ROBERTA M. CORREA
MAYOR - COMMISSIONER

ANNIE H. DAVIS
COMMISSIONER

JUSTIN R. CAMPBELL, SR.
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

MARCIA G. CARTY, CPA, CGFO
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC, FCPC
CITY CLERK

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT

CHANTEL PIERRE, CPA
FINANCE DIRECTOR

AGENDA
CITY COMMISSION MEETING
February 26, 2026 at 6:00 PM

1. CALL TO ORDER

a. Invocation

b. Pledge of Allegiance

c. Roll Call

2. APPROVAL OF MINUTES

a. February 12, 2026

3. PUBLIC RECOGNITION/PRESENTATIONS (SPEAKERS LIMITED TO 5 MINUTES - NO ACTION TAKEN ON ITEMS)

a. IN THE SPOTLIGHT - Employee of the Month

b. Legislative Update - Becker & Poliakoff

c. Charter Review Committee Final Report Presentation- Mr. Hill, Ms. Wise, Ms. Kitchens, Ms. Rion, Mr. Shuler, Ms. Jackson, Ms. Parker-Flanders, Mr. Dolan, Ms. Svetlik, Mr. Norwood, Ms. Ellington, and Mr. Davis

4. CITY MANAGER AND ADMINISTRATIVE REPORTS

a. Fire Department update on Ladder Truck

b. Financial Report - January 2026

c. City Manager Report

5. DISCUSSION/DIRECTION

a. Grievance Policy

b. Workshop Meetings: *March 11th, 5:00 p.m.* Develop policy regarding staff and elected-official relations.
March 18th, 5:00 pm Develop Board Governance standards

c. Team Leadership Venue/Date

d. Assistant City Manager

6. PUBLIC COMMENTS

a. **Public Comments** - (Speakers limited to three minutes - no action taken on items)

b. **Commission and Staff Response**

7. CONSENT AGENDA

a. A RESOLUTION OF THE CITY OF PALATKA GRANTING APPROVAL TO HIRE R & M SERVICE SOLUTIONS TO REPLACE A BROKEN 24-INCH WATER VALVE ON THE MAIN WATER LINE FROM THE WATER PLANT FOR $182,255.00

b. ADOPT RESOLUTION 2026-R-25 granting a special events permit to Lee all Jr. for the Welcome Home Birthday Bash which will be held on 04/25/2026 at Booker Park Pavilion.

c. ADOPT RESOLUTION 2026-R-26 granting a special events permit to Mike Underwood of The Invitationil LLC for The InvitatioNIL fishing tournament.

d. ADOPT RESOLUTION 2026-R-27 granting a special events permit to Becky Williams of Kawanis for the Kiwanis Club of Azalea City Bass Tournament.

e. ADOPT RESOLUTION 2026-R-28 granting a special events permit to Paul Hamilton for the annual Wolfson Children's Bass Tournament which will be held May 15th and 16th 2026.

f. ADOPT RESOLUTION 2026-R-29 granting a special events permit to Donna Mohr for the 72nd annual Mug Race, which will be May 2nd 2026.

g. ADOPT RESOLUTION 2026-R-31 Establishing a Public Arts Advisory Committee

h. Adopt Resolution 2026-R-30 Authorizing funds for S.C.A.D.A (Supervisory Control And Data Acquisition), to AutoLogic LLC in the amount of $505,000 (100% City funded capital project) Purchase and Installation of the new Scada System, $505,000 Capital Project paid for by the city which has been budgeted.

i. ADOPT RESOLUTION 2026-R-33 Establishing a standing cold weather shelter policy

j. Appoint Sara Maxfield to the Airport Advisory Board

k. Appoint Vin Webster to the Airport Advisory Board

8. REGULAR BUSINESS

a. Recess for 10 minutes at 7:30 PM.

b. City Commission: City Manager evaluation conclusion

9. PUBLIC HEARINGS

a. Second Reading: Ordinance 2026-15 **AN ORDINANCE OF THE CITY PALATKA ADOPTING; A PREAPPROVED EXTERIOR COLOR PALATTE FOR PROPERTIES LOCATED WITHIN DESIGNATED HISTORIC DISTRICTS; ADOPTING HISTORICALLY APPROPRIATE COLORS ORGANIZED BY ARCHITECTURAL STYLE AND PERIOD; PROVIDING FOR ADMINISTRATION, INTERPRETATION, AND ENFORCEMENT BY THE CITY OF PALATKA HISTORIC PRESERVATION BOARD AND PLANNING DEPARTMENT; PROVIDING FOR SEVERABILITY, SCRIVENER'S ERRORS, AND AN EFFECTIVE DATE.**

b. Second Reading: Ordinance 2026-16 General Employee Pension Ordinance **AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, REVISING CHAPTER 2, DIVISION 4 OF THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA, ENTITLED GENERAL EMPLOYEES RETIREMENT; AMENDING SECTION 2-173 – FORMS OF PAYMENT OF PENSION; CREATING LUMP SUM BENEFIT OPTIONS; REVISING CHAPTER 2, DIVISION 6 OF THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA, ENTITLED FIREFIGHTERS' RETIREMENT PLAN; AMENDING SECTION 2-243 – FORMS OF PAYMENT OF A PENSION; CREATING LUMP SUM BENEFIT OPTIONS; REVISING CHAPTER 2, SECTION 7 OF THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA, ENTITLED POLICE OFFICERS' RETIREMENT PLAN; AMENDING SECTION 2-250.200 – FORMS OF PAYMENT OF A PENSION; CREATING LUMP SUM BENEFIT OPTIONS; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING AUTHORITY TO CODIFY; AND PROVIDING AN EFFECTIVE DATE.**

c. First Reading: Adopt Ordinance 2026-18 **AN ORDINANCE OF THE CITY OF PALATKA,**

FLORIDA, AMENDING THE PALATKA MUNICIPAL CODE TO ESTABLISH REGULATIONS FOR PUBLIC MURALS; PROVIDING DEFINITIONS, PURPOSE, PERMIT REQUIREMENTS, DESIGN REVIEW, MAINTENANCE STANDARDS, LONG-TERM CARE, AND REMOVAL/RESTORATION PROCEDURES; PROVIDING FOR ENFORCEMENT, PENALTIES, SEVERABILITY, SCRIVENER'S ERRORS, AND AN EFFECTIVE DATE.

d. Mr. Aghemo: Second Reading: Request to Annex, and Rezone 500 Browning Av. & 201 N HWY 17

i) **ORDINANCE NO. 2026-09**
AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT PROPERTY IDENTIFIED AS PARCELS 01-10-26-0250-0200-0000 AND 01-10-26-0250-0220-0050, BAILEYVILLE S/D MB2 P11 ALL OF BLKS 20+21 (EX OR314P1996) +PT OF CLOSED BAY ST OR1795 P970 RESO 2025-003 AND BAILEYVILLE S/D MB2 P11 BLK22 LOTS 5 6 (EX HWY) +THAT PART OF CLOSED HOLLY AVE, THAT LIES OUTSIDE OF THE CITY LIMITS OF PALATKA, 500 BROWNING AVENUE AND 201 NORTH HIGHWAY 17, PALATKA, FLORIDA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

ii) **ORDINANCE NO. 2026-11**
AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM PUTNAM COUNTY COMMERCIAL, RETAIL (C-2) AND RESIDENTIAL MIX (R-2) TO CITY OF PALATKA INTENSIVE COMMERCIAL (C-2), BAILEYVILLE S/D MB2 P11 ALL OF BLKS 20+21 (EX OR314P1996) +PT OF CLOSED BAY ST OR1795 P970 RESO 2025-003 AND BAILEYVILLE S/D MB2 P11 BLK22 LOTS 5 6 (EX HWY) +THAT PART OF CLOSED HOLLY AVE, THAT LIES OUTSIDE OF THE CITY LIMITS OF PALATKA, PARCELS 01-10-26-0250-0200-0000 AND 01-10-26-0250-0220-0050 , CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA, FOR THE PROPERTIES LOCATED AT 500 BROWNING AVENUE AND 201 NORTH HIGHWAY 17, PALATKA, FLORIDA 32177; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

e. Second Reading: Request to Annex, and Rezone 3129 Reid St.

i) **ORDINANCE NO. 2026-12**
AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT PROPERTY IDENTIFIED AS PARCEL 01-10-26-8650-0060-0100, SIMPKINS OF SIMPKINS MB2 P31, PT OF BLK 6+PT OF BLK 17, OF BAILEYVILLE OR79 P5(EX OR, 156 P334 RD), 3129 REID STREET, PALATKA, FLORIDA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

ii) **ORDINANCE NO. 2026-14**
AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM PUTNAM COUNTY COMMERCIAL, NEIGHBORHOOD (C-1) TO CITY OF PALATKA INTENSIVE COMMERCIAL (C-2), SIMPKINS OF SIMPKINS MB2 P3 I, PT OF BLK 6+PT OF BLK 17, OF BAILEYVILLE OR79 P5(EX OR, 156 P334 RD)_FOR THE PROPERTY LOCATED AT 3129 REID STREET, PALATKA, FLORIDA 32177, PARCEL O 1-I0-26-8650-0060-0100; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

f. Appeal to City Commission, Demolition of Chimney, HBP case 25-38 120 Kirkland Street

10. COMMISSIONER COMMENTS

11. ADJOURN

Upcoming Events	**Board Vacancies**
March 3, 4:00 p.m. Planning Board Meeting, March 5, 4:00 p.m. Historic Preservation Board, March 12, Regular Commission Meeting, March 17, 1:30 Code Compliance/Special Magistrate, March 26, at 4:00 p.m. Community Redevelopment Meeting, March 26, at 6:00 p.m. Regular Commission Meeting.	Airport Advisory Board - 5 vacancies Board of Zoning Appeals - 3 vacancies Tree Committee - 1 vacancy

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CITY of Palatka FLORIDA

Regular meetings 2nd and 4th Thursdays of each month at 6:00 PM

Commission Meeting
February 12, 2026, Minutes

Call to order

Invocation

The invocation was led my Pastor Mulberry

Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Campbell

Roll Call

Roll call was taken; Commissioner Borom, Commissioner Jones, Commissioner Davis, Commissioner Campbell and Mayor Correa were present.

Approval of Minutes

January 22, 2026, Minutes

Vote: Commissioner Campbell moved to approve January 22, 2026, minutes. Commissioner Jones seconded the motion which passed unanimously.

Public Recognition/Presentations

Approve Proclamation: African American Black History Month - Accepting: Newtown Museum and Cultural Center

Mayor Correa read the African American Black History Month Proclamation, which was accepted by the Newtown Museum and Cultural Center.

Vote: Commissioner Campbell moved to approve the proclamation. Commissioner Davis seconded the motion which passed unanimously.

Virgina Jones: City of Palatka - New Hires

Ms. Jones shared the list of new hires for the City of Palatka with the Commission: Police Officer Paul Adams, Water Plant Operator Shannon Alford, Recreation Technician Liliana Rodriguez, Police Officer Johannes Vosloo

Ms. Carty wanted to recognize an individual. Ed Chandler, Sanitation Superintendent, spoke on behalf of Ms. Carty and stated that she wanted the City to recognize Mr. Anthony Napier for the excellent work he has been doing on the job.

City Manager and Administrative Reports
Legislative Update - Becker & Poliakoff
This item was pulled and moved to the February 26, 2026, meeting.
City Attorney Jane West gave a brief update. She stated that the legislation is at the midpoint of the legislative session. Many bills have already moved forward, especially with respect to equity taxes. These bills are progressing through both chambers, the House and the Senate. Therefore, we can expect to see something on the ballot in November 2026.

Interconnectivity – Team Palatka
Ms. Carty stated that she had a meeting with a commissioner and described it as an excellent presentation. Commissioner Davis gave an overview and mentioned that Ms. Carty referred to the city staff as "Team Palatka." Commissioner Davis spoke briefly about how the city connects with neighboring communities, constituents, and our own city.

Emergency Weather Shelter Update
Community Affairs Director Eddie Cutwright provided an update on the weather shelter.
Mr. Cutwright stated that the team put a plan together as quickly as possible and, in the end, he feels it was a great success. He expressed interest in rotating the shelter around the community but noted that, for now, Jinkins is the best facility for this purpose.
Commissioner Campbell commended Mr. Cutwright and his team for the excellent work on this matter.
Mayor Correa also commended the staff and shared that the county provided the cots.
Commissioner Borom praised the staff for a job well done and recommended not involving the commission directly, suggesting instead the creation of an emergency weather response team.
Commissioner Davis commended the staff and recommended identifying a permanent location for future use.
Commissioner Jones also commended the staff and recognized Ms. Carty for her ability to manage both her training in Tallahassee and the shelter response effectively.
City Manager Report
Ms. Carty stated that the sound system will be fixed tomorrow**.** Commissioner Campbell noted that, after receiving today's email, he feels it is purposeless to invest in the current sound system if it is outdated. He recommended that staff consider a system that will serve the City for years to come, rather than spending money on an obsolete system, and suggested implementing a system that mirrors the County's system.
City Clerk Ms. Hayes explained that the amplifier went out and some wires had to be changed, adding that the issue lies in the smaller components and the uncertainty of when they might fail.
Commissioner Borom suggested hiring someone to conduct a full assessment of the system.
Commissioner Davis stated that while the system is being assessed, she would like to ensure that everyone is involved in the process.
Ms. Carty also provided updates on Rural Counties Days in Tallahassee and Legislative Action Days. She discussed critical positions, noting that applications are being accepted and interviews will begin soon. She mentioned that the City received more applications for the Public Works Engineer position and that staff may be considering the General Services Director role instead of the Assistant City Manager position these are matters currently under review.
Commissioner Campbell addressed the discussion regarding the Assistant City Manager and General Services Director positions, stating that hiring an Assistant City Manager was the direction previously set by the Commission. He requested that if there is going to be a change, it should be brought to the Commission at the next meeting so they can move forward, as he feels

this issue has been delayed for too long. He emphasized that whichever role the Commission decides on, it should be advanced without further delay.
Commissioner Davis said that she hopes Ms. Carty will provide feedback regarding the position, including rationale and more detailed information.
Commissioner Borom mentioned pending legislation and advised Ms. Carty to keep that in mind during the budget process.

Public Comments

Ms. Kitchens spoke about the property taxes**.**

Sam Deputy spoke about the 8-year project that has been going on in the downtown. He commented the businesses on his block were not notified about the sidewalk project and stated Mr. Verrechio and Ms. Amanda are working on a policy that will change that.

Pastor Mulberry stated he is doing a call for all men on Monday February 16th; at 820 N 11th Street the call is for the future of our sons.

Commissioner/Employee comments:

Mr. Bumgarner stated that there is a meeting scheduled for the following day with FDOT at 8:30 a.m., and the reason for the delay was to ensure FDOT could attend.
Commissioner Campbell recommended that as the City moves forward and anticipates potential changes, it should avoid putting itself in a position where those changes could completely alter its plans.
Commissioner Borom stated that he feels it would be prudent for the Public Information Officer to handle all communications from the City to ensure consistency and maintain one unified form of communication.

Consent Agenda

ADOPT RESOLUTION 2026-R-10 granting a special events permit to the Rodeheaver Boys Ranch for the 11th annual Bass Fishing Tournament to be held on 03/21/2026.
b. ADOPT RESOLUTION 2026-R-11 granting a special events permit to Develop Palatka Inc for the St. Patrick's Day Parade to be held on 03/21/2026.
c. ADOPT RESOLUTION 2026-R-12 granting a special events permit to Dreams Come True of Jacksonville for the 7th annual Dreams Come True Bass Tournament to be held on 03/07/2026.
d. ADOPT RESOLUTION 2026-R-19 Traffic Light Maintenance
e. ADOPT RESOLUTION 2026-R-22 Extending the lobbying contract with Becker Poliakoff for 2026, legislative session
f. ADOPT RESOLUTION 2026-R-20 Authorizing the Fire Department to accept the FM Global Grant Award, funds in the amount of $5000.00 for the purchase of new IPADS for the use of fire pre-planning.
g. ADOPT RESOLUTION 2026-R-23 Reallocate $539K of FDOT funding for the Taxiway E project
h. ADOPT RESOLUTION 2026-R-24 Price Martin Facility Hardening — Propose Scope Changes
i. Reinstate Edie Wilson to the Planning Board
j. Appoint Mark Turnbow to the Historic Preservation Board
k. Release of Lien - 2119 Oak Street

Vote: Commissioner Campbell moves to accept the consent agenda. Commissioner Davis seconded the motion which passed unanimously.

Regular Business

Discussion/Direction: Staff-Elected Officials Relations Policy
Human Resources Manager Virginia Jones stated that the policy before the Commission is being proposed because there is currently no policy governing staff and Commission **interactions.** The purpose of this policy is to promote professionalism, standards of conduct, respect, and effective working relationships. It also aims to preserve the City's administrative authority while promoting transparency and accountability.

Commissioner Jones stated that if the Commission moves forward with this type of policy and includes restrictions preventing employees from speaking with elected officials, he would like to remind everyone that City staff are also constituents and voters who elect the Commission. He expressed concern that if staff cannot speak to elected officials and share information transparently, important details may not reach the Commission. Commissioner Jones suggested holding a workshop on this policy because he feels the current version is one-sided.
Ms. Jones clarified that the Commission does not need to vote on this tonight, as was placed on the agenda for discussion.
Commissioner Campbell agreed with Commissioner Jones that the policy needs a workshop. He noted that some items in the policy were surprising to him, and while he understands the reasoning behind it, he believes it requires further work.
Commissioner Davis concurred with both Commissioner Campbell and Commissioner Jones.

City Manager Evaluation
Ms. Jones explained the process the Commission agreed upon and the steps taken for the evaluation. She stated that, in accordance with the City's employment agreement and adopted policy, the Commission has finalized the annual performance evaluation for the City Manager. Ms. Jones noted that the Commission identified areas for continued focus and improvement, including personnel management, financial management, implementation of Commission policies, providing information, and offering advice. Overall, the City Commission finds that the City Manager meets expectations during the evaluation period.
Commissioner Davis stated that the report indicates the Commission can make a recommendation to increase the City Manager's salary. She also asked whether a motion is needed to accept the evaluation as a full Commission. Ms. West advised that it would be prudent to have a vote.
Commissioner Campbell stated that he would like the motion to include that the evaluation be placed in the City Manager's personnel file.
Vote: Commissioner Davis moved that the commission accept the city managers performance appraisal for the period that has been presented and the commission does not make and salary changes at this time. Commissioner Campbell seconded the motion which passed unanimously.
Discussion: Mayor Correa stated that there are two letters of reprimand that need to come before the Commission for approval to be placed in the City Manager's file. These incidents occurred prior to the cure period that was assigned to her. Commissioner Campbell noted that he was the one who originally requested a reprimand for the incidents that happened before the cure period.
Commissioner Borom cautioned that the Commission must be careful when issuing reprimands, as employees often resign before reprimands are finalized, and such actions may not be reflected in their personnel files. He explained that there was a previous case where a director/manager used inappropriate language toward an intern, which was investigated and documented, yet nothing was added to that individual's file. He emphasized the need for consistency in handling these matters.
Commissioner Campbell stated that the Commission only has one employee, the City Manager. He clarified that decisions regarding staff members fall under the City Manager's discretion. He stressed that the Commission should not confuse its role with that of the City Manager, noting that the Commission had previously made a recommendation regarding this matter, which was voted on unanimously. After discussion, the reprimand letters will be included on the next agenda.

PUBLIC HEARINGS
Second Reading: Rezone Ordinance 2026-08 AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM CITY OF PALATKA AIRPORT DISTRICT (AP-1) TO CITY OF PALATKA LIGHT INDUSTRIAL DISTRICT (M-1) FOR THE FOLLOWING PROPERTY: PT OF SW1/4 SEC 3 + PT OF SE1/4 SEC 4 OR1184 P307,

PARCEL 03-10-26-0000-0010-0060, LOCATED AT 0 PRC WAY, PALATKA, FLORIDA; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.
Ms. West spoke about the property in place of Mr. Aghemo. Commissioner Campbell stated Mr. Aghemo did send an email to the commission advising them that he was not feeling well and Ms. West would be filling in for any questions.
Vote: Commissioner Campbell moved to approve Ordinance 2026-08. Commissioner Jones seconded the motion which passed unanimously.

Request to Annex, Amend the Future Land Use Map and Rezone 500 Browning Av. & 201 N HWY 17 ORDINANCE NO. 2026-09 AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT PROPERTY IDENTIFIED AS PARCELS 01-10-26-0250-0200-0000 AND 01-10-26-0250-0220-0050, BAILEYVILLE S/D MB2 P11 ALL OF BLKS 20+21 (EX OR314P1996) +PT OF CLOSED BAY ST OR1795 P970 RESO 2025- 003 AND BAILEYVILLE S/D MB2 P11 BLK22 LOTS 5 6 (EX HWY) +THAT PART OF CLOSED HOLLY AVE, THAT LIES OUTSIDE OF THE CITY LIMITS OF PALATKA, 500 BROWNING AVENUE AND 201 NORTH HIGHWAY 17, PALATKA, FLORIDA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE. ORDINANCE NO. 2026-10 AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED (LESS THAN 50 ACRES IN SIZE) FROM PUTNAM COUNTY COMMERCIAL (CR) AND URBAN SERVICE TO CITY OF PALATKA COMMERCIAL (COM) FOR THE FOLLOWING PROPERTIES: 500 BROWNING AVENUE AND 201 NORTH HIGHWAY 17, PALATKA, FLORIDA 32177, BAILEYVILLE S/D MB2 P11 ALL OF BLKS 20+21 (EX OR314P1996) +PT OF CLOSED BAY ST OR1795 P970 RESO 2025-003 AND BAILEYVILLE S/D MB2 P11 BLK22 LOTS 5 6 (EX HWY) +THAT PART OF CLOSED HOLLY AVE, THAT LIES OUTSIDE OF THE CITY LIMITS OF PALATKA, PARCELS 01 10-26-0250-0200-0000 AND 01-10-26-0250-0220-0050, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE. ORDINANCE NO. 2026-11 AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM PUTNAM COUNTY COMMERCIAL, RETAIL (C-2) AND RESIDENTIAL MIX (R-2) TO CITY OF PALATKA INTENSIVE COMMERCIAL (C-2), BAILEYVILLE S/D MB2 P11 ALL OF BLKS 20+21 (EX OR314P1996) +PT OF CLOSED BAY ST OR1795 P970 RESO 2025-003 AND BAILEYVILLE S/D MB2 P11 BLK22 LOTS 5 6 (EX HWY) +THAT PART OF CLOSED HOLLY AVE, THAT LIES OUTSIDE OF THE CITY LIMITS OF PALATKA, PARCELS 01-10-26-0250-0200-0000 AND 01-10-26-0250-0220-0050 , CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA, FOR THE PROPERTIES LOCATED AT 500 BROWNING AVENUE AND 201 NORTH HIGHWAY 17, PALATKA, FLORIDA 32177; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.
Discussion: Commissioner Jones stated that if the project is going to be changed, the Commission should be informed of what it is being changed to. He expressed concern that some people may not want an RV park and might prefer affordable housing instead.
Mr. Lewis provided information about the property and answered questions from the Commission.
Ms. West clarified that the applicant is legally permitted to pursue any of the options allowed under the current land use category or zoning designation.
Public Comment: Ms. Kitchen spoke about this property. She felt this should go back to the planning board to make sure it is complete.

Vote: Commissioner Davis moved to approve Ordinances 2026-9, 2026-10 and 2026-11. Commissioner Borom seconded the motion. Motion passed 3-2 with Commissioner Campbell and Commissioner Jones dissenting.

Request to Annex, Amend Future Land Use Map and Rezone 3129 Reid St. ORDINANCE NO. 2026-12 AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT PROPERTY IDENTIFIED AS PARCEL 01-10-26-8650-0060-0100, SIMPKINS OF SIMPKINS MB2 P31, PT OF BLK 6+PT OF BLK 17, OF BALEYVILLE OR79 P5(EX OR, 156 P334 RD), 3129 REID STREET, PALATKA, FLORIDA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE; ORDINANCE NO. 2026-13 AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED (LESS THAN 50 ACRES IN SIZE) FROM PUTNAM COUNTY COMMERCIAL (CR) TO CITY OF PALATKA COMMERCIAL (COM) FOR THE FOLLOWING PROPERTY: 3129 REID STREET, PALATKA, FLORIDA 32177, SIMPKINS OF SIMPKINS MB2 P31, PT OF BLK 6+PT OF BLK 17, OF BALEYVILLE OR79 P5(EX OR, 156 P334 RD); 3129 REID STREET, PARCEL 01-10-26-8650-0060-0100, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE; ORDINANCE NO. 2026-14 AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM PUTNAM COUNTY COMMERCIAL, NEIGHBORHOOD (C-1) TO CITY OF PALATKA INTENSIVE COMMERCIAL (C-2), SIMPKINS OF SIMPKINS MB2 P3 I, PT OF BLK 6+PT OF BLK 17, OF BALEYVILLE OR79 P5(EX OR, 156 P334 RD)_FOR THE PROPERTY LOCATED AT 3129 REID STREET, PALATKA, FLORIDA 32177, PARCEL O 1-I0-26-8650-0060-0100; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.
Jason Davis-Briggs spoke on behalf of the owners.
Putman Comment: Ms. Kitchens stated Baileyville is spelled incorrectly.
Vote: Commissioner Campbell moved to approve Ordinances 2026-12, 2026-13 and 2026-14. Commissioner Jones seconded the motion which passed unanimously.

First Reading: Ordinance 2026-15 AN ORDINANCE OF THE CITY PALATKA ADOPTING; A PREAPPROVED EXTERIOR COLOR PALATTE FOR PROPERTIES LOCATED WITHIN DESIGNATED HISTORIC DISTRICTS; ADOPTING HISTORICALLY APPROPRIATE COLORS ORGANIZED BY ARCHITECTURAL STYLE AND PERIOD; PROVIDING FOR ADMINISTRATION, INTERPRETATION, AND ENFORCEMENT BY THE CITY OF PALATKA HISTORIC PRESERVATION BOARD AND PLANNING DEPARTMENT; PROVIDING FOR SEVERABILITY, SCRIVENER'S ERRORS, AND AN EFFECTIVE DATE.
Vote: Commissioner Campbell moved to approve Ordinance 2026-15. Commissioner Davis seconded the motion which passed unanimously.

First Reading: Ordinance 2026-16 General Employee Pension Ordinance AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, REVISING CHAPTER 2, DIVISION 4 OF THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA, ENTITLED GENERAL EMPLOYEES RETIREMENT; AMENDING SECTION 2-173 – FORMS OF PAYMENT OF PENSION; CREATING LUMP SUM BENEFIT OPTIONS; REVISING CHAPTER 2, DIVISION 6 OF THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA, ENTITLED FIREFIGHTERS' RETIREMENT PLAN; AMENDING SECTION 2-243 – FORMS OF PAYMENT OF A PENSION; CREATING LUMP SUM BENEFIT OPTIONS;

REVISING CHAPTER 2, SECTION 7 OF THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA, ENTITLED POLICE OFFICERS' RETIREMENT PLAN; 4 AMENDING SECTION 2-250.200 – FORMS OF PAYMENT OF A PENSION; CREATING LUMP SUM BENEFIT OPTIONS; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING AUTHORITY TO CODIFY; AND PROVIDING AN EFFECTIVE DATE.
First reading: Ordinance No. 2026-17 AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA; REVISING SECTION 54-32 OF THE CITY CODE TO REDUCE THE NUMBER OF PLANNING BOARD MEMBERS FROM NINE TO FIVE AND ONE ALTERNATE; ESTABLISHING ATTENDANCE REQUIREMENTS; PROVIDING FOR SEVERABILITY, SCRIVENER'S ERRORS, AND AN EFFECTIVE DATE.
Vote: Commissioner Davis moved to approve Ordinance 2026-16. Commissioner Campbell seconded the motion which passed unanimously.

First reading: Ordinance No. 2026-17 AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA; REVISING SECTION 54-32 OF THE CITY CODE TO REDUCE THE NUMBER OF PLANNING BOARD MEMBERS FROM NINE TO FIVE AND ONE ALTERNATE; ESTABLISHING ATTENDANCE REQUIREMENTS; PROVIDING FOR SEVERABILITY, SCRIVENER'S ERRORS, AND AN EFFECTIVE DATE.
Commissioner Davis stated that the policy should remain as it is, but an attendance policy should be added.
Commissioner Borom suggested implementing alternates to fill in during absences due to illness so that quorum can still be met.
Commissioner Jones stated that he would like to see the policy remain unchanged.
Commissioner Campbell explained that he requested this item be brought forward so the Commission could address it. He noted that there is a policy that needs attention and feels there are more layers to consider than just the number of members.
Mayor Correa stated, "Let's leave things as they are and schedule a workshop on the matter."
After discussion, it was recommended that a workshop be held on this subject.
Public Comment:
Ms. Kitchens spoke on the subject as well and agreed to leave the planning board as it is.
Commissioner Campbell moved to deny this item. Commissioner Borom seconded the item which passed unanimously.

Commissioner Comments
Commissioner Campbell stated that while the Commission is receiving weekly updates, these updates are not reaching the citizens. He noted that there was a time when department heads reported during Commission meetings and recommended that Ms. Carty develop a method to share weekly staff reports with the public. He also suggested making this an agenda item.
Commissioner Jones agreed with Commissioner Campbell and mentioned Tallahassee, recommending that the Public Information Officer accompany them on trips. Commissioner Jones also requested an update on the County/City meeting regarding property boundary adjustments.
Commissioner Davis agreed with Commissioner Jones.
Mayor Correa shared that she attended a deployment ceremony earlier today and described it as a very nice event.

Adjourn
Commissioner Borom moved to adjourn

1 East Broward Blvd.
Suite 1800
Ft. Lauderdale, FL 33301
Phone: 954.987.7550 Fax: 954.985.4176

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MEMORANDUM

TO: Mayor Robbi Correa
Commissioner Annie Henderson Davis, Group1
Commissioner Justin Campbell, Group 2
Commissioner Will Jones, Group 3
Commissioner Rufus Borom, Group 4
City Manager Marcia Carty

FROM: Yolanda Cash Jackson, Shareholder
LaToya S. Sheals, Senior Government Relations Consultant
Jileah Wilder, Government Relations Consultant

DATE: February 7, 2026

RE: **2026 Legislative Update (Weeks 1-4)**

Appropriations

Budget Chairs have started to get their proposed budgets together and have contacted members to discuss priorities. In previous years, Budget Chairs released their proposed Budgets in Week 4 of the legislative session however, this past week it was shared that budget proposals will not be released until next week, Week 5, or possibly the week after, Week 6. We have communicated with your sponsors to ensure prioritization of projects. As we continue to move through the process, we will continue to communicate with the sponsors regarding the projects for the City.

Bills of Interest

"Property Tax Elimination"

The Florida House of Representatives presented eight (8) proposals relating to the elimination of Property Taxes. All eight proposals passed out of their first committee of reference, House Select Committee on Property Taxes. Four proposals have moved forward and were heard in two committees of reference and are now waiting to be heard in their final committee, Ways and Means. Three proposals, **HJR 209 by Representative Busatta**, **HJR 203 by Representative Miller, and HJR 213 by Representative Griffitts** have passed all committees of reference. The next stop for these three bills would be the House floor.

Property Insurance Relief Homestead Exemption Non-School Property Tax

HJR 209 by Representative Busatta proposes an amendment to Article VII, Section 6 of the Florida Constitution to provide an alternative second homestead exemption that is $200,000 more than the existing $25,000 second homestead exemption that applies to the assessed value between $50,000 and $75,000. This is only for homestead properties that have comprehensive homeowners insurance and applies to the assessed value of homestead property between $25,000 and $250,000, for all ad valorem taxes other than school taxes. This bill also proposes a new section of the Florida Constitution to prohibit local governments from reducing funding for services provided by law enforcement, firefighters, and first responders below a specified base year. HJR passed its final committee of reference, Ways and Means Committee by a vote of 10-5. HJR 209 was recently heard in the Revenue Estimating Impact Conference.

Phased Out Elimination of Non-School Property Tax for Homesteads

HJR 203 by Representative Miller proposes an amendment to the Florida Constitution to increase the second homestead exemption for ad valorem taxes that currently applies to the assessed value of homestead properties between $50,000 and $75,000, by adding $100,000 per year to this exemption for ten years. Beginning in 2037, the entire assessed value of homestead properties would be exempt from all ad valorem taxes other than school taxes. The Joint Resolution also proposes a new section of the Florida Constitution prohibiting local governments from reducing funding for services provided by law enforcement, firefighters, and first responders below a specified base year. HJR 203 passed its final committee of reference, Ways and Means Committee by a vote of 10-6. HJR 203 was recently heard in the Revenue Estimating Impact Conference.

Modification of Limitations on Property Assessment Increases

HJR 213 by Representative Griffitts is a joint resolution that proposes an amendment to the Article VII, Section 4 of the Florida Constitution to provide that changes in the assessed valuation of individual parcels of real property may only occur once every three years. These changes only apply to ad valorem taxes levied by counties, cities, and special districts. The amendment specifically changes the existing limitation on the annual increase of three (3) percent for homestead properties to apply every third year instead of each year. For non-homestead property, the limitation is increased to 15 percent every third year, instead of 10 percent each year. This resolution is subject to approval by 60 percent of voters during the 2026 general election, the proposed amendment will take effect on January 1, 2027. The joint resolution is not subject to the Governor's veto powers. HJR 213 passed its final committee, House Ways and Means, with a vote of 11 Yeas and 4 Nays. It is the third property tax proposal that has passed all committees and has been placed on the calendar for 2nd reading. HJR 213 was recently heard in the Revenue Estimating Impact Conference.

The proposed bills mentioned above are House proposals. Currently, the Senate has not released a proposal related to Property Taxes however, some members have released their own proposals for review:

Homestead Property Exemption for Persons Age 65 or Older

SJR 270 by Senator Bernard creates a uniform homestead exemption covering all ad valorem taxes except school district levies, applicable to owners age sixty-five or older who have held and lived in the property for at least five years and whose household income does not exceed $350,000. This bill was referred to three committees of reference and has not been heard.

SB 272 Bernard Homestead Exemption for Persons 65 and Older

SB 272 by Senator Bernard reduces the permanent residency requirement from 25 years to 5 years for seniors seeking exemption. It raises the household income threshold from $20,000 to $350,000, adjusted annually for cost of living. The bill grants full exemption from ad valorem taxes, excluding school district levies, for qualifying seniors. Lastly, the bill revises disabled veterans' exemptions to exclude those who qualify under the new full homestead exemption. This bill was referred to three committees of reference and has not been heard.

SB 276 Bernard Homestead Property Tax Benefits for Long-term Owners and Permanent Residents

SB 276 by Senator Bernard creates a new homestead exemption (s.196.078) for taxpayers who have held legal or beneficial title and used the property as a permanent residence for 30 years or more, granting a 50% reduction in assessed value (excluding school taxes). The bill sets a new assessment limitation for homestead properties owned and used continuously as a permanent residence for 20 years or more, freezing the assessed value determined in the 20th year of ownership and residency. Lastly the bill authorizes the property appraiser to track and verify eligibility based on aggregated periods of ownership and residency and permits the Department of Revenue to issue emergency rules for administration. This bill was referred to three committees of reference and has not been heard.

Housing

SB 48 by Senator Gaetz requires local governments to adopt an ordinance to allow accessory dwelling units (ADUs) in single-family residential zones with minimal restrictions as a means to provide new affordable housing measures. Under current law, local governments are authorized, but not required, to enact such ordinance. This bill expressly allows local governments to regulate the permitting, construction, and use of ADUs, with specified exceptions. In addition, this bill allows certain land donated to a local government for affordable housing to be used to provide affordable housing to military families receiving the basic allowance for housing, and directs the Office of Program Policy Analysis and Government Accountability to evaluate the potential for tiny homes. SB 48 favorably passed its three committees of reference and is ready for the Senate floor, however, it has not been scheduled yet. This bill is set to take effect on July 1, 2026. Its House companion, **HB 313 by Representative Nix**, was referred to four committees of reference and favorably passed out of its first. Currently, it has not moved to its next committee.

Homestead Exemptions

SB 110 by Senator Arrington amends s. 196.041, F.S. to provide that the owner who holds a bona-fide lease of 98 years or more in a homestead residential parcel or condominium parcel has legal or beneficial and equitable title to said property for homestead exemption purposes. Having been heard in the Revenue Estimating Conference, it was determined that SB 110 will not affect local government revenue. SB 110 passed two committees of reference and is now headed to its final committee, Senate Rules. Currently, it has not been scheduled to be heard. A similar bill, **HB 227 by Representative Maney**, favorably passed two committees of reference and is now in its final committee, House State Affairs. It is scheduled to be heard on **Tuesday, February 10, 2026, at 9:00 am.**

Local Business Taxes

SB 122 by Senator Truenow repeals ch. 205, F.S., titled "Local Business Taxes, but maintains the authority for municipalities that currently impose local business taxes measured by gross receipts to continue such levies. The bill allows municipalities that levy such taxes to revise the definition of the term "merchant," but will not be allowed to revise the tax rate. In addition, the bill eliminates numerous references to local business taxes in other statutes, removing regulatory and licensing requirements tied to such taxes. SB 122 passed its first committee of reference and is now in its second committee, Senate Finance and Tax. Currently, it is not scheduled to be heard. A similar bill, **HB 103 by Representative Botana** passed its three committees of reference after being temporarily postponed in its final committee, House State Affairs. It is now ready for the House floor and has been placed on the calendar for 2nd reading. The bill was also discussed at the Revenue Estimating Conference on Friday, February 6, 2026.

Land Use Regulations for Local Governments Affected by Natural Disasters

SB 840 by Senator DiCeglie amends provisions in SB 180, that passed in the 2025 legislative session, regarding restrictions on local government power to regulate land use following hurricanes. SB 840 narrows the geographic area subject to SB 180's restrictions and revises them to clarify the circumstances in which they will be enforced. The bill shortens the timeline that specified counties may enact new land use restrictions and moves the expiration date from 2028 to 2026. In addition, the bill reduces the number of impacted local governments by redefining the term to include only counties located partially or entirely within 50 miles, instead of 100 miles, of the track of a hurricane listed in a federal major disaster declaration. Also, the bill prohibits enforcing something that would delay hurricane-related repairs or reconstruction, requiring those repairs to comply with regulations following the hurricane, or imposing new procedures that extend approval timelines. Lastly, the bill permits local governments to request proof of hurricane damage but removes prior provisions for relief against them. SB 840 passed the Judiciary Committee by a vote of 9-0 and now moves to the Senate Rules Committee and has not been heard. **HB 1465 by Representative Andrade** was referred to three committees and has yet to be heard.

Land Use Regulations

SB 218 by Senator Gaetz amends the undesignated section of law created by Section 28 of chapter 2025-190, Laws of Florida, (CS/CS/SB 180 (2025)) to reduce the areas of the state to

which the land use regulation restrictions of that section apply. SB 218 states that all cities and municipalities in the state of Florida have been subject to the 3-year prohibition on proposing or adopting certain moratoriums and placed more restrictive plan amendments and land development regulations. The bill defines the term "impacted local government" to refer to areas designated as eligible for individual and public assistance in the federal disaster declarations for Hurricane Debby, Helene, and Milton; applies their restrictions to these impacted local governments. SB 218 passed the Senate Community Affairs Committee with a vote of 8-0 and now heads to the Senate Judiciary Committee but has not been scheduled to be heard. Its House companion, **HB 217 by Representative Abbott**, has not been heard in any of its committees.

Land Use and Development Regulations

HB 399 by Representative Borrero makes changes concerning land use and development regulations. SB 399 requires application fees for development permits and orders. The bill also requires each local government's comprehensive plan and land development regulations to include factors for assessing compatibility of residential uses, as well as, establishing requirements for examining an application for development for compatibility. The bill requires the Office of Program Policy Analysis and Government Accountability to conduct a study to identify the effect of removing the Urban Development Boundary in Miami-Dade County and other counties. HB 399 passed the House Intergovernmental Affairs Subcommittee with a vote 10-3 and now heads to the House Housing, Agriculture, & Tourism Subcommittee. Its Senate companion, **SB 208 by Senator McClain**, has passed two of its committees and is now waiting to be heard in its last committee, Senate Rules, but has not been scheduled.

Department of Commerce

SB 998 by Senator Yarborough consolidates the Florida Small Cities Community Development Block Grant Program under the Department of Commerce, revises definitions and requirements for rural communities, and strengthens enforcement of E-Verify and unauthorized alien employment provisions. The bill provides an exemption from land being reverted to the Board of Trustees of the Internal Improvement Trust Fund if the land conveyance is less than the appraised value for government agencies. The bill revises the definition of rural community. The bill repeals provisions that establish and govern the Florida Small Cities Community Development Block Grant Program. The bill requires employers to use the E-Verify system to maintain E-Verify results showing each employee is authorized to work. SB 998 passed the Commerce and Tourism Committee by a vote of 6-4 and now heads to the Senate Appropriations Committee on Transportation, Tourism, and Economic Development.

Special District Funding

SB 214 by Senator McClain and **HB 273 by Representative Johnson** expand the eligibility of special districts for financial assistance in rural communities. The bill allows state agencies to pay invoices directly to certain special districts under financial hardship provisions when these districts are located within a rural county. In addition, the bill adds special districts to the statutory definition of the term rural community. This enables them to receive benefits and programming offered to rural counties. SB 214 passed the Appropriations Committee on

Transportation, Tourism, and Economic Development by a vote 14-0 and now heads to Senate Fiscal Party but has not been scheduled to be heard. **HB 273** passed the House Housing, Agriculture, & Tourism Subcommittee by a vote of 15-0 and now heads to the House State Affairs Committee but has not been scheduled to be heard.

Data Centers

SB 484 by Senator Avila revises Florida law regarding the regulation of large-scale data centers and certain large electricity users. The bill specifies that agencies may not enter into non-disclosure agreements or other contracts restricting the agency from disclosing information about a potential data center development to members of the public. The bill maintains the authority of local governments to exercise the powers and responsibilities for comprehensive planning and land development regulation granted by law with respect to large load customers. The bill requires the Public Service Commission to develop minimum large load tariff requirements for public electric utilities. The tariff requirements must reasonably ensure that large load customers pay for their own cost of service and that the general body of rate payers do not bear the risk of non-payment of such cost. The bill prohibits public electric utilities from providing service to large load facilities owned or controlled by foreign countries of concern. The bill establishes a distinct large-scale data center consumptive use permit, permit requirements, and application process. Large-scale data centers seeking consumptive use permits may see an increase in costs relating to the application process and additional permitting requirements authorized by this bill. SB 484 passed the Senate Community Affairs Committee by a vote of 8-0 and now moves to its final committee Senate Rules and has not been scheduled to be heard.

Provision of Municipal Utility Service to Owners Outside the Municipal Limits

SB 1014 by Senator Mayfield prohibits municipal water and wastewater utilities from declining to extend water or wastewater service to a property outside of the corresponding municipality's corporate limits solely based on the owner of such property's refusal to allow the property to be annexed by the municipality. In addition, the bill creates a procedure and requirements to determine when such utilities must extend service to a customer outside the municipality's corporate limits. There are two amendments that were filed that provide definitions and prohibit a municipal utility from refusing water or wastewater service outside its city boundaries solely due to annexation refusal. SB 1014 has passed its first committee, Senate Regulated Industries, by a vote 8-0 and is now scheduled to be heard in its second committee Senate Community Affairs on Tuesday, February 10, 2026, at 3:00 pm.

Utility Services

SB 1724 by Senator Martin mandates that any new or extended agreement for retail electric, water, or sewer services be in writing and includes joint public meetings within every jurisdiction served. It requires rates, fees, and charges for water or sewer services to comply with the revised statutory limitations and public hearing requirements. Lastly, the bill obligates to hold annual public meetings to solicit customer feedback on utility-related matters. SB 1724 passed its first committee, Senate Regulated Industries by a vote of 8-0 and is now scheduled to

be heard in its second committee, Senate Community Affairs, on Tuesday, February 10, 2026, at 3:00 pm.

Waste Facilities

SB 1196 by Senator Sharief and HB 1089 by Representative Bartleman prohibit local governments and the Department of Environmental Protection from issuing construction permits for certain new solid waste disposal and waste-to-energy facilities near long authorized water impoundments. An amendment was filed on, **SB 1196**, that provides that the bill's two-mile siting prohibition for new ash-producing or waste-to-energy solid waste disposal facilities does not apply to any parcel located in a county with a population of less than 1.7 million according to the most recent decennial census. Its House companion, **HB 1089**, also filed an amendment that reduced the distance the prohibition created by the bill applies to from two miles to one mile. It removed the reference to "as measured from the stack" for the point of reference for such distance. Lastly, the amendment exempts parcel located in a county with a population of less than 1.7 million, according to the United States 2020 decennial census, from the bill's provisions. Both bills passed in their first committees of reference and are now headed to their second committees, SB 1196, Senate Community Affairs, and HB 1089, House Intergovernmental Affairs Subcommittee.

Sincerely,

CITY of Palatka
FLORIDA

February 26, 2026
Legislative Presentation

Becker
Becker & Poliakoff

City of Palatka's Legislators

Senator
Tom Leek (R)

Representative
Judson Sapp (R)

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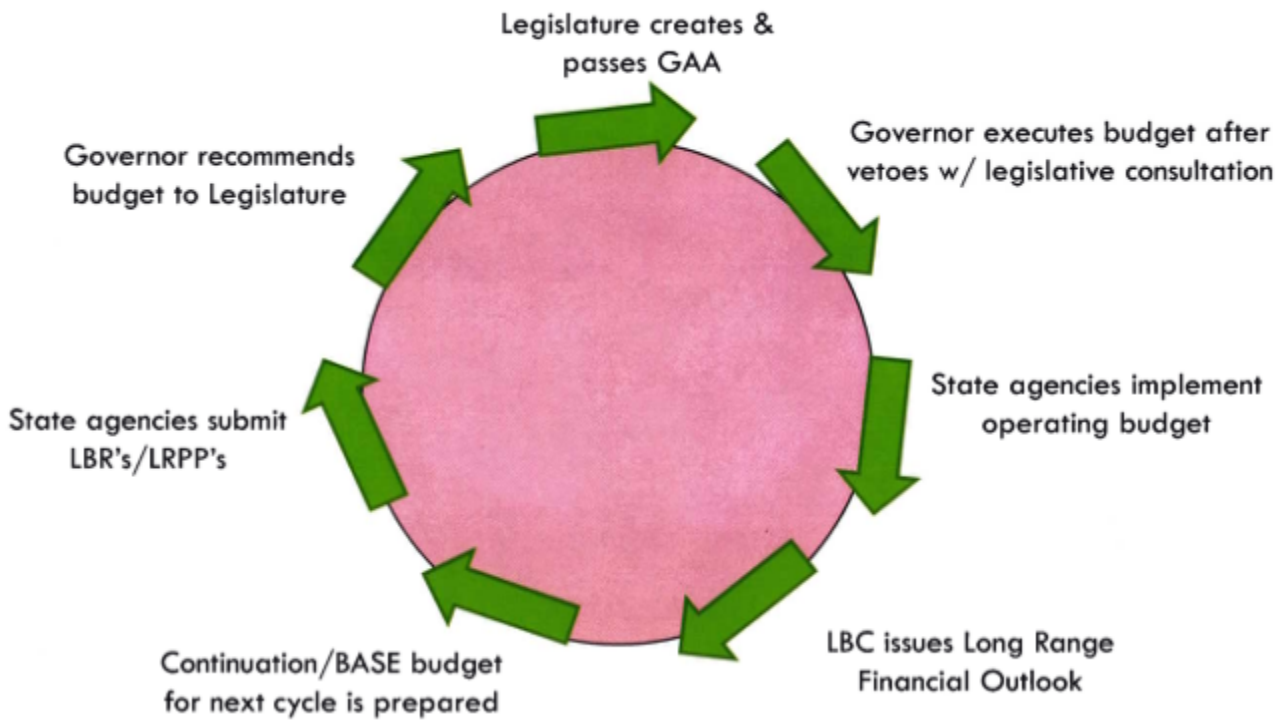
Budget Process



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FY 26-27 Proposed Budget

- Projects
  - City of Palatka Master Sanitary Lift Station
    - Amount Requested: $500,000
    - House = $0
    - Senate = $0
  - City of Palatka Fire Department Ladder Truck
    - Amount Requested: $375,000
    - **House = $187,500**
    - Senate = $0
  - City of Palatka Runway 9-27 Extension
    - Amount Requested: $900,000
    - **House: $450,000**
    - Senate: $0

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30- Day Drill Down

- Halfway through Session: What's Done so Far? 49 bills have passed at least one chamber – but none have passed both.
  - The House has passed 24 bills
  - The Senate has passed 25 bills
  - As of February 11, 2026, there were 897 bills that had not been heard in any of their assigned committees.
  - 2026 Legislative Session – 1808 bills have been filed
  - Please Note: By the date of this presentation, the numbers would have shifted.

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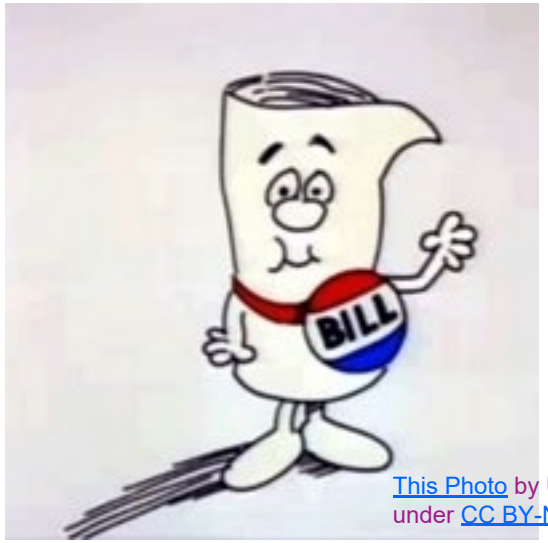
Bills of Interest



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Tributaries of the St. Johns River
HB 981 (Duggan) and SB 1066 (Brodeur)

- **HB 981** requires the Dept. of Environmental Protection to develop a project plan by July 1, 2027, for the restoration of the Ocklawaha River, which must be completed by December 31, 2032, subject to state, federal, or other funding. The project plan must provide for the restoration, increased resiliency, and recreation benefits of the Ocklawaha River, the St. Johns River, and Silver Springs. The bill also mandates the Department of Commerce to create and implement an economic development program for Marion and Putnam Counties by January 1, 2028, aligning with the restoration, recreation, and grant plans.
- **Status:** This bill passed its three committees and has been placed on the calendar for 2nd reading.

- **SB 1066**, similar to its House companion, this bill also provides that by January 1, 2028, DEP must develop a grant program for river communities in Clay, Marion, Putnam, ad St. Johns Counties to implement the outdoor recreation plan. The grant program must be competitive with the project plan and outdoor recreation plan. The DEP must implement the grant program by February 1, 2028.
- **Status:** This bill was placed on the Special- Order Calendar for Thursday, 2/19/26 however, it was **Temporarily Postponed**

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Rural Communities
SB 250 (Simon) and HB 723 (Abbott)

- This legislation is similar to the Rural Renaissance initiative that was presented in the 2025 legislative session.
- **SB 250** modernizes support for fiscally constrained counties (FCC) by updating definitions and increasing the FCC threshold from $5 million to $10 million in property tax revenue generated per mil. The bill establishes the office of Rural Prosperity within the Department of Commerce. It creates the Renaissance Grants Program to provide block grants for growth-impeded rural counties and the Public Infrastructure Smart Technology Grant Program to promote technology solutions in rural infrastructure projects. Also, the bill creates the Rural Incentive for Professional Educators Program for student loan repayment, a rural transit operating block grant program as well as amending various transportation programs – such as the Small County Road Assistance Program, the Small County Outreach Program, and the newly created Florida Arterial Road Modernization Program – to prioritize capacity, safety, and economic connectivity in rural communities. Lastly, this bill will direct new appropriations and modifies existing programs to expand housing initiatives, workforce development, broadband infrastructure, and healthcare support for rural and economically distressed areas.
- **Status:** SB 250 passed the Senate by a vote of 39-0. It is now in House Messages
- **HB 723** has not been heard in any of its House committees
- **Note:** The Florida League of Cities is monitoring these bills.

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Property Tax Elimination

- **HJR 203 Phased Out Elimination of Non-School Property Tax for Homesteads Representative Miller**
  - A proposed constitutional amendment that would establish property tax levies (cities, counties, special districts) each year for the next 10 years. In 2037, any homestead properties with taxable valuation remaining will be considered fully exempt from non-school ad valorem property taxes.
  - **Status:** This bill passed the House floor on Thursday, 2/19/26, by a vote of 80-30. An amendment was adopted that would exempt homestead property from all non-school property taxes beginning January 1, 2027.

- **HJR 209 Property Insurance Relief Homestead Exemption Non-School Property Tax Representative Busatta**
  - A proposed constitutional amendment to establish a new $200,000 homestead exemption from non-school ad valorem tax levies for homestead properties that are covered by multi-peril property insurance policies.
  - **Status:** This bill passed all three committees and has been placed on the calendar for 2nd reading.

- **HJR 213 Modification of Limitations on Property Assessment Increases Representative Griffitts**
  - A proposed constitutional amendment to change the assessment valuation caps for non-school property tax levies (cities, counties, special districts) from being adjusted each year, with homestead properties capped at 3% or the Consumer Price Index (CPI), whichever is lower, and non-hoestead properties capped at 10$ or CPI, whichever is lower.
  - **Status:** This bill passed all three committees and has been placed on the calendar for 2nd reading.
- **Note:** The Florida League of Cities and Florida Association of Counties are Opposing these bills.

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Local Business Tax
HB 103 (Botana) and SB 122 (Truenow)

- These bills propose to repeal Chapter 205, Florida Statutes, and eliminate the ability for local governments to levy local business tax. One exception is included in the bill for local governments that collect a local business tax through the use of gross sales receipts.
- **HB 103** also allows for the continued levy of an additional business tax up to 50% of the county business tax rate collected pursuant to the current s. 205.033(6), F.S., provided that the county levied the tax under current law on January 1, 2026.
- **Status:** HB 103 passed the House floor by a vote of 82-26. It has now been referred to Senate Appropriations.
- Its Senate companion, **SB 122**, passed one committee, Senate Community Affairs, by a vote of 5-1. It is now in its second committee, Senate Finance and Tax; but has not been heard.

- **Note:** The Florida League of Cities and Florida Association of Counties are Opposing these bills.

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Impact Fees
SB 548 (McClain) and HB 1139 (Gentry)

- These two bills substantially revise Florida's impact fee framework by imposing new substantive and procedural constraints on how local governments, school districts, and special districts calculate, justify, and increase impact fees.
- **SB 548** implements new requirements for local governments seeking to increase impact fee rates beyond the ordinary phase-in limitations due to extraordinary circumstances.
- Under the bill, the demonstrated-need study required to show extraordinary circumstances justifying an impact fee rate increase must specify the standards used to support the existence of such extraordinary circumstances and be accompanied by the declaration of the method and timeframe by which the impact fee increase will increase capacity.
- The bill also prohibits a local government, including a school or special district, from increasing an impact fee rate utilizing the extraordinary circumstances provisions by more than 100 percent in a 4-year period.
- Lastly the bill provides for refund and a reasonable attorney fees and costs to a petitioner in an action challenging an impact fee imposed in violation of the statute.
- **Status:** SB 548 passed its first committee, Senate Community Affairs, by a vote of 8-0. It is now in its second committee, Senate Finance and Tax, but has not been scheduled to be heard.
- Its House companion, **HB 1139**, passed all three committees and has been placed on the calendar for 2nd reading.
- **Note:** The Florida League of Cities and Florida Association of Counties are Opposing these bills.

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Land Use Regulations for Local Governments Affected by Natural Disasters

SB 840 (DiCeglie) and HB 1465 (Andrade)

- This bill amends sections 18 and 28 from last session's SB 180 (Chapter 2025-190), which placed limits on local land-use, planning, and permitting authority after a major disaster.
  - The bill revises the temporary land-use freeze applicable to counties and municipalities affected by Hurricanes Debby, Helene, and Milton.
- The bill narrows the definition of "impacted local government" from counties within 100 miles of a hurricane's track to those within 50 miles, and limits applicability to counties included in a federal major disaster declaration and municipalities within those counties.
- The bill shortens the timeline specified for counties may enact new land use restrictions and moves the expiration date from 2028 to 2026.
- Also, the bill prohibits enforcing something that would delay hurricane-related repairs or reconstruction, requiring those repairs to comply with regulations following the hurricane, or imposing new procedures that extend approval timelines.
- Lastly, the bill permits local governments to request proof of hurricane damage but removes prior provisions for relief against them.
- **Status:** SB 840 passed its final committee, Senate Rules by a vote of 24-0. It has now been placed on the calendar for 2nd reading. HB 1465 has not been heard in any committee of reference.
- Note: The Florida League of Cities Supports SB 840 and Opposes HB 1465.

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Local Government Spending HB 1329 (Benarroch) and SB 1566 (DiCeglie)

- HB 1329 increases transparency in local governments by extending the posting of tentative budgets on county, municipal, and special district websites from 2 days to 14 days before budget adoption and lengthen the final budget retention period online from 2 years to 5 years.
- The bill mandates a 10% budget-cutting exercise for counties and municipalities at least 14 days before final adoption, with the reductions posted online without compromising essential services.
- Status: HB 1329 passed 2 of its committees and is now in its final committee, House State Affairs but it has not been scheduled to be heard.
- Its Senate companion, SB 1566, passed its first committee, Senate Community Affairs by a vote of 7-1. It is now in its second committee, Senate Appropriations Committee on Agriculture, Environment, and General Government but has not been scheduled to be heard.

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- Note: The Florida League of Cities Opposes HB 1329 and SB 1566.

Local Land Planning and Development/Qualified Contractors

HB 927 (Sapp) and SB 1138 (Massullo)

- **HB 927** creates a s.163.3169, F.S., requiring local governments of a specified size to adopt a program that enables applicants to hire qualified contractors for preapplication review of development permits.
- Requires local governments to maintain a registry of at least six qualified contractors, sets minimum selection criteria, and mandates that local governments accept completed reviews from those contractors as administratively complete.
- Amends s. 177.071, F.S., to bar local governments from imposing extra conditions on administrative plat approval and specifies the acceptance and review of certain surety instruments for infrastructure assurances.
- Lastly, the bill prevents local governments from requiring final infrastructure completion before issuing building permits, allows applicants to use private providers or qualified contractors if a local government fails to meet these new requirements, and authorizes fee reductions for applicants.
- **Status:** HB 927 passed two committees and is now in its final committee, House State Affairs but has not been scheduled to be heard.
- Its Senate companion, **SB 1138**, is scheduled to be heard in its final committee, Senate Rules, on Tuesday, 2/24/26 at 12:00 pm
- Note: The Florida League of Cities Opposes HB 927 and SB 1138.

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Provision of Municipal Utility Service to Owners Outside the Municipal Limits

SB 1014 (Mayfield) and HB 1075 (Sirois)

- **SB 1014** prohibits municipal water and wastewater utilities from declining to extend water or wastewater service to a property outside of the corresponding municipality's corporate limits solely based on the owner of such property's refusal to allow the property to be annexed by the municipality.
- In addition, the bill creates a procedure and requirements to determine when such utilities must extend service to a customer outside the municipality's corporate limits. An amendment was adopted clarifying the eligibility for municipal utility service applies when the property is within one mile, measured from the closest boundary line, of a main utility line.
- **Status:** SB 1014 passed its final committee, Senate Rules by a vote of 24-0. It has now been placed on the calendar for 2nd reading.
- Its House companion, HB 1075, is now in its final committee, House Commerce, but has not been scheduled to be heard.
- Note: The Florida League of Cities Opposes the bills.
-

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Suits Against the Government (Sovereign Immunity)

HB 145 (McFarland) and SB 1366 (Brodeur)

- **HB 145** makes major changes to Florida's sovereign immunity laws, which limit the amount of damages that can be recovered in tort suits against the state and its political subdivisions, including municipalities.
- This bill would raise the liability caps from $200,000 per person and $300,000 per incident to $500,000 per person and $1 million per incident, for claims accruing on or after October 1, 2026. For claims accruing on or after October 1, 2031, the caps would increase to $600,000 per person and $1.2 million per incident.
- HB 145 would also shorten the statute of limitations from three years to 18 months for presenting tort claims to an agency and reduces negligence suits from four years to two years.
- **Status:** The bill passed its three committees and was heard on the House floor on Thursday, January 15, 2026, where it passed by a vote of 104-7. The bill has now been referred to Senate Rule and has not been scheduled to be heard.
- Its Senate companion, **SB 1366**, is in its final committee, Senate Rules, nut has not been scheduled to be heard.
- Note: The Florida League of Cities Opposes HB 145 and is monitoring SB 1366.

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Utility Services
SB 1724 (Martin) and HB 1451 (Busatta)

- **SB 1724** mandates that any new or extended agreement for retail electric, water, or sewer services be in writing and includes joint public meetings within every jurisdiction served.
- It requires rates, fees, and charges for water or sewer services to comply with the revised statutory limitations and public hearing requirements.
- Lastly, the bill obligates to hold annual public meetings to solicit customer feedback on utility-related matters.
- **Status:** SB 1724 passed its final committee, Senate Rules by a vote 21-3. It has now been placed on the calendar for 2nd reading.
- Its House companion, HB 1451, is now in its final committee, House Commerce Committee, but has not been scheduled to be heard.

- Note: The Florida League of Cities Opposes the bills.

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Housing
SB 48 (Gaetz) and HB 313 (Nix)

- **SB 48** requires local governments to adopt an ordinance to allow accessory dwelling units (ADUs) in single-family residential zones with minimal restrictions as a means to provide new affordable housing measures.
- Under current law, local governments are authorized, but not required, to enact such ordinance. This bill expressly allows local governments to regulate the permitting, construction, and use of ADUs, with specified exceptions.
- The ADU must be assessed separately for ad valorem tax purposes if the primary residence is a homestead property.
- In addition, this bill allows certain land donated to a local government for affordable housing to be used to provide affordable housing to military families receiving the basic allowance for housing, and directs the Office of Program Policy Analysis and Government Accountability to evaluate the potential for tiny homes.
- **Status:** SB 48 passed the Senate floor by a vote of 38-0. It is now in House messages.
- Its House companion, **HB 313 by Representative Nix**, was referred to four committees of reference and favorably passed out of its first. Currently, it has not moved to its next committee.
- **Note:** The Florida League of Cities is monitoring these bills.

Land Use Regulation
SB 218 (Gaetz) and HB 217 (Abbott)

- **SB 218** amends the undesignated section of law created by Section 28 of chapter 2025-190, Laws of Florida, (CS/CS/SB 180 (2025)) to reduce the areas of the state to which the land use regulation restrictions of that section apply.
- SB 218 states that all cities and municipalities in the state of Florida have been subject to the 3-year prohibition on proposing or adopting certain moratoriums and placed more restrictive plan amendments and land development regulations.
- The bill defines the term “impacted local government” to refer to areas designated as eligible for individual and public assistance in the federal disaster declarations for Hurricane Debby, Helene, and Milton; applies their restrictions to these impacted local governments. This change would exclude 13 counties and the municipalities within them from retroactive and forward-looking restrictions in that section. The counties no longer covered would be Monroe, Nassau, Gadsden, Liberty, Calhoun, Jackson, Bay, Washington, Holmes, Walton, Okaloosa, Santa Rosa, and Escambia.
- **Status:** SB 218 is scheduled to be heard in its final committee, Senate Rules, on Tuesday, 2/24/26 at 12:00 pm.
- Its House companion, **HB 217 by Representative Abbott**, has not been heard in any of its committees.
- Note: The Florida League of Cities Supports the bills

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Land Use Development Regulations
HB 399 (Borrero) and SB 208 (McClain)

- **HB 399** makes changes concerning land use and development regulations. HB 399 requires application fees for development permits and orders. The bill also requires each local government's comprehensive plan and land development regulations to include factors for assessing compatibility of residential uses, as well as, establishing requirements for examining an application for development for compatibility.
- The bill requires the Office of Program Policy Analysis and Government Accountability to conduct a study to identify the effect of removing the Urban Development Boundary in Miami-Dade County and other counties.
- Status: HB 399 is in its final committee, House State Affairs, but has not been scheduled to be heard.
- Its Senate companion, **SB 208 by Senator McClain**, is scheduled to be heard in its final committee, Senate Rules on, Tuesday 2/24 at 12: 00 pm.
- **Note:** The Florida League of Cities is monitoring these bills.

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Department of Commerce
SB 998 (Yarborough) and HB 741 (Owen)

- **SB 998** consolidates the Florida Small Cities Community Development Block Grant Program under the Department of Commerce, revises definitions and requirements for rural communities, and strengthens enforcement of E-Verify and unauthorized alien employment provisions.
- The bill provides an exemption from land being reverted to the Board of Trustees of the Internal Improvement Trust Fund if the land conveyance is less than the appraised value for government agencies. The bill revises the definition of rural community.
- The bill also repeals provisions that establish and govern the Florida Small Cities Community Development Block Grant Program and requires employers to use the E-Verify system to maintain E-Verify results showing each employee is authorized to work.
- Status: SB 998 is now in its second committee, Senate Appropriations Committee on Transportation, Tourism, and Economic Development but has not been scheduled to be heard.
- Its House Companion, HB 741 is in its final committee, House Commerce, but has not been scheduled to be heard.
- **Note:** The Florida League of Cities is monitoring these bills.

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Special District Funding
SB 214 (McClain) and HB 273 (Johnson)

- **SB 214** and **HB 273** expand the eligibility of special districts for financial assistance in rural communities. The bills allow state agencies to pay invoices directly to certain special districts under financial hardship provisions when these districts are located within a rural county.
- In addition, the bill adds special districts to the statutory definition of the term rural community. This enables them to receive benefits and programming offered to rural counties.
- **Status: SB 214** is now in its final committee, Senate Fiscal Party but has not been scheduled to be heard. **HB 273** is now in its final committee, House State Affairs Committee but has not been scheduled to be heard.

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Official Actions of Local Governments
SB 1134 (Yarborough) and HB 1001 (Black)

- **SB 1134 creates** new sections in the Florida Statutes defining diversity, equity, and inclusion and expressly banning counties and municipalities from promoting, funding, or adopting official actions that further such initiatives.
- The bill voids existing ordinances, rules, and policies related to diversity, equity, and inclusion and disallows the use of any public funds to create or maintain DEI offices or to employ DEI officers.
- The bill also classifies violations by local government officials as misfeasance or malfeasance in office and authorizes civil actions by residents, with remedies including injunctive relief, damages, and costs.
- Lastly, the bill Allows exceptions to ensure compliance with state and federal laws, recognition of federally or state-designated holidays, and content-neutral permitting of events.
- **Status:** SB 1134 passed its final committee, Senate Rules by a vote of 19-5. It has now been placed on the calendar for 2nd reading.
- Its House Companion, HB 1001, is in its final committee House Commerce but has not been scheduled to be heard.
- **Note:** The Florida League of Cities is monitoring these bills.

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CITY CLERK

CITY OF PALATKA
CHARTER REVIEW COMMITTEE
FINAL REPORT
FEBRUARY 26, 2026

THE FINAL REPORT OF THE CITY OF PALATKA'S INAUGURAL CHARTER REVIEW COMMITTEE PROPOSES AMENDING THE PALATKA CHARTER TO: PROVIDE A PREAMBLE; REMOVE SECTIONS THAT ARE NO LONGER RELEVANT; ADD A SECTION DEFINING THE CITY'S POWERS; CLEANS UP LANGUAGE FOR CLARITY AND RELEVANCE; ESTABLISHED THE TIME FRAME FOR COMMISSIONER'S RESIDENCY REQUIREMENTS AND REMOVES LANGUAGE REGARDING THE CITY RUNNING ITS OWN ELECTIONS; REQUIRES PHYSICAL ATTENDANCE AT MEETINGS FOR PURPOSES OF ESTABLISHING A QUORUM; REVISES THE TIMING OF TAKING OFFICE; ADDS THE ROLE OF VICE-MAYOR, UPDATES LANGUAGE AND CORRECTS ERRORS; CORRECTS GENDER-SPECIFIC LANGUAGE; ADDS A NEW SECTION FOR QUALIFICATION OF ELECTED OFFICIALS; ADDS A NEW SECTION PROHIBITING INTERFERENCE WITH ADMINISTRATION; DELETES THE CITY MANAGER'S HIRING AND FIRING OF THE CITY ATTORNEY; ADDS A CITY MANAGER RESIDENCY REQUIREMENT; ADDS A SECTION RELATING TO THE CITY ATTORNEY; ADDS A SECTION ESTABLISHING REGULAR CHARTER REVIEWS; ADDS A CITIZEN REFERENDUM PROCESS.

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A. AGENDAS OF ALL MEETINGS HELD BY CRC
B. MINUTES OF ALL MEETINGS HELD BY CRC

BOARD MEMBERS:
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CITY of Palatka
FLORIDA

MARCIA CARTY, CPA,CGFO
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC
CITY CLERK

February 26, 2026

Dear Mayor and Commissioners:

On behalf of the Charter Review Committee, we greatly appreciate the honor of serving together for this inaugural review of the City's 1853 Charter. We met, discussed, reviewed research and listened to legal and municipal experts, department heads and staff. We formed sub-committees to conduct deep dives into issues and reported back to the committee at large. Over the course of two years our discussions, and occasional debates, provided a wide array of perspectives that each committee member brought to the table. It was a valuable and rewarding experience for all of us. You will find our recommendations attached.

We also believe it is our responsibility to share recommendations beyond the charter itself, as the document is most successfully implemented and upheld through effective administration, which starts with a robust communication campaign to the City's residents and business owners. We are sharing these points in the order of the charter's articles in the hope they will help the commission and the City going forward.

Part I -Proposed preamble: Having reviewed the preambles of other cities in Florida and using the National Civic League's Model City Charter as a guide, we find that this declaration allows the citizens to state common beliefs, commitments and visions for Palatka.

Part I, Article I, Section 1-4: This Charter amendment will delete Sections 1-4 of Article I as they are no longer relevant because it relates to abolishing the old municipality in 1923 and reestablishing a new municipality. The renumbering would renumber section 5 (boundaries) as section 2 – to remain boundaries.

Part I, Article I, Section 1: A charter should begin by defining the scope of the city's powers. It should address the context in which such powers operate, including the effect of state law and the desirability of cooperation with other localities. This section accomplishes that objective.

Part I, Article II, Section 21: The current language sought to establish the election cycle starting from the year 1947. The proposal deletes irrelevant language and removes the language for when

elected officials should take office because the time designated for assuming office is addressed in Section 24. It also codifies the fact that Palatka does not have term limits.

Part I, Article II, Section 22 : The revision clarifies how long a commissioner must be residents of the City of Palatka – at least six months prior to the election. It also deletes language that made reference to the City of Palatka running its own elections, since we no longer do so. The Putnam County Supervisor of Elections runs our elections, thus ensuring consistency, trustworthiness and fiscal savings for the City.

Part I, Article II, Section 23 : This Charter amendment requires the physical attendance of a majority of the members elected to the city commission to establish a quorum.

Part I, Article II, Section 24 : The time frame between an election and being sworn into office was deemed too long. This revision puts Palatka in conformance with Putnam County Commissioners getting sworn into office.

Part I, Article II, Section 26 : This amendment adds the role of Vice-Mayor and updates the section pertaining to the Mayor's power by revising to include less gender-specific language.
Part I, Article II, Section 27 : This amendment adds less gender-specific language.

Part I, Article II, Section 29 : This amendment adds a new section to the Charter requiring a background check for candidates seeking to become an elected official in the City of Palatka.

Part I, Article II, Section 30 : This amendment seeks to limit interference by commissioners with the city manager's administration.

Part I, Article III, Section 39 : This amendment removes the power of the City Manager to hire or fire the City Attorney, and instead vests that power exclusively with the City Commission. The amendment also adds less gender-specific language.

Part I, Article III, Section 40 : This amendment requires the City Manager to become a permanent resident of the City within one year of being hired.

Part I, Article IV, Section 48 : This amendment deletes a provision relating to the City conducting its own elections. The City's elections are administered through the Putnam County Supervisor of Elections.

Part I, Article V, Section 59 : This amendment establishes that the city commission, not the city manager, has the hiring and firing power over the city attorney.

Part I, Article V, Section 60 : This amendment seeks to prevent a long delay between charter revisions and established a charter review committee to meet every decade, and establishes criteria for appointment on the committee.

Part I, Article V, Section 61 : This amendment establishes the procedures for a citizen initiative referendum process.

We appreciate the opportunity to share these recommendations in the spirit of improving Palatka's governance. It has been an honor to serve on this committee; we each took our charges seriously and have been deliberate in our review. We are available to discuss these recommendations in greater detail should that be desired.

Sincerely,

TERRILL HILL, CHAIR	ALLEGRA KITCHENS, VICE CHAIR
TOM DOLAN	TERESA JACKSON
JAMES NORWOOD	TIFFANY PARKER FLANDERS
LEIGH RION	MATT SHULER
AUDREY WISE	ANNIE SVETLIK
MARGARET ELLINGTON	JEREMY DAVIS

CITY OF PALATKA
CHARTER REVIEW COMMITTEE
INTRODUCTION

After a Workshop held on January 8, 2024 to discuss the establishment of a Charter Review Committee, the City of Palatka City Commission voted unanimously to approve of a Charter Review Committee (hereinafter "CRC") on February 8, 2024, pursuant to Resolution 2024-R-31. Initially, the CRC consisted of 10 members with one alternate, appointed by the City Commission. Later that month, on February 22, 2024, the City Commission voted to increase the members of the CRC to twelve with one alternate, pursuant to Resolution 2024-R-35.

The initial committee members consisted of Terrill Hill, Allegra Kitchens, Matt Shuler, Tom Dolan, James Norwood, Tiffany Parker-Flanders, Annie Davis, Annie Svetlik, Audrey Wise Leigh Rion, Teresa Jackson, and Jeremy Davis. Upon the election of Annie Davis to the City Commission in the fall of 2024, she stepped down from the CRC and nominated Margaret Ellington to take her place.

The initial committee members were welcomed by the City Clerk, informing the members that their term would expire upon the election in 2026. The members were briefed by the City Attorney on their requirements to comply with Florida's Government in the Sunshine Manual. Additional resources on Sunshine Law from the Florida Attorney General's office were also provided. On March 26, 2024, the CRC held its first meeting. Lynn Tipton from the Florida League of Cities provided an informative presentation on charter review. An introduction to parliamentary procedure was provided by the City Clerk. The CRC members were administered the Oath of Office and promptly selected their Chair, Terrill Hill, and Vice-Chair, Allegra Kitchens. Annie Svetlik was designated as the CRC's alternate. The City Attorney, Jane West, provided an overview on Florida's Sunshine Law and broadly covered the scope of work for the committee together with the deadlines that the committee had to comply with to have revisions placed on the November 2026 ballot.

The CRC held seventeen (17) public meeting on March 26, 2024, May 29, 2024, August 22, 2024, October 8, 2024, November 20, 2024, January 13, 2025, February 24, 2025, March 24, 2025, April 22, 2025, June 2, 2025, August 19, 2025, September 9, 2025, September 30, 2025, October 14, 2025, October 28, 2025, December 3, 2025 and January 7, 2025. In addition, sub-committees were formed over the course of the two-year review process to conduct research and report back to the CRC. These included a fact-finding subcommittee on voting at-large vs. single district, and a fact-finding subcommittee on elections and building height restrictions. The primary objective at each meeting was to discuss sections of the City's Charter and make recommendations for City Commission's consideration. All meetings were publicly noticed, public comment was welcomed, and minutes were kept in accordance with Florida's Sunshine and Public Records Laws.

By consensus, the Committee decided to review the entire Charter by section. At its May 29, 2024 meeting the Committee established some sub-committees and commenced review of Article I of the Charter. A great deal of discussion ensued regarding the number of commissioners and whether to maintain a city-manager form of government or strong mayor form of government. The CRC discussed the election cycle, and the pros and cons of term limits. The CRC also discussed whether to add geographical areas to the elected groups, because while there are districts the commissioners are voted into office by the electors at-large. Discussion regarding when newly elected city commissioners should take office also ensued. The delay from November to January had caused issues in the past. A sub-committee was formed to research the timing of elections and volunteers were selected.

Over the course of the next year, the CRC had the privilege of meeting with the Supervisor of Elections, Charles Overturf, who provided a brief overview about canvassing boards, background checks and the necessary qualifications for running for office. The CRC also received presentations from Brett Dennis and Jud Neufeld of the Palatka Gas Authority, Yul McNair of the Palatka Municipal Airport, Police Chief Jason Shaw and Virginia Jones. The CRC is grateful for the time and dedication of all the presenters who patiently answered questions and provided meaningful insight on a variety of issues.

During the last half of 2025, the proposed revisions to the Charter came into sharper focus as the actual verbiage of the proposed charter revisions were finalized. The City Attorney prepared a table, attached to this Final Report, and the CRC voted for a final time on all the proposed recommendations for the City Commission. In total, eighteen ballot questions are presented for the City Commission to consider placing on the November 2026 ballot.

SECTION III – AMENDMENTS RECOMMENDED BY THE CHARTER REVIEW COMMITTEE

QUESTION 1

Ballot Title, Summary and Proposed Amendment – Preamble

A. **Introduction/Purpose.**
This Charter amendment would create a preamble to the charter. Many other municipalities have preambles, but the City of Palatka's charter does not. While the preamble does not create any specific rights or duties, it provides a statement of who Palatka is and its goals.

B. **Ballot Proposal:** The ballot title and question for Question #1 are as follows:

CREATING A PREAMBLE TO THE CHARTER OF THE CITY OF PALATKA

Amending the charter by creating a preamble, stating the values, goals and purposes of the charter. This charter amendment does not create any new rights, duties, obligations, or prohibitions.

C. **Text Revisions**: Part I, Preamble of the City of Palatka Charter is created. (Underline text is added to the charter).

PART I - PREAMBLE
We the people of the City of Palatka, under the constitution and laws of the state of Florida, in order to secure the benefits of local self-government and to provide for an honest and accountable commission-manager government do hereby adopt this home rule charter and confer upon the city the following powers, subject to the following restrictions, and prescribed by the following procedures and governmental structure. By this action, we affirm the values of representative democracy, home rule and self-determination, professional management, strong political leadership, public engagement, diversity, justice, environmental stewardship, equality and inclusiveness.

QUESTION 2

Ballot Title, Summary and Proposed Amendment – Part I, Article I, Sections 1-4

A. **Introduction/Purpose.**
This Charter amendment will delete Sections 1-4 of Article I as they are no longer relevant as it related to abolishing the old municipality in 1923 and reestablishing a new municipality. The renumbering would renumber section 5 (boundaries) as section 2 – to remain boundaries.

B. **Ballot Proposal:** The ballot title and question for Question #2 are as follows:

DELETING SECTIONS THAT ARE NO LONGER RELEVANT AND RENUMBERING

This Charter amendment will delete Sections 1-4 of Article I as they are no longer relevant and will renumber the sections accordingly.

C. **Text Revisions**: Part I, Article I, Section 1-4 are amended. (Underline text is added to the charter and ~~strikethrough~~ text is removed).

~~**Sec. 1. - Old municipality abolished.**~~
~~That the existing municipality of the City of Palatka, in the County of Putnam, State of Florida, be, and the same is hereby abolished.~~
~~(Laws of Fla., ch. 9875(1923), § 1)~~
~~**Sec. 2. - New municipality established; right of perpetual succession, use of common seal.**~~
~~That all the inhabitants comprehended within the limits of the territory hereinafter described shall be and are hereby constituted a municipal corporation, as a body politic and corporate, under and by the name of the City of Palatka, and as such shall have perpetual succession and shall have and use a common seal and change the same as [at] its pleasure.~~
~~(Laws of Fla., ch. 9875(1923), § 2)~~
~~**Sec. 3. - Vesting of choses in action, property, etc., of old municipality.**~~
~~That the title, rights and ownership of property, uncollected taxes, dues, claims, judgments, decrees and choses in action, held or owned by the municipality of Palatka shall pass to, and be vested in the municipal corporation organized under this act to succeed the municipality abolished.~~
~~(Laws of Fla., ch. 9875(1923), § 4)~~
~~**Sec. 4. - Contracts, debts, etc., of old municipality.**~~
~~That no obligation or contract of the said municipality including bonds heretofore issued, shall be impaired or avoided by this act, but such debts and obligations shall pass to and be binding upon the new municipality hereby created.~~
~~(Laws of Fla., ch. 9875(1923), § 5)~~
Sec. 2. - Boundaries

QUESTION 3

Ballot Title, Summary and Proposed Amendment – Part I, Article I, Section 1

A. **Introduction/Purpose.**
This charter amendment explains the purpose of a city charter and begins by defining the scope of the city's powers. It addresses the context in which such

powers operate, including the effect of state law and the desirability of cooperation with other localities.

B. **Ballot Proposal:** The ballot title and question for Question #3 are as follows:

ADDING A SECTION DEFINING THE CITY'S POWERS

C. **Text Revisions**: Part I, Article I, Section 1 is amended. (Underline text is added to the charter).
The City of Palatka shall have all powers possible for a city to have under the constitution and laws of Florida as fully and completely as though they were specifically enumerated in this charter. The powers of the City of Palatka under this charter shall be construed liberally in favor of the city, and the specific mention of particular powers in the charter shall not be construed as limiting in any way the general power granted in this article. The City of Palatka may participate by contract or otherwise with any governmental entity of this state or any other state or states or the United States in the performance of any activity which one or more of such entities has the authority to undertake.

QUESTION 4

Ballot Title, Summary and Proposed Amendment – Part I, Article II, Section 21

A. **Introduction/Purpose.**
This charter amendment deletes irrelevant language and removes the language for when elected officials should take office because the time designated for assuming office is addressed in Section 24. It also codifies the fact that Palatka does not have term limits.

B. **Ballot Proposal:** The ballot title and question for Question #4 are as follows:

CLEANING UP LANGUAGE FOR CLARITY AND RELEVANCE

C. **Text Revisions**: Part I, Article II, Section 21 is amended. (Underline text is added to the charter and ~~strikethrough~~ text is removed).

The form of government of the City of Palatka, provided for under this act, shall be known as the "commission-manager plan," and there is hereby created a city commission for said city, which shall consist of five (5) persons, who shall be elected at large, one of whom shall be mayor~~. Said commissioners and mayor shall hold office beginning on the first Monday in January next after their election as herein provided in the manner following:~~ Elections shall occur in four-year, staggered terms that take place every two years. Elections for the mayor and

commissioner groups 2 and 4 shall coincide with federal mid-term elections. Elections for commissioner groups 1 and 3 shall coincide with federal general elections. Terms for the mayor and all city commissioners shall be four (4) years. There are no restrictions on reelection to subsequent four-year terms.

QUESTION 5

Ballot Title, Summary and Proposed Amendment – Part I, Article II, Section 22

A. **Introduction/Purpose.**
The revision clarifies how long a commissioner must be residents of the City of Palatka and deletes language that made reference to the City of Palatka running its own elections.

B. **Ballot Proposal:** The ballot title and question for Question #5 are as follows:

ESTABLISH TIME FRAME FOR COMMISSIONER'S RESIDENCY REQUIREMENT AND REMOVE LANGUAGE REGARDING THE CITY RUNNING ITS OWN ELECTIONS.

C. **Text Revisions**: Part I, Article II, Section 22 is amended. (Underline text is added to the charter and ~~strikethrough~~ text is removed).

Section 22 – Commissioner – Residency requirements; bond; ~~who is judge of election and qualifications.~~
Members of the city commission shall be residents of the City of Palatka for six months prior to the election, and shall have the qualifications of electors. The mayor and commissioners must maintain their residency within the city throughout their term. The mayor and each of the commissioners shall furnish a surety bond in such sum as shall be prescribed by ordinance, but not less than five thousand dollars ($5,000.00), payable to the City of Palatka, said bond to be approved by the city attorney. The bond premium shall be paid out of the City's General Revenue fund. ~~The city commission shall be judge of the election and qualification of its own members.~~

QUESTION 6

Ballot Title, Summary and Proposed Amendment – Part I, Article II, Section 23

A. **Introduction/Purpose.**
This Charter amendment requires the physical attendance of a majority of the members elected to the city commission to establish a quorum.

B. **Ballot Proposal:** The ballot title and question for Question #6 are as follows:

REQUIRING PHYSICAL ATTENDANCE AT MEETINGS FOR PURPOSES OF ESTABLISHING A QUORUM.

C. **Text Revisions**: Part I, Article II, Section 23 is amended. (Underline text is added to the charter and ~~strikethrough~~ text is removed).

Section 23 ~~–Same~~ – Majority constitutes quorum; number for adjournment; compelling physical attendance of members; vote required for adoption of ordinances, resolutions, entrance on journal.
"The physical attendance of a majority of the members of all members elected to the city commission shall constitute a quorum but a less number may adjourn from time to time to compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance. Members elected to the city commission may attend virtually if a majority is physically in attendance notwithstanding a state of emergency having been declared by the Governor of the State of Florida. An affirmative vote of three commissioners shall be necessary to adopt any ordinance or resolution and the passage of all ordinances and resolutions shall be taken by an affirmative response or a negative response and entered unto the journal."

QUESTION 7

Ballot Title, Summary and Proposed Amendment – Part I, Article II, Section 24

A. **Introduction/Purpose.**
This Charter amendment revises the time frame between an election and being sworn into office because it was deemed too long of a delay. This revision puts Palatka in conformance with Putnam County Commissioners getting sworn into office.

B. **Ballot Proposal:** The ballot title and question for Question #7 are as follows:

REVISES THE TIMING OF TAKING OFFICE.

C. **Text Revisions**: Part I, Article II, Section 24 is amended. (Underline text is added to the charter and ~~strikethrough~~ text is removed).

~~At 7:30 p.m., on the first Monday in January next after each annual municipal election, the city commission shall meet at the usual place for holding the meetings of the legislative body of the city, at which time the newly elected commissioners shall assume the duties of office. This meeting may be held at an alternate meeting~~

~~place as prescribed by ordinance. If the first Monday in January falls on New Year's Day, this meeting shall be held on the second Monday in January. Thereafter the city commission shall meet at such time as shall be prescribed by ordinance or resolution, except that it shall meet regularly not more than once each week.~~

Section 24 – ~~Same~~ – Newly elected, time designated for assuming office; ~~regular meetings~~.

The newly elected mayor and commissioners shall be sworn in and assume office on the first regular or special city commission meeting following certification of their election results.

QUESTION 8

Ballot Title, Summary and Proposed Amendment – Part I, Article II, Section 25

A. **Introduction/Purpose.**
This amendment deletes the word "same" in the section heading, as it is not the same as the previous heading.

B. **Ballot Proposal:** The ballot title and question for Question #8 are as follows:

DELETES THE WORD "SAME".

C. **Text Revisions**: Part I, Article II, Section 25 is amended. (~~Strikethrough~~ text is removed).

Section 25 – ~~Same~~ – Filling vacancies on commission other than those resulting from recall.

QUESTION 9

Ballot Title, Summary and Proposed Amendment – Part I, Article II, Section 26

A. **Introduction/Purpose.**
This Charter amendment adds the role of Vice-Mayor, updates the section pertaining to the Mayor's power by revising to include less gender-specific language.

B. **Ballot Proposal:** The ballot title and question for Question #9 are as follows:

ADDS THE ROLE OF VICE-MAYOR, UPDATES LANGUAGE AND CORRECTS ERROR.

C. **Text Revisions**: Part I, Article II, Section 26 is amended. (Underline text is added to the charter and ~~strikethrough~~ text is removed).

Sec. 26. - Mayor, Vice-Mayor, power and authority.
The mayor shall preside at all meetings of the commission and perform such duties as shall be consistent with ~~his~~ the mayor's office, and ~~he~~ the mayor shall have the same power and authority as other commissioners and a voice and a vote in the proceedings of the commission, but no ~~vote~~ veto power. ~~He~~ The mayor shall use the title of mayor in any case in which the execution of legal instruments of writing or other necessity arising under the provisions of this act or the general laws of the state so require; but this shall not be construed as conferring upon ~~him~~ the mayor the administrative or judicial functions of a mayor under the general laws of the state. The city commissioners shall vote at the beginning of each fiscal year to appoint a vice-mayor. The vice-mayor shall serve as acting mayor when the mayor is absent.

QUESTION 10

Ballot Title, Summary and Proposed Amendment – Part I, Article II, Section 27

A. **Introduction/Purpose.**
This Charter amendment adds less gender-specific language.

B. **Ballot Proposal:** The ballot title and question for Question #10 are as follows:

CORRECTS GENDER-SPECIFIC LANGUAGE.

C. **Text Revisions**: Part I, Article II, Section 27 is amended. (Underline text is added to the charter and ~~strikethrough~~ text is removed).

Every officer of the city shall, before entering upon the duties of his or her office, take and subscribe to an oath or affirmation to be filed and kept in the office of the city clerk; which oath shall be in the form prescribed for state officers by the constitution of the state.

QUESTION 11

Ballot Title, Summary and Proposed Amendment – Part I, Article II, Section 29

A. **Introduction/Purpose.**
This Charter amendment adds a new section to the Charter requiring a background check for candidates.

B. **Ballot Proposal:** The ballot title and question for Question #11 are as follows:

CANDIDATES FOR ELECTED OFFICE MUST SUBMIT A BACKGROUND CHECK.

C. **Text Revisions**: Part I, Article II, Section 29 is amended. (Underline text is added to the charter).

Sec. 29. – Candidate background check
Any person seeking to become an elected official of the City of Palatka must, at or before filing for candidacy, submit to a background investigation to be conducted by a designated city department or third-party vendor. Failure by a candidate to undergo the required background check shall render the candidacy invalid. If an elected official is later found to have provided false information or obstructed the process, the office may be vacated or otherwise forfeited as provided by ordinance.

QUESTION 12

Ballot Title, Summary and Proposed Amendment – Part I, Article II, Section 30

A. **Introduction/Purpose.**
This Charter amendment seeks to limit interference by commissioners with the city manager's administration.

B. **Ballot Proposal:** The ballot title and question for Question #12 are as follows:

ADDS NEW SECTION PROHIBITING INTERFERENCE WITH ADMINISTRATION.

C. **Text Revisions**: Part I, Article II, Section 30 is amended. (Underline text is added to the charter and ~~strikethrough~~ text is removed).

Sec. 30. - Interference with Administration.
Except for the purpose of inquiries, and investigations, the commission and its members shall deal with city officers and employees who are subject to the direction and supervision of the city manager solely through the city manager, and neither the commission nor its members shall give orders to any such officer or employee, either publicly or privately.

QUESTION 13

Ballot Title, Summary and Proposed Amendment – Part I, Article III, Section 39

A. **Introduction/Purpose.**
This Charter amendment removes the power of the City Manager to hire or fire the City Attorney, as that power should be vested with the City Commission and adds less gender-specific language.

B. **Ballot Proposal:** The ballot title and question for Question #13 are as follows:

DELETES THE CITY MANAGER'S HIRING AND FIRING OF THE CITY ATTORNEY.

C. **Text Revisions**: Part I, Article III, Section 39 is amended. (Underline text is added to the charter and ~~strikethrough~~ text is removed).

Sec. 39. - Powers and duties of the city manager.
The city manager shall be the chief administrative officer of the city, responsible to the commission for the administration of all city affairs placed in the manager's charge by or under this Charter or ordinance. The city manager shall:
(1) Appoint, and when necessary, suspend or remove the police chief, fire chief, finance director, and city clerk ~~and city attorney~~ with the concurrence of a majority of the city commission;
(2) Appoint, and when necessary, suspend or remove all other city employees, except as otherwise provided by law, this Charter or personnel rules adopted pursuant to this Charter or ordinance;
(3) Direct and supervise the administration of all departments, offices and agencies of the city, except as otherwise provided by this Charter or by law;
(4) Attend all city commission meetings. The city manager shall have the right to take part in discussion but shall not vote;
(5) See that all laws, provisions of this Charter and acts of the city commission, subject to enforcement by the city manager or by officers subject to the manager's direction and supervision, are faithfully executed
(6) Prepare and submit the annual budget and capital program to the city commission;
(7) Submit to the city commission and make available to the public a complete report on the finances and administrative activities of the city as of the end of each fiscal year;
(8) Make such other reports as the city commission may require concerning the operations of city departments, offices and agencies subject to the city manager's direction and supervision;
(9) Keep the city commission fully advised as to the financial condition and future needs of the city;
(10) Make recommendations to the city commission concerning the affairs of the city;
(11) Provide staff support services for the mayor and commission members;
(12) Perform such other duties as are specified in this Charter or may be required by the city commission; and

(13) To act as a purchasing agent for the city. In the capacity of purchasing agent, ~~he~~ the city manager shall sell all property that has become unfit for use by the city or that has been declared surplus by the city commission. All such purchases and sales shall be made in conformity to such regulations as the city commission may from time to time prescribe.

QUESTION 14

Ballot Title, Summary and Proposed Amendment – Part I, Article III, Section 40

A. **Introduction/Purpose.**
This Charter amendment requires the City Manager to become a permanent resident of the City.

B. **Ballot Proposal:** The ballot title and question for Question #14 are as follows:

ADDS CITY MANAGER RESIDENCY REQUIREMENT.

C. **Text Revisions**: Part I, Article III, Section 40 is amended. (Underline text is added to the charter and ~~strikethrough~~ text is removed).

Sec. 40. - City Manager Residency Requirement
The City Manager shall become a permanent resident within the city limits within one year of being hired.

QUESTION 15

Ballot Title, Summary and Proposed Amendment – Part I, Article IV, Section 48

A. **Introduction/Purpose.**
This Charter amendment deletes a provision relating to the City conducting its own elections. The City's elections are administered through the Putnam County Supervisor of Elections.

B. **Ballot Proposal:** The ballot title and question for Question #15 are as follows:

DELETES IRRELEVANT SECTION.

C. **Text Revisions**: Part I, Article IV, Section 48 is amended. (Underline text is added to the charter and ~~strikethrough~~ text is removed).

~~**Sec. 48. - Canvassing of returns; canvassing board; certification of returns; certificate of election to person elected.**~~

~~The result of elections, both primary and general elections, shall be canvassed at a meeting to be held as soon as possible after the closing of the polls. The canvassing board shall consist of the supervisor of elections for Putnam County, Florida, the city clerk, and two (2) city commissioners who are unopposed in the election. The canvassing board shall certify the returns and the results as shown by such returns shall be declared by the city commission as the result of the election. The city clerk shall, not sooner than noon of the second day after the election, furnish a certificate of election to each person shown to have been elected.~~

QUESTION 16

Ballot Title, Summary and Proposed Amendment – Part I, Article V, Section 59

A. **Introduction/Purpose.**
This Charter amendment establishes that the city commission, not the city manager, has the hiring and firing power over the city attorney.

B. **Ballot Proposal:** The ballot title and question for Question #16 are as follows:

ADDS A SECTION RELATING TO THE CITY ATTORNEY.

C. **Text Revisions**: Part I, Article V, Section 59 is amended. (Underline text is added to the charter and ~~strikethrough~~ text is removed).

Sec. 59. - The city commission shall appoint a city attorney who shall serve at the pleasure of the commission. And shall act as the legal advisor to the municipality , and all its officers and matters relating to their official duties. The city attorney may be removed by the commission by a majority vote.

QUESTION 17

Ballot Title, Summary and Proposed Amendment – Part I, Article V, Section 60

A. **Introduction/Purpose.**
This Charter amendment seeks to prevent a long delay between charter revisions and established a charter review committee to meet every decade, and establishes criteria for appointment on the committee.

B. **Ballot Proposal:** The ballot title and question for Question #17 are as follows:

ADDS A SECTION ESTABLISHING REGULAR CHARTER REVIEWS.

C. **Text Revisions**: Part I, Article V, Section 60 is amended. (Underline text is added to the charter and ~~strikethrough~~ text is removed).

Sec. 60. – Charter Review
This Charter may be amended as provided by General Law. Commencing the first regular meeting on November 1, 2026, and every 10 years thereafter. The committee shall be composed of an odd number not more than 11 members plus one alternate. Each Commissioner shall appoint one (1) member, other members may be appointed by application, or recommendation. The Commission shall appoint an alternate. The Committee shall appoint the chair and vice-chair. To be eligible for the committee you must be a qualified elector, a Putnam County Resident, and/or a city of Palatka business owner.

QUESTION 18

Ballot Title, Summary and Proposed Amendment – Part I, Article V, Section 61

A. **Introduction/Purpose.**
This Charter amendment establishes a citizen initiative referendum process.

B. **Ballot Proposal:** The ballot title and question for Question #18 are as follows:

ADDS A CITIZEN REFERENDUM PROCESS.

C. **Text Revisions**: Part I, Article V, Section 61 is amended. (Underline text is added to the charter and ~~strikethrough~~ text is removed).

Sec. 61. -General authority for citizen referendum.
1. Citizen Referendum. The qualified electors of the city shall have power to require reconsideration by the commission of any adopted ordinance and, if the commission fails to repeal an ordinance so reconsidered, to approve or reject it at a city election, but such power shall not extend to the budget or capital program or any ordinance relating to appropriation of money, levy of taxes or salaries of city officers or employees.
2. Commencement of Proceeding; Petitioners' Committee; Affidavit. Any five (5) qualified electors may commence initiative or citizen referendum proceedings by filing with the city clerk an affidavit stating they will constitute the petitioners' committee and be responsible for circulating the petition and filing it in proper form, stating their names and addresses and specifying the address to which all notices to the committee are to be sent, and setting out in full the proposed initiative ordinance or citing the ordinance sought to be reconsidered.
3. Petitions.

a. Number of Signatures. Initiative and citizen referendum petitions must be signed by qualified electors of the city equal in number to at least ten percent (10%) of the total number of qualified electors at the last regular city election.

b. Form and Content. All papers of a petition shall be uniform in size and style and shall be assembled as one instrument for filing. Each signature shall be executed in ink or indelible pencil and shall be followed by the physical address of the person signing. Initiative and citizen referendum petitions shall contain or have attached thereto throughout their circulation, the full text of the ordinance proposed or sought to be reconsidered.

c. Affidavit of Circulator. Each paper of a petition shall have attached to it when filed, an affidavit executed by the person circulating it stating that he or she personally circulated the paper, the number of signatures thereon, that all the signatures were affixed in his or her presence, that he or she believes them to be the genuine signatures of the persons whose names they purport to be and that each signer had an opportunity before signing to read the full text of the ordinance proposed or sought to be reconsidered.

d. Time for Filing Referendum Petitions. Referendum petitions must be filed with the city clerk within forty-five (45) days after adoption by the city commission of the ordinance sought to be reconsidered.

4. Procedure after Filing.

a. Certificate of Clerk; Amendment. Within twenty (20) days after the petition if filed, the city clerk shall complete a certificate as to its sufficiency, specifying, if it is insufficient, the particulars wherein it is defective and shall promptly send a copy of the certificate to the petitioners' committee by registered mail. A petition certified insufficient for lack of the required number of valid signatures may be amended once if the petitioners' committee files a notice of intention to amend it with the clerk within two (2) days after receiving the copy of his or her certificate and files a supplementary petition upon additional papers within ten (10) days after receiving the copy of such certificate. Such supplementary petition shall comply with the requirements of paragraphs (2) and (3) of Section 2-8 (b.) above, and within five (5) days after it is filed, the clerk shall complete a certificate as to the sufficiency of the petition as amended and promptly send a copy of such certificate to the petitioners' committee by registered mail and/or electronic mail, as in the case of an original petition. If a petition or amended petition is certified sufficient, or if a petition or amended petition is certified insufficient and the petitioners' committee does not elect to amend or request commission review under paragraph (2) of this subsection within the time required, the clerk shall promptly present his or her certificate to the commission and the certificate shall then be a final determination as to the sufficiency of the petition.

b. Commission Review. If a petition has been certified insufficient and the petitioners' committee does not file notice of intention to amend it or if an amended petition has been certified insufficient, the committee may, within two (2) days after receiving the copy of such certificate, file a request that it be reviewed by the commission. The commission shall review the certificate at its next meeting following the filing of such request and approve or disapprove it, and the commissions' determination shall then be a final determination as to the sufficiency of the petition.

c. Court Review; New Petition. A final determination as to the sufficiency of a petition

shall be subject to court review. A final determination of insufficiency even if sustained upon court review, shall not prejudice the filing of a new petition for the same purpose.

5. Referendum Petitions; Suspension of Effect of Ordinance. When a referendum petition is filed with the city clerk, the ordinance sought to be reconsidered shall be suspended from taking effect. Such suspension shall terminate when:

(1) There is a final determination of insufficiency of the petition or;

(2) The petitioners' committee withdraws the petition, or;

(3) The commission repeals the ordinance; or

(4) Forty-five (45) days have elapsed after a vote of the city on the ordinance.

6. Actions on Petitions.

a. Action by Commission. When referendum petition has been finally determined sufficient, the commission shall promptly reconsider the referred ordinance by voting its repeal. If the commission fails to repeal the referred ordinance within sixty (60) days after the date the petition was finally determined sufficient, it shall submit the referred ordinance to the voters of the city.

b. Submission to Voters of Referred Ordinances. The vote of the city on a referred ordinance shall be held not less than thirty (30) days and not later than one year from the date of the final commission vote thereon. The vote shall be held at the same time as such regular election, except that the commission may in its discretion provide for a special election at an earlier date. Copies of the proposed or referred ordinance shall be made available at the polls.

c. Withdrawal of Petitions. A referendum petition may be withdrawn at any time prior to the fifteenth day preceding the day scheduled for a vote of the city by filing with the city clerk a request for withdrawal signed by at least two-thirds of the petitioners' committee. Upon the filing of such request, the petition shall have no further force or effect and all proceedings thereon shall be terminated.

7. Results of Election.

a. Referendum. If a majority of the qualified electors on a referred ordinance vote against it, it shall be considered repealed upon certification of the election results.

CHARTER REVIEW COMMITTEE
AGENDAS

BOARD MEMBERS:
ANNIE DAVIS
JEREMY DAVIS
TOM DOLAN
TIFFANY PARKER FLANDERS
TARSHA GIVENS
TERRILL HILL
TERESA JACKSON
ALLEGRA KITCHENS
LEIGH RION
MATT SHULER
AUDREY WISE
ANNIE SVETLIK (ALTERNATE)

CITY of Palatka FLORIDA

TROY BELL, ICMA-CM, MPA, MS-FINANCE
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

SUNNI KRANTZ, CMC
CITY CLERK

CHARTER REVIEW COMMITTEE

AGENDA

March 26, 2024 at 4:00 PM

I. CALL TO ORDER AND PRESENTATIONS

a. Presentation on Charter Review – Lynn Tipton, Florida League of Cities

b. Parliamentary Procedures

c. Roll Call

d. Administration of the Oath of Office

e. Selection of Chair and Vice Chair

f. Sunshine Law Overview

g. Scope of Work of the Committee

II. REGULAR BUSINESS

a. Determine frequency of meetings

b. Task members with areas of research

c. Deadlines

i. Final deadline September 2026

ii. Dates to Update the City Commission – Chair

III. ADJOURN

BOARD MEMBERS:
ANNIE DAVIS
JEREMY DAVIS
TOM DOLAN
TERRILL HILL
TERESA JACKSON
ALLEGRA KITCHENS
JAMES NORWOOD
TIFFANY PARKER FLANDERS
LEIGH RION
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MPA, MS-FINANCE
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

SUNNI KRANTZ, CMC
CITY CLERK

AGENDA
CHARTER REVIEW COMMITTEE MEETING
May 29, 2024 at 4:00 PM

I. CALL TO ORDER

A. Special Called Meeting Notice
B. Roll Call
C. Introduction of Board Members
D. Approval of Minutes of March 26, 2024 meeting
E. General Public Comment - (Public Comment is limited to 3 minutes. No action taken on items.)

II. REGULAR BUSINESS

A. General Discussion
B. Confirmation of Charter Review Focus
    1. Creation of Subcommittees for Research (if needed)
    2. Timelines
    3. Recommendations regarding Charter Articles I and II
C. Set Reoccuring Charter Review Committee Meeting Date

III. ADJOURN

Persons with disabilities requiring accommodations in order to participate in this meeting should contact the City Clerk's Office at 386-329-0100 at least 24 hours in advance to request accommodations.

BOARD MEMBERS:
ANNIE DAVIS
JEREMY DAVIS
TOM DOLAN
TERRILL HILL
TERESA JACKSON
ALLEGRA KITCHENS
JAMES NORWOOD
TIFFANY PARKER FLANDERS
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TROY BELL, ICMA-CM
MPA, MS-Finance
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

SUNNI KRANTZ, CMC
CITY CLERK

AGENDA
CHARTER REVIEW COMMITTEE MEETING
August 22, 2024 at 4:00 PM

I. CALL TO ORDER

a. Special Called Meeting Notice

b. Roll Call

c. Approval of Minutes of May 29, 2024 meeting

d. General Public Comment - (Public Comment is limited to 3 minutes. No action taken on items.)

II. PRESENTATIONS

a. Reminder of Timelines

III. REGULAR BUSINESS

a. Recommendations regarding Charter Article II - City Commission

i. Report of fact-finding subcommittee on voting at-large vs. single district (and other options) - Ms. Wise, Ms. Parker Flanders, Mr. Davis, and Mr. Shuler

ii. Report of Section 22 fact-finding subcommittee (includes time of elections) - Ms. Kitchens, Mr. Dolan, Ms. Davis, and Mr. Norwood

iii. Continuation of Discussion of Article II - Sec. 23 - 28, not limited to but including discussions:
Sec. 23. - Discussion —Majority constitutes quorum
Sec. 24. - Discussion - Lead time and location
Sec. 25. - Discussion - Filling vacancies on Commission, State Statutes, Governor's appointment, local election and Commission vote
Sec. 26. - Discussion - Mayor's powers
Sec. 27. - Discussion - Oath of office; required; filing
Sec. 28. - Discussion - Explanation of Home Rule Powers granted by this act and general state law vest in commission; exercise of same

b. Recommendations regarding Charter Article III - City Manager, not limited to but including discussions:
Sec. 36 - Discussion - Should majority be super-majority
Sec. 37 - Discussion - Should majority be super-majority
Sec. 38. - Discussion - How to designate who is acting city manager, current organization chart, acting city manager vs. interim city manager
Sec. 39. - Discussion - Powers and duties of the City Manager

BOARD MEMBERS:
ANNIE DAVIS
JEREMY DAVIS
TOM DOLAN
TERRILL HILL
TERESA JACKSON
ALLEGRA KITCHENS
JAMES NORWOOD
TIFFANY PARKER FLANDERS
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AUDREY WISE
ANNIE SVETLIK (ALTERNATE)

MARCIA G. CARTY, CPA, CGFO
INTERIM CITY MANAGER
FINANCE DIRECTOR

JANE WEST, ESQ.
CITY ATTORNEY

SUNNI KRANTZ, CMC
CITY CLERK

CITY of Palatka FLORIDA

AGENDA
CHARTER REVIEW COMMITTEE MEETING
November 20, 2024 at 4:00 PM

I. Call to Order
   a. Special Called Meeting Notice
   b. Roll Call
   c. Approval of Minutes of August 22, 2024 meeting
   d. General Public Comment - (Public Comment is limited to 3 minutes. No action taken on items.)

II. Regular Business
   a. Recommendations regarding Charter Article II - City Commission
      i. Subcommitte comments
      ii. Fact-finding subcommittee to address the qualifications to run for office - Ms. Rion, Ms. Jackson, Mr. Hill, and Ms. Svetlik
   b. Continuation of Discussion of Article II - Sec. 23 - 28, not limited to but including discussions:
      Sec. 23. - Discussion —Majority constitutes quorum
      Sec. 24. - Discussion - Lead time and location
      Sec. 25. - Discussion - Filling vacancies on Commission, State Statutes, Governor's appointment, local election and Commission vote
      Sec. 26. - Discussion - Mayor's powers
      Sec. 27. - Discussion - Oath of office; required; filing
      Sec. 28. - Discussion - Explanation of Home Rule Powers granted by this act and general state law vest in commission; exercise of same
   c. Recommendations regarding Charter Article III - City Manager, not limited to but including discussions:
      Sec. 36 - Discussion - Should majority be super-majority
      Sec. 37 - Discussion - Should majority be super-majority
      Sec. 38. - Discussion - How to designate who is acting city manager, current organization chart, acting city manager vs. interim city manager
      Sec. 39. - Discussion - Powers and duties of the City Manager
   d. Recommendations regarding Charter Article IV - Elections
   e. Suggestions for next date

III. Adjourn

BOARD MEMBERS:
JEREMY DAVIS
TOM DOLAN
TERRILL HILL
TERESA JACKSON
ALLEGRA KITCHENS
JAMES NORWOOD
TIFFANY PARKER FLANDERS
LEIGH RION
MATT SHULER
AUDREY WISE
ANNIE SVETLIK (ALTERNATE)

MARCIA G. CARTY, CPA, CGFO
INTERIM CITY MANAGER
FINANCE DIRECTOR
JANE WEST, ESQ.
CITY ATTORNEY
AMANDA HAYES
ACTING CITY CLERK

CITY of Palatka FLORIDA

AGENDA
CHARTER REVIEW COMMITTEE MEETING
January 13, 2025 at 4:00 PM

I. CALL TO ORDER

a. Special Called Meeting Notice

b. Roll Call

c. Approval of Minutes of November 20, 2024 meeting

II. PUBLIC COMMENTS

a. General Public Comment - (Public Comment is limited to 3 minutes. No action taken on items.)

III. REPORTS

a. Subcommitte comments

i. Fact-finding subcommittee to address the qualifications to run for office - Ms. Rion, Ms. Jackson, Mr. Hill, and Ms. Svetlik

IV. REGULAR BUSINESS

a. Recommendations regarding Charter Article II - City Commission

i. Continuation of Discussion of Article II - Sec. 24, not limited to but including discussions:
Sec. 24. - Discussion - Lead time and location

b. Recommendations regarding Charter Article III - City Manager, not limited to but including discussions:
Sec. 36 - Discussion - Appointment; qualifications; compensation
Sec. 37 - Discussion - Removal
Sec. 38. - Discussion - How to designate who is acting city manager, current organization chart, acting city manager vs. interim city manager
Sec. 39. - Discussion - Powers and duties of the City Manager

c. Recommendations regarding Charter Article IV - Elections

V. ADJOURN

a. Suggestions for next date

Persons with disabilities requiring accommodations in order to participate in this meeting should

BOARD MEMBERS:
JEREMY DAVIS
TOM DOLAN
TERRILL HILL
TERESA JACKSON
ALLEGRA KITCHENS
JAMES NORWOOD
TIFFANY PARKER FLANDERS
LEIGH RION
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MARCIA G. CARTY, CPA, CGFO
INTERIM CITY MANAGER
FINANCE DIRECTOR
JANE WEST, ESQ.
CITY ATTORNEY

CITY of Palatka FLORIDA

AGENDA
CHARTER REVIEW COMMITTEE MEETING
January 21, 2025 at 4:00 PM

I. CALL TO ORDER

II. REGULAR BUSINESS

a. Elections - Charles Overturf, Supervisor of Elections

III. ADJOURN

IV. PUBLIC COMMENTS

Persons with disabilities requiring accommodations in order to participate in this meeting should contact the City Clerk's Office at 386-329-0100 at least 24 hours in advance to request accommodations.

BOARD MEMBERS:
JEREMY DAVIS
TOM DOLAN
TERRILL HILL
TERESA JACKSON
ALLEGRA KITCHENS
JAMES NORWOOD
TIFFANY PARKER FLANDERS
LEIGH RION
MATT SHULER
AUDREY WISE
ANNIE SVETLIK (ALTERNATE)

MARCIA G. CARTY, CPA, CGFO
INTERIM CITY MANAGER
FINANCE DIRECTOR
JANE WEST, ESQ.
CITY ATTORNEY

CITY of Palatka FLORIDA

AGENDA
CHARTER REVIEW COMMITTEE MEETING
February 24, 2025 at 4:00 PM

I. CALL TO ORDER

II. APPROVAL OF MINUTES

a. January 13, 2025

b. January 21, 2025 Special Called Meeting

III. REPORTS

a. Putnam County Supervisor of Election Polling Location Agreement

IV. RECAP

a. Recap on Elections, Article 4

V. REGULAR BUSINESS

a. Mayor Pro Tem

b. Subpart B Article II Palatka Gas Authority

i. Section 151 Definitions

ii. Section 152 Created; established; composition

iii. Section 153 Appointment and terms of members

iv. Section 154 Qualifications of members; forfeiture of office for designated causes; filling of vacancies resulting from disqualification.

v. Section 155 City manager ex-officio member without voting privileges; reports to commission.

vi. Section 156 Annual organizational meeting; election of officers

vii. Section 157 Appointment of new members; filling vacancies; compensation of members.

viii. Section 158 Removal of members; procedure for appeal of removal to board of arbitrators; selection of board

ix. Ection 159 Regular and special meetings

x. Section 160 Quorum for meetings; presiding officer

xi. Section 161 Minutes of meetings required; meetings and records public.

xii. Section 162 Rules of procedure; resolutions adopting rules or regulations to be written; vote required for adoption of rules or regulations and establishing rates.

xiii. Section 163 Powers of the authority

xiv. Section 164 General manager—Appointment

xv. Section 165 Same—Powers and duties

xvi. Section 166 Administration and application of revenues

xvii. Section 167 Expenditures in connection with gas system or systems to be made solely from revenues thereof.

xviii. Section 168 Reports

xix. Section 169 Act not to deprive the city of existing powers

xx. Section 170 The city may supplement provisions by ordinance or resolution.

xxi. Section 171 Act not to prejudice revenue certificates

VI. PUBLIC COMMENTS

VII. ADJOURN

Persons with disabilities requiring accommodations in order to participate in this meeting should contact the City Clerk's Office at 386-329-0100 at least 24 hours in advance to request accommodations.

BOARD MEMBERS:
JEREMY DAVIS
TOM DOLAN
TERRILL HILL
TERESA JACKSON
ALLEGRA KITCHENS
JAMES NORWOOD
TIFFANY PARKER FLANDERS
LEIGH RION
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ANNIE SVETLIK (ALTERNATE)

MARCIA G. CARTY, CPA, CGFO
CITY MANAGER
JANE WEST, ESQ.
CITY ATTORNEY
KAREN HAYES, MMC
CITY CLERK

CITY of Palatka FLORIDA

AGENDA
CHARTER REVIEW COMMITTEE MEETING
March 24, 2025 at 6:00 PM

I. CALL TO ORDER

II. APPROVAL OF THE MINUTES

a. February 24, 2025 Minutes

III. PUBLIC COMMENTS

IV. PRESENTATIONS

a. Chief Shaw

V. REGULAR BUSINESS

a. Mayor Pro Tem
b. Subpart B Article II Palatka Gas Authority
c. Section 151 Definitions
d. Section 152 Created; established; composition
e. Section 153 Appointment and terms of members
f. Section 154 Qualifications of members; forfeiture of office for designated causes; filling of vacancies resulting from disqualification.
g. Section 155 City manager ex-officio member without voting privileges; reports to commission.
h. Section 156 Annual organizational meeting; election of officers
i. Section 157 Appointment of new members; filling vacancies; compensation of members.
j. Section 158 Removal of members; procedure for appeal of removal to board of arbitrators; selection of board
k. Ection 159 Regular and special meetings
l. Section 160 Quorum for meetings; presiding officer
m. Section 161 Minutes of meetings required; meetings and records public.
n. Section 162 Rules of procedure; resolutions adopting rules or regulations to be written; vote required for adoption of rules or regulations and establishing rates.
o. Section 163 Powers of the authority
p. Section 164 General manager—Appointment

q. Section 165 Same—Powers and duties

r. Section 166 Administration and application of revenues

s. Section 167 Expenditures in connection with gas system or systems to be made solely from revenues thereof.

t. Section 168 Reports

u. Section 169 Act not to deprive the city of existing powers

v. Section 170 The city may supplement provisions by ordinance or resolution.

w. Section 171 Act not to prejudice revenue certificates

VI. FUTURE CONSIDERATIONS

a. City Attorney Memos

VII. ADJOURN

Persons with disabilities requiring accommodations in order to participate in this meeting should contact the City Clerk's Office at 386-329-0100 at least 24 hours in advance to request accommodations.

BOARD MEMBERS:
TERRILL HILL
JEREMY DAVIS
TOM DOLAN
TERESA JACKSON
ALLEGRA KITCHENS
JAMES NORWOOD
TIFFANY PARKER FLANDERS
LEIGH RION
MATT SHULER
AUDREY WISE
ANNIE SVETLIK
MARGRET ELLINGTON

MARCIA G. CARTY, CPA, CGFO
CITY MANAGER
JANE WEST, ESQ.
CITY ATTORNEY
KAREN HAYES, MMC
CITY CLERK

CITY of Palatka FLORIDA

AGENDA
CHARTER REVIEW COMMITTEE MEETING
April 22, 2025 at 4:00 PM

I. **CALL TO ORDER**

II. **APPROVAL OF THE MINUTES**

a. March 24, 2025 minutes

III. **REPORTS**

a. Gas Authority follow up

IV. **REGULAR BUSINESS**

a. City Attorney Memos

V. **PUBLIC COMMENTS**

VI. **ADJOURN**

Persons with disabilities requiring accommodations in order to participate in this meeting should contact the City Clerk's Office at 386-329-0100 at least 24 hours in advance to request accommodations.

BOARD MEMBERS:
JEREMY DAVIS
TOM DOLAN
TERRILL HILL
TERESA JACKSON
ALLEGRA KITCHENS
JAMES NORWOOD
TIFFANY PARKER FLANDERS
LEIGH RION
MATT SHULER
AUDREY WISE
ANNIE SVETLIK (ALTERNATE)

MARCIA G. CARTY, CPA, CGFO
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CITY ATTORNEY
KAREN HAYES, MMC
CITY CLERK

CITY of Palatka FLORIDA

AGENDA
CHARTER REVIEW COMMITTEE MEETING
June 2, 2025 at 4:00 PM

I. CALL TO ORDER

II. APPROVAL OF THE MINUTES

a. April 22, 2025

III. REPORTS

IV. REGULAR BUSINESS

a. City Clerk

b. Financial Impact Statements

c. Sale of City-Owned Property

V. PUBLIC COMMENTS

VI. ADJOURN

Persons with disabilities requiring accommodations in order to participate in this meeting should contact the City Clerk's Office at 386-329-0100 at least 24 hours in advance to request accommodations.

BOARD MEMBERS:
JEREMY DAVIS
TOM DOLAN
TERRILL HILL
TERESA JACKSON
ALLEGRA KITCHENS
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CITY CLERK

CITY of Palatka FLORIDA

AGENDA
CHARTER REVIEW COMMITTEE MEETING
August 19, 2025 at 4:00 PM

I. CALL TO ORDER

II. PRESENTATIONS

a. Margaret Ellington - Oath

III. APPROVAL OF THE MINUTES

a. June 2, 2025

IV. PUBLIC COMMENTS

V. REPORTS

a. Update from Tiffany Flanders

VI. REGULAR BUSINESS

a. Airport - Airport Manager Yul McNair
b. Charter Review revision summary - Preamble
c. Charter Review revision summary - Article I, Section 1-4
d. Charter Review revision summary Article II Section 21
e. Charter Review revision summary Article II Section 22
f. Charter Review revision summary Article II Section 23
g. Charter Review revision Article II Section 24

VII. ADJOURN

Persons with disabilities requiring accommodations in order to participate in this meeting should contact the City Clerk's Office at 386-329-0100 at least 24 hours in advance to request accommodations.

BOARD MEMBERS:
TERRILL HILL
JEREMY DAVIS
TOM DOLAN
TERESA JACKSON
ALLEGRA KITCHENS
JAMES NORWOOD
TIFFANY PARKER FLANDERS
LEIGH RION
MATT SHULER
AUDREY WISE
ANNIE SVETLIK
MARGARET ELLINGTON (ALTERNATE)

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KAREN HAYES, MMC
CITY CLERK

CITY of Palatka FLORIDA

AGENDA
CHARTER REVIEW COMMITTEE MEETING
September 9, 2025 at 4:00 PM

I. **CALL TO ORDER**

II. **APPROVAL OF THE MINUTES**

a. August 19, 2025

III. **PUBLIC COMMENTS**

IV. **PRESENTATIONS**

V. **REGULAR BUSINESS**

a. Charter Review revision summary - Preamble
b. Charter Review revision summary - Article I, Section 1-4
c. Charter Review revision summary Article II Section 21
d. Charter Review revision summary Article II Section 22
e. Charter Review revision summary Article II Section 23
f. Charter Review revision Article II Section 24

VI. **ADJOURN**

Persons with disabilities requiring accommodations in order to participate in this meeting should contact the City Clerk's Office at 386-329-0100 at least 24 hours in advance to request accommodations.

BOARD MEMBERS:
TERRILL HILL
JEREMY DAVIS
TOM DOLAN
TERESA JACKSON
ALLEGRA KITCHENS
JAMES NORWOOD
TIFFANY PARKER FLANDERS
LEIGH RION
MATT SHULER
AUDREY WISE
ANNIE SVETLIK
MARGARET ELLINGTON (ALTERNATE)

MARCIA G. CARTY, CPA, CGFO
CITY MANAGER
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CITY ATTORNEY
KAREN HAYES, MMC
CITY CLERK

CITY of Palatka FLORIDA

AGENDA
CHARTER REVIEW COMMITTEE MEETING
September 30, 2025 at 4:00 PM

I. CALL TO ORDER

II. APPROVAL OF THE MINUTES

a. September 9, 2025 Minutes

III. REGULAR BUSINESS

a. Charter Review revision summary - Article II, Section 26
b. Charter Review revision summary - Article II, Section 26 Establishing role of Vice Mayor
c. Charter Review revision summary - Artilce II, Section 28
d. Charter Review revision summary - Article II, Section 29 (new section)
e. Charter Review revision summary - Article II, Section 30 (new section)
f. Charter Review revision summar - Article II, Section 31 (new section)
g. Charter Review revision summary - Article II, Section 32 (new section)
h. Charter Review revision summary - Article III, Section 38
i. Charter Review revision summary - Article III, Section 39
j. Charter Review revision summary - Article III, Section 40 (new)
k. Charter Review revision summary - Article III, Section 41 (new)
l. Charter Review revision summary - Article IV, Section 46-48
m. Charter Review revision summary - Article V, Section 59 (new)
n. Charter Review revision summary - Article V, Section 60 (new)
o. Charter Review revision summary - Article V, Section 61 (new)
p. Charter Review revision summary - Article V, Section 62 (new)

IV. ADJOURN

Persons with disabilities requiring accommodations in order to participate in this meeting should contact the City Clerk's Office at 386-329-0100 at least 24 hours in advance to request accommodations.

BOARD MEMBERS:
TERRILL HILL
JEREMY DAVIS
TOM DOLAN
TERESA JACKSON
ALLEGRA KITCHENS
JAMES NORWOOD
TIFFANY PARKER FLANDERS
LEIGH RION
MATT SHULER
AUDREY WISE
ANNIE SVETLIK
MARGARET ELLINGTON (ALTERNATE)

MARCIA G. CARTY, CPA, CGFO
CITY MANAGER
JANE WEST, ESQ.
CITY ATTORNEY
KAREN HAYES, MMC
CITY CLERK

AGENDA
CHARTER REVIEW COMMITTEE MEETING
October 14, 2025 at 4:00 PM

I. CALL TO ORDER

II. APPROVAL OF THE MINUTES

a. September 30, 2025

III. PUBLIC COMMENTS

IV. REGULAR BUSINESS

a. Charter Review revision summary - Article V, Section 59 (new)
b. Charter Review revision summary - Article V, Section 60 (new)
c. Charter Review revision summary - Article V, Section 61 (new)
d. Charter Review revision summary - Article V, Section 62 (new)

V. ADJOURN

Persons with disabilities requiring accommodations in order to participate in this meeting should contact the City Clerk's Office at 386-329-0100 at least 24 hours in advance to request accommodations.

BOARD MEMBERS:
TERRILL HILL
JEREMY DAVIS
TOM DOLAN
TERESA JACKSON
ALLEGRA KITCHENS
JAMES NORWOOD
TIFFANY PARKER FLANDERS
LEIGH RION
MATT SHULER
AUDREY WISE
ANNIE SVETLIK
MARGARET ELLINGTON (ALTERNATE)

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KAREN HAYES, MMC
CITY CLERK

CITY of Palatka FLORIDA

AGENDA
CHARTER REVIEW COMMITTEE MEETING
December 3, 2025 at 4:00 PM

I. CALL TO ORDER

II. APPROVAL OF MINUTES

a. October 14, 2025

b. October 29, 2025, Minutes

III. PUBLIC COMMENTS

IV. REGULAR BUSINESS

a. Charter Review ballot language

V. ADJOURN

Persons with disabilities requiring accommodations in order to participate in this meeting should contact the City Clerk's Office at 386-329-0100 at least 24 hours in advance to request accommodations.

BOARD MEMBERS:
TERRILL HILL
JEREMY DAVIS
TOM DOLAN
TERESA JACKSON
ALLEGRA KITCHENS
JAMES NORWOOD
TIFFANY PARKER FLANDERS
LEIGH RION
MATT SHULER
AUDREY WISE
ANNIE SVETLIK
MARGARET ELLINGTON (ALTERNATE)

MARCIA G. CARTY, CPA, CGFO
CITY MANAGER
JANE WEST, ESQ.
CITY ATTORNEY
KAREN HAYES, MMC
CITY CLERK

CITY of Palatka FLORIDA

AGENDA
CHARTER REVIEW COMMITTEE MEETING
January 7, 2026 at 4:00 PM

I. **CALL TO ORDER**

II. **APPROVAL OF THE MINUTES**

a. December 3, 2025

III. **PUBLIC COMMENTS**

IV. **REGULAR BUSINESS**

a. Charter Review ballot language

V. **ADJOURN**

Persons with disabilities requiring accommodations in order to participate in this meeting should contact the City Clerk's Office at 386-329-0100 at least 24 hours in advance to request accommodations.

CHARTER REVIEW COMMITTEE
MINUTES

BOARD MEMBERS:
ANNIE DAVIS
JEREMY DAVIS
TOM DOLAN
TIFFANY PARKER FLANDERS
TARSHA GIVENS
TERRILL HILL
TERESA JACKSON
ALLEGRA KITCHENS
LEIGH RION
MATT SHULER
AUDREY WISE
ANNIE SVETLIK (ALTERNATE)

TROY BELL, ICMA-CM, MPA, MS-FINANCE
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

SUNNI KRANTZ, CMC
CITY CLERK

CHARTER REVIEW COMMITTEE
MINUTES
March 26, 2024 at 4:00 PM

Hereby follows the Minutes of the proceedings of the Charter Review Committee held on the 26th day of March 2024 at Palatka City Hall, 201 N 2nd St., Palatka, FL 32177.

I. CALL TO ORDER AND PRESENTATIONS Call to Order at 4:00 PM

The Clerk announced the time to begin. The City Manager, Troy Bell introduced the presenter, Lynn Tipton.

a. Presentation on Charter Review – Lynn Tipton, Florida League of Cities

Ms. Tipton, the Director of Florida League of Cities University, provided a presentation regarding the tasks of the Charter Review Committee. She spoke on the importance of the charter as a foundational document. Some of the recommendations included in her presentation in the packet were to make a FAQ sheet on how and why the Committee recommends certain changes, citizen engagement, and less language in a charter is more.

b. Parliamentary Procedures

The Clerk spoke on the importance of utilizing Parliamentary Procedure methods to expeditiously carry out a meeting while ensuring that all members have an opportunity to speak (see agenda packet).

c. Roll Call

ANNIE DAVIS	-Present
JEREMY DAVIS	-Present
TOM DOLAN	-Present
TIFFANY PARKER FLANDERS	-Present
TARSHA GIVENS	-Not present
TERRILL HILL	-Present
TERESA JACKSON	-Present
ALLEGRA KITCHENS	-Present
LEIGH RION	- Not present
MATT SHULER	-Present
AUDREY WISE	-Present
ANNIE SVETLIK	-Present

Also present: Troy Bell, City Manager; Sunni Krantz, City Clerk; Jane West, City Attorney; Lorenzo Aghemo, Planning Director; Marcia Carty, Finance Director; Peter Willott, Public Information Officer; Kyun Sessions; also present via telecommunications technology: Renee'

Brown, Planning Clerk; Jason Shaw, Chief of Police; Brett Dennis, Palatka Gas Authority General Manager; Lynn Tipton, Director, and Chris Holley, III FLC University

d. Administration of the Oath of Office

The Clerk administered the Oath of Office to the members of the Committee.

e. Selection of Chair and Vice Chair

Ms. Kitchens nominated Terrill Hill as Chair. Second by Audrey Wise. Motion passed unanimously.

Ms. Davis nominated Allegra Kitchens as Vice Chair. Second by Ms. Wise. (After the second, a Motion to close nominations was made by Ms. Davis. Second by Mr. Davis. Motion passed unanimously.) **Motion passed unanimously.**

f. Sunshine Law Overview

The Clerk went over the precepts of the Sunshine Law: 1) a meeting of two or more board members meeting to discuss anything that is to later come before them must be noticed and 2) communication by the board members regarding any matter to come before them is a public record.

g. Scope of Work of the Committee

The City Attorney spoke on the Scope of Work of the Charter Review Committee. Over the next two years, the Committee will be doing a deep dive into each section of the Charter. The Committee will recommend changes to the Charter to the City Commission. The recommendations will be presented to the City Commission, who will hold public hearings regarding the amendments to present to the Supervisor of Elections to be placed on the 2026 general election ballot. The final product will be simple clear yes or no questions on the ballot. The Committee will need to make recommendations to the Commission by April. Mr. Bell advised the Committee that the Commission may not put forward certain recommendations to the ballot.

The Clerk advised the Committee that this is a historic moment, as a Charter Review Committee has not been formed in recent memory. She presented the original Charters of the City from 1887 and 1923 and referenced the Minutes of the Charter Review Committee that produced a draft of the 1923 Charter. She also provided a print-out of a transcribed copy of the original Charter of the Town of Palatka from 1853 and Putnam County of 1849.

Mr. Bell advised Palatka was one of the first cities that created a City Manager form of government.

The Chair spoke on the scope of work of the Committee and the desire of the Committee to set its own agenda.

II. PUBLIC COMMENTS (Speakers are limited to 3 minutes)

The floor was opened to public comment. Hearing none, the floor was closed to public comment.

III. REGULAR BUSINESS

a. Determine frequency of meetings

Discussion commenced amongst the Committee. The consensus was to meet every other month for a few months, then change the frequency if needed.

Motion to meet every other month through the summer [after August 2024] by Ms. Davis. Second by Ms. Wise. Motion passed unanimously.

Ms. Allegra Kitchens recommended the 3rd Thursday of the Month. Chair Hill asked the Clerk to send out doodle polls to determine what days and times work best. The Chair recommended keeping it consistent near the end of the month and time to remain consistent.

b. Task members with areas of research

The Committee asked for additional time to read the Charter. Tasks will be discussed at the next meeting.

c. Deadlines

Discussion occurred regarding the deadline of the November 2026 general election and if the Committee finishes early, the recommendations (if approved) would not be able to appear on a ballot for public referendum until November 2026.

i. Dates to Update the City Commission – Chair

The Committee will discuss at a future meeting the dates on which it desires to provide updates to the Commission, prior to the final presentation in April 2026.

IV. ADJOURN at 6:04 PM

Motion to adjourn by Ms. Davis

BOARD MEMBERS:
ANNIE DAVIS
JEREMY DAVIS
TOM DOLAN
TERRILL HILL
TERESA JACKSON
ALLEGRA KITCHENS
JAMES NORWOOD
TIFFANY PARKER FLANDERS
LEIGH RION
MATT SHULER
AUDREY WISE
ANNIE SVETLIK (ALTERNATE)

TROY BELL, ICMA-CM,
MPA, MS-FINANCE
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

SUNNI KRANTZ, CMC
CITY CLERK

MINUTES
CITY OF PALATKA
May 29, 2024

I. CALL TO ORDER at 4:00 PM

A. Special Called Meeting Notice

The notice of the meeting was read by the Chair.

B. Roll Call

Present:
Tiffany Parker Flanders
Matthew Shuler
Thomas Dolan
Allegra Kitchens
Audrey Wise
Annie Davis
Jeremy Davis
James Norwood
Leigh Rion
Terrill Hill, Chair
Annie Svetlik, Alternate

Absent: Teresa Jackson

Also Present: Jane West, City Attorney; Sunni Krantz, City Clerk; Alonzo Mulberry, City Chaplain; Sarah Cavacini, Palatka Daily News; Also present via telecommunications technology: Troy Bell, City Manager; Marcia Carty, Finance Director; Jason Shaw, Police Chief; Matt Newcomb, Assistant Police Chief

C. Introduction of Board Members

Each committee member gave introductory remarks.
The City Chaplain led an invocation.

D. Approval of Minutes of March 26, 2024 meeting

Motion to approve by Ms. Kitchens. Seconded by Ms. Wise. Motion unanimously.

E. General Public Comment - (Public Comment is limited to 3 minutes. No action taken on items.)

The floor was opened to public comment. Hearing none, the floor was closed to public comment.

II. REGULAR BUSINESS

A. General Discussion

Ms. West reminded the Charter Review Committee of deadlines from the agenda packet. She advised the metes

and bounds legal descriptions found in Article I do not need reviewed by the Board, while the remainder of the Charter can be reviewed. She advised the Committee can create sub-committees and can bring in persons with expertise from outside City Staff.

B. Confirmation of Charter Review Focus

1. Creation of Subcommittees for Research (if needed)

Mr. Hill advised the committee can create subcommittees of 3 - 4 members to find facts regarding certain articles of the Charter. Ms. West advised the Charter Review Committee is governed by the sunshine law meeting notice requirements. Ms. West advised subcommittees that only fact-find would not governed by Sunshine, whereas subcommittees that make a recommendation to the Charter Review Committee would be governed by the Sunshine law. The Clerk recommended each subcommittee file minutes of each meeting with the Clerk, so that it can be shown that the subcommittee only participated in fact-finding activities and the Clerk can disseminate the Minutes to the other committee members. The subcommittee should designate a person taking minutes and a chair.

Discussion commenced on how and when to create subcommittees.
Ms. Parker Flanders suggested a subcommittee on geographical regions and Ms. Davis suggested creating a subcommittee on each article, as the Committee had the information in advance. Initially, Ms. Kitchens spoke in opposition to subcommittees as duplicative and suggested they might be needed later. She spoke expressed desire to know what happens at all subcommittee meetings. Ms. Wise spoke in favor of subcommittees with specific items earmarked. Mr. Dolan expressed subcommittees are premature at this time.

Motion to use subcommittees as apart of the work product as needed as we go through the charter by Ms. Kitchens. Seconded by Mr. Norwood. Motion Yes 9, No 2, with Ms. Wise and Ms. Davis dissenting.

Motion to put subcommittees in place and when needed be adhered to if and when we might need it by Ms. Wise. Motion died for lack of a second.

The Clerk offered to provide contact numbers or connections if needed during the course of the Charter Review subcommittee's research.

2. Timelines

The Clerk reminded the Committee will need to take recommendations back to the City Commission by a certain date (see agenda packet).

3. Recommendations regarding Charter Articles I and II

Discussion commenced regarding Article I, Chair Hill advised the metes and bounds of the City change as the City annexes property in, which is done by City Ordinance.

Motion to accept article I as written by Mr. Norwood. Seconded by Ms. Davis. Motion Passed unanimously.

The topic of the number of City Commissioners was raised. The Chair advised 5 is the most common number of Commissioners across Florida. Mr. Bell spoke regarding the question of where executive authority would lie. The Clerk provided statistics received by the Florida League of Cities: there are 275 city manager forms of government and 54 strong mayor forms of government. Discussion commenced. Ms. Kitchens spoke in support of leaving the total number of Commissioners as is and spoke in support of the current City Manager and Mayor/Commissioner form of government so that only 1 person has 5 direct supervisors. Mr. Dolan spoke in support of the City Manager form of government. Mr. Norwood and Ms. Davis recommended exploring other options for the sake of discussion. Mr. Shuler suggested the idea of when the population reaches a certain point, would we want the Commission seats to grow. Ms. Kitchens recommended instead, to put in a provision in the Charter that it needs to be reviewed after a certain number of years. Chair Hill spoke on the need to gage the public after a certain

amount of time. Ms. Wise advised if and when the situation changes, this topic can be reviewed by a new Charter Review Committee. Ms. West spoke on the definitions of City Manager form of government vs. Commission form of government. The Committee discussed the strong mayor form of government, where the Mayor makes the administrative decisions. Ms. Kitchens advised in a strong mayor environment, the Mayor would need to be a full-time role.

Motion to continue as existing (with 5 commissioners) the current form of government City Manager by dolan. Seconded by Kitchens. Motion Passed unanimously.

Discussion commenced regarding the election cycle of the City Commission. Chair Hill advised three commissioners (including the Mayor) are elected during mid-term elections and two are elected during presidential years. Mr. Norwood advised the City had left the Mayor with the mid-term election to encourage voter turnout.

Motion to continue with election cycle as is by Ms. Davis. Seconded by Ms. Kitchens. Motion Passed unanimously.

Ms. West asked if Staff can clean up the language in Section 21 leaving the intent the same. The consensus agreed.

Discussion commenced regarding term limits. Chair Hill advised there are no term limits at this time. Mr. Bell spoke on the alternative to term limits, to have the option to require a temporary stay. Ms. Kitchens and Ms. Davis spoke in support of no term limits for the need of continuity. Mr. Dolan spoke in support of term limits for freshness on the Commission and recommended 8 years. Ms. Kitchens spoke regarding the situation that might arise if no one runs for office. Ms. Wise spoke on election democracy. Mr. Norwood advised the first term of a Commissioner is a learning curve and spoke in opposition to term limits as the citizens have the ability to limit terms by their votes. Chair Hill spoke in support of term limits but indicated the City is not ready for it at this time.

Motion by Ms Kitchens to keep the current no term limits. Second by Mr. Norwood Motion passed 8 - 2 with Mr. Dolan and Ms. Svetlik dissenting. (Ms. Rion not present for the vote).

Discussion commenced regarding whether to add geographical areas to the elected groups. Ms. Kitchens advised the County has districts, while Commissioners are voted at-large. She spoke regarding the County's history in testing voting by geographical district. She spoke in opposition to geographical regions. She recommended keeping the current "group" labels to discern who is running at which time. Ms. Parker Flanders spoke in support of geographic districts so not all Commissioners live in the same area and represent the entire community. Ms. Davis spoke of concern the entire City should have representation. Ms. Wise spoke of the potential to give neighborhoods without a voice a say. Chair Hill spoke regarding the need for the Commission to set aside funding for other areas other than CRA. Following discussion, Ms. Kitchens spoke regarding setting up districts but all vote at large. Discussion continued regarding single-member districts vs. at large districts. Mr. Dolan spoke regarding legislative maps.

Meeting recessed from 5:50 - 6:00 PM.

Motion to move the at voting at-large vs. single district (and other options) discussion to a subcommittee to do some fact-finding and report back by Ms. Davis. Seocnd by Ms. Wise
Motion passed 9 - 1 with the dissent of Ms. Kitchens (Ms. Rion not present for the vote)
Ms. Wise, Ms. Parker Flanders, Mr. Davis, and Mr. Shuler volunteered for this subcommittee.
Chair Hill summarized they should bring back information on districts and blended districts and bring back a report at the next full committee meeting. Mr. Norwood recommended as part of the discussion, the

subcommittee look at resident requirements as to whether the Commissioner would be required to live in the district you serve.

Discussion commenced regarding when the City Commissioners should take office. Chair Hill advised many places swear in their elected officials within 2 weeks of the election. The Clerk advised, at this time, the County Supervisor of Elections conducts the election, his group canvasses the ballots, certifies the election and submits a report of the election to the City Commission. The City Clerk provides the report to the City Commission at its meeting following this. Discussion commenced regarding whether to qualify for election if one should reside in the City. Ms. Kitchens spoke in support. Chair Hill asked if we have a residency requirement it must be set forth with a specific time and with specific standards.
Ms. West spoke regarding the need to clean up the election cross-references/language in Sec. 22, 23, and 24 and Ms. Flanders added Article IV.
Discussion commenced regarding the Commissioners' bond requirement, which at this time, is not paid for by City Commissioners themselves.
Mr. Hill advised most places that require a bond, the individuals pay for it. For those that have insurance policies, the policies cover it.

Motion for a Section 22 subcommittee which includes the time of elections by Mr. Dolan. Second by Ms. Wise. Motion passed unanimously. (Ms. Rion not present for the vote).
Volunteers for this subcommittee were Ms. Kitchens, Mr. Dolan, Ms. Davis, and Mr. Norwood.

C. Set Reoccuring Charter Review Committee Meeting Date

The Clerk outlined the pros and cons of utilizing the Commission Chambers and the Annex Conference room for the meetings. The consensus was to utilize the Annex conference room. Ms. Kitchens supported recording the meetings for the public to be present or to watch later.
The next meeting of the Charter Review Committee will be August 22 at 4:00 PM.

III. ADJOURN

Motion to adjourn by Ms. Kitchens. Second by Mr. Norwood at 6:39 PM.

c. Set Reoccuring Charter Review Committee Meeting Date

i. Recommendations regarding Charter Article IV - Elections

IV. ADJOURN

Persons with disabilities requiring accommodations in order to participate in this meeting should contact the City Clerk's Office at 386-329-0100 at least 24 hours in advance to request accommodations.

BOARD MEMBERS:
ANNIE DAVIS
JEREMY DAVIS
TOM DOLAN
TERRILL HILL
TERESA JACKSON
ALLEGRA KITCHENS
JAMES NORWOOD
TIFFANY PARKER FLANDERS
LEIGH RION
MATT SHULER
AUDREY WISE
ANNIE SVETLIK (ALTERNATE)

TROY BELL, ICMA-CM
MPA, MS-Finance
CITY MANAGER
JANE WEST, ESQ.
CITY ATTORNEY
SUNNI KRANTZ, CMC
CITY CLERK

MINUTES
CITY OF PALATKA
August 22, 2024

I. CALL TO ORDER at 4:04pm.

a. Special Called Meeting Notice

read by Terrill Hill, Chair.

b. Roll Call

Present: Allegra Kitchens
Annie Davis
Thomas Dolan
Tiffany Parker Flanders
Teresa Jackson
James Norwood
Leigh Rion
Matthew Shuler
Annie Svetlik
Terrill Hill
Audrey Wise

Absent: Jeremy Davis

Also Present: Troy Bell, City Manager; Jonathan Griffith, Assistant City Manager; Jane West, City Attorney; Sophia Smith for the City Clerk; Marcia Carty, Finance Director; Alonzo Mulberry, City Chaplain (via telecommunications technology)

c. Approval of Minutes of May 29, 2024 meeting

Ms. Davis: Correction page 46, Charter review board should be committee. Page 48, last paragraph City Clerk from Board to Committee as well.

d. General Public Comment - (Public Comment is limited to 3 minutes. No action taken on items.)

Ms. West said the Reve. Mulberry was here for invocation; Mr. Hill made exception to agenda, Rev. Mulberry led the invocation.

No further public comment.

II. PRESENTATIONS

a. Reminder of Timelines

Attorney Jane West read reminders.

III. REGULAR BUSINESS

a. Recommendations regarding Charter Article II - City Commission

i. Report of fact-finding subcommittee on voting at-large vs. single district (and other options) - Ms. Wise, Ms. Parker Flanders, Mr. Davis, and Mr. Shuler

Basic overview of meeting with Charles Overturf; meeting 06/27/24 at 6:32 to define at-large elections, district elections and hybrid. 2nd – pros and cons. 3rd – hybrid.
The idea was brought that all commissioners might live on the same street, then only one area would be represented. Possible, not probable, but definitely impacts representation.
District based: Mr. Hill explained the purpose of districts and how they work. Palatka has always been in districts, but they haven't been updated lately.
Ms. Kitchens said Palatka would have to follow districts in place by county already. Not good for Palatka. Ms. Flanders said the Supervisor of Elections, Mr. Charles Overturf, did not think it would be difficult. Ms. Kitchens said she showed him statutes and he changed his mind.
Ms. Wise reiterated agreement with the comments of Ms. Flanders that Overturf said it is not too difficult if the city wants it. We have exhausted every avenue to know they did their due diligence to make this decision.
Mr. Hill asked about gerrymandering. It was brought up as something to avoid. As lines were drawn, there are people saying lines were drawn to get people out of office. Racial gerrymandering is also a risk. Changes in power in state and county can influence as well.
Mr. Dolan asked about residency requirements for holding office. Mr. Hill had to move into city limits to hold office. Currently, a candidate must reside in City limits for 6 months. Some have circumvented the residency requirement by using a business address.
Ms. West read Florida statute referring to residency requirements.
At large: Mr. Hill said There are flaws in the at-large system. This report has done excellent job in outlining areas that need to be addressed. Make sure that we deal with details.
Ms. Flanders is a proponent of the hybrid; entire city gets to vote. Each county commissioner represents their own district, but are voted in by everyone. District 3 takes up most of Palatka.
Mr. Norwood says con is electing someone in a district, but if they move out of that district, then what happens. Also, another con is whenever you elect someone from a particular area, you're forcing the individual to protect certain areas, etc. Welaka had someone move out of the city limits and were removed from office, then moved back. Mr. Norwood said Palatka is a high rent area and people are going to move.
Ms. Davis stated that holding office comes with responsibility and living in the city is not unreasonable.
Ms. Wise said her landlord decided she had to move after she was elected, she had to find something somewhere and that is hard. Person shouldn't be penalized when displaced through no fault of her own. Mr. Hill sees no difference between that and someone owning a business and using that address. Are you truly invested in what you're committed to? Mr. Hill sees county elections divided by party, not neighborhood.

It's a numbers game. People cater to folks they're most familiar with. Have to be careful that no one is lost out of the mix.

Ms. Kitchens, with at large you can move within city limits. Previous city attorney said "shall" means no wiggle room. That's what the charter says. Mr. Azula moved to Florahome and was still commissioner.

Ms. Davis: Our challenge is what recommendation we want to make considering all this info that best serves Palatka.
Mr. Norwood: It has been abused, not potentially. It has been. Twice discussed already.

Mr. Hill: we've discussed all 3 pieces of this puzzle - how many people believe the current system is what we should maintain?

How many believe?

Ms. Davis moved that we stay at large, Ms. Kitchens second. No further discussion. Ms. Parker Flanders dissented. Motion carried.

ii. Report of Section 22 fact-finding subcommittee (includes time of elections) - Ms. Kitchens, Mr. Dolan, Ms. Davis, and Mr. Norwood

Ms. Davis read full report.

City Manager said bond is paid by City, charter suggests paid by official. Suggestion is that municipality pays for bond. Mr. Bell says it is common for municipality to pay bond. Ms. Wise wants to fix that; Ms. Kitchens says it should say bond is paid by municipality. Ms. Flanders says individual always pays bond in private business. Language needs to be cleaned up. Ms. Flanders wants to see how many municipalities in Florida actually do pay it, because she finds it odd. Mr. Hill says its almost a waste in his opinion. Ms. West noted that it goes beyond FLC coverage. Ms. Kitchens asked if individual sues commissioner as individual commissioner is protected if he robs a bank? Answer is yes.

It was noted that the Florida state and City charter don't agree regarding non-city residents. There is no ordinance that candidates must live in City except when they are sworn in. Homestead exemption, rental agreement, d/l, registration are not required for proof of residency to run.
It was noted that a security bond protects the official.

Mr. Shuler moved for new subcommittee to address the qualifications to run for City office. Mr. Hill acknowledged 4 members not on a subcommittee already. They are the 3rd subcommittee and will bring back additional info as it pertains to residency requirement and consult with staff and FLOC with other models and policies.

Motion to Approve subcommittee by Norwood. Seconded by Davis. The Motion Passed unanimously.

Mr. Norwood wants clarity on qualifications in the chart; Ms. Jackson agreed. Ms. Davis comments: wants clarification of qualifications for running or for holding office? Mr. Norwood says both. Ms. Kitchens asked what section are the qualifications to run in? Mr. Norwood says the last season of Sec. 22.

Mr. Shuler noted that this committee is reshaping what the charter says. If it's not in Sec. 22 now, we have the option to add it. Mr. Dolan suggested tabling it until redline review is completed. Davis, Dolan, and Kitchens said nay. Motion passed.

iii. Continuation of Discussion of Article II - Sec. 23 - 28, not limited to but including discussions:
Sec. 23. - Discussion —Majority constitutes quorum
Sec. 24. - Discussion - Lead time and location
Sec. 25. - Discussion - Filling vacancies on Commission, State Statutes, Governor's appointment, local election and Commission vote
Sec. 26. - Discussion - Mayor's powers
Sec. 27. - Discussion - Oath of office; required; filing
Sec. 28. - Discussion - Explanation of Home Rule Powers granted by this act and general state law vest in commission; exercise of same

The Charter Review Committee did not take up this topic due to time allotted.

b. Recommendations regarding Charter Article III - City Manager, not limited to but including discussions:

Sec. 36 - Discussion - Should majority be super-majority
Sec. 37 - Discussion - Should majority be super-majority
Sec. 38. - Discussion - How to designate who is acting city manager, current organization chart, acting city manager vs. interim city manager
Sec. 39. - Discussion - Powers and duties of the City Manager

The Charter Review Committee did not take up this topic due to time allotted.

c. Set Reoccuring Charter Review Committee Meeting Date

Suggested 9/19 as next meeting date, again at 4pm.

Motion to Adjourn by Kitchens. Seconded by Shuler. The Motion Passed unanimously.

I. Recommendations regarding Charter Article IV - Elections

IV. ADJOURN at 6:12pm. Kitchens move to adjourn; by consent.

BOARD MEMBERS:
ANNIE DAVIS
JEREMY DAVIS
TOM DOLAN
TERRILL HILL
TERESA JACKSON
ALLEGRA KITCHENS
JAMES NORWOOD
TIFFANY PARKER FLANDERS
LEIGH RION
MATT SHULER
AUDREY WISE
ANNIE SVETLIK (ALTERNATE)

MARCIA G. CARTY, CPA, CGFO
INTERIM CITY MANAGER
FINANCE DIRECTOR
JANE WEST, ESQ.
CITY ATTORNEY
SUNNI KRANTZ, CMC
CITY CLERK

MINUTES
CITY OF PALATKA
November 20, 2024

I. CALL TO ORDER at 4:00 PM

a. Special Called Meeting Notice read by the Chair.

b. Roll Call

Present:
Annie Davis
Thomas Dolan
Teresa Jackson
Allegra Kitchens
James Norwood
Tiffany Parker Flanders
Matthew Shuler
Audrey Wise
Chair Terrill Hill
Alternate Annie Svetlik

Absent:
Jeremy Davis
Leigh Rion

Also present: Marcia Carty, Interim City Manager/Finance Director; Jane West, City Attorney; Sunni Krantz, City Clerk; Brett Dennis, Palatka Gas Authority General Manager, and Amanda Hayes, Assistant City Clerk (via telecommunications technology)

c. Approval of Minutes of August 22, 2024 meeting

Ms. Wise asked to correct a statement that if someone had a landlord.

Motion to approve by Ms. Kitchens. Seconded by Ms. Davis. The Motion Passed unanimously.

Ms. Wise asked for a correction to the Minutes of the item "Report of fact-finding subcommittee on voting at-large vs. single district" that the term "her landlord" be corrected to the scenario of "a landlord".

Motion by Ms. Davis to add the correction requested by Ms. Wise. Seconded by Ms. Kitchens. Motion passed unanimously.

d. General Public Comment - (Public Comment is limited to 3 minutes. No action taken on items.)

The floor was opened to public comment. Upon hearing nothing further, the floor was closed to public comment.

II. REGULAR BUSINESS

a. Recommendations regarding Charter Article II - City Commission

i. Subcommittee comments

ii. Fact-finding subcommittee to address the qualifications to run for office - Ms. Rion, Ms. Jackson, Mr. Hill, and Ms. Svetlik

No report at this time. Chair Hill spoke regarding the need for the third subcommittee to meet that has not met yet (Ms. Rion, Ms. Jackson, Mr. Hill, and Ms. Svetlik). Ms. West advised the fact-finding subcommittee could meet via zoom.

Mr. Norwood asked that the City Attorney contact the Florida League of Cities to see how other cities are handling the qualifications to run for City Commission and to maintain a seat on the City Commission. Committee discussion commenced regarding rules for qualifying for office.

The Committee will contact the Clerk regarding scheduling a room.

Motion to table report until next meeting by Ms. Wise. Seconded by Mr. Norwood. The Motion Passed unanimously.

b. Continuation of Discussion of Article II - Sec. 23 - 28, not limited to but including discussions:
Sec. 23. - Discussion —Majority constitutes quorum
Sec. 24. - Discussion - Lead time and location
Sec. 25. - Discussion - Filling vacancies on Commission, State Statutes, Governor's appointment, local election and Commission vote
Sec. 26. - Discussion - Mayor's powers
Sec. 27. - Discussion - Oath of office; required; filing
Sec. 28. - Discussion - Explanation of Home Rule Powers granted by this act and general state law vest in commission; exercise of same

Discussion commenced regarding City Commissioners attending the Commission meetings via zoom. The City has been allowing this if quorum is present in person. Ms. Kitchens asked to speak to it under section 23.

Discussion commenced regarding the term majority versus quorum or using a numerical.

Ms. Davis and Chair Hill spoke regarding the desire to have clarity and plain language in the Charter. Ms. Davis referenced the need to have categories that do not currently exist in the document.

The Committee discussed that the Charter does not reference a Vice Chair or a Mayor Pro Tem on the Commission.

Discussion commenced regarding there not being language on how to compel the attendance of the City Commission.
Ms. Kitchens expressed her opinion that Commissioners should be in person instead of Zoom. Ms. Wise and Mr. Dolan indicated there could be exceptions where a Commissioner has to zoom. Chair Hill expressed the need to keep the Charter less rigid and that how to compel attendance is an ordinance issue. Ms. Parker Flanders expressed desire the City Staff appear at meetings in person and Mr. Norwood responded City Staff does not report to the Commission.

Ms. Davis indicated we are not trying to govern behavior via a Charter, instead, it outlines roles and responsibilities the Commission will be held to.

Ms. Davis encouraged the Committee members to look at other municipalities' charters.

Chair Hill expressed the Committee as apart of its recommendation can make a list of Ordinance recommendations for the Commission.

Motion to compel attendance of Commissioners at meetings with the exception of state of emergencies by Mr. Norwood. Seconded by Mr. Shuler.

Mr. Shuler suggested the following language for Section 23:
be the physical attendance of a majority of the members of all members elected to the city commission shall constitute a quorum but a less number May adjourn from time to time to compel the attendance of absent members in such Manner and under such penalties as may be prescribed or prescribed by ordinance. Members elected to the city commission may attend virtually if a majority is physically in attendance notwithstanding a state of emergency having been declared by the governor of the state of Florida. An affirmative vote of three commissioner shall be necessary to adopt any ordinance or resolution and the passage of all ordinances and resolutions shall be taken by an affirmative response or a negative response and entered unto the journal.

Mr. Norwood amended his motion to include the language crafted by Mr. Shuler, who agreed to the amendment.
Motion to look at motion by Norwood. Seconded by Shuler. Motion Passed Yes 7, No 3, with Ms. Davis, Ms. Wise, and Chair Hill dissenting.

Discussion commenced whether to use the model Charter provided in the first Charter Review Committee agenda packet for further modifications to the charter. Ms. Kitchens expressed the Commission did not task the Committee with reviewing the model city charter. Ms. Wise wants to continue to use the current charter and use the example as a tool.

Motion to allow the Committee to use the model provided in the initial packet as a basis for updating the by Ms. Davis. Seconded by Ms. Jackson. Motion passed 9 - 1, with Ms. Kitchens dissenting.

Discussion commenced regarding Section 24

Mr. Hill and Mr. Norwood expressed need to shorten the time between being elected to office and being sworn in.
Putnam County's Commission is sworn into office at 9:00 AM at their regular Tuesday meeting following the election.
Ms. Kitchens spoke in favor of leaving the date and time as is. Ms. Davis, presently Commissioner-Elect, spoke regarding there being a training that would benefit her more than the outgoing Commissioner however the training occurs while she is not in office due to the 2 month wait between being elected and being sworn in.

Mr. Norwood recommended changing the swearing in to the second Tuesday after the general election at 4:00 PM.
Discussion commenced regarding whether to have the swearing in at the meeting in November or in December.
Mr. Hill recommended the City Attorney bring back the county's language.

Motion to table until next meeting to come back with the Putnam County's language on when they swear in by Mr. Dolan. Second by Ms. Kitchens. Motion passed unanimously.

Discussion commenced regarding Section 25

Ms. West advised if there is a Commission vacancy and the City does not have protected language, the Governor has the authority to appoint for the remainder of the term. Discussion continued whether there should be a reference to qualifications of the Commission in Section 23.
Motion to accept section 25 as written by Mr. Shuler. Seconded by Ms. Parker Flanders. The motion passed unanimously.

Discussion commenced regarding Section 26

Chair Hill advised we need to make the language in Section 26 and the entire Charter, less gender-specific. The Mayor currently has the same power as a commissioner. The Committee discussed the need to correct the typographical error to no "veto" power.

Motion to accept by Mr. Dolan and approve the gender language being less specific and correct the "veto" scrivener's error. Second by Ms. Wise. Motion passed unanimously.

Discussion commenced regarding Section 27

Motion to approve as read with gender corrections by Mr. Dolan. Second by Ms. Wise. Motion passed unanimously (Ms. Davis not present for the vote.)

Discussion commenced regarding Section 28

Ms. West advised this section is superseded by Municipal Home Rule law.
Motion to delete this section by Ms. Wise. Second by Mr. Shuler. Motion passed unanimously.

c. Recommendations regarding Charter Article III - City Manager, not limited to but including discussions:
Sec. 36 - Discussion - Should majority be super-majority
Sec. 37 - Discussion - Should majority be super-majority
Sec. 38. - Discussion - How to designate who is acting city manager, current organization chart, acting city manager vs. interim city manager
Sec. 39. - Discussion - Powers and duties of the City Manager

This item was not heard due to time allotted for the meeting.

d. Recommendations regarding Charter Article IV - Elections

This item was not heard due to time allotted for the meeting.

e. Suggestions for next date

Motion to meet on January 13th from 4:00 PM - 6:00 PM by Shuler. Seconded by Wise. The Motion Passed unanimously.

III. ADJOURN Motion to adjourn by Mr. Shuler at 6:00 PM.

BOARD MEMBERS:
JEREMY DAVIS
TOM DOLAN
TERRILL HILL
TERESA JACKSON
ALLEGRA KITCHENS
JAMES NORWOOD
TIFFANY PARKER FLANDERS
LEIGH RION
MATT SHULER
AUDREY WISE
ANNIE SVETLIK (ALTERNATE)

MARCIA G. CARTY, CPA, CGFO
INTERIM CITY MANAGER
FINANCE DIRECTOR
JANE WEST, ESQ.
CITY ATTORNEY
KAREN HAYES, MMC
CITY CLERK

MINUTES
CITY OF PALATKA
January 13, 2025

I. CALL TO ORDER The meeting was called to order by Mr. Terrill Hill at 4:00 p.m.

a. Special Called Meeting Notice

b. Roll Call

Members: Terrel Hill, Thomas Dolan, Allegra Kitchens, James Norwood, Tiffany Parker, Leigh Rion, Matthew Schuler, Audrey Wise, and Annie Svetlik were present. Jeremy Davis and Teresa Jackson were excused.
City Staff: City Clerk Karen Hayes was present. City Attorney Jane West was present via Zoom.

c. Approval of Minutes of November 20, 2024 meeting

James Norwood moved to approve the minutes. Allegra Kitchen seconded the motion which passed all ayes.

II. PUBLIC COMMENTS No public comment.

a. General Public Comment - (Public Comment is limited to 3 minutes. No action taken on items.)

No public comments.

III. REPORTS

a. Subcommitte comments

Ms. West she had nothing to report from the Florida League of Cities.

i. Fact-finding subcommittee to address the qualifications to run for office - Ms. Rion, Ms. Jackson, Mr. Hill, and Ms. Svetlik

1. Fact-finding subcommittee to address the qualifications to run for office - Ms. Rion, Ms. Jackson, Mr. Hill, and Ms. Svetlik

Mr. Hill stated the meeting commenced on December 17, 2024, at 4:11 p.m. The subcommittee discussed the definition of a qualified elector and the definition of the elector that should be in the Charter. The subcommittee also discussed the elector should live in the city limits. After discussion about the canvassing board, there was a motion made to schedule an appointment with the Supervisor of Elections Charles Overturf.
Motion: Mr. Norwood moved to schedule a time certain to be within the next couple of weeks for a meeting with the Supervisor of Elections office and to table this item until such time. Mr. Dolan seconded the motion which passed all ayes.

IV. REGULAR BUSINESS

a. Recommendations regarding Charter Article II - City Commission

Recommendations regarding Charter Article II - City Commission

i. Continuation of Discussion of Article II - Sec. 24, not limited to but including discussions:
Sec. 24. - Discussion - Lead time and location

Continuation of Discussion of Article II - Sec. 24, not limited to but including discussions:
Newly elected, time designated for assuming office, regular meetings.
Vote: Mr. Norwood moved to have it state "the newly elected official shall take office at least fourteen (14) days after the results of the election have been certified. Ms. Wise seconded the motion. After discussion and the motion being amended." Mr. Norwood and Ms. Wise removed their first and second motion.
Mr. Norwood moved to have it state "newly elected commissioners/mayor will assume office at the first regally scheduled city commission meeting after the election results have been certified by the supervisor of elections. Thereafter, the city commission shall meet at such time as shall be prescribed by ordinance resolution except that this shall be regularly not more than once a week." Ms. Kitchens seconded the motion.
After further discussion, Mr. Norwood and Ms. Kitchens withdrew their motion.
Mr. Dolan moved to state "newly elected commissioners/mayor should take office at the first regular city commission meeting following the official election results. Thereafter, the city commission shall meet at such time as shall be prescribed by ordinance resolution except that this shall be regularly, not more than once a week." Ms. Kitchens seconded the motion, Ms. Kitchens seconded the motion, which passed unanimously.

Sec. 24. - Discussion - Lead time and location

1. Recommendations regarding Charter Article III - City Manager, not limited to but including discussions:

b. Recommendations regarding Charter Article III - City Manager, not limited to but including discussions:
Sec. 36 - Discussion - Appointment; qualifications; compensation
Sec. 37 - Discussion - Removal
Sec. 38. - Discussion - How to designate who is acting city manager, current organization chart, acting city manager vs. interim city manager
Sec. 39. - Discussion - Powers and duties of the City Manager

Sec. 36 - Discussion - Appointment; qualifications; compensation
This section will stay the same.

Sec. 37 - Discussion – Removal
This section will stay the same.

Sec. 38. - Discussion - How to designate who is acting city manager, current organization chart, acting city manager vs. interim city manager
Vote: Ms. Kitchens moved for it to state "by letter filed with the city clerk, the city manager shall designate a city officer or employee to exercise the powers and perform the duties of city manager during the manager's temporary absence or disability. The city commission may revoke such designation at any time and appoint another city officer or employee of the city to serve until the city manager returns." Ms. Flanders seconded the motion which the motion passed unanimously.

Sec. 39. - Discussion - Powers and duties of the City Manager
39-1 Ms. Kitchens moved for it to state, "Appoint, and when necessary, suspend or remove the police chief, fire chief, finance director, and the city clerk with the concurrence of a majority of the city commission." Ms. Wise seconded the motion which passed unanimously
39-2 This section will stay the same.
39-3 This section will stay the same.
39-4 This section will stay the same.

39-5 This section will stay the same.
39-6 This section will stay the same.
39-7 This section will stay the same.
39-8 This section will stay the same.
39-9 This section will stay the same.
39-10 This section will stay the same.
39-11 This section will stay the same.
39-12 This section will stay the same.
39-13 Ms. Kitchens moved to have it state "To act as a purchasing agent for the city. In the capacity of purchasing agent, he shall sell all property that has become unfit for use by the city or that has been declared surplus by the city commission. All such purchases and sales shall be made in conformity to city, state, and federal law as they apply. Ms. Wise seconded the motion which passed unanimously."

c. Recommendations regarding Charter Article IV - Elections

Recommendations regarding Charter Article IV - Elections
Mr. Schuler motioned to table this to the next meeting. Ms. Kitchens seconded the motion which passed unanimously.

V. ADJOURN Ms. Kitchens moved to adjourn. Mr. Dolan seconded the motion which passed unanimously. Mr. Hill adjourned the meeting at 6:00.

a. Suggestions for next date

BOARD MEMBERS:
JEREMY DAVIS
TOM DOLAN
TERRILL HILL
TERESA JACKSON
ALLEGRA KITCHENS
JAMES NORWOOD
TIFFANY PARKER FLANDERS
LEIGH RION
MATT SHULER
AUDREY WISE
ANNIE SVETLIK (ALTERNATE)

MARCIA G. CARTY, CPA, CGFO
INTERIM CITY MANAGER
FINANCE DIRECTOR
JANE WEST, ESQ.
CITY ATTORNEY

MINUTES
CITY OF PALATKA
January 21, 2025

I. CALL TO ORDER Roll Call
Terrill Hill, Annie Svetlik, Matt Shuler, Tom Dolan, Jeremy Davis, Teresa Jackson, Leigh Rion, and James Norwood.
Staff: City Attorney Jane West, City Clerk Karen Hayes, MMC
Special Guest: Supervisor of Elections, Charles Overturf

II. REGULAR BUSINESS

a. Elections - Charles Overturf, Supervisor of Elections

The regular business item is to talk about the canvassing board. The Charter Review Committee would like to understand what the functionality of the canvassing board is, and how they carry out their responsibility as well.

Charles Overturf gave a brief overview about the canvassing board. He stated the Canvassing board is set up in Florida statutes. So, every election must have a canvassing board. The City of Palatka signed the contract with the elections office way before I got here, that they wanted the elections office to do your qualifying and to run the City's elections and that's when the City decided to switch the dates for the elections of Mayor/Commissioners and proceed with the County schedule. So, August and November are the primary and Election Months. As long as the city continues to do that, then the City doesn't in essence have any worries about having a canvassing board. Charles Overturf explained the DSDE9 form to be completed first and foremost and the rest of stated forms will be next.

City Attorney Jane West asked Charles Overturf about background checks and whether his office does the background checks and if Charles Overturf can walk the committee through that. Charles Overturf explained his office does not do background checks and nobody else in the state does. He also explained State gives me directive and says, Charles, the minute you start going past what is written in the law you're opening yourself up for, you know liability and scrutiny. So, the elections office stays with exactly what we are allowed to do, there is no background checks in the case that maybe you're talking about.

Mr. Hill asked Charles Overturf if the City had two documents that needed to be signed for qualifications would the elections office have them sign those documents? Charles Overturf replied yes, we would follow what the city would like for us to add to qualification papers.

Question: Do extra qualifying papers need to be set in the city charter or by ordinance?

Answer: In Florida extra qualifying papers do not need to be in the city charter, they can be established by ordinance.

III. ADJOURN James Norwood moved to adjourn. Jeremy Davis seconded the motion, which passed unanimously.

IV. PUBLIC COMMENTS

BOARD MEMBERS:
JEREMY DAVIS
TOM DOLAN
TERRILL HILL
TERESA JACKSON
ALLEGRA KITCHENS
JAMES NORWOOD
TIFFANY PARKER FLANDERS
LEIGH RION
MATT SHULER
AUDREY WISE
ANNIE SVETLIK (ALTERNATE)

MARCIA G. CARTY, CPA, CGFO
INTERIM CITY MANAGER
FINANCE DIRECTOR
JANE WEST, ESQ.
CITY ATTORNEY

MINUTES
CITY OF PALATKA
February 24, 2025

I. CALL TO ORDER **Roll Call**
Terrill Hill, Tom Dolan, Allegra Kitchens, James Norwood, Tiffany Parker Flanders, Audrey Wise, and Matt Shuler were present. Jeremy Davis, Teresa Jackson, Leigh Rion, Annie Svetlik were absent.
City Employees Present: City Attorney Jane West, and City Clerk Karen Hayes, MMC.

II. APPROVAL OF MINUTES **Vote:** Tom Dolan moved to approve the minutes. Allega Kitchens seconded the motion which passed unanimously.

a. January 13, 2025

b. January 21, 2025 Special Called Meeting

III. REPORTS

a. Putnam County Supervisor of Election Polling Location Agreement

The agreement was shared with the Committee. A question was raised regarding whether the agreement would need to be renewed annually. Jane West confirmed that due to changes in the election dates, the agreement would indeed need to be signed on a yearly basis.

IV. RECAP

a. Recap on Elections, Article 4

Jane West shared an email with the Committee from Matt Shuler. The email was provided as part of research for Senate Bill 848, which proposes the creation of a publicly searchable online database for convicted felons. Following discussion, Tom Dolan suggested inviting a Law Enforcement Agent to the next meeting to provide insights into background check options. The Committee agreed to this proposal.

Vote: James Norwood moved that the City align its practices with those of the Supervisor of Elections and accept the report provided by the state regarding whether an individual is qualified or not. Allegra Kitchens seconded the motion. The motion passed with a 6-1 vote, with Tom Dolan dissenting.

Vote: Audrey Wise moved to allow the Commission to require the City Manager to become a permanent resident within the city limits within one year of being hired. Allegra Kitchens seconded the motion, and it passed unanimously.

V. REGULAR BUSINESS **Grounds for removal**
It was agreed by consensus that the City Attorney would return with several recommendations for the Committee to review and select the most suitable option.

Selecting a new person
Terrill Hill suggested requesting Commissioner Davis to appoint someone to the Charter Review Committee to fill her position.
Vote: Audrey Wise made a motion to recommend to the Commission that Commissioner Davis appoint a replacement for her position on the Charter Review Committee. Allegra Kitchens seconded the motion, and it passed with a 6-1 vote, with Tom Dolan dissenting.

VI. PUBLIC COMMENTS

VII. ADJOURN Audrey Wise moved to adjourn. James Norwood seconded the motion which passed unanimously.

BOARD MEMBERS:
TERRILL HILL, CHAIR
ALLEGRA KITCHENS, VICE CHAIR
ANNIE DAVIS
JEREMY DAVIS
TOM DOLAN
TERESA JACKSON
JAMES NORWOOD
TIFFANY PARKER FLANDERS
LEIGH RION
MATT SHULER
AUDREY WISE
ANNIE SVETLIK, ALTERNATE

CITY of Palatka FLORIDA

Marcia Carty, CPA CGFO
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

Karen Hayes, MMC
CITY CLERK

CHARTER REVIEW COMMITTEE
Minutes, March 24, 2025

Roll Call
Terrill Hill, Tom Dolan, Allegra Kitchens, James Norwood, Tiffany Parker Flanders, Audrey Wise, Teresa Jackson, Annie Svetlik, and Matt Shuler were present. Jeremy Davis and Leigh Rion were absent. City Employees Present: City Attorney Jane West, and City Clerk Karen Hayes, MMC.

Approval of Minutes
Vote: James Norwood made a motion to approve the minutes from February 24, 2025. The motion was seconded by Allega Kitchens and subsequently passed unanimously.

Chief Jason Shaw.

The committee held discussions on implementing background checks for city employees and elected officials, focusing on legal restrictions and potential benefits. They reviewed the distinctions between Level 1 and Level 2 background checks. Chief Shaw provided an explanation of the NCIC (National Crime Information Center) and the FCIC (Florida Crime Information Center) systems. The committee also requested input from HR Director Virginia Jones regarding the current process for conducting background checks on employees.

Vote: Allegra Kitchens moved to direct the council to draft a requirement for individuals seeking office in the City of Palatka to undergo a background check, with a recommendation to include this provision in the city charter. The motion was seconded by Tiffany Flanders and passed with a 6-1 vote, with Matt Schuler dissenting.

Mayor Pro Tempore
Tom Dolan made a motion to approve the selection of a vice mayor, to be chosen annually at the beginning of the fiscal year by a vote of the commission. The motion was seconded by Matt Schuler and passed unanimously.

Subpart B Article II Palatka Gas Authority Section 151-171

Brett Dennis and Jud Neufeld joined the meeting via Zoom. Brett Dennis provided a brief presentation on the history of the Palatka Gas Authority to the Charter Review Committee. During the discussion, the committee asked both presenters if there were any changes they would propose to the charter. Both affirmed that the charter is working well and expressed appreciation for the committee's work on its revisions.

Following this, the committee decided to adjourn and will resume discussions at the next meeting from where they left off.

Vote: Allegra Kitchens moved to review and digest the City Attorney memos and bring them back for further consideration at the next meeting. Matt Schuler seconded the motion, and it was passed unanimously.

Adjourn
Vote: Allegra Kitchens made a motion to adjourn the meeting. The motion was seconded by Matt Schuler and passed unanimously.

BOARD MEMBERS:
TERRILL HILL, CHAIR
ALLEGRA KITCHENS, VICE CHAIR
ANNIE DAVIS
JEREMY DAVIS
TOM DOLAN
TERESA JACKSON
JAMES NORWOOD
TIFFANY PARKER FLANDERS
LEIGH RION
MATT SHULER
AUDREY WISE
ANNIE SVETLIK, ALTERNATE

CITY of Palatka FLORIDA

Marcia Carty, CPA CGFO
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

Karen Hayes, MMC
CITY CLERK

CHARTER REVIEW COMMITTEE
Minutes, April 22, 2025

Roll Call
Terrill Hill, Tom Dolan, Allegra Kitchens, James Norwood, Audrey Wise, Leigh Rion Annie Svetlik, and Matt Shuler were present. Teresa Jackson, Jeremy Davis and Tiffany Parker Flanders were absent.
City Employees Present: City Attorney Jane West, and City Clerk Karen Hayes, MMC.

APPROVAL OF THE MINUTES
March 24, 2025
The motion to approve the minutes as written was made by James Norwood and seconded by Audrey Wise. The motion passed unanimously with all members voting in favor.

III. REPORTS
Chair Mr. Hill went over the last meeting and gave a brief update on the Gas Authority section.

IV. REGULAR BUSINESS

a. City Attorney Memos
Article 5, Miscellaneous Provisions

1. Under the Charter Review Commission's latest discussion, the Committee has decided to include the following statement in the Charter: The Charter Review Committee shall be appointed by the Commission every ten years for a comprehensive review of the Charter.
2. The Citizen Initiative Process was discussed, and Audrey Wise moved to retain the existing language, emphasizing the importance of allowing citizens to exercise their right to voice their opinions. Tom Dolan seconded the motion, and it passed with a 7-1 vote, with Allegra Kitchens dissenting.
3. The Financial Impact Statement was reviewed, and Matt Shuler moved to retain the existing language as it stands. James Norwood seconded the motion, and it passed with a 6-2 vote, with Terrill Hill and Allegra Kitchens dissenting.
4. The Sale of City-Owned Property was discussed, and after a brief deliberation, Tom Dolan moved to table the item until the next meeting. Allegra Kitchens seconded the motion, and it passed unanimously.
5. The City Clerk item was briefly discussed, and Allegra Kitchens moved to table the matter. Matt Shuler seconded the motion, and it passed unanimously.

VI. ADJOURN
The motion to adjourn was made by Audrey Wise and seconded by Allegra Kitchens. The motion passed unanimously.

BOARD MEMBERS:
TERRILL HILL, CHAIR
ALLEGRA KITCHENS, VICE CHAIR
JEREMY DAVIS
TOM DOLAN
TERESA JACKSON
JAMES NORWOOD
TIFFANY PARKER FLANDERS
LEIGH RION
MATT SHULER
AUDREY WISE
MARGRET ELLINGTON
ANNIE SVETLIK, ALTERNATE

Marcia Carty, CPA CGFO
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

Karen Hayes, MMC
CITY CLERK

CHARTER REVIEW COMMITTEE
Minutes, June 2, 2025

Roll Call
Terrill Hill, Tom Dolan, Allegra Kitchens, James Norwood, Audrey Wise, Tiffany Parker Flanders, Teresa Jackson, Margret Ellington and Matt Shuler were present. Annie Svetlik, Jeremy Davis and Leigh Rion were absent.
City Employees Present: City Attorney Jane West, and City Clerk Karen Hayes, MMC.

APPROVAL OF THE MINUTES
April 22, 2025
The motion to approve the minutes as written was made by James Norwood and seconded by Allegra Kitchens. The motion passed unanimously with all members voting in favor.

III. REPORTS
There were no reports at this time.

IV. REGULAR BUSINESS
City Attorney Jane West stated the committee had asked for some examples from other municipalities across the State of Florida, where the city clerk was mentioned in the city charter, and, as you can see, I pulled from various municipalities where a clerk's role is mentioned in the charter.

City Clerk Position – Charter Consideration
City Attorney Jane West shared findings from her research into how other municipalities address the City Clerk role within their charters. She noted that, in some municipalities, the City Clerk reports directly to the City Commission and in others, the Clerk reports to the City Manager. She emphasized that several decisions must be made regarding the future structure and recognition of the Clerk's position in the City of Palatka's Charter:
Recognition in the Charter: Should the City Clerk's position be formally recognized in the City Charter? If yes, how should the reporting structure be defined? What minimum qualifications (education, certification, years of experience) should be established for the role? What specific duties and responsibilities should be outlined (e.g., records management, election oversight, agenda preparation, etc.)?
The Charter Review Committee reviewed the duties and structure of the City Clerk position, including a comparative outline from Florida City. After discussion, the committee reached a consensus on how the appointment process should be structured.

Vote: Mr. Norwood moved to recommend that the City Manager appoint the City Clerk with the concurrence of the City Commission. The motion was seconded by Ms. Audry Wise and passed unanimously.

Motion Regarding Clerk's Duties – Charter Review Committee

Mr. Norwood moved to adopt the City Clerk duties and responsibilities outlined by Florida City, with the following modifications: Omitting the bullet point: Serving as the municipal supervisor of elections conducting all city elections in accordance with applicable law. Adding language specifying responsibility for recording minutes of official actions taken by the City Commission and all City boards. Excluding lien search responsibilities. Including the phrase *"including but not limited to"* to allow for flexibility in duties assigned. The motion was seconded by Ms. Audry Wise and passed with a vote of 8–1, with Ms. Allegra Kitchens voting in opposition.

Discussion on Financial Impact Statements for Charter Amendments

Ms. West addressed a matter that had been tabled at a prior meeting concerning whether to require a financial impact statement for any future amendments to the City Charter.
She explained that such statements would enhance transparency and ensure that voters are better informed of the potential fiscal consequences associated with proposed changes. This measure becomes increasingly relevant given the Charter Review Committee's recent decision to incorporate a citizen initiative process, which allows residents to propose charter amendments by referendum. The committee is now asked to consider whether a financial impact statement should be mandatory for all charter amendment proposals; and if so, how the language and requirements for such statements should be defined in the charter.
Vote: Mr. Norwood moved to include a requirement in the City Charter for a financial impact statement to accompany any proposed charter amendment. The motion was seconded by Ms. Audry Wise and passed unanimously.

Sell City Owned Property

Ms. West stated looking at other municipalities they do require a voter referendum and a super majority vote, so that would be majority plus one for the sale of city owned property. Some municipalities like Lake Worth clarify that the beachfront property shall not be sold or leased without an affirmative vote. This previously was an issue with 81 acres of Ravine Gardens State Park adjacent to the St. Johns River that was being eyed for development purposes.
After discussion from the Charter Review Board, a motion was made by James Norwood moved that we do not put the sale of city owned property in the charter. Mr. Shuler seconded the motion and passed with a vote of 8–1, with Ms. Allegra Kitchens voting in opposition.

A sub committee was formed to establish the height of buildings in Palatka which is 35 feet. The subcommittee consists of four people, Ms. Wise, Ms. Flanders, Mr. Hill and Mr. Dolan.

VI. ADJOURN

The motion to adjourn was made by Audrey Wise and seconded by Allegra Kitchens. The motion passed unanimously.

BOARD MEMBERS:
TERRILL HILL, CHAIR
ALLEGRA KITCHENS, VICE CHAIR
JEREMY DAVIS
TOM DOLAN
TERESA JACKSON
JAMES NORWOOD
TIFFANY PARKER FLANDERS
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MATT SHULER
AUDREY WISE
MARGARET ELLINGTON
ANNIE SVETLIK, ALTERNATE

CITY of Palatka FLORIDA

Marcia Carty, CPA CGFO
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

Karen Hayes, MMC
CITY CLERK

CHARTER REVIEW COMMITTEE
Minutes, August 19, 2025

Roll Call
Terrill Hill, Tom Dolan, Allegra Kitchens, James Norwood, Audrey Wise, Tiffany Parker Flanders, Teresa Jackson, Margaret Ellington, Annie Svetlik and Matt Shuler were present. Jeremy Davis and Leigh Rion were absent.
City Employees Present: City Attorney Jane West, and City Clerk Karen Hayes, MMC., Airport Manager Yul McNair

PRESENTATIONS
Margaret Ellington – Oath
Margaret Ellington read her Oath and was sworn in.

APPROVAL OF THE MINUTES
June 2, 2025
The motion to approve the minutes as written was made by Tom Dolan and seconded by Audry Wise. The motion passed unanimously with all members voting in favor.

PUBLIC COMMENTS
No public comments.

REPORTS
Update from Tiffany Flanders
Ms. Flanders gave the update for the side bar meeting on the height of buildings within the City of Palatka. After discussion on the height of building.
Vote: Mr. Shuler moved to suggest to the commission that they review the height restrictions within that ordinance and change the height accordingly if they see fit. To do so. Ms. Kitchens seconded the motion. The motion passed 6-4.
Discussion
Mr. Dolan stated he would like to see something recommending indicating that this board would prefer higher heights, as acceptable.
Ms. Wise suggested putting a number for the height.
Ms. Kitchens stated she feels that there shouldn't be a cap on the height.
Ms. West explained to move this conversation forward, she suggested drafting a letter to be sent to the Planning Director to consider increasing the building height through an ordinance as a suggestion coming from the Charter Review Committee.

REGULAR BUSINESS

Airport - Airport Manager Yul McNair

Mr. McNair gave a presentation to the Charter Review Committee on the Airport comings and goings, and its day-to-day operations.

Ms. Kitchens asked Mr. McNail what his opinion was if the Airport should be in the Charter or not. She asked Mr. McNair if he had any opinion on that topic. Mr. McNair stated first and foremost he is all about protecting the City of Palatka. Mr. McNair also stated whatever structure you look at, it needs to do that. You don't necessarily lose that control. Because what you have is a program that has been cleaned up a lot. And now these revenue sources are starting to click.

Mr. Dolan asked the airport if it is an enterprises fund, are there any other enterprise funds? Ms. Carty stated yes, the golf course is an enterprise fund. Mr. Dolan stated if a dollar is earned at the airport it stays at the airport. Mr. McNair stated yes. Mr. Dolan asked how many people there are on the advisory board and what are the term limits? Ms. West stated there is no authorizing implementation to establish the Airport Advisory Board. She also stated the airport is not anywhere in the city code or in the city charter. Ms. West explained the reason this is before you are to provide the airport with a level of protection. There have been some efforts to privatize the airport, this would protect the airport. There is no establishment of the Airport Advisory Board that currently exists. The city is trying to address that through the first reading of the ordinance on August 28th.

Mr. Norwood asked what are the advantages for the airport of being in the charter or not being in the charter? Ms. Carty stated the protection of having the airport under the city is that they are budgeted, they are funded, their growth is not stifled, and they are going in the direction that the citizens of this city really need. Ms. West added having the airport recognized in fiber is the most protective layer that's safe to alter the airport to ensure that it isn't privatized.

Vote: Ms. Kitchens moved to direct the City Attorney to come back with wording, placing the Palatka Airport, Key Larkin Field, into the City Charter and bringing it back possibly at the next meeting. Ms. Wise seconded the motion which passed unanimously.

After a brief discussion the committee decided to wait until the next meeting to discuss:

a. Charter Review revision summary - Preamble
b. Charter Review revision summary - Article I, Section 1-4
c. Charter Review revision summary Article II Section 21
d. Charter Review revision summary Article II Section 22
e. Charter Review revision summary Article II Section 23
f. Charter Review revision Article II Section 24

The committee agreed to schedule the next meeting for Tuesday, September 9, 2025 at 4:00 p.m.

ADJOURN

The motion to adjourn was made by Tom Dolan and seconded by Audrey Wise which passed unanimously.

BOARD MEMBERS:
TERRILL HILL, CHAIR
ALLEGRA KITCHENS, VICE CHAIR
ANNIE DAVIS
JEREMY DAVIS
TOM DOLAN
TERESA JACKSON
JAMES NORWOOD
TIFFANY PARKER FLANDERS
LEIGH RION
MATT SHULER
AUDREY WISE
ANNIE SVETLIK, ALTERNATE
MARGARET ELLINGTON

CITY of Palatka FLORIDA

MARCIA CARTY, CPA,CGFO
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC
CITY CLERK

Minutes
Charter Review Committee Meeting
September 9, 2025

Board Members: Terrill Hill, Jeremy Davis, Tom Dolan, Teresa Jackson, Allegra Kitchens, James Norwood, Tiffany Flanders, Leigh Rion, Matt Shuler, Audry Wise, Annie Svetlik and Margaret Ellington.

Staff Present: Citty Attorney Jane West and City Clerk Karen Hayes

Approval Of Minutes
August 19, 2025
City Clerk Karen Hayes announced there were 2 corrections, one is on page two, and the other is on page three, she also stated it has been corrected on the original document.
Vote: Ms. Wise moved to approve the August 19, 2025 minutes. Ms. Kitchen seconded the motion which passed unanimously.

Public Comments
There were no public comments.

Regular Business
Charter Review revision summary – Preamble
Ms. Kitchens moved to approve the Preamble with correction equity to equality. Mr. Norwood seconded the motion which passed unanimously.

Charter Review revision summary - Article I, Section 1-4
Ms. Wise moved to approve Article I, Section 1-4. Mr. Norwood seconded the motion which passed unanimously.

Charter Review revision summary Article II Section 21
Mr. Norwood moved to approve Article II section 21. Ms. Kitchens seconded the motion which passed unanimously.

Charter Review Revision Summary Article II Section 22.
Mr. Dolan moved to approve Article II Section 22. Ms. Kitchens seconded the motion which passed unanimously.

Charter Review revision summary Article II Section 23
Ms. Kitchens moved to approve Article II Section 23. Ms. Flanders seconded the motion which passed unanimously.

Charter Review revision Article II Section 24
Ms. Kitchens moved to approve Article II Section 24. Mr. Shuler seconded the motion which passed unanimously.

Ms. West stated she could use a little feedback and guidance in terms of what this committee is looking for. There was a consensus from the committee to keep the format the same. Ms. West stated next up will be Section 26 (Mayor).

The committee voted on September 30, 2025, at 4:00 p.m. for their next meeting.

Adjourn
Ms. Kitchens moved to adjourn.

BOARD MEMBERS:
TERRILL HILL, CHAIR
ALLEGRA KITCHENS, VICE CHAIR
ANNIE DAVIS
JEREMY DAVIS
TOM DOLAN
TERESA JACKSON
JAMES NORWOOD
TIFFANY PARKER FLANDERS
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JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC
CITY CLERK

Minutes
Charter Review Committee Meeting
September 30, 2025

Board Members: Terrill Hill, Tom Dolan, Teresa Jackson, Allegra Kitchens, James Norwood, Tiffany Parker Flanders, Matt Shuler, Audrey Wise, Annie Svetlik and Leigh Rion. Margaret Ellington and Jeremy Davis were absent.

Staff Present: Citty Attorney Jane West, City Clerk Karen Hayes and City Manager Marcia Carty

Approval Of Minutes
September 9, 2025, Minutes
Vote: Ms. Wise moved to approve September 9, 2025, minutes with two corrections in the names. Ms. Kitchens seconded the motion which passed unanimously.

Regular Business
Charter Review revision summary - Article II, Section 26
Vote: Mr. Norwood moved to approve Article II, Section 26 with the correction "in place of their, they or them put Mayor instead. Ms. Wise seconded the motion which passed unanimously.

Charter Review revision summary - Article II, Section 26 Establishing role of Vice Mayor
Vote: Mr. Shuler moved to approve Article II, Section 26. Ms. Kitchens seconded the motion which passed unanimously.

Charter Review revision summary - Article II, Section 28
Vote: No motion was needed for this article.

Charter Review revision summary - Article II, Section 29 (new section)
Vote: No motion was needed for this article.

Charter Review revision summary - Article II, Section 30 (new section)
Vote: Ms. Parker Flanders moved to not put in the charter Article II Section 30. Ms. Kitchen seconded the motion which passed unanimously.

Charter Review revision summary - Article II, Section 31 (new section)
Vote: Ms. Kitchens moved not to put Article II Section 31 in the charter. Mr. Schuler seconded the motion, and it passed unanimously.

Charter Review revision summary - Article II, Section 32 (new section)
Vote: Mr. Dolan moved to accept the changes in Article II Section 32. Ms. Kitchens seconded the motion which passed unanimously.

Charter Review revision summary - Article III, Section 38
Vote: No motion was needed for this article.

Charter Review revision summary - Article III, Section 39
Vote: Ms. Kitchen moved to accept the new language for Article III Section 39 and removed the word mayor from line 11. Mr. Dolan seconded the motion which passed unanimously.

Charter Review revision summary - Article III, Section 40 (new)
Vote: Mr. Dolan moved to approve Article III Section 40. Ms. Wise seconded the motion which passed unanimously.

Charter Review revision summary - Article III, Section 41 (new)
Vote: After discussion it was agreed to leave this section as is.

Charter Review revision summary - Article IV, Section 46-48
Vote: Mr., Norwood moved to accept Article IV Section 46. Ms. Kitchens seconded the motion which passed unanimously.
Vote : Ms. Kitchens moved to keep Article IV section 47. Mr. Dolan seconded the motion which passed unanimously.
Vote: Ms. Kitchen moved to delete Article IV Section 48 from the charter. Mr. Shuler seconded the motion which passed unanimously.

Charter Review revision summary - Article V, Section 59 (new)
Charter Review revision summary - Article V, Section 60 (new)
Charter Review revision summary - Article V, Section 61 (new)
Charter Review revision summary - Article V, Section 62 (new)
Vote: Ms. Kitchens moved to review Article V, Section 59, 60, 61, and 62 to the next meeting. Ms. Jackson seconded the motion which passed unanimously.

The next meeting was scheduled for October 14, 2025, at 4:00 p.m.

Adjourn
Ms. Kitchens moved to adjourn.

BOARD MEMBERS:
TERRILL HILL, CHAIR
ALLEGRA KITCHENS, VICE CHAIR
ANNIE DAVIS
JEREMY DAVIS
TOM DOLAN
TERESA JACKSON
JAMES NORWOOD
TIFFANY PARKER FLANDERS
LEIGH RION
MATT SHULER
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CITY ATTORNEY

KAREN HAYES, MMC
CITY CLERK

Minutes
Charter Review Committee Meeting
October 14, 2025

Board Members: Terrill Hill, Tom Dolan, Allegra Kitchens, James Norwood, Tiffany Parker Flanders, Matt Shuler, Audrey Wise, Annie Svetlik and Margaret Ellington. Leigh Rion, Teresa Jackson, and Jeremy Davis were absent.

Staff Present: City Attorney Jane West, and City Clerk Karen Hayes.

Approval Of Minutes
September 30, 2025, Minutes
Vote: Ms. Wise moved to approve September 30, 2025, minutes with a correction. Ms. Kitchens seconded the motion which passed unanimously.

Regular Business
Charter Review revision summary - Article V, Section 59 City Attorney
Vote: Mr. Shuler moved to accept the following phrasing for this section "the city commission shall appoint a city attorney who shall serve at the pleasure of the commission. And shall act as the legal advisor to the municipality , and all its officers and matters relating to their official duties. Mr. Norwood seconded the motion.
After discussion Mr. Shuler amended his motion to include the city attorney who may be removed by the commission by a majority vote. Mr. Norwood seconded the motion which passed unanimously.

Charter Review revision summary - Article V, Section 60 City Clerk
Vote: Ms. Kitchens moved to approve Article V, Section 60 as status quo. Ms. Svetlik seconded the motion which passed unanimously.

Next meeting is scheduled for October 28, 2025, at 4:00 p.m.

Adjourn
Ms. Kitchens moved to adjourn.

BOARD MEMBERS:
TERRILL HILL, CHAIR
ALLEGRA KITCHENS, VICE CHAIR
ANNIE DAVIS
JEREMY DAVIS
TOM DOLAN
TERESA JACKSON
JAMES NORWOOD
TIFFANY PARKER FLANDERS
LEIGH RION
MATT SHULER
AUDREY WISE
ANNIE SVETLIK, ALTERNATE
MARGARET ELLINGTON

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CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC
CITY CLERK

Minutes
Charter Review Committee Meeting
October 29, 2025

Board Members: Terrill Hill, Tom Dolan, Allegra Kitchens, James Norwood, Tiffany Parker Flanders, Matt Shuler, Audrey Wise, Annie Svetlik and Margaret Ellington. Leigh Rion, Teresa Jackson, and Jeremy Davis were absent.

Staff Present: Citty Attorney Jane West, and City Clerk Karen Hayes.

Regular Business

Charter Review revision summary - Article V, Section 61 Charter Review Committee

After discussion the committee composed new language for this section.

This Charter may be amended as provided by General Law. Commencing the first regular meeting on November 1, 2026, and every 10 years thereafter. The committee shall be composed of an odd number not more than 11 members plus one alternate. Each Commissioner shall appoint one (1) member, other members may be appointed by application, or recommendation. The Commission shall appoint an alternate. The Committee shall appoint the chair and vice-chair. To be eligible for the committee you must be a qualified elector, a Putnam County Resident, a city of Palatka business owner.

Vote: Ms. Kitchens moved to accept the suggested language. Mr. Shuler seconded the motion which passed unanimously. moved to accept the following phrasing for this section "the city commission shall appoint a city attorney who shall serve at the pleasure of the commission. And shall act as the legal advisor to the municipality , and all its officers and matters relating to their official duties. Mr. Norwood seconded the motion.

Charter Review revision summary - Article V, Section 62 Citizen referendum process

After discussion, the committee stated they would like to change the words "registered voter" to qualified electors throughout the document.

1. **Citizen Referendum:**
   Vote: Ms. Kitchens moved to approve Article V, Section 62, number 1 as status quo. Ms. Ellington seconded the motion which passed unanimously.
2. **Commencement of Proceedings**
   Vote: Ms. Kitchens moved to approve Article V, Section 62, number 2 as status quo. Mr. Norwood seconded the motion which passed unanimously.

3. **Petitions**
   Vote: Mr. Norwood moved to approve section 3 a through d. Ms. Kitchens seconded the motion which passed unanimously.
4. **Procedure after filling A through C**
   A: Certificate of Clerk:
   Vote: Ms. Wise moved to approve section 4A with the added language to include registered mail and/or electronic mail. Mr. Shuler seconded the motion which passed unanimously.
   B: Commission Review:
   C: Court Review; New Petition:
   Vote: Ms. Kitchens moved to approve section 4 B and C as written. Ms. Wise seconded the motion which passed unanimously.
5. **Referendum Petitions; Suspension of Effect of Ordinance; 1 through 4:**
   Vote: Mr. Norwood moved approve section 5, 1 through 4. Ms. Kitchens seconded the motion which passed unanimously.
6. **Actions on Petitions.**
   A. Action by the Commission:
   Vote: Ms. Kitchens moved to approved section 6 A as written. Ms. Ellington seconded the motion which passed unanimously.
   B. Submission to Voters of referred Ordinances.
   Vote: Ms. Kitchens moved to accept section 6 B as written. Ms. Shuler seconded the motion. After discussion, Ms. Kitchens amended her motion, and Mr. Shuler amended his seconded motion.
   Vote: Ms. Kitchens moved to approve her mended motion which removes "if no regular city election is to be held with in the period prescribed in this subsection, the commission shall provide for a special election, otherwise" and remove "within the prescribed period". Mr. Shuler seconded the amended motion which passed unanimously.
   C. Withdrawal of Petitions
   Vote: Ms. Wise moved to approve section 6 C as written. Ms. Kitchens seconded the motion which passed unanimously.
7. **Results of the election**
   A. Referendum
   Vote: Ms. Wise moved to approve section 7 A as written. Ms. Kitchens seconded the motion which passed unanimously.

Next meeting is scheduled for December 3, 2025, at 4:00 p.m.

Adjourn
Ms. Kitchens moved to adjourn.

BOARD MEMBERS:
TERRILL HILL, CHAIR
ALLEGRA KITCHENS, VICE CHAIR
ANNIE DAVIS
JEREMY DAVIS
TOM DOLAN
TERESA JACKSON
JAMES NORWOOD
TIFFANY PARKER FLANDERS
LEIGH RION
MATT SHULER
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ANNIE SVETLIK, ALTERNATE
MARGARET ELLINGTON

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CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC
CITY CLERK

Minutes
Charter Review Committee Meeting
December 3, 2025

Board Members: Terrill Hill, Tom Dolan, Allegra Kitchens, James Norwood, Tiffany Parker Flanders, Matt Shuler, Audrey Wise, and Margaret Ellington. Leigh Rion, Teresa Jackson, and Annie Svetlik and Jeremy Davis were absent.

Staff Present: Citty Attorney Jane West, and City Clerk Karen Hayes.

Approval of Minutes
October 14, 2025, and October 29, 2025
Mr. Norwood moved to accept the minutes with correction. Ms. Wise seconded the motion which pass unanimously.

Regular Business

City Attorney Ms. West explained that all proposed changes are included in the provided document. If approved, the document will go before the Commission in **January**. She emphasized the committee must review each line to ensure the ballot title and question are properly phrased and the proposed language is accurate.

Ms. West noted this is the final opportunity to make any changes.

Mr. Hill asked if the committee members had sufficient time to review the document. After discussion, the committee agreed to delay action to allow everyone ample opportunity to read the document and return with any questions or proposed changes.

Vote: Ms. Kitchens moved to table this until the next meeting January 7, 2026, at 4:00 p.m. Mr. Norwood seconded the motion which passed unanimously.

Next meeting is scheduled for January 7, 2026, at 4:00 p.m.

Adjourn
Mr. Hill adjourned the meeting.

CHARTER REVIEW COMMITTEE MATRIX OF PROPOSED CHARTER AMENDMENTS

Overview

A city Charter serves as a governing document for a city, town, or village. The Charter establishes the city's organizational structure, highest laws, powers, privileges, and duties. The City of Palatka established a Charter Review Committee that reviewed the City Charter and will make the following recommendations to the City Commission for proposed amendments.

The Charter Review Committee held its first meeting on March 26, 2024 to commence review of the Charter. On February 26, 2026, the Committee submitted a final report with recommendations to the City Commission. On March 12, 2026, following a public hearing, the City Commission accepted the final report and adopted an Ordinance to place the proposed charter amendments before the registered voters of Palatka on the general election ballot for November 3, 2026.

Charter Section	Title & Ballot Question	Purpose	Proposed Language
Part 1 – Create Preamble	CREATING A PREAMBLE TO THE CHARTER OF THE CITY OF PALAKTA Amending the charter by creating a preamble, stating the values, goals and purposes of the charter. This charter amendment does not create any new rights, duties, obligations, or prohibitions.	This Charter amendment would create a preamble to the charter. Many other municipalities have preambles, but the City of Palatka's charter does not. While the preamble does not create any specific rights or duties, it provides a statement of who Palatka is and its goals.	We the people of the City of Palatka, under the constitution and laws of the state of Florida, in order to secure the benefits of local self-government and to provide for an honest and accountable commission-manager government do hereby adopt this home rule charter and confer upon the city the following powers, subject to the following restrictions, and prescribed by the following procedures and governmental structure. By this action, we affirm the values of representative democracy, home rule and self-determination, professional management, strong political leadership, public engagement, diversity, justice, environmental stewardship, equality and inclusiveness.
Part I, Article I, Sections 1-4	DELETING SECTIONS THAT ARE NO LONGER RELEVANT AND RENUMBERING	This Charter amendment will delete Sections 1-4 of Article I as they are no longer relevant as it related to abolishing the old municipality in 1923 and reestablishing a new municipality. The renumbering would renumber section 5 (boundaries) as section 2 – to remain boundaries.	~~**Sec. 1. - Old municipality abolished.**~~ ~~That the existing municipality of the City of Palatka, in the County of Putnam, State of Florida, be, and the same is hereby abolished.~~ ~~(Laws of Fla., ch. 9875(1923), § 1)~~ ~~**Sec. 2. - New municipality established; right of perpetual succession, use of common seal.**~~ ~~That all the inhabitants comprehended within the limits of the territory hereinafter described shall be and are hereby constituted a municipal corporation, as a body politic and corporate, under and by the name of the City of Palatka, and as such shall have perpetual succession and shall have and use a common seal and change the same as [at] its pleasure.~~ ~~(Laws of Fla., ch. 9875(1923), § 2)~~ ~~**Sec. 3. - Vesting of choses in action, property, etc., of old municipality.**~~ ~~That the title, rights and ownership of property, uncollected taxes, dues, claims, judgments, decrees and choses in action, held or owned by the municipality of Palatka shall pass to, and be vested in the municipal corporation organized under this act to succeed the municipality abolished.~~ ~~(Laws of Fla., ch. 9875(1923), § 4)~~

			~~Sec. 4. - Contracts, debts, etc., of old municipality.~~ ~~That no obligation or contract of the said municipality including bonds heretofore issued, shall be impaired or avoided by this act, but such debts and obligations shall pass to and be binding upon the new municipality hereby created.~~ ~~(Laws of Fla., ch. 9875(1923), § 5)~~ Sec. 2. - Boundaries
Part I, Article I, Section 1	ADDING A SECTION DEFINING THE CITY'S POWERS	A charter should begin by defining the scope of the city's powers. It should address the context in which such powers operate, including the effect of state law and the desirability of cooperation with other localities.	The city of Palatka shall have all powers possible for a city to have under the constitution and laws of Florida as fully and completely as though they were specifically enumerated in this charter. The powers of the city of Palatka under this charter shall be construed liberally in favor of the city, and the specific mention of particular powers in the charter shall not be construed as limiting in any way the general power granted in this article. The city of Palatka may participate by contract or otherwise with any governmental entity of this state or any other state or states or the United States in the performance of any activity which one or more of such entities has the authority to undertake.
Part I, Article II, Section 21	CLEANING UP LANGUAGE FOR CLARITY AND RELEVANCE	The current language sought to establish the election cycle starting from the year 1947. The proposal deletes irrelevant language and removes the language for when elected officials should take office because the time designated for assuming office is addressed in Section 24. It also codifies the fact that	The form of government of the City of Palatka, provided for under this act, shall be known as the "commission-manager plan," and there is hereby created a city commission for said city, which shall consist of five (5) persons, who shall be elected at large, one of whom shall be mayor~~. Said commissioners and mayor shall hold office beginning on the first Monday in January next after their election as herein provided in the manner following:~~ Elections shall occur in four-year, staggered terms that take place every two years. Elections for the mayor and commissioner groups 2 and 4 shall coincide with federal mid-term elections. Elections for commissioner groups 1 and 3 shall coincide with federal general elections. Terms for the mayor and all city commissioners shall be four (4) years. There are no restrictions on reelection to subsequent four-year terms.

		Palatka does not have term limits.	
Part I, Article II, Section 22	ESTABLISH TIME FRAME FOR COMMISSIONER'S RESIDENCY REQUIREMENT AND REMOVE LANGUAGE REGARDING THE CITY RUNNING ITS OWN ELECTIONS	The revision clarifies how long a commissioner must be residents of the City of Palatka and deletes language that made reference to the City of Palatka running its own elections	**Section 22 – Commissioner – Residency requirements; bond; ~~who is judge of election and qualifications.~~** Members of the city commission shall be residents of the City of Palatka for six months prior to the election, and shall have the qualifications of electors. The mayor and commissioners must maintain their residency within the city throughout their term. The mayor and each of the commissioners shall furnish a surety bond in such sum as shall be prescribed by ordinance, but not less than five thousand dollars ($5,000.00), payable to the City of Palatka, said bond to be approved by the city attorney. The bond premium shall be paid out of the City's General Revenue fund. ~~The city commission shall be judge of the election and qualification of its own members.~~
Part I, Article II, Section 23	REQUIRING PHYSICAL ATTENDANCE AT MEETINGS	This Charter amendment requires the physical attendance of a majority of the members elected to the city commission.	**Section 23 – ~~Same~~ – Majority constitutes quorum; number for adjournment; compelling attendance of members; vote required for adoption of ordinances, resolutions, entrance on journal.** "The physical attendance of a majority of the members of all members elected to the city commission shall constitute a quorum but a less number may adjourn from time to time to compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance. Members elected to the city commission may attend virtually if a majority is physically in attendance notwithstanding a state of emergency having been declared by the Governor of the State of Florida. An affirmative vote of three commissioners who are physically present shall be necessary to adopt any ordinance or resolution and the passage of all ordinances and resolutions shall be taken by an affirmative response or a negative response and entered unto the journal."
Part I, Article II, Section 24	REVISES THE TIMING OF TAKING OFFICE	The time frame between an election and being sworn into office was deemed too long. This	~~At 7:30 p.m., on the first Monday in January next after each annual municipal election, the city commission shall meet at the usual place for holding the meetings of the legislative body of the city, at which time the newly elected commissioners shall assume the duties of office. This meeting may be held at an~~

		revision puts Palatka in conformance with Putnam County Commissioners getting sworn into office.	~~alternate meeting place as prescribed by ordinance. If the first Monday in January falls on New Year's Day, this meeting shall be held on the second Monday in January. Thereafter the city commission shall meet at such time as shall be prescribed by ordinance or resolution, except that it shall meet regularly not more than once each week.~~ **Section 24 – ~~Same~~ – Newly elected, time designated for assuming office; ~~regular meetings~~.** The newly elected mayor and commissioners shall be sworn in and assume office on the first regular or special city commission meeting following certification of their election results.
Part I, Article II, Section 25	DELETES THE WORD SAME	This amendment deletes the word "same" in the section heading, as it is not the same as the previous heading.	**Section 25 – ~~Same~~ – Filling vacancies on commission other than those resulting from recall.**
Part I, Article II, Section 26	ADDS THE ROLE OF VICE-MAYOR, UPDATES LANGUAGE AND CORRECTS ERROR	This amendment adds the role of Vice-Mayor, updates the section pertaining to the Mayor's power by revising to include less gender-specific language.	**Sec. 26. - Mayor, Vice-Mayor, power and authority.** The mayor shall preside at all meetings of the commission and perform such duties as shall be consistent with ~~his~~ the mayor's office, and ~~he~~ the mayor shall have the same power and authority as other commissioners and a voice and a vote in the proceedings of the commission, but no ~~vote~~ veto power. ~~He~~ The mayor shall use the title of mayor in any case in which the execution of legal instruments of writing or other necessity arising under the provisions of this act or the general laws of the state so require; but this shall not be construed as conferring upon ~~him~~ the mayor the administrative or judicial functions of a mayor under the general laws of the state. The city commissioners shall vote at the beginning of each fiscal year to appoint a vice-mayor. The vice-mayor shall serve as acting mayor when the mayor is absent.
Part I, Article II, Section 27	CORRECTS GENDER-SPECIFIC LANGUAGE	This amendment adds less gender-specific language.	Every officer of the city shall, before entering upon the duties of his or her office, take and subscribe to an oath or affirmation to be filed and kept in the office of the city clerk; which oath shall be in the form prescribed for state officers by the constitution of the state.

Part I, Article II, Section 29	ADDS NEW SECTION FOR QUALIFICATIONS OF ELECTED OFFICIALS	This amendment adds a new section to the Charter requiring a background check for candidates.	**Sec. 29. – Candidate background check** Any person seeking to become an elected official of the City of Palatka must, at or before filing for candidacy, submit to a background investigation to be conducted by a designated city department or third-party vendor. Failure by a candidate to undergo the required background check shall render the candidacy invalid. If an elected official is later found to have provided false information or obstructed the process, the office may be vacated or otherwise forfeited as provided by ordinance.
Part I, Article II, Section 30	ADDS NEW SECTION PROHIBITING INTERFERENCE WITH ADMINISTRATION	This amendment seeks to limit interference by commissioners with the city manager's administration	**Sec. 30. - Interference with Administration.** Except for the purpose of inquiries, and investigations, the commission and its members shall deal with city officers and employees who are subject to the direction and supervision of the city manager solely through the city manager, and neither the council nor its members shall give orders to any such officer or employee, either publicly or privately.
Part I, Article III, Section 39	DELETES THE CITY MANAGER'S HIRING AND FIRING OF THE CITY ATTORNEY	This amendment removes the power of the City Manager to hire or fire the City Attorney, as that power should be vested with the City Commission and adds less gender-specific language.	**Sec. 39. - Powers and duties of the city manager.** The city manager shall be the chief administrative officer of the city, responsible to the commission for the administration of all city affairs placed in the manager's charge by or under this Charter or ordinance. The city manager shall: (1) Appoint, and when necessary, suspend or remove the police chief, fire chief, finance director, and city clerk ~~and city attorney~~ with the concurrence of a majority of the city commission; (2) Appoint, and when necessary, suspend or remove all other city employees, except as otherwise provided by law, this Charter or personnel rules adopted pursuant to this Charter or ordinance; (3) Direct and supervise the administration of all departments, offices and agencies of the city, except as otherwise provided by this Charter or by law; (4) Attend all city commission meetings. The city manager shall have the right to take part in discussion but shall not vote; (5)

			See that all laws, provisions of this Charter and acts of the city commission, subject to enforcement by the city manager or by officers subject to the manager's direction and supervision, are faithfully executed; (6) Prepare and submit the annual budget and capital program to the city commission; (7) Submit to the city commission and make available to the public a complete report on the finances and administrative activities of the city as of the end of each fiscal year; (8) Make such other reports as the city commission may require concerning the operations of city departments, offices and agencies subject to the city manager's direction and supervision; (9) Keep the city commission fully advised as to the financial condition and future needs of the city; (10) Make recommendations to the city commission concerning the affairs of the city; (11) Provide staff support services for the mayor and commission members; (12) Perform such other duties as are specified in this Charter or may be required by the city commission; and (13) To act as a purchasing agent for the city. In the capacity of purchasing agent, ~~he~~ the city manager shall sell all property that has become unfit for use by the city or that has been declared surplus by the city commission. All such purchases and sales shall be made in conformity to such regulations as the city commission may from time to time prescribe.

Part I, Article III, Section 40	ADD CITY MANAGER RESIDENCY REQUIREMENT	This amendment requires the City Manager to become a permanent resident of the City	**Sec. 40. - City Manager Residency Requirement** The City Manager shall become a permanent resident within the city limits within one year of being hired.
Part I, Article IV, Section 48	DELETES IRRELEVANT SECTION	This amendment deletes a provision relating to the City conducting its own elections. The City's elections are administered through the Putnam County Supervisor of Elections.	~~**Sec. 48. - Canvassing of returns; canvassing board; certification of returns; certificate of election to person elected.**~~ ~~The result of elections, both primary and general elections, shall be canvassed at a meeting to be held as soon as possible after the closing of the polls. The canvassing board shall consist of the supervisor of elections for Putnam County, Florida, the city clerk, and two (2) city commissioners who are unopposed in the election. The canvassing board shall certify the returns and the results as shown by such returns shall be declared by the city commission as the result of the election. The city clerk shall, not sooner than noon of the second day after the election, furnish a certificate of election to each person shown to have been elected.~~
Part I, Article V, Section 59	ADDS A SECTION RELATING TO THE CITY ATTORNEY	This amendment establishes that the city commission, not the city manager, has the hiring and firing power over the city attorney.	**Sec. 59.- City Attorney** The city commission shall appoint a city attorney who shall serve at the pleasure of the commission. And shall act as the legal advisor to the municipality , and all its officers and matters relating to their official duties. The city attorney may be removed by the commission by a majority vote.
Part I, Article V, Section 60	ADDS A SECTION ESTABLISHING REGULAR CHARTER REVIEWS	This amendment seeks to prevent a long delay between charter revisions and established a charter review committee to meet every decade, and establishes criteria for appointment on the committee.	**Sec. 60. – Charter Review** This Charter may be amended as provided by General Law. Commencing the first regular meeting on November 1, 2026, and every 10 years thereafter. The committee shall be composed of an odd number not more than 11 members plus one alternate. Each Commissioner shall appoint one (1) member, other members may be appointed by application, or recommendation. The Commission shall appoint an alternate. The Committee shall appoint the chair and vice-chair. To be eligible for the committee you must be a qualified elector, a Putnam County Resident, a city of Palatka business owner.
Part I, Article V, Section 61	ADDS A CITIZEN REFERENDUM PROCESS	This amendment establishes a citizen	**Sec. 61. -General authority for citizen referendum.** 1. Citizen Referendum. The qualified electors of the city shall have power to

		initiative referendum process	require reconsideration by the commission of any adopted ordinance and, if the commission fails to repeal an ordinance so reconsidered, to approve or reject it at a city election, but such power shall not extend to the budget or capital program or any ordinance relating to appropriation of money, levy of taxes or salaries of city officers or employees. 2. Commencement of Proceeding; Petitioners' Committee; Affidavit. Any five (5) qualified electors may commence initiative or citizen referendum proceedings by filing with the city clerk an affidavit stating they will constitute the petitioners' committee and be responsible for circulating the petition and filing it in proper form, stating their names and addresses and specifying the address to which all notices to the committee are to be sent, and setting out in full the proposed initiative ordinance or citing the ordinance sought to be reconsidered. 3. Petitions. a. Number of Signatures. Initiative and citizen referendum petitions must be signed by qualified electors of the city equal in number to at least ten percent (10%) of the total number of qualified electors at the last regular city election. b. Form and Content. All papers of a petition shall be uniform in size and style and shall be assembled as one instrument for filing. Each signature shall be executed in ink or indelible pencil and shall be followed by the address of the person signing. Initiative and citizen referendum petitions shall contain or have attached thereto throughout their circulation, the full text of the ordinance proposed or sought to be reconsidered. c. Affidavit of Circulator. Each paper of a petition shall have attached to it when filed, an affidavit executed by the person circulating it stating that he or she personally circulated the paper, the number of signatures thereon, that all the signatures were affixed in his or her presence, that he or she believes them to be the genuine signatures of the persons whose names they purport to be and that each signer had an opportunity before signing to read the full text of the ordinance proposed or sought to be reconsidered. d. Time for Filing Referendum Petitions. Referendum petitions must be filed with the city clerk within forty-five (45) days after adoption by the city commission of the ordinance sought to be reconsidered. 4. Procedure after Filing. a. Certificate of Clerk; Amendment. Within twenty (20) days after the petition if

			filed, the city clerk shall complete a certificate as to its sufficiency, specifying, if it is insufficient, the particulars wherein it is defective and shall promptly send a copy of the certificate to the petitioners' committee by registered mail. A petition certified insufficient for lack of the required number of valid signatures may be amended once if the petitioners' committee files a notice of intention to amend it with the clerk within two (2) days after receiving the copy of his or her certificate and files a supplementary petition upon additional papers within ten (10) days after receiving the copy of such certificate. Such supplementary petition shall comply with the requirements of paragraphs (2) and (3) of Section 2-8 (b.) above, and within five (5) days after it is filed, the clerk shall complete a certificate as to the sufficiency of the petition as amended and promptly send a copy of such certificate to the petitioners' committee by registered mail and/or electronic mail, as in the case of an original petition. If a petition or amended petition is certified sufficient, or if a petition or amended petition is certified insufficient and the petitioners' committee does not elect to amend or request commission review under paragraph (2) of this subsection within the time required, the clerk shall promptly present his or her certificate to the commission and the certificate shall then be a final determination as to the sufficiency of the petition. b. Commission Review. If a petition has been certified insufficient and the petitioners' committee does not file notice of intention to amend it or if an amended petition has been certified insufficient, the committee may, within two (2) days after receiving the copy of such certificate, file a request that it be reviewed by the commission. The commission shall review the certificate at its next meeting following the filing of such request and approve or disapprove it, and the commissions' determination shall then be a final determination as to the sufficiency of the petition. c. Court Review; New Petition. A final determination as to the sufficiency of a petition shall be subject to court review. A final determination of insufficiency even if sustained upon court review, shall not prejudice the filing of a new petition for the same purpose. 5. Referendum Petitions; Suspension of Effect of Ordinance. When a referendum petition is filed with the city clerk, the ordinance sought to be reconsidered shall be suspended from taking effect. Such suspension shall terminate when:

			(1) There is a final determination of insufficiency of the petition or; (2) The petitioners' committee withdraws the petition, or; (3) The commission repeals the ordinance; or (4) Forty-five (45) days have elapsed after a vote of the city on the ordinance. 6. Actions on Petitions. a. Action by Commission. When referendum petition has been finally determined sufficient, the commission shall promptly reconsider the referred ordinance by voting its repeal. If the commission fails to repeal the referred ordinance within sixty (60) days after the date the petition was finally determined sufficient, it shall submit the referred ordinance to the voters of the city. b. Submission to Voters of Referred Ordinances. The vote of the city on a referred ordinance shall be held not less than thirty (30) days and not later than one year from the date of the final commission vote thereon. The vote shall be held at the same time as such regular election, except that the commission may in its discretion provide for a special election at an earlier date. Copies of the proposed or referred ordinance shall be made available at the polls. c. Withdrawal of Petitions. A referendum petition may be withdrawn at any time prior to the fifteenth day preceding the day scheduled for a vote of the city by filing with the city clerk a request for withdrawal signed by at least two-thirds of the petitioners' committee. Upon the filing of such request, the petition shall have no further force or effect and all proceedings thereon shall be terminated. 7. Results of Election. a. Referendum. If a majority of the qualified electors on a referred ordinance vote against it, it shall be considered repealed upon certification of the election results.

CHARTER REVIEW COMMITTEE
PRESENTATIONS

FLC UNIVERSITY

City of Palatka: City Charter Review

July 21, 2023

Lynn Tipton
Director
FLC University

Municipal Charters in Florida

- All charters are unique; haven't found any two identical
- 411 cities, towns and villages – all have a charter
- Goal for today: discuss charter review roles, municipal characteristics in Florida, and compare Palatka using data collected

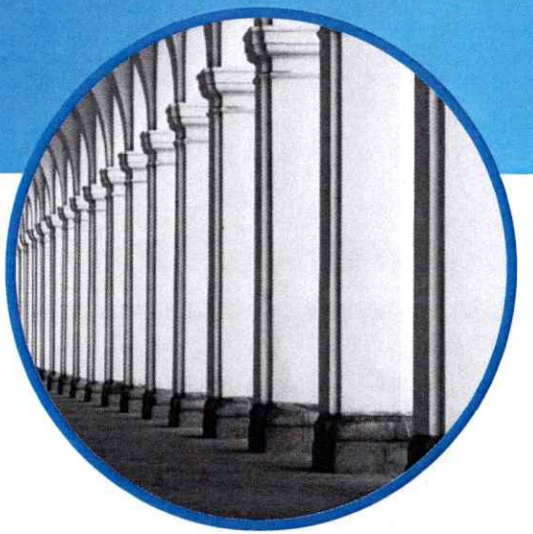
Charters

- Like a Constitution – broad framework
- Explains the vision, mission and structure of the municipality
- Explains how the representatives will be elected; chain of command and fiscal authority
- Details are by ordinance (law) and policies
- Short: 8 to 10 pages in length

Charter Review Committees

- Some are created by charter with specific appointment terms
- Some are created by ordinance, or at the request of a city council; varies widely across Florida's municipalities
- Committee is usually tasked with a time-specific review, assisted by counsel, and to bring back any recommendations to the council
- The council may choose to place items directly on the ballot based upon recommendations of the counsel and committee
- The role of citizens in this process is crucial: representation of the public; ability to weigh issues and to understand the charter's importance as the city's governing foundation

Common Charter Elements



- Preamble
- Boundaries
- Legislative Body
- Form of Government
- Charter Officers (positions defined)
- Fiscal and Fiduciary Authorities and Responsibilities
- Amendment Process

Comparable Charter Characteristics: Legislative

- Size of Council or Commission: five (5) members is most common; some seven (7) and some (6) where mayor is non-voting
- Length of term: two- and four- year terms are fairly evenly spread across 411; smaller percentage use three-year term
- Type of election per council seat: at-large; single-member district (SMD); elected seat with at-large voting; true at-large; some councils are mix of at-large and SMD
- Selection of mayor: 3 options: elected at large; elected from within the council; rotational

Forms of Municipal Government in Florida

- **Council-weak mayor:** original form brought over from England; council shares all powers; about 85 Florida cities with populations less than 25,000
- **Council-strong mayor:** an elected executive implements council actions and administers the city; about 40 Florida cities in all populations
- **Commission:** each elected official oversees one or more departments autonomously; come together as legislative body. About 2 Florida cities have this
- **Council-Manager or Commission-Manager:** professional manager appointed by mayor & council to administer city, prepare agenda and recommend actions to council, and present a budget each year; about 280 Florida cities of all populations
- **Hybrid:** elements of the above

Charter Offices and Departments

- Some cities seek to establish a department by including it in the charter so that any changes would require referendum
- The other way to establish departments is by resolution or ordinance
- Examples can include utilities, police and fire, or a specific service unique to that municipality
- Charter positions most often include attorney, clerk and manager (if that form of government)

Palatka Comparisons:

- Using populations from 9,157 to 12,132: With Palatka there are 11 comparisons
- Geography: All are interior; none coastal. 0 rural; 0 urban; 11 suburban
- 11 are Council-Manager or Commission-Manager; 0 is Council-Strong Mayor; 0 Commission; 0 is Council-Weak Mayor; 0 Hybrid
- Number of elected seats: 10 with 5; 1 with 9

Should also compare scope of services if any charter elements are compared more deeply

City of Palatka: Chart of Comparisons

Municipality (County)	Population	Form	Seats
Lantana (Palm Beach)	12,132	C-M	5
Wilton Manors (Broward)	11,569	C-M	5
Alachua (Alachua)	10,844	C-M	5
Davenport (Polk)	10,824	C-M	5
Palatka (Putnam)	**10,529**	**C-M**	**5**
Green Cove Springs (Clay)	10,234	C-M	5
Milton (Santa Rosa)	10,154	C-M	9
Avon Park (Polk)	9,769	C-M	5
Brooksville (Hernando)	9,481	C-M	5
Orange Park (Clay)	9,157	C-M	5

Key to Abbreviations:
C-M is Council-Manager

Best Practices in Charter Reviews

- Appointing representative citizens
- Holding several public forums for discussion (especially if referendum is scheduled)
- Use of website for agenda, minutes of meetings, display of current and proposed language – can help engage citizens
- If referendum is scheduled, develop "FAQ" for website
- Consider partnering with other civic organizations to help with forums, public discussions – reach out and include these groups

More Best Practices: Charter Review Committees

- Charter powers/authority granted to more than one entity
- Confusing language in elections section – usually in qualifications
- Writing too much: less is better

Charter Trends in Florida

- **Form of government:** trend since 1950s toward the council-manager and commission-manager form of government (including new incorporations)

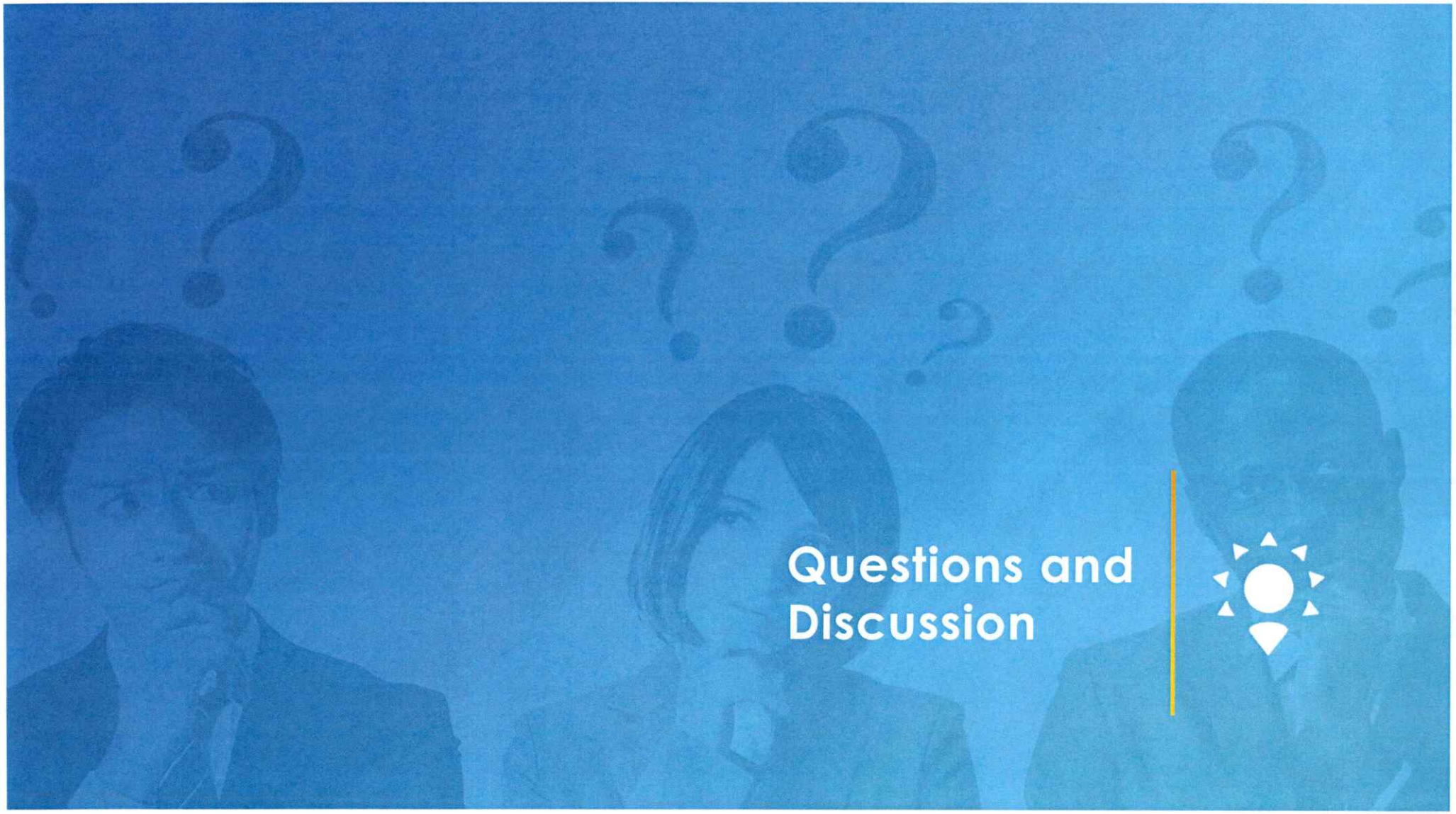
- **Charter review time periods:** 10- to 15-year periods are widely seen

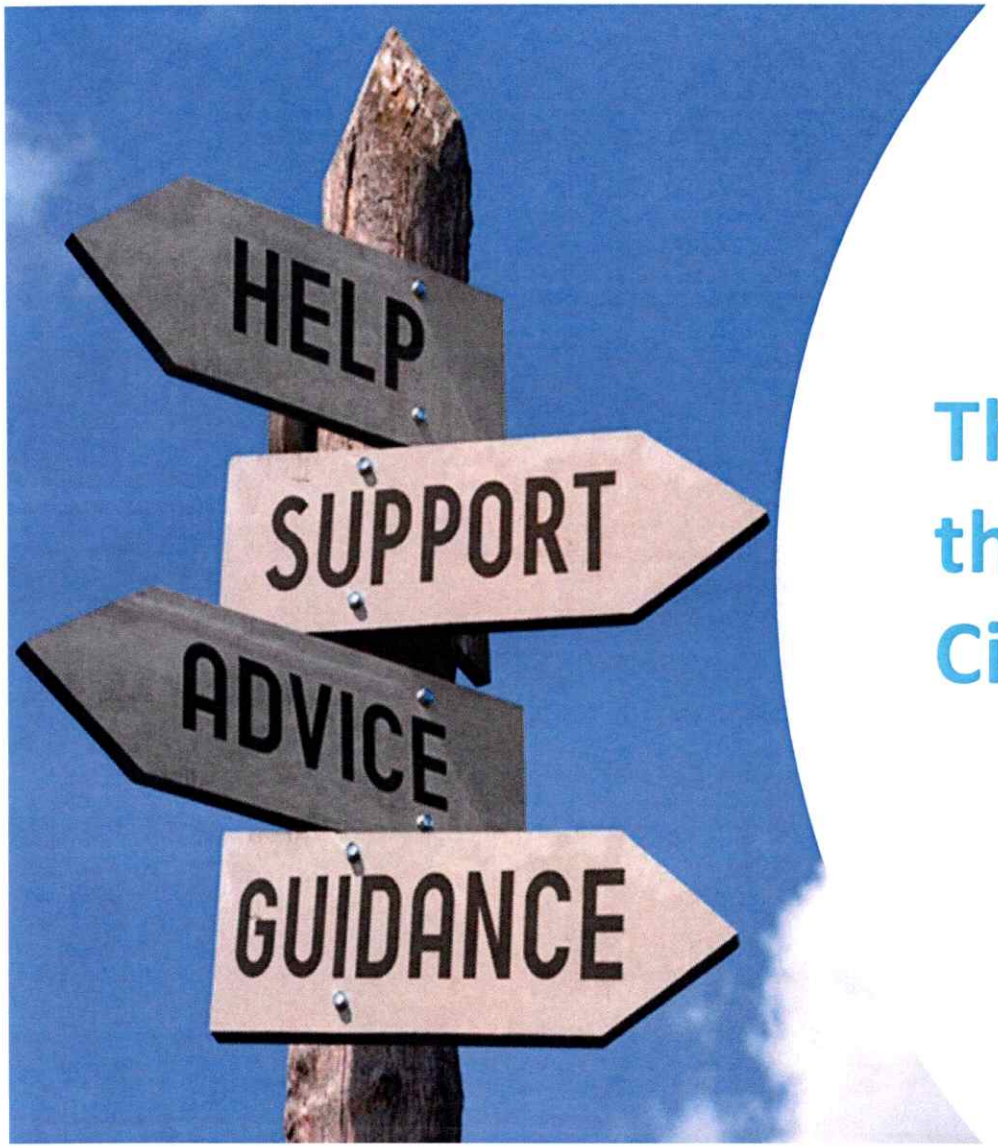
Charter Review: Questions to Consider

- From the 2021 ninth edition of the Model City Charter:
- Is the charter reflective of the city's current population?
- Is the council representative of the population, both resident and business?
- Does the charter address responsible professionalism, and do it adequately?
- Has the city provided opportunities for citizen participation in the process?
- Is the city engaged in civic education about the charter (web site, for example)?

Resources

- The Model City Charter- National Civic League
- www.ncl.org – use their questions, not language
- Charters in FL: www.municode.com/library select FL and view list of codified city charters
- FLC Research: Center for Municipal Research tab on FLC website for Peer City information


Questions and
Discussion



Thank you for including the Florida League of Cities in your process!

City of Palatka Charter Review

Jane West, Esq.
City Attorney

Authority to amend the City Charter

Florida Constitution

Section 2(a), Article VIII, Florida Constitution, provides that municipal charters may be amended pursuant to general law or special law.

Florida Statute 166.031

Subsection (1) of section 166.031, Florida Statutes, sets forth the method for amending municipal charters. According to that subsection, the governing body of the municipality, by ordinance, or the electors of the municipality, by petition signed by 10 percent of the registered electors, may propose an amendment to any section or all of the municipal charter with the exception of that part setting out the municipal boundaries. The municipal governing body is directed to place the proposed amendment on the ballot at the next general election or at a special election called for that purpose.

Scope of Review

- Article II – City Commission
- Article III – City Manager
- Article IV - Elections
- Article V – Miscellaneous Provisions

Article II – City Commission

- Section 21 – Commission-Manager Plan
- Section 21 – Terms of office, election dates
- Section 22 – Residency requirements, bond; who is judge of an election and qualifications
- Section 23 – Majority constitutes a quorum; number for adjournment; compelling attendance of members; vote required for adoption of ordinances, resolutions, entrance on journal
- Section 24 – Newly elected, time designated for assuming office; regular meetings
- Section 26 – Mayor, power and authority

Article III – City Manager

- Section 37 – Removal
- Section 39 – Powers and duties of the city manager

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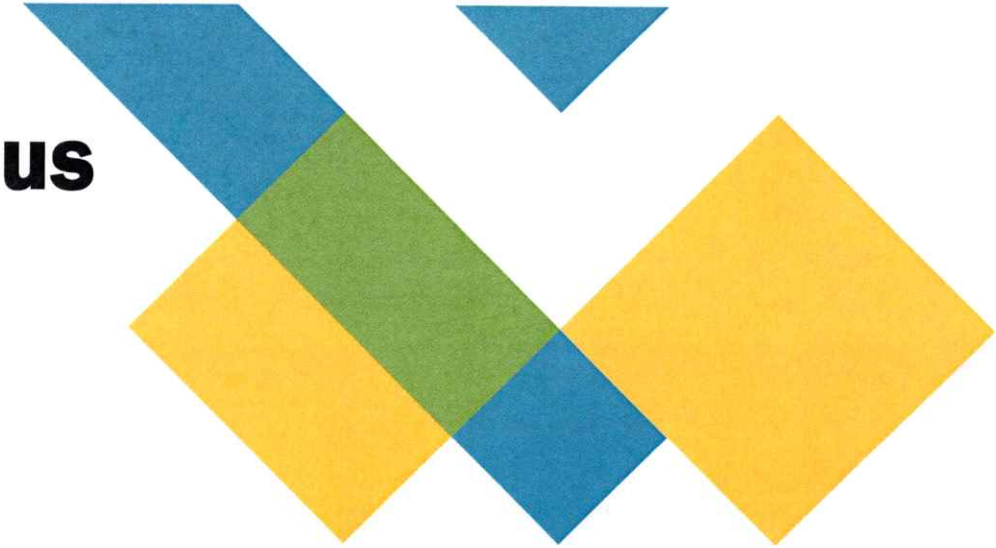

Provide authority for the formation of a Charter Review Commission to review the charter and submit recommended charter amendments on a scheduled basis (i.e. once every 10 years).

Provide authority for a citizen initiative process. (i.e. 10% of the registered voters sign a petition to have a charter amendment placed on the ballot).

Sample Amendment
(St. Augustine Beach)

Buildings and structures within the City of St. Augustine Beach, Florida shall be limited to thirty-five (35) feet in height. The height limitation will not include to architectural features or any roof structures so long as such features and items do not extend more than ten (10) feet above the structure.

_____ Yes

_____ No

Process and Objective

Review the charter

Research topics & report back to the CRC

Obtain public input and feedback

Draft amendments to the Charter for consideration by the City Commission based upon research and public input

Submit agreed upon amendments to the City Commission

City Commission votes on whether to add the amendments to the 2026 ballot in the form a referendum

Vote – November 2026 election

Important Deadlines

April 14, 2026 – Deadline for CRC to present to the City Commission

May 6, 2026 – 1st reading of ordinance

May 28, 2026 – 2nd reading of ordinance

August 3, 2026 – Submit amendment(s) to the Supervisor of Elections

November 5, 2026 - Election

Questions?

Jane West, Esq.
386-329-0100 x219
jwest@palatka-fl.gov

City of Palatka Charter Review Committee Status Update April 10, 2025

Jane West, Esq.
City Attorney

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PARLIAMENTARY PROCEDURES

SUNNI KRANTZ, CMC
CITY CLERK
CITY OF PALATKA

PARLIAMENTARY PROCEDURES - DEFINITION

- *Parliamentary procedure* is the code of rules and ethics for working together in groups
  - Governs the orderly, expeditious, and efficient transaction of business, meetings, and conventions
  - Its purpose is to determine the will of the majority and to carry it out

WHY ARE PARLIAMENTARY PROCEDURES IMPORTANT?

- Board members have the right to make effort to have his/her position declared to the Board to the extent that can be tolerated in the interests of the entire body

DEFINITIONS

- Quorum – More than 1/2 of active membership
- Majority – More than 1/2 of those voting
- 2/3 Majority – 2/3 or more of those voting
- Motion – A proposal by a member to take a particular action
- Agenda - an outline of things to be considered or done
- Parliamentarian – Expert on parliamentary procedures

EFFECTIVE MEETING

- Publish agenda before the meeting
- Call the meeting "to order" on time
- Must have a quorum to conduct business
- Follow the agenda
- Agenda changes require a vote

AGENDA CREATION

- What problem am I trying to solve?
- What outcome do I hope to achieve by bringing this item to the council?
- Give notice (Sunshine Law governs Government notices of hearings and meetings)
- Value everyone's time

AGENDA

- Call to Order
- Roll Call
- Public Comment (Fla. Stat. require opportunity for the public to be heard at public local government meetings)
- Minutes Approval
- Consent Agenda
- Regular or New Business
- Reports/Comments
- Adjournment

TYPICAL PROCEDURES

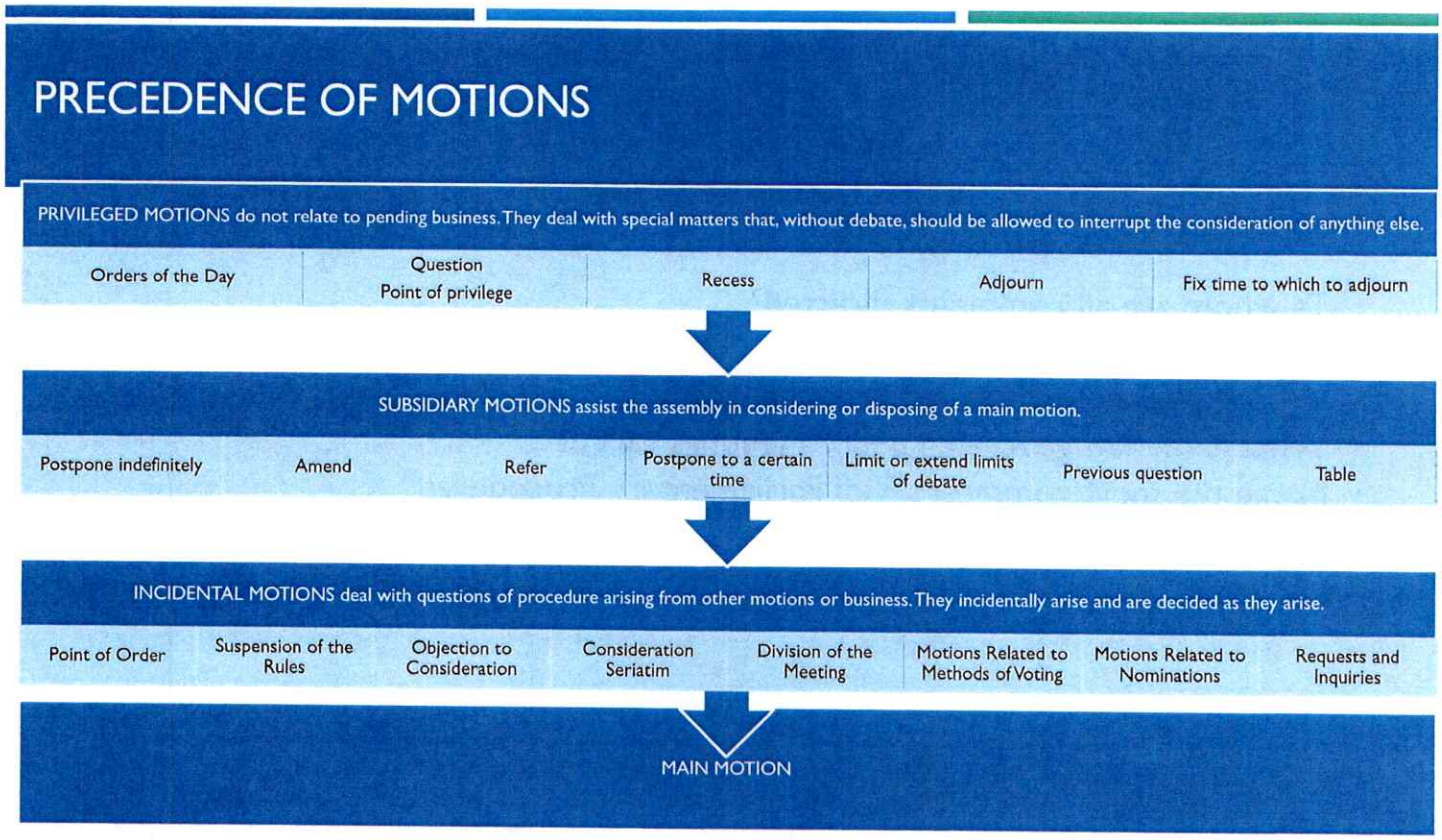
- Everyone must be recognized by the Chair before speaking and all remarks made are directed to the Chair
- Item is Read
- Members states the Motion
- Another seconds the Motion (when required)
- Chair restates the Motion (Members have the right to know what Motion is before them and what affirmative/negative votes mean)
- The Motion is debated
  - All discussion needs to be relevant to the pending Motion
  - The measure is the subject of the debate
  - No member can speak twice on the same question, until all others have had opportunity to speak
    - Time limits and amount of turns can be set
- When debate is over "Question" is called
- A vote is taken
- Chair announces the result of the Vote

RULES

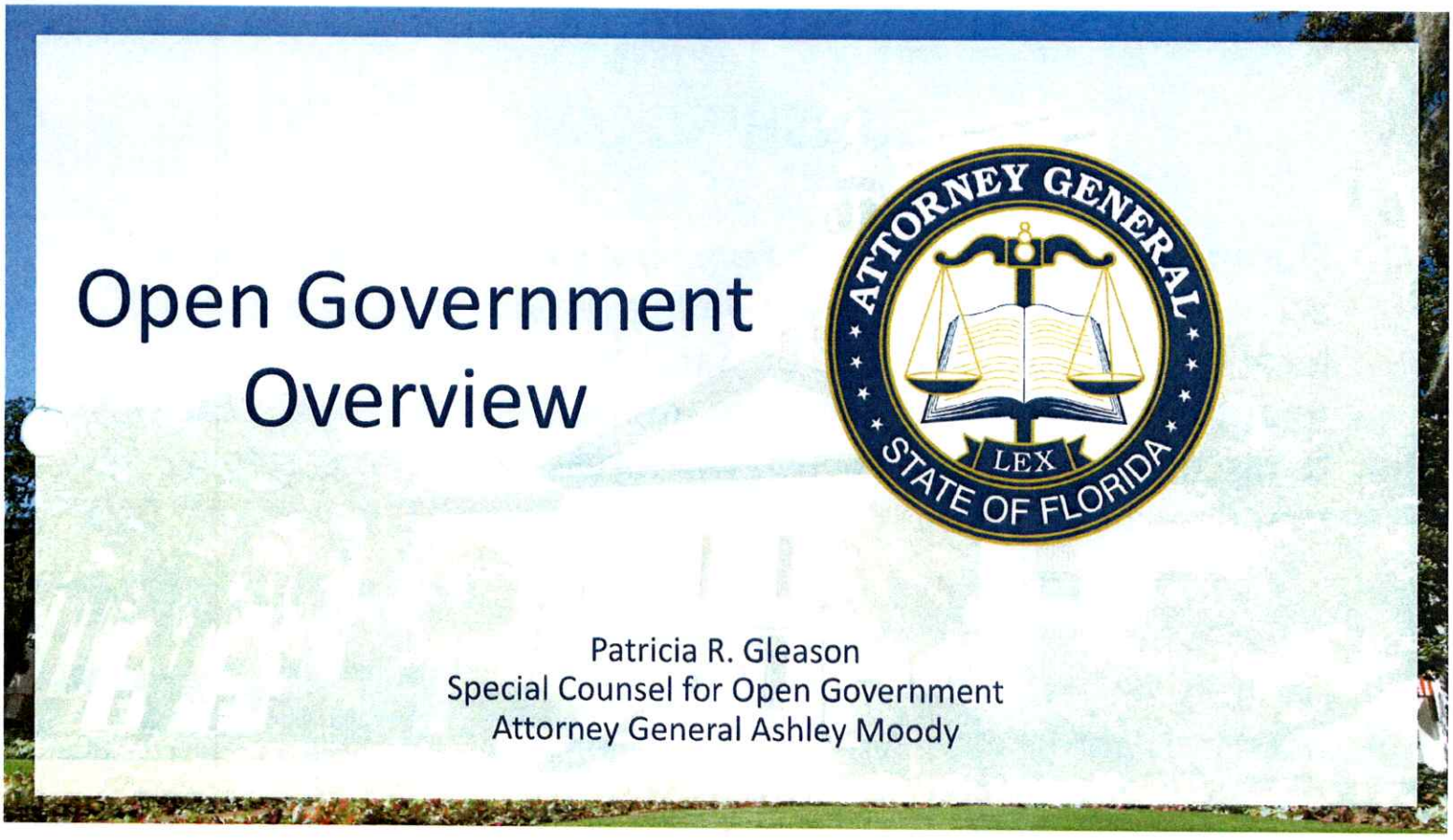
- Robert's Rules of Order
- Custom or Standing Rules
  - A particular practice may sometimes come to be followed as a matter of custom
- Small board rules
  - Most Parliamentary procedures apply
  - Small boards can choose Motions need not be seconded
  - Informal discussion of a subject is permitted while no motion is pending

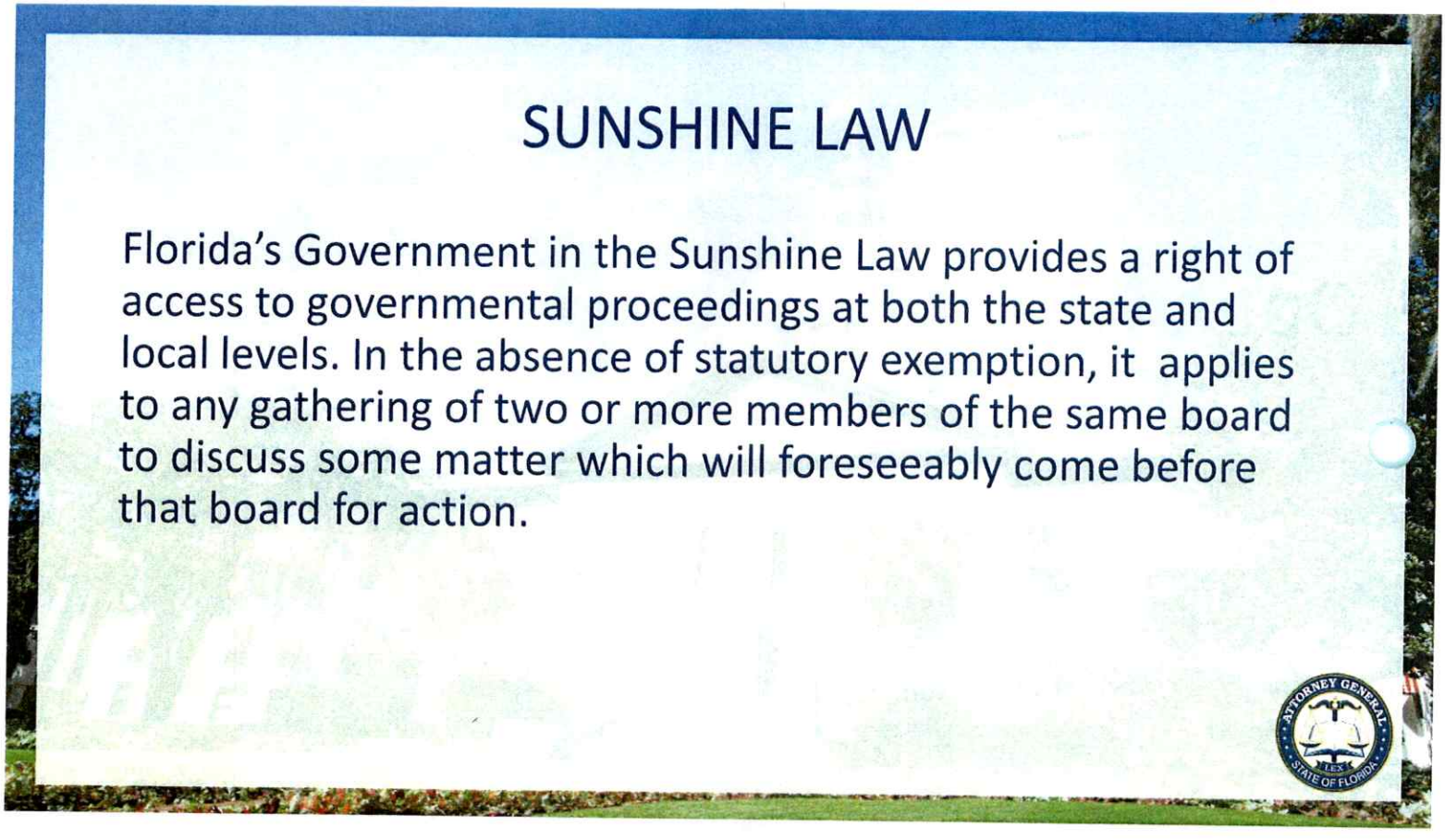
CHAIR

- Chair must recognize members before they speak – one speaker will be recognized at a time
- Chair may not make motions
- Chair votes only to make or break a tie – unless the chair is a full member
- The Chair preserves order and decorum
- Vice Chair – someone who acts as the Chair in his/her abscence


PRECEDENCE OF MOTIONS
PRIVILEGED MOTIONS do not relate to pending business. They deal with special matters that, without debate, should be allowed to interrupt the consideration of anything else.
Orders of the Day
Question
Point of privilege
Recess
Adjourn
Fix time to which to adjourn
SUBSIDIARY MOTIONS assist the assembly in considering or disposing of a main motion.
Postpone indefinitely
Amend
Refer
Postpone to a certain time
Limit or extend limits of debate
Previous question
Table
INCIDENTAL MOTIONS deal with questions of procedure arising from other motions or business. They incidentally arise and are decided as they arise.
Point of Order
Suspension of the Rules
Objection to Consideration
Consideration Seriatim
Division of the Meeting
Motions Related to Methods of Voting
Motions Related to Nominations
Requests and Inquiries
MAIN MOTION

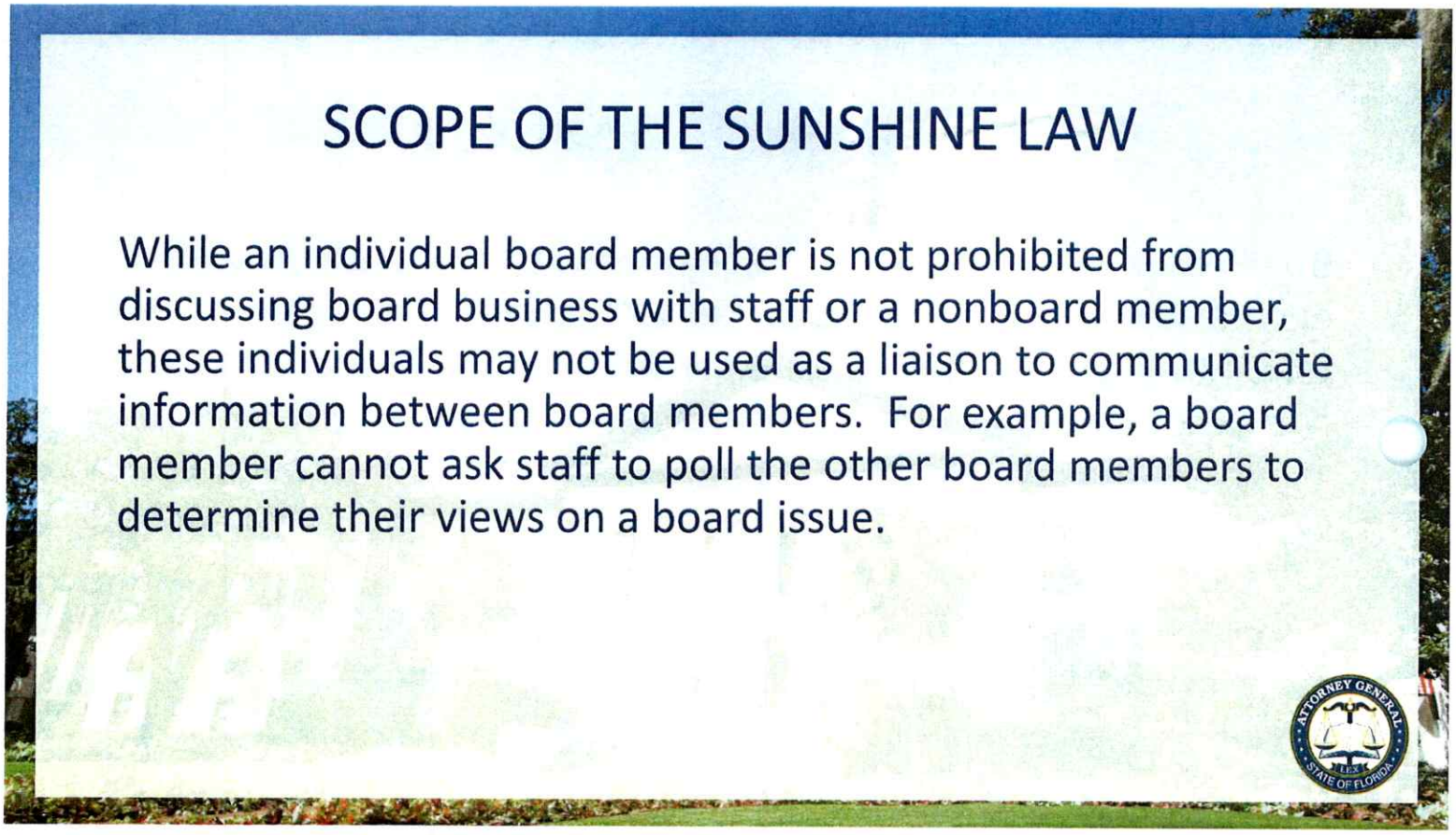
- To whom are all comments directed?
- What must be made before a vote?
- What is the attendance requirement called?
- What is the law governing public meetings called?
- Name the most common set of Parliamentary Procedures


Open Government
Overview
ATTORNEY GENERAL
LEX
STATE OF FLORIDA
Patricia R. Gleason
Special Counsel for Open Government
Attorney General Ashley Moody


SUNSHINE LAW
Florida's Government in the Sunshine Law provides a right of access to governmental proceedings at both the state and local levels. In the absence of statutory exemption, it applies to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action.
ATTORNEY GENERAL
STATE OF FLORIDA

SCOPE OF THE SUNSHINE LAW

Board members may not engage in private discussions with each other about board business, either in person or by telephoning, emailing, texting or any other type of electronic communication (i.e Facebook, blogs).


SCOPE OF THE SUNSHINE LAW
While an individual board member is not prohibited from discussing board business with staff or a nonboard member, these individuals may not be used as a liaison to communicate information between board members. For example, a board member cannot ask staff to poll the other board members to determine their views on a board issue.
ATTORNEY GENERAL
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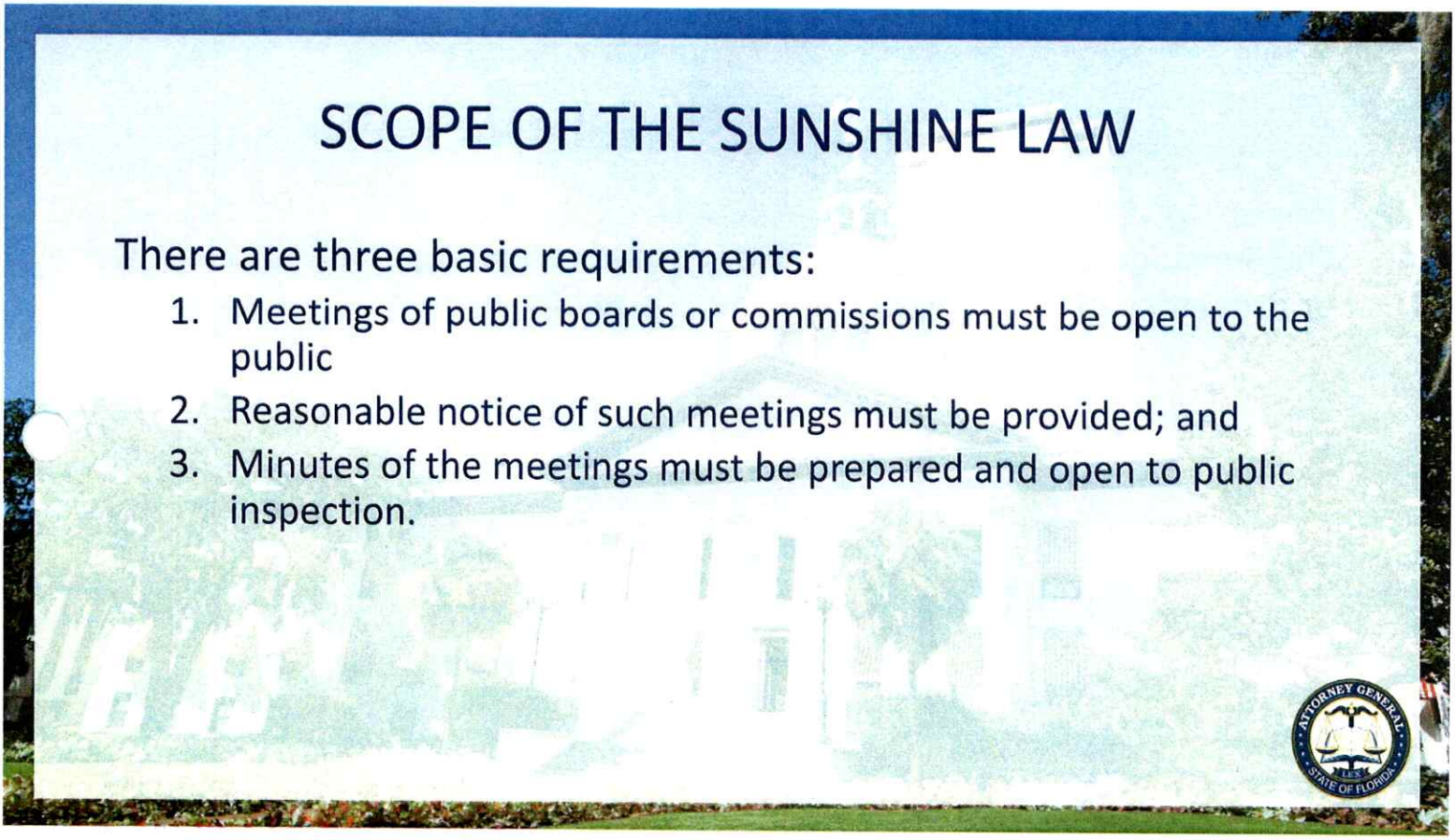
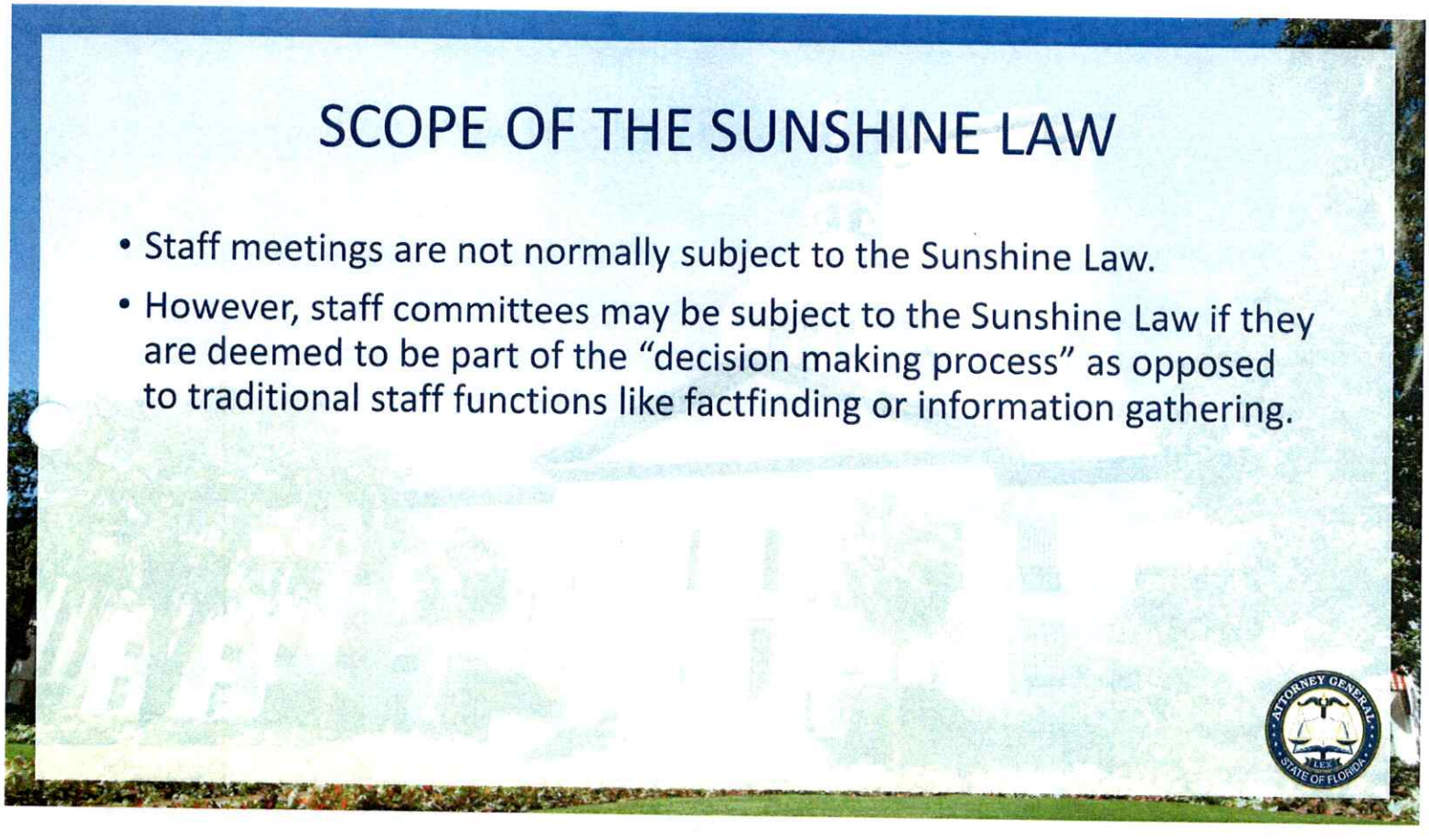
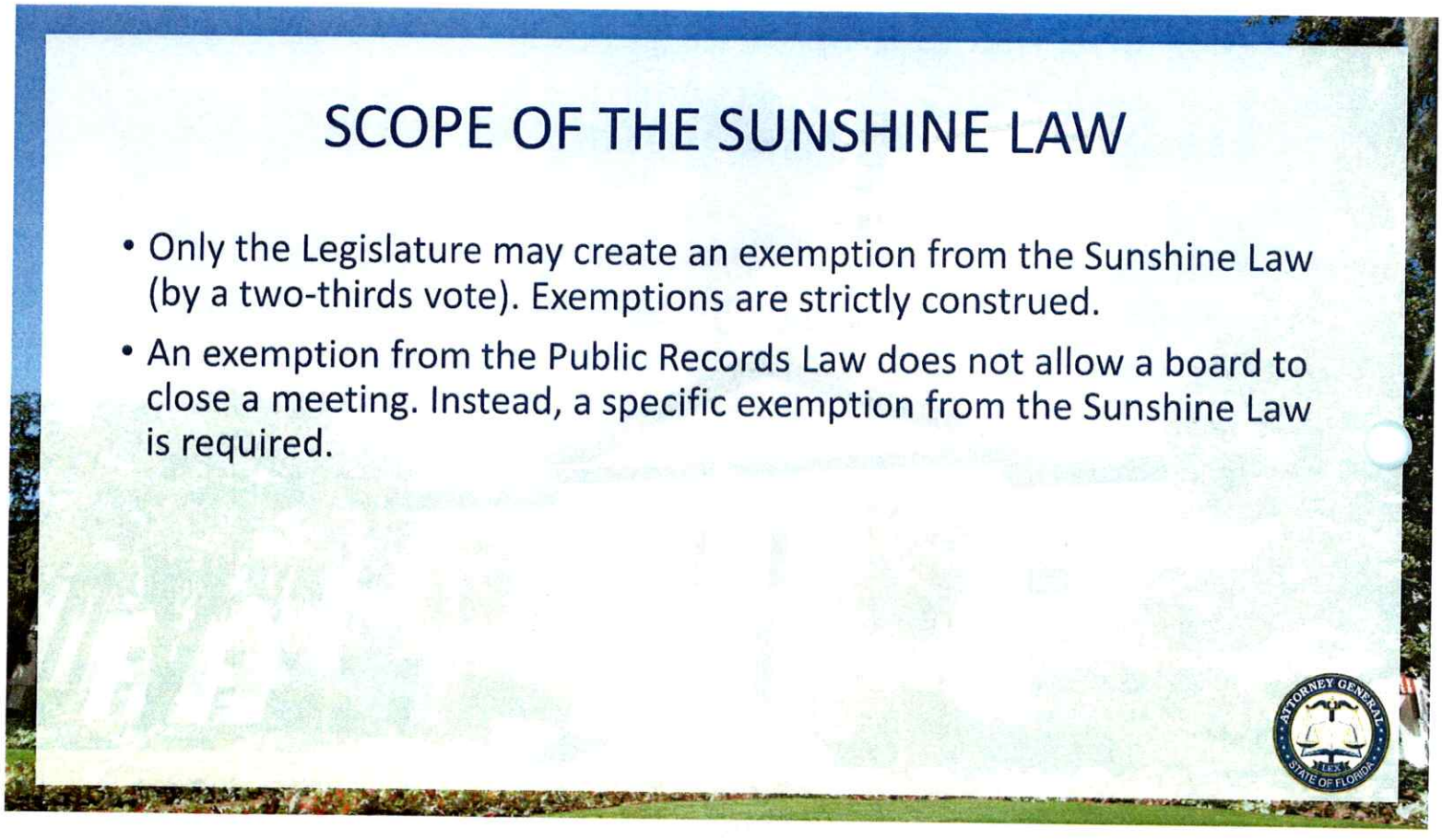

SCOPE OF THE SUNSHINE LAW
There are three basic requirements:
1. Meetings of public boards or commissions must be open to the public
2. Reasonable notice of such meetings must be provided; and
3. Minutes of the meetings must be prepared and open to public inspection.

SCOPE OF THE SUNSHINE LAW

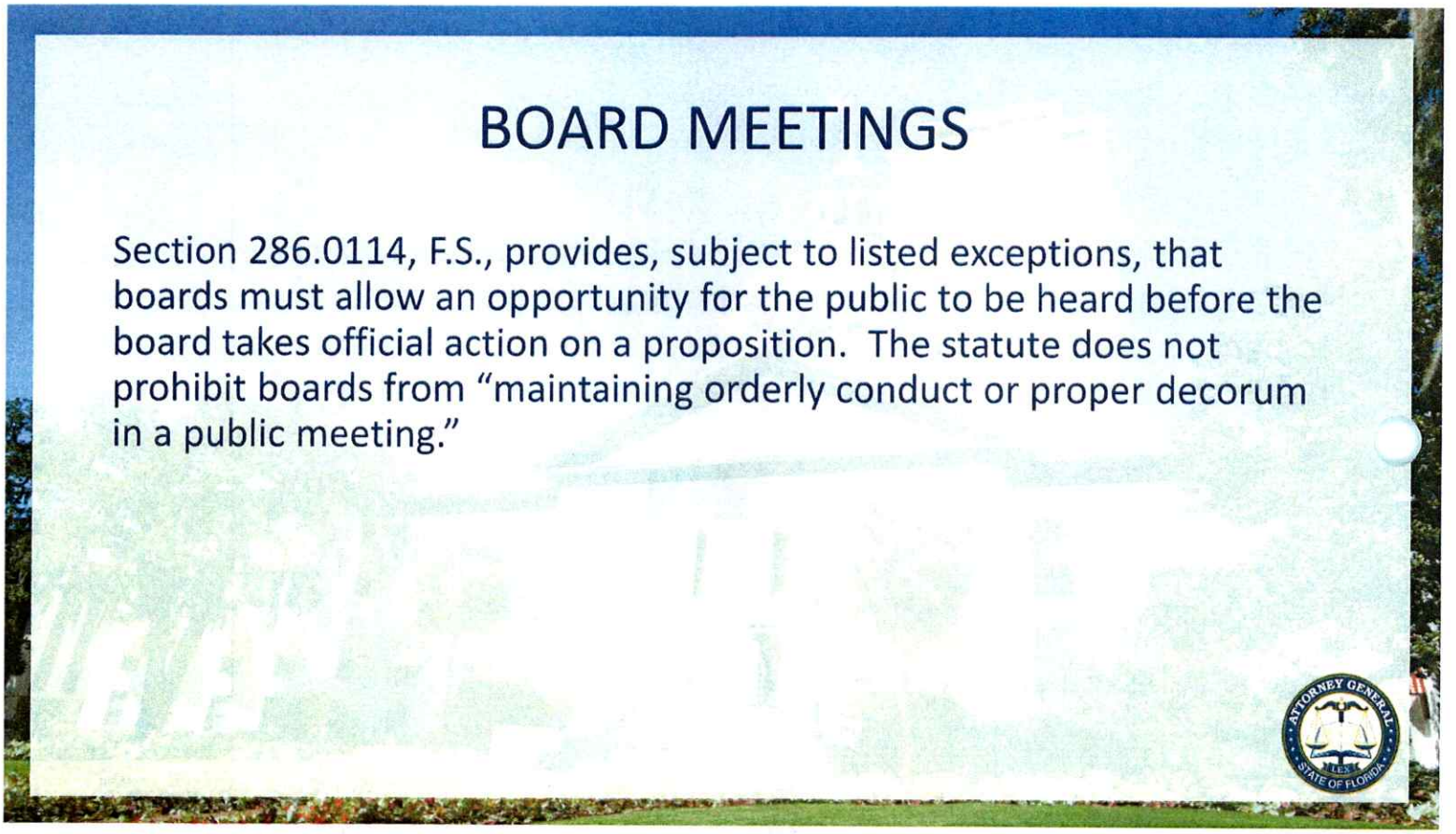
The Sunshine Law applies to advisory boards created pursuant to law or ordinance or otherwise established by public agencies or officials.


SCOPE OF THE SUNSHINE LAW
• Staff meetings are not normally subject to the Sunshine Law.
• However, staff committees may be subject to the Sunshine Law if they are deemed to be part of the "decision making process" as opposed to traditional staff functions like factfinding or information gathering.
ATTORNEY GENERAL
STATE OF FLORIDA


SCOPE OF THE SUNSHINE LAW
• Only the Legislature may create an exemption from the Sunshine Law (by a two-thirds vote). Exemptions are strictly construed.
• An exemption from the Public Records Law does not allow a board to close a meeting. Instead, a specific exemption from the Sunshine Law is required.
ATTORNEY GENERAL
STATE OF FLORIDA

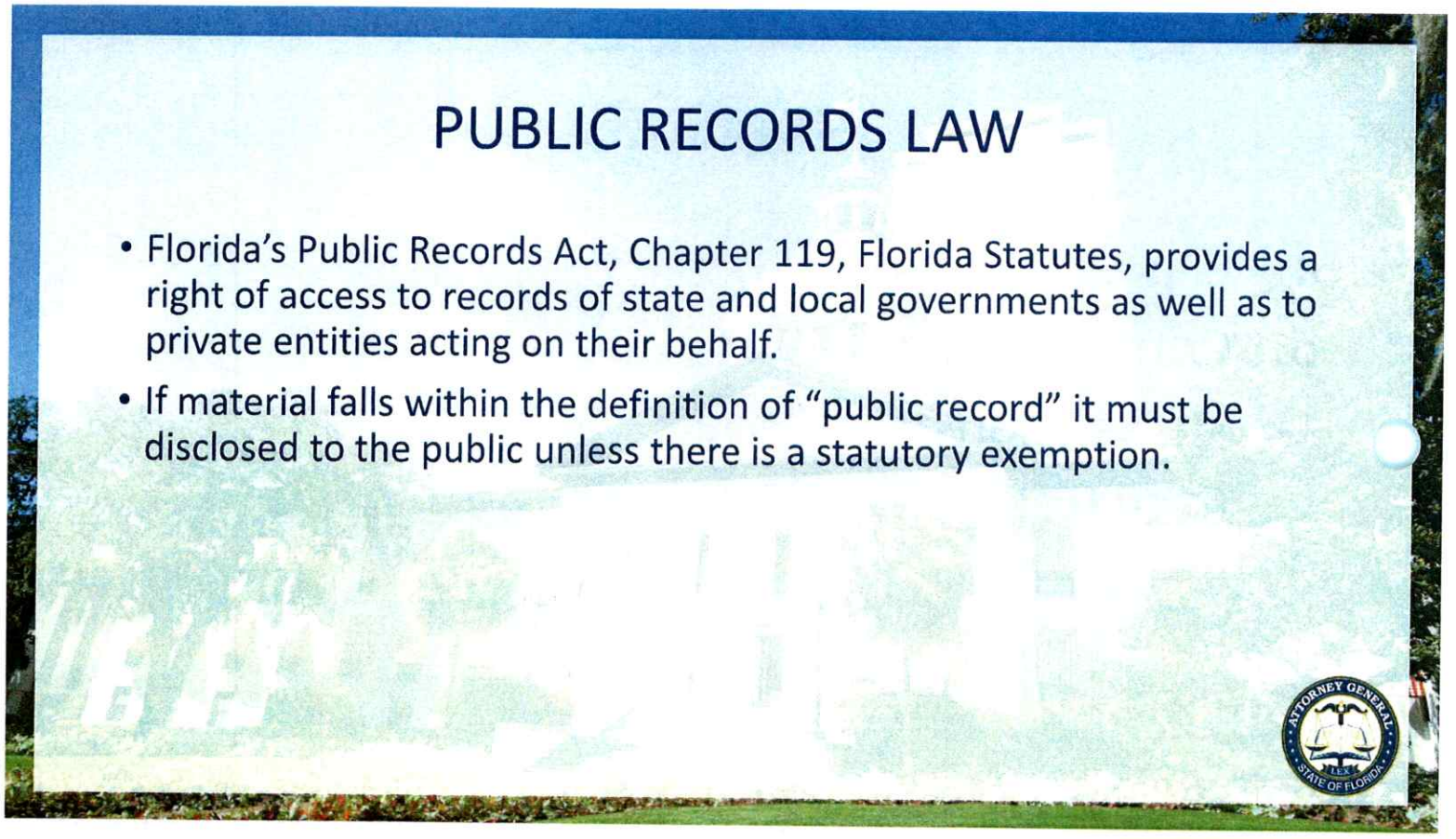
BOARD MEETINGS

While boards may adopt reasonable rules and policies to ensure orderly conduct of meetings, the Sunshine law does not allow boards to ban nondisruptive videotaping, tape recording, or photography at public meetings.


BOARD MEETINGS
Section 286.0114, F.S., provides, subject to listed exceptions, that boards must allow an opportunity for the public to be heard before the board takes official action on a proposition. The statute does not prohibit boards from "maintaining orderly conduct or proper decorum in a public meeting."

PENALTIES

a) Civil action
b) Criminal penalties
c) Suspension or removal from office


PUBLIC RECORDS LAW
• Florida's Public Records Act, Chapter 119, Florida Statutes, provides a right of access to records of state and local governments as well as to private entities acting on their behalf.
• If material falls within the definition of "public record" it must be disclosed to the public unless there is a statutory exemption.
ATTORNEY GENERAL
STATE OF FLORIDA

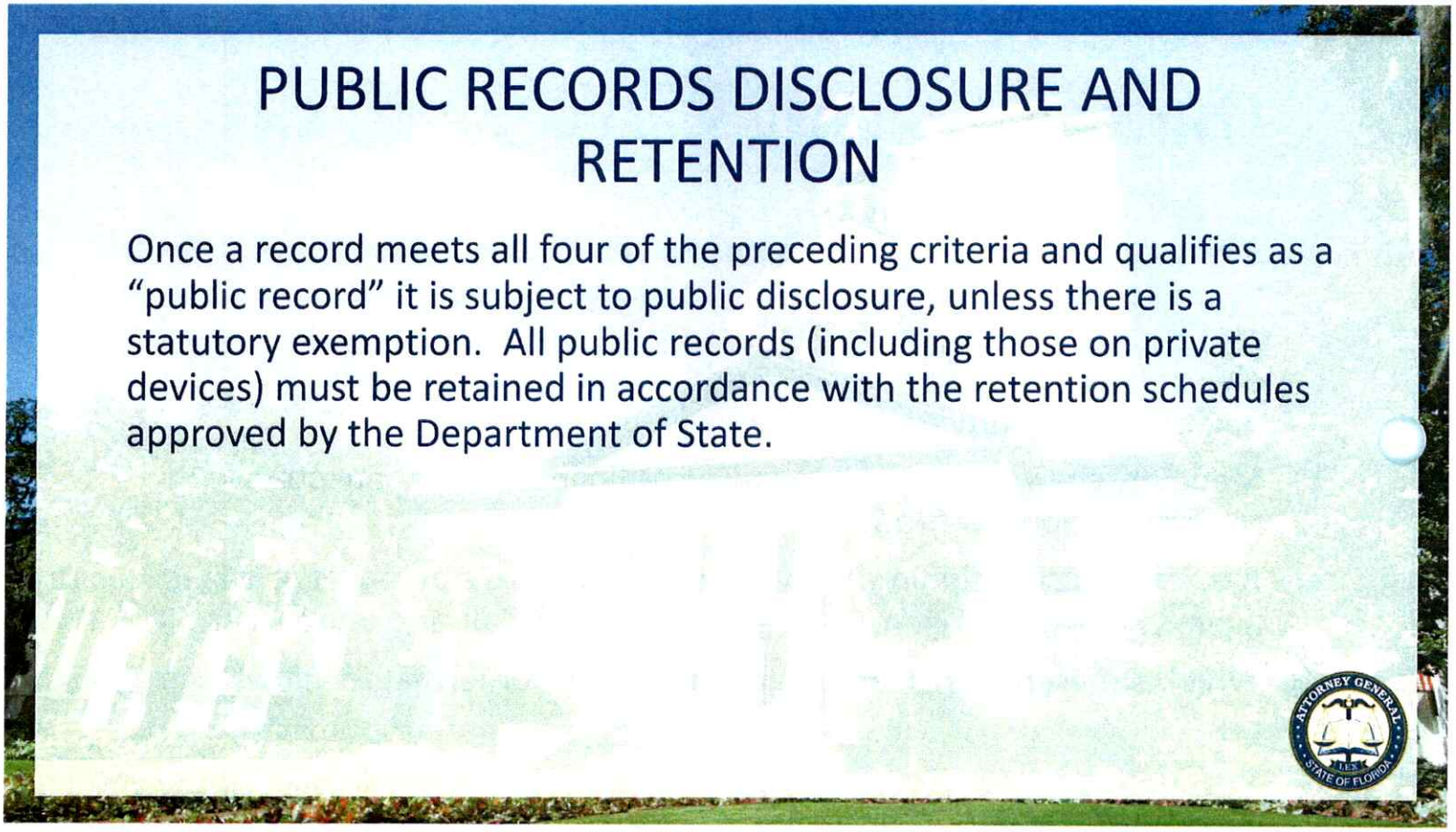
THE TERM "PUBLIC RECORDS" MEANS:

a) All "documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software or other material, regardless of the physical form, characteristics, or means of transmission" **(includes electronic communications like text messages, and emails, whether on government or private devices or accounts)**;

b) Made or received pursuant to law or ordinance or in connection with the transaction of official business;

c) By any agency [including a private entity acting 'on behalf of' a public agency] The term "agency" includes public officials and employees.;

d) Which are used to perpetuate, communicate, or formalize knowledge


PUBLIC RECORDS DISCLOSURE AND RETENTION
Once a record meets all four of the preceding criteria and qualifies as a "public record" it is subject to public disclosure, unless there is a statutory exemption. All public records (including those on private devices) must be retained in accordance with the retention schedules approved by the Department of State.

PROVIDING PUBLIC RECORDS

a) Public records cannot be withheld at the request of the sender

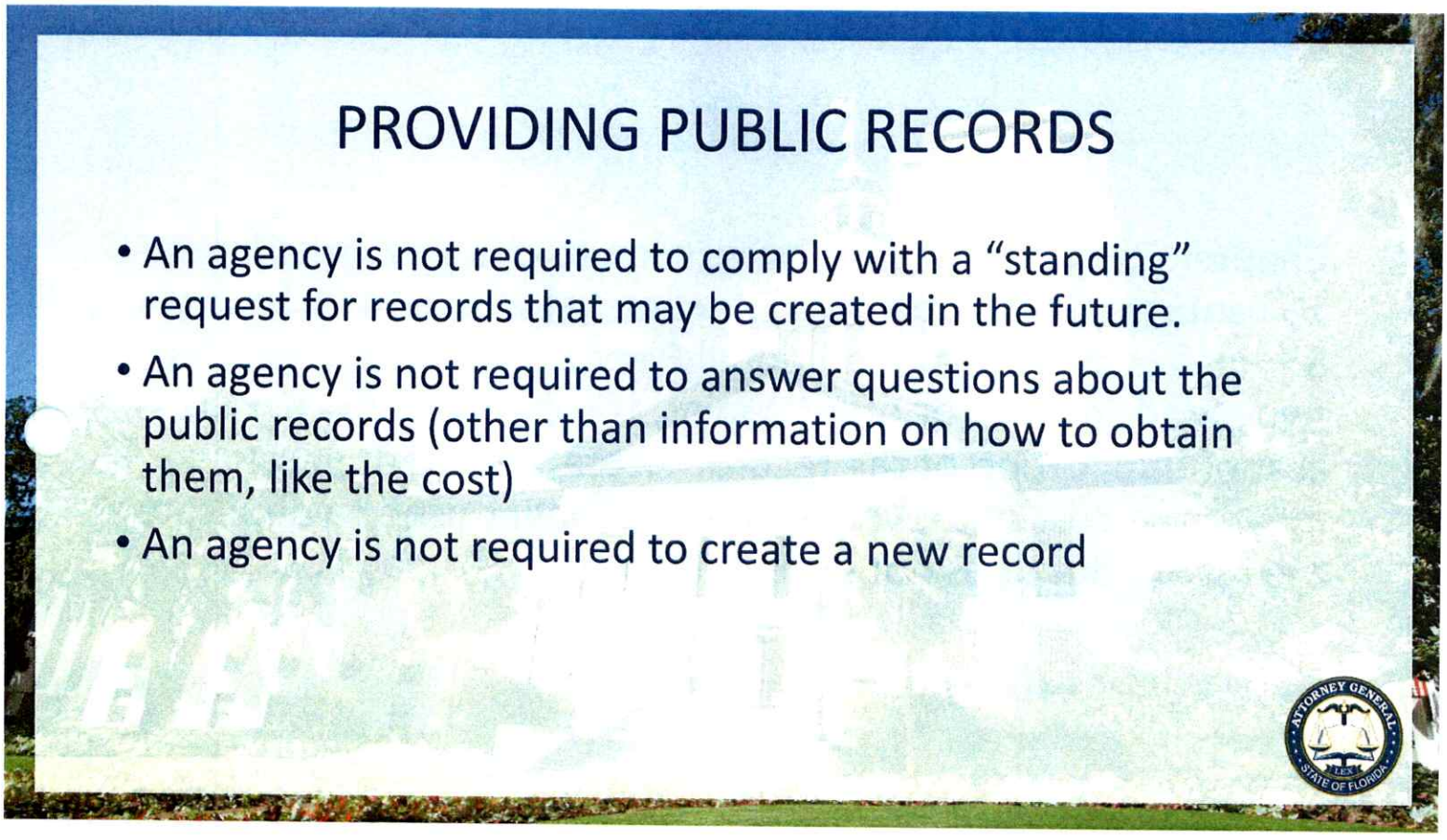
b) A requestor is not required to show a "legitimate" or "noncommercial interest" as a condition of access

c) A request cannot be denied because it is "overbroad"

d) Unless authorized by another statute, an agency may not require that public records requests be in writing or require the requester to identify himself or herself

PROVIDING PUBLIC RECORDS

- The Public Records Act does not contain a specific time limit (such as 24 hours or 10 days).
- The Florida Supreme Court has stated that the only delay in producing records permitted under the statute is the reasonable time allowed the custodian to retrieve the record and redact those portions of the record the custodian asserts are exempt.


PROVIDING PUBLIC RECORDS
• An agency is not required to comply with a "standing" request for records that may be created in the future.
• An agency is not required to answer questions about the public records (other than information on how to obtain them, like the cost)
• An agency is not required to create a new record
ATTORNEY GENERAL
STATE OF FLORIDA

FEES

Chapter 119 authorizes the custodian to charge a fee of up to 15 cents per one-sided copy for copies that are 14 inches by $8^{1/2}$ inches or less. An additional 5 cents may be charged for two-sided copies. For other copies, the charge is the actual cost of duplication of the record. Actual cost of duplication means the cost of the material and supplies used to duplicate the record but does not include labor or overhead cost.

FEES

In addition to the actual cost of duplication, an agency may impose a reasonable service charge for the actual cost of extensive labor and information technology required due to the large volume of a request.

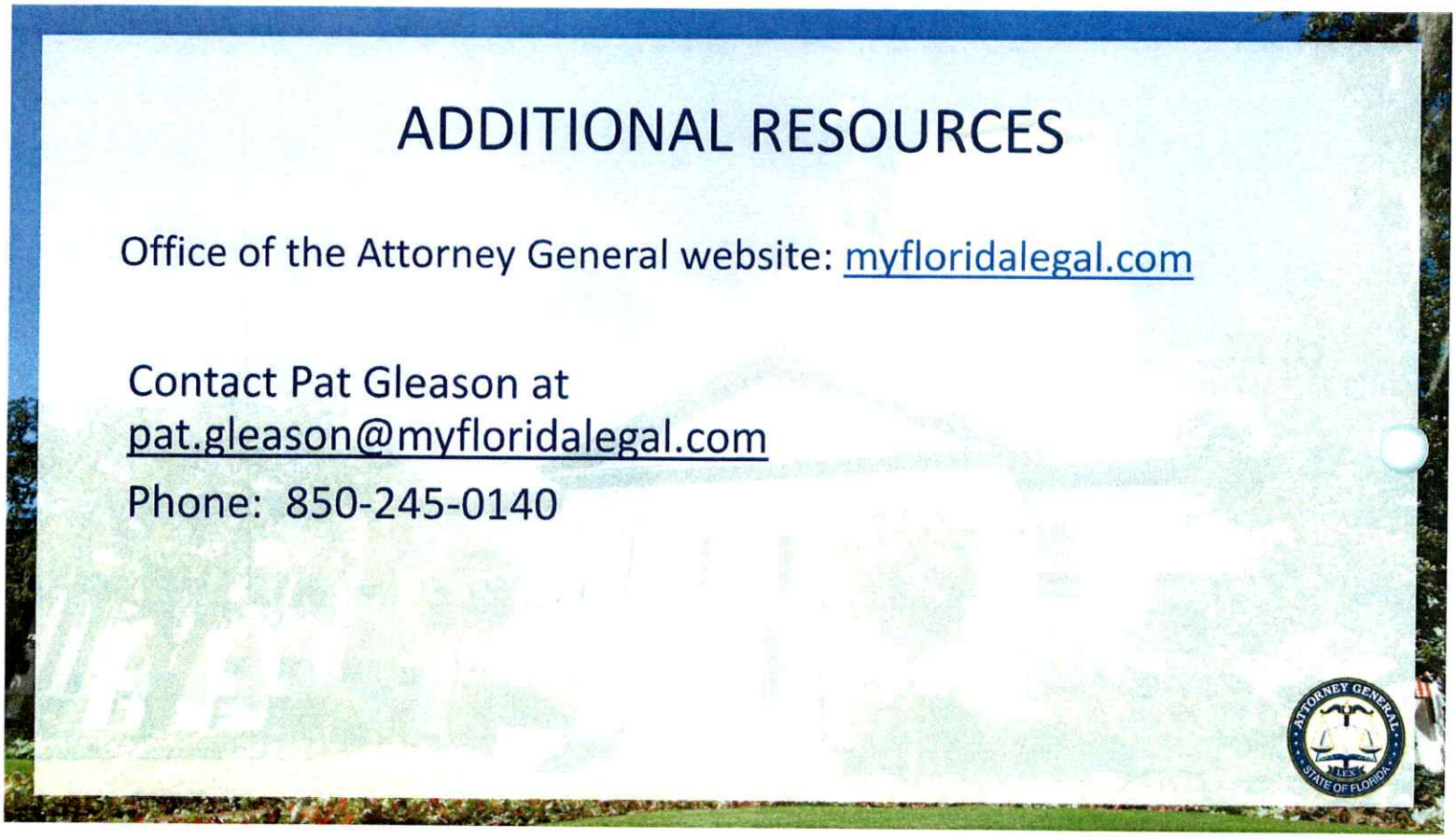
RETENTION

All public records must be retained in accordance with retention schedules approved by the Department of State

Even exempt records must be retained.

PENALTIES

a) Criminal penalties
b) Civil action
c) Attorney's fees


ADDITIONAL RESOURCES
Office of the Attorney General website: myfloridalegal.com
Contact Pat Gleason at
pat.gleason@myfloridalegal.com
Phone: 850-245-0140

City of Palatka Fire Department

Moving with the Future

PALATKA FIRE

New Ladder 1

Ladder 1- 100’ stick (ladder)

Sets up in tighter spaces, quicker and safer

Will add to our complement of apparatus (T2)

Rescue at heights

Firefighting at heights or defensive fires for containment

1500 Gallons per Minute (GPM) pump

E-ONE
PALATKA FIRE
1
LADDER

Push-in Ceremony

- Is being planned
- come help us celebrate the arrival of our new Ladder truck
- Awaiting training on apparatus
- Awaiting equipment

GRANTS

Women's Club of Palatka- $5,000- hoods

FM Global- $5,000- iPads

HMGP- Bay Doors $200,000- 50% MATCH

Hazardous Materials

Purchased – training simulators for FD

- 306/406 Dome simulator
- Chlorine tank car training simulator and “c” kit for chlorine response

Increased- Funding from GP for Hazardous Materials equipment and training.

Still negotiating with Seminole Electric.

Hosted – Advanced Propane training class

Hosted Risk Based Response detection and Waterless decontamination training

Last 2 department members are getting certified now. Paid for by NEFLEPC.

Dome lid simulator- HM Training

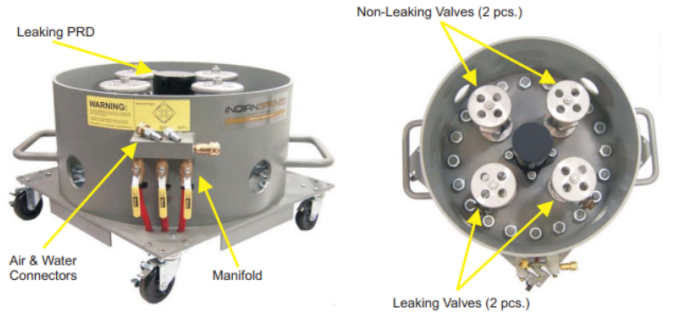
Chlorine Kit training Dome

CHLORINE TANK CAR/TRUCK

TRAINING DOME

Realistic railcar/tank truck emergency situations can be simulated when applying The Chlorine Institute Emergency Kit "C" to the Chlorine Railcar Training Dome. The valve manifold allows the instructor to simulate a chlorine leak, with water or compressed air, in replica Midland A-713 style angle valves and pressure relief device. Heavy duty casters allow for safe and easy handling of the unit. **ALWAYS WEAR EYE PROTECTION**

SIDE VIEW **TOP VIEW**



FEATURES:
- 4 pcs., Chlorine 1" Midland A-713 style Angle Valve replicas
- 1 pc. Pressure Relief Device replica
- Complete plumbing of two Angle Valves and of Pressure Relief Device for leak simulation
- Color coded Valve Manifold for control of simulated leaks with water or air pressure
- Air Line and Water Hose Connectors for Simulating either Liquid or Gas Leaks
- Fork Lift Handles and Heavy Duty Casters (Swivel and Fixed) with brakes
- Painted with long-lasting, light gray, Enamel

Angle Valve Replica

Weight: 325 lbs. net

Training Task Force/ Local Emergency Planning Committee

Training Task Force – Palatka, St. Augustine, Palm Coast, Flagler County, Flagler Beach, Putnam County, St. Johns County, Jacksonville, Nassau County, Clay County, etc.

Exchange of training classes and ideas for solving training problems

Expanding our ability to get costly training through exchange and cooperation

Quarterly meetings have allowed us to keep on top of training needed for our regional departments

VFW Firefighter of the Year- May 2026.

Financial Report - January 2026

STAFF REPORT

DATE: February 26, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The commissioners are being asked to review the financial report.

BACKGROUND

On a monthly basis, the Finance Department prepares the Statements of Revenue and Expenditures/Expenses for both General and Enterprise funds. Attached are the reports for the fiscal period that ended on January 31, 2026 (for the first month of fiscal year 2025-2026). The Finance Department is presenting FY2025-2026 Monthly Financial review of the City's financials. The purpose of the monthly financial review is to help us know how healthy the City's cash flow is and help evaluate department performance to see if the executive office needs to reallocate resources to achieve the financial goals for the City.

PROJECT ANALYSIS

Please note the annual budget has been divided equally into twelve periods for the purposes of this presentation. Actual cash flows may not follow this linear pattern of receipt or expenditure. Certain special revenue funds that are not part of the budget process are excluded from this report. The report also includes a comparison with the previous fiscal years' results through the same period. This feature will provide the reader with additional insight into all the funds operations. This report represents the completion of 33% of the 2026 fiscal year.

Staff Recommendation

Review the Financial Reports and approve for acceptance.

ATTACHMENTS

1.	City of Palatka Summary Financial Report January 2026
2.	Unaudited Results of Operations for the Period ending January 31
3.	City of Palatka Monthly Financials January 2026
4.	City of Palatka Individual Fund Reports January 2026
5.	Financial Dashboard January FY2026

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES YTD FOR THE FOURTH MONTH ENDED JANUARY 31, 2026

First Month YTD 01/31/2026 Total Citywide Budget and Actual

Revenues	Budget	Actuals
Total Citywide	**87,071,035.00**	**18,949,773.50**

Expenditures	Budget	Actuals
Total Citywide	**$ (87,071,035)**	**$ (15,084,989)**

Net Results	Budget	Actuals
Total Citywide	**$ -**	**$ 3,864,785**

General Fund Revenues

Sources	Budget	Actuals
Property Taxes	$4,628,086	$3,500,176
Local Option Taxes	$565,503	$187,798
Utility Service Taxes	$1,501,083	$558,363
Communication Service Tax	$400,852	$130,736
Licenses/Permits	$120,454	$46,902
Franchise/Impact Fees	$1,231,880	$514,662
Special Assessments	$2,292,138	$1,728,113
State/Federal Grants	$662,620	$18,994
State Shared Revenues	$1,136,764	$366,152
Impact Fees	$850,000	$73,352
Charges for Service	$221,456	$130,200
Fines and Forfeits	$211,503	$29,306
Miscellaneous Revenues	$1,648,888	$160,583
Transfers In	$1,658,567	$552,852
Contributions/Reimbursements	$2,169,468	$748,466
Debt Proceeds	$2,386,671	$0
Fund Balance/Reserves - PY	$5,576,765	$50,000
Total Revenues	**$27,262,698**	**$8,796,656**

Airport Fund

	Budget	Actuals
REVENUES		
Federal & State Grants	$2,472,157	$169,345
Operating Revenues	$1,539,108	$357,669
Other Revenues	$31,232	$26,330
Transfers	$200,000	$66,668
Cash Balance Forward	$172,020	$76,981
Total Revenues	**$ 4,414,517**	**$ 696,992**
Personnel Expenses	$483,697	$143,346
Operating Expenses	$1,020,648	$229,093
Capital Outlay	$2,584,156	$236,325
Debt Service	$50,000	$0
Reimbursements	$217,037	$72,344
Transfer, Contngencies, Reservs	$58,979	$0
Total Expenditures	**$ 4,414,517**	**$ 681,107**
Net Results	**$0**	**$ 15,885**

ARPA Fund

	Budget	Actuals
REVENUES	$1,283,471	$7,829
Revenues		
Total Revenues	**$1,283,471**	**$7,829**
EXPENSES		
Operating Expenses	$778,885	$0
Capital Outlay	$504,586	$7,829
Fund Balance/Reserves - PY		
Total Expenses	**$1,283,471**	**$7,829**
Net Results	**$ -**	**$ -**

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES YTD FOR THE FOURTH MONTH ENDED JANUARY 31, 2026

General Fund Expenditures

Departments	Budget	Actuals
City Commission	$561,464	$78,351
City Manager	$809,762	$132,571
City Clerk's Office	$167,458	$61,492

General Fund Expenditures Continued

Finance Department	$687,768	$209,128
Human Resources	$460,222	$86,899
Facilities Maintenance	$553,538	$172,529
Information Technology	$408,000	$100,403
General Administration - City Hall	$245,795	$35,960
Legal Counsel	$269,564	$84,803
Other Government Services	$1,110,900	$467,082
Building & Zoning	$730,660	$133,362
Police Department	$5,794,531	$1,964,964
Code Enforcement	$331,346	$81,767
Fire Department	$6,455,474	$1,498,645
Streets	$2,067,235	$410,211
Cemetery	$148,960	$24,587
Cultural Services	$212,692	$70,221
Recreation	$523,434	$126,308
Parks	$1,527,392	$78,501
Price Martin Center	$58,400	$4,394
Water Taxis	$97,600	$24,920
Jenkins Gymnasium	$179,076	$81,995
Transfers	$390,000	$130,000
Contingencies	$0	$0
Fund Balance/Reserves - PY	$3,471,427	$0
Total Expenditures	**$27,262,698**	**$6,059,094**
General Fund Net	**$0**	**$2,737,562**

Golf Course Fund

	Budget	Actuals
REVENUES		
Restaurant Lease	$58,837	$17,960
Reimbursements	$33,829	$0
Profit Sharing Agreement	$52,416	$0
Other Revenues	$597	$0
Transfers In	$40,000	$13,332
Fund Balance/Reserves - PY	$0	$0
Total Revenues	**$185,679**	**$31,292**
EXPENSES		
Maintenance Expenditures	$129,490	$121,850
Maintenance Capital Exp	$20,000	$83,903
Club House Operating Exp	$36,000	$4,998
Club House Capital	$0	$0
Transfers	$189	$60
Debt Service	$0	$0
Fund Balance/Reserves - PY	$0	$0
Total Expenditures	**$ 185,679**	**$ 210,811**
Net Results	**$ -**	**$ (179,519)**

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES YTD FOR THE FOURTH MONTH ENDED JANUARY 31, 2026

Better Place Plan Fund

	Budget	Actuals
REVENUES		
Discretionary Infrastructure Surtax	$1,465,659	$410,913
State/Federal Grants	$13,479,808	$751,818
Transfers In	$1,561,079	$520,360
Loan Proceeds	$1,387,948	$0
Fund Balance/Reserves - PY	$1,456,514	$711,224
Total Revenues	**$ 19,351,008**	**$ 2,394,315**
EXPENSES		
Operating Expenses	$105,428	$0
Capital Outlay	$5,419,159	$757,372
Debt Service	$185,185	$79,185
Grant Matches	$13,022,669	$752,151
Transfers Out	$618,567	$206,188
Fund Balance/Reserves - PY	$0	$0
Total Expenses	**$ 19,351,008**	**$ 1,794,896**
Net Results	$ -	**$ 599,419**

Sanitation Fund

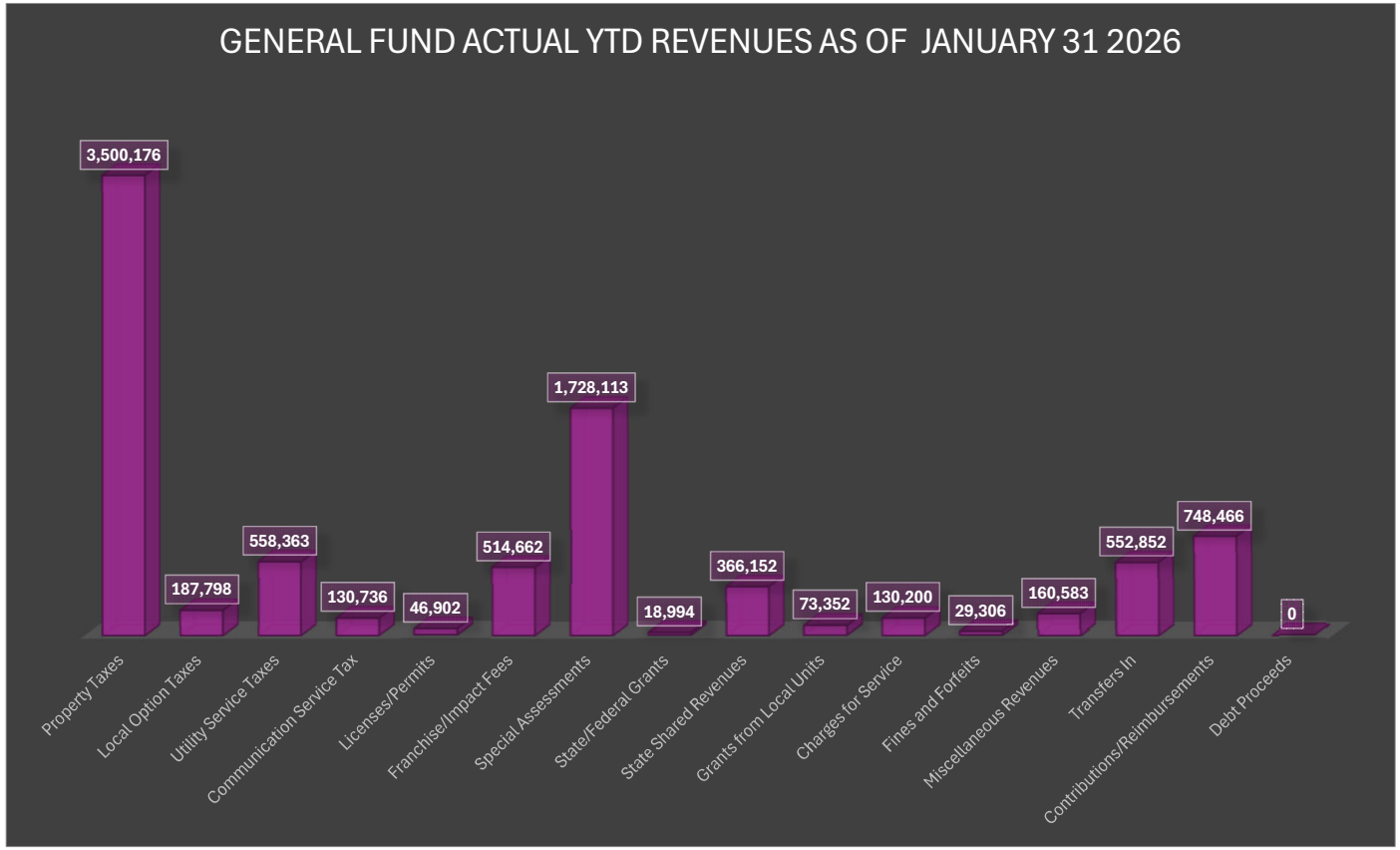
	Budget	Actuals
REVENUES		
Charges for Services	$3,624,973	$1,218,407
Contributions	$134,109	$44,704
Other Revenue	$16,158	$125
Debt Service	$0	$0
Fund Balance/Reserves - PY	$360,357	$0
Total Revenues	**$ 4,135,597**	**$ 1,263,236**
EXPENSES		
Garage Maintenance	$327,096	$88,292
Sanitation Department	$2,666,010	$706,911
Capital Outlay	$20,000	$0
Debt Service	$177,739	$57,817
Transfers Out	$372,320	$124,108
Fund Balance/Reserves - PY	$572,433	$0
Total Expenditures	**$ 4,135,597**	**$ 977,128**
Net Results	**$ -**	**$ 286,108**

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES YTD FOR THE FOURTH MONTH ENDED JANUARY 31, 2026

Utility Fund	Budget	Actuals
REVENUES		
Federal & State Grants	$10,282,287	$643,045
Water & Waste/Sewer Charges	$9,393,684	$2,989,657
Other Revenues	$1,394,706	$661,705
Transfers	$130,000	$43,332
Fund Balance/Reserves - PY	$6,422,614	$361,000
Total Revenues	**$27,623,291**	**$4,698,739**
EXPENSES		
Water Plant	$3,198,953	$1,047,859
Sewer/Wastewater Plant	$4,971,045	$800,338
Water & Sewer Distribution	$11,403,019	$1,062,016
Utility Administration	$810,931	$265,931
Debt	$1,444,061	$460,173
Transfers	$3,866,615	$973,213
Fund Balance/Reserves - PY	$1,928,668	$0
Total Expenditures	**$ 27,623,291**	**$ 4,609,529**
Net Results	$ -	**$ 89,210**

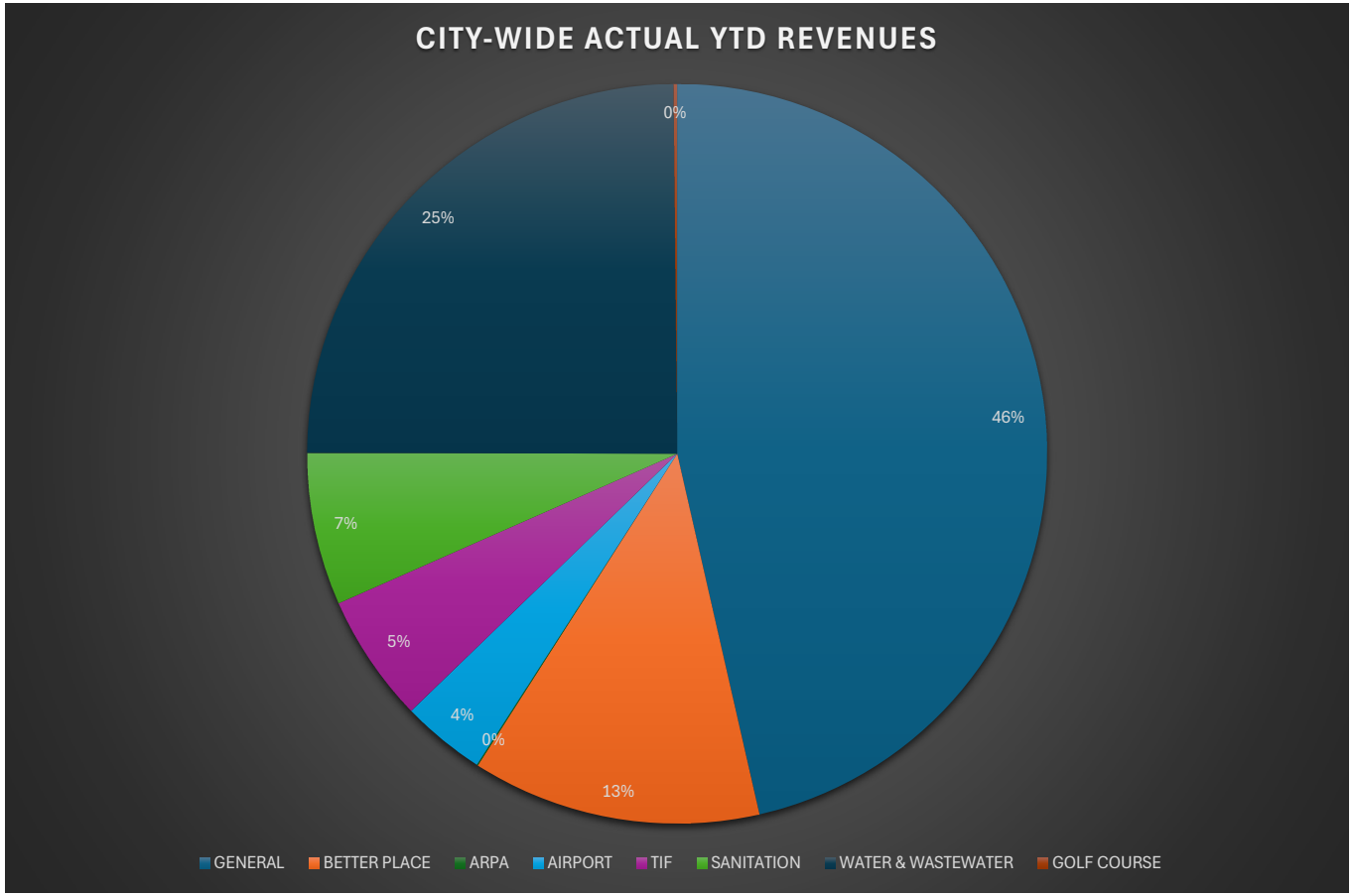
Tax Increment Fund	Budget	Actuals
REVENUES		
Property Tax	$1,115,081	$1,060,714
Other Revenues	$0	$0
Fund Balance/Reserves - PY	$1,699,693	$0
Total Revenues	**$ 2,814,774**	**$ 1,060,714**
EXPENSES		
Downtown Historic	$663,938	$110,260
South Historic	$569,991	$114,367
North Historic	$99,971	$1,038
Transfers	$1,120,458	$373,488
Reimbursements	$360,416	$145,442
Fund Balance/Reserves - PY		
Total Expenses	**$2,814,774**	**$744,595**
Net Results	**$ -**	**$ 316,119**

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES YTD FOR THE FOURTH MONTH ENDED JANUARY 31, 2026

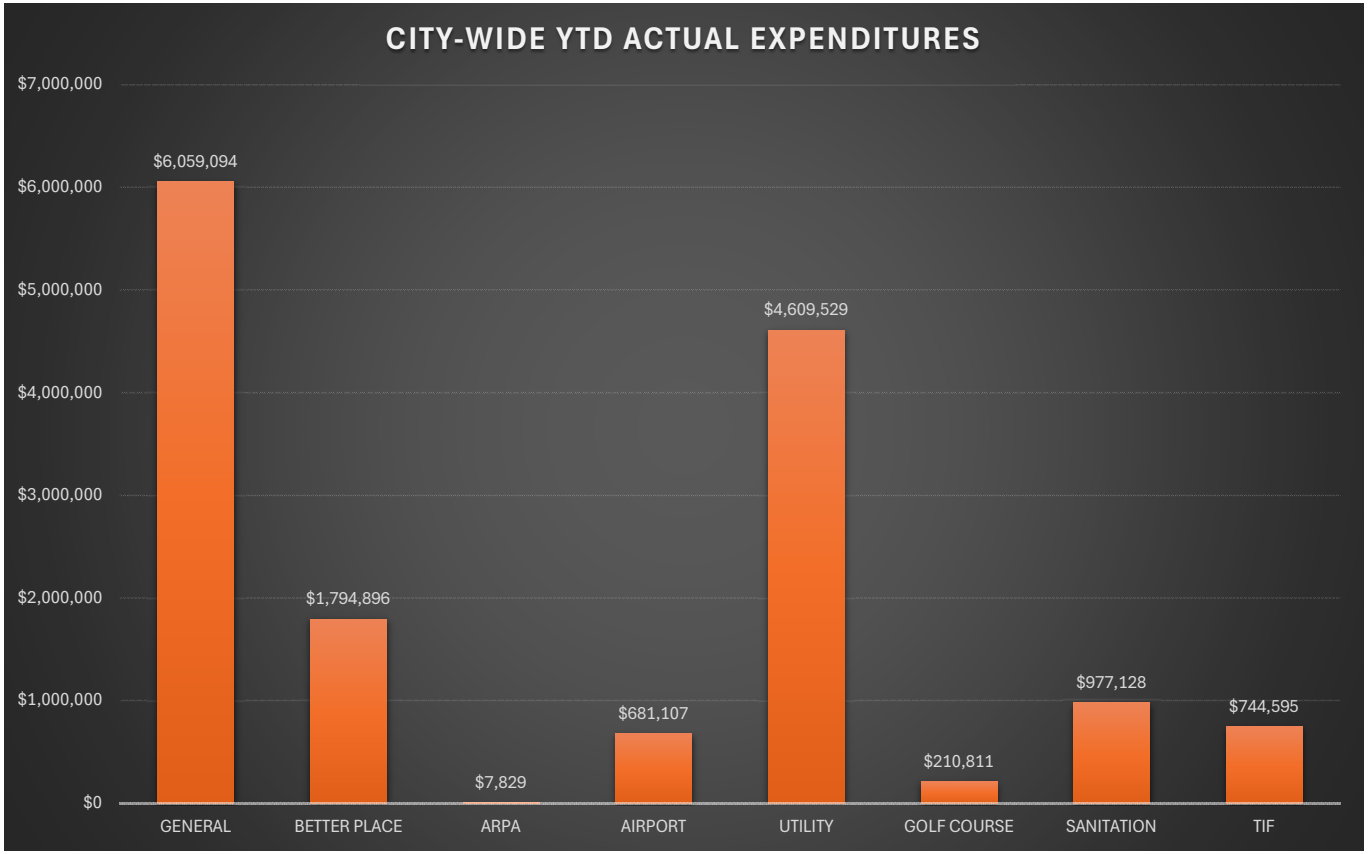


ACTUAL YTD GENERAL FUND REVENUES

Property Taxes	3,500,176
Local Option Taxes	187,798
Utility Service Taxes	558,363
Communication Service Tax	130,736
Licenses/Permits	46,902
Franchise/Impact Fees	514,662
Special Assessments	1,728,113
State/Federal Grants	18,994
State Shared Revenues	366,152
Grants from Local Units	73,352
Charges for Service	130,200
Fines and Forfeits	29,306
Miscellaneous Revenues	160,583
Transfers In	552,852
Contributions/Reimburseme	748,466
Debt Proceeds	0
	8,746,656



ACTUAL YTD CITY WIDE REVENUES	
$8,796,656	GENERAL
$2,394,315	BETTER PLACE
$7,829	ARPA
$696,992	AIRPORT
$1,060,714	TIF
$1,263,236	SANITATION
$4,698,739	WATER & WASTEWATE
$31,292	GOLF COURSE
$18,949,774	TOTAL



ACTUAL YTD CITY WIDE EXPENDITURES

$6,059,094	GENERAL
$1,794,896	BETTER PLACE
$7,829	ARPA
$681,107	AIRPORT
$4,609,529	UTILITY
$210,811	GOLF COURSE
$977,128	SANITATION
$744,595	TIF
$15,084,989	TOTAL

REVENUE RESERVES' BUDGET BALANCE

FUND DESCRIPTION	FUND NUMBER	FUND BUDGET BALANCE	RESERVE BUDGET BALANCE	PERCENTAGE
General Fund	001	$27,262,698	$5,576,765	20.5%
Airport Fund	005	$4,414,517	$172,020	3.9%
TIF Fund	030	$2,814,774	$1,699,693	60.4%
Utiltities	041	$27,623,291	$6,422,614	23.3%
Sanitation	043	$4,135,597	$360,357	8.7%
Golf Course	042	$185,679	$0	0.0%
Better Place	101	$19,351,008	$1,456,514	7.5%
ARPA	300	$1,283,471	$0	0.0%
TOTAL RESERVES - CITYWIDE		**$87,071,035**	**$15,687,963**	**0.180174303**

Best Practices for General Fund Reserves

The Government Finance Officers Association (GFOA) recently updated its best practice on unreserved general fund balances to recommend that general purpose governments maintain **at a minimum** an unrestricted general fund balance of no less than 2 months of regular general fund operating revenues or regular general fund operating expenditures. This amounts to 16.7% of either general fund operating revenues or regular general fund operating expenditures. The GFOA cautions that some governments may require much larger reserves based on their particular financial situation. Conversely, a lower level of reserves may be appropriate for governments such as states, cities and counties because they are better able to predict and plan

CONCLUSION - Patlatka's reserved general fund balance is budgeted at 20.5%, which exceeds best practice guidance by 3.8%. The enterprise funds does not have a requirement, but is still budgeted.

Unaudited Results of Operations for the Period ending January 31, 2026

Please note that the annual budget has been divided equally into twelve periods for the purposes of this presentation. Actual cash flows may not follow this linear pattern of receipt or expenditure. Certain special revenue funds that are not part of the budget process are excluded from this report.

The report also includes a comparison with the previous fiscal year's results through the same period. This feature will provide the reader with additional insight into all the fund's operations.

This report represents the completion of 33.33% of the 2026 fiscal year.

Highlights

General Fund revenues year to date are $8,796,656 (representing 32% of the budgeted amounts for FY2026). General Fund expenditures year to date are $6,059,094 (representing 22% of the budgeted amounts for FY2026). General Fund encumbrances are $ 1,273,063 and are excluded from expenditures. Encumbrances are a function of the budget used to track and manage future expenditure by reserving funds for specific commitments before they are actually paid. General Fund cash and investments are $ 18.4 million. City-wide reserves are 18%. Palatka's reserved general fund balance is budgeted at 20.5%, exceeding best-practice guidance by 3.8%. The enterprise funds do not have a requirement but are still budgeted at 20.5%.

Airport Fund revenues year to date are $696,992 (representing 16% of the budgeted amounts for FY2026). Airport expenses year to date are $681,107 (representing 15% of the budgeted amounts for FY2026). ARPA Fund revenues/expenses year to date are $7,829). Better Place Plan Fund revenues year to date are $2,394,315 (representing 12% of the budgeted amounts for FY2026). Better Place Plan Fund expenditures year to date are $1,794,896, representing 9% of the budgeted amounts for FY2026.)

The Golf Course Fund revenues year to date are $31,292 (representing 17% of the budgeted amounts for FY2026). Golf Course Fund expenses year to date are $210,811 (representing 114% of the budgeted amounts for FY2026). Sanitation Fund revenues year to date $1,263,236 (representing 31% of the budgeted amounts for FY2026). Sanitation Fund expenses year to date are $977,128 (representing 24% of the budgeted amounts for FY2026). Utility Fund revenues year to date are $4,698,739 (representing 17% of the budgeted amounts for FY2026). Utility Fund expenses year to date are $4,609,529 (representing 17% of the budgeted amounts for FY2026). Tax Increment Fund (TIF) revenues year to date are $1,060,714 (representing 38% of the budgeted amounts for FY2026). TIF expenses year to date are $744,595 (representing 26% of the budgeted amounts for FY2026).

	A	B	E	F	G	H	I	J	K
1	**ACCOUNT_NUMBER**	**ACCOUNT_DESCRIPTION**	**2026_BUDGET**	**CURRENT_MONTH**	**CURRENT_YTD**	**ENCUMBERED**	**2026 REMAINING BALANCE**	**PERCENT REALIZED**	
2									
3	**GENERAL FUND**								
4									
5	GENERAL FUND REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 33.33 % Yr Complete For Fiscal Year: 2026 / 01								
6		**311 PROPERTY TAXES**							
7	001-00-311-0-0100	CURRENT AD VALOREM TAXES	4,615,232.00	234,499.68	3,489,107.41		1,126,124.59	75.60%	
8	001-00-311-0-0200	DELINQUENT AD VALOREM TAXES	12,854.00	0.00	11,068.69		1,785.31	86.11%	
9			----------	----------	----------		----------	----------	
10		TOTAL	4,628,086.00	234,499.68	3,500,176.10		1,127,909.90	76.00%	
11									
12		**LOCAL OPTION, USE & FUEL TAXES**							
13	001-00-312-4-1000	LOCAL OPTION GAS TAX	335,723.00	27,323.90	114,527.99		221,195.01	34.11%	
14	001-00-312-4-2000	2010 LOCAL GAS TAX	229,780.00	17,612.37	73,270.42		156,509.58	31.89%	
15			----------	----------	----------		----------	----------	
16		TOTAL	565,503.00	44,936.27	187,798.41		377,704.59	34.00%	
17									
18		**UTILITY SERVICES TAXES**							
19	001-00-314-1-0000	UTILITY TAX ELECTRIC	1,087,202.00	95,725.59	389,170.34		698,031.66	35.80%	
20	001-00-314-3-0000	UTILITY TAX WATER	300,126.00	25,819.82	106,555.85		193,570.15	35.50%	
21	001-00-314-4-0000	UTILITY TAX GAS	112,725.00	8,679.08	24,603.55		88,121.45	21.83%	
22	001-00-314-8-0000	UTILITY TAX PROPANE	1,030.00	454.70	38,033.50		-37,003.50	3692.57%	
23			----------	----------	----------		----------	----------	
24		TOTAL	1,501,083.00	130,679.19	558,363.24		942,719.76	38.00%	
25									
26		**COMMUNICATION SERVICE TAXES**							
27	001-00-315-0-1000	TELE COMMUNICATION SERVICE TAX	400,852.00	33,156.10	130,736.00		270,116.00	32.61%	
28			----------	----------	----------		----------	----------	
29		TOTAL	400,852.00	33,156.10	130,736.00		270,116.00	33.00%	
30									
31		**LICENSES/PERMITS**							
32	001-00-316-0-1000	OCCUPATIONAL BUSINESS TAX	48,321.00	1,645.00	18,275.00		30,046.00	37.82%	
33	001-00-322-0-2000	BUILDING PERMITS	21,424.00	0.00	50.00		21,374.00	0.23%	
34	001-00-322-0-2100	BUILDING & ZONING REVENUES	50,709.00	3,456.00	28,577.00		22,132.00	56.35%	
35			----------	----------	----------		----------	----------	
36		TOTAL	120,454.00	5,101.00	46,902.00		73,552.00	39.00%	
37									
38		**FRANCHISE FEES**							
39	001-00-323-1-0000	FRANCHISE FEES ELECTRIC	964,080.00	65,444.08	470,161.10		493,918.90	48.77%	
40	001-00-323-4-1000	FRANCHISE FEE - GAS AUTHORITY	267,800.00	0.00	44,501.05		223,298.95	16.62%	
41			----------	----------	----------		----------	----------	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
42									
43		**IMPACT FEES**							
44	001-00-324-1-1010	IMPACT FEES-POLICE	101,357.00	951.00	2,355.55		99,001.45	2.32%	
45	001-00-324-1-2010	IMPACT FEES-FIRE	173,297.00	1,626.00	4,104.91		169,192.09	2.37%	
46	001-00-324-3-1010	IMPACT FEES-TRANSPORTATION	211,169.00	5,907.00	62,335.81		148,833.19	29.52%	
47	001-00-324-6-1010	IMPACT FEES-PARKS & RECREATION	364,177.00	3,417.00	4,556.00		359,621.00	1.25%	
48			----------	----------	----------		----------	----------	
49		TOTAL	2,081,880.00	77,345.08	588,014.42		1,493,865.58	29.00%	
50									
51		**SPECIAL ASSESSMENTS**							
52	001-00-325-2-1000	FIRE ASSESSMENT FEES	2,292,138.00	124,462.15	1,728,113.21		564,024.79	75.39%	
53			----------	----------	----------		----------	----------	
54		TOTAL	2,292,138.00	124,462.15	1,728,113.21		564,024.79	76.00%	
55									
56		**OTHER PERMITS & FEES**							
57			----------	----------	----------		----------	----------	
58		TOTAL	0.00	0.00	0.00		0.00	0.00%	
59									
60		**STATE/FEDERAL GRANTS & PILOTS**							
61	001-00-331-2-2500	BULLET PROOF VEST GRT-POLICE	9,037.00	0.00	0.00		9,037.00	0.00%	
62	001-00-331-2-3601	COPS GRANT 2014-2015	162,187.00	0.00	0.00		162,187.00	0.00%	
63	001-00-331-2-4900	FDOT PED PIER MEMORIAL BRIDGE	6,000.00	0.00	0.00		6,000.00	0.00%	
64	001-00-331-2-5503	FDLE POLICE VEHICLES	0.00	0.00	0.00		0.00	0.00%	
65	001-00-331-2-5900	VOCA GRANT V13045	0.00	0.00	11,656.03		-11,656.03	0.00%	
66	001-00-331-2-6319	2023 JAG C 8C107 Laptop Comput	22,740.00	0.00	0.00		22,740.00	0.00%	
67	001-00-331-2-6321	2023 JAGC	0.00	0.00	0.00		0.00	0.00%	
68	001-00-331-2-6322	Fed DEM HMGP 4486-106-R wind r	287,656.00	0.00	0.00		287,656.00	0.00%	
69	001-00-331-2-6323	2024 JAG D 6N045 Street Crimes	0.00	0.00	0.00		0.00	0.00%	
70	001-00-333-0-1000	PAYMENTS IN LIEU OF TAX (PHA)	30,000.00	0.00	5,000.00		25,000.00	16.67%	
71	001-00-334-2-0102	SAFE GRANT	70,000.00	0.00	2,337.93		67,662.07	3.34%	
72	001-00-334-5-5002	DEO COMMUNITY PLANNING TECH AS	75,000.00	0.00	0.00		75,000.00	0.00%	
73	001-00-334-5-5003	DEO STRATEGIC REVITALIZATION G	0.00	0.00	0.00		0.00	0.00%	
74			----------	----------	----------		----------	----------	
75		TOTAL	662,620.00	0.00	18,993.96		643,626.04	3.00%	
76									
77		**STATE SHARED REVENUES**							
78	001-00-335-1-2000	STATE REVENUE SHARING	501,105.00	37,688.96	157,360.22		343,744.78	31.40%	
79	001-00-335-1-4000	MOBILE HOME LICENSE TAX	5,356.00	1,571.62	3,283.32		2,072.68	61.30%	
80	001-00-335-1-5000	ALCOHOLIC BEVERAGE TAX	14,997.00	0.00	13,123.99		1,873.01	87.51%	
81	001-00-335-1-6000	SALES TAX 1/2 cent REVENUE (95	594,140.00	43,178.51	184,103.39		410,036.61	30.99%	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
82	001-00-335-2-1000	FIREFIGHTERS SUPPLEMENTAL COMP	4,285.00	3,912.26	3,912.26		372.74	91.30%	
83	001-00-335-4-9000	FUEL TAX REBATE QTRLY	16,881.00	0.00	4,368.54		12,512.46	25.88%	
84			---	---	---		---	---	
85		TOTAL	1,136,764.00	86,351.35	366,151.72		770,612.28	33.00%	
86									
87		**GRANTS/LOCAL UNITS**							
88			---	---	---		---	---	
89		TOTAL	0.00	0.00	0.00		0.00	0.00%	
90									
91		**SHARED REV OTHER LOCAL UNITS**							
92			---	---	---		---	---	
93		TOTAL	0.00	0.00	0.00		0.00	0.00%	
94									
95		**CHARGES FOR SERVICES**							
96	001-00-341-0-3001	CODE ENFORCEMENT-ADMIN FEES	20,600.00	0.00	250.00		20,350.00	1.21%	
97	001-00-341-0-3002	CODE ENFORCEMENT-VACANT PROPER	2,678.00	600.00	1,800.00		878.00	67.21%	
98	001-00-341-0-9001	CODE ENFORCEMENT-MISC FEES	12,854.00	1,820.00	5,915.00		6,939.00	46.02%	
99	001-00-341-9-2000	ZONING CONVENIENCE FEE	1,071.00	126.00	516.00		555.00	48.18%	
100	001-00-342-1-1002	POLICE DEPT-ADMIN TOW FEES	11,783.00	1,050.00	4,050.00		7,733.00	34.37%	
101	001-00-342-1-1003	POLICE DEPT-INVESTIGATIVE COST	12,854.00	946.92	3,377.63		9,476.37	26.28%	
102	001-00-342-1-1004	POLICE DEPT-RECORDS REQUESTS	4,285.00	584.62	2,739.53		1,545.47	63.93%	
103	001-00-342-1-1005	POLICE DEPT-ADMIN FEES	3,214.00	0.00	0.00		3,214.00	0.00%	
104	001-00-342-1-1006	POLICE DEPT-OFFENDER PAYMENTS	1,607.00	46.00	296.00		1,311.00	18.42%	
105	001-00-342-1-1007	MARSHALLS PD-OT REIMBURSEMENTS	21,424.00	8,977.50	12,548.61		8,875.39	58.57%	
106	001-00-342-1-1009	POLICE DEPT-MISCELLANEOUS	0.00	0.00	333.33		-333.33	0.00%	
107	001-00-342-2-1000	FIRE SERVICES	64,272.00	0.00	82,000.00		-17,728.00	127.58%	
108	001-00-342-5-1000	FIRE INSPECTION FEES	30,000.00	250.00	1,250.00		28,750.00	4.17%	
109	001-00-343-8-1000	CEMETERY SERVICES	13,390.00	0.00	5,735.00		7,655.00	42.83%	
110	001-00-347-2-1001	SPECIAL EVENT FEES	1,607.00	725.00	1,693.49		-86.49	105.38%	
111	001-00-347-2-2500	SPONSORSHIP-RECREATION	5,784.00	0.00	0.00		5,784.00	0.00%	
112	001-00-347-2-3000	BOOKER/LEFTY TURNER FIELD	643.00	0.00	663.58		-20.58	103.20%	
113	001-00-347-3-1000	BRONSON HOUSE	0.00	0.00	0.00		0.00	0.00%	
114	001-00-347-3-1001	ST JOHNS RIVER CENTER-RENTALS-	0.00	0.00	0.00		0.00	0.00%	
115	001-00-347-3-1003	RENTAL-JENKINS COMM CENTER	0.00	1,373.83	5,520.91		-5,520.91	0.00%	
116	001-00-347-4-1004	Parks Dept OT reimbursement	10,176.00	495.00	1,025.00		9,151.00	10.07%	
117	001-00-347-4-1005	Cultural OT reimbursement	0.00	0.00	0.00		0.00	0.00%	
118	001-00-347-5-1000	PRICE MARTIN CENTER	3,214.00	429.91	429.91		2,784.09	13.38%	
119	001-00-347-2-3500	HANK BRYAN PARK RENTAL	0.00	0.00	56.08		-56.08	0.00%	
120			---	---	---		---	---	
121		TOTAL	221,456.00	17,424.78	130,200.07		91,255.93	59.00%	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
122									
123		**FINES/FORFEITS**							
124	001-00-351-1-1000	COURT FINES	32,136.00	1,482.14	7,944.80		24,191.20	24.72%	
125	001-00-351-3-1000	POLICE EDUCATION	2,142.00	239.69	901.43		1,240.57	42.08%	
126	001-00-354-0-1000	CODE ENFORCEMENT-LIEN FINES	65,343.00	0.00	14,097.65		51,245.35	21.57%	
127	001-00-354-0-1001	CODE ENFORCEMENT - LEGAL LIEN	20,600.00	0.00	3,032.55		17,567.45	14.72%	
128	001-00-359-0-0500	EVIDENCE FUND	24,897.00	0.00	0.00		24,897.00	0.00%	
129	001-00-359-0-1100	FALSE ALARM FINES	17,675.00	0.00	3,329.78		14,345.22	18.84%	
130	001-00-359-0-2000	SPECIAL POLICE TRUST REV	46,160.00	0.00	0.00		46,160.00	0.00%	
131	001-00-359-0-3000	ABATEMENT FINES	2,550.00	0.00	0.00		2,550.00	0.00%	
132			----------	----------	----------		----------	----------	
133		TOTAL	211,503.00	1,721.83	29,306.21		182,196.79	14.00%	
134									
135		**MISCELLANEOUS REVENUES**							
136	001-00-361-1-1000	INTEREST EARNINGS	595,334.00	36,393.73	36,393.73		558,940.27	6.11%	
137	001-00-361-1-1001	INTEREST-MONEY MARKET	33,020.00	2,782.16	11,950.23		21,069.77	36.19%	
138	001-00-361-1-1002	INTEREST FROM GAS AUTHORITY	31,291.00	1,038.31	3,827.03		27,463.97	12.23%	
139	001-00-362-0-1000	MISC RENTS	37,615.00	1,950.00	8,450.00		29,165.00	22.46%	
140	001-00-362-0-2000	LAND RENT/LEASE	6,000.00	0.00	0.00		6,000.00	0.00%	
141	001-00-362-0-3000	AMTRAK RENT	2,142.00	170.00	850.00		1,292.00	39.68%	
142	001-00-362-0-5000	RENTAL OF RIVERFRONT PARK OPS	0.00	500.00	2,000.00		-2,000.00	0.00%	
143	001-00-362-0-5001	PBM PROFIT SHARE- DOCK RENTALS	280.00	96.10	136.29		143.71	48.68%	
144	001-00-362-0-5002	PBM PROFIT SHARE- SHIP STORE S	5,356.00	327.16	1,556.02		3,799.98	29.05%	
145	001-00-362-0-5003	PBM PROFIT SHARE- CONCESSION S	50.00	0.00	0.00		50.00	0.00%	
146	001-00-362-0-5004	PBM PROFIT SHARE- PBM OWNED IT	30.00	0.00	386.86		-356.86	1289.53%	
147	001-00-362-0-5005	PBM PROFIT SHARE- WATER TAXI N	0.00	196.51	236.79		-236.79	0.00%	
148	001-00-364-0-1000	CEMETERY LOTS	48,000.00	0.00	9,500.00		38,500.00	19.79%	
149	001-00-364-0-1010	CEMETERY LOTS RESTRICTED	24,900.00	0.00	4,750.00		20,150.00	19.08%	
150	001-00-364-0-4900	SURPLUS EQUIPMENT-GENERAL	0.00	0.00	0.00		0.00	0.00%	
151	001-00-364-0-4902	SURPLUS HAMMOCK HALL 429 KIRBY	0.00	0.00	0.00		0.00	0.00%	
152	001-00-366-0-1100	CONTRIBUTION - RECREATION	9,367.00	1,000.00	8,225.00		1,142.00	87.81%	
153	001-00-366-0-1150	Libra Philanthropies Foundatio	0.00	0.00	0.00		0.00	0.00%	
154	001-00-366-0-1300	RECREATION - REGISTRATION	2,142.00	0.00	1,130.00		1,012.00	52.75%	
155	001-00-366-0-1400	RECREATION FIELD RENTALS	643.00	0.00	0.00		643.00	0.00%	
156	001-00-366-0-1700	WELLNESS GRANT - FL BLUE	10,000.00	0.00	9,711.90		288.10	97.12%	
157	001-00-366-0-2510	FIRE DECONTAMINATION GRANT	565,500.00	0.00	0.00		565,500.00	0.00%	
158	001-00-366-0-2550	FIRE GRANT GLOBAL - IPADS	0.00	5,000.00	5,000.00		-5,000.00	0.00%	
159	001-00-366-0-7601	CONTRIBUTIONS - SP EVENT JONES	2,062.00	0.00	0.00		2,062.00	0.00%	
160	001-00-366-0-8000	CONTRIBUTION - FIREWORKS	5,356.00	0.00	0.00		5,356.00	0.00%	
161	001-00-366-0-8001	CONTRIBUTION - MAYOR'S RECEPTI	7,498.00	0.00	0.00		7,498.00	0.00%	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
162	001-00-366-0-8002	CONTRIBUTION - SPECIAL EVENTS	536.00	0.00	0.00		536.00	0.00%	
163	001-00-366-0-8500	CONTRIBUTION - FIRE PUBLIC EDU	535.00	0.00	250.00		285.00	46.73%	
164	001-00-369-3-1000	REFUNDS & REIMBURSEMENTS	5,356.00	0.00	676.42		4,679.58	12.63%	
165	001-00-369-3-2000	FEMA REIMBURSEMENT	40,000.00	0.00	14,661.72		25,338.28	36.65%	
166	001-00-369-3-3500	OPIOD SETTLEMENT TRUST FUND RE	0.00	0.00	1,453.64		-1,453.64	0.00%	
167	001-00-369-9-0500	MISC REVENUE	37,492.00	1,800.93	11,510.04		25,981.96	30.70%	
168	001-00-369-9-1000	FDOT ISLAND RIGHT OF WAY MAINT	55,333.00	0.00	0.00		55,333.00	0.00%	
169	001-00-369-9-1001	E-PAYABLES REVENUE SHARE	1,610.00	106.23	446.19		1,163.81	27.71%	
170	001-00-369-9-2000	INSURANCE CLAIMS - GENERAL	0.00	15,999.44	27,480.74		-27,480.74	0.00%	
171	001-00-369-9-3000	FDOT LIGHTING MAINTENANCE	42,911.00	0.00	0.00		42,911.00	0.00%	
172	001-00-369-9-3001	FDOT TRAFFIC SIGNAL MAINTENANC	78,529.00	0.00	0.00		78,529.00	0.00%	
173			----------	----------	----------		----------	----------	
174		TOTAL	1,648,888.00	67,360.57	160,582.60		1,488,305.40	10.00%	
175									
176		**TRANSFERS IN**							
177	001-00-381-0-1400	TRANSFER FROM UTILITY FUND-FRA	700,000.00	58,333.00	233,332.00		466,668.00	33.33%	
178	001-00-381-0-1500	TRANSFER FROM SANITATION FUND-	165,000.00	13,750.00	55,000.00		110,000.00	33.33%	
179	001-00-381-0-1900	TRANSFER FROM BETTER PLACE	618,567.00	51,547.00	206,188.00		412,379.00	33.33%	
180	001-00-381-0-2100	TRANSFER FROM UTILITY-STREETS	175,000.00	14,583.00	58,332.00		116,668.00	33.33%	
181			----------	----------	----------		----------	----------	
182		TOTAL	1,658,567.00	138,213.00	552,852.00		1,105,715.00	34.00%	
183									
184		**REIMBURSEMENTS**							
185	001-00-382-0-1000	CONTRIB FROM UTILITIES	1,384,506.00	115,376.00	461,504.00		923,002.00	33.33%	
186	001-00-382-0-2000	CONTRIB FROM GOLF	189.00	16.00	64.00		125.00	33.86%	
187	001-00-382-0-3000	CONTRIB FROM SANITATION	207,320.00	17,277.00	69,108.00		138,212.00	33.33%	
188	001-00-382-0-5001	ADMIN EXP REIMB-AIRPORT GRANTS	217,037.00	18,086.00	72,344.00		144,693.00	33.33%	
189	001-00-382-0-6000	CONTRIB FROM TAX INCREMENT	141,098.00	11,758.00	47,032.00		94,066.00	33.33%	
190	001-00-382-0-6001	REIMBURSEMENT FROM TAX INCREME	219,318.00	18,277.00	98,413.93		120,904.07	44.87%	
191			----------	----------	----------		----------	----------	
192		TOTAL	2,169,468.00	180,790.00	748,465.93		1,421,002.07	35.00%	
193									
194		**DEBT PROCEEDS**							
195	001-00-384-0-1000	LOAN PROCEEDS	2,386,671.00	0.00	0.00		2,386,671.00	0.00%	
196			----------	----------	----------		----------	----------	
197		TOTAL	2,386,671.00	0.00	0.00		1,000,000.00	0.00%	
198									
199			----------	----------	----------		----------	----------	
200		TOTAL OPERATING & OTHER REV	21,685,933.00	1,142,041.00	8,746,655.87		11,552,606.13	41.00%	
201			----------	----------	----------		----------	----------	

	A	B	E	F	G	H	I	J	K
1	**ACCOUNT_NUMBER**	**ACCOUNT_DESCRIPTION**	**2026_BUDGET**	**CURRENT_MONTH**	**CURRENT_YTD**	**ENCUMBERED**	**2026 REMAINING BALANCE**	**PERCENT REALIZED**	
202									
203		**CASH BALANCE FORWARD**							
204	001-00-301-0-1000	OPERATING CASH BALANCE FORWARD	4,480,772.00	0.00	50,000.00		4,430,772.00	1.12%	
205	001-00-301-0-1001	EVIDENCE FUND BALANCE FORWARD	7,282.00	0.00	0.00		7,282.00	0.00%	
206	001-00-301-0-1002	LOT DEMOLITION/CLEANUP BALANCE	22,075.00	0.00	0.00		22,075.00	0.00%	
207	001-00-301-0-1003	IMPACT FEES-POLICE BALANCE FOR	0.00	0.00	0.00		0.00	0.00%	
208	001-00-301-0-1004	IMPACT FEES-FIRE BALANCE FORWA	0.00	0.00	0.00		0.00	0.00%	
209	001-00-301-0-1006	INSURANCE CONTINGENCY BALANCE	624,444.00	0.00	0.00		624,444.00	0.00%	
210	001-00-301-0-1009	SPECIAL CEMETERY BALANCE FORWA	118,889.00	0.00	0.00		118,889.00	0.00%	
211	001-00-301-0-1010	SPECIAL POLICE BALANCE FORWARD	61,271.00	0.00	0.00		61,271.00	0.00%	
212	001-00-301-0-1012	HAND GUN CLASSES BALANCE FORWA	7,637.00	0.00	0.00		7,637.00	0.00%	
213	001-00-301-0-1013	FIRE PUBLIC EDUCATION BALANCE	24,937.00	0.00	0.00		24,937.00	0.00%	
214	001-00-301-0-1019	RED LIGHT CAMERA BALANCE FORWA	49,988.00	0.00	0.00		49,988.00	0.00%	
215	001-00-301-0-1021	LANDSCAPING CODE FEE BALANCE F	61,663.00	0.00	0.00		61,663.00	0.00%	
216	001-00-301-0-1022	I&E EVIDENCE BALANCE FORWARD	7,523.00	0.00	0.00		7,523.00	0.00%	
217	001-00-301-0-1023	PARKS BANK -DONATIONS	284.00	0.00	0.00		284.00	0.00%	
218	001-00-301-0-1024	FIRE CAPITAL REPLACEMENT BALAN	110,000.00	0.00	0.00		110,000.00	0.00%	
219	001-00-301-0-1025	IMPACT FEES-TRANSPORTATION BAL	0.00	0.00	0.00		0.00	0.00%	
220	001-00-301-0-1026	IMPACT FEES-PARKS & REC BALANC	0.00	0.00	0.00		0.00	0.00%	
221			---	---	---		---	---	
222		TOTAL	5,576,765.00	0.00	50,000.00		5,526,765.00	1.00%	
223			---	---	---		---	---	
224	**GENERAL FUND**	**TOTAL REV, TRANFERS & CASH BAL**	**27,262,698.00**	**1,142,041.00**	**8,796,655.87**		**17,079,371.13**	**32.00%**	
225			---	---	---		---	---	
226	**GENERAL FUND EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 33.33 % Yr Complete For Fiscal Year: 2026 / 01**								
227		**CITY COMMISSION**							
228									
229		**PERSONNEL SERVICES**							
230	001-01-511-1-1110	COMMISSIONERS SALARIES	121,316.00	8,737.62	38,176.28	0.00	83,139.72	31.47%	
231	001-01-511-1-1200	LEGISLATIVE ASST SALARIES	50,505.00	0.00	0.00	0.00	50,505.00	0.00%	
232	001-01-511-1-2100	FICA TAX EXPENSE	13,144.00	656.84	2,870.01	0.00	10,273.99	21.84%	
233	001-01-511-1-2200	RETIREMENT EXPENSE	47,423.00	2,545.27	10,767.87	6,000.88	30,654.25	22.71%	
234	001-01-511-1-2300	HEALTH AND LIFE INSURANCE	15,893.00	-21,358.73	-52,884.60	0.00	68,777.60	-332.75%	
235			---	---	---	---	---	---	
236		TOTAL	248,281.00	-9,419.00	-1,070.44	6,000.88	243,350.56	-1.00%	
237									
238		**OPERATING EXPENSES**							
239	001-01-511-3-3100	PROFESSIONAL SERVICES	90,000.00	5,000.00	28,509.90	300.00	61,190.10	31.68%	
240	001-01-511-3-4022	SCHOOLING/CONF-MAYOR	7,500.00	0.00	0.00	617.36	6,882.64	0.00%	
241	001-01-511-3-4023	SCHOOLING/CONF-Commissioner W	7,500.00	475.43	475.43	4,421.83	2,602.74	6.34%	

	A	B	E	F	G	H	I	J	K
1	**ACCOUNT_NUMBER**	**ACCOUNT_DESCRIPTION**	**2026_BUDGET**	**CURRENT_MONTH**	**CURRENT_YTD**	**ENCUMBERED**	**2026 REMAINING BALANCE**	**PERCENT REALIZED**	
242	001-01-511-3-4024	SCHOOLING/CONF-COMM CAMPBELL	7,500.00	138.43	138.43	3,579.50	3,782.07	1.85%	
243	001-01-511-3-4025	SCHOOLING/CONF-COMM DAVIS	7,500.00	100.00	1,087.74	4,932.43	1,479.83	14.50%	
244	001-01-511-3-4026	SCHOOLING/CONF-COMM BOROM	7,500.00	60.00	60.00	3,818.78	3,621.22	0.80%	
245	001-01-511-3-4100	COMMUNICATIONS SERVICES	6,000.00	304.78	1,153.14	0.00	4,846.86	19.22%	
246	001-01-511-3-4800	ADVERTISING	15,000.00	500.00	1,635.04	8,621.56	4,743.40	10.90%	
247	001-01-511-3-4901	SPECIAL EVENTS & PROJECTS - Ma	5,000.00	0.00	0.00	0.00	5,000.00	0.00%	
248	001-01-511-3-4903	SPECIAL EVENTS & PROJECTS - Co	5,000.00	0.00	0.00	0.00	5,000.00	0.00%	
249	001-01-511-3-4904	SPECIAL EVENTS & PROJECTS - Co	5,000.00	1,000.00	1,000.00	0.00	4,000.00	20.00%	
250	001-01-511-3-4905	SPECIAL EVENTS & PROJECTS - Co	5,000.00	0.00	0.00	0.00	5,000.00	0.00%	
251	001-01-511-3-4906	SPECIAL EVENTS & PROJECTS - Co	5,000.00	0.00	250.00	0.00	4,750.00	5.00%	
252	001-01-511-3-4907	MAYOR'S RECEPTION	6,000.00	0.00	0.00	0.00	6,000.00	0.00%	
253	001-01-511-3-4910	NEFLC	5,000.00	0.00	209.72	0.00	4,790.28	4.19%	
254	001-01-511-3-4930	CITIZENS TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00%	
255	001-01-511-3-5100	OFFICE SUPPLIES	520.00	40.87	40.87	0.00	479.13	7.86%	
256	001-01-511-3-5260	UNIFORMS	520.00	0.00	0.00	89.00	431.00	0.00%	
257	001-01-511-3-5280	OPERATING SUPPLIES	3,213.00	241.86	609.23	525.00	2,078.77	18.96%	
258	001-01-511-3-5283	SBDC	10,000.00	0.00	2,500.00	7,500.00	0.00	25.00%	
259	001-01-511-3-5284	AWARDS/RECONGNITION	5,000.00	0.00	636.85	0.00	4,363.15	12.74%	
260	001-01-511-3-5286	YOUTH AMBASSADOR PROGRAM	520.00	0.00	0.00	0.00	520.00	0.00%	
261	001-01-511-3-5287	NON-PROFIT ORGANIZATION ASSIST	50,000.00	9,000.00	30,000.00	0.00	20,000.00	60.00%	
262	001-01-511-3-5400	MEMBR,SUBSCRIPT,DUES	5,000.00	1,836.00	1,836.00	800.00	2,364.00	36.72%	
263			---	---	---	---	---	---	
264		TOTAL	259,273.00	18,697.37	70,142.35	35,205.46	153,925.19	28.00%	
265									
266		**CAPITAL OUTLAY**							
267	001-01-511-6-6400	CAPITAL OUTLAY	20,000.00	9,278.64	9,278.64	3,825.00	6,896.36	46.39%	
268			---	---	---	---	---	---	
269		TOTAL	20,000.00	9,278.64	9,278.64	3,825.00	6,896.36	47.00%	
270			---	---	---	---	---	---	
271									
272		**COMMISSIONER INTERNS**							
273	001-01-512-1-1200	REGULAR SALARIES	31,500.00	0.00	0.00	0.00	31,500.00	0.00%	
274	001-01-512-1-2100	FICA TAX EXPENSE	2,410.00	0.00	0.00	0.00	2,410.00	0.00%	
275			---	---	---	---	---	---	
276		TOTAL	33,910.00	0.00	0.00	0.00	33,910.00	0.00%	
277		**DEPARTMENT TOTAL**	**561,464.00**	**18,557.01**	**78,350.55**	**45,031.34**	**438,082.11**	**14.00%**	
278			---	---	---	---	---	---	
279		**CITY MANAGER'S OFFICE**							
280									
281		**PERSONNEL SERVICES**							

	A	B	E	F	G	H	I	J	K
1	**ACCOUNT_NUMBER**	**ACCOUNT_DESCRIPTION**	**2026_BUDGET**	**CURRENT_MONTH**	**CURRENT_YTD**	**ENCUMBERED**	**2026 REMAINING BALANCE**	**PERCENT REALIZED**	
282	001-20-512-1-1100	EXECUTIVE SALARIES	313,485.00	13,076.94	55,685.27	0.00	257,799.73	17.76%	
283	001-20-512-1-1200	REGULAR SALARIES	175,565.00	8,788.80	36,042.56	0.00	139,522.44	20.53%	
284	001-20-512-1-2100	FICA TAX EXPENSE	37,412.00	1,626.29	6,882.62	0.00	30,529.38	18.40%	
285	001-20-512-1-2200	RETIREMENT EXPENSE	134,978.00	6,034.96	25,227.28	0.00	109,750.72	18.69%	
286	001-20-512-1-2300	HEALTH AND LIFE INSURANCE	90,474.00	1,174.56	4,985.18	0.00	85,488.82	5.51%	
287			---	---	---	---	---	---	
288		TOTAL	751,914.00	30,701.55	128,822.91	0.00	623,091.09	18.00%	
289									
290		**OPERATING EXPENSES**							
291	001-20-512-3-3100	PROFESSIONAL SERVICES	15,000.00	12.65	12.65	0.00	14,987.35	0.08%	
292	001-20-512-3-3120	PRE-EMPLOYMENT EXPENSE	200.00	149.53	244.53	244.53	-289.06	122.27%	
293	001-20-512-3-4021	SCHOOLING/CONF-CITY MANAGER	15,000.00	357.04	357.04	1,005.35	13,637.61	2.38%	
294	001-20-512-3-4100	COMMUNICATIONS SERVICES	2,296.00	112.35	449.40	0.00	1,846.60	19.57%	
295	001-20-512-3-4200	POSTAGE AND FREIGHT	832.00	84.36	84.36	0.00	747.64	10.14%	
296	001-20-512-3-4400	RENTALS AND LEASES	0.00	0.00	0.00	0.00	0.00	0.00%	
297	001-20-512-3-4630	VEHICLE MAINTENANCE	1,040.00	50.00	100.00	0.00	940.00	9.62%	
298	001-20-512-3-4700	PRINTING AND BINDING	600.00	0.00	86.24	0.00	513.76	14.37%	
299	001-20-512-3-5000	FINES & FEES	0.00	56.97	66.51	0.00	-66.51	0.00%	
300	001-20-512-3-5100	OFFICE SUPPLIES	1,200.00	272.04	533.43	183.32	483.25	44.45%	
301	001-20-512-3-5210	GAS AND LUBRICANTS	2,080.00	0.00	0.00	0.00	2,080.00	0.00%	
302	001-20-512-3-5260	UNIFORMS	600.00	0.00	0.00	0.00	600.00	0.00%	
303	001-20-512-3-5280	OPERATING SUPPLIES	3,000.00	451.47	1,686.23	0.00	1,313.77	56.21%	
304	001-20-512-3-5400	MEMBR,SUBSCRIPT,DUES	6,000.00	128.06	128.06	100.00	5,771.94	2.13%	
305			---	---	---	---	---	---	
306		TOTAL	47,848.00	1,674.47	3,748.45	1,533.20	42,566.35	8.00%	
307									
308		**CAPITAL OUTLAY**							
309	001-20-512-6-6400	CAPITAL OUTLAY	10,000.00	0.00	0.00	0.00	10,000.00	0.00%	
310			---	---	---	---	---	---	
311		TOTAL	10,000.00	0.00	0.00	0.00	10,000.00	0.00%	
312			---	---	---	---	---	---	
313		**DEPARTMENT TOTAL**	**809,762.00**	**32,376.02**	**132,571.36**	**1,533.20**	**675,657.44**	**16.00%**	
314			---	---	---	---	---	---	
315		**CITY CLERK'S OFFICE**							
316									
317		**PERSONNEL SERVICES**							
318	001-21-512-1-1100	EXECUTIVE SALARIES	71,253.00	5,304.00	22,626.28	0.00	48,626.72	31.75%	
319	001-21-512-1-1200	REGULAR SALARIES	0.00	0.00	0.00	0.00	0.00	0.00%	
320	001-21-512-1-2100	FICA TAX EXPENSE	5,451.00	365.34	1,559.12	0.00	3,891.88	28.60%	
321	001-21-512-1-2200	RETIREMENT EXPENSE	19,666.00	1,463.90	6,214.95	0.00	13,451.05	31.60%	

	A	B	E	F	G	H	I	J	K
1	**ACCOUNT_NUMBER**	**ACCOUNT_DESCRIPTION**	**2026_BUDGET**	**CURRENT_MONTH**	**CURRENT_YTD**	**ENCUMBERED**	**2026 REMAINING BALANCE**	**PERCENT REALIZED**	
322	001-21-512-1-2300	HEALTH AND LIFE INSURANCE	13,182.00	577.14	2,452.82	0.00	10,729.18	18.61%	
323			---	---	---	---	---	---	
324		TOTAL	109,552.00	7,710.38	32,853.17	0.00	76,698.83	30.00%	
325									
326		**OPERATING EXPENSES**							
327	001-21-512-3-3100	PROFESSIONAL SERVICES	22,300.00	0.00	16,457.67	0.00	5,842.33	73.80%	
328	001-21-512-3-3120	PRE-EMPLOYMENT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00%	
329	001-21-512-3-3400	CONTRACTUAL SERVICES	10,006.00	0.00	5,287.59	0.00	4,718.41	52.84%	
330	001-21-512-3-4027	SCHOOLING/CONF-CITY CLERK	5,000.00	194.00	365.64	0.00	4,634.36	7.31%	
331	001-21-512-3-4100	COMMUNICATIONS SERVICES	520.00	74.90	299.60	0.00	220.40	57.62%	
332	001-21-512-3-4200	POSTAGE AND FREIGHT	300.00	0.00	0.00	0.00	300.00	0.00%	
333	001-21-512-3-4400	RENTALS AND LEASES	2,880.00	279.89	1,119.56	1,651.12	109.32	38.87%	
334	001-21-512-3-4700	PRINTING AND BINDING	2,500.00	0.00	44.33	0.00	2,455.67	1.77%	
335	001-21-512-3-4810	LEGAL ADVERTISING	7,000.00	0.00	3,886.08	3,080.16	33.76	55.52%	
336	001-21-512-3-5000	FINES & FEES	300.00	97.12	129.37	0.00	170.63	43.12%	
337	001-21-512-3-5100	OFFICE SUPPLIES	600.00	27.56	57.22	22.18	520.60	9.54%	
338	001-21-512-3-5260	UNIFORMS	400.00	0.00	0.00	0.00	400.00	0.00%	
339	001-21-512-3-5280	OPERATING SUPPLIES	5,000.00	57.21	468.47	75.00	4,456.53	9.37%	
340	001-21-512-3-5400	MEMBR,SUBSCRIPT,DUES	1,100.00	323.00	523.00	556.00	21.00	47.55%	
341			---	---	---	---	---	---	
342		TOTAL	57,906.00	1,053.68	28,638.53	5,384.46	23,883.01	49.00%	
343									
344		**CAPITAL OUTLAY**							
345			---	---	---	---	---	---	
346		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00%	
347			---	---	---	---	---	---	
348		**DEPARTMENT TOTAL**	**167,458.00**	**8,764.06**	**61,491.70**	**5,384.46**	**100,581.84**	**37.00%**	
349			---	---	---	---	---	---	
350		**FINANCE**							
351									
352		**PERSONNEL SERVICES**							
353	001-22-513-1-1100	EXECUTIVE SALARIES	121,758.00	9,366.00	39,913.78	0.00	81,844.22	32.78%	
354	001-22-513-1-1200	REGULAR SALARIES	252,663.00	29,025.23	95,328.88	0.00	157,334.12	37.73%	
355	001-22-513-1-1400	OVERTIME	7,000.00	21.95	283.71	0.00	6,716.29	4.05%	
356	001-22-513-1-2100	FICA TAX EXPENSE	29,179.00	2,849.26	10,024.47	0.00	19,154.53	34.36%	
357	001-22-513-1-2200	RETIREMENT EXPENSE	105,272.00	10,345.87	36,551.87	0.00	68,720.13	34.72%	
358	001-22-513-1-2300	HEALTH AND LIFE INSURANCE	70,563.00	3,617.14	13,917.04	0.00	56,645.96	19.72%	
359			---	---	---	---	---	---	
360		TOTAL	586,435.00	55,225.45	196,019.75	0.00	390,415.25	33.00%	
361									

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
362		**OPERATING EXPENSES**							
363	001-22-513-3-3100	PROFESSIONAL SERVICES	30,000.00	0.00	0.00	0.00	30,000.00	0.00%	
364	001-22-513-3-3120	PRE-EMPLOYMENT EXPENSE	300.00	62.41	157.41	54.53	88.06	52.47%	
365	001-22-513-3-3200	ACCOUNTING AND AUDITING	43,709.00	0.00	1,724.66	0.00	41,984.34	3.95%	
366	001-22-513-3-4020	SCHOOLING, CONFERENCE, ETC	7,644.00	92.23	3,357.11	0.00	4,286.89	43.92%	
367	001-22-513-3-4100	COMMUNICATIONS SERVICES	655.00	37.45	149.80	0.00	505.20	22.87%	
368	001-22-513-3-4200	POSTAGE AND FREIGHT	825.00	504.27	1,371.46	0.00	-546.46	166.24%	
369	001-22-513-3-4400	RENTALS AND LEASES	1,800.00	212.77	851.08	251.24	697.68	47.28%	
370	001-22-513-3-4700	PRINTING AND BINDING	1,500.00	0.00	505.41	0.00	994.59	33.69%	
371	001-22-513-3-5000	FINES & FEES	5,000.00	1,126.54	3,225.28	0.00	1,774.72	64.51%	
372	001-22-513-3-5100	OFFICE SUPPLIES	1,900.00	0.00	1,407.93	25.12	466.95	74.10%	
373	001-22-513-3-5260	UNIFORMS	600.00	0.00	0.00	0.00	600.00	0.00%	
374	001-22-513-3-5280	OPERATING SUPPLIES	1,900.00	27.15	66.17	298.11	1,535.72	3.48%	
375	001-22-513-3-5400	MEMBR,SUBSCRIPT,DUES	500.00	0.00	292.00	60.00	148.00	58.40%	
376			---	---	---	---	---	---	
377		TOTAL	96,333.00	2,062.82	13,108.31	689.00	82,535.69	14.00%	
378									
379		**CAPITAL OUTLAY**							
380	001-22-513-6-6400	CAPITAL OUTLAY	5,000.00	0.00	0.00	0.00	5,000.00	0.00%	
381			---	---	---	---	---	---	
382		TOTAL	5,000.00	0.00	0.00	0.00	5,000.00	0.00%	
383			---	---	---	---	---	---	
384		**DEPARTMENT TOTAL**	**687,768.00**	**57,288.27**	**209,128.06**	**689.00**	**477,950.94**	**30.00%**	
385			---	---	---	---	---	---	
386		**HUMAN RESOURCES**							
387									
388		**PERSONNEL SERVICES**							
389	001-25-513-1-1100	EXECUTIVE SALARIES	105,000.00	6,384.00	27,240.28	0.00	77,759.72	25.94%	
390	001-25-513-1-1200	SALARY	130,494.00	4,200.00	17,958.28	0.00	112,535.72	13.76%	
391	001-25-513-1-1400	OVERTIME	600.00	0.00	0.00	0.00	600.00	0.00%	
392	001-25-513-1-2100	FICA TAX EXPENSE	18,061.00	785.88	3,356.56	0.00	14,704.44	18.58%	
393	001-25-513-1-2200	RETIREMENT EXPENSE	65,162.00	2,921.18	12,415.01	0.00	52,746.99	19.05%	
394	001-25-513-1-2300	HEALTH AND LIFE INSURANCE	43,677.00	1,154.24	4,905.52	0.00	38,771.48	11.23%	
395			---	---	---	---	---	---	
396		TOTAL	362,994.00	15,445.30	65,875.65	0.00	297,118.35	19.00%	
397									
398		**OPERATING EXPENSES**							
399	001-25-513-3-3100	PROFESSIONAL SERVICES	35,500.00	5,525.12	11,242.73	0.00	24,257.27	31.67%	
400	001-25-513-3-3120	PRE-EMPLOYMENT EXPENSE	300.00	0.00	0.00	0.00	300.00	0.00%	
401	001-25-513-3-4020	SCHOOLING, CONFERENCE, ETC	4,576.00	1,065.06	1,065.06	0.00	3,510.94	23.27%	

	A	B	E	F	G	H	I	J	K
1	**ACCOUNT_NUMBER**	**ACCOUNT_DESCRIPTION**	**2026_BUDGET**	**CURRENT_MONTH**	**CURRENT_YTD**	**ENCUMBERED**	**2026 REMAINING BALANCE**	**PERCENT REALIZED**	
402	001-25-513-3-4100	COMMUNICATIONS SERVICES	563.00	97.92	353.66	0.00	209.34	62.82%	
403	001-25-513-3-4200	POSTAGE AND FREIGHT	228.00	45.88	83.72	0.00	144.28	36.72%	
404	001-25-513-3-4400	RENTALS AND LEASES	686.00	35.50	142.00	284.00	260.00	20.70%	
405	001-25-513-3-4700	PRINTING AND BINDING	563.00	0.00	230.62	0.00	332.38	40.96%	
406	001-25-513-3-4800	ADVERTISING	8,500.00	0.00	642.17	0.00	7,857.83	7.55%	
407	001-25-513-3-5000	FEES & FINES	420.00	0.00	11.72	0.00	408.28	2.79%	
408	001-25-513-3-5100	OFFICE SUPPLIES	1,144.00	0.00	0.00	0.00	1,144.00	0.00%	
409	001-25-513-3-5260	UNIFORMS	300.00	0.00	0.00	0.00	300.00	0.00%	
410	001-25-513-3-5280	OPERATING SUPPLIES	4,576.00	32.58	488.47	0.00	4,087.53	10.67%	
411	001-25-513-3-5288	EMPLOYEE RECOGNITION SUPPLIES	572.00	0.00	91.02	0.00	480.98	15.91%	
412	001-25-513-3-5400	MEMBR,SUBSCRIPT,DUES	572.00	0.00	0.00	0.00	572.00	0.00%	
413	001-25-513-3-5401	SOFTWARE SUBSCRIPT,LICENSES	25,000.00	0.00	0.00	0.00	25,000.00	0.00%	
414	001-25-513-3-5500	WELLNESS PROGRAM	13,728.00	6,672.06	6,672.06	0.00	7,055.94	48.60%	
415			---	---	---	---	---	---	
416		TOTAL	97,228.00	13,474.12	21,023.23	284.00	75,920.77	22.00%	
417									
418		**CAPITAL OUTLAY**							
419	001-25-513-6-6400	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00%	
420			---	---	---	---	---	---	
421		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00%	
422			---	---	---	---	---	---	
423		**DEPARTMENT TOTAL**	**460,222.00**	**28,919.42**	**86,898.88**	**284.00**	**373,039.12**	**19.00%**	
424			---	---	---	---	---	---	
425		**FACILITIES MAINTENANCE**							
426									
427		**PERSONNEL SERVICES**							
428	001-23-519-1-1100	EXECUTIVE SALARIES	134,180.00	10,414.74	54,962.10	0.00	79,217.90	40.96%	
429	001-23-519-1-1200	REGULAR SALARIES	122,031.00	9,467.88	39,421.16	0.00	82,609.84	32.30%	
430	001-23-519-1-1400	OVERTIME	7,000.00	875.09	3,677.76	0.00	3,322.24	52.54%	
431	001-23-519-1-2100	FICA TAX EXPENSE	20,136.00	1,395.97	6,674.37	0.00	13,461.63	33.15%	
432	001-23-519-1-2200	RETIREMENT EXPENSE	72,646.00	5,729.12	26,915.38	0.00	45,730.62	37.05%	
433	001-23-519-1-2300	HEALTH AND LIFE INSURANCE	48,694.00	4,639.26	20,654.70	0.00	28,039.30	42.42%	
434			---	---	---	---	---	---	
435		TOTAL	404,687.00	32,522.06	152,305.47	0.00	252,381.53	38.00%	
436									
437		**OPERATING EXPENSES**							
438	001-23-519-3-3100	PROFESSIONAL SERVICES	10,000.00	0.00	0.00	0.00	10,000.00	0.00%	
439	001-23-519-3-3120	PRE-EMPLOYMENT EXPENSE	300.00	0.00	0.00	0.00	300.00	0.00%	
440	001-23-519-3-4020	SCHOOLING, CONFERENCE, ETC	5,000.00	0.00	375.00	78.00	4,547.00	7.50%	
441	001-23-519-3-4100	COMMUNICATIONS SERVICES	1,800.00	149.80	599.20	0.00	1,200.80	33.29%	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
442	001-23-519-3-4400	RENTALS AND LEASES	1,600.00	40.13	160.52	321.04	1,118.44	10.03%	
443	001-23-519-3-4610	BUILDING MAINTENANCE	25,000.00	369.34	4,325.10	1,771.06	18,903.84	17.30%	
444	001-23-519-3-4620	EQUIPMENT MAINTENANCE	1,500.00	0.00	101.95	194.02	1,204.03	6.80%	
445	001-23-519-3-4630	VEHICLE MAINTENANCE	5,500.00	1,118.83	1,132.98	0.00	4,367.02	20.60%	
446	001-23-519-3-5100	OFFICE SUPPLIES	1,000.00	0.00	0.00	0.00	1,000.00	0.00%	
447	001-23-519-3-5210	GAS AND LUBRICANTS	4,500.00	328.36	1,389.50	0.00	3,110.50	30.88%	
448	001-23-519-3-5250	SMALL TOOLS	3,500.00	508.93	1,836.38	1,452.62	211.00	52.47%	
449	001-23-519-3-5260	UNIFORMS	2,500.00	199.00	698.24	0.00	1,801.76	27.93%	
450	001-23-519-3-5280	OPERATING SUPPLIES	3,500.00	121.69	1,973.10	554.28	972.62	56.37%	
451	001-23-519-3-5400	MEMBR,SUBSCRIPT,DUES	500.00	0.00	0.00	0.00	500.00	0.00%	
452			---	---	---	---	---	---	
453		TOTAL	66,200.00	2,836.08	12,591.97	4,371.02	49,237.01	20.00%	
454									
455		**CAPITAL OUTLAY**							
456	001-23-519-6-6400	CAPITAL OUTLAY	25,000.00	0.00	0.00	0.00	25,000.00	0.00%	
457			---	---	---	---	---	---	
458		TOTAL	25,000.00	0.00	0.00	0.00	25,000.00	0.00%	
459									
460		**DEBT SERVICE**							
461	001-23-517-7-7101	PRINCIPAL PUBLIC WORKS BLDG	12,788.00	0.00	0.00	0.00	12,788.00	0.00%	
462	001-23-517-7-7201	INTEREST PUBLIC WORKS BLDG	21,966.00	0.00	0.00	0.00	21,966.00	0.00%	
463			---	---	---	---	---	---	
464		TOTAL	34,754.00	0.00	0.00	0.00	34,754.00	0.00%	
465									
466		**TRANSFERS ADMINISTRATIVE**							
467	001-23-519-9-9104	REIMB FLEET MAINTENANCE	22,897.00	1,908.00	7,632.00	0.00	15,265.00	33.33%	
468			---	---	---	---	---	---	
469		TOTAL	22,897.00	1,908.00	7,632.00	0.00	15,265.00	34.00%	
470			---	---	---	---	---	---	
471		**DEPARTMENT TOTAL**	**553,538.00**	**37,266.14**	**172,529.44**	**4,371.02**	**376,637.54**	**31.00%**	
472			---	---	---	---	---	---	
473		**INFORMATION TECHNOLOGY DEPT**							
474									
475		**PERSONNEL SERVICES**							
476	001-17-516-1-1100	EXECUTIVE SALARIES	0.00	0.00	0.00	0.00	0.00	0.00%	
477	001-17-516-1-2100	FICA TAX EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00%	
478	001-17-516-1-2200	RETIREMENT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00%	
479			---	---	---	---	---	---	
480		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00%	
481									

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
482		**OPERATING EXPENSES**							
483	001-17-516-3-3100	PROFESSIONAL SERVICES	195,000.00	13,000.00	56,657.50	118,597.50	19,745.00	29.06%	
484	001-17-516-3-4100	COMMUNICATIONS SERVICES	1,000.00	50.00	200.00	0.00	800.00	20.00%	
485	001-17-516-3-5241	SOFTWARE	55,000.00	0.00	0.00	0.00	55,000.00	0.00%	
486	001-17-516-3-5242	HARDWARE	24,000.00	237.97	1,002.89	1,732.31	21,264.80	4.18%	
487	001-17-516-3-5401	SOFTWARE SUBSCRIPT, LICENSES	133,000.00	18,198.40	42,542.64	13,856.16	76,601.20	31.99%	
488			---	---	---	---	---	---	
489		TOTAL	408,000.00	31,486.37	100,403.03	134,185.97	173,411.00	25.00%	
490									
491		**CAPITAL OUTLAY**							
492			---	---	---	---	---	---	
493		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00%	
494									
495		**DEBT SERVICE**							
496			---	---	---	---	---	---	
497		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00%	
498			---	---	---	---	---	---	
499		**DEPARTMENT TOTAL**	**408,000.00**	**31,486.37**	**100,403.03**	**134,185.97**	**173,411.00**	**25.00%**	
500			---	---	---	---	---	---	
501		**GENERAL ADMIN - CITY HALL**							
502									
503		**PERSONNEL**							
504			---	---	---	---	---	---	
505		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00%	
506									
507		**OPERATING EXPENSES**							
508	001-04-513-3-3100	PROFESSIONAL SERVICES	55,000.00	0.00	0.00	0.00	55,000.00	0.00%	
509	001-04-513-3-4100	COMMUNICATIONS SERVICES	5,200.00	656.48	1,443.16	0.00	3,756.84	27.75%	
510	001-04-513-3-4200	POSTAGE AND FREIGHT	2,600.00	0.74	35.74	0.00	2,564.26	1.37%	
511	001-04-513-3-4320	ELECTRICITY	9,360.00	0.00	4,259.52	0.00	5,100.48	45.51%	
512	001-04-513-3-4400	RENTALS AND LEASES	2,915.00	179.85	359.70	0.00	2,555.30	12.34%	
513	001-04-513-3-4610	CITY HALL BUILDING MAINTENANCE	25,000.00	914.52	12,347.59	394.90	12,257.51	49.39%	
514	001-04-513-3-4615	ANNEX BUILDING EXP	15,000.00	258.46	1,623.09	2,091.83	11,285.08	10.82%	
515	001-04-513-3-4620	EQUIPMENT MAINTENANCE	4,160.00	0.00	0.00	800.00	3,360.00	0.00%	
516	001-04-513-3-4700	PRINTING AND BINDING	6,000.00	0.00	1,263.75	130.00	4,606.25	21.06%	
517	001-04-513-3-5100	OFFICE SUPPLIES	6,000.00	933.06	1,435.56	1,752.64	2,811.80	23.93%	
518	001-04-513-3-5230	JANITORIAL SUPPLIES	4,560.00	1,575.74	1,789.26	692.14	2,078.60	39.24%	
519			---	---	---	---	---	---	
520		TOTAL	135,795.00	4,518.85	24,557.37	5,861.51	105,376.12	18.00%	
521			---	---	---	---	---	---	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
522									
523		**CAPITAL OUTLAY**							
524	001-04-513-6-6445	CITY HALL BUILDING IMPROVEMENT	75,000.00	972.00	1,394.45	0.00	73,605.55	1.86%	
525	001-04-513-6-6450	ANNEX HALL BUILDING IMPROVEMEN	35,000.00	1,218.36	10,008.36	14,475.00	10,516.64	28.60%	
526			---	---	---	---	---	---	
527		TOTAL	110,000.00	2,190.36	11,402.81	14,475.00	84,122.19	10.00%	
528			---	---	---	---	---	---	
529		**LEGAL COUNSEL**							
530									
531		**PERSONNEL SERVICES**							
532	001-04-514-1-1000	EXECUTIVE SALARIES	162,785.00	12,521.60	53,325.08	0.00	109,459.92	32.76%	
533	001-04-514-1-2100	FICA TAXES	12,453.00	932.42	3,971.05	0.00	8,481.95	31.89%	
534	001-04-514-1-2200	RETIREMENT-GENERAL	44,929.00	3,455.96	14,687.83	0.00	30,241.17	32.69%	
535	001-04-514-1-2300	HEALTH AND LIFE INSURANCE	8,139.00	577.12	2,452.76	0.00	5,686.24	30.14%	
536			---	---	---	---	---	---	
537		TOTAL	228,306.00	17,487.10	74,436.72	0.00	153,869.28	33.00%	
538									
539		**OPERATING EXPENSES**							
540	001-04-514-3-3100	PROFESSIONAL SERVICES	14,160.00	0.00	6,583.34	100.00	7,476.66	46.49%	
541	001-04-514-3-3110	FL BAR INTERN EXP	3,000.00	0.00	0.00	0.00	3,000.00	0.00%	
542	001-04-514-3-4020	SCHOOLING/CONF-CITY ATTORNEY	5,200.00	0.00	1,687.13	293.90	3,218.97	32.44%	
543	001-04-514-3-5000	FINES & FEES	0.00	0.00	133.31	0.00	-133.31	0.00%	
544	001-04-514-3-5260	UNIFORMS	0.00	0.00	0.00	0.00	0.00	0.00%	
545	001-04-514-3-5280	OPERATING SUPPLIES	1,040.00	46.72	173.33	0.00	866.67	16.67%	
546	001-04-514-3-5400	Membership, subscription, dues	6,300.00	447.34	1,789.36	3,422.36	1,088.28	28.40%	
547			---	---	---	---	---	---	
548		TOTAL	29,700.00	494.06	10,366.47	3,816.26	15,517.27	35.00%	
549			---	---	---	---	---	---	
550									
551		**CAPITAL OUTLAY**							
552			---	---	---	---	---	---	
553		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00%	
554			---	---	---	---	---	---	
555									
556		**DEBT SERVICE**							
557	001-04-517-7-7101	PRINCIPAL-2020 ADMIN VEHICLE T	11,454.00	0.00	0.00	0.00	11,454.00	0.00%	
558	001-04-517-7-7201	INTEREST-2020 ADMIN VEHICLE TD	104.00	0.00	0.00	0.00	104.00	0.00%	
559			---	---	---	---	---	---	
560		TOTAL	11,558.00	0.00	0.00	0.00	11,558.00	0.00%	
561			---	---	---	---	---	---	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
562		**OTHER GOVERNMENT SERVICES**							
563									
564		**OPERATING EXPENSES**							
565	001-04-519-3-3100	PROFESSIONAL SERVIES	30,000.00	320.00	1,280.00	2,560.00	26,160.00	4.27%	
566	001-04-519-3-3420	FIREWORKS - SPECIAL EVENTS	52,000.00	7,000.00	33,000.00	19,000.00	0.00	63.46%	
567	001-04-519-3-4500	LIABILITY INSURANCE	605,000.00	0.00	278,936.18	277,506.18	48,557.64	46.11%	
568	001-04-519-3-4510	INSURANCE CLAIMS REIMBURSABLE	20,000.00	0.00	1,582.29	-1,582.29	20,000.00	0.00%	
569	001-04-519-3-4810	LEGAL ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00%	
570	001-04-519-3-4920	PROPERTY TAX	10,000.00	0.00	6,847.61	0.00	3,152.39	68.48%	
571	001-04-519-3-4930	SPECIAL EVENTS	26,400.00	0.00	0.00	0.00	26,400.00	0.00%	
572	001-04-519-3-4940	SPECIAL EVENTS - FESTIVALS	75,000.00	3,000.00	3,000.00	0.00	72,000.00	4.00%	
573	001-04-519-3-4951	BLUE CRAB EVENT	0.00	0.00	0.00	0.00	0.00	0.00%	
574			----------	----------	----------	----------	----------	---------	
575		TOTAL	818,400.00	10,320.00	324,646.08	297,483.89	196,270.03	40.00%	
576									
577		**CAPITAL OUTLAY**							
578	001-04-519-6-6120	LAND PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00%	
579			----------	----------	----------	----------	----------	---------	
580		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00%	
581									
582		**GRANTS & AIDS**							
583	001-04-519-1-2400	WORKERS COMP	285,000.00	0.00	142,436.32	142,436.32	127.36	49.98%	
584			----------	----------	----------	----------	----------	---------	
585		TOTAL	285,000.00	0.00	142,436.32	142,436.32	127.36	50.00%	
586									
587		**CAPITAL GRANTS**							
588	001-04-519-8-8210	CHAMBER OF COMMERCE	10,000.00	0.00	0.00	5,000.00	5,000.00	0.00%	
589	001-04-519-8-8220	DEO STRATEGIC REVITALIZATION G	0.00	0.00	0.00	0.00	0.00	0.00%	
590			----------	----------	----------	----------	----------	---------	
591		TOTAL	7,500.00	0.00	0.00	0.00	7,500.00	0.00%	
592			----------	----------	----------	----------	----------	---------	
593		DEPARTMENT	1,626,259.00	35,010.37	587,845.77	464,072.98	574,340.25	14.00%	
594			----------	----------	----------	----------	----------	---------	
595		**PLANNING & ZONING DEPARTMENT**							
596									
597		**PERSONNEL SERVICES**							
598	001-02-524-1-1100	EXECUTIVE SALARIES	110,838.00	8,276.80	35,827.48	0.00	75,010.52	32.32%	
599	001-02-524-1-1200	REGULAR SALARIES	209,230.00	10,649.55	44,739.09	0.00	164,490.91	21.38%	
600	001-02-524-1-1400	OVERTIME	1,200.00	0.00	0.00	0.00	1,200.00	0.00%	
601	001-02-524-1-2100	FICA TAX EXPENSE	24,577.00	1,408.09	5,994.28	0.00	18,582.72	24.39%	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
602	001-02-524-1-2200	RETIREMENT EXPENSE	88,670.00	5,223.67	22,116.83	0.00	66,553.17	24.94%	
603	001-02-524-1-2300	HEALTH AND LIFE INSURANCE	59,435.00	2,464.96	10,477.53	0.00	48,957.47	17.63%	
604			---	---	---	---	---	---	
605		TOTAL	493,950.00	28,023.07	119,155.21	0.00	374,794.79	24.00%	
606									
607		**OPERATING EXPENSES**							
608	001-02-524-3-3100	PROFESSIONAL SERVICES	100,000.00	0.00	0.00	0.00	100,000.00	0.00%	
609	001-02-524-3-3120	PRE-EMPLOYMENT EXPENSE	450.00	0.00	0.00	0.00	450.00	0.00%	
610	001-02-524-3-4020	SCHOOLING, CONFERENCE, ETC	9,500.00	0.00	4,282.36	0.00	5,217.64	45.08%	
611	001-02-524-3-4100	COMMUNICATIONS SERVICES	650.00	37.45	185.87	0.00	464.13	28.60%	
612	001-02-524-3-4200	POSTAGE AND FREIGHT	1,700.00	126.33	242.73	0.00	1,457.27	14.28%	
613	001-02-524-3-4310	NATURAL GAS	1,500.00	0.00	145.85	0.00	1,354.15	9.72%	
614	001-02-524-3-4330	CREDIT CARD FEES	2,000.00	66.07	518.24	0.00	1,481.76	25.91%	
615	001-02-524-3-4400	RENTALS AND LEASES	5,500.00	637.17	2,548.68	2,856.72	94.60	46.34%	
616	001-02-524-3-4620	EQUIPMENT MAINTENANCE	1,600.00	0.00	0.00	0.00	1,600.00	0.00%	
617	001-02-524-3-4630	VEHICLE MAINTENANCE	900.00	32.03	32.03	0.00	867.97	3.56%	
618	001-02-524-3-4700	PRINTING AND BINDING	2,300.00	446.49	841.50	0.00	1,458.50	36.59%	
619	001-02-524-3-4810	LEGAL ADVERTISING	14,000.00	2,442.86	2,773.90	10,930.48	295.62	19.81%	
620	001-02-524-3-5000	FEES & FINES	150.00	0.00	14.72	0.00	135.28	9.81%	
621	001-02-524-3-5100	OFFICE SUPPLIES	1,560.00	147.06	377.96	443.06	738.98	24.23%	
622	001-02-524-3-5210	GAS AND LUBRICANTS	800.00	44.71	116.17	0.00	683.83	14.52%	
623	001-02-524-3-5260	UNIFORMS	900.00	0.00	265.70	392.70	241.60	29.52%	
624	001-02-524-3-5280	OPERATING SUPPLIES	6,000.00	99.93	1,861.43	0.00	4,138.57	31.02%	
625	001-02-524-3-5400	MEMBR,SUBSCRIPT,DUES	12,200.00	0.00	0.00	0.00	12,200.00	0.00%	
626			---	---	---	---	---	---	
627		TOTAL	161,710.00	4,080.10	14,207.14	14,622.96	132,879.90	9.00%	
628									
629		**CAPITAL OUTLAY**							
630			---	---	---	---	---	---	
631		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00%	
632									
633		**GRANT**							
634	001-02-524-8-6402	DEO COMMUNITY PLANNING TECH AS	75,000.00	0.00	0.00	0.00	75,000.00	0.00%	
635			---	---	---	---	---	---	
636		TOTAL	75,000.00	0.00	0.00	0.00	75,000.00	0.00%	
637			---	---	---	---	---	---	
638		**DEPARTMENT TOTAL**	**730,660.00**	**32,103.17**	**133,362.35**	**14,622.96**	**582,674.69**	**19.00%**	
639			---	---	---	---	---	---	
640		**POLICE DEPARTMENT**							
641									

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
642		**PERSONNEL SERVICES**							
643	001-07-521-1-1100	EXECUTIVE SALARIES	442,533.00	36,173.10	153,924.01	0.00	288,608.99	34.78%	
644	001-07-521-1-1200	REGULAR SALARIES	1,982,075.00	161,450.86	672,775.62	0.00	1,309,299.38	33.94%	
645	001-07-521-1-1220	CLERICAL SALARIES	277,641.00	16,966.09	71,786.03	0.00	205,854.97	25.86%	
646	001-07-521-1-1221	VOCA SALARIES	46,137.00	0.00	0.00	0.00	46,137.00	0.00%	
647	001-07-521-1-1300	OTHER SALARIES & WAGES	38,850.00	0.00	0.00	0.00	38,850.00	0.00%	
648	001-07-521-1-1400	OVERTIME	200,000.00	16,272.95	84,938.07	0.00	115,061.93	42.47%	
649	001-07-521-1-2100	FICA TAX EXPENSE	224,994.00	17,027.58	72,277.28	0.00	152,716.72	32.12%	
650	001-07-521-1-2101	FICA TAX VOCA EXPENSE	3,529.00	0.00	0.00	0.00	3,529.00	0.00%	
651	001-07-521-1-2200	RETIREMENT-CLERICAL BENEFIT	100,085.00	5,263.54	21,452.10	0.00	78,632.90	21.43%	
652	001-07-521-1-2201	PENSION-POLICE BENEFIT	544,321.00	41,991.68	178,350.88	0.00	365,970.12	32.77%	
653	001-07-521-1-2300	HEALTH AND LIFE INSURANCE	552,639.00	43,399.55	188,643.76	0.00	363,995.24	34.14%	
654			----------	----------	----------	----------	----------	---------	
655		TOTAL	4,412,804.00	338,545.35	1,444,147.75	0.00	2,968,656.25	33.00%	
656									
657		**OPERATING EXPENSES**							
658	001-07-521-3-3100	PROFESSIONAL SERVICES	135,000.00	35,663.66	59,120.94	3,887.24	71,991.82	43.79%	
659	001-07-521-3-3120	PRE-EMPLOYMENT EXPENSE	4,000.00	645.00	1,607.50	200.00	2,192.50	40.19%	
660	001-07-521-3-3500	CONFIDENTIAL INFORMANTS - I&E	6,000.00	0.00	0.00	0.00	6,000.00	0.00%	
661	001-07-521-3-4020	SCHOOLING, CONFERENCE, ETC	19,000.00	0.00	14,002.29	2,041.90	2,955.81	73.70%	
662	001-07-521-3-4100	COMMUNICATIONS SERVICES	36,520.00	3,205.38	11,177.15	0.00	25,342.85	30.61%	
663	001-07-521-3-4200	OUTGOING POSTAGE/FREIGHT	1,450.00	79.57	367.49	0.00	1,082.51	25.34%	
664	001-07-521-3-4320	ELECTRICITY	11,500.00	0.00	2,909.01	0.00	8,590.99	25.30%	
665	001-07-521-3-4330	CREDIT CARD FEES	500.00	0.00	98.52	0.00	401.48	19.70%	
666	001-07-521-3-4380	ANIMAL CONTROL	3,000.00	0.00	0.00	0.00	3,000.00	0.00%	
667	001-07-521-3-4390	K-9 CARE	4,400.00	418.99	856.57	0.00	3,543.43	19.47%	
668	001-07-521-3-4400	RENTALS AND LEASES	6,200.00	199.75	2,693.70	2,387.30	1,119.00	43.45%	
669	001-07-521-3-4500	LIABILITY, AUTO, PROPERTY INSU	0.00	0.00	2,708.00	0.00	-2,708.00	0.00%	
670	001-07-521-3-4510	INSURANCE CLAIMS REIMBURSABLE	35,000.00	0.00	0.00	0.00	35,000.00	0.00%	
671	001-07-521-3-4610	BUILDING MAINTENANCE	30,000.00	246.91	1,499.30	239.13	28,261.57	5.00%	
672	001-07-521-3-4620	EQUIPMENT MAINTENANCE	8,500.00	139.50	3,960.13	0.00	4,539.87	46.59%	
673	001-07-521-3-4630	VEHICLE MAINTENANCE	59,000.00	4,770.00	11,801.45	2,746.08	44,452.47	20.00%	
674	001-07-521-3-4650	RANGE MAINTENANCE	1,000.00	79.28	396.40	554.96	48.64	39.64%	
675	001-07-521-3-4700	PRINTING AND BINDING	2,165.00	0.00	601.32	29.00	1,534.68	27.77%	
676	001-07-521-3-4950	POLICE ATHLETIC LEAGUE	20,000.00	0.00	0.00	0.00	20,000.00	0.00%	
677	001-07-521-3-5000	FINES & FEES	200.00	48.23	98.48	0.00	101.52	49.24%	
678	001-07-521-3-5100	OFFICE SUPPLIES	1,500.00	159.91	159.91	0.00	1,340.09	10.66%	
679	001-07-521-3-5210	GAS AND LUBRICANTS	140,000.00	9,215.52	40,951.09	0.00	99,048.91	29.25%	
680	001-07-521-3-5230	JANITORIAL SUPPLIES	2,000.00	0.00	798.14	0.00	1,201.86	39.91%	
681	001-07-521-3-5260	UNIFORMS	19,050.00	79.24	618.20	7,093.21	11,338.59	3.25%	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
682	001-07-521-3-5270	PUBLIC SAFETY SCHOLARSHIP POLI	20,000.00	815.99	815.99	0.00	19,184.01	4.08%	
683	001-07-521-3-5280	OPERATING SUPPLIES	43,400.00	5,063.37	12,637.77	0.00	30,762.23	29.12%	
684	001-07-521-3-5281	SPECIAL POLICE TRUST EXPENSE	10,000.00	0.00	0.00	0.00	10,000.00	0.00%	
685	001-07-521-3-5282	EVIDENCE FUND EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00%	
686	001-07-521-3-5400	MEMBR,SUBSCRIPT,DUES	1,725.00	650.00	650.00	100.00	975.00	37.68%	
687			---	---	---	---	---	---	
688		TOTAL	621,110.00	61,480.30	170,529.35	19,278.82	431,301.83	28.00%	
689									
690		**CAPITAL OUTLAY**							
691	001-07-521-6-6400	CAPITAL OUTLAY	346,696.00	0.00	193,056.46	33,014.44	120,625.10	55.68%	
692	001-07-521-6-6401	VEHICLE PURCHASES	100,000.00	0.00	0.00	0.00	100,000.00	0.00%	
693			---	---	---	---	---	---	
694		TOTAL	446,696.00	0.00	193,056.46	33,014.44	220,625.10	44.00%	
695									
696		**GRANTS & AIDS**							
697	001-07-521-8-8320	BULLET PROOF GRANT-50% CITY	4,388.00	0.00	0.00	0.00	4,388.00	0.00%	
698	001-07-521-8-8370	BULLET PROOF GRANT	4,388.00	0.00	0.00	0.00	4,388.00	0.00%	
699	001-07-521-8-8531	2023 JAGC	22,740.00	0.00	18,097.86	4,100.00	542.14	79.59%	
700	001-07-521-8-8532	FDLE GRANT POLICE CARS	0.00	0.00	0.00	0.00	0.00	0.00%	
701	001-07-521-8-8540	2024 JAG D 6N045 Street Crimes	0.00	0.00	0.00	0.00	0.00	0.00%	
702	001-07-521-8-8541	2024 JAG C 6N204	0.00	0.00	0.00	0.00	0.00	0.00%	
703			---	---	---	---	---	---	
704		TOTAL	31,516.00	0.00	18,097.86	4,100.00	9,318.14	58.00%	
705									
706		**DEBT SERVICE**							
707	001-07-517-7-7106	PRINCIPAL-2020 POLICE CARS TD	0.00	0.00	0.00	0.00	0.00	0.00%	
708	001-07-517-7-7107	LEASE-POLICE CARS	85,000.00	0.00	85,000.00	0.00	0.00	100.00%	
709	001-07-517-7-7108	PRINCIPAL- AMERIS LOAN #281 20	89,970.00	0.00	44,351.82	0.00	45,618.18	49.30%	
710	001-07-517-7-7109	PRINCIPAL-2025 BANK LOAN POL V	64,480.00	0.00	0.00	0.00	64,480.00	0.00%	
711	001-07-517-7-7206	INTEREST-2020 POLICE CARS TD e	0.00	0.00	0.00	0.00	0.00	0.00%	
712	001-07-517-7-7207	INTEREST-BB&T POL VEH 2021	485.00	0.00	484.51	0.00	0.49	99.90%	
713	001-07-517-7-7208	INTEREST - AMERIS LOAN #281 20	17,327.00	0.00	9,296.45	0.00	8,030.55	53.65%	
714	001-07-517-7-7209	INTEREST-2025 BANK LOAN POL VE	25,143.00	0.00	0.00	0.00	25,143.00	0.00%	
715			---	---	---	---	---	---	
716		TOTAL	282,405.00	0.00	139,132.78	0.00	143,272.22	50.00%	
717			---	---	---	---	---	---	
718		**DEPARTMENT TOTAL**	**5,794,531.00**	**400,025.65**	**1,964,964.20**	**56,393.26**	**3,773,173.54**	**34.00%**	
719			---	---	---	---	---	---	
720		**CODE ENFORCEMENT**							
721									

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
722		**PERSONNEL SERVICES**							
723	001-19-521-1-1200	REGULAR SALARIES	145,782.00	10,774.40	49,964.04	0.00	95,817.96	34.27%	
724	001-19-521-1-1400	OVERTIME	1,500.00	0.00	288.60	0.00	1,211.40	19.24%	
725	001-19-521-1-2100	FICA TAX EXPENSE	11,267.00	789.82	3,669.70	0.00	7,597.30	32.57%	
726	001-19-521-1-2200	RETIREMENT EXPENSE	40,650.00	2,973.72	13,780.01	0.00	26,869.99	33.90%	
727	001-19-521-1-2300	HEALTH AND LIFE INSURANCE	27,247.00	1,731.88	8,104.66	0.00	19,142.34	29.75%	
728			---	---	---	---	---	---	
729		TOTAL	226,446.00	16,269.82	75,807.01	0.00	150,638.99	34.00%	
730									
731		**OPERATING EXPENSES**							
732	001-19-521-3-3100	PROFESSIONAL SERVICES	17,000.00	0.00	1,200.00	6,000.00	9,800.00	7.06%	
733	001-19-521-3-3110	Professional Services Orange D	6,000.00	720.00	2,265.00	0.00	3,735.00	37.75%	
734	001-19-521-3-3120	PRE-EMPLOYMENT EXPENSE	600.00	0.00	0.00	0.00	600.00	0.00%	
735	001-19-521-3-4020	SCHOOLING, CONFERENCE, ETC.	4,000.00	0.00	315.00	0.00	3,685.00	7.88%	
736	001-19-521-3-4100	COMMUNICATIONS SERVICES	1,100.00	112.35	449.40	0.00	650.60	40.85%	
737	001-19-521-3-4200	POSTAGE AND FREIGHT	1,700.00	381.88	1,027.96	0.00	672.04	60.47%	
738	001-19-521-3-4400	RENTALS AND LEASES	1,000.00	11.85	47.40	94.80	857.80	4.74%	
739	001-19-521-3-4630	VEHICLE MAINTENANCE	2,500.00	0.00	0.00	0.00	2,500.00	0.00%	
740	001-19-521-3-4700	PRINTING AND BINDING	1,400.00	0.00	168.60	0.00	1,231.40	12.04%	
741	001-19-521-3-4810	LEGAL ADS	2,200.00	0.00	72.08	1,272.08	855.84	3.28%	
742	001-19-521-3-5000	FINES & FEES	100.00	48.15	58.55	0.00	41.45	58.55%	
743	001-19-521-3-5100	OFFICE SUPPLIES	500.00	0.00	143.31	0.00	356.69	28.66%	
744	001-19-521-3-5120	ABATEMENT, LOT CLEANUP, DEMO	26,000.00	0.00	0.00	0.00	26,000.00	0.00%	
745	001-19-521-3-5210	GAS AND LUBRICANTS	1,100.00	0.00	0.00	0.00	1,100.00	0.00%	
746	001-19-521-3-5230	FILINGS AND MISC LEGAL FEES	13,500.00	0.00	0.00	0.00	13,500.00	0.00%	
747	001-19-521-3-5260	UNIFORMS	600.00	0.00	0.00	0.00	600.00	0.00%	
748	001-19-521-3-5280	OPERATING SUPPLIES	600.00	52.96	212.27	0.00	387.73	35.38%	
749			---	---	---	---	---	---	
750		TOTAL	79,900.00	1,327.19	5,959.57	7,366.88	66,573.55	8.00%	
751									
752		**CAPITAL OUTLAY**							
753	001-19-521-6-6450	CAPITAL IMPROVEMENT	25,000.00	0.00	0.00	24,974.37	25.63	0.00%	
754			---	---	---	---	---	---	
755		TOTAL	25,000.00	0.00	0.00	24,974.37	25.63	0.00%	
756			---	---	---	---	---	---	
757		**DEPARTMENT TOTAL**	**331,346.00**	**17,597.01**	**81,766.58**	**32,341.25**	**217,238.17**	**25.00%**	
758			---	---	---	---	---	---	
759		**FIRE DEPARTMENT**							
760									
761		**PERSONNEL SERVICES**							

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
762	001-08-522-1-1100	EXECUTIVE SALARIES	226,863.00	18,552.80	76,530.16	0.00	150,332.84	33.73%	
763	001-08-522-1-1200	REGULAR SALARIES	2,092,436.00	148,431.06	631,629.20	0.00	1,460,806.80	30.19%	
764	001-08-522-1-1220	CLERICAL SALARIES	81,900.00	6,220.07	26,234.10	0.00	55,665.90	32.03%	
765	001-08-522-1-1300	OTHER SALARIES & WAGES	0.00	0.00	0.00	0.00	0.00	0.00%	
766	001-08-522-1-1400	OVERTIME	150,000.00	6,422.49	18,715.89	0.00	131,284.11	12.48%	
767	001-08-522-1-2100	FICA TAX EXPENSE	195,167.00	13,052.20	54,718.74	0.00	140,448.26	28.04%	
768	001-08-522-1-2200	CLERICAL RETIREMENT	22,604.00	1,716.74	7,180.88	0.00	15,423.12	31.77%	
769	001-08-522-1-2201	FIRE PENSION	757,303.00	57,026.96	238,039.97	0.00	519,263.03	31.43%	
770	001-08-522-1-2300	HEALTH AND LIFE INSURANCE	508,078.00	28,657.30	118,077.42	0.00	390,000.58	23.24%	
771			----------	----------	----------	----------	----------	---------	
772		TOTAL	4,034,351.00	280,079.62	1,171,126.36	0.00	2,863,224.64	29.00%	
773									
774		**OPERATING EXPENSES**							
775	001-08-522-3-3100	PROFESSIONAL SERVICES	30,000.00	0.00	50.00	0.00	29,950.00	0.17%	
776	001-08-522-3-3120	PRE-EMPLOYMENT EXPENSE	10,000.00	0.00	1,898.00	0.00	8,102.00	18.98%	
777	001-08-522-3-3410	CONTRACTUAL SERVICES	9,500.00	2,134.87	3,721.47	0.00	5,778.53	39.17%	
778	001-08-522-3-4020	SCHOOLING, CONFERENCE, ETC	30,000.00	5,013.00	21,849.20	277.21	7,873.59	72.83%	
779	001-08-522-3-4100	COMMUNICATION SERVICES	15,000.00	1,154.40	3,683.92	0.00	11,316.08	24.56%	
780	001-08-522-3-4200	POSTAGE AND FREIGHT	500.00	0.00	0.00	150.00	350.00	0.00%	
781	001-08-522-3-4310	NATURAL GAS	2,800.00	180.07	387.09	0.00	2,412.91	13.82%	
782	001-08-522-3-4320	ELECTRICITY	15,000.00	0.00	3,927.79	0.00	11,072.21	26.19%	
783	001-08-522-3-4330	CREDIT CARD FEES	100.00	0.00	0.00	0.00	100.00	0.00%	
784	001-08-522-3-4400	RENTALS AND LEASES	2,500.00	91.81	748.24	734.48	1,017.28	29.93%	
785	001-08-522-3-4500	LIABILITY INSURANCE	8,892.00	0.00	6,786.66	4,078.66	-1,973.32	76.32%	
786	001-08-522-3-4510	INSURANCE CLAIMS REIMBURSABLE	100,000.00	0.00	0.00	0.00	100,000.00	0.00%	
787	001-08-522-3-4610	BUILDING MAINTENANCE	30,000.00	6,462.89	12,057.31	10,271.20	7,671.49	40.19%	
788	001-08-522-3-4620	EQUIPMENT MAINTENANCE	18,229.00	256.06	12,382.46	2,509.04	3,337.50	67.93%	
789	001-08-522-3-4630	VEHICLE MAINTENANCE	80,000.00	11,733.00	51,366.55	4,005.48	24,627.97	64.21%	
790	001-08-522-3-4640	RADIO MAINTENANCE	2,000.00	0.00	136.40	0.00	1,863.60	6.82%	
791	001-08-522-3-4680	STORM CLEANUP/REPAIR	500.00	0.00	0.00	0.00	500.00	0.00%	
792	001-08-522-3-4700	PRINTING AND BINDING	500.00	0.00	244.07	0.00	255.93	48.81%	
793	001-08-522-3-5000	FINES & FEES	300.00	249.56	385.64	0.00	-85.64	128.55%	
794	001-08-522-3-5100	OFFICE SUPPLIES	2,000.00	130.73	235.76	929.23	835.01	11.79%	
795	001-08-522-3-5140	FIRE CODE ENFORCEMENT	8,000.00	520.00	520.00	62.61	7,417.39	6.50%	
796	001-08-522-3-5210	GAS AND LUBRICANTS	42,000.00	1,715.31	9,059.73	66.76	32,873.51	21.57%	
797	001-08-522-3-5230	JANITORIAL SUPPLIES	5,000.00	0.00	0.00	0.00	5,000.00	0.00%	
798	001-08-522-3-5250	SMALL TOOLS	10,000.00	0.00	2,068.80	2,072.06	5,859.14	20.69%	
799	001-08-522-3-5260	UNIFORMS	60,000.00	11,317.03	19,565.74	20,874.15	19,560.11	32.61%	
800	001-08-522-3-5270	PUBLIC SAFETY SCHOLARSHIP FIRE	14,560.00	0.00	0.00	0.00	14,560.00	0.00%	
801	001-08-522-3-5280	OPERATING SUPPLIES	27,771.00	3,516.10	14,496.05	7,275.05	5,999.90	52.20%	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
802	001-08-522-3-5282	USAR	10,000.00	6,145.15	6,145.15	0.00	3,854.85	61.45%	
803	001-08-522-3-5283	HAZARDOUS MATERIALS	10,000.00	0.00	7,452.38	1,595.00	952.62	90.47%	
804	001-08-522-3-5284	SCBA MAINTENANCE	5,000.00	0.00	123.24	0.00	4,876.76	2.46%	
805	001-08-522-3-5290	FIRE PUB ED EXPENSE	1,500.00	0.00	1,395.00	0.00	105.00	93.00%	
806	001-08-522-3-5400	MEMBR, SUBSCRIPT, DUES	3,000.00	240.00	792.40	95.00	2,112.60	26.41%	
807			---	---	---	---	---	---	
808		TOTAL	554,652.00	50,859.98	181,479.05	54,995.93	318,177.02	33.00%	
809									
810		**CAPITAL OUTLAY**							
811	001-08-522-6-6400	CAPITAL OUTLAY	1,661,196.00	15,055.74	146,039.94	55,656.86	1,459,499.20	8.79%	
812	001-08-522-6-6401	VEHICLE PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00%	
813	001-08-522-6-6480	City Match DEM HMGP 4486-106-R	0.00	0.00	0.00	0.00	0.00	0.00%	
814	001-08-522-8-2400	Fed DEM HMGP 4486-106-R wind r	0.00	0.00	0.00	0.00	0.00	0.00%	
815			---	---	---	---	---	---	
816		TOTAL	1,661,196.00	15,055.74	146,039.94	55,656.86	1,459,499.20	9.00%	
817									
818		**DEBT SERVICE**							
819	001-08-517-7-7107	PRINCIPAL-FIRE LADDER TRUCK LO	178,863.00	0.00	0.00	0.00	178,863.00	0.00%	
820	001-08-517-7-7207	INTEREST-FIRE LADDER TRUCK LOA	26,412.00	0.00	0.00	0.00	26,412.00	0.00%	
821			---	---	---	---	---	---	
822		TOTAL	205,275.00	0.00	0.00	0.00	205,275.00	0.00%	
823			---	---	---	---	---	---	
824		**DEPARTMENT TOTAL**	**6,455,474.00**	**345,995.34**	**1,498,645.35**	**110,652.79**	**4,846,175.86**	**23.00%**	
825			---	---	---	---	---	---	
826		**STREETS**							
827									
828		**PERSONNEL SERVICES**							
829	001-09-541-1-1100	EXECUTIVE SALARIES	67,704.00	4,956.80	20,978.68	0.00	46,725.32	30.99%	
830	001-09-541-1-1200	REGULAR SALARIES	222,768.00	16,042.89	75,174.57	0.00	147,593.43	33.75%	
831	001-09-541-1-1400	OVERTIME	20,000.00	675.02	3,798.60	0.00	16,201.40	18.99%	
832	001-09-541-1-2100	FICA TAX EXPENSE	23,751.00	1,574.99	7,286.22	0.00	16,464.78	30.68%	
833	001-09-541-1-2200	RETIREMENT EXPENSE	85,690.00	5,982.24	27,377.54	0.00	58,312.46	31.95%	
834	001-09-541-1-2300	HEALTH AND LIFE INSURANCE	57,437.00	4,115.54	17,490.97	0.00	39,946.03	30.45%	
835			---	---	---	---	---	---	
836		TOTAL	477,350.00	33,347.48	152,106.58	0.00	325,243.42	32.00%	
837									
838		**OPERATING EXPENSES**							
839	001-09-541-3-3100	PROFESSIONAL SERVICES	33,210.00	97.17	3,090.60	7,504.78	22,614.62	9.31%	
840	001-09-541-3-3120	PRE-EMPLOYMENT EXPENSE	455.00	0.00	145.00	62.41	247.59	31.87%	
841	001-09-541-3-3430	TREE MAINTENANCE & PLANTING	5,200.00	0.00	0.00	0.00	5,200.00	0.00%	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
842	001-09-541-3-3440	TREE REMOVAL	35,145.00	3,050.00	9,450.00	1,000.00	24,695.00	26.89%	
843	001-09-541-3-3460	RAILROAD SIGNAL MAINTENANCE	9,880.00	0.00	0.00	0.00	9,880.00	0.00%	
844	001-09-541-3-4020	SCHOOLING, CONFERENCE, ETC	6,240.00	258.00	1,262.00	0.00	4,978.00	20.22%	
845	001-09-541-3-4100	COMMUNICATIONS SERVICES	3,744.00	329.38	1,039.77	0.00	2,704.23	27.77%	
846	001-09-541-3-4320	ELECTRICITY	200,000.00	1,519.19	63,909.29	0.00	136,090.71	31.95%	
847	001-09-541-3-4400	RENTALS & LEASES	8,000.00	315.63	436.02	321.04	7,242.94	5.45%	
848	001-09-541-3-4510	INSURANCE CLAIMS REIMBURSABLE	15,000.00	0.00	0.00	0.00	15,000.00	0.00%	
849	001-09-541-3-4610	BUILDING MAINTENANCE	3,384.00	188.50	188.50	0.00	3,195.50	5.57%	
850	001-09-541-3-4620	EQUIPMENT MAINTENANCE	40,000.00	27.47	3,693.86	992.48	35,313.66	9.23%	
851	001-09-541-3-4630	VEHICLE MAINTENANCE	35,000.00	555.93	3,613.37	1,332.64	30,053.99	10.32%	
852	001-09-541-3-4660	TRAFFIC LIGHT REPAIR	51,567.00	0.00	2,674.74	1,445.11	47,447.15	5.19%	
853	001-09-541-3-4661	STREET LIGHT REPAIR	15,000.00	0.00	0.00	263.94	14,736.06	0.00%	
854	001-09-541-3-4662	STREET SIGNS	40,000.00	0.00	15,615.91	0.00	24,384.09	39.04%	
855	001-09-541-3-4670	STORMWATER MAINTENANCE	57,200.00	6,339.29	6,339.29	77.84	50,782.87	11.08%	
856	001-09-541-3-5000	FINES & FEES	2,000.00	0.00	0.00	0.00	2,000.00	0.00%	
857	001-09-541-3-5100	OFFICE SUPPLIES	1,500.00	56.98	176.61	29.98	1,293.41	11.77%	
858	001-09-541-3-5210	GAS AND LUBRICANTS	30,000.00	1,346.52	7,316.65	0.00	22,683.35	24.39%	
859	001-09-541-3-5230	JANITORIAL SUPPLIES	1,500.00	45.40	440.07	216.88	843.05	29.34%	
860	001-09-541-3-5250	SMALL TOOLS	8,000.00	739.91	871.96	691.88	6,436.16	10.90%	
861	001-09-541-3-5260	UNIFORMS	3,640.00	265.30	1,003.72	0.00	2,636.28	27.57%	
862	001-09-541-3-5270	CHEMICALS AND FERTILIZERS	5,000.00	0.00	0.00	0.00	5,000.00	0.00%	
863	001-09-541-3-5280	OPERATING SUPPLIES	20,000.00	1,217.39	8,706.08	714.94	10,578.98	43.53%	
864	001-09-541-3-5283	INMATE OPERATING SUPPLIES	10,000.00	201.06	4,387.17	951.36	4,661.47	43.87%	
865	001-09-541-3-5330	PAVING ROAD REPAIRS	80,000.00	10,124.00	14,402.00	6,460.00	59,138.00	18.00%	
866	001-09-541-3-5340	SIDEWALK REPAIRS	30,000.00	4,911.00	7,301.00	0.00	22,699.00	24.34%	
867	001-09-541-3-5400	Memberships, Subscriptions, Du	1,000.00	0.00	0.00	0.00	1,000.00	0.00%	
868			----------	----------	----------	----------	----------	---------	
869		TOTAL	751,665.00	31,588.12	156,063.61	22,065.28	573,536.11	21.00%	
870									
871		**CAPITAL OUTLAY**							
872	001-09-541-6-6400	CAPITAL OUTLAY	15,000.00	0.00	0.00	0.00	15,000.00	0.00%	
873	001-09-541-6-6401	Vehicle purchase	45,000.00	0.00	44,993.32	0.00	6.68	99.99%	
874	001-09-541-6-6431	PAVING ROAD RENOVATIONS	685,525.00	0.00	11,800.00	-11,800.00	685,525.00	1.72%	
875	001-09-541-6-6453	RIVER ST RETAINING WALL	0.00	0.00	0.00	0.00	0.00	0.00%	
876	001-09-541-8-6300	FDOT PED PIER MEMORIAL BRIDGE	6,000.00	0.00	0.00	0.00	6,000.00	0.00%	
877			----------	----------	----------	----------	----------	---------	
878		TOTAL	751,525.00	0.00	56,793.32	-11,800.00	706,531.68	8.00%	
879									
880		**DEBT SERVICE**							
881	001-09-517-7-7132	PRINCIPAL-N TIF ROAD RECONSTR	12,802.00	12,801.70	12,801.70	0.00	0.30	100.00%	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
882	001-09-517-7-7133	PRINCIPAL- AMERIS LOAN #281 LI	35,983.00	0.00	17,738.55	0.00	18,244.45	49.30%	
883	001-09-517-7-7134	PRINCIPAL PUBLIC WORKS BLDG	0.00	0.00	0.00	0.00	0.00	0.00%	
884	001-09-517-7-7135	PRNCIPAL - ROAD PAVING LOAN	0.00	0.00	0.00	0.00	0.00	0.00%	
885	001-09-517-7-7232	INTEREST-N TIF ROAD RECONSTR	8,083.00	3,356.69	3,356.69	0.00	4,726.31	41.53%	
886	001-09-517-7-7233	INTEREST - AMERIS LOAN #281 LI	6,930.00	0.00	3,718.12	0.00	3,211.88	53.65%	
887	001-09-517-7-7234	INTEREST PUBLIC WORKS BLDG	0.00	0.00	0.00	0.00	0.00	0.00%	
888	001-09-517-7-7235	INTEREST - ROAD PAVING LOAN	0.00	0.00	0.00	0.00	0.00	0.00%	
889			---	---	---	---	---	---	
890		TOTAL	63,798.00	16,158.39	37,615.06	0.00	26,182.94	59.00%	
891			---	---	---	---	---	---	
892									
893		**TRANSFERS**							
894	001-09-541-9-9104	REIMB FLEET MAINTENANCE	22,897.00	1,908.00	7,632.00	0.00	15,265.00	33.33%	
895			---	---	---	---	---	---	
896		TOTAL	22,897.00	1,908.00	7,632.00	0.00	15,265.00	33.00%	
897		**DEPARTMENT TOTAL**	**2,067,235.00**	**83,001.99**	**410,210.57**	**10,265.28**	**1,646,759.15**	**20.00%**	
898			---	---	---	---	---	---	
899		**CEMETERY**							
900									
901		**PERSONNEL SERVICES**							
902			---	---	---	---	---	---	
903		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00%	
904									
905		**OPERATING EXPENSES**							
906	001-14-569-3-3100	PROFESSIONAL SERVICES	6,500.00	40.36	2,676.80	338.24	3,484.96	41.18%	
907	001-14-569-3-3440	TREE REMOVAL	20,000.00	650.00	650.00	0.00	19,350.00	3.25%	
908	001-14-569-3-4100	COMMUNICATIONS SERVICES	2,300.00	402.08	775.41	0.00	1,524.59	33.71%	
909	001-14-569-3-4320	ELECTRICITY	4,160.00	0.00	1,262.02	0.00	2,897.98	30.34%	
910	001-14-569-3-4330	CREDIT CARD FEES	500.00	0.00	316.77	0.00	183.23	63.35%	
911	001-14-569-3-4610	BUILDING MAINTENANCE	15,000.00	36.60	109.80	331.42	14,558.78	0.73%	
912	001-14-569-3-4650	GROUNDS MAINTENANCE	65,000.00	18,750.00	18,750.00	46,250.00	0.00	28.85%	
913	001-14-569-3-5100	OFFICE SUPPLIES	500.00	0.00	8.51	105.61	385.88	1.70%	
914	001-14-569-3-5230	JANITORIAL SUPPLIES	500.00	0.00	0.00	0.00	500.00	0.00%	
915	001-14-569-3-5250	SMALL TOOLS	500.00	0.00	0.00	0.00	500.00	0.00%	
916	001-14-569-3-5270	CHEMICALS & FERTILIZER	1,000.00	0.00	0.00	0.00	1,000.00	0.00%	
917	001-14-569-3-5280	OPERATING SUPPLIES	18,000.00	36.26	37.25	4,511.88	13,450.87	0.21%	
918			---	---	---	---	---	---	
919		TOTAL	133,960.00	19,915.30	24,586.56	51,537.15	57,836.29	18.00%	
920									
921			---	---	---	---	---	---	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
922		**CAPITAL OUTLAY**							
923	001-14-569-6-6450	CAPITAL IMPROVEMENTS	15,000.00	0.00	0.00	0.00	15,000.00	0.00%	
924			---	---	---	---	---	---	
925		TOTAL	15,000.00	0.00	0.00	0.00	15,000.00	0.00%	
926			---	---	---	---	---	---	
927		**DEPARTMENT TOTAL**	**148,960.00**	**19,915.30**	**24,586.56**	**51,537.15**	**72,836.29**	**17.00%**	
928			---	---	---	---	---	---	
929		**CULTURAL SERVICES**							
930									
931		**PERSONNEL SERVICES**							
932	001-03-573-1-1200	REGULAR SALARIES	55,198.00	7,309.09	30,261.28	0.00	24,936.72	54.82%	
933	001-03-573-1-1400	OVERTIME	2,500.00	0.00	319.12	0.00	2,180.88	12.76%	
934	001-03-573-1-2100	FICA TAX EXPENSE	4,414.00	543.55	2,284.11	0.00	2,129.89	51.75%	
935	001-03-573-1-2200	RETIREMENT EXPENSE	15,925.00	1,579.09	6,800.85	0.00	9,124.15	42.71%	
936	001-03-573-1-2300	HEALTH AND LIFE INSURANCE	10,674.00	1,159.58	4,928.19	0.00	5,745.81	46.17%	
937			---	---	---	---	---	---	
938		TOTAL	88,711.00	10,591.31	44,593.55	0.00	44,117.45	50.00%	
939									
940		**OPERATING EXPENSES**							
941	001-03-573-3-3100	PROFESSIONAL SERVICES	2,300.00	0.00	0.00	836.84	1,463.16	0.00%	
942	001-03-573-3-3120	PRE-EMPLOYMENT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00%	
943	001-03-573-3-4020	SCHOOLING CONFERENCES	1,500.00	0.00	0.00	0.00	1,500.00	0.00%	
944	001-03-573-3-4100	COMMUNICATION SERVICES	1,500.00	74.90	300.99	0.00	1,199.01	20.07%	
945	001-03-573-3-4400	RENTALS AND LEASES	736.00	33.29	133.16	266.32	336.52	18.09%	
946	001-03-573-3-4610	MAINTENANCE-BRONSON HOUSE	7,400.00	1,181.16	1,196.76	0.00	6,203.24	16.17%	
947	001-03-573-3-4611	MAINTENANCE-PUTNAM CO HIST SOC	2,600.00	294.00	588.00	588.00	1,424.00	22.62%	
948	001-03-573-3-4612	MAINTENANCE-ST JOHNS RIVER CEN	0.00	0.00	0.00	0.00	0.00	0.00%	
949	001-03-573-3-4613	MAINTENANCE-LARIMER ARTS CENTE	5,000.00	0.00	1,537.92	254.41	3,207.67	30.76%	
950	001-03-573-3-4614	MAINTENANCE-TILGHMAN HOUSE	1,000.00	0.77	29.65	239.13	731.22	2.97%	
951	001-03-573-3-4615	MAINTENANCE-TRAIN DEPOT	5,200.00	0.00	0.00	0.00	5,200.00	0.00%	
952	001-03-573-3-4616	MAINTENANCE-WATERWORKS	4,000.00	0.00	230.00	0.00	3,770.00	5.75%	
953	001-03-573-3-4618	MAINTENANCE-WILLARD COOPER BUI	5,000.00	0.00	943.27	0.00	4,056.73	18.87%	
954	001-03-573-3-4619	MAINTENANCE TERMINAL BUILDING	1,000.00	83.00	83.00	222.50	694.50	8.30%	
955	001-03-573-3-4800	ADVERTISING	520.00	0.00	0.00	0.00	520.00	0.00%	
956	001-03-573-3-4910	SPECIAL EVENT- RIVERFRONT	35,000.00	2,528.15	4,440.15	300.00	30,259.85	12.69%	
957	001-03-573-3-4911	FIELD TRIPS-ST JOHNS RIVER CEN	0.00	0.00	0.00	0.00	0.00	0.00%	
958	001-03-573-3-5000	FINES & FEES	100.00	0.00	0.00	0.00	100.00	0.00%	
959	001-03-573-3-5222	MERCHANDISE-ST JOHNS RIVER CEN	0.00	0.00	0.00	0.00	0.00	0.00%	
960	001-03-573-3-5230	JANITORIAL SUPPLIES	2,000.00	0.00	0.00	0.00	2,000.00	0.00%	
961	001-03-573-3-5260	UNIFORMS	200.00	0.00	0.00	0.00	200.00	0.00%	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
962	001-03-573-3-5280	OPERATING-BRONSON HOUSE	12,000.00	209.06	2,043.75	7.58	9,948.67	17.03%	
963	001-03-573-3-5281	OPERATING-PUTNAM CO HIST SOCIE	1,000.00	0.00	0.00	0.00	1,000.00	0.00%	
964	001-03-573-3-5282	OPERATING-ST JOHNS RIVER CENTE	0.00	86.71	2,463.99	333.20	-2,797.19	0.00%	
965	001-03-573-3-5283	OPERATING-LARIMER ARTS CENTER	1,000.00	0.00	628.28	0.00	371.72	62.83%	
966	001-03-573-3-5286	OPERATING-WATERWORKS	5,600.00	259.22	1,724.98	347.28	3,527.74	30.80%	
967	001-03-573-3-5289	OPERATING-TERMINAL BUILDING	2,100.00	389.04	734.04	0.00	1,365.96	34.95%	
968	001-03-573-3-5290	HOLIDAY EVENT - Jingle Jam	7,225.00	0.00	0.00	0.00	7,225.00	0.00%	
969			----------	----------	----------	----------	----------	---------	
970		TOTAL	103,981.00	5,139.30	17,077.94	3,395.26	83,507.80	17.00%	
971									
972		**CAPITAL OUTLAY**							
973	001-03-573-6-6400	CAPITAL OUTLAY	20,000.00	0.00	8,550.00	0.00	11,450.00	42.75%	
974			----------	----------	----------	----------	----------	---------	
975		TOTAL	20,000.00	0.00	8,550.00	0.00	11,450.00	43.00%	
976			----------	----------	----------	----------	----------	---------	
977		**DEPARTMENT TOTAL**	**212,692.00**	**15,730.61**	**70,221.49**	**3,395.26**	**139,075.25**	**33.00%**	
978			----------	----------	----------	----------	----------	---------	
979		**RECREATION**							
980									
981		**PERSONNEL SERVICES**							
982	001-06-572-1-1100	EXECUTIVE SALARIES	81,900.00	5,942.40	25,363.48	0.00	56,536.52	30.97%	
983	001-06-572-1-1200	REGULAR SALARIES	135,135.00	7,921.41	27,899.29	0.00	107,235.71	20.65%	
984	001-06-572-1-1400	OVERTIME	2,000.00	14.43	610.80	0.00	1,389.20	30.54%	
985	001-06-572-1-2100	FICA EXPENSE	16,756.00	988.45	3,813.09	0.00	12,942.91	22.76%	
986	001-06-572-1-2200	RETIREMENT EXPENSE	60,454.00	3,830.39	14,604.53	0.00	45,849.47	24.16%	
987	001-06-572-1-2300	HEALTH AND LIFE INSURANCE	40,521.00	4,236.70	17,261.82	0.00	23,259.18	42.60%	
988			----------	----------	----------	----------	----------	---------	
989		TOTAL	336,766.00	22,933.78	89,553.01	0.00	247,212.99	27.00%	
990									
991		**OPERATING EXPENSES**							
992	001-06-572-3-3100	PROFESSIONAL SERVICES	3,500.00	375.00	375.00	0.00	3,125.00	10.71%	
993	001-06-572-3-3120	PRE-EMPLOYMENT EXPENSE	400.00	41.88	136.88	0.00	263.12	34.22%	
994	001-06-572-3-4020	SCHOOLING/CONFERENCES	5,000.00	0.00	700.00	0.00	4,300.00	14.00%	
995	001-06-572-3-4100	COMMUNICATIONS SERVICES	2,508.00	74.90	299.60	0.00	2,208.40	11.95%	
996	001-06-572-3-4310	NATURAL GAS	2,000.00	0.00	0.00	0.00	2,000.00	0.00%	
997	001-06-572-3-4320	ELECTRICITY	2,000.00	0.00	0.00	0.00	2,000.00	0.00%	
998	001-06-572-3-4322	ELECTRICITY-FRED GREEN PARK	1,400.00	0.00	442.29	0.00	957.71	31.59%	
999	001-06-572-3-4325	ELECTRICITY-FORRESTER FIELD	400.00	0.00	117.66	0.00	282.34	29.42%	
1000	001-06-572-3-4326	ELECTRICITY-SHAW BUCK RECREATI	400.00	0.00	101.13	0.00	298.87	25.28%	
1001	001-06-572-3-4329	ELECTRICITY-BOOKER PARK	800.00	0.00	272.94	0.00	527.06	34.12%	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
1002	001-06-572-3-4330	CREDIT CARD FEES-REC	250.00	0.00	98.32	0.00	151.68	39.33%	
1003	001-06-572-3-4400	RENTALS AND LEASES	500.00	33.30	133.20	266.40	100.40	26.64%	
1004	001-06-572-3-4610	BUILDING MAINTENANCE	2,500.00	0.00	35.00	0.00	2,465.00	1.40%	
1005	001-06-572-3-4620	EQUIPMENT MAINTENANCE	1,000.00	0.00	563.92	0.00	436.08	56.39%	
1006	001-06-572-3-4630	VEHICLE MAINTENANCE	1,500.00	135.00	1,300.68	0.00	199.32	86.71%	
1007	001-06-572-3-4651	MAINTENANCE-FRED GREEN PARK	13,860.00	2,091.50	3,137.25	9,411.75	1,311.00	22.64%	
1008	001-06-572-3-4653	MAINTENANCE-BOOKER PARK	13,860.00	2,173.50	3,419.25	9,411.75	1,029.00	24.67%	
1009	001-06-572-3-4654	MAINTENANCE-FORRESTER FIELD	13,860.00	2,091.50	3,137.25	9,000.00	1,722.75	22.64%	
1010	001-06-572-3-4655	MAINTENANCE-SHAW BUCK RECREATI	13,860.00	2,091.50	3,137.25	9,000.00	1,722.75	22.64%	
1011	001-06-572-3-4700	PRINTING AND BINDING	1,500.00	0.00	197.13	0.00	1,302.87	13.14%	
1012	001-06-572-3-5000	FEES & FINES	300.00	59.66	97.64	0.00	202.36	32.55%	
1013	001-06-572-3-5100	OFFICE SUPPLIES	520.00	0.00	0.00	0.00	520.00	0.00%	
1014	001-06-572-3-5210	GAS AND LUBRICANTS	2,500.00	139.10	810.95	0.00	1,689.05	32.44%	
1015	001-06-572-3-5230	JANITORIAL SUPPLIES	800.00	0.00	0.00	0.00	800.00	0.00%	
1016	001-06-572-3-5260	UNIFORMS	450.00	0.00	0.00	0.00	450.00	0.00%	
1017	001-06-572-3-5270	CHEMICALS & FERTILIZER	1,000.00	0.00	0.00	0.00	1,000.00	0.00%	
1018	001-06-572-3-5280	OPERATING SUPPLIES	5,000.00	10.18	3,495.20	271.77	1,233.03	69.90%	
1019	001-06-572-3-5281	PROGRAMS	20,000.00	3,899.75	4,842.96	424.37	14,732.67	24.21%	
1020			---	---	---	---	---	---	
1021		TOTAL	111,668.00	13,216.77	26,851.50	37,786.04	47,030.46	25.00%	
1022									
1023		**CAPITAL OUTLAY**							
1024	001-06-572-6-6400	CAPITAL OUTLAY	25,000.00	0.00	0.00	0.00	25,000.00	0.00%	
1025	001-06-572-6-6450	CAPITAL IMPROVEMENT	50,000.00	0.00	9,903.20	0.00	40,096.80	19.81%	
1026	001-06-572-8-5200	Libra Philanthropies Foundatio	0.00	0.00	0.00	0.00	0.00	0.00%	
1027			---	---	---	---	---	---	
1028		TOTAL	75,000.00	0.00	9,903.20	0.00	65,096.80	13.00%	
1029			---	---	---	---	---	---	
1030		DEPARMENT	523,434.00	36,150.55	126,307.71	37,786.04	359,340.25	24.00%	
1031			---	---	---	---	---	---	
1032		**PARKS**							
1033									
1034		**PERSONNEL SERVICES**							
1035	001-15-572-1-1200	REGULAR SALARIES	110,838.00	5,813.33	21,806.11	0.00	89,031.89	19.67%	
1036	001-15-572-1-1400	OVERTIME	7,000.00	45.83	328.58	0.00	6,671.42	4.69%	
1037	001-15-572-1-2100	FICA TAX EXPENSE	9,015.00	434.88	1,636.60	0.00	7,378.40	18.15%	
1038	001-15-572-1-2200	RETIREMENT EXPENSE	32,523.00	1,617.12	6,049.36	0.00	26,473.64	18.60%	
1039	001-15-572-1-2300	HEALTH AND LIFE INSURANCE	21,800.00	1,154.24	4,905.52	0.00	16,894.48	22.50%	
1040			---	---	---	---	---	---	
1041		TOTAL	181,176.00	9,065.40	34,726.17	0.00	146,449.83	20.00%	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
1042									
1043		**OPERATING EXPENSES**							
1044	001-15-572-3-3100	PROFESSIONAL SERVICES	40,435.00	32.18	210.85	289.62	39,934.53	0.52%	
1045	001-15-572-3-3120	PRE-EMPLOYMENT EXPENSE	1,123.00	0.00	0.00	0.00	1,123.00	0.00%	
1046	001-15-572-3-3440	TREE REMOVAL	16,380.00	0.00	0.00	0.00	16,380.00	0.00%	
1047	001-15-572-3-4020	TRAINING, SCHOOLING, ETC	2,500.00	0.00	0.00	0.00	2,500.00	0.00%	
1048	001-15-572-3-4100	COMMUNICATIONS SERVICES	1,529.00	291.92	889.95	0.00	639.05	58.20%	
1049	001-15-572-3-4310	NATURAL GAS	200.00	19.61	51.56	0.00	148.44	25.78%	
1050	001-15-572-3-4315	WATER, SEWER, TRASH	0.00	253.67	1,288.38	0.00	-1,288.38	0.00%	
1051	001-15-572-3-4321	DOWNTOWN/RIVERFRONT ELECTRICIT	11,000.00	0.00	3,118.46	0.00	7,881.54	28.35%	
1052	001-15-572-3-4323	ELECTRICITY-HANK BRYAN PARK	5,000.00	0.00	821.70	0.00	4,178.30	16.43%	
1053	001-15-572-3-4400	RENTALS AND LEASES	2,500.00	0.00	0.00	0.00	2,500.00	0.00%	
1054	001-15-572-3-4610	BUILDING MAINTENANCE	1,500.00	0.00	0.00	0.00	1,500.00	0.00%	
1055	001-15-572-3-4620	EQUIPMENT MAINTENANCE	8,500.00	0.00	529.33	0.00	7,970.67	6.23%	
1056	001-15-572-3-4630	VEHICLE MAINTENANCE	3,000.00	0.00	693.40	0.00	2,306.60	23.11%	
1057	001-15-572-3-4651	MAINTENANCE-FRED GREEN PARK	10,000.00	0.00	0.00	0.00	10,000.00	0.00%	
1058	001-15-572-3-4652	MAINTENANCE-HANK BRYAN PARK	8,500.00	0.00	0.00	23.88	8,476.12	0.00%	
1059	001-15-572-3-4653	MAINTENANCE-BOOKER PARK	10,000.00	3.79	1,050.51	0.00	8,949.49	10.51%	
1060	001-15-572-3-4654	MAINTENANCE-FORRESTER FIELD	6,500.00	600.00	600.00	0.00	5,900.00	9.23%	
1061	001-15-572-3-4655	MAINTENANCE-SHAW BUCK RECREATI	10,000.00	0.00	3,885.36	0.00	6,114.64	38.85%	
1062	001-15-572-3-4656	MAINTENANCE-WESTOVER PARK	6,240.00	0.00	0.00	0.00	6,240.00	0.00%	
1063	001-15-572-3-4657	MAINTENANCE-PLAYGROUND 12TH &	6,500.00	0.00	0.00	0.00	6,500.00	0.00%	
1064	001-15-572-3-4658	MAINTENANCE - RIVERFRONT	73,000.00	11,805.32	20,344.17	8,370.00	44,285.83	27.87%	
1065	001-15-572-3-4659	MAINTENANCE-EDGEMOORE & HUSSON	3,500.00	0.00	0.00	0.00	3,500.00	0.00%	
1066	001-15-572-3-4660	MAINTENANCE BOOKER PARK MOBILE	5,000.00	0.00	0.00	0.00	5,000.00	0.00%	
1067	001-15-572-3-4662	DOWNTOWN MAINTENANCE & LIGHTIN	10,400.00	0.00	0.00	0.00	10,400.00	0.00%	
1068	001-15-572-3-4663	MAINTENANCE-BIKE TRAIL	500.00	0.00	0.00	0.00	500.00	0.00%	
1069	001-15-572-3-4680	STORM CLEANUP/REPAIR	10,000.00	0.00	0.00	0.00	10,000.00	0.00%	
1070	001-15-572-3-5100	OFFICE SUPPLIES	1,000.00	0.00	0.00	0.00	1,000.00	0.00%	
1071	001-15-572-3-5210	GAS AND LUBRICANTS	3,120.00	0.00	0.00	0.00	3,120.00	0.00%	
1072	001-15-572-3-5230	JANITORIAL SUPPLIES	1,000.00	309.47	309.47	0.00	690.53	30.95%	
1073	001-15-572-3-5250	SMALL TOOLS	10,218.00	0.00	0.00	0.00	10,218.00	0.00%	
1074	001-15-572-3-5260	UNIFORMS	1,400.00	0.00	0.00	0.00	1,400.00	0.00%	
1075	001-15-572-3-5270	CHEMICALS & FERTILIZER	3,500.00	0.00	0.00	0.00	3,500.00	0.00%	
1076	001-15-572-3-5280	OPERATING SUPPLIES	10,400.00	187.87	1,032.40	1,569.70	7,797.90	9.93%	
1077	001-15-572-3-5283	INMATE OPERATING SUPPLIES	3,120.00	0.00	1,317.23	0.00	1,802.77	42.22%	
1078	001-15-572-3-5400	MEMBR,SUBSCRIPT,DUES	1,000.00	0.00	0.00	0.00	1,000.00	0.00%	
1079			----------	----------	----------	----------	----------	---------	
1080		TOTAL	288,565.00	13,503.83	36,142.77	10,253.20	242,169.03	13.00%	
1081									

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
1082		**CAPITAL OUTLAY**							
1083	001-15-572-6-6310	PARK IMPROVEMENT EXPENSE	495,000.00	0.00	0.00	253,010.37	241,989.63	0.00%	
1084	001-15-572-6-6400	CAPITAL OUTLAY	100,000.00	0.00	0.00	0.00	100,000.00	0.00%	
1085	001-15-572-6-6403	SPLASH PAD	375,000.00	0.00	0.00	0.00	375,000.00	0.00%	
1086	001-15-572-6-6450	CAPITAL IMPROVEMENTS	30,000.00	0.00	0.00	0.00	30,000.00	0.00%	
1087			---	---	---	---	---	---	
1088		TOTAL	1,000,000.00	0.00	0.00	253,010.37	746,989.63	0.00%	
1089									
1090		**DEBT SERVICE**							
1091	001-15-517-7-7101	PRINCIPAL PUBLIC WORKS BLDG	12,788.00	0.00	0.00	0.00	12,788.00	0.00%	
1092	001-15-517-7-7201	INTEREST PUBLIC WORKS BLDG	21,966.00	0.00	0.00	0.00	21,966.00	0.00%	
1093			---	---	---	---	---	---	
1094		TOTAL	34,754.00	0.00	0.00	0.00	34,754.00	0.00%	
1095									
1096		**TRANSFERS**							
1097	001-15-572-9-9104	REIMB FLEET MAINTENCE	22,897.00	1,908.00	7,632.00	0.00	15,265.00	33.33%	
1098			---	---	---	---	---	---	
1099		TOTAL	22,897.00	1,908.00	7,632.00	0.00	15,265.00	34.00%	
1100			---	---	---	---	---	---	
1101		**DEPARTMENT TOTAL**	**1,527,392.00**	**24,477.23**	**78,500.94**	**263,263.57**	**1,185,627.49**	**6.00%**	
1102			---	---	---	---	---	---	
1103		**PRICE MARTIN CENTER**							
1104									
1105		**OPERATING EXPENSES**							
1106	001-26-579-3-4100	COMMUNICATIONS SERVICES	1,400.00	185.06	185.06	0.00	1,214.94	13.22%	
1107	001-26-579-3-4310	NATURAL GAS	1,000.00	30.00	138.50	0.00	861.50	13.85%	
1108	001-26-579-3-4320	ELECTRICITY	10,000.00	0.00	2,649.85	0.00	7,350.15	26.50%	
1109	001-26-579-3-4610	BUILDING MAINTENANCE	10,000.00	73.04	898.68	0.00	9,101.32	8.99%	
1110	001-26-579-3-4620	EQUIPMENT MAINTENANCE	3,300.00	0.00	522.08	0.00	2,777.92	15.82%	
1111	001-26-579-3-4650	GROUNDS MAINTENANCE	1,500.00	0.00	0.00	0.00	1,500.00	0.00%	
1112	001-26-579-3-4680	STORM CLEANUP	600.00	0.00	0.00	0.00	600.00	0.00%	
1113	001-26-579-3-5230	JANITORIAL SUPPLIES	600.00	0.00	0.00	0.00	600.00	0.00%	
1114	001-26-579-3-5280	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00%	
1115			---	---	---	---	---	---	
1116		TOTAL	28,400.00	288.10	4,394.17	0.00	24,005.83	16.00%	
1117									
1118		**CAPITAL OUTLAY**							
1119	001-26-579-6-6400	CAPITAL OUTLAY	30,000.00	0.00	0.00	0.00	30,000.00	0.00%	
1120			---	---	---	---	---	---	
1121		TOTAL	30,000.00	0.00	0.00	0.00	30,000.00	0.00%	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
1122			---	---	---	---	---	---	
1123		**DEPARTMENT TOTAL**	**58,400.00**	**288.10**	**4,394.17**	**0.00**	**54,005.83**	**8.00%**	
1124			---	---	---	---	---	---	
1125		**WATER TAXIS**							
1126									
1127		**OPERATING EXPENSES**							
1128	001-27-549-3-4500	LIABILITY INSURANCE	40,000.00	0.00	18,347.52	18,347.52	3,304.96	45.87%	
1129	001-27-549-3-4610	TAXI TERMINAL BUILDING EXPENSE	10,000.00	0.00	910.00	0.00	9,090.00	9.10%	
1130	001-27-549-3-4630	RIVERBOAT MAINTENANCE	35,000.00	0.00	5,662.97	1,744.98	27,592.05	16.18%	
1131	001-27-549-3-4680	STORM CLEANUP/REPAIR	2,000.00	0.00	0.00	0.00	2,000.00	0.00%	
1132	001-27-549-3-5000	FINES & FEES	600.00	0.00	0.00	0.00	600.00	0.00%	
1133			---	---	---	---	---	---	
1134		TOTAL	87,600.00	0.00	24,920.49	20,092.50	42,587.01	29.00%	
1135									
1136		**CAPITAL OUTLAY**							
1137	001-27-549-6-6400	CAPITAL OUTLAY	10,000.00	0.00	0.00	0.00	10,000.00	0.00%	
1138			---	---	---	---	---	---	
1139		TOTAL	10,000.00	0.00	0.00	0.00	10,000.00	0.00%	
1140			---	---	---	---	---	---	
1141		**DEPARTMENT TOTAL**	**97,600.00**	**0.00**	**24,920.49**	**20,092.50**	**52,587.01**	**26.00%**	
1142			---	---	---	---	---	---	
1143		**JENKINS GYMNASIUM**							
1144									
1145		**PERSONNEL SERVICES**							
1146			---	---	---	---	---	---	
1147		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00%	
1148									
1149		**OPERATING EXPENSES**							
1150	001-40-572-3-3100	PROFESSIONAL SERVICES	10,000.00	71.00	355.00	639.00	9,006.00	3.55%	
1151	001-40-572-3-4020	SCHOOLING, CONFERENCE, ETC	2,500.00	0.00	875.25	0.00	1,624.75	35.01%	
1152	001-40-572-3-4100	COMMUNICATION SERVICES	618.00	705.30	2,627.03	0.00	-2,009.03	425.09%	
1153	001-40-572-3-4320	ELECTRICITY	20,800.00	0.00	4,043.87	0.00	16,756.13	19.44%	
1154	001-40-572-3-4500	LIABILITY INSURANCE	14,758.00	0.00	6,769.32	6,769.32	1,219.36	45.87%	
1155	001-40-572-3-4610	BUILDING MAINTENANCE	35,000.00	7,264.62	21,539.86	1,832.99	11,627.15	61.54%	
1156	001-40-572-3-4620	EQUIPMENT MAINTENANCE	10,000.00	0.00	0.00	0.00	10,000.00	0.00%	
1157	001-40-572-3-4630	VEHICLE MAINTENANCE	2,500.00	1,215.19	1,463.69	0.00	1,036.31	58.55%	
1158	001-40-572-3-4650	GROUNDS MAINTENANCE	5,200.00	0.00	2,659.50	0.00	2,540.50	51.14%	
1159	001-40-572-3-5230	JANITORIAL SUPPLIES	2,200.00	569.64	632.25	70.27	1,497.48	28.74%	
1160	001-40-572-3-5280	OPERATING SUPPLIES	5,500.00	334.13	1,388.67	3,133.58	977.75	25.25%	
1161			---	---	---	---	---	---	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
1162		TOTAL	109,076.00	10,159.88	42,354.44	12,445.16	54,276.40	39.00%	
1163									
1164		**CAPITAL OUTLAY**							
1165	001-40-572-6-6400	CAPITAL OUTLAY	70,000.00	0.00	39,640.77	4,715.00	25,644.23	56.63%	
1166			---	---	---	---	---	---	
1167		TOTAL	70,000.00	0.00	39,640.77	4,715.00	25,644.23	57.00%	
1168			---	---	---	---	---	---	
1169		DEPARTMENT	179,076.00	10,159.88	81,995.21	17,160.16	79,920.63	46.00%	
1170			---	---	---	---	---	---	
1171		**TRANSFERS**							
1172									
1173	001-81-581-9-9140	TRANSFER TO GOLF FUND	40,000.00	3,333.00	13,332.00	0.00	26,668.00	33.33%	
1174	001-81-581-9-9150	TRANSFER TO BETTER PLACE FUND	150,000.00	12,500.00	50,000.00	0.00	100,000.00	33.33%	
1175	001-81-581-9-9160	TRANSFER TO AIRPORT FUND	200,000.00	16,667.00	66,668.00	0.00	133,332.00	33.33%	
1176			---	---	---	---	---	---	
1177		**DEPARTMENT TOTAL**	**390,000.00**	**32,500.00**	**130,000.00**	**0.00**	**260,000.00**	**34.00%**	
1178									
1179		**CONTINGENCIES**							
1180									
1181			---	---	---	---	---	---	
1182		**DEPARTMENT TOTAL**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**#DIV/0!**	
1183									
1184			---	---	---	---	---	---	
1185		TOTAL EXPENDITURES	23,791,271.00	1,267,612.49	6,059,094.41	1,273,062.19	16,459,114.40	26.00%	-322,017.15
1186			---	---	---	---	---	---	
1187		**RESERVES**							
1188									
1189	001-83-581-9-9900	OPERATING CASH RESERVE	2,359,422.00	0.00	0.00	0.00	2,359,422.00	0.00%	
1190	001-83-581-9-9901	EVIDENCE FUND RESERVE	7,282.00	0.00	0.00	0.00	7,282.00	0.00%	
1191	001-83-581-9-9902	LOT DEMOLITION/CLEANUP RESERVE	22,075.00	0.00	0.00	0.00	22,075.00	0.00%	
1192	001-83-581-9-9909	SPECIAL CEMETERY RESERVE	118,889.00	0.00	0.00	0.00	118,889.00	0.00%	
1193	001-83-581-9-9910	SPECIAL POLICE RESERVE	61,271.00	0.00	0.00	0.00	61,271.00	0.00%	
1194	001-83-581-9-9912	HAND GUN CLASSES RESERVE	7,637.00	0.00	0.00	0.00	7,637.00	0.00%	
1195	001-83-581-9-9913	FIRE PUBLIC EDUCATION RESERVE	24,937.00	0.00	0.00	0.00	24,937.00	0.00%	
1196	001-83-581-9-9921	LANDSCAPING CODE FEE RESERVE	61,663.00	0.00	0.00	0.00	61,663.00	0.00%	
1197	001-83-581-9-9922	INSURANCE RESERVE BUDGET ACCOU	624,444.00	0.00	0.00	0.00	624,444.00	0.00%	
1198	001-83-581-9-9923	PARKS BANK ACCT- DONATIONS	284.00	0.00	0.00	0.00	284.00	0.00%	
1199	001-83-581-9-9924	POLICE I&E ACCOUNT	7,523.00	0.00	0.00	0.00	7,523.00	0.00%	
1200	001-83-581-9-9925	FIRE CAPITAL REPLACEMENT RESER	176,000.00	0.00	0.00	0.00	176,000.00	0.00%	
1201			---	---	---	---	---	---	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
1202		**DEPARTMENT TOTAL**	**3,471,427.00**	**0.00**	**0.00**	**0.00**	**3,471,427.00**	**0.00%**	
1203									
1204			----------	----------	----------	----------	----------	---------	
1205		**TOTAL EXPENDITURES, TRANSFERS,**							
1206	**GENERAL FUND**	**CONTINGENCIES & RESERVES**	**27,262,698.00**	**1,267,612.49**	**6,059,094.41**	**1,273,062.19**	**19,930,541.40**	**23.00%**	
1207									
1208	**AIRPORT FUND**								
1209									
1210			----------	----------	----------	----------	----------	---------	
1211	**AIRPORT REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 33.33 % Yr Complete For Fiscal Year: 2026 / 01**								
1212		**FEDERAL GRANTS**							
1213	005-00-389-2-8109	FAA West Taxilanes & Apron Fed	0.00	0.00	0.00		0.00	0.00%	
1214	005-00-389-2-8110	Fed FAA Taxiway "E"cho	95,309.00	5,242.50	8,682.50		86,626.50	9.11%	
1215	005-00-389-2-8932	FAA AIRPORT AGIS SURVEY & MAPP	31,118.00	0.00	0.00		31,118.00	0.00%	
1216	005-00-389-2-8933	FAA Airport Aircraft Transient	67,760.00	34,068.00	34,068.00		33,692.00	50.28%	
1217			----------	----------	----------		----------	----------	
1218		TOTAL	194,187.00	39,310.50	42,750.50		151,436.50	23.00%	
1219									
1220		**STATE GRANTS**							
1221	005-00-389-3-7500	FDOT MASTER PLAN APD49	115,000.00	46,210.00	46,210.00		68,790.00	40.18%	
1222	005-00-389-3-8906	FDOT GRANT OBSTRUCTION/TREE RE	0.00	0.00	0.00		0.00	0.00%	
1223	005-00-389-3-8922	FDOT West Taxilanes & Apron st	0.00	0.00	0.00		0.00	0.00%	
1224	005-00-389-3-8923	FDOT RWY 9 Obstruction Tree Re	71,066.00	-245.27	49,461.93		21,604.07	69.60%	
1225	005-00-389-3-8924	FDOT Wildlife Hazard Assessmen	0.00	0.00	0.00		0.00	0.00%	
1226	005-00-389-3-8925	FDOT Bulk Hangar (W1-3) Apron	0.00	0.00	0.00		0.00	0.00%	
1227	005-00-389-3-8926	FDOT RWY 9/27 EXT feasibility	0.00	0.00	0.00		0.00	0.00%	
1228	005-00-389-3-8927	FDOT Access Control & Gate Imp	0.00	0.00	0.00		0.00	0.00%	
1229	005-00-389-3-8928	FDOT CORPORATE	900,000.00	8,827.50	30,922.50		869,077.50	3.44%	
1230	005-00-389-3-8929	FDOT Emergency Generators	179,863.00	0.00	0.00		179,863.00	0.00%	
1231	005-00-389-3-8930	FDOT TAXIWAY 'E'CHO	5,017.00	0.00	0.00		5,017.00	0.00%	
1232	005-00-389-3-8931	FDOT AIRPORT AGIS SURVEY & MAP	3,458.00	0.00	0.00		3,458.00	0.00%	
1233	005-00-389-3-8932	FDOT Airport RW 9/27 E END APP	500,000.00	0.00	0.00		500,000.00	0.00%	
1234	005-00-389-3-8933	FDOT WILDLIFE HAZARD TRENCH F	300,000.00	0.00	0.00		300,000.00	0.00%	
1235	005-00-389-3-8934	FDOT AIRPORT AIRCRAFT TRANSIEN	3,566.00	0.00	0.00		3,566.00	0.00%	
1236	005-00-389-3-8935	AIRPORT RUNWAY MARKING REHAB 9	200,000.00	0.00	0.00		200,000.00	0.00%	
1237			----------	----------	----------		----------	----------	
1238		TOTAL	2,277,970.00	54,792.23	126,594.43		2,151,375.57	6.00%	
1239									
1240			----------	----------	----------		----------	----------	
1241		TOTAL GRANTS	2,472,157.00	94,102.73	169,344.93	0.00	2,302,812.07	7.00%	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
1242			----------	----------	----------		----------	----------	
1243									
1244		**OPERATING REVENUES**							
1245	005-00-344-1-1010	100 LL AVIATION FUEL	648,900.00	27,318.57	148,617.42		500,282.58	22.90%	
1246	005-00-344-1-1020	JET A AVIATION FUEL	412,000.00	8,594.68	65,249.48		346,750.52	15.84%	
1247	005-00-344-1-1030	DONATIONS-FLY-IN EVENT	20,600.00	0.00	0.00		20,600.00	0.00%	
1248	005-00-344-1-1200	TIE DOWN FEES/VEHICLE PARKING	4,120.00	870.50	4,494.75		-374.75	109.10%	
1249	005-00-344-1-1400	VENDING	824.00	0.00	0.00		824.00	0.00%	
1250	005-00-344-1-1700	AVIATION LUBRICANTS	2,060.00	271.22	950.91		1,109.09	46.16%	
1251	005-00-344-1-1800	MERCHANDISE SALES	1,808.00	0.00	675.00		1,133.00	37.33%	
1252	005-00-362-0-1000	HANGAR RENTALS	404,300.00	29,515.23	121,601.32		282,698.68	30.08%	
1253	005-00-362-0-1100	HANGAR MAINT FEE	19,776.00	1,675.00	7,100.00		12,676.00	35.90%	
1254	005-00-362-0-2000	LAND LEASE	4,120.00	425.00	1,700.00		2,420.00	41.26%	
1255	005-00-362-0-3000	BUILDING RENTAL	20,600.00	875.00	7,280.00		13,320.00	35.34%	
1256			----------	----------	----------		----------	----------	
1257		TOTAL	1,539,108.00	69,545.20	357,668.88		1,181,439.12	24.00%	
1258									
1259		**OTHER REVENUES**							
1260	005-00-364-0-1001	LOSS ON SALE/DISPOSAL OF ASSET	0.00	0.00	0.00		0.00	0.00%	
1261	005-00-365-0-0000	SURPLUS EQUIPMENT-AIRPORT	2,318.00	0.00	0.00		2,318.00	0.00%	
1262	005-00-369-9-1000	MISCELLANEOUS REVENUES	3,605.00	180.16	1,206.88		2,398.12	33.48%	
1263	005-00-369-9-1001	E-PAYABLES REVENUE SHARE	309.00	29.31	123.12		185.88	39.84%	
1264	005-00-369-9-2000	REFUNDS/REIMBURSEMENTS	0.00	0.00	0.00		0.00	0.00%	
1265	005-00-369-9-4000	INSURANCE CLAIMS - AIRPORT	25,000.00	0.00	25,000.00		0.00	100.00%	
1266			----------	----------	----------		----------	----------	
1267		TOTAL	31,232.00	209.47	26,330.00		4,902.00	84.00%	
1268									
1269		**TRANSFERS**							
1270	005-00-381-0-0000	TRANSFER FROM GENERAL	200,000.00	16,667.00	66,668.00		133,332.00	33.33%	
1271			----------	----------	----------		----------	----------	
1272		TOTAL	200,000.00	16,667.00	66,668.00		133,332.00	34.00%	
1273									
1274		**LOAN PROCEEDS**							
1275			----------	----------	----------		----------	----------	
1276		TOTAL	0.00	0.00	0.00		0.00	0.00%	
1277									
1278			----------	----------	----------		----------	----------	
1279		TOTAL REVENUES	4,242,497.00	180,524.40	620,011.81		3,622,485.19	15.00%	
1280			----------	----------	----------		----------	----------	
1281									

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
1282		**CASH BALANCE FORWARD**							
1283	005-00-301-0-0000	OPERATING CASH BALANCE FORWARD	38,155.00	0.00	10,000.00		28,155.00	26.21%	
1284	005-00-302-0-0000	SURPLUS LAND BALANCE FORWARD	133,865.00	66,980.54	66,980.54		66,884.46	50.04%	
1285			---	---	---		---	---	
1286		TOTAL	172,020.00	66,980.54	76,980.54		95,039.46	45.00%	
1287			---	---	---		---	---	
1288		**TOTAL REV, TRFS & CASH BALANCE**	**4,414,517.00**	**247,504.94**	**696,992.35**		**3,717,524.65**	**16.00%**	
1289			---	---	---		---	---	
1290	**AIRPORT EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 33.33 % Yr Complete For Fiscal Year: 2026 / 01**								
1291		**PERSONNEL SERVICES**							
1292	005-05-542-1-1100	EXECUTIVE SALARIES	106,197.00	7,769.60	33,129.08	0.00	73,067.92	31.20%	
1293	005-05-542-1-1200	REGULAR SALARIES	204,204.00	14,125.35	61,520.29	0.00	142,683.71	30.13%	
1294	005-05-542-1-1400	OVERTIME	6,500.00	1,359.47	5,686.43	0.00	813.57	87.48%	
1295	005-05-542-1-2100	FICA TAX EXPENSE	24,243.00	1,724.32	7,443.38	0.00	16,799.62	30.70%	
1296	005-05-542-1-2200	RETIREMENT EXPENSE	75,753.00	5,380.92	23,250.95	0.00	52,502.05	30.69%	
1297	005-05-542-1-2300	HEALTH AND LIFE INSURANCE	58,627.00	1,936.72	8,231.08	0.00	50,395.92	14.04%	
1298	005-05-542-1-2400	WORKERS COMP	8,173.00	0.00	4,084.68	4,084.68	3.64	49.98%	
1299			---	---	---	---	---	---	
1300		TOTAL	483,697.00	32,296.38	143,345.89	4,084.68	336,266.43	30.00%	
1301									
1302		**OPERATING EXPENSES**							
1303	005-05-542-3-3100	PROFESSIONAL SERVICES	19,996.00	882.00	2,847.00	80.00	17,069.00	14.24%	
1304	005-05-542-3-3120	PRE-EMPLOYMENT EXPENSE	1,050.00	0.00	0.00	0.00	1,050.00	0.00%	
1305	005-05-542-3-3200	ACCOUNTING AND AUDITING	9,387.00	0.00	0.00	0.00	9,387.00	0.00%	
1306	005-05-542-3-4020	SCHOOLING, CONFERENCE, ETC	5,250.00	0.00	0.00	0.00	5,250.00	0.00%	
1307	005-05-542-3-4100	COMMUNICATIONS SERVICES	16,800.00	1,122.70	4,590.90	0.00	12,209.10	27.33%	
1308	005-05-542-3-4200	POSTAGE AND FREIGHT	315.00	0.00	0.00	0.00	315.00	0.00%	
1309	005-05-542-3-4310	NATURAL GAS	1,050.00	0.00	117.83	0.00	932.17	11.22%	
1310	005-05-542-3-4315	UTILITIES-WATER	8,400.00	558.60	2,351.72	0.00	6,048.28	28.00%	
1311	005-05-542-3-4320	ELECTRICITY	21,000.00	0.00	8,996.95	0.00	12,003.05	42.84%	
1312	005-05-542-3-4330	CREDIT CARD FEES	31,500.00	2,029.18	10,166.70	0.00	21,333.30	32.28%	
1313	005-05-542-3-4400	RENTALS AND LEASES	12,285.00	35.50	142.00	284.00	11,859.00	1.16%	
1314	005-05-542-3-4500	LIABILITY INSURANCE	88,287.00	0.00	40,496.18	40,496.18	7,294.64	45.87%	
1315	005-05-542-3-4510	INSURANCE CLAIMS REIMBURSABLE	0.00	0.00	0.00	0.00	0.00	0.00%	
1316	005-05-542-3-4610	BUILDING MAINTENANCE	27,500.00	117.78	4,420.97	446.87	22,632.16	16.08%	
1317	005-05-542-3-4615	HANGAR MAINTENANCE	33,000.00	0.00	5,317.98	1,286.00	26,396.02	16.12%	
1318	005-05-542-3-4620	EQUIPMENT/FIELD MAINTENANCE	31,350.00	646.11	3,305.81	4,560.94	23,483.25	10.54%	
1319	005-05-542-3-4630	VEHICLE MAINTENANCE	5,250.00	184.67	953.08	37.82	4,259.10	18.15%	
1320	005-05-542-3-4650	GROUNDS LANDSCAPING	53,800.00	4,295.67	14,437.01	0.00	39,362.99	26.83%	
1321	005-05-542-3-4800	ADVERTISING	5,250.00	0.00	0.00	0.00	5,250.00	0.00%	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
1322	005-05-542-3-4810	LEGAL ADVERTISING	1,050.00	0.00	0.00	600.00	450.00	0.00%	
1323	005-05-542-3-4900	FLY-IN EVENT-EXPENSES	11,000.00	0.00	0.00	0.00	11,000.00	0.00%	
1324	005-05-542-3-5000	FEES & FINES	0.00	56.88	87.95	0.00	-87.95	0.00%	
1325	005-05-542-3-5100	OFFICE SUPPLIES	1,575.00	71.43	753.55	33.90	787.55	47.84%	
1326	005-05-542-3-5170	100LL FUEL	402,588.00	31,826.74	96,967.42	97,160.37	208,460.21	24.09%	
1327	005-05-542-3-5180	JET A FUEL	198,000.00	1,253.85	28,508.54	47.39	169,444.07	14.40%	
1328	005-05-542-3-5210	GAS AND LUBRICANTS	2,625.00	881.01	1,311.64	0.00	1,313.36	49.97%	
1329	005-05-542-3-5220	GENERAL MERCHANDISE	5,250.00	345.74	1,424.94	347.13	3,477.93	27.14%	
1330	005-05-542-3-5230	JANITORIAL SUPPLIES	2,625.00	196.89	521.47	401.17	1,702.36	19.87%	
1331	005-05-542-3-5260	UNIFORMS	525.00	0.00	0.00	0.00	525.00	0.00%	
1332	005-05-542-3-5280	OPERATING SUPPLIES	6,300.00	70.30	1,373.46	159.99	4,766.55	21.80%	
1333	005-05-542-3-5400	MEMBR,SUBSCRIPT,DUES	7,140.00	0.00	0.00	35.00	7,105.00	0.00%	
1334	005-05-542-3-6000	AIRPORT SURPLUS LAND SPEND PLA	10,500.00	0.00	0.00	0.00	10,500.00	0.00%	
1335			---	---	---	---	---	---	
1336		TOTAL	1,020,648.00	44,575.05	229,093.10	145,976.76	645,578.14	23.00%	
1337									
1338		**CAPITAL OUTLAY**							
1339	005-05-542-6-6309	FDOT WEST TAXILANES & APRON ST	0.00	0.00	0.00	0.00	0.00	0.00%	
1340	005-05-542-6-6450	CAPITAL IMPROVEMENTS	112,000.00	0.00	66,980.54	665.66	44,353.80	59.80%	
1341	005-05-542-8-6303	FDOT Taxiway "E"CHO	5,016.00	0.00	0.00	0.00	5,016.00	0.00%	
1342	005-05-542-8-6308	FAA West Taxilanes & Apron Fed	0.00	0.00	0.00	0.00	0.00	0.00%	
1343	005-05-542-8-6310	Fed FAA Taxiway "E"cho	95,309.00	5,242.50	8,682.50	82,007.50	4,619.00	9.11%	
1344	005-05-542-8-6311	FDOT RWY 9 Obstruction Tree Re	71,066.00	-245.27	49,461.93	0.73	21,603.34	69.60%	
1345	005-05-542-8-6312	FDOT Wildlife Hazard Assessmen	0.00	0.00	0.00	0.00	0.00	0.00%	
1346	005-05-542-8-6314	FDOT Bulk Hangar (W1-3) Apron	0.00	0.00	0.00	0.00	0.00	0.00%	
1347	005-05-542-8-6315	FDOT RWY 9/27 EXT feasibility	0.00	0.00	0.00	0.00	0.00	0.00%	
1348	005-05-542-8-6316	FDOT Access Control & Gate Imp	0.00	0.00	0.00	0.00	0.00	0.00%	
1349	005-05-542-8-6317	AIRPORT FDOT CORPORATE HANGAR	900,000.00	8,827.50	30,922.50	33,688.75	835,388.75	3.44%	
1350	005-05-542-8-6318	FDOT Emergency Generators	179,863.00	0.00	0.00	0.00	179,863.00	0.00%	
1351	005-05-542-8-6319	FAA AIRPORT AGIS SURVEY & MAPP	31,118.00	0.00	0.00	31,117.50	0.50	0.00%	
1352	005-05-542-8-6320	FDOT AIRPORT AGIS SURVEY & MAP	3,458.00	0.00	0.00	3,457.50	0.50	0.00%	
1353	005-05-542-8-6321	FDOT AIRPORT MASTER PLAN	115,000.00	46,210.00	46,210.00	6,210.00	62,580.00	40.18%	
1354	005-05-542-8-6322	FDOT Airport RW 9/27 E END APP	500,000.00	0.00	0.00	0.00	500,000.00	0.00%	
1355	005-05-542-8-6323	FDOT WILDLIFE HAZARD TRENCH F	300,000.00	0.00	0.00	0.00	300,000.00	0.00%	
1356	005-05-542-8-6324	FAA AIRPORT AIRCRAFT TRANSIENT	67,760.00	34,068.00	34,068.00	0.00	33,692.00	50.28%	
1357	005-05-542-8-6325	FDOT AIRPORT AIRCRAFT TRANSIEN	3,566.00	0.00	0.00	0.00	3,566.00	0.00%	
1358	005-05-542-8-6326	FDOT AIRWAY RUNWAY MARKING REH	200,000.00	0.00	0.00	0.00	200,000.00	0.00%	
1359			---	---	---	---	---	---	
1360		TOTAL	2,584,156.00	94,102.73	236,325.47	157,147.64	2,190,682.89	10.00%	
1361									

	A	B	E	F	G	H	I	J	K
1	**ACCOUNT_NUMBER**	**ACCOUNT_DESCRIPTION**	**2026_BUDGET**	**CURRENT_MONTH**	**CURRENT_YTD**	**ENCUMBERED**	**2026 REMAINING BALANCE**	**PERCENT REALIZED**	
1362		**DEBT SERVICE**							
1363	005-05-517-7-7140	PRINCIPAL-AIRPORT VEHICLE	0.00	0.00	0.00	0.00	0.00	0.00%	
1364	005-05-517-7-7141	PRINCIPAL - GENERAL FUND LOAN	50,000.00	0.00	0.00	0.00	50,000.00	0.00%	
1365	005-05-517-7-7240	INTEREST-AIRPORT VEHICLE	0.00	0.00	0.00	0.00	0.00	0.00%	
1366			----------	----------	----------	----------	----------	---------	
1367		TOTAL	50,000.00	0.00	0.00	0.00	50,000.00	0.00%	
1368									
1369			----------	----------	----------	----------	----------	---------	
1370		TOTAL EXPENDITURES	4,138,501.00	170,974.16	608,764.46	307,209.08	3,222,527.46	15.00%	
1371			----------	----------	----------	----------	----------	---------	
1372									
1373		**TRANSFERS, CONT, RESERVES**							
1374	005-05-542-9-9100	REIMB GENERAL FUND-ADMIN EXP	217,037.00	18,086.00	72,344.00	0.00	144,693.00	33.33%	
1375	005-05-542-9-9900	CONTINGENCY/RESERVE	58,979.00	0.00	0.00	0.00	58,979.00	0.00%	
1376			----------	----------	----------	----------	----------	---------	
1377		TOTAL	276,016.00	18,086.00	72,344.00	0.00	203,672.00	26.00%	
1378			----------	----------	----------	----------	----------	---------	
1379		**TOTAL EXPENDITURES, TRANSFERS,**							
1380	**AIRPORT FUND**	**CONTINGENCIES & RESERVES**	**4,414,517.00**	**189,060.16**	**681,108.46**	**307,209.08**	**3,426,199.46**	**15.00%**	
1381			----------	----------	----------	----------	----------	---------	
1382									
1383	**WATER FUND**								
1384	WATER FUND REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 33.33 % Yr Complete For Fiscal Year: 2026 / 01								
1385		**GRANTS**							
1386	041-00-389-2-8107	FEMA HMGP 4283-66 LIFT STATION	0.00	0.00	0.00		0.00	0.00%	
1387	041-00-389-3-5010	CDBG MIT SANITARY WASTEWATER R	198,859.00	50,000.00	50,000.00		148,859.00	25.14%	
1388	041-00-389-5-2000	Fed CDBG DEO Madison to 11th	714,000.00	0.00	0.00		714,000.00	0.00%	
1389	041-00-389-5-2100	SANITARY SEWE SMART SENSOR	103,000.00	0.00	0.00		103,000.00	0.00%	
1390	041-00-389-6-3000	FDEP LPA0354 Sewer Main and Ma	2,000,000.00	4,715.00	507,382.61		1,492,617.39	25.37%	
1391	041-00-389-6-3100	FDEP Potable Water state North	5,000,000.00	0.00	2,406.05		4,997,593.95	0.05%	
1392	041-00-389-6-3200	FDEP Sewer Lining state	1,000,000.00	0.00	0.00		1,000,000.00	0.00%	
1393	041-00-389-7-1008	WWTP Biosolids LPR0004 FDEP	242,985.00	6,842.55	9,949.55		233,035.45	4.09%	
1394	041-00-389-7-1009	SJRWMD #35891 Madison to 11th	694,000.00	0.00	0.00		694,000.00	0.00%	
1395	041-00-334-3-5000	DEO Lift Station 16 Expansion	329,443.00	0.00	73,306.44		256,136.56	22.25%	
1396			----------	----------	----------		----------	----------	
1397		TOTAL	10,282,287.00	61,557.55	643,044.65		9,639,242.35	7.00%	
1398									
1399		**CHARGES FOR SERVICES**							
1400	041-00-343-6-1000	WATER SALES	4,481,074.00	375,506.67	1,527,953.53		2,953,120.47	34.10%	
1401	041-00-343-6-1010	WATER TAPS & RENEWALS	53,226.00	4,000.00	10,500.00		42,726.00	19.73%	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
1402	041-00-343-6-1040	PENALTIES	79,237.00	7,041.51	26,013.09		53,223.91	32.83%	
1403	041-00-343-6-2000	BROKEN METERS/LOCKS	2,690.00	45.00	160.00		2,530.00	5.95%	
1404	041-00-343-6-3000	WASTEWATER SERVICE REVENUE	3,970,620.00	338,842.74	1,355,355.72		2,615,264.28	34.13%	
1405	041-00-343-6-3010	WASTEWATER TAPS/RENEWALS	52,494.00	0.00	5,000.00		47,494.00	9.52%	
1406	041-00-343-6-3020	SEPTIC DUMPING (WWTP)	223,047.00	17,100.00	44,785.00		178,262.00	20.08%	
1407	041-00-343-6-4000	WATER IMPACT FEES	258,866.00	1,570.00	12,220.00		246,646.00	4.72%	
1408	041-00-343-6-5000	WASTEWATER IMPACT FEES-NEW CON	272,430.00	1,180.00	7,670.00		264,760.00	2.82%	
1409			----------	----------	----------		----------	----------	
1410		TOTAL	9,393,684.00	745,285.92	2,989,657.34		6,404,026.66	32.00%	
1411									
1412		**OTHER REVENUES**							
1413	041-00-361-1-1000	INTEREST-SERIES 98 SINKING FD	868.00	220.58	678.01		189.99	78.11%	
1414	041-00-361-1-1100	INTEREST DW 540250	106.00	184.32	607.69		-501.69	573.29%	
1415	041-00-362-0-1000	COMMUNICATION TOWER LEASE	29,810.00	0.00	0.00		29,810.00	0.00%	
1416	041-00-362-0-1005	TATER FARMS LAND LEASE	34,042.00	0.00	24,750.00		9,292.00	72.70%	
1417	041-00-364-0-4900	SURPLUS EQUIPMENT-WATER	8,252.00	0.00	0.00		8,252.00	0.00%	
1418	041-00-369-9-1000	OTHER REVENUE	8,365.00	0.00	0.00		8,365.00	0.00%	
1419	041-00-369-9-1001	E-PAYABLES REVENUE SHARE	895.00	55.94	234.98		660.02	26.25%	
1420	041-00-369-9-2000	REFUNDS/REIMBURSEMENTS	0.00	1,496.50	1,496.50		-1,496.50	0.00%	
1421	041-00-384-0-1002	SRF 2019 MATCHING PROCEEDS DW5	0.00	0.00	0.00		0.00	0.00%	
1422	041-00-384-0-1004	SRF DW54025 PROCEEDS Carbon Fi	1,312,368.00	0.00	633,937.92		678,430.08	48.30%	
1423	041-00-384-0-1005	SRF 54022 DOWNTOWN POTABLE	0.00	0.00	0.00		0.00	0.00%	
1424			----------	----------	----------		----------	----------	
1425		TOTAL	1,394,706.00	1,957.34	661,705.10		733,000.90	48.00%	
1426			----------	----------	----------		----------	----------	
1427									
1428			----------	----------	----------		----------	----------	
1429		TOTAL OPERATING REVENUES	21,070,677.00	808,800.81	4,294,407.09		16,776,269.91	20.00%	
1430			----------	----------	----------		----------	----------	
1431									
1432		**TRANSFERS IN**							
1433	041-00-381-0-3000	TRANSFER FROM CENTRAL TIF POTA	100,000.00	8,333.00	33,332.00		66,668.00	33.33%	
1434	041-00-381-0-3100	TRANSFER FROM SOUTH TIF-POTABL	30,000.00	2,500.00	10,000.00		20,000.00	33.33%	
1435			----------	----------	----------		----------	----------	
1436		TOTAL	130,000.00	10,833.00	43,332.00		86,668.00	34.00%	
1437									
1438		**CASH BALANCE FOWARD**							
1439	041-00-301-0-0100	CASH BALANCE FOWARD	4,022,639.00	211,000.00	361,000.00		3,661,639.00	8.97%	
1440	041-00-301-0-0101	WATER IMPACT FEES BALANCE FORW	77,223.00	0.00	0.00		77,223.00	0.00%	
1441	041-00-301-0-0102	WASTEWATER IMPACT FEES BALANCE	156,217.00	0.00	0.00		156,217.00	0.00%	

	A	B	E	F	G	H	I	J	K
1	**ACCOUNT_NUMBER**	**ACCOUNT_DESCRIPTION**	**2026_BUDGET**	**CURRENT_MONTH**	**CURRENT_YTD**	**ENCUMBERED**	**2026 REMAINING BALANCE**	**PERCENT REALIZED**	
1442	041-00-301-1-0000	UTILITY CAPITAL REPLACEMENT BA	2,158,440.00	0.00	0.00		2,158,440.00	0.00%	
1443	041-00-301-1-7000	FRUFC REBATE-CAP PROJECTS ONLY	8,095.00	0.00	0.00		8,095.00	0.00%	
1444			---	---	---		---	---	
1445		TOTAL	6,422,614.00	211,000.00	361,000.00		6,061,614.00	6.00%	
1446			---	---	---		---	---	
1447	**WATER FUND**	**TOTAL REV, TRF & CASH BALANCES**	**27,623,291.00**	**1,030,633.81**	**4,698,739.09**		**22,924,551.91**	**18.00%**	
1448			---	---	---		---	---	
1449	WATER FUND EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 33.33 % Yr Complete For Fiscal Year: 2026 / 01								
1450		**WATER PLANT**							
1451									
1452		**PERSONNEL SERVICES**							
1453	041-11-533-1-1100	EXECUTIVE SALARIES	121,485.00	8,936.00	36,773.92	0.00	84,711.08	30.27%	
1454	041-11-533-1-1200	REGULAR SALARIES	271,635.00	18,081.60	71,000.67	0.00	200,634.33	26.14%	
1455	041-11-533-1-1400	OVERTIME	50,000.00	99.64	6,125.27	0.00	43,874.73	12.25%	
1456	041-11-533-1-2100	FICA TAX EXPENSE	33,899.00	1,999.14	8,428.94	0.00	25,470.06	24.86%	
1457	041-11-533-1-2200	RETIREMENT EXPENSE	122,301.00	6,540.53	27,762.77	0.00	94,538.23	22.70%	
1458	041-11-533-1-2300	HEALTH AND LIFE INSURANCE	81,977.00	3,625.30	13,655.51	0.00	68,321.49	16.66%	
1459			---	---	---	---	---	---	
1460		TOTAL	681,297.00	39,282.21	163,747.08	0.00	517,549.92	25.00%	
1461									
1462		**OPERATING EXPENSES**							
1463	041-11-533-3-3100	PROFESSIONAL SERVICES	50,000.00	2,611.70	3,593.70	106.00	46,300.30	7.19%	
1464	041-11-533-3-3110	LAB/TESTING	30,000.00	1,258.33	9,342.36	1,216.09	19,441.55	31.14%	
1465	041-11-533-3-3120	PRE-EMPLOYMENT EXPENSE	412.00	109.06	370.94	0.00	41.06	90.03%	
1466	041-11-533-3-4020	SCHOOLING, CONFERENCE, ETC	8,000.00	200.00	608.00	0.00	7,392.00	7.60%	
1467	041-11-533-3-4100	COMMUNICATIONS SERVICES	200.00	602.85	1,846.52	0.00	-1,646.52	923.26%	
1468	041-11-533-3-4200	POSTAGE AND FREIGHT	100.00	0.00	0.00	0.00	100.00	0.00%	
1469	041-11-533-3-4320	ELECTRICITY	149,900.00	0.00	45,335.95	0.00	104,564.05	30.24%	
1470	041-11-533-3-4400	RENTALS AND LEASES	1,500.00	35.55	142.20	284.40	1,073.40	9.48%	
1471	041-11-533-3-4500	LIABILITY INSURANCE	1,500.00	0.00	688.02	688.02	123.96	45.87%	
1472	041-11-533-3-4610	BUILDING MAINTENANCE	15,000.00	490.80	1,324.44	950.00	12,725.56	8.83%	
1473	041-11-533-3-4620	EQUIPMENT MAINTENANCE	75,000.00	4,543.52	13,781.91	8,807.12	52,410.97	18.38%	
1474	041-11-533-3-4630	VEHICLE MAINTENANCE	1,000.00	0.00	0.00	0.00	1,000.00	0.00%	
1475	041-11-533-3-5000	FINES & FEES	520.00	61.07	87.07	0.00	432.93	16.74%	
1476	041-11-533-3-5100	OFFICE SUPPLIES	1,500.00	80.49	80.49	0.00	1,419.51	5.37%	
1477	041-11-533-3-5210	GAS AND LUBRICANTS	3,000.00	296.01	938.93	0.00	2,061.07	31.30%	
1478	041-11-533-3-5230	JANITORIAL SUPPLIES	1,500.00	54.00	183.60	0.00	1,316.40	12.24%	
1479	041-11-533-3-5250	SMALL TOOLS	4,000.00	720.02	1,020.00	750.00	2,230.00	25.50%	
1480	041-11-533-3-5260	UNIFORMS	6,000.00	484.11	1,684.58	0.00	4,315.42	28.08%	
1481	041-11-533-3-5270	CHEMICALS AND FERTILIZERS	150,000.00	16,917.50	43,441.50	2,602.00	103,956.50	28.96%	

	A	B	E	F	G	H	I	J	K
1	**ACCOUNT_NUMBER**	**ACCOUNT_DESCRIPTION**	**2026_BUDGET**	**CURRENT_MONTH**	**CURRENT_YTD**	**ENCUMBERED**	**2026 REMAINING BALANCE**	**PERCENT REALIZED**	
1482	041-11-533-3-5280	OPERATING SUPPLIES	15,600.00	295.23	6,449.97	944.99	8,205.04	41.35%	
1483	041-11-533-3-5400	MEMBR,SUBSCRIPT,DUES	1,000.00	0.00	0.00	0.00	1,000.00	0.00%	
1484			---	---	---	---	---	---	
1485		TOTAL	515,732.00	28,760.24	130,920.18	16,348.62	368,463.20	26.00%	
1486									
1487		**CAPITAL OUTLAY**							
1488	041-11-533-6-6330	SRF DW54025 Carbon Filters	1,312,368.00	0.00	633,937.92	179,321.40	499,108.68	48.30%	
1489	041-11-533-6-6380	WELL UPGRADES	55,000.00	0.00	0.00	0.00	55,000.00	0.00%	
1490	041-11-533-6-6400	CAPITAL OUTLAY	634,556.00	0.00	119,253.39	133,631.00	381,671.61	18.79%	
1491			---	---	---	---	---	---	
1492		TOTAL	2,001,924.00	0.00	753,191.31	312,952.40	935,780.29	38.00%	
1493			---	---	---	---	---	---	
1494		**DEPARTMENT TOTAL**	**3,198,953.00**	**68,042.45**	**1,047,858.57**	**329,301.02**	**1,821,793.41**	**33.00%**	
1495			---	---	---	---	---	---	
1496		**SEWER/WASTEWATER PLANT**							
1497									
1498		**PERSONNEL SERVICES**							
1499	041-12-535-1-1100	EXECUTIVE SALARIES	165,346.00	6,943.84	32,283.64	0.00	133,062.36	19.52%	
1500	041-12-535-1-1200	REGULAR SALARIES	409,500.00	39,242.30	166,450.05	0.00	243,049.95	40.65%	
1501	041-12-535-1-1220	CLERICAL SALARY	50,232.00	7,554.80	21,761.00	0.00	28,471.00	43.32%	
1502	041-12-535-1-1400	OVERTIME	55,000.00	3,535.46	11,570.49	0.00	43,429.51	21.04%	
1503	041-12-535-1-2100	FICA TAX EXPENSE	52,026.00	4,211.88	17,015.69	0.00	35,010.31	32.71%	
1504	041-12-535-1-2200	RETIREMENT EXPENSE	187,702.00	11,806.67	48,834.78	0.00	138,867.22	26.02%	
1505	041-12-535-1-2300	HEALTH AND LIFE INSURANCE	125,814.00	12,783.80	54,622.09	0.00	71,191.91	43.41%	
1506			---	---	---	---	---	---	
1507		TOTAL	1,045,620.00	86,078.75	352,537.74	0.00	693,082.26	34.00%	
1508									
1509		**OPERATING EXPENSES**							
1510	041-12-535-3-3100	PROFESSIONAL SERVICES	9,800.00	855.00	2,370.00	0.00	7,430.00	24.18%	
1511	041-12-535-3-3110	LAB/TESTING	59,000.00	8,383.40	16,877.50	6,857.00	35,265.50	28.61%	
1512	041-12-535-3-3120	PRE-EMPLOYMENT EXPENSE	1,500.00	0.00	0.00	0.00	1,500.00	0.00%	
1513	041-12-535-3-3440	TREE REMOVAL	2,000.00	0.00	0.00	0.00	2,000.00	0.00%	
1514	041-12-535-3-3460	RAILROAD CROSSING MAINTENANCE	350.00	0.00	0.00	0.00	350.00	0.00%	
1515	041-12-535-3-4000	TRAVEL	1,600.00	0.00	0.00	0.00	1,600.00	0.00%	
1516	041-12-535-3-4020	SCHOOLING, CONFERENCE, ETC	4,000.00	0.00	100.00	322.00	3,578.00	2.50%	
1517	041-12-535-3-4100	COMMUNICATIONS SERVICES	10,300.00	1,625.99	3,313.64	0.00	6,986.36	32.17%	
1518	041-12-535-3-4200	POSTAGE AND FREIGHT	1,000.00	170.00	388.85	45.00	566.15	38.89%	
1519	041-12-535-3-4310	NATURAL GAS	6,000.00	478.27	1,883.25	0.00	4,116.75	31.39%	
1520	041-12-535-3-4320	ELECTRICITY	280,000.00	2,476.23	57,090.50	0.00	222,909.50	20.39%	
1521	041-12-535-3-4330	CREDIT CARD FEES	500.00	0.00	0.00	0.00	500.00	0.00%	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
1522	041-12-535-3-4400	RENTALS AND LEASES	43,000.00	35.50	7,817.11	6,006.24	29,176.65	18.18%	
1523	041-12-535-3-4500	LIABILITY INSURANCE	1,200.00	0.00	550.40	550.40	99.20	45.87%	
1524	041-12-535-3-4610	BUILDING MAINTENANCE	9,500.00	43.00	129.00	0.00	9,371.00	1.36%	
1525	041-12-535-3-4620	EQUIPMENT MAINTENANCE	165,000.00	29,434.21	60,965.73	28,449.54	75,584.73	36.95%	
1526	041-12-535-3-4630	VEHICLE MAINTENANCE	3,200.00	79.46	2,177.50	200.00	822.50	68.05%	
1527	041-12-535-3-4680	STORM CLEANUP/REPAIR	700.00	0.00	0.00	0.00	700.00	0.00%	
1528	041-12-535-3-4700	PRINTING AND BINDING	250.00	0.00	72.24	0.00	177.76	28.90%	
1529	041-12-535-3-5000	FINES & FEES	100.00	90.07	90.07	0.00	9.93	90.07%	
1530	041-12-535-3-5100	OFFICE SUPPLIES	4,500.00	0.00	0.00	155.08	4,344.92	0.00%	
1531	041-12-535-3-5210	GAS AND LUBRICANTS	14,000.00	1,480.73	7,225.08	0.00	6,774.92	51.61%	
1532	041-12-535-3-5230	JANITORIAL SUPPLIES	500.00	18.00	173.52	0.00	326.48	34.70%	
1533	041-12-535-3-5250	SMALL TOOLS	6,800.00	148.95	148.95	0.00	6,651.05	2.19%	
1534	041-12-535-3-5260	UNIFORMS	9,700.00	892.61	3,378.77	0.00	6,321.23	34.83%	
1535	041-12-535-3-5270	CHEMICALS	90,000.00	6,900.00	16,567.50	0.00	73,432.50	18.41%	
1536	041-12-535-3-5280	OPERATING SUPPLIES	18,000.00	414.46	2,119.22	400.00	15,480.78	11.77%	
1537	041-12-535-3-5290	BIOSOLIDS DISPOSAL	56,000.00	10,004.72	35,096.60	0.00	20,903.40	62.67%	
1538	041-12-535-3-5400	MEMBR,SUBSCRIPT,DUES	400.00	0.00	0.00	0.00	400.00	0.00%	
1539			---	---	---	---	---	---	
1540		TOTAL	798,900.00	63,530.60	218,535.43	42,985.26	537,379.31	28.00%	
1541									
1542		**CAPITAL OUTLAY**							
1543	041-12-535-6-6301	DEO Lift Station 16 Expansion	1,752,098.00	0.00	0.00	0.00	1,752,098.00	0.00%	
1544	041-12-535-6-6359	WWTP Biosolids LPR0004 FDEP	242,984.00	6,842.55	9,949.55	0.00	233,034.45	4.09%	
1545	041-12-535-6-6450	CAPITAL IMPROVEMENTS	802,000.00	51,656.05	146,008.85	299,569.00	356,422.15	18.21%	
1546			---	---	---	---	---	---	
1547		TOTAL	2,797,082.00	58,498.60	155,958.40	299,569.00	2,341,554.60	6.00%	
1548			---	---	---	---	---	---	
1549		**GRANTS**							
1550	041-12-535-8-6401	DEO Lift Station 16 Expansion	329,443.00	0.00	73,306.44	44,529.63	211,606.93	22.25%	
1551			---	---	---	---	---	---	
1552		TOTAL	329,443.00	0.00	73,306.44	44,529.63	211,606.93	23.00%	
1553			---	---	---	---	---	---	
1554		**DEPARTMENT TOTAL**	**4,971,045.00**	**208,107.95**	**800,338.01**	**387,083.89**	**3,783,623.10**	**17.00%**	
1555			---	---	---	---	---	---	
1556		**WATER/SEWER DISTRIBUTION**							
1557									
1558		**PERSONNEL SERVICES**							
1559	041-13-536-1-1100	EXECUTIVE SALARIES	118,850.00	5,468.40	22,546.78	0.00	96,303.22	18.97%	
1560	041-13-536-1-1200	REGULAR SALARIES	280,679.00	30,441.85	122,208.19	0.00	158,470.81	43.54%	
1561	041-13-536-1-1220	CLERICAL SALARY	38,220.00	2,823.20	13,418.48	0.00	24,801.52	35.11%	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
1562	041-13-536-1-1400	OVERTIME	55,000.00	4,769.61	14,593.84	0.00	40,406.16	26.53%	
1563	041-13-536-1-2100	FICA TAX EXPENSE	37,695.00	3,096.43	12,212.11	0.00	25,482.89	32.40%	
1564	041-13-536-1-2200	RETIREMENT EXPENSE	135,999.00	10,736.72	42,562.36	0.00	93,436.64	31.30%	
1565	041-13-536-1-2300	HEALTH AND LIFE INSURANCE	91,159.00	9,869.34	41,701.97	0.00	49,457.03	45.75%	
1566			----------	----------	----------	----------	----------	---------	
1567		TOTAL	757,602.00	67,205.55	269,243.73	0.00	488,358.27	36.00%	
1568									
1569		**OPERATING EXPENSES**							
1570	041-13-536-3-3100	PROFESSIONAL SERVICES	20,000.00	80.23	344.05	10,671.29	8,984.66	1.72%	
1571	041-13-536-3-3120	PRE-EMPLOYMENT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00%	
1572	041-13-536-3-4020	SCHOOLING, CONFERENCE, ETC	9,000.00	50.00	600.00	0.00	8,400.00	6.67%	
1573	041-13-536-3-4100	COMMUNICATIONS SERVICES	5,500.00	669.41	1,844.75	0.00	3,655.25	33.54%	
1574	041-13-536-3-4200	POSTAGE AND FREIGHT	0.00	0.00	0.00	0.00	0.00	0.00%	
1575	041-13-536-3-4310	NATURAL GAS	1,500.00	54.02	251.94	0.00	1,248.06	16.80%	
1576	041-13-536-3-4320	ELECTRICITY	1,700.00	0.00	727.27	0.00	972.73	42.78%	
1577	041-13-536-3-4400	RENTALS AND LEASES	500.00	40.13	160.52	321.04	18.44	32.10%	
1578	041-13-536-3-4610	BUILDING MAINTENANCE	10,000.00	54.35	2,569.06	332.96	7,097.98	25.69%	
1579	041-13-536-3-4620	EQUIPMENT MAINTENANCE	20,000.00	868.40	3,118.68	429.27	16,452.05	15.59%	
1580	041-13-536-3-4630	VEHICLE MAINTENANCE	15,000.00	1,786.67	2,968.18	1,781.56	10,250.26	19.79%	
1581	041-13-536-3-4700	PRINTING AND BINDING	500.00	0.00	45.30	0.00	454.70	9.06%	
1582	041-13-536-3-4900	LEGAL ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00%	
1583	041-13-536-3-5100	OFFICE SUPPLIES	1,445.00	104.73	104.73	762.79	577.48	7.25%	
1584	041-13-536-3-5210	GAS AND LUBRICANTS	25,000.00	1,803.76	7,565.12	0.00	17,434.88	30.26%	
1585	041-13-536-3-5230	JANITORIAL SUPPLIES	1,000.00	495.37	556.77	0.00	443.23	55.68%	
1586	041-13-536-3-5250	SMALL TOOLS	5,000.00	0.00	24.99	390.78	4,584.23	0.50%	
1587	041-13-536-3-5260	UNIFORMS	4,500.00	412.04	1,198.51	0.00	3,301.49	26.63%	
1588	041-13-536-3-5280	OPERATING SUPPLIES	10,000.00	1,008.06	11,883.45	-3,686.83	1,803.38	118.83%	
1589	041-13-536-3-5330	ROAD REPAIRS	470,000.00	18,443.00	27,947.80	711.00	441,341.20	5.95%	
1590			----------	----------	----------	----------	----------	---------	
1591		TOTAL	600,645.00	25,870.17	61,911.12	11,713.86	527,020.02	11.00%	
1592									
1593		**CAPITAL OUTLAY**							
1594	041-13-536-6-6300	METERS AND METER REPAIR	34,000.00	0.00	4,918.00	23,226.47	5,855.53	14.46%	
1595	041-13-536-6-6320	WASTEWATER MATERIALS	18,000.00	2,886.00	2,886.00	0.00	15,114.00	16.03%	
1596	041-13-536-6-6330	PIPE AND FITTINGS	100,000.00	56,327.90	83,961.33	9,233.21	6,805.46	83.96%	
1597	041-13-536-6-6340	CONCRETE, FILL	30,000.00	0.00	13,180.00	12,820.00	4,000.00	43.93%	
1598	041-13-536-6-6372	CDBG MIT SANITARY WASTEWATER R	198,859.00	50,000.00	50,000.00	71,392.00	77,467.00	25.14%	
1599	041-13-536-6-6400	CAPITAL OUTLAY	370,000.00	22,500.00	40,271.40	69,085.45	260,643.15	10.88%	
1600	041-13-536-6-6450	CAPITAL IMPROVEMENTS	225,000.00	0.00	0.00	224,665.00	335.00	0.00%	
1601	041-13-536-6-6458	SRF 2019 DW54022 PALATKA HEIGH	0.00	0.00	0.00	0.00	0.00	0.00%	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
1602	041-13-536-6-6464	SRF DW54022 Downtown Potable	0.00	0.00	0.00	0.00	0.00	0.00%	
1603	041-13-536-6-6467	CITY MATCH DEO MADISON 5TH TO	64,217.00	6,543.00	6,543.00	24,076.80	33,597.20	10.19%	
1604	041-13-536-6-6473	SRF DEO RIF St. Johns Ave Mose	0.00	0.00	0.00	0.00	0.00	0.00%	
1605	041-13-536-6-6474	PUBLIC WORKS BUILDING	0.00	0.00	19,313.04	0.00	-19,313.04	0.00%	
1606	041-13-536-6-6475	CITY MATCH SANITARY SEWER SMAR	136,270.00	0.00	0.00	0.00	136,270.00	0.00%	
1607	041-13-536-6-6476	SANITARY SEWER SMART SENSORS	154,426.00	0.00	0.00	0.00	154,426.00	0.00%	
1608	041-13-536-8-6465	DEO RIF MOSELY TO RR	0.00	0.00	0.00	0.00	0.00	0.00%	
1609	041-13-536-8-6466	FDEP LPA0354 Sewer Main and Ma	2,000,000.00	4,715.00	507,382.61	1,335,558.43	157,058.96	25.37%	
1610	041-13-536-8-6467	Fed CDBG DEO Madison 5th to 11	714,000.00	0.00	0.00	0.00	714,000.00	0.00%	
1611	041-13-536-8-6468	FDEP Potable Water state North	5,000,000.00	0.00	2,406.05	136,460.65	4,861,133.30	0.05%	
1612	041-13-536-8-6469	FDEP Sewer Lining state	1,000,000.00	0.00	0.00	0.00	1,000,000.00	0.00%	
1613	041-13-536-8-6471	SJRWMD 35891 MADISON TO 11TH S	0.00	0.00	0.00	0.00	0.00	0.00%	
1614			---	---	---	---	---	---	
1615		TOTAL	10,044,772.00	142,971.90	730,861.43	1,906,518.01	7,407,392.56	8.00%	
1616			---	---	---	---	---	---	
1617		**DEPARTMENT TOTAL**	**11,403,019.00**	**236,047.62**	**1,062,016.28**	**1,918,231.87**	**8,422,770.85**	**10.00%**	
1618			---	---	---	---	---	---	
1619		**WATER ADMINISTRATION**							
1620									
1621		**PERSONNEL SERVICES**							
1622	041-29-536-1-1200	REGULAR SALARIES	185,914.00	0.00	0.00	0.00	185,914.00	0.00%	
1623	041-29-536-1-1220	SALARIES CLERICAL	0.00	8,172.04	29,111.35	0.00	-29,111.35	0.00%	
1624	041-29-536-1-1300	OTHER SALARIES	0.00	1,438.08	19,789.27	0.00	-19,789.27	0.00%	
1625	041-29-536-1-1400	OVERTIME-WATER ADMIN	0.00	86.93	260.78	0.00	-260.78	0.00%	
1626	041-29-536-1-2100	FICA TAX EXPENSE	14,222.00	720.04	3,656.18	0.00	10,565.82	25.71%	
1627	041-29-536-1-2200	RETIREMENT EXPENSE	51,312.00	2,279.48	13,098.80	0.00	38,213.20	25.53%	
1628	041-29-536-1-2300	HEALTH AND LIFE INSURANCE	34,394.00	3,341.53	14,742.41	0.00	19,651.59	42.86%	
1629	041-29-536-1-2400	WORKERS COMP	39,541.00	0.00	19,761.66	19,761.66	17.68	49.98%	
1630			---	---	---	---	---	---	
1631		TOTAL	325,383.00	16,038.10	100,420.45	19,761.66	205,200.89	31.00%	
1632									
1633		**OPERATING EXPENSES**							
1634	041-29-536-3-3100	PROFESSIONAL SERVICES	45,249.00	110.00	8,357.20	880.00	36,011.80	18.47%	
1635	041-29-536-3-3120	PRE-EMPLOYMENT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00%	
1636	041-29-536-3-3200	ACCOUNTING AND AUDITING	54,578.00	0.00	0.00	0.00	54,578.00	0.00%	
1637	041-29-536-3-4020	SCHOOLING, CONFERENCE, ETC	5,928.00	0.00	0.00	0.00	5,928.00	0.00%	
1638	041-29-536-3-4100	COMMUNICATIONS SERVICES	988.00	112.35	449.40	0.00	538.60	45.49%	
1639	041-29-536-3-4200	POSTAGE AND FREIGHT	100.00	0.00	0.00	0.00	100.00	0.00%	
1640	041-29-536-3-4330	CREDIT CARD FEES	100.00	0.00	0.00	0.00	100.00	0.00%	
1641	041-29-536-3-4400	RENTALS AND LEASES	494.00	22.74	90.96	181.92	221.12	18.41%	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
1642	041-29-536-3-4500	LIABILITY INSURANCE	329,005.00	0.00	150,910.62	150,910.62	27,183.76	45.87%	
1643	041-29-536-3-4620	EQUIPMENT MAINTENANCE	44,460.00	0.00	0.00	0.00	44,460.00	0.00%	
1644	041-29-536-3-5100	OFFICE SUPPLIES	200.00	0.00	0.00	0.00	200.00	0.00%	
1645	041-29-536-3-5280	OPERATING SUPPLIES	4,446.00	0.00	0.00	0.00	4,446.00	0.00%	
1646			---	---	---	---	---	---	
1647		TOTAL	485,548.00	245.09	159,808.18	151,972.54	173,767.28	33.00%	
1648									
1649		**CAPITAL OUTLAY**							
1650	041-29-536-6-6474	PUBLIC WORKS BUILDING	0.00	0.00	5,702.67	0.00	-5,702.67	0.00%	
1651			---	---	---	---	---	---	
1652		TOTAL	0.00	0.00	5,702.67	0.00	-5,702.67	0.00%	
1653									
1654		**DEBT SERVICE**							
1655	041-13-517-7-7100	PRINCIPAL PUBLIC WORKS BUILDIN	24,892.00	0.00	0.00	0.00	24,892.00	0.00%	
1656	041-13-517-7-7200	INTEREST PUBLIC WORKS BLDG	37,213.00	0.00	0.00	0.00	37,213.00	0.00%	
1657	041-29-517-7-7120	PRINCIPAL DW541901	258,310.00	128,309.88	128,309.88	0.00	130,000.12	49.67%	
1658	041-29-517-7-7130	PRINCIPAL SERIES 2010A	240,669.00	0.00	240,669.00	0.00	0.00	100.00%	
1659	041-29-517-7-7140	PRINCIPAL SRF 2108 DW54022	512,592.00	0.00	0.00	0.00	512,592.00	0.00%	
1660	041-29-517-7-7160	PRINCIPAL WW 540230 SRF 2019	24,772.00	0.00	12,386.10	0.00	12,385.90	50.00%	
1661	041-29-517-7-7180	PRINCIPAL DW54025 SRF Carbon F	174,634.00	0.00	0.00	0.00	174,634.00	0.00%	
1662	041-29-517-7-7190	PRINCIPAL PUBLIC WORKS BLDG	7,350.00	0.00	0.00	0.00	7,350.00	0.00%	
1663	041-29-517-7-7220	INTEREST-DW541901	26,643.00	14,166.62	14,166.62	0.00	12,476.38	53.17%	
1664	041-29-517-7-7230	INTEREST-SERIES 2010A	125,998.00	0.00	64,641.51	0.00	61,356.49	51.30%	
1665	041-29-517-7-7290	INTEREST PUBLIC WORKS BLDG	10,988.00	0.00	0.00	0.00	10,988.00	0.00%	
1666			---	---	---	---	---	---	
1667		TOTAL	1,444,061.00	142,476.50	460,173.11	0.00	983,887.89	32.00%	
1668			---	---	---	---	---	---	
1669		**DEPARTMENT TOTAL**	**2,254,992.00**	**158,759.69**	**726,104.41**	**171,734.20**	**1,357,153.39**	**33.00%**	
1670			---	---	---	---	---	---	
1671									
1672			---	---	---	---	---	---	
1673		TOTAL EXPENDITURES	21,828,009.00	670,957.71	3,636,317.27	2,806,350.98	15,385,340.75	17.00%	
1674			---	---	---	---	---	---	
1675									
1676		**TRANSFERS**							
1677	041-13-536-9-9104	REIMB FLEET MAINTENCE	65,419.00	5,452.00	21,808.00	0.00	43,611.00	33.34%	
1678	041-29-536-9-9100	UTILITY CAPITAL REPLACEMENT CO	900,000.00	0.00	0.00	0.00	900,000.00	0.00%	
1679	041-29-536-9-9101	REIMB GENERAL FUND-ADMIN EXP	1,384,506.00	115,376.00	461,504.00	0.00	923,002.00	33.33%	
1680	041-29-536-9-9103	REIMB GAS AUTHORITY	241,690.00	19,740.08	64,904.69	0.00	176,785.31	26.85%	
1681	041-29-536-9-9110	TRANSFER TO GENERAL FUND-FRANC	700,000.00	58,333.00	233,332.00	0.00	466,668.00	33.33%	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
1682	041-29-536-9-9123	TRANSFER TO BETTER PLACE FUND	400,000.00	33,333.00	133,332.00	0.00	266,668.00	33.33%	
1683	041-29-536-9-9124	TRANSFER TO GENERAL FUND - STR	175,000.00	14,583.00	58,332.00	0.00	116,668.00	33.33%	
1684			---	---	---	---	---	---	
1685		TOTAL	3,866,615.00	246,817.08	973,212.69	0.00	2,893,402.31	26.00%	
1686									
1687		**CONTINGENCIES & RESERVES**							
1688	041-29-536-9-9901	CONTINGENCY/RESERVE	1,928,667.00	0.00	0.00	0.00	1,928,667.00	0.00%	
1689			---	---	---	---	---	---	
1690		TOTAL	1,928,667.00	0.00	0.00	0.00	1,928,667.00	0.00%	
1691			---	---	---	---	---	---	
1692		**TOTAL EXPENDITURES, TRANSFERS,**							
1693	**WATER FUND**	**CONTINGENCIES & RESERVES**	27,623,291.00	917,774.79	4,609,529.96	2,806,350.98	20,207,410.06	3.00%	
1694			---	---	---	---	---	---	
1695									
1696	**GOLF COURSE**								
1697	**GOLF COURSE REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 33.33 % Yr Complete For Fiscal Year: 2026 / 01**								
1698		**OPERATING REVENUES**							
1699	042-00-347-2-2510	MISC REVENUE/SERVICE CHARGES	597.00	0.00	0.00		8,000.00	0.00%	
1700			---	---	---		---		
1701		TOTAL	597.00	0.00	0.00		8,000.00	0.00%	
1702									
1703		**GRANTS**							
1704			---	---	---		---		
1705		TOTAL	0.00	0.00	0.00		0.00%	0.00%	
1706									
1707									
1708		**OTHER REVENUES**							
1709	042-00-369-9-1000	REFUNDS/REIMBURSEMENTS	5,000.00	0.00	0.00		5,000.00	0.00%	
1710	042-00-369-9-1002	RESTAURANT LEASE	58,837.00	4,490.00	17,960.00		40,877.00	30.53%	
1711	042-00-369-9-1003	UTILITY REIMBURSEMENT-RESTAURA	28,829.00	0.00	0.00		28,829.00	0.00%	
1712	042-00-369-9-1004	PROFIT SHARING FRANCHISE AGREE	52,416.00	0.00	0.00		52,416.00	0.00%	
1713			---	---	---		---	---	
1714		TOTAL	145,082.00	4,490.00	17,960.00		127,122.00	13.00%	
1715									
1716		**TRANSFERS IN**							
1717	042-00-389-9-0001	TRANSFER FROM GENERAL FUND	40,000.00	3,333.00	13,332.00		26,668.00	33.33%	
1718			---	---	---		---	---	
1719		TOTAL	40,000.00	3,333.00	13,332.00		26,668.00	34.00%	
1720									
1721		**LOAN PROCEEDS**							

	A	B	E	F	G	H	I	J	K
1	**ACCOUNT_NUMBER**	**ACCOUNT_DESCRIPTION**	**2026_BUDGET**	**CURRENT_MONTH**	**CURRENT_YTD**	**ENCUMBERED**	**2026 REMAINING BALANCE**	**PERCENT REALIZED**	
1722			----------	----------	----------		----------	----------	
1723		TOTAL	0.00	0.00	0.00		0.00	0.00%	
1724									
1725			----------	----------	----------		----------	----------	
1726		TOTAL OPERATING & OTHER REV	185,679.00	7,823.00	31,292.00		154,387.00	17.00%	
1727			----------	----------	----------		----------	----------	
1728									
1729		**CASH BALANCE FORWARD**							
1730			----------	----------	----------		----------	----------	
1731		TOTAL	0.00	0.00	0.00		0.00	0.00%	
1732			----------	----------	----------		----------	----------	
1733	**GOLF**	**TOTAL REV, TRF & CASH BALANCES**	**185,679.00**	**7,823.00**	**31,292.00**		**161,790.00**	**17.00%**	
1734			----------	----------	----------		----------	----------	
1735	GOLF COURSE EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 33.33 % Yr Complete For Fiscal Year: 2026 / 01								
1736		**MAINTENANCE**							
1737		**PERSONNEL SERVICES**							
1738			----------	----------	----------		----------	----------	---------
1739		TOTAL	0.00	0.00	0.00		0.00	0.00%	
1740									
1741		**OPERATING EXPENSES**							
1742	042-16-572-3-3440	TREE REMOVAL	8,000.00	0.00	0.00	0.00	8,000.00	0.00%	
1743	042-16-572-3-4400	RENTAL AND LEASES	3,000.00	0.00	0.00	0.00	3,000.00	0.00%	
1744	042-16-572-3-4410	OPERATING LEASES	10,000.00	0.00	0.00	0.00	10,000.00	0.00%	
1745	042-16-572-3-4650	IRRIGATION SUPPLIES	15,000.00	0.00	4,998.40	0.00	10,001.60	33.32%	
1746			----------	----------	----------	----------	----------	---------	
1747		TOTAL	36,000.00	0.00	4,998.40	0.00	31,001.60	14.00%	
1748									
1749		**CAPITAL OUTLAY**							
1750			----------	----------	----------	----------	----------	---------	
1751		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00%	
1752			----------	----------	----------	----------	----------	---------	
1753		**DEPARTMENT TOTAL**	**36,000.00**	**0.00**	**4,998.40**	**0.00**	**31,001.60**	**14.00%**	
1754			----------	----------	----------	----------	----------	---------	
1755		**CLUB HOUSE**							
1756		**PERSONNEL SERVICES**							
1757			----------	----------	----------	----------	----------	---------	
1758		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00%	
1759									
1760		**OPERATING EXPENSES**							
1761	042-24-572-3-3200	ACCOUNTING AND AUDITING	8,500.00	0.00	0.00	0.00	8,500.00	0.00%	

	A	B	E	F	G	H	I	J	K
1	**ACCOUNT_NUMBER**	**ACCOUNT_DESCRIPTION**	**2026_BUDGET**	**CURRENT_MONTH**	**CURRENT_YTD**	**ENCUMBERED**	**2026 REMAINING BALANCE**	**PERCENT REALIZED**	
1762	042-24-572-3-4100	COMMUNICATIONS SERVICES	3,822.00	230.12	230.12	0.00	3,591.88	6.02%	
1763	042-24-572-3-4310	NATURAL GAS	3,028.00	0.00	0.00	0.00	3,028.00	0.00%	
1764	042-24-572-3-4320	ELECTRICITY	18,000.00	0.00	5,005.33	0.00	12,994.67	27.81%	
1765	042-24-572-3-4400	RENTALS AND LEASES	78,048.00	12,778.52	56,894.09	93,552.19	-72,398.28	72.90%	
1766	042-24-572-3-4500	LIABILITY INSURANCE	10,292.00	0.00	4,720.82	4,720.82	850.36	45.87%	
1767	042-24-572-3-4510	INSURANCE CLAIMS REIMBURSABLE	0.00	0.00	55,000.00	0.00	-55,000.00	0.00%	
1768	042-24-572-3-4610	BUILDING MAINTENANCE	1,092.00	0.00	0.00	0.00	1,092.00	0.00%	
1769	042-24-572-3-4630	CART MAINTENANCE	5,460.00	0.00	0.00	0.00	5,460.00	0.00%	
1770	042-24-572-3-5280	OPERATING SUPPLIES	550.00	0.00	0.00	0.00	550.00	0.00%	
1771	042-24-572-3-5400	MEMBR,SUBSCRIPT,DUES	698.00	0.00	0.00	0.00	698.00	0.00%	
1772			---	---	---	---	---	---	
1773		TOTAL	129,490.00	13,008.64	121,850.36	98,273.01	-90,633.37	95.00%	
1774									
1775		**CAPITAL OUTLAY**							
1776	042-24-572-6-6450	CONTRACT CAPITAL IMPROVEMENTS	20,000.00	0.00	83,902.76	0.00	-63,902.76	419.51%	
1777			---	---	---	---	---	---	
1778		TOTAL	20,000.00	0.00	83,902.76	0.00	-63,902.76	420.00%	
1779									
1780		**DEBT SERVICE**							
1781			---	---	---	---	---	---	
1782		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00%	
1783			---	---	---	---	---	---	
1784									
1785		**TRANSFERS**							
1786	042-24-572-9-9100	REIMB GENERAL FUND-ADMIN EXP	189.00	15.00	60.00	0.00	129.00	31.75%	
1787			---	---	---	---	---	---	
1788		TOTAL	189.00	15.00	60.00	0.00	129.00	32.00%	
1789			---	---	---	---	---	---	
1790		**DEPARTMENT TOTAL**	**185,679.00**	**13,023.64**	**210,811.52**	**98,273.01**	**-123,405.53**	**114.00%**	
1791			---	---	---	---	---	---	
1792									
1793			---	---	---	---	---	---	
1794		TOTAL EXPENDITURES	185,679.00	13,023.64	210,811.52	98,273.01	-123,405.53	114.00%	
1795			---	---	---	---	---	---	
1796									
1797		**TRFS, CONTINGENCIES, RESERVES**							
1798			---	---	---	---	---	---	
1799		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00%	
1800			---	---	---	---	---	---	
1801		**TOTAL EXPENDITURES, TRANSFERS,**							

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
1802	**GOLF**	**CONTINGENCIES & RESERVES**	**185,679.00**	**13,023.64**	**210,811.52**	**98,273.01**	**-123,405.53**	**114.00%**	
1803			----------	----------	----------	----------	----------	---------	
1804									
1805	**SANITATION FUND**								
1806	SANITATION FUND REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 33.33 % Yr Complete For Fiscal Year: 2026 / 01								
1807		**CHARGES FOR SERVICES**							
1808	043-00-343-4-1000	GARBAGE FEES-RESIDENTIAL	3,571,715.00	302,447.44	1,200,002.18		2,371,712.82	33.60%	
1809	043-00-343-4-1040	PENALTIES-SANITATION	20,460.00	1,922.71	6,580.39		13,879.61	32.16%	
1810	043-00-343-4-1500	CONTAINER USAGE FEES	3,790.00	180.00	1,350.00		2,440.00	35.62%	
1811	043-00-343-4-2500	DUMPSTER DROP OFF FEE	16,689.00	1,758.75	9,293.75		7,395.25	55.69%	
1812	043-00-343-4-4150	EXTRA GARBAGE	12,319.00	40.35	1,180.76		11,138.24	9.58%	
1813			----------	----------	----------		----------	----------	
1814		TOTAL	3,624,973.00	306,349.25	1,218,407.08		2,406,565.92	34.00%	
1815									
1816		**OTHER REVENUES**							
1817	043-00-364-0-4900	SURPLUS EQUIPMENT-SANITATION	9,368.00	0.00	0.00		9,368.00	0.00%	
1818	043-00-369-9-1000	MISC REVENUE	6,163.00	0.00	0.00		6,163.00	0.00%	
1819	043-00-369-9-1001	E-PAYABLES REVENUE SHARE	627.00	29.74	124.89		502.11	19.92%	
1820	043-00-382-0-1000	CONTRIBUTION FROM GENERAL FUND	68,690.00	5,724.00	22,896.00		45,794.00	33.33%	
1821	043-00-382-0-2000	CONTRIBUTIONS FROM UTILITIES	65,419.00	5,452.00	21,808.00		43,611.00	33.34%	
1822			----------	----------	----------		----------	----------	
1823		TOTAL	150,267.00	11,205.74	44,828.89		105,438.11	30.00%	
1824			----------	----------	----------		----------	----------	
1825		**DEBT PROCEEDS**							
1826			----------	----------	----------		----------	----------	
1827		TOTAL	0.00	0.00	0.00		0.00	0.00%	
1828			----------	----------	----------		----------	----------	
1829									
1830			----------	----------	----------		----------	----------	
1831		TOTAL REVENUES	3,775,240.00	317,554.99	1,263,235.97		2,512,004.03	34.00%	
1832			----------	----------	----------		----------	----------	
1833									
1834		**CASH BALANCE FORWARD**							
1835	043-00-302-0-0000	CASH BALANCE FORWARD	360,357.00	0.00	0.00		360,357.00	0.00%	
1836			----------	----------	----------		----------	----------	
1837		TOTAL	360,357.00	0.00	0.00		360,357.00	0.00%	
1838			----------	----------	----------		----------	----------	
1839	**SANITATION FUND**	**TOTAL REV, TRF & CASH BALANCES**	**4,135,597.00**	**317,554.99**	**1,263,235.97**		**2,872,361.03**	**31.00%**	
1840			----------	----------	----------		----------	----------	
1841	**SANITATION FUND EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 33.33 % Yr Complete For Fiscal Year: 2026 / 01**								

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
1842		**MAINTENANCE**							
1843									
1844		**PERSONNEL SERVICES**							
1845	043-28-534-1-1200	REGULAR SALARIES	158,467.00	12,484.83	41,889.66	0.00	116,577.34	26.43%	
1846	043-28-534-1-1400	OVERTIME	8,000.00	465.05	2,064.65	0.00	5,935.35	25.81%	
1847	043-28-534-1-2100	FICA TAX EXPENSE	12,735.00	947.93	3,180.81	0.00	9,554.19	24.98%	
1848	043-28-534-1-2200	RETIREMENT EXPENSE	45,945.00	3,574.18	12,071.64	0.00	33,873.36	26.27%	
1849	043-28-534-1-2300	HEALTH AND LIFE INSURANCE	30,796.00	1,733.44	7,367.12	0.00	23,428.88	23.92%	
1850			---	---	---	---	---	---	
1851		TOTAL	255,943.00	19,205.43	66,573.88	0.00	189,369.12	27.00%	
1852									
1853		**OPERATING EXPENSES**							
1854	043-28-534-3-3100	PROFESSIONAL SERVICES	1,000.00	16.80	84.00	151.20	764.80	8.40%	
1855	043-28-534-3-3120	PRE-EMPLOYMENT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00%	
1856	043-28-534-3-3200	ACCOUNTING AND AUDITING	10,653.00	0.00	0.00	0.00	10,653.00	0.00%	
1857	043-28-534-3-4020	SCHOOLING, CONFERENCE, ETC	6,500.00	0.00	125.00	0.00	6,375.00	1.92%	
1858	043-28-534-3-4100	COMMUNICATIONS SERVICES	500.00	37.45	149.80	0.00	350.20	29.96%	
1859	043-28-534-3-4320	ELECTRICITY	0.00	0.00	638.24	0.00	-638.24	0.00%	
1860	043-28-534-3-4610	BUILDING MAINTENANCE	25,000.00	19,367.10	19,367.10	4,586.96	1,045.94	77.47%	
1861	043-28-534-3-4620	EQUIPMENT MAINTENANCE	500.00	0.00	0.00	0.00	500.00	0.00%	
1862	043-28-534-3-4630	VEHICLE MAINTENANCE	500.00	49.97	159.42	0.00	340.58	31.88%	
1863	043-28-534-3-5100	OFFICE SUPPLIES	500.00	0.00	0.00	0.00	500.00	0.00%	
1864	043-28-534-3-5230	JANITORIAL SUPPLIES	1,000.00	114.05	415.85	0.00	584.15	41.59%	
1865	043-28-534-3-5250	SMALL TOOLS	3,000.00	147.46	213.46	173.39	2,613.15	7.12%	
1866	043-28-534-3-5260	UNIFORMS	2,000.00	159.40	564.96	0.00	1,435.04	28.25%	
1867			---	---	---	---	---	---	
1868		TOTAL	51,153.00	19,892.23	21,717.83	4,911.55	24,523.62	43.00%	
1869									
1870		**CAPITAL OUTLAY**							
1871	043-28-534-6-6400	CAPITAL OUTLAY	20,000.00	0.00	0.00	0.00	20,000.00	0.00%	
1872			---	---	---	---	---	---	
1873		TOTAL	20,000.00	0.00	0.00	0.00	20,000.00	0.00%	
1874			---	---	---	---	---	---	
1875		**DEPARTMENT TOTAL**	**327,096.00**	**39,097.66**	**88,291.71**	**4,911.55**	**233,892.74**	**27.00%**	
1876			---	---	---	---	---	---	
1877		**SANITATION**							
1878									
1879		**PERSONNEL SERVICES**							
1880	043-10-534-1-1100	EXECUTIVE SALARIES	122,083.00	7,365.12	31,322.36	0.00	90,760.64	25.66%	
1881	043-10-534-1-1200	REGULAR SALARIES	666,573.00	39,267.01	158,964.82	0.00	507,608.18	23.85%	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
1882	043-10-534-1-1400	OVERTIME	55,000.00	3,301.41	16,936.52	0.00	38,063.48	30.79%	
1883	043-10-534-1-2100	FICA TAX EXPENSE	64,540.00	3,689.01	15,317.40	0.00	49,222.60	23.73%	
1884	043-10-534-1-2200	RETIREMENT EXPENSE	232,849.00	12,765.27	55,077.68	0.00	177,771.32	23.65%	
1885	043-10-534-1-2300	HEALTH AND LIFE INSURANCE	156,076.00	9,347.40	37,188.20	0.00	118,887.80	23.83%	
1886	043-10-534-1-2400	WORKERS COMP	45,462.00	0.00	22,720.84	22,720.84	20.32	49.98%	
1887			---	---	---	---	---	---	
1888		TOTAL	1,342,583.00	75,735.22	337,527.82	22,720.84	982,334.34	26.00%	
1889									
1890		**OPERATING EXPENSES**							
1891	043-10-534-3-3100	PROFESSIONAL SERVICES	50,000.00	16,759.86	28,602.42	7,623.97	13,773.61	57.20%	
1892	043-10-534-3-3120	PRE-EMPLOYMENT EXPENSE	1,500.00	167.41	229.82	0.00	1,270.18	15.32%	
1893	043-10-534-3-3200	ACCOUNTING AND AUDITING	8,672.00	0.00	0.00	0.00	8,672.00	0.00%	
1894	043-10-534-3-3470	PUTNAM COUNTY TIPPING FEE	215,000.00	23,844.36	66,218.52	0.00	148,781.48	30.80%	
1895	043-10-534-3-4020	SCHOOLING, CONFERENCE, ETC	6,000.00	0.00	329.00	0.00	5,671.00	5.48%	
1896	043-10-534-3-4100	COMMUNICATIONS SERVICES	2,500.00	377.05	810.45	0.00	1,689.55	32.42%	
1897	043-10-534-3-4200	POSTAGE AND FREIGHT	100.00	0.00	0.00	0.00	100.00	0.00%	
1898	043-10-534-3-4310	NATURAL GAS	1,200.00	670.06	911.48	0.00	288.52	75.96%	
1899	043-10-534-3-4320	ELECTRICITY	4,000.00	0.00	1,753.56	0.00	2,246.44	43.84%	
1900	043-10-534-3-4400	RENTALS AND LEASES	26,000.00	277.47	867.23	2,370.33	22,762.44	3.34%	
1901	043-10-534-3-4500	LIABILITY INSURANCE	92,000.00	0.00	42,199.28	42,199.28	7,601.44	45.87%	
1902	043-10-534-3-4610	BUILDING MAINTENANCE	15,000.00	1,859.42	6,386.41	0.00	8,613.59	42.58%	
1903	043-10-534-3-4620	EQUIPMENT MAINTENANCE	3,000.00	393.99	1,698.68	79.09	1,222.23	56.62%	
1904	043-10-534-3-4630	VEHICLE MAINTENANCE	245,000.00	16,047.46	86,754.70	1,975.46	156,269.84	35.41%	
1905	043-10-534-3-4700	PRINTING AND BINDING	250.00	0.00	45.29	0.00	204.71	18.12%	
1906	043-10-534-3-4800	ADVERTISEMENTS	11,000.00	0.00	0.00	0.00	11,000.00	0.00%	
1907	043-10-534-3-5000	FEES & FINES	1,500.00	133.03	202.11	0.00	1,297.89	13.47%	
1908	043-10-534-3-5100	OFFICE SUPPLIES	2,000.00	0.00	0.00	42.68	1,957.32	0.00%	
1909	043-10-534-3-5210	GAS AND LUBRICANTS	150,000.00	8,988.76	40,851.64	0.00	109,148.36	27.23%	
1910	043-10-534-3-5230	JANITORIAL SUPPLIES	2,000.00	76.54	210.34	271.64	1,518.02	10.52%	
1911	043-10-534-3-5250	SMALL TOOLS	8,000.00	0.00	467.65	0.00	7,532.35	5.85%	
1912	043-10-534-3-5260	UNIFORMS	10,000.00	572.45	4,287.28	0.00	5,712.72	42.87%	
1913	043-10-534-3-5280	OPERATING SUPPLIES	15,000.00	387.32	10,541.02	4,487.67	-28.69	70.27%	
1914	043-10-534-3-5285	CUSTOMER REPAIRS	4,500.00	0.00	0.00	148.00	4,352.00	0.00%	
1915	043-10-534-3-5290	GARBAGE CONTAINERS/DUMPSTERS	60,000.00	11,710.00	11,710.00	0.00	48,290.00	19.52%	
1916			---	---	---	---	---	---	
1917		TOTAL	934,222.00	82,265.18	305,076.88	59,198.12	569,947.00	33.00%	
1918									
1919		**CAPITAL OUTLAY**							
1920	043-10-534-6-6400	CAPITAL OUTLAY	109,198.00	0.00	44,993.32	0.00	64,204.68	41.20%	
1921	043-10-534-6-6401	VEHICLE PURCHASE	300,007.00	0.00	0.00	0.00	300,007.00	0.00%	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
1922	043-10-534-6-6474	PUBLIC WORKS BUILDING	0.00	0.00	19,313.05	0.00	-19,313.05	0.00%	
1923			---	---	---	---	---	---	
1924		TOTAL	409,205.00	0.00	64,306.37	0.00	344,898.63	16.00%	
1925									
1926		**DEBT SERVICE**							
1927	043-10-517-7-7100	PRINCIPAL- AMERIS LOAN #281 SA	96,961.00	0.00	47,798.25	0.00	49,162.75	49.30%	
1928	043-10-517-7-7112	PRINCIPAL-2016 USBANCORP LEASE	0.00	0.00	0.00	0.00	0.00	0.00%	
1929	043-10-517-7-7113	PRINCIPAL-BB&T CLAMSHELL-SERVI	0.00	0.00	0.00	0.00	0.00	0.00%	
1930	043-10-517-7-7114	PRINCIPAL-FRONT LOADER	0.00	0.00	0.00	0.00	0.00	0.00%	
1931	043-10-517-7-7115	PRINCIPAL PUBLIC WORKS BLDG	24,892.00	0.00	0.00	0.00	24,892.00	0.00%	
1932	043-10-517-7-7200	INTEREST- AMERIS LOAN #281 SAN	18,673.00	0.00	10,018.84	0.00	8,654.16	53.65%	
1933	043-10-517-7-7212	INTEREST-2016 USBANCORP LEASE	0.00	0.00	0.00	0.00	0.00	0.00%	
1934	043-10-517-7-7213	INTEREST-BB&T CLAMSHELL-SERVIC	0.00	0.00	0.00	0.00	0.00	0.00%	
1935	043-10-517-7-7214	INTEREST-FRONT LOADER	0.00	0.00	0.00	0.00	0.00	0.00%	
1936	043-10-517-7-7215	INTEREST PUBLIC WORKS BLDG	37,213.00	0.00	0.00	0.00	37,213.00	0.00%	
1937			---	---	---	---	---	---	
1938		TOTAL	177,739.00	0.00	57,817.09	0.00	119,921.91	33.00%	
1939			---	---	---	---	---	---	
1940		**DEPARTMENT TOTAL**	**2,863,749.00**	**158,000.40**	**764,728.16**	**81,918.96**	**2,017,101.88**	**27.00%**	
1941			---	---	---	---	---	---	
1942									
1943			---	---	---	---	---	---	
1944		TOTAL EXPENDITURES	3,190,845.00	197,098.06	853,019.87	86,830.51	2,250,994.62	27.00%	
1945			---	---	---	---	---	---	
1946									
1947		**TRANSFERS**							
1948	043-10-534-9-9101	REIMB GENERAL FUND-ADMIN EXP	207,320.00	17,277.00	69,108.00	0.00	138,212.00	33.33%	
1949	043-10-534-9-9110	TRANSFER TO GENERAL FUND-FRANC	165,000.00	13,750.00	55,000.00	0.00	110,000.00	33.33%	
1950			---	---	---	---	---	---	
1951		TOTAL	372,320.00	31,027.00	124,108.00	0.00	248,212.00	34.00%	
1952									
1953		**CONTINGENCIES & RESERVES**							
1954	043-10-534-9-9900	CONTINGENCY/RESERVE	124,437.00	0.00	0.00	0.00	124,437.00	0.00%	
1955	043-10-534-9-9901	CAPITAL REPLACEMENT CONTINGENC	447,995.00	0.00	0.00	0.00	447,995.00	0.00%	
1956			---	---	---	---	---	---	
1957		TOTAL	572,432.00	0.00	0.00	0.00	572,432.00	0.00%	
1958			---	---	---	---	---	---	
1959		**TOTAL EXPENDITURES, TRANSFERS,**							
1960	**SANITATION FUND**	**CONTINGENCIES & RESERVES**	**4,135,597.00**	**228,125.06**	**977,127.87**	**86,830.51**	**3,071,638.62**	**24.00%**	
1961			---	---	---	---	---	---	

	A	B	E	F	G	H	I	J	K
1	**ACCOUNT_NUMBER**	**ACCOUNT_DESCRIPTION**	**2026_BUDGET**	**CURRENT_MONTH**	**CURRENT_YTD**	**ENCUMBERED**	**2026 REMAINING BALANCE**	**PERCENT REALIZED**	
1962									
1963	**TIF**								
1964	TIF REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 33.33 % Yr Complete For Fiscal Year: 2026 / 01								
1965		**PROPERTY TAXES**							
1966	030-00-311-0-3100	DOWNTOWN REDEV COUNTY SHARE	477,105.00	0.00	439,498.27		37,606.73	92.12%	
1967	030-00-311-0-3110	DOWNTOWN REDEV CITY SHARE	323,447.00	0.00	321,763.13		1,683.87	99.48%	
1968	030-00-311-0-3200	SOUTH HISTORIC COUNTY SHARE	141,394.00	0.00	130,271.14		11,122.86	92.13%	
1969	030-00-311-0-3220	SOUTH HISTORIC CITY SHARE	95,856.00	0.00	95,373.41		482.59	99.50%	
1970	030-00-311-0-3300	NORTH HISTORIC COUNTY SHARE	46,056.00	0.00	42,611.78		3,444.22	92.52%	
1971	030-00-311-0-3330	NORTH HISTORIC CITY SHARE	31,223.00	0.00	31,196.71		26.29	99.92%	
1972			----------	----------	----------		----------	----------	
1973		TOTAL	1,115,081.00	0.00	1,060,714.44		54,366.56	96.00%	
1974									
1975		**OTHER REVENUES**							
1976			----------	----------	----------		----------	----------	
1977		TOTAL	0.00	0.00	0.00		0.00	0.00%	
1978									
1979			----------	----------	----------		----------	----------	
1980		TOTAL REVENUES	1,115,081.00	0.00	1,060,714.44		54,366.56	96.00%	
1981			----------	----------	----------		----------	----------	
1982									
1983		**CASH BALANCE FORWARD**							
1984	030-00-301-0-0001	DOWNTOWN REDEVELOPMENT FORWARD	1,125,121.00	0.00	0.00		1,125,121.00	0.00%	
1985	030-00-301-0-0002	SOUTH HISTORIC BALANCE FORWARD	445,200.00	0.00	0.00		445,200.00	0.00%	
1986	030-00-301-0-0003	NORTH HISTORIC BALANCE FORWARD	129,372.00	0.00	0.00		129,372.00	0.00%	
1987			----------	----------	----------		----------	----------	
1988		TOTAL	1,699,693.00	0.00	0.00		1,699,693.00	0.00%	
1989			----------	----------	----------		----------	----------	
1990	**TIF**	**TOTAL REV, TRF & CASH BALANCES**	**2,814,774.00**	**0.00**	**1,060,714.44**		**1,754,059.56**	38.00%	
1991			----------	----------	----------		----------	----------	
1992	TIF EXPENDITURES / 33.33 % Yr Complete For Fiscal Year: 2026 / 01								
1993		**DOWNTOWN**							
1994	030-30-580-1-1100	EXEC SALARIES TIFDT	49,000.00	2,936.75	4,546.23	0.00	44,453.77	9.28%	
1995	030-30-580-1-2100	FICA TAX EXP TIF DT	3,749.00	224.66	347.78	0.00	3,401.22	9.28%	
1996	030-30-580-1-2200	RETIREMENT EXP TIF DT	13,524.00	810.54	1,103.03	0.00	12,420.97	8.16%	
1997	030-30-580-1-2300	HEALTH AND LIFE INSUR TIF DT	9,065.00	0.00	0.00	0.00	9,065.00	0.00%	
1998	030-30-580-3-3100	PROFESSIONAL SERVICES	110,000.00	2,875.00	2,875.00	0.00	107,125.00	2.61%	
1999	030-30-580-3-3105	SMALL BUSINESS DEVELOPMENT CEN	15,000.00	0.00	3,750.00	11,250.00	0.00	25.00%	
2000	030-30-580-3-3109	MAINTENANCE CONTRACT	20,000.00	1,200.00	4,800.00	10,275.00	4,925.00	24.00%	
2001	030-30-580-3-3200	AUDIT EXPENSE	11,900.00	0.00	1,848.28	0.00	10,051.72	15.53%	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
2002	030-30-580-3-4020	DOWNTOWN-SCHOOL,CONF,TRAVEL	3,500.00	0.00	0.00	0.00	3,500.00	0.00%	
2003	030-30-580-3-5000	FINES & FEES	0.00	0.00	13.53	0.00	-13.53	0.00%	
2004	030-30-580-3-5280	MISC EXPENSES	1,500.00	0.00	0.00	0.00	1,500.00	0.00%	
2005	030-30-580-3-5281	DOWNTOWN OPS SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00%	
2006	030-30-580-3-5401	FRA ANNUAL DUES, TRAINING & CO	1,500.00	0.00	0.00	0.00	1,500.00	0.00%	
2007	030-30-580-3-5402	DEO ANNUAL DUES	200.00	0.00	105.45	0.00	94.55	52.73%	
2008	030-30-580-6-6311	DOWNTOWN CHRISTMAS LIGHTS	33,483.00	0.00	33,483.07	0.00	-0.07	100.00%	
2009	030-30-580-6-6316	WAYFINDING	15,000.00	0.00	0.00	0.00	15,000.00	0.00%	
2010	030-30-580-6-6319	BUILDING IMPROVEMENT GRANT	135,000.00	50,000.00	57,387.50	0.00	77,612.50	42.51%	
2011	030-30-580-6-6320	LANDSCAPING	25,000.00	0.00	0.00	0.00	25,000.00	0.00%	
2012	030-30-580-6-6321	SITE AMENITIES	10,000.00	0.00	0.00	0.00	10,000.00	0.00%	
2013	030-30-580-6-6328	PUBLIC ART	40,000.00	0.00	0.00	0.00	40,000.00	0.00%	
2014	030-30-580-6-6329	PROPERTY AQUISITION	0.00	0.00	0.00	0.00	0.00	0.00%	
2015	030-30-580-6-6332	ECONOMIC DEVELOPMENT	15,000.00	0.00	0.00	0.00	15,000.00	0.00%	
2016	030-30-580-6-6334	SPECIAL EVENTS GRANTS	0.00	0.00	0.00	0.00	0.00	0.00%	
2017	030-30-580-6-6336	LARIMER RENOVATIONS	150,000.00	0.00	0.00	0.00	150,000.00	0.00%	
2018	030-30-580-6-6400	CAPITAL OUTLAY	1,517.00	0.00	0.00	0.00	1,517.00	0.00%	
2019			---	---	---	---	---	---	
2020		TOTAL	663,938.00	58,046.95	110,259.87	21,525.00	532,153.13	17.00%	
2021									
2022		**TRANSFERS**							
2023	030-30-580-9-9106	REIMB GENERAL-ADMIN EXP	96,529.00	8,044.00	32,176.00	0.00	64,353.00	33.33%	
2024	030-30-580-9-9108	REIMBURSEMENT-CONTR POLICE SER	128,246.00	10,687.00	57,545.62	0.00	70,700.38	44.87%	
2025	030-30-580-9-9109	REIMBURSEMENT-CONTR CODE ENFR	25,276.00	2,106.00	11,340.45	0.00	13,935.55	44.87%	
2026	030-30-580-9-9132	TRANSFER TO UTILITY FUND-POTAB	100,000.00	8,333.00	33,332.00	0.00	66,668.00	33.33%	
2027	030-30-580-9-9134	TRANSFER TO BETTER PLACE - STR	911,684.00	75,974.00	303,896.00	0.00	607,788.00	33.33%	
2028			---	---	---	---	---	---	
2029		TOTAL	1,261,735.00	105,144.00	438,290.07	0.00	823,444.93	35.00%	
2030									
2031			---	---	---	---	---	---	
2032		**DEPARTMENT TOTAL**	**1,925,673.00**	**163,190.95**	**548,549.94**	**21,525.00**	**1,355,598.06**	**28.00%**	
2033			---	---	---	---	---	---	
2034									
2035		**SOUTH HISTORIC**							
2036	030-31-580-1-1100	EXEC SALARIES TIFSouth	16,100.00	922.97	1,318.80	0.00	14,781.20	8.19%	
2037	030-31-580-1-2100	FICA TAX EXP TIFSouth	1,232.00	70.60	100.87	0.00	1,131.13	8.19%	
2038	030-31-580-1-2200	RETIREMENT EXP TIFSouth	4,444.00	254.74	346.66	0.00	4,097.34	7.80%	
2039	030-31-580-1-2300	HEALTH AND LIFE INSUR TIFSouth	2,979.00	0.00	0.00	0.00	2,979.00	0.00%	
2040	030-31-580-3-3100	PROFESSIONAL SERVICES	15,000.00	0.00	0.00	0.00	15,000.00	0.00%	
2041	030-31-580-3-3200	AUDIT EXPENSE	3,740.00	0.00	575.87	0.00	3,164.13	15.40%	

	A	B	E	F	G	H	I	J	K
1	**ACCOUNT_NUMBER**	**ACCOUNT_DESCRIPTION**	**2026_BUDGET**	**CURRENT_MONTH**	**CURRENT_YTD**	**ENCUMBERED**	**2026 REMAINING BALANCE**	**PERCENT REALIZED**	
2042	030-31-580-3-4020	SOUTH- SCHOOL,CONF,TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00%	
2043	030-31-580-3-5000	FINES & FEES	0.00	0.00	13.53	0.00	-13.53	0.00%	
2044	030-31-580-3-5280	MISC EXPENSES	650.00	0.00	0.00	0.00	650.00	0.00%	
2045	030-31-580-3-5281	SOUTH OPS SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00%	
2046	030-31-580-3-5400	FRA ANNUAL DUES, TRAINING	1,500.00	0.00	0.00	0.00	1,500.00	0.00%	
2047	030-31-580-3-5402	DEO ANNUAL DUES	110.00	0.00	57.95	0.00	52.05	52.68%	
2048	030-31-580-6-6329	BUILDING IMPROVEMENT GRANT	60,000.00	6,000.00	6,000.00	0.00	54,000.00	10.00%	
2049	030-31-580-6-6333	SIGNAGE	10,000.00	0.00	0.00	0.00	10,000.00	0.00%	
2050	030-31-580-6-6337	SITE AMENITIES	3,000.00	0.00	0.00	0.00	3,000.00	0.00%	
2051	030-31-580-6-6341	LANDSCAPING	20,000.00	16,450.00	16,450.00	0.00	3,550.00	82.25%	
2052	030-31-580-6-6343	CAPITAL OUTLAY	40,615.00	0.00	0.00	0.00	40,615.00	0.00%	
2053	030-31-580-6-6344	324 RIVER ST REPAIRS TILGHMAN	300,000.00	48,896.50	82,631.50	142,268.50	75,100.00	27.54%	
2054	030-31-580-6-6347	CODE COMPLIANCE	70,000.00	0.00	0.00	0.00	70,000.00	0.00%	
2055	030-31-580-6-9134	TRANSFER TO BETTER STREET	20,621.00	1,718.00	6,872.00	0.00	13,749.00	33.33%	
2056			---	---	---	---	---	---	
2057		TOTAL	569,991.00	74,312.81	114,367.18	142,268.50	313,355.32	20.00%	
2058									
2059		**TRANSFERS**							
2060	030-31-580-9-9102	TRANSFER TO UTILITY- SOUTH POT	30,000.00	2,500.00	10,000.00	0.00	20,000.00	33.33%	
2061	030-31-580-9-9105	REIMB GENERAL	34,210.00	2,851.00	11,404.00	0.00	22,806.00	33.34%	
2062	030-31-580-9-9108	REIMBURSEMENT-CONTR POLICE SER	40,306.00	3,359.00	18,086.69	0.00	22,219.31	44.87%	
2063	030-31-580-9-9109	REIMBURSEMENT-CONTR CODE ENFR	7,944.00	662.00	3,564.62	0.00	4,379.38	44.87%	
2064			---	---	---	---	---	---	
2065		TOTAL	112,460.00	9,372.00	43,055.31	0.00	69,404.69	38.00%	
2066									
2067			---	---	---	---	---	---	
2068		**DEPARTMENT TOTAL**	**682,451.00**	**83,684.81**	**157,422.49**	**142,268.50**	**382,760.01**	**23.00%**	
2069									
2070		**NORTH HISTORIC**							
2071	030-32-580-1-1100	EXEC SALARIES TIFNorth	4,900.00	335.63	629.59	0.00	4,270.41	12.85%	
2072	030-32-580-1-2100	FICA TAX EXP TIFNorth	375.00	25.67	48.16	0.00	326.84	12.84%	
2073	030-32-580-1-2200	RETIREMENT EXP TIFNorth	1,352.00	92.63	126.05	0.00	1,225.95	9.32%	
2074	030-32-580-1-2300	HEALTH LIFE INSURA TIFNorth	907.00	0.00	0.00	0.00	907.00	0.00%	
2075	030-32-580-3-3100	PROFESSIONAL SERVICES	4,300.00	0.00	0.00	0.00	4,300.00	0.00%	
2076	030-32-580-3-3200	AUDIT EXPENSE	1,360.00	0.00	208.85	0.00	1,151.15	15.36%	
2077	030-32-580-3-4020	NORTH- SCHOOL,CONF,TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00%	
2078	030-32-580-3-5000	FINES & FEES	0.00	0.00	13.53	0.00	-13.53	0.00%	
2079	030-32-580-3-5280	MISC EXPENSES	250.00	0.00	0.00	0.00	250.00	0.00%	
2080	030-32-580-3-5281	NORTH OPS SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00%	
2081	030-32-580-3-5400	FRA ANNUAL DUES, TRAINING	500.00	0.00	0.00	0.00	500.00	0.00%	

	A	B	E	F	G	H	I	J	K
1	**ACCOUNT_NUMBER**	**ACCOUNT_DESCRIPTION**	**2026_BUDGET**	**CURRENT_MONTH**	**CURRENT_YTD**	**ENCUMBERED**	**2026 REMAINING BALANCE**	**PERCENT REALIZED**	
2082	030-32-580-3-5402	DEO ANNUAL DUES	22.00	0.00	11.60	0.00	10.40	52.73%	
2083	030-32-580-6-6319	BUILDING IMPROVEMENT GRANT	40,000.00	0.00	0.00	0.00	40,000.00	0.00%	
2084	030-32-580-6-6322	GENERAL CAPITAL IMPROVEMENTS	16,005.00	0.00	0.00	0.00	16,005.00	0.00%	
2085	030-32-580-6-6328	CODE COMPLIANCE	30,000.00	0.00	0.00	0.00	30,000.00	0.00%	
2086			---	---	---	---	---	---	
2087		TOTAL	99,971.00	453.93	1,037.78	0.00	98,933.22	2.00%	
2088									
2089		**TRANSFERS**							
2090	030-32-580-9-9105	REIMB GENERAL-ADMIN EXP	10,359.00	863.00	3,452.00	0.00	6,907.00	33.32%	
2091	030-32-580-9-9108	REIMBURSEMENT-CONTR POLICE SER	14,657.00	1,221.00	6,575.19	0.00	8,081.81	44.86%	
2092	030-32-580-9-9109	REIMBURSEMENT-CONTR CODE ENFR	2,889.00	241.00	1,297.36	0.00	1,591.64	44.91%	
2093	030-32-580-9-9134	TRANSFER TO BETTER PLACE	78,774.00	6,565.00	26,260.00	0.00	52,514.00	33.34%	
2094			---	---	---	---	---	---	
2095		TOTAL	106,679.00	8,890.00	37,584.55	0.00	69,094.45	36.00%	
2096									
2097			---	---	---	---	---	---	
2098		**DEPARTMENT TOTAL**	**206,650.00**	**9,343.93**	**38,622.33**	**0.00**	**168,027.67**	**19.00%**	
2099									
2100			---	---	---	---	---	---	
2101		TOTAL EXPENDITURES	2,814,774.00	256,219.69	744,594.76	163,793.50	1,906,385.74	26.00%	
2102			---	---	---	---	---	---	
2103									
2104		**CONTINGENCIES & RESERVES**							
2105			---	---	---	---	---	---	
2106		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00%	
2107			---	---	---	---	---	---	
2108		**TOTAL EXPENDITURES, TRANSFERS,**							
2109	**TIF**	**CONTINGENCIES & RESERVES**	**2,814,774.00**	**256,219.69**	**744,594.76**	**163,793.50**	**1,906,385.74**	**26.00%**	
2110			---	---	---	---	---	---	
2111									
2112	**BETTER PLACE PLAN**								
2113	**BETTER PLACE PLAN REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 33.33 % Yr Complete For Fiscal Year: 2026 / 01**								
2114		**LOCAL OPTION, USE & FUEL TAXES**							
2115	101-00-312-6-0000	DISCRETIONARY SALES SURTAX	1,465,659.00	71,423.49	410,913.06		1,054,745.94	28.04%	
2116			---	---	---		---	---	
2117		TOTAL	1,465,659.00	71,423.49	410,913.06		1,054,745.94	28.00%	
2118									
2119		**STATE/FEDERAL GRANTS & PILOTS**							
2120	101-00-331-2-5508	USDA RBDG SIDEWALK IMPRVMNT	0.00	0.00	0.00		0.00	0.00%	
2121	101-00-331-2-5509	USDA PATROL CARS APPROPRIATION	0.00	0.00	0.00		0.00	0.00%	

	A	B	E	F	G	H	I	J	K
1	**ACCOUNT_NUMBER**	**ACCOUNT_DESCRIPTION**	**2026_BUDGET**	**CURRENT_MONTH**	**CURRENT_YTD**	**ENCUMBERED**	**2026 REMAINING BALANCE**	**PERCENT REALIZED**	
2122	101-00-331-3-9006	CDBG MIT IRMA IR042	1,377,000.00	0.00	8,600.41		1,377,000.00	0.62%	
2123	101-00-331-3-9007	HMGP Kay Larkin FD	306,011.00	0.00	212,563.61		93,447.39	69.46%	
2124	101-00-331-3-9008	Fed RAISE	3,000,000.00	0.00	0.00		3,000,000.00	0.00%	
2125	101-00-331-4-1000	Fed DOT SS4A	500,000.00	0.00	0.00		500,000.00	0.00%	
2126	101-00-331-7-7004	CDBG CARES COVID SIDEWALKS	3,000,000.00	0.00	0.00		3,000,000.00	0.00%	
2127	101-00-334-2-3000	PRICE MARTIN RETROFIT SHELTER	989,760.00	63,186.59	70,940.19		918,819.81	7.17%	
2128	101-00-334-6-1000	AFFORDABLE HOUSING APPROPRIATI	1,900,000.00	29,762.50	269,414.40		1,630,585.60	14.18%	
2129	101-00-334-7-7009	DOS AACH JENKINS GRANT	78,803.00	40,432.46	43,757.68		35,045.32	55.53%	
2130	101-00-334-7-7010	DHR BRONSON HOUSE	367,900.00	0.00	51,541.88		316,358.12	14.01%	
2131	101-00-334-7-7011	DOT SAFE STREETS 4 ALL	500,000.00	50,000.00	95,000.00		405,000.00	19.00%	
2132	101-00-334-9-1100	FDOT Downtown Streetscapes Pha	1,060,334.00	0.00	0.00		1,060,334.00	0.00%	
2133	101-00-334-9-1101	FDOT Downtown Streetscapes Pha	400,000.00	0.00	0.00		400,000.00	0.00%	
2134	101-00-337-7-0002	SHAW BUCK PARK IMPROVEMENTS	0.00	0.00	0.00		0.00	0.00%	
2135	101-00-337-7-0003	PALM BOWL PARK IMPROVEMENTS	0.00	0.00	0.00		0.00	0.00%	
2136			---	---	---		---	---	
2137		TOTAL	13,479,808.00	183,381.55	751,818.17		12,736,590.24	6.00%	
2138									
2139									
2140		**DISPOSITION OF FIXED ASSETS**							
2141			---	---	---		---	---	
2142		TOTAL	0.00	0.00	0.00		0.00	0.00%	
2143									
2144		**TRANSFERS IN**							
2145	101-00-381-0-1004	TRANSFER FROM TAX INCREMENT -	1,011,079.00	84,257.00	337,028.00		674,051.00	33.33%	
2146	101-00-381-0-1200	TRANSFER FROM GENERAL	150,000.00	12,500.00	50,000.00		100,000.00	33.33%	
2147	101-00-381-0-1300	TRANSFER FROM UTILTIY FUND	400,000.00	33,333.00	133,332.00		266,668.00	33.33%	
2148			---	---	---		---	---	
2149		TOTAL	1,561,079.00	130,090.00	520,360.00		1,040,719.00	34.00%	
2150									
2151									
2152		**DEBT PROCEEDS**							
2153	101-00-384-0-1000	LOAN/LEASE PROCEEDS	1,387,948.00	0.00	0.00		1,387,948.00	0.00%	
2154			---	---	---		---	---	
2155		TOTAL	1,387,948.00	0.00	0.00		1,387,948.00	0.00%	
2156									
2157			---	---	---		---	---	
2158		TOTAL OPERATING & OTHER REV	17,894,494.00	384,895.04	1,683,091.23		16,220,003.18	9.00%	
2159			---	---	---		---	---	
2160									
2161		**CASH BALANCE FORWARD**							

	A	B	E	F	G	H	I	J	K
1	**ACCOUNT_NUMBER**	**ACCOUNT_DESCRIPTION**	**2026_BUDGET**	**CURRENT_MONTH**	**CURRENT_YTD**	**ENCUMBERED**	**2026 REMAINING BALANCE**	**PERCENT REALIZED**	
2162	101-00-301-0-1007	BETTER PLACE BALANCE FORWARD	1,456,514.00	0.00	711,223.80		745,290.20	48.83%	
2163			----------	----------	----------		----------	----------	
2164		TOTAL	1,456,514.00	0.00	711,223.80		1,456,514.00	49.00%	
2165			----------	----------	----------		----------	----------	
2166	**BETTER PLACE**	**TOTAL REV, TRF & CASH BALANCES**	**19,351,008.00**	**384,895.04**	**2,394,315.03**		**17,676,517.18**	**13.00%**	
2167			----------	----------	----------		----------	----------	
2168	BETTER PLACE PLAN EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 33.33 % Yr Complete For Fiscal Year: 2026 / 01								
2169		**BETTER PLACE PLAN**							
2170									
2171		**OPERATING EXPENSES**							
2172	101-18-519-3-3100	PROFESSIONAL SERVICES	100,000.00	0.00	0.00	0.00	100,000.00	0.00%	
2173	101-18-519-3-3103	GRANT APPLICATION FEES	4,928.00	0.00	0.00	0.00	4,928.00	0.00%	
2174	101-18-519-3-5000	FINES & FEES	500.00	0.00	0.00	0.00	500.00	0.00%	
2175			----------	----------	----------	----------	----------	---------	
2176		TOTAL	105,428.00	0.00	0.00	0.00	105,428.00	0.00%	
2177									
2178		**CAPITAL OUTLAY**							
2179	101-18-519-6-6310	SIDEWALKS	110,000.00	0.00	9,400.00	0.00	100,600.00	8.55%	
2180	101-18-519-6-6330	PUBLIC WORKS BUILDING	1,374,348.00	874.72	105,400.24	1,008,764.48	260,183.28	7.67%	
2181	101-18-519-6-6400	STORMWATER	481,433.00	11,980.00	19,535.30	0.00	461,897.70	4.06%	
2182	101-18-519-6-6455	RESURFACING & STRIPING	500,000.00	0.00	323,746.70	26,200.00	150,053.30	64.75%	
2183	101-18-519-6-6457	HANK BRYAN PARK RESTROOM	0.00	0.00	0.00	0.00	0.00	0.00%	
2184	101-18-519-6-6459	PRICE MARTIN IMPROVEMENTS	100,000.00	0.00	0.00	55,542.70	44,457.30	0.00%	
2185	101-18-519-6-6467	CITY SHARE DOWNTOWN STREETSCAP	605,166.00	0.00	6,970.00	0.00	598,196.00	1.15%	
2186	101-18-519-6-6472	HMGP Kay Larkin FD CITY MATCH	34,001.00	0.00	0.00	0.00	34,001.00	0.00%	
2187	101-18-519-6-6473	DOS AACH JENKINS CITY MATCH	78,300.00	0.00	0.00	0.00	78,300.00	0.00%	
2188	101-18-519-6-6475	City Match Fed DOT SS4A	216,000.00	0.00	5,000.00	0.00	211,000.00	2.31%	
2189	101-18-519-6-6476	City Match CDBG MIT IRMA IR042	30,000.00	0.00	0.00	0.00	30,000.00	0.00%	
2190	101-18-519-6-6477	CITY MATCH BRONSON HOUSE	134,634.00	0.00	24,778.00	90,842.86	19,013.14	18.40%	
2191	101-18-519-6-6478	FPL REID STREET MEDIAN 1 BRIDG	400,277.00	203,757.56	203,757.56	0.00	196,519.44	50.90%	
2192	101-18-519-6-6480	RODDY ROAD FORCE MAIN RELOCATI	235,000.00	0.00	0.00	114,237.50	120,762.50	0.00%	
2193	101-18-519-6-6481	RIVER ST RETAINING WALL	370,000.00	0.00	0.00	0.00	370,000.00	0.00%	
2194	101-18-519-6-6482	FLOATING DOCK	295,000.00	44,000.00	44,000.00	119,741.00	131,259.00	55.51%	
2195	101-18-519-6-6483	ROLLING HILL STORMWATER	455,000.00	0.00	14,784.00	0.00	440,216.00	3.25%	
2196			----------	----------	----------	----------	----------	---------	
2197		TOTAL	5,419,159.00	260,612.28	757,371.80	1,415,328.54	3,246,458.66	14.00%	
2198									
2199		**DEBT SERVICE**							
2200	101-18-517-7-7106	PRINCIPAL PUBLIC WORKS BUILDIN	40,866.00	0.00	0.00	0.00	40,866.00	0.00%	
2201	101-18-517-7-7108	PRINCIPAL-PUMPER FIRE TRUCKS	74,517.00	0.00	74,516.53	0.00	0.47	100.00%	

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
2202	101-18-517-7-7206	INTEREST - PUBLIC WORKS BUILDI	61,094.00	0.00	0.00	0.00	61,094.00	0.00%	
2203	101-18-517-7-7208	INTEREST-PUMPER FIRE TRUCKS	8,708.00	0.00	4,668.85	0.00	4,039.15	53.62%	
2204			---	---	---	---	---	---	
2205		TOTAL	185,185.00	0.00	79,185.38	0.00	105,999.62	43.00%	
2206									
2207		**GRANT MATCHES**							
2208	101-18-519-8-6210	PRICE MARTIN RETROFIT SHELTER	989,760.00	63,186.59	70,940.19	852,239.71	66,580.10	7.17%	
2209	101-18-519-8-6327	CDBG MIT IRMA IR042	1,377,000.00	0.00	8,600.41	0.00	1,368,399.59	0.62%	
2210	101-18-519-8-6364	DOS AACH JENKINS GRANT	78,803.00	40,432.46	43,757.68	0.00	35,045.32	55.53%	
2211	101-18-519-8-8909	CDBG CARES COVID SIDEWALKS	3,000,000.00	0.00	0.00	0.00	3,000,000.00	0.00%	
2212	101-18-519-8-8934	HMGP Kay Larkin FD	306,011.00	0.00	212,563.61	54,763.13	38,684.26	69.46%	
2213	101-18-519-8-8937	DOT SAFE STREETS 4 ALL	500,000.00	50,000.00	95,000.00	0.00	405,000.00	19.00%	
2214	101-18-519-8-8938	Fed RAISE GRANT	3,000,000.00	0.00	0.00	0.00	3,000,000.00	0.00%	
2215	101-18-519-8-8940	DEO Affordable Housing state	1,900,000.00	29,762.50	269,414.40	258,475.00	1,372,110.60	14.18%	
2216	101-18-519-8-8941	FDOT Downtown Streetscapes Pha	1,060,334.00	0.00	0.00	0.00	1,060,334.00	0.00%	
2217	101-18-519-8-8942	USDA PATROL CARS APPROPRIATION	0.00	0.00	0.00	0.00	0.00	0.00%	
2218	101-18-519-8-8943	DHR BRONSON HOUSE	367,900.00	0.00	51,541.88	140,097.76	176,260.36	14.01%	
2219	101-18-519-8-8944	SHAW BUCK PARK IMPROVEMENTS	26,233.00	0.00	0.00	8,316.00	17,917.00	0.00%	
2220	101-18-519-8-8945	PALM BOWL PARK IMPROVEMENTS	16,628.00	0.00	332.89	0.00	16,295.11	2.00%	
2221	101-18-519-8-8946	VULNERABILITY ASSESSMENT	400,000.00	0.00	0.00	0.00	400,000.00	0.00%	
2222			---	---	---	---	---	---	
2223		TOTAL	13,022,669.00	183,381.55	752,151.06	1,313,891.60	10,956,626.34	6.00%	
2224									
2225		**TRANSFERS**							
2226	101-18-519-9-9100	TRANSFER TO GENERAL FUND	618,567.00	51,547.00	206,188.00	0.00	412,379.00	33.33%	
2227			---	---	---	---	---	---	
2228		TOTAL	618,567.00	51,547.00	206,188.00	0.00	412,379.00	34.00%	
2229									
2230			---	---	---	---	---	---	
2231		**DEPARTMENT TOTAL**	**19,351,008.00**	**495,540.83**	**1,794,896.24**	**2,729,220.14**	**14,826,891.62**	**10.00%**	
2232			---	---	---	---	---	---	
2233									
2234			---	---	---	---	---	---	
2235		TOTAL EXPENDITURES	19,351,008.00	495,540.83	1,794,896.24	2,729,220.14	14,826,891.62	10.00%	
2236			---	---	---	---	---	---	
2237									
2238		**RESERVES**							
2239			---	---	---	---	---	---	
2240		**DEPARTMENT TOTAL**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**	
2241									

	A	B	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	PERCENT REALIZED	
2242			----------	----------	----------	----------	----------	---------	
2243		**TOTAL EXPENDITURES, TRANSFERS,**							
2244	**BETTER PLACE**	**CONTINGENCIES & RESERVES**	**19,351,008.00**	**495,540.83**	**1,794,896.24**	**2,729,220.14**	**14,826,891.62**	**1.00%**	
2245			----------	----------	----------	----------	----------	---------	
2246									
2247	**MERICAN RESCUE PLAN ACT**								
2248	**AMERICAN RESCUE PLAN ACT / ESTIMATED VS. ACTUAL MONTHLY REPORT / 33.33 % Yr Complete For Fiscal Year: 2026 / 01**								
2249		**LOCAL OPTION, USE & FUEL TAXES**							
2250			----------	----------	----------		----------	----------	
2251		TOTAL	0.00	0.00	0.00		0.00	0.00%	
2252									
2253		**STATE/FEDERAL GRANTS & PILOTS**							
2254	300-00-331-5-1000	ARPA REVENUE	1,283,471.00	0.00	0.00		1,283,471.00	0.00%	
2255			----------	----------	----------		----------	----------	
2256		TOTAL	1,283,471.00	0.00	0.00		1,283,471.00	0.00%	
2257									
2258									
2259		**DISPOSITION OF FIXED ASSETS**							
2260			----------	----------	----------		----------	----------	
2261		TOTAL	0.00	0.00	0.00		0.00	0.00%	
2262									
2263		**TRANSFERS IN**							
2264			----------	----------	----------		----------	----------	
2265		TOTAL	0.00	0.00	0.00		0.00	0.00%	
2266									
2267									
2268		**DEBT PROCEEDS**							
2269			----------	----------	----------		----------	----------	
2270		TOTAL	0.00	0.00	0.00		0.00	0.00%	
2271									
2272			----------	----------	----------		----------	----------	
2273		TOTAL OPERATING & OTHER REV	1,283,471.00	0.00	0.00		1,283,471.00	0.00%	
2274			----------	----------	----------		----------	----------	
2275									
2276		**CASH BALANCE FORWARD**							
2277			----------	----------	----------		----------	----------	
2278		TOTAL	0.00	0.00	0.00		0.00	0.00%	
2279			----------	----------	----------		----------	----------	
2280	**ARPA FUND**	**TOTAL REV, TRF & CASH BALANCES**	**1,283,471.00**	**0.00**	**0.00**		**1,283,471.00**	**0.00%**	
2281			----------	----------	----------		----------	----------	

	A	B	E	F	G	H	I	J	K
1	**ACCOUNT_NUMBER**	**ACCOUNT_DESCRIPTION**	**2026_BUDGET**	**CURRENT_MONTH**	**CURRENT_YTD**	**ENCUMBERED**	**2026 REMAINING BALANCE**	**PERCENT REALIZED**	
2282		**AMERICAN RESCUE PLAN ACT**							
2283									
2284									
2285		**CAPITAL OUTLAY**							
2286	300-61-559-8-1200	OTHER PUBLIC HEALTH SERVICES	20,000.00	0.00	0.00	0.00	20,000.00	0.00%	
2287	300-63-559-8-3110	HOUSING SUPPORT SERVICES FOR U	50,000.00	0.00	0.00	0.00	50,000.00	0.00%	
2288	300-63-559-8-3120	HOUSING SUPPORT OTHER HOUSING	490,115.00	0.00	0.00	0.00	490,115.00	0.00%	
2289	300-63-559-8-3130	Housing Support - Homelessness	99,770.00	0.00	0.00	0.00	99,770.00	0.00%	
2290	300-63-559-8-3400	EDUCATION ASSIST SOCIAL EMOT M	70,000.00	0.00	0.00	0.00	70,000.00	0.00%	
2291	300-63-559-8-3500	EDUCATION ASSISTANCE OTHER	24,000.00	0.00	0.00	0.00	24,000.00	0.00%	
2292	300-65-559-8-5100	DW TREATMENT GAC Filters	167,882.00	0.00	0.00	0.00	167,882.00	0.00%	
2293	300-65-559-8-5110	DW TRANSMISS/DISTRIBUT Palm to	0.00	0.00	0.00	0.00	0.00	0.00%	
2294	300-65-559-8-5130	GIS CDBG N32 Palatka Heights	0.00	0.00	0.00	0.00	0.00	0.00%	
2295	300-65-559-8-5140	LEAD AND COPPER RULE	0.00	0.00	0.00	0.00	0.00	0.00%	
2296	300-66-559-8-6100	PROVISION OF GOVT SERVICES	25,000.00	0.00	0.00	0.00	25,000.00	0.00%	
2297	300-66-559-8-6101	RADIOS 800 MHZ - ARPA	0.00	0.00	0.00	0.00	0.00	0.00%	
2298	300-66-559-8-6102	VACANT PROPERTY PURCHASES/ABAT	193,129.00	0.00	0.00	0.00	193,129.00	0.00%	
2299	300-66-559-8-6103	ROAD MAINTENANCE	143,575.00	7,828.75	7,828.75	130,653.00	5,093.25	5.45%	
2300			---	---	---	---	---	---	
2301									
2302			---	---	---	---	---	---	
2303		TOTAL	1,283,471.00	7,828.75	7,828.75	130,653.00	1,144,989.25	1.00%	
2304									
2305		**GRANT MATCHES**							
2306									
2307			---	---	---	---	---	---	
2308		**DEPARTMENT TOTAL**	**1,283,471.00**	**7,828.75**	**7,828.75**	**130,653.00**	**1,283,471.00**	**1.00%**	
2309			---	---	---	---	---	---	
2310									
2311			---	---	---	---	---	---	
2312		TOTAL EXPENDITURES	1,283,471.00	7,828.75	7,828.75	130,653.00	1,283,471.00	1.00%	
2313			---	---	---	---	---	---	
2314									
2315		**RESERVES**							
2316			---	---	---	---	---	---	
2317		**DEPARTMENT TOTAL**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**	
2318									
2319			---	---	---	---	---	---	
2320		**TOTAL EXPENDITURES, TRANSFERS,**							
2321	**ARPA FUND**	**CONTINGENCIES & RESERVES**	**1,283,471.00**	**7,828.75**	**7,828.75**	**130,653.00**	**1,283,471.00**	**0.00%**	

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE FOURTH MONTH ENDED JANUARY 31, 2026

	A	B	E	F	G	H	I	J	K
1	**ACCOUNT_NUMBER**	**ACCOUNT_DESCRIPTION**	**2026_BUDGET**	**CURRENT_MONTH**	**CURRENT_YTD**	**ENCUMBERED**	**2026 REMAINING BALANCE**	**PERCENT REALIZED**	
2322			----------	----------	----------	----------	----------	---------	
2323									
2324									
2325									
2326		exp	**87,071,035.00**	**3,375,185.41**	**15,084,991.97**	**7,595,392.41**	**64,529,132.37**	**2.06**	
2327									
2328				$ -	$ -				
2329									
2330									
2331									

UTILITY FUND - BUDGET VS ACTUAL REVENUES AND EXPENSES

	A	B	C	D
1	**First Month YTD 01/31/2026 Total Utility Fund Budget and Actual**			
2	**Revenues**	**Budget**		**Actuals**
3	**Total Utility Fund**	**$ 27,623,291**		**$ 4,698,739**
4				
5	**Expenditures**	**Budget**		**Actuals**
6	**Total Utility Fund**	**$ 27,623,291**		**$ 4,609,529**
7				
8	**Net Results**	**Budget**		**Actuals**
9	**Total Utility Fund**	**$ -**		**$ 89,210**
10				
11	**Utility Fund**			
12		**Budget**		**Actuals**
13		**REVENUES**		
14	Federal & State Grants	$10,282,287		$643,045
15	Water & Waste/Sewer Charges	$9,393,684		$2,989,657
16	Other Revenues	$1,394,706		$661,705
17	Transfers	$130,000		$43,332
18	Fund Balance/Reserves - PY	$6,422,614		$361,000
19	**Total Revenues**	**$27,623,291**		**$4,698,739**
20				
21		**EXPENSES**		
22	Water Plant	$3,198,953		$1,047,859
23	Sewer/Wastewater Plant	$4,971,045		$800,338
24	Water & Sewer Distribution	$11,403,019		$1,062,016
25	Utility Administration	$810,931		$265,931
26	Debt	$1,444,061		$460,173
27	Transfers	$3,866,615		$973,213
28	Fund Balance/Reserves - PY	$1,928,668		$0
29	**Total Expenditures**	**$ 27,623,291**		**$ 4,609,529**
30				
31	**Net Results**	$ -		**$ 89,210**

BETTER PLACE PLAN FUND - BUDGET VS ACTUAL REVENUES AND EXPENSES

	A	B	C	D
1	**First Month YTD 01/31/2026 Total Better Place Plan Fund Budget and Actual**			
2	**Revenues**	**Budget**		**Actuals**
3	**Total Better Place Plan Fund**	**$ 19,351,008**		**$ 2,394,315**
4				
5	**Expenditures**	**Budget**		**Actuals**
6	**Total Better Place Plan Fund**	**$ 19,351,008**		**$ 1,794,896**
7				
8	**Net Results**	**Budget**		**Actuals**
9	**Total Better Place Plan Fund**	**$ -**		**$ 599,419**
10				
11	**Better Place Plan Fund**			
12		**Budget**		**Actuals**
13		**REVENUES**		
14	Discretionary Infrastructure Surtax	$1,465,659		$410,913
15	State/Federal Grants	$13,479,808		$751,818
16	Transfers In	$1,561,079		$520,360
17	Loan Proceeds	$1,387,948		$0
18	Fund Balance/Reserves - PY	$1,456,514		$711,224
19	**Total Revenues**	**$ 19,351,008**		**$ 2,394,315**
20				
21		**EXPENSES**		
22	Operating Expenses	$105,428		$0
23	Capital Outlay	$5,419,159		$757,372
24	Debt Service	$185,185		$79,185
25	Grant Matches	$13,022,669		$752,151
26	Transfers Out	$618,567		$206,188
27	Fund Balance/Reserves - PY	$0		$0
28	**Total Expenses**	**$ 19,351,008**		**$ 1,794,896**
29				
30	**Net Results**	$ -		**$ 599,419**
31				

TIF FUND - BUDGET VS ACTUAL REVENUES AND EXPENSES

	A	B	C	D
1	**First Month YTD 01/31/2026 Total TIF FUND Budget and Actual**			
2	**Revenues**	**Budget**		**Actuals**
3	**Total TIF Fund**	**$ 2,814,774**		**$ 1,060,714**
4				
5	**Expenditures**	**Budget**		**Actuals**
6	**Total TIF Fund**	**$ 2,814,774**		**$ 744,595**
7				
8	**Net Results**	**Budget**		**Actuals**
9	**Total TIF Fund**	**$ -**		**$ 316,119**
10				
11	**Tax Increment Fund**			
12		**Budget**		**Actuals**
13		**REVENUES**		
14	Property Tax	$1,115,081		$1,060,714
15	Other Revenues	$0		$0
16		$0		$0
17	Fund Balance/Reserves PY	$1,699,693		$0
18	**Total Revenues**	**$ 2,814,774**		**$ 1,060,714**
19				
20	**EXPENSES**			
21	Downtown Historic	$663,938		$110,260
22	South Historic	$569,991		$114,367
23	North Historic	$99,971		$1,038
24	Transfers	$1,120,458		$373,488
25	Reimbursements	$360,416		$145,442
26				
27				
28	Fund Balance/Reserves - PY			
29	**Total Expenses**	**$2,814,774**		**$744,595**
30				
31	**Net Results**	**$ -**		**$ 316,119**

SANITATION FUND - BUDGET VS ACTUAL REVENUES AND EXPENSES

	A	B	C	D
1	**First Month YTD 01/31/2026 Total Sanitation Budget and Actual**			
2	**Revenues**	**Budget**		**Actuals**
3	**Total Sanitation**	**$ 4,135,597**		**$ 1,263,236**
4				
5	**Expenditures**	**Budget**		**Actuals**
6	**Total Sanitation**	**$ 4,135,597**		**$ 977,128**
7				
8	**Net Results**	**Budget**		**Actuals**
9	**Total Sanitation**	**$ -**		**$ 286,108**
10				
11	**Sanitation Fund**			
12		**Budget**		**Actuals**
13		**REVENUES**		
14	Charges for Services	$3,624,973		$1,218,407
15	Contributions	$134,109		$44,704
16	Other Revenue	$16,158		$125
17	Debt Service	$0		$0
18	Fund Balance/Reserves - PY	$360,357		$0
19	**Total Revenues**	**$ 4,135,597**		**$ 1,263,236**
20				
21	**EXPENSES**			
22	Garage Maintenance	$327,096		$88,292
23	Sanitation Department	$2,666,010		$706,911
24	Capital Outlay	$20,000		$0
25	Debt Service	$177,739		$57,817
26	Transfers Out	$372,320		$124,108
27	Fund Balance/Reserves - PY	$572,433		$0
28	**Total Expenditures**	**$ 4,135,597**		**$ 977,128**
29				
30	**Net Results**	**$ -**		**$ 286,108**

GOLF FUND - BUDGET VS ACTUAL REVENUES AND EXPENSES

	A	B	C	D
1	**First Month YTD 01/31/2026 Total Golf Fund Budget and Actual**			
2	**Revenues**	**Budget**		**Actuals**
3	**Total Golf Fund**	**$ 185,679**		**$ 31,292**
4				
5	**Expenditures**	**Budget**		**Actuals**
6	**Total Golf Fund**	**$ 185,678**		**$ 210,811**
7				
8	**Net Results**	**Budget**		**Actuals**
9	**Total Golf Fund**	**$ 1**		**$ (179,519)**
10				
11	**Golf Course Fund**			
12		**Budget**		**Actuals**
13	**REVENUES**			
14	Restaurant Lease	$58,837		$17,960
15	Reimbursements	$33,829		$0
16	Profit Sharing Agreement	$52,416		$0
17	Other Revenues	$597		$0
18	Transfers In	$40,000		$13,332
19	Fund Balance/Reserves - PY	$0		$0
20	**Total Revenues**	**$185,679**		**$31,292**
21				
22				
23	**EXPENSES**			
24	Maintenance Expenditures	$129,490		$121,850
25	Maintenance Capital Exp	$20,000		$83,903
26	Club House Operating Exp	$36,000		$4,998
27	Club House Capital	$0		$0
28	Transfers	$189		$60
29	Debt Service	$0		$0
30	Fund Balance/Reserves - PY	$0		$0
31	**Total Expenditures**	**$ 185,678**		**$ 210,811**
32				
33	**Net Results**	**$ 1**		**$ (179,519)**

ARPA FUND BUDGET VS ACTUAL REVENUES AND EXPENSES

	A	B	C	D
1	**First Month YTD 01/31/2026 Total ARPA Fund Budget and Actual**			
2	**Revenues**	**Budget**		**Actuals**
3	**Total ARPA Fund**	**$ 1,283,471**		**$ 7,829**
4				
5	**Expenditures**	**Budget**		**Actuals**
6	**Total ARPA Fund**	**$ 1,283,471**		**$ 7,829**
7				
8	**Net Results**	**Budget**		**Actuals**
9	**Total ARPA Fund**	**$ -**		**$ -**
10				
11	**ARPA Fund**			
12		**Budget**		**Actuals**
13	**REVENUES**	$1,283,471		$7,829
14	Revenues			
15	**Total Revenues**	**$1,283,471**		**$7,829**
16	**EXPENSES**			
17	Operating Expenses	$778,885		$0
18	Capital Outlay	$504,586		$7,829
19	Fund Balance/Reserves - PY			
20	**Total Expenses**	**$1,283,470**		**$7,829**
21				
22	**Net Results**	**$ -**		**$ -**

AIRPORT FUND - BUDGET VS ACTUAL REVENUES AND EXPENSES

	A	B	C	D
1	**First Month YTD 01/31/2026 Total Airport Fund Budget and Actual**			
2	**Revenues**	**Budget**		**Actuals**
3	**Total Airport Fund**	**$ 4,414,517**		**$ 696,992**
4				
5	**Expenditures**	**Budget**		**Actuals**
6	**Total Airport Fund**	**$ 4,414,517**		**$ 681,107**
7				
8	**Net Results**	**Budget**		**Actuals**
9	**Total Airport Fund**	**$ -**		**$ 15,885**
10				
11	**Airport Fund**			
12		**Budget**		**Actuals**
13	**REVENUES**			
14	Federal & State Grants	$2,472,157		$169,345
15	Operating Revenues	$1,539,108		$357,669
16	Other Revenues	$31,232		$26,330
17	Transfers	$200,000		$66,668
18	Cash Balance Forward	$172,020		$76,981
19	**Total Revenues**	**$ 4,414,517**		**$ 696,992**
20				
21	**EXPENSES**			
22	Personnel Expenses	$483,698		$143,346
23	Operating Expenses	$1,020,648		$229,093
24	Capital Outlay	$2,584,156		$236,325
25	Debt Service	$50,000		$0
26	Reimbursements	$217,037		$72,344
27	Transfer, Contngencies, Reservs	$58,979		$0
28	**Total Expenditures**	**$ 4,414,517**		**$ 681,107**
29	**Net Results**	**$0**		**$ 15,885**

	A	B	C	D
2	**General Fund Revenues**			
3	**First Month YTD 01/31/2026**			
4	**Sources**	**Budget**		**Actuals**
5	Property Taxes	$4,628,086		$3,500,176
6	Local Option Taxes	$565,503		$187,798
7	Utility Service Taxes	$1,501,083		$558,363
8	Communication Service Tax	$400,852		$130,736
9	Licenses/Permits	$120,454		$46,902
10	Franchise/Impact Fees	$1,231,880		$514,662
11	Special Assessments	$2,292,138		$1,728,113
12	State/Federal Grants	$662,620		$18,994
13	State Shared Revenues	$1,136,764		$366,152
14	Impact Fees	$850,000		$73,352
15	Charges for Service	$221,456		$130,200
16	Fines and Forfeits	$211,503		$29,306
17	Miscellaneous Revenues	$1,648,888		$160,583
18	Transfers In	$1,658,567		$552,852
19	Contributions/Reimbursements	$2,169,468		$748,466
20	Debt Proceeds	$2,386,671		$0
21	Fund Balance/Reserves - PY	$5,576,765		$50,000
22	**Total Revenues**	**$27,262,698**		**$8,796,656**
23				
24				
25	**General Fund Expenditures**			
26	**Departments**	**Budget**		**Actuals**
27	City Commission	$561,464		$78,351
28	City Manager	$809,762		$132,571
29	City Clerk's Office	$167,458		$61,492
30				
31	**General Fund Expenditures Continued**			
32	Finance Department	$687,768		$209,128
33	Human Resources	$460,222		$86,899
34	Facilities Maintenance	$553,538		$172,529
35	Information Technology	$408,000		$100,403
36	General Administration - City Hall	$245,795		$35,960
37	Legal Counsel	$269,564		$84,803
38	Other Government Services	$1,110,900		$467,082
39	Building & Zoning	$730,660		$133,362
40	Police Department	$5,794,531		$1,964,964
41	Code Enforcement	$331,346		$81,767
42	Fire Department	$6,455,474		$1,498,645
43	Streets	$2,067,235		$410,211
44	Cemetery	$148,960		$24,587
45	Cultural Services	$212,692		$70,221
46	Recreation	$523,434		$126,308
47	Parks	$1,527,392		$78,501
48	Price Martin Center	$58,400		$4,394
49	Water Taxis	$97,600		$24,920
50	Jenkins Gymnasium	$179,076		$81,995
51	Transfers	$390,000		$130,000
52	Contingencies	$0		$0
53	Fund Balance/Reserves - PY	$3,471,427		$0
54	**Total Expenditures**	**$27,262,698**		**$6,059,094**
55				
56	**General Fund Net**	**$0**		**$2,737,562**

City of Palatka FY 2026 Financial Dashboard
January 2026

Overall Financial Condition: Stable
Citywide revenues exceed expenditures early in FY2026.

Fund	Budget 25 (For Reference Only)	Budget 26	Actual Exp. YTD	Actual Rev YTD
Total Citywide	**$78,295,092**	**$87,071,035**	$15,084,988.75	$18,949,773.50
General Fund	$23,916,861	$27,262,698	$6,059,094	$8,796,656
Airport Fund	$5,170,276	$4,379,941	$681,107	$696,992.35
ARPA Fund	$1,546,461	$1,283,471	$7,828	$7,828
Golf Course Fund	$174,578	$185,679	$210,811	$31,292
Better Place Fund	$15,258,788	$19,351,008	$1,794,896	$2,394,315
Sanitation Fund	$4,006,922	$4,135,597	$977,128	$1,263,236
Utility Fund	$26,032,356	$27,623,291	$4,609,529	$4,698,739
Tax Increment Fund	$2,188,830	$2,814,774	$744,595	$1,060,714

Stable
Monitoring Closely
Undertaking Corrective Action

FY2026 General Fund Expenditure Dashboard
January 2026 (FOURTH MONTH YTD)

Departments	Budget	Actuals	% of Budget	Indicator
City Commission	$561,464	$78,351	13.95%	
City Manager	$809,762	$132,571	16.37%	
City Clerk's Office	$167,458	$61,492	36.72%	
Finance Department	$687,768	$209,128	30.41%	
Human Resources	$460,222	$86,899	18.88%	
Facilities Maintenance	$553,538	$172,529	31.17%	
Information Technology	$408,000	$100,403	24.61%	
General Administration - City Hall	$245,795	$35,960	14.63%	
Legal Counsel	$269,564	$84,803	31.46%	
Other Government Services	$1,110,900	$467,082	42.05%	
Building & Zoning	$730,660	$133,362	18.25%	
Police Department	$5,794,531	$1,964,964	33.91%	
Code Enforcement	$331,346	$81,767	24.68%	
Fire Department	$6,455,474	$1,498,645	23.22%	
Streets	$2,067,235	$410,211	19.84%	
Cemetery	$148,960	$24,587	16.51%	
Cultural Services	$212,692	$70,221	33.02%	
Recreation	$523,434	$126,308	24.13%	
Parks	$1,527,392	$78,501	5.14%	
Price Martin Center	$58,400	$4,394	7.52%	
Water Taxis	$97,600	$24,920	25.53%	
Jenkins Gymnasium	$179,076	$81,995	45.79%	
Transfers	$390,000	$130,000	33.33%	
Contingencies	$0	$0	0.00%	
Fund Balance/Reserves - PY	$3,471,427	$0	0.00%	

Color Indicators: GREEN (<33.9%), YELLOW (34-48%) , RED (>49%)

FY2026 Fund Reserves & Outlook
January 2026 (Third Month YTD)

Overall Outlook: Stable

Targeted improvements recommended for low reserve (buffer) funds.

Fund	Budget 26	%	Reserve	Indicator
General Fund	$27,262,698.00	20.46%	$5.6 million	
Airport Fund	$ 4,379,941.00	3.93%	$172K	
Utilities	$27,623,291.00	23.25%	$6.4 million	
Sanitation	$ 4,135,597.00	8.71%	$360K	

Stable
Monitoring Closely
Undertaking Corrective Action

Grant funds, capital funds, and tax increment funds typically don't need a reserve because they are allocated for specific projects or purposes and are spent according to predefined budgets rather than being used for ongoing operational contingencies.

CITY MANAGER REPORT

FEBRUARY 26, 2026

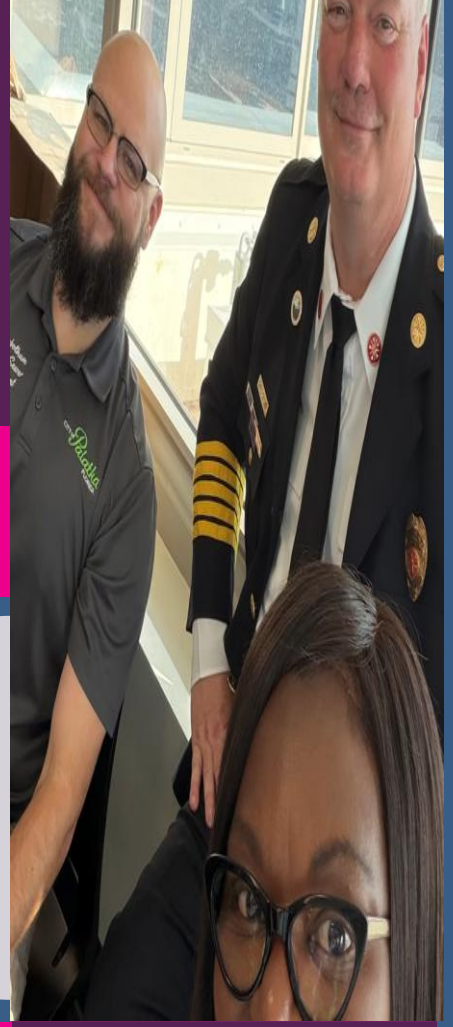
ITEMS

I. Legislative Update

II. Grant-Funded Projects

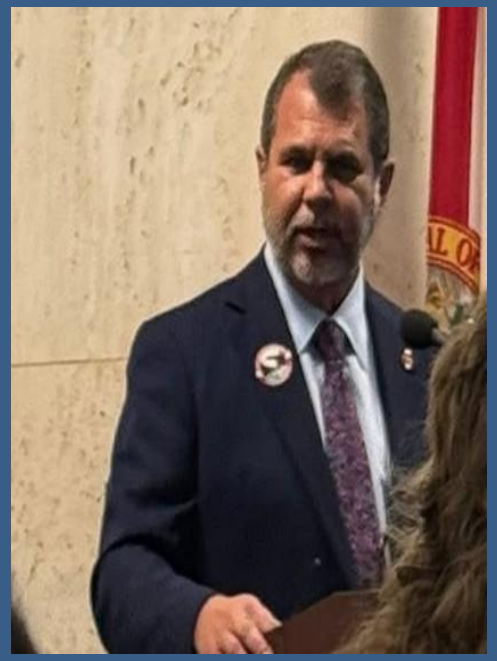
I. LEGISLATIVE UPDATE

The Putnam Day was a major achievement for the City of Palatka and Putnam County government and businesses to inform the legislators of their achievements, needs, goals, obstacles, strengths, and opportunities.



I. LEGISLATIVE UPDATE

The interaction with the legislators, the other municipalities, and businesses which are expanding into our city provided more understanding of the future of the city of Palatka. TEAM Palatka at work again!!



II. GRANT-FUNDED PROJECTS

Project Name/Amount	Grant Amount
CDBG IR042 - Three Areas Flooding	$1,537,633
WWTP Upgrades Biosolids	$4,991,700
WTP GAC - SRF DW540250	$3,424,200
NE/NW Potable Water	$10,500,000
CDBG Price Martin	$1,176,315
Sanitary Sewer Master Plan	$385,000
Madison St. 5th - RR WTP Pump Upgrade	$1,250,000
RAISE	$8,176,001
Lift Station 16 Replacement - St. Johns/Zeigler	$340,195.12
COVID Sidewalks - CDBG	$5,000,000
Jenkins Remodel	$690,000
Sewer Lining (Citywide) LPA0354	$4,515,531
HMGP Fire Station Wind Retrofit	$306,010.37
Safe Streets 4 All	$960,000
Airport Obstruction Tree Removal	$575,000
SJA Downtown Streetscapes (lighting/sidwalks)	$1,500,000
Affordable Housing	$2,000,000
Airport Access Control & Gate Upgrades	$115,000
Airport Emergency Generators	$250,000
Airport FDOT Corporate Hangar	$1,850,000
FAA Airport AGIS Survey Property Map	$137,025
FDOT Airport AGIS Survey Property Map	$15,000
DEO Comprehensive Plan	$75,000
DEO Downtown Strategic Action Plan	$40,000
Bronson House DOS	$367,900
Airport FDOT Master Plan	$285,000
Palm Bowl Park	$50,000
Airport FDOT Wildlife Hazard Trench Fencing	$600,000
Shaw Buck Park	$50,000
FDEP Vulnerability Assessment	$400,000
FAA Airport Taxi "E"cho_Final Design	$95,309
FDOT Airport Taxiway Echo	$5,016.25
FAA Airport Taxi "E"cho _Final Design	$193,590
Runway 97 Extensions Study	$100,000
Smart Sewer Sensor	$134,720.78
Park Golf Cart Barn Roof	$26,627.67
Gateway Redevelopment Plan	$75,000

Total grant-funded projects equal $52.2 million, with a city match of $3.9 million

Grievance Policy
Grievance Policy

STAFF REPORT

DATE: February 26, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

To accept the grievance policy for the City of Palatka with the recommended changes.

BACKGROUND

The Grievance Policy for the City of Palatka, adopted by the Commission on April 24, 2025, included a provision regarding the City Manager Grievance Reporting and Investigatory Procedure. During a subsequent Commission meeting, the City Attorney identified a correction that was necessary due to a conflict between the policy language and the City Charter. The noted corrections have since been made, and the policy has been updated accordingly. Page 4 & 5 item 6 &7.

PROJECT ANALYSIS

Staff Recommendation

Staff recommends approval and adoption of the grievance policy as revised to resolve identified conflicts with the charter.

ATTACHMENTS

1.	Grievance Procedure Policy

SECTION 9.0: EMPLOYEE RELATIONS

Anti-Discrimination Policy

The City of Palatka is an equal opportunity employer and does not discriminate based upon an individual's race, color, religion, sex (including pregnancy, childbirth, or related conditions), national origin, disability, age, marital status, sexual orientation, gender identity, genetic information, political affiliation, veteran status, military reserve unit obligations, or any other classification protected by applicable law.

Any act of discrimination by employees will not be tolerated. Any employee, who engages in any act of illegal discrimination, including sexual harassment, will be subject to immediate disciplinary action, including, in the sole discretion of the City, immediate termination.

Prohibition Against Retaliation

It is unlawful to retaliate against any employee who files a complaint or who cooperates in an investigation. The City prohibits any form of retaliation against any employee who in good faith files a complaint or assists with an investigation. Upon receipt of a report of retaliatory behavior, the City will promptly investigate the matter and will take appropriate action upon conclusion of the investigation.

Intentional False Reports
False accusations of unlawful discrimination can have a serious detrimental effect on the work, professional and personal life of an innocent man or woman. Individuals who make reports that are later found to have been intentionally false or made maliciously without regard for the truth may be subject to disciplinary action including termination.

Confidentiality
Complaints of discrimination will be kept as confidential as possible. Information will be released only on a "need to know" basis. You will not be subjected to retaliation by the City because you have reported what you believe to be an incident of discrimination.

Equal Employment Opportunity Policy

The City of Palatka is an equal opportunity employer committed to

providing equal employment opportunity to all persons without regard to race, color, religion, sex (including pregnancy, childbirth, or related conditions), national origin, disability, age, marital status, sexual orientation, gender identity, genetic information, political affiliation, veteran status, military reserve unit obligations, or any other classification protected by applicable law.

As an employee, you are expected to observe both the spirit and the letter of this policy. You must not participate in or condone any form of discrimination, including harassment, with regard to recruiting, advertising, hiring, placement, promotion, transfer, compensation, benefits, disciplinary action, termination and all other privileges, terms and conditions of employment.

Your supervisor is responsible for establishing an environment where diversity is valued and which is free from all discrimination and harassment, including that which may be sexual, verbal, physical or visual in nature.

Employment Eligibility Policy

The City of Palatka will not discriminate against any individual because of citizenship status, as long as you can meet the documentation requirements of the Department of Homeland Security. In compliance with the Immigration Reform and Control Act (IRCA), you will be required to document your identity and employment authorization, including your U.S. citizenship.

Employees are responsible for initiating any documentation renewal processes and any administrative costs associated with those processes.

Employee Grievance Reporting & Investigatory Procedure

Intent:
All City employees shall have the following Grievance Procedures open to them:

A. All employees who wish to express a grievance may do so, at any time, by reporting such grievance to their immediate supervisor. Any grievance or complaint to be made against an employee's supervisor, elected official or board member shall be reported to the Human Resources Department. Based upon the severity of the complaint, Human Resources may at its discretion consult with the City Attorney and City Manager. The receiving party

shall discuss and explain any information to solve the grievance. Complaints against elected officials and board members shall be made to the Florida Commission on Ethics with a copy supplied to each Commissioner and City Manager.

B. The receiving party shall effect a solution of the grievance and, if not, the employee shall be referred to the City Manager, and the department head and Human Resources shall assist the employee in every way.

C. The City Manager will meet with any employee on any grievance, at any time to effect a solution.

D. Public Safety departments are addressed by state "Bill of Rights".

General Requirements:

A. Upon being notified of a grievance the receiving party shall arrange to discuss the grievance, within seventy-two (72) hours after the grievance request has been reported. If this is not possible due to illness, leaves of any reasons, etc., the acting supervisor shall do so.

B. Failure to resolve any grievances, either with or without discipline, within seventy-two (72) hours, automatically gives the employee the right to register the grievance with the City Manager, and the City Manager shall arrange a hearing of the grievance with the proper supervisor, department head, Human Resources, and City Manager. This applies to, both general and uniformed department employees, notwithstanding any union agreements.

City Manager Grievance Reporting & Investigatory Procedure

The following process is established to address employment complaints against the City Manager by City employees. The Mayor and the City Commission are encouraged to seek the advice and assistance of the Legal Department and/or Human Resources with any part of the process.

1. An employee shall submit to the their Department Head a written employment complaint against the City Manager. A copy of the written complaint shall be provided to the

City Attorney and the Human Resources Department. Human Resources shall forward the complaint to the City Commission by the next business day after receipt.

2. Within two (2) business days of receipt of the complaint, or as soon as practicable, the mayor shall acknowledge receipt of the complaint in writing to the complainant. The City Attorney and/or Human Resources staff shall assist the Mayor in the issuance of a complaint acknowledgment.

3. The employment complaint shall be addressed by the Commission in executive session at a special called meeting of the Commission.

4. The Mayor may, but is not required to, place the City Manager on paid administrative leave until the next business meeting of the City Commission following receipt of the complaint by delivering written notice to the City Manager. Written notice may be delivered by someone other than the Mayor, either in person, by mailing to the City Manager's home address that is on file with the City, or other reasonable means. Paid administrative leave is temporary leave with pay and benefits.

5. At the next business meeting of the City Commission following receipt of the complaint, the City Commission may, but is not required to, place the City Manager on paid administrative leave by taking formal action, which may be accomplished by motion or resolution. If the Mayor previously placed the City Manager on paid administrative leave in accordance with this section, the City Commission must take formal Commission action in order for such leave to continue.

6. The City Commission will, as soon as practicable, determine by ~~super-~~majority vote whether the complaint should be investigated. Investigations shall be conducted by a third-party with assistance from the City City's Legal and/or Human Resources Departments. City Commissioners shall not conduct an investigation or communicate with the complainant and investigator outside of executive session.

7. After completion of the investigation, or within thirty (30) calendar days if no investigation has been undertaken, the City Commission shall make a final decision through formal Commission action, including what, if any, steps should be taken with regard to the resolution of the complaint. If the City Commission determines that removal of the City Manager is appropriate, the city manager must be furnished at least thirty (30) days before the effective date of his or her removal with a formal statement in the form of a resolution passed by a ~~super-~~majority vote of the city commission stating the Commission's intention to remove him or her and the reasons therefore. Upon passage of the resolution stating the Commission's intention to remove the manager, the Commission by a similar vote may suspend him or her from duty, but his or her pay shall continue until his or her removal becomes effective.

8. Once a final decision has been made by the City Commission, the Human Resources Department shall communicate to the complainant the resolution of the complaint.

The provisions of this policy are not intended to limit any other remedies available by law.

Section 504 Grievance Procedure and the ADA

The City of Palatka recognizes its duty to provide equal employment opportunities to all qualified persons, including individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) of 1993, as amended. The City is committed to making reasonable accommodations available to individuals with disabilities who seek employment and will, upon request, afford qualified employees with disabilities reasonable accommodation to perform the essential functions of their job, except in circumstances where it creates an undue hardship to the Company or creates a safety risk to others.

Questions regarding or requests for reasonable accommodations should be directed to your supervisor or City Manager. Once the reasonable accommodation is defined and implemented, you will be expected to perform the essential functions of your job to the same or similar job standards as established for non-disabled employees.

The City of Palatka has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Housing and Urban Development/Florida Division of Community Affairs Regulations implementing section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794). Section 504 states, in part, that "no otherwise qualified handicapped individual.... shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Complaints should be addressed to:

City Manager
City of Palatka
201 N. 2nd Street
Palatka, Florida 32177
(386) 329-0100

who has been designated to coordinate section 504 compliance efforts.

Procedures:

A. A complaint should be filed in writing, or verbally. And should contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.

B. A complaint should be filled within fifteen (15) days after the complainant becomes aware of the alleged violation (Processing of allegations of discrimination, which occurred before his grievance procedure was in place, will be considered on a case-by-case basis).

C. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation shall be conducted by the City Manager. These rules contemplate informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. Under the Housing and Urban Development/Florida Division of Community Affairs Regulations, the City of Palatka need not process complaints from applicants for employment, or from applicants for admission to post-secondary educational institutions.

D. A written determination as to the validity of the

complaint, and a description of the Resolution, if any, shall be issued by the City Manager, and a copy forwarded to the complainants no later than fifteen (15) days after its filing.

A. The Section 504 Coordinator shall maintain the files and records of the City of Palatka, relating to the complaints filed.

Workshop Meetings: *March 11th, 5:00 p.m.* Develop policy regarding staff and elected-official relations.
March 18th, 5:00 pm Develop Board Governance standards

Workshop Meetings:

STAFF REPORT

DATE: February 26, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST
Requesting dates for upcoming workshops

BACKGROUND
It was requested that workshops are needed for Community Relations concerns (picnic tables, music played in family-oriented settings, signs for when there is construction downtown, finance workshop, homelessness and annexation concerning utilities.

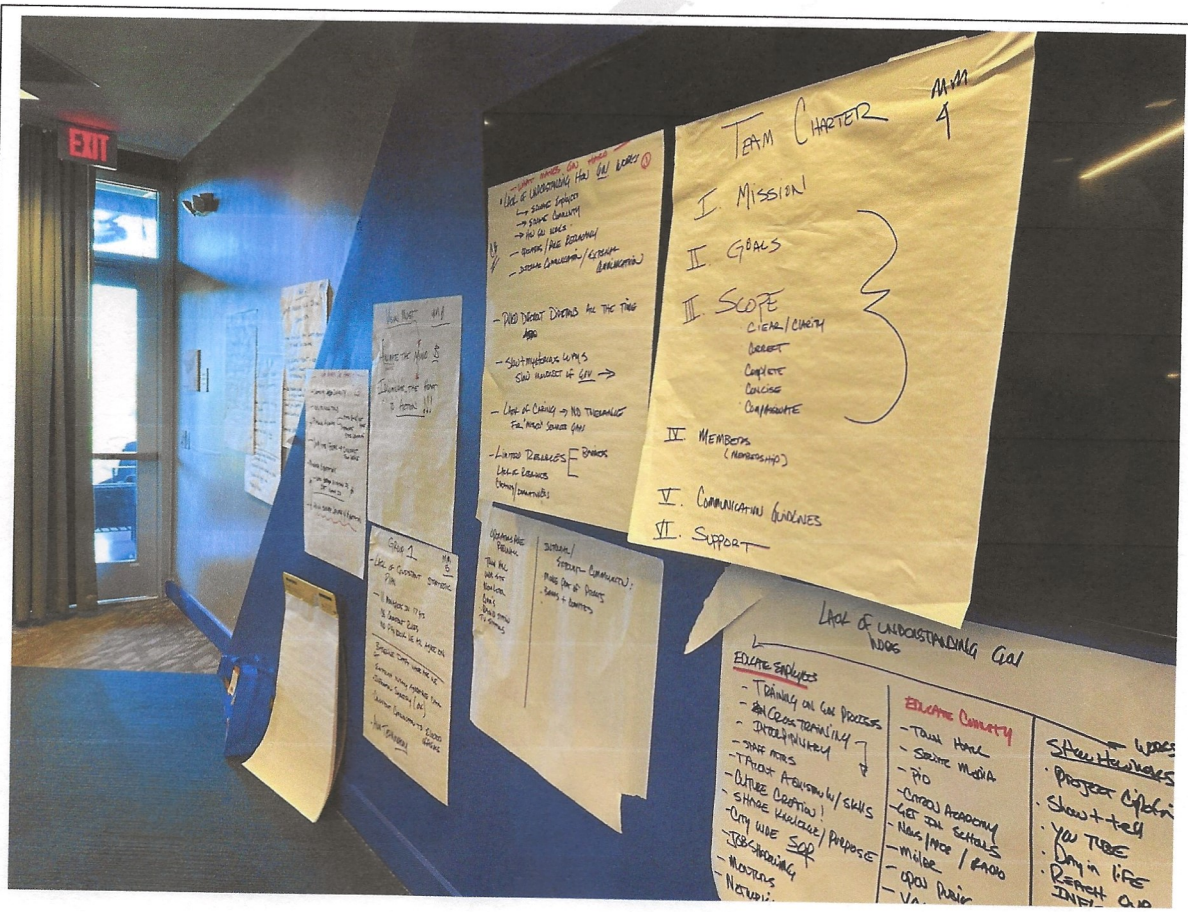
PROJECT ANALYSIS

Staff Recommendation
City Clerk is recommending dates for all workshops.

ATTACHMENTS
None

Palatka FL. Team Building Report- 2024

2/7/2024



Willaim R. Whitson & Matt Morton-
Local Government Visions, LLC

City of Palatka Team Building Retreat Report Table of Contents:

Section I. Introduction and General Background

Section II. Retreat Objectives and Kickoff Information

Section III. The DISC Assessment-the Value of Team Communications and Approach

Section IV. The five (5) Biggest Challenges for the City of Palatka (Group Reports)

Section V. What Makes Public Service Hard?

Section VI. Team Charter Outline..... The Beginning Framework

Section VII. Wrap Up of Open Discussion/Conclusions & Team Take Aways

Section VIII. Recommended Next Steps

Section IX. Appendix and References

Section X. Other LG Vision Services

Section I- Introduction and General Background:

Local Government Visions, LLC (LG Visions) submitted a proposal to conduct a team building retreat with the leadership of the City of Palatka in September of 2023. The agreement to proceed with the leadership/team building event was finalized during a Commission meeting on November 9, 2023. The proposal was accepted by the city primarily based on LG Visions unique concept of integrating a DISC assessment tool to facilitate better communications and build common ground within the leadership team. Following a series of discussions regarding site location, support, scheduling, and logistics that would best support the objectives of the city it was determined to hold the meeting at the Top Golf facility in Jacksonville, Florida on Saturday, January 20, 2024.

A copy of the basic meeting agenda is outlined below for easy reference:

Team Building Retreat- City of Palatka, FL.

Participant AGENDA

Saturday, January 20, 2024

Arrive at TopGolf Jacksonville between 9:45am- 10:00am

All Participants to Check-in with Facilitators: Assign participants Name Badge – You will be asked to write your name & the name of "Who You Admire the Most"/Are you a Cat Lover? Golf groups assigned by random colors to groups of up to 4 per area.

Top Golf Mixer – 10:00am to 12:00noon

Break for Buffet Lunch Service 12:00noon- 12:30pm/start working lunch food service

12:30- 1:00pm Team Building Workshop Kickoff.....Ice breaker exercise Find out 1 or more unusual thing about teammates- (See Worksheet at each participant Table).

Kickoff- Rules for Workshop Engagement & discussion William Whitson (1:15pm)

1:25pm – 2:15pm Matt & William Facilitate and move between tables.

Seating arranged by Personality Type. Look for your Table (Note: DISC Model explanation will be provided about the four main groups of Personality). When it's time- Each table to work together on the following question:

"What are the five (5) biggest challenges the City of Palatka faces today and how can they be best addressed?" They should select a spokesperson from the group and report back (15-20 min. to explain their list). Each group reports back...end between 2:10 and 2:15pm.

2:15pm Refreshment & bathroom Break (10-15 min.)

2:30pm discussion led by Matt M. "What makes Public Service Hard? Teams to ID and focus on important Team Building Skills." The team will list out helpful positive behaviors on flip charts for communication, motivation and decision making.

Agenda cont.....

3:00pm- Open discussion lead by Matt M. to collectively work on Building 1st draft Outline of Team Charter for Palatka 4:30pm

4:30pm- 5:00pm Where to go from here Wrap-up & Adjourn?

Contacts: William Whitson- lgvisions365@gmail.com

Matt Morton- mmortonicma@gmail.com

Section II- Retreat Objectives & Kickoff Information:

LG Visions President William Whitson initiated the retreat during a working lunch session with the team participants. He requested that the Retreat Participants adhere to the following guidelines during the meeting:

Our Goal is to.....RELAX!
Our Desire is to Create a "Safe/Respectful Environment"
QUOTE- Stephen Covey.....Most people -listen to respond not to understand!!!
Today's dialog should always be in the spirit of understanding and is to be respectful
PLEASE SUSPEND (As Best you Can your Pre-Notions/Biases about what can be achieved here today!)
No Wrong Answers/No Terrible Ideas!

Section III- The DISC Assessment- the Value of team communications and approach

The Palatka team was asked to take a DISC Assessment before they came to the retreat to better understand their basic approach to the work environment and communications preference. While the assessment is not a perfect predictor as each person is truly unique individual in their own way, the DISC instrument can provide some useful insights and indicate preferences on how a person responds to the work environment. The main goal of this approach and exercise was to try and establish common ground and better understanding that would lead to improved team cooperation and performance. The acronym (DISC) stands for **D** (Dominance), **I** (Influence), **S** (Steadiness) and **C** (Conscientiousness). During this time the group shared in the viewing of a YouTube Video on the DISC instrument entitled....The DISC Profile Assessment Explained - Your ULTIMATE Guide To Communication by Action COACH UK. A copy of the YouTube link is provided here:

https://youtu.be/tljrIF53utY

This video explained the four basic groups and their communication preferences/styles. The video encouraged people not only to use the golden rule of human interaction- "Treat people as you want them to treat you", the speaker challenged the participants to also be mindful of the DISC model and to go above and beyond to apply the platinum rule of communications..... which is to "communicate with others the way they want to be communicated with".

Section IV "The Biggest Challenges for Palatka"- (Group Reports)

Discussion began with defining the term "conditions". The definition of conditions used was technically everything is a condition, that is to say, conditions exist until an individual group or organization offers a solution or wants to take ownership of the condition. When this occurs, we generally see conditions become problems as different groups, different individuals and different organizations have different ideas or may have different value sets or want different outcomes to resolve a condition.

In light of understanding the term "conditions", the starting point for our discussion is that all of us have in common the following desires:

1) Our individual happiness and satisfaction. This may also be our collective happiness and satisfaction.
2) Our health which is both the physical and mental dimensions
3) Our own meaning and purpose, which can be broken down into the five questions every human being since the beginning of time has had to inquire of themselves....
4) Origin - Who am I Where do I come from?
5) Meaning - Is there good and evil or purpose in life and how do I know it?
6) Morality - Is there right and wrong and what defines that?
7) Destiny - What happens when we die?

We tend to filter conditions 1- 3 above through our experiential relevance and through whatever life observations we can bring to bear. With the definition of the term "conditions" explained, the team was divided into three groups for the purpose of identifying the conditions that are the biggest challenges for the city of Palatka. We also asked the groups to generate some initial ideas around how to begin to resolve the concerns/issues.

A general discussion was had in regard to "solving problems" and reducing the number of continuous disruptions by implementation of a systematic and interdisciplinary problem-solving approach. Through tackling persistent challenges and being able to set them aside as "complete or managed" the City of Palatka may begin to move out of the "tactical survival loop" of the day-to-day distractions and create the space to begin accomplishing initiatives towards the greater public good.

General Summary report of Group 1

The condition stated by the group was "lack of a consistent strategic plan"

-It was noted there have been 11 city managers in the past 17 years and that has resulted in shifting goal posts, and lack of organizational continuity which has resulted in no consistency in rules in their view and there is no consistent strategy that everyone can currently agree on.

-The group discussed the need for establishing baseline data accessible to the entire organization to establish "where we are at" and thereby removing information confusion on the progress being made.

-The data collection methods must be mutually agreeable. Communication should be consistent both to elected officials and from elected officials to staff

Group 1 Report cont.....

-avoid the technocracy, that is to say avoid over complicating issues behind compartmentalized metrics or other data that may be inaccessible to anyone outside the specific group, profession or field.

-metrics both quantitative and qualitative must be established by the City and incorporated into the strategic plan. Furthermore, these metrics must be prioritized and a budget provided if meaningful and sustainable action is to occur.

General Summary report of Group 2

A condition expressed by this group was:

Identifying and aiding economic growth opportunities where possible with limited resource opportunities

-a barrier is that there are limited opportunities for city and county citizens/families as a whole has to make good incomes

-there is a great desire within the community to stop exporting talent by keeping business and talent local in order to strengthen Palatka both financially and as a resilient and self-sufficient community filled with opportunity

-it was identified that the median household income in Palatka according to one metric is between 34,000 and $36,000 a year- for the entire household

-attracting job creators would improve quality of life - this also requires retention of workforce and a sustainable workforce that has provided the opportunity to gain the education and skills necessary to succeed in today's work world.

General Summary report of Group 3

The condition identified by group 3 was a "lack of respect, vision and effective communication."

-Respect of leadership: Leadership must make the effort to win followers by clearly articulating a vision and a way to accomplish that vision.

-there must be a clear connection and congruency between the vision of the team and the vision of the leaders.

-all activities must align with the stated vision. We discussed the essential nature of the simplicity and clarity of a vision statement for it to be effective. It must be so simple yet concise that anyone in the organization can readily recall it to mind and more importantly it must animate minds and illuminate hearts towards action.

This discussion was the beginning of an open dialog and core value exercise conducted with the group. The following page has a screen shot of a word cloud representation created by the group in our discussions. The word cloud represents the values the team wanted to emphasize in building a better vision for the Palatka organization. It should be noted that the larger in size a word appears or the more often it appears means that the value mentioned was discussed and emphasized by the group:

City of Palatka Shared Core Values

<u>Section V</u> "What makes Public Service Hard?"

LG Visions conducted a group exercise centered around the question "What Makes Public Service Hard?"

This discussion was held where participants were asked to identify as quickly as possible the challenges, they believe exist today that make public service hard. These challenges could be perceptions, they could be organizational barriers, or they could be areas of concern the team is looking to address in the future to improve the team culture in the city of Palatka.

The facilitators observed that in many local governments there appears to be a general lack of understanding of how local government works along several dimensions including, but not limited to:

- The need to continually educate employees.
- The need to continually educate and interact with the community.
- Creating continuity in the messaging on how local government works and is working.
- The need to identify roles in city operations and creating role redundancy and interpret departmental communication.
- Improving both the strength and inconsistency of internal communications as well as external communications with the public.

Section V cont.....

The group expressed that many local governments staff feel that they are often pulled in different directions. The feeling was they are not always provided with the time and often not given the opportunity to explain or/provide their best efforts to resolving issues before the next item emerges and the next issue becomes the new distraction.

There may be a perception among the public that government is slow and operates in mysterious ways - it was discussed by facilitators that government is purposely designed to be inefficient and slow when policymaking is underway so that all options for the greater good can be carefully evaluated. To expect too much efficiency with difficult emerging issues can sometimes be unrealistic and challenging.

Efficiency can be better achieved once a policy is set. This process can be sometimes confusing to both public and staff.

In general, local governments lack the resources which can create barriers to rapid success.

However, this is where creativity an interdepartmental cooperation can help overcome

limited resources.

It was identified that often there is a lack of creativity or ingenuity in the operation of

local governments.

The group discussed that governments in general can be reluctant to embrace new tools and techniques and this can be a reflection of culture or fiscal barriers to implementing new technologies, tools and techniques.

Local governments always face the challenge of personal agendas whether they come from the state of Florida legislature or other issue-oriented organizations or other outside arenas where people are attempting to accomplish a goal or complete a task.

In the City there seem to be disconnects in the minds of citizens on how federal, state, county and city governments work effectively together to solve issues proactively and cooperate for the best interests of citizens.

Managing expectations in any environment is difficult and especially so in smaller local governments.

The group discussed the need to align service delivery with expectation. It was discussed that when everything is important then nothing is important. To phrase it another way when everything is the number one priority nothing is the number one priority.

Section V cont.....

As part of the topic what makes public service hard, facilitators introduced a short form example and illustrated with the concept of using storyboards. It was explained that this technique was used by the Disney company; it was discussed how storyboarding is an inclusive, visual, and an effective way for everyone in the community to understand challenges and to be part of the discussion and try to move towards solutions that accomplish the greater good. The storyboard exercise is summarized below:

The storyboard exercise explored the condition statement "lack of understanding how

government works."

During the storyboarding exercise, the first contributing condition that was tackled involved **"educating employees".**

Our brainstorming session focused on how to provide better opportunities that could be implemented or evaluated to educate employees. Ideas included:

-Training on government processes

-Cross training across departments and operations

-Interdisciplinary training

- Conducting well designed staff meetings that follow agendas and provide opportunity for team input and ownership

- Identification of talent acquisition and finding talent with the skills necessary to advance the

organization

-Creating a unified, coherent and proactive culture

-Establishing city-wide standard operating procedures

-Job sharing and job shadowing initiatives

-It was strongly suggested that employees should both have a mentor and be a mentee

-Increased education and tools for networking

The second contributing condition that was discussed involved **"educating the community".** Our

brainstorming in this storyboarding exercise provided opportunities that could be implemented or evaluated to educate the community. These included:

-Creating more open town hall opportunities

-Utilizing social media more effectively

-Strengthening the role of the public information officer and strengthening the expectations as a key communicator for the city

Section V cont.....

-Creating a Citizens Academy

-Creating opportunities to engage school aged members of the community

-More effectively utilizing news outlets, newspapers, radio

-Considering mailers for messaging as there exists a segment of the population that is not engaged in digital platforms

-Creating more open public dialogue opportunities

-Encouraging regular listening sessions to and interacting with the voices of dissent and or critics of the city.

These important voices should be listened to.

The third contributing condition discussed in this group exercise was **"showing how local government works**; Brainstorm in this storyboarding exercise provided opportunities that could be implemented or evaluated to show how local government works included:

-Visually promoting the completion of projects and initiatives

-Taking a "show and tell" approach

-Utilizing YouTube to share city accomplishments and show achievements

-Potentially profiling key city employees in a "day in the life" series which could serve to familiarize and humanize those working in and serving in the community of Palatka

-Figuring out how to reach influencers within the community

-More effective and proactive communication and cooperation amongst employees and the many various civic organizations such as, but not limited to Kiwanis, Rotary, various local clubs and organizations, local churches, etc....

The fourth contributing condition evaluated was **"operations and role redundancy"**. Brainstorm in the storyboarding exercise provided opportunities that could be implemented or evaluated to improve operations and role redundancy included:

-Share through town halls

-Better utilization of the website

-Utilizing a regular newsletter

-Strengthening communications along all dimensions

-Increased utilization of local assets such as radio and television

Section VI Drafting the Team Charter- (The Beginning)

In the overview, facilitators discussed the idea of creating a team charter. The facilitators suggested that such a document might be a useful tool for the team. LG Visions believes that this would be a beneficial first step for organizational alignment and the foundation of a new or improved culture centered around the values, expectations and shared vision of the team at the City of Palatka. We suggest that City Leadership reference the word cloud values as a good starting place. All present agreed that the team is comprised of:

Competent and committed individuals who are all willing, wanting, and able to offer their best efforts for the success of the community.

At the outset we discussed the four essential principles to resolving issues and that should be considered when solving problems and considered when creating a team that charter. Those were:

a. In every situation separate the people from the problem

b. Focus on interests rather than positions

c. Generate a variety of options for solution - it was stated by the facilitator one option is a demand, two options is a tug of war, the identification or creation of three or more options is where collaboration and spirit of teamwork can be built. A true "Pareto Frontier" or efficient negotiation can then best occur. Finally, it was strongly recommended that the team always insist on objective criteria.

Section VII - Wrap Up of Open Discussion/Conclusions & Team Take Aways

Local Government Visions facilitators then lead the group in an open dialog based on all the discussions of the day. Based on this discussion there was a shared enthusiasm and commitment to improving the quality, function, communication, and performance of the team at the City of Palatka

The open discussion identified several barriers to communication between

elected officials and staff. As is typical most of these barriers result in

perceptions that are flawed and/or from not understanding various

communication styles or motivations. It was further discovered that the group

wishes to improve communication in the City. An expressed desire was to actively remove barriers and improve performance. This in turn will allow the team to better serve the citizens of the city of Palatka.

Section VII cont.....

It was uncovered that the primary motivation that exists is service towards the greater good of the community and creating policies, programs and procedures that best serve the citizens in the current environment. There was also a sense of wanting to create initiatives that prepare the community for resiliency and success in the future.

Many members of the team pledged to be more mindful in communication and work on efforts to communicate more effectively, strategically and with greater frequency where possible and permissible through the state of Florida sunshine laws and other obvious ethical considerations. Chief amongst the goals is to remain transparent to everyone and to remain in the sunshine without exception.

It was discussed that for many employees or citizens who only view the Commission and or department heads from a distance, it will take time to adjust perceptions from what they see or hear from televised meetings or secondhand conversations. This just strengthens the importance of clear concise and meaningful communication and action in public. It was also discussed that as a public servant or civil servant you are quote "always called to exhibit the highest levels of ethics and action as you set the example for the community you serve and the citizens you live amongst."

Section VIII Recommended Next Steps

LG Visions appreciates the opportunity provided to conduct this event. Our mission as a professional consulting firm is to directly support local governments and improve their effectiveness. Conducting team training events can provide both short term and longer-term improvements and benefits. By changing the culture of an organization and creating more "safe places" to work with our different approaches, it will head off conflicts and can improve the efficiency and service levels of organizations like Palatka. We would compare this process to the need for a human body to be strengthened through exercise or a baseball team's improvement through hard work and practice. During the event we reminded the Palatka Team that great cities are built on hard work and the desire to go above and beyond. The need to stretch and think differently about how to serve has never been stronger. The LG Visions team applauds the leadership of the city for understanding this basic idea and expressing during the event their desire to work hard and improve as an organization.

In closing, the city operates (as all local governments in Florida) in a very complex environment filled with ever increasing service demands, new State and Federal laws as well as a shortage of resources. This constant dynamic creates a need to perform smarter and more efficiently. Initiating additional training and the improvement of team communications is not a luxury, but we would suggest a critical necessity. In that regard, LG Visions stands ready to provide additional training to assist the city in improving systems, communications flow, and teamwork in 2024/25. Specifically, we would recommend the City Leadership (Commission & Management) carefully examine this report.

Section VIII cont.....

The contents outlined contains logical and appropriate "Next Steps". Specifically, we would highlight the following:

- Hold additional communication/teamwork sessions at the department level
- Conduct additional skills assessments for staff and process review evaluations
- Follow-through and actually build a Team Charter for Palatka
- Establish specific measures tied to goals (Note: LG Visions has some specific resources that can assist with this task)
- Build future budgets tied to the key goals of the city and the measurements of those goals
- Conduct a follow-up on the initial Team Building Retreat (Target in Nov/Dec. 2024) to assess team progress

Section IX Appendix and References

Local Government Visions, LLC conducted the team building Retreat in accordance with the provisions of Chapter 286 Florida Statutes- Open Records/Sunshine Law. The meeting was publicly noticed in advance. No resolution, rule, or formal action was part of the Retreat agenda nor considered by those officials gathered and participating in the retreat. This report is being provided as a summary record of the retreat events.

Fisher, R., Patton, B., & Ury, W. (2013). *Getting to yes: Negotiating agreement without giving in*. Media Production Services Unit, Manitoba Education.

Fisher, R. (1979). *Principled negotiation: A Working Guide*.

Heifetz, R. A., Linsky, M., & Grashow, A. (2014). *Adaptive leadership*. Harvard Business Review Press.

Section X Other Vision Services

In closing, listed below are few of the additional Local Government services that would be relevant and specific to assisting the City of Palatka:

- 12 - Week Transformational Leadership Academy
- Mentoring
- Executive Coaching
- Grant Writing
- Strategic Planning
- Team Charter (Drafting/Coaching/Facilitating)

The Functions of an Assistant City Manager

Assistant City Managers usually work under the supervision of a city manager to perform a variety of clerical, administrative, and professional tasks, especially the organization of local programs, services, and projects. These assistants work primarily in an office setting but also spend some time outdoors and help set the city's goals for community, economic, and business development.

Assistant city managers may provide supervision for large projects, studies, and research, and serve as the representative for the city manager to the public. They are also involved in the development and implementation of city policies and procedures. They may prepare annual budget and audits and also provide information to city managers regarding policies and decision-making, as well as a weekly activity report. These assistants are also tasked with addressing and resolving citizens' complaints and may assume the city manager's role in case of absence. They usually attend all city council meetings and must maintain a positive relationship with the public, as well as with staff and other city council members.

The primary skills required for this position are operations and project management, strategic planning, organizational development, and problem solving. Travel is occasionally required, and aspiring assistant city managers should have a bachelor's degree in public or business administration, and at least five years of experience in local government.

Assistant City Manager National Salary Range

The Assistant City Manager's typical annual salary ranges from $58,958 to $223,000, with an average amount of $67,825 to $98,477 during 2025-2026. The factors affecting the salary are experience, education, geographic location, and city size or budget. An experienced Assistant City Manager earns an average of $96,188 to $152,130.

The Functions of a General Services Director

General Director plays a crucial role in organizational leadership, overseeing operations and strategic planning. As of October 2025, the average salary for this position is $109,550. Salaries can significantly differ based on factors such as location, industry, and years of experience.

The Director of General Services oversees operational support services, including the fleet and facilities management, procurement, and administrative support, ensuring efficient and effective service delivery across departments. Also, assisting the City Manager with the related legal and contract matters. The key responsibilities are leadership and management, facilities and operations oversight, procurement and policy development, oversee purchasing and records management, and oversee risk management and safety.

Education required is a bachelor's degree in public or business administration, with a minimum of five to eight years in facilities management, preferably in a government or public sector setting. Strong leadership, communication and organizational skills are essential.

Assistant City Manager National Salary Range

In the United States, a General Services Director earns an average salary of $149,571. The salary range for a General Services Director is usually between $96,605 and $223,500 per year, representing the 25th to 75th percentiles respectively. The top 10% of earners, that is the 90th percentile, have an annual salary of $275,603. The highest General Services Director salary in the United States was $412,204. The average hourly pay for a General Services Director is $71.91.

Comparison of the City of Palatka salaries for the Assistant City Manager versus the General Services Director

Position	Salary Range	
	Step 1	Step 9
Assistant City Manager	$108,473	$180,515
Fringe Benefits (*)	$54,237	$90,258
Fully Loaded Salary	$162,710	$270,773
General Services Director	$84,084	$134,316
Fringe Benefits	$42,042	$67,158
Fully Loaded Salary	$126,126	$201,474
Variance	$36,584	$69,299
Percentage of Variance	22%	26%
(*) includes FICA, Pension, Health Benefits		

In conclusion, the functions of a General Services Director (GSD) are very similar to an Assistant City Manager (ACM), but focus more on operational management and helps to ensure overall efficiency, whereas, the ACM position does the same, but also serves as a substitute for the City Manager in various situations, such as leave instances, meetings, representations, and additionally, can be considered a possible pathway to develop a succession plan for the City Manager's position.

From a financial perspective, the GSD position would support the City Manager's position, and assist with cross-department needs, with a cost of 22% to 26% less, as shown above.

It is important to note that the City of Palatka, historically, has not had the position of Assistant City Manager filled, except for maybe, a six-month window when an employee was transitioning from the General Services Director to the Interim City Manager position, while the search for the permanent City Manager position was being filled (per Human Resources).

A RESOLUTION OF THE CITY OF PALATKA GRANTING APPROVAL TO HIRE R & M SERVICE SOLUTIONS TO REPLACE A BROKEN 24-INCH WATER VALVE ON THE MAIN WATER LINE FROM THE WATER PLANT FOR $182,255.00
REQUEST: Approval of Resolution
DEPARTMENT: Water & Sewer Department
MEETING DATE: [2/26/2026
PREPARED BY: Amanda Turbeville and Eli Higginbotham
FISCAL IMPACT: $182,255.00 (FY26 Capital Outlay – Budgeted)
SUBJECT: Replacement of Broken 24-Inch Water Valve on Main Water Line

STAFF REPORT

DATE: February 26, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Approval of a resolution authorizing the City of Palatka to hire R & M Service Solutions to replace a broken 24-inch water valve on the main water line from the water plant in the amount of $182,255.00

BACKGROUND

The Water & Sewer Department has identified a failure in a 24-inch water valve located on the main water transmission line from the water plant. Due to the critical nature of this infrastructure, timely replacement is necessary to maintain reliable water service and prevent potential disruptions to the system.

R & M Service Solutions maintains an active piggyback contract with the City of Tarpon Springs and was the only contractor to respond with the capability and availability to perform this specialized work.

Funding for this project has been approved and allocated in the FY26 budget under the Water & Sewer Department Capital Outlay.

PROJECT ANALYSIS

The damaged valve is a critical component of the City's primary water distribution system. Failure to replace the valve could result in service interruptions, reduced system reliability, and increased risk of emergency repairs.

Utilizing the existing piggyback contract allows the City to expedite the repair process while

ensuring competitive pricing and compliance with procurement requirements. The quoted cost of $182,255.00 is consistent with the scope and urgency of the work.

Staff Recommendation

Staff recommends that the City Commission approve the resolution granting permission to the Water & Sewer Department to hire R & M Service Solutions to replace the broken 24-inch water valve for $182,255.00.

ATTACHMENTS

1.	Palatka 24in Gate Valve Installation Quote RandM Service Solutions
2.	240055-B-AS Fully Executed Service Agreement - RM Service Solutions LLC
3.	R and M Service Solutions Sole Source Form Signed
4.	Bid Sheet Tarpon Springs 240055-B-AS $2069747.75 Submitted 04022024 1117AM
5.	Blue Water Tapping Quote 24-inch Valve
6.	Consildated Pipe Quote 24-inch Valve
7.	21. RESOLUTION 2026-R-21 HIRE R & M SERVICE SOLUTIONS

R&M Service Solutions LLC

7256 Westport Pl. Suite A
West Palm Beach, Florida, 33413
Contact: **Mike George**
Phone: **352-398-9127**
Email: **mgeorge@rmservicesolutions.com**

Quote To:	Eli Higginbotham	Job Name:	24in Gate Valve Installation
Company;	City of Palatka		N Moody Rd
	1010 Ocean Street	Quote Number:	25C0240RM
	Palatka, FL 32177	Date:	12/22/2025
Phone:	386-866-4073		
Email:	elihigginbotham@palatka-fl.gov		

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
46	Barricade type I or II, with warning light		EA	2.50	
53	Construction Signs		EA	100.00	
54	Arrow Boards		EA	125.00	
52	Temporary concrete Barrier Wall		LF	100.00	
61	MOT FDOTIndex 600	5.00	ED	1,500.00	7,500.00
162	24" Gate Valve and Box	1.00	EA	34,175.00	34,175.00
156	8" Gate Valve and Box	1.00	EA	3,000.00	3,000.00
148	Miscellaneous MJ Fittings C-110	200.00	LB	125.00	25,000.00
231	8" Retainer Gland	6.00	EA	135.00	810.00
236	24" Retainer Gland	5.00	EA	1,000.00	5,000.00
223	24" Bell Restraints	2.00	EA	2,900.00	5,800.00
263	24" Line Stop	1.00	EA	23,500.00	23,500.00
281	0'- up to 6' depth Excavation	2.00	EA	6,250.00	12,500.00
282	over 6'- up to 8' depth Excavation (If needed) 150	2.00	EA	2,500.00	5,000.00
283	over 8'- up to 10' depth Excavation	2.00	EA	2,500.00	5,000.00
284	up to 10'-up to 12' depth Excavation	2.00	EA	3,000.00	6,000.00
113	24" C905 DR 25 PVC Blue	20.00	LF	251.00	5,020.00
303	Well Point Pump 0'-6'	1.00	EA	7,500.00	7,500.00
304	Well Points 6'-8' depth	1.00	EA	4,800.00	4,800.00
305	Well Points 8'-10' depth	1.00	EA	4,900.00	4,900.00
306	Well Points 10'-12' depth	1.00	EA	5,500.00	5,500.00
307	Well Points 12'-14' depth	1.00	EA	5,800.00	5,800.00
300	Sheeting-Removed	300.00	SF	42.50	12,750.00
471	24"x2" saddle, 2' corp stop and 2' curb stop assem	1.00	EA	2,700.00	2,700.00
GRAND TOTAL					**$182,255.00**

AGREEMENT

THIS AGREEMENT, made and entered into on the ____7____ day of ____May__, 2024,

by and between R&M Service Solutions, LLC, (herein referred to as the "Contractor") and the City of Tarpon Springs, Florida (herein referred to as the "City").

NOW, THEREFORE in consideration of the promises and covenants contained herein, the parties agree as follows:

1. **Contractor Duties.**

That the Contractor shall furnish material and perform work for:

Utility Rehabilitation and Construction Services

For the City of Tarpon Springs, Florida, and in full and complete accordance as provided by the following enumerated documents, ("Contract Documents") which are incorporated herein by reference and made a part hereof as if fully setout herein:

The Invitation for Bid No. 240055-B-AS ("Exhibit A")
The Contractor's Bid dated April 02, 2024 ("Exhibit B")
Certificate of Insurance
This instrument and any changes to the following documents agreed to by the parties hereto.

Incorporation by Reference; Order of Precedence. This Agreement incorporates and makes a part hereof by reference the following documents: (i) the ITB No. 240055-B-AS and Addenda ("Exhibit A"), (ii) and Contractor's Proposal and all associated documents (collectively "Firm's Standard Terms") dated April 02, 2024 ("Exhibit B"). Notwithstanding any term in the City Contract to the contrary, in the event of any irreconcilable conflict between the terms of these respective documents, the terms in the earlier-listed document shall prevail over conflicting terms in a subsequently listed document.

2. **Term.**

The initial term of this contract will be May 7, 2024 through May 6, 2027. This contract includes one (1) 2-year renewal option.

3. **Pricing.**

Contractor warrants that all prices stated in its bid will remain firm for the initial term of this Agreement. Any escalation in prices will be made on an annual basis thereafter by mutual agreement between the City and Contractor. Request for price increases must be made in writing to the Procurement Services Director at least 60 days in advance. Increases in prices shall be based on the most recent U.S. Bureau of Labor Statistics, Consumer Price Index news release text (released Quarterly: April, July, October, and January of each fiscal period) 12-month percentage changes in the Consumer Price Index, not seasonally adjusted. Private Industry, Compensation Costs, the percentage change for the most recent calendar year reported, not to exceed five (5%) percent (see https://www.bls.gov/ppi/). All request for price increases are subject to review and approval by the City.

4. **Payment.**

Provided Contractor faithfully performs its obligations contained in this Agreement, the City shall pay Contractor in accordance with the prices submitted in the Contractor's bid dated April 02, 2024 ("Payment").

5. Amendments.

All provisions of the Contract Documents shall be strictly complied with and conformed to by the Contractor, and no amendment to this Contract shall be made except upon the written consent of the parties, which consents shall not be unreasonably withheld.

6. Severability.

In the event that any provision or portion hereof of any Contract Document shall be found to be invalid or unenforceable, then such provisions or portion thereof shall be performed in accordance with the applicable laws. The invalidity or unenforceability of any provision or portion of any Contract Document shall not affect the validity or enforceability of any other provision of the Contract Documents.

7. Due Authority.

Each party to this Agreement represents and warrants to the other parties that: (i) they are duly organized, qualified and existing entities under the laws of the State of Florida; and (ii) all appropriate authority exists so as to duly authorize the persons executing this Agreement to so execute the same fully bind the parties on whose behalf they are executing.

City of Tarpon Springs:

By: _____
Mark LeCouris, City Manager

Contractor: R&M Service Solutions, LLC.

By: _____

Name: Michael George

Title: General Manager

REMAINING PORTION INTENTIONALLY LEFT BLANK

(Acknowledgment of Contractor)

State of Florida)
County of Pasco) ss:
City of San Antonio)

The foregoing Agreement was acknowledged before me this 9th day of May, 2024, by Michael George, General Manager (Name and Title) of R&M Service Solutions ("Company"), on behalf of the Company. He/She is personally known to me or has produced personally known, as identification and appeared before me at the time of notarization.

Michael George warrants that he/she is authorized by the Company to execute the foregoing Agreement.

(SEAL)

Notary Public State of Florida
Penni L Cala
My Commission HH 371563
Expires 4/22/2027

NOTARY PUBLIC:

Penni L Cala

My commission expires: 04/22/2027

CITY of Palatka
FLORIDA

Sole Source Justification Form

Requestor: Eli Higginbotham

Department: Water and

Vendor Name: R and M Service

Spend Amount: $182,255.0

Describe Goods and/or Services:

Installation of a 24-inch water valve on the main water line coming from the Water Treatment Plant to the Water Tower.

Why is this a sole source, select one:

(x) This is the only vendor that can provide the only goods or services that will produce the desired results (or fulfill the specific need). In the section below select all that apply:

- [ ] Exclusive sales territory by manufacturer listed on (attach vendor letter)
- [ ] City Utility Standards approved material list
- [ ] Voids Manufacturer's warranty
- [ ] Does not perform as well as the manufacturers parts
- [ ] Compatibility issues with existing systems or components
- [x] Other: Has a piggyback contract with Tarpon Springs and was the only contractor to respond that could do the work.

( ) The item is available from more than one vendor, but due to other circumstances (such as prohibitive delivery time and cost, compatibility with existing systems, etc.), only one vendor is suited to provide the goods or services

Explain:

Initial here to confirm that you made reasonable attempt to locate competition (alternate sources of supply).

Requester's Signature: Eli Higginbotham Date: 1/5/26

Department Director's Signature: Date:

Utility Rehabilitation and Construction Services		240055-B-AS
Bid Sheets		
M&P = Measurement and Payment		Specs = Specifications
UOM = Unit of Measurement		LF = Linear Feet
EA = Each		SY = Square Yard
N/A = Not Applicable		SF = Square Foot
VF = Vertical Feet		CY = Cubic Yard
TN = Ton		ED = Each Day
LB = Pound		HR = Hour
FDOT = Florida Department of Transportation Specifications		Revisions in red

	M&P Item #	Description	UOM	Price
1		**Restoration, includes maintaining for 30 days after completion**		
2	1.01	Seed and mulch	SY	$ 8.00
3	1.01	Sodding - Bahia	SY	$ 10.00
4	1.01	Sodding - St. Augustine	SY	$ 10.00
5	1.01	Brick Street Restoration	SF	$ 110.00
6		**Control and abatement of erosion and water pollution**		
7	1.02	Sand bagging	CY	$ 400.00
8	1.02	Baled hay and staked	EA	$ 19.00
9	1.02	Staked silt fence	LF	$ 7.00
10	1.02	Filter Sock or Log	EA	$ 150.00
11		**Earthwork and related operations**		
12	1.03	Excavation of unsuitable material - haul offsite and dispose (truck measure)	CY	$ 125.00
13	1.03	Borrow (truck measure)	CY	$ 100.00
14	1.03	Clear right-of-way and haul off and dispose offsite (truck measure)	CY	$ 189.00
15		**Asphaltic concrete surface and friction courses**		
16	1.04	1-1/2" asphalt, Superpave Asphalt Base, Type B-12.5	SY	$ 145.00
17	1.04	1" asphalt overlay, Superpave Asphalt Base, Type B-12.5	SY	$ 145.00
18	1.04	Full depth asphalt, Superpave Asphalt Base, Type B-12.5	TN	$ 450.00
19	1.05	Milling (not to exceed a thickness of 1")	SY	$ 60.00
20	1.06	Crushed concrete base, 12" thick	SY	$ 185.00
21	1.06	Crushed concrete base, 6" thick	SY	$ 125.00
22	1.06	Asphalt Pavement Base & Base Restoration 4" Asphaltic Base	SY	$ 225.00
23	1.06	Asphalt Surface Pavement 1" PC-3 ACSC	SY	$ 450.00
24	1.06	Shell Driveway Base, 6" thick	CY	$ 175.00
25	1.06	Pea Gravel Driveway	SY	$ 175.00
26	1.07	Roadway density test	EA	$ 300.00

27	1.08	Proctor	EA	$ 125.00
28	1.09	Class I concrete	CY	$ 400.00
29	1.09	Concrete, miscellaneous, reinforced (3000psi)	CY	$ 945.00
30	1.09	Furnish and Install Structural Concrete (4000 psi)	CY	$ 1,500.00
31	1.10	Riprap (sand-cement)	CY	$ 150.00
32	1.11	Flowable fill	CY	$ 300.00
33	1.12	Remove and dispose of existing asphalt and concrete (truck measure)	CY	$ 200.00
34		**Concrete sidewalk, driveways and curb elements**		
35	1.09	Concrete sidewalk or driveway 4" thick	SY	$ 100.00
36	1.09	Concrete sidewalk or driveway 6" thick	SY	$ 125.00
37	1.09	Type F curb & gutter	LF	$ 85.00
38	1.09	2' valley gutter (Miami)	LF	$ 85.00
39	1.09	Special Refill Materials - Crushed Stone	LF	$ 200.00
40	1.09	Remove and Replace Concrete for Wall Penetrations 4" Diameter Hole	CY	$ 4,500.00
41	1.09	Remove and Replace Concrete for Wall Penetrations 6" Diameter Hole	CY	$ 6,000.00
42	1.09	Remove and Replace Concrete for Wall Penetrations 8" Diameter Hole	CY	$ 7,000.00
43	1.09	Remove and Replace Concrete for Wall Penetrations 10" Diameter Hole	CY	$ 8,000.00
44	1.09	Remove and Replace Concrete for Wall Penetrations Greater than 10 " Hole	CY	$ 9,000.00
45		**Traffic control devices**		
46	1.13	Barricade type I or II, with warning light	ED	$ 2.50
47	1.13	Barricade type III, with warning light	ED	$ 3.50
48	1.13	Temporary Pavement for Maintenance of Vehicular Traffic (Install & Remove)	CY	$ 800.00
49	1.13	Temporary Pavement for Maintenance of Pedestrian Traffic (Install & Remove)	CY	$ 1,525.00
50	1.13	Temporary Curb (Includes Paint & Delineators)	LF	$ 100.00
51	1.13	Temporary Vehicle Impact Attenuators	ED	$ 450.00
52	1.13	Temporary Concrete Barrier Wall (including mounted lights - Type C Steady Burn)	LF	$ 75.00
53	1.13	Signs, construction	ED	$ 100.00
54	1.13	Arrow boards - 5' minimum horizontal size	ED	$ 125.00
55	1.13	Traffic cones	ED	$ 6.00
56	1.13	Flagger person	HR	$ 100.00
57	1.13	Off Duty Law Enforcement Officer	HR	$ 125.00
58	1.13	Temporary Striping - solid or 6" - 10" skip single yellow or white stripe	LF	$ 4.00
59	1.13	Thermoplastic striping -- solid or 6" - 10" skip single yellow or white stripe	LF	$ 18.25
60	1.13	Raised pavement marker	EA	$ 25.00
61	1.14	MOT Multi-Lane (FDOT Index 102 613)	ED	$ 1,500.00
62	1.14	MOT Multi-Lane (FDOT Index 102 614)	ED	$ 1,500.00
63	1.14	MOT Multi-Lane (FDOT Index 102 615)	ED	$ 1,500.00
64	1.14	MOT Multi-Lane (FDOT Index 102 616)	ED	$ 1,500.00
65	1.14	MOT Multi-Lane (FDOT Index 102 617)	ED	$ 1,500.00

66		**Cross drains and side drains - replacement**		
67	1.15	18" concrete pipe round	LF	$ 195.00
68	1.15	18" concrete pipe eliptical	LF	$ 250.00
69	1.15	18" corrugated metal pipe round	LF	$ 145.00
70	1.15	24" concrete pipe round	LF	$ 250.00
71	1.15	24" concrete pipe eliptical	LF	$ 350.00
72	1.15	24" corrugated metal pipe round	LF	$ 301.00
73	1.15	30" concrete pipe round	LF	$ 320.00
74	1.15	30" concrete pipe eliptical	LF	$ 350.00
75	1.15	30" corrugated metal pipe round	LF	$ 200.00
76	1.15	36" concrete pipe round	LF	$ 350.00
77	1.15	36" concrete pipe eliptical	LF	$ 425.00
78	1.15	36" corrugated metal pipe round	LF	$ 250.00
79		**PVC C900 SDR 25, for force mains, 0' - 6' depth**		
80	1.16	3" SDR 25, PVC	LF	$ 54.00
81	1.16	4" SDR 25, PVC	LF	$ 65.00
82	1.16	6" SDR 25, PVC	LF	$ 80.00
83	1.16	8" SDR 25, PVC	LF	$ 90.00
84	1.16	10" SDR 25, PVC	LF	$ 115.00
85	1.16	12" SDR 25, PVC	LF	$ 125.00
86		**PVC C905 SDR 25, for force mains, 0' - 6' depth**		
87	1.16	16" SDR 25, PVC	LF	$ 145.00
88	1.16	18" SDR 25, PVC	LF	$ 160.00
89	1.16	20" SDR 25, PVC	LF	$ 175.00
90	1.16	24" SDR 25, PVC	LF	$ 300.00
91	1.16	30" SDR 25, PVC	LF	$ 475.00
92	1.16	36" SDR 25, PVC	LF	$ 545.00
93		**PVC, C900 DR 18, for water & reclaimed water mains, 0' - 6' depth**		
94	1.16	3" C900 DR 18 PVC-BLUE	LF	$ 54.00
95	1.16	3" C900 DR 18 PVC-PURPLE	LF	$ 54.00
96	1.16	4" C900 DR 18 PVC-BLUE	LF	$ 65.00
97	1.16	4" C900 DR 18 PVC-PURPLE	LF	$ 65.00
98	1.16	6" C900 DR 18 PVC-BLUE	LF	$ 80.00
99	1.16	6" C900 DR 18 PVC-PURPLE	LF	$ 80.00
100	1.16	8" C900 DR 18 PVC-BLUE	LF	$ 90.00
101	1.16	8" C900 DR 18 PVC-PURPLE	LF	$ 90.00
102	1.16	10" C900 DR 18 PVC-BLUE	LF	$ 115.00
103	1.16	10" C900 DR 18 PVC-PURPLE	LF	$ 115.00
104	1.16	12" C900 DR 18 PVC-BLUE	LF	$ 125.00

105	1.16	12" C900 DR 18 PVC-PURPLE	LF	$ 125.00
106		**PVC, C905 DR 25, for water & reclaimed water mains, 0' - 6' depth**		
107	1.16	16" C905 DR 25 PVC-BLUE	LF	$ 165.00
108	1.16	16" C905 DR 25 PVC-PURPLE	LF	$ 165.00
109	1.16	18" C905 DR 25 PVC-BLUE	LF	$ 170.00
110	1.16	18" C905 DR 25 PVC-PURPLE	LF	$ 170.00
111	1.16	20" C905 DR 25 PVC-BLUE	LF	$ 205.00
112	1.16	20" C905 DR 25 PVC-PURPLE	LF	$ 205.00
113	1.16	24" C905 DR 25 PVC-BLUE	LF	$ 251.00
114	1.16	24" C905 DR 25 PVC-PURPLE	LF	$ 251.00
115	1.16	30" C905 DR 25 PVC-BLUE	LF	$ 340.00
116	1.16	30" C905 DR 25 PVC-PURPLE	LF	$ 340.00
117	1.16	36" C905 DR 25 PVC-BLUE	LF	$ 400.00
118	1.16	36" C905 DR 25 PVC-PURPLE	LF	$ 400.00
119		**PVC, Schedule 80 - Grey, in accordance with ASTM D 1785**		
120	1.16	PVC, Schedule 80, Grey 2"	LF	$ 25.00
121	1.16	PVC, Schedule 80, Grey 3"	LF	$ 31.00
122	1.16	PVC, Schedule 80, Grey 4"	LF	$ 34.00
123	1.16	PVC, Schedule 80, Grey 5"	LF	$ 100.00
124	1.16	PVC, Schedule 80, Grey 6"	LF	$ 70.00
125	1.16	PVC, Schedule 80, Grey 8"	LF	$ 80.00
126	1.16	PVC, Schedule 80, Grey 10"	LF	$ 150.00
127	1.16	PVC, Schedule 80, Grey 12"	LF	$ 200.00
128		**HDPE, C901 per AWWA Specifications**		
129	1.17	HDPE, DIPS DR9 2"	LF	$ 35.00
130	1.17	HDPE, DIPS DR11 3"	LF	$ 35.00
131	1.17	HDPE, DIPS DR11 4"	LF	$ 40.00
132	1.17	HDPE, DIPS DR11 5"	LF	$ 400.00
133	1.17	HDPE, DIPS DR11 6"	LF	$ 70.00
134	1.17	HDPE, DIPS DR11 8"	LF	$ 80.00
135	1.17	HDPE, DIPS DR11 10"	LF	$ 125.00
136	1.17	HDPE, DIPS DR11 12"	LF	$ 136.00
137		**Ductile iron pipe, 0' - 6' depth**	LF	$ -
138	1.18	3" DIP, pressure class 350	LF	$ 260.00
139	1.18	4" DIP, pressure class 350	LF	$ 155.00
140	1.18	6" DIP, pressure class 350	LF	$ 143.00
141	1.18	8" DIP, pressure class 350	LF	$ 160.00
142	1.18	10" DIP, pressure class 350	LF	$ 180.00
143	1.18	12" DIP, pressure class 350	LF	$ 202.00

144	1.18	16" DIP, pressure class 350	LF	$ 250.00
145	1.18	20" DIP, pressure class 350	LF	$ 250.00
146	1.18	24" DIP, pressure class 350	LF	$ 279.00
147		**C110 full body mechanical joint or flanged fittings without accessories**		
148	1.19	Miscellaneous MJ fittings for all C110 MJ fittings	LB	$ 125.00
149		**C153 mechanical joint fittings or flanged without accessories**		
150	1.19	Miscellaneous MJ fittings for all C153 MJ fittings	LB	$ 150.00
151		**Gate valve and box, resilient seated**		
152	1.20	2" gate valve and box	EA	$ 1,000.00
153	1.20	3" gate valve and box	EA	$ 1,750.00
154	1.20	4" gate valve and box	EA	$ 1,600.00
155	1.20	6" gate valve and box	EA	$ 1,950.00
156	1.20	8" gate valve and box	EA	$ 3,000.00
157	1.20	10" gate valve and box	EA	$ 4,500.00
158	1.20	12" gate valve and box	EA	$ 5,600.00
159	1.20	16" gate valve and box	EA	$ 10,000.00
160	1.20	18" gate valve and box	EA	$ 23,500.00
161	1.20	20" gate valve and box	EA	$ 26,250.00
162	1.20	24" gate valve and box	EA	$ 34,175.00
163		**Butterfly valve and box**		
164	1.20	12" butterfly valve and box	EA	$ 3,965.00
165	1.20	16" butterfly valve and box	EA	$ 7,200.00
166	1.20	18" butterfly valve and box	EA	$ 8,700.00
167	1.20	20" butterfly valve and box	EA	$ 10,000.00
168	1.20	24" butterfly valve and box	EA	$ 13,950.00
169	1.20	30" butterfly valve and box	EA	$ 28,018.00
170	1.20	36" butterfly valve and box	EA	$ 35,000.00
171	1.20	42" butterfly valve and box	EA	$ 53,000.00
172		**Plug valve and box**		
173	1.20	2" plug valve and box	EA	$ 950.00
174	1.20	3" plug valve and box	EA	$ 1,150.00
175	1.20	4" plug valve and box	EA	$ 1,390.00
176	1.20	6" plug valve and box	EA	$ 2,100.00
177	1.20	8" plug valve and box	EA	$ 3,800.00
178	1.20	10" plug valve and box	EA	$ 5,100.00
179	1.20	12" plug valve and box	EA	$ 6,400.00
180	1.20	16" plug valve and box	EA	$ 13,200.00
181	1.20	18" plug valve and box	EA	$ 17,750.00
182	1.20	20" plug valve and box	EA	$ 24,650.00

183	1.20	24" plug valve and box	EA	$	53,000.00
184	1.20	30" plug valve and box	EA	$	81,000.00
185	1.20	36" plug valve and box	EA	$	11,276.00
186		**OS&Y valve**			
187	1.20	4"	EA	$	1,800.00
188	1.20	6"	EA	$	2,400.00
189	1.20	8"	EA	$	3,600.00
190	1.20	10"	EA	$	5,600.00
191	1.20	12"	EA	$	7,100.00
192	1.20	16"	EA	$	4,800.00
193	1.20	18"	EA	$	44,700.00
194	1.20	20"	EA	$	54,600.00
195	1.20	24"	EA	$	68,000.00
196		**Directional boring**			
197	1.21	2" DR9 HDPE DIPS, roadway undercrossing	LF	$	45.00
198	1.21	3" DR9 HDPE DIPS, roadway undercrossing	LF	$	45.00
199	1.21	4" DR11 HDPE DIPS, roadway undercrossing	LF	$	45.00
200	1.21	6" DR11 HDPE DIPS, roadway undercrossing	LF	$	50.00
201	1.21	8" DR11 HDPE DIPS, roadway undercrossing	LF	$	60.00
202	1.21	10" DR11 HDPE DIPS, roadway undercrossing	LF	$	70.00
203	1.21	12" DR11 HDPE DIPS, roadway undercrossing	LF	$	75.00
204		**Water main blowoff assembly**			
205	1.22	Permanent 2" blowoff assembly and box	EA	$	2,985.00
206	1.22	2" Autoflush blowoff assembly	EA	$	16,000.00
207	1.22	4" Autoflush blowoff assembly	EA	$	18,000.00
208		**Fire hydrant and valve assembly**			
209	1.23	Fire hydrant and valve assembly	EA	$	6,575.00
210		**Thrust block**			
211	1.24	Cast-in-place thrust block	CY	$	500.00
212	1.24	Pre-cast thrust block	EA	$	300.00
213		**Restrained joint devices, bell restraint, for ductile iron pipe or PVC**			
214	1.25	Meg-a-Lug series 1100 or equal, bell restraint, 3"	EA	$	100.00
215	1.25	Meg-a-Lug series 1100 or equal, bell restraint, 4"	EA	$	105.00
216	1.25	Meg-a-Lug series 1100 or equal, bell restraint, 6"	EA	$	145.00
217	1.25	Meg-a-Lug series 1100 or equal, bell restraint, 8"	EA	$	200.00
218	1.25	Meg-a-Lug series 1100 or equal, bell restraint, 10"	EA	$	350.00
219	1.25	Meg-a-Lug series 1100 or equal, bell restraint, 12"	EA	$	375.00
220	1.25	Meg-a-Lug series 1100 or equal, bell restraint, 16"	EA	$	1,500.00
221	1.25	Meg-a-Lug series 1100 or equal, bell restraint, 18"	EA	$	1,800.00

222	1.25	Meg-a-Lug series 1100 or equal, bell restraint, 20"	EA	$	2,300.00
223	1.25	Meg-a-Lug series 1100 or equal, bell restraint, 24"	EA	$	2,900.00
224	1.25	Meg-a-Lug series 1100 or equal, bell restraint, 30"	EA	$	4,300.00
225	1.25	Meg-a-Lug series 1100 or equal, bell restraint, 36"	EA	$	4,300.00
226	1.25	Meg-a-Lug series 1100 or equal, bell restraint, 42"	EA	$	5,100.00
227		**Restrained joint devices, fitting restraint, for ductile iron pipe or PVC**			
228	1.25	Meg-a-Lug Series 1100 or equal, fitting restraint, 3"	EA	$	110.00
229	1.25	Meg-a-Lug Series 1100 or equal, fitting restraint, 4"	EA	$	100.00
230	1.25	Meg-a-Lug Series 1100 or equal, fitting restraint, 6"	EA	$	125.00
231	1.25	Meg-a-Lug Series 1100 or equal, fitting restraint, 8"	EA	$	135.00
232	1.25	Meg-a-Lug Series 1100 or equal, fitting restraint, 10"	EA	$	250.00
233	1.25	Meg-a-Lug Series 1100 or equal, fitting restraint, 12"	EA	$	275.00
234	1.25	Meg-a-Lug Series 1100 or equal, fitting restraint, 16"	EA	$	500.00
235	1.25	Meg-a-Lug Series 1100 or equal, fitting restraint, 20"	EA	$	800.00
236	1.25	Meg-a-Lug Series 1100 or equal, fitting restraint, 24"	EA	$	1,000.00
237	1.25	Meg-a-Lug Series 1100 or equal, fitting restraint, 30"	EA	$	2,300.00
238	1.25	Meg-a-Lug Series 1100 or equal, fitting restraint, 36"	EA	$	2,900.00
239	1.25	Meg-a-Lug Series 1100 or equal, fitting restraint, 42"	EA	$	4,700.00
240		**Tapping sleeve and valve and line stops**			
241	1.26	Tapping sleeve and valve 6" x 4"	EA	$	3,300.00
242	1.26	Tapping sleeve and valve 8" x 4"	EA	$	3,300.00
243	1.26	Tapping sleeve and valve 8" x 6"	EA	$	3,900.00
244	1.26	Tapping sleeve and valve 12" x 8"	EA	$	4,925.00
245	1.26	Tapping sleeve and valve 14" x 8"	EA	$	5,500.00
246	1.26	Tapping sleeve and valve 16" x 8"	EA	$	9,000.00
247	1.26	Tapping sleeve and valve 16" x 12"	EA	$	9,000.00
248	1.26	Tapping sleeve and valve 20" x 8"	EA	$	6,400.00
249	1.26	Tapping sleeve and valve 20" x 12"	EA	$	9,500.00
250	1.26	Tapping sleeve and valve 24" x 8"	EA	$	5,650.00
251	1.26	Tapping sleeve and valve 24" x 12"	EA	$	9,500.00
252	1.26	Tapping sleeve and valve 24" x 16"	EA	$	15,000.00
253	1.26	Tapping sleeve and valve 24" x 20"	EA	$	30,000.00
254	1.26	3" line stop, temporary, up to 2 days use	EA	$	6,250.00
255	1.26	4" line stop, temporary, up to 2 days use	EA	$	6,133.50
256	1.26	6" line stop, temporary, up to 2 days use	EA	$	7,250.00
257	1.26	8" line stop, temporary, up to 2 days use	EA	$	9,000.00
258	1.26	10" line stop, temporary, up to 2 days use	EA	$	11,500.00
259	1.26	12" line stop, temporary, up to 2 days use	EA	$	12,150.00
260	1.26	16" line stop, temporary, up to 2 days use	EA	$	15,450.00

261	1.26	18" line stop, temporary, up to 2 days use	EA	$	17,700.00
262	1.26	20" line stop, temporary, up to 2 days use	EA	$	17,700.00
263	1.26	24" line stop, temporary, up to 2 days use	EA	$	23,500.00
264	1.26	30" line stop, temporary, up to 2 days use	EA	$	39,500.00
265	1.26	36" line stop, temporary, up to 2 days use	EA	$	41,000.00
266	1.26	42" line stop, temporary, up to 2 days use	EA	$	47,500.00
267		**Initial repair excavation, for the first 25 feet of excavation at the following pipe depths (includes mobilization)**			
268	1.27	3" line stop, permanent	EA	$	-
269	1.27	4" line stop, permanent	EA	$	-
270	1.27	6" line stop, permanent	EA	$	-
271	1.27	8" line stop, permanent	EA	$	-
272	1.27	10" line stop, permanent	EA	$	-
273	1.27	12" line stop, permanent	EA	$	-
274	1.27	16" line stop, permanent	EA	$	-
275	1.27	18" line stop, permanent	EA	$	-
276	1.27	20" line stop, permanent	EA	$	-
277	1.27	24" line stop, permanent	EA	$	-
278	1.27	30" linestop, permanent	EA	$	-
279	1.27	36" line stop, permanent	EA	$	-
280	1.27	42" line stop, permanent	EA	$	-
281	1.27	0'- up to 6' depth	EA	$	6,250.00
282	1.27	over 6' - up to 8' depth	EA	$	2,500.00
283	1.27	over 8' - up to 10' depth	EA	$	2,500.00
284	1.27	over 10' - up to 12' depth	EA	$	3,000.00
285	1.27	over 12' - up to 14' depth	EA	$	4,000.00
286	1.27	over 14' - up to 16' depth	EA	$	25,000.00
287	1.27	over 16' - up to 18' depth	EA	$	30,000.00
288	1.27	over 18' - up to 20' depth	EA	$	35,000.00
289		**Additonal repair excavation, per foot in excess of 25 feet at the following pipe depths to be paid for under separate pay items**			
290	1.28	0'- up to 6' depth	LF	$	88.00
291	1.28	over 6' - up to 8' depth	LF	$	105.00
292	1.28	over 8' - up to 10' depth	LF	$	115.00
293	1.28	over 10' - up to 12' depth	LF	$	125.00
294	1.28	over 12' - up to 14' depth	LF	$	165.00
295	1.28	over 14' - up to 16' depth	LF	$	195.00
296	1.28	over 16' - up to 18' depth	LF	$	255.00
297	1.28	over 18' - up to 20' depth	LF	$	400.00

298		**Sheeting**		
299	1.29	Sheeting - left in place	SF	$ 125.00
300	1.30	Sheeting - Removed	SF	$ 42.50
301		**Dewatering**		
302	**1.31**	**Fuel included for well point pumps**		
303	1.31	Well point pump - Initial, 0' - 6' depth (up to 12 well points)	EA	$ 7,500.00
304	1.31	Well point pump - Initial, 6' - 8' depth (up to 12 well points)	EA	$ 4,800.00
305	1.31	Well point pump - Initial, 8' - 10' depth (up to 12 well points)	EA	$ 4,900.00
306	1.31	Well point pump - Initial, 10' - 12' depth (up to 12 well points)	EA	$ 5,500.00
307	1.31	Well point pump - Initial, 12' - 14' depth (up to 12 well points)	EA	$ 5,800.00
308	1.31	Well point pump - Initial, 14' - 16' depth (up to 12 well points)	EA	$ 6,100.00
309	1.31	Well point pump - Initial, 16' - 18' depth (up to 12 well points)	EA	$ 6,500.00
310	1.31	Well point pump - Initial, 18' - 20' depth (up to 12 well points)	EA	$ 6,900.00
311	1.31	Well point pump - Additional, 0' - 6' depth (per well point)	EA	$ 260.00
312	1.31	Well point pump - Additioanl 6' - 8' depth (per well point)	EA	$ 285.00
313	1.31	Well point pump - Additional 8' - 10' depth (per well point)	EA	$ 300.00
314	1.31	Well point pump - Additional 10' - 12' depth (per well point)	EA	$ 335.00
315	1.31	Well point pump - Additional 12' - 14' depth (per well point)	EA	$ 365.00
316	1.31	Well point pump - Additional 14' - 16' depth (per well point)	EA	$ 390.00
317	1.31	Well point pump - Additional 16' - 18' depth (per well point)	EA	$ 415.00
318	1.31	Well point pump - Additional 18' - 20' depth (per well point)	EA	$ 475.00
319		**Bypass pumping of sewers, equipment set up and operation (backup pumps are paid for separately as additional pumps) Fuel included for bypass pumps**		
320	1.32	Bypass pump 3" discharge	EA	$ 10,000.00
321	1.32	Bypass pump 4" discharge	EA	$ 10,000.00
322	1.32	Bypass pump 6" discharge	EA	$ 11,000.00
323	1.32	Bypass pump 8" discharge	EA	$ 15,000.00
324	1.32	Bypass pump 10" discharge	EA	$ 17,000.00
325	1.32	Operation of bypass pumping	ED	$ 18,000.00
326		**Gravity sewer pipe C900 DR18 (Green) service pipe**		
327	1.33	Slip Line: LIP 8"	LF	$ 300.00
328	1.33	Slip Line: LIP 10"	LF	$ 350.00
329	1.33	Slip Line: LIP 12"	LF	$ 412.00
330	1.33	Slip Line: LIP 16"	LF	$ 400.00
331	1.33	3" C900 DR18 (Green) service pipe	LF	$ 54.00
332	1.33	4" C900 DR18 (Green) service pipe	LF	$ 50.00
333	1.33	6" C900 DR18 (Green) service pipe	LF	$ 60.00
334	1.33	8" C900 DR18 (Green) service pipe	LF	$ 75.00
335	1.33	10" C900 DR18 (Green) service pipe	LF	$ 85.00

336	1.33	12" C900 DR18 (Green) service pipe	LF	$	102.00
337	1.33	15" C900 DR18 (Green) service pipe	LF	$	180.00
338	1.33	18" C900 DR18 (Green) service pipe	LF	$	208.00
339	1.33	20" C900 DR18 (Green) service pipe	LF	$	225.00
340	1.33	24" C900 DR18 (Green) service pipe	LF	$	450.00
341	1.33	30" C900 DR18 (Green) service pipe	LF	$	525.00
342		**Gravity sewer pipe - Ductile Iron**			
343	1.34	3" Ductile Iron Pipe	LF	$	325.00
344	1.34	4" Ductile Iron Pipe	LF	$	185.00
345	1.34	6" Ductile Iron Pipe	LF	$	175.00
346	1.34	8" Ductile Iron Pipe	LF	$	200.00
347	1.34	10" Ductile Iron Pipe	LF	$	290.00
348	1.34	12" Ductile Iron Pipe	LF	$	320.00
349	1.34	15" Ductile Iron Pipe	LF	$	375.00
350	1.34	18" Ductile Iron Pipe	LF	$	425.00
351	1.34	20" Ductile Iron Pipe	LF	$	575.00
352	1.34	24" Ductile Iron Pipe	LF	$	650.00
353	1.34	30" Ductile Iron Pipe	LF	$	810.00
354		**Sewer plugs**			
355	1.35	Up to 8" plug	EA	$	160.00
356	1.35	10" - 15" plug	EA	$	700.00
357	1.35	18" - 21" plug	EA	$	2,750.00
358	1.35	24" - 36" plug	EA	$	5,250.00
359		**Gravity sewer pipe fittings**			
360	1.35	6 " x 6" x 6" C900 PVC wye	EA	$	1,300.00
361	1.35	8" x 8" x 6" C900 PVC wye	EA	$	1,700.00
362	1.35	10 " x 10" x 6" C900 PVC wye	EA	$	2,350.00
363	1.35	12" x 12" x 6" C900 PVC wye	EA	$	2,500.00
364	1.35	15 " x 15" 6" C900 PVC wye	EA	$	4,250.00
365	1.35	18" x 18" 6" C900 PVC wye	EA	$	6,500.00
366	1.35	6" clean out assembly	EA	$	1,600.00
367		**Remove existing manhole**			
368	1.36	4' diameter manhole up to 6'	EA	$	3,100.00
369	1.36	4' diameter manhole over 6' - up to 8' depth	EA	$	3,100.00
370	1.36	4' diameter manhole over 8' - up to 10' depth	EA	$	4,000.00
371	1.36	4' diameter manhole over 10' - up to 12' depth	EA	$	4,100.00
372	1.36	4' diameter manhole over 12' - up to 14' depth	EA	$	6,000.00
373	1.36	4' diameter manhole over 14' - up to 16' depth	EA	$	8,000.00
374	1.36	4' diameter manhole over 16' - up to 18' depth	EA	$	10,000.00

375	1.36	4' diameter manhole over 18' - up to 20' depth	EA	$	16,000.00
376	1.36	5' diameter manhole up to 6'	EA	$	3,100.00
377	1.36	5' diameter manhole over 6' - up to 8' depth	EA	$	3,100.00
378	1.36	5' diameter manhole over 8' - up to 10' depth	EA	$	4,000.00
379	1.36	5' diameter manhole over 10' - up to 12' depth	EA	$	4,100.00
380	1.36	5' diameter manhole over 12' - up to 14' depth	EA	$	6,000.00
381	1.36	5' diameter manhole over 14' - up to 16' depth	EA	$	8,000.00
382	1.36	5' diameter manhole over 16' - up to 18' depth	EA	$	10,000.00
383	1.36	5' diameter manhole over 18' - up to 20' depth	EA	$	16,000.00
384	1.36	6' diameter manhole over 8' - up to 10' depth	EA	$	6,000.00
385	1.36	6' diameter manhole over 10' - up to 12' depth	EA	$	6,500.00
386	1.36	6' diameter manhole over 12' - up to 14' depth	EA	$	7,000.00
387	1.36	6' diameter manhole over 14' - up to 16' depth	EA	$	10,000.00
388	1.36	6' diameter manhole over 16' - up to 18' depth	EA	$	16,000.00
389	1.36	6' diameter manhole over 18' - up to 20' depth	EA	$	16,000.00
390		**Manhole Rehabilitation**			
391	1.36	Spray line	VF	$	-
392		**Adjustment of manhole ring and cover (+/-) 1'**			
393	1.36	Adjust manhole ring and cover	EA	$	2,750.00
394		**Manhole drop connection - outside**			
395	1.37	8" main, 2' - up to 4' (vertical) drop	EA	$	3,150.00
396	1.37	8" main, over 4' - up to 6' (vertical) drop	EA	$	4,250.00
397		**Manhole drop connection - inside (gravity or force main)**			
398	1.38	Connect to existing manhole with inside PVC drop connection 4"	EA	$	1,900.00
399	1.38	Connect to existing manhole with inside PVC drop connection 6'	EA	$	1,950.00
400	1.38	Connect to existing manhole with inside PVC drop connection 8"	EA	$	2,500.00
401	1.38	Connect to existing manhole with inside PVC drop connection 10"	EA	$	3,500.00
402	1.38	Connect to existing manhole with inside PVC drop connection 12"	EA	$	4,250.00
403		**Removal of existing pipelines - nonhazardous**			
404	1.39	2" through 4" diameter pipe	LF	$	35.00
405	1.39	6" through 8" diameter pipe	LF	$	55.25
406	1.39	10" through 12" diameter pipe	LF	$	65.25
407	1.39	15" through 20" diameter pipe	LF	$	145.00
408	1.39	24" through 42" diameter pipe	LF	$	275.00
409		**Grouting and abandonment of existing pipeline**			
410	1.40	2" through 4" diameter pipe	LF	$	15.00
411	1.40	6" through 8" diameter pipe	LF	$	25.00
412	1.40	10" through 12" diameter pipe	LF	$	45.00
413	1.40	15" through 20" diameter pipe	LF	$	100.00

414	1.40	24" through 30" diameter pipe	LF	$	189.00
415	1.40	36" diameter pipe and larger	LF	$	250.00
416		**Install new precast manholes, including ring, cover and associated appurtenances**			
417	1.41	4' diameter manhole up to 6'	EA	$	6,500.00
418	1.41	4' diameter manhole over 6' - up to 8' depth	EA	$	8,000.00
419	1.41	4' diameter manhole over 8' - up to 10' depth	EA	$	9,852.00
420	1.41	4' diameter manhole over 10' - up to 12' depth	EA	$	11,125.00
421	1.41	4' diameter manhole over 12' - up to 14' depth	EA	$	12,500.00
422	1.41	4' diameter manhole over 14' - up to 16' depth	EA	$	14,250.00
423	1.41	4' diameter manhole over 16' - up to 18' depth	EA	$	20,000.00
424	1.41	4' diameter manhole over 18' - up to 20' depth	EA	$	20,000.00
425	1.41	5' diameter manhole up to 6'	EA	$	8,215.00
426	1.41	5' diameter manhole over 6' - up to 8' Depth	EA	$	8,752.00
427	1.41	5' diameter manhole over 8' - up to 10' depth	EA	$	9,852.00
428	1.41	5' diameter manhole over 10' - up to 12' depth	EA	$	11,125.00
429	1.41	5' diameter manhole over 12' - up to 14' depth	EA	$	12,500.00
430	1.41	5' diameter manhole over 14' - up to 16' depth	EA	$	14,250.00
431	1.41	5' diameter manhole over 16' - up to 18' depth	EA	$	20,000.00
432	1.41	5' diameter manhole over 18' - up to 20' depth	EA	$	20,000.00
433	1.41	6' diameter manhole over 8' - up to 10' depth	EA	$	10,852.00
434	1.41	6' diameter manhole over 10' - up to 12' depth	EA	$	12,125.00
435	1.41	6' diameter manhole over 12' - up to 14' depth	EA	$	13,500.00
436	1.41	6' diameter manhole over 14' - up to 16' depth	EA	$	15,250.00
437	1.41	6' diameter manhole over 16' - up to 18' depth	EA	$	22,000.00
438	1.41	6' diameter manhole over 18' - up to 20' depth	EA	$	22,000.00
439		**Water services**			
440	1.42	CCTV 12" pipe	LF	$	125.00
441	1.42	CCTV 16" pipe	LF	$	175.00
442	1.42	CCTV 20" pipe	LF	$	175.00
443	1.42	CCTV 24" pipe	LF	$	200.00
444	1.42	CCTV 30" pipe	LF	$	300.00
445	1.42	CCTV 36" pipe	LF	$	350.00
446	1.42	4" x 3/4" saddle, 3/4" corp stop and 3/4" curb stop assembly	EA	$	1,500.00
447	1.42	4" x 1" saddle, 1" corp stop and 1" curb stop assembly or smaller	EA	$	1,500.00
448	1.42	4" x 1 1/2" saddle, 1 1/2" corp stop and 1 1/2" curb stop assembly or smaller	EA	$	2,200.00
449	1.42	4" x 2" saddle, 2" corp stop and 2" curb stop assembly	EA	$	2,500.00
450	1.42	6" x 3/4" saddle, 3/4" corp stop and 3/4" curb stop assembly	EA	$	1,550.00
451	1.42	6" x 1" saddle, 1" corp stop and 1" curb stop assembly or smaller	EA	$	1,550.00

452	1.42	6" x 1 1/2" saddle, 1 1/2" corp stop and 1 1/2" curb stop assembly or smaller	EA	$	2,500.00
453	1.42	6" x 2" saddle, 2" corp stop and 2" curb stop assembly	EA	$	2,500.00
454	1.42	8" x 3/4" saddle, 3/4" corp stop and 3/4" curb stop assembly	EA	$	1,600.00
455	1.42	8" x 1" saddle, 1" corp stop and 1" curb stop assembly or smaller	EA	$	1,600.00
456	1.42	8" x 1 1/2" saddle, 1 1/2" corp stop and 1 1/2" curb stop assembly or smaller	EA	$	2,600.00
457	1.42	8" x 2" saddle, 2" corp stop and 2" curb stop assembly	EA	$	2,650.00
458	1.42	10" x 3/4" saddle, 3/4" corp stop and 3/4" curb stop assembly	EA	$	1,700.00
459	1.42	10" x 1" saddle, 1" corp stop and 1" curb stop assembly or smaller	EA	$	1,700.00
460	1.42	10" x 1 1/2" saddle, 1 1/2" corp stop and 1 1/2" curb stop assembly or smaller	EA	$	2,700.00
461	1.42	10" x 2" saddle, 2" corp stop and 2" curb stop assembly	EA	$	2,750.00
462	1.42	12" x 3/4" saddle, 3/4" corp stop and 3/4" curb stop assembly	EA	$	1,800.00
463	1.42	12" x 1" saddle, 1" corp stop and 1" curb stop assembly or smaller	EA	$	1,850.00
464	1.42	12" x 1 1/2" saddle, 1 1/2" corp stop and 1 1/2" curb stop assembly or smaller	EA	$	2,700.00
465	1.42	12" x 2" saddle, 2" corp stop and 2" curb stop assembly	EA	$	2,750.00
466	1.42	16" x 3/4" saddle, 3/4" corp stop and 3/4" curb stop assembly	EA	$	1,800.00
467	1.42	16" x 1" saddle, 1" corp stop and 1" curb stop assembly or smaller	EA	$	1,850.00
468	1.42	16" x 1 1/2" saddle, 1 1/2" corp stop and 1 1/2" curb stop assembly or smaller	EA	$	2,750.00
469	1.42	16" x 2" saddle, 2" corp stop and 2" curb stop assembly	EA	$	2,755.00
470	1.42	20" x 2" saddle, 2" corp stop and 2" curb stop assembly	EA	$	2,700.00
471	1.42	24" x 2" saddle, 2"corp stop and 2" curb stop assembly	EA	$	2,700.00
472	1.42	2" blue PE tubing, installation	LF	$	45.00
473	1.42	2" blue PE tubing, additional tubing above ground	LF	$	45.00
474	1.42	1 1/2" blue PE tubing, meter connection	LF	$	250.00
475	1.42	1 1/2" blue PE tubing, additional tubing above ground	LF	$	15.00
476	1.42	1" blue PE tubing, meter connection	LF	$	35.00
477	1.42	1" blue PE tubing, additional tubing above ground	LF	$	35.00
478	1.42	3/4" blue PE tubing, meter connection	LF	$	250.00
479	1.42	3/4" blue PE tubing, additional tubing above ground	LF	$	35.00
480	1.42	3/4" Brass (Ford) Curb Stop, (Meter X CTS)	EA	$	85.00
481	1.42	1" Brass (Ford) Curb Stop, (Meter X CTS)	EA	$	350.00
482	1.42	1 1/2" Brass (Ford) Curb Stop, (Meter X CTS)	EA	$	225.00
483	1.42	2" x 3/4" meter connection - single service line and meter box	EA	$	1,200.00
484		**Lining and Sheeting**			
485	1.43	Furnish and Install Fiberglass Liner With Top and Grout	SF	$	100.00
486	1.43	Install Polymorphic Resin (I.E.T.) Liner Systems	SF	$	150.00
487	1.43	Install 100% Calcium Aluminate (Sewper CoatTM) Lining System (minimum 1" thickness)	SF	$	125.00
488	1.43	Install SpectraShieldTM Lining System	SF	$	85.00
489	1.43	Install Urethane/ Epoxy, Polyurea (Green MonsterTM) Lining System	SF	$	70.00

490	1.43	Furnish and Install Wet Well Draw Tube	VF	$	145.00
491	1.43	Furnish, Install and Remove Temporary Sheeting	SF	$	125.00
492	1.43	Furnish and Install Permanent Sheeting	SF	$	145.00
493		**Sewer Pipe TV Inspections**			
494	1.44	Sewer main cleaning and TV inspection (8-inch through 12-inch)	LF	$	40.00
495	1.44	Sewer main cleaning and TV inspection (15-inch through 21-inch)	LF	$	40.00
496	1.44	Sewer main cleaning and TV inspection (21-inch through 24-inch)	LF	$	59.00
497	1.44	Sewer Lateral TV inspection from main w/ P&T Camera (up to 30 feet)	LF	$	100.00
498	1.44	Sewer Lateral TV inspection from main (beyond 30 feet)	LF	$	100.00
499	1.44	Sewer Lateral TV inspection from cleanout w/P&T Camera (up to 30 feet)	LF	$	100.00
500	1.44	Sewer Lateral TV inspection from cleanout (beyond 30 feet)	LF	$	100.00
501		**Sewer Cleanout Installations**			
502	1.45	Cleanout installation in grass area (up to 5 feet in depth)	LF	$	1,875.00
503	1.45	Cleanout installation in asphalt area (up to 5 feet in depth)	LF	$	3,525.00
504	1.45	Cleanout installation in concrete area (up to 5 feet in depth)	LF	$	3,525.00
505	1.45	Cleanout installation (beyond 5 feet in depth)	LF	$	3,250.00
506	1.45	Work in rear-yard easement (items listed above)	LF	$	2,500.00
507		**Sewer Pipe Laterals**			
508	1.46	Lateral Pipe Grouting, to facilitate proper lateral liner installation.	LF	$	250.00
509	1.46	Lateral Pipe Testing. (10% of installations)	LF	$	125.00
510	1.46	Mechanical Root or Grease Removal (10-inch and smaller)	LF	$	75.00
511	1.46	Mechanical Tuberculation Removal (10-inch or smaller)	LF	$	75.00
512	1.46	Bypass pumping (8-inch and 10-inch sewer)	LF	$	75.00
513	1.46	Bypass pumping (12-inch and 15-inch sewer)	LF	$	95.00
514	1.46	Bypass pumping (18-inch and 24-inch sewer)	$	$	100.00
515		**Miscellaneous**			
516	1.47	Emergency work premium	HR	$	10,000.00
		R&M Service Solutions, LLC.		**$**	**2,069,747.75**
		Vendor Name			

Eli Higginbotham

From: Matt Rhodes <mmrhodes@bluewatertapping.com>
Sent: Friday, December 12, 2025 11:11 AM
To: Eli Higginbotham
Subject: Tapping Contractor Referrals

You don't often get email from mmrhodes@bluewatertapping.com. Learn why this is important

Good Morning Eli,

Blue Water Construction Services, Inc at this time is not capable of wet taps over a 16in outlet & Line Stops/Valve Insertion over 12in. Below is a list of companies that may be able to do those sizes.

http://www.garrisonenterprise.com/
http://www.carnerbros.com
www.line stop.com
https://hydratechwater.com/
https://www.rangeline.com/

--
Matt Rhodes
Blue Water Construction Services, Inc.
PO Box 3557, Reading, PA 19606
610-779-9220
www.bluewatertapping.com

Eli Higginbotham

From: Ripp Mitchell <Ripp.Mitchell@cpspipe.com>
Sent: Thursday, February 27, 2025 2:46 PM
To: Eli Higginbotham
Subject: 24" VALVE INSERTION

You don't often get email from ripp.mitchell@cpspipe.com. Learn why this is important

Eli,

Sorry but Consolidated Pipe and Supply can not perform 24” Valve Insertions. Regrets.

Ripp Mitchell

Ripp Mitchell
Outside Sales

T: (251) 666-6691
Ripp.Mitchell@cpspipe.com - www.consolidatedpipe.com
4180 Halls Mill Rd, Mobile, AL 36693

RESOLUTION NO. 2026-R-21

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING APPROVAL TO HIRE R & M SERVICE SOLUTIONS TO REPLACE A BROKEN 24-INCH WATER VALVE ON THE MAIN WATER LINE FROM THE WATER PLANT FOR $182,255.00; AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS: The Water & Sewer Department is requesting Commission approval to hire R and M Service Solutions to replace a broken 24-inch water valve on the main water line from the water plant.

WHEREAS: R and M Service Solutions has a piggyback contract with Tarpon Springs and was the only contractor to respond that could do the work.

WHEREAS: Funding was approved and budgeted for in the FY26 budget line for Capital Outlay under The Water and Sewer Department.

WHEREAS: The Palatka City Commission deems it appropriate to proceed with the hiring of R and M Service Solutions to replace a broken 24-inch water valve for the price of $182,255.00.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF PALATKA, FLORIDA:

Section 1: Granting permission to The Water and Sewer Department approval of hiring R and M Service Solutions to replace a broken 24-inch water valve.

Section 2: The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this 26th day of February 2026.

CITY OF PALATKA, FLORIDA

By: _____
Mayor: Roberta Correa

ATTEST:

_____
City Clerk: Karen Hayes, FCPC

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney: Jane West, ESQ.

ADOPT RESOLUTION 2026-R-25 granting a special events permit to Lee all Jr. for the Welcome Home Birthday Bash which will be held on 04/25/2026 at Booker Park Pavilion.
Event Date or Dates– April 25th 2026
Event time- 1pm-6pm
Agenda Item Number – 2026-R-25
Title of Item / Subject – Welcome Home Birthday Bash
Department / Division – N/A
Prepared By – Le Hall Jr.
Reviewed By – Special Events Team

STAFF REPORT

DATE: February 26, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Mr. Hall is requesting permits for amplified sound. No alcohol will be present, no road closures. We will have 2 police officers present 1 hour before the event, during the event and for 1 hour after.

BACKGROUND

Birthday party with amplified sound, a couple of food trucks and vendors.

PROJECT ANALYSIS

Lee Hall J.r has submitted an event application for a Birthday Bash to be held on April 25th from 1 p.m.-6 p.m. at Booker Park.

Staff Recommendation

Recommended Motion / Action – The Staff Recommendation is that the application be approved, and the resolution be adopted.

ATTACHMENTS

1.	Welcome home Bday bash application
2.	25. Resolution 2026-R-25 Lee Hall_Welcome Home Birthday Bash 2026

CITY of Palatka FLORIDA

Date Received: 01-09-24

Permit Classification: _____

APPLICATION FOR SPECIAL EVENT

1. Primary Contact: LLL Hall Jr LLatrell.Hall@gmail.com

   Address: 2501 Prosper St

   Email: Llatrell.Hall@gmail.com

   Phone: 386-666-9802

2. Secondary Contact: Kayla Robinson

   Address: 105 Cherokee dr

   Email: Its.Lelli69@gmail.com

   Phone: 386-546-7756

3. Event Sponsor/Organization: _____

   Attach a certificate of Tax Exemption if applicable.

4. Name of Event: Welcome Home / Birthday Bash

5. Description of Event (event activities, such as concerts, street dances, races, contests/competitions, regattas, arts/crafts displays, still motion picture production, etc.):

   Music & Vendors

6. Event Location (911 Address): Booker T. Park

7. Road Closures: ex. St. Johns Avenue from First Street to Second Street

   _____ from _____ to _____

   _____ from _____ to _____

   _____ from _____ to _____

   _____ from _____ to _____

   _____ from _____ to _____

   _____ from _____ to _____

   _____ from _____ to _____

   _____ from _____ to _____

   _____ from _____ to _____

8. Onsite representatives during the event:

Name: Lee Hall Jr Cell Phone: 336-666-9202

Name: Kayla Robinson Cell Phone: 336-546-7756

9. Please fill in below for each day within the event.

Date(s) of Event:	Hours:	Amplified Sound:	Alcohol:	Attendance
Setup:				
4/25/26	1pm to 6pm	1pm to 6pm	__:__ to __:__	
Event:				
__/__/__	__:__ to __:__	__:__ to __:__	__:__ to __:__	
__/__/__	__:__ to __:__	__:__ to __:__	__:__ to __:__	
__/__/__	__:__ to __:__	__:__ to __:__	__:__ to __:__	
__/__/__	__:__ to __:__	__:__ to __:__	__:__ to __:__	
__/__/__	__:__ to __:__	__:__ to __:__	__:__ to __:__	
__/__/__	__:__ to __:__	__:__ to __:__	__:__ to __:__	
__/__/__	__:__ to __:__	__:__ to __:__	__:__ to __:__	
Breakdown:				
__/__/__	__:__ to __:__	__:__ to __:__	__:__ to __:__	

10. Basis of estimated peak attendance (i.e. tickets sold, historical attendance, etc.)

~~250 tickets~~

250 People

11. Number and type of auxiliary vehicles/ equipment:

_____ Watercraft _____ Aircraft _____ Utility Vehicles/Golf Carts _____ Other: N/A

12. Any special effects or pyrotechnics (i.e. explosives, hazardous materials, discharging weapons, incendiary devices)? If yes, please describe and list contractor contact information.

N/A

Include date and time:

4/25/26 1pm to 6:pm __:__ to __:__

13. Will transport vehicles be utilized? If so, please describe.

14. Number of staff/ volunteer: 2 Uniform identification: Staff Shirt

REQUIRED ATTACHMENTS

☐ Site Plan (see checklist)

Parking
Number and location of food vendors
Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands
Street Closures/Barricades/Detours
Garbage Containers
Parade/Marching Route
Event Headquarters
Number and location of temporary signs/banners
Sound system(s) location
Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.
Main emergency vehicle access to site
Location of security and emergency vehicle parking on site
Carnival location (if any)
Number/location of portable toilets

☐ Tentative Schedule of Events

☐ 501(C) (3) Certificate of Exemption # _____

☐ Nonprofit articles of incorporation, charter and mission statement

☐ Consent letter (event property): property owners on which special event location is held if not city owned

☐ Fire resistive rating certificates (tents, fabrics, etc.)

☐ 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: _____

☐ Alcohol liability certificate of insurance- city as "additional insured"

☐ Alcohol license (copy)

☐ Signed Conditions and Agreement Form

SPECIAL EVENTS FEES

All Special Event Application submittals must include deposit fee before dates can be secured. Submission of a Special Event Application **does not** guarantee authorization for the event in question. Each application will require review by the Special Event Review Committee, where specific requirements, conditions and/or modifications, and additional fees (security, waste, etc.) may be applied.

15. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES
Any private entity/ business(es) who are holding a function that impacts neighboring businesses/residents within the City limits and/or requires city services.

☐ **CLASS A**: $300.00 per day (attendance: 1,001 and up per day) **Permit Filing Deadline: 60 days prior to event**

☒ **CLASS B**: $100.00 per day (attendance: 101 - 1,000 per day) **Permit Filing Deadline: 60 days prior to event**

☐ **CLASS C**: $50.00 per day (attendance: 1- 100 per day with limited impact on traffic and parking- events such as Weddings, Fishing tournaments with less than 40 boats, etc.) **Permit Filing Deadline: 30 days prior to event**

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.

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT **DOES NOT** INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. **Organizers are required** to contact the City of Palatka Cultural Resources Department office at 386-326-2704 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS.

Acceptance of your application should in no way be construed as final approval or confirmation of your request.

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

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

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

Sec. 50-222. Indemnification/insurance; liquor liability insurance.

(a) Prior to the issuance of a special event permit the applicant(s) shall execute an indemnification form which provides that the applicant(s) agrees to hold harmless and indemnify the city, its officers, agents and employees against any loss, damage, or expense (including all costs and reasonable attorney's fees) suffered by the city for:
   (1) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty, or covenant made by the applicant(s) to the city as an inducement to the granting of the permit.
   (2) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant on public property by applicant's agents, employees, invitee and/or any other persons.

(b) At least seven days prior to the first day of any special event, the applicant shall furnish to the special events coordinator proof of liability insurance protection, in an amount of not less than $1,000,000.00 per person for bodily injury or death, $2,000,000.00 per occurrence for bodily injury or death and $500,000.00 per occurrence for property damage, naming the city as "additional insured".

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

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

(Ord. No. 10-34, I(Exh. 1), 12-9-2010)

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

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

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

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.

Lee Hall JR — Signature of Applicant

1-8-25 — Date

State of Florida County of Putnam

The foregoing application is acknowledged before me this 9th day of Jan, 2026, by Lee Hall JR., who is personally known to me, or who has/have produced drivers license as identification.

NOTARY SEAL

Notary Public State of Florida
Jessica Cruz
My Commission HH 680529
Expires 4/3/2029

Signature of Notary Public, State of FL

APPLICATION APPROVED

Special Events Coordinator — Date

Chief of Police — Date

Special Events Vendor Requirements

1. A 12 foot clear area must be maintained in front of each vendor site. This clear area will allow for the passage of emergency response vehicles. Assure there is at least a 12 foot clearance for emergency vehicles to be able to pass. All streets must remain open at all times. Make sure an apparatus can have a straight path and not have to zig zag around tents. Barricades can be used to close traffic, but no permanent blockages such as tents, vehicles, concession trailers, pools, etc.

2. Temporary vendor tents and/or canopies of 200 square feet or less and without food preparation are exempt from fire retardant requirements. Tent stakes, guide ropes, etc. will be clearly marked with a visible warning, i.e. flag, barricade tape, or protective cap. Protect from injuries by making sure there is some highly visible tape or protection cover over tent stakes.

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. Make sure all cord connections are off the ground and protected by GFCI. If they have a cord or hose crossing a sidewalk, they need to tape it down or cover with a carpet to prevent trip hazards. If possible, run the cord overhead.

4. A 44" accessible clear path maintained on all city sidewalks. FBC Ch.11. Sometimes vendors pile boxes behind their tent. Make sure the public has at least a 44" clear path on the sidewalks.

5. Generators will be located to the rear of a vendor space, have a fire extinguisher, and be sound deadened. Make sure the generator has a muffler and well away from public and combustibles. Must have extinguisher. Make sure the gas can is stored in a safe place away from an ignition source.

Food Vendors

1. All food vendors 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). Same as a regular inspection tag check.
2. Vendors deep frying, in addition to the ABC extinguisher, must also have a K-Class extinguisher currently certified and tagged by a licensed extinguisher company. In addition to the ABC, they must have a K class. No K, no frying.
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. Check fire retardant label on the tent and on the side curtains.
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. If they want to cook meats inside a concession trailer, they must have a hood and suppression system. No exceptions.
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 Exemptions Certificate, issued in the name of the vendor on site.
   b. Vendors selling food items not prepared on site, i.e. pre-packaged. The exceptions a. and b. are only for state inspectors. All vendors must comply with the city's special event requirements.

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 into 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 only be authorized by event staff.
6. A placard issued by the event staff will identify vender RVs.

City of Palatka
Indemnification & Hold Harmless Agreement

The BUSINESS and/or INDIVIDAUL agrees to indemnify and hold the City and its officers, agents, and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgments, fees and costs of whatever kind or character, arising from, by reason of in connection with the use of the facilities described herein. It is the intention of the BUSINESS and/or INDIVIDUAL that the CITY and its officers, agents, and employees shall not be liable or in any way responsible for injury, damage, liability, loss or expense resulting to the user and those it brings onto the premises due to accidents, mishaps, misconduct, negligence or injuries either in person or property.

The BUSINESS and/or INDIVIDUAL expressly assume full responsibility for any and all damages or injuries which may result to any person or property by reason of or in connection with the use of facilities pursuant to this agreement, and agrees to pay the CITY for all damages caused to the facilities resulting from the user's activities hereunder.

The BUSINESS and/or INDIVIDUAL represents that its activities pursuant to this agreement will be supervised by adequately trained personnel, and that user will observe, and cause the participants in the activity to observe, all safety rules for the facility and the activity. The BUSINESS and/or INDIVIDUAL acknowledge that the CITY has no duty to and will not provide supervision during the activity.

Lee Hall — Signature of Applicant

Booker Park — Name of Facility being used

Lee Hall — Print Name of Applicant

4-25-26 — Date of Use

State of Florida County of Putnam

The foregoing application is acknowledged before me this 9th day of Jan, 2026, by Lee Hall JR., who is personally known to me, or who has/have produced driver License identification.

NOTARY SEAL

Notary Public State of Florida
Jessica Cruz
My Commission HH 660529
Expires 4/3/2029

Signature of Notary Public, State of Florida

RESOLUTION NO. 2026-R-25

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT TO LEE HALL JR. FOR THE WELCOME HOME BIRTHDAY BASH ON APPRIL 25TH 2026 AT BOOKER PARK ETTING FORTH THE PROVISIONS OF THE PERMIT; AND GRANTING PERMISSION; AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS, Lee Hall Jr. has submitted an event application for a Birthday Bash to be held on April 25th from 1 p.m.-6 p.m. at Booker Park.

WHEREAS, the City of Palatka's Special Events Committee has met to review the submitted application to assess any additional services necessary for the Special event to provide public safety and/or assistance for the function; and

WHEREAS, the Palatka City Commission finds that the approval of the Special Events Permit, as stipulated and described herein, is in the best interest of the event organizers, the City of Palatka and its citizens.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF PALATKA, FLORIDA:

Section 1: That Special Events Permit for Lee Hall's Welcome Home Birthday Bash is hereby granted with the following provisions and stipulations:

- **a.** A Class "A" Special Events Permit is hereby granted for the event to be held on April 25th, 2026, during the hours provided in the application.
- **b.** Amplified sound on the date provided on the application.
- **c.** No Road closures noted on application
- **d.** 2 Police officers shall be present for 1 hour before, during the event and for 1 hour after the event.

Section 2: The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this 26th day of February 2026

CITY OF PALATKA, FLORIDA

By: _____
Mayor: Roberta Correa

ATTEST:

_____
City Clerk: Karen Hayes, FCPC

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney: Jane West, ESQ.

ADOPT RESOLUTION 2026-R-26 granting a special events permit to Mike Underwood of The Invitationil LLC for The InvitatioNIL fishing tournament.
Event Date or Dates– May 2nd 2026
Agenda Item Number – 2026-R-26
Title of Item / Subject – The InvitatioNIL fishing tournament.
Department / Division – The InvitatioNIL LLC.
Prepared By – Mike Underwood
Reviewed By – Special Events Team

STAFF REPORT

DATE: February 26, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Mike is requesting road closures of Memorial from Reid St. to the city docks. We will close off the roundabout for vendor parking. Mike is also requesting permits for alcohol, and amplified sound.

BACKGROUND

The InvitatioNIL fishing tournament is the first Annual InvitatioNIL Fishing tournament. This event will include food trucks, vendors, and will end with a concert.

PROJECT ANALYSIS

Mike Underwood of The InvitatioNIL LLC has submitted an event application for the first annual InvitatioNIL fishing tournament to be held on May 2nd 2026 at the City of Palatka docks and Riverfront.

Staff Recommendation

Recommended Motion / Action – The Staff Recommendation is that the application be approved, and the resolution be adopted

ATTACHMENTS

1.	The InvitatioNIL fishing tournament application
2.	26. Resolution 2026-R-26 InvitatioNIL Fishing tournament 2026

CITY of Palatka FLORIDA

Date Received: 12/19/25

Permit Classification: A

APPLICATION FOR SPECIAL EVENT

1. Primary Contact: Mike Underwood

   Address: 1924 Abercrombie Ln Email: mike.underwood@miccanopel851.com

   Ponte Vedra, FL 32081 Phone: 904 735 6084

2. Secondary Contact: Morgan Banks

   Address: 12749 Longview Dr. W Email: info@theinvitationil.com

   Jacksonville, FL 32223 Phone: 904 735 6085

3. Event Sponsor/Organization: The InvitatioNIL LLC

Attach a certificate of Tax Exemption if applicable.

4. Name of Event: The InvitatioNIL

5. Description of Event (event activities, such as concerts, street dances, races, contests/competitions, regattas, arts/crafts displays, still motion picture production, etc.):

The event will consist of a fishing tournament on the river. Additionally, there will be street vendors along Memorial and St. Johns avenue. The event will conclude with an outdoor concert at the pavillion.

6. Event Location (911 Address): Intersection of Memorial and St Johns Ave.

7. Road Closures: ex. **St. Johns Avenue** from **First Street** to **Second Street**

Memorial	from	City Docks	to	Reid
St Johns	from	Memorial	to	2nd st.
	from		to	
	from		to	
	from		to	
	from		to	
	from		to	
	from		to	
	from		to	

8. Onsite representatives during the event:

Name: Mike Underwood Cell Phone: 904 735 6084

Name: Morgan Banks Cell Phone: 904 735 6085

9. Please fill in below for each day within the event.

Date(s) of Event:	Hours:	Amplified Sound:	Alcohol:	Attendance
Setup:				
5/2/26	10am to 12pm	__:__ to __:__	__:__ to __:__	500
Event:				
5/2/26	10am to 11pm	4pm to 9:30pm	4pm to 9:30pm	2500
__/__/__	__:__ to __:__	__:__ to __:__	__:__ to __:__	
__/__/__	__:__ to __:__	__:__ to __:__	__:__ to __:__	
__/__/__	__:__ to __:__	__:__ to __:__	__:__ to __:__	
__/__/__	__:__ to __:__	__:__ to __:__	__:__ to __:__	
__/__/__	__:__ to __:__	__:__ to __:__	__:__ to __:__	
__/__/__	__:__ to __:__	__:__ to __:__	__:__ to __:__	
Breakdown:				
5/2/26	9:30p to 11pm	__:__ to __:__	__:__ to __:__	

10. Basis of estimated peak attendance (i.e. tickets sold, historical attendance, etc.)

Past attendance at Blue Crab Festival (2500)

11. Number and type of auxiliary vehicles/ equipment:

100 Watercraft _____ Aircraft _____ Utility Vehicles/Golf Carts 10 Other: _____

12. Any special effects or pyrotechnics (i.e. explosives, hazardous materials, discharging weapons, incendiary devices)? If yes, please describe and list contractor contact information.

None

Include date and time:

__/__/__ __:__ to __:__ __:__ to __:__

13. Will transport vehicles be utilized? If so, please describe.

Golf carts from parking to event. Primarily for handicapped persons

14. Number of staff/ volunteer: 40 Uniform identification: TBD (likely a distinct t-shirt)

REQUIRED ATTACHMENTS

☑ Site Plan (see checklist)

Parking see attached
Number and location of food vendors
Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands
Street Closures/Barricades/Detours
Garbage Containers
Parade/Marching Route
Event Headquarters
Number and location of temporary signs/banners
Sound system(s) location
Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.
Main emergency vehicle access to site
Location of security and emergency vehicle parking on site
Carnival location (if any)
Number/location of portable toilets

☐ Tentative Schedule of Events

☐ 501(C) (3) Certificate of Exemption # _____

☐ Nonprofit articles of incorporation, charter and mission statement

☐ Consent letter (event property): property owners on which special event location is held if not city owned

☐ Fire resistive rating certificates (tents, fabrics, etc.)

☐ 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: _____

☐ Alcohol liability certificate of insurance- city as "additional insured"

☐ Alcohol license (copy)

☐ Signed Conditions and Agreement Form

SPECIAL EVENTS FEES

All Special Event Application submittals must include deposit fee before dates can be secured. Submission of a Special Event Application **does not** guarantee authorization for the event in question. Each application will require review by the Special Event Review Committee, where specific requirements, conditions and/or modifications, and additional fees (security, waste, etc.) may be applied.

15. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES
Any private entity/ business(es) who are holding a function that impacts neighboring businesses/residents within the City limits and/or requires city services.

☐ **CLASS A**: $300.00 per day (attendance: 1,001 and up per day) **Permit Filing Deadline: 60 days prior to event**

☐ **CLASS B**: $100.00 per day (attendance: 101 - 1,000 per day) **Permit Filing Deadline: 60 days prior to event**

☐ **CLASS C**: $50.00 per day (attendance: 1- 100 per day with limited impact on traffic and parking- events such as Weddings, Fishing tournaments with less than 40 boats, etc.) **Permit Filing Deadline: 30 days prior to event**

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.

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT **DOES NOT** INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. **Organizers are required** to contact the City of Palatka Cultural Resources Department office at 386-326-2704 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS.

Acceptance of your application should in no way be construed as final approval or confirmation of your request.

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

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

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

Sec. 50-222. Indemnification/insurance; liquor liability insurance.

(a) Prior to the issuance of a special event permit the applicant(s) shall execute an indemnification form which provides that the applicant(s) agrees to hold harmless and indemnify the city, its officers, agents and employees against any loss, damage, or expense (including all costs and reasonable attorney's fees) suffered by the city for:
   (1) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty, or covenant made by the applicant(s) to the city as an inducement to the granting of the permit.
   (2) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant on public property by applicant's agents, employees, invitee and/or any other persons.

(b) At least seven days prior to the first day of any special event, the applicant shall furnish to the special events coordinator proof of liability insurance protection, in an amount of not less than $1,000,000.00 per person for bodily injury or death, $2,000,000.00 per occurrence for bodily injury or death and $500,000.00 per occurrence for property damage, naming the city as "additional insured".

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

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

(Ord. No. 10-34, I(Exh. 1), 12-9-2010)

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

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

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

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.

Signature of Applicant — Date: 12/17/25

State of Florida County of St Johns

The foregoing application is acknowledged before me this 17th day of Dec, 2025, by Charles Underwood, who is personally known to me, or who has/have produced Driver License as identification.

NOTARY SEAL

HANG LAWRY
Notary Public - State of Florida
Commission # HH 351983
My Comm. Expires Jan 22, 2027
Bonded through National Notary Assn.

Signature of Notary Public, State of FL

APPLICATION APPROVED

Special Events Coordinator — Date: /

Chief of Police — Date:

Special Events Vendor Requirements

1. A 12 foot clear area must be maintained in front of each vendor site. This clear area will allow for the passage of emergency response vehicles. Assure there is at least a 12 foot clearance for emergency vehicles to be able to pass. All streets must remain open at all times. Make sure an apparatus can have a straight path and not have to zig zag around tents. Barricades can be used to close traffic, but no permanent blockages such as tents, vehicles, concession trailers, pools, etc.

2. Temporary vendor tents and/or canopies of 200 square feet or less and without food preparation are exempt from fire retardant requirements. Tent stakes, guide ropes, etc. will be clearly marked with a visible warning, i.e. flag, barricade tape, or protective cap. Protect from injuries by making sure there is some highly visible tape or protection cover over tent stakes.

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. Make sure all cord connections are off the ground and protected by GFCI. If they have a cord or hose crossing a sidewalk, they need to tape it down or cover with a carpet to prevent trip hazards. If possible, run the cord overhead.

4. A 44" accessible clear path maintained on all city sidewalks. FBC Ch.11. Sometimes vendors pile boxes behind their tent. Make sure the public has at least a 44" clear path on the sidewalks.

5. Generators will be located to the rear of a vendor space, have a fire extinguisher, and be sound deadened. Make sure the generator has a muffler and well away from public and combustibles. Must have extinguisher. Make sure the gas can is stored in a safe place away from an ignition source.

Food Vendors

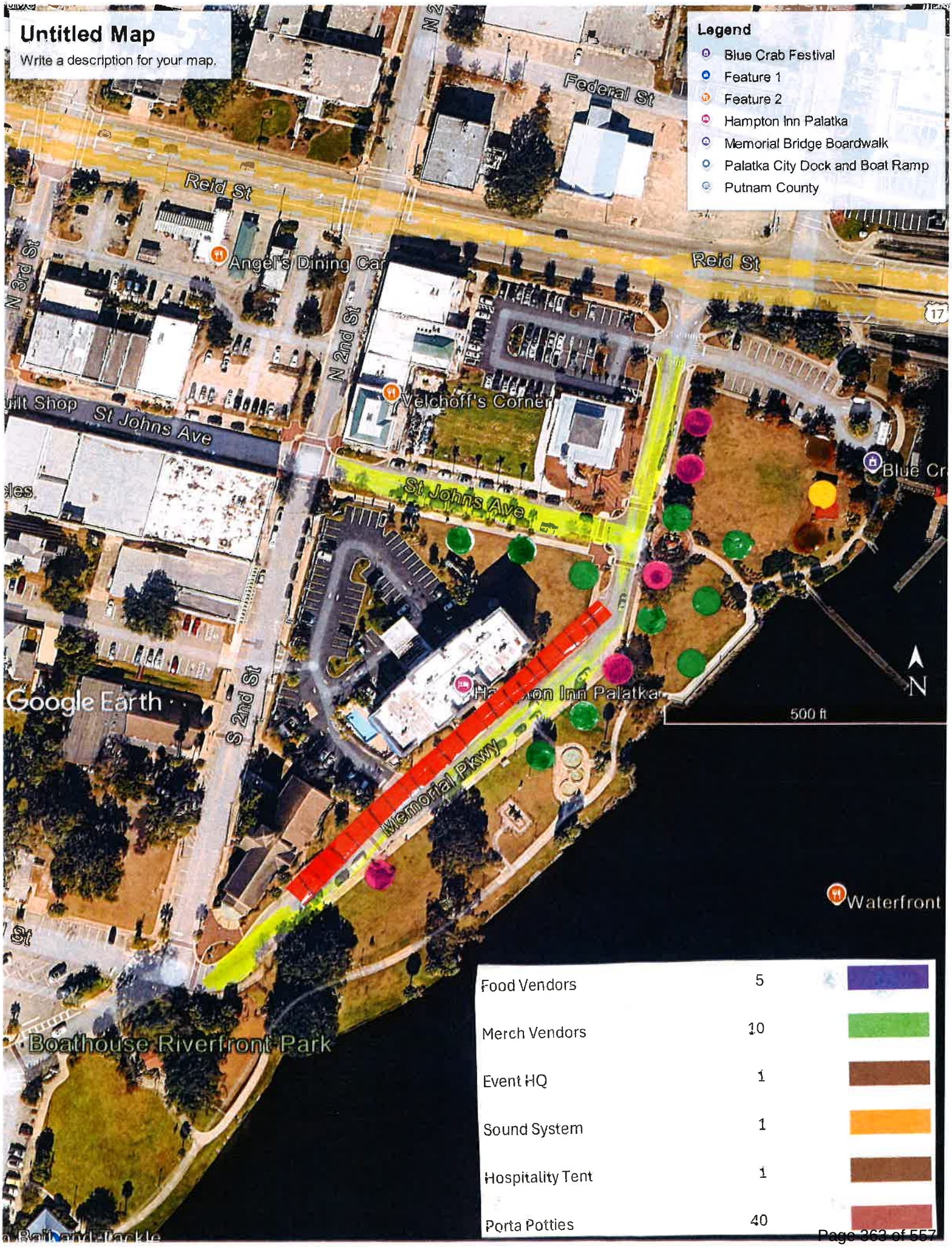
1. All food vendors must have a minimum of a 2A-10BC fire extinguisher currently certified and tagged by a licensed extinguisher company (Tag showing inspection within 1 year of event date). Same as a regular inspection tag check.
2. Vendors deep frying, in addition to the ABC extinguisher, must also have a K-Class extinguisher currently certified and tagged by a licensed extinguisher company. In addition to the ABC, they must have a K class. No K, no frying.
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. Check fire retardant label on the tent and on the side curtains.
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. If they want to cook meats inside a concession trailer, they must have a hood and suppression system. No exceptions.
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:

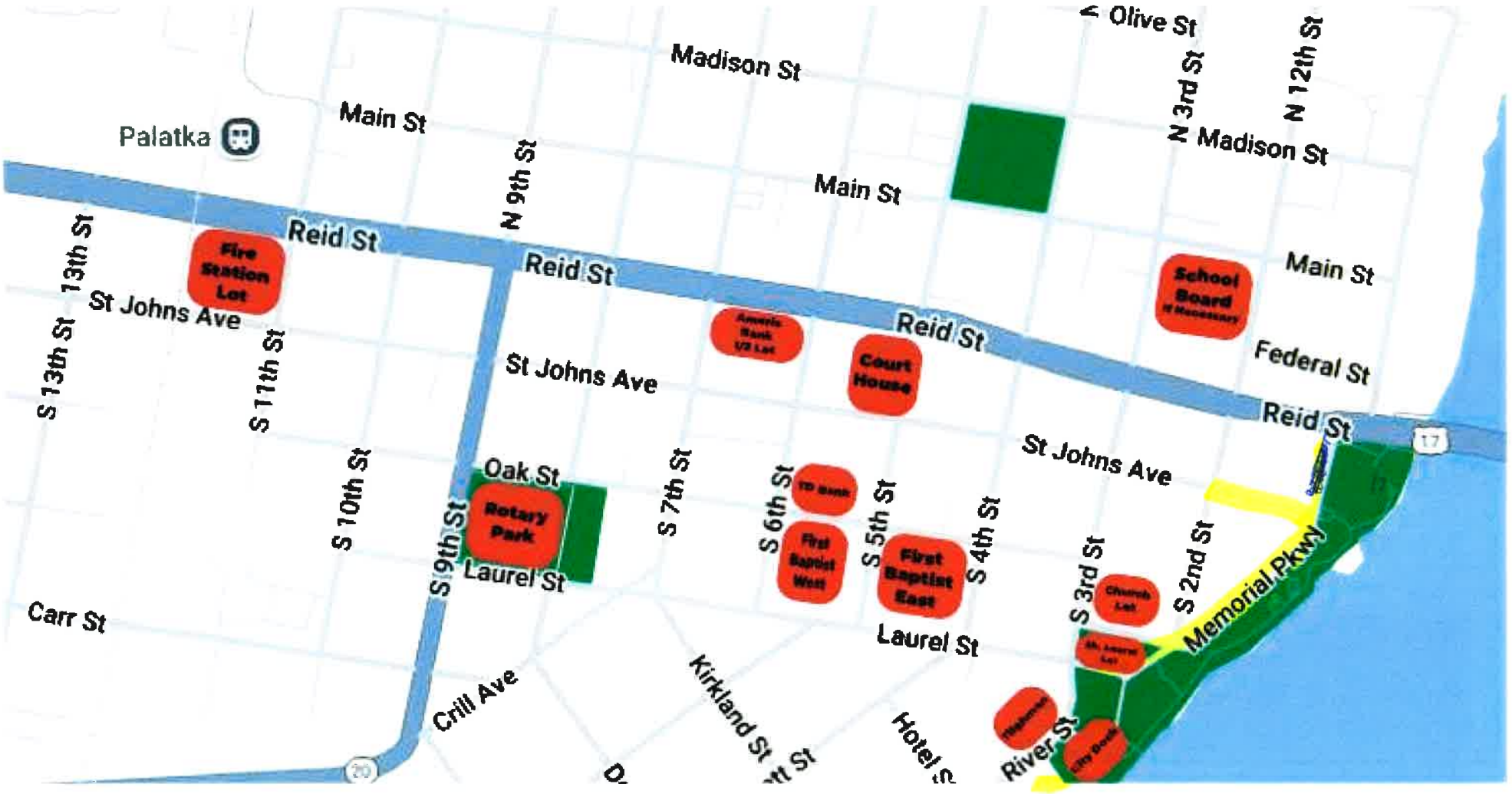
   a. Non-profit organizations. The vendor must have a State of Florida Tax Exemptions Certificate, issued in the name of the vendor on site.
   b. Vendors selling food items not prepared on site, i.e. pre-packaged. The exceptions a. and b. are only for state inspectors. All vendors must comply with the city's special event requirements.

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 into 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 only be authorized by event staff.
6. A placard issued by the event staff will identify vender RVs.


Untitled Map
Write a description for your map.
Legend
Blue Crab Festival
Feature 1
Feature 2
Hampton Inn Palatka
Memorial Bridge Boardwalk
Palatka City Dock and Boat Ramp
Putnam County
Federal St
Reid St
Angel's Dining Car
Reid St
N 2nd St
Velchoff's Corner
St Johns Ave
St Johns Ave
Blue Cr
S 2nd St
Google Earth
Memorial Pkwy
Waterfront
Boathouse Riverfront Park
500 ft
N
Food Vendors 5
Merch Vendors 10
Event HQ 1
Sound System 1
Hospitality Tent 1
Porta Potties 40

FISHING MAP PARKING GUIDE



RESOLUTION NO. 2026-R-26

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT TO MIKE UNDERWOOD FOR THE INVITATIONIL FISHING TOURNAMENT TO BE HLD ON MAY 2ND 2026 SETTING FORTH THE PROVISIONS OF THE PERMIT; AND GRANTING PERMISSION; AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS, Mike Underwood of The InvitatioNIL LLC has submitted an event application for the first annual InvitatioNIL fishing tournament to be held on May 2nd, 2026, at the City of Palatka docks and Riverfront.

WHEREAS, the City of Palatka's Special Events Committee has met to review the submitted application to assess any additional services necessary for the Special event to provide public safety and/or assistance for the function; and

WHEREAS, the Palatka City Commission finds that the approval of the Special Events Permit, as stipulated and described herein, is in the best interest of the event organizers, the City of Palatka and its citizens.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF PALATKA, FLORIDA:

Section 1: That Special Events Permit for Mike Underwoods first Annual InvitatioNIL Fishing tournament granted with the following provisions and stipulations:

- **a.** A Class "A" Special Events Permit is hereby granted for the event to be held on May 2nd, 2026, during the hours provided in the application.
- **b.** Amplified sound and alcohol on the date provided on the application.
- **c.** Road closures noted on the event application.

Section 2: The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this 26th day of February 2026

CITY OF PALATKA, FLORIDA

By: _____
Mayor: Roberta Correa

ATTEST:

_____
City Clerk: Karen Hayes, FCPC

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney: Jane West, ESQ.

ADOPT RESOLUTION 2026-R-27 granting a special events permit to Becky Williams of Kawanis for the Kiwanis Club of Azalea City Bass Tournament.
Event Date or Dates– April 25, 2026
Agenda Item Number – 2026-R-27
Title of Item / Subject – Kawanis Club of Azalea City Bass Tournament
Department / Division – Kawanis
Prepared By – Becky Williams
Reviewed By – Special Events Team

STAFF REPORT

DATE: February 26, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST
The only request is for 2 garbage containers.

BACKGROUND
Annual Fishing tournament, 1 food cart (hotdogs)

PROJECT ANALYSIS
Becky Williams of Kawanis has submitted an event application for The Kawanis Club of Azalea City Bass Tournament. The event will be on April 25th 2026 at the city docks.

Staff Recommendation
Recommended Motion / Action – The Staff Recommendation is that the application be approved, and the resolution be adopted.

ATTACHMENTS

1.	Kawanis Bass Tournament application
2.	27. Resolution 2026-R-27 Kawanis Club of Azalea City Bass 2026

CITY of Palatka FLORIDA

Date Received: 07/01/25

Permit Classification: B

APPLICATION FOR SPECIAL EVENT

1. Primary Contact: Becky Williams

   Address: 423 St. Johns Ave Palatka Fl. 32177

   Email: beckywilliamsRealtor@yahoo.com

   Phone: 352-213-4200

2. Secondary Contact: Mike Meredith

   Address: _____

   Email: mmeredith@clayelectric.com

   Phone: 386-542-5288

3. Event Sponsor/Organization: Kiwanis

   Attach a certificate of Tax Exemption if applicable.

4. Name of Event: Kiwanis Club of the Azalea City Bass Tournament

5. Description of Event (event activities, such as concerts, street dances, races, contests/competitions, regattas, arts/crafts displays, still motion picture production, etc.):

   Bass Tournament

6. Event Location (911 Address): City Docks

7. Road Closures: ex. **St. Johns Avenue** from **First Street** to **Second Street**

   _____ from _____ to _____

   _____ from _____ to _____

   _____ from _____ to _____

   _____ from _____ to _____

   _____ from _____ to _____

   _____ from _____ to _____

   _____ from _____ to _____

   _____ from _____ to _____

   _____ from _____ to _____

8. Onsite representatives during the event:

Name: Becky Cell Phone: _____

Name: Mike Cell Phone: _____

9. Please fill in below for each day within the event.

Date(s) of Event:	Hours:	Amplified Sound:	~~Alcohol:~~	Attendance
Setup:				
4/24/25	10 __:__ to __:__	4:25 to __:__ 6am	__:__ to __:__	
Event:				
4/25/26	4:am to 7:pm	__:__ to __:__	__:__ to __:__	_____
__/__/__	__:__ to __:__	__:__ to __:__	__:__ to __:__	_____
__/__/__	__:__ to __:__	__:__ to __:__	__:__ to __:__	_____
__/__/__	__:__ to __:__	__:__ to __:__	__:__ to __:__	_____
__/__/__	__:__ to __:__	__:__ to __:__	__:__ to __:__	_____
__/__/__	__:__ to __:__	__:__ to __:__	__:__ to __:__	_____
__/__/__	__:__ to __:__	__:__ to __:__	__:__ to __:__	_____
Breakdown:				
4/25	7pm __:__	__:__ to __:__	__:__ to __:__	

10. Basis of estimated peak attendance (i.e. tickets sold, historical attendance, etc.)

150

11. Number and type of auxiliary vehicles/ equipment:

_____ Watercraft _____ Aircraft _____ Utility Vehicles/Golf Carts _____Other: _____

12. Any special effects or pyrotechnics (i.e. explosives, hazardous materials, discharging weapons, incendiary devices)? If yes, please describe and list contractor contact information.

Include date and time:

__/__/__ __:__ to __:__ __:__ to __:__

13. Will transport vehicles be utilized? If so, please describe.

14. Number of staff/ volunteer: 20 Uniform identification: _____

REQUIRED ATTACHMENTS

☐ Site Plan (see checklist)

Parking
Number and location of food vendors
Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands
Street Closures/Barricades/Detours
Garbage Containers
Parade/Marching Route
Event Headquarters
Number and location of temporary signs/banners
Sound system(s) location
Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.
Main emergency vehicle access to site
Location of security and emergency vehicle parking on site
Carnival location (if any)
Number/location of portable toilets

☐ Tentative Schedule of Events

☐ 501(C) (3) Certificate of Exemption # _____

☐ Nonprofit articles of incorporation, charter and mission statement

☐ Consent letter (event property): property owners on which special event location is held if not city owned

☐ Fire resistive rating certificates (tents, fabrics, etc.)

☐ 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: _____

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Becky Williams — Signature of Applicant

7-1-2025 — Date

State of Florida County of Putnam

The foregoing application is acknowledged before me this 1st day of July, 2025, by Becky Williams, who is personally known to me, or who has/have produced FD as identification.

NOTARY SEAL

Notary Public State of Florida
Jessica Cruz
My Commission HH 660529
Expires 4/3/2029

Signature of Notary Public, State of FL

APPLICATION APPROVED

Special Events Coordinator — Date

Chief of Police — Date

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5. Permission to connect to utilities will only be authorized by event staff.
6. A placard issued by the event staff will identify vender RVs.

City of Palatka
Indemnification & Hold Harmless Agreement

The BUSINESS and/or INDIVIDAUL agrees to indemnify and hold the City and its officers, agents, and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgments, fees and costs of whatever kind or character, arising from, by reason of in connection with the use of the facilities described herein. It is the intention of the BUSINESS and/or INDIVIDUAL that the CITY and its officers, agents, and employees shall not be liable or in any way responsible for injury, damage, liability, loss or expense resulting to the user and those it brings onto the premises due to accidents, mishaps, misconduct, negligence or injuries either in person or property.

The BUSINESS and/or INDIVIDUAL expressly assume full responsibility for any and all damages or injuries which may result to any person or property by reason of or in connection with the use of facilities pursuant to this agreement, and agrees to pay the CITY for all damages caused to the facilities resulting from the user's activities hereunder.

The BUSINESS and/or INDIVIDUAL represents that its activities pursuant to this agreement will be supervised by adequately trained personnel, and that user will observe, and cause the participants in the activity to observe, all safety rules for the facility and the activity. The BUSINESS and/or INDIVIDUAL acknowledge that the CITY has no duty to and will not provide supervision during the activity.

Becky Williams — Signature of Applicant

City Docks — Name of Facility being used

Becky Williams — Print Name of Applicant

4-26-26 — Date of Use

State of Florida County of Putnam

The foregoing application is acknowledged before me this 1st day of July, 2025, by Becky Williams, who is personally known to me, or who has/have produced ID as identification.

NOTARY SEAL

Notary Public State of Florida
Jessica Cruz
My Commission HH 660529
Expires 4/3/2029

Signature of Notary Public, State of FL

ANTI-HUMAN TRAFFICKING AFFIDAVIT

I, Becky Williams, on behalf of Kiwanis

(Name of Company/Individual/Organization/Association/Non-governmental entity) hereby attest under penalty of perjury that our organization does not use coercion of labor or services, as defined in Fla. Stat. 787.06, in any part of the operation of our organization.

Becky Williams
Signature

7-1-2025
Date

Becky Williams
Print Name

Title – must be an officer or a Representative of the nongovernmental entity

STATE OF FLORIDA
COUNTY OF PUTNAM

The foregoing instrument was acknowledged before me by means of [_] physical presence or [_] online notarization this _____ day of _____, by _____, to me personally known to be the person described in and who executed the foregoing instrument, or who produced appropriate identification, and acknowledged before me the execution of same.

_____
Notary Public

My commission expires:

RESOLUTION NO. 2026-R-27

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT TO BECKY WILLIAMS FOR THE KIWANIS CLUB OF AZALEA CITY BASS TOURNAMENT TO BE HELD ON APRIL 25TH 2026 SETTING FORTH THE PROVISIONS OF THE PERMIT; AND GRANTING PERMISSION; AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS, Becky Williams of Kawanis has submitted an event application for The Kawanis Club of Azalea City Bass Tournament. The event will be on April 25th 2026 at the city docks.

WHEREAS, the City of Palatka's Special Events Committee has met to review the submitted application to assess any additional services necessary for the Special event to provide public safety and/or assistance for the function; and

WHEREAS, the Palatka City Commission finds that the approval of the Special Events Permit, as stipulated and described herein, is in the best interest of the event organizers, the City of Palatka and its citizens.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF PALATKA, FLORIDA:

Section 1: That Special Events Permit for Becky Williams for the Kawanis Club of Azalea City Bass tournament granted with the following provisions and stipulations:

- **a.** A Class "B" Special Events Permit is hereby granted for the event to be held on April 25th 2026, during the hours provided in the application.
- **b.** No Amplified sound provided on the application.
- **c.** Road closures noted on the event application.

Section 2: The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this 26th day of February 2026

CITY OF PALATKA, FLORIDA

By: _____
Mayor: Roberta Correa

ATTEST:

_____
City Cler: Karen Hayes, FCPC

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney: Jane West, ESQ

ADOPT RESOLUTION 2026-R-28 granting a special events permit to Paul Hamilton for the annual Wolfson Children's Bass Tournament which will be held May 15th and 16th 2026.
Event Date or Dates– May 15th and 16th 2026
Event setup — May 14th 8am-4pm
Agenda Item Number – 2025-R-28
Title of Item / Subject – Wolfson Children's annual Bass Tournament
Department / Division – Wolfson Children's Hospital
Prepared By – Paul Hamilton
Reviewed By – Special Events Team
Recommended Motion / Action – The Staff Recommendation is that the application be approved, and the resolution be adopted.

STAFF REPORT

DATE: February 26, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The request is for 8 officers, garbage containers and road closures and permits for amplified sound.

BACKGROUND

Annual fishing tournament to raise funds for Wolfson Children's hospital.

PROJECT ANALYSIS

Paul Hamilton has submitted an event application for the annual Wolfson Children's Hospitals Bass Tournament which will be on May 15th and 16th with setup on the 14th.

Staff Recommendation

Recommended Motion / Action – The Staff Recommendation is that the application be approved, and the resolution be adopted.

ATTACHMENTS

1.	Wolfson Childrens 2026 application
2.	28. Resolution 2026-R-28 Wolfson Childrens Bass Tournament 2026

CITY of Palatka FLORIDA

Date Received: 10/22/05

Permit Classification: A

APPLICATION FOR SPECIAL EVENT

1. Primary

Contact: Paul Hamilton

Address: _____ Email: phamilton@moosehaven.org

Phone: (352) 682-1678

2. Secondary Contact: Mike Bach

Address: _____ Email: _____

Phone: (904) 759-6473

3. Event Sponsor/Organization: Wolfson Children's Hospital

Attach a certificate of Tax Exemption if applicable.

4. Name of Event: Wolfson Children's Hospital Bass Tournament

5. Description of Event (event activities, such as concerts, street dances, races, contests/competitions, regattas, arts/crafts displays, still motion picture production, etc.):

Fishing Tournament

6. Event Location (911 Address): 319 River Street 32177 7.

Road Closures: ex. **St. Johns Avenue** from **First Street** to **Second Street**

St. Johns from First to Second

Memorial from First to Second

_____ from _____ to _____

_____ from _____ to _____

_____ from _____ to _____

_____ from _____ to _____

_____ from _____ to _____

_____ from _____ to _____

_____ from _____ to _____

8. Onsite representatives during the event:

Name: Paul Hamilton Cell Phone: (352)682-1678

Name: Richard Wilford Cell Phone: (904)392-9582

9. Please fill in below for each day within the event.

Date(s) of Event: Hours:	Amplified Sound:	Alcohol:	Attendance
Setup:			
5/14/26 8:00 am to 4:00 pm __:__ to __:__ __:__ to __:__			
Event:			
5/15/26 6:00 am to 4:00 pm 5:00 am to 7:00 am 2:00 pm to 4:00 pm			
5/16/26 5:00 am to 6:00 pm 5:00 am to 7:00 am 2:00 pm to 5:00 pm			
__/__/__ __:__ to __:__ __:__ to __:__ __:__ to __:__			
__/__/__ __:__ to __:__ __:__ to __:__ __:__ to __:__			
__/__/__ __:__ to __:__ __:__ to __:__ __:__ to __:__			
__/__/__ __:__ to __:__ __:__ to __:__ __:__ to __:__			
_____ __/__/__ __:__ to __:__ __:__ to __:__			
__:__ to __:__			
Breakdown:			

5/16/26 5:00 pm to 9:00 pm __:__ to __:__ __:__ to __:__

10. Basis of estimated peak attendance (i.e. tickets sold, historical attendance, etc.)

_____

_____

11. Number and type of auxiliary vehicles/ equipment:

500 Watercraft _____ Aircraft _____ Utility Vehicles/Golf Carts _____Other: _____

12. Any special effects or pyrotechnics (i.e. explosives, hazardous materials, discharging weapons, incendiary devices)? If yes, please describe and list contractor contact information.

_____

_____

Include date and time:

__/__/__ __:__ to __:__ __:__ to __:__

13. Will transport vehicles be utilized? If so, please describe.

_____

_____

14. Number of staff/ volunteer: 50 Uniform identification: _____

REQUIRED ATTACHMENTS

☐ Site Plan (see checklist)

Parking
Number and location of food vendors
Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands
Street Closures/Barricades/Detours
Garbage Containers
Parade/Marching Route
Event Headquarters
Number and location of temporary signs/banners
Sound system(s) location
Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.
Main emergency vehicle access to site
Location of security and emergency vehicle parking on site
Carnival location (if any)
Number/location of portable toilets

☐ Tentative Schedule of Events

☐ 501(C) (3) Certificate of Exemption # _____

☐ Nonprofit articles of incorporation, charter and mission statement

☐ Consent letter (event property): property owners on which special event location is held if not city owned

☐ Fire resistive rating certificates (tents, fabrics, etc.)

☐ 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:

_____

☐ Alcohol liability certificate of insurance- city as "additional insured"

☐ Alcohol license (copy)

☐ Signed Conditions and Agreement Form

SPECIAL EVENTS FEES

All Special Event Application submittals must include deposit fee before dates can be secured. Submission of a Special Event
Application **does not** guarantee authorization for the event in question. Each application will require review by the Special Event Review Committee, where specific requirements, conditions and/or modifications, and additional fees (security, waste, etc.) may be applied.

15. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

Any private entity/ business(es) who are holding a function that impacts neighboring businesses/residents within the City limits and/or requires city services.

☐ **CLASS A**: $300.00 per day (attendance: 1,001 and up per day) **Permit Filing Deadline: 60 days prior to event**

☐ **CLASS B**: $100.00 per day (attendance: 101 - 1,000 per day) **Permit Filing Deadline: 60 days prior to event**

☐ **CLASS C**: $50.00 per day (attendance: 1- 100 per day with limited impact on traffic and parking- events such as Weddings,

Fishing tournaments with less than 40 boats, etc.) **Permit Filing Deadline: 30 days prior to event**

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.

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY
COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT **DOES NOT** INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. **Organizers are required** to contact the City of Palatka Cultural Resources Department office at 386-326-2704 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE
NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS.

Acceptance of your application should in no way be construed as final approval or confirmation of your request.

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

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

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

Sec. 50-222. Indemnification/insurance; liquor liability insurance.

(a) Prior to the issuance of a special event permit the applicant(s) shall execute an indemnification form which provides that the applicant(s) agrees to hold harmless and indemnify the city, its officers, agents and employees against any loss, damage, or expense (including all costs and reasonable attorney's fees) suffered by the city for:
   (1) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty, or covenant made by the applicant(s) to the city as an inducement to the granting of the permit.
   (2) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant on public property by applicant's agents, employees, invitee and/or any other persons.

(b) At least seven days prior to the first day of any special event, the applicant shall furnish to the special events coordinator proof of liability insurance protection, in an amount of not less than $1,000,000.00 per person for bodily injury or death, $2,000,000.00 per occurrence for bodily injury or death and $500,000.00 per occurrence for property damage, naming the city as "additional insured".

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

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

(Ord. No. 10-34, I(Exh. 1), 12-9-2010)

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

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

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

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.

Samuel Dean

Signature of Applicant

Date 11/6/25

State of Florida County of Duval

The foregoing application is acknowledged before me this 6 day of November, 2025, by Samuel Dean, who is personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL

Notary Public State of Florida
Jennifer L. Alexander
My Commission HH 355642
Expires 3/17/2027

Jennifer Alexander

Signature of Notary Public, State of Florida

APPLICATION APPROVED

Special Events Coordinator Date

Chief of Police Date

Special Events Vendor Requirements

1. A 12 foot clear area must be maintained in front of each vendor site. This clear area will allow for the passage of emergency response vehicles. Assure there is at least a 12 foot clearance for emergency vehicles to be able to pass. All streets must remain open at all times. Make sure an apparatus can have a straight path and not have to zig zag around tents. Barricades can be used to close traffic, but no permanent blockages such as tents, vehicles, concession trailers, pools, etc.

2. Temporary vendor tents and/or canopies of 200 square feet or less and without food preparation are exempt from fire retardant requirements. Tent stakes, guide ropes, etc. will be clearly marked with a visible warning, i.e. flag, barricade tape, or protective cap. Protect from injuries by making sure there is some highly visible tape or protection cover over tent stakes.

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. Make sure all cord connections are off the ground and protected by GFCI. If they have a cord or hose crossing a sidewalk, they need to tape it down or cover with a carpet to prevent trip hazards. If possible, run the cord overhead.

4. A 44" accessible clear path maintained on all city sidewalks. FBC Ch.11. Sometimes vendors pile boxes behind their tent. Make sure the public has at least a 44" clear path on the sidewalks.

5. Generators will be located to the rear of a vendor space, have a fire extinguisher, and be sound deadened. Make sure the generator has a muffler and well away from public and combustibles. Must have extinguisher. Make sure the gas can is stored in a safe place away from an ignition source.

Food Vendors

1. All food vendors 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). Same as a regular inspection tag check.
2. Vendors deep frying, in addition to the ABC extinguisher, must also have a K-Class extinguisher currently certified and tagged by a licensed extinguisher company. In addition to the ABC, they must have a K class. No K, no frying.
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. Check fire retardant label on the tent and on the side curtains.
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. If they want to cook meats inside a concession trailer, they must have a hood and suppression system. No exceptions.
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 Exemptions Certificate, issued in the name of the vendor on site.
    b. Vendors selling food items not prepared on site, i.e. pre-packaged. The exceptions a. and b. are only for state inspectors. All vendors must comply with the city's special event requirements.

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 into 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 only be authorized by event staff.
6. A placard issued by the event staff will identify vender RVs.

City of Palatka Indemnification & Hold Harmless Agreement

The BUSINESS and/or INDIVIDAUL agrees to indemnify and hold the City and its officers, agents, and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgments, fees and costs of whatever kind or character, arising from, by reason of in connection with the use of the facilities described herein. It is the intention of the BUSINESS and/or INDIVIDUAL that the CITY and its officers, agents, and employees shall not be liable or in any way responsible for injury, damage, liability, loss or expense resulting to the user and those it brings onto the premises due to accidents, mishaps, misconduct, negligence or injuries either in person or property.

The BUSINESS and/or INDIVIDUAL expressly assume full responsibility for any and all damages or injuries which may result to any person or property by reason of or in connection with the use of facilities pursuant to this agreement, and agrees to pay the CITY for all damages caused to the facilities resulting from the user's activities hereunder.

The BUSINESS and/or INDIVIDUAL represents that its activities pursuant to this agreement will be supervised by adequately trained personnel, and that user will observe, and cause the participants in the activity to observe, all safety rules for the facility and the activity. The BUSINESS and/or INDIVIDUAL acknowledge that the CITY has no duty to and will not provide supervision during the activity.

_____ Signature of Applicant Name of Facility being used

Samuel Dean _____

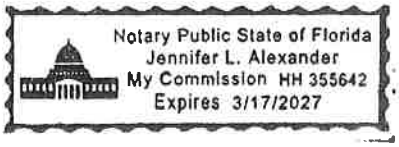
Print Name of Applicant Date of Use

State of Florida County of Duval

The foregoing application is acknowledged before me this 6 day of November, 2025, by Samuel Dean, who is

personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL



Signature of Notary Public, State of Florida

RESOLUTION NO. 2026-R-28

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT TO WOLFSON CHILDREN'S HOSPITAL FOR WOLFSON CHILDRENS HOSPITAL BASS TOUNAMENT ON MAY 15TH AND 16TH 2026 SETTING FORTH THE PROVISIONS OF THE PERMIT; AND GRANTING PERMISSION; AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS, WOLFSON CHILDRENS HOSPITAL of Jacksonville has made an application to the City of Palatka for a special event permit for WOLFSON CHILDRENS HOSPITAL BASS TOUNAMENT.

WHEREAS, the City of Palatka's Special Events Committee has met to review the submitted application to assess any additional services necessary for the Special event to provide public safety and/or assistance for the function; and

WHEREAS, the Palatka City Commission finds that the approval of the Special Events Permit, as stipulated and described herein, is in the best interest of the event organizers, the City of Palatka and its citizens.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF PALATKA, FLORIDA:

Section 1: That Special Events Permit for WOLFSON CHILDRENS HOSPITAL BASS TOUNAMENT is hereby granted to the Cultural Affairs Department with the following provisions and stipulations:

- **a.** A Class "A" Special Events Permit is hereby granted for the event to be held on May 15th and 16th, 2026, during the hours provided in the application.
- **b.** Amplified sound on the date provided on the application.
- **c.** Road closures noted on application

Section 2: The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this 26th day of February 2026

CITY OF PALATKA, FLORIDA

By: _____
Mayor: Roberta Correa

ATTEST:

_____
City Clerk: Karen Hayes, FCPC

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney: Jane West, ESQ.

ADOPT RESOLUTION 2026-R-29 granting a special events permit to Donna Mohr for the 72nd annual Mug Race, which will be May 2nd 2026.
Event Date or Dates– May 2nd 2026
Agenda Item Number – 2026-R-29
Title of Item / Subject – The 72nd Annual Mug Race
Department / Division – The Rudder Club of Jacksonville Inc.
Prepared By – Donna Mohr
Reviewed By – Special Events Team

STAFF REPORT

DATE: February 26, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST
The only request is for 2 garbage containers.

BACKGROUND
Boat race from Memorial Bridge to Jacksonville.

PROJECT ANALYSIS
Donna Mohr of The Rudder Club of Jacksonville has submitted an event application for the annual Mug Race on May 2nd 2026.

Staff Recommendation
Recommended Motion / Action – The Staff Recommendation is that the application be approved, and the resolution be adopted.

ATTACHMENTS

1.	Mug Race 2026 application
2.	29. Resolution 2026-R-29 Mug Race 2026

CITY of Palatka FLORIDA

Date Received: 10/30/2025

Permit Classification: B

APPLICATION FOR SPECIAL EVENT

1. Primary Contact: DONNA MOHR

   Address: 3865 CARMONA ST. JACKSONVILLE, FL 32244

   Email: DONNA.MOHR@COMCAST.NET

   Phone: 904 655 9728

2. Secondary Contact: MIKE BOZEMAN

   Address: 4105 HIDDEN ACRE ROAD, MIDDLEBURG, FL 32068 Email: CAPNSNAPMARINE@GMAIL.COM

   Phone: 904 521 0122

3. Event Sponsor/Organization: THE RUDDER CLUB OF JACKSONVILLE, INC.

   Attach a certificate of Tax Exemption if applicable.

4. Name of Event: THE 72ND ANNUAL MUG RACE

5. Description of Event (event activities, such as concerts, street dances, races, contests/competitions, regattas, arts/crafts displays, still motion picture production, etc.):

   SAILBOAT RACE FROM PALATKA TO JACKSONVILE

   Race will start just north of the US 17 Memorial Bridge in Palatka at 8am on Saturday May 2, 2026.

   On Friday May 1, participants will be setting up boats in Riverfront Park and in the parking area of the City Docks.

   Larger boats will be docked at the Municipal Dock just south of the Memorial Bridge or at the Quality Inn.

   The skippers' meeting will be held in the park amphitheater from 7:15 pm – 7:45 pm on Friday May 1.

6. Event Location (911 Address): Riverfront Park and City Dock/Ramp 2 garbage containers

7. Road Closures: ex. **St. Johns Avenue** from **First Street** to **Second Street**

	from	NONE	to	
	from		to	
	from		to	
	from		to	
	from		to	
	from		to	
	from		to	
	from		to	
	from		to	

8. Onsite representatives during the event:

Name: RICH BREW Cell Phone: 904 635 8849

Name: MARK FROEHLICH Cell Phone: 513 722 5362 ~~513 733 5362~~

9. Please fill in below for each day within the event.

Date(s) of Event:	Hours:	Amplified Sound:	Alcohol:	Attendance
Setup:				
5/1/26	10:00AM to 10:00	NONE	NONE	100 FOR RIGGING (boat setup)
Event:				
5/1/26	07:15PM to 07:45 PM	07:15PM to 07:45 PM	NONE	100 for skippers' meeting
:				
5/2/26	06:00AM: to 08:00 AM	NONE	NONE	160 for launching boats
__/__/__	__:__ to __:__	__:__ to __:__	__:__ to __:__	_____
__/__/__	__:__ to __:__	__:__ to __:__	__:__ to __:__	_____
__/__/__	__:__ to __:__	__:__ to __:__	__:__ to __:__	_____
Breakdown:				
5/2/26	by 9:30 AM	NONE	NONE	20

10. Basis of estimated peak attendance (i.e. tickets sold, historical attendance, etc.)

200, based on historical attendance

11. Number and type of auxiliary vehicles/ equipment: support boats north of US 17 bridge

5 Watercraft _____ Aircraft _____ Utility Vehicles/Golf Carts _____ Other: _____

12. Any special effects or pyrotechnics (i.e. explosives, hazardous materials, discharging weapons, incendiary devices)? If yes, please describe and list contractor contact information.

NONE

Include date and time:

__/__/__ __:__ to __:__ __:__ to __:__

13. Will transport vehicles be utilized? If so, please describe.

14. Number of staff/ volunteer: 15 Uniform identification: _____

REQUIRED ATTACHMENTS

X Site Plan (see checklist)

Parking
- Number and location of food vendors
- Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands
- Street Closures/Barricades/Detours
- Garbage Containers
- Parade/Marching Route
- Event Headquarters
- Number and location of temporary signs/banners
- Sound system(s) location
- Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.
- Main emergency vehicle access to site
- Location of security and emergency vehicle parking on site
- Carnival location (if any)
- Number/location of portable toilets

X Tentative Schedule of Events

☐ 501(C) (3) Certificate of Exemption # _____

☐ Nonprofit articles of incorporation, charter and mission statement

☐ Consent letter (event property): property owners on which special event location is held if not city owned

☐ Fire resistive rating certificates (tents, fabrics, etc.)

☐ 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: _____

☐ Alcohol liability certificate of insurance- city as "additional insured"

☐ Alcohol license (copy)

X Signed Conditions and Agreement Form

SPECIAL EVENTS FEES

All Special Event Application submittals must include deposit fee before dates can be secured. Submission of a Special Event Application **does not** guarantee authorization for the event in question. Each application will require review by the Special Event Review Committee, where specific requirements, conditions and/or modifications, and additional fees (security, waste, etc.) may be applied.

15. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES
Any private entity/ business(es) who are holding a function that impacts neighboring businesses/residents within the City limits and/or requires city services.

☐ **CLASS A**: $300.00 per day (attendance: 1,001 and up per day) **Permit Filing Deadline: 60 days prior to event**

☒ **CLASS B**: $100.00 per day (attendance: 101 - 1,000 per day) **Permit Filing Deadline: 60 days prior to event**

☐ **CLASS C**: $50.00 per day (attendance: 1- 100 per day with limited impact on traffic and parking- events such as Weddings, Fishing tournaments with less than 40 boats, etc.) **Permit Filing Deadline: 30 days prior to event**

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.

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT **DOES NOT** INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. **Organizers are required** to contact the City of Palatka Cultural Resources Department office at 386-326-2704 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS.

Acceptance of your application should in no way be construed as final approval or confirmation of your request.

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

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

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

Sec. 50-222. Indemnification/insurance; liquor liability insurance.

(a) Prior to the issuance of a special event permit the applicant(s) shall execute an indemnification form which provides that the applicant(s) agrees to hold harmless and indemnify the city, its officers, agents and employees against any loss, damage, or expense (including all costs and reasonable attorney's fees) suffered by the city for:
   (1) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty, or covenant made by the applicant(s) to the city as an inducement to the granting of the permit.
   (2) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant on public property by applicant's agents, employees, invitee and/or any other persons.

(b) At least seven days prior to the first day of any special event, the applicant shall furnish to the special events coordinator proof of liability insurance protection, in an amount of not less than $1,000,000.00 per person for bodily injury or death, $2,000,000.00 per occurrence for bodily injury or death and $500,000.00 per occurrence for property damage, naming the city as "additional insured".

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

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

(Ord. No. 10-34, I(Exh. 1), 12-9-2010)

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

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

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

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.

Donna Mohr
Signature of Applicant

Oct 29, 2025
Date

State of Florida County of Duval

The foregoing application is acknowledged before me this 29th day of oct, 2025, by Donna Mohr, who is personally known to me, or who has/have produced FLDL as identification.

NOTARY SEAL

WILLIAM MCCLENDON
Notary Public - State of Florida
Commission # HH 395383
My Comm. Expires Jul 9, 2027

William McClendon
Signature of Notary Public, State of Florida

APPLICATION APPROVED

Special Events Coordinator — Date

Chief of Police — Date

Special Events Vendor Requirements

1. A 12 foot clear area must be maintained in front of each vendor site. This clear area will allow for the passage of emergency response vehicles. Assure there is at least a 12 foot clearance for emergency vehicles to be able to pass. All streets must remain open at all times. Make sure an apparatus can have a straight path and not have to zig zag around tents. Barricades can be used to close traffic, but no permanent blockages such as tents, vehicles, concession trailers, pools, etc.

2. Temporary vendor tents and/or canopies of 200 square feet or less and without food preparation are exempt from fire retardant requirements. Tent stakes, guide ropes, etc. will be clearly marked with a visible warning, i.e. flag, barricade tape, or protective cap. Protect from injuries by making sure there is some highly visible tape or protection cover over tent stakes.

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. Make sure all cord connections are off the ground and protected by GFCI. If they have a cord or hose crossing a sidewalk, they need to tape it down or cover with a carpet to prevent trip hazards. If possible, run the cord overhead.

4. A 44" accessible clear path maintained on all city sidewalks. FBC Ch.11. Sometimes vendors pile boxes behind their tent. Make sure the public has at least a 44" clear path on the sidewalks.

5. Generators will be located to the rear of a vendor space, have a fire extinguisher, and be sound deadened. Make sure the generator has a muffler and well away from public and combustibles. Must have extinguisher. Make sure the gas can is stored in a safe place away from an ignition source.

Food Vendors

1. All food vendors 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). Same as a regular inspection tag check.
2. Vendors deep frying, in addition to the ABC extinguisher, must also have a K-Class extinguisher currently certified and tagged by a licensed extinguisher company. In addition to the ABC, they must have a K class. No K, no frying.
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. Check fire retardant label on the tent and on the side curtains.
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. If they want to cook meats inside a concession trailer, they must have a hood and suppression system. No exceptions.
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 Exemptions Certificate, issued in the name of the vendor on site.
   b. Vendors selling food items not prepared on site, i.e. pre-packaged. The exceptions a. and b. are only for state inspectors. All vendors must comply with the city's special event requirements.

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 into 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 only be authorized by event staff.
6. A placard issued by the event staff will identify vender RVs.

City of Palatka
Indemnification & Hold Harmless Agreement

The BUSINESS and/or INDIVIDAUL agrees to indemnify and hold the City and its officers, agents, and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgments, fees and costs of whatever kind or character, arising from, by reason of in connection with the use of the facilities described herein. It is the intention of the BUSINESS and/or INDIVIDUAL that the CITY and its officers, agents, and employees shall not be liable or in any way responsible for injury, damage, liability, loss or expense resulting to the user and those it brings onto the premises due to accidents, mishaps, misconduct, negligence or injuries either in person or property.

The BUSINESS and/or INDIVIDUAL expressly assume full responsibility for any and all damages or injuries which may result to any person or property by reason of or in connection with the use of facilities pursuant to this agreement, and agrees to pay the CITY for all damages caused to the facilities resulting from the user's activities hereunder.

The BUSINESS and/or INDIVIDUAL represents that its activities pursuant to this agreement will be supervised by adequately trained personnel, and that user will observe, and cause the participants in the activity to observe, all safety rules for the facility and the activity. The BUSINESS and/or INDIVIDUAL acknowledge that the CITY has no duty to and will not provide supervision during the activity.

Donna Mohr — Signature of Applicant

Riverfront Park & City Ramp — Name of Facility being used

Donna Mohr — Print Name of Applicant

May 1, 2 of 2026 — Date of Use

State of Florida County of Duval

The foregoing application is acknowledged before me this 9th day of oct, 2025, by Donna Mohr, who is personally known to me, or who has/have produced FLDL as identification.

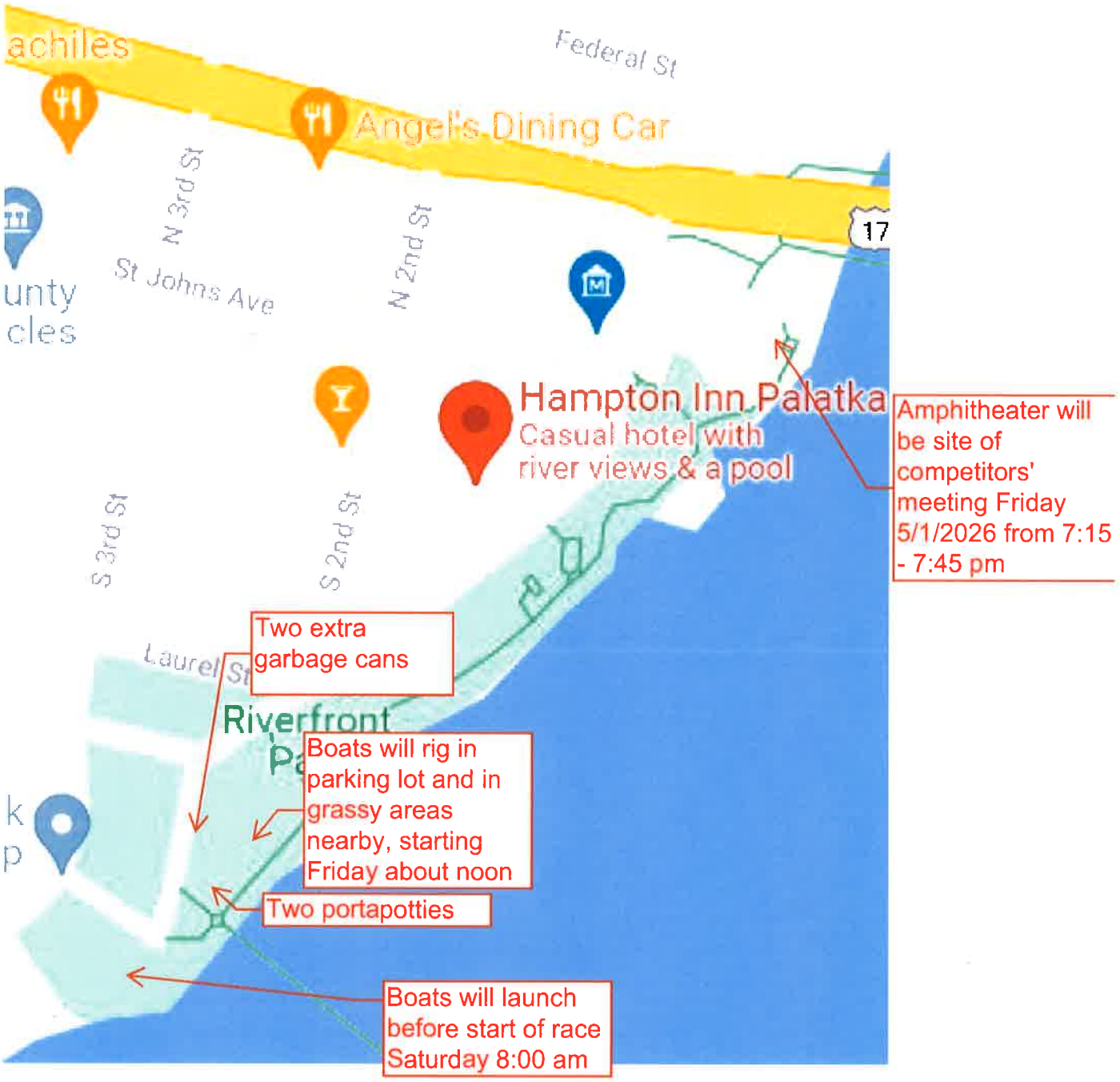
NOTARY SEAL

WILLIAM MCCLENDON
Notary Public - State of Florida
Commission # HH 395383
My Comm. Expires Jul 9, 2027

Will mcc — Signature of Notary Public, State of Florida

THE 72ND MUG RACE MAY 1 & 2, 2026

SITE MAP



THE 72nd ANNUAL MUG RACE

TENTATIVE SCHEDULE OF PALATKA EVENTS

FRIDAY MAY 1, 2026

- 10am – 10pm – Participants arrive. Small boats (catamarans and dinghies, numbering about 40) will rig their boats in Riverfront Park, clustering mostly near the City Ramp. After assembly, most boats will move off their road trailers onto 'cat tracks' or 'dollies'. Most of the trailers will then be driven to the race endpoint at the Rudder Club of Jacksonville, and the participants will catch our shuttle bus back to Palatka.

- 3 pm – 6 pm – Late registration and packet pickup in the Quality Inn meeting room.

- 7:15 pm – 7:45 pm – Skippers' meeting in the Riverfront Amphitheater. Voices will be amplified using a handheld megaphone or portable speaker, no large sound system will be used.

- Some small cruisers may spend the night tied to the Palatka City Dock, either those near the bridge or those near the ramp managed by Boathouse Marine. Most will stay at the Quality Inn dock.

SATURDAY MAY 2, 2026

- Small boats launch between 6am and 7:45 am.

- Race begins at 8am, just north of the US 17 bridge. First start at 8:00 am, second start at 8:10 am.

- Friends/families of the sailors will move most of the remaining trailers to Jacksonville after watching the race start. A very few trailers will stay in the City Dock parking lot until Sunday night.

ANTI-HUMAN TRAFFICKING AFFIDAVIT

I, DONNA MOHR, on behalf of
THE RUDDER CLUB of JACKSONVILLE, INC.
(Name of Company/Individual/Organization/Association/Non-governmental entity)
hereby attest under penalty of perjury that our organization does not use coercion of labor or services, as defined in Fla. Stat. 787.06, in any part of the operation of our organization.

Donna Mohr
Signature

10/29/2025
Date

Donna Mohr
Print Name

TREASURER
Title – must be an officer or a
Representative of the nongovernmental entity

STATE OF FLORIDA
COUNTY OF PUTNAM

The foregoing instrument was acknowledged before me by means of [X] physical presence or [ ] online notarization this 29th day of Oct 2025, by Donna Mohr, to me personally known to be the person described in and who executed the foregoing instrument, or who produced appropriate identification, and acknowledged before me the execution of same.

William McClendon
Notary Public

My commission expires:

WILLIAM MCCLENDON
Notary Public - State of Florida
Commission # HH 395383
My Comm. Expires Jul 9, 2027

The Rudder Club of Jacksonville, Inc.

October 29, 2025

The City of Palatka

Re: Special Event permit for The 72nd Annual Mug Race (May 1 – May 2, 2026)

The Rudder Club is planning for next year's Mug Race. Once again, we hope to host the start at its traditional venue in central Palatka. This cover letter is intended to supplement the information on the official application form.

1) Participants will begin to arrive and set up their boats on Friday afternoon May 1. There will be a competitors' meeting at the amphitheater in the evening. Since the start is at 8am on Saturday morning May 2, most participants will have cleared the park and/or ramp parking lot by 7:30 am on Saturday.

2) We will not have any amplified music. During the skippers' meeting, on Friday May 1 from 7:15 pm – 7:45 pm, we will use a small portable 'boom box' so the organizer doesn't have to shout.

3) We request that the open hours for the toilets near City Dock be extended till 11 pm on Friday evening and begin at 6am on Saturday, for the comfort of the boaters rigging near the ramp. However, we also intend to site two portable toilets near that parking area. This is shown on the site map.

5) We are requesting heavy police patrols on Friday night.

6) We request two extra garbage cans in the vicinity of the ramp.

Please let me know if you foresee any difficulties with these requests. We will work things out! We look forward to being in Palatka.

Sincerely,

Donna Mohr
Mug Race Permit Coordinator
904 655 9728
Donna.mohr@comcast.net

RESOLUTION NO. 2026-R-29

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT TO THE COMMUNITY AFFAIRS DEPARTMENT FOR 72nd ANNUAL MUG RACE SETTING FORTH THE PROVISIONS OF THE PERMIT; AND GRANTING PERMISSION; AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS, Rudder Club of Jacksonville has made an application to the City of Palatka for a special event permit for 72ND ANNUAL MUG RACE.

WHEREAS, the City of Palatka's Special Events Committee has met to review the submitted application to assess any additional services necessary for the Special event to provide public safety and/or assistance for the function; and

WHEREAS, the Palatka City Commission finds that the approval of the Special Events Permit, as stipulated and described herein, is in the best interest of the event organizers, the City of Palatka and its citizens.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF PALATKA, FLORIDA:

Section 1: That Special Events Permit for 72ND ANNUAL MUG RACE is hereby granted to the Cultural Affairs Department with the following provisions and stipulations:

- **a.** A Class "B" Special Events Permit is hereby granted for the event to be held on May 2nd, 2026, during the hours provided in the application.
- **b.** Amplified sound on the date provided on the application.

Section 2: The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this 26th day of February 2026.

CITY OF PALATKA, FLORIDA

By: _____
Mayor: Roberta Correa

ATTEST:

_____
City Clerk: Karen Hayes, FCPC

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney: Jane West, ESQ.

ADOPT RESOLUTION 2026-R-31 Establishing a Public Arts Advisory Committee

STAFF REPORT

DATE: February 26, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	31. Resolution 2026-R-31 Public Arts Advisory Committee

RESOLUTION NO. 2026-R-31

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, ESTABLISHING A PUBLIC ART ADVISORY COMMITTEE; PROVIDING FOR PURPOSE, MEMBERSHIP, TERMS, DUTIES, AND ADMINISTRATION; AND PROVIDING FOR SCRIVENER'S ERRORS AND AN EFFECTIVE DATE.

WHEREAS, the City of Palatka recognizes that public art, including murals, sculptures, installations, performance-based works, temporary exhibits, and integrated artistic design within public infrastructure, enhances civic identity, supports tourism, strengthens economic development, and promotes cultural education; and

WHEREAS, many jurisdictions establish advisory public art committees to provide professional expertise, community engagement, project review, and strategic planning related to public art initiatives; and

WHEREAS, the City Commission finds that coordinated advisory oversight and exploration of funding opportunities will improve the quality, sustainability, and fiscal responsibility of public art in the City of Palatka.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA:

SECTION 1. ESTABLISHMENT.
There is hereby created the City of Palatka Public Art Advisory Committee ("Committee"), which shall serve in an advisory capacity to the City Commission, the Planning Department, and other City departments as appropriate.

SECTION 2. PURPOSE.
The purpose of the Committee is to advise the City on the planning, acquisition, placement, preservation, and promotion of all public art within the City of Palatka, whether located on public or private property and visible from public spaces.
The Committee shall:

1. Promote public art that reflects and celebrates Palatka's:
    - St. Johns River heritage;
    - The history and contributions of Palatka's African American community;
    - Ravine Gardens State Park and natural landscapes;
    - The legacy of William Bartram; and
    - Other significant historical, cultural, and environmental themes.
2. Encourage artistic excellence, innovation, and community engagement.
3. Support heritage-based tourism and downtown revitalization.
4. Foster educational partnerships, particularly with St. Johns River State College.
5. Advance long-term stewardship and preservation of public art assets.

The Committee shall serve strictly in an advisory capacity and shall not exercise final decision-making authority unless specifically delegated by ordinance.

SECTION 3. MEMBERSHIP.
The Committee shall consist of seven (7) members who shall be appointed by the City Commission.
(a) Composition.
Membership shall reflect a diversity of professional expertise, artistic background, and community representation and shall include:

1. One (1) professional visual artist, muralist, sculptor, or arts administrator.
2. One (1) individual with experience in historic preservation, local history, or cultural heritage.
3. One (1) representative of the business, tourism, or economic development community.
4. One (1) member representing Palatka's African American community, with demonstrated involvement in cultural or civic initiatives.
5. One (1) faculty member or administrator from St. Johns River State College, preferably from an art, humanities, history, or related discipline.
6. Two (2) art students enrolled at St. Johns River State College, preferably with an interest in visual arts, design, public art, or art history.

(b) Residency.

Membership shall not be limited to residents of the City of Palatka. Appointees may reside within or outside the City, provided they demonstrate relevant expertise or a meaningful connection to the Palatka community.

SECTION 4. TERMS.

1. Initial appointments shall be staggered.
2. Regular terms shall be three (3) years.
3. Student members shall serve one-year terms and may be reappointed if still enrolled.
4. Members may be reappointed without term limit at the discretion of the City Commission.
5. Vacancies shall be filled for the remainder of the unexpired term.
6. Unexcused absences for three (3) consecutive meetings will result in that appointment being vacated and a new appointment shall be made.

SECTION 5. DUTIES AND RESPONSIBILITIES.

Consistent with best practices utilized in other municipalities, the Committee shall:

(a) Advisory Review.

1. Provide advisory recommendations on mural permits as required by ordinance.
2. Review and advise on proposals for sculptures, monuments, memorials, installations, artist-designed functional elements, temporary exhibits, and other public art projects.
3. Advise on integration of public art into public infrastructure and capital improvement projects.
4. Evaluate proposed donations of public art to the City.
5. Provide recommendations regarding deaccessioning, relocation, restoration, or removal of public art.

(b) Planning and Policy.

1. Recommend public art policies, guidelines, and potential amendments to City ordinances.
2. Assist in developing a long-term Public Art Plan or Master Plan identifying priority locations and themes.
3. Encourage inclusive community engagement in public art selection processes.

(c) Funding and Resource Development.

1. Identify and explore funding sources, including:
    - Federal, state, and private arts grants;
    - Cultural heritage and tourism grants;
    - Public-private partnerships;
    - Corporate sponsorships;
    - Philanthropic donations;
    - Artist residency partnerships; and
    - Potential percent-for-art or voluntary contribution models for future consideration by the City Commission.
2. Advise the City Commission regarding the feasibility of establishing a dedicated Public Art Fund.
3. Assist in cultivating partnerships with nonprofit arts organizations, educational institutions, and community groups.

(d) Promotion and Education.

1. Assist in maintaining a registry or inventory of public art within the City.
2. Support walking tours, interpretive materials, and tourism promotion.
3. Encourage student and community participation in public art initiatives.

The Committee shall not regulate content based on viewpoint and shall provide recommendations consistent with applicable constitutional protections.

SECTION 6. MEETINGS AND ADMINISTRATION.

1. The Committee shall elect a Chair and Vice-Chair annually.
2. Meetings shall be held as needed but not less than quarterly.
3. All meetings shall comply with Florida's Government in the Sunshine Law.
4. A majority of appointed members shall constitute a quorum.
5. The Planning Department shall provide staff liaison support.

SECTION 7. COMPENSATION.

Members shall serve without compensation but may be reimbursed for authorized expenses consistent with City policy.

SECTION 8. SCRIVENER'S ERRORS.

The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this Resolution. A corrected copy shall be posted in the public record by the City Clerk.

SECTION 9. EFFECTIVE DATE.
This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this 26th day of February, 2026.

CITY OF PALATKA, FLORIDA

By: _____
Mayor: Roberta Correa

ATTEST:

_____
City Clerk: Karen Hayes, FCPC

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney: Jane West, ESQ.

Adopt Resolution 2026-R-30 Authorizing funds for S.C.A.D.A (Supervisory Control And Data Acquisition), to AutoLogic LLC in the amount of $505,000 (100% City funded capital project)
Purchase and Installation of the new Scada System, $505,000 Capital Project paid for by the city which has been budgeted.

Adopt Resolution 2026-R-30 Authorizing funds for S.C.A.D.A (Supervisory Control And Data Acquisition)

STAFF REPORT

DATE: February 26, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Authorizing funds for S.C.A.D.A (Supervisory Control And Data Acquisition) rebuild, to AutoLogic LLC in the amount of $505,000
(100%City funded capital project)

BACKGROUND

Ongoing S.C.A.D.A. (Supervisory Control And Data Acquisition) rebuild for the plant operations that run the plant.

PROJECT ANALYSIS

This will help the plant run effectively.

Staff Recommendation

Staff recommends approval for rebuilding the S.C.A.D.A.

ATTACHMENTS

1.	30. Resolution 2026-R-30 SCADA
2.	Proposal 25-184 Palatka WTP Control System Upgrade Hardware Phase I
3.	Proposal 25-183 Palatka WTP Control System Upgrade Design & Programming
4.	Proposal 26-022 Palatka WTP Control System Upgrade Hardware Phase II
5.	Proposal 25-221 Palatka Controls System Upgrade Commissioning Support

RESOLUTION NO. 2026-R-30

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE EXPENDITURE OF FUNDS FOR THE REBUILD OF THE SUPERVISORY CONTROL AND DATA ACQUISITION (S.C.A.D.A.) SYSTEM AT THE WATER TREATMENT PLANT; APPROVING A CONTRACT WITH AUTOLOGIC LLC IN THE AMOUNT OF FIVE HUNDRED AND FIVE THOUSAND DOLLARS ($505,000.00); PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENERS ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Palatka operates and maintains a Water Treatment Plant to provide safe and reliable drinking water to its citizens and customers; and

WHEREAS, the Supervisory Control and Data Acquisition (S.C.A.D.A.) system is essential to monitor, control, and ensure the efficient operation of the Water Treatment Plant; and

WHEREAS, the existing S.C.A.D.A. system has reached the end of its useful life and requires a complete rebuild to maintain operational reliability and compliance with current standards; and

WHEREAS, AutoLogic LLC has submitted a proposal to perform the rebuild of the S.C.A.D.A. system in the amount of Five Hundred and Five Thousand Dollars ($505,000.00); and

WHEREAS, this project will be funded 100% by City capital project funds; and

WHEREAS, the City Commission finds it in the best interest of the citizens of Palatka to approve the expenditure for this project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, AS FOLLOWS:

1. **Authorization.** The City Commission hereby authorizes the expenditure of funds in the amount of $505,000.00 for the S.C.A.D.A. rebuild project for the Water Treatment Plant.

2. **Approval of Contract.** The City Commission hereby approves a contract with AutoLogic LLC for the S.C.A.D.A. in the amount of $505,000.00.

3. **Funding Source.** This project shall be funded 100% from City capital project funds.

4. **Execution.** The Mayor is hereby authorized to execute all necessary documents on behalf of the City of Palatka to carry out the intent of this Resolution.

5. **Effective Date.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 12th day of February 2026.

CITY OF PALATKA

_____

By: ROBERTA CORREA, Its MAYOR

ATTEST:

_____

KAREN HAYES, CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

_____

JANE WEST, CITY ATTORNEY

Autologic LLC
Engineering
Electrical and Controls Services

8777 San Jose Blvd Suite 301
Jacksonville, FL 32217
(804) 516-5880
www.autologicllc.com

February 13, 2026

Mr. Shawn Bruneau
City of Palatka - Water Treatment Plant
320 North Moody Rd.
Palatka, FL 32177

RE: Autologic Proposal #25-184 Palatka WTP Control System Upgrade Hardware Phase I

Dear Mr. Bruneau:

Autologic LLC is pleased to offer this proposal for replacement of the Siemens control system hardware with new HMI computers, Rockwell Automation PLC hardware, and the Ethernet IP to Profibus Gateway at the Water Treatment Plant (WTP) in Palatka, FL.

A detailed scope of work (SOW) is attached.

This proposal's deliverables are strictly limited to the hardware listed in Section B and forty (40) hours of project management and hardware procurement support.

Autologic's **Lump Sum Cost** for this project is **Two Hundred Nineteen Thousand Dollars ($219,000).**

Invoicing shall be as follows for this proposal:

Invoice #	**Milestone**	**% / $Amount**
25-184-01	PO Received/Equipment Ordered	75% / $164,250
25-184-02	Equipment Received at Autologic office	20% / $43,800
25-184-03	Equipment Delivery to Site	5% / $10,950

Payment terms shall be NET 30. This proposal is valid for 30 days. No sales tax is included in this proposal.

Autologic looks forward to continuing our successful relationship with the Palatka WTP on this project. Please feel free to contact me if you have any questions regarding this proposal.

Sincerely,

Brian Haynes
AFO Manager
bhaynes@autologicllc.com

cc: Stephen Riley P.E., Mike Lynch P.E., Aaron Mutter EIT – Autologic LLC

Scope of Work
Palatka WTP
Control System Upgrade Hardware Phase I

A. Overview

Autologic has been providing ongoing controls support at the Palatka Water Treatment Facility (WTP) in Palatka, FL. During our various projects to troubleshoot and correct existing issues with the existing control system, we have discovered that the existing Siemens control system has exceeded its usable life and will no longer be supported by Siemens. Siemens has already discontinued support for the software platform versions that the S7-300 uses and the associated hardware with this processor.

Autologic has also made multiple attempts to acquire the existing PLC application, but because of the lack of support for this aging platform, we have had no success. Without the PLC application, we have no documentation of the existing software and we are also missing vital components of the application with no way to rebuild it without manufacturer support.

There are also multiple other components of the control system such as remote IO, remote PLC processors, and motor control components that have reached the end of their support life as well, these items will also need to be replaced with newer components.

Autologic recommends a complete replacement of all the end-of-life control system components described in this project. Replacing all the control system hardware and software will migrate the WTP to newer platforms that are currently supported by the manufacturer and parts are readily available for on-going maintenance.

In this project Autologic will provide only the necessary hardware for software development, testing, and simulation of the overall control system update. This includes the control system computers, the Ethernet IP to Profibus Gateway, the main Allen Bradley PLC hardware for racks one, two, and three, and one of the well control PLCs (this PLC will ultimately be the controller for wells 1 and 2). All software development, testing, and simulation can be done with this hardware. The remaining hardware required to complete the control system upgrade will be provided in a separate project for Phase II (26-002 Palatka WTP Control System Upgrade Hardware Phase II).

A list of hardware that will be provided in this project is in section B.

This project also includes forty (40) hours of project management to purchase, track, and receive all materials listed in section B.

B. Hardware

Autologic will provide the following hardware and software for this project (Phase I).

Hardware	Qty		Manufacturer	Model
Local Rack (Main Panel)				
Rack	1	ControlLogix 13 Slot Rack	Rockwell Automation	1756-A13
Power Supply	1	ControlLogix 120/240 5A Power Supply	Rockwell Automation	1756-PA75
CPU	1	ControlLogix 5590 Controller with Safety, 15 MB User Memory, 300 EtherNet/IP Devices, 5000 OPC/UA nodes	Rockwell Automation	1756-L915TS
Ethernet Module	2	EtherNet/IP communication module, 10/100M twisted pair, 128 TCP connections	Rockwell Automation	1756-EN2T
Discrete Input Module	5	10-31 VDC Input 16 Pts (36 Pin)	Rockwell Automation	1756-IB16I
Terminal Strip	5	36 Pin Screw Clamp Block With Standard Housing	Rockwell Automation	1756-TBCH
Discrete Output Module	1	19-30 VDC Diagnostic Output 16 Pts (36 Pin)	Rockwell Automation	1756-OB16D
Terminal Strip	1	36 Pin Screw Clamp Block With Standard Housing	Rockwell Automation	1756-TBCH
Ethernet Switch	1	Stratix 5800 switch, modular base, 8 copper 100/1000 ports, 2 SFP 100/1000 slots, layer 2 FW, advanced features with DLR	Rockwell Automation	1783-MMS10A
Ethernet IP to Profibus Converter	1	Anybus X-gateway - PROFIBUS Master - EtherNet/IP Adapter	Anybus (HMS)	AB7800-F
Rack 01 (Main Panel)				
Rack	1	ControlLogix 17 Slot Rack	Rockwell Automation	1756-A17
Power Supply	1	ControlLogix 120/240 5A Power Supply	Rockwell Automation	1756-PA75
Ethernet Module	1	EtherNet/IP communication module, 10/100M twisted pair, 128 TCP connections	Rockwell Automation	1756-EN2T
Analog Input Module	5	Analog Differential Input HART - Current/Voltage 8 Pts (36 Pin)	Rockwell Automation	1756-IF8H
Terminal Strip	5	36 Pin Screw Clamp Block With Standard Housing	Rockwell Automation	1756-TBCH
Analog Output Module	1	Analog Output Module, 8 Isolated Points, Current and Voltage (20 Pin)	Rockwell Automation	1756-OF8H
Terminal Strip	1	20 Position NemA Screw Clamp Block	Rockwell Automation	1756-TBNH
Rack 02 (Remote Panel)				
Rack	1	ControlLogix 17 Slot Rack	Rockwell Automation	1756-A17
Power Supply	1	ControlLogix 120/240 5A Power Supply	Rockwell Automation	1756-PA75
Ethernet Module	1	EtherNet/IP communication module, 10/100M twisted pair, 128 TCP connections	Rockwell Automation	1756-EN2T
Discrete Input Module	1	10-31 VDC Input 16 Pts (36 Pin)	Rockwell Automation	1756-IB16I
Terminal Strip	1	36 Pin Screw Clamp Block With Standard Housing	Rockwell Automation	1756-TBCH
Discrete Output Module	1	19-30 VDC Diagnostic Output 16 Pts (36 Pin)	Rockwell Automation	1756-OB16D
Terminal Strip	1	36 Pin Screw Clamp Block With Standard Housing	Rockwell Automation	1756-TBCH
Analog Input Module	1	Analog Differential Input HART - Current/Voltage 8 Pts (36 Pin)	Rockwell Automation	1756-IF8H
Terminal Strip	1	36 Pin Screw Clamp Block With Standard Housing	Rockwell Automation	1756-TBCH
Analog Output Module	1	Analog Output Module, 8 Isolated Points, Current and Voltage (20 Pin)	Rockwell Automation	1756-OF8H
Terminal Strip	1	20 Position NemA Screw Clamp Block	Rockwell Automation	1756-TBNH

Ethernet Switch	1	Stratix 5800 switch, modular base, 8 copper 100/1000 ports, 2 SFP 100/1000 slots, layer 2 FW, advanced features with DLR	Rockwell Automation	1783-MMS10A
Local Well Control Panel (Wells 1 and 2 combined)				
Controller	1	Controller, CompactLogix 5380, 2 MB, 16 I/Os, 40 EtherNet/IP Devices	Rockwell Automation	5069-L320ER
End Cap	1	Controller, CompactLogix 5380 End Cap	Rockwell Automation	5069-ECR
Field Power Distributor (FPD)	2	5069 Compact I/O Field Power Distributor	Rockwell Automation	5069-FPD
AC Input Module	1	5069 Compact I/O 16 channels AC input modules, supporting both 120 & 240 VAC signals	Rockwell Automation	5069-IA16
Screw Terminal	1	5069 Compact I/O 18 pin screw terminal block kit	Rockwell Automation	5069-RTB18-SCREW
AC Output Module	1	5069 Compact I/O 16 channels AC relay output module	Rockwell Automation	5069-OW16
Screw Terminal	1	5069 Compact I/O 18 pin screw terminal block kit	Rockwell Automation	5069-RTB18-SCREW
Analog Input Module	1	5069 Compact I/O 4 Channel Universal Voltage/Current/RTD/TC Analog Input Module	Rockwell Automation	5069-IY4
Screw Terminal	1	5069 Compact I/O 18 pin screw terminal block kit	Rockwell Automation	5069-RTB18-SCREW
Ethernet Switch	1	Stratix 2100 Unmanaged Ethernet Switch, 5 100Mb copper	Rockwell Automation	1783-USP5T
Computer Hardware				
Desktop	4	Dell Desktop	Dell	ECT1250
Monitor	8	Dell 27" Monitor	Dell	SE2726HG
Server	2	PowerEdge XR5610 Edge Server	Dell	Custom

C. Deliverables

This project includes the following deliverables:

- Hardware listed in Section B.
- Forty (40) hours of project management.

D. Assumptions & Exclusions

- All services are limited to those defined within this proposal.
- Autologic supplied materials are limited to those specifically stated in this proposal.
- The hardware provided in this project will not complete the upgrade. This project requires 26-022 Palatka WTP Control System Upgrade Hardware Phase II to be awarded to Autologic.
- All construction services will be provided by others.
- Autologic supplied materials include 15% markup.
- Any material pricing increases after the 30-day validity period of this proposal will be invoiced separately to the Palatka WTP.
- This proposal requires Autologic to be awarded the control system design and software development project.

- Autologic will provide a separate proposal to fabricate the control panels after the project has been awarded.
- Equipment warranty is limited to its manufacturer's warranty.
- Sales Tax is not included in this proposal.
- This proposal's deliverables are strictly limited to the hardware listed in Section B and forty (40) hours of project management and hardware procurement support.
- If any additional materials are required, the materials will be ordered after a Change Order (CO) has been submitted and approved by Palatka.
- Palatka WTP has previously stated that there are no electrically hazardous areas in this facility. The equipment specified in this proposal is for use in General Purpose areas.
- If any additional support is required, it can be provided as-per Autologic's 2026 Rate Schedule.
- Autologic's total liability for this project shall not exceed the total value of this proposal.

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February 13, 2026

Mr. Shawn Bruneau
City of Palatka
Water Treatment Plant
320 North Moody Rd.
Palatka, FL 32177

RE: Autologic Proposal #25-183 Palatka WTP Control System Upgrade Design & Programming

Dear Mr. Bruneau:

Autologic LLC is pleased to offer this proposal for replacement of the Siemens PLC control system with a new Rockwell Automation control system at the Water Treatment Plant (WTP) in Palatka, FL.

This proposal is for the design and programming portions of this project. A detailed scope of work (SOW) is attached.

This proposal's deliverables are strictly limited one thousand five hundred forty (1540) hours of project management, design, software development, simulation, training, control system testing, and IO control panel checkout.

Autologic's **Time & Material (T&M)** estimated cost for this project is **Three Hundred Fifty-Two Thousand Five Hundred Dollars ($352,500).**

Terms are NET 30 with bi-weekly invoicing based on progress. This proposal is valid for 30 days. No sales tax is included in this proposal.

Autologic looks forward to continuing our successful relationship with the Palatka WTP on this project. Please feel free to contact me if you have any questions regarding this proposal.

Sincerely,

Brian Haynes
AFO Manager
bhaynes@autologicllc.com

cc: Stephen Riley P.E., Mike Lynch P.E., Aaron Mutter EIT – Autologic LLC

Scope of Work
Palatka WTP
Control System Upgrade Design and Programming

A. Overview

Autologic has been providing on going controls support at the Palatka Water Treatment Facility (WTP) in Palatka, FL. During our various projects to troubleshoot and correct existing issues with the existing control system, we have discovered that the existing Siemens control system has exceeded its usable life and will no longer be supported by Siemens. Siemens has already discontinued support for the software platform versions that the S7-300 uses and the associated hardware with this processor.
Autologic has also made multiple attempts to acquire the existing PLC application, but because of the lack of support for this aging platform, we have had no success. Without the PLC application, we have no documentation of the existing software and we are also missing vital components of the application with no way to rebuild it without manufacturer support.
There are also multiple other components of the control system such as remote IO, remote PLC processors, and motor control components that have reached the end of their support life as well, these items will also need to be replaced with newer components.

Autologic recommends a complete replacement of all the end-of-life control system components described in this project. Replacing all the control system hardware and software will migrate the WTP to newer platforms that are currently supported by the manufacturer and parts are readily available for on-going maintenance.

In this project Autologic will provide design support to modify the existing design package for the new Rockwell Automation control system. The detailed design portion of the project will modify existing drawings (provided by the Palatka WTP in paper format) as detailed in section B below as well as creating new panel layout drawings and new IO drawings for connection to the new Rockwell systems.
Autologic will provide a software functional specification based upon the existing plant operation and as described by the existing WTP P&IDs. After completion of the software Functional Specification, Autologic will develop the control system software, test, and provide training for how the new software will control plant operations.

This proposal will provide support for design, software development, testing, and up to twenty-four (24) hours of training. The suggested replacement hardware, construction, and commissioning support will be provided in separate proposals.

B. Design

Autologic will provide design support in this project for the tasks listed below:

- Develop a software Functional Specification (FS) document. The FS will be based upon the existing WTP's P&IDs and the existing plant operations. The FS will describe how each of the WTP's existing systems will be controlled in the new software, its associated control strategy, and the alarms associated with each piece of equipment. The P&IDs that will be used for reference are listed below:
  - P&ID Diagram A Process Train. Drawing: 112705-I-02
  - P&ID Diagram B Primary Ultrafiltration. Drawing: 112705-I-03
  - P&ID Diagram C Secondary Ultrafiltration. Drawing: 112705-I-04
  - P&ID Diagram D Miscellaneous. Drawing: 112705-I-05
  - P&ID Diagram E Chemical Systems. Drawing: 112705-I-06
  - P&ID Diagram F Chemical Systems. Drawing: 112705-I-07
  - P&ID Diagram G Control System Block Diagram. Drawing: 112705-I-08
  - P&ID Diagram H Instrumentation Details. Drawing: 112705-I-09
- Provide one (1) review session with the WTP's Operations management team and incorporate the agreed changes into the FS and clarify the final operation of each of the WTP's systems. After this review session is complete and the WTP has approved the FS, Autologic will revise, and issue it to the WTP for software development (issue for construction). Once the FS has been issued to the WTP for construction no software changes can be made.
- Provide support to as-build the existing IO that is connected to the Siemens PLC and Well Pump system. The information gathered during this process will be documented on the newly created IO drawings for this project.
- Generate specification for the new radio telemetry network for the remote well and elevated tank sites. Create one (1) new overall telemetry system drawing that includes the radio telemetry system components.
- Modify three (3) of the existing network drawings showing the new network layout and configuration for the Rockwell Automation connected systems.
- Modify one (1) existing network drawing showing the new network architecture.
- Generate twenty-five (25) MCC motor elementaries from the existing templates provided by Eaton. The existing Eaton MCC drawings are typical for each type and will need to be duplicated for each motor.
- Generate sixteen (16) PLC IO drawings for the IO currently connected to the Siemens control system. No new IO will be added.
- Generate one (1) new Main PLC control panel with bill of material (BOM). This panel will be located in the WTP main MCC.

- Generate one (1) new Remote IO control panel with bill of material (BOM). This panel will be located next to the main roll up entry door in the WTP.
- Generate one (1) main well system control panel layout with bill of material (BOM). This panel will be located in the main high service pump building in the same location as the existing well control panel.
- Generate seven (7) well pump control panel layouts with bill of material (BOM). Each of the well pump control panels will be located at the well pumps in the same location as the existing well control panels.
- Issue drawings to the Palatka WTP for Approval and Comment (IFA).
- Issue drawings to Palatka WTP for Construction (IFC).
- Issue drawings to Palatka WTP for Record (IFR).

All drawings will be provided in Adobe and AutoCAD formats after the project has been completed.

The functional specification will be provided to the site for review and approval once completed. Once the site has approved the functional specification, Autologic will begin software development. The PLC and HMI software applications will be developed based upon the functional specification.

C. <u>Software Development</u>

Autologic will provide the following automation software development in accordance with the approved Functional Specification (FS) using Rockwell Automation's software platforms (Studio 5000 and FactoryTalk SE) for this project. The software applications will be developed using Rockwell Automation's PlantPAX code and graphics libraries for all functionality of the WTP's systems.

- Generate the Studio 5000 software template using Rockwell Automation's PlantPAX's library of process objects code library. Generate the new IO map and rack IO layouts for the entire system.
- Generate motor control functions for each variable frequency drive (VFD) controlled motor. Each VFD controlled motor will have the exact same functionality as it does currently.
- Generate motor control functions for each soft starter (SS) controlled motor. Each SS controlled motor will have the exact same functionality as it does currently.
- Generate single speed motor control functions for each motor. Each single speed motor will have the exact same functionality as it does currently.
- Generate up to twenty-seven (27) PID loop controllers. Each PID controller will regulate flow of a liquid, level in a tank, or pressure of a process line.
- Generate analog valve control functions. The modulating valves will have the same functionality as they currently do.

- Generate analog input functions for each flow, pressure, analyzer, and level transmitters. The analog inputs will have various functions that interface with PID control loop process variable inputs or monitor only functions.
- Generate new Profibus mapping communication structure between the Eaton VFDs, Siemens Remote IO, and the Rockwell Automation ControlLogix CPU. Autologic estimates that mapping routines will need to be built for four (4) Siemens ET200 RIO Profibus modules and fourteen (14) Eaton VFDs. The mapping routines generate in Studio 5000 will be based upon the information that we have in the existing Siemens S7 PLC. A new HMS (Anybus) Networks protocol gateway will be installed during this project to link the Ethernet IP and Profibus communications.
- Generate PLC alarming database. The alarm database will be generated from available FactoryTalk SE (FTSE) PlantPAX functions. Autologic will attempt to align this new database with the current database in Wonderware so that all the current alarm functions are in the new FTSE alarm database. SR: Why are we installing FTView SE if the site already has InTouch installed? This is unnecessary rework of graphics, alarms, etc. BH: they want to go with a new HMI graphics package (FTSE Plant PAX) which offers them more flexibility and a more “industrial” look and feel. I have already showed them a demo and confirmed this is what the WTP wants.
- Create new historian database with approximately one hundred fifty (150) tags. Each tag will be a monitor or trending point of the process.
- Generate three (3) new FTSE reports for daily, weekly, and monthly, water usage data.
- Configure two (2) FTSE servers for the PlantPAX operator graphics package. One (1) of the servers will be the primary server and the other will be the redundant that is the hot standby server in case of a primary server failure. The FTSE application will reside on the primary server and hot standby redundant server along with communication drivers for FactoryTalk Linx.
- Configure one (1) desktop engineering workstation for PLC programming and FTSE application development.
- Configure three (3) desktop operator stations for plant operations and monitoring. Each desktop will have two (2) 27” monitors provided.
- Develop the following control displays for the WTP FTSE application.
    - WTP Overview
    - Well and Raw Water
    - Primary Ultra Filtration
    - Secondary Ultra Filtration
    - Chemical Addition
    - Storage
    - Filtered Water
    - Finished Water

  - Utilities
  - Historical Trends
  - Alarming
  - Reporting
- Develop PlantPAX simulation configuration in Studio 5000 and FT Echo software. The application will be a simple simulation of motor (starting and stopping), valve (open and close), and process input functionality. The simulation will not replicate complex process functions such as real-world process upsets.
- Test the PLC software and the FTSE HMI software prior to startup.
- Provide Palatka access to the software testing for one (1) day so that they can provide comments and any graphics changes that Palatka would like to make to the displays listed above. The software testing will be performed at our Jacksonville, FL office.

D. Training

After the completion of software development and testing, Autologic will develop a training plan for up to four (4) operators and management personnel. This includes up to three (3) days of training at Autologic's Jacksonville, FL office. Autologic will provide the operators access to the simulated controls system so that they can get familiar with the operation of the new style graphics and learn how to perform basic control functions on the new system. Autologic will be able to simulate motor, valve, and tank filling operations, but higher-level control algorithms and faults cannot be simulated. If any additional training is requested by Palatka, it can be provided as-per Autologic's 2026 rate schedule.

E. Control Panel Factory Acceptance Testing (FAT)

Autologic will provide the control panel FAT at the panel fabrication facility. The purpose of this testing is so that Autologic can verify full functionality of each panel and all associated hardware prior to installation in the field. Testing the control panels in the panel fabrication facility provides an opportunity to rectify component and wiring issues prior to commissioning.

Autologic will provide twenty-four (24) hours on-site support at the panel construction facility for FAT. If any additional hours are necessary to complete FAT due to unforeseen circumstances, they will be billed as-per Autologic's 2026 Rate Schedule.

F. Software Factory Acceptance Testing (FAT)

Autologic will provide a software Factory Acceptance Test (FAT) that the Palatka WTP will be required to attend. The FAT will be conducted after simulation and testing but prior to commissioning. Autologic will provide access to the software at our Jacksonville, FL office for a software FAT for Palatka WTP management to witness and sign off on.

Autologic will create a short document with the major software functions so that Palatka WTP can document the operation and approve. Once the software FAT is complete an electronic copy of the software FAT will be provided to the Palatka WTP for reference.

Autologic will provide one (1) day for software FAT at our Jacksonville, FL office.

G. Site Acceptance Testing (SAT)

Autologic will develop a site acceptance plan document.

The SAT acceptance document will allow Autologic and Palatka WTP personnel to confirm that the new control system functions as described by the Functional Specification (FS).

Autologic support for commissioning and SAT are not included in this proposal. Autologic will provide a separate proposal for commissioning and SAT. The commissioning and SAT proposal must be awarded to Palatka WTP so that the SAT effort may be completed.

The SAT will require Palatka WTP personnel to witness and acknowledge, by signature, that the system functions as expected according to the Functional Specification.

H. Deliverables

This project includes the following deliverables:

- New control system Functional Specification (FS) listed in Section B. Autologic will issue this document for approval (IFA) to Palatka WTP for review and comment.
- New control system Functional Specification listed in Section B. After Palatka WTP's comments have been entered into the document, Autologic will issue the FS software development (IFC).
- New PLC IO drawings listed in Section B. Autologic will issue these drawings for approval (IFA) to Palatka for comment.
- New PLC IO drawings listed in Section B. After Palatka's comments have been entered on the drawings, Autologic will issue for construction (IFC).
- New Motor Control drawings listed in Section B. Autologic will issue these drawings for approval (IFA) to Palatka for comment.
- New Motor Control drawings listed in Section B. After Palatka's comments have been entered on the drawings, Autologic will issue for construction (IFC).
- New Control Panel Layout drawings listed in Section B. Autologic will issue these drawings for approval (IFA) to Palatka for comment.

- New Control Panel Layout drawings listed in Section B. After Palatka's comments have been entered on the drawings, Autologic will issue for construction (IFC).
- New Radio Telemetry network drawing listed in Section B.
- Modified network drawings listed in Section B.
- Software development as described in Section C.
- Studio 5000 PLC application in electronic format.
- Factory Talk SE (FTSE) application in electronic format.
- Historical database backup in electronic format.
- Training as described in Section D.
- Control Panel FAT at the panel fabrication shop in Section E.
- Software FAT document listed in section F.
- Site Acceptance Testing document creation listed in section G.

All drawings will be issued to Palatka in Adobe format. After system commissioning has been completed, Autologic will issue the drawings to Palatka in Adobe and AutoCAD formats.

I. Assumptions & Exclusions

- All services are limited to those defined within this proposal.
- All PLC hardware will be provided in a separate proposal.
- All construction services will be provided by others.
- Control system commissioning services will be provided in a separate Autologic proposal.
- This proposal assumes the use of Rockwell Automation software and PLC hardware.
- All design drawings will be provided in Adobe and AutoCAD formats.
- The functional specification generated in this project will be based upon the project # 112705 E and I series drawings received from Palatka WTP. The E and I series drawings contain all facility P&IDs and typical electrical wiring of the existing system.
- This project assumes that new control panels will be constructed to replace the existing control panels.
- This project assumes that all field motor controls, MCCs, switchgear, and instrumentation are in good working condition and will be compatible with the new Rockwell Automation systems.
- This project assumes that the existing Profibus and ethernet networks are in good working condition and do not need cable replacements. If any troubleshooting and component replacement of these systems is required, additional charges will apply.
- The Functional Specification generated in the project will be the basis for all software development. The WTP will operate as it does currently. Once the

Functional Specification has been approved by Palatka WTP no software changes can be made.

- No P&ID drawings will be modified in this proposal.
- No mechanical design is included this proposal.
- The construction and assembly of the new control panels will be provided by a separate proposal.
- Sales Tax is not included in this proposal.
- This proposal's deliverables are strictly limited one thousand five hundred forty (1540) hours of project management, design, software development, simulation, training, control system testing, and IO control panel checkout. If any additional support is required, it can be provided as per Autologic's 2026 Rate Schedule.
- Autologic's total liability for this project shall not exceed the total value of this proposal.

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February 13, 2026

Mr. Shawn Bruneau
City of Palatka - Water Treatment Plant
320 North Moody Rd.
Palatka, FL 32177

RE: Autologic Proposal #26-022 Palatka WTP Control System Upgrade Hardware Phase II

Dear Mr. Bruneau:

Autologic LLC is pleased to offer this proposal for replacement of the Siemens control system hardware with the Allen Bradley well control PLC hardware, telemetry hardware, and software licenses at the Water Treatment Plant (WTP) in Palatka, FL.

A detailed scope of work (SOW) is attached.

This proposal's deliverables are strictly limited to the hardware and software licenses listed in Section B and forty (40) hours of project management and hardware procurement support.

Autologic's **Lump Sum Fixed Cost** for this project is **One Hundred Ninety Thousand Eight Hundred Dollars ($190,800).**

Invoicing shall be as follows for this proposal:

Invoice #	**Milestone**	**% / $Amount**
26-022-01	PO Received/Equipment Ordered	50% / $95,400
26-022-02	Equipment Received at Autologic office	40% / $76,320
26-022-03	Equipment Delivery to Site	10% / $19,080

Payment terms shall be NET 30. This proposal is valid for 30 days. No sales tax is included in this proposal.

Autologic looks forward to continuing our successful relationship with the Palatka WTP on this project. Please feel free to contact me if you have any questions regarding this proposal.

Sincerely,

Brian Haynes
AFO Manager
bhaynes@autologicllc.com

cc: Stephen Riley P.E., Mike Lynch P.E., Aaron Mutter EIT – Autologic LLC

Scope of Work
Palatka WTP
Control System Upgrade Hardware Phase II

A. Overview

Autologic has been providing ongoing controls support at the Palatka Water Treatment Facility (WTP) in Palatka, FL. During our various projects to troubleshoot and correct existing issues with the existing control system, we have discovered that the existing Siemens control system has exceeded its usable life and will no longer be supported by Siemens. Siemens has already discontinued support for the software platform versions that the S7-300 uses and the associated hardware with this processor.

Autologic has also made multiple attempts to acquire the existing PLC application, but because of the lack of support for this aging platform, we have had no success. Without the PLC application, we have no documentation of the existing software and we are also missing vital components of the application with no way to rebuild it without manufacturer support.

There are also multiple other components of the control system such as remote IO, remote PLC processors, and motor control components that have reached the end of their support life as well, these items will also need to be replaced with newer components.

Autologic recommends a complete replacement of all the end-of-life control system components described in this project. Replacing all the control system hardware and software will migrate the WTP to newer platforms that are currently supported by the manufacturer and parts are readily available for on-going maintenance.

In this project Autologic will provide the remaining seven (7) well control PLC hardware, telemetry radios and antennas, and software licenses. The remaining hardware required to complete the control system upgrade will be provided in a separate project for Phase I (25-184 Palatka WTP Control System Upgrade Hardware Phase I).

This project also includes forty (40) hours of project management to purchase, track, and receive all materials listed in section B.

B. Hardware & Software Licenses

Autologic will provide the following hardware and software for this project.

Hardware	Qty		Manufacturer	Model
Well Panels (Seven Remote Wells)				
Controller	7	Controller, CompactLogix 5380, 2 MB, 16 I/Os, 40 EtherNet/IP Devices	Rockwell Automation	5069-L320ER
End Cap	7	Controller, CompactLogix 5380 End Cap	Rockwell Automation	5069-ECR
Field Power Distributor (FPD)	14	5069 Compact I/O Field Power Distributor	Rockwell Automation	5069-FPD
AC Input Module	7	5069 Compact I/O 16 channels AC input modules, supporting both 120 & 240 VAC signals	Rockwell Automation	5069-IA16
Screw Terminal	7	5069 Compact I/O 18 pin screw terminal block kit	Rockwell Automation	5069-RTB18-SCREW
AC Output Module	7	5069 Compact I/O 16 channels AC relay output module	Rockwell Automation	5069-OW16
Screw Terminal	7	5069 Compact I/O 18 pin screw terminal block kit	Rockwell Automation	5069-RTB18-SCREW
Analog Input Module	7	5069 Compact I/O 4 Channel Universal Voltage/Current/RTD/TC Analog Input Module	Rockwell Automation	5069-IY4
Screw Terminal	7	5069 Compact I/O 18 pin screw terminal block kit	Rockwell Automation	5069-RTB18-SCREW
Ethernet Switch	7	Stratix 2100 Unmanaged Ethernet Switch, 5 100Mb copper	Rockwell Automation	1783-USP5T
Telemetry Hardware				
Main Radio	1	Main Well House Radio. Wells 1 and 2 are controlled by this site	Cambium	C050045A006C
Antenna	1	Omnidirectional Antenna for linking the ET and all Well Sites	KP Performance Antennas	KPPA-5GHZ-DPOMA-MT
Transmission Line Kit	2	8' LMR®-200 N Male to N Male	Tessco	211418
Well Radio	6	Wells 3-8 Control Radios.	Cambium	C050045C001B
Transmission Line Kit	12	8' LMR®-200 N Male to N Male	Tessco	211418
Antenna	6	Flat Panel Antenna for Subscriber	L-Com	HG2458-08DP-4NF
Elevated Tank Radio	1	Elevated Tank Radio which will link to the Well Building	Cambium	C050045C001B
Transmission Line Kit	2	8' LMR®-200 N Male to N Male	Tessco	211418
Antenna	1	Flat Panel Antenna for Subscriber	L-Com	HG2458-08DP-4NF
Software Licenses				
PLC Software	1	Studio 5000 Professional License	Rockwell Automation	9324M-RLDT31
PLC Software	2	RS Linx Gateway Software	Rockwell Automation	9355M-FTLNXGWT41
FTSE Software	1	FTSE Station Development License	Rockwell Automation	9701M-VWSTNBDLT41
FTSE Software	1	Server Software Primary with 10 client licenses	Rockwell Automation	9701M-VWSVBDL10T21
FTSE Software	1	Server Software Redundant with 10 client licenses	Rockwell Automation	9701M-VWRSVRT31
FTSE Software	1	Historian License	Rockwell Automation	9518M-HSTT11
FTSE Software	4	Historian Trend Client License	Rockwell Automation	9518M-HSTWT1NURT271
CAL	10	Client Access Licenses	Microsoft	Various

C. Deliverables

This project includes the following deliverables:

- Hardware listed in Section B.
- Software licenses listed in Section B.
- Forty (40) hours of project management.

D. Assumptions & Exclusions

- All services are limited to those defined within this proposal.
- Autologic supplied materials and software licenses are limited to those specifically stated in this proposal.
- All construction services will be provided by others.
- Autologic supplied materials include 15% markup.
- Any material pricing increases after the 30-day validity period of this proposal will be invoiced separately to the Palatka WTP.
- The hardware provided in this project will not complete the upgrade. This project requires 25-184 Palatka WTP Control System Upgrade Hardware Phase I to be awarded to Autologic
- This proposal requires Autologic to be awarded the control system design and software development project.
- Autologic will provide a separate proposal to fabricate the control panels after the project has been awarded.
- Equipment and Software License warranty is limited to its manufacturer's warranty.
- Sales Tax is not included in this proposal.
- This proposal's deliverables are strictly limited to the hardware listed in Section B, software licensing listed in Section B, and forty (40) hours of project management and hardware procurement support.
- If any additional materials are required, the materials will be ordered after a Change Order (CO) has been submitted and approved by Palatka.
- Palatka WTP has previously stated that there are no electrically hazardous areas in this facility. The equipment specified in this proposal is for use in General Purpose areas.
- If any additional support is required, it can be provided as-per Autologic's 2026 Rate Schedule.
- Autologic's total liability for this project shall not exceed the total value of this proposal.

Autologic LLC
Engineering
Electrical and Controls Services

8777 San Jose Blvd. Suite 301
Jacksonville, FL 32217
(804) 516-5880
www.autologicllc.com

February 13, 2026

Mr. Shawn Bruneau
City of Palatka
Water Treatment Plant
320 North Moody Rd.
Palatka, FL 32177

RE: Autologic Proposal #25-221 Palatka Controls Upgrade Commissioning Support

Dear Mr. Bruneau:

Autologic LLC is pleased to offer this proposal to provide construction and commissioning support for the controls system upgrade project at the Palatka Water Treatment Plant (WTP).

The attached Scope of Work defines the services that Autologic will provide in this project.

This proposal's deliverables are strictly limited to four hundred fifty (450) hours of on-site construction support, commissioning support, and travel time and expenses.

Autologic's **Time and Materials (T&M)** estimate for this project is **Ninety-Seven Thousand Seven Hundred Twenty Dollars ($97,720).**

Terms are NET 30 with bi-weekly invoicing based on progress. This proposal is valid for 30 days. No sales tax is included in this proposal.

Autologic looks forward to continuing our successful relationship with the Palatka WTP on this project. Please feel free to contact me if you have any questions regarding this proposal.

Sincerely,

Brian Haynes
AFO Manager
bhaynes@autologicllc.com

cc: Stephen Riley P.E., Mike Lynch P.E., Aaron Mutter EIT – Autologic LLC

Scope of Work
Palatka Controls Upgrade Project
Construction and Commissioning Support

A. Overview

Autologic has been providing on-going controls support at the Palatka Water Treatment Facility (WTP) in Palatka, FL. During our various projects to troubleshoot and correct existing issues with the existing control system, we have discovered that the existing Siemens control system has exceeded its usable life and will no longer be supported by Siemens. Siemens has already discontinued support for the software platform versions that the S7-300 uses and the associated hardware with this processor.

Autologic has also made multiple attempts to acquire the existing PLC application, but because of the lack of support for this aging platform, we have had no success. Without the PLC application, we have no documentation of the existing software and we are also missing vital components of the application with no way to rebuild it without manufacturer support.

There are also multiple other components of the control system such as remote IO, remote PLC processors, and motor control components that have reached the end of their support life as well, these items will also need to be replaced with newer components.

Autologic has provided the Palatka WTP with two (2) separate proposals, one for design and software development, the second for control system hardware associated with updating their control system.

In this project, Autologic will provide on-site construction and commissioning support to manage the electrical construction process and to commission the new Rockwell Automation control system.

This project requires that the Palatka WTP award Autologic the controls system upgrade projects for design and software development, and for hardware.

B. Scope of Work

Autologic will provide forty (40) hours of on-site construction support at the Palatka WTP facility in Palatka, FL. The construction support activities provided in this project may include:

- Electrical construction support and on-site direction for the electrical construction team.
- Provide on-site drawing support for the electrical construction team.
- Answer any questions for the electrical construction team related to the wiring configuration of the new controls system.

Autologic will provide two hundred forty (240) hours of on-site commissioning support at the Palatka WTP facility in Palatka, FL. The commissioning support activities provided in this project may include:

- Verification of electrical circuits and IO checkout.
  - Approximately one hundred ninety-five (195) IO points.
- Verification of motor controls, approximately thirty-four (34) motors.
- Verification of control loops, approximately twenty-seven (27) loops.
- Documentation of field changes, i.e. field red lines.
- Start-up and commissioning of each WTP system with the new HMI and PLC software.

Autologic will provide twenty-four (24) hours Site Acceptance Test support and documentation.

Autologic will provide one additional week (40 hours) of follow up support at the WTP.

C. Deliverables

Autologic will provide the following deliverables in this project.

- Forty (40) hours of on-site construction support.
- Two hundred forty (240) hours of commissioning support.
- Twenty-four (24) hours of SAT support.
- Forty (40) hours of additional follow-up support after SAT.

D. Exclusions, Assumptions, & Clarifications

- All services are limited to those defined within this proposal.
- No materials or software licenses are included in this project.
- No drawings will be created or modified in this project.
- No equipment will be provided in this project.
- No construction labor nor construction material is provided in this project.
- This project assumes that the control system upgrade design and programming project and PLC hardware project have been awarded to Autologic.
- This project assumes that the electrical contractor that performed the electrical construction for this project will provide two (2) field technicians for the duration of start-up and commissioning. This construction support will be funded by Palatka WTP, not Autologic.
- No Sales Tax is included in this proposal.
- This proposal's deliverables are strictly limited to four hundred fifty (450) hours of on-site construction support, commissioning support, travel time and expenses. If any additional support is requested, it can be provided as-per Autologic's 2026 Rate Schedule.
- Autologic's total liability for this project shall not exceed the total value of this proposal.

ADOPT RESOLUTION 2026-R-33 Establishing a standing cold weather shelter policy

STAFF REPORT

DATE: February 26, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Adopt resolution.

BACKGROUND

The City Commission finds that extreme cold weather presents a risk to life and public safety and the timely activation of emergency sheltering is necessary to protect vulnerable residents. A standard operating procedure for the shelter is necessary to provide consistent guidance for staff and volunteers and for the public's expectations.

PROJECT ANALYSIS

A standing resolution that authorizes the City Manager to activate the shelter in order to avoid undue delays is necessary.

Staff Recommendation

Adopt resolution.

ATTACHMENTS

1.	2026-R-33 Cold Weather Shelter SOP
2.	Cold Weather Shelter SOP.v2

RESOLUTION NO. 2026-R-____

A RESOLUTION ESTABLISHING A STANDING COLD WEATHER RELIEF SHELTER POLICY; AUTHORIZING THE CITY MANAGER TO ACTIVATE AND OPERATE THE SHELTER WITHOUT PRIOR COMMISSION APPROVAL DURING QUALIFYING WEATHER EVENTS; PROVIDING FOR COMPLIANCE WITH FLORIDA LAW; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The City Commission finds that extreme cold weather presents a risk to life and public safety; and

WHEREAS, timely activation of emergency sheltering is necessary to protect vulnerable residents; and

WHEREAS, Florida Statute § 125.0231 regulates public camping and sleeping on public property; and

WHEREAS, the City intends to operate only a temporary, supervised indoor emergency shelter consistent with all state and federal laws. Nothing in this Resolution authorizes public camping or sleeping on public property outside the controlled shelter environment; and

WHEREAS, the Commission desires to avoid delays in implementation during qualifying cold weather events;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA:

SECTION 1. ADOPTION OF SOP
The Cold Weather Relief Shelter Standard Operating Procedure, attached as Exhibit A, is hereby adopted as City policy.

SECTION 2. DELEGATION OF AUTHORITY
Upon adoption of this Resolution:
The City Manager is vested with full authority to activate, operate, and deactivate the Cold Weather Relief Shelter in accordance with the adopted SOP. The City Manager is not required to seek prior Commission approval for each activation. The City Manager shall notify the City Commission promptly upon activation.

SECTION 3. SEVERABILITY
If any portion of this Resolution is held invalid, the remainder shall remain in effect.

SECTION 4. **SCRIVENER'S ERRORS.**
The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this Resolution. A corrected copy shall be posted in the public record by the City Clerk.

SECTION 5. EFFECTIVE DATE.
This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this 26th day of February, 2026.

CITY OF PALATKA, FLORIDA

By: _____
Roberta Correa, Mayor

ATTEST:

_____
Karen Hayes, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
Jane West, City Attorney

CITY OF PALATKA
Cold Weather Relief Shelter
Revised Standard Operating Procedure (SOP)

1. Purpose

This SOP establishes procedures for activating and operating a temporary Cold Weather Relief Shelter to protect life and safety during periods of extreme cold.
The shelter is a short-term emergency safety measure. It is not intended to create or designate a public camping area.

2. Legal Authority and Compliance

2.1 General Authority

This shelter operates under the City's home rule authority (Art. VIII, Sec. 2(b), Fla. Const.; Ch. 166, Fla. Stat.) and this adopted SOP and Commission Resolution.
The City Manager is authorized to activate the shelter as provided in the standing Resolution.

2.2 Public Sleeping / Camping – Fla. Stat. § 125.0231

Florida law restricts counties and municipalities from authorizing public camping or sleeping on public property except as allowed by statute.
This shelter:

- Is a supervised, indoor emergency facility.
- Operates only during declared activation periods.
- Is not a public camping designation.
- Does not authorize outdoor sleeping on public property.

Operations shall comply with Fla. Stat. § 125.0231, as amended.

2.3 ADA and Non-Discrimination Compliance

The City shall operate the shelter in compliance with:

- Title II of the Americans with Disabilities Act (42 U.S.C. § 12131 et seq.)
- Section 504 of the Rehabilitation Act (29 U.S.C. § 794)
- Fla. Civil Rights Act, § 760.01 et seq., Fla. Stat.

Reasonable accommodations shall be provided, including:

- Accessible entrances and restroom access where feasible.
- Allowance of service animals as defined by law.
- Reasonable modifications to policies when necessary to avoid discrimination.

2.4 Liability and Sovereign Immunity

Shelter operations are governmental functions.
Liability is subject to the limitations and protections of § 768.28, Fla. Stat. (sovereign immunity).
The City shall:

- Maintain appropriate insurance coverage.
- Require written facility use agreements when using non-City property.
- Document incidents and injuries.
- Follow established risk management procedures.

Nothing in this SOP waives sovereign immunity.

3. Facility Identification and Use
The City Manager shall identify facilities based on:

- Structural safety
- Fire code compliance
- Accessibility (ADA)
- Capacity
- Availability

When using non-City facilities:

- A written agreement shall be executed.
- Insurance and indemnification provisions shall be addressed.
- The facility must meet minimum safety and occupancy requirements.

4. Activation Criteria
The shelter may be activated when:

- Forecasted overnight temperatures are expected to average 35°F or below (the average shall be established by averaging the hours between 8pm and 7am); and
- Cold conditions are expected for three (3) consecutive nights; or
- The City Manager determines activation is necessary to protect life safety.

Upon activation, the City Manager shall notify the City Commission.

5. Hours of Operation
The shelter shall operate from 8:00 PM to 7:00 AM during activation periods. Access to the shelter closes at 10:00 PM. For safety reasons, once an individual leaves the shelter, re-admittance will not be authorized. Occupancy outside these hours is not permitted unless authorized by the City Manager for safety reasons.

6. Staffing and Security – "Cold Weather Task Force"
6.1 Composition
Each shift shall include a minimum of three (3) individuals per shift, consisting of:

- At least two (2) City employees, one of whom must be a sworn law enforcement officer.
- One (1) approved volunteer (if available).

Employees from multiple city departments are encouraged to assist with staffing, as feasible, to ensure operational continuity.
6.2 Staffing and Scheduling
Departments shall rotate personnel to provide coverage for multi-day operations.
Staffing schedules shall be designed to maintain adequate coverage, reduce excessive overtime, and prevent staff fatigue.
6.3 Volunteer Screening and Background Checks
Any volunteer who will supervise, monitor, or have direct contact with minors must complete Level 2 background screening under:

- § 435.04, Fla. Stat.
- § 435.12, Fla. Stat.

Attendees are limited to Putnam County residents and will be subject to a law enforcement screening. Volunteers shall not begin service involving minors until screening results are cleared. All staff and volunteers are mandatory reporters of child abuse under § 39.201, Fla. Stat.

6.4 Operations and Oversight

City of Palatka Police Department and Community Affairs Department shall oversee shelter operations and coordination among departments.

Shelter staff shall:

- Maintain order and safety.
- Monitor occupancy levels.
- Conduct visual safety checks.
- Document incidents.

The City may remove individuals who:

- Present a safety threat,
- Possess weapons (unless legally carried and permitted by policy),
- Engage in violence or criminal activity.

Law enforcement shall exercise professional discretion consistent with applicable law. Any incidents or operational issues shall be documents and reported to City Administration.

7. Risk Management Procedures

The City shall:

- Maintain incident report forms.
- Log injuries and EMS responses.
- Maintain attendance counts.
- Secure the facility upon closure.

Participants may be required to acknowledge basic shelter rules.

8. Deactivation

The shelter shall be deactivated when:

- Weather conditions no longer meet activation criteria; or
- The City Manager determines activation is no longer necessary.

Following deactivation:

- The facility shall be secured.
- Occupants shall exit safely.
- Operational documentation shall be completed.

ROBERTA M. CORREA
MAYOR-COMMISSIONER

ANNIE HENDERSON-DAVIS
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

MARCIA CARTY, CPA CGFO
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC, FCPC
CITY CLERK

CHANTEL PIERRE, CPA
FINANCE DIRECTOR

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT.

CITY OF PALATKA BOARD/COMMITTEE APPLICATION

I, Sara K. Maxfield (print full name), wish to apply for ☒ appointment or ☐ reappointment (check one) to the following Board/Committee (check one):

- ☒ Airport Advisory Board
- ☐ Board of Zoning Appeals
- ☐ Charter Review Committee (advisory)
- ☐ Community Redevelopment Agency (advisory)
- ☐ Firefighters Pension Board
- ☐ General Employees' Pension Board
- ☐ Historic Preservation Board
- ☐ Palatka Gas Authority
- ☐ Palatka Housing Authority
- ☐ Planning Board
- ☐ Police Officers' Pension Board
- ☐ Putnam County Better Place Plan Oversight Committee
- ☐ Putnam County Library Board
- ☐ Tax Increment Advisory Committee (advisory)
- ☐ Tree Committee (advisory)

Residential address: 380 Bronson Parkway, St. Augustine, FL 32095
Business name and address: Putnam Co. Chamber of Commerce, 1100 Reid St., Palatka, FL 32177
Phone: 386-328-1503
E-mail: saramaxfield@chamberpc.com

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

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

Please see attached resume.

WHAT GOVERNMENT BOARDS HAVE YOU SERVED ON IN THE PAST OR CURRENTLY?

Ohio Economic Development Association (OEDA) – Board Member
Ohio South East (JobsOhio Network Partner) – Executive Board Member
Eastern Ohio Development Alliance (EODA) – Vice President
Ohio Council of Port Authorities – Board Member
Workforce Development Board Area 14 – Board Member , Athens Regional Planning Commission – Board Member

OTHER COMMENTS OR INFORMATION:

In accord with F.S. 760.80(4) Please indicate the following:
Applicant's race: Caucasian
Ethnicity: non-hispanic
Gender: Female
Physical disability, if any: none

AGREEMENT: *I hereby certify that all the information contained herein is true to the best of my knowledge. I hereby agree and understand that this document, once submitted, is an official/public record of the City of Palatka. I understand that the Palatka City Commission may require an interview at a publicly held meeting to consider my application. I understand that, if appointed, I will serve in a volunteer capacity on this board/committee. I also understand that, if appointed, the State of Florida may require me to file a financial disclosure with the Putnam County Supervisor of Elections within thirty (30) days of my appointment, and each year thereafter, covering my term. I understand that per the Florida Constitution I cannot serve on more than one board/committee, unless the board/committee's responsibilities are strictly advisory.*

Sara Maxfield 2/3/2026

SIGNATURE OF APPLICANT **DATE**

Sara Maxfield, CEcD/EDFP

St. Augustine, FL 32095 ▪ 740.707.2518
sara_maxfield@yahoo.com ▪

Operations Executive

15+ years' success leading economic development initiatives for high-growth community impact.

Results-driven and strategic leader possessing broad expertise in achieving exceptional outcomes in economic and community development. Proficiencies in planning, organizing, and implementing economic development projects from conception to completion, including entrepreneurship, business development, affordable/workforce housing, and incentive programs. Capacity to drive continuous improvement and capture untapped growth opportunities. Engaging communicator capable of forging beneficial relationships with stakeholders and building consensus across multiple organizational levels. Strong background in marketing, relationship management, team building, and extensive business acumen coupled with a significant track record of driving profitability.

Highlights of Expertise

- Nonprofit Management
- Small Business & Entrepreneurship
- Economic Development
- Administration & Budget Management
- Grant Writing
- Municipal Operations
- Marketing & Communications
- Public Relations
- Leadership Development
- Community Outreach & Development
- Event Planning
- Fundraising

Career Experience

St. Johns County, Florida

Provide executive direction for the Department of Economic Development

Director, Economic Development September 2024 to Present)

Spearhead the planning, execution, and oversight of County development and redevelopment initiatives, ensuring alignment with long-term strategic goals, sound financial management, and strict contract compliance. Provide leadership and direction to departmental staff, while supervising and coordinating the work of consultants, contractors, and interdepartmental teams involved in various projects. Cultivate and maintain strategic partnerships with regional, state, and federal agencies to enhance business retention, expansion, and investment opportunities. Serve as the County's primary liaison on economic development-related matters, addressing public inquiries, facilitating issue resolution, and representing the organization through public speaking engagements and formal presentations. Foster and sustain strong, collaborative relationships with key stakeholders to support the County's development objectives. Developed and implemented a comprehensive suite of Economic Development programs focused on driving inclusive, sustainable growth. Initiatives included:

- Robust Business Retention and Expansion (BRE**)** strategies, including the implementation of a CRM tor track and report data to inform policy decisions
- Targeted Business Attraction efforts and the creation and implementation of standard operating procedures, guidelines and database to assist in identifying "good fit" opportunities.
- Creation of a flagship economic development website to serve as a centralized resource hub.
- Led site identification and assessment efforts to support investment readiness and future development opportunities.
- Directed key redevelopment initiatives across three Community Redevelopment Agencies (CRAs**)**, aligning infrastructure investment with long-term economic goals.
- Provided executive oversight of the Tourism Development Council, coordinating tourism growth strategies in partnership with regional stakeholders. Played a pivotal role in the statewide effort to secure St. Augustine as the designated site for the Florida Black History Museum, advocating for cultural preservation

and economic impact through heritage tourism and securing the future location through and MOU.

- Led and managed the $9.4 million dollar EDC Grant supporting the collaboration with the Saint Johns County School District (FCTC) workforce training construction project in Hastings, Florida.

Riviera Beach, Florida

Provide executive direction for economic & business development efforts

Manager, City Administration; Economic & Business Development (May 2023 to September 2024)

Lead efforts to plan, implement, manage, and monitor City development and redevelopment projects and programs, including long-term strategies, financial administration, and contract compliance. Provided oversight, coaching, and guidance to staff within assigned divisions; additionally, monitor the work of and provide direction to professional and technical consultants, contractors, as well as, other City staff assigned to teams and projects. Build and strengthen partnerships with regional, state, and federal agencies to leverage efforts for business retention and growth. Acted as the City's representative and liaison on relevant topics, which included responding to questions and comments from the public in a courteous and timely manner, collaborating with involved parties to resolve identified issues, speaking in public, and making public presentations. Responsible for developing and maintaining positive working relationships with existing businesses at the highest decision-making levels. Acted as the city's liaison and first point of contact for incoming new businesses and facilitate the process of business establishment (i.e. permitting, licensing, etc.)

- Facilitate research, analysis, and make recommendations for tasks related to capital improvement and public/private development projects associated with development and redevelopment;
- Led the first successful city General Obligations Bond campaign. (155 Million passed March, 2024)
- Developed and analyzed feasibility and funding options for specific projects; determined and maintained project plans, scope of work, anticipated timelines, assessment of risks and opportunities, and project allotment of available resources.
- Lead for exiting P3 solicitation for new City Hall/Municipal Complex (200 million). Reimagineriviera beachredevelopment.com (ongoing).
- Lead negotiations related to development and redevelopment projects with potential development partners, business owners, and developers of real properties.
- Identify and maintain an inventory of available land and business space within the city, and manage all city-owned real estate.
- Lead affordable and workforce housing efforts.
- Developed and implemented a marketing campaign to attract new businesses to the city including the creation of the city's business branding
- Created and acted as the city's liaison to the Riviera Beach Business Development Councils, working with the Business Development Council to develop and implement business support activities and special events
- Work with third-party consultant(s) and Travel Industry partners including Palm Beach County Tourism Development Council and VISIT FLORIDA to implement the Tourism Master & Implementation Plans for the destination.

City of Delray Beach, Florida

Provide executive direction for the Office of Economic Development

Director, Office of Economic Development (May 2021 to May 2023)

Direct day-to-day operations of city-initiated economic development efforts. Tasked with ground-up program build-out utilizing a holistic approach with an emphasis on reducing disparities through economic equity and inclusion programming. Build and strengthen partnerships with regional, state, and federal agencies to leverage efforts for business retention and growth. Act as City liaison to the CRA, Chamber, and DDA. Build effective strategic partnerships to drive business retention and expansion (BRE), lead generation, talent recruitment, and business climate improvement. Cooperate with regional and state agencies as site selection manager and network partner for BDB of Palm Beach County and Enterprise Florida.

- Built programming for job creation incentives, rent assistance, and property tax abatements for qualifying

projects. Referendum and ordinances in place.
- Partnered with the Chamber and DDA to complete a Tourism Master Plan. (Lead)
- Partnered with the CRA on several development projects and transportation infrastructure.
- Completing an inventory and assessment of all city-owned real estate. Determining the highest and best use for idle properties with job centers as a priority.
- Updated the Congress Corridor Plan through an economic and community development lens.

Athens County Economic Development Council (ACEDC) / Athens County Port Authority, Athens, Ohio

Provide executive oversight of daily operations, including administration and fiscal management.

Executive Director (August 2012 to October 2020)

Direct daily operations and effective administration of revolving loans for city and county initiatives. Tasked with growth strategy and development. Build effective strategic partnerships to drive business retention and expansion (BRE), lead generation, talent recruitment, and business climate improvement. Cooperate with regional and state agencies as site selection manager and network partner for JobsOhio.

- Led a $16 million speculative building project in the Port Authority-owned Industrial Park. Activities included writing/issuing/managing RFPs, securing grant and commercial funding, leading wetland and geotechnical mitigation, and managing architects, engineers, and construction activities. Developing proforma and securing state and federal incentives. Marketing to potential tenants.
- Successfully secured U.S. EPA funding to develop a county-wide brownfields program and leveraged 400k in grant funds to redevelop ten properties resulting in over $8 million of additional private investment; acquired over $5 million in the past year for economic development projects in my jurisdiction.
- Led the Entrepreneurial Development Group (EDG) to provide low-cost/no-cost resources to area entrepreneurs and created a successful BRE program to develop company expansion projects.
- Partnered with Ohio University to develop a wide-reaching business climate improvement strategy, including talent recruitment and retention, business retention, and concepts for encouraging the development of professional housing. Created and implemented a workforce development program with local school systems to market local job opportunities offered by client companies.
- Successfully secured the Appalachian Regional Commission (ARC) Power Grant worth $100K in funding to support the rural broadband expansion program, with additional private investment forthcoming (project still in progress).
- Accomplished a county-wide strategic planning process to guide efforts and resources for maximum positive impact, successfully expanded ACEDC's operational scope, and grew the organization to incorporate more tools that generate wealth for Athens County.
- Worked with the City of Athens to develop and implement TIFs, Downtown Redevelopment Districts, Special Improvement Districts & Zoning changes to enhance business development efforts and workforce housing development.
- Championed, developed, and organized a large-scale marketing campaign called *Start it up Athens* & *Start It Up Nelsonville* to build a database of positive marketing media for the area and provide grant funding to local businesses for expansion while building brand recognition for *Business Remixed*.

Interim Director (June 2012 to August 2012)

Directed daily of Athens County EDC, Athens County Port Authority, and Community Improvement Corporation of Athens, Ohio, and retained confidence in the organization after the departure of the director.

- Oversaw processes and continued to cultivate relations with IT company CGI's new branch.

Marketing & Communications Coordinator (January 2009 to June 2012)

Originated annual marketing assets for an award-winning website and developed brand messaging through social media channels, including original content for blog posts for Twitter and Facebook.

- Oversaw a two-year campaign to bring a highly successful IT Company CGI branch to Athens, Ohio resulting

in the creation of 150 full-time positions and continues to grow.

- Coordinated in-depth event planning for large-scale annual events and a minimum of three major events per month with over 150 attendee participation each month; secured monthly sponsorships for each event totaling over $500 to cover associated costs.
- Developed business retention and expansion program to facilitate ongoing research and identify what area businesses need to thrive; created successful group Young Athens Professionals in conjunction with area workforce matching company to attract talent and promote retention.

Instructor, Ohio University (August 2004-March 2009)

Instructed 200-level courses in the Health Sciences department at Ohio University.

- Assisted in developing a hybrid online/in-person course for the department.
- Instructed 240 students per semester for successful completion of core coursework
- Participated in faculty development and quality assurance compliance.

Education & Credentials

Bachelor of Health Science, Healthcare Administration/Business

Ohio University, Athens, OH

Professional Development

- National Development Council – EDFP Certification, 2019
- International Economic Development Council – Economic Development Practitioner Certification CEcD, 2017
- Oklahoma University – Economic Development Institute courses
- State of Florida -Real Estate Sales Associate License SL3500041

Affiliations

- Ohio Economic Development Association (OEDA) – Board Member
- Ohio South East (JobsOhio Network Partner) – Executive Board Member
- Eastern Ohio Development Alliance (EODA) – Vice President
- Ohio Council of Port Authorities – Board Member
- Workforce Development Board Area 14 – Board Member
- Athens Regional Planning Commission – Board Member
- International Economic Development Council (IEDC) - Member
- National Development Council (NDC) – Member
- Florida Economic Development Council (FEDC) Member
- Florida Redevelopment Association (FRA) Member

ROBERTA M. CORREA
MAYOR-COMMISSIONER

ANNIE HENDERSON-DAVIS
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

CITY of Palatka FLORIDA

MARCIA CARTY, CPA CGFO
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC, FCPC
CITY CLERK

CHANTEL PIERRE, CPA
FINANCE DIRECTOR

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT.

CITY OF PALATKA BOARD/COMMITTEE APPLICATION

I, Vin Webster (print full name), wish to apply for ■ appointment or ☐ reappointment (check one) to the following Board/Committee (check one):

- ■ Airport Advisory Board
- ☐ Board of Zoning Appeals
- ☐ Charter Review Committee (advisory)
- ☐ Community Redevelopment Agency (advisory)
- ☐ Firefighters Pension Board
- ☐ General Employees' Pension Board
- ☐ Historic Preservation Board
- ☐ Palatka Gas Authority
- ☐ Palatka Housing Authority
- ☐ Planning Board
- ☐ Police Officers' Pension Board
- ☐ Putnam County Better Place Plan Oversight Committee
- ☐ Putnam County Library Board
- ☐ Tax Increment Advisory Committee (advisory)
- ☐ Tree Committee (advisory)

Residential address: 227 Fells Cv. St Johns, FL 32259
Business name and address: Georgia-Pacific Palatka LLC. 215 CR 216 Palatka, FL 31277
Phone: 225-236-6654
E-mail: joseph.webster@gapac.com

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

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

VP Mfg for large fully integrated pulp and paper facility. Responsible for 1000+ employees and overall business results for the facility
20 years of manufacturing experience and primary person responsible for Putnam county's largest private employer

WHAT GOVERNMENT BOARDS HAVE YOU SERVED ON IN THE PAST OR CURRENTLY?

None

OTHER COMMENTS OR INFORMATION:

_____

_____

_____

In accord with F.S. 760.80(4) Please indicate the following:
Applicant's race: White
Ethnicity: not hispanic
Gender: Male
Physical disability, if any: N/A

AGREEMENT: *I hereby certify that all the information contained herein is true to the best of my knowledge. I hereby agree and understand that this document, once submitted, is an official/public record of the City of Palatka. I understand that the Palatka City Commission may require an interview at a publicly held meeting to consider my application. I understand that, if appointed, I will serve in a volunteer capacity on this board/committee. I also understand that, if appointed, the State of Florida may require me to file a financial disclosure with the Putnam County Supervisor of Elections within thirty (30) days of my appointment, and each year thereafter, covering my term. I understand that per the Florida Constitution I cannot serve on more than one board/committee, unless the board/committee's responsibilities are strictly advisory.*

_____ 2-4-26

SIGNATURE OF APPLICANT **DATE**

ROBERTA M. CORREA
MAYOR-COMMISSIONER

ANNIE HENDERSON DAVIS
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

CITY of Palatka FLORIDA

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

MARCIA G. CARTY, CPA
CITY MANAGER

CHANTEL PIERRE, CPA
FINANCE DIRECTOR

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC
CITY CLERK

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT.

LETTER OF REPRIMAND

To: Marcia Carty, Palatka City Manager

From: Palatka City Commission

Date: January 8, 2026

RE: Ethical Violation

This correspondence serves as a written reprimand to Marcia Carty, City Manager, for her decision to request city employees perform tasks that were for the personal benefit of a relative or herself and not directly related to city business. This action is a direct ethical violation according to the city of Palatka ethics policy and the city manager employment contract which was negotiated on February 25, 2025. This Letter of Reprimand shall be presented to Ms. Carty and placed in her personnel file.

_____

Marcia Carty

_____

Roberta Correa

_____

Date

ROBERTA M. CORREA
MAYOR-COMMISSIONER

ANNIE HENDERSON DAVIS
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

WILL JONES
COMMISSIONER

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CITY CLERK

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CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT.

LETTER OF REPRIMAND

To: Marcia Carty, City Manager

From: Palatka City Commission

Date: October 21, 2025

RE: Failure to Complete Training

A grievance was filed against Ms. Carty on March 5, 2025. Ms. Carty was directed by the Palatka City Commission to complete the classes specified below as a requirement to address the concerns raised during the investigation of this grievance:

a. Managing emotions in the workplace
b. Communication styles in the workplace

This correspondence serves as a written reprimand to Marcia Carty, City Manager, for failure to complete required training in a timely fashion per the grievance process and will therefore be placed in her permanent personnel file.

_____

Marcia Carty

_____

Roberta Correa

_____

Date

Second Reading: Ordinance 2026-15 AN ORDINANCE OF THE CITY PALATKA ADOPTING; A PREAPPROVED EXTERIOR COLOR PALATTE FOR PROPERTIES LOCATED WITHIN DESIGNATED HISTORIC DISTRICTS; ADOPTING HISTORICALLY APPROPRIATE COLORS ORGANIZED BY ARCHITECTURAL STYLE AND PERIOD; PROVIDING FOR ADMINISTRATION, INTERPRETATION, AND ENFORCEMENT BY THE CITY OF PALATKA HISTORIC PRESERVATION BOARD AND PLANNING DEPARTMENT; PROVIDING FOR SEVERABILITY, SCRIVENER'S ERRORS, AND AN EFFECTIVE DATE.

STAFF REPORT

DATE: February 26, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST
Adopt the ordinance.

BACKGROUND
The City of Palatka contains designated historic districts and individual historic properties that reflect the City's architectural, cultural, and historical heritage. The preservation of historic character includes the regulation of exterior building colors to ensure visual compatibility, architectural integrity, and historically appropriate appearance. Historically accurate exterior color palettes are an established best practice in historic preservation and are commonly organized by architectural style and construction period.

The color options for residential buildings in the City's historic districts seek to replicate the color scheme from the following historic periods that existed since the City's incorporation in 1853: The Victorian period, spanning from 1840-1900; the Colonial and Classical Revival period, spanning from 1890-1930; Bungalow, spanning from 1890-1940; Craftsman, spanning from 1910-1940; and Post-War Romanticism, spanning from 1945-1970.

PROJECT ANALYSIS
A comprehensive, pre-approved exterior color palette derived from historically documented color traditions of Northeast Florida and similar historic communities, in order to promote predictability, efficiency, and high-quality preservation outcomes.
The City Commission finds that the adoption of a standardized historic color palette will assist property owners, designers, and reviewing boards while maintaining appropriate design discretion.

Staff Recommendation

Adopt the ordinance.

ATTACHMENTS

1.	15. Ordinance 2026-15Paint Colors for Historic Districts
2.	Business Impact Statement - Historic Color Palette

ORDINANCE NO. 2026-15

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA; ADOPTING A PRE-APPROVED EXTERIOR COLOR PALETTE FOR PROPERTIES LOCATED WITHIN DESIGNATED HISTORIC DISTRICTS; ADOPTING HISTORICALLY APPROPRIATE COLORS ORGANIZED BY ARCHITECTURAL STYLE AND PERIOD; PROVIDING FOR ADMINISTRATION, INTERPRETATION, AND ENFORCEMENT BY THE CITY OF PALATKA HISTORIC PRESERVATION BOARD AND PLANNING DEPARTMENT; PROVIDING FOR SEVERABILITY, SCRIVENER'S ERRORS, AND AN EFFECTIVE DATE.

WHEREAS, The City of Palatka contains designated historic districts and individual historic properties that reflect the City's architectural, cultural, and historical heritage; and

WHEREAS, The preservation of historic character includes the regulation of exterior building colors to ensure visual compatibility, architectural integrity, and historically appropriate appearance; and

WHEREAS, Historically accurate exterior color palettes are an established best practice in historic preservation and are commonly organized by architectural style and construction period; and

WHEREAS, The City of Palatka was incorporated in 1853. The color options for residential buildings in the City's historic districts seek to replicate the color scheme from the following historic periods that existed since the City's incorporation: The Victorian period, spanning from 1840-1900; the Colonial and Classical Revival period, spanning from 1890-1930; Bungalow, spanning from 1890-1940; Craftsman, spanning from 1910-1940; and Post-War Romanticism, spanning from 1945-1970; and

WHEREAS, The City Commission desires to adopt a comprehensive, pre-approved exterior color palette derived from historically documented color traditions of Northeast Florida and similar historic communities, in order to promote predictability, efficiency, and high-quality preservation outcomes; and

WHEREAS, The City Commission finds that the adoption of a standardized historic color palette will assist property owners, designers, and reviewing boards while maintaining appropriate design discretion;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA:

SECTION 1. ADOPTION OF HISTORIC COLOR PALETTE.
The City hereby amends Section 54-79 [Criteria for decisions on certificates of appropriateness] of the City of Palatka Municipal Code to include Section (e)(1)- "Color Palette" and hereby

adopts a Historic Exterior Color Palette for use within designated historic districts and for individually designated historic properties.

A. The adopted palette shall consist of exterior paint colors that are historically appropriate and organized by:

1. Architectural style; and
2. Approximate construction period.

B. The Historic Exterior Color Palette is adopted by reference and shall be maintained as an official City document on file with the Planning Department and Historic Preservation Board. The palette may be incorporated as an appendix, exhibit, or administrative manual, as determined by the City Manager or designee.

SECTION 2. APPLICABILITY.

A. The City hereby amends Section 54-79 [Criteria for decisions on certificates of appropriateness] of the City of Palatka Municipal Code to include Section (e)(2)- "Applicability of Color Palette" to apply to all exterior color changes requiring a Certificate of Appropriateness or other historic review approval, including but not limited to:

1. Principal structures;
2. Accessory structures visible from the public right-of-way; and
3. Architectural features such as siding, masonry, trim, shutters, doors, porches, railings, and decorative elements.

B. This ordinance shall apply only to properties located within locally designated historic districts and to individually designated historic landmarks.

SECTION 3. ADMINISTRATION AND INTERPRETATION.

A. The City hereby amends Section 54-79 [Criteria for decisions on certificates of appropriateness] of the City of Palatka Municipal Code to include Section (e)(3)- "Administration and Interpretation of Color Palette" to be administered by the City of Palatka Historic Preservation Board (HPB).

B. Exterior colors selected from the adopted palette shall be deemed presumptively appropriate and may be approved administratively, provided that:

1. The colors correspond to the architectural style and period of the structure; and
2. The proposed placement of body, trim, and accent colors is historically consistent.

C. The HPB or Planning Department may require:

1. Physical paint samples;
2. Manufacturer specifications or color codes; and
3. Identification of proposed body, trim, and accent applications.

D. Final authority to determine appropriate color placement and combinations remains with the HPB.

SECTION 4. ALTERNATIVE COLORS AND EXCEPTIONS.

A. The City hereby amends Section 54-79 [Criteria for decisions on certificates of appropriateness] of the City of Palatka Municipal Code to include Section (e)(4)- "Alternative Colors and Exceptions to the Color Palette" to establish that exterior colors not included in the adopted palette may be approved by the HPB upon a finding that:

1. The proposed color is supported by historic documentation specific to the structure; or

2. The proposed color is substantially similar in hue, value, and chroma to a color contained within the adopted palette.

B. Approval of alternative colors shall require issuance of a Certificate of Appropriateness supported by written findings.

SECTION 5. MAINTENANCE AND UPDATES.
The City hereby amends Section 54-79 [Criteria for decisions on certificates of appropriateness] of the City of Palatka Municipal Code to include Section (e)(5)- "Maintenance and Updates to the Color Palette" that authorizes the City Manager or designee to:

1. Maintain and reproduce the Historic Exterior Color Palette; and
2. Make non-substantive updates, clarifications, or formatting changes, provided that such updates do not materially alter the historic intent or scope of the palette.

Substantive amendments to the palette shall require approval by the City Commission.

SECTION 6. CONFLICTS.
All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

SECTION 7. SEVERABILITY.
If any provision of this ordinance is held invalid, such invalidity shall not affect the other provisions.

SECTION 8. MUNICIPAL CODE.
A copy of this Ordinance shall be furnished to the Municipal Code Corporation for insertion in the Code of Ordinances for the City of Palatka, Florida.

SECTION 9. SCRIVENER'S ERRORS.
The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

SECTION 10. EFFECTIVE DATE.
This ordinance shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this 26th day of February 2026.

CITY OF PALATKA, FLORIDA
By:

_____
Roberta Correa, Mayor

ATTEST: APPROVED AS TO LEGAL SUFFICIENCY:

_____	_____
Karen Hayes, City Clerk	Jane West, Esq., City Attorney

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: "Historic Color Palette" More specifically:

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA; ADOPTING A PRE-APPROVED EXTERIOR COLOR PALETTE FOR PROPERTIES LOCATED WITHIN DESIGNATED HISTORIC DISTRICTS; ADOPTING HISTORICALLY APPROPRIATE COLORS ORGANIZED BY ARCHITECTURAL STYLE AND PERIOD; PROVIDING FOR ADMINISTRATION, INTERPRETATION, AND ENFORCEMENT BY THE CITY OF PALATKA HISTORIC PRESERVATION BOARD AND PLANNING DEPARTMENT; PROVIDING FOR SEVERABILITY, SCRIVENER'S ERRORS, AND AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:

[1] See Section 166.041(4)(c), Florida Statutes.

a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The purpose of the ordinances is to preserve the historic character of exterior building colors to ensure architectural integrity and historically appropriate appearances. Overall, this will provide guidance to property owners and it will promote predictability in the COA permitting process.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.
None.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:
None.

4. Additional information the governing body deems useful (if any):

Second Reading: Ordinance 2026-16 General Employee Pension Ordinance AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, REVISING CHAPTER 2, DIVISION 4 OF THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA, ENTITLED GENERAL EMPLOYEES RETIREMENT; AMENDING SECTION 2-173 – FORMS OF PAYMENT OF PENSION; CREATING LUMP SUM BENEFIT OPTIONS; REVISING CHAPTER 2, DIVISION 6 OF THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA, ENTITLED FIREFIGHTERS' RETIREMENT PLAN; AMENDING SECTION 2-243 – FORMS OF PAYMENT OF A PENSION; CREATING LUMP SUM BENEFIT OPTIONS; REVISING CHAPTER 2, SECTION 7 OF THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA, ENTITLED POLICE OFFICERS' RETIREMENT PLAN; AMENDING SECTION 2-250.200 – FORMS OF PAYMENT OF A PENSION; CREATING LUMP SUM BENEFIT OPTIONS; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING AUTHORITY TO CODIFY; AND PROVIDING AN EFFECTIVE DATE.

STAFF REPORT

DATE: February 26, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	16. Ordinance 2026-16 Palatka PLOP ORDINANCE - 4903-5194-0674.2

ORDINANCE NO. 2026-16

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, REVISING CHAPTER 2, DIVISION 4 OF THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA, ENTITLED GENERAL EMPLOYEES RETIREMENT; AMENDING SECTION 2-173 – FORMS OF PAYMENT OF PENSION; CREATING LUMP SUM BENEFIT OPTIONS; REVISING CHAPTER 2, DIVISION 6 OF THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA, ENTITLED FIREFIGHTERS' RETIREMENT PLAN; AMENDING SECTION 2-243 – FORMS OF PAYMENT OF A PENSION; CREATING LUMP SUM BENEFIT OPTIONS; REVISING CHAPTER 2, SECTION 7 OF THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA, ENTITLED POLICE OFFICERS' RETIREMENT PLAN; AMENDING SECTION 2-250.200 – FORMS OF PAYMENT OF A PENSION; CREATING LUMP SUM BENEFIT OPTIONS; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING AUTHORITY TO CODIFY; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1. Section 2-173 of Chapter 2 of the City of Palatka City Code is hereby amended by adding sections (5) as follows:

Section 2-173 –Forms of Payment of Pension.

* * * * *

(5) For members who do not participate in the DROP pursuant to section 2-212, the member may elect a percentage of benefit in a lump sum as follows:

a. Five (5) percent of the total actuarial equivalent value of the benefit paid as a lump sum with the remaining ninety-five (95) percent paid under the normal or optional form of payment as per this section.

b. Ten (10) percent of the total actuarial equivalent value of the benefit paid as a lump sum with the remaining ninety (90) percent paid under the normal or optional form of payment as per this section.

c. Fifteen (15) percent of the total actuarial equivalent value of the benefit paid as a lump sum with the remaining eighty-five (85) percent paid under the normal or optional form of payment as per this section.

d. Twenty (20) percent of the total actuarial equivalent value of the benefit paid as a lump sum with the remaining eighty (80) percent paid under the normal or optional form of payment as per this section.

Section 2. Section 2-243 of Chapter 2 of the City of Palatka City Code is hereby amended to

read as follows:

Section 2-243 – Forms of Payment of a Pension.

* * * * *

Form of payment SL—Straight life pension. The retired member is paid a pension for life under form of payment SL. The amount of pension shall be determined in accordance with section 2-240.

Form of payment A—Life payments with full continuation to survivor beneficiary. The retired member is paid a reduced pension for life under form of payment A. Upon the death of the retired member during the lifetime of the named survivor beneficiary, the named survivor beneficiary is paid the full amount of reduced pension until death.

Form of payment B—Life payments with continuation to survivor beneficiary. The retired member is paid a reduced pension for life under form of payment B. Upon the death of the retired member during the lifetime of the named survivor beneficiary, the named survivor beneficiary is paid 75, 66⅔ or 50 percent of the amount of reduced pension benefits until death.

Form of payment C—Life payments with period certain guarantee. The retired member is paid a reduced pension for life under form of payment C. Upon the death of the retired member during the guaranteed period, the named survivor beneficiary is paid the full amount of the reduced pension for the remainder of the guaranteed period. The guaranteed period shall be 120 months. The actuarial present value of the remaining guaranteed payments shall be paid to the legal representative of the retired member or the named survivor beneficiary, whoever survives the longer, if both the retired member and the named survivor beneficiary die during the guaranteed periods.

Partial Lump Sum Option - For members who do not participate in the DROP pursuant to section 2-250.139, the member may elect a percentage of benefit in a lump sum as follows:

a. Five (5) percent of the total actuarial equivalent value of the benefit paid as a lump sum with the remaining ninety-five (95) percent paid under the normal or optional form of payment as per this section and section 2-242.

b. Ten (10) percent of the total actuarial equivalent value of the benefit paid as a lump sum with the remaining ninety (90) percent paid under the normal or optional form of payment as per this section and section 2-242.

c. Fifteen (15) percent of the total actuarial equivalent value of the benefit paid as a lump sum with the remaining eighty-five (85) percent paid under the normal or optional form of payment as per this section and section 2-242.

d. Twenty (20) percent of the total actuarial equivalent value of the benefit paid as a lump sum with the remaining eighty (80) percent paid under the normal or optional form of payment as per this section and section 2-242.

Section 3. Section 2-250.200 of Chapter 2 of the City of Palatka City Code is hereby amended to read as follows:

Section 2-250.200 – Forms of Payment of a Pension.

* * * * *

Form of payment SL—Straight life pension. The retired member is paid a pension for life under form of payment SL. The amount of pension shall be determined in accordance with section 2-250.185.

Form of payment A—Life payments with full continuation to survivor beneficiary. The retired member is paid a reduced pension for life under form of payment A. Upon the death of the retired member during the lifetime of the named survivor beneficiary, the named survivor beneficiary is paid the full amount of reduced pension until death.

Form of payment B—Life payments with continuation to survivor beneficiary. The retired member is paid a reduced pension for life under form of payment B. Upon the death of the retired member during the lifetime of the named survivor beneficiary, the named survivor beneficiary is paid 75, 66⅔ or 50 percent of the amount of reduced pension benefits until death.

Form of payment C—Life payments with period certain guarantee. The retired member is paid a reduced pension for life under form of payment C. Upon the death of the retired member during the guaranteed period, the named survivor beneficiary is paid the full amount of the reduced pension for the remainder of the guaranteed period. The guaranteed period shall be 120 months. The actuarial present value of the remaining guaranteed payments shall be paid to the legal representative of the retired member or the named survivor beneficiary, whoever survives the longer, if both the retired member and the named survivor beneficiary die during the guaranteed periods.

Partial Lump Sum Option - For members who do not participate in the DROP pursuant to section 2-250.375, the member may elect a percentage of benefit in a lump sum as follows:

a. Five (5) percent of the total actuarial equivalent value of the benefit paid as a lump sum with the remaining ninety-five (95) percent paid under the normal or optional form of payment as per this section and section 2-250.195.

b. Ten (10) percent of the total actuarial equivalent value of the benefit paid as a lump sum with the remaining ninety (90) percent paid under the normal or optional form of payment as per this section and section 2-250.195.

c. Fifteen (15) percent of the total actuarial equivalent value of the benefit paid as a lump sum with the remaining eighty-five (85) percent paid under the normal or optional form of payment as per this section and section 2-250.195.

d. Twenty (20) percent of the total actuarial equivalent value of the benefit paid as a lump sum with the remaining eighty (80) percent paid under the normal or optional form of payment as per this section.

Section 4. Conflicts. In any case in which a provision of this Ordinance is found to be in conflict with a provision of any other ordinance of this City, the provision that establishes the higher standards for promotion and protection of the health and safety of the people shall prevail.

Section 5. Severability. If any section, subsection, sentence, clause, or provisions of this

Ordinance is held invalid, the remainder of this Ordinance shall not be affected by such invalidity.

Section 6. Repeal. All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 7. Effective Date. This Ordinance shall be deemed to be effective upon its adoption.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 12th day of February, A.D. 2026.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka, Florida, on the 26th day of February, A.D. 2026.

By: _____
Mayor: Roberta Correa

ATTEST:

_____
City Clerk: Karen Hayes, FCPC

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney: Jane West ESQ.

First Reading: Adopt Ordinance 2026-18 AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING THE PALATKA MUNICIPAL CODE TO ESTABLISH REGULATIONS FOR PUBLIC MURALS; PROVIDING DEFINITIONS, PURPOSE, PERMIT REQUIREMENTS, DESIGN REVIEW, MAINTENANCE STANDARDS, LONG-TERM CARE, AND REMOVAL/RESTORATION PROCEDURES; PROVIDING FOR ENFORCEMENT, PENALTIES, SEVERABILITY, SCRIVENER'S ERRORS, AND AN EFFECTIVE DATE.

STAFF REPORT

DATE: February 26, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Adopt the ordinances.

BACKGROUND

The City of Palatka has a rich and distinctive history shaped by its location along the St. Johns River, which has served as a vital economic, cultural, and transportation corridor for Indigenous peoples, settlers, and generations of residents. In addition, Palatka's identity has been profoundly shaped by its significant African American community, whose contributions to the City's cultural, social, economic, and civil rights history are integral to Palatka's past, present, and future. Murals and other forms of public art can serve as powerful tools to celebrate and interpret local history, natural resources, and cultural narratives, foster civic pride, enhance community identity, and support heritage-based tourism.

PROJECT ANALYSIS

The ordinance seeks to establish a regulatory framework that encourages high-quality murals that reflect Palatka's history, natural environment, and diverse cultural heritage, while providing reasonable permitting, maintenance, and preservation standards to ensure murals remain assets to the community over time.

Staff Recommendation

Adopt the ordinances.

ATTACHMENTS

1.	Business Impact Statement - Murals
2.	Murals

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: "MURAL ORDINANCE" More specifically:

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING THE PALATKA MUNICIPAL CODE TO ESTABLISH REGULATIONS FOR PUBLIC MURALS; PROVIDING DEFINITIONS, PURPOSE, PERMIT REQUIREMENTS, DESIGN REVIEW, MAINTENANCE STANDARDS, LONG-TERM CARE, AND REMOVAL/RESTORATION PROCEDURES; PROVIDING FOR ENFORCEMENT, PENALTIES, SEVERABILITY, SCRIVENER'S ERRORS, AND AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:

[1] See Section 166.041(4)(c), Florida Statutes.

a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):
The ordinance establishes a regulatory framework that encourages high-quality murals that reflect Palatka's history, natural environment, and diverse cultural heritage, while providing reasonable permitting, maintenance, and preservation standards to ensure murals remain assets to the public over time.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.
None.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:
None. There are no mandates for businesses.

4. Additional information the governing body deems useful (if any):

ORDINANCE NO. 2026-18

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING THE PALATKA MUNICIPAL CODE TO ESTABLISH REGULATIONS FOR PUBLIC MURALS; PROVIDING DEFINITIONS, PURPOSE, PERMIT REQUIREMENTS, DESIGN REVIEW, MAINTENANCE STANDARDS, LONG-TERM CARE, AND REMOVAL/RESTORATION PROCEDURES; PROVIDING FOR ENFORCEMENT, PENALTIES, SEVERABILITY, SCRIVENER'S ERRORS, AND AN EFFECTIVE DATE.

WHEREAS, the City of Palatka has a rich and distinctive history shaped by its location along the St. Johns River, which has served as a vital economic, cultural, and transportation corridor for Indigenous peoples, settlers, and generations of residents; and

WHEREAS, Palatka is home to unique natural and historic resources, including Ravine Gardens State Park, whose landscape and historic works projects reflect the City's longstanding relationship with conservation, tourism, and public spaces; and

WHEREAS, the City's heritage includes the legacy of William Bartram, whose early exploration and documentation of the region's flora, fauna, and waterways brought international recognition to the natural beauty of the St. Johns River and surrounding landscapes; and

WHEREAS, Palatka's identity has been profoundly shaped by its significant African American community, whose contributions to the City's cultural, social, economic, and civil rights history are integral to Palatka's past, present, and future; and

WHEREAS, murals and other forms of public art can serve as powerful tools to celebrate and interpret local history, natural resources, and cultural narratives, foster civic pride, enhance community identity, and support heritage-based tourism; and

WHEREAS, the City Commission recognizes that, without clear standards, murals may be subject to inconsistent treatment under existing sign and land development regulations, potentially discouraging artistic expression and creating uncertainty for property owners and artists; and

WHEREAS, the City has a legitimate governmental interest in regulating the placement, size, design, and maintenance of murals to protect public safety, preserve community aesthetics, and ensure compatibility with surrounding land uses, while respecting constitutional protections for expressive activity; and

WHEREAS, the City Commission desires to establish a regulatory framework that encourages high-quality murals that reflect Palatka's history, natural environment, and diverse cultural heritage, while providing reasonable permitting, maintenance, and preservation standards to ensure murals remain assets to the community over time; and

WHEREAS, the adoption of a mural ordinance will promote predictability, transparency, and fairness in the review of mural applications, support long-term stewardship of public art, and advance the City's goals related to cultural enrichment, tourism, and economic vitality.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA:

SECTION 1. FINDINGS AND PURPOSE.

(a) The City Commission finds that murals and public art contribute to:

1. The enhancement of public spaces and neighborhood character.
2. The celebration of local heritage, including Palatka's history, culture, natural resources, and stories integral to the community's identity.
3. Economic development and tourism attraction with public art walking tours, mural mapping, and cultural engagement consistent with community revitalization goals.

(b) The purpose of this ordinance is to:

1. Provide a clear permitting procedure for murals consistent with the City's sign and land development codes.
2. Encourage artistic expression while protecting health, safety, and welfare.
3. Promote high-quality, contextually sensitive murals that reflect Palatka's character.
4. Establish standards for maintenance, care, and preservation of murals.

SECTION 2. DEFINITIONS.

Mural. A work of visual art executed on a building wall or surface, visible from a public right-of-way, that does not contain commercial advertising or signage as defined in the City's sign code. Murals may include painting, mosaic, tile, fresco, or similar permanent media.
Applicant. The individual, artist, property owner, or authorized agent applying for a mural permit under this ordinance.
Maintenance Manual. A document submitted with the mural permit application describing materials, protective coatings, expected maintenance schedule, and responsible parties.
Historic Mural. A mural that reflects historic events, persons, or themes important to Palatka's cultural heritage.

SECTION 3. APPLICABILITY AND SCOPE.

This ordinance applies to all new murals proposed on exterior walls of both public and private buildings within the City of Palatka, except where federal, state, or local laws preclude regulation.

SECTION 4. PERMIT REQUIREMENTS.

(a) **Permit Required.**
No person shall install a mural without first obtaining a Mural Permit from the City. The application shall be submitted to the Planning Department on a form prescribed by the City.

(b) **Application Contents.**
An application must include:

1. A scaled color rendering of the proposed mural.
2. Location and dimensions of the mural.
3. Description of materials, substrates, and protective finishes.
4. Artist information and qualifications.
5. Maintenance Manual specifying long-term care plan.
6. Proof of property owner consent.

(c) **Review and Approval.**
The Planning Director or designee shall review applications for:

1. Consistency with historic and architectural context.
2. Conformance with safety and structural integrity standards.
3. Compliance with content neutrality consistent with First Amendment precedents (i.e., content must not be regulated based on viewpoint).

SECTION 5. DESIGN STANDARDS AND CRITERIA.

(a) Murals shall:

1. Be designed to complement the architecture and historic character of the building.
2. Avoid imagery that interferes with building egress, safety features, or public utilities.
3. Reflect themes relevant to Palatka's history, culture, natural resources, or tourism assets (e.g., riverfront heritage, local ecosystems, notable residents).

(b) The City may establish optional guidelines or a Public Art Advisory Committee to provide design advice and community input on murals.

SECTION 6. MAINTENANCE AND PRESERVATION STANDARDS.

(a) **Maintenance Plan Required.**
All mural permit applications must include a Maintenance Plan with:

1. Specified cleaning methods.
2. Protective coatings or sealants to resist fading and weathering.
3. A schedule for periodic inspection and upkeep.

(b) **Owner Responsibilities.**

1. Mural owners (property owners or designees) shall ensure the mural is maintained in good condition.
2. The mural surface shall not exhibit peeling, cracking, significant fading, or graffiti that is not promptly removed.
3. Annual written certification of maintenance compliance may be required by the City.

(c) **Preservation of Historic Murals.**
If the mural is one of historical significance, the City may coordinate with preservation authorities to ensure conservation best practices are used.

SECTION 7. LONG-TERM CARE AND CHANGE OF OWNERSHIP.

(a) Upon sale or transfer of property, the existing mural permit and associated maintenance obligations transfer to the new owner.

(b) Murals must be maintained indefinitely in accordance with this ordinance unless an approved removal procedure is followed.
(c) The City may establish a registry of murals for tourism and cultural inventory purposes.

SECTION 8. REMOVAL OR RESTORATION PROCEDURES.

(a) **Voluntary Removal.**
A property owner wishing to remove a mural must apply for a Removal Permit explaining reasons (e.g., structural issues, redevelopment) and provide a restoration or archival plan.
(b) **Involuntary Removal.**
The City may require removal or restoration when a mural:

1. Creates a safety hazard or violates building or fire codes.
2. Is structurally failing and endangers public welfare.
3. Is abandoned or has deteriorated due to neglect (after notice and opportunity to cure).

(c) **Restoration.**
If a mural is deteriorated but of cultural or historic value, the City may require a Restoration Plan approved by the Planning Department and crafted in consultation with qualified conservators.

SECTION 9. ENFORCEMENT AND PENALTIES.

Violations of this ordinance shall be enforced through civil code enforcement procedures. Penalties may include:

1. Fines consistent with similar municipal violations.
2. Requirement to restore or repaint the mural in compliance with approved plans.
3. Revocation of mural permit for repeated violations.

SECTION 10. SEVERABILITY.

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is held invalid, the remainder shall remain in full force and effect.

SECTION 11. MUNICIPAL CODE.
A copy of this Ordinance shall be furnished to the Municipal Code Corporation for insertion in the Code of Ordinances for the City of Palatka, Florida.

SECTION 12. SCRIVENER'S ERRORS.

The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

SECTION 13. EFFECTIVE DATE.

This ordinance shall become effective upon adoption and publication as provided by law.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this ___ day of February, 2026.

CITY OF PALATKA, FLORIDA
By:

_____
Roberta Correa, Mayor

ATTEST:

_____
Karen Hayes, City Clerk

APPROVED AS TO LEGAL SUFFICIENCY:

_____
Jane West, Esq., City Attorney

Mr. Aghemo: Second Reading: Request to Annex, and Rezone 500 Browning Av. & 201 N HWY 17

STAFF REPORT

DATE: February 26, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request to annex two parcels, approximately 4.16-acres, into the City of Palatka for the purpose of connecting to the City's water and sewer system; amend the Future Land Use Map from both Putnam County Commercial (CR) and Urban Service (US) to City of Palatka Commercial (COM), and rezone from Putnam County Commercial Retail (C-2) and Residential Mix (R-2) to City of Palatka Intensive Commercial (C-2).

BACKGROUND

The application involves two parcels, totaling approximately 4.16-acres and is located at 500 Browning Av. and 201 North Highway 17. The goal is to establish a Recreational Vehicle parking facility. The property currently is vacant. The applicant wishes to connect to the City's water and sewer facilities which are available nearby. The parcel is adjacent to the City boundaries the City supporting development beyond their border with water/sewer service. Areas served by Palatka water and sewer will be annexed into the City; however, the distribution of potable water for areas outside of City limits is conditioned upon annexation only when those properties become contiguous.

PROJECT ANALYSIS

Refer to Staff Report

Staff Recommendation

1. Staff recommends approval of the request to annex the approximately 4.16-acre property into the City be approved.

2. Staff recommends approval of the request to amend the Future Land Use Map from Putnam County Commercial (CR) and Urban Service (US) to City of Palatka Commercial (COM) be approved.

3. Staff recommends approval of the request to rezone from Putnam County Commercial Retail (C-2) and Residential Mix (R-2) to City of Palatka Intensive Commercial (C-2) be approved.

ATTACHMENTS

1.	PB 24-11 500 Browning Av & 201 N HWY 17 Staff Report
2.	Boundary Survey
3.	App & Receipt
4.	Property Disclosure
5.	2023 Water availability
6.	201 N Hwy 17 Water and Sewer Availability
7.	Bay St. vacated
8.	Taxes parcels combined
9.	Deed
10.	500 Browning Av & 201 N HWY 17 Ariel

Case PB 24-11 Annex, Amend Future Land Use Map and Rezone
Parcel Nos.:01-10-26-0250-0200-0000 & 01-10-26-0250-0220-0050
Address: 500 Browning Av. & 201 North Hwy 17 Palatka, FL 32177
Applicants: Perry D. Lewis

STAFF REPORT

DATE: December 16, 2025

TO: City of Palatka Planning Board

FROM: STAFF

APPLICATION REQUEST

Request to annex two parcels, approximately 4.16-acres, into the City of Palatka for the purpose of connecting to the City's water and sewer system; amend the Future Land Use Map from both Putnam County Commercial (CR) and Urban Service (US) to City of Palatka Commercial (COM), and rezone from Putnam County Commercial Retail (C-2) and Residential Mix (R-2) to City of Palatka Intensive Commercial (C-2).

Public notice included legal advertisement in the Palatka Daily News, property posting, and mailed notices to property owners within 150 feet of the subject property.

Background

The application involves two parcels, totaling approximately 4.16-acres and is located at 500 Browning Av. and 201 North Highway 17. The goal is to establish a Recreational Vehicle parking facility. The property currently is vacant. The applicant wishes to connect to the City's water and sewer facilities which are available nearby. The parcel is adjacent to the City boundaries.

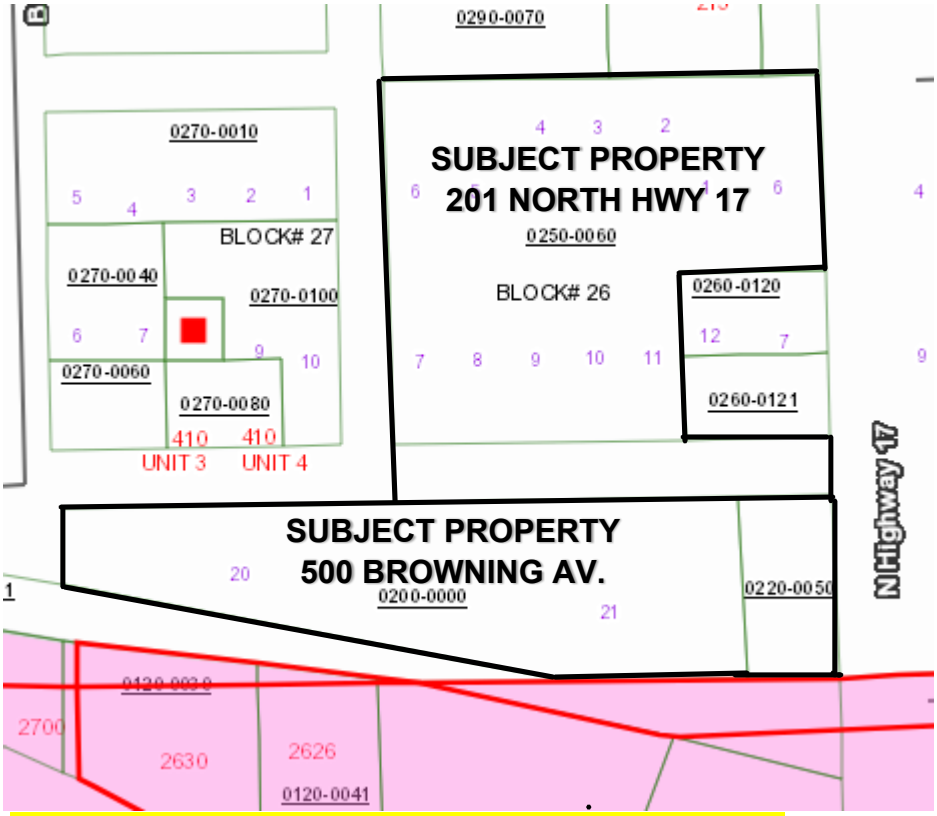


Figure 1: Subject site with City boundaries shown.

Table 1: Current and Proposed Future Land Use Map and Zoning designations

	Actual Use	FLUM	ZONING
Property Existing	Vacant	Putnam County Commercial (CR) And Urban Service (US)	Putnam County Commercial Retail (C-2) and Residential Mix (R-2)
Property Proposed	Recreational Vehicle parking facility.	City of Palatka Commercial (COM)	City of Palatka Intensive Commercial (C-2)
North	Residential	County Commercial (CR)	County Commercial Retail (C-2) & Residential Mixed (R-2)
South	Family Dollar & Sunoco	City Commercial (COM)	City Intensive Commercial (C-2)
East	Smokey Mountain Cabinets	County Commercial (CR)	County Commercial Retail (C-2) & Commercial General (C-3)
West	Residential	County Urban Service (US)	County Residential Mixed (R-2)

PROJECT ANALYSIS

Annexation Analysis

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

Contiguous: F.S. 171.031 provides a definition for contiguous and requires that boundaries of properties proposed for annexation must be coterminous with a part of the municipality's boundary. As shown previously, in ***Figure 1:*** Subject site, the property is contiguous to the City limits to the South of the parcels.

Compactness: The statute provides a definition for compactness that requires an annexation to be for properties in a single area and precludes any action that would create or increase enclaves, pockets, or finger areas in serpentine patterns. Annexing this property meets the standard of compactness because it does not create an enclave or pocket.

Connection to Water and Sewer: Water and sewer are available to the site in question. The applicant desires to connect to the city water & sewer system. The system Has the capacity to serve annexation of the site.

Comprehensive Plan Public Facilities Element Policy D.1.2.1.
The City of Palatka shall establish a coordinating relationship with the Putnam County Board of County Commissioners to discuss future development plans adjacent to City borders and to discuss

the City supporting development beyond their border with water/sewer service. Areas served by Palatka water and sewer will be annexed into the City; however, the distribution of potable water for areas outside of City limits is conditioned upon annexation only when those properties become contiguous.

Future Land Use Change Analysis

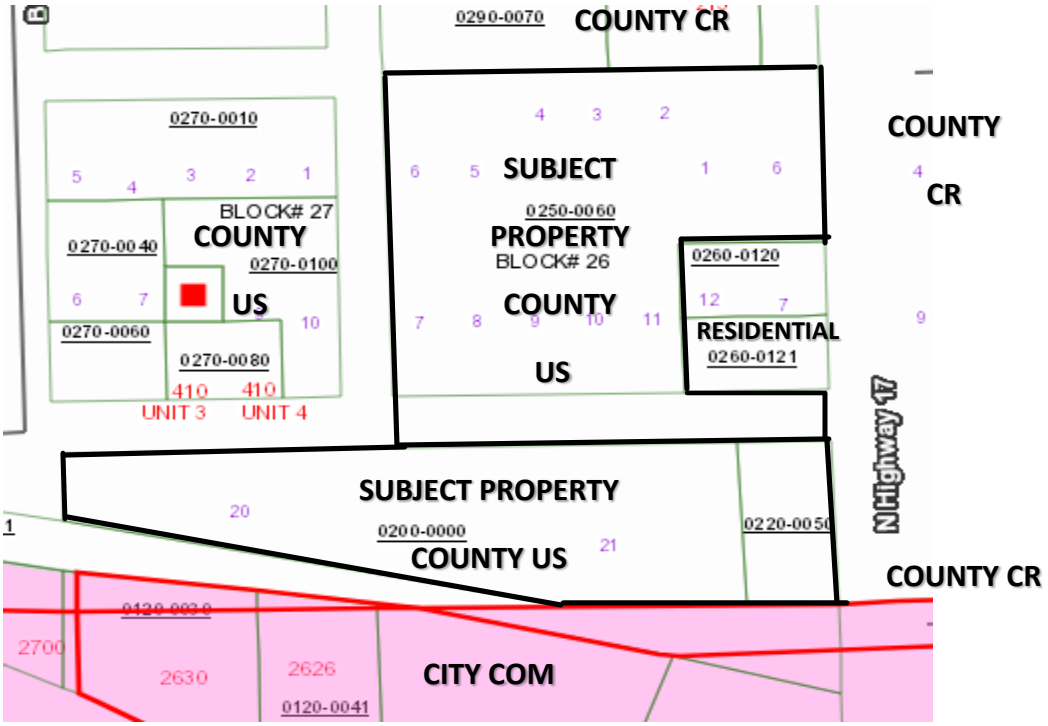


Figure 2: Current Future Land Use

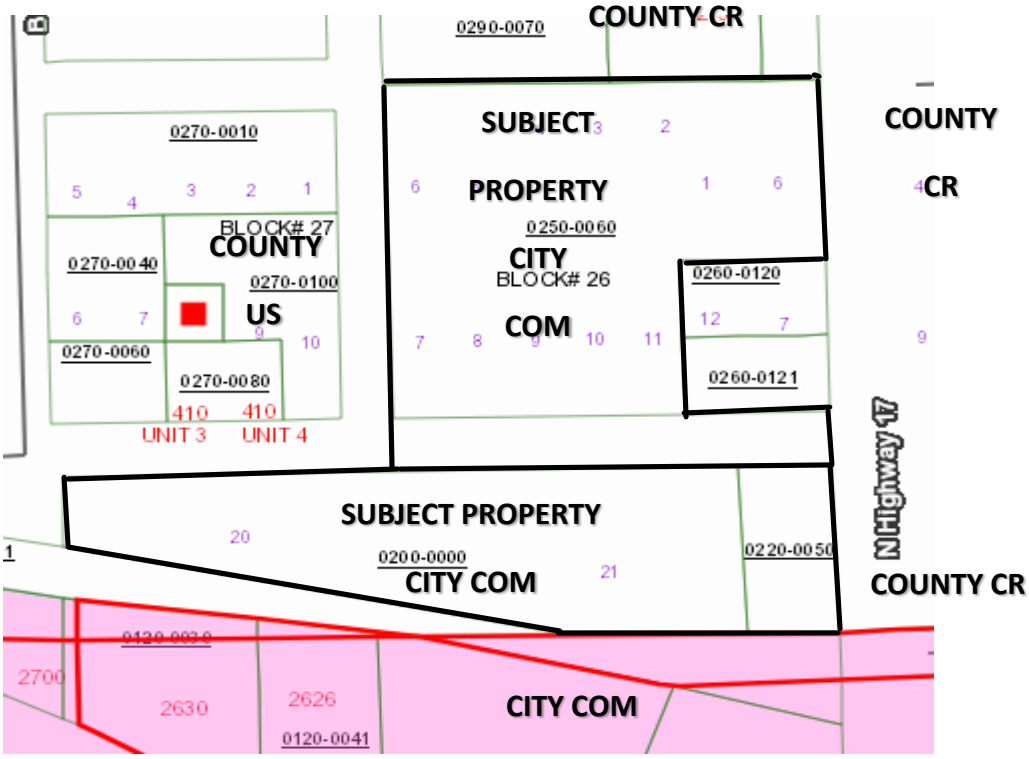


Figure 3: Proposed Future Land Use

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

Response: Staff is not aware of any soil or topography conditions that would present major problems for additional future development of this property in accordance with all applicable land development regulations. Nor is staff aware of natural or historic resources on this developed site.

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

Response: The applicant proposes to continue the neighboring use of Commercial facilities. The land proposed for the amendment is consistent with the comprehensive plan.

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

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

Response: The annexation of this parcel would not contribute to urban sprawl and will not create an undo burden on the water system. Property to the South has water connections. This annexation would be contiguous, as it borders City limits to the South. The use of this parcel will be Commercial related. The subject parcel is located within an urbanized area with a mix of commercial and residential uses.

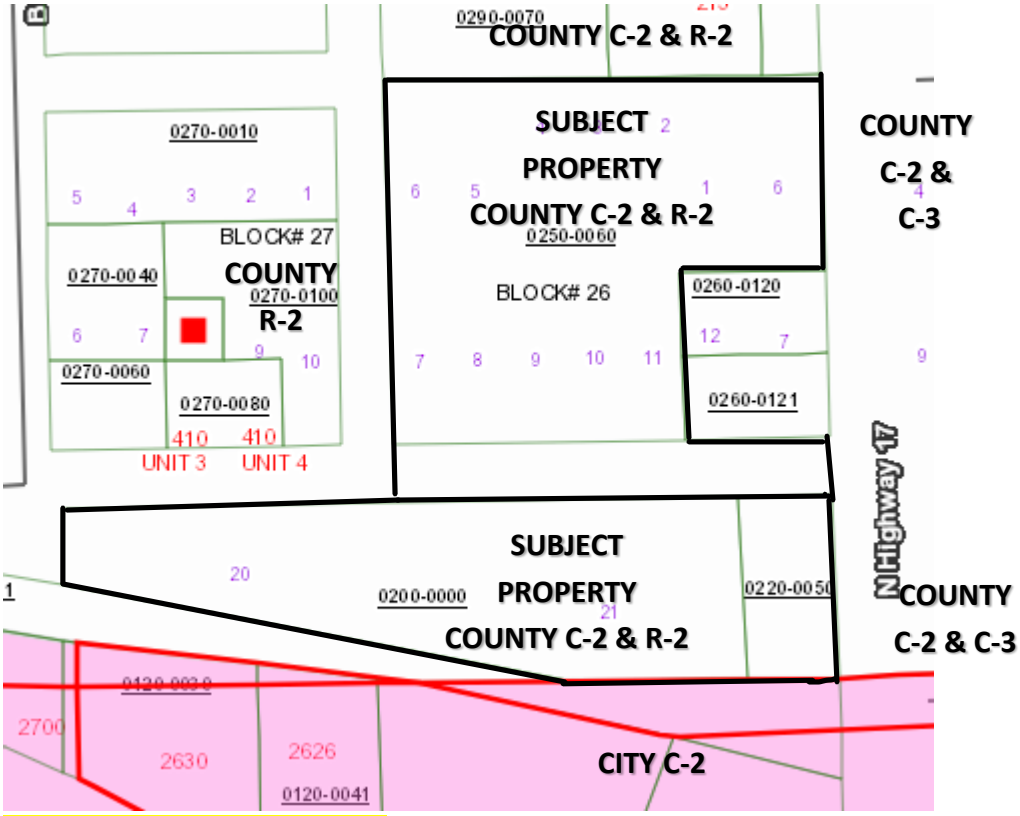


Figure 4: Current Zoning

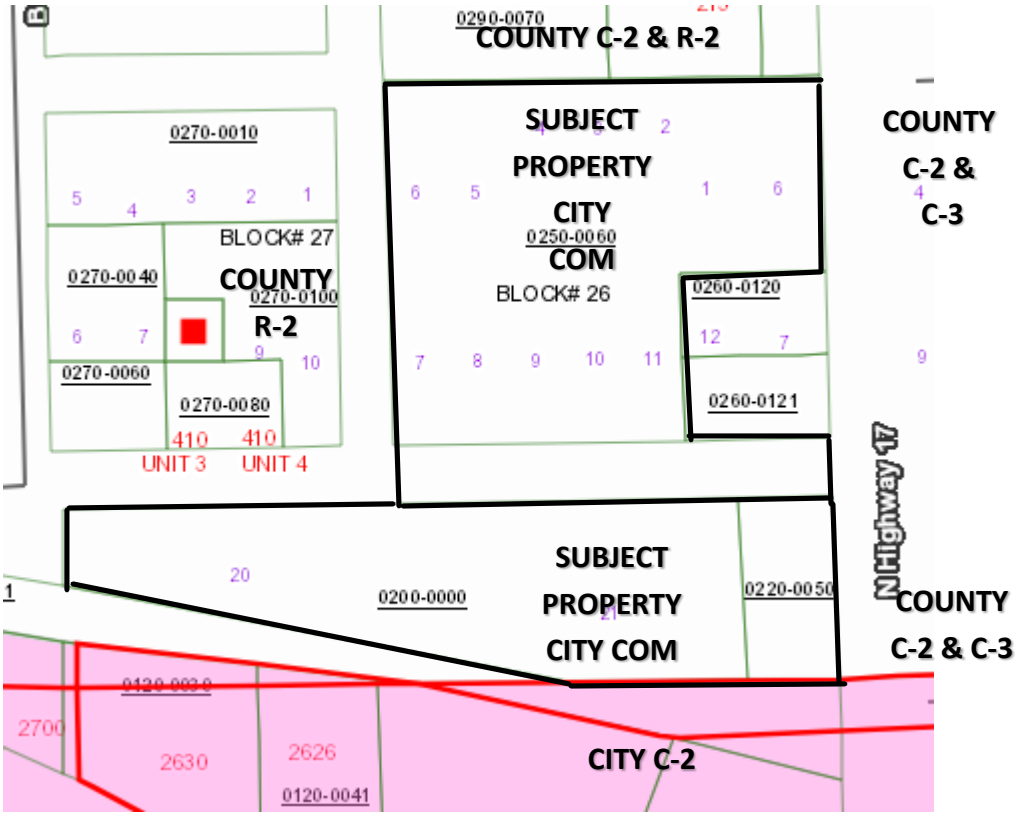


Figure: Proposed Zoning

Zoning Analysis

Section 94-38(f)(1) requires that the report and recommendations of the Planning Board to the City Commission required by subsection 94-38(e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:

a. *Whether the proposed change is in conformity with the Comprehensive Plan:*
Response: When a property is annexed into the city, it is often given a similar Future Land Use and Zoning to what existed when in the County. The subject property currently has a Putnam County Commercial Retail (C-2), land use classification. The proposed rezoning conforms with the Comprehensive Plan.

b. *The existing land use pattern.*
Response: The existing land use pattern in this area is a mix of commercial, and residential uses. The proposed land use will not alter existing land use patterns.

c. *Possible creation of an isolated district unrelated to adjacent and nearby districts*.
Response: The parcel is vacant with plans of a recreational vehicle parking facilities. There is already commercial uses surrounding the parcel and the parcel being annexed into the city will not alter the existing relationship of the surrounding area.

d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.*
Response: The subject property is vacant with a proposed recreational vehicle parking facility use which is adjoining commercial property already developed. There will be no increase in population or overtaxing of the load on public facilities.

e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.*
Response: Surrounding parcels are mixed development of commercial and residential. Amending the property zoning to City of Palatka Commercial (COM) will keep proposed conditions within the same uses.

f. *Whether changed or changing conditions make the passage of the proposed amendment necessary.*
Response: The City endeavors to convert properties on well and septic systems to City water and sewer in order to reduce pollutants released into ground water and increase revenue to the City's water and sewer funds. Conditions in the area of the subject parcel will remain unchanged.

g. *Whether the proposed change will adversely influence living conditions in the neighborhood.*
Response: The immediate neighborhood around the subject parcel is established commercial and residential. Existing living conditions will not change with approval.

h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.*
Response: The traffic patterns in the area are already established and will remain the same nor will it affect public safety. It is not anticipated to be a significant increase of existing daily trips.

i. *Whether the proposed change will create a drainage problem.*
Response: There should be no impact on drainage in the area.

j. *Whether the proposed change will seriously reduce light and air to adjacent areas.*
Response: No reduction in light and air to adjacent areas is expected.

k. *Whether the proposed change will adversely affect property values in the adjacent areas.*
Response: There should be no impact on property values as it will be an expansion of an existing use.

l. *Whether the proposed change will be a deterrent to the improvement of adjacent property in accord with existing regulations.*
Response: The proposed rezoning will not be a deterrent for the improvement of adjacent property.

m. *Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.*
Response: The proposed rezoning will not grant a special privilege to the property owner.

n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning.*
Response: The zoning classifications for the use in this area do not differ substantially. The reason for amending the existing zoning is due to the annexation of the parcel into the city limits and connecting it to City water and sewer facilities.

o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city.*
Response: The immediate area is mixed commercial in nature. The zoning already exists and is a part of the neighborhood.

p. *Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.*
Response: It is not impossible, but the purpose of this request is to annex into the city to obtain water & sewer services from the City. The property has a proposed commercial use and the proposed zoning is already established in this neighborhood.

q. *The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district.*
Response: Not applicable.

Staff Recommendation

1. Staff recommends approval of the request to annex the approximately 4.16-acre property into the City be approved and;

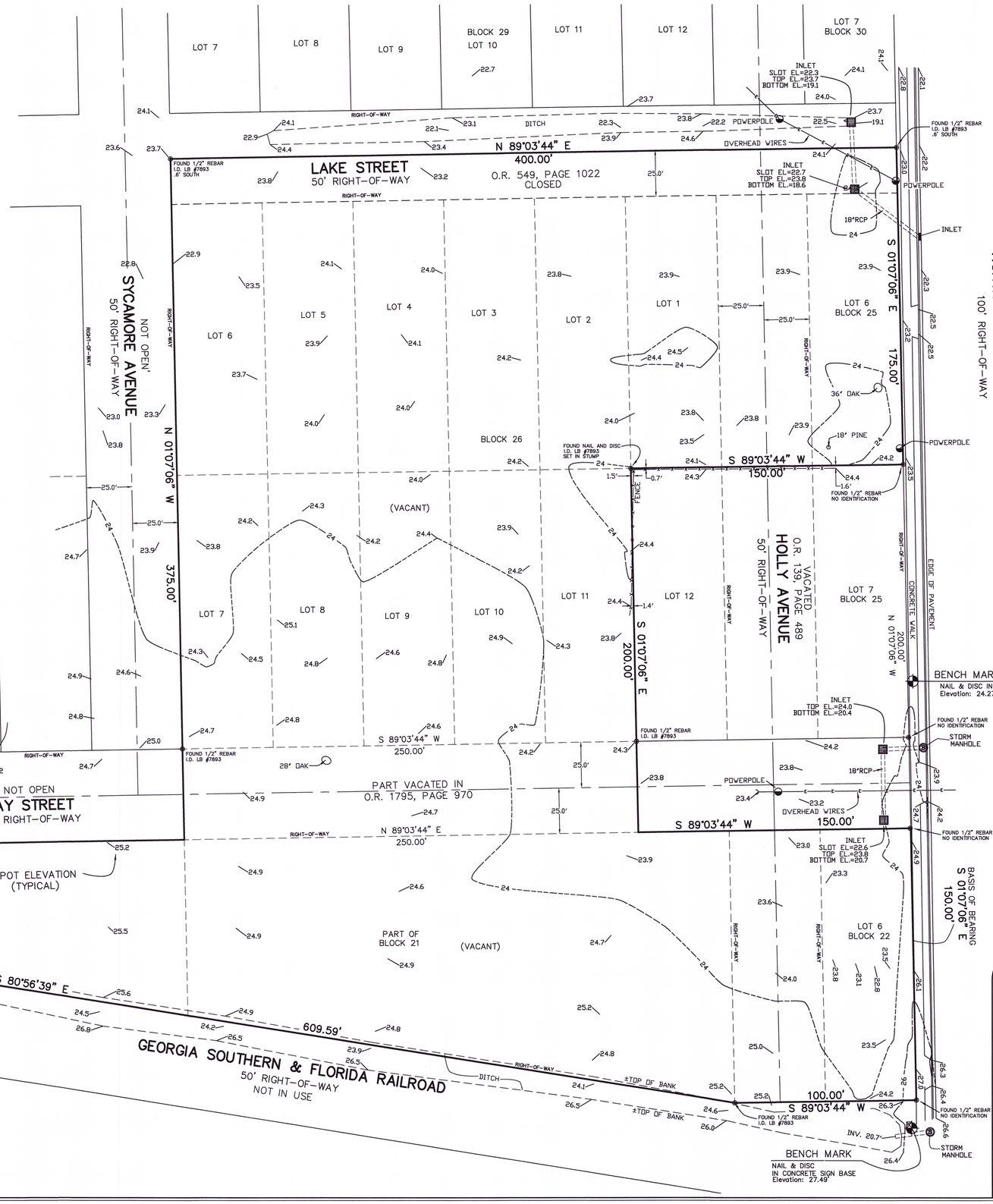
2. Staff recommends approval of the request to amend the Future Land Use Map from Putnam County Commercial (CR) and Urban Service (US) to City of Palatka Commercial (COM) be approved and;

3. Staff recommends approval of the request to rezone from Putnam County Commercial Retail (C-2) and Residential Mix (R-2) to City of Palatka Intensive Commercial (C-2) be approved.

JOB NO.: 25-038

MAP SHOWING SURVEY OF

LOTS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 AND 11, BLOCK 26, MAP OF BAILEYVILLE – BAILEY AND MERRILLS SUBDIVISION, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 2, PAGE 11, IN THE OFFICE OF THE CIRCUIT COURT, PUTNAM COUNTY, FLORIDA.
AND;
LOT 6, BLOCK 25, MAP OF BAILEYVILLE – BAILEY AND MERRILLS SUBDIVISION, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 2, PAGE 11, IN THE OFFICE OF THE CIRCUIT COURT, PUTNAM COUNTY, FLORIDA.
AND;
THAT PORTION OF HOLLY AVENUE AS SHOWN ON THE MAP OF BAILEYVILLE – BAILEY AND MERRILLS SUBDIVISION, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 2, PAGE 11, IN THE OFFICE OF THE CIRCUIT COURT, PUTNAM COUNTY, FLORIDA, PER ROADWAY CLOSURE ORDER AS DESCRIBED IN OFFICIAL RECORDS BOOK 139, PAGE 489, OF SAID PUTNAM COUNTY, FLORIDA.
AND;
THAT PORTION OF LAKE STREET AS SHOWN ON THE MAP OF BAILEYVILLE – BAILEY AND MERRILLS SUBDIVISION, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 2, PAGE 11, IN THE OFFICE OF THE CIRCUIT COURT, PUTNAM COUNTY, FLORIDA, PER ROADWAY CLOSURE ORDER AS DESCRIBED IN OFFICIAL RECORDS BOOK 549, PAGE 1020, OF SAID PUTNAM COUNTY, FLORIDA. PARCEL NO. 01-10-26-0250-0250-0060
AND;
ALL OF BLOCK 20 AND 21, AS SHOWN ON THE MAP OF BAILEYVILLE – BAILEY AND MERRILLS SUBDIVISION, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 2, PAGE 11, IN THE OFFICE OF THE CIRCUIT COURT, PUTNAM COUNTY, FLORIDA.
AND;
LOT 6, BLOCK 22, AS SHOWN ON THE MAP OF BAILEYVILLE – BAILEY AND MERRILLS SUBDIVISION, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 2, PAGE 11, IN THE OFFICE OF THE CIRCUIT COURT, PUTNAM COUNTY, FLORIDA.
AND;
THAT PORTION OF BAY STREET AS SHOWN ON THE MAP OF BAILEYVILLE – BAILEY AND MERRILLS SUBDIVISION, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 2, PAGE 11, IN THE OFFICE OF THE CIRCUIT COURT, PUTNAM COUNTY, FLORIDA, PER ROADWAY CLOSURE ORDER AS DESCRIBED IN OFFICIAL RECORDS BOOK 1745, PAGE 970, OF SAID PUTNAM COUNTY, FLORIDA.



LEGEND:
Δ = DENOTES CENTRAL ANGLE
R = DENOTES RADIUS
T = DENOTES TANGENT DISTANCE
L = DENOTES LENGTH OF ARC

GRAPHIC SCALE
SCALE 1"= 30'
0 30 60 90

FLOOD ELEVATION CERTIFICATE:
THIS PROPERTY LIES IN FLOOD ZONE X, AS SHOWN ON THE FLOOD INSURANCE RATE MAP (F.I.R.M.), COMMUNITY PANEL NO.120272 0191C FOR PUTNAM COUNTY, FLORIDA.

NOTES:
THIS IS A TOPOGRAPHICAL SURVEY, BOUNDARY SURVEY WAS PROVIDED BY CLIENT AND WAS DONE BY TARGET SURVEYING, LLC, THIS SURVEYOR DOES NOT WARRENT OR CERTIFY THE BOUNDARY CORNERS OR PROPERTY LINES AS SHOWN.

ALL DISTANCES SHOWN ARE MEASURED, UNLESS NOTED.

NO UNDERGROUND STRUCTURES OR UTILITIES, LOCATED OR SHOWN.

THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE OPINION, LEGAL DESCRIPTION WAS PROVIDED BY CLIENT. NO RECORD OF EASEMENTS WERE PROVIDED TO SURVEYOR, EXCEPT AS SHOWN.

ELEVATIONS ARE BASED ON UNITED STATES COASTAL & GEODETIC SURVEY (U.S.C. & G.S.) N.A.V.D. 1988. BENCHMARK REFERENCE IS NATIONAL GEODETIC SURVEY POINT #PC 14, ELEVATION 19.52' NAVD 88.

NORTH IS ASSUMED, BASED ON THE RIGHT OF WAY OF HIGHWAY #17, REFERENCE TO THE STATE PLANE COORDINATE SYSTEM, FLORIDA EAST ZONE, BASIS OF BEARING AS SHOWN.

FIELD DATE: 9/27/2025
I HEREBY CERTIFY THIS SURVEY EXCLUSIVELY TO: PERRY LEWIS.

BRANDT WILSON PLS
PROFESSIONAL LAND SURVEYOR
1835 GREEN SPRINGS CIRCLE, #A
FLEMING ISLAND, FL., 32003
1-(904)471-7512

CERTIFICATION: I HEREBY CERTIFY, that the survey shown hereon was made under my direction and supervision and is correct to the best of my knowledge and belief and that it meets the standards as set forth in Chapter 5J-17, Florida Administrative Code, pursuant to section 472.027, Florida Statutes.

R. BRANDT WILSON , P.L.S. FL CERT. No. LS4690

Not valid without the signature and the original raised seal of a florida licensed surveyor and mapper

DRAWN BY: BW	JOB NO.: 25-038
SCALE: 1" = 30'	SHEET NO. 1 OF 1

Renee
386 329 0100

CITY of Palatka FLORIDA

PLANNING DEPARTMENT
201 N 2ND STREET
PALATKA, FL 32177
386.329.0100 EXT. 327

ANNEXATION, AMENDMENT TO FLUM AND REZONING APPLICATION

* Follow up after Road close

DATE RECEIVED: 10-4-24
APP NUMBER: PB - _____
HEARING DATE: _____

Application Requirements

This application must be completed and submitted with application fee and ALL required attachments.
(Checks payable to the City of Palatka

- [x] Application Fee $1440.00 ($1160 + Adv.)
- [x] ~~Survey~~
- [x] ~~Site Plan (for planned development)~~
- [x] ~~Letter of Authorization~~
- [ ] Project Narrative
- [x] Copy of Recorded Deed (3)
- [ ] Legal Description
- [ ] Project Narrative
- [ ] Supplementary Information
- [ ] Site Map

Property Information

1. Property Address: 500 Browning Ave / 211 N. Hwy 17 Palatka 71.
2. Parcel Number: 01-10-26-0250-200-0000 / 01-10-26-0250-0250-0060
3. ~~Lot size/acreage~~: (3 parcels) — Plus → / 01-10-26-0250-0220-0050
4. Current Property Use: Undeveloped
5. Current Future Land Use Map Designation: Wooded
6. Proposed Future Land Use Map Designation (if applicable): _____
7. Proposed Use: RV Parking (not storage)
8. Current Zoning Designation: C-2, R-2 Requested Zoning Designation: C-2
9. Square footage of any proposed structures _____ Number & types of structures on property 2 (two) office / Garage; and two (2) Three (3) Business Buildings.

Applicant Information

(Submit proof of authorization to act as agent with your application)

Owner Name(s): Perry D. Lewis
Mailing Address: 6 Carry Court Palm Coast FL 32137
Phone Number(s): 3865628718 Email: Pelew77@Yahoo.com

Agent/Contractor *(Submit proof of authorization to act as agent with your application)*

Name(s): _____
Mailing Address: _____
Phone Number(s): _____ Email: _____

To Be Notarized

Name (Print Name): Peter Willott

Signature: _____ Date: Oct. 4, 2024

STATE OF Florida County of Putnam

Before me this day personally appeared Perry Lewis who executed the foregoing application and acknowledged to and before me executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this 4 day of Oct. A.D. 2024.

(Notary Seal)

PETER WILLOTT
Notary Public
State of Florida
Comm# HH349690
Expires 1/12/2027

_____
Notary Public

My commission expires: 1/12/2027 State of Fla. at Large

Type of Identification Produced: D/L

For Official Use Only

Date Submitted: _____

Received By: _____

Confirmed Current Zoning: _____

(Allowable) Requested Zoning: _____

Surrounding property owner's notices sent: _____

FLUM Designation: _____

Preliminary Review by: _____

Date Legal Ad Ran: _____

Sign(s) Posted Date: _____

Attachments Reviewed:

- ❑ Copy of Recorded Deed
- ❑ Legal Description
- ❑ Survey
- ❑ Letter of Authorization
- ❑ Application Fee

City of Palatka
201 N 2ND ST
PALATKA FL 32177-3735
(386)329-0100
CASH RECEIPT

Date: 02/01/2024 OPER ID: MBROWN RECEIPT NO:D017027

RECEIVED FROM: 500 BROWNING AV & 211 N HWY 17

AMOUNT RECEIVED: 1,600.00 TYPE: CA CASH

CHANGE DUE: 0.00

TOTAL RECEIVED: 1,600.00

DISTRIBUTION:

AMOUNT	ACCOUNT NUMBER	DESCRIPTION / FOR
1,440.00		500 BROWNING AV & 211 REZONING APP & ADVERTISING
160.00		500 BROWNING AV & 211 ADVERTISING

DISCLOSURE OF OWNERSHIP INTERESTS - PROPERTY

(TOIIIi COMPLETED AND EXECUTEO 8 Y TffE PROPERTY OWNER(SJ FOR EACH APPUCATION FOR COMPREHENSIVE PLAN AMENDMENT OR DEVELOPMENT ORDEJU

TO: CITY OF PALATKA PLANNING DIRECTOR, OR HIS OR HER OFFICIALLY DESIGNATED REPRESENTATIVE

STATE OF FLORIDA CITY
OF PALATKA

BEFORE ME, the undersigned authority, this day personally appeared Perry D. Lewis, hereinafter referred to as "Affiant," who being by me first duly sworn, under oath, deposes and states as follows:

1. Affiant is the O individual or O Owner *{position - e.g., president, partner, trustee}* of _____ *[name and type of entity - e.g., ABC Corporation, XVZ Limited Partnership]* that holds an ownership interest in real property legally described on the attached Exhibit "A" (the "Property"). The Property is the subject of an application for Comprehensive Plan amendment, Rezoning or Development Order approval with the City of Palatka.

2. Affiant's address is: 6 CARRY Court
Palm Coast FL
32137

3. Attached hereto as Exhibit "B" is a complete listing of the names and addresses of every person or entity having a five percent or greater interest in the Property. Disclosure does not apply to an individual's or entity's interest in any entity registered with the Federal Securities Exchange Commission or registered pursuant to Chapter 517, Florida Statutes, whose interest is for sale to the general public.

4. Affiant acknowledges that this Affidavit is given to comply with the City of Palatka policy, and will be relied upon by the City of Palatka in its review of application for Comprehensive Plan amendment, Rezoning or Development Order approval affecting the Property. Affiant further acknowledges that he or she is authorized to execute this Disclosure of Ownership Interests on behalf of any and all individuals or entities holding a five percent or greater interest in the Property.

5. Affiant further acknowledges that he or she shall by affidavit amend this disclosure to reflect any changes to ownership interests *in* the Property that may occur before the date of final public hearing on the application for Comprehensive Plan amendment, Rezoning or Development Order approval.

6. Affiant further states that Affiant is familiar with the nature of an oath and with the penalties provided by the laws of the State of Florida for falsely swearing to statements under oath.

7. Under penalty of perjury, Affian,t declares that Affiant has examined this Affidavit and to the best of Affiant's knowledge and belief, it is true, correct, and complete.

FURTHER AFFIANT SAYETH NAUGHT.

_____

_____ ,Affiant

(Print Affiant Name)

NOTARY PUBLIC INFORMATION:

STATE OF FLORIDA CITY OF PALATKA

The foregoing instrument was acknowledged before me by means of[ ] physical presence or [online notarization, this 2nd day of Dec , 20 25 by Perry Lewis *(name of person acknowledging).* Hefshe is personally known to me or has produced FL DL *((ype of identification)* as identification and did/did not take an oath *(circle correct response).*

Melissa Dreyer
(Name - type. stamp or print clearly)

(Signature)

My Commission Expires on: 8/4/2026

Notary Public State of Florida
Melissa Dreyer
My Commission HH 297533
Expires 8/4/2026

EXHIBIT "A"

PROPERTY

EXHIBIT "B"

DISCLOSURE OF OWNERSHIP INTERESTS - PROPERTY

Affiant must identify all entities and individuals owning five percent or more ownership interest in the Property. Affiant must identify individual owners. For example, if Affiant is an officer of a corporation or partnership that is wholly m partially owned by another entity, such as a corporation, Affiant must identify the other entity, its address, and the individual owners of the other entity. Disclosure does not apply to an individual's or entity's interest in any entity registered with the Federal Securities Exchange Commission or registered pursuant to Chapter 517, Florida Statutes, whose interest is for sale to the general public.

Name	Address
Perry D. Lewis	6 CARRY Ct P.C. Fl 32137
	500 Browning Ave
211 N. Hwy 17	01-10-26-0250-0200-0000
01-10-26 025002500060	
201 N Hwy 17	01 10 26 0250 0920-0050 PDL
A portion of West Bay Street in Palatka Fl VACATED Putnum County Dec 10, 2024.	

Perry Lewis
(Signature)

Perry Lewis
(Name in print)

(Name of company, if applicable)

6 CARRY Court
(Address, City, State, Zip)
PALM Coast Fl 32137

(Title)

Palm Coast Fl 32137
(Address, City, State, Zip)

NOTARY PUBLIC INFORMATION

STATE OF FLORIDA/ CITY OF PALATKA

The foregoing instrument was sworn to and subscribed before me by means of ( ] physical presence or [ ] online notarization, this 2nd day of Dec, 2025, by Perry Lewis *(name of person making statement)*. He/she is personally known to me or has produced Fl. DL *(type of identification)* as identification.

Melissa Dreyer
(Name in print)

Melissa Dreyer
(Signature)

My Commission Expires on 8/4/2026

NOTARY'S SEAL OR STAMP

Notary Public State of Florida
Melissa Dreyer
My Commission HH 297533
Expires 8/4/2026

1010 Ocean Street
Palatka, FL 32177
Tel. (386) 329-0109
Fax (386) 385-5275

City of Palatka Public Works

Utilities Division

To: **Lewis Perry**

From: Rhett McCamey, Water & Sewer Superintendent

Date: August 10, 2023

RE: 211 N Hwy 17 & 500 Browning Ave. / Water & Sewer availability

The property would need to be annexed into the City to connect to City Utilities.

Water is available from an 8" water main which crosses U.S. 17 on the south side of the old railroad bed.

This would require you to hire a Civil Engineer to design the project and permit the project with DEP and DOT. And would require an underground utility contractor to extend an 8" water main down the west side of U.S. 17 approximately, 450 feet to provide potable water and fire protection. The approximate cost of an 8" x 8" tap is $4,000.00. The estimated approximate cost for 450' of 8" pipe and installation is $75.00 per foot =$33,7500.00. Fire hydrant assembly $7,500.00.

The total cost is approximately $45,250.00 plus engineering, permitting, sidewalk replacement, grass replacement, etc....

Sewer is available from a 6" gravity main which crosses U.S. 17 on the south side of the old railroad bed. The sewer main is too shallow to extend gravity sewer north on 17. A 4" force main could be extended out of it to serve the property.

This would require you to hire a Civil Engineer to design the project and permit the project with DEP and DOT. And would require an underground utility contractor to extend a 4"force main down the west side of U.S 17 approximately, 450 feet, The estimated approximate cost of a 4" manhole core is $2,500.00. The approximate cost for 450' of 4" pipe and installation is $45.00 per foot =$20,500.00. The total cost is approximately $22,750.00 plus engineering and permitting sidewalk replacement, grass replacement, etc.

A private sewer lift station would be needed on the property to pump the sewage into the force main.

Water and sewer service tap fees and impact fees would also be charged according to the size of the meter and the number of fixtures to set the water meter service to the property.

Thank you,

Rhett

McCamey, W & S Superintendent

1010 Ocean Street
Palatka, FL 32177
Tel. (386) 329-0109
Fax (386) 385-5275

CITY of Palatka
PUBLIC WORKS
Utilities Department

To: **Lewis Perry**

From: Eli Higginbotham, Water & Sewer Superintendent

Date: **December 2, 2025**

Ref: 201 N Hwy 17

Water is available at this location from an 8-inch water main which crosses Hwy 17 on the south side of the old railroad bed.

This would require you to hire an engineer to design and permit the project with FDEP and FDOT. This would require you to hire an underground utility contractor to install and extend an 8-inch water main approximately 100-125 feet to provide potable water and fire protection.

Sewer is available from a 6-inch gravity sewer main which crosses Hwy 17 on the south side of the old railroad bed. The sewer main is too shallow to extend gravity sewer. A 4-inch force main would need to be extended to the sewer main from the property.

This would require you to hire an engineer to design and permit the project with FDEP and FDOT. This would require you to hire an underground utility contractor to install and extend a 4-inch force main down the west side of Hwy 17 approximately 100-125 feet and core the manhole. A private sewer lift station would be needed on the property to pump the sewerage into the force main. The Engineer would determine the size of the wet well and pumps you need.

Water and sewer service fees and taps fees would be charged according to the size of and number of meters needed and the number of fixtures. The expense of the extension, sidewalk replacement, grass replacement, and the hiring of the engineer to design it and the utility contractor to install it are yours.

The property is contiguous to the city limits and annexation into the city is required to connect to city utilities.

You should contact Lorenzo Aghemo, the City Planning Director, about starting annexation.

205 N 2nd Street. (386) 329- 0100, Email LAGHEMO@PALATKA-FL.GOV

Thank you,

Eli Higginbotham, W & S Superintendent

3

COPY

Inst: 202554002749 Date: 02/03/2025 Time: 2:43PM By: CH, DC,
Matt Reynolds, Putnam, County Page 1 of 3 B: 1795 P: 973

RESOLUTION NO. 2024- 142

AUTHORIZING THE ADVERTISEMENT FOR VACATING A PORTION OF A STREET IN THE BAILEYVILLE SUBDIVISION AND PROVIDING AN EFFECTIVE PUBLIC HEARING DATE

WHEREAS, the Board of County Commissioners received an application from property owner Perry Lewis to vacate a portion of West Bay Street in Palatka, Florida as shown on the plat of Baileyville Subdivision recorded in Map Book 2, Page 11 of the Public Records of Putnam County, Florida; and

WHEREAS, the Board of County Commissioners wishes to adopt a resolution declaring that, at a definite time and place, a public hearing will be held to consider the matter.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PUTNAM COUNTY, FLORIDA:

1. The Board hereby authorizes the advertisement of a notice of public hearing as described in **Exhibit "A"** attached hereto, to be published in a newspaper of general circulation within Putnam County not less than two weeks prior to the date of such hearing.

DULY ADOPTED in regular session, this 10th day of December, A.D., 2024.

BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA

SEAL

By: Leota D. Wilkinson
Leota Wilkinson, Chairwoman

CLERK OF COURTS PUTNAM COUNTY, FLORIDA

ATTEST:

Matt Reynolds
Matt Reynolds, Clerk of Courts

STATE OF FLORIDA

County of Putnam

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

NOTICE OF PUBLIC HEARING FOR C

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

12/28/2024

Affiant further says that the newspaper or website complies with all legal requirements for publication in chapter 50, Florida Statutes.

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

Debra Whitaker

Sworn to and subscribed to before me this 28th day of December, 2024 by Debra Whitaker, Administrative Assistant, of the Palatka Daily News, a Florida corporation, on behalf of the corporation.

Jeannette Eveland

Jeannette Eveland, Notary Public
My commission expires: April 30, 2025

JEANNETTE EVELAND
MY COMMISSION # HH 368526
EXPIRES: April 30, 2025
Bonded Thru Notary Public Underwriters

Notary Seal
Seal of Office:

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

PUBLIC NOTICE

NOTICE OF PUBLIC HEARING FOR CLOSING A PORTION OF A STREET IN THE BAILEYVILLE SUBDIVISION IN PALATKA

TO WHOM IT MAY CONCERN:

You will please take notice that the Board of County Commissioners of Putnam County, Florida will at 9:05 A.M. or as soon thereafter as possible, on the 14th day of January, 2025, in the County Commissioner Meeting Room located in the Governmental Complex, 2509 Crill Avenue, Suite 100, Palatka, Florida, consider and determine whether or not the County will vacate, abandon, discontinue, renounce and disclaim any right of the County and the public to a portion of West Bay Street in the Baileyville Subdivision in Palatka, Putnam County, Florida, more particularly described as follows:

That portion of Bay Street located between Block 21 and Lots 7 through 11, Block 26, as shown on the plat of Baileyville recorded in Map Book 2, Page 11 of the Public Records of Putnam County, Florida.

Persons interested may appear and be heard at the time and place specified above.

Dated this 26th day of December, 2024.

BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA

By: James Stout, Executive Director of Public Works

Legal No. 00107482
12/28/24

EXHIBIT "A"

NOTICE OF PUBLIC HEARING FOR CLOSING A PORTION OF A STREET IN THE BAILEYVILLE SUBDIVISION IN PALATKA

TO WHOM IT MAY CONCERN:

You will please take notice that the Board of County Commissioners of Putnam County, Florida will at 9:05 A.M. or as soon thereafter as possible, on the 14th day of January, 2025, in the County Commissioner Meeting Room located in the Governmental Complex, 2509 Crill Avenue, Suite 100, Palatka, Florida, consider and determine whether or not the County will vacate, abandon, discontinue, renounce and disclaim any right of the County and the public to a portion of West Bay Street in the Baileyville Subdivision in Palatka, Putnam County, Florida, more particularly described as follows:

That portion of Bay Street located between Block 21 and Lots 7 through 11, Block 26, as shown on the plat of Baileyville recorded in Map Book 2, Page 11 of the Public Records of Putnam County, Florida.

Persons interested may appear and be heard at the time and place specified above.

Dated this _____ day of _____, 2024.

BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA

By: James Stout, Executive Director of Public Works

Parcels combined by County.

Putnam County Property Appraiser — 2026 Interim Tax Roll — 01-10-26-0250-0220-0050 (VID 938) — 201 N HIGHWAY 17 PALATKA 32177

Parcel	01-10-26-0250-0220-0050 (VID 938)
Owner	LEWIS PERRY
Mailing	6 CARRY CT PALM COAST FL 32137
	& 211 N Hwy 17
911	201 N HIGHWAY 17 PALATKA 32177
Description	BAILEYVILLE S/D MB2 P11 BLK 22 LOTS 5 6 (EX HWY) + THAT PART OF CLOSED HOLLY AVE

Parcel Sales Data

Book	Page	Instrument	Sale Date	QSCD	Price
1738	0890	WD	2023-12-28	00 V	10,000
0872	0573	TXD	2001-10-17	01 V	5,780
0398	1159	WD	1980-12-01	V	100
0398	0303	WD	1980-12-01	V	100

Parent Parcel

Exemption

Exemption	Amount	Remainder	Owner %	Applied To

Outbuildings and Extra Features

Line	Code	Units	Length	Width	Sq Ft	Rate	Value
						Total:	0

Improvement Value	0	Use Code	01000
EXF Value	0	Improvements	0
Land Value	42,530	Location	Putnam County
Market Value	42,530	Total Acres	0.28
Just Value CU	0	Zoning	C-2
Just Value CU	0	FLUM	CR
Market Adjusted	42,530		

Parcel Value Breakdown

Taxing District	Assessed Limited	Minus(-) Exemptions	Taxable Value
County General	42,530	0	42,530
Fire MSTU	42,530	0	42,530
St Johns River WMD	42,530	0	42,530
School	42,530	0	42,530

Notes

Visits

Changes				
	jedw01	2025-08-19	jedw01	2024-08-21

Primary Improvement

Description		Dep Rate		Title Year		Substructure	Cabinet & Mill
Use		Year Built		Title No.		Floor System	Floor Finish
Type		Eff Yr Bolt		Model		Exterior Walls	Interior Finish
Adj Base Rate		Obs Cond		RP No or Tag		Height (Feet)	Paint & Decor
Base Sq Ft	0	Replace Cost	0	Length		Party Wall %	Plumbing Fixt
Grade		Dep Rep Cost	0	Width		Sub Frame	Bath Tile
Quality		Functional Obs		Lot #		Roof Framing	Heating & Air
		Economic Obs		Attachments		Roof Cover	Electrical
				Account		Bed / Bath	Corners

Improvement Area & Additions

Desc	% Rate	Rate	Sq Ft	Cost

Total Replacement Cost:

Land

Line	Code	Description	Depth Chart	Depth In Feet	Corner Factor	Depth Factor	Cond	Unit Price	Adj Unit Price	Units	Just Value	CU Unit Price	CU Value	Just Value CU	Taxable Value
	010	Commercial Front Feet	1	80	1	0.81		300	243	175.00	42,530	0	0	0	42,5
										Total:	42,530		0	0	42,5

NOTICE: This is an interim Putnam County file. Property assessment information is subject to change until it is certified in October.

Printed 2025-12-02 11:31 /

Parcels combined by county.

Putnam County Property Appraiser **2026 Interim Tax Roll** **01-10-26-0250-0200-0000 (VID 935)** **500 BROWNING AV PALATKA 32177** **Card 1 of 1**

Parcel	01-10-26-0250-0200-0000 (VID 935)
Owner	LEWIS PERRY D
Mailing	6 CARRY CT PALM COAST FL 32137
L1	500 BROWNING AV PALATKA 32177
Description	BAILEYVILLE S/D MB2 P11 ALL OF BLKS 20 + 21 (EX OR314 P1996) + PT OF CLOSED BAY ST OR1795 P970 RESO 2025-003

& Bay St

Parcel Sales Data

Book	Page	Instrument	Sale Date	QSCD	Price
1703	0494	WD	2023-03-14	02 V	160,000
1413	1708	FJQT	2015-07-06	V	
1403	0131	TXD	2015-03-11	V	6,800
1199	0618	AFFD	2008-07-15	V	
1197	0173	LOA	2008-06-23	V	
1194	0142	ORD	2008-05-22	V	

Current Parcel

Exemption	Amount	Remainder	Owner %	Applied To

Outbuildings and Extra Features

Line	Code	Units	Length	Width	Sq Ft	Rate	Value
						Total:	0

Improvement Value	0	Use Code	00000
BXF Value	0	Improvements	0
Land Value	33,000	Location	Putnam County
Market Value	33,000	Total Acres	1.55
Just Value CU	0	Zoning	R-2
Just Value CU	0	FLUM	US
Market Adjusted	33,000		

Parcel Value Breakdown

Taxing District	Assessed Limited	Minus(-) Exemptions	Taxable Value
County General	26,930	0	26,930
Fire MSTU	26,930	0	26,930
St Johns River WMD	26,930	0	26,930
School	33,000	0	33,000

Visits	JRW	2003-05-13	JRW	2001-07-25
Changes	jedw01	2025-08-19	apet26	2025-04-11

Notes

Primary Improvement

Description			Title Year		Substructure		Cabinet & Mill
Use		Dep Rate	Title No.		Floor System		Floor Finish
Type		Year Built	Model		Exterior Walls		Interior Finish
Adj Base Rate		Eff Yr Built	AP No or Tag		Height (Feet)		Paint & Decor
Base Sq Ft	0	Obs Cond	Length		Party Wall %		Plumbing Fix
Good		Replace Cost	Width	0	Sub Frame		Bath Tile
Quality		Dep Rep Cost	Lot #	0	Roof Framing		Heating & Air
		Functional Obs	Attachments		Roof Cover		Electrical
		Economic Obs	Account		Bed / Bath		Corners

Improvement Area & Additions

Desc	% Rate	Rate	Sq Ft	Co

Total Replacement Cost:

Land

Line	Code	Description	Depth Chart	Depth In Feet	Corner Factor	Depth Factor	Cond	Unit Price	Adj Unit Price	Units	Just Value	CU Unit Price	CU Value	Just Value CU	Taxable Val
	001	Residential Front Feet	1	100	1	0.9	C050	100	45	600.00	27,000	0	0	0	27,0
	001	Residential Front Feet	1	25	1	0.4	C050	100	20	300.00	6,000	0	0	0	6,0
										Total:	33,000		0	0	33,0

Printed 2025-12-02 11:34

NOTICE This is an interim Putnam County file. Property assessment information is subject to change until it is certified in October.

2
18.50
1120.00

LAND TITLE of America

Prepared by:
Cindy Brown
Land Title of America, Inc.
2495 US Highway 1 South
Saint Augustine, FL 32086
File Number: 23-317-CB

Parcel ID: 01-10-26-0250-0200-0000
and 01-10-26-0250-0250-0060

Inst: 202354005805 Date: 03/17/2023 Time: 12:54PM Doc Stamp-Deed: 1120.00 By: MB, DC, Matt Reynolds, Putnam, County Page 1 of 2 B: 1703 P: 494

Warranty Deed

This Indenture made this **14th day of March, 2023** BETWEEN **Christopher E. Dolney, P.A., a Florida Corporation**, GRANTOR*, whose post office address is 15 Emerald Lane, Suite A, Palm Coast, FL 32164, and **Perry D. Lewis, a married man**, GRANTEE*, whose post office address is 6 Carry Court, Palm Coast, FL 32137.

Witnesseth, that said Grantor, for and in consideration of the sum of TEN AND 00/100'S ($10.00) Dollars and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the grantee and grantee's heirs forever the following described land located in the County of Putnam, State of Florida, to-wit:

Parcel 1:

Blocks 20 and 21, Map of Baileyville - Bailey and Merrills Subdivision, according to the plat thereof as recorded in Plat Book 2, Page 11, in the Office of the Clerk of the Circuit Court, Putnam County, Florida, less and except lands described in Official Records Book 314, Page 1996.

Parcel 2:

Lots 1, 2, 3, 4, 5, 6, 7, 8, 9,10, and 11, Block 26, Map of Baileyville - Bailey and Merrills Subdivision, according to the plat thereof as recorded in Plat Book 2, Page 11, of the Public Records of Putnam County, Florida.

And;

Lot 6, Block 25, Map of Baileyville - Bailey and Merrills Subdivision, according to the plat thereof as recorded in Plat Book 2, Page 11, of the Public Records of Putnam County, Florida.

And;

That portion of Holly Avenue as shown on the Map of Baileyville - Bailey and Merrills Subdivision, according to the plat thereof as recorded in Plat Book 2, Page 11, of the Public Records of Putnam County, Florida. Per roadway closure order as described in Official Records Book 139, Page 489, of said Putnam County, Florida.

And;

The Southerly 1/2 of Lake Street as shown on the Map of Baileyville - Bailey and Merrills Subdivision, according to the plat thereof as recorded in Plat Book 2, Page 11, of the Public Records of Putnam County, Florida. Per roadway closure order as described in Official Records Book 549, Page 1020, of said Putnam County, Florida.

Subject to Covenants, Restrictions, Easements and Reservations of record, if any; However, this reference does not operate to reimpose same; Subject to Zoning Ordinances that may affect subject property; Subject to Taxes for the year 2023 and Subsequent Years.

and said grantor does hereby fully warrant the title to said land, and will defend the same against the lawful claims of all persons whomsoever.

*Singular and plural are interchangeable, as context requires.

In Witness Whereof, **Grantor**, has hereunto set grantor's hand and seal this day and year first above written.

Christopher E. Dolney, P.A.

Christopher E. Dolney, Manager

WITNESSES

Witness: Cindy Brown

Witness: Billie Farris

State of Florida
County of Saint Johns

THE FOREGOING INSTRUMENT was acknowledged before me by means of [✓] physical presence or [ ] online notarization on **March 14, 2023** by **Christopher E. Dolney,, Manager of Christopher E. Dolney, P.A., a Florida corporation** who is or are personally known to me or has or have produced Driver's License(s) as identification.

[Seal]

Notary Public State of Florida
Billie Farris
My Commission GG 358480
Expires 09/21/2023

Notary Public: Billie Farris
My commission expires: 9-21-2023

201 NORTH HWY 17
500 BROWNING AVENUE

ORDINANCE NO. 2026-09
AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT PROPERTY IDENTIFIED AS PARCELS 01-10-26-0250-0200-0000 AND 01-10-26-0250-0220-0050, BAILEYVILLE S/D MB2 P11 ALL OF BLKS 20+21 (EX OR314P1996) +PT OF CLOSED BAY ST OR1795 P970 RESO 2025-003 AND BAILEYVILLE S/D MB2 P11 BLK22 LOTS 5 6 (EX HWY) +THAT PART OF CLOSED HOLLY AVE, THAT LIES OUTSIDE OF THE CITY LIMITS OF PALATKA, 500 BROWNING AVENUE AND 201 NORTH HIGHWAY 17, PALATKA, FLORIDA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

STAFF REPORT

DATE: February 26, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request to annex two parcels, approximately 4.16-acres, into the City of Palatka for the purpose of connecting to the City's water and sewer system; amend the Future Land Use Map from both Putnam County Commercial (CR) and Urban Service (US) to City of Palatka Commercial (COM), and rezone from Putnam County Commercial Retail (C-2) and Residential Mix (R-2) to City of Palatka Intensive Commercial (C-2).

BACKGROUND

The application involves two parcels, totaling approximately 4.16-acres and is located at 500 Browning Av. and 201 North Highway 17. The goal is to establish a Recreational Vehicle parking facility. The property currently is vacant. The applicant wishes to connect to the City's water and sewer facilities which are available nearby. The parcel is adjacent to the City boundaries the City supporting development beyond their border with water/sewer service. Areas served by Palatka water and sewer will be annexed into the City; however, the distribution of potable water for areas outside of City limits is conditioned upon annexation only when those properties become contiguous.

PROJECT ANALYSIS

Refer to Staff Report

Staff Recommendation

1. Staff recommends approval of the request to annex the approximately 4.16-acre property into the City be approved.

2. Staff recommends approval of the request to amend the Future Land Use Map from Putnam County Commercial (CR) and Urban Service (US) to City of Palatka Commercial (COM) be approved.

3. Staff recommends approval of the request to rezone from Putnam County Commercial Retail (C-2) and Residential Mix (R-2) to City of Palatka Intensive Commercial (C-2) be approved.

ATTACHMENTS

1.	9. ORD 26-09 500 Browning Av ANNEXATION PB24-11
2.	ORD 2026-09 Business Impact

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL., 32177

ORDINANCE NO. 2026-09

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT PROPERTY IDENTIFIED AS PARCELS 01-10-26-0250-0200-0000 AND 01-10-26-0250-0220-0050, BAILEYVILLE S/D MB2 P11 ALL OF BLKS 20+21 (EX OR314P1996) +PT OF CLOSED BAY ST OR1795 P970 RESO 2025-003 AND BAILEYVILLE S/D MB2 P11 BLK22 LOTS 5 6 (EX HWY) +THAT PART OF CLOSED HOLLY AVE, THAT LIES OUTSIDE OF THE CITY LIMITS OF PALATKA, 500 BROWNING AVENUE AND 201 NORTH HIGHWAY 17, PALATKA, FLORIDA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, a petition has been filed before the City Commission of the City of Palatka, Florida, which Petition is on file in the office of the City Clerk, authorized to be signed by the freehold owner of the property sought to be annexed, to wit: Perry Lewis and

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

WHEREAS, the City Planning Board conducted a public hearing on January 6th, 2026, and recommended approval of this annexation to the City Commission, and

WHEREAS, the City Commission of the City of Palatka conducted public hearings on February 12th, 2026, and February 26th, 2026, and

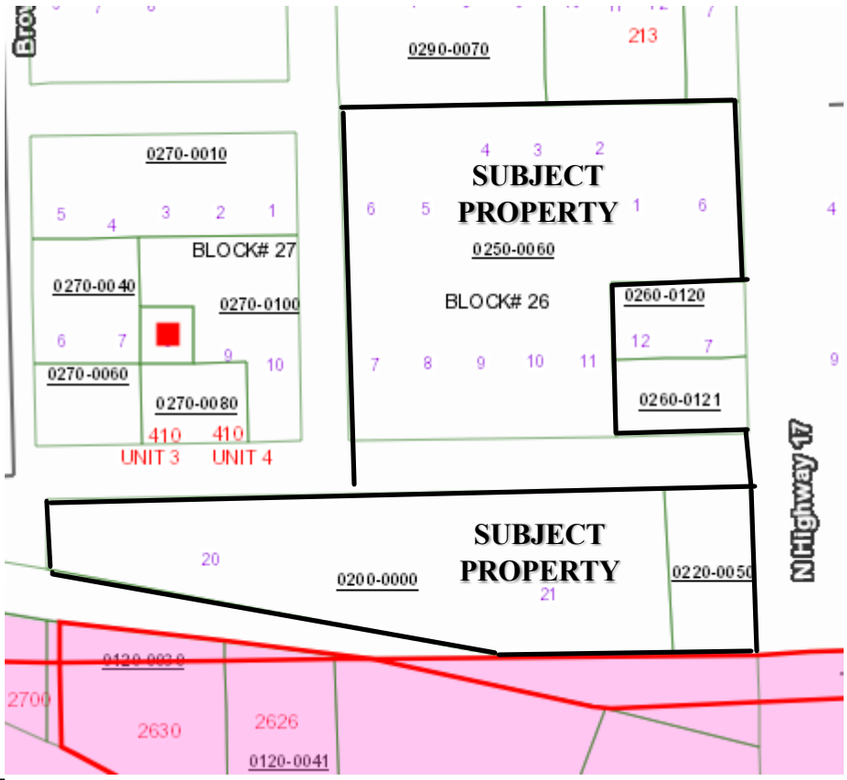
WHEREAS the City Commission of the City of Palatka finds that it is in the best interest of the people of the City of Palatka, Florida, that said lands be annexed and become a part of the City of Palatka; and

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

Section 1. That the following described unincorporated lands lying adjacent and contiguous to the boundaries of the City of Palatka, Florida shall henceforth be deemed and held to be within the corporate limits of the City of Palatka, Florida said lands being described as follows:

DESCRIPTION OF PROPERTIES:

BAILEYVILLE S/D MB2 P11 ALL OF BLKS 20+21 (EX OR314P1996) +PT OF CLOSED BAY ST OR1795 P970 RESO 2025-003 AND BAILEYVILLE S/D MB2 P11 BLK22 LOTS 5 6 (EX HWY) +THAT PART OF CLOSED HOLLY AVE



Section 2. That a copy of this ordinance shall be sent to the Municipal Code Corporation for inclusion in the City's Charter.

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

Section 4. SCRIVENER'S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 12th day of February 2026.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 26th day of February 2026.

CITY OF PALATKA, FLORIDA

By: _____
Mayor: Roberta Correa

ATTEST:

_____
City Clerk: Karen Hayes, FCPC

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney: Jane West ESQ.

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

"**ORDINANCE NO. 2026-09** Annexation of PARCEL **01-10-26-0250-0200-0000 AND 01-10-26-0250-0220-0050** More specifically:

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT PROPERTY IDENTIFIED AS PARCELS 01-10-26-0250-0200-0000 AND 01-10-26-0250-0220-0050, BAILEYVILLE S/D MB2 P11 ALL OF BLKS 20+21 (EX OR314P1996) +PT OF CLOSED BAY ST OR1795 P970 RESO 2025-003 AND BAILEYVILLE S/D MB2 P11 BLK22 LOTS 5 6 (EX HWY) +THAT PART OF CLOSED HOLLY AVE, THAT LIES OUTSIDE OF THE CITY LIMITS OF PALATKA, 500 BROWNING AVENUE AND 201 NORTH HIGHWAY 17, PALATKA, FLORIDA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:

[1] See Section 166.041(4)(c), Florida Statutes.

a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The Accessory Dwelling Unit ordinance seeks to address the City's affordable housing crisis by allowing ADUs in single-family residential districts.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.
It is not anticipated that the ordinance will create any direct economic impact to businesses in Palatka, beyond a positive economic impact due to construction and development of new residential structures.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: None

4. Additional information the governing body deems useful (if any): In 2013, Governor Rick Scott signed a bill banning gaming centers; however, state officials left enforcement of the law in the hands of local officials. While many counties and cities throughout the state adopted internet café bans, Palatka allowed the businesses to continue to operate unregulated. Internet cafes in Palatka have been posing an increased threat to public safety and have become localized areas of crime. The cafes create an unsafe environment for surrounding businesses because of criminal activity and frequently serve as a front for illegal activity.

ORDINANCE NO. 2026-11
AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM PUTNAM COUNTY COMMERCIAL, RETAIL (C-2) AND RESIDENTIAL MIX (R-2) TO CITY OF PALATKA INTENSIVE COMMERCIAL (C-2), BAILEYVILLE S/D MB2 P11 ALL OF BLKS 20+21 (EX OR314P1996) +PT OF CLOSED BAY ST OR1795 P970 RESO 2025-003 AND BAILEYVILLE S/D MB2 P11 BLK22 LOTS 5 6 (EX HWY) +THAT PART OF CLOSED HOLLY AVE, THAT LIES OUTSIDE OF THE CITY LIMITS OF PALATKA, PARCELS 01-10-26-0250-0200-0000 AND 01-10-26-0250-0220-0050 , CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA, FOR THE PROPERTIES LOCATED AT 500 BROWNING AVENUE AND 201 NORTH HIGHWAY 17, PALATKA, FLORIDA 32177; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

STAFF REPORT

DATE: February 26, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request to annex two parcels, approximately 4.16-acres, into the City of Palatka for the purpose of connecting to the City's water and sewer system; amend the Future Land Use Map from both Putnam County Commercial (CR) and Urban Service (US) to City of Palatka Commercial (COM), and rezone from Putnam County Commercial Retail (C-2) and Residential Mix (R-2) to City of Palatka Intensive Commercial (C-2).

BACKGROUND

The application involves two parcels, totaling approximately 4.16-acres and is located at 500 Browning Av. and 201 North Highway 17. The goal is to establish a Recreational Vehicle parking facility. The property currently is vacant. The applicant wishes to connect to the City's water and sewer facilities which are available nearby. The parcel is adjacent to the City boundaries the City supporting development beyond their border with water/sewer service. Areas served by Palatka water and sewer will be annexed into the City; however, the distribution of potable water for areas outside of City limits is conditioned upon annexation only when those properties become contiguous.

PROJECT ANALYSIS

Refer to Staff Report

Staff Recommendation

1. Staff recommends approval of the request to annex the approximately 4.16-acre

property into the City be approved.

2. Staff recommends approval of the request to amend the Future Land Use Map from Putnam County Commercial (CR) and Urban Service (US) to City of Palatka Commercial (COM) be approved.

3. Staff recommends approval of the request to rezone from Putnam County Commercial Retail (C-2) and Residential Mix (R-2) to City of Palatka Intensive Commercial (C-2) be approved.

ATTACHMENTS

1.	11. Ord 26-11 500 Browning Av Rezoning PB 24-11 (1)
2.	ORD 2026-11 Business Impact

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL., 32177

ORDINANCE NO. 2026-11

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM PUTNAM COUNTY COMMERCIAL, RETAIL (C-2) AND RESIDENTIAL MIX (R-2) TO CITY OF PALATKA INTENSIVE COMMERCIAL (C-2), BAILEYVILLE S/D MB2 P11 ALL OF BLKS 20+21 (EX OR314P1996) +PT OF CLOSED BAY ST OR1795 P970 RESO 2025-003 AND BAILEYVILLE S/D MB2 P11 BLK22 LOTS 5 6 (EX HWY) +THAT PART OF CLOSED HOLLY AVE, THAT LIES OUTSIDE OF THE CITY LIMITS OF PALATKA, PARCELS 01-10-26-0250-0200-0000 AND 01-10-26-0250-0220-0050 , CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA, FOR THE PROPERTIES LOCATED AT 500 BROWNING AVENUE AND 201 NORTH HIGHWAY 17, PALATKA, FLORIDA 32177; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, an application has been made by Perry Lewis, for certain amendment to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on January 6th, 2026, and two public hearings before the City Commission of the City of Palatka on February 12th, 2026, and February 26th, 2026, and

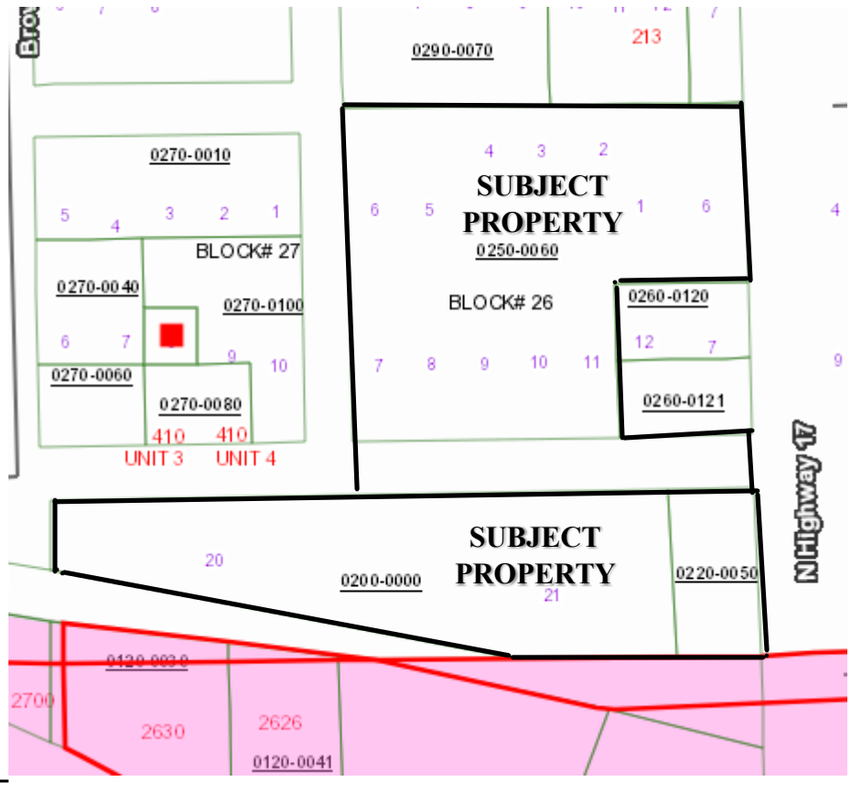
WHEREAS, the City Commission of the City of Palatka has determined that said amendment should be adopted.

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

Section 1. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described properties from the present zoning classification of Putnam County Commercial, Retail (C-2) and Residential Mix (R-2) to City of Palatka Intensive Commercial (C-2) classification.

DESCRIPTION OF PROPERTIES:

BAILEYVILLE S/D MB2 P11 ALL OF BLKS 20+21 (EX OR314P1996) +PT OF CLOSED BAY ST OR1795 P970 RESO 2025-003 AND BAILEYVILLE S/D MB2 P11 BLK22 LOTS 5 6 (EX HWY) +THAT PART OF CLOSED HOLLY AVE



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

Section 3. This Ordinance shall become effective immediately upon its final passage by the City Commission, however, the rezoning shall not become effective until the amendment to the City of Palatka Comprehensive Plan adopted by Ordinance No. 2026-10 becomes effective as provided therein.

Section 4. SCRIVENER'S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

Section 5. This ordinance is exempt from provisions of the statute, Chapter 2023-309, Laws of Florida, codified as Section 166.041(4) Florida Statutes.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 12th day of February 2026.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 26th day of February 2026.

By: _____
Mayor: Roberta Correa

ATTEST:

_____
City Clerk: Karen Hayes, FCPC

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney: Jane West ESQ.

Business Impact Estimate

Proposed ordinance's title/reference: "**ORDINANCE NO. 2026-11** Rezone of PARCEL **01-10-26-0250-0200-0000 AND 01-10-26-0250-0220-0050** More specifically:

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM PUTNAM COUNTY COMMERCIAL, RETAIL (C-2) AND RESIDENTIAL MIX (R-2) TO CITY OF PALATKA INTENSIVE COMMERCIAL (C-2), BAILEYVILLE S/D MB2 P11 ALL OF BLKS 20+21 (EX OR314P1996) +PT OF CLOSED BAY ST OR1795 P970 RESO 2025-003 AND BAILEYVILLE S/D MB2 P11 BLK22 LOTS 5 6 (EX HWY) +THAT PART OF CLOSED HOLLY AVE, THAT LIES OUTSIDE OF THE CITY LIMITS OF PALATKA, PARCELS 01-10-26-0250-0200-0000 AND 01-10-26-0250-0220-0050 , CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA, FOR THE PROPERTIES LOCATED AT 500 BROWNING AVENUE AND 201 NORTH HIGHWAY 17, PALATKA, FLORIDA 32177; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

☐ The proposed ordinance is required for compliance with Federal or State law or regulation;

☐ The proposed ordinance relates to the issuance or refinancing of debt;

☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;

☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;

☐ The proposed ordinance is an emergency ordinance;

☐ The ordinance relates to procurement; or

☒ The proposed ordinance is enacted to implement the following:

a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;

b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;

[1] See Section 166.041(4)(c), Florida Statutes.

c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The Accessory Dwelling Unit ordinance seeks to address the City's affordable housing crisis by allowing ADUs in single-family residential districts.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.
It is not anticipated that the ordinance will create any direct economic impact to businesses in Palatka, beyond a positive economic impact due to construction and development of new residential structures.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: None

4. Additional information the governing body deems useful (if any): In 2013, Governor Rick Scott signed a bill banning gaming centers; however, state officials left enforcement of the law in the hands of local officials. While many counties and cities throughout the state adopted internet café bans, Palatka allowed the businesses to continue to operate unregulated. Internet cafes in Palatka have been posing an increased threat to public safety and have become localized areas of crime. The cafes create an unsafe environment for surrounding businesses because of criminal activity and frequently serve as a front for illegal activity.

Second Reading: Request to Annex, and Rezone 3129 Reid St.

STAFF REPORT

DATE: February 26, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request to annex one parcel, approximately 0.69 acres, into the City of Palatka to connect to the City's water service system, for the purpose of developing a car dealership; amend the Future Land Use Map from Putnam County Commercial (CR) to City of Palatka Commercial (COM), and rezone from Putnam County Commercial, Neighborhood (C-1) to City of Palatka Intensive Commercial (C-2).

BACKGROUND

The application is for approx. 0.69 acres parcel located at 3129 Reid Street. The parcel is vacant. The intent of the applicant is to develop a car dealership on the property. The proposed annexation will allow connection to the City's water system. This parcel is contiguous to the City boundaries.

PROJECT ANALYSIS

Refer to Staff Report

Staff Recommendation

1. Staff recommends approval of the request to annex approximately 0.69-acre property into the City be approved and;

2. Staff recommends approval of the request to amend the Future Land Use Map from Putnam County Commercial (CR) to City of Palatka Commercial (COM) be approved and;

3. Staff recommends approval of the request to rezone from Putnam County Commercial Neighborhood (C-1) to City of Palatka Intensive Commercial (C-2) be approved.

ATTACHMENTS

1.	PB 25-32 3129 Reid St Staff Report
2.	Boundary Survey
3.	Annex App & Fee
4.	FLU and Rezone
5.	Deed

6.	LOA
7.	Property Disclosure
8.	Water Avail.

Case PB 25-32 Annex, Amend Future Land Use Map and Rezone
Parcel No.: 01-10-26-8650-0060-0100
Address: 3129 Reid Street, Approx. 0.69-Acres
Applicants: Miguel & Dayna Dejuk

STAFF REPORT

DATE: December 22, 2025

TO: City of Palatka Planning Board

FROM: STAFF

APPLICATION REQUEST

Request to annex one parcel, approximately 0.69 acres, into the City of Palatka to connect to the City's water service system, for the purpose of developing a car dealership; amend the Future Land Use Map from Putnam County Commercial (CR) to City of Palatka Commercial (COM), and rezone from Putnam County Commercial, Neighborhood (C-1) to City of Palatka Intensive Commercial (C-2).

Public notice included legal advertisement in the Palatka Daily News, property posting, and mailed notices to property owners within 150 feet of the subject property.

Background

The application is for approx. 0.69 acres parcel located at 3129 Reid Street. The parcel is vacant. The intent of the applicant is to develop a car dealership on the property. The proposed annexation will allow connection to the City's water system. This parcel is contiguous to the City boundaries.

Figure 1: Subject site with City boundaries shown.

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

	Actual Use	FLUM	ZONING
Property Existing	Vacant	Putnam County Commercial (CR)	Putnam County Commercial, Neighborhood (C-1)
Property Proposed	Car Dealership	City of Palatka Commercial (COM)	City of Palatka Intensive Commercial, (C-2)
North	Ricks Tires	County Commercial (CR)	County Commercial, Retail (C-2)
South	Dave's Tops & Trim truck accessories.	City Commercial (COM)	City Commercial Intensive (C-2)
East	Napa Auto Parts	City Commercial (COM)	City Intensive Commercial, (C-2)
West	VFW	City Commercial (COM) & Urban Service (US)	City Intensive Commercial, (C-2) & Central Commercial (C-3)

PROJECT ANALYSIS

Annexation Analysis

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

Contiguous: F.S. 171.031 provides a definition for contiguous and requires that boundaries of properties proposed for annexation must be coterminous with a part of the municipality's boundary. As shown previously, in ***Figure 1:*** Subject site, the property is contiguous to the City limits to the East, West, and South of the parcel.

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

Connection to Water and Sewer: Water is available to the site in question. The applicant desires to connect to the City water system. The system has sufficient capacity to service this parcel and is adequate to handle the annexation of the site.

Comprehensive Plan Public Facilities Element Policy D.1.2.1.
The City of Palatka shall establish a coordinating relationship with the Putnam County Board of County Commissioners to discuss future development plans adjacent to City borders and to discuss the City supporting development beyond their border with water/sewer service. Areas served by Palatka water and sewer will be annexed into the City; however, the distribution of potable water for

areas outside of City limits is conditioned upon annexation only when those properties become contiguous.

Future Land Use Change Analysis

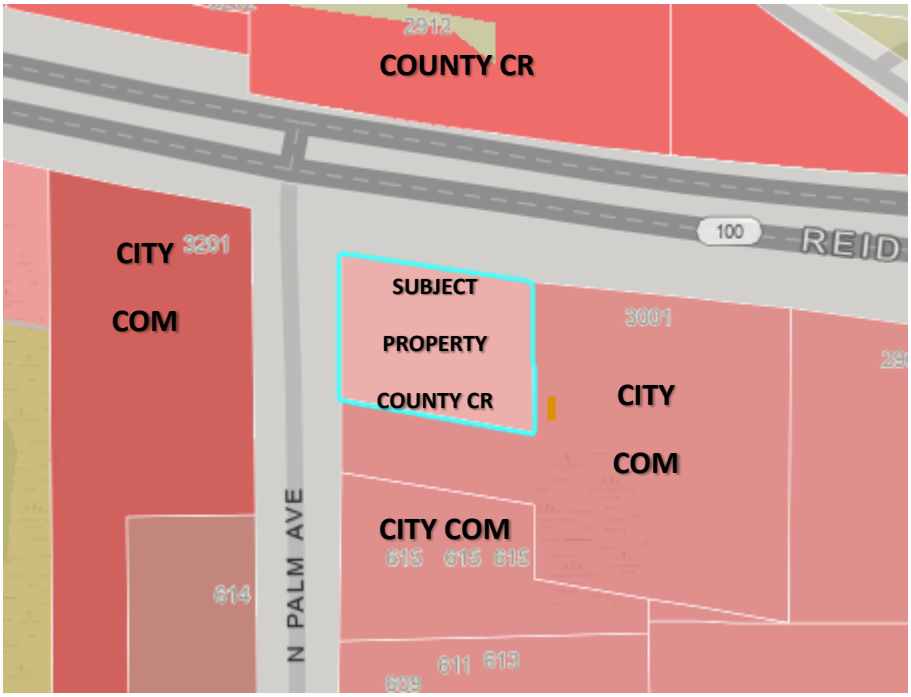


Figure 2: Current Future Land Use

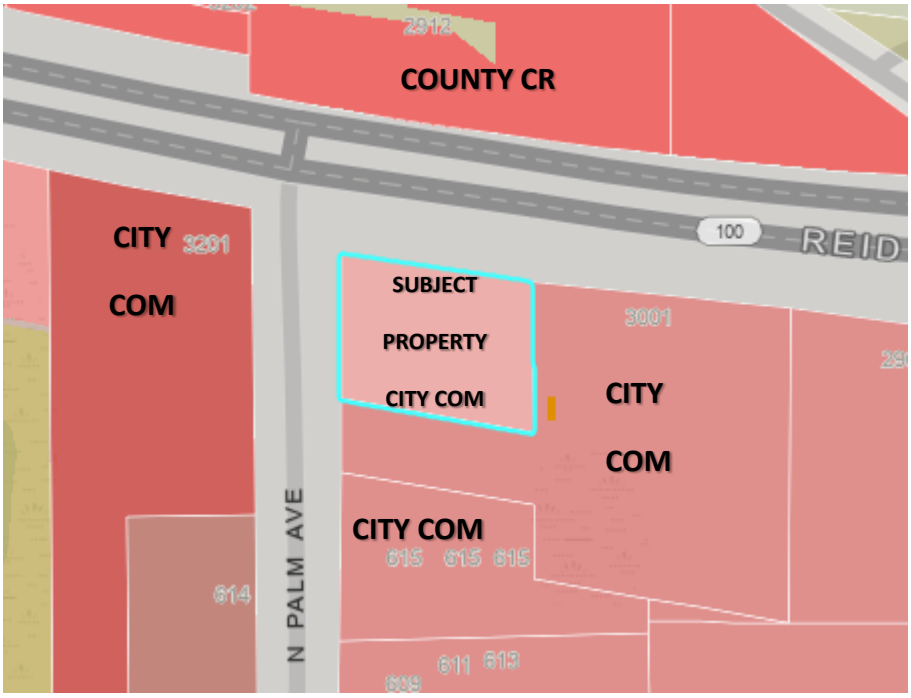


Figure 3: Proposed Future Land Use

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

Response: Staff is not aware of any soil or topography conditions that would present major problems for additional future development of this property in accordance with all applicable land development regulations. Nor is staff aware of natural or historic resources on this developed site.

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

Response: The 0.69 acres to be designated Commercial (COM) is consistent with the Comprehensive Plan.

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

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

Response: The annexation of this parcel would not contribute to urban sprawl and will not create an undo burden on the water system. The property is located within a completely developed commercialized area with urban services. The future use of this parcel would be automotive related.

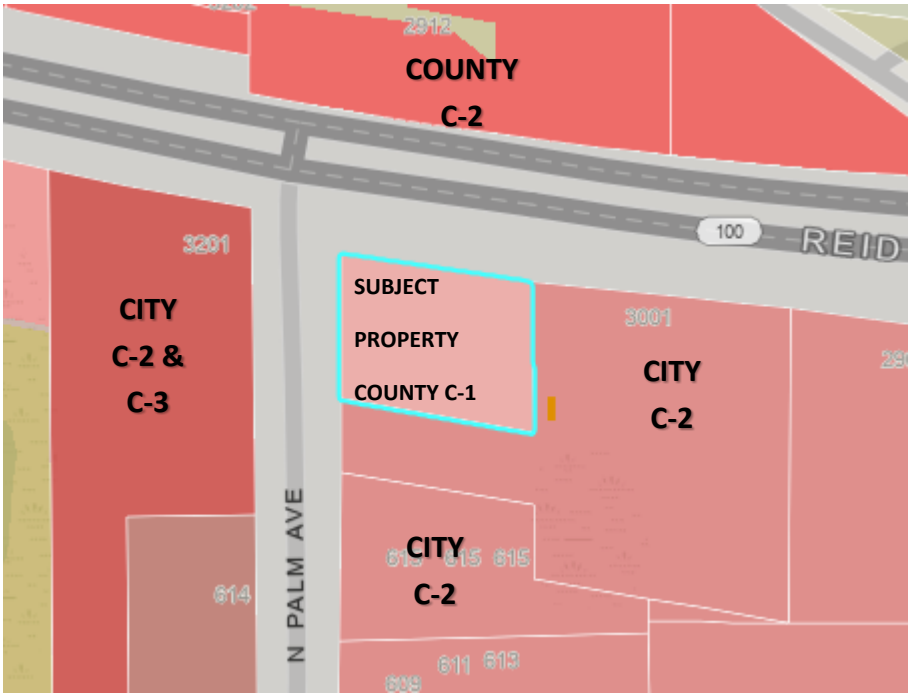


Figure 4: Current Zoning

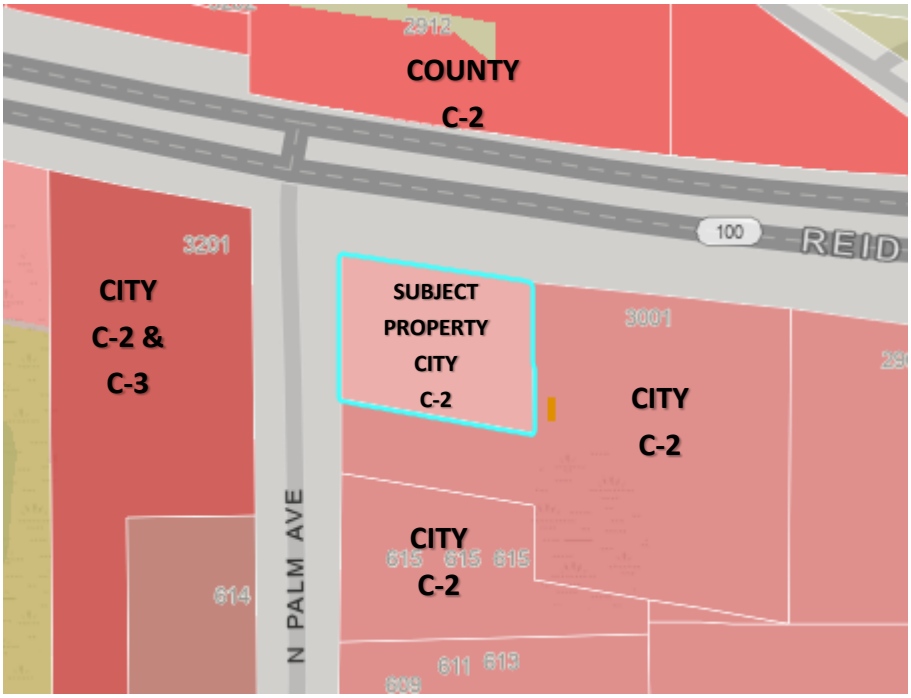


Figure 5; Proposed Zoning

Zoning Analysis

Section 94-38(f)(1) requires that the report and recommendations of the Planning Board to the City Commission required by subsection 94-38(e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:

a. *Whether the proposed change is in conformity with the Comprehensive Plan:*
Response: The subject property currently has a Putnam County Commercial, Neighborhood (C-1) land use classification. The proposed rezoning to Intensive Commercial (C-2) will be consistent with the proposed Commercial (COM) future land use designation and conforms with the Comprehensive Plan.

b. *The existing land use pattern.*
Response: The existing land use pattern in this area is mainly commercial land uses. The proposed land use will not alter existing land use patterns.

c. *Possible creation of an isolated district unrelated to adjacent and nearby districts*.
Response: The rezoning will extend the adjacent Intensive Commercial (C-2) district and will not create an isolated district.

d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.*
Response: The subject property is proposed for an automotive dealership use which is adjoining properties already developed in automotive needs. There will be no increase in population or overtaxing of the load on public facilities.

e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.*
Response: Surrounding parcels are developed commercial. Amending the property zoning to City of Palatka Intensive, Commercial (C-2) will keep proposed conditions within the same uses.

f. *Whether changed or changing conditions make the passage of the proposed amendment necessary.*
Response: The annexation of the parcel triggers the need to designate a future land use and zoning district. Conditions in the area of the subject parcel will remain unchanged.

g. *Whether the proposed change will adversely influence living conditions in the neighborhood.*
Response: The immediate neighborhood around the subject parcel is a long-established commercial area. Any existing living conditions will not change with approval.

h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.*
Response: The traffic patterns in the area are already established. The rezoning will not significantly increase traffic congestion.

i. *Whether the proposed change will create a drainage problem.*
Response: There should be no impact on drainage in the area.

j. *Whether the proposed change will seriously reduce light and air to adjacent areas.*
Response: No reduction in light and air to adjacent areas is expected.

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

Response: There should be no impact on property values as it will be an expansion of an existing use in the immediate surroundings.

l. *Whether the proposed change will be a deterrent to the improvement of adjacent property in accord with existing regulations.*
Response: The proposed rezoning will not be a deterrent for the improvement of adjacent property.

m. *Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.*
Response: The proposed rezoning will not grant a special privilege to the property owner.

n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning.*
Response: The zoning classifications for the use in this area do not differ substantially. The reason for amending the existing zoning is due to the annexation of the parcel into the city limits.

o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city.*
Response: The immediate area is commercial in nature. The zoning already exists and is a part of the neighborhood.

p. *Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.*
Response: It is not impossible, but the purpose of this request is to obtain water services from the City in order to develop a automobile dealership. The property has a proposed use of commercial, this zoning is already established in this neighborhood.

q. *The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district.*
Response: Not applicable.

Staff Recommendation

1. Staff recommends approval of the request to annex approximately 0.69-acre property into the City be approved and;

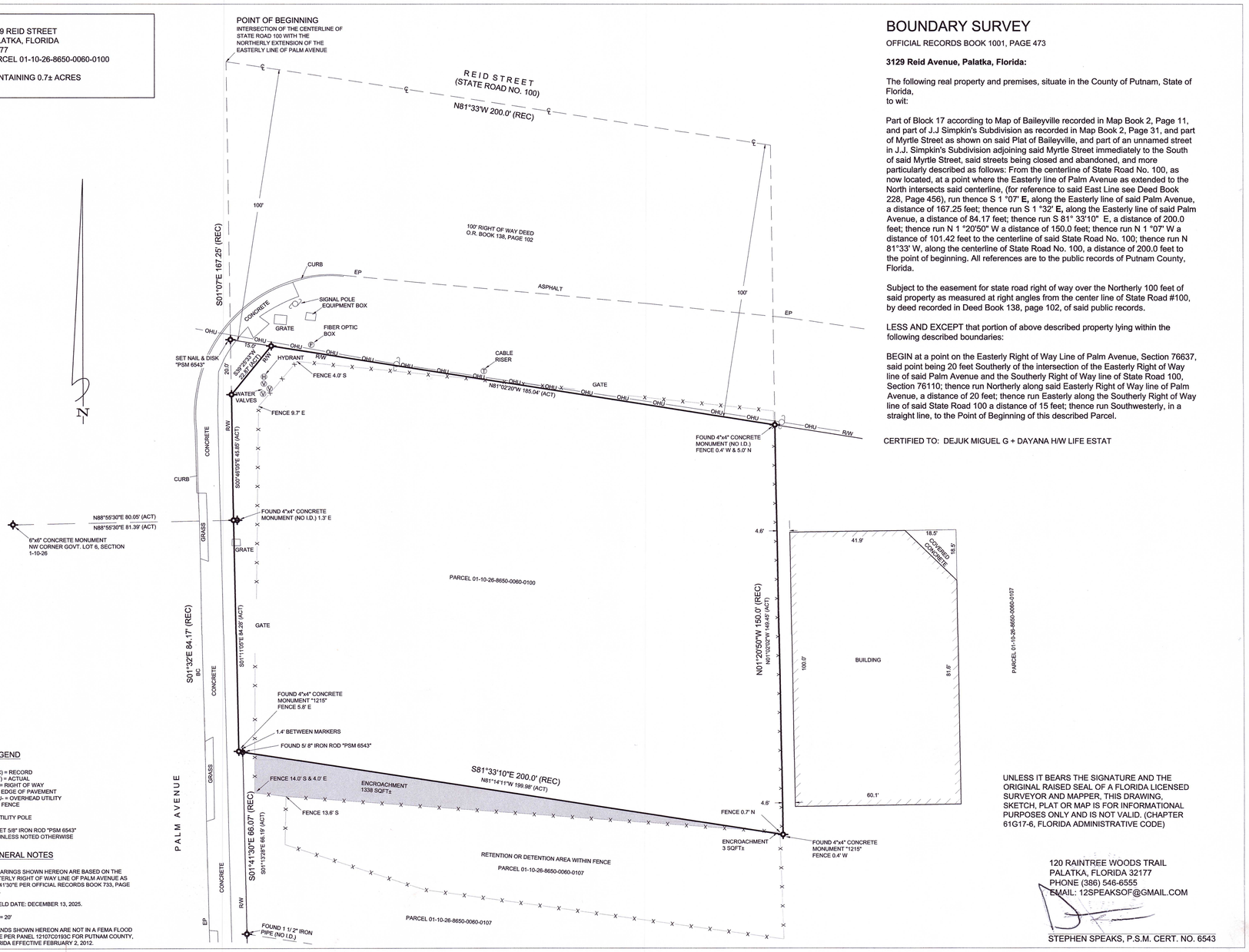
2. Staff recommends approval of the request to amend the Future Land Use Map from Putnam County Commercial (CR) to City of Palatka Commercial (COM) be approved and;

3. Staff recommends approval of the request to rezone from Putnam County Commercial Neighborhood (C-1) to City of Palatka Intensive Commercial (C-2) be approved.

3129 REID STREET
PALATKA, FLORIDA
32177
PARCEL 01-10-26-8650-0060-0100

CONTAINING 0.7± ACRES

POINT OF BEGINNING
INTERSECTION OF THE CENTERLINE OF STATE ROAD 100 WITH THE NORTHERLY EXTENSION OF THE EASTERLY LINE OF PALM AVENUE



LEGEND

(REC) = RECORD
(ACT) = ACTUAL
R/W = RIGHT OF WAY
EP = EDGE OF PAVEMENT
-OHU- = OVERHEAD UTILITY
-X- = FENCE
= UTILITY POLE
= SET 5/8" IRON ROD "PSM 6543" UNLESS NOTED OTHERWISE

GENERAL NOTES

1. BEARINGS SHOWN HEREON ARE BASED ON THE EASTERLY RIGHT OF WAY LINE OF PALM AVENUE AS S01°41'30"E PER OFFICIAL RECORDS BOOK 733, PAGE 1147.

2. FIELD DATE: DECEMBER 13, 2025.

3. 1" = 20'

4. LANDS SHOWN HEREON ARE NOT IN A FEMA FLOOD ZONE PER PANEL 12107C0159C FOR PUTNAM COUNTY, FLORIDA EFFECTIVE FEBRUARY 2, 2012.

BOUNDARY SURVEY

OFFICIAL RECORDS BOOK 1001, PAGE 473

3129 Reid Avenue, Palatka, Florida:

The following real property and premises, situate in the County of Putnam, State of Florida,
to wit:

Part of Block 17 according to Map of Baileyville recorded in Map Book 2, Page 11, and part of J.J Simpkin's Subdivision as recorded in Map Book 2, Page 31, and part of Myrtle Street as shown on said Plat of Baileyville, and part of an unnamed street in J.J. Simpkin's Subdivision adjoining said Myrtle Street immediately to the South of said Myrtle Street, said streets being closed and abandoned, and more particularly described as follows: From the centerline of State Road No. 100, as now located, at a point where the Easterly line of Palm Avenue as extended to the North intersects said centerline, (for reference to said East Line see Deed Book 228, Page 456), run thence S 1 °07' **E,** along the Easterly line of said Palm Avenue, a distance of 167.25 feet; thence run S 1 °32' **E,** along the Easterly line of said Palm Avenue, a distance of 84.17 feet; thence run S 81° 33'10" E, a distance of 200.0 feet; thence run N 1 °20'50" W a distance of 150.0 feet; thence run N 1 °07' W a distance of 101.42 feet to the centerline of said State Road No. 100; thence run N 81°33' W, along the centerline of State Road No. 100, a distance of 200.0 feet to the point of beginning. All references are to the public records of Putnam County, Florida.

Subject to the easement for state road right of way over the Northerly 100 feet of said property as measured at right angles from the center line of State Road #100, by deed recorded in Deed Book 138, page 102, of said public records.

LESS AND EXCEPT that portion of above described property lying within the following described boundaries:

BEGIN at a point on the Easterly Right of Way Line of Palm Avenue, Section 76637, said point being 20 feet Southerly of the intersection of the Easterly Right of Way line of said Palm Avenue and the Southerly Right of Way line of State Road 100, Section 76110; thence run Northerly along said Easterly Right of Way line of Palm Avenue, a distance of 20 feet; thence run Easterly along the Southerly Right of Way line of said State Road 100 a distance of 15 feet; thence run Southwesterly, in a straight line, to the Point of Beginning of this described Parcel.

CERTIFIED TO: DEJUK MIGUEL G + DAYANA H/W LIFE ESTAT

UNLESS IT BEARS THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER, THIS DRAWING, SKETCH, PLAT OR MAP IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT VALID. (CHAPTER 61G17-6, FLORIDA ADMINISTRATIVE CODE)

120 RAINTREE WOODS TRAIL
PALATKA, FLORIDA 32177
PHONE (386) 546-6555
EMAIL: 12SPEAKSOF@GMAIL.COM

STEPHEN SPEAKS, P.S.M. CERT. NO. 6543

RECEIVED
NOV 18 2025

ANNEXATION APPLICATION

PB 25-32

DATE RECEIVED: _____
APP NUMBER: PB - _____
HEARING DATE: _____

Application Requirements

This application must be completed and submitted with an application fee and ALL required attachments. **Advertising fees to be paid by the applicant. Property Disclosure form required.**
(Checks payable to the City of Palatka)

Annexation: $700.00

- ❑ Application Fee
- ❑ Copy of Recorded Deed
- ❑ Legal Description
- ❑ Letter of Authorization
- ❑ Survey
- ❑ Site Map
- ❑ Project Narrative
- ❑ Site Plan (for planned development)
- ❑ Supplementary Information

Property Information

1. Property Address: 3129 Reid St.
2. Parcel Number: 01-10-24-7650-0060-0100
3. Parcel Dimensions: _____
4. Current Property Use: Vacant
5. Current Future Land Use Map Designation: City: Palatka County: Putnam
6. Proposed Future Land Use Map Designation (if applicable): City: Palatka. County: Putnam
7. Proposed Use: Car Dealership C2 Commercial
8. Current Zoning Designation: C1 Requested Zoning Designation: C2
9. Square footage of any proposed structures _____ Number & types of structures on property _____

Applicant Information

(Submit proof of authorization to act as agent with your application)

Owner Name(s): Miguel Dejuk & Dayana Dejuk
Mailing Address: 800 Zeagler Dr. ste 210 Palatka, fl 32177
Phone Number(s): 386-205-9557 Email: mdejuk@msn.com

Agent/Contractor *(Submit proof of authorization to act as agent with your application)*

Name(s): Jason Wesley alan Davis JR.
Mailing Address: 303 Porpoise Point Drive St Augustine fl 32084
Phone Number(s): 386-205-0557 Email: conquistadorlandscaping@gmail.com

To Be Notarized

Name (Print Name): Miguel Dejuk.

Signature: _____ Date: 11/18/25

STATE OF Florida. County of Putnum.

Before me this day personally appeared Miguel Dejuk who executed the foregoing application and acknowledged to and before me executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this 18 day of November A.D. 2025

(Notary Seal)

Notary Public State of Florida
Michelle Renee Brown
My Commission HH 711316
Expires 8/18/2029

Notary Public

My commission expires: 8-18-2029, State of FL at Large.

Type of Identification Produced: Drivers License.

For Official Use Only

Date Submitted: _____ FLUM Designation: _____

Received By: _____ Preliminary Review by: _____

Confirmed Current Zoning: _____ Date Legal Ad Ran: _____

(Allowable) Requested Zoning: _____ Sign(s) Posted Date: _____

Surrounding property owner's notices sent: _____

Attachments Reviewed:

- ❑ Copy of Recorded Deed
- ❑ Legal Description
- ❑ Survey
- ❑ Letter of Authorization
- ❑ Application Fee

City of Palatka
201 N 2ND ST
PALATKA FL 32177-3735
(386)329-0100
CASH RECEIPT

Date: 11/18/2025 OPER ID: AROMERO RECEIPT NO:F001054

RECEIVED FROM: 3129 REID ST.

AMOUNT RECEIVED:	700.00	TYPE: CK	CHECK: 31604
AMOUNT RECEIVED:	2,000.00	TYPE: CK	CHECK: 31605

CHANGE DUE: 0.00

TOTAL RECEIVED: 2,700.00

DISTRIBUTION:

AMOUNT	ACCOUNT NUMBER	DESCRIPTION / FOR
2,700.00		3129 REID ST. ANNEX, FLUM AND REZONE APP FEE

RECEIVED
NOV 18 2025

FLU AMENDMENT REZONING APPLICATION

PB 25-32

DATE RECEIVED: _____
APP NUMBER: PB - _____
HEARING DATE: _____

Application Requirements

This application must be completed and submitted with an application fee and all required attachments. **Advertising fees are to be paid by the applicant.** **Property Disclosure form required.**

- ☑ Small scale amendment, less than 50 acres with concurrent rezoning. **$2,000**
- ☐ Large scale amendment, 50 acres or greater with concurrent rezoning. **$2,500**

(Checks payable to the City of Palatka)

- ☐ Application Fee
- ☐ Copy of Recorded Deed
- ☐ Legal Description
- ☐ Letter of Authorization
- ☐ Survey
- ☐ Site Map
- ☐ Project Narrative
- ☐ Site Plan (for planned development)
- ☐ Supplementary Information

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8. Current Zoning Designation: C1 Requested Zoning Designation: C2
9. Square footage of any proposed structures _____ Number & types of structures on property _____

Applicant Information

(Submit proof of authorization to act as agent with your application)

Owner Name(s): Miguel Dejuk & Dayana Dejuk
Mailing Address: 800 Eagler Dr. Ste 210 Palatka FL 32177
Phone Number(s): 386-205-9557 Email: mdejuk@msn.com

Agent/Contractor *(Submit proof of authorization to act as agent with your application)*

Name(s): Jason Wesley Allan Davis Jr.

Mailing Address: 303 Porpoise Point Dr. St. Augustine FL 32084

Phone Number(s): 386-205-9557 Email: conquistadorlandscaping@gmail.com

To Be Notarized

Name (Print Name): Miguel Dejuk

Signature: [signature] Date: 11/18/25

STATE OF FL County of Putnam.

Before me this day personally appeared Miguel Dejuk who executed the foregoing application and acknowledged to and before me executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this 18 day of November A.D. 2025

(Notary Seal)

Notary Public State of Florida
Michelle Renee Brown
My Commission HH 711316
Expires 8/18/2029

[signature]
Notary Public

My commission expires: 8/18/2029 State of FL at Large.

Type of Identification Produced: Drivers License.

For Official Use Only

Date Submitted: _____ FLUM Designation: _____

Received By: _____ Preliminary Review by: _____

Confirmed Current Zoning: _____ Date Legal Ad Ran: _____

(Allowable) Requested Zoning: _____ Sign(s) Posted Date: _____

Surrounding property owner's notices sent: _____

Attachments Reviewed:

- ❑ Copy of Recorded Deed
- ❑ Legal Description
- ❑ Survey
- ❑ Letter of Authorization
- ❑ Application Fee

This instrument was prepared by:
JOHN D. MUSSOLINE, P.A.
Attorney at Law
415A St. Johns Avenue
Palatka, Florida 32177

LADY BIRD DEED

Stamps: $ .70

Recording: $ 52.50

Extra Names $5.00

Total: $ 58.20

Inst: 201654000811 Date: 01/19/2016 Time: 11:09AM Doc Stamp-Deed: 0.70 By: MB, DC, Tim Smith, Putnam, County Page 1 of 6 B: 1430 P: 109

SPACE ABOVE THIS LINE FOR RECORDING DATA

THIS LADY BIRD DEED,

(The terms "grantor" and "grantee" herein shall be construed to include all genders and singular or plural as the context indicates.)

Made this 14th day of January, 2016, ***Between***

Miguel G. Dejuk and Dayana Dejuk, husband and wife, *of 120 Big Oak Lane, East Palatka, Florida 32131,* ***GRANTOR,***

AND

Miguel G. Dejuk, Jr., Jose Alberto Dejuk, Anna Maria Dejuk, Diana Maria Dejuk, Marianna Dejuk, Fabiana Maria Dejuk and Jorue Antonio Dejuk,
whose post-office address is 120 Big Oak Lane, East Palatka, Florida 32131, ***GRANTEE,***

Witnesseth: *That said grantor, for and in consideration of the sum of Ten Dollars, and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the said grantee, and grantee's heirs, successors and assigns forever, the following described land, situate, lying and being in Putnam County, Florida, to-wit:*

Parcel One: Apartment Unit B-132, of the HIAWATHA, a Condominium, according to the Declaration of Condominium recorded in Official Records Book 414, pages 1591 through 1632, public records of Putnam County, Florida. Parcel I.D. No. 38-10-27-3640-0020-1320

Parcel Two: Unit 210 of PALATKA MEDICAL CENTER CONDOMINIUM, a Condominium, according to the Declaration thereof, recorded in O.R. Book 652, Page 1407 of the Public Records of Putnam County, Florida, together with an undivided interest in the common elements designated in the Declaration of Condominium to be appurtenant to such unit. Parcel I.D. No. 10-10-26-6960-0000-2100

Parcel Three: Unit D-147 of the HIAWATHA, a Condominium, according to Declaration of Condominium recorded in O.R. Book 414, Pages 1591-1632, public records of Putnam County, Florida. Parcel I.D. No. 38-10-27-3640-0040-1470

Parcel Four: Unit 200 of PALATKA MEDICAL CENTER CONDOMINIUM, a Condominium, according to the Declaration thereof, recorded in O.R. Book 652, Page 1407 of the public records of Putnam County, Florida, together with an undivided interest in the common elements designated in the Declaration of Condominium to be appurtenant to such unit. Parcel I.D. No. 10-10-26-6960-0000-2000

Parcel Five: The East 1/2 of the Southeast 1/4 of the Southeast 1/4 of Section 34, Township 10 South, Range 23 East, Putnam County, Florida.
TOGETHER WITH a right of ingress and egress over that certain easement described in O.R. Book 319, Page 290 of the Public Records of Putnam County, Florida.
Subject to that certain easement across the South 20 feet of subject property as recorded in O.R. Book 730, page 379 of the Public Records of Putnam County, Florida.
Also subject to that certain easement granted to Clay Electric Co-op as recorded in O.R. Book 306, Page 1584 of the Public Records of Putnam County, Florida. Parcel I.D. No. 34-10-23-0000-0060-0000

Parcel Six: See Schedule "A" attached hereto and made a part hereof. Parcel I.D. No. 37-09-27-0000-0960-0030

Parcel Seven: Units 220 and 230 of PALATKA MEDICAL CENTER CONDOMINIUM, a Condominium, according to the Declaration thereof, recorded in O.R. Book 652, Page 1407 of the Public Records of Putnam County, Florida, together with an undivided interest in the common elements designated in the Declaration of Condominium to be appurtenant to such unit.
Parcel I.D. No. 10-10-26-6960-0000-2200 & 2300

Parcel Eight: All of Lot #2 "Buena Vista" Subdivision of part of John Huertas Grant, Section 48, Township 9 South, Range 27 East, all according to Plat thereof filed for record in the office of the Clerk of the Circuit Curt of Putnam County, Florida and recorded in Plat Book #1, pages 85 and 86; EXCEPT that portion of the lot that lies North of the North right of way line of State Road #14 (St. Augustine to Palatka Road) as shown on the aforesaid map, which was sold to Edward A. Carter by deed recorded on page 463 of Book 144; and EXCEPT that portion of the lot that lies South of the North right of way line of the FEC Railroad. Parcel I.D. No. 48-09-27-1000-0000-0020

Parcel Nine: BEGINNING at the Southeast corner of land owned by Adline Woods, the said POINT OF BEGINNING being on the South line of the John Huertas Grant, Section 48, Township 9 South of Range 27 East; thence run South 70 degrees West, six chains and six links along the said Grant line to post; thence North 20 degrees West fifteen chains and sixty-eight links to the telephone line; thence North fifty-five and three-fourths degrees East along the said telephone line, six chains and thirty-six links; thence South twenty degrees East twenty chains and twenty-eight links, to POINT OF BEGINNING; BEING a part and parcel of the said John Huertas Grant, Section Forty-eight (48), Township Nine (9) South of Range Twenty-seven (27) East. EXCEPTING therefrom those lands described in Deed Book 184, Page 219 of the Public Records of Putnam County, Florida. SUBJECT to POWERLINE EASEMENT. Being the same lands as described in Deed Book 183, Page 428 of the Public Records of Putnam County, Florida. LESS AND EXCEPT any part lying in the Right of Way of State Road 207. Parcel I.D. No. 48-09-27-0000-0040-0000

Parcel Ten: Lots 16, 17 and 18, Block 6 of ORANGE MILLS, being a part of Gem City Imp Co.'s as surveyed by C.A. Lehardy, County Surveyor of Putnam County, as recorded in Map Book 1, page 145 of the Public Records of Putnam County, Florida. Parcel I.D. No. 48-09-27-6786-0060-0110

Parcel Eleven: All that part of the following described land which lies between the North line of State Road #100 (formerly #28) and the South Right-of-Way line of the G.S. & F. Railroad Company, in and of the following described tract: Beginning at a point on the North line of the NW 1/4 of the NE 1/4 of Section 2, Township 10 South, Range 26 East 6.80 chains West of the Northeast corner of said quarter section, run thence West 3.40 chains to a point; run thence South 47.44 chains to a point; run thence East 3.40 chains to a point; thence run North 47.44 chains to the POINT OF BEGINNING, subject always to the certain Easement Right-of-Way described in Deed Book 229, Page 504, Public Records of Putnam County, Florida, EXCEPT those lands described in that Final Judgment in the case Putnam County vs. R.B. Barber, recorded in the minutes of the Circuit Court Book 16, Page 156, and Official Records Book 77, Page 112, Public Records of Putnam County, Florida. Parcel I.D. No. 02-10-26-0000-0030-0000

Parcel Twelve: See Exhibit "B" attached hereto and made a part hereof. Parcel I.D. No. 02-10-26-0000-0050-0000

Parcel Thirteen: Part of Block 17 according to Map of Baileyville recorded in Map Book 2, Page 11, and part of J.J. Simpkin's Subdivision as recorded in Map Book 2, Page 31, and part of Myrtle Street as shown on said Plat of Baileyville, and part of an unnamed street in J.J. Simpkin's Subdivision adjoining said Myrtle Street immediately to the South of said Myrtle Street, said streets being closed and abandoned, and more particularly described as follows: From the centerline of State Road No. 100, as now located, at a point where the Easterly line of Palm Avenue as extended to the North intersects said centerline, (for reference to said East Line see Deed Book 228, Page 456), run thence S 1° 07' E, along the Easterly line of said Palm Avenue, a distance of 167.25 feet; thence run S 1°32' E, along the Easterly line of said Palm Avenue, a distance of 84.17 feet; thence run S 81°33'10" E a distance of 200.0 feet; thence run N 1°20'50" W a distance of 150.0 feet; thence run N 1°07' W a distance of 101.42 feet to the centerline of said State Road No. 100; thence run N 81°33' W, along the centerline of State Road No. 100, a distance of 200.0 feet to the point of beginning. All references are to the public records of Putnam County, Florida. SUBJECT to the easement for state road right of way over the Northerly 100 feet of said property as measured at right angles from the centerline of State Road #100, by deed recorded in Deed Book 138, page 102, of said public records. LESS AND EXCEPT that portion of above described property lying within the following described boundaries: BEGIN at a point on the Easterly Right of Way Line of Palm Avenue, Section 76637, said point being 20 feet Southerly of the intersection of the Easterly Right of Way line of said Palm Avenue and the Southerly right of Way line of State Road 100, section 76110; thence run Northerly along said Easterly Right of Way line of Palm Avenue, a distance of 20 feet; thence run Easterly along the Southerly Right of Way line of said State Road 100 a distance of 15 feet; thence run Southwesterly, in a straight line, to the Point of Beginning of this described parcel. Parcel I.D. No. 01-10-26-8650-0060-0100

Parcel Fourteen: Lots 11 and 12, Block 3, Lake Lucy Manor according to map or plat thereof recorded in Map Book 4, page 79 of the public records of Putnam County, Florida. Parcel I.D. No. 05-10-24-4928-0030-0110

Parcel Fifteen: Block 1, Lot 4, San Mateo Estates, Unit 1, according to the map or plat thereof as recorded in Map Book 4, Page 26, of the public records of Putnam County, Florida. Parcel I.D. No. 31-10-27-8270-0010-0040

Parcel Sixteen: Part of the NW 1/4 of the NW 1/4 of Section 2, Township 10 South, Range 26 East, and being more particularly described as follows: Commencing at the intersection of the West line of said Section 2 with the Northerly right-of-way line of State Road 100; thence run South 69°28'30" East along said Northerly right-of-way line 267.74 feet to the POINT OF BEGINNING; thence (1) continue South 69°28'30" East along said right-of-way line 350 feet; thence (2) run North 20°31'30" East, perpendicular to said right-of-way line 47.93 feet to the Southerly right-of-way line of the Georgia Southern and Florida Railroad right-of-way; thence (3) run North 69°28'30" West along the Southerly line of said railroad right-of-way 350 feet; thence (4) run South 20°31'30" West 47.93 feet to the POINT OF BEGINNING. Parcel I.D. No. 02-10-26-0000-0400-0011

Parcel Seventeen: Part of the NW 1/4 of the NW 1/4 of Section 2, Township 10 South, Range 26 East, and being more particularly described as follows: Commencing at the intersection of the West line of said Section 2 with the Northerly right-of-way line of State Road #100, run thence S 69°28'30" E along said Northerly right-of-way line 617.74 ft. to the point of beginning; thence (1) continue S 69°28'30" E along said right-of-way line 358.91 ft., thence (2) run N 20°31'30" E, perpendicular to said right-of-way line, 47.93 ft. to the Southerly right-of-way line of the Georgia Southern and Florida Railroad right-of-way, thence (3) run N 69°28'30" W along the Southerly line of said railroad right-of-way 358.91 ft., thence (4) run S 20°31'30" W 47.93 ft. to point of beginning. Parcel I.D. Nos. 02-10-26-0000-0400-0030 & 0031

Parcel Eighteen: COOPER LAKE HILLS S/D, BLOCK 8, LOTS 30 & 31, as recorded in Map Book 4, Page 46, of the public records of Putnam County, Florida. Parcel I.D. No. 18-10-24-1650-0080-0300

Parcel Nineteen: The Southeast 1/4 of the Southeast 1/4 of Section 10, Township 10 South, Range 26 East, Putnam County, Florida, lying Easterly of State Road No. 19; LESS any portion thereof lying within the lands described in Official Records Book 81, Page 288 of the Public Records of Putnam County, Florida. Parcel I.D. No. 10-10-26-0000-0220-0000 & 0030 and I.D. No. 10-10-26-0000-0230-0000

Parcel Twenty: That part lying on the Westerly side of the county graded road of the following described land: From the North West corner of Lot sold by E. W. Millican and J. H. Millican, to the African Methodist Episcopal Church, run South 45 deg. East 3 chains and 16 1/2 lengths to a point which is the point of beginning; (1) run South 45 deg. West 3 chains and 16 1/2 lengths; (2) thence run South 45 deg. East 3 chains and 16 1/2 lengths to a point; (3) thence run East to the West right-of-way line of Putnam County Boulevard; (4) thence run North to the point of beginning and to close, being a part of Section 48, Township 9 South, Range 27 East. All references are to the Public Records of Putnam County, Florida. Parcel I.D. No. 48-09-27-0000-0150-0000

Parcel Twenty One: Part of Lots 3 and 4, BUENA VISTA SUBDIVISION, according to plat thereof recorded in Map Book 1, Pages 85 and 86 of the public records of Putnam County, Florida, more particularly described as follows: All that part of said Lots 3 and 4 lying South of the Old Palatka to Hastings Brick Road and North to right of way of Florida East Coast Railway. Parcel I.D. No. 48-09-27-1000-0000-0031

Parcel Twenty Two: A tract of land situated in the NW 1/4 of the SW 1/4 of Section 11, Township 10 South, Range 26 East, being more particularly described as follows:
Commencing at the Southwest corner of the NW 1/4 of the SW 1/4 of Section 11, Township 10 South, Range 26 East and run thence Northerly along the West line of said NW 1/4 of the SW 1/4, a distance of 415.0 feet. Thence Easterly, parallel with the South line of the NW 1/4 of the SW 1/4 of Section 11, a distance of 219.82 feet to the point of beginning of this description. From point of beginning (1) continue Easterly, parallel with said South line, a distance of 200.0 feet to the Northwesterly right-of-way of State Road #19. Return to the point of beginning and (2) run thence Northerly, parallel with the West line of the NW 1/4 of the SW 1/4 of Section 11, a distance of 75 feet. (3) Thence Easterly, parallel with said South line, a distance of 241.07 feet to the Westerly right-of-way of State Road #19, being on the arc of a curve, concave to the Northwest, having a radius of 2764.93 feet and a central angle of 33°42'.

(4) Thence Southwesterly, along said curve and said Northwesterly right-of-way, an arc distance of 85.36 feet to the Easterly end of call (1) and to close. SUBJECT TO drainage easement over the West 15 feet as described in O.R. Book 452, Page 1738 of the public records of Putnam County, Florida and TOGETHER WITH drainage easement described in O.R. Book 537, Page 13 of said public records. Parcel I.D. No. 11-10-26-0000-0575-0000

Parcel Twenty Three: All of Lot 17, of the Re-subdivision of FAIRWAY PARK and FAIRWEATHER SUBDIVISIONS, as per plat thereof recorded in Plat Book 4, page 20 of the public records of Putnam County, Florida, EXCEPT the part thereof recorded in O.R. Book 67, page 617, conveyed to Guy Sapp, et ux, of said public records. Parcel I.D. No. 13-10-26-2400-0000-0170

RESERVING, HOWEVER, and subject to a LIFE ESTATE in the Grantors, without any liability for waste, with full power and authority in the Grantors while they remain living to reconvey the property described herein to themselves and/or to sell, convey, mortgage, lease or otherwise manage and dispose of said property, in fee simple, with or without consideration, and without joinder of the Grantees, and with full power and authority to retain any and all proceeds generated thereby.

and said grantor does hereby fully warrant the title to said land, and will defend the same against the lawful claims of all persons whomsoever.

In Witness Whereof, *Grantor has hereunto set grantor's hand and seal the day and year first above written.*

Signed, sealed and delivered in our presence:

John D. Missoline

Patsy V. Glisson

Miguel G. Dejuk *(Seal)*

Dayana Dejuk *(Seal)*

STATE OF FLORIDA
COUNTY OF PUTNAM

I HEREBY CERTIFY *that the foregoing instrument was acknowledged before me this 14th day of January, 2016, by* ***Miguel G. Dejuk and Dayana Dejuk, husband and wife,*** *to me personally known and who executed the foregoing instrument under oath.*

Notary Public - Patsy V. Glisson
Serial # (if any): EE208895

PATSY V. GLISSON
Commission # EE 208895
Expires October 18, 2016
Bonded Thru Troy Fain Insurance 800-385-7019

SCHEDULE "A"

A tract of land situated in the Pedro Cocifacio Grant, Section 37, Township 9 South, Range 27 East, being a part of lands described in Deed Book 212, page 370 of the public records of Putnam County, Florida and being more particularly described as follows: Commencing at a concrete monument at the Southeasterly end of Call #3 of lands described in Deed Book 212, page 370 of the public records of Putnam County, Florida, said point being on the Northwesterly right-of-way of the Palatka-Federal Point brick road, and run thence N 45 deg. 35 min. W, along the Northeasterly boundary of said lands, a distance of 998.89 feet to a concrete monument. Thence run S 77 deg. 38 min. West, a distance of 297.79 feet to a concrete monument at the Southeasterly corner of lands described in O.R. Book 283, page 405 of said public records and the Point of Beginning of this description. From point of beginning (1) run thence N 12 deg. 22 min. W, along the Easterly line of said lands, a distance of 280.0 feet, more or less to the waters of the St. Johns River, passing through a concrete monument set at a distance of 252.0 feet. Return to the point of beginning and (2) run thence S 12 deg. 22 min. E, on a Southerly projection of call (1), a distance of 260.8 feet. (3) Thence run N 77 deg. 38 min. E, a distance of 468.48 feet, more or less, to a concrete monument on the Northeasterly boundary of lands described in Deed Book 212, page 370 of said public records at a distance of N 45 deg. 35 min. W, a distance of 687.16 feet from the Southeasterly end of Call #3 of said lands. (4) Thence run N 45 deg. 35 min. W, along said Northeasterly boundary, a distance of 620.23 feet, more or less, to the waters of the St. Johns River, passing through a concrete monument set at a distance of 618.26 feet. (5) Thence Westerly, meandering said waters, a distance of 130.0 feet, more or less, to the Northerly end of Call (1) and to close.

TOGETHER WITH an easement for roadway and utility purposes, 50.0 feet in width, the Northerly and Northeasterly lines of which are described as follows: Beginning at the Southwesterly corner of the above described lands and (1) run thence N 77 deg. 38 min. E, a distance of 468.48 feet, more or less, to a concrete monument on the Northeasterly boundary of lands described in Deed Book 212, page 370 of said public records. (2) Thence run S 45 deg. 35 min. E, along said Northeasterly boundary, a distance of 687.16 feet to a concrete monument on the Northwesterly right-of-way of the Palatka Federal Point brick road and the termination of this easement.

Exhibit "B"

Parts of Government Lots 3 and 4 of the Survey by C.A. Lehardy in a subdivision of the West 1/2 of the Northeast 1/4 of Section 2, Township 10 South, Range 26 East Putnam County Florida, more particularly described as follows.

From the Southeasterly Corner of that certain Parcel of Realty described Deed Book 157, Page 406, Thence run Northerly along the Easterly Line of that certain Realty described in the aforementioned Deed Book 157, Page 406 to the Northern Line of Georgia Southern Railroad Railway Company (Or its successors in interest) Right-of-Way for the POINT OF BEGINNING (POB) of this description: Thence (1) Continue North along the Easterly Line of that certain Realty described in a aforementioned Deed Book 157, Page 406, for a distance of 25 Feet to a point: Thence (2) Run Southerly and parallel to the Georgia Southern Railway Right-of-Way to the Right-of-Way of State Road 19 to a Point: Thence (3) Run Southerly along the Western Right-of-Way of State Road 19 to the Northerly Right-of-Way of the Georgia Sothern Railroad Company Right-of-Way to a Point: Thence (4) Run Northwesterly along the Right-of-Way to the POB and close. Provided always that if the above is described Parcel of Realty shall ever be used for the purposes other than a Public-Way for INGRESS and EGRESS, this conveyance shall become null and void and the Fee-Title hereby conveyed shall revert to the Party of the First Part, Her Heirs, Legal Representatives or Assigns.

All of Lot 4 lying North of the North Right-of Way Line of State Road 100, TOGETHER WITH the 108 foot wide strip used for as a railroad line described in Deed Book 18 Page 89 of the Public Records of the County.

LESS AND EXCEPT the Out Parcel described in Official Records Book 317, Page 815 and Official Records Book 374, Page 208. All references above are to the Public Records of Putnam County, Florida.

LETTER OF AUTHORIZATION

I Miguel DeJuk (Owner's Name) do hereby give permission to Jason Wesley Alan Davis JR in order to act on my behalf as my agent in all aspects to obtain the application and documents required for the property located at:
Property Address: 3129 Reid St Palatka FL 32177

This will allow my agent to answer all questions on my behalf and to sign all documents for me; however, I accept full responsibility to ensure that my project meets all zoning and building code compliance.

Owner's Name (Print Name): Miguel DeJuk

Signature: _____ Date: 11/18/25

STATE OF FLORIDA
COUNTY OF Putnam
The foregoing instrument was ~~acknowledged~~ before me this 18 day of November, 2025 by Miguel DeJuk.

Notary Public State of Florida
Michelle Renee Brown
My Commission HH 711316
Expires 8/18/2029

(NOTARY SEAL)

_____
Signature of Notary Public-State of Florida

Personally Known _____ OR Produced Identification ✓
Type of Identification Produced
Drivers License

DISCLOSURE OF OWNERSHIP INTERESTS - PROPERTY

(TOIIIi COMPLETED AND EXECUTEO 8 Y TffE PROPERTY OWNER(SJ FOR EACH APPUCATION FOR COMPREHENSIVE PLAN AMENDMENT OR DEVELOPMENT ORDEJU

TO: CITY OF PALATKA PLANNING DIRECTOR, OR HIS OR HER OFFICIALLY DESIGNATED REPRESENTATIVE

STATE OF FLORIDA CITY
OF PALATKA

BEFORE ME, the undersigned authority, this day personally appeared _____, hereinafter referred to as "Affiant," who being by me first duly sworn, under oath, deposes and states as follows:

1. Affiant is the O individual or O Miguel Dejuk *{position - e.g., president, partner, trustee}* of 3129 Reed St *[name and type of entity - e.g., ABC Corporation, XVZ Limited Partnership]* that holds an ownership interest in real property legally described on the attached Exhibit "A" (the "Property"). The Property is the subject of an application for Comprehensive Plan amendment, Rezoning or Development Order approval with the City of Palatka.

2. Affiant's address is: 120 Big Oak Ln
East Palatka FL 32131

3. Attached hereto as Exhibit "B" is a complete listing of the names and addresses of every person or entity having a five percent or greater interest in the Property. Disclosure does not apply to an individual's or entity's interest in any entity registered with the Federal Securities Exchange Commission or registered pursuant to Chapter 517, Florida Statutes, whose interest is for sale to the general public.

4. Affiant acknowledges that this Affidavit is given to comply with the City of Palatka policy, and will be relied upon by the City of Palatka in its review of application for Comprehensive Plan amendment, Rezoning or Development Order approval affecting the Property. Affiant further acknowledges that he or she is authorized to execute this Disclosure of Ownership Interests on behalf of any and all individuals or entities holding a five percent or greater interest in the Property.

5. Affiant further acknowledges that he or she shall by affidavit amend this disclosure to reflect any changes to ownership interests *in* the Property that may occur before the date of final public hearing on the application for Comprehensive Plan amendment, Rezoning or Development Order approval.

6. Affiant further states that Affiant is familiar with the nature of an oath and with the penalties provided by the laws of the State of Florida for falsely swearing to statements under oath.

7. Under penalty of perjury, Affian,t declares that Affiant has examined this Affidavit and to the best of Affiant's knowledge and belief, it is true, correct, and complete.

FURTHER AFFIANT SAYETH NAUGHT.

Miguel Defuk

,Affiant

(Print Affiant Name)

NOTARY PUBLIC INFORMATION:

STATE OF FLORIDA CITY OF PALATKA

The foregoing instrument was acknowledged before me by means of[ ] physical presence or [online notarization, this 18 day of November , 2025 by Miguel Defuk *(name of person acknowledging).* Hefshe is personally known to me or has produced FL Drivers Licence *((ype of identification)* as identification and did/did not take an oath *(circle correct response).*

M Renee Brown

(Name - type. stamp or print clearly)

(Signature)

My Commission Expires on 8-18-2029

Notary Public State of Florida
Michelle Renee Brown
My Commission HH 711316
Expires 8/18/2029

EXHIBIT "A"

PROPERTY

EXHIBIT "B"

DISCLOSURE OF OWNERSHIP INTERESTS - PROPERTY

Affiant must identify all entities and individuals owning five percent or more ownership interest in the Property. Affiant must identify individual owners. For example, if Affiant is an officer of a corporation or partnership that is wholly m partially owned by another entity, such as a corporation, Affiant must identify the other entity, its address, and the individual owners of the other entity. Disclosure does not apply to an individual's or entity's interest in any entity registered with the Federal Securities Exchange Commission or registered pursuant to Chapter 517, Florida Statutes, whose interest is for sale to the general public.

Name	Address
Miguel DeJuk	3129 Reid St.
Dayana DeJuk	3129 Reid St.

(Signature)

800 Zoog Ter Dr Ste 210, Palatka, FL 32177
(Address, City, State, Zip)

Miguel DeJuk
(Name in print)

(Title)

(Name of company, if applicable)

(Address, City, State, Zip)

NOTARY PUBLIC INFORMATION

STATE OF FLORIDA/ CITY OF PALATKA

The foregoing instrument was sworn to and subscribed before me by means of ( ] physical presence or [✓] online notarization, this November day of 18, 2025, by Miguel DeJuk *(name of person making statement)*. He/she is personally known to me or has produced Drivers License *(type of identification)* as identification.

M. Renee Brown
(Name in print)

M. Renee Brown
(Signature)

My Commission Expires on 8-18-2029

NOTARY'S SEAL OR STAMP

Notary Public State of Florida
Michelle Renee Brown
My Commission HH 711316
Expires 8/18/2029

Application for Determination of Water and Sewer Availability

This application must be **typed or printed in black ink** and submitted to:

City of Palatka
Water & Sewer Utilities Dept.
1010 Ocean St.
Palatka, FL 32177

Date Received: _____

TO BE COMPLETED BY APPLICANT	
1. Date: 10/29/25	2. Property Address: 3129 Reis St.
3.Parcel Number: _____	4.Current Property Use: Vacant
5. Type of Service Requested (check one) ☐ Water ☐ Sewer ☒ Water & Sewer	6. Reason(s) for Request: for car dealership office C2 Commercial.
7. Owner(s) of Record: Miguel De Jesus & Dayana Doyle Owner Address: 120 Big Oak Lane, East Palatka, FL 32131 Phone Number: 386-205-9557 Email Address: oldcity1565@gmail.com Owner(s) signature _____ Date 11/18/25.	

FOR OFFICIAL USE ONLY			
1.Date Submitted:	2.Received By:	3. Preliminary review by:	4. Work Order assigned:
5. Water & Sewer (check) ☒Water Available ☐Sewer Available ☐Extension Required (see map) ☐Costs	6. Comments from Water & Sewer: Water is available from a 6-inch water main on both the north and west side of the property. Sewer is not available. This property is contiguous with the city limits and will need to be annexed to use city utilities. You will need to start the annexation process and go thru the City Planning Department for construction from the start.		
7. Date forwarded to B & Z: (if connection is going to be made) _____	8. Date BZ Received from Water/Sewer: _____	9. B & Z comments: _____	

ORDINANCE NO. 2026-12
AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT PROPERTY IDENTIFIED AS PARCEL 01-10-26-8650-0060-0100, SIMPKINS OF SIMPKINS MB2 P31, PT OF BLK 6+PT OF BLK 17, OF BAILEYVILLE OR79 P5(EX OR, 156 P334 RD), 3129 REID STREET, PALATKA, FLORIDA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

STAFF REPORT

DATE: February 26, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request to annex one parcel, approximately 0.69 acres, into the City of Palatka to connect to the City's water service system, for the purpose of developing a car dealership; amend the Future Land Use Map from Putnam County Commercial (CR) to City of Palatka Commercial (COM), and rezone from Putnam County Commercial, Neighborhood (C-1) to City of Palatka Intensive Commercial (C-2).

BACKGROUND

The application is for approx. 0.69 acres parcel located at 3129 Reid Street. The parcel is vacant. The intent of the applicant is to develop a car dealership on the property. The proposed annexation will allow connection to the City's water system. This parcel is contiguous to the City boundaries.

PROJECT ANALYSIS

Refer to Staff Report

Staff Recommendation

1. Staff recommends approval of the request to annex approximately 0.69-acre property into the City be approved and;

2. Staff recommends approval of the request to amend the Future Land Use Map from Putnam County Commercial (CR) to City of Palatka Commercial (COM) be approved and;

3. Staff recommends approval of the request to rezone from Putnam County Commercial Neighborhood (C-1) to City of Palatka Intensive Commercial (C-2) be approved.

ATTACHMENTS

1.	12. ORD 26-12 ANNEXATION PB25-32 3129 Reid St
2.	ORD 2026-12 Business Impact

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL., 32177

ORDINANCE NO. 2026-12

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT PROPERTY IDENTIFIED AS PARCEL 01-10-26-8650-0060-0100, SIMPKINS OF SIMPKINS MB2 P31, PT OF BLK 6+PT OF BLK 17, OF BALEYVILLE OR79 P5(EX OR, 156 P334 RD), 3129 REID STREET, PALATKA, FLORIDA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, a petition has been filed before the City Commission of the City of Palatka, Florida, which Petition is on file in the office of the City Clerk, authorized to be signed by the freehold owner of the property sought to be annexed, to wit: Miguel and Dayna Dejuk, and

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

WHEREAS, the City Planning Board conducted a public hearing on January 6th, 2026, and recommended approval of this annexation to the City Commission, and

WHEREAS, the City Commission of the City of Palatka conducted public hearings on February 12th, 2026, and February 26th, 2026, and

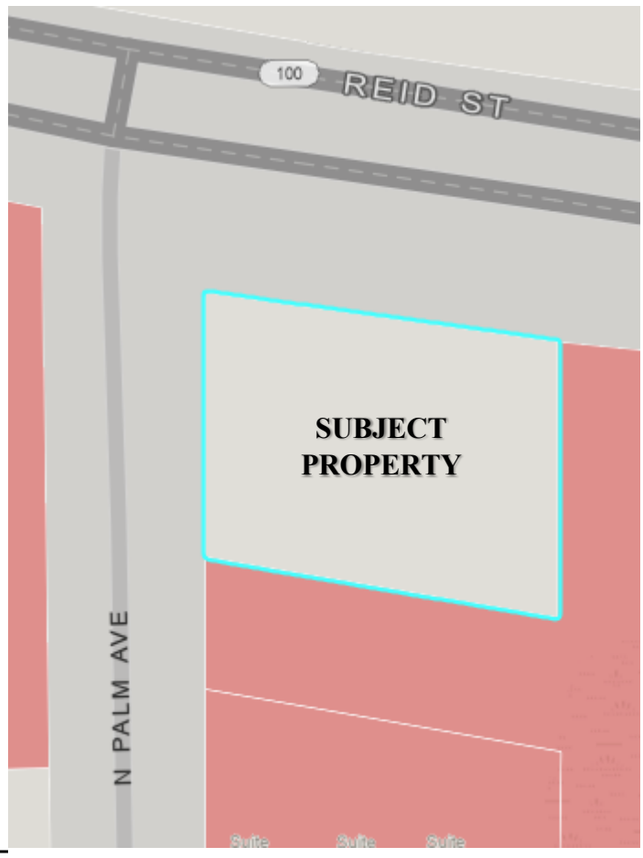
WHEREAS the City Commission of the City of Palatka finds that it is in the best interest of the people of the City of Palatka, Florida, that said lands be annexed and become a part of the City of Palatka; and

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

Section 1. That the following described unincorporated lands lying adjacent and contiguous to the boundaries of the City of Palatka, Florida shall henceforth be deemed and held to be within the corporate limits of the City of Palatka, Florida said lands being described as follows:

DESCRIPTION OF PROPERTY:

SIMPKINS OF SIMPKINS MB2 P31, PT OF BLK 6+PT OF BLK 17, OF BALEYVILLE OR79 P5(EX OR, 156 P334 RD)



Section 2. That a copy of this ordinance shall be sent to the Municipal Code Corporation for inclusion in the City's Charter.

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

Section 4. SCRIVENER'S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 12th day of February 2026.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 26th day of February 2026.

By: _____
Mayor: Roberta Correa

ATTEST:

_____
City Clerk: Karen Hayes, FCPC

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney: Jane West ESQ.

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

ORDINANCE NO. 2026-12 Annexation of PARCEL **01-10-26-8650-0060-0100** More specifically:

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT PROPERTY IDENTIFIED AS PARCEL 01-10-26-8650-0060-0100, SIMPKINS OF SIMPKINS MB2 P31, PT OF BLK 6+PT OF BLK 17, OF BALEYVILLE OR79 P5(EX OR, 156 P334 RD), 3129 REID STREET, PALATKA, FLORIDA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
  a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
  b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
  c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
  d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

[1] See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The Accessory Dwelling Unit ordinance seeks to address the City's affordable housing crisis by allowing ADUs in single-family residential districts.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.
It is not anticipated that the ordinance will create any direct economic impact to businesses in Palatka, beyond a positive economic impact due to construction and development of new residential structures.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: None

4. Additional information the governing body deems useful (if any): In 2013, Governor Rick Scott signed a bill banning gaming centers; however, state officials left enforcement of the law in the hands of local officials. While many counties and cities throughout the state adopted internet café bans, Palatka allowed the businesses to continue to operate unregulated. Internet cafes in Palatka have been posing an increased threat to public safety and have become localized areas of crime. The cafes create an unsafe environment for surrounding businesses because of criminal activity and frequently serve as a front for illegal activity.

ORDINANCE NO. 2026-14
AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM PUTNAM COUNTY COMMERCIAL, NEIGHBORHOOD (C-1) TO CITY OF PALATKA INTENSIVE COMMERCIAL (C-2), SIMPKINS OF SIMPKINS MB2 P3 I, PT OF BLK 6+PT OF BLK 17, OF BAILEYVILLE OR79 P5(EX OR, 156 P334 RD)_FOR THE PROPERTY LOCATED AT 3129 REID STREET, PALATKA, FLORIDA 32177, PARCEL O 1-I0-26-8650-0060-0100; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

STAFF REPORT

DATE: February 26, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request to annex one parcel, approximately 0.69 acres, into the City of Palatka to connect to the City's water service system, for the purpose of developing a car dealership; amend the Future Land Use Map from Putnam County Commercial (CR) to City of Palatka Commercial (COM), and rezone from Putnam County Commercial, Neighborhood (C-1) to City of Palatka Intensive Commercial (C-2).

BACKGROUND

The application is for approx. 0.69 acres parcel located at 3129 Reid Street. The parcel is vacant. The intent of the applicant is to develop a car dealership on the property. The proposed annexation will allow connection to the City's water system. This parcel is contiguous to the City boundaries.

PROJECT ANALYSIS

Refer to Staff Report

Staff Recommendation

1. Staff recommends approval of the request to annex approximately 0.69-acre property into the City be approved and;

2. Staff recommends approval of the request to amend the Future Land Use Map from Putnam County Commercial (CR) to City of Palatka Commercial (COM) be approved and;

3. Staff recommends approval of the request to rezone from Putnam County Commercial Neighborhood (C-1) to City of Palatka Intensive Commercial (C-2) be approved.

ATTACHMENTS

1.	14. Ord 26-14 Zoning PB 25-32 3129 Reid St
2.	ORD 2026-14 Business Impact

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL., 32177

ORDINANCE NO. 2026-14

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM PUTNAM COUNTY COMMERCIAL, NEIGHBORHOOD (C-1) TO CITY OF PALATKA INTENSIVE COMMERCIAL (C-2), SIMPKINS OF SIMPKINS MB2 P31, PT OF BLK 6+PT OF BLK 17, OF BALEYVILLE OR79 P5(EX OR, 156 P334 RD) FOR THE PROPERTY LOCATED AT 3129 REID STREET, PALATKA, FLORIDA 32177, PARCEL 01-10-26-8650-0060-0100; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, an application has been made by Miguel and Dayna Dejuk for certain amendment to the Official Zoning Map of the City of Palatka, Florida, and

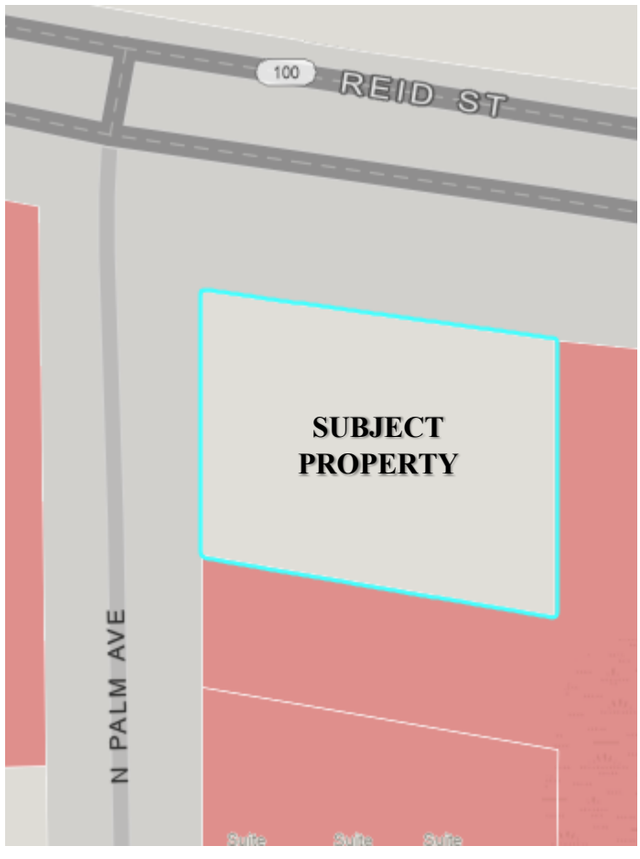
WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on January 8th, 2026, and two public hearings before the City Commission of the City of Palatka on February 12th, 2026, and February 26th, 2026, and

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

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

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

DESCRIPTION OF PROPERTY: SIMPKINS OF SIMPKINS MB2 P31, PT OF BLK 6+PT OF BLK 17, OF BALEYVILLE OR79 P5(EX OR, 156 P334 RD) FOR THE PROPERTY LOCATED AT 3129 REID STREET, PALATKA, FLORIDA 32177, PARCEL 01-10-26-8650-0060-0100.



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

Section 3. This Ordinance shall become effective immediately upon its final passage by the City Commission, however, the rezoning shall not become effective until the amendment to the City of Palatka Comprehensive Plan adopted by Ordinance No. 2026-13 becomes effective as provided therein.

Section 4. SCRIVENER'S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

Section 5. This ordinance is exempt from provisions of the statute, Chapter 2023-309, Laws of Florida, codified as Section 166.041(4) Florida Statutes.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 12th day of February 2026.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 26th day of February 2026.

By: _____
Mayor: Roberta Correa

ATTEST:

_____
City Clerk: Karen Hayes, FCPC

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney: Jane West ESQ.

Business Impact Estimate

ORDINANCE NO. 2026-14 Rezone of PARCEL **1-I0-26-8650-0060-0100**
More specifically:

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM PUTNAM COUNTY COMMERCIAL, NEIGHBORHOOD (C-1) TO CITY OF PALATKA INTENSIVE COMMERCIAL (C-2), SIMPKINS OF SIMPKINS MB2 P3 I, PT OF BLK 6+PT OF BLK 17, OF BALEYVILLE OR79 P5(EX OR, 156 P334 RD)_FOR THE PROPERTY LOCATED AT 3129 REID STREET, PALATKA, FLORIDA 32177, PARCEL O 1-I0-26-8650-0060-0100; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
    a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
    b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
    c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
    d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

[1] See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The Accessory Dwelling Unit ordinance seeks to address the City's affordable housing crisis by allowing ADUs in single-family residential districts.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.
It is not anticipated that the ordinance will create any direct economic impact to businesses in Palatka, beyond a positive economic impact due to construction and development of new residential structures.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: None

4. Additional information the governing body deems useful (if any): In 2013, Governor Rick Scott signed a bill banning gaming centers; however, state officials left enforcement of the law in the hands of local officials. While many counties and cities throughout the state adopted internet café bans, Palatka allowed the businesses to continue to operate unregulated. Internet cafes in Palatka have been posing an increased threat to public safety and have become localized areas of crime. The cafes create an unsafe environment for surrounding businesses because of criminal activity and frequently serve as a front for illegal activity.

Appeal to City Commission, Demolition of Chimney, HBP case 25-38 120 Kirkland Street

STAFF REPORT

DATE: February 26, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	Appeal Process
2.	HPB Case 25-38 120 Kirkland StreetWarren Berry (1)
3.	Bricks under porch
4.	Chimney with vine
5.	Estimate_1001_from_WSB_Construction_Inc

FEBRUARY 26, 2026 6:00 P.M.
APPEAL OF THE CITY'S ISSUANCE OF
CERTIFICATE OF APPROPRIATENESS 25-38
FOR 120 KIRKLAND STREET, PALATKA

CITY COMMISSION - APPEAL HEARING TEMPLATE

1. **Ex parte disclosures** (CC)
   Each City Commissioner will be asked to disclose whether they have received any information outside of this hearing, which may impact their decision, whether through a personal meeting, telephone call, email or visit to the subject property. Disclosure will also be asked if any commissioner has a bias or conflict of interest, which may prevent the council member from reviewing the matter in a fair and impartial manner.

2. **Swear in all witnesses** (Clerk)
   All expert witnesses must advise the City Commissioners in advance of their testimony that they intend to provide expert witness testimony. Resumes/CVs should be provided in advance. It is the burden of the party offering the expert witness to qualify them as such.

3. **Staff Presentation** (background/chronology)
   (3 minutes)

4. **APPELLANT Case-in-chief**
   Warren Berry
   (15 minutes)

5. **Cross-Examination of any Witnesses offered by Appellant**
   (By staff/staff attorney)

6. **APPELLEE Case-in-chief**
   City of Palatka represented by City Attorney
   (5 minutes)

7. **Cross-Examination of any Witnesses offered by City of Palatka**
   (By appellant)

8. **Public Comment**
   (limited to 3 minutes per speaker)

9. **Appellant Rebuttal/Summation**
   (3 minutes)

-- BACK TO THE COMMISSION --

10. Commissioner Questions of Staff, Appellant, Property Owner or Witnesses

13. Commissioners Final Questions, Deliberation and Vote

Voting options:

(1) Affirm the decision of the Historic Preservation Board approving of the Certificate of Appropriation that denied the request for demolition. Provide findings of fact and conclusions of law. [DEMOLITION DENIED]

(2) Overturn the decision of the Historic Preservation Board approving of the Certificate of Appropriation. Provide findings of fact and conclusions of law. [DEMOLITION PERMITTED]

14. The Appellant(s) may appeal the City Commission's final vote to the Circuit Court of Putnam County, Florida by way of a Petition for Writ of Certiorari. A verbatim transcript of the city commission meeting will be required. It is the burden of the Applicant(s) to hire and pay for court reporting services for the transcript.

NOTES:

- Cross-examination of experts, if any, is allowed.
- Cross-examination of non-experts, attorneys will hold side bar to discuss.
- The above template may be reasonably adjusted as circumstances merit.
- All petitions (statements of appeal), documents, exhibits, photos, PowerPoint presentations, and other evidence in support of the petition must be submitted to the departmental staff by close of business on the Monday prior to the week of the public meeting. Any such material that is not timely submitted is grounds for the city commissioners not to admit the material into evidence or consider the material or testimony pertaining to it. Deadlines falling on holidays are extended to the next non-holiday business day.

ATTACHED HERETO IS THE APPEAL FILED BY THE APPELLANTS. THE APPEAL IS LIMITED TO THE ISSUES RAISED IN THE NOTICE OF APPEAL

(1) Standard of Review. The appeal is a de novo review of the Certificate of Appropriateness presented to the Historic Planning Board. De novo review occurs when a quasi-judicial body decides an issue without deference to the lower tribunal (the Historic Planning Board).

(2) Burden of Proof. The Appellant(s) are the Petitioners in the appeal. The burden of proof is initially on the Appellant(s) to demonstrate by competent and substantial evidence that they have standing to file the appeal. Then the burden shifts to the property owner or representative to demonstrate by competent and substantial evidence that the criteria for the issuance of the Certificate of Appropriateness was satisfied.

(3) Evidence. The board shall receive into evidence that which could be admissible in civil proceedings in the courts of this state, but in receiving evidence due regard shall be given to the

technical and highly complicated subject matter which must be handled and the exclusionary rules of evidence shall not be used to prevent the receipt of evidence having substantial probative effect. Otherwise, however, effect shall be given to rules of evidence recognized by state law.

(4) Record. A verbatim transcript of the Historic Planning Board record is not required, but the Historic Planning Board shall establish such record in a sufficient degree to disclose the factual basis for its final determination with respect to such requests and appeals. The board shall keep minutes of its proceedings, showing the vote of each member upon each question or if absent or failing to vote indicating such fact, and shall keep records of its official actions, all of which shall be a public record and filed immediately in the planning and building department. Should the Appellant seek to file a Writ of Certiorari, A verbatim transcript of the city commission meeting will be required. It is the burden of the Applicant(s) to hire and pay for court reporting services for the transcript.

Dear Ms. Carty, January 15, 2026

I would like to notify you, as City Manager, that I wish to appeal the decision made by the Historical Preservation Board, HPB agenda 4a, January 8, 2026, #HPB 25-38 120 Kirkland St Palatka FL 32177. I'm writing this to let you know I would like to file an appeal to the City Commission for the board's decision to deny my request for a certificate of appropriateness for 120 Kirkland St in the south historic district. Can you please confirm that you have received this letter and update me on the procedural steps as well as the timeline I need to follow?

Warren Berry

WSB Construction Inc

5418 Shore Dr St Augustine FL 32086

ESTIMATE

WSB Construction Inc
2636 Pheasant Ct W
Saint Johns, FL 32259

wsbconstructioninc@yahoo.com
+1 (904) 207-9324

Bill to
120 Kirkland St

Ship to
120 Kirkland St

Estimate details
Estimate no.: 1001
Estimate date: 06/09/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		**siding**	Remove and replace/repair all damaged wood siding.	1	$15,000.00	$15,000.00
2.		**paint**	Prep, seal, prime and paint the whole house, columns and decks.	1	$18,000.00	$18,000.00
3.		**carpentry**	Remove and replace existing deck on front porch with new framing, decking, stairs, columns and mailbox.	1	$12,000.00	$12,000.00
4.		**Masonry**	Remove and haul away brick chimney.	1	$2,500.00	$2,500.00
5.		**Masonry**	Repair brick skirting around the perimeter of the house.	1	$2,500.00	$2,500.00
6.		**Windows**	Repair broken upper front windows.	1	$1,500.00	$1,500.00
7.		**demo**	Demolish and remove dilapidated shed from back yard.	1	$3,000.00	$3,000.00
8.		**Landscaping**	Clear overgrown brush and weeds. New hardscaping on both driveways. Repair walkway from sidewalk to front door.	1	$8,500.00	$8,500.00
9.		**fence installation**	Replace existing privacy fencing on both sides of the house.	1	$1,200.00	$1,200.00
10.		**Roofing**	Replacing metal roof panels on front porch.	1	$3,500.00	$3,500.00

Total **$67,700.00**

Note to customer

All pricing to include labor and materials.

Accepted date	Accepted by