ROBERTA M. CORREA
MAYOR - COMMISSIONER

ANNIE H. DAVIS
COMMISSIONER

JUSTIN R. CAMPBELL, SR.
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

JASON L. SHAW, SR
CHIEF, POLICE DEPT
ACTING CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC, FCPC
CITY CLERK

CHRIS TAYLOR
CHIEF, FIRE DEPT

CHANTEL PIERRE, CPA
FINANCE DIRECTOR

AGENDA
CITY COMMISSION MEETING
May 28, 2026 at 6:00 PM

1. CALL TO ORDER

a. Invocation

b. Pledge of Allegiance

c. Roll Call

2. APPROVAL OF MINUTES

a. May 14, 2026, Regular Commission Meeting

b. May 20, 2026, Workshop minutes.

c. May 21, 2026, Special Called Meeting

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

a. IN THE SPOTLIGHT - Employee of the Month

b. Newtown Museum presentation by Terrill Hill

c. History of Palatka Book Release - Greg Leonard

4. CITY MANAGER AND ADMINISTRATIVE REPORTS

a. Financial Report - April 2026

b. R.C. Willis Water Treatment Plant Update

c. Employee Team Building - City Clean-up Day 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

a. **Adopt Resolution 2026-R-88** for approval of SmartCover SmartLevel Sewer Monitoring System Project. The proposal total is $300,990.78, which includes hardware, installation, software subscription services, satellite connectivity, training, and support. 041-13-536-6475 for $136,270.00 City Match, and the grant award is $164,720.78.

b. **ADOPT RESOLUTION 2026-R-89** granting a special events permit to Sam Deputy of DPI for the annual Fourth of July Parade to be held on July 4th at 5pm.

c. **ADOPT RESOLUTION 2026-R-90** granting a special events permit to Captain Williams of the Palatka Police Department for the annual Law Enforcement Special Olympics Torch run to be held on May

29th.

d. **ADOPT RESOLUTION 2026-R-92** granting a special events permit to Fallon Gentry for National Night Out to be held on 08/04/2026.

e. ADOPT RESOLUTION 2026-R-93 Amending the City of Palatka FY 2025-2026 Budget for the Airport Fund to recognize and appropriate additional revenues and expenses for fuel sales. Using GL Lines 005-00-389-2-8938, 005-00-389-3-8937, 005-05-542-8-6328, and 005-05-542-8-6329.

f. **ADOPT RESOLUTION 2026-R-95** AUTHORIZING THE CITY MANAGER TO EXECUTE A FISCAL YEAR 2026 FEDERAL AVIATION ADMINISTRATION (FAA) GRANT APPLICATION AND TO EXECUTE THE RESULTING GRANT OFFER, ONCE RECEIVED, IN THE AMOUNT OF $1,153,000.00; using GL Lines 005-00-389-2-8938, 005-00-389-3-8937, 005-05-542-8-6328, and 005-05-542-8-6329ACCEPTING THE RECOMMENDATION OF AWARD AND AUTHORIZING THE CITY MANAGER TO EXECUTE A NOTICE OF AWARD TO THE LOW BIDDER CGC, INC.; AND PROVIDING AN EFFECTIVE DATE.

g. **ADOPT RESOLUTION 2026-R-96** ACCEPTING AMENDMENT TO FDOT GRANT 344184 INCREASING THE AWARD AMOUNT BY $533,260, AUTHORIZING CITY MATCH OF $207,549, AND EXECUTING CONSTRUCTION CONTRACTS FOR AHRENS ($2,800,971.77) AND PASSERO ASSOCIATES ($233,000) using GL 005-05-542-8-6325

h. **Adopt Resolution 2026-R-98** APPROVING THE APPLICATION FOR THE ECONOMIC DEVELOPMENT ADMINISTRATION GRANT: INVESTMENTS FOR PUBLIC WORKS AND ECONOMIC DEVELOPMENT FACILITIES FOR THE EXTENSION OF WATER AND SEWER LINES TO SERVICE TRICIRCLE PAVERS, INC TO BE LOCATED AT 380 N HWY 17 IN THE AMOUNT OF $1,768,670.40 WITH A CITY MATCH OF $442,167.60 using GL's 041-13-536-6-6477, 041-13-536-6-6478, 041-00-389-5-2101

i. **ADOPT RESOLUTION 2026-R-101** Accepting a Grant Award from the USDA Community Facilities Grant Program for an aerial Ladder Truck for the City of Palatka Fire Department in the amount of $2,088,928.00 with a City match requirement of $522,328.00. Using G/L 001-08-522-6-6481 City Match USDA RD Fire Engine Trucks, 001-08-522-6-6490 USDA RD Fire Engine Trucks, and 001-08-522-6-6400 Capital Outlay.

j. **Adopt Resolution 2026-R-103:** Authorizing GAI Consultants to update the CRA Redevelopment Plan in the amount of $88,000 for the complete scope of work. The GLs for the redevelopment plan (Professional Services) with % splits are as follows: Central Business – 030-30-580-3-3100 – 70%; North Historic – 030-32-580-3-3100 – 7%; South Historic – 030-31-580-3-3100 – 23%

7. REGULAR BUSINESS

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

b. Release of Lien - 4510 W. Madison Street - Leonor Maria Botello-Bravo

c. DISCUSSION/DIRECTION - Land swaps

d. Interim City Manager Contract

8. PUBLIC HEARINGS

a. **(Second Reading)** 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. 2026-23** 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. Amend Future Land Use Map and Rezone - 301,281,251,201 and 111 N. Moody Rd

i)

ORDINANCE NO. 2026-29 AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THE FUTURE LAND USE MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDMED FROM CITY OF PALATKA COMMERICAL (COM) TO CITY OF PALATKA TO RESIDENTAL LOW (RL), FOR THE FOLLOWING PROPERTIES: 02-10-26-7720-0180-0010, 02-10-26-7720-0110-0010, 02-10-26-7720-0100-0000, 02-10-26-7720-0030-0010, 02-10-26-7720-0010-0000.

ii)

ORDINANCE NO.2026-30 AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE amended FROM GENERAL COMMERICAL (C-1) TO CITY OF PALATKA SINGLE FAMILY RESIDENTIAL (R-1), FOR THE FOLLOWING PROPERTIES: 02-10-26-7720-0180-0010, 02-10-26-7720-0110-0010, 02-10-26-7720-0100-0000, 02-10-26-7720-0030-0010, 02-10-26-7720-0010-0000.

c. **Adopt Resolution 2026-R-102** Fire Service Assessment-Annual public hearing and annual consideration of non-ad valorem assessments to partially fund the cost of continual readiness and availability of fire protection services.

9. COMMISSIONER COMMENTS

10. ADJOURN

Upcoming Events	**Board Vacancies**
Tuesday: June 2, 2026, Planning Board Meeting 4:00 p.m. Thursday: June 4, 2026, Historic Preservation meeting 4:00 p.m. Wednesday: June 10, 2026, CRA 2nd Budget Workshop 6:00 p.m. Thursday: June 11, 2026, Regular Commission Meeting 6:00 p.m. Tuesday: June 16, 2026, Special Magistrate 1:30 p.m. Wednesday: June 17, 2026, 4th Budget Workshop 6:00 p.m. Monday June 22, 2026, CRA Meeting 5:00 p.m.	Airport Advisory Board - 2 vacancies Board of Zoning Appeals - 3 vacancies Public Arts Committee - 7 vacancies

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COMMISSIONER

CITY of Palatka FLORIDA

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

JASON L. SHAW, SR
ACTING CITY MANAGER/
CHIEF, POLICE DEPT.

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC, FCPC
CITY CLERK

CHRIS TAYLOR
CHIEF, FIRE DEPT.

CHANTEL PIERRE, CPA
FINANCE DIRECTOR

City Commission Meeting
May 14, 2026, Minutes

Invocation
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, and Mayor Correa were present. Commissioner Borom was absent.

Approval of Minutes
April 20, 2026, Workshop, April 23, 2026, Commission Meeting Minutes, April 29, 2026 Annual Report, and April 29, 2026, 2nd Budget Workshop.
Vote: Commissioner Davis moved to approve the minutes listed. Commissioner Campbell seconded the motion which passed unanimously.

Public Recognition/Presentations
Firefighter State Award - Ben Stevens presented by Commander Donnelly
Mr. Donnelly opened the presentation by thanking staff for accommodating the last-minute request. He welcomed two state representatives from the Veterans of Foreign Wars (VFW) who attended to present a statewide award.
State Sargeant Mike Klein and District 14 Commander Chester Lundy were introduced. Mr. Klein noted it was an honor to present the award, especially given his background in emergency medicine. He recognized the dedication of fire, rescue, police, and sheriff personnel, emphasizing the challenges they face daily. Commander Lundy thanked the city for its continued support of VFW Post 3349 and for recognizing outstanding service among local first responders. He noted this is the second consecutive year the post has received this award. Mr. Klein presented the National Firefighter Award to Firefighter Ben Stevens, reading the official commendation highlighting Stevens' professionalism, exemplary service, and commitment to the community and nation. The award reflects the high standards and values of the Veterans of Foreign Wars. A plaque from the Department of Florida VFW was also presented, naming Firefighter Ben Stevens as Firefighter of the Year 2025–2026. The presenters congratulated him and expressed appreciation for his service.

Public Works presentation of basket from Woman's Club
Elizabeth Van Rensburg, representing the GFWC Palatka Women's Club, introduced herself along with several club officers and members. She explained that the club's Civic Awareness and Outreach Department focus on supporting the city's first responders. She noted past projects, including donations to the Palatka Fire Department and the "Adopt-a-Cop" initiative for the Police Department. For 2026, the club chose to honor the City's Public Works employees as "unsung first responder heroes." Beginning in January, the club collected gift cards and certificates from local businesses and community partners. In recognition of Public Works Appreciation Month, the club presented a "Blessing Basket" containing 175 gift cards totaling nearly $4,000, contributed by 63 community partners.
Club members joined Ms. Van Rensburg in presenting the basket. Mayor Hill thanked her for her dedication, noting her early efforts and passion for recognizing Public Works staff. Ms. Van Rensburg expressed appreciation to the Women's Club and the community for their support.

Proclamation - Historic Preservation Month
Mayor Correa read the Proclamation.
Vote: Commissioner Campbell moved to approve the Proclamation. Commissioner Davis seconded the motion which passed unanimously.

City Manager and Administrative Reports
Public Works Update
Joe Verrechio gave the commission the update on the new building and what his department did. The Public Works Department provided an update on the long-awaited new Public Works building, which is now nearing completion after several years of planning. Substantial completion is expected next week, with only minor issues remaining. The contractor, Thomas May, and project partner Passero were both praised for outstanding work and strong support throughout the project.
Key improvements and features highlighted: New Building and Facilities: The department is moving from a 1,460 sq ft non-ADA accessible structure with limited functionality to a modern 5,000 sq ft facility. The new space includes a large conference room capable of accommodating the department's 65 employees for indoor meetings. Improved Employee Areas: Major upgrades include new showers, bathrooms, and a spacious break room, all significantly improved over previous conditions. Employees will now also have a dedicated locker room and access to a computer lab with multiple workstations. Storage and Material Organization: The old open-air storage system where some materials were left for up to 20 years, has been replaced with an organized racking system and forklift access to improve efficiency, inventory management, and cost savings. Fleet Maintenance Enhancements: The department now has a state-of-the-art automated lift system, replacing unsafe bottle-jack methods previously used to lift 45,000–55,000 lb trucks. The new fleet area allows maintenance on up to four garbage trucks indoors at once, with improved safety, workflow, and a durable epoxy-sealed floor resistant to fluids. Flow and Yard Improvements: The new layout improves traffic flow for vehicles and equipment. A pole barn will soon be bid out to shelter 18 city trucks, protecting them from sun damage to hydraulics. Administrative Spaces Offices for superintendents and staff are appropriately sized, each equipped with windows for natural light and ventilation. A large conference room enables comfortable and effective group meetings. The department expressed excitement and pride in the new facility, noting the positive impact on employee morale and operational efficiency. Leadership acknowledged the long process, recognized the team's dedication, and thanked city officials for their support in making the project a reality.

Summer Internship - Virgina Jones

Ms. Jones presented an update introducing the City of Palatka's annual Summer Internship Program and notifying the public that applications are now open. Applications may be submitted online, and a QR code, created by the City's Public Information Officer, is also available for easy access. The program will run for seven weeks, from June 8, 2026, through July 24, 2026. Work schedules will vary depending on department needs, with some departments operating four-day intern schedules and others working five days. Nearly every city department is requesting at least one intern, and the current HR budget supports a total of 17 paid internship positions for eligible students this year.

Commissioner Campbell emphasized the program's ongoing success and the importance of releasing information early, noting strong interest from both students and staff. The program has significantly expanded since its first year, and several past interns have transitioned into full-time city employment, highlighting the City's commitment to developing and investing in local youth. Commissioners noted that interns are given meaningful work, not superficial tasks, and reiterated how valuable it is to bring enthusiastic young people into city operations. The internship program continues to serve as a positive example of Palatka's dedication to its community and its future workforce.

City Manager Report

Chief Shaw introduced Assistant Chief Newcomb, and he reported that the citywide FPL lighting project is ahead of schedule. Although the original estimate projected one year for ordering and installation of all light types, completion is now expected by mid-June. Many areas are already significantly brighter at night. He stated some residents have expressed concerns about certain lights being too bright or shining into homes. Approximately 10-12 light shades have been ordered to address these issues, with a few already installed. Assistant Chief stated he is working closely with FPL representative Michelle Usry, who has been responsive in coordinating shade orders and installations through FPL's subcontractors.

Chief Shaw gave an update on the new HR Director Selection, and he stated the city has successfully selected a new Human Resources Director with the assistance of Chief Taylor and Virginia Jones. The new director is scheduled to begin work on May 18th. He shared this update in response to inquiries from Commissioners regarding the hiring timeline.

Chief Shaw also stated the team building exercise that was held on April 29th was very successful and provided valuable outcomes. A full debrief, including highlights and takeaways, will be presented by Shawn Bruneau at the next Commission meeting.

Public Comments

Ms. Kitchens reported that during a walkthrough of the historic Bronson she identified 27 significant construction errors made by the contractor. She stated that these issues have been fully documented and provided to city staff, and she also plans to present them to the Putnam County Historical Board.

Josh Alexander, County Commissioner for District 3, addressed the City Commission to discuss opportunities for expanding youth sports access within downtown Palatka.

He stated that county youth sports participation is growing rapidly, creating a need for additional ball fields. After recent collaboration with the Calvary Life Center during the Hart Pool construction period, Commissioner Alexander began exploring similar partnerships to increase athletic opportunities for children, especially those in the downtown area who lack transportation to facilities farther away, such as the Babe Ruth fields. Commissioner Alexander noted that some unused or lightly used baseball fields exist within the city, particularly at Booker, where one field is occasionally used for soccer and another sits largely dormant. Reviving these fields could allow more equitable access to youth sports, especially for children who could walk or ride bicycles to practice after school. He emphasized that the goal is not for the county to take

ownership or maintenance responsibility, but to explore a collaborative arrangement, possibly through an interlocal agreement, that would expand access for all children and support shared programming and tournaments. Commissioner Alexander clarified that he was not seeking an immediate response. Instead, he asked the City Commission to consider whether there is interest in pursuing such a partnership before he dedicates staff resources to developing a formal proposal. He invited Commissioners to follow up with him by email if they wish to explore the opportunity further.

Erin Hughes addressed the Commission to provide an update on preparations for the upcoming Blue Crab Festival. She noted that this is the last Commission meeting before the event and reflected that it has been 293 days since she first advocated for the festival to return to the community. Ms. Hughes expressed her appreciation for the many volunteers, some of whom she had never met before, who stepped forward with diverse skills in areas such as bookkeeping, finance, marketing, and coordination with downtown merchants. She highlighted their dedication and the collaborative effort that has helped the event come together.

Ms. Eisenman shared strong concerns about the loss of parking associated with the planned expansion of the St. James Hotel and other redevelopment projects in the 200 block. Drawing on her prior experience with South Florida zoning during Hurricane Andrew recovery, she emphasized the importance of adequate parking requirements tied to square footage and business type.

Commission and Staff Response

1. Bronson-Mulholland House Follow-Up

Chief Shaw reported that he met with David and Chris to review the 27 issues previously identified by Ms. Kitchens regarding contractor work at the Bronson-Mulholland House. Staff have conducted a walkthrough and is developing a plan to address all documented issues, including items not originally included in the project scope. A written report detailing actions and next steps will be provided to the Commission. No further questions were raised.

2. Commissioner Alexander's Proposal on Youth Sports Partnerships

The Commission discussed a public comment made earlier by County Commissioner Josh Alexander, who suggested exploring a partnership to increase youth access to ball fields, potentially through a proposal or interlocal agreement.

Commission feedback included:

Commissioner Campbell would like the commission to take into consideration and he actually would request that we put this on our agenda so that we can have the proper discussion as to um how we would like to move forward bringing staff into the conversation as well. But he is in full support of any partnerships that could happen between the city of Palatka and the county.

The **Mayor & Commissioner Jones** Suggested that this could be handled with a simple MOU between city and county recreation departments.

Commissioner Davis: Requested more clarity on the specific "ask." Noted that existing city parks and facilities can already be requested for use through standard processes. Questioned whether a new agreement is necessary.

Commissioner Jones: Agreed it may only require departmental coordination, not full Commission action.

Mayor: Clarified that Commissioner Alexander was mainly asking whether the Commission is open to exploring the idea before he invests staff time.

Direction from the Commission:

Mr. Cutwright, County Recreation, and Commissioner Alexander should meet to clarify needs and develop potential options. This should be handled at the department level first, with the Commission revisiting the topic once more information is available.

3. Downtown Parking Concerns
The Mayor noted that public comments earlier in the meeting raised concerns about parking impacts related to downtown redevelopment. Mr. Aghemo referenced that a relevant item appears later on the agenda, under the public hearing section. The mayor directed that parking concerns be addressed during the scheduled public hearing instead of during general comment response.

Consent Agenda
During the agenda review, staff recommended pulling Item 2026-R-82, listed as Item I, from the agenda the commission additionally requested to pull Item C and H.
The mayor asked if there were any further items to remove or adjust. Hearing none, the items designated for removal were I, C, and H.

Adopt Resolution 2026-R-74, Adopt Resolution 2026-R-75, Adopt Resolution 2026-R-76, ADOPT RESOLUTION 2026-R-77, Adopt Resolution 2026-R-78, Adopt Resolution 2026-R-79, Adopt Resolution 2026-R-82, Adopt Resolution 2026-R-83, Adopt Resolution 2026-R-84, Adopt Resolution 2026-R-86, and Adopt Resolution 2026-R-87.
Vote: Commissioner Campbell moved to approve the consent agenda excluding items C, H, and I. Commissioner Davis seconded the motion which passed unanimously.

c. **Ratification of the agreement reached between the FF Union and the City regarding longevity/pay grievance.**
The Commission considered ratification of an agreement negotiated between the former City Manager and the Firefighters' Union regarding longevity pay adjustments and rebates. Attorney Rob Larkin, the City's labor attorney who attended the negotiation session, joined via Zoom.
Overview by Staff and Attorney Larkin
Attorney Larkin explained that he, the City Manager, the City Attorney, and staff met on April 22 to prepare negotiation strategy. The next morning's negotiation (April 23) did not proceed as planned. Attorney Larkin stated he was present but did not lead negotiations. The former City Manager accepted the union's proposal without a counteroffer, then instructed him to draft and sign the agreement. Attorney Larkin clarified that the agreement exceeded the City Manager's budgetary authority and therefore required Commission ratification under Florida Statutes. Attorney Larkin read portions of his memo summarizing: Section 447.309, Florida Statutes, gives legislative bodies (i.e., the City Commission) exclusive authority to approve appropriations tied to collective bargaining. A City Manager cannot bind the City financially through grievance settlements without Commission ratification. The Commission may ratify or decline to ratify the agreement and may return to negotiations or proceed to arbitration.
Commission Questions to Staff
Commissioners questioned Finance and HR staff about whether the budget impact had been calculated or discussed prior to the former City Manager's acceptance, whether the City had identified funding sources for the increased cost, preliminary cost estimates suggested approximately $20,000 to $30,000 in impact for the remainder of the fiscal year for the affected six firefighters, with total impacts over three years still unclear.
Public Comment
Marcus Wilson, Local 2992 President, stated the union's position that six long-tenured firefighters were no longer receiving longevity pay in the same manner they had previously. He asserted that longevity had historically been added "on top" of base pay and that the change occurred on October 1.
Robby Claunch asked whether declining ratification would automatically send the matter to arbitration; City Attorney clarified that renegotiation was also an option if both parties agreed.

Ms. Jones, HR Manager explained that longevity is defined in the ratified contract as 5% of base pay, not in addition to base pay, and that the union's interpretation reflected how pay had historically been administered, not what the contract language specifies.

Commission Discussion

Commissioner Jones expressed concern that the former City Manager exceeded her authority and recommended returning to proper negotiations with the City's labor attorney leading.

Commissioner Davis initially supported ratification to avoid arbitration costs and address overdue longevity pay but later revised her position after hearing that the agreed-upon negotiation strategy was not followed.

Commissioner Campbell discussed time sensitivity, fairness to firefighters, budget impacts, and the need for transparent, proper process.

There was agreement that a renewed negotiation should occur promptly, ideally within two weeks, if the union is willing.

Vote: Commissioner Jones moved not to ratify the contract. Commissioner Campbell seconded the motion which passed unanimously.

The City Attorney clarified that next steps depend on the union's willingness to reconvene for an informal settlement meeting; otherwise, arbitration remains the alternative. The Commission expressed its intent to resolve the matter quickly and correctly, requesting that the labor attorney lead any renewed negotiations.

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

Commissioner Davis requested to pull the item for discussion due to concerns about the wording in the final section of the draft policy. She noted that the last paragraph, referencing application requirements and change-of-status forms, appeared to relate to new hires, not job vacancies, and seemed out of place.

HR Manager Ms. Jones clarified the paragraph came from the older version of the hiring policy. It does not align with the revised flow of the updated policy. The section is no longer relevant and may be removed. Only the final sentence, which states that no employee may begin work without proper documentation, should remain.

Vote: Commissioner Davis moved to approve the resolution with the noted change to remove the three paragraphs before the last paragraph. Commissioner Campbell seconded the motion which passed unanimously.

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.

Chief Shaw introduced the item, noting that Greta Halland Karen Hayes would help provide details about recommended upgrades to the City Commission Chambers' audio-visual system.

Ms. Hall presented a PowerPoint (copies provided to the Commission) summarizing: The timeline and Background with the follow-up from Commission direction in March to evaluate the current AV system. Ms. Hall explained there were multiple meetings with Putnam County's IT/AV team, who provided valuable guidance. The goal is to modernize the system using

existing equipment where possible, upgrade outdated components, and model aspects after the County's system. The Key Recommendations are to establish a designated AV control center separate from the City Clerk and City Manager workspaces, improving workflow and eliminating fragmentation of equipment currently spread across multiple locations. The Public Works department provided an estimate of $4,000 for the relocation work. OBS Studio Platform will allow smoother transitions, more professional presentation control, and reduction of technical issues caused by the current Zoom-to-YouTube workflow. The install small monitors at each commissioner's seat, allowing them to view presentations without relying on the large screens. Improve public-facing screens so that the audience sees a clearer display. The estimated project range is $18,900 to $19,600.

Commission Discussion

Commissioner Jones questioned the significant cost increase from an earlier conversation where only an "amplifier" was mentioned as needed. He also questioned about future functionality, including chat or question submission from remote participants (not historically offered), ADA access for those unable to attend in person.

Chief Shaw emphasized chronic technical issues during meetings and the need for a complete, reliable upgrade.

Vote: Commissioner Davis moved to approve Resolution 2026-R-82. Commissioner Campbell seconded the motion which passed unanimously.

Regular Business

Rehearing on release of lien for 1315 Laurel Street

Attorney Gabriel Strine, representing the property owner (Principal Partners Group), addressed the Commission seeking release of a lien that is preventing the sale of the property. He stated that his client submitted a check in summer 2025 marked "lien paid in full," and the city deposited the check without rejecting it, which under Florida Statute 673.3111 could constitute an accord and satisfaction. He argued that the city therefore accepted full settlement of the lien.

City Attorney Jane West summarized the history for the commission. The property was severely blighted and later suffered a major structural fire. It posed a significant public safety threat (children reportedly entering the attic of the burned structure). Under the City's summary order of abatement authority, the former City Manager ordered demolition. The city spent $4,750 on demolition and administrative costs. Ms. West explained that the property owner later reimbursed that amount. Code enforcement reportedly told the owner that paying the demolition reimbursement would result in lien release, but that was inconsistent with Commission approved lien reduction policy adopted in 2021. At the prior Commission meeting, the Commission reduced the lien to $5,000, but the issue returned because the property owner's attorney requested to be heard.

Commissioner Campbell asked why this item was brought back to the commission. Ms. West stated the item was returned solely because the property owner's attorney requested the opportunity to present legal arguments.

Attorney Stine's asserted the check stated "lien paid in full" the city deposited it and did not refund it within 90 days under F.S. 673.3111, this may legally discharge the claim. The property owner relied on representations from City agents who allegedly stated the demolition payment would resolve all outstanding amounts. He provided copies of the check and statute.

Commissioner Jones raised concerns that the handwriting on the check ("lien paid in full") appeared different from the rest. Finance staff noted they would need to retrieve the original bank image to verify whether the notation was present when the check was deposited.

Commissioner Jones also examined a city document stating: "Total balance due (without lien reduction) $10,175 (Released)" raising confusion about whether staff mistakenly indicated the lien had already been released.

Concerns were raised regarding internal procedures, staff errors, and inconsistent practices.

City Staff Clarifications

Planning Director Mr. Aghemo stated that demolition reimbursement and lien amounts are separate; the reimbursement does not negate the lien.

Attorney West explained demolition costs are always recouped. Once blight is removed, the Code mission is "accomplished." Lien reduction is at Commission discretion. She also noted potential legal risk, as the attorney indicated possible litigation if the lien is not released.

Property Owner Statement (via Zoom)

The owner said the city told him, in a Zoom meeting with prior leadership, that paying the demolition cost would result in full release. He stated he acted based on those statements and written correspondence.

Commissioners expressed differing concerns: Maintaining consistent policy enforcement. Ensuring fairness due to staff communication errors. Distinguishing demolition costs from lien reduction. Transparency and accountability when conflicting statements appear on official documents. Whether to accept the demolition payment as full satisfaction or stand by the prior decision requiring an additional $5,000.

Vote: Commissioner Davis moved to accept the $4,750 demolition payment already made as full satisfaction and release the lien. The motion failed for lack of a second.

Status

No alternative motion was made; therefore, no change to the Commission's pr

Discussion/Direction

Interim City Manager

HR Director Ms. Jones reported that resumes for the Interim City Manager position had been provided to the Commission. The item was placed on the agenda to allow the Commission to discuss next steps and provide directions to staff.

Commission Discussion

Commissioner Campbell thanked HR for timely updates. He emphasized urgency in filling the position, noting the Acting City Manager wishes to return to his role as Police Chief. He recommended that the interim candidate be a current Florida resident familiar with Florida municipal operations.

Commissioner Davis agreed with requesting a Floridian with prior city manager experience in Florida. She also noted that HR received 16 resumes.

The commission came to a consensus that each commissioner would recommend tw out of the sixteen applicants.

Commissioner Davis recommended Andrew Hyatt and Cynthia Curry

Commissioner Campbell recommended Andrew Hyatt and Cynthia Curry

Mayor Correa recommended Cynthia Curry and James Patrick Gleason

Commissioner Jones recommended Cynthia Curry and Ken Middleton

Vote: Commissioner Davis moved that the commission move forward with interviewing James Gleason, Andrew Hyatt, and Cynthia Curry for the interim city manager position**.** Commissioner Campbell seconded the motion which passed unanimously**.**

Commissioner Campbell stated the following week is graduation week and his schedule is full of graduations he must attend.

Ms. Jones will contact the three candidates immediately and attempt to schedule in-person interviews next week. Ms. Jones stated she will coordinate with the City Clerk and Acting City Manager to schedule a special-called meeting for the interviews.

Commissioners emphasized completing the process quickly to ensure stable leadership.

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

Commissioner Jones raised concerns that restrooms at several city parks are not open during normal daytime hours, despite parks themselves being open from dawn to dusk. He emphasized that public parks should have public restroom access without requiring reservations or special events. He noted many residents use the parks during the day (e.g., for basketball) yet cannot use the restrooms.

Mr. Cutright & Public Works explained the restrooms at Hank Bryan Park and Riverfront Park are open daily. The restrooms at Fred Green, Shaw Buck, Foster Field/Sweet Orange Field, and Booker Park are not open for general daily use unless there is a scheduled program, a rental, or a special event. They explained the reason for the closures of these bathrooms.

Commission Discussion

Commissioner Campbell stressed the importance of following federal law and avoiding liability.

Commissioners acknowledged that residents deserve access but also recognized upgrades carry notable cost and daily opening of noncompliant restrooms isn't legally permissible until improvements are made.

Commissioner Jones maintained he still believes all restrooms should be open but acknowledged the majority's view.

Vote: Commissioner Campbell moved to make the recommendation that we bring for back to the commission the conversation regarding the restrooms at our city parks and fields. Commissioner Davis seconded the motion which passed 3-1 with Commissioner Jones dissenting.

Public Hearings

Request to Annex, Amend Future Land Use Map and Rezone - 404 Mission Rd. Ordinance 2026-20, 2026-21, 2026-23

Vote: Commissioner Davis moved to approve Ordinance 2026-20, 2026-21 and 2026-23. Commissioner Campbell seconded the motion which passed unanimously.

ORDINANCE 2026-28 Rezone to PUD

Planning Director Mr. Aghemo presented a request to rezone eight parcels along St. Johns Avenue to a Planned Unit Development (PUD) overlay in order to implement a unified master plan for redevelopment and explained a PUD is required for non-residential projects over 20,000 sq. ft**.**, or residential projects with more than five units. He also stated the site has Commercial Future Land Use and Downtown Riverfront (DR) zoning, intended for pedestrian-oriented retail, dining, and entertainment. He explained the project consists of two phases: Phase 1 (0–4 years)**:** Redevelopment of parcels in the 200 block. Phase 2 (5–10 years): Renovation of the St. James Hotel, the Shelley Building, and the Reed Street frontage. Mr. Aghemo stated the Planning Board unanimously recommended approval on May 5, including conditional use approvals for hotel units on three parcels. • Staff recommended approval and noted a parking coordination clause has been added to the development agreement requiring collaboration between the City and developer to address parking needs.

Mr. Toriano addressed the Commission he emphasized the project's intention to be unique, authentic, and transformative for downtown Palatka. He noted buildings are currently blighted or vacant and redevelopment represents tens of millions of dollars of investment and explained the project will attract visitors and strengthen the local economy, benefiting nearby merchants. He recognized a parking demand will exist and stated the developer wishes to work with the city on a shuttle system, using the existing public and private parking lots during off-hours.

Commission Discussion on Parking

Commissioner Davis stated she has seen areas where they did the parking area and no revitalization for the downtown. She mentioned Gainesville and stated she doesn't see people not going there because they can't get a parking spot in front of the building. . acknowledged both public concern and the need to allow redevelopment to move forward. Some highlighted that many cities succeed with vibrant downtowns even without abundant on-street parking directly at destinations.

Public Comment

Ms. Eisenman spoke about the downtown businesses and the parking during the day.

Sam Deputy spoke about parking issues and have a balance.

Ms. Kitchens also stressed concern about the parking in the downtown area.

Vote: Commissioner Campbell moved to accept Ordinance 2026-28. Commissioner Davis seconded the motion which passed unanimously.

Adjourn

Commissioner Campbell motioned to adjourn. Commissioner Davis 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 WORKSHOP
May 20, 2026, Minutes

Invocation
The invocation was led by Commissioner Davis.

Pledge of Allegiance
The Pledge of Allegiance was led by Chief Shaw.

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

Public Comments
There were no public comments.

DEPARTMENT BUDGETS
Police Department
Chief Shaw reported department achievements and presented a reduced 2025–2026 budget. Highlights included major improvements in community engagement, crime reduction, and a 900% increase in positive social media reach. The new Crime Analyst position has solved multiple major cases, and new redaction software (CaseGuard) significantly reduces staff workload.
Budget Overview: Operating budget slightly reduced; increases only for required software and fuel. Several line items are cut based on trend analysis (maintenance, supplies, scholarships). Capital budget reduced by over half, with required spending limited to new Taser/body-cam contracts, radios, laptops, and completed the RAINS facility. Personnel: No new positions requested this year; future positions may follow updated staffing study.
Commissioners praised the department's progress and fiscal responsibility.
Questions covered heat-appropriate uniforms, impact of new streetlights, and student recruitment into law enforcement. Chief agreed to pursue a school-district partnership to support local youth interested in policing.
The department achieved an 11.5% budget decrease while maintaining essential technology and operational needs.

Planning and Zoning

Planning Director Mr. Aghemo reported department activity from Oct. 1, 2025, to present, including: 90 building permits reviewed, 33 historic preservation case, 25 planning board cases, 16 sign permits, 36 rezoning verification letters, 20 new business tax receipts, and 225 files processed that's 1.5 per day.
The department is fully up-to-date with county coordination via Citizen Serve and has modernized 40plus application forms. Approximately $23,000 in PRT fees were collected.
He provided an update on the Comprehensive Plan, noting the state nullified it under SB 180. Planning staff and consultants have prepared revisions and will restart the adoption process beginning with the June 2 Planning Board meeting.

Budget Overview
Operating budget reduced from $161,710 to $61,550, Major reduction: $90,000 cut from professional services. Smaller cuts: schooling, printing, legal ads (now applicant-paid), and supplies, small increases reflect normal personnel-related costs. There are no new positions requested (director, senior planner, two planners, and a planning clerk remain). No capital outlay requested. Mr. Aghemo noted one possible upcoming adjustment: a downtown parking study, which may require increasing the professional services line once cost estimates are received.

Fire Assessment Fee — Chantel Pierre
Staff presented follow-up information requested at the last budget workshop regarding exemption options for 501(c)(3) institutional properties under the Fire Service Assessment.
Key points: Offering discounts to qualifying institutions reduces their assessment but also reduces total assessment revenue, creating a general fund shortfall. The Current revenues: $1.8M (Tier 1) and $499,750 (Tier 2) If the City offers: 25% exemption the general fund must cover approx. $48,277, 50% exemption the general fund must cover approx. $96,552
Ms. Pierre explained any reduction in revenue would require the City to cut expenses or identify new revenue sources to fill the gap. A formal decision on exemption levels will be made at the July 23, 2026, City Commission meeting. Tonight's discussion only served to provide updated figures and allow commissioners time to consider options.

Adjourn
Commissioner Davis moved to adjourn. Commissioner Campbell 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 L. SHAW, SR
ACTING CITY MANAGER/
CHIEF, POLICE DEPT.

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC, FCPC
CITY CLERK

CHRIS TAYLOR
CHIEF, FIRE DEPT.

CHANTEL PIERRE, CPA
FINANCE DIRECTOR

Special Called City Commission Meeting
May 21, 2026, Minutes

Invocation
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, and Mayor Correa were present. Commissioner Borom was absent.

Public Comments
There were no public comments.

Added Item
Before beginning the scheduled interim city manager interviews, Commissioner Campbell requested that the Commission reconsider its prior decision prohibiting the interim city manager from being eligible for the permanent city manager role.
Commissioner Campbell stated the city has undergone significant staff transitions. If the selected interim performs exceptionally, restoring morale, stabilizing operations, building relationships, the Commission should have the option to consider that person for the permanent position. He argued restricting eligibility could harm staff morale and disrupt continuity. Commissioner Campbell also suggested asking candidates during interviews whether they would consider staying long-term.
Commissioner Jones agreed with Commissioner Campbell. He believed that if an interim demonstrates strong performance, the Commission should not be barred from considering them permanently.
Commissioner Davis agreed in principle but raised two major issues. The fairness & the process integrity. The position was publicly advertised specifically stating that the interim would not be eligible for the permanent role. Changing that now could appear unfair or biased. She also stated that past experiences showed complications when an interim seeking the permanent role was involved in the process. She noted applicants who wanted a permanent role may have chosen not to apply due to the restriction.
Mayor Correa expressed concern about changing rules mid-process and stressed avoiding legal, ethical, or procedural risks.

City Attorney Jane West explained a prior motion can only be reconsidered by someone who voted in favor of it. Changing eligibility after advertising could pose procedural risk, ethical concerns and possible claims of unfair recruitment. Ms. West stated to be fully transparent and avoid risk, the City would need to reopen the applicant pool if eligibility rules were changed.

Commission Deliberation
The commissioners discussed whether reconsideration was permissible and advisable.
Commissioner Campbell strongly disagreed with the notion that reconsideration was improper but acknowledged he would abide by the majority.
Commissioner Davis clarified that commissioners do have the right to change a past decision but doing so may carry risks, not prohibitions.
Vote: Commissioner Campbell motion to allow the interim city manager, whoever is selected, to have the opportunity to apply for the permanent position of city manager whenever we get to that point. Commissioner Jones seconded the motion. A roll call vote was taken. Commissioner Davis, nay; Commissioner Jones, aye; Commissioner Campbell, aye; Mayor Correa, nay. The motion failed with a tie vote.

Regular Business
Interview with Cynthia Curry
Summary of Interview Minutes: Interim City Manager Candidate – Cynthia Curry
The Commission conducted a structured interview with Cynthia Curry, asking each candidate the same set of questions. Ms. Curry introduced herself and thanked the Commission for the opportunity. She demonstrated familiarity with Palatka and emphasized her extensive public administration background.

Key Responses from Ms. Curry
1. Establishing Trust & Addressing Morale
Ms. Curry stated that even in an interim role, leadership must be fully owned from day one. She would immediately meet with commissioners, department heads, and community partners to establish transparency and expectations. Her priority would be evaluating staff morale, building trust, and ensuring stability following leadership disruptions.
2. Prioritizing Projects & Daily Operations
Her first step would be reviewing financial conditions—including the Annual Comprehensive Financial Report (ACFR), grants, ARPA timelines, and budget status—to ensure compliance with state timelines and prevent audit risks. She emphasized that finance underpins operational success and that her experience in budgeting and grant management would guide her approach.
3. First 30 Days in a Disrupted Environment
Ms. Curry would focus on stabilizing operations, assessing financial and legal issues, and connecting with department leadership. She stressed eliminating silos, reestablishing accountability, and ensuring the Commission is never "caught off guard" by internal issues.
4. Professionalism & Neutrality Under an Elected Body
She emphasized her 40-year career serving elected officials, maintaining neutrality, and respecting the city manager's role defined by charter. She noted commissioners will always receive information—but operational directives must come through the manager to avoid dysfunction and leadership drift.
5. Evaluating Morale & Culture
At Gainesville, she rebuilt morale by opening lines of communication, meeting with staff privately, forming a cross-departmental employee committee, and engaging an external firm to address police department concerns. She emphasized listening, transparency, and proactive leadership.

6. Challenges & Opportunities for Palatka
She identified statewide municipal challenges: leadership instability, limited resources, and project delivery issues. She noted Palatka's strengths, including growing tax base, revenue trends, and the strategic advantage of the St. Johns River. She warned that small cities often struggle with execution even when finances appear stable.
7. Managing the Budget Cycle
She outlined a detailed plan: meet with departments, align with Commission priorities, assess revenue from the property appraiser, prepare for millage discussions, update projections, hold additional workshops, engage the public, and coordinate with county partners. She emphasized the importance of a budget book and long-term planning.
8. Handling Attempts to Direct Staff
Ms. Curry stated she would respectfully remind commissioners of charter roles. She encouraged communication but stressed that only the manager may direct staff to preserve organizational stability and employee trust.
9. Defining Success as an Interim Manager
Success depends on length of service, but she defined it as:
• stabilizing operations
• ensuring financial compliance
• maintaining continuity
• preparing incoming leadership for success
She stressed that an interim cannot be effective if simply "holding a seat"—the job must be taken seriously.
10. Making Difficult Organizational Decisions
Ms. Curry has experience restructuring departments, including major changes in Gainesville. She will not hesitate to make difficult decisions, such as personnel adjustments or reorganizations, if necessary for financial sustainability or operational integrity. She emphasized compassion but also decisiveness.

Interview with Andrew Hyatt
The Commission conducted a structured interview with Andrew Hyatt for the Interim City Manager position. Mr. Hyatt thanked the Commission and provided background on his experience, including service as Town Manager of Surfside and Town Manager of Fort Myers Beach, where he managed both a major hurricane recovery and the Surfside building collapse. The same set of questions was posed to all candidates.

Key Responses from Mr. Hyatt
1. Establishing Trust & Addressing Morale
Mr. Hyatt stated that trust-building begins immediately by: • Meeting with staff at all levels—not only department heads, but supervisors and frontline staff.
• Encouraging open, face-to-face communication rather than relying on email.
• Meeting individually with each elected official and ensuring all receive equal information.
• Observing operations firsthand and showing employees that leadership is present and supportive.
• Bringing transparency and stability to an organization after disruption.
He emphasized that employees must feel valued and informed to improve morale.
2. Prioritizing Ongoing Projects & Daily Operations
Mr. Hyatt said he would: • Review history and status of ongoing projects.
• Identify items tied to grants, deadlines, and reporting requirements.
• Communicate with state and federal partners.
• Use strategic planning and capital improvement planning to sequence work correctly (e.g.,

don’t repave a road before replacing its waterline).
• Move priorities as needed based on urgency and available resources.
He referenced experience managing thousands of permits weekly during hurricane recovery.
3. First 30 Days in a Disrupted Environment his immediate focus would be:
• Meeting with all department heads and frontline staff.
• Listening to employee concerns, understanding the culture, and identifying operational gaps.
• Evaluating personnel placement—who is in the right seat and who may need adjustment.
• Meeting individually with all commissioners to understand priorities.
• Implementing quick wins to demonstrate progress and stabilize the organization.
He stressed that significant progress—not perfection—should be visible within the first month.
4. Professionalism & Neutrality Under an Elected Commission
Mr. Hyatt cited his ICMA credentials and ethics training, stating that: • The manager must remain above reproach and avoid politics.
• Staff direction must come through the manager, not individual commissioners.
• He will communicate privately with commissioners when issues arise, not publicly embarrass them.
• The city manager serves as the “conduit” between staff, the public, and elected officials.
5. Evaluating Morale & Organizational Culture Quickly
To evaluate and improve morale, Mr. Hyatt would:
• Spend time directly with staff in the field.
• Conduct one-on-one meetings and group discussions.
• Rebuild team mentality after disruption.
• Use performance evaluations and goal-setting.
• Balance praise with accountability and make personnel changes when necessary.
He emphasized listening more than talking.
6. Challenges and Opportunities for Palatka Mr. Hyatt identified: Challenges:
• Budget pressures and efficient use of resources.
• Setting priorities amid competing needs.
• Avoiding simple solutions like raising millage without improving efficiency.
Opportunities:
• Strong community identity and civic pride.
• Growth potential.
• The St. Johns River as a major economic and cultural asset.
7. Handling the Active Budget Cycle Mr. Hyatt said he would:
• Immediately meet with the Finance Director.
• Analyze historical budgets and trends.
• Integrate strategic planning with the Capital Improvement Plan.
• Evaluate staffing needs and timing (e.g., hiring mid-year to reduce cost).
• Review future obligations, grant deadlines, and revenues.
• Engage the public at hearings and workshops.
8. Handling Commissioners Directing Staff, He stated that:
• Commissioners should not direct staff, per charter.
• He will serve as the buffer and handle staff direction.
• Commissioners may share concerns, but operational follow-through is the manager’s responsibility.
• Professionalism requires communication, discretion, and unity.
9. Rebuilding Trust After Controversial Terminations Mr. Hyatt acknowledged that termination decisions are emotionally difficult and rarely popular.
To rebuild trust, he would:

• Make decisions carefully and transparently.
• Keep personnel discussions confidential.
• Ensure replacements are strong leaders who inspire confidence.
• Demonstrate forward progress and fairness.

Interview with James Gleason
The Commission conducted a structured interview with James Gleason, asking the same questions presented to the other candidates. Mr. Gleason provided extensive answers based on his 25 plus years of experience as a city manager in Florida and New Hampshire, including service in communities undergoing leadership disruption or organizational change.

Key Responses from Mr. Gleason
1. Establishing Trust & Addressing Morale
• Immediate, open, honest communication.
• Meeting with all staff, not just department directors.
• Treating people with respect and valuing their work.
• Ensuring employees have the tools and support they need.
• Demonstrating stability to counteract fear or uncertainty after leadership disruption.
He noted Palatka must restore stability so employees can focus on their work, especially during budget season.
2. Prioritizing Projects & Daily Operations
Although the role is interim, Mr. Gleason emphasized the city operates 24/7, so work cannot pause. His approach:
• Quickly learn ongoing projects and deadlines—especially grants.
• Ensure staff and Commission are aligned on goals and expectations.
• Prevent "interim drift," where projects stall.
• Maintain accountability and momentum as if operating long-term.
3. First 30 Days in a Disrupted Organization His first month would focus on:
• Meeting with commissioners, the mayor, directors, and employees.
• Creating calm and stability after leadership disruptions.
• Understanding goals, policies, and challenges.
• Keeping day-to-day operations running smoothly.
He highlighted his history of entering organizations during challenging transitions and restoring stability.
4. Professionalism & Neutrality Mr. Gleason stressed:
• A city manager must remain nonpolitical, neutral, and focused on service.
• Communication with commissioners must be equal and transparent.
• He often answers one commissioner's question by providing the same information to all five (while respecting Sunshine Law boundaries).
• The manager must ensure no member says, "Why didn't I know that?"
5. Evaluating Morale & Organizational Culture He explained morale assessment requires:
• Listening to staff at all levels ("I start with a blank sheet—no biases").
• Being the same person on Day 90 as on Day 1.
• Respecting employee input even when decisions must differ.
• Using humor appropriately to break tension and build rapport.
• Helping employees enjoy their work environment.
6. Challenges & Opportunities for Palatka Biggest challenges:
• Healing from recent leadership disruption.
• Returning focus to goals, service, and performance.

• Navigating statewide preemption and legislative changes in Tallahassee that can threaten local revenue. Opportunities:
• Strong budget for a city its size.
• Full-service operations (police, fire, utilities, airport) that offer ways to grow.
• Geographic and community strengths.
7. Managing the Active Budget Cycle Mr. Gleason would:
• Rely on and collaborate closely with the Finance Director.
• Review departmental requests, historic budgets, and future needs.
• Identify wants vs. needs.
• Maintain transparency with commissioners during workshops and hearings.
• Aim for the budget to be largely settled by July/August.
He emphasized that budgeting must stay aligned with commission priorities—not the manager's personal agenda.
8. Handling Commissioners Directing Staff He stressed:
• Commissioners set policy; the manager directs staff.
• Employees should answer commissioners' questions but not take directives.
• If interference persists, the manager must address it with the Commission as a whole.
• Equal treatment and consistent communication are critical.
9. Rebuilding Trust After Controversial Terminations Rebuilding trust requires:
• Consistent, honest communication.
• Addressing misinformation.
• Demonstrating fairness.
• Helping employees refocus on goals rather than past conflict. He emphasized the importance of continuity: "The manager must be the same on Day 1 as Day 30, Day 90."
10. Downsizing or Department Restructuring Mr. Gleason has experience reducing staff during financial constraints. His method:
• Evaluate performance, longevity, and organizational needs.
• Avoid automatic decisions based solely on tenure.
• Recognize the human impact while protecting the city's long-term stability.
• Keep public safety staffing as a priority.

Discussion Interim City Manager
After completing interviews with the three finalists, Cynthia Curry, James Gleason, and Andrew Hyatt, the Commission held a discussion to rank candidates and determine next steps.

1. **Candidate Rankings**
Each commissioner shared their rankings:
• Commissioner Campbell:
    1. Curry
    2. Gleason
    3. Hyatt
• Commissioner Davis:
    1. Curry
    2. Gleason
    3. Hyatt
• Mayor:
Same ranking as above, noting Gleason was close behind Curry
• Commissioner Jones:
Same ranking order: Curry, Gleason, Hyatt
The Consensus: Cynthia Curry was the top-ranked candidate for all commissioners.

2. **Discussion on Compensation & Hiring Process**
Key points covered:

- HR did not provide a salary number during the meeting; commissioners agreed not to guess and allow HR to calculate proper figures.
- Commissioners agreed the salary should be negotiated up to, but not exceeding, the current City Manager's salary.
- Candidates were aware of the city manager's salary range from their research.
- The Commission discussed contingency plans:
  • If Ms. Curry declines, the offer would automatically move to the second-ranked candidate (Mr. Gleason).
  • No new search would be initiated.

3. **Contract Structure & Administrative Items**
• Interim position will be hired as a 1099 contract employee, not a full-time city employee.
• A background investigation is required before finalization.
• Residency requirement will be waived, as the role is temporary and contractual.
• The City Attorney will draft a contract for Commission review prior to execution.
• Start date is intended to be ASAP, potentially as soon as the following week, depending on negotiation and background check.

4. **Confidentiality Note**
The Commission asked that the name of the selected candidate not be publicly disclosed until Ms. Curry formally accepts the offer.

Vote: Commissioner Davis moved that the city offer Cynthia Curry the interim city position as a 1099 employee and allow HR to negotiate to the maximum of the current city manager's salary. Commissioner Jones seconded the motion which passed unanimously.

Authorization to approve additional service expenses associated with the financial audit.
Chief Shaw informed the Commission that the auditors requested $21k–$24k in additional fees to perform extra services related to the ACFR. Commissioners questioned why more money was needed since the draft findings already identified issues and recommended corrective actions. The Commission's primary concern was whether the June 30 ACFR deadline could be met without paying for the additional work. The Finance Director explained that the memo was only a draft, created after conversations with some elected officials, and that the extra services were not part of the standard audit.
Commissioners agreed:

1. The City Manager should immediately contact the auditors to clarify: whether the audit deadline is at risk, what extra work falls outside the original contract, and why the additional fee is necessary.
2. If the additional services are required to complete the ACFR on time, the City Manager has full commission support to approve the expense (under his $25k spending authority).

The Commission emphasized that the priority is meeting state deadlines and ensuring the City's financial reporting remains compliant.

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

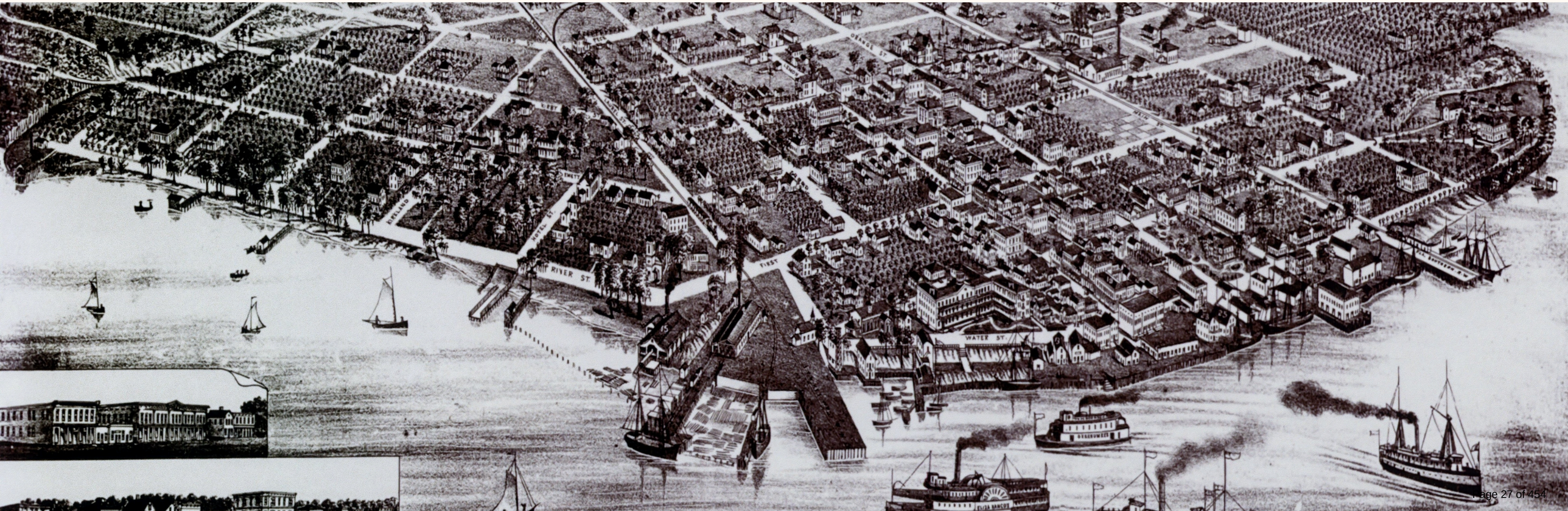








Images of America
Palatka





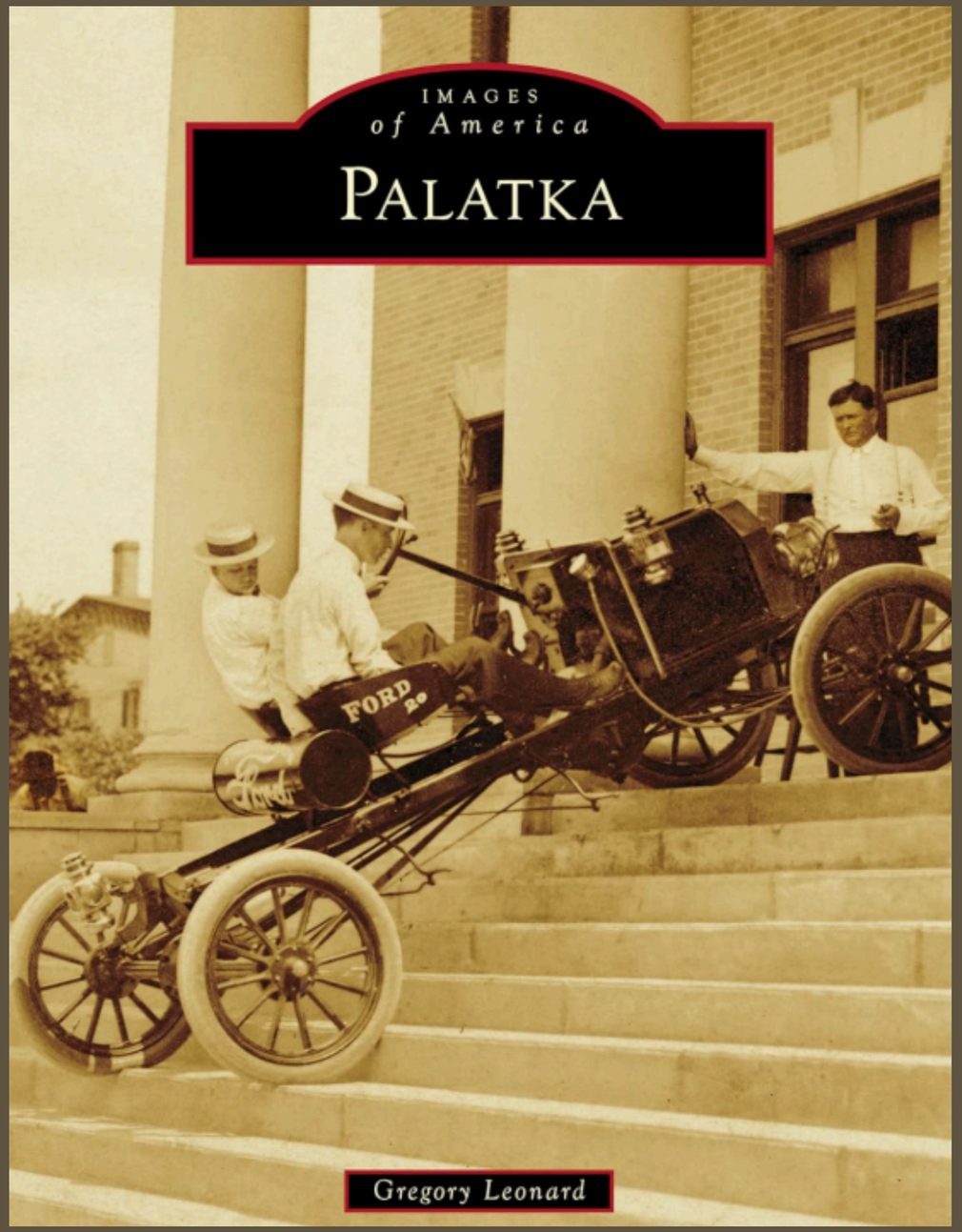
Who is Greg and why did he take on this project?

Born in Florida and raised with deep agricultural roots, Greg Leonard developed an early passion for Florida's history, culture, and storytelling. After a successful 40-year career helping grow a national natural foods company, Greg dedicated himself to preserving local history through research, presentations, and published works. Following his 2021 book Hastings—Florida's Potato Capital, Greg is now bringing the rich history of Palatka and Putnam County to life through his latest book project.

Greg felt that Palatka had an incredible story that needed to be visible to the public.

What will this history book do for Palatka?

It is More than a book—it’s a storytelling asset that preserves Palatka’s history, builds community pride, attracts cultural visitors, and creates new opportunities for tourism, education, and economic impact.



“This book is dedicated to Larry Beaton, past president of the Putnam County Historical Society and the official historian for the City of Palatka. This book would not exist without Larry’s inspiration, friendship, and longtime efforts in support of his community and the Putnam County Historical Society.”

PURCHASE YOUR TICKET TODAY FROM VISIT PALATKA FOR OUR MEET & GREET

JUNE 3RD AT 6:00 PM AT THE LARIMER CENTER.



Financial Report - April 2026

STAFF REPORT

DATE: May 28, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The Mayor & Commissioners are being asked to review the financial report.

BACKGROUND

On a monthly basis, the Finance Department prepares the Statements of Revenue and Expenditures/Expenses for both General and Enterprise funds. Attached are the reports for the fiscal period that ended on April 30, 2026 (for the seventh month of fiscal year 2025-2026). The Finance Department is presenting FY2025-2026 Monthly Financial review of the City's financials. The purpose of the monthly financial review is to help us know how healthy the City's cash flow is and help evaluate department performance to see if the executive office needs to reallocate resources to achieve the financial goals for the City.

PROJECT ANALYSIS

Please note the annual budget has been divided equally into twelve periods for the purposes of this presentation. Actual cash flows may not follow this linear pattern of receipt or expenditure. Certain special revenue funds that are not part of the budget process are excluded from this report. The report also includes a comparison with the previous fiscal years' results through the same period. This feature will provide the reader with additional insight into all the funds operations. This report represents the completion of 58% of the 2026 fiscal year.

Staff Recommendation

Review the Financial Reports and approve for acceptance.

ATTACHMENTS

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

City of Palatka FY 2026 Financial Dashboard
April 2026

Overall Financial Condition: Stable

Citywide revenues exceed expenditures early in FY2026.

Fund	Budget 25 (For Reference Only)	Budget 26	Actual Exp. YTD	Actual Rev YTD
Total Citywide	**$78,295,092**	**87,390,505**	28,050,338.52	30,219,883.00
General Fund	$23,916,861	$27,299,698	10,771,531.00	11,891,325.36
Better Place Fund	$15,258,788	$19,351,008	4,213,649.00	4,237,156.95
ARPA Fund	$1,546,461	$1,283,471	11,980.52	11,980.52
Airport Fund	$5,170,276	$4,379,941	1,594,399.00	1,604,525.65
Utility Fund	$26,032,356	$27,623,291	8,902,602.00	9,076,685.25
Golf Course Fund	$174,578	$185,679	120,214.00	86,151.05
Sanitation Fund	$4,006,922	$4,135,597	1,772,461.00	2,251,343.78
Tax Increment Fund	$2,188,830	$2,814,774	663,502.00	1,060,714.44

Stable
Monitoring Closely
Undertaking Corrective Action

FY2026 General Fund Expenditure Dashboard
April 2026 (Seventh Month YTD)

Departments	Budget	Actuals	% of Budget	Indicator
City Commission	$561,464	$223,437	39.80%	
City Manager	$809,762	$228,457	28.21%	
City Clerk's Office	$167,458	$89,822	53.64%	
Finance Department	$687,768	$409,110	59.48%	
Human Resources	$460,222	$149,864	32.56%	
Facilities Maintenance	$553,538	$305,411	55.17%	
Information Technology	$408,000	$197,309	48.36%	
General Administration - City Hall	$255,795	$126,176	49.33%	
Legal Counsel	$269,564	$139,994	51.93%	
Other Government Services	$1,100,900	$698,445	63.44%	
Building & Zoning	$730,660	$260,499	35.65%	
Police Department	$5,794,531	$3,242,772	55.96%	
Code Enforcement	$331,346	$163,040	49.21%	
Fire Department	$6,490,474	$2,716,341	41.85%	
Streets	$1,957,235	$788,557	40.29%	
Cemetery	$148,960	$43,415	29.15%	
Cultural Services	$212,692	$121,754	57.24%	
Recreation	$525,434	$208,959	39.77%	
Parks	$1,637,392	$183,418	11.20%	
Price Martin Center	$58,400	$8,487	14.53%	
Water Taxis	$97,600	$54,841	56.19%	
Jenkins Gymnasium	$179,076	$107,890	60.25%	
Contingencies	$0	$0	0.00%	
Fund Balance/Reserves - PY	$3,471,427	$0	0.00%	

Color Indicators: GREEN (<59%), YELLOW (60-69%) , RED (>70%)

FY2026 Fund Reserves
April 2026 (Seventh Month YTD)

Overall Outlook: Stable
Targeted improvements recommended for low reserve (buffer) funds.

Fund	Budget 26	%	Reserve	Indicator
General Fund	$27,262,698.00	20.46%	$5.6 million	
Utilities	$27,623,291.00	23.25%	$6.4 million	
Sanitation	$ 4,135,597.00	8.71%	$360K	

Stable
Monitoring Closely
Undertaking Corrective Action

Grant funds, capital funds, and tax increment funds typically don't need a reserve because they are allocated for specific projects or purposes and are spent according to predefined budgets rather than being used for ongoing operational contingencies.

Unaudited Results of Operations for the Period ending April 30, 2026

Please note that the annual budget has been divided equally into twelve periods for the purposes of this presentation. Actual cash flows may not follow this linear pattern of receipt or expenditure. Certain special revenue funds that are not part of the budget process are excluded from this report. The report also includes a comparison with the previous fiscal year's results through the same period. This feature will provide the reader with additional insight into all the fund's operations. This report represents the completion of 58% of the 2026 fiscal year.

Highlights

General Fund revenues year to date are $11,891,325 (representing 44% of the budgeted amounts for FY2026). General Fund expenditures year to date are $10,771,531 (representing 39% of the budgeted amounts for FY2026). General Fund encumbrances are $ 1,557,105.67 and are excluded from expenditures. Encumbrances are a function of the budget used to track and manage future expenditure by reserving funds for specific commitments before they are actually paid. General Fund cash and investments are $ 13.5 million. City-wide reserves are 17.9%. Palatka's reserved general fund balance is budgeted at 20.4%, exceeding best-practice guidance by 3.7%. The enterprise funds do not have a requirement but are still budgeted at 23.3%.

Airport Fund revenues year to date are $1,604,526 (representing 35% of the budgeted amounts for FY2026). Airport expenses year to date are $1,594,399 (representing 35% of the budgeted amounts for FY2026). ARPA Fund revenues/expenses year to date are $11,981. Better Place Plan Fund revenues year to date are $4,237,157 (representing 22% of the budgeted amounts for FY2026). Better Place Plan Fund expenditures year to date are $4,213,649, representing 22% of the budgeted amounts for FY2026.) The Golf Course Fund revenues year to date are $86,151 (representing 46% of the budgeted amounts for FY2026). Golf Course Fund expenses year to date are $120,214 (representing 65% of the budgeted amounts for FY2026). Sanitation Fund revenues year to date $2,251,344 (representing 54% of the budgeted amounts for FY2026). Sanitation Fund expenses year to date are $1,772,461 (representing 43% of the budgeted amounts for FY2026).

Utility Fund revenues year to date are $9,076,685 (representing 33% of the budgeted amounts for FY2026). Utility Fund expenses year to date are $8,902,602 (representing 32% of the budgeted amounts for FY2026). Tax Increment Fund (TIF) revenues year to date are $1,060,714 (representing 38% of the budgeted amounts for FY2026). TIF expenses year to date are $663,502 (representing 24% of the budgeted amounts for FY2026).

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES YTD FOR THE SEVENTH MONTH ENDED APRIL 30, 2026

Seventh Month YTD 04/30/2026 Citywide Budget and Actual

Revenues	Budget	Actuals
Total Citywide	**87,390,505.00**	**30,219,883.00**

Expenditures	Budget	Actuals
Total Citywide	**$ (87,390,505)**	**$ (28,050,339)**

Net Results	Budget	Actuals
Total Citywide	**$ -**	**$ 2,169,544**

General Fund Revenues

Sources	Budget	Actuals
Property Taxes	$4,628,086	$3,675,882
Local Option Taxes	$565,503	$314,014
Utility Service Taxes	$1,501,083	$962,898
Communication Service Tax	$400,852	$225,992
Licenses/Permits	$120,454	$76,083
Franchise/Impact Fees	$1,231,880	$760,372
Special Assessments	$2,292,138	$2,064,938
State/Federal Grants	$662,620	$105,007
State Shared Revenues	$1,136,764	$633,079
Impact Fees	$850,000	$105,983
Charges for Service	$221,456	$172,634
Fines and Forfeits	$211,503	$72,015
Miscellaneous Revenues	$1,685,888	$499,107
Transfers In	$1,658,567	$986,743
Contributions/Reimbursements	$2,169,468	$1,236,578
Debt Proceeds	$2,386,671	$0
Fund Balance/Reserves - PY	$5,576,765	$0
Total Revenues	**$27,299,698**	**$11,891,325**

Airport Fund

	Budget	Actuals
REVENUES		
Federal & State Grants	$2,623,053	$709,670
Operating Revenues	$1,539,108	$680,984
Other Revenues	$31,232	$29,557
Transfers	$200,000	$116,669
Cash Balance Forward	$172,020	$67,646
Total Revenues	**$ 4,565,413**	**$ 1,604,526**
Personnel Expenses	$483,697	$244,012
Operating Expenses	$1,020,648	$504,984
Capital Outlay	$2,742,028	$773,060
Debt Service	$50,000	$0
Reimbursements	$217,037	$72,344
Transfer, Contngencies, Reservs	$52,003	$0
Total Expenditures	**$ 4,565,413**	**$ 1,594,399**
Net Results	**$0**	**$ 10,127**

ARPA Fund

	Budget	Actuals
REVENUES	$1,283,471	$11,981
Revenues		
Total Revenues	**$1,283,471**	**$11,981**
EXPENSES		
Operating Expenses	$778,885	$0
Capital Outlay	$504,586	$11,981
Fund Balance/Reserves - PY		
Total Expenses	**$1,283,471**	**$11,981**
Net Results	**$ -**	**$ -**

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES YTD FOR THE SEVENTH MONTH ENDED APRIL 30, 2026

General Fund Expenditures

Departments	Budget	Actuals
City Commission	$561,464	$223,437
City Manager	$809,762	$228,457
City Clerk's Office	$167,458	$89,822

General Fund Expenditures Continued

Finance Department	$687,768	$409,110
Human Resources	$460,222	$149,864
Facilities Maintenance	$553,538	$305,411
Information Technology	$408,000	$197,309
General Administration - City Hall	$255,795	$126,176
Legal Counsel	$269,564	$139,994
Other Government Services	$1,100,900	$698,445
Building & Zoning	$730,660	$260,499
Police Department	$5,794,531	$3,242,772
Code Enforcement	$331,346	$163,040
Fire Department	$6,490,474	$2,716,341
Streets	$1,957,235	$788,557
Cemetery	$148,960	$43,415
Cultural Services	$212,692	$121,754
Recreation	$525,434	$208,959
Parks	$1,637,392	$183,418
Price Martin Center	$58,400	$8,487
Water Taxis	$97,600	$54,841
Jenkins Gymnasium	$179,076	$107,890
Transfers	$390,000	$303,536
Contingencies	$0	$0
Fund Balance/Reserves - PY	$3,471,427	$0
Total Expenditures	**$27,299,698**	**$10,771,531**
General Fund Net	**$0**	**$1,119,794**

Golf Course Fund

	Budget	Actuals
REVENUES		
Restaurant Lease	$58,837	$31,430
Reimbursements	$33,829	$12,138
Profit Sharing Agreement	$52,416	$19,252
Other Revenues	$597	$0
Transfers In	$40,000	$23,331
Fund Balance/Reserves - PY	$0	$0
Total Revenues	**$185,679**	**$86,151**
EXPENSES		
Maintenance Expenditures	$129,490	$115,111
Maintenance Capital Exp	$20,000	$0
Club House Operating Exp	$36,000	$4,998
Club House Capital	$0	$0
Transfers	$189	$105
Debt Service	$0	$0
Fund Balance/Reserves - PY	$0	$0
Total Expenditures	**$ 185,679**	**$ 120,214**
Net Results	**$ -**	**$ (34,063)**

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES YTD FOR THE SEVENTH MONTH ENDED APRIL 30, 2026

Better Place Plan Fund	Budget	Actuals
REVENUES		
Discretionary Infrastructure Surtax	$1,465,659	$796,546
State/Federal Grants	$13,479,808	$1,666,954
Transfers In	$1,681,079	$352,538
Loan Proceeds	$1,387,948	$0
Fund Balance/Reserves - PY	$1,456,514	$1,421,119
Total Revenues	**$ 19,471,008**	**$ 4,237,157**
EXPENSES		
Operating Expenses	$105,428	$0
Capital Outlay	$5,539,159	$2,111,880
Debt Service	$185,185	$81,205
Grant Matches	$13,022,669	$1,659,735
Transfers Out	$618,567	$360,829
Fund Balance/Reserves - PY	$0	$0
Total Expenses	**$ 19,471,008**	**$ 4,213,649**
Net Results	$ -	**$ 23,508**

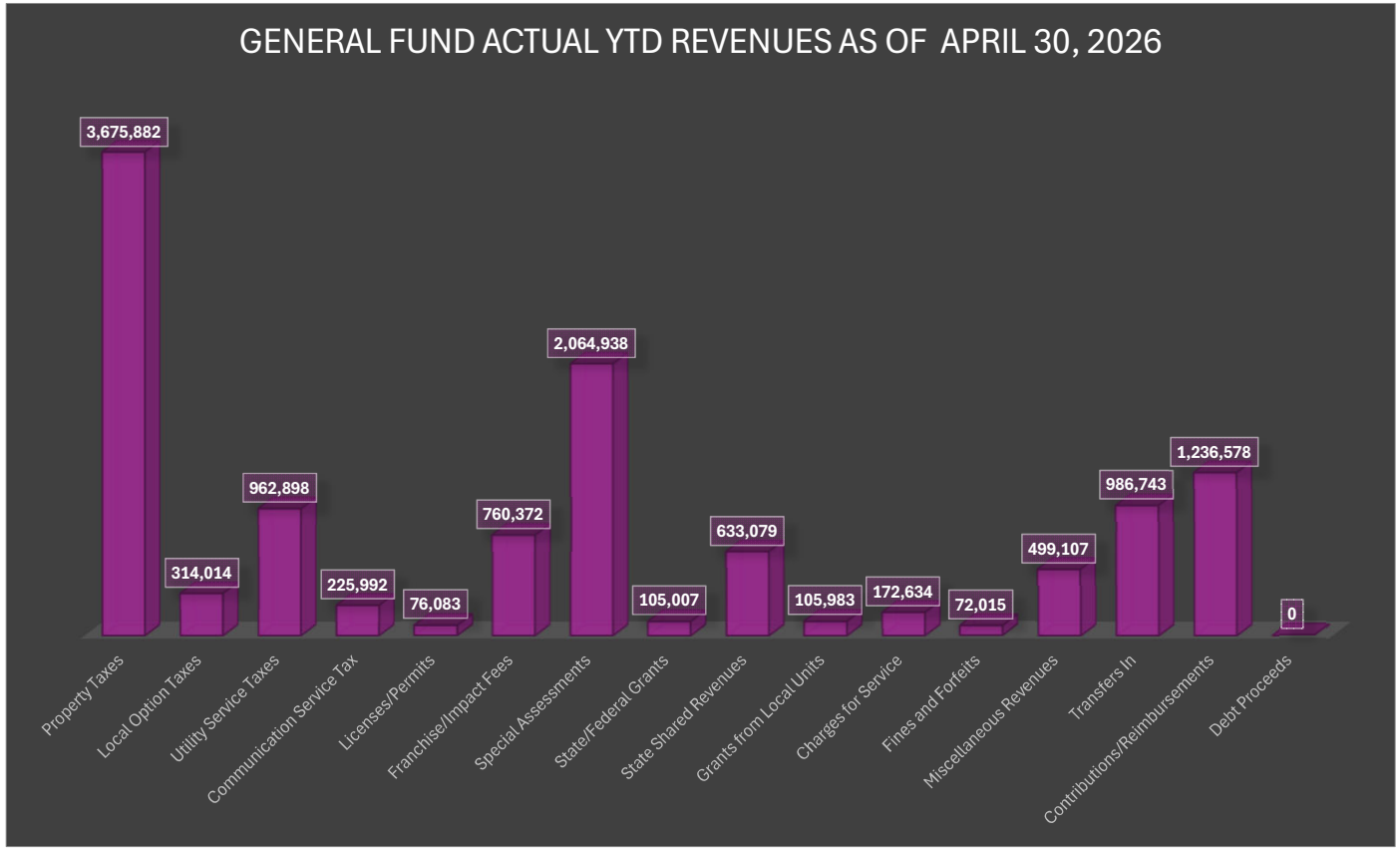
Sanitation Fund	Budget	Actuals
REVENUES		
Charges for Services	$3,624,973	$2,141,998
Contributions	$134,109	$97,545
Other Revenue	$27,732	$11,801
Debt Service	$0	$0
Fund Balance/Reserves - PY	$360,357	$0
Total Revenues	**$ 4,147,171**	**$ 2,251,344**
EXPENSES		
Garage Maintenance	$327,096	$153,386
Sanitation Department	$2,744,644	$1,324,758
Capital Outlay	$20,000	$0
Debt Service	$177,739	$77,128
Transfers Out	$372,320	$217,189
Fund Balance/Reserves - PY	$505,373	$0
Total Expenditures	**$ 4,147,171**	**$ 1,772,461**
Net Results	**$ -**	**$ 478,883**

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES YTD FOR THE SEVENTH MONTH ENDED APRIL 30, 2026

Utility Fund	Budget	Actuals
REVENUES		
Federal & State Grants	$10,282,287	$2,089,641
Water & Waste/Sewer Charges	$9,393,684	$5,260,111
Other Revenues	$1,394,706	$370,667
Transfers	$130,000	$25,016
Fund Balance/Reserves - PY	$6,422,614	$1,331,251
Total Revenues	**$27,623,291**	**$9,076,685**
EXPENSES		
Water Plant	$3,198,953	$1,604,136
Sewer/Wastewater Plant	$4,971,045	$1,736,926
Water & Sewer Distribution	$11,283,019	$2,879,914
Utility Administration	$810,931	$417,784
Debt	$1,444,061	$546,543
Transfers	$3,986,615	$1,717,301
Fund Balance/Reserves - PY	$1,928,668	$0
Total Expenditures	**$ 27,623,291**	**$ 8,902,602**
Net Results	$ -	**$ 174,083**

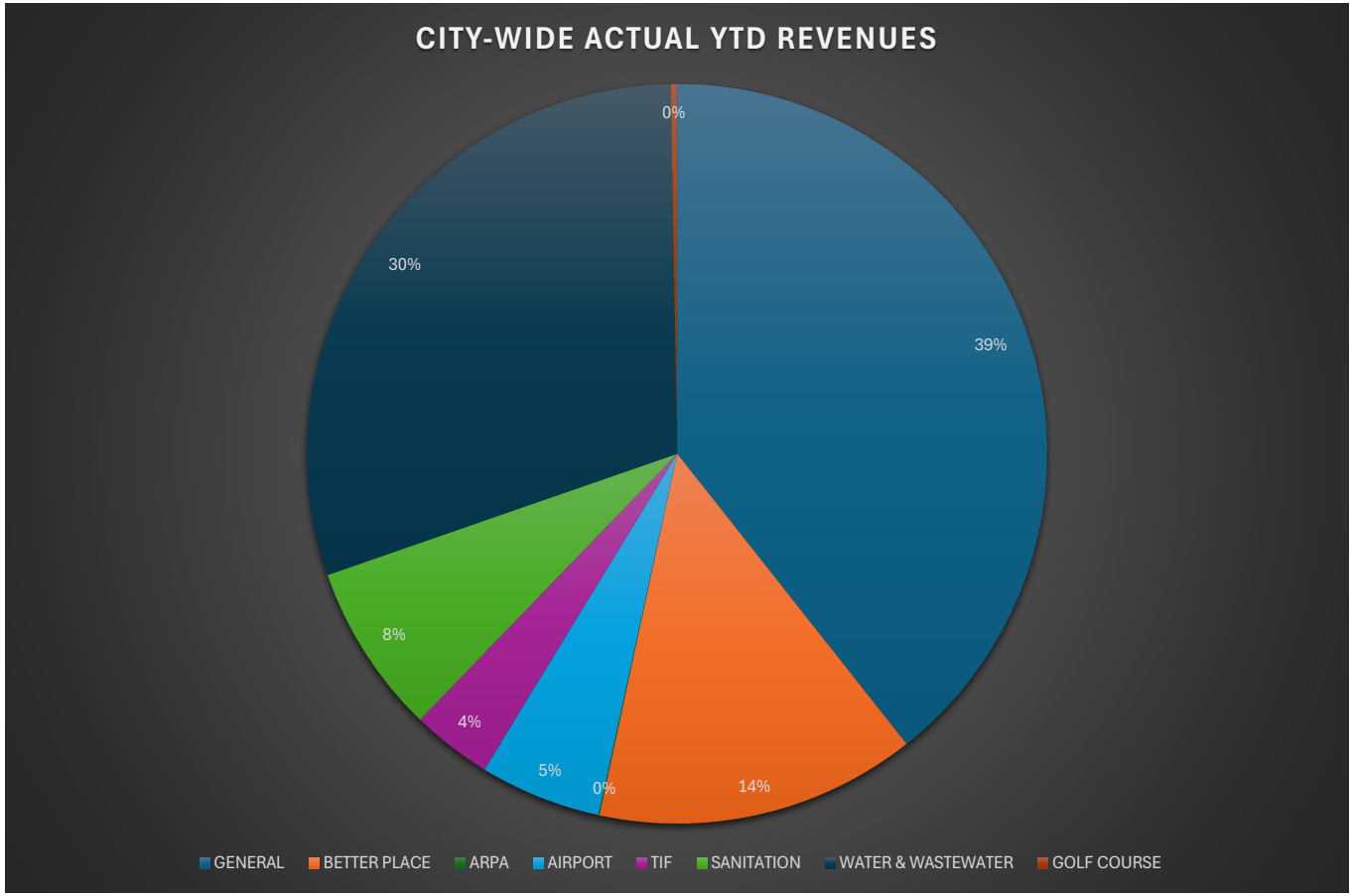
Tax Increment Fund	Budget	Actuals
REVENUES		
Property Tax	$1,115,081	$1,060,714
Other Revenues	$0	$0
Fund Balance/Reserves - PY	$1,699,693	$0
Total Revenues	**$ 2,814,774**	**$ 1,060,714**
EXPENSES		
Central Business	$663,938	$164,022
South TIF	$569,991	$261,094
North TIF	$99,971	$2,842
Transfers	$1,120,458	$0
Reimbursements	$360,416	$235,544
Fund Balance/Reserves - PY		
Total Expenses	**$2,814,774**	**$663,502**
Net Results	**$ -**	**$ 397,212**

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES YTD FOR THE SEVENTH MONTH ENDED APRIL 30, 2026

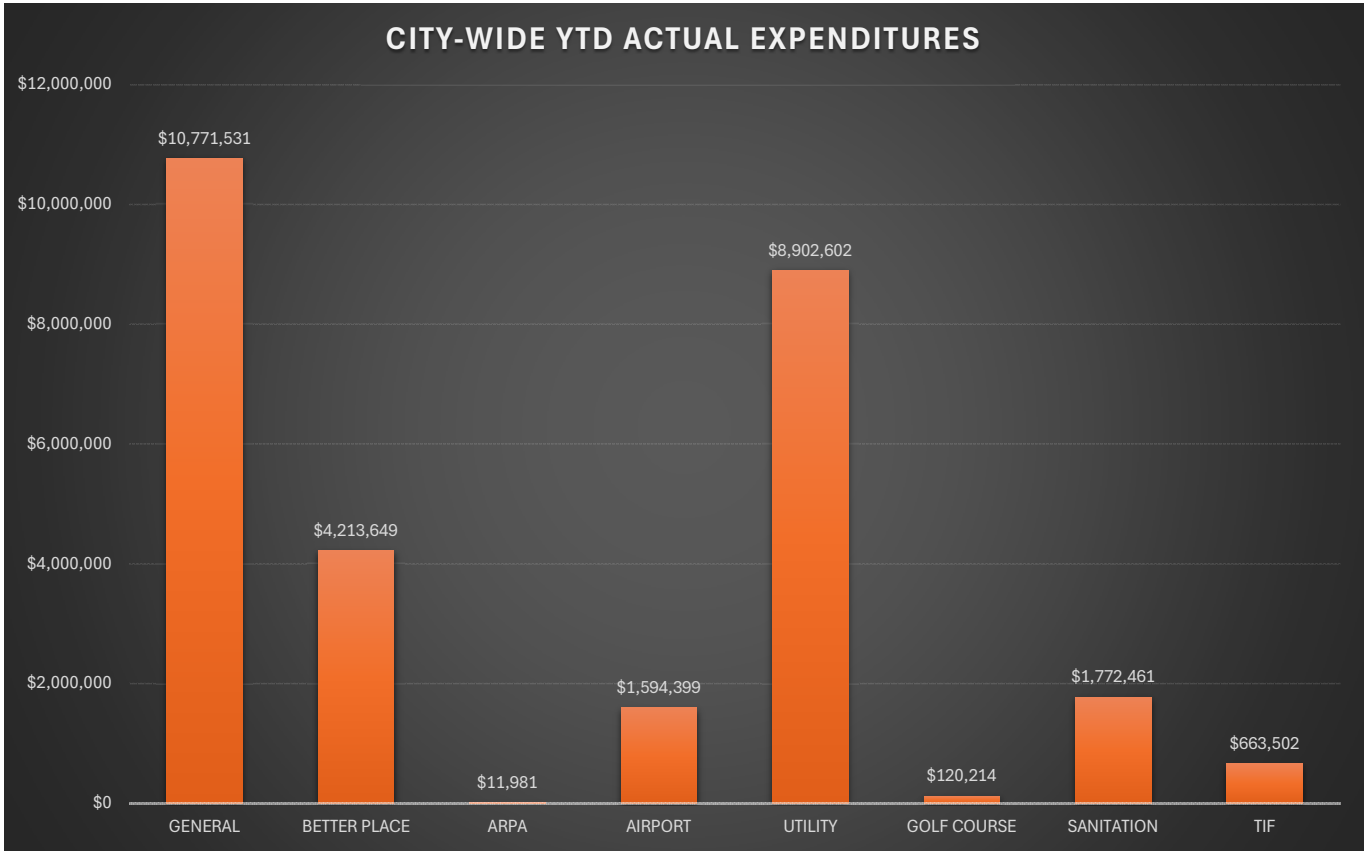


ACTUAL YTD GENERAL FUND REVENUES

Property Taxes	3,675,882
Local Option Taxes	314,014
Utility Service Taxes	962,898
Communication Service Tax	225,992
Licenses/Permits	76,083
Franchise/Impact Fees	760,372
Special Assessments	2,064,938
State/Federal Grants	105,007
State Shared Revenues	633,079
Grants from Local Units	105,983
Charges for Service	172,634
Fines and Forfeits	72,015
Miscellaneous Revenues	499,107
Transfers In	986,743
Contributions/Reimburseme	1,236,578
Debt Proceeds	0
	11,891,325



ACTUAL YTD CITY WIDE REVENUES	
$11,891,325	GENERAL
$4,237,157	BETTER PLACE
$11,981	ARPA
$1,604,526	AIRPORT
$1,060,714	TIF
$2,251,344	SANITATION
$9,076,685	WATER & WASTEWATE
$86,151	GOLF COURSE
$30,219,883	TOTAL



ACTUAL YTD CITY WIDE EXPENDITURES

$10,771,531	GENERAL
$4,213,649	BETTER PLACE
$11,981	ARPA
$1,594,399	AIRPORT
$8,902,602	UTILITY
$120,214	GOLF COURSE
$1,772,461	SANITATION
$663,502	TIF
$28,050,339	TOTAL

REVENUE RESERVES' BUDGET BALANCE

FUND DESCRIPTION	FUND NUMBER	FUND BUDGET BALANCE	RESERVE BUDGET BALANCE	PERCENTAGE
General Fund	001	$27,299,698	$5,576,765	20.4%
Airport Fund	005	$4,565,413	$172,020	3.8%
TIF Fund	030	$2,814,774	$1,699,693	60.4%
Utiltities	041	$27,623,291	$6,422,614	23.3%
Sanitation	043	$4,147,171	$360,357	8.7%
Golf Course	042	$185,679	$0	0.0%
Better Place	101	$19,471,008	$1,456,514	7.5%
ARPA	300	$1,283,471	$0	0.0%
TOTAL RESERVES - CITYWIDE		**$87,390,505**	**$15,687,963**	**0.179515646**

Best Practices for General Fund Reserves

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

CONCLUSION - Patlatka's reserved general fund balance is budgeted at 20.4%, which exceeds best practice guidance by 3.7%. The enterprise funds does not have a requirement, but is still budgeted.

	A	B	C	D
1	**Seventh Month YTD 04/30/2026 Total Utility Fund Budget and Actual**			
2	**Revenues**	**Budget**		**Actuals**
3	**Total Utility Fund**	**$ 27,623,291**		**$ 9,076,685**
4				
5	**Expenditures**	**Budget**		**Actuals**
6	**Total Utility Fund**	**$ 27,623,291**		**$ 8,902,602**
7				
8	**Net Results**	**Budget**		**Actuals**
9	**Total Utility Fund**	**$ -**		**$ 174,083**
10				
11	**Utility Fund**			
12		**Budget**		**Actuals**
13		**REVENUES**		
14	Federal & State Grants	$10,282,287		$2,089,641
15	Water & Waste/Sewer Charges	$9,393,684		$5,260,111
16	Other Revenues	$1,394,706		$370,667
17	Transfers	$130,000		$25,016
18	Fund Balance/Reserves - PY	$6,422,614		$1,331,251
19	**Total Revenues**	**$27,623,291**		**$9,076,685**
20				
21		**EXPENSES**		
22	Water Plant	$3,198,953		$1,604,136
23	Sewer/Wastewater Plant	$4,971,045		$1,736,926
24	Water & Sewer Distribution	$11,283,019		$2,879,914
25	Utility Administration	$810,931		$417,784
26	Debt	$1,444,061		$546,543
27	Transfers	$3,986,615		$1,717,301
28	Fund Balance/Reserves - PY	$1,928,668		$0
29	**Total Expenditures**	**$ 27,623,291**		**$ 8,902,602**
30				
31	**Net Results**	$ -		**$ 174,083**

	A	B	C	D
1	**Seventh Month YTD 04/30/2026 Total Better Place Plan Fund Budget and Actual**			
2	**Revenues**	**Budget**		**Actuals**
3	**Total Better Place Plan Fund**	**$ 19,471,008**		**$ 4,237,157**
4				
5	**Expenditures**	**Budget**		**Actuals**
6	**Total Better Place Plan Fund**	**$ 19,471,008**		**$ 4,213,649**
7				
8	**Net Results**	**Budget**		**Actuals**
9	**Total Better Place Plan Fund**	**$ -**		**$ 23,508**
10				
11	**Better Place Plan Fund**			
12		**Budget**		**Actuals**
13		**REVENUES**		
14	Discretionary Infrastructure Surtax	$1,465,659		$796,546
15	State/Federal Grants	$13,479,808		$1,666,954
16	Transfers In	$1,681,079		$352,538
17	Loan Proceeds	$1,387,948		$0
18	Fund Balance/Reserves - PY	$1,456,514		$1,421,119
19	**Total Revenues**	**$ 19,471,008**		**$ 4,237,157**
20				
21		**EXPENSES**		
22	Operating Expenses	$105,428		$0
23	Capital Outlay	$5,539,159		$2,111,880
24	Debt Service	$185,185		$81,205
25	Grant Matches	$13,022,669		$1,659,735
26	Transfers Out	$618,567		$360,829
27	Fund Balance/Reserves - PY	$0		$0
28	**Total Expenses**	**$ 19,471,008**		**$ 4,213,649**
29				
30	**Net Results**	$ -		**$ 23,508**
31				

	A	B	C	D
1	**Seventh Month YTD 04/30/2026 Total TIF FUND Budget and Actual**			
2	**Revenues**	**Budget**		**Actuals**
3	**Total TIF Fund**	**$ 2,814,774**		**$ 1,060,714**
4				
5	**Expenditures**	**Budget**		**Actuals**
6	**Total TIF Fund**	**$ 2,814,774**		**$ 663,502**
7				
8	**Net Results**	**Budget**		**Actuals**
9	**Total TIF Fund**	**$ -**		**$ 397,212**
10				
11	**Tax Increment Fund**			
12		**Budget**		**Actuals**
13		**REVENUES**		
14	Property Tax	$1,115,081		$1,060,714
15	Other Revenues	$0		$0
16		$0		$0
17	Fund Balance/Reserves PY	$1,699,693		$0
18	**Total Revenues**	**$ 2,814,774**		**$ 1,060,714**
19				
20	**EXPENSES**			
21	Central Business	$663,938		$164,022
22	South TIF	$569,991		$261,094
23	North TIF	$99,971		$2,842
24	Transfers	$1,120,458		$0
25	Reimbursements	$360,416		$235,544
26				
27				
28	Fund Balance/Reserves - PY			
29	**Total Expenses**	**$2,814,774**		**$663,502**
30				
31	**Net Results**	**$ -**		**$ 397,212**

	A	B	C	D
1	**Seventh Month YTD 04/30/2026 Total Sanitation Budget and Actual**			
2	**Revenues**	**Budget**		**Actuals**
3	**Total Sanitation**	**$ 4,147,171**		**$ 2,251,344**
4				
5	**Expenditures**	**Budget**		**Actuals**
6	**Total Sanitation**	**$ 4,147,171**		**$ 1,772,461**
7				
8	**Net Results**	**Budget**		**Actuals**
9	**Total Sanitation**	**$ -**		**$ 478,883**
10				
11	**Sanitation Fund**			
12		**Budget**		**Actuals**
13		**REVENUES**		
14	Charges for Services	$3,624,973		$2,141,998
15	Contributions	$134,109		$97,545
16	Other Revenue	$27,732		$11,801
17	Debt Service	$0		$0
18	Fund Balance/Reserves - PY	$360,357		$0
19	**Total Revenues**	**$ 4,147,171**		**$ 2,251,344**
20				
21	**EXPENSES**			
22	Garage Maintenance	$327,096		$153,386
23	Sanitation Department	$2,744,644		$1,324,758
24	Capital Outlay	$20,000		$0
25	Debt Service	$177,739		$77,128
26	Transfers Out	$372,320		$217,189
27	Fund Balance/Reserves - PY	$505,373		$0
28	**Total Expenditures**	**$ 4,147,171**		**$ 1,772,461**
29				
30	**Net Results**	**$ -**		**$ 478,883**

	A	B	C	D
1	**Seventh Month YTD 04/30/2026 Total Golf Fund Budget and Actual**			
2	**Revenues**	**Budget**		**Actuals**
3	**Total Golf Fund**	**$ 185,679**		**$ 86,151**
4				
5	**Expenditures**	**Budget**		**Actuals**
6	**Total Golf Fund**	**$ 185,678**		**$ 120,214**
7				
8	**Net Results**	**Budget**		**Actuals**
9	**Total Golf Fund**	**$ 1**		**$ (34,063)**
10				
11	**Golf Course Fund**			
12		**Budget**		**Actuals**
13	**REVENUES**			
14	Restaurant Lease	$58,837		$31,430
15	Reimbursements	$33,829		$12,138
16	Profit Sharing Agreement	$52,416		$19,252
17	Other Revenues	$597		$0
18	Transfers In	$40,000		$23,331
19	Fund Balance/Reserves - PY	$0		$0
20	**Total Revenues**	**$185,679**		**$86,151**
21				
22				
23	**EXPENSES**			
24	Maintenance Expenditures	$129,490		$115,111
25	Maintenance Capital Exp	$20,000		$0
26	Club House Operating Exp	$36,000		$4,998
27	Club House Capital	$0		$0
28	Transfers	$189		$105
29	Debt Service	$0		$0
30	Fund Balance/Reserves - PY	$0		$0
31	**Total Expenditures**	**$ 185,678**		**$ 120,214**
32				
33	**Net Results**	**$ 1**		**$ (34,063)**

	A	B	C	D
1	**Seventh Month YTD 04/30/2026 Total ARPA Fund Budget and Actual**			
2	**Revenues**	**Budget**		**Actuals**
3	**Total ARPA Fund**	**$ 1,283,471**		**$ 11,981**
4				
5	**Expenditures**	**Budget**		**Actuals**
6	**Total ARPA Fund**	**$ 1,283,471**		**$ 11,981**
7				
8	**Net Results**	**Budget**		**Actuals**
9	**Total ARPA Fund**	**$ -**		**$ -**
10				
11	**ARPA Fund**			
12		**Budget**		**Actuals**
13	**REVENUES**	$1,283,471		$11,981
14	Revenues			
15	**Total Revenues**	**$1,283,471**		**$11,981**
16	**EXPENSES**			
17	Operating Expenses	$778,885		$0
18	Capital Outlay	$504,586		$11,981
19	Fund Balance/Reserves - PY			
20	**Total Expenses**	**$1,283,470**		**$11,981**
21				
22	**Net Results**	**$ -**		**$ -**

	A	B	C	D
1	**Seventh Month YTD 04/30/2026 Total Airport Fund Budget and Actual**			
2	**Revenues**	**Budget**		**Actuals**
3	**Total Airport Fund**	**$ 4,565,413**		**$ 1,604,526**
4				
5	**Expenditures**	**Budget**		**Actuals**
6	**Total Airport Fund**	**$ 4,565,413**		**$ 1,594,399**
7				
8	**Net Results**	**Budget**		**Actuals**
9	**Total Airport Fund**	**$ -**		**$ 10,127**
10				
11	**Airport Fund**			
12		**Budget**		**Actuals**
13	**REVENUES**			
14	Federal & State Grants	$2,623,053		$709,670
15	Operating Revenues	$1,539,108		$680,984
16	Other Revenues	$31,232		$29,557
17	Transfers	$200,000		$116,669
18	Cash Balance Forward	$172,020		$67,646
19	**Total Revenues**	**$ 4,565,413**		**$ 1,604,526**
20				
21	**EXPENSES**			
22	Personnel Expenses	$483,698		$244,012
23	Operating Expenses	$1,020,648		$504,984
24	Capital Outlay	$2,742,028		$773,060
25	Debt Service	$50,000		$0
26	Reimbursements	$217,037		$72,344
27	Transfer, Contngencies, Reservs	$52,003		$0
28	**Total Expenditures**	**$ 4,565,413**		**$ 1,594,399**
29	**Net Results**	**$0**		**$ 10,127**

	A	B	C	D
2	**General Fund Revenues**			
3	**Seventh Month YTD 04/30/2026**			
4	**Sources**	**Budget**		**Actuals**
5	Property Taxes	$4,628,086		$3,675,882
6	Local Option Taxes	$565,503		$314,014
7	Utility Service Taxes	$1,501,083		$962,898
8	Communication Service Tax	$400,852		$225,992
9	Licenses/Permits	$120,454		$76,083
10	Franchise/Impact Fees	$1,231,880		$760,372
11	Special Assessments	$2,292,138		$2,064,938
12	State/Federal Grants	$662,620		$105,007
13	State Shared Revenues	$1,136,764		$633,079
14	Impact Fees	$850,000		$105,983
15	Charges for Service	$221,456		$172,634
16	Fines and Forfeits	$211,503		$72,015
17	Miscellaneous Revenues	$1,685,888		$499,107
18	Transfers In	$1,658,567		$986,743
19	Contributions/Reimbursements	$2,169,468		$1,236,578
20	Debt Proceeds	$2,386,671		$0
21	Fund Balance/Reserves - PY	$5,576,765		$0
22	**Total Revenues**	**$27,299,698**		**$11,891,325**
23				
24				
25	**General Fund Expenditures**			
26	**Departments**	**Budget**		**Actuals**
27	City Commission	$561,464		$223,437
28	City Manager	$809,762		$228,457
29	City Clerk's Office	$167,458		$89,822
30				
31	**General Fund Expenditures Continued**			
32	Finance Department	$687,768		$409,110
33	Human Resources	$460,222		$149,864
34	Facilities Maintenance	$553,538		$305,411
35	Information Technology	$408,000		$197,309
36	General Administration - City Hall	$255,795		$126,176
37	Legal Counsel	$269,564		$139,994
38	Other Government Services	$1,100,900		$698,445
39	Building & Zoning	$730,660		$260,499
40	Police Department	$5,794,531		$3,242,772
41	Code Enforcement	$331,346		$163,040
42	Fire Department	$6,490,474		$2,716,341
43	Streets	$1,957,235		$788,557
44	Cemetery	$148,960		$43,415
45	Cultural Services	$212,692		$121,754
46	Recreation	$525,434		$208,959
47	Parks	$1,637,392		$183,418
48	Price Martin Center	$58,400		$8,487
49	Water Taxis	$97,600		$54,841
50	Jenkins Gymnasium	$179,076		$107,890
51	Transfers	$390,000		$303,536
52	Contingencies	$0		$0
53	Fund Balance/Reserves - PY	$3,471,427		$0
54	**Total Expenditures**	**$27,299,698**		**$10,771,531**
55				
56	**General Fund Net**	**$0**		**$1,119,794**

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
2											
3	**GENERAL FUND**										
4											
5	**GENERAL FUND REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 50 % Yr Complete For Fiscal Year: 2026 / 04**										
6		**311 PROPERTY TAXES**									
7	001-00-311-0-0100	CURRENT AD VALOREM TAXES	4,562,899.00	3,695,559.28	4,615,232.00	231,665.30	3,664,813.40		950,418.60	79.41%	
8	001-00-311-0-0200	DELINQUENT AD VALOREM TAXES	12,480.00	14,955.31	12,854.00	0.00	11,068.69		1,785.31	86.11%	
9			---	---	---	---	---		---	---	
10		TOTAL	4,575,379.00	3,710,514.59	4,628,086.00	231,665.30	3,675,882.09		952,203.91	80.00%	
11											
12		**LOCAL OPTION, USE & FUEL TAXES**									
13	001-00-312-4-1000	LOCAL OPTION GAS TAX	325,945.00	189,026.06	335,723.00	24,100.26	187,555.33		148,167.67	55.87%	
14	001-00-312-4-2000	2010 LOCAL GAS TAX	223,087.00	130,103.29	229,780.00	17,017.40	126,458.51		103,321.49	55.03%	
15			---	---	---	---	---		---	---	
16		TOTAL	549,032.00	319,129.35	565,503.00	41,117.66	314,013.84		251,489.16	56.00%	
17											
18		**UTILITY SERVICES TAXES**									
19	001-00-314-1-0000	UTILITY TAX ELECTRIC	1,055,536.00	604,810.46	1,087,202.00	101,076.80	681,419.68		405,782.32	62.68%	
20	001-00-314-3-0000	UTILITY TAX WATER	291,384.00	128,270.89	300,126.00	25,667.68	184,643.15		115,482.85	61.52%	
21	001-00-314-4-0000	UTILITY TAX GAS	109,442.00	53,947.01	112,725.00	9,611.86	56,886.91		55,838.09	50.47%	
22	001-00-314-8-0000	UTILITY TAX PROPANE	1,000.00	3,423.04	1,030.00	490.01	39,947.91		-38,917.91	3878.44%	
23			---	---	---	---	---		---	---	
24		TOTAL	1,457,362.00	790,451.40	1,501,083.00	136,846.35	962,897.65		538,185.35	65.00%	
25											
26		**COMMUNICATION SERVICE TAXES**									
27	001-00-315-0-1000	TELE COMMUNICATION SERVICE TAX	386,723.00	232,926.05	400,852.00	29,582.08	225,991.94		174,860.06	56.38%	
28			---	---	---	---	---		---	---	
29		TOTAL	386,723.00	232,926.05	400,852.00	29,582.08	225,991.94		174,860.06	57.00%	
30											
31		**LICENSES/PERMITS**									
32	001-00-316-0-1000	OCCUPATIONAL BUSINESS TAX	46,914.00	43,000.20	48,321.00	1,263.75	23,728.75		24,592.25	49.11%	
33	001-00-322-0-2000	BUILDING PERMITS	20,800.00	0.00	21,424.00	100.00	150.00		21,274.00	0.70%	
34	001-00-322-0-2100	BUILDING & ZONING REVENUES	49,232.00	35,736.50	50,709.00	5,900.00	52,204.00		-1,495.00	102.95%	
35			---	---	---	---	---		---	---	
36		TOTAL	116,946.00	78,736.70	120,454.00	7,263.75	76,082.75		44,371.25	64.00%	
37											
38		**FRANCHISE FEES**									
39	001-00-323-1-0000	FRANCHISE FEES ELECTRIC	936,000.00	566,332.09	964,080.00	56,227.77	626,124.12		337,955.88	64.95%	
40	001-00-323-4-1000	FRANCHISE FEE - GAS AUTHORITY	260,000.00	143,407.31	267,800.00	19,158.75	134,247.87		133,552.13	50.13%	
41			---	---	---	---	---		---	---	
42											
43		**IMPACT FEES**									
44	001-00-324-1-1010	IMPACT FEES-POLICE	88,819.00	10,003.40	101,357.00	634.00	4,891.55		96,465.45	4.83%	
45	001-00-324-1-2010	IMPACT FEES-FIRE	151,861.00	17,121.20	173,297.00	1,084.00	8,440.91		164,856.09	4.87%	
46	001-00-324-3-1010	IMPACT FEES-TRANSPORTATION	185,049.00	22,551.00	211,169.00	4,296.00	78,982.81		132,186.19	37.40%	
47	001-00-324-6-1010	IMPACT FEES-PARKS & RECREATION	319,131.00	35,309.00	364,177.00	2,278.00	13,668.00		350,509.00	3.75%	
48			---	---	---	---	---		---	---	
49		TOTAL	1,940,860.00	794,724.00	2,081,880.00	83,678.52	866,355.26		1,215,524.74	42.00%	
50											

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
51		**SPECIAL ASSESSMENTS**									
52	001-00-325-2-1000	FIRE ASSESSMENT FEES	2,048,871.00	1,898,407.93	2,292,138.00	138,933.74	2,064,938.42		227,199.58	90.09%	
53			----------	----------	----------	----------	----------		----------	----------	
54		TOTAL	2,048,871.00	1,898,407.93	2,292,138.00	138,933.74	2,064,938.42		227,199.58	91.00%	
55											
56		**OTHER PERMITS & FEES**									
57			----------	----------	----------	----------	----------		----------	----------	
58		TOTAL	0.00	0.00	0.00	0.00	0.00		0.00	0.00%	
59											
60		**STATE/FEDERAL GRANTS & PILOTS**									
61	001-00-331-2-2500	BULLET PROOF VEST GRT-POLICE	8,774.00	0.00	9,037.00	0.00	0.00		9,037.00	0.00%	
62	001-00-331-2-3601	COPS GRANT 2014-2015	194,624.00	0.00	162,187.00	0.00	0.00		162,187.00	0.00%	
63	001-00-331-2-4900	FDOT PED PIER MEMORIAL BRIDGE	0.00	0.00	6,000.00	0.00	0.00		6,000.00	0.00%	
64	001-00-331-2-5503	FDLE POLICE VEHICLES	250,000.00	0.00	0.00	0.00	0.00		0.00	0.00%	
65	001-00-331-2-5900	VOCA GRANT V13045	36,266.00	21,894.16	0.00	0.00	11,656.03		-11,656.03	0.00%	
66	001-00-331-2-6319	2023 JAG C 8C107 Laptop Comput	21,000.00	20,597.28	22,740.00	0.00	0.00		22,740.00	0.00%	
67	001-00-331-2-6321	2023 JAGC	10,000.00	0.00	0.00	0.00	0.00		0.00	0.00%	
68	001-00-331-2-6322	Fed DEM HMGP 4486-106-R wind r	287,655.00	0.00	287,656.00	0.00	54,763.13		232,892.87	19.04%	
69	001-00-331-2-6323	2024 JAG D 6N045 Street Crimes	28,681.00	0.00	0.00	0.00	0.00		0.00	0.00%	
70	001-00-333-0-1000	PAYMENTS IN LIEU OF TAX (PHA)	0.00	28,153.46	30,000.00	0.00	5,000.00		25,000.00	16.67%	
71	001-00-334-2-0102	SAFE GRANT	70,000.00	100,736.41	70,000.00	0.00	2,337.93		67,662.07	3.34%	
72	001-00-334-5-5002	DEO COMMUNITY PLANNING TECH AS	75,000.00	0.00	75,000.00	31,250.00	31,250.00		43,750.00	41.67%	
73	001-00-334-5-5003	DEO STRATEGIC REVITALIZATION G	40,000.00	15,000.00	0.00	0.00	0.00		0.00	0.00%	
74			----------	----------	----------	----------	----------		----------	----------	
75		TOTAL	1,022,000.00	186,381.31	662,620.00	31,250.00	105,007.09		557,612.91	16.00%	
76											
77		**STATE SHARED REVENUES**									
78	001-00-335-1-2000	STATE REVENUE SHARING	484,680.00	255,272.67	501,105.00	37,688.96	270,427.11		230,677.89	53.97%	
79	001-00-335-1-4000	MOBILE HOME LICENSE TAX	5,200.00	3,454.73	5,356.00	383.00	3,780.07		1,575.93	70.58%	
80	001-00-335-1-5000	ALCOHOLIC BEVERAGE TAX	14,560.00	18,899.83	14,997.00	0.00	17,144.51		-2,147.51	114.32%	
81	001-00-335-1-6000	SALES TAX 1/2 cent REVENUE (95	629,258.00	333,240.08	594,140.00	47,553.24	333,446.56		260,693.44	56.12%	
82	001-00-335-2-1000	FIREFIGHTERS SUPPLEMENTAL COMP	4,160.00	1,260.00	4,285.00	0.00	3,912.26		372.74	91.30%	
83	001-00-335-4-9000	FUEL TAX REBATE QTRLY	10,400.00	6,632.38	16,881.00	0.00	4,368.54		12,512.46	25.88%	
84			----------	----------	----------	----------	----------		----------	----------	
85		TOTAL	1,148,258.00	618,759.69	1,136,764.00	85,625.20	633,079.05		503,684.95	56.00%	
86											
87		**GRANTS/LOCAL UNITS**									
88			----------	----------	----------	----------	----------		----------	----------	
89		TOTAL	0.00	0.00	0.00	0.00	0.00		0.00	0.00%	
90											
91		**SHARED REV OTHER LOCAL UNITS**									
92			----------	----------	----------	----------	----------		----------	----------	
93		TOTAL	0.00	0.00	0.00	0.00	0.00		0.00	0.00%	
94											
95		**CHARGES FOR SERVICES**									
96	001-00-341-0-3001	CODE ENFORCEMENT-ADMIN FEES	20,000.00	0.00	20,600.00	0.00	250.00		20,350.00	1.21%	
97	001-00-341-0-3002	CODE ENFORCEMENT-VACANT PROPER	2,600.00	2,800.00	2,678.00	0.00	2,800.00		-122.00	104.56%	
98	001-00-341-0-9001	CODE ENFORCEMENT-MISC FEES	12,480.00	9,555.00	12,854.00	1,300.00	9,620.00		3,234.00	74.84%	
99	001-00-341-9-2000	ZONING CONVENIENCE FEE	1,040.00	1,650.00	1,071.00	96.00	840.00		231.00	78.43%	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
100	001-00-342-1-1002	POLICE DEPT-ADMIN TOW FEES	11,440.00	5,469.60	11,783.00	450.00	6,750.00		5,033.00	57.29%	
101	001-00-342-1-1003	POLICE DEPT-INVESTIGATIVE COST	12,480.00	6,358.72	12,854.00	1,122.56	5,895.53		6,958.47	45.87%	
102	001-00-342-1-1004	POLICE DEPT-RECORDS REQUESTS	4,160.00	3,107.51	4,285.00	837.08	5,062.74		-777.74	118.15%	
103	001-00-342-1-1005	POLICE DEPT-ADMIN FEES	3,120.00	0.00	3,214.00	0.00	0.00		3,214.00	0.00%	
104	001-00-342-1-1006	POLICE DEPT-OFFENDER PAYMENTS	1,560.00	1,260.00	1,607.00	50.00	696.00		911.00	43.31%	
105	001-00-342-1-1007	MARSHALLS PD-OT REIMBURSEMENTS	20,800.00	15,950.05	21,424.00	0.00	19,073.61		2,350.39	89.03%	
106	001-00-342-1-1009	POLICE DEPT-MISCELLANEOUS	-	-	0.00	216.67	633.33		-633.33	0.00%	
107	001-00-342-2-1000	FIRE SERVICES	62,400.00	2,295.00	64,272.00	1,420.79	83,420.79		-19,148.79	129.79%	
108	001-00-342-5-1000	FIRE INSPECTION FEES	41,600.00	9,038.27	30,000.00	250.00	2,050.00		27,950.00	6.83%	
109	001-00-343-8-1000	CEMETERY SERVICES	13,000.00	16,735.00	13,390.00	885.00	15,010.00		-1,620.00	112.10%	
110	001-00-347-2-1001	SPECIAL EVENT FEES	1,560.00	650.00	1,607.00	600.00	4,453.49		-2,846.49	277.13%	
111	001-00-347-2-2500	SPONSORSHIP-RECREATION	5,616.00	10,434.22	5,784.00	1,000.00	5,551.00		233.00	95.97%	
112	001-00-347-2-3000	BOOKER/LEFTY TURNER FIELD	624.00	0.00	643.00	0.00	990.69		-347.69	154.07%	
113	001-00-347-3-1000	BRONSON HOUSE	520.00	0.00	0.00	0.00	0.00		0.00	0.00%	
114	001-00-347-3-1001	ST JOHNS RIVER CENTER-RENTALS-	10,400.00	0.00	0.00	0.00	0.00		0.00	0.00%	
115	001-00-347-3-1003	RENTAL-JENKINS COMM CENTER	0.00	0.00	0.00	504.67	7,969.47		-7,969.47	0.00%	
116	001-00-347-4-1004	Parks Dept OT reimbursement	9,880.00	3,600.00	10,176.00	0.00	1,025.00		9,151.00	10.07%	
117	001-00-347-4-1005	Cultural OT reimbursement	2,080.00	0.00	0.00	0.00	0.00		0.00	0.00%	
118	001-00-347-5-1000	PRICE MARTIN CENTER	3,120.00	3,510.00	3,214.00	0.00	429.91		2,784.09	13.38%	
119	001-00-347-2-3500	HANK BRYAN PARK RENTAL	$ -	$ -	0.00	0.00	112.16		-112.16	0.00%	
120											
121		TOTAL	240,480.00	92,413.37	221,456.00	8,732.77	172,633.72		48,822.28	78.00%	
122											
123		**FINES/FORFEITS**									
124	001-00-351-1-1000	COURT FINES	31,200.00	19,401.67	32,136.00	3,082.45	17,436.82		14,699.18	54.26%	
125	001-00-351-3-1000	POLICE EDUCATION	2,080.00	1,697.93	2,142.00	238.48	1,601.48		540.52	74.77%	
126	001-00-354-0-1000	CODE ENFORCEMENT-LIEN FINES	63,440.00	27,596.00	65,343.00	0.00	16,160.15		49,182.85	24.73%	
127	001-00-354-0-1001	CODE ENFORCEMENT - LEGAL LIEN	20,000.00	3,670.00	20,600.00	0.00	3,720.05		16,879.95	18.06%	
128	001-00-359-0-0500	EVIDENCE FUND	24,172.00	31,508.52	24,897.00	0.00	0.00		24,897.00	0.00%	
129	001-00-359-0-1100	FALSE ALARM FINES	17,160.00	4,801.39	17,675.00	705.74	5,252.14		12,422.86	29.72%	
130	001-00-359-0-2000	SPECIAL POLICE TRUST REV	0.00	29,256.10	46,160.00	5,833.33	25,369.60		20,790.40	54.96%	
131	001-00-359-0-3000	ABATEMENT FINES	0.00	1,700.00	2,550.00	0.00	0.00		2,550.00	0.00%	
132	001-00-359-0-4000	POLICE ORDINANCE CITATIONS	0.00	0.00	0.00	1,000.00	2,475.00		-2,475.00	0.00%	
133											
134		TOTAL	158,052.00	119,631.61	211,503.00	10,860.00	72,015.24		139,487.76	35.00%	
135											
136		**MISCELLANEOUS REVENUES**									
137	001-00-361-1-1000	INTEREST EARNINGS	182,000.00	358,254.33	595,334.00	30,823.83	203,382.59		391,951.41	34.16%	
138	001-00-361-1-1001	INTEREST-MONEY MARKET	1,040.00	16,247.18	33,020.00	3,105.49	20,833.25		12,186.75	63.09%	
139	001-00-361-1-1002	INTEREST FROM GAS AUTHORITY	0.00	18,951.78	31,291.00	992.59	6,352.16		24,938.84	20.30%	
140	001-00-362-0-1000	MISC RENTS	43,680.00	2,250.00	37,615.00	1,550.00	13,850.00		23,765.00	36.82%	
141	001-00-362-0-2000	LAND RENT/LEASE	0.00	4,000.00	6,000.00	0.00	0.00		6,000.00	0.00%	
142	001-00-362-0-3000	AMTRAK RENT	2,080.00	1,190.00	2,142.00	170.00	1,190.00		952.00	55.56%	
143	001-00-362-0-5000	RENTAL OF RIVERFRONT PARK OPS	0.00	3,000.00	0.00	500.00	3,500.00		-3,500.00	0.00%	
144	001-00-362-0-5001	PBM PROFIT SHARE- DOCK RENTALS	0.00	139.41	280.00	38.22	240.00		40.00	85.71%	
145	001-00-362-0-5002	PBM PROFIT SHARE- SHIP STORE S	0.00	2,187.24	5,356.00	628.92	2,980.63		2,375.37	55.65%	
146	001-00-362-0-5003	PBM PROFIT SHARE- CONCESSION S	0.00	0.00	50.00	0.00	0.00		50.00	0.00%	
147	001-00-362-0-5004	PBM PROFIT SHARE- PBM OWNED IT	0.00	7.23	30.00	0.00	386.86		-356.86	1289.53%	
148	001-00-362-0-5005	PBM PROFIT SHARE- WATER TAXI N	0.00	0.00	0.00	183.45	762.59		-762.59	0.00%	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
149	001-00-364-0-1000	CEMETERY LOTS	57,200.00	33,000.00	48,000.00	2,000.00	26,875.00		21,125.00	55.99%	
150	001-00-364-0-1010	CEMETERY LOTS RESTRICTED	11,440.00	17,250.00	24,900.00	1,000.00	13,250.00		11,650.00	53.21%	
151	001-00-364-0-4900	SURPLUS EQUIPMENT-GENERAL	23,296.00	0.00	0.00	0.00	0.00		0.00	0.00%	
152	001-00-364-0-4902	SURPLUS HAMMOCK HALL 429 KIRBY	7,833.00	0.00	0.00	0.00	0.00		0.00	0.00%	
153	001-00-366-0-1100	CONTRIBUTION - RECREATION	2,080.00	3,900.00	9,367.00	0.00	8,225.00		1,142.00	87.81%	
154	001-00-366-0-1150	Libra Philanthropies Foundatio	4,250.00	0.00	0.00	0.00	0.00		0.00	0.00%	
155	001-00-366-0-1300	RECREATION - REGISTRATION	2,080.00	3,395.00	2,142.00	680.00	3,920.00		-1,778.00	183.01%	
156	001-00-366-0-1400	RECREATION FIELD RENTALS	624.00	0.00	643.00	0.00	0.00		643.00	0.00%	
157	001-00-366-0-1700	WELLNESS GRANT - FL BLUE	10,000.00	0.00	10,000.00	0.00	17,383.96		-7,383.96	173.84%	
158	001-00-366-0-1701	CONTRIBUTION -Team Building Activities	0.00	0.00	0.00	1,250.00	1,250.00		-1,250.00	0.00%	
159	001-00-366-0-2510	FIRE DECONTAMINATION GRANT	13,012.00	0.00	565,500.00	0.00	0.00		565,500.00	0.00%	
160	001-00-366-0-2550	FIRE GRANT GLOBAL - IPADS	0.00	0.00	5,000.00	0.00	5,000.00		0.00	100.00%	
161	001-00-366-0-6000	CONTRIBUTION - ANTIQUE FIRE TR	0.00	0.00	0.00	0.00	38.10		-38.10	0.00%	
162	001-00-366-0-7601	CONTRIBUTIONS - SP EVENT JONES	2,002.00	0.00	2,062.00	0.00	0.00		2,062.00	0.00%	
163	001-00-366-0-8000	CONTRIBUTION - FIREWORKS	5,200.00	0.00	5,356.00	0.00	0.00		5,356.00	0.00%	
164	001-00-366-0-8001	CONTRIBUTION - MAYOR'S RECEPTI	7,280.00	0.00	9,498.00	0.00	2,000.00		7,498.00	21.06%	
165	001-00-366-0-8002	CONTRIBUTION - SPECIAL EVENTS	520.00	0.00	536.00	0.00	0.00		536.00	0.00%	
166	001-00-366-0-8500	CONTRIBUTION - FIRE PUBLIC EDU	520.00	2,500.00	535.00	0.00	250.00		285.00	46.73%	
167	001-0-366-0-8501	CONTRIBUTION - FIRE MATERIALS EQUIPMENT	0.00	0.00	30,000.00	0.00	0.00		30,000.00	0.00%	
168	001-00-369-3-1000	REFUNDS & REIMBURSEMENTS	5,200.00	281.78	5,356.00	100.80	777.22		4,578.78	14.51%	
169	001-00-369-3-2000	FEMA REIMBURSEMENT	50,000.00	31,655.37	40,000.00	0.00	14,661.72		25,338.28	36.65%	
170	001-00-369-3-3500	OPIOD SETTLEMENT TRUST FUND RE	0.00	13,838.09	0.00	0.00	13,477.07		-13,477.07	0.00%	
171	001-00-369-9-0500	MISC REVENUE	36,400.00	-215,353.17	37,492.00	1,382.17	14,692.66		22,799.34	39.19%	
172	001-00-369-9-1000	FDOT ISLAND RIGHT OF WAY MAINT	53,721.00	12,913.75	55,333.00	0.00	26,000.00		29,333.00	46.99%	
173	001-00-369-9-1001	E-PAYABLES REVENUE SHARE	1,560.00	1,525.29	1,610.00	139.12	807.67		802.33	50.17%	
174	001-00-369-9-2000	INSURANCE CLAIMS - GENERAL	0.00	214,109.46	0.00	0.00	20,778.83		-20,778.83	0.00%	
175	001-00-369-9-3000	FDOT LIGHTING MAINTENANCE	41,661.00	0.00	42,911.00	0.00	0.00		42,911.00	0.00%	
176	001-00-369-9-3001	FDOT TRAFFIC SIGNAL MAINTENANC	76,242.00	0.00	78,529.00	76,242.00	76,242.00		2,287.00	97.09%	
177			---	---	---	---	---		---	---	
178		TOTAL	640,921.00	525,242.74	1,685,888.00	120,786.59	499,107.31		1,186,780.69	30.00%	
179											
180		**TRANSFERS IN**									
181	001-00-381-0-1400	TRANSFER FROM UTILITY FUND-FRA	526,466.00	307,105.19	700,000.00	58,333.00	408,331.00		291,669.00	58.33%	
182	001-00-381-0-1500	TRANSFER FROM SANITATION FUND-	160,110.00	93,397.50	165,000.00	13,750.00	96,250.00		68,750.00	58.33%	
183	001-00-381-0-1800	TRANSFER PROFIT SHARING FROM GOLF	0.00	0.00	0.00	-1,863.45	19,252.07		-$21,115.52	0.00%	
184	001-00-381-0-1900	TRANSFER FROM BETTER PLACE	166,122.00	33,540.00	618,567.00	51,547.00	360,829.00		257,738.00	58.33%	
185	001-00-381-0-2100	TRANSFER FROM UTILITY-STREETS	0.00	0.00	175,000.00	14,583.00	102,081.00		72,919.00	58.33%	
186			---	---	---	---	---		---	---	
187		TOTAL	852,698.00	434,042.69	1,658,567.00	136,349.55	986,743.07		669,960.48	60.00%	
188											
189		**REIMBURSEMENTS**									
190	001-00-382-0-1000	CONTRIB FROM UTILITIES	1,482,666.00	864,888.50	1,384,506.00	115,376.00	807,632.00		576,874.00	58.33%	
191	001-00-382-0-2000	CONTRIB FROM GOLF	191.00	111.44	189.00	16.00	112.00		77.00	59.26%	
192	001-00-382-0-3000	CONTRIB FROM SANITATION	212,474.00	123,943.19	207,320.00	17,277.00	120,939.00		86,381.00	58.33%	
193	001-00-382-0-5001	ADMIN EXP REIMB-AIRPORT GRANTS	177,268.00	103,406.31	217,037.00	0.00	72,344.00		144,693.00	33.33%	
194	001-00-382-0-6000	CONTRIB FROM TAX INCREMENT	110,604.00	64,519.00	141,098.00	11,758.00	82,306.00		58,792.00	58.33%	
195	001-00-382-0-6001	REIMBURSEMENT FROM TAX INCREME	219,318.00	0.00	219,318.00	18,277.00	153,244.93		66,073.07	69.87%	
196			---	---	---	---	---		---	---	
197		TOTAL	2,202,521.00	1,156,868.44	2,169,468.00	162,704.00	1,236,577.93		932,890.07	57.00%	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
198											
199		**DEBT PROCEEDS**									
200	001-00-384-0-1000	LOAN PROCEEDS	1,000,000.00	0.00	2,386,671.00	0.00	0.00		2,386,671.00	0.00%	
201			---	---	---	---	---		---	---	
202		TOTAL	1,000,000.00	0.00	2,386,671.00	0.00	0.00		2,386,671.00	0.00%	
203											
204			---	---	---	---	---		---	---	
205		TOTAL OPERATING & OTHER REV	18,340,103.00	10,958,229.87	21,722,933.00	1,225,395.51	11,891,325.36		9,829,744.19	55.00%	
206			---	---	---	---	---		---	---	
207											
208		**CASH BALANCE FORWARD**									
209	001-00-301-0-1000	OPERATING CASH BALANCE FORWARD	4,066,386.00	0.00	4,480,772.00	0.00	0.00		4,480,772.00	0.00%	
210	001-00-301-0-1001	EVIDENCE FUND BALANCE FORWARD	7,282.00	0.00	7,282.00	0.00	0.00		7,282.00	0.00%	
211	001-00-301-0-1002	LOT DEMOLITION/CLEANUP BALANCE	22,075.00	0.00	22,075.00	0.00	0.00		22,075.00	0.00%	
212	001-00-301-0-1003	IMPACT FEES-POLICE BALANCE FOR	27,051.00	0.00	0.00	0.00	0.00		0.00	0.00%	
213	001-00-301-0-1004	IMPACT FEES-FIRE BALANCE FORWA	48,350.00	0.00	0.00	0.00	0.00		0.00	0.00%	
214	001-00-301-0-1006	INSURANCE CONTINGENCY BALANCE	624,444.00	0.00	624,444.00	0.00	0.00		624,444.00	0.00%	
215	001-00-301-0-1009	SPECIAL CEMETERY BALANCE FORWA	118,889.00	0.00	118,889.00	0.00	0.00		118,889.00	0.00%	
216	001-00-301-0-1010	SPECIAL POLICE BALANCE FORWARD	61,271.00	0.00	61,271.00	0.00	0.00		61,271.00	0.00%	
217	001-00-301-0-1012	HAND GUN CLASSES BALANCE FORWA	7,637.00	0.00	7,637.00	0.00	0.00		7,637.00	0.00%	
218	001-00-301-0-1013	FIRE PUBLIC EDUCATION BALANCE	24,937.00	0.00	24,937.00	0.00	0.00		24,937.00	0.00%	
219	001-00-301-0-1019	RED LIGHT CAMERA BALANCE FORWA	49,988.00	0.00	49,988.00	0.00	0.00		49,988.00	0.00%	
220	001-00-301-0-1021	LANDSCAPING CODE FEE BALANCE F	61,663.00	0.00	61,663.00	0.00	0.00		61,663.00	0.00%	
221	001-00-301-0-1022	I&E EVIDENCE BALANCE FORWARD	7,523.00	0.00	7,523.00	0.00	0.00		7,523.00	0.00%	
222	001-00-301-0-1023	PARKS BANK -DONATIONS	284.00	0.00	284.00	0.00	0.00		284.00	0.00%	
223	001-00-301-0-1024	FIRE CAPITAL REPLACEMENT BALAN	110,000.00	0.00	110,000.00	0.00	0.00		110,000.00	0.00%	
224	001-00-301-0-1025	IMPACT FEES-TRANSPORTATION BAL	247,744.00	0.00	0.00	0.00	0.00		0.00	0.00%	
225	001-00-301-0-1026	IMPACT FEES-PARKS & REC BALANC	91,240.00	0.00	0.00	0.00	0.00		0.00	0.00%	
226			---	---	---	---	---		---	---	
227		TOTAL	5,576,764.00	0.00	5,576,765.00	0.00	0.00		5,576,765.00	0.00%	
228			---	---	---	---	---		---	---	
229	**GENERAL FUND**	**TOTAL REV, TRANFERS & CASH BAL**	**23,916,867.00**	**10,958,229.87**	**27,299,698.00**	**1,225,395.51**	**11,891,325.36**		**15,406,509.19**	**44.00%**	
230			---	---	---	---	---		---	---	
231	**GENERAL FUND EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 50 % Yr Complete For Fiscal Year: 2026 / 04**										
232		**CITY COMMISSION**									
233											
234		**PERSONNEL SERVICES**									
235	001-01-511-1-1110	COMMISSIONERS SALARIES	119,711.00	65,590.54	121,316.00	8,737.62	64,389.14	0.00	56,926.86	53.08%	
236	001-01-511-1-1200	LEGISLATIVE ASST SALARIES	0.00	0.00	50,505.00	0.00	0.00	0.00	50,505.00	0.00%	
237	001-01-511-1-2100	FICA TAX EXPENSE	9,192.00	4,916.02	13,144.00	656.84	4,840.53	0.00	8,303.47	36.83%	
238	001-01-511-1-2200	RETIREMENT EXPENSE	36,889.00	20,163.86	47,423.00	2,545.27	18,403.68	3,750.55	25,268.77	38.81%	
239	001-01-511-1-2300	HEALTH AND LIFE INSURANCE	17,376.00	4,548.19	15,893.00	1,168.16	8,454.36	0.00	7,438.64	53.20%	
240			---	---	---	---	---	---	---	---	
241		TOTAL	183,168.00	95,218.61	248,281.00	13,107.89	96,087.71	3,750.55	148,442.74	39.00%	
242											
243		**OPERATING EXPENSES**									
244	001-01-511-3-3100	PROFESSIONAL SERVICES	92,646.00	59,119.06	90,000.00	15,093.53	44,383.43	25,000.00	20,616.57	49.31%	
245	001-01-511-3-4022	SCHOOLING/CONF-MAYOR	10,000.00	427.63	7,500.00	0.00	0.00	0.00	7,500.00	0.00%	
246	001-01-511-3-4023	SCHOOLING/CONF-Commissioner W	10,000.00	2,345.32	7,500.00	0.00	2,197.40	3,230.12	2,072.48	29.30%	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
247	001-01-511-3-4024	SCHOOLING/CONF-COMM CAMPBELL	10,000.00	4,184.46	7,500.00	96.00	891.38	3,474.49	3,134.13	11.89%	
248	001-01-511-3-4025	SCHOOLING/CONF-COMM DAVIS	10,000.00	2,585.11	7,500.00	325.00	3,731.52	2,319.46	1,449.02	49.75%	
249	001-01-511-3-4026	SCHOOLING/CONF-COMM BOROM	10,000.00	1,934.92	7,500.00	0.00	1,673.12	2,896.82	2,930.06	22.31%	
250	001-01-511-3-4100	COMMUNICATIONS SERVICES	6,240.00	3,901.90	5,000.00	0.00	1,762.70	0.00	3,237.30	35.25%	
251	001-01-511-3-4800	ADVERTISING	14,000.00	7,847.11	16,000.00	11,420.14	14,141.36	443.33	1,415.31	88.38%	
252	001-01-511-3-4901	SPECIAL EVENTS & PROJECTS - Ma	11,202.00	2,600.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00%	
253	001-01-511-3-4903	SPECIAL EVENTS & PROJECTS - Co	11,965.00	5,191.93	5,000.00	0.00	0.00	0.00	5,000.00	0.00%	
254	001-01-511-3-4904	SPECIAL EVENTS & PROJECTS - Co	8,700.00	2,100.00	5,000.00	0.00	1,000.00	0.00	4,000.00	20.00%	
255	001-01-511-3-4905	SPECIAL EVENTS & PROJECTS - Co	10,000.00	4,838.02	3,000.00	750.00	750.00	0.00	2,250.00	25.00%	
256	001-01-511-3-4906	SPECIAL EVENTS & PROJECTS - Co	13,997.00	6,266.20	5,000.00	40.00	1,290.00	0.00	3,710.00	25.80%	
257	001-01-511-3-4907	MAYOR'S RECEPTION	10,000.00	1,059.00	8,000.00	213.36	5,078.11	141.82	2,780.07	63.48%	
258	001-01-511-3-4910	NEFLC	5,000.00	205.00	5,000.00	0.00	150.00	0.00	4,850.00	3.00%	
259	001-01-511-3-4930	CITIZENS TRANSPORTATION	25,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
260	001-01-511-3-5100	OFFICE SUPPLIES	520.00	267.64	520.00	0.00	40.87	59.49	419.64	7.86%	
261	001-01-511-3-5260	UNIFORMS	520.00	269.15	520.00	102.00	191.00	0.00	329.00	36.73%	
262	001-01-511-3-5280	OPERATING SUPPLIES	3,213.00	1,471.91	3,213.00	85.29	921.55	590.01	1,701.44	28.68%	
263	001-01-511-3-5283	SBDC	8,099.00	0.00	10,000.00	0.00	2,500.00	7,500.00	0.00	25.00%	
264	001-01-511-3-5284	AWARDS/RECONGNITION	5,000.00	451.40	5,000.00	0.00	906.85	0.00	4,093.15	18.14%	
265	001-01-511-3-5286	YOUTH AMBASSADOR PROGRAM	520.00	147.00	520.00	0.00	0.00	0.00	520.00	0.00%	
266	001-01-511-3-5287	NON-PROFIT ORGANIZATION ASSIST	0.00	0.00	50,000.00	0.00	30,000.00	0.00	20,000.00	60.00%	
267	001-01-511-3-5400	MEMBR,SUBSCRIPT,DUES	5,000.00	3,055.00	5,000.00	0.00	2,636.00	300.00	2,064.00	52.72%	
268			---	---	---	---	---	---	---	---	
269		TOTAL	281,622.00	110,267.76	259,273.00	28,125.32	114,245.29	45,955.54	99,072.17	45.00%	
270											
271		**CAPITAL OUTLAY**									
272	001-01-511-6-6400	CAPITAL OUTLAY	47,980.00	16,139.38	20,000.00	3,825.00	13,103.64	0.00	6,896.36	65.52%	
273			---	---	---	---	---	---	---	---	
274		TOTAL	47,980.00	16,139.38	20,000.00	3,825.00	13,103.64	0.00	6,896.36	66.00%	
275			---	---	---	---	---	---	---	---	
276											
277		**COMMISSIONER INTERNS**									
278	001-01-512-1-1200	REGULAR SALARIES	31,960.00	0.00	31,500.00	0.00	0.00	0.00	31,500.00	0.00%	
279	001-01-512-1-2100	FICA TAX EXPENSE	2,509.00	0.00	2,410.00	0.00	0.00	0.00	2,410.00	0.00%	
280			---	---	---	---	---	---	---	---	
281		TOTAL	34,469.00	0.00	33,910.00	0.00	0.00	0.00	33,910.00	0.00%	
282		**DEPARTMENT TOTAL**	**547,239.00**	**221,625.75**	**561,464.00**	**45,058.21**	**223,436.64**	**49,706.09**	**288,321.27**	**40.00%**	
283			---	---	---	---	---	---	---	---	
284		**CITY MANAGER'S OFFICE**									
285											
286		**PERSONNEL SERVICES**									
287	001-20-512-1-1100	EXECUTIVE SALARIES	248,203.00	10,731.86	313,485.00	13,076.94	94,916.09	0.00	218,568.91	30.28%	
288	001-20-512-1-1200	REGULAR SALARIES	76,680.00	35,882.04	175,565.00	8,094.25	61,741.61	0.00	113,823.39	35.17%	
289	001-20-512-1-1400	OVERTIME	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
290	001-20-512-1-2100	FICA TAX EXPENSE	13,601.00	3,565.97	37,412.00	1,571.27	11,701.44	0.00	25,710.56	31.28%	
291	001-20-512-1-2200	RETIREMENT EXPENSE	51,448.00	10,900.69	134,978.00	5,843.25	43,147.95	0.00	91,830.05	31.97%	
292	001-20-512-1-2300	HEALTH AND LIFE INSURANCE	6,928.00	20.29	90,474.00	1,034.33	8,684.20	0.00	81,789.80	9.60%	
293			---	---	---	---	---	---	---	---	
294		TOTAL	396,960.00	61,100.85	751,914.00	29,620.04	220,191.29	0.00	531,722.71	30.00%	
295											

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
296		**OPERATING EXPENSES**									
297	001-20-512-3-3100	PROFESSIONAL SERVICES	200.00	140.00	15,000.00	0.00	12.65	0.00	14,987.35	0.08%	
298	001-20-512-3-3120	PRE-EMPLOYMENT EXPENSE	399.00	84.26	200.00	95.00	584.06	0.00	-384.06	292.03%	
299	001-20-512-3-4021	SCHOOLING/CONF-CITY MANAGER	8,500.00	3,326.82	15,000.00	896.03	2,419.28	4,280.75	8,299.97	16.13%	
300	001-20-512-3-4100	COMMUNICATIONS SERVICES	1,496.00	878.05	2,296.00	112.29	786.39	0.00	1,509.61	34.25%	
301	001-20-512-3-4200	POSTAGE AND FREIGHT	132.00	3.45	832.00	0.00	84.36	0.00	747.64	10.14%	
302	001-20-512-3-4400	RENTALS AND LEASES	486.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
303	001-20-512-3-4630	VEHICLE MAINTENANCE	340.00	173.36	1,040.00	50.00	175.00	0.00	865.00	16.83%	
304	001-20-512-3-4700	PRINTING AND BINDING	300.00	0.00	600.00	0.00	154.20	194.00	251.80	25.70%	
305	001-20-512-3-5000	FINES & FEES	400.00	237.01	0.00	48.68	201.42	0.00	-201.42	0.00%	
306	001-20-512-3-5100	OFFICE SUPPLIES	1,200.00	110.00	1,200.00	26.74	837.19	0.00	362.81	69.77%	
307	001-20-512-3-5210	GAS AND LUBRICANTS	80.00	26.46	2,080.00	34.69	34.69	0.00	2,045.31	1.67%	
308	001-20-512-3-5260	UNIFORMS	300.00	0.00	600.00	0.00	0.00	120.75	479.25	0.00%	
309	001-20-512-3-5280	OPERATING SUPPLIES	8,000.00	3,619.57	3,000.00	324.15	2,077.53	344.32	578.15	69.25%	
310	001-20-512-3-5400	MEMBR,SUBSCRIPT,DUES	1,400.00	0.00	6,000.00	215.00	899.06	1,355.00	3,745.94	14.98%	
311			---	---	---	---	---	---	---	---	
312		TOTAL	23,233.00	8,598.98	47,848.00	1,802.58	8,265.83	6,294.82	33,287.35	18.00%	
313											
314		**CAPITAL OUTLAY**									
315	001-20-512-6-6400	CAPITAL OUTLAY	0.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00%	
316			---	---	---	---	---	---	---	---	
317		TOTAL	0.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00%	
318			---	---	---	---	---	---	---	---	
319		**DEPARTMENT TOTAL**	**420,193.00**	**69,699.83**	**809,762.00**	**31,422.62**	**228,457.12**	**6,294.82**	**575,010.06**	**28.00%**	
320			---	---	---	---	---	---	---	---	
321		**CITY CLERK'S OFFICE**									
322											
323		**PERSONNEL SERVICES**									
324	001-21-512-1-1100	EXECUTIVE SALARIES	72,455.00	42,481.42	71,253.00	5,304.00	38,538.28	0.00	32,714.72	54.09%	
325	001-21-512-1-1200	REGULAR SALARIES	35,074.00	24,786.55	0.00	0.00	0.00	0.00	0.00	0.00%	
326	001-21-512-1-1400	OVERTIME	1,300.00	1,226.40	0.00	0.00	0.00	0.00	0.00	0.00%	
327	001-21-512-1-2100	FICA TAX EXPENSE	8,156.00	5,166.92	5,451.00	365.34	2,655.14	0.00	2,795.86	48.71%	
328	001-21-512-1-2200	RETIREMENT EXPENSE	30,270.00	17,962.51	19,666.00	1,463.90	10,606.65	0.00	9,059.35	53.93%	
329	001-21-512-1-2300	HEALTH AND LIFE INSURANCE	7,685.00	3,246.66	13,182.00	577.14	4,184.24	0.00	8,997.76	31.74%	
330			---	---	---	---	---	---	---	---	
331		TOTAL	154,940.00	94,870.46	109,552.00	7,710.38	55,984.31	0.00	53,567.69	51.00%	
332											
333		**OPERATING EXPENSES**									
334	001-21-512-3-3100	PROFESSIONAL SERVICES	13,271.00	13,173.96	22,300.00	0.00	16,457.67	0.00	5,842.33	73.80%	
335	001-21-512-3-3120	PRE-EMPLOYMENT EXPENSE	376.00	299.06	0.00	0.00	0.00	0.00	0.00	0.00%	
336	001-21-512-3-3400	CONTRACTUAL SERVICES	9,633.00	9,541.51	10,006.00	0.00	5,287.59	0.00	4,718.41	52.84%	
337	001-21-512-3-3499	FEES-RECORDING/FILING	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
338	001-21-512-3-4027	SCHOOLING/CONF-CITY CLERK	4,375.00	1,997.30	5,000.00	939.56	1,773.12	1,030.41	2,196.47	35.46%	
339	001-21-512-3-4100	COMMUNICATIONS SERVICES	720.00	279.59	520.00	74.86	524.26	0.00	-4.26	100.82%	
340	001-21-512-3-4200	POSTAGE AND FREIGHT	108.00	34.24	300.00	0.00	0.00	0.00	300.00	0.00%	
341	001-21-512-3-4400	RENTALS AND LEASES	3,110.00	1,616.23	2,880.00	283.27	1,969.37	801.31	109.32	68.38%	
342	001-21-512-3-4700	PRINTING AND BINDING	304.00	165.29	2,500.00	3.95	102.81	0.00	2,397.19	4.11%	
343	001-21-512-3-4810	LEGAL ADVERTISING	4,709.00	1,783.44	7,000.00	249.28	5,305.84	1,660.40	33.76	75.80%	
344	001-21-512-3-5000	FINES & FEES	260.00	74.75	300.00	52.22	191.50	0.00	108.50	63.83%	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
345	001-21-512-3-5100	OFFICE SUPPLIES	520.00	434.39	600.00	0.00	106.75	0.00	493.25	17.79%	
346	001-21-512-3-5260	UNIFORMS	108.00	90.90	400.00	301.00	301.00	0.00	99.00	75.25%	
347	001-21-512-3-5280	OPERATING SUPPLIES	815.00	136.31	5,000.00	362.40	1,195.07	179.60	3,625.33	23.90%	
348	001-21-512-3-5400	MEMBR,SUBSCRIPT,DUES	620.00	475.50	1,100.00	0.00	623.00	456.00	21.00	56.64%	
349			---	---	---	---	---	---	---	---	
350		TOTAL	39,029.00	30,102.47	57,906.00	2,266.54	33,837.98	4,127.72	19,940.30	58.00%	
351											
352		**CAPITAL OUTLAY**									
353			---	---	---	---	---	---	---	---	
354		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
355			---	---	---	---	---	---	---	---	
356		**DEPARTMENT TOTAL**	**193,969.00**	**124,972.93**	**167,458.00**	**9,976.92**	**89,822.29**	**4,127.72**	**73,507.99**	**54.00%**	
357			---	---	---	---	---	---	---	---	
358		**FINANCE**									
359											
360		**PERSONNEL SERVICES**									
361	001-22-513-1-1100	EXECUTIVE SALARIES	106,537.00	103,900.71	121,758.00	9,366.00	68,011.78	0.00	53,746.22	55.86%	
362	001-22-513-1-1200	REGULAR SALARIES	249,115.00	141,596.12	252,663.00	24,992.02	193,785.70	0.00	58,877.30	76.70%	
363	001-22-513-1-1400	OVERTIME	8,652.00	8,325.44	7,000.00	0.00	2,967.48	0.00	4,032.52	42.39%	
364	001-22-513-1-2100	FICA TAX EXPENSE	27,296.00	18,950.99	29,179.00	2,531.60	19,612.85	0.00	9,566.15	67.22%	
365	001-22-513-1-2200	RETIREMENT EXPENSE	108,558.00	75,888.41	105,272.00	9,482.80	72,221.69	0.00	33,050.31	68.60%	
366	001-22-513-1-2300	HEALTH AND LIFE INSURANCE	40,524.00	21,589.45	70,563.00	4,697.00	27,657.06	0.00	42,905.94	39.19%	
367			---	---	---	---	---	---	---	---	
368		TOTAL	540,682.00	370,251.12	586,435.00	51,069.42	384,256.56	0.00	202,178.44	66.00%	
369											
370		**OPERATING EXPENSES**									
371	001-22-513-3-3100	PROFESSIONAL SERVICES	300.00	297.95	26,493.00	0.00	359.76	0.00	26,133.24	1.36%	
372	001-22-513-3-3120	PRE-EMPLOYMENT EXPENSE	856.00	448.59	307.00	0.00	306.94	0.00	0.06	99.98%	
373	001-22-513-3-3200	ACCOUNTING AND AUDITING	16,817.00	0.00	43,709.00	4,190.78	5,915.44	0.00	37,793.56	13.53%	
374	001-22-513-3-4020	SCHOOLING, CONFERENCE, ETC	3,380.00	1,356.45	7,644.00	0.00	3,357.11	0.00	4,286.89	43.92%	
375	001-22-513-3-4100	COMMUNICATIONS SERVICES	524.00	260.15	655.00	37.43	262.13	0.00	392.87	40.02%	
376	001-22-513-3-4200	POSTAGE AND FREIGHT	2,180.00	1,124.19	3,825.00	232.35	1,816.62	17.60	1,990.78	47.49%	
377	001-22-513-3-4400	RENTALS AND LEASES	1,132.00	643.02	1,800.00	212.77	1,489.39	38.47	272.14	82.74%	
378	001-22-513-3-4700	PRINTING AND BINDING	2,344.00	1,363.60	1,500.00	134.19	1,539.51	0.00	-39.51	102.63%	
379	001-22-513-3-5000	FINES & FEES	4,000.00	3,808.40	5,000.00	25.00	7,611.56	0.00	-2,611.56	152.23%	
380	001-22-513-3-5100	OFFICE SUPPLIES	1,620.00	606.83	1,900.00	0.00	1,465.56	25.12	409.32	77.13%	
381	001-22-513-3-5260	UNIFORMS	20.00	0.00	600.00	0.00	0.00	0.00	600.00	0.00%	
382	001-22-513-3-5280	OPERATING SUPPLIES	1,680.00	562.47	1,900.00	65.72	437.39	0.00	1,462.61	23.02%	
383	001-22-513-3-5400	MEMBR,SUBSCRIPT,DUES	320.00	100.00	1,000.00	0.00	292.00	60.00	648.00	29.20%	
384			---	---	---	---	---	---	---	---	
385		TOTAL	35,173.00	10,571.65	96,333.00	4,898.24	24,853.41	141.19	71,338.40	26.00%	
386											
387		**CAPITAL OUTLAY**									
388	001-22-513-6-6400	CAPITAL OUTLAY	0.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00%	
389			---	---	---	---	---	---	---	---	
390		TOTAL	0.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00%	
391			---	---	---	---	---	---	---	---	
392		**DEPARTMENT TOTAL**	**575,855.00**	**380,822.77**	**687,768.00**	**55,967.66**	**409,109.97**	**141.19**	**278,516.84**	**59.00%**	
393			---	---	---	---	---	---	---	---	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
394		**HUMAN RESOURCES**									
395											
396		**PERSONNEL SERVICES**									
397	001-25-513-1-1100	EXECUTIVE SALARIES	80,773.00	45,305.58	105,000.00	10,206.00	50,978.76	0.00	54,021.24	48.55%	
398	001-25-513-1-1200	SALARY	48,025.00	25,518.40	130,494.00	4,200.00	30,558.28	0.00	99,935.72	23.42%	
399	001-25-513-1-1400	OVERTIME	800.00	372.10	600.00	0.00	0.00	0.00	600.00	0.00%	
400	001-25-513-1-2100	FICA TAX EXPENSE	9,639.00	5,273.52	18,061.00	1,078.27	6,065.08	0.00	11,995.92	33.58%	
401	001-25-513-1-2200	RETIREMENT EXPENSE	39,582.00	21,769.96	65,162.00	3,976.05	22,444.42	0.00	42,717.58	34.44%	
402	001-25-513-1-2300	HEALTH AND LIFE INSURANCE	17,813.00	8,930.00	43,677.00	1,154.24	8,368.24	0.00	35,308.76	19.16%	
403			---	---	---	---	---	---	---	---	
404		TOTAL	196,632.00	107,169.56	362,994.00	20,614.56	118,414.78	0.00	244,579.22	33.00%	
405											
406		**OPERATING EXPENSES**									
407	001-25-513-3-3100	PROFESSIONAL SERVICES	19,600.00	18,131.14	35,500.00	3,661.95	17,482.75	0.00	18,017.25	49.25%	
408	001-25-513-3-3120	PRE-EMPLOYMENT EXPENSE	358.00	159.53	300.00	154.26	154.26	0.00	145.74	51.42%	
409	001-25-513-3-4020	SCHOOLING, CONFERENCE, ETC	1,010.00	987.66	4,576.00	0.00	1,142.20	295.00	3,138.80	24.96%	
410	001-25-513-3-4100	COMMUNICATIONS SERVICES	987.00	542.93	563.00	200.33	749.83	0.00	-186.83	133.18%	
411	001-25-513-3-4200	POSTAGE AND FREIGHT	308.00	200.06	228.00	0.74	112.58	0.00	115.42	49.38%	
412	001-25-513-3-4400	RENTALS AND LEASES	624.00	248.85	686.00	35.50	248.50	177.50	260.00	36.22%	
413	001-25-513-3-4700	PRINTING AND BINDING	1,112.00	651.27	563.00	17.01	388.75	0.00	174.25	69.05%	
414	001-25-513-3-4800	ADVERTISING	8,300.00	6,852.85	8,500.00	0.00	642.17	0.00	7,857.83	7.55%	
415	001-25-513-3-5000	FEES & FINES	380.00	257.44	420.00	0.00	17.02	0.00	402.98	4.05%	
416	001-25-513-3-5100	OFFICE SUPPLIES	1,040.00	404.96	1,144.00	110.91	110.91	0.00	1,033.09	9.69%	
417	001-25-513-3-5260	UNIFORMS	104.00	0.00	300.00	0.00	0.00	0.00	300.00	0.00%	
418	001-25-513-3-5280	OPERATING SUPPLIES	6,835.00	833.57	4,576.00	1,452.53	2,001.72	1,794.00	780.28	43.74%	
419	001-25-513-3-5288	EMPLOYEE RECOGNITION SUPPLIES	520.00	252.35	572.00	0.00	91.02	0.00	480.98	15.91%	
420	001-25-513-3-5400	MEMBR,SUBSCRIPT,DUES	420.00	0.00	572.00	0.00	0.00	299.00	273.00	0.00%	
421	001-25-513-3-5401	SOFTWARE SUBSCRIPT,LICENSES	$ -	$ -	25,000.00	0.00	0.00	0.00	25,000.00	0.00%	
422	001-25-513-3-5500	WELLNESS PROGRAM	12,380.00	5,575.78	13,728.00	635.00	8,307.06	2,328.44	3,092.50	60.51%	
423			---	---	---	---	---	---	---	---	
424		TOTAL	53,978.00	35,098.39	97,228.00	6,268.23	31,448.77	4,893.94	60,885.29	32.00%	
425											
426		**CAPITAL OUTLAY**									
427	001-25-513-6-6400	CAPITAL OUTLAY	101.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
428			---	---	---	---	---	---	---	---	
429		TOTAL	101.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
430			---	---	---	---	---	---	---	---	
431		**DEPARTMENT TOTAL**	**250,711.00**	**142,267.95**	**460,222.00**	**26,882.79**	**149,863.55**	**4,893.94**	**305,464.51**	**33.00%**	
432			---	---	---	---	---	---	---	---	
433		**FACILITIES MAINTENANCE**									
434											
435		**PERSONNEL SERVICES**									
436	001-23-519-1-1100	EXECUTIVE SALARIES	142,382.00	63,966.58	134,180.00	10,414.74	86,206.32	0.00	47,973.68	64.25%	
437	001-23-519-1-1200	REGULAR SALARIES	110,177.00	59,586.17	122,031.00	9,520.74	67,604.04	0.00	54,426.96	55.40%	
438	001-23-519-1-1400	OVERTIME	11,252.00	5,589.62	7,000.00	493.46	7,850.21	0.00	-850.21	112.15%	
439	001-23-519-1-2100	FICA TAX EXPENSE	19,600.00	9,297.77	20,136.00	1,370.73	10,963.57	0.00	9,172.43	54.45%	
440	001-23-519-1-2200	RETIREMENT EXPENSE	80,657.00	39,515.83	72,646.00	5,638.37	44,468.82	0.00	28,177.18	61.21%	
441	001-23-519-1-2300	HEALTH AND LIFE INSURANCE	62,314.00	25,135.85	48,694.00	4,639.26	34,572.48	0.00	14,121.52	71.00%	
442	001-23-519-1-2500	UNEMPLOYMENT COMP	300.00	237.81	0.00	0.00	0.00	0.00	0.00	0.00%	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
443											
444		TOTAL	426,682.00	203,329.63	404,687.00	32,077.30	251,665.44	0.00	153,021.56	63.00%	
445											
446		**OPERATING EXPENSES**									
447	001-23-519-3-3100	PROFESSIONAL SERVICES	1,435.00	1,422.40	8,000.00	0.00	265.44	0.00	7,734.56	3.32%	
448	001-23-519-3-3120	PRE-EMPLOYMENT EXPENSE	340.00	149.53	300.00	0.00	0.00	0.00	300.00	0.00%	
449	001-23-519-3-4020	SCHOOLING, CONFERENCE, ETC	2,700.00	2,545.00	5,000.00	95.40	548.40	0.00	4,451.60	10.97%	
450	001-23-519-3-4100	COMMUNICATIONS SERVICES	1,908.00	1,055.55	1,800.00	149.72	1,048.52	0.00	751.48	58.25%	
451	001-23-519-3-4315	WATER, SEWER, TRASH	0.00	0.00	0.00	0.00	40.55	0.00	-40.55	0.00%	
452	001-23-519-3-4400	RENTALS AND LEASES	560.00	280.91	1,600.00	40.13	280.91	485.55	833.54	17.56%	
453	001-23-519-3-4610	BUILDING MAINTENANCE	26,120.00	5,208.82	25,000.00	425.56	14,366.65	1,036.59	9,596.76	57.47%	
454	001-23-519-3-4620	EQUIPMENT MAINTENANCE	400.00	44.27	1,500.00	27.75	323.72	0.00	1,176.28	21.58%	
455	001-23-519-3-4630	VEHICLE MAINTENANCE	3,400.00	3,169.10	5,500.00	202.34	1,394.66	0.00	4,105.34	25.36%	
456	001-23-519-3-5100	OFFICE SUPPLIES	40.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00%	
457	001-23-519-3-5210	GAS AND LUBRICANTS	4,360.00	2,413.85	4,500.00	1,017.85	3,750.59	0.00	749.41	83.35%	
458	001-23-519-3-5250	SMALL TOOLS	4,340.00	1,111.82	5,500.00	0.00	3,151.52	43.90	2,304.58	57.30%	
459	001-23-519-3-5260	UNIFORMS	1,780.00	1,018.02	2,500.00	196.60	1,168.64	0.00	1,331.36	46.75%	
460	001-23-519-3-5280	OPERATING SUPPLIES	7,140.00	1,744.14	3,500.00	168.76	3,482.01	0.00	17.99	99.49%	
461	001-23-519-3-5400	MEMBR,SUBSCRIPT,DUES	80.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00%	
462											
463		TOTAL	54,603.00	20,163.41	66,200.00	2,324.11	29,821.61	1,566.04	34,812.35	46.00%	
464											
465		**CAPITAL OUTLAY**									
466	001-23-519-6-6400	CAPITAL OUTLAY	45,000.00	44,999.56	25,000.00	0.00	0.00	0.00	25,000.00	0.00%	
467											
468		TOTAL	45,000.00	44,999.56	25,000.00	0.00	0.00	0.00	25,000.00	0.00%	
469											
470		**DEBT SERVICE**									
471	001-23-517-7-7101	PRINCIPAL PUBLIC WORKS BLDG	88.00	0.00	12,788.00	0.00	0.00	0.00	12,788.00	0.00%	
472	001-23-517-7-7201	INTEREST PUBLIC WORKS BLDG	23,166.00	23,066.58	21,966.00	0.00	10,567.89	0.00	11,398.11	48.11%	
473											
474		TOTAL	23,254.00	23,066.58	34,754.00	0.00	10,567.89	0.00	24,186.11	31.00%	
475											
476		**TRANSFERS ADMINISTRATIVE**									
477	001-23-519-9-9104	REIMB FLEET MAINTENANCE	18,990.00	11,077.50	22,897.00	1,908.00	13,356.00	0.00	9,541.00	58.33%	
478											
479		TOTAL	18,990.00	11,077.50	22,897.00	1,908.00	13,356.00	0.00	9,541.00	59.00%	
480											
481		**DEPARTMENT TOTAL**	**568,529.00**	**302,636.68**	**553,538.00**	**36,309.41**	**305,410.94**	**1,566.04**	**246,561.02**	**55.00%**	
482											
483		**INFORMATION TECHNOLOGY DEPT**									
484											
485		**PERSONNEL SERVICES**									
486	001-17-516-1-1100	EXECUTIVE SALARIES	1,651.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
487	001-17-516-1-2100	FICA TAX EXPENSE	126.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
488	001-17-516-1-2200	RETIREMENT EXPENSE	507.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
489											
490		TOTAL	2,284.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
491											

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
492		**OPERATING EXPENSES**									
493	001-17-516-3-3100	PROFESSIONAL SERVICES	166,540.00	78,810.00	195,000.00	17,487.50	91,645.00	79,102.50	24,252.50	47.00%	
494	001-17-516-3-4100	COMMUNICATIONS SERVICES	600.00	50.00	1,000.00	50.00	350.00	0.00	650.00	35.00%	
495	001-17-516-3-5241	SOFTWARE	22,025.00	4,865.40	55,000.00	0.00	12,718.74	17,940.00	24,341.26	23.12%	
496	001-17-516-3-5242	HARDWARE	37,404.00	17,151.49	24,000.00	5,030.05	7,722.11	1,242.91	15,034.98	32.18%	
497	001-17-516-3-5401	SOFTWARE SUBSCRIPT, LICENSES	127,382.00	66,444.89	133,000.00	10,331.44	84,872.90	53,795.10	-5,668.00	63.81%	
498			---	---	---	---	---	---	---	---	
499		TOTAL	353,951.00	167,321.78	408,000.00	32,898.99	197,308.75	152,080.51	58,610.74	48.00%	
500											
501		**CAPITAL OUTLAY**									
502			---	---	---	---	---	---	---	---	
503		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
504											
505		**DEBT SERVICE**									
506			---	---	---	---	---	---	---	---	
507		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
508			---	---	---	---	---	---	---	---	
509		**DEPARTMENT TOTAL**	**356,235.00**	**167,321.78**	**408,000.00**	**32,898.99**	**197,308.75**	**152,080.51**	**58,610.74**	**48.00%**	
510			---	---	---	---	---	---	---	---	
511		**GENERAL ADMIN - CITY HALL**									
512											
513		**PERSONNEL**									
514			---	---	---	---	---	---	---	---	
515		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
516											
517		**OPERATING EXPENSES**									
518	001-04-513-3-3100	PROFESSIONAL SERVICES	3,000.00	588.90	55,000.00	300.00	850.00	0.00	54,150.00	1.55%	
519	001-04-513-3-4100	COMMUNICATIONS SERVICES	6,100.00	1,932.50	5,200.00	1,168.51	6,726.25	0.00	-1,526.25	129.35%	
520	001-04-513-3-4200	POSTAGE AND FREIGHT	2,600.00	699.62	2,600.00	675.02	717.54	0.00	1,882.46	27.60%	
521	001-04-513-3-4315	WATER, SEWER, TRASH	0.00	0.00	0.00	475.96	475.96	0.00	-475.96	0.00%	
522	001-04-513-3-4320	ELECTRICITY	9,360.00	4,613.32	9,360.00	798.10	7,860.15	0.00	1,499.85	83.98%	
523	001-04-513-3-4400	RENTALS AND LEASES	2,915.00	479.60	2,915.00	0.00	359.70	0.00	2,555.30	12.34%	
524	001-04-513-3-4610	CITY HALL BUILDING MAINTENANCE	25,000.00	20,483.22	25,000.00	540.26	14,194.11	5,404.23	5,401.66	56.78%	
525	001-04-513-3-4615	ANNEX BUILDING EXP	25,000.00	10,692.57	15,000.00	4,933.00	11,202.06	0.00	3,797.94	74.68%	
526	001-04-513-3-4620	EQUIPMENT MAINTENANCE	4,160.00	500.00	4,160.00	800.00	800.00	0.00	3,360.00	19.23%	
527	001-04-513-3-4700	PRINTING AND BINDING	7,340.00	4,050.55	6,000.00	279.95	2,247.03	130.00	3,622.97	37.45%	
528	001-04-513-3-5100	OFFICE SUPPLIES	5,200.00	3,002.89	6,000.00	1,006.29	3,471.47	929.01	1,599.52	57.86%	
529	001-04-513-3-5230	JANITORIAL SUPPLIES	2,560.00	520.69	4,560.00	119.55	3,269.61	304.14	986.25	71.70%	
530			---	---	---	---	---	---	---	---	
531		TOTAL	93,235.00	47,563.86	135,795.00	11,096.64	52,173.88	6,767.38	76,853.74	38.00%	
532			---	---	---	---	---	---	---	---	
533											
534		**CAPITAL OUTLAY**									
535	001-04-513-6-6445	CITY HALL BUILDING IMPROVEMENT	98,662.00	33,237.17	70,000.00	0.00	33,894.45	0.00	36,105.55	48.42%	
536	001-04-513-6-6450	ANNEX HALL BUILDING IMPROVEMEN	47,123.00	22,280.73	50,000.00	12,231.68	40,107.26	2,234.65	7,658.09	80.21%	
537			---	---	---	---	---	---	---	---	
538		TOTAL	145,785.00	55,517.90	120,000.00	12,231.68	74,001.71	2,234.65	43,763.64	62.00%	
539			---	---	---	---	---	---	---	---	
540		**GENERAL ADMIN - CITY HALL**									

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
541											
542		**LEGAL COUNSEL**									
543											
544		**PERSONNEL SERVICES**									
545	001-04-514-1-1000	EXECUTIVE SALARIES	164,085.00	92,027.39	162,785.00	12,521.60	90,889.88	0.00	71,895.12	55.83%	
546	001-04-514-1-1200	SALARIES	2,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
547	001-04-514-1-2100	FICA TAXES	12,453.00	6,875.66	12,453.00	932.42	6,768.31	0.00	5,684.69	54.35%	
548	001-04-514-1-2200	RETIREMENT-GENERAL	50,275.00	28,208.82	44,929.00	3,455.96	25,055.71	0.00	19,873.29	55.77%	
549	001-04-514-1-2300	HEALTH AND LIFE INSURANCE	9,051.00	4,465.00	8,139.00	577.12	4,184.12	0.00	3,954.88	51.41%	
550			---	---	---	---	---	---	---	---	
551		TOTAL	238,164.00	131,576.87	228,306.00	17,487.10	126,898.02	0.00	101,407.98	56.00%	
552											
553		**OPERATING EXPENSES**									
554	001-04-514-3-3100	PROFESSIONAL SERVICES	7,660.00	3,737.34	14,160.00	0.00	6,683.34	0.00	7,476.66	47.20%	
555	001-04-514-3-3110	FL BAR INTERN EXP	0.00	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00%	
556	001-04-514-3-4020	SCHOOLING/CONF-CITY ATTORNEY	2,400.00	1,354.92	5,200.00	1,145.92	2,833.05	0.00	2,366.95	54.48%	
557	001-04-514-3-4200	POSTAGE & FREIGHT OUTGOING	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
558	001-04-514-3-5000	FINES & FEES	700.00	115.90	0.00	4.06	200.04	0.00	-200.04	0.00%	
559	001-04-514-3-5260	UNIFORMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
560	001-04-514-3-5280	OPERATING SUPPLIES	1,240.00	479.93	1,040.00	0.00	248.23	0.00	791.77	23.87%	
561	001-04-514-3-5400	Membership, subscription, dues	6,120.00	3,495.17	6,300.00	447.34	3,131.38	2,080.34	1,088.28	49.70%	
562			---	---	---	---	---	---	---	---	
563		TOTAL	18,124.00	9,183.26	29,700.00	1,597.32	13,096.04	2,080.34	14,523.62	44.00%	
564			---	---	---	---	---	---	---	---	
565											
566		**CAPITAL OUTLAY**									
567			---	---	---	---	---	---	---	---	
568		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
569			---	---	---	---	---	---	---	---	
570											
571		**DEBT SERVICE**									
572	001-04-517-7-7101	PRINCIPAL-2020 ADMIN VEHICLE T	5,727.00	5,726.77	11,454.00	0.00	0.00	0.00	11,454.00	0.00%	
573	001-04-517-7-7201	INTEREST-2020 ADMIN VEHICLE TD	53.00	52.12	104.00	0.00	0.00	0.00	104.00	0.00%	
574			---	---	---	---	---	---	---	---	
575		TOTAL	5,780.00	5,778.89	11,558.00	0.00	0.00	0.00	11,558.00	0.00%	
576			---	---	---	---	---	---	---	---	
577		**OTHER GOVERNMENT SERVICES**									
578											
579		**OPERATING EXPENSES**									
580	001-04-519-3-3100	PROFESSIONAL SERVIES	28,395.00	1,920.00	20,000.00	320.00	8,101.00	1,600.00	10,299.00	40.51%	
581	001-04-519-3-3420	FIREWORKS - SPECIAL EVENTS	50,000.00	10,750.00	52,000.00	0.00	33,000.00	19,000.00	0.00	63.46%	
582	001-04-519-3-4500	LIABILITY INSURANCE	584,830.00	798,486.13	605,000.00	0.00	416,259.27	138,753.09	49,987.64	68.80%	
583	001-04-519-3-4510	INSURANCE CLAIMS REIMBURSABLE	700.00	-12,428.50	17,500.00	0.00	1,582.29	-1,582.29	17,500.00	0.00%	
584	001-04-519-3-4810	LEGAL ADVERTISING	40.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00%	
585	001-04-519-3-4920	PROPERTY TAX	9,900.00	1,727.85	10,000.00	0.00	6,847.61	0.00	3,152.39	68.48%	
586	001-04-519-3-4930	SPECIAL EVENTS	24,000.00	24,000.00	26,400.00	0.00	0.00	0.00	26,400.00	0.00%	
587	001-04-519-3-4940	SPECIAL EVENTS - FESTIVALS	0.00	0.00	75,000.00	6,000.00	9,000.00	0.00	66,000.00	12.00%	
588	001-04-519-3-4951	BLUE CRAB EVENT	52,600.00	2,558.85	0.00	0.00	0.00	0.00	0.00	0.00%	
589			---	---	---	---	---	---	---	---	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
590		TOTAL	750,465.00	827,018.33	805,900.00	6,320.00	474,790.17	157,770.80	173,339.03	59.00%	
591											
592		**CAPITAL OUTLAY**									
593	001-04-519-6-6120	LAND PURCHASE	94,182.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
594			---	---	---	---	---	---	---	---	
595		TOTAL	94,182.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
596											
597		**GRANTS & AIDS**									
598	001-04-519-1-2400	WORKERS COMP	254,846.00	269,485.12	285,000.00	0.00	213,654.48	71,218.16	127.36	74.97%	
599			---	---	---	---	---	---	---	---	
600		TOTAL	254,846.00	269,485.12	285,000.00	0.00	213,654.48	71,218.16	127.36	75.00%	
601											
602		**CAPITAL GRANTS**									
603	001-04-519-8-8210	CHAMBER OF COMMERCE	5,000.00	5,000.00	10,000.00	0.00	10,000.00	0.00	0.00	100.00%	
604	001-04-519-8-8220	DEO STRATEGIC REVITALIZATION G	40,000.00	23,500.00	0.00	0.00	0.00	0.00	0.00	0.00%	
605			---	---	---	---	---	---	---	---	
606		TOTAL	45,000.00	28,500.00	10,000.00	0.00	10,000.00	0.00	0.00	100.00%	
607			---	---	---	---	---	---	---	---	
608		DEPARTMENT	1,645,581.00	1,374,624.23	1,626,259.00	48,732.74	964,614.30	240,071.33	421,573.37	14.00%	
609			---	---	---	---	---	---	---	---	
610		**PLANNING & ZONING DEPARTMENT**									
611											
612		**PERSONNEL SERVICES**									
613	001-02-524-1-1100	EXECUTIVE SALARIES	106,605.00	58,450.88	110,838.00	8,276.80	60,657.88	0.00	50,180.12	54.73%	
614	001-02-524-1-1200	REGULAR SALARIES	137,639.00	70,198.80	209,230.00	12,663.76	78,507.25	0.00	130,722.75	37.52%	
615	001-02-524-1-1400	OVERTIME	1,092.00	422.60	1,200.00	0.00	0.00	0.00	1,200.00	0.00%	
616	001-02-524-1-2100	FICA TAX EXPENSE	18,768.00	9,636.12	24,577.00	1,562.18	10,357.74	0.00	14,219.26	42.14%	
617	001-02-524-1-2200	RETIREMENT EXPENSE	75,318.00	39,450.59	88,670.00	5,779.59	38,290.02	0.00	50,379.98	43.18%	
618	001-02-524-1-2300	HEALTH AND LIFE INSURANCE	40,994.00	17,868.84	59,435.00	2,464.96	17,872.41	0.00	41,562.59	30.07%	
619			---	---	---	---	---	---	---	---	
620		TOTAL	380,416.00	196,027.83	493,950.00	30,747.29	205,685.30	0.00	288,264.70	42.00%	
621											
622		**OPERATING EXPENSES**									
623	001-02-524-3-3100	PROFESSIONAL SERVICES	9,750.00	0.00	100,000.00	0.00	0.00	0.00	100,000.00	0.00%	
624	001-02-524-3-3120	PRE-EMPLOYMENT EXPENSE	374.00	223.35	450.00	149.53	149.53	0.00	300.47	33.23%	
625	001-02-524-3-4020	SCHOOLING, CONFERENCE, ETC	8,156.00	1,178.59	9,500.00	558.42	4,092.16	0.00	5,407.84	43.08%	
626	001-02-524-3-4100	COMMUNICATIONS SERVICES	854.00	415.75	650.00	0.00	260.77	0.00	389.23	40.12%	
627	001-02-524-3-4200	POSTAGE AND FREIGHT	1,660.00	990.54	1,700.00	112.78	423.59	0.00	1,276.41	24.92%	
628	001-02-524-3-4310	NATURAL GAS	1,600.00	394.61	1,500.00	31.56	468.75	0.00	1,031.25	31.25%	
629	001-02-524-3-4330	CREDIT CARD FEES	2,020.00	1,305.17	2,000.00	193.53	853.13	0.00	1,146.87	42.66%	
630	001-02-524-3-4400	RENTALS AND LEASES	5,480.00	3,153.15	5,500.00	637.17	4,460.19	1,533.21	-493.40	81.09%	
631	001-02-524-3-4620	EQUIPMENT MAINTENANCE	1,560.00	0.00	1,600.00	0.00	0.00	0.00	1,600.00	0.00%	
632	001-02-524-3-4630	VEHICLE MAINTENANCE	780.00	0.00	900.00	0.00	32.03	0.00	867.97	3.56%	
633	001-02-524-3-4700	PRINTING AND BINDING	1,752.00	1,292.38	2,300.00	428.53	1,270.03	0.00	1,029.97	55.22%	
634	001-02-524-3-4810	LEGAL ADVERTISING	15,060.00	7,883.99	14,000.00	1,386.24	5,538.54	8,165.84	295.62	39.56%	
635	001-02-524-3-5000	FEES & FINES	252.00	70.62	150.00	26.43	44.20	0.00	105.80	29.47%	
636	001-02-524-3-5100	OFFICE SUPPLIES	1,560.00	130.39	1,560.00	89.99	911.01	73.23	575.76	58.40%	
637	001-02-524-3-5210	GAS AND LUBRICANTS	780.00	385.40	800.00	173.12	325.42	0.00	474.58	40.68%	
638	001-02-524-3-5260	UNIFORMS	312.00	0.00	900.00	0.00	265.70	392.70	241.60	29.52%	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
639	001-02-524-3-5280	OPERATING SUPPLIES	7,320.00	3,942.78	6,000.00	694.77	4,288.83	0.00	1,711.17	71.48%	
640	001-02-524-3-5400	MEMBR,SUBSCRIPT,DUES	2,288.00	325.00	12,200.00	83.00	180.00	0.00	12,020.00	1.48%	
641											
642		TOTAL	61,558.00	21,691.72	161,710.00	4,565.07	23,563.88	10,164.98	127,981.14	15.00%	
643											
644		**CAPITAL OUTLAY**									
645											
646		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
647											
648		**GRANT**									
649	001-02-524-8-6402	DEO COMMUNITY PLANNING TECH AS	75,000.00	1,500.00	75,000.00	31,250.00	31,250.00	43,750.00	0.00	41.67%	
650											
651		TOTAL	75,000.00	1,500.00	75,000.00	31,250.00	31,250.00	43,750.00	0.00	42.00%	
652											
653		**DEPARTMENT TOTAL**	**516,974.00**	**219,219.55**	**730,660.00**	**66,562.36**	**260,499.18**	**53,914.98**	**416,245.84**	**36.00%**	
654											
655		**POLICE DEPARTMENT**									
656											
657		**PERSONNEL SERVICES**									
658	001-07-521-1-1100	EXECUTIVE SALARIES	446,847.00	251,479.30	442,533.00	36,776.54	266,936.40	0.00	175,596.60	60.32%	
659	001-07-521-1-1200	REGULAR SALARIES	1,873,889.00	983,292.04	1,982,075.00	158,450.74	1,138,652.75	0.00	843,422.25	57.45%	
660	001-07-521-1-1220	CLERICAL SALARIES	270,039.00	167,213.79	277,641.00	16,999.16	122,717.37	0.00	154,923.63	44.20%	
661	001-07-521-1-1221	VOCA SALARIES	0.00	0.00	46,137.00	0.00	0.00	0.00	46,137.00	0.00%	
662	001-07-521-1-1300	OTHER SALARIES & WAGES	0.00	0.00	38,850.00	0.00	0.00	0.00	38,850.00	0.00%	
663	001-07-521-1-1400	OVERTIME	235,700.00	164,347.23	200,000.00	7,612.76	132,018.21	0.00	67,981.79	66.01%	
664	001-07-521-1-2100	FICA TAX EXPENSE	209,896.00	116,570.12	224,994.00	16,073.81	121,998.96	0.00	102,995.04	54.22%	
665	001-07-521-1-2101	FICA TAX VOCA EXPENSE	0.00	0.00	3,529.00	0.00	0.00	0.00	3,529.00	0.00%	
666	001-07-521-1-2200	RETIREMENT-CLERICAL BENEFIT	82,475.00	48,195.74	100,085.00	5,110.22	36,782.76	0.00	63,302.24	36.75%	
667	001-07-521-1-2201	PENSION-POLICE BENEFIT	435,542.00	242,999.81	544,321.00	39,745.40	300,660.33	0.00	243,660.67	55.24%	
668	001-07-521-1-2500	UNEMPLOYMENT COMP	30.00	29.71	0.00	0.00	0.00	0.00	0.00	0.00%	
669	001-07-521-1-2300	HEALTH AND LIFE INSURANCE	682,855.00	326,254.56	552,639.00	45,003.45	319,432.15	0.00	233,206.85	57.80%	
670											
671		TOTAL	4,237,273.00	2,300,382.30	4,412,804.00	325,772.08	2,439,198.93	0.00	1,973,605.07	55.00%	
672											
673		**OPERATING EXPENSES**									
674	001-07-521-3-3100	PROFESSIONAL SERVICES	121,440.00	111,063.13	135,000.00	30,907.23	94,851.26	5,050.42	35,098.32	70.26%	
675	001-07-521-3-3120	PRE-EMPLOYMENT EXPENSE	4,000.00	2,970.60	4,300.00	1,007.58	3,463.87	0.00	836.13	80.56%	
676	001-07-521-3-3500	CONFIDENTIAL INFORMANTS - I&E	800.00	229.07	6,000.00	0.00	0.00	0.00	6,000.00	0.00%	
677	001-07-521-3-4020	SCHOOLING, CONFERENCE, ETC	16,000.00	10,909.60	22,000.00	0.00	18,325.44	3,133.00	541.56	83.30%	
678	001-07-521-3-4100	COMMUNICATIONS SERVICES	34,220.00	17,191.77	36,520.00	4,217.77	27,688.98	0.00	8,831.02	75.82%	
679	001-07-521-3-4200	OUTGOING POSTAGE/FREIGHT	750.00	433.10	1,450.00	69.09	516.95	0.00	933.05	35.65%	
680	001-07-521-3-4320	ELECTRICITY	12,330.00	5,841.58	11,500.00	1,017.05	6,697.51	0.00	4,802.49	58.24%	
681	001-07-521-3-4330	CREDIT CARD FEES	50.00	0.00	500.00	0.00	98.52	0.00	401.48	19.70%	
682	001-07-521-3-4380	ANIMAL CONTROL	10,000.00	10,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00%	
683	001-07-521-3-4390	K-9 CARE	4,400.00	2,430.53	5,400.00	890.75	2,898.88	0.00	2,501.12	53.68%	
684	001-07-521-3-4400	RENTALS AND LEASES	5,109.00	3,563.40	6,200.00	381.15	3,655.75	1,425.25	1,119.00	58.96%	
685	001-07-521-3-4500	LIABILITY, AUTO, PROPERTY INSU	2,800.00	2,731.00	0.00	0.00	2,708.00	0.00	-2,708.00	0.00%	
686	001-07-521-3-4510	INSURANCE CLAIMS REIMBURSABLE	34,500.00	33,944.50	35,000.00	0.00	5,123.52	0.00	29,876.48	14.64%	
687	001-07-521-3-4610	BUILDING MAINTENANCE	29,200.00	18,868.60	30,000.00	186.17	2,420.59	173.91	27,405.50	8.07%	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
688	001-07-521-3-4620	EQUIPMENT MAINTENANCE	8,730.00	5,415.92	8,500.00	140.70	4,522.03	0.00	3,977.97	53.20%	
689	001-07-521-3-4630	VEHICLE MAINTENANCE	61,000.00	38,720.49	59,000.00	3,306.68	22,931.41	2,008.97	34,059.62	38.87%	
690	001-07-521-3-4650	RANGE MAINTENANCE	1,031.00	634.24	1,000.00	79.28	634.24	317.12	48.64	63.42%	
691	001-07-521-3-4680	STORM CLEANUP/REPAIR	1,400.00	1,318.54	0.00	0.00	0.00	0.00	0.00	0.00%	
692	001-07-521-3-4700	PRINTING AND BINDING	2,800.00	1,605.13	2,165.00	158.72	1,381.12	25.00	758.88	63.79%	
693	001-07-521-3-4950	POLICE ATHLETIC LEAGUE	15,000.00	0.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00%	
694	001-07-521-3-5000	FINES & FEES	400.00	241.86	200.00	9.71	176.89	0.00	23.11	88.45%	
695	001-07-521-3-5100	OFFICE SUPPLIES	1,500.00	599.16	1,500.00	251.30	550.13	0.00	949.87	36.68%	
696	001-07-521-3-5210	GAS AND LUBRICANTS	136,600.00	72,140.82	140,000.00	16,559.63	79,694.61	0.00	60,305.39	56.92%	
697	001-07-521-3-5230	JANITORIAL SUPPLIES	2,000.00	1,237.56	2,000.00	281.10	1,362.76	91.14	546.10	68.14%	
698	001-07-521-3-5260	UNIFORMS	18,490.00	7,609.48	19,050.00	1,592.32	9,480.56	2,880.40	6,689.04	49.77%	
699	001-07-521-3-5270	PUBLIC SAFETY SCHOLARSHIP POLI	0.00	0.00	20,000.00	580.91	2,416.13	0.00	17,583.87	12.08%	
700	001-07-521-3-5280	OPERATING SUPPLIES	69,647.00	23,962.59	40,100.00	899.46	16,193.51	400.72	23,505.77	40.38%	
701	001-07-521-3-5281	SPECIAL POLICE TRUST EXPENSE	9,000.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00%	
702	001-07-521-3-5282	EVIDENCE FUND EXPENSE	21,672.00	5,400.80	0.00	0.00	0.00	0.00	0.00	0.00%	
703	001-07-521-3-5400	MEMBR,SUBSCRIPT,DUES	1,725.00	1,335.00	1,725.00	500.00	1,560.00	0.00	165.00	90.43%	
704			---	---	---	---	---	---	---	---	
705		TOTAL	626,594.00	380,398.47	621,110.00	63,036.60	309,352.66	15,505.93	296,251.41	50.00%	
706											
707		**CAPITAL OUTLAY**									
708	001-07-521-6-6400	CAPITAL OUTLAY	119,500.00	0.00	346,696.00	8,314.04	232,890.17	44,819.99	68,985.84	67.17%	
709	001-07-521-6-6401	VEHICLE PURCHASES	350,285.00	2,230.00	100,000.00	100,000.00	100,000.00	0.00	0.00	100.00%	
710			---	---	---	---	---	---	---	---	
711		TOTAL	469,785.00	2,230.00	446,696.00	108,314.04	332,890.17	44,819.99	68,985.84	75.00%	
712											
713		**GRANTS & AIDS**									
714	001-07-521-8-8320	BULLET PROOF GRANT-50% CITY	4,388.00	682.56	4,388.00	0.00	0.00	341.28	4,046.72	0.00%	
715	001-07-521-8-8370	BULLET PROOF GRANT	4,388.00	682.56	4,388.00	0.00	0.00	341.28	4,046.72	0.00%	
716	001-07-521-8-8531	2023 JAGC	21,000.00	0.00	22,740.00	0.00	22,197.86	0.00	542.14	97.62%	
717	001-07-521-8-8532	FDLE GRANT POLICE CARS	250,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
718	001-07-521-8-8540	2024 JAG D 6N045 Street Crimes	6,275.00	5,926.00	0.00	0.00	0.00	0.00	0.00	0.00%	
719	001-07-521-8-8541	2024 JAG C 6N204	22,406.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
720			---	---	---	---	---	---	---	---	
721		TOTAL	308,457.00	7,291.12	31,516.00	0.00	22,197.86	682.56	8,635.58	71.00%	
722											
723		**DEBT SERVICE**									
724	001-07-517-7-7106	PRINCIPAL-2020 POLICE CARS TD	105,654.00	105,653.02	0.00	0.00	0.00	0.00	0.00	0.00%	
725	001-07-517-7-7107	LEASE-POLICE CARS	84,000.00	84,000.00	85,000.00	0.00	85,000.00	0.00	0.00	100.00%	
726	001-07-517-7-7108	PRINCIPAL- AMERIS LOAN #281 20	96,867.00	42,003.80	89,970.00	0.00	44,351.82	0.00	45,618.18	49.30%	
727	001-07-517-7-7109	PRINCIPAL-2025 BANK LOAN POL V	0.00	0.00	64,480.00	0.00	0.00	0.00	64,480.00	0.00%	
728	001-07-517-7-7206	INTEREST-2020 POLICE CARS TD e	962.00	961.44	0.00	0.00	0.00	0.00	0.00	0.00%	
729	001-07-517-7-7207	INTEREST-BB&T POL VEH 2021	2,448.00	1,447.82	485.00	0.00	484.51	0.00	0.49	99.90%	
730	001-07-517-7-7208	INTEREST - AMERIS LOAN #281 20	21,941.00	11,644.46	17,327.00	0.00	9,296.45	0.00	8,030.55	53.65%	
731	001-07-517-7-7209	INTEREST-2025 BANK LOAN POL VE	0.00	0.00	25,143.00	0.00	0.00	0.00	25,143.00	0.00%	
732			---	---	---	---	---	---	---	---	
733		TOTAL	311,872.00	245,710.54	282,405.00	0.00	139,132.78	0.00	143,272.22	50.00%	
734			---	---	---	---	---	---	---	---	
735		**DEPARTMENT TOTAL**	**5,953,981.00**	**2,936,012.43**	**5,794,531.00**	**497,122.72**	**3,242,772.40**	**61,008.48**	**2,490,750.12**	**56.00%**	
736			---	---	---	---	---	---	---	---	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
737		**CODE ENFORCEMENT**									
738											
739		**PERSONNEL SERVICES**									
740	001-19-521-1-1200	REGULAR SALARIES	163,551.00	83,550.25	145,782.00	11,212.80	83,237.64	0.00	62,544.36	57.10%	
741	001-19-521-1-1400	OVERTIME	1,210.00	214.20	1,500.00	0.00	288.60	0.00	1,211.40	19.24%	
742	001-19-521-1-2100	FICA TAX EXPENSE	12,257.00	6,249.54	11,267.00	823.36	6,111.87	0.00	5,155.13	54.25%	
743	001-19-521-1-2200	RETIREMENT EXPENSE	48,984.00	24,205.79	40,650.00	3,094.76	22,963.57	0.00	17,686.43	56.49%	
744	001-19-521-1-2300	HEALTH AND LIFE INSURANCE	36,863.00	18,345.78	27,247.00	1,731.88	13,300.30	0.00	13,946.70	48.81%	
745			---	---	---	---	---	---	---	---	
746		TOTAL	262,865.00	132,565.56	226,446.00	16,862.80	125,901.98	0.00	100,544.02	56.00%	
747											
748		**OPERATING EXPENSES**									
749	001-19-521-3-3100	PROFESSIONAL SERVICES	12,808.00	3,000.00	17,000.00	1,533.34	3,933.34	3,600.00	9,466.66	23.14%	
750	001-19-521-3-3110	Professional Services Orange D	6,500.00	3,605.00	6,000.00	300.00	3,620.00	0.00	2,380.00	60.33%	
751	001-19-521-3-3120	PRE-EMPLOYMENT EXPENSE	408.00	384.06	600.00	0.00	0.00	0.00	600.00	0.00%	
752	001-19-521-3-4020	SCHOOLING, CONFERENCE, ETC.	6,800.00	645.52	4,000.00	0.00	315.00	1,788.16	1,896.84	7.88%	
753	001-19-521-3-4100	COMMUNICATIONS SERVICES	1,200.00	555.57	1,100.00	112.29	786.39	0.00	313.61	71.49%	
754	001-19-521-3-4200	POSTAGE AND FREIGHT	2,300.00	1,072.82	1,700.00	369.76	1,639.98	0.00	60.02	96.47%	
755	001-19-521-3-4400	RENTALS AND LEASES	240.00	82.95	1,000.00	11.85	82.95	59.25	857.80	8.30%	
756	001-19-521-3-4630	VEHICLE MAINTENANCE	580.00	80.00	2,500.00	0.00	129.05	0.00	2,370.95	5.16%	
757	001-19-521-3-4700	PRINTING AND BINDING	1,104.00	478.16	1,400.00	47.33	532.23	0.00	867.77	38.02%	
758	001-19-521-3-4810	LEGAL ADS	800.00	479.20	2,200.00	85.76	235.76	1,108.40	855.84	10.72%	
759	001-19-521-3-5000	FINES & FEES	162.00	0.00	100.00	0.00	58.55	0.00	41.45	58.55%	
760	001-19-521-3-5100	OFFICE SUPPLIES	316.00	78.98	500.00	76.51	219.82	0.00	280.18	43.96%	
761	001-19-521-3-5120	ABATEMENT, LOT CLEANUP, DEMO	35.00	0.00	26,000.00	212.24	212.24	150.00	25,637.76	0.82%	
762	001-19-521-3-5210	GAS AND LUBRICANTS	136.00	44.65	1,100.00	0.00	0.00	0.00	1,100.00	0.00%	
763	001-19-521-3-5230	FILINGS AND MISC LEGAL FEES	2,248.00	1,344.90	13,500.00	153.70	164.05	0.00	13,335.95	1.22%	
764	001-19-521-3-5260	UNIFORMS	200.00	0.00	600.00	0.00	0.00	0.00	600.00	0.00%	
765	001-19-521-3-5280	OPERATING SUPPLIES	620.00	0.00	600.00	14.78	234.44	0.00	365.56	39.07%	
766			---	---	---	---	---	---	---	---	
767		TOTAL	36,457.00	11,851.81	79,900.00	2,917.56	12,163.80	6,705.81	61,030.39	16.00%	
768											
769		**CAPITAL OUTLAY**									
770	001-19-521-6-6450	CAPITAL IMPROVEMENT	0.00	0.00	25,000.00	0.00	24,974.37	0.00	25.63	99.90%	
771			---	---	---	---	---	---	---	---	
772		TOTAL	0.00	0.00	25,000.00	0.00	24,974.37	0.00	25.63	100.00%	
773			---	---	---	---	---	---	---	---	
774		**DEPARTMENT TOTAL**	**299,322.00**	**144,417.37**	**331,346.00**	**19,780.36**	**163,040.15**	**6,705.81**	**161,600.04**	**49.00%**	
775			---	---	---	---	---	---	---	---	
776		**FIRE DEPARTMENT**									
777											
778		**PERSONNEL SERVICES**									
779	001-08-522-1-1100	EXECUTIVE SALARIES	317,252.00	122,220.68	226,863.00	18,522.80	132,158.56	0.00	94,704.44	58.25%	
780	001-08-522-1-1200	REGULAR SALARIES	1,552,664.00	859,179.97	2,092,436.00	137,258.68	1,035,731.20	0.00	1,056,704.80	49.50%	
781	001-08-522-1-1220	CLERICAL SALARIES	76,575.00	33,021.33	81,900.00	6,321.80	45,157.50	0.00	36,742.50	55.14%	
782	001-08-522-1-1300	OTHER SALARIES & WAGES	300.00	288.00	0.00	0.00	0.00	0.00	0.00	0.00%	
783	001-08-522-1-1400	OVERTIME	150,000.00	82,063.63	150,000.00	14,215.63	63,591.87	0.00	86,408.13	42.39%	
784	001-08-522-1-2100	FICA TAX EXPENSE	144,220.00	80,813.10	195,167.00	12,807.17	92,709.10	0.00	102,457.90	47.50%	
785	001-08-522-1-2200	CLERICAL RETIREMENT	23,509.00	10,182.33	22,604.00	1,752.43	12,411.35	0.00	10,192.65	54.91%	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
786	001-08-522-1-2201	FIRE PENSION	599,681.00	337,231.41	757,303.00	55,895.88	403,938.08	0.00	353,364.92	53.34%	
787	001-08-522-1-2300	HEALTH AND LIFE INSURANCE	412,882.00	204,094.04	508,078.00	28,079.13	203,471.15	0.00	304,606.85	40.05%	
788			---	---	---	---	---	---	---	---	
789		TOTAL	3,277,083.00	1,729,094.49	4,034,351.00	274,853.52	1,989,168.81	0.00	2,045,182.19	49.00%	
790											
791		**OPERATING EXPENSES**									
792	001-08-522-3-3100	PROFESSIONAL SERVICES	30,000.00	2,252.00	30,000.00	0.00	150.00	0.00	29,850.00	0.50%	
793	001-08-522-3-3120	PRE-EMPLOYMENT EXPENSE	20,200.00	204.05	10,000.00	0.00	1,898.00	0.00	8,102.00	18.98%	
794	001-08-522-3-3410	CONTRACTUAL SERVICES	16,500.00	8,042.46	16,500.00	0.00	15,649.85	0.00	850.15	94.85%	
795	001-08-522-3-4020	SCHOOLING, CONFERENCE, ETC	25,000.00	9,437.15	30,000.00	1,573.85	24,025.25	1,005.38	4,969.37	80.08%	
796	001-08-522-3-4100	COMMUNICATION SERVICES	15,000.00	5,612.00	15,000.00	842.55	7,327.32	0.00	7,672.68	48.85%	
797	001-08-522-3-4200	POSTAGE AND FREIGHT	500.00	126.50	200.00	0.00	0.00	150.00	50.00	0.00%	
798	001-08-522-3-4310	NATURAL GAS	2,800.00	1,728.45	2,800.00	187.20	2,360.49	0.00	439.51	84.30%	
799	001-08-522-3-4320	ELECTRICITY	18,000.00	7,507.49	15,000.00	1,347.50	8,780.14	0.00	6,219.86	58.53%	
800	001-08-522-3-4330	CREDIT CARD FEES	100.00	0.00	100.00	0.00	0.00	0.00	100.00	0.00%	
801	001-08-522-3-4400	RENTALS AND LEASES	2,500.00	643.02	2,500.00	221.81	1,410.67	459.05	630.28	56.43%	
802	001-08-522-3-4500	LIABILITY INSURANCE	2,800.00	2,731.00	10,865.00	0.00	8,825.99	2,039.33	-0.32	81.23%	
803	001-08-522-3-4510	INSURANCE CLAIMS REIMBURSABLE	112,600.00	93,957.54	100,000.00	0.00	0.00	0.00	100,000.00	0.00%	
804	001-08-522-3-4610	BUILDING MAINTENANCE	30,000.00	12,362.23	30,000.00	1,651.09	24,929.72	756.55	4,313.73	83.10%	
805	001-08-522-3-4620	EQUIPMENT MAINTENANCE	22,590.00	9,890.53	18,229.00	220.37	15,598.36	0.00	2,630.64	85.57%	
806	001-08-522-3-4630	VEHICLE MAINTENANCE	86,839.00	55,844.44	80,000.00	4,136.20	70,877.90	5,735.21	3,386.89	88.60%	
807	001-08-522-3-4640	RADIO MAINTENANCE	2,300.00	1,750.00	2,000.00	0.00	136.40	0.00	1,863.60	6.82%	
808	001-08-522-3-4680	STORM CLEANUP/REPAIR	1,000.00	652.54	200.00	0.00	0.00	0.00	200.00	0.00%	
809	001-08-522-3-4700	PRINTING AND BINDING	1,265.00	465.72	550.00	49.10	572.61	0.00	-22.61	104.11%	
810	001-08-522-3-5000	FINES & FEES	564.00	159.07	600.00	58.53	576.04	0.00	23.96	96.01%	
811	001-08-522-3-5100	OFFICE SUPPLIES	3,000.00	1,993.87	2,000.00	0.00	933.78	299.99	766.23	46.69%	
812	001-08-522-3-5140	FIRE CODE ENFORCEMENT	8,000.00	2,755.99	13,000.00	96.68	679.29	30.50	12,290.21	5.23%	
813	001-08-522-3-5210	GAS AND LUBRICANTS	33,100.00	17,856.99	42,000.00	4,706.12	19,609.10	0.00	22,390.90	46.69%	
814	001-08-522-3-5230	JANITORIAL SUPPLIES	3,861.00	1,982.96	3,027.00	0.00	0.00	2,528.44	498.56	0.00%	
815	001-08-522-3-5250	SMALL TOOLS	8,500.00	3,935.37	15,700.00	2,245.71	6,446.38	7,088.02	2,165.60	41.06%	
816	001-08-522-3-5260	UNIFORMS	54,400.00	16,052.46	59,300.00	2,560.36	38,729.30	4,964.61	15,606.09	65.31%	
817	001-08-522-3-5270	PUBLIC SAFETY SCHOLARSHIP FIRE	4,084.00	4,083.99	14,060.00	0.00	0.00	0.00	14,060.00	0.00%	
818	001-08-522-3-5280	OPERATING SUPPLIES	34,536.00	22,714.67	27,721.00	3,048.47	25,662.63	2,057.59	0.78	92.57%	
819	001-08-522-3-5282	USAR	0.00	0.00	14,600.00	0.00	6,145.15	8,153.90	300.95	97.94%	
820	001-08-522-3-5283	HAZARDOUS MATERIALS	0.00	0.00	23,700.00	508.80	8,147.19	1,834.00	13,718.81	42.11%	
821	001-08-522-3-5284	SCBA MAINTENANCE	0.00	0.00	5,000.00	0.00	123.24	0.00	4,876.76	2.46%	
822	001-08-522-3-5290	FIRE PUB ED EXPENSE	3,000.00	1,079.21	2,000.00	0.00	1,395.00	368.00	237.00	69.75%	
823	001-08-522-3-5400	MEMBR, SUBSCRIPT, DUES	3,000.00	1,697.81	3,000.00	885.00	1,677.40	95.00	1,227.60	55.91%	
824			---	---	---	---	---	---	---	---	
825		TOTAL	546,039.00	287,519.51	589,652.00	24,339.34	292,667.20	37,565.57	259,419.23	50.00%	
826											
827		**CAPITAL OUTLAY**									
828	001-08-522-6-6400	CAPITAL OUTLAY	315,901.00	85,269.06	1,661,196.00	87,322.37	229,231.31	25,901.00	1,406,063.69	13.80%	
829	001-08-522-6-6401	VEHICLE PURCHASE	51,861.00	40,229.46	0.00	0.00	0.00	0.00	0.00	0.00%	
830	001-08-522-6-6480	City Match DEM HMGP 4486-106-R	31,962.00	5,098.06	0.00	0.00	0.00	0.00	0.00	0.00%	
831	001-08-522-8-2400	Fed DEM HMGP 4486-106-R wind r	287,655.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
832			---	---	---	---	---	---	---	---	
833		TOTAL	687,379.00	130,596.58	1,661,196.00	87,322.37	229,231.31	25,901.00	1,406,063.69	14.00%	
834											

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
835		**DEBT SERVICE**									
836	001-08-517-7-7107	PRINCIPAL-FIRE LADDER TRUCK LO	0.00	0.00	178,863.00	0.00	178,862.45	0.00	0.55	100.00%	
837	001-08-517-7-7207	INTEREST-FIRE LADDER TRUCK LOA	0.00	0.00	26,412.00	0.00	26,411.21	0.00	0.79	100.00%	
838			---	---	---	---	---	---	---	---	
839		TOTAL	0.00	0.00	205,275.00	0.00	205,273.66	0.00	1.34	100.00%	
840			---	---	---	---	---	---	---	---	
841		**DEPARTMENT TOTAL**	**4,510,501.00**	**2,147,210.58**	**6,490,474.00**	**386,515.23**	**2,716,340.98**	**63,466.57**	**3,710,666.45**	**42.00%**	
842			---	---	---	---	---	---	---	---	
843		**STREETS**									
844											
845		**PERSONNEL SERVICES**									
846	001-09-541-1-1100	EXECUTIVE SALARIES	63,752.00	36,097.70	67,704.00	4,956.80	35,849.08	0.00	31,854.92	52.95%	
847	001-09-541-1-1200	REGULAR SALARIES	255,919.00	130,569.89	222,768.00	19,435.65	131,611.81	0.00	91,156.19	59.08%	
848	001-09-541-1-1400	OVERTIME	21,840.00	10,710.30	20,000.00	1,279.24	7,551.99	0.00	12,448.01	37.76%	
849	001-09-541-1-2100	FICA TAX EXPENSE	25,927.00	13,320.91	23,751.00	1,878.33	12,774.16	0.00	10,976.84	53.78%	
850	001-09-541-1-2200	RETIREMENT EXPENSE	104,046.00	53,847.53	85,690.00	7,085.40	48,094.40	0.00	37,595.60	56.13%	
851	001-09-541-1-2300	HEALTH AND LIFE INSURANCE	61,916.00	28,161.59	57,437.00	4,115.54	29,837.59	0.00	27,599.41	51.95%	
852			---	---	---	---	---	---	---	---	
853		TOTAL	533,400.00	272,707.92	477,350.00	38,750.96	265,719.03	0.00	211,630.97	56.00%	
854											
855		**OPERATING EXPENSES**									
856	001-09-541-3-3100	PROFESSIONAL SERVICES	26,000.00	19,371.02	20,210.00	567.17	6,144.11	7,139.27	6,926.62	30.40%	
857	001-09-541-3-3120	PRE-EMPLOYMENT EXPENSE	1,040.00	264.82	1,455.00	367.41	724.35	0.00	730.65	49.78%	
858	001-09-541-3-3430	TREE MAINTENANCE & PLANTING	1,200.00	0.00	2,200.00	0.00	0.00	0.00	2,200.00	0.00%	
859	001-09-541-3-3440	TREE REMOVAL	34,000.00	20,500.00	35,145.00	0.00	12,050.00	-1,600.00	24,695.00	34.29%	
860	001-09-541-3-3460	RAILROAD SIGNAL MAINTENANCE	11,880.00	4,940.00	9,880.00	2,470.00	2,470.00	0.00	7,410.00	25.00%	
861	001-09-541-3-4020	SCHOOLING, CONFERENCE, ETC	6,240.00	1,172.20	6,240.00	225.00	2,366.00	0.00	3,874.00	37.92%	
862	001-09-541-3-4100	COMMUNICATIONS SERVICES	3,744.00	1,610.75	3,744.00	378.20	2,174.53	0.00	1,569.47	58.08%	
863	001-09-541-3-4315	WATER, SEWER, TRASH	0.00	0.00	0.00	0.00	40.55	0.00	-40.55	0.00%	
864	001-09-541-3-4320	ELECTRICITY	223,861.00	116,593.89	200,000.00	23,643.29	156,432.43	0.00	43,567.57	78.22%	
865	001-09-541-3-4400	RENTALS & LEASES	8,800.00	280.91	8,000.00	40.13	556.41	200.65	7,242.94	6.96%	
866	001-09-541-3-4510	INSURANCE CLAIMS REIMBURSABLE	12,100.00	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00%	
867	001-09-541-3-4610	BUILDING MAINTENANCE	4,160.00	1,974.07	3,384.00	0.00	188.50	0.00	3,195.50	5.57%	
868	001-09-541-3-4620	EQUIPMENT MAINTENANCE	26,200.00	25,728.14	40,000.00	2,667.81	12,522.25	1,222.27	26,255.48	31.31%	
869	001-09-541-3-4630	VEHICLE MAINTENANCE	42,000.00	9,247.85	35,000.00	2,146.75	7,945.12	0.00	27,054.88	22.70%	
870	001-09-541-3-4660	TRAFFIC LIGHT REPAIR	78,242.00	30,081.02	61,567.00	5,541.89	56,183.88	1,445.11	3,938.01	91.26%	
871	001-09-541-3-4661	STREET LIGHT REPAIR	12,596.00	0.00	15,000.00	0.00	743.79	948.93	13,307.28	4.96%	
872	001-09-541-3-4662	STREET SIGNS	38,800.00	15,861.13	40,000.00	1,285.51	24,428.06	0.00	15,571.94	61.07%	
873	001-09-541-3-4670	STORMWATER MAINTENANCE	61,200.00	39,911.23	57,200.00	15,127.00	38,886.74	9,496.92	8,816.34	67.98%	
874	001-09-541-3-5000	FINES & FEES	800.00	796.77	2,000.00	0.00	0.00	0.00	2,000.00	0.00%	
875	001-09-541-3-5100	OFFICE SUPPLIES	1,040.00	650.16	1,500.00	131.08	507.07	37.50	955.43	33.80%	
876	001-09-541-3-5210	GAS AND LUBRICANTS	41,600.00	13,830.97	30,000.00	3,618.90	14,707.48	0.00	15,292.52	49.02%	
877	001-09-541-3-5230	JANITORIAL SUPPLIES	1,240.00	918.09	1,500.00	204.19	1,070.28	0.00	429.72	71.35%	
878	001-09-541-3-5250	SMALL TOOLS	10,400.00	1,721.51	8,000.00	0.00	1,648.74	202.40	6,148.86	20.61%	
879	001-09-541-3-5260	UNIFORMS	5,240.00	3,370.35	3,640.00	265.62	1,648.00	0.00	1,992.00	45.27%	
880	001-09-541-3-5270	CHEMICALS AND FERTILIZERS	3,200.00	45.69	5,000.00	0.00	0.00	0.00	5,000.00	0.00%	
881	001-09-541-3-5280	OPERATING SUPPLIES	22,000.00	8,224.73	20,000.00	281.94	14,926.78	2,052.07	3,021.15	74.63%	
882	001-09-541-3-5283	INMATE OPERATING SUPPLIES	10,400.00	893.69	15,000.00	285.60	7,569.77	951.36	6,478.87	50.47%	
883	001-09-541-3-5330	PAVING ROAD REPAIRS	57,954.00	34,758.00	80,000.00	13,812.87	28,214.87	0.00	51,785.13	35.27%	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
884	001-09-541-3-5340	SIDEWALK REPAIRS	71,240.00	38,594.00	30,000.00	0.00	8,751.00	0.00	21,249.00	29.17%	
885	001-09-541-3-5450	MISCELLANEOUS	12,500.00	0.00	0.00	0.00	1,605.01	0.00	-1,605.01	0.00%	
886	001-09-541-3-5400	Memberships, Subscriptions, Du	1,560.00	417.67	1,000.00	0.00	0.00	0.00	1,000.00	0.00%	
887											
888		TOTAL	831,237.00	391,758.66	751,665.00	73,060.36	404,505.72	22,096.48	325,062.80	54.00%	
889											
890		**CAPITAL OUTLAY**									
891	001-09-541-6-6400	CAPITAL OUTLAY	50,000.00	48,501.16	15,000.00	0.00	0.00	0.00	15,000.00	0.00%	
892	001-09-541-6-6401	Vehicle purchase	0.00	0.00	45,000.00	0.00	44,993.32	0.00	6.68	99.99%	
893	001-09-541-6-6431	PAVING ROAD RENOVATIONS	885,525.00	0.00	575,525.00	0.00	11,800.00	3,967.01	559,757.99	2.05%	
894	001-09-541-6-6453	RIVER ST RETAINING WALL	128,338.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
895	001-09-541-8-6300	FDOT PED PIER MEMORIAL BRIDGE	0.00	0.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00%	
896											
897		TOTAL	1,063,863.00	48,501.16	641,525.00	0.00	56,793.32	3,967.01	580,764.67	9.00%	
898											
899		**DEBT SERVICE**									
900	001-09-517-7-7132	PRINCIPAL-N TIF ROAD RECONSTR	12,352.00	12,133.23	12,802.00	0.00	12,801.70	0.00	0.30	100.00%	
901	001-09-517-7-7133	PRINCIPAL- AMERIS LOAN #281 LI	38,742.00	16,799.39	35,983.00	0.00	17,738.55	0.00	18,244.45	49.30%	
902	001-09-517-7-7134	PRINCIPAL PUBLIC WORKS BLDG	12,788.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
903	001-09-517-7-7135	PRNCIPAL - ROAD PAVING LOAN	37,636.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
904	001-09-517-7-7232	INTEREST-N TIF ROAD RECONSTR	7,041.00	3,800.26	8,083.00	0.00	3,356.69	0.00	4,726.31	41.53%	
905	001-09-517-7-7233	INTEREST - AMERIS LOAN #281 LI	8,775.00	4,657.21	6,930.00	0.00	3,718.12	0.00	3,211.88	53.65%	
906	001-09-517-7-7234	INTEREST PUBLIC WORKS BLDG	23,102.00	23,066.58	0.00	0.00	10,567.89	0.00	-10,567.89	0.00%	
907	001-09-517-7-7235	INTEREST - ROAD PAVING LOAN	28,976.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
908											
909		TOTAL	169,412.00	60,456.67	63,798.00	0.00	48,182.95	0.00	15,615.05	76.00%	
910											
911											
912		**TRANSFERS**									
913	001-09-541-9-9104	REIMB FLEET MAINTENANCE	18,990.00	11,077.50	22,897.00	1,908.00	13,356.00	0.00	9,541.00	58.33%	
914											
915		TOTAL	18,990.00	11,077.50	22,897.00	1,908.00	13,356.00	0.00	9,541.00	58.00%	
916		**DEPARTMENT TOTAL**	**2,616,902.00**	**784,501.91**	**1,957,235.00**	**113,719.32**	**788,557.02**	**26,063.49**	**1,142,614.49**	**40.00%**	
917											
918		**CEMETERY**									
919											
920		**PERSONNEL SERVICES**									
921											
922		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
923											
924		**OPERATING EXPENSES**									
925	001-14-569-3-3100	PROFESSIONAL SERVICES	10,972.00	3,619.36	6,500.00	40.36	2,797.88	217.16	3,484.96	43.04%	
926	001-14-569-3-3440	TREE REMOVAL	11,200.00	2,700.00	20,000.00	0.00	650.00	0.00	19,350.00	3.25%	
927	001-14-569-3-4100	COMMUNICATIONS SERVICES	2,485.00	1,288.34	2,300.00	265.91	1,890.80	0.00	409.20	82.21%	
928	001-14-569-3-4320	ELECTRICITY	4,860.00	2,498.82	4,160.00	373.03	2,731.03	0.00	1,428.97	65.65%	
929	001-14-569-3-4330	CREDIT CARD FEES	1,040.00	20.41	500.00	0.00	319.87	0.00	180.13	63.97%	
930	001-14-569-3-4610	BUILDING MAINTENANCE	10,400.00	187.16	15,000.00	36.60	551.02	0.00	14,448.98	3.67%	
931	001-14-569-3-4650	GROUNDS MAINTENANCE	84,250.00	35,150.00	65,000.00	7,500.00	33,750.00	31,250.00	0.00	51.92%	
932	001-14-569-3-5100	OFFICE SUPPLIES	1,040.00	30.58	500.00	41.84	303.40	76.27	120.33	60.68%	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
933	001-14-569-3-5230	JANITORIAL SUPPLIES	520.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00%	
934	001-14-569-3-5250	SMALL TOOLS	1,040.00	0.00	500.00	0.00	0.00	27.40	472.60	0.00%	
935	001-14-569-3-5270	CHEMICALS & FERTILIZER	5,200.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00%	
936	001-14-569-3-5280	OPERATING SUPPLIES	3,120.00	608.02	18,000.00	381.67	420.90	5,198.97	12,380.13	2.34%	
937			---	---	---	---	---	---	---	---	
938		TOTAL	136,127.00	46,102.69	133,960.00	8,639.41	43,414.90	36,769.80	53,775.30	32.00%	
939											
940			---	---	---	---	---	---	---	---	
941		**CAPITAL OUTLAY**									
942	001-14-569-6-6450	CAPITAL IMPROVEMENTS	0.00	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00%	
943			---	---	---	---	---	---	---	---	
944		TOTAL	0.00	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00%	
945			---	---	---	---	---	---	---	---	
946		**DEPARTMENT TOTAL**	**136,127.00**	**46,102.69**	**148,960.00**	**8,639.41**	**43,414.90**	**36,769.80**	**68,775.30**	**29.00%**	
947			---	---	---	---	---	---	---	---	
948		**CULTURAL SERVICES**									
949											
950		**PERSONNEL SERVICES**									
951	001-03-573-1-1200	REGULAR SALARIES	56,043.00	20,873.15	55,198.00	7,534.34	52,410.83	0.00	2,787.17	94.95%	
952	001-03-573-1-1400	OVERTIME	2,238.00	1,096.08	2,500.00	254.37	1,220.14	0.00	1,279.86	48.81%	
953	001-03-573-1-2100	FICA TAX EXPENSE	4,413.00	1,622.91	4,414.00	580.25	4,000.70	0.00	413.30	90.64%	
954	001-03-573-1-2200	RETIREMENT EXPENSE	16,508.00	6,700.93	15,925.00	1,696.51	11,796.87	0.00	4,128.13	74.08%	
955	001-03-573-1-2300	HEALTH AND LIFE INSURANCE	16,132.00	8,945.30	10,674.00	1,159.58	8,406.93	0.00	2,267.07	78.76%	
956			---	---	---	---	---	---	---	---	
957		TOTAL	95,334.00	39,238.37	88,711.00	11,225.05	77,835.47	0.00	10,875.53	88.00%	
958											
959		**OPERATING EXPENSES**									
960	001-03-573-3-3100	PROFESSIONAL SERVICES	960.00	0.00	2,300.00	0.00	836.84	0.00	1,463.16	36.38%	
961	001-03-573-3-3120	PRE-EMPLOYMENT EXPENSE	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
962	001-03-573-3-4020	SCHOOLING CONFERENCES	500.00	0.00	1,500.00	202.56	202.56	0.00	1,297.44	13.50%	
963	001-03-573-3-4100	COMMUNICATION SERVICES	3,210.00	533.08	1,500.00	0.00	450.79	0.00	1,049.21	30.05%	
964	001-03-573-3-4400	RENTALS AND LEASES	936.00	233.03	736.00	33.29	233.03	166.45	336.52	31.66%	
965	001-03-573-3-4610	MAINTENANCE-BRONSON HOUSE	4,000.00	-843.80	7,400.00	-112.20	1,180.16	0.00	6,219.84	15.95%	
966	001-03-573-3-4611	MAINTENANCE-PUTNAM CO HIST SOC	2,600.00	0.00	2,600.00	0.00	828.32	588.00	1,183.68	31.86%	
967	001-03-573-3-4612	MAINTENANCE-ST JOHNS RIVER CEN	240.00	95.20	0.00	0.00	0.00	0.00	0.00	0.00%	
968	001-03-573-3-4613	MAINTENANCE-LARIMER ARTS CENTE	5,200.00	2,224.80	5,000.00	0.00	3,298.96	0.00	1,701.04	65.98%	
969	001-03-573-3-4614	MAINTENANCE-TILGHMAN HOUSE	416.00	122.78	1,000.00	0.77	31.96	159.42	808.62	3.20%	
970	001-03-573-3-4615	MAINTENANCE-TRAIN DEPOT	9,800.00	455.00	5,200.00	268.43	356.93	0.00	4,843.07	6.86%	
971	001-03-573-3-4616	MAINTENANCE-WATERWORKS	1,200.00	0.00	4,000.00	135.98	365.98	1,200.00	2,434.02	9.15%	
972	001-03-573-3-4618	MAINTENANCE-WILLARD COOPER BUI	25,000.00	0.00	5,000.00	69.64	1,152.76	0.00	3,847.24	23.06%	
973	001-03-573-3-4619	MAINTENANCE TERMINAL BUILDING	1,100.00	80.00	1,000.00	739.00	1,044.50	0.00	-44.50	104.45%	
974	001-03-573-3-4800	ADVERTISING	520.00	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00%	
975	001-03-573-3-4910	SPECIAL EVENT- RIVERFRONT	28,800.00	13,885.93	33,020.00	1,838.34	7,092.49	0.00	25,927.51	21.48%	
976	001-03-573-3-4911	FIELD TRIPS-ST JOHNS RIVER CEN	520.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
977	001-03-573-3-5000	FINES & FEES	104.00	0.00	100.00	0.00	0.00	0.00	100.00	0.00%	
978	001-03-573-3-5222	MERCHANDISE-ST JOHNS RIVER CEN	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
979	001-03-573-3-5230	JANITORIAL SUPPLIES	1,040.00	375.72	2,000.00	209.91	209.91	0.00	1,790.09	10.50%	
980	001-03-573-3-5260	UNIFORMS	208.00	0.00	200.00	0.00	0.00	0.00	200.00	0.00%	
981	001-03-573-3-5280	OPERATING-BRONSON HOUSE	10,060.00	6,293.59	12,000.00	269.23	5,640.58	0.00	6,359.42	47.00%	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
982	001-03-573-3-5281	OPERATING-PUTNAM CO HIST SOCIE	520.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00%	
983	001-03-573-3-5282	OPERATING-ST JOHNS RIVER CENTE	8,560.00	3,707.69	0.00	891.20	5,808.20	208.25	-6,016.45	0.00%	
984	001-03-573-3-5283	OPERATING-LARIMER ARTS CENTER	520.00	200.00	1,000.00	0.00	628.28	0.00	371.72	62.83%	
985	001-03-573-3-5286	OPERATING-WATERWORKS	7,100.00	3,690.28	5,600.00	936.02	4,731.54	174.60	693.86	84.49%	
986	001-03-573-3-5289	OPERATING-TERMINAL BUILDING	2,080.00	1,188.90	2,100.00	181.67	1,274.67	0.00	825.33	60.70%	
987	001-03-573-3-5290	HOLIDAY EVENT - Jingle Jam	-	-	7,225.00	0.00	0.00	0.00	7,225.00	0.00%	
988											
989		TOTAL	115,454.00	32,242.20	103,981.00	5,663.84	35,368.46	2,496.72	66,115.82	35.00%	
990											
991		**CAPITAL OUTLAY**									
992	001-03-573-6-6400	CAPITAL OUTLAY	74,000.00	0.00	20,000.00	0.00	8,550.00	0.00	11,450.00	42.75%	
993											
994		TOTAL	74,000.00	0.00	20,000.00	0.00	8,550.00	0.00	11,450.00	43.00%	
995											
996		**DEPARTMENT TOTAL**	**284,788.00**	**71,480.57**	**212,692.00**	**16,888.89**	**121,753.93**	**2,496.72**	**88,441.35**	**57.00%**	
997											
998		**RECREATION**									
999											
1000		**PERSONNEL SERVICES**									
1001	001-06-572-1-1100	EXECUTIVE SALARIES	74,018.00	39,802.24	81,900.00	5,942.40	43,190.68	0.00	38,709.32	52.74%	
1002	001-06-572-1-1200	REGULAR SALARIES	63,123.00	34,898.29	135,135.00	7,203.48	49,240.37	0.00	85,894.63	36.44%	
1003	001-06-572-1-1400	OVERTIME	2,338.00	288.24	2,000.00	0.00	1,532.70	0.00	467.30	76.64%	
1004	001-06-572-1-2100	FICA EXPENSE	10,023.00	5,388.03	16,756.00	932.42	6,663.32	0.00	10,092.68	39.77%	
1005	001-06-572-1-2200	RETIREMENT EXPENSE	40,288.00	20,889.96	60,454.00	3,628.27	25,669.44	0.00	34,784.56	42.46%	
1006	001-06-572-1-2300	HEALTH AND LIFE INSURANCE	59,213.00	28,195.96	40,521.00	4,236.70	29,407.19	0.00	11,113.81	72.57%	
1007											
1008		TOTAL	249,003.00	129,462.72	336,766.00	21,943.27	155,703.70	0.00	181,062.30	47.00%	
1009											
1010		**OPERATING EXPENSES**									
1011	001-06-572-3-3100	PROFESSIONAL SERVICES	760.00	748.80	3,500.00	0.00	375.00	0.00	3,125.00	10.71%	
1012	001-06-572-3-3120	PRE-EMPLOYMENT EXPENSE	500.00	62.41	400.00	0.00	136.88	0.00	263.12	34.22%	
1013	001-06-572-3-4020	SCHOOLING/CONFERENCES	900.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00%	
1014	001-06-572-3-4100	COMMUNICATIONS SERVICES	1,008.00	528.24	2,508.00	0.00	449.40	0.00	2,058.60	17.92%	
1015	001-06-572-3-4310	NATURAL GAS	68.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00%	
1016	001-06-572-3-4320	ELECTRICITY	20.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00%	
1017	001-06-572-3-4322	ELECTRICITY-FRED GREEN PARK	1,580.00	839.70	1,400.00	134.24	980.80	0.00	419.20	70.06%	
1018	001-06-572-3-4325	ELECTRICITY-FORRESTER FIELD	520.00	237.30	400.00	37.25	282.54	0.00	117.46	70.64%	
1019	001-06-572-3-4326	ELECTRICITY-SHAW BUCK RECREATI	520.00	173.58	400.00	37.89	251.93	0.00	148.07	62.98%	
1020	001-06-572-3-4329	ELECTRICITY-BOOKER PARK	1,248.00	427.21	800.00	88.59	590.51	0.00	209.49	73.81%	
1021	001-06-572-3-4330	CREDIT CARD FEES-REC	372.00	261.07	250.00	43.12	280.04	0.00	-30.04	112.02%	
1022	001-06-572-3-4400	RENTALS AND LEASES	832.00	233.10	500.00	33.30	233.10	166.50	100.40	46.62%	
1023	001-06-572-3-4610	BUILDING MAINTENANCE	2,500.00	1,471.56	2,500.00	0.00	35.00	0.00	2,465.00	1.40%	
1024	001-06-572-3-4620	EQUIPMENT MAINTENANCE	40.00	0.00	1,000.00	0.00	563.92	9.53	426.55	56.39%	
1025	001-06-572-3-4630	VEHICLE MAINTENANCE	2,080.00	755.51	1,500.00	0.00	1,356.01	0.00	143.99	90.40%	
1026	001-06-572-3-4651	MAINTENANCE-FRED GREEN PARK	12,694.00	7,320.25	13,860.00	0.00	6,274.50	6,274.50	1,311.00	45.27%	
1027	001-06-572-3-4653	MAINTENANCE-BOOKER PARK	13,294.00	7,599.25	13,860.00	82.00	6,638.50	6,274.50	947.00	47.90%	
1028	001-06-572-3-4654	MAINTENANCE-FORRESTER FIELD	12,560.00	7,320.25	13,860.00	0.00	6,274.50	5,862.75	1,722.75	45.27%	
1029	001-06-572-3-4655	MAINTENANCE-SHAW BUCK RECREATI	12,594.00	7,320.25	13,860.00	0.00	6,274.50	5,862.75	1,722.75	45.27%	
1030	001-06-572-3-4700	PRINTING AND BINDING	500.00	0.00	1,500.00	51.07	410.61	0.00	1,089.39	27.37%	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
1031	001-06-572-3-5000	FEES & FINES	304.00	166.52	300.00	16.10	115.49	0.00	184.51	38.50%	
1032	001-06-572-3-5100	OFFICE SUPPLIES	520.00	0.00	520.00	0.00	0.00	0.00	520.00	0.00%	
1033	001-06-572-3-5210	GAS AND LUBRICANTS	2,640.00	1,135.03	2,500.00	525.13	1,876.43	0.00	623.57	75.06%	
1034	001-06-572-3-5230	JANITORIAL SUPPLIES	624.00	446.85	800.00	406.71	406.71	0.00	393.29	50.84%	
1035	001-06-572-3-5260	UNIFORMS	520.00	0.00	450.00	0.00	335.00	0.00	115.00	74.44%	
1036	001-06-572-3-5270	CHEMICALS & FERTILIZER	1,040.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00%	
1037	001-06-572-3-5280	OPERATING SUPPLIES	10,838.00	1,502.60	5,000.00	474.01	2,595.35	0.00	2,404.65	51.91%	
1038	001-06-572-3-5281	PROGRAMS	5,400.00	933.39	22,000.00	2,306.39	6,614.97	288.00	15,097.03	30.07%	
1039			---	---	---	---	---	---	---	---	
1040		TOTAL	86,476.00	39,482.87	113,668.00	4,235.80	43,351.69	24,738.53	45,577.78	39.00%	
1041											
1042		**CAPITAL OUTLAY**									
1043	001-06-572-6-6400	CAPITAL OUTLAY	0.00	0.00	25,000.00	0.00	0.00	0.00	25,000.00	0.00%	
1044	001-06-572-6-6450	CAPITAL IMPROVEMENT	45,800.00	0.00	50,000.00	0.00	9,903.20	0.00	40,096.80	19.81%	
1045	001-06-572-8-5200	Libra Philanthropies Foundatio	1,350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1046			---	---	---	---	---	---	---	---	
1047		TOTAL	47,150.00	0.00	75,000.00	0.00	9,903.20	0.00	65,096.80	13.00%	
1048			---	---	---	---	---	---	---	---	
1049		DEPARMENT	382,629.00	168,945.59	525,434.00	26,179.07	208,958.59	24,738.53	291,736.88	40.00%	
1050			---	---	---	---	---	---	---	---	
1051		**PARKS**									
1052											
1053		**PERSONNEL SERVICES**									
1054	001-15-572-1-1200	REGULAR SALARIES	97,105.00	34,241.13	110,838.00	5,299.11	37,240.66	0.00	73,597.34	33.60%	
1055	001-15-572-1-1400	OVERTIME	6,552.00	2,061.93	7,000.00	58.08	689.45	0.00	6,310.55	9.85%	
1056	001-15-572-1-2100	FICA TAX EXPENSE	8,542.00	2,761.96	9,015.00	396.48	2,804.92	0.00	6,210.08	31.11%	
1057	001-15-572-1-2200	RETIREMENT EXPENSE	34,279.00	10,942.25	32,523.00	1,478.59	10,408.90	0.00	22,114.10	32.00%	
1058	001-15-572-1-2300	HEALTH AND LIFE INSURANCE	12,895.00	2,651.08	21,800.00	1,154.24	8,368.24	0.00	13,431.76	38.39%	
1059			---	---	---	---	---	---	---	---	
1060		TOTAL	159,373.00	52,658.35	181,176.00	8,386.50	59,512.17	0.00	121,663.83	33.00%	
1061											
1062		**OPERATING EXPENSES**									
1063	001-15-572-3-3100	PROFESSIONAL SERVICES	9,440.00	3,589.22	1,435.00	32.18	307.39	193.08	934.53	21.42%	
1064	001-15-572-3-3120	PRE-EMPLOYMENT EXPENSE	1,040.00	149.53	1,123.00	0.00	0.00	0.00	1,123.00	0.00%	
1065	001-15-572-3-3440	TREE REMOVAL	8,600.00	8,415.00	16,380.00	0.00	0.00	3,000.00	13,380.00	0.00%	
1066	001-15-572-3-4020	TRAINING, SCHOOLING, ETC	3,120.00	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00%	
1067	001-15-572-3-4100	COMMUNICATIONS SERVICES	1,956.00	743.47	1,529.00	340.69	1,912.30	0.00	-383.30	125.07%	
1068	001-15-572-3-4310	NATURAL GAS	208.00	115.59	200.00	18.12	110.75	0.00	89.25	55.38%	
1069	001-15-572-3-4315	WATER, SEWER, TRASH	1,900.00	0.00	0.00	281.35	2,125.23	0.00	-2,125.23	0.00%	
1070	001-15-572-3-4321	DOWNTOWN/RIVERFRONT ELECTRICIT	11,900.00	5,923.88	11,000.00	952.43	7,269.84	0.00	3,730.16	66.09%	
1071	001-15-572-3-4323	ELECTRICITY-HANK BRYAN PARK	5,200.00	173.72	5,000.00	38.79	1,443.34	0.00	3,556.66	28.87%	
1072	001-15-572-3-4400	RENTALS AND LEASES	3,120.00	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00%	
1073	001-15-572-3-4610	BUILDING MAINTENANCE	1,560.00	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00%	
1074	001-15-572-3-4620	EQUIPMENT MAINTENANCE	10,400.00	843.90	8,500.00	71.65	600.98	0.00	7,899.02	7.07%	
1075	001-15-572-3-4630	VEHICLE MAINTENANCE	5,200.00	0.00	3,000.00	0.00	1,130.02	0.00	1,869.98	37.67%	
1076	001-15-572-3-4651	MAINTENANCE-FRED GREEN PARK	200.00	42.72	10,000.00	113.92	9,538.92	0.00	461.08	95.39%	
1077	001-15-572-3-4652	MAINTENANCE-HANK BRYAN PARK	99,000.00	17.04	8,500.00	58.64	6,826.52	0.00	1,673.48	80.31%	
1078	001-15-572-3-4653	MAINTENANCE-BOOKER PARK	400.00	0.00	10,000.00	2,757.00	3,807.51	1,280.00	4,912.49	38.08%	
1079	001-15-572-3-4654	MAINTENANCE-FORRESTER FIELD	140.00	0.00	6,500.00	0.00	600.00	0.00	5,900.00	9.23%	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
1080	001-15-572-3-4655	MAINTENANCE-SHAW BUCK RECREATI	4,600.00	12.68	20,000.00	3,285.50	14,040.86	0.00	5,959.14	70.20%	
1081	001-15-572-3-4656	MAINTENANCE-WESTOVER PARK	40.00	0.00	6,240.00	0.00	0.00	0.00	6,240.00	0.00%	
1082	001-15-572-3-4657	MAINTENANCE-PLAYGROUND 12TH &	1,940.00	0.00	6,500.00	0.00	0.00	2,407.20	4,092.80	0.00%	
1083	001-15-572-3-4658	MAINTENANCE - RIVERFRONT	50,499.00	24,659.82	96,000.00	5,968.47	39,559.10	41,031.22	15,409.68	41.21%	
1084	001-15-572-3-4659	MAINTENANCE-EDGEMOORE & HUSSON	40.00	0.00	3,500.00	0.00	0.00	0.00	3,500.00	0.00%	
1085	001-15-572-3-4660	MAINTENANCE BOOKER PARK MOBILE	0.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00%	
1086	001-15-572-3-4662	DOWNTOWN MAINTENANCE & LIGHTIN	100.00	0.00	10,400.00	0.00	0.00	152.57	10,247.43	0.00%	
1087	001-15-572-3-4663	MAINTENANCE-BIKE TRAIL	520.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00%	
1088	001-15-572-3-4680	STORM CLEANUP/REPAIR	0.00	0.00	7,000.00	0.00	0.00	0.00	7,000.00	0.00%	
1089	001-15-572-3-5100	OFFICE SUPPLIES	1,040.00	113.61	4,000.00	0.00	0.00	707.74	3,292.26	0.00%	
1090	001-15-572-3-5210	GAS AND LUBRICANTS	120.00	0.00	3,120.00	0.00	0.00	0.00	3,120.00	0.00%	
1091	001-15-572-3-5230	JANITORIAL SUPPLIES	1,040.00	845.26	1,000.00	0.00	328.49	249.58	421.93	32.85%	
1092	001-15-572-3-5250	SMALL TOOLS	4,218.00	3,762.89	10,218.00	206.95	361.38	28.72	9,827.90	3.54%	
1093	001-15-572-3-5260	UNIFORMS	280.00	0.00	1,400.00	131.20	777.90	0.00	622.10	55.56%	
1094	001-15-572-3-5270	CHEMICALS & FERTILIZER	200.00	0.00	3,500.00	0.00	0.00	0.00	3,500.00	0.00%	
1095	001-15-572-3-5280	OPERATING SUPPLIES	23,800.00	1,956.57	10,400.00	2,167.39	3,199.79	2,023.99	5,176.22	30.77%	
1096	001-15-572-3-5283	INMATE OPERATING SUPPLIES	3,120.00	785.80	9,120.00	0.00	4,094.23	95.00	4,930.77	44.89%	
1097	001-15-572-3-5400	MEMBR,SUBSCRIPT,DUES	1,040.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00%	
1098			---	---	---	---	---	---	---	---	
1099		TOTAL	255,981.00	52,150.70	288,565.00	16,424.28	98,034.55	51,169.10	139,361.35	34.00%	
1100											
1101		**CAPITAL OUTLAY**									
1102	001-15-572-6-6310	PARK IMPROVEMENT EXPENSE	198,400.00	0.00	495,000.00	1,947.00	1,947.00	261,510.37	231,542.63	0.39%	
1103	001-15-572-6-6400	CAPITAL OUTLAY	48,200.00	21,256.96	100,000.00	0.00	0.00	6,780.00	93,220.00	0.00%	
1104	001-15-572-6-6403	SPLASH PAD	53,371.00	0.00	485,000.00	0.00	0.00	484,421.25	578.75	0.00%	
1105	001-15-572-6-6450	CAPITAL IMPROVEMENTS	12,960.00	7,760.76	30,000.00	0.00	0.00	4,416.70	25,583.30	0.00%	
1106			---	---	---	---	---	---	---	---	
1107		TOTAL	312,931.00	29,017.72	1,110,000.00	1,947.00	1,947.00	757,128.32	350,924.68	0.00%	
1108											
1109		**DEBT SERVICE**									
1110	001-15-517-7-7101	PRINCIPAL PUBLIC WORKS BLDG	12,788.00	0.00	12,788.00	0.00	0.00	0.00	12,788.00	0.00%	
1111	001-15-517-7-7201	INTEREST PUBLIC WORKS BLDG	23,166.00	23,066.58	21,966.00	0.00	10,567.89	0.00	11,398.11	48.11%	
1112			---	---	---	---	---	---	---	---	
1113		TOTAL	35,954.00	23,066.58	34,754.00	0.00	10,567.89	0.00	24,186.11	31.00%	
1114											
1115		**TRANSFERS**									
1116	001-15-572-9-9104	REIMB FLEET MAINTENCE	18,990.00	11,077.50	22,897.00	1,908.00	13,356.00	0.00	9,541.00	58.33%	
1117			---	---	---	---	---	---	---	---	
1118		TOTAL	18,990.00	11,077.50	22,897.00	1,908.00	13,356.00	0.00	9,541.00	59.00%	
1119			---	---	---	---	---	---	---	---	
1120		**DEPARTMENT TOTAL**	**783,229.00**	**167,970.85**	**1,637,392.00**	**28,665.78**	**183,417.61**	**808,297.42**	**645,676.97**	**12.00%**	
1121			---	---	---	---	---	---	---	---	
1122		**PRICE MARTIN CENTER**									
1123											
1124		**OPERATING EXPENSES**									
1125	001-26-579-3-4100	COMMUNICATIONS SERVICES	1,232.00	655.71	1,400.00	0.00	502.68	0.00	897.32	35.91%	
1126	001-26-579-3-4310	NATURAL GAS	832.00	417.47	1,000.00	30.00	228.50	0.00	771.50	22.85%	
1127	001-26-579-3-4320	ELECTRICITY	15,880.00	8,270.26	10,000.00	630.06	6,255.20	0.00	3,744.80	62.55%	
1128	001-26-579-3-4610	BUILDING MAINTENANCE	3,600.00	2,415.15	10,000.00	0.00	978.29	0.00	9,021.71	9.78%	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
1129	001-26-579-3-4620	EQUIPMENT MAINTENANCE	1,520.00	997.00	3,300.00	0.00	522.08	0.00	2,777.92	15.82%	
1130	001-26-579-3-4650	GROUNDS MAINTENANCE	20.00	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00%	
1131	001-26-579-3-4680	STORM CLEANUP	20.00	0.00	600.00	0.00	0.00	0.00	600.00	0.00%	
1132	001-26-579-3-5230	JANITORIAL SUPPLIES	20.00	0.00	600.00	0.00	0.00	0.00	600.00	0.00%	
1133	001-26-579-3-5280	OPERATING SUPPLIES	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1134			---	---	---	---	---	---	---	---	
1135		TOTAL	23,144.00	12,755.59	28,400.00	660.06	8,486.75	0.00	19,913.25	30.00%	
1136											
1137		**CAPITAL OUTLAY**									
1138	001-26-579-6-6400	CAPITAL OUTLAY	2,500.00	2,500.00	30,000.00	0.00	0.00	0.00	30,000.00	0.00%	
1139			---	---	---	---	---	---	---	---	
1140		TOTAL	2,500.00	2,500.00	30,000.00	0.00	0.00	0.00	30,000.00	0.00%	
1141			---	---	---	---	---	---	---	---	
1142		**DEPARTMENT TOTAL**	**25,644.00**	**15,255.59**	**58,400.00**	**660.06**	**8,486.75**	**0.00**	**49,913.25**	**15.00%**	
1143			---	---	---	---	---	---	---	---	
1144		**WATER TAXIS**									
1145											
1146		**OPERATING EXPENSES**									
1147	001-27-549-3-4500	LIABILITY INSURANCE	43,010.00	19,474.00	56,500.00	0.00	46,995.28	9,173.76	330.96	83.18%	
1148	001-27-549-3-4610	TAXI TERMINAL BUILDING EXPENSE	17,266.00	7,271.88	5,000.00	0.00	910.00	557.00	3,533.00	18.20%	
1149	001-27-549-3-4630	RIVERBOAT MAINTENANCE	30,980.00	16,169.43	28,500.00	0.00	6,935.46	772.49	20,792.05	24.33%	
1150	001-27-549-3-4680	STORM CLEANUP/REPAIR	1,400.00	1,392.11	2,000.00	0.00	0.00	0.00	2,000.00	0.00%	
1151	001-27-549-3-5000	FINES & FEES	20.00	0.00	600.00	0.00	0.00	0.00	600.00	0.00%	
1152			---	---	---	---	---	---	---	---	
1153		TOTAL	92,676.00	44,307.42	92,600.00	0.00	54,840.74	10,503.25	27,256.01	60.00%	
1154											
1155		**CAPITAL OUTLAY**									
1156	001-27-549-6-6400	CAPITAL OUTLAY	0.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00%	
1157			---	---	---	---	---	---	---	---	
1158		TOTAL	0.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00%	
1159			---	---	---	---	---	---	---	---	
1160		**DEPARTMENT TOTAL**	**92,676.00**	**44,307.42**	**97,600.00**	**0.00**	**54,840.74**	**10,503.25**	**32,256.01**	**56.00%**	
1161			---	---	---	---	---	---	---	---	
1162		**JENKINS GYMNASIUM**									
1163											
1164		**PERSONNEL SERVICES**									
1165			---	---	---	---	---	---	---	---	
1166		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1167											
1168		**OPERATING EXPENSES**									
1169	001-40-572-3-3100	PROFESSIONAL SERVICES	7,892.00	6,913.06	10,000.00	71.00	568.00	426.00	9,006.00	5.68%	
1170	001-40-572-3-4020	SCHOOLING, CONFERENCE, ETC	0.00	0.00	2,500.00	0.00	875.25	0.00	1,624.75	35.01%	
1171	001-40-572-3-4100	COMMUNICATION SERVICES	4,150.00	0.00	618.00	1,002.87	6,136.22	0.00	-5,518.22	992.92%	
1172	001-40-572-3-4320	ELECTRICITY	22,800.00	10,856.02	20,800.00	0.00	12,286.07	0.00	8,513.93	59.07%	
1173	001-40-572-3-4500	LIABILITY INSURANCE	11,747.00	0.00	14,758.00	0.00	10,153.98	3,384.66	1,219.36	68.80%	
1174	001-40-572-3-4610	BUILDING MAINTENANCE	12,500.00	9,174.90	35,000.00	73.06	25,732.29	448.32	8,819.39	73.52%	
1175	001-40-572-3-4620	EQUIPMENT MAINTENANCE	0.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00%	
1176	001-40-572-3-4630	VEHICLE MAINTENANCE	0.00	0.00	2,500.00	0.00	1,463.69	0.00	1,036.31	58.55%	
1177	001-40-572-3-4650	GROUNDS MAINTENANCE	3,100.00	0.00	5,200.00	0.00	2,659.50	0.00	2,540.50	51.14%	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
1178	001-40-572-3-5230	JANITORIAL SUPPLIES	2,292.00	1,255.17	2,200.00	58.09	1,081.88	0.00	1,118.12	49.18%	
1179	001-40-572-3-5280	OPERATING SUPPLIES	5,000.00	3,257.05	5,500.00	194.99	4,587.22	0.00	912.78	83.40%	
1180			---	---	---	---	---	---	---	---	
1181		TOTAL	69,481.00	31,456.20	109,076.00	1,400.01	65,544.10	4,258.98	39,272.92	60.00%	
1182											
1183		**CAPITAL OUTLAY**									
1184	001-40-572-6-6400	CAPITAL OUTLAY	2,100.00	0.00	70,000.00	0.00	42,345.77	0.00	27,654.23	60.49%	
1185			---	---	---	---	---	---	---	---	
1186		TOTAL	2,100.00	0.00	70,000.00	0.00	42,345.77	0.00	27,654.23	61.00%	
1187			---	---	---	---	---	---	---	---	
1188		DEPARTMENT	71,581.00	31,456.20	179,076.00	1,400.01	107,889.87	4,258.98	66,927.15	60.00%	
1189			---	---	---	---	---	---	---	---	
1190		**TRANSFERS**									
1191											
1192	001-81-581-9-9140	TRANSFER TO GOLF FUND	38,647.00	22,544.06	40,000.00	3,333.00	23,331.00	0.00	16,669.00	58.33%	
1193	001-81-581-9-9150	TRANSFER TO BETTER PLACE FUND	186,202.00	46,550.49	150,000.00	12,500.00	119,206.85	0.00	30,793.15	79.47%	
1194	001-81-581-9-9170	TRANSFER TO UTILITY FUND	0.00	0.00	0.00	0.00	44,328.76	0.00	-44,328.76	0.00%	
1195	001-81-581-9-9160	TRANSFER TO AIRPORT FUND	284,340.00	165,865.00	200,000.00	16,667.00	116,669.00	0.00	83,331.00	58.33%	
1196			---	---	---	---	---	---	---	---	
1197		**DEPARTMENT TOTAL**	**509,189.00**	**234,959.55**	**390,000.00**	**32,500.00**	**303,535.61**	**0.00**	**86,464.39**	**78.00%**	
1198											
1199		**CONTINGENCIES**									
1200											
1201			---	---	---	---	---	---	---	---	
1202		**DEPARTMENT TOTAL**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**	
1203											
1204			---	---	---	---	---	---	---	---	
1205		TOTAL EXPENDITURES	20,741,855.00	9,795,812.22	23,828,271.00	1,485,882.55	10,771,531.29	1,557,105.67	11,499,634.04	46.00%	
1206			---	---	---	---	---	---	---	---	
1207		**RESERVES**									
1208											
1209	001-83-581-9-9900	OPERATING CASH RESERVE	2,151,003.00	0.00	2,359,422.00	0.00	0.00	0.00	2,359,422.00	0.00%	
1210	001-83-581-9-9901	EVIDENCE FUND RESERVE	7,282.00	0.00	7,282.00	0.00	0.00	0.00	7,282.00	0.00%	
1211	001-83-581-9-9902	LOT DEMOLITION/CLEANUP RESERVE	22,075.00	0.00	22,075.00	0.00	0.00	0.00	22,075.00	0.00%	
1212	001-83-581-9-9909	SPECIAL CEMETERY RESERVE	118,889.00	0.00	118,889.00	0.00	0.00	0.00	118,889.00	0.00%	
1213	001-83-581-9-9910	SPECIAL POLICE RESERVE	61,271.00	0.00	61,271.00	0.00	0.00	0.00	61,271.00	0.00%	
1214	001-83-581-9-9912	HAND GUN CLASSES RESERVE	7,637.00	0.00	7,637.00	0.00	0.00	0.00	7,637.00	0.00%	
1215	001-83-581-9-9913	FIRE PUBLIC EDUCATION RESERVE	24,937.00	0.00	24,937.00	0.00	0.00	0.00	24,937.00	0.00%	
1216	001-83-581-9-9921	LANDSCAPING CODE FEE RESERVE	61,663.00	0.00	61,663.00	0.00	0.00	0.00	61,663.00	0.00%	
1217	001-83-581-9-9922	INSURANCE RESERVE BUDGET ACCOU	624,444.00	0.00	624,444.00	0.00	0.00	0.00	624,444.00	0.00%	
1218	001-83-581-9-9923	PARKS BANK ACCT- DONATIONS	284.00	0.00	284.00	0.00	0.00	0.00	284.00	0.00%	
1219	001-83-581-9-9924	POLICE I&E ACCOUNT	7,523.00	0.00	7,523.00	0.00	0.00	0.00	7,523.00	0.00%	
1220	001-83-581-9-9925	FIRE CAPITAL REPLACEMENT RESER	88,000.00	0.00	176,000.00	0.00	0.00	0.00	176,000.00	0.00%	
1221			---	---	---	---	---	---	---	---	
1222		**DEPARTMENT TOTAL**	**3,175,008.00**	**0.00**	**3,471,427.00**	**0.00**	**0.00**	**0.00**	**3,471,427.00**	**0.00%**	
1223											
1224			---	---	---	---	---	---	---	---	
1225		**TOTAL EXPENDITURES, TRANSFERS,**									
1226	**GENERAL FUND**	**CONTINGENCIES & RESERVES**	**23,916,863.00**	**9,795,812.22**	**27,299,698.00**	**1,485,882.55**	**10,771,531.29**	**1,557,105.67**	**14,971,061.04**	**40.00%**	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
1227											
1228	**AIRPORT FUND**										
1229											
1230											
1231	**AIRPORT REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 50 % Yr Complete For Fiscal Year: 2026 / 04**										
1232		**FEDERAL GRANTS**									
1233	005-00-389-2-8109	FAA West Taxilanes & Apron Fed	17,000.00	0.00	0.00	0.00	0.00		0.00	0.00%	
1234	005-00-389-2-8110	Fed FAA Taxiway "E"cho	227,234.00	67,024.13	95,309.00	44,908.88	61,259.07		34,049.93	64.27%	
1235	005-00-389-2-8932	FAA AIRPORT AGIS SURVEY & MAPP	137,025.00	2,025.00	31,118.00	3,622.50	18,279.00		12,839.00	58.74%	
1236	005-00-389-2-8933	FAA Airport Aircraft Transient	0.00	0.00	67,760.00	0.00	50,310.75		17,449.25	74.25%	
1237											
1238		TOTAL	381,259.00	69,049.13	194,187.00	48,531.38	129,848.82		64,338.18	67.00%	
1239											
1240		**STATE GRANTS**									
1241	005-00-389-3-7500	FDOT MASTER PLAN APD49	285,000.00	16,401.36	165,896.00	20,590.00	109,840.00		56,056.00	66.21%	
1242	005-00-389-3-8000	RCO LEASE (BEACON GRANT)	0.00	342.00	0.00	57.00	399.00		-399.00	0.00%	
1243	005-00-389-3-8906	FDOT GRANT OBSTRUCTION/TREE RE	0.00	25,314.03	0.00	0.00	0.00		0.00	0.00%	
1244	005-00-389-3-8922	FDOT West Taxilanes & Apron st	15,621.00	82,643.42	0.00	0.00	0.00		0.00	0.00%	
1245	005-00-389-3-8923	FDOT RWY 9 Obstruction Tree Re	539,479.00	277,804.26	71,066.00	0.00	53,319.06		17,746.94	75.03%	
1246	005-00-389-3-8924	FDOT Wildlife Hazard Assessmen	8,600.00	0.00	0.00	0.00	0.00		0.00	0.00%	
1247	005-00-389-3-8925	FDOT Bulk Hangar (W1-3) Apron	99,000.00	0.00	0.00	0.00	0.00		0.00	0.00%	
1248	005-00-389-3-8926	FDOT RWY 9/27 EXT feasibility	100,000.00	0.00	100,000.00	11,800.00	11,800.00		88,200.00	11.80%	
1249	005-00-389-3-8927	FDOT Access Control & Gate Imp	104,846.00	98,562.50	0.00	0.00	0.00		0.00	0.00%	
1250	005-00-389-3-8928	FDOT CORPORATE	262,500.00	0.00	900,000.00	8,906.25	64,611.25		835,388.75	7.18%	
1251	005-00-389-3-8929	FDOT Emergency Generators	248,000.00	59,995.00	179,863.00	141,764.87	141,764.87		38,098.13	78.82%	
1252	005-00-389-3-8930	FDOT TAXIWAY 'E'CHO	19,676.00	7,447.12	5,017.00	2,363.62	2,767.18		2,249.82	55.16%	
1253	005-00-389-3-8931	FDOT AIRPORT AGIS SURVEY & MAP	15,225.00	225.00	3,458.00	402.50	2,031.00		1,427.00	58.73%	
1254	005-00-389-3-8932	FDOT Airport RW 9/27 E END APP	500,000.00	0.00	500,000.00	0.00	0.00		500,000.00	0.00%	
1255	005-00-389-3-8933	FDOT WILDLIFE HAZARD TRENCH F	600,000.00	0.00	300,000.00	0.00	0.00		300,000.00	0.00%	
1256	005-00-389-3-8934	FDOT AIRPORT AIRCRAFT TRANSIEN	0.00	0.00	3,566.00	150.00	1,142.25		2,423.75	32.03%	
1257	005-00-389-3-8935	AIRPORT RUNWAY MARKING REHAB 9	0.00	0.00	200,000.00	192,146.09	192,146.09		7,853.91	96.07%	
1258											
1259		TOTAL	2,797,947.00	568,734.69	2,428,866.00	378,180.33	579,820.70		1,849,045.30	24.00%	
1260											
1261											
1262		TOTAL GRANTS	3,179,206.00	637,783.82	2,623,053.00	426,711.71	709,669.52	0.00	1,913,383.48	28.00%	
1263											
1264											
1265		**OPERATING REVENUES**									
1266	005-00-344-1-1010	100 LL AVIATION FUEL	630,000.00	240,261.79	648,900.00	44,756.62	282,258.92		366,641.08	43.50%	
1267	005-00-344-1-1020	JET A AVIATION FUEL	400,000.00	146,474.58	412,000.00	23,912.60	144,565.88		267,434.12	35.09%	
1268	005-00-344-1-1030	DONATIONS-FLY-IN EVENT	20,000.00	0.00	20,600.00	0.00	0.00		20,600.00	0.00%	
1269	005-00-344-1-1200	TIE DOWN FEES/VEHICLE PARKING	4,000.00	3,393.50	4,120.00	321.50	6,693.25		-2,573.25	162.46%	
1270	005-00-344-1-1400	VENDING	800.00	0.00	824.00	0.00	0.00		824.00	0.00%	
1271	005-00-344-1-1700	AVIATION LUBRICANTS	2,000.00	758.11	2,060.00	259.73	2,088.65		-28.65	101.39%	
1272	005-00-344-1-1800	MERCHANDISE SALES	1,000.00	749.17	1,808.00	100.00	1,030.00		778.00	56.97%	
1273	005-00-362-0-1000	HANGAR RENTALS	392,524.00	205,584.23	404,300.00	10,333.59	214,451.56		189,848.44	53.04%	
1274	005-00-362-0-1100	HANGAR MAINT FEE	19,200.00	12,714.59	19,776.00	650.00	12,670.53		7,105.47	64.07%	
1275	005-00-362-0-2000	LAND LEASE	4,000.00	2,975.00	4,120.00	425.00	2,975.00		1,145.00	72.21%	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
1276	005-00-362-0-3000	BUILDING RENTAL	20,000.00	8,525.00	20,600.00	1,625.00	14,250.00		6,350.00	69.17%	
1277											
1278		TOTAL	1,493,524.00	621,435.97	1,539,108.00	82,384.04	680,983.79		858,124.21	45.00%	
1279											
1280		**OTHER REVENUES**									
1281	005-00-364-0-1001	LOSS ON SALE/DISPOSAL OF ASSET	0.00	60,825.00	0.00	0.00	0.00		0.00	0.00%	
1282	005-00-365-0-0000	SURPLUS EQUIPMENT-AIRPORT	2,250.00	0.00	2,318.00	0.00	0.00		2,318.00	0.00%	
1283	005-00-369-9-1000	MISCELLANEOUS REVENUES	3,500.00	4,170.00	3,605.00	721.12	4,334.28		-729.28	120.23%	
1284	005-00-369-9-1001	E-PAYABLES REVENUE SHARE	300.00	420.86	309.00	38.38	222.86		86.14	72.12%	
1285	005-00-369-9-2000	REFUNDS/REIMBURSEMENTS	0.00	872.74	0.00	0.00	0.00		0.00	0.00%	
1286	005-00-369-9-4000	INSURANCE CLAIMS - AIRPORT	0.00	4,235.00	25,000.00	0.00	25,000.00		0.00	100.00%	
1287											
1288		TOTAL	6,050.00	70,523.60	31,232.00	759.50	29,557.14		1,674.86	95.00%	
1289											
1290		**TRANSFERS**									
1291	005-00-381-0-0000	TRANSFER FROM GENERAL	284,340.00	165,865.00	200,000.00	16,667.00	116,669.00		83,331.00	58.33%	
1292											
1293		TOTAL	284,340.00	165,865.00	200,000.00	16,667.00	116,669.00		83,331.00	59.00%	
1294											
1295		**LOAN PROCEEDS**									
1296											
1297		TOTAL	0.00	0.00	0.00	0.00	0.00		0.00	0.00%	
1298											
1299											
1300		TOTAL REVENUES	4,963,120.00	1,495,608.39	4,393,393.00	526,522.25	1,536,879.45		2,856,513.55	35.00%	
1301											
1302											
1303		**CASH BALANCE FORWARD**									
1304	005-00-301-0-0000	OPERATING CASH BALANCE FORWARD	38,155.00	0.00	38,155.00	0.00	0.00		38,155.00	0.00%	
1305	005-00-302-0-0000	SURPLUS LAND BALANCE FORWARD	169,000.00	0.00	133,865.00	0.00	67,646.20		66,218.80	50.53%	
1306											
1307		TOTAL	207,155.00	0.00	172,020.00	0.00	67,646.20		104,373.80	40.00%	
1308											
1309		**TOTAL REV, TRFS & CASH BALANCE**	**5,170,275.00**	**1,495,608.39**	**4,565,413.00**	**526,522.25**	**1,604,525.65**		**2,960,887.35**	**36.00%**	
1310											
1311	**AIRPORT EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 50 % Yr Complete For Fiscal Year: 2026 / 04**										
1312		**PERSONNEL SERVICES**									
1313	005-05-542-1-1100	EXECUTIVE SALARIES	101,010.00	54,747.64	106,197.00	7,769.60	56,437.88	0.00	49,759.12	53.14%	
1314	005-05-542-1-1200	REGULAR SALARIES	173,750.00	104,616.72	204,204.00	14,056.72	103,489.11	0.00	100,714.89	50.68%	
1315	005-05-542-1-1400	OVERTIME	7,644.00	6,194.79	6,500.00	1,360.73	11,544.71	0.00	-5,044.71	177.61%	
1316	005-05-542-1-2100	FICA TAX EXPENSE	21,604.00	12,339.34	24,243.00	1,719.17	12,721.35	0.00	11,521.65	52.47%	
1317	005-05-542-1-2200	RETIREMENT EXPENSE	86,698.00	39,640.37	75,753.00	5,436.86	39,651.12	0.00	36,101.88	52.34%	
1318	005-05-542-1-2300	HEALTH AND LIFE INSURANCE	18,463.00	15,401.39	58,627.00	1,936.72	14,041.24	0.00	44,585.76	23.95%	
1319	005-05-542-1-2400	WORKERS COMP	7,784.00	2,026.75	8,173.00	0.00	6,127.02	2,042.34	3.64	74.97%	
1320											
1321		TOTAL	416,953.00	234,967.00	483,697.00	32,279.80	244,012.43	2,042.34	237,642.23	51.00%	
1322											
1323		**OPERATING EXPENSES**									
1324	005-05-542-3-3100	PROFESSIONAL SERVICES	29,500.00	8,802.86	19,996.00	850.00	6,107.00	330.00	13,559.00	30.54%	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
1325	005-05-542-3-3120	PRE-EMPLOYMENT EXPENSE	1,000.00	149.52	1,050.00	0.00	0.00	0.00	1,050.00	0.00%	
1326	005-05-542-3-3200	ACCOUNTING AND AUDITING	5,287.00	0.00	9,387.00	951.96	951.96	0.00	8,435.04	10.14%	
1327	005-05-542-3-4020	SCHOOLING, CONFERENCE, ETC	5,000.00	0.00	5,250.00	775.00	1,329.44	896.64	3,023.92	25.32%	
1328	005-05-542-3-4100	COMMUNICATIONS SERVICES	16,000.00	1,597.43	16,800.00	712.08	7,832.26	0.00	8,967.74	46.62%	
1329	005-05-542-3-4200	POSTAGE AND FREIGHT	300.00	0.00	315.00	0.00	0.00	0.00	315.00	0.00%	
1330	005-05-542-3-4310	NATURAL GAS	1,000.00	684.06	1,050.00	289.53	1,102.24	0.00	-52.24	104.98%	
1331	005-05-542-3-4315	UTILITIES-WATER	8,000.00	4,010.35	8,400.00	568.96	4,138.20	0.00	4,261.80	49.26%	
1332	005-05-542-3-4320	ELECTRICITY	20,000.00	14,969.18	21,000.00	2,704.27	20,337.72	0.00	662.28	96.85%	
1333	005-05-542-3-4330	CREDIT CARD FEES	30,000.00	17,909.00	31,500.00	2,590.43	19,236.46	0.00	12,263.54	61.07%	
1334	005-05-542-3-4400	RENTALS AND LEASES	11,700.00	248.85	12,285.00	35.50	248.50	177.50	11,859.00	2.02%	
1335	005-05-542-3-4500	LIABILITY INSURANCE	84,083.00	7,141.00	88,287.00	0.00	60,744.27	20,248.09	7,294.64	68.80%	
1336	005-05-542-3-4510	INSURANCE CLAIMS REIMBURSABLE	0.00	4,735.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1337	005-05-542-3-4610	BUILDING MAINTENANCE	36,717.00	17,785.94	27,500.00	242.97	6,812.45	0.00	20,687.55	24.77%	
1338	005-05-542-3-4615	HANGAR MAINTENANCE	30,000.00	10,610.47	33,000.00	776.50	13,528.48	0.00	19,471.52	41.00%	
1339	005-05-542-3-4620	EQUIPMENT/FIELD MAINTENANCE	48,958.00	18,409.47	31,350.00	2,094.80	6,344.64	4,310.00	20,695.36	20.24%	
1340	005-05-542-3-4630	VEHICLE MAINTENANCE	5,000.00	413.22	5,250.00	0.00	990.90	0.00	4,259.10	18.87%	
1341	005-05-542-3-4650	GROUNDS LANDSCAPING	57,750.00	32,432.01	53,800.00	4,295.67	27,324.02	0.00	26,475.98	50.79%	
1342	005-05-542-3-4800	ADVERTISING	5,000.00	0.00	5,250.00	0.00	0.00	0.00	5,250.00	0.00%	
1343	005-05-542-3-4810	LEGAL ADVERTISING	1,000.00	282.48	1,050.00	148.00	148.00	452.00	450.00	14.10%	
1344	005-05-542-3-4900	FLY-IN EVENT-EXPENSES	20,000.00	0.00	11,000.00	0.00	0.00	0.00	11,000.00	0.00%	
1345	005-05-542-3-5000	FEES & FINES	0.00	90.21	0.00	0.00	105.69	0.00	-105.69	0.00%	
1346	005-05-542-3-5100	OFFICE SUPPLIES	2,082.00	780.75	1,575.00	122.77	914.01	0.00	660.99	58.03%	
1347	005-05-542-3-5170	100LL FUEL	491,684.00	183,260.32	402,588.00	61,080.74	237,583.72	65,714.87	99,289.41	59.01%	
1348	005-05-542-3-5180	JET A FUEL	264,000.00	87,792.77	198,000.00	50,439.48	79,941.91	36,938.36	81,119.73	40.37%	
1349	005-05-542-3-5210	GAS AND LUBRICANTS	2,500.00	769.79	2,625.00	618.66	2,235.64	0.00	389.36	85.17%	
1350	005-05-542-3-5220	GENERAL MERCHANDISE	5,000.00	713.69	5,250.00	0.00	1,772.07	396.00	3,081.93	33.75%	
1351	005-05-542-3-5230	JANITORIAL SUPPLIES	2,500.00	1,376.02	2,625.00	213.93	1,405.23	0.00	1,219.77	53.53%	
1352	005-05-542-3-5260	UNIFORMS	500.00	0.00	525.00	0.00	430.50	0.00	94.50	82.00%	
1353	005-05-542-3-5280	OPERATING SUPPLIES	9,013.00	1,649.71	6,300.00	608.16	3,167.73	0.00	3,132.27	50.28%	
1354	005-05-542-3-5400	MEMBR,SUBSCRIPT,DUES	6,800.00	866.00	7,140.00	0.00	251.00	0.00	6,889.00	3.52%	
1355	005-05-542-3-6000	AIRPORT SURPLUS LAND SPEND PLA	0.00	0.00	10,500.00	0.00	0.00	0.00	10,500.00	0.00%	
1356			----------	----------	----------	----------	----------	----------	----------	---------	
1357		TOTAL	1,200,374.00	417,480.10	1,020,648.00	130,119.41	504,984.04	129,463.46	386,200.50	50.00%	
1358											
1359		**CAPITAL OUTLAY**									
1360	005-05-542-6-6309	FDOT WEST TAXILANES & APRON ST	15,621.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1361	005-05-542-6-6400	CAPITAL OUTLAY	0.00	0.00	6,976.00	0.00	0.00	0.00	0.00	0.00%	
1362	005-05-542-6-6450	CAPITAL IMPROVEMENTS	14,953.00	0.00	112,000.00	0.00	67,646.20	0.00	44,353.80	60.40%	
1363	005-05-542-8-6303	FDOT Taxiway "E"CHO	19,676.00	7,447.12	5,016.00	2,363.62	2,767.18	1,767.32	481.50	55.17%	
1364	005-05-542-8-6308	FAA West Taxilanes & Apron Fed	17,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1365	005-05-542-8-6310	Fed FAA Taxiway "E"cho	227,234.00	67,024.13	95,309.00	44,908.88	61,259.07	24,896.43	9,153.50	64.27%	
1366	005-05-542-8-6311	FDOT RWY 9 Obstruction Tree Re	539,479.00	277,804.26	71,066.00	0.00	49,461.93	0.73	21,603.34	69.60%	
1367	005-05-542-8-6312	FDOT Wildlife Hazard Assessmen	8,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1368	005-05-542-8-6314	FDOT Bulk Hangar (W1-3) Apron	99,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1369	005-05-542-8-6315	FDOT RWY 9/27 EXT feasibility	100,000.00	0.00	100,000.00	11,800.00	11,800.00	0.00	88,200.00	11.80%	
1370	005-05-542-8-6316	FDOT Access Control & Gate Imp	104,846.00	98,562.50	0.00	0.00	0.00	0.00	0.00	0.00%	
1371	005-05-542-8-6317	AIRPORT FDOT CORPORATE HANGAR	262,500.00	0.00	900,000.00	8,906.25	64,611.25	0.00	835,388.75	7.18%	
1372	005-05-542-8-6318	FDOT Emergency Generators	248,000.00	59,995.00	179,863.00	141,764.87	141,764.87	25,150.56	12,947.57	78.82%	
1373	005-05-542-8-6319	FAA AIRPORT AGIS SURVEY & MAPP	137,025.00	2,025.00	31,118.00	3,622.50	18,279.00	12,838.50	0.50	58.74%	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
1374	005-05-542-8-6320	FDOT AIRPORT AGIS SURVEY & MAP	15,225.00	225.00	3,458.00	402.50	2,031.00	1,426.50	0.50	58.73%	
1375	005-05-542-8-6321	FDOT AIRPORT MASTER PLAN	285,000.00	16,401.36	165,896.00	20,590.00	109,840.00	5,160.00	50,896.00	66.21%	
1376	005-05-542-8-6322	FDOT Airport RW 9/27 E END APP	500,000.00	0.00	500,000.00	0.00	0.00	0.00	500,000.00	0.00%	
1377	005-05-542-8-6323	FDOT WILDLIFE HAZARD TRENCH F	600,000.00	0.00	300,000.00	0.00	0.00	0.00	300,000.00	0.00%	
1378	005-05-542-8-6324	FAA AIRPORT AIRCRAFT TRANSIENT	0.00	0.00	67,760.00	-2,610.00	50,310.75	17,176.25	273.00	99.60%	
1379	005-05-542-8-6325	FDOT AIRPORT AIRCRAFT TRANSIEN	0.00	0.00	3,566.00	150.00	1,142.25	2,696.75	-273.00	107.66%	
1380	005-05-542-8-6326	FDOT AIRWAY RUNWAY MARKING REH	0.00	0.00	200,000.00	192,146.09	192,146.09	0.00	7,853.91	96.07%	
1381											
1382		TOTAL	3,194,159.00	529,484.37	2,742,028.00	424,044.71	773,059.59	91,113.04	1,870,879.37	29.00%	
1383											
1384		**DEBT SERVICE**									
1385	005-05-517-7-7140	PRINCIPAL-AIRPORT VEHICLE	5,493.00	5,493.01	0.00	0.00	0.00	0.00	0.00	0.00%	
1386	005-05-517-7-7141	PRINCIPAL - GENERAL FUND LOAN	50,000.00	0.00	50,000.00	0.00	0.00	0.00	50,000.00	0.00%	
1387	005-05-517-7-7240	INTEREST-AIRPORT VEHICLE	50.00	49.98	0.00	0.00	0.00	0.00	0.00	0.00%	
1388											
1389		TOTAL	55,543.00	5,542.99	50,000.00	0.00	0.00	0.00	50,000.00	0.00%	
1390											
1391											
1392		TOTAL EXPENDITURES	4,867,029.00	1,187,474.46	4,296,373.00	586,443.92	1,522,056.06	222,618.84	2,544,722.10	35.00%	
1393											
1394											
1395		**TRANSFERS, CONT, RESERVES**									
1396	005-05-542-9-9100	REIMB GENERAL FUND-ADMIN EXP	177,268.00	103,406.31	217,037.00	0.00	72,344.00	0.00	144,693.00	33.33%	
1397	005-05-542-9-9900	CONTINGENCY/RESERVE	125,979.00	0.00	52,003.00	0.00	0.00	0.00	58,979.03	0.00%	
1398											
1399		TOTAL	303,247.00	103,406.31	269,040.00	0.00	72,344.00	0.00	203,672.03	27.00%	
1400											
1401		**TOTAL EXPENDITURES, TRANSFERS,**									
1402	**AIRPORT FUND**	**CONTINGENCIES & RESERVES**	**5,170,276.00**	**1,290,880.77**	**4,565,413.00**	**586,443.92**	**1,594,400.06**	**222,618.84**	**2,748,394.13**	**35.00%**	
1403											
1404											
1405	**WATER FUND**										
1406	WATER FUND REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 50 % Yr Complete For Fiscal Year: 2026 / 04										
1407		**GRANTS**									
1408	041-00-389-2-8107	FEMA HMGP 4283-66 LIFT STATION	334,000.00	0.00	0.00	0.00	0.00		0.00	0.00%	
1409	041-00-389-3-5010	CDBG MIT SANITARY WASTEWATER R	382,000.00	86,586.99	198,859.00	9,897.00	64,899.00		133,960.00	32.64%	
1410	041-00-389-5-2000	Fed CDBG DEO Madison to 11th	748,674.00	0.00	714,000.00	35,099.99	35,099.99		678,900.01	4.92%	
1411	041-00-389-5-2100	SANITARY SEWE SMART SENSOR	0.00	0.00	103,000.00	0.00	0.00		103,000.00	0.00%	
1412	041-00-389-5-3920	Fed DEO RIF St. Johns Ave Mose	0.00	322,715.69	0.00	0.00	0.00		0.00	0.00%	
1413	041-00-389-6-3000	FDEP LPA0354 Sewer Main and Ma	1,625,000.00	268,797.71	2,000,000.00	268,349.26	885,598.83		1,114,401.17	44.28%	
1414	041-00-389-6-3100	FDEP Potable Water state North	2,100,000.00	0.00	5,000,000.00	2,007.00	824,554.46		4,175,445.54	16.49%	
1415	041-00-389-6-3200	FDEP Sewer Lining state	1,000,000.00	0.00	1,000,000.00	0.00	0.00		1,000,000.00	0.00%	
1416	041-00-389-7-1008	WWTP Biosolids LPR0004 FDEP	1,324,600.00	629,450.43	242,985.00	0.00	10,012.55		232,972.45	4.12%	
1417	041-00-389-7-1009	SJRWMD #35891 Madison to 11th	500,000.00	241,971.86	694,000.00	0.00	0.00		694,000.00	0.00%	
1418	041-00-334-3-5000	DEO Lift Station 16 Expansion	340,196.00	2,544.55	329,443.00	178,379.70	269,476.62		59,966.38	81.80%	
1419											
1420		TOTAL	8,354,470.00	1,552,067.23	10,282,287.00	493,732.95	2,089,641.45		8,192,645.55	21.00%	
1421											
1422		**CHARGES FOR SERVICES**									

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
1423	041-00-343-6-1000	WATER SALES	4,350,557.00	2,518,703.14	4,481,074.00	366,674.48	2,635,817.05		1,845,256.95	58.82%	
1424	041-00-343-6-1010	WATER TAPS & RENEWALS	51,676.00	16,000.00	53,226.00	4,000.00	24,500.00		28,726.00	46.03%	
1425	041-00-343-6-1040	PENALTIES	76,929.00	40,665.22	79,237.00	5,786.49	44,110.58		35,126.42	55.67%	
1426	041-00-343-6-2000	BROKEN METERS/LOCKS	2,612.00	794.95	2,690.00	135.00	470.00		2,220.00	17.47%	
1427	041-00-343-6-3000	WASTEWATER SERVICE REVENUE	3,854,971.00	2,282,125.90	3,970,620.00	345,544.89	2,378,267.43		1,592,352.57	59.90%	
1428	041-00-343-6-3010	WASTEWATER TAPS/RENEWALS	50,965.00	20,000.00	52,494.00	0.00	17,500.00		34,994.00	33.34%	
1429	041-00-343-6-3020	SEPTIC DUMPING (WWTP)	216,550.00	110,715.00	223,047.00	16,625.00	119,282.50		103,764.50	53.48%	
1430	041-00-343-6-4000	WATER IMPACT FEES	251,326.00	56,772.00	258,866.00	1,122.00	22,652.00		236,214.00	8.75%	
1431	041-00-343-6-5000	WASTEWATER IMPACT FEES-NEW CON	264,495.00	56,152.00	272,430.00	1,180.00	17,511.00		254,919.00	6.43%	
1432			---	---	---	---	---		---	---	
1433		TOTAL	9,120,081.00	5,101,928.21	9,393,684.00	741,067.86	5,260,110.56		4,133,573.44	56.00%	
1434											
1435		**OTHER REVENUES**									
1436	041-00-361-1-1000	INTEREST-SERIES 98 SINKING FD	843.00	1,561.95	868.00	277.98	1,562.06		-694.06	179.96%	
1437	041-00-361-1-1100	INTEREST DW 540250	103.00	33.25	106.00	185.31	1,162.63		-1,056.63	1096.82%	
1438	041-00-362-0-1000	COMMUNICATION TOWER LEASE	28,942.00	24,602.77	29,810.00	0.00	23,683.04		6,126.96	79.45%	
1439	041-00-362-0-1005	TATER FARMS LAND LEASE	33,050.00	24,750.00	34,042.00	0.00	24,750.00		9,292.00	72.70%	
1440	041-00-364-0-4900	SURPLUS EQUIPMENT-WATER	8,012.00	0.00	8,252.00	0.00	0.00		8,252.00	0.00%	
1441	041-00-369-9-1000	OTHER REVENUE	8,122.00	62.54	8,365.00	1,751.45	1,751.45		6,613.55	20.94%	
1442	041-00-369-9-1001	E-PAYABLES REVENUE SHARE	869.00	803.30	895.00	73.26	425.35		469.65	47.53%	
1443	041-00-369-9-2000	REFUNDS/REIMBURSEMENTS	0.00	0.00	0.00	0.00	1,496.50		-1,496.50	0.00%	
1444	041-00-384-0-1002	SRF 2019 MATCHING PROCEEDS DW5	593,000.00	0.00	0.00	0.00	0.00		0.00	0.00%	
1445	041-00-384-0-1004	SRF DW54025 PROCEEDS Carbon Fi	1,317,802.00	0.00	1,312,368.00	0.00	315,835.99		996,532.01	24.07%	
1446	041-00-384-0-1005	SRF 54022 DOWNTOWN POTABLE	23,219.00	0.00	0.00	0.00	0.00		0.00	0.00%	
1447			---	---	---	---	---		---	---	
1448		TOTAL	2,013,962.00	51,813.81	1,394,706.00	2,288.00	370,667.02		1,024,038.98	27.00%	
1449			---	---	---	---	---		---	---	
1450											
1451			---	---	---	---	---		---	---	
1452		TOTAL OPERATING REVENUES	19,488,513.00	6,705,809.25	21,070,677.00	1,237,088.81	7,720,419.03		13,350,257.97	37.00%	
1453			---	---	---	---	---		---	---	
1454											
1455		**TRANSFERS IN**									
1456	041-00-381-0-1000	TRANSFER FROM GENERAL	0.00	0.00	0.00	0.00	25,015.71		-25,015.71		
1457	041-00-381-0-3000	TRANSFER FROM CENTRAL TIF POTA	93,148.00	0.00	100,000.00	0.00	0.00		100,000.00	0.00%	
1458	041-00-381-0-3100	TRANSFER FROM SOUTH TIF-POTABL	28,080.00	0.00	30,000.00	0.00	0.00		30,000.00	0.00%	
1459			---	---	---	---	---		---	---	
1460		TOTAL	121,228.00	0.00	130,000.00	0.00	25,015.71		104,984.29	20.00%	
1461											
1462		**CASH BALANCE FOWARD**									
1463	041-00-301-0-0100	CASH BALANCE FOWARD	4,022,639.00	0.00	4,022,639.00	0.00	1,331,250.51		2,691,388.49	33.09%	
1464	041-00-301-0-0101	WATER IMPACT FEES BALANCE FORW	77,223.00	0.00	77,223.00	0.00	0.00		77,223.00	0.00%	
1465	041-00-301-0-0102	WASTEWATER IMPACT FEES BALANCE	156,217.00	0.00	156,217.00	0.00	0.00		156,217.00	0.00%	
1466	041-00-301-1-0000	UTILITY CAPITAL REPLACEMENT BA	2,158,440.00	0.00	2,158,440.00	0.00	0.00		2,158,440.00	0.00%	
1467	041-00-301-1-7000	FRUFC REBATE-CAP PROJECTS ONLY	8,095.00	0.00	8,095.00	0.00	0.00		8,095.00	0.00%	
1468			---	---	---	---	---		---	---	
1469		TOTAL	6,422,614.00	0.00	6,422,614.00	0.00	1,331,250.51		5,091,363.49	21.00%	
1470			---	---	---	---	---		---	---	
1471	**WATER FUND**	**TOTAL REV, TRF & CASH BALANCES**	**26,032,355.00**	**6,705,809.25**	**27,623,291.00**	**1,237,088.81**	**9,076,685.25**		**18,546,605.75**	**33.00%**	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
1472											
1473	WATER FUND EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 50 % Yr Complete For Fiscal Year: 2026 / 04										
1474		**WATER PLANT**									
1475											
1476		**PERSONNEL SERVICES**									
1477	041-11-533-1-1100	EXECUTIVE SALARIES	121,486.00	0.00	121,485.00	5,481.60	55,174.20	0.00	66,310.80	45.42%	
1478	041-11-533-1-1200	REGULAR SALARIES	279,553.00	179,039.15	271,635.00	20,510.17	126,939.18	0.00	144,695.82	46.73%	
1479	041-11-533-1-1400	OVERTIME	49,140.00	16,396.67	50,000.00	228.56	7,006.73	0.00	42,993.27	14.01%	
1480	041-11-533-1-2100	FICA TAX EXPENSE	34,439.00	14,709.02	33,899.00	1,938.34	13,982.73	0.00	19,916.27	41.25%	
1481	041-11-533-1-2200	RETIREMENT EXPENSE	138,205.00	45,207.84	122,301.00	7,236.81	48,253.19	0.00	74,047.81	39.45%	
1482	041-11-533-1-2300	HEALTH AND LIFE INSURANCE	135,777.00	33,017.44	81,977.00	4,431.99	25,556.68	0.00	56,420.32	31.18%	
1483											
1484		TOTAL	758,600.00	288,370.12	681,297.00	39,827.47	276,912.71	0.00	404,384.29	41.00%	
1485											
1486		**OPERATING EXPENSES**									
1487	041-11-533-3-3100	PROFESSIONAL SERVICES	62,400.00	28,237.49	50,000.00	0.00	34,252.66	2,500.00	13,247.34	68.51%	
1488	041-11-533-3-3110	LAB/TESTING	30,000.00	6,471.30	30,000.00	1,771.00	13,158.45	0.00	16,841.55	43.86%	
1489	041-11-533-3-3120	PRE-EMPLOYMENT EXPENSE	912.00	159.53	712.00	0.00	530.47	0.00	181.53	74.50%	
1490	041-11-533-3-4020	SCHOOLING, CONFERENCE, ETC	8,000.00	1,578.99	7,700.00	880.52	1,688.52	2,430.00	3,581.48	21.93%	
1491	041-11-533-3-4100	COMMUNICATIONS SERVICES	5,200.00	1,874.40	200.00	653.29	4,231.82	0.00	-4,031.82	2115.91%	
1492	041-11-533-3-4200	POSTAGE AND FREIGHT	208.00	0.00	100.00	0.00	0.00	0.00	100.00	0.00%	
1493	041-11-533-3-4320	ELECTRICITY	170,000.00	80,825.13	149,900.00	14,724.10	110,408.50	0.00	39,491.50	73.65%	
1494	041-11-533-3-4400	RENTALS AND LEASES	1,040.00	248.85	1,500.00	35.55	248.85	177.75	1,073.40	16.59%	
1495	041-11-533-3-4500	LIABILITY INSURANCE	1,307.00	0.00	1,500.00	0.00	1,032.03	344.01	123.96	68.80%	
1496	041-11-533-3-4610	BUILDING MAINTENANCE	25,000.00	9,230.25	15,000.00	625.58	5,695.20	0.00	9,304.80	37.97%	
1497	041-11-533-3-4620	EQUIPMENT MAINTENANCE	75,000.00	31,592.74	75,000.00	19,191.71	50,531.48	6,831.97	17,636.55	67.38%	
1498	041-11-533-3-4630	VEHICLE MAINTENANCE	1,040.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00%	
1499	041-11-533-3-4680	STORM REPAIR/CLEANUP	0.00	137.08	0.00	0.00	0.00	0.00	0.00	0.00%	
1500	041-11-533-3-5000	FINES & FEES	520.00	123.20	520.00	0.00	114.72	0.00	405.28	22.06%	
1501	041-11-533-3-5100	OFFICE SUPPLIES	1,500.00	743.32	1,500.00	147.46	227.95	0.00	1,272.05	15.20%	
1502	041-11-533-3-5210	GAS AND LUBRICANTS	2,500.00	1,819.93	3,000.00	609.04	2,434.40	0.00	565.60	81.15%	
1503	041-11-533-3-5230	JANITORIAL SUPPLIES	1,560.00	383.07	1,500.00	54.00	324.00	0.00	1,176.00	21.60%	
1504	041-11-533-3-5250	SMALL TOOLS	4,000.00	1,358.05	4,000.00	0.00	1,829.94	123.01	2,047.05	45.75%	
1505	041-11-533-3-5260	UNIFORMS	5,500.00	3,442.59	6,000.00	503.50	2,847.10	0.00	3,152.90	47.45%	
1506	041-11-533-3-5270	CHEMICALS AND FERTILIZERS	249,400.00	60,141.82	150,000.00	18,676.74	70,448.96	742.00	78,809.04	46.97%	
1507	041-11-533-3-5280	OPERATING SUPPLIES	15,600.00	8,531.92	15,600.00	34.60	8,842.50	429.65	6,327.85	56.68%	
1508	041-11-533-3-5400	MEMBR,SUBSCRIPT,DUES	1,040.00	456.33	1,000.00	0.00	0.00	0.00	1,000.00	0.00%	
1509											
1510		TOTAL	661,727.00	237,355.99	515,732.00	57,907.09	308,847.55	13,578.39	193,306.06	60.00%	
1511											
1512		**CAPITAL OUTLAY**									
1513	041-11-533-6-6330	SRF DW54025 Carbon Filters	1,317,802.00	0.00	1,312,368.00	1,899.20	635,835.99	177,422.20	499,109.81	48.45%	
1514	041-11-533-6-6380	WELL UPGRADES	55,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1515	041-11-533-6-6400	CAPITAL OUTLAY	500,000.00	142,680.96	689,556.00	65,107.75	382,539.80	285,762.25	21,253.95	55.48%	
1516											
1517		TOTAL	1,872,802.00	142,680.96	2,001,924.00	67,006.95	1,018,375.79	463,184.45	520,363.76	51.00%	
1518											
1519		**DEPARTMENT TOTAL**	**3,293,129.00**	**668,407.07**	**3,198,953.00**	**164,741.51**	**1,604,136.05**	**476,762.84**	**1,118,054.11**	**50.00%**	
1520											

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
1521		**SEWER/WASTEWATER PLANT**									
1522											
1523		**PERSONNEL SERVICES**									
1524	041-12-535-1-1100	EXECUTIVE SALARIES	161,796.00	62,470.09	165,346.00	6,943.84	53,115.16	0.00	112,230.84	32.12%	
1525	041-12-535-1-1200	REGULAR SALARIES	432,368.00	278,122.17	409,500.00	40,397.73	280,137.38	0.00	129,362.62	68.41%	
1526	041-12-535-1-1220	CLERICAL SALARY	49,467.00	27,869.02	50,232.00	4,057.60	33,933.80	0.00	16,298.20	67.55%	
1527	041-12-535-1-1400	OVERTIME	54,600.00	17,626.32	55,000.00	2,501.95	27,309.52	0.00	27,690.48	49.65%	
1528	041-12-535-1-2100	FICA TAX EXPENSE	53,415.00	28,761.24	52,026.00	3,952.04	28,937.08	0.00	23,088.92	55.62%	
1529	041-12-535-1-2200	RETIREMENT EXPENSE	197,594.00	90,358.39	187,702.00	11,840.32	84,353.36	0.00	103,348.64	44.94%	
1530	041-12-535-1-2300	HEALTH AND LIFE INSURANCE	139,594.00	101,311.27	125,814.00	12,390.00	90,694.90	0.00	35,119.10	72.09%	
1531			---	---	---	---	---	---	---	---	
1532		TOTAL	1,088,834.00	606,518.50	1,045,620.00	82,083.48	598,481.20	0.00	447,138.80	58.00%	
1533											
1534		**OPERATING EXPENSES**									
1535	041-12-535-3-3100	PROFESSIONAL SERVICES	9,600.00	2,412.60	9,800.00	0.00	2,370.00	1,503.50	5,926.50	24.18%	
1536	041-12-535-3-3110	LAB/TESTING	61,000.00	28,861.66	59,000.00	7,316.07	36,521.17	7,004.20	15,474.63	61.90%	
1537	041-12-535-3-3120	PRE-EMPLOYMENT EXPENSE	1,560.00	0.00	1,500.00	105.00	159.53	0.00	1,340.47	10.64%	
1538	041-12-535-3-3440	TREE REMOVAL	1,560.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00%	
1539	041-12-535-3-3460	RAILROAD CROSSING MAINTENANCE	676.00	0.00	350.00	0.00	0.00	0.00	350.00	0.00%	
1540	041-12-535-3-4000	TRAVEL	1,248.00	0.00	2,700.00	0.00	0.00	0.00	2,700.00	0.00%	
1541	041-12-535-3-4020	SCHOOLING, CONFERENCE, ETC	6,760.00	258.00	2,900.00	220.00	642.00	0.00	2,258.00	22.14%	
1542	041-12-535-3-4100	COMMUNICATIONS SERVICES	10,296.00	5,596.01	10,300.00	1,058.19	7,176.46	0.00	3,123.54	69.67%	
1543	041-12-535-3-4200	POSTAGE AND FREIGHT	1,144.00	176.55	1,000.00	0.00	610.25	0.00	389.75	61.03%	
1544	041-12-535-3-4310	NATURAL GAS	6,240.00	2,988.10	6,000.00	1,422.75	4,281.97	0.00	1,718.03	71.37%	
1545	041-12-535-3-4320	ELECTRICITY	250,000.00	150,046.90	280,000.00	19,072.47	133,189.30	0.00	146,810.70	47.57%	
1546	041-12-535-3-4330	CREDIT CARD FEES	1,040.00	227.86	500.00	0.00	0.00	0.00	500.00	0.00%	
1547	041-12-535-3-4400	RENTALS AND LEASES	46,800.00	13,758.03	43,000.00	3,971.69	20,869.32	177.50	21,953.18	48.53%	
1548	041-12-535-3-4500	LIABILITY INSURANCE	1,438.00	0.00	1,200.00	0.00	825.60	275.20	99.20	68.80%	
1549	041-12-535-3-4610	BUILDING MAINTENANCE	4,160.00	200.00	9,500.00	43.00	258.00	0.00	9,242.00	2.72%	
1550	041-12-535-3-4620	EQUIPMENT MAINTENANCE	165,000.00	68,918.09	165,000.00	21,543.04	105,815.33	22,523.97	36,660.70	64.13%	
1551	041-12-535-3-4630	VEHICLE MAINTENANCE	3,328.00	1,365.37	3,200.00	347.70	2,626.80	311.26	261.94	82.09%	
1552	041-12-535-3-4680	STORM CLEANUP/REPAIR	0.00	236.38	700.00	0.00	0.00	0.00	700.00	0.00%	
1553	041-12-535-3-4700	PRINTING AND BINDING	234.00	114.47	250.00	11.14	147.40	0.00	102.60	58.96%	
1554	041-12-535-3-5000	FINES & FEES	0.00	52.70	100.00	0.00	95.34	0.00	4.66	95.34%	
1555	041-12-535-3-5100	OFFICE SUPPLIES	5,144.00	3,546.91	4,500.00	0.00	289.45	0.00	4,210.55	6.43%	
1556	041-12-535-3-5210	GAS AND LUBRICANTS	16,640.00	7,651.22	24,000.00	1,792.86	13,125.31	0.00	2,667.55	54.69%	
1557	041-12-535-3-5230	JANITORIAL SUPPLIES	624.00	349.72	500.00	18.00	221.52	196.20	82.28	44.30%	
1558	041-12-535-3-5250	SMALL TOOLS	6,760.00	3,517.71	6,800.00	0.00	642.79	975.00	5,182.21	9.45%	
1559	041-12-535-3-5260	UNIFORMS	9,568.00	5,073.79	9,700.00	1,015.40	5,534.06	0.00	4,165.94	57.05%	
1560	041-12-535-3-5270	CHEMICALS	90,480.00	42,682.50	90,000.00	6,900.00	33,007.50	1,845.00	55,147.50	36.68%	
1561	041-12-535-3-5280	OPERATING SUPPLIES	15,600.00	10,029.50	18,000.00	35.94	3,160.21	4,544.74	10,295.05	17.56%	
1562	041-12-535-3-5290	BIOSOLIDS DISPOSAL	56,160.00	26,336.40	86,000.00	12,940.84	63,285.20	0.00	5,655.64	73.59%	
1563	041-12-535-3-5400	MEMBR,SUBSCRIPT,DUES	572.00	208.83	400.00	0.00	0.00	0.00	400.00	0.00%	
1564			---	---	---	---	---	---	---	---	
1565		TOTAL	773,632.00	374,609.30	838,900.00	77,814.09	434,854.51	39,356.57	339,422.62	52.00%	
1566											
1567		**CAPITAL OUTLAY**									
1568	041-12-535-6-6301	DEO Lift Station 16 Expansion	1,784,804.00	3,816.83	1,752,098.00	269,476.62	269,476.62	130,523.38	1,352,098.00	15.38%	
1569	041-12-535-6-6359	WWTP Biosolids LPR0004 FDEP	1,324,600.00	629,450.43	242,984.00	0.00	6,842.55	120,779.62	115,361.83	2.82%	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
1570	041-12-535-6-6450	CAPITAL IMPROVEMENTS	1,155,000.00	91,094.43	762,000.00	0.00	173,040.25	243,420.05	273,422.15	22.71%	
1571											
1572		TOTAL	4,264,404.00	724,361.69	2,757,082.00	269,476.62	449,359.42	494,723.05	1,740,881.98	17.00%	
1573											
1574		**GRANTS**									
1575	041-12-535-8-6401	DEO Lift Station 16 Expansion	340,196.00	2,544.55	329,443.00	178,379.70	254,230.70	38,168.25	37,044.05	77.17%	
1576											
1577		TOTAL	340,196.00	2,544.55	329,443.00	178,379.70	254,230.70	38,168.25	37,044.05	78.00%	
1578											
1579		**DEPARTMENT TOTAL**	**6,467,066.00**	**1,708,034.04**	**4,971,045.00**	**607,753.89**	**1,736,925.83**	**572,247.87**	**2,564,487.45**	**35.00%**	
1580											
1581		**WATER/SEWER DISTRIBUTION**									
1582											
1583		**PERSONNEL SERVICES**									
1584	041-13-536-1-1100	EXECUTIVE SALARIES	93,713.00	43,289.18	118,850.00	5,564.80	39,578.58	0.00	79,271.42	33.30%	
1585	041-13-536-1-1200	REGULAR SALARIES	394,254.00	224,412.24	280,679.00	31,102.26	210,234.60	0.00	70,444.40	74.90%	
1586	041-13-536-1-1220	CLERICAL SALARY	36,966.00	18,828.02	38,220.00	2,858.09	22,510.67	0.00	15,709.33	58.90%	
1587	041-13-536-1-1400	OVERTIME	54,600.00	29,406.77	55,000.00	6,425.24	36,676.85	0.00	18,323.15	66.69%	
1588	041-13-536-1-2100	FICA TAX EXPENSE	44,334.00	23,023.98	37,695.00	3,282.06	21,936.13	0.00	15,758.87	58.19%	
1589	041-13-536-1-2200	RETIREMENT EXPENSE	177,916.00	75,835.23	135,999.00	10,534.93	73,935.00	0.00	62,064.00	54.36%	
1590	041-13-536-1-2300	HEALTH AND LIFE INSURANCE	161,318.00	81,955.00	91,159.00	9,869.34	71,309.99	0.00	19,849.01	78.23%	
1591											
1592		TOTAL	963,101.00	496,750.42	757,602.00	69,636.72	476,181.82	0.00	281,420.18	63.00%	
1593											
1594		**OPERATING EXPENSES**									
1595	041-13-536-3-3100	PROFESSIONAL SERVICES	33,965.00	33,525.06	23,119.00	2,978.68	8,936.35	9,097.86	5,084.79	38.65%	
1596	041-13-536-3-3120	PRE-EMPLOYMENT EXPENSE	1,040.00	0.00	1,000.00	214.06	276.47	0.00	723.53	27.65%	
1597	041-13-536-3-4020	SCHOOLING, CONFERENCE, ETC	10,400.00	4,548.30	9,000.00	0.00	1,010.00	0.00	7,990.00	11.22%	
1598	041-13-536-3-4100	COMMUNICATIONS SERVICES	7,904.00	3,118.20	5,500.00	533.14	3,762.00	0.00	1,738.00	68.40%	
1599	041-13-536-3-4200	POSTAGE AND FREIGHT	104.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1600	041-13-536-3-4310	NATURAL GAS	520.00	591.75	1,500.00	19.70	468.30	0.00	1,031.70	31.22%	
1601	041-13-536-3-4315	WATER, SEWER, TRASH	0.00	0.00	0.00	0.00	40.55	0.00	-40.55	0.00%	
1602	041-13-536-3-4320	ELECTRICITY	2,704.00	1,131.77	1,700.00	229.00	1,540.80	0.00	159.20	90.64%	
1603	041-13-536-3-4400	RENTALS AND LEASES	2,080.00	280.91	500.00	40.13	280.91	200.65	18.44	56.18%	
1604	041-13-536-3-4610	BUILDING MAINTENANCE	5,200.00	1,966.87	10,000.00	1,440.00	5,692.90	0.00	4,307.10	56.93%	
1605	041-13-536-3-4620	EQUIPMENT MAINTENANCE	20,800.00	11,046.91	15,881.00	202.98	4,025.07	2,343.33	9,512.60	25.35%	
1606	041-13-536-3-4630	VEHICLE MAINTENANCE	20,800.00	6,150.20	15,000.00	3,099.68	9,333.15	1,805.03	3,861.82	62.22%	
1607	041-13-536-3-4700	PRINTING AND BINDING	1,040.00	104.72	500.00	13.06	99.34	0.00	400.66	19.87%	
1608	041-13-536-3-4900	LEGAL ADVERTISING	520.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1609	041-13-536-3-5100	OFFICE SUPPLIES	1,040.00	936.96	1,445.00	12.89	1,420.13	0.00	24.87	98.28%	
1610	041-13-536-3-5210	GAS AND LUBRICANTS	41,600.00	13,090.84	25,000.00	4,610.19	17,693.91	0.00	7,306.09	70.78%	
1611	041-13-536-3-5230	JANITORIAL SUPPLIES	2,080.00	655.83	1,000.00	26.60	800.19	124.79	75.02	80.02%	
1612	041-13-536-3-5250	SMALL TOOLS	5,200.00	2,442.08	5,000.00	1,497.00	3,350.27	203.44	1,446.29	67.01%	
1613	041-13-536-3-5260	UNIFORMS	4,160.00	1,903.77	4,500.00	329.30	1,999.16	0.00	2,500.84	44.43%	
1614	041-13-536-3-5280	OPERATING SUPPLIES	30,800.00	4,334.28	10,000.00	1,299.40	9,607.02	-64.21	457.19	96.07%	
1615	041-13-536-3-5330	ROAD REPAIRS	60,000.00	41,052.00	350,000.00	20,730.00	73,275.80	19,971.00	256,753.20	20.94%	
1616											
1617		TOTAL	251,957.00	126,880.45	480,645.00	37,275.81	143,612.32	33,681.89	303,350.79	30.00%	
1618											

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
1619		**CAPITAL OUTLAY**									
1620	041-13-536-6-6300	METERS AND METER REPAIR	31,236.00	7,428.26	34,000.00	3,299.76	25,566.23	0.00	8,433.77	75.19%	
1621	041-13-536-6-6320	WASTEWATER MATERIALS	18,220.00	4,956.49	18,000.00	0.00	7,392.24	6,077.49	4,530.27	41.07%	
1622	041-13-536-6-6330	PIPE AND FITTINGS	89,655.00	15,849.99	100,000.00	1,443.76	94,621.88	48.46	5,329.66	94.62%	
1623	041-13-536-6-6340	CONCRETE, FILL	15,600.00	6,670.00	30,000.00	0.00	22,620.00	5,840.00	1,540.00	75.40%	
1624	041-13-536-6-6372	CDBG MIT SANITARY WASTEWATER R	382,000.00	86,586.99	198,859.00	9,897.00	64,899.00	56,493.00	77,467.00	32.64%	
1625	041-13-536-6-6400	CAPITAL OUTLAY	62,800.00	22,008.30	370,000.00	0.00	49,246.40	242,365.45	78,388.15	13.31%	
1626	041-13-536-6-6450	CAPITAL IMPROVEMENTS	326,246.00	118,950.00	225,000.00	0.00	224,665.00	0.00	335.00	99.85%	
1627	041-13-536-6-6458	SRF 2019 DW54022 PALATKA HEIGH	593,000.00	313,926.69	0.00	0.00	0.00	0.00	0.00	0.00%	
1628	041-13-536-6-6464	SRF DW54022 Downtown Potable	23,219.00	23,219.40	0.00	0.00	0.00	0.00	0.00	0.00%	
1629	041-13-536-6-6467	CITY MATCH DEO MADISON 5TH TO	146,400.00	52,824.20	64,217.00	0.00	6,543.00	24,076.80	33,597.20	10.19%	
1630	041-13-536-6-6473	SRF DEO RIF St. Johns Ave Mose	213,620.00	88,821.36	0.00	0.00	0.00	0.00	0.00	0.00%	
1631	041-13-536-6-6474	PUBLIC WORKS BUILDING	0.00	0.00	0.00	0.00	19,313.04	0.00	-19,313.04	0.00%	
1632	041-13-536-6-6475	CITY MATCH SANITARY SEWER SMAR	0.00	0.00	136,270.00	0.00	0.00	0.00	136,270.00	0.00%	
1633	041-13-536-6-6476	SANITARY SEWER SMART SENSORS	0.00	0.00	154,426.00	0.00	0.00	0.00	154,426.00	0.00%	
1634	041-13-536-8-6465	DEO RIF MOSELY TO RR	0.00	-0.10	0.00	0.00	0.00	0.00	0.00	0.00%	
1635	041-13-536-8-6466	FDEP LPA0354 Sewer Main and Ma	1,625,000.00	268,857.61	2,000,000.00	268,349.26	885,598.83	646,363.89	468,037.28	44.28%	
1636	041-13-536-8-6467	Fed CDBG DEO Madison 5th to 11	748,674.00	0.00	714,000.00	35,099.99	35,099.99	309,130.01	369,770.00	4.92%	
1637	041-13-536-8-6468	FDEP Potable Water state North	2,100,000.00	0.00	5,000,000.00	2,007.00	824,554.46	1,125,228.50	3,050,217.04	16.49%	
1638	041-13-536-8-6469	FDEP Sewer Lining state	1,000,000.00	0.00	1,000,000.00	0.00	0.00	0.00	1,000,000.00	0.00%	
1639	041-13-536-8-6471	SJRWMD 35891 MADISON TO 11TH S	500,000.00	241,971.86	0.00	0.00	0.00	0.00	0.00	0.00%	
1640			----------	----------	----------	----------	----------	----------	----------	---------	
1641		TOTAL	7,875,670.00	1,252,071.05	10,044,772.00	320,096.77	2,260,120.07	2,415,623.60	5,369,028.33	23.00%	
1642			----------	----------	----------	----------	----------	----------	----------	---------	
1643		**DEPARTMENT TOTAL**	**9,090,728.00**	**1,875,701.92**	**11,283,019.00**	**427,009.30**	**2,879,914.21**	**2,449,305.49**	**5,953,799.30**	**26.00%**	
1644			----------	----------	----------	----------	----------	----------	----------	---------	
1645		**WATER ADMINISTRATION**									
1646											
1647		**PERSONNEL SERVICES**									
1648	041-29-536-1-1200	REGULAR SALARIES	173,744.00	34,071.10	185,914.00	0.00	0.00	0.00	185,914.00	0.00%	
1649	041-29-536-1-1220	SALARIES CLERICAL	0.00	30,380.15	0.00	7,084.33	50,054.49	0.00	-50,054.49	0.00%	
1650	041-29-536-1-1300	OTHER SALARIES	0.00	36,594.78	0.00	16,967.09	36,756.36	0.00	-36,756.36	0.00%	
1651	041-29-536-1-1400	OVERTIME-WATER ADMIN	0.00	1,889.20	0.00	259.02	780.58	0.00	-780.58	0.00%	
1652	041-29-536-1-2100	FICA TAX EXPENSE	13,291.00	7,779.07	14,222.00	1,805.11	6,497.88	0.00	7,724.12	45.69%	
1653	041-29-536-1-2200	RETIREMENT EXPENSE	53,339.00	31,470.29	51,312.00	6,709.68	23,705.48	0.00	27,606.52	46.20%	
1654	041-29-536-1-2300	HEALTH AND LIFE INSURANCE	35,787.00	24,192.86	34,394.00	3,007.34	22,589.87	0.00	11,804.13	65.68%	
1655	041-29-536-1-2400	WORKERS COMP	36,612.00	9,533.26	39,541.00	0.00	29,642.49	9,880.83	17.68	74.97%	
1656			----------	----------	----------	----------	----------	----------	----------	---------	
1657		TOTAL	312,773.00	175,910.71	325,383.00	35,832.57	170,027.15	9,880.83	145,475.02	52.00%	
1658											
1659		**OPERATING EXPENSES**									
1660	041-29-536-3-3100	PROFESSIONAL SERVICES	47,631.00	9,945.00	45,249.00	110.00	8,796.26	550.00	35,902.74	19.44%	
1661	041-29-536-3-3120	PRE-EMPLOYMENT EXPENSE	0.00	299.04	0.00	0.00	0.00	0.00	0.00	0.00%	
1662	041-29-536-3-3200	ACCOUNTING AND AUDITING	30,738.00	0.00	54,578.00	5,303.61	5,303.61	0.00	49,274.39	9.72%	
1663	041-29-536-3-4020	SCHOOLING, CONFERENCE, ETC	6,240.00	0.00	5,928.00	0.00	0.00	0.00	5,928.00	0.00%	
1664	041-29-536-3-4100	COMMUNICATIONS SERVICES	1,040.00	840.29	988.00	754.97	1,429.07	0.00	-441.07	144.64%	
1665	041-29-536-3-4200	POSTAGE AND FREIGHT	104.00	0.69	100.00	0.00	0.00	0.00	100.00	0.00%	
1666	041-29-536-3-4330	CREDIT CARD FEES	104.00	0.00	100.00	0.00	0.00	0.00	100.00	0.00%	
1667	041-29-536-3-4400	RENTALS AND LEASES	520.00	159.18	494.00	22.74	159.18	113.70	221.12	32.22%	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
1668	041-29-536-3-4500	LIABILITY INSURANCE	346,321.00	0.00	329,005.00	0.00	226,365.93	75,455.31	27,183.76	68.80%	
1669	041-29-536-3-4620	EQUIPMENT MAINTENANCE	46,800.00	0.00	44,460.00	0.00	0.00	0.00	44,460.00	0.00%	
1670	041-29-536-3-5100	OFFICE SUPPLIES	208.00	197.23	200.00	0.00	0.00	0.00	200.00	0.00%	
1671	041-29-536-3-5280	OPERATING SUPPLIES	4,680.00	189.99	4,446.00	0.00	0.00	0.00	4,446.00	0.00%	
1672											
1673		TOTAL	484,386.00	11,631.42	485,548.00	6,191.32	242,054.05	76,119.01	167,374.94	50.00%	
1674											
1675		**CAPITAL OUTLAY**									
1676	041-29-536-6-6474	PUBLIC WORKS BUILDING	0.00	0.00	0.00	0.00	5,702.67	0.00	-5,702.67	0.00%	
1677											
1678		TOTAL	0.00	0.00	0.00	0.00	5,702.67	0.00	-5,702.67	0.00%	
1679											
1680		**DEBT SERVICE**									
1681	041-13-517-7-7100	PRINCIPAL PUBLIC WORKS BUILDIN	23,375.00	0.00	24,892.00	0.00	0.00	0.00	24,892.00	0.00%	
1682	041-13-517-7-7200	INTEREST PUBLIC WORKS BLDG	40,151.00	42,150.46	37,213.00	0.00	19,311.10	0.00	17,901.90	51.89%	
1683	041-29-517-7-7120	PRINCIPAL DW541901	284,953.00	124,994.30	258,310.00	0.00	128,309.88	0.00	130,000.12	49.67%	
1684	041-29-517-7-7130	PRINCIPAL SERIES 2010A	233,113.00	233,113.36	240,669.00	0.00	240,669.00	0.00	0.00	100.00%	
1685	041-29-517-7-7140	PRINCIPAL SRF 2108 DW54022	517,904.00	0.00	512,592.00	0.00	0.00	0.00	512,592.00	0.00%	
1686	041-29-517-7-7160	PRINCIPAL WW 540230 SRF 2019	24,772.00	24,772.20	24,772.00	0.00	12,386.10	0.00	12,385.90	50.00%	
1687	041-29-517-7-7180	PRINCIPAL DW54025 SRF Carbon F	174,634.00	0.00	174,634.00	0.00	0.00	0.00	174,634.00	0.00%	
1688	041-29-517-7-7190	PRINCIPAL PUBLIC WORKS BLDG	6,887.00	0.00	7,350.00	0.00	0.00	0.00	7,350.00	0.00%	
1689	041-29-517-7-7220	INTEREST-DW541901	11,850.00	17,482.20	26,643.00	0.00	14,166.62	0.00	12,476.38	53.17%	
1690	041-29-517-7-7230	INTEREST-SERIES 2010A	132,465.00	132,465.03	125,998.00	61,356.39	125,997.90	0.00	0.10	100.00%	
1691	041-29-517-7-7290	INTEREST PUBLIC WORKS BLDG	10,292.00	12,446.00	10,988.00	0.00	5,702.10	0.00	5,285.90	51.89%	
1692											
1693		TOTAL	1,460,396.00	587,423.55	1,444,061.00	61,356.39	546,542.70	0.00	897,518.30	38.00%	
1694											
1695		**DEPARTMENT TOTAL**	**2,257,555.00**	**774,965.68**	**2,254,992.00**	**103,380.28**	**964,326.57**	**85,999.84**	**1,204,665.59**	**43.00%**	
1696											
1697											
1698											
1699		TOTAL EXPENDITURES	21,108,478.00	5,027,108.71	21,708,009.00	1,302,884.98	7,185,302.66	3,584,316.04	10,841,006.45	34.00%	
1700											
1701											
1702		**TRANSFERS**									
1703	041-13-536-9-9104	REIMB FLEET MAINTENCE	54,258.00	31,650.43	65,419.00	5,452.00	38,164.00	0.00	27,255.00	58.34%	
1704	041-29-536-9-9100	UTILITY CAPITAL REPLACEMENT CO	895,798.00	0.00	900,000.00	0.00	0.00	0.00	900,000.00	0.00%	
1705	041-29-536-9-9101	REIMB GENERAL FUND-ADMIN EXP	1,482,666.00	864,888.50	1,384,506.00	115,376.00	807,632.00	0.00	576,874.00	58.33%	
1706	041-29-536-9-9103	REIMB GAS AUTHORITY	241,690.00	124,664.84	241,690.00	20,216.85	127,761.64	0.00	113,928.36	52.86%	
1707	041-29-536-9-9110	TRANSFER TO GENERAL FUND-FRANC	526,466.00	307,105.19	700,000.00	58,333.00	408,331.00	0.00	291,669.00	58.33%	
1708	041-29-536-9-9123	TRANSFER TO BETTER PLACE FUND	0.00	0.00	520,000.00	33,333.00	233,331.00	0.00	286,669.00	44.87%	
1709	041-29-536-9-9124	TRANSFER TO GENERAL FUND - STR	0.00	0.00	175,000.00	14,583.00	102,081.00	0.00	72,919.00	58.33%	
1710											
1711		TOTAL	3,200,878.00	1,328,308.96	3,986,615.00	247,293.85	1,717,300.64	0.00	2,269,314.36	44.00%	
1712											
1713		**CONTINGENCIES & RESERVES**									
1714	041-29-536-9-9901	CONTINGENCY/RESERVE	1,723,000.00	0.00	1,928,667.00	0.00	0.00	0.00	1,928,667.00	0.00%	
1715											
1716		TOTAL	1,723,000.00	0.00	1,928,667.00	0.00	0.00	0.00	1,928,667.00	0.00%	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
1717			----------	----------	----------	----------	----------	----------	----------	---------	
1718		**TOTAL EXPENDITURES, TRANSFERS,**									
1719	**WATER FUND**	**CONTINGENCIES & RESERVES**	**26,032,356.00**	**6,355,417.67**	**27,623,291.00**	**1,550,178.83**	**8,902,603.30**	**3,584,316.04**	**15,038,987.81**	**33.00%**	
1720			----------	----------	----------	----------	----------	----------	----------	---------	
1721											
1722	**GOLF COURSE**										
1723	**GOLF COURSE REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 50 % Yr Complete For Fiscal Year: 2026 / 04**										
1724		**OPERATING REVENUES**									
1725	042-00-347-2-2510	MISC REVENUE/SERVICE CHARGES	569.00	0.00	597.00	0.00	0.00		597.00	0.00%	
1726			----------	----------	----------	----------	----------		----------		
1727		TOTAL	569.00	0.00	597.00	0.00	0.00		597.00	0.00%	
1728											
1729		**GRANTS**									
1730			----------	----------	----------	----------	----------		----------		
1731		TOTAL	0.00	0.00	0.00	0.00	0.00		0.00%	0.00%	
1732											
1733											
1734		**OTHER REVENUES**									
1735	042-00-369-9-1000	REFUNDS/REIMBURSEMENTS	1,950.00	43.74	5,000.00	0.00	0.00		5,000.00	0.00%	
1736	042-00-369-9-1002	RESTAURANT LEASE	56,035.00	35,920.00	58,837.00	4,490.00	31,430.00		27,407.00	53.42%	
1737	042-00-369-9-1003	UTILITY REIMBURSEMENT-RESTAURA	27,456.00	16,685.36	28,829.00	1,707.81	12,137.98		16,691.02	42.10%	
1738	042-00-369-9-1004	PROFIT SHARING FRANCHISE AGREE	49,920.00	0.00	52,416.00	-1,863.45	19,252.07		33,163.93	36.73%	
1739			----------	----------	----------	----------	----------		----------	----------	
1740		TOTAL	135,361.00	52,649.10	145,082.00	4,334.36	62,820.05		82,261.95	44.00%	
1741											
1742		**TRANSFERS IN**									
1743	042-00-389-9-0001	TRANSFER FROM GENERAL FUND	38,647.00	22,544.13	40,000.00	3,333.00	23,331.00		16,669.00	58.33%	
1744			----------	----------	----------	----------	----------		----------	----------	
1745		TOTAL	38,647.00	22,544.13	40,000.00	3,333.00	23,331.00		16,669.00	59.00%	
1746											
1747		**LOAN PROCEEDS**									
1748			----------	----------	----------	----------	----------		----------	----------	
1749		TOTAL	0.00	0.00	0.00	0.00	0.00		0.00	0.00%	
1750											
1751			----------	----------	----------	----------	----------		----------	----------	
1752		TOTAL OPERATING & OTHER REV	174,577.00	9,916.72	185,679.00	7,667.36	86,151.05		99,527.95	47.00%	
1753			----------	----------	----------	----------	----------		----------	----------	
1754											
1755		**CASH BALANCE FORWARD**									
1756			----------	----------	----------	----------	----------		----------	----------	
1757		TOTAL	0.00	0.00	0.00	0.00	0.00		0.00	0.00%	
1758			----------	----------	----------	----------	----------		----------	----------	
1759	**GOLF**	**TOTAL REV, TRF & CASH BALANCES**	**174,577.00**	**75,193.23**	**185,679.00**	**7,667.36**	**86,151.05**		**99,527.95**	**47.00%**	
1760			----------	----------	----------	----------	----------		----------	----------	
1761	GOLF COURSE EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 50 % Yr Complete For Fiscal Year: 2026 / 04										
1762		**MAINTENANCE**									
1763		**PERSONNEL SERVICES**									
1764			----------	----------	----------	----------	----------		----------	----------	
1765		TOTAL	0.00	0.00	0.00	0.00	0.00		0.00	0.00%	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
1766											
1767		**OPERATING EXPENSES**									
1768	042-16-572-3-3440	TREE REMOVAL	7,800.00	4,600.00	8,000.00	0.00	0.00	0.00	8,000.00	0.00%	
1769	042-16-572-3-4400	RENTAL AND LEASES	0.00	2,513.24	3,000.00	0.00	0.00	0.00	3,000.00	0.00%	
1770	042-16-572-3-4410	OPERATING LEASES	13,000.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00%	
1771	042-16-572-3-4650	IRRIGATION SUPPLIES	7,800.00	4,999.00	15,000.00	0.00	4,998.40	0.00	10,001.60	33.32%	
1772			---	---	---	---	---	---	---	---	
1773		TOTAL	28,600.00	12,112.24	36,000.00	0.00	4,998.40	0.00	31,001.60	14.00%	
1774											
1775		**CAPITAL OUTLAY**									
1776			---	---	---	---	---	---	---	---	
1777		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1778			---	---	---	---	---	---	---	---	
1779		**DEPARTMENT TOTAL**	**28,600.00**	**12,112.24**	**36,000.00**	**0.00**	**4,998.40**	**0.00**	**31,001.60**	**14.00%**	
1780			---	---	---	---	---	---	---	---	
1781		**CLUB HOUSE**									
1782		**PERSONNEL SERVICES**									
1783			---	---	---	---	---	---	---	---	
1784		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1785											
1786		**OPERATING EXPENSES**									
1787	042-24-572-3-3200	ACCOUNTING AND AUDITING	7,500.00	0.00	8,500.00	1,543.36	1,543.36	0.00	6,956.64	18.16%	
1788	042-24-572-3-4100	COMMUNICATIONS SERVICES	3,640.00	694.73	3,822.00	0.00	615.45	0.00	3,206.55	16.10%	
1789	042-24-572-3-4310	NATURAL GAS	3,120.00	0.00	3,028.00	0.00	0.00	0.00	3,028.00	0.00%	
1790	042-24-572-3-4320	ELECTRICITY	26,000.00	10,144.53	18,000.00	1,662.77	11,365.54	0.00	6,634.46	63.14%	
1791	042-24-572-3-4400	RENTALS AND LEASES	63,300.00	25,990.00	78,048.00	12,537.19	94,505.66	55,940.62	-72,398.28	121.09%	
1792	042-24-572-3-4500	LIABILITY INSURANCE	9,802.00	0.00	10,292.00	0.00	7,081.23	2,360.41	850.36	68.80%	
1793	042-24-572-3-4610	BUILDING MAINTENANCE	1,040.00	0.00	1,092.00	0.00	0.00	0.00	1,092.00	0.00%	
1794	042-24-572-3-4630	CART MAINTENANCE	5,200.00	0.00	5,460.00	0.00	0.00	0.00	5,460.00	0.00%	
1795	042-24-572-3-5280	OPERATING SUPPLIES	520.00	273.00	550.00	0.00	0.00	0.00	550.00	0.00%	
1796	042-24-572-3-5400	MEMBR,SUBSCRIPT,DUES	665.00	0.00	698.00	0.00	0.00	0.00	698.00	0.00%	
1797			---	---	---	---	---	---	---	---	
1798		TOTAL	120,787.00	37,102.26	129,490.00	15,743.32	115,111.24	58,301.03	-43,922.27	89.00%	
1799											
1800		**CAPITAL OUTLAY**									
1801	042-24-572-6-6450	CONTRACT CAPITAL IMPROVEMENTS	25,000.00	15,332.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00%	
1802	042-24-572-8-6452	CAPITAL IMPROVEMENTS GOLF GARA	0.00	0.00	0.00	0.00	23,460.00	0.00	-23,460.00	0.00%	
1803			---	---	---	---	---	---	---	---	
1804		TOTAL	25,000.00	15,332.00	20,000.00	0.00	23,460.00	0.00	-3,460.00	118.00%	
1805											
1806		**DEBT SERVICE**									
1807			---	---	---	---	---	---	---	---	
1808		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1809			---	---	---	---	---	---	---	---	
1810											
1811		**TRANSFERS**									
1812	042-24-572-9-9100	REIMB GENERAL FUND-ADMIN EXP	191.00	111.44	189.00	15.00	105.00	0.00	84.00	55.56%	
1813			---	---	---	---	---	---	---	---	
1814		TOTAL	191.00	111.44	189.00	15.00	105.00	0.00	84.00	56.00%	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
1815											
1816		**DEPARTMENT TOTAL**	**174,578.00**	**64,657.94**	**185,679.00**	**15,758.32**	**143,674.64**	**58,301.03**	**-47,298.27**	**78.00%**	
1817											
1818											
1819											
1820		TOTAL EXPENDITURES	174,578.00	64,657.94	185,679.00	15,758.32	143,674.64	58,301.03	-16,296.67	78.00%	
1821											
1822											
1823		**TRFS, CONTINGENCIES, RESERVES**									
1824											
1825		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1826											
1827		**TOTAL EXPENDITURES, TRANSFERS,**									
1828	**GOLF**	**CONTINGENCIES & RESERVES**	**174,578.00**	**64,657.94**	**185,679.00**	**15,758.32**	**143,674.64**	**58,301.03**	**-16,296.67**	**78.00%**	
1829											
1830											
1831	**SANITATION FUND**										
1832	SANITATION FUND REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 50 % Yr Complete For Fiscal Year: 2026 / 04										
1833		**CHARGES FOR SERVICES**									
1834	043-00-343-4-1000	GARBAGE FEES-RESIDENTIAL	3,467,684.00	2,015,971.22	3,571,715.00	303,011.54	2,109,223.40		1,462,491.60	59.05%	
1835	043-00-343-4-1040	PENALTIES-SANITATION	19,864.00	9,573.12	20,460.00	1,291.82	10,843.66		9,616.34	53.00%	
1836	043-00-343-4-1500	CONTAINER USAGE FEES	3,680.00	3,715.00	3,790.00	90.00	2,305.00		1,485.00	60.82%	
1837	043-00-343-4-2500	DUMPSTER DROP OFF FEE	16,203.00	13,000.00	16,689.00	1,030.00	13,026.25		3,662.75	78.05%	
1838	043-00-343-4-4150	EXTRA GARBAGE	11,960.00	9,729.94	12,319.00	1,778.19	6,599.92		5,719.08	53.58%	
1839											
1840		TOTAL	3,519,391.00	2,051,989.28	3,624,973.00	307,201.55	2,141,998.23		1,482,974.77	60.00%	
1841											
1842		**OTHER REVENUES**									
1843	043-00-364-0-4900	SURPLUS EQUIPMENT-SANITATION	9,095.00	0.00	9,368.00	0.00	0.00		9,368.00	0.00%	
1844	043-00-369-9-1000	MISC REVENUE	6,240.00	0.00	6,163.00	0.00	0.00		6,163.00	0.00%	
1845	043-00-369-9-1001	E-PAYABLES REVENUE SHARE	609.00	426.93	627.00	38.93	226.06		400.94	36.05%	
1846	043-00-369-9-3000	INSURANCE CLAIMS - SANITATION	0.00	0.00	11,574.00	0.00	11,574.44		-0.44	0.00%	
1847	043-00-382-0-1000	CONTRIBUTION FROM GENERAL FUND	56,971.00	33,233.06	68,690.00	5,724.00	59,381.05		9,308.95	86.45%	
1848	043-00-382-0-2000	CONTRIBUTIONS FROM UTILITIES	54,258.00	31,650.50	65,419.00	5,452.00	38,164.00		27,255.00	58.34%	
1849											
1850		TOTAL	127,173.00	65,310.49	161,841.00	11,214.93	109,345.55		52,495.45	68.00%	
1851											
1852		**DEBT PROCEEDS**									
1853											
1854		TOTAL	0.00	0.00	0.00	0.00	0.00		0.00	0.00%	
1855											
1856											
1857											
1858		TOTAL REVENUES	3,646,564.00	303,606.67	3,786,814.00	318,416.48	2,251,343.78		1,535,470.22	60.00%	
1859											
1860											
1861		**CASH BALANCE FORWARD**									
1862	043-00-302-0-0000	CASH BALANCE FORWARD	360,357.00	0.00	360,357.00	0.00	0.00		360,357.00	0.00%	
1863											

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
1864		TOTAL	360,357.00	360,357.00	360,357.00	0.00	0.00		360,357.00	0.00%	
1865											
1866	**SANITATION FUND**	**TOTAL REV, TRF & CASH BALANCES**	**4,006,921.00**	**2,117,299.77**	**4,147,171.00**	**318,416.48**	**2,251,343.78**		**1,895,827.22**	**55.00%**	
1867											
1868	**SANITATION FUND EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 50 % Yr Complete For Fiscal Year: 2026 / 04**										
1869		**MAINTENANCE**									
1870											
1871		**PERSONNEL SERVICES**									
1872	043-28-534-1-1200	REGULAR SALARIES	153,534.00	95,129.65	158,467.00	12,752.64	79,684.94	0.00	78,782.06	50.28%	
1873	043-28-534-1-1400	OVERTIME	7,800.00	6,090.28	8,000.00	691.98	3,853.71	0.00	4,146.29	48.17%	
1874	043-28-534-1-2100	FICA TAX EXPENSE	12,342.00	7,584.90	12,735.00	985.78	6,080.81	0.00	6,654.19	47.75%	
1875	043-28-534-1-2200	RETIREMENT EXPENSE	49,530.00	30,943.61	45,945.00	3,710.72	21,929.13	0.00	24,015.87	47.73%	
1876	043-28-534-1-2300	HEALTH AND LIFE INSURANCE	14,877.00	13,371.70	30,796.00	1,733.44	12,567.44	0.00	18,228.56	40.81%	
1877											
1878		TOTAL	238,083.00	153,120.14	255,943.00	19,874.56	124,116.03	0.00	131,826.97	49.00%	
1879											
1880		**OPERATING EXPENSES**									
1881	043-28-534-3-3100	PROFESSIONAL SERVICES	228.00	178.56	1,000.00	16.80	134.40	100.80	764.80	13.44%	
1882	043-28-534-3-3120	PRE-EMPLOYMENT EXPENSE	187.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1883	043-28-534-3-3200	ACCOUNTING AND AUDITING	6,000.00	0.00	10,653.00	1,074.73	1,074.73	0.00	9,578.27	10.09%	
1884	043-28-534-3-4020	SCHOOLING, CONFERENCE, ETC	0.00	0.00	6,500.00	0.00	125.00	0.00	6,375.00	1.92%	
1885	043-28-534-3-4100	COMMUNICATIONS SERVICES	1,040.00	242.17	500.00	37.43	262.13	0.00	237.87	52.43%	
1886	043-28-534-3-4315	WATER, SEWER, TRASH	0.00	0.00	0.00	0.00	40.57	0.00	-40.57	0.00%	
1887	043-28-534-3-4320	ELECTRICITY	0.00	906.62	0.00	154.07	1,282.28	0.00	-1,282.28	0.00%	
1888	043-28-534-3-4610	BUILDING MAINTENANCE	7,326.00	7,326.25	25,000.00	0.00	23,564.29	576.37	859.34	94.26%	
1889	043-28-534-3-4620	EQUIPMENT MAINTENANCE	3,500.00	120.56	500.00	0.00	0.00	0.00	500.00	0.00%	
1890	043-28-534-3-4630	VEHICLE MAINTENANCE	2,080.00	150.00	500.00	0.00	159.42	0.00	340.58	31.88%	
1891	043-28-534-3-5100	OFFICE SUPPLIES	1,040.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00%	
1892	043-28-534-3-5230	JANITORIAL SUPPLIES	2,080.00	583.48	1,000.00	114.05	689.57	269.98	40.45	68.96%	
1893	043-28-534-3-5250	SMALL TOOLS	7,646.00	132.57	3,000.00	0.00	893.67	300.35	1,805.98	29.79%	
1894	043-28-534-3-5260	UNIFORMS	2,080.00	1,115.09	2,000.00	191.61	1,043.99	0.00	956.01	52.20%	
1895											
1896		TOTAL	33,207.00	10,755.30	51,153.00	1,588.69	29,270.05	1,247.50	20,635.45	58.00%	
1897											
1898		**CAPITAL OUTLAY**									
1899	043-28-534-6-6400	CAPITAL OUTLAY	0.00	0.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00%	
1900											
1901		TOTAL	0.00	0.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00%	
1902											
1903		**DEPARTMENT TOTAL**	**271,290.00**	**163,875.44**	**327,096.00**	**21,463.25**	**153,386.08**	**1,247.50**	**172,462.42**	**47.00%**	
1904											
1905		**SANITATION**									
1906											
1907		**PERSONNEL SERVICES**									
1908	043-10-534-1-1100	EXECUTIVE SALARIES	116,361.00	49,641.40	122,083.00	7,365.12	53,417.72	0.00	68,665.28	43.76%	
1909	043-10-534-1-1200	REGULAR SALARIES	625,911.00	302,102.11	666,573.00	45,215.26	285,591.00	0.00	380,982.00	42.84%	
1910	043-10-534-1-1400	OVERTIME	65,520.00	56,979.63	55,000.00	3,856.55	32,414.02	0.00	22,585.98	58.93%	
1911	043-10-534-1-2100	FICA TAX EXPENSE	61,796.00	30,909.23	64,540.00	4,186.68	27,486.26	0.00	37,053.74	42.59%	
1912	043-10-534-1-2200	RETIREMENT EXPENSE	247,992.00	109,944.13	232,849.00	13,543.84	94,052.02	0.00	138,796.98	40.39%	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
1913	043-10-534-1-2300	HEALTH AND LIFE INSURANCE	129,297.00	62,698.08	156,076.00	9,350.64	65,236.88	0.00	90,839.12	41.80%	
1914	043-10-534-1-2400	WORKERS COMP	42,094.00	10,959.49	45,462.00	0.00	34,081.26	11,360.42	20.32	74.97%	
1915											
1916		TOTAL	1,288,971.00	623,234.07	1,342,583.00	83,518.09	592,279.16	11,360.42	738,943.42	45.00%	
1917											
1918		**OPERATING EXPENSES**									
1919	043-10-534-3-3100	PROFESSIONAL SERVICES	29,975.00	24,135.52	81,500.00	7,669.99	52,100.84	3,983.83	25,415.33	63.93%	
1920	043-10-534-3-3120	PRE-EMPLOYMENT EXPENSE	1,585.00	1,100.98	1,500.00	264.06	588.88	0.00	911.12	39.26%	
1921	043-10-534-3-3200	ACCOUNTING AND AUDITING	4,884.00	0.00	8,672.00	825.84	825.84	0.00	7,846.16	9.52%	
1922	043-10-534-3-3470	PUTNAM COUNTY TIPPING FEE	260,000.00	123,958.62	215,000.00	27,386.16	139,360.60	0.00	75,639.40	64.82%	
1923	043-10-534-3-4020	SCHOOLING, CONFERENCE, ETC	4,240.00	3,974.60	6,000.00	0.00	329.00	0.00	5,671.00	5.48%	
1924	043-10-534-3-4100	COMMUNICATIONS SERVICES	7,280.00	1,350.95	2,500.00	667.43	3,372.87	0.00	-872.87	134.91%	
1925	043-10-534-3-4200	POSTAGE AND FREIGHT	26.00	0.00	100.00	0.00	0.00	0.00	100.00	0.00%	
1926	043-10-534-3-4310	NATURAL GAS	1,040.00	672.06	1,200.00	36.19	1,177.34	0.00	22.66	98.11%	
1927	043-10-534-3-4315	WATER, SEWER, TRASH	$0.00	$0.00	0.00	284.70	532.34	0.00	-532.34	0.00%	
1928	043-10-534-3-4320	ELECTRICITY	6,240.00	2,786.20	4,000.00	1,410.71	4,619.54	0.00	-619.54	115.49%	
1929	043-10-534-3-4400	RENTALS AND LEASES	18,681.00	1,302.48	26,000.00	277.47	1,678.79	1,558.77	22,762.44	6.46%	
1930	043-10-534-3-4500	LIABILITY INSURANCE	91,798.00	0.00	92,000.00	0.00	63,298.92	21,099.64	7,601.44	68.80%	
1931	043-10-534-3-4610	BUILDING MAINTENANCE	48,600.00	7,639.59	15,000.00	0.00	6,489.35	0.00	8,510.65	43.26%	
1932	043-10-534-3-4620	EQUIPMENT MAINTENANCE	1,060.00	-1,663.44	3,000.00	58.88	1,934.62	200.00	865.38	64.49%	
1933	043-10-534-3-4630	VEHICLE MAINTENANCE	271,257.00	154,481.48	241,500.00	22,442.48	130,229.79	7,026.38	104,243.83	53.93%	
1934	043-10-534-3-4700	PRINTING AND BINDING	3,640.00	104.71	250.00	13.06	99.34	0.00	150.66	39.74%	
1935	043-10-534-3-4800	ADVERTISEMENTS	2,400.00	0.00	11,000.00	0.00	0.00	0.00	11,000.00	0.00%	
1936	043-10-534-3-5000	FEES & FINES	2,080.00	864.07	1,500.00	67.72	557.63	0.00	942.37	37.18%	
1937	043-10-534-3-5100	OFFICE SUPPLIES	1,040.00	1,021.40	2,000.00	83.77	176.50	1,408.09	415.41	8.83%	
1938	043-10-534-3-5210	GAS AND LUBRICANTS	156,000.00	83,252.32	150,000.00	22,253.50	89,711.45	0.00	60,288.55	59.81%	
1939	043-10-534-3-5230	JANITORIAL SUPPLIES	1,040.00	1,100.43	2,000.00	53.60	1,112.72	470.07	417.21	55.64%	
1940	043-10-534-3-5250	SMALL TOOLS	2,000.00	426.45	8,000.00	1,263.17	2,647.30	146.20	5,206.50	33.09%	
1941	043-10-534-3-5260	UNIFORMS	9,360.00	5,454.60	10,000.00	818.30	6,091.53	0.00	3,908.47	60.92%	
1942	043-10-534-3-5280	OPERATING SUPPLIES	90,299.00	9,810.93	15,000.00	91.82	11,124.84	5,245.23	-1,370.07	74.17%	
1943	043-10-534-3-5285	CUSTOMER REPAIRS	4,160.00	0.00	4,500.00	0.00	148.00	65.42	4,286.58	3.29%	
1944	043-10-534-3-5290	GARBAGE CONTAINERS/DUMPSTERS	74,000.00	11,748.00	32,000.00	0.00	11,710.00	0.00	20,290.00	36.59%	
1945											
1946		TOTAL	1,092,685.00	433,521.95	934,222.00	85,968.85	529,918.03	41,203.63	363,100.34	57.00%	
1947											
1948		**CAPITAL OUTLAY**									
1949	043-10-534-6-6400	CAPITAL OUTLAY	5,000.00	0.00	187,832.00	0.00	183,247.27	0.00	4,584.73	97.56%	
1950	043-10-534-6-6401	VEHICLE PURCHASE	85,000.00	83,679.35	300,007.00	0.00	0.00	0.00	300,007.00	0.00%	
1951	043-10-534-6-6474	PUBLIC WORKS BUILDING	0.00	0.00	0.00	0.00	19,313.05	0.00	-19,313.05	0.00%	
1952											
1953		TOTAL	90,000.00	83,679.35	487,839.00	0.00	202,560.32	0.00	285,278.68	42.00%	
1954											
1955		**DEBT SERVICE**									
1956	043-10-517-7-7100	PRINCIPAL- AMERIS LOAN #281 SA	104,394.00	45,267.83	96,961.00	0.00	47,798.25	0.00	49,162.75	49.30%	
1957	043-10-517-7-7112	PRINCIPAL-2016 USBANCORP LEASE	36,296.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1958	043-10-517-7-7113	PRINCIPAL-BB&T CLAMSHELL-SERVI	37,884.00	11,407.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1959	043-10-517-7-7114	PRINCIPAL-FRONT LOADER	49,886.00	48,839.67	0.00	0.00	0.00	0.00	0.00	0.00%	
1960	043-10-517-7-7115	PRINCIPAL PUBLIC WORKS BLDG	23,375.00	0.00	24,892.00	0.00	0.00	0.00	24,892.00	0.00%	
1961	043-10-517-7-7200	INTEREST- AMERIS LOAN #281 SAN	23,646.00	12,549.34	18,673.00	0.00	10,018.84	0.00	8,654.16	53.65%	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
1962	043-10-517-7-7212	INTEREST-2016 USBANCORP LEASE	936.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1963	043-10-517-7-7213	INTEREST-BB&T CLAMSHELL-SERVIC	1,014.00	187.07	0.00	0.00	0.00	0.00	0.00	0.00%	
1964	043-10-517-7-7214	INTEREST-FRONT LOADER	1,378.00	444.44	0.00	0.00	0.00	0.00	0.00	0.00%	
1965	043-10-517-7-7215	INTEREST PUBLIC WORKS BLDG	40,151.00	42,150.46	37,213.00	0.00	19,311.10	0.00	17,901.90	51.89%	
1966											
1967		TOTAL	318,960.00	160,845.81	177,739.00	0.00	77,128.19	0.00	100,610.81	44.00%	
1968											
1969		**DEPARTMENT TOTAL**	**2,790,616.00**	**1,301,281.18**	**2,942,383.00**	**169,486.94**	**1,401,885.70**	**52,564.05**	**1,487,933.25**	**48.00%**	
1970											
1971											
1972											
1973		TOTAL EXPENDITURES	3,061,906.00	1,465,156.62	3,269,479.00	190,950.19	1,555,271.78	53,811.55	1,660,395.67	48.00%	
1974											
1975											
1976		**TRANSFERS**									
1977	043-10-534-9-9101	REIMB GENERAL FUND-ADMIN EXP	212,474.00	123,943.19	207,320.00	17,277.00	120,939.00	0.00	86,381.00	58.33%	
1978	043-10-534-9-9110	TRANSFER TO GENERAL FUND-FRANC	160,110.00	93,397.50	165,000.00	13,750.00	96,250.00	0.00	68,750.00	58.33%	
1979											
1980		TOTAL	372,584.00	217,340.69	372,320.00	31,027.00	217,189.00	0.00	155,131.00	59.00%	
1981											
1982		**CONTINGENCIES & RESERVES**									
1983	043-10-534-9-9900	CONTINGENCY/RESERVE	124,437.00	0.00	124,437.00	0.00	0.00	0.00	124,437.00	0.00%	
1984	043-10-534-9-9901	CAPITAL REPLACEMENT CONTINGENC	447,995.00	0.00	380,935.00	0.00	0.00	272,512.00	108,423.00	0.00%	
1985											
1986		TOTAL	572,432.00	0.00	505,372.00	0.00	0.00	272,512.00	232,860.00	0.00%	
1987											
1988		**TOTAL EXPENDITURES, TRANSFERS,**									
1989	**SANITATION FUND**	**CONTINGENCIES & RESERVES**	**4,006,922.00**	**1,682,497.31**	**4,147,171.00**	**221,977.19**	**1,772,460.78**	**326,323.55**	**2,048,386.67**	**43.00%**	
1990											
1991											
1992	**TIF**										
1993	TIF REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 50 % Yr Complete For Fiscal Year: 2026 / 04										
1994		**PROPERTY TAXES**									
1995	030-00-311-0-3100	DOWNTOWN REDEV COUNTY SHARE	402,603.00	377,907.85	477,105.00	0.00	439,498.27		37,606.73	92.12%	
1996	030-00-311-0-3110	DOWNTOWN REDEV CITY SHARE	276,766.00	276,763.83	323,447.00	0.00	321,763.13		1,683.87	99.48%	
1997	030-00-311-0-3200	SOUTH HISTORIC COUNTY SHARE	129,505.00	122,470.08	141,394.00	0.00	130,271.14		11,122.86	92.13%	
1998	030-00-311-0-3220	SOUTH HISTORIC CITY SHARE	89,027.00	89,027.03	95,856.00	0.00	95,373.41		482.59	99.50%	
1999	030-00-311-0-3300	NORTH HISTORIC COUNTY SHARE	39,657.00	37,673.01	46,056.00	0.00	42,611.78		3,444.22	92.52%	
2000	030-00-311-0-3330	NORTH HISTORIC CITY SHARE	27,262.00	27,261.93	31,223.00	0.00	31,196.71		26.29	99.92%	
2001											
2002		TOTAL	964,820.00	931,103.73	1,115,081.00	0.00	1,060,714.44		54,366.56	96.00%	
2003											
2004		**OTHER REVENUES**									
2005											
2006		TOTAL	0.00	0.00	0.00	0.00	0.00		0.00	0.00%	
2007											
2008											
2009		TOTAL REVENUES	964,820.00	931,103.73	1,115,081.00	0.00	1,060,714.44		54,366.56	96.00%	
2010											

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
2011											
2012		**CASH BALANCE FORWARD**									
2013	030-00-301-0-0001	DOWNTOWN REDEVELOPMENT FORWARD	839,383.00	0.00	1,125,121.00	0.00	0.00		1,125,121.00	0.00%	
2014	030-00-301-0-0002	SOUTH HISTORIC BALANCE FORWARD	299,314.00	0.00	445,200.00	0.00	0.00		445,200.00	0.00%	
2015	030-00-301-0-0003	NORTH HISTORIC BALANCE FORWARD	85,311.00	0.00	129,372.00	0.00	0.00		129,372.00	0.00%	
2016			---	---	---	---	---		---	---	
2017		TOTAL	1,224,008.00	0.00	1,699,693.00	0.00	0.00		1,699,693.00	0.00%	
2018			---	---	---	---	---		---	---	
2019	**TIF**	**TOTAL REV, TRF & CASH BALANCES**	**2,188,828.00**	**931,103.73**	**2,814,774.00**	**0.00**	**1,060,714.44**		**1,754,059.56**	38.00%	
2020			---	---	---	---	---		---	---	
2021	TIF EXPENDITURES / 50 % Yr Complete For Fiscal Year: 2026 / 04										
2022		**CENTRAL BUSINESS**									
2023	030-30-580-1-1100	EXEC SALARIES TIFDT	38,500.00	12,021.44	49,000.00	3,542.36	15,085.95	0.00	33,914.05	30.79%	
2024	030-30-580-1-2100	FICA TAX EXP TIF DT	2,945.00	844.74	3,749.00	258.24	1,139.14	0.00	2,609.86	30.39%	
2025	030-30-580-1-2200	RETIREMENT EXP TIF DT	11,820.00	3,690.60	13,524.00	977.72	4,012.05	0.00	9,511.95	29.67%	
2026	030-30-580-1-2300	HEALTH AND LIFE INSUR TIF DT	8,140.00	1,937.80	9,065.00	411.88	814.52	0.00	8,250.48	8.99%	
2027	030-30-580-3-3100	PROFESSIONAL SERVICES	75,000.00	980.00	110,000.00	0.00	2,875.00	1,000.00	106,125.00	2.61%	
2028	030-30-580-3-3105	SMALL BUSINESS DEVELOPMENT CEN	25,000.00	6,250.00	15,000.00	0.00	3,750.00	11,250.00	0.00	25.00%	
2029	030-30-580-3-3109	MAINTENANCE CONTRACT	35,000.00	2,250.00	20,000.00	1,200.00	8,875.00	6,200.00	4,925.00	44.38%	
2030	030-30-580-3-3200	AUDIT EXPENSE	10,775.00	0.00	11,900.00	2,092.80	3,941.08	0.00	7,958.92	33.12%	
2031	030-30-580-3-4020	DOWNTOWN-SCHOOL,CONF,TRAVEL	1,120.00	0.00	3,500.00	0.00	0.00	0.00	3,500.00	0.00%	
2032	030-30-580-3-5000	FINES & FEES	0.00	0.00	0.00	-13.53	0.00	0.00	0.00	0.00%	
2033	030-30-580-3-5280	MISC EXPENSES	840.00	8.97	1,500.00	0.00	0.00	0.00	1,500.00	0.00%	
2034	030-30-580-3-5281	DOWNTOWN OPS SUPPLIES	140.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
2035	030-30-580-3-5401	FRA ANNUAL DUES, TRAINING & CO	5,000.00	611.06	1,500.00	35.01	391.41	0.00	1,108.59	26.09%	
2036	030-30-580-3-5402	DEO ANNUAL DUES	175.00	148.00	200.00	0.00	105.45	0.00	94.55	52.73%	
2037	030-30-580-6-6311	DOWNTOWN CHRISTMAS LIGHTS	30,000.00	29,133.56	33,483.00	0.00	33,483.07	0.00	-0.07	100.00%	
2038	030-30-580-6-6316	WAYFINDING	3,000.00	0.00	15,000.00	0.00	0.00	679.00	14,321.00	0.00%	
2039	030-30-580-6-6319	BUILDING IMPROVEMENT GRANT	160,000.00	30,000.00	135,000.00	14,711.78	72,099.28	0.00	62,900.72	53.41%	
2040	030-30-580-6-6320	LANDSCAPING	10,000.00	0.00	25,000.00	1,000.00	17,450.00	1,000.00	6,550.00	69.80%	
2041	030-30-580-6-6321	SITE AMENITIES	10,000.00	6,900.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00%	
2042	030-30-580-6-6328	PUBLIC ART	23,000.00	967.80	40,000.00	0.00	0.00	3,000.00	37,000.00	0.00%	
2043	030-30-580-6-6329	PROPERTY AQUISITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
2044	030-30-580-6-6332	ECONOMIC DEVELOPMENT	0.00	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00%	
2045	030-30-580-6-6334	SPECIAL EVENTS GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
2046	030-30-580-6-6336	LARIMER RENOVATIONS	0.00	0.00	150,000.00	0.00	0.00	0.00	150,000.00	0.00%	
2047	030-30-580-6-6400	CAPITAL OUTLAY	73,403.00	0.00	1,517.00	0.00	0.00	0.00	1,517.00	0.00%	
2048			---	---	---	---	---	---	---	---	
2049		TOTAL	523,858.00	95,743.97	663,938.00	24,216.26	164,021.95	23,129.00	476,787.05	25.00%	
2050											
2051		**TRANSFERS**									
2052	030-30-580-9-9106	REIMB GENERAL-ADMIN EXP	76,744.00	44,767.31	96,529.00	8,044.00	56,308.00	0.00	40,221.00	58.33%	
2053	030-30-580-9-9108	REIMBURSEMENT-CONTR POLICE SER	128,246.00	0.00	128,246.00	10,687.00	89,606.62	0.00	38,639.38	69.87%	
2054	030-30-580-9-9109	REIMBURSEMENT-CONTR CODE ENFR	25,276.00	0.00	25,276.00	2,106.00	17,658.45	0.00	7,617.55	69.86%	
2055	030-30-580-9-9132	TRANSFER TO UTILITY FUND-POTAB	93,148.00	0.00	100,000.00	0.00	0.00	0.00	100,000.00	0.00%	
2056	030-30-580-9-9134	TRANSFER TO BETTER PLACE - STR	671,482.00	0.00	911,684.00	0.00	0.00	0.00	911,684.00	0.00%	
2057			---	---	---	---	---	---	---	---	
2058		TOTAL	994,896.00	44,767.31	1,261,735.00	20,837.00	163,573.07	0.00	1,098,161.93	13.00%	
2059											

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
2060			----------	----------	----------	----------	----------	----------	----------	---------	
2061		**DEPARTMENT TOTAL**	**1,518,754.00**	**140,511.28**	**1,925,673.00**	**45,053.26**	**327,595.02**	**23,129.00**	**1,574,948.98**	**17.00%**	
2062			----------	----------	----------	----------	----------	----------	----------	---------	
2063											
2064		**SOUTH TIF**									
2065	030-31-580-1-1100	EXEC SALARIES TIFSouth	12,100.00	3,821.51	16,100.00	1,049.82	4,504.28	0.00	11,595.72	27.98%	
2066	030-31-580-1-2100	FICA TAX EXP TIFSouth	926.00	268.82	1,232.00	76.52	340.11	0.00	891.89	27.61%	
2067	030-31-580-1-2200	RETIREMENT EXP TIFSouth	3,715.00	1,173.23	4,444.00	289.74	1,225.84	0.00	3,218.16	27.58%	
2068	030-31-580-1-2300	HEALTH AND LIFE INSUR TIFSouth	2,558.00	609.00	2,979.00	122.06	241.38	0.00	2,737.62	8.10%	
2069	030-31-580-3-3100	PROFESSIONAL SERVICES	7,700.00	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00%	
2070	030-31-580-3-3200	AUDIT EXPENSE	3,355.00	0.00	3,740.00	657.74	1,233.61	0.00	2,506.39	32.98%	
2071	030-31-580-3-4020	SOUTH- SCHOOL,CONF,TRAVEL	347.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
2072	030-31-580-3-5000	FINES & FEES	0.00	0.00	0.00	-13.53	0.00	0.00	0.00	0.00%	
2073	030-31-580-3-5280	MISC EXPENSES	259.00	0.00	650.00	0.00	75.00	0.00	575.00	11.54%	
2074	030-31-580-3-5281	SOUTH OPS SUPPLIES	43.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
2075	030-31-580-3-5400	FRA ANNUAL DUES, TRAINING	1,500.00	198.03	1,500.00	11.51	115.46	0.00	1,384.54	7.70%	
2076	030-31-580-3-5402	DEO ANNUAL DUES	110.00	36.00	110.00	0.00	57.95	0.00	52.05	52.68%	
2077	030-31-580-6-6329	BUILDING IMPROVEMENT GRANT	160,734.00	0.00	60,000.00	0.00	0.00	0.00	60,000.00	0.00%	
2078	030-31-580-6-6333	SIGNAGE	1,000.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00%	
2079	030-31-580-6-6337	SITE AMENITIES	1,000.00	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00%	
2080	030-31-580-6-6341	LANDSCAPING	3,000.00	0.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00%	
2081	030-31-580-6-6343	CAPITAL OUTLAY	61,615.00	0.00	40,615.00	0.00	0.00	0.00	40,615.00	0.00%	
2082	030-31-580-6-6344	324 RIVER ST REPAIRS TILGHMAN	155,378.00	0.00	300,000.00	76,930.75	253,300.00	0.00	46,700.00	84.43%	
2083	030-31-580-6-6347	CODE COMPLIANCE	0.00	0.00	70,000.00	0.00	0.00	0.00	70,000.00	0.00%	
2084	030-31-580-6-9134	TRANSFER TO BETTER STREET	0.00	0.00	20,621.00	0.00	0.00	0.00	20,621.00	0.00%	
2085			----------	----------	----------	----------	----------	----------	----------	---------	
2086		TOTAL	415,340.00	6,106.59	569,991.00	79,124.61	261,093.63	0.00	308,897.37	46.00%	
2087											
2088		**TRANSFERS**									
2089	030-31-580-9-9102	TRANSFER TO UTILITY- SOUTH POT	28,080.00	0.00	30,000.00	0.00	0.00	0.00	30,000.00	0.00%	
2090	030-31-580-9-9105	REIMB GENERAL	26,167.00	15,264.06	34,210.00	2,851.00	19,957.00	0.00	14,253.00	58.34%	
2091	030-31-580-9-9108	REIMBURSEMENT-CONTR POLICE SER	40,306.00	0.00	40,306.00	3,359.00	28,163.69	0.00	12,142.31	69.87%	
2092	030-31-580-9-9109	REIMBURSEMENT-CONTR CODE ENFR	7,944.00	0.00	7,944.00	662.00	5,550.62	0.00	2,393.38	69.87%	
2093			----------	----------	----------	----------	----------	----------	----------	---------	
2094		TOTAL	102,497.00	15,264.06	112,460.00	6,872.00	53,671.31	0.00	58,788.69	48.00%	
2095											
2096			----------	----------	----------	----------	----------	----------	----------	---------	
2097		**DEPARTMENT TOTAL**	**517,837.00**	**21,370.65**	**682,451.00**	**85,996.61**	**314,764.94**	**0.00**	**367,686.06**	**46.00%**	
2098											
2099		**NORTH TIF**									
2100	030-32-580-1-1100	EXEC SALARIES TIFNorth	4,400.00	1,330.55	4,900.00	343.52	1,711.49	0.00	3,188.51	34.93%	
2101	030-32-580-1-2100	FICA TAX EXP TIFNorth	337.00	93.23	375.00	25.04	129.46	0.00	245.54	34.52%	
2102	030-32-580-1-2200	RETIREMENT EXP TIFNorth	1,351.00	408.43	1,352.00	94.82	424.67	0.00	927.33	31.41%	
2103	030-32-580-1-2300	HEALTH LIFE INSURA TIFNorth	930.00	221.48	907.00	39.94	78.98	0.00	828.02	8.71%	
2104	030-32-580-3-3100	PROFESSIONAL SERVICES	2,600.00	0.00	4,300.00	0.00	0.00	0.00	4,300.00	0.00%	
2105	030-32-580-3-3200	AUDIT EXPENSE	1,220.00	0.00	1,360.00	239.18	448.03	0.00	911.97	32.94%	
2106	030-32-580-3-4020	NORTH- SCHOOL,CONF,TRAVEL	133.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
2107	030-32-580-3-5000	FINES & FEES	0.00	0.00	0.00	-13.53	0.00	0.00	0.00	0.00%	
2108	030-32-580-3-5280	MISC EXPENSES	101.00	0.00	250.00	0.00	0.00	0.00	250.00	0.00%	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
2109	030-32-580-3-5281	NORTH OPS SUPPLIES	17.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
2110	030-32-580-3-5400	FRA ANNUAL DUES, TRAINING	500.00	60.91	500.00	3.50	38.15	0.00	461.85	7.63%	
2111	030-32-580-3-5402	DEO ANNUAL DUES	16.00	16.00	22.00	0.00	11.60	0.00	10.40	52.73%	
2112	030-32-580-6-6319	BUILDING IMPROVEMENT GRANT	83,661.00	0.00	40,000.00	0.00	0.00	0.00	40,000.00	0.00%	
2113	030-32-580-6-6322	GENERAL CAPITAL IMPROVEMENTS	31,734.00	0.00	16,005.00	0.00	0.00	0.00	16,005.00	0.00%	
2114	030-32-580-6-6328	CODE COMPLIANCE	0.00	0.00	30,000.00	0.00	0.00	0.00	30,000.00	0.00%	
2115			---	---	---	---	---	---	---	---	
2116		TOTAL	127,000.00	2,130.60	99,971.00	732.47	2,842.38	0.00	97,128.62	3.00%	
2117											
2118		**TRANSFERS**									
2119	030-32-580-9-9105	REIMB GENERAL-ADMIN EXP	7,693.00	4,487.56	10,359.00	863.00	6,041.00	0.00	4,318.00	58.32%	
2120	030-32-580-9-9108	REIMBURSEMENT-CONTR POLICE SER	14,657.00	0.00	14,657.00	1,221.00	10,238.19	0.00	4,418.81	69.85%	
2121	030-32-580-9-9109	REIMBURSEMENT-CONTR CODE ENFR	2,889.00	0.00	2,889.00	241.00	2,020.36	0.00	868.64	69.93%	
2122	030-32-580-9-9134	TRANSFER TO BETTER PLACE	0.00	0.00	78,774.00	0.00	0.00	0.00	78,774.00	0.00%	
2123			---	---	---	---	---	---	---	---	
2124		TOTAL	25,239.00	4,487.56	106,679.00	2,325.00	18,299.55	0.00	88,379.45	18.00%	
2125											
2126			---	---	---	---	---	---	---	---	
2127		**DEPARTMENT TOTAL**	**152,239.00**	**6,618.16**	**206,650.00**	**3,057.47**	**21,141.93**	**0.00**	**185,508.07**	**11.00%**	
2128											
2129			---	---	---	---	---	---	---	---	
2130		TOTAL EXPENDITURES	2,188,830.00	168,500.09	2,814,774.00	134,107.34	663,501.89	23,129.00	2,128,143.11	24.00%	
2131			---	---	---	---	---	---	---	---	
2132											
2133		**CONTINGENCIES & RESERVES**									
2134			---	---	---	---	---	---	---	---	
2135		TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
2136			---	---	---	---	---	---	---	---	
2137		**TOTAL EXPENDITURES, TRANSFERS,**									
2138	**TIF**	**CONTINGENCIES & RESERVES**	**2,188,830.00**	**168,500.09**	**2,814,774.00**	**134,107.34**	**663,501.89**	**23,129.00**	**2,128,143.11**	**24.00%**	
2139			---	---	---	---	---	---	---	---	
2140											
2141	**BETTER PLACE PLAN**										
2142	**BETTER PLACE PLAN REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 50 % Yr Complete For Fiscal Year: 2026 / 04**										
2143		**LOCAL OPTION, USE & FUEL TAXES**									
2144	101-00-312-6-0000	DISCRETIONARY SALES SURTAX	1,315,996.00	772,385.91	1,465,659.00	78,407.15	796,546.42		669,112.58	54.35%	
2145			---	---	---	---	---		---	---	
2146		TOTAL	1,315,996.00	772,385.91	1,465,659.00	78,407.15	796,546.42		669,112.58	54.00%	
2147											
2148		**STATE/FEDERAL GRANTS & PILOTS**									
2149	101-00-331-2-5508	USDA RBDG SIDEWALK IMPRVMNT	100,000.00	0.00	0.00	0.00	0.00		0.00	0.00%	
2150	101-00-331-2-5509	USDA PATROL CARS APPROPRIATION	250,000.00	0.00	0.00	0.00	0.00		0.00	0.00%	
2151	101-00-331-3-9006	CDBG MIT IRMA IR042	994,048.00	28,977.17	1,377,000.00	0.00	8,600.41		1,368,399.59	0.62%	
2152	101-00-331-3-9007	HMGP Kay Larkin FD	287,655.00	0.00	306,011.00	267,326.74	267,326.74		306,011.00	87.36%	
2153	101-00-331-3-9008	Fed RAISE	1,500,000.00	0.00	3,000,000.00	0.00	0.00		3,000,000.00	0.00%	
2154	101-00-331-4-1000	Fed DOT SS4A	480,000.00	0.00	500,000.00	90,000.00	185,000.00		315,000.00	37.00%	
2155	101-00-331-7-7004	CDBG CARES COVID SIDEWALKS	2,000,000.00	28,187.57	3,000,000.00	35,188.90	37,446.10		2,962,553.90	1.25%	
2156	101-00-334-2-3000	PRICE MARTIN RETROFIT SHELTER	1,050,000.00	13,467.77	989,760.00	252,447.30	455,070.19		534,689.81	45.98%	
2157	101-00-334-6-1000	AFFORDABLE HOUSING APPROPRIATI	950,000.00	43,776.25	1,900,000.00	43,317.52	344,850.67		1,555,149.33	18.15%	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
2158	101-00-334-7-7009	DOS AACH JENKINS GRANT	517,500.00	137,837.35	78,803.00	16,265.00	65,022.68		13,780.32	82.51%	
2159	101-00-334-7-7010	DHR BRONSON HOUSE	367,900.00	0.00	367,900.00	49,039.34	193,832.14		174,067.86	52.69%	
2160	101-00-334-7-7011	DOT SAFE STREETS 4 ALL	0.00	0.00	500,000.00	0.00	0.00		500,000.00	0.00%	
2161	101-00-334-9-1100	FDOT Downtown Streetscapes Pha	1,200,000.00	20,108.34	1,060,334.00	73,216.50	73,216.50		987,117.50	6.91%	
2162	101-00-334-9-1101	FDOT Downtown Streetscapes Pha	0.00	0.00	400,000.00	0.00	0.00		400,000.00	0.00%	
2163	101-00-334-9-1102	VULNERABILITY ASSESSMENT GRANT	0.00	0.00	0.00	0.00	36,000.00		-36,000.00	0.00%	
2164	101-00-337-7-0002	SHAW BUCK PARK IMPROVEMENTS	50,000.00	9,466.19	0.00	0.00	255.19		-255.19	0.00%	
2165	101-00-337-7-0003	PALM BOWL PARK IMPROVEMENTS	50,000.00	2,000.00	0.00	0.00	332.89		-332.89	0.00%	
2166											
2167		TOTAL	9,797,103.00	283,820.64	13,479,808.00	826,801.30	1,666,953.51		12,080,181.23	13.00%	
2168											
2169											
2170		**DISPOSITION OF FIXED ASSETS**									
2171											
2172		TOTAL	0.00	0.00	0.00	0.00	0.00		0.00	0.00%	
2173											
2174		**TRANSFERS IN**									
2175	101-00-381-0-1004	TRANSFER FROM TAX INCREMENT -	825,004.00	0.03	1,011,079.00	0.00	0.00		1,011,079.00	0.00%	
2176	101-00-381-0-1200	TRANSFER FROM GENERAL	186,202.00	46,550.49	150,000.00	12,500.00	119,206.85		30,793.15	79.47%	
2177	101-00-381-0-1300	TRANSFER FROM UTILTIY FUND	0.00	0.00	520,000.00	33,333.00	233,331.00		286,669.00	44.87%	
2178											
2179		TOTAL	1,011,206.00	46,550.52	1,681,079.00	45,833.00	352,537.85		1,328,541.15	21.00%	
2180											
2181											
2182		**DEBT PROCEEDS**									
2183	101-00-384-0-1000	LOAN/LEASE PROCEEDS	1,398,941.00	0.00	1,387,948.00	0.00	0.00		1,387,948.00	0.00%	
2184											
2185		TOTAL	1,398,941.00	0.00	1,387,948.00	0.00	0.00		1,387,948.00	0.00%	
2186											
2187											
2188		TOTAL OPERATING & OTHER REV	13,523,246.00	1,102,757.07	18,014,494.00	951,041.45	2,816,037.78		15,465,782.96	16.00%	
2189											
2190											
2191		**CASH BALANCE FORWARD**									
2192	101-00-301-0-1007	BETTER PLACE BALANCE FORWARD	1,735,542.00	0.00	1,456,514.00	1,421,119.17	1,421,119.17		1,456,514.00	97.57%	
2193											
2194		TOTAL	1,735,542.00	0.00	1,456,514.00	1,421,119.17	1,421,119.17		1,456,514.00	98.00%	
2195											
2196	**BETTER PLACE**	**TOTAL REV, TRF & CASH BALANCES**	**15,258,788.00**	**1,102,757.07**	**19,471,008.00**	**2,372,160.62**	**4,237,156.95**		**16,922,296.96**	**22.00%**	
2197											
2198	BETTER PLACE PLAN EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 50 % Yr Complete For Fiscal Year: 2026 / 04										
2199		**BETTER PLACE PLAN**									
2200											
2201		**OPERATING EXPENSES**									
2202	101-18-519-3-3100	PROFESSIONAL SERVICES	0.00	0.00	100,000.00	0.00	0.00	0.00	100,000.00	0.00%	
2203	101-18-519-3-3103	GRANT APPLICATION FEES	0.00	0.00	4,928.00	0.00	0.00	0.00	4,928.00	0.00%	
2204	101-18-519-3-5000	FINES & FEES	77.00	76.92	500.00	0.00	0.00	0.00	500.00	0.00%	
2205											
2206		TOTAL	77.00	76.92	105,428.00	0.00	0.00	0.00	105,428.00	0.00%	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
2207											
2208		**CAPITAL OUTLAY**									
2209	101-18-519-6-6310	SIDEWALKS	5,691.00	0.00	110,000.00	0.00	9,400.00	0.00	100,600.00	8.55%	
2210	101-18-519-6-6330	PUBLIC WORKS BUILDING	1,398,941.00	7,180.00	1,374,348.00	323,895.36	902,249.99	387,404.18	84,693.83	65.65%	
2211	101-18-519-6-6400	STORMWATER	90,000.00	0.00	75,520.00	0.00	15,285.30	0.00	60,234.70	20.24%	
2212	101-18-519-6-6455	RESURFACING & STRIPING	1,823,394.00	423,394.18	500,000.00	0.00	315,111.62	0.00	184,888.38	63.02%	
2213	101-18-519-6-6457	HANK BRYAN PARK RESTROOM	135,270.00	110,580.00	0.00	0.00	0.00	0.00	0.00	0.00%	
2214	101-18-519-6-6459	PRICE MARTIN IMPROVEMENTS	25,000.00	0.00	100,000.00	10,573.10	10,573.10	44,969.60	44,457.30	10.57%	
2215	101-18-519-6-6467	CITY SHARE DOWNTOWN STREETSCAP	486,323.00	7,825.00	1,011,079.00	0.00	6,970.00	15,767.01	988,341.99	0.69%	
2216	101-18-519-6-6472	HMGP Kay Larkin FD CITY MATCH	31,962.00	0.00	34,001.00	0.00	0.00	0.00	34,001.00	0.00%	
2217	101-18-519-6-6473	DOS AACH JENKINS CITY MATCH	482,000.00	356,850.00	78,300.00	0.00	0.00	0.00	78,300.00	0.00%	
2218	101-18-519-6-6475	City Match Fed DOT SS4A	241,000.00	0.00	216,000.00	0.00	5,000.00	40,000.00	171,000.00	2.31%	
2219	101-18-519-6-6476	City Match CDBG MIT IRMA IR042	30,000.00	0.00	30,000.00	0.00	0.00	0.00	30,000.00	0.00%	
2220	101-18-519-6-6477	CITY MATCH BRONSON HOUSE	137,634.00	0.00	254,634.00	130,185.21	183,790.56	50,718.88	20,124.56	72.18%	
2221	101-18-519-6-6478	FPL REID STREET MEDIAN 1 BRIDG	400,277.00	0.00	400,277.00	0.00	203,757.56	0.00	196,519.44	50.90%	
2222	101-18-519-6-6480	RODDY ROAD FORCE MAIN RELOCATI	230,000.00	0.00	235,000.00	0.00	123,737.50	0.00	111,262.50	52.65%	
2223	101-18-519-6-6481	RIVER ST RETAINING WALL	0.00	0.00	370,000.00	150,457.80	150,457.80	89,764.70	129,777.50	64.93%	
2224	101-18-519-6-6482	FLOATING DOCK	0.00	0.00	295,000.00	126,763.00	170,763.00	0.00	124,237.00	57.89%	
2225	101-18-519-6-6483	ROLLING HILL STORMWATER	0.00	0.00	455,000.00	0.00	14,784.00	0.00	440,216.00	3.25%	
2226			---	---	---	---	---	---	---	---	
2227		TOTAL	5,517,492.00	905,829.18	5,539,159.00	741,874.47	2,111,880.43	628,624.37	2,798,654.20	39.00%	
2228											
2229		**DEBT SERVICE**									
2230	101-18-517-7-7106	PRINCIPAL PUBLIC WORKS BUILDIN	0.00	0.00	40,866.00	0.00	0.00	0.00	40,866.00	0.00%	
2231	101-18-517-7-7108	PRINCIPAL-PUMPER FIRE TRUCKS	79,833.00	72,080.22	74,517.00	0.00	74,516.53	0.00	0.47	100.00%	
2232	101-18-517-7-7206	INTEREST - PUBLIC WORKS BUILDI	$ -	$ -	61,094.00	0.00	0.00	0.00	61,094.00	0.00%	
2233	101-18-517-7-7208	INTEREST-PUMPER FIRE TRUCKS	14,167.00	8,556.85	8,708.00	0.00	6,688.44	0.00	2,019.56	76.81%	
2234			---	---	---	---	---	---	---	---	
2235		TOTAL	94,000.00	80,637.07	185,185.00	0.00	81,204.97	0.00	103,980.03	44.00%	
2236											
2237		**GRANT MATCHES**									
2238	101-18-519-8-6210	PRICE MARTIN RETROFIT SHELTER	1,026,315.00	13,467.77	989,760.00	252,447.30	448,851.59	513,974.07	26,934.34	45.35%	
2239	101-18-519-8-6327	CDBG MIT IRMA IR042	994,048.00	28,977.17	1,377,000.00	0.00	8,600.41	0.00	1,368,399.59	0.62%	
2240	101-18-519-8-6364	DOS AACH JENKINS GRANT	468,866.00	137,837.35	78,803.00	16,265.00	65,022.68	0.00	13,780.32	82.51%	
2241	101-18-519-8-8909	CDBG CARES COVID SIDEWALKS	2,000,000.00	28,187.57	3,000,000.00	35,188.90	37,446.10	267,793.15	2,694,760.75	1.25%	
2242	101-18-519-8-8934	HMGP Kay Larkin FD	287,655.00	0.00	306,011.00	0.00	267,326.74	0.00	38,684.26	87.36%	
2243	101-18-519-8-8937	DOT SAFE STREETS 4 ALL	480,000.00	0.00	500,000.00	90,000.00	185,000.00	270,000.00	45,000.00	37.00%	
2244	101-18-519-8-8938	Fed RAISE GRANT	1,500,000.00	0.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00	0.00%	
2245	101-18-519-8-8940	DEO Affordable Housing state	950,000.00	43,776.25	1,900,000.00	43,317.52	344,850.67	517,482.24	1,037,667.09	18.15%	
2246	101-18-519-8-8941	FDOT Downtown Streetscapes Pha	1,056,313.00	20,108.34	1,060,334.00	73,216.50	73,216.50	311,783.50	675,334.00	6.91%	
2247	101-18-519-8-8942	USDA PATROL CARS APPROPRIATION	250,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
2248	101-18-519-8-8943	DHR BRONSON HOUSE	367,900.00	0.00	367,900.00	49,039.34	192,832.14	55,998.06	119,069.80	52.41%	
2249	101-18-519-8-8944	SHAW BUCK PARK IMPROVEMENTS	50,000.00	9,466.19	26,233.00	0.00	255.19	8,316.00	17,661.81	0.97%	
2250	101-18-519-8-8945	PALM BOWL PARK IMPROVEMENTS	50,000.00	2,000.00	16,628.00	0.00	332.89	0.00	16,295.11	2.00%	
2251	101-18-519-8-8946	VULNERABILITY ASSESSMENT	0.00	0.00	400,000.00	0.00	36,000.00	0.00	364,000.00	9.00%	
2252			---	---	---	---	---	---	---	---	
2253		TOTAL	9,481,097.00	283,820.64	13,022,669.00	559,474.56	1,659,734.91	1,945,347.02	9,417,587.07	13.00%	
2254											
2255		**TRANSFERS**									

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
2256	101-18-519-9-9100	TRANSFER TO GENERAL FUND	166,122.00	33,540.00	618,567.00	51,547.00	360,829.00	0.00	257,738.00	58.33%	
2257			---	---	---	---	---	---	---	---	
2258		TOTAL	166,122.00	33,540.00	618,567.00	51,547.00	360,829.00	0.00	257,738.00	59.00%	
2259											
2260			---	---	---	---	---	---	---	---	
2261		**DEPARTMENT TOTAL**	**15,258,788.00**	**1,303,903.81**	**19,471,008.00**	**1,352,896.03**	**4,213,649.31**	**2,573,971.39**	**12,683,387.30**	**22.00%**	
2262			---	---	---	---	---	---	---	---	
2263											
2264			---	---	---	---	---	---	---	---	
2265		TOTAL EXPENDITURES	15,258,788.00	1,303,903.81	19,471,008.00	1,352,896.03	4,213,649.31	2,573,971.39	12,683,387.30	22.00%	
2266			---	---	---	---	---	---	---	---	
2267											
2268		**RESERVES**									
2269			---	---	---	---	---	---	---	---	
2270		**DEPARTMENT TOTAL**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**	
2271											
2272			---	---	---	---	---	---	---	---	
2273		**TOTAL EXPENDITURES, TRANSFERS,**									
2274	**BETTER PLACE**	**CONTINGENCIES & RESERVES**	**15,258,788.00**	**1,303,903.81**	**19,471,008.00**	**1,352,896.03**	**4,213,649.31**	**2,573,971.39**	**12,683,387.30**	**1.00%**	
2275			---	---	---	---	---	---	---	---	
2276											
2277	**MERICAN RESCUE PLAN ACT**										
2278	**AMERICAN RESCUE PLAN ACT / ESTIMATED VS. ACTUAL MONTHLY REPORT / 50 % Yr Complete For Fiscal Year: 2026 / 04**										
2279		**LOCAL OPTION, USE & FUEL TAXES**									
2280			---	---	---	---	---		---	---	
2281		TOTAL	0.00	0.00	0.00	0.00	0.00		0.00	0.00%	
2282											
2283		**STATE/FEDERAL GRANTS & PILOTS**									
2284	300-00-331-5-1000	ARPA REVENUE	1,546,460.00	266,249.97	1,283,471.00	0.00	11,980.52		1,271,490.48	0.93%	
2285			---	---	---	---	---		---	---	
2286		TOTAL	1,546,460.00	266,249.97	1,283,471.00	0.00	11,980.52		1,283,471.00	1.00%	
2287											
2288											
2289		**DISPOSITION OF FIXED ASSETS**									
2290			---	---	---	---	---		---	---	
2291		TOTAL	0.00	0.00	0.00	0.00	0.00		0.00	0.00%	
2292											
2293		**TRANSFERS IN**									
2294			---	---	---	---	---		---	---	
2295		TOTAL	0.00	0.00	0.00	0.00	0.00		0.00	0.00%	
2296											
2297											
2298		**DEBT PROCEEDS**									
2299			---	---	---	---	---		---	---	
2300		TOTAL	0.00	0.00	0.00	0.00	0.00		0.00	0.00%	
2301											
2302			---	---	---	---	---		---	---	
2303		TOTAL OPERATING & OTHER REV	1,546,460.00	266,249.97	1,283,471.00	0.00	11,980.52		1,283,471.00	1.00%	
2304			---	---	---	---	---		---	---	

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
2305											
2306		**CASH BALANCE FORWARD**									
2307			----------	----------	----------	----------	----------		----------	----------	
2308		TOTAL	0.00	0.00	0.00	0.00	0.00		0.00	0.00%	
2309			----------	----------	----------	----------	----------		----------	----------	
2310	**ARPA FUND**	**TOTAL REV, TRF & CASH BALANCES**	**1,546,460.00**	**266,249.97**	**1,283,471.00**	**0.00**	**11,980.52**		**1,283,471.00**	**1.00%**	
2311			----------	----------	----------	----------	----------		----------	----------	
2312		**AMERICAN RESCUE PLAN ACT**									
2313											
2314											
2315		**CAPITAL OUTLAY**									
2316	300-61-559-8-1200	OTHER PUBLIC HEALTH SERVICES	10,000.00	0.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00%	
2317	300-63-559-8-3110	HOUSING SUPPORT SERVICES FOR U	80,000.00	55,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.00%	
2318	300-63-559-8-3120	HOUSING SUPPORT OTHER HOUSING	490,115.00	0.00	490,115.00	0.00	0.00	0.00	490,115.00	0.00%	
2319	300-63-559-8-3130	Housing Support - Homelessness	99,770.00	0.00	99,770.00	0.00	0.00	0.00	99,770.00	0.00%	
2320	300-63-559-8-3400	EDUCATION ASSIST SOCIAL EMOT M	70,000.00	0.00	70,000.00	0.00	0.00	0.00	70,000.00	0.00%	
2321	300-63-559-8-3500	EDUCATION ASSISTANCE OTHER	24,000.00	0.00	24,000.00	0.00	0.00	0.00	24,000.00	0.00%	
2322	300-65-559-8-5100	DW TREATMENT GAC Filters	256,967.00	76,529.92	167,882.00	0.00	792.80	0.00	167,089.20	0.47%	
2323	300-65-559-8-5110	DW TRANSMISS/DISTRIBUT Palm to	-1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
2324	300-65-559-8-5130	GIS CDBG N32 Palatka Heights	3,597.00	3,597.30	0.00	0.00	0.00	0.00	0.00	0.00%	
2325	300-65-559-8-5140	LEAD AND COPPER RULE	100,230.00	100,230.25	0.00	0.00	0.00	0.00	0.00	0.00%	
2326	300-66-559-8-6100	PROVISION OF GOVT SERVICES	25,000.00	0.00	25,000.00	0.00	0.00	0.00	25,000.00	0.00%	
2327	300-66-559-8-6101	RADIOS 800 MHZ - ARPA	5,310.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
2328	300-66-559-8-6102	VACANT PROPERTY PURCHASES/ABAT	216,009.00	11,580.00	193,129.00	0.00	0.00	0.00	193,129.00	0.00%	
2329	300-66-559-8-6103	ROAD MAINTENANCE	165,463.00	19,312.50	143,575.00	618.75	11,187.72	127,294.25	5,093.03	7.79%	
2330			----------	----------	----------	----------	----------	----------	----------	---------	
2331											
2332			----------	----------	----------	----------	----------	----------	----------	---------	
2333		TOTAL	1,546,460.00	266,249.97	1,283,471.00	618.75	11,980.52	127,294.25	1,144,196.23	1.00%	
2334											
2335		**GRANT MATCHES**									
2336											
2337			----------	----------	----------	----------	----------	----------	----------	---------	
2338		**DEPARTMENT TOTAL**	**1,546,460.00**	**266,249.97**	**1,283,471.00**	**618.75**	**11,980.52**	**127,294.25**	**1,283,471.00**	**1.00%**	
2339			----------	----------	----------	----------	----------	----------	----------	---------	
2340											
2341			----------	----------	----------	----------	----------	----------	----------	---------	
2342		TOTAL EXPENDITURES	1,546,460.00	266,249.97	1,283,471.00	618.75	11,980.52	127,294.25	1,283,471.00	1.00%	
2343			----------	----------	----------	----------	----------	----------	----------	---------	
2344											
2345		**RESERVES**									
2346			----------	----------	----------	----------	----------	----------	----------	---------	
2347		**DEPARTMENT TOTAL**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**	
2348											
2349			----------	----------	----------	----------	----------	----------	----------	---------	
2350		**TOTAL EXPENDITURES, TRANSFERS,**									
2351	**ARPA FUND**	**CONTINGENCIES & RESERVES**	**1,546,460.00**	**266,249.97**	**1,283,471.00**	**618.75**	**11,980.52**	**127,294.25**	**1,283,471.00**	**0.00%**	
2352			----------	----------	----------	----------	----------	----------	----------	---------	
2353											

	A	B	C	D	E	F	G	H	I	J	K
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025 BUDGET	2025 Rev & Exp Year to Date April 2025	2026_BUDGET	CURRENT_MONTH	CURRENT_YTD	ENCUMBERED	2026 REMAINING BALANCE	Revenue % Realized & Expense % Unspent	
2354											
2355											
2356		exp			**87,390,505.00**	**5,347,862.93**	**28,073,801.79**	**8,473,059.77**	**50,885,534.39**	**2.54**	
2357											
2358		Compare to Simple Expense			$ 1.08	$ -	$ -				
2359											
2360											
2361											

R.C. Willis Water Treatment Plant

Updates

1. **Well #8:** Is done rehab, Awaiting FPL to change out the transformer. New transformer is needed for proper electrical current to motor. This will extend the life of the well pump and motor. This was a capital project.
2. **G.A.C:** Is still currently being worked on, Filters are in place and all piped in. Inside valves are all installed just waiting on piping job. This is grant funded
3. **G.A.C Piping:** Is still under construction awaiting contractor to come back from another job. They should arrive the week of July 6th. Work scheduled to be completed in the second week of August. This is partial grant/city funded.
4. **S.C.A.D.A:** New system is under construction; design phase is complete. Components are arriving daily, Phase 1 design and procurement is scheduled to be completed at the end of September. Phase 2 the final phase is scheduled to be completed in mid-April 2027. This is a capital project.
5. **Hsp 1 & 2:** Replacement of high service pumps 1 & 2. This includes pumps, motors, and vfd's. Components have started arriving, installation is set to begin in June. Installation will only take 2 days. This will provide us with newer components that are more cost-effective and perform better. It also will provide us with backup pumps and parts for repairs. This is Grant funded.
6. **Skeet Club:** We have meet with the Skeet club and came up with clear lines of communication if and when it is needed. Skeet club has begun removing all surface lead pellets from the grounds at the water plant, city gun range, and the skeet club. We also have an understanding that there will be **NO** Shooting on lanes 1 & 2 towards the water plant. This is being funded by the Skeet club.

7. **Water Testing:** We are still currently meeting and exceeding water quality testing and are in compliance with Dep, Epa, SJWMD. We have just finished up our next round of lead & copper testing. Results will be shared when they are received. TTHM's are all still passing, some of the sites are showing the lowest amounts recorded in Palatka ever!!
8. **Future Happenings:** Frwa Annual Conference is coming up in July. A few members of my team and I will be attending. This conference supplies us with CEU's which are class credits for retaining out licenses. It also gives us insight into new regulations and any changes coming down the line. We also get a good look at future technology that can make the water plant run more efficiently. In turn saving us money and time.
9. **Land swap:** We have secured the plot of land between the water plant and well#2. This is one of our primary wells. We wanted this land for safety to the public drinking supply. A proposed auto restoration garage was set to be built on this site which is in our wellhead protection zone and sitting on top of our main line to feed the whole city. These type of businesses use a lot of different chemicals and solvents gas, oil, paint, paint thinner. If there was a spill or accident this could have large repercussions on our water supply. I believe the safety of our water is the #1 priority for myself and the citizens of Palatka, and this needed to be done.

In conclusion the water plant is striving to deliver the **Safest** quality water we can. We are meeting and exceeding quality standards and are steadfast at dealing with customers concerns. Just over 2 years ago I took over the day to day at the water plant, since then we have made leaps and bunds on both quality and production. I want to thank the commission for supplying me with all the tools necessary to make this happen. And I am very excited for the future of Palatka drinking water.



Palatka Team Building 2026

Community Clean-up Day

CITY of Palatka FLORIDA



This Year we had 62 employees volunteer for clean-up. This is an impressive increase from last years 22 volunteers.








We were able to form 10 teams to cover multiple areas in the city.

River Front Park

8th and Dunhum

Booker Park Creek Area

Jenkins Building Property

Historic District (South)

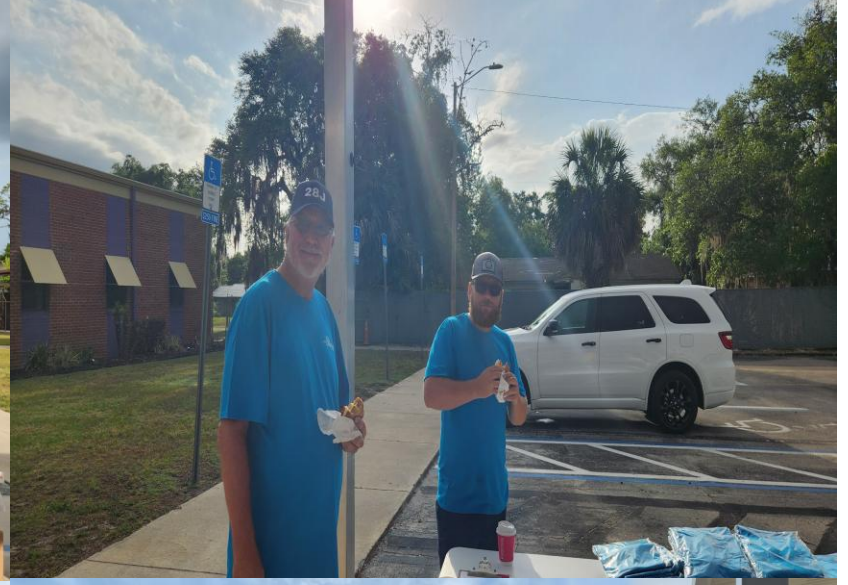
Historic District (North)

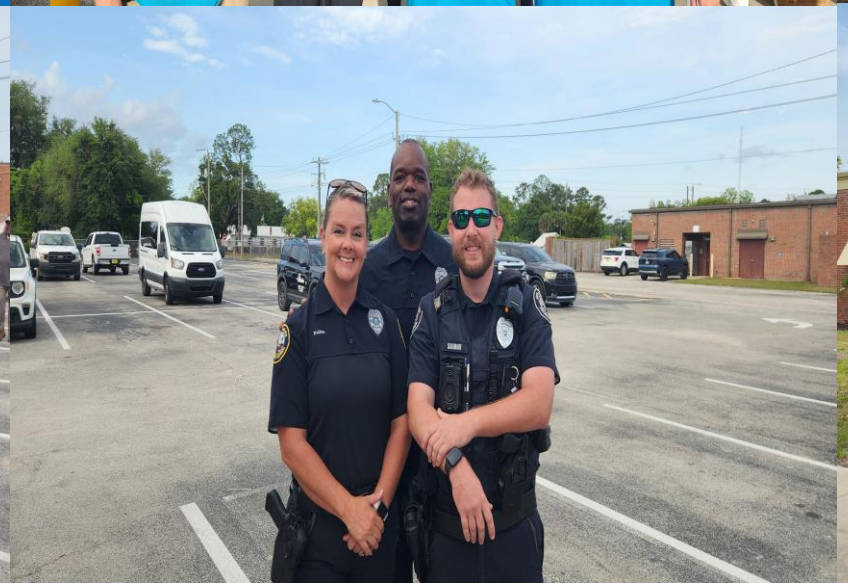
Reid Street (City Hall to PD)

Creek across from Florida Furniture Store

Some of the areas in the city we worked on were






We removed over 50 bags of thrash from these locations as well as multiple tires.

Dunkin of Palatka

Hanson Inc.

Autologics LLC.

Power & Pumps

All Things New

We had 5 outstanding sponsors for this event.













Breakfast and shirts were provided to all who participated








Lunch was also provided to volunteers.

Adopt Resolution 2026-R-88 for approval of SmartCover SmartLevel Sewer Monitoring System Project. The proposal total is $300,990.78, which includes hardware, installation, software subscription services, satellite connectivity, training, and support. 041-13-536-6475 for $136,270.00 City Match, and the grant award is $164,720.78.
City of Palatka Public Works Department
Water & Sewer Division
Agenda Item Prepared By: Superintendent Eli Higginbotham and Amanda Turbeville

STAFF REPORT

DATE: May 28, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request approval for the purchase and installation of thirty-eight (38) SmartCover SmartLevel remote sewer monitoring sensors throughout the City of Palatka sanitary sewer collection system. The project will provide real-time monitoring and alarm notifications to assist the Water & Sewer Department in identifying sewer system surcharges, blockages, inflow and infiltration issues, and potential sanitary sewer overflows before failures occur.

The proposed project includes equipment purchase, installation, software access, satellite connectivity, training, and two years of Active Site Management services.

BACKGROUND

The City of Palatka Water & Sewer Division has identified the need for enhanced monitoring capabilities within the sanitary sewer collection system. The SmartCover SmartLevel system is designed to provide continuous real-time monitoring of sewer levels at critical manholes and system locations throughout the City.

Funding for this project has already been included within the approved budget and established under its own dedicated General Ledger line items 041-13-536-6475 for $136,270.00 City Match, the grant award is $164,720.78. This project also serves as a City grant match project and supports the City's ongoing efforts to improve wastewater infrastructure monitoring, operational efficiency, and regulatory compliance.

A total of thirty-eight (38) sensor locations have been identified across the collection system, including areas along St. Johns Avenue, River Street, Laurel Street, Main Street, Bronson Street, Eagle Street, and other critical infrastructure points. These locations were selected based on operational history, system flow patterns, and areas susceptible to inflow and infiltration or

potential surcharging during storm events.

The SmartCover system provides real-time alarms and notifications to utility personnel and allows staff to proactively respond to blockages and high-water conditions before sanitary sewer overflows occur. The system also assists with long-term collection system analysis and infrastructure planning.

PROJECT ANALYSIS

The SmartCover SmartLevel monitoring system would improve operational awareness within the City's wastewater collection system by providing continuous monitoring at strategically selected locations throughout the service area.

Benefits of the proposed system include:

- Real-time monitoring of sewer levels and system performance
- Early warning alarms for surcharge conditions and potential overflows
- Improved response times for maintenance crews
- Assistance with identifying inflow and infiltration issues
- Collection of historical data to support future capital improvement planning
- Reduced risk of environmental impacts and sanitary sewer overflows
- Improved efficiency in sewer cleaning and maintenance scheduling

The project includes installation of thirty-eight (38) SmartLevel units with satellite communication capability and cloud-based monitoring software. SmartCover installation does not require confined space entry and installation is estimated to take less than two hours per site.

The selected monitoring locations vary in depth from approximately 2 feet 9 inches to 15 feet 4 inches and are distributed citywide to maximize coverage of critical collection system infrastructure.

The proposed system also includes:

- Two years of Active Site Management services
- Online software access for unlimited users
- Real-time alarm notifications via email and text
- Data storage and analytics
- Technical support and training services

Annual ongoing costs after the initial two-year term would be dependent upon the level of continued software support, warranty coverage, and monitoring services selected by the City.

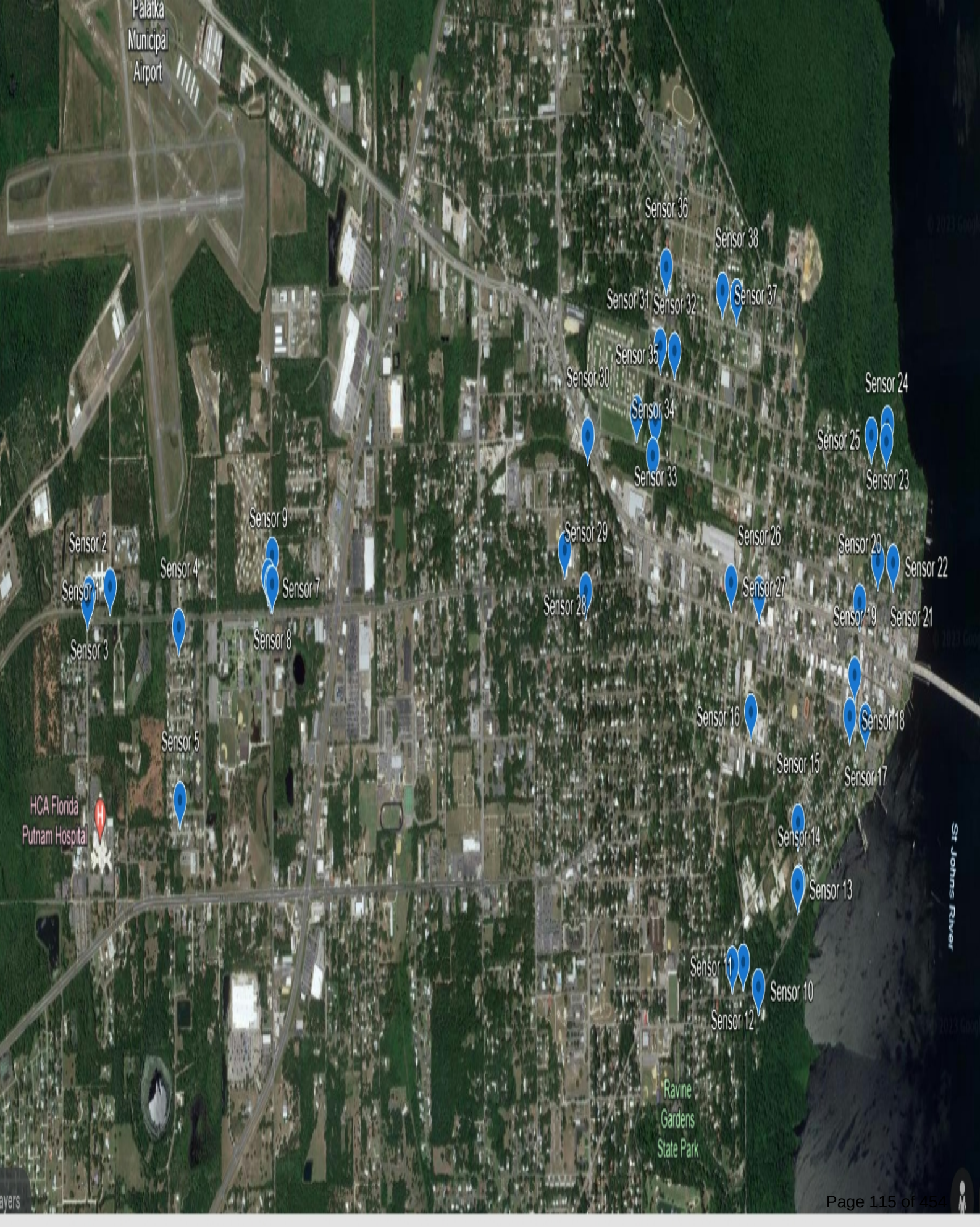
Staff Recommendation

Staff recommends approval of the SmartCover SmartLevel Sewer Monitoring System Project for the City of Palatka Water & Sewer Division and authorization to proceed with purchase and installation activities in accordance with the submitted proposal.

The project is expected to enhance the City's ability to proactively manage the wastewater collection system, reduce the risk of sanitary sewer overflows, improve response times during storm events, and provide valuable operational data for future infrastructure planning and maintenance activities.

ATTACHMENTS

1.	city wide map showing sensor locations
2.	SmartCover SmartLevel 2 Year Pricing Proposal - Palatka-Hanson
3.	SmartCover Capabilities
4.	88. Resolution 2026-R-88 Purchase and Installation of the Samrtcover Smartlevel Remote Sewer Monitoring System


Palatka Municipal Airport
Sensor 36
Sensor 38
Sensor 31
Sensor 32
Sensor 37
Sensor 35
Sensor 30
Sensor 24
Sensor 34
Sensor 25
Sensor 33
Sensor 23
Sensor 9
Sensor 2
Sensor 29
Sensor 26
Sensor 20
Sensor 22
Sensor 4
Sensor 1
Sensor 7
Sensor 28
Sensor 27
Sensor 19
Sensor 21
Sensor 3
Sensor 8
Sensor 16
Sensor 18
Sensor 5
Sensor 15
Sensor 17
HCA Florida Putnam Hospital
Sensor 14
Sensor 13
St Johns River
Sensor 11
Sensor 10
Sensor 12
Ravine Gardens State Park

SMARTCOVER®

SMARTLEVEL™ REMOTE SEWER MONITORING FOR PALATKA, FL



PREPARED FOR

City of Palatka

Palatka, FL

PREPARED BY

Doug Boccuti

SmartCover Regional Manager

January 30, 2025

2110 Enterprise Street | Escondido, CA | 92029

SmartCoverSystems.com

January 30, 2025

Ms. Mandi Tucker
Hanson Engineering
7625 N. University St STE 200
Peoria, IL 61614

Ms. Tucker:

On behalf of SmartCover, I am pleased to submit this pricing proposal for a SmartLevel system to be installed in the Palatka FL collection system. We believe we offer a system that is robust, highly reliable, and cost effective.

If you have any questions, please don't hesitate to contact me at 407-404-0882 or via email at dboccuti@smartcoversystems.com.

Best Regards,

Doug Boccuti
Regional Sales Manager
SmartCover

Contents

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1 SMARTCOVER – SMARTLEVEL MONITORING SYSTEM

SmartCover is pleased to provide the following quotation for the installation, operation, and testing of thirty-eight (38) SmartCover, SmartLevel level monitoring systems in the Palatka FL collection system. Pricing for the systems, is provided in Section 2 - Pricing Summary. The pricing on page 5 represents the purchase, installation, and ongoing operating costs for two (2) years.

SmartCover reserves the right to amend the pricing in the proposal if additional costs to SmartCover Systems are required by the City of Palatka (ex. Bonds, additional insurance requirements, etc. beyond standard coverages carried by SmartCover).

1.1 INSTALLATION

Site Survey: Typically, prior to installation, at a time mutually agreeable to the City of Palatka and SmartCover, SmartCover and/or a local Manufacturer's Representative will survey the proposed installation location for the SmartLevel units. Surveying involves verifying that the location is appropriate for the application of the SmartLevel system, gathering any GIS information available about this manhole site and upstream and downstream pipelines, and making measurements of the manhole and pipeline. NO CONFINED SPACE ENTRY IS REQUIRED for the survey, and Municipality will provide support personnel for the survey and traffic control if necessary. The site survey is important, not just to determine if proposed locations are suitable, but to ensure suitable cable lengths, antenna types, and mounting hardware is provided. Adjustments to the following pricing may need to be made if sites require sensor cable lengths in excess of the standard 15 ft cables in this quote.

Since the purchase would be for 38 units, manhole measurements and site photos would likely suffice. Measurements should include manhole rim to influent pipe invert and manhole rim to overflow invert. Pictures should include site locations, top of manhole lid, underside of manhole lid, and a down manhole picture with the primary channel and overflow pipe visible.

Installation: SmartCover will install the SmartLevel hardware (see Section 2) and while on site, perform any calibration necessary and verify operations including full two-way communications to the SmartCover system. NO CONFINED SPACE ENTRY IS REQUIRED for installation of the SmartLevel unit. Installation typically takes no longer than two hours per site, often less. Traffic control is not

included in this pricing proposal and if needed, is assumed to be the responsibility of the City of Palatka.

1.2 TRAINING

After completing installation of the units and verifying operations, SmartCover will provide operational training for the gathering and interpretation of the SmartLevel level data. Training should take no longer than two hours and will be performed online (or in person if installed by SmartCover). Instructions on general data access will still be provide after the installation.

2 PRICING SUMMARY

Part Number	Description	Unit Qty	Unit Price	Extended Price
SC-Q-SB-15	***SubSonic® System Components*** ● **E-Box System Control** with onboard computer, modem, digital radio; fully potted and IP-68 rated. ● **Distance Sensing Module (DSM)** with 0" to 79" sensor range, with 15' cable and dual sensor. ● **PowerPack™-** lithium thionyl chloride battery with high power density. ● **E-Square™ antenna**, including antenna and installation kit. **Mounting bracket kit-** three-part amounting bracket set made of heavy gauge, hard-anodized aluminum; includes all mounting hardware.	38	$4,877	$185,326
System Warranty	***One (1) Year, System Parts-Only Warranty*** ● Limited Parts-Only Warranty on all SmartCover® System™ hardware. ● See Warranty Statement for complete details- Section 6	38	Included	Included
EW-SC1	***One (1) Year, Extended System Parts-Only Warranty*** ● Limited Parts-Only Warranty on all SmartCover® System™ hardware. ● See Warranty Statement for complete details- Section 6	38	$488	$18,544
PowerPack™ Warranty	***TWO (2) Year, PowerPack Warranty*** ● Limited Parts-Only Warranty on the PowerPack™	38	Included	Included
ASM-SC2	***Active Site Management (ASM), Two-Year***: Comprehensive support services including: ● Software subscription with *unlimited number of users* accessed with secure user name and password ● Complete maintenance of all cloud-based software ● Regular feature updates and upgrades including *SmartTrend*™. ● Hosting of data storage – unlimited data storage ● Iridium Satellite connectivity service with bi-directional communication. ● Advisories, Maintenance Alerts and Alarms issued to customer defined personnel via email and/or text message ● Ongoing technical support via phone or online.	38	$835	$31,730
ASM-RD-2Y	**Smart Rain 2 Yr**	20	$226	$4,520
Installation Labor	**Installation Completed by trained SmartCover tech. TBD**	38	$500	$19,000
Shipping	**Shipping and Handling** **Ground shipment FOB Escondido, CA**	1	$1,575	$1,575
TOTAL	**All items above**			**$260,695**

*Note: Customer responsible for any applicable sales tax or for providing SmartCover a tax exempt certificate. Tax will be added as an additional line item on invoices.

3 STANDARD TERMS & CONDITIONS

3.1 DELIVERY

- Standard: Six (6) weeks upon receipt of a Purchase Order and with receipt of complete engineering and site information from the customer as requested.
- All customers will be notified of the shipment date upon Order Acknowledgement.
- Actual availability may vary depending on total demand.
- The "standard six (6) weeks" is not a guarantee but a good faith estimate. It is strongly recommended that an order be placed as early as possible. Reasonable efforts will be made to provide earlier delivery if requested.

3.2 TERMS AND CONDITIONS

- Payment: Net 30 days.
- Cancellations: for all orders of less than $10,000, cancellation is accepted prior to shipment. For orders equal to or greater than $10,000, a 15% restocking charge is applied for cancellation.
- Returns: Are accepted with a valid Return Material Authorization (RMA) number only. Contact Customer Service for an RMA number.
- All paid Warranties and Active Site Management (ASM) services begin at the day of shipment.

4 ONGOING COSTS AFTER 2ND YEAR

Ongoing Costs

After the first year of operation, the following fees will provide ***continued comprehensive services*** including ***software support, data storage, upgrades, added features, and satellite connectivity.***

These are *annual charges* paid prior to the start of the year.

Part number	Months covered	Payment schedule	Cost per year
Active Site Management (ASM) (Required) *Website Access,* software subscription, satellite connectivity, data analysis, data storage, trend advisories, maintenance alerts, alarms, online S/C monitoring.			
ASM-SC1R	12	Every year	**$430 Each**
ASM-SC2R	24	Every other year	**$835 Each**
PowerPack™ Warranty (Optional) *PARTS-ONLY, PowerPack™ Warranty* for each installation, offering unlimited replacements during the Warranty term.			
PW-5C1R	12	Every year	**$243 Each**
PW-5C-2YR	24	Every other year	**$471 Each**
Systems Parts Warranty Extension (Optional) *PARTS-ONLY, Warranty for each installation,* covers: E-Box System Control, Distance Sensing Module (DSM), antenna, and mounting brackets			
EW-SF1R	12	Every year	**$488 Each**
EW-SF2R	24	Every other year	**$945 Each**

SmartRain Environmental Data Service (Optional) Supplies hourly data for rainfall from USGS. Cost is per site per year.			
ASM-RD-1R	12	Every year	**$117**
ASM-RD-2R	24	Every other year	**$226**

5 ADDITIONAL TERMS & CONDITIONS, LIMITED WARRANTY

Mutual Hold Harmless

SmartCover agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Customer from any and all claims that may arise, or damages that may result, to SmartCover or SmartCover staff to the extent caused by SmartCover's negligence during the performance of this contract. Customer agrees, to the fullest extent permitted by law, to indemnify and hold harmless SmartCover, its officers, directors, employees and subcontractors (collectively, SmartCover) from any and all claims that may arise, to the extent caused by the Customer's negligent acts in connection with the installation, operation, or use of the SmartCover, and the acts of its contractors, subcontractors or consultants or anyone for whom the Customer is legally liable. Neither SmartCover nor the Customer shall be obligated to indemnify the other party in any manner whatsoever for the other party's negligence.

Loss of Communications

Customer acknowledges that SmartCover is not responsible for the loss of wireless communication or internet communications or any communications used in the operation of this system.

Advisory Only

SmartCover is an advisory service only. As such, SmartCover and its founders, owners, or staff are not responsible for any damage of any kind or from any cause whatsoever that may result from, in relation to, in connection with, due to, or as a result of the installation or operation of the system, including without limitation, equipment failure, or any consequential damages caused by, or resulting from, the use or installation of the SmartCover system.

Limited Warranty

The equipment components of the SmartCover are warranted free from material defects of material and workmanship for a period of one year from the date of installation. Unless otherwise stated, the SmartCover warranty herein is a parts-only warranty. Should the Customer discover any condition that might invoke a warranty claim, they are to expeditiously and without delay notify the SmartCover Technical Services group. Upon notification, SmartCover will assess and instruct the user on follow-on actions. Should a component fail as a result of a defect in material or workmanship, SmartCover will replace the component or repair it at the SmartCover location. For all valid warranty claims, as determined by SmartCover reasonable freight charges to and from Customer shall be paid by SmartCover. In all cases, SmartCover shall determine the shipping method and/or carrier unless otherwise agreed to in writing by

Customer and SmartCover. Upon approval of a warranty failure by SmartCover, SmartCover will either repair or replace the defective component at SmartCover sole discretion.

The foregoing warranty is exclusive. Repair or replacement in the manner provided above shall be the sole and exclusive remedy for breach of warranty and shall constitute fulfillment of all liabilities of SmartCover with respect to the quality and performance of the products. This warranty does not cover damage or repairs or replacements by any cause beyond the control of SmartCover, including acts of nature, improper use, lack of proper maintenance, vandalism, or unauthorized repair. SmartCover shall not be liable for any actual, exemplary, indirect or consequential damages, including damages for loss of goodwill or profits and/or losses, that stem from a failure or malfunction of the SmartCover system.

SmartCover does not provide traffic control. Customer must provide traffic control for installation and servicing of all units.

In no event shall SmartCover's liability, whether in contract or in tort (including negligence and strict liability), exceed the price of the Product from which such liability arises.

Rights to Use

The SmartCover® family of products and all resulting data produced by them are proprietary and protected by a suite of intellectual property assets including but not limited to patents, trademarks and copyrights. The right to use these products and data is limited to the purchaser only. Any disclosure, use or other unauthorized disposition of any SmartCover® product or proprietary data outside the purchaser's organization, including third-party consultants, is prohibited.

6 PURCHASE ACCEPTANCE

Prices listed are valid for 60-days from this proposal date.

ACTION: Please include this entire document with Purchase Order. Details provided in Section 2.0 of this proposal.

Signatures

SmartCover	**Hanson**
_____	_____
Signature	*Signature*
Doug Boccuti	
Printed Name	_____
	Printed Name
Regional Sales Manager	
Title	_____
	Title
January 30, 2025	
Date	_____
	Date

SMARTCOVER®

CONSISTENT - RELIABLE - RESILIENT

REAL-TIME SATELLITE COLLECTION SYSTEM MONITORING SOLUTIONS





2110 Enterprise Street
Escondido, CA 92029 USA

(855) 291-1980

sales@smartcoversystems.com

smartcoversystems.com

FULL SUITE OF SOLUTIONS

Offers Greater Visibility into Your Operations

SmartCover has prevented more than 40,000 sewer system overflows with real-time alarms and notifications to dispatch crews for spill avoidance. We optimize sewer cleaning by redirecting crews to clean "as needed" without sacrificing care and lower inspection costs by localizing "when and where" activities are needed.



SSO Prevention



H2S Monitoring



I&I Assessment



Cleaning Optimization



CSO Monitoring



Stormwater Monitoring



Lift Station Monitoring



Intrusion Detection

TRUSTED UTILITY PARTNER

Protecting Public Health for Nearly 20 Years

PROTECT THE ENVIRONMENT

- Utilize real-time alarms to dispatch crews before overflows occur
- Eliminate environmental and community impacts associated with sewer spills
- Identify locations with capacity constraints to prevent future overflows

OPTIMIZE INVESTMENTS

- Schedule cleanings based on data and analytics
- Reduce chemical odor and corrosion control spend while improving performance
- Achieve 75% to 95% cleaning reduction at high-frequency locations

STRENGTHEN UTILITY RESILIENCY

- Monitor critical infrastructure during extreme weather events using satellite communication
- Isolate Inflow & Infiltration to focus capital investments in high-impact areas
- Reduce carbon footprint by optimizing cleaning truck operations, decreasing chemical use, and eliminating sewer overflows

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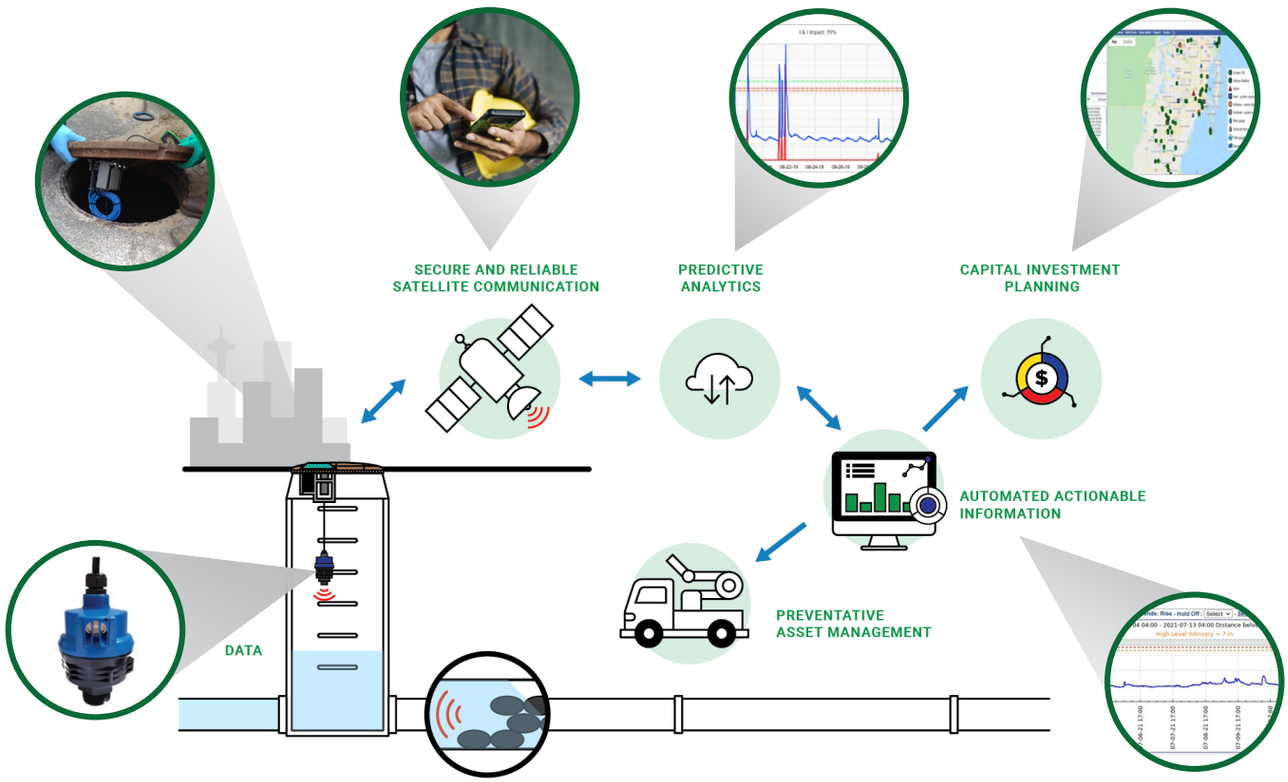
sales@smartcoversystems.com

smartcoversystems.com

Capabilities Intro_SmartCover_10.03.22.indd 2 10/3/2022 12:23:31 PM

INTEGRATED SOLUTION

Delivers All Components to Ensure Success



EXPERIENCE & EXPERTISE

That Benefit Every Size of City & Municipality

"Within the first three hours, we had one SmartCover tell us there was a blockage on the way, and we were able to go out and clear the blockage before we had a problem."

- Arlington, Texas

"SmartCover's data-driven monitoring systems enable us to target cleaning when and where it's needed, and save money when it's not."

- South Coast Water District, California

"SmartCover has allowed us to perform targeted analysis on our sewers, providing real-time data and alarming to avert sanitary sewer overflows, backups, and subsequent cleanup. In addition, the units are providing valuable data for I&I analysis so we can make informed capital investment decisions. It is a key tool in our toolkit for collection system maintenance and replacements."

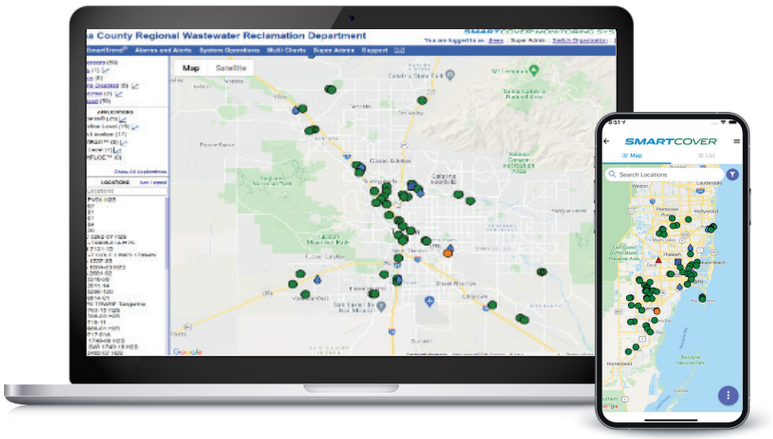
- New Jersey American Water

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EFFICIENT MANAGEMENT OF REAL-TIME DATA

Provides Actionable Insights through Industry-Leading Analytics

- Data delivered from the sewer to your web-enabled devices
- Intuitive landing dashboard summarizing location and status of manholes monitored by SmartCover sensors
- Easy access to critical events including alarms, alerts, and advisories
- Visibility to every single SmartCover unit through clicks on the map



NOTABLE BENEFITS

Deliver Peace of Mind

No confined space entry reduces field resources and safety hazards

Satellite communication delivers constant system visibility

Data management and turnkey analytics improve decision-making

Alarms and notifications provide advanced notice to prepare and respond

Mobile app produces system insights wherever and whenever

Available API fully integrates multiple systems

Entry detection at every site provides instant notification of access

Resource allocation based on need maximizes coverage

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(855) 291-1980

sales@smartcoversystems.com

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RESOLUTION NO. 2026-R-88

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE APPROVAL OF $300,990.78 FOR THE PURCHASE AND INSTALLATION OF THE SMARTCOVER SMARTLEVEL REMOTE SEWER MONITORING SYSTEM AND PROVIDING FOR SCRIVENER'S ERRORS.

WHEREAS, the City of Palatka Public Works Department Water & Sewer Division has identified the need for enhanced monitoring capabilities within the City's sanitary sewer collection system; the SmartLevel monitoring system will provide real-time monitoring, alarms, and notifications to assist City staff in identifying sewer surcharges, blockages, inflow and infiltration issues, and potential sanitary sewer overflows before failures occur; and

WHEREAS, Smart Cover Systems submitted a proposal dated January 30, 2025, for the purchase, installation, training, software access, and operation of thirty-eight (38) SmartLevel remote sewer monitoring units throughout the City of Palatka sanitary sewer collection system in the amount of $300,990.78; and

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

Section 1. The City Commission hereby approves the purchase and installation of the Smart Cover SmartLevel Remote Sewer Monitoring System for the Water & Sewer Division in the amount of $300,990.78 using GL Lines 041-13-536-6-6475 for $136,270.00 city match sanitary sewer smart the grant award is $164,720.78 63% Grant Funded and 37% City Match.

Section 2. The City Manager is hereby authorized to execute any agreements, contracts, purchase orders, or documents necessary to complete the project consistent with the approved proposal.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this 28th 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-89 granting a special events permit to Sam Deputy of DPI for the annual Fourth of July Parade to be held on July 4th at 5pm.

Event Date or Dates– July 4th, 2026
Agenda Item Number – 2026-R-89
Title of Item / Subject – Newtown Family Jam
Department / Division – DPI
Prepared By – Sam Deputy
Reviewed By – Special Events Team
Recommended Motion / Action – The Staff Recommendation is that the application be approved, and the resolution be adopted.

STAFF REPORT

DATE: May 28, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The request is for a rolling patrol from 11th to 2nd on St. Johns during the duration of the parade.

BACKGROUND

Annual 4th of July parade.

PROJECT ANALYSIS

Sam Deputy with DPI has submitted an application for his annual 4th of July Parade to be held July 4th from 11th to 2nd starting at 5pm.

Staff Recommendation

The Staff Recommendation is that the application be approved, and the resolution be adopted.

ATTACHMENTS

1.	4th of July Parade 2026 application
2.	89. Resolution 2026-R-89 Fourth of July Parade 2026 resolution

Table until Next meeting

CITY of Palatka FLORIDA

Date Received: 9/3/25

Permit Classification: B

APPLICATION FOR SPECIAL EVENT

1. Primary Contact: Sam Deputy

   Address: 623 St Johns Ave Email:

   Palatka, Fl. 32177 Phone:

2. Secondary Contact: Linda Brent

   Address: Email:

   Phone:

3. Event Sponsor/Organization: Develop Palatka Inc (DPI)

Attach a certificate of Tax Exemption if applicable.

4. Name of Event: Fourth of July 2026

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

   Parade - 2026

6. Event Location (911 Address):

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

St Johns Avenue	from	River Front	to 11th
11th	from	St Johns	to Oak
Oak Street	from	11th	to 10th
St. Johns	from	11th	to 2nd
	from		to
	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:				
7/4/26	3:30 ~~8:00~~ to ~~4:00~~	__:__ to __:__	__:__ to __:__	
Event:	5pm 10pm			
7/4/26	~~10:00~~ to 11:00 p.m	__:__ to __:__	__:__ to __:__	_____
__/__/__	__:__ to __:__	__:__ to __:__	__:__ to __:__	_____
__/__/__	__:__ to __:__	__:__ to __:__	__:__ to __:__	_____
__/__/__	__:__ to __:__	__:__ to __:__	__:__ to __:__	_____
__/__/__	__:__ to __:__	__:__ to __:__	__:__ to __:__	_____
__/__/__	__:__ to __:__	__:__ to __:__	__:__ to __:__	_____
__/__/__	__:__ to __:__	__:__ to __:__	__:__ to __:__	_____
Breakdown:				
__/__/__	__:__ to __:__	__:__ to __:__	__:__ to __:__	

10. Basis of estimated peak attendance (i.e. tickets sold, historical attendance, etc.)

1,000 - 2,000

11. Number and type of auxiliary vehicles/ equipment:

_____ Watercraft _____ Aircraft _____ Utility Vehicles/Golf Carts _____ Other: _____

12. Any special effects or pyrotechnics (i.e. explosives, hazardous materials, discharging weapons, incendiary devices)? If yes, please describe and list contractor contact information.

Include date and time:

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

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

14. Number of staff/ volunteer: 10 Uniform identification: Badges / Hats

REQUIRED ATTACHMENTS

☐ Site Plan (see checklist)

Parking
Number and location of food vendors
Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands
Street Closures/Barricades/Detours
Garbage Containers
Parade/Marching Route
Event Headquarters
Number and location of temporary signs/banners
Sound system(s) location
Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.
Main emergency vehicle access to site
Location of security and emergency vehicle parking on site
Carnival location (if any)
Number/location of portable toilets

☐ Tentative Schedule of Events

☑ 501(C) (3) Certificate of Exemption # _____

☑ Nonprofit articles of incorporation, charter and mission statement

☐ Consent letter (event property): property owners on which special event location is held if not city owned

☐ Fire resistive rating certificates (tents, fabrics, etc.)

☐ Example of special event vendor permits provided

☐ Special event certificate of insurance- city as "additional insured" (if carnival, aircraft or watercraft rides are planned, need certificates from those vendors)

List certificates required: _____

☐ Alcohol liability certificate of insurance- city as "additional insured"

☐ Alcohol license (copy)

☐ Signed Conditions and Agreement Form

SPECIAL EVENTS FEES

All Special Event Application submittals must include deposit fee before dates can be secured. Submission of a Special Event Application **does not** guarantee authorization for the event in question. Each application will require review by the Special Event Review Committee, where specific requirements, conditions and/or modifications, and additional fees (security, waste, etc.) may be applied.

15. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES
Any private entity/ business(es) who are holding a function that impacts neighboring businesses/residents within the City limits and/or requires city services.

☐ **CLASS A**: $300.00 per day (attendance: 1,001 and up per day) **Permit Filing Deadline: 60 days prior to event**

☑ **CLASS B**: $100.00 per day (attendance: 101 - 1,000 per day) **Permit Filing Deadline: 60 days prior to event**

☐ **CLASS C**: $50.00 per day (attendance: 1- 100 per day with limited impact on traffic and parking- events such as Weddings, Fishing tournaments with less than 40 boats, etc.) **Permit Filing Deadline: 30 days prior to event**

City of Palatka
Indemnification & Hold Harmless Agreement

The BUSINESS and/or INDIVIDAUL agrees to indemnify and hold the City and its officers, agents, and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgments, fees and costs of whatever kind or character, arising from, by reason of in connection with the use of the facilities described herein. It is the intention of the BUSINESS and/or INDIVIDUAL that the CITY and its officers, agents, and employees shall not be liable or in any way responsible for injury, damage, liability, loss or expense resulting to the user and those it brings onto the premises due to accidents, mishaps, misconduct, negligence or injuries either in person or property.

The BUSINESS and/or INDIVIDUAL expressly assume full responsibility for any and all damages or injuries which may result to any person or property by reason of or in connection with the use of facilities pursuant to this agreement, and agrees to pay the CITY for all damages caused to the facilities resulting from the user's activities hereunder.

The BUSINESS and/or INDIVIDUAL represents that its activities pursuant to this agreement will be supervised by adequately trained personnel, and that user will observe, and cause the participants in the activity to observe, all safety rules for the facility and the activity. The BUSINESS and/or INDIVIDUAL acknowledge that the CITY has no duty to and will not provide supervision during the activity.

_____	_____
Signature of Applicant	Name of Facility being used
Sam Deputy	July 4, 2026
Print Name of Applicant	Date of Use

State of Florida County of Putnam

The foregoing application is acknowledged before me this 3rd day of Sept, 2025, by Sam Deputy, who is personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL

Notary Public State of Florida
Jessica Cruz
My Commission HH 680529
Expires 4/3/2029

_____
Signature of Notary Public, State of FL

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

(Ord. No. 10-34, I(Exh. 1), 12-9-2010)

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

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

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

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

[signature] 9-3-25

Signature of Applicant Date

State of Florida County of Putnam

The foregoing application is acknowledged before me this 3rd day of Sept, 2025, by Sam Deputy, who is personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL

Notary Public State of Florida
Jessica Cruz
My Commission HH 680529
Expires 4/3/2029

[signature]

Signature of Notary Public, State of FL

APPLICATION APPROVED

Special Events Coordinator Date

Chief of Police Date

CITY of Palatka FLORIDA

INSTRUCTIONS:

Please use this map to outline and label all areas related to your event. Include event boundaries, parking, road closures, vendor areas, stage locations, and any other relevant information.

EVENT SITE MAP- CITY OF PALATKA

LEGEND (for reference only)

- Event Area
- Parking
- Road Closures
- Vendor / Booth Areas
- Stage / Performance Area
- Other (please label)

Draw, write or add any additional info in this box.

Rolling Patrol from 11th to end









Additional Information

In each section, please include how many you need of each and where.

RESOLUTION NO. 2026-R-89

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT TO DPI FOR THE FOURTH OF JULY PARADE TO BE HELD ON JULY 4TH 2026. SETTING FORTH THE PROVISIONS OF THE PERMIT; AND GRANTING PERMISSION; AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS, Sam Deputy with DPI has applied to the City of Palatka for a special event permit for the annual Fourth of July 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 DPI/DPE is hereby granted to Sam Deputy for the Fourth of July Parade with the following provisions and stipulations:

- **a.** A Class "B" Special Events Permit is hereby granted for the event to be held July 4th, 2026, during the hours provided in the application.
- **b.** Rolling Patrol of St. Johns Ave. from 11th Street to 2nd Street.

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 23rd day of May 28th, 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-90 granting a special events permit to Captain Williams of the Palatka Police Department for the annual Law Enforcement Special Olympics Torch run to be held on May 29th.
Event Date or Dates– May 29th 2026
Agenda Item Number – 2026-R-90
Title of Item / Subject – Law Enforcement Special Olympics Torch run
Department / Division – Palatka Police Dept
Prepared By – Tobby Williams
Reviewed By – Special Events Team
Recommended Motion / Action – The Staff Recommendation is that the application be approved, and the resolution be adopted.

STAFF REPORT

DATE: May 28, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST
The application request is for the road closure of Memorial from Laurel to Reid Street.

BACKGROUND
Food, vendors, a kids zone, and a torch run along the riverfront.

PROJECT ANALYSIS
Captain Williams has submitted an event application for the Annual Torch Run to be held on May 29th 2026 at the St. Johns Riverfront from 8am - 12pm.

Staff Recommendation
The Staff Recommendation is that the application be approved, and the resolution be adopted.

ATTACHMENTS

1.	90. Resolution 2026-R-2026 Torch run resolution 2026

RESOLUTION NO. 2026-R-90

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT TO THE PALATKA POLICE DEPARTMENT FOR SPECIAL OLYMPICS TORCH RUN TOUNAMENT TO BE HELD ON MAY 29TH 2026 SETTING FORTH THE PROVISIONS OF THE PERMIT; AND GRANTING PERMISSION; AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS, Palatka Police Department has made an application to the City of Palatka for a special event permit for Law Enforcement Special Olympics Torch Run.
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 Law Enforcement Special Olympics Torch Run is hereby granted to the Palatka Police Department with the following provisions and stipulations:

- **a.** A Class "B" Special Events Permit is hereby granted for the event to be held on May 29, 2026, during the hours provided in the application.
- **b.** Amplified sound on the date provided on the application.

Section 2: The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this 13th day of May 29, 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-92 granting a special events permit to Fallon Gentry for National Night Out to be held on 08/04/2026.
Event Date or Dates– 08/04/2026
Agenda Item Number – 2026-R-92
Title of Item / Subject – National Night Out
Department / Division –Palatka Police Department
Prepared By – Fallon Gentry
Reviewed By – Special Events Team
Recommended Motion / Action – The Staff Recommendation is that the application be approved, and the resolution be adopted.

STAFF REPORT

DATE: May 28, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The request is for Memorial to be closed from Reid to Laurel and of St. Johns from 3rd to Memorial and they are requesting permits for amplified sound.

BACKGROUND

Food trucks, vendors, DJ and a kids zone.

PROJECT ANALYSIS

Fallon Gentry of the Palatka Police Department has submitted an application for the National Night Out Event, which is scheduled for August 8, 2026, along Memorial and St. Johns to 3rd street.

Staff Recommendation

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

ATTACHMENTS

1.	National Night Out 2026 application
2.	92. Resolution 2026-R-92 National Night Out 2026 resolution

Special Events Department Coordination Checklist

Event Name: National Night out Event Date/s 8/4/26
Organization/Applicant: OPD
Meeting Date: _____

Department	Requirements / Notes
City Police	Officers Required _____
	Rolling Patrol: _____
	Times/Schedule: _____
	Traffic Control Needed: _____
	10 4m setup
Fire Department	Personnel Required: _____
	Fire Inspection Needed: _____
	Emergency Access Reviewed: _____
EMS Services	EMS Required: _____
	Number of Personnel: _____
	Ambulance/Medical Station Location: _____
	Service Times: _____
Public Works	Cones Needed: _____
	Barricades Needed: 2 additional (15)
	Road Closures Needed: _____
Sanitation	Garbage Containers Requested _____
	Dumpster Placement: _____
	Cleanup Plan Reviewed: _____

Cart

Same as last year

300 BLOCK of St. Johns to memorial

Additional Notes

vetted 5/14/26

CITY of Palatka FLORIDA

Date Received: 04-07-2026

Permit Classification: B

APPLICATION FOR SPECIAL EVENT

1. Primary Contact: Fallon Gentry

   Address: 110 N. 11th Street

   Palatka, FL 32177

   Email: egentry@palatka-fl.gov

   Phone: 386-538-6478

2. Secondary Contact: Matthew Keith

   Address: 110 N. 11th Street

   Palatka, FL 32177

   Email: mkeith@palatka-fl.gov

   Phone: 386-972-2540

3. Event Sponsor/Organization: Palatka Police Department

Attach a certificate of Tax Exemption if applicable.

4. Name of Event: 2026 National Night Out

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

   Food trucks, Vendors, Inflatables, DJ, ~~Alcohol (0 miles Parkway/Veitchoff's)~~

6. Event Location (911 Address): Palatka Riverfront

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

Memorial Pkway	from Reid Street	to S 2nd Street
St.John's Ave	from 2nd Street	to Memorial Pkway
	from	
	from	to
	from	
	from	to
	from	
	from	to
	from	
		to
		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:				
08/04/26	1pm to 5pm	__:__ to __:__	__:__ to __:__	
Event:				
08/04/26	5:00pm to 8pm	5:00pm to 8pm	~~5:00pm to 8pm~~	
__/__/__	__:__ 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.)

500

11. Number and type of auxiliary vehicles/ equipment:

__X__ Watercraft __X__ Aircraft __X__ Utility Vehicles/Golf Carts _____Other: Bear Cat (Sheriff's Office)

12. Any special effects or pyrotechnics (i.e. explosives, hazardous materials, discharging weapons, incendiary devices)? If yes, please describe and list contractor contact information.

N/A

Include date and time:

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

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

14. Number of staff/ volunteer: _____ Uniform identification: _____

REQUIRED ATTACHMENTS

☑ Site Plan (see checklist)

Parking
Number and location of food vendors
Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands
Street Closures/Barricades/Detours
Garbage Containers
Parade/Marching Route
Event Headquarters
Number and location of temporary signs/banners
Sound system(s) location
Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.
Main emergency vehicle access to site
Location of security and emergency vehicle parking on site
Carnival location (if any)
Number/location of portable toilets

☐ Tentative Schedule of Events

☐ 501(C) (3) Certificate of Exemption # _____

☐ Nonprofit articles of incorporation, charter and mission statement

☐ Consent letter (event property): property owners on which special event location is held if not city owned

☐ Fire resistive rating certificates (tents, fabrics, etc.)

☐ Example of special event vendor permits provided

☐ Special event certificate of insurance- city as "additional insured" (if carnival, aircraft or watercraft rides are planned, need certificates from those vendors)

List certificates required: _____

☐ Alcohol liability certificate of insurance- city as "additional insured"

☐ Alcohol license (copy)

☐ Signed Conditions and Agreement Form

SPECIAL EVENTS FEES

All Special Event Application submittals must include deposit fee before dates can be secured. Submission of a Special Event Application **does not** guarantee authorization for the event in question. Each application will require review by the Special Event Review Committee, where specific requirements, conditions and/or modifications, and additional fees (security, waste, etc.) may be applied.

15. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES
Any private entity/ business(es) who are holding a function that impacts neighboring businesses/residents within the City limits and/or requires city services.

☐ **CLASS A**: $300.00 per day (attendance: 1,001 and up per day) **Permit Filing Deadline: 60 days prior to event**

☐ **CLASS B**: $100.00 per day (attendance: 101 - 1,000 per day) **Permit Filing Deadline: 60 days prior to event**

☐ **CLASS C**: $50.00 per day (attendance: 1- 100 per day with limited impact on traffic and parking- events such as Weddings, Fishing tournaments with less than 40 boats, etc.) **Permit Filing Deadline: 30 days prior to event**

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

(Ord. No. 10-34, I(Exh. 1), 12-9-2010)

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

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

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

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

Fallon Gentry
Signature of Applicant

4/7/2024
Date

State of Florida County of Putnam

The foregoing application is acknowledged before me this 7th day of April, 2024, by Fallon Gentry, who is personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL

DEBRA MARIE ARMENTO
Notary Public - State of Florida
Commission # HH 753660
My Comm. Expires Jan 7, 2030
Bonded through National Notary Assn.

Debra M. Armento
Signature of Notary Public, State of Florida

APPLICATION APPROVED

_____
Special Events Coordinator

_____
Date

_____
Chief of Police

_____
Date

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.

Fallon Gentry — Signature of Applicant

Riverfront Park — Name of Facility being used

Fallon Gentry — Print Name of Applicant

8/4/2024 — Date of Use

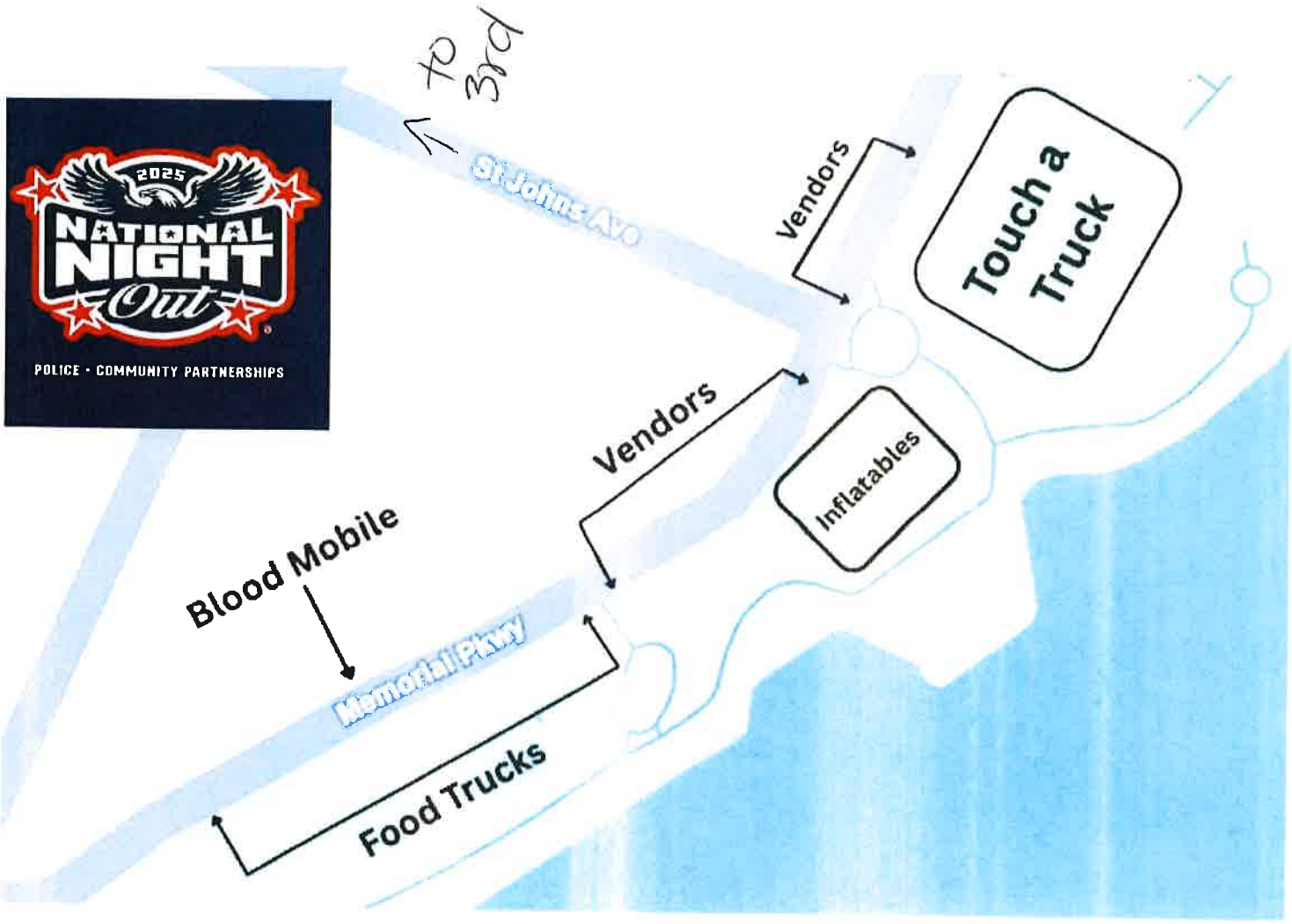
State of Florida County of Putnam

The foregoing application is acknowledged before me this 7th day of April, 2026, by Fallon Gentry, who is personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL

DEBRA MARIE ARMENTO
Notary Public - State of Florida
Commission # HH 753660
My Comm. Expires Jan 7, 2030
Bonded through National Notary Assn.

Debra M. Armento
Signature of Notary Public, State of Florida


2025
NATIONAL NIGHT Out
POLICE · COMMUNITY PARTNERSHIPS
to 3rd
St Johns Ave
Vendors
Touch a Truck
Vendors
Inflatables
Blood Mobile
Memorial Pkwy
Food Trucks

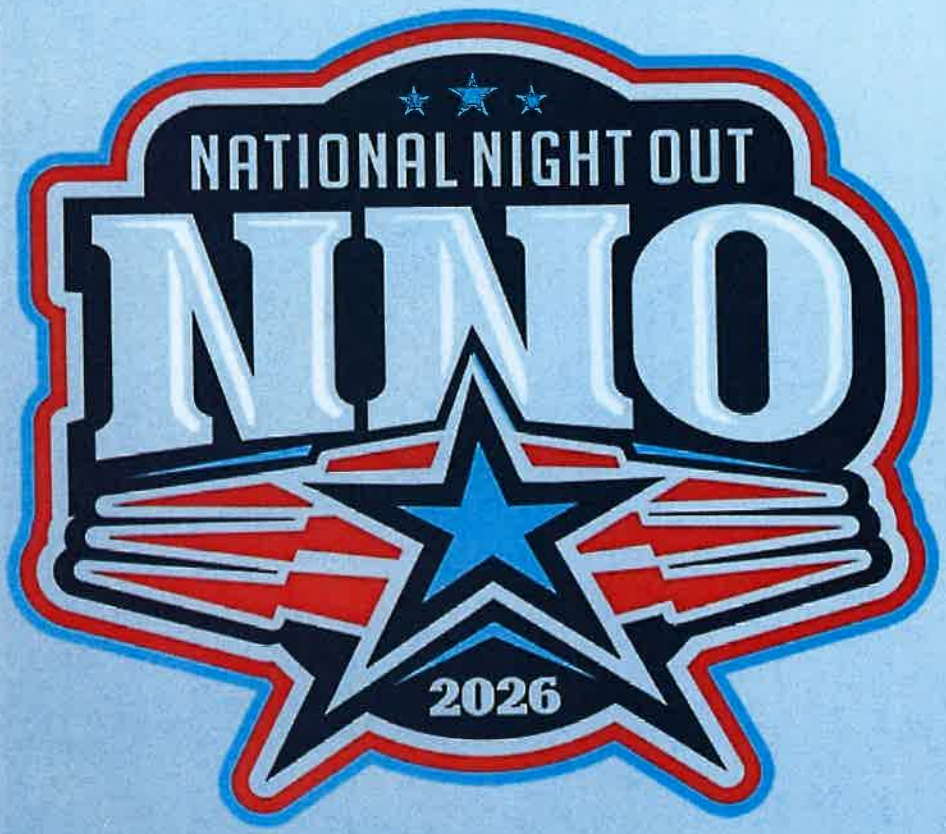
Join Palatka Police Department

National Night Out

Tuesday, August 4th, 2026

5:00pm - 8:00pm

Palatka Riverfront



Music, Vendors, Food Trucks, First Responders

For more info: Contact the COPS Units @
COPS@palatka-fl.gov or 386-329-0115

RESOLUTION NO. 2026-R-92

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT TO FALLON GENTRY OF THE PALATKA PD FOR NATIONAL NIGHT OUT, SETTING FORTH THE PROVISIONS OF THE PERMIT; ROAD CLOSURES OF MEMORIAL PARKWAY FROM LAUREL STREET TO REID AND OF ST. JOHNS FROM MEMORIAL TO 3RD STREET AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS Fallon Gentry of the Palatka Police Department is requesting permits for National Night Out which will be held on 08/04/2026 from 5:00 Pm until 8:00pm with road closures of Memorial Parkway from Laurel to Reid St and St. Johns from Memorial to 3RD at 3pm.

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 National Night Out is hereby granted to the Palatka Police Department with the following provisions and stipulations:

a. A Class "B" Special Events Permit is hereby granted for the event to be held on 08/04/2026, during the hours provided in the application

Road closures of Memorial Parkway to Reid St and St. Johns to 3rd Street.

b. **Section 2:** The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this 26th day of May 28th, 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-93 Amending the City of Palatka FY 2025-2026 Budget for the Airport Fund to recognize and appropriate additional revenues and expenses for fuel sales. Using GL Lines 005-00-389-2-8938, 005-00-389-3-8937, 005-05-542-8-6328, and 005-05-542-8-6329.

STAFF REPORT

DATE: May 28, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

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

The proposed budget amendment includes additional revenue in Jet-A Fuel and 100LL AvGas Sales and expenditures to purchase the fuel from the Airport Fund. Using GL Lines 005-00-389-2-8938, 005-00-389-3-8937, 005-05-542-8-6328, and 005-05-542-8-6329.

BACKGROUND

Due to rising fuel prices and increased demand, the Airport budget amendment requests to increase the revenue and expenditure lines for Jet Fuel and 100LL Aviation Fuel.

PROJECT ANALYSIS

Staff Recommendation

Staff recommends adoption of the Resolution amending the FY 2025-26 Budget for Airport Fund.

ATTACHMENTS

1.	93. Resolution 2026-R-93 AMENDMENT FOR AIRPORT FUND

RESOLUTION NO. 2026-R-93

A RESOLUTION AUTHORIZING BUDGET AMENDMENT FOR AIRPORT FUND 005 TO RECOGNIZE AND APPROPRIATE UNANTICIPATED FUEL; PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS the Airport has sold additional Jet A and 100LL fuel than was anticipated; and

WHEREAS, the city deems it reasonable and necessary to amend the Fiscal Year 2025-2026 Budget

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

1. That the revenues of the Fiscal Year 2025-2026 budget is amended as follows:

GL Line	Description	Last Approved	Recommended Amendments	As Amended
005-00-344-1-1020	JET A AVIATION FUEL	$412,000	$ 20,000	$ 432,000
005-00-344-1-1010	100 LL AVIATION FUEL	$648,900	$ 120,000	$ 768,900

That the expenditures of the Fiscal Year 2025-2026 budget is amended as follows:

GL Line	Description	Last Approved	Recommended Amendments	As Amended
005-05-542-3-5180	JET A AVIATION FUEL	$238,000	$ 20,000	$ 258,000
005-05-542-3-5170	100 LL AVIATION FUEL	$442,588	$ 120,000	$ 562,588

2. The 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 AND ADOPTED by the City Commission of the City of Palatka, Florida this 28th day of May 2026.

CITY OF PALATKA, FLORIDA

By: _____
ROBERTA CORREA MAYOR

ATTEST:

_____
KAREN HAYES, FCPC, CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

_____
JANE WEST, ESQ. CITY ATTORNEY

ADOPT RESOLUTION 2026-R-95 AUTHORIZING THE CITY MANAGER TO EXECUTE A FISCAL YEAR 2026 FEDERAL AVIATION ADMINISTRATION (FAA) GRANT APPLICATION AND TO EXECUTE THE RESULTING GRANT OFFER, ONCE RECEIVED, IN THE AMOUNT OF $1,153,000.00; using GL Lines 005-00-389-2-8938, 005-00-389-3-8937, 005-05-542-8-6328, and 005-05-542-8-6329ACCEPTING THE RECOMMENDATION OF AWARD AND AUTHORIZING THE CITY MANAGER TO EXECUTE A NOTICE OF AWARD TO THE LOW BIDDER CGC, INC.; AND PROVIDING AN EFFECTIVE DATE.
Presenting Resolution 2026-R-95 accepting the FAA grant to fund Palatka Kay Larkin Airport (28J) taxiway E construction and accepting the notice of award to CGC.

STAFF REPORT

DATE: May 28, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST
Adopt Resolution 2026-R-95 accepting the FAA grant to fund Palatka Kay Larkin Airport (28J) taxiway E construction and accepting the notice of award to CGC.

BACKGROUND
The airport applied for and was awarded an FAA grant as a follow-up to the previous Taxiway E planning grant to allow for construction of the Taxiway. General ledger accounts are as follows: 005-00-389-2-8938, 005-00-389-3-8937, 005-05-542-8-6328, and 005-05-542-8-6329

PROJECT ANALYSIS
The project requires no city funds and will improve the airport's ability to handle ground traffic on its runways

Staff Recommendation
Staff recommends adopting Resolution 2026-R-95

ATTACHMENTS

1.	95. Resolution 2026-R-95 TW E 052826 FAA Grant
2.	NOA
3.	FY26 Taxiway E FAA IIJA Grant Application
4.	CGC ROA LTR
5.	FY-26 FAA Application Cover Letter

RESOLUTION NO. 2026-R-95

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE A FISCAL YEAR 2026 FEDERAL AVIATION ADMINISTRATION (FAA) GRANT APPLICATION AND TO EXECUTE THE RESULTING GRANT OFFER, ONCE RECEIVED, IN THE AMOUNT OF $1,153,000.00; ACCEPTING THE RECOMMENDATION OF AWARD AND AUTHORIZING THE CITY MANAGER TO EXECUTE A NOTICE OF AWARD TO THE LOW BIDDER CGC, INC.; AND PROVIDING AN EFFECTIVE DATE, AND PROVIDING FOR SCRIVENER'S ERRORS.

WHEREAS, the City of Palatka solicited competitive bids for the Taxiway E Construction project at Palatka Municipal Airport (28J), identified as City Invitation to Bid No. 2026-02; and

WHEREAS, four (4) bids were publicly opened and read on April 30, 2026; and

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

WHEREAS, Passero Associates recommends a Notice of Award be issued to CGC, Inc., with the intent to perform value engineering and negotiate a scope reduction that fits within the available grant funded budget if additional funds cannot be secured; and

WHEREAS, the currently programmed grant funding for the project includes $1,153,000.00 to be provided by the FAA, $799,999.21 to be provided by the Florida Department of Transportation (FDOT) and requiring City matching funds in the total amount of $0.00.

WHEREAS, in order to receive FAA grant funding a grant application must be submitted to and received by the FAA by June 1, 2026, and it is anticipated that the FAA will make a resulting grant offer which requires execution prior to October 1, 2026 (the start of federal Fiscal Year 2027) using GL Lines 005-00-389-2-8938, 005-00-389-3-8937, 005-05-542-8-6328, and 005-05-542-8-6329; and

WHEREAS, the City Commission finds it to be in the best interest of the City to authorize execution of the FAA grant application and execution of the resulting FAA grant offer once received, and to execute and issue a Notice of Award to the low bidder CGC, Inc.

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. Notice of Award.
The City Commission hereby accepts the Recommendation of Award from Passero Associates,

LLC, for the Taxiway E Construction project, and authorizes issuance of a Notice of Award to the low bidder CGC, Inc.

Section 3. FAA Grant

The City Commission hereby agrees to submit an FAA grant application for Taxiway E Construction and execute the resulting grant offer once received, for FAA funding in the amount of $1,153,000.00, requiring no City matching funds.

Section 4. Authorization.
The City Manager is hereby authorized to execute the FAA grant application Taxiway E Construction and the resulting grant offer once received, and to execute and issue a Notice of Award to CGC, Inc.

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 28th day of May 2026.

CITY OF PALATKA, FLORIDA

By: _____
ROBERTA CORREA MAYOR

ATTEST:

_____
KAREN HAYES, FCPC, CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

_____
JANE WEST, ESQ. CITY ATTORNEY

NOTICE OF AWARD

STATE OF FLORIDA
COUNTY OF PUTNAM

THIS CONTRACT AWARD made this _____

by the **City of Palatka, Florida**, hereinafter called the OWNER, to

CGC, Inc., hereinafter called the CONTRACTOR, is for

the completion of a certain project described as:

Taxiway E Phase 1: 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 **one hundred fifty (150)** calendar days after that specified date unless otherwise subsequently agreed.

OWNER: **City of Palatka, Florida**

By: _____
Printed Name

_____
Signature

_____
Title

Acknowledgement of Receipt of Contract Award by Contractor,

_____
Printed Name

_____
Signature

_____
Title

_____
Date

Airport Improvement Program
Orlando Airports District Office

Federal Assistance Request Checklist

Airport:	Palatka Municipal Airport (28J)
Sponsor:	City of Palatka
City, State:	Palatka, Florida
Date of Application:	May 2026
Type of Application:	FY 2026 IIJA Application – Construct

Cover Letter:

☒ 1. Letter of Credit method of payment requested.
☐ 2. Project(s) identified. (Any changes from previous meetings/discussions should be discussed prior to submission.)
☐ 3. If pre-application, proposed application date identified.
☐ 4. If application, any changes to requested amount are identified and reasons provided.
☐ 5. If application, identify if any changes have taken place on Exhibit "A" Property Map since last grant.
☐ 6. If application, identify if any changes have taken place on Exhibit "C" Title Opinion since last grant.

Pre Application:

☐ 7. Standard Form 424; Form 5100-100 (Part II and Part III)
☐ 8. Detailed Project Information Sheet
☐ 9. Project Cost Estimates – One for each project and a summary
☐ 10. Project Sketch – One for each or one drawing with all projects
☐ 11. Environmental Determination Documentation for each project (CATEX Checklist, Copy of FONSI or ROD Signature Page)
☐ 12. Individual Project Schedules
☐ 13. Airport Sponsor AIP Certifications
☐ 14. Exhibit "A" (Airport Property Inventory Map)
☐ 15. Exhibit "C" (Title Opinion)

Application:

☒ 13. Standard Form 424; Form 5100-101 (Part II); Form 5100-101 (Part III)
☒ 14. Detailed Project Information Sheet
☒ 15. Individual Project Cost Breakdowns and Total Cost Summary
☒ 16. Bid Tabulations and Recommendation for Award Letter or:
- ☒ 16.1 Construction Agreement
- ☐ 16.2 Consultant-Inspection Agreement
- ☐ 16.3 Consultant – Design Agreement
- ☐ 16.4 Consultant – Planning Agreement

☒ 17. Project Sketch – One for each or one drawing with all projects
☒ 18. Environmental Determination Documentation for each project
☒ 19. Individual Project Schedules
☐ 20. Appraisals (Land Acquisition Projects)
☐ 21. Independent Cost Estimates (Design-Only Projects or Construction Phase Services)
☒ 22. Airport Sponsor AIP Certifications
☒ 23. Exhibit "A" (Airport Property Inventory Map)
☒ 24. Exhibit "C" (Title Opinion)

Standard Form 424

Application for Federal Assistance SF-424

*1. Type of Submission:	*2. Type of Application	* If Revision, select appropriate letter(s):
☐ Preapplication	☒ New	
☒ Application	☐ Continuation	* Other (Specify)
☐ Changed/Corrected Application	☐ Revision	

*3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier: 28J

*5b. Federal Award Identifier:

State Use Only:

6. Date Received by **State**:

7. **State** Application Identifier:

8. APPLICANT INFORMATION:

*a. Legal Name: City of Palatka

*b. Employer/Taxpayer Identification Number (EIN/TIN): 59-6000401

*c. UEI: MHECM2CHHAD1

d. Address:

*Street 1: 201 N. 2 Street

Street 2:

*City: Palatka

County/Parish:

*State: Province: FL

*Country: USA

*Zip / Postal Code 32177-3217

e. Organizational Unit:

Department Name: Airport

Division Name: N/A

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

*First Name: Jason

Middle Name:

*Last Name: Shaw

Suffix:

Title: Acting City Manager

Organizational Affiliation:

*Telephone Number: 386-329-0100

Fax Number:

*Email: Jshaw@palatka-fl.gov

Application for Federal Assistance SF-424

***9. Type of Applicant 1: Select Applicant Type:**

Pick an applicant type

Type of Applicant 2: Select Applicant Type:

Pick an applicant type

Type of Applicant 3: Select Applicant Type:

Pick an applicant type

*Other (Specify)

***10. Name of Federal Agency:**

Federal Aviation Administration

***11. Catalog of Federal Domestic Assistance Number**:

CFDA No: CFDA Title:

20.116 Airport Improvement Program (AIP)

***12. Funding Opportunity Number**:

N/A

*Title:

N/A

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

***15. Descriptive Title of Applicant's Project**:

Taxiway E Phase 1 (Construct)

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

*a. Applicant: 7 *b. Program/Project: 7

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

*a. Start Date: 07/01/2026 *b. End Date: 06/30/2027

18. Estimated Funding ($):

*a. Federal	$ 1,152,000
*b. Applicant	
*c. State	$ 60,684
*d. Local	
*e. Other	
*f. Program Income	
*g. TOTAL	$ 1,212,684

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on _____ .

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

***20. Is the Applicant Delinquent On Any Federal Debt?**

☐ Yes ☒ No

If "Yes", explain:

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: _____ *First Name: Jason

Middle Name: _____

*Last Name: Shaw

Suffix: _____

*Title: Acting City Manager

*Telephone Number: 386-329-0100 | Fax Number:

* Email: Jshaw@palatka-fl.gov

*Signature of Authorized Representative: | *Date Signed:

Standard Form 5100-101
(Part II & Part III)

Application for Federal Assistance (Development and Equipment Projects)

PART II – PROJECT APPROVAL INFORMATION

Part II - SECTION A

The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.

Item 1.
Does Sponsor maintain an active registration in the System for Award Management (www.SAM.gov)?
☒ Yes ☐ No

Item 2.
Can Sponsor commence the work identified in the application in the fiscal year the grant is made or within six months after the grant is made, whichever is later?
☒ Yes ☐ No ☐ N/A

Item 3.
Are there any foreseeable events that would delay completion of the project? If yes, provide attachment to this form that lists the events.
☐ Yes ☒ No ☐ N/A

Item 4.
Will the project(s) covered by this request have impacts or effects on the environment that require mitigating measures? If yes, attach a summary listing of mitigating measures to this application and identify the name and date of the environmental document(s).
☐ Yes ☒ No ☐ N/A

Item 5.
Is the project covered by this request included in an approved Passenger Facility Charge (PFC) application or other Federal assistance program? If yes, please identify other funding sources by checking all applicable boxes.
☐ Yes ☒ No ☐ N/A

☐ The project is included in an *approved* PFC application.
If included in an approved PFC application,
does the application *only* address AIP matching share? ☐ Yes ☐ No

☐ The project is included in another Federal Assistance program. Its CFDA number is below.

Item 6.
Will the requested Federal assistance include Sponsor indirect costs as described in 2 CFR Appendix VII to Part 200, States and Local Government and Indian Tribe Indirect Cost Proposals?
☐ Yes ☒ No ☐ N/A

If the request for Federal assistance includes a claim for allowable indirect costs, select the applicable indirect cost rate the Sponsor proposes to apply:

☐ De Minimis rate of 10% as permitted by 2 CFR § 200.414.

☐ Negotiated Rate equal to % as approved by (the Cognizant Agency) on (Date) (2 CFR part 200, appendix VII).

Note: Refer to the instructions for limitations of application associated with claiming Sponsor indirect costs.

PART II - SECTION B

Certification Regarding Lobbying

The declarations made on this page are under the signature of the authorized representative as identified in box 21 of form SF-424, to which this form is attached. The term “Sponsor” refers to the applicant name provided in box 8 of the associated SF-424 form.

The Authorized Representative certifies, 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 Sponsor, 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 Authorized Representative shall complete and submit Standard Form-LLL, ‘‘Disclosure Form to Report Lobbying,’’ in accordance with its instructions.

(3) The Authorized Representative shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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.

PART II – SECTION C

The Sponsor hereby represents and certifies as follows:

1. Compatible Land Use – The Sponsor has taken the following actions to assure compatible usage of land adjacent to or in the vicinity of the airport:

Yes

2. Defaults – The Sponsor is not in default on any obligation to the United States or any agency of the United States Government relative to the development, operation, or maintenance of any airport, except as stated herewith:

True

3. Possible Disabilities – There are no facts or circumstances (including the existence of effective or proposed leases, use agreements or other legal instruments affecting use of the Airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project or carry out the provisions of the Grant Assurances, either by limiting its legal or financial ability or otherwise, except as follows:

N/A

4. Consistency with Local Plans – The project is reasonably consistent with plans existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

True

5. Consideration of Local Interest – It has given fair consideration to the interest of communities in or near where the project may be located.

Yes

6. Consultation with Users – In making a decision to undertake an airport development project under Title 49, United States Code, it has consulted with airport users that will potentially be affected by the project (§ 47105(a)(2)).

True

7. Public Hearings – In projects involving the location of an airport, an airport runway or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

N/A

8. Air and Water Quality Standards – In projects involving airport location, a major runway extension, or runway location it will provide for the Governor of the state in which the project is located to certify in writing to the Secretary that the project will be located, designed, constructed, and operated so as to comply with applicable and air and water quality standards. In any case where such standards have not been approved and where applicable air and water quality standards have been promulgated by the Administrator of the Environmental Protection Agency, certification shall be obtained from such Administrator. Notice of certification or refusal to certify shall be provided within sixty days after the project application has been received by the Secretary.

N/A

PART II – SECTION C (Continued)

9. **Exclusive Rights** – There is no grant of an exclusive right for the conduct of any aeronautical activity at any airport owned or controlled by the Sponsor except as follows:

Palatka Municipal Airport, a publicly owned and publicly operated airport does not grant or recongnize any exclusive rights for the conduct of aeronaitical activites.

10. **Land** – (a) The sponsor holds the following property interest in the following areas of land, which are to be developed or used as part of or in connection with the Airport subject to the following exceptions, encumbrances, and adverse interests, all of which areas are identified on the aforementioned property map designated as Exhibit “A”. [1]

The Sponsor maintains property interest as depicated on the Airport Property Map dated April 2019.

The Sponsor further certifies that the above is based on a title examination by a qualified attorney or title company and that such attorney or title company has determined that the Sponsor holds the above property interests.

(b) The Sponsor will acquire within a reasonable time, but in any event prior to the start of any construction work under the Project, the following property interest in the following areas of land on which such construction work is to be performed, all of which areas are identified on the aforementioned property map designated as Exhibit “A”. [1]

True

(c) The Sponsor will acquire within a reasonable time, and if feasible prior to the completion of all construction work under the Project, the following property interest in the following areas of land which are to be developed or used as part of or in connection with the Airport as it will be upon completion of the Project, all of which areas are identified on the aforementioned property map designated as Exhibit “A”. [1]

True

[1] State the character of property interest in each area and list and identify for each all exceptions, encumbrances, and adverse interests of every kind and nature, including liens, easements, leases, etc. The separate areas of land need only be identified here by the area numbers shown on the property map.

PART III – BUDGET INFORMATION – CONSTRUCTION

SECTION A – GENERAL
1. Assistance Listing Number:
2. Functional or Other Breakout:

SECTION B – CALCULATION OF FEDERAL GRANT			
Cost Classification	**Latest Approved Amount (Use only for revisions)**	**Adjustment + or (-) Amount (Use only for revisions)**	**Total Amount Required**
1. Administration expense			
2. Preliminary expense			
3. Land, structures, right-of-way			
4. Architectural engineering basic fees			
5. Other Architectural engineering fees			
6. Project inspection fees			
7. Land development			
8. Relocation Expenses			
9. Relocation payments to Individuals and Businesses			
10. Demolition and removal			
11. Construction and project improvement			1,213,684
12. Equipment			
13. Miscellaneous			
14. **Subtotal** (Lines 1 through 13)			$ 1,213,684
15. Estimated Income (if applicable)			
16. Net Project Amount (Line 14 minus 15)			
17. **Less**: Ineligible Exclusions (Section C, line 23 g.)			0
18. **Subtotal** (Lines 16 through 17)			$ 1,213,684
19. Federal Share requested of Line 18			1,153,000
20. Grantee share			0
21. Other shares			60,684
22. **TOTAL PROJECT** (Lines 19, 20 & 21)			$ 1,213,684

SECTION C – EXCLUSIONS	
23. Classification (Description of non-participating work)	**Amount Ineligible for Participation**
a.	
b.	
c.	
d.	
e.	
f.	
g. **Total**	$ 0

SECTION D – PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE	
24. Grantee Share – Fund Categories	**Amount**
a. Securities	
b. Mortgages	
c. Appropriations (by Applicant)	
d. Bonds	
e. Tax Levies	
f. Non-Cash	
g. Other (Explain):	
h. **TOTAL** - Grantee share	$ 0
25. Other Shares	**Amount**
a. State	60,684
b. Other	
c. **TOTAL** - Other Shares	$ 60,684
26. TOTAL NON-FEDERAL FINANCING	

SECTION E – REMARKS
(Attach sheets if additional space is required)

The following items are incorporated by reference: Airport Property Map dated April 2019 and Exhibit C Title Opinion date PENDING.

PART IV – PROGRAM NARRATIVE

(Suggested Format)

PROJECT: AGIS Survey and Exhibit A Airport Property Map (Planning)

AIRPORT: Paltaka Municipal Airport

1. Objective:

Expand the transient aircraft parking apron pavement in north terminal area (3400 SY) and associated stormwater improvements.

2. Benefits Anticipated:

Additional transient aircraft parking apron space will meet the current demand, and to support City-owned/operated FBO aircraft storage hangar

3. Approach: (See approved Scope of Work in Final Application)

Expand the transient aircraft parking apron pavement in north terminal area (3400 SY) and associated stormwater improvements.

4. Geographic Location:

Airport

5. If Applicable, Provide Additional Information:

6. Sponsor's Representative: (include address & telephone number)

City of Palatka, Yul McNair, Airport Manager
201 N. 2nd Street, Palakta, FL 32177
386-329-0100

Detailed Project Information Sheet

Palatka Municipal Airport (28J)
Airport Improvement Program
FY 2026 IIJA Grant Application

Detailed Project Information

Airport:	Palatka Municipal Airport (28J)
City, State:	Palatka, Florida
Project Title:	Taxiway E Phase 1 (Construct)
Project Description:	Phase 1 includes the eastern +/- 1,100 LF of the taxiway. Phase 1 will include vehicular access road, stormwater, and utility improvements. The Bid will be broken down into multiple pieces (Base Bid and Bid Additives) to help ensure that the awarded construction scope will fit within the available budget. The Base Bid will include only the taxiway construction. The overall project concept includes a new 2,400 LF x 35 FT wide taxiway to support hangar development within the southeast quadrant of the Airport. The current concept includes fourteen (14) 100'x100' or twelve (12) 120' x 120' box hangars which have access to the airfield via the proposed taxiway. Associated access road pavement, potable water, sanitary sewer, storm sewer, and stormwater management facilities (ponds/swales) are required for the development and included in the project. It is intended that the taxiway and all associated support infrastructure be constructed by the City and that all hangar buildings, hangar aprons, and hangar parking stalls be constructed by the Tenant within the defined lease boundary. Tenants will enter into a ground lease with the City. Future taxiway construction is proposed in two phases. Phase 1 includes the eastern +/- 1,100 LF of the taxiway and Phase 2 includes the western +/-1,300 LF of the taxiway. This phased approach allows Phase 1 hangar development to occur without encroaching on the existing fence line, woods and wetlands. Phase 1 includes a maximum of five (5) hangar buildings.
Project Justification:	There is a current demand for private corporate hangars at Palatka Municipal Airport. Hangars and private lease areas of this type do not currently exist at the Airport and all existing hangars are full. There has been interest expressed by multiple individuals/companies within the last two years to construct privately owned corporate hangars at the Airport. The Airport has received and documented six letters of interest which validate this need. These letters are from potential tenants with an interest in entering into a ground lease and

constructing private corporate hangars. Furthermore, there are waiting lists for corporate hangars at Palatka and other nearby airports; for example, the corporate hangar waiting list at Palatka is 6 and at Saint Augustine is 77.

Special Circumstances: None.

Project Cost Information:

Total Cost (100%)	FAA Share (95%)	State (0%)	Local (0%)
$1,213,684	$1,153,000	$60,684	$0.00

Type of Funding Proposed (FAA Share Only)			
Fund Type	Funds Available	Funds to be Used	Funds Remaining
BIL AIG Allocated FY 23	$292,000.00	$292,000.00	$0.00
BIL AIG Allocated FY 24	$294,000.00	$294,000.00	$0.00
BIL AIG Allocated FY 25	$282,000.00	$282,000.00	$0.00
BIL AIG Allocated FY 26	$285,000.00	$285,000.00	$0.00
Total	$1,153,000.00	$1,153,000.00	$0.00

Alternate Funding Plan: None.

Individual Project Cost Breakdown

and

Total Cost Summary

Palatka Municipal Airport (28J)
Airport Improvement Program
FY 2026 IIJA Grant Application

Estimated Project Costs

Project Title: Taxiway E Phase 1 (Construct)

	Cost (100%)	FAA (95%)
Construction Phase Services	$1,213,684	$1,153,000
Total Amount	$1,213,684	$1,153,000

Total Estimated Project Cost (100%) $1,213,684
Total FAA Share Cost (95%) $1,153,000

Recommendation of Award

Bid Tabulation

Notice of Award

PASSERO

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

May 21, 2026

Mr. Jason Shaw, Acting City Manager
City of Palatka
201 North 2nd Street
Palatka, FL 32177

Re: Recommendation of Award
Taxiway E Construction
Palatka Municipal Airport
City of Palatka Invitation to Bid No. 2026-02
PA Project Number 24000010.F067

Dear Mr. Shaw:

Passero Associates has reviewed the four (4) bids that were received on, April 30, 2026, at 2:00PM, for the Taxiway-E Construction 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 CGC, Inc. of Jacksonville, Florida.

Passero Associates performed a review of CGC's responsibility by researching the following:

- CGC, Inc. is a licensed Certified Building Contractor (CGC1524573) in the State of Florida. (Expires 8/31/2026)
- CGC, Inc. 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.
- CGC, Inc. did not appear on the U.S. Department of Labor's H-1B Debarred/Disqualified List of Employers or on the Willful Violators List.
- CGC, Inc. 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 2015.
- Ahrens Companies has successfully completed similar airport projects.

A Bid Tabulation showing a summary of the three lowest bids received alongside the Engineer's Estimate of Probable Construction Cost is enclosed for your review. The total low bid amount of $2,318,747.00 exceeds the current grant funded construction budget of $1,953,000.00. The current project funding includes $1,153,000.00 to be provided by the Federal Aviation Administration (FAA), $800,000.00 to be provided by Florida Department of Transportation (FDOT) and requiring City matching funds in the total amount of $0.00.

The Airport is exploring additional funding options from FDOT but does not anticipate a decision until after the start of the State Fiscal Year on July 1, 2026.

In order to secure the programmed FAA funding, a Fiscal Year 2026 FAA grant application must be submitted by the City and received by the FAA by June 1, 2026. We anticipate that the FAA will make a grant offer to the City this summer. Fiscal year 2026 FAA grant offers must be received and executed prior to the start of federal fiscal year 2027 which starts on October 1, 2026. A FAA grant application package has been provided to the City for approval

and execution, requesting FAA grant funding in the total amount of $1,153,000.00 with no City matching funds required. A Low Bidder Bid Tabulation showing the specific proposed scope of work to be funded by the FAA grant has also been enclosed.

Taking all of this into consideration we recommend that the City of Palatka issue a Notice of Award to CGC, Inc. The Notice of Award document is attached for the City's execution and use.

The Notice of Award will notify CGC of the City's intent to award them a Construction Contract without specifying the Contract value. Once it is determined whether additional FDOT funding is available and once the FAA grant offer is received, a decision on the final contract scope and value can be made. If no additional funds are available, then a value engineering negotiation can be performed with the Contractor to reduce the scope to fit within the available budget.

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

Sincerely,



Matt Singletary
Project Manager
msingletary@passero.com • 904.624.0978

attach: Bid Tabulation
CGC Bid Tabulation for FAA Scope of Work
CGC Notice of Award

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

BID TABULATION - BID OPENING APRIL 30, 2026 2:30PM, CITY OF PALATKA ITB 2026-01

TAXIWAY E
City of Palatka
PA PN 24010.0067 AND .0067F

PASSERO

BASE BID (PHASE 1):				ENGINEER'S ESTIMATE OF PROBABLE CONSTRUCTION		LOW BIDDER CGC INC.		HALIFAX PAVING INC.		MASCI GENERAL CONTRACTOR CO.	
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	$35,000.00	**$35,000.00**	$39,500.00	**$39,500.00**	$21,885.00	**$21,885.00**	$33,590.00	**$33,590.00**
C-102-5.1	TEMPORARY AIR AND WATER POLLUTION, SOIL EROSION, AND SILTATION CONTROL	1	LS	$25,000.00	**$25,000.00**	$42,780.00	**$42,780.00**	$12,000.00	**$12,000.00**	$3,000.00	**$3,000.00**
C-103-8.1	PROJECT SURVEY, STAKEOUT, AND RECORD DRAWINGS	1	LS	$35,000.00	**$35,000.00**	$54,000.00	**$54,000.00**	$42,150.00	**$42,150.00**	$57,000.00	**$57,000.00**
C-105-6.1	MOBILIZATION	1	LS	$233,000.00	**$233,000.00**	$231,665.00	**$231,665.00**	$184,135.00	**$184,135.00**	$215,369.00	**$215,369.00**
C-107-4.1	MAINTENANCE OF TRAFFIC AND AIRFIELD SAFETY	1	LS	$100,000.00	**$100,000.00**	$89,952.00	**$89,952.00**	$20,000.00	**$20,000.00**	$45,000.00	**$45,000.00**
P-101-5.1	LIMEROCK MILLING/REMOVAL (MAX 15 INCHES)	8,700	SY	$15.00	**$130,500.00**	$3.68	**$32,016.00**	$5.00	**$43,500.00**	$7.50	**$65,250.00**
P-101-5.2	ASPHALT COLD MILLING (2-2.5 INCH)	10,250	SY	$7.50	**$76,875.00**	$1.63	**$16,707.50**	$3.50	**$35,875.00**	$3.45	**$35,362.50**
P-101-5.3	SAWCUTTING	450	LF	$10.00	**$4,500.00**	$2.00	**$900.00**	$10.00	**$4,500.00**	$4.50	**$2,025.00**
P-101-5.4	MISCELLANEOUS DEMOLITION	1	LS	$10,000.00	**$10,000.00**	$11,223.50	**$11,223.50**	$15,000.00	**$15,000.00**	$1,500.00	**$1,500.00**
P-152-4.1	UNCLASSIFIED EXCAVATION, INLUDING 6 INCH STRIPPING	13,000	CY	$10.00	**$130,000.00**	$4.00	**$52,000.00**	$7.50	**$97,500.00**	$4.00	**$52,000.00**
P-152-4.2	EMBANKMENT IN PLACE, IMPORTED OR BORROWED	14,400	CY	$10.00	**$144,000.00**	$3.00	**$43,200.00**	$7.50	**$108,000.00**	$22.54	**$324,576.00**
P-152-4.3	OVEREXCAVATION FOR OVERLAND FLOW AREAS	4,600	CY	$10.00	**$46,000.00**	$4.00	**$18,400.00**	$7.50	**$34,500.00**	$19.50	**$89,700.00**
P-152-4.4	IMPORTED OR BORROWED PERMEBALE FILL FOR OVERLAND FLOW AREAS	4,400	CY	$10.00	**$44,000.00**	$3.00	**$13,200.00**	$25.00	**$110,000.00**	$22.54	**$99,176.00**
P-152-4.5	MATERIAL TRANSPORTATION AND PERMANENT STOCKPILE	1	LS	$10,000.00	**$10,000.00**	$500.00	**$500.00**	$5,000.00	**$5,000.00**	$25,400.00	**$25,400.00**
P-160-6.1	SUBGRADE STABILIZATION (12-INCH DEPTH, LBR 40)	12,700	SY	$10.00	**$127,000.00**	$3.50	**$44,450.00**	$4.00	**$50,800.00**	$5.25	**$66,675.00**
P-211-5.1	8 INCH LIMEROCK BASE COURSE	12,300	SY	$30.00	**$369,000.00**	$13.87	**$170,601.00**	$27.00	**$332,100.00**	$26.35	**$324,105.00**
P-401-8.1	ASPHALT SURFACE COURSE (2-INCH)	940	TON	$175.00	**$164,500.00**	$210.68	**$198,039.20**	$180.00	**$169,200.00**	$189.59	**$178,214.60**
P-401-8.2	ASPHALT BASE COURSE (2-INCH)	940	TON	$175.00	**$164,500.00**	$210.68	**$198,039.20**	$180.00	**$169,200.00**	$189.59	**$178,214.60**
P-409-4.1	FDOT SP-12.5 TL-C BITUMINOUS SURFACE COURSE (2-INCH)	620	TON	$175.00	**$108,500.00**	$204.85	**$127,007.00**	$170.00	**$105,400.00**	$159.65	**$98,983.00**
P-602-5.1	EMULSIFIED ASPHALT PRIME COAT	3,837	GAL	$5.00	**$19,185.00**	$0.10	**$383.70**	$5.00	**$19,185.00**	$4.50	**$17,266.50**
P-603-5.1	EMULSIFIED ASPHALT TACK COAT	2,050	GAL	$5.00	**$10,250.00**	$0.10	**$205.00**	$5.00	**$10,250.00**	$3.50	**$7,175.00**
P-620-5.1	TEMPORARY, TYPE II, YELLOW TAXIWAY MARKINGS, WITH TYPE I BEADS	1,900	SF	$1.00	**$1,900.00**	$1.65	**$3,135.00**	$0.85	**$1,615.00**	$2.95	**$5,605.00**
P-620-5.2	PERMANENT, TYPE II, YELLOW TAXIWAY MARKINGS, WITH TYPE I BEADS	1,900	SF	$1.50	**$2,850.00**	$2.20	**$4,180.00**	$1.45	**$2,755.00**	$3.15	**$5,985.00**
P-620-5.3	TYPE II, BLLACK, TAXIWAY MARKINGS, FULL APPLICATION	3,500	SF	$0.75	**$2,625.00**	$1.10	**$3,850.00**	$0.70	**$2,450.00**	$2.95	**$10,325.00**
P-620-5.4	ROADWAY PAVEMENT MARKINGS, FULL APPLICATION	100	SF	$25.00	**$2,500.00**	$2.20	**$220.00**	$10.00	**$1,000.00**	$12.20	**$1,220.00**
L-108-5.1	NO. 8 AWG, 5KV, L-824C CABLE, INSTALLED IN DUCT BANK OR CONDUIT	3,600	LF	$2.50	**$9,000.00**	$3.78	**$13,608.00**	$3.00	**$10,800.00**	$2.15	**$7,740.00**
L-108-5.2	NO. 6 AWG, SOLID, BARE COPPER COUNTERPOISE WIRE, DIRECT BURIED IN TRENCH OR ABOVE DUCT BANK, INCLUDING CONNECTIONS/TERMINATIONS AND GROUND RODS SPACED 500' MAX	2,740	LF	$3.00	**$8,220.00**	$5.29	**$14,494.60**	$3.00	**$8,220.00**	$2.15	**$5,891.00**
L-110-5.1	4 WAY 2 INCH, CONCRETE ENCASED, ELECTRICAL DUCT BANK	140	LF	$75.00	**$10,500.00**	$88.56	**$12,398.40**	$40.00	**$5,600.00**	$70.00	**$9,800.00**
L-110-5.2	NON ENCASED, ELECTRICAL CONDUIT, 1 WAY 2 INCH, INSTALLED IN TRENCH	2,600	LF	$9.00	**$23,400.00**	$10.37	**$26,962.00**	$9.00	**$23,400.00**	$9.50	**$24,700.00**
L-110-5.3	TWO 2 INCH SCHEDULE 40 CONDUITS INSTALLED IN TRENCH	700	LF	$15.00	**$10,500.00**	$12.96	**$9,072.00**	$12.00	**$8,400.00**	$12.00	**$8,400.00**
L-115-5.1	PRECAST AIRFIELD RATED ELECTRICAL PULLBOX	4	EA	$10,000.00	**$40,000.00**	$10,584.00	**$42,336.00**	$8,000.00	**$32,000.00**	$8,525.00	**$34,100.00**
L-115-5.2	PRECAST COMMUNICATION PULLBOX	5	EA	$1,500.00	**$7,500.00**	$3,240.00	**$16,200.00**	$3,500.00	**$17,500.00**	$5,500.00	**$27,500.00**
L-125-5.1	L-861T LED ELEVATED MEDIUM INTENSITY TAXIWAY EDGE LIGHT ON NEW L-867 SIZE B CONCRETE BASE CAN	32	EA	$1,250.00	**$40,000.00**	$1,728.00	**$55,296.00**	$2,000.00	**$64,000.00**	$2,475.00	**$79,200.00**
L-125-5.2	L-852T LED FLUSH MOUNTED MEDIUM INTENSITY TAXIWAY EDGE LIGHT ON NEW L-868 SIZE B CONCRETE BASE CAN	13	EA	$3,500.00	**$45,500.00**	$3,456.00	**$44,928.00**	$5,000.00	**$65,000.00**	$5,535.00	**$71,955.00**
L-125-5.3	FIELD LIGHTNING ARRESTOR, IN NEW L-867 BASE CAN	2	EA	$1,100.00	**$2,200.00**	$1,296.00	**$2,592.00**	$2,000.00	**$4,000.00**	$2,470.00	**$4,940.00**
L-125-5.4	L-858Y, 1-MODULE, SIZE 2, MODE 2, STYLE 2 LED LIGHTED SIGN ON NEW CONCRETE BASE	1	EA	$1,101.00	**$1,101.00**	$6,372.00	**$6,372.00**	$7,000.00	**$7,000.00**	$5,980.00	**$5,980.00**
L-125-5.5	L-858Y, 2-MODULE, SIZE 2, MODE 2, STYLE 2 LED LIGHTED SIGN ON NEW CONCRETE BASE	3	EA	$5,000.00	**$15,000.00**	$7,560.00	**$22,680.00**	$8,000.00	**$24,000.00**	$7,515.00	**$22,545.00**
L-125-5.6	L-858Y, 3-MODULE, SIZE 2, MODE 2, STYLE 2 LED LIGHTED SIGN ON NEW CONCRETE BASE	1	EA	$6,000.00	**$6,000.00**	$9,936.00	**$9,936.00**	$10,000.00	**$10,000.00**	$11,235.00	**$11,235.00**
L-125-5.7	UNLIGHTED VEHICULAR ROAD SIGNS	1	LS	$2,500.00	**$2,500.00**	$967.00	**$967.00**	$2,800.00	**$2,800.00**	$19,418.00	**$19,418.00**
D-701-5.1	18 INCH CLASS III RCP	700	LF	$175.00	**$122,500.00**	$135.00	**$94,500.00**	$99.00	**$69,300.00**	$107.69	**$75,383.00**

D-701-5.2	12 INCH HDPE	330	LF	$150.00	**$49,500.00**	$97.20	**$32,076.00**	$52.29	**$17,255.70**	$65.89	**$21,743.70**
D-701-5.3	18 INCH HDPE	810	LF	$150.00	**$121,500.00**	$113.40	**$91,854.00**	$71.57	**$57,971.70**	$79.65	**$64,516.50**
D-701-5.4	24 INCH CLASS III RCP	60	LF	$200.00	**$12,000.00**	$176.04	**$10,562.40**	$147.73	**$8,863.80**	$129.64	**$7,778.40**
D-701-5.5	DEMOLITION OF EXISTING 15 INCH CMP	280	LF	$25.00	**$7,000.00**	$61.56	**$17,236.80**	$22.29	**$6,241.20**	$7.50	**$2,100.00**
D-701-5.6	DEMOLITION OF EXITTING STORM INLET	1	EA			$3,132.00	**$3,132.00**	$1,440.40	**$1,440.40**	$500.00	**$500.00**
D-705-5.1	4 INCH CORRUGATED POLYETHYLENE PIPE COMPLETE, INCLUDING POUROUS BACKFILL, FILTER FABRIC AND CLEANOUTS	2,290	LF	$60.00	**$137,400.00**	$33.48	**$76,669.20**	$55.49	**$127,072.10**	$35.25	**$80,722.50**
D-751-5.1	FDOT TYPE C INLET	12	EA	$5,000.00	**$60,000.00**	$3,780.00	**$45,360.00**	$5,069.32	**$60,831.84**	$7,612.00	**$91,344.00**
D-751-5.2	FDOT MODIFIED TYPE C INLET POND CONTROL STRUCTURE	1	EA	$7,500.00	**$7,500.00**	$9,450.00	**$9,450.00**	$7,497.11	**$7,497.11**	$9,803.00	**$9,803.00**
D-752-5.1	FDOT U-TYPE ENDWALL WITH BAFFLES, 4:1 SLOPE, 18"	3	EA	$4,500.00	**$13,500.00**	$8,100.00	**$24,300.00**	$4,044.48	**$12,133.44**	$3,760.00	**$11,280.00**
D-752-5.2	FDOT U-TYPE ENDWALL WITH BAFFLES, 4:1 SLOPE, 24"	1	EA	$5,000.00	**$5,000.00**	$9,828.00	**$9,828.00**	$5,005.24	**$5,005.24**	$4,224.00	**$4,224.00**
T-901-5.1	SEEDING(HYDROSEEDING)	9.25	AC	$2,500.00	**$23,125.00**	$2,130.00	**$19,702.50**	$2,500.00	**$23,125.00**	$4,300.00	**$39,775.00**
T-904-5.1	SODDING	2500	SY	$5.00	**$12,500.00**	$2.96	**$7,400.00**	$4.00	**$10,000.00**	$7.10	**$17,750.00**
T-905-5.1	TOPSOIL OBTAINED ON SITE OR REMOVED FROM STOCKPILE	3900	CY	$10.00	**$39,000.00**	$6.00	**$23,400.00**	$5.00	**$19,500.00**	$9.50	**$37,050.00**
428	POTABLE WATER SERVICE, COMPLETE, INCLUDING ALL ITEMS/APPURTENANCES	1	LS	$100,000.00	**$100,000.00**	$139,320.00	**$139,320.00**	$109,806.97	**$109,806.97**	$131,529.00	**$131,529.00**
429	SANITARY SEWER, COMPLETE, INCLUDING ALL ITEMS/APPURTENANCES	1	LS	$50,000.00	**$50,000.00**	*$39,960.00*	**$39,960.00**	*$37,375.85*	**$37,375.85**	*$67,526.00*	**$67,526.00**
					SUBTOTAL - BASE BID	**$2,978,631.00**		**$2,318,747.00**		**$2,454,140.35**	**$2,939,146.30**
					SUBTOTAL ADJUSTED - BASE BID			**LOW BIDDER**			
				Engineer Estimate		**CGC INC.**		**HALIFAX PAVING INC.**		**MASCI GENERAL CONTRACTOR CO.**	
			BASE BID	**USD**	**$2,978,631.00**		**$2,318,747.00**		**$2,454,140.35**		**$2,939,146.30**

FAA SCOPE OF WORK - BID TABULATION

TAXIWAY E
City of Palatka
PA PN 24010.0067 AND .0067F

BASE BID - FAA FUNDED ITEMS:				LOW BIDDER CGC INC.	
ITEM	**DESCRIPTION**	**QUANTITY**	**UNIT**	**UNIT COST**	**TOTAL COST**
C-100-14.1	CONTRACTOR QUALITY CONTROL PROGRAM	1	LS	$39,500.00	**$39,500.00**
C-102-5.1	TEMPORARY AIR AND WATER POLLUTION, SOIL EROSION, AND SILTATION CONTROL	1	LS	$42,780.00	**$42,780.00**
C-103-8.1	PROJECT SURVEY, STAKEOUT, AND RECORD DRAWINGS	1	LS	$54,000.00	**$54,000.00**
C-107-4.1	MAINTENANCE OF TRAFFIC AND AIRFIELD SAFETY	1	LS	$89,952.00	**$89,952.00**
P-101-5.1b	LIMEROCK MILLING/REMOVAL (MAX 15 INCHES)	403	SY	$3.68	**$1,483.04**
P-101-5.2	ASPHALT COLD MILLING (2-2.5 INCH)	8,959	SY	$1.63	**$14,602.45**
P-101-5.3	SAWCUTTING	450	LF	$2.00	**$900.00**
P-101-5.4	MISCELLANEOUS DEMOLITION	1	LS	$11,223.50	**$11,223.50**
P-152-4.1	UNCLASSIFIED EXCAVATION, INLUDING 6 INCH STRIPPING	9,452	CY	$4.00	**$37,808.30**
P-152-4.2	EMBANKMENT IN PLACE, IMPORTED OR BORROWED	5,979	CY	$3.00	**$17,937.00**
P-152-4.3	OVEREXCAVATION FOR OVERLAND FLOW AREAS	4,600	CY	$4.00	**$18,400.00**
P-152-4.4	IMPORTED OR BORROWED PERMEBALE FILL FOR OVERLAND FLOW AREAS	4,400	CY	$3.00	**$13,200.00**
P-152-4.5	MATERIAL TRANSPORTATION AND PERMANENT STOCKPILE	1	LS	$500.00	**$500.00**
P-160-6.1	SUBGRADE STABILIZATION (12-INCH DEPTH, LBR 40)	8,915	SY	$3.50	**$31,201.72**
P-211-5.1	8 INCH LIMEROCK BASE COURSE	8,515	SY	$13.87	**$118,099.97**
P-401-8.1	ASPHALT SURFACE COURSE (2-INCH)	940	TON	$210.68	**$198,039.20**
P-401-8.2	ASPHALT BASE COURSE (2-INCH)	940	TON	$210.68	**$198,039.20**
P-602-5.1	EMULSIFIED ASPHALT PRIME COAT	2,314	GAL	$0.10	**$231.40**
P-603-5.1	EMULSIFIED ASPHALT TACK COAT	2,050	GAL	$0.10	**$205.00**
P-620-5.1	TEMPORARY, TYPE II, YELLOW TAXIWAY MARKINGS, WITH TYPE I BEADS	1,900	SF	$1.65	**$3,135.00**
P-620-5.2	PERMANENT, TYPE II, YELLOW TAXIWAY MARKINGS, WITH TYPE I BEADS	1,900	SF	$2.20	**$4,180.00**
P-620-5.3	TYPE II, BLLACK, TAXIWAY MARKINGS, FULL APPLICATION	3,500	SF	$1.10	**$3,850.00**

P-620-5.4	ROADWAY PAVEMENT MARKINGS, FULL APPLICATION	100	SF	$2.20	**$220.00**
L-108-5.1	NO. 8 AWG, 5KV, L-824C CABLE, INSTALLED IN DUCT BANK OR CONDUIT	3,600	LF	$3.78	**$13,608.00**
L-108-5.2	NO. 6 AWG, SOLID, BARE COPPER COUNTERPOISE WIRE, DIRECT BURIED IN TRENCH OR ABOVE DUCT BANK, INCLUDING CONNECTIONS/TERMINATIONS AND GROUND RODS SPACED 500' MAX	2,740	LF	$5.29	**$14,494.60**
L-110-5.1	4 WAY 2 INCH, CONCRETE ENCASED, ELECTRICAL DUCT BANK	140	LF	$88.56	**$12,398.40**
L-110-5.2	NON ENCASED, ELECTRICAL CONDUIT, 1 WAY 2 INCH, INSTALLED IN TRENCH	2,600	LF	$10.37	**$26,962.00**
L-115-5.1	PRECAST AIRFIELD RATED ELECTRICAL PULLBOX	4	EA	$10,584.00	**$42,336.00**
L-125-5.1	L-861T LED ELEVATED MEDIUM INTENSITY TAXIWAY EDGE LIGHT ON NEW L-867 SIZE B CONCRETE BASE CAN	32	EA	$1,728.00	**$55,296.00**
L-125-5.2	L-852T LED FLUSH MOUNTED MEDIUM INTENSITY TAXIWAY EDGE LIGHT ON NEW L-868 SIZE B CONCRETE BASE CAN	13	EA	$3,456.00	**$44,928.00**
L-125-5.3	FIELD LIGHTNING ARRESTOR, IN NEW L-867 BASE CAN	2	EA	$1,296.00	**$2,592.00**
L-125-5.4	L-858Y, 1-MODULE, SIZE 2, MODE 2, STYLE 2 LED LIGHTED SIGN ON NEW CONCRETE BASE	1	EA	$6,372.00	**$6,372.00**
L-125-5.5	L-858Y, 2-MODULE, SIZE 2, MODE 2, STYLE 2 LED LIGHTED SIGN ON NEW CONCRETE BASE	3	EA	$7,560.00	**$22,680.00**
L-125-5.6	L-858Y, 3-MODULE, SIZE 2, MODE 2, STYLE 2 LED LIGHTED SIGN ON NEW CONCRETE BASE	1	EA	$9,936.00	**$9,936.00**
D-701-5.3	18 INCH HDPE	174	LF	$113.40	**$19,731.60**
D-751-5.1	FDOT TYPE C INLET	3	EA	$3,780.00	**$11,340.00**
T-901-5.1	SEEDING(HYDROSEEDING)	5.08	AC	$2,130.00	**$10,817.43**
T-904-5.1	SODDING	2500	SY	$2.96	**$7,400.00**
T-905-5.1	TOPSOIL OBTAINED ON SITE OR REMOVED FROM STOCKPILE	2218	CY	$6.00	**$13,305.22**
SUBTOTAL - BASE BID (FAA FUNDED SCOPE OF WORK)					**$1,213,685.02**
				LOW BIDDER	
				CGC INC.	

NOTICE OF AWARD

STATE OF FLORIDA
COUNTY OF PUTNAM

THIS CONTRACT AWARD made this _____

by the **City of Palatka, Florida**, hereinafter called the OWNER, to

CGC, Inc., hereinafter called the CONTRACTOR, is for

the completion of a certain project described as:

Taxiway E Phase 1: 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 **one hundred fifty (150)** calendar days after that specified date unless otherwise subsequently agreed.

OWNER: **City of Palatka, Florida**

By: _____
Printed Name

_____
Signature

_____
Title

Acknowledgement of Receipt of Contract Award by Contractor,

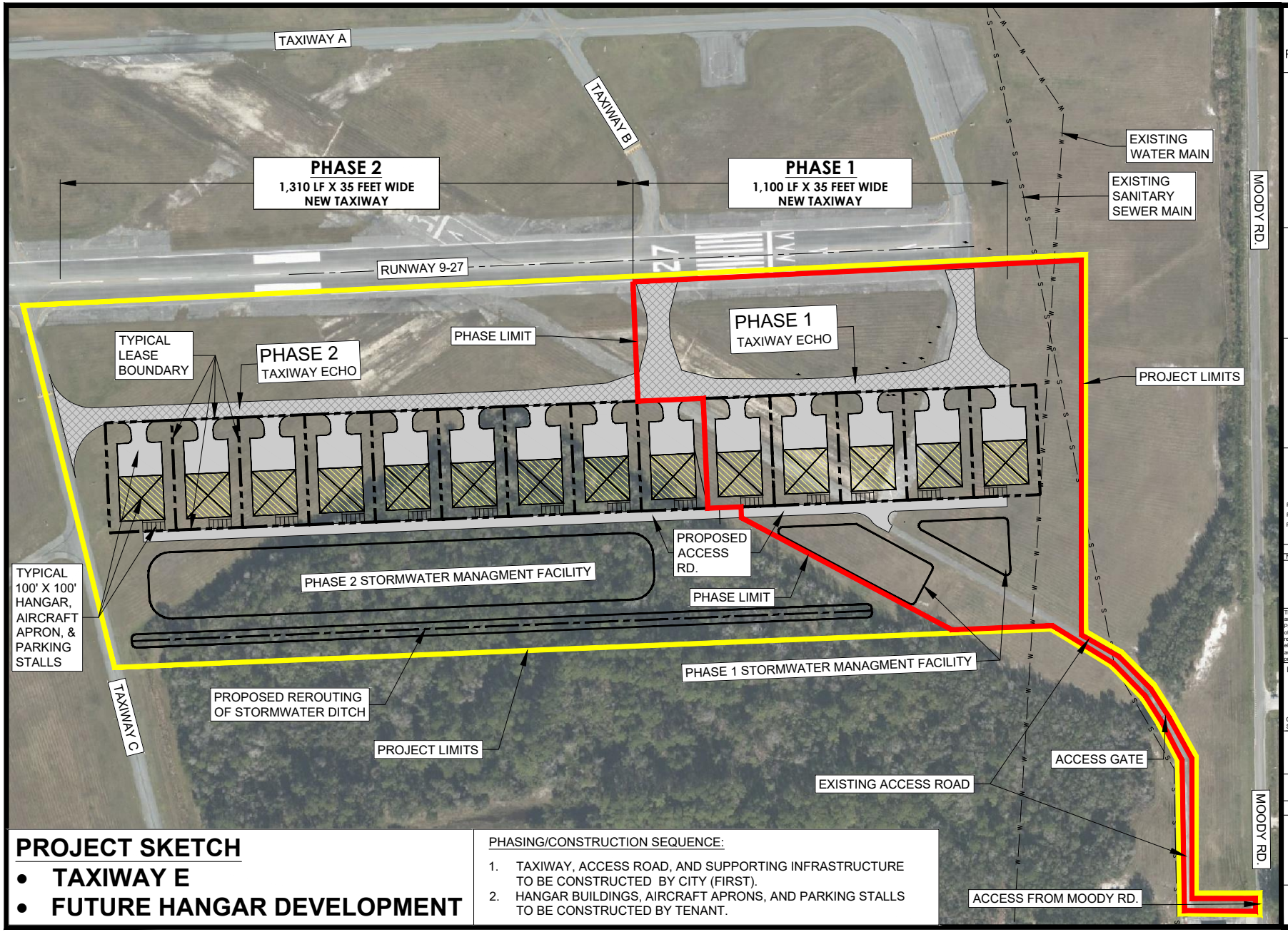
_____
Printed Name

_____
Signature

_____
Title

_____
Date

Project Sketch



PROJECT SKETCH

- **TAXIWAY E**
- **FUTURE HANGAR DEVELOPMENT**

PHASING/CONSTRUCTION SEQUENCE:

1. TAXIWAY, ACCESS ROAD, AND SUPPORTING INFRASTRUCTURE TO BE CONSTRUCTED BY CITY (FIRST).
2. HANGAR BUILDINGS, AIRCRAFT APRONS, AND PARKING STALLS TO BE CONSTRUCTED BY TENANT.

PASSERO ASSOCIATES
engineering architecture

100 0 100
GRAPHIC SCALE IN LINEAR FEET

ENGINEER OF RECORD:

OWNER:
CITY of Palatka FLORIDA
201 NORTH 2ND STREET
PALATKA, FLORIDA 32177

PASSERO ASSOCIATES
4730 CASA COLA WAY, SUITE 200
ST. AUGUSTINE, FL 32095
TELEPHONE: (904) 757-6106

PRINCIPAL: BRADLEY J. WENTE, P.E.
PROJECT MANAGER: MATT SINGLETARY, P.E.
PREPARED BY: HARRISON A. KORB, E.I.
WWW.PASSERO.COM

REVISIONS

NO.	DATE	BY	DESCRIPTION OF REVISION

These documents ARE COPY RIGHT PROTECTED and have been specifically prepared on behalf of the Project's Owner under the supervision of the Engineer of Record, as sealed by these Drawings. Any reproduction or reuse of these drawings, either electronically or otherwise, without written authorization of the Engineer of Record is strictly prohibited.

LOCATION:
PALATKA MUNICIPAL AIRPORT (28J)
CITY: PALATKA COUNTY: PUTNAM
STATE: FLORIDA COUNTRY: U.S.A.

PROJECT TITLE:
TAXIWAY E

PROJECT NUMBER:
PA PN 24000010.0067

DATE: OCTOBER 2022

DRAWING TITLE:
PROJECT SKETCH

DRAWING NUMBER:
1-1

Environmental Determination Documentation

PASSERO
engineering architecture

Categorical Exclusion (CATEX) Document for the Proposed Taxiway E Project at Palatka Municipal Airport/Lt. Kay Larkin Field

November, 2024

4730 Casa Cola Way, Suite 200
St. Augustine, FL 32095
904.224.7084 | passero.com

APPENDIX A. DOCUMENTED CATEX

Airport sponsors may use this form for projects eligible for a categorical exclusion (CATEX) that have greater potential for extraordinary circumstances or that otherwise require additional documentation, as described in the Environmental Orders (FAA Order 1050.1F and FAA Order 5050.4B).

To request a CATEX determination from the FAA, the sponsor should review potentially affected environmental resources, review the requirements of the applicable special purpose laws, and **consult with the Airports District Office or Regional Airports Division Office staff** about the type of information needed. The form and supporting documentation should be completed in accordance with the provisions of FAA Order 5050.4B, paragraph 302b, and submitted to the appropriate FAA Airpor5ts District/Division Office. The CATEX cannot be approved until all information/documentation is received and all requirements have been fulfilled.

Name of Airport, LOC ID, and location:

Palatka Kay Larkin Airport (28J)

Project Title:

Taxiway E Construction

Give a brief, but complete description of the proposed project, including all project components, justification, estimated start date, and duration of the project. Include connected actions necessary to implement the proposed project (including but not limited to moving NAVAIDs, change in flight procedures, haul routes, new material or expanded material sources, staging or disposal areas). Attach a sketch or plan of the proposed project. Photos can also be helpful.

The Project involves building about 2,400 feet of new asphalt taxiway and 2,000 feet of new asphalt access road. Between the taxiway and the road, there will be space for tenants to develop hangars, with up to 75% of the area allowed to have paved surfaces like buildings, parking, and aircraft aprons. It is expected that 12 to 14 new hangars will be built along the taxiway once everything is complete. The project sketch and plans can be found in Exhibit 1.

The Airport/City plans to build the basic infrastructure first, including the taxiway, access road, drainage, stormwater systems, and utilities. They will then lease the land to individuals or companies who will construct their own hangars and parking areas.

The Project will be done in two phases. Phase 1 covers the eastern part of the site, staying within the already cleared airfield to avoid impacts like relocating ditches or fences, clearing land, or affecting wetlands. Phase 2 includes the rest of the project and will involve moving ditches and fences, clearing land, and impacting wetlands.

The taxiway will have new edge lights, but no other navigation aids (NAVAIDs) will be added or affected. Flight procedures will not change as part of this Project.

Access to the site will be from Moody Road using an existing road near the fire station. Materials will be stored and staged within the secured airfield perimeter. Construction will use standard materials brought in from elsewhere, along with some soil and limerock from the site.

See attached Drainage Report and Engineering Plans for further information on the proposed scope of work and Phasing (Exhibit 1 of attachments).

Give a brief, but complete, description of the proposed project area. Include any unique or natural features within or surrounding airport property.

Most of the Project site is part of a cleared section of the airfield. Over the years, much of the old runway and taxiway pavement in this area has been removed, although some aging pavement still remains within the project boundary. The middle and southern parts of the site are wooded and contain wetlands. A ditch and the Airport's perimeter security fence separate the cleared airfield from the wooded area.

Most of the site's water drains toward the ditch along the southern edge of the cleared airfield. Some of the site drains into existing storm sewer inlets located at both the east and west ends of the Project Area. From there, water flows east toward Moody Road and then north to Rice Creek and the St. Johns River.

For more details, refer to the attached Pre-Development Drainage Map, site topographic survey, and Project plans (Exhibit 1 of attachments).

Identify the appropriate CATEX paragraph(s) from Order 1050.1F (paragraph 5-6.1 through 5-6.6) or 5050.4B (Tables 6-1 and 6-2) that apply to the project. Describe if the project differs in any way from the specific language of the CATEX or examples given as described in the Order.

5-6.4e. Categorical Exclusions for Facility Siting, Construction, and Maintenance.

This paragraph pertains to Federal assistance for ALP update and approval for construction/reconstruction projects where airfield pavement and buildings (i.e., aprons, taxiways, hangars) will be constructed.

The circumstances one must consider when documenting a CATEX are listed below along with each of the impact categories related to the circumstance. Use FAA Environmental Orders 1050.1F, 5050.4B, and the Desk Reference for Airports Actions, as well as other guidance documents to assist you in determining what information needs to be provided about these resource topics to address potential impacts. Keep in mind that both construction and operational impacts must be included. Indicate whether or not there would be any effects under the particular resource topic and, **if needed**, cite available references to support these conclusions. Additional analyses and inventories can be attached or cited as needed.

5-2.b(1) National Historic Preservation Act (NHPA) resources

	YES	NO
Are there historic/cultural resources listed (or eligible for listing) on the National Register of Historic Places located in the Area of Potential Effect? If yes, provide a record of the historic and/or cultural resources located therein and check with your local Airports Division/District Office to determine if a Section 106 finding is required. Based on the National Register of Historic Places (NRHP) there are no listed or elidgeble historic/cultural resources listed for the Airport. The Florida Master Site File indicates that there are no listed or eligible nearby historical or archaeological sites in nearby proximity to the Proposed Project. In addition, according to the NRHP, there have been no known archeological studies conducted nearby or within the Project Action site. The closest NRHP listed site, located approximately 2.9 miles from the Proposed Project is known as the Florida SP Central Academy (Central Academy). Central Academy, which opened in 1892, is known as the oldest surviving school for African Americans in Florida, symbolizing the progress and challenges of African American education in the late 19th and early 20th centuries.The Proposed Project is located approximately 2.9 miles away from the site, ensuring that no impacts will occur due to this distance.	☐	☒
Does the project have the potential to cause effects? If yes, describe the nature and extent of the effects. The Proposed Project is located approximately 2.9 miles away from the Central Academy site, ensuring that no impacts will occur due to this distance. Additionally, the Florida State Historic Preservation Officer has reviewed the proposed project under Section 106 of the National Historic Preservation Act and determined it is unlikely to affect historic properties. However, if any historic or prehistoric artifacts or unmarked human remains are discovered during project activities, work must cease immediately, and the Florida Department of State, Division of Historical Resources, must be contacted before resuming. See Exhibit 9 for a determination letter from the Florida State Historic Preservation Officer.	☐	☒
Is the project area undisturbed? If not, provide information on the prior disturbance (including type and depth of disturbance, if available) The Proposed Project Area is located on-airport property. The majority of the Proposed Project will take place on previously disturbed land used for the Airport operations. Much of the location of this Project site is regularly mowed for Airport maintenance. In Phase 2 of the Project, 5.2 acres of undisturbed area will be impacted for ditch relocation, fence relocation, and clearing.	☐	☒

	YES	NO
Will the project impact tribal land or land of interest to tribes? If yes, describe the nature and extent of the effects and provide information on the tribe affected. Consultation with their THPO or a tribal representative along with the SHPO may be required. **Based on the Environmental Protection Agency Online Database (Enviromapper) there are no tribal lands or lands of interest in the vicinity of the Project Area, and 28J.**	☐	☒

5-2.b(2) Department of Transportation Act Section 4(f) and 6(f) resources

	YES	NO
Are there any properties protected under Section 4(f) (as defined by FAA Order 1050.1F) in or near the project area? This includes publicly owned parks, recreation areas, and wildlife or waterfowl refuges of national, state or local significance or land from a historic site of national, state or local significance. Per the National Parks database, there are no facilities designated as 4(f) (e.g., publicly owned parks, recreation or waterfowl refuges) in the project area or at 28J. The closest 4(f) property, Ravine Gardens State Park, is located approximately 3.4 miles from the Proposed Project site. The Proposed Project will not result in noise impacts to Ravine Gardens State Park due to its significant distance from the site. Additionally, construction-related noise levels will remain consistent with the ambient noise typical of the airport where the Proposed Project is located, minimizing any disruptions to surrounding areas.	☐	☒
Will project construction or operation physically or constructively "use" any Section 4(f) resource? If yes, describe the nature and extent of the use and/or impacts, and why there are no prudent and feasible alternatives. See 5050.4B Desk Reference Chapter 7. The construction and operation of the Proposed Project will not physically or constructively use any Section 4(f) resources. The Project avoids direct impacts to protected properties and does not introduce substantial noise, light, or other disturbances that would impair their intended use. As such, the project complies fully with Section 4(f) requirements.	☐	☒

	YES	NO
Will the project affect any recreational or park land purchased with Section 6(f) Land and Water Conservation Funds? If so, please explain, if there will be impacts to those properties. No. The property in the project area was not purchased with funding assistance under the Land and Water Conservation Fund State Assistance Program. The nearest Section 6(f) property is located a significant distance away, and is approximately 1.13 miles from the Proposed Project Site. Therefore, Section 6(f) does not apply to this project and and no noise, air quality or visual impacts to Section 6(f) properties will occur.	☐	☒

5-2.b(3) Threatened or Endangered Species

	YES	NO
Are there any federal or state listed endangered, threatened, or candidate species or designated critical habitat in or near the project area? This includes species protected by individual statute, such as the Bald Eagle. The U.S. Fish & Wildlife Service Information for Planning and Consultation Database (IPAC) was utilized to identify any federally listed endangered, threated, or canidate species or designated critical habitat in or near the Proposed Project. IPAC identified no critical habitats within the area. However, the tricolored bat (Perimyotis subflavus), eastern black rail (Laterallus jamaicensis ssp), everglade snail kite (Rostrhamus sociabilis plumbeus), red-cockaded woodpecker (Dryobates borealis), whooping crane (Grus americana), eastern indigo snake (Drymarchon couperi), monarch butterfly (Danaus plexippus) and etonia rosemary (Conradina etonia) were all identified as species of potential concern for the area. A species list can be found in Exhibit 2. SES Environmental Resource Solutions LLC (ERS) was consulted for an Environmental Resources Report of the Proposed Project area. This survey includes both federal and state listed species that could potentially occur within the Proposed Project Area or immediate vicinity and can be found listed under Table 2 of the ERS Environmental Report. (See Exhibit 2). Table 2 has been revised to include all IPaC results from the project area. The Tricolored Bat (Perimyotis subflavus), Wood Stork, (Mycteria americana), Eastern black rail (Laterallus jamaicensis spp. Jamaicensis), Everglade snail kite (Rostrhamus sociabilis plumbeus), red-cockaded woodpecker (Dryobates borealis), whooping crane (Grus americana), Monarch Butterfly (Danaus plexippus), and Etonia Rosemary (Conradina etonia) were all identified by IPaC to have potential within the project area. There are no records of federal or state listed species within the project area or immediate vicinity at 28J. Please see the attached updated Environmental Report for site suitability.	☐	☒

	YES	NO
Does the project affect or have the potential to affect, directly or indirectly, any federal or state-listed, threatened, endangered or candidate species, or designated habitat under the Endangered Species Act? If yes, Section 7 consultation between the FAA and the US Fish & Wildlife Service, National Marine Fisheries Service, and/or the appropriate state agency will be necessary. Provide a description of the impacts and how impacts will be avoided, minimized, or mitigated. Provide the Biological Assessment and Biological Opinion, if required. As detailed in Table 2 of the ERS Environmental Report (Exhibit 2), potential habitat criteria for the wood stork, gopher tortoise, and eastern indigo snake exists within or near the Proposed Project site. However, these species were not observed during site investigations; and while the habitat in the area resembles their preferred conditions, ERS biologists concluded that it lacks true suitability. Therefore, the development and future actions of the Proposed Project will not impact these species directly or indirectly. IPAC included a species list and determination letter. (See Exhibit 2) The determination letter generated by IPAC concluded that the tricolored bat may be affected by the proposed project, however the ERS Environmental Report states that no habitat for the tricolored bat was noted on site. However, to avoid any potential impacts to the tricolored bat, tree removal is reccommened to only occur outside of known roosting season for this species. Potential of occurrence due to site habitat may affect the Wood Stork. The USACE Jacksonville District Wood Stork Determination Key (2008) was used to determine the likelihood that the project will affect the species. Due to the lack of onsite suitable foraging habitat, the project is not likely to adversely affect the species (see below). A. Project more than 2,500 feet from a colony site... go to B B. Project does not affect SFH... no effect Due to the distance from the nearest wood stork colony, and the lack of SFH on site, the wood stork will not be affected by the proposed project.	☐	☒

	YES	NO
Does the project have the potential to take birds protected by the Migratory Bird Treaty Act? Describe steps to avoid, minimize, or mitigate impacts (such as timing windows determined in consultation with the US Fish & Wildlife Service). Although migratory birds are located in the vicinity of 28J, no critical habitats were identified by the U.S. Fish & Wildlife Service's IPAC database or the ERS Environmental Resources Report (Exhibit 2). Additionally, tree removal for the Proposed Project will only occur outside of the nesting season as a mitigation measure to avoid any potential impact to species covered by the Migratory Bird Treaty Act listed within the IPAC report and the ERS Environmental Resources Report. It is possible that migratory birds can fly over the proposed project area or utilize the wooded areas. Due to the active wildlife management plan for birds, absence of any wooded areas of Phase 1, and mobility of these species, it is unlikely that any would be affected by Phase 1 of the proposed project. To ensure that the migratory birds remain unaffected by the proposed project, when Phase 2 is constructed all work of tree removal will be completed outside of nesting season.	☐	☒

5-2.b (4) Other Resources

Items to consider include:

a. Fish and Wildlife Coordination Act	YES	NO
Does the project area contain resources protected by the Fish and Wildlife Coordination Act? If yes, describe any impacts and steps taken to avoid, minimize, or mitigate impacts. No. Based on the fact that no critical habitats are located within the Project Area, per wetlands and wildlife report (Exhibit 2), no resources protected by the Fish and Wildlife Coordination Act are located within the Project Area.	☐	☒

b. Wetlands and Other Waters of the U.S.	YES	NO
Are there any wetlands or other waters of the U.S. in or near the project area? Phase 1: There are no jurisdictional wetland/surface water habitats located within Phase 1 boundaries. All areas proposed for new construction are considered existing airport development described as FLUCFCS Code 811 – Airport. These areas include mowed and maintained areas of the airport and portions of the Taxiway. Phase 2: This area includes approximately 5.2 acres of wetland classified as Wetland Forested Mixed, FLUCFCS 630. Vegetative species found in this habitat includes water oak, red maple (Acer rubrum), sweetgum, swamp tupelo (Nyssa biflora), bald cypress (Taxodium distichum), cabbage palm, saw palm, wax myrtle, fetterbush (Lyonia lucida), cinnamon fern (Osmundastrum cinnamomeum), royal fern (Osmunda regalis), Virginia chain fern (Woodwardia virginica), pipestem (Eriocaulon decangulare), Brazilian pepper (Schinus terebinthifolia), and wooly witchgrass (Dichanthelium scarbriusculum). The wetland boundary was characterized by a steep elevation change, that is expected to be a result of fill from part of the original grading of the airport and side cast from adjacent drainage ditches. The upland cut ditches are maintained drainage ditches associated with the airport drainage network of the taxiways and runways. The vegetation in the ditches includes pipestem, fetterbush, and saw palmetto. The ditches are non-jurisdictional in nature and impacts would not require mitigation, but these areas may provide connection channels from on-site wetlands to existing Traditional Navigable Waterways that are jurisdictional. A permit application for a Clean Waters Act, Section 404 AJD was submitted by the applicant to USACE. The application number is SAJ-2024-04890-EBL. Wetlands were determined to be jurisdictional during the review of the AJD for the project area, therefore Phase 2 of the proposed activities will require an Individual Permit from USACE to proceed. Phase 2 will require an Environmental Resource Permit from SJRWMD for the proposed wetland and surface water impacts. These impacts will require compensatory mitigation for the state and will also require federal mitigation. The applicant has requested reservation contracts for adequate mitigation from Sundew Mitigation Bank which services the project area to assist with the offset these wetland impacts.	☒	☐

Has wetland delineation been completed within the proposed project area? If yes, please provide U.S. Army Corps of Engineers (USACE) correspondence and jurisdictional determination. If delineation was not completed, was a field check done to confirm the presence/absence of wetlands or other waters of the U.S.? If no to both, please explain what methods were used to determine the presence/absence of wetlands. Yes. Wetland delineation was completed. Wetland delineation and subsequent report was submitted to the ACOE to verify the jurisdictional status of the wetlands on site. This report can be found under Exhibit 1 Drainage Report Attachment 4. The ACOE has claimed jurisdiction over wetland within the project area, and therefore a Section 404 Regulatory Permit will be obtained before the project begins.	☒	☐
If wetlands are present, will the project result in impacts, directly or indirectly (including tree clearing)? Describe any steps taken to avoid, minimize or mitigate the impact. Yes. Approximately 5.2 acre of wetland impact and approximately 0.53 acre of upland cut ditch impact are required for Phase 2 of the project. The measures anticipated to minimize and mitigate impacts to wetlands within the project are included, but not limited to the following: - Minimization Measures – Stormwater pond layout designed to minimize wetland impacts. Impacts have been reduced from previously proposed 7.49 acres of wetland and 1.43 acres of upland cut ditches. - Mitigation Measures –The applicant has requested reservation contracts for mitigation from Sundew Mitigation bank, an approved wetland mitigation bank within the basin, to offset all proposed wetland impacts.	☒	☐
Is a USACE Clean Water Act Section 404 permit required? If yes, does the project fall within the parameters of a general permit? If so, which general permit? The wetlands within the project site were claimed as jurisdictional and will require an Individual Clean Water Act Section 404 Permit from USACE prior to the start of project contruction. The amount of proposed wetland impact will not qualify for a general permit.	☒	☐
c. Floodplains	**YES**	**NO**
Will the project be located in, encroach upon or otherwise impact a floodplain? If yes, describe impacts and any agency coordination or public review completed including coordination with the local floodplain administrator. Attach the FEMA map if applicable and any documentation.	☐	☒

Per the FEMA flood map (Exhibit 5), the project area is located in Zone X. Therefore, it is anticipated that the Proposed Project will have minimal to no impacts on the existing floodplains adjacent to 28J.		
d. Coastal Resources	**YES**	**NO**
Will the project occur in or impact a coastal zone as defined by the State's Coastal Zone Management Plan? If yes, discuss the project's consistency with the State's CZMP. Attach the consistency determination if applicable. According to the FDEP Coastal Management Program, the entire state of Florida is located within a coastal zone. According to FDEP, consistency reviews are conducted if a federal agency activity proposes to physically alter coastal resources, direct future agency actions, proposes rulemaking that alters coastal zone uses, or involves Outer Continental Shelf (OCS) leases. The Proposed Project involves the construction and operation of a taxiway, aircraft hangars and an access road. The project does not involve any of the activities requiring a consistency review. Furthermore, Putnam County is not coastal and best management practices for erosion and sedimentation control measures will be put in place. The Proposed Project is not expected to have adverse impacts to coastal resources.	☐	☒
Will the project occur in or impact the Coastal Barrier Resource System as defined by the US Fish and Wildlife Service? Per the Coastal Barrier Resources System (CBRS) database, no coastal barrier resource is located in the Project Area. The nearest CBRS, the Matanzas River (CBRS Unit: P05A) is located approximately 26.6 miles away from the Proposed Project site.	☐	☒
e. National Marine Sanctuaries	**YES**	**NO**
Is a National Marine Sanctuary located in the project area? If yes, discuss the potential for the project to impact that resource. Per NOAA National Marine Sanctuaries database, no marine sanctuaries are located in the project area.The closest National Marine Sanctuary to the Proposed Project site is the Gray's Reef National Marine Sanctuary. Located off the coast of Georgia, it is approximately 150 miles northeast of the City of Palatka.	☐	☒
f. Wilderness Areas	**YES**	**NO**
Is a Wilderness Area located in the project area? If yes, discuss the potential for the project to impact that resource. No. The Project Area is on existing airport property in an area adjacent to existing developments. Furthermore, no wilderness areas were identified on the USDA Wilderness & Wild and Scenic River Map. Therefore, no wilderness areas will be impacted by the Proposed Project.	☐	☒

g. Farmland	YES	NO
Is there prime, unique, state, or locally important farmland in/near the project area? Describe any significant impacts from the project. Per the United States Department of Agriculture (USDA) farmland map (Exhibit 6), the soils identified in the Project Area are Myakka-Myakka, Placid Fine Sand, and Udorthents soil. The rating for these farmland classification is "Not prime farmland." Therefore, the Proposed Project will not have significant impacts on prime, unique, state of locally important farmland.	☐	☒
Does the project include the acquisition and conversion of farmland? If farmland will be converted, describe coordination with the US Natural Resources Conservation and attach the completed Form AD-1006. N/A	☐	☒
h. Energy Supply and Natural Resources	**YES**	**NO**
Will the project change energy requirements or use consumable natural resources either during construction or during operations? The project will be built using standard construction methods, with equipment and vehicles powered by gas or electricity. The pavement will be made from a mix of new materials brought to the site and recycled materials already on-site. The buildings will be made from pre-engineered metal and steel. The facility will operate using standard practices, and the buildings will likely run entirely on electricity. A new electrical connection will be installed from the nearest utility line on Moody Road. LED lighting is planned for the facility. The facility is designed to accommodate jet aircraft using Jet A fuel, but smaller planes using Avgas could also use it.	☒	☐
Will the project change aircraft/vehicle traffic patterns that could alter fuel usage either during construction or operations? During construction, the runway will need to be temporarily closed, which will cause some changes to traffic patterns. However, this is not expected to significantly affect fuel use. After construction, there should be no major impact on how the airfield operates, including no issues with capacity or delays for aircraft waiting to take off or land. Up to 14 new hangars are planned, each designed to hold one large jet, which means the airfield is expected to accommodate up to 14 additional aircraft.	☐	☒

i. Wild and Scenic Rivers	YES	NO
Is there a river on the Nationwide Rivers Inventory, a designated river in the National System, or river under State jurisdiction (including study or eligible segments) near the project? Per the Nationwide Rivers Inventory, the project area is not near a listed state or national river. The nearest federal and state listed wild and scenic river, Wekiva river, is located approximately 70 miles south of the City of Palatka.	☐	☒
Will the project directly or indirectly affect the river or an area within ¼ mile of its ordinary high water mark?	☐	☒
j. Solid Waste Management	**YES**	**NO**
Does the project (either the construction activity or the completed, operational facility) have the potential to generate significant levels of solid waste? If so, discuss how these will be managed. Any waste generated during construction, such as cleared trees or other items specified for removal/demolition, shall be hauled away by the Contractor and properly disposed of off site. The Proposed Project is not expected to add significant levels of solid waste to off site facilities. Waste disposal shall meet locate and state solid waste management regulations.	☐	☒

5-2.b(5) Disruption of an Established Community

	YES	NO
Will the project disrupt a community, planned development or be inconsistent with plans or goals of the community? The Proposed Project will occur on airport property and is consistent with the plans and goals of the community for airport development. Therefore, the Proposed Project will not disrupt the community or planned development.	☐	☒
Are residents or businesses being relocated as part of the project? The Proposed Project will not require relocation of residents or businesses as it is wholly located on airport property.	☐	☒

5-2.b(7) Surface Transportation

	YES	NO
Will the project cause a significant increase in surface traffic congestion or cause a degradation of level of service provided? Proposed Project is not anticipated to increase surface traffic. The proposed facility is intended to include a maximum of fourteen new private use aircraft storage hangars. Since the proposed hangars are for private use, not for commercial uses open to public access, it is anticipated that the additional traffic generated will be minimal. It is anticipated that there will be no significant traffic impact or degredation of level of service on Moody Road and other adjoining local roads. The proposed access road improvements will meet all local, state and federal requirements.	☐	☒
Will the project require a permanent road relocation or closure? If yes, describe the nature and extent of the relocation or closure and indicate if coordination with the agency responsible for the road and emergency services has occurred. The Proposed Project will not require a permanent road relocation or closure.	☐	☒

5-2.b(8) Noise

	YES	NO
Will the project result in an increase in aircraft operations, nighttime operations, or change aircraft fleet mix? The construction of the taxiway, is not expected to directly increase aircraft operations. However, it represents the initial step in a broader initiative that includes the installation of 14 small jet hangars. As such, while the immediate project does not directly alter aircraft operations, it indirectly facilitates future increases due to the anticipated expansion of jet hangar capacity. This expansion is likely to attract more aircraft, thereby indirectly increasing the overall aircraft operations and a change in aircraft fleet mix.	☒	☐
Will the project cause a change in airfield configuration, runway use, or flight patterns either during construction or after the project is implemented? The proposed project will result in temporary and permanent changes to the airfield configuration. During the construction phase, Runway 9-27 may be temporarily closed to facilitate the installation of new taxiway connectors. This closure is essential to ensure safety and operational efficiency as construction proceeds. Upon completion of the project, a new taxiway will be established, providing direct access to the threshold of Runway 27.	☒	☐
Does the forecast exceed 90,000 annual propeller operations, 700 annual jet operations or 10 daily helicopter operations or a combination of the above? If yes, a noise analysis may be required if the project would result in a change in operations. The most recent Airport Master Plan, completed in 2011, projected a total of 54,786 operations by the year 2030; however, it did not provide a breakdown of annual jet operations. Recognizing the limitations and outdated nature of this forecast, a new, more detailed forecast has been developed. This updated approach began with downloading the existing Terminal Area Forecast (TAF) for 28J, followed by a trend analysis of both based aircraft and total operations. After calculating the compound average growth rate (CAGR), existing VirTower data was analyzed to identify based aircraft and total operations. The TAF trend CAGRs were then applied to these counts to refine the forecast. A forecast memorandum can be found in Exhibit 10. This comprehensive method anticipates a total of 58,509 operations by the year 2044, including 813 jet operations.	☒	☐

	YES	NO
Has a noise analysis been conducted, including but not limited to generated noise contours, a specific point analysis, area equivalent method analysis, or other screening method. If yes, provide that documentation. Yes – An Area Equivalent Method (AEM) analysis was conducted in response to the future operations. The initial step in this analysis involved utilizing existing VirTower data to establish a baseline noise profile. Subsequently, the forecasted changes in aircraft operations through 2044 were analyzed, calculating the percentage change in operations from the base year to 2044. This percentage was then applied to the noise profiles of each aircraft type using the airport. The comprehensive AEM analysis concluded that the forecasted increase in aircraft operations by 2044 would not result in significant noise impact on the surrounding community. Furthermore, the AEM analysis can be found within exhibit 8.	☒	☐
Could the project have a significant impact (DNL 1.5 dB or greater increase) on noise levels over noise sensitive areas within the 65+ DNL noise contour? The comprehensive review of the Area Equivalent Method (AEM) analysis has concluded that the proposed project is unlikely to significantly impact noise levels in noise-sensitive areas. Specifically, the analysis shows that the projected aircraft operations will result in a 6.4% change in the area for 65 DNL. According to guidelines, if the percentage difference due to changes is less than 17%, no further study is warranted. Based on these detailed assessments of forecasted aircraft operations and their corresponding noise profiles compared to baseline conditions, further study of the proposed project is not necessary. Therefore, it is not expected to adversely affect noise sensitive areas within the 65+ DNL noise contour.	☐	☒

5-2.b(9) Air Quality

	YES	NO
Is the project located in a Clean Air Act non-attainment or maintenance area? Based on the Environmental Protection Agency (EPA) database, the project area is located in an attainment area.	☐	☒
If yes, is it listed as exempt, presumed to conform or will emissions (including construction emissions) from the project be below *de minimis* levels (provide the paragraph citation for the exemption or presumed to conform list below, if applicable) Is the project accounted for in the State Implementation Plan or specifically exempted? Attach documentation.	☐	☒

	YES	NO
Does the project have the potential to increase landside or airside capacity, including an increase of surface vehicles? The access road improvements will increase vehicular landside capacity and result in some additional traffic trips to the airport; however, as mentioned above, the additional traffic generated will not be significant. There will be some added aircraft operations due to the aircraft using the new hangars. There will be a maximum of 14 new hangars, intended to house 14 large jets; the additional aircraft operations generated are not anticipated to have any significant impact on the operational capacity of Runway 9-27 or the existing Airport taxiway system.	☐	☒
Could the project impact air quality or violate local, State, Tribal or Federal air quality standards under the Clean Air Act Amendments of 1990 either during construction or operations? No air quality impacts are expected from the Proposed Project.	☐	☒

5-2.b (10) Water Quality

	YES	NO
Are there water resources within or near the project area? These include groundwater, surface water (lakes, rivers, etc.), sole source aquifers, and public water supply. If yes, provide a description of the resource, including the location (distance from project site, etc.). Based on the EPA Sole Source Map, sole source aquifers are not located near the Project Area or 28J. Furthermore, there are no streams, lakes or rivers located within the Project Area. There is an existing upland cut ditch located along the existing airfield perimeter. The ditch is proposed to be realigned/rerouted to run along the southern edge of the proposed development, connecting back to the existing ditch at the western and eastern limits of the project.	☐	☒
Will the project impact any of the identified water resources either during construction or operations? Describe any steps that will be taken to protect water resources during and after construction. N/A	☐	☒
Will the project increase the amount or rate of stormwater runoff either during construction or during operations? Describe any steps that will be taken to ensure it will not impact water quality. The Proposed Project and stormwater management facility is designed and permitted to meet the requirements of the St. Johns River Water Management District and Florida Department of Environmental Protection. As such the amount and rate of	☐	☒

	YES	NO
runoff for the design storm (25 year, 24 hour) is required to be less in the post-development condition than the pre-development condition; therefore, there is no proposed increase in the amount or rate of stormwater runoff. Also, the proposed stormwater management facility is designed to store and infiltrate the required stormwater treatment volume which insures that water quality standards will be maintained. See the Drainage Report included in Exhibit 1 attachment for furthe information.		
Does the project have the potential to violate federal, state, tribal or local water quality standards established under the Clean Water and Safe Drinking Water Acts? The Proposed Project is not anticipated to violate federal, state, tribal or local water quality standards.	☐	☒
Are any water quality related permits required? If yes, list the appropriate permits. N/A	☐	☒

5-2.b(11) Highly Controversial on Environmental Grounds

	YES	NO
Is the project highly controversial? The term "highly controversial" means a substantial dispute exists as to the size, nature, or effect of a proposed federal action. The effects of an action are considered highly controversial when reasonable disagreement exists over the project's risks of causing environmental harm. Mere opposition to a project is not sufficient to be considered highly controversial on environmental grounds. Opposition on environmental grounds by a federal, state, or local government agency or by a tribe or a substantial number of the persons affected by the action should be considered in determining whether or not reasonable disagreement exists regarding the effects of a proposed action. No, the Proposed Project is not considered "highly controversial".	☐	☒

5-2.b(12) Inconsistent with Federal, State, Tribal or Local Law

	YES	NO
Will the project be inconsistent with plans, goals, policy, zoning, or local controls that have been adopted for the area in which the airport is located? Proposed Project is consistent with airport goals, policies and locally adopted zoning regulations.	☐	☒

	YES	NO
Is the project incompatible with surrounding land uses? Proposed Project is compatible with surrounding land uses.	☐	☒

5-2 .b (13) Light Emissions, Visual Effects, and Hazardous Materials

a. Light Emissions and Visual Effects	YES	NO
Will the proposed project produce light emission impacts? The Proposed Project includes new taxiway edge, taxiway sign lighting, and hangar lighting. There may be some access road lighting also. Since the proposed project is not located directly adjacent to any other abutting facilities, the new lighting will have no impact on any other uses adjacent to the Airport. The proposed hangars and access road are approximately 500 feet from the Moody Road right-of-way to the east and 500 feet from the Skeet Club tenant to the south. The existing airfield is to the north and west.	☐	☒
Will there be visual or aesthetic impacts as a result of the proposed project and/or have there been concerns expressed about visual/aesthetic impacts? Proposed Project is not anticipated to cause visual/aesthetic impacts and will be consistent with other developments on the Airport.The nearest residence, Kay Larkin Apartments, is located approximately 0.61 miles from to the Proposed Project. The Proposed Project is visually and aesthetically in character with the rest of the Airport and will not create any new visual or aethetic impacts to any adjacent propertys. Additionally, the nearest residences are not expected to experience light or visual impacts due to the presence of forested habitat and existing airport features that provide a buffer between them and the proposed project.	☐	☒
b. Hazardous Materials	**YES**	**NO**
Does the project involve or affect hazardous materials? Proposed Project will not involve or affect hazardous materials.	☐	☒
Will construction take place in an area that contains or previously contained hazardous materials? No. Per the National Priorities List (NPL) database, there are no hazardous sites identified within the Project Area.	☐	☒
If the project involves land acquisition, is there a potential for this land to contain hazardous materials or contaminants? N/A	☐	☒

Will the proposed project produce hazardous and/or solid waste either during construction or after? If yes, how will the additional waste be handled? Any solid waste encountered will be disposed of in the appropriate landfill	☐	☒

5-2 .b (14) Public Involvement

	YES	NO
Was there any public notification or involvement? If yes, provide documentation. Yes. The Proposed Project, in regard to funding appropriation, was presented publicly in the City of Palatka Commission meeting, where Resolution NO. 2024-R-08 was executed on January 11, 2024. See Exhibit 7.	☒	☐

5-2 .b (15) Indirect/Secondary/Induced Impacts

	YES	NO
Will the project result in indirect/secondary/induced impacts? No negative indirect, secondary or induced impacts are anticipated. However, the Proposed Action will have positive economic impacts such as improving taxi operations at 28J, and providing access to Runway 27.	☒	☐
When considered with other past, present, and reasonably foreseeable future projects, on or off airport property and regardless of funding source, would the proposed project result in a significant cumulative impact? Proposed Action will not result in significant cumulative impacts. The Proposed Action will be included in a pen and ink change of the current ALP.	☐	☒

Permits

List any permits required for the proposed project that have not been previously discussed. Provide details on the status of permits.

SJRWMD Permit

To address state permitting requirements under the Florida Statewide Environmental Resource Permitting program (ERP) (Chapter 62-330, Florida Administrative Code), the City of Palatka has initially applied for an ERP and Conceptual Permit (CP) at the St. Johns River Water Management District (SJRWMD) on October 3, 2024 for the Proposed Action. The Proposed Action will be broken into two phases. The CP application will address proposed wetland impacts, wetland mitigation, and preliminary stormwater management engineering requirements for the entire project area. It is anticipated that the Phase 1 project area will not contain any wetland impacts but will require approval and construction of a stormwater management plan to meet ERP rule requirements.

Phase 2 of the project will require a future ERP construction phase permit to address stormwater management requirements for the additional development area and to implement the mitigation plan for wetland impacts as approved under the CP.

The SJRWMD CP and ERP Application numbers are 46836-27 and 46836-28, respectively.

Section 404 Permit

The Section 404 Regulatory Program falls under the Clean Water Act (CWA) and is administered by the U.S. Army Corps of Engineers (USACE) in coordination with the Environmental Protection Agency (EPA). It regulates the discharge of dredged or fill material into "waters of the United States" (WOTUS), which includes certain wetlands, streams, rivers, and other aquatic features.

Since the project area contains USACE-jurisdictional wetlands, a Section 404 permit is required before any construction that involves filling, grading, or excavation within these wetlands. This permit ensures that the project complies with federal environmental regulations.

Environmental Commitments

List all measures and commitments made to avoid, minimize, mitigate, and compensate for impacts on the environment, which are needed for this project to qualify for a CATEX.

Yes. To ensure that migratory birds and bat species remain unaffected by the proposed project, when Phase 2 is constructed all work of tree removal will be completed outside of nesting season for migratory birds and roosting season for bats

Additionally, several measures are anticipated to minimize and mitigate impacts to wetlands within the project area:

- Minimization Measures – Stormwater pond layout designed to minimize wetland impacts.

- Mitigation Measures – Payment into an approved wetland mitigation bank will be made to offset all proposed wetland impacts.

Preparer Information

Point of Contact: Chris Johnson, Passero Associates		
Address: 4730 Casa Cola Way, Suite 200		
City: St. Augustine	**State:** FL	**Zip Code:** 32095
Phone: 904-224-7084	**Email Address:** cjohnson@passero.com	

Signature: _____ Date: 11/15/2024

Airport Sponsor Information and Certification (may not be delegated to consultant)

Provide contact information for the designated sponsor point of contact and any other individuals requiring notification of the FAA decision.

Point of Contact: Yul McNair, Airport Manager		
Address: 4015 Reid St, HWY 100		
City: Palatka	**State:** FL	**Zip Code:** 32177
Phone Number: 386-329-0148	**Email Address:** ymcnair@palatka-fl.gov	
Additional Name(s):	**Additional Email Address(es):**	

I certify that the information I have provided above is, to the best of my knowledge, correct. I also recognize and agree that no construction activity, including but not limited to site preparation, demolition, or land disturbance, shall proceed for the above proposed project(s) until FAA issues a final environmental decision for the proposed project(s) and until compliance with all other applicable FAA approval actions (e.g., ALP approval, airspace approval, grant approval) has occurred.

Signature: _____ Date: 11-12-24

FAA Decision

Having reviewed the above information, it is the FAA's decision that the proposed project (s) or development warrants environmental processing as indicated below.

Name of Airport, LOC ID, and location: Palatka Key Larkin Airport (28J), Palatka, FL

Project Title: Taxiway E Construction

☒ No further NEPA review required. Project is categorically excluded per 1050.1.F CATEX 5-6.4(e)

☐ ..An Environmental Assessment (EA) is required.

☐ ..An Environmental Impact Statement (EIS) is required.

☐ ..The following additional documentation is necessary for FAA to perform a complete environmental evaluation of the proposed project.

Name: Heather Chasez Title: Environmental Protection Specialist

Responsible FAA Official

Signature: HEATHER CHASEZ Digitally signed by HEATHER CHASEZ Date: 2025.05.08 10:11:09 -04'00' Date:

Project Schedule

Palatka Municipal Airport (28J)
Airport Improvement Program
FY 2026 IIJA Grant Application

Proposed Project Schedule

Project: Taxiway E Phase 1 (Construct)

Proposed Project Schedule:	Dates:
Selection of Consultant	**5/24/2024**
Terminal Proration - Public Space Analysis Submittal to ADO Planner	**N/A**
Alternative Delivery Method Request and Justification Submittal to ADO Engineer	**N/A**
Pre-design Conference	**10/13/2025**
CSPP and Airspace Coordination in iOE/AAA[i]	**12/19/2025**
Completion of Plans, Specifications and Engineer's Report	**2/2/2026**
Submit Plans, Specifications and Engineer's Report to FAA[ii]	**2/2/2026**
Advertisement of Project for Bids	**3/2/2026**
Bid Opening	**4/1/2026**
Bid Tabulation Submittal and Recommendation of Award	**4/15/2026**
Application Submittal to FAA ADO Engineer	**5/1/2026**
Grant Offer	**8/1/2026**
Execution of FAA Grant	**9/1/2026**
Pre-construction Conference	**10/1/2026**
Notice to Proceed to Contractor[iii]	**11/1/2026**
Substantial Completion of Construction	**5/1/2027**
Final Inspection	**6/1/2027**
Project Close-Out[1]	**7/1/2027**

Sponsor Certifications to the FAA

Construction Project Final Acceptance
Drug-Free Workplace
Equipment and Construction Contracts
Plans and Specifications
Selection of Consultants
Conflict of Interest

Construction Project Final Acceptance
Airport Improvement Program Sponsor Certification

Sponsor: City Of Palatka

Airport: Palatka Municipal Airport

Project Number:

Description of Work: Phase 1 includes the eastern +/- 1,100 LF of the taxiway. Phase 1 will include vehicular access road, stormwater, and utility improvements.

Application

49 USC § 47105(d), authorizes the Secretary to require me certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program. General standards for final acceptance and close out of federally funded construction projects are in 2 CFR § 200.343 – Closeout and supplemented by FAA Order 5100.38. The sponsor must determine that project costs are accurate and proper in accordance with specific requirements of the grant agreement and contract documents.

Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgment and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The personnel engaged in project administration, engineering supervision, project inspection, and acceptance testing were or will be determined to be qualified and competent to perform the work (Grant Assurance).
   ☒ Yes ☐ No ☐ N/A
2. Construction records, including daily logs, were or will be kept by the resident engineer/construction inspector that fully document contractor’s performance in complying with:
   a. Technical standards (Advisory Circular (AC) 150/5370-12);
   b. Contract requirements (2 CFR part 200 and FAA Order 5100.38); and
   c. Construction safety and phasing plan measures (AC 150/5370-2).
   ☒ Yes ☐ No ☐ N/A
3. All acceptance tests specified in the project specifications were or will be performed and documented. (AC 150/5370-12).
   ☒ Yes ☐ No ☐ N/A

4. Sponsor has taken or will take appropriate corrective action for any test result outside of allowable tolerances (AC 150/5370-12).

   ☒ Yes ☐ No ☐ N/A

5. Pay reduction factors required by the specifications were applied or will be applied in computing final payments with a summary made available to the FAA (AC 150/5370-10).

   ☒ Yes ☐ No ☐ N/A

6. Sponsor has notified, or will promptly notify the Federal Aviation Administration (FAA) of the following occurrences:

   a. Violations of any federal requirements set forth or included by reference in the contract documents (2 CFR part 200);

   b. Disputes or complaints concerning federal labor standards (29 CFR part 5); and

   c. Violations of or complaints addressing conformance with Equal Employment Opportunity or Disadvantaged Business Enterprise requirements (41 CFR Chapter 60 and 49 CFR part 26).

   ☒ Yes ☐ No ☐ N/A

7. Weekly payroll records and statements of compliance were or will be submitted by the prime contractor and reviewed by the sponsor for conformance with federal labor and civil rights requirements as required by FAA and U.S. Department of Labor (29 CFR Part 5).

   ☒ Yes ☐ No ☐ N/A

8. Payments to the contractor were or will be made in conformance with federal requirements and contract provisions using sponsor internal controls that include:

   a. Retaining source documentation of payments and verifying contractor billing statements against actual performance (2 CFR § 200.302 and FAA Order 5100.38);

   b. Prompt payment of subcontractors for satisfactory performance of work (49 CFR § 26.29);

   c. Release of applicable retainage upon satisfactory performance of work (49 CFR § 26.29); and

   d. Verification that payments to DBEs represent work the DBE performed by carrying out a commercially useful function (49 CFR §26.55).

   ☒ Yes ☐ No ☐ N/A

9. A final project inspection was or will be conducted with representatives of the sponsor and the contractor present that ensure:

   a. Physical completion of project work in conformance with approved plans and specifications (Order 5100.38);

   b. Necessary actions to correct punch list items identified during final inspection are complete (Order 5100.38); and

   c. Preparation of a record of final inspection and distribution to parties to the contract (Order 5100.38);

   ☒ Yes ☐ No ☐ N/A

10. The project was or will be accomplished without material deviations, changes, or modifications from approved plans and specifications, except as approved by the FAA (Order 5100.38).

    ☒ Yes ☐ No ☐ N/A

11. The construction of all buildings have complied or will comply with the seismic construction requirements of 49 CFR § 41.120.

    ☒ Yes ☐ No ☐ N/A

12. For development projects, sponsor has taken or will take the following close-out actions:

    a. Submit to the FAA a final test and quality assurance report summarizing acceptance test results, as applicable (Grant Condition);

    b. Complete all environmental requirements as established within the project environmental determination (Oder 5100.38); and

    c. Prepare and retain as-built plans (Order 5100.38).

    ☒ Yes ☐ No ☐ N/A

13. Sponsor has revised or will revise their airport layout plan (ALP) that reflects improvements made and has submitted or will submit an updated ALP to the FAA no later than 90 days from the period of performance end date. (49 USC § 47107 and Order 5100.38).

    ☒ Yes ☐ No ☐ N/A

Attach documentation clarifying any above item marked with “No” response.

Sponsor’s Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked “no” is correct and complete.

Executed on this day of , .

Name of Sponsor: City of Palatka

Name of Sponsor’s Authorized Official: Jason Shaw

Title of Sponsor’s Authorized Official: Acting City Manager

Signature of Sponsor’s Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Drug-Free Workplace
Airport Improvement Program Sponsor Certification

Sponsor: City of Palatka

Airport: Palatka Municipal Airport

Project Number:

Description of Work: Phase 1 includes the eastern +/- 1,100 LF of the taxiway. Phase 1 will include vehicular access road, stormwater, and utility improvements.

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within federal grant programs are described in 2 CFR part 182. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgement and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A statement has been or will be published prior to commencement of project notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition (2 CFR § 182.205).

   ☒ Yes ☐ No ☐ N/A

2. An ongoing drug-free awareness program (2 CFR § 182.215) has been or will be established prior to commencement of project to inform employees about:

   a. The dangers of drug abuse in the workplace;

   b. The sponsor's policy of maintaining a drug-free workplace;

   c. Any available drug counseling, rehabilitation, and employee assistance programs; and

   d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

   ☒ Yes ☐ No ☐ N/A

3. Each employee to be engaged in the performance of the work has been or will be given a copy of the statement required within item 1 above prior to commencement of project (2 CFR § 182.210).

   ☒ Yes ☐ No ☐ N/A

4. Employees have been or will be notified in the statement required by item 1 above that, as a condition employment under the grant (2 CFR § 182.205(c)), the employee will:

   a. Abide by the terms of the statement; and

   b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

   ☒ Yes ☐ No ☐ N/A

5. The Federal Aviation Administration (FAA) will be notified in writing within 10 calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction (2 CFR § 182.225). Employers of convicted employees must provide notice, including position title of the employee, to the FAA (2 CFR § 182.300).

   ☒ Yes ☐ No ☐ N/A

6. One of the following actions (2 CFR § 182.225(b)) will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:

   a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; and

   b. Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation programs approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

   ☒ Yes ☐ No ☐ N/A

7. A good faith effort will be made, on a continuous basis, to maintain a drug-free workplace through implementation of items 1 through 6 above (2 CFR § 182.200).

   ☒ Yes ☐ No ☐ N/A

Site(s) of performance of work (2 CFR § 182.230):

Location 1
Name of Location: Palatka Municipal Airport
Address: 4015 Reid St, Palatka, FL 32177

Location 2 (if applicable)
Name of Location:
Address:

Location 3 (if applicable)
Name of Location:
Address:

Attach documentation clarifying any above item marked with a “No” response.

Sponsor’s Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked “no” is correct and complete.

Executed on this day of , .

Name of Sponsor: City of Palatka

Name of Sponsor’s Authorized Official: Jason Shaw

Title of Sponsor’s Authorized Official: Acting City Manager

Signature of Sponsor’s Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Equipment and Construction Contracts
Airport Improvement Sponsor Certification

Sponsor: City of Palatka

Airport: Palatka Municipal

Project Number:

Description of Work: Phase 1 includes the eastern +/- 1,100 LF of the taxiway. Phase 1 will include vehicular access road, stormwater, and utility improvements.

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General procurement standards for equipment and construction contracts within Federal grant programs are described in 2 CFR §§ 200.317-200.326. Labor and Civil Rights Standards applicable to the AIP are established by the Department of Labor (www.dol.gov) AIP Grant Assurance C.1—General Federal Requirements identifies all applicable Federal Laws, regulations, executive orders, policies, guidelines and requirements for assistance under the AIP. Sponsors may use state and local procedures provided the procurement conforms to these federal standards.

This certification applies to all equipment and construction projects. Equipment projects may or may not employ laborers and mechanics that qualify the project as a “covered contract” under requirements established by the Department of Labor requirements. Sponsor shall provide appropriate responses to the certification statements that reflect the character of the project regardless of whether the contract is for a construction project or an equipment project.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgement and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A written code or standard of conduct is or will be in effect prior to commencement of the project that governs the performance of the sponsor’s officers, employees, or agents in soliciting, awarding and administering procurement contracts (2 CFR § 200.318).

   ☒ Yes ☐ No ☐ N/A

2. For all contracts, qualified and competent personnel are or will be engaged to perform contract administration, engineering supervision, construction inspection, and testing (Grant Assurance C.17).

   ☒ Yes ☐ No ☐ N/A

3. Sponsors that are required to have a Disadvantage Business Enterprise (DBE) program on file with the FAA have included or will include clauses required by Title VI of the Civil Rights Act and 49 CFR Part 26 for Disadvantaged Business Enterprises in all contracts and subcontracts.

   ☒ Yes ☐ No ☐ N/A

4. Sponsors required to have a DBE program on file with the FAA have implemented or will implement monitoring and enforcement measures that:

   a. Ensure work committed to Disadvantaged Business Enterprises at contract award is actually performed by the named DBEs (49 CFR § 26.37(b));

   b. Include written certification that the sponsor has reviewed contract records and has monitored work sites for performance by DBE firms (49 CFR § 26.37(b)); and

   c. Provides for a running tally of payments made to DBE firms and a means for comparing actual attainments (i.e. payments) to original commitments (49 CFR § 26.37(c)).

   ☒ Yes ☐ No ☐ N/A

5. Sponsor procurement actions using the competitive sealed bid method (2 CFR § 200.320(c)). was or will be:

   a. Publicly advertised, allowing a sufficient response time to solicit an adequate number of interested contractors or vendors;

   b. Prepared to include a complete, adequate and realistic specification that defines the items or services in sufficient detail to allow prospective bidders to respond;

   c. Publicly opened at a time and place prescribed in the invitation for bids; and

   d. Prepared in a manner that result in a firm fixed price contract award to the lowest responsive and responsible bidder.

   ☒ Yes ☐ No ☐ N/A

6. For projects the Sponsor proposes to use the competitive proposal procurement method (2 CFR § 200.320(d)), Sponsor has requested or will request FAA approval prior to proceeding with a competitive proposal procurement by submitting to the FAA the following:

   a. Written justification that supports use of competitive proposal method in lieu of the preferred sealed bid procurement method;

   b. Plan for publicizing and soliciting an adequate number of qualified sources; and

   c. Listing of evaluation factors along with relative importance of the factors.

   ☒ Yes ☐ No ☐ N/A

7. For construction and equipment installation projects, the bid solicitation includes or will include the current federal wage rate schedule(s) for the appropriate type of work classifications (2 CFR Part 200, Appendix II).

   ☒ Yes ☐ No ☐ N/A

8. Concurrence was or will be obtained from the Federal Aviation Administration (FAA) prior to contract award under any of the following circumstances (Order 5100.38D):
    a. Only one qualified person/firm submits a responsive bid;
    b. Award is to be made to other than the lowest responsible bidder; and
    c. Life cycle costing is a factor in selecting the lowest responsive bidder.

    ☒ Yes ☐ No ☐ N/A

9. All construction and equipment installation contracts contain or will contain provisions for:
    a. Access to Records (§ 200.336)
    b. Buy American Preferences (Title 49 U.S.C. § 50101)
    c. Civil Rights - General Provisions and Title VI Assurances(41 CFR part 60)
    d. Federal Fair Labor Standards (29 U.S.C. § 201, et seq)
    e. Occupational Safety and Health Act requirements (20 CFR part 1920)
    f. Seismic Safety – building construction (49 CFR part 41)
    g. State Energy Conservation Requirements - as applicable(2 CFR part 200, Appendix II)
    h. U.S. Trade Restriction (49 CFR part 30)
    i. Veterans Preference (49 USC § 47112(c))

    ☒ Yes ☐ No ☐ N/A

10. All construction and equipment installation contracts exceeding $2,000 contain or will contain the provisions established by:
    a. Davis-Bacon and Related Acts (29 CFR part 5)
    b. Copeland “Anti-Kickback” Act (29 CFR parts 3 and 5)

    ☒ Yes ☐ No ☐ N/A

11. All construction and equipment installation contracts exceeding $3,000 contain or will contain a contract provision that discourages distracted driving (E.O. 13513).

    ☒ Yes ☐ No ☐ N/A

12. All contracts exceeding $10,000 contain or will contain the following provisions as applicable:
    a. Construction and equipment installation projects - Applicable clauses from 41 CFR Part 60 for compliance with Executive Orders 11246 and 11375 on Equal Employment Opportunity;
    b. Construction and equipment installation - Contract Clause prohibiting segregated facilities in accordance with 41 CFR part 60-1.8;
    c. Requirement to maximize use of products containing recovered materials in accordance with 2 CFR § 200.322 and 40 CFR part 247; and
    d. Provisions that address termination for cause and termination for convenience (2 CFR Part 200, Appendix II).

    ☒ Yes ☐ No ☐ N/A

13. All contracts and subcontracts exceeding $25,000: Measures are in place or will be in place (e.g. checking the System for Award Management) that ensure contracts and subcontracts are not awarded to individuals or firms suspended, debarred, or excluded from participating in federally assisted projects (2 CFR parts 180 and 1200).

    ☒ Yes ☐ No ☐ N/A

14. Contracts exceeding the simplified acquisition threshold (currently $250,000) include or will include provisions, as applicable, that address the following:

    a. Construction and equipment installation contracts - a bid guarantee of 5%, a performance bond of 100%, and a payment bond of 100% (2 CFR § 200.325);

    b. Construction and equipment installation contracts - requirements of the Contract Work Hours and Safety Standards Act (40 USC 3701-3708, Sections 103 and 107);

    c. Restrictions on Lobbying and Influencing (2 CFR part 200, Appendix II);

    d. Conditions specifying administrative, contractual and legal remedies for instances where contractor of vendor violate or breach the terms and conditions of the contract (2 CFR §200, Appendix II); and

    e. All Contracts - Applicable standards and requirements issued under Section 306 of the Clean Air Act (42 USC 7401-7671q), Section 508 of the Clean Water Act (33 USC 1251-1387, and Executive Order 11738.

    ☒ Yes ☐ No ☐ N/A

Attach documentation clarifying any above item marked with “No” response.

Sponsor’s Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked “no” is correct and complete.

Executed on this day of , .

Name of Sponsor: City of Palatka

Name of Sponsor’s Authorized Official: Jason Shaw

Title of Sponsor’s Authorized Official: Acting City Manager

Signature of Sponsor’s Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Project Plans and Specifications
Airport Improvement Program Sponsor Certification

Sponsor: City of Palatka

Airport: Palatka Municipal Airport

Project Number:

Description of Work: Phase 1 includes the eastern +/- 1,100 LF of the taxiway. Phase 1 will include vehicular access road, stormwater, and utility improvements.

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). Labor and civil rights standards applicable to AIP are established by the Department of Labor (www.dol.gov/). AIP Grant Assurance C.1—General Federal Requirements identifies applicable federal laws, regulations, executive orders, policies, guidelines and requirements for assistance under AIP. A list of current advisory circulars with specific standards for procurement, design or construction of airports, and installation of equipment and facilities is referenced in standard airport sponsor Grant Assurance 34 contained in the grant agreement.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgement and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The plans and specifications were or will be prepared in accordance with applicable federal standards and requirements, so that no deviation or modification to standards set forth in the advisory circulars, or FAA-accepted state standard, is necessary other than those explicitly approved by the Federal Aviation Administration (FAA) (14 USC § 47105).

   ☒ Yes ☐ No ☐ N/A

2. Specifications incorporate or will incorporate a clear and accurate description of the technical requirement for the material or product that does not contain limiting or proprietary features that unduly restrict competition (2 CFR §200.319).

   ☒ Yes ☐ No ☐ N/A

3. The development that is included or will be included in the plans is depicted on the current airport layout plan as approved by the FAA (14 USC § 47107).

   ☒ Yes ☐ No ☐ N/A

4. Development and features that are ineligible or unallowable for AIP funding have been or will be omitted from the plans and specifications (FAA Order 5100.38, par. 3-43).

   ☒ Yes ☐ No ☐ N/A

5. The specification does not use or will not use “brand name” or equal to convey requirements unless sponsor requests and receives approval from the FAA to use brand name (FAA Order 5100.38, Table U-5).

   ☒ Yes ☐ No ☐ N/A

6. The specification does not impose or will not impose geographical preference in their procurement requirements (2 CFR §200.319(b) and FAA Order 5100.38, Table U-5).

   ☒ Yes ☐ No ☐ N/A

7. The use of prequalified lists of individuals, firms or products include or will include sufficient qualified sources that ensure open and free competition and that does not preclude potential entities from qualifying during the solicitation period (2 CFR §319(d)).

   ☒ Yes ☐ No ☐ N/A

8. Solicitations with bid alternates include or will include explicit information that establish a basis for award of contract that is free of arbitrary decisions by the sponsor (2 CFR § 200.319(a)(7)).

   ☒ Yes ☐ No ☐ N/A

9. Concurrence was or will be obtained from the FAA if Sponsor incorporates a value engineering clause into the contract (FAA Order 5100.38, par. 3-57).

   ☒ Yes ☐ No ☐ N/A

10. The plans and specifications incorporate or will incorporate applicable requirements and recommendations set forth in the federally approved environmental finding (49 USC §47106(c)).

    ☒ Yes ☐ No ☐ N/A

11. The design of all buildings comply or will comply with the seismic design requirements of 49 CFR § 41.120. (FAA Order 5100.38d, par. 3-92)

    ☐ Yes ☐ No ☒ N/A

12. The project specification include or will include process control and acceptance tests required for the project by as per the applicable standard:

    a. Construction and installation as contained in Advisory Circular (AC) 150/5370-10.

       ☒ Yes ☐ No ☐ N/A

b. Snow Removal Equipment as contained in AC 150/5220-20.

☐ Yes ☐ No ☒ N/A

c. Aircraft Rescue and Fire Fighting (ARFF) vehicles as contained in AC 150/5220-10.

☒ Yes ☐ No ☐ N/A

13. For construction activities within or near aircraft operational areas(AOA):

a. The Sponsor has or will prepare a construction safety and phasing plan (CSPP) conforming to Advisory Circular 150/5370-2.

b. Compliance with CSPP safety provisions has been or will be incorporated into the plans and specifications as a contractor requirement.

c. Sponsor will not initiate work until receiving FAA's concurrence with the CSPP (FAA Order 5100.38, Par. 5-29).

☒ Yes ☐ No ☐ N/A

14. The project was or will be physically completed without federal participation in costs due to errors and omissions in the plans and specifications that were foreseeable at the time of project design (49 USC §47110(b)(1) and FAA Order 5100.38d, par. 3-100).

☒ Yes ☐ No ☐ N/A

Attach documentation clarifying any above item marked with "No" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this day of , .

Name of Sponsor: City of Palatka

Name of Sponsor's Authorized Official: Jason Shaw

Title of Sponsor's Authorized Official: Acting City Manager

Signature of Sponsor's Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Selection of Consultants
Airport Improvement Program Sponsor Certification

Sponsor: City of Palatka

Airport: Palatka Municipal Airport

Project Number:

Description of Work: Phase 1 includes the eastern +/- 1,100 LF of the taxiway. Phase 1 will include vehicular access road, stormwater, and utility improvements.

Application
49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements for selection of consultant services within federal grant programs are described in 2 CFR §§ 200.317-200.326. Sponsors may use other qualifications-based procedures provided they are equivalent to standards of Title 40 chapter 11 and FAA Advisory Circular 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

Certification Statements
Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgement and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. Sponsor acknowledges their responsibility for the settlement of all contractual and administrative issues arising out of their procurement actions (2 CFR § 200.318(k)).

   ☒ Yes ☐ No ☐ N/A

2. Sponsor procurement actions ensure or will ensure full and open competition that does not unduly limit competition (2 CFR § 200.319).

   ☒ Yes ☐ No ☐ N/A

3. Sponsor has excluded or will exclude any entity that develops or drafts specifications, requirements, or statements of work associated with the development of a request-for-qualifications (RFQ) from competing for the advertised services (2 CFR § 200.319).

   ☒ Yes ☐ No ☐ N/A

4. The advertisement describes or will describe specific project statements-of-work that provide clear detail of required services without unduly restricting competition (2 CFR § 200.319).

☒ Yes ☐ No ☐ N/A

5. Sponsor has publicized or will publicize a RFQ that:

   a. Solicits an adequate number of qualified sources (2 CFR § 200.320(d)); and

   b. Identifies all evaluation criteria and relative importance (2 CFR § 200.320(d)).

☒ Yes ☐ No ☐ N/A

6. Sponsor has based or will base selection on qualifications, experience, and disadvantaged business enterprise participation with price not being a selection factor (2 CFR § 200.320(d)).

☒ Yes ☐ No ☐ N/A

7. Sponsor has verified or will verify that agreements exceeding $25,000 are not awarded to individuals or firms suspended, debarred or otherwise excluded from participating in federally assisted projects (2 CFR §180.300).

☒ Yes ☐ No ☐ N/A

8. A/E services covering multiple projects: Sponsor has agreed to or will agree to:

   a. Refrain from initiating work covered by this procurement beyond five years from the date of selection (AC 150/5100-14); and

   b. Retain the right to conduct new procurement actions for projects identified or not identified in the RFQ (AC 150/5100-14).

☒ Yes ☐ No ☐ N/A

9. Sponsor has negotiated or will negotiate a fair and reasonable fee with the firm they select as most qualified for the services identified in the RFQ (2 CFR § 200.323).

☒ Yes ☐ No ☐ N/A

10. The Sponsor’s contract identifies or will identify costs associated with ineligible work separately from costs associated with eligible work (2 CFR § 200.302).

☒ Yes ☐ No ☐ N/A

11. Sponsor has prepared or will prepare a record of negotiations detailing the history of the procurement action, rationale for contract type and basis for contract fees (2 CFR §200.318(i)).

☒ Yes ☐ No ☐ N/A

12. Sponsor has incorporated or will incorporate mandatory contact provisions in the consultant contract for AIP-assisted work (49 U.S.C. Chapter 471 and 2 CFR part 200 Appendix II)

☒ Yes ☐ No ☐ N/A

13. For contracts that apply a time-and-material payment provision (also known as hourly rates, specific rates of compensation, and labor rates), the Sponsor has established or will establish:
    a. Justification that there is no other suitable contract method for the services (2 CFR §200.318(j));
    b. A ceiling price that the consultant exceeds at their risk (2 CFR §200.318(j)); and
    c. A high degree of oversight that assures consultant is performing work in an efficient manner with effective cost controls in place 2 CFR §200.318(j)).

    ☒ Yes ☐ No ☐ N/A

14. Sponsor is not using or will not use the prohibited cost-plus-percentage-of-cost (CPPC) contract method. (2 CFR § 200.323(d)).

    ☒ Yes ☐ No ☐ N/A

Attach documentation clarifying any above item marked with “no” response.

Sponsor’s Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked “no” is correct and complete.

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this day of , .

Name of Sponsor: City of Palatka

Name of Sponsor’s Authorized Official: Jason Shaw

Title of Sponsor’s Authorized Official: Acting City Manager

Signature of Sponsor’s Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Certification and Disclosure Regarding Potential Conflicts of Interest
Airport Improvement Program Sponsor Certification

Sponsor: City of Palatka

Airport: Palatka Municipal Airport

Project Number:

Description of Work: This project includes the expansion of transient aircraft parking apron pavement in north terminal area (3400 SY) and associated stormwater improvements.

Application

Title 2 CFR § 200.112 and § 1201.112 address Federal Aviation Administration (FAA) requirements for conflict of interest. As a condition of eligibility under the Airport Improvement Program (AIP), sponsors must comply with FAA policy on conflict of interest. Such a conflict would arise when any of the following have a financial or other interest in the firm selected for award:

a) The employee, officer or agent,

b) Any member of his immediate family,

c) His or her partner, or

d) An organization which employs, or is about to employ, any of the above.

Selecting “Yes” represents sponsor or sub-recipient acknowledgement and confirmation of the certification statement. Selecting “No” represents sponsor or sub-recipient disclosure that it cannot fully comply with the certification statement. If “No” is selected, provide support information explaining the negative response as an attachment to this form. This includes whether the sponsor has established standards for financial interest that are not substantial or unsolicited gifts are of nominal value (2 CFR § 200.318(c)). The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance.

Certification Statements

1. The sponsor or sub-recipient maintains a written standards of conduct governing conflict of interest and the performance of their employees engaged in the award and administration of contracts (2 CFR § 200.318(c)). To the extent permitted by state or local law or regulations, such standards of conduct provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the sponsor’s and sub-recipient’s officers, employees, or agents, or by contractors or their agents.

   ☒ Yes ☐ No

2. The sponsor's or sub-recipient's officers, employees or agents have not and will not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements (2 CFR § 200.318(c)).

   ☒ Yes ☐ No

3. The sponsor or sub-recipient certifies that is has disclosed and will disclose to the FAA any known potential conflict of interest (2 CFR § 1200.112).

   ☒ Yes ☐ No

Attach documentation clarifying any above item marked with "no" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and have the explanation for any item marked "no" is correct and complete.

Executed on this day of , .

Name of Sponsor: City of Palatka

Name of Sponsor's Authorized Official: Jason Shaw

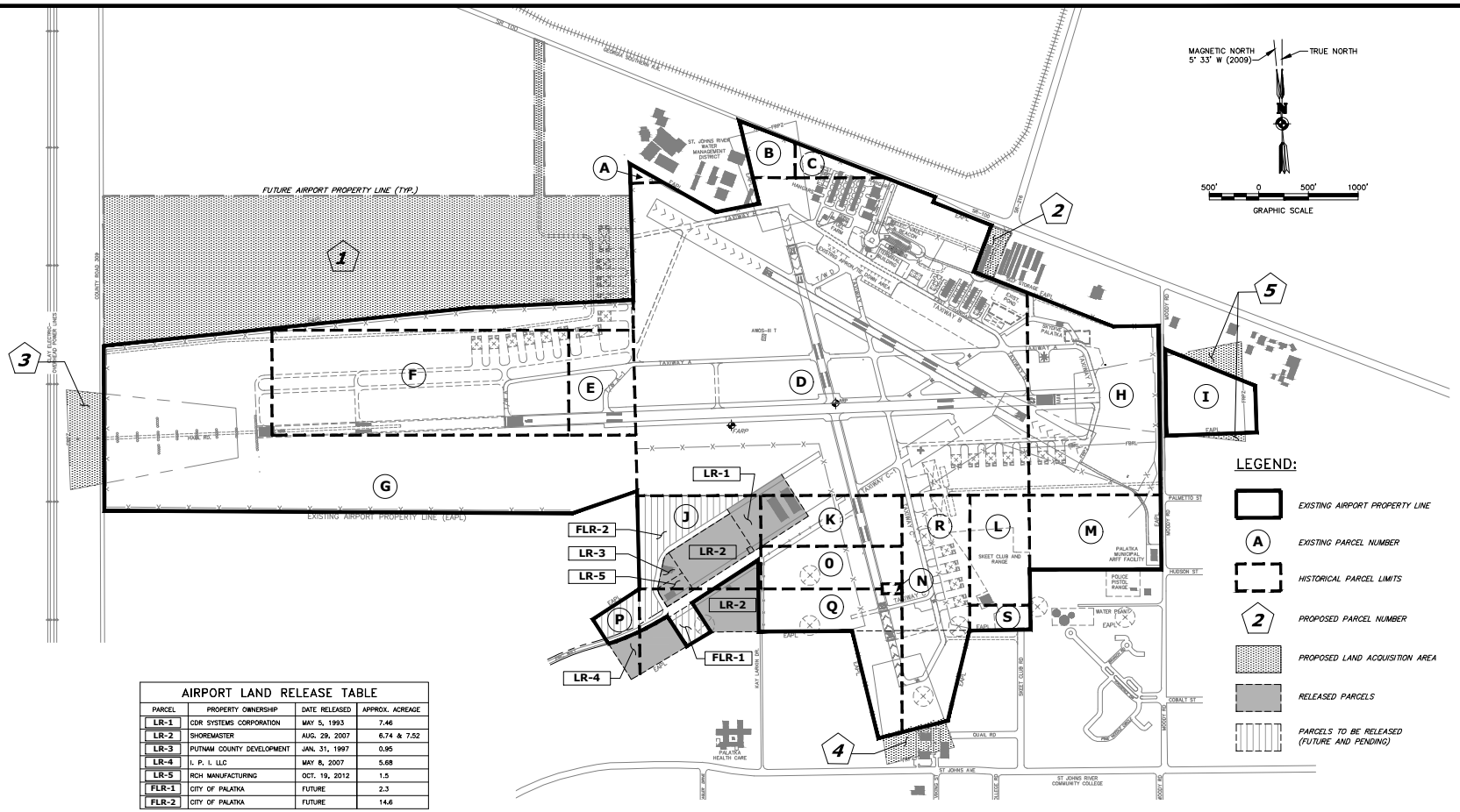
Title of Sponsor's Authorized Official: Acting City Manager

Signature of Sponsor's Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Exhibit A (Airport Property Inventory Map)

The Exhibit A Airport Property Map is currently being updated to meet current FAA standards. This project will be completed in calendar year 2026.



AIRPORT LAND RELEASE TABLE

PARCEL	PROPERTY OWNERSHIP	DATE RELEASED	APPROX. ACREAGE
LR-1	CDR SYSTEMS CORPORATION	MAY 5, 1993	7.46
LR-2	SHOREMASTER	AUG. 29, 2007	6.74 & 7.52
LR-3	PUTNAM COUNTY DEVELOPMENT	JAN. 31, 1997	0.95
LR-4	I. P. I. LLC	MAY 8, 2007	5.68
LR-5	RCH MANUFACTURING	OCT. 19, 2012	1.5
FLR-1	CITY OF PALATKA	FUTURE	2.3
FLR-2	CITY OF PALATKA	FUTURE	14.6

EXISTING AIRPORT PROPERTY ACQUISITION DATA TABLE

PARCEL	DATE ACQUIRED	FED. AID PROJECT NO.	FUNDING	OWNERSHIP	APPROX. ACREAGE
A	MAR 1942	–	100% LOCAL	CITY OF PALATKA	1.58
B	OCT 1977	–	100% LOCAL	CITY OF PALATKA	5.69
C	MAY 1943	–	100% LOCAL	CITY OF PALATKA	3.67
D	AUG 1940	–	100% LOCAL	CITY OF PALATKA	262.07
E	JUN 1967	–	100% LOCAL	CITY OF PALATKA	14.84
F	JUL 1971	–	100% LOCAL	CITY OF PALATKA	72.76
G	SEP 1998	–	75% FDOT/ 25% LOCAL	CITY OF PALATKA	183
H	JAN 1941	–	100% LOCAL	CITY OF PALATKA	53.14
I	JUL 1982	–	75% FDOT/ 25% LOCAL	CITY OF PALATKA	25.41
J	SEP 1940	–	100% LOCAL	CITY OF PALATKA	35.30
K	NOV 1940	–	100% LOCAL	CITY OF PALATKA	19.51

NOTE: ACREAGE INCLUDES ON AIRPORT PORTIONS OF PARCELS ONLY

EXISTING AIRPORT PROPERTY ACQUISITION DATA TABLE

PARCEL	DATE ACQUIRED	FED. AID PROJECT NO.	FUNDING	OWNERSHIP	APPROX. ACREAGE
L	DEC 1942	–	100% LOCAL	CITY OF PALATKA	17.90
M	OCT 1944	–	100% LOCAL	CITY OF PALATKA	43.39
N	SEP 1941	–	100% LOCAL	CITY OF PALATKA	0.46
O	APR 1941	–	100% LOCAL	CITY OF PALATKA	17.17
P	MAR 1942	–	100% LOCAL	CITY OF PALATKA	5.45
Q	JUN 1967	–	100% LOCAL	CITY OF PALATKA	32.69
R	MAY 1941	–	100% LOCAL	CITY OF PALATKA	35.44
S	OCT 1944	–	100% LOCAL	CITY OF PALATKA	2.71

PROPOSED LAND ACQUISITION TABLE

PARCEL	APPROX. ACREAGE
1	157
2	2.5
3	8
4	5
5	4

SOURCES:

1. THIS AIRPORT PROPERTY MAP WAS SUPPLIED BY HOYLE, TANNER AND ASSOCIATES, INC., FROM THE AIRPORT LAYOUT PLAN UPDATE, DWG. NO. 7, DATED DEC. 2003, AND AVAILABLE INFORMATION.

2. UPDATED PROPERTY MAP INFORMATION PROVIDED BY CHRIS HANSON, PSM, WITH OCEANSIDE LAND SURVEYING, L.L.C., DATED 3-2-2011 AND EARL H. WALLACE, LAND SURVEYOR, (3-28-12).

Passero Associates
Engineering • Architecture
www.passero.com

ALP REVISIONS

NO.	DESCRIPTION	DATE

Client:
City of Palatka
201 N. 2nd Street
Palatka, Florida 32177

Passero Associates
1343 N. Main Street (904) 757-6106
Jacksonville, FL. 32208 Fax: (904) 757-6107
Certificate of Authorization # 2426
Principal-in-Charge Andrew M. Holesko, C.M.
Project Manager Andrew M. Holesko, C.M.
Designed by William Reid

EXHIBIT "A" AIRPORT PROPERTY MAP

Airport Master Plan Update
Palatka Municipal Airport
Town/City: Palatka
County: Putnam State: Florida

Project No. 24010.14

Drawing No. 11

Date April 2019

Exhibit C (Opinion of Title)

EXHIBIT "C" -TITLE OPINION CERTIFICATE
FAA Southern Region

To: Manager, Airports Division

Subject: Palatka Municipal Airport

AIP Project No. TBD

This certification is made to satisfy (check **both** if applicable):

X Part II Section C.10 of the Grant Application (FAA Form 5100-100) for existing airport property

☐ **Grant conditions relative to satisfactory title evidence for land being acquired under this project**

The City of Palatka, Florida, a (hereinafter referred to as the "Sponsor"), pursuant to Section 47105(d) of the Federal Aviation Administration Authorization Act of 1994 (and amendments), hereby certifies that satisfactory property interest to the land indicated herein is vested in the Sponsor, as required by obligations of the referenced Grant Agreement with the Federal Aviation Administration.

The Sponsor hereby certifies that it holds the quality of title described below, as of the date of the attorney's title opinion on which this certification is based.

Parcel Number (Per Exhibit A)	**Quality of Interest** (Fee, Easement*, etc.)
Parcel 03-10-26-0000-0010-0000	Fee Simple Interest.

Parcels must be listed. Avoid simply referencing the Exhibit A Property Map. Attach additional sheets as necessary. Note: Due to number of parcels, the (full-size – 24″x36″)Data Sheet listing each is attached for the absolute accuracy of this Form.

*The Sponsor certifies that granters of easements constitute all of the owners of the land affected by such easements, and they had such quality of title in and to such land as to enable them to convey the interest purported to be conveyed in and by the easements granted. No other interests or rights exist which are incompatible with or would interfere with the exercise and enjoyment by the Sponsor of the rights and interests conveyed.

Sponsor hereby certifies that the Sponsor or the Sponsor's attorney have reviewed, evaluated and subordinated to airport use where necessary, all encumbrances and that no outstanding encumbrances exist which might affect the maintenance, operation, or development of the airport.

by the FAA, the Sponsor accepts full responsibility for clearing such defects, encumbrances, or exceptions at its own expense.

This Certificate of Title is based upon a current title opinion dated pending by the sponsor's attorney (Jane West, Esq.).

Sponsor certifies that the title opinion referenced above corresponds with the "Exhibit A" airport property map dated April 2019, AIP project number TBD. Although specific title evidence documents are not submitted herewith, copies of deeds and other appropriate evidence of title for the land are on file with the Sponsor and are available for inspection by the FAA.

It is understood that the FAA reserves the right to require additional information at any time.

City of Palatka, Florida
Name of Sponsor

Jason Shaw, Acting City Manager
Signature and Title of Sponsor Official Authorized to Sign Grant Agreement

Date

PASSERO

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

May 21, 2026

Mr. Jason Shaw, Acting City Manager
City of Palatka
201 North 2nd Street
Palatka, FL 32177

Re: Recommendation of Award
Taxiway E Construction
Palatka Municipal Airport
City of Palatka Invitation to Bid No. 2026-02
PA Project Number 24000010.F067

Dear Mr. Shaw:

Passero Associates has reviewed the four (4) bids that were received on, April 30, 2026, at 2:00PM, for the Taxiway-E Construction 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 CGC, Inc. of Jacksonville, Florida.

Passero Associates performed a review of CGC's responsibility by researching the following:

- CGC, Inc. is a licensed Certified Building Contractor (CGC1524573) in the State of Florida. (Expires 8/31/2026)
- CGC, Inc. 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.
- CGC, Inc. did not appear on the U.S. Department of Labor's H-1B Debarred/Disqualified List of Employers or on the Willful Violators List.
- CGC, Inc. 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 2015.
- Ahrens Companies has successfully completed similar airport projects.

A Bid Tabulation showing a summary of the three lowest bids received alongside the Engineer's Estimate of Probable Construction Cost is enclosed for your review. The total low bid amount of $2,318,747.00 exceeds the current grant funded construction budget of $1,953,000.00. The current project funding includes $1,153,000.00 to be provided by the Federal Aviation Administration (FAA), $800,000.00 to be provided by Florida Department of Transportation (FDOT) and requiring City matching funds in the total amount of $0.00.

The Airport is exploring additional funding options from FDOT but does not anticipate a decision until after the start of the State Fiscal Year on July 1, 2026.

In order to secure the programmed FAA funding, a Fiscal Year 2026 FAA grant application must be submitted by the City and received by the FAA by June 1, 2026. We anticipate that the FAA will make a grant offer to the City this summer. Fiscal year 2026 FAA grant offers must be received and executed prior to the start of federal fiscal year 2027 which starts on October 1, 2026. A FAA grant application package has been provided to the City for approval

and execution, requesting FAA grant funding in the total amount of $1,153,000.00 with no City matching funds required. A Low Bidder Bid Tabulation showing the specific proposed scope of work to be funded by the FAA grant has also been enclosed.

Taking all of this into consideration we recommend that the City of Palatka issue a Notice of Award to CGC, Inc. The Notice of Award document is attached for the City's execution and use.

The Notice of Award will notify CGC of the City's intent to award them a Construction Contract without specifying the Contract value. Once it is determined whether additional FDOT funding is available and once the FAA grant offer is received, a decision on the final contract scope and value can be made. If no additional funds are available, then a value engineering negotiation can be performed with the Contractor to reduce the scope to fit within the available budget.

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

Sincerely,

Matt Singletary
Project Manager
msingletary@passero.com • 904.624.0978

attach: Bid Tabulation
CGC Bid Tabulation for FAA Scope of Work
CGC Notice of Award

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

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 L. SHAW, SR
ACTING CITY MANAGER/
CHIEF, POLICE DEPT.

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC, FCPC
CITY CLERK

CHRIS TAYLOR
CHIEF, FIRE DEPT.

CHANTEL PIERRE, CPA
FINANCE DIRECTOR

May 31, 2026

Mr. Ryan Allen, Planner
Orlando Airports District Office
South Park Building
8427 South Park Circle
Orlando, FL 32819

Dear Mr. Allen:

Subject: Palatka Municipal Airport (28J): City of Palatka, Florida
FY 2026 Airport Improvement Program
IIJA Grant Application – Construct

In accordance with the Airport Improvement Program (AIP) and as established in our 5-year Capital Improvement Plan (CIP), enclosed please find the 2026 IIJA Grant Application for the following project:
Taxiway A Phase 1 (Construct)

On behalf of the City of Palatka, the following items are enclosed for the above project in the grant application:

- ✓ Grant Application Documents Checklist
- ✓ Standard Form 424, Form 5100-100 (Part II and III)
- ✓ Detailed Project Information Sheet
- ✓ Individual Project Cost Breakdown and Total Cost Summary
- ✓ Recommendation of Award, Bid Tabulation & Construction Agreement
- ✓ Project Sketch
- ✓ Environmental Determination Documentation (Categorical Exclusion Short Form)
- ✓ Project Schedule
- ✓ Six (6) Airport Sponsor AIP Certifications
- ✓ Exhibit “A” Airport Property Inventory Map
- ✓ Exhibit “C” Title Opinion Certificate (FAA Southern Region Form)

At this time, we are requesting $1,153,000 based on estimate / negotiated agreement as reflected in the airport’s CIP in which resembles the information provided to the ADO via the CIP update. We understand that any substantial increase in federal funding request may jeopardize funding for the enclosed project.

Sincerely,

Jason Shaw
Acting City Manager

cc: Yul McNair, Airport Manager
Kyle Coffman, FDOT District 2 Aviation Administrator
Matthew Singletary, P.E., Passero Associates

ADOPT RESOLUTION 2026-R-96 ACCEPTING AMENDMENT TO FDOT GRANT 344184 INCREASING THE AWARD AMOUNT BY $533,260, AUTHORIZING CITY MATCH OF $207,549, AND EXECUTING CONSTRUCTION CONTRACTS FOR AHRENS ($2,800,971.77) AND PASSERO ASSOCIATES ($233,000) using GL 005-05-542-8-6325
ADOPT RESOLUTION 2026-R-96 ACCEPTING AMENDMENT TO FDOT GRANT 344184 INCREASING THE AWARD AMOUNT BY $533,260, AUTHORIZING CITY MATCH OF $207,549, AND EXECUTING CONSTRUCTION CONTRACTS FOR AHRENS ($2,800,971.77) AND PASSERO ASSOCIATES ($233,000) using GL 005-05-542-8-6325

STAFF REPORT

DATE: May 28, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

ADOPT RESOLUTION 2026-R-96 ACCEPTING AMENDMENT TO FDOT GRANT 344184 INCREASING THE AWARD AMOUNT BY $533,260, AUTHORIZING CITY MATCH OF $207,549, AND EXECUTING CONSTRUCTION CONTRACTS FOR AHRENS ($2,800,971.77) AND PASSERO ASSOCIATES ($233,000)

BACKGROUND

Grant G2Q04, a Department of Transportation grant for $286,822 with a City match of $71,705, was applied for, awarded, and approved by the City Commission for the construction of the North Transient Apron at the Palatka Municipal Sgt. Kay Larkin Airport (28J). The FAA has received the request for funding as well and may offer $242,538. As the total amount was not enough to complete construction, FDOT has awarded an additional $533,260, which also requires an increase in the City match to $207,549, to meet FDOT requirements. General ledger number: 005-05-542-8-6325

PROJECT ANALYSIS

The project will improve the airport in its growth and further development for increased ground traffic on its runways and taxiways.

Staff Recommendation

Staff recommends adopting Resolution 2026-R-96

ATTACHMENTS

1.	96. Resolution 2026-R-96 Jet Center 052826
2.	ROA LTR Jet Center 052826
3.	APTGA#1 G3Q04_addt'l funding_Palatka Aircraft Parking Apron

RESOLUTION NO. 2026-R-96

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, ACCEPTING AMENDMENT TO FDOT GRANT FM #441842-6 FOR NORTH TERMINAL APRON, INCREASING GRANT AWARD BY $533,260; AUTHORIZING A TOTAL CITY MATCH OF $207,549; ACCEPTING FAA GRANT OFFER FOR NORTH TERMINAL APRON ONCE RECEIVED, PRIOR TO OCTOBER 1, 2026; EXECUTING CONSTRUCTION CONTRACTS WITH AHRENS COMPANIES IN TOTAL AMOUNT OF $2,800,971.77 & PASSERO ASSOCIATES IN THE TOTAL AMOUNT OF $223,000.00, CONTINGENT UPON FAA GRANT OFFER; AUTHORIZING THE CITY MANAGER TO EXECUTE THE GRANT AGREEMENTS AND CONSTRUCTION CONTRACTS; AND PROVIDING FOR AN EFFECTIVE DATE, AND PROVIDING FOR SCRIVENER'S ERRORS.

WHEREAS, the City Commission recently accepted a recommendation of award to Ahrens Companies for the Jet Center and North Terminal Apron (Base Bid) in the total amount of $2,324,197.56; and

WHEREAS, the Florida Department of Transportation has since offered additional grant funding in the amount $533,260, which increases the total grant funded project budget to $3,029,906.00; and

WHEREAS, based on the additional grant funding available, the recommended award of construction contracts is now expanded to include the Jet Center and North Terminal Apron (Base Bid), Bid Additive 1B (office), and Bid Additive 3 (Miscellaneous Upgrades including security gate motorization) to Ahrens Companies in the total amount of $2,800,971.77, and for Construction Administration and Observation to Passero Associates in the total amount of $223,000.00**,** contingent upon FAA grant offer for North Terminal Apron.

WHEREAS, the City Commission recently approved submittal of a Fiscal Year 2026 Federal Aviation Administration grant application for the North Terminal Apron which has now been submitted, and a grant must be offered and executed prior to the start of Fiscal Year 2027 on October 1, 2026; and

WHEREAS, programmed project funding includes $2,579,819.00 provided by FDOT, $242,538.00 provided by FAA, and requires City matching funds in the amount of $207,549.00; using GL Line 005-05-542-8-6325: and

WHEREAS, the City Commission finds it to be in the best interest of the City to accept the grant amendment and the revised recommendation of award, and to authorize execution of the FDOT and FAA grants and associated construction contract documents.

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 Amendment to FDOT Grant.
The City Commission hereby accepts the Amendment to FDOT Grant FM# 441842-6 for North Terminal Apron.

Section 3. Acceptance of FAA Grant
The City Commission hereby agrees to accept the FAA grant for North Terminal Apron once received, prior to October 1, 2026.

Section 4. Award of Construction Contracts.
The Base Bid (Jet Center Hangar, Sitework, & North Terminal Apron), Bid Additive 1B (Office), & Bid Additive 3 (Miscellaneous Upgrades) is hereby awarded to Aherns Companies in the total amount of $2,800,971.77**,** and associated Construction Administration and Observation is awarded to Passero Associates in the total amount of $223,000.00**;** contingent upon FAA grant offer for North Terminal Apron.

Section 5. Authorization.
The City Manager is hereby authorized to execute the Amendment to FDOT Grant FM #441842-6 for North Terminal Apron; execute the FAA grant for North Terminal Apron upon receiving the grant offer; execute associated Construction Contract Agreements with Aherns Companies and Passero Associates, once FAA grant offer is received; and execute any related documents necessary to effectuate this award, subject to review and approval as to form by the City Attorney.

Section 6: Scrivener's Errors.
The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this Resolution. A corrected copy shall be posted in the public record by the City Clerk.

Section 7. 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 28th day of May 2026.

CITY OF PALATKA, FLORIDA

By: _____
ROBERTA CORREA MAYOR

ATTEST:

_____
KAREN HAYES, FCPC, CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

_____
JANE WEST, ESQ. CITY ATTORNEY

PASSERO

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

May 19, 2026

Mr. Jason Shaw, Acting City Manager
City of Palatka
201 North 2nd Street
Palatka, FL 32177

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

Dear Mr. Shaw:

Passero Associates initially recommended that a construction contract be awarded to Ahrens Companies for the Base Bid (FDOT plus FAA) in the amount of $2,324,197.56. Since that initial recommendation was made, through coordination efforts, the Florida Department of Transportation was able to allocate additional funding to this project which enables the City to increase the total grant funded construction phase project cost to $3,029,906.00. This allows, and Passero Associates now recommends, a construction contract to be awarded to Ahrens companies for the Base Bid FDOT (Phase 1 Jet Center Hangar and Sitework), Base Bid FAA (North Terminal Apron), Bid Additive #1B (Phase 1 Office), and Bid Additive #3 (Miscellaneous upgrades including security gate motorization) in the total amount of $2,800,971.77 (two million eight hundred thousand nine hundred seven-one thousand dollars and seventy-seven 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 198,000.00 (one hundred ninety-eight 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 is enclosed for your use and review.

A Fiscal Year 2026 FAA grant application for the North Terminal Apron was recently submitted. An FAA grant offer must be received and executed prior to October 1, 2026 (the start of federal Fiscal Year 2027). Execution of the construction contracts associated with this project (Ahrens and Passero) may occur after execution of the FAA grant. All other grant funding, FDOT grants, for the project are already executed or offered.

Please note that funding for the construction phase of this project includes $2,579,819.00 from Florida Department of Transportation, $242,538.00 from the Federal Aviation Administration, and requires grant-matching City funds in the total amount of $207,549.00.

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

Sincerely,



Matt Singletary
Project Manager
msingletary@passero.com • 904.224.7078

attach: Aherns Contract Agreement
Passero WO 26-75R and WO 26-76R

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

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, Bid Additive 1B, & Bid Additive 3) 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 eight hundred thousand nine hundred seventy-one dollars and seventy-seven cents

(Amount in Written Words)

$ 2,800,971.77

(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

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 tier contract.

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)	$ 178,000.00
Special Services Compensation & Method of Payment:	Lump Sum (Not-to-Exceed)	$ 20,000.00
Total Project Cost:	Lump Sum (Not-to-Exceed)	$ 198,000.00

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 L. Shaw
Typed Name

Title: Acting City Manager

ATTEST:

BY: _____

_____
Name, Title

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

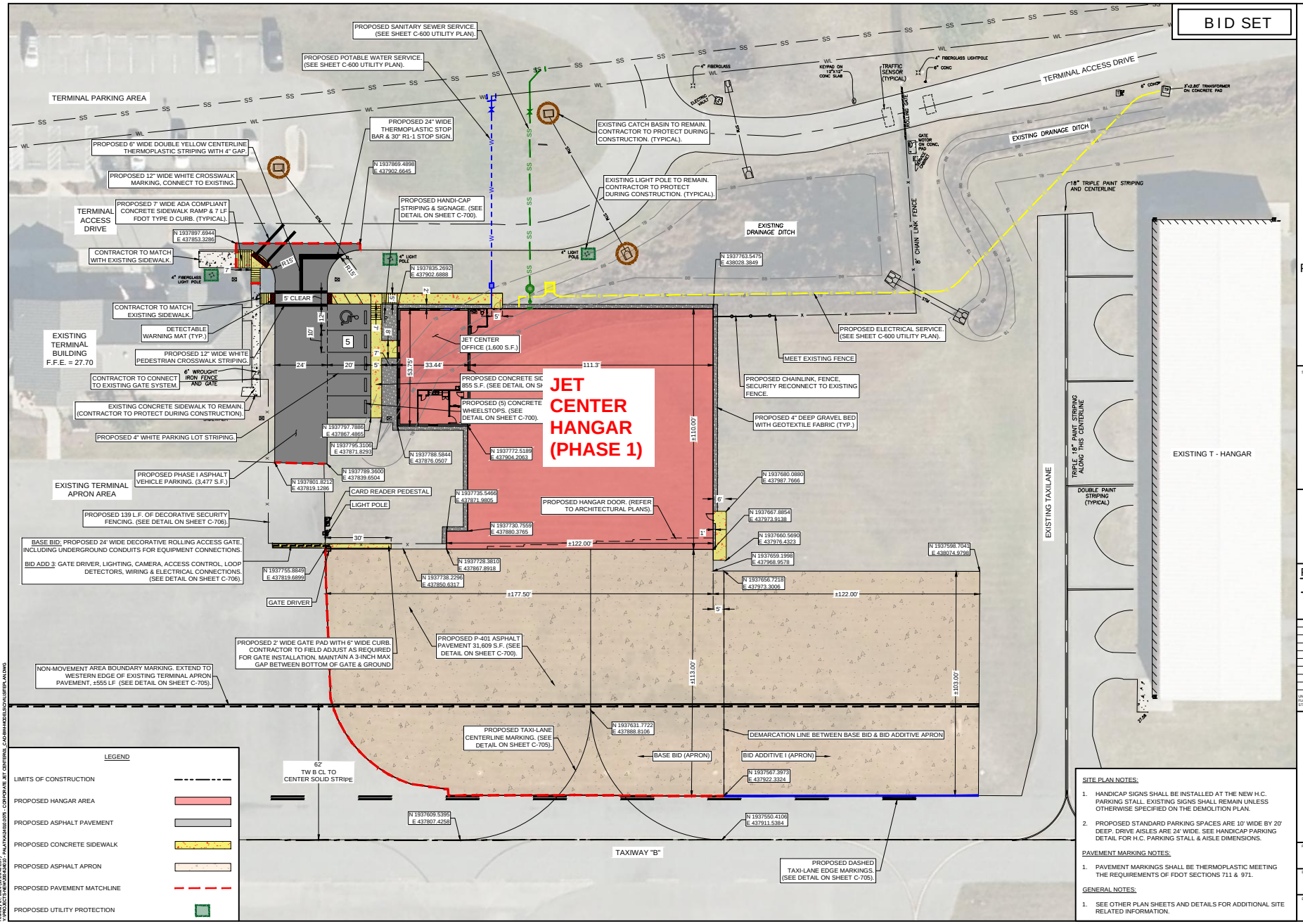
A. The Consultant will conduct Quality Assurance (Q/A) testing of materials, subcontracting for outside field, laboratory and/or shop tests of construction materials, as required by the plans and specifications. Please note: this scope of work shall also include the QA material testing for the associated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



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

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 (904) 757-6106
ST. AUGUSTINE, FL 32092
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: _____

Marcia G. Carty
Typed Name

Title: 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

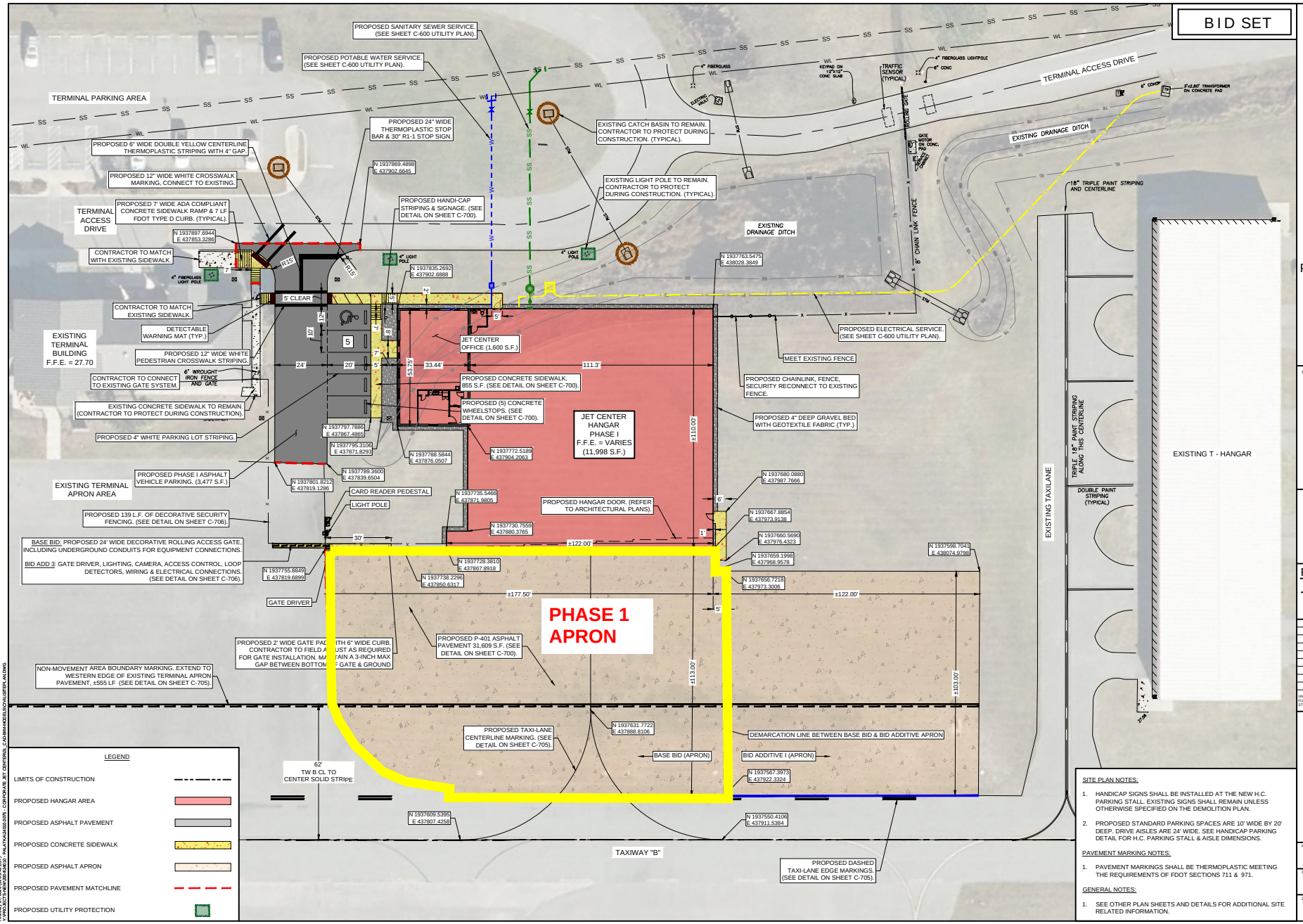
A. Not Included.
(Please Note: Quality Assurance Material Testing for the North Terminal Apron is included under WO 26-75R Jet Center Hangar.)

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

SCALE: 1" = 20'

PALATKA MUNICIPAL AIRPORT (28J)

CITY OF PALATKA
PUTNAM COUNTY, FLORIDA

STAMP: NOT APPROVED UNLESS ACCOMPANIED WITH A VALID SIGNATURE

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

PUBLIC TRANSPORTATION
AMENDMENT TO THE PUBLIC TRANSPORTATION GRANT AGREEMENT

Financial Project Number(s): (item-segment-phase-sequence)		Fund(s):	DDR	FLAIR Category:	088719
441842-6-94-01		Work Activity Code/Function:	215	Object Code:	751000
		Federal Number/Federal Award		Org. Code:	55022020228
		Identification Number (FAIN) – Transit only:		Vendor Number:	VF596000401043
Contract Number:	G3Q04	Federal Award Date:		Amendment No.:	1
CFDA Number:	N/A	SAM/UEI Number:			
CFDA Title:	N/A				
CSFA Number:	55.004				
CSFA Title:	Aviation Grant Program				

THIS AMENDMENT TO THE PUBLIC TRANSPORTATION GRANT AGREEMENT ("Amendment") is made and entered into on_____, by and between the State of Florida, Department of Transportation ("Department"), and City of Palatka, ("Agency"),collectively referred to as the "Parties."

RECITALS

WHEREAS, the Department and the Agency on 4/30/2026 (date original Agreement entered) entered into a Public Transportation Grant Agreement ("Agreement").

WHEREAS, the Parties have agreed to modify the Agreement on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants in this Amendment, the Agreement is amended as follows:

1. **Amendment Description.** The project is amended to increase the total project cost and the department's financial participation.

2. **Program Area.** For identification purposes only, this Agreement is implemented as part of the Department program area selected below (select all programs that apply):

   X **Aviation**
   Seaports
   Transit
   Intermodal
   Rail Crossing Closure
   Match to Direct Federal Funding (Aviation or Transit)
   (Note: Section 15 and Exhibit G do not apply to federally matched funding)
   Other

3. **Exhibits.** The following Exhibits are updated, attached, and incorporated into this Agreement:
   X Exhibit A: Project Description and Responsibilities
   X Exhibit B: Schedule of Financial Assistance
   *Exhibit B1: Deferred Reimbursement Financial Provisions
   *Exhibit B2: Advance Payment Financial Provisions
   *Exhibit C: Terms and Conditions of Construction
   X Exhibit D: Agency Resolution
   Exhibit E: Program Specific Terms and Conditions
   Exhibit F: Contract Payment Requirements
   X *Exhibit G: Financial Assistance (Single Audit Act)
   *Exhibit H: Audit Requirements for Awards of Federal Financial Assistance

*Exhibit I: Certification of Disbursement of Payment to Vehicle and/or Equipment Vendor
*Additional Exhibit(s):

4. Project Cost.
The estimated total cost of the Project is X increased/ decreased by $666,451 bringing the revised total cost of the project to $1,024,978.

The Department's participation is X increased/ decreased by $533,160. The Department agrees to participate in the Project cost up to the maximum amount of $819,982, and, additionally the Department's participation in the Project shall not exceed 80.00% of the total eligible cost of the Project.

Except as modified, amended, or changed by this Amendment, all of the terms and conditions of the Agreement and any amendments thereto shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Amendment on the day and year written above.

AGENCY City of Palatka

By:_____
Name: _____
Title: _____

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

By:_____
Name: James M. Knight, P.E.
Title: Urban Planning and Modal Administrator

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

Legal Review: _____

EXHIBIT A

Project Description and Responsibilities

A. Project Description (description of Agency's project to provide context, description of project components funded via this Agreement (if not the entire project)): PALATKA MUNICIPAL APT CONSTRUCT TRANSIENT AIRCRAFT PARKING APRON (NORTH TERMINAL AREA)

B. Project Location (limits, city, county): Palatka Municipal/Lt Kay Larkin Field/Palatka, FL/Putnam
[X] Illustration/graphic/map of project area is applicable and attached to this Exhibit A.

C. Project Scope (allowable costs: describe project components, improvement type/service type, approximate timeline, project schedule, project size): As required by 215.971, F.S., this scope of work includes but is not limited to earthwork, grading, permitting, construction inspection and material testing costs, mobilization and demobilization, erosion control, demolition, excavation, embankment, subgrade preparation, base course, surface course, joint construction, pavement markings, lighting system improvements (includes conduits, lights, conductors, cans, lightning protection, vault, and ALCS upgrades), high-mast lights and signage, drainage, utilities, and fencing and gates, concrete sidewalk, vehicular parking pavement, including all materials, equipment, labor, and incidentals required to construct the aircraft parking apron. The Sponsor will comply with Aviation Program Assurances.

D. Deliverable(s): PALATKA MUNICIPAL APT CONSTRUCT TRANSIENT AIRCRAFT PARKING APRON (NORTH TERMINAL AREA)

The project scope identifies the ultimate project deliverables. Deliverables for requisition, payment and invoice purposes will be the incremental progress made toward completion of project scope elements. Supporting documentation will be quantifiable, measurable, and verifiable, to allow for a determination of the amount of incremental progress that has been made, and provide evidence that the payment requested is commensurate with the accomplished incremental progress and costs incurred by the Agency.

E. Unallowable Costs (including but not limited to): Travel and Meals

F. Transit Operating Grant Requirements (Transit Only):

Transit Operating Grants billed as an operational subsidy will require an expenditure detail report from the Agency that matches the invoice period. The expenditure detail, along with the progress report, will be the required deliverables for Transit Operating Grants. Operating grants may be issued for a term not to exceed three years from execution. The original grant agreement will include funding for year one. Funding for years two and three will be added by amendment as long as the grantee has submitted all invoices on schedule and the project deliverables for the year have been met.

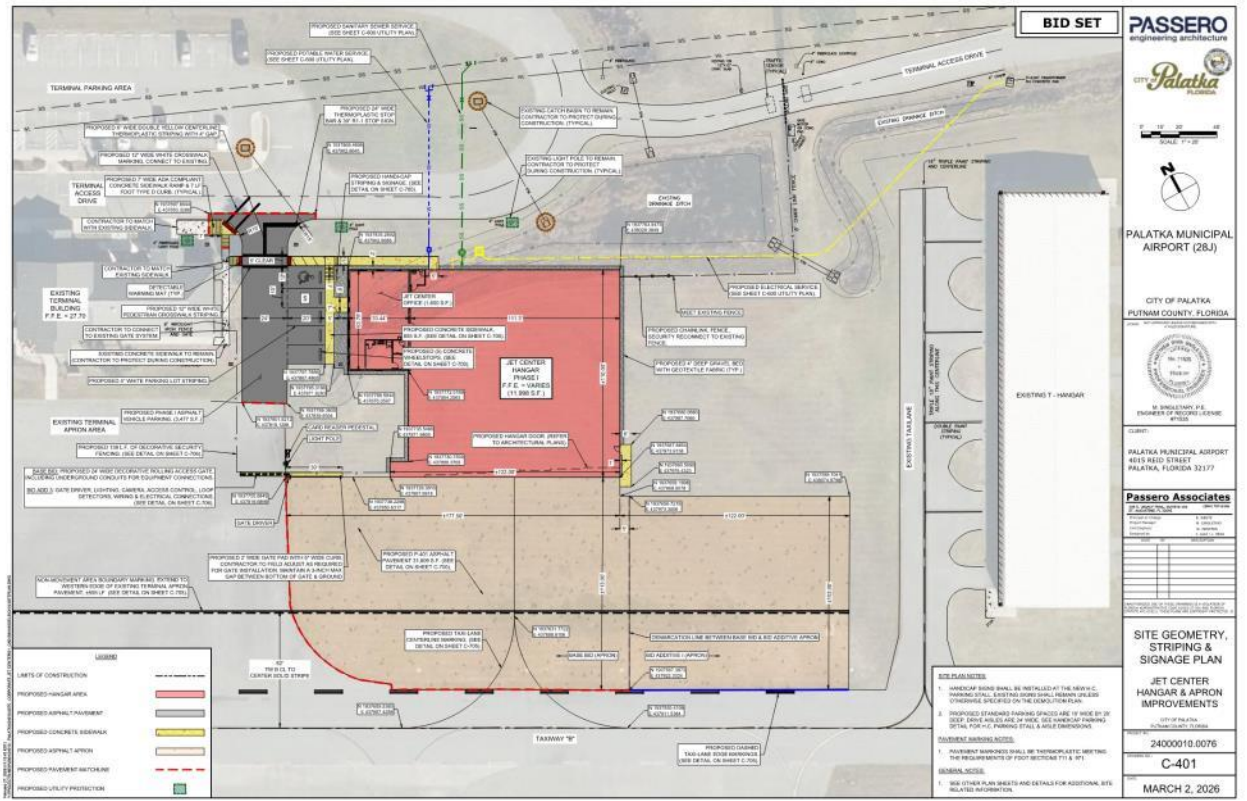

BID SET
PASSERO
engineering architecture
PALATKA MUNICIPAL AIRPORT (28J)
CITY OF PALATKA
PUTNAM COUNTY, FLORIDA
PALATKA MUNICIPAL AIRPORT
4015 REID STREET
PALATKA, FLORIDA 32177
Passero Associates
SITE GEOMETRY, STRIPING & SIGNAGE PLAN
JET CENTER HANGAR & APRON IMPROVEMENTS
24000010.0076
C-401
MARCH 2, 2026
TERMINAL PARKING AREA
TERMINAL ACCESS DRIVE
EXISTING TERMINAL BUILDING
EXISTING TERMINAL APRON AREA
JET CENTER HANGAR PHASE I
EXISTING T - HANGAR
EXISTING TAXILANE
TAXIWAY 'B'
LEGEND
LIMITS OF CONSTRUCTION
PROPOSED HANGAR AREA
PROPOSED ASPHALT PAVEMENT
PROPOSED CONCRETE SIDEWALK
PROPOSED ASPHALT APRON
PROPOSED PAVEMENT MATCHLINE
PROPOSED UTILITY PROTECTION

EXHIBIT B

Schedule of Financial Assistance

FUNDS AWARDED TO THE AGENCY AND REQUIRED MATCHING FUNDS PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

A. Fund Type and Fiscal Year:

Financial Management Number	Fund Type	FLAIR Category	State Fiscal Year	Object Code	CSFA/ CFDA Number	CSFA/CFDA Title or Funding Source Description	Funding Amount
441842-6-94-01	DDR	088719	2026	751000	55.004	Aviation Grant Program	$286,822.00
441842-6-94-01	LF	088719	2026	751000	55.004	Aviation Grant Program	$71,705.00
441842-6-94-01	DDR	088719	2026	751000	55.004	Aviation Grant Program	$533,160.00
441842-6-94-01	LF	088719	2026	751000	55.004	Aviation Grant Program	$133,291.00
	Total Financial Assistance						$1,024,978.00

B. Estimate of Project Costs by Grant Phase:

Phases*	State	Local	Federal	Totals	State %	Local %	Federal %
Land Acquisition	$0.00	$0.00	$0.00	$0.00	0.00	0.00	0.00
Planning	$0.00	$0.00	$0.00	$0.00	0.00	0.00	0.00
Environmental/ Design/ Construction	$819,982.00	$204,996.00	$0.00	$1,024,978.00	80.00	20.00	0.00
Capital Equipment/ Preventative Maintenance	$0.00	$0.00	$0.00	$0.00	0.00	0.00	0.00
Match to Direct Federal Funding	$0.00	$0.00	$0.00	$0.00	0.00	0.00	0.00
Mobility Management (Transit Only)	$0.00	$0.00	$0.00	$0.00	0.00	0.00	0.00
Totals	$819,982.00	$204,996.00	$0.00	$1,024,978.00			

*Shifting items between these grant phases requires execution of an Amendment to the Public Transportation Grant Agreement.

Scope Code and/or Activity Line Item (ALI) (Transit Only)	
Common Name/UZA Name (Transit Only)	

BUDGET/COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

I certify that the cost for each line item budget category (grant phase) has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

Christina Nalsen

Department Grant Manager Name

Signature Date

EXHIBIT D

AGENCY RESOLUTION

PLEASE SEE ATTACHED

EXHIBIT G

AUDIT REQUIREMENTS FOR AWARDS OF STATE FINANCIAL ASSISTANCE

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

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:~

Awarding Agency: Florida Department of Transportation
State Project Title: Aviation Grant Program
CSFA Number: 55.004
***Award Amount:** $819,982

*The award amount may change with amendments

Specific project information for CSFA Number 55.004 is provided at: https://apps.fldfs.com/fsaa/searchCatalog.aspx

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT:

State Project Compliance Requirements for CSFA Number 55.004 are provided at: https://apps.fldfs.com/fsaa/searchCompliance.aspx

The State Projects Compliance Supplement is provided at: https://apps.fldfs.com/fsaa/compliance.aspx

Adopt Resolution 2026-R-98 APPROVING THE APPLICATION FOR THE ECONOMIC DEVELOPMENT ADMINISTRATION GRANT: INVESTMENTS FOR PUBLIC WORKS AND ECONOMIC DEVELOPMENT FACILITIES FOR THE EXTENSION OF WATER AND SEWER LINES TO SERVICE TRICIRCLE PAVERS, INC TO BE LOCATED AT 380 N HWY 17 IN THE AMOUNT OF $1,768,670.40 WITH A CITY MATCH OF $442,167.60 using GL's 041-13-536-6-6477, 041-13-536-6-6478, 041-00-389-5-2101
RESOLUTION 2026-R-98 APPROVING THE APPLICATION FOR THE ECONOMIC DEVELOPMENT ADMINISTRATION GRANT: INVESTMENTS FOR PUBLIC WORKS AND ECONOMIC DEVELOPMENT FACILITIES FOR THE EXTENSION OF WATER AND SEWER LINES TO SERVICE TRICIRCLE PAVERS, INC TO BE LOCATED AT 380 N HWY 17 IN THE AMOUNT OF $1,768,670.40 WITH A CITY MATCH OF $442,167.60

STAFF REPORT

DATE: May 28, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST
Adoption of Resolution 2026-R-98

BACKGROUND
The City of Palatka began a partnership in 2025 with the Northeast Florida Regional Planning Council and the Putnam County Chamber of Commerce to apply for EDA grant funding to provide water/wastewater services to the incoming Tricircle Pavers concrete plant. This plant is a $10,000,000 investment in the area and will provide City income through water usage. The water and wastewater line extensions will also provide such services without significant additional cost for new industries that are built in the same area. The timeline for this grant aligns with the City's FY26–27 budget development process. If the funding is awarded, the required City match and associated general ledger accounts will be incorporated into the FY26–27 budget. The proposed General ledger Account lines would be: 041-13-536-6-6477, 041-13-536-6-6478, 041-00-389-5-2101.

PROJECT ANALYSIS
This project provides benefits for the City at only 20% of the projected cost. Without the grant, the cost is restrictive to the City ($2,210,838) in comparison to the potential benefit. The EDA grant application can be submitted by June 1, 2026, giving time for approval and beginning construction in concert with the construction of the paver plant.

Staff Recommendation
Staff recommends the adoption of Resolution 2026-R-98

ATTACHMENTS

1.	EDA SF-424C
2.	LOS for EDA Grant
3.	ED-900B - Completed Beneficiary Form 3-11-26
4.	98. Resolution 2026-R-98 ECONOMIC DEVELOPMENT ADMINISTRATION GRANT

BUDGET INFORMATION - Construction Programs

NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.

COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative and legal expenses	$	$	$ 0
2. Land, structures, rights-of-way, appraisals, etc.	$ 0	$	$ 0
3. Relocation expenses and payments	$	$	$ 0
4. Architectural and engineering fees	$ 152.715	$	$ 152.715
5. Other architectural and engineering fees	$ 55.000	$	$ 55.000
6. Project inspection fees	$ 60.000	$	$ 60.000
7. Site work	$ 66.150	$	$ 66.150
8. Demolition and removal	$ 10.000	$	$ 10.000
9. Construction	$ 1.488.500	$	$ 1.488.500
10. Equipment	$	$	$ 0
11. Miscellaneous	$ 10.000	$	$ 10.000
12. SUBTOTAL *(sum of lines 1-11)*	$ 1.842.365	$ 0	$ 1.842.365
13. Contingencies	$ 368.473	$	$ 368.473
14. SUBTOTAL	$ 2.210.838	$ 0	$ 2.210.838
15. Project (program) income	$	$	$ 0
16. TOTAL PROJECT COSTS *(subtract #15 from #14)*	$ 2.210.838	$ 0	$ 2.210.838

FEDERAL FUNDING

17. Federal assistance requested, calculate as follows: (Consult Federal agency for Federal percentage share.) Enter the resulting Federal share.	Enter eligible costs from line 16c Multiply X 80.00 %	$ $1,768,670.40

INSTRUCTIONS FOR THE SF-424C

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0041), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This sheet is to be used for the following types of applications: (1) "New" (means a new [previously unfunded] assistance award); (2) "Continuation" (means funding in a succeeding budget period which stemmed from a prior agreement to fund); and (3) "Revised" (means any changes in the Federal Government's financial obligations or contingent liability from an existing obligation). If there is no change in the award amount, there is no need to complete this form. Certain Federal agencies may require only an explanatory letter to effect minor (no cost) changes. If you have questions, please contact the Federal agency.

Column a. - If this is an application for a "New" project, enter the total estimated cost of each of the items listed on lines 1 through 16 (as applicable) under "COST CLASSIFICATION."

If this application entails a change to an existing award, enter the eligible amounts *approved under the previous award* for the items under "COST CLASSIFICATION."

Column b. - If this is an application for a "New" project, enter that portion of the cost of each item in Column a. which is *not* allowable for Federal assistance. Contact the Federal agency for assistance in determining the allowability of specific costs.

If this application entails a change to an existing award, enter the adjustment [+ or (-)] to the previously approved costs (from column a.) reflected in this application.

Column. - This is the net of lines 1 through 16 in columns "a." and "b."

Line 1 - Enter estimated amounts needed to cover administrative expenses. Do not include costs which are related to the normal functions of government. Allowable legal costs are generally only those associated with the purchases of land which is allowable for Federal participation and certain services in support of construction of the project.

Line 2 - Enter estimated site and right(s)-of-way acquisition costs (this includes purchase, lease, and/or easements).

Line 3 - Enter estimated costs related to relocation advisory assistance, replacement housing, relocation payments to displaced persons and businesses, etc.

Line 4 - Enter estimated basic engineering fees related to construction (this includes start-up services and preparation of project performance work plan).

Line 5 - Enter estimated engineering costs, such as surveys, tests, soil borings, etc.

Line 6 - Enter estimated engineering inspection costs.

Line 7 - Enter estimated costs of site preparation and restoration which are not included in the basic construction contract.

Line 9 - Enter estimated cost of the construction contract.

Line 10 - Enter estimated cost of office, shop, laboratory, safety equipment, etc. to be used at the facility, if such costs are not included in the construction contract.

Line 11 - Enter estimated miscellaneous costs.

Line 12 - Total of items 1 through 11.

Line 13 - Enter estimated contingency costs. (Consult the Federal agency for the percentage of the estimated construction cost to use.)

Line 14 - Enter the total of lines 12 and 13.

Line 15 - Enter estimated program income to be earned during the grant period, e.g., salvaged materials, etc.

Line 16 - Subtract line 15 from line 14.

Line 17 - This block is for the computation of the Federal share. Multiply the total allowable project costs from line 16, column "c." by the Federal percentage share (this may be up to 100 percent; consult Federal agency for Federal percentage share) and enter the product on line 17.

FLORIDA'S Putnam County CHAMBER OF COMMERCE

March 11, 2026

U.S. Economic Development Administration
Atlanta Regional Office

Dear Review Committee Members,

On behalf of the Putnam County Chamber of Commerce, I am writing to express our strong support for the City of Palatka's application for funding through the Economic Development Administration to extend water and wastewater infrastructure along U.S. 17 north of Comfort Road. This project represents a critical investment in the long-term economic vitality of our community and will help activate additional industrial land in the Putnam County Barge Port area.

Infrastructure readiness remains one of the most important factors in a community's ability to compete for new business investment and retain existing industry. The availability of reliable public utility services, including water and wastewater capacity, is essential for modern manufacturing operations and other industrial users. Having these foundational services prepared for future growth puts our community in a far better position to respond quickly to business opportunities and secure projects that create quality jobs and expand the local tax base.

This project will also directly support the construction of a new manufacturing facility that will generate approximately $13 million in capital investment and create 30 skilled labor jobs over the next five years. These types of projects are precisely the kinds of opportunities that rural and small communities like ours must be prepared to support. Additionally, by extending these critical utility services, the City of Palatka will unlock further development potential in the Barge Port area and strengthen the region's ability to attract industrial employers that depend on efficient logistics and reliable infrastructure.

The Putnam County Chamber of Commerce is proud to support this initiative and strongly encourages the Economic Development Administration to consider the significant economic impact this project will have on our community. We believe this infrastructure investment will play a vital role in supporting manufacturing growth, expanding employment opportunities, and strengthening the economic foundation of Putnam County.

Thank you for your consideration and continued commitment to supporting economic development in communities like ours.

Respectfully,



Benjie Bates, Chairman
Putnam County Chamber of Commerce

OMB Number: 0610-0094
Expiration Date: 11/30/2021

ED-900B – Beneficiary Information Form

A. General Information

A.1. Proposed EDA Project Title: City of Palatka Water Lines Expansion

proposed by Lead Applicant: City of Palatka Florida

A.2. Beneficiary Organization Name: Tricircle Pavers, Inc

A.3. Beneficiary Organization Address:

Street 1: 380 N. Highway 17

Street 2:

City: Palatka

County:

State: FL: Florida

Province:

Country: USA: UNITED STATES

Zip/Postal Code: 32177

A.4. Please characterize the main industry/field of this beneficiary organization including the 6-digit NAICS code for the products and services produced by the organization:

Concrete Paver and Hardscape Manufacturer NAICS - 327331

B. Estimated Impact of the EDA Investment

B.1. As indicated in the table below, as a direct result of the proposed scope of work, Tricircle Pavers, Inc will be able to create and/or save jobs and/or generate private investment.

Jobs Created	Jobs Saved	Private Investment
30		$10,000,000.00

B.2. Please identify the basis for the estimated number of jobs that will be created or saved for your organization?

This will be a new production facility requiring full time employees in the fields of production management, machine and forklift operators, Clerical and Office staff, as well as truck drivers and mechanics.

B.3. What types of private investment are likely to be generated?

All construction needed to build the concrete paver manufacturing facility. Investments in specialized equipment and tools and equipment. Investments in local suppliers of aggregate and products used daily to run the factory.

B.4. Please describe the timeframe associated with the jobs and private investment identified in the table above:

Upon start-up, we will need to have 8-10 Full Time employees. In the next 5 years will plan to add an approximate 20 jobs.

B.5. Are there other ways that this project will benefit your business or organization?

This factory will allow our business to provide concrete pavers and other products to the local area as well as surrounding areas in a time and cost efficient way. This will allow for future growth and expansion in the area.

C. Provision of Data on the EDA Investment

The Economic Development Administration (EDA) tracks job and private investment resulting from its awards. If this application results in an award, each beneficiary must provide to the successful recipient job and private investment results up to 9 years after the EDA grant award in order to assist the grantee with fulfilling these reporting requirements.

☒ Check box to indicate that your company intends to provide the recipient with information on jobs and private investment generated as a result of the EDA project.

Signature of authorized representative for the beneficiary organization

Daniel de Deugd

Date

Mar. 12, 2026

Name and title of beneficiary organization authorized representative

Name

Daniel de Deugd

Title

President

D. Assurances by Beneficiary that is an "Other Party"

An authorized or corporate representative of any beneficiary that is considered an "Other Party" as defined below, must also sign to show that the beneficiary intends to comply with the U.S. Department of Commerce (DOC) and EDA regulations described below.

As defined at 13 C.F.R. § 302.20(b)(1), an "Other Party" is an entity that intends to create or save 1**5 or more permanent jobs** as a result of this EDA-supported project and is specifically named in the application as benefiting from the project or will be located in a building; port; facility; or industrial, commercial, or business park constructed or improved in whole or in part with EDA investment assistance prior to EDA's final disbursement of funds.

By submitting these assurances, the Other Party certifies that it will comply with the following requirements:

- Section 601 of Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d et seq.), and the DOC's implementing regulations at 15 C.F.R. part 8, which proscribe discrimination on the basis of race, color, or national origin.
- 42 U.S.C. 3123, 42 U.S.C. 6709, and the DOC's regulations at 15 C.F.R. part 8a, which proscribe discrimination on the basis of sex.
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and the DOC's implementing regulations at 15 C.F.R. part 8b, which proscribe discrimination on the basis of disabilities.
- The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.), and the DOC's implementing regulations at 15 C.F.R. part 20, which proscribe discrimination on the basis of age.

Signature of authorized representative for the beneficiary ("Other Party") entity



Date

Mar. 12, 2026

Name and title of beneficiary organization authorized representative

Name	Title
Daniel de Deugd	President

RESOLUTION 2026-R-98

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, APPROVING THE APPLICATION FOR THE ECONOMIC DEVELOPMENT ADMINISTRATION GRANT: INVESTMENTS FOR PUBLIC WORKS AND ECONOMIC DEVELOPMENT FACILITIES FOR THE EXTENSION OF WATER AND SEWER LINES TO SERVICE TRICIRCLE PAVERS, INC TO BE LOCATED AT 380 N HWY 17 IN THE AMOUNT OF $1,768,670.40 WITH A CITY MATCH OF $442,167.60, AND PROVIDING FOR SCRIVENER'S ERRORS.

WHEREAS, the City of Palatka has been requested to provide water and sewer service to Tricircle Pavers, Inc who are constructing their new plant at 380 N Hwy 17; and

WHEREAS, the City has the opportunity to apply for EDA funding in the amount of $1,768,670.40 to offset the cost of the extension of water and sewer lines to the plant building site; and

WHEREAS, the grant requires a 20% City match of $442,167.60 using General ledger Account lines: 041-13-536-6-6477, 041-13-536-6-6478, 041-00-389-5-2101; and

WHEREAS, The timeline for this grant aligns with the City's FY26–27 budget development process. If the funding is awarded during the budget process, the required City match and associated general ledger accounts will be incorporated into the FY26–27 budget; and

WHEREAS, the City Commission finds that it is in its best interests to provide water and sewer services to Tricircle Pavers with the EDA providing 80% of the project cost;

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

1. The City Commission hereby approves the application for the EDA Investments for Public Works and Economic Development Facilities grant program for the amount of $1,768,670.40 and the City match of $442,167.60.

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 28th day of May 2026.

CITY OF PALATKA, FLORIDA

By: _____
ROBERTA CORREA MAYOR

ATTEST:

_____
KAREN HAYES, FCPC, CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

_____
JANE WEST, ESQ. CITY ATTORNEY

ADOPT RESOLUTION 2026-R-101 Accepting a Grant Award from the USDA Community Facilities Grant Program for an aerial Ladder Truck for the City of Palatka Fire Department in the amount of $2,088,928.00 with a City match requirement of $522,328.00. Using G/L 001-08-522-6-6481 City Match USDA RD Fire Engine Trucks, 001-08-522-6-6490 USDA RD Fire Engine Trucks, and 001-08-522-6-6400 Capital Outlay.

STAFF REPORT

DATE: May 28, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Approve resolution.

BACKGROUND

The City of Palatka has a need to reimburse the cost of a 2025 ladder truck and a need for a new fire engine to replace a frontline apparatus and the United States Department of Agriculture have a grant program designed specifically for this purpose, to replace fire apparatus for fire departments.

PROJECT ANALYSIS

Staff Recommendation

Approve resolution.

ATTACHMENTS

1.	Lease Doc Exec Agreement
2.	101. Resolution 2026-R-101 Accepting USDA grant for Ladder Truck

LEASE-PURCHASE AGREEMENT

LESSEE:
City of Palatka
201 N 2nd Street
Palatka, FL 32177

LESSOR:
Leasing 2, Inc.
1720 West Cass Street
Tampa, FL 33606-1230

Dated as of October 25, 2025

This Lease-Purchase Agreement (the "Agreement") dated as of **October 25, 2025** by and between **Leasing 2, Inc.** ("Lessor"), and **City of Palatka** ("Lessee"), a body corporate and politic duly organized and existing under the laws of the State of **Florida** ("State").

WITNESSETH:
WHEREAS, Lessor desires to lease the Equipment, as hereinafter defined, to Lessee, and Lessee desires to lease the Equipment from Lessor, subject to the terms and conditions of and for the purposes set forth in this Agreement; and

WHEREAS, Lessee is authorized under the Constitution and laws of the State to enter into this Agreement for the purposes set forth herein;

NOW, THEREFORE, for and in consideration of the premises hereinafter contained, the parties hereby agree as follows:

ARTICLE I DEFINITIONS
Section 1.01. The following terms will have the meanings indicated below unless the context clearly requires otherwise:
"Agreement" means this Lease-Purchase Agreement, including the Exhibits attached hereto, as the same may be supplemented or amended from time to time in accordance with the terms hereof.
"Commencement Date" is the date when the term of this Agreement begins and Lessee's obligation to pay rent accrues, which shall be the commencement date shown on the Exhibit E Payment Schedule.
"Equipment" means the property described in Exhibit D and which is the subject of this Agreement.
"Lease Term" means the Original Term and all Renewal Terms provided for in this Agreement under Section 4.01.
"Lessee" means the entity which is described in the first paragraph of this Agreement and which is leasing the Equipment from Lessor under the provisions of this Agreement.
"Lessor" means (i) **Leasing 2, Inc.**, acting as Lessor hereunder; (ii) any surviving resulting or transferee corporation; and (iii) except where the context requires otherwise, any assignee(s) of Lessor.
"Original Term" means the period from the Commencement Date until the end of the fiscal year of Lessee in effect at the Commencement Date.
"Purchase Price" means the amount indicated with respect to any date after payment of all Rental Payments (defined below) due through such date, all as set forth in Exhibit E hereto, or Supplemental Exhibit E hereto, as the case may be.
"Renewal Terms" means the renewal terms of this Agreement as provided for in Article IV of this Agreement, each having a duration of one year and a term co-extensive with the Lessee's fiscal year, except the last of such automatic renewal terms which shall end on the due date of the last Rental Payment set forth in Exhibit E to this Agreement.
"Rental Payments" means the basic rental payments payable by Lessee pursuant to the provisions of this Agreement during the Lease Term, payable in consideration of the right of Lessee to use the Equipment during the then current portion of the Lease Term. Rental Payments shall be payable by Lessee to the Lessor or its assignee in the amounts and at the times during the Lease Term, as set forth in Exhibit E of this Agreement.
"Vendor" means the manufacturer of the Equipment as well as the agents or dealers of the manufacturer from whom Lessee has purchased or is purchasing the Equipment.

ARTICLE I I COVENANTS OF LESSEE
Section 2.01 Lessee represents, covenants and warrants, for the benefit of Lessor and its assignees, as follows:
(a) Lessee is a public body, corporate and politic, duly organized and existing under the Constitution and laws of the State.
(b) Lessee will do or cause to be done all things necessary to preserve and keep in full force and effect its existence as a body, corporate and politic.
(c) Lessee is authorized under the Constitution and laws of the State to enter into this Agreement and the transaction contemplated hereby, and to perform all of its obligations hereunder.
(d) Lessee has been duly authorized to execute and deliver this Agreement under the terms and provisions of the resolution of its governing body, attached hereto as Exhibit A, or by other appropriate official approval, and further represents, covenants and warrants that all requirements have been met, and procedures have occurred in order to ensure the enforceability of this Agreement, and Lessee has complied with such public bidding requirements as may be applicable to this Agreement and the acquisition by Lessee of the Equipment hereunder. Lessee shall cause to be executed and delivered to Lessor an opinion of its counsel substantially in the form attached hereto as Exhibit B.
(e) During the term of this Agreement, the Equipment will be used by Lessee only for the purpose of performing one or more essential governmental or proprietary functions of Lessee consistent with the permissible scope of Lessee's authority and will not be used in a trade or business of any person or entity other than the Lessee.
(f) During the period this Agreement is in force, Lessee will annually provide Lessor with such current financial statements, budgets, proof of appropriation for ensuing fiscal year or such other financial information relating to the decision of Lessee to continue this Agreement as may be reasonably requested by Lessor or its assignee.
(g) The Equipment will have a useful life in the hands of the Lessee that is substantially in excess of the Original Term and all Renewal Terms.
(h) The Equipment is, and during the period this Agreement is in force will remain, personal property and when subjected to use by the Lessee under this Agreement, will not be or become fixtures.
(i) Lessee shall not voluntarily or involuntarily create, incur, assume or suffer to exist any lien, security interest or other encumbrance or attachment of any kind whatsoever on, affecting or with respect to the Equipment.
(j) Lessee shall not give up possession or control of the Equipment.
(k) Lessee shall not change the location of the Equipment without giving prior written notice of the proposed new location to the Lessor and provided that Lessee shall obtain and deliver to Lessor any landlord waivers reasonably requested by Lessor so as to protect Lessor's right, title and interest in and to the Equipment and Lessor's ability to exercise its remedies with regard to the Equipment. The Equipment shall not be used outside of the United States without Lessor's prior written consent.
(l) Lessee shall not alter or modify the Equipment in any manner which would reduce the value or the marketability thereof.
(m) Lessee will take no action that will cause the interest portion of any Rental Payment to become includable in gross income of the recipient for purposes of federal income taxation under the Code, and Lessee will take, and will cause its officers, employees and agents to take, all affirmative action legally within its power to prevent such interest from being includable in gross income for purposes of federal income taxation under Section 103(a) of the United States Internal Revenue Code of 1986 as amended (the "Code"). Lessee represents and warrants that the Lease is to be treated as an obligation of a political subdivision of a state within the meaning of Section 103(c)(1) of the Code.
(n) Lessee is and shall remain in compliance with all laws, rules, regulations and orders applicable to Lessee, including U.S. economic and trade sanctions, and anti-corruption, anti-bribery, anti-money laundering and anti-terrorism laws.

ARTICLE III LEASE OF EQUIPMENT
Section 3.01 Lessor hereby demises, leases and lets to Lessee, and Lessee rents, leases and hires from Lessor, the Equipment, in accordance with the provisions of this Agreement, to have and to hold for the Lease Term.

ARTICLE IV LEASE TERM
Section 4.01. Commencement of Lease Term. The Original Term of this Agreement shall commence on the Commencement Date and shall terminate on the last day of Lessee's fiscal year then in effect. Lessee may renew this Agreement beyond the expiration of the Original Term, or beyond the expiration of any Renewal Term then in effect, up to the number of additional fiscal years provided in Exhibit E of this Agreement by appropriating sufficient funds to make scheduled Rental Payments for the ensuing fiscal year (each a "Renewal Term"). Terms and conditions during any Renewal Term shall be the same as the terms and conditions during the Original Term, except that the Rental Payments shall be as provided in Exhibit E of this Agreement.
Section 4.02. Termination of Lease Term. The Lease Term will terminate upon the earliest of any of the following events:
(a) The expiration of the Original Term or any Renewal Term of this Agreement and the non-renewal of this Agreement in the event of non-appropriation of funds pursuant to Section 6.07;
(b) The exercise by Lessee of the option to purchase the Equipment before expiration of this Agreement granted under the provisions of Articles IX or XI of this Agreement;
(c) A default by Lessee and Lessor's election to terminate this Agreement under Article XIII; or
(d) Payment by Lessee of all Rental Payments authorized or required to be paid by Lessee hereunder through the full lease term.

Section 4.03. Return of Equipment on Termination. Upon expiration or earlier termination of the Original Term or any Renewal Term under any provision of this Agreement at a time when Lessee does not exercise its option to purchase the Equipment granted under the provisions of Articles IX or XI of this Agreement, Lessee hereby agrees to deliver the Equipment to Lessor packaged or otherwise prepared in a manner suitable for shipment by truck or rail common carrier to a location specified by Lessor. All expenses resulting from the return of Equipment on termination will be borne by Lessee.

ARTICLE V ENJOYMENT OF EQUIPMENT

Section 5.01. Provided that no default or event of default shall have occurred hereunder, Lessor hereby covenants that during the Lease Term Lessor will not interfere with Lessee's quiet use and enjoyment of the Equipment.

Lessor shall have the right at all reasonable times during business hours to enter into and upon the property of Lessee for the purpose of inspecting the Equipment.

ARTICLE VI RENTAL PAYMENTS

Section 6.01. Rental Payments to Constitute a Current Expense of Lessee. Lessor and Lessee understand and intend that the obligation of Lessee to pay Rental Payments hereunder shall constitute a current expense of Lessee and shall not in any way be construed to be a debt of Lessee in contravention of any applicable constitutional or statutory limitations or requirements concerning the creation of indebtedness by Lessee.

Section 6.02. Payment of Rental Payments. During the Original Term and during each Renewal Term elected by Lessee, Lessee shall pay Rental Payments, exclusively from any and all legally available funds, in lawful money of the United States of America, exclusively to Lessor or, in the event of assignment by Lessor, to its assignee, in the amounts and on the dates set forth in Exhibit E hereto. Rental Payments shall be in consideration for Lessee's use of the Equipment during the applicable year in which such payments are due. The Rental Payment amounts set forth in Exhibit E are based on the Equipment Cost to be paid by Lessor being the amount set forth in Exhibit E. Lessor shall have no obligation to pay or disburse any amount greater than the amount set forth as the Equipment Cost. Lessee shall not amend any purchase contract, purchase order, or any other agreement that would have the effect of increasing the cost of the Equipment above set forth in Exhibit E as the Equipment Cost without the prior written consent of Lessor. In the event that the actual cost of the Equipment is greater than the amount set forth in Exhibit E, Lessee shall be solely responsible for and hereby agrees to promptly pay such excess to the vendor (s), provided that Lessee may request that Lessor finance such excess, which Lessor may, in its sole discretion elect to do or decline to do. Lessee shall indemnify and hold Lessor harmless from and against any loss, damages, costs and expenses resulting from or relating to any increase in the Equipment Cost. If Lessor, in its sole discretion, elects to finance such excess the amount of each installment of rent will be increased to provide the same yield to Lessor as would have been obtained if the actual cost had been the same as the stated Equipment Cost. In such event, Lessee shall at the request of Lessor execute and deliver an amendment reflecting the increase in the Equipment Cost and the Rental Payments.

Section 6.03. Interest and Principal Components. A portion of each Rental Payment is paid as, and represents payment of, interest, and the balance of each Rental Payment is paid as, and represents payment of principal. Exhibit E hereto sets forth the interest component and the principal component of each Rental Payment during the Lease Term.

Section 6.04. Additional Interest in the Event the Interest is Taxable. Lessee acknowledges that Lessor's yield with respect to this Agreement is dependent upon the full amount of each Rental Payment being excluded from Lessor's income pursuant to the Code. Accordingly, if at any time, as a result of a determination that Lessee has breached a representation or covenant contained herein, or as a result of any change in the Code, any payment of either the interest component or the principal component of any Rental Payment is, in the opinion of counsel for the Lessor, subject to or affected by any income, preference, excess profits, minimum or other federal tax, Lessee shall pay, as additional interest, an amount which is necessary to provide to Lessor the same net income as Lessor would have received but for such event. Lessor's calculations of such additional interest shall be binding upon Lessee in the absence of manifest error.

Section 6.05. Rental Payments to be Unconditional. During the Original Term and during each Renewal Term elected by Lessee, the obligations of Lessee to make payment of the Rental Payments required under this Article VI and other sections hereof and to perform and observe the covenants and agreements contained herein shall be absolute and unconditional in all events, except as expressly provided under this Agreement. Notwithstanding any dispute between Lessee and Lessor, any Vendor or any other person, Lessee agrees to pay all Rental Payments when due and shall not withhold any Rental Payments pending final resolution of such dispute, nor shall Lessee assert any right of set-off or counterclaim against its obligation to make such payments when required under this Agreement. Lessee's obligation to make Rental Payments during the Original Term or the then current Renewal Term elected by Lessee shall not be abated through accident or unforeseen circumstances.

Section 6.06. Continuation of Lease Term by Lessee. Lessee intends, subject to the provisions of Section 6.07, to continue the Lease Term through the Original Term and all the Renewal Terms hereunder. Lessee reasonably believes that legally available funds in an amount sufficient to make all Rental Payments during the Original Term and each of the Renewal Terms can be obtained. The officer of Lessee responsible for budget preparation shall do all things lawfully within his/her power to obtain and maintain funds from which the Rental Payments may be made, including making provision for such payments to the extent necessary in each annual budget submitted and adopted in accordance with applicable provisions of State law, to have such portion of the budget approved, and to exhaust all available reviews and appeals in the event such portion of the budget is not approved. Notwithstanding the foregoing, the decision whether or not to budget and appropriate funds is within the discretion of Lessee's governing body.

Section 6.07. Termination by Nonappropriation. In the event Lessee does not appropriate sufficient funds for the payment of the Rental Payments scheduled to be paid in the next occurring Renewal Term, then Lessee may terminate this Agreement at the end of the then current Original Term or Renewal Term, and Lessee shall not be obligated to make payment of the Rental Payments provided for in this Agreement beyond the end of the then current Original or Renewal Term. Lessee agrees to deliver notice to Lessor of such termination at least 90 days prior to the end of the then current Original or Renewal Term.

Section 6.08. Late Charges. If any Rental Payment is not paid in full to Lessor within fifteen (15) days after the payment first became due and payable, Lessee shall immediately pay to Lessor an additional one time late charge equal to five (5%) percent or, if less the maximum rate permitted by law, of each such amount past due along with the Rental Payment. If any Rental Payment remains unpaid beyond 45 days after it first became due and payable, or if Lessor has elected to exercise any remedies following an event or default, interest shall accrue on past due amounts at the rate of 1% per month or the highest rate allowed by law, whichever is less. Partial payments by Lessee shall be applied first to the accrued interest component of past due Rental Payments and the balance to the remaining principal component of past due Rental Payments.

Section 6.09. Prepayment. Lessee shall have the right to prepay principal components of Rental Payments in whole on any date set forth in Exhibit E by paying the then applicable Purchase Price set forth in Exhibit E on such date.

ARTICLE VII TITLE TO EQUIPMENT

Section 7.01. Title to the Equipment. During the term of this Agreement, title to the Equipment and any and all additions, repairs, replacements or modifications shall vest in Lessee, subject to the rights of Lessor under this Agreement. In the event of default as set forth in Section 13.01 or nonappropriation as set forth in Section 6.07, Lessee agrees to surrender possession of the Equipment to Lessor. Lessee and Lessor intend for federal income tax purposes under the Internal Revenue Code of 1986, as amended, that this Agreement constitutes a financing lease or an installment sale contract rather than a true lease.

ARTICLE VIII MAINTENANCE; MODIFICATION; TAXES; INSURANCE AND OTHER CHARGES

Section 8.01. Maintenance of Equipment by Lessee. Lessee agrees that at all times during the Lease Term Lessee will, at Lessee's own cost and expense, maintain, preserve and keep the Equipment in good repair, working order and condition, and that Lessee will from time to time make or cause to be made all necessary and proper repairs, replacements and renewals. Lessor shall have no responsibility in any of these matters, or for the making of improvements or additions to the Equipment.

Section 8.02. Taxes, Other Governmental Charges and Utility Charges. In the event that the use, possession or acquisition of the Equipment is found to be subject to taxation in any form (except for income taxes of Lessor), Lessee will pay during the Lease Term, as the same respectively come due, all taxes and governmental charges of any kind whatsoever that may at any time be lawfully assessed or levied against or with respect to the Equipment and any equipment or other property acquired by Lessee in substitution for, as a renewal or replacement of, or a modification, improvement or addition to the Equipment, as well as all gas, water, steam, electricity, heat, power, telephone, utility and other charges incurred in the operation, maintenance, use, occupancy and upkeep of the Equipment; provided that, with respect to any governmental charges that may lawfully be paid in installments over a period of years, Lessee shall be obligated to pay only such installments as have accrued during the time this Agreement is in effect.

Section 8.03. Provisions Regarding Insurance. At its own expense, Lessee shall cause casualty, public liability and property damage insurance to be carried and maintained, or shall demonstrate to the satisfaction of Lessor that adequate self-insurance is provided with respect to the Equipment, sufficient to protect the Full Insurable Value (as that term is hereinafter defined) of the Equipment, and to protect Lessor from liability in all events. All insurance proceeds from casualty losses shall be payable as hereinafter provided in this Agreement. Lessee shall furnish to Lessor certificates evidencing such coverage throughout the Lease Term. Alternatively, Lessee may insure the Equipment under a blanket insurance policy or policies which cover not only the Equipment but other properties. If Lessee insures similar properties by self-insurance and upon approval by Lessor, Lessee may insure the Equipment by means of an adequate insurance fund.

The term "Full Insurable Value" as used herein shall mean the full replacement value of the Equipment.

Any insurance policy pursuant to this Section 8.03 shall be so written or endorsed as to make losses, if any, payable to Lessee and Lessor as their respective interests may appear. The Net Proceeds (as defined in Section 9.01) of the insurance required in this Section 8.03 shall be applied as provided in Article IX hereof. Each insurance policy provided for in this Section 8.03 shall contain a provision to the effect that the insurance company shall not cancel the policy or modify it materially and adversely to the interest of Lessor without first giving written notice thereof to Lessor at least 30 days in advance of such cancellation.

Section 8.04. Advances. In the event Lessee shall fail to perform any of its obligations hereunder Lessor may (but shall be under no obligation to) take such action as may be necessary to cure such failure, including, without limitation, the advancement of money; and all amounts so advanced by Lessor shall become additional rent for the then current Original Term or Renewal Term, which amounts, together with interest thereon at the rate of 12% per annum, or if less the maximum rate permitted by law, Lessee agrees to pay.

ARTICLE IX DAMAGE, DESTRUCTION AND CONDEMNATION: USE OF NET PROCEEDS

Section 9.01. Damage, Destruction and Condemnation. If prior to the termination of the Lease Term (a) the Equipment or any portion thereof is destroyed (in whole or in part) or is damaged by fire or other casualty or (b) title to, or the temporary use of the Equipment or any part thereof or the estate of Lessee or Lessor in the Equipment or any part thereof shall be taken under the exercise of the power eminent domain by any governmental body or by any person, firm or corporation acting under governmental authority, Lessee and Lessor will cause the Net Proceeds of any insurance claim or condemnation award to be applied to the prompt replacement, repair, restoration, modification or improvement of the Equipment. Any balance of the Net Proceeds remaining after such work has been completed shall be paid to Lessee.

For purposes of Section 8.03 and this Article IX, the term "Net Proceeds" shall mean the amount remaining from the gross proceeds of any insurance claim or condemnation award after deducting all expenses (including attorney's fees) incurred in the collection of such claims or award.

Section 9.02. Insufficiency of Net Proceeds. If the Net Proceeds are insufficient to pay in full the cost of any repair, restoration, modification or improvement referred to in Section 9.01 hereof, Lessee shall either (a) complete the work and pay any cost in excess of the amount of Net Proceeds, and Lessee agrees that if by reason of any such insufficiency of the Net Proceeds, Lessee shall make any payments pursuant to the provisions of this Section 9.02, Lessee shall not be entitled to any reimbursement therefore from Lessor nor shall Lessee be entitled to any diminution of the amounts payable under Article VI hereof or (b) if Lessee is not in default hereunder, Lessee shall pay to Lessor the amount of the then applicable Purchase Price, and, upon such payment, the Lease Term shall terminate and Lessor's interest in the Equipment shall terminate as provided in Article XI of this Agreement. The amount of the Net Proceeds in excess of the then applicable Purchase Price, if any, may be retained by Lessee.

ARTICLE X DISCLAIMER OF WARRANTIES; VENDOR'S WARRANTIES; USE OF EQUIPMENT

Section 10.01. Disclaimer of Warranties. LESSOR MAKES NO WARRANTY OR REPRESENTATION, EITHER EXPRESS OR IMPLIED, AS TO THE VALUE, DESIGN, CONDITION, MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE OR FITNESS FOR USE OF THE EQUIPMENT, OR WARRANTY WITH RESPECT THERETO. In no event shall Lessor be liable for any incidental, indirect, special or consequential damage in connection with or arising out of this Agreement or the existence, furnishing, functioning or Lessee's use of any item of Equipment.

Section 10.02. Vendor's Warranties. Lessor hereby irrevocably appoints Lessee its agent and attorney-in-fact during the Lease Term, so long as Lessee shall not be in default hereunder, to assert from time to time whatever claims and rights, including warranties of the Equipment, if any which Lessor may have against the Vendor of the Equipment. Lessee's sole remedy for the breach of such warranty, indemnification or representation shall be against the Vendor of the Equipment, and not against the Lessor, nor shall such matter have any effect whatsoever on the rights of Lessor with respect to this Agreement, including the right to receive full and timely payments hereunder. Lessee expressly acknowledges that Lessor makes, and has made, no representation or warranties whatsoever as to the existence or availability of such warranties of the Vendor of the Equipment.

Section 10.03. Use of the Equipment. Lessee will not install, use, operate or maintain the Equipment improperly, carelessly, in violation of any applicable law or in a manner contrary to that contemplated by this Agreement. Lessee shall provide all permits and licenses, if any, necessary for the installation and operation of the Equipment. In addition, Lessee agrees to comply in all respects (including, without limitation, with respect to the use, maintenance and operation of each item of the Equipment) with all laws of the jurisdictions in which its operations involving any item of Equipment may extend and any legislative, executive, administrative or judicial body exercising any power or jurisdiction over the items of the Equipment; provided, however, that Lessee may contest in good faith the validity or application of any such law or rule in any reasonable manner which does not, in the reasonable opinion of the Lessor, adversely affect the estate of Lessor in and to any of the items of the Equipment or its interest or rights under this Agreement.

ARTICLE XI OPTION TO PURCHASE

Section 11.01 At the request of Lessee, Lessor's interest in the Equipment and additional Rental Payments will be terminated and this Agreement shall terminate:

(a) At the end of the final Renewal Term, upon payment by Lessee of all Rental Payments scheduled as set forth in Exhibit E to this Agreement; or

(b) if the Lease Term is terminated pursuant to Article IX of this Agreement, in the event of total damage, destruction or condemnation of the Equipment; or

(c) any time when Lessee is not on such date in default under this Agreement, upon payment by Lessee of the then applicable Purchase Price to Lessor.

Upon the occurrence of any of such events, Lessor shall , if requested by Lessee, deliver a Bill of Sale of its remaining interest in the Equipment to Lessee "AS IS - WHERE IS" without additional cost or payment by Lessee.

ARTICLE XII ASSIGNMENT, SUBLEASING, INDEMNIFICATION MORTGAGING AND SELLING

Section 12.01. Assignment by Lessor. This Agreement, and the rights of Lessor hereunder, may be assigned and reassigned in whole or in part to one or more assignees and subassignees by Lessor at any time subsequent to its execution, without the necessity of obtaining the consent of Lessee; provided, however, that no such assignment or reassignment shall be effective unless and until (i) Lessee shall have received notice of the assignment or reassignment disclosing the name and address of the assignee or subassignee, and (ii) in the event that such assignment is made to a bank or trust company as trustee for holders of certificates representing interests in this Agreement, such bank or trust company agrees to maintain, or cause to be maintained, a book-entry system by which a record of names and addresses of such holders as of any particular time is kept and agrees, upon request of the Lessee, to furnish such information to Lessee. Upon receipt of notice of assignment, Lessee agrees to keep a written record thereof, and to make all payments to the assignee designated in the notice of assignment, notwithstanding any claim, defense, setoff or counterclaim whatsoever (whether arising from a breach of this Agreement or otherwise) that Lessee may from time to time have against Lessor, or the assignee. Lessee agrees to execute all documents which may be reasonably requested by Lessor or its assignee to protect their interests in this Agreement.

Section 12.02. No Sale, Assignment or Subleasing by Lessee. This Agreement and the interest of Lessee in the Equipment may not be sold, assigned or encumbered by Lessee without the prior written consent of Lessor.

Section 12.03. Lessee Negligence. To the extent permitted by the laws and Constitution of the State, Lessee shall protect and hold harmless Lessor from and against any and all liability, obligations, losses, claims and damages whatsoever, regardless of cause thereof, and expenses in connection therewith, including, without limitation, counsel fees and expenses, penalties and interest arising out of or as the result of the entering into this Agreement, the ownership of any item of the Equipment, the ordering, acquisition, use, operation, condition, purchase, delivery, rejection, storage or return of any item of the Equipment or any accident in connection with the operation, use, condition, possession, storage or return of any item of the Equipment resulting in damage to property or injury to or death of any person, to the extent that such liability, obligation, loss, claim or damage arises out of or is proximately caused by the negligent conduct of Lessee, its officers, employees or agents. The obligation of Lessee arising under this paragraph shall continue in full force and effect notwithstanding the full payment of all other obligations under this Agreement or the termination of the Lease Term for any reason.

ARTICLE XIII EVENTS OF DEFAULT AND REMEDIES

Section 13.01. Events of Default Defined. The following shall be "events of default" under this Agreement and the terms "event of default" and "default" shall mean, whenever they are used in this Agreement, any one or more of the following events:

(a) Failure by Lessee to pay any Rental Payment or other payment required to be paid hereunder at the time specified herein; and

(b) Failure by Lessee to observe and perform any covenant, condition or agreement on its part to be observed or performed, other than as referred to in Section 13.01 (a), for a period of 30 days after written notice, specifying such failure and requesting that it be remedied as given to Lessee by Lessor, unless Lessor shall agree in writing to an extension of such time prior to the expiration, provided, however, if the failure stated in the notice cannot be corrected within the applicable period, Lessor will not unreasonably withhold its consent to an extension of such time if corrective action is instituted by Lessee within the applicable period and diligently pursued until the default is corrected.

(c) The filing by Lessee of a voluntary petition in bankruptcy, or failure by Lessee promptly to lift any execution, garnishment, or attachment of such consequence as would impair the ability of Lessee to carry on its governmental function or adjudication of Lessee as a bankrupt or assignment by Lessee for the benefit of creditors, or the entry by Lessee into an agreement of composition with creditors, or the approval by a court of competent jurisdiction of a petition applicable to Lessee in any proceedings instituted under the provisions of the Federal Bankruptcy Statute, as amended, or under any similar acts which may hereafter be enacted.

The foregoing provisions of this Section 13.01 are subject to (i) the provisions of Section 6.07 hereof with respect to nonappropriation; and (ii) if by reason of force majeure Lessee is unable in whole or in part to carry out its agreement on its part herein contained, other than the obligations on the part of Lessee contained in Article VI hereof, Lessee shall not be deemed in default during the continuance of such inability. The term "force majeure" as used herein shall mean, without limitation, the following: acts of God; strikes, lockouts or other employee relations disturbances; acts of public enemies; orders or restraints of any kind of the government of the United States of America or the state wherein Lessee is located or any of their departments, agencies or officials, or any civil or military authority; insurrections; riots; landslides; earthquakes; fires; storms; droughts; floods; or explosions.

Section 13.02. Remedies on Default. Whenever any event of default referred to in Section 13.01 hereof shall have happened and be continuing, Lessee agrees to return the equipment to Lessor and Lessor shall have the right at its sole option without any further demand or notice, to take either one or both of the following remedial steps:

(a) Accept surrender from Lessee of the equipment for sale or release by Lessor in a commercially reasonable manner. All proceeds of such sale or re-letting shall inure to Lessor, provided, however, if such proceeds after deduction of Lessor's reasonable costs and expenses, including attorneys' fees, incurred to recover possession, restore or clean-up and sell or release the equipment, exceed an amount equal to the sum of the past due but unpaid Rental Payments and an amount equal to the then applicable purchase price, Lessor shall remit the amount of such excess to Lessee; or

(b) Institute an action in a court of competent jurisdiction to recover Lessor's compensatory damages resulting from Lessee's default.

Lessor agrees that it shall not have a right to seek any remedy of specific performance nor shall Lessor have any "self-help" right to take possession of the equipment absent Lessee's voluntary surrender thereof.

Section 13.03. No Remedy Exclusive. No remedy herein conferred upon or reserved to Lessor is intended to be exclusive and every such remedy shall be cumulative and shall be in addition to every other remedy give under this Agreement or now or hereafter existing at law or in equity. No delay or omission to exercise any right or power accruing upon any default

shall impair any such right or power or shall be construed to be a waiver hereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient.

ARTICLE XIV MISCELLANEOUS

Section 14.01. Notices. All notices, certificates or other communications hereunder shall be sufficiently given and shall be deemed given when delivered or mailed by registered mail, postage prepaid, to the parties at their respective places of business.

Section 14.02. Binding Effect. This Agreement shall inure to the benefit of and shall be binding upon Lessor and Lessee and their respective successors and assigns.

Section 14.03. Severability. In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

Section 14.04. Amendments. The terms of the Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written instrument signed by the Lessor and the Lessee.

Section 14.05. Execution in Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

Section 14.06. Delayed Closing. In the event of a delayed closing, Lessor shall receive as additional compensation any amount that accrues between the Commencement Date and the Closing Date.

Section 14.07. Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.

Section 14.08. Captions. The captions or headings in this Agreement are for convenience only and do not define, limit or describe the scope or intent of any provisions of sections of this Agreement.

Section 14.09. Entire Agreement. This Agreement and the executed Exhibits attached hereto constitute the entire agreement between Lessor and Lessee. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing signed by both parties, and then such waiver, consent, modification or change shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, representations or warranties, express or implied, not specified herein, regarding this Agreement or the equipment leased hereunder.

Section 14.10. Counterparts; Electronic Signature. This Agreement may be signed by the parties in counterparts which together shall constitute one and the same agreement among the parties. Each party hereby acknowledges and agrees that this Agreement constitutes an Electronic Record and may be executed using Electronic Signatures (including, without limitation, facsimile, .pdf and DocuSign) and shall be considered original signatures for all purposes, and shall have the same legal effect, validity and enforceability as a paper record. For purposes hereof, "Electronic Record" and "Electronic Signature" shall have the meanings assigned to them, respectively, by 15 USC §7006, as it may be amended from time to time.

Section 14.11. Correction of Documents. Lessee agrees to execute and deliver, or provide, as required by Lessor, any documents and information, from time to time, that may be necessary for the purpose of correcting any errors or omissions in this Agreement or to reflect the true intent of Lessor in this transaction. All such documents and information must be satisfactory to Lessor.

Section 14.12 WAIVER OF JURY TRIAL. Lessee and Lessor hereby irrevocably waive any right to a jury trial with respect to any matter arising under or in connection with this Agreement and agree that any dispute shall be determined by a court sitting without a jury.

Section 14.13. Performance Bonds. If requested by Lessor to facilitate payments to vendors in advance of delivery and acceptance, Lessee agrees to require the Equipment manufacturer, and all other contractors and/or subcontractors (collectively, "Contractors") with whom Lessee has contracted for the acquisition of the Equipment, to provide performance bond satisfactory to Lessor conditioned upon the construction of the Equipment as expeditiously as reasonably possible from the date of execution of such Lease and also conditioned upon delivery of possession of the Equipment to the Lessee free and clear of all liens and encumbrances, except the security interest granted to Lessor under the Lease-Purchase Agreement. Each such bond shall be in a form and with a surety acceptable to Lessor and shall name Lessor as a dual obligee. The Lessee shall proceed promptly to pursue diligently any remedies available against a Contractor that is in default under any agreement relating to the acquisition and construction of the Equipment and/or against each surety on any bond securing the performance of such Contractor's obligations with respect to the acquisition and construction of the Equipment. The Lessee and Lessor shall cause the net proceeds recovered by way of the foregoing to be applied, at Lessor's option, to (i) the completion of the Equipment, or (ii) the payment of all rent payments then due plus the then applicable Termination Balance. Any balance of net proceeds remaining after completion of Equipment construction or payment of the outstanding balance owed under the applicable Lease shall be paid promptly to Lessee.

Section 14.14. Time is of the Essence. Lessor and Lessee agree that time is of the essence of all provisions of each Lease entered into under this Agreement.

Any terms and conditions of any purchase order or other document submitted by Lessee in connection with this Agreement which are in addition to or inconsistent with the terms and conditions of this Agreement will not be binding on Lessor and will not apply to this Agreement. Lessee by the signature below of its authorized representative acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

IN WITNESS WHEREOF, Lessor has executed this Agreement in its corporate name and by its duly authorized officer, and Lessee has caused this Agreement to be executed in its corporate name and by its duly authorized officer. All of the above occurred as of the date first written below; this Agreement shall be binding on Lessee beginning on the date it is accepted and executed by Lessor.

LESSOR: Leasing 2, Inc.

By: _____

Title: Funding Manager

Date: 10/30/25

LESSEE: City of Palatka

By: _____

Roberta Correa

Title: Mayor

Date: 10/29/2025

RESOLUTION NO. 2025-R-136

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE SOLE SOURCE PURCHASE OF A LADDER TRUCK FOR THE CITY'S FIRE DEPARTMENT; AUTHORIZING THE FINANCING OF SUCH PURCHASE; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR SCRIVENOR'S ERRORS.

WHEREAS, the Fire Chief, together with the Finance Director, presented urgent needs related to essential fire equipment, including the City's ladder truck; and

WHEREAS, the ladder truck has experienced repeated and significant mechanical failures, including a wiring harness fire and secondary motor failure, which materially impair its reliability; and

WHEREAS, the City Commission has determined that maintaining reliable and effective fire response equipment is critical to public safety and the protection of life and property; and

WHEREAS, replacement options were reviewed, including the availability of immediate replacement units from another local government that no longer had use for an extra ladder truck that it had ordered; and

WHEREAS, the City Commission finds that a sole source procurement is warranted in order to secure a replacement ladder truck in a timely manner, given the urgent need and the lack of equivalent alternatives available for immediate delivery; and

WHEREAS, the City Commission further finds it necessary and appropriate to authorize the financing of the purchase to facilitate the acquisition.

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

Section 1. The City Commission hereby authorizes the sole source purchase of a ladder truck for the City's Fire Department, as recommended by the Fire Chief and Finance Director.

Section 2. The City Commission hereby approves and authorizes the financing of said purchase under such terms and conditions as may be deemed advisable and in the best interest of the City by the City Manager and Finance Director, subject to compliance with applicable laws.

Section 3. The Mayor or designated official are authorized to execute such agreements, documents, and instruments as may be necessary to effectuate the intent of this Resolution.

Section 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 25th day of September 2025.

CITY OF PALATKA

By: Its MAYOR

ATTEST:

Karen Hayes, mmc

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

Inst: 202554027527 Date: 10/01/2025 Time: 11:47AM By: JC, DC,
Matt Reynolds, Putnam, County Page 1 of 2 B: 1833 P: 1452

RESOLUTION NO. 2025-R-125

A RESOLUTION OF THE CITY OF PALATKA ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2025-2026; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS the Annual Budget contains fund appropriations and establishes projected revenue and expenditure levels for all funds and divisions for the current fiscal year and the fiscal year commencing on October 1, 2025; and

WHEREAS Florida Statutes §200.065(2)(c) requires that a public hearing be held on the tentative budget, and Florida Statutes §200.65(2)(d) requires that a public hearing be held to finalize the budget and adopt a millage rate; and

WHEREAS Florida Statutes §200.065(2)(d) requires that within 15 days after the meeting adopting the tentative budget, the taxing authority shall advertise in a newspaper of general circulation of its intent to finally adopt a millage rate and budget. The final hearing must be held within 2 to 5 days of the advertisement. Sections 129.03 and 200.065, F.S. outlines the exact requirements of said advertisements; and

WHEREAS the City of Palatka of Putnam County, Florida on September 10, 2025, held a public hearing as required by Florida Statutes §200.65; and adopted Resolution No. 2025-R-123 to adopt the tentative budget for FY 2025-2026; and

WHEREAS, on September 27, 2025, the City of Palatka advertised in the Palatka Daily News its intent to finally adopt a millage rate and budget; and

WHEREAS the City of Palatka of Putnam County, Florida, set forth the appropriations and revenue estimate for the Budget for the Fiscal Year 2025-2026 in the amount of Eighty-Five Million, Five Hundred Ninety-two Thousand, Three Hundred Seventeen and 00/100 dollars ($85,592,317.).

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

1. The Fiscal Year 2025-2026 Tentative Budget is hereby adopted;
2. The Fiscal Year 2025-2026 Tentative Budget, as filed with the City Clerk, contains the expenditures and reserves estimate, and the revenues and cash balances of the City of Palatka, Florida for the fiscal year from October 1, 2025, to September 30, 2026, both dates inclusive. Said Budget was submitted to the City Commission of the City of Palatka, Florida, by the City Manager as required by and pursuant to Section 39(6) of the City Charter of the City of Palatka, Florida. The 2025-2026 Tentative Budget is hereby fixed and determined in the amount of Eighty-Five Million, Five Hundred Ninety-two Thousand, Three Hundred Seventeen and 00/100 dollars ($85,592,317.), and is hereby in all respects adopted and confirmed as so fixed and determined, and the City Clerk is hereby directed to enter the same upon the Minutes of the City of Palatka, Florida;
3. The City Manager is hereby authorized to expend such sums in accordance with this resolution and the other applicable provisions of the Charter and Ordinances of the City of Palatka, Florida and State law;
4. Properly advertised Public Hearings have been held on September 10, 2025, and September 30, 2025, at 6:00 PM as required by law. Copies of the budget are on file at the Office of the City Clerk for inspection and on the City of Palatka website;
5. If any provision or portion of the Resolution is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of the Resolution shall remain in full force and effect;
6. This Resolution shall take effect immediately upon its adoption;

7. 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 30th day of September 2025.

CITY OF PALATKA

By: _____
It's MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

_____
CITY ATTORNEY

ROBERTA M. CORREA
MAYOR-COMMISSIONER

ANNIE H. DAVIS
COMMISSIONER

JUSTIN R. CAMPBELL, SR.
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

MARCIA G. CARTY, CPA, CGFO
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC
CITY CLERK

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT.

CITY of Palatka FLORIDA

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

OPINION OF LESSEE'S COUNSEL

LESSEE: City of Palatka
DATE OF AGREEMENT: October 25, 2025
Leasing 2, Inc.
1720 West Cass Street
Tampa, FL 33606-1230

To whom it may concern:
As counsel for City of Palatka ("Lessee"), I have examined duly executed originals of the Lease-Purchase Agreement and Escrow Agreement, if applicable (the "Agreement"), between Lessee and Leasing 2, Inc. ("Lessor"), dated as of October 25, 2025 and the proceedings taken by Lessee to authorize and execute the Agreement. Based upon such examination and upon such other examination as I have deemed necessary or appropriate, I am of the opinion that:

1. Lessee is a public body corporate and politic, legally existing under the laws of the State of Florida.
2. The Agreement has been duly authorized, executed and delivered by Lessee, pursuant to Constitutional, statutory and/or home rule provisions which authorize this transaction and Resolution No. 136, attached as Exhibit A to the Agreement.
3. The Agreement is a legal, valid and binding obligation of Lessee, enforceable in accordance with its terms. In the event Lessor obtains a judgment against Lessee in money damages, as a result of an event of default under the Agreement, Lessee will be obligated to pay such judgment.
4. Applicable public bidding requirements have been complied with.
5. To the best of my knowledge, no litigation is pending or threatened in any court or other tribunal, state or federal, which questions or affects the validity of the Agreement.
6. The signature of the officer of Lessee which appears on the Agreement is true and genuine; I know said officer and know him/her to hold the office set forth below his/her names.
7. The Equipment leased pursuant to the Agreement constitutes personal property and when subjected to use by Lessee will not be or become fixtures under applicable law.
8. The leasing of the Equipment pursuant to the Agreement is exempt from all sales and use taxes against either the Lessor or the Lessee during the term of the Lease and the Equipment will be exempt from any state and local personal property or other ad valorem taxes during the term of the Lease.

This opinion may be relied upon by the addressee hereof and its successors and assignees of interests in the Lease, but only with regard to matters specifically set forth herein.

Sincerely,

Jane West, Esq.

EXHIBIT C

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EXHIBIT D

DESCRIPTION OF EQUIPMENT

The Equipment which is the subject of the attached Lease-Purchase Agreement is as follows:

E-One Typhoon 100' Single Axle Ladder, VIN: _____

together with all additions, accessions and replacements thereto.

Lessee hereby certifies that the description of the personal property set forth above constitutes an accurate description of the "Equipment", as defined in the attached Lease-Purchase Agreement.

LOCATION OF THE EQUIPMENT:

100 N 11th Street

Palatka, FL 32177

After Lessee signs this Agreement, Lessee authorizes Lessor to insert any missing information or change any inaccurate information (such as the model year of the Equipment or its serial number or VIN) into the Description of Equipment.

LESSEE: ~~City of Palatka~~

By: _____
Roberta Correa

Title: Mayor

Date: 10/29/2025

EXHIBIT E

PAYMENT SCHEDULE

LESSEE: City of Palatka
LEASE AMOUNT: $1,386,671.00
COMMENCEMENT DATE: 10/25/2025
INTEREST RATE: 4.54%

PAYMENT NO.	DATE	PAYMENT	INTEREST	PRINCIPAL	PURCHASE PRICE*
1	3/25/2026	$205,273.66	$26,411.21	$178,862.45	$1,233,875.94
2	3/25/2027	$205,273.66	$54,845.19	$150,428.47	$1,078,742.50
3	3/25/2028	$205,273.66	$48,014.41	$157,259.25	$917,046.91
4	3/25/2029	$205,273.66	$40,873.45	$164,400.21	$748,511.60
5	3/25/2030	$205,273.66	$33,408.22	$171,865.44	$572,847.23
6	3/25/2031	$205,273.66	$25,604.01	$179,669.65	$389,752.27
7	3/25/2032	$205,273.66	$17,445.42	$187,828.24	$198,912.40
8	3/25/2033	$205,273.66	$8,916.37	$196,357.29	$0.00
Grand Totals		**$1,642,189.28**	**$255,518.28**	**$1,386,671.00**	

LESSEE: City of Palatka

By: _____
Roberta Correa

Title: Mayor

Date: October 29, 2025

* After payment of Rental Payment due on such date.

EXHIBIT F

ACCEPTANCE CERTIFICATE

The undersigned, as Lessee under the Lease-Purchase Agreement (the "Agreement") dated **October 25, 2025**, with **Leasing 2, Inc.** ("Lessor"), hereby acknowledges:

1. _____ **Equipment delivered and accepted**: Lessee has received in good condition all the Equipment described in the Agreement and in Exhibit D thereto and accepts the Equipment for all purposes this _____ day of _____, 20_____.

2. ✓ **Equipment delivery has not yet taken place**: The Equipment described in the Agreement and in Exhibit D thereto, has not been delivered. Lessor has agreed to deposit into an escrow account an amount sufficient to pay the total cost of the Equipment identified in Exhibit D of the Agreement. Exhibit E accurately reflects the Lease Amount. Lessee agrees to execute an Acceptance Certificate and Payment Request Form authorizing payment of the Equipment, or a portion thereof, for each withdrawal of funds from the Escrow Account. Lessee's obligation to commence Rental Payments as set forth in Exhibit E-Payment Schedule is absolute and unconditional as of the Commencement Date, subject to the terms and conditions of the Agreement. Lessee further acknowledges that the Agreement is not subject to the successful delivery of the Equipment, and that in the event of non-performance by the Vendor, Lessee will retain all responsibility for performance under the Agreement.

Lessee certifies that Lessee has fully and satisfactorily performed all of its covenants and obligations required under the Agreement and confirms that the Agreement will commence as defined by "Commencement Date" in the attached Agreement, and it will commence payments in accordance with Article VI of the Agreement.

The undersigned officer of the Lessee hereby reaffirms on behalf of the Lessee in all respects the covenants of the Lessee set forth in Article II of the Agreement and represents that, to the best of his or her knowledge, information and belief, the expectations therein expressed were reasonable as of the Commencement Date, and that there were, and are as of the date on which they were made, and are reasonable as of the Commencement Date, no facts, estimates or circumstances other than those expressed therein that would materially affect the expectations expressed therein.

LESSEE: City of Palatka

By: _____
Roberta Correa

Title: Mayor

EXHIBIT G

ESSENTIAL USE/SOURCE OF FUNDS LETTER

TO: **Leasing 2, Inc.**

RE: Lease-Purchase Agreement Dated **October 25, 2025.**

Reference is made to certain Lease-Purchase Agreement dated **October 25, 2025,** between **Leasing 2, Inc.** and **City of Palatka,** leasing the personal property described in Exhibit D to such Agreement. This confirms and affirms that such Equipment is essential to the functions of the undersigned or to the service we provide to our citizens.

Further, we have an immediate need for, and expect to make immediate use of, substantially all the Equipment, which need is not temporary or expected to diminish in the foreseeable future. The Equipment will be used by us only for the purpose of performing one or more of our governmental or proprietary functions consistent with the permissible scope of our authority. **Specifically, the Equipment was selected by us to be used as follows:**

Please describe USE of equipment: Firefighting/rescue operations within the City, giving us greater access/capability in our historical/ downtown districts.

Sincerely,

Roberta Correa, Mayor

10/29/2025
Date

EXHIBIT H

DESIGNATION OF BANK QUALIFICATION

In consideration of the mutual covenants of the Lessor and Lessee pursuant to the Lease-Purchase Agreement dated **October 25, 2025**, (the "Agreement") between **Leasing 2, Inc.** ("Lessor") and **City of Palatka** ("Lessee"), such Agreement is modified as follows:

Lessee certifies that it reasonably anticipates that it and all of its subordinate entities will not issue more than $10,000,000 of "qualified tax-exempt obligations" (as that term is defined in Section 265(b)(3)(B) of the Internal Revenue Code of 1986 ("the Code") during the current calendar year .

Further, lessee hereby designates the Agreement as a "qualified tax-exempt obligation" in accordance with Section 265 (b)(3)(B) of the Code so that it is eligible for the exception contained in Section 265 (b)(3) of the Code and further certifies for the purpose of the overall limitation of Section 265 (b)(3)(D) of the Code that it and its subordinate entities have not as of this calendar year issued more than $10,000,000 of obligations which it has designated for these purposes.

All terms contained herein not otherwise defined shall have the same meaning as such terms are used and defined in the Lease.

LESSEE: City of Palatka

By: _____
Roberta Correa

Title: Mayor

Date: 10/29/2025

EXHIBIT I

NOTICE AND ACKNOWLEDGMENT OF ASSIGNMENT

Leasing 2, Inc. ("Lessor") hereby gives notice to the **City of Palatka** ("Lessee") that Lessor has assigned all rights to payments under the Lease-Purchase Agreement and Escrow Agreement dated as of **October 25, 2025**, between **Leasing 2, Inc.** ("Lessor") and **City of Palatka** ("Lessee"). **Leasing 2, Inc.** ("Lessor") hereby requests, gives notice and instructs **City of Palatka** ("Lessee") that payments that hereafter come due pursuant to the Lease-Purchase Agreement be paid to **Santander Bank, N.A.** or its Assignee.

Santander Bank, N.A.
P.O. Box 847386
Boston, MA 02284-7386

LESSEE: **City of Palatka**

By: _____
Roberta Correa

Title: Mayor

Date: October 29, 2025

INSURANCE COVERAGE REQUIREMENT

TO: **Leasing 2, Inc. and/or its Assigns**
1720 West Cass Street
Tampa, FL 33606-1230

FROM: **City of Palatka**
201 N 2nd Street
Palatka, FL 32177

RE: INSURANCE COVERAGE REQUIREMENTS **(Check one):**

X 1. In accordance with Section 8.03 of the Agreement, we have instructed the insurance agent named below (please fill in name, address and telephone number)

AGENCY NAME: Florida League of Cities, Inc
CONTACT NAME: Tyler Denahan
ADDRESS: P.O. Box 538135
CITY/ ST/ ZIP: Orlando, Florida 32853
TELEPHONE: (561) 281-8213
EMAIL ADDRESS: TDenahan@flcities.com to issue:

a. All Risk Physical Damage Insurance on the leased equipment evidenced by a Certificate of Insurance and Long Form Loss Payable Clause naming **Leasing 2, Inc. and/or its Assigns** as Loss Payee.

Coverage Required: Full Replacement Value

b. Public Liability Insurance evidenced by a Certificate of Insurance naming **Leasing 2, Inc. and/or its Assigns** as an Additional Insured.

Minimum Coverage Required:
$500,000.00 per person
$1,000,000.00 aggregate bodily injury liability
$1,000,000.00 property damage liability

____ 2. Pursuant to Section 8.03 of the Agreement, we are self-insured for all risk, physical damage, and public liability and will provide proof of such self-insurance in letterform together with a copy of the statute authorizing this form of insurance.

By: _____
Roberta Correa

Title: Mayor

Date: 10/29/2025

BILLING INFORMATION

Please indicate below how you would like us to bill you for the lease payments due under this Agreement, including a contact name, if applicable:

Contact Name: _____

Company: City of Palatka

Street Address or Box #: 201 N. 2nd Street

City, State, Zip: Palatka, FL 32177

County: Putnam

Telephone: (386) 329-0100 ext. 2068

Fax: ( )

Email Address: Finance@palatka-fl.gov

Invoice Reference: E-One Typhoon 100' Single Axle Ladder

ESCROW AGREEMENT

THIS ESCROW AGREEMENT (the "Escrow Agreement") is made and entered into as of **October 25, 2025** ("Escrow Agreement Date"), by and among Leasing 2, Inc. or its assigns ("Lessor"), **City of Palatka** ("Lessee") and Old National Wealth Management ("Escrow Agent").

RECITALS

WHEREAS, Lessor and Lessee have entered into the Lease-Purchase Agreement dated **October 25, 2025** (the "Lease"), pursuant to which the equipment more particularly described therein (the "Equipment") will be leased to the Lessee under the terms stated in the Lease;

WHEREAS, Lessor and Lessee desire to make funding arrangements for the acquisition of the Equipment, and Escrow Agent agrees to serve as escrow agent for such funding and acquisition;

WHEREAS, Escrow Agent is hereby notified that Lessor expects to assign all of its right, title, and interest in and to, but not its obligations under, the Lease and this Escrow Agreement to **Santander Bank, N.A.**, including, in particular, but without limitation, and Lessor's right to approve all payment requests submitted by Lessee and Lessor's security interest in the Fund (as defined herein).

NOW THEREFORE, in consideration of the mutual agreements and covenant herein contained and for other valuable consideration, the parties hereby agree as follows:

1. Escrow Agent shall undertake the duties and obligations of Escrow Agent as set forth in this Escrow Agreement. Escrow Agent shall not be deemed to be a party to the Lease.

2. Lessor has delivered to Escrow Agent the sum of $ **1,386,671.00** ("Escrow Amount") for deposit by Escrow Agent in an Escrow Account established in connection with the Lease (the "Fund"). The Fund will be administered by Escrow Agent pursuant to the terms of this Escrow Agreement. Lessee acknowledges that Escrow Agent may commingle the Escrow Amount held by Escrow Agent for the benefit of Lessee with other funds held by Escrow Agent for its own account, so long as the Escrow Agent maintains segregation of the Fund on the books and records of Escrow Agent. The Escrow Amount shall not be the property of the Escrow Agent, notwithstanding the fact that it may be commingled with other funds of the Escrow Agent.

3. Deposits in the Fund shall be used to pay for the acquisition of the Equipment. The Equipment may be acquired as individual items or as groups of items. Escrow Agent shall make disbursements from the Fund in payment for the acquisition of each item or group of items of the Equipment promptly upon receipt of a properly executed Escrow Disbursement Request Form, in the form attached hereto as "Exhibit A", for that portion of the acquisition of the Equipment for which payment is requested. Upon full acquisition of an item or group of items of the Equipment, any remaining cost of such item or group of items shall be disbursed promptly by the Escrow Agent upon receipt of a properly executed Acceptance Certificate and a corresponding Escrow Disbursement Request Form in the form attached hereto as "Exhibit A", for that portion of the Equipment for which payment is requested. Payment by Escrow Agent shall be to the payee shown on the Escrow Disbursement Request Form. Escrow Agent may deduct overnight mailing fees from the Fund prior to any disbursement requested by Lessee in writing to be sent via overnight mail.

4. No fees are due to the Escrow Agent under this Escrow Agreement and neither the Lessee nor any assignee of Lessor shall be responsible for payment of any fees to the Escrow Agent.

5. Escrow Agent will invest the Fund, as specified by Lessor, in a Federated Government Obligation Money Market account, ticker GOSXX; provided, however, that notwithstanding anything herein, the yield on the Fund shall not be allowed to exceed the yield on the Lease. If the yield on the Fund at any time exceeds the yield on the Lease, the Lessor shall direct the Escrow Agent to invest the Fund in a lower yielding investment such that no arbitrage is earned on the Fund. Escrow Agent shall maintain the Fund until termination of the Fund pursuant to Section 6 hereof.

6. Upon execution of one or more Acceptance Certificates by Lessee and payment of acquisition costs by Escrow Agent for all the Equipment, this Escrow Agreement shall terminate and the Fund shall be closed. If not terminated earlier, this Escrow Agreement shall terminate and the Fund shall close on the date that is three years after the Escrow Agreement Date ("Termination Date"). Upon termination of this Escrow Agreement and closing of the Fund, Escrow Agent shall transfer all remaining principal in the Fund to Lessor and such amounts shall be applied by Lessor to Lessee's next Rental Payment. Lessee agrees that any interest earned on the Escrow Amount held in the Fund in excess of the costs of the Equipment will be paid to Leasing 2, Inc.

7. Lessor and Lessee may by written agreement between themselves remove the Escrow Agent, at any time and for any reason, and appoint a successor Escrow agent. Such removal shall not be effective until thirty (30) days after written notice thereof if provided to Escrow Agent.

8. Escrow Agent may at any time and for any reason resign as Escrow Agent by giving written notice to Lessor and Lessee of its intention to resign and of the proposed date of resignation, which date shall be not less than thirty (30) days after giving Lessee and Lessor written notice of intent to resign, nor less than thirty (30) days after being appointed by Lessor and Lessee.

9. Escrow Agent shall have no obligation under the terms of this Escrow Agreement to make any disbursement except from the Fund. Escrow Agent makes no warranties or representations as to the Equipment or as to performance of the obligations of Lessor or Lessee under this Escrow Agreement or the Lease.

10. Escrow Agent shall be entitled to rely in good faith upon any documents signed by a party hereto and shall have no duty to investigate the veracity of such documents. Escrow Agent (i) may assume that any person giving notice pursuant to the terms hereof is authorized to do so and (ii) shall not be liable for good faith reliance thereon.

11. Except to the extent it would invalidate the Lease or otherwise be prohibited by law, to secure the payment of all Lessee's obligations under the Lease, Lessee, grants to Lessor a security interest constituting a first lien on the Escrow Amount and on all amounts held in the Fund and any proceeds therefrom. Lessee hereby authorizes Lessor to prepare and file such financing statements, any amendments thereto and other such documents to establish and maintain such first lien and perfected security interest. Lessee hereby acknowledges the receipt of copies of the financing statements prepared by Lessor and hereby confirms the accuracy of the information contained therein. Lessee further agrees to execute such additional documents, including affidavits, notices and similar instruments, in form satisfactory to Lessor, which Lessor deems necessary or appropriate to establish and maintain its security interest, and upon assignment, the security interest of any assignee of Lessor, in the Equipment. To the limited extent required to perfect the security interest granted by Lessee to Lessor in the cash and negotiable instruments from time to time comprising the Fund, Lessor hereby appoints the Escrow Agent as its security agent, and the Escrow Agent hereby accepts the appointment as security agent, and agrees to hold physical possession of such cash negotiable instruments on behalf of Lessor.

12. The Lessor and Lessee, to the extent permitted by law, hereby agree to indemnify, defend, protect and hold the Escrow Agent, its affiliates, its officers, directors, agents and employees, harmless from and against any and all claims, losses, liability, damages, costs or expenses that the Escrow Agent may suffer or incur arising out of or in connection with the acceptance or administration of this Escrow Agreement or the performance of its duties hereunder, including reasonable attorneys' fees, but excluding any losses, liability, damages, costs or expenses due to the Escrow Agent's negligence or willful misconduct or its failure to act in accordance with the terms of this Escrow Agreement. This indemnity shall survive the termination of this Escrow Agreement or the removal or resignation of the Escrow Agent. The Escrow Agent agrees to indemnify, defend, protect and hold the Lessor, its affiliates, its officers, directors, agents and employees, harmless from and against any and all claims, losses, liability, damages, costs or expenses that the Lessor may suffer or incur arising out of or in connection with the acceptance or administration of this Escrow Agreement or the performance of its duties hereunder, including reasonable attorneys' fees, but excluding any losses, liability, damages, costs or expenses due to the Lessor's negligence or willful misconduct.

13. This Escrow Agreement may be amended only by written agreement executed by all the parties.

14. This Escrow Agreement may be executed in several counterparts, each of which shall be an original.

15. This Escrow Agreement will be governed by and construed in accordance with the laws of the state in which the Lessee is organized.

IN WITNESS WHEREOF, the parties have executed this Escrow Agreement as of the date first written above.

LESSOR: Leasing 2, Inc.

BY: _____

Name: _____

Title: Funding Manager

LESSEE: City of Palatka

BY: _____

Name: Roberta Correa

Title: Mayor

ESCROW AGENT: Old National Wealth Management

BY: _____

Name: _____

Title: _____

9. Escrow Agent shall have no obligation under the terms of this Escrow Agreement to make any disbursement except from the Fund. Escrow Agent makes no warranties or representations as to the Equipment or as to performance of the obligations of Lessor or Lessee under this Escrow Agreement or the Lease.

10. Escrow Agent shall be entitled to rely in good faith upon any documents signed by a party hereto and shall have no duty to investigate the veracity of such documents. Escrow Agent (i) may assume that any person giving notice pursuant to the terms hereof is authorized to do so and (ii) shall not be liable for good faith reliance thereon.

11. Except to the extent it would invalidate the Lease or otherwise be prohibited by law, to secure the payment of all Lessee's obligations under the Lease, Lessee, grants to Lessor a security interest constituting a first lien on the Escrow Amount and on all amounts held in the Fund and any proceeds therefrom. Lessee hereby authorizes Lessor to prepare and file such financing statements, any amendments thereto and other such documents to establish and maintain such first lien and perfected security interest. Lessee hereby acknowledges the receipt of copies of the financing statements prepared by Lessor and hereby confirms the accuracy of the information contained therein. Lessee further agrees to execute such additional documents, including affidavits, notices and similar instruments, in form satisfactory to Lessor, which Lessor deems necessary or appropriate to establish and maintain its security interest, and upon assignment, the security interest of any assignee of Lessor, in the Equipment. To the limited extent required to perfect the security interest granted by Lessee to Lessor in the cash and negotiable instruments from time to time comprising the Fund, Lessor hereby appoints the Escrow Agent as its security agent, and the Escrow Agent hereby accepts the appointment as security agent, and agrees to hold physical possession of such cash negotiable instruments on behalf of Lessor.

12. The Lessor and Lessee, to the extent permitted by law, hereby agree to indemnify, defend, protect and hold the Escrow Agent, its affiliates, its officers, directors, agents and employees, harmless from and against any and all claims, losses, liability, damages, costs or expenses that the Escrow Agent may suffer or incur arising out of or in connection with the acceptance or administration of this Escrow Agreement or the performance of its duties hereunder, including reasonable attorneys' fees, but excluding any losses, liability, damages, costs or expenses due to the Escrow Agent's negligence or willful misconduct or its failure to act in accordance with the terms of this Escrow Agreement. This indemnity shall survive the termination of this Escrow Agreement or the removal or resignation of the Escrow Agent. The Escrow Agent agrees to indemnify, defend, protect and hold the Lessor, its affiliates, its officers, directors, agents and employees, harmless from and against any and all claims, losses, liability, damages, costs or expenses that the Lessor may suffer or incur arising out of or in connection with the acceptance or administration of this Escrow Agreement or the performance of its duties hereunder, including reasonable attorneys' fees, but excluding any losses, liability, damages, costs or expenses due to the Lessor's negligence or willful misconduct.

13. This Escrow Agreement may be amended only by written agreement executed by all the parties.

14. This Escrow Agreement may be executed in several counterparts, each of which shall be an original.

15. This Escrow Agreement will be governed by and construed in accordance with the laws of the state in which the Lessee is organized.

IN WITNESS WHEREOF, the parties have executed this Escrow Agreement as of the date first written above.

LESSOR: Leasing 2, Inc

BY: _____

Name: Jaunetta Keys

Title: Funding Manager

LESSEE: ~~City of Palatka~~

BY: _____

Name: Roberta Correa

Title: Mayor

ESCROW AGENT: Old National Wealth Management

BY: _____

Name: Mackenzie Wilkinson

Title: Corporate Trust Officer

RESOLUTION NO. 2026-R-101

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, ACCEPTING A GRANT AWARD FROM THE UNITED STATES DEPARTMENT OF AGRICULTURE COMMUNITY FACILITIES GRANT PROGRAM IN THE AMOUNT OF $2,088,928.00, REQUIRING A CITY MATCH IN THE AMOUNT OF $522,328.00, FOR THE PURCHASE OF A FIRE ENGINE AND AERIAL LADDER TRUCK FOR THE PALATKA FIRE DEPARTMENT; USING G/L'S 001-08-522-6-6481 CITY MATCH USDA RD FIRE ENGINE TRUCKS, 001-08-522-6-6490 USDA RDFIRE ENGINE TRUCKS, and 001-08-522-6-6400 CAPITAL OUTLAY. AUTHORIZING THE CITY MANAGER OR DESIGNEE TO EXECUTE ALL NECESSARY DOCUMENTS; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Palatka Fire Department has a need to reimburse the cost of a 2025 aerial ladder truck and to purchase a new fire engine to replace aging frontline apparatus; and

WHEREAS, the United States Department of Agriculture ("USDA") Community Facilities Grant Program provides funding assistance for the acquisition and replacement of essential public safety equipment, including fire apparatus; and

WHEREAS, the City of Palatka applied for and has been awarded a USDA Community Facilities Grant in the amount of $2,088,928.00 for the reimbursement and purchase of fire apparatus; and

WHEREAS, the grant requires a city matching contribution in the amount of $522,328.00; and

WHEREAS, the City Commission finds that acceptance of the grant funds and provision of the required matching funds will promote the health, safety, and welfare of the citizens of the City of Palatka by improving fire protection capabilities and emergency response services; and

WHEREAS, the City Commission finds it to be in the best interest of the city to accept the grant award and authorize execution of all related grant documents.

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

Section 1. The City Commission hereby accepts the United States Department of Agriculture Community Facilities Grant award in the amount of $2,088,928.00 for the reimbursement and purchase of a fire engine and aerial ladder truck for the Palatka Fire Department.

Section 2. The City Commission hereby authorizes the expenditure of matching City funds in the amount of $522,328.00 as required under the terms of the grant award.

Section 3. The City Manager, or designee, is hereby authorized to execute all grant agreements, certifications, reimbursement requests, and any other documents necessary to implement and administer the grant and effectuate the intent of this Resolution.

Section 4. Scrivener's Errors. The City Manager or designee is authorized to correct typographical, scriveners, and similar non-substantive errors that do not affect the intent of this Resolution, subject to review by the City Attorney. A corrected copy shall be filed by the City Clerk in the public record.

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

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this 28th 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-103: Authorizing GAI Consultants to update the CRA Redevelopment Plan in the amount of $88,000 for the complete scope of work. The GLs for the redevelopment plan (Professional Services) with % splits are as follows: Central Business – 030-30-580-3-3100 – 70%; North Historic – 030-32-580-3-3100 – 7%; South Historic – 030-31-580-3-3100 – 23%

STAFF REPORT

DATE: May 28, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Approve resolution.

BACKGROUND

GAI Consultants, Inc., through its Community Solutions Group ("GAI"), submitted a revised scope of services dated February 23, 2026, for preparation of the CRA Plan Update, including project initiation, assessment and evaluation, preparation of the updated redevelopment plan document, and assistance with plan adoption. The proposal for this update is $88,000.

PROJECT ANALYSIS

The GLs for the redevelopment plan (Professional Services) with % splits are as follows:
Central Business – 030-30-580-3-3100 – 70%
North Historic – 030-32-580-3-3100 – 7%
South Historic – 030-31-580-3-3100 – 23%

Staff Recommendation

Approve resolution.

ATTACHMENTS

1.	103 Resolution 2026-R-103 GAI Consultants update of the CRA Redevelopment Plan
2.	GAI-CSG_Palatka CRA Plan Update_Revised Scope_02-23-2026

RESOLUTION NO. 2026-R-103

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, APPROVING AN AGREEMENT WITH GAI CONSULTANTS, INC., THROUGH ITS COMMUNITY SOLUTIONS GROUP, FOR PROFESSIONAL CONSULTING SERVICES RELATED TO THE UPDATE OF THE PALATKA COMMUNITY REDEVELOPMENT AGENCY REDEVELOPMENT PLAN; AUTHORIZING AN EXPENDITURE IN AN AMOUNT NOT TO EXCEED EIGHTY-EIGHT THOUSAND DOLLARS ($88,000), PLUS REIMBURSABLE EXPENSES NOT TO EXCEED TWO THOUSAND DOLLARS ($2,000); PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, during the CRA Budget Workshop held on August 25, 2025, three options regarding the future direction of the CRA were presented to the CRA Board, and the Board selected Option #2, which maintained the existing CRA boundaries while directing staff to proceed with an update to the CRA Redevelopment Plan; and

WHEREAS, on October 23, 2025, City staff presented a staff report to the CRA Board to formalize the Board's direction to proceed with the CRA Redevelopment Plan update, including reaffirming the decision not to pursue expansion of the CRA district boundaries and to move forward with updating the existing CRA Plan; and

WHEREAS, GAI Consultants, Inc., through its Community Solutions Group ("GAI"), submitted a revised scope of services dated February 23, 2026, for preparation of the CRA Plan Update, including project initiation, assessment and evaluation, preparation of the updated redevelopment plan document, and assistance with plan adoption; and

WHEREAS, the revised proposal provides for a total lump-sum fee of Eighty-Eight Thousand Dollars ($88,000), plus reimbursable direct expenses not to exceed Two Thousand Dollars ($2,000); and

WHEREAS, the City of Palatka finds that engaging GAI Consultants, Inc. to prepare the CRA Redevelopment Plan Update is in the best interests of the CRA and serves a valid public purpose by providing updated redevelopment strategies, economic analyses, infrastructure planning, and implementation guidance necessary to advance redevelopment efforts within the CRA district.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF PALATKA, FLORIDA:

SECTION 1. Recitals. The foregoing recitals are true and correct and are hereby incorporated herein by this reference.

SECTION 2. Approval of Agreement. The City of Palatka hereby approves the proposal and scope of services submitted by GAI Consultants, Inc., through its Community Solutions Group, dated February 23, 2026, for the preparation of the Palatka CRA Redevelopment Plan Update.

SECTION 3. Authorization of Expenditure. The City of Palatka hereby authorizes an expenditure in an amount not to exceed Eighty-Eight Thousand Dollars ($88,000), plus reimbursable direct expenses not to exceed Two Thousand Dollars ($2,000), for the services described in the approved proposal. The GLs for the redevelopment plan (Professional Services) with % splits are as follows:
Central Business – 030-30-580-3-3100 – 70%
North Historic – 030-32-580-3-3100 – 7%
South Historic – 030-31-580-3-3100 – 23%

SECTION 4. Scrivener's Errors. The City Manager or designee may correct typographical scrivener's errors in this Resolution by filing a corrected copy with the City Clerk, provided that such corrections do not affect the intent, substantive meaning, or legal effect of this Resolution. A corrected copy shall be posted by the City Clerk and made available for public inspection.

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

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this 28th 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.

GAI Consultants, Inc.
618 E. South Street ,Suite 700
Orlando, Florida 32801
T 407.423.8398
Gaiconsultants/csg.com

February 23, 2026

GAI Project R240666.00

Ms. Nicole Auth
CRA Coordinator
City of Palatka
201 N. 2nd St.
Palatka, FL 32177

Proposal: City of Palatka CRA Plan Update (RFP #2024-05)

Dear Ms. Auth

GAI Consultants' Community Solutions Group ("GAI" or "CSG") offers this amended Proposal to the City of Palatka ("Client" or "City") for the creation of the City of Palatka CRA Plan Update.

Proposal Background

Over the past several months, the conditions shaping the direction of the Community Redevelopment Agency (CRA) Plan Update have evolved significantly. As a result, revisions to the original scope of services are warranted to ensure the project remains aligned with both the City's priorities and the broader statutory and policy environment in which Florida CRAs operate. These updates reflect the feedback GAI received from the City of Palatka's Community Redevelopment Agency (CRA) Governing Board at its October 23, 2025, meeting.

During this period, two key factors influenced the need for updates:

- The CRA's decision not to pursue expansion of the CRA district boundaries.
- Legislative activity during the most recent session, including several bills that could have significantly affected CRAs statewide.

Additionally, local considerations—such as staffing changes within both the City and CSG—indicated a need to revisit the project schedule and adopt a more streamlined approach. Ongoing discussions with City staff have further clarified opportunities to align the plan update with other recently completed community planning initiatives.

Scope of Services

As outlined in the proposal background, this amended proposal consolidates the work into four (4) tasks, each of which remains aligned with the original four (4) phases identified in the initial scope.

Task 1: Initiation

This first task lays the groundwork for a successful project by clarifying expectations, confirming the refined scope, and organizing the resources necessary to move forward. To relaunch the effort effectively, CSG will collaborate closely with the Client on the following tasks:

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- **CRA Board Meeting:** CSG will attend a CRA Board Meeting to present the revised and amended scope of services.
- **Work Plan Development:** CSG will prepare a comprehensive work plan outlining the project goals, schedule, key milestones, deliverables, and responsibilities. The work plan will also detail the goals and objectives of the stakeholder meetings and the CRA Board Workshop. This document will serve as a management tool to track project progress and guide coordination meetings with the Client.
- **Data and Information Review:** CSG will review all previously collected project data and documents, then provide the Client with a list of any additional materials needed for the plan update. This may include past, current, and planned CRA projects; relevant studies and plans; and other information from City departments and regional agencies.
- **Project Initiation Meeting:** CSG and the Client will hold a virtual kickoff meeting to review the work plan, discuss the data and information request, and address any recommendations from the CRA Board regarding the plan update and overall process.

Deliverables:

- *Work Plan*
- *Data Request List*

Task 2: Assessment and Evaluation

Task 2 focuses on developing a comprehensive understanding of existing conditions, plans, policies, and redevelopment opportunities within the CRA. This phase includes a coordinated review of relevant City and CRA plans, evaluation of current programs, and an assessment of regulatory frameworks affecting redevelopment. CSG will analyze physical conditions, parcel characteristics, blight indicators, and economic and demographic trends to establish a strong data-driven foundation for the CRA Plan Update. Engagement with key stakeholder groups will further inform this assessment. Findings from all components of Task 2 will be consolidated into an Assessment and Evaluation Presentation for review and discussion with the CRA Board.

- **Plans & Programs Review:** CSG and the City will jointly review the plans listed below to gain a comprehensive understanding of their goals and actions and to identify areas of alignment with the CRA Plan Update. Each plan will be evaluated for key themes, relevant strategies, and opportunities for incorporation. The evaluation of some of these plans can occur concurrently with the Stakeholder Meetings.
  - 2021 CRA Plan: The City will provide CSG with an updated summary of accomplishments related to the plan's goals, four-point actions, projects, and programs, along with feedback on the plan's organization and readability. This review will help identify which projects and programs are completed, ongoing, or new priorities to be addressed in the updated CRA Plan.
  - CRA Programs Review & Evaluation: Both City and CSG will review and assess existing CRA grant programs, identifying strengths, gaps, and opportunities for improvement, and recommending updates or revisions as needed.

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  - Citywide Vision Plan and 2045 Comprehensive Plan: If completed, both City and CSG will identify and share the elements from these plans that should be incorporated into the CRA Plan Update.
  - Downtown Strategic Plan and 2022 City's Economic Development Plan: Both City and CSG will provide an outline of the elements identified in the plan that are appropriate for inclusion in the CRA Plan Update.
- **Regulatory Review:** CSG will review the City's existing Zoning and Land Development Code to assess how current regulations support, hinder, or remain neutral to redevelopment efforts within the CRA. The review will assess the potential impacts of these regulations on the CRA's redevelopment objectives and identify any recommended revisions or updates to facilitate redevelopment. This analysis will be completed in coordination with a review of the Zoning Map and Future Land Use Map.
- **Physical Conditions Analysis:** CSG will analyze existing land use patterns, urban form, and overall area characteristics within the CRA. This includes identifying current land uses, key commercial and residential areas, and documenting development patterns through an urban form analysis and building type assessment. The analysis will also consider the area's heritage and character, including historic resources, architectural patterns, and defining physical features that contribute to the CRA's identity. In addition, CSG will develop a series of maps illustrating the CRA's transportation network and street hierarchy, parks and open space system, and infrastructure systems (including utilities and stormwater).
- **Projects Inventory:** CSG will also map and inventory all development (housing, commercial, office, and mixed-use), infrastructure, and public realm projects within the CRA. This mapping will support a clear understanding of ongoing and planned investments and help inform priorities for the CRA Plan Update.
- **Parcel Characteristics Analysis:** CSG will create a comprehensive parcel characteristics analysis to help determine the location of underutilized properties and opportunities for infill redevelopment. The analysis will include 1) Parcel size, 2) Vacant parcels, 3) Parcel Ownership, 4) Existing Structures/Building year built, 5) Assessed / Taxable Value, 6) Assessment of property land values to structure values, 7) New construction permits, 8) Development Applications, and 9) Past, recent, and future redevelopment projects.
- **Blighted Areas and Code Violations Analysis:** If data is available, CSG will analyze commercial and residential code violations within the CRA for the past five years. This task will include creating an inventory of violation locations and types to help identify patterns of blight, property maintenance issues, and areas that may require targeted intervention or reinvestment.
- **Regional and Citywide Economic Outlook:** CSG will prepare a summary of the key economic drivers influencing growth and redevelopment opportunities within the City and CRA. This analysis will highlight countywide and citywide economic trends, major industries, workforce conditions, and emerging opportunities. To develop this overview, CSG will draw on information from the Putnam County Economic Development website, the North Florida Economic Development Partnership, and any additional data or resources provided by the City.
- **Demographics and Socio-Economics:** Using Esri Business Analytics Data, CSG will prepare an analysis of the demographic and socio-economic characteristics of the City and CRA to help understand the community's population trends, social conditions, and economic profile. This task

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will include an assessment of population growth and change, age distribution, household composition, income levels, educational attainment, employment characteristics, and housing indicators. The analysis will identify key trends, disparities, and factors influencing redevelopment opportunities and community needs

- **Stakeholder Meetings/Workshop:** CSG will prepare, lead, and document engagement sessions with up to four (4) stakeholder groups, identified in collaboration with the City. These meetings will support and inform the Assessment and Evaluation Phase. Each session is expected to last no more than two hours and will include a brief project overview, followed by a tailored set of questions or activities for the specific stakeholder group. Engagement sessions may be held in person or conducted virtually, depending on City preference and stakeholder availability. All in-person meetings will be scheduled within a single day. The City will be responsible for preparing the participant list, sending invitations, confirming attendance, and securing the meeting venue.
- **Assessment and Evaluation Presentation:** CSG will prepare and deliver a comprehensive Assessment and Evaluation Presentation summarizing all findings from Phase II. The presentation will consolidate the full set of analyses and reviews completed during this phase and provide a clear, data-driven foundation for shaping the CRA Plan Update. CSG will present the assessment and evaluation findings to the CRA Board during a workshop session. Following the workshop and input from Board Members, CSG will update and refine the presentation accordingly.
- **CRA Board Workshop#1:** CSG will present the findings from the Area Assessment and Evaluation to the CRA Board during a special workshop session. The purpose of the workshop is to review key conclusions, discuss implications for the CRA Plan Update, and gather input from each Board Member. Following the workshop, CSG will incorporate the Board's feedback into the Assessment and Evaluation presentation and refine the materials accordingly.

Deliverables:

- *Plans and Programs Review Memo*
- *Stakeholder Meetings Presentation and Activities*
- *Assessment and Evaluation Presentation*
- *CRA Workshop Presentation (Assessment and Evaluation)*

Task 3: Plan Document

Using the findings from the Assessment and Evaluation Phase, CSG will prepare the CRA Plan Update in compliance with Chapter 163.362 and applicable requirements of Chapters 163.360 and 163.361, Florida Statutes (F.S.). The Plan will establish the CRA's goals, objectives, actions, and priority projects.

CSG will begin by preparing a plan outline for City review and approval. Once approved, CSG will develop the draft plan document and presentation, incorporating narrative content, tables, diagrams, graphics, and renderings as appropriate. After completing the draft, CSG will present it to the CRA Board during a workshop session to gather input. Following the workshop, CSG will incorporate Board feedback and finalize the updated CRA Plan for delivery to the city.

- **Draft and Final Plan Elements:**
  - Vision Statement & Guiding Principles: A vision statement and guiding principles that define the CRA's future direction and establish a framework for plan goals and actions.

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  - Goals, Objectives, and Actions: A set of goals and objectives supported by actions organized into the following categories: 1) Policy & Plans; 2) Development Planning & Preparation; 3) Capacity & Organization; 4) Programs & Incentives 7; 5) Physical Improvements & Projects
  - Framework and Projects Map: Maps illustrating proposed physical projects, including infrastructure improvements, public realm enhancements, and potential redevelopment sites.
  - Catalyst Project Sites Design: Identification of up to three potential redevelopment sites and preparation of conceptual design plans for each.
  - TIF Projections: Incremental revenue projections at five-year intervals through the CRA's sunset date to support capital planning.
  - Capital Improvements Plan: A prioritized list of projects with associated implementation timelines and funding allocations.
  - Neighborhood Impact Statement: A description of any anticipated impact of the Plan's redevelopment programs and projects upon the residents.
  - Statutory and Regulatory Compliance Review: An evaluation of the CRA Plan Update for consistency with the Comprehensive Plan and local land development regulations.
- **CRA Board Workshop #2:** CSG will present the draft CRA Plan to the CRA Board during a special workshop session to review the proposed goals, actions, and projects. Feedback from Board Members will be documented and incorporated into the final CRA Plan delivered to the City.

Deliverables:

- *Plan Outline*
- *Draft Plan Document*
- *Final Plan Document*
- *CRA Workshop Presentation (Draft Plan)*

Task 4: Plan Adoption

Once the plan document is complete, CSG will assist the City in preparing all necessary materials for the CRA Plan adoption process.

- Adoption Materials: CSG will work with the City to prepare all supporting documents required for each step of the CRA Plan adoption process, including reports, draft resolutions, draft ordinances, materials for the recommendation and adoption of the Redevelopment Plan, and documentation for establishing the Redevelopment Trust Fund.
- Notice and Advertisement: CSG will support/assist the City in preparing meeting notices, advertisements, and notifications to taxing authorities to ensure full statutory compliance throughout the CRA Plan Update adoption process.

Meetings

The work outlined in the Scope of Services above assumes that CSG will participate in regularly scheduled virtual progress meetings with the City's project team to provide project updates and review interim deliverables.

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Schedule

CSG will commence work upon receipt of an executed proposal from the Client. CSG anticipates completing the Scope of Services in September 2026; however, this estimated date is subject to change based on client approvals, project conditions, or delays beyond GAI's reasonable control. See Exhibit A: Project Schedule

Compensation

The total estimated cost of GAI's services under this Proposal is $86,000, to be billed on a lump sum basis, exclusive of direct expenses related to travel and production costs not to exceed $2,000.00. See Fee Table Below. Any work performed outside the agreed-upon scope of work will be considered additional service.

Fee Table

Task	Description	Term	Fee
1	Initiation	Lump Sum	$6,000
2	Assessment and Evaluation	Lump Sum	$37,000
3	Plan Document	Lump Sum	$35,000
4	Plan Adoption	Lump Sum	$8,000
		Direct Expenses (estimated)	$2,000
		Total	**$88,000**

Reimbursable Expenses

Reimbursable expenses may include in-house and out-of-house project costs required to perform and deliver design documents, expenses related to out-of-town travel for project meetings, permit phase services, and construction phase services such as postage, courier services, overnight deliveries, mileage, rental cars, and meals. General reproduction for progress prints and permit submittals is not anticipated. Reimbursable expenses will be invoiced separately on an actual cost basis.

Assumptions and Understandings

GAI's Scope of Services, Schedule, and Compensation, as set forth above, have been prepared on the basis of the following assumptions and understandings:

1. Client acknowledges and understands that Community Solutions Group is a GAI Consultants, Inc. Services Group.
2. Any work performed outside the agreed-upon scope of work will be considered additional services and will be billed separately at the rates specified in the contract. That includes additional meetings, renderings, 3d models, illustrative plans and any other graphics and illustrations to help represent the vision of the area.

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3. Any changes to the scope of work must be documented in writing and approved by both parties before implementation. This includes any additions, deletions, or modifications to the original scope of work and fee.
4. Client has provided all its requirements for GAI's scope of services and all criteria and/or specifications that GAI should utilize at the time this Proposal is authorized.
5. Client has provided all available information pertinent to GAI's scope of services. Unless otherwise noted, GAI may rely upon such information for the creation of the small area plan.
6. Client will give GAI prompt notice whenever it observes or otherwise becomes aware of any development that affects the scope or timing of GAI's performance.
7. Client will examine and provide comments and/or decisions with respect to any GAI draft or final deliverables within a period mutually agreed upon.
8. Any of Client's other consultant(s)/contractor(s) will cooperate and coordinate with GAI in a timely and efficient manner.
9. GAI's proposed compensation and schedule are based on receipt of authorization to proceed within thirty (30) calendar days of the date of this Proposal. GAI reserves the right to adjust its compensation if authorization to proceed is not received within thirty (30) calendar days.

Sincerely,

Community Solutions Group,
a GAI Consultants, Inc.
Service Group

Claudia Ray
Senior Project Planner

Tom Kohler
Senior Director, Economics

REQUESTED AND AUTHORIZED BY:

CITY OF PALATKA

BY: [signature]

PRINTED NAME: Marcia G. Cant

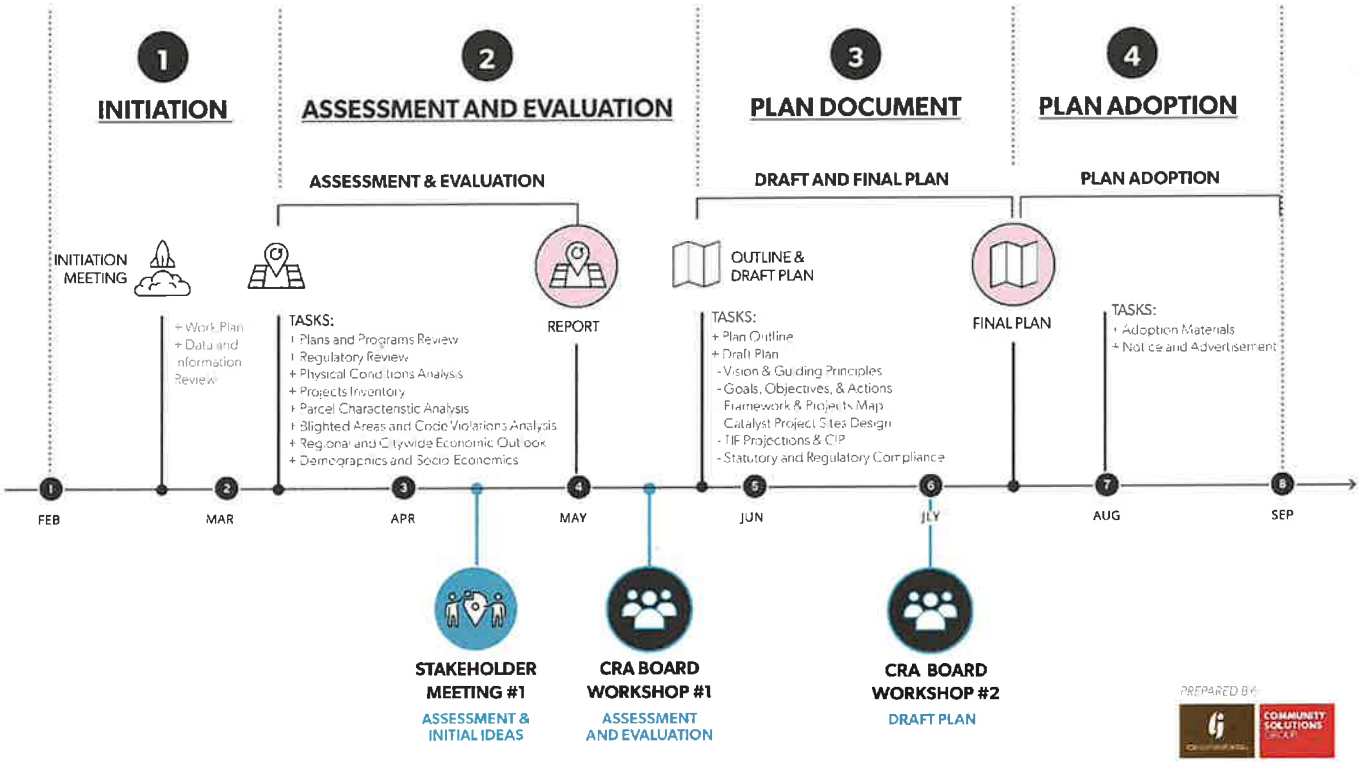
TITLE: City Manager

DATE: 2/27/26

Attachments:
Exhibit A: Project Schedule/Timeline

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PALATKA CRA PLAN UPDATE
PROPOSED PROCESS TIMELINE
UPDATED: 02/23/2026



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Release of Lien - 4510 W. Madison Street - Leonor Maria Botello-Bravo
Release of Lien - 4510 W Madison Street

STAFF REPORT

DATE: May 28, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Release the code enforcement lien on 4510 W. Madison Street.

BACKGROUND

On May 27, 2015, Leonor Botello Bravo and Guillermo Diaz purchased a home at 4510 W. Madison Street via Special Warranty Deed for $35,000. The closing agent did not perform a lien search as part of the closing transaction, according to the purchasers. This would appear to be accurate because a full title examination would have revealed the outstanding code enforcement lien that had been properly recorded on July 31, 2012. The lien was against the Heirs of Patricia A. Cave in the amount of $25 per day. The code enforcement lien was for violations of Section 30-32 of the City of Palatka Code pertaining to Weeds, Debris, Prohibited Conditions and Section 30-166 pertaining to Minimum Maintenance Standards. Upon purchasing the house, Bravo and Diaz immediately commenced with fixing the property up and bringing it into compliance. The amount of the outstanding lien is $26,600. Bravo and Diaz were unaware of the existence of the lien until they prepared to sell their home this year. For the past 11 years that they have owned the house, they resided in it and made it their homestead and continued to properly maintain the property. There were no further complaints of any code violations brought against the current owners. The current assessed value of the property is $45,210.

PROJECT ANALYSIS

The resolution adopted by the City Commission in March 2021 serves as "guidelines for consideration" by the Code Enforcement department in considering lien reductions. The wording of the resolution does not appear to mandate strict adherence to the guidelines. The guidelines prohibit a reduction of more than 50% unless the total amount of the lien exceeds twice the value of the value of the property, unless the basis of the code violation is attributable to economic, physical, mental or other considerations. It is unknown what the basis of the code violation was as it was an heirs property that incurred the violations more than 14 years ago. A strict application of the guidelines therefore prohibits a reduction of more than 50%. A 50% reduction of the lien is $13,300. It is staff's opinion that this constitutes a significant financial penalty on a family that has cared for and maintained the property for the last 11 years. The couple is now trying to sell their homesteaded property to buy a larger home to accommodate their family. They had no knowledge of the existence of the lien, this is their

homesteaded property, they have maintained it without any code violations since their purchase in 2015. The guidelines fail to these factors in reducing the amount of the lien.

Staff Recommendation

Staff defers to the City Commission's discretion on the amount that the current lien should be reduced by.

ATTACHMENTS

1.	4510 W Madison Assessed Value Tax Collector
2.	4510 W Madison iWorqs Code Complaint
3.	4510 W Madison Lien Reduction Application
4.	4510 W Madison Lien Reduction Questionnaire
5.	4510 W Madison Street
6.	Resolution adopting guidelines on lien reduction

Brenda Bridges | **TAX COLLECTOR**
Proudly Serving Putnam County

PUTNAM COUNTY 2025 REAL ESTATE
Notice of Ad Valorem Taxes and Non-Ad Valorem Assessments

ACCOUNT NUMBER	CONTROL	ESCROW	DELINQUENT TAX YEAR(S) NOT INCLUDED IN THIS
02-10-26-7720-0170-0060	51673		

ACCOUNT NUMBER: 02-10-26-7720-0170-0060

DIAZ GUILLERMO+LEONOR BOTELLO BRAVO [JTRS]
4510 W MADISON ST
PALATKA, FL 32177

Parcel 911 Addresss:
4510 W MADISON ST PALATKA

Property Description:
RIDGEDALE MB3 P164, (TRACT 27)LOT 7 LESS THE E, 29.17FT AND ALL OF LOT 6 ALL, IN BLK 17 TOGETHER WITH THE E, HALF OF VACATED BUCKINGHAM, AVE LYING W OF SAID LOT 6, BLK

AD VALOREM TAXES

TAXING AUTHORITY	MILLAGE RATE	ASSESSED VALUE	EXEMPTION AMOUNT	TAXABLE VALUE	TAXES LEVIED
PUTNAM COUNTY GENERAL FUND	8.7418	45,210	25,000	20,210	176.67
SCHOOL LOCAL REQUIRED EFFORT	3.0410	45,210	25,000	20,210	61.46
SCHOOL DISTRICT DISCRETIONARY	0.7480	45,210	25,000	20,210	15.12
SCHOOL DISTRICT CAPITAL OUTLAY	1.5000	45,210	25,000	20,210	30.32
VOTED DISTRICT SCHOOL DEBT	1.5760	45,210	25,000	20,210	31.85
ST. JOHNS RIVER WATER MGMT	0.1793	45,210	25,000	20,210	3.62
CITY OF PALATKA	6.2397	45,210	25,000	20,210	126.10
TOTAL MILLAGE	**22.0258**		**TOTAL AD VALOREM TAXES**		**445.14**

EXEMPTIONS

ADDITIONAL HOMESTEAD * CONSTITUTIONAL HOMESTEAD

Save Time! Pay Online
pay online
Don't stand in line!
Process your payment on-line at:
www.PutnamTax.com

NON AD VALOREM ASSESSMENTS

LEVYING AUTHORITY	RATE	UNITS	AMOUNT
SOLID WASTE PALATKA LANDFILL	121.00	1	121.00
PALATKA FIRE PROTECTION	405.99	1	405.99
TOTAL NON-AD VALOREM ASSESSMENTS			**$526.99**
COMBINED TAXES AND ASSESSMENTS			**972.13**

PLEASE PAY IN U.S. FUNDS FROM A U.S. BANK (NO POSTDATED CHECKS) TO: PUTNAM COUNTY TAX

IF PAID BY	Nov 30, 2025	Dec 31, 2025	Jan 31, 2026	Feb 28, 2026	Mar 31, 2026	April 1, 2026 Delinquent Penalties and Fees Apply
PLEASE PAY	933.24	942.97	952.69	962.41	972.13	

RETAIN THIS PORTION FOR YOUR RECORDS

5/19/26, 10:21 AM

PLEASE RETURN THIS STUB WITH PAYMENT

5/19/26, 10:21 AM

ACCOUNT NUMBER
02-10-26-7720-0170-0060
PROPERTY ADDRESS
4510 W MADISON ST PALATKA
CONTROL NUMBER
51673

DIAZ GUILLERMO+LEONOR BOTELLO
4510 W MADISON ST
PALATKA, FL 32177

PUTNAM COUNTY 2025 REAL ESTATE
Notice of Ad Valorem Taxes and Non-Ad Valorem Assessments

Brenda Bridges | TAX COLLECTOR
Proudly Serving Putnam County

P.O. BOX 1339
Palatka, FL 32178
(386) 329-0282

Contact Phone Number:
( )

PAY ONLY ONE AMOUNT	
☐	Nov 30, 2025 **933.24**
☐	Dec 31, 2025 **942.97**
☐	Jan 31, 2026 **952.69**
☐	Feb 28, 2026 **962.41**
☐	Mar 31, 2026 **972.13**

****** TAXES ARE PAID. FOR YOUR RECORDS ONLY ******

Receipt Number: N02242026P021950
Payment Date: 02/24/2026
Payment Amount: $962.41
Paid By: Leonor Botello

12025051673000000000000010210267720017000604

View Complaint 201200036 Information

Parcel: 02-10-26-7720-0170-0060 Address: 4510 Madison St, Palatka, FL 32177-2475

Complaint | Contacts | Violations | Notes | Inspections | Receipts | Parcel Documents

Parcel Code: 02-10-26-7720-0170-0060

4510 MADISON ST
PALATKA FL 32177-2475

Location Code: 5151822

4510 MADISON ST
PALATKA FL 32177-2475

Complaint Type: MMAI MINIMUM MAINTENANCE STANDARDS

Complaint Date: 04 / 17 / 2012

Total Due: 0.00
Served By:
Served Date: / /
Compliance Due Date: 05 / 17 / 2012
Complaint Status Code: OL OPEN LIEN - STILL ACTIVE
PD Ticket No:
Court Case/Docket:
Hearing Date: / /
Hearing Time:
Hearing Type:
Compliance Date: / /
Tax Assessment ID:

Complaint:

Received complaint: Palatka PD forwarded a report on this property in reference to criminal mischief to a abandoned house. Upon arrival the officer observed the back window broken and the screen

Warning Note:

Reporter:

OA

Edit This Information

View Complaint 201200036 Information

Parcel: 02-10-26-7720-0170-0060 Address: 4510 Madison St, Palatka, FL 32177-2475

Complaint | Contacts | Violations | Notes | Inspections | Receipts | Parcel Documents

Complaint Violations Master Maintenance

Total Balance Due: 0.00

Main | Maintenance | Filters | Sorts

	Code	Sub Code	Description	Issue Date	Compliance Date	Fee Due Date	Violation Fee	Balance Due
→	30-166 MIN. MAINT. S		MINIMUM MAINTENANCE STANDARDS	04/17/12			0.00	0.00
→	30-32 WEEDS. GRASS..		WEEDS, DEBRIS,PROHIBITED CONDI	04/17/12			0.00	0.00
→	30-64 PUBLIC NUISANC		PUBLIC NUISANCE VIOLATION SE	04/17/12			0.00	0.00

Showing 1 To 3 Of 3 Records

Home | Prev | Next | End

Ronald Brown
Special Magistrate



CITY of Palatka
FLORIDA

Marcia Carty
City Manager

Lorenzo Aghemo
Planning Director

Jane West, Esq.
City Attorney

Christy Lowe
Code Compliance Coordinator

Special Magistrate Hearing meeting 3rd Tuesday of each month at 1.30 p.m.

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: 5/15/2026 Case #: #12-36

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: Leonor Botello Bravo

Affiliation with property:

(i.e.: owner, broker, etc.) Owner

Address where correspondence should be sent:

4510 W Madison St

Palatka FL 32177

City State Zip Code

Phone Number: 386-972-1502

E-mail address: leonorbotello31@gmail.com

Property information:

Property address:

4510 W Madison St

Palatka FL 32177

City State Zip Code

Parcel Identification Number: 02-10-26-7720-0170-0060

Is the property vacant: ____ Yes __X__ No If yes, for how long? _____

Full Name of Owner: Leonor Botello Bravo & Guillermo Diaz

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 __X__ No
3. Was the property that is subject of this request foreclosed? _____ Yes __X__ No
4. Is this property the subject of bankruptcy? _____ Yes __X__ 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? __X__ Yes _____ No (If yes, what is the estimated closing date? 5/29/26.)

*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 __X__ No

If yes, are there active code enforcement cases or liens on any of those properties? _____ Yes __X__ No

9. Has the applicant previously requested a lien reduction on this property or another property in the City of Palatka? _____ Yes __X__ No
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 __X__ No. If no, explain why: Please see attached Exhibit A

11. What was the approximate cost of correcting the violation(s)? $ 45000
12. What is the tax assessed value of the property? $ 45,210

FINE AMOUNT DUE as of the date of the application for lien reduction: $ 26,600

Daily fine (if applicable): $ 25

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)

Please see attached hardship statement and supporting explanation 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: 05/16/2024

State of FLORIDA
County of ST JOHNS

The foregoing was sworn and subscribed before me on this 16 day of May, 2024, by LEONOR BOTELLO BRAVO, who is personally known to me/or who has produced FLDL B34153391 824 0 as identification and appeared before me at the time of notarization.

Notary Seal

REGINA TERRY
Notary Public, State of Florida
Commission# HH 725905
My comm. expires Oct. 31, 2029

Regina Terry
Notary Public Signature

REGINA TERRY
Notary Public – print name

Google Maps

4509 Madison St

You can enter notes here

Cancel Print



EXHIBIT A – HARDSHIP & APPLICANT STATEMENT

To Whom It May Concern,

I respectfully submit this statement in support of my request for lien reduction consideration regarding the property located at 4510 W Madison Street, Palatka, Florida.

When I purchased the property in 2015, I was not aware of any outstanding municipal or code enforcement lien associated with the property. This was my first property purchase, and I believed that the transaction, recorded deed, and closing documents completed at the time meant the title was clear and properly transferred.

The deed recorded at the time of purchase referenced the property as being free of encumbrances except taxes, which further reinforced my understanding that there were no outstanding lien issues affecting the property.

Since purchasing the home, I have made substantial improvements and investments into the property over the years, including repairs, maintenance, and upgrades to improve the condition and value of the home. At no point did I intentionally ignore or avoid any known code enforcement matter.

The current lien amount represents a significant and unexpected financial hardship for me and my family. We are currently under contract to sell the property, and the funds from this sale are extremely important to help us transition into a home that is better suited for our growing family of seven.

This issue was only recently discovered during the title review process for the pending transaction, and I respectfully ask the City to consider the circumstances, my good-faith ownership, the improvements made to the property, and the hardship this situation creates when reviewing my request for lien reduction.

Thank you for your time and consideration.

Sincerely,

Leonor Maria Botello-Bravo

Date: 05/10/2026


3510 W Madison St, Palatka, Fl
4509 Madison St
Palatka, Florida
Google Street View
Apr 2023 See more dates

CITY OF PALATKA
CODE COMPLIANCE
LIEN/FINE REDUCTION REVIEW QUESTIONNAIRE

Property Address: 4510 W Madison Street Palatka, FL 32177
Parcel Number: 02-10-26-7720-0170-0060
Applicant/Owner Name: Diaz Guillermo + Leonor Botello Bevo
Code Enforcement Case Number: 2012-00036
Date of Review: 5-13-26
Reviewed By: Christy Lowe, Jane West, Lorenzo Ashemo

SECTION 1 — PROPERTY & CASE HISTORY

1. How long was the property in violation before the lien/fine was imposed?

☐ Less than 30 days
☐ 30–90 days
☐ 91–180 days
☒ More than 180 days

Comments:
Case # 2012-00036 - compliant (3) violations @ $25.00 a day
property purchased May 25, 2015 Guillermo Diaz

2. Does the applicant own other properties within the City of Palatka or Putnam County?

☒ Yes
☐ No

If yes, list the properties and indicate whether they have active code enforcement cases or liens:
Vacant

3. Has the applicant previously requested a lien/fine reduction?

☐ Yes
☒ No

If yes, explain:
When we purchased the property we thought this was Completed through the Title Company.

SECTION 2 — COMPLIANCE STATUS

4. Have the violations been fully corrected?

☒ Yes
☐ No

If yes, date corrected: _____
If no, explain remaining issues:

5. Was the applicant the owner of the property when the violation occurred?

☐ Yes
☒ No
Comments:

6. If the applicant was not the owner at the time the lien was imposed, did the applicant have knowledge of the lien before purchasing the property?
☐ Yes
☒ No
☐ Unknown
Comments:

7. If the applicant was not the owner at the time the lien was imposed, did they conduct a lien search?
☐ Yes
☐ No
☒ Unknown
Comments:

8. If the applicant owned the property during the violation period, how long after the fine/lien hearing was the violation corrected?
N/A

9. If the applicant acquired the property after the lien was imposed, how long after acquiring ownership was the violation corrected?
Yes

SECTION 3 — COSTS & HARDSHIP
10. What was the approximate cost to correct the violation?
Estimated Amount: $ 30,000.00
Supporting documentation provided?
☐ Yes
☒ No
Comments:
new roofs, new windows, paint, trees trimmed

11. Did financial hardship contribute to the delay in correcting the violation?
☐ Yes
☒ No

If yes, explain:

12. Are there any additional hardship factors that should be considered?
(Check all that apply)
☒ Financial hardship
☐ Medical hardship
☐ Mental/physical limitations
☐ Natural disaster/event
☐ Other: _____
Explanation:

SECTION 4 — CITY IMPACT

13. Estimate the City staff time and resources spent on this case.
☐ Minimal
☐ Moderate
☐ Extensive
Approximate staff hours: _____
Additional costs incurred:

Old ADC- case Close 10 of research

14. Have all administrative costs and fees owed to the City been paid?
☐ Yes
☒ No
If no, amount outstanding: $ _____
Doesnot show Admin fees

SECTION 5 — LIEN VALUE & PROPERTY VALUE

15. What is the total amount of the lien/fine currently owed?
$ 26,600.00

16. Does the lien/fine exceed twice the assessed value of the property?
Assessed Property Value: $ 46,430.00
☐ Yes
☐ No
Comments: Assessed value Property appraisal office $46,430.00

17. Are there any superior liens or judgments attached to the property?
☐ Yes
☒ No
☐ Unknown
If yes, describe:

18. What impact did the violation have on surrounding properties?

☒ Minimal
☐ Moderate
☐ Significant
Comments:

19. Do proposed improvements to the property exceed the amount of the lien/fine?

☒ Yes
☐ No
Estimated Improvement Value: $_____
Comments:

CODE ENFORCEMENT BOARD OF THE CITY OF PALATKA, FLORIDA

CITY OF PALATKA, Petitioner, **COMPLAINT NO. 12-36**

vs

Heirs of Patricia A. Cave., Respondent(s)

Inst:201254754911 Date:7/31/2012 Time:3:46 PM
DC,Tim Smith,Putnam County Page 1 of 1 B:1323 P:1808

FINDING OF FACT, CONCLUSIONS OF LAW AND ORDER

THIS CAUSE having come before the Board for public hearing on May 23, 2012, after due notice to the Respondent; and, the Board having received sworn testimony and evidence at said hearing; it is now,

DETERMINED THAT:

I. FINDINGS OF FACT AND CONCLUSIONS OF LAW:

a) The Respondent(s) is the owner of property described as 4510 West Madison Street, Putnam County Tax parcel number 02-10-26-7720-0170-0060, located within the City of Palatka, Putnam County, Florida.

b) Conditions at the property at issue constituted violations of Section 30-32 Weeds, Debris, Prohibited Conditions and Section 30-166 Minimum Maintenance Standards, of the Palatka Municipal Code.

c) The Respondent(s) was previously notified of the above-described code violations but failed to correct the violations prior to the hearing at which this matter was considered.

IT IS ACCORDINGLY ORDERED THAT:

II. ORDER:

a) The Respondent(s) shall correct the conditions which constitute the code violations described above on or before the 27th day of June, 2012, or if said conditions are not corrected, a fine in the amount of $25.00 per day is hereby assessed and levied on the above-described property, effective on the 27th day of June, 2012, to continue until the conditions are corrected.

b) Administrative costs will be assessed after the property is brought into compliance.

c) The fine described in paragraph a), as well as the costs described in paragraph b), shall constitute a lien upon the property described herein when this document is recorded within the official records of Putnam County, Florida.

DONE AND ORDERED this 23rd day of May, 2012, at Palatka, Putnam County, Florida.

CODE ENFORCEMENT BOARD OF THE CITY OF PALATKA FLORIDA

BY _____
LaSandra Williams, Its Chairman

I HEREBY CERTIFY that a true and correct copy of the above and foregoing Findings of Fact, Conclusions of Law and Order has been furnished by ☑ Certified mail, ☐ Regular mail, to the Respondent and/or authorized representative at 4510 West Madison Street, Palatka, FL. 32177 this 31st day of July, 2012.

_____
Elizabeth A. Hearn, Code Enforcement Officer

Prepared by:
Elizabeth A. Hearn, City of Palatka
201 N 2nd Street, Palatka, FL 32177

I hereby certify that the foregoing is a true and correct copy of the same, as appears on record in the office of the *Planning, Building, and Zoning Department* of the City of Palatka, Florida.

By: _____, City Clerk.
Date: July 31, 2012

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.

DISCUSSION/DIRECTION - Land swaps

STAFF REPORT

DATE: May 28, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Discussion and direction of land swap transactions.

BACKGROUND

Over the past several years, the City has engaged in three separate land swap transactions involving City-owned property:

1. The Airport land swap transaction involving Jeff Nations;
2. The Port Consolidated/River Center land swap involving Blue Crab Development; and
3. The PRC Way land swap involving Teresa Davis.

Each of these transactions presented unique legal, procedural, valuation, public perception, and operational issues. While the transactions were pursued for differing policy reasons and public purposes, each required substantial staff time, legal review, negotiations regarding valuation equivalency, and navigation of public concerns and procedural complications.

Unlike straightforward acquisitions or fee simple dispositions, land swaps inherently involve additional complexities, including but not limited to:

- Determining equitable valuation between properties;
- Negotiating terms and conditions unique to each parcel;
- Resolving title, access, zoning, and use restrictions;
- Managing public perception regarding fairness and transparency; and
- Structuring legally defensible procedures for disposition and acquisition simultaneously.

Because no standardized City policy currently exists governing land swaps, each transaction has required an individualized procedural framework developed on a case-by-case basis.

The City Commission is requested to discuss whether the City should continue pursuing land swap transactions in the future and, if so, whether a formal procedural framework or policy should be adopted governing such transactions.

PROJECT ANALYSIS

The City Commission is requested to discuss whether the City should continue pursuing land swap transactions in the future and, if so, whether a formal procedural framework or policy should be adopted governing such transactions.

Staff Recommendation

Staff recommends that the City discontinue the use of land swaps as a preferred mechanism for real estate transactions and instead utilize traditional fee simple acquisition and disposition processes on a case-by-case basis. Staff believes direct acquisitions and direct dispositions provide greater transparency, simpler valuation methodologies, clearer statutory compliance, and reduced transactional complications.

ATTACHMENTS

None

Interim City Manager Contract
Interim City Manager Contract

STAFF REPORT

DATE: May 28, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Interim City Manager Housing Allowance Discussion

BACKGROUND

On May 21st 2026, interviews were conducted for the Interim City Manager position. We began compensation negotiation.with Mrs. Curry. The negotiation for the expected salary was discussed in detail, and we met at the agreed-upon figure. During this portion of the negotiation, it is where housing was mentioned. On Friday, we continued negotiation and clarified the request, being stipend or allowance. We were informed it would be an allowance request. We immediately researched the housing rate for the local area, which was offered and rejected. We doubled the offer and negotiations stalled. Prior to ending the week, going into a long weekend, we offered an rate which the candidate agreed upon.

PROJECT ANALYSIS

Staff Recommendation

I recommend that the Commission, Human Resources and the candidate continue discussions to arrive at a mutually agreeable housing allowance amount that aligns with both budgetary considerations and recruitment objectives.

ATTACHMENTS

1.	City Mgr email negotation housing allowance
2.	INTERIM CITY MANAGER CONSULTING AGREEMENT.v2 (002)
3.	Interim City Manager Negotation Status Update Email

Jason White

From: Jason White
Sent: Friday, May 22, 2026 4:11 PM
To: [redacted]
Subject: Revised Housing Allowance Offer

Mrs. Curry,

I know you wanted the weekend to consider the previous offer and suggested that we reconnect on Tuesday. However, I did not want to go into the long weekend without providing what I believe is a more viable proposal for your consideration.

We would like to offer a housing allowance of **$3,000.00 per month** for a period of **six (6) months**. Should the assignment extend beyond this initial period, the housing allowance will be reassessed in consultation with the Commission at that time.

We hope this revised offer demonstrates our commitment to supporting you during this assignment and look forward to discussing it further with you next week.

Please feel free to reach out if you have any questions.

Very Respectfully,

Jason M. White
Director of Human Resources
City Hall-Annex
201 N. 2nd St.
Palatka, FL 32177
Office: 386-312-2090
Mobile: 386-268-7370

Jason White

From: CYNTHIA CURRY [redacted]
Sent: Tuesday, May 26, 2026 5:59 PM
To: Jason White
Cc: Jason Shaw; Jane West; Virginia Jones
Subject: Re: Interim City Manager Contract Review

Jason,

I'm in receipt of the proposed contract do it.

I will review and get back with you.

Thank you.
Sent from my iPhone

On May 26, 2026, at 4:18 PM, Jason White <j.white@palatka-fl.gov> wrote:

Dear Ms. Curry,

I hope this message finds you well.

Attached for your review is the proposed Interim City Manager Contract. We would appreciate the opportunity for you to review the document and provide any comments, questions, or concerns you may have regarding its terms and conditions.

The agreement is intended to reflect the compensation, benefits, responsibilities, and other provisions discussed during our recent conversations. We encourage you to review the document carefully and consult with any advisors you deem appropriate.

Once you have had an opportunity to review the agreement, please let us know if there are any items you would like to discuss further. We look forward to working collaboratively toward finalizing an agreement that is acceptable to all parties.

Thank you for your time and consideration. We appreciate your interest in serving the City of Palatka and look forward to hearing from you.

Sincerely,

Jason M. White
Director of Human Resources
City Hall-Annex

INTERIM CITY MANAGER CONSULTING AGREEMENT

This Interim City Manager Consulting Agreement (the "Agreement") is entered into this [____] day of May, 2026 by and between the City of Palatka, Florida, a municipal corporation of the State of Florida (hereinafter the "City"), and Cynthia Curry, an independent contractor (hereinafter the "Consultant/Manager").

1. RECITALS

WHEREAS, the City requires the services of a qualified individual to perform the duties and functions of the Interim City Manager during a transition period; and

WHEREAS, the Manager has determined that she will accept the position and further represents that she has the requisite skills, experience, and qualifications to perform such services; and

WHEREAS, the parties intend for the Manager to act as an independent contractor (1099) and not as an employee of the City.

2. ENGAGEMENT AND SERVICES

1. **Employment.** The City of Palatka agrees to employ, and Manager agrees to be employed in the position of Interim City Manager on the terms and conditions stated and as set forth in the Charter of the City of Palatka and the Code of Ordinances of the City of Palatka.

2. **Duties.** The City hereby retains the Consultant/Manager, and the Manager agrees to perform the professional services necessary to fulfill the statutory duties of the Interim City Manager as outlined in the City of Palatka Code of Ordinances.
   The Manager shall manage the day-to-day administrative operations of the City, execute the directives of the City Commission, and oversee department heads. Key responsibilities and expectations include:

a. Providing executive leadership and administrative oversight for all City departments and operations.
b. Implementing policies and directives established by the City Commission.
c. Communicate effectively and consistently with the City Commissioners, the public and staff on projects and city priorities.
d. Ensure effective delivery of municipal services and maintain operational continuity.
e. Oversee budgeting, financial management, and fiscal controls.
f. Advise the City Commission on policy, operational, and strategic matters.
g. Supervise department directors and evaluate organizational performance.
h. Represent the City in interactions with stakeholders, including residents, businesses, and governmental entities, including Putnam County and the Putnam County School Board.
i. Maintain a high level of transparency, accountability, and professionalism in all City operations while maintaining crisis and transition management leadership skills.

3. **Limitations of Authority:** As an independent contractor, the Consultant shall not possess final policymaking authority, nor the power to bind the City in financial matters outside of the scope approved in the annual municipal budget.
4. **Ethical Commitments:** Manager shall not engage in any conduct which could reflect unfavorably upon the City. Manager will at all times uphold the ethics rules, regulations, and laws of the State of Florida. Manager must comply with all lawful Commission directives; state, local, and federal laws; and the City's policies, rules, ordinances, and City Charter.

3. TERM

The term of this Agreement shall commence on _____ (the "Effective Date") and shall continue on a month-to-month basis until a permanent City Manager is hired by the City Commission, unless terminated earlier by either party as provided in Section 7 herein. This Agreement may be extended or renewed only upon mutual written agreement of both parties.

4. COMPENSATION AND EXPENSES

The City agrees to pay the Consultant a consulting fee of $[**6,538.46] per [bi-weekly]**, payable in arrears upon the submission of an invoice detailing the services rendered.

1. **1099 Tax Status:** The Consultant acknowledges and agrees that they are providing services as an independent contractor. The City will not withhold any federal, state, or local income taxes, FICA, or other payroll taxes. The Consultant shall be solely responsible for the payment of all applicable taxes.
2. **Benefits:** The Consultant shall not be eligible to participate in any City employee benefit plans, including but not limited to health insurance, retirement plans, paid time off, or workers' compensation.
3. **Reimbursement:** Pre-approved, actual, and necessary business expenses incurred by the Consultant on behalf of the City shall be reimbursed in accordance with the City's standard travel and expense policies.

Additional Benefits:

4. **Housing Allowance**: The City shall provide the Consultant/Manager with a housing allowance in the amount of Three Thousand Dollars ($3,000.00) per month for a period of six (6) months from the Effective Date of this Agreement. The housing allowance shall be paid monthly and shall be treated in accordance with applicable tax laws.
5. **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.
6. **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.
7. **Laptop**: The City shall provide City Manager with a laptop computer for professional use in accordance with the City's Technology Policy.

5. STATUS AND INDEPENDENT CONTRACTOR RELATIONSHIP

The parties intend that an independent contractor relationship will be created by this Agreement.

1. The Consultant retains the right to determine the method, manner, and means of performing the services required by this Agreement, provided that such performance aligns with the laws of the State of Florida and Palatka City Ordinances.
2. The Consultant shall not be treated as an employee for any purpose, including federal tax purposes.
3. The City shall furnish and provide the Manager with insurance protection including comprehensive general liability and errors and omissions coverage applicable to all acts or omissions of the Manager arising out of her employment, and will defend, save harmless, and indemnify the Manager against any tort, professional liability claim or demand, or other legal action arising out of an alleged act or omission occurring in their performance of the Manager's duties, excluding illegal or criminal acts.

6. FLORIDA PUBLIC RECORDS AND TRANSPARENCY

The Consultant acknowledges that the position of City Manager requires strict adherence to Florida's government-in-the-sunshine laws.

1. **Public Records:** The Consultant agrees to comply with the provisions of Chapter 119, Florida Statutes (Public Records Law). All documents, emails, and records generated or received in the course of performing services under this Agreement are public records and must be made available to the City upon request.
2. **Sunshine Law:** The Consultant shall adhere to Section 286.011, Florida Statutes, regarding public meetings and deliberations.

7. TERMINATION

1. **Termination for Convenience:** Either party may terminate this Agreement without cause upon thirty (30) days' written notice to the other party.
2. **Termination for Cause:** The City may terminate this Agreement immediately with written notice if the Consultant breaches any material term of this Agreement, engages in misconduct, or commits any act that would constitute "just cause" for removal of a municipal officer under Florida law.
3. **Resignation:** In the event the Manager voluntarily resigns her position, she shall give thirty (30) days advance written notice of her resignation, unless the parties otherwise agree, in writing.

8. INDEMNIFICATION

The Consultant agrees to defend, indemnify, and hold harmless the City, its elected officials, officers, agents, and employees from and against any and all claims, demands, liabilities, losses,

damages, or costs (including reasonable attorney's fees) arising out of or related to the Consultant's negligent acts, errors, or omissions, or willful misconduct in the performance of services under this Agreement.

9. GOVERNING LAW AND VENUE

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Florida. Any legal action arising out of this Agreement shall be brought exclusively in the state courts located in Putnam County, Florida.

10. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the parties and supersedes all prior or contemporaneous oral or written agreements regarding the subject matter hereof. This Agreement may only be amended in writing and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

CITY OF PALATKA, FLORIDA

By: _____
Chief Jason Shaw, Acting City Manager

ATTEST: _____
Karen Hayes, City Clerk

MANAGER

By: _____
Cynthia Curry, Consultant/Manager

Jason White

From:	Jason White
Sent:	Tuesday, May 26, 2026 3:46 PM
To:	Jason Shaw; Jane West; Virginia Jones
Subject:	Negotiation Status and Contract for Review and Comment
Attachments:	INTERIM CITY MANAGER CONSULTING AGREEMENT.v2 (002).docx

Good afternoon,

I wanted to provide a summary of the compensation negotiations conducted with Mrs. Curry regarding the Interim City Manager position.

The team began discussions by offering an annual salary of $150,000. During the negotiation process, Mrs. Curry requested information regarding the compensation of the previous City Manager and subsequently requested a salary of $175,000. We advised her that we were not willing to exceed the previous City Manager's compensation, we could not meet the requested amount. Following further discussion, both parties agreed to an annual salary of $170,000.

After reaching agreement on salary, Mrs. Curry requested access to a vehicle. This request was accommodated, as there is an existing City-owned vehicle designated for use by the City Manager. Mrs. Curry then requested a housing allowance. We initially offered a housing allowance of $1,200 per month based on rent for Putnam County, which she declined. During subsequent discussions, we increased the offer to double the original amount; however, that proposal was also rejected. On Friday afternoon, a revised offer was extended via email providing a housing allowance of $3,000 per month. Mrs. Curry responded to that email indicating that she looked forward to reviewing the contract.

Based on her response, it appears that the parties have reached a general agreement on the major compensation components, subject to her review and commission agreement and execution of a formal employment contract.

V/r

Jason M. White
Director of Human Resources
City Hall-Annex
201 N. 2nd St.
Palatka, FL 32177
Office: 386-312-2090
Mobile: 386-268-7370

(Second Reading) Request to Annex, Amend Future Land Use Map and Rezone - 404 Mission Rd.

STAFF REPORT

DATE: May 28, 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.

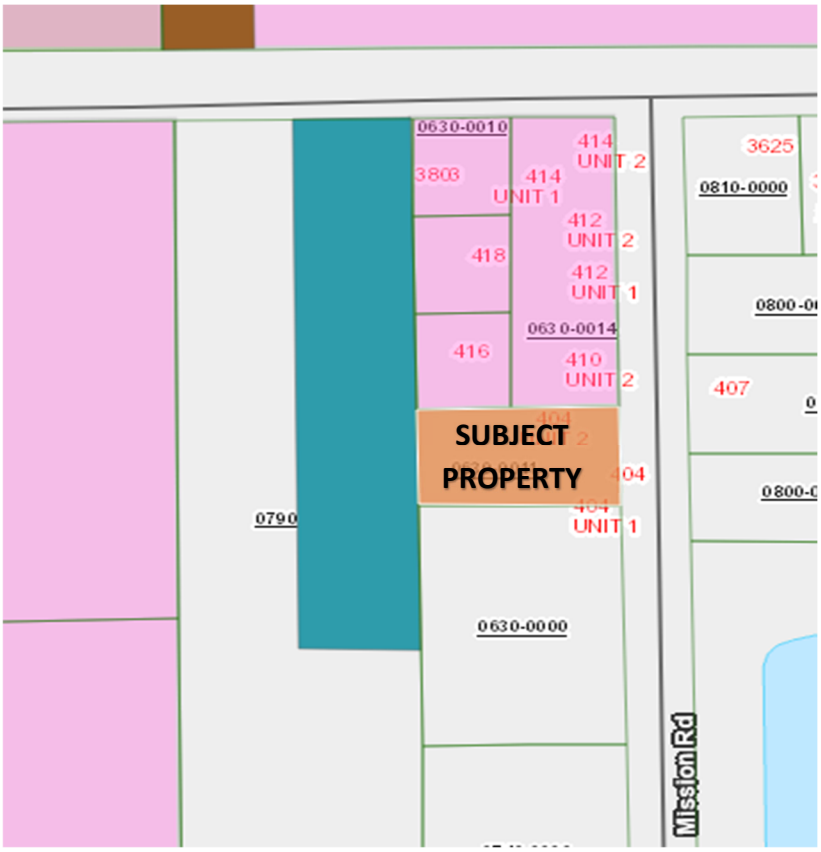


Figure 1: Subject site with City boundaries shown.

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

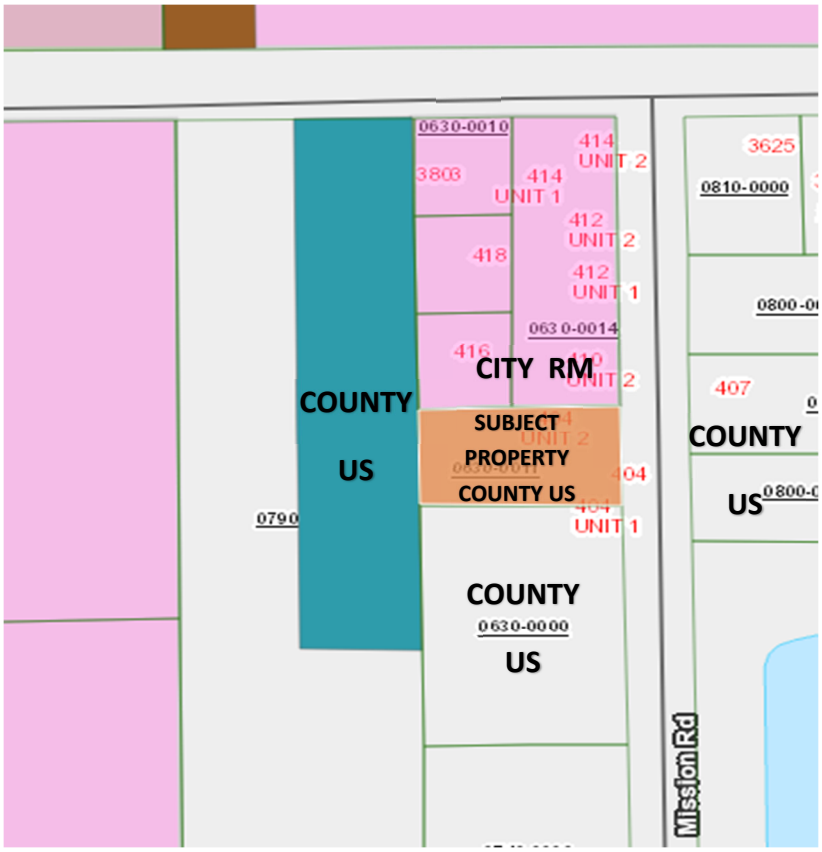


Figure 2: Current Future Land Use

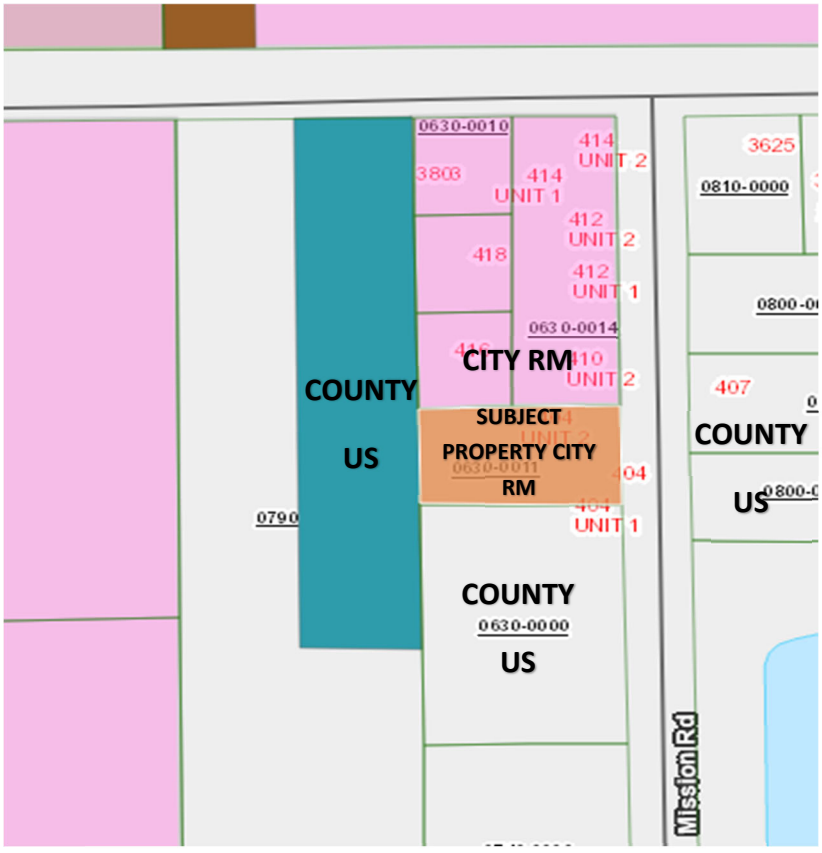


Figure 3: Proposed Future Land Use

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.

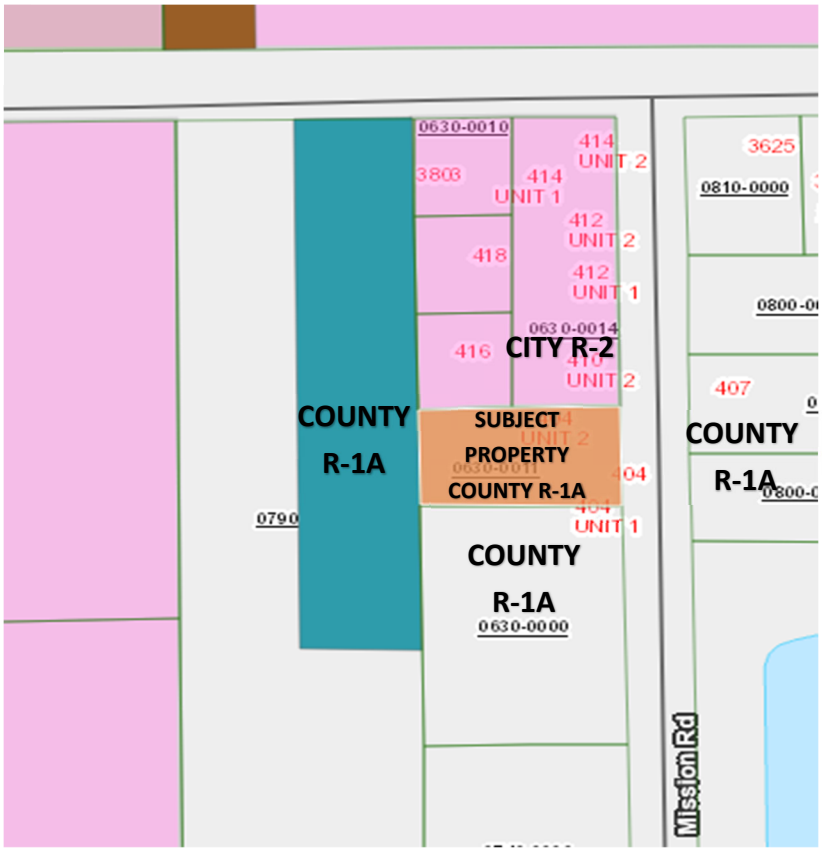


Figure 4: Current Zoning

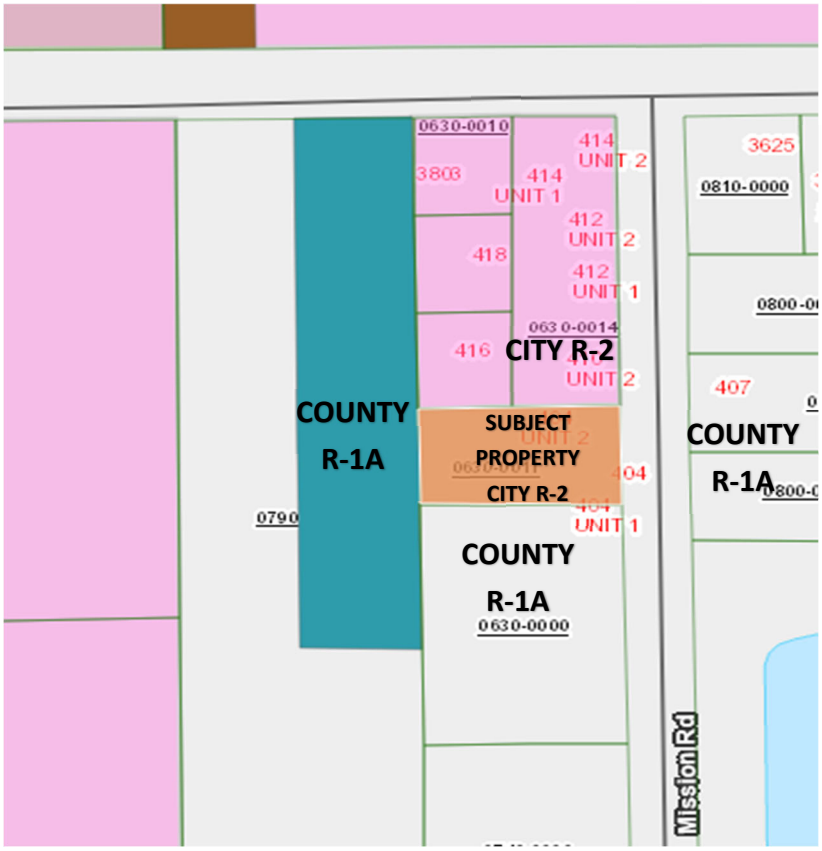


Figure 5; Proposed Zoning

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
- ❑ Survey
- ❑ Site Map
- ❑ Project Narrative
- ❑ Site Plan (for planned development)
- ❑ Supplementary Information

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3. Parcel Dimensions: 0.39
4. Current Property Use: Residential
5. Current Future Land Use Map Designation: City: _____ County: US
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

Applicant Information

(Submit proof of authorization to act as agent with your application)

Owner Name(s): Zaddy's 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 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: _____ 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
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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 039576

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

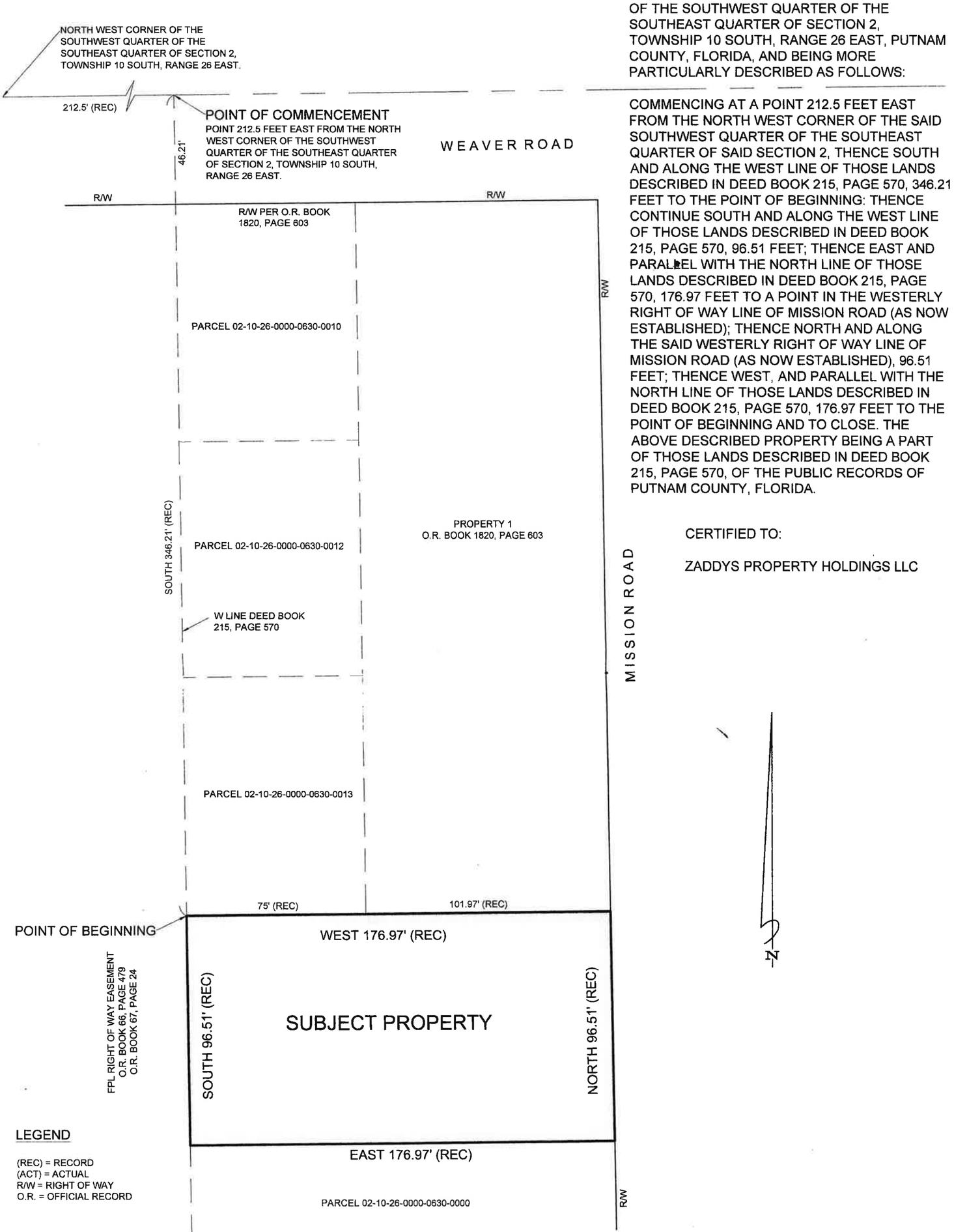
OFFICIAL RECORD BOOK 1841, PAGE 1724

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 28, 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

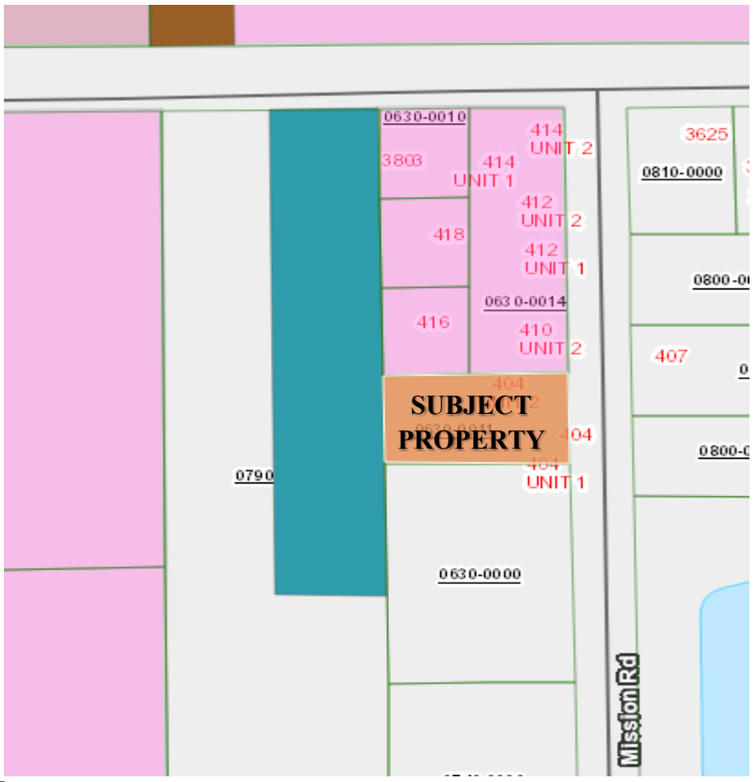
WHEREAS, the City Commission of the City of Palatka finds that it is in the best interest of the people of the City of Palatka, Florida, that said lands be annexed and become a part of the City of Palatka; and

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. 2026-23 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 28, 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

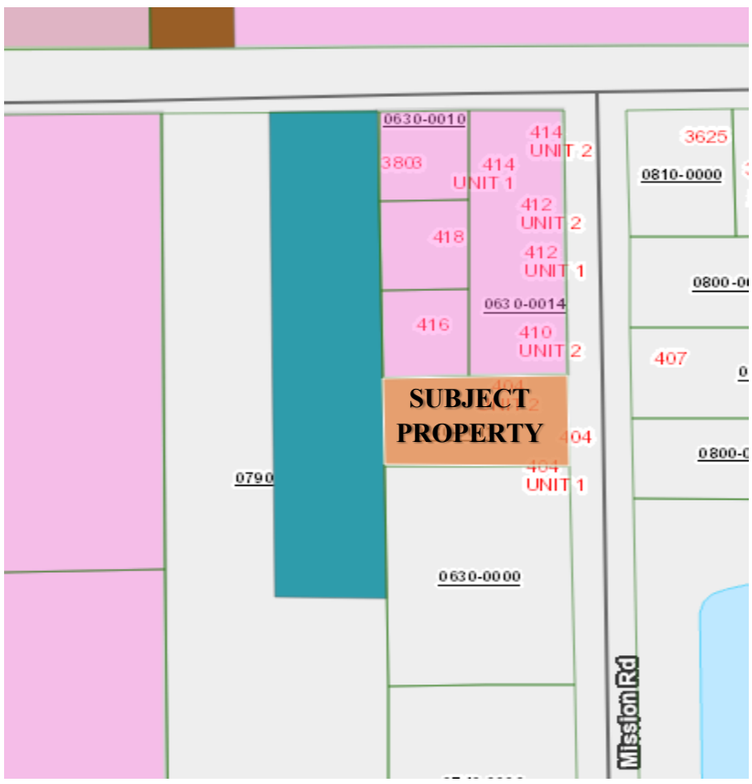
WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on April 7th, 2026, and two public hearings before the City Commission of the City of Palatka on April 23rd, 2026, and May 14th, 2026, and

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.

Amend Future Land Use Map and Rezone - 301,281,251,201 and 111 N. Moody Rd

STAFF REPORT

DATE: May 28, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Tabor Baptist Church Inc. requests an amendment to the future land use map and official zoning map on approximately 9.03 acres of land located at 301, 281, 251, 201, and 111 North Moody Road. The Future Land Use Change will be from City of Palatka Commercial(COM) to City of Palatka Residential Low density (RL). The zoning change will be from City of Palatka C-1, General Commercial to City of Palatka, R-1 Single Family Residential.

BACKGROUND

The Parcels are currently vacant. They are part of the Ridgedale Plat created in April 1927. The Subject parcels are Block one, two, three, ten, eleven and eighteen of the subdivision.

PROJECT ANALYSIS

Please refer to Staff Report

Staff Recommendation

1. Staff recommends APPROVAL of the request to amend the Future Land Use Map from City of Palatka Commercial (COM) to City of Palatka Residential Low Density (RL)
2. Staff recommends APPROVAL of the Request to amend the Official Zoning Map from City of Palatka General Commercial (C-1) to City of Palatka Single Family Residential (R-1)

ATTACHMENTS

1.	Mt tabor Rezoning. Staff report.
2.	Properties being rezoned
3.	Rezone app & Fee
4.	LOA
5.	Property Disclosures

PB Case 26-06: Request to amend the Future Land Use designation of 9.03 acres from City of Palatka COM to City of Palatka RL and rezone 9.03 acres from City of Palatka General Commercial District (C-1) to City of Palatka Single-Family Residential District (R-1).
Owners: Mt Tabor First Baptist Church Inc.
Address: 4909 St Johns Ave Palatka, FL 32177
Parcel No.

STAFF REPORT

TO: City Commission

FROM: Michael Hill; Senior Planner,

DATE: May 5, 2026.

APPLICATION REQUEST

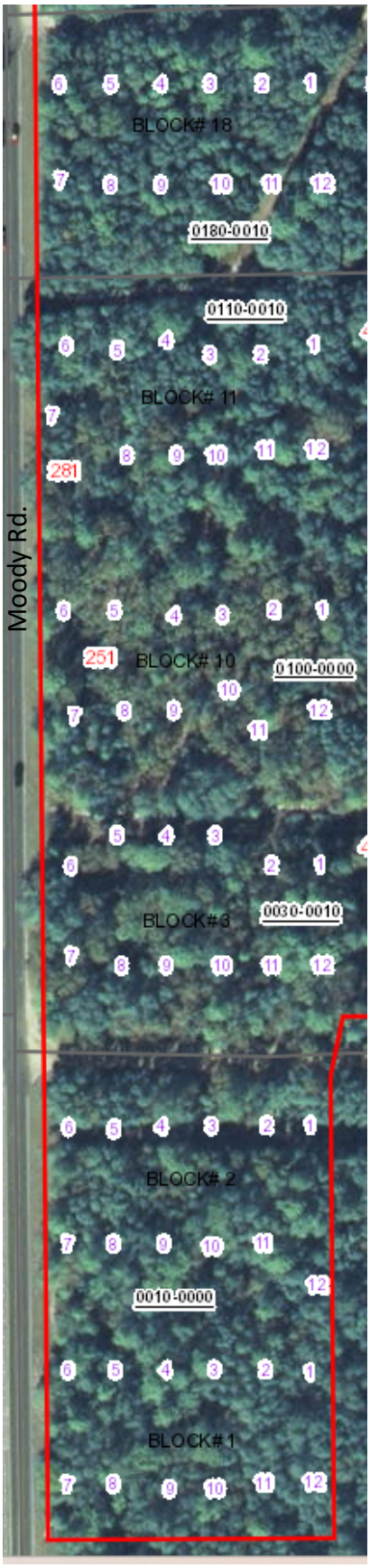
Beck/Sloan properties Inc. on behalf of Mt. Tabor Baptist Church Inc. requests an amendment to the future land use map and official zoning map on approximately 9.03 acres of land located at 301, 281, 251, 201, and 111 North Moody Road. The Future Land Use Change will be from City of Palatka Commercial(COM) to City of Palatka Residential Low density (RL). The zoning change will be from City of Palatka C-1, General Commercial to City of Palatka, R-1 Single Family Residential.

BACKGROUND

The Parcels are currently vacant. They are part of the of the Ridgedale Plat created in April of 1927. The Subject parcels are Block one, two, three, ten, eleven and eighteen of the subdivision.

PROJECT ANALYSIS

1.	**Project Area:**	9.03 Acres (393,346.8 SF)
2.	**Current zoning:**	C-1, General Commercial
	Proposed zoning:	R-1, Single Family Residential
3.	**Current Land Use:**	COM, Commercial
	Proposed Land Use:	RL, Residential Low density


Moody Rd.
BLOCK# 18
0180-0010
0110-0010
BLOCK# 11
281
BLOCK# 10
251
0100-0000
BLOCK# 3
0030-0010
BLOCK# 2
0010-0000
BLOCK# 1

Consistency with the Comprehensive Plan

The City's Comprehensive Plan and Land Development Code do not provide a specific definition of compatibility. Therefore, staff references the definition provided in Florida Statutes Section 163.3164(9), which defines compatibility in which land uses can coexist in relative proximity without undue negative impacts directly or indirectly.

Policy A.1.3.2 Issues of compatibility shall include considerations for noise, sight, and level of traffic generation. The primary tool of ensuring capability between land uses shall be the Future Land Use Map and the elimination of non-conforming land uses. Other techniques shall include noise and sight incompatibility screening by either a 6' solid physical wall or landscape plantings to reach, within 18 months, a height of at least 5 feet and an opacity of 85percent.

The existing General Commercial (C-1) zoning designation allows for uses that may generate higher traffic volumes, noise, and visual impacts that are not consistent with the surrounding residential neighborhood.

The proposed rezoning to R-1 (Single Family Residential) and Future Land Use designation of Residential Low Density (RL) would reduce the intensity of development and align the subject property with the surrounding residential uses. As a result, the proposed changes would significantly reduce potential compatibility concerns related to traffic, noise, and visual impacts.

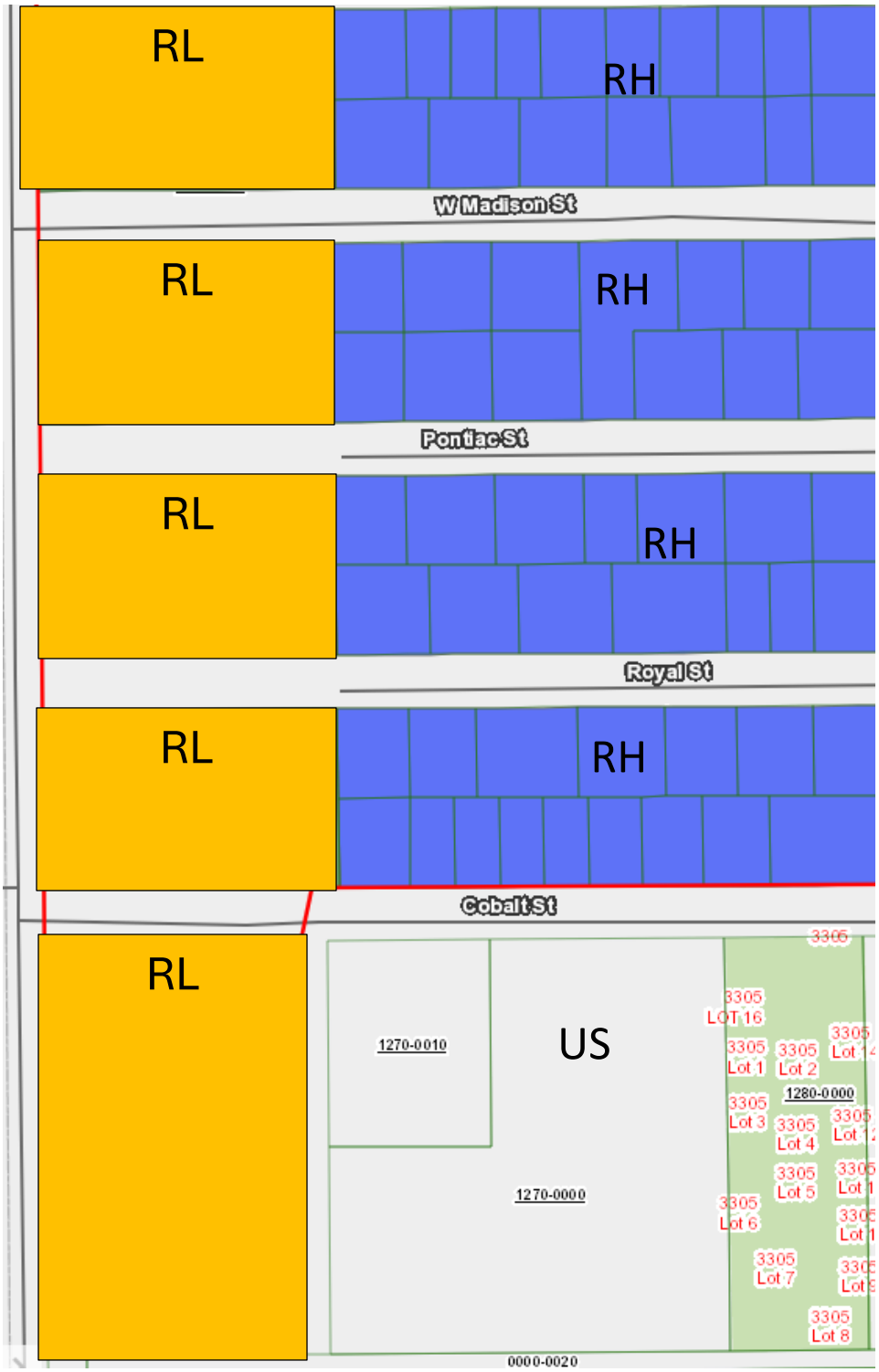
Policy A.1.9.3(A)(1) states Residential land use is intended to be used primarily for housing and shall be protected from intrusion by land uses that are incompatible with residential density. Residential land use provides a variety of land use densities and housing types.

The proposed amendment would remove the potential for commercial development on the subject parcels and instead limit development to low-density residential uses. This change is consistent with the intent of protecting established residential areas from incompatible, higher intensity uses.

Current Future Land Use



Proposed Future Land Use



(f)Requirements for planning board report.

(1)When pertaining to the rezoning of land, the report and recommendations of the planning board to the city commission required by subsection (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.
The parcels do meet the criteria for consistency with the comprehensive plan.

b. The existing land use pattern.
The area has a predominance of existing residential zoning. R-1 is very compatible with the existing land use.

c. Possible creation of an isolated district unrelated to adjacent and nearby districts.
The Proposed Residential zoning and future land use is very much relative to the existing districts. No isolated district will be created.

d. The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.
This rezoning will actually alleviate the impact on public facilities as commercial is a more intense use compared to residential.

e. Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.
N/A.

f. Whether changed or changing conditions make the passage of the proposed amendment necessary.
No changing conditions are occurring in the area at this time.

g. Whether the proposed change will adversely influence living conditions in the neighborhood.
The proposed zoning change to residential will positively influence the living conditions of the nearby neighborhood.

h. Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.
The proposed change will decrease traffic generation in the long term.

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

The proposed change will not create a drainage problem.

j. Whether the proposed change will seriously reduce light and air to adjacent areas.
The proposed change will not reduce light and air to adjacent areas.

k. Whether the proposed change will adversely affect property values in the adjacent area.
The proposed change will not adversely impact property values in the adjacent area.

l. Whether the proposed change will be a deterrent to the improvement or development of adjacent property in accord with existing regulations.
The proposed change will not be a deterrent to the improvement or development of adjacent property in accord with existing conditions.

m. Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.
The proposed change will not constitute a grant of special privilege to an individual owner as contrasted with the public welfare.

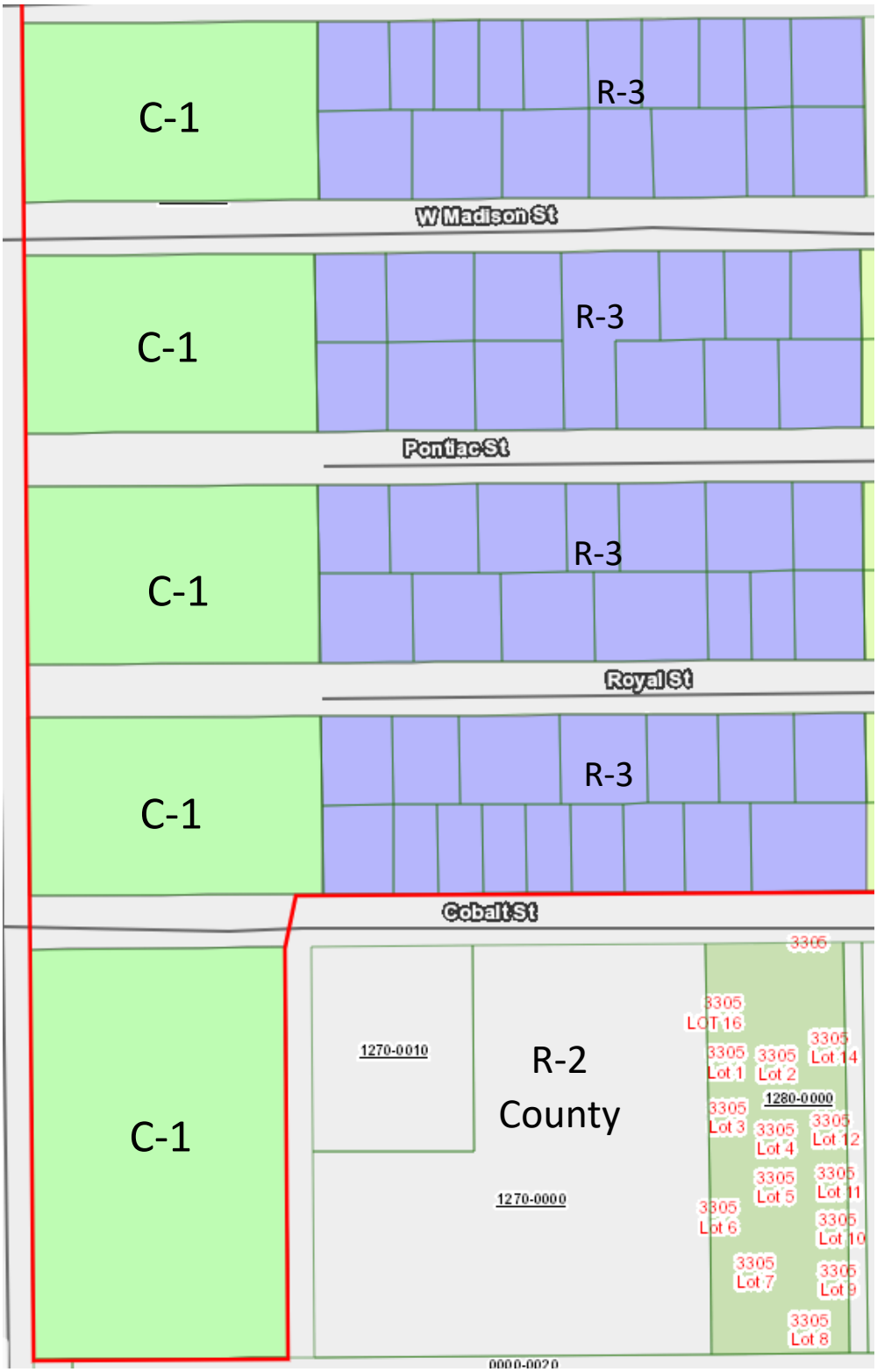
n. Whether there are substantial reasons why the property cannot be used in accord with existing zoning.
No substantial reasons exist at this time.

o. Whether the change suggested is out of scale with the needs of the neighborhood or the city.
The allowance of more housing will make positive impacts to affordability overall throughout the city.

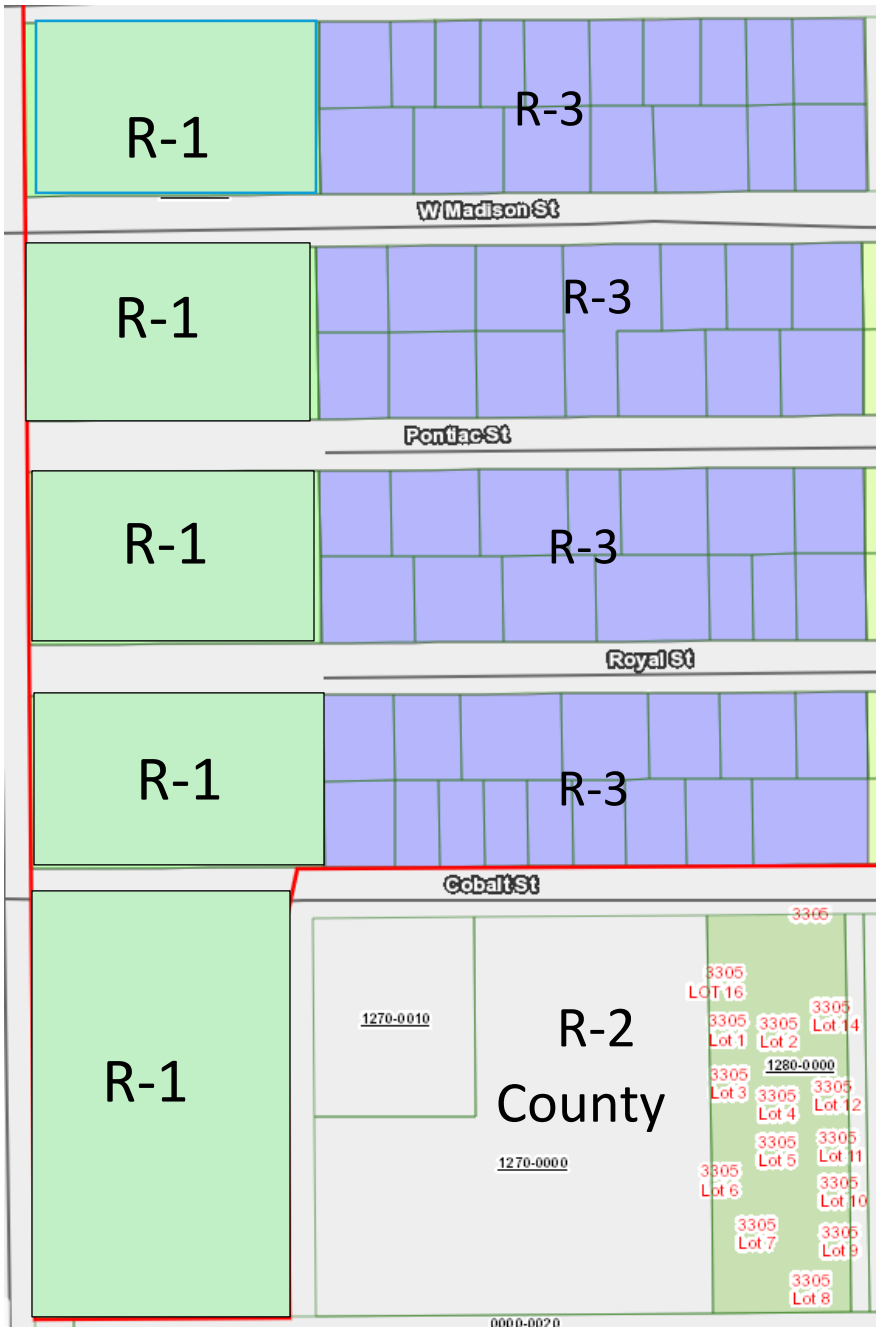
p. Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.
These parcels are more than adequate for the proposed R-1 zoning.

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.
N/A.

Current Zoning



Proposed Zoning


R-1
R-3
W Madison St
R-1
R-3
Pontiac St
R-1
R-3
Royal St
R-1
R-3
Cobalt St
R-1
1270-0010
R-2
County
1270-0000
3305
3305 LOT 16
3305 Lot 1
3305 Lot 2
3305 Lot 14
1280-0000
3305 Lot 3
3305 Lot 4
3305 Lot 12
3305 Lot 5
3305 Lot 11
3305 Lot 6
3305 Lot 10
3305 Lot 7
3305 Lot 9
3305 Lot 8
0000-0020

Staff Recommendation

1. Staff recommends APPROVAL of the request to amend the Future Land Use Map from City of Palatka Commercial (COM) to City of Palatka Residential Low Density (RL)

2. Staff recommends APPROVAL of the Request to amend the Official Zoning Map from City of Palatka General Commercial (C-1) to City of Palatka Single Family Residential (R-1)

ATTACHMENTS

1.	PB 26-06 Staff Report
2.	App & Fee
3.	Aerial Moody Road parcels.
4.	Moody Road. Zoning Map.
5.	Moody Road Future Land use Map.

Property Addresses:

- 301 N. Moody Road (Block 18 – lots 1-12)
- 281 N. Moody Road (Block 11 – lots 1-12)
- 251 N. Moody Road (Block 10 – lots 1-12)
- 201 N. Moody Road (Block 3 – lots 1-12)
- 111 N. Moody Road (Block 1 – lots 1-12 and Block 2 – lots 1-12)

Parcel #'s:

02-10-26-7720-0180-0010; 02-10-26-7720-0110-0010; 02-10-26-7720-0100-0000; 02-10-26-7720-0030-0010; 02-10-26-7720-0010-0000

Lot Size/Acreage:

- 301 N. Moody Road - Approximately 1.46 acres
- 281 N. Moody Road - Approximately 1.46 acres
- 251 N. Moody Road - Approximately 1.46 acres
- 201 N. Moody Road - Approximately 1.52 acres
- 111 N. Moody Road - Approximately 3.13 acres



RECEIVED
MAR 19 2026

RECEIVED
MAR 19 2026

FLU AMENDMENT
REZONING
APPLICATION

DATE RECEIVED: PB 26-06
APP NUMBER: PB - _____
HEARING DATE: _____

Application Requirements

This application must be completed and submitted with an application fee and ALL required attachments.
(Checks payable to the City of Palatka)

- ☒ Application Fee
- ☒ Copy of Recorded Deed
- ☒ Legal Description
- ☒ Letter of Authorization
- ☐ Survey
- ☒ Site Map
- ☐ Project Narrative
- ☐ Site Plan (for planned development)
- ☐ Supplementary Information

Property Information

1. Property Address: See attached (multiple)
2. Parcel Number: See attached (multiple)
3. Parcel Dimensions: 9.03 Approximately in total
4. Current Property Use: COM VACANT Parcels
5. Current Future Land Use Map Designation: City: COM Palatka County: Putnam
6. Proposed Future Land Use Map Designation (if applicable): City: RL Palatka County: Putnam
7. Proposed Use: Residential Home Construction
8. Current Zoning Designation: C-1 Requested Zoning Designation: R-1
9. Square footage of any proposed structures N/A Number & types of structures on property N/A

Applicant Information

(Submit proof of authorization to act as agent with your application)

Owner Name(s): Mt. Tabor First Baptist Church, Inc
Mailing Address: 4909 St. Johns Ave Palatka FL 32177
Phone Number(s): (386) 530-0404 Email: church@mttaborfbc.org

Agent/Contractor *(Submit proof of authorization to act as agent with your application)*

Name(s): Jim Troiano
Mailing Address: 2000 Reid Street Palatka, FL 32177
Phone Number(s): (386) 328-0344 X 341 Email: jimtroiano@checkbeck.com

To Be Notarized

Name (Print Name): KARL N Flagg

Signature: Karl N. Flagg Date: 3-19-26

STATE OF FLORIDA County of Putnam

Before me this day personally appeared Karl Flagg 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 19 day of March A.D. 2026.

(Notary Seal)

Notary Public State of Florida
Michelle Renee Brown
My Commission HH 711316
Expires 8/18/2029

Notary Public

My commission expires: 8-18-29 State of FL at Large.

Type of Identification Produced: _____

For Official Use Only

Date Submitted: _____ FLUM Designation: _____

Received By: _____ Preliminary Review by: _____

Confirmed Current Zoning: _____ Date Legal Ad Ran: _____

(Allowable) Requested Zoning: _____ Sign(s) Posted Date: _____

Surrounding property owner's notices sent: _____

Attachments Reviewed:

- ❑ Copy of Recorded Deed
- ❑ Legal Description
- ❑ Survey
- ❑ Letter of Authorization
- ❑ Application Fee

City of Palatka
201 N 2ND ST
PALATKA FL 32177-3735
(386)329-0100
CASH RECEIPT

Date: 03/19/2026 OPER ID: AROMERO RECEIPT NO:F001221

RECEIVED FROM: BUILDING & ZONING REVENUE

AMOUNT RECEIVED:	1,565.00	TYPE: CK	CHECK: 6217634
AMOUNT RECEIVED:	435.00	TYPE: PP	PP / 6894
			AUTH CODE: 194199136

CHANGE DUE: 0.00

TOTAL RECEIVED: 2,000.00

DISTRIBUTION:

AMOUNT	ACCOUNT NUMBER	DESCRIPTION / FOR
2,000.00		BUILDING & ZONING REVE FLUM AND REZONE 301,281,251,201 AND 111 N MOODY RD.

February 24, 2026

City of Palatka
Planning Department
201 N. 2nd St.
Palatka, Florida 32177

Re: Letter of Authorization

Dear City of Palatka,

As the President and CEO of Mt. Tabor First Baptist Church, Inc., I hereby designate Mr. Jim Troiano as my agent for all zoning and development efforts at each of the below listed parcels in the city of Palatka:

- 301 N. Moody Road (Block 18 – lots 1-12)
- 281 N. Moody Road (Block 11 – lots 1-12)
- 251 N. Moody Road (Block 10 – lots 1-12)
- 201 N. Moody Road (Block 3 – lots 1-12)
- 111 N. Moody Road (Block 1 – lots 1-12 and Block 2 – lots 1-12)

Mr. Troiano is authorized to represent my interests at any hearings, signing documents related to planning, zoning and code enforcement, as well as any other administrative action involving the city of Palatka. He may also respond to and furnish all information and data requested by the city of Palaka or any of its boards/committees. I further authorize Mr. Troiano to have access to any documents, data or information that may be required to carry out any related task or action.

If you have any questions, please feel free to contact me at (386) 530-0404, or flaggkarl@gmail.com.

Sincerely,

Rev. Karl Flagg, President/CEO

Copy: Church File
Jim Troiano

DISCLOSURE OF OWNERSHIP INTERESTS - PROPERTY

(TOIIIi COMPLETED AND EXECUTEO 8 Y TffE PROPERTY OWNER(SJ FOR EACH APPUCATION FOR COMPREHENSIVE PLAN AMENDMENT OR DEVELOPMENT ORDEJU

TO: CITY OF PALATKA PLANNING DIRECTOR, OR HIS OR HER OFFICIALLY DESIGNATED REPRESENTATIVE

STATE OF FLORIDA CITY
OF PALATKA

BEFORE ME, the undersigned authority, this day personally appeared KARL N FLAGG, hereinafter referred to as "Affiant," who being by me first duly sworn, under oath, deposes and states as follows:

1. Affiant is the O individual or O President / Senior Pastor *(position - e.g., president, partner, trustee}* of Mt. Tabor First Baptist Church *[name and type of entity - e.g., ABC Corporation, XVZ Limited Partnership]* that holds an ownership interest in real property legally described on the attached Exhibit "A" (the "Property"). The Property is the subject of an application for Comprehensive Plan amendment, Rezoning or Development Order approval with the City of Palatka.

2. Affiant's address is: 4909 St. Johns Avenue, Palatka, FL 32177

3. Attached hereto as Exhibit "B" is a complete listing of the names and addresses of every person or entity having a five percent or greater interest in the Property. Disclosure does not apply to an individual's or entity's interest in any entity registered with the Federal Securities Exchange Commission or registered pursuant to Chapter 517, Florida Statutes, whose interest is for sale to the general public.

4. Affiant acknowledges that this Affidavit is given to comply with the City of Palatka policy, and will be relied upon by the City of Palatka in its review of application for Comprehensive Plan amendment, Rezoning or Development Order approval affecting the Property. Affiant further acknowledges that he or she is authorized to execute this Disclosure of Ownership Interests on behalf of any and all individuals or entities holding a five percent or greater interest in the Property.

5. Affiant further acknowledges that he or she shall by affidavit amend this disclosure to reflect any changes to ownership interests *in* the Property that may occur before the date of final public hearing on the application for Comprehensive Plan amendment, Rezoning or Development Order approval.

6. Affiant further states that Affiant is familiar with the nature of an oath and with the penalties provided by the laws of the State of Florida for falsely swearing to statements under oath.

7. Under penalty of perjury, Affian,t declares that Affiant has examined this Affidavit and to the best of Affiant's knowledge and belief, it is true, correct, and complete.

FURTHER AFFIANT SAYETH NAUGHT.

Karl N Flagg
KARL N FLAGG ,Affiant

(Print Affiant Name)

NOTARY PUBLIC INFORMATION:

STATE OF FLORIDA CITY OF PALATKA

The foregoing instrument was acknowledged before me by means of[ ] physical presence or [online notarization, this 19 day of March , 20 26 by _____ *(name of person acknowledging).* Hefshe is personally known to me or has produced FL ID _____ *((ype of identification)* as identification and did/did not take an oath *(circle correct response).*

M Renee Brown — M Renee Brown

(Name - type. stamp or print clearly) (Signature)

My Commission Expires on 8-18-2029

Notary Public State of Florida
Michelle Renee Brown
My Commission HH 711316
Expires 8/18/2029

EXHIBIT "A"

PROPERTY

EXHIBIT "B"

DISCLOSURE OF OWNERSHIP INTERESTS - PROPERTY

Affiant must identify all entities and individuals owning five percent or more ownership interest in the Property. Affiant must identify individual owners. For example, if Affiant is an officer of a corporation or partnership that is wholly m partially owned by another entity, such as a corporation, Affiant must identify the other entity, its address, and the individual owners of the other entity. Disclosure does not apply to an individual's or entity's interest in any entity registered with the Federal Securities Exchange Commission or registered pursuant to Chapter 517, Florida Statutes, whose interest is for sale to the general public.

Name	Address
Mt. Tabor First Baptist Church	4909 St. Johns Avenue Palatka, FL 32177

Karl N. Flagg
(Signature)

KARL N. FLAGG
(Name in print)

Mt. Tabor First Baptist Church, Inc
(Name of company, if applicable)

4909 St. Johns Avenue Palatka FL 32177
(Address, City, State, Zip)

Senior Pastor / CEO
(Title)

4909 St. Johns Avenue Palatka FL 32177
(Address, City, State, Zip)

NOTARY PUBLIC INFORMATION

STATE OF FLORIDA/ CITY OF PALATKA

The foregoing instrument was sworn to and subscribed before me by means of ( ] physical presence or [ ] online notarization, this 19 day of March, 2026, by Karl Flagg *(name of person making statement)*. He/she is personally known to me or has produced FL ID *(type of identification)* as identification

M. Renée Brown
(Name in print)

M. Renée Brown
(Signature)

My Commission Expires on 8-18-2029

NOTARY'S SEAL OR STAMP

Notary Public State of Florida
Michelle Renee Brown
My Commission HH 711316
Expires 8/18/2029

ORDINANCE NO. 2026-29 AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THE FUTURE LAND USE MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDMED FROM CITY OF PALATKA COMMERICAL (COM) TO CITY OF PALATKA TO RESIDENTAL LOW (RL), FOR THE FOLLOWING PROPERTIES: 02-10-26-7720-0180-0010, 02-10-26-7720-0110-0010, 02-10-26-7720-0100-0000, 02-10-26-7720-0030-0010, 02-10-26-7720-0010-0000.

STAFF REPORT

DATE: May 28, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Tabor Baptist Church Inc. requests an amendment to the future land use map and official zoning map on approximately 9.03 acres of land located at 301, 281, 251, 201, and 111 North Moody Road. The Future Land Use Change will be from City of Palatka Commercial(COM) to City of Palatka Residential Low density (RL). The zoning change will be from City of Palatka C-1, General Commercial to City of Palatka, R-1 Single Family Residential.

BACKGROUND

The Parcels are currently vacant. They are part of the Ridgedale Plat created in April 1927. The Subject parcels are Block one, two, three, ten, eleven and eighteen of the subdivision.

PROJECT ANALYSIS

Please refer to Staff Report

Staff Recommendation

1. Staff recommends APPROVAL of the request to amend the Future Land Use Map from City of Palatka Commercial (COM) to City of Palatka Residential Low Density (RL)
2. Staff recommends APPROVAL of the Request to amend the Official Zoning Map from City of Palatka General Commercial (C-1) to City of Palatka Single Family Residential (R-1)

ATTACHMENTS

1.	MT Tabor FLU ordiancne
2.	ORD 2026-29

ORDINANCE NO. 2026-29

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THE FUTURE LAND USE MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDMED FROM COMMERICAL (COM) TO CITY OF PALATKA TO RESIDENTAL LOW (RL), FOR THE FOLLOWING PROPERTIES: 02-10-26-7720-0180-0010, 02-10-26-7720-0110-0010, 02-10-26-7720-0100-0000, 02-10-26-7720-0030-0010, 02-10-26-7720-0010-0000.

WHEREAS, application has been made by the City of Palatka on behalf of Beck/Sloan Properties Inc., owner 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

WHEREAS, the City Planning Board conducted a public hearing on May 5, 2026, and recommended approval of this Future Land Use Change to the City Commission, and

WHEREAS, the City Commission of the City of Palatka conducted public hearing on May 28, 2026,

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

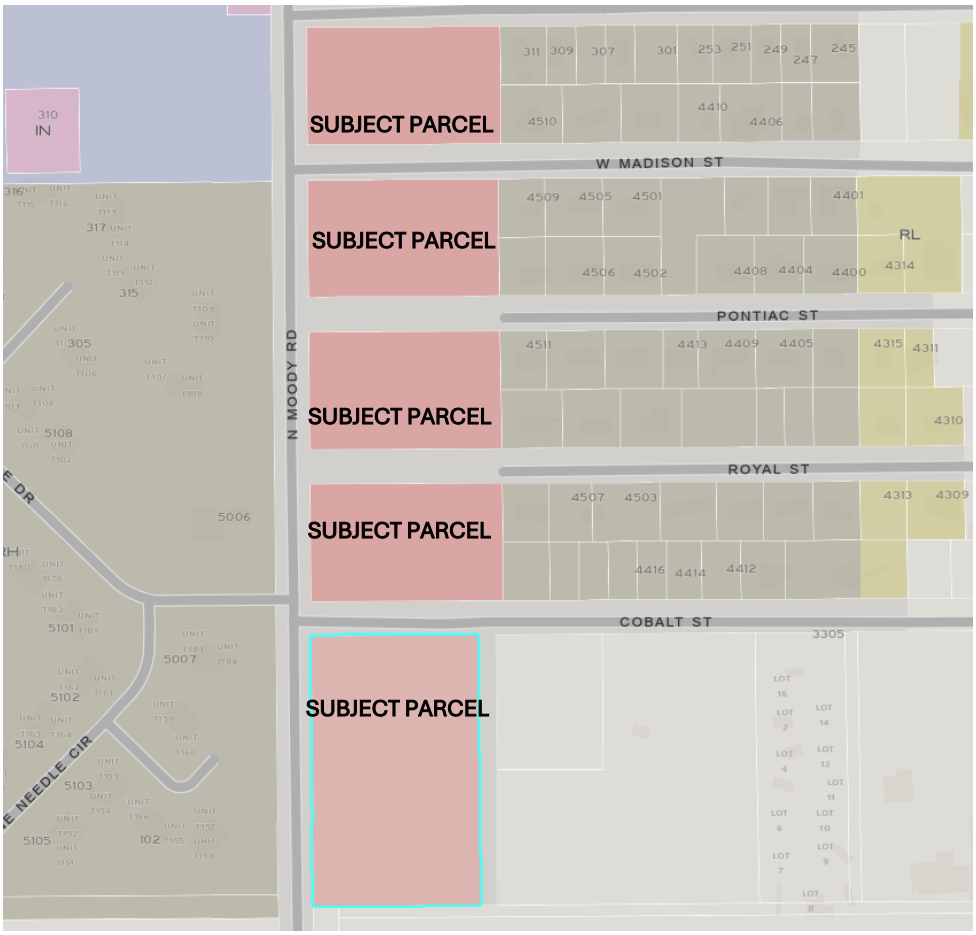
Section 1. Adopted Small Scale Amendment

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(s)	Acreage	Current Future Land Use	Amended Future Land Use
02-10-26-7720-0180-0010,	1.46	Commercial (COM)	Residential Low (RL)

02-10-26-7720-0110-0010,	1.46	Commercial (COM)	Residential Low (RL)
02-10-26-7720-0100-0000,	1.46	Commercial (COM)	Residential Low (RL)
02-10-26-7720-0030-0010,	1.52	Commercial (COM)	Residential Low (RL)
02-10-26-7720-0010-0000.	3.13	Commercial (COM)	Residential Low (RL)



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 become effective immediately upon adoption; 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 28th day of May 2026.

CITY OF PALATKA

BY:_____
Its Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney

Business Impact Estimate

ORDINANCE NO. 2026-29 Future Land Use Amendment of PARCEL **02-10-26-7720-0180-0010, 02-10-26-7720-0110-0010, 02-10-26-7720-0100-0000, 02-10-26-7720-0030-0010, 02-10-26-7720-0010-0000.**
More specifically:

ORDINANCE NO. 2026-29

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THE FUTURE LAND USE MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDMED FROM CITY OF PALATKA COMMERICAL (COM) TO CITY OF PALATKA TO RESIDENTAL LOW (RL), FOR THE FOLLOWING PROPERTIES: 02-10-26-7720-0180-0010, 02-10-26-7720-0110-0010, 02-10-26-7720-0100-0000, 02-10-26-7720-0030-0010, 02-10-26-7720-0010-0000.

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.

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.2026-30 AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE amended FROM GENERAL COMMERICAL (C-1) TO CITY OF PALATKA SINGLE FAMILY RESIDENTIAL (R-1), FOR THE FOLLOWING PROPERTIES: 02-10-26-7720-0180-0010, 02-10-26-7720-0110-0010, 02-10-26-7720-0100-0000, 02-10-26-7720-0030-0010, 02-10-26-7720-0010-0000.

STAFF REPORT

DATE: May 28, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Tabor Baptist Church Inc. requests an amendment to the future land use map and official zoning map on approximately 9.03 acres of land located at 301, 281, 251, 201, and 111 North Moody Road. The Future Land Use Change will be from City of Palatka Commercial(COM) to City of Palatka Residential Low density (RL). The zoning change will be from City of Palatka C-1, General Commercial to City of Palatka, R-1 Single Family Residential.

BACKGROUND

The Parcels are currently vacant. They are part of the Ridgedale Plat created in April 1927. The Subject parcels are Block one, two, three, ten, eleven and eighteen of the subdivision.

PROJECT ANALYSIS

Please refer to Staff Report

Staff Recommendation

1. Staff recommends APPROVAL of the request to amend the Future Land Use Map from City of Palatka Commercial (COM) to City of Palatka Residential Low Density (RL)
2. Staff recommends APPROVAL of the Request to amend the Official Zoning Map from City of Palatka General Commercial (C-1) to City of Palatka Single Family Residential (R-1)

ATTACHMENTS

1.	Rezoning ordinance.
2.	ORD 2026-30

ORDINANCE NO. 2026-30

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THE OFFICAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDMED FROM GENERAL COMMERICAL (C-1) TO CITY OF PALATKA SINGLE FAMILY RESIDENTAL (R-1), FOR THE FOLLOWING PROPERTIES: 02-10-26-7720-0180-0010, 02-10-26-7720-0110-0010, 02-10-26-7720-0100-0000, 02-10-26-7720-0030-0010, 02-10-26-7720-0010-0000.

WHEREAS, application has been made by the Beck/Sloan Properties Inc., 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 May 5, 2026, and two public hearings before the City Commission of the City of Palatka on May 28, 2026, and June 11, 2026, and

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

WHEREAS, the City Planning Board conducted a public hearing on May 5, 2026, and recommended approval of this amendment to the City Commission, and

WHEREAS, the City Commission of the City of Palatka conducted public hearings on May 28, 2026, and June 11, 2026.

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 General Commercial (C-1) to Residential Single Family (R-1).

DESCRIPTION OF PROPERTIES:

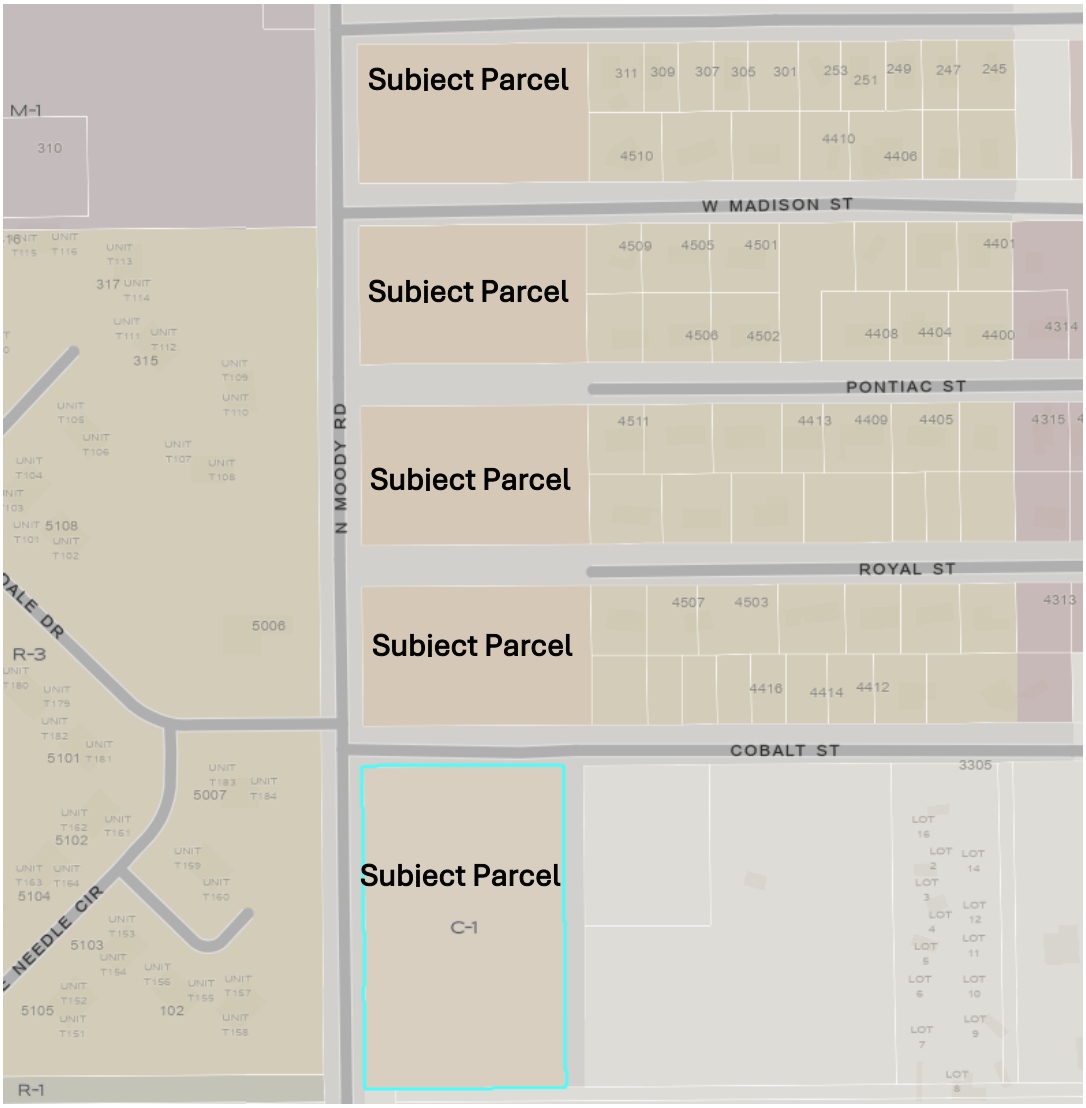
RIDGEDALE S/D MB3 P164 ALL OF BLK 18 & PT OF CLOSED BUCKINGHAM AV OR0324 P1055

RIDGEDALE MB3 P164 ALL OF BLK 11 & PT OF CLOSED BUCKINGHAM AVE OR0324

P1055
RIDGEDALE MB3 P164 ALL OF BLK, 10 + PT OF CLOSED BUCKINGHAM AVE OR0324 P1055
P1055

RIDGEDALE MB3 P164 BLK 3 LOTS 1 + 2 + 3 + 4 + 5 + 6 + 7 + 8 + 9 + 10 + 11 + 12 + PT OF CLOSED BUCKINGHAM AVE, OR324 P1055

RIDGEDALE MB3 P164 BLKS 1 + 2, + ADJ CLOSED PEERLESS + PAIGE, STREETS



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.

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 28th day of May 2026.

PASSED AND ADOPTED on the second reading by the City Commission of the City of Palatka, Florida, this 11th day of June 2026.

CITY OF PALATKA

BY:_____
Its Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney

Business Impact Estimate

Proposed ordinance's title/reference: "**ORDINANCE NO. 2026-30** Rezone of PARCEL **02-10-26-7720-0180-0010, 02-10-26-7720-0110-0010, 02-10-26-7720-0100-0000, 02-10-26-7720-0030-0010, 02-10-26-7720-0010-0000.**

More specifically:

ORDINANCE NO.2026-30

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THE OFFICAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDMED FROM GENERAL COMMERICAL (C-1) TO CITY OF PALATKA SINGLE FAMILY RESIDENTAL (R-1), FOR THE FOLLOWING PROPERTIES: 02-10-26-7720-0180-0010, 02-10-26-7720-0110-0010, 02-10-26-7720-0100-0000, 02-10-26-7720-0030-0010, 02-10-26-7720-0010-0000.

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.

Adopt Resolution 2026-R-102 Fire Service Assessment-Annual public hearing and annual consideration of non-ad valorem assessments to partially fund the cost of continual readiness and availability of fire protection services.
Annual public hearing and annual consideration of non-ad valorem assessments to partially fund the cost of continual readiness and availability of fire protection services.

STAFF REPORT

DATE: May 28, 2026
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

This is a public hearing item. This is a request to approve the necessary annual assessment resolution, adopting the non-ad valorem assessment roll for the Fire Service Assessment; after the City Commission listens to public comment at the annual public hearing.

BACKGROUND

This Resolution will be adopted pursuant to City Ordinance No. 15-14 (the "Assessment Ordinance"), City Resolution No. 2015-11-19 (as amended, supplemented and confirmed from time to time, the "Initial Annual Assessment Resolution"), sections 166.021 and 166.041, Florida Statutes, and other applicable provisions of law.

As coordinated with the City management and the City Commission, notice of the public hearing to consider the proposed assessment rates has been timely published for the May 28, 2026 regular City Commission meeting. The rates of assessment being used for this hearing are the maximum rates available for the current fiscal year (FY 2026-27) in the amount of $125.00 per tax parcel (Tier 2) with the remaining additional amount funded by the same rate as last year based on relative value of improvement for each Tax Parcel (for more variable costs) and is $2.46 per thousand dollars of improvements, or fraction thereof, for each Tax Parcel as reflected in the Tax Roll (Tier 1); this is based upon the estimate that such rates will generate net revenue of approximately $2,369,348 (this net amount will be updated before certification to the local tax collector in September). The overall budgetary impact of this Annual Assessment Resolution is material and substantial. As a general rule, every dollar of fire department costs not assessed will consume a concomitant dollar of general revenue from the City's property tax proceeds or cause a reduction in level of service.

An abbreviated Executive Summary or evidentiary report has been provided before the public hearing and is substantially similar to that for previous years. This agenda item carries out general City Commission multiple-year fiscal stewardship goals of stabilizing the City property tax rate, initially and continually working to build up depleted City reserves, and sharing constant costs of fire protection availability more broadly and more equitably. At the

continuing direction of the City Commission, staff will continue annual internal review on how to better keep up with rising costs, the value of purchasing power, and better accomplishing the fiscal stewardship goals this autumn and winter. With the exception of the nominal reduction FY 2023-24, and the recent authority direction to not grand reductions to approximately 136 institutional properties, proposed rates are the same since 2015 through FY 2024-25.

Anticipated assessment collections have efficiently occurred as budgeted. Using the same rates for many years, exemptions does have consequences; and this circumstance and others have been and will be revisited for institutional properties like churches and the housing authority again for the next budget year. Staff continues to work to reconcile any equitable discrepancies, and means to generate more revenues for the City. The collection on the same bill as taxes continues to work smoothly and the assessments are being collected through the Tax Collector's office per general law. The Property Appraiser's office still declines to include extraordinary notice of these non-ad valorem assessments on the annual TRIM notice. This is the Property Appraiser's option under general law. City staff will continue to inquire each spring.

Very few hardship applicants have participated or attempted to qualify. Going forward, hardship determinations continue to be available to constituents and for the City to implement until property taxes go delinquent each year. The City's website has been updated and the interactive Quick-Search engine also shows amounts to be due for every tax parcel. This information can always be accessed by a smart phone or reprinted from any computer via the internet.

PROJECT ANALYSIS

It is important to note that if the City Commission were not to adopt the Fire Service Assessment as proposed, it is estimated the City Commission would need to raise its property tax millage rate by 3.1 mils to fund the City's fire department, or otherwise severely cut money from its overall budget. Revenue certainty associated with the Fire Services Assessment as currently advertised will greatly assist the Commission and staff in finalizing the overall budget work early this Summer and be reflected in the FY 2026-27 Budget.

By adopting the Annual Assessment Resolution as directed and advertised, the Commission will preserve the most flexible position to accomplish setting its ad valorem millage at or after the now scheduled budget-oriented Commission meeting in July.

Staff Recommendation

Consider brief presentation by the Finance Director as a part of the annual public hearing; listen

to any comments, close the hearing and allow for your counsel to address any clarifications, if necessary. Then deliberate. It is recommended the City Commission approve and adopt the Annual Assessment Resolution for the Fire Service Assessment.

ATTACHMENTS

1.	Proof of Publication 05-07-26
2.	Palatka Annual Summary Memo Report FY 2026-27
3.	102. Resolution 2026-R-102 Fire Assessment Resolution

STATE OF FLORIDA

County of Putnam

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

CITY OF PALATKA NOTICE OF ANNU

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

05/07/2026

Affiant further says that the newspaper or website complies with all legal requirements for publication in chapter 50, Florida Statutes.

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

Debra Whitaker

Sworn to and subscribed to before me this 7th day of May, 2026 by Debra Whitaker, Administrative Assistant, of the Palatka Daily News, a Florida corporation, on behalf of the corporation.

Jeannette Eveland

Jeannette Eveland, Notary Public
My commission expires: April 30, 2029

JEANNETTE EVELAND
MY COMMISSION # HH 649877
EXPIRES: April 30, 2029

Notary Seal
Seal of Office:

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

PUBLIC NOTICE

**CITY OF PALATKA
NOTICE OF ANNUAL HEARING TO IMPOSE AND PROVIDE FOR COLLECTION OF NON-AD VALOREM SPECIAL ASSESSMENTS TO FUND IN PART THE COSTS ASSOCIATED WITH THE CONTINUAL READINESS TO PROVIDE FIRE PROTECTION**

[Clerk to insert black and white camera ready geographic depiction of the City boundaries]

The property subject to assessment lies within the City of Palatka, Florida.

For several years the City Commission of the City of Palatka, Florida (the "City"), has adopted a special or non-ad valorem assessment to defray a portion of the annual operating and capital costs associated with the Palatka Fire Department. The City Commission's goal was to put in place a supplemental and alternative means to deal with previous budget shortfalls and work to achieve financial sustainability, so that the rates of assessment for benefited parcels might supplementally, and more equitably and efficiently fund our City's annual budget and service mission. City policies, practices, the annual fire department budget, the overall budget for the City, and other conditions in making these fire protection services and facilities constantly available within our community continues to test our fiscal stewardship. Accordingly, provision of fire services, facilities, and improvements will in all likelihood continue next year to be funded, in part, by special non-ad-valorem assessments against property located within the City limits. The remainder of the fire protection budget can then be funded with other legally available revenues (most of which are limited ad valorem property taxes) of the City. This is a challenging balancing process this community must address annually. Please read further.

The special assessment rates for each parcel of property will be based on the same benefits or burdens analysis as last year, which is associated with the availability of fire protection constantly made available every day to all tax parcels. The City will continue to use the same two-tier rate structure as last year, which was the subject of judicial approval prior to the initial bill for collection being sent in 2014. This published notice informs of the same rates of assessment as were noticed last year. Tier 1 is based on the relative improvements value associated with each tax parcel (no land value is generally used in this calculation) focused on variable and possibly some fixed costs. Tier 2 is a fixed rate per tax parcel focused on fixed costs. This annual approach has proven to be a good overall success for our City. Thank you.

Your attention please. From year to year the City has exercised discretion to afford limited partial exemptions to about 138 institutional properties throughout the City, otherwise subject to special assessments. Due to uncertain economic circumstances regarding availability of ad valorem property taxes and other revenue, the City may not grant any exemptions, or may reduce these exemptions for these non-ad valorem special assessments used exclusively to partially fund the City's fire department.

If you wish to learn more, a more detailed description of the assessment program is available in City Ordinance No. 15-14 codified in Chapter 34, Article IV, of the City Code – Fire Prevention and Protection and may be found on the City's website.

On May 28, 2026, at 6:00 p.m. the City Commission will hold a public hearing in City Commission Chambers at City Hall, 201 N. Second Street, Palatka, Florida, for the purpose of receiving comments on the proposed annual assessments which by general law will be collected by the tax collector pursuant to the tax bill collection method authorized by Section 197.3632, Florida Statutes. You are invited to appear at the public hearing, and/or to file written objections with the City Clerk and addressed to the City Commission at the above address within 20 days of this notice. If you decide to appeal any decision made by the City Commission with respect to any matter considered at the hearing, you will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made.

Each parcel of property assigned an identification number by the County property appraiser is considered one (1) tax parcel. If approved by City Commission after the hearing, the rate of assessment for each tax parcel is proposed to be the sum of (i) $2.46 per $1,000 of the value of improvements attributed to the tax parcel by the County property appraiser (Tier 1), plus (ii) $125.00 per tax parcel (Tier 2), together with (iii) a $5.00 charge to share City administration and collection costs associated with the annual assessment. This is the same maximum rate of assessment as imposed since 2014. The dollar amount and other information concerning the proposed non-ad valorem assessment attributable to each tax parcel in the City will also be available online at http://quicksearch.ennead-data.com/palatka and by computer terminal upon inquiry at the offices of the City Clerk, at City Hall. The total revenue the City expects to collect by the assessment, less adjustments for statutory discounts and amounts payable to the property appraiser and tax collector to be included in the collection process, is approximately $2,369,348. This annual assessment is for the purpose of funding a portion of the continual readiness and availability of essential services and capital facilities and equipment associated with fire protection.

After the public hearing the City Commission reserves and has the authority to lower and modify rates, or independently to grant exemptions using other legally available funds later this summer. However, no increase to the rates in this notice will occur without first holding another future public hearing.

Payment is anticipated to be due and collected on the same bill as taxes to be mailed around November 1, 2026. This tax bill collection method is also sometimes called the uniform method of collection. As a courtesy reminder, please be reminded that until paid, the fire assessment will constitute a lien against assessed property equal in rank and dignity with the liens of all state, county, district, or municipal taxes and other non-ad valorem assessments. Assessments become delinquent in the same manner as for unpaid taxes, and failure to pay the upcoming assessment will cause a tax certificate to be issued against the property which may result in loss of

of assessment for each tax parcel is proposed to be the sum of (i) $2.46 per $1,000 of the value of improvements attributed to the tax parcel by the County property appraiser (Tier 1), plus (ii) $125.00 per tax parcel (Tier 2), together with (iii) a $5.00 charge to share City administration and collection costs associated with the annual assessment. This is the same maximum rate of assessment as imposed since 2014. The dollar amount and other information concerning the proposed non-ad valorem assessment attributable to each tax parcel in the City will also be available online at http://quicksearch.ennead-data.com/palatka and by computer terminal upon inquiry at the offices of the City Clerk, at City Hall. The total revenue the City expects to collect by the assessment, less adjustments for statutory discounts and amounts payable to the property appraiser and tax collector to be included in the collection process, is approximately $2,369,348. This annual assessment is for the purpose of funding a portion of the continual readiness and availability of essential services and capital facilities and equipment associated with fire protection.

After the public hearing the City Commission reserves and has the authority to lower and modify rates, or independently to grant exemptions using other legally available funds later this summer. However, no increase to the rates in this notice will occur without first holding another future public hearing.

Payment is anticipated to be due and collected on the same bill as taxes to be mailed around November 1, 2026. This tax bill collection method is also sometimes called the uniform method of collection. As a courtesy reminder, please be reminded that until paid, the fire assessment will constitute a lien against assessed property equal in rank and dignity with the liens of all state, county, district, or municipal taxes and other non-ad valorem assessments. Assessments become delinquent in the same manner as for unpaid taxes, and failure to pay the upcoming assessment will cause a tax certificate to be issued against the property which may result in loss of title. Reading this notice and explanation to learn more about how the City pays and collects for its services – and how it uses your financial support as a property owner – is certainly appreciated.

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN THE HEARING SHOULD CONTACT THE CITY CLERK AT LEAST 48 HOURS IN ADVANCE OF THE MEETING AT (386) 329-0100.

Legal No. 00117425
05/07/26

ENNEAD LLC

Date: May 7, 2026

To: Mayor and City Commission Members
City of Palatka, Florida

From: Erin A. Pomeroy, Ennead, LLC

Re: 2026-27 Annual Summary Memorandum
Fire Budget and Assessment Review
City of Palatka, Florida

This is an Annual Summary Memorandum (the "Memorandum"), which among other things, summarizes a budget analysis, describes a simplified apportionment method and provides a funding (amount) scenario for decision-making purposes. This information then necessarily will allow for the resultant determination of the proposed assessment for any specific tax parcel, whether developed or undeveloped, in the entire community. This Memorandum also incorporates and references the Executive Summary Report, titled "Overview of Simplified Fire Protection Assessment Apportionment Strategy," which was submitted to the City of Palatka in 2015.

INTRODUCTION

The City of Palatka in Putnam County adopted a special assessment in August of 2015 to defray at least some part of the annual operating and capital costs associated with the Palatka Fire Department (PFD). Special assessments comprise a levy made against certain real property to recover all or part of the cost of a specific service or capital improvement deemed to benefit those real properties.

When the assessment program was adopted, it was understood the reasoning and the use of the simplified funding strategy and apportionment methodology (sometimes called "Simplified Fire") underlying the program could remain unaltered or *evergreen*. Then each year the Simplified Fire methodology would be applied to other statutorily standardized and publicly maintained data certified to the Department of Revenue. This creates a sturdy, verifiable and self-correcting process year after year. We have reviewed emerging or preliminary budget data provided by the Finance Director. It is understood, however, that in the future, assessment rates or practices, the annual budget and conditions attributed to each tax parcel might change from year to year.

In brief, the methodology for calculating the assessment in Palatka stems from a series of considerations associated with the relative value of all improvements in the City, the number of tax parcels in the City subject to the assessment, and an allocation of the anticipated fire department budget reflecting two defined tiers of costs. As described in GAI Consultants, Inc. detailed report in 2015, the costs allocated to Tier 1 are those which are largely, but not exclusively, variable and indeterminate. The costs allocated to Tier 2 are largely recurring based on an expected staffing level necessary to maintain a certain standard of departmental readiness or preparedness. These latter costs are primarily labor costs and largely, but not altogether, fixed. The combination of both tiers in the adopted assessment program has logical and identified relationships to the benefits, burdens and costs associated with availability of service to the affected tax parcels, creating a strong, rational, and proportionate funding vehicle that can be further linked to, or supplemented by, other legally available resources.

This Memorandum comments on relevant legislation or case law associated with assessments generally, summarizes findings associated with a review of the anticipated fire department budget for FY 2026-27, and provides parameters for the upcoming assessment, assuring the methodology and procedures developed in the original Simplified Fire

analysis and previously implemented by the City are maintained.

LEGAL CONTEXT

Special Assessments in General, Florida Law. Special assessments are a dedicated revenue source available to general purpose local governments to fund capital improvements or essential services. While discussion of the law governing special assessments included herein should not be construed as a legal opinion, there are legal guidelines to draw upon in laying out an assessment methodology which conforms to accepted principles and practices necessary to achieve legal validity. As established by Florida case law, two requirements exist for the imposition of a valid special assessment.

The property assessed must derive a *special benefit* from the improvement or service provided; and the assessment must be *fairly and reasonably apportioned* among the properties receiving the special benefit.

Under both Florida's case law and certain statutory components, it is well settled that the benefit required for a valid special assessment may be measured or benchmarked against something other than simply an increase in real property market value. The concept of benefit also includes the relief of a burden or demand created by property as well as added use and enjoyment of the real property. The benefits, then, can be conceptual, but they must be capable of being evaluated by some metric and being apportioned in some reasonable manner. It is not necessary that the benefits be direct or immediate, but they must be substantial, certain, and capable of being realized within a reasonable time.

The benefits must be distinguishable or different from those of non-assessed properties but they may coincidentally extend to non-assessed properties. Specifically, Florida's case law, as well as its statutory regime relating to special assessments, supports substantial latitude both in the means by which *benefit to* or *relief of burden created by* real property is identified and determined and the subsequent manner by which an assessment itself is *calculated* or *apportioned*. Though Florida law requires that special assessments funding improvements or services must be fairly and reasonably apportioned, the State's Supreme Court has held that the method of apportionment is immaterial and may vary provided the amount of the assessment for each property *does not exceed the proportional benefits it receives compared to other properties*.

Judicial Approval of Simplified Fire in the City of Palatka. Mr. Lawson and Mr. Holmes (then City Attorney) took the City through a judicial validation procedure in 2015 which involved the City's Simplified Fire apportionment approach, and the City Commission proceeded only to collections once it had obtained a favorable ruling from the Circuit Court without appeal. On September 10, 2015, the Circuit Court in and for Putnam County validated proposed revenue bonds based on the imposition of fire protection assessments using the Simplified Fire method made available for the City's use and detailed in the original GAI report. This validation entailed a detailed and well-reasoned judicial approval of the assessments and the Simplified Fire apportionment methodology associated with them. The validation serves the function of, among other things, providing finality to the legality of the City's chosen assessment regime. This same Simplified Fire approach is the subject of this Memorandum.

The Fire Service Assessments, by law, are imposed by the City Commission, not the Property Appraiser or Tax Collector. Florida case law clearly provides that any collection activity of the Property Appraiser or Tax Collector provided for as a result of the City Commission imposing the Fire Service Assessments under the provisions of the City's Ordinance or Annual Assessment Resolution shall be construed solely as ministerial.

The Final Judgment expressly provides that "[t]he Fire Service Assessments are not imposed by the Putnam County Property Appraiser or the Putnam County Tax Collector. The statutory duties of the property appraiser and the tax collector are unaffected by the City's use of information produced by such entities. Any duties of the property appraiser or the tax collector in regards to the collection of the Fire Service Assessments under section 197.3632 [Florida Statutes,] are wholly ministerial and the property appraiser and the tax collector are without any discretion with regard to the collection of Fire Service Assessments on the tax notice once the City elects to use this method and complies with the requirements of the statute." This Memorandum features one in many actions of careful

compliance with the Assessment Ordinance and all general law provisions.

OVERVIEW OF SIMPLIFIED FIRE APPORTIONMENT METHOD, RECENT DEVELOPMENTS

That local governments are afforded great latitude under Florida law with respect to legislative determinations concerning special benefit and reasonable apportionment is well settled law. No single apportionment methodology has emerged as preferable in the governing case law for a given service or improvement. So long as the apportionment is reasonable and not arbitrary, the assessment is generally capable of withstanding legal challenge.

The reasoned Simplified Fire assessment methodology described in this memorandum has been expressly focused upon and judicially validated in circuit court in Hernando County (Brooksville), Pinellas County (St. Petersburg), Bay County (Springfield and Panama City Beach), Putnam County (Palatka), Lee County (Lehigh Acres Fire Control and Rescue District), and Polk County (Haines City) by Mr. Lawson. The concept has been subjected to a challenge and upheld by the Florida Supreme Court. The Florida Supreme Court has also expressly confirmed the use of the two-tiered approach and legal construct (relative improvement value and per tax parcel upon which Simplified Fire is premised). In *Morris v. City of Cape Coral*, 163 So. 3d 1174 (Fla. 2015), the Supreme Court addressed a line of reasoning from prior cases, reiterating that the determination of whether a special assessment confers a special benefit on property is not based on whether the benefit is "unique" to that property, but instead whether there is a logical relationship between the assessment on a property and the benefit conferred upon that property. Decisions that seemed to indicate the contrary, including *St. Lucie County-Ft. Pierce Fire Prevention & Control District v. Higgs*, 141 So. 2d 744 (Fla. 1962), turned solely on invalid apportionment, not on inadequate benefit to property. This argument is similar to that made by the City of Haines City and the City of Springfield in their validations and in an amicus curiae brief filed in *Morris* by Haines City and Springfield (the "Municipalities").

The Municipalities filed an amicus brief because the Cape Coral methodology in *Morris* had been taken, almost verbatim in some instances, from the methodology in reports and work previously delivered to Haines City and Springfield and had been represented by Cape Coral in the circuit court as almost identical work and approach provided to other cities by Mr. Lawson, GAI (formerly RERC) and Ennead LLC. In fact, Cape Coral's expert testified at the trial level hearing that the methodology of the four cities where Mr. Lawson, GAI and Ennead LLC had previously developed each of those programs (including Brooksville and St. Petersburg alongside Springfield and Haines City, and validated the Simplified Fire methodology) was "almost exactly the same" as the Cape Coral methodology. An amicus brief was necessitated because (1) the consulting proponents of another "demand-based" fire assessment method, Government Services Group, also challenged the legal sufficiency of the Simplified Fire concept in *Morris* and (2) Cape Coral had made a significant number of errors in preparing its assessment roll, such that almost eight percent (8%) of the tax parcels to be assessed were incorrect. Cape Coral undertook substantial remedial actions, adopting corrective resolutions and successfully worked to avoid introduction of evidence during the challenge to its validation. The Supreme Court opinion in *Morris* noted these errors, but determined that it could validate Cape Coral's bonds and the fire assessment methodology despite such errors. In doing so the Supreme Court also adopted the logic and analysis in the independent *amicus* brief filed by Mr. Lawson's firm for the Municipalities.

The wider impact of *Morris* is that the legal and conceptual use of a two-tiered Simplified Fire methodology presented in this Executive Summary, and the 'almost exactly the same' method used in Cape Coral, has been determined legally sufficient, valid and approved by the Supreme Court on appeal as compliant with case law and thus not arbitrary nor invalid.

Morris should not be construed to mean that local governments considering the use of special assessments should adopt a particular apportionment methodology solely on the basis of its use elsewhere. The failure to perform a factual and reasoned analysis specific to a set of circumstances in each community can expose another community to legal and political challenges based upon factual differences and/or well-intentioned, but unnecessary use of raw public data. Florida's local governments vary in their needs, composition, and policies. The well settled implication is local governments are free to select an apportionment methodology which provides competent and substantial means to share the benefits, burdens, and costs of the fire protection budget and represents the best fit in terms of

cost, ease of implementation, and political acceptance not only with respect to affected landowners, but also in consideration of the staff required and resources involved with maintenance of the assessment program from year to year.

The parcel identification and classification system required by law to be maintained by the local property appraiser and tax collector will likely be sustained and updated over the years as properties within each community develop and change. The use of such classification and statutorily required end product of each community's mass appraisal system and description of tax parcels is publicly prepared, stable, readily accessible, reasonably consistent and accurate, maintained without cost to the local government and capable of being used from year to year without extraordinary consumption of resources better expended to address other fire protection related issues. Accordingly, the assessment approach contemplated herein relies upon such system as a stable, reasoned and standardized resource. Attempts by other methods to focus on demand characteristics, call data, or working data used by the Property Appraiser overlook or 'miss the standard' of proportionality and create complexities and inequities that Simplified Fire simply avoids. It is also prudent to note and remind that Mr. Lawson, along with Dr. Beitsch and Ennead LLC, in defining the Simplified Fire approach work to address legal validity in advance.

Factually, the key to these efforts is that the Simplified Fire or Simplified Approach is a lawful revenue exaction designed to be a *special assessment* and capable of being collected as a non-ad valorem assessment on the same annual bill as for property taxes in the context of Florida law, and has been structured to be *neither* an *invalid tax* nor a *utility rate charge* nor *fee*.

Specifically, Florida's case law, as well as its statutory regime relating to special assessments, supports substantial latitude both in the means by which benefit to, or relief of burden created by, real property is identified and determined and the subsequent manner by which an assessment itself is calculated or apportioned. Though Florida law requires that special assessments funding improvements or services must be fairly and reasonably apportioned, the State's Supreme Court has held the method of apportionment is immaterial and may vary provided the amount of the assessment for each property *does not exceed the proportional benefits it receives compared to other properties*.

In Florida law, the lack of such proportionality may expose a special assessment to be nullified as an invalid tax. Should the specific *means*, by which the costs or charges to be assessed are deemed arbitrary, then by extension *any* sharing of those assessed costs would undermine proportionality because the underlying premise itself is materially flawed. In this context, an arbitrary charge is one *not reasonably tied* to the cost of a specific essential service or incurred expense. The frequently used allocations of demand for random emergency calls, sometimes known as the demand-based method, illustrates such a problem. This problem is compounded where the imposition takes on the characteristic of a fee[1].

A demand-based approach posits that incident calls are a proxy for *all fire service services and expense* incurred, then *allocating the complete budget to a very selected set* of structures or properties. The allocation is not consistent with the call data itself since incident or call data ignore a large portion of the fire budget which focuses on readiness and availability. In economic and practical terms, incident calls are only a marginal cost beyond the normal budget in total. Further, the demand-based approach is also a look backwards, often unrelated to future budgetary planning. The various components of a demand-based method rely upon an obvious series of suspect relationships and calculations which then yield an allocation system that is likely arbitrary and becoming scrutinized as fundamentally

[1] Fees for fire service are not authorized by the Legislature to be collected using Florida's uniform method of collection; and municipalities have learned fees for fire service extended by inclusion on a utility bill are highly questionable. Here is information presenting a recent example of a local government disaster that might have been avoided, or consequences substantially mitigated, with a better informed or a proactive alternative approach. See Murthy, Jennifer Hunt. "Ocala's fire fee strategies were flawed from inception to $80 million judgment: Eight years of closed-door deliberations between Ocala City Council members and their attorneys on this controversial episode are revealed." Ocala Gazette, Dec. 10, 2022, https://www.ocalagazette.com/ocalas-fire-fee-strategies-were-flawed-from-inception-to-80-million-judgment/ Accessed May 7, 2026. This is an example of a result of litigation where local government risk might have been avoided.

less defensible.[2]

To the particulars of this memorandum, the Simplified Fire approach is premised on "forward looking" criteria reflected in the upcoming annual budget. As well, concomitantly the Simplified Fire approach necessarily addresses all of the "forward looking" criteria used by the Insurance Services Office, Inc. ("ISO"), now VERISK, to rate fire departments within this state because it analyses the *entirety* of the annual budget necessary to support constant availability and all other fire department costs.[3]

Finally, the City's use of its Simplified Fire strategy and method should not create friction with the local Property Appraiser because it only uses data for tax parcel identification and valuation purposes in a context that is not foreign to that for which it was prepared.

BUDGET REVIEW

We have used the Final 2025-2026 PFD budget and the emerging 2026-27 PFD preliminary budget for analysis and planning purposes. As detailed in our original Executive Summary, we considered the possible impacts, if any, of advanced life support (ALS) and emergency medical services (EMS) of the City's fire budget because only first response medical aid routinely delivered by firefighters can be funded through special assessments using a "demand" based approach to apportionment. That is not necessarily the case where in Palatka the approach to apportionment is based upon the "availability of service and readiness to serve" simplified approach.

As is often the case with municipalities, the lines between first response and more intensive care may be blurred when examining the PFD budget. In Palatka, the role of life support and transport falls exclusively to the Putnam County Emergency Medical Services, meaning the cost of such services does not appear in the PFD budget.

Because the potential exists for EMS costs to bleed into Palatka's fire budget, even though there appears to be no direct manner in which this could happen, we have elected to exclude even the appearance of funding EMS services by further eliminating any costs associated with any training programs undertaken by the PFD. For example, this

[2] Four (4) recent circuit court cases reveal challenges to what appears to be a call or demand-based method with special assessment apportionment based upon historical emergency call information (possibly being copied, modified or replicated from elsewhere) and used by a local government for the first time for the fiscal year beginning October 1, 2024. All four cases were filed as the limitation to object to the special assessment was about to expire on August 22, 2024. These are not summary proceedings, but rather challenges in civil court that could go on for several years with appeal to the applicable District Court of Appeal and then to the Florida Supreme Court. See Case Nos. CA 20240404, CA 2024-405, CA 2024-406 and CA 2024-407, Fla. 5th Cir. Ct. (Sumter County). For example, if the antagonists were to effectively make a logical argument that using historical call response data to assign what are random emergency fire department calls to various types of property uses (commercial, industrial, residential, etc.) to determine and set annual special assessment rates (much like utility fees are set) to apportion a forward looking fire department budget – which is hardly (if at all) based substantially on the cost of the calls alone, but instead – on the entirety of the local government's annual fire department preparedness budget, the result could be exposure to the a court recognizing such a disparity *per se*. Accordingly, recognition of such a disparity presents the extraordinarily inconvenient prospect of a determination the entire fiscal year 2024-25 special assessment in Sumter County is facially arbitrary, and thus a legally invalid special assessment.

[3] The national means to rate fire departments for insurance purposes also uses forward looking criteria, focusing on capacity and capability. The following website authoritatively confirms the predominant function of fire and rescue departments is to be prepared and ready, to have the resources in place to respond, and actively function to avoid emergency calls by demonstrating community education and other prevention-related readiness. It does nominally call for participation in record keeping, but does not use record keeping to evaluate capacity or capability. See https://www.isomitigation.com/ppc/fsrs/items-considered-in-the-fsrs/ Accessed May 7, 2026.

would conservatively include amounts budgeted for "Schooling, Conferences, etc." and an amount budgeted for "Training and Educational Expenses."

In order to ensure compliance with Florida case law regarding the funding of EMS, those costs would be funded instead by other legally available means and the balance of the budget would comprise legally assessable costs and be absorbed through the combination of Tier 1 and Tier 2 assessment revenues. Because of this cautious budget analysis, it can be reasoned plausibly and realistically that all costs in the adjusted or remaining PFD budget are appropriate for recovery through special assessments in the manner described in this analysis.

The use of the adjusted PFD budget presents a conservative approach with exclusion of costs that might be construed to be in support of ALS excluded from the assessed cost associated with the Fire Service Assessment to avoid debate as to compliance with case law.

GUIDELINES FOR CURRENT ASSESSMENTS

It is well-settled in Florida case law that local governments, should they impose an assessment, are not required to fully fund that service or improvement through the special assessment itself. The local government may determine, entirely in its own discretion, to fund some portion of the overall cost with general fund or other legally available revenues. An example of other revenues would be impact fees charged to some new developments that may require the fire department to expend additional resources. To be clear, a local government may not impose an assessment for the same portion of capital items purchased with impact fees. For this reason, it was assumed that the City of Palatka does not collect impact fees, and none are applied to expenditures found in the PFD budget.

Based on the adjusted illustrative budget estimated around $4.4 million, the tables below summarize the percentage allocation between the two tiers that will generally be sustained by the City concerning the actual sum of the assessment anticipated to be adopted for the coming year.

Table 1: Approximate Fire Department Budget Funding Sources[4]

	Assessment	General Fund	Total
Distribution	**54%**	**46%**	**100%**
Dollar	**$2,369,348**	**$2,023,048**	**$4,392,396[5]**

Table 2: Approximate Tier Allocation

	Tier 1	Tier 2	Total
Distribution	**79%**	**21%**	**100%**
Dollar	**$1,869,598**	**$499,750**	**$2,369,348**

[4] Any costs that might be associated with advanced life support-related emergency medical services (ALS) will be paid for from the general fund.
[5] Subject to final City budget adoption and whether fire engine is included in the budget or not.

It is recognized that in the ongoing budget process the indicated sums may be modified. Insubstantial modifications to the budget used will not materially affect this analysis. Due to statutory notice requirements involved with the imposition of assessments, a substantial increase in the budget used will also not have a material effect on this analysis as all increases must be funded with other legally available funds. However, a large and substantial decrease in the budget provided by the City for our use may impact our analysis.

EXCLUSION OF CERTAIN PARCELS

Research reveals there are approximately 4,459 tax parcels within the boundaries of the City that are found in the Property Appraiser's records that are affected by the analysis and approach outlined herein. Among the 4,459 parcels, approximately 250 tax parcels may not benefit from fire protection services or are otherwise inappropriate or infeasible to assess based on physical configuration, such as submerged or undevelopable lands, or tax parcels with a Just Value of under $5,000. These parcels have been removed from the roll. Of those remaining there are 209 tax parcels owned by governmental entities which must be excluded since "governmentally-owned" parcels which are used by the government for public purposes cannot be assessed. An additional 136 "institutionally-owned" tax parcels (e.g. churches, non-profits, etc.) have in the past been partially exempted (50%) at the City's discretion as noted below. It is noted that two (2) tax parcels are designated as "agricultural" by the Putnam County Property Appraiser. These few parcels, classified as agricultural will be addressed in your annual resolution, and are set to be excluded from the 2026-27 assessment roll. They may or may not be subject to legislation affecting their assessment status after questionable changes in law became effective in 2017. Currently, any exemption or buy-down of these parcels is at the discretion of the City. Included in the remaining "assessable" tax parcels described above, are "confidential" tax parcels that have owner and address information that has been redacted at the request of the parcel owner. They are included in the analysis that is provided for the balance of the tax parcels.

In the past, the City mildly appealed to owners of governmentally-owned tax parcels to voluntarily pay their share of fire service costs with no success. It is unknown whether the City will appeal to these parcel's owners again. The City has also in the past approved, as a discretionary public policy, a 50% reduction in assessment charges to all institutionally-owned tax parcels, based on a public purpose assumption. In recent workshops the City Commission has directed initial notice showing fire service assessment for institutionally-owned tax parcels to reflect summing the Tier 1 and Tier 2 amounts for these parcels at the same full charge as all other assessable parcels. If the City determines later this summer to continue discretionary partial exemptions, as in the past, it can do so administratively but must do so as a part of its overall annual budget before August 20, 2026.

Extraordinary effort has been made in each assessment period to identify institutionally-owned tax parcels whose Department of Revenue ("DOR") code designation did not indicate that they were institutionally-owned. This process is a time-consuming process that must be continued on an annual basis by the City, as this public data can be expected to vary from year to year. To further complicate this process, a parcel owner "naming convention" does not exist, so tax parcels cannot be sorted by traditional naming logic. For the purpose of developing the 2026-27 assessments, institutionally-owned parcels have been identified by Ennead LLC with the assistance of City staff and its Assessment Coordinator.

Amounts associated with exemption of tax parcels from the assessment typically should be funded through other legally available funds of the City.

SUMMARY CONCLUSION

Determinations of relief of burdens caused by various tax parcels within the City, the benefit to property, the amount to be imposed for costs associated with the Fire Service Assessments, and the fair and reasonable apportionment of the Fire Service Assessments for the upcoming fiscal year are fairly documented and supported by, among other things, prior evidence, this updating Memorandum and the Final Judgment.

FUNDING EXAMPLES – PRELIMINARY ASSESSMENT ROLL

Using available certified data, ENNEAD LLC has developed the preliminary roll, which is available on-line by use of an interactive search feature, please see the City's website. This information is provided to accomplish transparency for all property owners and to assist the City Commission in its decision-making role and applies the same rate regime as approved last year.

CONNECTION WITH PRIOR WORK

This Memorandum incorporates by reference GAI's prior Executive Summary from 2015 and work placed in the record before the City Commission at its public hearings on this matter over time. Consistent with that record, the content of this Memorandum provides a reasoned updated review and analysis of information, facts and circumstances associated only with the City of Palatka and is exclusively for the use by the City Commission of Palatka.[6]

cc: Chantel Pierre, CPA, Finance Director
Chris Taylor, Fire Chief
Karen Hayes, City Clerk
Jane West, City Attorney
Jason Shaw, Interim City Manager
Dr. Owen M. Beitsch, GAI
Mark G. Lawson, P.A., Special Counsel

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RESOLUTION NO2026-R-102

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, APPROVING THE FISCAL YEAR 2026-27 NON-AD VALOREM ASSESSMENT ROLL FOR FIRE PROTECTION SERVICES, FACILITIES AND PROGRAMS; DIRECTING CERTIFICATION OF THE ASSESSMENT ROLL AND COLLECTION PURSUANT TO THE UNIFORM ASSESSMENT COLLECTION ACT; CONFIRMING REQUIRED STATUTORY NOTICE AND IMPOSING AND LEVYING FIRE SERVICE ASSESSMENTS; PROVIDING DIRECTIONS; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR SCRIVENER'S ERRORS

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

ARTICLE I
INTRODUCTION

SECTION 1.01. AUTHORITY. This Resolution of the City Commission (the "Commission") of City of Palatka, Florida (the "City") is adopted pursuant to City Ordinance No. 15-14 (the "Assessment Ordinance"), City Resolution No. 2015-11-19 (as may be amended, supplemented and confirmed from time to time, the "Initial Annual Assessment Resolution"), sections 166.021 and 166.041, Florida Statutes, and other applicable provisions of law.

SECTION 1.02. DEFINITIONS. This Resolution is the Annual Assessment Resolution for the Fiscal Year (sometimes also called the budget year) commencing October 1, 2026, contemplated by Section 2.05 of the Assessment Ordinance. All capitalized words and terms not otherwise defined herein shall have the meanings set forth in the Assessment Ordinance and the Initial Annual Assessment Resolution.

SECTION 1.03. FINDINGS. It is hereby ascertained, determined and declared as follows:

(A) Pursuant to the Assessment Ordinance, the City adopted the Initial Annual Assessment Resolution imposing special assessments to provide for the funding of fire protection services, facilities and programs, and providing for annual collection thereof pursuant to the direct billing method of collection described in Article III of the Assessment Ordinance.

(B) Prior to commencing collection, the City obtained a judicial determination from the Circuit Court of the Seventh Judicial District of the State of Florida in and for Putnam County that validated and confirmed, among other things, the legality and validity of the Assessment Ordinance, the Initial Annual Assessment Resolution, the reasoned ability to legally rely upon the imposition of special assessments in the form of Fire Service Assessments to annually fund fire protection essential services and fund and finance associated capital improvements and equipment, the method of apportioning the Fire Service Assessments among the real property subject thereto, the burdens relieved and special benefit conveyed by the fire protection services and facilities funded in part through the Fire Service Assessments, the superior nature of lien of the Fire Service Assessments and the legality of all proceedings and matters in connection therewith (the "Final Judgment"). Each property owner was then provided a direct-mailed bill for Fiscal Year 2015-16 specific to each property assessed and additional notice and information concerning the anticipated non-ad valorem Fire Service Assessment for Fiscal Year 2016-17. On March 26, 2016, an additional notice was published in a newspaper of general circulation. Such notices briefly explained the collection process for an amount equivalent to any unpaid amount due and how the City Commission expected to collect unpaid assessments or amounts equivalent thereto which otherwise created City budget shortfalls and diminish operating reserves, as well as fund and collect future year's Fire Service Assessments. All such assessments were collected, without loss of property. For each Fiscal Year, the city has complied with and employed the Uniform Method of Collection of Fire Service Assessments.

(C) The Assessment Ordinance provides for the adoption each year of an Annual Assessment Resolution approving, confirming or amending the Fire Service Assessment Roll. This Resolution accomplishes such activity.

(D) The city has duly scheduled and provided published and other extraordinary notice of a public hearing for May 28, 2026, to consider adoption of the Fire Service Assessment Roll for Fiscal Year 2026-27 and included a statement of intent not to increase the rate of assessment.

(E) Notice required by law of such public hearing was published in compliance with Section 2.04 of the Assessment Ordinance and the Uniform Collection Assessment Act on or before July 3, 2026, and proof of publication is attached hereto as Appendix A.

(F) Additional and extraordinary interactive notice has also been made available on the internet on the City's website at: https://quicksearch.ennead-data.com/palatka and www.palatka-fl.gov/fireassessment with additional access available via computer terminal upon request available during business hours to the public at City Hall.

(G) The Fire Service Assessment Roll (along with additional explanatory information on the City's website) has heretofore and continues to be made available for inspection by the public. All notice required to be provided to a property owner in the manner required by the Uniform Assessment Collection Act and the Assessment Ordinance has been duly provided..

(H) On or before May 28, 2026, at a duly scheduled and noticed meeting, the City Commission again acknowledges receiving and reviewing a fire budget and assessment review update summary prepared by Ennead, LLC (the "Executive Summary") and has considered same along with advice and input from City officials and staff, as part of the budget consideration process for use of the Fire Service Assessment as a component part of the overall annual City budget by confirming proposed rates of assessments, and accordingly provided direction.

(I) A public hearing was held on May 28, 2026, and comments, concerns and objections of all interested people have been duly received, heard and considered. Additionally, the City Commission again reviewed the updated Executive Summary and all matters referenced and incorporated therein. All of the foregoing has been considered in the context of public discussion or comment upon the subject of funding fire protection services, facilities and programs at regularly scheduled meetings and workshops of the City Commission on several occasions including April 9, 2015, July 9, 2015, July 23, 2015, August 6, 2015, August 18, 2015, September 10, 2015, September 24, 2015, October 22, 2015, March 24, 2016, April 14, 2016, July 27, 2017, August 31, 2017, July 12, 2018, August 9, 2018, July 18, 2019, August 8, 2019, July 23, 2020, August 27, 2020, July 22, 2021, August 25, 2022, July 27, 2023, July 11, 2024, September 12, 2024, and July 24, 2025 as well as the overall fiscal and other circumstances of the City.

(J) The Assessments contemplated in this Resolution are imposed by the City Commission, not the Property Appraiser or Tax Collector. Any activity of the Property Appraiser or Tax Collector under the provisions of this Resolution shall be construed solely as ministerial.

(K) The Final Judgment expressly provides that "[t]he Fire Service Assessments are not imposed by the Putnam County Property Appraiser or the Putnam County Tax Collector. The statutory duties of the property appraiser and the tax collector are unaffected by the City's use of information produced by such entities. Any duties of the property appraiser or the tax collector in regard to the collection of the Fire Service Assessments under section 197.3632, [Florida Statutes], are wholly ministerial and the property appraiser and the tax collector are without any discretion with regard to the collection of Fire Service Assessments on the tax notice once the City elects to use this method and complies with the requirements of the statute." The City has fairly and carefully complied with the Assessment Ordinance and all general law provisions.

(L) The legislative determinations and findings set forth in the Initial Annual Assessment Resolution, as amended, and the Final Judgment have again been considered and are also hereby in context incorporated herein by reference.

(M) The City Commission hereby finds and determines that the Fire Service Assessments to be imposed in accordance with this Resolution provide a proper and equitable method of funding associated fire protection services and facilities by fairly and reasonably allocating a portion of the cost thereof among specially benefitted property.

ARTICLE II
ASSESSMENT

SECTION 2.01. RATIFICATION AND CONFIRMATION. The benefits to property and methods of apportionment provided for herein, and the use of proceeds of the non-ad valorem assessment to pay for capital equipment and facilities have previously been judicially validated as for proper, legal and paramount public purposes and fully authorized by law by the Circuit Court of the Seventh Judicial District of the State of Florida in and for Putnam County; and, are hereby ratified, confirmed and advanced as being employed and similarly used by and for the purposes of this Resolution. For the purposes of supporting and adopting this Resolution the determinations in the foregoing Final Judgment, and the Initial Annual Assessment Resolution are each also hereby supplementally incorporated herein by reference and ratified and confirmed under the circumstances and timing required to govern effectively as relevant and applicable.

SECTION 2.02. PROCEDURAL COMPLAINCE.

(A) The Assessment Coordinator has caused to be prepared a preliminary Fire Service Assessment Roll that contains the following information:

(1) a summary description of each Tax Parcel (conforming to the description contained on a recently certified Tax Roll prepared and maintained by the Property Appraiser for the purpose of levying and collecting ad valorem taxes) which is intended to be subject to the Fire Service Assessment;

(2) the name of the owner of record of each Tax Parcel, as shown on the most recent certified Tax Roll, which will be updated in normal course prior to any certification of the Assessment Roll to the Tax Collector; and

(3) the proposed amount of the total Fire Service Assessment for each affected Tax Parcel for the fiscal year commencing October 1, 2025, exclusive of anticipated costs of collection and administration.

(B) In the event the City also imposes or collects an impact fee upon new growth or development for capital improvements related to fire protection, the special assessments provided for hereunder shall not include costs attributable to capital improvements necessitated by new growth or development which were included in the computation of such impact fee, or which are otherwise funded by such impact fee.

(C) Copies of the Assessment Ordinance, this Resolution and the preliminary Fire Service Assessment Roll have been made available in the City Clerk's office at 201 North Second Street, Palatka, Florida or have been open to public inspection in a manner consistent with the Assessment Ordinance. The purpose of the assessment, amount of the proposed rates of assessment for each Tax Parcel, and all other necessary information was noticed by publication and at or through the City's website and accessible through the internet at http://quicksearch.ennead-data.com/palatka and www.palatka-fl.gov/fireassessment and at the City Clerk's office located at City Hall, 201 N. Second Street, Palatka, Florida.

(D) The City Commission duly provided the publication of notice of a public hearing in the manner and time provided in the Assessment Ordinance. Proof of publication of the notice is attached hereto as Appendix A.

(E) The Assessment Roll shall be necessarily updated from time to time in due course, to show changes in parcel configuration or other administrative corrections. In the event the Assessment Coordinator makes any exemptions, administrative hardship deferrals or other similar modifications to the Assessment Roll authorized by the Assessment Ordinance, this Resolution or otherwise, funding for such changes to the Assessment Roll shall be funded by legally available funds other than direct proceeds of the Assessments. Such changes shall not require any recalculation or change in the rate or rates of assessment otherwise considered or adopted pursuant to the Assessment Ordinance or this Annual Assessment Resolution.

(F) A public hearing was duly held on May 28, 2026, commencing at or about 6 p.m. in City Hall Commission Chambers, 201 N. Second Street, Palatka, Florida, at which time the Commission received and considered information and comments on the Fire Service Assessments from City officials, staff, experts and advisors, as well as the public and affected property owners, and considered imposing Fire Service Assessments and the method of collection thereof as required by the Assessment Ordinance.

SECTION 2.03. ESTIMATED FIRE SERVICE ASSESSED COST; RATE OF ASSESSMENT.

(A) The estimated Fire Service Assessed Cost, exclusive of the nominal City administrative charge to defray its costs of collection and annual administration, to be recovered through Fire Service Assessments for the Fiscal Year commencing October 1, 2026, is $2,369,348. This includes:

(B) The Tier 1 Assessment, net of exemptions herein, of $1,869,598 based on relative value of improvement for each Tax Parcel (for more variable costs) and the Tier 2 Assessment, net of exemptions herein, of $499,750 assessed per Tax Parcel (for more fixed, readiness to serve costs).

(C) The Fire Service Assessments established in this Annual Assessment Resolution are determined by the assessment rates prepared for consideration by the public and City Commission in the preparation of the Fire Service Assessment Roll for the Fiscal Year commencing October 1, 2026.

(D) The rate of Fire Service Assessment will remain the same as for the current Fiscal Year and is (1) $2.46 per thousand dollars of improvements, or fraction thereof, for each Tax Parcel as reflected in the Tax Roll (Tier 1), plus (2) $125.00 per Tax Parcel (Tier 2). Accordingly, the rate of assessments has not increased since inception a decade ago.

SECTION 2.04. IMPOSITION OF ASSESSMENTS.

(A) Upon adoption hereof, Fire Service Assessments are to be levied and imposed throughout the entire area within the boundaries of the City and this Resolution shall be deemed to be adopted and confirmed for all purposes.
(B) Fire Service Assessments shall be imposed against Tax Parcels located within the City, the annual amount of which shall be computed for each Tax Parcel in accordance with this Resolution. When imposed, the Fire Service Assessment for each Fiscal Year shall constitute a lien upon Assessed Property equal in rank and dignity with the liens of all state, county, district or municipal taxes and other non-ad valorem assessments as provided in the Assessment Ordinance.
(C) As provided for herein, the Fire Service Assessed Cost shall be apportioned among all Tax Parcels within the City, not otherwise exempted hereunder, and including any statutorily defined parcels such as individual condominium or cooperative units with extraordinary alienability. The estimated Fire Service Assessed Cost and rate of Fire Service Assessment shall be that described in Section 2.03 hereof.
(D) In the same manner as in the current Fiscal Year, the City Commission determines to separately and additionally charge, impose and levy an administrative and collection amount per Tax Parcel of $5.00 as a part of the assessment to defray its costs of collection and annual administration.
(E) The method of determining the Fire Service Assessments as set forth in this Annual Assessment Resolution is a fair and reasonable method to share costs and benefits of collection, administration, and the continuous availability of fire protection services, facilities and programs, among Tax Parcels of Assessed Property located within the City.
(F) The Fire Service Assessment Roll is hereby approved, and shall be modified, adjusted and certified as provided in the Assessment Ordinance and this Resolution.
(G) Collection of the Fire Service Assessments shall take place pursuant to the uniform billing method of collection described in Article III of the Assessment Ordinance.

SECTION 2.05. DIRECTION CONCERNING INTERIM ASSESSMENTS.

(A) Pursuant to Section 2.13 of the Ordinance an interim Assessment may be imposed against all property for which a Certificate of Occupancy is issued after adoption and confirmation of an Annual Assessment Resolution. The amount of the interim Assessment shall be calculated upon a monthly rate, which shall be one-twelfth of the annual rate for such property computed in accordance with the Annual Assessment Resolution for the Fiscal Year in which the Certificate of Occupancy is issued, with such monthly rate being imposed for each full calendar month remaining in the Fiscal Year after the issuance of the Certificate of Occupancy. The determination of the relative improvement value for each such Tax Parcel (Tier 1 rate) for the purposes of calculating any interim Assessment may be based upon the estimated value of improvements listed in any permit associated with the Certificate of Occupancy, or such other similarly available date as reasonably determined by the Assessment Coordinator for such interim period only. Issuance of a Certificate of Occupancy by mistake or inadvertence, without the payment in full of the interim Assessment, does not relieve the owner of such property of the obligation of full and timely payment. Such interim Assessment is due and payable on the date the Certificate of Occupancy was issued and constitutes a lien against such property as of that date. Said lien being equal in rank and dignity with the liens of all state, county, district, or municipal taxes and special assessments, and superior in rank and dignity to all other liens, encumbrances, titles and claims in and to or against the real property involved.
(B) As a matter of expediency and due to the relatively small amount of growth and disproportionately small amount of revenue to be collected, and the fact that assessment will be captured automatically in the ensuing Fiscal Year assessment, the City Commission makes the practical determination to not seek to collect any such unpaid interim assessments for the period prior to January 1, 2026. All costs for services and facilities attributable to same shall be paid for by legally available revenues other than any Fire Service Assessment proceeds.

SECTION 2.06. DIRECTION CONCERNING ANY EXEMPTION.

(A) Tax Parcels which are statutorily exempted from the payment of ad valorem taxes are in certain circumstances subject to the Fire Service Assessments contemplated hereunder. Tax Parcels classified or described by the Property Appraiser as institutionally tax exempt, including the following classifications: (1) vacant institutional, (2) churches & temples, (3) private schools & colleges, (4) privately-owned hospitals, (5) homes for the aged, (6) mortuary, cemetery &

crematorium, (7) clubs, lodges & union halls, (8) sanitarium, convalescent & rest home, and (9) cultural organization facilities are all subject to the Fire Service Assessments contemplated hereunder. Provided, however, the City Commission recognizes the necessity to balance and manage the City's financial challenges with those of the property owners of the foregoing classifications of Tax Parcels, and the impacts of the request that those property owners also pay and contribute to support these essential services and capital which are available to all properties within the City. At this time, the City Commission does hereby determine and direct not to continue to charge the foregoing classification of Tax Parcels for the upcoming fiscal year at a rate of fifty percent (50%) of the applicable Fire Service Assessment otherwise provided for herein; provided, however, the City Commission again directs revisiting this exemption during the next budget cycle, inasmuch as such exemption is estimated to cost the City general fund $96,951 in the upcoming fiscal year.

(B) Tax parcels comprising Government Property are not subject to the Fire Service Assessments contemplated hereunder. Such Tax Parcels include those classified or described by the Property Appraiser as government-owned, including the following: (1) military, (2) forest, parks, recreational, (3) public county schools, (4) public colleges, (5) public hospitals, (6) other county-owned property, (7) other state-owned property, (8) other federal-owned property, and (9) other municipal-owned property. Provided, however, each such Government Property owner is authorized to be approached by the Mayor, or such person's designee, and asked to pay as a fee or charge an amount comparable to the Assessment for each such Government Property. Said amount may be invoiced annually, quarterly or monthly in accord with Section 3.04 of the Assessment Ordinance.

(C) The following Tax Parcel classifications are special designations used by the Property Appraiser for recordkeeping purposes and do not represent actual or assessable Tax Parcels and are not subject to the Fire Service Assessments contemplated hereunder, (1) common element, (2) header record, and (3) notes parcel.

(D) Certain Tax Parcels associated with the following classifications used by the Property Appraiser typically do not receive a special benefit from the provision of fire protection services and facilities or are infeasible or impractical to assess, and therefore are not subject to the Fire Service Assessments contemplated hereunder, (1) right-of-way, (2) rivers, lakes & submerged land, (3) sewage disposal & waste lands, and (4) outdoor recreation or parkland.

(E) The foregoing classifications of properties in this Section which are exempted are reasonably determined to be inappropriate, infeasible or impracticable to assess, and either benefit marginally or create a lesser or nominal demand or burden on the City's costs associated with readiness to serve, do not merit the expenditure of public funds to impose or collect the Fire Service Assessments, are tax exempt and/or otherwise generally serve in some respect to promote the public health, safety, morals, general welfare, security, prosperity and contentment of the inhabitants or residents of the City. The Assessment Coordinator, or such person's designee, is authorized and directed to use sound judgment in extending such determinations and guidance as the Fire Service Assessment Roll is collected. The foregoing classifications of properties not to be assessed do not include Government Property that is leased for private use.

(F) Certain Tax Parcels classified as agricultural lands have been statutorily exempted from the payment of special assessments for the provision of fire protection services pursuant to Chapter 170, Florida Statutes. However, the City's authority to impose its Fire Service Assessments derives from its home rule powers, and not Chapter 170, Florida Statutes. Any alternative means of apportionment or suggestion of limitation on imposition of assessments for fire protection services on certain agricultural parcels found in Chapter 170 is, by the terms of that Chapter, applicable only to assessments imposed pursuant to Chapter 170, which is supplemental and alternative to the City's home rule power. The Assessment Coordinator and Mayor are authorized to reach out to the two (2) property owners to secure such properties participation in this partial funding of the availability of fire protection, based upon the inapplicability of Chapter 170, Florida Statutes, to the City in this instance.

(G) Based upon the foregoing, there are relatively few exempt properties within the City. Using legally available funds other than the proceeds of the Fire Service Assessments, the City shall otherwise fund or contribute an amount equal to the Fire Service Assessments that would have been otherwise derived from such exempt properties.

(H) The City Commission has not increased or changed the rate for Fire Service Assessment or method of application thereof from the prior Fiscal Year. Provided, however, the City Commission reserves the right and ability in the future to impose Fire Service Assessments against any Tax Parcels determined to be exempt hereunder to the extent permitted by law, upon lack of reasonable cooperation or willingness to pay for a share of the Fire Service Assessment Cost, or otherwise in the event required or directed to do so by a court of competent jurisdiction.

SECTION 2.07. APPLICATION OF ASSESSMENT PROCEEDS.

Proceeds derived by the City from the Fire Service Assessments, after payment of costs and expenses associated with collection and administration of the Assessments, shall be utilized for the provision of fire protection related services, facilities, and programs associated with maintaining continual readiness to serve. In the event there is any fund balance remaining at the end of the Fiscal Year, such balance shall be carried forward and used only to fund costs associated with fire protection related services, facilities, and programs.

ARTICLE III
GENERAL PROVISIONS

SECTION 3.01. EFFECT OF ADOPTION OF RESOLUTION.

The adoption of this Annual Assessment Resolution shall be the final adjudication of all matters and compliance presented (including, but not limited to, the method of apportionment and assessment, the rate or rates of assessment, the Assessment Roll, and the levy and lien of the Assessments), unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within twenty (20) days of the effective date hereof.

SECTION 3.02. DIRECTION AND AUTHORIZATION.

(A) The Mayor, City Manager, Financial Director, and the City's experts and advisors were previously directed to confer and prepare a thoughtful recommendations as to other equitable revenue sources, and a means or path to adjust the Fire Service Assessment related rates, fees, and charges for the ensuing year, if any, including the consideration of a means to keep the productivity of the assessment in step with changes in cost of service, the City's overall budget, while securing the same or better availability and provision of service. This direction is again repeated; and will better inform and afford the City Commission time to consider, listen, become better informed, announce, make and implement any changes or adjustments later this year or early in 2026, if any, and provide more certainty to earlier City budgeting for Fiscal Year 2026-27.

(B) The Mayor, City Manager, Financial Director, City Attorney and all other City experts are each and all directed and authorized to act and undertake all activities on behalf of the City to accomplish all matters necessary to timely achieve the purposes and effect of this Resolution.

SECTION 3.03. CONFLICTS.

All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 3.04. SEVERABILITY.

If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are declared to be severable.

SECTION 3.04. EFFECTIVE DATE.

This Resolution shall take effect immediately upon its adoption.

SECTION 3.05. SCRIVENER'S ERRORS.

The City Manager or designed, 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 records by the City Clerk.

PASSED and ADOPTED by the City Commission of the City of Palatka, Florida, this 28th day of May 2028.

CITY OF PALATKA, FLORIDA

By: _____
ROBERTA CORREA MAYOR

ATTEST:

_____
KAREN HAYES, FCPC, CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

_____
JANE WEST, ESQ. CITY ATTORNEY

APPENDIX A

PROOF OF NOTICE OF PUBLICATION OF PUBLIC HEARING TO CONSIDER THE CONTINUED ANNUAL IMPOSITION AND COLLECTION OF SPECIAL ASSESSMENTS TO FUND FIRE PROTECTION SERVICES AND FACILITIES