

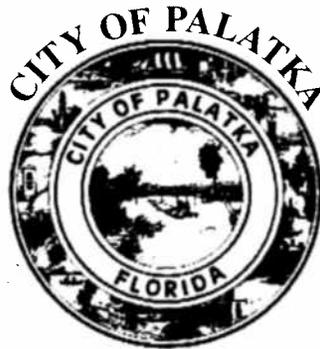
KARL N. FLAGG
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

EGRA KITCHENS
COMMISSIONER

VERNON MYERS
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



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

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

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

AGENDA CITY OF PALATKA October 8, 2009

CALL TO ORDER:

- a. Invocation – The Reverend Dietrich Champagnie, Pastor, Twelve Tribes of Israel
- b. Pledge of Allegiance
- c. Roll Call

APPROVAL OF MINUTES – 9-10-09 & 9-24-09 Meetings

1. PUBLIC RECOGNITION

- a. **PROCLAMATION – Domestic Violence Awareness Month – October, 2009**
- b. **PROCLAMATION – Breast Cancer Awareness Month – October, 2009**
- c. **PRESENTATION – FLC 25 years of Service Award** to Vice Mayor Mary Lawson Brown – Presented by John Ligon, Florida League of Cities

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

3. CONSENT AGENDA:

- *a. **Authorize expenditure of Law Enforcement Forfeiture Trust Funds in the amount of \$1,000** for use as a donation to Family and Behavioral Health Services, formerly Corner Drug Store, for the local youth shelter services
- *b. **Appoint Elizabeth van Rensburg to the Code Enforcement Board** as repr. with engineering experience for the remainder of a three-year term to expire September, 2010 (sole applicant)
- *c. **Authorize execution of contract with Ayres Associates in the amount of \$23,928.00** for Dunham Street Water Main Extension CDBG N14 Post Design/Construction Engineering Services, per City Manager's recommendation

* 4. **ORDINANCE – 3895, 4001, 4003 and 4005 Reid Street – Planning Board Recommendation to Rezone from Putnam Co. Industrial City of Palatka Industrial with a Planned Unit Development Overlay – Palatka Vest, LLC, applicant – 2nd Reading, Adopt**

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

* 6. **APPROVAL OF RFP FOR GOLF COURSE – Continued from 9/24/09 – City Manager & City Attorney**

7. ADMINISTRATIVE REPORTS

8. COMMISSIONER COMMENTS

9. ADJOURN

*Attachment

**Separate Cover

201 N. 2ND STREET • PALATKA, FLORIDA 32177

PHONE: (386) 329-0100

www.cityofpalatka.com

FAX: (386) 329-0106

AGENDA - CITY OF PALATKA
October 8, 2009
Page 2

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:

October 19, 2009 – New Water Treatment Plant Ribbon-cutting ceremony
October 31, 2009 – Trick or Treat Observance – 6:00 to 8:00 p.m.
November 11, 2009 – City offices closed in observance of Veteran's Day
November 19 – 20, 2009 – FLC Annual Legislative Conference, Orlando, FL
November 26 & 27, 2009 – City Offices closed in observance of Thanksgiving

BOARD OPENINGS:

Code Enforcement Board:	1 alternate (at large)
Housing Authority Board:	1 Resident Representative
Tree Committee:	1 Vacancy (at large)

CITY OF PALATKA



Proclamation

WHEREAS, domestic violence is a crime that impacts all citizens of Putnam County; and

WHEREAS, the impact of domestic violence is wide ranging, taking a dramatic toll on the criminal justice system, law enforcement, the health care community, and society as a whole; and

WHEREAS, each year in Putnam County an estimated 1,000 local citizens are victims of domestic violence; and

WHEREAS, it is vital for our community to support the victims of domestic violence and assist with their grave financial, physical and psychological losses; to impose legal sanctions against perpetrators of personal violence; and to help the batterers unlearn their abusive behavior; and

WHEREAS, Lee Conlee House is the only domestic violence center in Putnam County providing 24-hour services and counseling to victims and their families, and has been awarded certification through Florida's Department of Children and Families; and

WHEREAS, the Palatka City Commission urges all citizens to actively participate in and support all programs sponsored by the Lee Conlee House, thereby assisting in the elimination of domestic violence in our community.

NOW, THEREFORE, I, Karl N. Flagg, Mayor of the City of Palatka, Florida, do proclaim that the month of October, 2009 is hereby designated as

DOMESTIC VIOLENCE AWARENESS MONTH

in the City of Palatka, and urge all citizens to participate in planned activities benefiting the Lee Conlee House in its mission to provide shelter and support services to victims of domestic violence and their families.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Seal of the City of Palatka to be affixed this 8th day of October, in the Year of Our Lord Two Thousand Nine.

Commissioners:
Mary Lawson Brown
Allegra Kitchens
Vernon Myers
James Norwood, Jr.

PALATKA CITY COMMISSION

By: Karl N. Flagg, MAYOR

CITY OF PALATKA



Proclamation

WHEREAS, October 2009 is National Breast Cancer Awareness Month; and

WHEREAS, October 16, 2009 is National Mammography Day; and

WHEREAS, breast cancer is the most common cancer among women, except for skin cancer; and

WHEREAS, breast cancer is the second leading cause of cancer death in women, after lung cancer; and

WHEREAS, the chance of developing invasive breast cancer at some time in a woman's life is about 1 in 8; and

WHEREAS, African American women are more likely to die from breast cancer than women of all other races; and

WHEREAS, breast cancer occurs primarily in women, but men can also develop breast cancer and makes up less than 1 percent of all cases of breast cancer, and is usually detected in men between 60 and 70 years of age; and

WHEREAS, death rates from breast cancer have been declining, and this change is believed to be the result of earlier detection and improved treatment; and

WHEREAS, mammography and "x-ray" of the breast, is recognized as the single most effective method of detecting breast changes that may be cancerous, long before physical symptoms can be seen or felt.

NOW, THEREFORE, I, Karl N. Flagg, Mayor of the City of Palatka, Florida, together with the members of the Palatka City Commission, hereby endorse, declare and designate the Month of October, 2009 as

NATIONAL BREAST CANCER AWARENESS MONTH

And October 16, 2009 as

NATIONAL MAMMOGRAPHY DAY

in the City of Palatka, and hereby encourage the citizens of Palatka to observe the day with appropriate programs and activities designed to bring about awareness of the availability of regular mammograms as a method of early breast cancer detection.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the City of Palatka, Florida on this 8th day of October, in the Year of Our Lord Two Thousand Nine.

Commissioners:
Mary Lawson Brown
Allegra Kitchens
Vernon Myers
James Norwood, Jr.

PALATKA CITY COMMISSION

By: Karl N. Flagg, Mayor

Agenda Item

3a

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

NOTE: Regular City Commission meetings are held on the 2nd and 4th Thursdays of the month at 6:00 p.m. This request form, together with any attachments or backup material that that would help the Commission to better consider your request, should be submitted to the City Clerk's office *no later than 4:00 p.m. on the Friday prior to the next regularly scheduled Thursday City Commission meeting.* Meeting dates are subject to change. Please verify the closing date for agenda items with the Clerk's office.

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

Chief Gary Getchell / Palatka Police Department

Name of Individual making presentation or request, if different:

Chief Gary Getchell

Address: Palatka Police Department

Daytime Phone 329-0115 Home ph. _____ Fax _____

Requested meeting date for Agenda Item: October 8, 2009

Request for Commission Action or Presentation Only; no action required Subject Matter you wish to address:

The Palatka Police Department proposes to expend law enforcement trust fund monies in the form of a donation to Family and Behavioral Health Services (formerly Corner Drug Store) \$1000.00

(see attached documentation for justification of expenditure)

Commission Action Requested, if any: Approval to expend Law Enforcement Trust Fund Monies for donation to Family and Behavioral Health Services.

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.

Elizabeth van Rensburg - Community Involvement

Putnam County Historical Society Board of Directors

- Society Secretary
- House Committee Co-Chair
- Museum Volunteer

Woman's Club of Palatka Board of Directors

- Second Term Club Secretary
- Co-Chair Conservation

North Side Neighborhood Association Board of Directors

- Vice President
- Northside Chairman ; Holiday Tour of Homes

City of St. Augustine

- Seawall Advisory Committee
- Planning & Zoning Board (past member)

St. Johns County Friends of the Library

- Special Events Coordinator

Florida Trust for Historic Preservation

National Trust for Historic Preservation

Friends of the Ximenez-Fatio House Museum

- Sustaining Member

**Palatka Police Department
110 North 11th Street**

Memorandum

**Date: 09-29-09
To: Betsy Driggers, City Clerk
From: Chief Gary Getchell
Subject: Request to expend Law Enforcement Trust Fund Monies**

The Palatka Police Department works in cooperative manner with the Family and Behavioral Health Services (formerly Corner Drug Store). They provide a shelter for youth in Putnam County (Interface) located in Palatka. This shelter provides a structured environment for at risk youth from Palatka and Putnam County.

We were contacted by Jim Pearce, Chief Executive Officer of the Family and Behavioral Health Services. Mr. Pearce requested that our agency consider making a contribution to the organization from our Forfeiture Funds. This is a program they have utilized for fund raising in other communities they work in. The donation in the amount of \$1000.00 will be earmarked for use specifically in Palatka.

This is a justifiable expense of Forfeiture Funds under Florida Statute 932.7055, crime prevention category.

Amount of donation - \$1000.00


Chief Gary S. Getchell

Sign below for approval

City Manager

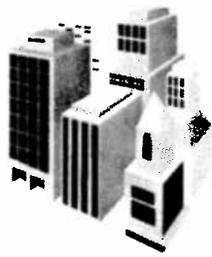
Commission Representative

Date

Date

Agenda Item

3b



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

Memorandum

To: City Commission
From: Betsy Driggers, City Clerk
Date: 10/1/2009
Re: Palatka Code Enforcement Board Appointment

Per City Commission policy, the City advertised that the Commission was seeking applicants for appointment to the Palatka Code Enforcement Board. This appointment will fill the balance of a three-year term that expires Sept. 30, 2010 and calls for a member with expertise in the Engineering field.

Elizabeth M. van Rensburg, a resident of Palatka, has applied for appointment to this position and, while she is not an engineer, is versed in that field by virtue of her experience in her general contracting business. She is highly qualified to sit on this or any other board, having past municipal board service experience, and would be an asset to our Board. She has been interviewed by Debbie Banks, Building & Zoning Administrator, and apprised of this Board's function, duties and responsibilities; has been advised of the meeting date, time and attendance requirements, and states she is available to attend as required. Staff is satisfied that she is a good candidate for appointment to this highly responsible Board. While the Code states that engineering experience is desired for this appointment, it is not required, and she has some experience with engineering principles and practices.

Policy calls for applicants' interviews at the commission meeting prior to appointments. **Since only one application has been received for this position, it is Staff's recommendation to waive the 2nd meeting requirement and appoint Elizabeth van Rensburg to the Palatka Code Enforcement Board as the Member with Engineering Expertise for the remainder of a three-year term to expire Sept. 30, 2010.** Mrs. Van Rensburg has been asked to attend the October 10 meeting, should you have any questions of her.



City of Palatka

Building & Zoning

201 N. 2nd Street

Palatka, Florida 32177

386-329-0103 • Fax 386-329-0172



September 30, 2009

TO: City Clerk Betsy Driggers

FROM: Director of Building & Zoning Debbie Banks

A handwritten signature in black ink, appearing to be "DB", written over the name "Debbie Banks" in the "FROM" line.

RE: Code Enforcement Board Applicant Elizabeth Van Rensberg

I have discussed the purpose, responsibilities and "quasi-judicial" nature of the Code Enforcement Board with Ms. Van Rensberg. I believe she would be an asset to the Code Enforcement Board and request the City Commission appoint her to that position.

Thank you

KARL N. FLAGG
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

ERNON MYERS
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



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

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

BETSY JORDAN DRIGGERS
CITY CLERK

RUBY M. WILLIAMS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD B. HOLMES
CITY ATTORNEY

CITY OF PALATKA ADVISORY BOARD APPLICATION

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

APPLICANT: Elizabeth M. van Rensburg (Must be at least 18 yrs. old)
Residence 310 North 3rd Street, Palatka Phone: 904-377-5044
(911 Address) 310 North 3rd Street, Palatka Fax: 386-328-6890

Business Name Latitudes N.E. Florida P.O. Box 4034 St. Augustine 32035 Phone: 904-819-0801
& Address Latitudes N.E. Florida Fax: 386-328-6890

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

Preferred Mailing Address: 310 North 3rd St. Palatka Florida 32177
E-mail: elizabeth@latitudesneflorida.com Daytime Phone: 904-377-5044

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

co. owner Latitudes N.E. Florida General Contracting
see attached.

OTHER COMMENTS OR INFORMATION:

see attached.

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

Elizabeth M. van Rensburg 9/30/09
SIGNATURE OF APPLICANT DATE

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

Agenda Item

3c

September 29, 2009



Mr. Elwin C. "Woody" Boynton, PE
City Manager
City of Palatka, Florida
201 N. 2nd Street
Palatka, Florida 32177

Re: Dunham Street Water Main Extension
Post Design Engineering Services
Construction Engineering Inspection

Dear Mr. Boynton:

Ayres Associates (Ayres) is pleased to present our scope of services and fee proposal for the post design services for the referenced project.

PROJECT DESCRIPTION

This project consists of installing a new water main within the Dunham Street right of way and providing connections at most cross streets to provide needed pressure and flow for the northeast portion of the City. The area of improvements is generally along the Dunham Street right of way between Reid Street and North 4th Street and on North 19th Street between Reid Street and Old Jacksonville Road.

SCOPE OF SERVICES

The following provides a list of tasks to be performed during the construction phase of this project.

CONSTRUCTION ENGINEERING INSPECTION SERVICES

Weekly Site Visits throughout construction by the Engineer of Record.
Provide part time (2 times/Week or 25 days) Construction Engineering Inspection for the proposed improvements in the base bid portion of the project.
Witness the Bacteriological Sample Collection and provide FDEP Certification of Construction Completion on FDEP Form 62-555.900(9).

PROJECT SCHEDULE

The proposed scope of work will be provided over the first three months of the construction schedule. The project is expected to take approximately 150 days for substantial completion and 180 days for final completion and project closeout.

ADDITIONAL SERVICES

There are no additional services anticipated. Should additional services be requested or required, mutually agreed scope, terms, and conditions will be established prior to any work being initiated.

FEE

The total lump sum amount to complete the work as presented herein is \$23,928.00.

Acceptance

If this proposal is acceptable to you, a signature on the enclosed copy of this letter and initials on the contract terms and conditions will serve as our authorization to proceed.

Proposed by Consultant:

Ayres Associates Inc



Daryl R. Myers, PE
Project Manager

Accepted by Owner:

City of Palatka, Florida

Owner's Name

Signature

Elwin C. "Woody" Boynton, PE
Name

City Manager
Title

Date

City of Palatka, Florida
Dunham Street Water Main Extension
Post Design Services
September 29, 2009

WORK BREAKDOWN SUMMARY	LABOR CATEGORIES / HRLY BILLING RATES					TOTAL
	PR	PM	ENG PE	Fld Insp	Clerical	
	\$ 165.00	\$ 115.00	\$ 95.00	\$ 75.00	\$ 45.00	
Construction Engineering & Inspection						
Construction Inspection (2X/Week or 25 days)	0	46	0	225	10	\$22,615.00
WORK BREAKDOWN SUMMARY	0	46	0	225	10	\$22,615.00
Reimbursable Costs	Quantity	Unit	Unit Cost			
Mileage	2600	MI	\$0.505			\$1,313.00
Subtotal - Reimbursable Costs						\$1,313.00
TOTAL - POST DESIGN & REIMBURSABLE COSTS						\$23,928.00

Agenda Item

4

This instrument prepared by:
Debbie Banks
205 N. 2nd St.
Palatka, FL 32177

ORDINANCE NO. 09-_____

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTY IN SECTION 03, TOWNSHIP 10 SOUTH, RANGE 26 EAST; FROM COUNTY IL (LIGHT INDUSTRIAL) TO CITY M-1/PUD (INDUSTRIAL/PLANNED UNIT DEVELOPMENT); REPEALING ANY ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1.

WHEREAS, application has been made by the owners, Palatka Vest, LLC and Athens Vest, Inc. to the City for certain amendments to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on August 4, 2009, and two public hearings before the City Commission of the City of Palatka on September 10, 2009, and September 24, 2009, and

WHEREAS, the City Commission of the City of Palatka has determined that said amendment should be adopted, now therefore,

Section 2. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described property from its present zoning classification of County IL (Light Industrial) to City M-1/PUD (Industrial/Planned Unit Development).

DESCRIPTION OF PROPERTY:

Parcel 1:

A Parcel of land lying and being a part of Section 3, Township 10 South, Range 26 East, Putnam County, Florida, being more particularly described as follows:

Commence at a concrete monument located at the Northeast corner of said Section 3 and run South $00^{\circ}58'58''$ East, along the Easterly boundary thereof, 991.62 feet to a concrete monument on the Southerly boundary of the right of way of State Road 100 and the Northeast corner of a parcel described in Official Records Book 316, Page 456 of the public records of said County; thence North $69^{\circ}28'30''$ West, along said Southerly boundary and along the Northerly boundary of said parcel (O.R. Book 316, Page 456), a distance of 1312.43 feet to a concrete monument at the Point of Beginning; thence continue North $69^{\circ}28'30''$ West, along said Southerly boundary, and along the Northerly boundary of said parcel (O.R. Book 316, Page 456), a distance of 450.00 feet to an iron rod at the Northwest corner of said parcel (O.R. Book 316, page 456); thence South $20^{\circ}31'30''$ West, along the Westerly boundary of said parcel (O.R. Book 316, Page 456), a distance of 500.00 feet to an iron rod at the Southwest corner of said parcel (O.R. Book 316, page 456); thence South $69^{\circ}28'30''$ East, along the Southerly boundary of said parcel, 450.00 feet to a concrete monument; thence North $20^{\circ}31'30''$ East, 500 feet to the Point of Beginning.

Less and Except from the above described parcel, the lands as described in Official Records Book 859, Page 283 of the public records of Putnam County, Florida.

Parcel 2:

Commence at a concrete monument located at the Northeast corner of said Section 3 and run South $00^{\circ}58'58''$ East, along the Easterly boundary thereof, 991.62 feet to a concrete monument on the Southerly boundary of the right of way of State Road 100 and the Northeast corner of a parcel described in Official Records Book 316, Page 456 of the public records of said County; thence North $69^{\circ}28'30''$ West, along said Southerly boundary and along the Northerly boundary of said parcel (O.R. Book 316, Page 456), a distance of 1094.63 feet to the Point of Beginning; thence (Call 1) continue North $69^{\circ}28'30''$ West, along said Southerly boundary and along the Northerly boundary of said parcel (O.R. Book 316, Page 456), a distance of 217.8 feet to the Northeast corner of lands described in O.R. Book 619, Page 1573; thence (Call 2) run South $20^{\circ}31'30''$ West, along the Easterly line of said lands, a distance of 500.00 feet to the Southeast corner of said lands, being on the Southerly boundary of lands described in O.R. Book 316, Page 456; thence return to the Point of Beginning and run (Call 3) thence South $20^{\circ}31'30''$ West, parallel with the Easterly line of said lands

described in O.R. Book 619, Page 1573, a distance of 500.00 feet to the Southerly boundary of said lands described in O.R. Book 316, Page 456; thence (Call 4) run North 69°28'30" West, along said Southerly boundary, a distance of 217.8 feet to the Southerly end of Call 2 and to close.

Containing 6.70 acres more or less.

(Being tax parcels #03-10-26-0000-0010-0011 and 03-10-26-0000-0010-0013)

Section 3. All ordinances in conflict with the terms and provisions of this ordinance are hereby specifically repealed.

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 24th day of September, 2009.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

City Attorney

Planning Board Minutes & Proceedings

August 4, 2009

Page 1 of 3

Meeting called to order by Chairman Carl Stewart at 4:00PM. **Members present:** Sue Roskosh, Ezekiel Johnson, Zachary Landis, Earl Wallace and Anthony Harwell. **Members absent:** Randy Braddy, Phil Leary and Clem Saccareccia. **Also present:** Planning Director, Jim Lee; Assistant Planning Director, Debbie Banks; Recording Secretary, Pam Sprouse and City Attorney, Donald Holmes.

Motion made by Sue Roskosh and seconded by Ezekiel Johnson to approve the minutes of the July 7, 2009 meeting. All present voted affirmative, motion carried.

Jim Lee read **"To Appeal Any Decision."**

Carl Stewart requested that disclosure of any **"Ex Parte Communication"** be made prior to each case.

OLD BUSINESS

* **Case PB07-32** **Address:** 3895, 4001, 4003, & 4005 Reid Street
 Applicant: Palatka Vest, LLC

Request: to Annex into the Palatka City Limits, Amend the Future Land Use Map from County Urban Service to City Industrial and Rezone from County Industrial to City Industrial with a Planned Unit Development (PUD) overlay.

(Public Hearing)

Ms. Banks advised that this case had been re-advertised with the PUD overlay and no responses were received from advertisement or the public notices that were sent out. She advised that staff recommended approval subject to the conditions set forth on page 5 of the staff report.

Cravens Doggett, Atlanta Ga., agreed with the conditions recommended by staff for this request. They would only request that the existing signage not be considered a billboard and the location of the dumpster, as submitted on the drawings, be approved.

(Regular Meeting)

Motion made by Sue Roskosh and seconded by Zachary Landis to approve the request, subject to staff recommendations that the existing business of warehousing is the only permitted use, and that no billboards will be located on any portion of the parcel. Question called: Mr. Holmes asked why the existing sign would not be considered a billboard. Ms. Banks advised that it did not meet the size requirements for a billboard. All present voted affirmative, motion carried.

NEW BUSINESS

Case PB 09-18 **Address:** 2502 Reid St.
 Applicant: Tio Pepes Latin Grill LLC
 Agent: Migeul Dejuk

Request: for a Conditional Use to sell alcohol within 300' of another licensed establishment.

PLANNING BOARD REPORT
August 4, 2009 Regular Meeting

A. SUBJECT Case: # 07-32

Address: 3895, 4001, 4003, & 4005 REID STREET

Parcel: 03-10-26-0000-0010-0011 and 03-10-26-0000-0010-0013

B. REQUEST To annex in to the City of Palatka, to amend the Future Land Use Map (Small Scale) from County Urban Service to City Industrial and to rezone from County Industrial to City Industrial (M-1) with a Planned Unit Development Overlay for approximately 6.70 acres

C. BACKGROUND

Property Owner: Palatka Vest, LLC and Athens Vest, Inc.

Agent: Stan Bullington

Zoning: In conjunction with the request for annexation and amending the Future Land Use Map, the applicant proposes a zoning designation of M-1 (Industrial) with a Planned Unit Development (PUD) Overlay. The site is built out with 74,000 square feet of warehousing which is a permitted principal use and structure for the M-1 zoning district.

Acreage: 6.70 acres

D. ADJACENT DEVELOPMENT

<u>DIRECTION:</u>	<u>ZONING:</u>	<u>FLUM:</u>	<u>CURRENT USE:</u>
North	County Agriculture	County Commercial	Abandoned railroad
East	County Light Industrial	County Urban Service	Vacant commercial
South	City Industrial	City Other Public Facilities	Airport
West	County Light Industrial	County Urban Service	Warehouses

E. ADVERTISEMENT: Ran July 18, 2009

F. NOTICES TO SURROUNDING OWNERS: Mailed July 17, 2009

G. HISTORY

This case was originally presented to the Planning Board on May 5, 2009 at which time it was tabled for staff to research other allowed uses in M-1 zoning and meet with the property owner to discuss options. The case was brought back to the Planning Board June 2, 2009 at which time the Board voted and the applicant agreed to a PUD overlay to the M-1 zoning district. The PUD overlay required that this case be re-advertised, notices be sent to surrounding property owners, and a new staff report be done to address the PUD criteria. This case is tied to an annexation and future land use application.

H. COMPLIANCE WITH CHAPTER 171, FLORIDA STATUTES, ANNEXATIONS

The request is to annex 6.70 acres into the City. The subject property is located on Reid Street (SR 100) adjacent to City property to the south which is the City's airport. Directly north, east and west of the site is County property.

The proposed annexation does not create an enclave and meets the criteria identified in Section 171.043, Florida Statutes. This includes being contiguous to the City's boundaries at this time, is reasonable compact, is not included within the boundary of another incorporated municipality, and is intended to be developed for urban purposes because of the availability of City sewer and water lines that are contiguous to the property.

Also, this request is a voluntary annexation and meets the criteria identified in Section 171.044, Florida Statutes, as it relates to being contiguous to the City, and reasonably compact. Following a recommendation from the Planning Board, an appropriately prepared ordinance will be considered by the City Commission after the correct advertising and scheduling of public hearings.

STAFF RECOMMENDATION: Approval of the annexation request.

I. COMPLIANCE WITH THE PALATKA MUNICIPAL CODE, PUD (PLANNED UNIT DEVELOPMENT OVERLAY) APPLICATION

The Municipal Code requires that the Planning Board review any request for a PUD under the requirements of Section 94-3. Before the application can be approved, the Planning Board shall make a written finding that the granting of the PUD will not adversely affect the public interest and certifying that the specific requirements governing the individual PUD, if any, have been met by the petitioner and that, further, satisfactory provision and arrangement has been made concerning the following matters, where applicable:

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

FUTURE LAND USE ELEMENT

Objective A.1.8 9J-5.006(3)(b)9; F.S. 187.201(16)(b)3

Upon Plan adoption, The City shall establish a program that provides the means for innovative development planning. The end goals of the program are to provide:

- Flexibility and efficiency in site design to reduce infrastructure costs, improve interior circulation patterns, and promote open space;
- Development that is adapted to natural features in the landscape such as wetlands, vegetation and habitat, and which avoids the disruption of natural drainage patterns; and
- A mix of land use to promote convenience in the location of related uses and to reduce travel congestion and costs.

Policy A.1.8.1 9J-5.006(3)(c)5

The Land Development Regulations shall include alternative available land use control techniques and programs such as Planned Unit Developments.

Planned Unit Developments may be used to protect safety restricted or environmentally sensitive areas but also may be used to increase the potential for developing water/sewer systems and more effective drainage systems. PUDs also shall benefit from the potential of receiving "density bonuses" for incorporating benefits which serve a public good into the development (See Policy A.1.9.3.8 Overlays).

Staff Analysis: In reference to Policy A.1.8.1, this site is located adjacent to the City's Airport and the entry into the City. The ability to utilize the PUD will serve to protect the City's interest as it relates to other uses allowed in the M-1 district and will also protect the applicant's interest in his ability to have warehouses as a permitted principal use.

Policy A.1.3.2 **9J-5.006(3)(c)2, 7**

By June 2008, the Building Official shall review the City's Zoning Code and Subdivision Regulation to ensure that current buffering and separation standards between land uses of different densities or intensities of use remain sufficient to ensure compatibility between uses, or mitigate the effects of more dense / intense uses on less dense / intense uses.

Staff Analysis: There are no buffering requirements for industrial zoning districts abutting another industrial zoning district indicated in the Zoning Code (Table 94-304A).

Policy A.1.8.2 **9J-5.006(3)(c)5**

The Land Development Regulations shall include provisions for Planned Unit Developments as an optional

overlay designation. PUDs shall be permitted within any land use area through land use amendment procedures defined in s. 163.3187, Florida Statutes.

Staff Analysis: The applicant proposes M-1 (Industrial) and a PUD (Planned Unit Development Overlay).

Policy A.1.9.3 9J-5.006 (3) (c) 7

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

A. Land Use Districts

3. Industrial (258 acres)

Land designated for industrial use is intended for activities that are predominantly associated with the manufacturing, assembly, processing, or storage of products. Industrial land use provides for a variety of intensities of use including heavy industry, light industry, and industrial park operations. Land Development Regulations shall provide requirements for buffering industrial land uses (i.e. sight, access, noise) from adjacent land uses of lesser density or intensity of use. The intensity of industrial land use, as measured by impervious surface shall not exceed 90 percent of the parcel. The maximum height of development shall not exceed 45 feet.

B. Overlays

1. Planned Unit Developments

Typical uses of the PUD may be (1) to improve the use of land where topography does not permit the application of the standard grid pattern subdivision of land, (2) to introduce more than one land use within a development complex, for example, recreation and commercial activities within a mobile home park or (3) to cluster homes, businesses or other uses within a development in order to improve the efficiency of supporting infrastructure.

As noted above, the PUD may contain a mixture of residential, commercial, industrial, and recreational land uses so long as these uses are made compatible through spatial or buffering techniques. The acceptable mix of land uses within a PUD in the City is based upon the type and location of PUD under review. Commercial and recreational uses within a PUD shall be planned at a level no greater than that required to support the commercial and recreational needs of the residents of the PUD (in land area--approximately 4 percent commercial, 6 percent recreational).

References to residential, commercial, industrial and recreational land uses in the PUD shall carry the same density/intensity of use as defined in Policies A.1.9.3, A.1, 2, 3 and 4. Planned Unit Development may be applied as an optional overlay district over any underlying land use. Use of the PUD overlay will require a land use amendment in accordance with s. 163.3187, F.S.

Staff Analysis: The structures built on this parcel were built in the County over a period from 1982 to 2008 and meet the City's land development standards for Industrial properties. Open space remaining on the parcel is 33%. The height of the buildings is 18 feet. The Planned Unit Development overlay is being utilized as a means to ensure that the present use of the property (warehouses) will not change unless the property owner applies to amend the PUD. It also allows the Board to restrict billboards from being located on the property.

TRAFFIC CIRCULATION ELEMENT:

Policy B.1.1.1. 9J-5.007(3)(c)1

The statewide minimum acceptable operating level of service (LOS) standards for the State Highway System and City Street System shall be the base LOS standards listed herein, except for those conditions provided in Policies 1.1.1.A. and 1.1.1.B.

The City hereby adopts the following LOS standards for each listed facility type:

- a) principal arterials – LOS C
- b) collectors and minor arterials – LOS D
- c) local city streets – LOS D
- d) Florida Intrastate Highway System
LOS B – Rural
LOS C – Urban and transition urban

Staff Analysis: This project was constructed in the County. All standards for existing levels of service were followed at the time of construction by Putnam County Building, Planning and Zoning. Reid St. (State Rd. 20) is classified as a principal arterial with a level of service “C.”

b. *Ingress and egress to property and proposed structures thereon, with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.*

Staff Analysis: This parcel is built out. All standards were met for ingress and egress, traffic flow and control and access at the time of construction.

c. *Off-street parking and loading areas, where required, with particular attention to the items mentioned in subsection (4)b of this section and the economic, noise, glare or odor effects of the special exception on adjoining properties and properties generally in the district.*

Staff Analysis: All parking and loading requirements were met at the time of construction in the County.

d. *Refuse and service areas, with particular reference to the items mentioned in subsections (4)b and c of this section.*

Staff Analysis: Once the property is annexed the City’s Sanitation Dept. will locate the dumpster per the City’s code.

e. *Utilities, with reference to location, availability and compatibility.*

Staff Analysis: This parcel is built out and has already been provided City utilities.

f. *Screening and buffering, with reference to type, dimensions and character.*

Staff Analysis: There are no buffering requirements where industrial zoning abuts industrial zoning.

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

Staff Analysis: There are no residential zoning districts in this area.

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

Staff Analysis: The proposed change will not create an increase in traffic congestion or public safety.

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

Staff Analysis: Any new development associated with this request will be required to meet all requirements of the St. Johns River Water Management District as part of the permitting process.

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

Staff Analysis: This change will not reduce light or air to adjacent areas.

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

Staff Analysis: This project has not adversely impacted the surrounding properties.

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

Staff Analysis: This parcel is built out and has not been a deterrent to adjacent property's improvement or development.

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

Staff Analysis: This rezoning does not constitute a grant of special privilege.

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

Staff Analysis: This parcel is being annexed into the City and must have City zoning. The Planning Board has requested and the owner has agreed that the PUD overlay will be utilized to protect the investment of the City at their airport and that of the owner to allow warehouses as a permitted use.

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

Staff Analysis: The developed area is not out of scale with the needs of the City.

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

Staff Analysis: There is already a business on site.

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

Staff Analysis: This parcel is not located in a Historic District.

J. SUMMARY

Staff Analysis: It is staff's opinion that the request for an M-1 (Industrial) zoning district with a Planned Unit Development overlay is consistent with the City of Palatka Comprehensive Plan and the other criteria identified in Section 94-38(f) (1) of the Palatka Municipal Code.

K. STAFF RECOMMENDATION

Staff recommends approval of the request to annex into the City, to amend the Future Land Use Map from County Industrial to City Industrial and to rezone from County to M-1 (Industrial) zoning with a Planned Unit Development Overlay with the following conditions:

1. The existing business of warehousing is the only permitted use.
2. No billboards will be located on the any portion of the parcel.

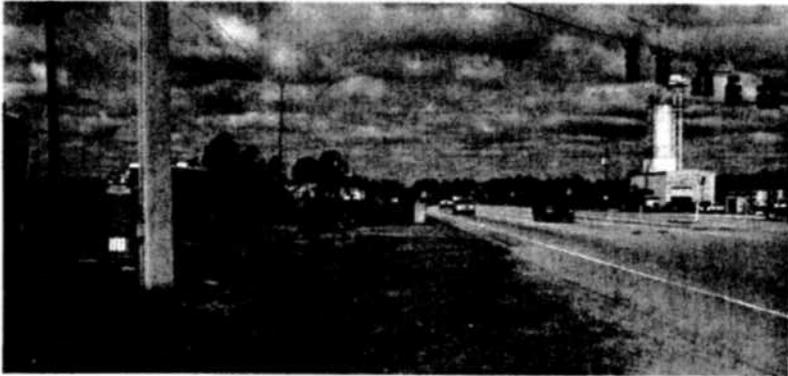
PHOTOS



Facing property



Facing east on Reid St.



Facing west



Facing property

Planning Board Minutes & Proceedings

June 2, 2009

Page 1 of 3

Meeting called to order by Chairperson Carl Stewart at 4:00PM. **Members present:** Sue Roskosh, Ezekiel Johnson, Earl Wallace, Randy Braddy, and Anthony Harwell. **Members absent:** Clem Saccareccia, Zachary Landis and Phil Leary. Also present: Assistant Planning Director, Debbie Banks; Recording Secretary, Pam Sprouse and City Attorney, Donald Holmes.

Motion made by Randy Braddy to approve the minutes of the May 5, 2009 meeting. Seconded by Sue Roskosh. All members present voted affirmative. Motion carried.

Debbie Banks read "To Appeal Any Decision."

Mr. Stewart requested that any Ex-Parte Communication be disclosed prior to each case.

OLD BUSINESS

Case PB 07-32 **Address:** 3895, 4001, 4003 & 4005 Reid Street
Parcel(s): 03-10-26-0000-0010-0011 and 03-10-26-0000-0010-0013
Applicant: Palatka Vest, LLC and Athens Vest, Inc.

Request: To annex into the City of Palatka city limits, amend the Future Land Use Map (small scale) from County Urban Service to City Industrial, and rezone from County Industrial to City M-1 (Industrial) and to amend the Future Land Use Map (small scale) from County Urban Service to City Industrial

(Public Hearing)

Ms. Banks gave a brief overview, explaining that this case was tabled two months ago to allow staff time to meet with the owner, to discuss concerns expressed by the Board, regarding adult entertainment establishments and billboards. She explained that the M-1 and C-2 zoning districts allow adult entertainment establishments, and that billboards are only allowed in the M-1 zoning district. Rezoning this property to C-2 would make the existing use non-conforming, as warehouses are only allowed as a Conditional Use. She stated another option would be, for a Planned Unit Development (PUD) with an M-1 overlay zoning. This could protect the entry into the City and that area around the airport, and allow the existing business. However, if the use were to change or expand in the future, they would be required to come before the Board for a Conditional Use. She advised that she believed attaching a PUD would really be the best protection for everyone concerned.

Stan Bullington, Atlanta, Ga., stated that they own the Champion Storage here in Palatka, along with several others located mainly in Florida. He said that they wanted to protect their current specifications and that they were open to options. Their concerns were of possible conflicts with the insurance companies and the covenants of his lending institute. He believed that the property has been built out and has no intentions of expanding.

Discussion ensued regarding the possibility of approving the request as listed above with an attached Planned Unit Development with an M-1 Zoning overlay.

Mr. Holmes agreed that this could be the best option for all concerned.

Stan Bullington stated that they could provide any documents necessary and would be willing to work with staff's timeline.

Planning Board Minutes & Proceedings

June 2, 2009

Page 2 of 3

Case PB 07-32 3895, 4001, 4003 & 4005 Reid Street – continued.

Ms. Banks advised that this option would require a re-advertisement.

Motion made by Randy Brandy to table this case to allow staff time to do a PUD staff review and report and re-advertise. Seconded by Earl Wallace. All members present voted affirmative. Motion carried.

NEW BUSINESS

Case PB 09-10 **Address:** 3323 and 3403 St Johns Avenue
Parcel(s): 11-10-26-0000-0120-0120- and 11-10-26-0000-0122-0000
Applicant: A Women's Resource Center

Request: To annex into the City of Palatka city limits, amend the Future Land Use Map (small scale) from County Urban Service to City Commercial and rezone from County Commercial, Professional Office (CPO) and Single-family Residential (R1-A) to City Commercial Neighborhood District (C1-A).

(Public Hearing)

Ms. Banks advised that this case is part of the backlog. That water and sewer services have been afforded the property owners. She stated that there were no comments received regarding the public notices sent out or the advertisement and that no comments were received from the inter-departmental reviews.

(Regular Meeting)

Motion made by Randy Braddy to forward recommendation of approval to the City Commission to annex into the City of Palatka city limits, amend the Future Land Use Map (small scale) from County Urban Service to City Commercial and rezone from County Commercial, Professional Office (CPO) and Single-family Residential (R1-A) to City Commercial Neighborhood District (C1-A). Seconded by Earl Wallace. All members present voted affirmative. Motion carried.

Case PB 09-15 **Address:** 200 S State Road 19
Parcel(s): 11-10-26-0000-0143-0000
Applicant: Kinko Foods, Inc.

Request: For a conditional use to sell alcohol within 300 feet of another established licensed premise selling alcohol.

(Public Hearing)

Ms. Banks advised that K-mart, Publix, and CVS are existing off-premise alcohol sales establishments, in close proximity of this request. That staff's findings, under the Conditional Use review process, did not determine any issues with items A – K. No comments were received from the notices sent out regarding this request. Staff recommended approval.

The owner was present and stated that they were hoping to open within 3 weeks.



City of Palatka

Building & Zoning

201 N. 2nd Street

Palatka, Florida 32177

386-329-0103 • Fax 386-329-0172



As an owner of adjacent property, you are hereby notified of a pending action before the Planning Board which may be of concern to you:

PUBLIC NOTICE

Notice is hereby given that the **CITY OF PALATKA PLANNING BOARD** will hold a public hearing on August 4, 2009 at 4:00 P.M. at City Hall, 201 N 2nd St. for the purpose of hearing the following matter:

Request to Annex into the Palatka city limits, Amend the Future Land Use Map from County Urban Service to City Industrial and Rezone from County Industrial to City Industrial with a Planned Unit Development (PUD) overlay. Case: PB 07-32

Owner: Palatka Vest, LLC and Athens Vest, Inc.

Location: 3895, 4001, 4003, 4005 Reid Street

Parcel #: 03-10-26-0000-0010-0011 and 0013

All interested parties are invited to attend this public hearing.

Debbie Banks
Assistant Planning Director

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE PLANNING BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, THAT INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED, AT THE EXPENSE OF THE APPELLANT. F.S. 286.0105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE BUILDING & ZONING DEPARTMENT AT (386)329-0103 AT LEAST 24 HOURS IN ADVANCE TO REQUEST SUCH ACCOMMODATIONS.

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PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE BUILDING DEPT. AT (386)329-0103 AT LEAST 24 HOURS IN ADVANCE TO REQUEST SUCH ACCOMMODATIONS.

Legal No. 04544371
07/18/09

RECEIVED
MAY 21 2007

BY: _____

Case Number: 07-032
Date Filed: _____

**CITY OF PALATKA
PETITION FOR VOLUNTARY ANNEXATION**

Please provide the following information and return to: City of Palatka Building & Zoning Dept.
205 N. 2nd Street
Palatka, FL 32177

1. Official 911 address or legal description: 3895, 4001, 4003 and 4005 Reid Street
Palatka
2. Property Appraiser parcel #: 03-10-26-0000-0010-0011, and 0013
3. Total acres to be considered as part of this request: 4.21 + 2.49 = 6.70
4. The names and addresses of all owners as shown in the Putnam County public records:
Palatka Vest, LLC and Athens Vest, Inc.
6111 Peachtree Dunwoody Road, Suite B-102, Atlanta, Georgia 30328-0328
5. Reason for annexation request: access to city water/sewer
6. Number and types of structures on the property: 8 self-storage buildings
7. If residential, provide an estimate of the number of persons expected to be living on site at the time of annexation (for U.S. Census reports): N/A
8. Copy of recorded deed (attach to application).
9. Boundary survey or location map (attach to application).
10. Application for Rezoning and Future Land Use Map Amendment (attach to application).
11. Name, telephone number, and mailing address of agent authorized to represent owner (if applicable): _____

1-24-97

12. Three hundred five dollar (\$305 00) application fee (checks payable to *City of Palatka*).

13. This application submitted by:

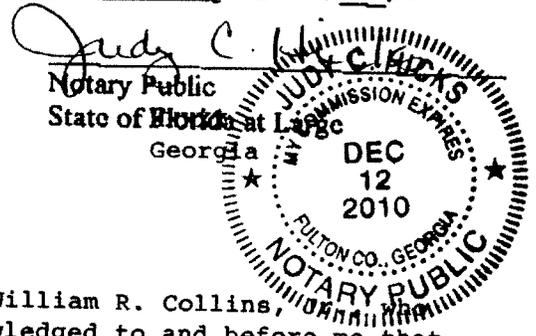
Signature of owner(s):	<u>PALATKA VEST, LLC</u> <i>Stanley R. Bullington</i>	<u>ATHENS VEST, INC</u> <i>William R. Collins, Jr.</i>
Print owner(s) name(s):	<u>Stanley R. Bullington</u> Manager	<u>William R. Collins, Jr.</u> President
Address of owner(s):	<u>6111 Peachtree Dunwoody Road,</u> <u>Atlanta, Georgia 30328-0328</u>	<u>Suite B-102</u>
Telephone:	<u>770-391-1993</u>	

STATE OF ~~FLORIDA~~ GEORGIA
County of ~~Putnam~~ Fulton

Before me this day personally appeared Stanley R. Bullington who executed the foregoing application and acknowledged to and before me that he executed said instrument for the purposes therein expressed.

WITNESS my hand and official seal, this 17 day of May A.D. ~~199~~ 2007

My commission expires: 12/12/2010



STATE OF GEORGIA
County of Fulton

Before me this day personally appeared William R. Collins, executed the foregoing application and acknowledged to and before me that he executed said instrument for the purposes therein expressed.

WITNESS my hand and official seal, this 17 day of May, A.D. 2007.

My commission expires: 12/12/2010

Judy C. Hicks
Notary Public
State of Georgia at Large



1-24-97

RECEIVED
MAY 21 2007

BY: _____

Case Number: 07-032
Date Filed: _____

**CITY OF PALATKA
APPLICATION FOR REZONING AND/OR
AMENDING THE FUTURE LAND USE MAP (Small Scale)**

Please provide all of the following information and return to: City of Palatka Building Dept.
205 N. 2nd Street
Palatka, FL 32177

1. Official 911 address or legal description: 3895, 4001, 4003 and 4005 Reid Street
Palatka
2. Property Appraiser parcel #: 03-10-26-0000-0010-0011 + 03-10-26-0000-0010-0013
3. Total acres to be considered as part of this request: 4.21 + 2.49 = 6.70 Acres.
4. The names and addresses of all owners as shown in the Putnam County public records:
Palatka Vest, LLC and Athens Vest, Inc.
6111 Peachtree Dunwoody Road, Suite B-102, Atlanta, Georgia 30328-0328
5. Current zoning designation: light industrial Requested zoning designation: light industrial
6. Current land use designation: industrial Requested land use designation: industrial
7. Reason for rezoning/land use amendment request: property being annexed
into City of Palatka
8. Number and types of structures on the property: 8 self-storage buildings
9. Copy of recorded deed (attach to application).
10. Boundary survey or location map (attach to application).

9-8-98

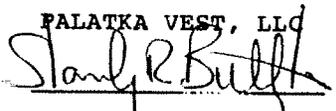
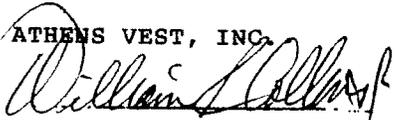
11. Name, telephone number, and mailing address of agent authorized to represent owner (if applicable): _____

12. Select and attach appropriate application fee (checks payable to *City of Palatka*):

___ \$130.00 (rezoning only)

___ \$240.00 (rezoning with small scale land use amendment)

13. This application submitted by:

Signature of owner(s):	<u>PALATKA VEST, LLC</u> 	<u>ATHENS VEST, INC.</u> 
Print owner(s) name(s):	<u>Stanley R. Bullington</u> Manager	<u>William R. Collins, Jr.</u> President
Address of owner(s):	<u>6111 Peachtree Dunwoody Road,</u> <u>Atlanta, Georgia 30328-0328</u>	<u>Suite B-102</u>
Telephone:	<u>770-391-1993</u>	

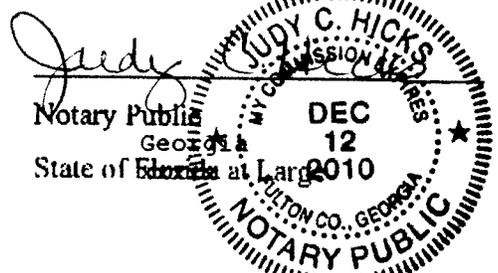
STATE OF ~~FLORIDA~~ GEORGIA

County of ~~Putnam~~ Fulton

Before me this day personally appeared Stanley R. Bullington who executed the foregoing application and acknowledged to and before me that he executed said instrument for the purposes therein expressed.

WITNESS my hand and official seal, this 17 day of May A.D. ~~199~~ 2007

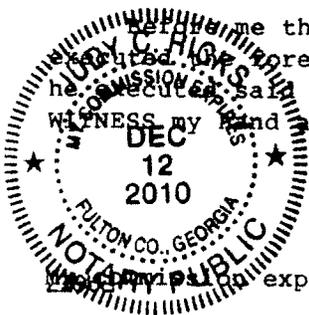
My commission expires: 12/12/2010

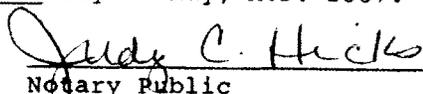


STATE OF GEORGIA
County of Fulton

Before me this day personally appeared William R. Collins, Jr., who executed the foregoing application and acknowledged to and before me that he executed said instrument for the purposes therein expressed.

WITNESS my hand and official seal, this 17 day of May, A.D. 2007. ~~XXXXXX~~




Notary Public
State of Georgia at Large

My commission expires: 12/12/2010

2009 Interim Property Information for Parcel: 03-10-26-0000-0010-0011

2008 Certified Tax Collector Information

Palatka Vest Llc + Athens Vest Inc

6111 Peachtree Dunwoody Rd Ste B102

Atlanta Ga 30328-0328 (**Putnam County GIS Interactive Mapping**)

Parcel 911 Addresses

4001 Reid St, Palatka ([MapQuest map](#))

4003 Reid St, Palatka ([MapQuest map](#))

4005 Reid St, Palatka ([MapQuest map](#))

Detail Information for Parcel: 03-10-26-0000-0010-0011

Property Use: Warehousing, Distribution Terminals, Trucking
Terminals, Van And Storage Warehousing

Structures: 13

Mobile Homes: 0

MH Unextended: 0

Census Tract: 950600

Census Block: 1014

Total Acreage: 4.21

Location: Putnam County

Property Legal Description

PT OF E3/4 OF NE1/4 OR619 P1573 (EX OR859 P283)(SUBJECT TO ESMT OR859 P285 ALSO FPL ESMT OR1157 P1962)

Parcel Sales Data

Book	Page	Instrument	Month	Year	QSCD	Price
1057	1284	Special Warranty Deed	September	2005	02 I	\$2225000
0720	0218	Warranty Deed	January	1997	03 I	\$957300
0619	1573	Warranty Deed	February	1993	00 I	\$795000

Land Data

Units	Descriptions
333.00	Industrial Front Feet
3.69	Industrial Acres
0.23	Easements (Ingress/Egress, Util., Drain) Assessed As Acreage

Zoning Data

Department	Code	Descriptions
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Putnam County	IL	Industrial, Light
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Future Land Use Map (FLUM)

Code	Descriptions
US	Urban Service

Structure Data

Type	Year	Area	Square Feet
General Purpose Warehouse	1982	BASE	8850
		OFG	1350
		CAW	132
General Purpose Warehouse	1978	BASE	10080
General Purpose Warehouse	1979	BASE	6840
General Purpose Warehouse	1997	BASE	4500
General Purpose Warehouse	2000	BASE	3000
General Purpose Warehouse	2001	BASE	5000
General Purpose Warehouse	2004	BASE	3000
General Purpose Warehouse	2004	BASE	2400
General Purpose Warehouse	2001	BASE	3000
General Purpose Warehouse	2008	BASE	6400
General Purpose Warehouse	2008	BASE	6000
General Purpose Warehouse	2008	BASE	10000
General Purpose Warehouse	2008	BASE	10000

Extra Feature Data

Code	Descriptions
2	Concrete Drive
3	Asphalt Paving
4	Chain Link Fence

Special Building Data

Code	Size	Square Footage	Descriptions
DUTF	12X20	240	Detached Utility Finished

Notice:

Departmental Review Request

9-7

Address: 3895, 4001, 4003, 4005 Reid Street
 Parcel # 03-10-26-0000-0010-0011 and 0013

Case #: 07-32

Please review the enclosed request and make any comments in writing to Building & Zoning; Fax 329-0172 or put in box. Call 329-0103 with any questions.

<input checked="" type="checkbox"/> Rezoning	<input type="checkbox"/> Site Plan Review
<input checked="" type="checkbox"/> Annexation	<input checked="" type="checkbox"/> Small Scale Amendment (9.99 acres or less)
<input type="checkbox"/> Large Scale Amendment(10+ acres)	<input type="checkbox"/> Concurrency Review
<input type="checkbox"/> Conditional Use Request	<input type="checkbox"/> Variance
<input type="checkbox"/> Street Closing/Street Name Change	<input type="checkbox"/> Other

Meeting Date: _____ **Response Deadline: 9-17-07**

Date submitted by applicant: 6-14-07 **Date forwarded to Departments for review: 8-23-07**

Submitted to: <input type="checkbox"/> Water/Sewer/Streets/Sanitation <input checked="" type="checkbox"/> Police <input type="checkbox"/> Fire <input type="checkbox"/> Chief Building Official	<input type="checkbox"/> Sewer Plant <input type="checkbox"/> Water Plant <input type="checkbox"/> Parks <input type="checkbox"/> Weed & Seed <input type="checkbox"/> Cemetery <input type="checkbox"/> Golf <input type="checkbox"/> Airport
---	--

Current Property Use: 8 self-storage buildings **Proposed Property Use:** same

Property Address: 3895 – 4005 Reid Street **Parcel Number:** 03-10-26-0000-0010-0011 and 0013

Current Land Use Designation: County Urban Service **Requested Land Use Designation:** Commercial

Current Zoning Classification: County IL - light Industrial **Requested Zoning Classification:** M-1 Light Industrial

Acreage: 6.70 acres **# of Units** 8

<u>Palatka Vest, LLC and Athens Vest, Inc.</u>	
Owner/Applicant Name	Agent Name
<u>6111 Peachtree Dunwoody Rd. Suite B-102</u>	_____
Owner/Applicant Address	Agent Address
<u>Atlanta, GA 30328-0328</u>	_____
City/State/Zip	City/State/Zip
<u>770-391-1993</u>	_____
Phone Number	Phone Number
_____	_____

Planning Director's Comments: Request for annexation, rezoning from County IL to City M-1 and amending the Future Land Use Map from County Urban Service to City Industrial

Meter already in place. Thank you!
Dubois already signed

<input checked="" type="checkbox"/> No Comments <input type="checkbox"/> Comments Attached	Reviewed by: <u><i>[Signature]</i></u> Title: <u><i>Chief of Police</i></u>
---	--

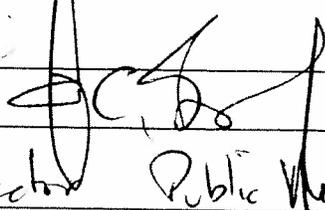
Departmental Review Request

Address: 3895, 4001, 4003, 4005 Reid Street

Case #: 07-32

Parcel # 03-10-26-0000-0010-0011 and 0013

Please review the enclosed request and make any comments in writing to Building & Zoning; Fax 329-0172 or put in box. Call 329-0103 with any questions.

<input checked="" type="checkbox"/> Rezoning	<input type="checkbox"/> Site Plan Review	
<input checked="" type="checkbox"/> Annexation	<input checked="" type="checkbox"/> Small Scale Amendment (9.99 acres or less)	
<input type="checkbox"/> Large Scale Amendment(10+ acres)	<input type="checkbox"/> Concurrency Review	
<input type="checkbox"/> Conditional Use Request	<input type="checkbox"/> Variance	
<input type="checkbox"/> Street Closing/Street Name Change	<input type="checkbox"/> Other	
Meeting Date:	Response Deadline: 9-17-07	
Date submitted by applicant: 6-14-07	Date forwarded to Departments for review: 8-23-07	
Submitted to:	<input type="checkbox"/> Sewer Plant	<input type="checkbox"/> Cemetery
<input checked="" type="checkbox"/> Water/Sewer/Streets/Sanitation <i>Woody</i>	<input type="checkbox"/> Water Plant	<input type="checkbox"/> Golf
<input type="checkbox"/> Police	<input type="checkbox"/> Parks	<input type="checkbox"/> Airport
<input type="checkbox"/> Fire	<input type="checkbox"/> Weed & Seed	
<input type="checkbox"/> Chief Building Official		
Current Property Use: 8 self-storage buildings	Proposed Property Use: same	
Property Address: 3895 – 4005 Reid Street	Parcel Number: 03-10-26-0000-0010-0011 and 0013	
Current Land Use Designation: County Urban Service	Requested Land Use Designation: Commercial	
Current Zoning Classification: County IL - light Industrial	Requested Zoning Classification: M-1 Light Industrial	
Acreage: 6.70 acres	# of Units 8	
<u>Palatka Vest, LLC and Athens Vest, Inc.</u>		
Owner/Applicant Name	Agent Name	
<u>6111 Peachtree Dunwoody Rd. Suite B-102</u>		
Owner/Applicant Address	Agent Address	
<u>Atlanta, GA 30328-0328</u>		
City/State/Zip	City/State/Zip	
<u>770-391-1993</u>		
Phone Number	Phone Number	
Planning Director's Comments: Request for annexation, rezoning from County IL to City M-1 and amending the Future Land Use Map from County Urban Service to City Industrial		
Thank you!		
<i>Debbie</i>		
<i>Meter already in place.</i>		
<input checked="" type="checkbox"/> No Comments	Reviewed by: 	
<input type="checkbox"/> Comments Attached	Title: <i>Director Public Works</i>	

Departmental Review Request

Address: 3895, 4001, 4003, 4005 Reid Street

Case #: 07-32

Parcel # 03-10-26-0000-0010-0011 and 0013

Please review the enclosed request and make any comments in writing to Building & Zoning; Fax 329-0172 or put in box. Call 329-0103 with any questions.

<input checked="" type="checkbox"/> Rezoning	<input type="checkbox"/> Site Plan Review
<input checked="" type="checkbox"/> Annexation	<input checked="" type="checkbox"/> Small Scale Amendment (9.99 acres or less)
<input type="checkbox"/> Large Scale Amendment(10+ acres)	<input type="checkbox"/> Concurrency Review
<input type="checkbox"/> Conditional Use Request	<input type="checkbox"/> Variance
<input type="checkbox"/> Street Closing/Street Name Change	<input type="checkbox"/> Other

Meeting Date: _____ **Response Deadline: 9-17-07**

Date submitted by applicant: 6-14-07 **Date forwarded to Departments for review: 8-23-07**

<p>Submitted to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Water/Sewer/Streets/Sanitation <input type="checkbox"/> Police <input type="checkbox"/> Fire <input checked="" type="checkbox"/> Chief Building Official 	<ul style="list-style-type: none"> <input type="checkbox"/> Sewer Plant <input type="checkbox"/> Water Plant <input type="checkbox"/> Parks <input type="checkbox"/> Weed & Seed 	<ul style="list-style-type: none"> <input type="checkbox"/> Cemetery <input type="checkbox"/> Golf <input type="checkbox"/> Airport
--	--	--

Current Property Use: 8 self-storage buildings **Proposed Property Use:** same

Property Address: 3895 – 4005 Reid Street **Parcel Number:** 03-10-26-0000-0010-0011 and 0013

Current Land Use Designation: County Urban Service **Requested Land Use Designation:** Commercial

Current Zoning Classification: County IL - light Industrial **Requested Zoning Classification:** M-1 Light Industrial

Acreage: 6.70 acres **# of Units** 8

<p><u>Palatka Vest, LLC and Athens Vest, Inc.</u></p>	
Owner/Applicant Name	Agent Name
<u>6111 Peachtree Dunwoody Rd. Suite B-102</u>	_____
Owner/Applicant Address	Agent Address
<u>Atlanta, GA 30328-0328</u>	_____
City/State/Zip	City/State/Zip
<u>770-391-1993</u>	_____
Phone Number	Phone Number
_____	_____

Planning Director's Comments: Request for annexation, rezoning from County IL to City M-1 and amending the Future Land Use Map from County Urban Service to City Industrial

Meter already in place. Thank you!
[Signature]

No Comments Reviewed by: _____

Comments Attached Title: _____

August 24, 2007

Comment for re-zoning request 7-32

What planned activity requires M-1? Storage units can be accommodated in C-2 under a conditional use. That frontage will be attractive with say, a recycling yard etc. fronting SR 100. and out airport on its sides. Recommend -- NO.

A handwritten signature or set of initials, possibly 'A', written in black ink.

STATE OF FLORIDA

County of Putnam

The undersigned personally appeared before me, a Notary Public for the State of Florida, and deposes that the Palatka Daily News is a daily newspaper of general circulation, printed in the English language and published in the City of Palatka in said County and State; and that the attached order, notice, publication and/or advertisement:

Notice is hereby given that t

Was published in said newspaper 1 time(s) with said being made on the following dates:

07/18/2009

The Palatka Daily News has been continuously published as a daily newspaper, and has been entered as second class matter at the post office at the City of Palatka, Putnam County, Florida, each for a period of more than one year next preceding the date of the first publication of the above described order, notice and/or advertisement.

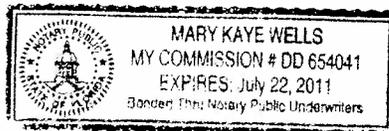
Jeannette Eveland

Sworn to and subscribed to before me this 20th day of July, 2009 by Jeannette Eveland, Administrative Assistant, of the Palatka Daily News, a Florida corporation, on behalf of the corporation.

Mary Kaye Wells

Mary Kaye Wells, Notary Public
My commission expires July 22, 2011

Notary Seal
Seal of Office:



____/____ Personally known to me, or
____/____ Produced identification:
____/____ Did take an oath

PUBLIC NOTICE
Notice is hereby given that the CITY OF PALATKA PLANNING BOARD will hold a public hearing on August 4, 2009 at 4:00 P.M. at City Hall, 201 N 2nd St. for the purpose of hearing the following matter:
Request to Annex into the Palatka city limits, Amend the Future Land Use Map from County Urban Service to City Industrial and Re-zone from County Industrial to City Industrial with a Planned Unit Development (PUD) overlay. Case: PB 07-32
Owner: Palatka Vest, LLC and Athens Vest, Inc.
Location: 3895, 4001, 4003, 4005 Reid Street
Parcel #: 03-10-26-0000-0010-0011 and 0013
All interested parties are invited to attend this public hearing.
Debbie Banks
Assistant Planning Director
ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE PLANNING BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, THAT INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED, AT THE EXPENSE OF THE APPELLANT. F.S. 286.0105
PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE BUILDING DEPT. AT (386)329-0103 AT LEAST 24 HOURS IN ADVANCE TO REQUEST SUCH ACCOMMODATIONS.
Legal No. 04544371
07/18/09

Agenda Item

5



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

Memorandum

To: Palatka City Commission & Staff
From: Betsy Driggers, City Clerk
Cc: Members, General Employees' Pension Board; Blake Myton,
SunTrust Capital Management; and Burgess Chambers, BCI
Date: October 1, 2009
Re: Ordinance Amending the General Pension Fund Investment Policy

Following this memorandum you will find an ordinance amending Chapter 2 of the City of Palatka Code of Ordinances regarding changes to the General Employees' Pension Plan Investment Policy. These changes are as discussed during the September 15 meeting of the Palatka General Employees' Pension Board, wherein the Board voted to send this ordinance to the City Commission for adoption. Those minutes are also attached.

This recommendation came at the request of and per the recommendation of both Blake Myton with SunTrust Capital, the Fund's Investment Manager, and Burgess Chambers, the Fund's Investment Monitor. The Board voted unanimously to send this recommendation to the City Commission.

Please take action to pass this ordinance on first reading. A second reading for adoption will be before the Commission on October 22, 2009.

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

ORDINANCE NO. 09- _____

entitled

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

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

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

Section 2. A copy of this Ordinance shall be furnished to the Municipal Code Corporation for insertion in the Code of Ordinances for the City of Palatka.

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

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

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 22nd day of October, 2009.

CITY OF PALATKA

By: _____
Mayor

ATTEST:

City Clerk

CITY OF PALATKA GENERAL EMPLOYEES' RETIREMENT PLAN

Investment Policy Statement

1. PURPOSE OF INVESTMENT POLICY STATEMENT

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

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

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

A fiduciary shall discharge its duties with respect to the Plan solely in the interest of the participants and beneficiaries and –

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

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

CITY OF PALATKA GENERAL EMPLOYEES' RETIREMENT PLAN

Investment Policy Statement

2. INVESTMENT PERFORMANCE OBJECTIVES

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

Total Fund Performance

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

Benchmark Components	Type	% Alloc.	Range
Russell 3000	Domestic Equity Core	40	30-50
Barclay's Aggregate	Investment Grade Bond	30	10-60
Merrill Lynch High Yield	High Yield	5	0-5
MSCI EAFE	International Equity	15	10-20
Wilshire REIT	Real Estate	5	0-7
90-Day TBill	Cash	5	0-10

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

3. It is expected that the average three-year return of the fund will meet or exceed the actuarial interest rate assumption.

Total Domestic Equity Performance

1. The total domestic equity portion of the portfolio is expected to perform at a rate at least equal to the Russell 3000 Index, and rank in the top 40th percentile of a *core* investment manager universe over rolling three and five-year periods.

2. The *mid cap* stock portfolio is expected to perform at a rate at least equal to the S&P Mid-cap 400 Index, and rank in the top 40th percentile of an appropriate manager universe.

3. The *small cap* stock portfolio is expected to perform at a rate at least equal to the Russell 2000 Index, and rank in the top 40th percentile of an appropriate manager universe.

CITY OF PALATKA GENERAL EMPLOYEES' RETIREMENT PLAN

Investment Policy Statement

International Stock Performance

The international equity portion of the portfolio is expected to perform at a rate at least equal to the EAFE Index, and rank in the top 40th percentile of an appropriate *international* manager universe.

Real Estate (REIT) Performance

The REIT equity portion of the portfolio is expected to perform at a rate at least equal to the Wilshire REIT Index, and rank in the top 40th percentile of an appropriate *real estate* manager universe.

Bond Performance

The investment grade bond portion of the portfolio is expected to perform at a rate at least equal to the Barclay's Aggregate Bond Index, and rank in the top 40th percentile of an appropriate *fixed income* manager universe over rolling three and five-year periods. The high-yield portion of the portfolio is expected to perform at a rate at least equal to the Merrill Lynch High-Yield Index and rank in the top 40th percentile of an appropriate *fixed-income* manager universe over rolling three and five-year periods.

3. INVESTMENT GUIDELINES

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

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

Custodian: The Board has a retained and will continue to retain a third party to be custodian of the Fund's assets. All securities shall be designated as an asset of the Fund, and no withdrawal of securities-in whole or part-shall be made from safekeeping except by an authorized member of the Board or the Board's designee. Security transactions between a broker dealer and a custodian involving the purchase or sale of securities by transfer of money or securities must be made on a "delivery vs. payment" basis, if applicable, to ensure that the custodian will have the money or security, as appropriate, in hand at the conclusion of the transaction.

CITY OF PALATKA GENERAL EMPLOYEES' RETIREMENT PLAN

Investment Policy Statement

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

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

A. **Authorized Investments.** All investments made or held by the Fund shall be limited to:

- (1) Time, savings and money market deposit accounts of a national bank, a state bank or a savings and loan institution, insured by the Federal Deposit Insurance Corporation, provided the amount deposited does not exceed the insured amount, and the cash instruments have a quality rating of at least Standard & Poor's A1 or Moody's P1.
- (2) Obligations issued by the United States Government or obligations guaranteed as to principal and interest by the United States Government or by an agency of the United States Government.
- (3) Bonds issued by the State of Israel.
- (4) The ~~investment grade~~ bonds or other evidences of indebtedness issued or guaranteed by a corporation organized under the laws of the United States or the District of Columbia and the corporation is listed on one or more of the recognized national exchanges or on the National Market System of the NASDAQ stock market provided the issuer has a quality rating of at least BBB by Standard & Poor's or Baa by Moody's. *NOTE: Holdings with a rating of either BBB or Baa cannot exceed 25% of bond portfolio (at market).*
- (5) **~~The non-investment grade bonds are limited to 5% of the total Fund.~~**
- (6) Equity investment (common stock, convertible bonds, and preferred stock) in a corporation listed on one or more of the recognized national exchanges or on the National Market System of the NASDAQ stock market.
- (7) Commingled stock, bond or money market funds whose investments are restricted to securities meeting the criteria listed in Section 3.

CITY OF PALATKA GENERAL EMPLOYEES' RETIREMENT PLAN

Investment Policy Statement

- (8) Real estate investment shall be restricted to REITs that trade on a major exchange.

B. Limitations

- (1). Investments in common stock shall not exceed 65% of the Fund's assets, based on market value.
- (2). Not more than five percent (5%) of the Fund's assets at cost shall be invested in the common stock or capital stock of any one issuing company, nor shall the aggregate investment in any one issuing company exceed five percent (5%) of the out-standing capital stock of the company.
- (3). Up to twenty percent (20%) of the assets of the Fund may be invested in foreign securities.
- (4). Investments in real estate are limited to real estate investment trusts (REITs).
- (5). Illiquid investments, as described in Chapter 215.47, Florida Statutes, are prohibited.
- (6). All repurchase agreement transactions shall adhere to the requirements of the Master Repurchase Agreement.
- (7). The following investments are prohibited:
- a. Bonds issued by any state or municipality
 - b. Futures
 - c. General obligations issued by a foreign government
 - d. Hedge funds
 - e. Insurance annuities
 - f. Internally managed assets
 - g. Limited partnerships
 - h. Margin Accounts
 - i. Options
 - j. Private Equity
 - k. Private mortgages
 - l. Securities lending

4. COMMUNICATIONS

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

CITY OF PALATKA GENERAL EMPLOYEES' RETIREMENT PLAN

Investment Policy Statement

- B. The custodian shall apprise the Trustees of all transactions and shall forward all proxies to the manager within ten calendar days. On a monthly basis, the custodian shall supply an accounting statement that will include a summary of all receipts and disbursements and the cost and the market value of all assets. On a quarterly basis, the managers shall provide a written report affirming compliance with the security restrictions of Section 3 above and a summary of common stock diversification and attendant schedules. In addition, the managers shall deliver each quarter a report detailing the Fund's performance, adherence to the investment policy, forecast of the market and economy, portfolio analysis and current assets of the Fund. Written reports and personal presentations shall be delivered to the Trustees within 60 days of the end of the quarter. The managers will provide immediate written and telephone notice to the Trustees of any significant market related or non-market related event, specifically including, but not limited to, any deviation from the standards set forth in Section 3 above.
- C. The managers will disclose any securities that are not in compliance with Section 3 in each quarterly report.
- D. If the Fund owns securities, which complied with Section 3 at time of purchase, which are subsequently down graded while held, the managers will dispose of such securities immediately.
- E. **The managers' quarterly report will list separately any security whose value has diminished 15% from purchase price.**
- F. The Trustees shall retain a monitoring service to evaluate and report on a quarterly basis the rate of return and relative performance of the Fund.
- G. The Trustees will meet quarterly with the monitoring service's representative to review the Performance Report. The Trustees will meet with the investment managers and appropriate outside consultants to discuss performance results, economic outlook, investment strategy and tactics and other pertinent matters affecting the Fund on a quarterly basis.
- H. For each actuarial valuation, the Board shall determine the total expected annual rate of return for the current year, for each of the next several years, and for the long-term thereafter.
- I. The Board of Trustees shall submit investment performance reports on a periodic basis to the City Council. This report shall include the investments in the Fund by class or type, income earned, book value, and market value.
- J. The manager shall annually provide the Trustees with an audited financial statement.

CITY OF PALATKA GENERAL EMPLOYEES' RETIREMENT PLAN

Investment Policy Statement

5. CRITERIA FOR INVESTMENT MANAGER REVIEW

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

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

1. Four consecutive quarters of total Fund performance below the 40th percentile in manager performance rankings.
2. Standard deviation for the Fund in excess of 120% of the market.
3. Loss by the manager of any senior investment personnel.
4. Any change in basic investment philosophy by the manager.
5. Failure to attain a 60% vote of confidence by the Board of Trustees.

6. INTERNAL CONTROLS

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

7. STATEMENT OF CONTINUING EDUCATION

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

8. FLORIDA STATUTES 112.661 AND APPLICABLE CITY OF PALATKA ORDINANCES

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

CITY OF PALATKA GENERAL EMPLOYEES' RETIREMENT PLAN

Investment Policy Statement

9. REVIEW AND AMENDMENTS

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

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

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

**BOARD OF TRUSTEES
CITY OF PALATKA GENERAL
EMPLOYEES' RETIREMENT PLAN**

ATTEST:

By: _____
As Chairman, Board of Trustees

By: _____
As,

Date: _____, 2009

Date: _____, 2009

SUNTRUST BANK

BURGESS CHAMBERS & ASSOCIATES, INC.

By: _____
As,

By: _____
As President

Date: _____, 2009

Date: _____, 2009

Excerpt from the minutes of a regular meeting of the General Employees' Pension Board held on the 15th day of September, 2009:

HIGH YIELD BONDS DISCUSSION - Mr. Myton said the market risks have been enormous. One of the ways to add incremental return is by dipping down into lower quality bonds. Currently the investment policy says they can't own anything below BBB. Dipping down into BB, B, CCC, the names become less well known, but are still very good quality companies. Because they don't have the financial balance sheets, their debt rating is lower and risk of defaulting is a little high. To compensate, they pay higher yields. Mr. Chambers said the coupon on the bond is fixed, but the value of the bond goes down. Whoever buys that bond at a lower price gets a higher yield. Many well-respected companies have fallen below investment grade status because of market conditions. They bonds are trading at 90cents on the dollar. They get the same yield at a lower price. It does broaden the fixed income spectrum. They will need to address the investment policy in a limited capacity, no more than 5%. There could be an opportunity here. Their "high quality" product concentrates on B and BB; it doesn't dip way down. Mr. Chambers said as the economy heals and balance sheets heal, this is an opportunity to pick up extra returns. No more than 3 to 4% would go into this program. Amending the bond parameters in the policy may require an ordinance and may not be implementable right away. This constitutes a flight away from the equity market to lower risk. This will give them equity-type returns with less risk. This won't lower it much, but it will lower it. Mr. Myton said this is another tool in the investment tool box they don't have access to currently. It may take a while to get this change made. They will use it on an opportunistic basis. They don't have to use it at all. They can get in small to begin with until they get a little more comfortable with it. They may want to tweak the investment target and carve out four to five percent for this new target.

Mr. Chambers said anything like this is done at the discretion of the portfolio manager. They can give him the latitude to make those decisions; this is just guidance with respect to latitude. He recommends they revise the investment policy statement on Page 4, Section A, Authorized Investments, to revise the minimum quality requirements, which is now BBB bonds. Per the question, Mr. Myton said the high yield fund dips down into CCC and CC, but the high quality is 90% BB and B. He would use the higher quality fund if anything. He'd strike bullet point #4 altogether to give them more latitude, to take out the "national market system" restriction. They can limit how much to have in "below investment grade" holdings. Mr. Boynton said this will expose the City to future bad decisions. Mr. Myton said that is why they would only have around 5% exposure. These funds are concentrated in B and BB. There may be some CCC names they like that are a good risk with good returns. Mr. Chamber said the risk would be less than 0.25% of exposure to anything below a B. If they want to do that he will re-write the paragraph to keep the language regarding investment grade, but to make an allowance of up to 5% of the restriction. Mr. Boynton moved to amend bullet #4 to amend the wording to allow up to 5% investment into a managed high yield bond fund and to modify the asset allocation table on page 2 of the investment policy, Table #2-1, by adding ranges for each asset class. Mr. Lorenzen seconded the motion. Mr. Chambers said in a few years, when the economy is healed, they won't be interested in this type of investment because the spread will be less. It's an opportunity for now. Mr. Register asked if this is 5% of the overall fund or 5% of the 35%

bond investment. Mr. Chambers said it will be 5% of the overall fund. They will have to change the target for fixed income to make an allowance for this. Mr. Chambers said he will put a range in the benchmark components to allow them to go above 35% in fixed income. Mr. Boynton noted an ordinance will take 2 readings. There being no further discussion, the motion passed unopposed.

LEGAL NOTICE

NOTICE is hereby given that the City Commission of the City of Palatka, Florida, will consider the enactment of the following entitled Ordinance: **AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, REVISING THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA, BY AMENDING THE INVESTMENT POLICY STATEMENT OF THE CITY OF PALATKA GENERAL EMPLOYEES RETIREMENT PLAN; AMENDING SEC. 2-204, INVESTMENT PERFORMANCE OBJECTIVES; AMENDING SEC. 2-205, INVESTMENT GUIDELINES; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE** at its next regular meetings to be held at 6:00 p.m. on the 8th day of October, 2009 and on the 22nd day of October, 2009 at City Hall, 201 N. 2nd St., Palatka, Florida. Said proposed ordinance may be inspected by the public at City Hall during regular hours of business. All interested persons are hereby advised of such consideration by the City Commission and all interested parties may appear at said meeting at said time and place and be heard with respect to the proposed ordinance. This notice is given in accordance with F.S. 166.041.

PLEASE GOVERN YOURSELVES ACCORDINGLY.

/s/ BETSY J. DRIGGERS
CITY CLERK

LEGAL AD – RUN DATE Sept. 29, 2009
PROOF OF PUBLICATION REQUESTED
Betsy J. Driggers City of Palatka
201 N. 2nd Street, Palatka FL 32177
phone 386-329-0100 fax 386-329-0199

Agenda Item

6

CITY OF PALATKA
REQUEST FOR PROPOSALS
Golf Course Management for
Palatka Golf Course

Proposals to be received by November 25, 2009 11:00 a.m. (Eastern Time)

Submit Proposals:
City of Palatka
Office of the City Manager
201 N. 2nd St.
Palatka, Florida 32177

Prepared by City of Palatka, Office of the City Attorney
(386) 328-1111

**City of Palatka
Request for Proposals
Golf Course Management for
Palatka Golf Course**

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**City of Palatka
Request for Proposals
Golf Course Management for
Palatka Golf Course**

- I. ***Statement of Intent.*** The City of Palatka is requesting proposals from responsible firms or teams to manage and operate Palatka Golf Course (hereinafter “Golf Course”) beginning on January 1, 2010. The contract will be for a base period of five (5) years with an option to extend for two (2) each five (5) year renewals upon mutual consent of both the City and contractor.

II. *Time line*

Availability of RFP	October 16, 2009
Pre-Proposal Meeting	October 30, 2009

*This meeting is to be held at 10.00 a.m. (Eastern Time) at Golf Course located at 1715 Moseley Ave, Palatka, Florida, 32177..
This meeting is NOT mandatory.*

Deadline to submit questions to City Manager’s Office	November 6, 2009
<i>Note: Questions must be in writing.</i>	
Proposals Due Date	November 25, 2009
Evaluation of Submissions & Selected Interviews	December 4, 2009
Negotiations with Selected Entity	December 7 thru 11, 2009
Recommendation to City Commission Committee for Approval	December 17, 2009
City Commission Ordinance Final Approval	December 17, 2009
Contract Start Date	January 1, 2010



This timetable is for the information of submitting entities. Project constraints, including interviews with submitting entities, may cause these dates to change.

In no event shall the deadline for submission of the proposals be changed except by written modification from the City Manager's Office, City of Palatka, Florida.



III. Background Golf Course is a municipal golf course opened to the public in 1925. Designed by the legendary Donald Ross, the Palatka Golf Course still maintains the Ross characteristics. An 18 hole, par 70, the Palatka Golf Course measures 5,892 yards and flows around the scenic Ravine State Gardens, a park within the State of Florida Park System. In 1995 the Palatka Golf Course was rated a "best value" by the Wall Street Journal. The Palatka Golf Course is host to one of the oldest and most prestigious amateur tournaments in Florida, the Florida Azalea Amateur. This tournament attracts 200 of the nation's best amateurs. The Palatka Golf Course boasts a 10,000 square foot clubhouse with seating for up to 200 and men's and women's locker rooms. The clubhouse features a restaurant and full bar. A new practice facility was built in 2003 featuring an aqua driving range, made possible, in part by a new full-course affluent irrigation system also completed in 2003. The Palatka Golf Course currently enjoys approximately 25,000 to 27,000 rounds annually.

The City's intent at this point is to explore the option of placing the Golf Course under a managerial contract with a firm that has experience in managing City Golf Courses.

IV. General Conditions. The following data is intended to form the basis for submission of proposals. This material contains general conditions for the procurement process, the scope of service requested, contract requirements, instructions for submissions of qualifications, and submission forms that must be included in the proposal. The RFP should be read in its entirety before preparing the proposal.

4.1 All materials submitted pursuant to this RFP shall become the property of the City of Palatka. To the extent permitted by law, all documents pertaining to this RFP shall be kept confidential until the proposal evaluation is complete, and a contract is awarded. No information about any submission of proposals shall be released to anyone until the process is complete, except to the appropriate City staff. All information provided shall be considered by the City in making a recommendation to enter into an agreement with the selected contractor.

4.2 Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the RFP shall be made in writing and be in the hands of the City Manager's Office by the close of the business day on Friday, November 6, 2009. Questions can be submitted by letter, fax (386-329-0106) or email to wboynton@palatka-fl.gov The City of Palatka shall not be responsible for oral interpretations given by any City of Palatka employee, representative or others. The issuance of written addenda is the only official method whereby interpretation, clarification or additional information can be given. If any addenda are issued to this Request for Proposals, the City Manager for the City of Palatka will attempt to notify all prospective submitting entities and the addenda shall become a permanent part of the RFP; **however, it shall be the responsibility of each submitting entity, prior to submitting proposal to contact the City Manager for the City of Palatka at 386-329-0104 to determine if addenda were issued and to make such addenda a part of the submission of proposal. Any addenda will also be posted on the City's website at www.co.putnam.fl.us/palatka/city**

4.3 The City of Palatka reserves the right to: (a) accept or reject any and/or all submissions of proposal; (b) waive irregularities and technicalities; (c) accept any alternative submission of proposal presented which in its opinion, would best serve the interests of the City of Palatka; and (d) give full and proper evaluation of the firm or team presenting the proposal. The City shall be the sole judge of the proposal and the resulting negotiated agreement that is in its best interest, and its decision shall be final. Also, the City reserves the right to make such investigation as it deems necessary to determine the ability of any submitting entity to perform the work or service requested. Information the City deems necessary to make this determination shall be provided by

the submitting entity. Such information may include, but shall not be limited to: current financial statements by an independent CPA; verification of availability of equipment and personnel; and past performance records.

4.4 Included in the Contract Documents is an affidavit that the undersigned has not entered into any collusion with any person in respect to this proposal. The proposer will be required to execute and submit this affidavit prior to execution of the Contract by the City.

4.5 Subsequent to the City's review and the City Manager's recommendation of a firm(s), Palatka City Commission approval is required before the final contract may be executed.

4.6 All expenses for making submission of qualifications shall be borne by the submitting entity.

4.7 Any submission of proposals may be withdrawn up until the date and time for opening of the submissions. Any submission not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of sixty (60) days to the City of Palatka for the services set forth in the RFP until one or more of the submissions are accepted by the City of Palatka.

V. Scope of Service. The City of Palatka is seeking submittals from responsible firms or teams to provide proposals for the management and operation of all facets of the Golf Course on behalf of the City. This proposal should include a plan for operating concessions, managing the golf shop, handling all maintenance needs (including course, club house, and equipment), dealing with customer service, marketing the golf facility, hiring and supervising all staff, sharing of revenues generated and costs incurred; and long-term success of the facility.

5.1 The initial term of this agreement shall begin on January 1, 2010 and expire on December 31, 2015, with two (2) each, five (5) year renewal options upon mutual agreement of both the City and the Contractor.

5.2 The goal of the City of Palatka is to have Golf Course in excellent playing condition while keeping the cost per round of golf reasonable enough for the general public so they may have a quality recreation experience at a reasonable cost.

5.3 The City of Palatka expects to share in the profits generated by the Golf Course. The City anticipates negotiating an agreement with the successful firm or team that will provide for a fixed fee for the lease of the Golf Course, along with profit-sharing clauses.

5.4 Note that the City expects to pay the cost for any and all capital improvements under this management agreement that the City decides are necessary.

5.5 Attached to this RFP is an inventory of property, equipment and materials that are currently part of Golf Course. These items are available for use under a management agreement.

5.6 Responsibilities. The successful proposer shall have the responsibility of providing general operational management services for Golf Course to include the following:

A. Employees. All personnel employed by the Golf Course shall at all times be employees of the contractor. All costs pertaining to such contractor employees arising out of the City - Contractor relationship will be an operating expense paid for from the Contractor.

B. Inventory - Merchandise and Items for Re-sale. The Contractor shall obtain merchandise for the pro shop at the clubhouse as well as food and beverage items, as per the agreed upon

Annual Budget and Program.

C. Supervision. Contractor shall supervise and operate the golf operations, golf pro shop, membership sales, practice facilities, food and beverage services, and other ancillary services at the Golf Course.

D. Maintenance. Contractor shall maintain in good working condition the physical plant and equipment at the Golf Course to include the Golf Course and all physical structures .

E. Purchasing and Procurement. The Contractor shall arrange for the procurement of, as an operating expense of the Golf Course, all operating supplies, operating equipment, inventories and services necessary to operate the Golf Course in accordance with the annual budget.

F. Consultation. The contractor shall, without additional compensation, make its staff available to the City upon request for consultation regarding the operation of the Golf Course, including, but not limited to, operating procedures, agronomy, pro shop, food and beverage service, management and operation, capital improvements, driving range operation, clubhouse space utilization and operations, golf cart maintenance and management, and prices and rate structure.

G. Junior Golf. Contractor shall develop and implement programs to promote golf among persons under age 18 to include high school and junior high golf teams.

H. Marketing Plan. The contractor shall create, direct, and implement an annual marketing plan for Golf Course as part of the Annual Budget and Program. The marketing plan will include market analyses (competitive, customer), Golf Course analyses (programs, utilization, sales), and strategies for achieving the budgeted financial goals and other marketing-related goals for the Golf Course and City of Palatka.

I. The Contractor shall obtain and manage:

1. Marketing systems, including signage and internet (web site, e-mail, e-commerce); electronic tee sheet program (reservation system, customer database, POS); and branding materials (graphic design, collateral, photography);
2. Customer acquisition programs, including advertising (print, electronic, display); direct marketing (direct mail, broadcast e-mail); promotional offers; and community and vendor partnerships and sponsorships;
3. Customer retention programs, including loyalty/reward card programs; special events and programs; and promotional offers;
4. Sales programs, including outing, membership, and event sales management;
5. Quality assurance programs, including customer surveying; "secret shopper" on-site visits and telephone sales calls; and customer comment telephone lines and e-mail forms;
6. Publicity and media relations; and
7. Point-of Sale Technology, and Accounting Administration, which includes oversight of Golf Course, point-of-sale, electronic tee sheet, stand-alone accounting systems, data processing system/program support, and audit and system/personnel support for the purpose of ensuring the consistent and professional execution of accounting and data processing functions required for the Golf Course.

Additionally, the contractor shall coordinate and oversee all sub-contractors' work in connection with the production and implementation of these programs.

J. Accounting. The contractor shall provide separate budgeting, bookkeeping and reporting

services to the City concerning the Golf Course. Copies of all books/records shall be kept at the Golf Course and the City of Palatka shall retain the right to review all books, records, software, data, programs, manuals and the like..

K. Financial Reporting. The contractor shall maintain and provide on a “cash basis” monthly and annual operating statements. The contractor shall also prepare a recommended annual operating budget, including a comparison to the annual operating budget for the immediately preceding year and a projection of anticipated monthly revenues and expenses and cash flows for the Golf Course for the following calendar year, including a reasonable contingency and anticipated working capital requirement of the Golf Course for the year; a capital improvements budget for the next calendar year; a marketing and operational program to include operating policies, standards for operations and quality of service standards (collectively, the “Annual Budget and Program”). **Note that the Contractor shall make the final determination and have the final approval of the Annual Budget and Program.**

L. Expenditures. The contractor shall pay all operating expenses for the Golf Course which expenses shall include, but not be limited to, payments of all monthly payroll and related expenses, operating expenses, management fees, incentive fees, sales, use, value-included and excise taxes on sales and rentals, and real property taxes levied on the Golf Course. For purposes of this paragraph, “operating expenses” shall not be defined so as to include any existing or future long-term debt of the City which is or was attributable to the Golf Course, its acquisition, or past operation.

M. Owner’s Meeting. Contractor shall, at least monthly, consult with the City regarding the Golf Course and its operations at a time, date, and place designated by the City.

VI. Contract Requirements. Submitting entities, if selected, must be willing to sign a contract with the City of Palatka which will include certain provisions, among which are the following:

6.1 The contract shall consist of (1) the RFP, (2) the proposal submitted by the contractor to this RFP, and (3) the contract. In the event of a discrepancy between the contract, the RFP, and the submitted proposal, the contract will prevail.

6.2 The relationship of contractor to the City will be that of independent contractor. The contractor will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants and subcontractors done during the performance of the contract. All services performed by the contractor shall be provided in an independent contractor capacity and not in the capacity of officers, agents, or employees of the City of Palatka.

6.4 The contractor shall not assign or transfer any interest in this contract without prior written consent of the City of Palatka.

6.5 The successful proposer must be willing to sign a contract with the City of Palatka that contains the following indemnification clause:

A. Contractor, its agents and employees shall defend, indemnify and hold harmless the City of Palatka, its agents and employees from any and all liability to Contractor, and agents and employee or any third parties for claims, personal injuries, property damage, or loss of life or property resulting from, or in any way connected with, or alleged to have

arisen from, the performance of this agreement except where the proximate cause of such injury, damage, or loss was the sole negligence of the City of Palatka, its agents or employees.

B. Contractor, its agents and employees shall defend, indemnify and hold the City of Palatka harmless for the cost of the defense of any claim, demand, suit or cause of action made or brought against the City of Palatka alleging liability referenced in Paragraph A, including, but not limited to, cost fees, attorneys fees, and other expenses of any kind whatsoever arising in connection with the defense of the City of Palatka; and to assume and take over the defense of the City of Palatka in any such claim, demand, suit or cause of action upon timely notice and demand for same by the City of Palatka, except where the proximate cause of such injury, damage or loss was the sole negligence of the City of Palatka, its agents or employees.

C. Contractor, its agents and employees shall defend, indemnify and hold the City of Palatka harmless and pay all judgments that shall be rendered in any such actions, suits, c/aims or demands against the City of Palatka alleging liability referenced in Paragraph A, except where the proximate cause of such injury, damage or loss was the sole negligence of the City of Palatka, its agents or employees.

6.6 The City may terminate its contract with the successful proposer at any time, for cause. In the event the City determines to terminate the contract, it must first notify the other party of the reason for termination and afford the other party a reasonable time within which to "cure" the condition or ground upon which termination is sought. "Grounds" for termination shall include, but not be limited to, failure of the contracting part to satisfy its financial obligations under the contract; failure of the contracting party to satisfy its maintenance obligations under the contract; failure of the contracting party to retain the "public" nature of the golf course; or any other substantial default under the terms of the contract ultimately negotiated between the parties. If the City terminates this Agreement, as a result of a default by the Contractor, the Contractor shall be entitled to receive as its sole and exclusive remedy the amount due to the Contractor for work executed through the date of termination, not including any future fees, profits, or other compensation or payments which the Contractor would have been entitled to receive if the Contract had not been terminated, subject to set-off for any amounts due the City from the Contractor.

6.7 The contractor must be licensed to conduct business in the State of Florida for any services in this contract requiring such licensure. The contractor must maintain license during the period of the contract and shall submit evidence of compliance.

6.8 When applicable and prior to the commencement of the contract, contractor must furnish the City of Palatka with properly executed certificates of insurance, which shall clearly evidence all insurance required by the City. Such insurance shall be at a minimum the following: commercial general liability (occurrence basis) with limits of one million dollars; automobile liability for any auto with limits of one million dollars; workers compensation with statutory limits and employers liability with limits of one hundred thousand dollars. Additional insurance may be required on the basis of the scope of the negotiated contract. The City, its officials, officers, employees and volunteers are to be added as insureds on all liability insurance policies with respect to liability arising out of the work or operations performed by or on behalf of the Contractor. Such insurance will be primary and any insurance or self-insurance maintained by the City will apply in excess of, and not contribute with, the insurance required. Required insurance shall not be canceled, allowed to expire or be materially reduced in coverage until after thirty days written notice has been given to the City Attorney.

6.9 Firms must comply with Presidential Executive Orders No. 11246 and 11375 which prohibit discrimination in employment regarding race, color, religion, sex or national origin. Firms must also comply with Title VI of the Civil Rights Act of 1964, the Copeland Anti-Kick Back Act, the Contract Work Hours and Safety Standards Act, Section 402 of the Vietnam Veterans Adjustment Act of 1974, Section 503 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, all of which are herein incorporated by reference.

6.10 Firms shall give consideration to the inclusion of minority firms or individuals in this project, and shall advise the City in the submitted proposal of their efforts to do so.

6.11 Each submitting entity is responsible for full compliance with all laws, rules and regulations which may be applicable.

6.12 Before a contract will be signed by the City, the submitting entity, if selected, must provide the City with a copy of its valid business license or with an affidavit explaining why it is exempt from the business licensure requirements of the city or county in which it is headquartered. If a contract is signed, the contractor's business license shall be kept current throughout the duration of the contract, and the contractor shall inform the City of changes in its business name or location.

VII. Instructions to Submitting Entities. All submissions of proposals shall comply with the following instructions. These instructions are intended to ensure that (1) submissions contain the information and documents required by the City of Palatka in this RFP; and (2) the submissions have a degree of uniformity in the presentation of material, which will facilitate evaluation by the City.

7.1 General. Submission forms and RFP documentation may be obtained on or after October 16, 2009 at no charge from:

City of Palatka
Office of City Manager
201 N. 2nd St.
Palatka, Florida 32177

between 8:30 a.m. and 5:00 p.m. (Eastern Time), Monday through Friday or by calling 386-329-0104. Forms and RFP information are also available on the City web site at www.co.putnam.fl.us/palatka/city where it can be read or printed using Adobe Acrobat Reader software.

7.2 Proposals Submissions. An original and six (6) copies of the proposal shall be submitted. Proposals shall clearly indicate the legal name, address and telephone number of the submitting entity (company, firm, partnership, individual). Proposals shall bear an original signature, being signed above the typed or printed name and title of the signer. All proposals must be signed by an officer of the company authorized to bind the firm to a contract.

Proposals will be received until 11:00 AM, Eastern Time; on November 25, 2009. Each proposal must be submitted in a sealed envelope addressed to the City of Palatka. Each sealed envelope containing a proposal must be plainly marked on the outside "Submission of Proposal to Manage Palatka Golf Course" to be Opened 11:00 AM (Eastern Time). November 25, 2009."

Any proposal received after the time and date on the cover sheet will not be considered. It shall be the sole responsibility of the submitting entity to have the proposals delivered to the City of

Palatka, City Manager's office for receipt on or before that date. If a proposal is sent by U.S. mail, the submitting entity shall be responsible for its timely delivery to the City of Palatka. Proposals delayed by mail shall not be considered and arrangements shall be made for return at the submitting entity's request and expense.

7.3 Format. Proposals must be typed on 8.5 x 11 inch wide white paper. Pages must be consecutively numbered. A table of contents must be included in the proposal immediately after the title page. Proposals shall be structured as follows:

1. Submission Form (S-I) & Non-Collusion Affidavit
2. Table of Contents
3. Body of Proposal: Information which submitting entity wishes to include

NOTE: Form S-I and the Non-Collusion Affidavit are found on pages 13 and 14 of this RFP.

7.4 Evaluation of Proposals. All qualified submissions received by the deadline will be analyzed by the City according to the criteria outlined in these specifications. Failure to comply with the provisions of the RFP may cause any proposal to be ineligible for evaluation.

Firms and/or teams responding to this RFP shall be available for interviews with the City. Discussions may be conducted with responsible submitting entities for purposes of clarification to assure full understanding of and conformance to the RFP requirements. After proposals are opened, any selected entity notified by the City should be prepared to meet with the City at the time and date determined by the City of Palatka. Selection shall be based on the firms' qualifications applicable to the scope and nature of the services to be performed per this RFP. Determination of qualifications shall be based on written proposals and information presented to the City during oral interviews, if any.

Each proposal will be initially analyzed and judged according to the evaluation criteria below. Maximum score is 100 points. In addition to the proposal, the Committee may request additional material, information or references from the submitting entity or others.

Provided it is in the best interest of the City, the firm/team determined to be the most responsive, taking into consideration the evaluation factors set forth in this RFP, will be selected to begin contractual negotiations. The firm/team selected will be invited to submit more comprehensive information if necessary. If no satisfactory agreement can be reached with the "most responsive firm," then the City will begin contractual negotiations with the firm/team determined to be the next most responsive, and, if unsuccessful in reaching a satisfactory agreement, will continue the process of entering into contractual negotiations with any/all firms/teams submitting proposals in order of their ranking.

VIII. Evaluation Criteria. Proposals will be evaluated using the following criteria:

1) Golf Course Experience: (15 pts) Proven competence with regard to *golf course operations in general* that will make this management agreement successful. What experience do the individuals who are going to play the largest, active role in this arrangement have that will give them a clearer idea as to how to best make Golf Course a quality facility? Which golf course(s) do they have experience with, for how long, and what lessons have they learned that will prove helpful to this arrangement?

2) Management Experience: (15 pts) What relevant *golf course management experience* does

your firm have that will make this agreement successful? List examples of past management arrangements that will help the City understand the type of business partner the City of Palatka would have if they accept your proposal.

3) Financial Capability: (30 pts) What financial resources does your organization or team have that will provide the wherewithal for you to be successful over a multi-year contract. Specifically, provide your *profit and loss statement as well as your balance sheet* for the year ending December 31, 2008.

4) Local Interest: (10 pts) Entities that have a vested interest in the Palatka community are better able to provide high quality services at Golf Course. Familiarity with the community, knowing the target market, and understanding citizen expectations are important aspects to a successful management agreement. Explain how your firm or team is vested in the Palatka community by listing personal and/or professional references. A key part of local interest concerns the “youth program” for golf in Palatka. As such, part of our evaluation will focus on your stated plan to implement programs that promote junior golf for persons under age 18 to include high school and junior high golf teams.

5) Revenue. (10 pts) Amount of revenue to be provided to the City of Palatka over the course of the five-year management contract.

6) Technical Approach (20 pts) Evaluation of how well your proposal addresses the manner in which you will achieve each of the tasks/projects specified in the scope of work provided in this RFP.

Submission Forms

**CITY OF PALATKA
REQUEST FOR PROPOSALS
Golf Course Management for
Palatka Golf Course**

Submission Form (S-I)

**Proposals To Be Received by 11:00 AM, Central Time, November 25, 2009
City Hall, 201 N. 2nd Street , Palatka, Florida, 32177**

IMPORTANT: An Original and six (6) copies are to be submitted.

Please complete the following:

Legal Name of Proposer:

Address:

Telephone Number:

Fax Number: —Contact Person:

Signature: _____

Name of Signer:

Note: Failure to use these response sheets may disqualify your submission.

Non-Collusion Affidavit

State of _____ County of _____

_____ being first duly sworn, deposes and says that:

- (1) He/She is the _____ of _____, the firm that has submitted the attached Proposal;
- (2) He/She is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- (3) Such Proposal is genuine and is not a collusive or sham Proposal;
- (4) Neither the said firm nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other vendor, firm or person to submit a collusive or sham proposal in connection with the contract or agreement for which the attached Proposal has been submitted or to refrain from making a proposal in connection with such contract or agreement, or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the proposal price or the proposal price of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City of Palatka or any person interested in the proposed contract or agreement; and
- (5) The proposal of service outlined in the Proposal is fair and proper and is not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties including this affiant.

(Signed): _____

Title:

Subscribed and sworn to before me this _____ day of _____ 200_.

Notary Public

My Commission expires:

Palatka Golf Club Equipment

1998 Fairway Aerifier
1990 395 Case Tractor
1993 3100 Toro Triplex
1995 4200 Kubota Tractor
1997 2243D John Deere Tee/Green
1996 3050 Toro Triplex
2000 790 John Deere Tractor (Damaged)
2003 1200 Toro Sprayer
2002 3100 Toro Triplex
2003 Toro Osmac Irrigation System
2004 6 x 12 Dump Trailer
2005 Lastec 721 Rough Mower
2005 Articulator Zero Turn
2005 Gator Utility Vehicle
2005 4120 John Deere Tractor
2005 6500D Toro Fairway Mower
2005 3100 Toro Triplex
2001 LF3800 Jacobson Fairway Mower
2001 2 Jacobson Walk Mowers
2006 Kilpatrik Top Dresser
2006 Jacobson Bunker Rake
2006 Cushman Truckster

2 E-Z-Go Trucksters

Fleet of 54 E-Z-Go Golf Carts (Leased)

4 year lease with 3 year full warranty. Option to sign new lease after 3 years in April 2010 and receive new fleet with a full warranty. The original 4 year lease expires in March 2011.