b>		Contact Name and Contact Title : <b>MICHAEL CZYMBOR, CITY MANAGER</b>	
	Mailing Address : <b>201 N 2ND ST</b>		Physical Address : <b>201 N 2ND ST</b>	
City, State, Zip : <b>PALATKA, FL 32177</b>		Phone Number : <b>3863290104</b>	Fax Number : <b>3863290106</b>	



## TAX INCREMENT ADJUSTMENT WORKSHEET

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

Year: 2013	County: PUTNAM	
Principal Authority : CITY OF PALATKA	Taxing Authority : CITY OF PALATKA	
Community Redevelopment Area : North Historic	Base Year : 1994	
<b>SECTION I : COMPLETED BY PROPERTY APPRAISER</b>		
1. Current year taxable value in the tax increment area	\$ 3,545,846 (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)	\$ 2,446,736 (3)	
4. Prior year Final taxable value in the tax increment area	\$ 3,700,522 (4)	
5. Prior year tax increment value (Line 4 minus Line 2)	\$ 2,601,412 (5)	
<b>SIGN HERE</b>	<b>Property Appraiser Certification</b> I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser : Electronically Certified by Property Appraiser	Date : 7/1/2013 1:44 PM
<b>SECTION II: COMPLETED BY TAXING AUTHORITY</b> 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	\$ 2,324,399	(6b)
6c. Amount of payment to redevelopment trust fund in prior year	\$ 22,674	(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)
<b>S I G N  H E R E</b>	<b>Taxing Authority Certification</b> I certify the calculations, millages and rates are correct to the best of my knowledge.	
	Signature of Chief Administrative Officer : Electronically Certified By Taxing Authority	Date : 7/30/2013 11:26 AM
	Title : MICHAEL CZYMBOR, CITY MANAGER	Contact Name and Contact Title : MICHAEL CZYMBOR, CITY MANAGER
	Mailing Address : 201 N 2ND ST	Physical Address : 201 N 2ND ST
	City, State, Zip : PALATKA, FL 32177	Phone Number : 3863290104



## TAX INCREMENT ADJUSTMENT WORKSHEET

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

Year: 2013	County: PUTNAM	
Principal Authority : CITY OF PALATKA	Taxing Authority : CITY OF PALATKA	
Community Redevelopment Area : South Historic	Base Year : 1994	
<b>SECTION I : COMPLETED BY PROPERTY APPRAISER</b>		
1. Current year taxable value in the tax increment area	\$ 7,969,206	(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)	\$ 4,751,931	(3)
4. Prior year Final taxable value in the tax increment area	\$ 7,747,273	(4)
5. Prior year tax increment value (Line 4 minus Line 2)	\$ 4,529,998	(5)
<b>SIGN HERE</b>	<b>Property Appraiser Certification</b> I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser : Electronically Certified by Property Appraiser	
	Date : 7/1/2013 1:44 PM	
<b>SECTION II: COMPLETED BY TAXING AUTHORITY</b> 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) <i>If value is zero or less than zero, then enter zero on Line 6b</i>	\$ 4,514,334	(6b)
6c. Amount of payment to redevelopment trust fund in prior year	\$ 39,484	(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 <i>(Line 5 multiplied by Line 7b, divided by 1,000)</i>	\$ 0	(7c)
7d. Prior year payment as proportion of taxes levied on increment value <i>(Line 7a divided by Line 7c, multiplied by 100)</i>	0.00 %	(7d)
7e. Dedicated increment value (Line 3 multiplied by the percentage on Line 7d) <i>If value is zero or less than zero, then enter zero on Line 7e</i>	\$ 0	(7e)
<b>S I G N  H E R E</b>	<b>Taxing Authority Certification</b> I certify the calculations, millages and rates are correct to the best of my knowledge.	
	Signature of Chief Administrative Officer : Electronically Certified By Taxing Authority	
	Date : 7/30/2013 11:26 AM	
	Title : MICHAEL CZYMBOR, CITY MANAGER	Contact Name and Contact Title : MICHAEL CZYMBOR, CITY MANAGER
	Mailing Address : 201 N 2ND ST	Physical Address : 201 N 2ND ST
	City, State, Zip : PALATKA, FL 32177	Phone Number : 3863290104

*Agenda  
Item*

*4b*

**RESOLUTION No. 2013-9-169**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA ADOPTING THE FINAL BUDGET FOR THE 2013-2014 FISCAL YEAR, PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Annual Budget contains fund appropriations and establishes projected revenue and expenditure levels for all funds and divisions for the current fiscal year and the fiscal year commencing on October 1, 2013; and

**WHEREAS**, Florida Statutes §200.065(2)(c) requires that a public hearing be held on the tentative budget, and Florida Statutes §200.65(2)(d) requires that a public hearing be held to finalize the budget and adopt a millage rate; and

**WHEREAS**, Florida Statutes §200.065(2)(d) requires that within 15 days after the meeting adopting the tentative budget, the taxing authority shall advertise in a newspaper of general circulation of its intent to finally adopt a millage rate and budget. The final hearing must be held within 2 to 5 days of the advertisement. Sections 129.03 and 200.065, F.S. outlines the exact requirements of said advertisements; and

**WHEREAS**, the City of Palatka on September 12, 2013 and September 26, 2013, held public hearings as required by Florida Statutes §200.65; and

**WHEREAS**, the City of Palatka set forth the appropriations and revenue estimate for the Budget for the Fiscal Year 2013-2014 in the amount of twenty four million eight hundred fifty nine thousand one hundred ninety eight and 00/100 dollars (\$24,859,198).

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

1. The Fiscal Year 2013-2014 Final Budget is hereby adopted.
2. The five-year Capital Improvement Plan as transmitted as part of the Budget document as an outline of projected capital improvements to serve as a guideline for future planning is hereby approved and incorporated in the Budget.
3. The Fiscal Year 2013-2014 Final Budget, as filed with the City Clerk, contains the expenditures and reserves estimate, and the revenues and cash balances of the City of Palatka, Florida for the fiscal year from October 1, 2013 to September 30, 2014, both dates inclusive. Said Budget was submitted to the City Commission of the City of Palatka, Florida, by the City Manager as required by and pursuant to Section 39(6) of the City Charter of the City of Palatka, Florida. The 2013-2014 Final Budget is hereby fixed and determined in the amount of twenty four million eight hundred fifty nine thousand one hundred ninety eight and 00/100 dollars (\$24,859,198) and is hereby in all respects adopted and confirmed as so fixed and determined, and the City Clerk is hereby directed to enter the same upon the Minutes of the City of Palatka, Florida. The budget contains an appropriation for a three percent (3%) cost of living raise for all employees, department heads, city manager and city commissioners, which is hereby authorized.

4. The City Manager is hereby authorized to expend such sums in accordance with this resolution and the other applicable provisions of the Charter and Ordinances of the City of Palatka, Florida and State law.
5. Properly advertised Public Hearings have been held on September 12, 2013 at 6:00 P.M. and September 26, 2013 at 6:00 P.M. as required by law. Copies of the budget are on file at the Office of the City Clerk for inspection and on the City of Palatka website.
6. If any provision or portion of the Resolution is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of the Resolution shall remain in full force and effect.
7. This Resolution shall take effect October 1, 2013.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 26th day of September, 2013.

**CITY OF PALATKA**

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

**ATTEST:**

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

**APPROVED AS TO FORM  
AND CORRECTNESS:**

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



## ***ANNUAL BUDGET***

**FOR THE FISCAL YEAR  
OCTOBER 1, 2013 – SEPTEMBER 30, 2014**

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**VERNON MYERS**  
MAYOR • COMMISSIONER

**MARY LAWSON BROWN**  
VICE MAYOR • COMMISSIONER

**ALLEGRA KITCHENS**  
COMMISSIONER

**PHIL LEARY**  
COMMISSIONER

**JAMES NORWOOD, JR.**  
COMMISSIONER



**MICHAEL J. CZYMBOR**  
CITY MANAGER

**BETSY JORDAN DRIGGERS**  
CITY CLERK

**MATTHEW D. REYNOLDS**  
FINANCE DIRECTOR

**GARY S. GETCHELL**  
CHIEF OF POLICE

**MICHAEL LAMBERT**  
CHIEF FIRE DEPT.

**DONALD E. HOLMES**  
CITY ATTORNEY

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

## BUDGET MESSAGE July 29, 2013

To the Honorable Mayor/Commissioner Myers and Members of the City Commission:

The budget preparation process that began in mid-April is entering its final stage of development. The process began with a budget kickoff meeting where the proposed process, objectives, expectations, and budget calendar were discussed with each of the Department Heads and key staff members. The Department Heads then spent approximately two (2) months reviewing their current budget(s) appropriation(s) and developing their anticipated needs for the 2013/2014 fiscal year. The Finance Director and I then met with each Department Head to review their requests and justification for each line item. The City Commission, Finance Director, and City Manager then held (2) two budget development workshops to establish the building blocks (millage, revenues, expenditures, and significant capital improvements) for the proposed budget. The Finance Director and I, based upon the direction received from those workshops, prepared the proposed budget including the preliminary millage rate, taxable value projections, proposed expenditure reductions, new revenue sources, capital improvement requests, and finally compiled the FY 12/13 year end projections. In late June, the City received the certificate of taxable value from the county property appraiser, and with input from the City Commission developed the proposed tentative millage rate which was approved at the July 18th meeting. The budget has been balanced, reconciled and compiled. Therefore, with this letter, I am transmitting the proposed budget for your thorough review, consideration, and subsequent adoption.

The development of this 2013/2014 budget document was challenging and difficult, but we developed a comprehensive and collective strategy to stabilize and enhance the fiscal health of the City. Our approach included holding two (2) budget development workshops in which the Commissioners and staff worked together to discuss and understand all of the factors and building blocks which impact (positively and negatively) the development of our municipal budget. These building blocks include the City's taxable value, stability and enhancement of the budget revenue sources, employee salary and benefit costs, and the operational costs required to continue to provide public services to our residents. The workshops also produced candid and in depth discussions on the ongoing costs of maintaining current service and program levels, costs

to retain quality public employees, and exploring various new revenue opportunities and sources. These fruitful discussions and debates ultimately produced consensus among the Commissioners in order to assist in the construction of the proposed budget.

A cornerstone in this annual budget is to fully evaluate all available revenue sources and proposed expenditures in order to calculate a proposed millage rate. The City has been a good fiscal steward and has reduced the overall millage rate, or gone to the rollback rate, two (2) times in the last ten (10) years and maintained the rate in five (5) other years. Last year the City adopted the rollback rate of 9.1749 mills. This year we are proposing the same millage rate keenly realizing the impact of any increase on our residents and businesses. The proposed millage rate even though it is approximately .06 mills less than the authorized roll back rate, the City is expecting to bring in approximately the same amount of property tax revenue because of a higher collection rate.

The development of this proposed budget includes the evaluation of all existing revenue sources and the exploration of new potential resources. The proposed budget includes proposed necessary increases in many of the City's authorized taxes, fees and user charges. In evaluating the existing rate structures we thoroughly reviewed and analyzed the costs to provide each service, the revenue produced by the existing rate schedule, needed capital improvements and critical maintenance needs, and we ensured that each of the existing rates and proposed rates were in compliance with the City's charter and state law. The proposed budget contains the following proposed rate increases:

1. Amendment to the Electric Utility Tax Ordinance to a flat ten (10) percent rate to comply with state law.
2. An increase in the Building and Planning permit fees and the cemetery service and lot fees to cover the cost to provide services and to maintain and improve the cemetery.
3. An increase in the utility rates of ten percent to cover the cost of employee benefits and needed system maintenance items.
4. An increase in the sanitation rates of ten percent to cover the cost of employee benefits and to fund needed equipment replacement.

The proposed 2013/2014 General Fund budget starts the year with a projected unassigned cash balance forward of nine hundred and sixty five thousand and five hundred and seventy five dollars (\$965,575.00) and is projected to end the Fiscal Year with an unassigned balance of eight hundred and nine thousand and seven hundred and fifty eight dollars (\$809,758.00). This represents an approximate eight point two percent (8.2%) of the General Fund Operating Expenses which is much lower than the recommended reserve levels of twenty five (25%) percent. The projected total City reserves will begin the Fiscal Year with an amount of two million one hundred twenty three thousand eight hundred sixty four dollars (\$2,123,864) and are projected to be one million seven hundred eighty three thousand nine hundred twenty one dollars (\$1,783,921) at the end of Fiscal Year. The primary uses of the City reserves are for specifically identified capital improvements and to maintain a "rainy day" to account for unexpected expenses or revenue shortfalls.

Understanding and recognizing the current fiscal reality of decreasing resources, has prompted this administration to make difficult decisions which has produced a significant reduction in the full-time employee headcount by fifteen (15) from one hundred seventy three (173) in Fiscal Year 2006/2007 to one hundred fifty eight (158) in the proposed budget. The proposed budget eliminates funding for a few positions and shifts the funding to either a new

position or a new department. The proposed budget eliminates significant funding for the current prisoner work squad programs and we will be re-organizing our existing labor forces and resources to perform many of the landscaping, mowing and minor maintenance tasks at City facilities and grounds. We will also be focusing and enhancing our efforts in addressing needed building and facility maintenance and repair as these activities have been underfunded and lacking in the previous years. These difficult decisions were not entered into without significant discussion and debate, but rather to produce more efficient and effective operations and staff. The budget contains an appropriation for wage increases to the City's workforce in the amount of three percent which has gone without a wage adjustment for five (5) years. These proposed appropriations were endorsed by the City Commission collectively and are needed to retain our collective quality workforce and to attract the best candidates when vacancies occur.

The proposed budget contains a focused and targeted Capital Projects and Improvements plan to enhance our facilities and increase the quality of life in our community. Projects will be financed by a combination of Federal and State Grants, and existing City resources. It is worthwhile to note that these projects are dependent upon receiving anticipated grant funding and will not be initiated if the City is unsuccessful in obtaining this critical funding component. The total Capital Improvement Plan is projected to be approximately six point eight million dollars (\$6,791,083) including one million and forty five thousand dollars (\$1,045,537) for replacement vehicles and equipment. The most notable projects include:

- Three million two hundred and seventy six thousand five hundred and sixty three dollars (\$3,276,563) to fund improvements from the Better Place Fund;
- Nine hundred and seventy thousand dollars (\$970,000) for critically needed water system improvements and sanitary reuse line repairs;
- Five hundred and sixty six thousand six hundred and sixty seven dollars (\$566,667) Five hundred dollars for a new hangar building and a yet to be determined project at our airport;
- Five hundred and eighteen thousand dollars (\$518,000) for improvements and grants in the Tax Increment Fund;
- One hundred and ninety two thousand (\$192,000) for facility improvements at the golf course.

These projects will enhance the quality of life for our residents, visitors, and guests.

The City's elected and appointed officials will continue to collaborate, cooperate, be creative and be willing to consider unconventional approaches and partnerships to continue to meet our mission, goals and objectives.

Our City continues to be blessed with a committed group of Department Heads and employees who work hard every day to serve the citizens of our community, and I want to acknowledge their dedication and many contributions. In closing this message, I want to extend my deepest appreciation to our Finance Director, Mr. Matt Reynolds for tireless efforts in providing invaluable assistance in the development of this proposed document. It is my second budget process, and I hope the process has improved each and every year.

We look forward to meeting with you to present this proposed budget.

Respectfully submitted,

Michael J. Czymbor  
City Manager

C: Don Holmes, City Attorney  
Betsy Driggers, City Clerk  
Matt Reynolds, Finance Director

# General Fund

FUND TITLE/FUND # General Fund: 001	SOURCES All General Fund Revenues/Cash Balances							
	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
<b>311 PROPERTY TAXES</b>								
311-0-0100 CURRENT AD VALOREM TAXES	3,193,677	3,035,967	3,201,120	3,178,351	3,244,766	3,244,766	3,212,165	1.1%
311-0-0200 DELINQUENT AD VALOREM TAXES	6,903	13,365	-	11,346	4,895	4,895	7,061	-37.8%
<b>Total</b>	<b>3,200,581</b>	<b>3,049,333</b>	<b>3,201,120</b>	<b>3,189,697</b>	<b>3,249,661</b>	<b>3,249,661</b>	<b>3,219,226</b>	<b>0.9%</b>
<b>312 LOCAL OPTION, USE &amp; FUEL TAXES</b>								
312-4-1000 LOCAL OPTION FUEL TAX	290,188	272,517	296,072	275,086	213,181	256,163	257,586	-6.4%
312-4-2000 2010 LOCAL GAS TAX	196,070	181,907	201,224	183,393	143,298	172,040	171,776	-6.3%
312-5-1000 FIRE 175 PREM MONIES	93,954	60,507	71,776	60,507	78,504	78,504	60,507	0.0%
312-5-2000 POLICE 185 PREM MONIES	61,450	62,952	66,457	62,213	59,256	59,256	62,213	0.0%
<b>Total</b>	<b>641,662</b>	<b>577,884</b>	<b>635,529</b>	<b>581,199</b>	<b>494,238</b>	<b>565,963</b>	<b>552,082</b>	<b>-5.0%</b>
<b>314 UTILITY SERVICES TAXES</b>								
314-1-0000 UTILITY TAX ELECTRIC	668,075	639,950	640,004	626,199	533,935	646,598	730,452	16.6%
314-3-0000 UTILITY TAX WATER	84,011	158,536	81,187	124,892	136,647	164,380	177,984	42.5%
314-4-0000 UTILITY TAX GAS	108,258	98,070	122,297	89,058	98,484	104,741	118,000	32.5%
314-7-0000 UTILITY TAX FUEL OIL	160	58	240	125	91	92	157	25.6%
314-8-0000 UTILITY TAX PROPANE	1,463	1,703	1,220	1,450	1,040	1,100	1,251	-13.7%
<b>Total</b>	<b>861,966</b>	<b>898,317</b>	<b>844,948</b>	<b>841,724</b>	<b>770,197</b>	<b>916,911</b>	<b>1,027,844</b>	<b>22.1%</b>
<b>315 COMMUNICATION SERVICE TAXES</b>								
315-0-1000 TELE COMMUNICATION SERVICE TAX	327,679	137,015	193,731	108,716	117,770	130,198	201,273	85.1%
<b>Total</b>	<b>327,679</b>	<b>137,015</b>	<b>193,731</b>	<b>108,716</b>	<b>117,770</b>	<b>130,198</b>	<b>201,273</b>	<b>85.1%</b>
<b>316/322 LICENSES/PERMITS</b>								
316-0-1000 OCCUPATIONAL BUSINESS TAX	90,973	76,858	88,000	88,000	46,391	70,366	90,000	2.3%
322-0-2000 BUILDING PERMITS	86,460	73,820	50,000	75,000	47,295	61,120	98,000	30.7%
322-0-2100 BUILDING & ZONING REVENUES	25,811	22,877	16,083	22,422	22,023	23,428	41,000	82.9%
<b>Total</b>	<b>203,243</b>	<b>173,554</b>	<b>154,083</b>	<b>185,422</b>	<b>115,709</b>	<b>154,914</b>	<b>229,000</b>	<b>23.5%</b>
<b>323 FRANCHISE FEES</b>								
323-1-0000 FRANCHISE FEES ELECTRIC	886,166	662,190	819,899	811,541	805,082	899,374	778,262	-4.1%
<b>Total</b>	<b>886,166</b>	<b>662,190</b>	<b>819,899</b>	<b>811,541</b>	<b>805,082</b>	<b>899,374</b>	<b>778,262</b>	<b>-4.1%</b>
<b>331/333/334 STATE/FEDERAL GRANTS &amp; PILOTS</b>								
331-2-1500 JAG RECOVERY LOCAL 095B890645	44,913	15,116	22,000	-	-	-	-	0.0%
331-2-2500 BULLET PROOF VEST GRT-POLICE	917	675	5,013	2,500	-	-	4,000	60.0%
331-2-3500 2008 UMWX0032 COPS UNI HIRING	24,281	-	-	-	-	-	-	0.0%
331-2-3600 2009 RKWX0247 COPS RECOVERY	45,258	33,073	48,267	-	-	-	-	0.0%
331-2-4700 WEED & SEED GRANT-POLICE	37,094	-	-	-	-	-	-	0.0%
331-2-5400 EMW-2010-FO-02817 FIRE GRANT	123,880	-	-	-	-	-	-	0.0%
331-2-5401 EMW-2012-FO-03185 FIRE GRANT-B	-	-	-	37,655	37,655	37,655	-	-100.0%
331-2-5500 SAFER GRANT	82,301	53,640	52,035	19,530	20,126	20,126	-	-100.0%
331-2-5600 JAG 2009 2009DJBX0978	216	-	-	-	-	-	-	0.0%
331-2-5900 VOCA GRANT V09045	31,205	43,407	37,715	37,715	32,372	37,715	37,715	0.0%
331-2-6000 JAG 2010 2010DJBX1516	17,274	-	-	-	-	-	-	0.0%
331-2-6100 2011-JAGC-PUTN-3-B2-169	26,508	-	-	-	-	-	-	0.0%
331-7-1000 HISTORICAL GRANT	-	615	-	-	-	-	-	0.0%
331-2-6200 JAG 2011 2011DJBX2106	-	14,118	14,118	-	-	-	-	0.0%
331-2-6300 2012-JAGC-PUTN-1-C4-027	-	21,337	21,364	-	-	-	-	0.0%
331-2-6301 JAG LOCAL 2013-DJ-BX-0269	-	-	-	11,184	5,295	11,184	-	-100.0%
331-2-6302 JAG COUNTY WIDE 2013-JAGC-PUTN	-	-	-	16,031	3,500	16,031	-	-100.0%
331-2-6303 JAG LOCAL 2014	-	-	-	-	-	-	10,986	0.0%
331-2-6304 JAG COUNTY WIDE 2014	-	-	-	-	-	-	15,341	0.0%
331-2-5503 USDA POLICE VEHICLES	-	-	-	40,900	-	40,900	40,900	0.0%
331-2-5504 USDA FIRE DEPT VEHICLES	-	-	-	-	-	-	76,000	0.0%
333-0-1000 PAYMENTS IN LIEU OF TAX (PHA)	11,707	12,014	10,000	15,000	14,330	14,330	15,000	0.0%
334-1-4000 SIRWMD #26799 SOFTWARE COST SH	39,743	13,271	13,271	-	-	-	-	0.0%
334-2-0300 FIRE GRANT-USAR TRAINING	-	-	-	-	7,408	7,408	-	0.0%
334-5-5001 DEO PLANNING GRANT	-	-	-	-	-	-	25,000	0.0%
<b>Total</b>	<b>485,298</b>	<b>207,267</b>	<b>223,783</b>	<b>180,515</b>	<b>120,686</b>	<b>185,349</b>	<b>224,942</b>	<b>24.6%</b>
<b>335 STATE SHARED REVENUES</b>								
335-1-2000 STATE REVENUE SHARING	399,584	398,126	398,822	398,753	331,987	399,985	400,473	0.4%
335-1-4000 MOBILE HOME LICENSE TAX	4,485	6,113	5,749	6,031	5,516	6,641	6,859	13.7%
335-1-5000 ALCOHOLIC BEVERAGE TAX	8,757	8,231	13,135	8,945	8,670	13,287	10,440	16.7%

## General Fund

FUND TITLE/FUND # General Fund: 001	SOURCES All General Fund Revenues/Cash Balances							
REVENUE OBJECT #/TITLE	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
335-1-6000 SALES TAX REVENUE (95%)	332,877	356,156	315,925	393,084	300,288	366,669	383,527	-2.4%
335-2-1000 FIREFIGHTERS SUP COMP	4,440	4,740	4,440	5,040	5,040	5,040	5,040	0.0%
335-4-9000 GAS TAX REBATE	10,753	14,427	17,963	14,535	14,070	14,070	14,070	-3.2%
<b>Total</b>	<b>760,895</b>	<b>787,793</b>	<b>756,034</b>	<b>826,388</b>	<b>665,570</b>	<b>805,692</b>	<b>820,409</b>	<b>-0.7%</b>
<b>337 GRANTS/LOCAL UNITS</b>								
337-2-0100 HIDTA	11,432	8,068	6,857	6,547	2,240	5,485	6,547	0.0%
<b>Total</b>	<b>11,432</b>	<b>8,068</b>	<b>6,857</b>	<b>6,547</b>	<b>2,240</b>	<b>5,485</b>	<b>6,547</b>	<b>0.0%</b>
<b>338 SHARED REVENUE FROM OTHER LOCAL UNITS</b>								
338-0-2000 SHARE OF COUNTY OCCUP	4,551	7,331	6,500	3,500	2,638	4,434	2,600	-25.7%
338-0-9000 SHARED REV OTHER LOC UNITS	-	-	5,000	25,000	5,000	5,000	5,000	-80.0%
<b>Total</b>	<b>4,551</b>	<b>7,331</b>	<b>11,500</b>	<b>28,500</b>	<b>7,638</b>	<b>9,434</b>	<b>7,600</b>	<b>-73.3%</b>
<b>340's CHARGES FOR SERVICES</b>								
341-0-3001 CODE ENFORCEMENT-ADMIN FEES	-	-	-	-	-	-	2,797	0.0%
342-1-1000 POLICE SERVICES	29,032	45,132	21,775	-	3	-	-	0.0%
342-1-1100 GUN SAFETY CLASSES	770	-	1,750	-	1,820	1,820	4,200	0.0%
342-1-2000 FIRE ALARM REG & FEES (POLICE)	8,349	3,351	5,800	-	-	-	-	0.0%
342-1-3000 TAXI REGISTRATION	105	-	-	-	-	-	-	0.0%
342-2-1000 FIRE SERVICES	34,854	18,495	33,000	25,710	27,158	27,158	25,000	-2.8%
342-5-1000 FIRE INSPECTION FEES	16,570	15,280	11,010	14,835	9,390	10,690	15,000	1.1%
343-8-1000 CEMETERY SERVICES	52,051	38,910	49,575	96,225	43,754	46,254	80,000	-16.9%
343-8-2000 VAULT SALES-CEMETERY	36,250	27,300	32,607	36,450	31,059	32,559	36,000	-1.2%
346-4-1000 ANIMAL CONTROL FEES	2,212	2,365	1,513	1,500	871	871	2,300	53.3%
347-2-1000 PARK-REC FEES	2,914	3,750	2,720	3,500	7,477	8,077	5,000	42.9%
347-3-1000 BRONSON HOUSE	-	300	-	-	50	150	1,200	0.0%
347-5-1000 COMMUNITY CENTER	2,145	7,565	1,868	9,600	11,844	12,619	15,000	56.3%
341-0-9001 CODE ENFORCEMENT-MISC FEES	-	-	-	-	1,031	1,156	575	0.0%
342-1-1001 POLICE DEPT-FINGERPRINTS	-	-	-	280	455	505	488	74.3%
342-1-1002 POLICE DEPT-ADMIN TOW FEES	-	-	-	1,500	4,600	5,200	8,160	444.0%
342-1-1003 POLICE DEPT-INVIGTIGATIVE COST	-	-	-	2,000	384	384	1,200	-40.0%
342-1-1004 POLICE DEPT-RECORDS REQUESTS	-	-	-	3,200	2,412	2,412	1,500	-53.1%
342-1-1005 POLICE DEPT-ADMIN FEES	-	-	-	8,000	12,925	13,825	18,279	128.5%
342-1-1006 POLICE DEPT-OFFENDER PAYMENTS	-	-	-	200	155	155	1,500	650.0%
342-1-1007 POLICE DEPT-OT REIMBURSEMENTS	-	-	-	18,000	29,244	29,244	30,000	66.7%
342-1-1008 POLICE DEPT-REPORTS	-	-	-	2,550	646	646	-	-100.0%
342-1-1009 POLICE DEPT-MISCELLANEOUS	-	-	-	1,300	2,779	2,779	2,780	113.8%
342-1-1010 POLICE DEPT-INVOLUNTARY TOWS	-	-	-	-	-	-	820	0.0%
<b>Total</b>	<b>185,251</b>	<b>162,448</b>	<b>161,618</b>	<b>224,850</b>	<b>188,056</b>	<b>196,503</b>	<b>251,799</b>	<b>12.0%</b>
<b>350's FINES/FORFEITS</b>								
351-1-1000 COURT FINES	40,280	31,474	43,000	40,000	52,457	61,481	45,000	12.5%
351-3-1000 POLICE EDUCATION	2,214	2,326	1,800	2,000	3,025	3,218	2,500	25.0%
354-0-1000 CODE ENFORCEMENT-LIEN FINES	19,619	11,480	9,000	13,926	7,973	8,429	3,211	-76.9%
359-0-0500 EVIDENCE FUND	-	25,279	25,279	-	-	-	1,500	0.0%
359-0-1100 FALSE ALARM FINES	7,803	14,332	14,292	18,000	30,691	32,766	32,073	78.2%
359-0-2000 SPECIAL POLICE TRUST REV	24,278	21,713	21,713	15,000	29,782	29,782	15,000	0.0%
359-0-4000 PARKING TICKETS	250	20	-	-	-	-	-	0.0%
354-0-1100 RED LIGHT CAMERA	-	-	-	564,062	224,565	264,998	1,253,952	122.3%
<b>Total</b>	<b>94,444</b>	<b>106,623</b>	<b>115,084</b>	<b>652,988</b>	<b>348,492</b>	<b>400,673</b>	<b>1,353,236</b>	<b>107.2%</b>
<b>360's MISCELLANEOUS REVENUES</b>								
361-1-1000 INTEREST EARNINGS	1,367	171	1,803	163	186	220	250	53.4%
361-1-1500 INTEREST-MISCELLANEOUS	-	3	-	-	-	-	-	0.0%
362-0-1000 MISC RENTS	-	-	-	-	4	4	-	0.0%
362-0-3000 AMTRAK RENT	2,040	2,040	2,040	2,040	2,040	2,040	2,040	0.0%
362-0-4000 CONCESSION STAND RENT	1,650	700	-	1,200	1,700	1,700	-	-100.0%
364-0-1000 CEMETERY LOTS	30,525	22,275	32,588	42,000	23,363	24,363	40,500	-3.6%
364-0-1010 CEMETERY LOTS RESTRICTED	30,525	22,275	32,588	41,250	13,163	13,363	13,500	-67.3%
364-0-4900 SURPLUS EQUIPMENT-GENERAL	26	4,685	-	3,540	10,704	10,704	5,000	41.2%
366-0-1500 WEED & SEED CONTRIB	5,000	-	-	-	-	-	-	0.0%
366-0-2100 VOLUNTEER PROGRAM	1,206	876	-	-	-	-	-	0.0%
366-0-2200 POLICE ATHLETIC LEAGUE	8,842	-	-	-	-	-	-	0.0%

# General Fund

FUND TITLE/FUND # General Fund: 001	SOURCES							
	All General Fund Revenues/Cash Balances							
REVENUE OBJECT #/TITLE	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
366-0-2500 VOCA	100	-	-	-	-	-	-	0.0%
366-0-3000 CONTRIB FRM PUT HIST SOC	1,700	-	-	-	-	-	-	0.0%
366-0-5000 CONTRIBUTIONS FOR CANINE	-	-	-	-	-	-	13,000	0.0%
366-0-6000 CONTRIBUTIONS FIRE TRK RESTOR	96	-	-	-	-	-	-	0.0%
366-0-7500 RIVERFRONT HANDICAP PLAYGROUND	5,000	-	-	-	-	-	-	0.0%
366-0-8000 FIREWORKS CONTRIBUTION	7,925	6,775	6,775	7,500	7,985	7,985	8,500	13.3%
366-0-8001 MAYOR'S RECEPTION CONTRIBUTION	-	-	-	-	3,500	3,500	4,000	0.0%
366-0-8500 FIRE PUBLIC EDUCATION	18,360	17,324	17,000	17,000	20,235	20,235	17,000	0.0%
366-0-9000 REID ST ISLAND CONTRIB	300	75	-	-	-	-	-	0.0%
369-3-1000 REFUNDS/REIMBURSEMENTS	96,044	32,935	50,000	29,651	26,253	26,253	23,000	-22.4%
369-3-3000 REFUND FED EX TAX-FUEL	-	3,276	-	-	-	-	-	0.0%
369-9-0500 MISC REVENUE	1,165	2,044	1,000	644	1,836	1,868	2,000	210.6%
369-9-1000 FDOT RIGHT OF WAY MAINTENANCE	51,654	51,654	51,654	51,654	38,741	51,654	51,654	0.0%
369-9-2000 INSURANCE CLAIMS-GENERAL	25,094	19,742	19,742	2,991	2,488	2,488	-	-100.0%
369-9-3000 FDOT HWY LIGHTING MAINTENANCE	34,331	37,768	35,455	35,455	34,833	35,455	42,163	18.9%
369-9-3001 FDOT TRAFFIC SIGNAL MAINTENANCE	-	-	-	-	14,954	14,954	19,697	0.0%
366-0-2600 WOMENS SELF-DEFENSE CLASS DONA	-	386	-	-	170	170	-	0.0%
366-0-6100 CONTRIBUTIONS FROM GP FOR FD	-	10,000	10,000	-	-	-	-	0.0%
369-9-1001 E-Payables Revenue Share	-	-	-	-	1,263	1,573	3,000	0.0%
<b>Total</b>	<b>322,949</b>	<b>235,004</b>	<b>260,645</b>	<b>235,088</b>	<b>203,417</b>	<b>218,528</b>	<b>245,304</b>	<b>4.3%</b>
<b>381 TRANSFERS IN</b>								
381-0-1000 TRANSFER FROM TAX INCREMENT	-	-	-	15,000	15,000	15,000	15,000	0.0%
381-0-1200 TRANSFER FROM PENSION FUNDS	-	11,240	11,240	-	-	-	-	0.0%
381-0-1300 TRANSFER FROM GAS AUTHORITY	-	-	-	515,099	515,099	515,099	314,754	-38.9%
<b>Total</b>	<b>-</b>	<b>11,240</b>	<b>11,240</b>	<b>530,099</b>	<b>530,099</b>	<b>530,099</b>	<b>329,754</b>	<b>-37.8%</b>
<b>382 REIMBURSEMENTS</b>								
382-0-1000 CONTRIB FROM UTILITIES	110,000	260,000	260,000	260,000	260,000	260,000	260,000	0.0%
382-0-3000 CONTRIB FROM SANITATION	65,000	95,000	95,000	95,000	95,000	95,000	95,000	0.0%
382-0-5001 ADMIN EXP REIMB-AIRPORT GRANTS	-	25,000	25,000	-	-	-	-	0.0%
382-0-6000 CONTRIB FROM TAX INCREMENT	-	-	-	15,098	15,098	15,098	-	-100.0%
382-0-7000 CONTRIB FROM PENSION FUNDS	-	-	-	9,689	11,326	11,326	11,326	16.9%
<b>Total</b>	<b>175,000</b>	<b>380,000</b>	<b>380,000</b>	<b>379,787</b>	<b>381,424</b>	<b>381,424</b>	<b>366,326</b>	<b>-3.5%</b>
<b>384 DEBT PROCEEDS</b>								
384-0-1001 LOAN PROCEEDS-PD VEHICLES	-	-	-	270,976	-	270,976	524,937	93.7%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>270,976</b>	<b>-</b>	<b>270,976</b>	<b>524,937</b>	<b>93.7%</b>
<b>TOTAL OPERATING &amp; OTHER REVENUES</b>	<b>8,161,118</b>	<b>7,404,067</b>	<b>7,776,071</b>	<b>9,054,037</b>	<b>8,000,279</b>	<b>8,921,184</b>	<b>10,138,541</b>	<b>12.0%</b>
<b>CASH BALANCE FORWARD</b>								
301-0-1000 OPERATING CASH BALANCE FORWARD	-	-	681,606	385,125	385,125	385,125	1,013,623	163.2%
301-0-1001 EVIDENCE FUND BALANCE FORWARD	-	-	730	16,745	16,745	16,745	1,483	-91.1%
301-0-1002 LOT DEMOLITION/CLEANUP BALANCE	-	-	1,762	10,489	10,489	10,489	13,111	25.0%
301-0-1003 IMPACT FEES-POLICE BALANCE FOR	-	-	9,644	9,644	9,644	9,644	-	-100.0%
301-0-1004 IMPACT FEES-FIRE BALANCE FORWA	-	-	5,841	5,841	5,841	5,841	5,841	0.0%
301-0-1005 IMPACT FEES-SCHOOL BOARD BALAN	-	-	4,260	-	-	-	-	0.0%
301-0-1006 INSURANCE CONTINGENCY BALANCE	-	-	47,915	-	-	-	-	0.0%
301-0-1008 RIVERFRONT PLAYGROUND BALANCE	-	-	5,000	5,000	5,000	5,000	5,000	0.0%
301-0-1009 SPECIAL CEMETERY BALANCE FORWA	-	-	58,628	80,903	80,903	80,903	90,903	12.4%
301-0-1010 SPECIAL POLICE BALANCE FORWARD	-	-	54,448	55,221	55,221	55,221	55,126	-0.2%
301-0-1011 CANINE PURCHASE BALANCE FOWARD	-	-	3,053	3,053	3,053	3,053	3,053	0.0%
301-0-1012 HAND GUN CLASSES BALANCE FORWA	-	-	143	72	72	72	1,992	2666.7%
301-0-1013 FIRE PUBLIC EDUCATION BALANCE	-	-	9,517	10,939	10,939	10,939	9,775	-10.6%
301-0-1014 POLICE ATHLETIC LEAGUE BALANCE	-	-	28,790	-	-	-	-	0.0%
301-0-1015 CRIME PREVENTION BALANCE FORW	-	-	1,259	1,259	1,259	1,259	1,259	0.0%
301-0-1016 WEED & SEED BALANCE FORWARD	-	-	40,463	-	-	-	-	0.0%
301-0-1017 BLOOD SCREENING BALANCE FORWAR	-	-	-	1,260	1,260	1,260	1,260	0.0%
301-0-1018 WOMENS SELF-DEFENSE CLASS BALA	-	-	-	386	386	386	386	0.0%
301-0-1019 RED LIGHT CAMERA BALANCE FORWARD	-	-	-	-	-	-	88,899	0.0%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>953,059</b>	<b>585,937</b>	<b>585,937</b>	<b>585,937</b>	<b>1,291,713</b>	<b>120.5%</b>
<b>TOTAL REVENUES, TRANSFERS &amp; CASH BALANCES</b>	<b>8,161,118</b>	<b>7,404,067</b>	<b>8,729,130</b>	<b>9,639,974</b>	<b>8,586,216</b>	<b>9,507,121</b>	<b>11,430,254</b>	<b>18.6%</b>

## General Fund

FUND TITLE/FUND # General Fund: 001	EXPENDITURES BY FUNCTION General Government							
DEPARTMENT NAME/# City Commission: 001-01-511	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME								
<b>PERSONNEL SERVICES</b>								
1110 COMMISSIONERS SALARIES	81,788	81,788	81,788	81,788	74,972	81,788	84,242	3.0%
2100 FICA TAX EXPENSE	-	-	-	-	-	-	6,444	0.0%
2200 RETIREMENT EXPENSE	-	-	-	-	-	-	12,725	0.0%
2300 HEALTH AND LIFE INSURANCE	-	-	-	-	-	-	11	0.0%
2301 HEALTH AND LIFE INSURANCE-CONTING	-	-	-	-	-	-	-	0.0%
2400 WORKERS COMP	-	-	-	-	-	-	1,263	0.0%
<b>Total</b>	<b>81,788</b>	<b>81,788</b>	<b>81,788</b>	<b>81,788</b>	<b>74,972</b>	<b>81,788</b>	<b>104,685</b>	<b>28.0%</b>
<b>OPERATING EXPENSES</b>								
3100 PROFESSIONAL SERVICES	-	-	-	-	-	-	-	0.0%
3120 PHYSICALS	-	-	-	-	-	-	-	0.0%
3400 CONTRACTUAL SERVICES	-	-	-	-	-	-	-	0.0%
4020 SCHOOLING, CONFERENCE, ETC	-	-	-	-	-	-	-	0.0%
4022 SCHOOLING/CONF-MAYOR	851	304	1,000	1,000	284	284	1,000	0.0%
4023 SCHOOLING/CONF-VMAYOR BROWN	2,581	2,780	1,500	1,500	417	417	2,000	33.3%
4024 SCHOOLING/CONF-COMM KITCHENS	47	15	500	-	-	-	1,000	0.0%
4025 SCHOOLING/CONF-COMM NORWOOD	1,391	882	1,000	1,000	2,018	2,018	1,000	0.0%
4026 SCHOOLING/CONF-COMM LEARY	825	699	1,000	1,000	891	891	1,000	0.0%
4100 COMMUNICATIONS SERVICES	-	-	-	-	-	-	-	0.0%
4200 POSTAGE AND FREIGHT	-	-	-	-	-	-	-	0.0%
4310 NATURAL GAS	-	-	-	-	-	-	-	0.0%
4320 ELECTRICITY	-	-	-	-	-	-	-	0.0%
4400 RENTALS AND LEASES	-	-	-	-	-	-	-	0.0%
4500 LIABILITY INSURANCE	-	-	-	-	-	-	2,056	0.0%
4610 BUILDING MAINTENANCE	-	-	-	-	-	-	-	0.0%
4620 EQUIPMENT MAINTENANCE	-	-	-	-	-	-	-	0.0%
4700 PRINTING AND BINDING	-	-	-	-	-	-	1,000	0.0%
5100 OFFICE SUPPLIES	-	-	-	-	-	-	300	0.0%
5230 JANITORIAL SUPPLIES	-	-	-	-	-	-	-	0.0%
5260 UNIFORMS	-	-	-	-	-	-	-	0.0%
5280 OPERATING SUPPLIES	-	-	-	-	-	-	500	0.0%
5400 MEMBR,SUBSCRIPT,DUES	-	-	-	-	-	-	1,400	0.0%
<b>Total</b>	<b>5,694</b>	<b>4,680</b>	<b>5,000</b>	<b>4,500</b>	<b>3,609</b>	<b>3,609</b>	<b>11,256</b>	<b>150.1%</b>
<b>CAPITAL OUTLAY</b>								
6400 CAPITAL OUTLAY	-	-	-	-	-	-	-	0.0%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>DEPARTMENT TOTAL</b>	<b>87,483</b>	<b>86,468</b>	<b>86,788</b>	<b>86,288</b>	<b>78,582</b>	<b>85,397</b>	<b>115,941</b>	<b>34.4%</b>

## General Fund

FUND TITLE/FUND # General Fund: 001	EXPENDITURES BY FUNCTION General Government							
DEPARTMENT NAME/# City Manager's Office: 001-20-512	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME								
<b>PERSONNEL SERVICES</b>								
1100 EXECUTIVE SALARIES	-	-	-	-	-	-	113,478	0.0%
1200 REGULAR SALARIES	-	-	-	-	-	-	30,900	0.0%
1210 ACCURED SALARIES	-	-	-	-	-	-	-	0.0%
2100 FICA TAX EXPENSE	-	-	-	-	-	-	11,045	0.0%
2200 RETIREMENT EXPENSE	-	-	-	-	-	-	21,929	0.0%
2300 HEALTH AND LIFE INSURANCE	-	-	-	-	-	-	23,682	0.0%
2301 HEALTH AND LIFE INSURANCE-CONTING	-	-	-	-	-	-	4,167	0.0%
2400 WORKERS COMP	-	-	-	-	-	-	204	0.0%
<b>Total</b>	-	-	-	-	-	-	205,406	0.0%
<b>OPERATING EXPENSES</b>								
3100 PROFESSIONAL SERVICES	-	-	-	-	-	-	500	0.0%
3120 PHYSICALS	-	-	-	-	-	-	-	0.0%
3400 CONTRACTUAL SERVICES	-	-	-	-	-	-	-	0.0%
4020 SCHOOLING, CONFERENCE, ETC	-	-	-	-	-	-	300	0.0%
4021 SCHOOLING/CONF-CITY MANAGER	931	1,552	1,000	1,500	785	785	1,750	16.7%
4100 COMMUNICATIONS SERVICES	-	-	-	-	-	-	1,100	0.0%
4200 POSTAGE AND FREIGHT	-	-	-	-	-	-	300	0.0%
4310 NATURAL GAS	-	-	-	-	-	-	-	0.0%
4320 ELECTRICITY	-	-	-	-	-	-	1,800	0.0%
4400 RENTALS AND LEASES	-	-	-	-	-	-	330	0.0%
4500 LIABILITY INSURANCE	-	-	-	-	-	-	3,365	0.0%
4610 BUILDING MAINTENANCE	-	-	-	-	-	-	1,000	0.0%
4620 EQUIPMENT MAINTENANCE	-	-	-	-	-	-	1,000	0.0%
4630 VEHICLE MAINTENANCE	-	305	300	690	820	820	1,500	117.4%
4700 PRINTING AND BINDING	-	-	-	-	-	-	1,000	0.0%
5100 OFFICE SUPPLIES	-	-	-	-	-	-	500	0.0%
5210 GAS AND LUBRICANTS	982	849	800	2,000	1,293	1,443	1,750	-12.5%
5230 JANITORIAL SUPPLIES	-	-	-	-	-	-	400	0.0%
5280 OPERATING SUPPLIES	-	-	-	-	-	-	1,000	0.0%
5400 MEMBR,SUBSCRIPT,DUES	-	-	-	-	-	-	1,550	0.0%
<b>Total</b>	1,913	2,706	2,100	4,190	2,898	3,048	19,145	356.9%
<b>CAPITAL OUTLAY</b>								
6400 CAPITAL OUTLAY	-	-	-	-	-	-	-	0.0%
<b>Total</b>	-	-	-	-	-	-	-	0.0%
<b>DEPARTMENT TOTAL</b>	1,913	2,706	2,100	4,190	2,898	3,048	224,551	5259.2%

## General Fund

FUND TITLE/FUND # <i>General Fund: 001</i>	EXPENDITURES BY FUNCTION							
	<i>General Government</i>							
	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
DEPARTMENT NAME/# City Clerk's Office: 001-21-512								
EXPENDITURE OBJECT #/NAME								
<b>PERSONNEL SERVICES</b>								
1100 EXECUTIVE SALARIES	-	-	-	-	-	-	68,290	0.0%
1200 REGULAR SALARIES	-	-	-	-	-	-	-	0.0%
2100 FICA TAX EXPENSE	-	-	-	-	-	-	5,224	0.0%
2200 RETIREMENT EXPENSE	-	-	-	-	-	-	18,370	0.0%
2300 HEALTH AND LIFE INSURANCE	-	-	-	-	-	-	6,931	0.0%
2301 HEALTH AND LIFE INSURANCE-CONTING	-	-	-	-	-	-	1,866	0.0%
2400 WORKERS COMP	-	-	-	-	-	-	96	0.0%
<b>Total</b>	-	-	-	-	-	-	100,777	0.0%
<b>OPERATING EXPENSES</b>								
3100 PROFESSIONAL SERVICES	-	-	-	-	-	-	9,664	0.0%
3120 PHYSICALS	-	-	-	-	-	-	-	0.0%
3400 CONTRACTUAL SERVICES	-	-	-	-	-	-	5,000	0.0%
3401 ELECTION EXPENSE	-	-	-	-	-	-	100	0.0%
4027 SCHOOLING/CONF-BETSY DRIGGERS	288	355	1,000	1,000	412	851	1,300	30.0%
4100 COMMUNICATIONS SERVICES	-	-	-	-	-	-	750	0.0%
4200 POSTAGE AND FREIGHT	-	-	-	-	-	-	500	0.0%
4310 NATURAL GAS	-	-	-	-	-	-	-	0.0%
4320 ELECTRICITY	-	-	-	-	-	-	1,800	0.0%
4400 RENTALS AND LEASES	-	-	-	-	-	-	2,200	0.0%
4500 LIABILITY INSURANCE	-	-	-	-	-	-	1,864	0.0%
4610 BUILDING MAINTENANCE	-	-	-	-	-	-	1,000	0.0%
4620 EQUIPMENT MAINTENANCE	-	-	-	-	-	-	6,200	0.0%
4630 VEHICLE MAINTENANCE	-	-	-	-	-	-	-	0.0%
4700 PRINTING AND BINDING	-	-	-	-	-	-	1,400	0.0%
4800 ADVERTISING	1,310	1,370	1,000	-	1,215	1,215	1,015	0.0%
4900 LEGAL ADVERTISING	-	2,732	-	3,000	3,623	3,973	5,000	66.7%
5100 OFFICE SUPPLIES	-	-	-	-	-	-	500	0.0%
5210 GAS AND LUBRICANTS	-	-	-	-	-	-	-	0.0%
5230 JANITORIAL SUPPLIES	-	-	-	-	-	-	400	0.0%
5260 UNIFORMS	-	-	-	-	-	-	-	0.0%
5280 OPERATING SUPPLIES	-	-	-	-	-	-	1,500	0.0%
5281 MAYOR'S RECEPTION	1,262	4,570	1,000	1,000	86	86	5,000	400.0%
5400 MEMBR,SUBSCRIPT,DUES	-	-	-	-	-	-	300	0.0%
<b>Total</b>	2,860	9,026	3,000	5,000	5,335	6,124	45,493	809.9%
<b>CAPITAL OUTLAY</b>								
6400 CAPITAL OUTLAY	-	-	-	-	-	-	-	0.0%
<b>Total</b>	-	-	-	-	-	-	-	0.0%
<b>DEPARTMENT TOTAL</b>	2,860	9,026	3,000	5,000	5,335	6,124	146,270	2825.4%

## General Fund

FUND TITLE/FUND # General Fund: 001	EXPENDITURES BY FUNCTION General Government							
DEPARTMENT NAME/# Finance: 001-22-513	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME								
<b>PERSONNEL SERVICES</b>								
1100 EXECUTIVE SALARIES	239,044	289,660	289,660	255,085	240,293	254,353	55,651	-78.2%
1200 REGULAR SALARIES	164,777	159,932	159,322	172,096	151,656	161,181	96,366	-44.0%
1210 ACCURED SALARIES	2,472	(23)	-	-	-	-	-	0.0%
1400 OVERTIME-GENERAL ADMIN	738	397	400	-	-	-	-	0.0%
2100 FICA TAX EXPENSE	35,341	37,600	37,600	34,978	32,526	35,828	11,629	-66.8%
2200 RETIREMENT EXPENSE	64,448	92,696	92,604	108,839	99,155	105,775	40,893	-62.4%
2300 HEALTH AND LIFE INSURANCE	44,770	36,294	36,314	39,489	35,856	39,018	16,180	-59.0%
2301 HEALTH AND LIFE INSURANCE-CONTING	-	-	-	10,901	10,900	10,901	2,967	-72.8%
2400 WORKERS COMP	3,378	3,696	5,500	2,723	2,723	2,723	214	-92.1%
2500 UNEMPLOYMENT COMP	1,237	-	-	-	-	-	-	0.0%
<b>Total</b>	<b>556,204</b>	<b>620,252</b>	<b>621,400</b>	<b>624,111</b>	<b>573,110</b>	<b>609,779</b>	<b>223,901</b>	<b>-64.1%</b>
<b>OPERATING EXPENSES</b>								
3100 PROFESSIONAL SERVICES	1,223	2,826	3,000	4,418	6,481	6,581	6,150	39.2%
3120 PHYSICALS	-	-	-	95	140	140	-	-100.0%
3200 ACCOUNTING AND AUDITING	27,769	23,443	27,000	26,700	27,698	27,698	26,700	0.0%
3400 CONTRACTUAL SERVICES	32,075	-	-	-	-	-	-	0.0%
4020 SCHOOLING, CONFERENCE, ETC	509	1,093	1,000	2,700	2,459	2,759	2,000	-25.9%
4100 COMMUNICATIONS SERVICES	3,293	2,935	4,200	3,000	4,028	4,325	1,600	-46.7%
4200 POSTAGE AND FREIGHT	4,828	6,591	5,000	5,500	4,714	4,714	2,000	-63.6%
4310 NATURAL GAS	331	31	450	150	-	-	-	-100.0%
4320 ELECTRICITY	4,522	3,387	5,000	4,000	3,366	3,716	1,800	-55.0%
4400 RENTALS AND LEASES	4,096	4,012	5,000	3,800	2,596	3,096	1,200	-68.4%
4500 LIABILITY INSURANCE	10,949	12,148	11,000	12,033	12,056	12,056	3,139	-73.9%
4610 BUILDING MAINTENANCE	1,546	3,464	2,500	5,800	5,845	5,845	1,000	-82.8%
4620 EQUIPMENT MAINTENANCE	9,383	6,115	15,000	10,000	8,846	8,846	5,000	-50.0%
4700 PRINTING AND BINDING	8,254	5,217	5,000	4,642	2,690	2,742	2,800	-39.7%
5100 OFFICE SUPPLIES	3,446	2,044	1,200	1,905	1,639	1,890	1,250	-34.4%
5230 JANITORIAL SUPPLIES	662	646	500	750	570	570	400	-46.7%
5260 UNIFORMS	368	-	500	-	-	-	-	0.0%
5280 OPERATING SUPPLIES	22,085	11,501	10,000	8,970	7,790	11,847	6,500	-27.5%
5400 MEMBR,SUBSCRIPT,DUES	3,712	2,883	3,800	3,800	3,745	3,745	700	-81.6%
<b>Total</b>	<b>139,050</b>	<b>88,336</b>	<b>100,150</b>	<b>98,263</b>	<b>94,663</b>	<b>100,570</b>	<b>62,239</b>	<b>-36.7%</b>
<b>CAPITAL OUTLAY</b>								
6400 CAPITAL OUTLAY	119,348	10,038	10,038	-	-	-	-	0.0%
<b>Total</b>	<b>119,348</b>	<b>10,038</b>	<b>10,038</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>DEPARTMENT TOTAL</b>	<b>814,602</b>	<b>718,626</b>	<b>731,588</b>	<b>722,374</b>	<b>667,772</b>	<b>710,348</b>	<b>286,139</b>	<b>-60.4%</b>
<b>CITY HALL TOTAL EXPENDITURES</b>	<b>906,857</b>	<b>816,825</b>	<b>823,476</b>	<b>817,852</b>	<b>754,587</b>	<b>804,918</b>	<b>772,901</b>	<b>-5.5%</b>

## General Fund

FUND TITLE/FUND # <i>General Fund: 001</i>	EXPENDITURES BY FUNCTION <i>General Government</i>							
DEPARTMENT NAME/# Facilities Maintenance: 001-23-519	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME								
<b>PERSONNEL SERVICES</b>								
1200 REGULAR SALARIES	-	-	-	-	-	-	72,842	0.0%
2100 FICA TAX EXPENSE	-	-	-	-	-	-	5,572	0.0%
2200 RETIREMENT EXPENSE	-	-	-	-	-	-	19,594	0.0%
2300 HEALTH AND LIFE INSURANCE	-	-	-	-	-	-	15,532	0.0%
2301 HEALTH AND LIFE INSURANCE-CONTING	-	-	-	-	-	-	2,750	0.0%
2400 WORKERS COMP	-	-	-	-	-	-	1,826	0.0%
<b>Total</b>	-	-	-	-	-	-	118,117	0.0%
<b>OPERATING EXPENSES</b>								
3100 PROFESSIONAL SERVICES	-	-	-	-	-	-	2,322	0.0%
4020 SCHOOLING, CONFERENCE, ETC	-	-	-	-	-	-	200	0.0%
4100 COMMUNICATIONS SERVICES	-	-	-	-	-	-	552	0.0%
4400 RENTALS AND LEASES	-	-	-	-	-	-	500	0.0%
4500 LIABILITY INSURANCE	-	-	-	-	-	-	971	0.0%
4610 BUILDING MAINTENANCE	-	-	-	-	-	-	-	0.0%
4620 EQUIPMENT MAINTENANCE	-	-	-	-	-	-	1,000	0.0%
4630 VEHICLE MAINTENANCE	-	-	-	-	-	-	3,000	0.0%
5210 GAS AND LUBRICANTS	-	-	-	-	-	-	2,000	0.0%
5260 UNIFORMS	-	-	-	-	-	-	500	0.0%
5280 OPERATING SUPPLIES	-	-	-	-	-	-	2,500	0.0%
5400 MEMBR,SUBSCRIPT,DUES	-	-	-	-	-	-	-	0.0%
<b>Total</b>	-	-	-	-	-	-	13,545	0.0%
<b>CAPITAL OUTLAY</b>								
6400 CAPITAL OUTLAY	-	-	-	-	-	-	-	0.0%
<b>Total</b>	-	-	-	-	-	-	-	0.0%
<b>DEPARTMENT TOTAL</b>	-	-	-	-	-	-	131,662	0.0%

## General Fund

FUND TITLE/FUND # <i>General Fund: 001</i>	EXPENDITURES BY FUNCTION <i>General Government</i>							
DEPARTMENT NAME/# Information Technology: 001-17-516	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME								
<b>PERSONNEL SERVICES</b>								
1100 EXECUTIVE SALARIES	-	-	-	52,500	49,396	52,576	56,700	8.0%
2100 FICA TAX EXPENSE	-	-	-	3,749	3,535	3,764	4,338	15.7%
2200 RETIREMENT EXPENSE	-	-	-	13,965	12,885	13,731	15,252	9.2%
2300 HEALTH AND LIFE INSURANCE	-	-	-	8,124	7,438	8,115	11,790	45.1%
2301 HEALTH AND LIFE INSURANCE-CONTING	-	-	-	1,806	1,806	1,806	1,682	-6.9%
2400 WORKERS COMP	-	-	-	1,055	1,055	1,055	1,247	18.2%
<b>Total</b>	-	-	-	81,199	76,115	81,046	91,008	12.1%
<b>OPERATING EXPENSES</b>								
3100 PROFESSIONAL SERVICES	-	-	-	40,191	13,311	13,311	32,881	-18.2%
4020 SCHOOLING, CONFERENCE, ETC	-	-	-	1,000	468	468	1,000	0.0%
4100 COMMUNICATIONS SERVICES	-	-	-	660	1,015	981	1,584	139.9%
4400 RENTALS AND LEASES	-	-	3,303	9,909	9,909	9,909	9,909	0.0%
4401 RENTALS AND LEASES-VEHICLE	-	-	-	5,071	1,268	1,268	-	-100.0%
4620 EQUIPMENT MAINTENANCE	-	137	-	400	465	465	400	0.0%
4630 VEHICLE MAINTENANCE	-	-	-	1,600	61	61	1,000	-37.5%
5100 OFFICE SUPPLIES	-	-	-	250	-	-	250	0.0%
5210 GAS AND LUBRICANTS	-	-	-	2,400	1,771	1,946	2,400	0.0%
5280 OPERATING SUPPLIES	-	-	-	500	3,126	3,126	4,255	751.0%
5400 MEMBR,SUBSCRIPT,DUES	-	-	-	500	-	-	500	0.0%
4500 LIABILITY INSURANCE	-	-	-	650	644	644	749	15.3%
<b>Total</b>	-	137	3,303	63,131	32,037	32,178	54,928	-13.0%
<b>CAPITAL OUTLAY</b>								
6400 CAPITAL OUTLAY	-	26,009	-	-	-	-	62,100	0.0%
<b>Total</b>	-	26,009	-	-	-	-	62,100	0.0%
<b>DEPARTMENT TOTAL</b>	-	26,145	3,303	144,330	108,153	113,224	208,036	44.1%

## General Fund

FUND TITLE/FUND # <i>General Fund: 001</i>	EXPENDITURES BY FUNCTION <i>General Government</i>							
DEPARTMENT NAME/# Legal: 001-04-514	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME								
<b>PERSONNEL SERVICES</b>								
1000 EXECUTIVE SALARIES	17,180	17,180	17,180	17,180	15,748	17,180	17,695	3.0%
2100 FICA TAXES	958	991	1,314	992	902	984	984	-0.8%
2200 RETIREMENT-GENERAL	2,405	3,711	3,711	4,570	4,189	4,570	4,760	4.2%
2300 HEALTH AND LIFE INSURANCE	-	-	-	-	-	-	46	0.0%
2301 HEALTH AND LIFE INSURANCE-CONTING	-	-	-	709	709	709	661	-6.8%
2400 WORKERS COMP	-	-	-	-	-	-	18	0.0%
<b>Total</b>	<b>20,543</b>	<b>21,882</b>	<b>22,205</b>	<b>23,451</b>	<b>21,548</b>	<b>23,443</b>	<b>24,164</b>	<b>3.0%</b>
<b>OPERATING EXPENSES</b>								
3100 PROFESSIONAL SERVICES	38,653	30,550	35,000	35,000	57,382	57,382	60,000	71.4%
4500 LIABILITY INSURANCE	-	-	-	-	-	-	242	0.0%
<b>Total</b>	<b>38,653</b>	<b>30,550</b>	<b>35,000</b>	<b>35,000</b>	<b>57,382</b>	<b>57,382</b>	<b>60,242</b>	<b>72.1%</b>
<b>DEPARTMENT TOTAL</b>	<b>59,196</b>	<b>52,432</b>	<b>57,205</b>	<b>58,451</b>	<b>78,931</b>	<b>80,825</b>	<b>84,406</b>	<b>44.4%</b>

## General Fund

FUND TITLE/FUND # <i>General Fund: 001</i>	EXPENDITURES BY FUNCTION <i>General Government</i>							
DEPARTMENT NAME/# Other Govt Services: 001-04-519	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME								
<b>OPERATING EXPENSES</b>								
3400 SAFETY PROGRAM	518	1,163	1,000	1,000	850	850	1,000	0.0%
3420 SPECIAL EVENTS(FIREWORKS)	28,000	31,000	21,775	22,500	26,600	26,600	22,500	0.0%
3430 CHRISTMAS LIGHTING	4,162	2,959	3,000	3,813	3,806	3,806	-	-100.0%
3470 MILLENNIUM TOWER EXPENSE	830	703	1,000	1,000	1,015	1,015	1,000	0.0%
4510 INSURANCE CLAIMS	10,000	110,174	110,174	18,000	18,000	18,000	-	-100.0%
4511 HEALTH INS-CONTINGENT PREM GAS AU	-	-	-	15,099	15,099	15,099	14,754	-2.3%
4590 100 BLOCK BLDG MAINTENANCE	154	-	-	-	35	35	-	0.0%
3480 BLOOD SCREENING	-	2,240	-	-	-	-	-	0.0%
3120 SURPLUS EQUIPMENT AUCTION COST	-	-	-	700	763	763	500	-28.6%
<b>Total</b>	<b>43,663</b>	<b>148,238</b>	<b>136,949</b>	<b>62,112</b>	<b>66,167</b>	<b>66,167</b>	<b>39,754</b>	<b>-36.0%</b>
<b>GRANTS &amp; AIDS</b>								
8210 CHAMBER OF COMMERCE	5,000	5,550	5,000	5,550	5,550	5,550	5,550	0.0%
8230 SOCIAL SERVICES	2,000	2,000	4,000	2,000	2,000	2,000	2,000	0.0%
8240 RIVER FRONT PARK PROG	5,000	5,000	5,000	5,000	5,000	5,000	5,000	0.0%
<b>Total</b>	<b>12,000</b>	<b>12,550</b>	<b>14,000</b>	<b>12,550</b>	<b>12,550</b>	<b>12,550</b>	<b>12,550</b>	<b>0.0%</b>
<b>DEPARTMENT TOTAL</b>	<b>55,663</b>	<b>160,788</b>	<b>150,949</b>	<b>74,662</b>	<b>78,717</b>	<b>78,717</b>	<b>52,304</b>	<b>-29.9%</b>

## General Fund

FUND TITLE/FUND # <i>General Fund: 001</i>	EXPENDITURES BY FUNCTION <i>Public Safety</i>							
DEPARTMENT NAME/# Building & Permitting: 001-02-524	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME								
<b>PERSONNEL SERVICES</b>								
1100 EXECUTIVE SALARIES	83,660	68,916	65,634	68,916	64,940	68,916	70,984	3.0%
1200 REGULAR SALARIES	112,547	110,954	105,953	77,325	57,984	61,021	97,574	26.2%
1210 ACCRUED SALARIES	984	(282)	-	-	-	-	-	0.0%
1400 OVERTIME	240	-	-	-	-	-	-	0.0%
2100 FICA TAX EXPENSE	13,933	12,364	13,126	14,709	8,711	9,205	12,895	-12.3%
2200 RETIREMENT EXPENSE	20,339	36,147	37,063	51,136	32,698	34,563	45,342	-11.3%
2300 HEALTH AND LIFE INSURANCE	21,247	20,241	20,560	18,978	17,120	18,670	38,886	104.9%
2301 HEALTH AND LIFE INSURANCE-CONTING	-	-	-	5,470	5,470	5,470	6,775	23.9%
2400 WORKERS COMP	2,937	3,213	4,800	298	298	298	238	-20.2%
<b>Total</b>	<b>255,887</b>	<b>251,554</b>	<b>247,136</b>	<b>236,832</b>	<b>187,221</b>	<b>198,143</b>	<b>272,693</b>	<b>15.1%</b>
<b>OPERATING EXPENSES</b>								
3100 PROFESSIONAL SERVICES	15,918	1,037	10,000	6,380	2,055	2,055	8,000	25.4%
3120 PRE-EMPLOYMENT PHYSICALS	95	95	85	170	-	85	95	-44.1%
3400 OTHER CONTRACTUAL SERVICES	46,955	55,486	40,000	65,000	63,998	68,904	68,500	5.4%
4020 SCHOOLING, CONFERENCE, ETC	1,313	1,441	4,000	2,915	3,364	3,542	4,000	37.2%
4100 COMMUNICATIONS SERVICES	3,750	4,085	2,500	1,900	3,259	3,415	2,880	51.6%
4200 POSTAGE AND FREIGHT	2,625	376	4,000	2,365	1,189	1,189	1,210	-48.9%
4310 NATURAL GAS	664	153	800	350	188	195	175	-50.0%
4320 ELECTRICITY	3,288	3,297	2,500	3,200	3,073	3,423	3,200	0.0%
4330 CREDIT CARD FEES	708	767	675	675	478	619	800	18.5%
4400 RENTALS AND LEASES	2,742	1,461	2,575	1,000	1,031	1,178	1,800	80.0%
4500 LIABILITY INSURANCE	3,161	3,415	3,500	5,280	5,263	5,263	4,599	-12.9%
4610 BUILDING MAINTENANCE	987	1,107	2,500	7,650	5,048	5,048	5,000	-34.6%
4620 EQUIPMENT MAINTENANCE	3,372	1,309	3,000	4,600	3,896	3,896	4,600	0.0%
4630 VEHICLE MAINTENANCE	295	1,874	1,000	600	139	139	400	-33.3%
4700 PRINTING AND BINDING	1,178	1,547	400	2,700	2,266	3,303	1,000	-63.0%
4800 ADVERTISING	-	-	150	200	-	-	100	-50.0%
4900 LEGAL ADVERTISING	13,779	15,560	8,400	10,000	11,586	12,665	12,000	20.0%
5100 OFFICE SUPPLIES	679	975	500	400	343	343	300	-25.0%
5110 CODE ENFORCEMENT	481	159	500	-	20	20	-	0.0%
5120 DEMOLITION	-	2,753	-	5,000	158	158	-	-100.0%
5210 GAS AND LUBRICANTS	1,946	1,796	1,300	1,400	1,208	1,358	1,100	-21.4%
5230 JANITORIAL SUPPLIES	389	142	300	200	149	149	200	0.0%
5260 UNIFORMS	625	322	200	200	-	-	100	-50.0%
5280 OPERATING SUPPLIES	1,876	1,873	1,500	3,305	3,710	3,910	3,000	-9.2%
5400 MEMBR,SUBSCRIPT,DUES	1,462	1,767	900	1,815	1,682	1,808	1,100	-39.4%
<b>Total</b>	<b>108,287</b>	<b>102,796</b>	<b>91,285</b>	<b>127,305</b>	<b>114,103</b>	<b>122,665</b>	<b>124,159</b>	<b>-2.5%</b>
<b>CAPITAL OUTLAY</b>								
6401 DEO PLANNING GRANT	-	-	-	-	-	-	25,000	0.0%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>0.0%</b>
<b>DEPARTMENT TOTAL</b>	<b>364,174</b>	<b>354,350</b>	<b>338,421</b>	<b>364,137</b>	<b>301,324</b>	<b>320,808</b>	<b>421,851</b>	<b>15.8%</b>

## General Fund

FUND TITLE/FUND # General Fund: 001	EXPENDITURES BY FUNCTION Public Safety							
DEPARTMENT NAME/# Police: 001-07-521	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME								
<b>PERSONNEL SERVICES</b>								
1100 EXECUTIVE SALARIES	231,967	165,642	189,243	166,362	156,169	165,642	301,400	81.2%
1200 REGULAR SALARIES	1,274,509	1,251,583	1,240,385	1,250,089	1,140,079	1,210,970	1,215,164	-2.8%
1210 ACCRUED SALARIES	6,817	622	-	-	-	-	-	0.0%
1220 CLERICAL SALARIES	126,749	139,629	166,392	142,479	124,267	130,822	146,700	3.0%
1300 OTHER SALARIES & WAGES	22,433	22,236	22,532	22,532	20,914	22,193	23,856	5.9%
1310 HOLIDAY PAY	20,882	30,799	46,689	47,383	28,915	28,915	45,721	-3.5%
1320 CONTRACTUAL WORKERS	4,813	-	-	-	-	-	-	0.0%
1400 OVERTIME	71,330	65,717	92,800	95,700	69,439	75,896	63,000	-34.2%
1410 OVERTIME CLERICAL	-	-	583	500	-	-	500	0.0%
2100 FICA TAX EXPENSE	127,112	121,223	136,925	131,966	111,716	118,863	137,420	4.1%
2200 RETIREMENT-CLERICAL BENEFIT	21,196	35,641	26,449	44,026	38,847	40,931	35,745	-18.8%
2201 PENSION-POLICE BENEFIT	247,847	241,644	230,819	246,481	225,138	240,153	227,806	-7.6%
2230 STATE CONTRIB-POLICE	61,450	62,952	66,457	62,213	59,256	59,256	62,213	0.0%
2300 HEALTH AND LIFE INSURANCE	253,519	198,172	237,276	212,394	164,241	178,324	262,549	23.6%
2301 HEALTH AND LIFE INSURANCE-CONTING	-	-	-	50,037	50,037	50,037	40,435	-19.2%
2400 WORKERS COMP	36,078	39,473	50,033	38,210	38,210	38,210	33,822	-11.5%
2410 WORKERS COMP CLAIM	448	-	1,500	1,500	-	-	-	-100.0%
2500 UNEMPLOYMENT COMP	323	-	-	-	-	-	-	0.0%
<b>Total</b>	<b>2,507,473</b>	<b>2,375,333</b>	<b>2,508,083</b>	<b>2,511,872</b>	<b>2,227,228</b>	<b>2,360,212</b>	<b>2,596,331</b>	<b>3.4%</b>
<b>OPERATING EXPENSES</b>								
3100 PROFESSIONAL SERVICES	63,601	25,478	26,000	26,312	16,641	18,026	35,856	36.3%
3101 RED LIGHT CAMERA-ATS CONTRACT	-	-	-	-	181,497	181,497	1,018,333	0.0%
3120 PHYSICALS	3,804	1,288	1,100	1,400	1,373	1,528	2,500	78.6%
3500 CONFIDENTIAL INFORMANTS	3,500	8,500	8,500	10,000	-	-	6,000	-40.0%
4020 SCHOOLING, CONFERENCE, ETC	670	275	370	300	266	266	300	0.0%
4030 TRAINING & SCHOOLING	8,161	10,616	14,200	14,200	6,019	14,130	26,072	83.6%
4100 COMMUNICATIONS SERVICES	25,637	31,938	31,380	31,380	22,178	23,194	28,630	-8.8%
4200 POSTAGE AND FREIGHT	2,322	203	2,300	1,300	900	900	1,300	0.0%
4310 NATURAL GAS	1,028	899	700	700	389	389	700	0.0%
4320 ELECTRICITY	14,074	11,090	18,919	12,000	9,236	10,336	12,000	0.0%
4380 ANIMAL CONTROL	4,067	3,588	4,200	5,000	2,778	3,468	4,250	-15.0%
4390 K-9 CARE	3,887	1,007	1,000	1,000	1,165	1,165	2,332	133.2%
4400 RENTALS AND LEASES	10,473	11,197	12,783	12,783	5,758	6,308	8,736	-31.7%
4450 VEHICLE LEASES	238,310	220,345	215,513	216,564	213,961	213,961	159,538	-26.3%
4500 LIABILITY INSURANCE	68,707	74,172	75,000	44,500	46,366	46,366	49,269	10.7%
4510 INSURANCE CLAIMS	8,141	10,000	-	24,391	24,390	24,390	-	-100.0%
4610 BUILDING MAINTENANCE	3,588	5,097	4,951	6,000	2,264	2,355	6,000	0.0%
4620 EQUIPMENT MAINTENANCE	10,997	6,929	10,000	10,000	5,466	5,466	8,400	-16.0%
4630 VEHICLE MAINTENANCE	35,594	41,550	48,000	55,200	35,336	38,913	35,000	-36.6%
4640 RADIO MAINTENANCE	1,061	1,403	2,000	2,000	814	814	2,000	0.0%
4680 RANGE MAINTENANCE	501	983	1,000	1,000	751	751	1,000	0.0%
4700 PRINTING AND BINDING	4,113	3,158	4,500	4,500	3,569	3,961	3,416	-24.1%
4900 WEED & SEED DONATION EXPENSES	9,455	80	-	-	-	-	-	0.0%
4940 GUN SAFETY CLASS EXPENSE	627	72	-	-	-	-	-	0.0%
4950 POLICE ATHLETIC LEAGUE	6,353	950	-	-	-	-	-	0.0%
5100 OFFICE SUPPLIES	1,793	1,635	4,000	2,000	735	934	2,000	0.0%
5210 GAS AND LUBRICANTS	121,244	132,421	80,000	155,600	95,108	104,608	105,000	-32.5%
5230 JANITORIAL SUPPLIES	1,666	2,091	2,500	2,500	1,471	1,747	2,500	0.0%
5260 UNIFORMS	14,699	14,347	16,850	16,850	16,554	16,554	16,850	0.0%
5280 OPERATING SUPPLIES	18,321	16,201	26,000	22,000	10,525	11,525	38,739	76.1%
5281 SPECIAL POLICE TRUST EXPENSE	26,710	20,940	20,940	36,875	15,095	16,280	23,037	-37.5%
5282 EVIDENCE FUND EXPENSE	-	9,264	9,264	16,745	15,262	15,262	1,500	-91.0%
5284 VOCA-DONATIONS	90	36	-	-	-	-	-	0.0%
5300 PETTY CASH REIMBURSEMENT	79	-	300	300	-	-	100	-66.7%
5400 MEMBR,SUBSCRIPT,DUES	2,514	1,696	2,000	1,394	680	680	1,549	11.1%

Total	715,787	669,450	644,270	734,794	736,548	765,774	1,602,907	118.1%
<b>CAPITAL OUTLAY</b>								
6210 CAPITAL IMPROVEMENTS	-	-	-	9,975	6,650	9,975	-	-100.0%
6400 CAPITAL OUTLAY	-	997	1,049	-	-	-	33,108	0.0%
6401 VEHICLE PURCHASES	-	-	-	238,713	-	238,713	565,837	137.0%
6402 VEHICLE PURCHASES (USDA GRANT)	-	-	-	73,163	-	73,163	-	-100.0%
Total	-	997	1,049	321,851	6,650	321,851	598,945	86.1%
<b>GRANTS &amp; AIDS</b>								
8320 BULLET PROOF GRANT-50% CITY	-	-	5,013	2,500	-	-	-	-100.0%
8370 BULLET PROOF GRANT	554	-	5,013	2,500	-	-	8,000	220.0%
8400 JAG-BYRNE 2008-PUT4Q9-003	1,530	-	-	-	-	-	-	0.0%
8410 WEED & SEED GRANT EXPENSE	19,710	-	-	-	-	-	-	0.0%
8440 JAG RECOVERY LOCAL 09SBB90645	29,605	18,734	22,000	-	1,311	1,311	-	0.0%
8450 JAG 2009 2009DJBX0978	216	-	-	-	-	-	-	0.0%
8460 JAG 2010 2010DJBX1516	17,274	-	-	-	-	-	-	0.0%
8470 2011-JAGC-PUTN-3-82-169	26,939	-	-	-	-	-	-	0.0%
8210 CONTRIBUTION TO PAL	-	68,302	68,302	-	-	-	-	0.0%
8480 JAG 2011 2011DJBX2106	-	13,853	14,118	-	-	-	-	0.0%
8490 2012-JAGC-PUTN-1-C4-027	-	21,337	21,364	-	-	-	-	0.0%
8500 2013 JAG Local 2012-DJ-BX-0269	-	-	-	11,184	10,955	11,184	-	-100.0%
8510 2013-JAGC-PUTN-1-D7-018	-	-	-	16,031	3,500	16,031	-	-100.0%
8511 2014 JAG LOCAL	-	-	-	-	-	-	10,065	0.0%
8512 2014 JAGC-PUTN COUNTY WIDE	-	-	-	-	-	-	14,427	0.0%
Total	95,828	122,227	135,810	32,215	15,766	28,526	32,492	0.9%
<b>DEBT SERVICE</b>								
7101 PROSPERITY POL VEH	14,383	-	-	-	-	-	-	0.0%
7102 HANCOCK POL VEH	8,824	9,123	9,123	7,045	7,045	7,045	-	-100.0%
7103 PROSPERITY POL VEH 2013	-	-	-	-	-	-	58,915	0.0%
7201 PROSPERITY POL VEH	211	-	-	-	-	-	-	0.0%
7202 HANCOCK POL VEH	700	401	401	98	98	98	-	-100.0%
7203 PROSPERITY POL VEH 2013	-	-	-	-	-	-	4,729	0.0%
Total	24,118	9,524	9,524	7,143	7,143	7,143	63,644	791.0%
<b>DEPARTMENT TOTAL</b>	<b>3,343,206</b>	<b>3,177,530</b>	<b>3,298,736</b>	<b>3,607,875</b>	<b>2,993,335</b>	<b>3,483,506</b>	<b>4,894,319</b>	<b>35.7%</b>

## General Fund

FUND TITLE/FUND # <i>General Fund: 001</i>	EXPENDITURES BY FUNCTION <i>Public Safety</i>							
DEPARTMENT NAME/# Code Enforcement: 001-19-521	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME								
<b>PERSONNEL SERVICES</b>								
1200 REGULAR SALARIES	-	-	-	15,795	14,142	15,520	36,644	132.0%
2100 FICA TAX EXPENSE	-	-	-	1,206	1,080	1,185	2,803	132.4%
2200 RETIREMENT EXPENSE	-	-	-	4,202	3,762	4,128	6,615	57.4%
2300 HEALTH AND LIFE INSURANCE	-	-	-	111	111	127	205	84.8%
2301 HEALTH AND LIFE INSURANCE-CONTING	-	-	-	-	-	-	-	0.0%
2400 WORKERS COMP	-	-	-	44	44	44	549	1148.3%
<b>Total</b>	-	-	-	21,358	19,139	21,004	46,817	119.2%
<b>OPERATING EXPENSES</b>								
3100 PROFESSIONAL SERVICES	-	-	-	1,000	80	80	1,000	0.0%
4020 SCHOOLING, CONFERENCE, ETC.	-	-	-	1,085	810	810	7,109	555.2%
4100 COMMUNICATIONS SERVICES	-	-	-	200	160	194	200	0.0%
4200 POSTAGE AND FREIGHT	-	-	-	135	325	325	1,000	640.7%
4500 LIABILITY INSURANCE	-	-	-	-	-	-	501	0.0%
4630 VEHICLE MAINTENANCE	-	-	-	800	-	-	800	0.0%
4640 RADIO MAINTENANCE	-	-	-	150	-	-	-	-100.0%
4700 PRINTING AND BINDING	-	-	-	1,650	76	76	1,867	13.2%
5100 OFFICE SUPPLIES	-	-	-	100	100	100	200	100.0%
5210 GAS AND LUBRICANTS	-	-	-	600	248	308	900	50.0%
5260 UNIFORMS	-	-	-	100	60	80	100	0.0%
5280 OPERATING SUPPLIES	-	-	-	-	-	-	700	0.0%
<b>Total</b>	-	-	-	5,820	1,858	1,971	14,377	147.0%
<b>CAPITAL OUTLAY</b>								
<b>Total</b>	-	-	-	-	-	-	-	0.0%
<b>DEPARTMENT TOTAL</b>	-	-	-	27,178	20,997	22,975	61,193	125.2%

## General Fund

FUND TITLE/FUND # General Fund: 001	EXPENDITURES BY FUNCTION Public Safety							
DEPARTMENT NAME/# Fire: 001-08-522	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME								
<b>PERSONNEL SERVICES</b>								
1100 EXECUTIVE SALARIES	156,770	156,770	157,635	159,077	149,405	158,541	170,740	7.3%
1200 REGULAR SALARIES	743,186	735,270	733,805	736,697	696,303	737,806	770,822	4.6%
1210 ACCRUED SALARIES	4,480	1,201	-	-	-	-	-	0.0%
1220 CLERICAL SALARIES	6,143	10,329	9,350	10,837	12,978	14,209	19,477	79.7%
1300 OTHER SALARIES & WAGES	6,834	180	8,000	2,000	10,869	11,873	10,000	400.0%
1310 HOLIDAY PAY	19,588	29,456	29,947	30,065	29,678	29,678	30,667	2.0%
1400 OVERTIME	86,627	90,006	80,000	95,000	77,936	86,491	85,000	-10.5%
2100 FICA TAX EXPENSE	73,566	72,598	79,379	78,000	69,184	73,554	83,133	6.6%
2200 CLERICAL RETIREMENT	1	-	-	-	-	-	-	0.0%
2201 FIRE PENSION	192,070	186,979	194,959	255,839	228,156	242,653	292,585	14.4%
2230 STATE CONTRIB-FIRE	93,954	60,507	71,776	60,507	78,504	78,504	60,507	0.0%
2300 HEALTH AND LIFE INSURANCE	144,265	102,962	118,227	111,370	97,701	106,656	159,391	43.1%
2301 HEALTH AND LIFE INSURANCE-CONTING	-	-	-	34,725	34,725	34,725	26,870	-22.6%
2400 WORKERS COMP	24,529	26,837	40,000	25,022	25,022	25,022	25,598	2.3%
2500 UNEMPLOYMENT COMP	7,150	-	-	-	-	-	-	0.0%
<b>Total</b>	<b>1,559,162</b>	<b>1,473,096</b>	<b>1,523,078</b>	<b>1,599,139</b>	<b>1,510,462</b>	<b>1,599,712</b>	<b>1,734,790</b>	<b>8.5%</b>
<b>OPERATING EXPENSES</b>								
3100 PROFESSIONAL SERVICES	1,151	3,253	1,500	1,500	1,556	1,556	1,500	0.0%
3120 PHYSICALS	6,252	2,993	3,000	5,500	695	6,035	5,000	-9.1%
4020 SCHOOLING, CONFERENCE, ETC	5,868	5,596	8,000	4,000	2,863	3,516	6,000	50.0%
4100 COMMUNICATION SERVICES	10,151	9,130	9,000	10,000	8,190	9,419	10,000	0.0%
4200 POSTAGE AND FREIGHT	593	361	500	500	259	259	400	-20.0%
4310 NATURAL GAS	1,846	1,390	2,400	1,850	1,323	1,323	1,800	-2.7%
4320 ELECTRICITY	16,226	14,005	18,000	16,000	12,012	13,812	15,000	-6.3%
4400 RENTALS AND LEASES	1,704	1,916	2,200	2,000	822	907	2,000	0.0%
4500 LIABILITY INSURANCE	28,062	30,267	30,000	22,310	23,143	23,143	22,417	0.5%
4610 BUILDING MAINTENANCE	4,682	5,092	6,000	6,000	3,600	6,700	6,000	0.0%
4620 EQUIPMENT MAINTENANCE	7,366	5,138	5,000	6,000	5,543	5,543	6,000	0.0%
4630 VEHICLE MAINTENANCE	32,616	26,966	30,000	30,000	24,193	26,196	28,000	-6.7%
4640 RADIO MAINTENANCE	564	619	1,000	1,800	1,287	1,489	1,800	0.0%
4700 PRINTING AND BINDING	425	264	400	400	256	256	300	-25.0%
5100 OFFICE SUPPLIES	1,373	1,378	1,000	1,500	1,072	1,171	1,500	0.0%
5140 FIRE CODE ENFORCEMENT	2,798	2,851	3,000	3,000	2,522	2,822	3,000	0.0%
5210 GAS AND LUBRICANTS	25,064	24,041	20,000	22,500	18,577	20,777	21,000	-6.7%
5230 JANITORIAL SUPPLIES	3,851	5,126	4,000	4,000	4,837	4,913	4,000	0.0%
5250 SMALL TOOLS	805	1,041	1,000	1,000	787	787	1,000	0.0%
5260 UNIFORMS	9,370	21,157	20,000	47,655	45,224	46,989	10,000	-79.0%
5280 OPERATING SUPPLIES	17,835	18,976	18,000	17,200	16,141	16,888	17,200	0.0%
5290 FIRE PUB-ED EXPENSE	19,493	15,133	17,000	17,000	21,399	21,526	17,000	0.0%
5400 MEMBR, SUBSCRIPT, DUES	278	183	500	300	251	251	300	0.0%
<b>Total</b>	<b>198,373</b>	<b>196,875</b>	<b>201,500</b>	<b>222,015</b>	<b>196,553</b>	<b>216,278</b>	<b>181,217</b>	<b>-18.4%</b>
<b>CAPITAL OUTLAY</b>								
6420 FIRE GRANT	131,427	-	-	-	-	-	-	0.0%
6401 VEHICLE PURCHASE	-	-	-	-	-	-	152,000	0.0%
<b>Total</b>	<b>131,427</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>152,000</b>	<b>0.0%</b>
<b>DEBT SERVICE</b>								
7101 SUTPHEN FIRE TRUCK	50,033	51,954	51,954	-	-	-	-	0.0%
7201 SUTPHEN FIRE TRUCK	25,863	23,943	23,943	-	-	-	-	0.0%
<b>Total</b>	<b>75,896</b>	<b>75,896</b>	<b>75,897</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>DEPARTMENT TOTAL</b>	<b>1,964,858</b>	<b>1,745,867</b>	<b>1,800,475</b>	<b>1,821,154</b>	<b>1,707,015</b>	<b>1,815,990</b>	<b>2,068,007</b>	<b>13.6%</b>

## General Fund

FUND TITLE/FUND # <i>General Fund: 001</i>	EXPENDITURES BY FUNCTION <i>Transportation</i>							
DEPARTMENT NAME/# Streets: 001-09-541	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME								
<b>PERSONNEL SERVICES</b>								
1200 REGULAR SALARIES	151,322	160,729	155,375	138,970	123,599	130,959	162,429	16.9%
1210 ACCRUED SALARIES	723	331	-	-	-	-	-	0.0%
1400 OVERTIME	9,528	9,732	10,000	10,000	9,266	9,775	10,000	0.0%
2100 FICA TAX EXPENSE	11,276	11,950	11,886	10,675	9,594	10,157	13,191	23.6%
2200 RETIREMENT EXPENSE	8,019	10,135	8,370	20,995	18,873	20,039	27,000	28.6%
2300 HEALTH AND LIFE INSURANCE	24,428	16,429	20,194	21,501	11,485	12,662	24,594	14.4%
2301 HEALTH AND LIFE INSURANCE-CONTING	-	-	-	3,650	3,650	3,650	3,921	7.4%
2400 WORKERS COMP	8,293	9,073	13,522	9,296	9,296	9,296	8,262	-11.1%
<b>Total</b>	<b>213,589</b>	<b>218,379</b>	<b>219,347</b>	<b>215,087</b>	<b>185,763</b>	<b>196,538</b>	<b>249,398</b>	<b>16.0%</b>
<b>OPERATING EXPENSES</b>								
3100 PROFESSIONAL SERVICES	379	1,049	300	490	488	488	450	-8.2%
3120 PHYSICALS	142	255	150	-	-	-	150	0.0%
3410 DEPT OF CORR-PRISON CREW GUARD	56,467	-	-	-	-	-	-	0.0%
3440 TREE REMOVAL	2,100	2,305	2,500	2,500	1,959	1,959	3,000	20.0%
3460 RAILROAD SIGNAL MAINTENANCE	8,779	9,275	6,000	6,000	9,339	9,339	8,300	38.3%
4100 COMMUNICATIONS SERVICES	1,397	1,821	2,000	1,740	1,477	1,631	1,700	-2.3%
4310 NATURAL GAS	65	69	100	100	63	69	100	0.0%
4320 ELECTRICITY	163,663	160,265	179,686	164,442	143,437	156,135	160,000	-2.7%
4400 RENTALS & LEASES	1,805	1,009	500	500	118	133	300	-40.0%
4500 LIABILITY INSURANCE	9,213	9,952	10,200	7,020	6,975	6,975	7,165	2.1%
4510 INSURANCE CLAIMS	2,326	4,072	-	-	-	-	-	0.0%
4610 BUILDING MAINTENANCE	365	431	500	900	715	715	900	0.0%
4620 EQUIPMENT MAINTENANCE	13,868	17,417	10,000	14,000	11,558	12,308	14,000	0.0%
4630 VEHICLE MAINTENANCE	12,595	14,347	8,000	11,000	9,197	9,697	11,000	0.0%
4660 TRAFFIC LIGHT REPAIR	22,119	19,272	15,000	21,000	14,892	16,359	14,000	-33.3%
5100 OFFICE SUPPLIES	-	11	-	-	-	-	-	0.0%
5210 GAS AND LUBRICANTS	36,968	34,435	20,000	32,000	22,231	24,831	23,000	-28.1%
5230 JANITORIAL SUPPLIES	28	41	-	-	-	-	-	0.0%
5250 SMALL TOOLS	90	-	-	-	-	-	-	0.0%
5260 UNIFORMS	1,620	2,235	1,800	2,200	1,932	2,032	2,200	0.0%
5280 OPERATING SUPPLIES	10,582	9,534	8,000	9,560	6,244	6,494	8,000	-16.3%
5330 PAVING MATERIALS	16,086	5,535	17,000	15,000	-	-	5,000	-66.7%
5340 STREET SIGNS	-	870	2,000	1,850	173	525	4,000	116.2%
<b>Total</b>	<b>360,658</b>	<b>294,201</b>	<b>283,736</b>	<b>290,302</b>	<b>230,799</b>	<b>249,692</b>	<b>263,265</b>	<b>-9.3%</b>
<b>CAPITAL OUTLAY</b>								
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>DEPARTMENT TOTAL</b>	<b>574,247</b>	<b>512,580</b>	<b>503,083</b>	<b>505,389</b>	<b>416,562</b>	<b>446,230</b>	<b>512,663</b>	<b>1.4%</b>

## General Fund

FUND TITLE/FUND # <i>General Fund: 001</i>	EXPENDITURES BY FUNCTION <i>Human Services</i>							
DEPARTMENT NAME/# Cemetery: 001-14-569	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME								
<b>PERSONNEL SERVICES</b>								
1200 REGULAR SALARIES	73,279	62,416	78,349	61,567	58,726	62,257	52,612	-14.5%
1210 ACCRUED SALARIES	210	10	-	-	-	-	-	0.0%
1400 OVERTIME	707	514	-	-	77	77	-	0.0%
2100 FICA TAX EXPENSE	5,583	4,779	5,994	4,710	4,464	4,732	4,025	-14.5%
2200 RETIREMENT EXPENSE	5,375	5,937	9,366	7,245	6,856	7,269	4,489	-38.0%
2300 HEALTH AND LIFE INSURANCE	2,295	576	3,230	746	524	572	3,948	429.2%
2301 HEALTH AND LIFE INSURANCE-CONTING	-	-	-	-	-	-	532	0.0%
2400 WORKERS COMP	4,184	4,578	6,830	4,962	4,962	4,962	2,195	-55.8%
<b>Total</b>	<b>91,633</b>	<b>78,809</b>	<b>103,769</b>	<b>79,230</b>	<b>75,609</b>	<b>79,868</b>	<b>67,801</b>	<b>-14.4%</b>
<b>OPERATING EXPENSES</b>								
3100 PROFESSIONAL SERVICES	439	184	200	200	207	207	100	-50.0%
3120 PHYSICALS	-	-	100	-	-	-	100	0.0%
3440 TREE REMOVAL	450	-	500	500	-	-	2,000	300.0%
4100 COMMUNICATIONS SERVICES	1,416	1,458	1,500	1,500	1,374	1,476	1,200	-20.0%
4320 ELECTRICITY	5,767	4,143	6,000	4,500	3,931	4,346	4,500	0.0%
4400 RENTALS AND LEASES	227	208	250	250	217	217	-	-100.0%
4500 LIABILITY INSURANCE	2,512	2,713	2,781	2,041	2,027	2,027	2,078	1.8%
4610 BUILDING MAINTENANCE	1,052	1,107	1,000	900	1,012	1,114	500	-44.4%
4620 EQUIPMENT MAINTENANCE	3,666	4,027	1,500	4,000	3,700	4,255	2,000	-50.0%
4630 VEHICLE MAINTENANCE	1,512	2,150	500	2,000	687	822	1,500	-25.0%
5100 OFFICE SUPPLIES	826	831	500	700	658	889	400	-42.9%
5210 GAS AND LUBRICANTS	6,137	6,047	5,000	5,000	5,399	6,099	6,000	20.0%
5220 MERCHANDISE FOR SALE	25,446	20,929	18,000	26,526	22,226	25,750	25,000	-5.8%
5230 JANITORIAL SUPPLIES	3,188	2,907	1,500	3,000	2,790	2,861	2,500	-16.7%
5250 SMALL TOOLS	-	30	-	-	-	-	100	0.0%
5260 UNIFORMS	1,359	1,365	1,500	1,500	2,516	2,516	2,000	33.3%
5270 CHEMICALS & FERTILIZER	8,203	7,483	5,000	5,000	6,159	6,159	-	-100.0%
5280 OPERATING SUPPLIES	6,607	5,449	3,000	2,900	3,921	4,116	4,000	37.9%
<b>Total</b>	<b>68,807</b>	<b>61,031</b>	<b>48,831</b>	<b>60,517</b>	<b>56,824</b>	<b>62,854</b>	<b>53,978</b>	<b>-10.8%</b>
<b>CAPITAL OUTLAY</b>								
6400 CAPITAL OUTLAY	7,129	456	-	-	-	-	-	0.0%
<b>Total</b>	<b>7,129</b>	<b>456</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>DEPARTMENT TOTAL</b>	<b>167,569</b>	<b>140,296</b>	<b>152,600</b>	<b>139,747</b>	<b>132,433</b>	<b>142,723</b>	<b>121,779</b>	<b>-12.9%</b>

## General Fund

FUND TITLE/FUND # <i>General Fund: 001</i>	EXPENDITURES BY FUNCTION <i>Culture/Recreation</i>							
DEPARTMENT NAME/# Cultural Services: 001-03-573	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME								
<b>OPERATING EXPENSES</b>								
4500 LIABILITY INSURANCE	-	-	-	-	-	-	7,452	0.0%
4600 TILGHMAN HOUSE	911	642	950	1,020	1,017	1,017	1,500	47.1%
4610 WILLARD COOPER BUILDING	820	777	500	868	670	670	500	-42.4%
4620 PUTNAM CO HIST SOCIETY MUSEUM	-	-	-	500	432	432	2,500	400.0%
4700 LARIMER ARTS CENTER	1,803	5,021	1,500	1,500	949	1,049	3,000	100.0%
4980 DEPOT-OPERATING	3,690	4,828	1,000	3,000	3,836	3,836	3,000	0.0%
5220 WATERWORKS-OPERATIONS	7,218	4,508	2,600	4,200	4,279	4,545	5,000	19.0%
3100 WATERWORKS-PROFESSIONAL SERVIC	-	800	-	-	-	-	-	0.0%
4601 HAMMOCK HALL-MAINTENANCE	-	-	-	1,000	590	590	1,000	0.0%
<b>Total</b>	<b>14,442</b>	<b>16,575</b>	<b>6,550</b>	<b>12,088</b>	<b>11,773</b>	<b>12,139</b>	<b>23,952</b>	<b>98.2%</b>
<b>CAPITAL OUTLAY</b>								
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>DEPARTMENT TOTAL</b>	<b>14,442</b>	<b>16,575</b>	<b>6,550</b>	<b>12,088</b>	<b>11,773</b>	<b>12,139</b>	<b>23,952</b>	<b>98.2%</b>

## General Fund

FUND TITLE/FUND # <i>General Fund: 001</i>	EXPENDITURES BY FUNCTION <i>Culture/Recreation</i>							
DEPARTMENT NAME/# Bronson House: 001-03-575	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME								
<b>PERSONNEL SERVICES</b>								
1200 REGULAR SALARIES	25,041	27,394	26,004	26,293	29,105	29,105	18,000	-31.5%
1210 ACCRUED SALARIES	131	23	-	-	-	-	-	0.0%
2100 FICA TAX EXPENSE	1,840	1,967	1,989	2,011	2,102	2,102	1,377	-31.5%
2200 RETIREMENT EXPENSE	3,506	5,917	5,617	6,994	1,748	1,748	-	-100.0%
2300 HEALTH AND LIFE INSURANCE	2,998	2,539	2,520	2,592	2,367	2,367	-	-100.0%
2301 HEALTH AND LIFE INSURANCE-CONTING	-	-	-	709	709	709	-	-100.0%
2400 WORKERS COMP	-	-	-	670	670	670	426	-36.4%
<b>Total</b>	<b>33,516</b>	<b>37,839</b>	<b>36,130</b>	<b>39,269</b>	<b>36,702</b>	<b>36,702</b>	<b>19,803</b>	<b>-49.6%</b>
<b>OPERATING EXPENSES</b>								
4620 BUILDING MAINTENANCE	-	-	-	-	-	-	-	0.0%
5280 OPERATING EXPENSES	18,189	14,783	18,000	18,000	10,522	11,022	12,000	-33.3%
4500 LIABILITY INSURANCE	-	-	-	11,020	11,010	11,010	3,255	-70.5%
<b>Total</b>	<b>18,189</b>	<b>14,783</b>	<b>18,000</b>	<b>29,020</b>	<b>21,532</b>	<b>22,032</b>	<b>15,255</b>	<b>-47.4%</b>
<b>CAPITAL OUTLAY</b>								
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>DEPARTMENT TOTAL</b>	<b>51,706</b>	<b>52,623</b>	<b>54,130</b>	<b>68,289</b>	<b>58,234</b>	<b>58,734</b>	<b>35,058</b>	<b>-48.7%</b>

## General Fund

FUND TITLE/FUND # <i>General Fund: 001</i>	EXPENDITURES BY FUNCTION <i>Culture/Recreation</i>							
DEPARTMENT NAME/# Parks and Recreation: 001-15-572	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME								
<b>PERSONNEL SERVICES</b>								
1200 REGULAR SALARIES	159,962	162,875	159,204	159,209	148,873	153,238	89,688	-43.7%
1210 ACCRUED SALARIES	715	460	-	-	-	-	-	0.0%
1400 OVERTIME	3,025	2,516	2,000	2,000	1,950	1,950	2,000	0.0%
2100 FICA TAX EXPENSE	11,877	12,113	12,179	12,179	11,072	11,392	7,014	-42.4%
2200 RETIREMENT EXPENSE	13,179	20,664	19,876	24,815	21,069	22,230	18,134	-26.9%
2300 HEALTH AND LIFE INSURANCE	24,044	20,430	19,841	20,919	16,680	17,523	11,186	-46.5%
2301 HEALTH AND LIFE INSURANCE-CONTING	-	-	-	3,990	3,990	3,990	1,501	-62.4%
2400 WORKERS COMP	4,580	5,011	7,471	3,735	3,735	3,735	1,925	-48.5%
2500 UNEMPLOYMENT COMP	(48)	-	-	-	-	-	-	0.0%
<b>Total</b>	<b>217,334</b>	<b>224,070</b>	<b>220,571</b>	<b>226,847</b>	<b>207,371</b>	<b>214,058</b>	<b>131,450</b>	<b>-42.1%</b>
<b>OPERATING EXPENSES</b>								
3100 PROFESSIONAL SERVICES	265	483	500	500	356	356	500	0.0%
3410 DEPT OF CORR-PRISON CREW GUARD	56,467	58,004	56,467	58,004	58,004	58,004	-	-100.0%
4100 COMMUNICATIONS SERVICES	977	1,002	1,000	1,000	887	967	300	-70.0%
4200 POSTAGE AND FREIGHT	-	-	-	-	60	-	-	0.0%
4320 ELECTRICITY	8,856	7,762	10,000	7,700	6,648	7,173	7,500	-2.6%
4321 DOWNTOWN/RIVERFRONT ELECTRICITY	-	-	-	-	-	-	3,000	0.0%
4400 RENTALS AND LEASES	340	186	100	100	56	56	500	400.0%
4500 LIABILITY INSURANCE	2,981	3,220	3,300	8,470	8,587	8,587	8,240	-2.7%
4510 LIABILITY CLAIMS	214	-	-	-	-	-	-	0.0%
4610 BUILDING MAINTENANCE	8,134	5,230	4,000	1,762	2,820	2,937	3,000	70.3%
4620 EQUIPMENT MAINTENANCE	7,557	5,255	2,500	4,000	3,751	4,251	3,000	-25.0%
4630 VEHICLE MAINTENANCE	4,374	2,980	1,500	3,000	1,661	1,661	1,500	-50.0%
4650 REID STREET ISLAND	271	281	1,000	1,000	-	-	-	-100.0%
4680 LIGHTING MAINTENANCE	13,812	10,073	15,000	10,000	7,822	7,822	13,000	30.0%
5100 OFFICE SUPPLIES	202	427	150	485	234	342	400	-17.5%
5200 PLAYGROUNDS-OPERATIONS	11,903	4,328	5,000	5,000	3,651	4,001	6,000	20.0%
5210 GAS AND LUBRICANTS	15,517	15,956	10,000	15,000	12,420	13,920	10,000	-33.3%
5230 JANITORIAL SUPPLIES	2,950	2,943	4,000	2,700	2,660	2,979	2,500	-7.4%
5250 SMALL TOOLS	92	104	100	100	36	36	100	0.0%
5260 UNIFORMS	1,642	2,279	2,500	2,500	2,178	2,427	2,000	-20.0%
5270 CHEMICALS & FERTILIZER	6,454	11,481	6,000	12,932	8,922	8,922	-	-100.0%
5280 OPERATING SUPPLIES	3,521	6,184	5,000	4,045	2,920	3,020	9,000	122.5%
<b>Total</b>	<b>146,528</b>	<b>138,178</b>	<b>128,117</b>	<b>138,298</b>	<b>123,674</b>	<b>127,461</b>	<b>70,540</b>	<b>-49.0%</b>
<b>CAPITAL OUTLAY</b>								
6400 CAPITAL OUTLAY	-	5,476	5,476	-	-	-	-	0.0%
6401 100 BLOCK BUILDING MAINTENANCE	-	1,670	1,670	-	-	-	-	0.0%
6402 CITY HALL LANDSCAPING	-	3,203	3,203	-	-	-	-	0.0%
<b>Total</b>	<b>-</b>	<b>10,348</b>	<b>10,349</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>DEPARTMENT TOTAL</b>	<b>363,862</b>	<b>372,596</b>	<b>359,037</b>	<b>365,145</b>	<b>331,044</b>	<b>341,519</b>	<b>201,990</b>	<b>-44.7%</b>

## General Fund

FUND TITLE/FUND # <i>General Fund: 001</i>	EXPENDITURES BY FUNCTION <i>Culture/Recreation</i>							
DEPARTMENT NAME/# Price Martin Center: 001-26-579	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME								
<b>OPERATING EXPENSES</b>								
4100 COMMUNICATIONS SERVICES	206	206	500	250	168	185	250	0.0%
4310 NATURAL GAS	338	786	700	700	510	555	800	14.3%
4320 ELECTRICITY	14,741	12,081	15,000	13,200	11,399	12,699	15,000	13.6%
4500 LIABILITY INSURANCE	2,981	3,220	3,300	1,105	1,101	1,101	1,109	0.4%
4610 BUILDING MAINTENANCE	2,907	1,861	5,000	3,042	3,882	3,882	1,500	-50.7%
4620 EQUIPMENT MAINTENANCE	800	1,200	1,000	1,700	1,645	1,745	1,000	-41.2%
4680 GROUNDS MAINTENANCE	434	538	500	500	120	120	250	-50.0%
5230 JANITORIAL SUPPLIES	939	1,802	1,500	1,500	1,490	1,640	1,500	0.0%
5280 OPERATING SUPPLIES	83	194	500	358	56	56	-	-100.0%
<b>Total</b>	<b>23,428</b>	<b>21,889</b>	<b>28,000</b>	<b>22,355</b>	<b>20,370</b>	<b>21,983</b>	<b>21,409</b>	<b>-4.2%</b>
<b>CAPITAL OUTLAY</b>								
6400 CAPITAL OUTLAY	-	2,074	2,074	-	-	-	-	0.0%
<b>Total</b>	<b>-</b>	<b>2,074</b>	<b>2,074</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>DEPARTMENT TOTAL</b>	<b>23,428</b>	<b>23,962</b>	<b>30,074</b>	<b>22,355</b>	<b>20,370</b>	<b>21,983</b>	<b>21,409</b>	<b>-4.2%</b>

## General Fund

FUND TITLE/FUND # General Fund: 001	EXPENDITURES BY FUNCTION General Government							
DEPARTMENT NAME/# Transfers: 001-81-581	TRANSFERS OUT							
EXPENDITURE OBJECT #/NAME	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
<b>TRANSFERS</b>								
9130 TRANSFER TO TIF-PROPERTY TAXES	-	-	-	196,100	196,100	196,100	196,047	0.0%
<b>DEPARTMENT TOTAL</b>	-	-	-	196,100	196,100	196,100	196,047	0.0%
<b>CONTINGENCIES</b>								
DEPARTMENT NAME/# Contingencies: 001-82-581	CONTINGENCIES							
EXPENDITURE OBJECT #/NAME	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
<b>CONTINGENCIES</b>								
9900 GENERAL CONTINGENCY	-	-	84,419	-	-	-	100,000	0.0%
9901 CONTINGENCY FOR GOLF COURSE FU	-	-	428,941	164,268	123,240	139,180	76,613	-53.4%
9902 HEALTH INSURANCE CONTINGENCY	-	-	-	-	-	-	-	0.0%
9903 CONTINGENCY FOR AIRPORT FUND	-	-	34,240	-	912,493	118,856	99,108	0.0%
<b>DEPARTMENT TOTAL</b>	-	-	547,600	164,268	1,035,733	258,036	275,721	67.8%
<b>TOTAL EXPENDITURES</b>	7,889,208	7,452,571	8,125,639	8,389,020	8,245,310	8,198,426	10,083,301	20.2%
<b>RESERVES</b>								
DEPARTMENT NAME/# Reserves: 001-83-581	RESERVES							
EXPENDITURE OBJECT #/NAME	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
<b>RESERVES</b>								
9900 OPERATING CASH RESERVE	-	-	402,676	491,509	82,617	1,013,623	820,371	66.9%
9901 EVIDENCE FUND RESERVE	-	-	16,745	-	1,483	1,483	1,483	0.0%
9902 LOT DEMOLITION/CLEANUP RESERVE	-	-	10,489	19,415	18,304	18,760	16,322	-15.9%
9903 IMPACT FEES-POLICE RESERVE	-	-	9,644	-	2,994	-	-	0.0%
9904 IMPACT FEES-FIRE RESERVE	-	-	5,841	-	5,841	5,841	5,841	0.0%
9908 RIVERFRONT PLAYGROUND RESERVE	-	-	5,000	5,000	5,000	5,000	5,000	0.0%
9909 SPECIAL CEMETERY RESERVE	-	-	80,903	122,153	94,066	94,266	104,403	-14.5%
9910 SPECIAL POLICE RESERVE	-	-	55,221	31,846	69,908	68,723	47,089	47.9%
9911 CANINE PURCHASE RESERVE	-	-	3,053	3,053	3,053	3,053	3,053	0.0%
9912 HAND GUN CLASSES RESERVE	-	-	72	72	1,892	1,892	6,192	8500.0%
9913 FIRE PUBLIC EDUCATION RESERVE	-	-	10,942	10,939	9,775	9,648	9,775	-10.6%
9915 CRIME PREVENTION RESERVE	-	-	1,259	1,259	1,259	1,259	1,259	0.0%
9917 BLOOD SCREENING RESERVE	-	-	1,260	1,260	1,260	1,260	1,260	0.0%
9918 WOMENS SELF-DEFENSE CLASS RESE	-	-	386	386	386	386	386	0.0%
9919 RED LIGHT CAMERA REVENUE RESER	-	-	-	564,062	43,067	83,500	324,518	-42.5%
<b>DEPARTMENT TOTAL</b>	-	-	603,491	1,250,954	340,906	1,308,695	1,346,953	7.7%
<b>TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES &amp; RESERVES</b>	7,889,208	7,452,571	8,729,130	9,639,974	8,586,216	9,507,121	11,430,254	18.6%

CAPITAL IMPROVEMENTS PLAN

City of Palatka

Fiscal Year 2013-2014 through 2017-2018

Project Title	Funding Source					Cost	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18
	General Fund	Tax Increment Fund	Other								
<b>IT</b>											
SAN (Storage Area Network)	\$ 32,000.00				\$32,000.00	\$ 32,000.00					
NAS (Network Attached Storage)	\$ 12,760.00				\$12,760.00	\$ 12,760.00					
Nodes (servers)	\$ 15,000.00				\$15,000.00	\$ 15,000.00					
Domain Controller	\$ 7,240.00				\$7,240.00	\$ 2,400.00	\$ 2,400.00			\$ 2,500.00	
Baracuda Email Spam/Web	\$ 8,000.00				\$8,000.00	\$ 8,000.00					\$ 5,000.00
Network Switches	\$ 10,800.00				\$10,800.00	\$ 5,800.00	\$ 5,800.00				\$ 5,000.00
IP Phone System	\$ 10,500.00				\$10,500.00	\$ 10,500.00					
<b>Stormwater Drainage System</b>											
St. Johns Avenue & 9th Street	\$350,000.00				\$350,000.00						
3rd Street & Oak Street	\$170,000.00				\$170,000.00						X
Zeagler Drive and St. Johns Avenue Drainage Phase II	\$35,000.00				\$35,000.00			X			
10th Street and Oak Street	\$50,000.00				\$50,000.00						X
<b>Streets</b>											
Flatbed					\$30,000.00		X				
St. Johns Avenue (11th Street to Moseley) Streetscape		\$800,000.00			\$800,000.00			X			
St. Johns Avenue (4th Street to 11th Street) Streetscape		\$1,500,000.00			\$1,500,000.00				X		
Reid Street Streetscape					\$3,300,000.00					X	
<b>Parks</b>											
Riverfront Trailhead Facility (Restrooms, Parking, Soft Launch)					\$444,885.00		X	X			
Riverfront Park Nature Based Playground Construction	\$100,000.00				\$100,000.00			X			
Riverfront Park and Pier Floating Docks Expansion (20 Slips) PHASE II	\$320,000.00				\$320,000.00			X			
Replank Memorial Bridge Boardwalk	\$65,000.00				\$65,000.00					X	
Riverfront Park Fountain/Splashpad					\$180,000.00				X		
<b>Fire</b>											
1998 Ford Explorer - Replace Inspector's/School Vehicle	\$40,000.00				\$40,000.00			X			
1994 Ford - Replace Brush Truck	\$75,000.00				\$75,000.00		X				
Fire Boat - Fire/Rescue Boat	\$135,000.00				\$135,000.00			X			
1985 Ford - Air supply/USAR vehicle	\$75,000.00				\$75,000.00		X				
1991 Engine - Replace Engine 25 with equipment	\$320,000.00				\$320,000.00			X			
1996 Engine - Replace Engine 22	\$340,000.00				\$340,000.00			X			
1996 Engine - Replace Engine 21	\$350,000.00				\$350,000.00				X		
Main Station - Roof Repair	\$15,000.00				\$15,000.00			X			
Main Station - Resurface Parking Lot	\$6,000.00				\$6,000.00			X			
Kay Larking Station - Roof Repair	\$12,000.00				\$12,000.00				X		
Kay Larking Station - Resurface Parking Lot	\$4,000.00				\$4,000.00			X			
<b>Police</b>											
Traffic Regulation Speed Trailers (2 Signs)	\$30,000.00				\$30,000.00		X				
Traffic Regulation Speed Trailers (1 Radar)	\$15,000.00				\$15,000.00			X			
Police Department Front Restroom Renovation	\$15,000.00				\$15,000.00			X			
Renovate Police Department Offices and Workout Facility	\$40,000.00				\$40,000.00		X				
Modular Training Facility at Gun Range	\$38,000.00				\$38,000.00		X				
Renovate and Improve Bathroom at Gun Range	\$15,000.00				\$15,000.00		X				
Renovate and Improve Garage at Gun Range	\$34,215.00				\$34,215.00			X			
Renovate and Improve Training Pavilion at Gun Range	\$15,000.00				\$15,000.00				X		
Vehicles (14 vehicles)	\$421,000.00				\$421,000.00		X				
Vehicles (8 vehicles)	\$240,000.00				\$240,000.00			X			
Vehicles (6 vehicles)	\$144,000.00				\$144,000.00				X		

## Better Place Fund

FUND TITLE/FUND # Better Place Fund: 101	SOURCES							INCREASE/ DECREASE
	Better Place Fund Revenues/Cash Balances							
REVENUE OBJECT #/TITLE	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	
<b>312 LOCAL OPTION, USE &amp; FUEL TAXES</b>								
312-6-0000 DISCRETIONARY SALES SURTAX	676,948	683,697	632,750	710,864	569,205	703,929	695,762	-2.1%
Total	676,948	683,697	632,750	710,864	569,205	703,929	695,762	-2.1%
<b>331/333/334 STATE/FEDERAL GRANTS &amp; PILOTS</b>								
331-3-1000 ENERGY GRANT ARS027	58,650	-	-	-	-	-	-	0.0%
331-5-2000 HUD DOWNTOWN PARKING/STREETS	57,474	192,526	192,526	-	-	-	-	0.0%
331-2-5501 USDA FIRE TRUCK	-	-	-	150,000	150,000	150,000	-	-100.0%
331-2-5502 USDA PRICE MARTIN RESTROOMS	-	-	-	32,000	18,322	18,322	-	-100.0%
331-7-7000 FWC BOAT RAMP IMPROVEMENTS-FED	-	-	-	776,489	-	-	776,489	0.0%
331-7-7001 WATER TAXI TERMINAL FACILITY	-	-	-	-	-	-	309,423	0.0%
331-7-7002 USDA LARIMER ROOF REPAIR, WEATHERIZATI	-	-	-	-	-	-	48,500	0.0%
334-1-1100 HAZARD-CRILL/MOSELEY 137-R	631	-	-	-	-	-	-	0.0%
334-1-3000 CRILL & MOSELEY #1561-137-A	163,728	-	-	-	-	-	-	0.0%
334-1-3001 ST JOHNS AVE 11HM-3H-04-64-02-	19,125	-	-	-	-	-	-	0.0%
334-1-3002 ST JOHNS/7TH/OAK ST 11HM-3E-04	21,579	-	-	-	-	-	-	0.0%
334-1-3003 URBAN FORESTRY 2010 GRANT	15,115	-	-	-	-	-	-	0.0%
334-1-3004 FEMA ST JOHNS 18TH TO 16TH AND OAK 1840	-	-	-	-	-	-	245,135	0.0%
334-1-3005 FEMA 1785-43-R	-	-	-	-	-	-	213,280	0.0%
334-4-9000 FDOT AQ605 RIVERBOAT REFURBISH	250,000	250,000	250,000	-	-	-	250,000	0.0%
334-3-8000 GP ENVIRONMENTAL CENTER	-	-	-	818,038	18,038	18,038	781,962	-4.4%
334-7-7002 FLORIDA HUMANITIES COUNCIL-BARTRAM TR	-	-	-	-	6,750	6,750	8,250	0.0%
Total	586,302	442,526	442,526	1,776,527	193,111	193,110	2,633,039	48.2%
<b>381 TRANSFERS IN</b>								
381-0-1000 TRANSFER FROM TAX INCREMENT	414,480	211,232	211,232	300,000	300,000	300,000	-	-100.0%
381-0-1100 TRANSFER FROM CDBG FUND 50	167,763	522,237	542,237	-	-	-	-	0.0%
Total	582,243	733,468	753,469	300,000	300,000	300,000	-	-100.0%
<b>384 DEBT PROCEEDS</b>								
384-0-1000 LOAN PROCEEDS	-	-	-	23,334	23,333	23,333	-	-100.0%
Total	-	-	-	23,334	23,333	23,333	-	-100.0%
<b>TOTAL OPERATING &amp; OTHER REVENUES</b>	<b>1,845,494</b>	<b>1,859,691</b>	<b>1,828,745</b>	<b>2,810,725</b>	<b>1,085,649</b>	<b>1,220,373</b>	<b>3,328,801</b>	<b>18.4%</b>
<b>CASH BALANCE FORWARD</b>								
301-0-1007 BETTER PLACE BALANCE FORWARD	-	-	29,596	531,492	531,492	531,492	550,498	3.6%
Total	-	-	29,596	531,492	531,492	531,492	550,498	3.6%
<b>TOTAL REVENUES, TRANSFERS &amp; CASH BALANCES</b>	<b>1,845,494</b>	<b>1,859,691</b>	<b>1,858,341</b>	<b>3,342,217</b>	<b>1,617,141</b>	<b>1,751,865</b>	<b>3,879,299</b>	<b>16.1%</b>

## Better Place Fund

FUND TITLE/FUND # Better Place Fund: 101	EXPENDITURES BY FUNCTION General Government							
DEPARTMENT NAME/# Better Place Plan: 101-18-519	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME								
<b>OPERATING EXPENSES</b>								
3100 ENGINEERING FEES	1,040	-	-	-	-	-	-	0.0%
3101 DEPT OF CORR-PRISON CREW	-	116,008	116,008	116,008	116,008	116,008	58,004	-50.0%
3102 ST. JOHNS AVE STREETScape (ENGINEER	-	-	-	-	-	-	40,000	0.0%
<b>Total</b>	1,040	116,008	116,008	116,008	116,008	116,008	98,004	-15.5%
<b>CAPITAL OUTLAY</b>								
6260 PRICE MARTIN	68,163	-	-	-	-	-	-	0.0%
6310 SIDEWALKS	-	-	-	-	-	-	90,000	0.0%
6390 CITY DOCK IMPROVEMENTS	8,706	-	-	-	-	-	-	0.0%
6331 STREET BEAUTIFICATION	-	-	-	-	500	500	-	0.0%
6440 STREET	76,221	35,493	33,216	48,000	22,372	23,872	-	-100.0%
6700 POLICE	5,000	-	-	-	-	-	-	0.0%
6450 GP ENVIRONMENTAL CENTER	-	18,038	18,038	818,038	3,071	3,071	800,000	-2.2%
6451 FLORIDA HUMANITIES COUNCIL-BARTRA	-	-	-	-	7,947	7,947	9,917	0.0%
6452 RIVER STREET STRIPING	-	-	-	-	-	-	4,320	0.0%
6453 LAUREL STREET STRIPING	-	-	-	-	-	-	1,400	0.0%
<b>Total</b>	158,090	53,532	51,254	866,038	33,891	35,391	905,637	4.6%
<b>DEBT SERVICE</b>								
7103 FRANK GEORGE INFRASTRUCTURE	266,667	266,667	266,667	266,667	266,667	266,667	248,000	-7.0%
7203 FRANK GEORGE INFRASTRUCTURE	138,400	124,560	124,560	110,720	110,720	110,720	42,958	-61.2%
7104 PRINCIPAL-SUTPHEN FIRE TRUCK	-	-	-	54,048	54,048	54,048	54,048	0.0%
7204 INTEREST-SUTPHEN FIRE TRUCK	-	-	-	21,848	21,931	21,848	21,848	0.0%
7303 FRANK GEORGE INFRASTRUCTURE	-	-	-	23,334	22,931	23,334	-	-100.0%
<b>Total</b>	405,067	391,227	391,227	476,617	476,296	476,617	366,854	-23.0%
<b>GRANT MATCHES</b>								
6320 RIVERFRONT/PIER IMP GRANT	28,650	9,089	9,089	-	-	-	-	0.0%
6340 TEMPORARY DOCKING	38,695	-	-	-	-	-	-	0.0%
6350 RIVERBOAT REFURBISHMENT-100%	250,000	250,000	250,000	-	3,375	3,375	250,000	0.0%
8100 URBAN FORESTRY 2010 GRANT	20,721	-	-	-	-	-	-	0.0%
8110 ST JOHNS & 15TH ST DRAINAGE	25,500	286	286	-	-	-	-	0.0%
8120 ST JOHNS & 7TH & OAK ST DRAINAGE	25,170	-	-	-	-	-	-	0.0%
8121 FEMA ST JOHNS 18TH TO 16TH AND OAK	-	-	-	-	-	-	326,845	0.0%
8122 FEMA 1785-43-R	-	-	-	-	-	-	284,372	0.0%
8130 CRILL AND MOSELEY DRAINAGE	205,601	-	-	-	-	-	-	0.0%
8910 DOWNTOWN PARKING/STREETScape C	274,357	874,151	874,151	-	15,000	15,000	-	0.0%
6351 BOAT RAMP PARKING IMPROVEMENTS	-	1,300	1,300	1,057,609	37,978	37,978	1,019,631	-3.6%
6352 WATER TAXI TERMINAL FACILITY	-	-	-	-	-	-	309,423	0.0%
8920 PRICE MARTIN RESTROOM USDA GRA	-	5,872	5,872	77,930	64,997	64,977	-	-100.0%
8921 FIRE TRUCK USDA	-	-	-	310,622	310,622	310,622	-	-100.0%
8922 USDA LARIMER ROOF REPAIR, WEATHER	-	-	-	-	-	-	97,000	0.0%
<b>Total</b>	868,694	1,140,697	1,140,698	1,446,161	431,973	431,953	2,287,271	58.2%
<b>TRANSFERS</b>								
9140 TRANSFER TO GOLF FUND-BETTER P	-	-	-	141,399	141,399	141,399	152,355	7.7%
<b>Total</b>	-	-	-	141,399	141,399	141,399	152,355	7.7%
<b>DEPARTMENT TOTAL</b>	1,432,891	1,701,464	1,699,187	3,046,223	1,199,566	1,201,367	3,810,121	25.1%
<b>TOTAL EXPENDITURES</b>	1,432,891	1,701,464	1,699,187	3,046,223	1,199,566	1,201,367	3,810,121	25.1%
<b>RESERVES</b>								
9907 BETTER PLACE RESERVE	-	-	159,154	295,994	417,574	550,498	69,178	-76.6%
<b>DEPARTMENT TOTAL</b>	-	-	159,154	295,994	417,574	550,498	69,178	-76.6%
<b>TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES &amp; RESERVES</b>	1,432,891	1,701,464	1,858,341	3,342,217	1,617,141	1,751,865	3,879,299	16.1%

## Airport Fund

FUND TITLE/FUND # <i>Airport Fund: 005</i>	SOURCES							
	<i>All Airport Fund Revenues &amp; Cash Balances</i>							
REVENUE OBJECT #/TITLE	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
<b>FEDERAL GRANTS</b>								
389-2-8100 FAA RUNWAY 9/27 21-2011	548,684	3,367,076	3,363,200	200,609	200,607	200,609	-	-100.0%
389-2-8101 FAA TAXIWAY C REHAB	-	121,500	-	997,313	273,517	997,313	-	-100.0%
389-2-8102 FAA GENERAL AVIATION	-	-	-	-	-	-	150,000	0.0%
<b>Total</b>	<b>548,684</b>	<b>3,488,576</b>	<b>3,363,200</b>	<b>1,197,922</b>	<b>474,124</b>	<b>1,197,922</b>	<b>150,000</b>	<b>-87.5%</b>
<b>STATE GRANTS</b>								
389-3-8000 BEACON GRANT	684	684	684	684	570	684	-	-100.0%
389-3-8400 FDOT GRANT AQ825	8,478	67,292	67,292	-	-	-	-	0.0%
389-3-8500 FDOT GRANT AQ799	14,439	88,617	88,516	4,654	4,654	4,654	-	-100.0%
389-3-8600 FDOT GRANT AQ41B	15,137	59,770	59,770	-	-	-	-	0.0%
389-3-8700 FDOT GRANT AQ837	6,111	40,380	40,379	133,509	133,509	133,509	-	-100.0%
389-3-8800 FDOT GRANT AQ838	-	120,000	120,000	-	-	-	-	0.0%
389-3-8900 FDOT GRANT AQG14	-	255,753	259,833	109,247	51,988	109,247	-	-100.0%
389-3-8901 FDOT GRANT AQS66 TAXIWAY C REH	-	6,750	-	55,406	15,195	55,406	-	-100.0%
389-3-8902 FDOT GRANT-SOUTH AIRPORT DRAIN	-	-	-	-	2,000	2,000	-	0.0%
389-3-8903 FDOT GENERAL AVIATION	-	-	-	-	-	-	8,333	0.0%
389-3-8904 FDOT REDI HANGARS	-	-	-	-	-	-	400,000	0.0%
<b>Total</b>	<b>44,849</b>	<b>639,246</b>	<b>636,474</b>	<b>303,500</b>	<b>207,917</b>	<b>305,501</b>	<b>408,333</b>	<b>34.5%</b>
<b>TOTAL GRANTS</b>	<b>593,533</b>	<b>4,127,822</b>	<b>3,999,674</b>	<b>1,501,422</b>	<b>682,041</b>	<b>1,503,423</b>	<b>558,333</b>	<b>-62.8%</b>
<b>OPERATING REVENUES</b>								
344-0-1900 LAND LEASE	818	(818)	-	-	-	-	-	0.0%
344-1-1010 100 LL AVIATION FUEL	486,514	452,881	388,356	432,000	412,201	433,201	478,092	10.7%
344-1-1020 JET A AVIATION FUEL	161,980	171,012	155,584	182,000	186,831	198,831	175,000	-3.8%
344-1-1030 DONATIONS-FLY-IN EVENT	-	-	25	7,988	8,051	8,051	9,000	12.7%
344-1-1200 TIE DOWN FEES/VEHICLE PARKING	3,355	3,030	3,000	3,000	2,910	3,110	3,425	14.2%
344-1-1400 VENDING	2,649	1,860	1,500	1,500	1,879	1,999	2,400	60.0%
344-1-1700 AVIATION LUBRICANTS	2,812	2,478	2,000	2,000	2,616	2,866	2,400	20.0%
344-1-1800 MERCHANDISE SALES	4,028	2,518	5,400	2,400	1,916	2,016	2,400	0.0%
362-0-1000 HANGAR RENTALS	219,334	213,311	238,929	238,929	224,108	231,108	236,548	-1.0%
362-0-2000 LAND LEASE	3,240	4,212	3,888	3,888	3,888	3,888	3,888	0.0%
362-0-3000 BUILDING RENTAL	10,570	1,132	12,000	7,200	8,196	8,696	9,850	36.8%
362-0-4000 OFFICE RENTAL	-	12,000	12,000	9,000	9,000	9,000	-	-100.0%
<b>Total</b>	<b>895,300</b>	<b>863,616</b>	<b>822,682</b>	<b>889,905</b>	<b>861,596</b>	<b>902,766</b>	<b>923,003</b>	<b>3.7%</b>
<b>OTHER REVENUES</b>								
364-0-1000 SURPLUS EQUIPMENT-AIRPORT	-	-	-	-	3,365	3,365	-	0.0%
365-0-1000 SALE OF SURPLUS MATERIALS-MILLINGS	-	127,470	127,470	50,000	2,000	22,000	5,000	-90.0%
365-0-1001 SALE OF SURPLUS LAND	-	-	-	60,000	62,409	62,409	-	-100.0%
365-0-1002 SALE OF SURPLUS MATERIAL-TIMBER	-	-	-	150,000	6,890	6,890	-	-100.0%
365-0-1003 SALE OF SURPLUS MATERIAL-SAND	-	-	-	-	-	-	25,000	0.0%
369-9-1000 MISCELLANEOUS REVENUES	11,591	2,094	3,000	3,000	2,289	2,289	1,500	-50.0%
369-9-2000 REFUNDS/REIMBURSEMENTS	11,690	825	-	-	-	-	-	0.0%
369-9-3000 LATE FEES	910	(729)	400	-	-	-	-	0.0%
369-9-1001 E-Payables Revenue Share	-	-	-	-	351	446	500	0.0%
<b>Total</b>	<b>24,191</b>	<b>129,661</b>	<b>130,870</b>	<b>263,000</b>	<b>77,305</b>	<b>97,399</b>	<b>32,000</b>	<b>-87.8%</b>
<b>TRANSFERS</b>								
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>LOAN PROCEEDS</b>								
383-0-1000 LOAN PROCEEDS	-	-	-	23,683	23,682	23,682	-	-100.0%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>23,683</b>	<b>23,682</b>	<b>23,682</b>	<b>-</b>	<b>-100.0%</b>
<b>TOTAL REVENUES</b>	<b>1,513,024</b>	<b>5,121,098</b>	<b>4,953,226</b>	<b>2,678,010</b>	<b>1,644,624</b>	<b>2,527,270</b>	<b>1,513,336</b>	<b>-43.5%</b>
<b>CASH BALANCE FORWARD</b>								
301-0-0000 OPERATING CASH BALANCE FORWARD	-	-	405	(86,764)	(86,764)	(86,764)	(205,620)	137.0%
302-0-0000 SURPLUS LAND BALANCE FORWARD	-	-	61,550	-	-	-	-	0.0%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>61,955</b>	<b>(86,764)</b>	<b>(86,764)</b>	<b>(86,764)</b>	<b>(205,620)</b>	<b>137.0%</b>
<b>TOTAL REVENUES, TRANSFERS &amp; CASH BALANCES</b>	<b>1,513,024</b>	<b>5,121,098</b>	<b>5,015,181</b>	<b>2,591,246</b>	<b>1,557,860</b>	<b>2,440,506</b>	<b>1,307,716</b>	<b>-49.5%</b>

# Airport Fund

FUND TITLE/FUND # <i>Airport Fund: 005</i>	EXPENDITURES BY FUNCTION <i>Enterprise</i>							
DEPARTMENT NAME/# <i>Airport: 005-05-542</i>	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME								
<b>PERSONNEL SERVICES</b>								
1200 REGULAR SALARIES	105,266	98,546	109,034	100,377	102,198	108,585	110,613	10.2%
1210 ACCRUED SALARIES	555	538	-	-	-	-	-	0.0%
1400 OVERTIME	3,272	670	4,500	-	971	971	1,500	0.0%
2100 FICA TAX EXPENSE	8,238	7,583	8,686	7,679	7,885	8,374	8,577	11.7%
2200 RETIREMENT EXPENSE	14,411	17,971	24,523	21,497	21,217	22,513	23,377	8.7%
2300 HEALTH AND LIFE INSURANCE	2,572	1,201	3,472	400	349	381	410	2.5%
2400 WORKERS COMP	3,226	3,529	5,250	3,393	3,393	3,393	2,784	-17.9%
2500 UNEMPLOYMENT COMP	4,125	3,025	-	-	-	-	-	0.0%
<b>Total</b>	<b>141,664</b>	<b>133,064</b>	<b>155,465</b>	<b>133,346</b>	<b>136,014</b>	<b>144,216</b>	<b>147,261</b>	<b>10.4%</b>
<b>OPERATING EXPENSES</b>								
3100 PROFESSIONAL SERVICES	1,762	11,395	5,500	1,550	9,512	9,599	2,575	66.1%
3120 PHYSICALS	-	510	90	190	190	190	190	0.0%
3200 ACCOUNTING AND AUDITING	1,175	1,175	1,175	1,175	1,175	1,175	1,175	0.0%
4020 SCHOOLING, CONFERENCE, ETC	94	83	500	440	-	-	500	13.6%
4100 COMMUNICATIONS SERVICES	5,018	4,827	4,300	4,500	4,075	4,281	4,500	0.0%
4200 POSTAGE AND FREIGHT	23	82	100	100	155	155	100	0.0%
4310 NATURAL GAS	487	188	600	300	279	279	300	0.0%
4320 ELECTRICITY	11,553	12,459	13,000	12,000	13,011	14,511	13,000	8.3%
4330 UTILITIES-WATER	2,504	2,772	2,300	2,800	3,403	3,753	4,200	50.0%
4340 CREDIT CARD FEES	22,104	22,135	17,000	19,000	19,857	23,201	24,000	26.3%
4400 RENTALS AND LEASES	4,177	9,870	2,000	4,800	6,450	6,450	-	-100.0%
4500 LIABILITY INSURANCE	15,645	16,129	16,800	24,501	25,315	25,315	25,293	3.2%
4610 BUILDING/HANGAR MAINTENANCE	7,377	11,312	10,000	2,200	2,379	2,679	8,000	263.6%
4620 EQUIPMENT/FIELD MAINTENANCE	8,838	8,313	8,000	8,400	9,929	11,034	8,500	1.2%
4630 VEHICLE MAINTENANCE	845	834	700	1,300	389	389	872	-32.9%
4640 RADIO MAINTENANCE	-	2,428	100	300	55	55	100	-66.7%
4680 GROUNDS LANDSCAPING	45,378	48,844	45,000	48,000	48,000	48,000	48,000	0.0%
4700 PRINTING AND BINDING	31	114	100	100	55	55	100	0.0%
4800 ADVERTISING	1,334	2,212	2,000	2,300	2,013	2,013	2,000	-13.0%
4920 LAND TAX	2,853	2,417	2,750	2,750	2,558	2,558	2,700	-1.8%
5100 OFFICE SUPPLIES	746	496	300	650	560	560	650	0.0%
5170 100LL FUEL	411,239	407,890	407,950	381,097	359,839	397,339	410,000	7.6%
5180 JET A FUEL	147,141	131,703	119,680	125,664	137,806	137,806	140,000	11.4%
5190 LOSS ON FUEL	-	-	200	-	-	-	-	0.0%
5200 FLY-IN EVENT-DONATIONS	487	-	25	7,988	7,025	7,025	10,026	25.5%
5210 AIRPORT VEHICLE GAS	2,511	3,045	800	2,900	3,010	3,130	1,000	-65.5%
5220 GENERAL MERCHANDISE	5,479	5,361	5,000	2,100	2,189	2,189	4,400	109.5%
5230 JANITORIAL SUPPLIES	383	666	500	750	736	736	800	6.7%
5260 UNIFORMS	1,211	586	600	600	67	67	100	-83.3%
5280 OPERATING SUPPLIES	4,158	4,439	2,500	3,750	1,936	2,109	2,500	-33.3%
5400 MEMBR,SUBSCRIPT,DUES	446	559	200	200	177	177	450	125.0%
5900 DEPRECIATION	680,353	683,503	-	-	-	-	-	0.0%
<b>Total</b>	<b>1,385,351</b>	<b>1,396,346</b>	<b>669,770</b>	<b>662,405</b>	<b>662,144</b>	<b>706,828</b>	<b>716,031</b>	<b>8.1%</b>
<b>CAPITAL OUTLAY</b>								
6210 EQUIPMENT BLDG-FUEL FARM UPGRA	-	-	67,292	-	-	-	-	0.0%
6215 BUILDING B-2 AQ837	-	-	40,379	134,089	134,089	134,089	-	-100.0%
6270 REDI-SECURITY UPGRADES AQ418	-	-	59,770	-	-	-	-	0.0%
6280 RUNWAY 9-27 FDOT-AQ799 FAA-21	-	-	3,540,210	211,167	211,167	211,167	-	-100.0%
6360 MASTER PLAN UPDATE	5,568	-	-	-	-	-	-	0.0%
6370 FDOT STORMWTR-KAY LARKIN AIRPT	-	(16,472)	-	-	-	-	-	0.0%
6400 CAPITAL OUTLAY	3,593	3,610	-	-	-	-	-	0.0%
6285 MAIN ACCESS ROAD REHAB AQ614	-	-	259,833	51,988	51,988	51,988	-	-100.0%
6286 FUEL TRUCK PURCHASE AQG14	-	-	-	60,000	60,000	60,000	-	-100.0%
6290 SECURITY SYSTEM AQ838	-	-	120,000	-	-	-	-	0.0%
6291 TAXIWAY C REHAB	-	-	-	1,108,125	1,074,397	1,108,125	-	-100.0%

## Airport Fund

FUND TITLE/FUND # Airport Fund: 005	EXPENDITURES BY FUNCTION							
	Enterprise							
DEPARTMENT NAME/# Airport: 005-05-542	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME								
6292 FDOT GRANT-SOUTH AIRPORT DRAIN	-	-	-	-	2,500	2,500	-	0.0%
6293 GENERAL AVIATION PROJECT	-	-	-	-	-	-	166,667	0.0%
6294 FDOT REDI HANGARS	-	-	-	-	-	-	400,000	0.0%
<b>Total</b>	<b>9,160</b>	<b>(12,862)</b>	<b>4,087,484</b>	<b>1,565,369</b>	<b>1,534,141</b>	<b>1,567,869</b>	<b>566,667</b>	<b>-63.8%</b>
<b>DEBT SERVICE</b>								
7110 LOAN #307 TERMINAL	-	-	83,334	50,336	50,335	50,336	90,000	78.8%
7120 THANGAR #315	-	-	50,000	33,025	33,024	33,025	53,000	60.5%
7210 LOAN #307 TERMINAL	48,219	44,632	44,632	22,357	22,356	22,357	20,773	-7.1%
7220 T HANGAR #315	42,837	39,650	39,650	19,862	19,861	19,862	18,713	-5.8%
7111 SERIES 2013C TERMINAL	-	-	-	43,000	43,000	43,000	-	-100.0%
7121 SERIES 2013B T-HANGAR	-	-	-	17,000	17,000	17,000	-	-100.0%
7211 SERIES 2013C TERMINAL	-	-	-	9,536	9,598	9,536	-	-100.0%
7221 SERIES 2013B T-HANGAR	-	-	-	8,415	8,470	8,415	-	-100.0%
7311 SERIES 2013C TERMINAL	-	-	-	14,545	13,290	14,545	-	-100.0%
7321 SERIES 2013B T-HANGAR	-	-	-	9,138	7,882	9,138	-	-100.0%
<b>Total</b>	<b>91,056</b>	<b>84,282</b>	<b>217,616</b>	<b>227,214</b>	<b>224,817</b>	<b>227,214</b>	<b>182,485</b>	<b>-19.7%</b>
<b>TOTAL EXPENDITURES</b>	<b>1,627,231</b>	<b>1,600,830</b>	<b>5,130,335</b>	<b>2,588,334</b>	<b>2,557,117</b>	<b>2,646,127</b>	<b>1,612,444</b>	<b>-37.7%</b>
<b>TRANSFERS, CONT, RESERVES</b>								
9900 CONTINGENCY/RESERVE	-	-	(115,154)	2,912	(999,257)	(205,620)	(304,729)	-10564.6%
9501 BAD DEBT EXPENSE	-	25,337	-	-	-	-	-	0.0%
<b>Total</b>	<b>-</b>	<b>25,337</b>	<b>(115,154)</b>	<b>2,912</b>	<b>(999,257)</b>	<b>(205,620)</b>	<b>(304,729)</b>	<b>-10564.6%</b>
<b>TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES &amp; RESERVES</b>	<b>1,627,231</b>	<b>1,626,167</b>	<b>5,015,181</b>	<b>2,591,246</b>	<b>1,557,860</b>	<b>2,440,506</b>	<b>1,307,716</b>	<b>-49.5%</b>

CAPITAL IMPROVEMENTS PLAN

City of Palatka

Fiscal Year 2013-2014 through 2017-2018

Project Title	Airport Fund		Other	Cost	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18
<b>Airport</b>									
Transient Aircraft Parking Apron (76,000 SF)		n/a		\$400,000.00					
Taxiway C1 Pavement & Edge Lighting		n/a		\$350,000.00					
Taxiway F Pavement and a transient aircraft parking apron (140,000 SF)		n/a		\$750,000.00					
Runway 17 Extension		n/a		n/a					

## Water Fund

FUND TITLE/FUND # Water Fund: 041	SOURCES							
	All Water Fund Revenues & Cash Balances							
	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
<b>REVENUE OBJECT #/TITLE</b>								
<b>GRANTS</b>								
389-2-2000 ENERGY GRANT ARS027	61,925	1,119,425	1,119,425	-	-	-	-	0.0%
389-4-1200 SJRWMD GRANT (REUSE)	847,722	1,367,864	1,367,865	-	-	-	-	0.0%
<b>Total</b>	<b>909,647</b>	<b>2,487,289</b>	<b>2,487,290</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>CHARGES FOR SERVICES</b>								
343-6-1000 WATER SALES	1,422,086	1,549,794	1,548,243	1,983,000	1,834,114	1,999,114	2,152,906	8.6%
343-6-1010 WATER TAPS & RENEWALS	17,720	45,159	9,420	11,658	17,746	17,796	32,650	180.1%
343-6-1015 WATER TAPS & RENEWALS (REUSE)	1,085	-	-	-	3,420	3,420	-	0.0%
343-6-1020 SERVICE CHARGES	5,284	2,612	3,286	3,984	1,032	1,092	1,000	-74.9%
343-6-1030 SERVICE CHARGES (CASH)	10,894	18,811	13,911	18,680	15,060	15,820	16,800	-10.1%
343-6-1040 PENALTIES	53,836	51,055	54,528	50,500	47,988	52,488	64,500	27.7%
343-6-1060 WATER REPLACEMENT FEES	284,366	309,960	309,649	-	-	-	-	0.0%
343-6-3000 SEWER SERVICE REVENUE	1,493,673	1,499,051	1,480,030	1,845,000	1,703,672	1,858,672	2,020,577	9.5%
343-6-3010 SEWER TAPS/RENEWALS	10,730	5,925	6,000	5,050	2,425	2,425	17,000	236.6%
343-6-3020 SEPTIC DUMPING (WWTP)	52,289	59,983	65,696	57,756	52,223	55,223	64,900	12.4%
343-6-3030 SEWER REPLACEMENT FEES	326,094	295,717	339,047	-	-	-	-	0.0%
343-6-4000 WATER IMPACT FEES	29,931	11,400	15,000	12,882	5,187	5,187	33,386	159.2%
343-6-4010 WATER IMPACT FEES (BILLED)	289	1,624	-	-	106	106	-	0.0%
343-6-5000 SEWER IMPACT FEES	87,735	30,144	35,000	35,461	9,439	9,439	88,007	148.2%
343-6-6000 ONE TIME LINE CHARGES	3,872	2,800	-	3,000	2,660	2,660	-	-100.0%
<b>Total</b>	<b>3,799,885</b>	<b>3,884,033</b>	<b>3,879,810</b>	<b>4,026,971</b>	<b>3,695,072</b>	<b>4,023,442</b>	<b>4,491,725</b>	<b>11.5%</b>
<b>OTHER REVENUES</b>								
361-0-7000 SERIES 2010A RESERVE FUND INTE	-	405	-	-	-	-	-	0.0%
361-1-3000 INTEREST-RATE STABILIZATION	27	-	-	-	-	-	-	0.0%
361-1-4000 INTEREST-2004 CLEAN WATER SRF	8	2	-	2	1	1	2	0.0%
361-1-6000 INTEREST-SERIES 2010A SINKING	43	24	-	8	12	12	8	0.0%
361-1-6100 INTEREST-SERIES 2010A ESCROW A	352	-	-	-	-	-	-	0.0%
361-1-6200 INTEREST-SERIES 2010A COST OF	9	-	-	-	-	-	-	0.0%
361-1-6300 INTEREST-SERIES 2010A REVENUE	7	-	-	-	-	-	-	0.0%
362-0-1000 COMMUNICATION TOWER LEASE	78,322	92,701	93,693	82,162	89,065	89,065	89,348	8.7%
364-0-4900 SURPLUS EQUIPMENT-WATER	-	3,785	-	-	4,415	4,415	-	0.0%
369-0-3000 REFUNDS/REIMBURSEMENT	3	-	-	-	-	-	-	0.0%
369-9-1000 OTHER REVENUE	1,572	4,764	450	900	1,112	1,111	1,100	22.2%
369-9-2000 REFUNDS/REIMBURSEMENTS	44	36,201	36,000	300	79	79	75	-75.0%
369-9-3000 INSURANCE CLAIMS-WATER	8,758	621	-	5,450	8,750	8,750	-	-100.0%
361-0-7002 SERIES 2010A REVENUE FUND INTE	-	19	-	-	-	-	-	0.0%
369-9-1001 E-Payables Revenue Share	-	-	-	-	548	692	1,000	0.0%
384-0-1000 LOAN PROCEEDS	-	(418)	-	-	-	-	-	0.0%
<b>Total</b>	<b>89,143</b>	<b>138,103</b>	<b>130,143</b>	<b>88,822</b>	<b>103,982</b>	<b>104,126</b>	<b>91,533</b>	<b>3.1%</b>
<b>TRANSFERS IN</b>								
381-0-2000 TRANSFER FROM GAS AUTHORITY	112,892	250,000	250,000	-	-	-	-	0.0%
381-0-5000 TRANSFER FROM CDBG-FUND 50	-	2,680	2,680	-	-	-	788,113	0.0%
<b>Total</b>	<b>112,892</b>	<b>252,680</b>	<b>252,680</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>788,113</b>	<b>0.0%</b>
<b>TOTAL REVENUES</b>	<b>4,911,567</b>	<b>6,762,106</b>	<b>6,749,923</b>	<b>4,115,793</b>	<b>3,799,054</b>	<b>4,127,568</b>	<b>5,371,371</b>	<b>30.5%</b>
<b>CASH BALANCE FOWARD</b>								
301-1-0400 PLANT REPLACEMENT BAL FORWARD	-	-	334,022	-	-	-	-	0.0%
301-0-0100 CASH BALANCE FOWARD	-	-	-	239,012	239,012	239,012	165,733	-30.7%
301-1-7000 FRUFC REBATE-CAP PROJECTS ONLY	-	-	8,095	8,095	8,095	8,095	8,095	0.0%
301-0-0101 WATER IMPACT FEES BALANCE FORW	-	-	-	4,560	4,560	4,560	9,853	116.1%
301-0-0102 SEWER IMPACT FEES BALANCE FORW	-	-	-	11,068	11,068	11,068	20,507	85.3%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>342,117</b>	<b>262,735</b>	<b>262,735</b>	<b>262,735</b>	<b>204,188</b>	<b>-22.3%</b>
<b>TOTAL REVENUES, TRANSFERS &amp; CASH BALANCES</b>	<b>4,911,567</b>	<b>6,762,106</b>	<b>7,092,040</b>	<b>4,378,528</b>	<b>4,061,789</b>	<b>4,390,303</b>	<b>5,575,559</b>	<b>27.3%</b>

## Water Fund

FUND TITLE/FUND # Water Fund: 041	EXPENDITURES BY FUNCTION							
DEPARTMENT NAME/# Water Plant: 041-11-533	Enterprise							
EXPENDITURE OBJECT #/NAME	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
<b>PERSONNEL SERVICES</b>								
1200 REGULAR SALARIES	273,325	279,231	278,309	286,629	276,875	290,203	282,765	-1.3%
1210 ACCRUED SALARIES	4,993	3,811	-	-	-	-	-	0.0%
1310 HOLIDAY PAY	4,668	6,701	6,500	5,500	6,915	6,915	5,500	0.0%
1400 OVERTIME	31,118	35,323	21,934	31,000	40,532	44,642	25,000	-19.4%
2100 FICA TAX EXPENSE	22,611	23,349	23,466	24,102	23,597	24,893	23,965	-0.6%
2200 RETIREMENT EXPENSE	33,292	52,862	53,290	69,959	67,566	72,350	76,064	8.7%
2300 HEALTH AND LIFE INSURANCE	40,106	33,303	32,752	34,510	27,213	29,589	48,965	41.9%
2301 HEALTH AND LIFE INSURANCE-CONTING	-	-	-	8,507	8,507	8,507	7,741	-9.0%
2400 WORKERS COMP	8,536	9,340	13,914	7,229	7,229	7,229	7,088	-1.9%
<b>Total</b>	<b>418,649</b>	<b>443,920</b>	<b>430,165</b>	<b>467,436</b>	<b>458,434</b>	<b>484,329</b>	<b>477,088</b>	<b>2.1%</b>
<b>OPERATING EXPENSES</b>								
3100 PROFESSIONAL SERVICES	41,689	36,379	39,684	39,684	39,796	39,796	39,500	-0.5%
3120 PHYSICALS	-	-	85	210	150	210	210	0.0%
3460 RAILROAD CROSSING MAINTENANCE	-	-	-	-	135	135	-	0.0%
4020 SCHOOLING, CONFERENCE, ETC	787	504	550	550	425	425	550	0.0%
4100 COMMUNICATIONS SERVICES	2,946	4,815	2,500	3,000	2,706	2,762	2,800	-6.7%
4200 POSTAGE AND FREIGHT	200	-	200	200	-	-	200	0.0%
4320 ELECTRICITY	169,066	148,110	200,000	150,000	124,594	136,594	150,000	0.0%
4500 LIABILITY INSURANCE	11,364	12,212	12,000	48,573	49,069	49,069	48,576	0.0%
4610 BUILDING MAINTENANCE	2,180	2,682	500	1,500	574	574	1,500	0.0%
4620 EQUIPMENT MAINTENANCE	20,764	44,043	10,000	35,000	38,794	39,619	35,000	0.0%
4630 VEHICLE MAINTENANCE	-	99	600	600	95	95	600	0.0%
5100 OFFICE SUPPLIES	198	557	500	600	541	548	600	0.0%
5210 GAS AND LUBRICANTS	1,862	1,782	2,500	2,500	1,459	1,629	2,675	7.0%
5230 JANITORIAL SUPPLIES	670	892	450	1,000	799	839	1,000	0.0%
5250 SMALL TOOLS	-	-	50	50	45	45	50	0.0%
5260 UNIFORMS	1,161	1,441	1,100	1,400	1,183	1,289	1,400	0.0%
5270 CHEMICALS AND FERTILIZERS	287,613	328,570	250,000	325,000	210,583	218,524	325,000	0.0%
5280 OPERATING SUPPLIES	4,206	3,569	2,000	3,375	1,883	1,983	3,375	0.0%
5400 MEMBR, SUBSCRIPT, DUES	395	395	375	500	395	395	500	0.0%
5900 DEPRECIATION	558,604	608,293	-	-	-	-	-	0.0%
<b>Total</b>	<b>1,103,704</b>	<b>1,194,343</b>	<b>523,094</b>	<b>613,742</b>	<b>473,226</b>	<b>494,532</b>	<b>613,536</b>	<b>0.0%</b>
<b>CAPITAL OUTLAY</b>								
6400 CAPTIAL OUTLAY	5,643	-	-	3,183	3,294	3,294	7,000	119.9%
6380 WELL UPGRADES	-	-	19,250	65,817	34,858	36,398	40,000	-39.2%
6450 CAPITAL IMPROVEMENTS	-	-	-	-	-	-	18,500	0.0%
<b>Total</b>	<b>5,643</b>	<b>-</b>	<b>19,250</b>	<b>69,000</b>	<b>38,151</b>	<b>39,692</b>	<b>65,500</b>	<b>-5.1%</b>
<b>DEPARTMENT TOTAL</b>	<b>1,527,997</b>	<b>1,638,263</b>	<b>972,509</b>	<b>1,150,178</b>	<b>969,812</b>	<b>1,018,553</b>	<b>1,156,123</b>	<b>0.5%</b>

## Water Fund

FUND TITLE/FUND # Water Fund: 041	EXPENDITURES BY FUNCTION							
DEPARTMENT NAME/# Sewer Plant: 041-12-535	Enterprise							
EXPENDITURE OBJECT #/NAME	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
<b>PERSONNEL SERVICES</b>								
1200 REGULAR SALARIES	379,304	354,599	367,545	337,453	294,416	311,748	310,712	-7.9%
1210 ACCRUED SALARIES	(16,736)	(15,099)	-	-	-	-	-	0.0%
1310 HOLIDAY PAY	5,110	4,551	7,000	7,000	4,817	4,817	5,200	-25.7%
1400 OVERTIME	11,041	6,341	15,000	15,000	8,295	8,661	15,000	0.0%
2100 FICA TAX EXPENSE	28,427	26,142	28,117	27,559	21,698	22,938	25,315	-8.1%
2200 RETIREMENT EXPENSE	38,666	61,706	54,679	81,814	77,863	82,566	83,582	2.2%
2300 HEALTH AND LIFE INSURANCE	62,381	48,245	52,384	49,882	47,441	51,763	82,684	65.8%
2301 HEALTH AND LIFE INSURANCE-CONTING	-	-	-	15,119	15,119	15,119	16,348	8.1%
2400 WORKERS COMP	11,580	12,814	18,844	6,616	6,616	6,616	5,404	-18.3%
<b>Total</b>	<b>519,772</b>	<b>499,299</b>	<b>543,569</b>	<b>540,443</b>	<b>476,263</b>	<b>504,228</b>	<b>544,243</b>	<b>0.7%</b>
<b>OPERATING EXPENSES</b>								
3100 PROFESSIONAL SERVICES	9,205	13,659	25,000	12,000	6,719	8,038	12,000	0.0%
3110 LAB/TESTING	39,012	32,261	41,000	35,000	33,209	35,709	35,000	0.0%
3120 PHYSICALS	644	375	250	600	567	567	250	-58.3%
3460 RAILROAD CROSSING MAINTENANCE	650	653	-	-	519	519	-	0.0%
4020 SCHOOLING, CONFERENCE, ETC	2,291	229	1,500	1,500	840	840	1,500	0.0%
4100 COMMUNICATIONS SERVICES	10,440	11,184	7,000	3,000	2,027	2,141	1,100	-63.3%
4200 POSTAGE AND FREIGHT	940	973	700	1,950	1,972	1,972	1,800	-7.7%
4310 NATURAL GAS	2,435	13,551	6,000	19,800	16,315	17,497	20,000	1.0%
4320 ELECTRICITY	165,355	148,187	190,000	151,700	125,884	137,884	155,000	2.2%
4400 RENTALS AND LEASES	18,195	19,606	16,000	16,850	13,252	15,052	15,000	-11.0%
4500 LIABILITY INSURANCE	6,847	7,334	7,000	15,720	16,206	16,206	15,669	-0.3%
4610 BUILDING MAINTENANCE	1,954	979	1,000	900	231	231	1,000	11.1%
4620 EQUIPMENT MAINTENANCE	41,056	46,349	35,000	50,000	49,279	53,514	45,000	-10.0%
4630 VEHICLE MAINTENANCE	2,207	1,441	2,000	2,200	1,633	1,633	2,500	13.6%
5100 OFFICE SUPPLIES	1,147	1,021	1,000	1,500	839	839	1,500	0.0%
5210 GAS AND LUBRICANTS	10,233	10,186	8,000	9,500	9,202	10,102	9,500	0.0%
5230 JANITORIAL SUPPLIES	483	506	1,000	500	255	255	500	0.0%
5260 UNIFORMS	4,157	6,129	3,500	5,300	5,643	6,143	5,100	-3.8%
5270 CHEMICALS	26,955	49,315	41,000	34,900	21,460	24,048	42,000	20.3%
5280 OPERATING SUPPLIES	7,515	4,064	8,000	8,000	5,784	6,503	8,000	0.0%
5400 MEMBR,SUBSCRIPT,DUES	94	94	-	-	-	-	-	0.0%
5900 DEPRECIATION	494,012	440,857	-	-	-	-	-	0.0%
<b>Total</b>	<b>845,827</b>	<b>808,952</b>	<b>394,950</b>	<b>370,920</b>	<b>311,835</b>	<b>339,691</b>	<b>372,419</b>	<b>0.4%</b>
<b>CAPITAL OUTLAY</b>								
6340 ENERGY GRANT	-	-	1,228,345	-	-	-	-	0.0%
6350 REUSE W/W TREATMENT GRANT	-	-	1,426,684	-	46,551	46,551	-	0.0%
6351 ST JOHNS & SR19 REUSE LINE REPAIR	-	-	-	-	-	-	70,000	0.0%
6400 CAPTIAL OUTLAY	7,543	(5,000)	11,592	-	-	-	25,000	0.0%
6450 CAPITAL IMPROVEMENTS	-	-	5,750	-	-	-	-	0.0%
6360 CDBG-JAMES A LONG PROJECT	-	-	36,000	-	-	-	-	0.0%
<b>Total</b>	<b>7,543</b>	<b>(5,000)</b>	<b>2,708,371</b>	<b>-</b>	<b>46,551</b>	<b>46,551</b>	<b>95,000</b>	<b>0.0%</b>
<b>DEPARTMENT TOTAL</b>	<b>1,373,142</b>	<b>1,303,251</b>	<b>3,646,890</b>	<b>911,363</b>	<b>834,650</b>	<b>890,470</b>	<b>1,011,662</b>	<b>11.0%</b>

## Water Fund

FUND TITLE/FUND # <i>Water Fund: 041</i>	EXPENDITURES BY FUNCTION							
	<i>Enterprise</i>							
	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
DEPARTMENT NAME/# Water & Sewer Distribution: 041-13-536								
EXPENDITURE OBJECT #/NAME								
<b>PERSONNEL SERVICES</b>								
1100 EXECUTIVE SALARIES	54,547	54,547	54,547	54,547	50,351	54,023	56,047	2.7%
1200 REGULAR SALARIES	372,068	383,009	377,634	381,242	365,259	387,378	345,566	-9.4%
1210 ACCRUED SALARIES	8,448	4,397	-	-	-	-	-	0.0%
1400 OVERTIME	58,162	43,205	40,000	45,000	40,998	43,947	45,000	0.0%
2100 FICA TAX EXPENSE	34,465	33,242	36,122	36,398	31,336	33,209	34,166	-6.1%
2200 RETIREMENT EXPENSE	61,579	94,469	92,902	116,909	109,996	116,641	96,301	-17.6%
2300 HEALTH AND LIFE INSURANCE	88,772	71,404	74,505	63,537	61,210	66,774	89,621	41.1%
2301 HEALTH AND LIFE INSURANCE-CONTING	-	-	-	20,099	20,099	20,099	17,394	-13.5%
2400 WORKERS COMP	13,482	14,750	21,990	10,850	10,850	10,850	10,068	-7.2%
2410 WORKERS COMP CLAIM	157	-	-	-	-	-	-	0.0%
2500 UNEMPLOYMENT COMP	3,757	5,064	200	-	-	-	-	0.0%
<b>Total</b>	<b>695,436</b>	<b>704,086</b>	<b>697,900</b>	<b>728,582</b>	<b>690,100</b>	<b>732,922</b>	<b>694,162</b>	<b>-4.7%</b>
<b>OPERATING EXPENSES</b>								
3100 PROFESSIONAL SERVICES	6,656	6,132	5,860	5,660	5,245	5,775	6,500	14.8%
3120 PHYSICALS	236	(55)	150	150	50	50	2,400	1500.0%
4020 SCHOOLING, CONFERENCE, ETC	2,040	-	200	2,400	1,285	1,285	1,500	-37.5%
4100 COMMUNICATIONS SERVICES	2,546	2,660	2,700	2,700	1,725	1,928	3,000	11.1%
4200 POSTAGE AND FREIGHT	20	112	20	40	27	27	40	0.0%
4310 NATURAL GAS	326	249	360	360	194	200	300	-16.7%
4320 ELECTRICITY	2,821	2,212	2,250	2,250	1,856	2,126	2,100	-6.7%
4400 RENTALS AND LEASES	328	379	450	350	132	147	350	0.0%
4500 LIABILITY INSURANCE	11,112	12,003	12,302	11,203	11,031	11,031	10,815	-3.5%
4510 INSURANCE CLAIMS	889	-	500	4,152	29,151	29,151	500	-88.0%
4610 BUILDING MAINTENANCE	388	401	350	865	823	823	2,000	131.2%
4620 EQUIPMENT MAINTENANCE	17,934	10,241	7,000	23,537	21,697	22,323	13,000	-44.8%
4630 VEHICLE MAINTENANCE	13,299	11,703	8,000	11,400	13,010	15,477	12,000	5.3%
4640 RADIO MAINTENANCE	-	-	150	150	-	-	150	0.0%
4700 PRINTING AND BINDING	59	71	50	260	393	413	500	92.3%
5100 OFFICE SUPPLIES	170	185	200	200	115	141	300	50.0%
5210 GAS AND LUBRICANTS	36,690	36,431	25,000	32,500	30,398	33,598	32,500	0.0%
5230 JANITORIAL SUPPLIES	2,087	2,659	1,500	2,300	1,950	2,292	2,500	8.7%
5250 SMALL TOOLS	89	-	250	250	241	241	1,500	500.0%
5260 UNIFORMS	3,351	4,744	3,500	4,500	4,260	4,735	5,500	22.2%
5280 OPERATING SUPPLIES	8,908	7,510	10,000	9,265	5,934	6,326	6,500	-29.8%
5900 DEPRECIATION	288,004	289,229	-	-	-	-	-	0.0%
<b>Total</b>	<b>397,951</b>	<b>386,865</b>	<b>80,792</b>	<b>114,492</b>	<b>129,515</b>	<b>138,087</b>	<b>103,955</b>	<b>-9.2%</b>
<b>CAPITAL OUTLAY</b>								
6300 METERS AND METER REPAIR	21,115	-	-	-	-	-	-	0.0%
6320 SEWER MATERIALS	4,479	5,051	5,000	5,000	4,970	4,970	5,000	0.0%
6330 PIPE AND FITTINGS	41,332	55,588	40,000	40,000	39,973	39,973	50,000	25.0%
6340 CONCRETE, FILL	-	92	500	500	491	491	500	0.0%
6400 CAPITAL OUTLAY	2,554	3,020	3,020	40,000	32,849	39,995	87,000	117.5%
6450 CAPITAL IMPROVEMENTS	-	4,371	14,528	-	-	-	-	0.0%
6452 CLEVELAND/TWIGG SANITARY MANHO	-	-	15,986	-	-	-	-	0.0%
6453 SR15 WATERMAIN EXTENSION-FAMIL	-	-	12,043	-	-	-	-	0.0%
6454 SR15/SR19/SR20 MEDIAN IRRIGATI	-	-	6,651	-	-	-	-	0.0%
6455 15TH & OAK LINE REPLACEMENT	-	-	-	-	-	-	925,000	0.0%
6470 ST JOHNS AVE RESURFACING	-	-	24,750	-	-	-	-	0.0%
<b>Total</b>	<b>69,480</b>	<b>68,122</b>	<b>122,478</b>	<b>85,500</b>	<b>78,282</b>	<b>85,429</b>	<b>1,067,500</b>	<b>1148.5%</b>
<b>DEPARTMENT TOTAL</b>	<b>1,162,867</b>	<b>1,159,073</b>	<b>901,170</b>	<b>928,574</b>	<b>897,898</b>	<b>956,438</b>	<b>1,865,618</b>	<b>100.9%</b>

## Water Fund

FUND TITLE/FUND # <i>Water Fund: 041</i>	EXPENDITURES BY FUNCTION <i>Enterprise</i>							
DEPARTMENT NAME/# <i>Water Administration: 041-29-536</i>	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME								
<b>PERSONNEL SERVICES</b>								
1200 REGULAR SALARIES	77,391	86,525	86,468	86,468	82,509	87,597	90,662	4.9%
1210 ACCRUED SALARIES	2,371	833	-	-	-	-	-	0.0%
1400 OVERTIME-WATER ADMIN	1,169	-	-	-	-	-	-	0.0%
2100 FICA TAX EXPENSE	5,601	6,262	6,615	6,615	5,923	6,289	6,936	4.8%
2200 RETIREMENT EXPENSE	10,999	18,689	18,677	23,001	21,947	23,300	24,388	6.0%
2300 HEALTH AND LIFE INSURANCE	16,481	11,875	14,564	12,131	11,094	12,102	17,513	44.4%
2301 HEALTH AND LIFE INSURANCE-CONTING	-	-	-	2,792	2,792	2,792	2,600	-6.9%
2400 WORKERS COMP	122	133	210	143	143	143	128	-10.6%
<b>Total</b>	<b>114,132</b>	<b>124,317</b>	<b>126,534</b>	<b>131,150</b>	<b>124,407</b>	<b>132,223</b>	<b>142,228</b>	<b>8.4%</b>
<b>OPERATING EXPENSES</b>								
3100 PROFESSIONAL SERVICES	2,557	13,091	13,091	7,000	6,837	6,837	8,968	28.1%
3120 PHYSICALS	-	-	90	90	-	-	-	-100.0%
3200 ACCOUNTING AND AUDITING	27,769	26,858	27,000	27,000	32,000	32,000	27,000	0.0%
4020 SCHOOLING, CONFERENCE, ETC	15	-	-	-	-	-	-	0.0%
4100 COMMUNICATIONS SERVICES	1,180	1,190	1,100	1,250	1,247	1,371	1,750	40.0%
4200 POSTAGE AND FREIGHT	11,028	9,145	11,000	11,000	9,908	10,408	11,000	0.0%
4310 NATURAL GAS	328	31	450	200	-	-	-	-100.0%
4320 ELECTRICITY	3,946	3,387	4,700	3,600	3,072	3,422	1,800	-50.0%
4330 CREDIT CARD FEES	8,319	11,520	6,000	11,500	10,071	12,277	12,000	4.3%
4400 RENTALS AND LEASES	4,096	4,020	4,300	4,300	2,249	2,717	2,800	-34.9%
4500 LIABILITY INSURANCE	1,626	1,756	1,800	3,541	3,540	3,541	2,129	-39.9%
4610 BUILDING MAINTENANCE	1,334	1,859	3,000	3,000	1,063	1,074	1,000	-66.7%
4620 EQUIPMENT MAINTENANCE	8,884	16,219	14,000	17,800	20,709	20,709	17,900	0.6%
4700 PRINTING AND BINDING	1,992	5,215	6,000	5,000	3,938	3,990	4,000	-20.0%
4900 REFUNDS	-	15	-	-	-	-	-	0.0%
5100 OFFICE SUPPLIES	2,545	2,009	800	2,000	259	271	700	-65.0%
5230 JANITORIAL SUPPLIES	594	620	500	650	773	813	850	30.8%
5280 OPERATING SUPPLIES	2,051	7,579	6,000	5,600	11,131	11,131	4,000	-28.6%
<b>Total</b>	<b>78,262</b>	<b>104,512</b>	<b>99,831</b>	<b>103,531</b>	<b>106,798</b>	<b>110,561</b>	<b>95,897</b>	<b>-7.4%</b>
<b>CAPITAL OUTLAY</b>								
	-	-	-	-	-	-	-	0.0%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>DEBT SERVICE</b>								
7110 PRINCIPAL-2004 SRF LOAN	-	-	48,207	48,855	48,692	48,855	48,855	0.0%
7120 PRINCIPAL-DW541901	-	-	179,059	179,059	182,604	179,059	179,059	0.0%
7130 PRINCIPAL-SERIES 2010A	-	-	145,000	150,000	150,000	150,000	155,000	3.3%
7210 INTEREST-2004 SRF LOAN	9,461	5,615	5,615	4,967	5,130	4,967	4,967	0.0%
7220 INTEREST-DW541901	97,859	105,894	105,894	105,894	102,349	105,894	105,894	0.0%
7230 INTEREST-SERIES 2010A	354,461	318,938	318,938	316,038	316,200	316,038	312,663	-1.1%
7330 SERIES 2010A ISSUANCE COST/ADM	669	12,773	-	8,058	8,058	8,058	7,908	-1.9%
<b>Total</b>	<b>462,450</b>	<b>443,219</b>	<b>802,713</b>	<b>812,871</b>	<b>813,032</b>	<b>812,871</b>	<b>814,346</b>	<b>0.2%</b>
<b>TRANSFERS</b>								
9101 REIMB GENERAL FUND-ADMIN EXP	110,000	260,000	260,000	260,000	260,000	260,000	260,000	0.0%
9102 REIMB GOLF FUND-ELECTRICITY	-	-	-	-	-	5,000	1,000	0.0%
<b>Total</b>	<b>110,000</b>	<b>260,000</b>	<b>260,000</b>	<b>260,000</b>	<b>260,000</b>	<b>265,000</b>	<b>261,000</b>	<b>0.4%</b>
<b>DEPARTMENT TOTAL</b>	<b>764,844</b>	<b>932,048</b>	<b>1,289,078</b>	<b>1,307,552</b>	<b>1,304,238</b>	<b>1,320,655</b>	<b>1,313,470</b>	<b>0.5%</b>
<b>TOTAL EXPENDITURES</b>	<b>4,828,850</b>	<b>5,032,636</b>	<b>6,809,647</b>	<b>4,297,667</b>	<b>4,006,597</b>	<b>4,186,115</b>	<b>5,346,873</b>	<b>24.4%</b>

## Water Fund

FUND TITLE/FUND # <i>Water Fund: 041</i>	EXPENDITURES BY FUNCTION <i>Enterprise</i>							
DEPARTMENT NAME/# Water Administration: 041-29-536	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME								
<b>CONTINGENCIES &amp; RESERVES</b>								
9901 CONTINGENCY/RESERVE	-	-	282,393	65,233	16,737	165,733	68,838	5.5%
9902 HEALTH INSURANCE CONTINGENCY	-	-	-	-	-	-	-	0.0%
9903 WATER IMPACT FEE CONTINGENCY/R	-	-	-	4,560	9,853	9,853	43,239	848.2%
9904 SEWER IMPACT FEE CONTINGENCY/R	-	-	-	11,068	20,507	20,507	108,514	880.4%
9905 FRUFC CAP PROJECTS CONTINGENCY/RE	-	-	-	-	8,095	8,095	8,095	0.0%
<b>Total</b>	-	-	282,393	80,861	55,192	204,188	228,686	182.8%
<b>TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES &amp; RESERVES</b>	4,828,850	5,032,636	7,092,040	4,378,528	4,061,789	4,390,303	5,575,559	27.3%

CAPITAL IMPROVEMENTS PLAN

City of Palatka

Fiscal Year 2013-2014 through 2017-2018

Project Title	Water Fund	Other	Cost	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18
<b>Wastewater Treatment Facility</b>								
Conversion of anaerobic digesters to aerobic	\$900,000.00		\$900,000.00			x		
Replacement of secondary clarifier equipment.	\$100,000.00		\$100,000.00				x	
Reconditioning of belt filter press	\$150,000.00		\$150,000.00		x			
Service Truck	\$25,000.00		\$25,000.00	\$25,000.00				
<b>Water Plant</b>								
Well Upgrades	\$40,000.00		\$40,000.00	\$40,000.00	x	x	x	x
Data Acquisition Server Upgrades	\$3,500.00		\$3,500.00	\$3,500.00	x			x
Pumphouse Roof Repair	\$15,000.00		\$15,000.00	\$15,000.00				
Well Motor Replacement	\$3,500.00		\$3,500.00	\$3,500.00	x	x	x	x
Chemical Feed Pump Replacement	\$3,500.00		\$3,500.00	\$3,500.00	x	x	x	x
<b>Potable Water</b>								
Vacuum Truck	\$350,000.00		\$350,000.00					x
1" and 2" AMR Meters	\$80,000.00		\$80,000.00	\$80,000.00				
Repair Sewer Camera Main Line Tractor	\$7,000.00		\$7,000.00	\$7,000.00				
15th Street and Oak Street Neighborhood Line Replacement	\$111,893.00	CDBG \$788,107.00	\$900,000.00	\$900,000.00				
South Historic District Line Replacement	\$125,000.00	CDBG \$525,000.00	\$650,000.00	\$650,000.00				x
North Historic District Line Replacement	\$125,000.00	CDBG \$525,000.00	\$650,000.00	\$650,000.00				x
4th Street and Bronson to 1st Street and Main Street Line Replacement & Loop	\$75,000.00		\$75,000.00		x			

## Golf Fund

FUND TITLE/FUND # Golf Fund: 042	SOURCES							
	All Golf Fund Revenues & Cash Balances							
	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
REVENUE OBJECT #/TITLE								
<b>OPERATING REVENUES</b>								
347-2-1000 USAGE FEES	14,781	146	21,210	21,875	16,860	17,380	19,550	-10.6%
347-2-1500 TWILIGHT GOLF	14,205	20,665	-	20,000	24,439	25,886	25,415	27.1%
347-2-2000 NEW MEMBERSHIP DRIVE	43,275	2,591	-	-	-	-	-	0.0%
347-2-2500 MISC REVENUE/SERVICE CHARGES	217	1,410	300	-	39	39	-	0.0%
347-2-3000 DAILY GREEN FEES	184,722	194,693	206,930	209,500	206,888	212,702	236,750	13.0%
347-2-3500 PREPAID GREEN FEES	33,269	72,623	91,416	78,000	102,680	106,180	115,149	47.6%
347-2-4000 PREPAID LOCKER FEES	1,830	1,166	1,969	1,800	900	900	1,369	-24.0%
347-2-4500 RENTALS-CITY CARTS	89,503	73,587	169,849	78,750	84,391	88,082	90,908	15.4%
347-2-5000 DRIVING RANGE	18,976	19,878	18,037	23,500	21,880	22,948	24,047	2.3%
347-2-5500 BUILDING RENTAL	5,463	4,741	4,747	6,500	3,683	4,183	944	-85.5%
347-2-6000 PRO SHOP SALES	72,776	81,418	77,146	79,000	89,341	94,423	88,757	12.4%
347-2-6500 SNACK BAR SALES	80,793	72,830	82,685	86,000	69,381	73,957	16,601	-80.7%
347-2-7000 BEER SALES	38,566	33,330	53,439	40,300	31,700	33,740	7,361	-81.7%
347-2-7500 LIQUOR SALES	14,825	14,498	24,836	16,000	13,798	14,705	3,681	-77.0%
<b>Total</b>	<b>613,202</b>	<b>593,578</b>	<b>752,564</b>	<b>661,225</b>	<b>665,980</b>	<b>695,125</b>	<b>630,530</b>	<b>-4.6%</b>
<b>GRANTS</b>								
USDA GRANT	-	-	-	-	-	-	192,000	0.0%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>192,000</b>	<b>0.0%</b>
<b>OTHER REVENUES</b>								
364-0-4900 SURPLUS EQUIPMENT-GOLF	-	1,093	-	-	-	-	-	0.0%
369-9-1000 REFUNDS/REIMBURSEMENTS	15	-	-	-	554	554	-	0.0%
369-9-2000 INSURANCE CLAIMS-GOLF	-	140	-	-	-	-	-	0.0%
366-0-0001 DONATION FROM PMGA	-	-	-	3,500	6,000	6,000	-	-100.0%
369-9-1001 E-Payables Revenue Share	-	-	-	-	98	131	250	0.0%
369-9-1002 RESTAURANT LEASE	-	-	-	-	-	-	9,000	0.0%
369-9-1003 UTILITY REIMBURSEMENT-RESTAURANT	-	-	-	-	-	-	14,000	0.0%
<b>Total</b>	<b>15</b>	<b>1,233</b>	<b>-</b>	<b>3,500</b>	<b>6,652</b>	<b>6,685</b>	<b>23,250</b>	<b>564.3%</b>
<b>TRANSFERS IN</b>								
381-0-3000 TRANSFER FROM BETTER PLACE	-	-	-	141,399	141,399	141,399	152,355	7.7%
381-0-3001 TRANSFER FROM WATER-ELECTRICITY REIMB	-	-	-	-	-	5,000	1,000	0.0%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>141,399</b>	<b>141,399</b>	<b>146,399</b>	<b>153,355</b>	<b>8.5%</b>
<b>LOAN PROCEEDS</b>								
384-0-1000 GOLF LOAN PROCEEDS	-	-	-	21,840	21,840	21,840	-	-100.0%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21,840</b>	<b>21,840</b>	<b>21,840</b>	<b>-</b>	<b>-100.0%</b>
<b>TOTAL REVENUES</b>	<b>613,217</b>	<b>594,811</b>	<b>752,564</b>	<b>827,964</b>	<b>835,872</b>	<b>870,049</b>	<b>999,135</b>	<b>20.7%</b>
<b>CASH BALANCE FORWARD</b>								
301-0-1000 CASH BALANCE FORWARD	-	-	(968,821)	(1,413,684)	(1,413,684)	(1,413,684)	(1,552,864)	9.8%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>(968,821)</b>	<b>(1,413,684)</b>	<b>(1,413,684)</b>	<b>(1,413,684)</b>	<b>(1,552,864)</b>	<b>9.8%</b>
<b>TOTAL REVENUES, TRANSFERS &amp; CASH BALANCES</b>	<b>613,217</b>	<b>594,811</b>	<b>(216,257)</b>	<b>(585,720)</b>	<b>(577,812)</b>	<b>(543,635)</b>	<b>(553,729)</b>	<b>-5.5%</b>

## Golf Fund

FUND TITLE/FUND # <i>Golf Fund: 041</i>	EXPENDITURES BY FUNCTION <i>Enterprise</i>							
DEPARTMENT NAME/# Course Maintenance: 042-16-572	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME								
<b>PERSONNEL SERVICES</b>								
2300 INSURANCE	900	2,487	9,000	4,450	3,199	3,199	-	-100.0%
2500 UNEMPLOYMENT COMP	7,857	2,080	-	-	-	-	-	0.0%
<b>Total</b>	<b>8,757</b>	<b>4,567</b>	<b>9,000</b>	<b>4,450</b>	<b>3,199</b>	<b>3,199</b>	<b>-</b>	<b>-100.0%</b>
<b>OPERATING EXPENSES</b>								
3120 PHYSICALS	-	20	-	-	-	-	-	0.0%
3400 CONTRACTUAL SERVICES	99,195	102,835	98,260	107,206	118,435	120,305	145,308	35.5%
4100 COMMUNICATIONS SERVICES	620	-	1,171	618	-	-	-	-100.0%
4400 RENTAL AND LEASES	341	(56)	-	6,000	5,340	5,826	5,826	-2.9%
4410 OPERATING LEASES	21,630	23,597	20,017	23,597	19,664	23,597	36,315	53.9%
4500 LIABILITY INSURANCE	12,557	13,564	13,902	2,389	2,387	2,387	2,366	-0.9%
4610 BUILDING MAINTENANCE	-	-	-	-	177	2,027	-	0.0%
4620 EQUIPMENT MAINTENANCE	16,741	23,797	1,000	20,995	22,408	23,061	9,600	-54.3%
4650 IRRIGATION SUPPLIES	3,252	1,320	3,230	5,539	4,853	5,039	4,800	-13.3%
4690 OVERSEEDING	4,870	883	2,525	7,200	6,208	6,208	18,800	161.1%
5210 GAS AND LUBRICANTS	14,969	17,011	14,759	19,200	12,340	14,640	18,000	-6.3%
5270 CHEMICALS AND FERTILIZERS	66,055	65,896	61,620	34,920	29,057	31,873	38,310	9.7%
5280 OPERATING SUPPLIES	14,205	19,472	13,400	15,700	15,422	16,336	3,550	-77.4%
5400 MEMBERSHIP DUES	-	250	500	-	-	-	400	0.0%
5900 DEPRECIATION	25,734	26,087	-	-	-	-	-	0.0%
3100 PROFESSIONAL SERVICES	-	1,322	-	-	-	-	-	0.0%
4200 POSTAGE	-	432	-	-	-	-	-	0.0%
<b>Total</b>	<b>280,170</b>	<b>296,430</b>	<b>230,384</b>	<b>243,364</b>	<b>236,291</b>	<b>251,298</b>	<b>283,275</b>	<b>16.4%</b>
<b>CAPITAL OUTLAY</b>								
6400 CAPITAL OUTLAY	-	-	8,500	18,150	15,687	15,687	-	-100.0%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>8,500</b>	<b>18,150</b>	<b>15,687</b>	<b>15,687</b>	<b>-</b>	<b>-100.0%</b>
<b>DEPARTMENT TOTAL</b>	<b>288,927</b>	<b>300,997</b>	<b>247,884</b>	<b>265,964</b>	<b>255,178</b>	<b>270,185</b>	<b>283,275</b>	<b>6.5%</b>

## Golf Fund

FUND TITLE/FUND # <i>Golf Fund: 041</i>	EXPENDITURES BY FUNCTION <i>Enterprise</i>							
DEPARTMENT NAME/# <i>Club House: 042-24-572</i>	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME								
<b>PERSONNEL SERVICES</b>								
2300 HEALTH AND LIFE INSURANCE	9,222	17,244	22,000	25,800	18,289	23,293	-	-100.0%
2500 UNEMPLOYMENT COMP	13,670	-	-	-	-	-	-	0.0%
<b>Total</b>	<b>22,892</b>	<b>17,244</b>	<b>22,000</b>	<b>25,800</b>	<b>18,289</b>	<b>23,293</b>	<b>-</b>	<b>-100.0%</b>
<b>OPERATING EXPENSES</b>								
3100 PROFESSIONAL SERVICES	93,000	66,000	-	48,000	44,102	48,102	55,677	16.0%
3200 ACCOUNTING AND AUDITING	3,100	3,100	3,100	3,100	3,100	3,100	3,100	0.0%
3400 CONTRACTUAL SERVICES	171,881	181,528	162,475	180,153	202,746	214,546	169,720	-5.8%
4100 COMMUNICATIONS SERVICES	5,352	5,973	3,840	5,400	3,956	4,086	1,462	-72.9%
4200 POSTAGE AND FREIGHT	464	242	600	200	168	168	300	50.0%
4310 NATURAL GAS	2,058	2,425	2,500	2,500	1,835	2,033	644	-74.3%
4320 ELECTRICITY	40,652	38,209	36,000	40,800	50,631	55,231	50,000	22.5%
4330 UTILITIES-WATER	2,167	1,995	1,356	1,800	2,336	2,616	2,100	16.7%
4340 CREDIT CARD FEES	6,802	6,502	6,500	6,500	7,737	9,248	5,150	-20.8%
4400 RENTALS AND LEASES	1,893	854	756	756	521	576	756	0.0%
4410 OPERATING LEASES	41,073	39,022	42,780	42,780	38,209	41,380	42,780	0.0%
4500 LIABILITY INSURANCE	22,610	24,259	26,340	4,180	4,977	4,977	4,600	10.0%
4610 BUILDING MAINTENANCE	5,853	9,889	3,000	4,500	4,964	5,739	3,500	-22.2%
4620 EQUIPMENT MAINTENANCE	1,991	520	800	300	317	317	500	66.7%
4670 CART MAINTENANCE	-	-	1,000	1,000	-	-	1,000	0.0%
4680 DRIVING RANGE MAINTENANCE	1,560	4,894	6,400	5,500	5,500	5,500	4,000	-27.3%
4700 PRINTING AND BINDING	486	1,754	-	173	160	160	600	246.8%
4800 ADVERTISING	8,402	4,923	13,880	8,000	5,030	5,030	8,100	1.3%
5100 OFFICE SUPPLIES	111	1,632	2,800	800	491	491	1,000	25.0%
5150 PAPER PRODUCTS	4,283	3,259	1,800	4,100	3,398	3,398	840	-79.5%
5190 LIQUOR AND WINE	4,736	4,637	8,477	4,800	3,365	3,665	1,282	-73.3%
5210 GAS AND LUBRICANTS	1,416	-	-	-	-	-	-	0.0%
5220 PRO-SHOP MERCHANDISE	55,156	70,286	61,210	70,000	74,280	74,906	70,642	0.9%
5230 JANITORIAL SUPPLIES	3,995	5,668	3,400	5,100	5,235	5,495	960	-81.2%
5240 SNACK BAR MERCHANDISE	47,975	47,072	37,627	41,200	41,275	42,775	9,910	-75.9%
5280 OPERATING SUPPLIES	14,986	5,104	4,800	4,800	4,941	5,141	5,000	4.2%
5290 BEER	16,360	15,352	18,239	15,490	11,926	12,626	3,295	-78.7%
5400 MEMBR,SUBSCRIPT,DUES	681	1,072	1,110	1,207	1,207	1,207	1,200	-0.6%
5900 DEPRECIATION	42,808	42,808	-	-	-	-	-	0.0%
<b>Total</b>	<b>601,853</b>	<b>588,981</b>	<b>450,790</b>	<b>503,139</b>	<b>522,407</b>	<b>552,512</b>	<b>448,118</b>	<b>-10.9%</b>
<b>CAPITAL OUTLAY</b>								
6310 GOLF COURSE LOAN IMP	48	-	-	-	-	-	-	0.0%
6450 CAPITAL IMPROVEMENTS	810	-	-	-	-	-	-	0.0%
6451 USDA GRANT	-	-	-	-	-	-	192,000	0.0%
<b>Total</b>	<b>858</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>192,000</b>	<b>0.0%</b>
<b>DEBT SERVICE</b>								
7104 2008 LOAN - PRINCIPAL	-	-	84,330	60,605	57,604	57,604	96,000	58.4%
7105 SERIES 2013A - PRINCIPAL	-	-	-	9,000	9,000	9,000	-	-100.0%
7204 2008 LOAN - INTEREST	102,778	97,560	97,560	50,267	50,266	50,266	56,355	12.1%
7205 SERIES 2013A - INTEREST	-	-	-	24,529	24,529	24,529	-	-100.0%
7305 SERIES 2013A - ADMIN FEES	-	-	-	21,840	20,585	21,840	-	-100.0%
<b>Total</b>	<b>102,778</b>	<b>97,560</b>	<b>181,890</b>	<b>166,241</b>	<b>161,984</b>	<b>163,239</b>	<b>152,355</b>	<b>-8.4%</b>
<b>DEPARTMENT TOTAL</b>	<b>728,381</b>	<b>703,785</b>	<b>654,680</b>	<b>695,180</b>	<b>702,679</b>	<b>739,044</b>	<b>792,473</b>	<b>14.0%</b>
<b>TOTAL EXPENDITURES</b>	<b>1,017,307</b>	<b>1,004,783</b>	<b>902,564</b>	<b>961,144</b>	<b>957,857</b>	<b>1,009,229</b>	<b>1,075,748</b>	<b>11.9%</b>

## Golf Fund

FUND TITLE/FUND # <i>Golf Fund: 041</i>	EXPENDITURES BY FUNCTION <i>Enterprise</i>							
DEPARTMENT NAME/# Club House: 042-24-572	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME								
TRANSFERS, CONTINGENCIES, RESERVES								
9900 CONTINGENCY/RESERVE	-	-	(1,118,821)	(1,546,864)	(1,535,669)	(1,552,864)	(1,629,477)	5.3%
Total	-	-	(1,118,821)	(1,546,864)	(1,535,669)	(1,552,864)	(1,629,477)	5.3%
<b>TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES &amp; RESERVES</b>	1,017,307	1,004,783	(216,257)	(585,720)	(577,812)	(543,635)	(553,729)	-5.5%

**CAPITAL IMPROVEMENTS PLAN**

City of Palatka

Fiscal Year 2013-2014 through 2017-2018

Project Title	Golf Course Fund	Better Place	Other	Cost	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18
<b>Golf Course</b>									
Security fence around maintenance building	\$5,461.00			\$5,461.00					
Removal of existing fence	\$1,000.00			\$1,000.00					
Install maintenance building alarm system	\$650.00			\$650.00					
Fairway regrassing with more aggressive Celebration bermudagrass: 20 acres at 400/bu/ac (\$2.35/bu)	\$18,800.00			\$18,800.00					
Continue with construction of sandy blow-outs as indicated in CIP - ALLOWANCE	\$20,000.00			\$20,000.00					
Continue with tee reconstruction - as indicated in CIP - ALLOWANCE	\$5,000.00			\$5,000.00					

## Sanitation Fund

FUND TITLE/FUND # <i>Sanitation Fund: 043</i>	SOURCES							
	<i>All Sanitation Fund Revenues &amp; Cash Balances</i>							
REVENUE OBJECT #/TITLE	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
<b>CHARGES FOR SERVICES</b>								
343-4-1000 GARBAGE FEES	1,035,215	1,080,509	1,087,074	1,077,856	986,072	1,075,372	1,163,642	8.0%
343-4-1030 EXTRA TRASH	75	-	-	-	-	-	-	0.0%
343-4-1500 CONTAINER USAGE FEES	18,867	18,617	20,164	18,698	22,460	23,240	23,000	23.0%
343-4-2000 PUTNAM COUNTY TIPPING FEE	443,240	442,617	442,484	443,102	399,575	435,575	435,000	-1.8%
343-4-2500 DUMPSTER DROP OFF FEE	-	310	-	-	-	-	-	0.0%
<b>Total</b>	<b>1,497,397</b>	<b>1,542,053</b>	<b>1,549,722</b>	<b>1,539,656</b>	<b>1,408,106</b>	<b>1,534,186</b>	<b>1,621,642</b>	<b>5.3%</b>
<b>OTHER REVENUES</b>								
364-0-4900 SURPLUS EQUIPMENT-SANITATION	-	2,229	2,229	-	-	-	-	0.0%
369-9-1000 MISC REVENUE	0	-	-	-	60	60	-	0.0%
369-9-2000 REFUNDS/REIMBURSEMENTS	877	-	-	-	-	-	-	0.0%
369-9-3000 INSURANCE CLAIMS-SANITATION	-	6,673	6,673	-	-	-	-	0.0%
369-9-1001 E-Payables Revenue Share	-	-	-	-	221	251	450	0.0%
<b>Total</b>	<b>877</b>	<b>8,902</b>	<b>8,902</b>	<b>-</b>	<b>281</b>	<b>311</b>	<b>450</b>	<b>0.0%</b>
<b>TOTAL REVENUES</b>	<b>1,498,274</b>	<b>1,550,955</b>	<b>1,558,624</b>	<b>1,539,656</b>	<b>1,408,388</b>	<b>1,534,498</b>	<b>1,622,092</b>	<b>5.4%</b>
<b>CASH BALANCE FORWARD</b>								
302-0-0000 CASH BALANCE FORWARD	-	-	-	6,495	6,495	6,495	105,153	1519.0%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,495</b>	<b>6,495</b>	<b>6,495</b>	<b>105,153</b>	<b>1519.0%</b>
<b>TOTAL REVENUES, TRANSFERS &amp; CASH BALANCES</b>	<b>1,498,274</b>	<b>1,550,955</b>	<b>1,558,624</b>	<b>1,546,151</b>	<b>1,414,883</b>	<b>1,540,993</b>	<b>1,727,244</b>	<b>11.7%</b>

## Sanitation Fund

FUND TITLE/FUND # <i>Sanitation Fund: 043</i>	EXPENDITURES BY FUNCTION <i>Enterprise</i>							
DEPARTMENT NAME/# Garage Maintenance: 043-28-534	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME								
<b>PERSONNEL SERVICES</b>								
1200 REGULAR SALARIES	109,206	94,299	132,360	109,516	90,238	94,244	107,245	-2.1%
1210 ACCRUED SALARIES	(4,740)	23,365	-	-	-	-	-	0.0%
1400 OVERTIME	3,452	5,303	5,000	5,000	1,410	1,520	1,500	-70.0%
2100 FICA TAX EXPENSE	7,988	7,212	10,508	8,378	6,713	7,008	8,319	-0.7%
2200 RETIREMENT EXPENSE	10,720	13,214	21,046	20,016	16,045	16,332	28,849	44.1%
2300 HEALTH AND LIFE INSURANCE	19,351	11,012	18,291	16,665	8,543	8,973	16,134	-3.2%
2301 HEALTH AND LIFE INSURANCE-CONTING	-	-	-	4,422	4,422	4,422	2,436	-44.9%
2400 WORKERS COMP	3,119	3,413	5,078	2,481	2,481	2,481	1,803	-27.3%
2410 WORKERS COMP CLAIM	128	-	-	-	-	-	-	0.0%
<b>Total</b>	<b>149,225</b>	<b>157,817</b>	<b>192,283</b>	<b>166,478</b>	<b>129,852</b>	<b>134,980</b>	<b>166,286</b>	<b>-0.1%</b>
<b>OPERATING EXPENSES</b>								
3100 PROFESSIONAL SERVICES	356	506	400	500	596	596	500	0.0%
3120 PHYSICALS	-	-	100	100	52	52	100	0.0%
4320 ELECTRICITY	973	992	1,400	1,000	868	978	1,000	0.0%
4500 LIABILITY INSURANCE	3,721	4,020	4,120	3,023	3,017	3,017	2,961	-2.0%
4610 BUILDING MAINTENANCE	46	154	100	100	79	79	300	200.0%
4620 EQUIPMENT MAINTENANCE	-	-	100	100	-	-	100	0.0%
4630 VEHICLE MAINTENANCE	130	-	250	250	-	-	1,500	500.0%
5230 JANITORIAL SUPPLIES	936	1,040	800	800	1,085	1,085	800	0.0%
5250 SMALL TOOLS	50	-	100	100	-	-	100	0.0%
5260 UNIFORMS	843	1,486	900	1,300	1,297	1,397	1,300	0.0%
5280 OPERATING SUPPLIES	455	752	500	700	213	213	1,200	71.4%
<b>Total</b>	<b>7,511</b>	<b>8,949</b>	<b>8,770</b>	<b>7,973</b>	<b>7,205</b>	<b>7,415</b>	<b>9,861</b>	<b>23.7%</b>
<b>CAPITAL OUTLAY</b>								
	-	-	-	-	-	-	10,000	0.0%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>0.0%</b>
<b>DEPARTMENT TOTAL</b>	<b>156,736</b>	<b>166,766</b>	<b>201,053</b>	<b>174,451</b>	<b>137,057</b>	<b>142,395</b>	<b>186,147</b>	<b>6.7%</b>

## Sanitation Fund

FUND TITLE/FUND # <i>Sanitation Fund: 043</i>	EXPENDITURES BY FUNCTION							
DEPARTMENT NAME/# Sanitation Department: 043-10-534	<i>Enterprise</i>							
EXPENDITURE OBJECT #/NAME	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
<b>PERSONNEL SERVICES</b>								
1100 EXECUTIVE SALARIES	41,449	42,007	41,449	41,449	39,855	42,246	42,593	2.8%
1200 REGULAR SALARIES	310,812	318,520	291,133	318,162	322,623	337,495	332,565	4.5%
1210 ACCRUED SALARIES	(6,344)	(17,021)	-	-	-	-	-	0.0%
1400 OVERTIME	18,438	13,426	10,000	16,000	13,386	14,422	14,000	-12.5%
2100 FICA TAX EXPENSE	26,375	26,604	26,208	26,578	26,920	28,223	29,771	12.0%
2200 RETIREMENT EXPENSE	47,775	70,493	65,846	92,415	76,160	79,005	81,234	-12.1%
2300 HEALTH AND LIFE INSURANCE	85,106	58,336	57,768	56,078	49,422	53,898	77,909	38.9%
2301 HEALTH AND LIFE INSURANCE-CONTING	-	-	-	13,217	13,217	13,217	11,762	-11.0%
2400 WORKERS COMP	28,120	30,766	45,853	25,849	25,849	25,849	21,611	-16.4%
2410 WORKERS COMP CLAIM	-	-	-	-	196	-	-	0.0%
2500 UNEMPLOYMENT COMP	1,007	-	-	-	-	-	-	0.0%
<b>Total</b>	<b>552,738</b>	<b>543,132</b>	<b>538,257</b>	<b>589,748</b>	<b>567,627</b>	<b>594,356</b>	<b>611,444</b>	<b>3.7%</b>
<b>OPERATING EXPENSES</b>								
3100 PROFESSIONAL SERVICES	485	956	1,000	1,000	679	679	1,764	76.4%
3120 PHYSICALS	290	250	300	300	50	-	300	0.0%
3200 ACCOUNTING AND AUDITING	7,688	7,688	7,688	7,688	7,688	7,688	7,688	0.0%
3470 PUTNAM COUNTY TIPPING FEE	276,297	283,762	290,500	276,000	242,749	242,749	275,000	-0.4%
4100 COMMUNICATIONS SERVICES	1,391	1,622	1,500	1,430	1,409	1,471	1,500	4.9%
4200 POSTAGE AND FREIGHT	10,000	8,000	8,000	8,000	5,131	6,131	8,000	0.0%
4310 NATURAL GAS	326	248	300	300	181	188	250	-16.7%
4320 ELECTRICITY	3,386	3,735	4,500	4,500	3,993	4,543	4,500	0.0%
4400 RENTALS AND LEASES	1,528	3,414	1,500	2,573	13,802	13,902	2,500	-2.8%
4500 LIABILITY INSURANCE	17,161	18,338	19,000	11,077	11,002	11,002	12,490	12.8%
4510 LIABILITY INSURANCE CLAIMS	-	5,775	500	2,274	2,010	2,010	-	-100.0%
4610 BUILDING MAINTENANCE	290	577	250	985	1,135	1,135	1,500	52.3%
4620 EQUIPMENT MAINTENANCE	768	2,126	3,000	1,900	350	350	2,000	5.3%
4630 VEHICLE MAINTENANCE	104,514	126,026	80,000	105,000	129,337	138,880	105,000	0.0%
4640 RADIO MAINTENANCE	-	-	100	-	-	-	-	0.0%
4700 PRINTING AND BINDING	601	71	50	50	10	10	200	300.0%
5210 GAS AND LUBRICANTS	111,979	119,771	80,000	110,000	97,625	120,602	105,000	-4.5%
5230 JANITORIAL SUPPLIES	972	1,055	800	800	622	622	800	0.0%
5250 SMALL TOOLS	-	15	-	-	-	-	-	0.0%
5260 UNIFORMS	4,185	4,955	5,000	5,000	5,156	5,456	5,000	0.0%
5280 OPERATING SUPPLIES	12,078	5,237	7,000	6,183	4,972	5,272	6,000	-3.0%
5290 GARBAGE CONTAINERS/DUMPSTERS	33,995	19,864	35,000	25,140	25,116	28,361	35,000	39.2%
5900 DEPRECIATION	54,815	53,246	-	-	-	-	-	0.0%
<b>Total</b>	<b>642,749</b>	<b>666,731</b>	<b>545,988</b>	<b>570,200</b>	<b>553,017</b>	<b>591,050</b>	<b>574,492</b>	<b>0.8%</b>
<b>CAPITAL OUTLAY</b>								
CAPITAL OUTLAY	-	-	-	-	-	-	201,980	0.0%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>201,980</b>	<b>0.0%</b>
<b>DEBT SERVICE</b>								
7110 LOAN #281 SANIT TRK	-	-	121,714	12,990	12,990	12,990	-	-100.0%
7210 LOAN #281 SANIT TRK	7,323	2,929	2,833	50	49	49	-	-100.0%
<b>Total</b>	<b>7,323</b>	<b>2,929</b>	<b>124,547</b>	<b>13,040</b>	<b>13,039</b>	<b>13,039</b>	<b>-</b>	<b>-100.0%</b>
<b>TRANSFERS</b>								
9101 REIMB GENERAL FUND-ADMIN EXP	65,000	95,000	95,000	95,000	95,000	95,000	95,000	0.0%
<b>Total</b>	<b>65,000</b>	<b>95,000</b>	<b>95,000</b>	<b>95,000</b>	<b>95,000</b>	<b>95,000</b>	<b>95,000</b>	<b>0.0%</b>
<b>DEPARTMENT TOTAL</b>	<b>1,267,809</b>	<b>1,307,792</b>	<b>1,303,792</b>	<b>1,267,988</b>	<b>1,228,683</b>	<b>1,293,445</b>	<b>1,482,916</b>	<b>17.0%</b>
<b>TOTAL EXPENDITURES</b>	<b>1,424,545</b>	<b>1,474,557</b>	<b>1,504,845</b>	<b>1,442,439</b>	<b>1,365,740</b>	<b>1,435,840</b>	<b>1,669,063</b>	<b>15.7%</b>

## Sanitation Fund

FUND TITLE/FUND # <i>Sanitation Fund: 043</i>	EXPENDITURES BY FUNCTION <i>Enterprise</i>							
DEPARTMENT NAME/# Sanitation Department: 043-10-534	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME								
<b>CONTINGENCIES &amp; RESERVES</b>								
9900 CONTINGENCY/RESERVE	-	-	53,779	103,712	49,143	105,153	58,181	-43.9%
9901 HEALTH INSURANCE CONTINGENCY	-	-	-	-	-	-	-	0.0%
<b>Total</b>	-	-	53,779	103,712	49,143	105,153	58,181	-43.9%
<b>TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES &amp; RESERVES</b>	1,424,545	1,474,557	1,558,624	1,546,151	1,414,883	1,540,993	1,727,244	11.7%

CAPITAL IMPROVEMENTS PLAN

City of Palatka

Fiscal Year 2013-2014 through 2017-2018

Project Title	Sanitation Fund	Other	Cost	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18
<b>Solid Waste</b>								
Front End Loader	\$225,000.00		\$225,000.00	\$225,000.00	x			
Rear Loader	\$120,000.00		\$120,000.00			x	x	x

## Tax Increment Fund

FUND TITLE/FUND # Tax Increment Fund: 030	SOURCES							
	All Tax Increment Fund Revenues & Cash Balances							
REVENUE OBJECT #/TITLE	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
<b>PROPERTY TAXES</b>								
311-0-3100 DOWNTOWN REDEV COUNTY SHARE	189,177	145,239	146,408	125,206	125,206	125,206	124,608	-0.5%
311-0-3110 DOWNTOWN REDEV CITY SHARE	190,799	146,483	148,992	133,942	133,942	133,942	133,302	-0.5%
311-0-3200 SOUTH HISTORIC COUNTY SHARE	57,254	52,727	52,430	36,909	36,909	36,909	38,717	4.9%
311-0-3220 SOUTH HISTORIC CITY SHARE	57,744	53,179	53,355	39,484	39,484	39,484	41,419	4.9%
311-0-3300 NORTH HISTORIC COUNTY SHARE	23,888	25,338	25,380	21,195	21,195	21,195	19,935	-5.9%
311-0-3330 NORTH HISTORIC CITY SHARE	24,092	25,555	25,828	22,674	22,674	22,674	21,326	-5.9%
<b>Total</b>	<b>542,954</b>	<b>448,522</b>	<b>452,393</b>	<b>379,410</b>	<b>379,410</b>	<b>379,410</b>	<b>379,307</b>	<b>0.0%</b>
<b>OTHER REVENUES</b>								
331-0-7001 NEA GRANT	-	-	-	25,000	-	-	25,000	0.0%
369-9-1000 NORTH HISTORIC HIP REFUND/REIM	15,000	-	-	8,420	8,420	8,420	-	-100.0%
369-9-1001 SOUTH HISTORIC HIP REFUND/REIM	-	-	-	2,349	2,349	2,348	-	-100.0%
<b>Total</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>35,769</b>	<b>10,768</b>	<b>10,768</b>	<b>25,000</b>	<b>-30.1%</b>
<b>TOTAL REVENUES</b>	<b>557,954</b>	<b>448,522</b>	<b>452,393</b>	<b>415,179</b>	<b>390,179</b>	<b>390,178</b>	<b>404,307</b>	<b>-2.6%</b>
<b>CASH BALANCE FORWARD</b>								
301-0-0001 DOWNTOWN REDEVELOPMENT FORWARD	-	-	500,224	254,500	254,500	254,500	0	-100.0%
301-0-0002 SOUTH HISTORIC BALANCE FORWARD	-	-	93,818	181,578	181,578	181,578	231,768	27.6%
301-0-0003 NORTH HISTORIC BALANCE FORWARD	-	-	31,710	38,417	38,417	38,417	68,666	78.7%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>625,752</b>	<b>474,495</b>	<b>474,495</b>	<b>474,495</b>	<b>300,434</b>	<b>-36.7%</b>
<b>TOTAL REVENUES, TRANSFERS &amp; CASH BALANCES</b>	<b>557,954</b>	<b>448,522</b>	<b>1,078,145</b>	<b>889,674</b>	<b>864,674</b>	<b>864,673</b>	<b>704,741</b>	<b>-20.8%</b>

## Tax Increment Fund

FUND TITLE/FUND # <i>Tax Increment Fund: 030</i>	EXPENDITURES BY FUNCTION <i>Economic Development</i>							
DEPARTMENT NAME/# Downtown: 030-30-580	DOWNTOWN				ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013				
5280 MISC EXPENSES	-	154	-	-	52	107	500	0.0%
3101 THIRD FRIDAY DOWNTOWN STREET P	-	672	-	18,000	16,447	16,500	18,000	0.0%
3102 DANCIN' IN THE STREETS DOWNTOW	-	-	-	12,000	7,469	10,000	7,000	-41.7%
3103 SECOND SATURDAY DOWNTOWN TRUCI	-	-	-	9,466	2,664	2,664	-	-100.0%
3104 UNIVERSITY OF FLORIDA MASTER P	-	-	-	4,000	4,000	4,000	-	-100.0%
3105 SMALL BUSINESS DEVELOPMENT CEN	-	-	-	14,062	14,063	14,063	10,000	-28.9%
4801 QUARTERLY EVENTS CALENDAR POST	-	-	-	400	254	234	200	-50.0%
4802 QUARTERLY EVENTS CALENDAR TABL	-	-	-	800	1,470	1,500	2,000	150.0%
4803 ADVERTISING FOR PARADES, RETAI	-	300	-	4,000	1,376	790	-	-100.0%
5401 FRA ANNUAL DUES, TRAINING	-	-	-	870	770	770	2,100	141.4%
5403 NMS CONFERENCE	-	-	-	-	-	-	850	0.0%
3106 MAINSTREET MANAGER	-	-	-	46,912	41,974	46,912	62,010	32.2%
5402 DEO Annual Dues	-	-	-	-	175	175	175	0.0%
6310 DOWNTOWN REDEV EXPENSE	381,858	257,144	795,624	-	-	-	-	0.0%
6311 DOWNTOWN CHRISTMAS LIGHTS	-	2,155	-	10,000	973	6,000	6,000	-40.0%
6312 NEA GRANT MATCH - ART IN PUBLI	-	-	-	45,000	5,000	23,500	21,500	-52.2%
6313 MURAL LIGHTING	-	-	-	2,700	2,700	2,700	-	-100.0%
6314 RECRUITMENT PROJECT	-	-	-	17,000	7,000	17,000	-	-100.0%
6315 FACADE GRANT	-	-	-	3,844	-	-	30,000	680.4%
6316 WAYFINDING	-	-	-	13,711	906	906	-	-100.0%
6317 ANNIE OAKLEY MURAL	-	-	-	6,100	6,100	6,100	-	-100.0%
6318 1909 PALATKA UNION DEPOT MURAL	-	-	-	3,150	3,150	3,150	-	-100.0%
6319 BUILDING IMPROVEMENT GRANT	-	-	-	-	-	-	30,000	0.0%
6320 LANDSCAPING	-	-	-	-	-	-	10,000	0.0%
6321 SITE AMENITIES	-	-	-	-	-	-	16,000	0.0%
4804 PROJECT MARKETING	-	-	-	-	-	-	4,000	0.0%
3107 AQUATIC MIDGE CONTROL PROJECT	-	-	-	-	-	-	8,000	0.0%
6322 RIVERFRONT REDEVELOPMENT PROJECT	-	-	-	-	-	26,479	4,627	0.0%
6323 HARLEM NIGHTS IN PALATKA MURAL	-	-	-	-	-	-	4,500	0.0%
<b>Total</b>	<b>381,858</b>	<b>260,425</b>	<b>795,624</b>	<b>212,015</b>	<b>116,543</b>	<b>183,550</b>	<b>237,462</b>	<b>12.0%</b>
<b>TRANSFERS</b>								
9100 TRANSFER TO GENERAL FUND	-	134,926	-	-	-	-	-	0.0%
9101 TRANSFER TO BETTER PLACE-FRANK	-	-	-	300,000	300,000	300,000	-	-100.0%
9102 REIMB GENERAL-MAINSTREET MANAG	-	61,306	-	15,098	15,098	15,098	-	-100.0%
9103 REIMB GENERAL-FIREWORKS	-	15,000	-	15,000	15,000	15,000	15,000	0.0%
9104 REIMB GENERAL-CHRISTMAS LIGHTS	-	-	-	-	-	-	1,400	0.0%
<b>Total</b>	<b>-</b>	<b>211,232</b>	<b>-</b>	<b>330,098</b>	<b>330,098</b>	<b>330,098</b>	<b>16,400</b>	<b>-95.0%</b>
<b>DEPARTMENT TOTAL</b>	<b>381,858</b>	<b>471,657</b>	<b>795,624</b>	<b>542,113</b>	<b>446,640</b>	<b>513,648</b>	<b>253,862</b>	<b>-53.2%</b>

## Tax Increment Fund

FUND TITLE/FUND # <i>Tax Increment Fund: 030</i>	EXPENDITURES BY FUNCTION <i>Economic Development</i>							
DEPARTMENT NAME/# <i>South Historic: 030-31-580</i>	SOUTH HISTORIC							
EXPENDITURE OBJECT #/NAME	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
6330 SOUTH HISTORIC EXPENSE	81,132	11,385	199,603	-	-	-	-	0.0%
6331 HOME IMPROVEMENT PROGRAM	-	-	-	55,393	26,218	26,218	60,000	8.3%
6332 HAMMOCK HALL IMPROVEMENTS	-	5,000	-	-	-	-	-	0.0%
6333 SIGNAGE	-	-	-	4,190	-	-	4,000	-4.5%
8301 LIVE WHERE YOU WORK	-	-	-	20,000	-	-	20,000	0.0%
3101 UNIVERSITY OF FLORIDA MASTER P	-	-	-	2,000	2,000	2,000	-	-100.0%
3102 HOMES & GARDENS TOUR PROMOTION	-	-	-	500	333	333	-	-100.0%
6334 COMMERCIAL REHABILITATION GRAN	-	-	-	65,000	-	-	40,000	-38.5%
6335 HAMMOCK GROVE PROPOSAL	-	-	-	-	-	-	187,904	0.0%
<b>DEPARTMENT TOTAL</b>	<b>81,132</b>	<b>16,384</b>	<b>199,603</b>	<b>147,083</b>	<b>28,551</b>	<b>28,551</b>	<b>311,904</b>	<b>112.1%</b>

## Tax Increment Fund

FUND TITLE/FUND # <i>Tax Increment Fund: 030</i>	EXPENDITURES BY FUNCTION <i>Economic Development</i>							
DEPARTMENT NAME/# North Historic: 030-32-580	NORTH HISTORIC							
EXPENDITURE OBJECT #/NAME	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
6320 NORTH HISTORIC EXPENSE	242,873	44,488	82,918	-	-	-	-	0.0%
3101 REID GARDEN DESIGNS	-	-	-	2,836	-	-	-	-100.0%
3102 STREET SIGN CLEAN-REID GARDEN	-	-	-	530	-	-	-	-100.0%
4801 CHRISTMAS TOUR	-	-	-	500	-	-	-	-100.0%
6321 HOME IMPROVEMENT PROGRAM	-	-	-	40,000	22,040	22,040	40,000	0.0%
6322 GENERAL CAPITAL IMPROVEMENTS	-	-	-	25,000	-	-	69,927	179.7%
<b>DEPARTMENT TOTAL</b>	<b>242,873</b>	<b>44,488</b>	<b>82,918</b>	<b>68,866</b>	<b>22,040</b>	<b>22,040</b>	<b>109,927</b>	<b>59.6%</b>
<b>TOTAL EXPENDITURES</b>	<b>705,863</b>	<b>532,528</b>	<b>1,078,145</b>	<b>758,062</b>	<b>497,231</b>	<b>564,239</b>	<b>675,693</b>	<b>-10.9%</b>
<b>CONTINGENCIES &amp; RESERVES</b>								
9901 CONTINGENCY/RESERVE-DOWNTOWN	-	-	-	(3,465)	67,007	0	29,048	-938.3%
9902 CONTINGENCY/RESERVE-SOUTH HIST	-	-	-	113,237	231,769	231,768	(0)	-100.0%
9903 CONTINGENCY/RESERVE-NORTH HIST	-	-	-	21,840	68,666	68,666	0	-100.0%
Total	-	-	-	131,612	367,442	300,434	29,048	-77.9%
<b>TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES &amp; RESERVES</b>	<b>705,863</b>	<b>532,528</b>	<b>1,078,145</b>	<b>889,674</b>	<b>864,674</b>	<b>864,673</b>	<b>704,741</b>	<b>-20.8%</b>

## CDBG Fund

FUND TITLE/FUND # CDBG Fund: 050	SOURCES							
	All CDBG Fund Revenues & Cash Balances							
REVENUE OBJECT #/TITLE	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
<b>GRANTS</b>								
331-5-0800 CDBG E-08 GRANT	12,602	-	-	-	-	-	-	0.0%
331-5-0900 CDBG-C02 GRANT REVENUE	189,097	550,237	560,903	7,000	7,000	7,000	-	-100.0%
331-5-0901 CDBG-15TH & OAK LINE REPLACEMENT	-	-	-	-	-	-	750,000	0.0%
<b>Total</b>	<b>201,699</b>	<b>550,237</b>	<b>560,903</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>750,000</b>	<b>10614.3%</b>
<b>OTHER REVENUES</b>								
361-1-1000 INTEREST- PROG INC BK STMT	9	3	3	3	1	3	3	0.0%
361-1-1300 ECON DEV 92 INTEREST	7	3	3	3	2	3	3	0.0%
369-0-0100 MORTGAGE P/I REVENUE	12,349	21,039	5,107	2,128	2,121	2,121	-	-100.0%
<b>Total</b>	<b>12,365</b>	<b>21,046</b>	<b>5,113</b>	<b>2,134</b>	<b>2,124</b>	<b>2,127</b>	<b>6</b>	<b>-99.7%</b>
<b>TOTAL REVENUES</b>	<b>214,064</b>	<b>571,282</b>	<b>566,016</b>	<b>9,134</b>	<b>9,125</b>	<b>9,127</b>	<b>750,006</b>	<b>8111.1%</b>
<b>CASH BALANCE FORWARD</b>								
301-0-1000 PROGRAM INCOME BALANCE FORWARD	-	-	15,704	16,042	-	16,042	16,045	0.0%
301-0-1001 ECONOMIC DEVELOPMENT BALANCE F	-	-	14,828	19,938	-	19,938	22,062	10.7%
301-0-1002 CDBG E08 BALANCE FORWARD	-	-	2,602	-	-	-	-	0.0%
301-0-1003 CDBG N14 BALANCE FORWARD	-	-	78	-	-	-	-	0.0%
301-0-1004 CDBG C02 BALANCE FORWARD	-	-	334	9,334	-	9,334	-	-100.0%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>33,546</b>	<b>45,314</b>	<b>-</b>	<b>45,314</b>	<b>38,107</b>	<b>-15.9%</b>
<b>TOTAL REVENUES, TRANSFERS &amp; CASH BALANCES</b>	<b>214,064</b>	<b>571,282</b>	<b>599,562</b>	<b>54,448</b>	<b>9,125</b>	<b>54,441</b>	<b>788,113</b>	<b>1347.5%</b>

## CDBG Fund

FUND TITLE/FUND # CDBG Fund: 050	EXPENDITURES BY FUNCTION Community Development Block Grants							
DEPARTMENT NAME/# CDBG: 050-50-555	ACTUAL 2011	ACTUAL 2012	BUDGET 2012	BUDGET 2013	ACTUAL 2013	PROJECTED 2013	BUDGET 2014	INCREASE/ DECREASE
EXPENDITURE OBJECT #/NAME								
<b>OPERATING EXPENSES</b>								
1200 E-08 ADMINISTRATIVE FEES	10,000	-	-	-	-	-	-	0.0%
1200 CDBG C02 ADMINISTRATIVE FEES	21,000	28,000	18,667	16,334	-	16,334	-	-100.0%
5280 OPERATING EXPENSES-PROG INC	4,605	-	-	-	-	-	-	0.0%
<b>Total</b>	<b>35,605</b>	<b>28,000</b>	<b>18,667</b>	<b>16,334</b>	<b>-</b>	<b>16,334</b>	<b>-</b>	<b>-100.0%</b>
<b>CAPITAL OUTLAY</b>								
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL EXPENDITURES</b>	<b>35,605</b>	<b>28,000</b>	<b>18,667</b>	<b>16,334</b>	<b>-</b>	<b>16,334</b>	<b>-</b>	<b>-100.0%</b>
<b>TRANSFERS</b>								
9100 TRANSFER TO GENERAL FUND	167,763	522,237	542,236	-	-	-	-	0.0%
9101 TRANSFER TO WATER FUND	-	2,680	2,680	-	-	-	788,113	0.0%
<b>Total</b>	<b>167,763</b>	<b>524,916</b>	<b>544,916</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>788,113</b>	<b>0.0%</b>
<b>CONTINGENCIES &amp; RESERVES</b>								
9900 PROG INC CONTINGENCY/RESERVE	-	-	35,979	38,114	-	16,045	-	-100.0%
9901 ECON DEV CONTINGENCY/RESERVE	-	-	-	-	-	22,062	-	0.0%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>35,979</b>	<b>38,114</b>	<b>-</b>	<b>38,107</b>	<b>-</b>	<b>-100.0%</b>
<b>TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES &amp; RESERVES</b>	<b>203,369</b>	<b>552,916</b>	<b>599,562</b>	<b>54,448</b>	<b>-</b>	<b>54,441</b>	<b>788,113</b>	<b>1347.5%</b>

*Agenda  
Item*

5



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**DRAFT ORDINANCE** - Comprehensive Plan Capital Improvement Element text amendment amending the Capital Improvement Plan to identify, update and include public facility improvements needed to accommodate future growth - *Planning Board recommendation to transmit draft ordinance to state agencies for review.*

**SUMMARY:**

This is an administrative request for a large-scale text amendment of the Comprehensive Plan to update the City's Capital Improvement Plan (CIP). The CIP is a component of the Capital Improvement Element of the City's Comprehensive Plan and is intended to identify public facility improvements needed to accommodate future City growth and redevelopment. The Capital Improvement Plan includes a schedule of projects accompanied by anticipated revenues for such projects, and is required under the Florida Statutes, Section 163.2514 and other sections as part of the state-mandated comprehensive planning process. This update was necessitated by the requirements of a state grant-funded project for improvements to the Riverfront Park. The Planning Board recommended approval at their September 3, 2013 meeting.

**RECOMMENDED ACTION:**

**Approve transmittal of ordinance to State Agencies for review.**

**ATTACHMENTS:**

**Name:**

- FLUM\_CIP.pdf
- PB\_Min\_09\_11\_13\_CIP.pdf
- Staff\_Report\_CIP.pdf

**Description:**

- Ordinance
- Planning Board Minutes
- Staff Report

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

**ORDINANCE NO. 13 -**

**AN ORDINANCE OF THE CITY OF  
PALATKA, FLORIDA, AMENDING THE  
CITY'S CAPITAL IMPROVEMENT PLAN;  
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 September 3, 2013, and recommended approval of this amendment to the City Commission, and

**WHEREAS**, the Capital Improvement Plan is a component of the Capital Improvement Element of the City's Comprehensive Plan and is intended to identify public facility improvements needed to accommodate future City growth and redevelopment; and

**WHEREAS**, the Capital Improvement Plan includes a schedule of projects accompanied by anticipated revenues for such projects, and is required under the Florida Statutes under Section 163.2514 and other sections as part of the state-mandated comprehensive planning process; 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 Capital Improvement Plan, attached as Exhibit A, be amended as an update to the City's Capital Improvement Element of the adopted Comprehensive Plan.

**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 \_\_\_ day of \_\_\_\_, 2013.

**CITY OF PALATKA**

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

**ATTEST:**

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

## **OTHER BUSINESS**

Request for recommendation to the City Commission to amend the City of Palatka Capital Improvement Plan (CIP) to include Florida Recreation Development and Acquisition program (FRDAP) items for the Riverfront Park. These items include the following:

- **Phase I:** Riverfront park nature based playground construction, Boating facilities and Exercise walk.
- **Phase II:** Riverfront Park Fountain/Splashpad

Mr. Griffith explained that in order to apply for these grant funds, the items must be added to the CIP and must be considered by a recreation committee, which in the case of Palatka means the Planning Board. He said that it needs to be documented that the items are housed in the CIP within the Comprehensive Plan.

Ms. Gooding asked if additional benches could be put down by the riverfront. The CRA had budgeted some funds for site improvements, which can include benches.

Mr. Griffith said that the City is seeking additional funding to offset the City's match costs. FRDAP is looking for recreational type facilities.

**Motion made by Mr. DeLoach and seconded by Ms. Gooding to recommend approval of the CIP amendment.**

Mr. Crowe added that the Historic Preservation board will be meeting on Thursday and one of the cases is a request for demolition of the apartments on N. 3<sup>rd</sup> Street. Additionally he advised that the appeal of the Planning Board's decision on July 2<sup>nd</sup> for the Church request at 211 St. Johns Ave will be heard by the City Commission on September 12<sup>th</sup>, 2013.

**With no other business, meeting adjourned at 6:40.**

**Case 13-43**  
**Request to Amend Comprehensive Plan Text**  
**Capital Improvement Element**  
**(Capital Improvement Plan)**  
**Applicant: Building and Zoning Dept.**

## **STAFF REPORT**

**DATE:** August 28, 2013

**TO:** Planning Board Members

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

### **APPLICATION REQUEST**

To consider the revision of the City's 5-year Capital Improvement Plan (CIP), part of the Capital Improvement Element (CIE) of the Comprehensive Plan.

### **APPLICATION BACKGROUND**

The CIP is a component of the CIE of the City's Comprehensive Plan and is intended to identify public facility improvements needed to accommodate future City growth and redevelopment. The Plan includes a schedule of projects accompanied by anticipated revenues for such projects. The CIP is required under the Florida Statutes under Section 163.2514 and other sections as part of the state-mandated comprehensive planning process. The CIP is a tool that helps the City to proactively plan for future capital needs. Staff is proposing this CIP update to meet requirements of the Florida Recreational Development and Acquisition Program (FRDAP), which is funding two riverfront park projects. The first phase project includes a nature-based playground, boating facilities (such as docks, launches, restrooms, etc.), and exercise walk. The second phase project is a fountain and splashpad. FRDAP requires that such improvements be included in the CIP with a reference to FRDAP funding.

### **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. The CIP helps the City to plan for the improvement of public facilities in a manner that is the antithesis of sprawl, and the adoption of the CIP is set forth in the Capital Improvement Element. The CIP is intended to also assist the City to stay on course in regard to long-term public facility planning in its annual budgeting process.

### **STAFF RECOMMENDATION**

Staff recommends approval of the attached Capital Improvement Plan.

*Agenda  
Item*

6



## CITY COMMISSION AGENDA ITEM

### **SUBJECT:**

**ORDINANCE** amending the General Employees Pension Plan to raise the retirement age to 55, amending membership requirements to increase the amount of hours worked annually, and deleting the automatic 75% post retirement survivor benefit - 1st Reading - *Item tabled on September 12, 2013 to a Time Certain of September 12, 2013*

### **SUMMARY:**

On 6/18/13 the General Employees' Pension Board met and voted to amend the plan as follows:

- Raise the normal retirement age to 55, from 50, years of age
- Amend the definition of Eligible Employee to those employees who work a minimum of 1,500 hours annually, from 1,000 hours annually
- Remove the "75% automatic survivor pension benefit" from the Plan. It should be noted that this provision was used only when an employee had failed to choose a Plan benefit prior to retirement. In all instances, upon making application for retirement, employees either choose a survivor benefit or opt to choose no survivor benefit. This does not remove survivor benefits from the Plan. Members of the Plan will still be able to choose a survivor benefit if he/she wishes to do so

The Commission considered first reading of this Ordinance on September 12 and tabled consideration until September 26 because of questions and concerns raised by Melvin Register, General Employee Pension Rep/Board member, regarding raising the minimum retirement age from 50 to 55. The City Manager contacted a law firm, Constangy, Brooks & Smith, LLC, who has previously represented the Pension Board and City, to inquire about the City's ability to modify the pension plan as well as to inquire if the members (employees) had any "vested" rights in regards to amending and increasing the normal retirement date. The attorney, Ms. Meg Zabijaka, reviewed the pension ordinance, actuarial evaluation and case law, and determined that the City had the legal authority to raise the retirement age. Furthermore, it was at the City's discretion whether to "grandfather" existing employees, or to extend a "window" for specific employees who were currently near the current retirement age (50) and were vested. The General Employees Pension Board considered the matter and approved a recommendation to offer a window from October 1, 2013 to September 30, 2014 to allow employees who are eligible to retire under the current normal retirement age the option to retire at age 50 provided they turn 50 and exercise the option prior to September 30, 2014.

A cursory review of the current retirement plan participants indicated that of the 92 participants in the General Employees' Plan, 2 of them would be eligible to retire or enter the DROP during this "window."

An amended ordinance making these changes, which contains the "window" referred to above, is attached, together with the minutes of the General Employees Pension Board meeting held on September 17, during which these changes were discussed.

**RECOMMENDED ACTION:**

**Pass the revised ordinance amending the General Employees' Retirement Plan on first reading. Second reading scheduled for October 10, 2013.**

**ATTACHMENTS:**

Name:

↳ Ord\_Amd\_Ch\_2\_Gen\_Pens\_EmplHrs,RetAge,SurvivorPens\_revised\_adopt\_10-10-13.doc

↳ DOC077.pdf

Description:

Ordinance amending General Employees' Pension Plan

General Pension Board Minutes, Actuarial Report & back-up docs

ORDINANCE NO. 13 -

entitled  
AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA,  
REVISING THE CODE OF ORDINANCES OF THE CITY OF  
PALATKA, FLORIDA, BY AMENDING Ch 2, DIV 4, THE CITY  
OF PALATKA GENERAL EMPLOYEES RETIREMENT PLAN;  
AMENDING SECTION 2-163(a), MEMBERSHIP, TO REVISE  
THE REQUIRED NUMBER OF HOURS WORKED;  
AMENDING SECTION 2-168 (b), NORMAL RETIREMENT  
CONDITIONS, BENEFIT GROUP GENERAL TO RAISE THE  
NORMAL RETIREMENT AGE TO 55 FOR MEMBERS WHO  
HAVE NOT ATTAINED AGE 50 SEPTEMBER 30, 2014; TO  
DELETE SECTION 2-172, POST-RETIREMENT SURVIVOR  
PENSION; PROVIDING FOR SEVERABILITY AND  
PROVIDING AN EFFECTIVE DATE.

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

**Section 1.** That Section 2-163 (a) of the Code of Ordinances shall be amended to read as follows:

**Sec. 2-163. Membership; termination of membership; elected public officials.**

- (a) Employees. An individual who is employed by the City in a position normally requiring ~~4,000~~ 1,500 or more hours of work in a year shall be a member of the retirement plan unless employed in an excluded position

All other parts of Sec. 2-163 shall remain the same.

**Section 2.** That Section 2-168 (b) of the Code of Ordinances shall be amended to read as follows:

**Sec. 2-168. Normal retirement conditions**

- (b) Members of the *Benefit Group General* are eligible for normal service retirement when the member has attained age ~~50~~ 55 or older and has seven or more years of credited service, or the individual has 30 or more years of credited service without regard to age. Employees who are members of the retirement plan as of October 1, 2013 who will attain age 50 by September 30, 2014 shall not be subject to the 2013 amended requirement that members attain age 55 (with at least seven years of credited service), in order to qualify for normal retirement.

All other parts of Sec. 2-168 shall remain the same.

**Section 3.** That Section 2-172, *Post-Retirement Survivor Pension*, shall be deleted in its entirety from the Code of Ordinances.

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

**Section 5.** A copy of this Ordinance shall be furnished to the Municipal Code Corporation for insertion in the Code of Ordinances for the City of Palatka.

**Section 6.** This Ordinance shall become effective upon its final passage by the City Commission of the City of Palatka.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida on second reading this 10<sup>th</sup> day of October, 2013.

**CITY OF PALATKA**

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

**ATTEST:**

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

The following is an excerpt from the draft minutes of the 9/17/13 General Employees' Pension Board meeting:

**BENEFIT REDUCTION STUDY** – Mr. Czymbor said at the June 18 meeting the Board took some action on the Foster & Foster Actuarial Study regarding several proposed plan amendments. The Board voted to send proposed changes to the Commission which would amend the retirement age to 55 from 50, would remove the automatic survivor benefit, and recommended to increase the number of hours worked annually for membership in the Plan from 1,000 to 1,500 hours. These changes would decrease the overall contribution by around \$62,000. These were proposed to the Commission this past Thursday evening and there were questions from Mr. Register about increasing the normal retirement age from 50 to 55. There are new actuarial evaluations in this Agenda regarding withholding overtime from final average compensations, as requested by this Board in March.

Mr. Czymbor said they contacted Constangy, Brooks, & Smith, LLC, a law firm who is not on retainer by this Board, but who has done work for the City and this Board in the past. He discussed raising the age of retirement with their representative as it pertains to vested rights of employees. She stated that the General employees are not represented by a collective bargaining unit, so the Commission has the sole authority to change benefits. She did suggest offering a window for people who expected to retire within a certain period of time. They are recommending that, if you turn 50 and have the years of service necessary to retire by September 30, 2014, you would still be eligible to retire at 50. She suggested a smaller window, but he feels comfortable with a one year window. They did a quick evaluation; the City has around 92 plan participants in the General plan, and based upon this criteria, 29 participants could be eligible for this window, meaning they would have met the age and years of service requirement by September 30, 2014. There are a significant amount of people who could retire at age 50. He recommends they send this to the Commission for adoption at their next meeting. This provides that window to those people who could retire at age 50. He is not sure how that would change the predicted benefit shown by this actuarial study, as almost one third of participants would impact that potential savings; they may not all retire, but there will be some impact. There will still be a savings by adopting this. This Board's obligation is to balance the needs of plan participants with meeting the financial obligations of the Plan. He moved to recommend adoption of the ordinance as amended to include the window of opportunity for retirees planning to retire at age 50. Mr. Jones seconded the motion.

Discussion ensued over the Window of Opportunity provision; ordinance effective October 1, and window closes September 30, 2014. Mr. Czymbor clarified that if the employee does not elect to retire within that window of opportunity, the employee cannot draw retirement benefits until age 55.

There being no further discussion the motion passed three in favor, opposed by Mr. Register.

Mr. Czymbor said adding option D, which removes overtime from benefit calculations, would include these changes. This removes overtime, but does include longevity pay. The net decrease in payroll is 2.7% as the estimated pensionable payroll goes down when not including overtime. \$76,000 of pensionable payroll is overtime; this is a relatively small amount compared to police and fire. This creates a \$17,000 net decrease. He's not sure it's worth removing the overtime provision of pension. Mr. Register said many departments don't get overtime, but others require overtime. That should be included in pensionable payroll. Mr. Jones concurred and said it is such a small amount of savings to be realized, he can't see changing it.

Mr. Czymbor said the next option is to reduce the multiplier from 2.5 to 2.25. This further reduces the contribution by around \$60,000; this would include the option to not include overtime. Chairman/Commissioner Norwood concurred that the removal of overtime is a negligible amount, and this is probably not the time to take benefits away from employees. He doesn't want to handicap the City by making uninformed decisions. Discussion ensued regarding removing overtime versus reducing the multiplier, and whether or not those are worth the anticipated reduction amounts. Mr. Register said he does not believe they need to further reduce benefits at this time; what is on the table is sufficient. Mr. Jones concurred, as did Mr. Czymbor, who said the four-year smoothing should help the Plan going forward, as the City's overall contribution will go down.



July 26, 2013

Via Mail & Email

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

Re: City of Palatka General Employees' Retirement Plan  
Benefit Reduction Study

Dear Ruby:

As requested, we have performed a special actuarial analysis of the impact on the City's funding requirements associated with various benefit changes.

The changes considered were as follows:

- A. Provide that the Normal Form of benefit payment at retirement will be a Lifetime only benefit. Currently married participants receive a 75% joint and survivor Normal Form of benefit. Please note that Members currently eligible for Normal Retirement will get to keep the 75% joint and survivor Normal Form of benefit if they are married when they ultimately retire.
- B. Amend the Normal Retirement Date to be the earlier of Age 55 with 7 years of Credited Service or 30 years of Credited Service, regardless of Age. Please note that the Normal Retirement Date for Members currently eligible for Normal Retirement will not be changed.
- C. Provide both of the benefit changes outlined above (Life only benefit and 55 & 7 Normal Retirement).
- D. Provide both of the benefit changes outlined above and provide that the definition of pensionable Salary be amended to be base salary including longevity (no overtime). Please note that Members currently eligible for Normal Retirement would not be changed.
- E. Provide for the three changes outlined in Item D above and reduce the benefit accrual rate for future service from 2.50% to 2.25%. Service prior to the effective date would still be calculated using a 2.50% benefit rate. The change in the prospective benefit accrual rate would apply to all Members, regardless of whether or not they are currently eligible for Normal Retirement.
- F. Provide for the three changes outlined in item D above and reduce the benefit accrual rate for future service from 2.50% to 2.00%. Service prior to the effective date would still be calculated using a 2.50% benefit rate. The change in the prospective benefit accrual rate would apply to all Members, regardless of whether or not they are currently eligible for Normal Retirement.

Ruby Williams  
July 26, 2013  
Page 2

The impacts on the City's funding requirements resulting from the proposed changes, determined as of October 1, 2012 and applicable to the fiscal year ending September 30, 2014, are outlined on the attachment.

Please also note that recently adopted Senate Bill 1128 provides that a Plan can increase Member contributions without being required to increase benefits. Prior to adoption of Senate Bill 1128, it was required that the Plan improve benefits in order to be able to increase Member contributions. While we are not recommending this option, we wanted to point out that it is an option that could be used to offset a portion of the City's funding requirement for future years.

This study represents the impact that possible benefit changes would have on the funding requirements, but in no way is meant to imply that the proposed changes are legally acceptable. Some of the alternatives appear to reduce the value of accrued benefits such as changing the retirement dates and changing the Normal Form of Payment.

If you have any questions regarding this analysis, please let me know.

Sincerely,



Patrick T. Donlan

PTD/lke

City of Palatka  
 General Employees' Retirement Plan  
 Actuarial Analysis of Benefit Changes  
 Determined as of October 1, 2012  
 As Applicable to Fiscal 2014

Plan	Normal Form of Payment (if Married)	Normal Retirement Date	Salary Definition Includes OT?	Benefit Accrual Rate For Future Service	Estimated Pensionable Payroll *	Required City Cont. % Payroll	Increase % Payroll	Estimated Dollar Requirement (City) *	Estimated Dollar Increase *
Current	75% JS	50 & 7, 30 & Out	Yes	2.50%	\$2,822,571	29.1%		\$821,368	
A	Life only	50 & 7, 30 & Out	Yes	2.50%	\$2,822,571	28.4%	-0.7%	\$801,610	(\$19,758)
B	75% JS	55 & 7, 30 & Out	Yes	2.50%	\$2,822,571	27.5%	-1.8%	\$776,207	(\$45,161)
C	Life only	55 & 7, 30 & Out	Yes	2.50%	\$2,822,571	26.9%	-2.2%	\$759,272	(\$62,097)
D	Life only	55 & 7, 30 & Out	No	2.50%	\$2,746,485	27.0%	-2.1%	\$741,551	(\$79,817)
E	Life only	55 & 7, 30 & Out	No	2.25%	\$2,746,485	25.8%	-3.3%	\$708,593	(\$112,775)
F	Life only	55 & 7, 30 & Out	No	2.00%	\$2,746,485	24.6%	-4.5%	\$675,635	(\$145,733)

\* The pensionable payroll as of October 1, 2012 was \$2,822,571. If the definition of pensionable Salary were amended to exclude overtime then the pensionable payroll would drop by approximately 2.7% to approximately \$2,746,485. The actual City requirement would be the percentages shown times the actual pensionable payroll realized in fiscal 2014. The estimated dollar amounts are shown to disclose the approximate impact of making the change to the Salary definition. If the City has to pay 27.0% of a smaller payroll, then the dollar requirement for the City is lower.

4

*General Pension Board 6/18/13 mtg.*

**CITY MANAGER'S MEMORANDUM – Proposed Plan Amendments – Mr. Czymbor** said they've had actuarial studies done on changing some of the components of the Plan. He is recommending this Board move forward with Items listed on his memorandum (filed) as B, C and D, which will have a positive impact on the City's contribution without adversely affecting the Plan's participants. He'd like to also move forward to amend the definition of 'eligible employee' by increasing the required hours to around 29 hours per week, from 20 hours per week. This is in conjunction with the new Health Care laws, which take effect this year. These are two separate issues, but it is appropriate to make this change to the Plan to synchronize these employee benefits.

Mr. Lorenzen asked, as to Option B, if this means the City will offer a "lifetime only" benefit with no survivor benefits? Mr. Register said at this time there is an automatic 75% survivor benefit for spouses after the participant's death. You can choose a lifetime only benefit, or you can chose to provide a 100% survivor benefit to a beneficiary, but that reduces the retiree's benefit during his/her lifetime, also. This would amend Section 2-172, which now states that if no option is chosen the spouse will receive a 75% benefit for life after the death of the member spouse.

As to amending the retirement age from 50 to 55, Mr. Lorenzen said if a member is employed 7 years, he's vested, and asked if his/her retirement is based upon 7 years of service? The answer was yes. Discussion ensued on retirement age of 55 versus 60. It was noted this change will apply to all employees (members) going forward unless an exception was made for current members. Mr. Lorenzen asked how the City's plan compares to other communities within a 40 to 50 mile radius, such as St. Augustine or Green Cove Springs. Mr. Czymbor said the City has only one collective bargaining unit. For everyone under the general employees' plan, the Commission determines the benefit. There is no "group" to bargain with. This is a very high quality pension plan which provides good benefits, and is comparable to other plans. Mr. Lorenzen said they want to retain good employees by offering good benefits. Mr. Register said they've had people working for 20 to 25 years with the expectation of retiring at 50, and now they will have to wait another 5 years. They should give people the option to retire at 50.

As to reducing the formula benefit, the 2.0% multiplier would apply going forward, not to benefits already earned. The other option is to make these changes for all new hires. There was consensus to look at a grandfathering clause.

Don Kitner, Executive Director, Palatka Gas Authority, said he has no problem with options B or C. He has a problem with option D as this is a significant drop in the multiplier, noting there must be another way to cut costs. He suggested eliminating overtime from pension calculations. Pension should be based on your base salary. It puts everyone on the same playing field and eliminates the tendency to artificially inflate

pension benefits by working a lot of overtime during the last few years of employment. Bonuses and overtime should not be included in pension calculations.

Betsy Driggers, City Clerk, 102 Canal Drive, E. Palatka, Member, General Employees Pension Plan, concurred with Mr. Kitner's comments. As she is not eligible to receive overtime, the only way her pension benefit increases is through years of service and raises. There have been no raises for five years. If the multiplier is lowered, even just going forward, what little annual increase she now earns towards her retirement benefit will be even smaller.

Mr. Lorenzen moved to recommend the City adopt Option B to amend the Normal Form of Benefit Payment to Lifetime Only. Mr. Czymbor seconded the motion, which passed unopposed. .

Mr. Lorenzen moved to recommend the City adopt Option C to amend normal retirement to age 55 or 30 years of service, regardless of age. Mr. Jones seconded the motion, which passed four in favor, opposed by Mr. Register.

Mr. Register moved to recommend the City Commission amend the definition of eligible employee to increase the annual required hours of work from 1,000 to 1,500 per year effective October 1. Mr. Lorenzen seconded the motion and confirmed this is comparable to going to a 29 hour week. There being no further discussion, the motion was voted upon and passed unopposed.

Mr. Czymbor moved to recommend the City adopt Option D to reduce the benefit accrual rate from 2.5% to 2% going forward for discussion purposes. Mr. Lorenzen seconded the motion. Mr. Czymbor said under Option A it appears they went from 2.5 to 2.25 for future years of service. This is a 1.3% savings instead of a 2.5% savings. It is his suggestion to order an actuarial evaluation on eliminating overtime as part of considered remuneration, and compare those results to Options A and D. After discussion, Mr. Czymbor moved to table this item to a time certain of September 17 with the caveat they order an actuarial evaluation from the actuary on removing overtime from compensation. Mr. Register seconded the motion. Mr. Lorenzen said he will not be here on September 17. Commissioner Norwood said for small boards, they can have individuals "conference in" on meetings if they are available. They should consider making that part of the by-laws. Mr. Czymbor said they can agenda that for the next meeting. There being no further discussion on the motion to table, the question was called and the motion passed unopposed.

**NEXT MEETING – September 17, 2013.**

**VERNON MYERS**  
MAYOR COMMISSIONER

**MARY LAWSON BROWN**  
VICE MAYOR COMMISSIONER

**ALLEGRA KITCHENS**  
COMMISSIONER

**PHIL LEARY**  
COMMISSIONER

**JAMES NORWOOD, JR.**  
COMMISSIONER



**MICHAEL J. CZYMBOR**  
CITY MANAGER

**BETSY JORDAN DRIGGERS**  
CITY CLERK

**MATTHEW D. REYNOLDS**  
FINANCE DIRECTOR

**GARY S. GETCHELL**  
CHIEF OF POLICE

**MICHAEL LAMBERT**  
CHIEF FIRE DEPT

**DONALD E. HOLMES**  
CITY ATTORNEY

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

## MEMORANDUM

**TO: Members, General Employees' Pension Board Of Trustees**  
**FROM: Michael J. Czymbor, City Manager**  
**SUBJECT: General Employees' Pension Plan Amendments**  
**DATE: June 7, 2013**

As you know, the various pension boards have been looking at plan amendments with the goal of reducing the amount of City required contribution in order to keep the Plans solvent. A number of options were considered, and an actuarial evaluation has been completed on those options which show the impact on the City's funding requirements. I have attached a copy of that evaluation for your reference.

The changes I'd like the General Employees' Pension Board to consider implementing are as follows:

1. Option B: Provide that the normal form of benefit payment at retirement will be a Lifetime Only benefit. Currently married participants receive a 75% joint and survivor Normal Form of benefit.
2. Option C: Amend the Normal Retirement Date to be the earlier of Age 55 with 7 years of Credit Service, or 30 years of Credited Service, regardless of age.
3. Option D: Reduce the benefit accrual rate for future service from 2.50% to 2.00%. Service prior to the effective date would still be calculated using a 2.50% benefit rate.

In addition, I'd like the Board to consider amending Section 2-163(a) concerning the definition of eligibility requirements for Employees to read as follows:

Section 2-163(a) – *Employees* - An individual who is employed by the City in a position normally requiring ~~1,000~~ 1,500 or more hours of work in a year shall be a member of the Retirement Plan unless employed in an excluded position.

These are my recommendations. Please be prepared to discuss and vote on these recommendations at the 6/18/13 meeting.

# *Agenda Item*

7



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**ORDINANCE** amending Chapter 94, Zoning Code, to allow Sandwich Signs for special events in the Downtown Zoning District - 2nd Reading, Adopt

**SUMMARY:**

This is 2nd reading of an ordinance that would allow sandwich signs for special events approved by the City Commission. This change was requested by the Main Street Manager. Such signs would be bound by the current standards that now allow them for a downtown business in front of their store. Special event sandwich signs are limited to not more than two signs on each side of the street within one block, and must be removed within a set time frame as identified in the staff report. The Planning Board recommended approval of this item at their August 6, 2013 meeting.

The City Commission passed this ordinance on first reading on 9/12/13.

**RECOMMENDED ACTION:**

**Adopt Ordinance allowing Sandwich Signs in Downtown Zoning District during special events on 2nd Reading**

**ATTACHMENTS:**

Name:

- D Ord\_Amd\_Ch\_62\_Sign\_Code\_Text\_Changes\_Sandwich\_Signs\_ps.pdf
- D PB\_Min\_08\_06\_13\_sandwich.pdf
- D Staff\_Report.pdf

Description:

- Ordinance
- Planning Board Minutes
- Staff Report

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

**ORDINANCE NO. 13 -**

**AN ORDINANCE OF THE CITY OF  
PALATKA, FLORIDA, REVISING  
STANDARDS FOR TEMPORARY SIGNS FOR  
SPECIAL EVENTS HELD WITHIN THE  
DOWNTOWN BUSINESS AND DOWNTOWN  
RIVERFRONT ZONING DISTRICTS;  
PROVIDING FOR SEVERABILITY AND  
PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, application has been made by the Palatka Main Street Manager for certain amendments to the Sign Code of the City of Palatka, Florida, and

**WHEREAS**, all the necessary procedural steps have been accomplished, including two public hearings before the City Commission of the City of Palatka on September 12, 2013 and September 26, 2013; and

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

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

**Section 1.** The following Sign Code Section shall be amended as follows.

- (j) *Permitted signs*
- 1) Directional signs, ground signs limited to six feet in height, 30 square feet in size, and eight feet in width, and wall signs.
  - (2) One A-frame, sandwich sign, or menu board with the following applicable standards.
    - (a) one sign per building front placed on a public sidewalk.
    - (b) uniform size of two feet in width and three feet in height, as measured by any single face.
    - (c) signs to be placed on the sidewalk in such a manner so as to maintain a minimum of 48 inches of clear

area on the adjacent sidewalk for pedestrian movement.

- (d) signs are to be of rigid, weather resistant material such as wood, metal, or plastic.
- (e) signs allowed for special events, limited to not more than two signs on each side of the street within one block; with signs allowed one day prior to a weekly event, six days prior to an annual event; and with signs being removed within one day after the event.

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

**Section 3.** A copy of this Ordinance shall be furnished to the Municipal Code Corporation for insertion in the Code of Ordinances for the City of Palatka, Florida.

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

**PASSED AND ADOPTED** by the City Commission of the City of Palatka on this 26<sup>th</sup> day of September, 2013.

**CITY OF PALATKA**

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

**ATTEST:**

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

stated, the downtown is in dire need of a steady hand, long view, and the ability to stay with the program for eventual success.

Mr. Pickens stated that while he appreciated Mr. Rudd's comments regarding the importance of trying to maintain continuity between this block and the adjoining blocks, Mr. Brown's comments had more impact to him, in his description of the block, what it has been for a long, long time and what it is going to be. He does not believe that this church, in this block, is going to break up continuity that does not exist.

**Motion** made by Mr. Pickens seconded by Ms. Gooding to approve the request. **DISCUSSION:** Mr. Wallace stated he believes that it will slow up and even break up efforts being made for downtown. Chairman Stewart asked for a show of hands, which resulted in (4) yays and (3) nays, with Mr. DeLoach, Ms. Gooding, Chairman Stewart and Mr. Pickens voting in favor and Ms. Moody, Mr. Wallace and Mr. Harwell voting against the motion. Motion carried.

**Case 13-33** Request to amend the Municipal Code Sec. 62 and Sec. 94 revising standards for temporary A-frame, sandwich, and menu board signs for special events held within the Downtown Business and Downtown Riverfront zoning districts.

**Applicant:** Palatka Main Street, Charles Rudd

Mr. Crowe advised that this request to allow sandwich signs for promoting special events in downtown zoning districts. "A-frame" type sandwich signs are currently allowed for storefront businesses in downtown zoning districts with the following standards: one sign is allowed per building front placed on a public sidewalk and all signs shall be a uniform size of two feet in width and three feet in height, as measured by any single face. The signs are to be placed on the sidewalk leaving a minimum of 48 inches of clear area on the adjacent sidewalk for pedestrian passage and the signs are to be made of rigid, weather resistant material such as wood, metal, or plastic. These standards limit such signs to specific advertising for an individual storefront business. Staff is proposing the ability to place sandwich signs in the downtown area that promote special events approved by the City Commission.

Charles Rudd, Palatka Main Street Manager, stated that special events are a vital part of any comprehensive approach for revitalization and believes it is in the best interest of the common good. He believes that it is a good approach to reach people about the upcoming public events.

**Motion** made by Mr. Pickens and seconded by Ms. Moody. All voted affirmative. Motion carried.

**Case 13-35** Conditional Use request for a pawn shop located at 701 St. Johns Ave.

**Owner:** Thomas V. Kavanaugh

**Applicant:** David Buth

Mr. Crowe reviewed the evaluation criteria and stated that this request is for an established retail merchant that is currently operating at this location. The Applicant wishes to expand the business to include pawn services. Staff believes that this application meets applicable conditional use criteria and recommended approval with the following conditions:

- the wall sign facing St. Johns Ave. shall be centered on the building façade;
- the wall sign facing S. 7th St. shall be located as shown on the schematic or alternatively located between the north end of the building and the center of the building along that street; and
- the garbage can shall be placed along the side of the building toward the rear so as not to completely block the sidewalk.

**Motion** made by Ms. Moody and seconded by Ms. Gooding. All present voted affirmative. Motion carried.

**Case 13-33**

**Request to Amend Sign and Zoning Codes**  
**(Allow sandwich signs for special events in downtown zoning districts)**

**STAFF REPORT**

**DATE:** July 30, 2013

**TO:** Planning Board Members

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

**APPLICATION REQUEST**

A request by Palatka Main Street, Inc. to amend the Sign and Zoning Codes to allow sandwich signs for special events in the Downtown Riverfront and Downtown Business zoning districts. Public notice included newspaper advertisement.

**APPLICATION BACKGROUND**

A-frame-type sandwich signs are currently allowed for storefront businesses in downtown zoning districts with the following standards applicable:

- One sign per building front placed on a public sidewalk.
- Sign shall be a uniform size of two feet in width and three feet in height, as measured by any single face.
- Signs are placed on the sidewalk in such a manner so as to maintain a minimum of 48 inches of clear area on the adjacent sidewalk (for pedestrian movement).
- Signs are to be made of rigid, weather resistant material such as wood, metal, or plastic.

These standards limit such signs to specific advertising for an individual storefront business. The Applicant is requesting the ability to place sandwich signs in the downtown area that promote special events. Table 1 provides a summary of downtown special events, which require approval by the City Commission. Palatka Main Street sponsors the monthly events, while the annual events are hosted by a variety of non-profit and merchant groups.

**Table 1: Palatka Special Events**

<b>Event</b>	<b>Frequency</b>	<b>Date or Hours</b>	<b>Activities</b>
4 <sup>th</sup> of July Celebration	Annual	July (evening)	Fireworks, live music, vendor booths
Artoberfest	Annual	October (weekend)	Live music, vendor booths, car show
Azalea Festival	Annual	March (weekend)	Live music, vendor booths
Blue Crab Festival	Annual	May (weekend)	Live music, vendor booths, rides
Chalk Explosion	Annual	April (weekend)	Sidewalk chalk art
Christmas Parade	Annual	November	Parade, tree lighting
Cracker Boys Bass Tournament	Annual	March (weekend)	Fishing tournament
Light the Riverfront	Annual	December	Parade
MLK Parade	Annual	February (day)	Parade
March of Dimes Walk	Annual	March (day)	Walk
Mug Race	Annual	May (weekend)	Sailboat race

Event	Frequency	Date or Hours	Activities
NEFAR Bass Tournament	Annual	April (weekend)	Fishing tournament
Palatka Bicycle Festival	Annual	March (weekend)	Bicycle rides ending at riverfront
St. Johns River Blues Festival	Annual	November (weekend)	Live music, vendor booths
Shrimp Blast	Annual	August (weekend)	Live music, vendor booths
Swamp Fest	Annual	October	Games & rides
Veterans Day Parade	Annual	November	Parade
Wolfson Bass Tournament	Annual	May (weekend)	Fishing tournament
Downtown Cruise-in	Monthly	5-9 PM	Live music, vendor booths, car show
Third Friday Street Party	Monthly	6-10 PM	Live music, vendor booths, car show
Wine/Beer Strolls	Monthly	5-9 PM	Live music, wine/beer tasting inside local businesses

Staff proposes the following revisions to Zoning Code Section 94-161 and 94-162 (permitted signs in downtown zoning districts). New language is underlined and deleted language is ~~struck through~~. Subsections a-d below are not new changes but help to better organize the multiple standards for sandwich signs.

(j) *Permitted signs.*

- (1) Directional signs, ground signs limited to six feet in height, 30 square feet in size, and eight feet in width, and wall signs, ~~and.~~
- (2) One A-frame, sandwich sign, or menu board with the following applicable standards.
  - a. one sign per building front placed on a public sidewalk, ~~provided that such sign shall be a~~
  - b. uniform size of two feet in width and three feet in height, as measured by any single face, ~~and that such~~
  - c. signs ~~are to be~~ placed on the sidewalk in such a manner so as to maintain a minimum of 48 inches of clear area on the adjacent sidewalk for pedestrian movement. ~~These~~
  - d. signs are to be of rigid, weather resistant material such as wood, metal, or plastic.
  - e. signs allowed for special events, limited to not more than two signs on each side of the street within one block; with signs allowed one day prior to a weekly event, six days prior to a monthly event, and one month prior to an annual event; and with signs being removed within one day after the event.

**PROJECT ANALYSIS**

Per Section 94-38(f)(2) of the Zoning Code, the Planning Board must study and consider proposed zoning text amendments in relation to the following criteria (if applicable), shown in underlined text (staff response follows each criterion).

The planning board shall consider and study:

a. The need and justification for the change.

Staff comments: the following justifications are applicable.

- The amendment would promote downtown events, direct visitors to events, and encourage downtown revitalization.
- The amendment would restrict time and location frequency of proposed signage to limit visual clutter.

- b. The relationship of the proposed amendment to the purposes and objectives of the city's comprehensive planning program and to the comprehensive plan, with appropriate consideration as to whether the proposed change will further the purposes of this chapter and other city ordinances, regulations and actions designed to implement the comprehensive plan.

**Staff comments:** no specific Comprehensive Plan policies are applicable to this amendment and the amendment is not in conflict with the goals, objectives, and policies of the Comprehensive Plan. This amendment is in keeping with the goals, objectives, and policies of the Comprehensive Plan.

#### **STAFF RECOMMENDATION**

Staff recommends approval of Case 13-33 revising Zoning Code Section 94-161 and 94-162 to revise sign standards for the Downtown Business and Downtown Riverfront zoning districts as noted below.

(j) *Permitted signs.*

- (1) Directional signs, ground signs limited to six feet in height, 30 square feet in size, and eight feet in width, and wall signs, and.
- (2) ~~One~~ A-frame, sandwich sign, or menu board with the following applicable standards.
  - a. one sign per building front placed on a public sidewalk. ~~provided that such sign shall be a~~
  - b. uniform size of two feet in width and three feet in height, as measured by any single face, ~~and that such~~
  - c. signs ~~are~~ to be placed on the sidewalk in such a manner so as to maintain a minimum of 48 inches of clear area on the adjacent sidewalk for pedestrian movement. ~~These~~
  - d. signs are to be of rigid, weather resistant material such as wood, metal, or plastic.
  - e. signs allowed for special events, limited to not more than two signs on each side of the street within one block; with signs allowed one day prior to a weekly event, six days prior to a monthly event, and one month prior to an annual event; and with signs being removed within one day after the event.

*Agenda  
Item*

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**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**ORDINANCE** amending Chapter 78, Taxation, Article II, Electricity and Gas Tax, to provide for a flat rate of taxation for sales of electricity and cooking and heating gas - 2nd Reading, Adopt

**SUMMARY:**

Section 78-31 of the Code of Ordinance for the City of Palatka states: *"There is hereby levied by the city, on each and every sale in the city of electricity and cooking and heating gas, a tax equal to ten percent of the first \$1,000.00 or fraction thereof, of the charge made by the seller of such electricity and cooking and heating gas; and a tax equal to four percent of all charges above \$1,000.00 made by the seller of such electricity and cooking and heating gas. "*

According to Attorney General Opinion's 87-45 and specifically 89-11, the City of Palatka is not authorized to establish a cap which would exempt from taxation that portion of the service generating tax revenue in excess of a maximum monetary cap. Therefore, staff is recommending that the ordinance be amended to remove the four percent on all charges above \$1,000 and to establish a consistent rate of ten percent on all electricity and cooking and heating gas sales in the City of Palatka.

This ordinance was passed on first reading on 9/12/13. The attached ordinance is the "clean" version (no strike-through/underline).

**RECOMMENDED ACTION:**

**Adopt on 2nd Reading the ordinance amending Chapter 78, Article II, Electricity and Gas Tax to amend the levy amount to a non-tiered rate of 10%.**

**ATTACHMENTS:**

Name:

Description:

Ord\_Amd\_Ch78-31\_Taxation\_remove\_tax\_cap\_adpt\_9-26-13 doc

Ordinance amending Ch78, Taxation, to remove tiered rate

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

**ORDINANCE NO. 13 -**

**Entitled**

**AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE CITY OF PALATKA BY REVISING SECTION 78-31, TAXATION, ARTICLE II, ELECTRICITY AND GAS TAX, TO ESTABLISH A CONSISTENT PERCENTAGE OF TAX ON SALES OF ELECTRICITY AND COOKING & HEATING GAS IN THE CITY OF PALATKA; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Commission of the City of Palatka, Florida, is authorized by Chapter 166.231, Florida Statutes, to adopt ordinances to levy a public service tax on purchases of electricity and metered or bottled gas (natural liquefied petroleum gas or manufactured) as well as water, telecommunication and competitive services; and

**WHEREAS**, a municipality has no home rule powers with respect to the levy of excise or non-ad valorem taxes and exemptions therefrom, as all such taxing power must be authorized by general law of the State of Florida; and

**WHEREAS**, the Florida Attorney General has published Advisory Legal Opinions AGO 89-11 and AGO 87-45 which state municipalities may not impose or provide a maximum monetary cap per billing period for those items or services taxable pursuant to FS 166.231, or exempt from taxation that portion of a public service generating tax revenue in excess of an established monetary cap, pursuant to FS 166.231 and 166.232; and

**WHEREAS**, the City of Palatka therefore finds it necessary to revise Section 78-31 of its Code of Ordinances to remove the taxation cap imposed on sales of electricity and cooking and/or heating gas that exceed \$1,000 in order to bring its Code into compliance with Florida statutes governing the levy or excise of non-ad valorem taxes and exemptions therefrom.

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

**Section I.** That Section 78-31 of the Palatka Municipal Code of Ordinances is hereby amended to read as follows:

***Sec.78-31. Levy; amount; payment by purchaser***

There is hereby levied by the city, on each and every sale in the city of electricity and cooking and heating gas, a tax equal to ten of the charge made by the seller of such electricity and cooking and heating gas. Such tax shall in every instance be paid by the purchaser, for use of the city, to the seller of such electricity and cooking and heating gas at the time of paying the charge made by the seller therefore, and not less often than monthly.

**Section II.** That all ordinances or parts of ordinances in conflict therewith are hereby repealed to the extent of such conflict.

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

**Section V.** That this ordinance shall take effect upon its passage as provided by law.

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

**PASSED AND ADOPTED** by the City Commission of the City of Palatka on second reading this 26<sup>th</sup> day of September, 2013.

**CITY OF PALATKA**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND CORRECTNESS:**

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

*Agenda  
Item*

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**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**ORDINANCE** amending Appendix "A," Fee Schedule of the Code of Ordinances - 2nd Reading, Adopt

**SUMMARY:**

This is the 2nd reading of an ordinance amending the Fee Schedule of the Code of Ordinances. This is a collaboration between staff to updated fees related to utilities and other services provided by the City of Palatka. Many of these revisions were discussed throughout the preliminary budget workshops and include 10% increases to water, sewer and garbage collection rates as well as increases to deposits and other service fees. All fees that were previously not included in the Code, such as fees for building rentals and cemetery services & vault sales have been inserted into the Fee Schedule. Building, Planning & Zoning action fees have been restructured. Other fees that have not been updated since 2007 and before were adjusted to cover the City's cost to deliver services.

The ordinance is attached in its final version. It was presented in strike-through/underline version on 9/12/13, when it passed on first reading. Also attached is a comparison of the fees as they now appear versus the fees as they are proposed.

Several provisions of the Code will need to be updated to synchronize with this Fee Schedule changes, and those amendments will be submitted upon adoption of the Budget.

**RECOMMENDED ACTION:**

**Pass on 2nd reading this ordinance amending Appendix "A," Fee Schedule, of the Code of Ordinances of the City of Palatka**

**ATTACHMENTS:**

**Name:**

- ☐ Ord\_amd\_Appendix\_A\_Fee\_Sched\_eff\_10-1\_adpt\_9-26-13\_accepted.doc
- ☐ Appendix\_A\_Fee\_Schedule\_Break-down\_eff\_10-1-13.doc

**Description:**

- Ordinance amending Appendix A, Fee Schedule eff. 10/1/13
- Fee Schedule Comparison -- Current versus Proposed

ORDINANCE NO. 13 - 41

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING APPENDIX A (FEE SCHEDULE) OF THE MUNICIPAL CODE OF THE CITY OF PALATKA AS IT PERTAINS TO FEES AND OTHER CHARGES RELATING TO: BUILDING PERMIT AND INSPECTION FEES; CEMETERY LOTS AND SERVICES; PARKS AND RECREATION SPECIAL PERMITS, COMMUNITY CENTER RENTALS AND SPECIAL EVENTS; SIGNS; SOLID WASTE FEES FOR GARBAGE CONTAINER DEPOSITS AND COLLECTION RATES; SEPTIC DUMPING CHARGES; SUBDIVISION PLATS; WATER & SEWER UTILITY LATE PAYMENT FEES, DEPOSITS & MISCELLANEOUS FEES; WATER RATES GENERALLY, BOTH INSIDE AND OUTSIDE THE CITY LIMITS; SEWER RATES GENERALLY, BOTH INSIDE AND OUTSIDE THE CITY LIMITS; AND ZONING ACTIONS; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE OF OCTOBER 1, 2013.

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

**Section I.** That Appendix "A" to Chapter 18, Buildings & Building Regulations, of the Code of Ordinances of the City of Palatka, Florida, is hereby amended to read as follows:

**Sec. 18-268. *Permit and inspection fees.***

- (a) *Building permit and inspection fees.* The building permit and inspection fees for residential and commercial structures within the corporate limits of the city shall be computed by utilizing the tables published by the International Code Council. Although said tables are subject to periodic revision by that organization, current editions thereof may be viewed on its internet website, <http://www.iccsafe.org/cs/techservices/pdf/PRFees.pdf> or at the City Building and Zoning Office.

Fees shall be computed based upon valuations. Valuations to be determined by the building official for items not listed with valuations.

- (1) (a) \$7.00 for each valuation of \$1,000 or fraction thereof.  
(b) Minimum permit fee: \$ 50.00
  - (2) Safety inspection of structure (including electrical): Minimum fee \$100.00
- (b) *Electrical fees.*
- (1) New residential construction and mobile homes:
    - Residential service up to 200 amperes: \$100.00
    - Residential service 200 to 400 amperes, per ampere: \$ 0.30
    - Over 400 ampere service, per ampere: \$ 0.40
    - (New service includes temporary pole)
    - Temporary power pole (as separate service): \$75.00
    - Existing residential service and mobile home fees:
      - Safety inspection or recantation (one inspection), residential: \$25.00

Commercial: \$75.00  
Service hook-up or service change (plus \$0.30 per ampere increase  
(one inspection): \$50.00  
Service requiring additional inspections, per inspection: \$25.00  
Alterations and additions to existing: \$75.00

(2) *Commercial construction—New service:*

Commercial service up to 200 amperes: \$110.00  
Commercial service over 200 amperes (plus \$.40 per ampere increased): \$110.00  
(Service fees include temporary service pole)  
Temporary power pole (as separate service): \$75.00  
Commercial construction - existing service:  
Additions and alterations to existing service  
(plus \$.40 per ampere increased): \$75.00

(c) *Plumbing fees.*

(1) Residential:

New or addition to first bath: \$50.00  
Each additional bath or portion thereof: \$20.00  
Each additional fixture: \$5.00  
Installation or replacement of sewer or water service lines: \$40.00  
Alteration or additions to existing plumbing: \$50.00  
Installation of irrigation system (metered): \$50.00  
Installation of irrigation system (well): \$50.00

(2) Commercial:

(3) First fixture: \$50.00

Each additional fixture: \$ 6.00  
Alterations and additions to existing plumbing: \$50.00  
Irrigation systems same as residential: \$50.00

(d) *Mechanical permit fees.*

(1) Residential air conditioning and/or heating:

Two-ton capacity or less: \$60.00  
Each additional ton capacity or fraction thereof: \$8.00  
Additions and alterations to existing system: \$50.00  
Change-out of equipment, per unit: \$50.00

(2) Commercial air conditioning and/or heating:

Five-ton capacity or less: \$80.00  
Each additional ton capacity or fraction thereof: \$8.00  
Additions and alterations to existing system: \$60.00  
Change-out of equipment, per unit: \$60.00  
Boilers (based on BTU input):  
For the first 500,000 BTU: \$80.00  
For each additional 500,000 BTU or fractional part thereof: \$25.00

Refrigeration: Cost valuation

Underground storage tanks (fuel): Cost valuation

Installation or removal: Cost valuation

Issuance of each permit requires notification of appropriate agencies.

Exhaust hoods: Cost valuation

(e) *Gas piping fees.*

Gas piping installation or change-out including four outlets: \$50.00

Each additional outlet: \$4.00

(f) *Fire protection system fees (sprinkler, alarm, hood fire system, etc.).*

Automatic Sprinkler	Up to 10,000 square feet	\$100.00 (includes 2 inspections)
	Each additional 10,000 square feet or fraction thereof	\$20.00
Fire Alarm System	Up to 10,000 square feet	\$50.00 (includes 1 inspection)
	Each additional 10,000 square feet or fraction thereof	\$10.00
Commercial Hood and Duct System		\$50.00
Suppression System		\$50.00 (includes 2 inspections)
On-Site inspection	Up to 10,000 square feet	\$30.00 (Includes annual inspection and any additional inspections not covered above.)
	Each additional 10,000 square feet or fraction thereof	\$10.00

(g) *Moving of building or structure fees.*

For the moving of any building or structure within the city limits: \$250.00

Note: This fee does not include any highway, utility or roadway permits required by any other agencies.

(h) *Demolition of building or structure fees.*

For the demolition of any building or structure: \$75.00 for residential (per building); \$100.00 for commercial (per building)

All demolitions must meet the city standard policy for demolition.

Contractors must provide tipping fee receipts or verification that a state-approved landfill was used. If asbestos removal is required, permit holder must notify the Department of Environmental Protection.

(i) *Accessory structures.*

1. For state-approved manufactured structures under 400 square feet: \$50.00 for tie-down inspection
2. For state-approved manufactured structures 401 square feet or over: as per building permit
3. For site-built structures 150 square feet or less: \$50.00 for tie-down inspection
4. For site-built structures 151 square feet or over: as per building permit

(j) *Plan review fees with permit application.* This fee shall cover cost of reviewing plans for code and preparing marked documents. The amount of the plan review fee shall be as follows:

(1) Single-family and multifamily residences, additions and related remodels (under two units):

Construction Value	Fee
\$0.00 through \$5,000.00	\$20.00
5,000.01 through 10,000.00	\$30.00
10,000.01 through 50,000.00	\$50.00
50,000.01 through 100,000.00	\$100.00
Add for each additional 100,000.00 or a fraction thereof	\$50.00

(2) Commercial and multifamily over two units, additions and related remodels:

Construction Value	Fee
\$0.00 through \$5,000.00	\$30.00
5,000.01 through 10,000.00	\$40.00
10,000.01 through 50,000.00	\$60.00
50,000.01 through 100,000.00	\$120.00
100,000.01 through 200,000.00	\$160.00
Add for each additional 100,000.00 or fraction thereof	\$60.00

When the department is requested to prepare an extra set of marked plans at the time of application, the additional fee shall be \$25.00 or \$4.00 per sheet, whichever is greater. If drawings are requested after the time of application, the additional fee shall be \$50.00 or \$4.00 per sheet, whichever is greater.

- (3) Plan review without application: Fee will be \$70.00 per hour
- (4) Utilities plan review: Fee will be 50 percent of the building plan review fee.
- (5) Fire plan review: Fee will be 50 percent of the building plan review fee.
- (6) Manufactured homes and buildings:
  - (a) Manufactured (mobile) homes: \$75.00 (separate permits required for electrical, plumbing, mechanical)
  - (b) Manufactured (modular) buildings: Same as for stick built
  - (c) Pre-move inspection: \$70.00 per hour with a 2-hour minimum
- (7) Archived plans: A deposit of \$500.00 will be required to remove archived plans from the building department for reproduction purposes.

(k) *Paving fee.* Based on valuation as per building fee.

(l) *Pools.*

- (1) In-ground: Cost valuation with separate permits required for electrical, plumbing, mechanical and gas.
- (2) Aboveground: \$75.00 with separate permits required for electrical, plumbing, mechanical and gas.

(m) *Roofing fee.* Based on valuation as per building fee with a minimum fee of \$75.00

- (n) *Reinspection fee.* A reinspection fee shall be charged at \$25.00 per violation. No reinspection will be conducted until the fee is paid. A second reinspection for the same violation shall be charged at \$100.00.
- (o) *Returned checks.* All returned checks will be paid in cash with a \$25.00 service charge added for checks up to \$50.00; a \$30.00 service charge for checks between \$51.00 and \$300.00; and a \$40.00 service charge for checks over \$300.00. A stop work order will be placed on the job until these fees are paid.
- (p) Fees not covered will be determined by the Chief Building Official.
- (q) *Late penalty.* Where work for which a permit is required by the city is started or proceeded with prior to obtaining the permit, the fees specified in this schedule shall be doubled, but the payment of such double fee shall not relieve any person from fully complying with the requirements of the Code in execution of the work or from any other penalties prescribed in the Code.

**Sec. 18-270. Permit fee for installation of satellite dish \$30.00**

**Sec. 18-295. Contractors certificate fees.**

- (1) Initial application fee for all local or registered contractors: \$75.00 for certified contractors and those granted reciprocity.
  - (a) A person who applies for a certificate or a renewal of shall pay the following:
- (2) Renewal fee for active status: \$50.00
- (3) Renewal fee for inactive status: \$25.00

**Section II.** That Appendix “A” to Chapter 22, Cemeteries, of the Code of Ordinances of the City of Palatka, Florida, is hereby amended to read as follows:

**1. Sec. 22-4. Prices for lots, vault liners and services in city cemeteries:**

(1) Adult lot (5 ft. x 10 ft.)	\$750.00 ***
(2) Infant lot (2.5 ft. x 5 ft.)	\$375.00 ***
(3) Titan Vault	\$450.00 plus tax
(4) Graveliner Vault	\$300.00 plus tax
(5) Vault Setting Fee	\$200.00
(6) Interment	
a. Monday - Saturday 9:00 a.m. – 5:00 p.m.*	\$650.00
b. Monday – Saturday after 5:00 p.m.	\$750.00
c. Sundays & City holidays 9:00 a.m. – 4:00 p.m.	\$1,000.00
(7) Cremation Interment	
a. Monday - Saturday (no setup), 9:00a.m.- 5:00 p.m.*	\$250.00
b. Monday - Saturday, (with setup) 9:00 a.m. – 5:00 p.m.*	\$400.00
c. After 5:00 p.m., or Sunday w/no set-up	\$500.00
d. Sunday (with set-up) 9:00 a.m. – 4:00 p.m.	\$650.00
(8) Mausoleum Interment	
a. Monday- Saturday 9:00 a.m. – 5:00 p.m.*	\$450.00
b. Monday – Saturday after 5:00 p.m.	\$550.00
c. Sunday 9:00 a.m. – 4:00 p.m.	\$750.00
(9) Other Interments/Services:	
a. Disinterment /Reinterment 9:00 a.m. – 5:00 p.m.*/**	\$500.00

- b. Reinterment with set-up 9:00 a.m. – 5:00 p.m.\*/\*\* \$650.00
- c. Indigent interment 9:00 a.m. – 5:00 p.m.\*/\*\* \$250.00
- d. Additional set-ups include (1) one tent and (12) twelve chairs = \$200.00

\* Funeral Services should be concluded by 5:00 p.m. at the cemetery. Any funeral not concluded by 5:00 p.m. will be billed at the after 5:00 p.m. rate.  
 \*\* Must be conducted Monday-Friday during normal business hours  
 \*\*\* Plus applicable doc stamps and recording fees, to be collected at time of lot sale

- Funeral Services may be conducted on City observed holidays; however, all Other Interments exclude City-observed legal holidays.
- All funeral arrangements shall be scheduled two business days prior to services

**Section III.** That Appendix “A” to Chapter 50, Parks, of the Code of Ordinances of the City of Palatka, Florida, is hereby amended to read as follows:

**Sec. 50-150. Special Permits – Fees**

a. Park Permits – See Sec. 50-281, Special Events Schedule of Fees

b. Rentals

- i. Booker Park (Hours of Operation 6:00 a.m.-8:00 p.m.)\*\*
  - 1. 4 Hours \$ 80.25\*
  - 2. 8 Hours \$160.50\*
- ii. Price Martin Community Center  
(Hours of Operation 6:00 a.m. - 11:00 p.m.)\*\*
  - 1. 4 Hours without Kitchen \$160.50\*
  - 2. 4 Hours with Kitchen \$214.00\*
  - 3. 8 Hours without Kitchen \$240.75\*
  - 4. 8 Hours with Kitchen \$294.25\*
- iii. Bronson House (Hours of Operation 6:00 a.m. - 11:00 p.m.)\*\*\*
  - 1. Entire day (includes kitchen) \$374.50\*
  - 2. Per hour without kitchen \$ 80.25\*
  - 3. Per hour with kitchen \$107.00\*

\*Includes tax

\*\*Requires \$100.00 deposit

\*\*\*Requires \$500.00 deposit

The City of Palatka reserves the right upon review to require the presence of one or more Police Officers at a cost of \$23.00 an hour per officer during any event.

**Sec. 50-281, Div 4 – Special Events Schedule of Fees.**

The following fee schedule is hereby established for all special events unless otherwise waived by the city commission or its representative.

**Permit fees-per day:**

Attendance Rate:	Permit Fee
"Class A" Permit Fee per day	\$300.00

"Class B" Permit Fee per day	\$100.00
"Class C" Permit Fee	\$ 50.00

**FEES FOR SERVICES PROVIDED BY CITY PERSONNEL:** The following fees are for police and fire personnel, and the building inspector assigned to special duty to provide security services for all special events:

Police personnel:	\$23.00 per hour (2 hour minimum)
Fire personnel:	\$23.00 per hour (2 hour minimum)
Building Inspector:	\$23.00 per hour (2 hour minimum)

(Fee Schedule Amended by Ord. No. 03-23, Art. IV, 10-23-2003)

**Section IV.** That Appendix "A" to Chapter 62, Signs, of the Code of Ordinances of the City of Palatka, Florida, is hereby amended to read as follows:

**Sec. 62-49. Sign permit fees.**

- (a) Cost valuation with minimum permit fee of \$50.00
- (b) Additional fees include: Plan review and any additional required inspections (i.e. footing and electrical)
- (c) An electrical permit will be required if illuminated

**Section V.** That Appendix "A" to Chapter 66, Solid Waste, of the Code of Ordinances of the City of Palatka, Florida, is hereby amended to read as follows:

- 1. That provisions for residential and commercial garbage container deposits are hereby added as follows:

<b>Sec. 66.2. Residential Container Deposit:</b>	\$ 60.00
Refunded upon return of Container	
<b>Sec. 66-2(d). Residential Container Drop-off Fee:</b>	\$ 40.00
<b>Sec. 66-3(b). Commercial Container Deposit:</b>	
(1) ½ Yard (2 Residential Containers)	\$120.00
Refunded upon return of Containers	
If containers are lost or stolen, a charge of \$120.00 shall be applied to the customer's account and an additional \$120.00 deposit shall be required	
<b>Commercial Container Fee*:</b>	
(1) ½ Yard (2 Residential Containers)	\$ 40.00
(2) 1 Yard	\$182.00
(3) 2 Yard	\$202.00
(4) 4 Yard	\$272.00
(5) 6 Yard	\$352.00
(6) 8 Yard	\$414.00

\* Fee shall be assessed upon creation of a new commercial account and upon replacement of container(s) unless the commercial account is less than six (6) months old.

***Fee for picking up and cleaning commercial garbage containers: \$100.00***

2. ***That Sec. 66-9, Garbage Collection Rates*** are hereby amended as follows:

- (a) For each residence, apartment or other single family dwelling unit:  
\$13.20 per month
- (b) For each commercial enterprise or business establishment and any building or occupancy other than single-family: \$2.10 per cubic yard per pickup.

**Section VI.** That Appendix “A” to Chapter 74, Subdivisions, of the Code of Ordinances of the City of Palatka, Florida, is hereby amended to read as follows:

***Chapter 74 – Subdivisions: Fee Schedule.***

- (a) Street vacation/abandonment: \$400.00
- (b) Sketch plan review: \$250.000
- (c) Preliminary plat base fee: \$500.00
- (d) Final plat base fee: \$400
- (e) Fee for filing final plat: \$5.00 for each lot contained in the subdivision.
- (f) Lot split: \$100.00

**Section VII.** That the following sections of Appendix “A” to Chapter 86 of the Code of Ordinances of the City of Palatka, Florida, are hereby amended as follows:

***Sec. 86-215. Discharge of contents of septic tanks into sewer system*** is hereby added as follows: (c). Fees: Septic Dumping Charge: \$0.07 per gallon, payable at time of service

***Sec. 86-285 (a). Late Payment Fee (assessed after 20 days)*** \$ 5.00

***Sec. 86-285 (b). Reconnection fee*** when services have been suspended or disconnected for nonpayment during normal hours of operation  
(Monday through Friday, 8:30 a.m. - 5:00 p.m., excluding holidays) \$25.00

***Sec. 86-285 (b). Reconnection fee*** when services have been suspended or disconnected for nonpayment, when such reconnection is requested after 5:00 p.m. and before 8:30 a.m., or on weekends or holidays \$40.00

***Sec. 86-312. Water Deposit and miscellaneous fees.***

- (1) Residential Service
  - a. Inside City – minimum \$130.00\*
  - Inside City – maximum \$205.00\*

b. Outside City – minimum	\$155.00*
Outside City – maximum	\$230.00*

\* If the current deposit on hand is below the maximum amount stated above and a late payment penalty is incurred or the account is suspended or disconnected for nonpayment, there shall be an additional \$25 charge added to the customer's account. This charge shall be applied to the deposit on hand until the deposit on hand reaches the maximum amount stated above.

(2) Commercial Service

a. Three-quarter inch connections – minimum:  
\$300.00 or average of two and one-half months' estimated bills, whichever is greater\*  
Three-quarter inch connections – maximum:  
average of past four months' bills\*

b. One-inch or larger connections – minimum:  
Average of two and one-half months' estimated bills\*  
One-inch or larger connections – maximum:  
Average of past four months' bills\*

\* If the current deposit on hand is below the maximum amount stated above and a late payment penalty is incurred or the account is suspended or disconnected for nonpayment, there shall be an additional charge equal to one-half of the past months' bill added to the customer's account. This charge shall be applied to the deposit on hand until the deposit on hand reaches the maximum amount stated above.

(3) Irrigation Service

a. Inside City – minimum:  
\$150.00 or average of two and one-half months' estimated bills, whichever is greater \*  
Inside City – maximum:  
Average of past four months' bills\*

b. Outside City – minimum:  
\$200.00 or average of two and one-half months' estimated bills, whichever is greater \*  
Outside City – maximum:  
Average of past four months' bills\*

\* If the current deposit on hand is below the maximum amount stated above and a late payment penalty is incurred or the account is suspended or disconnected for nonpayment, there shall be an additional charge equal to one-half of the past months' bill added to the customer's account. This charge shall be applied to the deposit on hand until the deposit on hand reaches the maximum amount stated above.

(4) Service Charges:

a. Transfer of service (one location to another)	\$35.00
b. Meter Accuracy Test	\$50.00



**Sec. 86-314. Water rates generally.**

(a) *Schedule:*

<b>Base Facility Charge</b>	<b>Charge Amount</b>
<i>Individually Metered Residential Accounts</i> Per Meter Regardless of Meter Size	\$16.08
<i>Master-Metered Residential Accounts</i> Per Dwelling Unit	\$14.48
<i>Non-Residential Accounts</i> Per Meter Regardless of Meter Size	\$25.73
<i>Separate Irrigation Only Meters/Accounts</i> Per Meter Regardless of Meter Size	\$25.73

<b>Usage Charges (in 1,000 gallons)</b>				
	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>	<b>Tier 4</b>
<i>Individually &amp; Master-Metered Residential Accounts</i> Per Dwelling Unit Rate per 1,000 Gallons	0 - 4,000 \$0.91	4,001 - 8,000 \$1.53	8,001 - 12,000 \$3.05	12,000+ \$6.09
<i>Non-Residential Accounts</i> Per Meter Rate per 1,000 Gallons	All Use \$1.88			
<i>Separate Irrigation Only Meters/Accounts</i> Per Meter Rate per 1,000 Gallons	0 - 12,000 \$3.05	12,000+ \$6.09		

All rates are figured per 1,000 gallons

**Sec. 86-315. Water rates outside city limits.**

(a) *Schedule:*

<b>Base Facility Charge</b>	<b>Charge Amount</b>
<i>Individually Metered Residential Accounts</i> Per Meter Regardless of Meter Size	\$20.10
<i>Master-Metered Residential Accounts</i> Per Dwelling Unit	\$18.10
<i>Non-Residential Accounts</i> Per Meter Regardless of Meter Size	\$32.15
<i>Separate Irrigation Only Meters/Accounts</i> Per Meter Regardless of Meter Size	\$32.15

**Usage Charges (in 1,000 gallons)**

	Tier 1	Tier 2	Tier 3	Tier 4
<i>Individually &amp; Master-Metered Residential Accounts</i>				
Per Dwelling Unit	0 - 4,000	4,001 - 8,000	8,001 - 12,000	12,000+
Rate per 1,000 Gallons	\$1.13	\$1.90	\$3.81	\$7.61
<i>Non-Residential Accounts</i>				
Per Meter	All Use			
Rate per 1,000 Gallons	\$2.34			
<i>Separate Irrigation Only Meters/Accounts</i>				
Per Meter	0 - 12,000	12,000+		
Rate per 1,000 Gallons	\$3.81	\$7.61		

All rates are figured per 1,000 gallons

**Sec. 86-344. Sewer Rates Inside City Limits.**

(a) *Schedule:*

<u>Base Facility Charge</u>	<u>Charge Amount</u>
<i>Individually Metered Residential Accounts</i> Per Meter Regardless of Meter Size	\$22.66
<i>Master-Metered Residential Accounts</i> Per Dwelling Unit	\$20.39
<i>Non-Residential Accounts</i> Per Meter Regardless of Meter Size	\$36.25

<b>Usage Charges (in 1,000 gallons)</b>			
	Tier 1	Tier 2	Tier 3
<i>Individually &amp; Master-Metered Residential Accounts</i>			
Per Dwelling Unit	0 - 4,000	4,001 - 12,000	12,000+
Rate per 1,000 Gallons	\$1.11	\$1.86	N/A
<i>Non-Residential Accounts</i>			
Per Meter	All Use		
Rate per 1,000 Gallons	\$1.86		

(b) *Individually & master-metered residential bill:* Usage of more than 12,000 gallons per month per dwelling unit shall not be billed.

**Sec. 86-345. Sewer Rates Outside City Limits.**

(a) *Schedule:*

<u>Base Facility Charge</u>	<b>Charge Amount</b>
<i>Individually Metered Residential Accounts</i> Per Meter Regardless of Meter Size	\$28.33
<i>Master-Metered Residential Accounts</i> Per Dwelling Unit	\$25.49
<i>Non-Residential Accounts</i> Per Meter Regardless of Meter Size	\$45.30

<b>Usage Charges (in 1,000 gallons)</b>			
	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>
<i>Individually &amp; Master-Metered Residential Accounts</i> Per Dwelling Unit	0 - 4,000	4,001 - 12,000	12,000+
Rate per 1,000 Gallons	\$1.39	\$2.32	N/A
<i>Non-Residential Accounts</i> Per Meter	All Use		
Rate per 1,000 Gallons	\$2.32		

*Outside individually & master-metered residential bill:* Usage of more than 12,000 gallons per month per dwelling unit shall not be billed.

*All other parts and provisions of Appendix A to Chapter 86 shall remain.*

**Section VIII.** That Appendix "A" to Chapter 94, Zoning, of the Code of Ordinances of the City of Palatka, Florida, is hereby amended to read as follows:

**Sec. 94-39. Fee schedule for zoning actions.**

- (a) Annexation: \$600.00, with a waiver allowed by the City Manager with the written findings that the annexation will substantively and positively impact one or more of the following: utility system efficiency, utility system revenue enhancement, environmental protection, or fiscal relief.
- (b) Small scale amendment: \$750.00
- (c) Large scale amendment: \$1,600.00
- (d) Conditional use and variance: \$300.00 (residential), and \$450.00 (nonresidential)
- (e) Historic district certificate of appropriateness: \$80.00
- (f) Historic district certificate of appropriateness (after the fact): \$120.00
- (g) Historic district creation/expansion: no fee
- (h) Rezoning: \$700.00
- (i) Rezoning with a concurrent small-scale future land use map amendment: \$1,250.00
- (j) Rezoning with a concurrent large-scale future land use map amendment: \$2,300.00
- (k) Rezoning, Planned Unit Development: \$850.00
- (l) Rezoning, Planned Unit Development minor modification: \$250.00
- (m) Rezoning, Planned Unit Development major modification: \$600.00
- (n) Fee for site clearing and/or tree removal/relocation permit: \$100.00

- (o) Alcohol beverage license: \$50.00
- (p) Appeal of staff decision: \$300.00
- (q) Concurrency certification: \$150.00, plus cost of traffic study if necessary
- (r) Mobile food vendor: \$100.00
- (s) Site plan review (conceptual): \$250.00
- (t) Site plan review (other): \$500.00
- (u) Variance (residential): \$450.00
- (v) Variance (nonresidential): \$550.00
- (w) Variance (after the fact): \$750.00
- (x) Zoning/Municipal Code text change: \$450.00
- (y) Zoning letter: \$50.00

**Section IX.** That all ordinances or parts of ordinances in conflict therewith are hereby repealed to the extent of such conflict.

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

**Section XI.** 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 XII.** This Ordinance shall become effective as of October 1, 2013.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida, on second reading this 26<sup>th</sup> day of September, 2013.

**CITY OF PALATKA**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

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

## FEE SCHEDULE Current and Proposed

### SECTION I – CHAPTER 18 – BUILDINGS & BUILDING REGULATIONS

#### CURRENT

Sec. 18-268. *Permit and inspection fees.*

<u>Total Valuations</u>	<u>Fees</u>
\$0.00 to \$10,000.00	\$75.00 minimum permit fee
10,000.01 to 25,000.00	\$75.00 for the first \$10,001.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
25,000.01 to 75,000.00	\$92.25 for the first \$25,000.00 plus \$3.75 for each additional \$1,000.00 or fraction thereof, to and including \$75,000.00
75,000.01 to 125,000.00	\$242.25 for the first \$75,000.00 plus \$3.50 for each additional \$1,000.00 or fraction thereof, to and including \$125,000.00
125,000.01 to 250,000.00	\$379.75 for the first \$125,000.00 plus \$3.25 for each additional \$1,000.00 or fraction thereof, to and including \$250,000.00
250,000.01 to 500,000.00	\$598.50 for the first \$250,000.00 plus \$3.00 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
500,000.01 to 750,000.00	\$1,036.00 for the first \$500,000.00 plus \$2.75 for each additional \$1,000.00 or fraction thereof, to and including \$750,000.00
750,000.01 to 1,000,000.00	\$1,411.00 for the first \$750,000.00 plus \$2.50 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
1,000,000.01 and up	\$1,723.50 for the first \$1,000,000.00 plus \$2.25 for each additional \$1,000.00 or fraction thereof

#### **PROPOSED**

**Fees shall be computed based upon valuations**

**(1) \$7.00 for each valuation of \$1,000 or fraction thereof**

**(2) Minimum permit fee: \$50.00**

#### CURRENT

(d) *Mechanical permits fees.*

Each additional ton capacity or fraction thereof: \$5.00

#### **PROPOSED**

(d) *Mechanical permit fees.*

Each additional ton capacity or fraction thereof: \$8.00

#### CURRENT

(2) Commercial air conditioning and/or heating:

Each additional ton capacity or fraction thereof: \$5.00

#### **PROPOSED**

(2) Commercial air conditioning and/or heating:

Each additional ton capacity or fraction thereof: \$8.00

**CURRENT**

(i) *Accessory structures.*

1. For state-approved manufactured structures under 400 square feet: \$25.00 for tie-down inspection
3. For site-built structures 150 square feet or less: \$25.00 for tie-down inspection

**PROPOSED**

(i) *Accessory structures.*

1. For state-approved manufactured structures under 400 square feet: \$50.00 for tie-down inspection
3. For site-built structures 150 square feet or less: \$50.00 for tie-down inspection

**SECTION II – CHAPTER 22, CEMETERIES**

**CURRENT:**

Sec. 22 – 4. Lot Prices in City Cemeteries:

Adult Lot (5' x 10')	\$550.00
Infant Lot (2.5' x 5') includes open/close	\$225.00

Adult Interment

Mon-Fri	9:00 a.m. – 5:00 p.m.	\$400.00
Sat		\$500.00
After 5:00 p.m.		\$500.00

Cremation Interment

Mon-Fri	9:00 a.m. – 5:00 p.m.	\$250.00
Sat		\$300.00
After 5:00 p.m.		\$300.00
No set-up before 5:00 p.m.		\$100.00

Disinterment or Reinterment	9:00 a.m. – 5:00 p.m.	\$275.00
Reinterment with set-up	9:00 a.m. – 5:00 p.m.	\$400.00
Indigent Interment PC	9:00 a.m. – 5:00 p.m.	\$250.00

Mausoleum Interment

Mon-Fri	9:00 a.m. – 5:00 p.m.	\$300.00
Saturday		\$400.00
After 5:00 p.m.		\$400.00

**1. Sec. 22-4. Prices for lots, vault liners and services in city cemeteries:**

(1) Adult lot (5 ft. x 10 ft.)	\$750.00 ***
(2) Infant lot (2.5 ft. x 5 ft.)	\$375.00 ***
(3) Titan Vault	\$450.00 plus tax
(4) Graveliner Vault	\$300.00 plus tax
(5) Vault Setting Fee	\$200.00
(6) Interment	
a. Monday - Saturday 9:00 a.m. – 5:00 p.m.*	\$650.00
b. Monday – Saturday after 5:00 p.m.	\$750.00
c. Sundays & City holidays 9:00 a.m. – 4:00 p.m.	\$1,000.00
(7) Cremation Interment	
a. Monday - Saturday (no setup), 9:00a.m.- 5:00 p.m.*	\$250.00

- b. Monday - Saturday, (with setup) 9:00 am – 5:00 pm\* \$400.00
- c. After 5:00 p.m., or Sunday w/no set-up \$500.00
- d. Sunday (with set-up) 9:00 a.m. – 4:00 p.m. \$650.00
- (8) Mausoleum Interment
  - a. Monday- Saturday 9:00 a.m. – 5:00 p.m.\* \$450.00
  - b. Monday – Saturday after 5:00 p.m. \$550.00
  - c. Sunday 9:00 a.m. – 4:00 p.m. \$750.00
- (9) Other Interments/Services:
  - a. Disinterment /Reinterment 9:00 a.m. – 5:00 p.m.\*/\*\* \$500.00
  - b. Reinterment with set-up 9:00 a.m. – 5:00 p.m.\*/\*\* \$650.00
  - c. Indigent interment 9:00 a.m. – 5:00 p.m.\*/\*\* \$250.00
  - d. Additional set-ups include (1) one tent and (12) twelve chairs = \$200.00

\* Funeral Services should be concluded by 5:00 p.m. at the cemetery. Any funeral not concluded by 5:00 p.m. will be billed at the after 5:00 p.m. rate.

\*\* Must be conducted Monday-Friday during normal business hours

\*\*\* Plus applicable doc stamps and recording fees, to be collected at time of lot sale

- Funeral Services may be conducted on City observed holidays; however, all Other Interments exclude City-observed legal holidays.
- All funeral arrangements shall be scheduled two business days prior to services

### **SECTION III – PARKS AND RECREATION**

#### **CURRENT:**

Sec. 50-281, Div 4 – Special Events Schedule of Fees.

The following fee schedule is hereby established for all special events unless otherwise waived by the city commission or its representative.

Attendance is based upon historical data. In a case where no historical data is available, the minimum fee shall be based on the lowest per-day fee. Attendance formula means the total attendance divided by the number of days of operation.

Permit fees per day:

"Class A" Permit Fee with Attendance Up to 10,000 per day	\$150.00
"Class A" Permit Fee with Attendance 10,000-40,000 per day	\$225.00
"Class A" Permit Fee with Attendance 40,000-80,000 per day	\$300.00
"Class B" Permit Fee per day	\$100.00
"Class C" Permit Fee	\$ 50.00

Daily fees for special events with an estimated attendance of more than 80,000 for any one day shall be set by the City Commission.

**FEEES FOR SERVICES PROVIDED BY CITY PERSONNEL:** The following fees are for police and fire personnel, and the building inspector assigned to special duty to provide security services for all special events:

Police personnel:	\$23.00 per hour (2 hr. minimum)
Fire personnel:	\$23.00 per hour (2 hr. minimum)
Building Inspector:	\$23.00 per hour (2 hr. minimum)

**PROPOSED:**

- a. **Park Permits – See Sec. 50-281, Special Events Schedule of Fees**
- b. **Rentals – (Note: These fees have only heretofore been shown on the permit application and have never been included in the Code. This action will insert them into the Code's Fee Schedule.) RATES SHOWN ARE CURRENT RATES, NO INCREASES.**
  - i. **Booker Park (Hours of Operation 6:00am-8:00pm)\*\***
    - 1. **4 Hours \$80.25\***
    - 2. **8 Hours \$160.50\***
  - ii. **Price Martin Community Center (Hours of Operation 6:00am-11:00pm)\*\***
    - 1. **4 Hours without Kitchen \$160.50\***
    - 2. **4 Hours with Kitchen \$214.00\***
    - 3. **8 Hours without Kitchen \$240.75\***
    - 4. **8 Hours with Kitchen \$294.25\***
  - iii. **Bronson House (Hours of Operation 6:00am-11:00pm)\*\*\***
    - 1. **Entire day (includes kitchen) \$374.50\***
    - 2. **Per hour without kitchen \$80.25\***
    - 3. **Per hour with kitchen \$107.00\***

\*Includes tax

\*\*Requires \$100.00 deposit

\*\*\*Requires \$500.00 deposit

The City of Palatka reserves the right upon review to require the presence of one or more Police Officers at a cost of \$23.00 an hour per officer during any event.

**Sec. 50-281, Div 4 – Special Events Schedule of Fees. – NOTE: The ONLY CHANGE being proposed to this fee schedule is to remove attendance caps on Class A permit fees. All Class A permit fees will be \$300.00 per day without regard to the projected or final attendance at the Event.**

**Permit fees per day:**

“Class A” Permit Fee, per day	\$300.00
“Class B” Permit Fee, per day	\$100.00
“Class C” Permit Fee, per day	\$ 50.00

*NOTE: All fees for services provided by City Personnel will remain unchanged.*

**SECTION IV – CHAPTER 62 - SIGNS**

**CURRENT**

Section 62-49 Sign permit fees

- (a) Cost valuation with minimum permit fee of \$25.00

**PROPOSED**

Section 62-49 Sign permit fees

- (a) **Cost valuation with minimum permit fee of \$50.00**
- (b) Additional fees include: Plan review and any additional required inspections (i.e. footing and electrical)
- (c) An electrical permit will be required if illuminated

**SECTION V – CHAPTER 66 – SOLID WASTE**

**CURRENT**

- Sec. 66-2(a). Residential Container Charge: \$65.00 \*
- \* Note: rate not heretofore included in Code Appendix A, but referenced in Sec. 66-2
- Sec. 66.3(b). Fee for picking up and cleaning commercial garbage containers: \$35.00
- Sec. 66.9. Garbage collection Rates:
  - (a) For each residence, apartment or other single Family dwelling unit: \$12.00
  - (b) For each commercial enterprise or business establishment and any building or occupancy other than single-family: \$1.90 per cubic yard per pickup.

**PROPOSED**

- Sec. 66-2(a). Residential Container Charge DEPOSIT: \$60.00  
REFUNDED UPON RETURN OF CONTAINER
  - Sec. 66-2(d). Residential Container Drop-off Fee: \$40.00
  - Sec. 66.3(b) (1) Fee for picking up and cleaning commercial Garbage containers: \$100.00  
Commercial Container Deposit:
    - (2) ½ Yard (2 Residential Containers) \$120.00  
Refunded upon return of Containers
- If containers are lost or stolen, a charge of \$120 shall be applied to the customer's account and an additional \$120 deposit shall be required

**ALSO BEING ADDED TO SEC. 66(b):**

- (3) Commercial Container Fee\*:
  - (a) ½ Yard (2 Residential Containers) \$ 40.00
  - (b) 1 Yard \$182.00
  - (c) 2 Yard \$202.00
  - (d) 4 Yard \$272.00
  - (e) 6 Yard \$352.00
  - (f) 8 Yard \$414.00

\*Fee shall be assessed upon creation of a new commercial and upon replacement of container(s) unless the commercial account is less than six (6) months old.

- Sec. 66.9 Garbage collection rates:
  - (a) For each residence, apartment or other single Family dwelling unit: \$13.20
  - (b) For each commercial enterprise or business establishment and any building or occupancy other than single-family: \$2.10 per cubic yard per pickup.



Usage Charges	Tier 1	Tier 2	Tier 3	Tier 4
Individually & Master Metered . . . .	\$0.83	\$1.39	\$2.77	\$5.54
Non-residential Accounts . . . .	\$1.71			
Separate Irrigation Only . . . .	\$2.77	\$5.54		

**PROPOSED**

**Sec. 86-314(a) Base Facility Charge \$16.08**

<b>Master-Metered Residential Accounts</b>	<b>\$14.48</b>
<b>Non-Residential Accounts</b>	<b>\$25.73</b>
<b>Separate Irrigation Only Meters</b>	<b>\$25.73</b>

Usage Charges	Tier 1	Tier 2	Tier 3	Tier 4
Individually & Master Metered . . . .	\$0.91	\$1.53	\$3.05	\$6.09
Non-residential Accounts . . . .	\$1.88			
Separate Irrigation Only . . . .	\$3.05	\$6.09		

**CURRENT**

**Sec. 86-315 Water rates outside city limits**

**(a) Schedule:**

Individually Metered Residential Accounts	\$18.27
Master-Metered Residential Accounts	\$16.45
Non-Residential Accounts	\$29.23
Separate Irrigation Only Meters	\$29.23

Usage Charges	Tier 1	Tier 2	Tier 3	Tier 4
Individually & Master Metered . . .	\$1.03	\$1.73	\$3.46	\$6.92
Non-residential Accounts . . . .	\$2.13			
Separate Irrigation Only . . . .	\$3.46	\$6.92		

**PROPOSED**

**Sec. 86-315 Water rates outside city limits**

**(a) Schedule:**

<b>Individually Metered Residential Accounts</b>	<b>\$20.10</b>
<b>Master-Metered Residential Accounts</b>	<b>\$18.10</b>
<b>Non-Residential Accounts</b>	<b>\$32.15</b>
<b>Separate Irrigation Only Meters</b>	<b>\$32.15</b>

Usage Charges	Tier 1	Tier 2	Tier 3	Tier 4
Individually & Master Metered . . .	\$1.13	\$1.90	\$3.81	\$7.61
Non-residential Accounts . . . .	\$2.34			
Separate Irrigation Only . . . .	\$3.81	\$7.61		

**CURRENT**

**Sec. 86.344(a) Schedule**

Individually Metered Residential Accounts	\$20.60
Master-Metered Residential Accounts	\$18.54
Non-Residential Accounts	\$32.95

<u>Usage Charges</u>	Tier 1	Tier 2
Individually Metered Residential Accounts	\$1.01	\$1.69
Non-Residential Accounts	\$1.69	

**PROPOSED**  
**Sec. 86.344(a) Schedule**

<b>Individually Metered Residential Accounts</b>	<b>\$22.66</b>	
<b>Master-Metered Residential Accounts</b>	<b>\$20.39</b>	
<b>Non-Residential Accounts</b>	<b>\$36.25</b>	

<u>Usage Charges</u>	Tier 1	Tier 2
Individually Metered Residential Accounts	\$1.11	\$1.86
Non-Residential Accounts	\$1.86	

**CURRENT**  
**Sec. 86-345 Sewer Rates Outside City Limits**  
**(a) Schedule**

Individually Metered Residential Accounts	\$25.75	
Master-Metered Residential Accounts	\$23.17	
Non-Residential Accounts	\$41.18	

<u>Usage Charges</u>	Tier 1	Tier 2
Individually Metered Residential Accounts	\$1.26	\$2.11
Non-Residential Accounts	\$2.11	

**PROPOSED**  
**Sec. 86-345 Sewer Rates Outside City Limits**  
**(b) Schedule**

<b>Individually Metered Residential Accounts</b>	<b>\$28.33</b>	
<b>Master-Metered Residential Accounts</b>	<b>\$25.49</b>	
<b>Non-Residential Accounts</b>	<b>\$45.30</b>	

<u>Usage Charges</u>	Tier 1	Tier 2
Individually Metered Residential Accounts	\$1.39	\$2.32
Non-Residential Accounts	\$2.32	

**SECTION VIII – CHAPTER 94, ZONING**

**CURRENT:**  
 Sec. 94-39. Fee schedule for zoning actions.

- (a) Annexation:  
 (1) Small scale amendment: \$1,000.00

(2) Large scale amendment:	\$1,500.00
(b) Conditional use and variance:	\$ 130.00
(c) Historic district certificated of appropriateness/creation/expansion:	\$ 42.00
(d) Rezoning:	\$ 130.00
(e) Rezoning with a concurrent small-scale future land use map amendment:	\$ 450.00
(f) Rezoning with a concurrent large-scale future land use map amendment:	\$1,500.00

(Ord. No. 07-11, § I, 5-24-2007)

Section 94-186(c)(5)c. (n) Fee for site clearing and/or tree removal/relocation permit \$30.00

## PROPOSED

### Sec. 94-39. Fee schedule for zoning actions.

(a) Annexation: \$600.00, with a waiver allowed by the City Manager with the written findings that the annexation will substantively and positively impact one or more of the following: utility system efficiency, utility system revenue enhancement, environmental protection, or fiscal relief.	
(b) Small scale amendment:	\$ 750.00
(c) Large scale amendment:	\$1,600.00
(d) Conditional use and variance: \$300.00 (residential), and \$450.00 (nonresidential)	
(e) Historic district certificated of appropriateness/creation/expansion:	\$ 80.00
(f) Historic district certificate of appropriateness (after the fact):	\$ 120.00
(g) Historic district creation/expansion: no fee (d) Rezoning:	\$ 700.00
(h) Rezoning	\$ 700.00
(i) Rezoning with a concurrent small-scale future land use map amendment:	\$1,250.00
(j) Rezoning with a concurrent large-scale future land use map amendment:	\$2,300.00
(k) Rezoning, Planned Unit Development:	\$ 850.00
(l) Rezoning, Planned Unit Development minor modification:	\$ 250.00
(m) Rezoning, Planned Unit Development major modification:	\$ 600.00
(n) Fee for site clearing and/or tree removal/relocation permit	\$ 100.00

### THE FOLLOWING FEES ARE PROPOSED TO BE ADDED TO CH 94 FEE SCHEDULE:

<u>(o) Alcohol beverage license: \$50.00</u>
<u>(p) Appeal of staff decision: \$300.00</u>
<u>(q) Concurrency certification: \$150.00, plus cost of traffic study if necessary</u>
<u>(r) Mobile food vendor: \$100.00</u>
<u>(s) Site plan review (conceptual): \$250.00</u>
<u>(t) Site plan review (other): \$500.00</u>
<u>(u) Variance (residential): \$450.00</u>
<u>(v) Variance (nonresidential): \$550.00</u>
<u>(w) Variance (after the fact): \$750.00</u>
<u>(x) Zoning/Municipal Code text change: \$450.00</u>
<u>(y) Zoning letter: \$50.00</u>

*Agenda  
Item*

**10**



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**REQUEST TO LOCATE FM ANTENNA ON RADIO TOWER** at Palatka Fire Department – Alex Sharp, President, Downtown Palatka, Inc.- *Item tabled on September 12, 2013*

**SUMMARY:**

Alex Sharp, President, Downtown Palatka, Inc. appeared before the Commission on September 12 in reference to DPI's request to locate a low-frequency FM radio antenna on the tower at the Downtown Fire Station. There were two issues that needed to be resolved prior to the Commission taking action on his request. One was a test to be performed on the equipment frequencies to determine whether or not it would not interfere with other public safety antenna that are already located on this Tower. The other was the drafting of a Memorandum of Agreement between the City and DPI concerning the location of the DPI antenna on the City's tower.

**RECOMMENDED ACTION:**

**Hear updates on status of testing and drafting of MOA, and take action on request.**

**ATTACHMENTS:**

Name:	Description:
<input type="checkbox"/> <a href="#">DOC087.pdf</a>	DPI Request and related material

VERNON MYERS  
MAYOR - COMMISSIONER

MARY LAWSON BROWN  
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS  
COMMISSIONER

PHIL LEARY  
COMMISSIONER

JAMES NORWOOD, JR.  
COMMISSIONER



MICHAEL J. CZYMBOR  
CITY MANAGER

BETSY JORDAN DRIGGERS  
CITY CLERK

MATTHEW D. REYNOLDS  
FINANCE DIRECTOR

GARY S. GETCHELL  
CHIEF OF POLICE

MICHAEL LAMBERT  
CHIEF FIRE DEPT

DONALD E. HOLMES  
CITY ATTORNEY

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

## REQUEST TO BE PLACED ON CITY COMMISSION AGENDA

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

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

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

Downtown Palatka, Inc. - Alex Sharp, President

Address: PO Box 832, Palatka, FL e-mail alex.sharp@hotmail.com

Daytime Phone 386-916-0838 Other ph. 386-917-5866 Fax \_\_\_\_\_

Requested meeting date: 9/12/2013 Meeting date assigned: table to 9-26-13  
(For Clerk's Office Use Only)

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

Subject Matter you wish to address: For DPD to place a Low Power FM station ANTENNA on the radio tower at City of Palatka, Fire Station, 100 N 11th St., Palatka  
see attached letter (attach additional sheet if necessary)

Commission Action Requested, if any: To support DPD's acquiring a LPFM station license application By allowing antenna space on existing radio tower at 100 N. 11th St. Palatka

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 288.105

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

201 N. 2ND STREET • PALATKA, FLORIDA 32177

PHONE: (386) 329-0100

www.palatka-fl.gov

FAX: (386) 329-0106



P.O. Box 832  
Palatka, FL 32178  
Phone: 386-328-0909  
[www.palatkadowntown.com](http://www.palatkadowntown.com)

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Downtown Palatka, Inc.  
PO Box 832  
Palatka, FL 32178-0832  
August 28, 2013

Mayor Vernon Myers  
City of Palatka Commissioners  
201 N. 2<sup>nd</sup> Street  
Palatka, FL 32177

Dear Mayor and City Commissioners:

The Executive Board and the members of Downtown Palatka, Inc. have voted in favor of applying for a license for a Low Power FM station. The FCC only approves a certain number of licenses once every ten years. The window for applying for such a license is coming up in October. DPI would like to ask the City to support this worthwhile endeavor by allowing DPI to place the antenna on the existing radio tower at the Palatka Fire Station, 100 N. 11<sup>th</sup> Street.

The City of Palatka will benefit from the LPFM station by being allowed to broadcast all emergencies, any type of street information, information pertaining to city residents, etc. The LPFM station will be beneficial to the Palatka Main Street program by broadcasting progress reports and initiatives, downtown news and special events. On a broader sense the LPFM station will enrich, inform, and entertain anyone within the 3.5 mile listening radius. The station is required to be educational in format and broadcast 36 hours per week.

The educational aspect of the station is endless with educational programs from K-12 grade such as kids reading programs, and new and traditional ways to improve literacy. The station could offer students from the Florida School of Arts the chance to learn professional broadcasting. Environmental education opportunities, health benefits, reviews of green projects, etc., and tie in with our GP Educational Center. There can be history programs related to Putnam County and the City of Palatka and in doing so preserving our history, local churches could broadcast their news, sermons and calendars. Horticultural education with weekly Master Gardeners, recreational and sports news programs to support our "It's Our Nature" county wide theme, and of course music.



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*Sponsor of the Florida Azalea Festival and the Gem City Shrimp Blast*

August 27, 2013  
Page 2

We feel the Low Power FM station will support DPI's mission in promoting and supporting Downtown Palatka Businesses in the business district.

Sincerely,

*Alex Sharp by RC*

Alex Sharp, President and the Executive Board

Downtown Palatka, Inc.

Cc

Lorraine Carr

DPI, Secretary



## Betsy Driggers

---

**From:** Lorraine Carr [lcarr304@aol.com]  
**Sent:** Tuesday, August 27, 2013 5:02 PM  
**To:** Betsy Driggers  
**Subject:** Re: Downtown Palatka, Inc.

Please put Alex on the agenda for the specific request.

You can also let Mr Czymbor know as well.

Thanks,

Lorraine Carr  
DPI, Secretary

Sent from my iPhone

On Aug 27, 2013, at 3:57 PM, Betsy Driggers <[bdriggers@palatka-fl.gov](mailto:bdriggers@palatka-fl.gov)> wrote:

We have a regular meeting scheduled for September 12. They can come and speak during public comment to advise the Commission they are applying for the license and will be bringing a formal request to the September 12 meeting (the Commission can't take action on anything not on the agenda). Or I can run this past the City Manager and see what he says. This agenda closed over a week ago and was published on Friday. I know you know how that works ☺

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

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

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**From:** [LCarr304@aol.com](mailto:LCarr304@aol.com) [<mailto:LCarr304@aol.com>]  
**Sent:** Tuesday, August 27, 2013 1:21 PM  
**To:** Betsy Driggers  
**Cc:** [alex.sharp@hotmail.com](mailto:alex.sharp@hotmail.com)  
**Subject:** Downtown Palatka, Inc.

Dear Betsy,

Alex Sharp, President, of DPI would like to know if there is any way possible that he can be put on the agenda at this week's City Commissioner meeting? The Executive Board and the members of DPI have voted in favor of applying for a license for a Low Power FM station under DPI's name. The FCC only allows a certain number of the licenses once every ten years. The window for the application to be filed is in Oct. so we are under a time limit deadline.

Alex would like to ask the Mayor and the City Commissioners to support the project by allowing DPI to use the tower at the City Fire Station for placement of the antenna. The LPFM station would benefit the City as being a means for all emergency broadcasts, informational use for city streets to be blocked off, any type of information that pertains to the residents of the city, information use, etc.

I called and left you a message pertaining to the topic. Please let me know.

Thanks,

Lorraine Carr  
DPI, Secretary  
386-937-5866

## Betsy Driggers

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**From:** Chris Cheatham  
**Sent:** Thursday, September 12, 2013 11:26 AM  
**To:** Alex Sharp  
**Cc:** Michael J. Czymbor; Betsy Driggers  
**Subject:** RE: Proposed FM broadcast transmitter at Palatka Fire Department main station

You need to draw up a formal MOU to my understanding between DPI and the City

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**From:** Alex Sharp [mailto:[alex.sharp@hotmail.com](mailto:alex.sharp@hotmail.com)]  
**Sent:** Thursday, September 12, 2013 11:19 AM  
**To:** Chris Cheatham  
**Cc:** Michael J. Czymbor; Betsy Driggers  
**Subject:** Re: Proposed FM broadcast transmitter at Palatka Fire Department main station

What other documents others than the test results are you needing?

Sent from my iPhone

On Sep 12, 2013, at 11:04 AM, "Chris Cheatham" <[ccheatham@palatka-fl.gov](mailto:ccheatham@palatka-fl.gov)> wrote:

Morning Alex,

We wanted to find out the status of DPI FM project. We wanted to let you know that we are recommending the Board table the discussion until we have a test complete and any other necessary documents in order, but you may still present something if you wish.

Thanks,

Chris

---

**From:** Alex Sharp [mailto:[alex.sharp@hotmail.com](mailto:alex.sharp@hotmail.com)]  
**Sent:** Monday, September 09, 2013 5:53 PM  
**To:** Larry Beaton  
**Cc:** [ryan@kesslerandgehman.com](mailto:ryan@kesslerandgehman.com); [akuleski@putnamsheriff.org](mailto:akuleski@putnamsheriff.org); Michael J. Czymbor; Chris Cheatham  
**Subject:** Re: Proposed FM broadcast transmitter at Palatka Fire Department main station

Do you know What the height on the city hall tower?

Sent from my iPhone

On Sep 9, 2013, at 5:49 PM, "Larry Beaton" <[lbeaton@putnamsheriff.org](mailto:lbeaton@putnamsheriff.org)> wrote:

Good evening Alex and group:

There are only three channels in normal use on the Palatka Fire Department tower. The other frequencies I listed are either on the Palatka Police Department tower or are in use in close proximity of the fire department tower because of pagers, mobile, or portable radios. I wanted the engineer to do an intermod check on all of these because

of the possibility of the FM broadcast station causing interference sufficient to cause problems for receivers on these channels operating in the vicinity of the police and fire stations.

I really can't think of another tower site that is close to the downtown area that could be used. The only other high site would be the city water tower on Westover Drive. The cellular tower on Reid Street is privately owned and I am sure they would want to lease space (my guess would be \$500-\$1000 a month). The old AM broadcast towers on River Street are in very bad shape and I don't think would be a good choice. Unfortunately, there are not any other multi-story buildings that would give you much height. The county radio system prime site tower at the Sheriff's Office is more heavily loaded than the police department tower and kind of on the fringe of the downtown area. I notice there is an antenna on top of city hall for their data system. I don't know how much coverage that would provide to you but obviously they must have access to the roof area for that antenna.

If I think of any other site that is close, I will let you know, but nothing else really comes to mind. Sorry.

Larry

Laurence "Larry" F. Beaton, Captain  
Communications Bureau  
Putnam County Sheriff's Office  
Post Office Drawer 1578  
Palatka, FL 32178-1578  
Office: 386-329-0811  
Dispatch: 386-329-0801  
Fax: 386-329-0893  
Email: [lbeaton@putnamsheriff.org](mailto:lbeaton@putnamsheriff.org)

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**From:** Alex Sharp [<mailto:alex.sharp@hotmail.com>]  
**Sent:** Friday, September 06, 2013 3:15 PM  
**To:** Chris Cheatham  
**Cc:** Larry Beaton; [ryan@kesslerandgehman.com](mailto:ryan@kesslerandgehman.com); [akuleski@putnamsheriff.org](mailto:akuleski@putnamsheriff.org); Michael J. Czymbor  
**Subject:** Re: Proposed FM broadcast transmitter at Palatka Fire Department main station

Larry,

It sounds like you have many frequencies using the tower, perhaps this is not the most appropriate place to put our LPFM antenna? Do you have a more appropriate or alternate site you could suggest? It is my understanding we are capped at 30 meters for height.

Alex Sharp

Sent from my iPhone

On Sep 6, 2013, at 2:35 PM, "Chris Cheatham" <[ccheatham@palatka-fl.gov](mailto:ccheatham@palatka-fl.gov)> wrote:

Also add

Palatka Gas Authority Data Collector 462.3625 RX

City of Palatka Data Collector 457.700 RX 452.700 TX

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**From:** Larry Beaton [<mailto:lbeaton@putnamsheriff.org>]

**Sent:** Friday, September 06, 2013 2:00 PM

**To:** [ryan@kesslerandgehman.com](mailto:ryan@kesslerandgehman.com)

**Cc:** Chris Cheatham; [akuleski@putnamsheriff.org](mailto:akuleski@putnamsheriff.org)

**Subject:** Proposed FM broadcast transmitter at Palatka Fire Department main station

Good afternoon:

It was a pleasure speaking with you regarding the proposed FM broadcast transmitter to be located on the radio tower at the Palatka Fire Department main station, 100 North 11<sup>th</sup> Street, Palatka.

As I mentioned in our conversation, we manage numerous public safety radio channels used by the City of Palatka Fire Department and the City of Palatka Police Department. My primary concern would be intermod issues caused by the proposed broadcast transmitters and desensitizing receivers that are used in the close proximity of the transmitter. The primary frequencies of concern are associated with the following public safety radio channels:

	Channel Designator	Mobile Rx	Mobile Tx
1.	Fire Primary	156.1200	158.9850
2.	Central Ops	151.4000	159.0750
3.	East Ops	153.9950	159.1950
4.	Tac 6	154.3550	154.3550
5.	Paging	154.1900	(Receivers only)
6.	VFIRE21 (White)	154.2800	154.2800
7.	PD Primary	150.9950	159.0300
8.	LE TAC	158.8800	156.0000
9.	Incident Coordination	155.1600	159.0150
10.	PD Detectives	154.0400	154.0400
11.	SO Primary	154.8750	155.6100
12.	SO Ops	154.7550	155.4300
13.	Palatka Public Works	153.8000	158.7675
14.	VFIRE23 (Blue)	154.2950	154.2950

These are channels that would be used by fire department and police department mobiles and portables in the close proximity of the tower site. On the tower proposed to be used, there is a control station on channels 1, 2, and 3. There is also a base station on channels 4, 6, and

14. Channel 13 is currently not in use because the city did not have a replacement narrow band station, but when placed back in service will probably be this repeater pair configuration. The repeater/mobile relay station would be located on the Palatka Police Department radio tower.

Please do not hesitate to call me if you have any questions regarding this data. I will be retiring on September 30<sup>th</sup>, so have included the contact information for Lt. Kuleski who will be assuming my position on October 1<sup>st</sup>. She will be able to consult me for any additional assistance we may be able to provide to you.

Larry

Laurence "Larry" F. Beaton, Captain  
Communications Bureau  
Putnam County Sheriff's Office  
Post Office Drawer 1578  
Palatka, FL 32178-1578  
Office: 386-329-0811  
Dispatch: 386-329-0801  
Fax: 386-329-0893  
Email: [lbeaton@putnamsheriff.org](mailto:lbeaton@putnamsheriff.org)

*Lt. Alisha R. Kuleski*  
Assistant Chief of Communications Bureau  
Putnam County Sheriff's Office  
PO Drawer 1578  
Palatka, FL 32178-1578  
Office: 386.329.0865  
Cell: 386.937.3335  
Fax: 386.329.0893  
Email: [akuleski@putnamsheriff.org](mailto:akuleski@putnamsheriff.org)

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