

KARL N. FLAGG
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

VERNON 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 E. HOLMES
CITY ATTORNEY

AGENDA CITY OF PALATKA November 16, 2010

CALL TO ORDER:

- a. Invocation – Brother Nicol Fecteau, Chaplain; Putnam County Jail
- a. Pledge of Allegiance
- b. Roll Call

APPROVAL OF MINUTES – 10/28/10

1. PUBLIC RECOGNITION/PRESENTATIONS:

a. STUDENT OF THE MONTH – November, 2010 – Mayor Flagg & Commissioner Myers

Sykeria Flagler	Beasley Middle School
Tristan Myers	Browning Pearce Elementary School
Justus Curry	Children's Reading Center Charter School
Tavarence Boynton-Dewitt	E.H. Miller School
Stevie Phiel	James A. Long Elementary School
Matthew Edwards	Jenkins Middle School
Tara Gore	Kelley Smith Elementary School
Faith Jones	Mellon Elementary School
Kaila Parkhurst	Moseley Elementary School
Bubba Silcox	Palatka High School
Rylee Romay	Peniel Baptist Academy

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

3. CONSENT AGENDA:

- *a. Authorize execution of contract with Stone Engineering in the amount of \$25,359.00 for engineering services for drainage improvements at St. Johns Avenue at 7th Street (FEMA HMPG Grant)
- *b. Authorize extension of Property Transfer Negotiations with Community Development Partners, Inc. to December 9, 2010, per City Manager's recommendation
- *c. Approve Budget Amendments & Transfers for F/Y 2009-10 – Finance Director
- *d. Accept Bid Procurement Procedure and authorize purchase of Software from ADG at a cost of \$123,520.00 per Finance Director's recommendation
- *e. Concur on Code Enforcement Board recommendation to earmark all fees collected for Code Enforcement actions to be used for tipping fees, permits and other expenses related to structure demolition and/or lot clean up per Building & Zoning Administrator's recommendation
- *f. Declare as surplus the following property for disposition as recommended
 1. Three (3) secretary desk units (Building & Zoning)
 2. Old Palatka Library books and magazines (Building & Zoning)
 3. Various computers and electronic office equipment – PD, Golf Course, W&S, City Hall

AGENDA - CITY OF PALATKA
November 16, 2010
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3. CONSENT AGENDA (CONTINUED)

***g. Issue permit to exceed noise levels established by Chapter 30, Palatka Code of Ordinances** for the following events:

1. **To Pilot Club of Palatka** for Annual Light the Riverfront Event at the Palatka Riverfront Park on Saturday, Dec. 4 from 5:30 p.m. to 8:30 p.m., per Special Events Coordinator (Class B Special Events Permit)
2. **To Palatka Music Center & Pizza Boyz Restaurant** for the 4th Annual PalatkaPalooza at Pizza Boyz parking lot (900 blk of St. Johns Ave.) on Sat., 11/20/10 from 2:00 p.m. – 6:00 p.m., per provisions of Chapter 30 (held as part of River Blues Festival – ½ block outside of Festival area)

- * 4. **RESOLUTION** supporting the designation of US Hwy 19 from US Hwy 17 (SR 15) to **Carriage Drive** as “Veterans Memorial Highway” - Adopt
- * 5. **ORDINANCE** amending the Capital Improvements Element of the City of Palatka Comprehensive Plan to adopt the Financially Feasible Five-Year Schedule of Capital Improvements – Adopt
- * 6. **ORDINANCE** amending the Code of Ordinances, Chapter 14, Animals, to clarify violations, enforcement actions and amend fines to comply with Statutory Regulations – 1st Reading
- * 7. **ORDINANCE** restating Chapter 50 of the Code of Ordinances, Article III, Special Events - 1st Reading

8. ADMINISTRATIVE REPORTS

9. COMMISSIONER COMMENTS

10. ADJOURN

*Attachment **Separate Cover

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

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

Upcoming Events:

November 18 & 19 – FLC Legislative Conference in Orlando
November 25 & 26 – City Offices closed for Thanksgiving Holiday Experience
December 23 & 24 – City Offices closed for Christmas Holiday Contractor)
December 31, 2010 – City Offices closed for New Year's Holiday member")
January 3, 2010, 7:30 p.m. – Oath of Office Ceremony

Board Openings:

Tree Committee	1 Vacancy
Historic Preservation Board:	1 alternate/1 w/ Legal
Code Enforcement Board	1 Vacancy (Gen.
Fire Pension Board	1 Vacancy (“5 th
Planning Board	1 Vacancy (at large)

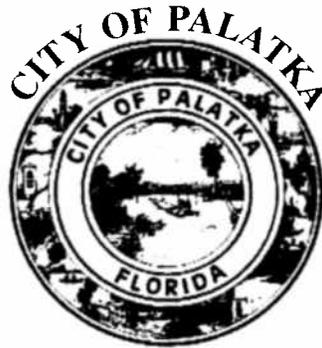
KARL N. FLAGG
MAYOR - COMMISSIONER

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DONALD E. HOLMES
CITY ATTORNEY

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

November 9, 2010

TO MESSRS: MARY LAWSON BROWN, ALLEGRA KITCHENS, VERNON MYERS AND JAMES NORWOOD:

You are hereby notified that the meeting date of the regular November 11, 2010 meeting of the Palatka City Commission is hereby revised and called to be held beginning at 6:00 p.m. at the regular meeting place of the Palatka City Commission, 201 N. 2nd Street, Palatka on Tuesday, November 16, 2010.

Karl N. Flagg
Karl N. Flagg, MAYOR

We acknowledge receipt of a copy of the foregoing notice of a special meeting on the 9th day of November, 2010.

Mary Lawson Brown
COMMISSIONER

Allegra Kitchens
COMMISSIONER

Vernon Myers
COMMISSIONER

James Norwood, Jr.
COMMISSIONER

*Agenda
Item*

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

City of Palatka
Office of the City Manager

To: City Commission, Mayor Flagg

From: Woody Boynton, City Manager

Date: October 7, 2010

RE: St. Johns Avenue / South 7th Street Drainage Improvements Engineering Contract

Attached is an Engineering proposal from Stone Engineering to complete engineering design and analysis for drainage improvements in the vicinity of St. Johns Avenue / South 7th Street. Stone Engineering completed the conceptual and preliminary design of this project and this contract will provide final construction drawings and specifications. Upon completion of the design the project will be resubmitted to FEMA for review and hopefully funding for construction.

As you recall a FEMA grant award in the amount of \$21,756 for engineering design was recently accepted by the Commission. The grant award included a City match of 43% or \$16,344. However, the City had already expended approximately \$12,000 in preliminary design and survey costs to Stone Engineering; the actual new cost to the City is approximately \$4,000. This project will provide a new stormwater management system on St. Johns Ave from approximately 8th Street to 7th Street and south along 7th Street to Oak Street. . This project will provide additional stormwater inlets on St. Johns Avenue and piping to connect to the existing system at Reid and 7th Street.

The City's cost-share will be appropriated from the Better Place Fund. We are recommending approval of the Engineering Contract.

November 8, 2010

Mr. Elwin "Woody" Boynton, Jr.
City Manager
City of Palatka
201 N. 2nd Street
Palatka, FL 32177

**Re: Professional Services Proposal for
Hazard Mitigation Grant Program (FEMA-1785-43-R)
Oak Street and St. Johns Avenue – Phase I Drainage Design**

Dear Mr. Boynton:

Stone Engineering Group, Inc. is pleased to submit to the City of Palatka this proposal for Professional Engineering Services in connection with your desire to provide drainage improvements (mitigation measures) to reduce or eliminate long-term flooding in the 7th and 8th Street and Oak Street area of downtown.

PROJECT DESCRIPTION

The project consists of providing engineering design and analysis (Phase 1) in accordance with the Joint Hazard Mitigation Grant Program (HMGP) for proposed drainage improvements in the area of St. Johns Avenue and Oak Street in Palatka. The Phase 1 engineering plans and specifications will be submitted by the City to the State of Florida Division of Emergency Management (FDEM) for review. The project area encompasses 7th to 8th Streets on St. Johns Avenue and St. Johns Avenue to Oak Street on 7th Street. The intent is to connect the proposed drainage improvements to the City-Owned storm water management system on 10th Street and Reid Street.

Phase I of this project includes engineering design and eligibility determination, surveying services, and bidding necessary to implement a drainage project that will provide additional capacity to efficiently convey storm water runoff volume to eliminate or reduce flooding to the 10-year level. The proposed drainage improvements include 1000 linear feet of drainage pipe and sidewalk/pavement on St. Johns Avenue and 500 linear feet of drainage pipe and sidewalk/pavement on 7th Street.

SCOPE OF SERVICES

Our services will be provided in the following Tasks:

Task 1 – Updated Topographic Survey

Stone Engineering Group shall provide an updated survey. The updated survey will shall include benchmarks, spot elevations, drainage pipes with their sizes, drainage structures and inverts, edge of asphalt roadways, centerline, and tops of curbs.

Task 2 – Updated Hydraulic Analysis and Calculations

Stone Engineering Group shall update the conveyance calculations for the proposed drainage improvements. The hydraulic calculations will include swale and pipe capacity and drainage basin analysis based on the rational method.

Task 3 – 60 % Design Plans

Stone Engineering Group shall prepare 60% design plans for the drainage improvements including drainage plan, cross sections, erosion control plan, and maintenance of traffic.

Task 4 – Final Plans/Specifications

Based upon City's 60% design comments, Stone Engineering Group shall prepare Final design plans and technical specifications for the drainage improvements. Stone Engineering Group shall also prepare and submit permit applications and supporting documents to SJRWMD.

Task 5- Bid Documents/Cost Estimate

Stone Engineering Group shall develop Bid Documents and Technical Specifications and prepare an Engineer's Estimate of Probable Construction Cost for the drainage improvements.

PROFESSIONAL FEES:

Our fees are outlined as follows::

Task 1: Updated Topographic Survey	\$ 2,900
Task 2: Updated Hydraulic Analysis and Calculations	\$ 3,300
Task 3: 60% Design Plans	\$ 11,800
Task 4: Final Plans/Specifications	\$ 4,700
Task 5: Bid Documents/Cost Estimate	\$ 2,600

TOTAL NOT TO BE EXCEEDED FEE \$25,300

SERVICES EXCLUDED:

The above services and professional fees do not include consideration for the following:

- Utility Improvements
- Landscape /Irrigation Design
- River outfall considerations
- Assoc/Committee/Commission Meetings
- Construction Engineering Services
- NPDES / SWPPP
- Stormwater Permitting/Permit Application Fees
- Regulatory Agency Meetings and/or Approvals
- Assistance w/ easements, plats or property descriptions
- Any Other Service Not Described in Task 1 through Task 5

Mr. Elwin "Woody" Boynton, Jr.
November 8, 2010
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- This rates and services proposal, if not executed by both parties, will remain in force only until February 8, 2011, unless otherwise agreed in writing.

CLIENT RESPONSIBILITIES:

Client agrees to provide full, reliable information regarding its requirements for the project. In addition, the Client agrees to provide, at its expense and in a timely manner, the cooperation of its personnel, legal counsel and such additional information with respect to the project as may be required from time to time by Stone Engineering Group in the performance of our work. The Client shall designate a Project Representative authorized to act on behalf of the Client with respect to this Agreement and agrees to render any decisions promptly to avoid unreasonable delay to the project and the performance of Stone Engineering Group work.

DESIGN APPROVALS:

Mr. Elwin "Woody" Boynton Jr., City Manager, has been designated as the Client Representative who will be responsible for design direction for this project and has authority for project decision approval. In the event that the engineering decisions, as approved by Mr. Boynton are rejected by others, and additional engineering is required, such redesign services shall be compensated as extra services at our standard hourly rates.

Stone Engineering Group is very excited about working with the City of Palatka on this project and trust that this proposal is responsive to your needs. Should you find this proposal acceptable, please authorize a purchase order or other authorization mechanism, as you deem appropriate. If you have any questions during your evaluation of the proposal, please do not hesitate to contact me.

Sincerely,
STONE ENGINEERING GROUP, INC.

Paul E. Ina, P.E.
Project Manager

Gary L. Sneddon, P.E.
President

ACCEPTED BY:

Signature

Print Name & Title

Date

Enclosures:

General Conditions – Rate Schedule

*Agenda
Item*

3b

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

City of Palatka
Office of the City Manager

To: Mayor Flagg, City Commissioners

From: Woody Boynton, City Manager

Date: November 10, 2010

RE: Extension of Property Transfer Negotiations with Community Development Partners, Inc

The City Attorney and I are requesting a one month extension of the Property Transfer Negotiations with Community Development Partners, Inc. to December 9, 2010. The negotiations are moving forward, however a document that all parties can agree to has not yet been reached. We are confident that an Agreement can and will be reached by the December 9th Commission Meeting.

Should you have any questions please call.

*Agenda
Item*

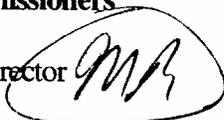
3c

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

City of Palatka
Office of the Finance Director

To: Mayor Flagg, City Commissioners

From: Matt Reynolds, Finance Director



Date: November 3, 2010

RE: Budget Amendments Fiscal Year 2009-2010

The City budget is governed by Chapter 166.241 and 200.065, Florida Statutes. These Statutes provide that the total budget at the fund level, once approved, cannot be exceeded unless a supplemental budget appropriation is enacted by the City Commission.

The budget needs to be amended to include all revenues and expenditures (grants, changes in estimated revenues and expenditures & etc.) that were received or expected to be received in the 2009-2010 fiscal year. Also included are corrections of account numbers, balance forwards and budget transfers.

I recommend the City Commission approve the supplemental appropriations and revenues to correct the budget and formally approve inter-department budget transfers and balance forwards to be in compliance with the Florida Statutes.

Batch: 27905 budget amendments 09/10 MR

Seq#	Acct	Date	Account #	Reference #	Description 1	Amount	Description 2
10	2010/09/30	001-00-33-4-7-20-00			LARIMER GRANT	50,000.00-	FOR BETTER PLACE
20	2010/09/30	001-18-51-9-6-62-60			PRICE MARTIN	20,000.00	FROM GRANT
30	2010/09/30	001-18-51-9-6-64-40			STREET	30,000.00	TO REPLACE AMT FROM GRANT
40	2010/09/30	001-00-33-4-1-10-00			HAZARD-ST JOHNS/ZEAGLER 80-R	78,485.00-	TO BETTER PLACE
50	2010/09/30	001-18-51-9-6-63-60			ST JOHNS AVE DRAINAGE	78,485.00	FROM GRANT
60	2010/09/30	001-18-51-9-6-63-10			SIDEWALKS	65,000.00-	TO STREET
70	2010/09/30	001-18-51-9-6-64-40			STREET	24,500.00	FROM SIDEWALKS
80	2010/09/30	001-18-51-9-6-62-50			LARIMER CENTER	40,500.00	FROM SIDEWALKS
90	2010/09/30	001-00-33-4-3-60-20			RIVER ST STORMWATER G02B7	208,978.00-	TO BETTER PLACE
100	2010/09/30	001-18-51-9-6-63-80			RIVER ST STORMWATER PROJECT	208,978.00	FROM DBP AND SJRWMD GRANTS
110	2010/09/30	005-00-38-9-2-30-00			FAA MASTER PLAN 16-2008	32,788.00-	TO F05636
120	2010/09/30	005-00-38-9-3-75-00			FDOT MASTER PLAN APD49	669.00-	TO F05636
130	2010/09/30	005-05-54-2-6-63-60			MASTER PLAN UPDATE	33,457.00	FROM FAA/FDOT GRANTS
140	2010/09/30	005-00-38-9-2-60-00			FAA TAXIWAY B REHAB 17-2008	63,965.00-	TO F05631
150	2010/09/30	005-00-38-9-3-82-00			FDOT TWB DRAIN-REHAB APS00	3,375.00-	TO F05631
160	2010/09/30	005-05-54-2-6-63-10			TAXIWAY B REHAB	67,340.00	FROM FAA/FDOT GRANTS
170	2010/09/30	005-00-38-9-2-70-00			FAA RUNWAY 17/35 18-2009	338,109.00-	TO F05632
180	2010/09/30	005-05-54-2-6-63-20			RUNWAY 17-35 PAVEMENT REHAB	338,109.00	FROM FAA GRANT
190	2010/09/30	005-00-38-9-2-75-00			FAA TWB DRAIN-REHAB 19-2009	84,146.00-	TO F05625
200	2010/09/30	005-05-54-2-6-62-50			TWB DRAIN-DESIGN 19-2009 AFS00	84,146.00	FROM FAA GRANT
210	2010/09/30	005-00-38-9-3-28-00			DRAINAGE-FDOT GRANT AF029	10,825.00-	TO F05632
220	2010/09/30	005-05-54-2-6-63-20			RUNWAY 17-35 PAVEMENT REHAB	10,825.00	FROM FDOT AP029 GRANT
230	2010/09/30	042-24-57-2-9-90-00			CONTINGENCY	6,033.00-	TO CAPITAL OUTLAY
240	2010/09/30	042-24-57-2-6-64-00			CAPITAL OUTLAY	6,033.00	FROM CONTINGENCY
250	2010/09/30	041-00-38-9-3-20-00			REUSE GRANT-W/W LP6771	328,423.00-	TO F12635
260	2010/09/30	041-00-38-9-4-12-00			SJRWMD GRANT (REUSE)	246,797.00-	TO F12635

Batch: 27905 budget amendments 09/10 MR

Seq#	Acct	Date	Account #	Reference #	Description 1	Amount	Description 2
270	2010/09/30	041-12-53-5-6-63-50			REUSE W/W TREATMENT GRANT	575,220.00	FROM DEP/SURMWD GRANTS
280	2010/09/30	041-00-30-1-1-40-00			METER EQUIP LOAN BAL FORWARD	972,344.00-	TO F13646
290	2010/09/30	041-13-53-6-6-64-60			SATELLITE METER EQUIP	972,344.00	FROM METER EQUIP LOAN BAL FORM
300	2010/09/30	041-29-53-6-9-90-00			CONTINGENCY	3,518.00-	TO SRF INTEREST
310	2010/09/30	041-34-51-7-7-72-10			INTEREST-2004 SRF LOAN	3,518.00	FROM CONTINGENCY
320	2010/09/30	041-00-36-1-1-50-00			INTEREST-FL RURAL UTILITY	134,585.00-	TO FRUFC LOAN COSTS
330	2010/09/30	041-37-51-7-7-72-10			FL RURAL UTILITY-INTEREST	54,901.00	FROM INTEREST EARNINGS
340	2010/09/30	041-37-51-7-7-73-10			FL RURAL UTILITY-ADMIN PERS	7,420.00	FROM INTEREST EARNINGS
350	2010/09/30	041-00-38-9-2-30-00			DEP DW5419 010 GRANT	2,959,536.00-	TO FRUFC PRINCIPAL
360	2010/09/30	041-00-38-4-0-30-00			SUNTRUST SHORT TERM LOAN	2,570,071.00-	TO FRUFC PRINCIPAL
380	2010/09/30	041-37-51-7-7-71-10			FL RURAL UTILITY-PRINCIPAL	10,089,252.00	FROM DW541090, SUNTRUST, PLANT
390	2010/09/30	041-00-30-1-1-04-00			PLANT REPLACEMENT BAL FORWARD	1,487,381.00-	TO FRUFC LOAN PRINCIPAL
400	2010/09/30	041-00-30-1-1-60-00			DW541090 BALANCE FORWARD	3,000,000.00-	TO FRUFC LOAN PRINCIPAL
410	2010/09/30	041-35-51-7-7-71-10			PRINCIPAL-CWSRF LOAN	94,565.00-	TO F34712
420	2010/09/30	041-34-51-7-7-71-20			PRINCIPAL-DW541901	49,610.00	FROM 35711
430	2010/09/30	041-34-51-7-7-72-20			INTEREST-DW541901	44,313.00	FROM F35711
440	2010/09/30	041-34-51-7-7-73-32			ADMIN FEES-DW541901	70,480.00	FROM F35720
450	2010/09/30	041-35-51-7-7-72-10			INTEREST-CWSRF LOAN	69,838.00-	TO F347332
460	2010/09/30	041-38-51-7-7-71-10			SERIES 1998 PRINCIPAL	4,840,000.00	REFUNDED BY SERIES 2010A
470	2010/09/30	041-38-51-7-7-71-10			PRINCIPAL-METER EQUIPMENT LOAN	1,277,000.00	REFUNDED BY SERIES 2010A
480	2010/09/30	041-38-51-7-7-71-20			PRINCIPAL-LOAN #331 SUNTRUST	1,550,000.00	REFUNDED BY SERIES 2010A
490	2010/09/30	041-00-38-4-0-10-00			LOAN PROCEEDS	7,648,747.00-	REFUNDED 98, METER, SUNTRUST
500	2010/09/30	041-36-51-7-7-72-10			SERIES 1998 INTEREST	126,970.00-	MOVED TO 2010A ISSUANCE COST
510	2010/09/30	041-36-51-7-7-73-30			SERIES 2010A ISSUANCE COST	108,717.00	FROM 98 SERIES INTEREST
520	2010/09/30	001-04-51-9-9-90-00			CONTINGENCY	3,491.00-	TO FIREWORKS
530	2010/09/30	001-04-51-9-3-34-20			SPECIAL EVENTS(FIREWORKS)	3,491.00	FROM CONTINGENCY

Agenda Item

3d

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

City of Palatka
Office of the Finance Director

To: Mayor Flagg, City Commissioners

From: Matt Reynolds, Finance Director



Date: November 9, 2010

RE: Software Upgrade

The City has been in need of upgrading our financial and utility software for several years. Knowing this, I had been inquiring other municipal and county governments around the State of Florida about the software package they were currently using and how satisfied they were with the company that provided the package. After thorough research and demonstrations of several software packages, I determined that there are three companies with governmental customer bases in Florida that offered the required features and options as well as being large enough to provide proper customer support. These three companies are Sungard Public Sector, Springbrook and American Data Group (ADG).

Once funding for this purchase was identified, I verbally requested and received competitive, comparable bids from these companies and I have attached copies of these bids for your review. I have also reorganized the information from these bids into the attached spreadsheet in order to easily compare the costs for each module of the software package. Due to the complexity of the specifications and the select group of vendors identified that provides this type of software, I did not submit an RFP for bids. I am requesting that the procedure to select the software companies stated above be accepted in lieu of the RFP process.

Of the bids we received, ADG had the lowest total estimated cost while offering the same features as the other two companies with higher bids. ADG also has the lowest annual maintenance costs, which is the recurring yearly cost for service and support of the software. I believe that the software package from ADG is the best choice for our new software package due to the fact that they offer the most features for the lowest price therefore I am recommending the award of bid be given to ADG.

While researching software companies, I also inquired about the possibility of a reduced price due to the fact the Palatka Gas Authority was also planning to purchase a new software package. If both the City of Palatka and the Palatka Gas Authority purchased a software package from the same company, it would be logical to purchase a single package and setup a separate database for each entity. ADG was the only company that did not require a complete second purchase of each module that would be used in the software package. The only cost that would be incurred is a \$5,000 fee to setup the separate database. I have included a column on the attached spreadsheet that shows the costs for the City of Palatka combined with the Palatka Gas Authority. The module prices remain the same, while the only additional costs are increased conversion and training costs.

The Palatka Gas Authority has already made the decision to go with ADG for their new software package and they are planning to begin using the new ADG software on November 15th, 2010. Since modules will

only need to be purchased once, the costs of the modules that the both the City of Palatka and the Palatka Gas Authority will be using (General Ledger, Utility Billing, and Payroll) can be split. The final column of the spreadsheet shows the estimated costs of the modules when split with the Palatka Gas Authority. This is a win-win situation for both the Gas Authority and the City of Palatka since both will realize a lower cost for software.

One major improvement to note is that by upgrading to this software, we will be able to accept online payments for utility accounts which has been requested by our citizens quite often. We are fortunate that there is contingency that is available in this year's budget that can be used for the purchase of this software. The estimated total cost to the City of Palatka is \$123,520; however a significant portion of this will be funded by a cost share grant that has been received from the St. Johns River Water Management District. The General Fund currently has a contingency of \$275,939 which will cover the entire cost of the purchase.

Please contact me if you have any questions or concerns.

	Sungard	Springbrook	ADG (CoP only)	ADG (CoP & PGA)	Cost if shared with PGA
General Ledger	\$37,070.00	\$12,400.00	\$25,000.00	\$25,000.00	\$12,500.00
Utility Billing	\$45,280.00	\$15,000.00	\$32,000.00	\$32,000.00	\$16,000.00
Payroll	Included	\$16,900.00	\$10,000.00	\$10,000.00	\$5,000.00
Purchase Orders	Included	\$4,000.00	Included	Included	Included
Fixed Assets	\$8,650.00	\$6,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Cash Receipts	Included	\$6,000.00	Included	Included	Included
Code Enforcement	Included	\$6,000.00	\$8,000.00	\$8,000.00	\$8,000.00
Permits & Licenses	Included	\$12,000.00	\$16,000.00	\$16,000.00	\$16,000.00
Report Writer	Included	\$1,000.00	Included	Included	Included
Application Server Tier	-	\$6,000.00	-	-	-
Business Process Study	-	\$7,200.00	-	-	-
2nd Database	Not Available	Not Available	-	\$5,000.00	\$5,000.00
Conversion (Estimated)	\$31,400.00	\$25,200.00	\$25,200.00	\$40,800.00	\$25,200.00
Training (Estimated)	\$60,200.00	\$51,900.00	\$31,920.00	\$48,000.00	\$31,920.00
Project Management	\$20,300.00	\$16,400.00	-	-	-
Discount	-\$26,390.00	-	-\$20,200.00	-\$20,200.00	-\$10,100.00
Hardware (Estimated)	\$36,459.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
Estimated Total	\$234,189.00	\$190,000.00	\$141,920.00	\$178,600.00	\$123,520.00
Annual Maintenance	\$21,220.00	\$18,726.00	\$15,150.00	\$15,150.00	\$10,125.00

SUNGARD PUBLIC SECTOR

City of Palatka, FL (PALA)

Investment Summary

Applications	License fees	# Training Days	Training Fees	Installation/ Conversion Fees	Annual Maintenance Fees
Green Screen Version					
GMBA - GM	\$ 37,070.00	11	\$ 15,400.00	\$ -	\$ 7,414.00
Cash Receipts - CR	Included	2	\$ 2,800.00	\$ -	\$ 1,780.00
Fixed Assets - FA	\$ 8,650.00	2	\$ 2,800.00	\$ -	\$ 1,730.00
Customer Information System - CX	\$ 40,080.00	28	\$ 39,200.00	\$ -	\$ 8,016.00
CIS Handheld Base Integration	\$ 5,200.00	0	\$ -	\$ 1,400.00	\$ 1,040.00
CIS Conversion Estimate	\$ -		\$ -	\$ 30,000.00	\$ -
Prep Catalogs - GM, CR, FA, CX,	N/C		\$ -	\$ -	\$ 1,240.00
Totals	\$91,000.00	43	\$60,200.00	\$31,400.00	\$21,220.00
License Fees:					
Customer Loyalty Incentive:			\$91,000.00		
Conversion Fee Estimate:			(\$26,390.00)		
Installation Fees:			\$ 30,000.00		
Hardware:			\$ 1,400.00		
Total up front costs:			\$36,459.00	Via SPSVAR (see attached)	
			\$132,469.00		
Year 1 Annual Maintenance Fees:			\$14,146.67		
Year 2 estimated annual maintenance:			\$21,220.00	No annual increase if prepaid at quote execution.	
Year 3 estimated annual maintenance:			\$21,220.00	No annual increase if prepaid at quote execution.	
Project Management Fees:			\$20,300.00		
Training Fees:			\$60,200.00	This amount should be your budgeted amount. You may use less - this is an average cost for a larger client and is not reduced based on client size. This amount is Due only as incurred	
			\$269,555.67		

Prepared by Lynn Hunt, Account Executive. e-Fax 407.641.8908
 Office 407.304.3168 Lynn.Hunt@sungardps.com
 Source PB 64/09



. Net Investment Pricing Proposal for the City of Palatka, FL

Application/Products	Application License Fees	Training & Consulting	Project Management
Finance Suite (GL, AP, ACH, Bank Rec, Bdg)	\$12,000	\$9,000	\$2,000
Standard Federal/State Reporting	Included	\$1,000	\$500
AP Electronic Check Signature	\$400		
Purchase Orders	\$4,000	\$1,000	\$500
Payroll	\$13,500	\$9,000	\$2,500
PR Electronic Check Signature	\$400		
Extended Payroll	\$3,000	\$2,500	\$1,500
(Includes COLA, Grade & Step, Pay Adjustments)			
Fixed Assets	\$6,000	\$1,000	\$500
Central Cash Management/Point Of Sale	\$6,000	\$1,500	\$500
Utility Billing Suite	\$11,500	\$15,000	\$4,000
Service Order Request Management	Included		
Meter Inventory and History	Included		
Standard Meter Reading Interface	\$3,500	\$500	\$500
Licenses and Miscellaneous Permits	\$6,000	\$4,000	\$1,400
Code Enforcement/Contact Management	\$6,000	\$1,000	\$500
Building Permits and Inspections	\$6,000	\$6,400	\$2,000
Progress Report Writer - One	\$1,000		
Misc. Work Flow Processing Set-up		tbd	tbd
Document Attachment & Cataloging	Included		
Integrated Report Archival	Included		
Total	\$79,300	\$51,900	\$16,400
Application Server Tier	\$6,000		
Business Process Study	\$7,200		
Total Other	\$13,200		
Total Estimated Project Costs	\$160,800		

10 - Named Users (Application Server)

Pricing is based on standard contract - deviation from standard contract terms may result in modified prices.

Training and BPS Estimates do not include travel time or expenses.

Monthly Rental and Leasing Options are available



Conversion Estimate for the City of Palatka, FL

Application to be converted	Conversion Estimates
Chart of Accounts	\$3,600
GL Transaction Balances*	\$3,600
Accounts Payable Vendor Master	\$3,600
Payroll Masters - Employee Data (Does not include History)	\$3,600
Payroll History	
Utility Billing Masters - Customers	\$3,600
Utility Billing Financial History - 3 Years	\$3,600
Utility Billing Meter History - 3 Years	\$3,600
Total Estimated Conversion Costs	\$25,200

* Note: Conversion to include chart of accounts, the current year's budget, current YTD balance (as of a specific date designated by the client), and previous year's ending balance.

Cost of Data Conversion:

An estimated cost of your data conversion has been provided in this quote. This estimate is for up to three separate data pulls for UB, one for Finance and Payroll. We will need to review an actual sample of your data to confirm this estimate. Certain factors may cause the cost to exceed the amount quoted. See section below titled "Not Included in Estimate".

Not Included in Estimate:

There are a variety of factors that can influence the cost of a conversion and a variety of items that are not included in the standard cost estimate for your conversion. For example, your estimate will not include the following:

- Removal of data from your existing system
- Consulting on removal of data from your existing system
- Changes or modifications requested after the first conversion and different from the specifications we originally received.
- Changes in the format we receive the data in after the first conversion
-

More than three conversions in UB or more than one conversion for Finance and Payroll

Cost Factors:

In addition, the following items can increase the cost of your conversion:

- Mixed formats of data (a file containing tab delimited or comma delimited format).
- Problems with data integrity
- Data manipulation not for the purpose of the conversion, but for the purpose of supplying you with information you did not previously have access to.
- Changes in the file format after the first conversion
- Changes requested to the data after the second conversion
- No file or incorrect file layouts

No cost of fees in excess of those set forth in the Schedule of Fees will be incurred by the Licensee without prior acceptance of Licensee as indicated on a signed work order

Springbrook

Annual Maintenance Costs for the City of Palatka, FL

Application/Products	1st Year Maintenance
Finance Suite	\$2,640
AP Electronic Check Signature	\$88
Purchase Orders	\$880
Payroll	\$2,970
PR Electronic Check Signature	\$88
Extended Payroll	\$660
Fixed Assets	\$1,320
Central Cash Management	\$1,320
Utility Billing Suite	\$2,530
Standard Meter Reading Interface	\$770
Licenses and Permits	\$1,320
Code Enforcement/Citizen Tracking	\$1,320
Building Permits & Inspections	\$1,320
Total Springbrook	\$17,226
Application Server Tier	\$1,500
Total Other	\$1,500
Total 1st Year Maintenance Costs	\$18,726

* Maintenance is generally prorated to align with your fiscal year. Progress Maintenance Fees are due at

* Includes 180 day warranty

Quote based on revised
quote request.

City of Palatka
Financial Management
Information System

Good for 30 Days from:
October 28, 2010

<u>Description</u>	<u>Price</u>	<u>Unit</u>	<u>Total:</u>
<u>American Data Group Software:</u>			
Information Management System			
General Ledger · Budget Preparation · Financial Statements · Accounts Receivable · Accounts Payable · Inventory Control · Centralized Cash Receipting	Free upgrade to browser release		\$25,000
Fixed Assets with Fleet Maintenance	New browser release		\$10,000
Payroll/Personnel	Free upgrade to browser release		\$10,000
Utility Billing System with Work Orders	New browser release		\$24,000
Utility Customer Web Inquiry for credit card payments	New browser release		\$8,000
Building Permit System	Free upgrade to browser release		\$8,000
Code Enforcement System	Free upgrade to browser release		\$8,000
Occupational License System	New browser release		\$8,000
SUB TOTAL			\$101,000

<u>American Data Group Services</u>		<u>Estimated Hours</u>	
Installation, Setup and Conversion*	\$120	190	\$22,800
Training*	\$120	268	\$31,920
Custom Modifications*	\$120	20	\$2,400
SUB TOTAL			\$57,120

Based on authority site.

Quote Total Pricing:	\$158,120
Discount Allowance:	-\$20,200
Total due:	\$137,920

ADG software and services quote is based on your hardware and operating system of your choice which will be an additional cost.

<u>Maintenance and Support Plan</u>			
Financial Management Information System (all modules)	\$101,000	15%	\$15,150
Database Maintenance Fee		0%	\$0
SUB TOTAL			\$15,150

<u>Future Options</u>			
Occupational License Customer Web Inquiry for credit card payments			\$8,000
Electronic Requisition System			\$8,000
Special Assessment System			\$8,000
Code Enforcement System			\$8,000
Applicant Tracking			\$8,000
Occupational License System			\$8,000
Occupational License Customer Web Inquiry for credit card payments			\$8,000
Global Work Orders			\$8,000
Electronic Time Card Entry System with Leave Requests Tracking			\$8,000
Position Control Systems			\$8,000
Open Enrollment System			\$8,000
Personnel Action Request System			\$8,000
Accident Tracking System			\$8,000
Training Tracking System			\$8,000

NOTE:

*The above services are billed at \$120/hour plus per diem expenses such as travel, meals and lodging. We estimate the approximate hours to give a fair look at total cost. Please note you only pay for services actually incurred. Conversion is based on your submission of data to us in text form.

Quote based on revised
quote request.

**City of Palatka
with Gas Authority
Financial Management
Information System**

Good for 30 Days from:
October 28, 2010

<u>Description</u>	<u>Price</u>	<u>Unit</u>	<u>Total:</u>
<u>American Data Group Software:</u>			
<u>Information Management System</u>			
General Ledger - Budget Preparation - Financial Statements - Accounts Receivable - Accounts Payable - Inventory Control - Centralized Cash Receipting	Free upgrade to browser release		\$25,000
Fixed Assets with Fleet Maintenance	New browser release		\$10,000
Payroll/Personnel	Free upgrade to browser release		\$10,000
Utility Billing System with Work Orders	New browser release		\$24,000
Utility Customer Web Inquiry for credit card payments	New browser release		\$8,000
Building Permit System	Free upgrade to browser release		\$8,000
Code Enforcement System	Free upgrade to browser release		\$8,000
Occupational License System	New browser release		\$8,000
<u>SUB TOTAL</u>			\$101,000
<u>American Data Group Services (Based on both City and Gas Authority)</u>			
		Estimated Hours	
Installation, Setup and Conversion*	\$120	300	\$36,000
Training*	\$120	400	\$48,000
Custom Modifications*	\$120	40	\$4,800
<u>SUB TOTAL</u>			\$88,800
<u>Second Database for Palatka Gas Authority</u>			\$5,000
			Quote Total Pricing: \$194,800
			Discount Allowance: -\$20,200
			Total due: \$174,600
<u>Based on authority size.</u>			
<u>ADG software and services quote is based on your hardware and operating system of your choice which will be an additional cost.</u>			
<u>Maintenance and Support Plan</u>			
Financial Management Information System (all modules)	\$101,000	15%	\$15,150
Database Maintenance Fee		0%	\$0
<u>SUB TOTAL</u>			\$15,150
<u>Future Options</u>			
Occupational License Customer Web Inquiry for credit card payments	New browser release		\$8,000
Electronic Requisition System	New browser release		\$8,000
Special Assessment System	Free upgrade to browser release		\$8,000
Code Enforcement System	Free upgrade to browser release		\$8,000
Applicant Tracking	Free upgrade to browser release		\$8,000
Global Work Orders	New browser release		\$8,000
Electronic Time Card Entry System with Leave Requests Tracking	New browser release		\$8,000
Position Control Systems	Free upgrade to browser release		\$8,000
Open Enrollment System	Free upgrade to browser release		\$8,000
Personnel Action Request System	Free upgrade to browser release		\$8,000
Accident Tracking System	Free upgrade to browser release		\$8,000
Training Tracking System	Free upgrade to browser release		\$8,000

NOTE:

*The above services are billed at \$120/hour plus per diem expenses such as travel, meals and lodging. We estimate the approximate hours to give a fair look at total cost. Please note you only pay for services actually incurred. Conversion is based on your submission of data to us in text form.

Agenda Item

3e

**CITY OF PALATKA CITY COMMISSION
AGENDA ITEM**

ITEM: Request to designate code enforcement fines and costs of prosecutions for the payment tipping fees. **DEPARTMENT:** Building & Zoning

AGENDA SECTION: Consent agenda

ATTACHMENTS: 1. Excerpt from the August 25, 2010 Code Enforcement Board hearing **DATE:** November 16, 2010

SUMMARY HIGHLIGHTS:

At their August 25th hearing, the Code Enforcement Board voted to request that those fees collected as a result of fines, liens or costs of prosecution be allocated to the payment of tipping fees.

Since the County has not been permitting construction debris in the County landfill, the City has incurred \$3,000 in tipping fees to a private construction debris landfill. The City recently received a judgment to demolish a 2 story structure and 2 single story structures and tipping fees will probably be at least another \$3,000.

Other costs incurred that cannot be waived are the \$75 demolition permit and the cost for asbestos testing if required. While the Code Board only mentioned tipping fees, staff would like to expand that to other related expenses if the Commission deems appropriate.

RECOMMENDED ACTION:

Approval to allocate funds received as a result of Code Enforcement Board action to tipping fees, permits and related expenses.

AGENDA ITEM NUMBER:

AGENDA PAGE NUMBER:

**Code Enforcement Board
August 25, 2010 Meeting Minutes
Page 6 of 6**

Case 10-99 1021 N 19th Street – continued.

Ms. Hearn testified as to the dates and actions on this case. She stated that if not in compliance in 30 days, then a daily fine be enacted.

Motion made by Pat Wilson and seconded by John Lyon to find that the code violations alleged do in fact exist, and if not corrected by September 22, 2010 a daily fine in the amount of \$25.00 per day be enacted. All present voted affirmative, motion carried.

OTHER BUSINESS

Mr. Downs mentioned the need for discussion with the City Commission about abatement fees due to the fact that the land fill at the County is full and the new cell is not accepting construction debris at this time. He suggested that a motion be made to request from the City Commission that some of the Code Enforcement funds be kept separate from the general fund, so that when they have these types of demolitions or clean ups, they will have the money to get these things done and keep things moving along.

Motion made by Michael Gagnon and seconded by Pat Wilson to have Kenneth Downs represent the Code Board at the next available City Commission meeting to discuss the use of Code Board fees with the Commission. All present voted affirmative, motion carried.

Ms. Hearn requested that when the Board members receive their monthly agenda that they call or e-mail the office to advise of their availability, so they can make only enough packets for those in attendance as we are looking for ways to cut down on costs and these packets require a lot of paper which is wasted if they don't show.

ADJOURN

Agenda Item

3_f

1, 2 and 3

**CITY OF PALATKA CITY COMMISSION
AGENDA ITEM**

ITEM: Surplus three secretary desk units

DEPARTMENT: Building & Zoning

AGENDA SECTION: Consent agenda requiring Commission action

ATTACHMENTS: 1. None

DATE: November 16, 2010

SUMMARY HIGHLIGHTS:

Request to surplus three of the Building Department's desk units.

RECOMMENDED ACTION:

Approval

AGENDA ITEM NUMBER:

AGENDA PAGE NUMBER:

Memo

To: City Commission
From: Debbie Banks
Department: B + Z
CC: Matthew Reynolds, Finance Director
Date: 11-2-2010
Re: Surplus Property Request

Please declare the following property surplus:

<u>Item/Description</u>	<u>Quantity</u>	<u>Inventory Control No.</u>
1. } 3 Secretary desks (particle board) "U" shaped 2. } design with lighted hutch with shelves. 3. } Desks include 1 file drawer and 1 small drawer; 4. } Hutch portion has cabinet for storage.		NA Received as surplus from the District
5.		
6.		
7.		
8.		
9.		
10.		

Recommended Disposition:
 Auction or Starke

**CITY OF PALATKA CITY COMMISSION
AGENDA ITEM**

ITEM: Surplus books from the old library

DEPARTMENT: Building & Zoning

AGENDA SECTION: Consent agenda requiring Commission action

ATTACHMENTS: 1. None

DATE: November 16, 2010

SUMMARY HIGHLIGHTS:

When the City's library closed many old books and magazines were discarded. The City Manager (Al Bush) salvaged boxes of them that contained Readers Digests, Scribner's Magazines, Harpers Magazines and much more. In the early 1990's, staff with the help of Gene and Judy Caputo, inventoried and catalogued all books and magazines; constructed shelves; and organized the entire inventory. There was never a long term plan, however, discussions have ranged from auctioning them locally, to Ebay; to yard sale and now to surplus and donate. Select books are valuable, however, the bulk of the inventory has not been appraised.

Members of the Putnam County Historical Society have been in and looked at the books but since they have no historic value to Putnam County or the City of Palatka stated they would not take them. They have storage problems with the items they already have.

Steve Crowley from the Putnam County Library came in for a "last look" and stated there was no value to the library and any recourse they took for those that had value would be time consuming and labor intensive.

City hall and B&Z staff has met and would like to surplus and donate the books to the Lee Conlee House in memory of Commissioner Lee Conlee.

The full list is available at the Building Dept.

RECOMMENDED ACTION:

Approval to surplus and donate old books and magazine currently stored at the Building Dept. to the Lee Conlee House.

AGENDA ITEM NUMBER:

AGENDA PAGE NUMBER:

PROPERTY TO BE DECLARED SURPLUS – 11/16/10

Submitted by: Matt Reynolds, Finance Director

PD

4 Dell computers

- Property #8929
- Property #8928
- Property #8890
- Property #8914

Golf Course

1 Dell monitor

- Property #8110

1 NEC MultiSync 77F monitor

- Property #8100

1 Envision monitor

- No Property #

2 Cash Drawers

- Property #8097 for one, other has no property #

Credit Card scanner, UPC (barcode) scanner (model #IT3220, receipt printer (STAR TSP600) = property #8098

Credit card scanner, UPC (barcode) scanner w/ mount (model #IT3220), no property #

USB credit card machine

2 USB Mouse

2 Keyboards

3 Dell Computers

- Property #8108
- Property #8099
- Property #8106

1 Unknown computer

- Property #06771

W&S

1 Dell computer

- Property #8788

City Hall

4 Dell computers

- Property #07883

-Property #07713
-Property #07714
-Property #07715

1 Unknown computer

-No property #

2 HP keyboards

1 Dell keyboard

3 Envision monitors

-Property #07708

-Property #07709

-Property #07710

1 Dell monitor

-Property #08745

1 HP M45 monitor

-No property #

1 Samsung SyncMaster 753DF monitor

-No property #

1 Envision flat screen monitor (broken)

-No property #

HP DeskJet 672C printer

-No property #

HP DeskJet 5550 printer

-No property #

1 Dell computer

-Property #07897

Thanks,

Matt Reynolds

Director of Finance

City of Palatka

201 N. 2nd Street

Palatka, FL 32177

Phone: (386)329-0100 Ext. 212

Fax: (386)329-0195

mreynolds@palatka-fl.gov

Agenda Item

3g-1



CITY OF PALATKA
Jeff Norton
Parks Superintendent
201 N. 2nd Street
Palatka FL 32177
Phone: 386-329-0100
Fax: 386-329-0106
e-mail: inorton@palatka-fl.gov

Memorandum

To: Palatka City Commission/Staff
From: Jeff Norton, Parks Supt.
Date: November 9, 2010
Re: Pilot Club "Light The Riverfront" Event

The Palatka Pilot Club will hold its annual Light the Riverfront event on Saturday, December 4, 2010. The entertainment portion begins at 5:30 and ends at 8:30 p.m. This event creates minimal noise.

I recommend granting permission to exceed allowable noise levels as established in Chapter 30, Code of Ordinances, for this event.

The event will be held at the Riverfront Park Amphitheater.

If you have any questions, please contact me.

APPLICATION # _____

(circle one below)

CLASS A PERMIT - Filing Deadline: 90 days prior to event

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

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

1. NAME AND ADDRESS OF APPLICANT/ORGANIZER P.O. Box 2202
Pulot Club of Palatka Palatka, FL 32177
CONTACT PERSON Lynda Cratillo TELEPHONE _____
Mary Connor FAX # _____

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

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY Light the Riverfront 2010 & Lighted Boat
Parade
DATE & HOURS OF DESIRED USE: Dec. 4, 2010

5. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, Road Closure etc.)
Amphitheater, Gazebo, Old Jail Site & Sidewalks

6. ESTIMATE OF ANTICIPATED ATTENDANCE 250

7. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT Amp system
R.V., Bake sales, ~~bag~~

8. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES
CLASS A: _____ \$100.00 up to 10,000 in attendance per day (plus tax in not a non-profit at current Fla rate)
 _____ \$150.00 10,000 - 40,000 in attendance per day (plus tax in not a non-profit at current Fla rate)
 _____ \$200.00 - 40,000 - 80,000 in attendance per day (plus tax in not a non-profit at current Fla rate)
CLASS B: \$75.00 per day (plus tax in not a non-profit at current Fla rate)

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

Number of Days 1 Fee Required (Yes/No) Y Check Enclosed? _____

9. OTHER COSTS: Fees will be determined at the pre-assessment meeting with the organizers and the City Department Heads.

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

IMPORTANT INFORMATION

THIS FORM IS INTENDED FOR RESERVATION PURPOSES AND TO MAKE APPLICATION FOR PERMITTING OF SPECIAL EVENTS, AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT DOES NOT INCLUDE PERMISSION TO CLOSE PUBLIC STREETS (unless specific authorization is granted) OR HINDER PRIVATE PROPERTY or VIOLATE ALLOWABLE NOISE LEVELS. Organizers are required to contact the Parks Department at 386-329-0100 for pre-planning purposes.

Sec. 50-145. Any person or organization granted permission shall be bound by all park/city rules and regulations and all applicable ordinances as fully as though the same were inserted in this document, except for such rules and regulations as may be waived by such document or the City Commission.

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

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

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

Bobby Dugan for Pilot Club
SIGNATURE OF APPLICANT

9-23-10
Date

APPROVED: _____
City Manager or Designated Agent

Date

Police Chief **

Date

** Required on all Class A Permits, and Class B Permits involving street closings or other events that impact public safety

RETURN TO:
Special Events Coordinator
Palatka City Hall
201 N. 2nd Street
Palatka, FL 32177
**OR, YOU MAY FAX
THIS APPLICATION TO
386-329-0106 Attn: PARKS DEPT**

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

For your convenience, you can visit www.palatka-fl.gov, Special Events, for more information on special events. FOR ADDITIONAL INFORMATION PLEASE CALL THE PALATKA PARKS DEPT. AT 386-329-0100.

KARL N. FLAGG
MAYOR-COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

ALLEGRA KITCHENS
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 E. HOLMES
CITY ATTORNEY

Special Events Vendor Requirements

- 1. A 12ft clear area must be maintained in front of each vendor site. This clear area will allow for the passage of emergency response vehicles.**
- 2. Temporary vendor tents and/or canopies of 200sf or less and without food preparation are exempt from fire retardant requirements. Tent stakes, guy ropes, etc will be clearly marked with a visible warning, i.e. flag, barricade tape, or protective cap.**
- 3. Temporary electrical cords and hoses will not cross any street and where crossing sidewalks, will be protected and pose no trip hazard. All electric will be GFIC protected. NFPA 70**
- 4. A 44" accessible clear path maintained on all city sidewalks. FBC Ch. 11.**
- 5. Generators will be located to the rear of a vendor space, have a fire extinguisher and be sound deadened.**

Food Venders

- 1. All food venders must have a minimum of a 2A-10BC fire extinguisher currently certified and tagged by a licensed extinguisher company. (Tag showing inspection within 1 year of event date.)**
- 2. Vendor deep frying, in addition to the ABC extinguisher, must also have a K-Class extinguisher currently certified and tagged by a licensed extinguisher company.**
- 3. Temporary vendor tents or canopies used for cooking or assembly must be fire retardant certified in accordance with NFPA 101, Sec. 10.3.1,**
- 4. Concession trailers that are cooking food that produces grease**

laden vapors will also be required to have a hood and suppression system installed in accordance with NAPA 96.

5. The Department of Business and Professional Regulation will inspect all vendors prior to opening for business. Event Staff will coordinate the overall inspection time.

Exceptions:

- a. Non-profit organizations. The vendor must have a State of Florida Tax Exemption Certificate, issued in the name of the vendor on site.
- b. Vendors selling food items not prepared on site, i.e. pre-packaged.

Vendor RV Camping

1. Temporary camping with motor homes, 5th wheels and travel trailers is permitted in coordination with the event staff. No tent camping is allowed.
2. Under NO circumstances will any gray or black water be dumped, except in to a proper disposal facility (At this time the City of Palatka does not have a disposal facility within the city). Unauthorized dumping will be met with stiff penalties and expulsion from the event.
3. Parking of RV campers will insure that no driveway, street or parking lot is blocked or obstructing traffic.
4. Campers will be locked when not occupied.
5. Permission to connect to utilities will be only be authorized by event staff.
6. A placard issued by the event staff will identify vendor RVs.



CITY OF PALATKA PLANNING MEETING PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator

Meeting Date: _____ Special Events Coordinator: _____

Site Sketch Provided
 Tentative Schedule of Events

Event Classification:
 Class A
 Class B
 Class C

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

Name of Special Event/Production: Light the Riverfront

Type of Event: Palatka Pilot Club Fundraiser

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

Concert, Santa Photos, Skits, Humblers, Dancers, Luminary Sales

Location of Event: Lighted Boat Parade Bayboro & Amphitheater

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

	Date	Day	Begin	End
Event Day 1	<u>12/4/10</u>	<u>1</u>	<u>5:30 AM/PM</u>	<u>8:00 AM/PM</u>
Event Day 2	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 3	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 4	_____	_____	_____ AM/PM	_____ AM/PM
Set-up for event will begin on (Date)	<u>12/4/10</u>		at (time)	<u>9:00 am</u>
Break down will be completed by (Date)	<u>12/4/10</u>		at (time)	<u>9:00 pm</u>

Event Sponsor/Organization Pulset Club of Palatka
 Name of Promoter: _____ Tax Exempt No.: _____

Fee Worksheet (to be completed by Special Events Coordinator)

"Class A" Event Daily Fees (see fee schedule) \$ _____ Security Fees @ \$18.00/hr/officer Green Container Fees @ 15.00/container Refundable Deposit \$500.00	"Class B" Event Daily Fees \$75.00/day Security Fees @ \$18.00/hr/officer Green Container Fees @ \$15.00/container Public Works Employees @ \$10.00/hr (no charge during normal working hours)
---	--

Special Event Permit Fees \$ 75 Per day x 1 days \$ 75.00

Law Enforcement (City)
 Police Officer(s) \$ 18.00 per hour x _____ hours \$ _____
 # of personnel _____ Total # of hours _____

Public Works Services (Class B only -- no charge during regular working hours)
 Parks Personnel # _____ x _____ hrs. @ \$ 10.00 per hour \$ _____
 Sanitation Personnel # _____ x _____ hrs. @ \$ 10.00 per hour \$ _____
 Utilities Dist. Personnel # _____ x _____ hrs. @ \$ 10.00 per hour \$ _____

Sanitation Equipment Fee
 # green roll-out containers of containers _____ x \$ 15.00 per container \$ _____

Additional Charges (list)
 _____ \$ _____
 _____ \$ _____

Refundable Deposit \$500.00 Required? (circle one) Yes No \$ _____

TOTAL SPECIAL EVENT FEES (Sponsor/Promoter) \$ _____

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

APPLICANT INFORMATION:

Name: Lynda Crabill
Telephone: _____ Fax: _____ Cellular: _____
Address: _____

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

Other contacts/Keyholders:

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

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

Estimated Peak Number of Participants (each day of event):
Day 1 250
Day 2 _____ Day 3 _____ Day 4 _____ Day 5 _____

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

Number and proposed location of fire protection services: 1 fire extinguisher

Inspection(s) - Date and time requested: None required?

Emergency medical services: Ambulance Location(s) (note on site map): n/a

Number of EMS Personnel required: n/a

Number and proposed location of portable toilets: (note location on site map)
(1) handicapped & (1) regular
between gayho & Amphitheater

- Carnival location (if any) (note location on site map) n/a
- Number of sanitation roll-out containers required: none
- Location of parking/transportation services, if any: available public parking
- Type Transport Vehicles (Van, buses, etc.): n/a
- Location of security and emergency vehicle parking on site: n/a
- Public street barricades/street closures/detours: (note locations on site map) none -
no street closure requested
- Temporary Parking, directional Signage needed: none
- Main emergency vehicle access to site (location - also note on site map): no blocked streets
- Location of proposed temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.: (note on site map) Judas table @ amphitheater stage
Luminary sales table @ amphitheater
RV parked on 100 block
- Number and proposed location of vendors, concessions and/or Sponsor/Promoter(s) stands (note on site map): (1) Bake sale next to
old jail site
- Number and location of static/mobile displays (note on site map): n/a
- Location of event staff management (headquarters): RV on 100 block
- Staff Uniform Identification: n/a
- Main sound system location: Amphitheater Stage
- Number and location of special activities (launching areas, animal attractions, amusements, car shows, parade routes, competition courses, etc.):
 - Boat Parade circling N-S along Bank from city dock to ~~the~~ gazebo
 - Luminaries to line side walks
 - Santa at Gaspho
 - Entertainment at Amphitheater

- Number and location of temporary signs/banners: Amphitheater "hi 114"
9 A to Z signs along sidewalks
- Number and location of promotional visual effects: n/a
- Watercraft: Decorated Boats
- Aircraft: n/a
- Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.): Directional/Alphabetic signs @
SPANSA signs @ Amphitheater
Event sign @ base of bridge
- Date(s) and times of setup/breakdown: Dec. 31 9:00 am to noon
Setup, 8:30 - 9:00 pm Breakdown
- Name(s) and Type of Musical Bands to Perform (dates & times of performances): LPD - 7:00 pm to 9:00 pm
- Noise Abatement Requirements: 6 pm to 9 pm
- Adjoining Properties Impacted (Notification needed?): _____
- Location, Dates and Times for Alcohol Ordinance Open Container Waiver: n/a
- Alcohol Sale Requirements (Temporary license, commercial establishment license, etc.): n/a
- Handicapped Accessibility: (1) temp. bathroom

Items Outstanding:

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

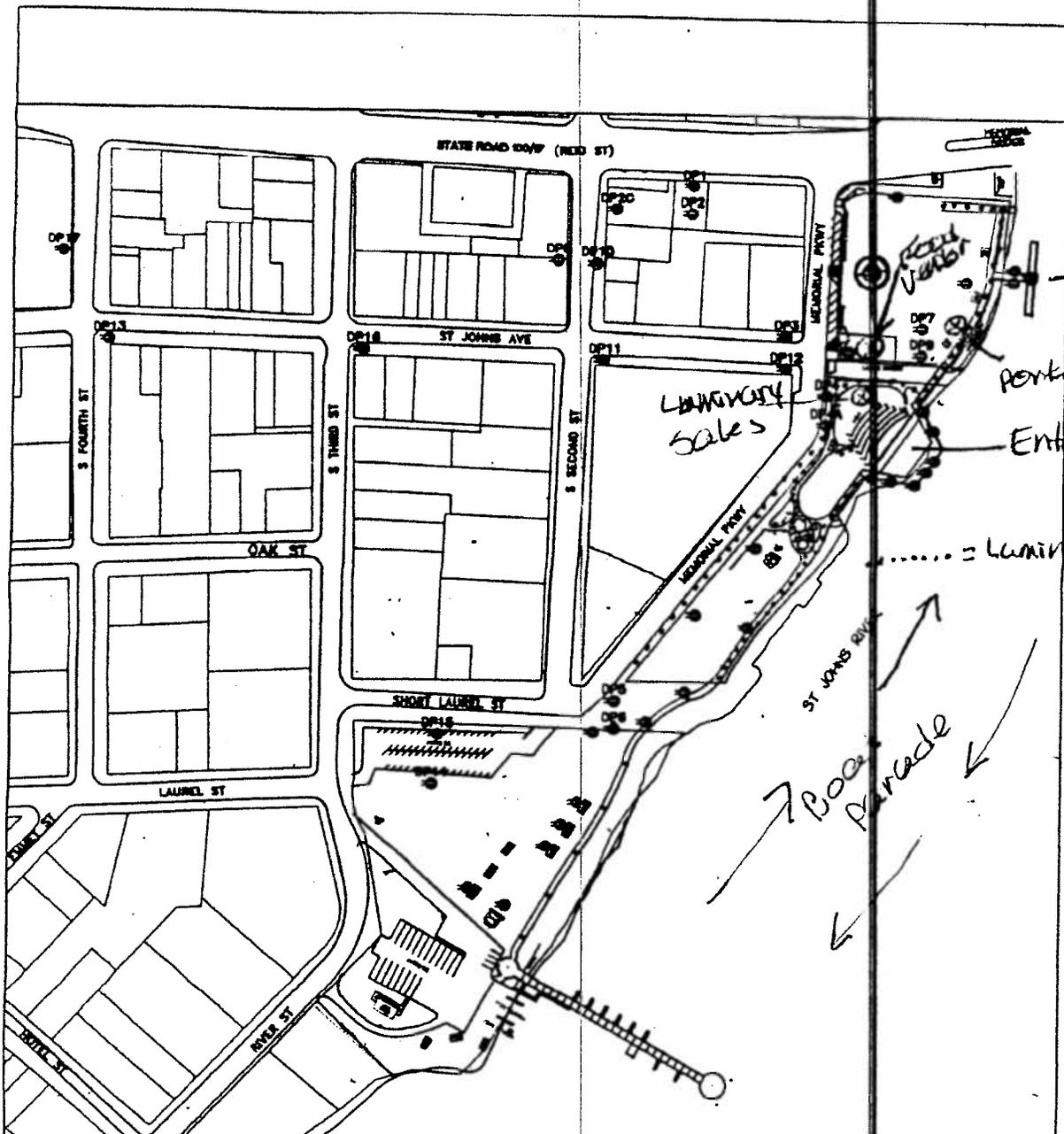
- Nonprofit Articles of Incorporation AND Charter AND Mission Statement
- Financial Statement (last audit period)
- Consent Letter (event property): property owners on which Special Event location is held (if not held on city property)
- Fire resistive rating certificates (tents, fabric, etc.)
- Schedule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

PRE-PLANNING MEETING

Name of Special Event/Production: _____ Date _____

Persons Attending Planning Meeting:

Name	Representing	Position	Phone#



Santa
 picnic
 picnic-lets
 Entertainment
 = Luminaries

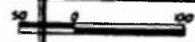
7:00 PM
 Parade

CITY OF PALATKA
John G. Godwin Memorial Park

ELECTRICAL OUTLETS

OWNERSHIP:

- CITY OF PALATKA (ALL ARE 10 AMP)
- ⊞ DOWNTOWN PALATKA, INC.



DRAWN BY: [unclear]
 FILE NAME: [unclear]
 PLAN SHEET: 02-10-04

**Light the Riverfront
Schedule of Events**

9:00 a.m. – begin set-up at Riverfront

4:30 – 5:00 p.m. – Lighting of luminaria

5:30 p.m. – Entertainment begins:

5:30 – 5:50: Academy of Rising Stars Dance Team

5:50 – 6:10: USA Gymnastics/Tumblers

~~6:15 – 6:25 Guy Tillis "I was the Night Before Christmas"~~

6:30 – 7:00 Lighted Boat Parade

7:00 – 8:30: *Various chorvs*

Agenda Item

3g-2

2

**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 10:00 a.m. on the Wednesday one week prior to the next regularly scheduled Thursday City Commission meeting.** Meeting dates are subject to change. Please verify the closing date for agenda items with the Clerk's office.

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

Palatka Music Center & Pizza Boys

Name of Individual making presentation or request, if different:

Zach Landis

Address: 3419 St. Johns Ave. Palatka **e-mail** cruce@palatka.music.com

Daytime Phone 386-328-8075 **Other ph.** 386-983-1874 **Fax** 386-328-3277

Requested meeting date for Agenda Item: November 16th 2010

Request for Commission Action or **Presentation Only; no action required**

Subject Matter you wish to address: Noise Variance for a free family

Music performance at Pizza Boys on November the 20th

(REQUIRED!) Commission Action Requested, if any: Approve Noise Variance

for Pizza Boys from 2-6pm on November 20th 2010.

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.



Palatka Music Center
3419 St. Johns Ave
Palatka, FL 32177

Phone (386) 328-8075

Fax (386) 328-3277

Email cruce@palatkamusic.com

VISIT US ONLINE

palatkamusic.com | facebook.com/palatkamusic | myspace.com/palatkamusiccenter

October 27, 2010

To the attention of the Palatka City Commission,

Palatka Music Center and Pizza Boys would like to apply for a noise variance on Saturday November 20th. This will allow for the student bands of Palatka Music Center to perform in the 4th annual PALATKAPALOOZA. The performance will be a FREE community event that will be held from 2 until 6PM in the Pizza Boys parking lot (private property).

PALATKAPALOOZA has always been "kid's rock'n for kid's". There will not be any alcohol at this family event. The restrooms, security and garbage cleanup/ disposal will be managed by Pizza Boys. We will not need any city resources at this event but all city employees are more than welcome to attend. Please call Zach Landis (General Manager of Palatka Music Center) for any questions or comments that you may have: 386-983-1874. Thank you for your consideration!

Sincerely,

Zach Landis
 Palatka Music Center
 386-328-8075

Carl Cruce
President
 PALATKA MUSIC Center, Inc.

Agenda Item

4

RESOLUTION NO. 8-83

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, SUPPORTING THE DESIGNATION OF A SECTION OF US HIGHWAY 19 BETWEEN US HWY 17 (SR 15) AND CARRIAGE DRIVE IN PALATKA, PUTNAM COUNTY, FLORIDA, AS VETERANS MEMORIAL HIGHWAY

WHEREAS, citizens across the US and abroad commemorate, honor and respect the men and woman who have worn the various uniforms of the United States Armed Forces who have risked their lives to preserve the liberty of our Nation, as it is not our weapons or our technology that make us the most advanced military in the world; it is the unparalleled spirit, skill, and devotion of our troops and warriors; and

WHEREAS, in a line of valor stretching across more than two centuries, our veterans have charged into harm's way, sometimes making the ultimate sacrifice, to protect the freedoms that have blessed America. Whether Active Duty, Reserve, or National Guard, they are our Nation's finest citizens, and they have shown the heights to which Americans can rise when asked and inspired to do so; and

WHEREAS, long after leaving the uniform behind, many veterans continue to serve our country as public servants and mentors, parents and community leaders. They have served their Country not only on the battlefield, but also in communities from coast to coast. They have built and shaped our Nation, and it is our duty to honor our Soldiers, Sailors, Airmen, Marines, and Coast Guardsmen and pay tribute to those who sacrificed to protect the liberties we enjoy every day; and

WHEREAS, America's sons and daughters have not watched over her shores or her citizens for public recognition, fanfare, or parades, but have preserved our way of life with unwavering patriotism and quiet courage, and as a grateful Nation, we are humbled by the sacrifices rendered by our service members and their families out of the deepest sense of service and love of country, and we are committed to upholding the enduring principles that our fellow citizens have fought and died for.

NOW, THEREFORE, out of respect for and in recognition of the contributions our service men and women have made to the cause of peace and freedom around the world, we, the duly elected members of the Palatka City Commission, hereby request and support the renaming of a section of US Highway 19 located in the City of Palatka between US Hwy 17 (SR15) and Carriage Drive to "Veterans Memorial Highway;" as the renaming of this section of US Highway 19 to "Veterans Memorial Highway" will serve as a constant reminder to all who travel upon it of the ultimate sacrifice this community's veterans

made in order to ensure a better quality of life for the citizens of Palatka, Putnam County, and the State of Florida.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this 16th day of November, in the Year of Our Lord Two Thousand and Ten.

CITY OF PALATKA

By: _____
Its MAYOR

ATTEST:

CITY CLERK

Agenda Item

5

**CITY OF PALATKA CITY COMMISSION
AGENDA ITEM**

ITEM: A public hearing to adopt a financially feasible five-year schedule of capital improvements as required by Florida Statutes.

DEPARTMENT: Building & Zoning

AGENDA SECTION: Regular agenda requiring Commission action

ATTACHMENTS: 1. Ordinance 10-32 which includes amended tables H-1, H-2, and the Putnam County School District's 2010-2011 Work Plan.

DATE: November 16, 2010

SUMMARY HIGHLIGHTS:

The attached ordinance amends the dates in the Comprehensive Plan's Capital Improvement Element and five-year schedule of capital improvements as required by the State. This ordinance adds two Stormwater Management Projects:

1. \$200,000 for improvements to St. Johns Avenue/15th St.
2. \$150,000 for improvements to St. Johns Avenue/7th St.

RECOMMENDED ACTION:

Adoption of Ordinance 10-32.

AGENDA ITEM NUMBER:

AGENDA PAGE NUMBER:

Introduction

The City of Palatka maintains and updates its Five-Year Schedule of Capital Improvements through the annual update process and as necessary with related future land use map amendments. This document contains the necessary data and analysis to update the Five-Year Schedule of Capital Improvements to the next five-year period of 2010/2011 through 2014/2015.

There are two (2) capital improvement projects identified in the City's Five-year plan. Both projects deal with storm water drainage. Since Palatka is considered a "Dense Urban Land Area" and is no longer required to meet concurrency requirements for transportation a planner is scheduled to be hired to prepare the City's Mobility Plan. All other levels of service meet projected population growth for the next 10 years.

In addition to adopting Ordinance 10-32 and the Five-year Schedule of Capital Improvements, the City adopts the Putnam County School District's FY 2010-2015 Five Year Work Plan.

Changes made to Policy H.4.2.7 are simply corrections to references and have no substantive impact to the comprehensive plan or level of service standards.

Capital Improvement Needs

An analysis of the City's present financial situation and operating conditions is a necessary precondition to determine the amount of funding available for improvements included in the comprehensive plan and their impact on the tax burden to the community. As with most municipalities, the City has suffered a decrease in property values resulting in a loss of ad valorem taxes. Alternate sources of financing were examined for benefits and drawbacks to their use.

A. Public Facility Construction Determinants

Currently, the City of Palatka has determined the timing and/or location of new or additional facilities by considering the amount of monies available for such construction, mandated State or federal facilities, and then caring for the most important problem areas on a popular demand basis.

B. Fiscal Improvements Costs

The needed public facility improvements were identified in the other elements of this Comprehensive Plan and have been compiled in a single Capital Improvements Plan that runs for a five year period starting in fiscal year 2010-2011.

Sanitary Sewer

Sanitary sewer usage is and will be within the capacity of the plant and will continue to be so through 2020 at the proposed level of service and estimated population increase. Therefore, the present system will support the future land use plan for the entire planning period and there will be no additional capital improvements needed unless the City wishes to make a major commitment to upgrade the collection system. This work may become necessary during the second five-year phase of the plan. However, as the Capital Improvements Plan and budget is

updated present growth and future projections will have to be reviewed to ensure that plant capacity and collection capability will be on-line when it is required.

Solid Waste

The solid waste disposal facility is a landfill operated by Putnam County. The City of Palatka will cooperate with the county in formulating, promulgating and operating refuse source separation and recycling programs as may be required to meet State mandates. At this time there is no known infrastructure that will be required to service this need in the City of Palatka during the planning period.

Storm Water Drainage

Though there are some minor storm drainage problems apparent in the older sections of the City, two (2) projects have been identified and funding for engineering obtained through FEMA mitigation grants. These projects are the St. Johns Ave./15th St. Project and the St. Johns Ave./7th St. Project. Engineering is in process for both projects with construction planned for 2013. An anticipated city-wide engineering study planned for this year had to be postponed due to budget shortfalls.

Potable Water

The potable water supply system has recently been upgraded and has over twice as much capacity as is being presently used. As a result of this work there is an ample supply of potable water to serve projected growth through 2020. Replacement and looping of portions of the distribution system are ongoing.

Natural Groundwater Aquifer Recharge

There are no aquifer recharge issues that can be solved through the use of capital spending for infrastructure at this time. If such items become apparent they can be addressed in a future capital budget.

Recreation

The adopted level of service standards (LOSS) for recreation and open space are expected to be maintained through 2020.

Adopted Level of Service Standards

The following are the City's adopted level of service standards:

Policy H.4.2.3

9J-5.016(3)(b)5

Upon plan adoption, the following Level of Service Standards for sanitary sewer usage and wastewater treatment shall be required. for all new development:

1. Central Sanitary Sewer System

Average design flow:

Residential: 125 gallons per capita per day

Commercial / Industrial / Institutional: 110 gallons per acre per day

Peak design flow: 249 gallons per capita per day

Water Quality: Discharge water quality of wastewater treatment plants shall meet the requirements of Chapter 17-600, section .300 and .400 and meet the minimum treatment standards of 17-600.420, F.A.C.

Policy H.4.2.7 **9J-5.016(3)(b)5**

Upon plan adoption, the Level of Service Standards to be met for stormwater drainage and treatment shall be as required by the various jurisdictional State and federal agencies. In any event the design LOS standards shall not be less than the following:

<i>Drainage Facility</i>	<i>Design Storm</i>
<i>Water quality</i>	<i>Minimum criteria for surface water quality shall meet the standards of <u>Chapter 62-302</u>17-302.500, F.A.C.</i>
<i>Wetland Stormwater Discharge</i>	<i>Permits for wetland stormwater discharge shall follow <u>FAC 62-25.042</u>17-25.042.</i>
<i>Stormwater Discharge Facilities</i>	<i><u>Shall meet DEP Stormwater Drainage Rule 62-4 and 62-25</u>Permits for construction of new stormwater discharge facilities shall follow FAC 17-25.040</i>
<i>Closed Conduit</i>	<i><u>Per FDOT Drainage Manual, 2008, as revised, 10 year frequency, 24 hour duration; IDF curve Zone 5</u>DOT Drainage Manual 1987</i>
<i>Open channel</i>	<i><u>Per FDOT Drainage Manual, 2008, as revised, 25 year frequency, 24 hour duration; IDF curve Zone 5</u>DOT Drainage Manual 1987</i>
<i>Retention / Detention</i>	<i><u>Shall meet DEP Stormwater Drainage Rules 62-25.001 thru 62-25.900</u>17-25 (retain the first inch of stormwater for drainage basins over 100 acres; the first one half inch of stormwater for drainage basins under 100 acres).</i>

The standards stated above shall pertain to all new development and redevelopment without exception. The exemption regarding project size thresholds provided in Chapter 62-25, F.A.C. does not apply for concurrency determinations.

Policy H.4.2.11 **9J-5.016(3)(b)5**

Upon plan adoption, the Level of Service Standards to be met for potable water shall be as follows:

Facilities **Level of Service Standards**

1. Central Water System

Permanent Population	10201	10033	11149	11323	12191	12649	1.04
----------------------	-------	-------	-------	-------	-------	-------	------

Source: 1990 and 2000, US Census

Source: 2010, BEBR

Source: Permanent Population and total non-seasonal dwelling units for years 2015 and 2020 BEBR

Note: for years 2015 and 2020 projected growth rate factors = $((2000 / 1990) + (2005 / 2000) + (2010 / 2005)) / 3$

The City of Palatka's 1990 population was 10,201 persons. In 2000, the U.S. Census Bureau recorded the City's total population as 10,033 which is a decrease of 168 people (-1.6%). In the 2005 census the population increased to 11,149 which is an increase of 1,116 people (+11.1%). Utilizing the census and BEBR data, a slow rate of growth is indicated over the next five-year period.

Level of Service Analysis

Potable Water and Sanitary Sewer: The City has no deficiencies in level of service for potable water and sanitary sewer through the 2020 planning horizon.

Potable Water: A new water treatment plant with state-of-the-art technology went online in 2009. The new plant boosted capacity from four (4) million to six (6) million gallons per day.

Sanitary Sewer: The plant has been re-rated by DEP and is currently rated as a 3.5 MGD (million gallons per day) activated sludge wastewater treatment plant that discharges effluent to the St. Johns River. The Wastewater Treatment Plan (WWTP) also has tertiary filters and is permitted to generate 3.0 MGD of reuse water for the Palatka Municipal Golf Course, the City's cemeteries, the municipal airport and several other large land areas. According to DEP, the facility is currently operating at fifty percent (50%) capacity.

Roads: The City has no roadway service deficiencies through the 2015 planning horizon. SB 360 has designated the City a Dense Urban Land Area and is no longer required to meet concurrency requirements for transportation. A planner will be hired to complete the Mobility Plan on schedule.

Stormwater: The City has no level of service deficiencies through the 2015 planning horizon. A City of Palatka and Ravine State Gardens Stormwater Quality Master Plan for the City of Palatka was prepared in June 1997 by Hartman & Associates and it is anticipated the City will be updating the plan within the next five years. The City has adopted this document, which determines the volume, rate, timing, and pollutants load of runoffs where improvements have been made, identifies areas which have recurring drainage problems, and establishes priorities for stormwater drainage improvements.

Solid Waste: The City has an Interlocal Agreement with Putnam County to utilize the County's Central Class I landfill. The county has no solid waste level of service deficiencies through the 2014 planning horizon. In the County's CIE it was reported that the landfilled waste generated equated 6.03 pounds per capita per day countywide which is under its adopted level of service of 6.4 pounds per capita per day.

Recreation: The City has no level of service deficiencies for parks/recreation through the 2020 planning horizon.

Ordinance 10-32
Capital Improvement
Element Ordinance
for 2010 - 2011

ORDINANCE 10-32

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING THE CITY OF PALATKA COMPREHENSIVE PLAN'S CAPITAL IMPROVEMENT ELEMENT TO ADOPT THE FINANCIALLY FEASIBLE FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS (FY 2010/11-2014/15) AS REQUIRED BY SECTION 163.3177(3)(b)(1), FLORIDA STATUTES; SETTING FORTH THE AUTHORITY FOR THE AMENDMENT OF THE COMPREHENSIVE PLAN; SETTING FORTH THE PURPOSE AND INTENT OF THE AMENDMENT; IDENTIFYING PLAN ELEMENTS AND SUB-ELEMENTS TO BE AMENDED; PROVIDING FOR A SEVERABILITY CLAUSE, PROVIDING FOR FILING WITH THE DEPARTMENT OF STATE AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 163.3161, Florida Statutes, established the Local Government Comprehensive Planning and Land Development Regulation Act, and

WHEREAS, the City Commission of the City of Palatka, Florida has adopted its Comprehensive Plan pursuant to the Act and has now determined that certain amendments to portions of the plan are needed, and

WHEREAS, Section 163.3187, Florida Statutes, allows amendments to be made to the plan, and

WHEREAS, Section 163.3177(3)(b)(1), Florida Statutes, requires the City of Palatka Comprehensive Plan's Capital Improvement Element and five-year schedule of capital improvements to be updated by December 1, 2010 to be financially feasible and reflect the period of FY 2010/2011 to FY 2014/2015, and

WHEREAS, Section 163.3177(3)(b)(2), Florida Statutes, provides for the adoption of the amendment to update the City of Palatka Comprehensive Plan's Capital Improvement Element and five-year schedule of capital improvements update at a single adoption hearing by the City Commission, and

WHEREAS, the City Commission has provided for opportunity for public hearing after public notice, provisions for open discussion, communications programs, and consideration of and response to public comments concerning the proposed amendment to the Comprehensive Plan, and

WHEREAS, the City invited written comment and public participation at the public hearing; and

WHEREAS, the City Commission held a public hearing on the proposed Comprehensive Plan amendment on November 16, 2010 and considered the findings and advice of all interested parties submitting comments at the public hearing, and upon complete consideration and deliberation, approved the amendment to the Comprehensive Plan for adoption, and

WHEREAS, the City Commission had determined that the adoption of the amendment to the Comprehensive Plan is in the best interests of the health, safety and welfare of the citizens of the City of Palatka, Florida.

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

SECTION ONE. AUTHORITY.

This ordinance is adopted in compliance with, and pursuant to the Local Government Comprehensive Planning and Land Development Regulating Act, Section 163.3161, Florida Statutes.

SECTION TWO. PURPOSE AND INTENT.

It is hereby declared that the purpose and intent of the adopted amendments are to provide a financially feasible five-year schedule of capital improvement (FY 2010/11-2014/15) as required by section 163.3177(3)(b)(1), Florida Statutes. The amendment updates the five-year schedule of capital improvements of the Capital Improvement Element by adding two Stormwater Management Projects being funded by FEMA Mitigation grants.

SECTION THREE. ADOPTION OF AMENDMENTS TO CERTAIN ELEMENTS OF THE COMPREHENSIVE PLAN.

The following City of Palatka Comprehensive Plan amendments are hereby adopted:

1. The City of Palatka Comprehensive Plan Capital Improvement Element's Five-Year Schedule of Capital Improvements, Tables H-1 and H-2, are hereby amended as per the exhibit attached hereto (Exhibit "A"), and as amended, is a part of the official Comprehensive Plan for the City of Palatka, Florida.
2. Policy H.1.1.2 - 9J-5.016(3)(c)(1) a and b - Include all identified facility needs found in the Five Year Schedule of Improvements and the Public School Facilities Capital Improvement Projects for Fiscal Years ~~2009~~ 2010 thru ~~2014~~ 2015.
3. Policy H.2.1.1 - 9J-5.016(3)(c)6 - Review land use decision impacts and timing against existing and future facilities as proposed in the Capital Improvements Program and the Public School Facilities Capital Improvement Projects for FY ~~2009~~ 2010 thru ~~2014~~15 (adopted as part of this Comprehensive Plan: see Table H-2) for maintenance of the adopted Level of Service Standards

SECTION FOUR. SEVERABILITY.

If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is in for any reason held by any court or other forum of competent jurisdiction to be invalid, the validity of the remaining portions of this ordinance shall continue in full force and effect.

SECTION FIVE. EFFECTIVE DATE.

The effective date of this plan amendment shall be the date a final order is issued by the Department of Community Affairs determining the adopted amendments to be in compliance in accordance with Section 163.3184(9), Florida Statutes, or until the Administration Commission issues a final order determining the adopted amendments to be in compliance in accordance with Section 163.3184(10), Florida Statutes. No development orders, development permits, or land uses dependent on these amendments may be issued or commence before it had become effective. If a Final Order of Noncompliance is issued by

the Administration Commission these amendments may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the Florida Department of Community Affairs, Division of Community Planning, Plan Processing Team.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this **16th** day of **November 2010**

CITY OF PALATKA

By: ITS MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS

CITY ATTORNEY

EXHIBIT "A" – PAGE 1

APPENDIX G

Table H-1

Revised 11-1-2010

Infrastructure Category e.g. roads, drainage, potable, water etc.	2010-2011 Committed Funds	2011-2012 Committed Funds	2012-2013 Committed Planned Funds	2013-2014 Committed Planned Funds Funds	2014-2015 Committed Planned Funds Funds
REVENUE					
<u>FEMA MITIGATION GRANTS</u>					
<u>St. Johns Ave/15th St. Stormwater Management Project</u>				<u>\$200,000</u>	
<u>St. Johns Ave/7th St. Stormwater Management Project</u>				<u>\$150,000</u>	
General Operating Funds (funds dedicated and earmarked)					
Planned + Committed (years 4 & 5 only)					
Revenues Total	\$ 0 0 0 0	\$0.00	\$0.00	<u>\$350,000</u>	<u>\$0.00</u>

EXHIBIT "A" – PAGE 2

**TABLE H-2: PUBLIC SCHOOL FACILITIES CAPITAL IMPROVEMENT
PROJECTS FOR
FY 2010-11 THRU 2014-15**

<u>Item/Project Name</u>	FY 2010- 2011	FY 2011- 2012	FY 2012- 2013	FY 2013- 2014	FY 2014- 2015	Total	Funding Source
Palatka Senior High School 1 st floor renovation north	0	0	0	0	1,500,000	1,500,000	None listed
Kelley Smith Elementary Classroom Renovation			1,250,000			1,250,000	None listed
Mellon Elementary Classroom Renovation			750,000			750,000	None listed
Riverbreeze Elementary Building 2 Renovation				750,000		750,000	None listed
Kelley Smith Elementary expand media center				950,000		950,000	None listed
Palatka Senior High School renovate PE area; vocational shops area; building 10				1,976,029		1,976,029	None listed
Palatka Senior High School renovate west wing second floor, building 1					1,750,000	1,750,000	None listed
Beasley Middle renovate buildings 13, 14					450,000	450,000	None listed
Jenkins Middle renovate buildings 18, 19, 20					819,469	819,469	None listed

Putnam County
School District

2010 – 2015
Work Plan

INTRODUCTION

The 5-Year District Facilities Work Program is a very important document. The Department of Education, Legislature, Governor's Office, Division of Community Planning (growth management), local governments, and others use the work program information for various needs including funding, planning, and as the authoritative source for school facilities related information.

The district's facilities work program must be a complete, balanced capital outlay plan that is financially feasible. The first year of the work program is the districts capital outlay budget. To determine if the work program is balanced and financially feasible, the "Net Available Revenue" minus the "Funded Projects Costs" should sum to zero for "Remaining Funds".

If the "Remaining Funds" balance is zero, then the plan is both balanced and financially feasible.

If the "Remaining Funds" balance is negative, then the plan is neither balanced nor feasible.

If the "Remaining Funds" balance is greater than zero, the plan may be feasible, but it is not balanced.

Summary of revenue/expenditures available for new construction and remodeling projects only.

	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014	2014 - 2015	Five Year Total
Total Revenues	\$3,342,516	\$0	\$0	\$639,852	\$701,241	\$4,683,609
Total Project Costs	\$0	\$0	\$0	\$0	\$0	\$0
Difference (Remaining Funds)	\$3,342,516	\$0	\$0	\$639,852	\$701,241	\$4,683,609

District PUTNAM COUNTY SCHOOL DISTRICT

Fiscal Year Range

CERTIFICATION

By submitting this electronic document, we certify that all information provided in this 5-year district facilities work program is accurate, all capital outlay resources are fully reported, and the expenditures planned represent a complete and balanced capital outlay plan for the district. The district Superintendent of Schools, Chief Financial Officer, and the School Board have approved the information contained in this 5-year district facilities work program; they certify to the Department of Education, Office of Educational Facilities, that the information contained herein is correct and accurate; they also certify that the plan has been developed in coordination with the general purpose local governments as required by §1013.35(2) F.S. We understand that any information contained in this 5-year district facilities work program is subject to audit by the Auditor General of the State of Florida.

Date of School Board Adoption

Work Plan Submittal Date

DISTRICT SUPERINTENDENT

CHIEF FINANCIAL OFFICER

DISTRICT POINT-OF-CONTACT PERSON

JOB TITLE

PHONE NUMBER

E-MAIL ADDRESS

Expenditures

Expenditure for Maintenance, Repair and Renovation from 1.50-Mills and PECO

Annually, prior to the adoption of the district school budget, each school board must prepare a tentative district facilities work program that includes a schedule of major repair and renovation projects necessary to maintain the educational and ancillary facilities of the district.

Item	2010 - 2011 Actual Budget	2011 - 2012 Projected	2012 - 2013 Projected	2013 - 2014 Projected	2014 - 2015 Projected	Total
HVAC	\$239,000	\$272,392	\$244,000	\$343,000	\$287,000	\$1,385,392
Locations:	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY					
Flooring	\$118,271	\$123,000	\$96,066	\$50,000	\$25,000	\$412,337
Locations:	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY					
Roofing	\$66,000	\$125,000	\$260,000	\$390,000	\$220,000	\$1,061,000
Locations:	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY					
Safety to Life	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
Locations:	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY					
Fencing	\$15,000	\$25,000	\$25,000	\$25,000	\$25,000	\$115,000
Locations:	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY					
Parking	\$65,000	\$55,000	\$49,000	\$52,500	\$50,000	\$271,500

Locations:	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY					
Electrical	\$35,000	\$170,000	\$205,000	\$140,406	\$265,000	\$815,406
Locations:	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY					
Fire Alarm	\$45,000	\$30,000	\$30,000	\$30,000	\$30,000	\$165,000
Locations:	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY					
Telephone/Intercom System	\$15,000	\$15,000	\$10,000	\$10,000	\$10,000	\$60,000
Locations:	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY					
Closed Circuit Television	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
Locations:	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY					
Paint	\$65,000	\$60,000	\$60,000	\$60,000	\$60,000	\$305,000
Locations:	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY					
Maintenance/Repair	\$10,000	\$10,000	\$10,000	\$10,000	\$25,349	\$65,349
Locations:	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY					
Sub Total:	\$693,271	\$905,392	\$1,009,066	\$1,130,906	\$1,017,349	\$4,755,984

PUTNAM COUNTY SCHOOL DISTRICT

2010 - 2011 Work Plan

ECO Maintenance Expenditures	\$900,771	\$1,263,392	\$1,354,066	\$1,520,906	\$1,607,349	\$6,646,484
1.50 Mill Sub Total:	\$0	\$0	\$0	\$0	\$0	\$0

Other Items		2010 - 2011 Actual Budget	2011 - 2012 Projected	2012 - 2013 Projected	2013 - 2014 Projected	2014 - 2015 Projected	Total
Plumbing		\$22,000	\$28,000	\$10,000	\$10,000	\$10,000	\$80,000
Locations	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY						
Security Cameras / Systems		\$25,000	\$25,000	\$50,000	\$50,000	\$50,000	\$200,000
Locations	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY						
Miscellaneous Projects		\$25,500	\$95,000	\$100,000	\$185,000	\$375,000	\$780,500
Locations	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY						
Asbestos / Lead Abatement		\$20,000	\$25,000	\$30,000	\$30,000	\$30,000	\$135,000
Locations	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY						
Doors / Hardware		\$28,000	\$100,000	\$95,000	\$95,000	\$95,000	\$413,000
Locations	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY						
Gym Bleacher Maintenance		\$10,000	\$10,000	\$10,000	\$0	\$10,000	\$40,000
Locations	C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, INTERLACHEN SENIOR HIGH, PALATKA SENIOR HIGH, Q I ROBERTS MIDDLE, ROBERT H JENKINS JR MIDDLE, W H BEASLEY MIDDLE						
Ceiling and Lighting		\$77,000	\$75,000	\$50,000	\$20,000	\$20,000	\$242,000
Locations	BROWNING PEARCE ELEMENTARY (NEW), BROWNING PEARCE ELEMENTARY (OLD), C H PRICE MIDDLE, CRESCENT CITY JUNIOR SENIOR HIGH, DISTRICT RESOURCE CENTER, ELEANOR H MILLER SCHOOL, GEORGE C. MILLER INTERMEDIATE, INTERLACHEN ELEMENTARY, INTERLACHEN SENIOR HIGH, JAMES A LONG ELEMENTARY, KELLEY SMITH ELEMENTARY, MELLON ELEMENTARY, MELROSE ELEMENTARY, MIDDLETON BURNEY ELEMENTARY, NORTH EAST FLORIDA EDUCATION CONSORTIUM, OCHWILLA ELEMENTARY, PALATKA SENIOR HIGH, PUTNAM SUPERINTENDENT'S OFFICE, Q I ROBERTS MIDDLE, RIVER BREEZE ELEMENTARY, ROBERT H JENKINS JR MIDDLE, SCHOOL MAINTENANCE, W H BEASLEY MIDDLE, WILLIAM D MOSELEY ELEMENTARY						

Total:	\$900,771	\$1,263,392	\$1,354,066	\$1,520,906	\$1,607,349	\$6,646,484
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Local 1.50 Mill Expenditure For Maintenance, Repair and Renovation

Anticipated expenditures expected from local funding sources over the years covered by the current work plan.

Item	2010 - 2011 Actual Budget	2011 - 2012 Projected	2012 - 2013 Projected	2013 - 2014 Projected	2014 - 2015 Projected	Total
Remaining Maint and Repair from 1.5 Mills	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance/Repair Salaries	\$2,302,480	\$2,302,480	\$2,302,480	\$2,302,480	\$2,302,480	\$11,512,400
School Bus Purchases	\$400,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,400,000
Other Vehicle Purchases	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Capital Outlay Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Rent/Lease Payments	\$0	\$0	\$0	\$0	\$0	\$0
COP Debt Service	\$0	\$0	\$0	\$0	\$0	\$0
Rent/Lease Relocatables	\$3,980	\$3,980	\$0	\$0	\$0	\$7,960
Environmental Problems	\$0	\$0	\$0	\$0	\$0	\$0
s.1011.14 Debt Service	\$0	\$0	\$0	\$0	\$0	\$0
Special Facilities Construction Account	\$0	\$0	\$0	\$0	\$0	\$0
Premiums for Property Casualty Insurance - 1011.71 (4a,b)	\$1,101,723	\$1,101,723	\$1,101,723	\$1,101,723	\$1,101,723	\$5,508,615
Qualified School Construction Bonds (QSCB)	\$0	\$0	\$0	\$0	\$0	\$0
Qualified Zone Academy Bonds (QZAB)	\$0	\$0	\$0	\$0	\$0	\$0
Technology	\$300,000	\$300,000	\$300,000	\$0	\$0	\$900,000
Maint. Dept. non-salary/benefits annual expenses	\$1,576,966	\$1,442,660	\$1,442,660	\$1,442,660	\$1,442,660	\$7,347,626
Purchase of Skyward Enterprise Software	\$394,964	\$200,000	\$0	\$0	\$0	\$594,964
Discretionary capital to schools	\$400,125	\$400,125	\$400,125	\$400,125	\$400,125	\$2,000,625
Local Expenditure Totals:	\$6,580,258	\$6,250,968	\$6,046,988	\$5,746,988	\$5,746,988	\$30,372,190

Revenue

1.50 Mill Revenue Source

Schedule of Estimated Capital Outlay Revenue from each currently approved source which is estimated to be available for expenditures on the projects included in the tentative district facilities work program. All amounts are NET after considering carryover balances, interest earned, new COP's, 1011.14 and 1011.15 loans, etc. Districts cannot use 1.5-Mill funds for salaries except for those explicitly associated with maintenance/repair projects. (1011.71 (5), F.S.)

Item	Fund	2010 - 2011 Actual Value	2011 - 2012 Projected	2012 - 2013 Projected	2013 - 2014 Projected	2014 - 2015 Projected	Total
(1) Non-exempt property assessed valuation		\$3,997,530,909	\$3,951,960,276	\$3,884,120,266	\$4,025,841,782	\$4,143,182,657	\$20,002,635,890
(2) The Millage projected for discretionary capital outlay per s.1011.71		1.50	1.50	1.50	1.50	1.50	

PUTNAM COUNTY SCHOOL DISTRICT

2010 - 2011 Work Plan

(3) Full value of the 1.50-Mill discretionary capital outlay per s.1011.71		\$6,715,852	\$6,639,293	\$6,525,322	\$6,763,414	\$6,960,547	\$33,604,428
(4) Value of the portion of the 1.50-Mill ACTUALLY levied	370	\$5,756,445	\$5,690,823	\$5,593,133	\$5,797,212	\$5,966,183	\$28,803,796
(5) Difference of lines (3) and (4)		\$959,407	\$948,470	\$932,189	\$966,202	\$994,364	\$4,800,632

PECO Revenue Source

The figure in the row designated "PECO Maintenance" will be subtracted from funds available for new construction because PECO maintenance dollars cannot be used for new construction.

Item	Fund	2010 - 2011 Actual Budget	2011 - 2012 Projected	2012 - 2013 Projected	2013 - 2014 Projected	2014 - 2015 Projected	Total
PECO New Construction	340	\$0	\$31,776	\$126,590	\$348,643	\$241,061	\$748,070
PECO Maintenance Expenditures		\$900,771	\$1,263,392	\$1,354,066	\$1,520,906	\$1,607,349	\$6,646,484
		\$900,771	\$1,295,168	\$1,480,656	\$1,869,549	\$1,848,410	\$7,394,554

CO & DS Revenue Source

Revenue from Capital Outlay and Debt Service funds.

Item	Fund	2010 - 2011 Actual Budget	2011 - 2012 Projected	2012 - 2013 Projected	2013 - 2014 Projected	2014 - 2015 Projected	Total
CO & DS Cash Flow-through distributed	360	\$66,224	\$66,224	\$66,224	\$66,224	\$66,224	\$331,120
CO & DS Interest on Undistributed CO	360	\$4,761	\$4,761	\$4,761	\$4,761	\$4,761	\$23,805
		\$70,985	\$70,985	\$70,985	\$70,985	\$70,985	\$354,925

Fair Share Revenue Source

All legally binding commitments for proportionate fair-share mitigation for impacts on public school facilities must be included in the 5-year district work program.

Nothing reported for this section.

Sales Surtax Referendum

Specific information about any referendum for a 1-cent or ½-cent surtax referendum during the previous year.

Did the school district hold a surtax referendum during the past fiscal year 2009 - 2010?

No

Additional Revenue Source

Any additional revenue sources

PUTNAM COUNTY SCHOOL DISTRICT

2010 - 2011 Work Plan

Item	2010 - 2011 Actual Value	2011 - 2012 Projected	2012 - 2013 Projected	2013 - 2014 Projected	2014 - 2015 Projected	Total
Proceeds from a s.1011.14/15 F.S. Loans	\$0	\$0	\$0	\$0	\$0	\$0
District Bonds - Voted local bond referendum proceeds per s.9, Art VII State Constitution	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Special Act Bonds	\$0	\$0	\$0	\$0	\$0	\$0
Estimated Revenue from CO & DS Bond Sale	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$350,000
Proceeds from Voted Capital Improvements millage	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenue for Other Capital Projects	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from 1/2 cent sales surtax authorized by school board	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from local governmental infrastructure sales surtax	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Certificates of Participation (COP's) Sale	\$0	\$0	\$0	\$0	\$0	\$0
Classrooms First Bond proceeds amount authorized in FY 1997-98	\$0	\$0	\$0	\$0	\$0	\$0
Classrooms for Kids	\$0	\$0	\$0	\$0	\$0	\$0
District Equity Recognition	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grants	\$0	\$0	\$0	\$0	\$0	\$0
Proportionate share mitigation (actual cash revenue only, not in kind donations)	\$0	\$0	\$0	\$0	\$0	\$0
Impact fees received	\$0	\$0	\$0	\$0	\$0	\$0
Private donations	\$0	\$0	\$0	\$0	\$0	\$0
Grants from local governments or not-for-profit organizations	\$0	\$0	\$0	\$0	\$0	\$0
Interest, Including Profit On Investment	\$75,000	\$80,000	\$80,000	\$100,000	\$100,000	\$435,000
Revenue from Bonds pledging proceeds from 1 cent or 1/2 cent Sales Surtax	\$0	\$0	\$0	\$0	\$0	\$0
Total Fund Balance Carried Forward	\$0	\$0	\$0	\$0	\$0	\$0
General Capital Outlay Obligated Fund Balance Carried Forward From Total Fund Balance Carried Forward	\$0	\$0	\$0	\$0	\$0	\$0
Special Facilities Construction Account	\$0	\$0	\$0	\$0	\$0	\$0
One Cent - 1/2 Cent Sales Surtax Debt Service From Total Fund Balance Carried Forward	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay Projects Funds Balance Carried Forward From Total Fund Balance Carried Forward	\$0	\$0	\$0	\$0	\$0	\$0
Carry Forward- Capital Improvement Tax 2008	\$804,316	\$0	\$0	\$0	\$0	\$804,316
Carry Forward- Capital Improvement Tax 2009	\$418,990	\$0	\$0	\$0	\$0	\$418,990
Carry Forward- Capital Improvement Tax 2010	\$479,856	\$307,384	\$106,280	\$0	\$0	\$893,520
Carry Forward- PECO 2008- Spec. Maint.	\$78,911	\$0	\$0	\$0	\$0	\$78,911

Carry Forward- PECO 2008- New Const.	\$224,577	\$0	\$0	\$0	\$0	\$224,577
Carry Forward- PECO 2009- Spec. Maint.	\$475,529	\$0	\$0	\$0	\$0	\$475,529
Carry Forward- PECO 2009- New Const.	\$272,482	\$0	\$0	\$0	\$0	\$272,482
Carry Forward- PECO 2010- Spec. Maint.	\$328,629	\$0	\$0	\$0	\$0	\$328,629
Carry Forward- SBE Bonds 2008	\$636,599	\$0	\$0	\$0	\$0	\$636,599
Carry Forward- CO&DS	\$230,455	\$0	\$0	\$0	\$0	\$230,455
Subtotal	\$4,095,344	\$457,384	\$256,280	\$170,000	\$170,000	\$5,149,008

Total Revenue Summary

Item Name	2010 - 2011 Budget	2011 - 2012 Projected	2012 - 2013 Projected	2013 - 2014 Projected	2014 - 2015 Projected	Five Year Total
Local 1.5 Mill Discretionary Capital Outlay Revenue	\$5,756,445	\$5,690,823	\$5,593,133	\$5,797,212	\$5,966,183	\$28,803,796
PECO and 1.5 Mill Maint and Other 1.5 Mill Expenditures	(\$6,580,258)	(\$6,250,968)	(\$6,046,988)	(\$5,746,988)	(\$5,746,988)	(\$30,372,190)
PECO Maintenance Revenue	\$900,771	\$1,263,392	\$1,354,066	\$1,520,906	\$1,607,349	\$6,646,484
Available 1.50 Mill for New Construction	(\$823,813)	(\$580,145)	(\$453,855)	\$50,224	\$219,195	(\$1,568,394)

Item Name	2010 - 2011 Budget	2011 - 2012 Projected	2012 - 2013 Projected	2013 - 2014 Projected	2014 - 2015 Projected	Five Year Total
CO & DS Revenue	\$70,985	\$70,985	\$70,985	\$70,985	\$70,985	\$354,925
PECO New Construction Revenue	\$0	\$31,776	\$126,590	\$348,643	\$241,061	\$748,070
Other/Additional Revenue	\$4,095,344	\$457,384	\$256,280	\$170,000	\$170,000	\$5,149,008
Total Additional Revenue	\$4,166,329	\$560,145	\$453,855	\$569,628	\$482,046	\$6,232,003
Total Available Revenue	\$3,342,516	\$0	\$0	\$639,852	\$701,241	\$4,683,609

Project Schedules

Capacity Project Schedules

A schedule of capital outlay projects necessary to ensure the availability of satisfactory classrooms for the projected student enrollment in K-12 programs.

Nothing reported for this section.

Planned Cost:						
Student Stations:						
Total Classrooms:						
Gross Sq Ft:						

Other Project Schedules

Major renovations, remodeling, and additions of capital outlay projects that do not add capacity to schools.

Project Description	Location	2010 - 2011 Actual Budget	2011 - 2012 Projected	2012 - 2013 Projected	2013 - 2014 Projected	2014 - 2015 Projected	Total	Funded
Classroom Renovation Building 3	JAMES A LONG ELEMENTARY	\$0	\$0	\$0	\$0	\$450,000	\$450,000	No
Classroom Renovation 1st floor North	PALATKA SENIOR HIGH	\$0	\$0	\$0	\$0	\$1,500,000	\$1,500,000	No
District Operations Center	Location not specified	\$0	\$0	\$0	\$3,600,000	\$0	\$3,600,000	No
Classroom Renovation Building 1	CRESCENT CITY JUNIOR SENIOR HIGH	\$0	\$1,750,000	\$0	\$0	\$0	\$1,750,000	No
Classroom Renovation	BROWNING PEARCE ELEMENTARY (NEW)	\$0	\$1,000,000	\$0	\$0	\$0	\$1,000,000	No
Classroom Renovation	INTERLACHEN ELEMENTARY	\$0	\$993,850	\$0	\$0	\$0	\$993,850	No
Classroom Renovation Building 1	INTERLACHEN SENIOR HIGH	\$0	\$1,000,000	\$0	\$0	\$0	\$1,000,000	No
Classroom Renovation Building 1	MIDDLETON BURNEY ELEMENTARY	\$0	\$0	\$750,000	\$0	\$0	\$750,000	No
Classroom Renovation Building 6	KELLEY SMITH ELEMENTARY	\$0	\$0	\$1,250,000	\$0	\$0	\$1,250,000	No
Classroom Renovation Building 5	MELLON ELEMENTARY	\$0	\$0	\$750,000	\$0	\$0	\$750,000	No
Classroom Renovation Building 4	CRESCENT CITY JUNIOR SENIOR HIGH	\$0	\$675,000	\$0	\$0	\$0	\$675,000	No
Classroom Renovation building 3	INTERLACHEN SENIOR HIGH	\$0	\$675,000	\$0	\$0	\$0	\$675,000	No
Renovate Building 2	RIVER BREEZE ELEMENTARY	\$0	\$0	\$0	\$750,000	\$0	\$750,000	No
Expand Media Center	KELLEY SMITH ELEMENTARY	\$0	\$0	\$0	\$950,000	\$0	\$950,000	No
Renovate Building 5	MELROSE ELEMENTARY	\$0	\$0	\$0	\$775,000	\$0	\$775,000	No
Expand Media Center	GEORGE C. MILLER INTERMEDIATE	\$0	\$0	\$0	\$750,000	\$0	\$750,000	No

renovate Building 12	MIDDLETON BURNEY ELEMENTARY	\$0	\$0	\$0	\$750,000	\$0	\$750,000	No
renovate PE area; vocational shops area; building 10	PALATKA SENIOR HIGH	\$0	\$0	\$0	\$1,976,029	\$0	\$1,976,029	No
renovate basement classrooms building 1	GEORGE C. MILLER INTERMEDIATE	\$0	\$0	\$1,100,000	\$0	\$0	\$1,100,000	No
renovate west wing second floor, building 1	PALATKA SENIOR HIGH	\$0	\$0	\$0	\$0	\$1,750,000	\$1,750,000	No
renovate buildings 16, 17, 18,19, 20	INTERLACHEN SENIOR HIGH	\$0	\$0	\$0	\$0	\$2,000,000	\$2,000,000	No
renovate buildings 2, 6	MELROSE ELEMENTARY	\$0	\$0	\$0	\$0	\$750,000	\$750,000	No
renovate buildings 13, 14	W H BEASLEY MIDDLE	\$0	\$0	\$0	\$0	\$450,000	\$450,000	No
renovate buildings 18, 19, 20	ROBERT H JENKINS JR MIDDLE	\$0	\$0	\$0	\$0	\$819,469	\$819,469	No
renovate admin area, building 1	ELEANOR H MILLER SCHOOL	\$0	\$0	\$0	\$0	\$250,000	\$250,000	No
		\$0	\$6,093,850	\$3,850,000	\$9,551,029	\$7,969,489	\$27,464,348	

Additional Project Schedules

Any projects that are not identified in the last approved educational plant survey.

Nothing reported for this section.

Non Funded Growth Management Project Schedules

Schedule indicating which projects, due to planned development, that CANNOT be funded from current revenues projected over the next five years.

Nothing reported for this section.

Tracking

Capacity Tracking

Location	2010-2011 Stu. Sta.	Actual 2010-2011 FISH Capacity	Actual 2009-2010 COFTE	# Class Rooms	Actual Average 2010-2011 Class Size	Actual 2010-2011 Utilization	New Stu. Capacity	New Rooms to be Added/Removed	Projected 2014-2015 COFTE	Projected 2014-2015 Utilization	Projected 2014-2015 Class Size
RIVER BREEZE ELEMENTARY	806	806	516	41	13	64.00 %	0	0	515	64.00 %	13
OCHWILLA ELEMENTARY	627	627	412	33	12	66.00 %	0	0	409	65.00 %	12
W H BEASLEY MIDDLE	969	872	482	42	11	55.00 %	0	0	478	55.00 %	11
WILLIAM D MOSELEY ELEMENTARY	387	0	0	21	0	0.00 %	0	0	0	0.00 %	0
MELLON ELEMENTARY	554	554	364	29	13	66.00 %	0	0	361	65.00 %	12
KELLEY SMITH ELEMENTARY	898	898	854	48	18	95.00 %	0	0	848	94.00 %	18
INTERLACHEN SENIOR HIGH	1,329	1,196	876	57	15	73.00 %	0	0	870	73.00 %	15
C H PRICE MIDDLE	862	775	529	41	13	68.00 %	0	0	525	68.00 %	13
INTERLACHEN ELEMENTARY	906	906	814	48	17	90.00 %	0	0	808	89.00 %	17
CROWNING PEARCE ELEMENTARY (NEW)	910	910	725	47	15	80.00 %	0	0	720	79.00 %	15
ELEANOR H MILLER SCHOOL	236	236	114	23	5	48.00 %	0	0	113	48.00 %	5
MELROSE ELEMENTARY	543	543	376	29	13	69.00 %	0	0	373	69.00 %	13
JAMES A LONG ELEMENTARY	677	677	472	36	13	70.00 %	0	0	469	69.00 %	13
ROBERT H JENKINS JR MIDDLE	985	886	671	42	16	76.00 %	0	0	665	75.00 %	16
NORTH EAST FLORIDA EDUCATION CONSORTIUM	0	0	0	0	0	0.00 %	0	0	0	0.00 %	0
GEORGE C. MILLER INTERMEDIATE	738	738	411	32	13	56.00 %	0	0	408	55.00 %	13
MIDDLETON BURNEY ELEMENTARY	844	844	657	44	15	78.00 %	0	0	653	77.00 %	15
CRESCENT CITY JUNIOR SENIOR HIGH	1,166	1,049	810	49	17	77.00 %	0	0	804	77.00 %	16
PALATKA SENIOR HIGH	2,128	2,021	1,383	88	16	68.00 %	0	0	1,373	68.00 %	16
Q I ROBERTS MIDDLE	457	411	323	19	17	79.00 %	0	0	321	78.00 %	17
	16,022	14,949	10,790	769	14	72.18 %	0	0	10,713	71.66 %	14

The COFTE Projected Total (10,713) for 2014 - 2015 must match the Official Forecasted COFTE Total (10,712) for 2014 - 2015 before this section can be completed. In the event that the COFTE Projected Total does not match the Official forecasted COFTE, then the Balanced Projected COFTE Table should be used to balance COFTE.

Projected COFTE for 2014 - 2015	
Elementary (PK-3)	4,011
Middle (4-8)	4,120
High (9-12)	2,582
	10,712

Grade Level Type	Balanced Projected COFTE for 2014 - 2015
Elementary (PK-3)	0
Middle (4-8)	0
High (9-12)	0
	10,713

Relocatable Replacement

Number of relocatable classrooms clearly identified and scheduled for replacement in the school board adopted financially feasible 5-year district work program.

Location	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014	2014 - 2015	Year 5 Total
Total Relocatable Replacements:	0	0	0	0	0	0

Charter Schools Tracking

Information regarding the use of charter schools.

Location-Type	# Relocatable units or permanent classrooms	Owner	Year Started or Scheduled	CHARTER STATIONS	Students Enrolled	Years in Contract	Total Charter Students projected for 2014 - 2015
Charter # 1-elementary	12	PRIVATE	2003	232	185	4	240
	12			232	185		240

Special Purpose Classrooms Tracking

The number of classrooms that will be used for certain special purposes in the current year, by facility and type of classroom, that the district will, 1), not use for educational purposes, and 2), the co-teaching classrooms that are not open plan classrooms and will be used for educational purposes.

School	School Type	# of Elementary K-3 Classrooms	# of Middle 4-8 Classrooms	# of High 9-12 Classrooms	# of ESE Classrooms	# of Combo Classrooms	Total Classrooms
PALATKA SENIOR HIGH	Educational	0	0	2	0	0	2
OCHWILLA ELEMENTARY	Educational	4	0	0	0	0	4
RIVER BREEZE ELEMENTARY	Educational	4	0	0	0	0	4
W H BEASLEY MIDDLE	Educational	0	1	0	0	0	1
WILLIAM D MOSELEY ELEMENTARY	Educational	27	0	0	0	0	27
C H PRICE MIDDLE	Educational	0	4	0	0	0	4
MELROSE ELEMENTARY	Educational	1	0	0	0	0	1

ROBERT H JENKINS JR MIDDLE	Educational	0	1	0	0	0	1
MIDDLETON BURNEY ELEMENTARY	Educational	1	0	0	0	0	1
Total Educational Classrooms:		37	6	2	0	0	45

School	School Type	# of Elementary K-3 Classrooms	# of Middle 4-8 Classrooms	# of High 9-12 Classrooms	# of ESE Classrooms	# of Combo Classrooms	Total Classrooms
Total Co-Teaching Classrooms:		0	0	0	0	0	0

Infrastructure Tracking

Necessary offsite infrastructure requirements resulting from expansions or new schools. This section should include infrastructure information related to capacity project schedules and other project schedules (Section 4).

Not Specified

Proposed location of planned facilities, whether those locations are consistent with the comprehensive plans of all affected local governments, and recommendations for infrastructure and other improvements to land adjacent to existing facilities. Provisions of 1013.33(12), (13) and (14) and 1013.36 must be addressed for new facilities planned within the 1st three years of the plan (Section 5).

Not Specified

Consistent with Comp Plan? No

Net New Classrooms

The number of classrooms, by grade level and type of construction, that were added during the last fiscal year.

List the net new classrooms added in the 2009 - 2010 fiscal year.					List the net new classrooms to be added in the 2010 - 2011 fiscal year.			
"Classrooms" is defined as capacity carrying classrooms that are added to increase capacity to enable the district to meet the Class Size Amendment.					Totals for fiscal year 2010 - 2011 should match totals in Section 15A.			
Location	2009 - 2010 # Permanent	2009 - 2010 # Modular	2009 - 2010 # Relocatable	2009 - 2010 Total	2010 - 2011 # Permanent	2010 - 2011 # Modular	2010 - 2011 # Relocatable	2010 - 2011 Total
Elementary (PK-3)	0	0	0	0	0	0	0	0
Middle (4-8)	0	0	0	0	0	0	0	0
High (9-12)	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0

Relocatable Student Stations

Number of students that will be educated in relocatable units, by school, in the current year, and the projected number of students for each of the years in the workplan.

Site	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014	2014 - 2015	5 Year Average
WILLIAM D MOSELEY ELEMENTARY	22	22	22	22	22	22
MELLON ELEMENTARY	148	148	148	148	148	148

KELLEY SMITH ELEMENTARY	138	138	138	138	138	138
INTERLACHEN SENIOR HIGH	65	65	65	65	65	65
C H PRICE MIDDLE	10	10	10	10	10	10
MELROSE ELEMENTARY	22	22	22	22	22	22
JAMES A LONG ELEMENTARY	22	22	22	22	22	22
ROBERT H JENKINS JR MIDDLE	22	22	22	22	22	22
INTERLACHEN ELEMENTARY	141	60	60	60	60	76
BROWNING PEARCE ELEMENTARY (NEW)	106	106	106	106	106	106
GEORGE C. MILLER INTERMEDIATE	110	110	110	110	110	110
MIDDLETON BURNEY ELEMENTARY	88	88	88	88	88	88
CRESCENT CITY JUNIOR SENIOR HIGH	50	50	50	50	50	50
PALATKA SENIOR HIGH	0	0	0	0	0	0
ELEANOR H MILLER SCHOOL	87	87	87	87	87	87
OCHWILLA ELEMENTARY	40	40	40	40	40	40
RIVER BREEZE ELEMENTARY	36	36	36	36	36	36
Q I ROBERTS MIDDLE	0	0	0	0	0	0
W H BEASLEY MIDDLE	0	0	0	0	0	0
NORTH EAST FLORIDA EDUCATION CONSORTIUM	0	0	0	0	0	0

Totals for PUTNAM COUNTY SCHOOL DISTRICT						
Total students in relocatables by year.	1,107	1,026	1,026	1,026	1,026	1,042
Total number of COFTE students projected by year.	10,733	10,689	10,737	10,731	10,712	10,720
Percent in relocatables by year.	10 %	10 %	10 %	10 %	10 %	10 %

Leased Facilities Tracking

Existing leased facilities and plans for the acquisition of leased facilities, including the number of classrooms and student stations, as reported in the educational plant survey, that are planned in that location at the end of the five year workplan.

Location	# of Leased Classrooms 2010 - 2011	FISH Student Stations	Owner	# of Leased Classrooms 2014 - 2015	FISH Student Stations
W H BEASLEY MIDDLE	0	0		0	0
WILLIAM D MOSELEY ELEMENTARY	0	0		0	0
MELLON ELEMENTARY	0	0		0	0
KELLEY SMITH ELEMENTARY	1	18		0	0
INTERLACHEN SENIOR HIGH	0	0		0	0
C H PRICE MIDDLE	0	0		0	0
RIVER BREEZE ELEMENTARY	0	0		0	0

NORTH EAST FLORIDA EDUCATION CONSORTIUM	0	0	0	0
Q I ROBERTS MIDDLE	0	0	0	0
GEORGE C. MILLER INTERMEDIATE	0	0	0	0
MIDDLETON BURNEY ELEMENTARY	0	0	0	0
CRESCENT CITY JUNIOR SENIOR HIGH	0	0	0	0
PALATKA SENIOR HIGH	0	0	0	0
ELEANOR H MILLER SCHOOL	0	0	0	0
OCHWILLA ELEMENTARY	0	0	0	0
MELROSE ELEMENTARY	0	0	0	0
JAMES A LONG ELEMENTARY	0	0	0	0
ROBERT H JENKINS JR MIDDLE	0	0	0	0
INTERLACHEN ELEMENTARY	0	0	0	0
BROWNING PEARCE ELEMENTARY (NEW)	0	0	0	0
	1	18	0	0

Failed Standard Relocatable Tracking

Relocatable units currently reported by school, from FISH, and the number of relocatable units identified as 'Failed Standards'.

Nothing reported for this section

Planning

Class Size Reduction Planning

Plans approved by the school board that reduce the need for permanent student stations such as acceptable school capacity levels, redistricting, busing, year-round schools, charter schools, magnet schools, public-private partnerships, multitrack scheduling, grade level organization, block scheduling, or other alternatives.

None

School Closure Planning

Plans for the closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues.

None

Five Year Survey - Ten Year Capacity

PUTNAM COUNTY SCHOOL DISTRICT

9/15/2010

Schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the projected student enrollment in K - 12 programs for the future 5 years beyond the 5-year district facilities work program.

Project	Location, Community, Quadrant or other general location	Projected Cost
New Elementary School A	NE Putnam County	\$20,000,000
New Elementary School B	North Putnam County	\$20,000,000
New Middle School AA	South Putnam County	\$30,000,000
New Middle School BB	North Putnam County	\$30,000,000
New Elementary School C	Satsuma Area of Putnam County	\$20,000,000
Roberts Middle School Addition	SR 100 West Putnam	\$5,000,000
EH Miller Intermediate Addition	Horseman's Club Road, Putnam	\$3,000,000
New High School AAA	NE Putnam County	\$45,000,000
		\$173,000,000

Five Year Survey - Ten Year Infrastructure

PUTNAM COUNTY SCHOOL DISTRICT

9/15/2010

Proposed Location of Planned New, Remodeled, or New Additions to Facilities in 6 thru 10 out years (Section 28).

new elementary school "A", NE Putnam County; new elementary school "B", north Putnam County; new middle school "AA", south Putnam County; new middle school "BB", north Putnam county; new elementary school "C", Satsuma area; addition to QI Roberts middle school; addition to EH Miller school ESE; new high school "AAA", NE Putnam county

Plans for closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues in the 6 thru 10 out years (Section 29).

None

Five Year Survey - Ten Year Maintenance

PUTNAM COUNTY SCHOOL DISTRICT

9/15/2010

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 6 - 10 beyond the projects plans detailed in the five years covered by the work plan.

Project	Projected Cost
life safety upgrades	\$100,000
air conditioning upgrades	\$1,000,000
roofing renovations	\$3,000,000
paving sealing/stripping	\$250,000
electrical upgrades	\$500,000
flooring upgrades	\$300,000
painting renovation	\$300,000
indoor air quality	\$50,000
fire alarm upgrades/certification	\$150,000
minor projects	\$500,000
general renovations	\$20,000,000
	\$26,150,000

Five Year Survey - Ten Year Utilization

PUTNAM COUNTY SCHOOL DISTRICT

9/15/2010

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level Projections	FISH Student Stations	Actual FISH Capacity	Actual COFTE	Actual Utilization	Actual new Student Capacity to be added/removed	Projected COFTE	Projected Utilization
Elementary - District Totals	8,085	8,085	5,793.68	71.66 %	2,438	6,164	58.58 %
Middle - District Totals	3,280	2,952	2,062.42	69.87 %	2,149	2,543	49.85 %
High - District Totals	4,790	4,429	3,223.46	72.78 %	1,500	2,451	41.34 %
Other - ESE, etc	236	236	121.06	51.30 %	148	352	91.67 %
	16,391	15,702	11,200.62	71.33 %	6,235	11,510	52.47 %

Combination schools are included with the middle schools for student stations, capacity, COFTE and utilization purposes because these facilities all have a 90% utilization factor. Use this space to explain or define the grade groupings for combination schools.

No comments to report.

Five Year Survey - Twenty Year Capacity

PUTNAM COUNTY SCHOOL DISTRICT

9/15/2010

Schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the projected student enrollment in K - 12 programs for the future 11 - 20 years beyond the 5-year district facilities work program.

Project	Location, Community, Quadrant or other general location	Projected Cost
New Elementary School A	North Putnam County	\$30,000,000
New Elementary School B	West Putnam County	\$30,000,000
New Elementary School C	South Putnam County	\$30,000,000
New Middle School AA	Southwest Putnam County	\$40,000,000
New Middle School BB	North Putnam County	\$40,000,000
New High School AAA	Putnam County	\$75,000,000
New High School BBB	Putnam County	\$75,000,000
		\$320,000,000

Five Year Survey - Twenty Year Infrastructure

PUTNAM COUNTY SCHOOL DISTRICT

9/15/2010

Proposed Location of Planned New, Remodeled, or New Additions to Facilities in the 11 through 20 out years (Section 28).

new elementary school "A", north putnam; new elementary school "B", west putnam; new elementary school "C", south putnam; new middle school "AA", SW putnam; new middle school "BB", north putnam; new high school "AAA", central putnam; new high school "BBB", NW putnam.

Plans for closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues in the 11 through 20 out years (Section 29).

None

Five Year Survey - Twenty Year Maintenance

PUTNAM COUNTY SCHOOL DISTRICT

9/15/2010

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 11 - 20 beyond the projects plans detailed in the five years covered by the work plan.

Project	Projected Cost
life safty upgrades	\$200,000
air conditioning upgrades	\$2,000,000
roofing renovations	\$10,000,000
paving/sealing/stripping	\$500,000
electrical upgrades	\$500,000
flooring replacements	\$500,000
painting renovations	\$500,000
door air quality	\$100,000
fire alarm/intercom upgrade	\$150,000
minor projects	\$1,000,000
genral renovations	\$20,000,000
	\$35,450,000

Five Year Survey - Twenty Year Utilization

PUTNAM COUNTY SCHOOL DISTRICT

9/15/2010

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level Projections	FISH Student Stations	Actual FISH Capacity	Actual COFTE	Actual Utilization	Actual new Student Capacity to be added/removed	Projected COFTE	Projected Utilization
Elementary - District Totals	8,085	8,085	5,793.68	71.66 %	3,818	10,564	88.75 %
Middle - District Totals	3,280	2,952	2,062.42	69.87 %	2,694	5,062	89.66 %
High - District Totals	4,790	4,429	3,223.46	72.78 %	3,000	5,180	69.73 %
Other - ESE, etc	236	236	121.06	51.30 %	148	382	99.48 %
	16,391	15,702	11,200.62	71.33 %	9,660	21,188	83.54 %

Combination schools are included with the middle schools for student stations, capacity, COFTE and utilization purposes because these facilities all have a 90% utilization factor. Use this space to explain or define the grade groupings for combination schools.

No comments to report.

Five Year Survey - Ten Year Maintenance
PUTNAM COUNTY SCHOOL DISTRICT

9/15/2010

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 6 - 10 beyond the projects plans detailed in the five years covered by the work plan.

Project	Projected Cost
life safety upgrades	\$100,000
air conditioning upgrades	\$1,000,000
roofing renovations	\$3,000,000
paving sealing/stripping	\$250,000
electrical upgrades	\$500,000
flooring upgrades	\$300,000
painting renovation	\$300,000
indoor air quality	\$50,000
fire alarm upgrades/certification	\$150,000
minor projects	\$500,000
general renovations	\$20,000,000
	\$26,150,000

Five Year Survey - Ten Year Utilization

PUTNAM COUNTY SCHOOL DISTRICT

9/15/2010

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level Projections	FISH Student Stations	Actual FISH Capacity	Actual COFTE	Actual Utilization	Actual new Student Capacity to be added/removed	Projected COFTE	Projected Utilization
Elementary - District Totals	8,085	8,085	5,793.68	71.66%	0	5,569	68.88%
Middle - District Totals	3,280	2,952	2,062.42	69.87%	0	2,434	82.46%
High - District Totals	4,790	4,429	3,223.46	72.78%	0	2,582	58.29%
Other - ESE, etc	236	236	121.06	51.30%	0	127	53.81%
	16,391	15,702	11,200.62	71.33%	0	10,712	68.22%

Combination schools are included with the middle schools for student stations, capacity, COFTE and utilization purposes because these facilities all have a 90% utilization factor. Use this space to explain or define the grade groupings for combination schools.

No comments to report.

Five Year Survey - Ten Year Infrastructure
PUTNAM COUNTY SCHOOL DISTRICT

5/2010

Proposed Location of Planned New, Remodeled, or New Additions to Facilities in 6 thru 10 out years (Section 28).

Nothing reported for this section

Plans for closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues in the 6 thru 10 out years (Section 29).

None.

Five Year Survey - Twenty Year Maintenance

PUTNAM COUNTY SCHOOL DISTRICT

9/15/2010

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 11 - 20 beyond the projects plans detailed in the five years covered by the work plan.

Project	Projected Cost
life safety upgrades	\$200,000
air conditioning upgrades	\$2,000,000
roofing renovations	\$10,000,000
paving/sealing/stripping	\$500,000
electrical upgrades	\$500,000
flooring replacements	\$500,000
painting renovations	\$500,000
indoor air quality	\$100,000
fire alarm/intercom upgrade	\$150,000
minor projects	\$1,000,000
general renovations	\$20,000,000
	\$35,450,000

Five Year Survey - Twenty Year Infrastructure
PUTNAM COUNTY SCHOOL DISTRICT

15/2010

Proposed Location of Planned New, Remodeled, or New Additions to Facilities in the 11 through 20 out years (Section 28).

Nothing reported for this section

Plans for closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues in the 11 through 20 out years (Section 29).

Five Year Survey - Twenty Year Utilization
PUTNAM COUNTY SCHOOL DISTRICT

9/15/2010

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level Projections	FISH Student Stations	Actual FISH Capacity	Actual COFTE	Actual Utilization	Actual new Student Capacity to be added/removed	Projected COFTE	Projected Utilization
Elementary - District Totals	8,085	8,085	5,793.68	71.66%	0	5,250	64.93%
Middle - District Totals	3,280	2,952	2,062.42	69.87%	0	2,662	90.18%
High - District Totals	4,790	4,429	3,223.46	72.78%	0	2,522	56.95%
Other - ESE, etc	236	236	121.06	51.30%	0	127	53.81%
	16,391	15,702	11,200.62	71.33%	0	10,561	67.26%

Combination schools are included with the middle schools for student stations, capacity, COFTE and utilization purposes because these facilities all have a 90% utilization factor. Use this space to explain or define the grade groupings for combination schools.

No comments to report.

BP204I01

**Building Permits-Chief Building Official
Location Open Applications**

10/11/10
09:40:16

Property address : 126 ST JOHNS AV
Parcel ID Number : 42-10-27-6850-0020-0040

● See options, press Enter.
5=View

Opt	App Nbr	Type	App Date	Sts
_	07 00000423	MECHANICAL A/C CHANGE OUT	9/21/07	PC

F3=Exit F12=Cancel

Bottom



*Agenda
Item*

6

**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:

Palatka Police Department, Chief Gary Getchell

Name of Individual making presentation or request, if different:

GARY GETCHELL, CHIEF OF POLICE 

Address: 110 NORTH 11TH STREET

Daytime Phone 329-0110 Home ph. _____ Fax 329-0159

Requested meeting date for Agenda Item: 40/28/2010 11-16-10

Request for Commission Action x or Presentation Only ___ or no action required ___

Subject Matter you wish to address: To be placed on Agenda – Request the approval of attached revised Animal Control Ordinance.

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED FS 288 105

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

Palatka Police Department
110 North 11th Street

Memorandum

Date: October 14, 2010
To: Woody Boynton, City Manager
From: Gary Getchell, Chief of Police *gg*
Subject: Ordinance Revision Request – Animal Control

Background:

Over the past year, the Palatka Police Department, particularly Animal Control Officer Nora Baker, has conducted a review of the City of Palatka Ordinance pertaining to Animals (Chapter 14, Animals). Numerous areas were identified that require revisions to clarify violations and enforcement actions. The fines and fees were also identified as needing to be revised so as to bring them more in line with current standards and to cover actual costs incurred through enforcement of animal cases. All the proposed revisions and additions have been done in a manner consistent with current State of Florida Law and the applicable Putnam County Ordinance.

Discussion:

In an effort to bring clarity to the existing ordinance we propose the following changes:

- ❖ Section 14-1 required revisions to include a definition of “Dog Fighting”
- ❖ Section 14-10 of the ordinance required revisions to enable the Animal Control Officer to cite violators as allowed under Florida Statute 828.25 (1) (f), to establish a 30 day period for payment of fines, the issuance of a “notice to appear” before a Special Magistrate for failure to pay and to establish a late fee of \$15.00 as well as to allow for the filing of liens on real property for failure to pay.
- ❖ Section 14-1 required revisions to include a definition of “Dog Fighting”.
- ❖ Section 14-10 of the ordinance required revisions to enable the Animal Control Officer to cite violators as allowed under Florida Statute 828.27(1)(f), to establish a 30 day period for payment of fines, the issuance of a “notice to appear” before a Special Magistrate for failure to pay and to establish a late fee of \$15.00 as well as to allow for the filing of liens on real property for failure to pay.
- ❖ Section 14-65 was added to establish the requirements on animal owners for the protection of meter readers and other city officials when entering upon property for lawful inspections.

- ❖ Section 14-66 was added to establish Dog fighting as a violation of City Ordinance and to establish guidelines consistent with Florida Statute for a violation of Dog Fighting laws and subsequent enforcement actions.
- ❖ Section 14-67, Section 14-68 and Section 14-69 were added to establish the requirements for care and control of Dangerous Dogs.
- ❖ Section 14-92 was revised to clarify the right of entry onto private property by the Animal Control Officer under certain conditions.
- ❖ Section 14-96 was revised to change the fines and fees so as to bring them more in line with current standards and to cover actual costs incurred through enforcement of animal cases.

Recommendation:

Upon review, the revised ordinance should be approved as law by the City Commission thus amending the current ordinance.

Attachments:

Revised City of Palatka Ordinance, Chapter 14 Animals

Cc;

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

ORDINANCE NO. 10 -

Entitled

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA TO REVISE CHAPTER 14, ANIMALS, BY AMENDING ARTICLE I, SECTION 14-1, DEFINITIONS, SECTION 14-10, VIOLATIONS & PENALTY, AND SECTION 14-12, CONFINEMENT OF CATS OR DOGS IN HEAT (ESTRUS); BY AMENDING ARTICLE III TO ADD SECTION 14-65 ENTITLED PROTECTION OF METER READERS FROM VICIOUS DOGS, SECTION 14-66 ENTITLED DOG FIGHTING, AND SECTIONS 14-67 THROUGH 14-69 PERTAINING TO DANGEROUS DOGS; BY AMENDING ARTICLE IV, SECTION 14-92 ENTITLED RIGHT OF ENTRY, AND SECTION 14-98 ENTITLED REDEMPTION BY PERSON OTHER THAN OWNER; BY AMENDING ARTICLE V, SECTION 14-121, QUARANTINE OF SUSPECTED RABID ANIMAL (BITE CASES); AND BY AMENDING APPENDIX A, FEE SCHEDULE, FOR CHAPTER 14; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

Whereas, the Palatka City Commission finds that, in order to reflect the current Florida Statutes regarding animals, animal cruelty and violations of Code, the Palatka Municipal Code should be amended to add certain terminology, definitions and provisions that are designed to protect the health, welfare and quality of life of both citizens and animals alike.

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

SECTION 1. That Article 1, §14-1 of the Municipal Code shall be amended to include the following terms and definitions:

Dog fighting; exhibition of fighting means the fighting between or among dogs caused, promoted, encouraged or incited by any person for amusement or gain.

SECTION 2. That §14-10 of the Municipal Code is hereby amended to read:

Sec. 14-10 Violations; penalty.

(a) The provisions of F.S.*828.27 are hereby adopted by reference.

(b) Any violation of this chapter is a civil infraction with a maximum civil penalty not to exceed \$500.00. Fines and service costs for citations issued for violations of the animal control ordinance shall be those established as the Putnam County Court Uniform Fine Schedule.

~~(c) A civil penalty of less than the maximum civil penalty may be levied if the person who has committed the civil infraction does not contest the citation.~~

Citations as defined in F.S.*828.27(1f) may be issued by an officer who has probable cause to believe that a person has committed an act in violation of this chapter.

(d) Any person cited with a violation under this ordinance may pay the civil penalty within 30 days of the date of receiving the citation. If a person fails to pay the civil penalty within 30 days of receipt of the citation, the clerk's office shall issue a notice to appear before the Special Magistrate. An additional one time amount of \$15.00 shall be assessed as a late fee for each penalty paid after the initial 30 day period in accordance with the fees approved by the city commission.eouncil.

~~-(d) Citations as defined in F.S.*828.27(1f) may be issued by an officer who has probable cause to believe that a person has committed an act in violation of this chapter.~~

~~-(e) The citation may be contested in accordance with F.S.*828.27~~

(f) Failure to pay the civil penalty shall result in the recording of a lien in the amount of the civil penalty, late fee and recording fees.

SECTION 3. That §14-12 of the Municipal Code is hereby amended to read:

Sec. 14-12. Confinement of Cats or Dogs in Heat (Estrus).

It is unlawful for any owner or keeper to permit a female dog or cat in heat (estrus) to be upon the streets or in any public place. The owner or keeper of a female dog or cat in heat shall confine the animal so as to make it inaccessible to any male dog or cat except for controlled and intentional breeding purposes within such confinement. Confinement solely by leash, chain or other similar restraint, or within a fence, open kennel, open cage or run may be, but shall not be presumed to be, in compliance with this section.

If an animal found in violation of the above section is impounded, there shall be \$65.00 redemption fee* charged to the owner or custodian (see Appendix A - Fee Schedule).

* - If owner of said animal agrees to have the animal spayed, this fee will be applied to the cost of such spaying.

SECTION 4. That the following sections shall be added to the Municipal Code, Chapter 14, Article III, Dogs:

Sec 14-65 Protection of meter readers from vicious dogs.

Persons keeping vicious dogs on their property inside a fenced area shall be required to keep such dogs safely penned or tied while city officials such as meter readers are on such property to read meters or conduct other lawful inspections. If such persons fail to keep the premises safe for meter inspections, after reasonable notice, they shall be required to change the location of their service entrances and meters to an easily accessible and safe place on their property. Should such persons fail to comply with this section, their utility service shall be discontinued.

Sec. 14-66 Dog fighting.

- (a) Consistent with Fl. Statute 828.122 any person who knowingly commits any of the following acts commits a felony of the third degree, punishable as provided in s. 775.082, s.775.083, or s.775.084.
- (b) No person shall own, possess, keep, or train any dog with the intent that such dog shall be engaged in an exhibition of fighting.

- (c) No person shall build, make, maintain, or keep a pit or other structure on premises owned or occupied by him for the purpose of an exhibition of fighting, or allow such a pit or structure to be built, made, maintained, or kept on such premises.
- (d) No person shall match, promote, encourage, instigate, hold, participate in, or advertise any exhibition of fighting.
- (e) No person shall charge admission to or invite others to attend, or assist in, referee, or be a willing spectator of any exhibition of fighting.
- (f) No person shall make bets or wagers upon the progress or outcome of any exhibition of fighting.
- (g) It shall be the duty of all law enforcement officers of the City within their boundaries, to enforce the provisions of this section, to make arrest for violations hereof, to assist in the prosecution of persons charged with such violations, and to investigate violations of this section.

Sec. 14-67 Registration of Dangerous Dog.

NOTE: When a dog has been classified as Dangerous, Florida Statute 767.12, Requirements for Care and Control of the Dog, are effective immediately. The dangerous dog shall remain in the custody of Animal Control for up to 14 days to allow the owner time to demonstrate compliance with requirements (a) (1), (2), (3) and (4) of this Section. Failure to comply within 14 days of classification constitutes forfeiture of ownership of said dangerous dog.

- (a) Within 14 days after a dog has been classified as dangerous by the special magistrate or a dangerous dog classification is upheld by the review court on appeal, the owner of the dog must obtain a certificate of registration for the dog from the animal control division. The certificate shall be renewed annually. Certificates of registration and renewals thereof shall be issued only to persons who are at least 18 years of age and who present to the animal control division sufficient evidence of:

- (1) A current certificate of rabies vaccination for the dog;
 - (2) A proper enclosure to confine a dangerous dog and the posting of the on the property.
 - (3) Permanent identification of the dog, such as a tattoo on the inside thigh or electronic implantation; and
 - (4) Payment of all fees prior to the release of the animal from the shelter.
- (b) The annual fee for the certificate of registration as required by this section is \$250.00 (see Appendix A, Fee Schedule).
- (c) The owner of a dangerous dog shall immediately notify the animal control division when a dog that has been classified as dangerous:
- (1) Is loose or unconfined;
 - (2) Has bitten a human being or attacked another animal;
 - (3) Is sold, given away, or dies; or is moved to another address.
- (d) In accordance to Fl. Statute 767.12 prior to a dangerous dog being sold or given away, the owner shall provide the name, address, and telephone number of the new owner to the animal control division. The new owner must comply with all of the requirements of Florida Statutes and this division, even if the animal is moved from one local jurisdiction to another within the state. The animal control officer must be notified by the owner of a dog classified as dangerous that the dog is in his jurisdiction.

Sec. 14-68 Dangerous Dogs: Proper Enclosure, Transport, Restraints.

- (a) It is unlawful for the owner of a dangerous dog to permit the dog to be outside a proper enclosure unless the dog is muzzled and restrained by a substantial chain or leash and under control of a competent person. The muzzle must be made in a manner that will not cause injury to the dog or

interfere with its vision or respiration but will prevent it from biting any person or animal. The owner may exercise the dog in a securely fenced or enclosed area that does not have a top, without a muzzle or leash, if the dog remains within his sight and only members of his immediate household or persons 18 years of age or older are allowed in the enclosure when the dog is present. When being transported, such dogs must be safely and securely restrained within a vehicle.

- (b) Violation of the "Dangerous Dog" statute and ordinance shall include a fine of at least \$200.00 per violation.

Sec. 14-69 Sterilization Requirement of Dangerous Dogs.

Any animal classified as a Dangerous Dog shall not be used for breeding. Dangerous Dogs shall be spayed or neutered by a licensed veterinarian within thirty (30) days of such classification unless:

- (a) A licensed veterinarian certifies in writing that the animal is incapable of reproduction; or
(b) A licensed veterinarian certifies in writing that spaying or neutering the animal would be seriously injurious to the animal's health, provided, however, that if the health condition of the animal is of a temporary nature, then the animal shall be spayed or neutered immediately after the health condition has been corrected.

Any person who violates any provision of this Section is guilty of a noncriminal infraction, punishable by a fine not exceeding \$500.00.

SECTION 5. That Article IV, Section 14-92, Right of Entry, shall be amended to read as follows:

Sec. 14-92 Right of entry.

- (a) Pursuant to F.S. 828.27, 828.073, and 125.01, the animal control officer shall have the authority to enter public or unfenced private property within the City to carry out the duties imposed by this article.

(b) Pursuant to F.S. 828.27, 828.073, and 125.01, the animal control officer shall have the authority to enter fenced private property, exclusive of building, when:

- (1) The owner or keeper of an animal which has bitten or otherwise exposed a human or domestic or captive wild animal to rabies refuses to surrender such animal for rabies quarantine.
- (2) The animal being sought was at large immediately prior to the division of animal control receiving a complaint that the animal was at large chasing people or domestic animals or was causing the destruction or loss of personal property, but subsequently returned to its owner's fenced private property, provided, however, that the animal has the capability to leave the fenced property by climbing, jumping, or crawling under the fence and provided that an attempt to contact the owner, if known, was unsuccessful.
- (3) The division of animal control is taking possession of any animal found neglected or cruelly treated pursuant to F.S. 828.27, 828.073 and 125.01.
- (4) Pursuant to F.S. 767.12 and 125.01, the division of animal control is taking possession of any animal initially determined as dangerous or aggressive.

SECTION 6. That Article IV, Section 14-98, Redemption by person other than owner, shall be amended to read as follows:

Sec. 14-98. Redemption by person other than owner.

If the owner of any animal impounded under this article shall fail to redeem his animal within the time allowed for redemption, any other person may, upon complying with all provisions of this article, redeem the animal from the pound and be the lawful owner of the animal thereafter. If any dogs or cats which have not been sterilized are redeemed by persons other than the lawful owners thereof, then the dogs and cats shall be sterilized

by a licensed veterinarian prior to release and the cost thereof paid by the person redeeming the dog or cat.

Animals not redeemed by owner or voluntarily relinquished by owner may be adopted. A fee of \$20.00 shall be charged for animals already sterilized and vaccinated. If not vaccinated, the adopting party shall be charged the cost of vaccination (see Appendix A, Fee Schedule).

SECTION 7. That Article V, Section 14-121, Quarantine of Suspected Rabid Animal shall be amended to read as follows:

Sec. 14-121. Quarantine of suspected rabid animal (Bite Cases)

Any animal which bites or scratches a person or which otherwise gives symptoms of having rabies shall be immediately reported to the county health officer and shall thereupon be securely quarantined at the direction of the health officer, for a period of ten days, and shall not be released from such quarantine except by written permission of the health officer or under his direction. At the discretion of the health officer, such quarantine may be on the premises of the owner, at the shelter designated as the city pound, or, at the owner's option and expense, in a veterinary hospital of his choice. In the case of stray animals, or in the case of animals whose ownership is not known, such quarantine shall be at the shelter designated as the city pound.

If the animal is impounded to quarantine, a redemption fee shall be charged in addition to the per day fee for impoundment. In the case of a first offense, the redemption fee shall be \$25.00. For a second or subsequent impoundment, the fee shall be \$50.00 (see Appendix A, Fee Schedule).

SECTION 8. That Appendix A, Fee Schedule, Chapter 14, Animals, is amended to read as follows:

§ 14-12. Fees for Redemption of Impounded Cats or Dogs in Heat (Estrus) to be charged in addition to the Per Day Impoundment fees under Sec. 14-96(a) . . . \$65.00

§ 14-67. Annual Fee for Certification of Registration for a dog classified as Dangerous . . . \$250.00

§ 14-96. Impoundment and redemption fees.

(a) Impoundment. A fee of ~~\$6.00~~\$10.00 shall be charged to the owner for each day, or fraction thereof, of impoundment, for feeding and caring for such animal. The city manager shall have the discretion to waive any portion or all of the impoundment fee if the animal would otherwise be destroyed.

(b) Redemption from impoundment.

- (1) First redemption by the owner within calendar year . . . ~~\$10.00~~\$25.00
- (2) Second redemption by the owner within calendar year . . . ~~\$25.00~~\$45.00
- (3) Each redemption by the owner thereafter within calendar year . . . ~~\$35.00~~\$65.00

§ 14-97. Deposit for redemption of unvaccinated animal \$10.00

§ 14-98. Adoption fee for impounded animal redeemed by person other than owner, when animal already sterilized and vaccinated. . . \$20.00

§ 14-121. Redemption Fees for quarantine of rabid animal (bite cases) to be charged in addition to the Per Day Impoundment fees under Sec. 14-96 (a):

- (a) Redemption from impoundment to quarantine (first offense) . . . \$25.00
- (b) Redemption from impoundment to quarantine (second and subsequent offenses) . . . \$50.00

SECTION 9. That if any section or portion of a section or subsection of this ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or portion of a section or subsection or part of this ordinance.

SECTION 10. That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 11. This ordinance shall take effect upon its adoption.

SECTION 12. A copy of this Ordinance shall be furnished to the Municipal Code Corporation for insertion in the Code of Ordinances for the City of Palatka, Florida.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 9th day of December, 2010.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

City Attorney

Chapter 14

ANIMALS

Article I. In General

- Sec. 14-1 Definitions.
- Sec. 14-2 Running at large.
- Sec. 14-3 Fastening livestock to fences, trees or shrubs; allowing livestock to damage trees or shrubs.
- Sec. 14-4 Cruelty to animals.
- Sec. 14-5 Destruction of dangerous, vicious or fierce animals.
- Sec. 14-6 Keeping undomesticated animals.
- Sec. 14-7 Animals creating public nuisance.
- Sec. 14-8 Removal of animal waste.
- Sec. 14-9 Vaccination.
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- Sec. 14-31 Established
- Sec. 14-32 Disturbing or destroying nests; annoying or killing birds.
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- Sec. 14-61 Running at large.
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- Sec. 14-65 Protection of meter readers from vicious dogs.**
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Animals

ARTICLE I. IN GENERAL

SEC. 14-1 DEFINITIONS.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

At large means off the premises, and not controlled by the owner or his immediate family by leash, cord, chain or otherwise.

Barking Dog means any dog that barks, bays, cries, howls or makes any other noise continuously and/or incessantly for a period of ten minutes or barks intermittently for one half hour or more to the disturbance of any person at any time of day or night, regardless of whether the dog is physically situated in or upon private property; however, a dog shall not be deemed a barking dog for the purposes of this subsection if, at any time the dog is barking or making any other noise, a person is trespassing or threatening to trespass upon private property in or upon which the dog is situated or for any other action which teased or provoked the dog. (Code 1981, *5-1)

Dangerous Animal means any animal that according to the records of the animal control office:

- (1) Has aggressively bitten, attacked, or endangered or has inflicted severe injury on a human being on public or private property;
- (2) Has more than once severely injured or killed a domestic animal while off the owner's property;
- (3) Has been used primarily or in part for the purposes of dog fighting or is a dog trained for dog fighting; or
- (4) Has, when unprovoked, chased or approached a person upon the streets, sidewalks, or any public grounds in a menacing fashion or apparent attitude or attack, provided that such actions are attested to in a sworn statement by one or more persons and dutifully investigated by the Animal Control Office.

Dog Fighting : Exhibition of fighting shall mean the fighting between or among dogs caused, promoted, encouraged, or incited by any person for amusement or gain.

Domesticated animals means animals which are kept as pets, such as dogs and cats.

Harboring shall mean the act of keeping and caring for an animal or of providing premises to which the animal returns for food, shelter or care for a period of at least 48 hours.

Neglect shall mean failure to provide food, water, shelter, adequate ventilation, protection from the elements, or other care generally considered to be normal, usual

and accepted for an animal's health and well being.

Owner means any person owning, keeping or harboring any animal or fowl.

Public nuisance animal means any domesticated or undomesticated animal which:

- (1) Damages property
- (2) Is vicious.
- (3) Molests passerby or vehicles.
- (4) Attacks other animals.
- (5) Causes an annoyance in the neighborhood by acts such as overturning garbage cans, defecating or urination, or digging holes on other than its owner's property, barking or such other acts as are generally regarded to create a public nuisance.

Shelter shall mean provision of and access to a three-dimensional structure having a roof, walls and a floor, which is dry, sanitary, clean, weatherproof, and made of durable material. At a minimum, the structure must be:

- (1) Sufficient in size to allow each sheltered animal to stand up, turn around, lie down, and stretch comfortably;

- (2) Designed to protect the sheltered animal from the adverse effects of the elements and provide access to shade from direct sunlight and regress from exposure to inclement weather conditions;

- (3) Free of standing water, accumulated waste and debris, protect the sheltered animal from injury, and have adequate ventilation, and for dogs and cats, provide a solid surface, resting platform, pad, floor mat or similar device that is large enough for the animal to lie in a normal manner; and

- (4) Properly lighted to provide a regular lighting cycle of either natural or artificial light corresponding to the natural period of daylight unless otherwise directed by a veterinarian.

* Structures with wire, grid or slat floors which permit the animal's feet to pass through the openings, sag under the animal's weight or which otherwise do not protect the animal's feet or toes from injury are prohibited except for birds where perches are provided.

Truck Tether System shall mean a system designed to keep a dog securely attached and restrained in the back of a truck, safe and free of hazard and away from the sides of the truck.

Undomesticated animal's means horses, mules, cattle, goats, seine and other animals which are not domesticated.

Unprovoked shall mean that the victim was conducting himself or herself peacefully and lawfully.

Vicious dog means a dog which habitually attacks other dogs or animals or which has once bitten or otherwise physically attacked, without reasonable provocation, a human being; or any dog concerning which a sworn affidavit has been made by an adult that such dog has destroyed any property.

(Code 1981, *5-1) Cross reference-Definitions generally, *1-2.

Sec. 14-2. Running at large.

- (a) It shall be unlawful for any person to suffer or permit any animal or fowl which is under his care, custody or control to run at large within the city.
- (b) Staking or tying animals upon a street, or where the animal may go upon a street of the city, shall be considered as running at large within the city.
- (c) This section shall not apply to dogs.
(code 1981 *5-2)

Sec. 14-3 Fastening livestock to fences, trees or shrubs; allowing livestock to damage trees or shrubs.

Whosoever ties or fastens any livestock to any fence, shade tree, ornamental tree or shrubbery within the limits of the city, or whoever negligently or willfully suffers or permits any such animal to damage any such tree or shrubbery, shall be guilty of a violation of this Code.

(Code 1981, *5-3)

Sec. 14-4 Cruelty to animals.

It is unlawful for any person to subject any animal to animal cruelty. For purposes for the subsection, the term "animal cruelty" shall mean any act or acts of neglect, torture, or torment that causes unjustifiable pain or suffering of an animal. With respect to any animal, such acts include, but are not limited to, overdriving, overloading, overworking, torturing, deprivation of necessary sustenance, unnecessary beating or shipping, riding, driving or working when sick and unfit to work, failure to provide reasonable veterinary care, failure to provide proper food, drink, shelter or protection from weather, failure to provide, for any animal that is kept shut out of doors or any length of time, sufficiently weatherproof shelter, carrying any animal in or upon any vehicle in a cruel or inhumane manner, abandonment upon any street, road, or other place, and other similar practices.1-10. (Code 1981, *5-4)

Sec. 14-5 Destruction of dangerous, vicious or fierce animals.

Any dangerous, vicious or fierce domesticated animal or any domesticated animal having dangerous, vicious or fierce propensities and tendencies found at large after the owner thereof has previous knowledge or notice that such domesticated animal is dangerous, vicious or fierce or has dangerous, vicious or fierce propensities and tendencies may be killed by any police officer or animal control officer of the city without such officer having to catch or impound such domesticated animal.

(Code 1981, *5-5)

Sec. 14-6 Keeping undomesticated animals.

- (a) For purposes of this section, undomesticated animals are defined as horses, mules, cattle, goats, seine, rabbits, poultry, fish, reptiles, and all other animals not commonly used as household pets.
- (b) It shall be unlawful for any person to keep undomesticated animals within the corporate limits of the city, except at a distance of more than 250 feet from any dwelling or adverse property ownership.
- (c) It shall be unlawful for any person to keep undomesticated animals within the corporate limits of the city which, by reason of frequent or continual noise, smell or other unsanitary conditions, disturb the peace, comfort or health of neighbors.
(Code 1981, *5-8)

Sec. 14-7 Animals creating public nuisance.

It shall be unlawful for any person to keep animals, domesticated or undomesticated, which create a public nuisance. (Code 1981, *5-7)

Sec. 14-8 Removal of animal waste.

The owner of every animal shall be responsible for the removal of any excreta deposited by his animal upon public property, including but not limited to streets, sidewalks and parks, or the private property of others. It shall be unlawful for any owner, having knowledge of such deposits by his animals, to fail to remove such excreta. Violation of this section shall be a class V offence as defined in section 2-314. (Code 1981, *5-8)

Sec. 14-9 Vaccination.

It shall be unlawful for the owner of any domesticated animal to keep or maintain such domesticated animal within the city unless it shall have been vaccinated by a licensed veterinary surgeon with antirabies vaccine, within one year preceding the date on which such domesticated animal is kept or maintained. The Owner of every domesticated animal shall provide a tag issued by a licensed veterinarian, attached to a collar worn by each domesticated animal, showing that such domesticated animal has been vaccinated, and the date of the vaccinations shall appear on the tag. (Code 1981, *5-32)

Sec. 14-10 Violations; penalty.

- (a) The provisions of F.S. *828.27 are hereby adopted by reference.
- (b) Any violation of this chapter is a civil infraction with a maximum civil penalty not to exceed \$500.00. **Fines and service costs for citations issued for violations of the animal control ordinance shall be those established as the Putnam County Court Uniform Fine Schedule.**
- (c) ~~A civil penalty of less than the maximum civil penalty may be levied if the person who has committed the civil infraction does not contest the citation.~~
Citations as defined in F.S. *828.27(1f) may be issued by an officer who has probable cause to believe that a person has committed an act in violation of this chapter.

(d) Any person cited with a violation under this ordinance may pay the civil penalty within 30 days of the date of receiving the citation. If a person fails to pay the civil penalty within 30 days of receipt of the citation, the clerk's office shall issue a notice to appear before the Special Magistrate. An additional one time amount of \$15.00 shall be assessed as a late fee for each penalty paid after the initial 30 day period in accordance with the fees approved by the city council.

~~(d) Citations as defined in F.S.*828.27(1f) may be issued by an officer who has probable cause to believe that a person has committed an act in violation of this chapter.~~

(e) The citation may be contested in accordance with F.S.*828.27

(f) **Failure to pay the civil penalty shall result in the recording of a lien in the amount of the civil penalty, late fee and recording fees. (code 1981,*5-78)**

Sec. 14-11 Animals in Vehicles.

(1) No person shall leave an animal in a motor vehicle without adequate ventilation, or in such a manner as to expose the animal to extremes of heat or cold.

(2) An Officer may remove and impound an animal from a vehicle if its safety appears to be in immediate danger from heat or cold or lack of adequate ventilation. The officer is authorized to take all steps reasonable necessary for the removal of such animal including, but not limited to, breaking into the vehicle. Neither the officer nor his or her agency shall bear civil liability for damage resulting from such action.

(3) No person shall transport any animal in a motor vehicle unless the animal is safely enclosed within the vehicle, or if traveling in an unenclosed vehicle (including but not limited to convertibles, pick-up and flat bed trucks) is confined by a container, cage, or other restraining device (e.g., safety harness, seatbelt or truck tether system) that will prevent the animal from falling from or jumping from the motor vehicle. If a container or cage is used, it shall be anchored to the vehicle in order to prevent its jostling about.

Sec. 14-12 Confinement of Cats or Dogs in Heat (Estrus).

It is unlawful for any owner or keeper to permit a female dog or cat in heat (estrus) to be upon the streets or in any public place. The owner or keeper of a female dog or cat in heat shall confine the animal so as to make it inaccessible to any male dog or cat except for controlled and intentional breeding purposes within such confinement. Confinement solely by leash, chain or other similar restraint, or within a fence, open kennel, open cage or run may be, but shall not be presumed to be, in compliance with this section.

If an animal found in violation of the above section is impounded, there shall be \$65.00 redemption fee charged to the owner or custodian. (If owner of said animal agrees to have the animal spayed, this fee will be applied to the cost of such spaying.)

Sec. 14-13 Dogs and cats offered for sale; health requirements.

(a) It shall be unlawful for any person to offer for sale or sell any dog, cat puppy or kitten without first obtaining an official certificate of veterinary inspection pursuant to Florida Statutes, *828.29. Dogs, cats, puppies or kittens offered for sale must be at least eight (8) weeks old, free of internal and external parasites, and have proper inoculations as described below.

(b) The official certificate of veterinary inspection shall document that the following inoculations, test and treatments have been administered:

(1) Dogs/Puppies;

a. Inoculated against; canine distemper, leptospirosis, parainfluenza, hepatitis, canine parvo virus, and bordatella. A rabies inoculation must be provided for and dog four (40 months of age or older.

b. Diagnostic tests to detect the following internal parasites; hookworms, roundworms, whipworms, tapeworms and coccidian. Appropriate treatment for all positive findings must be documented.

c. The veterinarian shall date the official certificate of veterinary inspection upon the actual examination and administration of the inoculations and/or treatments. The sale of all dogs and cats must take place no more than thirty (30) days after the official certificate of veterinary inspection has been issued. If a dog or cat is not sold within thirty (30) days of the inspection certificate of veterinary inspection, then a new examination and inspection certificate must be obtained.

d. The division, city-operated animal control agencies and registered nonprofit humane societies shall be exempt from the provisions of this section.

Sec. 14-14 Interference with Animal Control Officer.

Any person, who hinders, obstructs or otherwise interferes with an officer while discharging his or her duties under this chapter, or who take or attempts to take any animal from any officer or from any vehicle used by the officer to transport any animal. or who take or attempts to take any animal from the city without proper authority, or who knowingly interferes with any animal trap set by an officer or person obtaining said traps from the city shall be deemed in violation of this section.

Sec. 14-15 Luring, enticing, molesting or teasing animals.

It is unlawful for any person to entice or lure any animal out of an enclosure or off the property of its owner or keeper, or to seize, molest, or tease any animal while the animal is held or controlled by its owner or keeper or while the animal is on the property of its owner or keeper.

Sec. 14-16 Neglect of animals prohibited.

Neglect of animals is a violation of this article and occurs if the owner or keeper of an animal commits any one (1) of the following prohibited acts or omissions;

(a) Fails to provide food, water, shelter, adequate ventilation, protection from the elements, or other care generally considered to be normal, usual and accepted for an animal's health and well-being;

(b) Confines any animal without providing wholesome exercises;

(c) Abandons any animal and neglects the responsibility to provide for the animal.

Sec. 14-17 Warning signs for guard dogs and vicious dogs.

All owners, keepers or harborer's of any guard dog or vicious dog shall display in a prominent place on their premises, and at each entrance or exit to the area where such dog is confined, a sign easily readable by the public using the words "BAD DOG".

Sec. 14-18—14-30. Reserved.

Article II, BIRD SANCTUARY

Sec. 14-31. Established.

The city, together with all property belonging to it or under its jurisdiction, is hereby established as a bird sanctuary. (Code 1981,*5-16)

Sec.14-32. Disturbing or destroying nests; annoying or killing birds.

All persons are prohibited from disturbing or destroying bird nests on the property referred to in section 14-31, whether on the ground or on or in trees thereon or elsewhere on such property, and all persons are prohibited from disturbing, killing or in any way annoying wild birds on such property. (Code 1981*5-17)

Sec. 14-33. Disturbing or removing eggs.

All persons are prohibited from disturbing or removing bird eggs from bird nests on the property in or owned by the city. (Code 1981*5-18)

Sec. 14-34. Possessions of eggs or birds deemed evidence of violation.

The possession of bird eggs or birds, referred to in this article, except in cages on the premises of any owner thereof, shall be prima facie evidence of guilt. (Code 1981*5-19)

ARTICLE III. DOGS

Sec.14-61 Running at large.

(a) It shall be unlawful for any owner to allow or permit his dog to run at large upon any public or private property within the city.

(b) For the purposes of this section, the phrase "run at large" shall mean any dog not under the control of the owner either by a leash, chain, cord or other

suitable material attached to a collar or harness, or not restrained securely within an enclosure or fence. (Code 1981*5-31)

Sec. 14-62. Transfer of tag.

It shall be unlawful for the owner or person having control over or custody of any dog to transfer a vaccination tag from the animal for which such tag was issued to any other animal. (Code 1981*5-34)

Sec. 14-63 Vicious Dogs.

It shall be unlawful for any person to keep, harbor or maintain any vicious dog in a manner which may or does endanger the safety of persons or property off his premises or lawfully on his premises. (Code 1981 *5-34)

Sec. 14-64 Barking Dogs.

It shall be unlawful for any person or the owner or anyone having charge, control or custody thereof, to keep any animal within the corporate limits of the city which, frequently or for continued duration, howls, barks, meows, squawks or makes other sounds which create excessive and unnecessary noise across a residential or commercial real property line or within a noise-sensitive zone.

Sec 14-65 Protection of meter readers from vicious dogs.

Persons keeping vicious dogs on their property inside a fenced area shall be required to keep such dogs safely penned or tied while city officials such as meter readers are on such property to read meters or conduct other lawful inspections. If such persons fail to keep the premises safe for meter inspections, after reasonable notice, they shall be required to change the location of their service entrances and meters to an easily accessible and safe place on their property. Should such persons fail to comply with this section, their utility service shall be discontinued.

Sec. 14-66 Dog fighting.

Definition: Exhibition of fighting shall mean the fighting between or among dogs caused, promoted, encouraged, or incited by any person for amusement or gain.

(a) Consistent with Fl. Statute 828.122 any person who knowingly commits any of the following acts commits a felony of the third degree, punishable as provided in s. 775.082, s.775.083, or s.775.084.

(b) No person shall own, possess, keep, or train any dog with the intent that such dog shall be engaged in an exhibition of fighting.

(c) No person shall build, make, maintain, or keep a pit or other structure on premises owned or occupied by him for the purpose of an exhibition of fighting, or allow such a pit or structure to be built, made, maintained, or kept on such premises.

(d) No person shall match, promote, encourage, instigate, hold, participate in, or advertise any exhibition of fighting.

(e) No person shall charge admission to or invite others to attend, or assist in, referee, or be a willing spectator of any exhibition of fighting.

(f) No person shall make bets or wagers upon the progress or outcome of any exhibition of fighting.

(g) It shall be the duty of all law enforcement officers of the City within their boundaries, to enforce the provisions of this section, to make arrest for violations hereof, to assist in the prosecution of persons charged with such violations, and to investigate violations of this section.

Sec. 14-67 Registration of Dangerous Dog.

NOTE: When a dog has been classified as Dangerous, the Fl. Statute 767.12 requirements for care and control of the dog are effective immediately. The dog shall remain in the custody of Animal Control for up to 14 days to allow the owner time to demonstrate compliance with the requirements, (a) (1), (2), (3) and (4). Failure to comply within 14 days constitutes forfeiture of ownership of said Dangerous Dog.

(a) Within 14 days after a dog has been classified as dangerous by the special magistrate or a dangerous dog classification is upheld by the review court on appeal, the owner of the dog must obtain a certificate of registration for the dog from the animal control division. The certificate shall be renewed annually. Certificates of registration and renewals thereof shall be issued only to persons who are at least 18 years of age and who present to the animal control division sufficient evidence of:

- (1) A current certificate of rabies vaccination for the dog;
- (2) A proper enclosure to confine a dangerous dog and the posting of the on the property.
- (3) Permanent identification of the dog, such as a tattoo on the inside thigh or electronic implantation; and
- (4) Payment of all fees prior to the release of the animal from the shelter.

(b) The annual fee for the certificate of registration as required by this section is \$250.00.

(c) The owner of a dangerous dog shall immediately notify the animal control division when a dog that has been classified as dangerous:

- (1) Is loose or unconfined;
- (2) Has bitten a human being or attacked another animal;
- (3) Is sold, given away, or dies; or is moved to another address.
- (d) In accordance to Fl. Statute 767.12 prior to a dangerous dog being sold or given away, the owner shall provide the name, address, and telephone number of the new owner to the animal control division. The new owner must comply with all of the requirements of Florida Statutes and this division, even if the animal is moved from one local jurisdiction to another within the state. The animal control officer must be notified by the owner of a dog classified as dangerous that the dog is in his jurisdiction.

Sec. 14-68 Dangerous Dogs: Proper Enclosure, Transport, Restraints.

- (a) It is unlawful for the owner of a dangerous dog to permit the dog to be outside a proper enclosure unless the dog is muzzled and restrained by a substantial chain or leash and under control of a competent person. The muzzle must be made in a manner that will not cause injury to the dog or interfere with its vision or respiration but will prevent it from biting any person or animal. The owner may exercise the dog in a securely fenced or enclosed area that does not have a top, without a muzzle or leash, if the dog remains within his sight and only members of his immediate household or persons 18 years of age or older are allowed in the enclosure when the dog is present. When being transported, such dogs must be safely and securely restrained within a vehicle.
- (b) Violation of the "Dangerous Dog" statute and ordinance shall include a fine of at least \$200.00 per violation.

Sec. 14-69 Sterilization Requirement of Dangerous Dogs.

Any animal classified as a Dangerous Dog shall not be used for breeding. Dangerous Dogs shall be spayed or neutered by a licensed veterinarian within thirty (30) days of such classification unless:

- (A) A licensed veterinarian certifies in writing that the animal is incapable of reproduction; or
- (B) A licensed veterinarian certifies in writing that spaying or neutering the animal would be seriously injurious to the animal's health, provided, however, that if the health condition of the animal is of a temporary nature, then the animal shall be spayed or neutered immediately after the health condition has been corrected.

Any person who violates any provision of this Section is guilty of a noncriminal infraction, punishable by a fine not exceeding \$500.00.

Secs. 14-70—14-90. Reserved.

ARTICLE IV. IMPOUNDMENT.

Sec. 14-91. Authorized.

It shall be the duty of the animal control officer and police department to seize and impound, subject to the provisions of this article, all animals, whether domesticated or undomesticated, found in violation of the provisions of this chapter within this city, whether such animal shall be in the immediate presence of its owner or custodian or otherwise. (Code 1981*5-46)

~~Sec. 14-92 Right of entry of enforcement officers.~~

~~—The animal control officer and police officers are hereby authorized to enter upon any unfenced lot, tract or parcel of land for the purpose of seizing and impounding any animal found thereon in violation of this chapter. (Code 1981*5-47)~~

Sec. 14-92 Right of entry.

(a) Pursuant to F.S. 828.27,828.073, and 125.01, the animal control officer shall have the authority to enter public or unfenced private property within the City to carry out the duties imposed by this article.

(b) Pursuant to F.S. 828.27,828.073, and 125.01, the animal control officer shall have the authority to enter fenced private property, exclusive of building, when:

(1) The owner or keeper of an animal which has bitten or otherwise exposed a human or domestic or captive wild animal to rabies refuses to surrender such animal for rabies quarantine.

(2) The animal being sought was at large immediately prior to the division of animal control receiving a complaint that the animal was at large chasing people or domestic animals or was causing the destruction or loss of personal property, but subsequently returned to its owner's fenced private property, provided, however, that the animal has the capability to leave the fenced property by climbing, jumping, or crawling under the fence and provided that an attempt to contact the owner, if known, was unsuccessful.

(3) The division of animal control is taking possession of any animal found neglected or cruelly treated pursuant to F.S. 828.27,828.073 and 125.01.

(4) Pursuant to F.S. 767.12 and 125.01, the division of animal control is taking possession of any animal initially determined as dangerous or aggressive.

Sec. 14-93. Register.

The animal control officer, upon impounding or receiving any animal under the provisions of this article, shall make a complete registry of such animal, entering the breed, color and sex of the animal and whether the animal has been vaccinated, and the time and place of taking such animal into custody. (Code 1981*5-48)

Sec. 14-94. Right of owner to redeem impounded animal.

The owner of any animal which has been impounded under the provisions of this article shall have the right to redeem the animal upon the payment of any and all fees which may be due and payable for the impoundment of such animal; provided, however, the payment of such impoundment fees shall not bar the imposition of any fine which may be imposed for the violation of this chapter.

(Code 1981*5-49)

Sec. 14-95. Notification of owner; time limit for redemption

Every effort will be made to contact the owner before impoundment of an animal. All impounded animals shall be redeemed within seven days after the animal was impounded. Any such animal not redeemed within such time may be sold, destroyed or otherwise disposed of. (Code 1981*5-50)

Sec. 14-96. Fees.

The fees to be charged for the impoundment and redemption of any animal under the provisions of this article shall be as set out in appendix A to this Code, as amended from time to time. (Code 1981 * 5-51)

Sec. 14-97. Redemption of unvaccinated animal.

The owner of any impounded domesticated animal which has not been vaccinated as required by this chapter, upon satisfactory proof of ownership, may redeem his animal by making a deposit in the amount set out in appendix A to this Code, as amended from time to time, with the animal control officer, and shall be allowed 24 hours to get such animal vaccinated. If such owner fails to procure a vaccination certificate within such 24 hours, the deposit shall be forfeited and the animal shall be impounded again. Upon presentation within such period of time of a certificate of vaccination issued under this chapter, the deposit shall be refunded. (Code 1981 * 5-52)

Sec. 14-98. Redemption by person other than owner.

If the owner of any animal impounded under this article shall fail to redeem his animal within the time allowed for redemption, any other person may, upon complying with all provisions of this article, redeem the animal from the pound and be the lawful owner of the animal thereafter. If any dogs or cats which have not been sterilized are redeemed by persons other than the lawful owners thereof, then the dogs and cats shall be sterilized by a licensed veterinarian prior to release and the cost thereof paid by the person redeeming the dog or cat.

Animals not redeemed by owner or voluntarily relinquished by owner may be adopted. A fee of \$20.00 shall be charged for animals already sterilized and vaccinated. If not vaccinated, the adopting party shall be charged the cost of vaccination.

(Code 1981 *5-53)

Sec. 174-99. Disposition of funds.

All moneys received and collected under the provisions of this article shall be deposited in the general fund of the city. (Code 1981 *5-54)

Sec. 14-100. Reports.

The animal control officer shall file such daily reports of his activities under the provisions of this article, under oath, as are required by the city commission. (Code 1981 *5-55)

Secs. 14-101—14-120. Reserved.

ARTICLE V. RABIES CONTROL

Sec. 14-121. Quarantine of suspected rabid animal (Bite Cases).

Any animal which bites or scratches a person or which otherwise gives symptoms of having rabies shall be immediately reported to the county health officer and shall thereupon be securely quarantined at the direction of the health officer, for a period of ten days, and shall not be released from such quarantine except by written permission of the health officer or under his direction. At the discretion of the health officer, such quarantine may be on the premises of the owner, at the shelter designated as the city pound, or, at the owner's option and expense, in a veterinary hospital of his choice. In the case of stray animals, or in the case of animals whose ownership is not known, such quarantine shall be at the shelter designated as the city pound.

If the animal is impounded to quarantine, a redemption fee shall be charged in addition to the per day fee for impoundment. In the case of a first offense, the redemption fee shall be \$25.00. For a second or subsequent impoundment, the fee shall be \$50.00. (Code 1981*5-66)

Sec. 14-122. Duty of owner to surrender suspected rabid animal.

The owner, upon demand by the health officer, shall forthwith surrender any animal which has bitten a human, or which is suspected as having been exposed to rabies, for supervised quarantine, the expense of which shall be borne by the owner. The animal may be reclaimed by the owner if it is adjudged free of rabies, upon payment of fees determined therefore by the city commission from time to time. (Code 1981*5-67)

Sec. 14-123. Disposition of animal dying while under observation.

When rabies has been diagnosed in an animal under quarantine or rabies suspected by a licensed veterinarian, and the animal dies while under such observation, the health officer shall immediately send the head of such animal to the state health department for

pathological examination and shall notify the proper public health authorities of reports of human contacts and the diagnosis. (Code 1981*5-68)

Sec. 14-124. Imposition of area-wide quarantine.

When the report indicates a positive diagnosis of rabies, the health officer may order an area wide quarantine for a period of 60 days, and upon the invoking of such quarantine, no pet animal shall be taken into the streets, or permitted to be in the streets, during such period of quarantine. During such quarantine, no animal may be taken or shipped from the city without permission of the health officer. (Code 1981*5-69)

Sec. 14-125. Vaccination requirements during area-wide quarantine.

During an area-wide quarantine period and as long thereafter as he decides it is necessary to prevent the spread of rabies, the health officer may require that all animals, three months of age or older, shall be vaccinated against rabies. All vaccinated animals shall be restricted (by leashing or confinement on enclosed premises) for 30 days after vaccination. During the quarantine period, the health officers hereby empowered to provide for a program of mass immunization by the establishment of temporary emergency canine rabies vaccination clinics strategically located through the area of the health jurisdiction. (Code 1981* 5-70)

Sec. 14-126. Redemption of impounded stray animals during area-wide quarantine.

No animal which has been impounded by reason of its being a stray, unclaimed by its owner, shall be allowed to be adopted from any animal shelter during a period of rabies emergency quarantine, except by special authorization of the health officer. (Code 1981* 5-71)

Sec. 14-127. Destruction or isolation of animals bitten by known rabid animal.

Animals bitten by a known rabid animal shall be immediately destroyed, or if the owner is unwilling to destroy the exposed animal, strict isolation of the animal in a kennel designated by the health officer, for six months, shall be enforced. If the animal has been previously vaccinated within time limits established by the public health service based on the kind of vaccination used, revaccination and restraint (leashing and confinement) for 30 days shall be carried out. (Code 1981*5-72)

Sec. 14-128. Extension of area-wide quarantine.

If there are additional cases of rabies occurring during the period of an area-wide quarantine, such period of quarantine may be extended for an additional period of time. (Code 1981*5-73)

Sec. 14-129. Unauthorized destruction or removal of suspected rabid animals.

No person shall kill, or cause to be killed, any rabid animal, any animal suspected of having been exposed to rabies, or any animal biting a human, except as provided in this

article, or remove such animal from the city limits without written permission from the health officer. (Code 1981*5-74)

Sec. 14-130. Surrender of carcass of dead animal exposed to rabies.

The carcass of any dead animal exposed to rabies shall upon demand be surrendered to the health officer. (Code 1981 *5-75)

Sec. 14-131. Duty of physicians to report animal bites.

It shall be the duty of every physicians or other medical practitioner to report to the health officer the names and addresses of persons treated for bites inflicted by animals, together with such other information as will be helpful in rabies control. (Code 1981 * 5-76)

Sec. 14-132. Failure to surrender animal.

No person shall fail or refuse to surrender any animal for quarantine or destruction as required in this article when demand is made therefore by the health officer. (Code 1981 *5-77)

APPENDIX A FEE SCHEDULE

The various fees and charges referred to in the Code are set out in the following schedule:

Chapter 1. General Provisions

§ 1-11(a). Court costs assessment for use in law enforcement education and training programs . . . \$2.00

Chapter 14. Animals

§ 14-96. Impoundment and redemption fees.

(a) *Impoundment.* A fee of ~~\$6.00~~ **\$10.00** shall be charged to the owner for each day, or fraction thereof, of impoundment, for feeding and caring for such animal. The city manager shall have the discretion to waive any portion or all of the impoundment fee if the animal would otherwise be destroyed.

(b) *Redemption from impoundment.*

(1) First redemption by the owner within calendar year . . . ~~\$10.00~~ **\$25.00**

(2) Second redemption by the owner within calendar year . . . ~~25.00~~ **\$45.00**

(3) Each redemption by the owner thereafter within calendar year . . . ~~35.00~~

\$65.00

§ 14-97. Deposit for redemption of unvaccinated animal . . . \$10.00

Agenda Item

7

Memo

To: CITY MANAGER

From: JEFF NORTON

CC: CITY COMMISSION AND STAFF

Date: 9 November 2010

Subject: SPECIAL EVENTS ORDINANCE

A copy of the proposed revised "Special Events Ordinance" has been provided for your review.

Please note that all lines have been numbered in the event there are questions or concerns that can be easily identified upon your review.

All new proposed changes have been underlined and recommended omissions are shown with a strikethrough.

This is scheduled for first reading at the November 16, 2010 City Commission meeting.

I would like to meet with you at your convenience to answer any questions or concerns prior to first reading to discuss any concerns or suggested changes you may have.

You may contact me at City Hall: 329-0100, cell phone: 937-3093 or by way of e-mail: jnorton@palatka-fl.gov

Jeff Norton

This instrument prepared by:
Betsy J. Driggers
201 North 2nd Street
Palatka, FL 32177

ORDINANCE NO. 10-

Entitled

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING CHAPTER 50 OF THE MUNICIPAL CODE OF THE CITY OF PALATKA BY RESTATING ARTICLE III, SPECIAL EVENTS, IN ITS ENTIRETY; AMENDING GENERAL PROVISIONS, DEFINITIONS, QUALIFICATIONS OF NON-PROFIT ORGANIZATIONS; AMENDING APPLICATION PROCESSES, ISSUANCE AND FEES; AMENDING SPECIAL EVENT TERMS AND CONDITIONS; AND AMENDING THE SPECIAL EVENT SCHEDULE OF FEES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

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

Section I. That the portion of the City of Palatka Municipal Code designated as Chapter 50, Section III, Special Events, 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 II. That all ordinances or parts of ordinances in conflict therewith are hereby repealed to the extent of such conflict.

Section III. That if any section or portion of a section or subsection of this ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or portion of a section, subsection, or part of this ordinance.

Section IV. That this ordinance shall take effect upon its passage as provided by law.

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

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 9th day of December , 2010.

CITY OF PALATKA

By: _____
Its **MAYOR**

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

City Attorney

1

EXHIBIT "A"

2 **ARTICLE III. SPECIAL EVENTS**

3 **DIVISION 1. GENERALLY**

4 **Sec. 50-181. Intent.**

5 It is the intent of this article to provide minimum standards for the regulation of ~~festivals and~~
6 ~~other~~ special events held in the city for the protection of the health, safety and welfare of the
7 participants as well as the residents and taxpayers of the city.

8 (Ord. No. 03-23, Art. I, 10-23-2003)

9 **Sec. 50-182. Permit required.**

10 Any special event held within the corporate limits of the city shall be required to obtain a
11 special event permit. All special events shall conform to the provisions set forth in this chapter and
12 with all terms, conditions, and requirements identified in an issued permit.

13 (Ord. No. 03-23, Art. I, 10-23-2003)

14 **Sec. 50-183. Definitions.**

15 *Applicant* is the individual(s) or entity who makes application to the city to hold a special
16 event. The applicant is responsible for compliance with terms and conditions set forth in the permit
17 and requirements set forth herein.

18 *Attendance* shall be computed and calculated based on historical data. If no attendance data
19 exists, then the minimum "attendance fee" shall be assessed.

20 *Attendance formula* means the total attendance divided by the number of days of operation.
21 For purposes of this calculation, any part of a day shall be considered an entire day.

22 *Booth* means a stand for the sale of goods or containment of games and other individual
23 entertainment activities associated with the special event.

24 *Charitable organization* means any person or group which has qualified for exemption from
25 federal income tax as an exempt organization under the provisions of Section 501(c) of the Internal
26 Revenue Code of 1954 or Section 528 of the Internal Revenue Code of 1986, as amended, and who
27 is or holds ~~himself~~ himself/herself out to be established for any benevolent, educational,
28 philanthropic, humane, scientific, artistic, patriotic, social welfare or advocacy, public health,
29 environmental conservation, civic or other ~~elementary~~ charitable purpose. It may include a
30 chapter, branch, area, office or similar officiate performing functions of the organization within the
1 state for a charitable organization, which has its principal place of business outside the state.

1 ~~City sponsored event means an event sponsored by the city. the city reserves the right to~~
2 ~~sponsor special events. City sponsored events are exempt from the procedural and fee~~
3 ~~requirements contained herein, but are required to must follow procedures.~~

4 ~~Classifications; waivers means that special events shall be classified in the below listed~~
5 ~~categories events are placed in and subject to certain terms and conditions based on the impact the~~
6 ~~event may have on Palatka residents and city services. Classifications shall be assigned by the~~
7 ~~Special Events Coordinator, using the classifications and criteria listed below~~

8 ~~Class A means those events, which by design are intended to attract a minimum of 1,000~~
9 ~~patrons on any peak attendance day from both ~~within~~ inside and outside Putnam County. These~~
10 ~~events are commonly referred to as festivals and may include:~~

11 ~~(1) festivals and fishing tournaments with 100 or more boats~~

12 ~~(2) paid commercial advertisement;~~

13 ~~(3) beer/alcohol concessions;~~

14 ~~(4) amplified sound entertainment~~

15 ~~(5) 3 street/sidewalk entertainment;~~

16 ~~(6) 4 multiple stages; and~~

17 ~~(5) itinerant merchandising.~~

18 ~~(7) vendors~~

19 ~~(8) Require public safety and/or public works services beyond those regularly provided by~~
20 ~~the city.~~

21 ~~Hours of operation shall be no earlier than 87:00 a.m. and no later than 12:00 midnight unless~~
22 ~~approved by the City Commission, as recommended by the Special Events Committee. No amplified~~
23 ~~sound shall be permitted before ~~12:30~~ 1:00 p.m. on Sundays or before 10:00 a.m. on any other day.~~

24 ~~Any "Class A" permit for an event held on public property must be approved by the Palatka City~~
25 ~~Commission. The permit application with recommendations made by the Special Events Committee~~
26 ~~will be agendaed for action by the Palatka City Commission after the Planning Meeting has taken~~
27 ~~place.~~

28 ~~Class B means those ~~public or private~~ events which by design are intended to attract less~~
29 ~~than 1,000 patrons or spectators on any peak attendance day, and are generally limited to a local~~
30 ~~target market. These events ~~shall~~ may include, but are not limited to ~~certain cultural events, arts~~
1 ~~and craft shows, athletic events, community celebrations, dances, car shows, competitions, revivals,~~~~

1 ~~concerts, regattas, fishing tournaments with 40 boats or more, and parades. These events may~~
2 ~~include amplified sound and food & beverage concessions. Except for fishing tournaments, hours of~~
3 ~~operation should be no earlier than 8:00 a.m. and no later than 10:00 p.m. No amplified sound shall~~
4 ~~be permitted before 12:30 p.m. on Sundays or before 10:00 a.m. any other day.~~

5 (1) Cultural events, arts and craft shows, athletic events, community celebrations, dances,
6 car shows, competitions, revivals, concerts, regattas, fishing tournaments with at least 40
7 boats but no more 100 boats, and parades

8 (2) Advertisement, usually mainly limited to a local target market;

9 (3) Amplified sound

10 (4) Vendors;

11 (5) Public Safety and/or public works services beyond those regularly provided by the city.

12 Hours of operation shall be no earlier than 8:00 a.m. and no later than 12:00 midnight unless
13 approved by the Special Events Coordinator. No amplified sound shall be permitted before 1:00 p.m.
14 on Sundays or before 10:00 a.m. on any other day.

15 Class C means those events that have limited impact on traffic, parking and noise in
16 surrounding neighborhoods, and do not exceed the capacity of the facility or other property
17 proposed to be used. These activities events may involve, but are not limited to, the private use of
18 city-owned or controlled property and are not open to the general public. These events may
19 include, but are not limited to:

20 ~~, including, but not limited to, but not limited to, fishing tournaments with less than 40 boats,~~
21 ~~weddings, picnics, family reunions, and birthday parties. These events will also include block parties,~~
22 ~~contests, certain types of low-impact concerts, and fund-raising food concessions for the benefit of~~
23 ~~nationally-recognized charities, local service clubs or other local organizations. These events may~~
24 ~~include serving of food and/or beverages, one source of amplified sound, up to eight hours of~~
25 ~~activities, and shall operate no earlier than 8:00 a.m. and no later than 10:00 p.m., except for fishing~~
26 ~~tournaments. No amplified sound shall be permitted before 12:30 p.m. on Sundays or before 10:00~~
27 ~~a.m. on any other day.~~

28 (1) Fishing tournaments with less than 40 boats;

29 (2) Weddings, picnics, family reunions, and birthday parties, block parties, contests, certain
30 types of low-impact concerts, and fund-raising food concessions for the benefit of
31 nationally-recognized charities, local service clubs or other local organizations;

2 (3) Food and/or beverages service;

1 (4) One source of amplified sound

2 (5) Up to eight hours of activities

3 Hours of operation shall be no earlier than 8:00 a.m. and no later than 10:00 p.m. unless
4 approved by the Special Events Coordinator. No amplified sound shall be permitted before 1:00 p.m.
5 on Sundays or before 10:00 a.m. on any other day.

6 ~~Commercial activity means the sale of any item or service, tangible or intangible, including but not~~
7 ~~limited to food and beverages, the charging of admission, the charging of fees for any service,~~
8 ~~entertainment or amusement, including but not limited to carnival rides.~~

9 *Day* means a 24-hour period beginning at 12:01 a.m.

10 ~~Exemptions means not having to meet all the requirements of Article III, Special Events. of~~
11 ~~the following special events are exempt from city fee requirements only: a) Christmas parade, b)~~
12 ~~Fourth of July fireworks display, and c) Veteran's Day ceremony. All other provisions of Article III~~
13 ~~shall apply.~~

14 ~~In the case of any any or all fees for city services may be reduced or waived by the city commission~~
15 ~~Class B or C special events of less than eight hours in duration, which involves no commercial~~
16 ~~benefit to any enterprise, duly agendaed at a regular or special meeting city commission meeting,~~
17 ~~upon written application by the applicant.~~

18 *Fees* means all charges associated with an event. ~~f~~Fees are located in the Code of
19 Ordinances, Appendix A, Schedule of Fees, under Chapter 50, Section 50-281, Special Events Fee
20 Schedule.

21 *Historically recurring event* means an event ~~shall be considered "historically recurring" if the~~
22 ~~event~~ that has been held in one or more consecutive preceding years on approximately the same
23 date.

24 *Public property* means any public street, sidewalk, place, property, easement, structure or
25 facility owned, dedicated, controlled or otherwise under the jurisdiction and control of the city.

26 *Special event* means any public or private event held within the city, in which it can be
27 anticipated that the number of persons attending the event will exceed the on-site parking available
28 at the premises upon which the event will take place; or any public or private event in which it can be
29 reasonably expected that services will be required beyond those that are regularly provided by the
30 city such as additional police services, traffic control, crowd control, fire and/or emergency medical
31 services, street closures, garbage cleanup, or other municipal services which may be necessary to
32 service the event. Additionally, those public or private events that involve musical groups or
33 amplified sound, high intensity lighting, fireworks, erection of temporary structures on city-owned or

1 controlled property, displays or other activities of such a nature that impinge upon any adjacent
2 public, business or residential area shall be considered as a special event. This may include, but not
3 be limited to athletic events, contests, fishing tournaments, sailing regattas, carnivals, concerts,
4 religious events, walk-a-thons, competitions, festivals, block parties, street dances, parades, car
5 shows, art/craft shows, bazaars, fireworks displays, motion and still photography productions or
6 other similar activities which meet the definition listed herein for special events.

7 *Special events committee* shall be composed of the special events coordinator and the CRA
8 ~~Director/Main Street Manager~~ and city department representatives whose department or division
9 may be impacted by the special event, to include the police and fire departments. The committee
10 shall be convened by the special events coordinator for each "Class A" event, and may be convened
11 for each and "Class B" events.

12 *Special events coordinator* shall be appointed by the city manager to coordinate the
13 management of special events in relation to permit applications, approvals, and the impact of the
14 event on city services. The special events coordinator shall serve as the liaison between the
15 applicant and the special events committee. The special events coordinator is responsible for
16 keeping the city manager/city commission informed of upcoming events. The special events
17 coordinator has the authority to coordinate "Class B and C" events without convening the special
18 events committee.

19 *Vendor/concession/business* means any person, corporation, entity or enterprise providing
20 the sale of goods or services for profit and/or the promotion, production, operation or management
21 of any activities related to a special event as defined above.

22 Waiver means to refrain from a requirement or release from responsibility

23 (Ord. No. 03-23, Art. I, 10-23-2003)

24 **Sec. 50-184. Qualification of non-profit charitable organization.**

25 (a) Any non-profit charitable organization wishing to obtain a permit to hold a special event
26 on public property shall submit with his application the following items:

27 (1) A valid certificate of exemption issued pursuant to Section 501(c) Internal
28 Revenue Code of 1954 or a similar exemption certificate issued pursuant to Section
29 528 of the Internal Revenue Code of 1986; and

30 (2) Its nonprofit articles of incorporation and Charter, or similar documents to
31 demonstrate its nonprofit status; and

1 (3) Evidence in the form of a Corporate Charter, partnership agreement or similar
2 documentation that ~~is~~ it has been in existence and active.

3 (4) A mission statement stating the intent of the nonprofit organization's fundraising
4 efforts.

5 ~~(5) A financial statement containing the sources and the amount of the gross~~
6 ~~revenue derived by the charitable organization during the last audit period~~
7 ~~immediately preceding the filing of the letter of request, stating the names of the~~
8 ~~distributes of the net revenues and the amounts received by each. The statement~~
9 ~~shall be certified as correct by a principal officer or one who controls the charitable~~
10 ~~organization.~~

11 The city may require ~~other~~ reports covering the activities connected to the charitable
12 organization.

13 (b) If requested, ~~w~~Within 120 days of the close of the event, the applicant must submit:

14 (1) A comprehensive financial report or audit listing the income and expenses of the
15 event, showing the amount of gross revenues, all payments made, and net proceeds,
16 and how the net proceeds were distributed.

17 (2) An affidavit listing all suppliers from which they have received goods or services
18 in connection with the event, and stating they have been paid in full, or if they have
19 not, a listing of those suppliers and the amount they are owed.

20 Secs. 50-185--50-200. Reserved.

21 22 **DIVISION 2. APPLICATION AND APPROVAL PROCESS**

23 **Sec. 50-201. Application for special events; time for submission; contents.**

24 (a) Any person or entity desiring to hold a "special event" within the city, shall submit an
25 application to the special events coordinator. Deadlines for submitting applications shall
26 be ~~No application will be considered for approval unless it is filed in a timely fashion. An~~
27 ~~application is not filed in a timely fashion unless, as follows:~~

28 1. ~~for~~ "Class A" special events ~~it is~~ must be submitted at least 90 days but no more than
29 365 days prior to the event;

30 2. ~~for~~ "Class B" special events ~~it is~~ must be submitted at least 30 days but no more than
31 365 days prior to the event;

1 3. ~~and for~~ "Class C" special events ~~it is~~ must be submitted at least ~~7~~ 30 days but no
2 more than 180 days prior to the event.

3 The ~~City Manager~~ special events coordinator may authorize any Class B or Class C permit, if
4 submitted after the above deadlines. ~~upon recommendation or approval from the Special Events~~
5 ~~Coordinator.~~

6 The application shall be upon a form approved by the city commission, and available at city hall.
7 Written instructions ~~to aid in completing the form and submitting the application~~ shall be provided
8 along with the application to any ~~potential~~ applicant upon request.

9 (b) In order to be considered for approval, an application submitted to the special events
10 coordinator must contain the following information:

11 (1) Name, address and telephone number of applicant. Attach copies of the following
12 documents as needed: driver's license, food handler's license, alcohol license and non
13 profit status.

14 (2) Type of proposed event and description of planned activities.

15 (3) Date and times of major event activities, including daily beginning and ending times.

16 (4) Estimated number of people expected to attend the event each day, and the basis of
17 the estimate.

18 (5) Location of event, including detailed site plan specifying location of major event
19 attractions and activities.

20 (6) Whether "stages" are to be utilized, and if so, how many.

21 (7) Whether amplified sound is to be utilized and, if so, from how many sources.

22 (8) Whether tents and canopies are to be utilized and, if so, ~~the number and size how~~
23 ~~many~~

24 (9) Whether food and beverages will be sold by event vendors.

25 (10) Whether merchandise other than food or beverages will be sold by event vendors.

26 (11) Whether the applicant intends to furnish, at the applicant's expense, first aid or
27 medical facilities or personnel. If so, provide a description.

28 (12) Whether the applicant intends to furnish, at the applicant's expense, security
29 personnel or equipment. If so, provide a description.

1 (13) The names of those persons to be designated by the applicant as on-site
2 representatives of the applicant, and the names and telephone numbers of any other
3 persons to be contacted on behalf of the applicant in the event of an emergency.

4 (c) Upon receipt of a completed application, the special events coordinator shall review same
5 and determine if the proposed event should be classified as a Class A event, a Class B
6 event, or a Class C event, as these categories are defined in division 1, section 50-183.

7 (1) If the proposed event is determined to be a Class C event, then the special events
8 coordinator shall decide whether to issue a permit authorizing the event. In deciding
9 whether to issue a permit authorizing the event, the Special Events Coordinator shall
10 be guided by the criteria set forth in subsection (e) hereof and may request the
11 applicant to provide additional information necessary to the decision-making process.

12 (2) If the proposed event is determined to be a Class B event, the ~~city manager~~ special
13 events coordinator shall decide whether to issue a permit authorizing the event. In
14 deciding whether to issue a permit authorizing the event, the ~~city manager~~ special
15 events coordinator shall be guided by the criteria set forth in subsection (e) hereof and
16 may request additional information necessary to the decision-making process. The
17 special events coordinator may schedule a planning meeting with the applicant and
18 special events committee if deemed appropriate.

19 (3) If the proposed event is determined to be a Class A event, then the special events
20 coordinator shall schedule a "planning meeting", to be attended by the special events
21 committee, the applicant's authorized representatives (including the applicant's
22 designated event planner and designated safety officer [if any]) and the special events
23 coordinator. At the planning meeting, all aspects of the proposed event and its impact
24 upon the city shall be discussed. As a result of the planning meeting, the special events
25 ~~committee~~ coordinator shall, within ~~seven~~ thirty days of the meeting's conclusion,
26 prepare a written report which:

27 a. Specifies any concerns held by the committee regarding the potential impact of the
28 event upon any city department or city service.

29 b. Specifies any concerns held by the committee regarding the ability of any city
30 department to furnish the level of services required to satisfy any need, which the
31 event will likely create.

32 c. Makes specific recommendations or findings regarding the number of city
33 employees and "employee hours" in excess of "normal" staffing requirements,

1 which each city department will likely be required to devote to servicing the event,
2 and the expected cost to each department of the additional staffing requirements.

3 d. Details any offers made by the applicant at the planning meeting to modify the
4 application to address concerns raised during the planning meeting.

5 e. Makes specific recommendations regarding any terms or limitations, which should
6 be required as a condition of event, permit approval and which are necessary for
7 the protection of the public and its health and safety.

8 The report ~~of the special events committee~~ shall be forwarded to the city commission.

9 (d) All applications for Class A event permits shall be considered by the city commission at
10 the first city commission meeting held after the special events committee's final planning
11 meeting, referred to in subsection (c)(2) this section, provided the written report of the special
12 events committee has been prepared and furnished to the city clerk, and the agenda and
13 public notice requirements of the commission have been satisfied. Otherwise, the event
14 application shall be considered at the first regularly scheduled city commission meeting held
15 after the city clerk's receipt of the written report and for which the commission's agenda and
16 public notice requirements can be satisfied.

17 (e) Before granting an application for a Class A special event permit, the city commission
18 must find that:

19 (1) The proposed event will not unduly adversely impact neighboring businesses or
20 residents.

21 (2) The proposed event will not present an unacceptable risk to the safety of the public.

22 (3) The proposed event will not generate unacceptable levels of noise, taking into
23 account the location at which the noise is to be generated, the time when the noise
24 is to be generated, and the impact upon those who may be affected.

25 (4) The proposed event will not exceed the city's ability to provide necessary services,
26 including but not limited to police, fire, medical, and sanitation services.

27 (5) The proposed event will not unduly or adversely impact city-owned or publicly
28 owned property.

29 (6) The proposed event will not disrupt vehicular traffic flow and/or pedestrian traffic
30 flow to the extent that the safety or convenience of the public is unreasonably
31 impacted.

1 (7) Conditions, terms, or limitations can be fashioned which, if implemented, will satisfy
2 the city's obligation to safeguard the public's health, safety, and welfare; and, the
3 applicant is willing to accept and comply with said conditions, terms, or limitations.

4 (f) Upon a finding by the city commission that the criteria set forth in ~~subsection (e)~~ this
5 section have been satisfied, the city commission shall approve issuance of a special event
6 permit, subject to those conditions, terms or limitations which the commission finds
7 necessary to the protection of the public's health, safety, and welfare, which may include but
8 not be limited to the applicant's payment of fees and/or costs provided for herein. In the event
9 the commission determines that one or more of the criteria set forth in ~~subsection (e)~~ this
10 section has not been satisfied, the commission shall deny the permit but shall specify the
11 issuance criteria which the commission has determined the applicant failed to satisfy.

12 (g) All special event permit applications shall be considered for approval in the order in
13 which the completed applications are submitted. However, if applications for Class A, Class
14 B, and Class C special events are simultaneously pending, and the approval of one of the
15 applications will adversely impact one or more of the others, preference shall be given first to
16 the application for a historically recurring event; next to the application for the Class A event,
17 next to the application for the Class B event, and finally to the application for the Class C
18 event.

19 ~~(h) The special events coordinator shall schedule a post-event review meeting within 30~~
20 ~~days after the close of a Class A event, and may schedule a post-event review meeting~~
21 ~~within 30 days after the close of a Class B event, which shall include the special events~~
22 ~~committee and the applicant and/or representatives.~~

23 (Ord. No. 03-23, Art. II, 10-23-2003)

24 **Sec. 50-202. Permit issuance; fees.**

25 (a) If an application for a Class A or Class B permit is approved, the special events
26 coordinator shall notify the applicant of same in writing and shall provide the applicant with a
27 written summary of the permit's terms, conditions, and limitations, which shall include but not
28 be limited to, a listing of all fees and costs to be assessed in conjunction with the issuance of
29 the permit. If the application for a Class A or Class B permit is denied, the special events
30 coordinator shall notify the applicant in writing of same and of the reason specified as the
31 basis for the denial.

32 (b) If a special event permit is approved, the applicant ~~may~~ will be assessed fees, which
33 shall include, but not be limited to, the following:

1 (1) Daily fee for each day of the event. For purposes of this section, "day of the
2 event" shall include any portion of a day. The daily fee shall be determined in accord
3 with ~~division 4,~~ the Fee Schedule.

4 (2) "Class A" permit applicants shall agree to pay the actual cost of the Putnam
5 County Landfill tipping fee. Payment of actual tipping fees shall be rendered within
6 seven days of the close of the event. The city commission shall impose an additional
7 minimum deposit of \$500.00, up to a maximum of \$2,500.00, to be credited towards
8 the payment of actual tipping fees. Any "surplus" deposit will be refunded after actual
9 fees have been deducted, or upon proof of waiver of any landfill tipping fees by the
10 Putnam County Board of County Commissioners.

11 (3) Law enforcement/security fees pursuant to division 4.

12 ~~(4) Fire/rescue fees pursuant to division 4.~~

13 (5) Fire/rescue fees pursuant to division 4.

14 ~~(6) Building department inspection fees pursuant to division 4.~~

15 (7) Building department inspection fees pursuant to division 4.

16 (8) Any other fee which the city commission finds reasonable and necessary to
17 provide for the public health, safety, and welfare.

18 (c) All "categories" of fees assessed as described in subsection (b) of this section shall be
19 itemized at the time of permit approval. The amount of the fees shall be calculated if
20 possible, or estimated if of a type which can not be precisely calculated in advance, at the
21 time the applicant is notified of permit approval by the special events coordinator.

22 (d) The city commission has the right to waive or reduce fees for applicants who meet the
23 definition of charitable organizations under division 1, section 50-183. Any applicant may
24 request any or all fees for city services be reduced or waived by the city commission for
25 Class B or C special events of less than eight hours in duration, which involve no commercial
26 benefit to any enterprise. All such requests must be in writing and provided to the City Clerk
27 for placement on the Commission agenda at a meeting to be held prior to the event.

28 (e) Payment of all fees and "estimated" fees shall be due at least ~~seven~~ fourteen (14) days
29 prior to the first day of the event. Any fee that is "estimated" shall be precisely calculated
30 as soon as information necessary to said calculation is available, but not later than 30
31 days after the event has concluded. The special events coordinator shall then notify the
32 applicant of the variance between the estimated fee and the actual fee, and shall within

1 30 days thereafter, refund to the applicant the amount of any "surplus" fee collected or,
2 collect from the applicant the amount of any fee "deficit".

3 If remaining fees are not paid, this may result in future denial of any Special Events or
4 Permits.

5 (f) If an entire special event is canceled due to a weather emergency as declared by
6 Putnam County Emergency Management and/or the police chief or his designee, the
7 applicant may choose one of the following options:

8 1. Choose another date to hold the event; and

9 2. Choose to be refunded all fees associated with the event already paid to the
10 City, other than the ~~minimum permit fees~~ assessed for services already rendered by the
11 city, shall be refunded to the applicant.

12 (g) The applicant is solely responsible for acquiring any/all permits and authorization
13 required by city, state, county, or federal authorities for the conduct of activities associated
14 with the special event which may be in addition to the special event permit described herein.
15 Proof of issuance of any such "additional" permits or authorizations shall be provided to the
16 special events coordinator at least ~~48 hours~~ five business days prior to the first day of the
17 special event.

18 (h) Failure to comply with the terms and conditions of a special event permit shall be
19 grounds for immediate suspension of the event, which suspension shall continue until at
20 least such time as the noncompliance is remedied. Notice of said "noncompliance" shall be
21 communicated immediately to the applicant or his designee by the ~~city manager~~ special
22 events coordinator or his designee, or the chief of police or his designee. The ~~city manager~~
23 special events coordinator or his designee, or the chief of police or his designee may then
24 suspend the event, if the noncompliance is not remedied or until the noncompliance is
25 remedied.

26 Secs. 50-203--50-220. Reserved.

27 DIVISION 3. SPECIAL EVENT TERMS AND CONDITIONS

28 ~~Sec. 50-221. Performance bond; security for damage to public property. Use of~~
29 ~~Riverfront public property and facilities (NOTE: THIS WAS FORMERLY SEC. 50-251)~~

1 Use of public property and facilities adjacent to the St. Johns River by for-profit organizations,
2 corporations, or entities, or by individuals engaged in a venture designed to general profit, shall be
3 restricted to activities which are dependent upon or related to water resources, including but not
4 limited to boat races, sailing regattas, boat shows, fishing tournaments, rowing events, swimming
5 events, and water skiing events, etc.

6 ~~Security for damage to public property shall be provided by the "Class A" permit applicant(s)~~
7 ~~in a cash bond in the amount of \$500.00 to secure restoration of any public property damaged within~~
8 ~~600 feet of all property line boundaries of the special event, and within 24 hours of the conclusion of~~
9 ~~the event, to warrant that the same shall be free of trash, garbage, litter and any other debris and~~
10 ~~that the said property shall be placed in the same conditional state existing prior to the special event.~~
11 ~~The Fire Marshal, city parks Parks superintendent Superintendent or designee and/or the building~~
12 ~~inspector Building Inspector shall inspect the public property impacted by the special event on the~~
13 ~~days immediately prior to and following the conclusion of the event to confirm compliance. The~~
14 ~~performance bond shall also be conditioned to cover any non-paid expenses incurred by the city for~~
15 ~~any additional services such as necessary reinspections, additional personnel costs due to~~
16 ~~schedule adjustments and any other impact to existing city services not approved prior to the special~~
17 ~~event. The applicant(s)' liability for damages to city property as described above is not limited to~~
18 ~~\$500.00.~~

19 (Ord. No. 03-23, Art. III, 10-23-2003)

20
21 **Sec. 50-222. Indemnification/insurance; liquor liability insurance.**

22 (a) Prior to the issuance of a special event permit the applicant(s) shall execute an
23 indemnification form which provides that the applicant(s) agrees to hold harmless and
24 indemnify the city, its officers, agents and employees against any loss, damage or expense
25 (including all costs and reasonable attorney's fees) suffered by the city for:

26 (1) Any breach of the terms of the permit or any inaccuracy in or breach of any
27 representation, warranty or covenant made by the applicant(s) to the city as an
28 inducement to the granting of the permit.

29 (2) Any claims, suits, actions, damages or cause of actions for any personal injury,
30 loss of life or damages to personal or real property sustained by reason of, result of,
31 or by presence of the applicant on public property by applicant's agents, employees,
32 invitee and/or any other persons.

33 (b) At least seven days prior to the first day of any special event, the applicant shall furnish
4 to the special events coordinator proof of liability insurance protection, in an amount of not

1 less than \$1,000,000.00 per person for bodily injury or death, \$2,000,000.00 per occurrence
2 for bodily injury or death and \$500,000.00 per occurrence for property damage, naming the
3 city as "additional insured".

4 (c) If alcoholic beverages are to be dispensed, served, sold or distributed at an outdoor
5 event, the applicant(s) shall in addition provide liquor liability insurance in the amount of
6 \$500,000.00 which shall name the city as additional insured.

7 (d) Nothing in this section shall be construed to effect in any way the city's rights, privileges
8 and immunities as set forth in Florida Statutes, section 768.28.

9 (Ord. No. 03-23, Art. III, 10-23-2003)

10 **Sec. 50-223. Alcoholic beverage regulations.**

11 As provided in chapter 10, section 4(d), the city commission may grant special permission for
12 the sale, consumption, or possession of beer and/or wine in open containers during special events
13 within defined areas of any public park, recreation area, street, sidewalk, or public parking facility
14 and for specific times. This special permission is not intended to authorize the violation of state
15 statutes and shall not be so interpreted. In addition to any statutorily imposed obligations of the
16 seller of alcoholic beverages, it shall be the obligation of the applicant to insure that the terms of any
17 "special permission" granted by the city commission, as well as state, county, and municipal laws
18 regarding the sale and, consumption or possession of alcoholic beverages are strictly complied with
19 in connection with the conduct of event activities.

20 During the course of the event, if the terms of the "special permission" are violated and/or
21 violations of municipal, state, county or federal law are noted which are related to alcoholic
22 beverages sales or consumption at the event, and warnings of noncompliance are not corrected by
23 the event organizer and/or his staff, the ~~police~~ chief of police or his designee may issue a cease sale
24 order, and no further alcoholic beverages may be sold or consumed in connection with the event.

25 (Ord. No. 03-23, Art. III, 10-23-2003)

26 **Sec. 50-224. Noise control.**

27 The city commission may issue a special permit to exceed noise levels established by
28 chapter 30, Palatka Code of Ordinances, in conjunction with any Class A or Class B event. The
29 special permit may be limited to specific times and specified areas, subject to the limitations for
30 waivers as set forth in chapter 30, noise control.

1 (Ord. No. 03-23, Art. III, 10-23-2003)

1 **Sec. 50-225. Public law enforcement and private security services.**

2 (a) Unless otherwise authorized by the chief of police, the Palatka Police Department shall
3 be the sole provider for public law enforcement services. The number of public law
4 enforcement personnel and the number of applicant(s) provided private security personnel
5 required to service the special event shall be determined in the planning meeting with final
6 approval by the city. The chief of police or his designee shall have authority over and
7 command of all security, both public and private.

8 (b) The chief of police or his designee shall determine the number of officers required for
9 security at the planning meeting based on city requirements, applicant(s) needs, traffic
10 control, parking and required protection of adjacent sites within 1,500 feet of the property of
11 which the special event is held. Additional officers may be authorized or required, depending
12 upon the character and risk factor of the proposed special event.

13 (c) The city, in consultation with the applicant(s), shall establish the appropriate time frames
14 in which public law enforcement and private security is needed for each aspect of the special
15 event. The applicant(s) will provide a tentative schedule of activities for each day of the event
16 at the planning meeting. The city shall assign a "special event field operations detail" to
17 handle law enforcement services. Because the final activities schedule may change, the city
18 police department supervisor in charge of the detail, shall have the authority to adjust the
19 work schedule to cover any activities that may require additional or fewer public law
20 enforcement services. Fees for police services may vary due to scheduling adjustments
21 determined and approved on-site by the police supervisor and the applicant(s) during the
22 event. Any additional fees generated by scheduling adjustments shall be the responsibility of
23 the applicant(s).

24 (d) If the scope of the event exceeds the Palatka Police Department's manpower capacity,
25 the chief of police may contract with other law enforcement agencies to provide additional
26 resources. All contractual law enforcement personnel will work under the supervision of the
27 chief of police or his designee, and will be assigned accordingly.

28 (e) Fee schedule for determining police officer personnel ~~to be paid~~
29 by applicant(s) of event, shall be as set forth in the ~~Code of Ordinances, appendix A,~~
30 ~~schedule of fees, under chapter 50,~~ special events fee schedule.

31 **Sec. 50-226. Fire department services.**

32 (a) Unless otherwise authorized by the fire chief, the Palatka Fire Department shall be the
33 sole provider for fire department services. The number of certified fire department personnel

1 and the level of fire protection services required to service any special event shall be
2 determined by the city in the planning meeting with final approval by the city. Fire department
3 services shall be for the purpose of fire protection. Fire protection shall also be required
4 during the event, or certain aspects of the event, in any structure in which any type of
5 explosive, open flame, spark-producing device or flammable solid, liquid or gaseous material
6 is used. The fire department shall determine what is necessary to provide adequate fire
7 protection and safety for each event.

8 (b) The city shall also establish the appropriate time frames fire personnel are needed for
9 fire protection services for each aspect of the special event. The applicant(s) will provide a
10 tentative schedule of activities for each day of the event at the planning meeting.

11 (c) In the event the applicant(s) are authorized to utilize certified firefighter fireguards from
12 an agency other than the Palatka Fire Department, an agency representative must be
13 present in the planning meeting and the agency must meet the requirements for fire
14 protection as agreed in the meeting.

15 (d) Fees for fire department personnel and equipment costs to be paid by applicant(s) of
16 event, shall be as set forth in the ~~Code of Ordinances, appendix A, schedule of fees, under~~
17 ~~chapter 50, special events fee schedule.~~

18 (Ord. No. 03-23, Art. III, 10-23-2003)

19 **Sec. 50-227. Emergency medical services (EMS); advanced life support/water rescue.**

20 (a) The special events committee shall determine the minimum level of emergency medical
21 services that are necessary for the special event.

22 (b) A member of the Putnam County EMS shall be invited to attend the special event
23 planning meeting, and shall be requested to provide input regarding the minimum level of
24 EMS services required for the event. In addition, said representative shall be requested to
25 define the level of services that Putnam County EMS will provide.

26 (c) If the minimum level of EMS services determined to be necessary for the event by the
27 special events committee, with input from the Putnam County EMS representative is greater
28 than the level of service which the Putnam County EMS will provide, then the special event
29 applicant shall be required to provide, at the applicant's expense, those additional medical
30 services necessary to meet the minimum level established.

31 (d) All special events involving open-water system activities that include boats, personal
32 watercraft, canoes, kayaks, paddle boards, surf and boogie boards, and/or swimming may
33 require a two-person water rescue team with an approved rescue craft.

1 (e) Any fees for EMS personnel and equipment costs shall be the sole responsibility of the
2 applicant.

3 **Sec. 50-228. Public works services.**

4 (a) Should the services of the city parks, streets, water and sanitation department be
5 required, the number of personnel, type of equipment and the type of public works services
6 required to service the event shall be determined by the applicant(s) and the city in the
7 planning meeting. Public works department services shall generally be limited to the tasks
8 directly related to city participation in the event.

9 (b) The formula for determining the number of parks, streets, water and sanitation
10 department personnel and equipment required shall be based on the type of tasks required.
11 Unless otherwise approved by the special events committee, there shall be a minimum of
12 one sanitation worker and one parks worker scheduled for each Class "A" and Class "B"
13 event.

14 (c) Fee for public works personnel and equipment costs to be paid by applicant(s) of event,
15 shall be ~~as set forth in the Code of Ordinances, appendix A, schedule of fees, under chapter~~
16 ~~50, special events fee schedule~~ determined during the special events committee meeting.

17 (Ord. No. 03-23, Art. III, 10-23-2003)
18

19 **Sec. 50-229. Building department services.**

20 (a) The number of building department personnel and services required to service the
21 special event shall be limited to inspection services required in the initial setup of the event
22 and both a pre and post inspection of public property at the conclusion of the event for
23 performance bond purposes.

24 (b) The formula for determining the number of building department personnel required shall
25 be one inspector to perform a pre-inspection of the site and structures prior to the
26 commencement of the event and one inspector to perform the site inspection at the
27 conclusion of the event.

28 (c) Fees for building department inspections to be paid by applicant(s) of event, shall be as
29 set forth in the ~~Code of Ordinances, appendix A, schedule of fees, under chapter 50~~ special
30 events fee schedule.

1 (Ord. No. 03-23, Art. III, 10-23-2003)

1
2 **Sec. 50-230. Electrical contractor of record.**

3 Prior to the start of the special event, unless otherwise authorized by the chief building
4 official, the applicant(s) shall provide the city building department with a letter from a state certified
5 electrical contractor accepting responsibility for the quality and code compliance of all electrical work
6 performed on behalf of the applicant(s) with regard to the special event.

7 (Ord. No. 03-23, Art. III, 10-23-2003)

8 **Sec. 50-231. Portable toilets; number required; locations; servicing.**

9 (a) Any event requiring temporary restroom facilities will be required to obtain any required
10 permit(s) for these facilities from the Putnam County Health Department before the start of
11 activities.

12 (b) The number and location of portable toilets located on-site and on public property within
13 600 feet of the property on which the special event is conducted, shall be determined in the
14 planning meeting and shall be approved by the city.

15 (c) Any units located on public property shall be removed no later [than] 48 hours following
16 the last day of the event.

17 (d) If structures on the event site have toilet facilities easily identified and readily available to
18 the public, and there is no charge to the public to have access or to utilize them, they
19 may be used in the formula to determine the number of units needed. If additional
20 portable toilets are needed then it shall be determined during the Special Events
21 Committee Needs Assessment meeting.

22 (Ord. No. 03-23, Art. III, 10-23-2003)

23 **Sec. 50-232. Garbage pickup; servicing; fees.**

24 (a) The number and location of portable roll-out garbage containers, stationery garbage
25 containers and dumpsters located on public property within 600 feet of the property on which
26 the special event is conducted, shall be determined in the planning meeting and shall be
27 approved by the city.

28 (b) Transportation of all portable containers to the dumpsters shall be the responsibility of
29 the applicant. Emptying of all portable containers into the sanitary waste collection truck shall
30 be the responsibility of the city sanitation department. Additional containers shall be
1 determined in the planning meeting. Dumpster(s) may be serviced as needed by the

1 sanitation department. It shall be the responsibility of the city parks department to empty all
2 permanent decorative garbage containers and any other stationary waste receptacles owned
3 by and provided by the city. All garbage containers not owned by the city that are temporarily
4 located on public property shall be removed no later than the first day following the last day
5 of the event. Fees for the drop-off/pickup/steam cleaning of all city-owned rollout containers
6 shall be the responsibility of the applicant(s), and will be determined based on the actual cost
7 of that service.

8 (c) Applicant(s) shall be jointly responsible for maintaining the event site and public property
9 from trash, garbage, litter and any other debris within 600 feet of the boundaries of the
10 property line on which the special event takes place. This responsibility shall extend from the
11 first calendar day of the special event consecutively through the first 24-hour period after the
12 last day of the special event. The property shall be maintained in the same or better
13 conditional state existing prior to the commencement of the special event. The applicant(s) is
14 responsible for removing all remaining trash or debris gathered or relocated on the property
15 as a result of the event. If it is necessary for the city to affect a cleanup of the area, the cost
16 for the city to perform the work shall be deducted from the performance bond.
17

18 **Sec. 50-233. Location of public parking; transportation services.**

19 If required, the applicant(s) shall be responsible for submitting a plan that allows for adequate
20 public parking and transportation services to the event site. Attention shall be given to traffic
21 circulation and emergency access for police, fire, and medical personnel. The applicant(s) may be
22 required to post approved signage at all designated parking. All signs will be removed within 24
23 hours of the event closing. Written permission from property owners approving off-site parking shall
24 be provided. The applicant(s) shall designate handicapped-accessible parking pursuant to Florida
25 Statutes. The applicant(s) shall designate and maintain adequate and easily accessible parking
26 location for all security, fire protection and emergency medical service vehicles on site. Failure to
27 provide for adequate parking and/or transportation services shall be grounds for event disapproval.

28 (Ord. No. 03-23, Art. III, 10-23-2003)

29 **Sec. 50-234. Public street barricades/street closures/detours.**

30 The city shall have the full authority to dictate the closure of any city street or roadway and/or
31 the detour of all traffic flow on any city street or roadway in relation to the management of a
32 permitted special event. The applicant(s) is responsible for submitting a plan at the planning meeting
33 detailing the proposed street closure. Barricades and cones for approved locations provided by the
34 city should be returned within 24 hours after the close of the special event. Applicant(s) shall be

1 responsible for replacement of all missing or broken barricades and cones; the cost shall be
2 deducted from the performance bond. It shall be the responsibility of the applicant(s) to provide
3 setup and breakdown at the approved times as determined in the planning meeting.

4 (Ord. No. 03-23, Art. III, 10-23-2003)

5 **Sec. 50-235. Proposed traffic flow.**

6 Traffic flow and direction for all aspects of the event, including public property and onsite
7 event location, shall be determined by the city. The city shall determine those areas that may require
8 temporary "no parking" and the applicant(s) will so designate with approved signage as necessary.

9 (Ord. No. 03-23, Art. III, 10-23-2003)

10 **Sec. 50-236. Emergency vehicle access.**

11 Access, traffic lanes and parking for emergency vehicles shall be determined and approved
12 by the city. No Street shall be blocked in such a matter as to hinder the immediate passage of
13 emergency vehicles.

14 (Ord. No. 03-23, Art. III, 10-23-2003)

15 **Sec. 50-237. Pedestrian traffic access.**

16 Pedestrian traffic access from parking areas to the event shall be designated on the site
17 sketch and approved by the city. Pedestrian traffic access involving the crossing of a major
18 thoroughfare may require additional traffic control measures to be implemented, as determined in
19 the planning meeting.

20 (Ord. No. 03-23, Art. III, 10-23-2003)

21 **Sec. 50-238. Temporary structures; integrity, location.**

22 It shall be the responsibility of the applicant(s) of the special event to ensure that all
23 temporary structures erected for the special event are safe, structurally sound and adequate, based
24 on the number of persons specified to use the structure. All temporary structures shall have a Class
25 III type ladder or steps for each elevation level. The location of all temporary structures, erected for
26 the purpose of the special event, shall be approved by the city and shall not be located so as to
27 damage the environment. Canopy-style tents may be approved for use on the riverfront park. All
28 temporary structures shall be properly anchored to guard against failure in event of adverse weather
29 conditions. Applicant(s) shall submit a written certification from a state-licensed structural engineer
30 that all temporary structures in which scaffolding and/or staging equipment is utilized in construction,
31 is deemed safe and has the structural integrity necessary and appropriate for the use for which it is

1 intended. No spectators, competitors and/or participants of the special event shall be permitted on
2 the temporary structures at any time unless approved by the applicant(s) staff.

3 (Ord. No. 03-23, Art. III, 10-23-2003)

4 **Sec. 50-239. Number and location of vendors/concession/applicant(s) stands/booths.**

5 (a) All proposed vendor, concession and/or applicant(s) stands/booths or designated sites
6 for same shall be noted on the site plan sketch and approved by the city. It is recognized that
7 additional vendors and concessionaires may decide to participate after the planning meeting.
8 It shall be the responsibility of the applicant(s) to notify the city of all additional vendors and
9 their proposed locations, prior to commencement of the special event.

10 (b) The city shall require no fee of vendors, concession facilities or booths, but shall require
11 a list with a mapped location of vendors, concession facilities or booths.

12 (c) No vendor who is authorized to sell merchandise at the special event by the applicant
13 will be required to obtain an ~~occupational license~~ business tax receipt from the city as a
14 condition of selling merchandise, goods, or services during the special event. No holder of an
15 ~~occupational license~~ business tax receipt issued by the city shall be exempt for this reason
16 alone, from any fee requirement imposed by the applicant as a condition of selling goods or
17 merchandise at the special event.

18 (Ord. No. 03-23, Art. III, 10-23-2003)

19 **Sec. 50-240. Major suppliers.**

20 All major suppliers of goods and services to the applicant such as, but not limited to,
21 beverages for sale, t-shirts, entertainment and equipment leasing shall be noted on the application.

22 (Ord. No. 03-23, Art. III, 10-23-2003)

23 **Sec. 50-241. Number and location of static and mobile displays.**

24 The number and location of all static and mobile displays shall be approved by the city.
25 Displays shall meet all health and safety regulations.

26 (Ord. No. 03-23, Art. III, 10-23-2003)

27 **Sec. 50-242. Location of staff management headquarters/telephone numbers/sound**
28 **system location/uniform identification.**

29 Applicant(s) shall provide the city with the location of the special event management team
30 headquarters and telephone number(s) at which the management team can be reached during the

1 event. Name(s) of on-site contact person(s) and telephone number(s) of same shall be listed on the
2 site plan sketch. Applicant(s) staff personnel shall wear identification to indicate event affiliation
3 during the hours of the event. Location of public address sound system shall be designated, if
4 applicable.

5 (Ord. No. 03-23, Art. III, 10-23-2003)

6 **Sec. 50-243. Number and location of special needs.**

7 The number and location of activities creating special needs during the special event shall be
8 discussed and determined during the planning meeting. Specific proposed locations shall be
9 designated on the site plan sketch. These shall include such activities as launching areas for
10 watercraft, pet and animal attractions, active equipment operations, car shows and any other
11 activities unique to the special event.

12 (Ord. No. 03-23, Art. III, 10-23-2003)

13 **Sec. 50-244. Temporary signs/banners.**

14 Temporary advertisement banners may be erected no more than ~~45~~ 30 days prior to the
15 special event ~~on the property of the applicant(s) and~~ on temporary structures erected for the event
16 for the duration of the special event only. Cold air advertising structures may be permitted. Event
17 parking signs may be placed at approved parking areas during the duration of the event. The
18 applicant(s) is responsible for obtaining permission from the property owner for sign placement, It is
19 the responsibility of the applicant(s) to remove all temporary signs/banners ~~should be removed~~
20 within 48 hours after the close of the special event.

21 (Ord. No. 03-23, Art. III, 10-23-2003)

22 **Sec. 50-245. Promotional visual effects.**

23 All special lighting and/or visual effects such as high powered lighting units or fireworks
24 attractions must be approved by the city. The location of visual effects shall be approved by the city.

25 (Ord. No. 03-23, Art. III, 10-23-2003)

26 **Sec. 50-246. Fireworks displays.**

27 Any applicant desiring a fireworks display will be required to obtain a fireworks permit from
28 the Palatka Fire Marshall prior to the beginning of the event.

29 (Ord. No. 03-23, Art. III, 10-23-2003)

30 **Sec. 50-247. Tents.**

1 It shall be unlawful for any person to erect a temporary structure for use by the general public
2 as a tent without having made application for and receiving a permit to do so in accordance with the
3 conditions and limitations as established by city building, zoning and land use laws, ordinances and
4 regulations.

5 (Ord. No. 03-23, Art. III, 10-23-2003)

6 **Sec. 50-248. Carnivals/amusements/rides.**

7 (a) It shall be unlawful for any person to erect, cause to be erected, operate or maintain a
8 carnival in conjunction with any special event within the city without having made application
9 for and receiving a carnival permit and occupational license to do so in accordance with the
10 conditions and limitations set forth in this article.

11 (b) Carnivals held in conjunction with festivals or other special events shall constitute
12 activity in the course and scope of the event, and the operating days will be treated the same
13 as any day of operation. If the carnival is held within the boundaries of the special event, and
14 not at a separate location, a carnival occupational license shall not be required.

15 (c) Other than as stipulated herein, all provisions of the ordinances of the city, plus all
16 applicable fees and occupational licensure, shall apply to carnival operations.

17 (Ord. No. 03-23, Art. III, 10-23-2003)

18 **Sec. 50-249. Miscellaneous requirements.**

19 The following requirements shall be discussed and approved in the planning meeting in
20 regard to specific activities and/or operations related to the special event:

21 (1)Protection of property. Prior to any special event in which state protected property may be
22 impacted, applicant(s) shall obtain written permit approval from the Florida Department of
23 Environmental Protection and/or any other regulatory agency that may have jurisdiction over
24 such matters. The permit shall be submitted in accordance with requirements set forth
25 herein.

26 (2)Notification of neighboring properties. ~~Prior to the meeting at which an application for~~
27 ~~special event is considered by the city commission, applicant(s) may be~~ Class A event
28 organizers are required to provide written notification to all property owners located within
29 1,500 feet of the property on which the special event will occur. This notification shall
30 include the date(s), type and location of the event, area to be impacted, estimated
31 attendance number of spectators for each day of event, ~~proposed applicant(s)~~ security
32 measures and any ~~other~~ activities of the event that may adversely impact the property

1 owners of neighboring properties. Applicants must provide the special event coordinator a
2 copy of the letter; a list of names and addresses of those notified; and if the notice is hand
3 delivered, a notarized affidavit certifying that the letter was delivered a minimum of 15 days
4 prior to the event. The city may require applicant(s) to conduct a meeting with interested
5 property owners to discuss management of the event. If a meeting is scheduled, it shall be
6 conducted by the applicant(s) and held in a location designated by the city.

7 (3) Watercraft. If the special event requires the use of watercraft for competition, servicing,
8 maintenance, safety or any other reason, they shall be allowed in approved areas as only
9 to be established in the planning meeting. Temporary buoys and markers may be placed
10 with written approval from the United States Coast Guard. A copy of the approval letter
11 must be submitted to the City prior to the event.

12 (4) If the special event involves watercraft competition, waterborne rescue and lifesaving
13 personnel and equipment shall be on-duty and prepared to act to protect competitors and
14 spectators during all competition and practice. Appropriate locations for work areas for
15 watercraft shall be designated and approved by the city prior to approval of the special
16 event permit.

17 (5) No vehicles, trailers or mobile equipment shall be permitted on the riverfront outside of the
18 approved designated areas. Loading and unloading of watercraft from trailers, shall be
19 permitted only in designated locations, determined in the planning meeting. No fueling,
20 refueling or storage of fuels shall be permitted on the riverfront park, unless approved by
21 the fire department and any other government entity that has jurisdiction over such matters.

22 (6) All aircraft and aerial operations, to include fixed and rotary wing, lighter-than-air, ultra light,
23 seaplane, and parachute demonstrations, that will be utilized in any aspect of a special
24 event, shall be approved by the city. The area(s) of operation shall be appropriately marked
25 and designated by the operator as an "Aircraft Landing/Operations zone," in addition to the
26 locations of any landing activities and/or display site(s). In addition, the time of landings(s),
27 takeoff(s) and other aircraft/aerial operations related to the special event shall be approved
28 by the city. All aircraft flight operations shall conform to FAA regulations and meet minimum
29 pilot qualifications for the given type of operation intended. All refueling operations shall be
30 performed according to FAA requirements.

31 (7) All operators of any type of aircraft being used for amusement purposes shall provide the
32 city with a certificate of liability insurance coverage. ~~Insurance coverage shall provide~~
33 ~~liability insurance protection for the city,~~ in an amount of not less than \$1,000,000.00 per
34 person for bodily injury or death \$2,000,000.00 per occurrence for bodily injury or death

1 and \$500,000.00 per occurrence for property damage, naming the city as "additional
2 insured".

3 (8) Accessibility for the handicapped. All applicable laws and requirements for accessibility and
4 accommodations for the handicapped shall be met by the applicant regarding structures,
5 site locations and event activities. All existing curb cuts shall remain unblocked, unimpeded
6 and open for use by the public. Vendors must maintain a 48" clear path along the sidewalk
7 at all times.

8 (Ord. No. 03-23, Art. III, 10-23-2003)

9 **Sec. 50-250. Permit nontransferable.**

10 A permit issued under this chapter shall be nontransferable from one organization,
11 associational group or individual to another. This prohibition shall not be construed to prevent a
12 permittee from changing the name set forth in the original application; however, an amendment to
13 the original application for the license shall be filed with the city.

14 (Ord. No. 03-23, Art. III, 10-23-2003)

15 ~~Sec. 50-251. Use of riverfront.~~ **THIS IS NOW SEC. 50-221**

16 ~~Use of public property and facilities adjacent to the St. Johns River by for profit~~
17 ~~organizations, corporations, or entities, or by individuals engaged in a venture designed to generate~~
18 ~~profit, shall be restricted to activities which are dependent upon or related to water resources, such~~
19 ~~as boat races, sailing regattas, boat shows, fishing tournaments, rowing events, swimming events,~~
20 ~~water skiing events, etc.~~

21 (Ord. No. 03-23, Art. III, 10-23-2003)

22 Secs. 50-252--50-280. Reserved.

23 **DIVISION 4. SPECIAL EVENT SCHEDULE OF FEES**

24 **Sec. 50-281. Fee schedule.**

25 The following fee schedule is hereby established for all special events unless otherwise
26 waived by the city commission or its representative.

27 Attendance is based upon historical data. In a case where no historical data is available, the
28 minimum fee shall be based on the lowest per-day fee. Attendance formula means the total
29 attendance divided by the number of days of operation.

30 Class "A", Permit fees, per day:

1 TABLE INSET:

2

Attendance Rate:	Permit Fee
Up to 10,000 per day: "Class A" Permit Fee With Attendance Up to 10,000 per day	\$100.00 \$150.00
10,000-40,000 per day: "Class A" Permit Fee With Attendance 10,000-40,000 per day	\$150.00 \$225.00
40,000-80,000 per day: "Class A" Permit Fee With Attendance 40,000-80,000 per day	\$200.00 \$300.00
"Class B" permit fee, per day: "Class B" Permit Fee per day	-\$75.00 \$100.00
"Class C" "Class C" Permit Fee	-\$25.00 \$ 50.00

3 Daily fees for special events with an estimated attendance of more than 80,000 for any one day shall
 4 be set by the city commission.

5 **FEES FOR SERVICES PROVIDED BY CITY PERSONNEL:**

6 The following fees are for police and fire personnel, and the building inspector assigned to special
 7 duty to provide security services for all special events:

Police personnel:	\$23.00 per hour (2 hr. minimum)	8
Fire personnel:	\$23.00 per hour (2 hr. minimum)	9
Building Inspector:	\$50.00 per inspection for all events \$23.00 per hour (2 hr. minimum)	10

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12 (Ord.

13 No. 03-23, Art. IV, 10-23-2003

14 TABLE INSET:

15

"Class B" permit fee, per day	\$75.00
"Class C"	\$25.00

16 ~~Police security fees:~~

17 TABLE INSET:

18

Police personnel:	\$18.00 per hour (2 hr. minimum)
Labors: Parks, Streets	

Sanitation Driver:	
Fire personnel:	\$18.00 per hour (2 hr. minimum)
Building Inspector:	\$50.00 per inspection for all events

1 TABLE INSET:

Class A events:	<ul style="list-style-type: none"> ● Up to 10,000 per day: \$100.00 ● 10,000 - 40,000 per day: \$150.00 ● 40,000 - 80,000 per day: \$200.00
Class B events:	There shall be no fee charged for public works and parks personnel assigned to special duty during normal working hours. For all public works and parks personnel assigned to special duty to provide services for events held during other than normal working hours, the fee shall be \$7.00 per hour per employee (2 hour minimum)

2 ~~Fire protection personnel:~~

3 TABLE INSET:

Class A events:	Included in daily permit fee
Class B events: Fire personnel	\$18.00 per hour for fire guard personnel (2 hour minimum)

4 ~~Building department inspectors:~~

5 TABLE INSET:

6

Class A events:	Included in daily permit fee
Class B events: Building department inspectors	\$25.00 - \$50.00 per inspection for all events

7 ~~Equipment and Vehicle fees:~~

8 The following fees are for city equipment and city vehicles and assigned to special duty to provide
 9 appropriate services for all special events:

10 TABLE INSET:

11

Police cars	\$1.00 per hour per vehicle
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Fire trucks—	\$1.00 per hour per vehicle—
Public works vehicles—	\$1.00 per hour per vehicle—

1 (Ord. No. 03-23, Art. IV, 10-23-2003)