ROBERTA M. CORREA
MAYOR - COMMISSIONER

ANNIE H. DAVIS
COMMISSIONER

JUSTIN R. CAMPBELL, SR.
COMMISSIONER

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CHRIS TAYLOR
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CHANTEL PIERRE, CPA
FINANCE DIRECTOR

AGENDA
CITY COMMISSION MEETING
May 14, 2026 at 6:00 PM

1. CALL TO ORDER

a. Invocation

b. Pledge of Allegiance

c. Roll Call

2. APPROVAL OF MINUTES

a. April 20, 2026 Workshop

b. April 23, 2026, Commission Meeting Minutes

c. April 29, 2026 Annual Report

d. April 29, 2026 2nd Budget Workshop

3. PUBLIC RECOGNITION/PRESENTATIONS

a. Firefighter State Award — Ben Stevens presented by Commander Donnelly

b. Public Works presentation of basket from Woman's Club

c. Proclamation - Historic Preservation Month

4. CITY MANAGER AND ADMINISTRATIVE REPORTS

a. Public Works Update - Joe Verrechio

b. Summer Internship - Virgina Jones

c. City Manager Report

5. PUBLIC COMMENTS

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

b. **Commission and Staff Response**

6. CONSENT AGENDA: STAFF RECOMMENDS PULLING ITEM I RESOLUTION 2026-R-82 A/V SYSTEM FOR MORE CLARITY.

a. **Adopt Resolution 2026-R-74** A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, ACCEPTING THE RECOMMENDATION OF AWARD FOR THE CORPORATE JET CENTER AND NORTH TERMINAL APRON (BASE BID) PROJECT AT PALATKA MUNICIPAL AIRPORT; AWARDING THE BASE BID CONTRACT TO AHRENS COMPANIES IN THE AMOUNT OF $2,324,197.56; AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACT AGREEMENT, NOTICE OF AWARD, AND RELATED CONTRACT DOCUMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.

b. **Adopt Resolution 2026-R-75** A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, APPROVING THE

WORK ORDER UNDER CONTRACT NO. ASO41 WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR HIGHWAY LIGHTING MAINTENANCE ON THE STATE HIGHWAY SYSTEM FOR FISCAL YEAR 2026–2027; PROVIDING FOR AUTHORIZATION; AND PROVIDING AN EFFECTIVE DATE.

c. Ratification of the agreement reached between the FF Union and the City regarding longevity/pay grievance

d. **Adopt Resolution 2026-R-76** A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, SETTING THE SEVERANCE PAYOUT OF MARCIA G. CARTY WHILE CITY MANAGER OF THE CITY OF PALATKA; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR SCRIVENER'S ERRORS

e. **ADOPT RESOLUTION 2026-R-77** granting a special events permit to Gerald Donnelly for the Annual Memorial Day Parade to be held May 25th 2026.

f. **Adopt Resolution 2026-R-78** A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, SETTING THE SALARY OF JASON SHAW WHILE ACTING CITY MANAGER OF THE CITY OF PALATKA; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR SCRIVENER'S ERRORS

g. **Adopt Resolution 2026-R-79**: A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, ACCEPTING AMENDMENT 4 OF DEPARTMENT OF COMMERCE GRANT 22CV-S05 EXTENDING THE DEADLINE FROM JUNE 20, 2026, TO SEPTEMBER 30, 2026, AND PROVIDING FOR SCRIVENER'S ERRORS.

h. **Adopt Resolution 2026-R-81** A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, INCORPORATING THE PROPOSED NEW EMPLOYEE HIRING POLICY TO APPENDIX 16 OF THE PERSONNEL POLICY, AND PROVIDING FOR SCRIVENER'S ERRORS

i. **Adopt Resolution 2026-R-82** A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE ESTABLISHMENT OF A DEDICATED AUDIO/VISUAL (A/V) CONTROL CENTER, APPROVING THE TRANSITION TO THE OBS STUDIO PLATFORM FOR MEETING PRODUCTION AND STREAMING, DIRECTING PUBLIC WORKS TO EVALUATE THE PROPOSED CONTROL ROOM LOCATION, AND AUTHORIZING STAFF TO PROCEED WITH IMPLEMENTATION PLANNING AND SYSTEM UPGRADES; PROVIDING FOR AN EFFECTIVE DATE.

j. **Adopt Resolution 2026-R-83** A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE PALATKA HR DEPARTMENT TO ACCEPT THE TEAM BUILDING CONTRIBUTIONS IN THE AMOUNT OF $1,250.00, CONTRIBUTIONS INTENDED TO BE UTILIZED FOR TEAM BUILDING ACTIVITIES.; PROVIDING FOR SCRIVENER'S ERRORS

k. **Adopt Resolution 2026-R-84** A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, APPROVING AND AUTHORIZING ACCEPTANCE OF A UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) RURAL DEVELOPMENT COMMUNITY FACILITIES DISASTER GRANT FOR THE PURCHASE OF POLICE VEHICLES; AUTHORIZING EXECUTION OF REQUIRED DOCUMENTS; PROVIDING FOR COMPLIANCE WITH GRANT CONDITIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

l. **Adopt Resolution 2026-R-85** A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH MACIAS, GINI & O'CONNELL LLP FOR THE CITY'S OPERATIONAL AUDIT (RFP 2025-03); AND PROVIDING FOR SCRIVENER'S ERRORS

m. **Adopt Resolution 2026-R-86** A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, APPROVING AN EXTENSION AND ADDENDUM TO THE MASTER CONSULTING SERVICES AGREEMENT WITH PASSERO ASSOCIATES, LLC FOR AN ADDITIONAL ONE-YEAR TERM; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; AND PROVIDING FOR SCRIVENER'S ERRORS

n. **Adopt Resolution 2026-R-87** A RESOLUTION OF THE CITY OF PALATKA APPROVING THE ALLOCATION OF CRA FUNDS IN THE AMOUNT OF $50,000 FOR PROFESSIONAL CONSULTING

SERVICES TO PREPARE AND SUBMIT A NATIONAL REGISTER OF HISTORIC PLACES NOMINATION FOR DOWNTOWN PALATKA; AUTHORIZING THE ENGAGEMENT OF JB PRO; APPROVING A BUDGET TRANSFER; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

7. REGULAR BUSINESS

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

b. Rehearing on release of lien for 1315 Laurel Street

8. DISCUSSION/DIRECTION

a. Interim City Manager

b. Policy Amendment: 1. Bathroom Open usage 2. First come/ First serve use vs rental and deposit use. Commissioner Jones

9. PUBLIC HEARINGS

a. Request to Annex, Amend Future Land Use Map and Rezone - 404 Mission Rd.

i) **ORDINANCE NO. 2026-20** 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 02-10-26-0000-0630-0011, PT OF 1/4 OF SE1/4 OR358 P910, 404 MISSION ROAD, 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. 2026-21** 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 URBAN SERVICE (US) TO CITY OF PALATKA RESIDENTIAL MEDIUM (RM) FOR THE FOLLOWING PROPERTY: 404 MISSION ROAD, PALATKA, FLORIDA 32177, PT OF 1/4 OF SE1/4 OR358 P910; PARCEL 02-10-26-0000-0630-0011, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

iii) **ORDINANCE NO. 2026-23** 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 RESIDENTIAL, SINGLE-FAMILY (R-1A) TO CITY OF PALATKA RESIDENTIAL, TWO-FAMILY (R-2), PT OF 1/4 OF SE1/4 OR358 P910, FOR THE PROPERTY LOCATED AT 404 MISSION ROAD, PALATKA, FLORIDA 32177, PARCEL 02-10-26-0000-0630-0011; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

b. **ORDINANCE 2026-28:** AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, ESTABLISHING THE PROVISIONS OF A PLANNED UNIT DEVELOPMENT OVERLAY WITH RESPECT TO THE FOLLOWING PARCELS OF LAND: 42-10-27-6850-0120-0101, 42-10-27-6850-0110-0100, 42-10-27-6850-0120-0020, 42-10-27-6850-0120-0011, 42-10-27-6850-0120-0010, 42-10-27-6850-0150-0060, 42-10-27-6850-0150-0040, 42-10-27-6850-0150-0090, LOCATED AT 201, 211, 225, 229, 300 and 320 SAINT JOHNS AVENUE, and 301 REID STREET, PALATKA, FLORIDA; PROVIDING FOR SCRIVENERS ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

10. COMMISSIONER COMMENTS

11. ADJOURN

Upcoming Events	**Board Vacancies**

Tuesday: May 18, 2026, CRA Meeting 5:00 p.m Tuesday: May19, 2026, Special Magistrate 1:30 p.m. Wednesday: May 20, 2026, 3rd Budget Workshop 6:00 p.m. Thursday: May 28, 2026, Regular Commission Meeting 6:00 p.m.	Airport Advisory Board - 2 vacancies Board of Zoning Appeals - 3 vacancies Public Arts Committee - 7 Vacancies

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CITY of Palatka FLORIDA

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

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CITY COMMISSION WORKSHOP
April 20, 2026, Minutes

Invocation
The invocation was led by Pastor Mulberry.

Pledge of Allegiance
The Pledge of Allegiance was led by Commissioner Davis.

Roll Call
Commissioner Davis, Commissioner Jones, Commissioner Campbell, and Mayor Correa were present. Commissioner Borom was absent.

Public Comments
There were no public comments.

Discussion/Direction
Develop Board Governance standards
Commissioner Davis clarified the intent to develop comprehensive board governance standards, not just attendance rules. She suggested creating a board/committee handbook covering the roles and responsibilities, appointment processes, meeting procedures, onboarding, governance expectations.
Attorney Jane West stated over a year ago she was tasked with evaluating all boards and committees. The key issues are very few boards have term limits. The Planning Board and Historic Preservation Board are quasi-judicial and crucial to development timelines. Ms. West also stated the Quorum problems have caused delays for applicants. And this workshop originated from concerns raised by Commissioner Davis.

Commissioners agreed the city needs clear and consistent attendance policies.
The current draft referenced “three unexcused absences,” but concerns arose about defining “excused” vs. “unexcused.” General agreement: Use three absences total as the threshold (no distinction). After three absences, have a conversation with the members regarding their ability to continue. A formal follow-up letter at the next absence may be appropriate. The goal is to ensure quorum reliability without discouraging volunteers.

The planning Board currently has nine members, but only about five regularly attend. There are multiple vacancies, making this an ideal time for restructuring. Staff recommended reducing Planning Board membership to improve quorum consistency.
Workshop consensus: Reduce Planning Board to five members and add one alternate member who can sit in when needed.

Commissioners discussed whether members should live inside the city or county, whether some boards require specialized expertise (e.g., Airport Advisory), how multiple board memberships should be handled and ethical and practical concerns when the same individuals serve long-term without rotation.
City Attorney Jane West recommendation: follow Commission's model (no term limits). Some commissioners disagreed, arguing, boards need fresh perspectives, especially after many years of unchanged membership and term limits could prevent stagnation. The commission were in a strong agreement that new members should receive training, which includes the Sunshine law, Ethics, Board responsibilities, and Meeting procedures. The commission also raised concerns on the current application is too generic, limited information for evaluating qualifications and some board rosters contain outdated members (including deceased individuals).
The commission recommendations would be to add; education/qualifications, roles/responsibilities, other boards served on, and the willingness to comply with financial disclosure laws. They also recommended applicants should appear (in person or via Zoom) at the Commission meeting where appointments are considered. Commissioners noted difficulty filling some boards and suggested modern recruitment tools (videos/Reels instead of only flyers), broader outreach via social media and civic partners and promote boards by explaining how residents can help. Commissioners also recommended boards elect leadership annually (or biennially) to prevent over-consolidation of authority, and to build leadership experience on boards.

Develop policy regarding staff and elected-official relations
Human Resource Manager Virginia Jones spoke about the emails between workers and the commission. It was a policy that she put together at the direction of the City Manager Ms. Carty. This policy was also discussed with the tenured employees in the department head meeting. When it was presented for the commission review, it was decided that the commission needed more time to look over and be able to dissect what is in the policy. So, we are here today for recommendations on how this needs to be changed.
Commissioner Davis asked what is the staff trying to accomplish. Ms. Jones stated it was brought to the attention to the city manager that staff was bcc'ing the commission and Ms. Carty didn't know about it.

Public Works building
The concern was noted that Public Works staff were absent during the agenda item.
Initial exploration included: The Brownfield monitoring on the site, a 2017 $750k FDEP grant requires permanent public recreation use of part of the property, past ideas included expanding Booker Park parking. Commissioners requested a site visit before they made any further decisions.

Commissioner Comments
Commissioner Campbell mentioned line-dancing on Monday Nights.

Adjourn
Commissioner Campbell moved to adjourn. Commissioner Jones seconded the motion which passed unanimously.

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CITY COMMISSION MEETING
April 23, 2026, Minutes

Invocation
The invocation was led by Pastor Mulberry.

Pledge of Allegiance
The Pledge of Allegiance was led by Commissioner Campbell.

Roll Call
Commissioner Davis, Commissioner Jones, Commissioner Campbell, Commissioner Borom and Mayor Correa were present.

Approval of minutes: March 18, 2026, Workshop minutes, April 8, 2026, Budget Workshop minutes and April 9, 2026, Commission Meeting.
Commissioner Campbell moved to approve the minutes as presented. Commissioner Jones seconded the motion which passed unanimously.

Public Recognition/Presentation
In the spotlight - Employee of the Month
Cody Hailey was recognized as employee of the month by his Superintendent Shawn Bruneau.

New Hires Presentation
Human Resource Manager Virgina Jones introduced the new hires: CRA Coordinator Nicole Auth, Senior Planner Michael Hill, Project/Grants Manager David Bumgarner, Grants Administrator/Writer Christopher Glymph, Finance Specialist Sarah Porath, Water plant Operator Trainee, Erik Johnson, Reclamation Plant Operator Trainee Ayden Martin, W&S Utility Maintenance Trainee Aaron Sanchez, Refuse Collector Dakota Nicholson, Refuse Collection Bjorn Soyland, Streets Laborer Josh Hewett, Engineer Caitlyn Wernisch, Police Officer Stefanos Tzirakis, Police Officer K'Darious Poole, and Police Victims Advocate Kathy Wright.

Home Rule Hero Award from Florida League of Cities
Mayor Correa read the letter from the Florida League of Cities and announced Commission Borom was recognized at Home Rule Hero. Commissioner Borom thanked everyone for the support they have given him throughout the year.

Commissioner Davis asked to pull Item B, under Regular Business. Item B was explained that there still needed to be a discussion under new context.
Commissioner Davis requested to add an emergency Item C under regular business "City Manager Employment".
Vote: Commissioner Davis moved to add Item C titled City Management Employment. Commissioner Campbell seconded the motion which passed unanimously.
Mayor Correa requested Item D titled Port Consolidated Property to be added as an emergency item.
Vote: Commissioner Davis moved to add a new agenda item Port Consolidated property under regular business. Commissioner Campbell seconded the motion which passed unanimously.
Commissioner Jones would like to switch the City Manager employment to D and the Port Consolidate to item C which was unanimously agreed.

City Manager and Administrative reports
Projects: Projects Manager Mr. Bumgarner provided an overview of current City projects and stated at any given time, the city manages 30 to 50 active projects, both visible and underground, including road work, water, wastewater, facilities, and capital improvements.
Mr. Bumgarner introduced his projects team: Chris Glymph (grants administration/writing), Peggy Bachman (grants accounting), Caitlin Warnish (engineering), and assistance from Joe Verrecchio, Nicole (CRA/business support), and City Manager Ms. Carty.
The Project Overview: Projects span the entire city above and below ground touching nearly every road and water/sewer service area. Recent utility work includes 42 manhole relinings, 3,000+ feet of sewer lining, and 12,000 plus feet of water pipe installations. Major Completed or Active Projects: River Street Wall: Fully reconstructed within 90 days; improved safety and aesthetics. Price Martin Center: Undergoing structural hardening for storms; beams secured; full repainting and exterior wood replacement added to contract. Landscaping and sod upcoming. Tilghman House: Extensive restoration (siding, windows, framing, insulation, structural repairs); project completed successfully. Jenkins Middle School / Recreation Center: Roof and basketball court upgraded; facility reconfigured for patrons' needs. Work underway on African American Museum buildout (bids active). Affordable Housing: There were16 homes completed through $40,000 rehab program, the down payment assistance provided ($20,000 program), there are three homes currently under construction; two more properties purchased and preparing for construction. The Streetscape Project: Phase 1 complete; Phase 2 underway, Recent coordination meeting resolved sidewalk plan discrepancies, and the contractor is confident in meeting schedule and intends to work continuously. The Additional Projects: Airport wildlife fencing (approx. 24,000 linear feet), the water treatment and sewer upgrades, the Water Taxi Project: Palatka I certified; Palatka II awaiting turnkey repair contractor to avoid splitting work, the Public Works facility improvements and the splash pad project is advancing. Mr. Bumgarner emphasized a shift away from "catch-up mode" to timely, accountable project delivery. Contractors will no longer be granted extensions unless justified by significant circumstances. Commissioner comments included: Appreciation for improved progress and communication with merchants, particularly on the 600 block sidewalk work. Reminder to ensure water taxi investments remain fiscally responsible. The request for a project management software solution to track start/end dates, budgets, change orders, and high-level reporting for Commission oversight. Mr. Bumgarner noted weekly project check-ins and agreed that software tools would strengthen reporting and transparency.

Financial Report - March 31, 2026
Ms. Pierre presented the mid-year financial dashboard for the period ending March 31 (50% of the fiscal year). She reported that the overall financial condition of the City remains stable.

Ms. Pierre explained the City is in good shape as long as expenditures do not exceed revenues, which remains the case across most funds. March historically marks the slowdown of ad valorem revenue, so cash flow will be monitored closely.
The Airport Fund, Utility Fund, and Sanitation Fund are being watched due to yellow status; however, revenues still exceed expenditures, meaning they remain stable. Most departments are in green status. “Other Government Services” is yellow, primarily due to liability insurance, which is paid quarterly and represents a large expense for a city with extensive infrastructure.
Ms. Pierre stated the transfer amounts are budgeted annually and recorded monthly by dividing the annual amount into 12 equal allocations. The Airport Fund shows red in reserves.
Ms. Pierre met with the Airport Manager and circulated a corrective action memo to Commissioners prior to the meeting.
Commission Discussion: The commission questioned whether certain funds (grant, capital, TIF) should be included on the reserve slide since they do not typically carry reserves.
Ms. Pierre clarified: These funds do not operate independently and generally do not generate their own revenue, so traditional reserves are not required. However, Airport, Utility, and Sanitation are enterprise funds, intended to be self-sustaining, and therefore should maintain strong reserves (3–6 months operations, plus capital reserves). The red/yellow/green indicators are based on best practices from GFOA, FAA, and FDOT not a fixed mandated standard.
The Commission expressed concerns that the reserve slide may be misleading, especially regarding the Airport Fund’s percentage target. Ms. Pierre reiterated that the benchmarks reflect professional judgment and industry best practice, not a statutory requirement.

City Manager Report
Ms. Carty provided information on the Port Consolidated Environmental Remediation**:** Engineering indicates remediation footprint won’t impact building safety; FDEP moving remediation forward. The Lead Assessment Water Treatment**:** Limited soil quality evaluation found impact; Skeet Club committed to cleanup. She spoke about the Employee Community Cleanup Day to be held on April 29; and it is voluntary participation during work hours (3 hours plus lunch); no penalties for non-participation. Lobbyist Update: Florida Legislature and budget conference May 12–15; Governor signed diversity policy ban effective Jan 1, 2027. The Annual Report is near completion; PIO recommends published Annual Report plus optional State of the City address by City Manager (30–45 minutes).
Vote: After commission discussion Commissioner Davis moved to **s**chedule the presentation of the 2025 Annual Report on April 29, 5:30 to 6:00 PM, prior to the budget workshop. Commissioner Campbell seconded the motion which passed unanimously.

Consent Agenda
Adopt Resolutions 2026-R-61, 65, 66, 67, 71, 72, and 73.
Vote: Commissioner Campbel moved to approve the consent agenda excluding Items e and f. Commissioner Davis seconded the motion which passed unanimously.

E. Adopt Resolution 2026-R-68 RESOLUTION OF THE CITY OF PALATKA, FLORIDA,GRANTING SPECIAL EVENTS PERMIT TO VISIT PALATKA SUMMER NIGHT LIGHTS; SETTING FORTH THE PROVISIONS OF THE PERMIT; AND GRANTING PERMISSION FOR ROAD CLOSURES, AMPLIFIED SOUND, AND ALCOHOL; AND PROVIDING FOR SCRIVENER’S ERRORS
Commissioner Davis pulled this item to be sure that the city didn’t hold any events similar to the events listed on the resolution. Community Affairs Director Eddie Cutwright stated this is not in conflict, and explained last summer we tried the summer jam series and the events on this resolution will take the place of that.

Commissioner Campbell stated he is in favor of the event however he feels pressured into approving it because there has been advertisement for the event before the commission approved it. Mr. Cutwright assured the commission that will never happen again.
Commissioner Jones would like to see the events have the same price across the board.
Public Comment:
Ms. Kitchens is concerned about staff running around the commission and not waiting for the commission to vote.
Don Holmes spoke on behalf of the applicant and explained the issue at hand.
Vote: Commissioner Davis moved to approve Resolution 2026-R-68. Commissioner Borom seconded the motion which passed unanimously.

F. Adopt Resolution 2026-R-70 A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, APPROVING AN HONORARY STREET NAME DESIGNATING NAPOLEON STREET IN THE CITY OF PALATKA TO ALSO BE KNOWN AS "FRED R BROOKS STREET", PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY;
AND PROVIDING AN EFFECTIVE DATE.
Commissioner Davis stated she pulled this item so she can see some procedure put in place for the Honorary name changing of a street. She would like to see the city give the options to the applicant. She would also like to put a process in place, if this is approved, when will the sign be put in place.
Vote: Commissioner Davis moved to approve Resolution 2026-R-70. Commissioner Campbell seconded the motion which passed unanimously.

Discussion/Direction
City of Palatka Policy Governing Boards and Committees
City Attorney Jane West presented a revised board and committee application designed to avoid the need for separate forms for each board with unique criteria. The updated application highlights attendance expectations prominently at the top, noting that members may be reviewed by the City Commission if they miss three consecutive regular meetings or attend less than 75% of meetings within a year. Absences are not categorized as excused or unexcused. The form also uses asterisks to identify boards with specific criteria established in policy, resolution, or ordinance, directing applicants to confirm those requirements with the City Clerk. With these additions, the application remains largely unchanged.
Ms. West also provided an updated overview of the City's approximately seventeen boards and committees, explaining how each was established by charter, ordinance, resolution, or policy and emphasizing that the method of creation determines how changes can be made. For example, any change to the Airport Advisory Board's membership must be made by ordinance. The Public Art Committee was listed with seven members.
Staff outlined uniform procedures for volunteer boards and committees, including standardized recruitment practices, 30-day vacancy posting guidelines when practicable, attendance expectations, and defined steps for pre-removal review, removal, and replacement. Consistent onboarding for new members was also described, including Sunshine Law training, expectations for preparation and participation, ethics requirements, public participation standards, guidance for quasi-judicial boards, and financial disclosure requirements when applicable. Internal staff responsibilities for welcoming and tracking board members were clarified to ensure consistency.
During Commission discussion, Commissioner Davis expressed concerns about inconsistencies that may occur when applicants manually complete forms, particularly when adding board-specific criteria. She recommended using an online fillable PDF with a drop down selection to improve consistency. She also emphasized that commissioners must have access to all applications when making appointments and cautioned against overly restrictive practices that could discourage civic participation. Staff clarified that residency is not required for all boards

and confirmed that standardized Sunshine Law training is being implemented for current and new members. Updated rosters and tracking systems are available through the clerk's office.
Public comment
Ms. Kitchens noted that the Public Art Committee was established by resolution, not ordinance, and that membership should reflect one college student seat, reducing the total number. She also mentioned that some board requirements come from state law.

The Commission reached consensus to proceed with the procedural framework and to correct the information regarding the Public Art Committee. No formal vote was required.

Booker Park Playground Equipment Discussion with Joe Verrechio
Mr. Verrechio presented an overview of the proposed replacement of playground equipment at Booker Park. The existing equipment, installed between 2002 and 2005, has deteriorated and is now rusting, making replacement necessary. Staff noted that the proposed upgrades would complement the upcoming splash pad and broader park improvements.
The proposed improvements include new modern playground equipment, a zip line similar to the one at the riverfront park, and a canopy-covered swing set to provide shade for parents and children. The new installation will use the same equipment brand used downtown to streamline maintenance and ensure consistency across parks. Staff also reported that City crews will perform demolition and site preparation, saving approximately $30,000–$35,000.
Additional Park improvements underway include new sidewalks, enhanced lighting through FP&L at the basketball courts and playground areas, fencing around wildlife areas, and tree trimming. Staff confirmed the project is already budgeted for the current fiscal year.
Regarding surfacing, staff recommended playground mulch rather than rubber surfacing due to maintenance issues, cost, and concerns expressed by the public about children throwing the rubber material outside the play area.
Commissioners expressed support for the use of high-quality equipment and appreciated staff's diligence in planning the improvements.
Vote: Commissioner Jones moved to approve the renovation of park equipment for Booker Park. Commissioner Campbell seconded the motion which passed unanimously.

Options for Low Barrier 12 Hour Shelter
Mr. Cutwright reported that he was asked to identify City-owned properties that could support Pastor McCoy's RISE program. After reviewing multiple sites, he stated that most require significant renovation, but the Willard Cooper building has been vacant for over a year and was the most feasible option for near-term occupancy. The fire marshal and staff inspected the site and determined it could be made compliant with sprinkler installation and approximately $130,000 in additional improvements. Staff also explored other possibilities, including former school district properties and a privately owned building on Crill Street, but those options would require purchase and substantial renovation.
Commissioner Davis stated that while she previously supported moving forward quickly, she reconsidered after further research and discussions with County Commissioner Wilkinson and community members. She emphasized the need for a sustainable, countywide solution and coordinated support among agencies, including existing organizations with funding for homeless services. She also noted the potential for the Continuum of Care (CoC) to place an office in Palatka and the need for all local partners to contribute.
The Commissioners agreed that the solution must involve both City and County governments, and that the city cannot sustain a 24-hour shelter without broad support. Commissioners also noted the lack of existing hot or cold weather shelter options and discussed the need for timely action.

Concerns were expressed regarding the suitability of the Willa Cooper site, including its proximity to residential areas and a park. Commissioners stressed the importance of understanding County participation and developing a coordinated approach before investing in extensive renovations. Staff confirmed outreach to the County had been initiated.
Commissioners also discussed the need for accurate terminology, clarifying that the program is intended to be "low barrier," not "low risk," and requested corrections in staff documentation.
Public comment
Ms. Kitchens is concerned about placing a shelter near parks and residential areas, and a preference for the Price Martin Center or other commercial area sites.
Ms. Reyes had questions regarding staff report figures, roof repair timelines, ARPA allocations, and documentation inconsistencies.
Support from local pastors and service providers emphasizing that homelessness is an ongoing issue requiring compassion, coordination, and actionable solutions.
Vote: Commissioner Davis moved to approve the bus solution. This motion dieds for a lack of a second.
Commissioners discussed the option of a mobile shelter bus previously presented by staff which is a movable 20-bed unit as a potential lower cost alternative that would require community partnerships. Members agreed this option may merit further exploration but should be evaluated alongside other potential solutions.
Commissioner Jones noted that the city has repeatedly invested resources into cold weather shelters with limited use, and that a broader, coordinated plan with all stakeholders, including the County and School Board, is essential before committing to a permanent facility.
Vote: Commissioner Jones moved that the City continue operating cold-weather shelters and establish cooling stations as needed, but that no decision be made on a permanent shelter until a comprehensive, countywide plan is developed with all key stakeholders (City, County, School Board, and service organizations). Commissioner Davis seconded the motion which passed unanimously.

City of Palatka Policy for Proper Procedure for hiring new employees
Ms. Jones presented updates to the City's hiring policy, explaining that the prior version was outdated and based on practices from when CareerSource handled the application process. The updated draft removes obsolete language and introduces a structured, modern process that accounts for education-and-experience equivalencies, clearer procedures for internal candidates, and revised language related to job vacancies, equal employment opportunity, and veterans' preference.
The revisions also clarify the distinction between entry level and non-entry level vacancies, outline eligibility requirements, and include new sections defining acting and interim assignments. Interim appointments would require approval from the department head and the City Manager. Commissioners discussed the need for consistent and fair hiring procedures.
Commissioner Jones raised concern about the phrase "structured interview" and requested clarity to ensure consistent interpretation and application.
Commissioner Davis agreed consistency is important but cautioned against embedding overly specific procedural details into policy rather than a separate internal process document.
Commissioners noted the need for a separate policy governing the hiring of the City Manager, since that position reports directly to the Commission and does not follow standard staff procedures.
City Attorney Jane West advised the policy could be drafted in a way that maintains flexibility while addressing concerns raised.
Ms. Jones agreed to incorporate Commission feedback and return with a revised draft for further review. No action was taken; the item was presented for discussion only.

Regular Business

Reassignment of the Putnam County CRA Representative

The Commission discussed the reassignment of the Putnam County representative to the CRA Board following Commissioner Pellissier's resignation. According to the existing resolution, the County Commissioner representing the district that encompasses the Central Business District is to serve as the County's CRA representative.

Commissioners noted discrepancies between the resolution language and current district boundaries. Staff and the City Attorney explained that while the resolution references District 2, the underlying intent is that the appointed County Commissioner should represent the district covering the majority of the CRA area. Staff will verify which district. District 2 is Commissioner Wilkinson and District 3 Commissioner Alexander covers most of the CRA boundaries.

Commissioners emphasized the need to follow the City's written resolutions, regardless of past informal practices. Discussion included concerns about conflict of interest scenarios and clarification that any Commissioner with a direct conflict must recuse themselves from voting on specific items.

Public comment

Ms. Kitchens referred to potential conflicts involving developers and clarification of past CRA appointments.

Mr. Holmes offered historical context but noted that County selection has not always followed the City's resolution.

Ms. West advised that any needed changes to the resolution should be made formally and that, in the meantime, the city must follow the resolution as written.

The Commission agreed to table the appointment until staff verified the correct district alignment and returned with updated information at the next regular meeting.

Vote: Commissioner Davis moved to modify the resolution to state that the Putnam County Commission will determine which County Commissioner serves on the CRA Board, rather than specifying a particular district. Commissioner Campbell seconded the motion which passed unanimously.

Port Consolidated Property

Ms. Carty requested the addition of an emergency item to the agenda regarding a site access agreement required by the Florida Department of Environmental Protection (FDEP). Staff received the correspondence at approximately 3:42 p.m. the same day. The engineering consultant (Chad, with Montrose) advised that FDEP intends to provide State funding assistance for petroleum-contaminated site remediation, with available funding ranging from a minimum of $300,000 up to $1.2 million. The correspondence emphasized that the City must act quickly so that FDEP can begin work.

Commissioners sought clarification on whether the City would incur any cost. Staff and the City Attorney confirmed that this action does not obligate the City to pay for remediation; the agreement merely authorizes FDEP access to continue work the City is already required to allow under the State cleanup program.

Ms. Carty explained that although the letter asked her to sign immediately, she did not feel comfortable doing so without notifying the Commission, given the reference to costs exceeding $300,000. The City Attorney advised that the agreement is routine, requires no Commission action, and can be executed internally.

City Manager employment

Commissioner Davis requested a follow-up discussion regarding the due-process provisions in the City Manager's employment contract. She referenced Section 5(a) of the agreement, which provides an opportunity to cure identified issues. Commissioner Davis asked Ms. Carty whether

she believed the Commission had provided due process consistent with the contract; Ms. Carty responded that she did. Commissioner Davis stated she did not believe several conditions set by the Commission at the time of reinstatement had been met, including:
• Working with an experienced city manager as a coach.
• Scheduling employee workshops to improve morale and employee–employer relations.
• Completion of required training toward city manager certification.
• Evaluation of the Human Resources Department to identify staffing gaps and recommend personnel solutions.
Commissioner Davis then moved to terminate the employment of Ms. Marcia Carty, City Manager, effective at the closing of the meeting. Commissioner Campbell seconded motion.

Public Comment

Ms. Kitchens expressed concern about the timing and nature of the agenda, stating the matter should have appeared at a regularly advertised meeting.
Robby Claunch supported termination.
Ms. Carty expressed concerns about process, noted positive experiences with the City Manager, or urged that the matter be handled more carefully.
Roll call vote was taken: Commissioner Davis yes, Commissioner Borom no, Commissioner Campbell yes, Commissioner Jones yes, Mayor Correa yes. Motion passed 4-1.

Under the City Charter, the Police Chief, Chief Shaw, will serve as Acting City Manager effective at the close of the meeting.

Vote: Interim City Manager

Commissioner Davis moved that staff contact FCCMA to identify interim city manager candidates, present options to the Commission for consideration and potential interviews, ensure the interim city manager is not eligible to apply for the permanent position, and simultaneously engage FCCMA or the Florida League of Cities to begin the search process for a permanent city manager. Commissioner Campbell seconded the motion. Roll call was taken: Commissioner Campbell yes, Commissioner Davis yes, Commissioner Borom, yes, Commissioner Jones yes, mayor Correa, yes, motion passed 5-0.

Ms. West clarified that assigning Chief Shaw as Acting City Manager does not create a dual-office conflict under law.
Following the vote, a member of the public raised a question regarding “name-clearing” hearings. The City Attorney explained that such a hearing was already provided earlier in the year when the Commission issued a 30-day notice to cure. She further noted that the issues forming the basis of the current motion did not involve reputational allegations that would trigger a new name-clearing hearing requirement.

9. PUBLIC HEARINGS
a. Request to Annex, Amend Future Land Use Map and Rezone - 404 Mission Rd.
ORDINANCE NO. 2026-20 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 02-10-26-0000-0630-0011, PT OF 1/4 OF SE1/4 OR358 P910, 404 MISSION ROAD, PALATKA, FLORIDA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; PROVIDING FOR SCRIVENER’S ERRORS; AND PROVIDING AN EFFECTIVE DATE.
ORDINANCE NO. 2026-21 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 URBAN SERVICE (US) TO CITY OF PALATKA RESIDENTIAL

MEDIUM (RM) FOR THE FOLLOWING PROPERTY: 404 MISSION ROAD, PALATKA, FLORIDA 32177, PT OF 1/4 OF SE1/4 OR358 P910; PARCEL 02-10-26-0000-0630-0011, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

ORDINANCE NO. 2026-23 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 RESIDENTIAL, SINGLE-FAMILY (R-1A) TO CITY OF PALATKA RESIDENTIAL, TWO-FAMILY (R-2), PT OF 1/4 OF SE1/4 OR358 P910, FOR THE PROPERTY LOCATED AT 404 MISSION ROAD, PALATKA, FLORIDA 32177, PARCEL 02-10-26-0000-0630-0011; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

Staff explained that the applicant seeks voluntary annexation to connect to City water service. The parcel is the last remaining duplex within a group of four to six duplexes originally built as part of the same subdivision. The applicant also seeks a future land use amendment (from County to City) and rezoning from County Residential Single-Family to City R-2, consistent with the zoning previously approved for the neighboring duplex parcels.

Staff reported that the Planning Board reviewed the annexation, land use amendment, and rezoning on April 7 and recommended approval. All requirements of Florida Statutes, the City's Comprehensive Plan, and the Zoning Code have been met. Staff also recommended approval.

Commissioners raised questions regarding whether the parcel is contiguous to the City limits and expressed concern about annexing isolated pockets of development surrounded by County property and roads. Commissioners discussed the need to avoid patterns that contribute to isolated service areas or "urban sprawl." Staff agreed to return with clarification on jurisdiction over surrounding roads (Mission Road, Weaver Road, and St. Johns Avenue) and mapping of City boundaries for the second hearing.

Public Comment

A nearby property owner expressed concern about a lift station located on her property and wanted assurance that the annexation would not involve any portion of her land. Mr. Aghemo confirmed that the lift station lies outside her property boundaries and no portion of her property is included in the request.

Commission Action

Commissioners noted that the applicant or representative was not present, and consistent with past practice, the Commission requires applicants to appear for first-reading items.

Vote: Commissioner Campbell moved to table the item to the next regular meeting to allow the applicant to be present and to maintain consistent procedural practice. Commissioner Davis seconded the motion which passed unanimously.

b. First Reading: Ordinance 2026-27 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: Ms. West introduced the ordinance, noting that it reduces the Planning Board membership from nine to five and adds one alternate position. The ordinance also formalizes attendance requirements. She stated this item reflects prior Commission workshop discussions.

Vote: Commissioner Davis moved to approve Ordinance 2026-27 on first reading. Commissioner Cambell seconded the motion which passed unanimously.

Commissioner Comments

Commissioner Campbell reported attending the second annual conference of the Florida Black Caucus of Local Elected Officials in Tampa, noting keynote speakers Bakari Sellers and Donna

Brazile. He thanked staff, particularly Ms. Hayes, for coordinating his travel and stated the conference was outstanding.
Commissioner Jones stated that the earlier action taken by the Commission was difficult but expressed hope that the Commission would thoroughly vet and select the right person moving forward.
Commissioner Borum had no comments.
Commissioner Davis read a thank-you card from a resident expressing appreciation for the recent community shredding event. She thanked the City's PIO and Fire Department for organizing and working on the event. Commissioner Davis also thanked staff member Joe for a recent ride-along that provided helpful insight into departmental operations.
Mayor Correa announced that the Boom Frolic event is taking place at the riverfront, noting its value as an educational experience enjoyed by local second-grade students and the community.

Adjourn
Commissioner Campbell moved to adjourn. Commissioner Jones seconded the motion which passed unanimously.

ROBERTA M. CORREA
MAYOR-COMMISSIONER

ANNIE H. DAVIS
COMMISSIONER

JUSTIN R. CAMPBELL, SR.
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

CITY of Palatka FLORIDA

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

JASON SHAW
ACTING CITY MANAGER
POLICE CHIEF

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC, FCPC
CITY CLERK

CHRIS TAYLOR
CHIEF, FIRE DEPT.

CHANTEL PIERRE, CPA
FINANCE DIRECTOR

CITY COMMISSION ANNUAL REPORT
April 29, 2026, Minutes

Invocation
The invocation was led by Pastor Mulberry.

Pledge of Allegiance
The Pledge of Allegiance was led by Commissioner Davis.

Roll Call
Commissioner Davis, Commissioner Jones, Commissioner Borom and Mayor Correa were present. Commissioner Campbell appeared via zoom.

Public Comments
There were no public comments.

Presentation of the 2025 Annual Report & Approval for Publication
Chief Shaw introduced the item and stated that Ms. Hall would present the City of Palatka's 2025 Annual Report.

Presentation – Ms. Hall
Ms. Hall delivered the 2025 Annual Report, highlighting key accomplishments across all departments. Major points included: Infrastructure & Capital Improvements: Road reconstruction, corridor upgrades, and utility system enhancements aimed at long-term resilience and improved service reliability.
Financial Performance: FY 2025 revenues totaled $41.78 million with expenditure of $40.92 million, resulting in a positive operating margin. The city secured over $22 million in grant funding supporting major projects and community programs.
Public Safety: Police Department achieved a 17.98% reduction in crime and expanded community-oriented initiatives. Fire Department responded to over 4,100 calls and advanced training and equipment readiness.
Utilities & Public Works: Major water/sewer system upgrades and thousands of feet of water main replacements. Full annual compliance with TTHM and HAA-5 standards—first time in City history.
Economic Development & Redevelopment: Progress in downtown revitalization, historic district improvements, and growth at the Palatka Municipal Airport (over 90,000 takeoffs/landings).

Housing & Community Development:15 families received $20,000 down-payment assistance. 12 households received $40,000 in essential home repairs.
Community Affairs & Recreation: Hosted 35+ events, expanded youth and family programming, strengthened community engagement.
Communications & Transparency: Developing a new user-friendly City website and expanding social media outreach to keep residents informed.
Ms. Hall emphasized that continued investments in infrastructure, safety, economic opportunity, and transparency remain central priorities for 2026.

Commission Comments
Commissioners expressed gratitude for the report, noting its high quality and the strong representation of staff achievements. Commissioners emphasized the value of showcasing the City's progress to the community.
Commissioner Campbell asked when the report would be available publicly.
Ms. Hall stated it would be posted online by the end of the week and printed copies would be available at City Hall by next week, pending final review.

Vote: Commissioner Jones moved to approve the 2025 Annual Report for publication, contingent upon a final accuracy review by the Acting/Interim City Manager and staff. Commissioner Borom seconded the motion which passed unanimously.

ROBERTA M. CORREA
MAYOR-COMMISSIONER

ANNIE H. DAVIS
COMMISSIONER

JUSTIN R. CAMPBELL, SR.
COMMISSIONER

WILL JONES
COMMISSIONER

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CITY of Palatka FLORIDA

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JASON SHAW SR.
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CITY CLERK

CHRIS TAYLOR
CHIEF, FIRE DEPT.

CHANTEL PIERRE, CPA
FINANCE DIRECTOR

CITY COMMISSION
2nd Budget Workshop
April 29, 2026, Minutes

Invocation
The invocation was led by Pastor Mulberry.

Pledge of Allegiance
The Pledge of Allegiance was led by Commissioner Borom.

Roll Call
Commissioner Davis, Commissioner Jones, Commissioner Borom and Mayor Correa were present. Commissioner Campbell appeared via zoom.

Public Comments
There were no public comments.

Discussion/Direction
Elite Parking Services
Mayor Correa announced that the Elite Parking Services presentation was pulled at Commissioner Jones' request. The workshop proceeded with the revenue and budget presentation by Finance Director Ms. Pierre.

Revenues
Ms. Pierre opened by confirming that several items requested after the first workshop were provided by email, including: Budget workbook in Excel (read-only), Explanation of carry-forward amounts, Explanation of transfers in/out, Confirmation of Airport and TIF account setups.
Commissioners asked clarifying questions regarding: Bank accounts used by the City, how payroll checks are issued through ADP/Wells Fargo, pension accounts managed by a third-party administrator, additional information about financial institution use, internal controls and departmental cost allocation methodology. The Finance Director agreed to follow up in writing on outstanding questions.

Property Taxes & Revenue Trends
Ms. Pierre presented an overview of: The uncertainty surrounding future legislative actions on property taxes, the City's heavy reliance on ad valorem revenue (approx. 35% of General Fund

operations), fire assessment revenue (approx. 19% of General Fund operations), collection rate trends averaging 85–90%, impact fee timing and limitations, other unrestricted revenue sources
Commissioners discussed: Legislative unpredictability around homesteaded property tax changes, importance of proactively planning for possible revenue reductions, balancing fiscal responsibility with service delivery needs, the need to review service efficiencies and operational priorities

Fire Assessment Rate Options
Ms. Pierre presented four options for Tier 1 and Tier 2 fire assessment rates: No rate change, 5% discount, 10% discount, 15% discount. Ms. Pierre stated the fire assessment covers roughly half of the Fire Department's $4.5M budget. She explained the reductions would increase pressure on the General Fund. Ms. Pierre also stated the Commission must choose a preliminary rate tonight for advertisement. She explained rates can be lowered later during the budget process however rates cannot be raised above what is advertised.
Attorney Mark Lawson joined via Zoom to explain the statutory timeline, advertisement requirements, and the ability to later decrease, but not increase the rate.

Commission Discussion
Commissioners expressed: The desire to eventually reduce the fire assessment and the concern over resident burden due to rising property values. The interest in re-examining 501(c)(3) and church exemptions (currently 50%). They would like for Ms. Pierre to analyze whether increasing payment from exempt entities could offset reductions and the importance of maintaining adequate funding for public safety. The commission also expressed the need for financial efficiencies and alignment with City priorities and agreed that more data is required before considering a rate decrease. The Commission clarified the distinction between tonight's required direction versus longer-term goals.

Direction for Advertisement
After extensive discussion, Commissioners reached consensus: Advertise the fire assessment at "NO RATE CHANGE," Request the consultant (Mr. Lawson) and staff to research whether 501(c)(3) and nonprofit exemptions can be modified (e.g., increased payment or full payment), include language in the published notice indicating that the Commission is considering changes to nonprofit/institutional rates, subject to statutory requirements. The commission also stated to bring back comparative revenue models showing how adjustments to nonprofit exemptions might impact on the overall rate and continue the broader discussion at subsequent budget workshops with all relevant data.
Mr. Lawson confirmed this approach preserves the City's flexibility.

Direction from the Commission is to proceed with advertising the fire assessment at no rate change, with staff directed to work with the consultant to explore adjustment of nonprofit exemptions and include appropriate language in the public notice.

Additional Budget Direction
Commissioners agreed the following items should be incorporated into departmental budget submissions: Review of service-level efficiencies, evaluation of underutilized properties for leases or revenue generation, updates to service charges and permit fees, potential revenue improvements for special events, consideration of golf cart registrations, opportunities for online payments and reduced cash handling, departmental presentations including clear explanations of needs vs. wants and alignment of all departmental requests with the City's strategic plan
Commissioners declined a proposal to assign specific departments to individual Commissioners, preferring that all Commissioners hear presentations together for transparency.

Adjourn
Commissioner Jones motioned to adjourn. Commissioner Borom seconded the motion.

CITY OF PALATKA

PROCLAMATION

WHEREAS, the National Trust for Historic Preservation raises awareness for historic preservation during the month of May;

WHEREAS, historic preservation is an effective tool for managing growth and sustainable development, revitalizing neighborhoods, fostering local price and maintaining community character while enhancing livability; and

WHEREAS, historic preservation is relevant for communities across the nation, both urban and rural, and for Americans of all ages, all walks of life and all ethnic backgrounds; and

WHEREAS, the historic buildings, churches, and homes of the City of Palatka help make our City unique and provide links with aspirations and attainment of the City's pioneers;

WHEREAS, the buildings constructed in the 19th and 20th century contribute to an appreciation of our heritage; and

WHEREAS, it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us as a people.

NOW, THEREFORE, I, Roberta Correa, Mayor of the City of Palatka, Florida, together with the members of the Palatka City Commission, do hereby proclaim the month of May 2026 as:

HISTORIC PRESERVATION MONTH

in the City of Palatka and urge everyone in our community to participate in historic preservation efforts.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of the City of Palatka, Florida this 14th day of May in the Year of Two Thousand and Twenty-Six.

CITY OF PALATKA

By: _____
Mayor Roberta Correa

Attest: _____
Karen Hayes, FCPC
City Clerk

CITY OF PALATKA

Summer Internship

Program

The City of Palatka is seeking High School students for our Summer Internship Program who are interested in learning aspects of public relations and local government. The interns who are selected for these positions should expect to learn key points of the field and gain work-life experience to prepare them for the future. It is essential that the applicant has excellent communication skills, demonstrates creativity, and understands the importance of attending to even the smallest details.

This internship is for students who reside in Putnam County.

Interns will assist in one of the following departments:

- City Clerk's Office
- Planning and Zoning
- Community Affairs (Parks & Recreation)
- Palatka Municipal Airport
- Police Department
- Human Resources
- Public Works
- Fire Department
- Projects/Grants
- Engineering

The internship program starts **June 8, 2026**, through **July 24, 2026**

For more information or to apply, visit https://palatka-fl.gov/intern or call (386) 329-0100 ext. 2080

Adopt Resolution 2026-R-74 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, ACCEPTING THE RECOMMENDATION OF AWARD FOR THE CORPORATE JET CENTER AND NORTH TERMINAL APRON (BASE BID) PROJECT AT PALATKA MUNICIPAL AIRPORT; AWARDING THE BASE BID CONTRACT TO AHRENS COMPANIES IN THE AMOUNT OF $2,324,197.56; AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACT AGREEMENT, NOTICE OF AWARD, AND RELATED CONTRACT DOCUMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.

STAFF REPORT

DATE: May 14, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The City of Palatka respectfully requests approval to adopt Resolution 2026-R-74 accepting the Recommendation of Award for the Corporate Jet Center and North Terminal Apron (Base Bid) Project at Palatka Municipal Airport and awarding the Base Bid contract to Ahrens Companies in the amount of $2,324,197.56. The resolution also authorizes the City Manager to execute the contract agreement, Notice of Award, and related contract documents necessary to proceed with the project.

GL Accounts are as follows: 005-00-389-3-8928, 005-05-542-8-6317, 005-00-389-2-8933, 005-05-542-8-6324,005-00-389-3-8934, 005-05-542-8-6325, and 005-05-542-8-6327.

BACKGROUND

In previous phases, the City of Palatka completed the planning, design, and environmental services.

PROJECT ANALYSIS

Staff Recommendation

Staff recommends adoption of Resolution 2026-R-74 accepting the Recommendation of Award from Passero Associates, LLC, awarding the Base Bid contract to Ahrens Companies in the amount of $2,324,197.56, and authorizing the City Manager to execute all necessary contract documents and take all actions required to administer and advance the project.

ATTACHMENTS

1.	74. Resolution 2026-R-74 Jet Center and North Terminal Apron
2.	ROA LTR (2)

RESOLUTION NO. 2026-R-74

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, ACCEPTING THE RECOMMENDATION OF AWARD FOR THE CORPORATE JET CENTER AND NORTH TERMINAL APRON (BASE BID) PROJECT AT PALATKA MUNICIPAL AIRPORT; AWARDING THE BASE BID CONTRACT TO AHRENS COMPANIES IN THE AMOUNT OF $2,324,197.56; AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACT AGREEMENT, NOTICE OF AWARD, AND RELATED CONTRACT DOCUMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Palatka solicited competitive bids for the Corporate Jet Center and North Terminal Apron (Base Bid) Project at Palatka Municipal Airport (28J), identified as PA Project Nos. 24000010.0075 and 24000010.0076; and

WHEREAS, seven (7) bids were publicly opened and read on March 31, 2026; and

WHEREAS, Passero Associates, LLC, the City's Engineer of Record, reviewed all bids received and determined Ahrens Companies to be the lowest responsive and responsible bidder; and

WHEREAS, Passero Associates recommended award of the adjusted Base Bid (FDOT) in the amount of $2,068,894.56 and the adjusted Base Bid (FAA) in the amount of $255,303.00, for a total recommended award amount of $2,324,197.56; and

WHEREAS, the City must provide matching funds in the total amount of **$**74,258.63; and

WHEREAS, the city will use General Ledger lines: Revenue 005-00-389-3-8928 FDOT Corporate; Expense 005-05-542-8-6317 Airport FDOT Corporate Hanger; Revenue 005-00-389-2-8933 FAA Airport Aircraft Transient Apron; Expense 005-05-542-8-6324 FAA Airport Aircraft Transient Apron; Revenue 005-00-389-3-8934 FDOT Airport Aircraft Transient Apron; Expense 005-05-542-8-6325 FDOT Airport Aircraft Transient Apron; Expense 005-05-542-8-6327 City Match Airport Aircraft Transient Apron; and

WHEREAS, the City Commission finds it to be in the best interest of the City to accept the recommendation of award and authorize execution of the contract documents and use

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA:

Section 1. Recitals.
The foregoing recitals are true and correct and are incorporated herein as if fully set forth.

Section 2. Acceptance of Recommendation of Award.
The City Commission hereby accepts the Recommendation of Award from Passero Associates, LLC, for the Corporate Jet Center and North Terminal Apron (Base Bid) Project.

Section 3. Award of Contract.
The Base Bid contract is hereby awarded to Ahrens Companies in total amount of Two Million Three Hundred Twenty-Four Thousand One Hundred Ninety-Seven Dollars and Fifty-Six Cents ($2,324,197.56).

Section 4. Authorization.
The City Manager is hereby authorized to execute the Notice of Award, Contract Agreement, and any related documents necessary to effectuate this award, subject to review and approval as to form by the City Attorney.

Section 5. Effective Date.
This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this 14th day of May 2026.

City Of Palatka

By: _____
Mayor: Roberta Correa

ATTEST:

_____
City Clerk: Karen Hayes, FCPC

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney: Jane West, ESQ.

PASSERO

335 S. Legacy Trail, B-102
St. Augustine, FL 32092
(904) 757-6106 | passero.com

April 14, 2026

Ms. Marcia Carty, City Manager
City of Palatka
201 North 2nd Street
Palatka, FL 32177

Re: Recommendation of Award
Corporate Jet Center & North Terminal Apron
Palatka Municipal Airport
PA Project Numbers 24000010.0075 / 0076

Dear Ms. Carty:

Passero Associates has reviewed the seven (7) bids that were received on Tuesday, March 31, 2026, at 3:30PM, for the Corporate Jet Center Hangar & North Terminal Apron project at the Palatka Municipal Airport (28J). The bids were publicly opened and read at City Hall. This letter serves as Passero Associates recommendation to award the construction contract to Ahrens Companies of Lake Park, Florida.

Passero Associates performed a review of Ahrens Companies' responsibility by researching the following:

- Ahrens Companies is a licensed Certified Building Contractor (CBC006515) in the State of Florida. (Expires 8/31/2026)
- Ahrens Companies did not appear on the U.S. System for Award Management's (SAM) List of Debarred, Suspended, or Voluntarily Excluded Firms Ineligible for Federal Aid.
- Ahrens Companies did not appear on the U.S. Department of Labor's H-1B Debarred/Disqualified List of Employers or on the Willful Violators List.
- Ahrens Companies does not have a history of violations or current (open) violations with the U.S. Department of Labor, Office of Safety and Health Administration (OSHA) for safety violations.
- Ahrens Companies has been a licensed business with the State of Florida since August of 1992.
- Ahrens Companies has successfully completed similar airport projects.

A Bid Tabulation showing a summary of the bids received alongside the Engineer's Estimate of Probable Construction Cost is enclosed for your review.

This project is receiving construction phase funding from both the FAA and FDOT through multiple grants. The FAA's participation is pertaining only to the proposed aircraft parking North Terminal Apron. For this reason, the Bid Schedule is organized so that the Base Bid is separated into two separate schedules, Base Bid (FDOT) and Base Bid (FAA). The Base Bid (FAA) covers the work associated with the Phase 1 North Terminal Apron. The total project funding available for the FAA Base Bid is $258,121. The total project funding currently allocated and available for the remainder of the construction phase of the project is $2,108,153.

Aherns Companies is the low bidder for the Base Bid (FDOT) plus Base Bid (FAA) in the total amount of $2,335,930.00. Aherns total amount bid for the Base Bid (FDOT) is $2,048,374.56. Aherns total amount bid for the Base Bid (FAA) is $275,823.00, which exceeds the total funding available for the FAA apron portion of the project.

For this reason, we propose moving the airfield pavement marking items included in the Base Bid (FAA) to the Base Bid (FDOT); this adjustment brings the total amount bid for Base Bid (FAA) to $255,303.00, which is within the available budget for the FAA apron portion of the project. This adjustment brings the Base Bid (FDOT) to a total amount of $2,068,894.56. These adjusted values are listed in the attached Bid Tabulation.

Passero Associates recommends that the City of Palatka award the Base Bid (FAA) in the amount of $255,303.00 (two hundred fifty-five thousand three hundred three dollars and zero cents) and the Base Bid (FDOT) in the amount of $2,068,894.56 (two million sixty-eighty thousand eight hundred ninety-four thousand dollars and fifty-six cents) to Ahrens Companies. The total amount of the recommended bid award (FDOT plus FAA Base Bids) is $2,324,197.56 (two million three hundred twenty-four thousand one hundred ninety-seven thousand dollars and fifty-six cents).

We have also enclosed for your consideration Passero Associates Work Order 26-75R (Corporate Jet Center Hangar) and 26-76R (North Terminal Apron) for Construction Phase Services in the amounts of 175,000.00 (one hundred seventy-five thousand dollars and zero cents) and $25,000.00 (twenty-five thousand dollars and zero cents) respectively.

A copy of the updated Ahrens Companies Contract Agreement and Notice of Award are enclosed for your use and review.

If you have any questions or require additional information, please contact me.

Sincerely,

Matt Singletary
Project Manager
msingletary@passero.com • 904.224.7078

attach: Bid Tabulation
Aherns Contract Agreement & Notice of Award
Passero WO 26-75R and WO 26-76R

cc: Yul McNair, Airport Manager
Brad Wente, Passero Associates
Andrew Holesko, Passero Associates

BID TABULATION - BID OPENING MARCH 31, 2026 3:30PM, CITY OF PALATKA ITB 2026-01

CORPORATE JET CENTER & NORTH TERMINAL APRON
City of Palatka
PA PN 24010.0075 AND .0076

PASSERO ASSOCIATES
engineering architecture

BASE BID (FDOT): PHASE 1 JET CENTER HANAGR & SITEWORK				ENGINEER'S ESTIMATE OF PROBABLE CONSTRUCTION		Ahren's (LOW BIDDER)		Blackwater Construction Services		Scherer	
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
C-100-14.1	CONTRACTOR QUALITY CONTROL PROGRAM	1	LS	$15,000.00	**$15,000.00**	$16,498.08	**$16,498.08**	$7,987.50	**$7,987.50**	$18,393.00	**$18,393.00**
C-102-5.1	TEMPORARY AIR AND WATER POLLUTION, SOIL EROSION, AND SILTATION CONTROL	1	LS	$0.80	**$0.80**	$5,700.00	**$5,700.00**	$11,182.50	**$11,182.50**	$5,475.00	**$5,475.00**
C-103-8.1	PROJECT SURVEY, STAKEOUT, AND RECORD DRAWINGS	1	LS	$20,000.00	**$20,000.00**	$32,379.42	**$32,379.42**	$42,600.00	**$42,600.00**	$19,536.00	**$19,536.00**
C-105-6.1	MOBILIZATION	1	LS	$36,592.58	**$36,592.58**	$19,385.70	**$19,385.70**	$224,715.00	**$224,715.00**	$174,055.00	**$174,055.00**
C-107-4.1	MAINTENANCE & PROTECTION OF TRAFFIC	1	LS	$20,000.00	**$20,000.00**	$17,100.00	**$17,100.00**	$26,625.00	**$26,625.00**	$15,725.00	**$15,725.00**
P-101-5.1	SAWCUTTING PAVEMENT	400	LF	$5.00	**$2,000.00**	$7.98	**$3,192.00**	$5.32	**$2,128.00**	$1.11	**$444.00**
P-151-4.1	CLEARING AND GRUBBING (MISCELLANEOUS DEMOLITION)	1	LS	$15,000.00	**$15,000.00**	$2,720.04	**$2,720.04**	$37,275.00	**$37,275.00**	$10,297.00	**$10,297.00**
P-152-4.1	UNCLASSIFIED EXCAVATION	2,200	CY	$10.00	**$22,000.00**	$45.60	**$100,320.00**	$8.52	**$18,744.00**	$19.25	**$42,350.00**
P-152-4.2	EMBANKMENT IN PLACE	3,450	CY	$12.00	**$41,400.00**	$20.52	**$70,794.00**	$24.28	**$83,766.00**	$26.74	**$92,253.00**
P-160-6.1	12-INCH SUBGRADE STABILIZATION	325	SY	$10.00	**$3,250.00**	$17.10	**$5,557.50**	$27.85	**$9,051.25**	$15.75	**$5,118.75**
P-211-5.2	8-INCH LIMEROCK BASE COURSE	325	SY	$20.00	**$6,500.00**	$26.22	**$8,521.50**	$33.12	**$10,764.00**	$30.20	**$9,815.00**
P-401-8.1	2-INCH ASPHALT SURFACE COURSE (ROAD)	40	TON	$165.00	**$6,600.00**	$233.70	**$9,348.00**	$266.25	**$10,650.00**	$382.94	**$15,317.60**
P-602-5.1	BITUMINOUS PRIME COAT	125	GAL	$5.00	**$625.00**	$22.80	**$2,850.00**	$21.30	**$2,662.50**	$15.00	**$1,875.00**
P-620-5.3	THERMOPLASTIC PARKING LOT MARKING	165	SF	$10.00	**$1,650.00**	$22.80	**$3,762.00**	$26.63	**$4,393.95**	$32.15	**$5,304.75**
P-620-5.4	PAVEMENT MARKING ERADICATION	15	SF	$10.00	**$150.00**	$22.80	**$342.00**	$15.98	**$239.70**	$49.95	**$749.25**
F-162-5.1	DECORATIVE SECURITY FENCE	170	LF	$17.50	**$2,975.00**	$181.86	**$30,916.20**	$206.61	**$35,123.70**	$270.00	**$45,900.00**
F-162-5.2	DECORATIVE ROLLING SECURITY GATE 24' WIDE CLEAR OPENING (EXCLUDING EQUPT. & CONNECTIONS)	1	EA	$5,000.00	**$5,000.00**	$17,784.00	**$17,784.00**	$29,553.75	**$29,553.75**	$12,488.00	**$12,488.00**
F-162-5.4	CHAINLINK SECURITY FENCE	30	LF	$17.50	**$525.00**	$74.10	**$2,223.00**	$96.92	**$2,907.60**	$84.00	**$2,520.00**
D-701-5.1	15" STORM SEWER, RCP CLASS V	122	LF	$150.00	**$18,300.00**	$69.89	**$8,526.58**	$63.90	**$7,795.80**	$134.92	**$16,460.24**
D-701-5.2	18" STORM SEWER, RCP CLASS V	68	LF	$150.00	**$10,200.00**	$189.58	**$12,891.44**	$79.88	**$5,431.84**	$149.73	**$10,181.64**
D-701-5.3	24"x38" STORM SEWER, HDPE	221	LF	$150.00	**$33,150.00**	$273.93	**$60,538.53**	$213.00	**$47,073.00**	$226.67	**$50,094.07**
D-701-5.4	12" STORM SEWER, HDPE	19	LF	$150.00	**$2,850.00**	$99.18	**$1,884.42**	$31.95	**$607.05**	$112.44	**$2,136.36**
D-701-5.5	8" STORM SEWER, HDPE	175	LF	$150.00	**$26,250.00**	$91.03	**$15,930.25**	$31.95	**$5,591.25**	$75.84	**$13,272.00**
D-751-5.1	STORM SEWER CLEANOUT	3	EA	$6,500.00	**$19,500.00**	$1,595.24	**$4,785.72**	$372.75	**$1,118.25**	$1,705.14	**$5,115.42**
D-751-5.2	FDOT TYPE J BOTTOM INLET (A2)	1	EA	$6,500.00	**$6,500.00**	$21,176.64	**$21,176.64**	$16,933.50	**$16,933.50**	$10,962.00	**$10,962.00**
D-751-5.3	FDOT TYPE H INLET (A3 & A4)	2	EA	$6,500.00	**$13,000.00**	$11,171.43	**$22,342.86**	$6,549.75	**$13,099.50**	$9,871.00	**$19,742.00**
D-751-5.4	AIRCRAFT RATED INLET (A5 & A6)	2	EA	$6,500.00	**$13,000.00**	$17,562.84	**$35,125.68**	$13,312.50	**$26,625.00**	$19,808.00	**$39,616.00**
D-751-5.5	FDOT U-TYPE ENDWALL WITH BAFFLES, MOD FOR 24"x38" ERCP, 4:1 SLOPE (A1)	1	EA	$5,000.00	**$5,000.00**	$5,946.24	**$5,946.24**	$4,260.00	**$4,260.00**	$10,975.00	**$10,975.00**
T-901-5.1	SEEDING (HYDROSEEDING)	0.5	AC	$2,000.00	**$1,000.00**	$3,648.00	**$1,824.00**	$30,885.00	**$15,442.50**	$16,439.00	**$8,219.50**
T-904-5.1	SODDING	1,800	SY	$5.00	**$9,000.00**	$4.28	**$7,704.00**	$6.23	**$11,214.00**	$7.00	**$12,600.00**
T-905-5.1	TOPSOILING	450	CY	$30.00	**$13,500.00**	$17.10	**$7,695.00**	$15.98	**$7,191.00**	$8.90	**$4,005.00**
428	POTABLE WATER SERVICE, COMPLETE, INCLUDING ALL ITEMS/APPURTENANCES EXTERIOR TO BUILDINGS	1	LS	$10,000.00	**$10,000.00**	$21,572.22	**$21,572.22**	$18,637.50	**$18,637.50**	$12,448.00	**$12,448.00**
429	SANITARY SEWER SERVICE, COMPLETE, INCLUDING ALL ITEMS/APPURTENANCES EXTERIOR TO BUILDINGS	1	LS	$10,000.00	**$10,000.00**	$77,003.58	**$77,003.58**	$74,550.00	**$74,550.00**	$64,414.00	**$64,414.00**
450	SITE ELECTRICAL SERVICE, COMPLETE, INCLUDING ALL ITEMS ASSOCIATED PRIMARY SERVICE FEEDERS EXTERIOR TO BUILDING	1	LS	$10,000.00	**$10,000.00**	$28,366.62	**$28,366.62**	$319,500.00	**$319,500.00**	$45,785.00	**$45,785.00**
452	(2) 2" SCH. 40 PVC SPARE CONDUITS INSTALLED IN TRENCH	110	LF	$7.50	**$825.00**	$31.52	**$3,467.20**	$79.88	**$8,786.80**	$30.68	**$3,374.80**
453	UTILITY PULL BOX	4	EA	$1,500.00	**$6,000.00**	$3,797.91	**$15,191.64**	$6,922.50	**$27,690.00**	$3,697.00	**$14,788.00**
520	FDOT TYPE D CURB	10	LF	$100.00	**$1,000.00**	$68.40	**$684.00**	$53.25	**$532.50**	$60.00	**$600.00**
522	4" THICK CONCRETE SIDEWALK, COMPLETE, INCLUDING CURB RAMPS, SIDEWALK CURB, & DETECABLE WARNING MATS	80	SY	$60.00	**$4,800.00**	$66.12	**$5,289.60**	$86.27	**$6,901.60**	$124.00	**$9,920.00**
901	4-INCH THICK GRAVEL BED WITH GEOTEXTILE FABRIC	125	SY	$75.00	**$9,375.00**	$74.10	**$9,262.50**	$55.38	**$6,922.50**	$88.18	**$11,022.50**
	SITEWORK SUBTOTAL				***$422,518.38***		***$716,602.16***		***$1,186,273.04***		***$843,347.88***
B-01	JET CENTER HANGAR PHASE 1 FOUNDATION COMPLETE	1	LS	$300,000.00	**$300,000.00**	$223,908.54	**$223,908.54**	$263,268.00	**$263,268.00**	$311,105.00	**$311,105.00**
B-02	JET CENTER HANGAR PHASE PEMB COMPLETE	1	LS	$800,000.00	**$800,000.00**	$1,107,863.86	**$1,107,863.86**	$622,138.92	**$622,138.92**	$1,027,257.00	**$1,027,257.00**
	BUILDING SUBTOTAL				***$1,100,000.00***		***$1,331,772.40***		***$885,406.92***		***$1,338,362.00***
	SUBTOTAL - BASE BID(FDOT)				**$1,522,518.38**		**$2,048,374.56**		**$2,071,679.96**		**$2,181,709.88**
	SUBTOTAL ADJUSTED TO ADD BASE BID FAA PAVEMENT MARKINGS - BASE BID(FDOT)				**$1,525,518.38**		**$2,068,894.56**		**$2,083,805.71**		**$2,187,772.88**

BASE BID (FAA):PHASE 1 NORTH TERMINAL APRON				ENGINEER'S ESTIMATE		Ahren's		Blackwater Construction Services		Scherer	
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
P-152-4.3	12-INCH SUBGRADE STABILIZATION	2,400	SY	$10.00	**$24,000.00**	$17.10	**$41,040.00**	$25.56	**$61,344.00**	$9.45	**$22,680.00**
P-211-5.2	8-INCH LIMEROCK BASE COURSE	2,300	SY	$20.00	**$46,000.00**	$26.22	**$60,306.00**	$33.54	**$77,142.00**	$19.64	**$45,172.00**
P-401-8.1	2-INCH ASPHALT SURFACE COURSE (APRON)	280	TON	$200.00	**$56,000.00**	$233.70	**$65,436.00**	$266.25	**$74,550.00**	$382.94	**$107,223.20**
P-401-8.2	2-INCH ASPHALT BASE COURSE (APRON)	280	TON	$200.00	**$56,000.00**	$233.70	**$65,436.00**	$266.25	**$74,550.00**	$382.94	**$107,223.20**
P-602-5.1	BITUMINOUS PRIME COAT	700	GAL	$5.00	**$3,500.00**	$22.80	**$15,960.00**	$21.30	**$14,910.00**	$15.00	**$10,500.00**
P-603-5.1	BITUMINOUS TACK COAT	250	GAL	$5.00	**$1,250.00**	$28.50	**$7,125.00**	$21.30	**$5,325.00**	$15.00	**$3,750.00**
P-620-5.1	YELLOW AIRFIELD MARKING (FULL APPLICATION)	725	SF	$2.00	**$1,450.00**	$13.68	**$9,918.00**	$5.33	**$3,864.25**	$1.50	**$ 1,087.50**
P-620-5.2	BLACK OUTLINE AIRFIELD MARKING (FULL APPLICATION)	1,550	SF	$1.00	**$1,550.00**	$6.84	**$10,602.00**	$5.33	**$8,261.50**	$3.21	**$4,975.50**
			SUBTOTAL - BASE BID(FAA)	$	**189,750.00**		**$275,823.00**		**$319,946.75**		**$302,611.40**
			SUBTOTAL ADJ. TO REMOVE PAVEMENT MARKING BID ITEMS - BASE BID(FAA)	$	**186,750.00**		**$255,303.00**		**$307,821.00**		**$296,548.40**

BID ADDITIVE 1 ALTERNATE A: OFFICE BUILDING BROWN SHELL AND PARKING				ENGINEER'S ESTIMATE		Ahren's		Blackwater Construction Services		Scherer	
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
P-152-4.2	UNCLASSIFIED EXCAVATION	30	CY	$10.00	**$5,700.00**	$45.60	**$1,368.00**	$25.56	**$766.80**	$19.25	**$577.50**
P-160-6.1	12-INCH SUBGRADE STABILIZATION	130	SY	$10.00	**$1,300.00**	$17.10	**$2,223.00**	$33.54	**$4,360.20**	$15.75	**$2,047.50**
P-211-5.2	8-INCH LIMEROCK BASE COURSE	130	SY	$20.00	**$2,600.00**	$26.22	**$3,408.60**	$266.25	**$34,612.50**	$30.20	**$3,926.00**
P-401-8.1	2-INCH ASPHAL SURFACE COURSE (PARKING/ROAD)	15	TON	$165.00	**$2,475.00**	$233.70	**$3,505.50**	$266.25	**$3,993.75**	$382.94	**$5,744.10**
P-602-5.1	BITUMINOUS PRIME COAT	40	GAL	$5.00	**$200.00**	$22.80	**$912.00**	$21.30	**$852.00**	$15.00	**$600.00**
P-620-5.3	THERMOPLASTIC PARKING LOT MARKINGS	125	SF	$10.00	**$1,250.00**	$22.80	**$2,850.00**	$21.30	**$2,662.50**	$32.15	**$4,018.75**
T-904-5.1	SODDING	50	SY	$5.00	**$250.00**	$4.29	**$214.50**	$8.63	**$431.50**	$7.00	**$350.00**
T-905-5.1	TOPSOILING	25	CY	$30.00	**$750.00**	$17.10	**$427.50**	$16.25	**$406.25**	$8.90	**$222.50**
522	4" THICK CONCRETE SIDEWALK, COMPLETE, INCLUDING CURB RAMPS, SIDEWALK CURB, & DETECTABLE WARNING MATS	40	SY	$60.00	**$2,400.00**	$66.12	**$2,644.80**	$87.07	**$3,482.80**	$0.00	**$0.00**
B-03	OFFICE BUILDING PHASE 1 FOUNDATION COMPLETE	1	LS	$100,000.00	**$100,000.00**	$36,295.32	**$36,295.32**	$25,789.25	**$25,789.25**	$35,929.00	**$35,929.00**
B-04	OFFICE BUILDING PHASE 1 BROWN SHELL PEMB	1	LS	$300,000.00	**$300,000.00**	$214,624.21	**$214,624.21**	$146,630.00	**$146,630.00**	$168,765.00	**$168,765.00**
			SUBTOTAL - BASE BID(FAA)	$	**416,925.00**		**$268,473.43**		**$223,987.55**		**$222,180.35**

BID ADDITIVE 1 ALTERNATE B: OFFICE BUILDING VANILLA BOX AND PARKING				ENGINEER'S ESTIMATE		Ahren's		Blackwater Construction Services		Scherer	
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
P-152-4.2	UNCLASSIFIED EXCAVATION	30	CY	$10.00	**$5,700.00**	$45.60	**$1,368.00**	$26.88	**$806.40**	$19.25	**$577.50**
P-152-6.1	12-INCH SUBGRADE STABILIZATION	130	SY	$10.00	**$1,300.00**	$17.10	**$2,223.00**	$28.11	**$3,654.30**	$15.75	**$2,047.50**
P-211-5.2	8-INCH LIMEROCK BASE COURSE	130	SY	$20.00	**$2,600.00**	$26.22	**$3,408.60**	$33.43	**$4,345.90**	$30.20	**$3,926.00**
P-401-8.1	2-INCH ASPHALT SURFACE COURSE (PARKING/ROAD)	15	TON	$165.00	**$2,475.00**	$233.70	**$3,505.50**	$376.25	**$5,643.75**	$382.94	**$5,744.10**
P-602-5.1	BITUMINOUS PRIME COAT	40	GAL	$5.00	**$200.00**	$22.80	**$912.00**	$26.88	**$1,075.20**	$15.00	**$600.00**
P-620-5.3	THERMOPLASTIC PARKING LOT MARKINGS	125	SF	$10.00	**$1,250.00**	$22.80	**$2,850.00**	$26.88	**$3,360.00**	$32.15	**$4,018.75**
T-904-5.1	SODDING	50	SY	$5.00	**$250.00**	$4.29	**$214.50**	$8.06	**$403.00**	$7.00	**$350.00**
T-905-5.1	TOPSOILING	25	CY	$30.00	**$750.00**	$17.10	**$427.50**	$16.13	**$403.25**	$8.90	**$222.50**
522	4" THICK CONCRETE SIDEWALK, COMPLETE, INCLUDING CURB RAMPS, SIDEWALK CURB, & DETECTABLE WARNING MATS	40	SY	$60.00	**$2,400.00**	$66.12	**$2,644.80**	$87.07	**$3,482.80**	$0.00	**$0.00**
B-03	OFFICE BUILDING PHASE 1 FOUNDATION COMPLETE	1	LS	$100,000.00	**$100,000.00**	$36,295.32	**$36,295.32**	$25,789.25	**$25,789.25**	$35,929.00	**$35,929.00**
B-05	OFFICE BUILDING PHASE 1 VANILLA BOX PEMB COMPLETE	1	LS	$400,000.00	**$400,000.00**	$357,737.19	**$357,737.19**	$255,312.50	**$255,312.50**	$337,243.00	**$337,243.00**
			SUBTOTAL - BASE BID(FAA)	$	**516,925.00**		**$411,586.41**		**$304,276.35**		**$390,658.35**

BID ADDITIVE 2 - PHASE 2 NORTH TERMINAL APRON				ENGINEER'S ESTIMATE		Ahren's		Blackwater Construction Services		Scherer	
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
P-101-5.1	SAWCUTTING PAVEMENT	125	LF	$5.00	**$625.00**	$7.98	**$997.50**	$10.75	**$1,343.75**	$1.11	**$138.75**
P-152-4.2	UNCLASSIFIED EXCAVATION	450	CY	$10.00	**$4,500.00**	$2.22	**$999.00**	$26.88	**$12,096.00**	$19.25	**$8,662.50**
P-160-6.1	12-INCH SUBGRADE STABILIZATION	1,400	SY	$10.00	**$14,000.00**	$14.66	**$20,524.00**	$25.80	**$36,120.00**	$9.45	**$13,230.00**
P-211-5.2	8-INCH LIMEROCK BASE COURSE	1,350	SY	$20.00	**$27,000.00**	$17.73	**$23,935.50**	$33.86	**$45,711.00**	$19.64	**$26,514.00**
P-401-8.1	2-INCH ASPHALT SURFACE COURSE (APRON)	175	TON	$200.00	**$35,000.00**	$202.27	**$35,397.25**	$268.76	**$47,033.00**	$382.94	**$67,014.50**
P-401-8.2	2-INCH ASPHALT BASE COURSE (APRON)	175	TON	$200.00	**$35,000.00**	$256.50	**$44,887.50**	$268.76	**$47,033.00**	$382.94	**$67,014.50**
P-602-5.1	BITUMINOUS PRIME COAT	425	GAL	$5.00	**$2,125.00**	$22.80	**$9,690.00**	$21.50	**$9,137.50**	$15.00	**$6,375.00**
P-603-5.1	BITUMINOUS TACK COAT	150	GAL	$5.00	**$750.00**	$28.50	**$4,275.00**	$21.50	**$3,225.00**	$15.00	**$2,250.00**
T-901-5.1	SEEDING	0.25	AC	$2,000.00	**$500.00**	$6,384.00	**$1,596.00**	$31,175.00	**$7,793.75**	$16,439.00	**$4,109.75**
SUBTOTAL - BASE BID(FAA)					**$ 119,500.00**		**$142,301.75**		**$209,493.00**		**$195,309.00**

BID ADDITIVE 3 - MISCELLANEOUS JET CENTER HANGAR AND SITE ITEMS				ENGINEER'S ESTIMATE		Ahren's		Blackwater Construction Services		Scherer	
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST		TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
B-06	INSTALL BIG ASS FAN COMPLETE	1	EA	$5,000.00	**$5,000.00**	$17,886.60	**$17,886.60**	$7,525.00	**$7,525.00**	$29,182.00	**$29,182.00**
B-07	HANGAR DOOR MOTORIZATION COMPLETE	1	LS	$30,000.00	**$30,000.00**	$9,514.44	**$9,514.44**	$7,525.00	**$7,525.00**	$25,300.00	**$25,300.00**
F-162-5.3	DECORATIVE GATE MOTORIZATION & ACCESS CONTROL, COMPLETE, INCLUDING GATE DRIVER, LIGHTING, CAMERA, ACCESS CONTROL, LOOP DETECTORS, WIRING, & ELECTRICAL CONNECTIONS	1	LS	$20,000.00	**$20,000.00**	$77,786.76	**$77,786.76**	$30,100.00	**$30,100.00**	$22,645.00	**$22,645.00**
SUBTOTAL - BASE BID(FAA)					**$ 55,000.00**		**$105,187.80**		**$45,150.00**		**$77,127.00**

		Engineer Estimate	Ahren's (Low Bidder)	Blackwater	Scherer
BASE BID(FDOT) + BASE BID(FAA)	USD	**$1,712,268.38**	**$2,324,197.56**	**$2,391,626.71**	**$2,484,321.28**
BASE BID(FDOT) + BASE BID(FAA)+ADDITIVE 1 ALT B	USD	**$2,229,193.38**	**$2,735,783.97**	**$2,695,903.06**	**$2,874,979.63**
BASE BID(FDOT) + BASE BID(FAA)+ADDITIVE 1 ALT B+BID ADDITIVE 3	USD	**$2,284,193.38**	**$2,840,971.77**	**$2,741,053.06**	**$2,952,106.63**
BASE BID(FDOT) + BASE BID(FAA)+ADDITIVE 1 ALT A+BID ADDITIVE 3	USD	**$2,184,193.38**	**$2,697,858.79**	**$2,660,764.26**	**$3,174,286.98**
BASE BID(FDOT) + BASE BID(FAA)+ADDITIVE 1 ALT B+BID ADDITIVE 2+BID ADDITIVE 3	USD	**$2,403,693.38**	**$2,983,273.52**	**$2,950,546.06**	**$3,147,415.63**

NOTICE OF AWARD

STATE OF FLORIDA
COUNTY OF PUTNAM

THIS CONTRACT AWARD made this _____ day of _____ 20____ by the **City of Palatka, Florida**, hereinafter called the OWNER, to **Ahrens Companies**; hereinafter called the CONTRACTOR, is for the completion of a certain project described as: **Corporate Jet Center & North Terminal Apron (Base Bid):** for the use and benefit of the Owner as shown on the plans and described in the specifications as prepared by:

Passero Associates, LLC
335 S. Legacy Trail, B-102
St. Augustine, FL 32092

Commencement of work under this contract shall begin not less than five (5) nor more than ten (10) days after Contractor's receipt of a Notice to Proceed issued by the Owner and the project is to be fully completed on or before **two hundred seventy (270)** calendar days after that specified date unless otherwise subsequently agreed.

OWNER: **City of Palatka,** Florida

By: Jason Shaw
Printed Name

_____
Signature

Acting City Manager
Title

Acknowledgement of Receipt of Contract Award by **Ahrens Companies**, Contractor,

Richard C. Ahrens
Printed Name

_____
Signature

President / CEO
Title

_____
Date

CONTRACT AGREEMENT
City of Palatka

THIS AGREEMENT, made as of _____ is **BY AND BETWEEN**

The OWNER: ***City of Palatka***
201 N. 2nd Street
Palatka, FL 32177

And the CONTRACTOR:

(Name) ***Ahrens Companies***

(Address) ***1461 Kinetic Road***

(City, State, Zip Code) ***Lake Park, FL 33403***

WITNESSETH:

WHEREAS it is the intent of the Owner to make improvements at **Palatka Municipal Airport** generally described as follows;

Corporate Jet Center & North Terminal Apron (Base Bid) hereinafter referred to as the Project.

NOW THEREFORE in consideration of the mutual covenants hereinafter set forth, OWNER and CONTRACTOR agree as follows:

Article 1 - Work

It is hereby mutually agreed that for and in consideration of the payments as provided for herein to the CONTRACTOR by the OWNER, CONTRACTOR shall faithfully furnish all necessary labor, equipment, and material and shall fully perform all necessary work to complete the Project in strict accordance with this Contract Agreement and the Contract Documents.

Article 2 – Contract Documents

CONTRACTOR agrees that the Contract Documents consist of the following: this Agreement, General Provisions, Supplementary Provisions, Specifications, Drawings, all issued addenda, Notice-to-Bidders, Instructions-to-Bidders, Bid and associated attachments, Performance Bond, Payment Bond, Wage Rate Determination, Insurance certificates, documents incorporated by reference, documents incorporated by attachment, and all OWNER authorized change orders issued subsequent to the date of this agreement. All documents comprising the Contract Documents are complementary to one another and together establish the complete terms, conditions and obligations of the CONTRACTOR. All said Contract Documents are incorporated by reference into the Contract Agreement as if fully rewritten herein or attached thereto.

Article 3 – Contract Price
In consideration of the faithful performance and completion of the Work by the CONTRACTOR in accordance with the Contract Documents, OWNER shall pay the CONTRACTOR an amount equal to:
Total Contract Amount

$ two million three hundred twenty-four one hundred ninety-seven dollars and fifty-six cents

(Amount in Written Words)

$ 2,324,197.56

(Amount in Numerals)

Subject to the following:

a. Said amount is based on the schedule of prices and estimated quantities stated in CONTRACTOR'S Bid, which is attached to and made a part of this Agreement;
b. Said amount is the aggregate sum of the result of the CONTRACTOR'S stated unit prices multiplied by the associated estimated quantities;
c. CONTRACTOR and OWNER agree that said estimated quantities are not guaranteed and that the determination of actual quantities is to be made by the OWNER'S ENGINEER;
d. Said amount is subject to modification for additions and deductions as provided for within the Contract General Provisions.

Article 4 – Payment

Upon the completion of the work and its acceptance by the OWNER, all sums due the CONTRACTOR by reason of faithful performance of the work, taking into consideration additions to or deductions from the Contract price by reason of alterations or modifications of the original Contract or by reason of "Extra Work" authorized under this Contract, will be paid to the CONTRACTOR by the OWNER after said completion and acceptance.

The acceptance of final payment by the CONTRACTOR shall be considered as a release in full of all claims against the OWNER, arising out of, or by reason of, the work completed, and materials furnished under this Contract.

OWNER shall make progress payments to the CONTRACTOR in accordance with the terms set forth in the General Provisions. Progress payments shall be based on estimates prepared by the ENGINEER for the value of work performed and materials completed in place in accordance with the Contract Drawings and Specifications.

Progress payments are subject to retainage requirements as set forth in the General Provisions.

Article 5 – Contract Time

The CONTRACTOR agrees to commence work within ten (10) calendar days of the date specified in the OWNER'S Notice-to-Proceed. CONTRACTOR further agrees to complete said work within **two hundred seventy (270)** calendar days of the commencement date stated within the Notice-to-Proceed.

It is expressly understood and agreed that the stated Contract Time is reasonable for the completion of the Work, taking all factors into consideration. Furthermore, extensions of the Contract Time may only be permitted by execution of a formal modification to this Contract Agreement in accordance with the General Provisions and as approved by the OWNER.

Article 6 – Liquidated Damages

The CONTRACTOR and OWNER understand and agree that time is of essence for completion of the Work and that the OWNER will suffer additional expense and financial loss if said Work is not completed within the authorized Contract Time. Furthermore, the CONTRACTOR and OWNER recognize and understand the difficulty, delay, and expense in establishing the exact amount of actual financial loss and additional expense. Accordingly, in place of requiring such proof, the CONTRACTOR expressly agrees to pay the OWNER as liquidated damages the non-penal sum of **$1,000.00** per calendar day for each calendar day required in excess of the authorized Contract Time.

Furthermore, the CONTRACTOR understands and agrees that;

a. the OWNER has the right to deduct from any moneys due the CONTRACTOR, the amount of said liquidated damages;
b. the OWNER has the right to recover the amount of said liquidated damages from the CONTRACTOR, SURETY or both.

Article 7 – CONTRACTOR'S Representations

The CONTRACTOR understands and agrees that all representations made by the CONTRACTOR within the Bid shall apply under this Agreement as if fully rewritten herein.

Article 8 – CONTRACTOR'S Certifications

The CONTRACTOR understands and agrees that all certifications made by the CONTRACTOR within the Bid shall apply under this Agreement as if fully rewritten herein. The CONTRACTOR further certifies the following;

a. Certification of Eligibility (29 CFR Part 5.5)
   i. By Entering into this agreement the CONTRACTOR certifies that neither he or she nor any person or firm who has an interest in the CONTRACTOR'S firm is a person or firm ineligible to be awarded Government contracts by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1);
   ii. No part of this agreement shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1);
   iii. The penalty for making false statements is prescribed in the U.S. Criminal Code 18 U.S.C.

Article 9 – Miscellaneous

Contractor shall indemnify and hold harmless City and all of City's elected officials, officers, and employees from and against all claims, liability, loss and expense, including reasonable costs, collection expenses, attorneys' fees, and court costs to the extent caused by the negligence (whether active or passive), misconduct, or other fault, in hole or in part (whether joint, concurrent or contributing), of Contractor or its officers, agents or employees in performance or non-performance of its obligations under this Agreement. Contractor recognizes this indemnification and hold harmless clause, and voluntarily makes this covenant and expressly acknowledges the receipt of such good and valuable consideration provided by City in support of these indemnification and hold harmless contractual obligations in accordance with the laws of the State of Florida. This clause shall survive the termination of this Agreement. Compliance with any insurance requirements required elsewhere within this Agreement shall not relieve Contractor of its liability and obligation to hold harmless and indemnify City as set forth in this provision.

Nothing herein shall be construed to extend City's liability beyond that provided in section 768.28, Fla. Statue.

Article 10 – Section 119.0701 Florida Statues

Contractor shall comply with the public records laws of the State of Florida contained in Chapter 119, Florida Statutes, as the same may be amended. Failure to comply with the provisions of this subsection shall constitute a substantial failure to perform on the part of Contractor in accordance with the terms of this Agreement. Specifically, but not by way of limitation, Contractor shall:

i Keep and maintain public records required by City to perform the service;

ii Upon request by City's custodian of public records, provide City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

iii Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of the services to be provided by Contractor under this Agreement if Contractor does not transfer the records to City; and

iv Upon completion of the services to be provided under this Agreement, transfer, at no cost, to City all public records in possession of Contractor or keep and maintain public records required by City to perform the services. If Contractor transfers all public records to City upon completion of the services, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion

of the services, Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to City, upon request from City's custodian of public records, in a format that is compatible with the information technology systems of City.

The definitions contained in Chapter 119, Florida Statutes, apply to terms used in this section, unless alternate or more specific definitions for any such terms are provided in this Agreement.

For purposes of this Agreement, the term "custodian of public records" shall mean the City Clerk, or his/her designee.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:
TELEPHONE: (352) 386-329-0100 E-MAIL: khayes@Palatkafl.org
MAILING ADDRESS: 201 N. Second Street, Palatka, FL 32177

Article 11 – Miscellaneous

a. CONTRACTOR understands that it shall be solely responsible for the means, methods, techniques, sequences and procedures of construction in connection with completion of the Work;

b. CONTRACTOR understands and agrees that it shall not accomplish any work or furnish any materials that are not covered or authorized by the Contract Documents unless authorized in writing by the OWNER or ENGINEER;

c. The rights of each party under this Agreement shall not be assigned or transferred to any other person, entity, firm or corporation without prior written consent of both parties;

d. OWNER and CONTRACTOR each bind itself, their partners, successors, assigns and legal representatives to the other party in respect to all covenants, agreements, and obligations contained in the Contract Documents.

Article 12 – OWNER'S Representative

The OWNER'S Representative, herein referred to as ENGINEER, is defined as follows:

Passero Associates, LLC
355 S. Legacy Trail, B-102
St. Augustine, FL 32092

Said ENGINEER will act as the OWNER'S representative and shall assume all rights and authority assigned to the ENGINEER as stated within the Contract Documents in connection with the completion of the Project Work.

IN WITNESS WHEREOF, OWNER and CONTRACTOR have executed three (3) copies of this Agreement on the day and year first noted herein.

SIGNATURES ON NEXT PAGE

OWNER

Name: City of Palatka

Address: 201 N. 2nd Street

Palatka, FL 32177

By: _____
Signature

Acting City Manager
Title of Representative

ATTEST

By: _____
Signature

City Clerk
Title

CONTRACTOR

Name: Ahrens Companies

Address: 1461 Kinetic Road

Lake Park, FL 33403

By: _____
Signature

President/CEO
Title of Representative

ATTEST

By: _____
Signature

Client Relations
Title

ATTACHMENT "A"

FEDERAL CONTRACT PROVISIONS

(Note: The term 'Contractor and/or Subcontractor' is understood to mean a 'Consultant and/or Subconsultant', and means one who participates, through a contract of subcontract (at any tier)).

ACCESS TO RECORDS AND REPORTS

The Contractor must maintain an acceptable cost accounting system. The Contractor agrees to provide the Owner, the Federal Aviation Administration, and the Comptroller General of the United States or any of their duly authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts, and transcriptions. The Contractor agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

GENERAL CIVIL RIGHTS PROVISIONS

In all its activities within the scope of its airport program, the Contractor agrees to comply with pertinent statutes, Executive Orders, and such rules as identified in Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin, creed, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

The above provision binds the Contractors and Subcontractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

CIVIL RIGHTS – TITLE VI ASSURANCES

Compliance with Nondiscrimination Requirements**:**

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

1. **Compliance with Regulations:** The Contractor (hereinafter includes Consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin, creed, sex, age, or disability in the selection and retention of Subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21 including amendments thereto.
3. **Solicitations for Subcontracts, including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential Subcontractor or supplier will be notified by the Contractor of the Contractor's obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.
4. **Information and Reports:** The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a Contractor's noncompliance with the non-discrimination provisions

of this contract, the Sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:

a. Withholding payments to the Contractor under the contract until the Contractor complies; and/or
b. Cancelling, terminating, or suspending a contract, in whole or in part.

6. **Incorporation of Provisions:** The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a Subcontractor, or supplier because of such direction, the Contractor may request the Sponsor to enter into any litigation to protect the interests of the Sponsor. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

Title VI List of Pertinent Nondiscrimination Acts and Authorities

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 USC § 2000d *et seq*., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR Part 21 (Non-discrimination in Federally-Assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964) including amendments thereto;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 *et seq*.), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27 (Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance);
- The Age Discrimination Act of 1975, as amended (42 USC § 6101 *et seq*.)(prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL 100-259) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and Contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990, (42 USC § 12101, et seq) (prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC 1681 *et seq*).

DISADVANTAGED BUSINESS ENTERPRISES

Contract Assurance (49 CFR § 26.13) - The Contractor, Subrecipient or Subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26, including ant amendments thereto, in the award and administration of Department of Transportation-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this

contract, which may result in the termination of this contract or such other remedy as the Owner deems appropriate, which may include, but is not limited to: (1) Withholding monthly progress payments; (2) Assessing sanctions; (3) Liquidated damages; and/or (4) Disqualifying the Contractor from future bidding as non-responsible.

Prompt Payment (49 CFR § 26.29) - The Prime Contractor agrees to pay each Subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the Prime Contractor receives from the Sponsor. The Prime Contractor agrees further to return retainage payments to each Subcontractor within 30 days after the Subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Sponsor. This clause applies to both DBE and non-DBE Subcontractors.

FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE)

This contract incorporates by reference the provisions of 29 CFR part 201, et seq. the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part-time workers. Consultant has full responsibility to monitor its compliance to the referenced statute or regulation. Consultant must address any claims or dispute that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

All subcontracts that the Consultant enters into as a result of this contract incorporates by reference the provisions of 29 CFR part 201, et seq. the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part-time workers. Each Subconsultant has full responsibility to monitor its compliance to the referenced statute or regulation. Each Subconsultant must address any claims or dispute that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970

This contract and all subcontracts that result from this contract incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. Each employer must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. Each employer retains full responsibility to monitor its compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). Each employer must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

SEISMIC SAFETY

In the performance of design services, the Consultant agrees to furnish a building design and associated construction specification that conform to a building code standard that provides a level of seismic safety substantially equivalent to standards as established by the National Earthquake Hazards Reduction Program (NEHRP). Local building codes that model their building code after the current version of the International Building Code (IBC) meet the NEHRP equivalency level for seismic safety. At the conclusion of the design services, the Consultant agrees to furnish the Owner a "certification of compliance" that attests conformance of the building design and the construction specifications with the seismic standards of NEHRP or an equivalent building code.

CERTIFICATION REGARDING TAX DELINQUENCY & FELONY CONVICTIONS

Note: If Subconsultant cannot affirm both of the following certification statements, the Subconsultant shall be ineligible to enter into this agreement with the Consultant.

1) The Subconsultant, by signing this Agreement, certifies that it is not a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or

have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

2) The Subconsultant, by signing this Agreement, certifies that it is not a corporation that was convicted of a criminal violation under any Federal law within the preceding 24 months.

Term Definitions:

Felony conviction: Felony conviction means a conviction within the preceding twenty-four (24) months of a felony criminal violation under any Federal law and includes conviction of an offense defined in a section of the U.S. Code that specifically classifies the offense as a felony and conviction of an offense that is classified as a felony under 18 USC § 3559.

Tax Delinquency: A tax delinquency is any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted, or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

Note: If a Consultant or Subconsultant responds in the affirmative to either of the above representations, the applicant is ineligible to receive an award unless the Sponsor has received notification from the agency suspension and debarment official (SDO) that the SDO has considered suspension or debarment and determined that further action is not required to protect the Government's interests. The applicant therefore must provide information to the Owner about its tax liability or conviction to the Owner, who will then notify the FAA Airports District Office, which will then notify the agency's SDO to facilitate completion of the required considerations before award decisions are made.

TRADE RESTRICTION CERTIFICATION

By signing this Agreement, the Offeror/Contractor certifies that with respect to this solicitation and any resultant contract, the Offeror/Contractor –

1) is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (USTR);

2) has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the USTR; and

3) has not entered into any subcontract for any product to be used on the Federal project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18 USC § 1001.

The Offeror/Contractor must provide immediate written notice to the Owner if the Offeror/Contractor learns that its certification or that of a Subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Contractor must require Subcontractors provide immediate written notice to the Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR § 30.17, no contract shall be awarded to a Offeror/Contractor or Subcontractor:

1) who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR; or
2) whose Subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such USTR list; or
3) who incorporates in the public works project any product of a foreign country on such USTR list.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a Contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

The Offeror/Contractor agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. The Contractor may rely on the certification of a prospective Subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by USTR, unless the Offeror/Contractor has knowledge that the certification is erroneous.

This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Contractor or Subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration (FAA) may direct through the Owner cancellation of the contract or subcontract for default at no cost to the Owner or the FAA.

VETERAN'S PREFERENCE

In the employment of labor (excluding executive, administrative, and supervisory positions), the Contractor and all sub-tier Contractors must give preference to covered veterans as defined within Title 49 United States Code Section 47112. Covered veterans include Vietnam-era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns (as defined by 15 USC § 632) owned and controlled by disabled veterans. This preference only applies when there are covered veterans readily available and qualified to perform the work to which the employment relates.

PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

Contractor and Subcontractor agree to comply with mandatory standards and policies relating to use and procurement of certain telecommunications and video surveillance services or equipment in compliance with the National Defense Authorization Act [Public Law 115-232 § 889(f)(1)].

CERTIFICATION REGARDING DOMESTIC PREFERENCES FOR PROCUREMENTS

The Bidder or Offeror certifies by signing and submitting this bid or proposal that, to the greatest extent practicable, the Bidder or Offeror has provided a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including, but not limited to, iron, aluminum, steel, cement, and other manufactured products) in compliance with 2 CFR § 200.322.

PROHIBITION OF COVERED UNMANNED AIRCRAFT SYSTEMS (UAS)

The Bidder or Offeror certifies that they are aware of and comply with relevant Federal statutes and regulations, including those from the Federal Aviation Administration (FAA), for operating unmanned aircraft systems (UAS) in accordance, and in compliance with all related requirements in the FAA Reauthorization Act of 2024 (Public Law 118-63), section 936 (49 U.S.C. § 44801 note).

Contractor warrants that all UAS operations will be conducted in full compliance with all applicable Federal Aviation Administration (FAA) regulations, including but not limited to 14 CFR Part 107, and any other applicable local, state, or Federal laws and regulations. Sponsors and subgrant recipients cannot use AIP grant funds to enter into, extend, or renew a contract related to covered unmanned aircraft systems (UAS). This includes both procurement and operational contracts, as well as contracts with entities that operate such systems.

TEXTING WHEN DRIVING

In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving", (10/1/2009) and DOT Order 3902.10, "Text Messaging While Driving", (12/30/2009), the Federal Aviation Administration encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or sub-grant.

The Contractor must promote policies and initiatives for employees and other work personnel that decrease crashes by distracted drivers, including policies to ban text messaging while driving. The Contractor must include these policies in each third-party subcontract involved on this project.

DEBARMENT AND SUSPENSION (NON-PROCUREMENT)

By signing this contract agreement, the Consultant certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

Certification Regarding Debarment and Suspension Regarding Subconsultants:

The Consultant, by administering each lower tier subcontract that exceeds $25,000 as a "covered transaction", must confirm each lower tier participant of a "covered transaction" under the project is not presently debarred or otherwise disqualified from participation in this federally-assisted project. The Consultant will accomplish this by:

1. Checking the System for Award Management at website: http://www.sam.gov.
2. Collecting a certification statement similar to the Certificate Regarding Debarment and Suspension (Bidder or Offeror), above.
3. Inserting a clause or condition in the covered transaction with the lower tiercontract.

If the Federal Aviation Administration later determines that a lower tier participant failed to disclose to a higher tier participant that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedies, including suspension and debarment of the non-compliant participant.

CONTRACT WORKHOURS AND SAFETY STANDARDS ACT REQUIREMENTS

1. Overtime Requirements.

   No Contractor or Subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic, including watchmen and guards, in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

2. Violation; Liability for Unpaid Wages; Liquidated Damages.

   In the event of any violation of the clause set forth in paragraph (1) of this clause, the Contractor and any Subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and Subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this clause, in the sum of $29 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this clause.

3. Withholding for Unpaid Wages and Liquidated Damages.

   The Federal Aviation Administration (FAA) or the Owner shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or Subcontractor under any such contract or any other Federal contract with the same Prime Contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same Prime Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or Subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this clause.

4. Subcontractors.

   The Contractor or Subcontractor shall insert in any subcontracts the clauses set forth in paragraphs (1) through (4) and also a clause requiring the Subcontractor to include these clauses in any lower tier subcontracts. The Prime

Contractor shall be responsible for compliance by any Subcontractor or lower tier Subcontractor with the clauses set forth in paragraphs (1) through (4) of this clause.

LOBBYING AND INFLUENCING FEDERAL EMPLOYEES

The Consultant certifies by signing this agreement, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Consultant, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

CLEAN AIR AND WATER POLLUTION CONTROL

Consultant agrees to comply with all applicable standards, orders, and regulations issued pursuant to the Clean Air Act (42 USC §§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 USC §§ 1251-1387). The Consultant agrees to report any violation to the Owner immediately upon discovery. The Owner assumes responsibility for notifying the Environmental Protection Agency (EPA) and the Federal Aviation Administration.

BREACH OF CONTRACT TERMS N/A

Any violation or breach of terms of this contract on the part of the Consultant or its Subcontractors and or Subconsultants may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement.

Owner will provide Consultant written notice that describes the nature of the breach and corrective actions the Consultant must undertake in order to avoid termination of the contract. Owner reserves the right to withhold payments to Consultant until such time the Consultant corrects the breach or the Owner elects to terminate the contract. The Owner's notice will identify a specific date by which the Consultant must correct the breach. Owner may proceed with termination of the contract if the Consultant fails to correct the breach by the deadline indicated in the Owner's notice.

The duties and obligations imposed by this contract and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights, and remedies otherwise imposed or available by law.

[End of Schedule "C" – Federal Contract Provisions]

CERTIFICATE OF OWNER'S ATTORNEY

I, the undersigned, _____, the duly authorized and acting legal representative of the City of Palatka do hereby certify as follows:

I have examined the attached contract (s) and surety bonds and the manner of execution thereof, and I am of the opinion that each of the aforesaid agreements has been duly authorized; that said representatives have full power and authority to execute said agreements on behalf of the respective parties named thereon; and that the foregoing agreements constitute valid and legally binding obligations upon the parties executing the same in accordance with terms, conditions and provisions thereof.

Date: _____ _____

PERFORMANCE BOND

Bond Number

PRINCIPAL *(Legal Name and Business Address)* STATE OF INCORPORATION

SURETY *(Legal Name and Business Address)*	CONTRACT NO.	CONTRACT DATE

PENAL SUM OF BOND *(Expressed in words and numerals)*

OBLIGATION

KNOW ALL PERSONS BY THESE PRESENTS, that the above named PRINCIPAL, hereinafter referred to and called CONTRACTOR, and the above named SURETY hereby bind themselves unto ***City of Palatka, 201 N. 2nd Street, Palatka, FL 32177***, as OBLIGEE, hereinafter referred to and called OWNER, in the penal sum stated above, in lawful money of the United States of America to be paid to OWNER. For payment of the penal sum, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS,

CONTRACTOR has entered into the written contract agreement identified hereinabove with the OWNER for the following project:

Project Name: **Corporate Jet Center & North Terminal Apron**

Project Location: **Palatka Municipal Airport, Palatka, FL**

which said contract and associated contract documents, including any present or future amendment thereto, is incorporated herein by reference and is hereinafter referred to as the Contract.

CONDITION

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if CONTRACTOR shall promptly and faithfully perform all undertakings, covenants, terms, conditions and agreements of the Contract during the original term of the Contract and any extensions thereof that are granted by the OWNER, with or without notice to the SURETY, and during the period of any guarantee or warranties required under the Contract, and if CONTRACTOR shall perform and fulfill all undertakings, covenants, terms, conditions and agreements of any and all duly authorized modifications of the Contract that hereafter are made, then this obligation shall be void; otherwise it shall remain in full force and effect subject to the following additional conditions:

1. SURETY, for value received, hereby stipulates and agrees that no change, extension of time, modification, omission, addition or change in or to the Contract, or the work performed thereunder or the specifications accompanying the same, shall in any way affect the SURETY'S obligation on this bond; and SURETY hereby agrees to waive notice of any and all such extensions, modifications, omissions, alterations, and additions to the terms of the Contract, work or specifications.

2. Whenever CONTRACTOR shall be and declared by the OWNER to be in default under the Contract, the Surety shall promptly and at the SURETY'S expense remedy the default by implementing one or more of the following actions:

   a. Arrange for the CONTRACTOR, with consent of the OWNER, to perform and complete the Contract; or

   b. Undertake to perform and complete the Contract itself, through its agents or through independent contractors; or

   c. Obtain bids or negotiated bids from qualified contractors acceptable to the OWNER for a contract for performance and completion of the Contract; arrange for a contract to be prepared for execution by the OWNER and the contractor selected with the OWNER'S concurrence, to be secured with performance and payment bonds executed by a qualified surety equivalent to the Bonds issued on the Contract; and make available as work progresses (even though there should be a default or a succession of defaults under the contract or contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the contract price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the penal sum of the bond. The term "balance of the contract price", as used in this paragraph, shall mean the total amount payable by OWNER to CONTRACTOR under the Contract and any amendments thereto, disbursed at the rate provided in the original contract, less the amount properly paid by OWNER to CONTRACTOR.

   d. With written consent of the OWNER, SURETY may waive its right to perform and complete, arrange for completion or obtain a new contractor and with reasonable promptness, investigate and determine the amount the SURETY is liable to the OWNER and tender payment therefor to the OWNER.

3. CONTRACTOR and SURETY agree that if in connection with the enforcement of this Bond, the OWNER is required to engage the services of an attorney, that reasonable attorney fees incurred by the OWNER, with or without suit, are in addition to the balance of the contract price.

4. No right of action shall accrue on this bond to or for the use of any person or corporation other than the OWNER named herein or the successors or assigns of the OWNER.

Signatures on next page

WITNESS

In witness whereof, this instrument is executed this the _____ day of _____, 20___.

INDIVIDUAL PRINCIPAL:

Company Name: _____

Signature: _____

Name and Title: _____

CORPORATE PRINCIPAL:

ATTEST**:**

Corporate Name: _____

Signature: _____ Signature:_____

Name and Title: _____ Name and Title: _____

(Affix Corporate Seal)

SURETY:

ATTEST**:**

Surety Name: _____

Signature: _____ Signature: _____

Name and Title:_____ Name and Title: _____

(Affix Seal) (Attach Power of Attorney)

OWNER ACCEPTANCE

The OWNER approves the form of this Performance Bond.

Date: _____ Signature: _____

Name and Title: _____

ATTEST:

Signature: _____

Name and Title: _____

PAYMENT BOND

Bond Number

PRINCIPAL *(Legal Name and Business Address)* STATE OF INCORPORATION

SURETY *(Legal Name and Business Address)*	CONTRACT NO.	CONTRACT DATE

PENAL SUM OF BOND *(Expressed in words and numerals)*

OBLIGATION

KNOW ALL PERSONS BY THESE PRESENTS, that the above named PRINCIPAL, hereinafter referred to and called CONTRACTOR, and the above named SURETY hereby bind themselves unto ***City of Palatka, 201 N. 2nd Street, Palatka, FL 32177***, as OBLIGEE, hereinafter referred to and called OWNER, in the penal sum stated above, in lawful money of the United States of America to be paid to OWNER. For payment of the penal sum, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS,

CONTRACTOR has entered into the written contract agreement identified hereinabove with the OWNER for the following project:

Project Name: **Corporate Jet Center & North Terminal Apron**

Project Location: **Palatka Municipal Airport, Palatka, FL**

which said contract and associated contract documents, including any present or future amendment thereto, is incorporated herein by reference and is hereinafter referred to as the Contract.

CONDITION

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if CONTRACTOR shall promptly make payment to all employees, persons, firms or corporations for all incurred indebtedness and just claims for labor, supplies, materials and services furnished for or used in connection with the performance of the Contract, then this obligation shall be void; otherwise it shall remain in full force and effect subject to the following additional conditions:

1. CONTRACTOR and SURETY indemnify and hold harmless the OWNER for all claims, demands, liens or suits that arise from performance of the Contract
2. SURETY, for value received, hereby stipulates and agrees that no change, extension of time, modification, omission, addition or change in or to the Contract, or the work performed thereunder or the specifications accompanying the same, shall in any way affect the SURETY'S obligation on this bond; and SURETY hereby agrees to waive notice of any and all such extensions, modifications, omissions, alterations, and additions to the terms of the Contract, work or specifications.

3. No final settlement between the OWNER and the CONTRACTOR shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.
4. The amount of this bond shall be reduced by and to the extent of any payments made in good faith hereunder.
5. Amounts owed by the OWNER to the CONTRACTOR under the Contract shall be used for the performance of the Contract and to satisfy claims, if any, under any Performance Bond. By the CONTRACTOR furnishing and the OWNER accepting this Bond, they agree that all funds earned by the CONTRACTOR in the performance of the Contract are dedicated to satisfy obligations of the CONTRACTOR and the SURETY under this Bond, subject to the OWNER'S priority to use the funds for the completion of the project.

Signatures on next page

WITNESS

In witness whereof, this instrument is executed this the _____ day of _____, 20___.

INDIVIDUAL PRINCIPAL:

Company Name:_____

Signature:_____

Name and Title: _____

CORPORATE PRINCIPAL:

ATTEST**:**

Corporate Name: _____

Signature:_____ Signature:_____

Name and Title: _____ Name and Title: _____

(Affix Corporate Seal)

SURETY:

ATTEST**:**

Surety Name: _____

Signature: _____ Signature: _____

Name and Title:_____ Name and Title: _____

(Affix Seal) (Attach Power of Attorney)

OWNER ACCEPTANCE

The OWNER approves the form of this Performance Bond.

Date: _____ Signature: _____

Name and Title: _____

ATTEST:

Signature: _____

Name and Title: _____

(Affix Seal)

Palatka Municipal Airport

Corporate Jet Center Hangar

Construction Administration, Periodic Construction Monitoring & Observation, QA Material Testing, & Grant Administration Assistance

by
Passero Associates, LLC
(Passero Project No. 24000010.075R)

Work Order 26-75R

Work Order 26-75R

Palatka Municipal Airport, Palatka, Florida
Construction Administration, Periodic Construction Monitoring & Observation, and Q-A Material Testing

PASSERO ASSOCIATES (PA) agrees to perform the following services, in accordance with the terms and conditions of this Work Order and the Master Consulting Services Agreement with the City of Palatka, dated May 24, 2024, of which all terms and conditions are incorporated herein by reference.

Project Location: Palatka Municipal Airport, Palatka, Florida.

Project Description: This project includes construction of an 11,995 SF hangar building and associated 1,600 SF office space and site improvements. See the attached Schedule A Scope of Work for further information.

Scope of Basic Services: Construction Administration, Periodic Construction Monitoring & Observation (See Schedule A: Scope of Work).

Scope of Special Services: Quality Assurance Material Testing

Client Manager: Yul McNair, Airport Manager.

PA Program Manager: Bradley Wente, P.E.

PA Project Manager: Matt Singletary, P.E.

Basic Services Compensation & Method of Payment:	Lump Sum (Not-to-Exceed)	$ 155,000.00
Special Services Compensation & Method of Payment:	Lump Sum (Not-to-Exceed)	$ 20,000.00
Total Project Cost:	Lump Sum (Not-to-Exceed)	$ 175,000.00

Schedule: As presented and assigned by the City.

Meetings: Final Inspection Meeting, and as requested and assigned by the City.

Deliverables:
1. Construction-phase, project administration services.
2. Periodic observation and on-site monitoring of contractor progress.

"Consultant"	**"Client"**
Passero Associates, LLC	**City of Palatka, Florida**
BY: _____	BY: _____
Bradley J. Wente, P.E.	Jason Shaw
Typed Name	Typed Name Title:
Title: Vice President	Acting City Manager
ATTEST:	ATTEST:
BY: _____	BY: _____
Angela Witt, Contracts/Grants Administrator	_____
Name, Title	Name, Title
Date: _____	Date: _____

Schedule A: Scope of Work

Work Order 26-75R

Palatka Municipal Airport, Palatka, Florida
Construction Administration, Periodic Construction Monitoring & Observation, Q-A Material Testing and Grant Administration Assistance

I. Project Description

Corporate Jet Center (Phase 1): The Base Bid includes an 11,995 (112' x 107' SF pre-engineered metal building aircraft hangar with 100' wide x 28' tall 6-leaf sliding door and single toilet restroom. Associated site improvements include asphalt pavement access road, concrete sidewalk, fencing & gates, storm sewer, and utilities. Bid Additive work includes a 1,600 SF pre-engineered metal building office with restrooms and associated asphalt pavement parking stalls and concrete sidewalk.

II. Basic Services

Passero Associates, LLC (Consultant) will provide the following Basic Services to the City of Palatka ('City' or 'Client'):

A. Construction Administration

Passero will provide the following basic services: construction administration for construction duration (270 calendar days), plus pre-construction services (30+ calendar days) and closeout services (30+ calendar days)) to assist the Client with the construction administration phase of the project.

The Consultant shall provide construction administration support by an engineer/architect, inspector and supporting professional staff that will:

1. Assist the Client in managing the technical and administrative components of the project.
2. Provide periodic updates to the Client, as requested throughout the life of the project.
3. Provide consultation and advice to the Client during construction, including attending a pre-construction conference, attendance at construction coordination meetings and other meetings required during the course of construction. Prepare, review, and distribute minutes of these meetings, if applicable.
4. Review contractor submittals, such as construction schedules and phasing schedules, shop drawings, product data, catalog cuts, and samples, for conformance with the construction contract requirements.
5. Review, with the Client, alternative construction methods proposed by the contractor.
6. Review and process supplemental drawings and change orders necessary to properly execute the work within the intended scope and to accommodate changed field conditions.
7. Interpret the requirements of the contract documents for the Client.
8. Review and furnish the Client one reproducible set of the record drawings (to be completed by the contractor) for the completed project.
9. Participate in the pre-final and final inspections of the completed project with Client and the contractor.

B. Construction Observation Phase

This Phase is field based. The Consultant will be providing periodic monitoring and observation services on the construction site. Periodic observation services include one (1) to two (2) 8-hour days per week over the 270-day project duration (58 days total). Please note that exact time spent per week may fluctuate based on the criticality of the work activities being performed at that time. The Consultant shall assist the Client by providing the following services:

In the construction observation phase, the Consultant shall provide on-site monitoring of construction procedures by a part-time Resident Inspector and supporting staff who will:

1. Conduct on-site observations and monitor the construction activities to assess compliance with the intent of the design.
2. Report regularly to the Client pertaining to the construction progress and, based on on-site observations, its compliance to the project plans and specifications.

3. Review the construction schedule prepared by the contractor for compliance with the contract and give written advice to the Client concerning its acceptability.
4. Attend, conduct, and prepare meeting minutes for pre-construction conference, pre-paving conference, bi-weekly construction progress meetings, and any other special meetings as needed or required.
5. Review the Contractor's Quality Control Plan for conformance with Contract requirements. Verify that material testing required by the Contract Documents is performed and documented. Coordinate Quality Assurance (Owner's) material testing.
6. Provide a written field report with photographs for all site visits performed and maintain a project record documenting construction activities observed.
7. Measure, compute or check quantities of work performed and quantities of materials in-place for use in the preparation of the Contractor's progress and final payment applications.
8. Prepare, review and approve monthly and final payments to the contractor.
9. Develop and confirm final punch list completion.
10. Compile all testing results, reports and records required for project closeout.
11. Assist Client with Project Closeout.

C. Grants Administration Assistance

1. Assist in the preparation of reimbursement request package, coordination of execution by City, and submissions to the FDOT.
2. Assist City in compiling and submitting necessary Joint Automated Capital Improvement Program documentation and closeout documents required by the FDOT.
3. Serve as liaison for the City with FDOT, as needed.

D. Meetings and Deliverables

1. Passero Associates will prepare for and attend the following meetings:

   - Pre-Construction Meeting
   - Periodic Construction Progress Meetings
   - Pre-Final and Final Construction Inspection Walk-Through Meetings

2. Passero Associates will provide the following deliverables to the Client:

   - Periodic Progress Reports
   - As-Built/Record Drawings
   - Project Closeout Documents

D. Clarification of Responsibility

The Client acknowledges that the Contractor, in accordance with the Contract Documents, is solely responsible for the completion of the Project in a quality and timely manner. Passero Associates' (Consultant's) construction-phase work tasks for the Project are limited to those specified in this Scope of Work.

The Client acknowledges that at no time will Passero Associates' responsibilities include supervision or direction of the actual work by the Contractor or its employees, subcontractors or suppliers.

The Client acknowledges that the Contractor is aware that neither the approval of contractor shop drawings nor the presence of Passero field representatives nor the observation of the work by Passero representatives shall excuse the Contractor in any way from defects discovered in the Work.

The Client acknowledges that the Contractor is responsible for project site safety. Passero staff will not control, direct or be responsible for construction means, methods, techniques, sequences (other than specified in the Construction Phasing Plan) or procedures in connection with the Contractor's work.

If construction extends the anticipated completion date, a supplemental Work Order to extend Passero Associates' services may be required.

III. Special Services

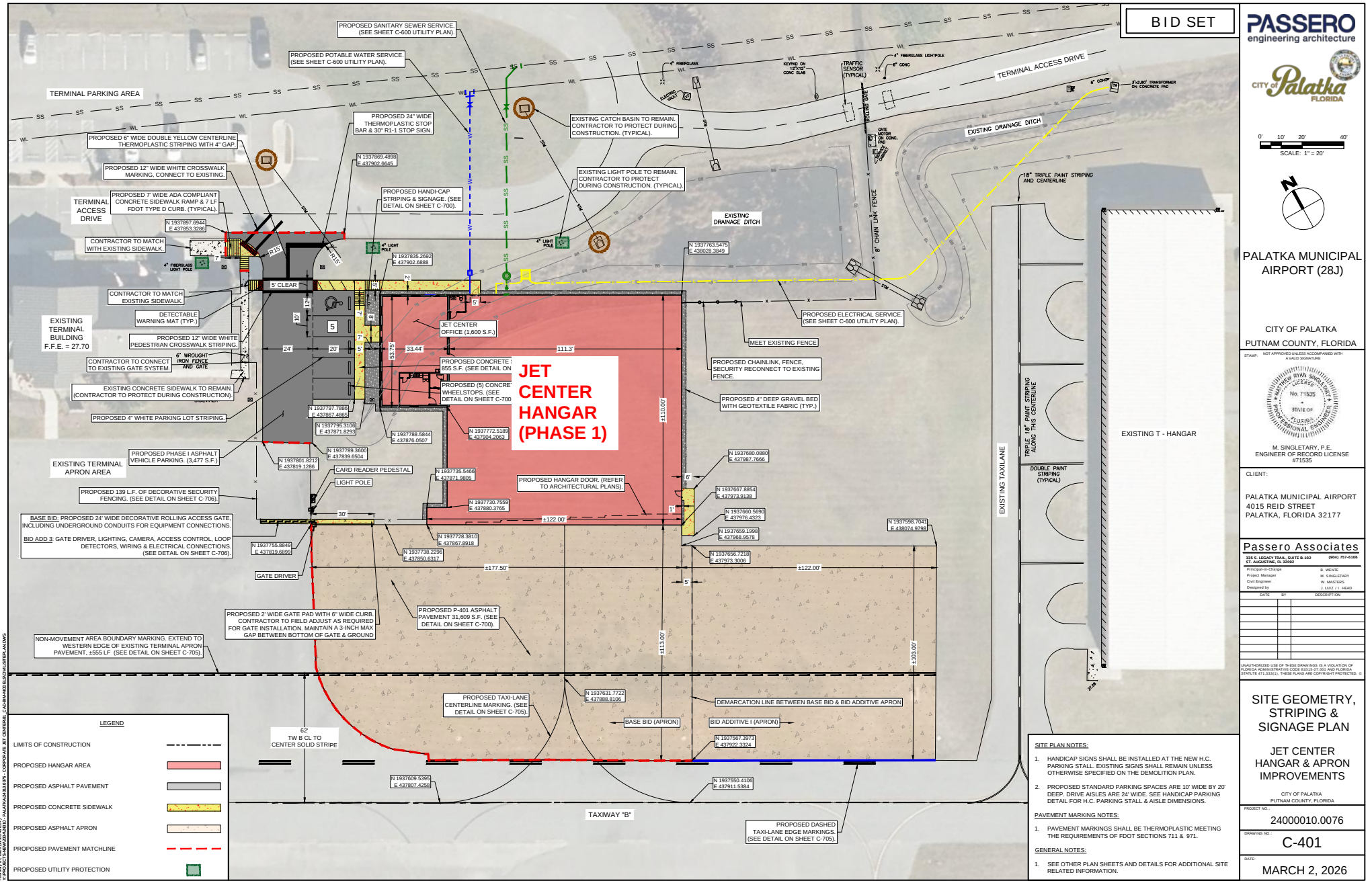
A. The Consultant will conduct Quality Assurance (Q/A) testing of materials, subcontracting for outside field, laboratory and/or shop tests of construction materials, as required by the plans and specifications. Please note: this scope of work shall also include the QA material testing for the associated North Terminal Apron construction.

IV. Other Considerations

A. Additional Services that may be required during the project, shall be performed, as agreed upon by the City and Consultant, and as approved, in writing, by the City, with concurrence from FDOT, prior to such services being rendered or performed.

B. The City is responsible for providing complete and thorough data in a timely fashion as requested by Passero, including all necessary data from City archives. Passero shall have the right to rely on this data and Passero is not responsible for data that is not provided for in the course of this Agreement.

END OF SCOPE OF WORK


BID SET
PROPOSED SANITARY SEWER SERVICE. (SEE SHEET C-600 UTILITY PLAN).
PROPOSED POTABLE WATER SERVICE. (SEE SHEET C-600 UTILITY PLAN).
TERMINAL PARKING AREA
TERMINAL ACCESS DRIVE
EXISTING CATCH BASIN TO REMAIN. CONTRACTOR TO PROTECT DURING CONSTRUCTION. (TYPICAL).
PROPOSED 24" WIDE THERMOPLASTIC STOP BAR & 30" R1-1 STOP SIGN.
PROPOSED 6" WIDE DOUBLE YELLOW CENTERLINE THERMOPLASTIC STRIPING WITH 4" GAP.
PROPOSED 12" WIDE WHITE CROSSWALK MARKING, CONNECT TO EXISTING.
PROPOSED 7' WIDE ADA COMPLIANT CONCRETE SIDEWALK RAMP & 7 LF FDOT TYPE D CURB. (TYPICAL).
PROPOSED HANDI-CAP STRIPING & SIGNAGE. (SEE DETAIL ON SHEET C-700).
EXISTING LIGHT POLE TO REMAIN. CONTRACTOR TO PROTECT DURING CONSTRUCTION. (TYPICAL).
EXISTING DRAINAGE DITCH
CONTRACTOR TO MATCH WITH EXISTING SIDEWALK.
CONTRACTOR TO MATCH EXISTING SIDEWALK.
DETECTABLE WARNING MAT (TYP.)
EXISTING TERMINAL BUILDING F.F.E. = 27.70
PROPOSED 12" WIDE WHITE PEDESTRIAN CROSSWALK STRIPING.
CONTRACTOR TO CONNECT TO EXISTING GATE SYSTEM.
EXISTING CONCRETE SIDEWALK TO REMAIN. (CONTRACTOR TO PROTECT DURING CONSTRUCTION).
PROPOSED 4" WHITE PARKING LOT STRIPING.
EXISTING TERMINAL APRON AREA
PROPOSED PHASE I ASPHALT VEHICLE PARKING. (3,477 S.F.)
PROPOSED 139 L.F. OF DECORATIVE SECURITY FENCING. (SEE DETAIL ON SHEET C-706).
BASE BID: PROPOSED 24' WIDE DECORATIVE ROLLING ACCESS GATE, INCLUDING UNDERGROUND CONDUITS FOR EQUIPMENT CONNECTIONS.
BID ADD 3: GATE DRIVER, LIGHTING, CAMERA, ACCESS CONTROL, LOOP DETECTORS, WIRING & ELECTRICAL CONNECTIONS. (SEE DETAIL ON SHEET C-706).
CARD READER PEDESTAL
LIGHT POLE
GATE DRIVER
PROPOSED 2' WIDE GATE PAD WITH 6" WIDE CURB. CONTRACTOR TO FIELD ADJUST AS REQUIRED FOR GATE INSTALLATION. MAINTAIN A 3-INCH MAX GAP BETWEEN BOTTOM OF GATE & GROUND
NON-MOVEMENT AREA BOUNDARY MARKING. EXTEND TO WESTERN EDGE OF EXISTING TERMINAL APRON PAVEMENT, ±555 LF. (SEE DETAIL ON SHEET C-705).
JET CENTER OFFICE (1,600 S.F.)
PROPOSED CONCRETE ... 855 S.F. (SEE DETAIL ON ...
PROPOSED (5) CONCRE... WHEELSTOPS. (SEE DETAIL ON SHEET C-700
JET CENTER HANGAR (PHASE 1)
PROPOSED HANGAR DOOR. (REFER TO ARCHITECTURAL PLANS).
PROPOSED ELECTRICAL SERVICE (SEE SHEET C-600 UTILITY PLAN).
MEET EXISTING FENCE
PROPOSED CHAINLINK, FENCE, SECURITY RECONNECT TO EXISTING FENCE.
PROPOSED 4" DEEP GRAVEL BED WITH GEOTEXTILE FABRIC (TYP.)
EXISTING T - HANGAR
EXISTING TAXILANE
TRIPLE 18" PAINT STRIPING ALONG THIS CENTERLINE
DOUBLE PAINT STRIPING (TYPICAL)
PROPOSED P-401 ASPHALT PAVEMENT 31,609 S.F. (SEE DETAIL ON SHEET C-700).
PROPOSED TAXI-LANE CENTERLINE MARKING. (SEE DETAIL ON SHEET C-705).
DEMARCATION LINE BETWEEN BASE BID & BID ADDITIVE APRON
BASE BID (APRON)
BID ADDITIVE I (APRON)
PROPOSED DASHED TAXI-LANE EDGE MARKINGS. (SEE DETAIL ON SHEET C-705).
TAXIWAY "B"
62' TW B CL TO CENTER SOLID STRIPE
LEGEND
LIMITS OF CONSTRUCTION
PROPOSED HANGAR AREA
PROPOSED ASPHALT PAVEMENT
PROPOSED CONCRETE SIDEWALK
PROPOSED ASPHALT APRON
PROPOSED PAVEMENT MATCHLINE
PROPOSED UTILITY PROTECTION
SITE PLAN NOTES:
1. HANDICAP SIGNS SHALL BE INSTALLED AT THE NEW H.C. PARKING STALL. EXISTING SIGNS SHALL REMAIN UNLESS OTHERWISE SPECIFIED ON THE DEMOLITION PLAN.
2. PROPOSED STANDARD PARKING SPACES ARE 10' WIDE BY 20' DEEP. DRIVE AISLES ARE 24' WIDE. SEE HANDICAP PARKING DETAIL FOR H.C. PARKING STALL & AISLE DIMENSIONS.
PAVEMENT MARKING NOTES:
1. PAVEMENT MARKINGS SHALL BE THERMOPLASTIC MEETING THE REQUIREMENTS OF FDOT SECTIONS 711 & 971.
GENERAL NOTES:
1. SEE OTHER PLAN SHEETS AND DETAILS FOR ADDITIONAL SITE RELATED INFORMATION.
PASSERO engineering architecture
CITY of Palatka FLORIDA
SCALE: 1" = 20'
PALATKA MUNICIPAL AIRPORT (28J)
CITY OF PALATKA
PUTNAM COUNTY, FLORIDA
STAMP: NOT APPROVED UNLESS ACCOMPANIED WITH A VALID SIGNATURE
MATTHEW RYAN SINGLETARY LICENSE No. 71535 STATE OF FLORIDA PROFESSIONAL ENGINEER
M. SINGLETARY, P.E.
ENGINEER OF RECORD LICENSE #71535
CLIENT:
PALATKA MUNICIPAL AIRPORT
4015 REID STREET
PALATKA, FLORIDA 32177
Passero Associates
335 S. LEGACY TRAIL, SUITE B-102 ST. AUGUSTINE, FL 32092 (904) 757-6106
Principal-in-Charge B. WENTE
Project Manager M. SINGLETARY
Civil Engineer W. MASTERS
Designed by J. LUIZ / I. HEAD
DATE BY DESCRIPTION
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SITE GEOMETRY, STRIPING & SIGNAGE PLAN
JET CENTER HANGAR & APRON IMPROVEMENTS
CITY OF PALATKA
PUTNAM COUNTY, FLORIDA
PROJECT NO.: 24000010.0076
DRAWING NO.: C-401
DATE: MARCH 2, 2026

Palatka Municipal Airport

North Terminal Apron

Construction Administration, Periodic Construction Monitoring & Observation, & Grant Administration Assistance

by

Passero Associates, LLC

(Passero Project No. 24000010.076R)

Work Order 26-76R

Work Order 26-76R

Palatka Municipal Airport, Palatka, Florida
Construction Administration, Periodic Construction Monitoring & Observation

PASSERO ASSOCIATES (PA) agrees to perform the following services, in accordance with the terms and conditions of this Work Order and the Master Consulting Services Agreement with the City of Palatka, dated May 24, 2024, of which all terms and conditions are incorporated herein by reference.

Project Location: Palatka Municipal Airport, Palatka, Florida.

Project Description: This project includes construction of an 19,640 SF asphalt pavement aircraft parking apron. See the attached Schedule A Scope of Work for further information.

Scope of Basic Services: Construction Administration, Periodic Construction Monitoring & Observation (See Schedule A: Scope of Work).

Scope of Special Services: Not applicable (please note Quality Assurance Material testing is included under WO 26-75R)

Client Manager: Yul McNair, Airport Manager.

PA Program Manager: Bradley Wente, P.E.

PA Project Manager: Matt Singletary, P.E.

Basic Services Compensation & Method of Payment:	Lump Sum (Not-to-Exceed)	$ 25,000.00
Special Services Compensation & Method of Payment:	NA	
Total Project Cost:	Lump Sum (Not-to-Exceed)	$ 25,000.00

Schedule: As presented and assigned by the City.

Meetings: Final Inspection Meeting, and as requested and assigned by the City.

Deliverables:
1. Construction-phase, project administration services.
2. Periodic observation and on-site monitoring of contractor progress.

"Consultant"
Passero Associates, LLC

BY: _____

Bradley J. Wente, P.E.
Typed Name

Title: Vice President

ATTEST:

BY: _____

Angela Witt, Contracts/Grants Administrator
Name, Title

Date: _____

"Client"
City of Palatka, Florida

BY: _____

Jason Shaw
Typed Name

Title: Acting City Manager

ATTEST:

BY: _____

_____
Name, Title

Date: _____

Schedule A: Scope of Work

Work Order 26-76R

Palatka Municipal Airport, Palatka, Florida
Construction Administration, Periodic Construction Monitoring & Observation, Q-A Material Testing and Grant Administration Assistance

I. Project Description

North Terminal Apron: The Base Bid includes a 19,640 SF asphalt pavement aircraft parking apron.

Please Note - this project will be constructed together with the Corporate Jet Center Hangar project.

II. Basic Services

Passero Associates, LLC (Consultant) will provide the following Basic Services to the City of Palatka ('City' or 'Client'):
(Please Note: This project will be constructed together with the Corporate Jet Center Hangar project. The scope of work described here shall supplement the scope of work required for the Corporate Jet Center Hangar Project.)

A. Construction Administration

Passero will provide the following basic services: construction administration for construction duration plus pre-construction services and closeout services to assist the Client with the construction administration phase of the project.

The Consultant shall provide construction administration support by an engineer/architect, inspector and supporting professional staff that will:

1. Assist the Client in managing the technical and administrative components of the project.
2. Provide periodic updates to the Client, as requested throughout the life of the project.
3. Provide consultation and advice to the Client during construction, including attending a pre-construction conference, attendance at construction coordination meetings and other meetings required during the course of construction. Prepare, review, and distribute minutes of these meetings, if applicable.
4. Review contractor submittals, such as construction schedules and phasing schedules, shop drawings, product data, catalog cuts, and samples, for conformance with the construction contract requirements.
5. Review, with the Client, alternative construction methods proposed by the contractor.
6. Review and process supplemental drawings and change orders necessary to properly execute the work within the intended scope and to accommodate changed field conditions.
7. Interpret the requirements of the contract documents for the Client.
8. Review and furnish the Client one reproducible set of the record drawings (to be completed by the contractor) for the completed project.
9. Participate in the pre-final and final inspections of the completed project with Client and the contractor.

B. Construction Observation Phase

This Phase is field based. The Consultant will be providing periodic monitoring and observation services on the construction site. The Consultant shall assist the Client by providing the following services:

In the construction observation phase, the Consultant shall provide on-site monitoring of construction procedures by a part-time Resident Inspector and supporting staff who will:

1. Conduct on-site observations and monitor the construction activities to assess compliance with the intent of the design.
2. Report regularly to the Client pertaining to the construction progress and, based on on-site observations, its compliance to the project plans and specifications.

3. Review the construction schedule prepared by the contractor for compliance with the contract and give written advice to the Client concerning its acceptability.
4. Attend, conduct, and prepare meeting minutes for pre-construction conference, pre-paving conference, bi-weekly construction progress meetings, and any other special meetings as needed or required.
5. Review the Contractor's Quality Control Plan for conformance with Contract requirements. Verify that material testing required by the Contract Documents is performed and documented. Coordinate Quality Assurance (Owner's) material testing.
6. Provide a written field report with photographs for all site visits performed and maintain a project record documenting construction activities observed.
7. Measure, compute or check quantities of work performed and quantities of materials in-place for use in the preparation of the Contractor's progress and final payment applications.
8. Prepare, review and approve monthly and final payments to the contractor.
9. Develop and confirm final punch list completion.
10. Compile all testing results, reports and records required for project closeout.
11. Assist Client with Project Closeout.

C. Grants Administration Assistance

1. Assist in the preparation of reimbursement request package, coordination of execution by City, and submissions to the FDOT & FAA.
2. Assist City in compiling and submitting necessary Joint Automated Capital Improvement Program documentation and closeout documents required by the FDOT & FAA.
3. Serve as liaison for the City with FDOT & FAA, as needed.

D. Meetings and Deliverables

1. Passero Associates will prepare for and attend the following meetings:

   - Pre-Construction Meeting
   - Periodic Construction Progress Meetings
   - Pre-Final and Final Construction Inspection Walk-Through Meetings

2. Passero Associates will provide the following deliverables to the Client:

   - Periodic Progress Reports
   - As-Built/Record Drawings
   - Project Closeout Documents

D. Clarification of Responsibility

The Client acknowledges that the Contractor, in accordance with the Contract Documents, is solely responsible for the completion of the Project in a quality and timely manner. Passero Associates' (Consultant's) construction-phase work tasks for the Project are limited to those specified in this Scope of Work.

The Client acknowledges that at no time will Passero Associates' responsibilities include supervision or direction of the actual work by the Contractor or its employees, subcontractors or suppliers.

The Client acknowledges that the Contractor is aware that neither the approval of contractor shop drawings nor the presence of Passero field representatives nor the observation of the work by Passero representatives shall excuse the Contractor in any way from defects discovered in the Work.

The Client acknowledges that the Contractor is responsible for project site safety. Passero staff will not control, direct or be responsible for construction means, methods, techniques, sequences (other than specified in the Construction Phasing Plan) or procedures in connection with the Contractor's work.

If construction extends the anticipated completion date, a supplemental Work Order to extend Passero Associates' services may be required.

III. Special Services

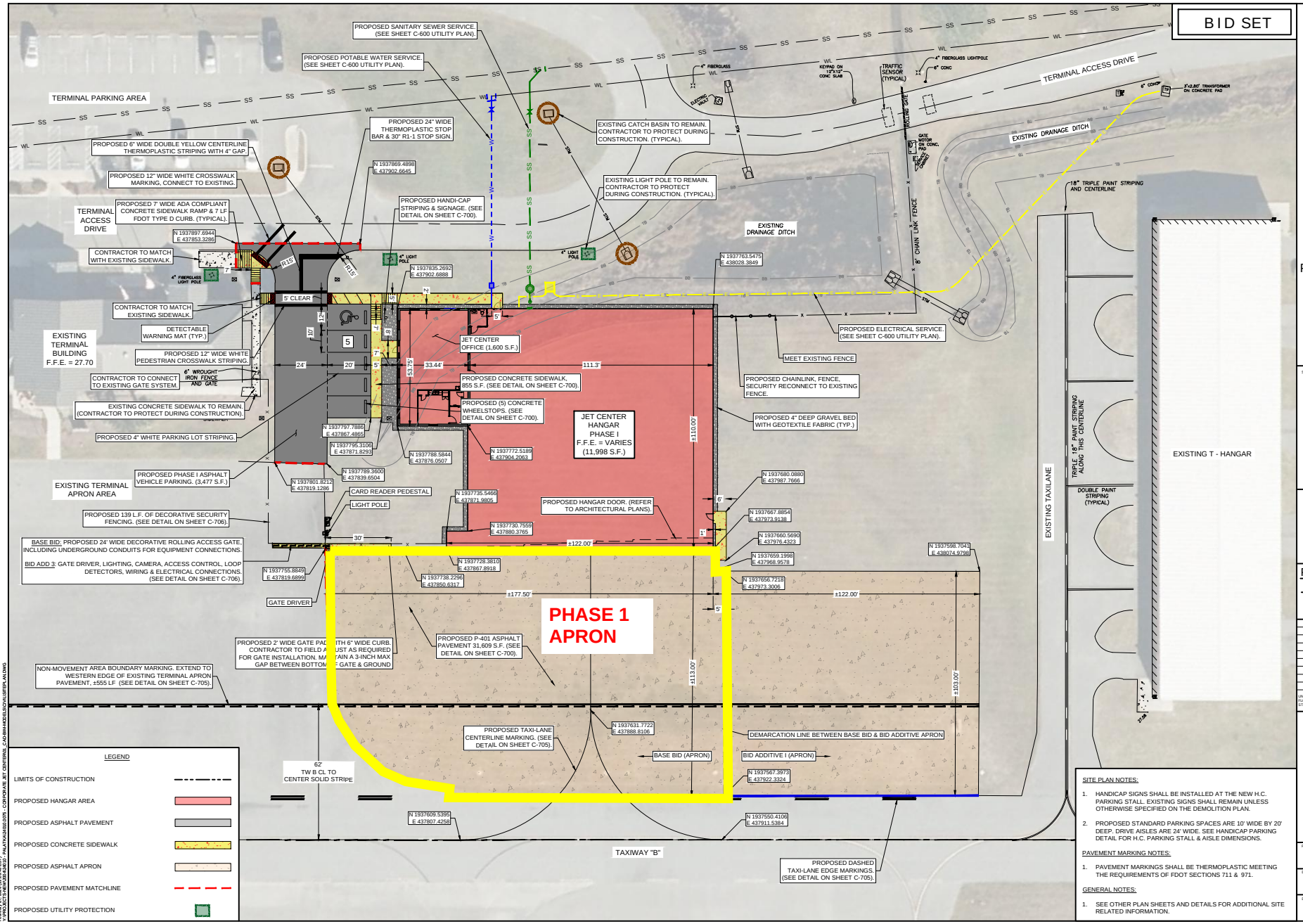
A. Not Included.
(Please Note: Quality Assurance Material Testing for the North Terminal Apron is included under WO 26-75R Jet Center Hangar.)

IV. Other Considerations

A. Additional Services that may be required during the project, shall be performed, as agreed upon by the City and Consultant, and as approved, in writing, by the City, with concurrence from FDOT, prior to such services being rendered or performed.

B. The City is responsible for providing complete and thorough data in a timely fashion as requested by Passero, including all necessary data from City archives. Passero shall have the right to rely on this data and Passero is not responsible for data that is not provided for in the course of this Agreement.

END OF SCOPE OF WORK



SITE PLAN NOTES:

1. HANDICAP SIGNS SHALL BE INSTALLED AT THE NEW H.C. PARKING STALL. EXISTING SIGNS SHALL REMAIN UNLESS OTHERWISE SPECIFIED ON THE DEMOLITION PLAN.
2. PROPOSED STANDARD PARKING SPACES ARE 10' WIDE BY 20' DEEP. DRIVE AISLES ARE 24' WIDE. SEE HANDICAP PARKING DETAIL FOR H.C. PARKING STALL & AISLE DIMENSIONS.

PAVEMENT MARKING NOTES:

1. PAVEMENT MARKINGS SHALL BE THERMOPLASTIC MEETING THE REQUIREMENTS OF FDOT SECTIONS 711 & 971.

GENERAL NOTES:

1. SEE OTHER PLAN SHEETS AND DETAILS FOR ADDITIONAL SITE RELATED INFORMATION.

PASSERO engineering architecture

CITY OF PALATKA FLORIDA

PALATKA MUNICIPAL AIRPORT (28J)

CITY OF PALATKA
PUTNAM COUNTY, FLORIDA

STAMP: NOT APPROVED UNLESS ACCOMPANIED WITH A VALID SIGNATURE

MATTHEW RYAN SINGLETARY LICENSE No. 71535 STATE OF FLORIDA PROFESSIONAL ENGINEER

M. SINGLETARY, P.E.
ENGINEER OF RECORD LICENSE #71535

CLIENT:

PALATKA MUNICIPAL AIRPORT
4015 REID STREET
PALATKA, FLORIDA 32177

Passero Associates
335 S. LEGACY TRAIL, SUITE B-102 ST. AUGUSTINE, FL 32092 (904) 757-6106

Principal-in-Charge	B. WENTE
Project Manager	M. SINGLETARY
Civil Engineer	W. MASTERS
Designed by	J. LUIZ / I. HEAD

DATE	BY	DESCRIPTION

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SITE GEOMETRY, STRIPING & SIGNAGE PLAN

JET CENTER HANGAR & APRON IMPROVEMENTS

CITY OF PALATKA
PUTNAM COUNTY, FLORIDA

PROJECT NO.: 24000010.0076

DRAWING NO.: C-401

DATE: MARCH 2, 2026

Adopt Resolution 2026-R-75 A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, APPROVING THE WORK ORDER UNDER CONTRACT NO. ASO41 WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR HIGHWAY LIGHTING MAINTENANCE ON THE STATE HIGHWAY SYSTEM FOR FISCAL YEAR 2026–2027; PROVIDING FOR AUTHORIZATION; AND PROVIDING AN EFFECTIVE DATE.

STAFF REPORT

DATE: May 14, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Approval of FDOT Work Order, Contract No. ASO41 (Highway Lighting Maintenance)

BACKGROUND

The City of Palatka and the Florida Department of Transportation (FDOT) entered into an agreement on June 28, 2021, for the maintenance of highway lighting on the State Highway System within the city limits. As part of this ongoing agreement, FDOT issues annual Work Orders outlining the compensation and requirements for the upcoming fiscal year. For Fiscal Year 2026–2027, FDOT has provided a new Work Order under Contract No. ASO41 for continued lighting maintenance services.
GL Account 001-00-369-9-3000 FDOT LIGHTING MAINTENANCE

PROJECT ANALYSIS

The Work Order establishes the method and limits of compensation for the period of July 1, 2026, through June 30, 2027. Under the terms of the Work Order:
The City of Palatka ("Maintaining Agency") will receive a lump-sum payment of $52,674.51 for satisfactory completion of lighting maintenance services.
Compensation is based on the provisions outlined in Exhibit A of the original agreement.
The City must submit an invoice at the end of the fiscal year in a format acceptable to FDOT.
The Work Order is not considered authorized until it is signed by the City and subsequently executed by FDOT.

Staff Recommendation

Staff recommends that the City Commission approve the FDOT Work Order under Contract No. ASO41 for Fiscal Year 2026–2027 and authorize the Mayor, City Manager, or their designee to execute the Work Order and return it to FDOT for final approval.

ATTACHMENTS

1.	ASO41 Highway Lighting WO and Exhibit A 2026-2027
2.	75. Resolution 2026-R-75 AUTHORIZING THE EXECUTION OF THE 2026-27 STATE HIGHWAY LIGHTING MAINTENANCE, AND COMPENSATION

STATE HIGHWAY LIGHTING MAINTENANCE, AND COMPENSATION AGREEMENT WORK ORDER

Contract Number: **ASO41**
Maintaining Agency: **City of Palatka**
Financial Project No: **414419-1-78-04**
Fiscal Year: **2026-2027**

1.0 PURPOSE

This work order summarizes the method and limits of compensation to be made to the Maintaining Agency for FDOT fiscal year **26/27** for the maintenance of highway lighting on the State Highway System as prescribed in the original agreement executed on June 28, 2021.

2.0 COMPENSATION AND PAY PROCESSING

For the satisfactory completion of all services detailed in the original agreement for the fiscal year beginning July 1, 2026, and ending June 30, 2027, the DEPARTMENT will pay the MAINTAINING AGENCY a total lump sum amount of **$52,674.51**. The basis of compensation is as described in Exhibit A.

The MAINTAINING AGENCY shall invoice the DEPARTMENT for services rendered at the end of the fiscal year in a format acceptable to the DEPARTMENT.

3.0 AUTHORIZATION

This Work Order for **City of Palatka** will not be considered as authorized unless it is signed and returned by the MAINTAINING AGENCY to the DEPARTMENT, whereby the DEPARTMENT'S final signature is required to fully authorize compensation for services beginning July 1, 2026 and ending June 30, 2027.

MAINTAINING AGENCY

BY: (signature) _____ Date: _____

Printed Name: _____

Printed Title: _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

BY: (signature) _____ Date: _____

Printed Name: Jennifer Curls

Printed Title: District Two Maintenance Contracts Administrator

EXHIBIT A

STATE HIGHWAY LIGHTING, MAINTENANCE, AND COMPENSATION AGREEMENT

For Fiscal Year 2026-2027

1.0 PURPOSE

This exhibit defines the method and limits of compensation to be made to the **MAINTAINING AGENCY** for the services described in this Agreement and method by which payments will be made.

2.0 FACILITIES

The lighting or lighting systems listed below, or in an attached spreadsheet, or other electronic forms are included with this Agreement and represent the Facilities to be maintained by the **MAINTAINING AGENCY.**

3.0 COMPENSATION

For the satisfactory completion of all services detailed in this Agreement, **FDOT** will pay the **MAINTAINING AGENCY** the Total Sum as provided in Section 2 of the Agreement. The **MAINTAINING AGENCY** will receive one single payment at the end of each fiscal year for satisfactory completion of service.

Type of Light	# of lights	LED or HPS	Unit rate	Total
High Mast				0.00
Standard	147	LED	358.33	52,674.51
Underdeck				0.00
Sign				0.00

Florida Department of Transportation Highway Lighting Maintenance and Compensation Agreement

ASO41

CITY OF PALATKA
Marcia Carty, City Manager

State Road Number	County	Begin Milepost or Nearest Cross Road	End Milepost or Nearest Cross Road	Number of Lights Being Currently Maintained Within These Limits	Type of Light(s): High Mast, Standard, Underdeck, or Sign	LED or HPS
SR 15	Putnam	East Side Memorial Bridge	West Side Memorial Bridge	32	Standard	32 LED
SR 15	Putnam	West Side Memorial Bridge	SR 100	84	Standard	84 LED
SR 15	Putnam	SR 100	SR 19	10	Standard	10 LED
SR 20	Putnam	SR 15	SR 19	21	Standard	21 LED
			TOTAL # OF LIGHTS BEING MAINTAINED:	147		

To: Ashley.Jarrell@dot.state.fl.us

FLORIDA DEPARTMENT OF TRANSPORTATION
FUNDS APPROVAL

ASO41

4/3/2026

CONTRACT INFORMATION

Contract:	ASO41
Contract Type:	AF - UTILITIES JOIN PROJ (UTIL JT PT)
Method of Procurement:	G - GOVERMENTAL AGENCY (287.057,F.S.)
Vendor Name:	CITY OF PALATKA
Vendor ID:	F596000401043
Beginning Date of This Agreement:	07/01/2021
Ending Date of This Agreement:	06/30/2028
Contract Total/Budgetary Ceiling:	ct = $286,189.03
Description:	Encumbering funds for FY 2022

FUNDS APPROVAL INFORMATION

FUNDS APPROVED/REVIEWED FOR JASON ADANK, CPA, COMPTROLLER ON 4/3/2026

Action:	Supplemental
Reviewed or Approved:	*REVIEWED
Organization Code:	55024040210
Expansion Option:	A1
Object Code:	242059
Amount:	$52,674.51
Financial Project:	41441917804
Work Activity (FCT):	787
CFDA:	
Fiscal Year:	2027
Budget Entity:	55150200
Category/Category Year:	088712/27
Amendment ID:	S005
Sequence:	00
User Assigned ID:	ASO41
Enc Line (6s)/Status:	/04

Total Amount: $52,674.51

***Reviewed Funds Approval and encumbrance processing is contingent upon Annual Legislative appropriation.**

RESOLUTION NO. 2026-R-75

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, APPROVING THE WORK ORDER UNDER CONTRACT NO. ASO41 WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR HIGHWAY LIGHTING MAINTENANCE ON THE STATE HIGHWAY SYSTEM FOR FISCAL YEAR 2026–2027; PROVIDING FOR AUTHORIZATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Palatka ("Maintaining Agency") and the Florida Department of Transportation ("Department") entered into an agreement on June 28, 2021, for the maintenance of highway lighting on the State Highway System; and

WHEREAS, the Department has issued a Work Order for Fiscal Year 2026–2027 outlining the method and limits of compensation for the continued maintenance of highway lighting; and

WHEREAS, the Work Order provides for a lump-sum payment of $52,674.51 to the Maintaining Agency for satisfactory completion of all services described in the original agreement, for the period beginning July 1, 2026, and ending June 30, 2027; and

WHEREAS, the City of Palatka must sign and return the Work Order to the Department to authorize compensation and proceed with services for the fiscal year. To the GL Account 001-00-369-9-3000 FDOT LIGHTING MAINTENANCE.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA:

1. The City Commission hereby approves the FDOT Work Order for Contract No. ASO41, Financial Project No. 414419-1-78-04, for the maintenance of highway lighting on the State Highway System for Fiscal Year 2026–2027.
2. The Mayor, City Manager, or their designee is authorized to execute the Work Order and return it to the Florida Department of Transportation for final authorization.
3. This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this 14th day of May 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.

Ratification of the agreement reached between the FF Union and the City regarding longevity/pay grievance
Ratification of the grievance agreement reached with the FF Union

STAFF REPORT

DATE: May 14, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

The City held an internal strategy meeting on April 22 to discuss how to best proceed with the upcoming grievance meeting the following day. In attendance were: City Manager Marcia Carty, attorney Robert Larkin, who specializes in labor and employment law and was retained by the City to represent it in the arbitration that the Union had initially requested to resolve the base pay/longevity grievance, Jane West, Virginia Jones, Chantel Pierre, Chief Taylor, Assistant Chief Branford, and Karen Hayes. A decision was made to have Robert Larkin and Chantel Pierre attend the meeting the following day to resolve the grievance. The grievance related to the calculation of the longevity rate. HR, since the administration of Don Holmes, calculated the longevity rate and added it to the base rate once the longevity period was attained. This is reflected on the change of status form. During the negotiation process, the FF Union presented an alternative method of calculating the longevity that was ultimately ratified by both parties. The grievance was filed after differences in the calculations were observed. On April 23, a meeting was held to resolve the matter. In attendance were Jim Brantley and Terrill Hill, attorneys for Local 2992, Marcus Wilson, the Local 2992 President, Robert Larkin, Marcia Carty and Karen Hayes. The parties presented their positions, the Union proposed an offer and the City accepted the offer rather than go to arbitration.

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	MOU Fire Fighters Union 1
2.	Arbitrator Ray Phillip 2-6-26
3.	Donnelly Gross

ROBERTA M. CORREA
MAYOR-COMMISSIONER

ANNIE H. DAVIS
COMMISSIONER

JUSTIN R. CAMPBELL, SR.
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

CITY of Palatka
FLORIDA

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

MARCIA G. CARTY, CPA, CGFO
CITY MANAGER

CHANTEL PIERRE
FINANCE DIRECTOR

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC
CITY CLERK

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT.

Memorandum of Understanding

The parties agree to review pay rates prior to the end of each final year to ensure their accuracy.

In addition, the parties agree to resolve pending grievance (FMCS # 261223-02264) in accordance with the following:

1. On May 8, 2026, the firefighters (named grievants) will have their pay adjusted in accordance with the attached (exhibit "1")
2. The union is waiving backpay from October 1, 2025, to May 8, 2026.
3. The union will cancel the arbitration pending before arbitrator Phillip Ray.

City Representative

4.23.26
Date

IAFF Representative

4-23-26
Date

Attest

Karen Hayes
Karen Hayes, City Clerk

PHILLIP E. RAY
ARBITRATOR
95166 Woodberry Lane
Amelia Island, FL 32034
(904)491-3223
(240)602-4599 cell
E-mail: rayarb1@att.net

February 6, 2026

Re: Date Offer and Statement of Proceeding
FMCS Case Number: 261223-02264
Issue: Longevity Pay

Ms. Jane West
City of Palatka
201 N. 2nd Street
Palatka, FL 32177
jwest@palatka-fl.gov

Mr. James F. Brantley
Professional Firefighters of Palatka 2992
2421 NW 41st St., Ste. A-1
Gainesville, FL 32606
dg@donnellygross.com

Dear Ms. West and Mr. Brantley:

I have been notified by the U. S. Federal Mediation and Conciliation Service by letter dated February 5, 2026, that the parties have jointly selected me to arbitrate the referenced case. I am available to hear the case and offer the following dates for your consideration: March 16; April 7-8, 15-16, 28, 30; May 8, 13, 18, 20. I have selected some consecutive days of the week in the event the parties require more than one day for the hearing. One or more of these dates may be made available to other parties on a first-to-confirm basis.

In the interest of quickly establishing a date agreeable to everyone, please confer and decide if one of these dates is acceptable and advise me via e-mail at rayarb1@att.net. If a date is agreed to, please arrange for an appropriate location for the hearing. If none of these dates are agreeable, please advise me and I will explore other dates. If we experience difficulty in agreeing on a date, a conference call may help resolve the matter.

Once the hearing date(s) is set, if it is necessary to cancel or postpone the hearing with notice of less than 21 days, a per diem fee of $1,500 per scheduled day will be jointly and equally payable by the parties if another matter cannot be scheduled in its place.

If either party desires a stenographic transcript of the hearing, please make appropriate arrangements. It is my custom to tape-record a hearing for my own use. I may also use a laptop computer to take notes. Neither my notes nor the tape is made available to either party or to anyone else. Both are for my exclusive use for the purpose of keeping a record of the hearing. After the Opinion and Award has been issued, the notes are erased from my computer, hard copies are discarded, and the tape is erased.

It is my experience that the hearing can be expedited if documents can be marked and moved into evidence at the beginning of the hearing. Accordingly, at the start of the hearing, I will ask the parties to offer into evidence any joint exhibits they have agreed upon. I will also ask for offerings of employer and union exhibits to which the other party has no objection. If there is an objection to a proffered document, it will be marked for identification only at that time, and the party wishing to use the document will offer it into evidence during the course of the presentation of the case. Any objections and arguments about admissibility will be dealt with at the time the document is offered into evidence.

Each party, if they so choose, may have one person other than the person presenting the case in the hearing room at all times who is the representative of the employer and the union, respectively. The employer's and union's representative will not be subject to witness sequestration orders. Also, the grievant will be entitled to be in the hearing room at all times. Each witness will be asked to take an oath prior to testifying.

Please advise me if anyone will be present at the hearing who may require any special arrangements, for example, wheelchair access, interpreter, etc.

I have enclosed a Schedule of Arbitration Fees. If there are any questions regarding charges, please contact me.

Thank you for your time in reviewing this communication. My selection by the parties is appreciated and I look forward to hearing from you and serving as your arbitrator.

Respectfully,

Phillip Ray

Phillip E. Ray
Arbitrator

Enc.

PHILLIP E. RAY
ARBITRATOR

Per Diem Fee: $1,500 **Cancellation Fee:** See Below

Grievance Arbitration: The fee is $1,500 per day for hearing, and for research and preparation of the Opinion and Award. A hearing is any portion of a day up to seven (7) hours. Time for research and preparation is prorated, with any time over four (4) hours constituting a day.

Cancellation Policy: If the scheduled hearing is postponed or cancelled with notice of less than twenty-one (21) calendar days, the per diem fee for each day of hearing scheduled shall be charged if another matter cannot be scheduled in its place. For hearings scheduled for three (3) days or more, a notice of thirty-five (35) business days will apply.

Travel Time: Travel time is prorated according to the per diem fee and computed on a portal-to-portal basis.

Expenses:

Ground Transportation: Arbitrator charges mileage at the applicable IRS expense rate. The arbitrator may at his discretion elect to use air or rail transportation.

Air Transportation: Arbitrator will use coach flights within the continental United States. Any expense incurred due to either postponement or cancellation of the hearing by the parties will result in the parties being charged the cost of any change or cancellation of the airline ticket reservation. There is no charge for travel in the immediate Jacksonville vicinity.

Other Expenses: Arbitrator charges the actual cost of reasonable expenses, including car rental, meals, and lodging. Charges for copying, phone and clerical assistance will be charged only if such expenses become extraordinary.

Billing and Invoice: An invoice for all charges is submitted immediately following the Award. If the matter is settled or otherwise withdrawn from arbitration, the Arbitrator will forward a bill for services reflecting charges and expenses incurred to the point of settlement or withdrawal. Invoices are payable upon receipt.

Billing and Correspondence Information:

Phillip E. Ray
95166 Woodberry Lane
Amelia Island, FL 32034-5532
Phone: 904-491-3223; 240-602-4599 (cell)
rayarb1@att.net
EIN: 27-2172260
Member, Federal System for Award Management (SAM)

DONNELLY + GROSS
Attorneys and Counsellors at Law

GAINESVILLE OFFICE:
2421 NW 41st Street, Suite A-1
Gainesville, FL 32606
352.374.4001
FAX: 352.374.4046

FORT MYERS OFFICE:
5237 Summerlin Commons Blvd., Suite 236/238
Fort Myers, FL 33907
239.226.4001
FAX: 352.374.4046

December 12, 2025

Via email - Mcarty@palatka-fl.gov

Marcia Carty – City Manager
City of Palatka
201 N. 2nd Street
Palatka, Florida 32177

Re: Pay Grievance – Professional Firefighters of Palatka, IAFF Local 2992

Dear Ms. Carty,

This firm serves as general counsel to the Professional Firefighters of Palatka, IAFF Local 2992, ("Local 2992" or "Union").

We are aware that on, or about, September 11, 2025, the City of Palatka ("City") and Local 2992 ratified a new collective bargaining agreement. That agreement became effective October 1, 2025.

We are concerned to learn that despite the clear terms of the new collective bargaining agreement, several wage sections have still not been implemented. Though a grievance addressing these matters has been filed and remains pending, we write to ask that the City establish some sense of urgency in the resolution of these pay issues. Please know that it is the Union's preference that these matters get resolved without the need for an expensive and protracted arbitration hearing.

During the negotiations that led to this new ratified agreement, a spreadsheet was utilized by the Union and City to illustrate where each bargaining unit employee would be slotted into the new wage scale. As of this writing, there are several employees who remain incorrectly slotted. Additionally, several bargaining unit members have not yet been granted their longevity pay in accordance with the provisions of the new contract.

We ask that all bargaining unit members receive the wage rate slotting they are entitled to under Article 15, Section 4 and Exhibit C of the contract and ask that qualified tenured employees receive the negotiated longevity benefits provided for in Article 15 and Exhibit B of the contract.

Please feel free to work directly the Local 2992 leadership in resolving these matters as we continue to provide counsel to the Local 2992 leadership on the pending grievance. We look forward to working with the City to ensure that these pay issues are resolved in accordance with the terms of the mutually-ratified bargaining agreement.

Should you have any questions regarding this communication, please do not hesitate to contact me.

Sincerely,

James F. Brantley, Esq.

cc: Karen Hayes – City Clerk
Jane West – City Attorney

	Employee Info			Current Placement Rate			Placement into S&G include Longevity				
	Employee Name	Promotion Date	Hire Date	Current: New Base Rate (Longevity incl 10/1/25)	Current: Placement Step	Current: Total Rate (Longevity +Incentive)	S&G Base Rate	S&G: Longevity	S&G: Total with Incentive	S&G: Incentive	S&G: Total w/ Longevity +Incentive
1	SMITH, PHILIP S	2021-03-03	2004-07-08	31.79	Step 5	33.22	31.79	2.65	33.22	1.43	35.87
2	SUGDEN, KENNETH J	2022-07-20	2009-04-09	30.17	Step 4	31.60	30.17	1.97	31.60	1.43	33.57
3	REED, KENNETH F	2022-10-06	2014-11-08	30.17	Step 4	31.60	30.17	1.21	25.45	1.43	26.66
4	MOHR, ROBERT W	2022-04-13	2011-07-07	26.57	Step 4	28.00	26.57	0.67	31.60	1.43	32.27
5	ZIMMER, DAVID T	2022-07-26	2011-01-06	26.57	Step 4	28.00	26.57	0.67	28.00	1.43	28.67
6	DENMARK, DARREN W	2022-01-09	2010-11-04	26.57	Step 4	28.62	26.57	0.81	28.00	2.05	28.81
7	FOLEY, JOHN	2021-02-01	2017-04-19	22.83	Step 5	23.99	24.06	0.00	25.22	1.16	25.22
8	POPE, MATTHEW P	2022-01-19	2015-12-10	21.61	Step 4	22.50	22.83	0.00	23.72	0.89	23.72
9	BRADLEY, JARED F	2022-04-13	2019-07-09	21.61	Step 3	22.77	21.61	0.00	22.77	1.16	22.77
10	HOUSE, MATTHEW J	2022-10-06	2017-11-27	21.61	Step 3	23.04	21.61	0.00	23.04	1.43	23.04
11	WILSON, MARCUS D	2022-10-06	2020-10-19	21.61	Step 3	23.04	21.61	0.00	23.04	1.43	23.04
12	WILLSEY, ZANE	2022-12-27	2020-10-19	21.61	Step 3	22.77	21.61	0.00	22.77	1.16	22.77
13	FUTCH, LAUREN E		2022-02-06	20.13	Step 4	21.29	20.13	0.00	21.29	1.16	21.29
14	TAYLOR, JOSEPH		2022-02-25	20.13	Step 4	20.58	20.13	0.00	20.58	0.45	20.58
15	CURRAN V, DAVID J		2022-03-11	20.13	Step 4	21.02	20.13	0.00	21.02	0.89	21.02
16	NGUYEN, ANTHONY		2022-05-11	20.13	Step 4	21.02	20.13	0.00	21.02	0.89	21.02
17	ANTHONY, TIMOTHY R		2023-04-26	19.12	Step 3	20.01	19.12	0.00	20.01	0.89	20.01
18	WILLIAMS, LOGAN R		2023-05-11	19.12	Step 3	19.57	19.12	0.00	19.57	0.45	19.57
19	STEVENS, BENJAMIN M		2023-10-03	19.12	Step 3	20.01	19.12	0.00	20.01	0.89	20.01
20	DILLARD, LOGAN		2024-07-22	18.12	Step 2	18.57	18.12	0.00	18.57	0.45	18.57
21	NANNINI, JOSHUA		2024-07-08	18.12	Step 2	18.57	18.12	0.00	18.57	0.45	18.57
22	BONDRA, KYLE		2024-08-15	18.12	Step 2	18.57	18.12	0.00	18.57	0.45	18.57
23	MORITZ, ALEXANDER		2025-05-26	17.11	Step 1	17.11	17.11	0.00	17.11	0.00	17.11
24	Evan, Hurst		8/12/2025	17.11	Step 1	17.11	17.11	0.00	17.11	0.00	17.11

Engineers Grievance

Longevity Grievane

Employee Info			Current Placement Rate			Rates Before Placement into S&G				
Employee Name	Promotion Date	Hire Date	Current: New Base Rate (Longevity incl 10/1/25)	Current: Placement Step	Current: Total Rate (Longevity +Incentive)	Pre-S&G: Base Rate	Pre-S&G: Longevity	Pre-S&G: Total w/o Incentive	Pre-S&G: Incentive	Pre-S&G: Total w/ Longevity +Incentive
SMITH, PHILIP S	2021-03-03	2004-07-08	31.79	Step 5	33.22	26.09	2.65	28.74	1.43	30.17
SUGDEN, KENNETH J	2022-07-20	2009-04-09	30.17	Step 4	31.60	25.83	1.97	27.80	1.43	29.23
REED, KENNETH F	2022-10-06	2014-11-08	30.17	Step 4	31.60	24.24	1.21	25.45	1.43	26.88
MOHR, ROBERT W	2022-04-13	2011-07-07	26.57	Step 4	28.00	22.05	0.67	22.72	1.43	24.15
ZIMMER, DAVID T	2022-07-26	2011-01-06	26.57	Step 4	28.00	21.37	0.67	22.04	1.43	23.47
DENMARK, DARREN W	2022-01-09	2010-11-04	26.57	Step 4	28.62	22.06	0.81	22.87	2.05	24.92
FOLEY, JOHN	2021-02-01	2017-04-19	22.83	Step 4	23.99	18.78	0.00	18.78	1.16	19.94
POPE, MATTHEW P	2022-01-19	2015-12-10	21.61	Step 3	22.50	19.75	0.00	19.75	0.89	20.64
BRADLEY, JARED F	2022-04-13	2019-07-09	21.61	Step 3	22.77	18.42	0.00	18.42	1.16	19.58
HOUSE, MATTHEW J	2022-10-06	2017-11-27	21.61	Step 3	23.04	18.37	0.00	18.37	1.43	19.80
WILSON, MARCUS D	2022-10-06	2020-10-19	21.61	Step 3	23.04	18.41	0.00	18.41	1.43	19.84
WILLSEY, ZANE	2022-12-27	2020-10-19	21.61	Step 3	22.77	18.42	0.00	18.42	1.16	19.58
FUTCH, LAUREN E		2022-02-06	20.13	Step 4	21.29	16.97	0.00	16.97	1.16	18.13
TAYLOR, JOSEPH		2022-02-25	20.13	Step 4	20.58	16.97	0.00	16.97	0.45	17.42
CURRAN V, DAVID J		2022-03-11	20.13	Step 4	21.02	16.97	0.00	16.97	0.89	17.86
NGUYEN, ANTHONY		2022-05-11	20.13	Step 4	21.02	16.97	0.00	16.97	0.89	17.86
ANTHONY, TIMOTHY R		2023-04-26	19.12	Step 3	20.01	16.97	0.00	16.97	0.89	17.86
WILLIAMS, LOGAN R		2023-05-11	19.12	Step 3	19.57	16.97	0.00	16.97	0.45	17.42
STEVENS, BENJAMIN M		2023-10-03	19.12	Step 3	20.01	16.97	0.00	16.97	0.89	17.86
DILLARD, LOGAN		2024-07-22	18.12	Step 2	18.57	16.97	0.00	16.97	0.45	17.42
NANNINI, JOSHUA		2024-07-08	18.12	Step 2	18.57	16.97	0.00	16.97	0.45	17.42
BONDRA, KYLE		2024-08-15	18.12	Step 2	18.57	16.97	0.00	16.97	0.45	17.42
MORITZ, ALEXANDER		2025-05-26	17.11	Step 1	17.11	16.97	0.00	16.97	0.00	16.97

Rank	Name	Current Base	Years in position	Corrected step plan/adjust step	Cost per year
FF	Taylor	16.97	4	20.13	$58,618.56
FF	Nguyen	16.97	4	20.13	$58,618.56
FF	Williams	16.97	3	19.12	$55,677.44
FF	Dillard	16.97	2	18.12	$52,765.44
FF	Futch	16.97	4	20.13	$58,618.56
FF	Curran	16.97	4	20.13	$58,618.56
FF	Anthony	16.97	3	19.12	$55,677.44
FF	Nannini	16.97	2	18.12	$52,765.44
FF	Stevens	16.97	3	19.12	$55,677.44
FF	Hurst	16.97	2	17.11	$49,824.32
FF	Bondra	16.97	2	18.12	$52,765.44
FF	Moritz	16.97	1	17.11	$49,824.32
ENG	Pope	18.43	4	22.83	$66,480.96
ENG	Bradley	18.43	4	22.83	$66,480.96
ENG	Foley	18.43	5	24.06	$70,062.72
ENG	Wilson	18.43	4	22.83	$66,480.96
ENG	House	18.43	4	22.83	$66,480.96
ENG	Willsey	18.43	3	21.61	$62,928.32
LT	Zimmer	21.34	4	26.57	$77,371.84
LT	Mohr	21.34	4	26.57	$77,371.84
LT	Denmark	21.34	4	26.57	$77,371.84
CAPT	Reed	24.26	4	30.17	$87,855.04
CAPT	Sugden	24.26	4	30.17	$87,855.04
CAPT	Smith	24.26	5	31.79	$92,572.48
		$1,313,370.08			$1,469,133.12
				1558764.48	

Adopt Resolution 2026-R-76 A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, SETTING THE SEVERANCE PAYOUT OF MARCIA G. CARTY WHILE CITY MANAGER OF THE CITY OF PALATKA; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR SCRIVENER'S ERRORS
Severance Payout

STAFF REPORT

DATE: May 14, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

It is recommended that the Commission approve the severance payout for former City Manager Marcia Carty in accordance with the terms and conditions outlined in her employment agreement and any applicable policies.

BACKGROUND

City Manager Marcia Carty was terminated on April 23, 2026 and based upon the stated termination reasons, Ms. Carty is entitled to the severance pay pursuant to Section 5(B) under her employment contract. Ms. Carty's separation from service has been reviewed, and staff finds that the proposed severance is consistent with contractual obligations, past practice, and relevant legal considerations. Approval of this payout will ensure the City fulfills its commitments, mitigates potential legal risk, and supports an orderly transition in executive leadership.
GL Accounts - 001-20-512-1-1100, 001-20-512-1-2100, and 001-20-512-1-2200.

PROJECT ANALYSIS

Staff Recommendation

Approve the severance payout for former City Manager Marcia Carty as presented and authorize the appropriate officials to execute any necessary documents to effectuate this action.

ATTACHMENTS

1.	Book1
2.	City Manager Marcia Carty Contract (1)
3.	76. Resolution 2026-R-76 Resolution M. Carty - Severance (1)

Marcia Carty

SEVERANCE PACKAGE PAYOUT

		WEEKLY	TOTAL
10 WEEKS SEVERANCE		$3,269.24	#########
VACATION HOURS	199.40		#########
SICK HOURS	215	53.75	$4,392.99
TOTAL PAYOUT			#########

EMPLOYMENT AGREEMENT

This Agreement is entered into this 25th day of February, 2025, by and between the City of Palatka, Florida, a municipal corporation organized and existing under the laws of the State of Florida, ("the City"), and **Marcia Carty** ("Carty" or "City Manager").

The parties agree as follows:

INTRODUCTORY STATEMENTS

The City Commission of the City of Palatka, Florida, is empowered by the City Charter to appoint and remove a City Manager who shall be the chief executive officer for the City.

The City through its City Commission desires to employ Carty's services as City Manager; and

It is the desire of the City to provide certain benefits, to establish certain conditions of employment and to set working conditions of the City Manager; and

Carty desires to accept employment as City Manager.

THEREFORE, in consideration of the mutual covenants in this document, the parties agree as follows:

Section 1. Powers and Duties of the City Manager

A. The City agrees to employ Carty as City Manager for the City and Carty represents the City that she possesses the qualifications of City Manager and agrees to carry out all functions and duties imposed upon that office by the laws of the State of Florida and the Charter of the City of Palatka, as may be amended from time to time. The City Manager shall perform duties specified in the City Charter and the City Code of Ordinances and perform such other legally permissible and proper duties as the City Commission shall assign.

B. The City Manager shall devote his full attention, effort and abilities to the office and perform its duties and functions in a professional manner. No additional work may be undertaken by the City Manager without the express written consent of the City Commission.

Section 2. Commencement of Employment

Employment under the terms of this Agreement shall begin and Carty shall be present and available to perform the duties and functions of the City Manager on a full-time basis commencing immediately upon execution of this Agreement.

Section 3. Term

A. Beginning on the date contained in Section 2, above, the City Manager shall serve for an indefinite term at the pleasure of the City Commission and may be terminated in accordance with the Charter of the City of Palatka and thus is an "at-will" employee of the City. Nothing herein shall be interpreted to imply or suggest a guaranteed tenure of employment.

B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of Carty to resign at any time from this position with the City, provided however, she shall provide the City Commission with at least sixty (60) calendar days prior written notice of resignation, unless waived by the City Commission.

C. The City Manager agrees to remain in the exclusive employment of the City for an indefinite period and shall not accept other employment unless the City Manager gives written notice of resignation.

D. It is understood that after notice of termination in any form, the City Manager and the City Commission will cooperate professionally for an orderly transition. This includes the immediate (within 24 hours) return of all keys, passes, access badges, cell phones, laptops, vehicles and any other city-owned property.

Section 4. Hours of Work

A. Carty acknowledges that the proper performance of the duties of the City Manager will require her to generally observe normal business hours (8:30 am to 5:00 pm) and will also often require the performance of necessary services outside of normal business hours. Conversely, the City recognizes and acknowledges that because the City Manager may often have to perform services outside of normal business hours that, when it is reasonable to do so, the City Manager may alter her times of arrival and departure to and from the workplace. Notwithstanding the foregoing, the City Manager agrees to devote additional time as necessary for the full and proper performance of duties of the position and that the compensation provided in this Agreement includes compensation for the performance of all such services.

B. The City agrees that the City Manager will be permitted reasonable time off, as is customary for exempt employees, so long as the time off does not interfere with the normal conduct of the office of the City Manager. The City Manager shall be granted upon her start date as referenced in Section 2, paid leave of 20 vacation days with attendance during the probationary period being considered as a factor in the City Manager evaluation. In addition, the City Manager shall receive sick leave, which shall accrue at the rate of 1.0 days per month. The City Manager shall be granted the same paid holidays allowed to all city employees.

C. Other vacation leave provisions applicable to employees under the City's personnel policies shall apply to the City Manager. Vacation leave approval shall

be obtained by the Mayor, if the Mayor is not available, approval may be granted by any city commissioner. All approvals must be in writing.

D. The City Manager may engage in remote work only with the advance approval of the Mayor. If the Mayor is not available, approval may be granted by any city commissioner. All remote work approvals must be in writing.

E. Upon separation, the City Manager shall be compensated for accrued and unused vacation leave and twenty-five percent (25%) of unused sick leave up to the maximum number of hours authorized by law, calculated at the rate of pay in effect upon separation.

Section 5. Termination and Severance Pay.

A. The City Manager may only be removed as set forth in the City Charter as it may be amended from time to time. Prior to taking the vote to terminate as set forth in the City Charter, Palatka will first provide the City Manager with written notice of the circumstances giving rise to termination as well as a thirty (30) day opportunity to cure the deficiencies to the satisfaction of a majority of the Palatka City Council. Should the deficiencies be considered unaddressed and outstanding by the majority of the City Council, the City Manager shall have the right to request a public hearing before his removal.

B. If the employment of the city manager is terminated pursuant to the removal procedures in the City Charter, the City agrees to pay severance pay equal to ten (10) weeks of total compensation, less federal and state withholding. In addition, the City Manager shall be compensated for accrued paid leave calculated at the rate of pay in effect upon termination as authorized by City policies and law.

C. The City Manager shall not be entitled to severance benefits described in Section 5 B above during her first six months (180 days) of employment, or, if she is convicted of, pleads no contest to, or receives a withhold of adjudication for a felony or misdemeanor crime involving moral turpitude or dishonesty, or if she acts with misfeasance or malfeasance or otherwise is guilty of misconduct which constitutes conduct demonstrating disregard of the City's interests, a violation or disregard of standards of behavior to which the City has a right to expect of the City Manager, carelessness or negligence to a degree or recurrence that manifests culpability, wrongful intent, or evil desire, substantial disregard of the City's interests or of the City Manager's duties and obligations to the City, including but not limited to conduct resulting in material harm to the City, willful neglect or failure to perform her duties, insubordination, misconduct, as defined in section 443.036(29), Florida Statutes, as may be amended from time to time or acts of dishonesty. For termination due to reasons related to this subsection, the City Manager is only entitled to compensation for hours actually worked up to the termination date and compensation for accrued leave.

D. If this Agreement is terminated by the death of the City Manager, the City shall pay a designated beneficiary of the City Manager or her estate all accrued compensation to the City Manager as of the date of her death. The City shall have no other liability to the City Manager, his estate, heirs, or beneficiaries, and neither the City Manager's beneficiary, nor estate will be entitled to any severance pay.

Section 6. Residency.

The City Manager shall continue to maintain her principal place of residence in the City of Palatka.

Section 7. Salary and Relocation Allowance

A. The City agrees to pay the City Manager an annual base salary of **$170,000**, payable in the same pay periods as general employees of the City are paid.

B. After conducting an annual review of the City Manager's job performance, the City Commission shall consider the results of her performance evaluation as outlined in Section 8 below, and guidelines applied to city employees in determining the amount of salary adjustment, and/or benefit adjustment for the City Manager, whether an increase or decrease.

C. The City Manager shall receive general cost of living adjustments, market adjustments, and other salary and benefit enhancements granted by action of the City Commission to city employees. The City Manager's base salary shall be increased by the same percentage and at the same time as employees in accordance with the established city policies and procedures.

Section 8. Performance Evaluation, Goals and Objectives

A. The first six months (180 days) of the City Manager's employment shall be a probationary period. The City Commission shall meet with the City Manager to conduct a performance evaluation at or before 100 days, and a second performance evaluation no later than the 180th day for the specific purpose of setting goals for the City and for the City Manager and initiating periodic work programs.

B. The City Manager shall work with the City Attorney to identify processes and procedures for request for, and provision of, legal services to city departments and staff.

C. The City Commission shall review the City Manager's job performance at least once annually with the first review being on or before March 1, 2026. Later annual reviews will occur during the same anniversary month of each year, unless all parties agree otherwise. The annual performance evaluation shall be related to the

City Manager's charter and ordinance duties and shall be based in whole or in part on goals for the City Manager's performance that are jointly developed and adopted by the City Manager and the City Commission. The Commission shall evaluate the performance of the City Manager in a public meeting, subject to due process. The Commission shall provide the City Manager with a written summary stating the findings of the Commission.

D. The review and evaluation format and process shall be established by the City Commission with consultation with the City Manager.

E. The City Commission shall provide the City Manager with a reasonable and adequate opportunity to discuss the City Manager's evaluation with the City Commission.

F. The City's Human Resources Professional shall be responsible for scheduling the City Manager's annual review and establishing the procedural framework.

Section 9. Other Benefits

A. Vehicle – City Manager is required to be on call for twenty-four-hour service. In recognition thereof, the CITY shall provide, maintain, insure, and fuel a late model vehicle for City' Manager's City business and personal use. All personal use will be reported according to IRS regulations on the City Manager's W- 2. It is the responsibility of the City Manager to track business versus personal mileage. The vehicle is equipped with a GPS tracking device, this device may not be removed or otherwise tampered with.

B. Cell Phone - The City shall provide City Manager with a cellular phone (smart phone), for professional use in accordance with the City's Technology Policy.

C. Laptop - The City shall provide City Manager with a laptop computer for professional use in accordance with the City's Technology Policy.

Section 10. Retirement/Deferred Compensation

The City Manager will be enrolled in and participate in the City's general pension plan and the City agrees to contribute to same on City Manager's behalf in accordance with the same formula and pattern applicable to other general employees.

Section 11. Insurance (health, Vision, Dental and Life).

The City agrees to provide and pay for the City Manager's health, dental, and vision insurance in the same manner and under the same conditions as other City employees.

Section 12. Professional Development and Resources.

A. The City agrees, subject to the annual budget approved by the City Council, to pay the reasonable and necessary travel and subsistence expenses of the City Manager for professional and official travel, meetings, and occasions adequate to continue her professional development, and to adequately pursue necessary official and other functions for the City, such as the Florida League of Cities, and/or, International City and County Manager's Association Annual-Conference, and/or, other regional, state and local governmental groups and committees of which the City Manager may serve as a member. Furthermore, the City shall consider reasonable costs for short courses, institutes, and seminars as professional development and beneficial to the City of Palatka.

B. The City will provide funding for professional dues, and subscriptions in the following organizations:
   a. International City/County Management Association (ICMA)
   b. National Forum for Black Public Administrators (NFBPA)
   c. Florida City-County Management Association (FCCMA)
   d. Other mutually agreed-upon local, regional, state, or national associations.

C. The City Manager shall take all reasonable steps to become ICMA-certified within the prescribed period of time set forth by ICMA.

Section 13. Indemnification

The CITY shall provide a legal defense, save harmless, and indemnify the City Manager against any tort, professional liability claims or demand or any other legal action, arising out of an alleged act or omission occurring within the scope of the City Manager's employment and performance of her duties and functions, under the same terms and conditions as provided to the employees of the City of Palatka in accordance with the requirement and provisions of the City Charter and Code of Ordinances of the City of Palatka and Florida law. The City shall have the right to compromise and settle and such claim or suit and pay the amount of any such settlement or judgment rendered thereon, in its sole discretion. This indemnification shall extend beyond the termination of employment and the expiration of this agreement to provide protection for any such acts undertaken or committed in the City Manager's capacity as City Manager, regardless of whether the notice of claim or filing of a lawsuit occurs during or following her term of service with the City.

Section 14. Code of Ethics

The City Manager shall secure membership in the Florida City and County Management Association (FCCMA). The Manager shall secure membership in the International City Management Association (ICMA) and may secure membership in the American Association of Municipal Executives (AAME). The City Manager agrees to follow the Code

of Ethics promulgated by the FCCMA and this Code of Ethics shall furnish principles to govern the City Manager's conduct and actions as the Palatka City Manager.

Section 15. General Provisions

A. The text herein shall constitute the entire Agreement between the parties. This Agreement shall become effective as of the date first written above, contingent upon adoption and approval by the Palatka City Commission and execution by Carty.

B. Carty shall not endorse candidates, make financial contributions, sign or circulate petitions, or participate in fundraising activities for individuals seeking or holding elected office in the City Commission, nor seek or accept any personal enrichment or profit derived from confidential information, or holding office, or misuse of public time. The City (including individuals within the City Commission) shall support Carty in keeping these commitments by refraining from any orders or requests to endorse any candidate, make any financial contribution, sign or circulate any petition, or participate in any fundraising activity for individuals seeking or holding elected office, nor to handle any matter involving personnel on a basis other than fairness, impartiality and merit.

C. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall not be affected and shall remain in full force and effect.

D. This Agreement contains the entire Agreement of the parties. It may not be changed verbally, but only by an Agreement in writing signed by the parties.

E. This Agreement may not be assigned by either party without the written consent of the other party.

F. Florida law shall govern this Agreement and any litigation that may arise from this Agreement, shall be filed, and litigated in Putnam County, Florida.

G. The Agreement shall be binding upon and inure to the benefit of the heirs at law or personal representative of the City Manager, if applicable.

H. The parties acknowledge that each has shared equally in the drafting and preparation of this Agreement and, accordingly, no court construing this Agreement shall construe it more strictly against one party than the other and every covenant, term, and provision of this Agreement shall be construed simply according to its fair meaning.

I. Notices required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been given and received (a) when personally delivered, or delivered by same-day courier; or (b) upon delivery when sent by

prepaid overnight express delivery service; or (c) when sent by email and upon receipt by the sending party of written confirmation by the receiving party.

J. The terms of this Agreement shall remain in full force and effect and hold over until employment is terminated under the terms herein or a new Agreement or Amendment to this Agreement has been negotiated and entered into by the City Commission and the City Manager.

K. This Agreement may be executed in duplicate or counterparts, each of which shall be deemed an original and all of which together shall be deemed one and the same instrument. No term, condition, or covenant of this Agreement shall be binding on either party until both parties have signed it.

IN WITNESS WSHEREOF, THE City of Palatka has caused this Agreement to be signed and executed on its behalf by its Mayor and duly attested by its City Clerk, approved as to form by the City Attorney, and Carty has signed and executed this Agreement on the date first written above.

APPROVED by the City Commission of the City of Palatka during regular session on this 26 day of February,2025.

ATTEST

Karen Hayes, CITY CLERK

CITY OF PALATKA

BY: Roberta Correa, Its Mayor

Marcia Carty

Approved as to form:

Jane West, City Attorney

RESOLUTION NO. 2026-R-76

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, SETTING THE SEVERANCE PAYOUT OF MARCIA G. CARTY WHILE CITY MANAGER OF THE CITY OF PALATKA; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS, City Manager Marcia Carty was terminated effective April 23, 2026; and

WHEREAS, the City Commission appointed Jason Shaw, Police Chief, to serve as Acting City Manager on April 23, 2026; and

WHEREAS, based on the stated termination reasons, Ms. Carty is entitled to severance pay pursuant to Section 5(B) under her employment contract; and

WHEREAS, accrued and unused vacation leave in accordance with City Policy and employment contract shall be paid at rate of pay in effect at separation, and

WHEREAS, 25% of accrued and unused sick leave in accordance with City Policy and employment contract shall be paid at rate of pay in effect at separation, and

NOW, THEREFORE, be it resolved by the City Commission of the City of Palatka, Florida, as follows:

1. Marcia G. Carty shall receive (10) weeks' severance pay in the amount of $32,692.40
2. Ms. Carty's will receive vacation payout amount for (199.40) hours in the amount of $16,296.96, and sick hours of (215) hours paid at 25% in the amount of $4,392.99
3. The total payout compensation shall total $53,382.35
4. The Finance Department General Ledger Lines to be used: Executive Salaries 001-20-512-1-1100; IICA Tax Expense 001-20-512-1-2100; Retirement Expense 001-20-512-1-2200.
5. The Acting City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which of not affect the intent of this resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED this 14th day of May 2026, by the City Commission of the City of Palatka, Florida.

City Of Palatka

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-77 granting a special events permit to Gerald Donnelly for the Annual Memorial Day Parade to be held May 25th 2026.
Event Date or Dates– May 25th 2026
Agenda Item Number – 2026-R-77
Title of Item / Subject – Memorial Day Parade
Department / Division – Veterans of Foreign War of Palatka Post 3349
Prepared By – Gerald Donnelly
Reviewed By – Special Events Team

STAFF REPORT

DATE: May 14, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST
The request is to block St. Johns from 11th to Memorial Parkway.

BACKGROUND
Annual Memorial Day Parade

PROJECT ANALYSIS
Gerald Donnelly with the Veterans of Foreign War of Palatka Post 3349 has submitted an event application for the annual Memorial Day Parade to be held May 25th 2026 from 11th to the Riverfront.

Staff Recommendation
Recommended Motion / Action – The Staff Recommendation is that the application be approved, and the resolution be adopted.

ATTACHMENTS

1.	2026 Memorial Day Parade application
2.	77. Resolution 2026-R-77 Memorial Day Parade 2026 resolution

CITY of Palatka FLORIDA

Date Received: 4-21-24

Permit Classification: _____

APPLICATION FOR SPECIAL EVENT

1. Primary Contact: Gerald Donnelly

   Address: 2020 Carr St.
   Palatka FL 32177

   Email: JoyceDonelly2@comcast.net

   Phone: (717) 965-3266

2. Secondary Contact: Lester Sheppard

   Address: 227 Old Peniel Rd.
   Palatka FL 32177

   Email: LESheppard67@gmail.com

   Phone: (386) 972-2153

3. Event Sponsor/Organization: Veterans of Foreign Wars Palatka Post 3349

Attach a certificate of Tax Exemption if applicable.

4. Name of Event: Memorial Day Parade & Ceremony

5. Description of Event (event activities, such as concerts, street dances, races, contests/competitions, regattas, arts/crafts displays, still motion picture production, etc.):

Memorial Day Parade & Ceremony to begin at 10:00 AM from 11th street along St. Johns Ave to the riverfront. Ceremony honoring Veterans will be held at the Riverfront immediately after the Parade.

6. Event Location (911 Address): 11th St. to Riverfront down St. Johns Ave.

7. Road Closures: ex. **St. Johns Avenue** from **First Street** to **Second Street**

St. Johns Avenue	from	11th Street	to	Riverfront	
	from		to	~~meeting at~~	
	from		to	post office @ 9:30	
	from		to		
	from		to	~~*~~ invite	
	from		to	Commissioners	
	from		to		
	from		to		
	from		to		
	from		to		

8. Onsite representatives during the event:

Name: _____ Cell Phone: _____

Name: _____ Cell Phone: _____

9. Please fill in below for each day within the event.

Date(s) of Event:	Hours:	Amplified Sound:	Alcohol:	Attendance
Setup:				
05/25/26	9:00 to 10:00	__:__ to __:__	__:__ to __:__	
Event:				
05/25/26	10:00 to 12:00	__:__ to __:__	__:__ to __:__	<100
__/__/__	__:__ 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.)

<100

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.

None

Include date and time:

__/__/__ __:__ to __:__ __:__ to __:__

13. Will transport vehicles be utilized? If so, please describe.

No

14. Number of staff/ volunteer: 5 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 # 85-8013019033C-5

☐ 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.

Type text here

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.

Gerald Donnelly — 4-21-2026

Signature of Applicant Gerald Donnelly - VFW 3349 Commander — Date

State of Florida County of Putnam

The foregoing application is acknowledged before me this 21ST day of April, 2026, by Gerald Donnelly, who is personally known to me, or who has/have produced DL as identification.

NOTARY SEAL

NOTARY PUBLIC STATE OF FLORIDA
GERALD W. SHULER
Commission # HH 400769
Expires June 6, 2027

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.

Gerald Donnelly
Signature of Applicant

City of Palatka Riverfront
Name of Facility being used

Gerald Donnelly - VFW 3349 Commander
Print Name of Applicant

~~11/11/2025~~ 04/21/2026
Date of Use

State of Florida County of Putnam

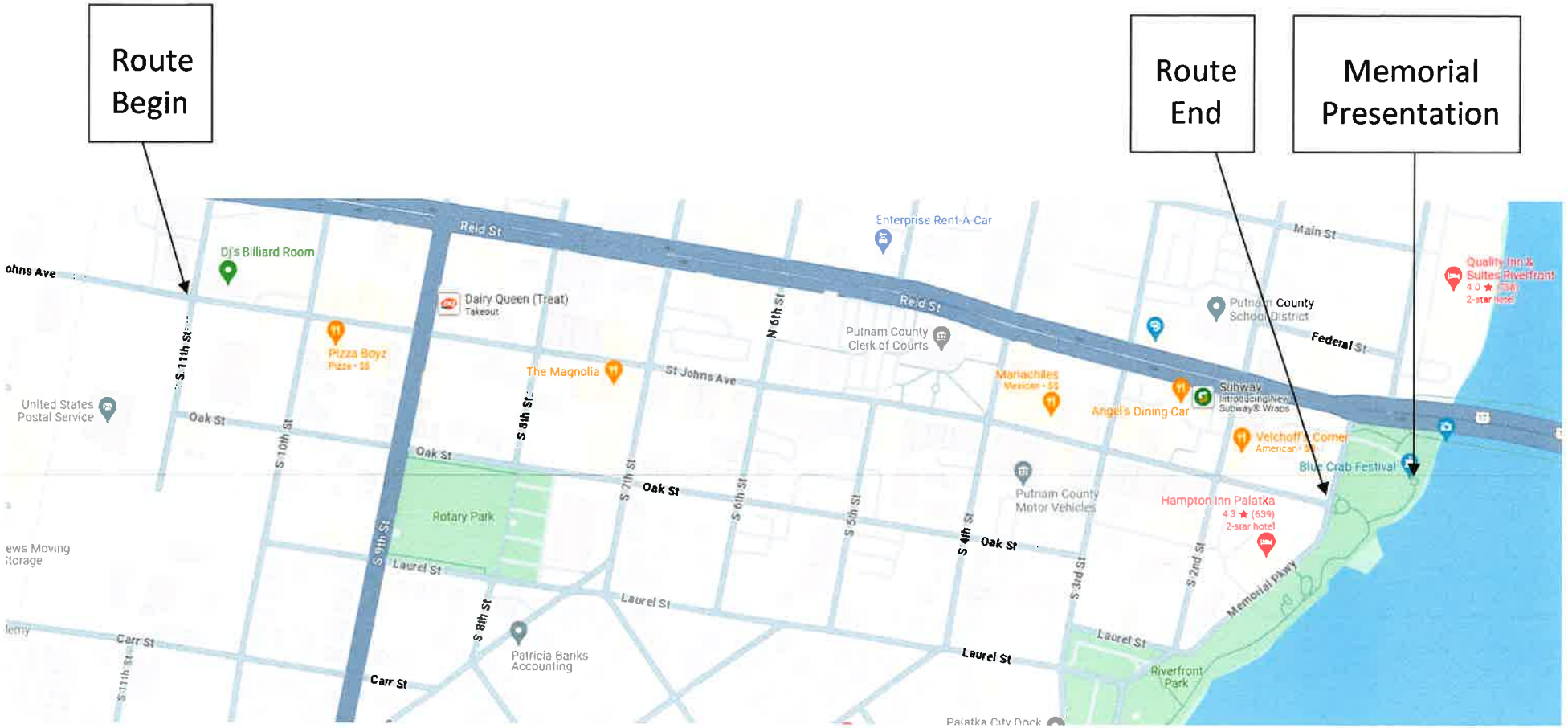
The foregoing application is acknowledged before me this 21ST day of April, 2026, by Gerald Donnelly, who is personally known to me, or who has/have produced DL as identification.

NOTARY SEAL

GERALD W. SHULER
Commission # HH 400769
Expires June 6, 2027

Signature of Notary Public, State of FL

Memorial Day Parade Route for Monday, May 25,2026



All side streets on route to be blocked while Parade in progress. Memorial Presentation at riverfront to take place after Parades conclusion. Parade begins at 10:00 AM. Parade and Memorial presentation should be completed by noon or shortly thereafter.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/22/2025

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

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

PRODUCER	CONTACT NAME: Lockton Affinity, LLC
Lockton Affinity, LLC P. O. Box 879610 Kansas City, MO 64187-9610	PHONE (A/C, No, Ext): 800-829-8390 FAX (A/C, No): 913-652-7599 E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : AIX Spec. Ins. Co.	12833
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED	
Palatka Post #3349 & Malta Assoc. and Veterans of Foreign Wars Auxiliary P.O. Box 218 Palatka, FL 32178-0218	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY [ ] PRO-JECT [ ] LOC OTHER:	X		LFZ-ML-20000459-11	12/13/2025	12/13/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 1,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			LFZ-ML-20000459-11	12/13/2025	12/13/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 100,000 $ $ $
	UMBRELLA LIAB [ ] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $
A	Liquor Liability			LFZ-ML-20000459-11	12/13/2025	12/13/2026	Occurrence Aggregate	$1,000,000 $1,000,000

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

City of Palatka is an Additional Insured, where required by written contract, per the terms, conditions and exclusions of the referenced general liability policy.

CERTIFICATE HOLDER

3349

City of Palatka, Florida

201 N 2nd Street

Palatka, FL 32177

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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FLORIDA

Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 01/18

Certificate Number	Effective Date	Expiration Date	Exemption Category
85-8013019033C-5	02/28/2024	02/28/2029	VETERANS ORGANIZATION

This certifies that

VETERANS OF FOREIGN WARS OF THE
UNITED STATES INC POST NO 3349
PALATKA VFW POST 3349
3201 REID ST
PALATKA FL 32177-2512

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.

FLORIDA

Important Information for Exempt Organizations

DR-14
R. 01/18

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).

2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.

3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.

4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).

5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.

6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

RESOLUTION NO. 2026-R-77

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT TO GERALD DONNELLY FOR MEMORIAL DAY PARADE TO WHICH WILL BE HELD ON MAY 25TH 2026 SETTING FORTH THE PROVISIONS OF THE PERMIT; AND GRANTING PERMISSION FOR ROAD CLOSURES OF ST. JOHNS AVE FROM 11TH ST. TO MEMORIAL; AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS Gerald Donnelly has made an application to the City of Palatka for a special events permit for the Memorial Day Parade.

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 the Memorial Day Parade is hereby granted to Gerald Donnelly with the following provisions and stipulations:

- **a.** A Class "C" Special Events Permit is hereby granted for the event to be held on May 25th, 2026, during the hours provided in the application
- **b.** Road closures of St. Johns Ave. from 11th St. to Memorial on the date and time as noted on the Permit 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 14th day of May 2026.

City Of Palatka

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-78 A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, SETTING THE SALARY OF JASON SHAW WHILE ACTING CITY MANAGER OF THE CITY OF PALATKA; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR SCRIVENER'S ERRORS
Acting City Manager Salary Change

STAFF REPORT

DATE: May 14, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Jason Shaw is performing the duties of Acting City Manager, his compensation should be adjusted to reflect the increased scope of responsibilities associated with the role. This adjustment is intended to align his salary more closely with that of the City Manager position on a temporary basis.

BACKGROUND

The salary change will take effect from the start of his appointment as Acting City Manager due to the termination of City Manager Marcia Carty on April 23, 2026, and remain in place for the duration of his service in that capacity. Upon conclusion of his acting assignment, his compensation shall revert to the salary associated with his regular position, unless otherwise modified by subsequent personnel actions. GL Accounts- 001-20-512-1100, 001-20-512-2100, and 001-20-512-2200

PROJECT ANALYSIS

Staff Recommendation

Staff recommends that the City Commission formally acknowledge and approve the temporary salary adjustment provided to Jason Shaw during his service as Acting City Manager. The adjustment is appropriate and consistent with standard personnel practices, reflecting the expanded scope of duties, level of responsibility, and leadership required of the position.

ATTACHMENTS

1.	J. Shaw ACM - 5-1-26
2.	78. Resolution 2026-R-78 Jason Shaw (1)

CURRENT SALARY (POLICE CHIEF)

G19 (Step 9)
$64.28/Hourly
$5,166.40/Bi-Weekly

CURRENT POLICY (Page 16)

04.5 ADMINISTRATIVE/SUPERVISORY EMPLOYEES:

A. Administrative/Supervisory employees are expected to perform any additional services and hours of work that may be required of them, to fulfill their job responsibilities, without overtime compensation.

B. Administrative/Supervisory employees who are called out by another supervisor to work at a non-supervisory job (i.e., Equipment Operator) shall be paid at their normal base pay, at straight time. This shall be paid from the division's budget requesting the assistance.

C. In the event of a disaster requiring scheduled overtime for Administrative/Supervisory personnel, the rate of compensation is to be set by the City Commission.

D. Each Administrative/Supervisory person is subject for call-in, on any emergency, at any time, as determined by his or her department head, City Manager, or his designee.

E. When an Administrative/Supervisory person is required to work on a project, and the cost of the project is billed to a third party, the Administrative/Supervisory personnel shall be compensated at the same rate as any other City personnel on the project, as the City does not make money from overtime work.

BASE PAY	ADDITIONAL HOURS	HOURLY RATE	ADDITIONAL/Bi-Weekly	FROM	TO
$5,166.40	20	$64.28	$1,285.60	$5,166.40	**$6,452.00**
$5,166.40	30	$64.28	$1,928.40	$5,166.40	**$7,094.80**

RESOLUTION NO. 2026-R-78

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, SETTING THE SALARY OF JASON SHAW WHILE ACTING CITY MANAGER OF THE CITY OF PALATKA; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS, City Manager Marcia was terminated effective April 23, 2026; and

WHEREAS, the City Commission appointed Jason Shaw, Police Chief, to serve as Acting City Manager on April 23, 206; and

WHEREAS, Jason Shaw is willing to serve as the Acting City Manager until the selection of a Interim City Manager by the City Commission; and

WHEREAS, the Commission desires to appoint Jason Shaw to serve as Acting City Manager of the City of Palatka, Florida, until such time that a interim city manager is hired, as provided for in Article III, Section 36 of the City Charter of the City of Palatka; and

NOW, THEREFORE, be it resolved by the City Commission of the City of Palatka, Florida, as follows:

1. Jason Shaw is hereby appointed as Acting City Manager of the City of Palatka until the selection of an Interim City Manager;
2. Mr. Shaw current salary shall be increased by $2,571.20 per month during the time he serves as Acting City Manager in addition to his responsibility as the City's Police Chief; and
3. Finance Department will use General Ledger Lines: Executive Salaries 001-20-512-1-1100; FICA Tax Expense 001-20-512-1-2100; Retirement Expense 001-20-512-1-2200; and
4. The Acting City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which of not affect the intent of this resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED this 14th day of May 2026, by the City Commission of the City of Palatka, Florida.

City Of Palatka

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-79: A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, ACCEPTING AMENDMENT 4 OF DEPARTMENT OF COMMERCE GRANT 22CV-S05 EXTENDING THE DEADLINE FROM JUNE 20, 2026, TO SEPTEMBER 30, 2026, AND PROVIDING FOR SCRIVENER'S ERRORS.

STAFF REPORT

DATE: May 14, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Approval of Resolution 2026-R-79: increasing the deadline on COVID sidewalks grant

BACKGROUND

The project's scope of work is the removal of sidewalks in the City of Palatka that are not ADA compliant and replacing them with ADA compliant sidewalks. Due to a finding by FDOC in the procurement process, the contracting of DB Civil was delayed by several months while the City addressed the finding. Because of the timing, DB Civil cannot complete the project by the current deadline of 6/30/26 without adding additional crews to work overtime. The City requested and has been granted an additional three month extension on the grant deadline to allow DB Civil to complete the work without requiring additional crews.

PROJECT ANALYSIS

Though the project is progressing as expected, to hit the current deadline of 6/30/26 will require a Change Order to add more teams to the project, which will cost the City an additional $35,000.

Staff Recommendation

Staff recommends the adoption of Resolution 2026-R-79

ATTACHMENTS

1.	79. Resolution 2026-R-79 ACCEPTING AMENDMENT 4 FOR GRANT 22CV-S05 TO EXTEND THE GRANT DEADLINE

RESOLUTION 2026-R-79

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, ACCEPTING AMENDMENT 4 OF DEPARTMENT OF COMMERCE GRANT 22CV-S05 EXTENDING THE DEADLINE FROM JUNE 20, 2026, TO SEPTEMBER 30, 2026, AND PROVIDING FOR SCRIVENER'S ERRORS.

WHEREAS, the City of Palatka has received and approved a grant from the Florida Department of Commerce (FDOC) in the amount of $5,000,000 for the removal of old sidewalks and replacing them with ADA compliant sidewalks; and

WHEREAS, the city and its contractors require more time than the grant currently provides to fully complete the project; and

WHEREAS, the Florida Department of Commerce has provided an amendment to the grant agreement extending the grant deadline to September 30, 2026;

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

1. The City Commission hereby approves Amendment 4 for grant 22CV-S05 to extend the grant deadline to September 30,2026.

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 this 14th day of May 2026.

City Of Palatka

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-81 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, INCORPORATING THE PROPOSED NEW EMPLOYEE HIRING POLICY TO APPENDIX 16 OF THE PERSONNEL POLICY, AND PROVIDING FOR SCRIVENER'S ERRORS
Proper Procedure for Hiring New Employees

STAFF REPORT

DATE: May 14, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

To review and submit an updated policy on new employee hiring procedures, ensuring alignment with current organizational standards and compliance requirements.
Approval to revise the outdated hiring policy and proceed with drafting and submitting the updated version for final review and implementation.

BACKGROUND

The current hiring policy for the City of Palatka was implemented during a period when the City did not maintain a dedicated Human Resources department. At that time, recruitment and hiring functions were outsourced to CareerSource, which managed applicant intake, screening, and placement. Since the establishment of an internal Human Resources department, the City now has the capacity to oversee and manage its own recruitment and hiring processes. However, the existing policy has not been updated to reflect this structural and operational change. As a result, certain procedures may no longer align with current practices, potentially creating inefficiencies or inconsistencies in hiring.

PROJECT ANALYSIS

Staff Recommendation

It is recommended that the updated revision of the current hiring policy be adopted to ensure it reflects the roles and responsibilities of the Human Resources department, aligns with current best practices in recruitment, selection, and onboarding, enhances transparency, consistency, and compliance with applicable employment laws and regulations, streamlines the hiring process to better meet the City's operational needs. Updating the policy will help ensure that hiring practices are efficient, equitable, and fully aligned with the City's current organizational structure.

ATTACHMENTS

1.	New Employee Hiring Procedure

2.	81. Resolution 2026-R-81 NEW HIRE POLICY

APPENDIX 16

PROPER PROCEDURE FOR HIRING NEW EMPLOYEES

POLICY:

~~Any individual considered. for em:EJloyment with the City of Palatka needs to be sent to the First Coast Career Service Office to see if they are qualified for the Wages Program. This is a considerable saving for the City of Palatka. The First Coast Career Service Office will send a completed form back to the City via the individual. This has to be done prior te employment.~~

Purpose

This policy establishes a consistent, fair, and inclusive framework for hiring employees. It ensures that candidates are evaluated based on qualifications, competencies, and potential, while recognizing that relevant experience and alternative education pathways may substitute for formal degrees.

Scope

This policy applies to all hiring activities, including full-time, part-time, temporary, and.contract roles.

Equal Opportunity Statement

We are committed to equal employment opportunity and prohibit discrimination based on race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other protected status.

Minimum Qualifications

Each job posting will clearly define:

- Required education (if applicable)
- Required experience
- Required skills, certifications, and competencies

Hiring managers must ensure qualifications are job-related and not unnecessarily restrictive.

1. Education/Experience Equivalency Methodology

1.1 Philosophy

We recognize that skills and knowledge can be acquired through various pathways, including work experience, military service, certifications, apprenticeships, and self-directed learning. Equivalent combinations of education and experience will be considered.

1.2 Standard Equivalency Framework

Unless otherwise required by law or licensing requirements, the following equivalencies apply:

Education Requirement	Equivalent Experience
High School Diploma/GED	2 years of relevant experience
Associate Degree	2-3 years of relevant experience
Bachelor's Degree	4 years of relevant experience
Master's Degree	6 years of relevant experience
Doctorate	8+ years of highly specialized experience

Notes:

- "Relevant experience" must directly relate to the job's core duties
- Experience may include professional, military, freelance, or significant project-based work.

1.3 Combination Equivalency

Candidates may meet requirements through a combination of education and experience. For example:

- 2 years of college+ 2 years of relevant experience may substitute for a bachelor's degree requirement.
- Professional certifications may count toward partial equivalency.

1.4 **Certifications and Alternative Credentials**

The following may be considered equivalent or supplemental:

- Industry-recognized certifications
- Technical training programs or bootcamps
- Apprenticeships or internships
- Portfolio of work (for applicable roles)

Hiring managers must document how these credentials meet job requirements on required exception form.

1.5 **Role-Specific Exceptions**

- Roles requiring legally mandated credentials (e.g., licensed professionals) are not eligible for substitution.
- Exceptions must be approved by HR & City Manager and documented.

2. Candidate Evaluation Process

2.1 Structured Evaluation

All candidates will be assessed using:

- Standardized screening criteria
- Structured interviews – systematic approach where all applicants are asked the same predetermined question for each specific job.
- Skills assessments (if applicable)

2.2 **Documentation**

Hiring managers must:

- Document how candidates meet minimum qualifications on adopted form
- Justify equivalency determinations
- Retain evaluation records for compliance and audit purposes and placed in employee file

3. Hiring Decision Guidelines

Selections will be based on:

- Demonstrated competencies
- Relevant experience and/or education
- Cultural and organizational fit
- Potential for growth

Equivalency determinations must be applied consistently across all candidates.

4. Training and Compliance

- HR will train hiring managers on this policy.
- Regular audits will ensure consistent application.
- Non-compliance may result in corrective action.

5. Policy Review

This policy will be reviewed annually and updated as needed to reflect best practices and legal requirements.

A completed application and change of status form should be taken to the City e□anager for approval of Grade Level; Pay Scale and Hiring starting position.

After receiving the City Manager's approval, the change of status form and the application should be given to the personnel Huuman Resource office so that an employment physical can be scheduled and other necessary forms are completed.

After all the necessary arrangements have been taken care of, the Personnel Human Resource office will notify the department head, so that the employee may start to work.

NO EMPLOYEE SHOULD BE ALLOWED TO START TO WORK UNTIL THE ~~Personnel~~ HUMAN RESOURCE DEPARTMENT HAS GIVEN AN ALL CLEAR TO THE DEPARTMENT HEAD ~~COMPETED ALL NECESSARY PAPER WORK and~~

~~Thank you for your cooperation in this matter~~

RESOLUTION 2026-R-81

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, INCORPORATING THE PROPOSED NEW EMPLOYEE HIRING POLICY TO APPENDIX 16 OF THE PERSONNEL POLICY, AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS, the organization recognizes the importance of maintaining a fair, transparent, and efficient hiring process that aligns with its strategic goals and values; and

WHEREAS, evolving workforce needs, legal requirements, and industry best practices necessitate periodic review and revision of hiring policies; and

WHEREAS, the organization is committed to promoting equal opportunity, diversity, and inclusion in all recruitment and hiring activities;

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

1. The existing hiring policy is hereby reviewed and updated to reflect current organizational needs, compliance requirements, and best practices in talent acquisition. The updated policy should reinforce the organization's commitment to equal employment opportunity and prohibit discrimination based on any legally protected characteristic.
2. The policy shall include proactive measures to attract and retain a diverse workforce, including outreach efforts and unbiased screening; Relevant staff involved in hiring shall receive training on the updated policy, applicable laws, and best practices to ensure full compliance. The updated hiring policy shall take effect immediately upon adoption of this resolution and shall be communicated to all employees and stakeholders.
3. The policy shall be reviewed periodically to ensure continued effectiveness and alignment with organizational goals and legal requirements.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 14th day of May 2026.

City Of Palatka

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-82 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE ESTABLISHMENT OF A DEDICATED AUDIO/VISUAL (A/V) CONTROL CENTER, APPROVING THE TRANSITION TO THE OBS STUDIO PLATFORM FOR MEETING PRODUCTION AND STREAMING, DIRECTING PUBLIC WORKS TO EVALUATE THE PROPOSED CONTROL ROOM LOCATION, AND AUTHORIZING STAFF TO PROCEED WITH IMPLEMENTATION PLANNING AND SYSTEM UPGRADES; PROVIDING FOR AN EFFECTIVE DATE.

Evaluation of A/V System and Recommendation for Control Center and System Upgrades

STAFF REPORT

DATE: May 14, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The City Commission directed staff to evaluate the existing audio/visual (A/V) system used during public meetings and for YouTube streaming. Staff was also asked to explore options for adopting a model similar to the County's system and to identify opportunities for reusing existing equipment as well as any additional needs for future planning and budgeting.

BACKGROUND

City staff conducted a comprehensive review of the current A/V setup, which is distributed across multiple locations within City Hall. The distributed design limits operational efficiency, complicates live meeting production, and makes troubleshooting more difficult during meetings. The County IT Department assisted by reviewing both the City and County systems and providing insight into best practices and potential improvements. This assessment included evaluating equipment, workflow, and broadcast/streaming processes.

PROJECT ANALYSIS

Establishment of a Dedicated Control Center (Best Practice Priority),Staff recommends consolidating all A/V control equipment into a dedicated control room. This approach aligns with best practices for meeting production and streaming operations.
Benefits include:
- Improved reliability during live meetings
- Streamlined operations through centralized control
- Increased equipment security

• Support for future scalability and system expansion
Estimated relocation cost: $6,742.24 (Quote: O'Cull Electric)
Proposed location: Break room at City Hall, outfitted with a viewing window for meeting monitoring
Status: Proposed location not yet approved by the Commission
System Software Upgrade: Transition to OBS Studio
To align with the County's model and improve production capabilities, staff recommends transitioning from Zoom-based control to OBS Studio.
Advantages include: Greater flexibility in managing camera feeds and presentation content, more professional and polished public-facing broadcast, and enhanced integration options for future equipment upgrades.
Supporting Enhancements To fully support an upgraded A/V workflow, the following additions are recommended: Monitors for
Commissioners and key staff to improve visibility during presentations, a dedicated presentation computer at the podium for guest use, a Stream Deck device for simplified control of OBS and related systems.
The preliminary cost estimate for these system upgrades: $8,250–$8,950
Total Estimated Cost of Equipment upgrades: $8,250–$8,950,
The current cost estimate for relocating all control equipment, including cabling and installation,
is $6,742.24, based on a quote provided by O'Cull Electric.
Preliminary Equipment Cost Estimate
OBS Production Computer: $1,500
Four (4) Monitors @ $150 each: $600
Zoom Computer: $850
One (1) Monitor: $150
Presentation Laptop: $850
HDMI Matrix Switch and Splitters: $3,000
Commission & Staff Monitors (7): $150–$250 each ($1,050–$1,750)
Stream Deck: $250
Estimated Equipment Total: $8,250 – $8,950
Estimated Construction $4,000
Estimated total: Approximately $19,700
General Ledger Lines: 001-20-512-6-6400 CAPITAL OUTLAY & 001-01-511-6-6400 CAPITAL OUTLAY
The construction or remodeling required for repurposing the proposed control room will be done in house by public works.

Staff Recommendation

Staff recommends that the City Commission: Approve the concept of establishing a dedicated A/V control center, Direct Public Works to evaluate the suitability of the proposed location and provide any necessary requirements, approve transitioning to the OBS Studio platform for meeting control and YouTube streaming, and authorize staff to

finalize scope of work, obtain updated quotes if needed, and move forward with implementation planning.
Next Steps: Coordinate an implementation timeline that avoids conflicts with scheduled Commission and board meetings.

ATTACHMENTS

1.	82. Resolution 2026-R-82 AV System

RESOLUTION 2026-R-82

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE ESTABLISHMENT OF A DEDICATED AUDIO/VISUAL (A/V) CONTROL CENTER, APPROVING THE TRANSITION TO THE OBS STUDIO PLATFORM FOR MEETING PRODUCTION AND STREAMING, DIRECTING PUBLIC WORKS TO EVALUATE THE PROPOSED CONTROL ROOM LOCATION, AND AUTHORIZING STAFF TO PROCEED WITH IMPLEMENTATION PLANNING AND SYSTEM UPGRADES; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission directed staff to evaluate the existing audio/visual (A/V) system used during public meetings and for YouTube streaming; and

WHEREAS, City staff conducted a comprehensive assessment of the current A/V system and determined that the distributed design across multiple locations limits operational efficiency and reliability during live meetings; and

WHEREAS, the Putnam County IT Department assisted by reviewing both the City and County systems and offering best-practice recommendations; and

WHEREAS, staff identified the establishment of a centralized A/V control center as the best-practice approach for modern meeting production, improved reliability, and future scalability; and

WHEREAS, staff further recommends transitioning from a Zoom-based workflow to the OBS Studio platform, consistent with the County's model and providing enhanced production capabilities; and

WHEREAS, preliminary estimates indicate equipment upgrade costs between $8,250 and $8,950, and an estimated $6,742.24 for relocation and cabling work based on a quote from O'Cull Electric, a quote of $4,000 from Public Works for a total projected cost of approximately $19,700; and

WHEREAS, funding for this project is available in General Ledger Lines 001-20-512-6-6400 (Capital Outlay) and 001-01-511-6-6400 (Capital Outlay);

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, AS FOLLOWS:

Section 1. The City Commission hereby approves the concept of establishing a dedicated A/V control center and authorizes staff to proceed with planning for the relocation of all control equipment.

Section 2. The City Commission directs the Public Works Department to evaluate the suitability of the proposed control room location and provide any requirements or modifications necessary for its use.

Section 3. The City Commission approves the transition to the OBS Studio platform for meeting production and YouTube streaming, including associated system enhancements such as monitors, presentation equipment, and workflow improvements.

Section 4. City staff is authorized to finalize the scope of work, obtain updated quotes if necessary, and proceed with implementation planning in coordination with scheduled Commission and board meetings to avoid operational conflicts.

Section 5. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this 14th day of May 2026.

City Of Palatka

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-83 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE PALATKA HR DEPARTMENT TO ACCEPT THE TEAM BUILDING CONTRIBUTIONS IN THE AMOUNT OF $1,250.00, CONTRIBUTIONS INTENDED TO BE UTILIZED FOR TEAM BUILDING ACTIVITIES.; PROVIDING FOR SCRIVENER'S ERRORS

STAFF REPORT

DATE: May 14, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

The Palatka Human Resources Department has identified a need to conduct staff team-building activities to support employee development and organizational cohesion. To support this initiative, contributions totaling $1,250.00 have been offered by Hanson, AutoLogic, and David Lee. These funds are intended specifically for team-building purposes and require formal approval by the City Commission before acceptance and use.

PROJECT ANALYSIS

Resolution No. 2026-R-83 authorizes the Palatka HR Department to accept $1,250.00 in contributions designated for staff team-building activities. 1
To properly account for these funds, the resolution amends the Fiscal Year 2025–2026 General Fund 001 budget as follows:

Revenue Amendment:
Account 001-00-366-0-1701 (Contributions – Team Building) increased by $1,250.

Expenditure Amendment:
Account 001-25-513-3-5289 (Staff Development – Team Building) increased by $1,250. These amendments ensure accurate financial tracking of the contributes funds and their intended use.

Staff Recommendation

Staff recommends approval of Resolution No. 2026-R-83 authorizing the acceptance of

$1,250.00 in contributions for staff team-building activities and approving the related amendments to the FY 2025–2026 General Fund 001 budget. Approval will support employee development efforts and allow the HR Department to appropriately utilize the donated funds..

ATTACHMENTS

1.	83. Resolution 2026-R-83 Team Building Contributions

RESOLUTION NO. 2026-R-83

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE PALATKA HR DEPARTMENT TO ACCEPT THE TEAM BUILDING CONTRIBUTIONS IN THE AMOUNT OF $1,250.00, CONTRIBUTIONS INTENDED TO BE UTILIZED FOR TEAM BUILDING ACTIVITIES.; PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS, the City of Palatka HR Department has determined that a need exists to conduct Team building activities; and

WHEREAS the Palatka City Commission deems it reasonable and in the best interest of the City to authorize the Palatka HR Department to accept for said Contributions for Staff team building activities.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida that.

1. The Palatka HR Department is hereby authorized to accept the Contributions for Staff team building activities totaling $1,250 from Hanson, AutoLogic, and David Lee. These funds will be used to cover the costs of the City's first Clean Up Day team-building event as well as future staff team-building activities.

2. That the revenues and expenditures of the City of Palatka General Fund 001 Budget for the Fiscal Year 2025-2026 are amended as follows:

PASSED by the City Commission of the City of Palatka, Florida, this 14th day of May, 2026.

Revenues:

Revenue Number	Description	Last Approved	Recc. Amendments	As Amended
001-00-366-0-1701	Contributions– Team Building	$0	$1,250	$1,250
Total Revenues Amended:		$0	$1,250	$1,250

Expenditures:

Expenditures Number	Description	Last Approved	Recc. Amendments	As Amended
001-25-513-3-5289	Staff Development – Team Building	$0	$1,250	$1,250
Total Expenditures Amended:		$1,250	$1,250	$1,250

3. 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.

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-84 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, APPROVING AND AUTHORIZING ACCEPTANCE OF A UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) RURAL DEVELOPMENT COMMUNITY FACILITIES DISASTER GRANT FOR THE PURCHASE OF POLICE VEHICLES; AUTHORIZING EXECUTION OF REQUIRED DOCUMENTS; PROVIDING FOR COMPLIANCE WITH GRANT CONDITIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

STAFF REPORT

DATE: May 14, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

The City of Palatka is pursuing grant funding through the USDA Rural Development Community Facilities Program to support the purchase of new police vehicles. These vehicles were originally planned to be financed through a bank loan. The attached documents provide evidence of the City's progress in the USDA grant process. The file titled "Palatka City Of RD1942-46" contains a completed USDA Letter of Intent to Meet Conditions, dated April 15, 2026, in which the City of Palatka states its intent to comply with the USDA's required terms and timelines. This form is part of the USDA's preliminary review process before any award is made. The file titled "Palatka City Of RD1940-01 2025," This form lists the type of assistance requested a grant amount of $303,800 and includes the official USDA certification language stating that approval is subject to availability of funds and USDA conditions. This form does not indicate that the grant is awarded; rather, it is a formal step in the application process.

PROJECT ANALYSIS

If the USDA grant is ultimately approved, the award amount of approximately $303,800 (as listed in the USDA form) would cover more than half the total vehicle cost, reducing the amount the City must finance. This reduction in borrowed principal directly lowers total interest expense that would otherwise be incurred over seven years. Because the grant has not yet been awarded, the projected savings represent potential interest avoided if the grant funding is secured. Final savings will depend on the exact awarded amount and resulting reduction in loan principal at the time of financing.

Staff Recommendation

Staff recommends the City Commission authorize the continued pursuit of USDA Rural Development grant funding for the Police Department vehicle acquisitions. Acceptance of the grant, if awarded, would significantly reduce the City's financing burden. Staff further recommends authorizing the Mayor, and City Manager, to execute all documents necessary to complete the USDA grant process, including responding to USDA conditions, submitting additional required materials, and preparing for updated financing arrangements should the grant be awarded.

ATTACHMENTS

1.	LOC Palatka Police
2.	Palatka City Of_RD1942-46
3.	Palatka City Of_RD1940-01_2025
4.	84. Resolution 2026-R-84 Acceptance of USDA Grant for Police Vehicles

April 27, 2026

Honorable Robbi Correa
City of Palatka
201 N 2nd Street
Palatka, FL 32177

SUBJECT: Corrected Letter of Conditions – Community Facility Disaster Grant Application
City of Palatka – Ten Police Cars
Grant $303,800

Dear Mayor Correa:

This letter, with attachments, establishes conditions that must be understood and agreed to by the applicant before further consideration may be given to their application for Federal Assistance. The State and Area Office staff of USDA Rural Development (RD or Agency) will administer the loan and/or grant funds for this project on behalf of the Rural Housing Service. All parties may access information and regulations referenced in this letter at our website located at: https://www.rd.usda.gov/programs-services/community-facilities. Any changes in project cost, source of funds, scope of services, or any other significant changes in the project or applicant (this includes significant changes in the applicant's financial condition, operation, organizational structure or executive leadership) must be reported to and approved by RD by written amendment to this letter. Any change not approved by RD will be cause for discontinuing processing of the application. If you do not meet the conditions of this letter, the Agency reserves the right to withdraw Agency funding.

This letter is not to be considered as grant approval or as representation to the availability of funds. The application can be processed on the basis of a RD grant not to exceed $303,800. Funds for this project are provided by the Rural Housing Service (RHS).

Please complete and return the attached Form RD 1942-46, "Letter of Intent to Meet Conditions," and Form RD 1940-1, "Request for Obligation of Funds," within the next ten (10) days, if you desire that we give further consideration to your application. The execution of these and all other documents required by RD must be authorized by appropriate resolutions of the applicant's governing body.

The grant will be considered approved on the date Form RD 1940-1, "Request for Obligation of Funds," is mailed to the applicant by RD.

Rural Development • Ocala Area Office
2441 NE 3rd Street, Suite 204-1, Ocala, FL 34470
Voice (352)732-9796 • Fax (855)474-6990

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint form AD -3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.hml and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)632-9992. Submit your completed form or letter to USDA by mail at U.S. Department of Agriculture, Office of the Assistant Secretary of Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410; by fax at (202)690-7442 or by email at program.intake@usda.gov

USDA is an equal opportunity provider, employer and lender

Project Budget—Based on Standard Form 424, "Application for Federal Assistance," the project cost and funding will be as follows:

a.	Project Cost	Total	Applicant	USDA Grant Other
	Equipment	$303,800	$248,608	$552,408
b.	**Source of Funds**			
	Applicant	$248,608		
	USDA Grant	$303,800		
	TOTAL:	**$552,408**		

Any changes in funding sources following obligation of Agency funds must be reported to the processing official. Project feasibility and funding will be reassessed if there is a significant change in project costs after bids are received. If actual project costs exceed the project cost estimates, an additional contribution by the applicant may be necessary.

The applicant will ensure projects are completed in a timely, efficient, and economical manner. Section I of the attached conditions (Items 1—8) must be satisfied prior to grant closing or before construction begins, whichever occurs first, in either case not later than twelve (12) months from the date of this letter. In addition to the conditions in Sections I-III, the applicant must fully comply with all requirements on Form RD 3570-3, Community Facilities Grant Agreement. The Agency reserves the right to cancel funds if the applicant does not comply with all requirements as presented or subsequently modified, as needed.

In the event the project has not advanced to the point of purchased equipment within six to nine (6-9) months, RD reserves the right to discontinue the processing of the application.

This Letter of Conditions will require written approval to extend the Letter of Conditions offer after one year from the date of this letter.

Also, please be aware of statute 31 US Code §1552 outlining procedure for appropriation account for definite time period of five years: "on September 30th of the 5th fiscal year after the period of availability ends, account shall be closed any remaining balance shall be canceled.

If you have any questions, feel free to contact this office.

Sincerely,

REBECCA MANNING Digitally signed by REBECCA MANNING
Date: 2026.04.27 06:12:59 -04'00'

Stephanie C. Hodges
Program Director

cc: Community Programs Director, RD

ATTACHMENT TO LETTER OF CONDITIONS

SECTION I. CONDITIONS TO BE SATISFIED PRIOR TO GRANT CLOSING OR BEFORE CONSTRUCTION BEGINS, WHICHEVER OCCURS FIRST

1. **Disbursement of Funds**

   a. The applicant's contribution of funds toward the project cost shall be considered the first funds expended and must be deposited in its project account before construction is started.

   b. Agency funds will not be used to pre-finance funds committed to the project from other sources2.

2. **Security Requirements**

   a. The applicant will be required to complete and execute Form RD 3570-3, "Community Facilities Grant Agreement" at the time of grant closing.

   b. The grantee understands that any property acquired or improved with Federal grant funds may have use and disposition conditions which apply to the property as provided by 2 CFR part 200 in effect at this time and as may be subsequently modified.

   c. The grantee understands that any sale or transfer of property is subject to the interest of the United States Government in the market value in proportion to its participation in the project as provided by 2 CFR part 200 in effect at this time and as may be subsequently modified.

   d. In accordance with 2 CFR 200.330, the grantee understands that it must submit regular reports on the status of real property in which the Federal Government retains an interest. Reports shall be submitted annually for the first three years of the award and every five years thereafter on SF-429 Real Property Status Report, or similar format.

3. **Civil Rights & Equal Opportunity**— The grantee has received an award of Federal funding and is required to comply with U.S. statutory and public policy requirements, including but not limited to:

   a. **Section 504 of the Rehabilitation Act of 1973** – Under Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), no handicapped individual in the United States shall, solely by reason of their handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Agency financial assistance. The Standard for compliance is the Architectural Barriers Act Accessibility Standards (ABAAS).

   b. **Civil Rights Act of 1964** – All recipients are subject to, and facilities must be operated in accordance with, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) and 7 CFR 1901, Subpart E, particularly as it relates to conducting and reporting of compliance

reviews. Instruments of conveyance for loans and/or grants subject to the Act must contain the covenant required by Paragraph 1901.202(e) of this Title.

c. **The Americans with Disabilities Act (ADA) of 1990** – This Act (42 U.S.C. 12101 et seq.) prohibits discrimination on the basis of disability in employment, State and local government services, public transportation, public accommodations, facilities, and telecommunications.

d. **Age Discrimination Act of 1975** – This Act (42 U.S.C. 6101 et seq.) provides that no person in the United States shall on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

e. **Controlled Substances Act** - Even though state law may allow some activities, as a recipient of Federal funding, you are subject to the Controlled Substances Act. Specific questions about the Controlled Substances Act should be directed to the Servicing Official who will contact the Office of General Counsel, as appropriate.

f. **Form RD 400-4, "Assurance Agreement**," – Execute

g. **Limited English Proficiency (LEP) -** LEP statutes and authorities prohibit exclusion from participation in, denial of benefits of, and discrimination under Federally assisted and/or conducted programs on the ground of race, color, or national origin. Title VI of the Civil Rights Act of 1964 covers program access for LEP persons. LEP persons are individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. These individuals may be entitled to language assistance, free of charge. The recipient must take reasonable steps to ensure that LEP persons receive the language assistance necessary to have meaningful access to USDA programs, services, and information the recipient provides.

Agency financial programs must be extended without regard to race, color, religion, sex, national origin, marital status, age, or physical or mental handicap. The recipient must display posters (provided by the Agency) informing users of these requirements, and the Agency will monitor the recipient's compliance with these requirements during regular compliance reviews.

As a recipient of RD funding, you are required to post a copy of the Non-Discrimination Statement listed below in your office and in include in full, on all materials produced for public information, public education, and public distribution both print and non-print.

Non-Discrimination Statement

"This institution is an equal opportunity provider and employer."

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at https://www.usda.gov/oascr/how to-file-a-program-discrimination-complaint, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

If the material is too small to permit the full statement to be included, the material at a minimum includes the statement in print size no smaller than the text that "This institution is an equal opportunity provider and employer."

4. **Procurement**
All procurement transactions connected to this project, regardless of whether by negotiations or by sealed bids and without regard to dollar value shall be conducted in a manner that provides maximum open and free competition in compliance with but not limited to 7 CFR 1942.18 (j)(2), 2 CFR 200.

5. **Environmental Reviews**— The project as proposed has been evaluated to be consistent with the National Environmental Policy Act. Other Federal, State, tribal, and local laws, regulations and or permits may apply or be required. During any stage of project development, including construction, should environmental issues develop which require mitigation measures, RD applicants are required to notify RD and comply with such mitigation measures. Failure by an applicant to implement mitigation measures may disqualify the project from Agency funding. Mitigation measures identified or prepared as part of the CEQA and NEPA environmental process must be implemented. If the project or any project element deviates from or is modified from the originally approved project, additional environmental review may be required.

6. **Electronic Funds Transfer** — All grant funds will be transferred to grantees via Electronic Funds Transfer/Automated Clearinghouse Systems (EFT/ACH). Normal transfers will be ACH, with money being placed in the grantees account two business days after the RD processing office approves the pay request. The applicant must submit the Electronic Funds Transfer Form containing the banking (ACH) information to the RD Servicing Office at least 45 days prior to the date of grant closing. Failure to do so could delay grant closing.

7. **System for Award Management Registration and Unique Entity ID**—You as the recipient must maintain the currency of your information in the System for Award Management (SAM) until you submit the final financial report required under this award and all grant funds under this award have been disbursed or de-obligated, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term. Recipients can register on-line at (https://www.sam.gov) You as the recipient may not make a sub-award to an entity unless the entity has provided its Unique Entity ID from SAM.gov to you.

8. **Suspension and Debarment Screening** – You will be asked to provide information on the principals of your organization. Agency staff must conduct screening for suspension and debarment of the entity, as well as its principals through the Do Not Pay Portal.
   a. Principal –
      i. An officer, director, owner, partner, principal investigator, or other person within a participant with management or supervisory responsibilities related to a covered transaction; or
      ii. A consultant or other person, whether or not employed by the participant or paid with federal funds, who –
         1. Is in a position to handle federal funds;
         2. Is in a position to influence or control the use of those funds; or, occupies a technical or professional position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction. (2 CFR §180.995)

SECTION II. GRANT CONDITIONS TO BE SATISFIED DURING PROCUREMENT

For non-construction projects, the pay application submitted to the Agency will include:

a. **The SF-270, "Request for Advance or Reimbursement**" and will track all project costs and sources of funds and will be signed by the owner.

a. All required backup to support the pay application request, including but not limited to, invoices, proof of payment, etc., must be provided with the pay application.

1. **Final Inspection**—A final inspection will be made by RD on the component USDA is financing before final payment is made.

2. **Excess Funds**—Any remaining funds must be utilized for approved purposes within 60 days following the final inspection or the funds will be canceled without further notification from RD.

SECTION III. GRANT CONDITIONS TO BE SATISFIED AFTER PROJECT COMPLETION

1. **Financial Statements**—To be submitted on an annual basis in accordance with the following:

   a. 2 CFR Part 200, Subpart F establishes audit requirements that borrowers and grantees must follow. Borrowers and grantees who spend $1,000,000 or more in Federal awards in their fiscal year, have CF loan balances totaling $1,000,000 or more, or a combination of the two must submit an audit in accordance with 2 CFR 200, Subpart F.

Federal funds expended during a borrower's fiscal year: 2 CFR Part 200, Subpart F requires a borrower that expends $1,000,000 or more in Federal awards in their fiscal year to submit a single or program-specific audit. A CF direct loan, guaranteed loan, and/or grant, or any combination thereof, are considered Federal awards.

Grantees: Grantees that spend $1,000,000 or more in a year in Federal awards must have an audit conducted in accordance with 2 CFR Part 200, Subpart F except when the grantee elects to have a program specific audit conducted.

Borrowers and grantees must submit audits within nine months from the end of the borrower's fiscal year or 30 days after receiving receipt from the auditor, whichever is earlier. The financial statements audited must be submitted to the Federal Audit Clearinghouse.

b. All borrowers exempt from the audit requirements cited in 1(a) above, and who do not otherwise have annual audits, will within 60 days following the end of the borrower's fiscal year furnish RD with annual financial statements, consisting of a verification of the organizations, balance sheet and statement of income and expenses.

Grantees exempt from the audit requirements cited in 1(a) above, and who do not otherwise have annual audits, will within 60 days following the end of the fiscal year in which any grant funds were expended furnish RD with annual financial statements consisting of a verification of the organizations, balance sheet and statement of income and expenses.

The borrower/grantee may use Forms RD 442-2 "Statement of Budget, Income and Equity" and 442-3 "Balance Sheet", or similar format to provide the financial information. For borrowers using Form RD 442-2, the dual purpose of fourth quarter management reports, when required, and annual statements of income will be met with this one submission.

2. **Audit agreement**—If you are required to obtain the services of a licensed Certified Public Accountant (CPA), you must enter into a written audit agreement with the auditor. The audit agreement may include terms and conditions that you and auditor deem appropriate.

3. **Compliance Reviews**—RD will be required to periodically conduct a compliance review of this facility and operation. Compliance reviews will be completed one year after loan closing and every three years thereafter by utilizing Form RD 400-8. You will need to provide the local office the statistical information as requested. The Agency will conduct regular compliance reviews of the borrower and its operation in accordance with Architectural Barriers Act (ABA) Accessibility Guidelines.

4 **Security Inspections**—RD is required to conduct an inspection of the facility a minimum of once every three years. The recipient must participate in these inspections and provide the required information. Compliance reviews will typically be conducted in conjunction with the security inspections described in this letter. If beneficiaries (users) are required to complete an application or screening for the review to collect data by race (American Indian or Alaska Native, Asian, Black or African) the Agency will utilize this data as part of the required compliance review.

Form RD 1942-46
(Rev. 6-10)

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT

FORM APPROVED
OMB NO. 0575-0015
OMB NO. 0570-0062

LETTER OF INTENT TO MEET CONDITIONS

Date 4/15/2026

TO: United States Department of Agriculture

Rural Development

(Name of USDA Agency)

2441 NE 3rd Street, Suite 204-1
Ocala, Florida 34470

(USDA Agency Office Address)

We have reviewed and understand the conditions set forth in your letter dated 4/15/2026 . It is our intent to meet all of them not later than 6/14/2026 .

City Of Palatka

(Name of Association)

BY

Robbi Correa, Mayor

(Title)

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a persons is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015 and 0570-0062. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data. needed, and completing and reviewing the collection of information.

USDA
Form RD 1940-1
(Rev 02-26)

View Burden Statement

FORM APPROVED
OMB No. 0570-0062
Exp. Date: 9/30/2028
OMB No. 0570-0067
Exp. Date: 9/30/2028

Request for Obligation of Funds

1. Borrower Name	City Of Palatka	**5. Case/Borrower Number**	ST 09 CO 054 BORROWER ID 504042980
2. Borrower Address	201 North 2nd Street	**6. Type of Applicant**	Proprietorship
3. City, State, Zip Code	Palatka, FL 32177-	**7. Collateral Code**	Blank
4. County Name	Putnam	**8. Community Size / Service Area**	
9. Amount of Loan	$0.00	**13. Interest Rate**	0 %
10. Amount of Grant	$303,800.00	**14. Repayment Terms** *(years)*	
11. Type of Assistance Code	960	**15. Type of Payment**	Blank
12. Fiscal Year	2026	**16. *Kept blank for future use***	

17. COMMENTS AND REQUIREMENTS OF CERTIFYING OFFICIAL:

1. Subject to the availability of funds.
2. Subject to the Letter of Conditions April 15,2026 and any amendments.

18. I HEREBY CERTIFY that I am unable to obtain sufficient credit elsewhere to finance my actual needs at reasonable rates and terms, taking into consideration prevailing private and cooperative rates and terms in or near my community for loans for similar purposes and periods of time (as applicable in accordance with program regulations). I agree to use the sum specified herein, subject to and in accordance with regulations and applicable to the type of assistance indicated above, and request payment of such sum. I agree to report to USDA any material adverse changes, financial or otherwise, that occur prior to loan/grant closing. I certify that no part of the sum specified herein has been received. I have reviewed the loan/grant approval requirements and comments associated with this loan/grant request and agree to comply with these provisions.

WARNING: **Whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes use of any false writing or document know the same to contain any false fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both.**

(For loans at eligible terms only) If this loan is approved, I elect the interest rate to be charged on my loan to be the lower of the interest rate in effect at the time of loan approval or loan closing. If I check "NO" the interest rate charged on my loan will be the rate specified on this form. ◯ **YES** ◯ **NO** ◯ **N/A-Grant Only**

(Date)	*(Signature of Authorized Representative)*
(Organization Name)	Robbi Correa, Mayor *(Typed or Printed Name and Title of Authorized Representative)*

For Internal Use Only

19. I HEREBY CERTIFY that all of the committee and administrative determinations and certifications required by regulations prerequisite to providing assistance of the type indicated above have been made and that evidence thereof is in the docket, and that all requirements of pertinent regulations have been complied with. I hereby approve the above-described assistance in the amount set forth above, and by this document, subject to the availability of funds, the Government agrees to advance such amount to the applicant for the purpose of and subject to the availability prescribed by regulations applicable to this type of assistance.

(Date)	*(Signature of Approving Official)*
(Typed or Printed Name of Approving Official)	*(Title)*

Obligation Date for Obligation ID _____

20. TO THE APPLICANT: As of this date _____, this is notice that your application for financial assistance from the USDA has been approved, as indicated above, subject to the availability of funds and other conditions required by the USDA. If you have any questions, contact the appropriate USDA Servicing Office.

RESOLUTION NO. 2026-R-84

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, APPROVING AND AUTHORIZING ACCEPTANCE OF A UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) RURAL DEVELOPMENT COMMUNITY FACILITIES DISASTER GRANT FOR THE PURCHASE OF POLICE VEHICLES; AUTHORIZING EXECUTION OF REQUIRED DOCUMENTS; PROVIDING FOR COMPLIANCE WITH GRANT CONDITIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Palatka has applied for funding through the United States Department of Agriculture (USDA) Rural Development Community Facilities Disaster Grant Program for the acquisition police vehicles; and

WHEREAS, USDA Rural Development has issued a Letter of Conditions dated April 15, 2026, outlining the terms and conditions for a proposed grant in an amount not to exceed $303,800, with an anticipated project total of approximately $552,408, including a required City contribution of approximately $248,608. If the Grant is awarded the General Ledger Account numbers are as follows, 001-00-331-2-5507, 001-07-521-6-6402, and 001-07-521-6-6404; and

WHEREAS, the grant funding will support the acquisition of critical police patrol vehicles necessary to enhance emergency response capabilities and protect the safety and welfare of the residents of the City of Palatka; and

WHEREAS, the USDA requires that the governing body of the applicant authorize the execution of all required documents, including but not limited to Form RD 1942-46 (Letter of Intent to Meet Conditions), Form RD 1940-1 (Request for Obligation of Funds), and Form RD 3570-3 (Community Facilities Grant Agreement); and

WHEREAS, the City Commission finds that acceptance of the grant and compliance with the associated conditions is in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA:

SECTION 1. Approval of Grant. The City Commission hereby approves the USDA Rural Development Community Facilities Disaster Grant for the acquisition of police vehicles, subject to the terms and conditions set forth in the April 15, 2026 Letter of Conditions.

SECTION 2. Authorization. The Mayor, City Manager, or their designee is hereby authorized to execute all documents necessary to accept and implement the grant, including any amendments, certifications, assurances, and agreements required by USDA Rural Development.

SECTION 3. Compliance with Conditions. The City shall comply with all applicable federal, state, and local laws, regulations, and grant conditions, including but not limited to procurement requirements, civil rights obligations, reporting requirements, and financial management standards as outlined in the Letter of Conditions and associated federal regulations.

SECTION 4. Matching Funds. The City Commission hereby authorizes the commitment of required matching funds in the approximate amount of $248,608 and further authorizes inclusion of such funds in the City’s budget as necessary to complete the project.

SECTION 5. Implementation. The City Manager or designee is authorized to take all administrative actions necessary to carry out the intent of this Resolution and to ensure timely completion of the project.

SECTION 6. Scrivener’s Errors. The City Manager or designee is authorized to correct typographical, numbering, and other scrivener’s errors that do not affect the intent of this Resolution, and the City Clerk is directed to file and maintain a corrected copy as part of the official record.

SECTION 7. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this 14th day of May 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-85 A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH MACIAS, GINI & O'CONNELL LLP FOR THE CITY'S OPERATIONAL AUDIT (RFP 2025-03); AND PROVIDING FOR SCRIVENER'S ERRORS

STAFF REPORT

DATE: May 14, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Adopt Resolution AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT AGREEMENT WITH MACIAS GINI & OCONNELL LLP FOR THE CITY'S OPERATIONAL AUDIT RFP 2025-03

BACKGROUND

The City of Palatka issued Request for Proposals (RFP) 2025-03 to obtain professional consulting services to conduct a comprehensive Operational Audit. The audit is intended to support improved performance, transparency, and operational efficiency. Macias, Gini & O'Connell LLP (MGO) submitted a proposal detailing a complete operational audit engagement and the City negotiated a Professional Services Agreement establishing scope, standards, timelines, and compensation not to exceed $59,000. GL Accounts 001-22-513-3-3200, 041-29-536-3-3200, 043-10-534-3-3200, and 043-28-534-3-3200.

PROJECT ANALYSIS

The Operational Audit includes a citywide risk assessment, development of a risk-based audit plan, department-level fieldwork, benchmarking, procurement and grants management review, evaluation of performance metrics, and preparation of draft and final audit reports. The Agreement includes defined milestones such as delivery of a draft report within 120 days and a final report within 150 days. The audit will provide independent insight to support strategic planning and organizational improvement.

Staff Recommendation

Staff recommends that the City Commission approve Resolution No. 2026-R-XX, authorizing the City Manager to execute the Professional Services Agreement with Macias, Gini & O'Connell LLP for the Operational Audit (RFP 2025-03). Staff further recommends approval for the City Manager to execute all associated project-related documents and correct scrivener's errors without further Commission action.

ATTACHMENTS

1.	85. Resolution 2026-R-85 AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT AGREEMENT WITH MACIAS GINI & OCONNELL LLP FOR THE CITY'S OPERATIONAL AUDIT
2.	PROFESSIONAL CONTRACT MACIAS GINI & OCONNELL LLP

RESOLUTION NO. 2026-R-85

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH MACIAS, GINI & O'CONNELL LLP FOR THE CITY'S OPERATIONAL AUDIT (RFP 2025-03); AND PROVIDING FOR SCRIVENER'S ERRORS.

WHEREAS, the City of Palatka issued Request for Proposals (RFP) 2025-03 for professional consulting services to conduct an Operational Audit for the City of Palatka; and

WHEREAS, the Operational Audit includes performance of a one-time professional engagement incorporating risk assessment, development of a risk-based audit plan, departmental fieldwork, benchmarking, procurement review, metrics evaluation, community engagement surveys, and preparation of draft and final audit reports; and

WHEREAS, the City desires to retain Macias, Gini & O'Connell LLP ("Consultant") to perform these services in accordance with the Statements on Standards for Consulting Services issued by the AICPA; and

WHEREAS, the Professional Services Agreement establishes the scope of services, performance standards, timeline, compensation terms not to exceed $59,000, insurance requirements, indemnification, compliance with Florida Statutes (including E-Verify, public records, and scrutinized companies statutes), audit rights, termination provisions, and other contractual obligations between the City and the Consultant; and

WHEREAS, funding for this engagement has been budgeted by the City, and the operational audit is deemed to be in the best interest of the City of Palatka to support transparency, risk management, and improved municipal operations; and

WHEREAS, the City Commission finds it appropriate and necessary to authorize the City Manager to execute the Professional Services Agreement and all documents related to the implementation of the operational audit.

GL Accounts: 001-22-513-3-3200, 041-29-536-3-3200, 043-10-534-3-3200, &
043-28-534-3-3200

NOW THEREFORE, be it resolved as follows:

1. Approval of Agreement. The City Commission hereby approves the Professional Services Agreement between the City of Palatka and Macias, Gini & O'Connell LLP for the Operational Audit (RFP 2025-03).

2. Authorization to Execute. The City Manager is authorized to execute the Professional Services Agreement and any associated project-related documents, including amendments, time extensions, certifications, assurances, and payment authorizations necessary for completion of the audit.

3. Scrivener's Errors. The City Manager, without further action of the City Commission, is authorized to correct typographical or scrivener's errors that do not affect the intent of this Resolution. A corrected copy shall be filed with the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 14th day of May 2026.

CITY OF PALATKA

BY:_____
Its MAYOR

ATTEST:

_____

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

_____

CITY ATTORNEY

PROFESSIONAL SERVICES AGREEMENT
Between
The CITY OF PALATKA, FLORIDA
and
MACIAS, GINI & O'CONNELL LLP

This Professional Services Agreement ("Agreement") is made and entered into as of the 14th day of May, 2026, by and between the City of Palatka, Florida, a Florida municipal corporation ("City"), and Macias, Gini, & O'Connell LLP, ("Consultant").

1. PURPOSE AND ENGAGEMENT

The City retains Consultant to perform a one-time professional consulting engagement consisting of the scope of services listed in RFP 2025-03 Operational Audit.

2. SCOPE OF SERVICES

Consultant shall perform the following services in accordance with the Statements on Standards for Consulting Services issued by the AICPA..

2.1 Conduct Initial Risk Assessment

- Stakeholder meetings with elected officials, department heads, and key staff.
- Review of policies, procedures, organizational charts, financial reports, performance metrics, and relevant documentation.
- Identification of audit objectives.
- Evaluation and ranking of operational areas based on risk.

2.2 Develop a Risk-Based Audit Plan

- Based on the results of the initial risk assessment, develop a risk-based audit plan
- Present the audit plan to City Management

2.3 Conduct Operational Audit Fieldwork

- Conduct departmental reviews (Public Works, Finance and administration, Public Safety, Parks & Recreation, Planning, Utility Billing, IT and communications), including the following activities, which will be refined during 2.1.
    - Technology and systems assessment
    - Budget analysis and grants review
    - Procurement and contract management review
    - Risk management and compliance evaluation
    - Performance metrics and best practice benchmarking
    - Community engagement survey* and service delivery evaluation survey*
    - Strategic alignment and sustainability assessment

*The City must administer and disseminate both engagement surveys.

2.4 Draft and Finalize Report

- Draft written report including:
    - Executive summary

    - Scope and methodology
    - Findings and conclusions
    - Specific operational recommendations
    - Prioritized internal audit plan
    - Estimated hours and cost projections
- Present written report to City management for comments
- Incorporate final updates and edits
- Finalize report

Timeline and Deliverables

- Kickoff Meeting: Within two weeks of contract award
- Progress Reports: Monthly updates to key stakeholders
- Detailed Draft Report: Within 120 days of project initiation
- Detailed Final Report and Presentation: Within 150 days of project initiation

3. PERFORMANCE STANDARDS

Consultant shall:

- Perform services in a professional and workmanlike manner consistent with the highest standards of the consulting profession.
- Assign personnel experienced in governmental risk assessment and municipal operations.
- Comply with all applicable federal, state, and local laws.
- Ensure work is factually accurate, analytically sound, and supported by documentation.
- Deliver objective, independent recommendations free from conflicts of interest.
- Immediately disclose any actual or potential conflict of interest.

Failure to meet these standards constitutes material breach.

4. TERM AND TIMELINE

This Agreement begins upon execution and terminates upon delivery and acceptance of final deliverables.

Consultant anticipates draft report delivery within one hundred twenty (120) days, contingent upon timely cooperation and document production by the City.

5. COMPENSATION

Estimated total compensation: $59,000

5.1 Not-to-Exceed

Total compensation shall not exceed $59,000 without written amendment approved by the City Commission.

5.2 Payment Terms

- Invoices shall itemize hours by staff level and expenses.

- Payment is subject to approval of deliverables.
- The City may withhold disputed amounts.
- No interest or service charges shall apply unless approved by the City Commission.

6. INSURANCE
Consultant shall maintain:
- Commercial General Liability: $1,000,000 per occurrence
- Professional Liability: $2,000,000 per claim

City shall be named as additional insured on CGL policy. Certificates required prior to commencement.

7. INDEMNIFICATION
To the fullest extent permitted by law, Consultant shall indemnify, defend, and hold harmless the City, its officers, officials, and employees from claims, damages, losses, and expenses, including attorney's fees, arising out of or resulting from:
- Consultant's negligent acts or omissions;
- Breach of this Agreement;
- Violation of law;
- Intellectual property infringement.

Nothing herein shall be construed as a waiver of the City's sovereign immunity under §768.28, Florida Statutes.

8. LIMITATION OF LIABILITY
Any limitation of liability proposed by Consultant is rejected. Consultant's liability shall be governed by Florida law. No contractual limitation shall reduce Consultant's responsibility below applicable professional standards or insurance coverage limits.

9. PUBLIC RECORDS COMPLIANCE (F.S. 119)
Consultant shall:
1. Keep and maintain public records required by the City.
2. Provide public access to records in accordance with Chapter 119, F.S.
3. Ensure records are retained in accordance with Florida law.
4. Transfer all public records to the City upon termination.

IF CONSULTANT HAS QUESTIONS REGARDING PUBLIC RECORDS REQUIREMENTS, CONTACT:
City Clerk, City of Palatka, 201 N. 2nd Street, Palatka, FL 32177.

10. STATUTORY COMPLIANCE
10.1 Scrutinized Companies (F.S. 287.135; 215.4725; 215.473)
Consultant certifies it:
- Is not on the Scrutinized Companies that Boycott Israel List;
- Is not engaged in a boycott of Israel;
- Is not on the Scrutinized Companies with Activities in Sudan or Iran Terrorism Sectors List;

- Does not have business operations in Cuba or Syria.

City may immediately terminate for false certification.

10.2 E-Verify (F.S. 448.095)

Consultant and all subcontractors shall:

- Register with and use E-Verify within three (3) business days of hire;
- Comply with §448.095(2)(c) if system unavailable;
- Obtain required subcontractor affidavits

Failure constitutes material breach.

10.3 Funding Contingency

Funding beyond September 30 of any fiscal year is subject to City budget approval and TRIM process.

11. AUDIT RIGHTS

The City, the Florida Auditor General, and other authorized entities may audit Consultant's records related to this Agreement for at least five (5) years after completion.

12. TERMINATION

12.1 For Convenience

City may terminate without cause upon ten (10) days written notice.

12.2 For Cause

Immediate termination for material breach, statutory violation, or conflict of interest.
City shall only pay for satisfactorily completed services.

13. GOVERNING LAW AND VENUE

This Agreement shall be governed by Florida law. Venue shall lie exclusively in Putnam County, Florida.

14. OWNERSHIP OF WORK PRODUCT

All final reports and final work product prepared for the City shall become the property of the City upon payment.
Consultant retains no ownership rights in final deliverables specific to the City.

15. INDEPENDENT CONTRACTOR

Consultant is an independent contractor and not an agent of the City.

16. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties and supersedes any prior master services agreement structure.

SOVEREIGN IMMUNITY

Nothing in this Agreement shall be deemed to waive the City's sovereign immunity or the limits of liability set forth in §768.28, Florida Statutes.

The City shall not be liable for any claim or damages except as provided by §768.28, Florida Statutes, and nothing in this Agreement shall be construed as consent by the City to be sued by third parties in any matter arising out of this Agreement.
The parties agree that any indemnification or liability of the City is strictly limited by §768.28, Florida Statutes, and shall not be expanded by contract.
The City does not agree to pay attorney's fees, costs, or damages except as required by Florida law.

HUMAN TRAFFICKING COMPLIANCE (§787.06, F.S.)
Consultant certifies that it does not use coercion for labor or services as defined in §787.06, Florida Statutes.
In accordance with §787.06(13), Florida Statutes, Consultant represents that it does not use, and will not use, any form of coercion, as defined in that section, for labor or services during the term of this Agreement.
If the City determines that Consultant has violated this provision, the City may immediately terminate this Agreement without penalty and may pursue any other remedies available at law or in equity.

NONDISCRIMINATION
Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.
Consultant shall comply with all applicable federal, state, and local laws relating to nondiscrimination, including but not limited to Title VI and Title VII of the Civil Rights Act of 1964, as amended.

SIGNATURES

CITY OF PALATKA, FLORIDA

By: _____
Name: Jason Shaw
Title: Acting City Manager
Date: _____

ATTEST:

By:_____
Name: Karen Hayes
Title: City Clerk
Date: _____

MACIAS, GINI, & O'CONNELL LLP

By: _____
Name: _____
Title: _____
Date: _____

Adopt Resolution 2026-R-86 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, APPROVING AN EXTENSION AND ADDENDUM TO THE MASTER CONSULTING SERVICES AGREEMENT WITH PASSERO ASSOCIATES, LLC FOR AN ADDITIONAL ONE-YEAR TERM; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; AND PROVIDING FOR SCRIVENER'S ERRORS

STAFF REPORT

DATE: May 14, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Staff requests that the City Commission approve a Resolution authorizing a one-year extension and addendum to the Master Consulting Services Agreement with Passero Associates, LLC, extending the agreement through **May 24, 2027**, and authorizing the City Manager to execute all necessary documents.

BACKGROUND

The City of Palatka entered into a Master Consulting Services Agreement with Passero Associates, LLC on May 9, 2019, to provide engineering, planning, and consulting services. The Agreement is scheduled to expire on May 24, 2026, at the conclusion of its initial five-year term.
The contract allows for annual one-year extensions, upon mutual agreement of both parties. Passero Associates has been a key partner in advancing multiple airport infrastructure and aviation-related projects requiring specialized engineering expertise.
To ensure continuity of service and avoid disruption to ongoing federally and state-funded airport projects, staff recommends extending the agreement for an additional year.
The proposed addendum also incorporates updated compliance requirements under Florida law, including E-Verify registration, statutory vendor scrutiny provisions, and a funding contingency tied to annual budget adoption and TRIM compliance.

PROJECT ANALYSIS

Passero Associates, LLC continues to provide the City with:
• Specialized aviation engineering and planning expertise
• Project management support for current airport capital improvement projects
• Timely coordination with FDOT, FAA, and regulatory agencies
• Proven familiarity with Palatka's airport facilities and long-term planning priorities
Given the complexity of ongoing airport initiatives, replacing the consultant at this time could result in:
• Delays to scheduled grant-funded projects

• Redundant costs associated with onboarding a new firm
• Potential compliance issues with state or federal project timelines

The addendum:

• Extends the agreement through May 24, 2027
• Ensures compliance with E-Verify and Florida statutory vendor requirements
• Confirms that continuation of services is contingent on annual appropriations
• Preserves existing terms of the 2019 Agreement unless expressly amended

Staff Recommendation

Staff recommends that the City Commission approve the Resolution.

ATTACHMENTS

1.	86. Resolution 2026-R-86 APPROVING AN EXTENSION AND ADDENDUM TO THE MASTER CONSULTING SERVICES AGREEMENT WITH PASSERO ASSOCIATES, LLC FOR AN ADDITIONA
2.	Master Consulting Agreement Passero Associates May 14, 2026

RESOLUTION NO. 2026-R-86

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, APPROVING AN EXTENSION AND ADDENDUM TO THE MASTER CONSULTING SERVICES AGREEMENT WITH PASSERO ASSOCIATES, LLC FOR AN ADDITIONAL ONE-YEAR TERM; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; AND PROVIDING FOR SCRIVENER'S ERRORS.

WHEREAS, the City of Palatka entered into a Master Consulting Services Agreement with Passero Associates, LLC on May 9, 2019, for the provision of engineering, planning, and consulting services; and

WHEREAS, the Agreement is set to expire on May 24, 2026, upon completion of its initial five-year term; and

WHEREAS, the Agreement allows for extensions in one-year increments, and the City and Passero Associates, LLC desire to extend the term by one additional year, through May 24, 2027; and

WHEREAS, the City is currently engaged in multiple airport infrastructure projects requiring specialized aviation engineering expertise, and Passero Associates, LLC has demonstrated its qualifications and effectiveness in delivering these services; and

WHEREAS, the proposed addendum also incorporates provisions for compliance with Florida law, including E-Verify registration, scrutiny of company activities as outlined in Florida Statutes Sections 287.135 and 215.473, and a funding contingency clause tied to the City's annual budget and TRIM approval process; and

WHEREAS, it is in the best interest of the City of Palatka to continue its professional relationship with Passero Associates, LLC under the terms of the original agreement, as modified by the extension and addendum.

NOW THEREFORE, be it resolved as follows:

1. **Approval –** The City Commission hereby approves the extension and addendum to the Master Consulting Services Agreement with Passero Associates, LLC for an additional one-year term through May 24, 2027.
2. **Authorization –** The City Manager is authorized to execute the extension and addendum, as well as any and all related documents, certifications, or authorizations necessary to carry out the intent of this Resolution.
3. **Scrivener's Errors –** The City Manager is further authorized, without additional action by the City Commission, to correct any scrivener's errors or typographical errors in this Resolution or associated documents, provided such corrections do not alter the substantive intent of this Resolution.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 14th day of May 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.

MASTER CONSULTING SERVICES AGREEMENT
Extension and Addendum

Extension

This Extension and Addendum of the Master Services Agreement is made effective as of this 14th day of May, 2026 by and between the City of Palatka, a municipal corporation (the "City") and Passero Associates. LLC, or "provider".

1. The City and Provider are parties to a Master Consulting Services Agreement dated May 9, 2019 ("Agreement") to which this document is an addendum.
2. The term of the Agreement is for five (5) years from the effective date and may be extended for two (or more) additional one-year terms. The parties hereby agree to extend the Agreement by an additional one-year term. The terms and conditions of the original Agreement shall remain in full force and effect; provided however for the addendum set forth below:

Addendum

3. **Scrutinized Companies**
   In executing this Agreement, Provider certifies that it is not listed on the Scrutinized Companies that Boycott Israel List nor is Provider engaged in a boycott of Israel (as defined in 215.4725, F.S.). Provider agrees, pursuant to section 287.135, F.S. that the Council may immediately terminate this Agreement for cause if the Provider is found to have submitted a false certification or is placed on the Scrutinized Companies that Boycott Israel List, or is found to be engaged in a boycott of Israel during the term of the Agreement.

   a. In executing this Agreement Provider certifies it is not on the Scrutinized Companies with Activities in Sudan of the Scrutinized Companies with Activities in the Iran Terrorism Sectors List and that it does not have business operations in Cuba or Syria. Provider agrees that the Council may terminate this Agreement if Provider is found to have submitted a false certification or has been placed on a list pursuant to s. 215.473, relating to scrutinized active business operations in Iran.

4. **E-Verify**
   Provider and any subcontractor used to carry out the duties and responsibilities in this contract must register with and use the E-Verify system (E-Verify.gov) to verify the work authorization for newly hired employees within 3 business days of hire. In the event the E-Verify system is unavailable, Providers and subcontractors will comply with 448.095 (2)(c). If applicable, Provider must also obtain and retain an affidavit from a subcontractor stating that the subcontractor does not employ,

contract with or subcontract with anyone who is not duly authorized to work in the United States.

5. **Annual Budget and TRIM Approval Process**
   The provider acknowledges that funding for this agreement beyond September 30, 2026, is subject to the City's annual budget and TRIM approval process, as applicable.

Except as otherwise revised pursuant to this addendum, all terms and provisions of the Agreement will remain in full force and effect.

IN WITNESS WHEREOF, the Parties have entered into this Addendum as of the date and year first entered above.

City Of Palatka	Passero Associates, LLC
By:_____	By:_____
Typed Name: Roberta M. Correa	Typed Name: Bradley J. Wente_____
Title: Mayor _____	Title: President / SE Services Director___
Attest:	Attest:
By: _____	By:_____
Typed Name: Karen Hayes_____	Typed Name: Angela Witt_____
Title: City Clerk _____	Title: Sr. Grants/Contracts Administrator

APPROVED AS TO FORM AND LEGALITY:

[CORPORATE SEAL, optional]

_____

Jane West, City Attorney

RESOLUTION NO. 2026-R-87

A RESOLUTION OF THE CITY OF PALATKA APPROVING THE ALLOCATION OF CRA FUNDS IN THE AMOUNT OF $50,000 FOR PROFESSIONAL CONSULTING SERVICES TO PREPARE AND SUBMIT A NATIONAL REGISTER OF HISTORIC PLACES NOMINATION FOR DOWNTOWN PALATKA; AUTHORIZING THE ENGAGEMENT OF JB PRO; APPROVING A BUDGET TRANSFER; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Community Redevelopment Agency ("CRA") has identified the continued revitalization and economic development of Downtown Palatka as a primary objective; and

WHEREAS, the Downtown Palatka district has been determined to be potentially eligible for listing on the National Register of Historic Places ("NRHP") based on prior analysis, including eligibility under Criteria A and C for its significance in commerce, government, community planning, and architecture; and

WHEREAS, listing on the NRHP provides substantial economic development benefits, including access to federal historic rehabilitation tax credits, grant eligibility, increased marketability, and enhanced heritage tourism opportunities; and

WHEREAS, preparation of a NRHP nomination requires specialized professional services, including historical research, architectural inventory, mapping, photography, and coordination with the Florida Division of Historical Resources; and

WHEREAS, the proposed scope of work includes preparation of the nomination, mapping of approximately 100 structures, professional photography, and submission of all required materials for a total cost of $50,000; and

WHEREAS, the CRA desires to retain JB Pro (or its associated consultant team) to perform such services consistent with the approved scope of work; and

WHEREAS, funding for this project is available through a budget transfer from GL# 030-30-580-9-9132 (Potable Water Project) to GL# 030-30-580-3-3100 (Professional Services), as such prior project is complete and funds are available for reallocation; and

WHEREAS, the City of Palatka finds that this investment constitutes a valid public purpose and serves as a catalytic economic development initiative that will leverage private investment, support redevelopment, and protect prior public improvements within the redevelopment area.

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

SECTION 1. Approval of Funding.
The City hereby approves the allocation of Fifty Thousand Dollars ($50,000.00) for professional consulting services to prepare and submit a National Register of Historic Places nomination for the Downtown Palatka district.

SECTION 2. Consultant Authorization.
The City hereby authorizes the engagement of JB Pro, or an associated qualified consultant, to perform the services described in the approved scope of work.

SECTION 3. Budget Transfer.
The City hereby approves a budget transfer in the amount of $50,000 from GL# 030-30-580-9-9132 (Potable Water Project) to GL# 030-30-580-3-3100 (Professional Services) to fund this project.

SECTION 4. Implementation.
The CRA staff and City staff are hereby authorized to execute any agreements and take any actions necessary to implement the intent of this Resolution.

SECTION 5. Scrivener's Errors.
The City Manager, or designee, is hereby authorized to correct typographical, scrivener's, and similar non-substantive errors that do not affect the intent of this Resolution, without the need for

further public hearing. The City Clerk is directed to file and maintain a corrected copy of this Resolution.

SECTION 6. Effective Date.
This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this 14th day of May, 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.

National Register of Historic Places (NRHP) Nomination – Downtown Palatka

STAFF REPORT

DATE: April 20, 2026
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

The Community Redevelopment Agency (CRA) is requesting to approve funding in the amount of $50,000 from GL# 030-30-580-3-3100 (Professional Services) to retain consultant services, to prepare and submit the National Register of Historic Places (NRHP) nomination for the Downtown Palatka district.

BACKGROUND

In September 2025, the City engaged Historic Property Associates, Inc. (HPA) to conduct a Preliminary Site Information Questionnaire (PSIQ) for the downtown area. The results of that analysis determined that the district is:

- Potentially individually eligible for listing on the NRHP
- Eligible under:
    - Criterion A: Politics/Government, Commerce, and Community Planning & Development
    - Criterion C: Architecture
- With a period of significance from 1885–1976

The PSIQ further confirmed that Downtown Palatka has served as the historic center of commerce and government activity for nearly a century, contributing significantly to the long-term development of the city.

The next required step in the process is the preparation and submission of a formal National Register Nomination, which is a comprehensive and technical document requiring:

- Extensive historical research and documentation
- Architectural inventory and mapping
- Professional photography to federal standards
- Coordination with the Florida Division of Historical Resources
- Presentation to the Florida National Register Review Board (NRRB)

As outlined in the consultant's scope, this process is anticipated to take approximately 4–6 months for preparation, with final state review occurring thereafter.

PROJECT ANALYSIS

The requested funding represents a strategic economic development investment, not solely a preservation initiative.

1. Direct Economic Leverage

NRHP designation unlocks access to:

- 20% Federal Historic Rehabilitation Tax Credit for income-producing properties
- Increased eligibility for state and federal grant funding
- Expanded access to preservation-based financing tools

These incentives directly support private sector reinvestment, aligning with CRA goals to:

- Reduce vacancy
- Improve building conditions
- Stimulate adaptive reuse and redevelopment

2. Market Positioning & Downtown Activation

NRHP designation serves as a national-level credential that:

- Enhances Palatka's ability to attract developers, investors, and heritage tourism
- Strengthens branding of the Central Business District as a destination
- Supports ongoing CRA initiatives related to:
    - Business mix optimization
    - Streetscape investments
    - Public art and placemaking

3. Protection of Existing Public Investment

The City and CRA have already made significant capital investments in the downtown area (streetscape, infrastructure, beautification).

NRHP listing:

- Adds a layer of protection through Section 106 review for federally funded or permitted projects
- Ensures that future external projects consider the impacts on historic assets
- Helps preserve and maximize the return on existing CRA investments

4. Regulatory Clarity (Addressing Common Concerns)

It is important to note:

- NRHP designation is honorary in nature.
- It does not restrict private property owners from altering, selling, or using their property.
- Requirements only apply if owners choose to utilize federal incentives or funding.

This minimizes regulatory risk while maximizing opportunity.

5. Defined Scope and Deliverables
The $50,000 flat fee includes:

- Historic context research (Post-WWII and Newtown focus)
- Preparation of full NRHP nomination package
- Required revisions and final submission
- District mapping and building inventory (~100 structures)
- Professional photography to federal standards

The consultant will also:

- Represent the nomination before the Florida Historical Commission

FISCAL IMPACT
The total project cost of $50,000 for professional consulting services will be funded through GL# 030-30-580-3-3100 (Professional Services).
A budget transfer will be executed from GL# 030-30-580-9-9132 (Potable Water Project) to GL# 030-30-580-3-3100 (Professional Services) to support this expenditure.
Staff has confirmed that GL# 030-30-580-9-9132 represents a completed project, and the remaining funds are available for reallocation without impacting ongoing operations or capital priorities.

Staff Recommendation

Staff recommends approval of the $50,000 funding request to proceed with the National Register nomination for Downtown Palatka and authorization of the associated budget transfer from GL# 030-30-580-9-9132 (Potable Water Project) to GL# 030-30-580-3-3100 (Professional Services).

This investment is justified as a catalytic economic development tool that:

- Leverages significantly greater private and external funding opportunities
- Strengthens the City's position for economic redevelopment and tourism growth
- Protects and enhances prior CRA and City investments
- Advances long-term goals related to downtown activation, historic preservation, and economic vitality

ATTACHMENTS

1.	National Register of Historic Places Listing benefits facts Mar 18 2026
2.	Scope of Work National Register of Historic Places (NRHP) Nomination
3.	Florida_Historic_Downtown_Case_Studies
4.	Examples

Rehearing on release of lien for 1315 Laurel Street

STAFF REPORT

DATE: May 14, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

The attorney for the property owner, Principal Partners, LLC, Gabriel Strine, Esq., has requested a rehearing of the release of lien decision by the City Commission.

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	1315 Laurel Lien Reduction application
2.	1315 Laurel St - Lien Reduction and Check
3.	Resolution adopting guidelines on lien reduction

Ronald Brown
Special Magistrate

CITY of Palatka FLORIDA

Marcia Carty
City Manager

Lorenzo Aghemo
Building and Zoning Director

Jane West, Esq.
City Attorney

Christy Lowe
Code Enforcement Coordinator

APPLICATION FOR LIEN REDUCTION

*Note, property MUST be in compliance. A lien reduction will not be processed unless all violations are in compliance. Do not submit an application for lien reduction if code violations still exist.

Date of request: 7-2-25 Case #: 2024-057

Applications must be submitted no less than fifteen (15) days prior to the next regularly scheduled Special Magistrate hearing. Special Magistrate hearings are held on the third Tuesday of every month.

Applicant information:
Requestor: Principal Partners Group, LLC
Affiliation with property:
(i.e.: owner, broker, etc.) owner
Address where correspondence should be sent:
11528 W. State Rd. 84, Suite 1061
Ft. Lauderdale FL 33325
City State Zip Code

Phone Number: 727-599-6724

E-mail address: principalp67@gmail.com

Property information:
Property address: 1315 Laurel Street
Palatka FL 32177
City State Zip Code
Parcel Identification Number: 42-10-27-6850-2550-0100
Is the property vacant: ✓ Yes ____ No If yes, for how long? ____

Full Name of Owner: Principal Partners Group LLC

If you are not the owner, attach authorization to be acting on behalf of the owner to this application.

1. Is property currently owned by a bank or a trust? _____ Yes __X__ No

Name of Bank/Trust: _____

2. Does the bank/trust have interest in other properties? _____ Yes _____ No
3. Was the property that is subject of this request foreclosed? _____ Yes _____ No
4. Is this property the subject of bankruptcy? _____ Yes _____ No (If yes, attach judgment)
5. Was this property acquired through a tax deed? _____ Yes __X__ No
6. Are there any liens, other than the City of Palatka's lien(s), on this property? _____ Yes __X__ No (If yes, attach liens)
7. Is this property under contract to be sold? _____ Yes __X__ No (If yes, what is the estimated closing date? _____.)

*Note: There are no assurances the settlement process will be able to meet your closing timeframe. Please allow sufficient time for the lien settlement process.

8. Does the applicant own other property in the City of Palatka? __✓__ Yes _____ No

If yes, are there active code enforcement cases or liens on any of those properties? _____ Yes __✓__ No

9. Has the applicant previously requested a lien reduction on this property or another property in the City of Palatka? _____ Yes __X__ No - Already Done.

10. Is the applicant the owner of the property when the lien was placed on the property? __X__ Yes _____ No

If not, did the applicant have knowledge of the lien prior to taking title to the property? _____ Yes _____ No. If no, explain why: _____

11. What was the approximate cost of correcting the violation(s)? $ 4750.00
12. What is the tax assessed value of the property? $ Vacant Land

FINE AMOUNT DUE as of the date of the application for lien reduction: $ 4750.00

Daily fine (if applicable): $ _____

Please describe your situation: (Include any factors such as economic, physical, mental, that may demonstrate a hardship. You may attach any additional documents for consideration)

_____

_____

_____

Under penalty of perjury, the undersigned swears or affirms that the information provided in this application is true and correct; and further acknowledges that I was given an opportunity to ask questions regarding the procedures.

Applicant's Signature

Date: 7-2-25

State of FLORIDA
County of BROWARD

The foregoing was sworn and subscribed before me on this 2nd day of July, 2025, by EDDY Grosse, Managing member, who is personally known to me/or who has produced _____ as identification and appeared before me at the time of notarization.

Notary Seal

DEBORAH A. MARTINO
Commission # HH 453471
Expires February 11, 2028

Notary Public Signature

Deborah A. MARTINO

Notary Public – print name

CITY OF Palatka FLORIDA

To: Principal Partners Group LLC, Property Owner

From: Christy Lowe Code Compliance Coordinator

Date: July 02, 2025

Location: 201 N. 2nd Street Palatka, Florida 32177

Case #: Compliant No. 2024-057

Lien Reduction/Release Fee

Total Balance Due (Total Fees) without Lien Reduction $10,175.00 (Released)

Lien Reduction Fees after City of Palatka Commissioners Approval Amount Due N/A

Partial Lien Reduction Amount Due N/A

Release of Lien Amount Due $14.95 Paid by City of Palatka

Demolishment of Property Fee $4,500.00

Administrative Fees/Court Costs Amount Due $250.00

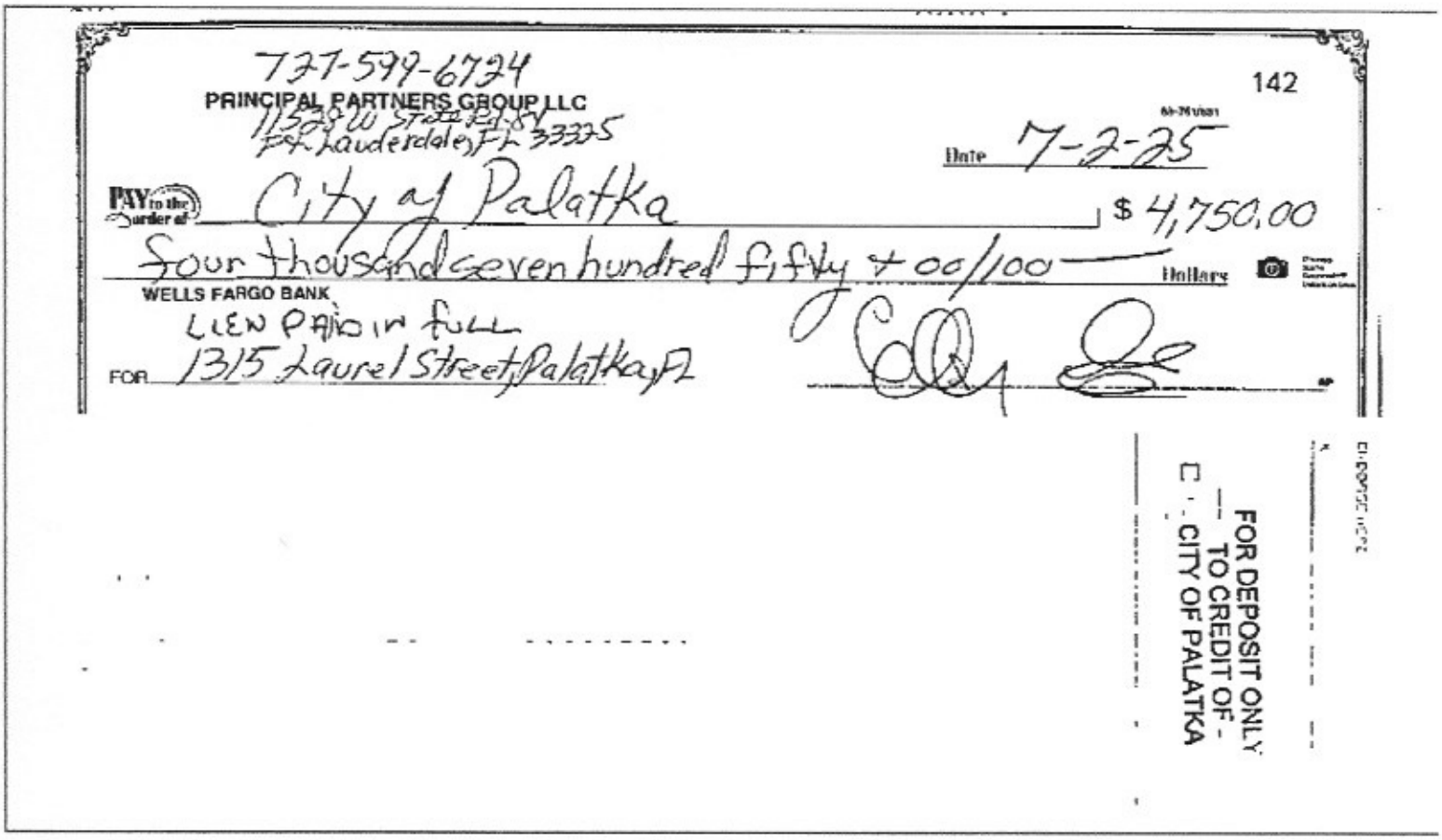
Summary – Case # 2024-057 address of 1315 Laurel Street, this property was officially demolished, the shed was left on the said property it was secured and intact. If you accept the demolish and administrative fee the total due is $4,750.00 make payment payable to the City of Palatka located at 201 N. 2nd Street Palatka, Florida 32177, please place a copy of this form and the address of property on the check for easier processing. If you have any questions, please contact my office for further assistance.

Christy Lowe
Code Compliance Coordinator
City of Palatka
386-329-0100 ext.333

Cc: Jane West, Esq. City Attorney
Lorenzo Aghemo, Planning Director

Item 20 of 47 Show partial image* Print

Check Number	142
Date Posted	07/16/25
Check Amount	$4,750.00



727-599-6724
PRINCIPAL PARTNERS GROUP LLC
1150 W State Rd 84
Ft Lauderdale, FL 33315

142

Date 7-2-25

PAY to the Order of City of Palatka $ 4,750.00

Four thousand seven hundred fifty + 00/100 Dollars

WELLS FARGO BANK

LIEN PAID IN FULL

FOR 1315 Laurel Street Palatka FL

FOR DEPOSIT ONLY
TO CREDIT OF
CITY OF PALATKA

‹ Previous Flip Zoom Next ›

* For your security, information like account numbers, signatures, and the ability to view the backs of checks have been removed from the images.
You can see full or partial fronts and backs of the images by using the link at the top of the window.

Equal Housing Lender

727-599-6724

142

PRINCIPAL PARTNERS GROUP LLC
1528 W. State Rd 84
Ft. Lauderdale, FL 33315

63-751/631

Date 7-2-25

PAY to the order of City of Palatka $ 4,750.00

four thousand seven hundred fifty + 00/100 Dollars

WELLS FARGO BANK

LIEN PAID IN FULL

FOR 1315 Laurel Street, Palatka, FL

⑈000142⑈ ⑆063107513⑆ 6023197749⑈

Date: July 02, 2025

Location: 201 N. 2nd Street Palatka, Florida 32177

Case #: Compliant No. 2024-057

Lien Reduction/Release Fee

Total Balance Due (Total Fees) without Lien Reduction $10,175.00
(Released)

Lien Reduction Fees after City of Palatka Commissioners Approval Amount Due N/A

Partial Lien Reduction Amount Due N/A

Release of Lien Amount Due $14.95 Paid by City of Palatka

Demolishment of Property Fee $4,500.00

Administrative Fees/Court Costs Amount Due $250.00

Summary – Case # 2024-057 address of 1315 Laurel Street, this property was officially demolished, the shed was left on the said property it was secured and intact. If you accept the demolish and administrative fee the total due is $4,750.00 make payment payable to the City of Palatka located at 201 N. 2nd Street Palatka, Florida 32177, please place a copy of this form and the address of property on the check for easier processing. If you have any questions, please contact my office for further assistance.

Christy Lowe
Code Compliance Coordinator
City of Palatka
386-329-0100 ext.333

Cc: Jane West, Esq. City Attorney
Lorenzo Aghemo, Planning Director

RESOLUTION NO.: 2021-R-30

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, ADOPTING GUIDELINES FOR CONSIDERATION OF CODE ENFORCEMENT FINE/LIEN REDUCTION

WHEREAS, historically, owners of real property, which is encumbered by a significant code enforcement lien, have approached the City for the purpose of requesting that the lien be reduced or eliminated; and

WHEREAS, there are different schools of thought as to whether it is advisable to reduce existing liens; and

WHEREAS, the City Commission desires to adopt a policy for the consideration of Code Enforcement Fine/Lien Reduction in order to attempt to avoid inconsistent results, and to avoid the accusation that the City is acting arbitrarily and capriciously in considering code lien reduction requests.

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

1. The guidelines attached hereto as Exhibit "A" and made a part hereof are hereby adopted as the official guidelines for consideration regarding Code Enforcement Fine/Lien Reduction Requests pursuant to Section 2-288, City of Palatka Code of Ordinances.
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. If necessary, 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 this 25th day of March, 2021.

CITY OF PALATKA

By: Its MAYOR

ATTEST:

ACTING CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

EXHIBIT A.

GUIDELINES FOR CODE ENFORCEMENT FINE/LIEN REDUCTION

1. The length of time the property was in violation prior to the lien being placed;
2. Whether the entity requesting the reduction owns other properties in the City of Palatka of Putnam County, if so, how many have active code enforcement cases or code enforcement liens;
3. If the entity requesting a lien reduction has previously requested a lien reduction on this property or another parcel of property owned;
4. Has the condition, which led to the lien, been corrected? If not, no lien reduction should be considered;
5. Was person/entity applying for fine/lien reduction (applicant) the owner of the property when the code violation occurred which resulted in the lien at issue?
6. If the requesting entity was not the property owner at the time the lien was placed, did the requesting entity/new owner have knowledge of the pending lien;
7. If so, how much time passed after the hearing at which the fine was imposed before the condition, which led to the violation, was corrected?
8. If not, how much time passed after the applicant acquired ownership of the property before the condition, which led to the violation, was corrected?
9. What was the approximate cost of correcting the violation at issue?
10. Was the cost of correcting the violation and the applicant's economic circumstances a significant factor in causing the delay in correcting the violation?
11. Any other factor(s), economic, physical, mental, etc., which may show a hardship on the entity requesting the lien reduction, which may provide a reasonable basis for the requested relief.
12. How much City staff time, effort, and cost was expended in processing the complaint/case, which led to the imposition of the fine/lien?
13. All costs and fees incurred by the City relating to the liens/fines assessed against the property shall be paid to the City simultaneously with the submission of a fine/lien reduction application.
14. Lien/Fine reduction shall not be reduced more than fifty percent (50%) unless the total amount of the lien/fine exceeds twice the maximum value of the property, unless the basis of the code violation are attributable to factors listed herein in paragraph #11.
15. Are there liens/judgments attached to the property at issue, which would be superior to the City's lien in the event the City attempted to foreclose its lien?
16. What is the tax assessed value of the property at issue in relation to the amount of the City's lien?
17. What was the impact, if any, of the condition which comprised the violation upon the surrounding properties?
18. Does the value of the proposed improvements to the property exceed the sum of the assessed lien/fine?
19. The decision of the City Commission shall be guided, but not limited to, the herein listed criteria/guidelines.

Request to Annex, Amend Future Land Use Map and Rezone - 404 Mission Rd.

STAFF REPORT

DATE: May 14, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request to annex one parcel, approximately 0.39 acre, into the City of Palatka to connect to the City's water service system, established residential dwelling is located on the parcel; amend the Future Land Use Map from Putnam County Urban Service (US) to City of Palatka Residential Medium (RM), and rezone from Putnam County Residential, Single-Family (R-1A) to City of Palatka Residential, Two-Family (R-2).

BACKGROUND

The application is for approx. 0.39-acre parcel located at 404 Mission Rd. The parcel has a duplex, residential dwelling unit on it. The intent of the applicant is to have City water at the property. The proposed annexation will allow connection to the City's water system. This parcel is contiguous to the City boundaries.

PROJECT ANALYSIS

Please refer to staff report.

Staff Recommendation

Staff recommends approval of the request to annex approximately 0.39-acre property into the City.

Staff recommends approval of the request to amend the Future Land Use Map from Putnam County Urban Service (US) to City of Palatka Residential Medium (RM).

Staff recommends approval of the request to rezone from Putnam County Residential Single—Family (R-1A) to City of Palatka Residential Two-Family (R-2).

ATTACHMENTS

1.	PB 26-01 404 Mission Rd Staff Report RB
2.	Revised application with zoning.
3.	404 Mission Rd Receipt
4.	Deed
5.	Property Disclosure
6.	W&S App
7.	W&S Letter
8.	Survey Received 01.29.26 (1)
9.	404 MISSION RD AERIAL (1)

Case PB 26-01 Annex, Amend Future Land Use Map and Rezone
Parcel No.: 02-10-26-0000-0630-0011
Address: 404 Mission Rd., Approx. 0.39-Acre
Applicants: Zaddy Property Holdings LLC

STAFF REPORT

DATE: February 19, 2026

TO: City of Palatka Planning Board

FROM: STAFF

APPLICATION REQUEST

Request to annex one parcel, approximately 0.39 acre, into the City of Palatka to connect to the City's water service system, established residential dwelling is located on the parcel; amend the Future Land Use Map from Putnam County Urban Service (US) to City of Palatka Residential Medium (RM), and rezone from Putnam County Residential, Single-Family (R-1A) to City of Palatka Residential, Two-Family (R-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. 0.39-acre parcel located at 404 Mission Rd. The parcel has a duplex, residential dwelling unit on it. The intent of the applicant is to have City water at the property. The proposed annexation will allow connection to the City's water system. This parcel is contiguous to the City boundaries.

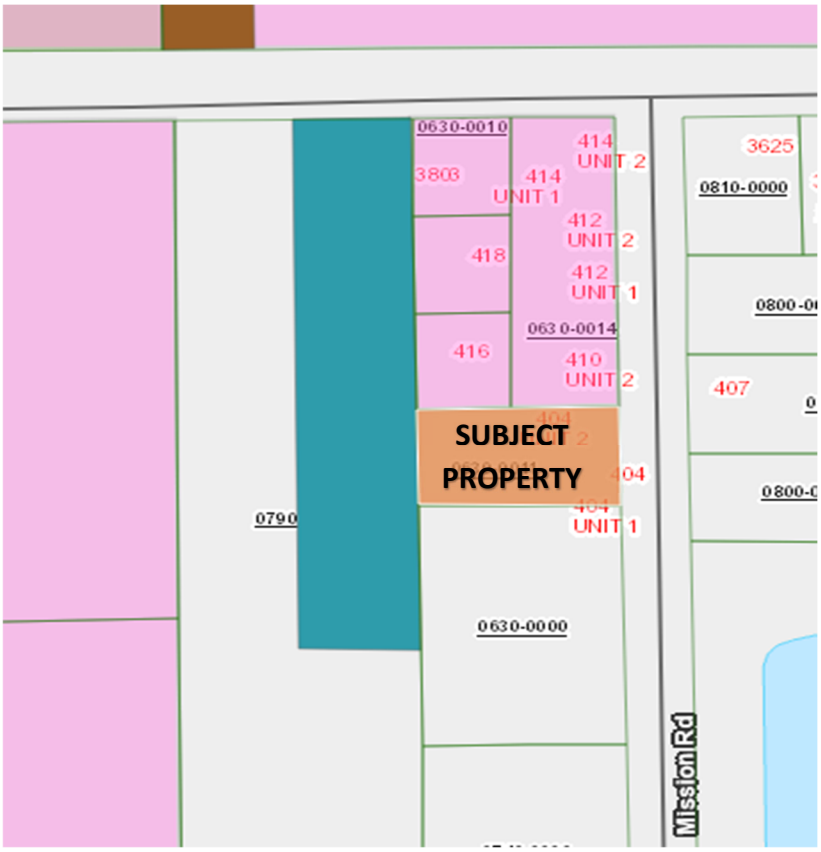


Figure 1: Subject site with City boundaries shown.

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

	Actual Use	FLUM	ZONING
Property Existing	Residential	Putnam County Urban Service (US)	Putnam County Residential, Single Family (R1-A)
Property Proposed	Residential	City of Palatka Residential Medium (RM)	City of Palatka Residential Two-family (R-2)
North	Residential	City Residential Medium (RM)	City Residential Two-Family (R-2)
South	Residential	County Urban Service (US)	County Residential Single-Family (R-1A)
East	Residential	County Urban Service (US)	County Residential Single-Family (R-1A)
West	Vacant	County Urban Service (US)	County Residential Single-Family (R-1A)

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 North 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

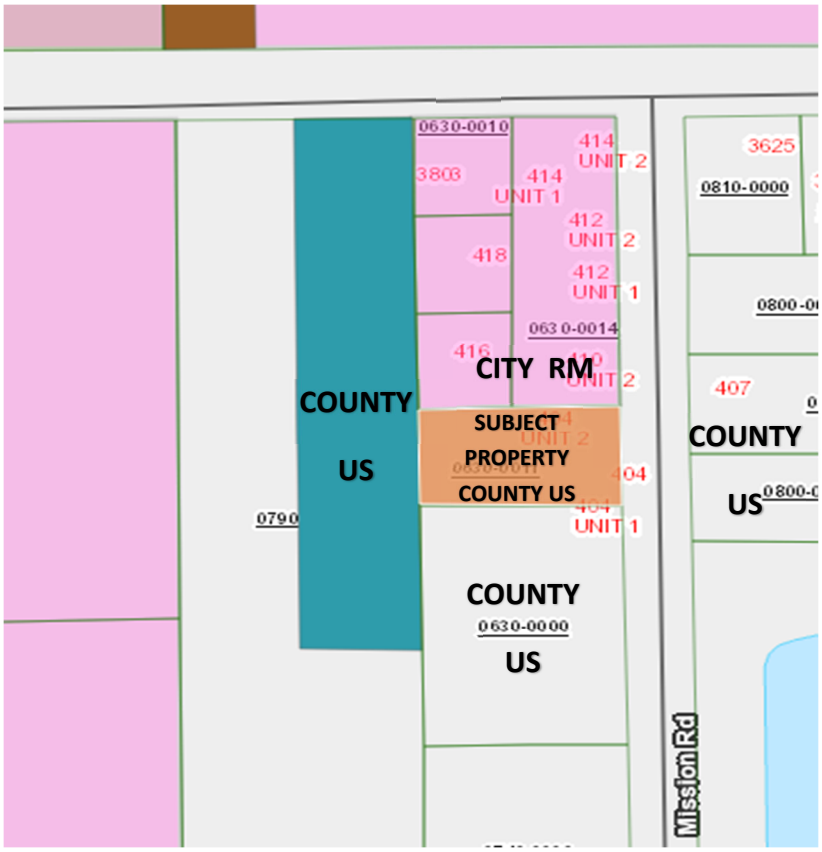


Figure 2: Current Future Land Use

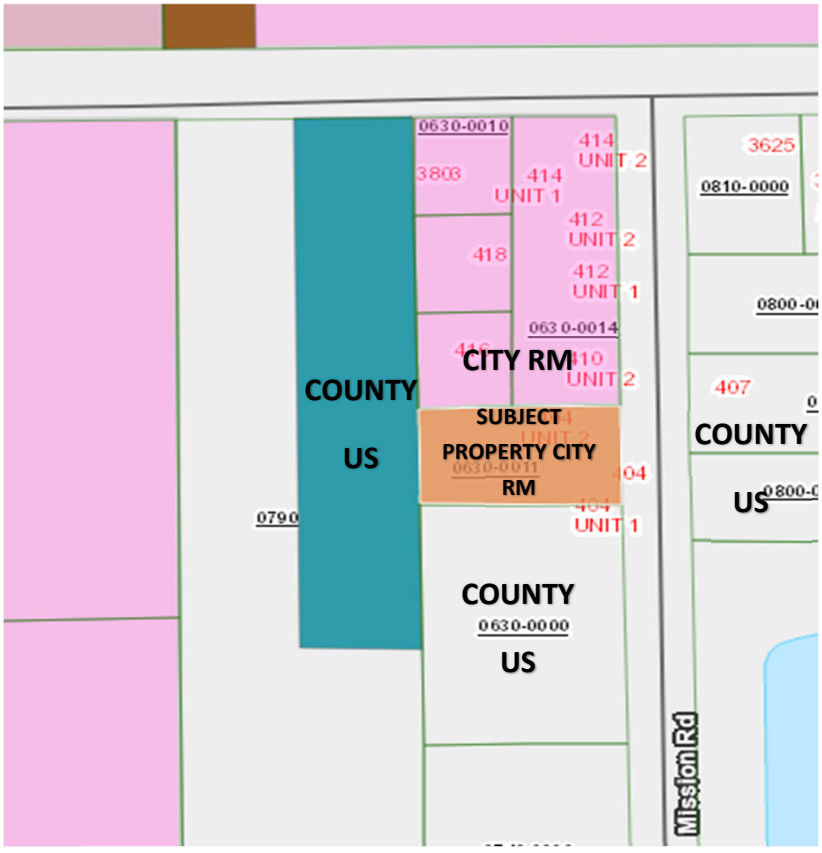


Figure 3: Proposed Future Land Use

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 0.39 acre to be designated Residential Medium (RM) 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 residential area with urban services. The future use of this parcel will stay residential.

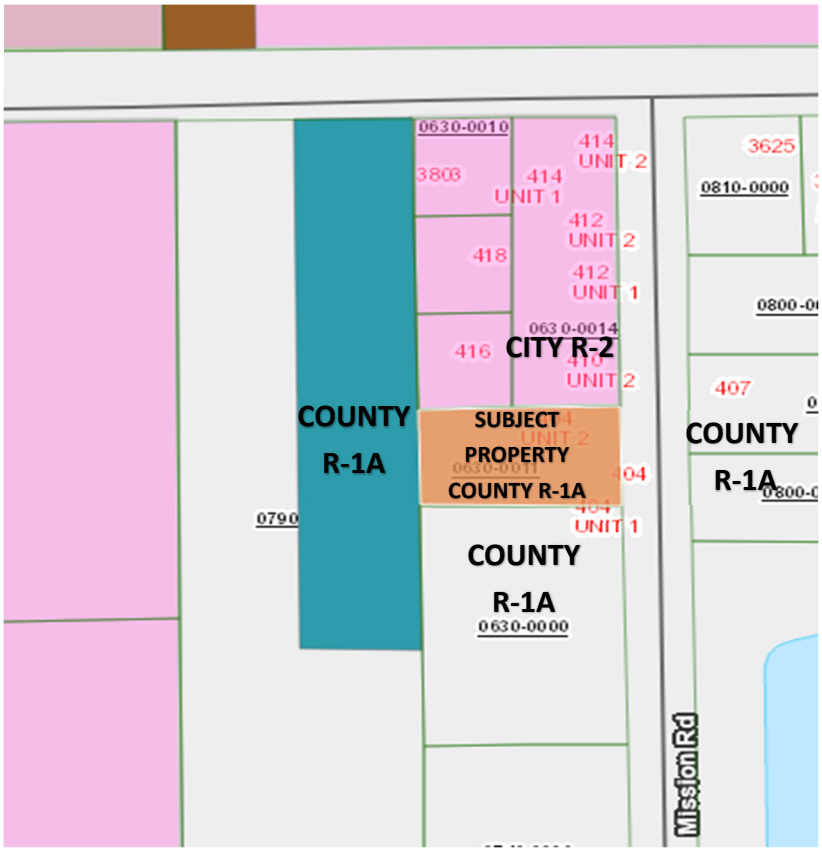


Figure 4: Current Zoning

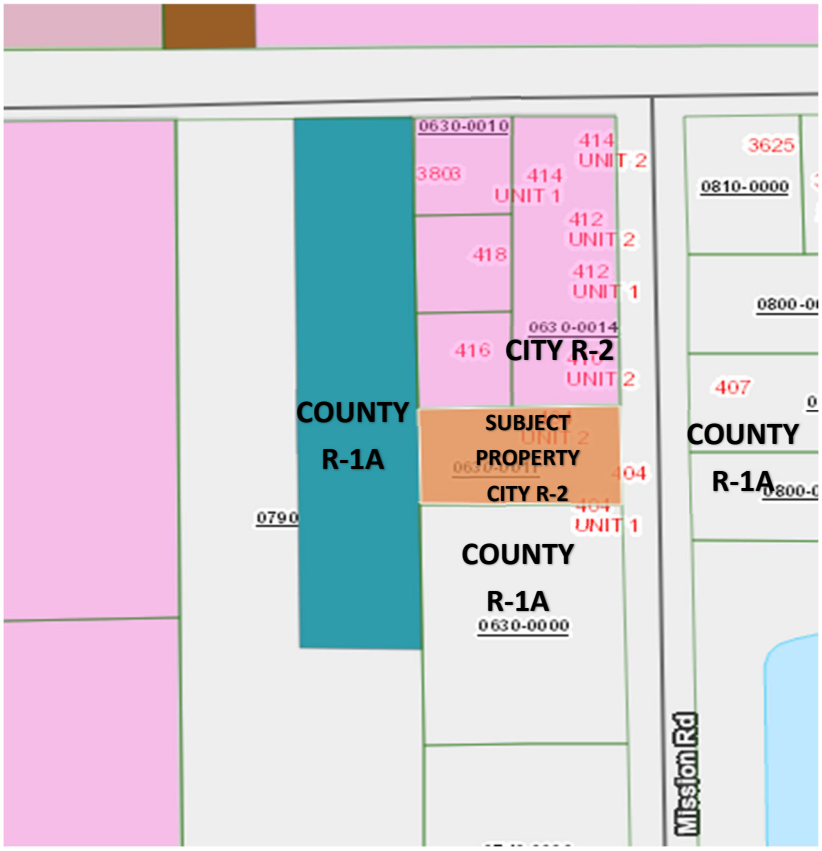


Figure 5; Proposed Zoning

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 Residential, Single-Family (R-1A) land use classification. The proposed rezoning to Residential, Two-Family (R-2) will be consistent with the proposed Residential Medium (RM) 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 residential 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 Residential, Two-Family (R-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 an established residential use which is adjoining properties already developed as residential. 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 residential. Amending the property zoning to City of Palatka Residential, Two-Family (R-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 residential 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 remain the same as the 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 residential 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 serve the existing dwelling unit. The property has a proposed use of residential, 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 0.39-acre property into the City and;

2. Staff recommends approval of the request to amend the Future Land Use Map from Putnam County Urban Service (US) to City of Palatka Residential Medium (RM) and;

3. Staff recommends approval of the request to rezone from Putnam County Residential Single-Family (R-1A) to City of Palatka Residential Two-Family (R-2).

ANNEXATION APPLICATION

PB 26-01

DATE RECEIVED: 12/30/25
APP NUMBER: PB -
HEARING DATE:

2/18/26
Revised per applicant by Renee Brown Planner

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: 404 Mission Rd, Palatka FL 32177
2. Parcel Number: 02-10-26-0000-0630-0011
3. Parcel Dimensions: 0.39
4. Current Property Use: Residential
5. Current Future Land Use Map Designation: City: ~~RM~~ County: US
6. Proposed Future Land Use Map Designation (if applicable): City: RM County: US
7. Proposed Use: Residential
8. Current Zoning Designation: PC R-1A Requested Zoning Designation: City N/A R-2
9. Square footage of any proposed structures N/A Number & types of structures on property 1 Duplex

Applicant Information

(Submit proof of authorization to act as agent with your application)

Owner Name(s): Zaddy Property Holdings LLC
Mailing Address: 775 Fruit Cove Rd, St Johns FL 32259
Phone Number(s): 386-983-1391 Email: ZPH0422@gmail.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): Jonathan Iser

Signature: _____ Date: 12-30-2025

STATE OF Florida County of Putnam

Before me this day personally appeared Jonathan Iser 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 30 day of December A.D. 2025

(Notary Seal)

Notary Public State of Florida
Michelle Renee Brown
My Commission HH 711316
Expires 8/18/2029

M. Renee Brown
Notary Public

My commission expires: 8-18-2029 State of FL at Large.

Type of Identification Produced: FL ID

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

FLU AMENDMENT
REZONING
APPLICATION

2/18/24
Revised per applicant by Renee Brown Planner

DATE RECEIVED: 12/30/2025
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.**
(Checks payable to the City of Palatka)

- ❑ Application Fee
- ❑ Copy of Recorded Deed
- ❑ Legal Description
- ❑ Letter of Authorization
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6. Proposed Future Land Use Map Designation (if applicable): City: RM County: US
7. Proposed Use: Residential
8. Current Zoning Designation: R-1A Requested Zoning Designation: City N/A R-2
9. Square footage of any proposed structures N/A Number & types of structures on property 1 Duplex

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Mailing Address: 775 Fruit Cove Rd, St Johns FL 32259

Phone Number(s): 386-983-1391 Email: zph0422@gmail.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): Jonathan Iser

Signature: _____ Date: 12-30-2025

STATE OF FL County of Putnam

Before me this day personally appeared Jonathan Iser, 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 30 day of December 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: _____

For Official Use Only

Date Submitted: _____

Received By: _____

Confirmed Current Zoning: _____

(Allowable) Requested Zoning: _____

FLUM Designation: _____

Preliminary Review by: _____

Date Legal Ad Ran: _____

Sign(s) Posted Date: _____

Surrounding property owner's notices sent: _____

Attachments Reviewed:

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- ❑ Legal Description
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- ❑ Letter of Authorization
- ❑ Application Fee

City of Palatka
201 N 2ND ST
PALATKA FL 32177-3735
(386)329-0100
CASH RECEIPT

Date: 12/30/2025 OPER ID: AROMERO RECEIPT NO:F001094

RECEIVED FROM: 404 MISSION RD

AMOUNT RECEIVED: 706.00 TYPE: PP PP / 2191
AUTH CODE: 189087325

CHANGE DUE: 0.00

TOTAL RECEIVED: 706.00

DISTRIBUTION:

AMOUNT	ACCOUNT NUMBER	DESCRIPTION / FOR
700.00		404 MISSION RD ANNEX, FLUM, REZONE APPLICATION FEE
6.00		ZONING CONVENIENCE FEE

Inst. Number: 202554031938 Book: 1841 Page: 1724 Page 1 of 3 Date: 11/14/2025 Time: 10:32 AM
Matt Reynolds Clerk of Courts, Putnam County, Florida Doc Mort: 0.00 Int Tax: 0.00 Doc Deed: 1,372.00

Prepared by:
Joyce Norris
Guaranty Title Company of Palatka
213 N. 4th Street
Palatka, Florida 32177

File Number: 19520

General Warranty Deed

Made this November 13, 2025 A.D. By **Marc G. Spalding and Linda J. Spalding, Individually and as Trustees of The Marc & Linda Spalding Family Trust, dated April 24, 2014** whose address is Post Office Box 39, San Mateo, Florida 32187, hereinafter called the grantor, to **Zaddy's Property Holdings, LLC., a Florida Limited Liability Company**, whose post office address is: 775 Fruit Cove Road, Jacksonville, Florida 32259, hereinafter called the grantee:

(Whenever used herein the term "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

Witnesseth, that the grantor, for and in consideration of the sum of One Hundred Ninety Six Thousand dollars & no cents ($196,000.00) and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the grantee, all that certain land situate in Putnam County, Florida, viz:

See Attached Schedule "A"

Said property is not the homestead of the Grantor(s) under the laws and constitution of the State of Florida in that neither Grantor(s) or any members of the household of Grantor(s) reside thereon.

Parcel ID Number: **02-10-26-0000-0630-0011**

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances except taxes accruing subsequent to December 31, 2025.

Prepared by:
Joyce Norris
Guaranty Title Company of Palatka
213 N. 4th Street
Palatka, Florida 32177

File Number: 19520

In Witness Whereof, the said grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in our presence:

Joyce C. Norris
Witness Printed Name Joyce Norris
Witness Address: 213 N 4th Street, Palatka, Fl, 32177

Madison Ramos
Witness Printed Name Madison Ramos
Witness Address: 213 N 4th Street, Palatka, Fl, 32177

(Seal)
Marc G. Spalding, Individually and as Trustees of The Marc & Linda Spalding Family Trust, dated April 24, 2014
Address: Post Office Box 39, San Mateo, Florida 32187

(Seal)
Linda J. Spalding, Individually and as Trustees of The Marc & Linda Spalding Family Trust, dated April 24, 2014
Address: Post Office Box 39, San Mateo, Florida 32187

State of Florida
County of Putnam

The foregoing instrument was acknowledged before me by means of [✓] physical presence or [ ] online notarization, this 13th day of November, 2025, by **Marc G. Spalding and Linda J. Spalding, Individually and as Trustees of The Marc & Linda Spalding Family Trust, dated April 24, 2014** who is/are personally known to me or who has produced _____ as identification.

JOYCE C. NORRIS NOTARY PUBLIC MY COMMISSION EXPIRES 4-11-2029 STATE OF FLORIDA COMMISSION NUMBER HH 035515

Joyce C. Norris
Notary Public
Print Name: Joyce Norris
My Commission Expires: 4/11/2029

Prepared by:
Joyce Norris
Guaranty Title Company of Palatka
213 N. 4th Street
Palatka, Florida 32177

File Number: 19520

Schedule "A"

A TRACT OF LAND LYING IN AND BEING A PART OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 2, TOWNSHIP 10 SOUTH, RANGE 26 EAST, PUTNAM COUNTY, FLORIDA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A POINT 212.5 FEET EAST FROM THE NORTH WEST CORNER OF THE SAID SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 2, THENCE SOUTH AND ALONG THE WEST LINE OF THOSE LANDS DESCRIBED IN DEED BOOK 215, PAGE 570, 346.21 FEET TO THE POINT OF BEGINNING: THENCE CONTINUE SOUTH AND ALONG THE WEST LINE OF THOSE LANDS DESCRIBED IN DEED BOOK 215, PAGE 570, 96.51 FEET; THENCE EAST AND PARALLEL WITH THE NORTH LINE OF THOSE LANDS DESCRIBED IN DEED BOOK 215, PAGE 570, 176.97 FEET TO A POINT IN THE WESTERLY RIGHT OF WAY LINE OF MISSION ROAD (AS NOW ESTABLISHED); THENCE NORTH AND ALONG THE SAID WESTERLY RIGHT OF WAY LINE OF MISSION ROAD (AS NOW ESTABLISHED), 96.51 FEET; THENCE WEST, AND PARALLEL WITH THE NORTH LINE OF THOSE LANDS DESCRIBED IN DEED BOOK 215, PAGE 570, 176.97 FEET TO THE POINT OF BEGINNING AND TO CLOSE. THE ABOVE DESCRIBED PROPERTY BEING A PART OF THOSE LANDS DESCRIBED IN DEED BOOK 215, PAGE 570, OF THE PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA.

DISCLOSURE OF OWNERSHIP INTERESTS - PROPERTY

[TO BE COMPLETED AND EXECUTED BY THE PROPERTY OWNER(S) FOR EACH APPLICATION FOR COMPREHENSIVE PLAN AMENDMENT OR DEVELOPMENT ORDER]

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 Jonathan Iser, hereinafter referred to as "Affiant," who being by me first duly sworn, under oath, deposes and states as follows:

1. Affiant is the [] individual or [] Mgr *[position - e.g., president, partner, trustee]* of Zaddys Property Holdings LLC *[name and type of entity - e.g., ABC Corporation, XYZ 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: 775 Fruit Cove Rd
Saint Johns FL 32259

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, Affiant 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.

Jonathan Iser ,Affiant

(Print Affiant Name)

Notary Public State of Florida
Michelle Renee Brown
My Commission HH 711316
Expires 8/18/2029

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 30 day of December, 20 25 by _____ *(name of person acknowledging)*. He/she is personally known to me or has produced FL DL *(type of identification)* as identification and did/did not take an oath *(circle correct response)*.

M. Renee Brown
(Name - type, stamp or print clearly)

M. Renee Brown
(Signature)

My Commission Expires on: 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 or 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
Jonathan Iser	775 Fruit Cove Rd St Johns FL 32259
Zach Ford	124 Heidt Loop Rd Palatka FL 32177

Jonathan Iser
(Name in print)

Zaddys Property Holdings LLC
(Name of company, if applicable)

(Address, City, State, Zip)

Mgr
(Title)

(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 [X] physical presence or [ ] online notarization, this 30 day of December, 2025, by Jonathan Iser *(name of person making statement)*. He/she is personally known to me or has produced FL DL *(type of identification)* as identification.

M. Renee Brown
(Name in print)

(Signature)

My Commission Expires on: 8-18-2029

NOTARY'S SEAL OR STAMP

Notary Public State of Florida
Michelle Renée 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: 12/30/2025

TO BE COMPLETED BY APPLICANT	
1. Date: 12/30/2025	2. Property Address: 404 Mission Rd
3.Parcel Number:	4.Current Property Use: Residential
5. Type of Service Requested (check one) ☑ Water ☐ Sewer ☐ Water & Sewer	6. Reason(s) for Request: Well just went out
7. Owner(s) of Record: Zach Ford Owner Address: Phone Number: 386-983-8495 Email Address: zph0422@gmail.com Owner(s) signature — Date	

FOR OFFICIAL USE ONLY			
1.Date Submitted: 12/30/25	2.Received By: EH	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 2-inch water main.		
7. Date forwarded to B & Z: (if connection is going to be made)	8. Date BZ Received from Water/Sewer:	9. B & Z comments:	

1010 Ocean Street
Palatka, FL 32177
Tel. (386) 329-0109
Fax (386) 385-5275

CITY of Palatka
PUBLIC WORKS
Utilities Department

To: **Zack Ford**

From: **Eli Higginbotham, Water & Sewer Superintendent**

Date: **December 30, 2025**

RE: **404 Mission Rd. Water & Sewer Availability**

Water is available from 2-inch water main located on the west side of Mission Rd.

Sewer is not available at this location.

The property is contiguous to the city limits on the North side and will need to annex into the city to connect to city utilities. You will need to start the annexation process and go through the City Planning Department before water can be installed.

Thank you,

Eli Higginbotham, W & S Superintendent

RECEIVED
JAN 2 9 2026

404 MISSION RD # UNIT 1
PALATKA, FLORIDA 32177
PARCEL 02-10-26-0000-0630-0011
CONTAINING 0.39± ACRES

MAP SHOWING

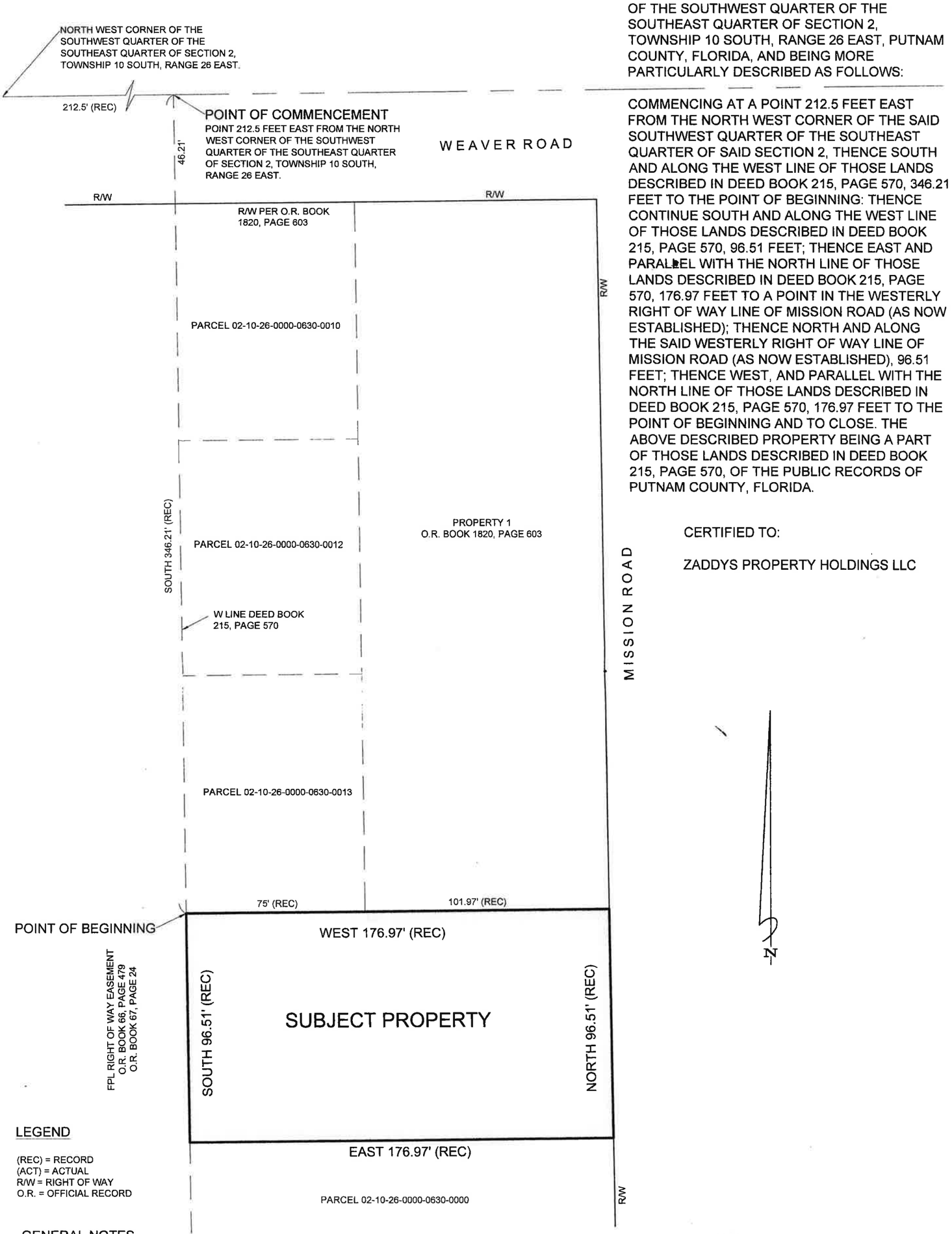
OFFICIAL RECORD BOOK 1841, PAGE 1724

A TRACT OF LAND LYING IN AND BEING A PART OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 2, TOWNSHIP 10 SOUTH, RANGE 26 EAST, PUTNAM COUNTY, FLORIDA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A POINT 212.5 FEET EAST FROM THE NORTH WEST CORNER OF THE SAID SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 2, THENCE SOUTH AND ALONG THE WEST LINE OF THOSE LANDS DESCRIBED IN DEED BOOK 215, PAGE 570, 346.21 FEET TO THE POINT OF BEGINNING: THENCE CONTINUE SOUTH AND ALONG THE WEST LINE OF THOSE LANDS DESCRIBED IN DEED BOOK 215, PAGE 570, 96.51 FEET; THENCE EAST AND PARALLEL WITH THE NORTH LINE OF THOSE LANDS DESCRIBED IN DEED BOOK 215, PAGE 570, 176.97 FEET TO A POINT IN THE WESTERLY RIGHT OF WAY LINE OF MISSION ROAD (AS NOW ESTABLISHED); THENCE NORTH AND ALONG THE SAID WESTERLY RIGHT OF WAY LINE OF MISSION ROAD (AS NOW ESTABLISHED), 96.51 FEET; THENCE WEST, AND PARALLEL WITH THE NORTH LINE OF THOSE LANDS DESCRIBED IN DEED BOOK 215, PAGE 570, 176.97 FEET TO THE POINT OF BEGINNING AND TO CLOSE. THE ABOVE DESCRIBED PROPERTY BEING A PART OF THOSE LANDS DESCRIBED IN DEED BOOK 215, PAGE 570, OF THE PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA.

CERTIFIED TO:

ZADDYS PROPERTY HOLDINGS LLC



LEGEND

(REC) = RECORD
(ACT) = ACTUAL
R/W = RIGHT OF WAY
O.R. = OFFICIAL RECORD

GENERAL NOTES

1. THIS MAP DOES NOT REPRESENT A BOUNDARY SURVEY.

1. BEARINGS SHOWN HEREON ARE BASED ON THE WESTERLY RIGHT OF WAY LINE OF MISSION ROAD AS N00°51'18"W (ASSUMED).

2. MAP DATE: JANUARY 14, 2026.

3. 1" = 20'

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

Faith Baptist Church
404 Mission Rd
Aspen Dental - Palatka, FL

ORDINANCE NO. 2026-20 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 02-10-26-0000-0630-0011, PT OF 1/4 OF SE1/4 OR358 P910, 404 MISSION ROAD, 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: May 14, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request to annex one parcel, approximately 0.39 acre, into the City of Palatka to connect to the City's water service system, established residential dwelling is located on the parcel; amend the Future Land Use Map from Putnam County Urban Service (US) to City of Palatka Residential Medium (RM), and rezone from Putnam County Residential, Single-Family (R-1A) to City of Palatka Residential, Two-Family (R-2).

BACKGROUND

The application is for approx. 0.39-acre parcel located at 404 Mission Rd. The parcel has a duplex, residential dwelling unit on it. The intent of the applicant is to have City water at 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

Staff recommends approval of the request to annex approximately 0.39-acre property into the City.

Staff recommends approval of the request to amend the Future Land Use Map from Putnam

County Urban Service (US) to City of Palatka Residential Medium (RM).

Staff recommends approval of the request to rezone from Putnam County Residential Single-Family (R-1A) to City of Palatka Residential Two-Family (R-2).

ATTACHMENTS

1.	Business impact ORD 26-20
2.	20. Ordinance 2026-20 ANNEXATION PB26-01 404 Mission Rd.

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. 2026-20

Annexation of PARCEL **02-10-26-0000-0630-0011**

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 02-10-26-0000-0630-0011, PT OF 1/4 OF SE1/4 OR358 P910, 404 MISSION ROAD, 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;

[1] See Section 166.041(4)(c), Florida Statutes.

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.

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL., 32177

ORDINANCE NO. 2026-20

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 02-10-26-0000-0630-0011, PT OF 1/4 OF SE1/4 OR358 P910, 404 MISSION ROAD, 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: Zaddy Property Holdings LLC, 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 April 7th, 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 April 23rd, 2026, and May 14th, 2026, and

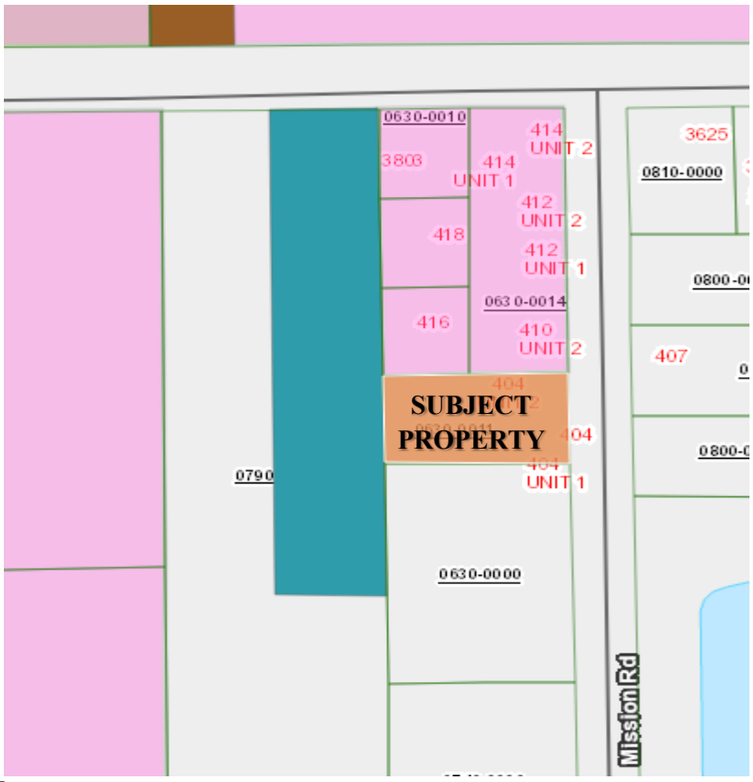
WHEREAS, the City Commission of the City of Palatka finds that it is in the best interest of the people of the City of Palatka, Florida, that said lands be annexed and become a part of the City of Palatka; and

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:

PT OF 1/4 OF SE1/4 OR358 P910



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 23rd day of April 2026.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 14th day of May 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.

ORDINANCE NO. 2026-21 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 URBAN SERVICE (US) TO CITY OF PALATKA RESIDENTIAL MEDIUM (RM) FOR THE FOLLOWING PROPERTY: 404 MISSION ROAD, PALATKA, FLORIDA 32177, PT OF 1/4 OF SE1/4 OR358 P910; PARCEL 02-10-26-0000-0630-0011, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

STAFF REPORT

DATE: May 14, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request to annex one parcel, approximately 0.39 acre, into the City of Palatka to connect to the City's water service system, established residential dwelling is located on the parcel; amend the Future Land Use Map from Putnam County Urban Service (US) to City of Palatka Residential Medium (RM), and rezone from Putnam County Residential, Single-Family (R-1A) to City of Palatka Residential, Two-Family (R-2).

BACKGROUND

The application is for approx. 0.39-acre parcel located at 404 Mission Rd. The parcel has a duplex, residential dwelling unit on it. The intent of the applicant is to have City water at 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

Staff recommends approval of the request to annex approximately 0.39-acre property into the City.

Staff recommends approval of the request to amend the Future Land Use Map from Putnam County Urban Service (US) to City of Palatka Residential Medium (RM).

Staff recommends approval of the request to rezone from Putnam County Residential Single-Family (R-1A) to City of Palatka Residential Two-Family (R-2).

ATTACHMENTS

1.	21. Ordinance 2026-21 FLUM PB26-01 404 Mission Rd.
2.	Business impact ORD 2026-21

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL 32177

ORDINANCE NO. 2026-21

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 URBAN SERVICE (US) TO CITY OF PALATKA RESIDENTIAL MEDIUM (RM) FOR THE FOLLOWING PROPERTY: 404 MISSION ROAD, PALATKA, FLORIDA 32177, PT OF 1/4 OF SE1/4 OR358 P910; PARCEL 02-10-26-0000-0630-0011, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, an application has been made by Zaddy Property Holdings LLC, for certain amendment to the Comprehensive Plan Future Land Use Map of the City of Palatka, Florida, and

WHEREAS, Section 163.3187, Florida Statutes, provides for small-scale amendment of an adopted comprehensive plan, and

WHEREAS, Section 163.3187(2), Florida Statutes, provides that small scale development amendments require only one public hearing before the governing board, which shall be an adoption hearing, and

WHEREAS, the City Planning Board conducted a public hearing on April 7th, 2026, and recommended approval of this amendment to the City Commission, and

WHEREAS, the City Commission of the City of Palatka conducted a public hearing on April 23rd, 2026, and

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

Section 1. Adopted Small Scale Amendment

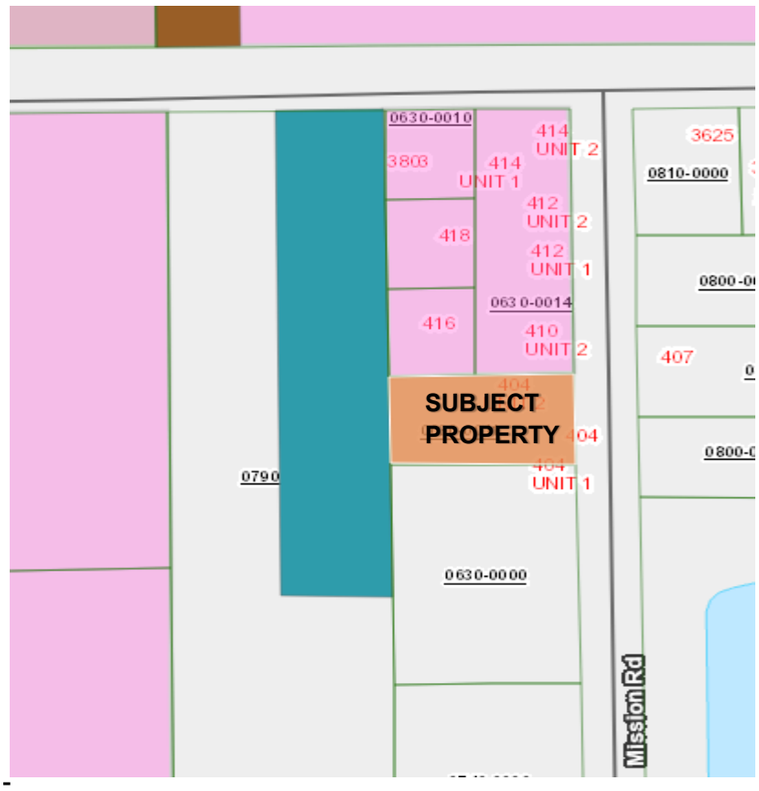
That the Future Land Use Map of the adopted Comprehensive Plan of the City of Palatka is hereby amended to provide that the Future Land Use of the parcel of land listed in Table 1 below shall be changed as designated and that the Future Land Use Map shall be amended to show the changes.

TABLE 1
ADOPTED SMALL SCALE AMENDMENT

Parcel Number	Acreage	Current Future Land Use	Amended Future Land Use
02-10-26-0000-0630-0011	.39	Putnam County Urban Service (US)	City of Palatka Residential Medium (RM)

DESCRIPTION OF PROPERTY:

PT OF 1/4 OF SE1/4 OR358 P910



Section 2. The remaining portions of said adopted comprehensive plan of the City of Palatka, Florida, which are not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

Section 3. Should any section, subsection, sentence, clause, phrase or portion of this Ordinance be held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and shall not affect the validity of the remaining portion.

Section 4. This Ordinance shall not become effective until the annexation adopted by Ordinance No. 2026-20 becomes effective; however, the effective date of this amendment to the City of Palatka Comprehensive Plan, if not timely challenged, shall be 31 days after adoption. If challenged within 30 days after adoption, this amendment shall become effective on the date the State land planning agency or the Administration Commission issues a final order determining this amendment to be in compliance with Chapter 163, Florida Statutes. No development orders, development permits, or land uses dependent on this amendment may be issued or commenced before this amendment has become effective.

Section 5. 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 AND ADOPTED by the City Commission of the City of Palatka on this 23rd day of April 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

ORDINANCE NO. 2026-21 Future Land Use Amendment of PARCEL **02-10-26-0000-0630-0011** More specifically:

ORDINANCE NO. 2026-21

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 URBAN SERVICE (US) TO CITY OF PALATKA RESIDENTIAL MEDIUM (RM) FOR THE FOLLOWING PROPERTY: 404 MISSION ROAD, PALATKA, FLORIDA 32177, PT OF 1/4 OF SE1/4 OR358 P910; PARCEL 02-10-26-0000-0630-0011, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND 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.

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- ☐ 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.

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] See Section 166.041(4)(c), Florida Statutes.

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. 2026-23 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 RESIDENTIAL, SINGLE-FAMILY (R-1A) TO CITY OF PALATKA RESIDENTIAL, TWO-FAMILY (R-2), PT OF 1/4 OF SE1/4 OR358 P910, FOR THE PROPERTY LOCATED AT 404 MISSION ROAD, PALATKA, FLORIDA 32177, PARCEL 02-10-26-0000-0630-0011; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

STAFF REPORT

DATE: May 14, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request to annex one parcel, approximately 0.39 acre, into the City of Palatka to connect to the City's water service system, established residential dwelling is located on the parcel; amend the Future Land Use Map from Putnam County Urban Service (US) to City of Palatka Residential Medium (RM), and rezone from Putnam County Residential, Single-Family (R-1A) to City of Palatka Residential, Two-Family (R-2).

BACKGROUND

The application is for approx. 0.39-acre parcel located at 404 Mission Rd. The parcel has a duplex, residential dwelling unit on it. The intent of the applicant is to have City water at the property. The proposed annexation will allow connection to the City's water system. This parcel is contiguous to the City boundaries.

PROJECT ANALYSIS

Please refer to staff report

Staff Recommendation

Staff recommends approval of the request to annex approximately 0.39-acre property into the City.

Staff recommends approval of the request to amend the Future Land Use Map from Putnam County Urban Service (US) to City of Palatka Residential Medium (RM).

Staff recommends approval of the request to rezone from Putnam County Residential Single-Family (R-1A) to City of Palatka Residential Two-Family (R-2).

ATTACHMENTS

1.	23. Ordinance 2026-23 Zoning PB26-01 404 Mission Rd
2.	Business impact ORD 2026-23

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL., 32177

ORDINANCE NO. 2026-23

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 RESIDENTIAL, SINGLE-FAMILY (R-1A) TO CITY OF PALATKA RESIDENTIAL, TWO-FAMILY (R-2), PT OF 1/4 OF SE1/4 OR358 P910, FOR THE PROPERTY LOCATED AT 404 MISSION ROAD, PALATKA, FLORIDA 32177, PARCEL 02-10-26-0000-0630-0011; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, an application has been made by Zaddy Property Holdings LLC for certain amendment to the Official Zoning Map of the City of Palatka, Florida, and

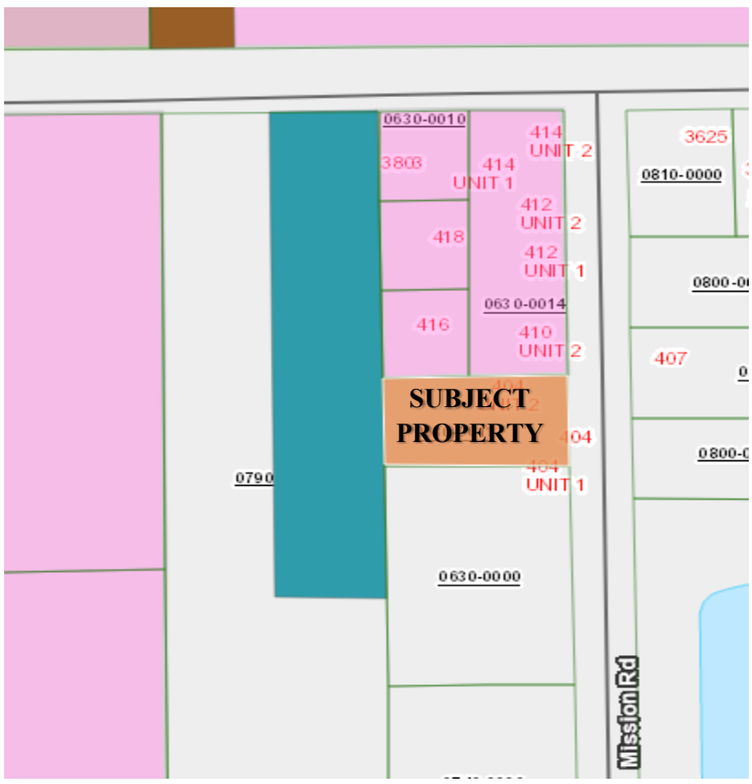
WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on April 7th, 2026, and two public hearings before the City Commission of the City of Palatka on April 23rd, 2026, and May 14th, 2026, and

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 Residential, Single-Family (R1-A) to City of Palatka Residential, Two-Family (R-2) classification.

DESCRIPTION OF PROPERTY: PT OF 1/4 OF SE1/4 OR358 P910, FOR THE PROPERTY LOCATED AT 404 MISSION ROAD, PALATKA, FLORIDA 32177, PARCEL 02-10-26-0000-0630-0011.



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. 2026-21 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 23rd day of April 2026.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 14th day of May 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

Proposed ordinance's title/reference: "**ORDINANCE NO. 2026-23** Rezone of PARCEL **02-10-26-0000-0630-0011** More specifically:

ORDINANCE NO. 2026-23

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 RESIDENTIAL, SINGLE-FAMILY (R-1A) TO CITY OF PALATKA RESIDENTIAL, TWO-FAMILY (R-2), PT OF 1/4 OF SE1/4 OR358 P910, FOR THE PROPERTY LOCATED AT 404 MISSION ROAD, PALATKA, FLORIDA 32177, PARCEL 02-10-26-0000-0630-0011; 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.

ORDINANCE 2026-28: AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, ESTABLISHING THE PROVISIONS OF A PLANNED UNIT DEVELOPMENT OVERLAY WITH RESPECT TO THE FOLLOWING PARCELS OF LAND: 42-10-27-6850-0120-0101, 42-10-27-6850-0110-0100, 42-10-27-6850-0120-0020, 42-10-27-6850-0120-0011, 42-10-27-6850-0120-0010, 42-10-27-6850-0150-0060, 42-10-27-6850-0150-0040, 42-10-27-6850-0150-0090, LOCATED AT 201, 211, 225, 229, 300 and 320 SAINT JOHNS AVENUE, and 301 REID STREET, PALATKA, FLORIDA; PROVIDING FOR SCRIVENERS ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

STAFF REPORT

DATE: May 14, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request to rezone 8 parcels located at 201, 211, 225, 229, 300, 320 St. Johns Ave., 301 Reid Street, and an unassigned location at the corner of South 2nd. Street and St. Johns Ave. in order to establish the provisions of a Planned Unit Development Overlay.

BACKGROUND

This is a multiple application involving a total of eight (8) parcels located mainly along St. John's Avenue. The applicant is requesting the rezoning of the subject parcels to Planned Unit Development (PUD). According to the Palatka Zoning Code, Section 94-157 the PUD district is an overlay district which can be applied to any underlying land use. The parcels have a Commercial future land use in the Comprehensive Plan and Downtown Riverfront zoning district. The downtown riverfront (DR) district was established for the purpose of providing a pedestrian-oriented, retail/entertainment area that has historically been downtown and its waterfront area. The intent of the applicant is to redevelop the parcels under a unified master plan that calls for a mixed-use project consisting of restaurants, entertainment bar, events venue, hotel rooms and possibly a residential component.

PROJECT ANALYSIS

The request for a PUD is consistent with the Comprehensive Plan and Zoning Code. The application meets all the standards and requirements of a Planned Unit Development. For further reference, the complete analysis is contained in the attached staff report. The application was reviewed by the Planning Board on May 5 and recommended approval of the request and the corresponding Development Agreement between the City of Palatka and Beck/Sloan Properties, Inc. The Planning Board granted approval of a requested conditional use for hotel rooms as specified in the Development Agreement.

Staff Recommendation

Staff recommends APPROVAL of the application as well as the corresponding Development Agreement

ATTACHMENTS

1.	staff report
2.	Collective Downtown PUD - Ordinance 2026-28 and Dev. agreement
3.	BUSINESS IMPACT ORDINANCE 2026-28

A. Application Summary

Project: PB26-04 Several Downtown Parcels
Request: This is a multiple request for eight (8) combined parcels totaling 1.37 acres+/- to rezone to Planned Unit Development.

Parcels:	**42-10-27-6850-0120-0101; 42-10-27-6850-0110-0100; 42-10-27-6850-0120-0011; 42-10-27-6850-0120-0010; 42-10-27-6850-0150-0060; 42-10-27-6850-0150-0040; 42-10-27-6850-0150-0090.**
Project Manager:	Lorenzo Aghemo, Planning Director
Owner:	Beck/Sloan Properties, Inc.
Agent:	James Troiano

I. Background

This is a multiple application involving a total of eight (8) parcels located mainly along St. John's Avenue. The applicant is requesting the rezoning of the subject parcels to Planned Unit Development (PUD). According to the Palatka Zoning Code, Section 94-157 the PUD district is an overlay district which can be applied to any underlying land use. The parcels have a Commercial future land use in the Comprehensive Plan and Downtown Riverfront zoning district. The downtown riverfront (DR) district is established for the purpose of providing a pedestrian oriented, retail/entertainment area that has historically been downtown and its waterfront area. The intent of the applicant is to redevelop the parcels under a unified master plan that calls for mixed-use project consisting of restaurant, entertainment bar venue, hotel rooms and possibly a residential component.

The first floor will provide individual businesses with an opportunity to lease space to sell food and beverages for sale to the public in a food court style layout. On the proposed third floor of the 229 parcel the intent is to develop eight (8) hotel suites (Figure 4) to add to the eight (8) hotel rooms already approved for a total of sixteen (16) hotel rooms on this parcel. The applicant is also proposing to build four (4) hotel rooms on the second floor of the 225 parcel. The 211-parcel received conditional use approval for seven (7) hotel rooms in 2024. The applicant seeks to add eight (8) hotel rooms to the already approved eight (8) rooms for a total de sixteen hotel rooms in the 229 parcel. If the two pending applications are approved by the Planning Board, the 200 block at St. Johns Ave. will have a total of 27 hotel rooms. Additionally, Beck/Sloan Properties Inc. intents to renovate the James Hotel and add rooms to the Shelley Building at 300 and 320 St. Johns Ave., however the number of hotel rooms has not been disclosed yet. All these requests are part of an overall single redevelopment project. The intent of the applicant is for the James Hotel to serve as the main facility and anchor to all the proposed hotel units. This is critical for this conditional use application because the Downtown Riverfront District permits hotels as conditional uses but does not allow stand-alone hotel rooms. A Planned Unit Development Overlay is required pursuant to Section 94-113 (7) of the code: "Planned *unit development overlay*

threshold. Any proposed nonresidential development exceeding 20,000 square feet or residential development with project density exceeding five units per acre or residential development with more than five units shall be required to utilize a planned unit development overlay.". This requirement must be met before applications for site plan review and building permit are submitted by the applicant.

STANDARDS FOR PUD

(a) Unity. A parcel which is proposed for planned unit development shall be in single ownership or control.

The parcels proposed for the PUD are under the control of Beck/Sloan Properties Inc.

(b) Maximum density. The maximum density of a planned unit development shall not exceed that allowed in the district within which the planned unit development is approved.

There is no proposal to develop residential use thus the density requirement does not apply at this time.

(c) Access. Every dwelling unit or other use permitted in the planned unit development shall have access to a public street either directly or via an approved private road, pedestrian way, court or other area dedicated to public or private use, or common element guaranteeing access. Permitted uses are not required to front on a dedicated public road.

All the uses contemplated in the PUD have proper access to public streets.

(d) Internal lots and frontage. Within the boundaries of the planned unit development, no minimum lot size, minimum yards, or maximum height of structures shall be required.

Not applicable.

(e) Open space requirements. There shall be no minimum open space requirement for planned unit developments; however, each planned unit development proposed within the City of Palatka must include provisions for open space, with particular reference to the preservation of natural features indigenous to the site. For purposes of this section, neither the waters of the St. Johns River or land or water bodies located off-site shall be included in determining open space.

Not applicable.

(f) Underground utilities. Within a planned unit development, all utilities, including telephone, television cable and electrical systems shall be installed underground, applicable only for new construction. Appurtenance to these systems which require aboveground installation must be effectively screened and thereby may be excepted from

this requirement. Primary facilities providing service to the site of the planned unit development may be excepted.

Not applicable.

(g) Off-street parking requirements. Off-street parking requirements for uses within a planned unit development shall be as provided in article V of this chapter.

The parcels are zoned Downtown Riverfront which does not required the provision of parking.

(h) Minimum living area for dwelling units: 500 square feet

Not applicable.

Unified control.

(a) All land included for the purpose of development as a planned unit development shall be under the legal control of the applicant, whether that applicant be an individual, partnership or corporation, or group of individuals, partnerships or corporations. Applicants requesting approval of a planned unit development shall present firm evidence of unified control of the entire area within the proposed planned unit development, together with a certificate of apparent ownership and encumbrance, with the opinion of counsel representing the developer establishing that the developer has the unrestricted right to impose all of the covenants and conditions upon the land as are contemplated by the provisions of this chapter.

The applicant has demonstrated control of the parcels. The opinion of counsel representing the developer is not applicable since the PUD is a mix use development with no residential component and no covenants restrictions are contemplated.

(b) *The applicant shall state agreement to:*

(1) Proceed with the proposed development according to the provisions of this chapter and such conditions as may be attached to the conditional use permit for the planned unit development;

(2) Provide agreements, contracts, deed restrictions and sureties acceptable to the city commission for completion of the development according to the approved plans, and maintenance of such areas, functions and facilities as are not to be provided, operated or maintained at public expense; and

(3) Bind the applicant's successors in title to any commitments made under subsections (1) and (2) of this subsection.

All such agreements and evidence of unified control shall be examined by the city attorney, and no planned unit development shall be approved without a certification by the city attorney that such agreements and evidence of unified control meet the requirements of this chapter.

The applicant will enter into a Development Agreement with the city which will address these requirements. The city concurs with the terms of the Development Agreement, however there is one portion of the agreement that needs to be addressed in this report. The applicant is requesting that a conditional use approval be granted by way of the agreement. At this stage, this remains merely a request. Entering into the Development Agreement does not simultaneously grant a conditional use. There is no legal mechanism for the agreement to provide a conditional use since the agreement cannot supersede the jurisdiction and authority of the Planning Board. However, staff would support those conditional use requests if and when they are submitted to the Planning Department.

RECOMMENDATION

Staff recommend **APPROVAL** of the placement of a Planned Unit Development Overlay on the subject parcels.

Staff recommend **APPROVAL** of the Development Agreement between the City and Beck/Sloan Properties, Inc.

ORDINANCE 2026-28

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, ESTABLISHING THE PROVISIONS OF A PLANNED UNIT DEVELOPMENT OVERLAY WITH RESPECT TO THE FOLLOWING PARCELS OF LAND: 42-10-27-6850-0120-0101, 42-10-27-6850-0110-0100, 42-10-27-6850-0120-0020, 42-10-27-6850-0120-0011, 42-10-27-6850-0120-0010, 42-10-27-6850-0150-0060, 42-10-27-6850-0150-0040, 42-10-27-6850-0150-0090, LOCATED AT 201, 211, 225, 229, 300 and 320 SAINT JOHNS AVENUE, and 301 REID STREET, PALATKA, FLORIDA; PROVIDING FOR SCRIVENERS ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS application has been made to the City of Palatka Planning Department on behalf of the Beck/Sloan Properties, Inc. for properties located on 201, 211,225, 229, 300 and 320 St. Johns Avenue, and 301 Reid Street before the City Commission of the City of Palatka on May 14, 20246 and May 28, 2026; and

WHEREAS, the City Commission of the City of Palatka has determined that The Downtown Collective Planned Unit Development should be approved.

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

Section 1: The Downtown Collective Planned Unit Development is hereby approved the hereinafter described properties:

Parcel No. 42-10-27-6850-0120-0101;

Parcel No. 42-10-27-6850-0120-0020;

Parcel No. 42-10-27-6850-0120-0011;

Parcel No. 42-10-27-6850-0150-0060;

Parcel No. 42-10-27-6850-0150-0090;

Parcel N0. 42-10-27-6850-0150-0040;

Parcel No. 42-10-27-6850-0120-0010;

Parcel No**.** 42-10-27-6850-0110-0100

DESCRIPTION OF PROPERTIES:

201 St. Johns Avenue (42-10-27-6850-0120-0101):
DICK S MAP OF PALATKA MB2 P46, BLK 12 N 99FT 8 3/4IN OF THE, E 121FT 3 1/4IN OR392 P1061

Unassigned Location (Corner of South 2nd Street and St. Johns Avenue) (42-10-27-6850-0110-0100):
DICKS MAP OF PALATKA MB2 P46, BLK 11 E 127FT OF S 100FT OF, LOTS 5 + 10 (EX BK160 P220)

211 St. Johns Avenue (42-10-27-6850-0120-0020):
DICK S MAP OF PALATKA MB2 P46 BLK 12 LOT 2 + PT OF LOTS 10 + 11 BK207 P589

225 St. Johns Avenue (42-10-27-6850-0120-0011):
DICK S MAP OF PALATKA MB2 P46 BLK 12 PT OF LOT 1 BK197 P443

229 St. Johns Avenue (42-10-27-6850-0120-0010):
DICK S MAP OF PALATKA MB2 P46 BLK 12 PT OF LOT 1 BK197 P447

300 St. Johns Avenue (42-10-27-6850-0150-0060):
DICKS MAP OF PALATKA MB2 P46, E 47FT OF S 75FT & E 65FT OF, N 65FT OF S 140FT OF BLK 15

301 Reid Street (42-10-27-6850-0150-0040):

DICKS MAP OF PALATKA MB2 P46, N 118 FT OF E 92 FT OF BLK 15, (EX HWY)

320 St. Johns Avenue (42-10-27-6850-0150-0090):
DICKS MAP OF PALATKA MB2 P46, PT OF BLK 15 OR447 P525(EX, OR680 P1311 PARKING LOT)

Section 2: Conditional Use Approval. The Conditional Use Approval requested by the applicant and specified in the Development Agreement (Exhibit 1) has been approved by the Planning Board at their public meeting held on May 5, 2026. Specifically, the conditional use for hotel rooms is granted for the Phase II parcels: 300 St. Johns Avenue, 301 Reid Street, and 320 St. Johns Avenue.

Section 3: The owner and successor(s) development plans must generally comply with the site plan and with the conditions of approval set forth in the Development Agreement (Exhibit 1).

Section 4: Unified control. The common area of these properties shall be under the legal control of the owner and successor(s) whether that entity be an individual, partnership or corporation, or group of individuals, partnerships or corporations. The owner and successor(s)on an ongoing basis shall present firm evidence of unified control of the common area within the planned unit development, together with a certificate of apparent ownership of the common area and its encumbrance.

Section 5: Agreement binding upon owner and successors. The owner and his successors shall be bound in title to any commitments of this ordinance. The owner or successor(s) shall on an annual basis between November 1 and December 31 provide a written certification that they will continue to meet all rules, standards, and site plan requirements of this ordinance. Repeated and documented failure to meet the intent of the ordinance shall trigger review by the Planning Board, which may, with cause revoke the PUD approval, making the use nonconforming. If the owners sell individual buildings or units, the purchasers shall be bound by the agreement(s) by and between the original developer and the City of Palatka, Florida

Section 6: Certificate of Occupancy. A final certificate of occupancy shall not be granted until all required improvements of the site plan within the applicable Phase(s) of the development are completed and inspected for compliance by the City or its agent.

Section 7: Concurrency. All Municipal Codes shall be met before a building permit is issued and concurrency requirements are met.

Section 8: 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 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 become effective immediately upon its final passage by the City Commission.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 14th day of May 2026.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 28th day of May 2026.

CITY OF PALATKA

BY:_____
Its Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____

City Attorney

Exhibit 1

DEVELOPMENT AGREEMENT

The Downtown Collective PUD

THIS DEVELOPMENT AGREEMENT ("Agreement") is made and entered into this ___day of _____2026, by and between BECK/SLOAN PROPERTIES, INC., a Florida Corporation located at 2000 Reid Street, Palatka Florida 32177; THE HOTEL JAMES PALATKA, LLC., a limited liability company located at 2000 Reid Street Palatka, Florida 32177, and ST. JOHNS AVENUE DEVELOPMENT, LLC., a limited liability company located at 3400 Crill Avenue, Palatka, Florida 32177 (hereafter referred to as the "DEVELOPER") and CITY OF PALATKA, FLORIDA, a political subdivision of the State of Florida ("City") pursuant to the Florida Local Government Development Agreement Act, Section 163.3220, Florida Statutes.

PREAMBLE

WHEREAS, the Developer is the legal or equitable owner of certain real property located within the boundaries of the City, the legal description of which is attached to this Agreement as Exhibit A ("Property"); and

WHEREAS, the Developer and the City mutually acknowledge their desire to enter into a development agreement for the Property pursuant to Section 163.3220, Florida Statutes, and to be bound by the terms and provisions of this Agreement; and

WHEREAS, the Developer and the City desire to establish certain terms and conditions relating to the future development of the Property and wish to establish certainty as to the Developer's development of the Property; and

WHEREAS, the City finds that this Agreement is consistent with the City's Comprehensive Plan and City Code; and

WHEREAS, this Agreement has been considered by the City Commission at duly noticed public hearings on and, respectively.

NOW, THEREFORE, in consideration of the conditions, covenants and mutual promises set forth in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, and in demonstration of satisfaction of the various goals, objectives and policies of the Comprehensive Plan and the Code, the Developer and City agree as follows:

1. Recitals:

The foregoing recitals are true and correct and are incorporated in this Agreement by reference. All exhibits to this Agreement are deemed a part of this Agreement.

2. Definitions:

The following terms shall have the following meanings:

a) "Comprehensive Plan" shall mean the City of Palatka's Comprehensive Plan adopted by the City pursuant to Chapter 163, Part II, Florida Statutes ("Plan").

b) "City' shall mean the City of Palatka, a political subdivision of the State of Florida, acting by and through the City Commission.

c) “Development” shall be as defined in Section 380.04, Florida Statutes.

d) “Developer” shall mean Beck/Sloan Properties, Inc., The Hotel James Palatka, LLC., and St. Johns Avenue Development, LLC.

e) “Development Order” shall mean a development order or orders, issued by the City authorizing the Developer to proceed with and carryon development upon the Property.

f) “Development Permit” includes any building permit, rezoning, variance, waiver, development of regional impact, development order, or any other official action of local government having the effect of permitting the development of land.

g) "Effective Date" shall mean the date of recordation of this Agreement.

h) "Property' means the real property described in Exhibit A.

Any terms not defined in this Agreement shall have the definition as set forth in the Plan and the Code as they exist on the execution date of this Agreement.

3. Purpose:

The purpose of this agreement is to set forth the ownership and general location of the parcels to be rezoned in the Downtown Palatka Planned Unit Development (PUD). This Agreement is not intended to, nor does it, approve or authorize any amount of development or type of use on the Property, nor does it require the City to approve any Plan amendment, or rezoning, or development order, or development permit for the Property. Rather, the purpose of this Agreement is to set forth requirements and commitments regarding the development of the Property to ensure the Property may be developed during the term of this Agreement under the existing Code and Plan, except as otherwise set forth in this Agreement.

4. Lands Affected:

The legal description for the lands affected by this Agreement ("Property") is set forth as Exhibit “A.” The Putnam County Parcel ID numbers are: 42-10-27-6850-0120-

0101; 4210-27-6850-0110-0100; 42-10-27-6850-0120-0020; 42-10-27-6850-0120-0011; 42-1027-6850-0120-0010; 42-10-27-6850-0150-0060; 42-10-27-6850-0150-0040 and 42-1027-6850-0150-0090.

The parcels have approximately 487 linear feet of frontage along St. Johns Avenue, approximately 98 feet along Reid Street, approximately 313 feet along Third Street and approximately 201 feet along Second Street. See legal description in Exhibit A for more details.

Legal and Equitable Owners of Property:

The name of the legal and controlling owners of the parcels of land are:

D Beck/Sloan Properties, Inc, a Florida Corporation located at 2000 Reid Street, Palatka Florida 32177. Preston B. Sloan, president and director and Bradley C. Sloan, vice president, secretary, treasurer and director.

E The Hotel James Palatka, LLC, a limited liability company located at 2000 Reid Street Palatka, Florida 32177. Preston B. Sloan and Bradley C. Sloan, both managers.

F St. Johns Avenue Development, LLC, a limited liability company located at 3400 Crill
Avenue, Palatka, Florida 32177. Charles B. Bates, Jr., Preston B. Sloan, Charles B. Bates III, Preston Sloan, Jr. and Timothy D. Fannin, all authorized members. See Exhibit B for letter of control from St. Johns Avenue Development, LLC.

Authority for Agreement:

This Agreement is being entered into pursuant to authority provided in Sections 163.3220 - .3243, Florida Statutes, otherwise known as the Florida Local Government Development Agreement Act ("Act").

Effective Date and Duration of Agreement:

Within fourteen (14) days of approval of this Agreement, the City shall record it in the public records. Once recorded, this Agreement shall be in effect. The Agreement shall run with the land and be binding on all parties and all persons claiming under it in perpetuity, unless amended, and shall be transferable and binding RQWKH&LW\DQGto future property owners.

Project Plan:

The site plan generally depicts eight (8) parcels consisting of approximately five (5) acres. Refer to Exhibit C for site plan and Exhibit D for conceptional architectural elevations for 201, 211, 225 and 229 St. Johns Avenue. These elevations are subject to change as the development is designed and permitted. At the time of this writing, there are no elevations available for the other properties listed in this Agreement.

D 201 St. Johns Avenue:
After renovations, this current estimated 23,000 square foot building will have

approximately 9,000 square feet added as a third-floor rooftop bar and restaurant. When completed, the first floor is designed at this time to have a EHVW RI FODVV restaurant, a state-of-the-art multi-purpose event space on the second floor and arooftop restaurant and bar on the third floor.

E Unassigned Location (Corner of North Second Street and St. Johns Avenue): It is unknown at this time what will be developed at this location. To begin, as a necessity for the construction needs of the 200 block, it will be used a laydown yard for construction. This has been approved by the City of Palatka. After advanced public notice, all general parking will be removed. Since development is to be determined, it will be included in the second phase of this PUD. All future development will be in accordance with the Downtown Riverfront Zoning District.

F 211 St. Johns Avenue:
This existing estimated 19,000 square foot two story building will be converted into a modern food hall concept on the first floor. At this time, we believe there will be no less than four individual leasable spaces that can scale up as needed to no more than 10 spaces. This food hall will be open the general public. The second floor is designed to have five high-end hotel rooms. These rooms have already received a Conditional Use Permit (CUP) by the City of Palatka Planning Commission.

G 225 St. Johns Avenue:
At this time, it is uncertain what will be located on the first floor of this estimated 5,000 square foot two-story building. Uses may range from an art gallery to a special event space that are leasable and available to the general public. All uses will be in accordance with the Downtown Riverfront Zoning District. However, the first floor will serve as an entry point for access to the hotel rooms on the second floor of this building, as well as those rooms in the 211 and 229 St. Johns Avenue locations. For the second floor, we have identified four hotel rooms and a special event space. The event spaces are envisioned to be leasable spaces for parties, special events or meetings by the general public. The hotel rooms have received CUP approval by the City of Palatka Planning Commission.

e) 229 St. Johns Avenue:

Much like the 225 building, at this time of the process, we are uncertain what will be located on the first floor of this estimated 5,000 square feet two-story building. Proposed uses may range from a jazz club, to that of a special event space that is leasable and available to the general public. The intent is to be available to as many needs of the general public, while maintaining strict adherence to the Downtown Riverfront Zoning District. There is a plan to have eight hotel rooms on the second and eight rooms on the soon to be created third floor, an estimated addition of 3,400 square feet. In all, the proposed 16 hotel rooms have been approved for a CUP by the city of Palatka Planning Commission.

f) 300 St. Johns Avenue:

The James Hotel was established in Palatka, Florida in 1916 by Robert James and is currently on the National Historic Registry. It is one of the notable buildings

downtown and was constructed by Dr. George E. Welch, then president of the former Putnam National Bank. Architect Henry John Klutho designed this building and it has been considered a prime example of the Prairie School style of architecture. The James Hotel in its current configuration is approximately 21,600 square feet combined over its three-story structure. This location will be a beautiful boutique hotel when competed, acting as our anchor for all hotel rooms downtown. This will allow it to coordinate all room services at the 211, 225, 229 and 320 St. Johns Avene locations. We are designing a grand entry way on the first floor, along with modern hotel checkin and other guest accommodations. We are forecasting to have no less than 30 and no more than 70 high-end hotel rooms throughout the first, second, third and proposed new fourth floors. The exterior will be maintained and we envision a porte-cochere to be added to the northside of the building (see below). In accordance with Sec. 94-161 (e)(7), we humbly request our proposal for hotel rooms be granted as a conditional use.

f) 301 Reid Street:

This is currently an undeveloped lot along Reid Street. At this time of the process, it is our intent to use the property to support additional development for the James Hotel. This addition is envisioned to have a porte-cochere added to the northside of the building on the first floor and will allow for valet and transition under the hotel. Through the addition, the James Hotel will be a contiguous functioning hotel and it will have no more than 5 and no more than 20 high-end hotel rooms in total on the second, third and newly created fourth floors. The design will complement the Henry Klutho architecture seen on the James Hotel. As evidenced above, Palatka City Code Sec. 94-161 (e)(7) clearly supports hotel rooms for this location. We humbly request future hotel rooms be granted a CUP.

g) 320 St. Johns Avenue:

The Shelley Building is approximately 14,353 square feet of a three-story building. Our desire will be to keep commercial operations on the first floor and have no less than 4 and no more than 10 hotel rooms on each of the second and third floors. In accordance with Sec. 94-161 (e)(7), we humbly request our proposal for hotel rooms be granted a CUP.

9. Development Uses Permitted

The land uses currently permitted to be developed on the Property under the Comprehensive Plan and City of Palatka Code, densities, building intensities, height and other uses are set forth below:

a) Permitted Development Uses. The City hereby acknowledges that the Plan and the Code allow the development of the Property. Upon execution of this Agreement and for the term thereof, the City confirms and agrees that the Property may be developed and used consistent with land uses, intensities, height, and other provisions of the Plan on the execution date of this Agreement. All permitted uses and conditional uses

shall be consistent with Article III, Section 94-161 of the City of Palatka Zoning Code Downtown Riverfront District, or as otherwise provided in this PUD.

b) Conditional Uses. The conditional uses described in Section 91-161(e)(1) through (13) are generally permitted subject to the conditions under Sec. 94-3 of the City's Code.

10. Development Standards

The standards provided within this section are intended to allow for flexibility in design to foster more innovative development patterns for mixed use development. The intent of the PUD rezoning classification is to design for uses as defined in city code 94-161 (Downtown Riverfront District). The Owners were compelled to obtain a PUD due to the provisions of Sec.'s 94-157 (PUD District), as well as 94-113 (7) where it states *"Planned unit development overlay threshold. Any proposed nonresidential development exceeding 20,000 square feet or residential development with project density exceeding five units per acre or residential development with more than five units shall be required to utilize a planned unit development overlay."*

11. Parking:

In accordance with Sec. 94-161 (DR Zoning) and Sec. 94-262(b) (Required Number of Parking Spaces), the Developer will not be required to implement any parking for this PUD. However, the Developer does commit to work collaboratively with the city on ideas to enhance parking in the downtown area. Furthermore, Developer will work with the City on the use of Transportation Impact Fees and other mechanisms yet to be identified as an opportunity for a public, private partnership to create parking concepts in downtown Palatka.

12. Signage:

a) Project Signs: The signage within the PUD will comply with the provisions set forth in the LDC standards.

b) Construction/Temporary Signs: All construction/temporary signage will be permitted within the PUD and will comply with the LDC standards

13. Impact Fees:

The Developer shall pay all applicable impact and connection fees as required by the City of Palatka Code Section 54 and Article VIII, Section 2 (b), Florida Constitution, and section F.S. 166.021 and 166.041. The Developer shall pay impact fees at the time of obtaining a certificate of occupancy for each of the development locations. The obligation to pay impact fees runs with the land.

14. Phasing:

Construction is anticipated to occur in the following phases:

a) Phase 1:

201, 211, 225 and 229 St. Johns Avenue will be completed on or before four (4) years of the effective date of this agreement. This will include collaboratively working with the city on how to enhance new parking in downtown.

b) Phase 2:

The parcel (unassigned location) at the corner of South Second Street and St. Johns Avenue, 300 St. Johns Avenue, 301 Reid Street and 320 St. Johns Avenue will be completed on or before ten (10) years of the effective date of this agreement.

15. Permitting:

All construction in the development of a PUD shall proceed only under applicable permits issued by the City and County and any other regulatory department or agency. No building permit, certificate, or other document authorizing construction or occupancy within a PUD shall be issued except in accordance with the approved development plan, except whereas amended. The Developer must obtain any permits, exemptions, or authorizations which may be required by agencies having jurisdiction over the Property other than the City prior to engaging in development activities upon the Property which may require such permits, exemptions, or authorizations, including any stormwater permits required by any regional, state, or federal agency with jurisdiction over the Property.

16. Other Conditions, Terms, Restrictions or Requirements:

The failure of this Agreement to address a particular permit, condition, term, or restriction shall not relieve the Developer of the necessity of complying with the law governing the permitting requirements, conditions, terms, or restrictions.

17. Fees and Costs:

The Developer shall pay all fees required by any ordinance of general application in effect at the time of approval of any development orders and development permits, including impact fees, proportionate share mitigation, fair share, dedications, and exactions imposed on new construction subject to the terms of any impact fee or infrastructure related agreement entered into between the Developer and the City.

18. Binding Effect:

The obligations imposed pursuant to this Agreement upon the Developer and upon the Property shall run with and bind the Property as covenants running with the land. This Agreement shall be binding upon and enforceable by and against the parties hereto, their personal representatives, heirs, successors, grantees and assigns.

19. Governing Laws:

This Agreement shall be governed and construed in accordance with the laws of the State of Florida. The Developer and the City agree that Putnam County, Florida, is the appropriate venue in connection with any litigation between the parties with respect to this Agreement. The Developer will be required to record this Agreement at their expense in the public records of Putnam County.

20. Entire Agreement:

This Agreement sets forth the entire agreement and understanding between the parties relating in any way to the subject matter contained in this Agreement and merges all prior discussions between the Developer and the City. Neither party shall be bound by any agreement, condition, warranty or representation other than as expressly stated in this Agreement. This Agreement may not be amended or modified except by written instrument signed by both parties.

21. Cancelation and Enforcement:

In the event the Developer, its successors and/or assigns fails to act in accordance with the terms of this Agreement, the City shall seek enforcement of such violation upon the Property. Enforcement of this Agreement shall be by judicial or administrative action or code enforcement against any parties or person violating, or attempting to violate, any term set forth in this Agreement, and pursuant to Section 163.3243, Florida Statutes. Each party shall be responsible for its own costs associated with the enforcement of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

ATTEST:

CITY OF PALATKA, FLORIDA

_____
City Clerk

By:_____
Mayor

Date:_____

APROVED AT TO FORM:

By:_____
Beck/Sloan Properties, Inc

Date: _____

By:_____
The Hotel James Palatka, LLC

Date: _____

By:_____
St. Johns Avenue Development, LLC

Date: _____

_____
City Attorney

Date: _____

EXHIBIT A

LEGAL DESCRIPTIONS

201 St. Johns Avenue (42-10-27-6850-0120-0101):

DICK S MAP OF PALATKA MB2 P46, BLK 12 N 99FT 8 3/4IN OF THE, E 121FT 3 1/4IN OR392 P1061

Unassigned Location (Corner of South 2nd Street and St. Johns Avenue) (42-10-27-68500110-0100):

DICKS MAP OF PALATKA MB2 P46, BLK 11 E 127FT OF S 100FT OF, LOTS 5 + 10 (EX BK160 P220)

211 St. Johns Avenue (42-10-27-6850-0120-0020):

DICK S MAP OF PALATKA MB2 P46 BLK 12 LOT 2 + PT OF LOTS 10 + 11 BK207 P589

225 St. Johns Avenue (42-10-27-6850-0120-0011):

DICK S MAP OF PALATKA MB2 P46 BLK 12 PT OF LOT 1 BK197 P443

229 St. Johns Avenue (42-10-27-6850-0120-0010):

DICK S MAP OF PALATKA MB2 P46 BLK 12 PT OF LOT 1 BK197 P447

300 St. Johns Avenue (42-10-27-6850-0150-0060):

DICKS MAP OF PALATKA MB2 P46, E 47FT OF S 75FT & E 65FT OF, N 65FT OF S 140FT OF BLK 15

301 Reid Street (42-10-27-6850-0150-0040):

DICKS MAP OF PALATKA MB2 P46, N 118 FT OF E 92 FT OF BLK 15, (EX HWY)

320 St. Johns Avenue (42-10-27-6850-0150-0090):

DICKS MAP OF PALATKA MB2 P46, PT OF BLK 15 OR447 P525(EX, OR680 P1311 PARKING LOT)

Exhibit B

April 23, 2026

City of Palatka
Planning and Zoning Department
201 North 2nd Street
Palatka, Florida 32177

RE: Authorization of Parcel Control for Planned Unit Development (PUD)

Dear City of Palatka Planning Department:

I, Charles B. Bates, Jr., Administrator/Manager of St. Johns Avenue Development, LLC, whose business address is 3400 Crill Avenue, Suite 2, Palatka, Florida 32177, hereby certify that St. Johns Avenue Development, LLC has legal control of the following Putnam County parcels:

- Parcel Number: 42-10-27-6850-0120-0101
- Parcel Number: 42-10-27-6850-0110-0100

St. Johns Avenue Development, LLC hereby authorizes Beck/Sloan Properties, Inc. and The Hotel James Palatka, LLC to exercise control of the above-referenced parcels for the purpose of establishing and pursuing approval of a Planned Unit Development (PUD) with the City of Palatka.

Further, St. Johns Avenue Development, LLC expressly grants the unrestricted right to Beck/Sloan Properties, Inc. and The Hotel James Palatka, LLC to agree to and enter into all covenants, conditions, restrictions, and other agreements affecting the above-referenced parcels as may be contemplated or required under the provisions governing the proposed PUD.

This authorization is provided to confirm that the applicants have the necessary control of the property to proceed with all applications, approvals, and agreements required by the City of Palatka in connection with the proposed PUD.

If you require any additional information or documentation, please do not hesitate to contact me.

Sincerely,

Charles B. Bates, Jr

Charles B. Bates, Jr.
Administrator/Manager
St. Johns Avenue Development, LLC

EC: Jim Troiano, Beck Sloan Properties

Exhibit C

Address Color Key:

1. 201 St. Johns Ave
2. Unidentified Property
3. 211 St. Johns Ave
4. 225 St. Johns Ave
5. 229 St. Johns Ave
6. 300 St. Johns Ave
7. 301 Reid St
8. 320 St. Johns Ave

1: 1, 000

0. 04 mi

0.02 0.04 0. 07 km

Conceptual Site Map

200 BLOCK RENOVATION

Architectural Rendering, subject to change

Business Impact Estimate

Proposed ordinance's title/reference: "**ORDINANCE NO. 2026-23** Rezone / PUD of PARCELS **42-10-27-6850-0120-0101, 42-10-27-6850-0110-0100, 42-10-27-6850-0120-0020, 42-10-27-6850-0120-0011, 42-10-27-6850-0120-0010, 42-10-27-6850-0150-0060, 42-10-27-6850-0150-0040, 42-10-27-6850-0150-0090** More specifically:

ORDINANCE 2026-28

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, ESTABLISHING THE PROVISIONS OF A PLANNED UNIT DEVELOPMENT OVERLAY WITH RESPECT TO THE FOLLOWING PARCELS OF LAND: 42-10-27-6850-0120-0101, 42-10-27-6850-0110-0100, 42-10-27-6850-0120-0020, 42-10-27-6850-0120-0011, 42-10-27-6850-0120-0010, 42-10-27-6850-0150-0060, 42-10-27-6850-0150-0040, 42-10-27-6850-0150-0090, LOCATED AT 201, 211, 225, 229, 300 and 320 SAINT JOHNS AVENUE, and 301 REID STREET, PALATKA, FLORIDA; PROVIDING FOR SCRIVENERS ERRORS; AND PROVIDING FOR 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.