

ROBERTA M. CORREA
MAYOR - COMMISSIONER

TAMMIE McCASKILL
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER



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

JANE WEST, ESQ.
CITY ATTORNEY

SUNNI L. KRANTZ, CMC
CITY CLERK

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT

AGENDA

CITY COMMISSION MEETING (IMMEDIATELY FOLLOWING THE CRA MEETING SCHEDULED FOR 5:00 PM) October 14, 2024 at 6:00 PM

1) CALL TO ORDER

- a) Special Called Meeting Notice
- b) Roll Call

2) PUBLIC RECOGNITION/PRESENTATIONS

- a) PROCLAMATION - Domestic Violence Awareness Month - October, 2024 - Lee Conlee House & Palatka Police Department
- b) PROCLAMATION - recognizing Emanuel United Methodist Church's 150th Anniversary

3) CITY MANAGER AND ADMINISTRATIVE REPORTS

- a) PRESENTATION - Legal Department and Agenda Request procedure
- b) UPDATE - Hurricane Helene aftermath
- c) UPDATE - Team Building

4) PUBLIC COMMENTS

- a) **Public Comments** - (Speakers limited to three minutes - no action taken on items)
- b) **Commission and Staff Response**

5) CONSENT AGENDA

- a) ADOPT RESOLUTION 2024-R-179 authorizing execution of Change Order #1 with Kent Brothers, Inc. for the Moseley Avenue to Railroad tracks project in the amount of \$143,352.62 for changes due to unforeseen conditions and reconciliation of unused quantities and quantity overruns. (100% grant funded).
- b) ADOPT RESOLUTION 2024-R-193 authorizing execution of Supplement No. 1 to Hanson Professional Services Scope and Fee Agreement of the Florida Commerce CDBG COVID Sidewalk project in an amount not to exceed \$23,187.57 (100% grant funded).
- c) ADOPT RESOLUTION 2024-R-186 authorizing the execution of Amendment No. 1 to LPA0602 Palatka Water Main Replacement via Florida Department of Environmental Protection (FDEP) to increase the grant total award to \$10,500,000 (100% grant)

- d) ADOPT RESOLUTION 2024-R-207 authorizing the execution of Work Order 24-69R with Passero Associates in the amount of \$34,800 for Construction Administration of the Airport Obstruction and Tree Removal contract with Precision Development Group LLC (100% FDOT grant funded)
- e) ADOPT RESOLUTION 2024-R-205 of the City Commission of the City of Palatka, Florida, authorizing the Mayor or the Palatka Police Department to execute an agreement for the acceptance of the 75/25% funded COPS grant in the amount of \$500,000 to be utilized to obtain four Law Enforcement Officers positions and equipment
- f) ADOPT RESOLUTION 2024-R-208 awarding RFP 2024-21 Holiday Decorating & Light Display Services to Miller Lights, Inc. in an amount not to exceed \$29,133.57 (budgeted in FY '24-25)
- g) ADOPT RESOLUTION 2024-R-200 granting a special events permit to Brian Stahl for 2024 Xtreme Bass Series Championship to be held on November 1st - 2nd
- h) ADOPT RESOLUTION 2024-R-204 granting a special events permit to The Community Affairs Department for Leaves and Laughter Fall Block Party to be held at Jenkins Community Center on November 9th
- i) ADOPT RESOLUTION 2024-R-201 granting a special events permit to Veterans of Foreign War Post 33 for Veterans's Day Parade and Ceremony to be held November 11th
- j) ADOPT RESOLUTION 2024-R-203 granting a special events permit to the Rotary Club of Palatka for the Palatka Craft Beer Festival 2024 to be held on November 23rd
- k) ADOPT RESOLUTION 2024-R-202 granting a special events permit to Blue Crab Productions for Artist Event to be held on November 30th
- l) ADOPT RESOLUTION 2024-R-211 granting a special events permit to Community Affairs / Commissioner Jones for Break the Silence, Stop the violence Event to be held on October 19, 2024

6) REGULAR BUSINESS

- a) Recess for 10 minutes at 7:30 PM.
- b) DISCUSSION/DIRECTION: City Manager Search
- c) ADOPT RESOLUTION 2024-R-209 incorporating a policy regarding the acceptable use of City-owned IT equipment into the City's e-mail and internet policy (Appendix 19 of the Personnel Policy)
- d) DISCUSSION/DIRECTION - 2021 Lead and Copper Rule Implementation
- e) DISCUSSION - alleged violation of City code Section 78.166 - requester: Tavarence Clark

7) PUBLIC HEARINGS

- a) ADOPT ORDINANCE 2024-12 establishing a ban on Internet Cafe's within the City limits of Palatka (second reading)
- b) ORDINANCES 2024-13, 11, 14 land use changes 6201 St. Johns Ave and parcel on McLaury Drive - applicant Roberts Land and Timber Company PB Case 24-10 (adoption)
- I) ORDINANCE 2024-13 amending the official zoning map 6201 St. Johns Ave. parcel: 10-10-26-0000-0060, from Commercial Neighborhood (C-1) to Residential Multifamily (R-3) with a Planned Unit Development Overlay (adoption)
- II) Annexing, Amending the Future Land Use Map, and Rezoning Parcel: 10-10-26-0000-1030-0010 on McLaury Drive
- A) ORDINANCE 2024-11 annexation of the above-referenced parcel (25.23.+/- acres) into the city limits; amending the Future Land Use Map from Putnam County Urban Service to Palatka Residential Medium Density (adoption)
- B) ORDINANCE 2024-14 amending the official zoning map of the above referenced parcel from

Putnam County Residential Single Family (R-1) to City of Palatka Multifamily (R-3) with a Planned Unit Development (PUD) Overlay (adoption)

- c) Amending Future Land Use Map and Rezoning Parcel: 09-10-26-0213-0000-0010; 09-10-26-0231-0000-0020; and 09-1-26-0231-0000-0030 located on Kelly Smith School Road - first reading

I) ADOPT ORDINANCE 2024-07 amending the future land use map of 09-10-26-0231-0000-0010; 09-10-0231-0000-0020 and 09-1-26-0231-0000-0030 from the City of Palatka Commercial (COM) to City of Palatka Residential Low (RL) - first reading

II) ORDINANCE 20240-08 amending the zoning map of 09-10-26-0213-0000-0010;C; 09-10-26-0213-0000-0020; 09-10-26-0213-0000-0030 from City of Palatka General Commercial (C-1) to Residential Single Family (R-1) - first reading

8) APPEAL

- a) Appeal of Historic Preservation Board Case 24-21 426 Kirby Street

9) COMMISSIONER COMMENTS

10) ADJOURN

Upcoming Events October 24 – Student of the Month 5:30 PM October 24 – City Commission Meeting 6:00 PM November 14 - Student of the Month 5:30 PM November 14 - City Commission Meeting 6:00 PM	Board Vacancies Zoning Board of Appeals - 3 vacancies Police Officers' Pension Board - 1 vacancy Putnam County Library Board - 1 City appointment vacancy Putnam County Better Place Plan Oversight Committee - 1 City appointment Upcoming vacancies Historic Preservation Board 2 in October 2024 Planning Board 2 in December 2024 General Employees Pension Board 2 in December 2024 Palatka Gas Authority 2 in January 2025 Firefighters Pension Board 1 in January 2025
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Special Called Meeting Notice

STAFF REPORT

DATE: October 14, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The Special Called Meeting notice follows this Report.

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	2024.10.14 Special Called Meeting (Cancellation of October 10 meeting)
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ROBERTA M. CORREA
MAYOR-COMMISSIONER

TAMMIE McCASKILL
COMMISSIONER

JUSTIN R. CAMPBELL, SR.
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER



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

MARCIA G. CARTY, CPA, CGFO,
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CHIEF, POLICE DEPT.

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CHIEF, FIRE DEPT.

October 8, 2024

TO COMMISSION MEMBERS: TAMMIE MCCASKILL; JUSTIN R. CAMPBELL, SR.; WILL JONES; AND RUFUS J. BOROM

YOU ARE HEREBY NOTIFIED due to the Local State of Emergency Declaration 2024-03, ahead of Hurricane Milton, the City Commission meeting to be held on October 10, 2024 is hereby cancelled.

YOU ARE FURTHER NOTIFIED a special called meeting of the Palatka City Commission is hereby called to be held immediately following the Community Redevelopment Agency Meeting scheduled for 5:00 PM at City Hall, 201 N. 2nd St., Palatka, FL 32177. The purpose of the meeting is to cover some of the agenda items from the cancelled October 10, 2024 meeting.

Please govern yourselves accordingly.

Roberta M. Correa,
Mayor

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

PROCLAMATION - Domestic Violence Awareness Month - October, 2024 - Lee Conlee House & Palatka Police Department

STAFF REPORT

DATE: October 14, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Lori Slaven, on behalf of the Lee Conlee House, has requested a Proclamation recognizing October as Domestic Violence Awareness month.

BACKGROUND

This is an annual proclamation request. Ms. Slaven will be joined by the City Police Department's Victim Advocate, Catherine Blevins.

PROJECT ANALYSIS

This proclamation will shed a light on and promote an end to domestic violence in Palatka.

Staff Recommendation

Proclaim October as Domestic Violence Awareness month.

ATTACHMENTS

1.	2024.10.10 Domestic Violence Proclamation
2.	Agenda Request Form_202403180759353419

CITY OF PALATKA



Proclamation

WHEREAS, domestic violence is a crime that impacts all citizens of Putnam County, and its impact is wide-ranging, taking a dramatic toll on the criminal justice system, law enforcement, the health care community, and society as a whole. Each year in Putnam County an estimated 1 in 4 women and 1 in 7 men are victims of domestic violence, which translates to 14,731 individuals affected in our county based on recent data; and

WHEREAS, it is vital for our community to support the victims of domestic violence and assist with their grave financial, physical and psychological losses; to impose legal sanctions against perpetrators of personal violence with the assistance from the Palatka Police Department’s Victim Advocate Unit; and to help the batterers unlearn their abusive behavior; and

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

WHEREAS, the Palatka City Commission endorses and supports all programs sponsored by the Lee Conlee House in its mission to provide shelter and support services to victims of domestic violence and their families, thereby assisting in the elimination of domestic violence in our community.

NOW, THEREFORE, I, Roberta M. Correa, Mayor of the City of Palatka, Florida, together with the members of the Palatka City Commission, do hereby proclaim that the month of October 2024 is hereby designated as

DOMESTIC VIOLENCE AWARENESS MONTH

in the City of Palatka and urge all citizens to participate in planned socially distanced activities benefitting the Lee Conlee House in its mission to provide shelter and support services to victims of domestic violence and their families and support its goal of creating a community with zero tolerance of domestic violence.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Seal of the City of Palatka to be affixed this 10th day of October, in the Year of Our Lord Two Thousand Twenty-Four.

CITY OF PALATKA

By: _____
Mayor

Attest:

City Clerk

Date filed with the City Clerk: 10/10/2024



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

REQUEST TO BE PLACED ON CITY COMMISSION AGENDA

NOTE: Regular City Commission meetings are held on the 2nd and 4th Thursdays of the month at 6:00 p.m. If you wish to appear on the Palatka City Commission meeting agenda, you should submit this request form, together with any attachments or backup material that would help the Commission to better consider your request, to the City Clerk's office either in person, by mail (201 N. 2nd Street, Palatka 32177), or e-mail (skrantz@palatka-fl.gov). Please note that without adequate supporting documentation or information, the Commission may not be in a position to take any action on your request. Materials submitted for the Commission's review during the meeting may not be considered as this does not give the Commission or Staff adequate time to read or consider such material. If you plan to make a PowerPoint presentation, please submit your media (thumb drive, DVD, etc.) to the Clerk's Office in advance. If the request to be placed on the agenda is granted, you will be allowed 5 minutes to present your item to the Commission.

Meeting agendas close at 12:00 noon on the Friday two weeks prior to the next regularly scheduled Thursday City Commission meeting. Please verify the closing date for agenda items with the Clerk's office, as meeting dates are subject to change. **Staff will make every attempt to accommodate a request for a specific agenda date, but all requests will be handled on a case-by-case basis and may be assigned to a commission meeting to be held at a future date.* If your request can typically be handled by a City department or staff member, you will be referred to the appropriate department or staff member.

Name of Individual, Organization and/or Group making presentation or request: _____

Lee Conlee House, Inc.

Address: PO Box 2558 _____ e-mail: SlavenI@leeconleehouse.org _____

Daytime Phone 386-325-4447 _____ Other ph. 386-972-8058 _____
Fax _____

*Requested meeting date: October 10, 2024 _____

☒ Request for Commission Action; OR ☐ Presentation Only; no action required

Subject Matter you wish to address: Proclamation – October is Domestic Violence Awareness Month

(attach additional sheet if necessary)

Commission Action Requested, if any: _____

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.0105

201 N. 2nd STREET • PALATKA, FLORIDA • 32177

PHONE: 386-329-0100

www.palatka-fl.gov

FAX: 386-329-0106

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

PROCLAMATION - recognizing Emanuel United Methodist Church's 150th Anniversary

STAFF REPORT

DATE: October 14, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Emmanuel United Methodist Church via Ms. Cynthia Asia, has requested a Proclamation recognizing the Church's 150th Year Anniversary.

BACKGROUND

Ms. Asia has provided the history of the Church, which follows this report.

PROJECT ANALYSIS

Emmanuel United Methodist Church congregation has existed in the community since the 1870s.

Staff Recommendation

Recognize the Emmanuel United Methodist Church's 150 years in the community.

ATTACHMENTS

1.	Proclamation Emmanuel United Methodist Church 150th Anniversary
2.	Emmanuel United Methodist Church history

CITY OF PALATKA



PROCLAMATION

WHEREAS, in the early 1870s, a dedicated group of Christians gathered in a modest frame house on Laurel Street in Palatka, Florida, initiating a journey of faith that would lead to the establishment of Emmanuel United Methodist Church; and

WHEREAS, this pioneering group, which included J.S and Lillie Griffin, Ponce Deleon Griffin, Bessie Shield, Nicholas and Diana Hudson, Freeman and Maggie Hudson, Edward and Diana McCray, M.A. Nelson, W.B. and Georgiana Balaam, Jane Murray Spencer, and Henry Watson, laid the foundation for a community of worship and service that has thrived for 150 years; and

WHEREAS, on January 14, 1874, a lot was purchased at Main and Peck Streets (now known as 7th Street), where a small church building was erected, marking the formal beginning of Emmanuel United Methodist Church, which was later officially admitted to the Florida Conference under the leadership of Rev. Peter Swearingen; and

WHEREAS, over the years, Emmanuel United Methodist Church has undergone numerous transformations, including the construction of new buildings, remodeling, and expansions under the guidance of dedicated ministers and the support of sister churches; and

WHEREAS, the church has continually adapted to meet the needs of its congregation and community, from the significant renovations in the early 20th century, to the groundbreaking of a new sanctuary in 1980, to the establishment of various ministries under the leadership of past and present pastors; and

WHEREAS, Emmanuel United Methodist Church has remained a steadfast pillar in the Palatka community, offering spiritual guidance, outreach programs, and a welcoming space for worship, especially evident through its support during the COVID-19 pandemic with virtual services and community food giveaways; and

WHEREAS, the church's history is marked by the contributions of many devoted pastors, including Rev. Stacy Selph, Rev. Kevin M. James, Rev. Newton Williams, Rev. Calvin McFadden, Rev. Leo Bernard Jackson, Rev. David S. Williams II, Rev. Reginald T. Bynum, Rev. John Baldwin, Pastor Susan Bailey, and Pastor Michael Stevens, whose leadership has shaped the church's enduring legacy; and

WHEREAS, the current pastor, Allyson Wetzel, continues to uphold the church's mission of service and worship, guiding Emmanuel United Methodist Church into a new chapter of its rich history.

NOW, THEREFORE, I, Roberta M. Correa, Mayor of the City of Palatka, together with the members of the Palatka City Commission, do hereby proclaim the

150TH ANNIVERSARY OF EMMANUEL UNITED METHODIST CHURCH

in recognition of the church's years of unwavering service, spiritual growth, and support of the community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the City of Palatka, Florida on this 10th day of October, in the Year of Our Lord Two Thousand Twenty-Four.

CITY OF PALATKA

By: _____
Mayor

Attest:

City Clerk

Date filed with the City Clerk: 10/10/2024

EMMANUEL UNITED METHODIST CHURCH

HISTORY

1874 - Present

In the early 1870's, a small group of faithful Christians began assembling for a regular prayer meeting in a small frame house on Laurel Street in Palatka Florida. As prayer services continued and the membership increased, it developed a mission. An itinerant minister was assigned to this prayerful group of faithful members. He rode on horseback from Gainesville to Palatka and returned to Gainesville, his home. The Charter members were: J.S. Griffin and wife Lillie, Ponce DeLeon Griffin, son of J.S. and Lillie Griffin (one of the first children born after new church was formed), Bessie Shield (first organist), Diana Frazier, Nicholas Hudson and wife Diana, Freeman and Maggie Hudson (children of Nicholas and Diana Hudson), Diana Frazier and Edward McCray (married by Peter Swearingen 1874) and M.A. Nelson. The following joined the Charter Members: W.B. Balaam and wife Georgiana, Jane Murray Spencer and Henry Watson.

On January 14, 1874, a lot was Purchased at Main and Peck (now 7th Street) Streets for \$200. Records show recording of the deed in the church name by Zefford Dean, March 5, 1875. The membership continued to grow and a small building for regular church worship was erected. Later that year, the church was admitted to the Florida Conference under the pastorate of Rev. Peter Swearingen. Bishop E.R. Ames was the resident Bishop.

In 1883 Reverend Peter Swearingen called a group of people together and organized the Methodist Episcopal Mission. Reverend Squire Jackson was appointed its first pastor. Immediately he set out to the task of building a church. On January 7, 1885, Rev. Jackson and nine other members moved into their new church. It was called Methodist Episcopal Church.

In 1904, the church was remodeled and re-named under the charge of Reverend W.T. Collier. The name Emmanuel Methodist Episcopal Church was laid to its corner stone. The church was remodeled again by Reverend T.E. Debose in 1910 into red brick. (This was the last major change of the building before it was torn down in 1979 under the charge of Reverend Harold Frierson). The church built a parsonage under the leadership of Rev. S.P. Pratt on Seventh Street a few years later. Many dedicated and spirit filled ministers served the church. The lively, responsive congregation soon out grew the small building. In 1912 the corner stone was laid in the modern church, which had been completely remodeled, and a basement was added.

In July 1972, a Youth Mission work group from St. Luke United Methodist Church of Oklahoma City, Oklahoma, under the direction of Neil Winslow, Youth Minister, and two of their counselors, painted the sanctuary and basement of the church. This was greatly appreciated by officials and members of the church.

The merger of the Methodist Church south, the United Brethren, Central Jurisdiction and the Southeastern Jurisdiction gave birth to the United Methodist Church. The resident Bishop was Bishop James W. Henley and Dr. W. McCloud was District Superintendent of the Deland District to which Emmanuel was assigned.

The church purchased a parsonage and put a new roof on the church building during the pastorate of Rev. A. L. Pierce in 1972. The City of Palatka condemned the church building in 1976, when Rev. Theophilus Butler was pastor.

From June 1977 to January 1980, Rev. Harold Frierson, pastor and members, began plans to build a new sanctuary. Additional lots were purchased and ground breaking for the new building took place in 1980, under the pastorate of Rev. Darryl Barrs. The old church structure and parsonage was demolished. St. James United Methodist Church and Trinity United Methodist Church began to give assistance, without which it would not have been possible to go on. For more than three years, St. James gave space in their chapel, where the members worshiped. The ministers and laymen of both of these affiliated churches gave financial assistance, as well as, brotherly counseling.

The names of Rev. Stacy Selph, Rev. Sandford C. Mayo, Rev. George Bule, Rev. R. Paul Bauer, Judge P.B. Revels, Rev. Lloyd Knox and Bishop Joel McDavid, along with Rev. Harold Frierson, will always be remembered as "Master Builders". Ground breaking for the present building took place January 1981,

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under the pastorate of Rev. Darryl Barrs and Rev. William Ferguson, District Superintendent of the Deland District officiating. Bishop Earl G. Hunt of the Florida Conference was unable to attend.

Out of the 1983 Conference year, the Rev. William Ashley was transferred from south Georgia Conference to his home Conference, Florida Annual Conference, and he was assigned to Emmanuel. Out of this growth came the rebuilding of the parsonage to meet the mandate of the General Church. The parsonage included three bedrooms, two full baths, adequate living room space, carport and handicap access. The pastoral family consisted of wife Maggie, and two children, Edwin and Marsha. Rev. Ashley served the church for four years. Departed June 1987.

Following the pastorate of Rev. William Ashley, in 1987 the Rev. Kevin M. James started his tenure at Emmanuel. He completed his bachelor's degree at Bethune-Cookman College and Master's degree of Divinity at the Interdenominational Theological Center in 1987. Under Rev. James, an educational unit was built and dedicated. Kevin James, Jr. was the first child born to a parsonage family residing in Palatka, Florida. The pastoral family consisted of two children, Brittany and Kevin, Jr., and wife, Linda. Departed June 1992.

July 1992 – June 1995, Rev. Newton Williams served as the pastor of Emmanuel United Methodist Church after Rev. James. Rev. Williams was born in Jamaica. Under his leadership, a youth program was established and the United Methodist Women fund raiser production of "Behold the Bridegroom Cometh". The parsonage family consisted of son Moses, daughter Rebecca and wife, Derya.

July 1995-June 1998, Reverend Calvin McFadden was assigned to Emmanuel as a Student Pastor. He completed his Bachelor's degree at Bethune-Cookman College and Master's degree of Divinity at the Interdenominational Theological Center in 1998. Under his pastorate a van ministry was developed. His wife is the former Jamina Scippio.

July 1998 – June 2010, Rev. Leo Bernard Jackson was assigned to Emmanuel United Methodist Church in June of 1998. He completed his undergraduate degree at Bethune- Cookman College and Masters of Divinity degree from the Interdenominational Theological Center in Atlanta, Georgia. Under his pastorate twelve (12) ministry services have been established. Such as: Acts 29 Prayer Evangelism, North Point Youth Ministry, The Caleb Campaign on Evangelism, Ministry of Lionization, Workforce 2000, etc. His leadership has brought about several changes. We have upgraded our record keeping and administrative management systems through the purchase of office equipment including a computer and fax machine. To bring our church into a 21st century New Testament church mindset. Pastor Jackson believed that our church is spiritual responsible for the community in which we are planted. We have established our area of spiritual responsibility to be from 1st street to 11th and from Main Street to Bronson. Rev. Jackson is from Dania, Florida and is married to Melody Patterson his wife of 22 years and they have four children. Shinnerrie Danielle, a junior at the Oberlin Conservatory of Music, Gentry Hamilton, and Vandy Le'Mel, are juniors at Spruce Creek High School in Daytona Beach, Florida and Kelly Monroe who is an eighth grader at Silver Sands Middle School in Port Orange, Florida. Pastor Zion served for 12 years.

July 2010- June 2013, Ethel Deloris Demps was assigned to Emmanuel United Methodist Church, she served for three (3) years.

November 2013-June 2015, Rev. David S. Williams, II came as an interim pastor. Through his leadership and dedication to the adults and especially the youth, he has implemented the following: Children's church, Friday Night Movie Night (The fourth Friday of each month), Pastor's meeting with the adults and youth on the fourth Friday of each month; reorganized the order of worship; provided training for youth to become an integral part of worship; uniforms for ushers; walked the community inviting neighbors to church; celebrating birthdays on the first Sunday of each month; outreach ministry to the sick and shut-ins; brought in guest speakers that are nationally known in their fields of services; and much more to enhance our spiritual growth both intellectually and social. He has a wife, Adrian and two children.

July 2015 June 2017, Rev Reginald T. Bynum along with his wife, Yvette, began serving as Emmanuel's pastoral family. During his tenure, his wife, Yvette became the church musician. Weekly Bible Study (Bible Café) was every Wednesday at noon lead by Rev. Bynum. The Policy and Procedures Hand book was developed.

July 2017 – Present, our current pastor, Rev. John Baldwin and his wife Sophia became our pastoral family. Rev. Baldwin introduced FRAngelism: Friends, Relatives, Associates and Neighbors were invited to worship each Sunday, respectively. Sunday-Saturday

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Pastor Susan Bailey was appointed to Emmanuel in 2018 -2020. Under her ministry , the church participated in a Free Food Giveaway once a month to help families in the community to supplement their groceries. This program brought many volunteers to help distribute food to many families from 2018-2023.

Pastor Michael Stephens served as senior pastor from May 2020 through March 2024. Under his leadership, he implemented "Virtual Church" due to the COVID-19 Pandemic. During his tenure, we continued the Free Food Giveaway until December 2023. This program made a very positive impact in the community.

June 2024, Pastor Allyson Wetzel was appointed to Emmanuel United Methodist Church.

Come join us in worship every Sunday at 11:00am. All are welcome.

Emmanuel United Methodist Church
700 Main Street
Palatka, Florida 32177

STAFF REPORT

DATE: October 14, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The Legal Department would like to provide a verbal department update. During the update, the City Attorney will touch on the City's agenda request procedure.

BACKGROUND

The City's agenda request form follows this sheet.

PROJECT ANALYSIS

Staff Recommendation

Informational.

ATTACHMENTS

1.	Agenda Request Form
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Regular meetings 2nd and 4th Thursdays of each month
at 6:00 PM

REQUEST TO BE PLACED ON CITY COMMISSION AGENDA

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Name of Individual, Organization and/or Group making presentation or request: _____

Address: _____ e-mail _____

Daytime Phone _____ Other ph. _____ Fax _____

*Requested meeting date: _____

_____ Request for Commission Action; OR _____ Presentation Only; no action required

Subject Matter you wish to address: _____

(attach additional sheet if necessary)

Commission Action Requested, if any: _____

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

201 N. 2nd STREET • PALATKA, FLORIDA • 32177

PHONE: 386-329-0100

www.palatka-fl.gov

FAX: 386-329-0106

UPDATE - Hurricane Helene aftermath

STAFF REPORT

DATE: October 14, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

A verbal report regarding the aftermath of Hurricane Helene will be provided.

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

None

UPDATE - Team Building

STAFF REPORT

DATE: October 14, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The Interim City Manager will provide a verbal report.

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

None

ADOPT RESOLUTION 2024-R-179 authorizing execution of Change Order #1 with Kent Brothers, Inc. for the Moseley Avenue to Railroad tracks project in the amount of \$143,352.62 for changes due to unforeseen conditions and reconciliation of unused quantities and quantity overruns. (100% grant funded).

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FROM: City Staff

APPLICATION REQUEST

Request approval of proposed Change Order No 1 in the amount of \$143,352.62 as a result of these additions to the scope of work and necessary and unforeseen field changes.

BACKGROUND

The change order is for requested changes at 17th and Laurel including the removal of 8" valve from 8" x 16" cross and install a plug. Abandoned by grout fill existing 8" water main between Laurel Street and St. Johns Avenue. Changes due to unforeseen conditions - removal of two layers of sidewalk and multiple layers of asphalt pavement. Reconciliation of unused quantities and quantity overruns.

PROJECT ANALYSIS

City Staff recommends modifying the budget and Scope of Work by increasing the funding by \$143,352.62. 100% grant funded.

041-00-232-0-3001 / 041-13-536-6-6473

Staff Recommendation

Adopt Resolution.

ATTACHMENTS

1.	9-26-24 Resolution CO1 Kent Bros Moseley to 13th
2.	Kent Brothers Change Order #1 Moseley to RR

RESOLUTION NO. 2024-R-179

**A RESOLUTION AUTHORIZING EXECUTION OF
CHANGE ORDER NO 1 WITH KENT BROTHERS, INC.
FOR THE MOSELEY TO 13TH STREET PROJECT
REFLECTING CHANGES DUE TO UNFORSEEN
CONDITIONS AND RECONCILIATION OF UNUSED
QUANTITIES AND QUANTITY OVERRUNS; AND
PROVIDING FOR SCRIVENER'S ERRORS.**

WHEREAS, Kent Brothers, Inc., the contractor of record, has presented Change Order No 1 in an amount of \$143,352.62 for the Moseley to 13th Street project for changes due to unforeseen conditions and reconciliation of unused quantities and quantity overruns; and

WHEREAS, the City deems it reasonable and necessary to execute Change Order No. 1 in the amount of \$143,352.62 for a total contract of \$1,067,612.62 with Kent Brothers, Inc., for the **Project**; and

WHEREAS, the project is 100% grant funded.

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

1. the Mayor and the City Clerk are hereby authorized to execute and attest Change Order No. 1 with Kent Brothers, Inc. for the Moseley to 13th Street project.
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 30th day of September 2024.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND LEGALITY:

City Attorney



CHANGE ORDER NO. 1

Project No. St. Johns Avenue Water Main Improvements
13th Street to Moseley Avenue (ITB 2024-06)

Date: September 4, 2024

Owner: City of Palatka

Project Address: St. Johns Avenue

Contractor: Kent Bros Inc.

Change Ordered:

- Requested changes at S. 17th Street and Laurel Street. Remove 8" valve from 8" x 16" cross and install a plug. Abandon by grout fill existing 8" water main between Laurel Street and St. Johns Avenue.
- Changes due to unforeseen conditions. 2 layers of sidewalk and multiple layers of asphalt pavement.
- Reconciliation of unused quantities and quantity overruns.

CONTRACT AMOUNT

Original Contract Amount	\$ 924,260.00
Previous Change Orders	\$ 0.00
Change Order Addition	\$ 143,352.62
Change order Deduction	\$ 0.00
Revised Contract Amount	\$ 1,067,612.62

This document shall become an amendment to the Contract and all stipulations and covenants of the Contract shall apply hereto.

Contractor

Date

Owner (City/County)

Date

Engineer

Date

Project Manager

Date

CHANGE ORDER REQUEST					
PRIME CONTRACTOR: KENT BROS INC 108 Jax Lane Palatka, FL 32177	PROJECT:	<u>St Johns Avenue Water Main</u> <u>Moseley to 13th</u> 	APPLICATION NO: 1 PERIOD TO: 8/31/2024	Distribution to: Owner: _____ Customer: _____ Engineer: <u>X</u>	
ENGINEER: Hanson Professional Services Inc 8075 Gate Parkway West, Suite 204 Jacksonville, FL 32216	CUSTOMER:	City of Palatka 201 N 2nd Street Palatka, FL 32177 386.659.2174	CONTRACT NUMBER: N/A PURCHASE ORDER NUMBER: 70419 CONTRACT DATE: 2/9/2024 FINAL COMPLETION DATE: 8/8/2024		
Explanation for Change Order Request					
<u>Resolution of Reduction in Scope of Work by County Contractor</u> <u>17th St to Laurel 8" WM Abandonment (Add-On)</u> <u>Unit Quantities Exceeding Bid Quantities & Uncovered Work</u> <u>Details Attached.</u>					
CHANGE ORDER TOTAL AMOUNT <u>\$143,352.62</u>					
CHANGE ORDER ADD CONTRACT DAYS <u>60</u>					
CONTRACTOR: Kent Bros., Inc. BY: _____ DATE: <u>8/31/2024</u>					

CHANGE ORDER NO. 1 - DETAILED JUSTIFICATION

UNIT PRICE SCHEDULE			ORIGINAL ESTIMATE			ORIGINAL CONTRACT \$		\$924,260.00	
ITEM NO.	DESCRIPTION OF WORK	QTY	UNIT	UNIT PRICE	CONTRACT PRICE	QTY CHANGE	ADJUSTMENT \$	BALANCE	JUSTIFICATION / NOTES
Unused Quantities: 360 LF of 6" WM along St Johns can be eliminated from the scope for 15th block as discovered previously installed WM is in-place and online.									
6	6" PVC Water Main	3049	LF	\$62.00	\$ 189,038.00	-360.00	-\$22,320.00		Reduction: 360 LF of 6" WM along St Johns can be eliminated from the scope for 15th block as discovered previously installed WM is in-place and online.
8	8" M.J. Gate Valve w/ Box & Cover	5	EA	\$2,500.00	\$ 12,500.00	-1.00	-\$2,500.00		
9	6" M.J. Gate Valve w/ Box & Cover	22	EA	\$2,000.00	\$ 44,000.00	-1.00	-\$2,000.00		
13	8" M.J. 45 Deg. Bend	22	EA	\$900.00	\$ 19,800.00	-8.00	-\$7,200.00		
14	6" M.J. 45 Deg. Bend	47	EA	\$800.00	\$ 37,600.00	-4.00	-\$3,200.00		
26	1" Water Service Complete (Long Side)	8	EA	\$2,000.00	\$ 16,000.00	-2.00	-\$4,000.00		
22	8" x 6" M.J. Tee	2	EA	\$1,500.00	\$ 3,000.00	-1.00	-\$1,500.00		
SubTotal:							(\$42,720.00)		
32	Asphalt Pavement Removal and Replacement	5990	SF	\$20.00	\$ 119,800.00				
a.	Correction of Pay Requests 1-5 to			(\$4.00)	\$ -	5990.00	-\$23,960.00		Credit - Asphalt Replacement by County Contractor
b.	Adjusted Asphalt Pavement Removal for and additional 1.5 Layers			\$16.00	\$ -	8985.00	\$143,760.00		Debit - Uncovered thickness of item was 2-3 X thicknesses to be removed than expected which required more excavation time and effort, and more materials hauled out with more backfill material required to reach natural grade. 100% of the project was on average of 1.5 extra layers deeper than anticipated; thereby bringing the additional amount to 5990 SF X 1.5 = 8,985 SF @ Adjusted SF Charge for removal only of \$16 SF = \$143,760.00.
SubTotal:							\$119,800.00		
33	Concrete Curb and Gutter Removal and Replacement	504	LF	\$36.00	\$ 18,144.00				
a.	Correction of Pay Requests 1-5 to Adjusted Price of \$17.36/LF for Concrete Curb & Gutter Removal Only			(\$18.64)	\$ -	504.00	-\$9,394.56		Credit - Concrete Replacement by County Contractor
SubTotal:							(\$9,394.56)		
34	Concrete Sidewalk (4" Thick) Removal and Replacement	1314	SY	\$108.00	\$ 141,912.00				
a.	Correction of Pay Requests 1-5 to Adjusted Price of \$17.36/LF for Sidewalk (4" Thick) Removal Only			(\$55.91)	\$ -	1314.00	-\$73,465.74		Credit - Concrete Replacement by County Contractor
b.	Adjusted Sidewalk (4" Thick) Removal for and additional 2 Layers			\$52.09	\$ -	1314.00	\$68,446.26		Debit - Uncovered thickness of item was 2 X thicknesses to be removed than expected which required more excavation time and effort, and more materials hauled out with more backfill material required to reach natural grade. 100% of the project was on average of 1 extra layers deeper than anticipated; thereby bringing the additional amount to 1314 SY X 1 = 1314 SY @ Adjusted LF Charge for removal only of \$52.09 = \$68,446.26.
SubTotal:							(\$5,019.48)		
Reconciliation of Unused Quantities									
7	2" PVC Water Main	10	LF	\$35.00	\$ 350.00	-10.00	-\$350.00		Items Not Required
12	2" M.J. Cut-in Sleeve	1	EA	\$500.00	\$ 500.00	-1.00	-\$500.00		Items Not Required
16	2" 45 Deg. Bend	2	EA	\$500.00	\$ 1,000.00	-2.00	-\$1,000.00		Items Not Required
17	8" x 6" M.J. Cross	1	EA	\$3,000.00	\$ 3,000.00	-1.00	-\$3,000.00		Items Not Required
20	2" Plug	2	EA	\$100.00	\$ 200.00	-2.00	-\$200.00		Items Not Required
36	Sodding	1980	SF	\$4.00	\$ 7,920.00	-1980.00	-\$7,920.00		
SubTotal:							(\$12,970.00)		
17th St to Laurel 8" WM Abandonment (Add-On)									
1	General Conditions, Mobilization, Bonds, Insurance		LS	\$500.00		1.00	\$500.00		
2	Site Preparation		LS	\$1,000.00		1.00	\$1,000.00		
3	Maintenance of Traffic		LS	\$500.00		1.00	\$500.00		
18	8" M.J. Plug/Cap		EA	\$500.00		2.00	\$1,000.00		
30	Close Valve and Remove Box and Cover		EA	\$500.00		1.00	\$500.00		
31	Abandon 8" Water Main by Grout Filling Pipe or Cap		LF	\$22.00		719.00	\$15,818.00		
32	Asphalt Pavement Removal and Replacement		SF	\$20.00		150.00	\$3,000.00		
SubTotal:							\$22,318.00		
Changes in Bid Quantities									
10	8" M.J. Cut-in Sleeve		EA	\$2,500.00		2	\$ 5,000.00		Additional Sleeves installed.
11	6" M.J. Cut-in Sleeve		EA	\$2,000.00		2	\$ 4,000.00		Additional Sleeves installed.
13	8" M.J. 45 Deg. Bend		EA	\$900.00		22	\$ 19,800.00		Additional 45 Deg Bends.
23	8" x 6" M.J. Reducer		EA	\$750.00		1	\$ 750.00		Additional Reducers installed.
25	1" Water Service Complete (Short Side)		EA	\$2,000.00		9	\$ 18,000.00		Additional longside services on Moseley
26	1" Water Service Complete (Long Side)		EA	\$2,000.00		2	\$ 4,000.00		Additional services installed.
27	2" Water Service Complete (Short Side)		EA	\$2,500.00		2	\$ 5,000.00		Additional services installed.
	6" Ductile Iron Pipe		LF	\$74.32		20	\$ 1,486.42		Not in original bid items
	Extra dewatering due to revised Case B		LS	\$1,784.68		1	\$ 1,784.68		
	Sanitary Sewer Repair		LS	\$892.34		1	\$ 892.34		2 locations
	2" Compression 90		EA	\$350.00		3	\$ 1,050.00		Connections to Hotel on Moseley
	Fire Hydrant Extension @ 13th		LS	\$8,477.22		1	\$ 8,477.22		
	Romec Sleeves		EA	\$332.00		2	\$ 664.00		DIP Connection was out of tolerance for standard sleeve
	MJ Cap & Megalugs to County contractor		LS	\$434.00		1	\$ 434.00		3 Megalugs and 1 cap
SubTotal:							\$ 71,338.66		
	Change Order #1						\$143,352.62	\$1,067,612.62	











ADOPT RESOLUTION 2024-R-193 authorizing execution of Supplement No. 1 to Hanson Professional Services Scope and Fee Agreement of the Florida Commerce CDBG COVID Sidewalk project in an amount not to exceed \$23,187.57 (100% grant funded).

STAFF REPORT

DATE: October 14, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The City of Palatka (City) is requesting Hanson Professional Services Inc. (Consultant) to provide professional services to conduct a cultural resources assessment survey (CRAS) of the project area where the new sidewalks are being designed. The cultural resources assessment was requested by the State Historic Preservation Offices through the grantor.

BACKGROUND

The project is currently in the environmental review process. During this review it was determined that a CRAS study was needed.

PROJECT ANALYSIS

City staff recommend modifying the Scope of Work with Hanson Professional Services by approving the proposed Supplemental Agreement #1 in the amount of \$23,187.57 to assist with the following:

- Archaeological survey will include judgmental archaeological testing in areas clear of buried utilities and other development = up to 1 day of fieldwork for 2 archaeologists, up to 5 shovel tests. Architectural history survey will include 1 day of field survey for 2 specialists.
- 4 Resource Forms (including required maps and photos) for each identified resource: 4 resource groups + 1 Survey Log sheet for project = est. 5 forms.
- Includes preparation of health & safety plan, coordination for utility locates, background research, preparation of report text, field and report graphics, technical editing, clerical support, project administration (progress reports, team teleconferences) 101-00-331-7-7004 / 101-18-519-8-8909

Staff Recommendation

Adopt Resolution.

ATTACHMENTS

1.	Resolution 2024-R-193 authorizing Hanson Supplement No. 1 for Covid Sidewalk project
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2.	Covid Sidewalk_Supplement#1_Proposal (003)
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RESOLUTION NO. 2024-R-193

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
AUTHORIZING THE MAYOR AND CITY CLERK TO
EXECUTE AND ATTEST HANSON PROFESSIONAL
SERVICES' SCOPE AND FEE SUPPLEMENT NO. 1 FOR
THE FLORIDA COMMERCE COMMUNITY
DEVELOPMENT BLOCK GRANT COVID SIDEWALK
PROJECT; AND PROVIDING FOR SCRIVENER'S ERRORS**

WHEREAS, Hanson Professional Services scope and fee for the COVID Sidewalk project was approved on October 27, 2022 in the amount of \$241,377.45; and

WHEREAS, Hanson Professional Services has submitted Supplement No 1 to the COVID Sidewalk Scope and Fee agreement in the amount of \$23,187.57; and

WHEREAS, the City deems it reasonable and necessary to authorize the execution of Hanson Professional Services' Supplement No 1 in support of the PROJECT.

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

1. the Mayor and City Clerk are hereby authorized to execute and attest Hanson Professional Services' Scope and Fee Supplement No 1 in the amount of \$23,187.57 in support of the PROJECT; and
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 30th day of September 2024.

CITY OF PALATKA

BY: _____
ITS MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

May 3, 2024

**SCOPE OF SERVICES
CDBG COVID MITIGATION GRANT
SIDEWALK
SUPPLEMENT #1**

CITY OF PALATKA, FLORIDA

PROJECT DESCRIPTION

The City of Palatka (City) is requesting Hanson Professional Services Inc. (Consultant) to provide professional services to conduct a cultural resources assessment survey (CRAS) of the project area where the new sidewalks are being designed. The cultural resources assessment was requested by the State Historic Preservation Offices through the grantor.

This proposal presents our scope of services and period of service/compensation amount.

I. SCOPE OF SERVICES

TASK 1 – CULTURAL RESOURCES ASSESSMENT SURVEY

The Consultant, through a subconsultant will complete a CRAS of the project areas where the proposed sidewalk is being designed. The efforts for this task specifically include:

- Archaeological survey will include judgmental archaeological testing in areas clear of buried utilities and other development = up to 1 day of fieldwork for 2 archaeologists, up to 5 shovel tests. Architectural history survey will include 1 day of field survey for 2 specialists.
- 4 Resource Forms (including required maps and photos) for each identified resource: 4 resource groups + 1 Survey Log sheet for project = est. 5 forms.

Includes preparation of health & safety plan, coordination for utility locates, background research, preparation of report text, field and report graphics, technical editing, clerical support, project administration (progress reports, team teleconferences).

II. PERIOD OF SERVICE / COMPENSATION AMOUNT

Period of service and compensation amount is based upon preparing CRAS report for the project area within 12 weeks of notice to proceed.

Charges for professional services performed by Hanson and subconsultants for all services listed in the Scope of Services will be made on the basis of \$23,187.57 lump sum as detailed in Exhibit A. Billings will be issued at least monthly and will be based on the estimated percentage of the total Scope of Services that has been completed.

III. PROJECT SERVICES EXCLUSIONS / OTHER

1. Additional services that may be determined/required beyond that provided herein will require a mutually acceptable scope/fee supplement agreement prior to initiating same.
2. Assumptions: No artifacts requiring laboratory analysis or curation will be identified. Local staff will be available for fieldwork (no air fare or lodging required). No work outside the existing right-of-way is required. Electronic draft report and hard copy final report + SHPO package sent to FDHR upon client request.

Terms and conditions in executing the proposed scope of services presented herein will be in accordance with the City-Hanson Master Consulting Services Agreement, dated January 18, 2022.

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

PROPOSED BY CONSULTANT:

Hanson Professional Services Inc.



Daryl R. Myers, PE
Project Manager

Approved by:



Signature

David K. Kemp, PE
Name

Vice President
Title

5/3/2024
Date

ACCEPTED BY OWNER:

City of Palatka, Florida
Owner Name

Signature

Title

Date

Attest:

Signature

Name

Title

Date

**EXHIBIT A
CITY OF PALATKA
CONTRACT FEE SUMMARY
CDBG COVID MITIGATION GRANT SIDEWALK**

PART I - GENERAL

1. Project Covid Mitigation Sidewalk Supplement #1	2. Work Authorization TBD
3. Consultant Name Hanson Professional Services, Inc	4. Date of Proposal 5/3/2024

PART II - LABOR RELATED COSTS

5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTALS
Project Director	\$ 255.00	0	\$ -	
Project Manager	\$ 220.00	2	\$ 440.00	
Sr. Engineer	\$ 185.00	0	\$ -	
Engineer	\$ 140.00	0	\$ -	
Sr. Designer	\$ 145.00	0	\$ -	
CADD Technician	\$ 95.00	0	\$ -	
Sr. Clerical	\$ 80.00	4	\$ 320.00	
Total Direct Labor	\$ 126.67	6		\$ 760.00

PART III - OTHER COSTS

6. Miscellaneous Direct Costs		
	\$ -	
MISCELLANEOUS DIRECT COSTS SUBTOTAL		\$ -
7. Subcontracts (Lump Sum)		
Cultrual Resources Assessment Survey (SEARCH, Inc.)	\$ 22,427.57	
SUBCONTRACTS (LUMP SUM) SUBTOTAL		\$ 22,427.57
TOTAL LUMP SUM AMOUNT (Items 5, 6, and 7)		\$ 23,187.57
8. Reimbursable Costs (Limiting Amount)		
TOTAL REIMBURSABLE COSTS		\$0.00

PART IV - SUMMARY

TOTAL AMOUNT OF CONTRACT (Lump Sum plus Reimbursables) (Items 5, 6, 7, and 8)	\$ 23,187.57
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ESTIMATE OF WORK EFFORT AND COST - SUBCONSULTANT

Name of Project: CDBG COVID Mitigation Grant Sidewalk
County: Putnam
FPN: N/A
FAP No.: 1/0/1900

Consultant Name: SEARCH, Inc.
Consultant No.: P23-0376
Date: 5/3/2024
Estimator: Altes

Staff Classification	Total Staff Hours From "SH Summary Firm"	Project Manager	Chief Archaeologist	Sr. Scientist	Scientist	Sr. Archaeologist	Archaeologist	GIS Specialist	Secretary/Clerical	Staff Classification 9	Staff Classification 10	Staff Classification 11	Staff Classification 12	SH By Activity	Salary Cost By Activity	Average Rate Per Task
		\$0.00	\$56.09	\$45.26	\$33.69	\$46.32	\$31.47	\$33.84	\$30.40	\$0.00	\$0.00	\$0.00	\$0.00			
3. Project Common and Project General Tasks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
4. Roadway Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
5. Roadway Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
6a. Drainage Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
6b. Drainage Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
6c. Selective C&G	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
7. Utilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
8. Environmental Permits and Env. Clearances	197	0	10	30	39	10	30	39	39	0	0	0	0	197	\$7,145	\$36.27
Total Staff Hours	197	0	10	30	39	10	30	39	39	0	0	0	0	197		
Total Staff Cost		\$0.00	\$560.90	\$1,357.80	\$1,313.91	\$463.20	\$944.10	\$1,319.76	\$1,185.60	\$0.00	\$0.00	\$0.00	\$0.00		\$7,145.27	\$36.27

Check = \$7,145.27

Notes:
1. This sheet to be used by Subconsultant to calculate its fee.

SALARY RELATED COSTS:					\$7,145.27
OVERHEAD:		129%			\$9,241.69
OPERATING MARGIN:		28%			\$2,000.68
FCCM (Facilities Capital Cost Money):		0.140%			\$10.00
EXPENSES:		56.40%			\$4,029.93
SUBTOTAL ESTIMATED FEE:					\$22,427.57
Survey (Field)	0	4-person crew	\$ -	/ day	\$0.00
Geotechnical Field and Lab Testing					\$0.00
SUBTOTAL ESTIMATED FEE:					\$22,427.57
Optional Services					\$0.00
GRAND TOTAL ESTIMATED FEE:					\$22,427.57

ADOPT RESOLUTION 2024-R-186 authorizing the execution of Amendment No. 1 to LPA0602 Palatka Water Main Replacement via Florida Department of Environmental Protection (FDEP) to increase the grant total award to \$10,500,000 (100% grant)

STAFF REPORT

DATE: October 14, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The City has received an additional \$3.5 million in appropriation funding for the Water Main Replacement project. Staff request approval for the Mayor to execute Amendment 1 to increase funding for the LPA0602 Palatka Water Main Replacement Grant to \$10,500,000.

BACKGROUND

The City executed grant agreement LPA0602 with Florida Department of Environmental Protection in March 2024 in the amount of \$7,000,000 for the Northeast/Northwest Potable project. Amendment 1 will provide an additional 3.5M in Appropriation funding for the project.

PROJECT ANALYSIS

Staff recommend modifying the agreement by increasing the funding by \$3,500,000. 041-00-389-6-3100 / 041-13-536-8-6468

Staff Recommendation

Adopt Resolution.

ATTACHMENTS

1.	Resolution 2024-R-186 authorizig execution of Amendment No 1 LPA0602
2.	2214 LPA0602 Palatka Water Main Replacement Amendment 1

RESOLUTION NO. 2024-R-186

**A RESOLUTION AUTHORIZING THE EXECUTION OF
FLORIDA DEPARTMENT OF ENVIRONMENTAL
PROTECTION WATER MAIN REPLACEMENT GRANT
AGREEMENT NO. LPA0602 AMENDMENT NO 1
INCREASING THE TOTAL GRANT AMOUNT; AND
PROVIDING FOR SCRIVENER'S ERRORS**

WHEREAS, the Florida Department of Environmental Protection (FDEP) has awarded the City a grant in the amount of \$7,000,000 for Water Main Replacement within the Northwest and Northeast areas (PROJECT); and

WHEREAS, the FDEP has issued Amendment No 1 increasing the total grant award to \$10,500,000; and

WHEREAS, it is in the best interest of the City of Palatka to execute and accept amendment no 1 to the grant agreement; and

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

1. the Palatka City Commission confirms and approves Amendment No 1 to LPA0602 with the Department of Environmental Protection (FDEP) for Water Main Replacement; and
2. the Mayor and City Clerk are authorized to execute and attest all documents required with amendment no 1; and
3. the City Manager is hereby authorized to sign all contracts and other documents as may be required in support of the project, after review and approval by the city attorney.
4. 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 10th day of October 2024.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND LEGALITY:

City Attorney

**AMENDMENT NO. 1
TO AGREEMENT NO. LPA0602
BETWEEN
FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
AND
CITY OF PALATKA**

This Amendment to Agreement No. LPA0602 (Agreement), as previously amended, is made by and between the Department of Environmental Protection (Department), an agency of the State of Florida, and the City of Palatka (Grantee), on the date last signed below.

WHEREAS, the Department entered into the Agreement with the Grantee for Palatka – Potable Water Main Line Replacement (Project), effective March 18, 2024; and,

WHEREAS, \$3,500,000 in additional funding for this Project is provided under Line Item LI 1732A of the 2024-2025# General Appropriations Act; and the total funding for this Agreement is now \$10,500,00.00; and,

WHEREAS, the reimbursement period for the additional funding provided under Line Item LI 1732A of the 2024-2025 General Appropriations Act begins on July 1, 2024; and,

WHEREAS, other changes to the Agreement are necessary; and,

WHEREAS, the parties have agreed to amend the Agreement as set forth herein.

NOW THEREFORE, the parties agree as follows:

1. Section 5. of the Standard Grant Agreement is hereby revised to the following:

Total Amount of Funding:	Funding Source?	Award #s or Line Item Appropriations:	Amount per Source(s):
\$10,500,00.00	☒ State ☐ Federal	LP, GAA LI 1705A, FY 23-24, GR	\$7,000,000.00
	☒ State ☐ Federal	LP, GAA LI 1732A, FY 24-25, GR	\$3,500,000.00
	☐ Grantee Match		
Total Amount of Funding + Grantee Match, if any:			\$10,500,000.00

2. Section 6. of the Standard Grant Agreement is hereby revised to the following:

Department's Grant Manager	Grantee's Grant Manager
Name: Charlene Pulsifer	Name: Troy Bell
Address: 3900 Commanwealth Blvd.	Address: 201 N. 2nd Street
Tallahassee, Florida	Palatka, Florida
32399-3000	32177
Phone: 850-245-2835	Phone: 386-329-0100 x217
Email: Charlene.Pulsifer@FloridaDEP.gov	Email: tbell@palatka-fl.gov

3. Attachment 3, Grant Work Plan, is hereby deleted in its entirety and replaced with Attachment 3-1, Revised Grant Work Plan, as attached to this Amendment and hereby incorporated into the Agreement. All references in the Agreement to Attachment 3 shall hereinafter refer to Attachment 3-1, Revised Grant Work Plan.
4. Attachment 5, Special Audit Requirements, is hereby deleted in its entirety and replaced with Attachment 5-1, Revised Special Audit Requirements, as attached to this Change Order and hereby incorporated into the Agreement. All references in the Agreement to Attachment 5 shall hereinafter refer to Attachment 5-1, Revised Special Audit Requirements.
5. All other terms and conditions of the Agreement remain in effect. If and to the extent that any inconsistency may appear between the Agreement and this Amendment, the provisions of this Amendment shall control.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

The parties agree to the terms and conditions of this Amendment and have duly authorized their respective representatives to sign it on the dates indicated below.

CITY OF PALATKA

STATE OF FLORIDA DEPARTMENT OF
ENVIRONMENTAL PROTECTION

By: _____
Authorized Signature

By: _____
Secretary or Designee

Troy Bell, City Manager
Print Name and Title

Angela Knecht, Division Director
Print Name and Title

Date: _____

Date: _____

Charlene Pulsifer , DEP Grant Manager

Sandra Waters , DEP QC Reviewer

List of attachments/exhibits included as part of this Amendment:

<u>Specify Type</u>	<u>Letter/ Number</u>	<u>Description</u>
Attachment	3-1	Revised Grant Work Plan
Attachment	5-1	Revised Special Audit Requirements
Exhibit	A-1	https://floridadep.gov/wra/wra/documents/progress-report-form

ATTACHMENT 3-1 REVISED GRANT WORK PLAN

PROJECT TITLE: Palatka – Potable Water Main Line Replacement

PROJECT LOCATION: The Project will be located in the City of Palatka within Putnam County; Lat/Long (29.6531, -81.6400).

PROJECT BACKGROUND: The City of Palatka (Grantee) currently has 40 miles of failing water lines. Since 2015, the Grantee has replaced 14.5 miles of failing lines with 3.5 miles of replacement lines in progress, and they are planning for an additional 8 miles of replacement lines. The aged potable lines contain a high level of tuberculation and biofilm buildup. This has been linked to contamination and threats to public health and can negatively impact fire flow, water quality and adequate supply to residents.

PROJECT DESCRIPTION: The Grantee will replace failing water lines, correct poor water quality and alleviate excessive water loss within the system (116,952,000 gallons in 2020). Replacing the old and outdated potable water supply infrastructure with sustainable, newer PVC materials. This project will replace approximately 36,510 LF of potable main lines within the City of Palatka, specifically the development of the Wilson Cypress Site and the Downtown area.

Task # 1: Bidding and Contractor Selection

Deliverables: The Grantee will prepare a bid package, publish a public notice, solicit bids, conduct pre-bid meetings, and respond to bid questions in accordance with the Grantee's procurement process, to select one or more qualified and licensed contractors to complete construction of the Potable Water Main Line Replacement.

Documentation: The Grantee will submit: 1) the public notice of advertisement for the bid; 2) the bid package; and 3) a written notice of selected contractor(s).

Performance Standard: The Department's Grant Manager will review the documentation to verify that the deliverables have been completed as described above. Upon review and written acceptance by the Department's Grant Manager, the Grantee may proceed with payment request submittal.

Payment Request Schedule: The Grantee may submit a payment request for cost reimbursement following the conclusion of the task.

Task # 2: Project Management

Deliverables: The Grantee will provide project management services related to Palatka – Potable Water Main Line Replacement, to include review of documents and forms, budget oversight, preparation and submittal of quarterly progress reports, processing of payment requests and related documentation, field engineering services, construction observation, site meetings with construction contractor(s) and design professionals, and overall project coordination and supervision.

Documentation: The Grantee will submit a signed summary of activities completed for the period of work covered in the payment request, using the format provided by the Department's Grant Manager. Upon request by the Department's Grant Manager, the Grantee will provide additional supporting documentation relating to this task.

Performance Standard: The Department's Grant Manager will review the documentation to verify that the deliverables have been completed as described above. Upon review and written acceptance by the Department's Grant Manager, the Grantee may proceed with payment request submittal.

Payment Request Schedule: The Grantee may submit a payment request for cost reimbursement no more frequently than [monthly](#).

Task #3: Construction

Deliverables: The Grantee will construct Palatka – Potable Water Main Line Replacement in accordance with the construction contract documents.

Documentation: The Grantee will submit: 1) a copy of the final design; 2) a signed summary of activities completed for the period of work covered in the payment request, using the format provided by the Department's Grant Manager. Upon request by the Department's Grant Manager, the Grantee will provide additional supporting documentation relating to this task.

Performance Standard: The Department's Grant Manager will review the documentation to verify that the deliverables have been completed as described above. Upon review and written acceptance by the Department's Grant Manager, the Grantee may proceed with payment request submittal.

Payment Request Schedule: The Grantee may submit a payment request for cost reimbursement no more frequently than [monthly](#).

PROJECT TIMELINE & BUDGET DETAIL: The tasks must be completed by, and all documentation received by, the corresponding task end date. Cost reimbursable grant funding must not exceed the budget amounts as indicated below.

For any Task with a Budget Category of Contractual Services, the Grantee shall submit a copy of the executed subcontract to the Department prior to submitting any invoices for subcontracted work.

Task No.	Task Title	Budget Category	Grant Amount	Task Start Date	Task End Date
1	Bidding and Contractor Selection	Contractual Services	\$115,000	07/01/2023	06/30/2026
2	Project Management	Contractual Services	\$115,000	07/01/2023	06/30/2026
3	Construction	Contractual Services	\$10,270,000	07/01/2023	06/30/2026
Total:			\$10,500,000		

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Revised Special Audit Requirements
(State and Federal Financial Assistance)

Attachment 5-1

The administration of resources awarded by the Department of Environmental Protection (*which may be referred to as the "Department", "DEP", "FDEP" or "Grantor", or other name in the agreement*) to the recipient (*which may be referred to as the "Recipient", "Grantee" or other name in the agreement*) may be subject to audits and/or monitoring by the Department of Environmental Protection, as described in this attachment.

MONITORING

In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F-Audit Requirements, and Section 215.97, F.S., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by DEP Department staff, limited scope audits as defined by 2 CFR 200.425, or other procedures. By entering into this Agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of Environmental Protection. In the event the Department of Environmental Protection determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in 2 CFR §200.330

1. A recipient that expends \$750,000 or more in Federal awards in its fiscal year, must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F. EXHIBIT 1 to this Attachment indicates Federal funds awarded through the Department of Environmental Protection by this Agreement. In determining the federal awards expended in its fiscal year, the recipient shall consider all sources of federal awards, including federal resources received from the Department of Environmental Protection. The determination of amounts of federal awards expended should be in accordance with the guidelines established in 2 CFR 200.502-503. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 CFR Part 200.514 will meet the requirements of this part.
2. For the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR 200.508-512.
3. A recipient that expends less than \$750,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F-Audit Requirements. If the recipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F-Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other federal entities).
4. The recipient may access information regarding the Catalog of Federal Domestic Assistance (CFDA) via the internet at <https://sam.gov/content/assistance-listings>.

Attachment 5

1 of 6

PART II: STATE FUNDED

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2), Florida Statutes.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient (for fiscal years ending June 30, 2017, and thereafter), the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, F.S.; Rule Chapter 69I-5, F.A.C., State Financial Assistance; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this form lists the state financial assistance awarded through the Department of Environmental Protection by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Environmental Protection, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1; the recipient shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal year ending June 30, 2017, and thereafter), an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the recipient expends less than \$750,000 in state financial assistance in its fiscal year, and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).
4. For information regarding the Florida Catalog of State Financial Assistance (CSFA), a recipient should access the Florida Single Audit Act website located at <https://apps.fldfs.com/fsaa> for assistance. In addition to the above websites, the following websites may be accessed for information: Legislature's Website at <http://www.leg.state.fl.us/Welcome/index.cfm>, State of Florida's website at <http://www.myflorida.com/>, Department of Financial Services' Website at <http://www.fldfs.com/> and the Auditor General's Website at <http://www.myflorida.com/audgen/>.

PART III: OTHER AUDIT REQUIREMENTS

(NOTE: This part would be used to specify any additional audit requirements imposed by the State awarding entity that are solely a matter of that State awarding entity's policy (i.e., the audit is not required by Federal or State laws and is not in conflict with other Federal or State audit requirements). Pursuant to Section 215.97(8), Florida Statutes, State agencies may conduct or arrange for audits of State financial assistance that are in addition to audits conducted in accordance with Section 215.97, Florida Statutes. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.)

PART IV: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with 2 CFR Part 200, Subpart F-Audit Requirements, and required by PART I of this form shall be submitted, when required by 2 CFR 200.512, by or on behalf of the recipient directly to the Federal Audit Clearinghouse (FAC) as provided in 2 CFR 200.36 and 200.512
 - A. The Federal Audit Clearinghouse designated in 2 CFR §200.501(a) (the number of copies required by 2 CFR §200.501(a) should be submitted to the Federal Audit Clearinghouse), at the following address:

By Mail:

Federal Audit Clearinghouse
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132

Submissions of the Single Audit reporting package for fiscal periods ending on or after January 1, 2008, must be submitted using the Federal Clearinghouse's Internet Data Entry System which can be found at <http://harvester.census.gov/facweb/>

2. Copies of financial reporting packages required by PART II of this Attachment shall be submitted by or on behalf of the recipient directly to each of the following:

- A. The Department of Environmental Protection at one of the following addresses:

By Mail:

Audit Director

Florida Department of Environmental Protection
Office of Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:

FDEPSingleAudit@dep.state.fl.us

- B. The Auditor General's Office at the following address:

Auditor General
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450

The Auditor General's website (<http://flauditor.gov/>) provides instructions for filing an electronic copy of a financial reporting package.

3. Copies of reports or management letters required by PART III of this Attachment shall be submitted by or on behalf of the recipient directly to the Department of Environmental Protection at one of the following addresses:

By Mail:

Audit Director

Florida Department of Environmental Protection
Office of Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:

FDEPSingleAudit@dep.state.fl.us

4. Any reports, management letters, or other information required to be submitted to the Department of Environmental Protection pursuant to this Agreement shall be submitted timely in accordance with 2 CFR 200.512, section 215.97, F.S., and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

Attachment 5

3 of 6

5. Recipients, when submitting financial reporting packages to the Department of Environmental Protection for audits done in accordance with 2 CFR 200, Subpart F-Audit Requirements, or Chapters 10.550 (local governmental entities) and 10.650 (non and for-profit organizations), Rules of the Auditor General, should indicate the date and the reporting package was delivered to the recipient correspondence accompanying the reporting package.

PART V: RECORD RETENTION

The recipient shall retain sufficient records demonstrating its compliance with the terms of the award and this Agreement for a period of **five (5)** years from the date the audit report is issued, and shall allow the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General upon request for a period of **three (3)** years from the date the audit report is issued, unless extended in writing by the Department of Environmental Protection.

EXHIBIT – 1

FUNDS AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Note: If the resources awarded to the recipient represent more than one federal program, provide the same information shown below for each federal program and show total federal resources awarded

Federal Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following:					
Federal Program A	Federal Agency	CFDA Number	CFDA Title	Funding Amount	State Appropriation Category
				\$	
Federal Program B	Federal Agency	CFDA Number	CFDA Title	Funding Amount	State Appropriation Category
				\$	

Note: Of the resources awarded to the recipient represent more than one federal program, list applicable compliance requirements for each federal program in the same manner as shown below:

Federal Program A	First Compliance requirement: i.e.: (what services of purposes resources must be used for)	
	Second Compliance requirement: i.e.: (eligibility requirement for recipients of the resources)	
	Etc.	
	Etc.	
Federal Program B	First Compliance requirement: i.e.: (what services of purposes resources must be used for)	
	Second Compliance requirement: i.e.: (eligibility requirement for recipients of the resources)	
	Etc.	
	Etc.	

Note: If the resources awarded to the recipient for matching represent more than one federal program, provide the same information shown below for each federal program and show total state resources awarded for matching.

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Matching Resources for Federal Programs:					
Federal Program A	Federal Agency	CFDA	CFDA Title	Funding Amount	State Appropriation Category
Federal Program B	Federal Agency	CFDA	CFDA Title	Funding Amount	State Appropriation Category

Note: If the resources awarded to the recipient represent more than one state project, provide the same information shown below for each state project and show total state financial assistance awarded that is subject to section 215.97, F.S.

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Resources Subject to Section 215.97, F.S.:						
State Program A	State Awarding Agency	State Fiscal Year ¹	CSFA Number	CSFA Title or Funding Source Description	Funding Amount	State Appropriation Category
Original Agreement	Department of Environmental Protection	2023-2024	37.039	Statewide Water Quality Restoration Projects - LI 1705A	\$7,000,000	140047
Amendment 1	Department of Environmental Protection	2024-2025	37.039	Statewide Water Quality Restoration Projects - LI 1732A	\$3,500,000	140047
State Program B	State Awarding Agency	State Fiscal Year ²	CSFA Number	CSFA Title or Funding Source Description	Funding Amount	State Appropriation Category

Total Award	\$10,500,000	
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Note: List applicable compliance requirement in the same manner as illustrated above for federal resources. For matching resources provided by the Department for DEP for federal programs, the requirements might be similar to the requirements for the applicable federal programs. Also, to the extent that different requirements pertain to different amount for the non-federal resources, there may be more than one grouping (i.e. 1, 2, 3, etc.) listed under this category.

For each program identified above, the recipient shall comply with the program requirements described in the Catalog of Federal Domestic Assistance (CFDA) [<https://sam.gov/content/assistance-listings>] and/or the Florida Catalog of State Financial Assistance (CSFA) [<https://apps.fldfs.com/fsaa/searchCatalog.aspx>], and State Projects Compliance Supplement (Part Four: State Projects Compliance Supplement [https://apps.fldfs.com/fsaa/state_project_compliance.aspx]). The services/purposes for which the funds are to be used are included in the Agreement's Grant Work Plan. Any match required by the Recipient is clearly indicated in the Agreement.

¹ Subject to change by Change Order.

² Subject to change by Change Order.

ADOPT RESOLUTION 2024-R-207 authorizing the execution of Work Order 24-69R with Passero Associates in the amount of \$34,800 for Construction Administration of the Airport Obstruction and Tree Removal contract with Precision Development Group LLC (100% FDOT grant funded)

STAFF REPORT

DATE: October 14, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request authorization to execute a Work Order with Passero in the amount of \$34,800 to administer the Construction Administration of the Airport Obstruction and Tree Removal contract with Precision Development Group LLC. (100% grant funded)

BACKGROUND

The project consists of obstruction and tree removal on airport property and or properties adjacent to airport property.

PROJECT ANALYSIS

Passero will provide Construction Administration, Monitoring and Observation services.

Staff Recommendation

Adopt Resolution.

ATTACHMENTS

1.	2024-R- authorizing the execution of Pasero Associates Work Order No 2024-69R Construction Admin
2.	1838_001

RESOLUTION No. 2024-R-207

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE EXECUTION OF PASSERO ASSOCIATES WORK ORDER # 24-69R IN AN AMOUNT NOT TO EXCEED \$34,800 FOR THE CONSTRUCTION ADMINISTRATION OF THE AIRPORT OBSTRUCTION AND TREE REMOVAL CONTRACT WITH PRECISION DEVELOPMENT GROUP, LLC (PROJECT); PROVIDING FOR SCRIVENER’S ERRORS

WHEREAS, Passero Associates executed a renewal of a Master Consulting Services Agreement with the City of Palatka, dated May 24, 2024.

WHEREAS, Passero Associates, in accord with the terms of the aforementioned contract, has proposed Work Order # 24-69R in an amount not to exceed \$34,800 for the Construction Administration of the Airport Obstruction and Tree Removal contract with Precision Development Group, LLC; and

WHEREAS, the City deems it reasonable and necessary to enter into a Work Order Agreement with Passero Associates for the said **Project**.

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

- 1. That the City Manager and City Clerk and their successors are hereby authorized to execute and attest Passero & Associates Work Order 24-69R in an amount not to exceed \$34,800 for the **Project**.
- 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 10th day of September 2024.

CITY OF PALATKA

By: Its MAYOR

ATTEST:

CITY CLERK

**APPROVED AS TO FORM
AND CORRECTNESS:**

CITY ATTORNEY



Palatka Municipal Airport

Airport Obstruction & Tree Removal

Construction Phase Services

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

by

Passero Associates, LLC

(Passero Project No. 24000010.069R)

Work Order 24-69R

Work Order 24-69R

Palatka Municipal Airport, Palatka, Florida

Construction Administration, Periodic Construction Monitoring & Observation,
and Grants Administration Assistance

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, and Schedule C – Required Federal Contract Provisions.

Project Location: Palatka Municipal Airport, Palatka, Florida.

Project Description: The project consists of pavement rehabilitation in the area of the fueling apron and west hangar buildings.

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

Scope of Special Services: Not Applicable.

Client Manager: Yul McNair, Airport Manager.

PA Program Manager: Matt Singletary, P.E.

PA Project Manager: Matt Singletary, P.E.

Basic Services Compensation & Method of Payment:	Lump Sum (Not-to-Exceed)	\$ 34,800.00
Special Services Compensation & Method of Payment:	NA	
Total Project Cost:	Lump Sum (Not-to-Exceed)	\$ 34,800.00

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.
3. Project and Grant Closeout Documents.

"Consultant" Passero Associates, LLC	"Client" City of Palatka, Florida
BY: <u>Bradley J. Wentz</u>	BY: _____
<u>Bradley J. Wentz, P.E.</u> Typed Name	<u>Troy Bell</u> Typed Name
Title: <u>Vice President</u>	Title: <u>City Manager</u>
ATTEST:	ATTEST:
BY: <u>Angela Witt</u>	BY: _____
<u>Angela Witt, Contracts/Grants Administrator</u> Name, Title	<u>Sunni Krantz, City Clerk</u> Name, Title
Date: <u>September 12, 2024</u>	Date: _____

Schedule A: Scope of Work
Palatka Municipal Airport, Palatka, Florida
Construction Administration, Periodic Construction Monitoring & Observation,
and Grant Administration Assistance

I. Project Description

The Base Bid includes clearing, grubbing, filling, & rough grading of a 2.5 acre forested freshwater wetland area within the approach to Runway 35. Also included is isolated tree removal within the approaches to Runway 9 and 27.

Bid Additive No. 1 includes clearing, without grubbing of stumps or roots, within the same 1-acre area within the approach to RW 27.

Bid Additive No. 2 includes isolated tree removal, without grubbing, within the approach to Runway 9, 27, and 35.

Five (5) bids were received and publicly opened and read on August 29, 2024. The total price bid ranges from \$256,617.38 to \$783,919.00 with an average total price bid of \$468,202.28.

II. Basic Services

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

A. Construction Administration and Periodic Construction Monitoring and Observation

Passero will provide the following basic services (construction administration for construction duration (120 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, 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 two 8-hour days per week over the 120-day project duration (35 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 the 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 project reports 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
 - 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 Applicable.

IV. Other Considerations

- A.** Additional Services that may be required during the life of the project (90 calendar days), 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

ADOPT RESOLUTION 2024-R-205 of the City Commission of the City of Palatka, Florida, authorizing the Mayor or the Palatka Police Department to execute an agreement for the acceptance of the 75/25% funded COPS grant in the amount of \$500,000 to be utilized to obtain four Law Enforcement Officers positions and equipment

STAFF REPORT

DATE: October 14, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The Palatka Police Department is requesting permission to execute an agreement for the acceptance of the 75/25% funded COPS grant in the amount of \$500,000 to be utilized to obtain four Law Enforcement Officers positions and equipment.

BACKGROUND

In May 2024, the Palatka Police Department requested and was granted permission to submit an application for the 2024 COPS funds in the amount of 708,795.07 over a 3-year period, to be used to grant funds with a 75/25% match for four (4) law enforcement positions and equipment.

PROJECT ANALYSIS

Through the 2024 COPS grant, the Palatka Police Department identified the need to add more police officer positions, to address Community Policing and other law enforcement strategies.

Staff Recommendation

Staff Recommends that it is in the best interest of the City of Palatka to move forward with the Grant Award to help build relations and reduce crime.

ATTACHMENTS

1.	2024-R-205 Mayor to execute an agreement for COPS Grant
2.	COPS Award Letter

RESOLUTION NO. 2024-R-205

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE MAYOR OR PALATKA POLICE DEPARTMENT TO EXECUTE AN AGREEMENT FOR THE ACCEPTANCE OF THE 75/25% FUNDED COPS GRANT IN THE AMOUNT OF \$500,00 TO BE UTILIZED TO OBTAIN FOUR LAW ENFORCEMENT OFFICERS POSITIONS AND EQUIPMENT; AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS, in April 2024, the Florida Department of Law Enforcement announced the availability of the 2024 COPS funds for law enforcement use by the City of Palatka Police Department; and

WHEREAS, the City of Palatka Police Department has determined that a need exists to grant fund with a 75/25% match four (4) law enforcement positions and equipment; and

WHEREAS, In May 2024, the Palatka Police Department requested and was granted permission to submit an application for the 2024 COPS funds in the amount of 708,795.07 over a 3-year period, to be used to grant funds with a 75/25% match for four (4) law enforcement positions and equipment; and

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

- 1) the Palatka Police Department is hereby authorized to accept the grant award for the 2024 COPS funds in the amount of \$708,795.07 over a 3-year period, to be used to grant fund with a 75/25% match four (4) law enforcement positions and equipment; and to authorize the Mayor or Chief of Police to sign said grant award as required; and
- 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 by the City Commission of the City of Palatka, Florida, this 10th day of October, 2024.

CITY OF PALATKA

By: Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

Jason Shaw

From: Jason Shaw
Sent: Tuesday, October 1, 2024 10:53 AM
To: Jason Shaw
Subject: FW: FY2024 COPS Hiring Program (CHP)

From: Office of Community Oriented Policing Services (COPS) <copsusdoj@service.govdelivery.com>
Sent: Monday, September 30, 2024 4:40 PM
To: Jason Shaw <jshaw@palatka-fl.gov>
Subject: FY2024 COPS Hiring Program (CHP)

You don't often get email from copsusdoj@service.govdelivery.com. [Learn why this is important](#)



U.S. DEPARTMENT OF JUSTICE
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES
145 N Street, NE, Washington, DC 20535

September 30, 2024

Re: COPS Office FY2024 COPS Hiring Program, Award Number 15JCOPS-24-GG-03538-UHPX

Dear Jason Shaw:

On behalf of the Attorney General of the United States, Merrick B. Garland, and the U.S. Department of Justice Office of Community Oriented Policing Services (COPS Office), it is my pleasure to inform you that we have approved your proposal for the FY2024 COPS Hiring Program in the amount of \$500,000. The COPS Office recognizes and appreciates your commitment to this very important initiative.

At the COPS Office, our mission is advancing community policing nationwide. We prioritize this by supporting state, local, tribal, and territorial law enforcement agencies as they carry out their vital public safety missions.

The project you will implement with these award funds contributes to the mission of the COPS Office and the greater goal of reducing crime and building trust between law enforcement and communities served. The team at the COPS Office looks forward to supporting you as you implement this important work.

In the coming days, the COPS Office will release your award package via the [Justice Grants System \(JustGrants\)](#). At that time, you will receive an automated email with additional information on how to access, review, and accept your award. You will also be contacted separately by your assigned grant manager, and you can always seek assistance with your award from AskCOPSRC@usdoj.gov.

I want to extend my personal appreciation for your efforts and congratulate you on this award. On behalf of the staff at the COPS Office, we look forward to working with you on this important project.

Sincerely,



Hugh T. Clements, Jr.

Director



You have received this email because you have requested [Awards](#) updates from the U.S. Department of Justice's [Community Oriented Policing Services \(COPS\) Office](#). Your subscription information may not be used for any other purposes.

[Manage Your Subscriptions](#) | [Department of Justice Privacy Policy](#) | [GovDelivery Privacy Policy](#)

This email was sent to jshaw@palatka-fl.gov using GovDelivery Communications Cloud on behalf of: The Office of Community Oriented Policing Services (COPS Office) · 145 N St, NE · Washington, DC 20530 · 800-421-6770

ADOPT RESOLUTION 2024-R-208 awarding RFP 2024-21 Holiday Decorating & Light Display Services to Miller Lights, Inc. in an amount not to exceed \$29,133.57 (budgeted in FY '24-25)

STAFF REPORT

DATE: October 14, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request authorization to enter into contract with Miller Lights, Inc. for the Holiday Decorating and Lights Display in the Downtown area

BACKGROUND

PROJECT ANALYSIS

A noticed meeting was held on 9/25/24 with the recommendation to go forward with the 3 proposals submitted to Miller Lights, Inc.

The scope recommended for inclusion is:

1. The lighting of 100 trees along St Johns Avenue from 1st to 11th Street and candy caning 29 palm trees with lights.
2. Lighting the roofline of City Hall. Wreaths decorated and lit.
3. The lighting and decorating of the Clock Tower.
4. Hanging 42 pole banners on light poles mid block from 1st to 11th Street.
5. Hanging 30 bows on the corner street poles from 1st to 11th Street.
6. Wrapping 9 Large Trees by the River.

This matter is budgeted in general ledger line 030-30-580-6-6311

Staff Recommendation

Adopt Resolution.

ATTACHMENTS

1.	2024-R-208 authorizing Contract with Miller Lights for Holiday Decorating & Light Display
2.	CONTRACT FOR SERVICES RFP 2024-21 - FINAL
3.	Notice of Intent to Award RFP 2024-21
4.	RFP 2024-21 Holiday Decorating Bid Tab Sheet
5.	4691_001

RESOLUTION NO. 2024-R-208

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
AWARDING REQUEST FOR PROPOSALS 2024-21
HOLIDAY DECORATING LIGHTING SERVICES TO
MILLER LIGHTS, INC; AUTHORIZING THE
EXECUTION OF A CONTRACT; AND PROVIDING FOR
SCRIVNER'S ERRORS.**

WHEREAS, on August 10, 2024 the City of Palatka advertised a Request for Proposals (RFP) 2024-21 for Holiday Decorating and Lighting Services and received three submittals; and

WHEREAS, the review committee met during a noticed meeting to review the submittals and recommends the award to Miller Lights, Inc in an amount of \$29,133.57; and

WHEREAS, the City deems it reasonable and necessary to award RFP 2024-21 to Miller Lights in support of the Downtown Holiday Lighting and Decoration.

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

1. Staff are authorized to move forward with scheduling Miller Lights to perform the Holiday Decorating and Lighting;
2. The Mayor and City Clerk are hereby authorized to execute and attest a contract with Miller Lights to perform the scope of work; and
3. 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 10th day of October, 2024.

CITY OF PALATKA

BY: _____
ITS MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

ROBERTA M. CORREA
MAYOR-COMMISSIONER

TAMMIE McCASKILL
COMMISSIONER

JUSTIN R. CAMPBELL, SR.
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER



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

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

JANE WEST, ESQ.
CITY ATTORNEY

SUNNI KRANTZ, CMC
CITY CLERK

MARCIA G. CARTY, CPA, CGFO,
MS-TAXATION
FINANCE DIRECTOR

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT.

CONTRACT FOR SERVICES RFP 2024-21

Holiday Decorating and Light Display

This Contract is made as of the _____ day of _____, 20__, by and between City of Palatka, a Political Subdivision of the State of Florida, hereinafter referred to as the CITY, and MILLER LIGHTS INC, a Corporation authorized to do business in the State of Florida, hereinafter referred to as P & S PAVING, whose Federal I.D. is _____. In consideration of the mutual promises contained herein, the CITY and MILLER LIGHTS INC. agree as follows:

ARTICLE 1 – SCOPE OF WORK AND CONTACTS

MILLER LIGHTS, INC. responsibility under this Contract is to provide professional services in the Downtown area of St. Johns Avenue installing Holiday Decorating and Light Display, Palatka, FL 32177, as more specifically set forth in the Scope of Work detailed in Exhibit "A". The CITY'S representative/liaison during the performance of this Contract shall be Joe Vecchio, telephone no. 386-329-0100, e-mail:jvecchio@palatka-fl.gov. MILLER LIGHTS INC. representative/liaison during the performance of this Contract shall be Robert Miller, 2578 Enterprise Road, Suite 220, Orange City, FL 32763.

ARTICLE 2 - SCHEDULE

MILLER LIGHTS INC. shall commence services and complete project by the third week of November.

ARTICLE 3 - PAYMENTS TO MILLER LIGHTS INC.

- A. The total amount to be paid by the CITY under this Contract for all services and materials including, if applicable, "out of pocket" expenses (specified in paragraph C below) shall not exceed a total contract amount of Twenty Nine Thousand, one hundred thirty three and fifty seven cents. (\$29,133.57).
- B. Invoices received from MILLER LIGHTS INC. pursuant to this Contract will be reviewed and approved by the CITY's representative, to verify that services have been rendered in conformity with the Contract. Approved invoices will then be sent to the Finance Department for payment. Invoices will normally be paid within thirty (30) days following the CITY representative's approval.

- C. Final Invoice: In order for both parties herein to close their books and records, MILLER LIGHTS INC. will clearly state "final invoice" on MILLER LIGHTS INC. final/last billing to the CITY. This shall constitute MILLER LIGHTS INC. certification that all services have been properly performed and all charges and costs have been invoiced to City of Palatka. Any other charges not properly included on this final invoice are waived by MILLER LIGHTS, INC.
- D. In order to do business with City of Palatka, MILLER LIGHTS INC. is required to fill out a Vendor Packet through the City's Finance Department.

ARTICLE 4 - TRUTH-IN-NEGOTIATION CERTIFICATE

Signature of this Contract by MILLER LIGHTS INC. shall also act as the execution of a truth-in negotiation certificate certifying that the wage rates, over-head charges, and other costs used to determine the compensation provided for in this Contract are accurate, complete and current as of the date of the Contract and no higher than those charged MILLER LIGHTS INC. most favored customer for the same or substantially similar service. The said rates and costs shall be adjusted to exclude any significant sums should the CITY determine that the rates and costs were increased due to inaccurate, incomplete or noncurrent wage rates or due to inaccurate representations of fees paid to outside MILLER LIGHTS INC.s. The CITY shall exercise its rights under this Article 4 within three (3) years following final payment.

ARTICLE 5 - TERMINATION

This Contract may be terminated by MILLER LIGHTS INC. upon sixty (60) days' prior written notice to the CITY in the event of substantial failure by the CITY to perform in accordance with the terms of this Contract through no fault of MILLER LIGHTS INC. It may also be terminated, in whole or in part, by the CITY, with cause upon five (5) business days written notice to MILLER LIGHTS INC. or without cause upon ten (10) business days written notice to MILLER LIGHTS INC. Unless MILLER LIGHTS INC. is in breach of this Contract, MILLER LIGHTS INC. shall be paid for services rendered to the CITY'S satisfaction through the date of termination. After receipt of a Termination Notice, except as otherwise directed by the CITY, in writing, MILLER LIGHTS INC. shall:

- A. Stop work on the date and to the extent specified.
- B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
- C. Transfer all work in process, completed work, and other materials related to the terminated work to the CITY.
- D. Continue and complete all parts of the work that have not been terminated.

ARTICLE 6 - PERSONNEL

MILLER LIGHTS INC. represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the CITY. All of the services required herein under shall be performed by MILLER LIGHTS INC. or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under state and local law to perform such services. Any changes or substitutions in MILLER LIGHTS INC. key personnel, as may be listed in Exhibit "A", must be made known to the CITY'S representative and written approval must be granted by the CITY'S representative before said change or substitution can become effective. MILLER LIGHTS INC. warrants that all services shall be performed by skilled and competent personnel to the highest professional

standards in the field. All of MILLER LIGHTS INC. personnel (and all Subcontractors), while on CITY premises, will comply with all CITY requirements governing conduct, safety and security.

ARTICLE 7 - SUBCONTRACTING

The CITY reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform properly under this Contract. MILLER LIGHTS INC. is encouraged to seek additional small business enterprises for participation in subcontracting opportunities. If MILLER LIGHTS INC. uses any subcontractors on this project the following provisions of this Article shall apply: If a subcontractor fails to perform or make progress, as required by this Contract, and it is necessary to replace the subcontractor to complete the work in a timely fashion, MILLER LIGHTS INC. shall promptly do so, subject to acceptance of the new subcontractor by the CITY.

ARTICLE 8 - FEDERAL AND STATE TAX

The CITY is exempt from payment of Florida State Sales and Use Taxes. The CITY will sign an exemption certificate submitted by MILLER LIGHTS INC. MILLER LIGHTS INC. shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the CITY, nor is MILLER LIGHTS INC. authorized to use the CITY'S Tax Exemption Number in securing such materials. MILLER LIGHTS INC. shall be responsible for payment of its own and its share of its employees' payroll, payroll taxes, and benefits with respect to this contract.

ARTICLE 9 - AVAILABILITY OF FUNDS

The CITY'S performance and obligation to pay under this contract for subsequent fiscal years are contingent upon annual appropriations for its purpose by the City Commissioners.

ARTICLE 10 - INSURANCE

MILLER LIGHTS INC. shall maintain at its sole expense, in force and effect at all times during the term of this Contract, insurance coverage and limits (including endorsements) as described herein. Failure to maintain at least the required insurance shall be considered default of the Contract. The requirements contained herein, as well as CITY'S review or acceptance of insurance maintained by MILLER LIGHTS INC., are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by MILLER LIGHTS INC. under the Contract. MILLER LIGHTS INC. agrees to notify the CITY at least ten (10) days prior to cancellation, non-renewal or material change to the required insurance coverage. Where the policy allows, coverage shall apply on a primary and non-contributory basis.

A. Commercial General Liability:

MILLER LIGHTS INC. shall maintain Commercial General Liability at a limit of liability not less than \$500,000 combined single limit for bodily injury and property damage each occurrence. Coverage shall not contain any endorsement(s) excluding Contractual Liability or Cross Liability. Additional Insured Endorsement: The Commercial General Liability policy shall be endorsed to include, " City of Palatka, a Political Subdivision of the State of Florida, its Officers, Employees, and Agents" as an Additional Insured. A copy of the endorsement shall be provided to CITY upon request.

B. Workers' Compensation Insurance & Employer's Liability:

MILLER LIGHTS INC. shall maintain Workers' Compensation & Employer's Liability in accordance with Chapter 440 of the Florida Statutes.

C. Professional Liability:

MILLER LIGHTS INC. shall maintain Professional Liability, or equivalent Errors & Omissions Liability, at a limit of liability not less than \$1,000,000 each occurrence, and \$2,000,000 per aggregate. When a self-insured retention (SIR) or deductible exceeds \$10,000, CITY reserves the right, but not the obligation, to review and request a copy of MILLER LIGHTS INC. most recent annual report or audited financial statement. For policies written on a "claims-made" basis, MILLER LIGHTS INC. warrants the Retroactive Date equals or precedes the effective date of this Contract. In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced, or any other event triggering the right to purchase a Supplement Extended Reporting Period (SERP) during the term of this Contract, MILLER LIGHTS INC. shall purchase a SERP with a minimum reporting period not less than three (3) years after the expiration of the contract term. The requirement to purchase a SERP shall not relieve MILLER LIGHTS INC. of the obligation to provide replacement coverage. The Certificate of Insurance providing evidence of the purchase of this coverage shall clearly indicate whether coverage is provided on an "occurrence" or "claims-made" form. If coverage is provided on a "claims-made" form the Certificate of Insurance must also clearly indicate the "retroactive date" of coverage.

D. Waiver of Subrogation:

Except where prohibited by law, MILLER LIGHTS INC. hereby waives any and all rights of Subrogation against the CITY, its officers, employees and agents for each required policy except Professional Liability. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement, then MILLER LIGHTS INC. shall notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy that includes a condition to the policy specifically prohibiting such an endorsement or voids coverage should MILLER LIGHTS INC. enter into such an agreement on a pre-loss basis.

E. Certificates of Insurance:

On execution of this contract, renewal, within forty-eight (48) hours of a request by CITY, and upon expiration of any of the required coverage throughout the term of this Agreement, MILLER LIGHTS INC. shall deliver to the CITY or CITY's designated representative a signed Certificate(s) of Insurance evidencing that all types and minimum limits of insurance coverage required by this Contract have been obtained and are in force and effect. Certificates shall be issued to: City of Palatka Board of CITY Commissioners And may be addressed: c/o Department Using the address as indicated in the "Notices" article or another address on agreement of the parties. F. Right to Revise or Reject: CITY, by and through its Risk Management Department in cooperation with the contracting/monitoring department, reserves the right to review, modify, reject, or accept any required policies of insurance, including limits, coverage, or endorsements.

ARTICLE 11 - INDEMNIFICATION

MILLER LIGHTS INC. shall protect, defend, reimburse, indemnify and hold CITY, its agents, employees and elected officers harmless from and against all claims, liability, expense, loss, cost, damages or causes of action of every kind or character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of their performance of the terms of this Contract or due to the acts or omissions of MILLER LIGHTS INC..

ARTICLE 12 - SUCCESSORS AND ASSIGNS

The CITY and MILLER LIGHTS INC. each binds itself and its partners, successors, executors, administrators and assigns to the other party and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the CITY nor MILLER LIGHTS INC. shall assign, sublet, convey or transfer its interest in this Contract without the prior written consent of the other.

ARTICLE 13 – GOVERNING LAW

This Contract shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Contract will be held in a court of competent jurisdiction located in Putnam County, Florida.

ARTICLE 14 - CONFLICT OF INTEREST

MILLER LIGHTS INC. represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in Chapter 112, Part III, Florida Statutes.

MILLER LIGHTS INC. further represents that no person having any such conflict of interest shall be employed for said performance of services. MILLER LIGHTS INC. shall promptly notify the CITY's representative, in writing, by certified mail, of all potential conflicts of interest of any prospective business association, interest or other circumstance which may influence or appear to influence MILLER LIGHTS INC. judgement or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that MILLER LIGHTS INC. may undertake and request an opinion of the CITY as to whether the association, interest or circumstance would, in the opinion of the CITY, constitute a conflict of interest if entered into by MILLER LIGHTS INC.. The CITY agrees to notify MILLER LIGHTS INC. of its opinion by certified mail within thirty (30) days of receipt of notification by MILLER LIGHTS INC.. If, in the opinion of the CITY, the prospective business association, interest or circumstance would not constitute a conflict of interest by MILLER LIGHTS INC., the CITY shall so state in the notification and MILLER LIGHTS INC. shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the CITY by MILLER LIGHTS INC. under the terms of this Contract.

ARTICLE 15 - EXCUSABLE DELAYS

MILLER LIGHTS INC. shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of MILLER LIGHTS INC. or its subcontractors and without their fault or negligence. Such causes include, but are not limited to, acts of God, force majeure, natural or public health emergencies, labor disputes, freight embargoes, and abnormally severe and unusual weather conditions. Upon MILLER LIGHTS INC. request, the CITY shall consider the facts and extent of any failure to perform the work and, if MILLER LIGHTS INC. failure to perform was without it or its subcontractors fault or negligence, the Contract Schedule and/or any other affected provision of this Contract shall be revised accordingly, subject to the CITY'S rights to change, terminate, or stop any or all of the work at any time.

ARTICLE 16 - ARREARS

MILLER LIGHTS INC. shall not pledge the CITY'S credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgement, lien, or any form of indebtedness. MILLER LIGHTS INC. further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract.

ARTICLE 17 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

MILLER LIGHTS INC. shall deliver to the CITY's representative for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the CITY under this Contract. To the extent allowed by Chapter 119, Florida Statutes, all written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the CITY or at its expense will be kept confidential by MILLER LIGHTS INC. and will not be disclosed to any other party, directly or indirectly, without the CITY'S prior written consent unless required by a lawful court order. All drawings, maps, sketches, programs, data base, reports and other data developed, or purchased, under this Contract for or at the CITY'S expense shall be and remain the CITY'S property and may be reproduced and reused at the discretion of the CITY. All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract and the consummation of the transactions contemplated hereby.

ARTICLE 18 - INDEPENDENT CONTRACTOR RELATIONSHIP

MILLER LIGHTS INC. is, and shall be, in the performance of all work services and activities under this Contract, an Independent Contractor, and not an employee, agent, or servant of the CITY. All persons engaged in any of the work or services performed pursuant to this Contract shall at all times, and in all places, be subject to MILLER LIGHTS INC. sole direction, supervision, and control. MILLER LIGHTS INC. shall exercise control over the means and manner in which it and its employees perform the work, and in all respects MILLER LIGHTS INC. relationship and the relationship of its employees to the CITY shall be that of an Independent Contractor and not as employees or agents of the CITY. MILLER LIGHTS INC. does not have the power or authority to bind the CITY in any promise, agreement or representation.

ARTICLE 19 - CONTINGENT FEES

MILLER LIGHTS INC. warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for MILLER LIGHTS INC. to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for MILLER LIGHTS INC., any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract.

ARTICLE 20 - ACCESS AND AUDITS

MILLER LIGHTS INC. shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least five (5) years after completion or termination of this Contract. The CITY shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at MILLER LIGHTS INC. place of business

ARTICLE 21 - NONDISCRIMINATION

The CITY is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. MILLER LIGHTS INC. warrants and represents that throughout the term of the Contract, including any renewals thereof, if applicable, all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation,

gender identity or expression, or genetic information. Failure to meet this requirement shall be considered default of the Contract. As part of such compliance, MILLER LIGHTS INC. shall not discriminate on the basis of race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability, or genetic information in the solicitation, selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall MILLER LIGHTS INC. retaliate against any person for reporting instances of such discrimination. MILLER LIGHTS INC. shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the CITY'S relevant marketplace in City of Palatka. MILLER LIGHTS INC. understands and agrees that a material violation of this clause shall be considered a material breach of this Contract and may result in termination of this Contract, disqualification or debarment of the company from participating in CITY contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. MILLER LIGHTS INC. shall include this language in its subcontracts.

ARTICLE 22 - AUTHORITY TO PRACTICE

MILLER LIGHTS INC. hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the CITY's representative upon request.

ARTICLE 23 - SEVERABILITY

If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Contract, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 24 - PUBLIC ENTITY CRIMES

As provided in F.S. 287.132-133, by entering into this contract or performing any work in furtherance hereof, MILLER LIGHTS INC. certifies that it, its affiliates, suppliers, subcontractors and MILLER LIGHTS INC.s who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the 36 months immediately preceding the date hereof. This notice is required by F.S. 287.133(3)(a).

ARTICLE 25 - MODIFICATIONS OF WORK

The CITY reserves the right to make changes in Scope of Work, including alterations, reductions therein or additions thereto. Upon receipt by MILLER LIGHTS INC. of the CITY'S notification of a contemplated change, MILLER LIGHTS INC. shall, in writing: (1) provide a detailed estimate for the increase or decrease in cost due to the contemplated change, (2) notify the CITY of any estimated change in the completion date, and (3) advise the CITY if the contemplated change shall affect MILLER LIGHTS INC. ability to meet the completion dates or schedules of this Contract. If the CITY so instructs in writing, MILLER LIGHTS INC. shall suspend work on that portion of the Scope of Work affected by a contemplated change, pending the CITY'S decision to proceed with the change. If the CITY elects to make the change, the CITY shall initiate a Contract Amendment and MILLER LIGHTS INC. shall not commence work

on any such change until such written amendment is signed by MILLER LIGHTS INC. and approved and executed on behalf of City of Palatka.

ARTICLE 26 - NOTICE

All notices required in this Contract shall be sent by certified mail, return receipt requested, hand delivery or other delivery service requiring signed acceptance. If sent to the CITY, notices shall be addressed to: 201 N. 2nd Street, Palatka, FL 32177

With copy to: City of Palatka Attorney's Office, 201 N. 2nd Street, Palatka, FL 32177

If sent to P & S PAVING, INC., notices shall be addressed to:

MILLER LIGHTS INC.:

2578 Enterprise Rd, Suite 220
Orange City, FL 32763

ARTICLE 27 - ENTIRETY OF CONTRACTUAL AGREEMENT

The CITY and MILLER LIGHTS INC. agree that this Contract sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Contract may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto in accordance with Article 25- Modifications of Work.

ARTICLE 28 - REGULATIONS; LICENSING REQUIREMENTS

MILLER LIGHTS INC. shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, to include those applicable to conflict of interest and collusion. MILLER LIGHTS INC. is presumed to be familiar with all federal, state and local laws, ordinances, codes and regulations that may in any way affect the services offered.

ARTICLE 29 - SCRUTINIZED COMPANIES

- A. As provided in F.S. 287.135, by entering into this Contract or performing any work in furtherance hereof, MILLER LIGHTS INC. certifies that it, its affiliates, suppliers, subcontractors and MILLER LIGHTS INC.s who will perform hereunder, have not been placed on the Scrutinized Companies that boycott Israel List, or is engaged in a boycott of Israel, pursuant to F.S. 215.4725. Pursuant to F.S. 287.135(3)(b), if MILLER LIGHTS INC. is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel, this Contract may be terminated at the option of the CITY.
- B. When contract value is greater than \$1 million: As provided in F.S. 287.135, by entering into this Contract or performing any work in furtherance hereof, MILLER LIGHTS INC. certifies that it, its affiliates, suppliers, subcontractors and MILLER LIGHTS INC.s who will perform hereunder, have not been placed on the Scrutinized Companies With Activities in Sudan List or Scrutinized Companies With Activities in The Iran Petroleum Energy Sector List created pursuant to F.S. 215.473 or is engaged in business operations in Cuba or Syria. If the CITY determines, using credible information available to the public, that a false certification has been submitted by MILLER LIGHTS INC., this Contract may be terminated and a civil penalty equal to the greater of \$2 million or twice the amount of this Contract shall be imposed, pursuant to F.S. 287.135. Said certification must also be submitted at the time of Contract renewal, if applicable.

ARTICLE 30 - PUBLIC RECORDS

Notwithstanding anything contained herein, as provided under Section 119.0701, F.S., if MILLER LIGHTS INC.: (i) provides a service; and (ii) acts on behalf of the CITY as provided under Section 119.011(2) F.S., MILLER LIGHTS INC. shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time MILLER LIGHTS INC. is specifically required to:

- A. Keep and maintain public records required by the CITY to perform services as provided under this Contract.
- B. Upon request from the CITY'S Custodian of Public Records, provide the 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 or as otherwise provided by law.
- C. 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 contract term and following completion of the Contract, if MILLER LIGHTS INC. does not transfer the records to the public agency.
- D. Upon completion of the Contract MILLER LIGHTS INC. shall transfer, at no cost to the CITY, all public records in possession of MILLER LIGHTS INC. unless notified by CITY'S representative/liaison, on behalf of the CITY'S Custodian of Public Records, to keep and maintain public records required by the CITY to perform the service. If MILLER LIGHTS INC. transfers all public records to the CITY upon completion of the Contract, MILLER LIGHTS INC. shall destroy any duplicate public records that are exempt, or confidential and exempt from public records disclosure requirements. If MILLER LIGHTS INC. keeps and maintains public records upon completion of the Contract, MILLER LIGHTS INC. shall meet all applicable requirements for retaining public records. All records stored electronically by MILLER LIGHTS INC. must be provided to CITY, upon request of the CITY'S Custodian of Public Records, in a format that is compatible with the information technology systems of CITY, at no cost to CITY. Failure of MILLER LIGHTS INC. to comply with the requirements of this article shall be a material breach of this Contract. CITY shall have the right to exercise any and all remedies available to it, including but not limited to, the right to terminate for cause. MILLER LIGHTS INC. acknowledges that it has familiarized itself with the requirements of Chapter 119, F.S., and other requirements of state law applicable to public records not specifically set forth herein

ARTICLE 31 - COUNTERPARTS

This Contract, including the exhibits referenced herein, may be executed in one or more counterparts, all of which shall constitute collectively but one and the same Contract. The CITY may execute the Contract through electronic or manual means. MILLER LIGHTS INC. shall execute by manual means only, unless the CITY provides otherwise.

ARTICLE 32 - E-VERIFY - EMPLOYMENT ELIGIBILITY

MILLER LIGHTS INC. warrants and represents that it is in compliance with section 448.095, Florida Statutes, as may be amended, and that it: (1) is registered with the E-Verify System (E-Verify.gov), and beginning January 1, 2021, uses the E-Verify System to electronically verify the employment eligibility of all newly hired workers; and (2) has verified that all of MILLER LIGHTS INC. subcontractors performing the duties and obligations of this CONTRACT are registered

with the EVerify System, and beginning January 1, 2021, use the E-Verify System to electronically verify the employment eligibility of all newly hired workers. MILLER LIGHTS INC. shall obtain from each of its subcontractor an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an Unauthorized Alien, as that term is defined in section 448.095(1)(k), Florida Statutes, as may be amended. MILLER LIGHTS INC. shall maintain a copy of any such affidavit from a subcontractor for, at a minimum, the duration of the subcontract and any extension thereof. This provision shall not supersede any provision of this CONTRACT which requires a longer retention period. CITY shall terminate this CONTRACT if it has a good faith belief that MILLER LIGHTS INC. has knowingly violated Section 448.09(1), Florida Statutes, as may be amended. If CITY has a good faith belief that MILLER LIGHTS INC. subcontractor has knowingly violated section 448.09(1), Florida Statutes, as may be amended, CITY shall notify MILLER LIGHTS INC. to terminate its contract with the subcontractor and MILLER LIGHTS INC. shall immediately terminate its contract with the subcontractor. If CITY terminates this CONTRACT pursuant to the above, MILLER LIGHTS INC. shall be barred from being awarded a future contract by CITY for a period of one (1) year from the date on which this CONTRACT was terminated. In the event of such contract termination, MILLER LIGHTS INC. shall also be liable for any additional costs incurred by CITY as a result of the termination.

IN WITNESS WHEREOF, the City of Palatka, Florida has made and executed this Contract on behalf of the CITY and MILLER LIGHTS INC. has hereunto set its hand the day and year above written.



Attest: City Of Palatka Clerk:

Sunni Krantz, City of Palatka Clerk

City of Palatka Mayor:

Roberta Correa, City of Palatka Mayor

Contractor:

Signature

Company:

Name (print):

Company:

Title:

Approved as to Form And Legal Sufficiency.

By:

Jane West, City of Palatka Attorney

EXHIBIT "A" SCOPE OF WORK

Scope of Work

Description of Work

PART 1 THE WORK AND ITS PERFORMANCE

1.01 CHARACTER OF THE WORK

Unless otherwise expressly provided in the Contract Documents, the Work must be performed in accordance with best modern practice, with materials and workmanship of the highest quality to the satisfaction of the Owner.

1.02 DESCRIPTION OF THE PROJECT

- A. The project title is: **HOLIDAY DECORATING AND LIGHT DISPLAY**
- B. The Work consists of furnishing all labor, equipment, and materials for the construction of the facilities consisting of, but not limited to, the following:

Holiday Decorating and Light Display in the Downtown Area.

- C. The specification divisions and drawings are an integrated part of the contract documents and, as such, will not stand alone if used independently as individual sections, divisions, or drawings sheets. The drawings and specifications establish minimum standards of quality for this project. They do not purport to cover all details entering into the design and construction of materials and equipment.

PART 2 ABBREVIATIONS

2.01 ORDINANCES, REGULATIONS, STANDARDS, AND CODES

Reference in the specifications to known standards, codes, specifications, etc., promulgated by professional or technical associations, institutions, and societies, is intended to mean the latest edition of each such standard adopted and published as of the date of the Invitation to Bid on this project except where otherwise specifically indicated.

Each such standard referred to shall be considered a part of the specifications to the same extent as if reproduced herein in full. The following is a list of applicable documents that apply to this contract.

American Association of State Highway and Transportation Officials
(AASHTO) formerly (AASHO)

American Concrete Institute (ACI)

American Institute of Steel Construction

(AISC) American Iron and Steel

Institute (AISI) American National

Standards Institute (ANSI) American

Standards Association (ASA)

American Society of Mechanical Engineers

(ASME) American Society of Testing and

Materials (ASTM) American Water Works

Association (AWWA) American Welding

Society (AWS)

Anti-Friction Bearing Manufacturer's Association (AFBMA)

Building Officials and Code Administrators International, Inc.

(BOCA) Construction Specifications Institute (CSI)

Federal Specifications (FS)

Florida Department of Transportation (FDOT) Standard Specifications for Road and Bridge Construction, Latest English Edition (Standard Specifications)

Florida Department of Traffic Design Standards Latest English Edition

(FDOT Index) National Bureau of Standards (NBS)

National Electrical Manufacturer's Association

(NEMA) National Fire Protection Association (NFPA)

Portland Cement Association (PCA)

Occupational Safety and Health Act (Public Law 91-596), U.S. Department of Labor (OSHA)

Steel Structures Painting Council (SSPC)

Southern Standards Building Code

(SSBC) Underwriters' Laboratories, Inc.

(UL)

United States of America Standards Institute (USASI)

Regulations of Florida Industrial Commission Regarding

Safety

All local, state, county, or municipal building codes requirements of the Owner's Insurance

END OF SECTION

ROBERTA M. CORREA
MAYOR-COMMISSIONER

TAMMIE McCASKILL
COMMISSIONER

JUSTIN R. CAMPBELL, SR.
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER



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

JONATHAN C. GRIFFITH
INTERIM CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

SUNNI KRANTZ, CMC
CITY CLERK

MARCIA G. CARTY, CPA
FINANCE DIRECTOR

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT.

NOTICE OF INTENDED DECISION TO AWARD

RFP 2024-21 City of Palatka Holiday Decorating and Light Display Services

OPENING DATE: September 16, 2024

RECOMMENDED AWARD: Miller Lights, Inc.

DATE AND TIME OF POSTING: October 2, 2024

DATE AND TIME POSTING REMOVED: October 5, 2024 at 3:00pm

CONTACT PERSON: Sunni Krantz
skrantz@palatka-fl.gov

FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION [120.57\(3\)](#), FLORIDA STATUTES, OR FAILURE TO POST THE BOND OR OTHER SECURITY REQUIRED BY LAW WITHIN THE TIME ALLOWED FOR FILING A BOND SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES.

THE CITY RESERVES THE RIGHT TO ENTER INTO AGREEMENTS WITH MULTIPLE RESPONDENTS, WAIVE ANY IRREGULARITIES SUBMITTED, REJECT ANY AND/OR ALL SUBMITTALS, RE-ADVERTISE, AND ACCEPT ANY SUBMITTALS DEEMED TO BE IN THE BEST INTEREST OF THE CITY. NO FAX OR E-MAIL PROPOSALS WILL BE ACCEPTED.

City of Palatka

Bid Opening

Job Title: RFP 2024-21 Holiday Decorating & Light Display Services

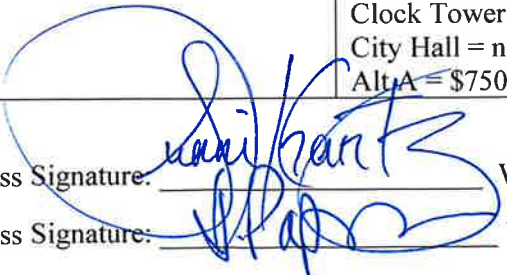
Dept./ Clerk

Date: 9/16/2024

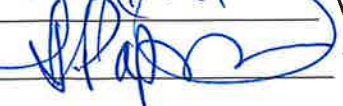
Read by: Jackie Pappas

Recorded by: Sunni Krantz, Clerk

Bidder name/Address	Bid Amount	Addendum 1	1 original & 1 digital copy
Miller Lights 2578 Enterprise Rd., Ste. 220 Orange City, FL 32763	100 Tree Lighting = \$15,118.75 Installation Street Lamp Pole Banners = \$1,947.50 (to add brackets \$4,634.86) Bows = \$2,337.00 9 Large Trees = \$4,151.25 Clock Tower = \$2,408.75 (plus cost of lift) City Hall = \$1,479.07 (plus wreaths \$1,691.25) See bid for optional additions (outside the scope of work)	X	✓
MDM Display & Design Services 8066 Washington St., Port Richie, FL 34668	29 Palm Trees = \$7,250 71 Crepe Myrtles/Elms = \$19,880 Installation Street Lamp Pole Banners = \$3,800 Bows = \$6,900 9 Large Trees \$12,150 Clock Tower = \$6,500 City Hall = \$1,200 Alt A = \$6,500 See bid for optional additions (outside the scope of work)	✓	✓
Johanessen Lights 4100 Metric Dr., Ste. 700 Winter Park, FL 32792	29 Palm Trees = \$7,250 71 Crepe Myrtles/Elms = \$14,558 Installation Street Lamp Pole Banners = \$2,470 Bows = \$6,900 9 Large Trees = \$11,250 Clock Tower = \$1,500 City Hall = not listed Alt A = \$750	✓	✓

Witness Signature: 

Witness Printed Name: Sunni Krantz

Witness Signature: 

Witness Printed Name: Jackie Pappas

City of Palatka

REP 2024-22 Holiday Lighting

Respondent	The respondents number of years of experience with providing holiday decorating and lighting services to a similarly sized municipality. (30 points)	Fee or proposed fee basis. A proposed fee schedule for the included scope of work broken down by item. (50 points)	Number and quality of client reference letters provided by public sector clients. Please note, only one (1) letter per community will be accepted. (20 points)	TOTAL
1 MDM Display	20	45	15	80
2 Miller Lights	30	45	15	90
3 Johannessen Lights	15	40	10	65

Signature:

Date: 9/25/2024

ADOPT RESOLUTION 2024-R-200 granting a special events permit to Brian Stahl for 2024 Xtreme Bass Series Championship to be held on November 1st - 2nd

STAFF REPORT

DATE: October 14, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Brian is requesting amplified sound from 5:30pm to 7:30pm and to have floating docks open for morning parking.

BACKGROUND

Xtreme Bass Championship

PROJECT ANALYSIS

Special events team met along with PBM Palatka Boat Marina and agreed upon request. Community Affairs will present it to the Commissioners for approval.

Staff Recommendation

Adopt Resolution

ATTACHMENTS

1.	2024-r-200
2.	2024 Xtreme Bass Series 11/01/2024

RESOLUTION NO. 2024-R-200

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
GRANTING A SPECIAL EVENTS PERMIT TO BRIAN
STAHL FOR 2024 XTREME BASS CHAMPOINSHIP;
SETTING FORTH THE PROVISIONS OF THE PERMIT;
GRANTING PERMISSION FOR ROAD CLOSURES; AND
PROVIDING FOR SCRIVENER’S ERRORS**

WHEREAS, Brian Stahl has made an application to the City of Palatka for a special event permit for 2024 Xtreme Bass Series Championship.

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 2024 Xtreme Bass Series Championship is hereby granted to David Stahl with the following provisions and stipulations:
- a.** A Class “B” Special Events Permit is hereby granted for the event to be held on September 18th during the hours provided in the application.
 - b.** Road closures of Memorial Parkway from 301 River Stteet on the date and time as noted on the Permit Application.

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

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this 10th day of October 2024.

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY



Date Received: 09-12-2024

Permit Classification: B

APPLICATION FOR SPECIAL EVENT

1. Primary Contact: Brian Stahl
Address: 5230 Land O' Lakes Blvd. Email: blstahl31@gmail.com
#386 Land O Lakes, FL 34639 Phone: 813-470-0963
2. Secondary Contact: N/A
Address: _____ Email: _____
Phone: _____
3. Event Sponsor/Organization: Xtreme Bass Series, Inc.
Attach a certificate of Tax Exemption if applicable.
4. Name of Event: 2024 Xtreme Bass Series Championship
5. Description of Event (event activities, such as concerts, street dances, races, contests/competitions, regattas, arts/crafts displays, still motion picture production, etc.):
Morning Boat Launch and Afternoon Weigh in
Requesting to have floating docks open for morning parking and on the water
livewell checkpoint.
6. Event Location (911 Address): 100 Memorial Parkway/ 301 Riverstreet Palatka, FL 32177
7. Road Closures: ex. St. Johns Avenue from First Street to Second Street
____ from _____ to _____
____ from _____ to _____
____ from _____ to _____
____ from _____ to _____
____ from _____ to _____
____ from _____ to _____
____ from _____ to _____
____ from _____ to _____
____ from _____ to _____

8. Onsite representatives during the event:

Name: Brian Stahl Cell Phone: 813-470-0963

Name: _____ Cell Phone: _____

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

Date(s) of Event: Hours: Amplified Sound: Alcohol: Attendance

Setup:

11/01/24 ____ to ____ ____ to ____ ____ to ____

Event:

11/01/24 04:30 to 07:00 05:30 to 07:00 ____ to ____ 300

11/01/24 15:00 to 17:30 15:00 to 17:30 ____ to ____ 500

11/02/24 04:30 to 07:00 05:30 to 07:00 ____ to ____ 300

11/02/24 15:00 to 17:30 15:00 to 17:30 ____ to ____ 500

____/____/____ ____ to ____ ____ to ____ ____ to ____ _____

____/____/____ ____ to ____ ____ to ____ ____ to ____ _____

____/____/____ ____ to ____ ____ to ____ ____ to ____ _____

Breakdown:

11/02/24 17:30 to 18:30 ____ to ____ ____ to ____

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

500

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.

N/A

Include date and time:

____/____/____ ____ to ____ ____ to ____

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

No

14. Number of staff/ volunteer: 5-6 Uniform Identification: Xtreme Bass Series Apparel

REQUIRED ATTACHMENTS

☒ Site Plan (see checklist)

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

☒ Tentative Schedule of Events

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

☐ Nonprofit articles of incorporation, charter and mission statement

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

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

☐ Example of special event vendor permits provided

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

List certificates required: _____

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

☐ Alcohol license (copy)

☒ Signed Conditions and Agreement Form

SPECIAL EVENTS FEES

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

15. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

Any private entity/ business(es) who are holding a function that impacts neighboring businesses/residents within the City limits and/or requires city services.

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

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

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

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

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT **DOES NOT** INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. **Organizers are required** to contact the City of Palatka Cultural Resources Department office at 386-326-2704 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS.

Acceptance of your application should in no way be construed as final approval or confirmation of your request.

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

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

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

Sec. 50-222. Indemnification/insurance; liquor liability insurance.

- (a) Prior to the issuance of a special event permit the applicant(s) shall execute an indemnification form which provides that the applicant(s) agrees to hold harmless and indemnify the city, its officers, agents and employees against any loss, damage, or expense (including all costs and reasonable attorney's fees) suffered by the city for:
 - (1) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty, or covenant made by the applicant(s) to the city as an inducement to the granting of the permit.
 - (2) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant on public property by applicant's agents, employees, invitee and/or any other persons.
- (b) At least seven days prior to the first day of any special event, the applicant shall furnish to the special events coordinator proof of liability insurance protection, in an amount of not less than \$1,000,000.00 per person for bodily injury or death, \$2,000,000.00 per occurrence for bodily injury or death and \$500,000.00 per occurrence for property damage, naming the city as "additional insured".
- (c) If alcoholic beverages are to be dispensed, served, sold or distributed at an outdoor event, the applicant(s) shall in addition provide liquor liability insurance in the amount of \$500,000.00 which shall name the city as additional insured.

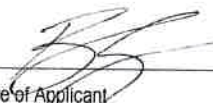
(d) Nothing in this section shall be construed to effect in any way the city's rights, privileges and immunities as set forth in F.S. § 768.28.

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

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

- 1.) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty, or covenant made by the applicant(s) to the City of Palatka as an inducement to the granting of the permit.
- 2.) Any claims, suits, actions, damages, or cause of actions for any personal injury, loss of life, or damages to personal or real property sustained by reason of, result of, or by presence of the applicant(s) on public property by applicant's agents, employees, invitee, and/or any other persons.

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



Signature of Applicant

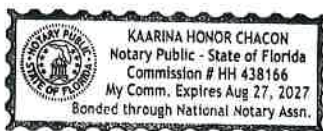
4-Jun-21

Date

State of Florida County of Pasco

The foregoing application is acknowledged before me this 4 day of June, 2024, by Brian Stahl, who is personally known to me, or who has/have produced FL DL as identification.

NOTARY SEAL





Signature of Notary Public, State of FL

APPLICATION APPROVED

Special Events Coordinator

Date

Chief of Police

Date

Special Events Vendor Requirements

1. A 12 foot clear area must be maintained in front of each vendor site. This clear area will allow for the passage of emergency response vehicles. **Assure there is at least a 12 foot clearance for emergency vehicles to be able to pass. All streets must remain open at all times. Make sure an apparatus can have a straight path and not have to zig zag around tents. Barricades can be used to close traffic, but no permanent blockages such as tents, vehicles, concession trailers, pools, etc.**
2. Temporary vendor tents and/or canopies of 200 square feet or less and without food preparation are exempt from fire retardant requirements. Tent stakes, guide ropes, etc. will be clearly marked with a visible warning, i.e. flag, barricade tape, or protective cap. **Protect from injuries by making sure there is some highly visible tape or protection cover over tent stakes.**
3. Temporary electrical cords and hoses will not cross any street and where crossing sidewalks, will be protected and pose no trip hazard. All electric will be GFCI protected. NFPA 70. **Make sure all cord connections are off the ground and protected by GFCI. If they have a cord or hose crossing a sidewalk, they need to tape it down or cover with a carpet to prevent trip hazards. If possible, run the cord overhead.**
4. A 44" accessible clear path maintained on all city sidewalks. FBC Ch.11. **Sometimes vendors pile boxes behind their tent. Make sure the public has at least a 44" clear path on the sidewalks.**
5. Generators will be located to the rear of a vendor space, have a fire extinguisher, and be sound deadened. **Make sure the generator has a muffler and well away from public and combustibles. Must have extinguisher. Make sure the gas can is stored in a safe place away from an ignition source.**

Food Vendors

1. All food vendors must have a minimum of a 2A-10BC fire extinguisher currently certified and tagged by a licensed extinguisher company (Tag showing inspection within 1 year of event date). **Same as a regular inspection tag check.**
2. Vendors deep frying, in addition to the ABC extinguisher, must also have a K-Class extinguisher currently certified and tagged by a licensed extinguisher company. **In addition to the ABC, they must have a K class. No K, no frying.**
3. Temporary vendor tents or canopies used for cooking or assembly must be fire retardant certified in accordance with NFPA 101, Sec. 10.3.1. **Check fire retardant label on the tent and on the side curtains.**
4. Concession trailers that are cooking food that produces grease laden vapors will also be required to have a hood and suppression system installed in accordance with NAPA 96. **If they want to cook meats inside a concession trailer, they must have a hood and suppression system. No exceptions.**
5. The Department of Business and Professional Regulation will inspect all vendors prior to opening for business. Event staff will coordinate the overall inspection time.

Exceptions:

- a. Non-profit organizations. The vendor must have a State of Florida Tax Exemptions Certificate, issued in the name of the vendor on site.
- b. Vendors selling food items not prepared on site, i.e. pre-packaged. **The exceptions a. and b. are only for state inspectors. All vendors must comply with the city's special event requirements.**

Vendor RV Camping

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

City of Palatka
Indemnification & Hold Harmless Agreement

The BUSINESS and/or INDIVIDUAL 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.

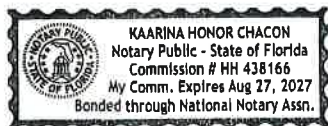
 Riverview Park + Boat Ramp
Signature of Applicant Name of Facility being used

Brian Stahl 1-Nov-21 - 2-Nov-21
Print Name of Applicant Date of Use

State of Florida County of Pasco

The foregoing application is acknowledged before me this 4 day of June, 2024, by Brian Stahl, who is personally known to me, or who has/have produced FL DL as identification.

NOTARY SEAL




Signature of Notary Public, State of FL

2024 Sample COI



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/31/2023

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

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

PRODUCER HALLETT INSURANCE, LLC 4475 US 1 South Suite 503 SAINT AUGUSTINE FL 32086		CONTACT NAME: Fletcher Hallett PHONE (A/C, No, Ext): (904) 758-9914 FAX (A/C, No): E-MAIL ADDRESS: fhallett@hallettins.com	
INSURED Xtreme Bass Series Inc PO BOX 386 Land O Lakes FL 34639		INSURER(S) AFFORDING COVERAGE INSURER A: SCOTTSDALE IND CO INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 15580

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

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD. WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
☒	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	X	CPS7730287	02/04/2024	02/04/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
☐	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
☐	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED. RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
☐	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER STATUTE OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 The certificate is listed as additional insured

CERTIFICATE HOLDER SAMPLE	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

2024 Tax Certificate



2024 Florida Annual Resale Certificate for Sales Tax

This Certificate Expires on December 31, 2024

DR-13
R. 10/23

Business Name and Location Address

Certificate Number

XTREME BASS SERIES INC
2632 MARTHA LN
LAND O LAKES, FL 34639-5253

61-8013321759-6

By extending this certificate or the certificate number to a selling dealer to make eligible purchases of taxable property or services exempt from sales tax and discretionary sales surtax, the person or business named above certifies that the taxable property or services purchased or rented will be resold or re-rented for one or more of the following purposes:

- Resale as tangible personal property
- Re-rental as tangible personal property
- Resale of services
- Re-rental as commercial real property
- Incorporation into tangible personal property being repaired
- Re-rental as transient rental property
- Incorporation as a material, ingredient, or component part of tangible personal property that is being produced for sale by manufacturing, compounding, or processing

Your *Florida Annual Resale Certificate for Sales Tax* (Annual Resale Certificate) allows you or your representatives to buy or rent property or services tax exempt when the property or service is resold or re-rented. You **may not** use your Annual Resale Certificate to make tax-exempt purchases or rentals of property or services that will be used by your business or for personal purposes. Florida law provides for criminal and civil penalties for fraudulent use of an Annual Resale Certificate.

As a seller, you must document each tax-exempt sale for resale using one of three methods. You can use a different method each time you make a tax-exempt sale for resale.

1. Obtain a copy (paper or electronic) of your customer's current Annual Resale Certificate.
2. For each sale, obtain a transaction authorization number using your customer's Annual Resale Certificate number.
3. Each calendar year, obtain annual vendor authorization numbers for your regular customers using their Annual Resale Certificate numbers.

Online: Visit floridarevenue.com/taxes/certificates

Phone: 877-357-3725 and enter your customer's Annual Resale Certificate number

Mobile App: Available for iPhone, iPad, and Android devices



CITY of *Palatka*
FLORIDA

Xtreme Bass Series

2024 Championship
Special Events Application





2024 Xtreme Bass Series Championship Event Narrative

The 2024 Xtreme Bass Series Championship is the pinnacle of the 2024 season for the various divisions we have across Florida. We expect to have 130-150 boats, or 260-300 competing anglers, on St. Johns River, in Palatka. We've been working with Visit Florida's Putnam County Tourist Development Council throughout the year. Competition days are Friday November 1st and Saturday November 2nd, with our banquet dinner Thursday evening. Anglers will be staying in the area multiple days leading up to the event to practice the waters.

We plan to setup our weigh-in area at Riverfront Park, similarly to how the Wolfson Children's Hospital and B.A.S.S. Elite Series events were setup.

We request to have access to the floating docks for our morning on the water check-point as well as parking areas for competitors ahead of morning take-off.

We will have portable toilets brought in and placed around the boat ramp as well as near the weigh-in site.

Each day we will be breaking down our equipment and storing in our equipment trailer overnight.





2024 Xtreme Bass Series Championship Agenda

October 31, 2024 (Putnam County Fairgrounds)

12:00 pm- Setup for banquet dinner and meeting

3:00 pm- Begin check-in of competing anglers

6:00 pm- Dinner and meeting

November 1, 2024 (Riverfront)

4:30 am- Begin checking in anglers for day 1 morning launch

Safelight- National Anthem, begin calling boat numbers

11:00 am-12:00PM- Begin setting up stage and equipment for weigh-in

2:30 pm to 5:30 pm- Weigh-in anglers. Full breakdown at end of day

November 2, 2024 (Riverfront)

4:30 am- Begin checking in anglers for day 2 morning launch

Safelight- National Anthem, begin calling boat numbers

11:00 am-12:00PM- Begin setting up stage and equipment for weigh-in

2:30 pm to 5:30 pm- Weigh-in anglers. Full breakdown at end of day





2024 Xtreme Bass Series Championship Site Plan





Xtreme Bass Series
PO Box 386
Land O' Lakes, FL
34639

Retail



32177



U.S. POSTAGE PAID
USPS Ground Advrg
LAND O LAKES, FL 34639
AUG 15, 2024

U.S. POSTAGE PAID
FCM LG ENV
LAND O LAKES, FL 34639
AUG 15, 2024

RDC 01 0 Lb 4.40 Oz S2324D501370-04

S2324D501370-04

\$3.21

\$2.59



City of Padukka
Special Permit
March 17th '24
Padukka, FL 34639

Yalaska

USPS TRACKING® #



9500 1150 2507 4228 7825 74

MIXIE

326 52 1

7209/02/24

RETURN TO SENDER
NOT DELIVERABLE AS ADDRESSED
UNABLE TO FORWARD

BC: 34639038686

2175M246222-01311

ADOPT RESOLUTION 2024-R-204 granting a special events permit to The Community Affairs Department for Leaves and Laughter Fall Block Party to be held at Jenkins Community Center on November 9th

STAFF REPORT

DATE: October 14, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Amplified sound

BACKGROUND

The event will have 4 vendors with game booths, 2 to 3 food vendors, bounce houses, face paint, hay ride and a pumpkin pie contest, and a dj

PROJECT ANALYSIS

Special events team met and agreed upon request. Community Affairs is asking for approval.

Staff Recommendation

ADOPT RESOLUTION

ATTACHMENTS

1.	Leaves and Laughter Fall Block Party 11/11/2024_resolution
2.	Leaves and Laughter Fall Block Party 11/11/2024_application

RESOLUTION NO. 2024-R-204

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
GRANTING A SPECIAL EVENTS PERMIT TO THE
COMMUNITY AFFAIRS DEPARTMENT FOR LEAVES
AND LAUGHTER FALL BLOCK PARTY; SETTING
FORTH THE PROVISIONS OF THE PERMIT; AND
PROVIDING FOR SCRIVENER'S ERRORS**

WHEREAS, Community Affairs Department has made an application to the City of Palatka for a special event permit for Leaves and Laughter Fall Block Party.

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 Leaves and Laughter Fall Block Party is hereby granted to Community Affairs Department with the following provisions and stipulations:

- a.** A Class "B" Special Events Permit is hereby granted for the event to be held on November 11th during the hours provided in the application.
- b.** No road as noted on the Permit Application.

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

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this 10th day of October 2024.

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

APPLICATION FOR SPECIAL EVENT

1. Primary Contact: Jessica Cruz
 Address: _____ Email: jcruz@Palatka-fl.gov
 Phone: 386-32-0948
2. Secondary Contact: Courtney James
 Address: _____ Email: CJames@Palatka-fl.gov
 Phone: 386-914-5916
3. Event Sponsor/Organization: City of Palatka

Attach a certificate of Tax Exemption if applicable.

4. Name of Event: Leaves & Laughter Fall Black Party
5. Description of Event (event activities, such as concerts, street dance, races, contests/competitions, regattas, arts/crafts displays, still motion picture production, etc.):

vendors, food trucks, amplified sound
Bounce house, face paint, hay ride,
Pumpkin Pie contest

6. Event Location (911 Address): 1900 Napoleon St. Palatka, FL
7. Road Closures: ex. St. Johns Avenue from First Street to Second Street

<u>NONE</u>	from _____	to _____
	from _____	to _____
	from _____	to _____
	from _____	to _____
	from _____	to _____
	from _____	to _____
	from _____	to _____
	from _____	to _____

8. Onsite representatives during the event:

Name: Jessica Cruz

Cell Phone: 386-312-0948

Name: Courtney James

Cell Phone: 386-916-5916

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

Date(s) of Event:	Hours:	Amplified Sound:	Alcohol:	Attendance
Setup:				
<u>11/9/24</u>	<u>9am</u> to <u>10:30 am</u>	<u>12pm</u> to <u>1pm</u>		
Event:				
<u>11/9/24</u>	<u>1pm</u> to <u>2pm</u>			
<u> / / </u>	<u> :</u> to <u> :</u>	<u> :</u> to <u> :</u>	<u> :</u> to <u> :</u>	
<u> / / </u>	<u> :</u> to <u> :</u>	<u> :</u> to <u> :</u>	<u> :</u> to <u> :</u>	
<u> / / </u>	<u> :</u> to <u> :</u>	<u> :</u> to <u> :</u>	<u> :</u> to <u> :</u>	
<u> / / </u>	<u> :</u> to <u> :</u>	<u> :</u> to <u> :</u>	<u> :</u> to <u> :</u>	
<u> / / </u>	<u> :</u> to <u> :</u>	<u> :</u> to <u> :</u>	<u> :</u> to <u> :</u>	
<u> / / </u>	<u> :</u> to <u> :</u>	<u> :</u> to <u> :</u>	<u> :</u> to <u> :</u>	

Breakdown:

 / / : to : : to : : to :

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

100-200 people

11. Number and type of auxiliary vehicles/ equipment: NONE

 Watercraft Aircraft Utility Vehicles/Golf Carts Other:

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

NONE

Include date and time:

 / / : to : : to :

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

NO

14. Number of staff/ volunteer: 4 Uniform identification:

REQUIRED ATTACHMENTS

☒ Site Plan (see checklist)

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

- ☐ Tentative Schedule of Events
- ☐ 501(C) (3) Certificate of Exemption # _____
- ☐ Nonprofit articles of incorporation, charter and mission statement
- ☐ Consent letter (event property): property owners on which special event location is held if not city owned
- ☐ Fire resistive rating certificates (tents, fabrics, etc.)
- ☐ Example of special event vendor permits provided
- ☐ Special event certificate of insurance- city as "additional insured" (if carnival, aircraft or watercraft rides are planned, need certificates from those vendors)
List certificates required: _____
- ☐ Alcohol liability certificate of insurance- city as "additional insured"
- ☐ Alcohol license (copy)
- ☐ Signed Conditions and Agreement Form

SPECIAL EVENTS FEES

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

15. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

Any private entity/ business(es) who are holding a function that impacts neighboring businesses/residents within the City limits and/or requires city services.

- ☐ CLASS A: \$300.00 per day (attendance: 1,001 and up per day) Permit Filing Deadline: 60 days prior to event
- ☐ CLASS B: \$100.00 per day (attendance: 101 - 1,000 per day) Permit Filing Deadline: 60 days prior to event
- ☒ CLASS C: \$50.00 per day (attendance: 1- 100 per day with limited impact on traffic and parking- events such as Weddings, Fishing tournaments with less than 40 boats, etc.) Permit Filing Deadline: 30 days prior to event

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

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT **DOES NOT** INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. Organizers are required to contact the City of Palatka Cultural Resources Department office at 386-326-2704 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS.

Acceptance of your application should in no way be construed as final approval or confirmation of your request.

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

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

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

Sec. 50-222. Indemnification/insurance; liquor liability insurance.

- (a) Prior to the issuance of a special event permit the applicant(s) shall execute an indemnification form which provides that the applicant(s) agrees to hold harmless and indemnify the city, its officers, agents and employees against any loss, damage, or expense (including all costs and reasonable attorney's fees) suffered by the city for:
 - (1) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty, or covenant made by the applicant(s) to the city as an inducement to the granting of the permit.
 - (2) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant on public property by applicant's agents, employees, invitee and/or any other persons.
- (b) At least seven days prior to the first day of any special event, the applicant shall furnish to the special events coordinator proof of liability insurance protection, in an amount of not less than \$1,000,000.00 per person for bodily injury or death, \$2,000,000.00 per occurrence for bodily injury or death and \$500,000.00 per occurrence for property damage, naming the city as "additional insured".
- (c) If alcoholic beverages are to be dispensed, served, sold or distributed at an outdoor event, the applicant(s) shall in addition provide liquor liability insurance in the amount of \$500,000.00 which shall name the city as additional insured.

(d) Nothing in this section shall be construed to effect in any way the city's rights, privileges and immunities as set forth in F.S. § 738.28.

(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.

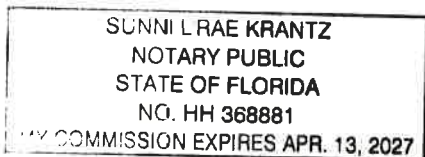
C. J.
Signature of Applicant

10-1-24
Date

State of Florida County of Putnam

The foregoing application is acknowledged before me this 1st day of October, 2024, by Courtney James, who is personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL



[Signature]
Signature of Notary Public, State of _____

APPLICATION APPROVED

Special Events Coordinator

Date

Chief of Police

Date

Special Events Vendor Requirements

1. A 12 foot clear area must be maintained in front of each vendor site. This clear area will allow for the passage of emergency response vehicles. Assure there is at least a 12 foot clearance for emergency vehicles to be able to pass. All streets must remain open at all times. Make sure an apparatus can have a straight path and not have to zig zag around tents. Barricades can be used to close traffic, but no permanent blockages such as tents, vehicles, concession trailers, pools, etc.
2. Temporary vendor tents and/or canopies of 200 square feet or less and without food preparation are exempt from fire retardant requirements. Tent stakes, guide ropes, etc. will be clearly marked with a visible warning, i.e. flag, barricade tape, or protective cap. Protect from injuries by making sure there is some highly visible tape or protection cover over tent stakes.
3. Temporary electrical cords and hoses will not cross any street and where crossing sidewalks, will be protected and pose no trip hazard. All electric will be GFIC protected. NFPA 70. Make sure all cord connections are off the ground and protected by GFIC. If they have a cord or hose crossing a sidewalk, they need to tape it down or cover with a carpet to prevent trip hazards. If possible, run the cord overhead.
4. A 44" accessible clear path maintained on all city sidewalks, FBC Ch.11. Sometimes vendors pile boxes behind their tent. Make sure the public has at least a 44" clear path on the sidewalks.
5. Generators will be located to the rear of a vendor space, have a fire extinguisher, and be sound deadened. Make sure the generator has a muffler and well away from public and combustibles. Must have extinguisher. Make sure the gas can is stored in a safe place away from an ignition source.

Food Vendors

1. All food vendors must have a minimum of a 2A-10BC fire extinguisher currently certified and tagged by a licensed extinguisher company (Tag showing inspection within 1 year of event date). Same as a regular inspection tag check.
2. Vendors deep frying, in addition to the ABC extinguisher, must also have a K-Class extinguisher currently certified and tagged by a licensed extinguisher company. In addition to the ABC, they must have a K class. No K, no frying.
3. Temporary vendor tents or canopies used for cooking or assembly must be fire retardant certified in accordance with NFPA 101, Sec. 10.3.1. Check fire retardant label on the tent and on the side curtains.
4. Concession trailers that are cooking food that produces grease laden vapors will also be required to have a hood and suppression system installed in accordance with NAPA 96. If they want to cook meats inside a concession trailer, they must have a hood and suppression system. No exceptions.
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**City of Palatka
Indemnification & Hold Harmless Agreement**

The BUSINESS and/or INDIVIDUAL 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.

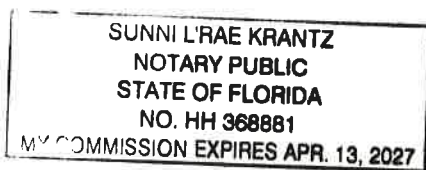
The BUSINESS and/or INDIVIDUAL represents that its activities pursuant to this agreement will be supervised by adequately trained personnel, and that user will observe, and cause the participants in the activity to observe, all safety rules for the facility and the activity. The BUSINESS and/or INDIVIDUAL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

<u>C. [Signature]</u> Signature of Applicant	<u>Jenkins</u> Name of Facility being used
<u>Courtney James</u> Print Name of Applicant	<u>10-1-24</u> Date of Use

State of Florida County of Putnam

The foregoing application is acknowledged before me this 1st day of Oct., 2024, by Courtney James, who is personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL



[Signature]
Signature of Notary Public, State of Florida

ANTI-HUMAN TRAFFICKING AFFIDAVIT

I, Jessica Cruz / Courtney James, on behalf of
community affairs

(Name of Company/Individual/Organization/Association/Non-governmental entity)

hereby attest under penalty of perjury that our organization does not use coercion of labor or services, as defined in Fla. Stat. 787.06, in any part of the operation of our organization.

CJ
Signature

10-1-24
Date

Courtney James
Print Name

Title – must be an officer or a
Representative of the nongovernmental entity

**STATE OF FLORIDA
COUNTY OF PUTNAM**

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 15th day of October, by Courtney James, to me personally known to be the person described in and who executed the foregoing instrument, or who produced appropriate identification, and acknowledged before me the execution of same.

Sunni L'rae Krantz
Notary Public

My commission expires:

SUNNI L'RAE KRANTZ
NOTARY PUBLIC
STATE OF FLORIDA
NO. HH 368881
MY COMMISSION EXPIRES APR. 13, 2027

Fall
Fest



cost to enter

Community Affairs Event Checklist \$3,000

Leaves & laughter family fall Block Party. ✨

5 W'S

11/09

VENDORS

1. Community Affairs
2. November 9th 11-5
3. Jenkins
4. Fall Block Party
5. Tis the season

1. Reptile encounters
2. Adventures and Art
3. (Face painting)
4. Joelys Bounce Houses
- 5.
6. ~~Rainbow ice~~
7. Guardian of Art
- 8.
- 9.
- 10.

HOW ARE WE PROMOTING

1. Peter
2. Hope FM
3. Palatka Daily News
4. Social media
5. Hanging flyers
6. sent to Departments
- 7.
- 8.
- 9.
- 10.

FOOD TRUCKS

1. Rainbow Ice
2. ~~Libby's~~
3. Libby's - (200.00)
4. Jerk Chix - 400.00
5. Lemonade 200.00
- 6.
- 7.
8. create menu samples to feed 200 people
9. sample food's 3 you can sell use tickets
- 10.

MISC

1. Hop scotch
2. Hay Ride
3. Face painting
- 4.
5. Pumpkin Pie Contest (Prize) judges, commissioners?

EXPENSES

1. DJ - 600
2. Hay-
3. BH
- 4.
- 5.

REVENUE

- 1.
- 2.
- 3.
- 4.
- 5.

win w/ the city mgr

Leaves & Laughter

Fall Block Party

Create flyer

Planning in the back

11-9

Food Trucks

activities

vendors

who sells pumpkins & wants to come set up to sell and take pics.

Libbys \$250.00
Jerk City \$300.00
Lemonade \$200.00
Rainbow Ice \$0
Bounce House \$1500
DJ
Hay
Reptile \$
Face paint \$

Fire truck?

encourage vendors & trucks to add games.

ADOPT RESOLUTION 2024-R-201 granting a special events permit to Veterans of Foreign War Post 33 for Veterans's Day Parade and Ceremony to be held November 11th

STAFF REPORT

DATE: October 14, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Veterans of Foreign War Post 33 is requesting soft road closures of Saint Johns Ave from 11th Street to Memorial Parkway for a parade and ceremony to follow.

BACKGROUND

Parade and ceremony

PROJECT ANALYSIS

Special events team met and agreed on the request. Community Affairs is asking for approval

Staff Recommendation

ADOPT RESOLUTION

ATTACHMENTS

1.	Veterans Day Parade and Cermony 11/11/2024_resolution
2.	Veterans Day Parade and Ceremony 2024_application

RESOLUTION NO. 2024-R-201

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
GRANTING A SPECIAL EVENTS PERMIT TO VETERANS
OF FOREIGN WAR POST 33 FOR VETERANS DAY
PARADE AND CEREMONY; SETTING FORTH THE
PROVISIONS OF THE PERMIT; AND GRANTING
PERMISSION FOR SOFT ROAD CLOSURES; AND
PROVIDING FOR SCRIVENER'S ERRORS**

WHEREAS, Gerald Donnelly with Veterans of Foreign War Post 33 has made an application to the City of Palatka for a special event permit for Veterans Day Parade and Ceremony.

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 Veterans Day Parade and Ceremony is hereby granted to Veterans of Foreign War Post 33 with the following provisions and stipulations:

- a.** A Class "C" Special Events Permit is hereby granted for the event to be held on November 11th during the hours provided in the application.
- b.** Soft road closures of Saint John's Ave from 11th street to Memorial Parkway, on the date and time as noted on the Permit Application.

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

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this 10th day of October 2024.

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY



Date Received: 9/10/24
CITY of C
Permit Classification: C

APPLICATION FOR SPECIAL EVENT

1. Primary Contact:

GERALD DONNELLY
Address: 2020 CARR ST. Email: JOYCE DONNELLY2@COMCAST.NET
PALATKA FL 32177 Phone: 712 965-3266

2. Secondary Contact:

LESTER SHEPPARD
Address: 227 OLD ~~CARR~~ ^{TENIER} RD Email: LESHEPPARD67@gmail.com
PALATKA, FL 32177 Phone: 386 922-2153

3. Event Sponsor/Organization:

VETERAN OF FOREIGN WAR POST 3349

Attach a certificate of Tax Exemption if applicable,

4. Name of Event:

VETERAN DAY PARADE AND CEREMONY

5. Description of Event (event activities, such as concerts, street dances, races, contests/competitions, regattas,

arts/crafts displays, still motion picture production, etc.):

VETERAN DAY PARADE AT 10:00 AM
FROM 11TH ON ST JOHN AVE TO RIVER
FRONT. CEREMONY AT RIVER FRONT
AFTER PARADE:

6. Event Location (911 Address):

ST JOHN AVE TO RIVER FRONT

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

ST JOHNS AVENUE TO RIVER FRONT

from	to	11 STREET	from	to	RIVER FRONT
		ST JOHN AVE	from	to	RIVER FRONT
from	to	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, *			
11/11/2024 to 11/14/2024		to 9	
Event:			
11/11/2024 to		to	
10:00 AM		12:00 PM	
	to	to	
	to	to	
	to	to	
	to	to	
	to	to	
	to	to	

Breakdown:

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

~~NONE~~ 100

11. Number and type of auxiliary vehicles/ equipment:

Watercraft

Aircraft

Utility Vehicles/Goif 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,

NO

Include date and time:

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

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

NO

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

5

REQUIRED ATTACHMENTS

C:] Site Plan (see checklist)

Parking

~~None~~ X Number and location of food vendors

X Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands

X Street Closures/Barricades/Detours

X Garbage Containers

X Parade/Marching Route

X Event Headquarters

X 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

X Carnival location (if any)

X Number/location of portable toilets

☐ Tentative Schedule of Events

* C] 501 (C) (3) Certificate of Exemption# 85-80130190332-5

☐ Nonprofit articles of incorporation, charter and mission statement

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/16/2024

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

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

PRODUCER Lockton Affinity, LLC P. O. Box 879610 Kansas City, MO 64187-9610	CONTACT NAME: Lockton Affinity, LLC	
	PHONE (A/C, No, Ext): 800-829-8390 FAX (A/C, No): 913-652-7599	
INSURED Palatka Post #3349 & Malta Assoc. and Veterans of Foreign Wars Auxiliary P.O. Box 218 Palatka, FL 32178-0218	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: AIX Spec. Ins. Co.	12833
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

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

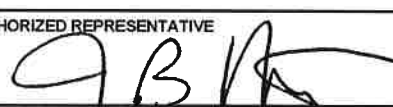
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☒ LOC ☐ OTHER:	X		LFZ-ML-20000459-09	12/13/2023	12/13/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS			LFZ-ML-20000459-09	12/13/2023	12/13/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 100,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☐ UMBRELLA LIAB ☐ EXCESS LIAB ☐ DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A				PER STATUTE E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability			LFZ-ML-20000459-09	12/13/2023	12/13/2024	Occurrence \$1,000,000 Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Palatka Post #3349 & Malta Assoc. and Veterans of Foreign Wars Auxiliary to sponsor the Memorial Day Parade.
City of Palatka is an Additional Insured, where required by written contract, per the terms, conditions and exclusions of the referenced general liability policy.

CERTIFICATE HOLDER

CANCELLATION

3349 City of Palatka, Florida 201 N 2nd Street Palatka, FL 32177	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---

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

☐ Example of special event vendor permits provided

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

List certificates required:

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

☐ Alcohol license (copy)

☐ Signed Conditions and Agreement Form

SPECIAL EVENTS FEES

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

15. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

Any private entity/ business(es) who are holding a function that impacts neighboring businesses/residents within the City limits and/or requires city services.

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

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

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

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

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT DOES NOT INCLUDE PERMISSION

TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. Organizers are required to contact the City of Palatka Cultural Resources Department office at 386-326-2704 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS.

Acceptance of your application should in no way be construed as final approval or confirmation of your request.

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

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

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

Sec. 50-222. Indemnification/insurance; liquor liability insurance.

- (a) Prior to the issuance of a special event permit the applicant(s) shall execute an indemnification form which provides that the applicant(s) agrees to hold harmless and indemnify the city, its officers, agents and employees against any loss, damage, or expense (including all costs and reasonable attorneys fees) suffered by the city for:
 - (1) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty, or covenant made by the applicant(s) to the city as an inducement to the granting of the permit.
 - (2) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant on public property by applicant's agents, employees, invitee and/or any other persons.
- X (b) At least seven days prior to the first day of any special event the applicant shall furnish to the special events coordinator proof of liability insurance protection, in an amount of not less than \$1,000,000.00 per person for bodily injury or death \$2,000,000.00 per occurrence for bodily injury or death and \$500,000.00 per occurrence for property damage, naming the city as "additional insured".
- (c) If alcoholic beverages are to be dispensed, served, sold or distributed at an outdoor event, the applicant(s) shall in addition provide liquor liability insurance in the amount of \$500,000.00 which shall name the city as additional insured.
- (d) Nothing in this section shall be construed to effect in any way the city's rights, privileges and immunities as set forth in F IS, S 768.28.

(Ord. No. 1(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.

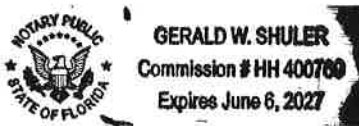
Gerald J Donnelly
Signature of Applicant

9-10-2024

State of Florida County of Putnam

The foregoing application is acknowledged before me this 10th day of September, 2024 by Gerald Donnelly who is personally known to me, or who has/have produced DL as identification.

NOTARY SEAL



Gerald W Shuler
Signature of Notary Public, State of _____

APPLICATION APPROVED

Special Events Coordinator

Date

Chief of Police

Date

Special Events Vendor Requirements

1. A 12 foot clear area must be maintained in front of each vendor site, This clear area will allow for the passage of emergency response vehicles. Assure there is at least a 12 foot clearance for emergency vehicles to be able to pass. All streets must remain open at all times, Make sure an apparatus can have a straight path and not have to zig zag around tents. Barricades can be used to close traffic, but no permanent blockages such as tents, vehicles, concession trailers, pools, etc.
2. Temporary vendor tents and/or canopies of 200 square feet or less and without food preparation are exempt from fire retardant requirements. Tent stakes, guide ropes, etc. will be clearly marked with a visible warning, i.e. flag, barricade tape, or protective cap. Protect from injuries by making sure there is some highly visible tape or protection cover over tent stakes.
3. Temporary electrical cords and hoses will not cross any street and where crossing sidewalks. will be protected and pose no trip hazard. All electric will be GFIC protected. NFPA 70. Make sure all cord connections are off the ground and protected by GFCI. If they have a cord or hose crossing a sidewalk, they need to tape it down or cover with a carpet to prevent trip hazards. If possible, run the cord overhead.
4. A 44" accessible clear path maintained on all city sidewalks, FBC Ch. 11. Sometimes vendors pile boxes behind their tent. Make sure the public has at least a 44" clear path on the sidewalks.

5. Generators will be located to the rear of a vendor space, have a fire extinguisher, and be sound deadened. Make sure the generator has a muffler and well away from public and combustibles. Must have extinguisher. Make sure the gas can is stored in a safe place away from an ignition source.

Food Vendors

1. All food vendors must have a minimum of a 2A-10BC fire extinguisher currently certified and tagged by a licensed extinguisher company (Tag showing inspection within 1 year of event date). Same as a regular inspection tag check,
2. Vendors deep frying, in addition to the ABC extinguisher, must also have a K-Class extinguisher currently certified and tagged by a licensed extinguisher company. In addition to the ABCJ they must have a K class, No K, no frying.
3. Temporary vendor tents or canopies used for cooking or assembly must be fire retardant certified in accordance With NFPA 101, Sec. 10.3.1. Check fire retardant label on the tent and on the side curtains.
4. Concession trailers that are cooking food that produces grease laden vapors will also be required to have a hood and suppression system installed in accordance with NAPA 96. If they want to cook meats inside a concession trailer, they must have a hood and suppression system, No exceptions.
5. The Department of Business and Professional Regulation will inspect all vendors prior to opening for business. Event staff will coordinate the overall inspection time. Exceptions:
 - a. Non-profit organizations. The vendor must have a State of Florida Tax Exemptions Certificate, issued in the name of the vendor on site.
 - b. Vendors selling food items not prepared on site, i.e. pre-packaged. The exceptions a. and b. are only for state inspectors. All vendors must comply with the city's special event requirements.

Vendor RV Camping

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

City of Palatka

Indemnification & Hold Harmless Agreement

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

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

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

Gerald Donnelly City of Palatka Riverfront
Signature of Applicant Name of Facility being used
GERALD DONNELLY 11/11/2024
Print Name of Applicant Date of Use
11/10/2024

State of Florida County of Putnam

The foregoing application is acknowledged before me this 10th day of September, 2024 by
GERALD DONNELLY, who is personally known to me, or who has/have produced
DL as identification.

NOTARY SEAL



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

Gerald W Shuler
Signature of Notary Public, State of Florida

ANTI-HUMAN TRAFFICKING AFFIDAVIT

I, on behalf of

VFW Palatka Post 3349

I, GERALD DONNELLY

(Name of Company/Individual/Organization/Association/Non-governmental entity) hereby attest under penalty of perjury that our organization does not use coercion of labor or services, as defined in Fla. Stat. 787.06, in any part of the operation of our organization.

Gerald Donnelly

Signature

9/10/2024

Date

GERALD DONNELLY

Print Name

COMMANDER

Title — must be an officer or a
Representative of the nongovernmental entity

STATE OF FLORIDA
COUNTY OF PUTNAM

The foregoing instrument Was acknowledged before me by means of ☒ physical presence or [A online notarization this day of by to me

GERALD DONNELLY,
personally known to be the person described in and who executed the foregoing instrument, or who produced appropriate identification, and acknowledged before me the execution of same.

Gerald W Shuler

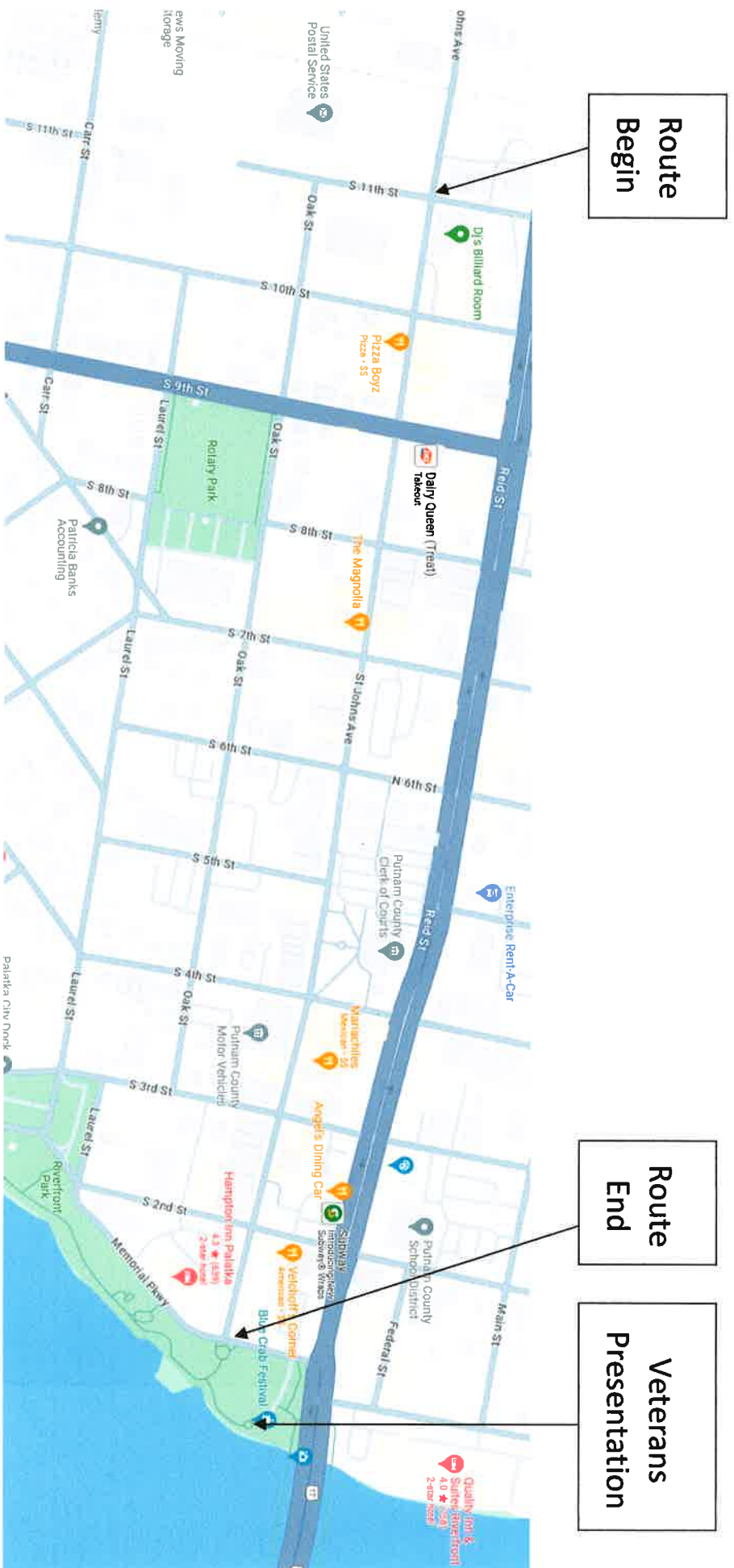
Notary Public

My commission expires:



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

Veterans Day Parade Route for Monday, November 11th, 2024



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

ADOPT RESOLUTION 2024-R-203 granting a special events permit to the Rotary Club of Palatka for the Palatka Craft Beer Festival 2024 to be held on November 23rd

STAFF REPORT

DATE: October 14, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Christian Calderon on behalf of the Rotary Club is requesting road closures, amplified sound and alcohol permits.

BACKGROUND

The event plans to have 20 to 30 tasting brewery booths, 4 food trucks, with amplified sound/music.

PROJECT ANALYSIS

Special events team met and agreed upon request. Community Affairs will present it to the Commissioners for approval.

Staff Recommendation

ADOPT RESOLUTION

ATTACHMENTS

1.	2024-r-203
2.	The Palatka Craft Beer Festival 11/23/2024_application

RESOLUTION NO. 2024-R-203

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
GRANTING A SPECIAL EVENTS PERMIT TO THE
ROTARY CLUB OF PALATKA FOR THE PALATKA
CRAFT BEEF FESTIVAL 2024; SETTING FORTH THE
PROVISIONS OF THE PERMIT; AND GRANTING
PERMISSION FOR ROAD CLOSURES; AND PROVIDING
FOR SCRIVENER’S ERRORS**

WHEREAS, Christian Calderon has made an application to the City of Palatka for a special event permit for The Palatka Craft Beer Festival 2024 on behalf of the Rotary Club of Palatka;

WHEREAS, the City of Palatka’s Special Events Committee has met to review the submitted application to assess any additional services necessary for the Special event to provide public safety and/or assistance for the function; and

WHEREAS, the Palatka City Commission finds that the approval of the Special Events Permit, as stipulated and described herein, is in the best interest of the event organizers, the City of Palatka and its citizens.

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

Section 1: That Special Events Permit for the Palatka Craft Beer Festival 2024 is hereby granted to Christian Calderon with the following provisions and stipulations:

- a.** A Class “B” Special Events Permit is hereby granted for the event to be held on November 23rd during the hours provided in the application.
- b.** Road closures of Memorial Parkway to Saint Johns Ave. and to Reid St., on the date and time as noted on the Permit Application.

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

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this 10th day of October 2024.

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY



Date Received: 9/16/24
Permit Classification: B

APPLICATION FOR SPECIAL EVENT

1. Primary Contact: Christian Calderon
Address: 104 Oak Tree Lane Email: info@palatkabeerfest.com
Palatka, FL 32177 Phone: 352-502-9251
2. Secondary Contact: Jim Troiano
Address: _____ Email: jimtroiano@checkbeck.com
Phone: 352-316-2898
3. Event Sponsor/Organization: The Rotary Club of Palatka
Attach a certificate of Tax Exemption if applicable.
4. Name of Event: The Palatka Craft Beer Festival 2024
5. Description of Event (event activities, such as concerts, street dances, races, contests/competitions, regattas, arts/crafts displays, still motion picture production, etc.):
We will have a compilation of breweries 20-30 tasting booths located in north Riverfront lawn.
-4 food trucks located along parking lot at north end of the riverfront lawn
- Music with amplified sound at the Riverfront Bandstand
6. Event Location (911 Address): 102 N First St. Palatka, FL
7. Road Closures: ex. St. Johns Avenue from First Street to Second Street

<u>N First St.</u>	from <u>St. Johns Ave</u>	to <u>50' south of Reid St.</u>
_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____

8. Onsite representatives during the event:

Name: Christian Calderon

Cell Phone: 352-502-9251

Name: Jim Troiano

Cell Phone: 352-316-2898

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

Date(s) of Event: Hours: Amplified Sound: Alcohol: Attendance

Setup:

11/23/24 08:00 to 11:30 12:00 to 17:00 12:00 to 17:00

Event:

11/23/24 12:00 to 17:00 12:00 to 17:00 12:00 to 17:00 800

<u> / / </u>	<u> : to : </u>	<u> : to : </u>	<u> : to : </u>	<u> </u>
<u> / / </u>	<u> : to : </u>	<u> : to : </u>	<u> : to : </u>	<u> </u>
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<u> / / </u>	<u> : to : </u>	<u> : to : </u>	<u> : to : </u>	<u> </u>

Breakdown:

11/23/24 17:00 to 18:30 : to : : to :

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

Historical Attendance from 2022, 2023

999

11. Number and type of auxiliary vehicles/ equipment:

n/a Watercraft n/a Aircraft n/a 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.

no

Include date and time:

 / / : to : : to :

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

no

14. Number of staff/ volunteer: 30

Uniform identification: T-shirts

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) ⁴ Certificate of Exemption # 59-6153263
- ☒ Nonprofit articles of incorporation, charter and mission statement
- ☐ Consent letter (event property): property owners on which special event location is held if not city owned
- ☐ Fire resistive rating certificates (tents, fabrics, etc.)
- ☐ Example of special event vendor permits provided
- ☒ Special event certificate of insurance- city as "additional insured" (if carnival, aircraft or watercraft rides are planned, need certificates from those vendors)
 - List certificates required: _____
- ☒ Alcohol liability certificate of insurance- city as "additional insured"
- ☐ Alcohol license (copy)
- ☒ Signed Conditions and Agreement Form

SPECIAL EVENTS FEES

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

15. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

Any private entity/ business(es) who are holding a function that impacts neighboring businesses/residents within the City limits and/or requires city services.

- ☐ **CLASS A:** \$300.00 per day (attendance: 1,001 and up per day) **Permit Filing Deadline: 60 days prior to event**
- ☒ **CLASS B:** \$100.00 per day (attendance: 101 - 1,000 per day) **Permit Filing Deadline: 60 days prior to event**
- ☐ **CLASS C:** \$50.00 per day (attendance: 1- 100 per day with limited impact on traffic and parking- events such as Weddings, Fishing tournaments with less than 40 boats, etc.) **Permit Filing Deadline: 30 days prior to event**

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

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT **DOES NOT** INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. **Organizers are required** to contact the City of Palatka Cultural Resources Department office at 386-326-2704 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS.

Acceptance of your application should in no way be construed as final approval or confirmation of your request.

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

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

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

Sec. 50-222. Indemnification/insurance; liquor liability insurance.

- (a) Prior to the issuance of a special event permit the applicant(s) shall execute an indemnification form which provides that the applicant(s) agrees to hold harmless and indemnify the city, its officers, agents and employees against any loss, damage, or expense (including all costs and reasonable attorney's fees) suffered by the city for:
 - (1) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty, or covenant made by the applicant(s) to the city as an inducement to the granting of the permit.
 - (2) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant on public property by applicant's agents, employees, invitee and/or any other persons.
- (b) At least seven days prior to the first day of any special event, the applicant shall furnish to the special events coordinator proof of liability insurance protection, in an amount of not less than \$1,000,000.00 per person for bodily injury or death, \$2,000,000.00 per occurrence for bodily injury or death and \$500,000.00 per occurrence for property damage, naming the city as "additional insured".
- (c) If alcoholic beverages are to be dispensed, served, sold or distributed at an outdoor event, the applicant(s) shall in addition provide liquor liability insurance in the amount of \$500,000.00 which shall name the city as additional insured.

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

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

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

- 1.) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty, or covenant made by the applicant(s) to the City of Palatka as an inducement to the granting of the permit.
- 2.) Any claims, suits, actions, damages, or cause of actions for any personal injury, loss of life, or damages to personal or real property sustained by reason of, result of, or by presence of the applicant(s) on public property by applicant's agents, employees, invitee, and/or any other persons.

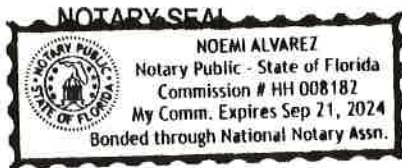
CERTIFICATION: I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS UNDER WHICH THE CITY OF PALATKA HAS GRANTED PERMISSION FOR USE OF THE AREA DEFINED ON PAGE ONE OF THIS APPLICATION FOR THE PURPOSE STATED HEREIN, AND AGREE TO BE BOUND BY SAME.


Signature of Applicant

9/16/2024
Date

State of Florida County of Putnam

The foregoing application is acknowledged before me this 16th day of September, 2024, by Christina Calderon, who is personally known to me, or who has/have produced personally known as identification.




Signature of Notary Public, State of Florida

APPLICATION APPROVED

Special Events Coordinator

Date

Chief of Police

Date

Special Events Vendor Requirements

1. A 12 foot clear area must be maintained in front of each vendor site. This clear area will allow for the passage of emergency response vehicles. *Assure there is at least a 12 foot clearance for emergency vehicles to be able to pass. All streets must remain open at all times. Make sure an apparatus can have a straight path and not have to zig zag around tents. Barricades can be used to close traffic, but no permanent blockages such as tents, vehicles, concession trailers, pools, etc.*
2. Temporary vendor tents and/or canopies of 200 square feet or less and without food preparation are exempt from fire retardant requirements. Tent stakes, guide ropes, etc. will be clearly marked with a visible warning, i.e. flag, barricade tape, or protective cap. *Protect from injuries by making sure there is some highly visible tape or protection cover over tent stakes.*
3. Temporary electrical cords and hoses will not cross any street and where crossing sidewalks, will be protected and pose no trip hazard. All electric will be GFIC protected. NFPA 70. *Make sure all cord connections are off the ground and protected by GFCI. If they have a cord or hose crossing a sidewalk, they need to tape it down or cover with a carpet to prevent trip hazards. If possible, run the cord overhead.*
4. A 44" accessible clear path maintained on all city sidewalks. FBC Ch.11. *Sometimes vendors pile boxes behind their tent. Make sure the public has at least a 44" clear path on the sidewalks.*
5. Generators will be located to the rear of a vendor space, have a fire extinguisher, and be sound deadened. *Make sure the generator has a muffler and well away from public and combustibles. Must have extinguisher. Make sure the gas can is stored in a safe place away from an ignition source.*

Food Vendors

1. All food vendors must have a minimum of a 2A-10BC fire extinguisher currently certified and tagged by a licensed extinguisher company (Tag showing inspection within 1 year of event date). *Same as a regular inspection tag check.*
2. Vendors deep frying, in addition to the ABC extinguisher, must also have a K-Class extinguisher currently certified and tagged by a licensed extinguisher company. *In addition to the ABC, they must have a K class. No K, no frying.*
3. Temporary vendor tents or canopies used for cooking or assembly must be fire retardant certified in accordance with NFPA 101, Sec. 10.3.1. *Check fire retardant label on the tent and on the side curtains.*
4. Concession trailers that are cooking food that produces grease laden vapors will also be required to have a hood and suppression system installed in accordance with NAPA 96. *If they want to cook meats inside a concession trailer, they must have a hood and suppression system. No exceptions.*
5. The Department of Business and Professional Regulation will inspect all vendors prior to opening for business. Event staff will coordinate the overall inspection time.

Exceptions:

- a. Non-profit organizations. The vendor must have a State of Florida Tax Exemptions Certificate, issued in the name of the vendor on site.
- b. Vendors selling food items not prepared on site, i.e. pre-packaged. *The exceptions a. and b. are only for state inspectors. All vendors must comply with the city's special event requirements.*

Vendor RV Camping

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

City of Palatka
Indemnification & Hold Harmless Agreement

The BUSINESS and/or INDIVIDUAL 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.

Christian Calderon
Signature of Applicant

Memorial Riverfront Park
Name of Facility being used

Christian Calderon
Print Name of Applicant

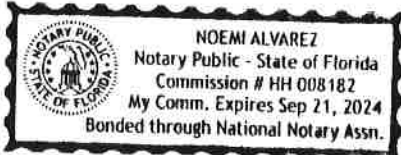
11/23/2024
Date of Use

State of Florida County of Putnam

The foregoing application is acknowledged before me this 16th day of September, 2024, by

Christian Calderon, who is personally known to me, or who has/have produced
personally known as identification.

NOTARY SEAL



Noemi Alvarez
Signature of Notary Public, State of Florida



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/17/2024

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

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

PRODUCER Hylant Group Inc 811 Madison Ave Toledo OH 43604	CONTACT NAME: Crystal Gleason	
	PHONE (A/C, No, Ext): 419-259-2710	FAX (A/C, No): 419-255-7557
Insured All Active US Rotary Clubs & Districts Rotary Club of Palatka Attn: Risk Management Dept. 1560 Sherman Avenue Evanston, IL 60201-3698	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Westchester Surplus Lines Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		
NAIC # 10172		

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

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER	Y	G73578917003	7/1/2024	7/1/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY	Y	G73578917003	7/1/2024	7/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB ☐ OCCUR ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$		Not applicable			EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N ☐ N/A	N/A	Not applicable			PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Certificate Holder is included as an additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER City of Palatka	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Judy K. Wilson
--	---

Craft Beer Tentative Schedule of Events

8:00-11:00 am

Setup team arrives

Ice Delivery

Tent Setup

Road Closures

Garbage Can Delivery

Vendor Set up

11:00 am

Emergency Personnel Arrival

Vendor and Tent Inspection

12:00 -1700

Event hours of operation

1700-1900

Breakdown event and cleanup

Palatka Craft Beer Festival – Palatka Riverfront Parking Plan

This festival intends to utilize the City surface parking lots and on-street parking for attendees labeled as “P” below.

The parking lot labeled as “Vendor” will be utilized for staff and vendors. These lots are to be coned off. Access will be maintained to the 100 block for residents and business owners during the event.



CINCINNATI OH 45999-0038

In reply refer to: 0255881240
Sep. 09, 2020 LTR 4168C 0
59-6153263 000000 00
00013975
BODC: TE


ROTARY INTERNATIONAL
PALATKA ROTARY CLUB
% CARL JOHNSON
PO BOX 91
PALATKA FL 32178

013762

Employer ID number: 59-6153263
Form 990 required: Yes

Dear Taxpayer:

We're responding to your request dated Sep. 01, 2020, about your tax-exempt status.

We issued you a determination letter in February, 1952, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(4).

Because you're not an organization described in IRC Section 170(c), donors can't deduct contributions they make to you. You should advise your contributors that their contributions to you aren't deductible.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

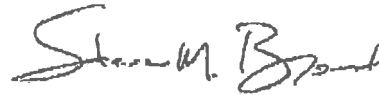
If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

0255881240
Sep. 09, 2020 LTR 4168C 0
59-6153263 000000 00
00013976

ROTARY INTERNATIONAL
PALATKA ROTARY CLUB
% CARL JOHNSON
PO BOX 91
PALATKA FL 32178

Sincerely yours,



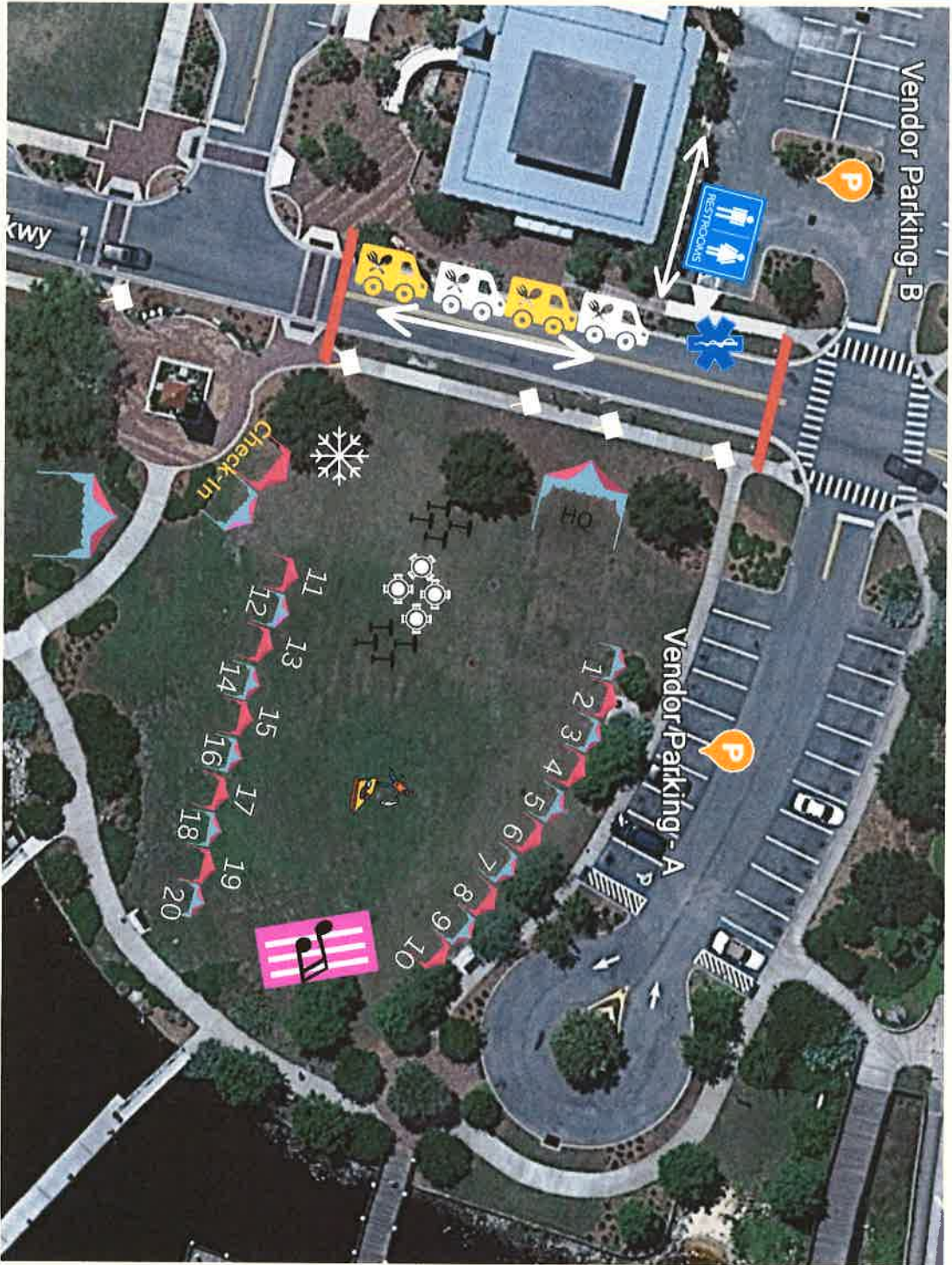
Steve M. Brown, Operations Manager
Operations 3-CIN



Event Day Info

Key

- Road Closed
- Food Truck
- Restrooms
- Tables
- Cornhole
- Ice for vendors
- EMS
- Signage



ADOPT RESOLUTION 2024-R-202 granting a special events permit to Blue Crab Productions for Artist Event to be held on November 30th

STAFF REPORT

DATE: October 14, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Blue Crab Productions is requesting road closures, amplified sound and alcohol permits.

BACKGROUND

Arts & Crafts, music, and alcohol sales

PROJECT ANALYSIS

Special events team met. During discussions with the Special Events Staff, the applicant advised they do not have a license from DBPR for alcohol sales at the event. It was determined not to move forward with that request. Staff recommends approval for the remaining requests.

Staff Recommendation

ADOPT RESOLUTION

ATTACHMENTS

1.	2024-r-202
2.	Artist event 11/30/2024_application

RESOLUTION NO. 2024-R-202

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
GRANTING A SPECIAL EVENTS PERMIT TO BLUE CRAB
PRODUCTIONS FOR ARTIST EVENT; SETTING FORTH
THE PROVISIONS OF THE PERMIT; AND GRANTING
PERMISSION FOR ROAD CLOSURES; DENYING
ALCOHOL SALES; AND PROVIDING FOR SCRIVENER’S
ERRORS**

WHEREAS, Erin Hewes with Blue Crab Productions has made an application to the City of Palatka for a special event permit for Artist Event;

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 Artist Event is hereby granted to Blue Crab Productions with the following provisions and stipulations:

- a.** A Class “B” Special Events Permit is hereby granted for the event to be held on November 30th during the hours provided in the application.
- b.** Road closures of Saint John’s Ave. from Memorial Parkway to 2nd St. and Memorial to Reid St., on the date and time as noted on the Permit Application.
- c.** Alcohol sales as requested on the application are denied.

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 10th day of October 2024.

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY



Date Received: 8-23-24

Permit Classification: B

APPLICATION FOR SPECIAL EVENT

1. Primary Contact: Erin Hewes
Address: 117 N 2nd St Email: erin@bluecrabproductionsllc.com
Phone: 386 916 7867
2. Secondary Contact: Jeremy Alexander
Address: 117 N 2nd St Email: jeremy@dhclawyers.com
Phone: 386 972 7011
3. Event Sponsor/Organization: Blue Crab Productions

Attach a certificate of Tax Exemption if applicable.

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

arts & crafts, music, alcohol

6. Event Location (911 Address): Riverfront Park

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

<u>St. Johns Ave</u>	from	<u>Memorial Pky</u>	to	<u>2nd St.</u>
<u>Memorial Pkwy</u>	from	<u>Reid St.</u>	to	<u>2nd St. St. Johns</u>
<u>Memorial Pkwy</u>	from	<u>Reid St.</u>	to	<u>2nd St.</u>
	from		to	
	from		to	
	from		to	
	from		to	
	from		to	
	from		to	

8. Onsite representatives during the event:

Name: Erin Hewes

Cell Phone: ³⁸⁶9167867

Name: _____

Cell Phone: _____

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

Date(s) of Event: Hours: Amplified Sound: Alcohol: Attendance

Setup:

11/30/24 8a to 10a : to : : to :

Event:

11/30/24 10a to 7p 10a to 11a 10a to 7p _____

_____/_____/_____ : to : : to : : to : _____

_____/_____/_____ : to : : to : : to : _____

_____/_____/_____ : to : : to : : to : _____

_____/_____/_____ : to : : to : : to : _____

_____/_____/_____ : to : : to : : to : _____

_____/_____/_____ : to : : to : : to : _____

Breakdown:

11/30/24 7p to 9p : to : : to :

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

500

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.

No

Include date and time:

_____/_____/_____ : to : : to :

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

N/A

14. Number of staff/ volunteer: 8 Uniform identification: lan yard

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.

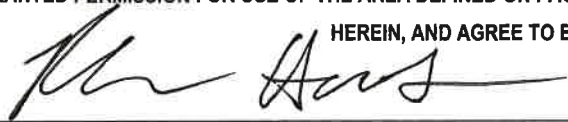
(Ord. No. 10-34, I(Exh. 1), 12-9-2010)

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.



Signature of Applicant

8/23/24
Date

State of Florida County of Putnam

The foregoing application is acknowledged before me this 23 day of August, 2024, by R. Erin Hewes, who is personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL



PETER WILLOTT
Notary Public
State of Florida
Comm# HH349690
Expires 1/12/2027



Signature of Notary Public, State of Fla.

APPLICATION APPROVED

Special Events Coordinator

Date

Chief of Police

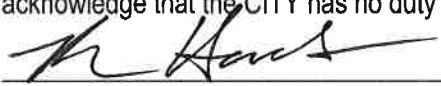
Date

City of Palatka
Indemnification & Hold Harmless Agreement

The BUSINESS and/or INDIVIDUAL 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	<u>River front Park</u> _____ Name of Facility being used
<u>R. Erin Hewes</u> _____ Print Name of Applicant	<u>11/30/24</u> _____ Date of Use

State of Florida County of Putnam

The foregoing application is acknowledged before me this 23 day of August, 2021, by R. Erin Hewes, who is personally known to me, or who has/have produced _____ as identification.

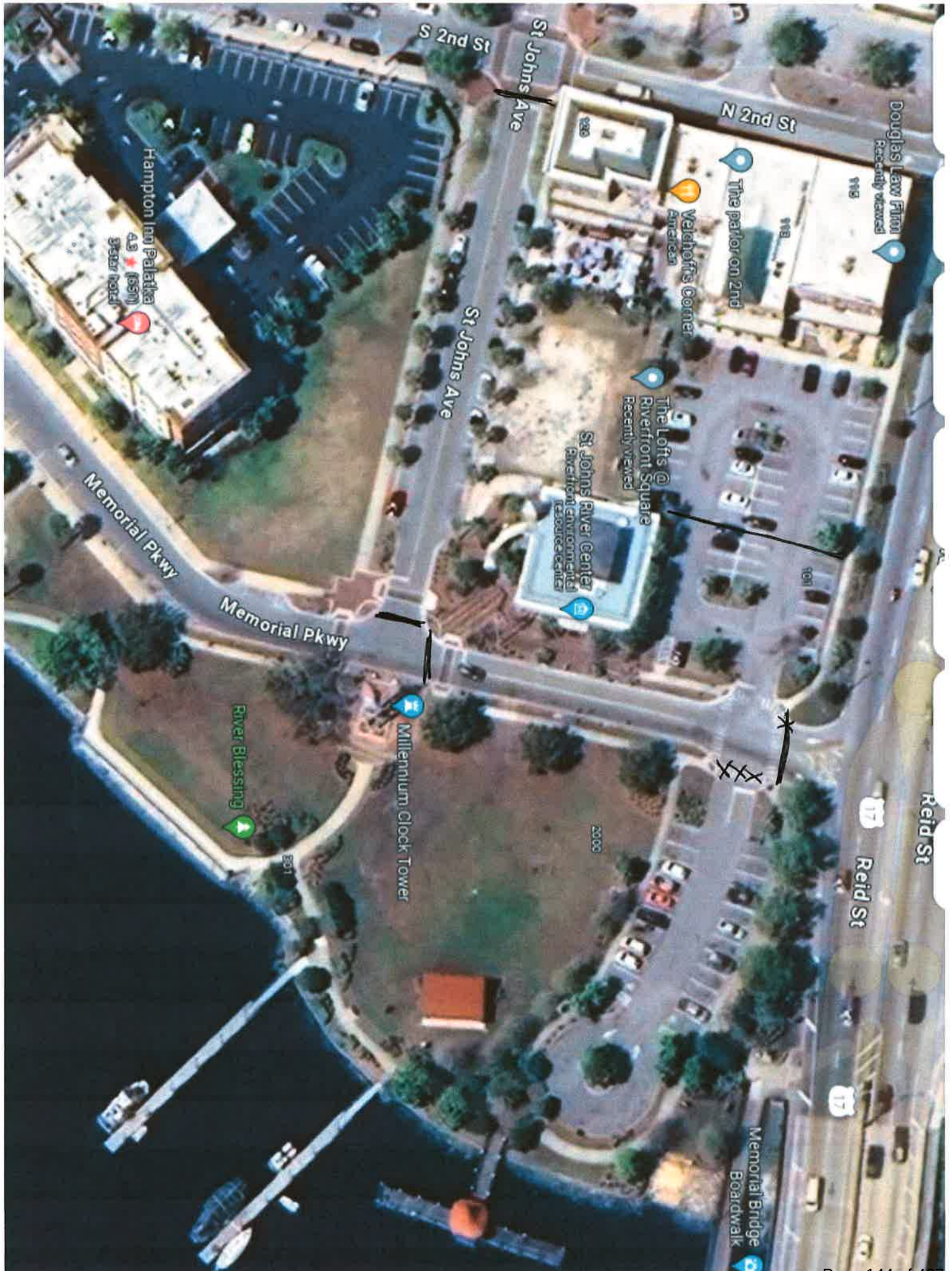
NOTARY SEAL



PETER WILLOTT
Notary Public
State of Florida
Comm# HH349690
Expires 1/12/2027



Signature of Notary Public, State of Fla



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

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT **DOES NOT** INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. **Organizers are required** to contact the City of Palatka Cultural Resources Department office at 386-326-2704 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS.

Acceptance of your application should in no way be construed as final approval or confirmation of your request.

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

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

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

Sec. 50-222. Indemnification/insurance; liquor liability insurance.

- (a) Prior to the issuance of a special event permit the applicant(s) shall execute an indemnification form which provides that the applicant(s) agrees to hold harmless and indemnify the city, its officers, agents and employees against any loss, damage, or expense (including all costs and reasonable attorney's fees) suffered by the city for:
 - (1) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty, or covenant made by the applicant(s) to the city as an inducement to the granting of the permit.
 - (2) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant on public property by applicant's agents, employees, invitee and/or any other persons.
- (b) At least seven days prior to the first day of any special event, the applicant shall furnish to the special events coordinator proof of liability insurance protection, in an amount of not less than \$1,000,000.00 per person for bodily injury or death, \$2,000,000.00 per occurrence for bodily injury or death and \$500,000.00 per occurrence for property damage, naming the city as "additional insured".
- (c) If alcoholic beverages are to be dispensed, served, sold or distributed at an outdoor event, the applicant(s) shall in addition provide liquor liability insurance in the amount of \$500,000.00 which shall name the city as additional insured.

Special Events Vendor Requirements

1. A 12 foot clear area must be maintained in front of each vendor site. This clear area will allow for the passage of emergency response vehicles. **Assure there is at least a 12 foot clearance for emergency vehicles to be able to pass. All streets must remain open at all times. Make sure an apparatus can have a straight path and not have to zig zag around tents. Barricades can be used to close traffic, but no permanent blockages such as tents, vehicles, concession trailers, pools, etc.**
2. Temporary vendor tents and/or canopies of 200 square feet or less and without food preparation are exempt from fire retardant requirements. Tent stakes, guide ropes, etc. will be clearly marked with a visible warning, i.e. flag, barricade tape, or protective cap. **Protect from injuries by making sure there is some highly visible tape or protection cover over tent stakes.**
3. Temporary electrical cords and hoses will not cross any street and where crossing sidewalks, will be protected and pose no trip hazard. All electric will be GFIC protected. NFPA 70. **Make sure all cord connections are off the ground and protected by GFCI. If they have a cord or hose crossing a sidewalk, they need to tape it down or cover with a carpet to prevent trip hazards. If possible, run the cord overhead.**
4. A 44" accessible clear path maintained on all city sidewalks. FBC Ch.11. **Sometimes vendors pile boxes behind their tent. Make sure the public has at least a 44" clear path on the sidewalks.**
5. Generators will be located to the rear of a vendor space, have a fire extinguisher, and be sound deadened. **Make sure the generator has a muffler and well away from public and combustibles. Must have extinguisher. Make sure the gas can is stored in a safe place away from an ignition source.**

Food Vendors

1. All food vendors must have a minimum of a 2A-10BC fire extinguisher currently certified and tagged by a licensed extinguisher company (Tag showing inspection within 1 year of event date). **Same as a regular inspection tag check.**
2. Vendors deep frying, in addition to the ABC extinguisher, must also have a K-Class extinguisher currently certified and tagged by a licensed extinguisher company. **In addition to the ABC, they must have a K class. No K, no frying.**
3. Temporary vendor tents or canopies used for cooking or assembly must be fire retardant certified in accordance with NFPA 101, Sec. 10.3.1. **Check fire retardant label on the tent and on the side curtains.**
4. Concession trailers that are cooking food that produces grease laden vapors will also be required to have a hood and suppression system installed in accordance with NAPA 96. **If they want to cook meats inside a concession trailer, they must have a hood and suppression system. No exceptions.**
5. The Department of Business and Professional Regulation will inspect all vendors prior to opening for business. Event staff will coordinate the overall inspection time.

Exceptions:

- a. Non-profit organizations. The vendor must have a State of Florida Tax Exemptions Certificate, issued in the name of the vendor on site.
- b. Vendors selling food items not prepared on site, i.e. pre-packaged. **The exceptions a. and b. are only for state inspectors. All vendors must comply with the city's special event requirements.**

Vendor RV Camping

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

ANTI-HUMAN TRAFFICKING AFFIDAVIT

I, R. Erin Hewes, on behalf of

(Name of Company/Individual/Organization/Association/Non-governmental entity)

hereby attest under penalty of perjury that our organization does not use coercion of labor or services, as defined in Fla. Stat. 787.06, in any part of the operation of our organization.

R. E. Hewes

Signature

8/23/24
Date

R. ERin Hewes

Print Name

Director

Title – must be an officer or a

Representative of the nongovernmental entity

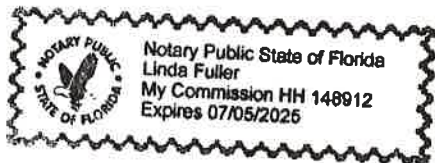
STATE OF FLORIDA
COUNTY OF PUTNAM

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this 13 day of Sep, by Erin Hewes, to me personally known to be the person described in and who executed the foregoing instrument, or who produced appropriate identification, and acknowledged before me the execution of same.

Linda Fuller

Notary Public

My commission expires:



ADOPT RESOLUTION 2024-R-211 granting a special events permit to Community Affairs / Commissioner Jones for Break the Silence, Stop the violence Event to be held on October 19, 2024

STAFF REPORT

DATE: October 14, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Communtiy Affairs / Commissioner Jones is requesting amplified sound and road closures for an event to be held on October 19th.

BACKGROUND

The event will have a DJ, food trucks, vendors, bounce houses, city leaders will speak about gun violence, guest speakers

PROJECT ANALYSIS

Special events team met and agreed upon request.

Staff Recommendation

ADOPT RESOLUTION

ATTACHMENTS

1.	2024-r-211
2.	Break the silence, Stop the violence event 10/19/2024_application

RESOLUTION NO. 2024-R-211

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
GRANTING A SPECIAL EVENTS PERMIT TO
COMMUNITY AFFAIRS / COMMISSIONER JONES FOR
BREAK THE SILENCE, STOP THE VIOLENCE EVENT;
SETTING FORTH THE PROVISIONS OF THE PERMIT;
AND GRANTING PERMISSION FOR ROAD CLOSURES;
AND PROVIDING FOR SCRIVENER’S ERRORS**

WHEREAS, Community Affairs/ Commissioner Jones has made an application to the City of Palatka for a special event permit for Break the Silence, Stop the Violence Event to be held on October 19, 2024;

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 Break the Silence, Stop the Violence Event is hereby granted to Community Affairs / Commissioner Jones with the following provisions and stipulations:

- a.** A Class “B” Special Events Permit is hereby granted for the event to be held on 19th day of October 2024 during the hours provided in the application.
- b.** Road closures of Memorial Parkway from Reid St. to Laurel St. on the date and time as noted on the Permit Application.

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

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this 14th day of October 2024.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

Date Received: 10/3/24

Permit Classification: B

APPLICATION FOR SPECIAL EVENT

1. Primary Contact: Jessica Cruz
 Address: 1900 Napoleon St Email: Jcruz@palatka-fl.gov
 Phone: 386-213-0948
2. Secondary Contact: Commissioner Will Jones
 Address: _____ Email: wjones@palatka-fl.gov
 Phone: _____
3. Event Sponsor/Organization: City of Palatka Community Affairs
 Attach a certificate of Tax Exemption if applicable.
4. Name of Event: Community Day
5. Description of Event (event activities, such as concerts, street dances, races, contests/competitions, regattas, arts/crafts displays, still motion picture production, etc.):
DJ -
Bounce House's 4-5 food trucks
foam party guests speakers
6-10 vendors Face painting & balloons
6. Event Location (911 Address): _____
7. Road Closures: ex. St. Johns Avenue from First Street to Second Street
Memorial from Reid to Laurel
 _____ from _____ to _____
 _____ from _____ to _____
 _____ from _____ to _____
 _____ from _____ to _____
 _____ from _____ to _____
 _____ from _____ to _____
 _____ from _____ to _____

8. Onsite representatives during the event:

Name: Commissioner Jones 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:

10/19/24 ____ to ____ ____ to ____ ____ to ____

Event:

10/19/24 2 to 6 2 to 6 ____ to ____

____/____/____ ____ to ____ ____ to ____ ____ to ____

____/____/____ ____ to ____ ____ to ____ ____ to ____

____/____/____ ____ to ____ ____ to ____ ____ to ____

____/____/____ ____ to ____ ____ to ____ ____ to ____

____/____/____ ____ to ____ ____ to ____ ____ to ____

____/____/____ ____ to ____ ____ to ____ ____ to ____

Breakdown:

10/19/24 6 to 7 ____ to ____ ____ to ____

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

100 - 200

11. Number and type of auxiliary vehicles/ equipment: Ø

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

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

NONE

Include date and time:

____/____/____ ____ to ____ ____ to ____

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

14. Number of staff/ volunteer: _____ 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 # _____
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SPECIAL EVENTS FEES

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

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 - (2) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant on public property by applicant's agents, employees, invitee and/or any other persons.
- (b) At least seven days prior to the first day of any special event, the applicant shall furnish to the special events coordinator proof of liability insurance protection, in an amount of not less than \$1,000,000.00 per person for bodily injury or death, \$2,000,000.00 per occurrence for bodily injury or death and \$500,000.00 per occurrence for property damage, naming the city as "additional insured".
- (c) If alcoholic beverages are to be dispensed, served, sold or distributed at an outdoor event, the applicant(s) shall in addition provide liquor liability insurance in the amount of \$500,000.00 which shall name the city as additional insured.

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

(Ord. No. 10-34, I(Exh. 1), 12-3-2010)

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

- 1.) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty, or covenant made by the applicant(s) to the City of Palatka as an inducement to the granting of the permit.
- 2.) Any claims, suits, actions, damages, or cause of actions for any personal injury, loss of life, or damages to personal or real property sustained by reason of, result of, or by presence of the applicant(s) on public property by applicant's agents, employees, invitee, and/or any other persons.

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



Signature of Applicant

10/03/2024

Date

State of Florida County of Putnam

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

NOTARY SEAL





Signature of Notary Public, State of Florida

APPLICATION APPROVED

Special Events Coordinator

Date

Chief of Police

Date

Special Events Vendor Requirements

1. A 12 foot clear area must be maintained in front of each vendor site. This clear area will allow for the passage of emergency response vehicles. Assure there is at least a 12 foot clearance for emergency vehicles to be able to pass. All streets must remain open at all times. Make sure an apparatus can have a straight path and not have to zig zag around tents. Barricades can be used to close traffic, but no permanent blockages such as tents, vehicles, concession trailers, pools, etc.
2. Temporary vendor tents and/or canopies of 200 square feet or less and without food preparation are exempt from fire retardant requirements. Tent stakes, guide ropes, etc. will be clearly marked with a visible warning, i.e. flag, barricade tape, or protective cap. Protect from injuries by making sure there is some highly visible tape or protection cover over tent stakes.
3. Temporary electrical cords and hoses will not cross any street and where crossing sidewalks, will be protected and pose no trip hazard. All electric will be GFCI protected. NFPA 70. Make sure all cord connections are off the ground and protected by GFCI. If they have a cord or hose crossing a sidewalk, they need to tape it down or cover with a carpet to prevent trip hazards. If possible, run the cord overhead.
4. A 44" accessible clear path maintained on all city sidewalks. FBC Ch.11. Sometimes vendors pile boxes behind their tent. Make sure the public has at least a 44" clear path on the sidewalks.
5. Generators will be located to the rear of a vendor space, have a fire extinguisher, and be sound deadened. Make sure the generator has a muffler and well away from public and combustibles. Must have extinguisher. Make sure the gas can is stored in a safe place away from an ignition source.

Food Vendors

1. All food vendors must have a minimum of a 2A-10BC fire extinguisher currently certified and tagged by a licensed extinguisher company (Tag showing inspection within 1 year of event date). Same as a regular inspection tag check.
2. Vendors deep frying, in addition to the ABC extinguisher, must also have a K-Class extinguisher currently certified and tagged by a licensed extinguisher company. In addition to the ABC, they must have a K class. No K, no frying.
3. Temporary vendor tents or canopies used for cooking or assembly must be fire retardant certified in accordance with NFPA 101, Sec. 10.3.1. Check fire retardant label on the tent and on the side curtains.
4. Concession trailers that are cooking food that produces grease laden vapors will also be required to have a hood and suppression system installed in accordance with NAPA 96. If they want to cook meats inside a concession trailer, they must have a hood and suppression system. No exceptions.
5. The Department of Business and Professional Regulation will inspect all vendors prior to opening for business. Event staff will coordinate the overall inspection time.

Exceptions:

- a. Non-profit organizations. The vendor must have a State of Florida Tax Exemptions Certificate, issued in the name of the vendor on site.
- b. Vendors selling food items not prepared on site, i.e. pre-packaged. The exceptions a. and b. are only for state inspectors. All vendors must comply with the city's special event requirements.

Vendor RV Camping

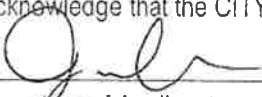
1. Temporary camping with motor homes, 5th wheels, and travel trailers is permitted in coordination with the event staff. No tent camping is allowed.
2. Under NO circumstances will any gray or black water be dumped, except into a proper disposal facility (At this time, the City of Palatka does not have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

City of Palatka
Indemnification & Hold Harmless Agreement

The BUSINESS and/or INDIVIDUAL 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

Downtown River Front

Name of Facility being used

Jessica Cruz

Print Name of Applicant

10/03/2024

Date of Use

State of _____ County of _____

The foregoing application is acknowledged before me this _____ day of _____, 20____, by _____, who is personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL

Signature of Notary Public, State of _____

ANTI-HUMAN TRAFFICKING AFFIDAVIT

I, Jessica Cruz, on behalf of
City of Palatka

(Name of Company/Individual/Organization/Association/Non-governmental entity)

hereby attest under penalty of perjury that our organization does not use coercion of labor or services, as defined in Fla. Stat. 787.06, in any part of the operation of our organization.

[Signature]

Signature

10/03/2024

Date

Jessica Cruz

Print Name

admin asst. 2

Title – must be an officer or a

Representative of the nongovernmental entity

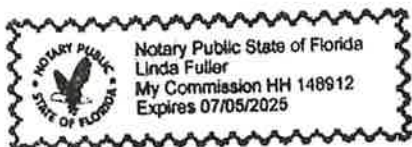
STATE OF FLORIDA
COUNTY OF PUTNAM

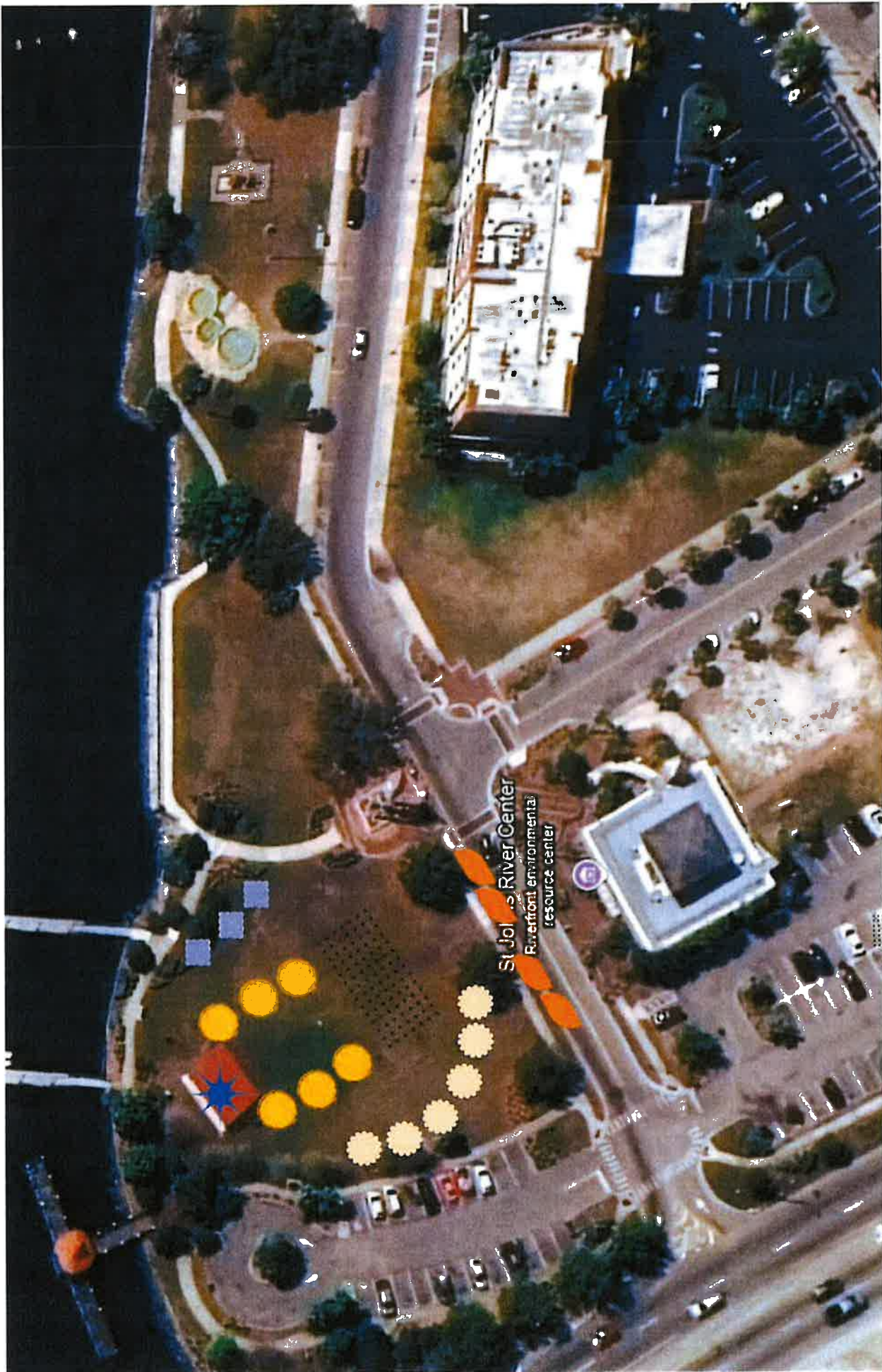
The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 10 day of oct, by Jessica Cruz, to me personally known to be the person described in and who executed the foregoing instrument, or who produced appropriate identification, and acknowledged before me the execution of same.

[Signature]

Notary Public

My commission expires:





Seating/ lawn charis

Kids area

D-9

Food trucks

Vendors

Stage



DISCUSSION/DIRECTION: City Manager Search

STAFF REPORT

DATE: October 14, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Please see the attached analysis.

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

Provide guidance to Staff.

ATTACHMENTS

1.	City Manager Seach Outline mgc
2.	City Manager JOB DESCRIPTION

ROBERTA M. CORREA
MAYOR-COMMISSIONER

TAMMIE McCASKILL
COMMISSIONER

JUSTIN R. CAMPBELL, SR.
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER



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

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

JANE WEST, ESQ.
CITY ATTORNEY

SUNNI KRANTZ, CMC
CITY CLERK

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT.

CITY MANAGER SEARCH OUTLINE

PHASE I	DATES	FUNCTION
	OCTOBER 2024	PREPARATION AND DEVELOPMENT
		CREATE BROCHURE ADVERTISING THE CITY OF PALATKA
		COMMISSION INPUT

The City Manager Search will commence with the development of a brochure aimed at attracting potential candidates to our city, with the Commission offering input on the information to be included in the brochure.

PHASE II	DATES	FUNCTION
	NOVEMBER - DECEMBER 2024	PLACE ADS FLC, ICMA, FCCMA, CITY WEBSITE, NEWSPAPER, JAX, ORLANDO, TALLAHASSEE
		FORM A COMMUNITY ADVISORY GROUP (10)

The Human Resource department will start promoting the City Manager position through the channels outlined above. We will also be communicating to the public to complete a request form if they are interested in joining the Community Advisory Board. Members will be chosen at random from the pool of submitted requests.

PHASE III	DATES	FUNCTIONS
	JANUARY 2025	APPLICANT SCREENING
		ZOOM INTERVIEWS
		SHORTLIST CREATION

During phase III, we will begin the applicant screening process and conduct interviews for eligible candidates. These interviews will be conducted via Zoom and open to the Community Advisory Board, giving citizens' representatives the opportunity to listen to the candidates as they provide information to the Commissioners. Throughout this period, we will compile a shortlist of the final candidates for consideration.

201 N. 2nd STREET ▪ PALATKA, FLORIDA ▪ 32177

PHONE: 386-329-0100

www.palatka-fl.gov

FAX: 386-329-0106

PHASE IV	DATES	FUNCTIONS
	FEBRUARY 2025	IN PERSON INTERVIEWS
		COMMUNITY ADVISORY COMMITTEE, COMMISSION, AND DEPARTMENT HEADS MEET AND GREET CANDIDATES

After we finalize the shortlist, we will start setting up in-person interviews for the chosen candidates. Additionally, we plan to organize a casual meet-and-greet Q&A session for the community advisory committee, department heads, and Commissioners to foster better communications in a relaxed environment.

The Commission will have the opportunity to meet the selected candidates during the meet-and-greet session, where they can ask questions and receive answers. The Commissioners will determine who will be the City Manager.

PHASE V	DATES	FUNCTIONS
	MARCH 2025	PLACEMENT OF CITY MANAGER

"This candidate will be chosen for the role of City Manager."



Job Title: City Manager
Department: Administration
FLSA: Exempt
Pay Grade: G23
Effective: September 2021
Revised: September 2021

Position Summary Essential Duties and Responsibilities:

Under general policy guidance from the City Commission, plans, organizes, integrates, fiscally controls directs, administrator, reviews and evaluates the activities, operations, programs, and services of the City of Palatka. Serves as the top appointed administrator in the City, responsible for carrying out the policies and programs determined by the elected City Commission. Ensures development and execution of budget; ensures City government operations and functions effectively serve the needs of Palatka residents and other stakeholders, while complying with applicable laws and regulations; and performs related duties as assigned by the City Commission.

Position Summary Essential Duties and Responsibilities:

The City Manager is appointed by the City Commission and serves as the chief administrator of Palatka municipal government. The duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position of the work is similar, related of a logical assignment.

- Plans, organizes, controls, integrates, and evaluates the work of all City departments to ensure that operations and services comply with the policies and direction set by the City Commission and with all applicable laws and regulations; develops and recommends adoption of the annual budget and other business, infrastructure and resource plans; directs the development of the capital improvement plan budget for approval by the Commission; monitors the implementation of adopted budgets.
- Plans and evaluates management staff performance; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognizes performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's personnel rules and policies.
- Provides leadership to develop and retain highly competent, public service-oriented staff through selection, compensation, training, and day to day management practices that support the City's mission, operating plans and objectives.
- Assess community and citizen needs and ensures objectives and priorities are focused on meeting those needs effectively, efficiently and with high quality municipal services;



directs development and implementations of initiatives for service quality improvement; provides day to day leadership to ensure a high performance, service-oriented work environment consistent with sound management principles.

- Work closely with the City Commission, a variety of public, private and community organizations and citizen groups in developing and implementing programs to achieve City priorities and solve community problems; directs and coordinates preparation of analyses and recommendations on public policy issues and on long range plans for City services; develops and coordinates proposals for actions on current and future City needs; represents the City and works closely with appointed boards, committees and public and private officials to achieve 3 planned action and results.
- Develops Commission meeting agenda with Mayor; attends and participate in all City Commission meetings.
- Interprets City Commission instructions and request; makes interpretations of City ordinances, codes, and applicable laws and regulations to ensure compliance.
- Directs and oversees the preparations of a wide variety of reports and presentation of press releases and, materials for dissemination to the media and the public; maintains effective relationships with the media.
- Directs and oversees the creation and maintenance of comprehensive, effective human resources management programs, policies and systems consistent with the City's Commission's guidance; directs and monitors the City's labor negotiations an labor programs and initiatives; directs the improvement of management systems, process and measurement techniques to improve City operations and effectiveness.
- Participates in regional, state, and national meetings and conferences to stay abreast of trends and technology related to municipal programs and operations.
- Participate in professional and community organization on behalf of the city and as part of the City's public affairs program and maintains good working relationship with key community constituencies.
- Provides personal leadership for projects and programs that are highly sensitive, political, or controversial.

Knowledge, Skills and Abilities:

- Plan, integrate and direct a broad rife of complex municipal services and programs.
- Define public policy, management, and operational issues.
- Presents proposals and recommendations clearly and logically in public meeting.
- Understand, interpret, explain, and apply city, state and federal laws and regulations governing in conduct of City operations.
- Evaluate, develop, and implement management systems, policies and controls, exercise expert, independent judgment with general policy guidelines.



- Prepare clear, concise, and comprehensive correspondence, reports and other written material; establish and maintain effective working relationship with the City Commission, all levels of City management, other governmental officials, community and civic organizations, employee organizations, employees, the media and the public.
- Exercise tact and diplomacy in dealing with highly sensitive political, public policy, community and employee issues and situations.
- Principles and practices of organization design and development, long range planning, public administration, public financing, municipal budgeting, financial administration, program, and policy formulation, purchasing and maintenance of public records.
- Applicable state and federal laws and regulations governing the administration and operation of a municipal agency.
- City functions and associated management, financial and public policy issued, organization and functions of an elected City Commission.
- and practices of sound business communications; techniques of effective public relations.
- XXX

Education and/or Experience:

- Graduation from a four-year college or university and at least ten years or a combination of education and progressively responsible experience in management or administration.
- .
- Florida Driver's License to be obtained within 6 months of hire date.

Environment & Physical Requirements

- The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meeting and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.



Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this class, the employee is regularly required to use written and oral communications skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret situations; use mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with City Commission, City management, public and private officials, City Staff, civic and community groups, media representative, and the public.
- The employee works under typical office conditions, and the noise level is usually quiet.
- Applications shall consist of a resume with a signed cover letter outlining qualifications, a list of three (3) professional references and a salary history and requirements, and a signed Background Search Release Form/Drug Testing Consent Form (see Attached Files).

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel in this position.

An individual must be able to perform the essential functions of the job with or without reasonable accommodation. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

ADOPT RESOLUTION 2024-R-209 incorporating a policy regarding the acceptable use of City-owned IT equipment into the City's e-mail and internet policy (Appendix 19 of the Personnel Policy)

STAFF REPORT

DATE: October 14, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The City's contracted IT provider has recommended language regarding acceptable use of city-owned IT equipment.

BACKGROUND

The City of Palatka Appendix 19, which details the rules for using the organization's email and internet, lacked specific guidelines for the acceptable use of city-owned IT equipment. Inspired Technologies conducted a thorough review and sent a draft for staff review, ensuring that all equipment usage conditions were clearly documented in the policy. The revised policy now covers computer access control, clear desk and screen guidelines, company password standards, off-site work, mobile storage devices, software usage, antivirus protection, telephony equipment usage, contract/employment termination, and monitoring and filtering.

PROJECT ANALYSIS

The document that follows is the document recommended by the City's IT professionals, with language from the current Appendix 19 inserted into the document. The highlighted language is the current policy.

Staff Recommendation

Review the proposed policy and provide feedback. Provide direction to bring back a revised Appendix 19 for approval at the next Commission meeting.

ATTACHMENTS

1.	IT ACCEPTABLE USE POLICY RESOLUTION
2.	IT Acceptable Use Policy - City of Palatka

RESOLUTION 2024-R-209

**A RESOLUTION OF THE CITY COMMISSION OF THE
CITY OF PALATKA INCORPORATING THE PROPOSED
INFORMATION TECHNOLOGY ACCEPTABLE USE
POLICY TO APPENDIX 19 OF THE PERSONNEL POLICY,
AND PROVIDING FOR SCRIVENER’S ERRORS**

WHEREAS, the City of Palatka adopted the Personnel Rules and Regulations dated May 9, 1986 and subsequently at different dates adopted revisions:

WHEREAS, the City of Palatka finds that it is important for the city to amend Appendix 19 of the personnel policy implemented for all employees and

WHEREAS, the City of Palatka finds the need to provide a Information Technology (IT) acceptable use policy that would incorporate all areas of internet an email security.

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

1. the IT Acceptable Use Policy is hereby adopted and incorporated into Appendix 19, Internet and E-Mail , of the City of Palatka Personnel Rules and Regulations;
2. the policy is hereby adopted as revisions into the City of Palatka Personnel Rules and Regulations;
3. the City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this Resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 10th day of October 2024.

CITY OF PALATKA

By: MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

POLICIES AND PROCEDURES MANUAL

Internet, E-Mail, and Acceptable Use of City-owned Equipment

City of Palatka

Appendix 19

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1. Purpose and Scope

The purpose of this document is to set forth the ground rules for successful information systems environment within the City. Within this document are policies, guidelines, and procedures that are to be followed when using City computer systems.

This Acceptable Use Policy covers the security and use of all City of Palatka information and IT equipment. It also includes the use of email, internet, voice and mobile IT equipment. This policy applies to all City of Palatka employees, contractors and agents (hereafter referred to as 'individuals').

This policy applies to all information, in any form, relating to City of Palatka business activities worldwide, and to all information handled by City of Palatka relating to other organizations with whom it deals. It also covers all IT and information communications facilities operated by City of Palatka or on its behalf.

Adherence to the policies, guidelines, and procedures set forth within this manual is mandatory for all employees and computer system users. Employees are subject to disciplinary action, up to and including termination of employment, for violation of said policies, guidelines, and procedures.

2. Computer Access Control – Individual's Responsibility

Access to the City of Palatka IT systems is controlled using User IDs, passwords and/or tokens. All User IDs and passwords are to be uniquely assigned to named individuals and consequently, individuals are accountable for all actions on the City of Palatka IT systems.

Individuals must not:

- Allow anyone else to use their user ID/token and password on any City of Palatka IT system.
- Leave their user accounts logged in at an unattended and unlocked computer.
- Use someone else's user ID and password to access City of Palatka IT systems.
- Leave their password unprotected (for example writing it down).
- Perform any unauthorized changes to City of Palatka IT systems or information.
- Attempt to access data that they are not authorized to use or access.
- Exceed the limits of their authorization or specific business need to interrogate the system or data.
- Connect any non-City of Palatka authorized device to the City of Palatka network or IT systems.
- Store City of Palatka data on any non-authorized City of Palatka equipment.
- Give or transfer City of Palatka data or software to any person or organization outside City of Palatka without the authority of City of Palatka.

Directors, Managers and Leads must ensure that individuals are given clear direction on the extent and limits of their authority in regard to IT systems and data.

3. Internet and email Conditions of Use

Internet access and E-mail services will be provided only to those users who are approved by their department head as having a legitimate business need for access. Each employee furnished Internet access or E-mail services must certify that they have read and understand this policy statement.

All employees of the City of Palatka will observe proper business etiquette while using the Internet and E-mail. It is essential for each user to recognize their responsibility in having access to vast services, sites, systems and people. The users are ultimately responsible for their own actions in accessing network services and E-mail. The use of the Internet network and E-mail is a privilege, not a right, which may be revoked at any time for abusive conduct. Such conduct includes the placing of unlawful information on a system, the use of abusive or otherwise objectionable language or material in either the public or private messages, the sending of messages that are likely to result in the loss of recipient's work or systems and any other types of use which would cause congestion of the networks or otherwise interfere with the work of others. Internet abuse will result in disciplinary action, up to and including termination of employment.

Use of City of Palatka internet and email is intended for business use. Incidental personal use of E-mail or Internet is acceptable, so long as such use does not result in additional cost or liability, interfere with business productivity or performance, pose additional risk to security, reliability or privacy, or conflict with any city policy or work rule. Personal usage should generally conform to limits typically associated with personal phone calls. Personal use is permitted where such use does not affect the individual's business performance, is not detrimental to City of Palatka in any way, not in breach of any term and condition of employment and does not place the individual or City of Palatka in breach of statutory or other legal obligations.

All individuals are accountable for their actions on the internet and email systems.

Any obscene or suggestive messages or messages which contain offensive graphical images received by an employee on a City computer over the Internet or by E-mail should be deleted immediately. However, if any such message was sent by another city employee, the message should be reported to a supervisor prior to deletion.

Individuals must not:

- Use the internet or email for the purposes of harassment or abuse.
- Commit any crime using the Internet or E-mail
- Mount an attack on the security of any system (i.e. hacking)
- Disturb any other user's files or directories
- Use profanity, obscenities, or derogatory remarks in communications.

- Access, download, send or receive any data (including images), which City of Palatka considers offensive in any way, including sexually explicit, discriminatory, defamatory or libelous material.
- Use the internet or email to make personal gains or conduct a personal business.
- Use the internet or email to gamble.
- Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- Place any information on the Internet that relates to City of Palatka, alter any information about it, or express any opinion about City of Palatka, unless they are specifically authorized to do this.
- Send unprotected sensitive or confidential information externally.
- Forward City of Palatka mail to personal (non-City of Palatka) email accounts (for example, a personal Hotmail account).
- Make official commitments through the internet or email on behalf of City of Palatka unless authorized to do so.
- Download copyrighted material such as music media (MP3) files, film and video files (not an exhaustive list) without appropriate approval.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.
- Download any software from the internet without prior approval of the IT Department.
- Connect City of Palatka devices to the internet using non-standard connections.

4. Clear Desk and Clear Screen Policy

In order to reduce the risk of unauthorized access or loss of information, City of Palatka enforces a clear desk and screen policy as follows:

- Personal or confidential business information must be protected using security features provided for example secure print on printers.
- Computers must be logged off/locked or protected with a screen locking mechanism controlled by a password when unattended.
- Care must be taken to not leave confidential material on printers or photocopiers.

5. Company Password Policy

The following are tips for creating strong passwords that protect you and our organization from attacks:

- Don't use simple passwords
- Create long and strong passwords
- Use a different and unique password for each of your accounts
- Do not share your passwords with anyone else, including fellow employees.

5.1 General Password Construction Guidelines

All City of Palatka system user-level password changes must be made in accordance with City of Palatka procedures. Do not share City of Palatka passwords with anyone, including administrative assistants, secretaries, employees in the SOC, or support personnel; they should either ask you to log in, or follow password change procedures. Sharing includes, but is not limited to, discussing passwords verbally, transmitting passwords via the Internet, and writing passwords on paper for unsecured distribution. Passwords must not be inserted into email messages or other forms of electronic communication, nor should they be stored either in hardcopy or unencrypted electronic format.

Unless restricted by system software, the following criteria should be followed to establish a password:

- A minimum of ten (10) characters should be used;
- At least one character must be alpha (i.e., letter of the alphabet);
- At least one character must be numeric;
- It should contain both upper and lower case characters as well as an extended character (i.e. &, \$, #).

Passwords should NOT be constructed using any of the following:

- Names of family, friends, pets, co-workers, fictional characters, sports teams ,etc.
- Words easily found in a standard dictionary, including but not limited to English and Spanish.
- Computer terms and names, commands, sites, companies, hardware or software.
- The words of City of Palatka, or any derivation.
- Birthdays or other personal information such as addresses and phone numbers, words, or number patterns, such as “aaabbb”, “qwerty”, “123321”, etc.
- Any of the previous items in reverse order.
- Any of the previous items preceded or followed by a digit.

5.2 Password Protection Standards

Users must ensure that they comply with the following standards and practices that assist in protecting passwords: Do not use the same password for City of Palatka accounts as for other non-City of Palatka accounts. In addition, do not use the same password for various City of Palatka access needs, including application and network access. Do not use the “Remember Password” feature of applications (e.g., Internet Explorer, Microsoft Outlook). If someone demands a password, refer that person to this policy or have that person call the SOC. If an account or password is suspected to have been compromised, report the incident to the SOC then change all relevant passwords. City of Palatka Security Services Team or its delegates may perform password cracking or guessing on a periodic or random basis. If a password is cracked or guessed,

City of Palatka IT Team will communicate to the user the expectation that the password will be changed in a timely manner.

5.3 Account Lockouts

Unless restricted by system software, a user account should be locked out after three unsuccessful attempts at logging into said user account.

6. Working Off-site

It is accepted that laptops and mobile devices will be taken off-site. The following controls must be applied:

- Working away from the office must be in line with City of Palatka working remotely acknowledgment below.
- Equipment and media taken off-site must not be left unattended in public places and not left in sight in a car.
- Laptops must be carried as hand luggage when travelling.
- Information should be protected against loss or compromise when working remotely (for example at home or in public places). Laptop encryption must be used. Particular care should be taken with the use of mobile devices such as laptops, mobile phones, smartphones, and tablets. They must be protected at least by a password or a PIN and, where available, encryption.

7. Mobile Storage Devices

Mobile devices such as memory sticks, CDs, DVDs and removable hard drives must be used only in situations when network connectivity is unavailable or there is no other secure method of transferring data. Only City of Palatka authorized mobile storage devices with encryption enabled must be used, when transferring sensitive or confidential data.

8. Software

Employees must use only software that is authorized by City of Palatka on City of Palatka computers. Authorized software must be used in accordance with the software supplier's licensing agreements. All software on City of Palatka computers must be approved and installed by the City of Palatka IT department.

Individuals must not:

- Store personal files such as music, video, photographs or games on City of Palatka IT equipment.
- Download/Install software unapproved by company administrators

9. Anti-Virus/Malware Protection

The IT department has implemented centralized, automated virus detection and virus software updates within the City of Palatka. All PCs/Macs have antivirus software installed to detect and remove any virus automatically.

Individuals must not:

- Remove or disable anti-virus software.
- Attempt to remove virus-infected files or clean up an infection, other than using approved City of Palatka anti-virus software and procedures.

10. Telephony (Voice) Equipment Conditions of Use

Use of City of Palatka voice equipment/softphone is intended for business use. Individuals must not use City of Palatka voice facilities for sending or receiving private communications on personal matters, except in exceptional circumstances. All non-urgent personal communications should be made at an individual's own expense using alternative means of communications

Individuals must not:

- Use City of Palatka voice for conducting private business.
- Make hoax or threatening calls to internal or external destinations.
- Accept reverse charge calls from domestic or International operators, unless it is for business use.

11. Termination of Contract/Employment

All City of Palatka equipment and data, for example laptops and mobile devices including telephones, smartphones, USB memory devices and CDs/DVDs, must be returned to City of Palatka at termination of contract/employment.

All City of Palatka data or intellectual property developed or gained during the period of employment remains the property of City of Palatka and must not be retained beyond termination or reused for any other purpose.

12. Monitoring and Filtering

All data that is created and stored on City of Palatka computers is the property of City of Palatka and there is no official provision for individual data privacy, however wherever possible City of Palatka will avoid opening personal emails.

IT system logging will take place where appropriate, and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy. City of Palatka has the right (under certain conditions) to monitor activity on its systems, including internet and email use, in order to ensure systems security and effective operation, and to protect against misuse. Any

monitoring will be carried out in accordance with audited, controlled internal processes, and any local or required laws/acts.

EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge having read the Internet, E-mail and Acceptable Use Policy. I understand the content of the manual and agree to abide by these policies and procedures and that adherence to the policies and procedures set forth in this manual is mandatory for all employees and computer system users to include working remotely. Employees are subject to disciplinary action, up to and including termination of employment for violation of these policies and procedures.

Print Name

Signature

Enforcement: This policy and associated acknowledgments will be enforced by the IT Team and the SOC. Violations may result in disciplinary action, which may include suspension, restriction of access, or more severe penalties up to and including termination of employment. Where illegal activities or theft of company property (physical or intellectual) are suspected, the company may report such activities to the applicable authorities.

DISCUSSION/DIRECTION - 2021 Lead and Copper Rule Implementation
2021 Lead and Copper Rule Implementation

STAFF REPORT

DATE: October 14, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Commissioner to review and provide guidance

BACKGROUND

The Lead and Copper Rule (LCR) is the National Primary Drinking Water Regulation first promulgated in 1991 that requires actions by public water systems to reduce levels of lead and copper in drinking water. EPA's 2021 LCRR Implementation Fact Sheet describes the 2021 Lead and Copper Rule Revisions (LCRR) requirements that public water systems must comply with starting on October 16, 2024 as outlined in the Lead and Copper Improvement (LCRI) proposal. These requirements include the initial service line inventory, notification to persons served of known or potential lead service line, Tier 1 public notification of a lead action level excess, and associated reporting requirements. On December 6, 2023, EPA published the proposed Lead and Copper Rule Improvements (LCRI) that, when final, will significantly reduce exposure to lead through drinking water.

On August 4, 2022, EPA released *Guidance for Developing and Maintaining a Service Line Inventory* to support water systems with their efforts to develop inventories and to provide states with needed information for oversight and reporting to EPA. The guidance provides essential information to help water systems comply with the Lead and Copper Rule Revisions requirement to prepare and maintain an inventory of service line materials by October 16, 2024. Specifically, EPA's Lead Service Line Inventory guidance:

- Includes a template for water systems, states, and tribes to use or adapt to create their own inventory.
- Provides best practices for inventory development and communicating information to the public.
- Contains case studies on developing, reviewing, and communicating about inventories.
- Highlights the importance of prioritizing inventory development in disadvantaged communities and where children live and play.

In the past, The City of Palatka's Public Works Department received guidance to perform a lead service line inventory on all homes built before 1989. However, due to the turnover in leadership for the past two years, this project was not implemented. The Interim City Manager researched EPA and, with Public Works, contacted the State of Florida's liaison for the implementation of the project, Katherine Van Zant with FRWA (Florida Rural Water Association). Several meetings with Ms. Van Zant this week, has provided a route for the City to follow:

1. Contact one of the contractors that FRWA has vetted and is currently being referred by them to Florida municipalities to bring them into compliance with this rule.

2. By 10/16/2024, prepare and submit the initial Water Service Line Report to EPA, noting all addresses as unknown, if built in 1989 or after.
3. By 10/16/2024, prepare and submit the Lead Service Line Replacement Plan to EPA.
4. Before 10/16/2024, we must retain one of the contractors that will perform the field work needed to comply with the rule. This will mitigate any penalties assessed as well.
5. Before 10/16/2024, we must establish a City crew of employees to dig up every single water meter at each location and observe, document, photograph, repair, if needed.
6. By 11/16/2024, we must send an additional report to EPA, updating the report with any findings discovered, and hopefully reducing the number of unknowns significantly.
7. Any houses/meters listed as "unknown" must be sent a "notification of lead" letter - we have 30 days to field check all the unknown status of meters.

In conclusion, the strategy is to contract with one of the State-approved contractors, hire a temporary crew of 8 laborers for 10 to 12 weeks, and to prepare all paperwork required to receive reimbursement from the State for all costs incurred, which can be 49% as a grant and 51% as a low interest loan. The cost can range from \$175,000 to \$350,000.

PROJECT ANALYSIS

Staff Recommendation

Discuss the staff's strategy and approve the recommendation of finalizing a contract with one of the contractor identified to be able to complete the assignment by or before 12/31/2024, advising the Commissioner which one can perform within this timeline, and to have Human Resources hire in a temporary crew of six (6) employees to be supervised by two (2) of our existing staff, to help perform the field checking segment of the Rule requirement for the report due on 11/16/2024

ATTACHMENTS

1.	revised-508_lcurr-compliance-fact-sheet_4.17.24
2.	City of Palatka LSLI Quote
3.	City of Palatka
4.	Proposal for City of Palatka



2021 LCRR Implementation Fact Sheet

April 2024

The Lead and Copper Rule (LCR) is the National Primary Drinking Water Regulation first promulgated in 1991 that requires actions by public water systems to reduce levels of lead and copper in drinking water. On January 15, 2021, the EPA promulgated the Lead and Copper Rule Revisions (LCRR), and the deadline for water systems to comply with these revised requirements is October 16, 2024. On December 6, 2023, EPA published the proposed Lead and Copper Rule Improvements (LCRI) that, when final, will significantly reduce exposure to lead through drinking water. The LCRI proposal builds on the LCRR and the original LCR. The EPA plans to finalize the LCRI prior to the LCRR compliance date of October 16, 2024. The purpose of this fact sheet is to clarify for water systems and States the deadline for completion of required actions under the 2021 LCRR based on the proposed LCRI.

For the LCRI, the EPA proposed a compliance date of three years after the promulgation of the final rule and for systems to continue to comply with the LCR until that date, with the following exceptions. Specifically, EPA proposed to retain the 2021 LCRR October 16, 2024 compliance date for the initial service line inventory, notification of service line material, Tier 1 public notification of a lead action level exceedance, and associated reporting requirements as listed in the table below. With these limited exceptions, EPA proposed that water systems would directly transition from the LCR (as codified in the July 2020 Code of Federal Regulations) to the LCRI for all other rule provisions.

As discussed in the EPA's proposed rule for LCRI, transitioning from the LCR directly to the LCRI, as described above, would better enable systems and States to focus their resources on planning to comply with LCRI rather than short-term implementation of the LCRR. EPA anticipates this focus would result in the earlier identification of more lead service lines, and the earlier replacement of full service lines and that would more quickly reduce health risks associated with drinking water exposure to lead.

The following table describes the 2021 LCRR requirements that public water systems must comply with starting on October 16, 2024 based on the LCRI proposal, and specifically, EPA's proposal that these requirements would not change. The second table provides the corresponding requirements for States. The EPA has proposed to revise compliance dates for other provisions of the 2021 LCRR as part of the LCRI. The EPA encourages public water systems to focus their resources on complying with the following provisions of the 2021 LCRR.

2021 LCRR Requirements-Systems	Date	2023 Code of Federal Regulations Section
Initial Inventory and Associated Reporting		
Initial inventory development (includes making inventory publicly accessible).	October 16, 2024	40 CFR 141.84(a)(1) through 141.84(a)(10) (excluding 141.84(a)(6) and (a)(7))

Submission of initial inventory to the State ⁱ	October 16, 2024	40 CFR 141.90(e)(1)
Failure to submit initial inventory to the State by October 16, 2024 requires Tier 3 Public Notification (PN).	Starting October 16, 2024	40 CFR Appendix A to Subpart Q of Part 141 I.C.1 (exclude Tier 3 notification for 141.90 except 141.90(e)(1), (e)(13), and (f)(4))
Notification of Service Line Material and Associated Reporting		
Notification of known or potential service line containing lead within 30 days of completion of the inventory (initial) and repeat notification on an annual basis until the entire service connection is no longer lead, galvanized requiring replacement, or unknown. For new customers, water systems shall also provide the notice at the time of service initiation.	Within 30 days of completion of the inventory and then annually	40 CFR 141.85(e)
Provide revised lead health effects language in public education materials to ensure consistent notification messaging with PN requirements (as referenced in 141.85(e)).	Starting October 16, 2024	40 CFR 141.85(e)(3) requires health information meeting the requirements of 40 CFR 141.85(a)(1)(ii)
Annual reporting to the State by July 1 that the system provided notification and delivered lead service line information materials to affected consumers with lead, galvanized requiring replacement, or unknown service lines for the previous calendar year. Water systems shall provide a copy of the notification and information materials to the State.	July 1, 2025 and then annually	40 CFR 141.90(e)(13), 40 CFR 141.90(f)(4)
Failure to certify to the State that the system notified persons served at service connections of a known or potential service line containing lead requires Tier 3 PN.	Starting October 16, 2024	40 CFR Appendix A to Subpart Q of Part 141 I.C.1 (exclude Tier 3 for 141.90 except 141.90(e)(1), (e)(13), and (f)(4))
Public Notification and Associated Reporting		
Exceedance of the lead action level as specified in § 141.80(c) requires Tier 1 PN provided to persons served by the water system no later than 24 hours after the system learns of the exceedance.	Starting October 16, 2024	40 CFR 141.201(a)(3)(vi) (In Table 1 to § 141.201), 40 CFR 141.202(a)(10) (In Table 1 to § 141.202), 40 CFR Appendix A to Subpart Q of Part 141 C.2
A copy of the Tier 1 PN for lead action level exceedance must be sent to the primacy agency and the EPA Administrator no later than 24 hours after the system learns of the exceedance.	Starting October 16, 2024	40 CFR 141.201(c)(3), 40 CFR 141.31(d)(2)
Provide revised lead health effects language as required in Tier 1 PN for lead action level exceedance and Tier 2 and 3 PN for violations.	Starting October 16, 2024	40 CFR Appendix B (D.23) to Subpart Q of Part 141

2021 LCRR Requirements-States	Date	Code of Federal Regulations Section
Initial Inventory and Associated Reporting		
States reporting to EPA - For each public water system, the number of lead, galvanized requiring replacement, and lead status unknown service lines in its distribution system, reported separately.	States receive information in Q4 2024 and report this information by the end of Q1 2025 (3/31/25) for the initial inventory.	40 CFR 142.15(c)(4)(iii)(D)
Quarterly reports to the Administrator include any system violations for failure to submit initial inventory to the State.	States receive information in Q4 2024 report this information by the end of Q1 2025 (3/31/25) for the initial inventory.	40 CFR 142.15(a)(1)
Notification of Service Line Material and Associated Reporting		
Quarterly reports to the Administrator include any system violations for failure to certify notifications.	States receive information in Q4 2024 report this information by the end of Q1 2025 (3/31/25).	40 CFR 142.15(a)(1)
Public Notification and Associated Reporting		
Quarterly reports to the Administrator include any system violations for failure to conduct Tier 1 PN.	States receive information in Q4 2024 report this information by the end of Q1 2025 (3/31/25).	40 CFR 142.15(a)(1)
Reporting of 90 th percentile lead concentrations where the State calculates a water system's 90 th percentile concentrations: The State provides the results of the 90 th percentile lead calculations, in writing, to the water system within 15 days of the end of the tap sampling period.	Within 15 days of the end of tap sampling periods.	40 CFR 141.90(h)(3)

ⁱ As part of this fact sheet, "State" refers to the agency of the state, Tribal, or territorial government that has jurisdiction over public water systems consistent with the definition of "State" in [40 CFR 141.2](#). During any period when a state or Tribal government does not have primary enforcement responsibility pursuant to section 1413 of SDWA, the term "State" means the relevant Regional Administrator of the EPA.

Tank Inspections LLC
3126 ne 24th Pl
Ocala, FL 34470
352-572-1293
adamfish352@gmail.com

October 2, 2024

QUOTE: 24416

To: City of Palatka

Quote: Lead Service Line Inventory (known as the LSLI)

Includes:

- All connections researched, Field Verification of connections older than January 16, 1989 (meter box dig up and pictures with correct labeling), and Documentation for all connection as FDEP requires for the Lead Service Line Inventory. Utilizing FDEP created template. *Accurate to the standard of client list provided and added connections during inventory progress.*
- Includes software share of mapped connections via Diamond Maps (software system can be used for utility data retrieval long term). *Only available to client upon completion with payment in full and contract fully executed.*
- Assessment and validation of needed information for Utility (Client list, Sampling data, as-built data, etc.)
- Photo storage with access by FDEP specification (shared electronically for updates and utility accessibility).
- A copy of the finalized spread sheet will be provided to customer. *Inventory must be kept on file for 12 years and be submitted by an assigned utility employee. Initial inventory will be stored by contractor but will not be updated after contract execution completed.*
- Submission of partial inventory completed by October 16th, 2024 to meet criteria of FDEP to avoid fines and meet the upcoming deadline. *Requirements for the initial submission— a client list provided and contract executed by October 10th, 2024.*

Client Obligations (City of Palatka):

- Assign a contact person for each of the following positions;
 1. Utility Documents retrieval (provides client list, sampling plans, city data, as-builts information, main line materials documentation, and any other info needed to complete LSLI documentation in its entirety). *Contact would be required to cooperate with contractor to obtain this data.*
 2. Personnel assigned to assist in field location of meters or line connections. *Contact would be a resource for difficult connections.*
 3. Contact for Invoicing and accounts payable.
 4. Contact for new customer connection/repair information updates on connection site.
- The utility must communicate new future developments that would change the number of connections estimated in this project. The Utility must also provide a list of changes monthly in regards to account information in order to maintain accuracy throughout the progress of this project. Update examples would be client info, demographic data, and meter/account number changes. Any data

changes after submission or documentation of line connection will be updated by an assigned utility representative.

- The utility will have staff flag a list of meters for field verification monthly to assist with finding meters that are difficult to locate. Utility personnel should also be available to help field workers on site, if needed.
- Supply at least 20% of client list connection upon execution of this agreement in order to initiate the project.
- Provide notification of any meters that are repaired during the inventory process so that the data can be updated accurately.
- If a connection has already been verified and is then modified the utility will be responsible with providing picture documentation for repairs and changes in order not to incur more costs to the utility.

Quote totals:

Documentation: \$20 per connection (approximation of 13,000 connections = \$260,000)

Field verification: \$30 per connection (approximation of 4,000 connections = \$120,000)

*****Total numbers will be reflected based on the connections found during the inventory******

Approximate Total: \$380,000 for above estimated totals*

****A project timeline and fee structure will be devised and agreed upon by both parties before work is completed. This form is to lock in and present a fee structure for the utility to estimate expenses.****

****Pricing is only valid for Tank Inspections LLC (Water Essentials) to complete the full project, conjunction with other companies will change the scope.****

****Pricing subject to change based off true number of connections upon completion of the LSLI/contract. Pricing per connection listed above.****

****Proposed fee structure and timeline for project:**

Project retainer: \$50,000

Project timeline: 24 month with a total of approx. 542 connections completed monthly (give or take the accurate total number of inventory connections).

Payment schedule: Monthly payment of \$13,750 invoiced on the 1st of every month and due on the 28th of every month. Additional connections found during the inventory will be billed during the last month of contract deadline and invoiced as a separate line item to illustrate the additional findings.

Data submissions: The summary of added monthly connections will be sent out for utility verification and submission to FDEP until all connection site has been verified and documented. This information will be provided monthly as long as that month's invoice has been paid. Those monthly updates will be provided to the utility on the last day of the month.

*****Contract will be voided if a payment is missed. Or if the Utility does not comply with requests to allow for Inventory completion within a 14 day period. Please keep in mind that contracts do take vacations so communication of such should be relayed in order to prevent delays. Upon voiding of contract documentation will stop and current/unfinished data that has been paid for will be submitted*****

SUBMITTED BY: Adam Fish of Tank Inspections LLC

ACCEPTED BY: _____

Date: _____

SIGNATURE: _____

Acceptance of proposal signed by a person with proper authority to enter into this agreement.

10/2/2024

Quote #

10224RH



Pricing For City of Palatka
 NAME J. Verrechio Operations Manager
 Address: 1010 Ocean Street Palatka, FL, FL 32177

HST Utility Inc
 13703 Messina loop suite 202
 Bradenton, FL 34211

Item	Category	Description	Qty	Unit Price	Extended Price	Notes
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		Lead Survey				
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Lead Survey			
Mobilization	1	\$9,000.00	\$9,000.00
Pre- Data Organization and verification	4671	\$5.00	\$23,355.00
Service Line Survey - estimated due to date not complete	3540	\$45.00	\$159,300.00
Florida DEP 10/16 Deadline Submittal	4671	\$4.00	\$18,684.00
Florida DEP Final Submittal	4671	\$6.00	\$28,026.00
Grand Total All Meter Costs			\$238,365.00

Notes

Terms: Payment due on demand of job completion



Date: 10/2/2024

Utility: City of Palatka

Re: Proposal for the EPA/FDEP Lead Service Line Inventory (LSLI) Steps 1 – 3, as required by 40 CFR 141.84. The 4 Steps of the LSLI per 40 CFR 141.84 are as follows:

Step 1. Records Search

Step 2. Required Field Verification

Step 3. Inventory Template Completion and Submission to EPA using the EPA Spreadsheet for ALL Service Lines

*Step 4. Notification to Customers with Lead Service Line Removal Plan, IF lead is found. (Responsibility of **Blue Parrot RV Resort**)

This proposal for the completion of Steps 1 -3.

***Step 4: If pipes are unable to be located by Sensible H2O Solutions (SWS) or Lead is discovered in the water facility meters, Step 4 is the responsibility of City of Palatka. If Sensible H2O cannot locate a meter, the meter will be listed as UNKNOWN on the Final EPA spreadsheet which will trigger the completion of Step 4 by City of Palatka**

Please have all meters flagged and visible prior to SWS performing the Field Verifications on site. Please also alert all customers SWS will be digging in their yards around the meters to obtain the necessary pictures and documentation. IF SWS has to dig outside the meter box to obtain the necessary pictures, we will return the ground to the original condition but if this is not possible it is not the responsibility of SWS.

Note- The Lead and Copper Rule Revision (LCRR) at 40 CFR 141.84 requires community and nontransient noncommunity public water systems to complete lead service line inventories by October 16, 2024.

SCOPE OF WORK FOR RECORD SEARCH

City of Palatka must provide SWS with the following before work can begin on the RECORD SEARCH.

1. A list or spreadsheet with addresses of all service connections served by the Utility.
2. Areas that have previously been determined to have lead service lines or lead connectors/goosenecks.
3. A map of the Utility Service Area.

To complete the Record Search SWS will use all available sources and any available documentation on service line materials to eliminate as many of the Field Verifications as possible. SWS will work closely with FDEP to make sure all documentation used is acceptable.

Phone~ 386-848-5772 Office~ 712 S Ocean Shore Blvd, Flagler Beach, FL 32136 Website~ LSLI.us



DELIVERABLES

SWS will provide the following Deliverables to **City of Palatka** and to FDEP upon completion of the Record Search:

1. Step 1 - Records Search includes a list of all service line addresses, ID number (if applicable) and the following information:
 - a. Date of development of the property with the documentation source.
 - b. Any Documentation of service line material where the service line material has been determined through the Record Search with a summary of documentation. SWS will only use verifiable documentation sources. All documentation will be approved by FDEP prior to completion of the Record Search being turned over to EPA.
2. Step 2 – Field Verification. Each meter will be inspected per EPA guidelines and uploaded to the EPA Florida Map on Diamond Maps. This field verification requires:
 - a. pictures of the meter
 - b. pictures of 3 inches of pipe on either side of the meter (Customer and Municipality)
 - c. Diamond Maps survey to be completed
3. Step 3 – Final completion of all information on site and completed Diamond Maps uploaded to FDEP and EPA.

Step 1 – Record search will be completed to determine how many meters must be field verified.

Step 2 – SWS will be on site with our field team to do the field verifications. This involves digging out the pipe on the municipal side and the customer side and exposing 3 inches of pipe on either side of the meter and determining whether the pipe is lead or not. SWS will fill out the EPA survey at each meter box and take multiple pictures that SWS logs into Diamond Maps with the rest of the survey.

Step 3 – Verify that every meter was checked and fill out the EPA Florida Form and upload it to FDEP and the EPA.

City of Palatka will be given a copy of all information obtained and submitted to FDEP and the EPA once the project is complete. **City of Palatka** is responsible for keeping this information for 10 years per FDEP/EPA. This record keeping is not the responsibility of Sensible H2O Solutions.

Payment Structure	Total
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Connections that have to be field verified= ? x \$50.00 = \$

Connections that do not have to be field verified = \$10.00 x total number of connections.

If list is done and completed correctly, SWS can reduce this to \$50.00 per connection. We need a LIST OF ALL CONNECTIONS for EPA Florida Form for Final EPA submission.

1. 25% is due upon acceptance of the proposal = ?
2. 25% due upon completion of Step 1. = ?
3. 25% due up when Step 3 is completed and ready to be submitted to the EPA/FDEP. **City of Palatka** will have a copy of the inventory on an Excel Worksheet for their records once the upload is complete. = ?



4. Once the FDEP/EPA accepts the Copper/Lead Documents and approves them, SWS will receive the final payment of 25%. Due within 15 days of acceptance by the FDEP/EPA. = ?

City of Palatka is responsible for keeping the records for 10 years. This is not the responsibility of Sensible H2O Solutions.

All 4 Steps of the Lead and Copper Rule Revision (LCRR) at 40 CFR 141.84 are required to be completed by October 16, 2024. Sensible H2O Solutions, LLC will complete this project as quickly and efficiently as possible but will not be held responsible for any fees, fines or violation cost per FDEP/EPA for failure to meet required completion deadline. THIS PROJECT WILL NOT BE COMPLETED BY THE DEADLINE BUT WILL REACH OUT TO FDEP AND NOTIFY THEM THAT WE ARE ON THIS PROJECT AND WILL HAVE IT DONE AS SOON AS POSSIBLE. Again, Sensible H2O Solutions, LLC is not responsible for any fines or fees for the water system being out of compliance with FDEP and/or the EPA.

To accept this contract please sign below. Once the contract has been executed, we will send you a copy for your records.

_____	_____Date_____
Sensible H2O Solutions, LLC	City of Palatka
Julie Guimond	
President	

DISCUSSION - alleged violation of City code Section 78.166 - requester: Tavarence Clark

STAFF REPORT

DATE: October 14, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Tavarence Clark has submitted an agenda request form for the October 10th City Commission meeting.

BACKGROUND

Mr. Clark has alleged a violation of City code 78.166. The code section is attached for the convenience of the Commission.

PROJECT ANALYSIS

The City Attorney has submitted a Memorandum concerning the allegations raised by Mr. Clark.

Staff Recommendation

Discussion.

ATTACHMENTS

1.	2024.10.04 Clark Tavarence Agenda Request
2.	Code Sec. 78-166
3.	BTR_Clark_MEMORANDUM_JW_9-21-23



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

REQUEST TO BE PLACED ON CITY COMMISSION AGENDA

NOTE: Regular City Commission meetings are held on the 2nd and 4th Thursdays of the month at 6:00 p.m. If you wish to appear on the Palatka City Commission meeting agenda, you should submit this request form, together with any attachments or backup material that would help the Commission to better consider your request, to the City Clerk's office either in person, by mail (201 N. 2nd Street, Palatka 32177), or e-mail (skrantz@palatka-fl.gov). Please note that without adequate supporting documentation or information, the City Manager may not approve your request and/or the Commission may not be in a position to take any action on your request. Materials submitted for the Commission's review during the meeting may not be considered as this does not give the Commission or Staff adequate time to read or consider such material. If you plan to make a PowerPoint presentation, please submit your media (thumb drive, DVD, etc.) to the Clerk's Office in advance. If the request to be placed on the agenda is granted, you will be allowed 5 minutes to present your item to the Commission.

Meeting agendas close at 12:00 noon on the Friday two weeks prior to the next regularly scheduled Thursday City Commission meeting. Please verify the closing date for agenda items with the Clerk's office, as meeting dates are subject to change. *Staff will make every attempt to accommodate a request for a specific agenda date, but all requests will be handled on a case-by-case basis and may be assigned to a commission meeting to be held at a future date. If your request can typically be handled by a City department or staff member, you will be referred to the appropriate department or staff member.

Name of Individual, Organization and/or Group making presentation or request: TAVARENCE CLARK

Address: 601 N 16th St e-mail tavarence clark 41@gmail.com

Daytime Phone 386-972-6905 Other ph. _____ Fax _____

*Requested meeting date: 10-10-2024

☐ Request for Commission Action; OR ☐ Presentation Only; no action required

Subject Matter you wish to address: Violation of city ordinance 78.166

(attach additional sheet if necessary)

Commission Action Requested, if any: open discussion

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.0105

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

201 N. 2nd STREET • PALATKA, FLORIDA • 32177

PHONE: 386-329-0100

www.palatka-fl.gov

FAX: 386-329-0106

Sec. 78-166. - Group business tax receipts.

No one business tax receipt shall be issued to more than one person pursuant to this article.

(Code 1981, § 11-72; Ord. No. 07-12, § 1, 8-9-2007)



MEMORANDUM

TO: Palatka City Commission
FROM: Jane West, City Attorney
RE: Clark Business Tax Receipt agenda item
DATE: September 22, 2023

This memorandum seeks to establish the chronology of events regarding Taverence Clark's concerns with the issuance of a Business Tax Receipt ("BTR") by the City of Palatka for the operation of an electronic gaming operation. Mr. Clark has expressed concerns over the issuance of a BTR to a new tenant located at 104 N 19th Street. The issues and action sought by Mr. Clark are identified below, together with a response to each issue and the identification of potential action items for the City to consider.

CHRONOLOGY

Below is a timeline of occupancy of the space according to available City records.

April 4, 2019: Ms. Shelba Pierce, Manager of ACE 4th, LLC, according to Sunbiz records, opened a water and sewer account at Palatka Gas Authority. A commercial lease was provided, with a lease period of 02/01/2019 through 13/31/2022. Sunbiz records indicate ACE 4th, LLC was Administratively Dissolved for Annual Report on 09/24/2021. This account is still in this name as of the date of this memo.

November 19, 2021: A BTR was issued for 104 N 19th Street, valid through 09/30/2022, for ACE 4th, LLC dba Gold Rush. No BTR's exist for this address prior to this date. A commercial lease was provided in the name of ACE 4th, LLC for the same dates as above.

December 15, 2021: A BTR was issued for 104 N 19th Street, valid through 09/30/22, for CTL Palatka, LLC. A copy of Sunbiz Articles of Incorporation was provided, dated 10/7/2021.

October 26, 2022: A BTR was issued for 104 N 19th Street, valid through 09/30/23, for CTL Palatka, LLC. A commercial lease was provided in the name of CTL Palatka, LLC for 02/01/22 on a month-to-month basis. This document was signed only by the lessor, Mr. Gurpreet Singh.

June 26, 2023: Mr. Nirav Trivedi, d/b/a Gold Rush 1, applied for a Business Tax Receipt for an electronic gaming establishment at the subject address. Documents provided include Articles of Incorporation

dated 09/23/2022, a commercial lease for the subject address in the name of Nirav Trivedi for the dates of 05/01/2023 to 05/31/2024. The document was fully executed by both the lessee and lessor. A separate commercial lease was provided for the gaming machines, executed by the lessee and lessor, also beginning 05/01/2023. The BTR was issued on this date and is valid until 09/30/2024.

July 5, 2023: Mr. Tavarence Clark signed a written statement requesting his BTR be cancelled. This was done.

July 7, 2023: Mr. Clark requested public records for the subject address, including any video, for the day the license changed. Copies of the available records were provided on 07/10/2023. He picked them up from the Police Department around that date.

July 13, 2023: Mr. Clark called to request public records of when the transfer of ownership of his business took place.

August 1, 2023: Manager Jonathan Griffith, City Attorney Valeria Thomas and Chief Jason Shaw met with Mr. Clark at the Police station at his request.

August 2, 2023: Mr. Clark sent an email to Ms. Virginia Jones for copies of the BTR records for CTL Palatka, LLC at 104 N 19th Street.

August 3, 2023: staff received four calls from different people for public records regarding this file. A cost to provide was also requested. City Attorney Thomas stated the cost could not be determined until clarification as to what constitutes "all records" and the time involved to compile them, was known.

August 23, 2023: City Manager Jonathan Griffith and Chief Jason Shaw met with Mr. Clark at the Police station at his request.

September 20, 2023: City Manager Jonathan Griffith, Chief of Police Jason Shaw and City Attorney Jane West met with Mr. Clark to determine the specific nature of his request to be placed on the City Commission agenda. Two issues emerged from the discussion, the first pertains to policy and the second pertains to procedure.

POLICY

Request: Mr. Clark is seeking the following action item from the City of Palatka City Commission at its regularly scheduled public hearing on September 28, 2023:

Amend the City Code Sections 78-163 [Application for business tax receipt; issuance] and 78-165 [Transfer of business tax receipt] to require notification to any existing business owner of the application or transfer prior to approval.

Response: The Code does not require notice to existing business owners for new BTR applications because there is no one to notify since it is a novel BTR application. The Code already includes notice requirements for the transfer of a BTR:

- (a) No transferable business tax credit shall be transferred from the person to whom it is issued under this article, except upon written application of the transferee, endorsed by the transferer, made to the building and zoning department, and when such application is so made the building and zoning department shall issue a duplicate of the original business tax

receipt, marked "duplicate," and shall endorse thereon the names of the transferees.
Section 78-165(a).

Conclusion: The Code already includes the policy language sought by Mr. Clark; therefore, there is no action for the City to take regarding the request to amend the Code.

PROCEDURE

First procedural request: Establish procedures to ensure that the notification policy under Section 78-165(a) is properly implemented.

Conclusion: The City can consider a motion directing staff to draft a written procedure to implement Section 78-165(a). The most effective enforcement mechanism will be to ensure adequate staffing for implementation of any additional procedures.

Second procedural request: Mr. Clark wants an inquiry made into whether the City properly followed the notice requirements under Section 78-165, Transfer of business tax receipt.

Response: It is acknowledged that notice was not provided to Mr. Clark about the Gold Rush 1 application for a BTR at the same property address. However, it is my legal opinion that notice was not required because this was not a transfer of a BTR under Section 78-165 of the Code, rather, it was a new application under Section 78-163 – which does not require notice. It appears that a scrivener's error was made on the BTR application wherein a check box indicated that the form was a transfer rather than a new application. This was not a transfer of the BTR because Mr. Clark was never a proper lessee of the property. An unexecuted lease is not a valid lease. Therefore, this was not a transfer of a BTR, but rather a new application.

Conclusion: The current Gold Rush 1 application needs to be revised to reflect the proper check box for a new BTR application. The City erred in checking the incorrect box on the form, but it did not err in failing to provide notice as the notice provision was inapplicable under these circumstances.

Mr. Clark verbally confirmed that he understands that this acknowledgment by the City of the above-mentioned scrivener's error does not in any way inure to his benefit. The dispute that Mr. Clark may have with the current BTR applicant, or the landlord, is a private, civil matter between Mr. Clark and those parties. Private counsel may need to be retained by Mr. Clark to address any private disputes with the building owner or the current tenant.

STAFF REPORT

DATE: September 12, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Adopt Ordinance 2024-12 Establishing a ban on Internet Cafes within the City limits of Palatka.

BACKGROUND

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.

PROJECT ANALYSIS

The Internet Café Ban ordinance seeks to prohibit the unregulated gaming centers that have been operating in the City of Palatka. The Cafes are increasingly posing a threat to public safety and have become localized areas of crime, placing the residents of the City of Palatka at risk to increased criminal activity and compromising the welfare of the City. It is anticipated the ordinance will directly impact all internet cafes within the City of Palatka. Civil penalties will be assessed at \$250.00 per violation per day. If the violator managers, supervises, maintains, provides, produces, possesses or uses five (5) or more simulated gaming devices the violations can be reclassified as a misdemeanor of the second degree and the fine increases to \$500. It is anticipated that approximately three (3) active internet cafes currently in operation will be impacted by this ordinance.

Staff Recommendation

Adopt the Ordinance.

ATTACHMENTS

1.	Ord 2024-12 Internet Cafes
2.	Business Impact Statement - Internet Cafe Ordinance

ORDINANCE NO. 2024-12

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, CREATING MUNICIPAL CODE CHAPTER 59, SECTION 59-1 THROUGH 59-6, REVISING MUNICIPAL CODE CHAPTER 94 SECTION 94-209, BANNING INTERNET CAFES AND OTHER UNLAWFUL SIMULATED GAMBLING DEVICES FOR COMMERCIAL, PROMOTIONAL OR PECUNIARY GAIN OR LOSS, PROVIDING FOR EXEMPTIONS, ENFORCEMENT AND PENALTIES, PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR SCRIVNER'S ERRORS.

WHEREAS, the City of Palatka adopted an Ordinance to define and regulate electronic gaming establishments on September 22, 2016; and

WHEREAS, the Palatka City Commission now feels it is in the best interest of its citizens to ban internet café's and other unlawful simulated gaming devices for commercial, promotional, or pecuniary gain or loss.

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

Section I. The City of Palatka hereby revises Municipal Code Section 94-209 to read as set forth in Exhibit A attached hereto and by this reference incorporated herein.

Section II. All ordinances or parts of ordinances in conflict therewith are hereby repealed to the extent of such conflict.

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

Section IV. **EFFECTIVE DATE:** This Ordinance shall take effect upon its passage as provided by law.

Section V. **CODIFICATION:** A copy of this Ordinance shall be furnished to the Municipal Code Corporation for revision of the Code of Ordinances for the City of Palatka, Florida.

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

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 12th day of September, 2024.

PASSED AND ADOPTED on the second reading by the City Commission of the City of Palatka, Florida, this 30th day of September, 2024.

CITY OF PALATKA

By: _____
Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

Coding: Words in underline type are additions.
Words in strikethrough type are deletions.

EXHIBIT A

INTERNET CAFÉ BAN

~~Sec. 94-209. — Electronic gaming establishments.~~

~~(a) Allowable hours of operation shall be between 10:00 a.m. to 10:00 p.m. Monday through Thursday and 10:00 a.m. to 12:00 midnight Friday through Sunday.~~

~~(b) No food or drink shall be served.~~

~~(c) Use shall be located 1,000 feet from a day care, school, college, church, park, and alcoholic beverage establishment.~~

~~(d) Minors shall be prohibited.~~

~~(e) Legible and noticeable signs shall be posted by each computer or game station that states that the games are only simulations of gambling that have a predetermined outcome, and they are not games of chance.~~

~~(f) No signage, exterior or interior, is allowed that represents symbols associated with gambling, including but not limited to dice, cards, poker chips, cherries, and jokers.~~

~~(g) Windows shall not be obstructed by tinting or signage and shall allow for an overall 80 percent transparency.~~

~~(h) No outside operations, loitering, or seating shall be allowed.~~

~~(i) Annual registration and inspection of machines and software shall be required, and the city shall reserve the right to retain an independent inspection of machines and software.~~

~~(j) The city shall have the right to inspect the premises at any time during business hours to ensure conformance with applicable regulations.~~

~~(k) The operator of the facility must keep an inventory of all machines and games available for inspection.~~

~~(l) Registration and licensing fees, as set out in appendix A to this Code, shall cover the costs of annual inspections and independent certifications.~~

~~(m) Existing establishments shall be considered legal nonconforming uses and shall not be required to meet locational standards, but shall be required to comply with operational standards after a 90-day period following the adoption of the ordinance from which this section is derived.~~

~~(Ord. No. 16-43, § 3, 9-22-2016)~~

Section 94-209

94-209 A Authority; intent; purpose; scope

94-209 B Definitions

94-209 C Prohibition of simulated gambling devices

94-210 D Exemptions

94-211 E Conflicts with state law

94-212 F Enforcement; penalties; and civil remedies

Section 94-209 CITY OF PALATKA INTERNET CAFÉ BAN ORDINANCE

A. Authority; intent; purpose; scope

- (a) This article is adopted in the interest of the public health, peace, safety, and general welfare of the citizens and inhabitants of Palatka, Florida, pursuant to Fla. Const. Article IX, section 2(b), and F.S. ch. 166.
- (b) The intent and purpose of this article is to provide for regulation of simulated gambling devices and internet cafés, decrease the unwanted secondary effects associated with the operation of internet cafés, authorize the use of private property for lawful purposes, and deter illegal gambling. To do this, the city intends to broadly prohibit the possession or use of simulated gambling devices not authorized for legal use under Florida law, including any related activity or behavior which can be reasonably construed to be the use of simulated gambling devices. Further, the city commission in prohibiting simulated gambling devices in no way intends to locally approve the use of actual slot machines, other forms of casino gambling or other types of gambling devices. In addition, this prohibition is aimed directly at devices that simulate gambling activity, regardless of whether the devices or the simulations in and of themselves can be said to constitute gambling as that term may be defined elsewhere.

B. Definitions.

CO shall mean a certificate of occupancy.

Internet café means any location at which simulated gambling devices are made accessible for use by a person, except those places specifically excluded from this article

Person means an individual, association, partnership, joint venture, corporation, or any other type of organization, whether conducted for profit or not for profit, or a director, executive, officer or manager of an association, partnership, joint venture, corporation or other organization.

Simulated gambling device means any device that, upon connection with an object, is available to play or operate a computer simulation of any game, where the play or operation of the device may deliver or entitle the person or persons playing or operating the device to a payoff directly or indirectly from the owner or operator of the device or that person's designee. Simulated gambling device includes game promotion as defined in F.S. § 849.094. This term includes simulated gaming devices in internet cafes, internet sweepstakes cafes, cybercafés, sweepstakes cafés, or any other similar establishments. The following rules of construction apply to this definition of "simulated gambling device":

- (1) The term *device* means any mechanical or electrical contrivance, computer, terminal, video or other equipment that may or may not be capable of downloading games from a

central server system, machine, computer or other device or equipment. The term "device" also includes any associated equipment necessary to conduct the operation of the device.

(2) The term *upon connection* with means insertion, swiping, passing in range, or any other technical means of physically or electromagnetically connecting an object to a device, including by the manual input by any person of characters, numbers, or any combination thereof, or other code for the purpose of accessing or activating a device, or any other mechanism or method by which the object provides access to the device.

(3) The term *object* means a coin, bill, ticket, token, card, gift card, characters, numbers, or any combination thereof, other code, or any other tangible or intangible access mechanism or method, obtained directly or indirectly through payment of consideration, or obtained as a bonus or supplement to another transaction involving the payment of consideration.

(4) The terms *play or operate* and *play or operation* include the use of skill, the application of the element of chance, or both.

(5) The term *computer simulation* includes simulations by means of a computer, computer system, video display, video system or any other form of electronic video presentation.

(6) The term *game* includes slot machines, poker, bingo, craps, keno, any other type of game ordinarily played in a casino, a game involving the display of the results of a raffle, sweepstakes, drawing, contest or other promotion, lotto, sweepstakes; any game in which a user is given the results of the game before the user ever chooses to play or activate the game; any game in which the user can either know the results of the game before choosing to play or activate the game, or can choose not to know the outcome of the game prior to playing or activating the game; and any other game associated with gambling or which could be associated with gambling. The term "game" does not necessarily imply that actual gambling is involved.

(7) The term *payoff* means cash, monetary or other credit, billets, gift cards, tickets, tokens, or electronic credits to be exchanged for cash or to receive merchandise or anything of value whatsoever, whether made automatically from the machine or manually.

(8) The use of the word *gambling* in the term "simulated gambling device" is for convenience of reference only. The term "simulated gambling device" as used in this article is defined exclusively by this subsection and does not incorporate or imply any other legal definition or requirement applicable to gambling that may be found elsewhere.

(9) For the purpose of determining the number of simulated gambling devices, each seat, terminal, or other interface at which a separate individual may use the device, shall be counted as a separate and distinct device, regardless of whether the device or any seat, terminal, or other interface is functional. For example, if a single table has six (6) chairs at which six (6) separate persons can play a game, on a common screen/display or otherwise, it shall be counted as six (6) devices; if a stand-up game has three (3) terminals or interfaces at which three (3) people can use the device, it shall be counted as three (3) devices.

Slot machine has the same meaning as specified in F.S. § 551.

C. Prohibition of simulated gambling devices.

- (a) It is unlawful for any person to manage, supervise, maintain, provide, produce, possess, or use a simulated gambling device for commercial, promotional or pecuniary gain or purpose.
- (b) For determining the allowable unit of prosecution, it is the intent of the city that each individual act of managing, supervising, maintaining, providing, producing, possessing, or using a simulated gambling device constitutes a separate violation of this section:
 - (1) For example, if a person possesses five (5) simulated gambling devices, that person would be subject to a separate penalty for each of the five (5) devices;
 - (2) For example, if a person possesses two (2) simulated gambling devices that the person sells to another individual, the person will have committed four (4) acts in violation of

- this section, and would be subject to a separate penalty for possessing each of the two (2) devices and a separate sanction for providing each of the two (2) devices.
- (3) For example, if a person employed at an internet café supervises the establishment and the establishment has ten (10) simulated gambling devices, that person would be subject to a separate penalty for each of the ten (10) devices.
- (c) Any establishment or property which was lawfully in possession of either a CO or was operating unlawfully prior to the effective date of this article shall immediately cease the use of simulated gambling devices regulated by this article upon the effective date of this article.
- (d) All BTRs issued by the City shall be immediately suspended and deemed void upon the effective date of this article.
- (e) The City shall not accept any new BTR applications for internet cafes upon the effective date of this article.

D. Exemptions.

- (a) This article does not prohibit an individual's personal, recreational, and non-commercial ownership, possession, play, operation or use of a device which could be construed to be a simulated gambling device.
- (b) This article does not prohibit the ownership, possession, play, operation or use of any device expressly permitted by the Florida Statutes and not otherwise prohibited by the Florida Constitution.
- (c) This article does not prohibit a non-profit, religious, or charitable organization from conducting a fund raising activity involving gaming, provided the non-profit, religious, or charitable organization does not conduct the activity more than twice in one calendar year, the organization provides advance written notice to the city police department of the date, time, place, and nature of such activity and who will be conducting it, and the activity is not otherwise unlawful.
- (d) This article is specifically not intended to regulate in any manner any properly authorized bingo game establishment.

E. Conflict with state law.

Nothing in this article is intended to conflict with the provisions of the Florida Constitution or F.S. ch. 849, concerning gambling. In the event of a direct and express conflict between this article and either the Florida Constitution or F.S. ch. 849, then the provisions of the Florida Constitution or F.S. ch. 849, as applicable, control.

F. Enforcement; penalties; civil remedies.

- (a) The City of Palatka's Police Department shall have jurisdiction to enforce the requirement of this article, as follows:
- (1) By the issuance of a cease-and-desist order. Upon notice from the police department, occupancy or operation of any structure or property where any simulated gambling device is being used or operated in violation of this section shall immediately cease. Such notice shall be in writing and shall be given to the owner of the property or to his or her agent or to the person operating any establishment where any simulated gambling device is being used or operated in violation of the section. Failure to comply with the terms and conditions of a cease and desist order issued pursuant to this section shall constitute an additional violation of this section. Cease and desist orders may be lifted by the police department upon demonstration that all simulated gambling devices have been removed and all applicable civil penalties have been paid.
- (2) By citation for civil penalties, as provided in this Code, as it may be amended. Civil penalties assessed pursuant to this subsection shall be two hundred fifty dollars (\$250.00) per violation per day for each violation.
- (3) A violation of this article that is a civil violation may be reclassified to a misdemeanor of the second degree, punishable by up to sixty (60) days imprisonment and a fine of up to five hundred dollars (\$500.00), if, at the time of the violation:

- a. The violator manages, supervises, maintains, provides, produces, possesses, or uses five (5) or more simulated gambling devices for commercial, promotional, or pecuniary gain or purpose.
- b. The violator has one (1) or more prior convictions for a violation of this article or has been found, on one (1) or more occasions, to have committed a violation of this article. For the purpose of this subsection, "conviction" means a determination of guilt that is the result of a plea or a trial, regardless of whether adjudication is withheld or a plea of nolo contendere is entered. A person may be found to have committed a violation of this article by any court or board empowered to impose a sanction for violation of this article.
- c. The violator has one (1) or more prior convictions for a violation of any provision of F.S. Ch. 849. For the purpose of this subsection, "conviction" means a determination of guilt that is the result of a plea or a trial, regardless of whether adjudication is withheld or a plea of nolo contendere is entered.
- d. The violator has previously entered in any pretrial intervention program or diversion program for any violation of this article, a substantially similar ordinance of another jurisdiction, or any provision of F.S. Ch. 849; or
- e. The violator is in violation of a cease-and-desist order issued pursuant to this article at the time the violations occur.

(4) By an action for injunctive relief through a court of competent jurisdiction. An action for injunctive relief may be brought by the board of county commissioners, the state attorney, or any substantially affected person. If such action is successful, a judgment for reasonable attorney's fees and costs may be awarded by the court.

5) Any person against whom a civil penalty is assessed pursuant to this article shall be prohibited from applying for any BTR or any certificate of occupancy for any property until such civil penalty has been paid in full. Prohibitions against application for a certificate of occupancy contemplated in this section shall not become effective until the judgment requiring payment of the civil penalty becomes final.

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: "Internet Café Ban." More specifically:

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, CREATING MUNICIPAL CODE CHAPTER 59, SECTION 59-1 THROUGH 59-6, BANNING INTERNET CAFES AND OTHER UNLAWFUL SIMULATED GAMBLING DEVICES FOR COMMERCIAL, PROMOTIONAL OR PECUNIARY GAIN OR LOSS, PROVIDING FOR EXEMPTIONS, ENFORCEMENT AND PENALTIES, PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR SCRIVNER'S ERRORS.

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 law¹ 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 Internet Café Ban ordinance seeks to prohibit the unregulated gaming centers that have been operating in the City of Palatka. The Cafes are increasingly posing a threat to public safety and have become localized areas of crime, placing the residents of the City of Palatka at risk to increased criminal activity and compromising the welfare of the City.

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 anticipated the ordinance will directly impact all internet cafes within the City of Palatka. Civil penalties will be assessed at \$250.00 per violation per day. If the violator managers, supervises, maintains, provides, produces, possesses or uses five (5) or more simulated gaming devices the violations can be reclassified as a misdemeanor of the second degree and the fine increases to \$500.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: It is anticipated that approximately three (3) businesses will be impacted by the proposed ordinance.

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.



Staff Report

Meeting Date: September 26,

Case#: PB 24-10
Address: 00 (Unassigned) McLaury Drive
Parcel ID: 10-10-26-0000-0130-0010;
10-10-26-0000-0200-0060
Applicant: Roberts Land and Timber Company

A. Application Summary

Project: PB24-10 McLaury Dr.

Request: This is a multiple request for two combined parcels A and B totaling 31 acres +/- to: a) annex Parcel A into the City of Palatka; b) amend the future Land Use Map (FLUM) from Putnam County Urban Service (US) to City of Palatka Residential Medium Density (RM) for Parcel A; and c) to rezone Parcel A from Putnam County residential 1 (R-1) to the City of Palatka Planned Unit Development (PUD) and Parcel B from Multifamily Residential (R-3) and Neighborhood Commercial (C-1A) to Planned Unit Development. The intent of the request is to connect to City's Water and Sewer services and develop the property with residential land use.

Parcel:	10-10-26-0000-0130-0010
Project Manager:	Lorenzo Aghemo, Planning Director
Owner:	Roberts Land & Timber
Agent:	Shalene Estes, Forestar (USA) Real Estate Group, Inc.

I. Background

This is a multiple application involving two adjoining parcels of land: Parcel A fronting McLaury Drive totaling approximately 24.33 acres and, Parcel B located at 6201 Saint John's Avenue with a dimension of just over 6 acres totaling 31+/- acres combined.

Parcel A is in unincorporated Putnam County within an existing enclave. The parcel is currently vacant and according to the applicant it is being used for silvicultural purposes. The applicant is seeking approval to annex into the City to obtain water and sewage services provided by the City. The applicant is also requesting approval to a Future Land Use Map amendment from **Putnam County Urban Service (US)** to the **City's Residential Medium Density (RM)** and a rezoning from **Putnam County Residential 1 (R-1)** to the **City's Planned Unit Development (PUD)** ;

Parcel B is within the limits of the City of Palatka fronting Saint John's Avenue. The parcel is currently vacant, and the applicant is also seeking a rezoning from the current **Multifamily Residential (R-3) and Neighborhood Commercial (C-1A) to Planned Unit Development**.

The purpose of the application for both combined parcels is to ultimately develop a multifamily residential community. The combined property is surrounded by a mix of land uses and is adjacent to the HCA Putnam Florida Hospital immediately to the south-east as well as other medical related uses; the combined parcels also abut existing residential communities and commercial uses.

The applicant intends to develop the combined parcels with up to 248 townhome dwelling units at a maximum density of eight (8) units per gross acre. The applicant has obtained approval from Putnam County for the vacation of McLaury Drive right of way that runs within the parcel. The City of Palatka did not raise any objection to the vacation of ROW, since adequate easements will grant proper access to two adjoining properties.

Figure 1: A satellite ariel view of the proposed annexation.



II. Analysis

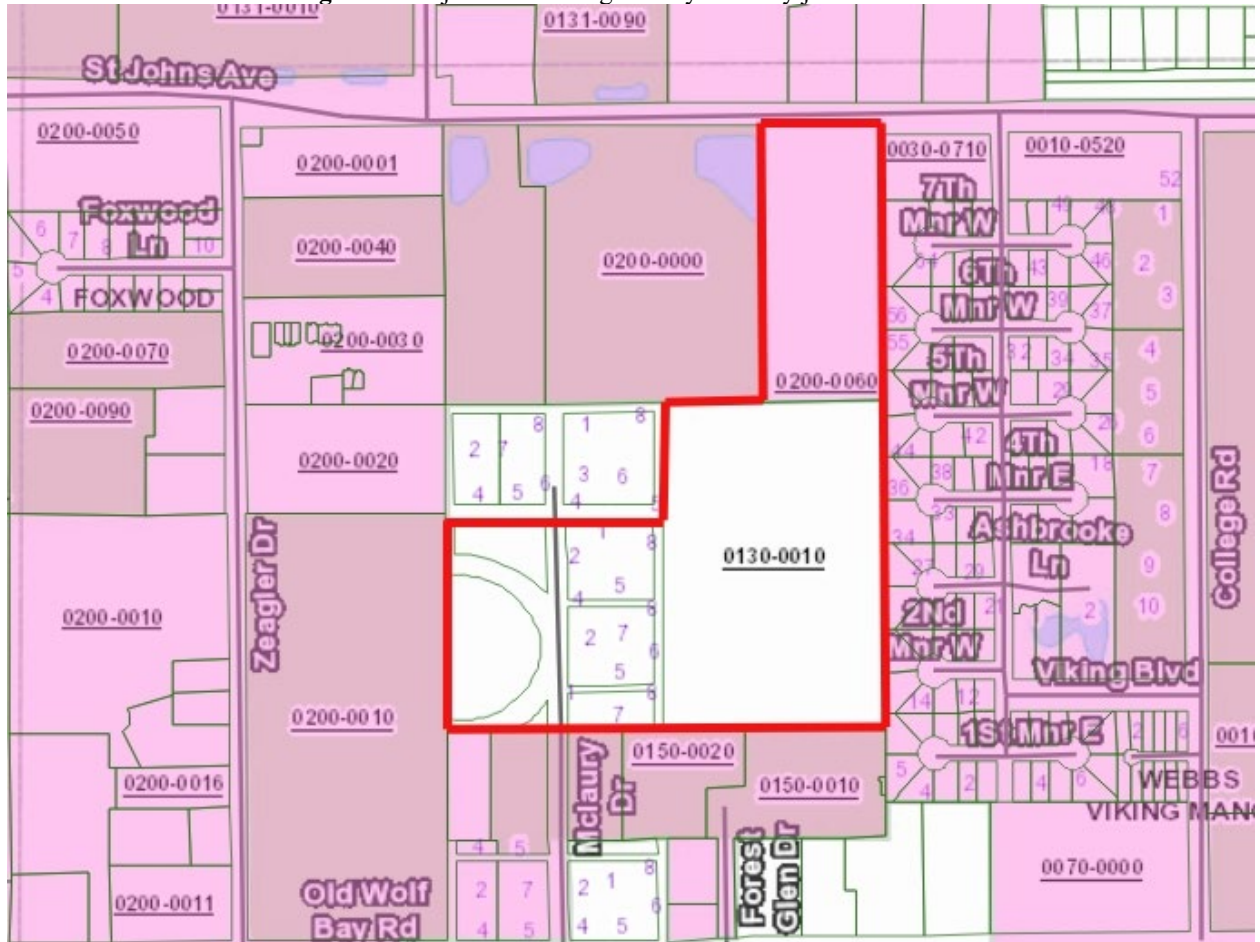
a) Annexation, Parcel A

Florida Statutes 171.044 references voluntary annexation standards and mandates that a property proposed for annexation must pass two tests: first, the property must be contiguous to the annexing municipality and, second that the property must also be “reasonably compact.”

Contiguous: F.S. 171.031 provides a definition for contiguous and mandates that the boundaries the property must be coterminous with a part of the municipality's boundary.

Compactness: the Statutes also provides for a definition of 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.

Figure 2: Project site withing County and City jurisdictions



The subject parcel is surrounded by the City of Palatka boundaries and therefore, is an existing enclave. The proposed annexation of this property into the City of Palatka will reduce the size of the enclave. This is consistent with and furthers the State of Florida policy of eliminating enclaves in Florida. This annexation will facilitate the efficient provision of public services including emergency response and police.

Connection to Water and Sewer: water and sewer services are available to the subject parcel and the applicant intends to connect to city water and sewer systems. There is adequate capacity to serve the parcel and its intended residential development.

Comprehensive Plan Public Facilities Element, Policy D.1.2.1; This policy requires the City of Palatka to establish a coordination with Putnam County to address future

development plans adjacent to City borders and to discuss ways for the City to support development beyond their borders with water and sewer services. Areas served by Palatka water and sewer will be annexed into the City; however, the distribution of potable water for areas outside the City limits, is conditioned upon annexation only when those properties become contiguous. Annexation of contiguous property receiving water or sewer service shall not be required if provision of service to a property, in substantive terms, improves the efficiency of the collection system, supports the system through additional service and user fees, achieves environmental protection, and promotes economic development and does not promote urban sprawl: **the proposed annexation is consistent and is in compliance with Policy D.1.2.1.5**

b) Future Land Use Map Amendment, Parcels A

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 resource on site: **the requested future land use designation of Residential Medium Density (RM) is only for Parcel A, (ID 10-10-26-0000-0130-0010) and suitable for the proposed residential development. Staff is not aware of any soil or topography conditions that would hinder the future development of the site in accordance with all applicable regulations. There are not known natural or historic resources on the parcel.**

Demonstrate that the amendment does not further urban sprawl: **the amendment to the future land use of this parcel would not contribute to urban sprawl as the property is within already developed area with existing urban services. The development pattern is that of a several different uses, including medical related services as well as residential and commercial uses. The proposed residential development will be in the form of a planned unit development thus ensuring that it will not establish radial or strip development pattern. The proposed residential project in fact constitutes infill development.**

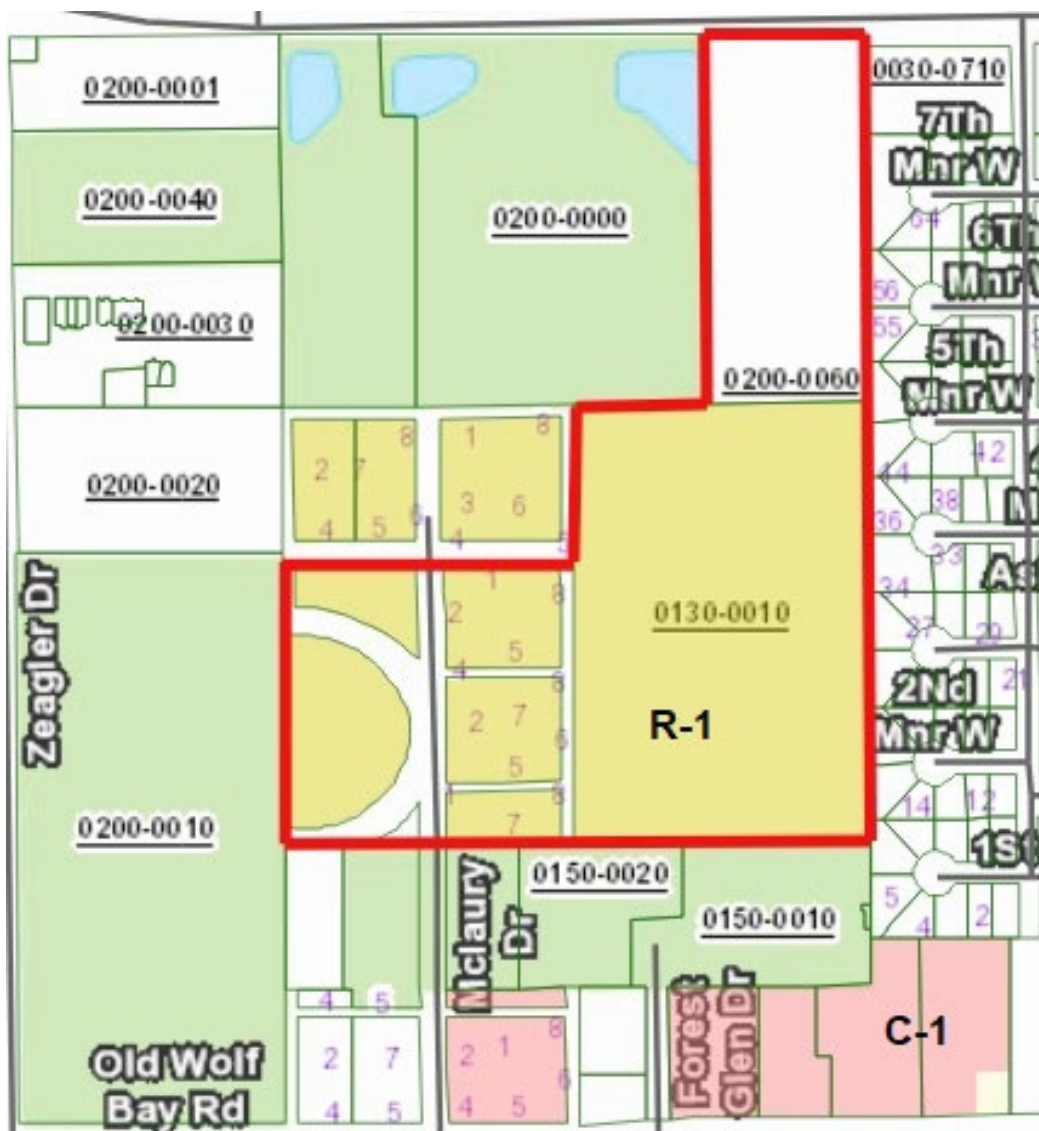
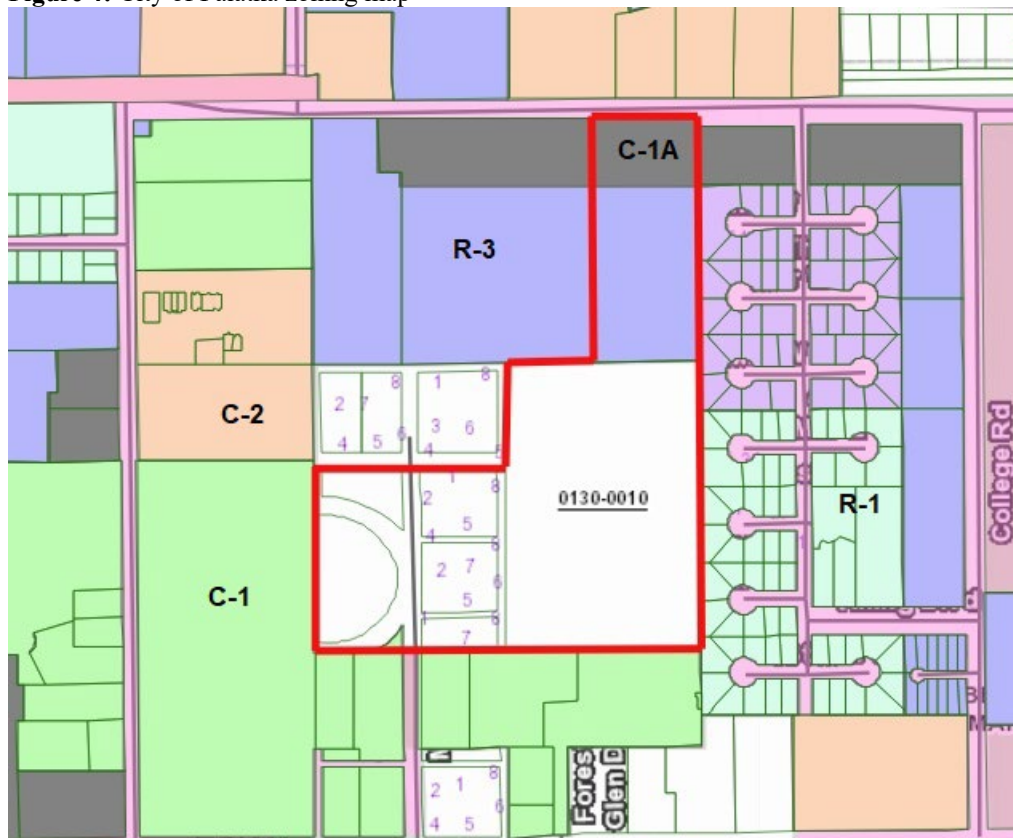


Figure 3: Putnam County existing zoning map.

Zoning Analysis, Parcels A and B

Figure 4: City of Palatka zoning map



Section 94-38 (f) (1) requires that the report and recommendations of the Planning Board to the City Commission shall show that the Planning Board has studied and considered the proposed change in relation to the following, where applicable:

1. Whether the proposed change is in conformity with the Comprehensive Plan: **the proposed rezoning is in conformance with the Comprehensive Plan as amended;**
2. The existing land use pattern: **the existing land use pattern is that of a suburban area with a mix of residential, commercial and medical related land uses. The proposed rezoning is consistent with the established land use pattern in the immediate area;**
3. Possible creation of an isolated district unrelated to adjacent and nearby districts: **the propose rezoning will not create an isolated district as the parcel is within a developed area with urban services, and the proposed development will be infill development in nature;**
4. The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.: **the proposed rezoning and future**

development of the site would not change population density pattern or risk overtaxing public facilities as there is sufficient capacity to serve the intended residential development. The expected population growth due to the development of 248 townhome dwelling units would not place and undue strain on the school system;

5. Whether existing district boundaries are illogical drawn in relation to existing conditions on the property proposed for change: **existing zoning districts boundaries are not illogical established and is consistent with the existing conditions on the property, and the development of the site would be considered as an infill development;**
6. Whether the propose change will constitute a grant of special privilege to an individual owner as contrasted with public welfare: **the proposed rezoning will not confer the property owner any special privilege not available to other property owners;**
7. Whether there are substantial reasons why the property cannot be used in accord with existing zoning: **the Parcel A is currently within the boundaries of unincorporated Putnam County and could be developed according to the County's zoning regulations, however the parcel will need to be connected to City's water and sewer systems. Once annexed into the City, the proposed residential development will be developed in accordance with the existing PUD regulations. Parcel B is currently zoned R-3 and C-1A, and could be developed with residential and commercial land uses, however the combination of the two parcels into a singular development makes it necessary for both parcels to be under the same zoning district;**
8. Whether the change suggested is out of scale with the needs of the neighborhood or the city: **the proposed rezoning is not out of scale, and supply of diverse housing options is a recognized goal of the City. The proximity of the Putnam County hospital and related medical facilities, the proposed residential development will complement the housing needs and will be consistent with the community character and needs of the neighborhood.**
9. Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use: **the Parcel A is currently in unincorporated Putnam County and the applicant is seeking to annex into the City of Palatka (please see c.8 above); and,**
10. 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: **the subject parcel is not within an historic district.**

STAFF RECOMMENDATION

The applicant is requesting the rezoning of both parcels to Planned Unit Development. According to the Palatka Zoning Code, Section 94-157 the PUD district is an overlay district which can be applied to any underlying land use. Section 94-233 *states that the maximum density of a planned unit development shall not exceed that allowed in the district within which the planned unit development is approved.* Therefore, an underlying zoning designation is required to be in place in order to adopt the PUD overlay district for the purpose of determining the allowable density. The applicant request for Parcel A, which is currently in unincorporated Putnam County, is to rezone to the City's PUD after annexation. However, an underlying zoning designation is needed first. For Parcel B which is within the boundaries of the city, the applicant is requesting a rezoning from R-3 and C-1A to the PUD.

Therefore, a zoning designation of Multifamily Residential for both parcels is necessary in order to apply the Planned Unit Development Overlay and to obtain the desired density of eight (8) units per gross acre.

Based upon the analysis and the conclusions contained in this report, staff recommends the City Commission to adopt Ordinance 2024-11, Ordinance 2024-13, and Ordinance 2024-14 **APPROVING** the following items:

1. **Annexation of Parcel A 10-10-26-0000-0130-0010 into the City of Palatka Municipal boundaries.**
2. **Amendment the Future Land Use Map for Parcel A 10-10-26-0000-0130 from Putnam County Urban Service (US) to the City of Palatka Residential Medium Density (RM).**
3. **Rezoning of Parcel A 10-10-26-0000-0130 from Putnam County Residential 1 (R-1) to the City of Palatka Multifamily Residential (R-3) with a Planned Unit Development Overlay.**
4. **Rezoning of Parcel B 10-10-26-0000-0200-0060 from the Neighborhood Commercial (C-1A) section to Multifamily Residential (R-3) with a Planned Unit Development Overlay for the entire parcel.**

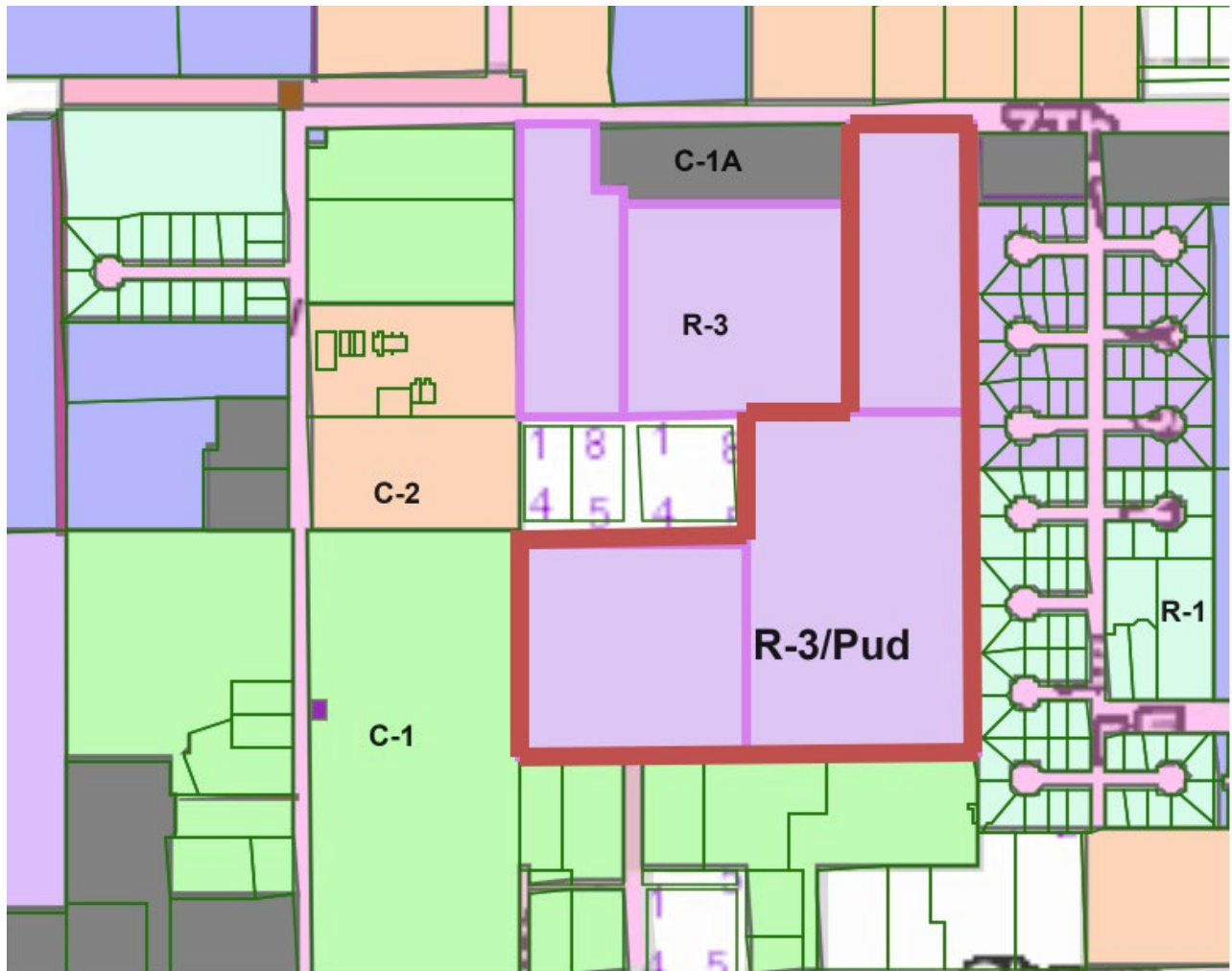


Figure 5: Staff recommended zoning map.

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ORDINANCE NO. 2024-13

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM COMMERCIAL NEIGHBORHOOD (C-1A) TO CITY OF PALATKA MULTI-FAMILY RESIDENTIAL (R-3) WITH A PLANNED UNIT DEVELOPMENT OVERLAY FOR THE FOLLOWING PROPERTY LOCATED AT 6201 ST. JOHNS AVENUE, PALATKA, FL 32177, PARCEL NO.: 10-10-26-0000-0130-0060, PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Petition has been filed before the City Commission of the City of Palatka, Florida, which Petition is on file in the office of the Planning Director, authorized to be signed by the freehold owner of the property sought to be annexed, to wit: Roberts Land 7 Timber Company, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on August 6, 2024, and two public hearings before the City Commission of the City of Palatka on September 26, 2024, and October 10, 2024, and

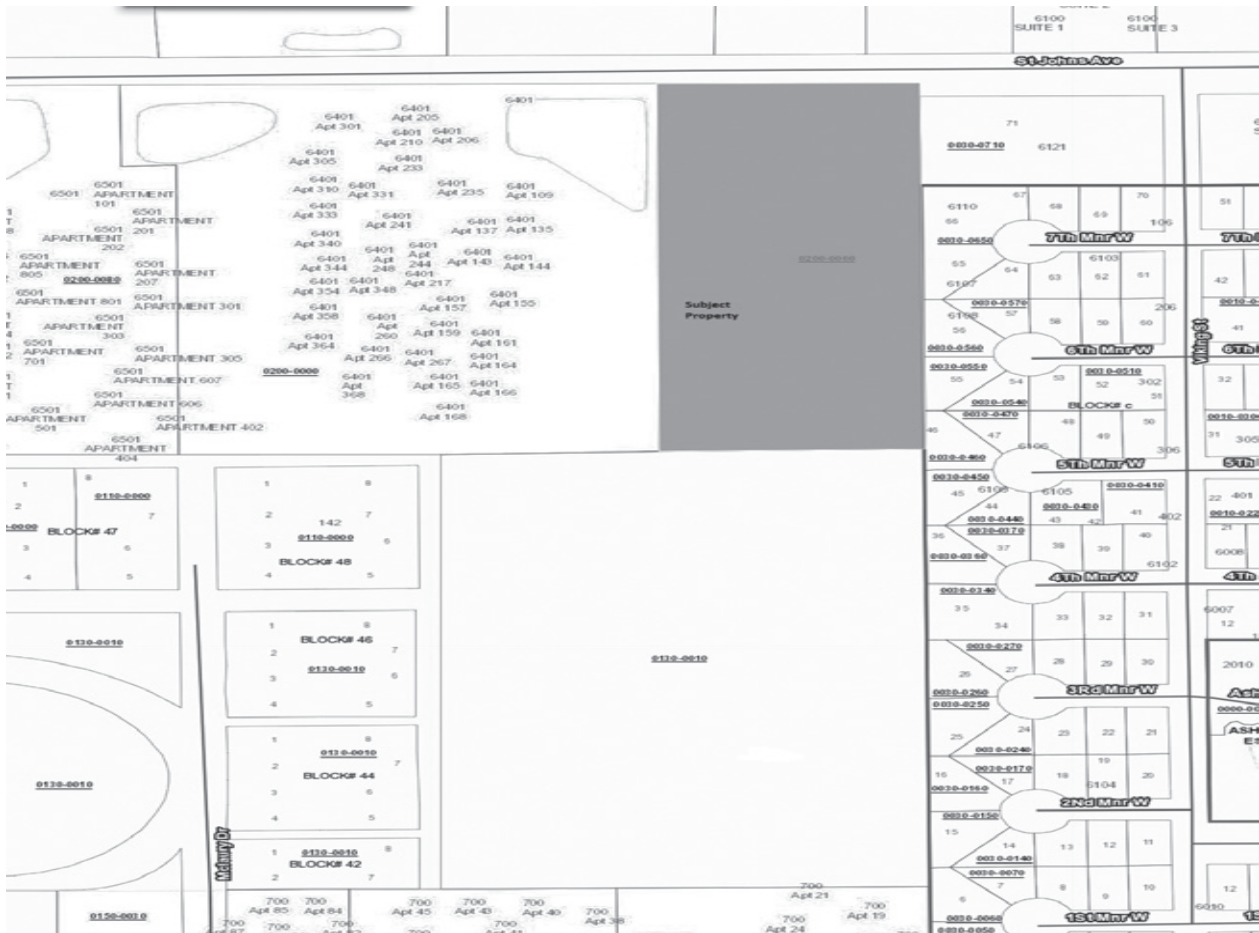
WHEREAS, the City Commission of the City of Palatka has determined that said amendment should be adopted, and

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 City of Palatka Commercial Neighborhood (C-1A) to City of Palatka Multi-family Residential (R-3) with a Planned Unit Development Overlay said lands being described as follows:

DESCRIPTION OF PROPERTY PT OF NE1/4 OF NW1/4 OR495, P1277 OR546 P686

Putnam County Property Appraiser's Parcel No.: 10-10-26-0000-0130-0060



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.

Section 5. This ordinance is exempt from provisions of the statute, Chapter 203-309, 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 26th day of September 2024.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 10th day of October 2024.

CITY OF PALATKA

By: _____
Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL., 32177

ORDINANCE NO. 2024-11

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS PARCEL 10-10-26-0000-0130-0010, LOCATED AT MCLAURY DRIVE, PALATKA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA, AND AMENDING THE FUTURE LAND USE MAP WITH RESPECT TO SAID PARCEL OF LAND FROM PUTNAM COUNTY URBAN SERVICE (US) TO CITY OF PALATKA RESIDENTIAL MEDIUM DENSITY, PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, 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: Roberts Land & Timber Company, 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 August 6, 2024, and recommended approval of this annexation to the City Commission, and

WHEREAS, the City Commission of the City of Palatka conducted public hearings on September 26, 2024, and October 10, 2024, and

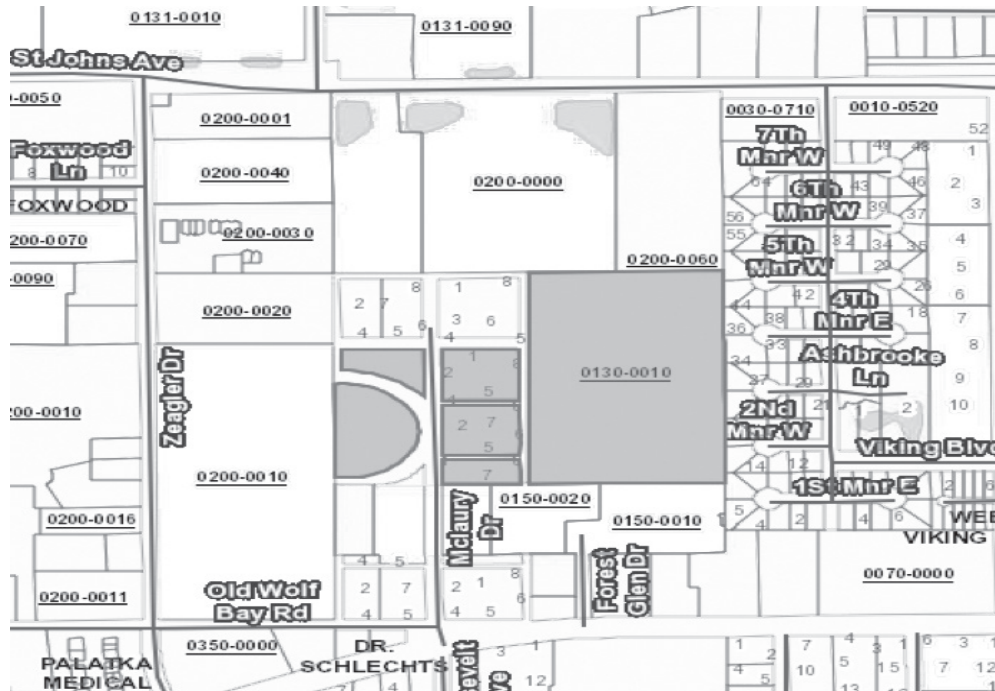
WHEREAS, the City Commission of the City of Palatka finds that it is in the best interest of the people of the City of Palatka, Florida, that said lands be annexed and become a part of the City of Palatka;

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 E1/2 OF NW1/4 BK6 P269, (A PORTION BEING PART OF, MCLAURYS S/D SUBJECT TO, \$STREETS THEREIN)

Putnam County Property Appraiser's Parcel No.: 10-10-26-0000-0130-0010



Section 2. The property hereby annexed shall remain subject to the Putnam County Comprehensive Plan and Zoning Laws until changed by the City of Palatka.

Section 3: That a copy of this ordinance shall be sent to the Municipal Code Corporation for inclusion in the City’s Charter.

Section 4. This Ordinance shall become effective immediately upon its final passage by the City Commission.

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.

Section 6. 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 26th day of September 2024.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 10th day of October 2024.

CITY OF PALATKA

BY: _____
2 Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND LEGALITY:

City Attorney

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL, 32177

ORDINANCE NO. 2024-14

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM PUTNAM COUNTY RESIDENTIAL SINGLE FAMILY (R-1) TO CITY OF PALATKA MULTI-FAMILY RESIDENTIAL (R-3) WITH A PLANNED UNIT DEVELOPMENT OVERLAY FOR THE FOLLOWING PROPERTY LOCATED AT MCLAURY DRIVE, PALATKA, FL 32177, PARCEL NO.: 10-10-26-0000-0130-0010, PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Petition has been filed before the City Commission of the City of Palatka, Florida, which Petition is on file in the office of the Planning Director, authorized to be signed by the freehold owner of the property sought to be annexed, to wit: Roberts Land 7 Timber Company, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on August 6, 2024, and two public hearings before the City Commission of the City of Palatka on September 26, 2024, and October 10, 2024, and

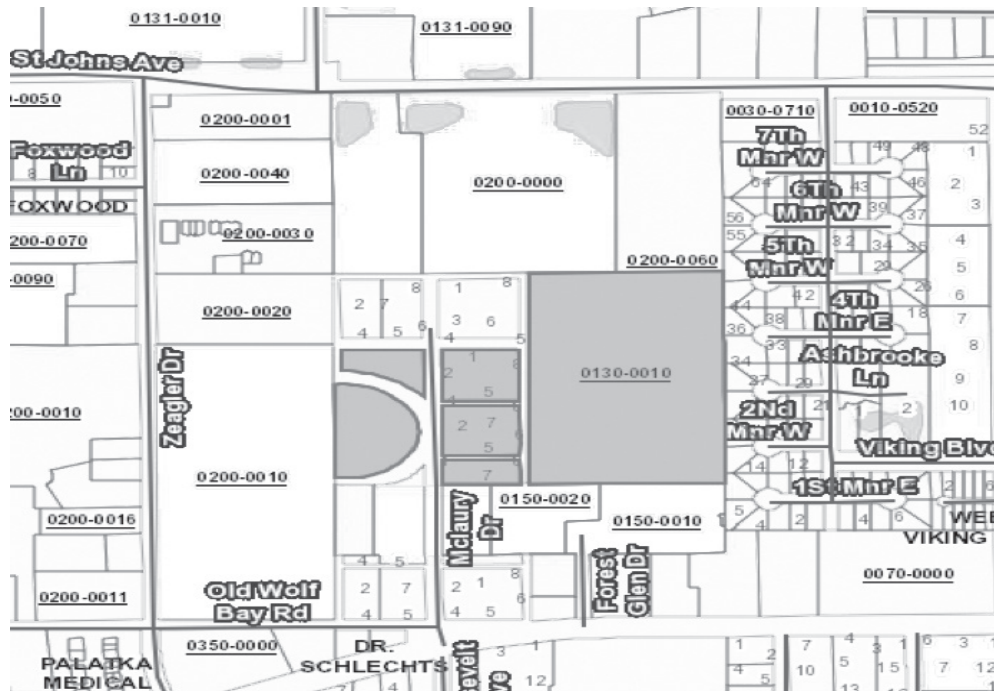
WHEREAS, the City Commission of the City of Palatka has determined that said amendment should be adopted, and

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 Single Family Residential (R-1) to City of Palatka Multi-family Residential (R-3) with a Planned Unit Development Overlay said lands being described as follows:

DESCRIPTION OF PROPERTY PT OF E1/2 OF NW1/4 BK6 P269, (A PORTION BEING PART OF, MCLAURYS S/D SUBJECT TO, STREETS THEREIN)

Putnam County Property Appraiser's Parcel No.: 10-10-26-0000-0130-0010:



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 2024-14 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 203-309, 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 26th day of September 2024.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 10th day of October 2024.

CITY OF PALATKA

BY: _____
Its Mayor

2

ATTEST:

City Clerk

APPROVED AS TO FORM AND LEGALITY:

City Attorney

Case PB 23-20

Application for Future Land Use Map Amendment (FLUM) and rezoning for Azalea Place Subdivision, Phase II (Kelley Smith School Rd between Round Lake Rd and Gale Ln)

STAFF MEMO

DATE: July 3, 2024
TO: City Commission
FROM: Lorenzo Aghemo
Planning Director

This is a request for a small-scale Comprehensive Plan amendment and a Rezoning for a 3-lot residential subdivision located on the north side of Kelley Smith Road between Round Lake Road and Gale Lane totaling approximately 0.51 acres.

BACKGROUND

This item was discussed by the City Commission at the June 13 meeting and continued to the July 11 meeting in order for staff to add additional information and pictures of the property in question. The pictures are attached to this email, and they provide a view and perspective of the lots subject of the comprehensive plan amendment and rezoning. The following is a short chronology of events related to the parcel in order to provide the City Commission with a framework for considering the request.

- 1.- The parent parcel where the three lots were platted, was annexed into the City on June 9, 2005 through Ordinance No. 05-28.
- 2.- On October 12, 2022, a Lot Split application was filed and later approved by the City.
- 3.- On March 29, 2023, the County Property Appraiser assigned a new parcel number to the new created lot (09-10-26-0000-0710-0010)
- 4.- On April 4, 2023, Putnam County E911 Division assigned an address to the new lot: 134 Kelly Smith Rd, Palatka, FL 32177
- 5.- On February 9, 2023 the City Commission approved a request for 134 Kelly Smith Rd., to amend the future land use map from Commercial (COM) to Residential Low (RL) through Ordinance No. 2023-03; and, rezoned the property from General Commercial (C-1) to Single Family District (R-1) by adopting Ordinance N0. 2023-04
- 6.- Prior City approval of the site plan, Putnam County issued a building permit for a single-family house on November 2nd, 2023. The house is still under construction.

7.- On May 9, 2023, an application for a preliminary plat for a 3-lot residential subdivision on the remaining 5+ acres parcel was submitted to the City. The final plat application known as Azalea Place Subdivision, Phase II, was approved by the City Commission on March 14, 2024 through Resolution No. 2024-R-57.

I have met with Mr. Wise who spoke at the June 13 City Commission meeting and provided him with information and explanation regarding the property in question. Mr. Wise did not know that the lot at 134 Kelly Smith School Road was previously rezoned to R-1 by the City and, was satisfied that the process followed all Code requirements.

STAFF RECOMMENDATION

Staff recommend adoption of Ordinance No. 2024-07 and Ordinance No. 2024-08.

Case PB 23-20 – Amend Land Use and Rezone 0.5+/- acres at 7341 Crill Avenue
Address: a portion of 7341 Crill Avenue, approx. 0.5 acres
Applicant: JJJT1, LLC
Agent: Tobi McGuigan

STAFF REPORT

DATE: June 13, 2024
TO: City Commission
FROM: Planning Director

APPLICATION REQUEST

This is a request for a small-scale Comprehensive Plan Amendment on three parcels totaling 0.5+/- acres on Kelley Smith School Road to amend the future land use and zoning. The request is to change the existing future land use from Commercial (COM) to Residential Low (RL), and to change the existing zoning from General Commercial (C-1), to Residential Single Family (R-1). The parcels are proposed to be developed as single-family homes. The requested zoning on the application is listed as R-1A, but the applicant has indicated they wish to pursue R-1 zoning.

Public notice issued by the city 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 property is currently within the city limits of Palatka and is vacant. Originally part of the larger commercial parcel to the north, the subject parcels were recently approved to be platted by the Planning Board Feb. 6, and will go to the City Commission for final approval Mar. 14. The proposed homes will be connected to municipal water and sewer available nearby.

This area contains a mix of parcels and uses both within and without of the city limits of Palatka. General uses include single family residential to the east and west, vacant commercial to the north and a public school to the south. See Table 1.

	Actual Use	FLUM	ZONING
Property Existing	Vacant	City Commercial (COM)	Putnam County Agriculture (AG)
Portion of Property Proposed	Single Family Residential	City of Palatka Residential Low Density (RL)	City of Palatka Single Family Residential (R-1)
North	Single Family Residential	City of Palatka Commercial (COM)	City of Palatka General Commercial (C-1)
South	Public School	City of Palatka City Public Facilities (PF)	City of Palatka Residential, Two Family (R-2)
East	Single Family Residential	City of Palatka Residential Low (RL)	City of Palatka Single Family Residential (R-1)
West	Single Family Residential	Putnam County Urban Reserve (UR)	Putnam County Agricultural (AG)

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

Future Land Use Change Analysis

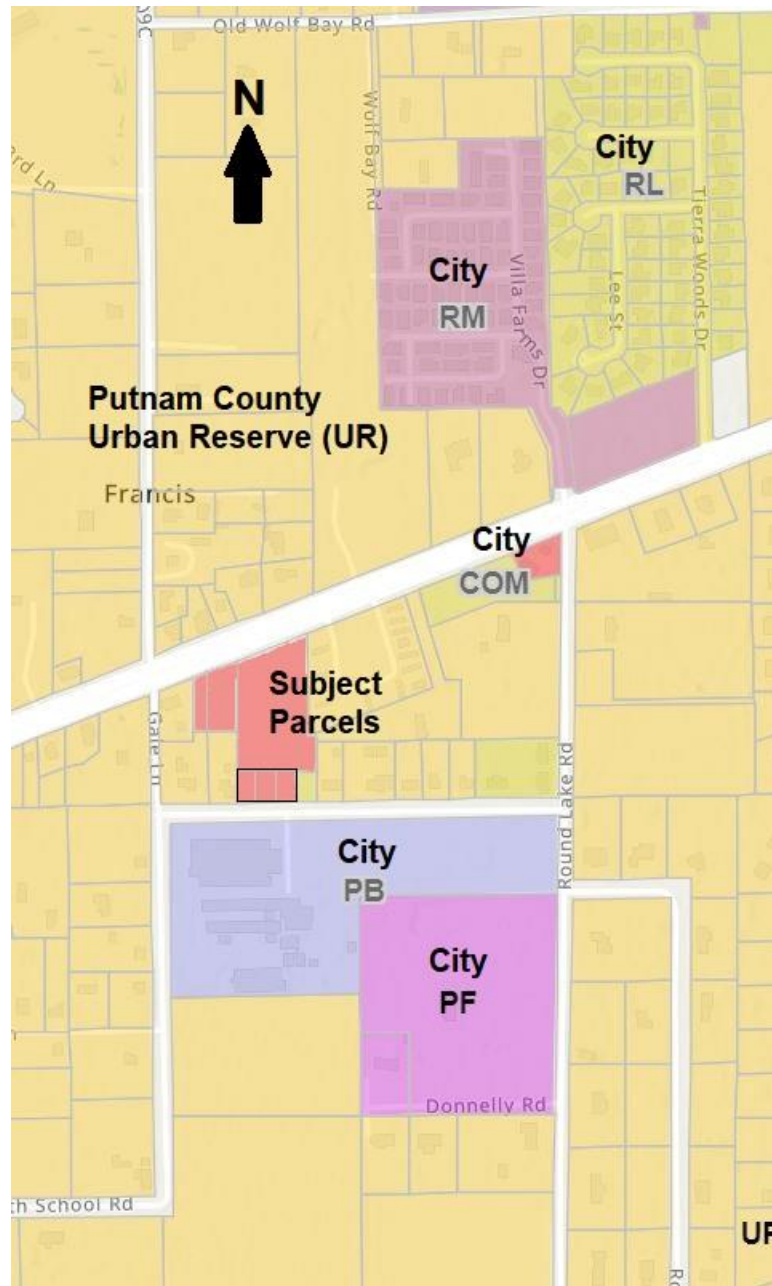


Figure 1. Existing Future Land Use

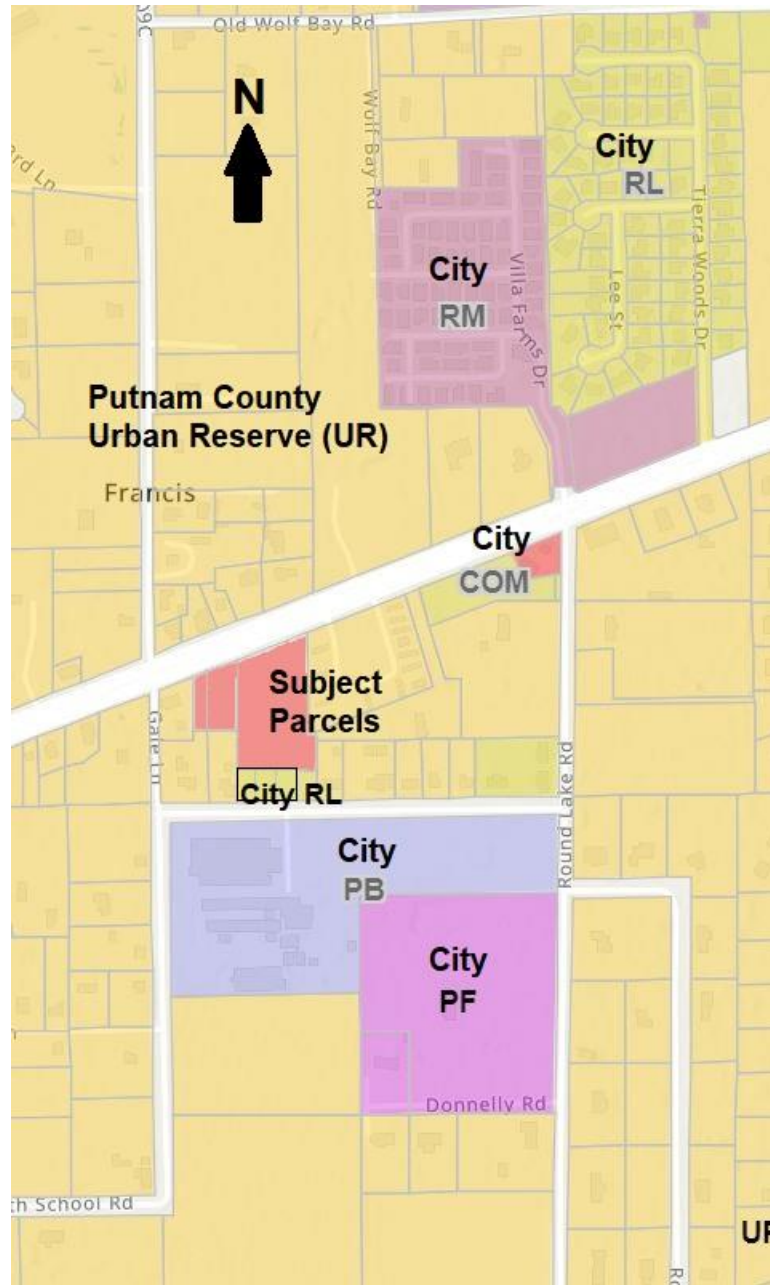


Figure 2. Proposed Future Land Use

The applicant is proposing to change the Future Land Use from Putnam County Urban Reserve (UR) to Residential High Density (RH) and Commercial (COM) on 0.5 acres, making this a Small Scale Comprehensive Plan Amendment which will be sent for expedited State review.

Florida Statutes Chapter 163.3177(6) provide for the following land use change criteria to be considered.

- *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: Three soil types occur on the subject parcel. Narcoosee soil is deep and somewhat poorly drained. Centenary soil is well drained, and Tavares soil is moderately well drained.

The parcel is not within a flood zone, as it is identified as Flood Zone X on FIRM maps. 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. The Florida Master Site Files do not list or show any historic resources on this site.

- *Provide analysis of the minimum amount of land needed as determined by the local government.*

Response: The City of Palatka's last adopted 2008 Comprehensive Plan, Future Land Use element, estimated the number of low-density housing units needed in 2020 to be 546 units higher than in 2005. Due to a major recession, this number of units has not been constructed within the city limits during that time frame.

While the 2020 U.S. Census did not show an increase of population within the past ten years, several major employers have or are entering Putnam County. There is an increase in new businesses in the city. The county as a whole is experiencing growth pressure from neighboring counties, especially as housing costs rise. This portends a demand for housing units, and therefore the creation of additional land within the city for this purpose is consistent with the Comprehensive Plan.

- *Demonstrate the 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 conversion of the subject parcels to residential land use would not contribute to urban sprawl, as the property is within an already established neighborhood and would be considered infill. The development pattern is that of a suburban neighborhood.

Many surrounding properties to the east and west have low density single family residences on them, are not within the city limits, are on well and septic systems and retain a Putnam County land use of Urban Reserve and a Putnam County zoning classification of Agriculture (AG).

Nearby parcels within the city include Kelley Smith Elementary School and small commercial properties. The school has a land use of City of Palatka Public Facilities (PF) with a zoning classification of Two-Family Residential (R-2).

Existing facilities currently have capacity to serve the proposed development, and because it is located adjacent to existing city limits, there should be no disproportionate increase in time, money and energy for provision of facilities and services. One condition this request seeks to address is that of increasing utility connections to City water and sewer systems. Sewer and water are available near the site. The applicant desires to connect to City water and sewer systems. Both systems are more than adequate to handle the expected volume.

The utilization of this parcel does not discourage or inhibit infill development, as the parcels are immediately adjacent to existing city limits. There will be a functional mix of uses between low density residential and commercial.

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Zoning Change Analysis

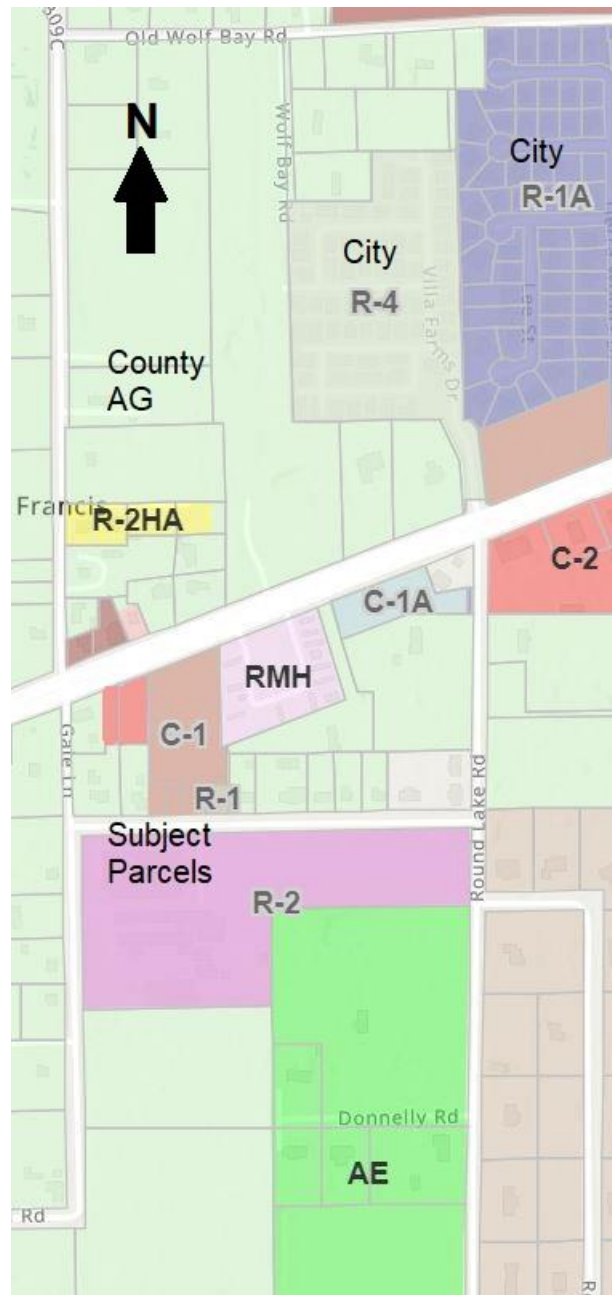


Figure 3. Existing Zoning

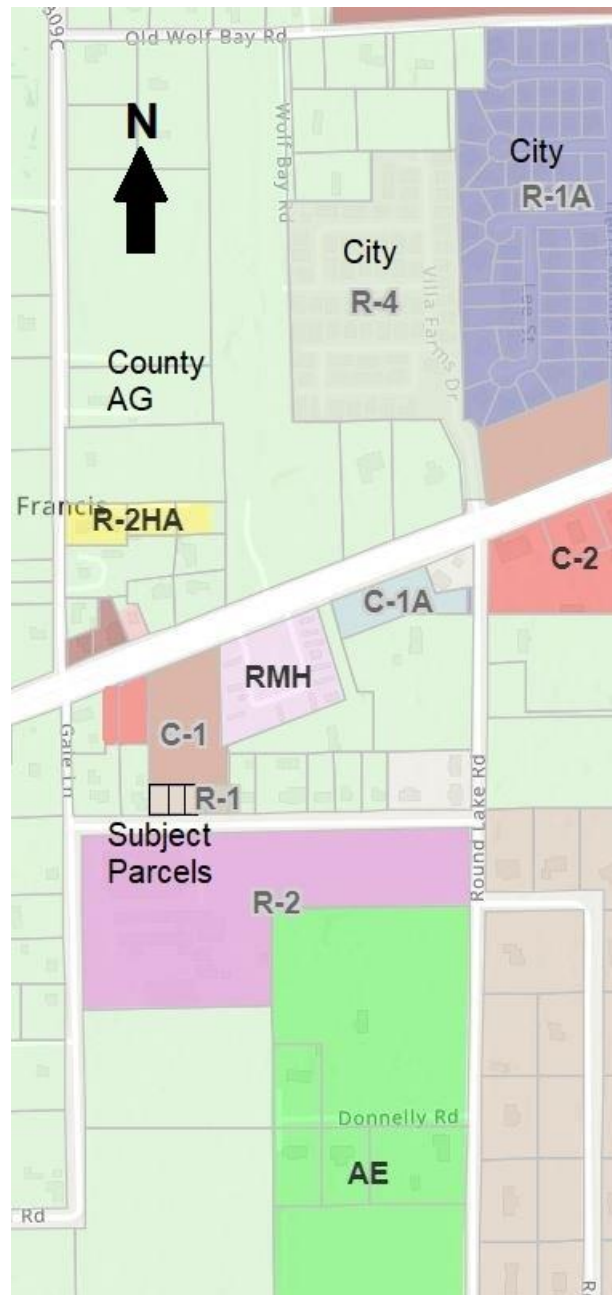


Figure 4. Proposed Zoning

Section 94-38(f)(1) of the Palatka Code of Ordinances requires that the report and recommendations of the Planning Board to the City Commission as 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 Commercial classification. The Future Land Use map for the City shows the property being adjacent to Putnam County Agricultural (AG) zoning to the west and City of Palatka Single Family Residential (R-1) to the east. Most of the surrounding properties are developed as residential uses. The change to a residential use zoning category will not have an adverse impact on the residential properties around it.

b. *The existing land use pattern.*

Response: The existing land use pattern in this area is a mix of vacant commercial land, agricultural and residential. The proposed zoning change will further the existing single family character to the east and west of the subject parcels.

c. *Possible creation of an isolated district unrelated to adjacent and nearby districts.*

Response: The proposed zoning change will not be isolated, as there are adjacent residential uses to the east and west, and general commercial use to the north, with a public school facility to the south of the subject parcels.

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 parcels are proposed to be developed as single family homes. This has the potential to increase population by 2.37 persons per household, or a potential total of 7.11 persons. The City of Palatka water and wastewater treatment plants both have available capacity at this time to serve these homes. As these are single family uses, there will be a de minimus impact be on traffic in the local area. There may be an additional impact on school population. Stormwater will managed onsite.

e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.*

Response: The proposed rezoning will be in concert with the existing zoning districts to the west and east, both on properties within the city limits and on nearby properties in the unincorporated area. There is a mix of zoning categories in the area, as well as a mix of uses.

f. *Whether changed or changing conditions make the passage of the proposed amendment necessary.*

Response: As with most places in the United States at this time, Palatka and Putnam County are experiencing high housing demand, especially for workforce and middle class populations. Creating more opportunities for such housing is needed.

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

Response: Minimal traffic will be created with the proposed single family dwelling units on these parcels. Stormwater will be managed on site. The homes will be connected to public water and sewer. Existing living conditions in the area will not change with approval.

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

Response: Access to the proposed homes would be on Kelley Smith School Road. Three single family residences would have minimal impact on traffic congestion and public safety in the area.

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

Response: There should be no negative impact on drainage in the area as there is minimal elevation change in the landscape, the soils are generally well drained and onsite stormwater management will be utilized.

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 anticipated, as the proposed use remains single family residential and such structures are subject to setbacks and height restrictions per the zoning code.

- k. *Whether the proposed change will adversely affect property values in the adjacent areas.*

Response: The construction of new residences should have a positive impact on property values.

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

Response: The proposed use exists on properties to the west and east. A public school is located on the adjacent parcel to the south. Constructing residential units on the subject parcel at the same density as the surrounding area should not be a deterrent to the improvement of adjacent properties.

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

Response: As the proposed change is in accordance with standard Planning practice, in alignment with surrounding land uses and furthers the use of existing public infrastructure, there would be no special privilege to an individual nor a negative effect on the public welfare. All development is required to meet all federal, state and local codes, just as required of other developments.

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

Response: Given the need for housing in Putnam County and the city of Palatka, the market is driving the sale of otherwise seemingly unsuitably zoned properties to be used for housing.

The proposed zoning classification is consistent with existing zoning within the neighborhood, both within the city and within Putnam County. The proposed use is consistent and compatible with surrounding uses.

- 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 use already exists on several surrounding properties and will be infill development. The proposed use would not be out of scale with the neighborhood or with the city of Palatka.

- 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 construct additional housing units within the city limits and to connect to water and sewer services.

- 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.

The City Commission has requested an estimate of revenues to the City of Palatka for proposed developments. Staff reminds readers the following table is only an estimate, as taxable values and utility usage may vary significantly.

Estimated City of Palatka Revenue for 3 New Single Family Residences									
Type of Develop	Use	Authority	Acres	Units	Zoning	Total Bldg sf	Tax Value	COP Millage Rate	2022 City Tax Revenue
SFR Parcel	Res SFR	City	0.17	1	R-1	1,500	\$150,000.00	0.0064	\$960.00
SFR Parcel	Res SFR	City	0.17	1	R-1	1,500	\$150,000.00	0.0064	\$960.00
SFR Parcel	Res SFR	City	0.17	1	R-1	1,500	\$150,000.00	0.0064	\$960.00
								Total Ann Tax Rev	\$2,880.00
								Est Total Fire Fee	\$21,600.00
								Est Total Utility Fees	\$7,200.00
								Total Est Ann Rev to City	\$31,680.00

The proposed project is expected to add 3 dwelling units to the city of Palatka. Using a projected persons per household for 2020 of 2.37, this equates to a projected population increase of 7 persons.

If approved, this land use change will equate to 0.50 acres of small-scale amendments for the City of Palatka for the 2024 calendar year.

PB 23-20 Staff Recommendation

1. Staff recommends the request to amend the Future Land Use Map from City of Palatka Commercial (COM) to City of Palatka Residential Low (RL) be approved for the above parcels.
2. Staff recommends the request to rezone from City of Palatka General Commercial (C-1) to City of Palatka Single Family Residential (R-1) be approved for the above parcels.

ROBERTA M. CORREA
MAYOR - COMMISSIONER

JUSTIN R. CAMPBELL
VICE MAYOR - COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

WILL JONES
COMMISSIONER

TAMMIE McCASKILL
COMMISSIONER



TROY BELL
INTERIM CITY MANAGER

LORENZO AGHEMO
PLANNING DIRECTOR

JANE WEST, ESQ.
CITY ATTORNEY

SUNNI L. KRANTZ
CITY CLERK

SHERRI FARMER
PLANNER I

Case PB 23-20

Application for Future Land Use Map Amendment (FLUM) and
rezoning for Azalea Place Subdivision, Phase II (Kelley Smith
School Rd between Round Lake Rd and Gale Ln)

STAFF MEMO

DATE: June 5, 2024
TO: City Commission
FROM: Lorenzo Aghemo
Planning Director

APPLICATION REQUEST

This is a request for a small-scale Comprehensive Plan Amendment and rezoning for a 3-lot residential subdivision located on the north side of Kelley Smith School Road between Round Lake Road and Gale Lane totaling 0.51 ± acres.

BACKGROUND

The request is to change the existing future land use from Commercial (COM) to Residential Low (RL) and to change the existing zoning from General Commercial (C-1) to Residential Single-Family (R-1). The parcels are proposed to be developed as single-family homes. The City Commission has previously approved the final plat for the property subdivision on April 4, 2024. The present request for a Comprehensive Plan Amendment and corresponding zoning have been reviewed and approved by the Planning Board on March 4, 2024.

Staff Recommendation

Staff recommend approval of the Comprehensive Plan Amendment and rezoning.

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL, 32177

ORDINANCE NO. 2024-07

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO THE FOLLOWING PARCEL OF LAND (LESS THAN 50 ACRES IN SIZE) FROM CITY OF PALATKA COMMERCIAL (COM) TO CITY OF PALATKA RESIDENTIAL LOW (RL) FOR THE FOLLOWING PROPERTY LOCATED ON KELLEY SMITH SCHOOL ROAD, PALATKA, FL 32177, PARCEL NOS.: 09-10-26-0213-0000-0010, 09-10-26-0213-0000-0020, AND 09-10-26-0213-0000-0030, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the City of Palatka Building and Zoning Department on behalf of the owner of said property: JJTI, LLC, for certain amendment to the Comprehensive Plan Future Land Use Map of the City of Palatka, Florida, and

WHEREAS, Section 163.3187, Florida Statutes, provides for small-scale amendment of an adopted comprehensive plan, and

WHEREAS, Section 163.3187(2), Florida Statutes, provides that small scale development amendments require only one public hearing before the governing board, which shall be an adoption hearing, and

WHEREAS, the City Planning Board conducted a public hearing on March 5, 2024 and recommended approval of this amendment to the City Commission, and

WHEREAS, the City Commission of the City of Palatka conducted a public hearing on June 13, 2024, and

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

Section 1. Adopted Small Scale Amendment

That the Future Land Use Map of the adopted Comprehensive Plan of the City of Palatka is hereby amended to provide that the Future Land Use of the parcels of land listed in Figure 1 below shall be changed as designated and that the Future Land Use Map shall be amended to show the changes.

DESCRIPTION OF PROPERTIES: AZALEA PLACE PHASE II MB7 P13 LOT 1; AZALEA PLACE PHASE II MB7 P13 LOT 2; AND AZALEA PLACE PHASE II MB7 P13 LOT 3.



Figure 1: map showing location of subject properties

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.

Section 6. This ordinance is exempt from provisions of the statute, Chapter 2023-309, Laws of Florida, codified as Section 166.041(4) Florida Statutes.

PASSED AND ADOPTED on first reading by the City Commission of the City of Palatka, Florida,
on the 12th day of September 2024.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND LEGALITY:

City Attorney

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL, 32177

ORDINANCE NO. 2024-08

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM CITY OF PALATKA GENERAL COMMERCIAL (C-1) TO CITY OF PALATKA RESIDENTIAL, SINGLE-FAMILY (R-1) FOR THE FOLLOWING PROPERTY: LOCATED AT KELLEY SMITH SCHOOL ROAD, PALATKA, FL 32177, PARCEL NOS.: 09-10-26-0213-0000-0010, 09-10-26-0213-0000-0020, AND 09-10-26-0213-0000-0030, PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the City of Palatka Building and Zoning Department on behalf of the owner of said property: JJTI 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 March 5, 2024, and two public hearings before the City Commission of the City of Palatka on June 13, 2024, and July 11, 2024, 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 City of Palatka General Commercial (C-1) to City of Palatka Residential, Single-Family (R-1) classification.

DESCRIPTION OF PROPERTIES: AZALEA PLACE PHASE II MB7 P13 LOT 1; AZALEA PLACE PHASE II MB7 P13 LOT 2; AND AZALEA PLACE PHASE II MB7 P13 LOT 3.

Putnam County Property Appraiser's Parcel Nos.: 09-10-26-0213-0000-0010, 09-10-26-0213-0000-0020, and 09-10-26-0213-0000-0030.

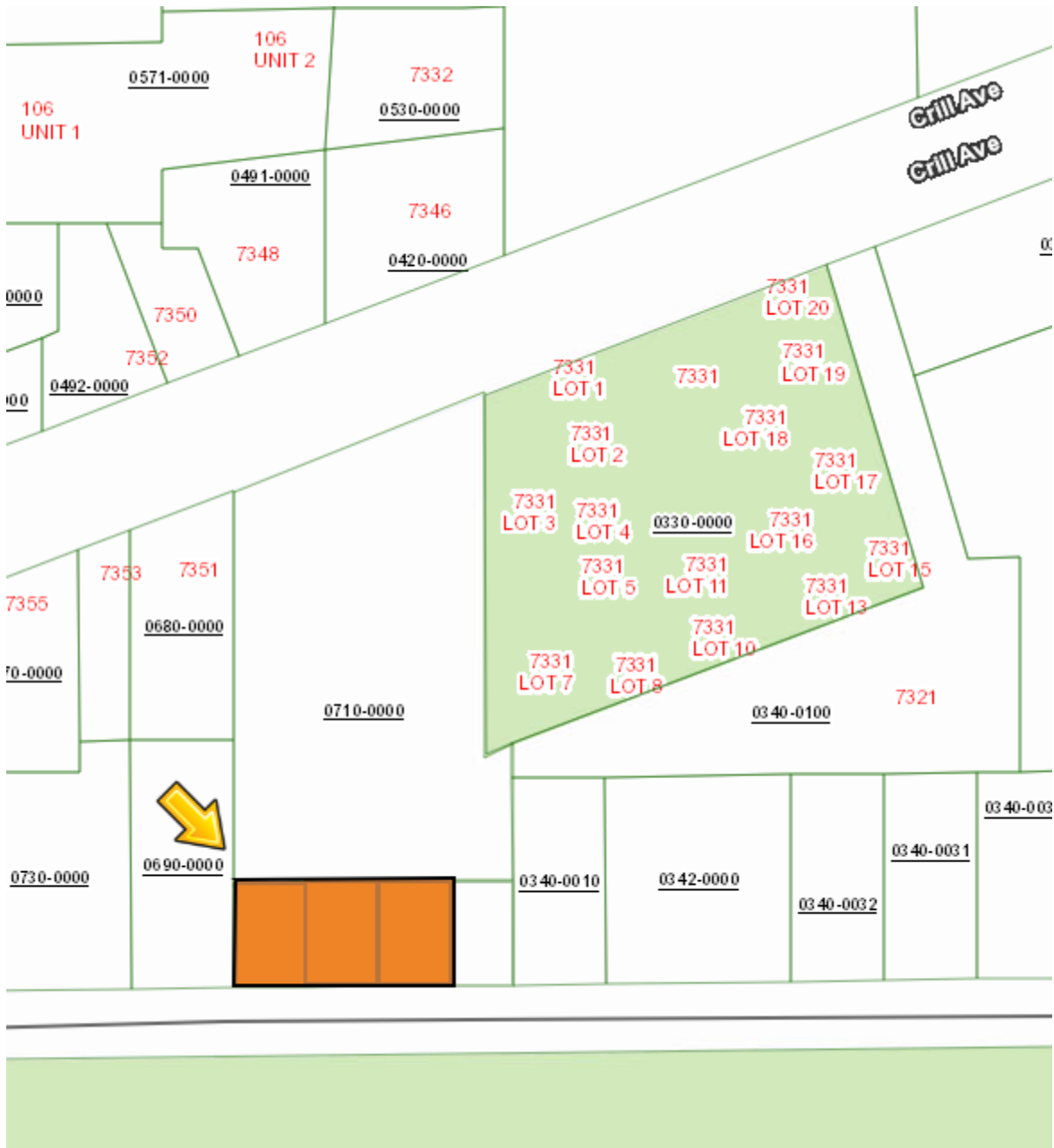


Figure 1: map showing location of subject properties

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. 2024-08 becomes effective as provided therein.

Section 4. SCRIVENER’S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

Section 5. This ordinance is exempt from provisions of the statute, Chapter 2023-309, Laws of Florida, codified as Section 166.041(4) Florida Statutes.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 12th day of September 2024.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 26th day of September 2024.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND LEGALITY:

City Attorney

NOTICE OF PUBLIC HEARINGS

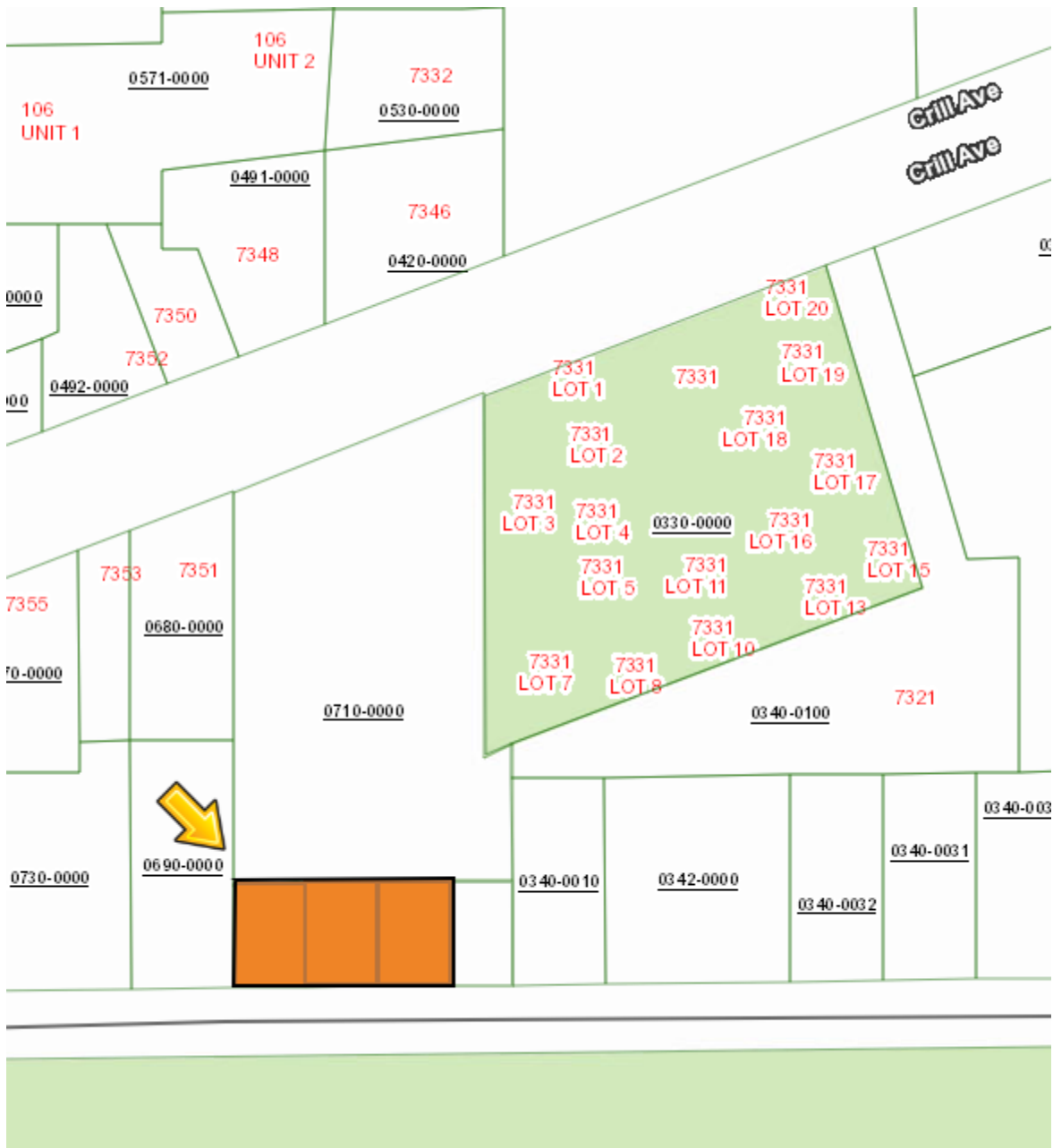
NOTICE is hereby given the Palatka City Commission will hold public hearings to consider the enactment of the following Ordinances at City Hall 201 N. 2nd St., Palatka, FL 32177

September 12, 2024 at 6:00 PM	Enactment/Adoption Hearing: Ordinance 2024-07 First Reading: Ordinance 2024-08
September 26, 2024 at 6:00 PM	Enactment/Adoption Hearing: Ordinance 2024-08

Ordinance 2024-07 for the amendment of the Future Land Use Map of the City of Palatka: AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO THE FOLLOWING PARCEL OF LAND (LESS THAN 50 ACRES IN SIZE) FROM COMMERCIAL (COM) TO RESIDENTIAL LOW (RL) FOR THE FOLLOWING PROPERTY LOCATED AT 09-10-26-0213-0000-0010; 09-10-26-0213-0000-0020; 09-10-26-0213-0000-0030; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

Ordinance 2024-08 is for rezoning said property: AN ORDINANCE OF THE CITY OF PALATKA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FL BE AMENDED FROM GENERAL COMMERCIAL (C-1) TO RESIDENTIAL SINGLE FAMILY (R-1) FOR THE FOLLOWING PROPERTY LOCATED AT 7341 CRILL AVENUE, PALATKA, FL 32177, PARCEL NO: 09-10-26-0213-0000-0010; 09-10-26-0213-0000-0020; 09-10-26-0213-0000-0030; PROVIDING FOR SEVERALITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

Below is a map of the property subject to Ordinances 2024-07 and -08:



The complete legal description and the proposed ordinances can be obtained from the office of the City Clerk. All interested persons are hereby advised of such consideration by the City Commission and all interested parties may appear at said meeting at said time and place and be heard with respect to the proposed ordinances. This notice is given in accordance with FS 163.3187(2).

PLEASE GOVERN YOURSELVES ACCORDINGLY.

/s/Lorenzo Aghemo, MRP, Planning Director

BLOCK DISPLAY ADVT – Run w/ Map

RUN DATES: August 29 and September 5, 2024

PO: 69028

Send editing proof with cost of advertisement to skrantz@palatka-fl.gov

Sunni Krantz,

City of Palatka, 201 N. 2nd Street, Palatka FL 32177; ph 386-329-0100

STAFF REPORT

DATE: October 14, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Allen Sheffield has timely filed an appeal in accord with the City's appeal procedures, of an appeal of a decision of the Historic Preservation Board.

BACKGROUND

The Historic Preservation Board on September 5, 2024 denied a certificate of appropriateness for demolition of the structure at 426 Kirby Street, Palatka. The structure is owned by Allen Sheffield, who is a member of the Historic Preservation Board. Mr. Sheffield recused himself from the item during the meeting, in order to present his request. The agenda of the meeting and the (draft) minutes of the meeting follow.

PROJECT ANALYSIS

Quasi-judicial: you are acting in a judicial capacity, interpreting the policy of the City to see if the rezoning complies with existing policies.

Disclose ex parte communications.

Burden of proof: The applicant for a rezoning has the burden of proof to show that the land use change is supported by competent, substantial evidence.

Quasi-judicial hearings require all speakers to be sworn in and they may be cross-examined.

Popular sentiment and unsubstantiated evidence cannot be the basis for a decision. Factual testimony from lay witnesses and the opinion of expert witnesses are acceptable. Information presented by City staff also constitutes substantial, competent evidence.

Staff Recommendation

In a quasi-judicial capacity, hear HPB Case 24-21 on appeal.

The Commission has three options:

affirm the decision of the Historic Preservation Board,
overturn the decision of the Historic Preservation Board, or
remand the matter back to the Historic Preservation Board.

ATTACHMENTS

1.	Appeal Email 2
2.	Appeal Email 1
3.	Appellant Exhibit 426 Kirby - HPB Decision Appeal September 2024

4.	Appellant Exhibit 2024.09.05 HPB Minutes
5.	Appellant Exhibit Signed Letter 426 Kirby St. Demo HPB COA Denial Sep 5th 2024
6.	Appellant Exhibit Cert of Appropriateness Application September 2024 - Description of work and Pictures
7.	426 Kirby Structural Inspection ReportDSS
8.	Appellant Exhibit HPB 21-19 426 Kirby St Approval Letter
9.	Appellant Exhibit 426 Kirby Cost Estimates
10.	Appellant Exhibit Kirby Pictures in June 2021 COA
11.	Appellant Exhibit 426 Kirby Pictures June 2024 - Additions and Bottom Siding Removed
12.	2024.09.05 HPB Agenda packet (25)
13.	2024.09.05 Sheffield Allen Recusal Form 8B

Sunni Krantz

From: Allen Sheffield <sheffield_allen@yahoo.com>
Sent: Wednesday, September 18, 2024 12:45 AM
To: Marcia Carty
Cc: Sunni Krantz; Troy Bell; Jane West; Lorenzo Aghemo
Subject: Re: Appeal of HPB Decision - Email 2 of 2
Attachments: HPB 21-19 426 Kirby St Approval Letter.pdf; Kirby Pictures in June 2021 COA.pdf; 426 Kirby Pictures June 2024 - Additions and Bottom Siding Removed.pdf; 426 Kirby Cost Estimates.pdf

Dear Ms. Carty, Interim City Manager:

Please see the remaining 4 of 9 documents attached.

Sincerely,
Allen Sheffield

On Wednesday, September 18, 2024 at 12:39:53 AM EDT, Allen Sheffield <sheffield_allen@yahoo.com> wrote:

Dear Ms. Carty - Interim City Manager:

Attached are 5 of the 9 documents comprising my appeal to the City Commissioners of the Historic Preservation Board's September 5, 2024 decision to deny my COA application 24-21. I am filing this appeal with you in your role as City Manager, in accordance with Sec. 54-74 of the Code of Ordinances.

Please let me know if there is any additional information or actions required of me to move forward with this appeal.

Sincerely,
Allen Sheffield

Sunni Krantz

From: Allen Sheffield <sheffield_allen@yahoo.com>
Sent: Wednesday, September 18, 2024 12:40 AM
To: Marcia Carty
Cc: Sunni Krantz; Troy Bell; Jane West; Lorenzo Aghemo
Subject: Appeal of HPB Decision - Email 1 of 2
Attachments: 426 Kirby - HPB Decision Appeal September 2024.pdf; 2024.09.05 HPB Minutes.pdf; Signed Letter 426 Kirby St. Demo HPB COA Denial Sep 5th 2024.pdf; Cert of Appropriateness Application September 2024 - Description of work and Pictures.pdf; 426 Kirby Structural Inspection ReportDSS.pdf

Dear Ms. Carty - Interim City Manager:

Attached are 5 of the 9 documents comprising my appeal to the City Commissioners of the Historic Preservation Board's September 5, 2024 decision to deny my COA application 24-21. I am filing this appeal with you in your role as City Manager, in accordance with Sec. 54-74 of the Code of Ordinances.

Please let me know if there is any additional information or actions required of me to move forward with this appeal.

Sincerely,
Allen Sheffield

Appellant and COA Applicant Background

1. Licensed Certified Public Accountant
 - a. Public accounting - PricewaterhouseCoopers – 14 years
 - b. Corporate accounting - 18 years
 - c. Non-profit accounting – 10 years
2. Property Investor – 15 years
 - a. Owns multiple rental properties
 - b. Held property in other historic district since 2017
 - c. 426 Kirby St. is owner's 8th major home renovation
3. Current Vice Chairperson – Palatka's Historic Preservation Board (2 years)

City's Criteria for HPB Decisions

The Historic Preservation Board failed to give appropriate consideration to the applicable requirements under the City of Palatka's Code of Ordinances Section 54-79 – Criteria for decisions on certificates of appropriateness as a basis for their denial of Application HPB 24-21:

1. Conformance of the proposed work to the secretary of the interior's standards for rehabilitation (*Sec. 54-79(a)*) – (*Secretary of the Interior's Standards for the Treatment of Historic Properties Section 68.3*)
 - a. Consideration of the historical significance of the property (key historical events and distinctive architectural features)
 - b. Consideration of the existing physical condition of the property (non-surviving historical features)
 - c. Consideration of the economic and technical feasibility of each project
2. Whether the removal of such structure would be detrimental to the historic or architectural character of the district (*Sec. 54-79(b)(4)*)
3. Consideration of reasonable justice and equity in balancing the interest of the city in preserving the integrity of the district versus the interest of the owner of the property (*Sec. 54-79(b)(4)*)

4. Reconstruction being an acceptable alternative under the standards when the historic structure has not survived. Reconstruction is different from the other historic treatments in that it is undertaken when there are often no visible historic materials extant or only a foundation remains. It will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will recreate the appearance of the non-surviving historic property in materials, design, color and texture. (*Secretary of the Interior's Standards for the Treatment of Historic Properties Section 68.3(d)(4)*)

History of Property – 426 Kirby Street, Palatka, Florida

1. Frame Vernacular style home built between 1892 and 1897 – per the Florida Master Site File
2. The home is included in the South Historic District National Registry Application as a “contributing, altered home”
3. Distinctive architectural features – no chimney, first floor bay window and had a second story exterior front porch – none of these are of historic significance
4. Key historical events or individuals associated with the home – none noted in either of the September 2021 or September 2024 HPB meetings on this property by the research of the owner, City Staff or HPB
5. **Property was vacant for at least 12 to 14 consecutive years prior to November 2020** over which time the interior was demolished down to the studs, several floor joists removed, walls of the addition buckled, extreme termite damage to sill beams and other structural members. “The entire structure has fallen into disrepair, is vacant and not currently habitable” (*September 2, 2021 Staff Report*)
6. Purchased by the Appellant and Applicant in November 2020

7. Sought permission to clear interior debris and remove siding and open sections for better evaluation of the property's condition – this was denied. We were told no work could be performed until a COA was approved
8. Property evaluated by a structural engineer - report received January 2021 - **(not being allowed to remove debris from partial demo by prior owner or exterior siding, per City Planning Director, limited the scope of the engineer's evaluation and prevented her from seeing extent of damage)**
9. Added 2x4X8 braces to first and second floors inside to help stabilize structure.
10. HPB 21-19 Certificate of Appropriateness September 2021 application to demolish non-original back and side additions and renovate original section of home was approved with stipulations, recognizing the increased costs, Hardie fiber board may be allowed if additional research and sourcing efforts are not successful. *(HPB 21-19 Staff Report)*
11. October 2021 – informed that a building permit was required to obtain a permit to demolish the non-original additions approved in the HPB 21-19 COA. The building permit required detailed drawings approved by an architect and/or structural engineer.
12. After initial building plans were submitted, we were informed that plans and permits for the building and all trades had to be completed before the demolition permit could be issued. County suspended plan reviews during part of this period to update their systems also.
13. October 2022 – Building, trades and demolition plans signed off by the County and permits issued.
14. May 2023 – **Demolition of non-original structures completed, which clearly revealed significant deterioration in the framing members of the original structure not visible prior to demolition or removal of bottom rows of siding – no updated engineering report was deemed necessary given the evident severity of deterioration**

15. April 2024 – Decided to pursue demolition of original structure in preparation for reconstruction of the original structure in accordance with the Secretary of the Interior's Standards for reconstruction.
16. June 2024 – submitted application to Planning Department for Certificate of Appropriateness for demolish and reconstruction of the original structure
17. September 2024 – Application denied by HPB. Appeal to City Commission submitted.

Basis of HPB Decision

Actual basis for the HPB Decision was not communicated in the meeting after the vote to deny or in the denial letter from the Planning Director. As the applicant, I asked multiple times "what historically significant features are we trying to save with this property". I asked this of the HPB, but no answer was given. Based on the line of questions and comments of the HPB members during the Board's deliberations, it appears the basis included the following:

1. A property's historical significance is not based on its distinctive architectural features or key events or individuals associated with the property – simply its age makes it historically significant
 - a. **HPB member comment** "I truly don't believe anyone famous has to live in a property to make it important or historic. I believe the property itself is important and historic."
2. Demolition by Neglect? – significant number of questions raised regarding the timeline between the September 2021 COA approval and April 2024 decision to pursue demolish of original structure
 - a. **HPB member comment:** "What bothers me is that house is in the condition that it's in now because when it was initially purchased it wasn't...I know you had to go through a lot of different things but a lot of it is from neglect at this point where it just gets worse..."
"...people purchasing these homes and letting them set for a long time before they fix them and now it's come to the point where it is

a tremendous eye sore in the neighborhood and it is effecting owners that are next door and so on. And because of that and those things happening we are losing; we could possibly be losing a home from the 1800's that had its value in the simplicity that it was whether it was fancy or it wasn't or whatever and that's where my problem lies with this today."

- b. **HPB member comment:** "I don't doubt that Mr. Sheffield would put something really nice on that property, but its still not a substantial part of the original house. I do feel like even when a house is in bad shape when you acquire it that you have to go into it with the understanding that you may have to have it tented even before you do any repair to it. And you may have to have somebody there every couple weeks removing vines and cutting grass because all of that contributes to the deterioration of the structure and so."
3. Cost of renovation is not a meaningful factor to consider in COA decisions – the HPB member comment below was made right after the City attorney responded to another HPB member's question about balancing the City's versus Owner's interest appearing to dismiss the economic impact from consideration:
 - a. **HPB member comment:** "I think that if we were to look at one true fact, it's that historic homes are expensive. There is just no two ways about it."
4. The City's interest in preserving historical structures clearly outweighs the owner's interest, even for a property for which no historical significance could be cited:
 - a. **HPB member comment:** "I just don't feel comfortable on this board routinely saying we are going to demolish these structures."
 - b. **HPB member comment:** "I think that if we were to look at one true fact, its that historic homes are expensive. There is just no two ways about it."

I was not afforded the opportunity to address comments made by HPB members after board deliberations started. A number of HPB members

appeared to have ignored the physical condition the property was in at the time I purchased it and attributed the deteriorated condition as occurring during my ownership instead of attributing the deterioration to the 12 to 14 years the property sat vacant prior to my purchase.

The assignment of neglect to me by some of the HPB members appears to have superseded or voided their consideration of the Section 54-79 criteria for decisions on certificates of appropriateness, including reasonable justice and equity in balancing the interest of the City versus the interest of the owner.

Regarding care of the property since purchased in November 2020, I had two large trees that were growing into the home (pressing against the structure) removed and have the lawn attended to every two weeks and vines removed periodically.

There was no HPB deliberation on the historic significance of the property. It appeared to be deemed historically significant by some HPB members due solely to the age of the property. If that was the line of thinking, then were they saying removal of this property would be detrimental to the historic or architectural character of the district which is part of the criteria for the decision? I'm truly struggling to see how the respective parts of the criteria for making decisions were met.

The property was in extremely horrible shape when I purchased it. I purchased it with the hope of salvaging it, but the reality was that it was too far gone after sitting vacant, being neglected, for 12 to 14 years before I bought it. With enough time and money almost anything can be renovated, but I'm not a non-profit organization and this is not my primary residence yet, therefore I'm left to my own resources to renovate the property.

The extent of damage to the structure is well beyond what was originally contemplated and only made known once we demolished the additions and removed bottom levels of siding. The process required to renovate the original structure – lifting the two-story home, replacing all sill beams, testing every joist, sill plate, and other structural members for possible repair or replacement would cost more than the market value of the house would be

**Appeal of the City of Palatka, Florida Historic Preservation Board's September 5, 2024
Decision to Deny the Certificate of Appropriateness Application HPB 24-21 for the
Demolition of the Structure at 426 Kirby Street, Palatka, Florida 32177**

post renovation. Construction costs, excluding the costs of trades (electrical, plumbing and mechanical), the estimate to renovate the original section of the home is \$163,894. The estimate to demo and reconstruct the original section is \$84,113. Having to bear an additional cost of \$79,781 to renovate the original section of this property would not increase the market value of the home. This would constitute an unreasonable burden and hardship on me and my family.

Appellant's Request

Given the competent, substantial evidence provided regarding the existing physical condition at time of purchase, the property's historical insignificance and the economic hardship to the property owner if required to renovate the original structure, I request that the City Commissioners overturn the decision of the HPB and approve the Certificate of Appropriateness HPB 24-21.

Sincerely,



Allen Sheffield
Appellant and COA Applicant

Elizabeth van Rensburg
Chair

Allen Sheffield
Vice Chair

Breanna Pierce
Board Member

Larry F. Beaton
Board Member

Patti Vogt
Board Member

Timothy Jefferson
Board Member

Christopher Hollister
Board Member

Mary Jane Rosa
Alternate

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

JANE WEST, ESQ.
CITY ATTORNEY

LORENZO AGHEMO, MRP
PLANNING DIRECTOR



MINUTES
CITY OF PALATKA
September 5, 2024

1. CALL TO ORDER Call to order.at 4

a. Invocation

Led by Chaplain Mulberry

b. Pledge of Allegiance

Led by Sunni Krantz, City Clerk.

c. Roll Call

Present: Breanna Pierce

Christopher Hollister

Larry Beaton - Via telecommunications technology

Patti Vogt

Timothy Jefferson

Allen Sheffield

Elizabeth van Rensburg

Absent:

Excused:

Also Present: Lorenzo Aghemo Planning Director, Renee' Brown, Planner 1, Jane West, City Attorney, Sunni Krantz, City Clerk, Mary Jane Rosa, Historic Preservation Board alternate. Present via telecommunications technology; Alonzo Mulberry, City Chaplain

d. Meeting Purpose Disclosure

Read by the Chair van Rensburg.

e. Appeal Procedures & ExParte Communication

Read by Chair van Rensburg.

Time was allotted for ExParte communication disclosure.

Mr. Holister disclosed he has discussed the matter with the applicant.

Ms. Vogt disclosed she has discussed the matter with the applicant and Mr. Cutwright, Community Affairs Director.

2. APPROVAL OF MINUTES

a. July 11, 2024

Motion to Approve by Sheffield. Seconded by Hollister. The Motion Passed unanimously.

3. PUBLIC COMMENTS The floor was opened to public comments.
Upon hearing nothing, the floor was closed to public hearing.

4. NEW BUSINESS

a. HPB Case 24-21: Application for Certificate of Appropriateness for demolition. Owner: Allen Sheffield;
Address: 426 Kirby St., Palatka, FL 32177; Parcel #42-10-27-6850-0400-0021

Mr. Allen Sheffield recused himself from the Board as he is the applicant of the item.

Mr. Aghemo addressed the Board and presented the staff report on the subject matter. He stated that he visited the site and inspected the existing structure however did not go inside. He indicated that a determination as to whether the structure is unsafe or not cannot be made.

Mr. Sheffield addressed the Board and made statements and explanations regarding this application. He expressed that it took a long time to get to this point. He made reference to the previous Certificate of Appropriateness which was approved by the Board. He explained that the Engineers report for that application indicated that repairs to the single family house was feasible based upon the visual inspection, but only after the front and back porches were demolished, it became evident the full extent of the deterioration. He stated that is not a fan of demolition but the existing structure is beyond repair and any salvage is cost prohibitive. The state of the structure today has no architectural value and is rotting and infested with termites creating a danger to near by structures.

The Chair opened the item to public comments.

Mr. Vito Russo from 603 Emmett St., Palatka FL, 32177 addressed the Board. He stated that he is in support of the demolition.

Ms. Allegra Kitchens from 1027 S. 12th St., Palatka FL, 32177 addressed the Board. She indicated that the Appraiser's Office list all properties with a date starting in the 1900 as the system does not recognize dates earlier than that.

Ms. Annie Davis from 420 Kirby St., Palatka FL, 32177 addressed the Board. She spoke in favor of the demolition.
The Chair closed the floor to public comments.

Motion to approve by Mr. Jefferson. Seconded by Mr. Hollister. Motion Failed: with 2 votes in favor, 4 votes against, (Ms. Pierce, Mr. Beaton, Ms. Vogt, Chair van Rensburg) and 1 abstained.

5. OTHER BUSINESS

a. Patti Vogt requested a discussion on the Certificate of Appropriateness fees.

Patti Vogt discussion Certificate of Appropriateness (COA) fees being too high, needs to be lowered. Residents are discouraged with the fees. Mr. Aghemo states in the budget meetings they have recommended certain fees to be increased, like the COA by \$50.00. He was asked if the fee of \$360 (\$200.00 application and \$160.00 advertisement) charged, now covers the cost of staff and materials at this time. He answered no. Chair van Rensburg said needing a COA is discussed in detail before accepting fee on application. Jane West, City attorney, stated that there is only a small fee for "like for like" maintenance. Comparisons were made with other cities.

6. ADJOURN Board Comments. Mr. Aghemo had a draft of the brochure for the Historic District. Ms. Pierce said it needs to be polished with less hyphens. Chair van Rensburg mentioned everyone needs to look at it and get with Planning Staff asap. Adjourn at 5:06

September 9, 2024

Mr. Allen Sheffield
512 Mulholland Park
Palatka, FL 32177

RE: 426 Kirby St.
Palatka, FL 32177
HPB 24-21 Certificate of Appropriateness for demolition.

Dear Mr. Sheffield,

Your application for a Certificate of Appropriateness to demolish the existing structure at 426 Kirby Street, was considered by the Historic Preservation Board on September 5, 2024. The application has been denied by the Board. You have the right to appeal this decision to the City Commission within 15 days counted from the date of the hearing. Such application must be filed to the City Manager in writing pursuant to Sec. 54-74 of the Code of Ordinances. Please let me know if we can assist you with the appeal.



Lorenzo Aghemo MRP
Planning Director

Cc; Troy Bell, City Manager
Elizabeth van Rensburg, Historic Preservation Board Chair
Jane West, City Attorney

NOTICE: ANY PERSON WISHING TO APPEAL A DECISION MADE BY THE BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.0105
PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERK'S OFFICE AT 386-329-0100 AT LEAST 24 HOURS IN ADVANCE.

**Certification of Appropriateness Application
for the Demolition of the Original Section of the Home at 426 Kirby Street as Part of Our
Restoration and Reconstruction Effort of this Property**

At the time of purchase we anticipated having to make a decision as to whether the home should be completely demolished for reconstruction or could it be restored through some combination of demo and restoration. We engaged a structural engineer to assess the property. That report is included as an attachment to this application. This assessment was limited to observations without the benefit of removing siding or other elements since we were told by the City planning office that absolutely no demolition or other work could be started without obtaining a Certificate of Appropriateness for the proposed improvements. See two pages included from the engineer's report (with the header: Structural Assessment for Residential Property Sheffield House) for what was visible to engineers at the time of their assessment.

Even with the limited view, the structural engineers' report recommended demolition of the rear addition due to its obvious extensive deterioration (non-surviving features) and risk of it negatively impacting the structure of the original section of the home. We obtained a Certificate of Appropriateness for the proposed plans (HPB 21-19) which included demolition of the rear addition and front porch.

Before we were allowed to begin demolition and conduct further evaluation of the remaining sections of the home, we were told we could not just obtain a permit to demo, but we were required to have plans for the entire project reviewed and approved by the County and building as well as any and all permits required to cover the full scope of the planned renovations. While going through this process we install 2x4x8 pieces of lumber to various interior walls and 4x4 pieces of lumber to the exterior walls to prevent what appeared to be a slight shifting or leaning of the house.

All of the required permits were obtained. Upon demolition of the rear addition, front porch and removal of a few of the bottom rows of siding, we could see clearly that the extremely deteriorated condition of many aspects of the structure had been hidden by the rear addition and siding, therefore not visible to the structural engineer or us at the time of the engineer's assessment. Please see the pictures on the pages below of the structural members unhidden.

It has taken us quite a while to come to this decision. Even though the exterior of this home doesn't seem to have much architectural value (it is extremely plain visibly) and the entire interior has been gutted down to the studs (an many of those cut for some reason), we wanted to restore the home. Unfortunately, we have come to the conclusion that the entire two-story structure should be demolished. The structure is unsafe. Restoration of this home would be quite risky and costly, given the damage nature and man have done to its structural members. Therefore, we are seeking approval to demolish the home and reconstruct it in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties.

Part 68.3 of the Secretary of the Interior's Standards states: *"One set of standards – preparation, rehabilitation, restoration or reconstruction – will apply to a property undergoing treatment, depending upon the property's significance, existing physical condition, the extent of*

**Certification of Appropriateness Application
for the Demolition of the Original Section of the Home at 426 Kirby Street as Part of Our
Restoration and Reconstruction Effort of this Property**

documentation available and interpretive goals, when applicable. The standards will be applied taking into consideration the economic and technical feasibility of each project."

The Standards for Reconstruction & Guidelines for Reconstructing Historic Buildings states:

"Reconstruction is defined as the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location."

There are no significant historic architectural or known use of historical significance. It is a very basic and simply designed home. We plan to save the original interior staircase, bookshelf and closet, three of the original windows and as much of the original exterior siding as we can for use in the new home construction, keeping the same floor plan of the original structure.

We, therefore, request approval to completely demolish the existing two-story structure in preparation for its reconstruction in accordance with the Secretary of the Interior's Standards and completing improvements approved by Certificate of Appropriateness HPB 21-19.

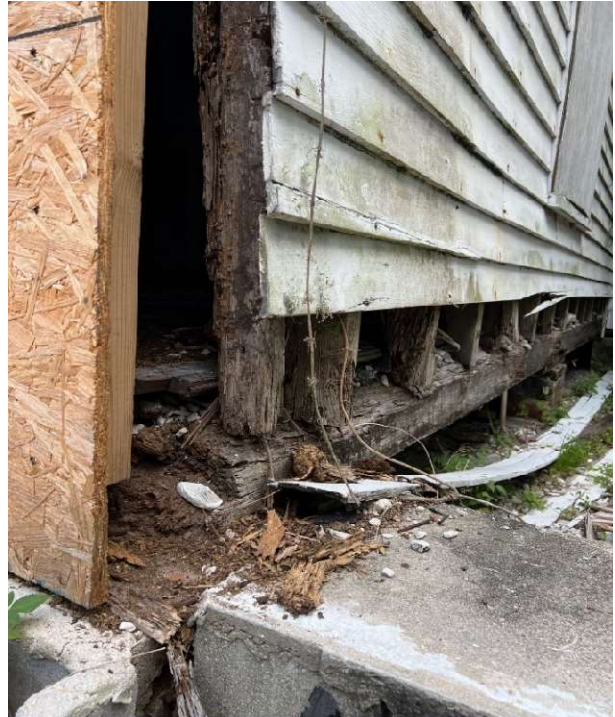
We are not certain yet, but are considering placing a less than 4-foot-high white picket fence along the property line in the front, side and rear of the house. We would like to request the Board's approval at this time, instead of having to return, if we decide we want the fence installed.



**Certification of Appropriateness Application
for the Demolition of the Original Section of the Home at 426 Kirby Street as Part of Our
Restoration and Reconstruction Effort of this Property**



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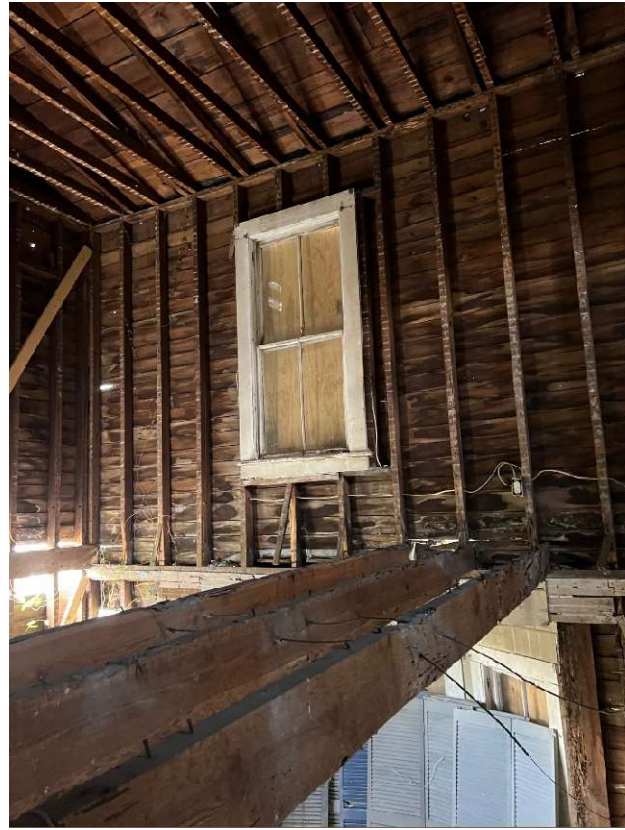
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for the Demolition of the Original Section of the Home at 426 Kirby Street as Part of Our
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Restoration and Reconstruction Effort of this Property**



B. Robinson Corporation

50 East 2nd Street, Suite #1, Jacksonville, Florida 32206
904-554-554-4633, brenda@brobinsoncorporation.com

Sheffield Residential Property Structural Assessment for Residential Property 426 Kirby Street, Palatka, Florida 32177



This report has been electronically signed and sealed by Dr. Brenda Robinson, P.E. on January 27, 2021 using a Digital Signature.

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

Brenda Robinson
Digitally signed by Brenda Robinson
Date: 2021.01.28 09:17:09 -05'00'

Dr. Brenda Robinson, P.E.
Principal Engineer
(Civil/Structural)
Florida License # 44767



January 28, 2021

Mrs. Shanna Sheffield
Mr. Allen Sheffield
426 Kirby Street
Palatka, Florida 32177

**Re: Structural Assessment for Residential Property
Sheffield House – Palatka, Florida**

Dear Mr. and Mrs. Sheffield:

As agreed, Dr. Brenda Robinson conducted a Residential Structural Assessment at the house located at 426 Kirby Street on Thursday, December 10, 2020. The purpose of the assessment was to provide an opinion concerning the structural viability of the house and the feasibility of renovating the structure as opposed to demolishing the structure and replacing it. The purpose of the site visit was not to perform structural analysis or design pertaining to the structure. Therefore, no structural plans were produced and no structural calculations were performed. A list of limitations associated with the inspection and report is provided at the end of this report. This report provides a summary of the observed conditions and my evaluation and conclusions regarding the structural systems present in the structure. Photographs are provided in the report to help clarify observed conditions and conclusions.

I. Structural Inspection and Evaluation Activities

Dr. Brenda Robinson and Norman Robinson met Mrs. Shanna Sheffield at the house site. Dr. Robinson performed the following tasks to investigate the state of the single family residential structure:

- Conducted a visual, non-destructive assessment of the affected portions of the structure to document, photograph, and evaluate the site conditions;
- Communicated with Mrs. Sheffield at the site concerning the purpose of the visit and conversed with both Mr. Sheffield (by phone) and Mrs. Sheffield (in person) concerning my site observations and resulting conclusions;
- Researched weather data recorded in the general vicinity of the project site on the date of the inspection;
- Reviewed the Putnam County Property Appraiser's Database information;
- Located the property on Google Earth and printed photos from that source; and
- Prepared this report summarizing the results of the field investigation along with evaluations, conclusions, and recommendations.

II. Site Description and Background Information

The Sheffield single family residential structure is located at 426 Kirby Street, Palatka, Florida 32177. For this property, the Putnam County Property Appraiser's database provides the

following Parcel ID # 42-10-27-6850-0400-0021. According to the Property Appraisers database information the property consists of a land area dimensioned approximately 100.16 feet by 100.26 feet (0.23 acres). At the site vegetation was overgrown and in some locations growing into and on the exterior walls and roofs of the structure. The lot was relatively flat. There were no noticeable steep surfaces. The structure was vacant and in need of repairs both outside and inside.

III. General Description of Building and Structural Components

In this section, the materials and structural components are identified but the condition of these systems are not discussed in detail. According to the Putnam County data, the two story house was constructed in 1900. It is approximately 2374 SF including a 160 SF front porch and an 80 SF rear porch. Based upon some measurements taken of a few of the studs, ceiling joists and rafters on the second floor, some of these wood members were actual (not nominal) size 2” (thick) dimensional lumber.. Not all structural members were measured.

The house is a wood frame structure. The roof systems consist of a main gable roof, a side gable roof over a room, and several shed roofs over the two porches (front and rear) and over two rear rooms (one upstairs and one downstairs). Composition shingles cover the roof system as listed in the Putnam County Property Appraiser database information. Although most of the second floor roof was not visible from the ground, what appears to be shingles were seen in the locations where the roof surface was visible.

The exterior walls are constructed using balloon framing studs and wood siding (lap siding and sheathing). The sill beams, floor joists, ceiling joists, rafters, studs, headers and floors are wood framing members. The first floor is constructed off grade and supported on masonry piers. These piers vary in construction methods and materials. Some are constructed using bricks and some are constructed using concrete blocks.

For the purposes of this report, BRC will make correlations between the elevations and directions as follows: front elevation (south), the right elevation (east), the rear elevation (north), and the left elevation (west).

Views of the building elevations are presented in photographs. The remaining photographs represent conditions observed during the site inspection.

IV. Researched Weather Data

BRC obtained a copy of a weather history report for December 10, 2020, from the online website of The Weather Underground. This website utilizes weather data from various sources and compiles this data into an easily accessible and readable format. The weather data was recorded at the Putnam County Emergency Services Weathers Station| in Palatka, Florida, located approximately 3 miles southwest of the subject property. On December 10, 2020, the weather was clear and sunny. The lowest and highest temperatures for the day were as 47 and 67 degree Fahrenheit. The total rainfall was 0.00 inches and the maximum wind speed was 9 miles per hour.

V. Summary of Observed Conditions

- The house appears to have been vacant for a relatively long time.
- Vegetation on the lot was overgrown and in some locations damaging the exterior of the structure.
- On the exterior of the building, some of the exposed wood (especially on the right (east) side) is soiled, mildewed, rotted, damaged, missing and/or deteriorated.
- On the interior, much of the materials (including walls, ceilings, insulation, electrical wires, plumbing, insulation, etc.) have been removed such that structural members (studs, joists, beams, headers, etc.) were exposed.
- In general, the house is in need of complete renovation of all building elements including structural members, the electrical system, the plumbing system, and the heating ventilation and cooling system (HVAC). Thus, the few the electrical and/or mechanical elements present did not warrant attention.
- Based upon the overall appearance and geometry of the structure, the main structural support systems appear to be in good enough condition to be repaired. One exception was the rear porch which needs to be demolished and reconstructed.
- The piers supports vary in materials (brick and block), size, shape, spacing, height and condition. Some of the piers need to be repaired or replaced.
- For the main structure, many of the masonry piers (brick and concrete block) that were visible appeared to be structurally sound.
- The contractor should verify that adequate clearance exist between the ground and the wood supports and siding. Measurements were not taken around the perimeter of the house. But it appears that at least 18" vertical clearance existed in many locations.
- One corner pier on the left (west) side of the house that supports the rear (north) room (or addition) appears rotated (leaning). This pier needs to be properly aligned and/or replaced. It may be necessary to install a footing below this pier.
- On the left side of the house, the rear room (possibly an addition), repairs to the floor, walls and rafters were noticeable. The floor system was completely open exposing installed pier supports and floor joists. The installation/repair of this floor system appears to be incomplete.
- Metal connectors are needed to strengthen the overall structure and to provide connectivity from the foundation system to the roof system as required by the Florida Building Code. Metal connectors (i.e., hurricane clips, anchor bolts, stud connectors, foundation straps) were not observed during the inspection. These connectors need to be added during construction.
- On the left rear side room, there is a vertical separation on the interior wall between the main house and the side room (the possible addition). This may have occurred due to the connection between the side room and the main structure being inadequate when constructed. Possibly, the wall separation could be due to some failure in the foundation system in the past. This may explain why foundation repair work was initiated in this room.

- Except in one location on the right (east) wall, the exterior walls of the main house are plumb and most of the siding is in place.
- On the right (east) wall, there is a section with displaced, broken and/or missing siding. This is in the vicinity of a deteriorated sill beam and broken/displaced wall studs (as viewed from the interior). In a limited section the damaged studs cause the wall to bow outward.
- The front elevation shows that the house appears to be relatively plumb (not leaning to either side).
- As best as can be observed from the ground the roof support system appears to be intact to a large degree. No obviously protruding or displaced roof members on the top of the roof are visible from the ground. However, from the ground there appears to be some small curvature on the roof line in the vicinity of the eaves. In a few places, some of the outlookers (supports in roof overhang area) are rotted.
- Except for the sill beam along the right side of the house, the sill beams around the main structure appear to be in good condition and can remain in place.
- The exposed sections of sill beam on the right side of the house that appears to be deteriorated should be replaced.
- Even the deteriorated sill beam still provides enough support for the floor system that from the exterior, the elevation of the floor system does not appear to be greatly displaced.
- Some windows are missing or broken. Other windows appear to be intact.
- Some doors are missing or removed from door frames. Visible door headers appear to be in fairly good condition.
- On the rear of the house the entire open porch is in such a damaged and deteriorated condition that the entire exterior open porch needs to be removed and replaced. The porch floor supports beam/joist, the floor planks and the roof system were broken and deteriorated as shown in the photographs of the rear and side of the porch.
- Interior walls and ceilings in the structure have been removed to exposed structural members.
- In general, the vast majority of the exposed structural members (studs, beams, floor joists, roof joists, rafters, headers) were in very good. These members appeared to be very structurally sound and can remain in place.
- There were a very few places where a few deteriorated members were visible or where a few members were missing. In all such locations, deteriorated members need to be removed and replaced (i.e. a few studs on the right (east) exterior wall and several ceiling/floor joist supporting the second floor in the south-west room (possibly living room area)).
- The exposed ceiling joists and rafters on the second floor appeared to be in very good condition.

- Based upon photos taken, either no rotted or badly damaged floors were present or such damage floors were not photographed. However, there were missing and damaged floor joists in at least one of the second floor rooms.
- No visible holes in the second story roof were photographed or noted. There were no noticeable signs of leakage or water damage on the floors. However, it is suspected that the roof needs to be replaced based upon the discolorations on roof decking and the state of visible roof surfaces.
- The floors in the house that were intact and walked upon during the inspection appeared to be strong and structural sound based upon the amount of support provided.
- The entire floor was missing in one room on the first floor. This was the room with the incomplete foundation repair.
- The in place staircase was structurally strong.
- Electrical, plumbing and mechanical systems were not observed or noted during the inspection. The main focus was on the structural members in the house.
- In summary, although some structural members were damaged and need to be replaced, the vast majority of the exposed structural members were in very good condition and can remain in place.
- Photographs are provided in this reports to document the conditions observed during the inspection. While care is made to accurately label all photographs it is possible that some error may exist.

VI. Exterior Conditions Observed

Lot Slope

Although the lot was overgrown with vegetation, it appeared to be relatively flat. Steep slopes were not observed. Therefore, it not anticipated that erosion from rain runoff will be problematic on the lot.



Front (South) View: Overgrown vegetation and relatively flat lot.



Left (West) View: Overgrown Vegetation and Relatively Flat lot.

Negative Grading

The house is off grade and supported on masonry piers. Based upon observations during the inspection, it does not appear that the lot grading will result in water damage to the foundation

High Grading

The main structure appears to be approximately 18" or more above grade. Based upon the photographs taken from the exterior, the side room on the west side of the house, the siding is closer to the grade level and does show some deterioration or rot at the bottom of the wall siding.



Right (West) Side Near Rear: Off grade Construction; Curvature in Upper Roof; Deteriorated outlookers; Vegetation near roof.

Gutters: No gutters were observed.



Left (West) Side View: Off grade construction; Relatively flat lot; Overgrown vegetation; Separation/Crack at roof intersection with side wall; Siding.



Second floor Roof Overhang: Damaged and deteriorated roof decking and outlookers



Left-Rear (North-West) View of Possible Addition: Roof Separation and patching.
Deterioration of siding at bottom; Leaning pier with nearby loose blocks.



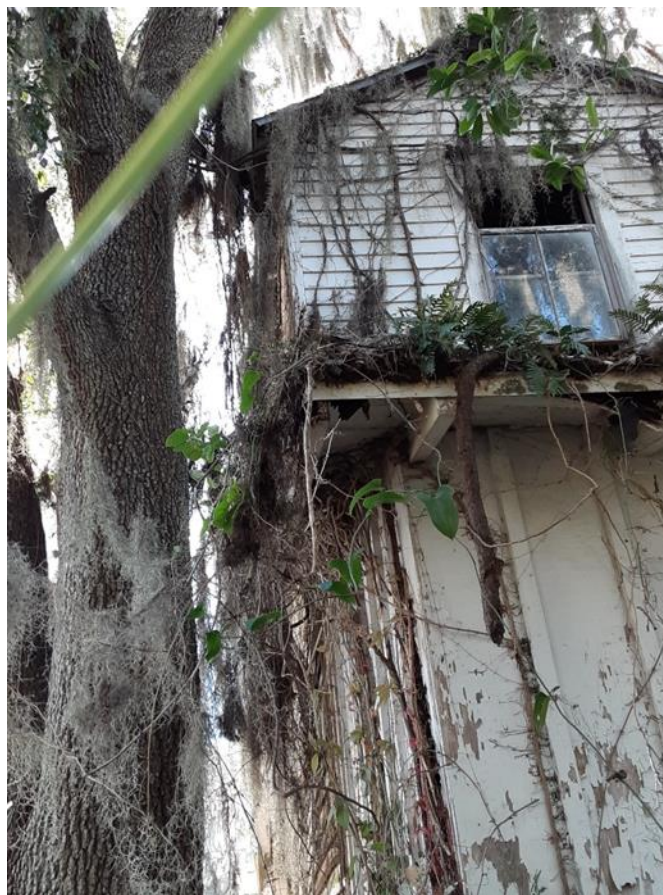
Left-Rear (North-West) View of Possible Addition: Roof Separation and patching.

Nearby Vegetation

Vegetation coming in contact with the house has helped to cause damage to siding, windows and other components.



Rear (North) View: Overgrown vegetation close to structure and in contact with roof.



Rear (North) View: Overgrown vegetation close to structure and in contact with roof; Broken window; Rotted/Damaged soffit; Mildewed/Deteriorated/Peeling wood siding.



Right-Front (South-East) Lower Corner: Nearby vegetation; Mildewed Siding.



Right (East) View: vegetation growing on wall and along roof overhang area.



Right (East) Wall and Roof Overhang: Mildewed siding and growing vegetation.



Right (East) Wall and Roof Overhang: Mildewed siding, vegetation, broken window and downspout.



Left (West) View near Front: Vegetation near and in contact with house; Relatively flat lot; exterior walls in fairly good condition.

Exterior Walls: Wood lap siding on most of the exterior walls was in fairly good conditions. On the right (east) side of the house, the wood lap siding has dark discolorations which may be mildew buildup and in some places was missing and/or damaged. In a section of the right wall, the siding was deformed (bowed outward). On some of the walls on the rear (north) and left rear (northwest) corner, the siding wood panels was damaged or deteriorated. See photographs.



Right (East) Wall Siding: Damaged and Missing siding.



Right (East) Wall Siding: Damaged and Missing siding.



Rear and Right Side: Vegetation impacting structure; damaged siding; deteriorated roof edge and overhang; broken window.

Downspouts:

On the left side of the house, what appeared to be a downspout was broken. While the top of the roof was not visible from the ground, due to the age of the house and the amount of repairs that will be needed, the roof will most likely need to be replaced. When that happens, new roof vents, gutters and downspouts can be installed.



Right (East) Side Wall: Downspout, damaged and mildewed siding.



Right (East) Side Wall: Downspout, damaged and mildewed siding.

Front Porch

The front porch floor was constructed of concrete. Which appeared to be in fair condition. No cracks or weak sections were observed on the floor of the front porch. The roof system for the porch appeared to be intact but stains on the exposed wood on the undersurface of the roof, appear to indicate that there were damaged places on the porch roof surface. Since the weather was clear (no rain) during the site visit, no leaks were observed.



Front (South) View: Showing stained/damaged/deteriorated wood soffit (ceiling) on the front porch.



Left Front (West-South) Corner: Vegetation damaging siding and growing on the front porch; damaged porch ceiling possible from room leakage in past, electric meter box locations visible.

Rear Porch

The rear porch was constructed of wood. This wood porch was badly deteriorated and needs to be removed and replaced. The joist/beam support below the porch was broken and displaced. The wood decking was deteriorated and had holes. Some roof rafters over the rear porch were broken and/or sagging.



Rear (North) View: Rear porch and side room with vegetation on the roof and walls; crack in rear step.



Rear Porch viewed from Left (west) side: The rear porch appears to be distorted (as if leaning toward the house). Perhaps, the orientation of the camera contributes to this slant. However, the rear porch is in very bad condition and needs to be demolished. A tree and other vegetation is growing very close to the structure.



Rear Porch: Spliced and Broken Rafter; Deteriorated/broken soffit; Rotted outlookers (roof overhang supports).



Rear Porch: Broken joist in contact with the ground; brick pier; block support without mortar and oriented with open cell horizontal; deteriorated and missing porch floor.

Rear Porch Rafters and Roof Sheathing: Roof sheathing was damaged and showed signs of past leakage (water stains) on the rear porch and in the small room adjacent to the rear porch. Damaged spliced and broken rafters existed on the rear porch



Rear Room Adjacent to Rear Porch: Roof sheathing damaged and showing signs of past leakage (water stains).

Crawlspace

The crawl space below that house was open on all sides. Along most sides, the vertical clearance appeared to be at least 18" in height. Looking under the house into the crawl space some of the following conditions were observed:

- **Piers:** Pier supports varied in materials, size, shape, and spacing. At least one pier at left rear (west-north) corner was out of plumb.



Pier: The photograph appears to show with added wood and loose blocks at top of brick pier



Pier Concrete block



Pier: Leaning and Propped Concrete block



Pier: Concrete block



Pier: Left Rear (West-North) room along back wall.



Pier: Rear Left (North West) Corner

- **Sagging floor joists:** One rear porch floor joist was broken with one end on the ground.
- **Sill beam rot:** The sill plate along the right (east) wall was deteriorated rotted and damaged (possibly by wood destroying organisms). No live wood destroying organism (WDO) were observed during the site visit.



Right (East) Sill Beam: Deteriorated/Rotted/WDO damaged sill beam;



Right (East) Sill Beam: Deteriorated/Rotted/WDO damaged sill beam.



Right (East) Sill Beam: Deteriorated/Rotted/WDO damaged sill beam.

- **Evidence of animals:** No animals were observed.
- **Mold or fungus:** None noted under the crawl space. The crawl space was NOT entered during the inspection.
- **Crumbling mortar joints:** No crumbling mortar was observed.
- **Repairs:** Additional poorly assembled piers supports were noticed under the rear porch. New pier and floor joist construction and was visible under the left rear room but the work was incomplete. Photographs are provided.
- **Evidence of wood-destroying organisms (WDO):** No live organisms were visible but holes possibly created WDO were visible on the right side sill beam.
- **Daylight through the foundation:** In at least one room, the entire floor system was removed.
- **Insulation and vapor-barrier orientation:** No insulation and vapor-barrier were observed in the crawl space.
- **Missing pier-to-beam connections:** No connections were observed.

Other Exterior Observations

- **Mortar joint condition:** Mortar joints on brick piers appeared to be in good condition. During construction when all piers are inspected by the contractor. Tuck pointing of mortar joints should be performed as deemed needed. Any piers showing deterioration of mortar or missing mortar should be repaired or replaced.

- **Loose bricks:** No loose bricks were noticed on existing brick piers. However, some loose concrete blocks were placed adjacent to one concrete block pier on the northwest side (at the corner of the room that appears to be an addition). In addition one pier appeared to have loose blocks added on top.
- **Vertical Cracks:** A vertical separation crack was observed along the roof and along an interior wall of a rear side room in the structure. To remedy this the structural connection at the vertical separation/crack must be strengthened by nailing and the addition of metal connector as needed as determined by the contractor. In general, the structural framing throughout the house needs to comply with nailing patterns in accordance with accepted construction practices and Florida Building Code (FBC) requirements.
- **Diagonal Cracks:** No Diagonal cracks were noticed.
- **Step Cracks:** A photograph appears to show cracks in the back steps leading to the rear porch. No other step cracks were noted during the site visit.
- **Wood in Contact with Soil:** The only place wood in contact with the soil was noticed was on the rear porch where a floor joist was broken and in contact with the ground. In all other location the wood floor system and was supported off grade on masonry piers.
- **Previous Repairs:** New repairs to the floor system for the Right-Rear (West-North) room appeared to be unfinished.

VII. Interior Conditions Observed

Much of the exposed structural framing members (rafters, ceiling joist, wall studs, floor joists, window headers, door headers, etc.) were in very good condition. The walls were constructed using balloon framing. Based upon observations and a few measurements taken at the site, the typical wall stud framing appeared to be 2"x4" (actual sized) members at approximately 16" o.c. On the second floor, roof rafters appeared to be 2"x" (actual) at 16" o.c. and roof joists appeared to be 2x6 at 16" o.c.. The ceiling/floor joist separating the first and second floor appeared to be 2x8 members at approximately 16" o.c.

All structural members that are still in good condition can remain in place. A relatively few structural members were deteriorated, broken or missing. Obviously, any such damaged members should be repaired, removed and/or replaced. During construction, the contractor should visually inspect all structural members and replace or repair members as needed. Nailing patterns, connectivity details and other framing requirements used for structural elements need to comply with Florida Building Code requirements. For example, metal connectors (i.e., sill plate anchor bolts, stud plates, straps, hurricane clips) should be installed to achieve structural strength and connectivity (from foundation to roof) to resist wind loads. The design professional responsible for producing the construction drawings should size and designate metal connectors and all other required structural components needed to resist the assumed design loads (including wind loads).

The following pictures show the observed conditions of some of structural members as seen from the interior of the house. Not all existing conditions are documented by photographs. In

general, the overall structural system of the house appeared to be structural adequate enough to be maintained and repaired as needed to comply with FBC requirements,

Rafters and Roof Decking: As shown in photographs, rafters on the rear porch were damaged. . Roof decking on the rear porch and the adjacent room were damaged. In the left rear (west-north) room (possible addition) rafters were broken and spliced. Rafters on the second floor of the house were in very good condition. Possible water stains exist on some of the roofing decking.

Repairs: Several photographs are provided to document the state of the repairs observed in the Left Rear (West-North) room. This work included foundation, floor and wall repair. More work is needed including new roof construction.

Roof and Wall Leaks: Roof and wall leaks would occur where holes or damage to the roof decking and wall siding exist. In locations where the materials appear to be darkened, these may be a locations of leakage. Some photographs show darkened materials on the roof and exterior walls. Due to the age of the structure, its extended vacancy, the condition of the first floor roofs, a new roof over the entire house is needed (most likely) and is recommended.

Sill Plate Anchor Bolts: No sill plate anchor bolts were observed. Anchor bolts and other metal connectors needed to comply with FBC requirements need throughout the house to provide connectivity and structural strength from the foundation to the roof as required by the Florida building Code.

Fiberglass Batt Insulation: Insulation was not observed at any locations in the house.

Floors: In general, the floor system (joists, subfloor and finish floor) still in place inside the main dwelling on both the first and second floors were structural strong in placed walked on during the inspection. There were some locations where the floor systems was missing due to repair activity. On the inside house floors that were walked on during the inspection, no sags or crown were noted or photographed

Electrical, Plumbing, Heating, Air Conditioning and Ventilation: These systems were not observed or inspected during the site visit. Since no photographs document the presence of any such systems, based upon observations, notes and photographs. These systems did not exist in total. A few electrical wire, plumbing pipes were present and may be present in a fee pictures. New electrical. Plumbing and Heating/AC and Ventilation will be needed throughout the house. The location of the existing electrical meter boxes (empty) are on the left front (west wall at south corner) of the house. This location is near the front porch and is shown.



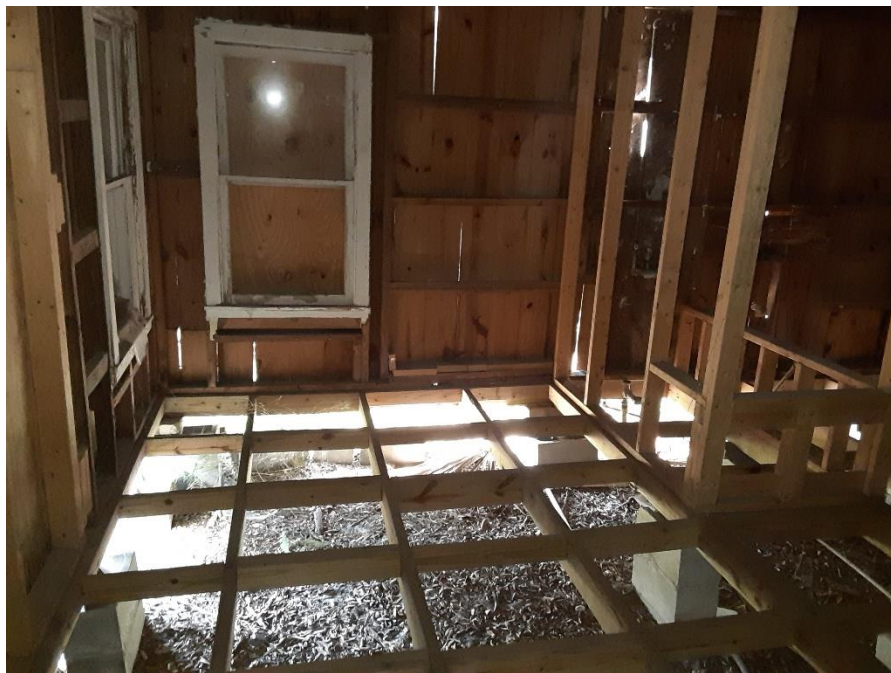
Left Rear (West-North) Room: New collar ties and wall construction; damaged and sliced rafters; water stains and holes in roof decking.



Left Rear (West-North) Room: New collar ties and wall construction; damaged and sliced rafters; water stains and holes in roof decking.



Left Rear (West-North) Room: Incomplete Wall and Floor Repair



Left Rear (West-North) Room: Wall and Floor Repair



Second Floor Roof Rafters, Roof Joist and Wall Studs: These appear to be in very good condition; Actual 2" dimensioned lumber; some wood staining on roof decking and wall siding. The roof slope was not measured but was relatively low.



Second Floor Roof Sheathing, Rafters, Roof Joist and Wall Studs: Staining of roof and wall members.



Second Floor Roof and Wall Corner Framing: The picture does not show a double top plate; No hurricane clips or other metal connectors are present.



Exterior Wall Framing: Balloon Framing; Structural Members in good condition; some darkened/stained siding.



Balloon wall studs and second story floor joists



Balloon Framing Wall studs, floor joist, floor decking and other structural members



First and Second Floor Wood Framing: The exposed members appear to be in good condition.



Exterior Wall: Walls and Window framing: very good condition of the studs and some other structural members; damage shown may have resulted from demolition activities.



Interior Wall Framing: View from Down Stairs Looking to Upstairs; studs in good condition, cut and removed ceiling/floor joists supporting second floor.



Corner Framing: Studs in good condition; 2x4 actual size studs.



Ceiling/Floor Joist and Subfloor for Second Floor: Structural Members in Very good Condition.



Interior Wall: Studs in very good condition.



Exterior Wall Right (East) Side: Missing Siding and Discolored Siding.



Exterior Wall and Windows: Some of the Studs, cripples and siding were damaged on the Right (West) exterior wall. In a limited section, the wall was bowing outward. In the photographs taken of this wall, all of the damage is not all visible.



Interior Wall and Door Framing:



Rotted/deteriorated ceiling/floor joist (front (south) room area). Some of the joist had been removed.



Staircase: Structural sound and fully Intact



Ceiling/Floor Joists Supporting Second Floor: Deteriorated members; some missing.

VIII. Conclusions and Recommendations

Based on observations at the property, it is my professional opinion that the structure can be renovated to conform to current Florida Building Code (FBC) requirements and be used as a residential structure after such modifications and repairs are completed. There are some additional investigations and calculations concerning the structure that need be made by the design professional (i.e. architect or engineer) to produce the construction drawings and to determine the adequacy of any questionable structural component (i.e., any leaning, displaced or deteriorated member).

However, all structural elements (including piers) that are well functioning (without signs of significant displacement, breakage or deterioration) can remain in place. Such components would be judged to be of adequate strength based upon past performance. However, even members deemed to be in good condition may need repairs still (i.e. metal connectors) to comply with FBC requirements.

Based upon the existing conditions, some structural repairs and improvements are needed throughout the structure. Any damaged, broken or missing structural members (sill beam, floor joist, studs, rafters, headers, etc.) should be replaced. Other structural members that are not damaged or deteriorated can remain in place. The fact that the members are still in good working condition is an indication that these elements were adequately sized to function as intended in the structure. The vast majority of all of the exposed structural members appear to be in very good structural condition.

The elements in need of repair can be adequately addressed by the design professional chosen to produce the construction drawings necessary for the construction permit. However, I make the following recommendations:

1. **Piers:** During construction the contractors should inspect each pier and perform any maintenance or repair needed. Any piers that are deteriorated need to be repaired or replaced. If any piers are replaced, it is recommended that a footing be installed at the location of the replaced pier. Any loose bricks or block should be installed with mortar. No active metal connectors for joining the piers to the floor support system were observed. To comply with Florida Building Code requirements, during construction the contractor needs to install metal connectors for code compliance.

The design and construction for the foundation supports must be adequate to support the loads such that the house continues to be stable. I recommend that each of the existing piers be evaluated and repaired as needed to ensure that the support is sufficiently strong.

2. **Sill Beam:** The sill beam was deteriorated for much of its length on the right side of the house. I recommend that this sill beam be replaced. During construction the contractor should verify that adequate clearance exists between the ground (grade) and the sill beams and wood siding.

3. **Metal connectors:** To resist lateral loads and uplift loads (i.e, wind loads), connectivity from the foundation to the roof structure is needed. This can be achieved by the addition of adequately sized metal connectors (i.e., Simpson Strong-tie connectors (or other) such as metal straps, anchor bolts, stud-to- plate ties, hurricane clips).

IX. Limitations, Exceptions and Exclusions

The conclusions, analysis, and opinions expressed herein have been prepared within a reasonable degree of certainty. They are based on the results and interpretations of the visual inspection activities performed at the site; the information available at the time the report was issued; and the education, training, knowledge, skill, and experience of Dr. Brenda Robinson a licensed professional engineer and certified general contractor.

Some observations and comments made in this report may be beyond the scope of those that would be made by a typical home inspector who may be performing the inspection in accordance with the InterNACHI Standard of Practice. Unless an exception has been made as evidenced by a stated observation and/or recommendation in this report, the InterNACHI Limitations, Exceptions and Exclusions from InterNACHI's Residential Standards of Practice which are listed below are applicable for this inspection report also. Indeed, due to the current state of the property some of the excluded inspection activities would not have been possible even if not excluded.

Limitations:

- An inspection is not technically exhaustive.
- An inspection will not identify concealed or latent defects.
- An inspection will not deal with aesthetic concerns, or what could be deemed matters of taste, cosmetic defects, etc.
- An inspection will not determine the suitability of the property for any use.
- An inspection does not determine the market value of the property or its marketability.
- An inspection does not determine the insurability of the property.
- An inspection does not determine the advisability or inadvisability of the purchase of the inspected property.
- An inspection does not determine the life expectancy of the property or any components or systems therein.
- An inspection does not include items not permanently installed.
- These Standards of Practice apply only to properties with four or fewer residential units.

Exclusions:

An inspector is not required to determine:

- property boundary lines or encroachments.
- the condition of any component or system that is not readily accessible.
- the service life expectancy of any component or system.
- the size, capacity, BTU, performance or efficiency of any component or system.
- the cause or reason of any condition.
- the cause for the need of correction, repair or replacement of any system or component.
- future conditions.
- compliance with codes or regulations.
- the presence of evidence of rodents, birds, animals, insects, or other pests.
- the presence of mold, mildew or fungus.
- the presence of airborne hazards, including radon.
- the air quality.

- the existence of environmental hazards, including lead paint, asbestos, or toxic drywall.
- the existence of electromagnetic fields.
- any hazardous waste conditions.
- any manufacturers' recalls or conformance with manufacturer installation, or any information included for consumer protection purposes.
- acoustical properties.
- correction, replacement or repair cost estimates.
- estimates of the cost to operate any given system.

The inspector is not required to operate:

- any system that is shut down.
- any system that does not function properly.
- or evaluate low-voltage electrical systems such as, but not limited to:
 - phone lines;
 - cable lines;
 - satellite dishes;
 - antennae;
 - lights; or
 - remote controls.
- any system that does not turn on with the use of normal operating controls.
- any shut-off valves or manual stop valves.
- any electrical disconnect or over-current protection devices.
- any alarm systems.
- moisture meters, gas detectors, or similar equipment.

The inspector is not required to:

- **move any personal items or other obstructions**, such as, but not limited to: throw rugs, carpeting, wall coverings, furniture, ceiling tiles, window coverings, equipment, plants, ice, debris, snow, water, dirt, pets, or anything else that might restrict the visual inspection.
- dismantle, open or uncover any system or component.
- enter or access any area that may, in the opinion of the inspector, be unsafe.
- **enter crawlspaces or other areas that may be unsafe or not readily accessible.**
- inspect underground items, such as, but not limited to: lawn-irrigation systems; or underground storage tanks (or indications of their presence), whether abandoned or actively used.
- do anything which may, in the inspector's opinion, be unsafe or dangerous to the inspector or others, or damage property, such as, but not limited to: walking on roof surfaces, climbing ladders, entering attic spaces, or negotiating with pets.
- inspect decorative items.
- inspect common elements or areas in multi-unit housing.
- inspect intercoms, speaker systems, or security systems.

- offer guarantees or warranties.
- offer or perform any engineering services.
- offer or perform any trade or professional service other than general home inspection.
- research the history of the property, or report on its potential for alteration, modification, extendibility or suitability for a specific or proposed use for occupancy.
- determine the age of construction or installation of any system, structure or component of a building, or differentiate between original construction and subsequent additions, improvements, renovations or replacements.
- determine the insurability of a property.
- perform or offer Phase 1 or environmental audits.

The contents of this report are intended for your use. BRC assumes no liability for the misuse of this information by others and reserves the right to update this report should additional information become available.

This document has been signed and sealed in accordance with applicable state statutes. If not signed and sealed by the licensed professional named and shown as its author, the findings, conclusions, and opinions cannot be relied upon; as such, the document has been provided for information purposes only. BRC appreciates this opportunity to be of service to you. If I can be of further assistance in this or other matters, please do not hesitate to contact me.

Sincerely,

Brenda Robinson

Dr. Brenda Robinson, P.E., C.G.C.
President and C.E.O.

Other Documents for Consideration

Certificate of Appropriateness HPB 21-19 426 Kirby Street

STAFF REPORT

DATE: September 2, 2021

TO: Historic Preservation Board members

FROM: Lisa Walsh
Planning Director

OWNERS: Allen Sheffield

Background

The Frame Vernacular home at this address was originally constructed between 1892 and 1897, per the Florida Master Site file. The original front porch has been removed and altered. The entire structure has fallen into disrepair, is vacant and not currently habitable. See Exhibit A for current photographs.

Application Request

The owner of this property desires to restore the structure to make it habitable and proposes extensive repairs and renovations. The proposed work includes the following and endeavors to maintain the historic look and design using updated materials:

- Restore the original sections of home using the existing structural footprint.
- Replace damaged sill beams and piers using like materials.
- Upgrade windows to more energy efficient vinyl windows with wood design.
- Demolish dilapidated rear addition and rebuild with slightly modified exterior architectural elements.
- Restore the second floor porch, extending the roof line and use slightly modified exterior architectural elements of the front porch and driveway.
- More details can be found in the table below:

Area of Home	Existing Design/Condition	Proposed Change
First Floor Front Porch	3 separate, 1-step risers; 1 in middle of front walkway; 1 to porch level and 1 to house floor level	Raise level of first floor front porch to existing final riser level. Have 3 stairs from existing level of front walkway to the top of the porch and fiberglass railings and spindles on both sides of stairs.
First Floor Front Porch	Four metal supporting posts from top of first floor porch to bottom of second floor porch, no railings.	Three Tuscan style 10" diameter fiberglass column posts. No railings for first floor porches.
Second Floor Front Porch	Uncovered second floor porch, therefore no supporting posts. Missing all railings.	Extend roof line to cover second floor porch, add 3 Tuscan style 10" diameter fiberglass circular posts and 42" high decorative spindles and hand railings between posts on the front and side of the second floor porches.
Previous Rear Addition	Dilapidated and unsafe rear addition with west kitchen wall caving in has a 2 nd floor east side porch and bedroom and rear first floor porch, laundry room, kitchen and unfinished bump out room.	Demolish entire previous addition and build a new addition on a poured slab retaining a smaller 2 nd floor east side porch; moving the 1 st floor rear porch to the east side; extending the rear wall of the home to where the existing rear porch ends and carrying the existing 1 st floor bump out on the east side of the home up to the 2 nd floor. New addition siding will be the same design with Hardie board fiber cement lap siding and painted with colors appropriate for the period.
Roof	Shingle roofing past the end of its life on original home, bay window and previous addition.	Install new metal roof over original home, bay window and new addition.
Windows and Doors	Extremely damaged	Windows – replace with vinyl windows of same design as existing window with dividers on the outside of the glass panes. Doors will be replaced with wooden doors with appropriate design and color for the period.
Driveway	Entrance blocked by curb added in recent street renovation and area covered by grass.	Will request City replace driveway previously removed from street to side and we will install a 9-foot wide gravel and/or mulch driveway starting at least 5.5 feet from the property line and 40 feet long on the east side of the home, starting from the top of the sidewalk.

As seen in the photos, this property has long suffered from neglect. The items the new owners have identified will closely restore this house back to its original design and make the structure a positive asset to the historical district and the City of Palatka.

Staff Recommendation

Staff recommends approval of a Certificate of Appropriateness for case number HPB 21-19 as the intended work will restore most of the original structure while creating a functional, habitable home that contributes to both the historic district and tax base.

Exhibit A
Current Photos

June 2021 – Current Condition of Home at 426 Kirby Street, Palatka, FL 32177

10



Page 1 of 3

June 2021 – Current Condition of Home at 426 Kirby Street, Palatka, FL 32177

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Page 2 of 3

June 2021 – Current Condition of Home at 426 Kirby Street, Palatka, FL 32177



Exhibit B Proposed Elevations



13A

Plays

13B



Plans

The Historic Preservation Board has met on September 2, 2021 and has approved your application with the following stipulations and conditions:

- 1) Utilize wood materials for the spindles, rails and on the exterior of window replacements, and column posts.
- 2) Make a concerted effort to locate wood instead of Hardie fiber cement board for exterior siding, and report to the Planning Director your findings, who will then forward the report to the Historic Preservation Board.
- 3) If wood siding materials cannot be located, Hardie fiber cement board materials (smooth texture) may be utilized on the north (side next to neighboring structure) and west (rear) sides of the structure, specifically the areas not visible from Kirkland or Kirby Streets.

Please include this document with any building permits you apply for through Putnam County. If you have any questions or issues, please do not hesitate to call me.

Wishing You Success,

Lisa Walsh

Lisa Walsh
Planning Director
City of Palatka

LICENSE# RC29027551/RB29003632

DATE ORDERED

4/8/2022

ORDER TAKEN BY

ORDERS TAKEN BY
E. Mitchner.

PHONE NO.

1-386-983-0055

CUSTOMER ORDER #

JOB LOCATION

Palatka

JOB PHONE

STARTING DATE:

TERMS

WORK ORDERED

TOTAL LABOR	92,480.00
-------------	-----------

DATE ORDERED

TOTAL MATERIALS	53,423.00
-----------------	-----------

DATE COMPLETED

TOTAL MISCELLANEOUS	80,000.00
---------------------	-----------

CUSTOMER

CUSTOMER
APPROVAL SIGNATURE

SUBTOTAL

TAX

AUTHORIZED SIGNATURE

GRAND TOTAL.	225,903.00
--------------	------------

A-2817-3817 / T-3866

10-11

EDWARD SR. CONSTRUCTION, INC.
225 CEDAR ST.
CRESCENT CITY, FL. 32112
BUSINESS# 1-386-977-1012
edwardsrconstru@aol.com

Page 1

Job Invoice

License: CBC1267051/CCC1335012

SOLD TO Allen Sheffield		DATE ORDERED 9/16/2024	ORDER TAKEN BY E. Mitchner
426 Kirby St		PHONE NO. 1-386-983-0055	CUSTOMER ORDER #
Palatka, FL. 32177		JOB LOCATION Palatka	
		JOB PHONE	STARTING DATE
		TERMS	

QTY.	MATERIAL	UNIT	AMOUNT	DESCRIPTION OF WORK			
	Move in minor equipment to						
	jack house from foundation pirs						
	Install new pirs where needed						
	Remove rotten 8 x 8 beams						
	all from bottom of house and						
	replace with new 8 x 8 beams						
	Sister to rotten floor joist 2 x 10						
	syp						
	Install 2 x 4 bottom plate to upper						
	and lower floor for fire break						
	Remove over half of wall studs						
	due to termite damage or rot						
	Install new roof						
TOTAL MATERIALS				TOTAL LABOR			

WORK ORDERED	TOTAL LABOR
DATE ORDERED	TOTAL MATERIALS
DATE COMPLETED	TOTAL MISCELLANEOUS
	SUBTOTAL
CUSTOMER APPROVAL SIGNATURE	TAX
AUTHORIZED SIGNATURE <i>Edward Mitchner</i>	GRAND TOTAL

over

EDWARD SR. CONSTRUCTION, INC.
225 CEDAR ST.
CRESCENT CITY, FL. 32112
BUSINESS# 1-386-977-1012
edwardsrconstru@aol.com

Page 3

Job Invoice

License: CBC1267051/CCC1335012

License: CBC1267051/CCC1335012		DATE ORDERED 9/16/2024	ORDER TAKEN BY E. Mitchner
SOLD TO Allen Sheffield		PHONE NO. 1-386-983-0055	CUSTOMER ORDER #
426 Kirby St		JOB LOCATION Palatka	
Palatka, FL. 32177		JOB PHONE	STARTING DATE
		TERMS	

[illegible]

WORK ORDERED	TOTAL LABOR	
DATE ORDERED	TOTAL MATERIALS	
DATE COMPLETED	TOTAL MISCELLANEOUS	
	SUBTOTAL	
CUSTOMER APPROVAL SIGNATURE _____	TAX	
AUTHORIZED SIGNATURE <i>Edward Mitchner</i>	GRAND TOTAL	\$7,200.00

Page 327 of 407

$$\begin{array}{r}
 225,903 \text{ Total} \\
 80,000 \text{ Less Trades} \\
 \hline
 145,903 \\
 + \text{ } \# 15\% \text{ increase since Apr 22 quote} \\
 \hline
 167,788
 \end{array}$$

$$\begin{array}{r}
 \div 2,692 \text{ Total Sq ft} \\
 \hline
 62.33 \text{ per Sq ft} \\
 \times 1,234 \text{ Original Structure Sq ft.} \\
 \hline
 76,913 \text{ Reconstruction Estimate} \\
 7,200 \text{ Demo Cost} \\
 \hline
 84,113
 \end{array}$$

$$\begin{array}{r}
 163,894 \text{ Estimate to Renovate} \\
 \rightarrow 84,113 \text{ Reconstruction Est} \\
 \hline
 79,781 \text{ ~~Additional~~ Cost}
 \end{array}$$

June 2021 – Current Condition of Home at 426 Kirby Street, Palatka, FL 32177



June 2021 – Current Condition of Home at 426 Kirby Street, Palatka, FL 32177



June 2021 – Current Condition of Home at 426 Kirby Street, Palatka, FL 32177



426 Kirby St. after Demolition of Rear and Side Additions – June 2024



426 Kirby St. after Demolition of Rear and Side Additions – June 2024



426 Kirby St. after Demolition of Rear and Side Additions – June 2024



Elizabeth van Rensburg
Chair

Allen Sheffield
Vice Chair

Breanna Pierce
Board Member

Larry F. Beaton
Board Member

Patti Vogt
Board Member

Timothy Jefferson
Board Member

Christopher Hollister
Board Member

Mary Jane Rosa
Alternate

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

JANE WEST, ESQ.
CITY ATTORNEY

LORENZO AGHEMO, MRP
PLANNING DIRECTOR



AGENDA
HISTORIC PRESERVATION BOARD MEETING
September 5, 2024 at 4:00 PM

1. CALL TO ORDER

- a. Invocation
- b. Pledge of Allegiance
- c. Roll Call
- d. Meeting Purpose Disclosure
- e. Appeal Procedures & ExParte Communication

2. APPROVAL OF MINUTES

- a. July 11,2024

3. PUBLIC COMMENTS

4. NEW BUSINESS

- a. HPB Case 24-21: Application for Certificate of Appropriateness for demolition. Owner: Allen Sheffield; Address: 426 Kirby St., Palatka, FL 32177; Parcel #42-10-27-6850-0400-0021

5. OTHER BUSINESS

- a. Patti Vogt requested a discussion on the Certificate of Appropriateness fees.

6. ADJOURN

Notices: Any person aggrieved by a decision of the Board may, within 15 days thereafter, apply to the City Commission for a review of the Board's decision. Such application must be filed with the City Manager in writing. Objections by property owners to National Register nomination(s) must be notarized to be included in the record. Section 54-4-74, Palatka Municipal Code.

Any person wishing to appeal any decision made by the Historic Preservation Board with respect to any matter considered at such meeting will need a record of the proceedings, and for such purpose may need to insure that a verbatim record of the proceedings is made, at the applicant's expense, which record includes the testimony and evidence upon which the appeal is to be based. FS 286.105.

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

Elizabeth van Rensburg
Chair

Allen Sheffield
Vice Chair

Breanna Pierce
Board Member

Larry F. Beaton
Board Member

Patti Vogt
Board Member

Timothy Jefferson
Board Member

Christopher Hollister
Board Member

Mary Jane Rosa
Alternate

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

JANE WEST, ESQ.
CITY ATTORNEY

LORENZO AGHEMO, MRP
PLANNING DIRECTOR



MINUTES
CITY OF PALATKA
July 11, 2024

1. CALL TO ORDER

The Vice Chair, Allen Sheffield, called the meeting to Order at 4:00 PM

a. Invocation

An invocation was led by Mr. Sheffield.

b. Pledge of Allegiance

The pledge of allegiance was led by Mr. Sheffield.

c. Roll Call

Present:

Christopher Hollister

Patti Vogt

Timothy Jefferson

Alternate Mary Jane Rosa

Allen Sheffield

Absent:

Breanna Pierce

Elizabeth van Rensburg

Larry Beaton (excused)

Also Present: Lorenzo Aghemo Planning Director, Sunni Krantz, City Clerk, Jane West, City Attorney, Renee' Brown, Planning Clerk; Sherri Farmer, Planner I; Andrew and Crystal Haig; Present via telecommunications technology: Pam Butler-Hughes, Customer Service Clerk

Mr. Aghemo advised Ms. Sherri Farmer will be leaving the City to return to the teaching profession.

d. Meeting Purpose Disclosure

The meeting purpose was read by Mr. Sheffield.

e. Appeal Procedures & ExParte Communication

The appeal procedures were read by Mr. Sheffield and time was allotted for ex parte disclosures. Mr.

MINUTES
Historic Preservation Board
July 11, 2024

Jefferson disclosed he informed the applicant of 4A that they would need to follow the historic preservation process in the city.

2. APPROVAL OF MINUTES

a. June 6th, 2024

Motion to approve by Vogt. Seconded by Alternate Rosa. The Motion passed unanimously.

3. PUBLIC COMMENTS - SPEAKERS LIMITED TO 3 MINUTES - NO ACTION TAKEN ON ITEMS. The floor was opened to public comment. Hearing none, the floor was closed to public comment.

4. NEW BUSINESS

a. HPB Case 24-12: various restoration and repair projects including but not limited to: windows, porch, roof; Owner: Round River Property Management, LLC; Address: 215 S. 4th St., Palatka, FL 32177 in the South Historic District. Parcel: 42-10-27-6850-0130-0022

Ms. Farmer presented the request for an after-the-fact certificate of appropriateness. The request includes exterior restoration to doors, siding and trim, roof, porch railing, rear balconies, and lighting. Staff has reviewed the application pursuant to the Palatka Municipal Code and the guidelines from the U.S. Department of the Interior Secretary and has determined that it is generally consistent with the pertinent regulations.

The applicants Andrew and Crystal Haig addressed the board. Mrs. Haig advised the front doors appear original. They will sand, freshen up, and color the original doors as they are very detailed.

Mr. Sheffield called for discussion on siding, trim, and roof repairs. Ms. Vogt expressed it appears these items will be the same and spoke in support of the new tin roof.

Motion to approve materials for the siding being pine, trim being white, and roof being aluminum by Vogt. Seconded by Jefferson. The Motion passed unanimously.

Mr. Sheffield called for discussion on the porch railing in the front. Ms. Vogt expressed the railings seem appropriate for the early 1900s. She also spoke in support of fans and lighting. Mr. Sheffield asked for discussion on the rear balconies. Mr. Sheffield spoke regarding removing the 3/4 wall and to replace with railings. Ms. Vogt asked regarding safety concerns. Ms. West advised the board reviews from a historical perspective. The applicant will have to deal with the County building department about matters regarding the building code. Ms. Rosa spoke supported taking the balcony back to what it would have looked like before it was enclosed with the 3/4 in the 1920/1930s.

Motion to approve the applicant's request to take off the portion of the balconies and replace the railing as by Mr. Jefferson. Seconded by Ms. Rosa. The motion passed unanimously.

Discussion commenced regarding the proposed lighting. Ms. Vogt spoke in support.

Motion to approve the lighting in the front of the doors and the two fans will be on the front porch as pictured by Ms. Vogt. Seconded by Ms. Rosa. The motion passed unanimously.

The applicants will be using this as a rental property for now, and plan to later live there once retired.

5. ADJOURN

Adjourn at 4:26 PM.

MINUTES
Historic Preservation Board
July 11, 2024
3



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

APPLICATION #: 24-21
DATE RECEIVED: 6-17-24
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)

☐ \$50.00 (Administrative level) ☒ \$360.00 (HPB level) ☐ \$460.00 (After the fact)

- ☒ Application Fee
- ☒ Site Plan with dimensions
- ☐ Letter of Authorization for Agent is required if any person other than the property owner makes the application and acts on behalf of the owner.
- ☐ Plans – 2 copies for review drawn to scale
- ☒ Deed
- ☒ Photos - One (1) color photograph of the main façade of the site and photographs of any areas affected by the proposed project.
- ☐ Material(s) specifications and/or sample(s)
- ☐ Color samples.
- ☒ Demolition – Plans for what will be taking the demolished structure's place should be submitted.

Building & Site Information

1. Property Address: 426 Kirby St., Palatka, FL 32177
2. Parcel Number: 42-10-27-6850-0400-0021
3. Historic District: ☐ North or ☒ South

Property Owner/Applicant Information

Property Owner(s)

Name(s): Allen Sheffield
Mailing Address: 512 Mulholland Park, Palatka, FL 32177
Phone Number(s): 313-999-8698 Email: sheffield.properties@yahoo.com
Applicant Name(s): Allen and Shannah Sheffield

Agent/Contractor(s)

Name(s): _____
Mailing Address: _____
Phone Number(s): _____ Email: _____
Applicant Name(s): _____

Description of Requested Work

Please indicate the type of work requested:

- | | | | |
|---|---|---|--|
| ☐ Windows | ☐ Doors | ☐ Roof | ☐ Wood Repair |
| ☐ Porch | ☐ Fence | ☐ Signage | ☐ Exterior Painting |
| ☐ Addition | ☐ Alteration | ☒ Demolition | ☐ Relocation |
| ☐ New Construction | ☐ General Maintenance | ☐ Other: _____ | |
| Present Use of Property: | ☒ Single Family Residence | ☐ Multi-family Residence | ☐ Commercial |

Provide a detailed description of the proposed work to be performed: Complete demolition of the existing two story home in preparation for construction of a new home in the same foot print and similar style as noted in approved Certificate of Appropriateness HPB 21-19

This application submitted by:

Owner 1 (Print Name): Allen Sheffield

Signature of Owner 1: _____ Date: June 10, 2024

Owner 2 (Print Name): _____

Signature of Owner 2: _____ Date: _____

Print Agent Name: _____

Signature of Agent: _____ Date: _____

To Be Notarized

Name (Print Name): Allen Sheffield

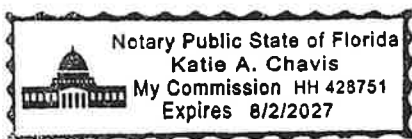
Signature: [Signature] Date: 6/14/24

STATE OF Florida County of Putnam

Before me this day personally appeared Allen Sheffield 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 14th day of June A.D. 2024.

(Notary Seal)



[Signature]
Notary Public
Katie A. Chavis



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

APPLICATION #: _____
DATE RECEIVED: _____
HEARING DATE: _____

My commission expires: 8/2/2027 State of Florida at Large.
Type of Identification Produced: A Driver's License

For Official Use Only

Date Submitted: _____ Received By: _____ Preliminary Review By: _____

Signs Posted By: _____

Required Attachments Reviewed:

☐ Proposed Site Plan
changing)

☐ LOA

☐ Legal Description

☐ Existing Elevations (if

☐ Product Information
changing)

☐ Plans (if addition)

☐ Photographs

☐ Proposed Elevations (if

Certification of Appropriateness Application for Complete Demolition of 426 Kirby Street, Palatka

At the time of purchase we anticipated having to make a decision as to whether the home should be completely demolished or could it be renovated through some combination of demo and restoration. We engaged a structural engineer to assess the property. That report is included as an attachment to this application. The assessment was limited to observations without the benefit of removing siding or other elements since we were told by the City planning office that absolutely no demolition or other work could be started without obtaining a Certificate of Appropriateness for the proposed improvements. See two pages included from the engineer's report (with the header: Structural Assessment for Residential Property Sheffield House) for what was visible to engineers at the time of their assessment.

Even with the limited view, the structural engineers' report recommended demolition of the rear addition due to its obvious extensive deterioration and risk of it negatively impacting the structure of the original section of the home. We obtained a Certificate of Appropriateness for the proposed plans (HPB 21-19) which included demolition of the rear addition and front porch.

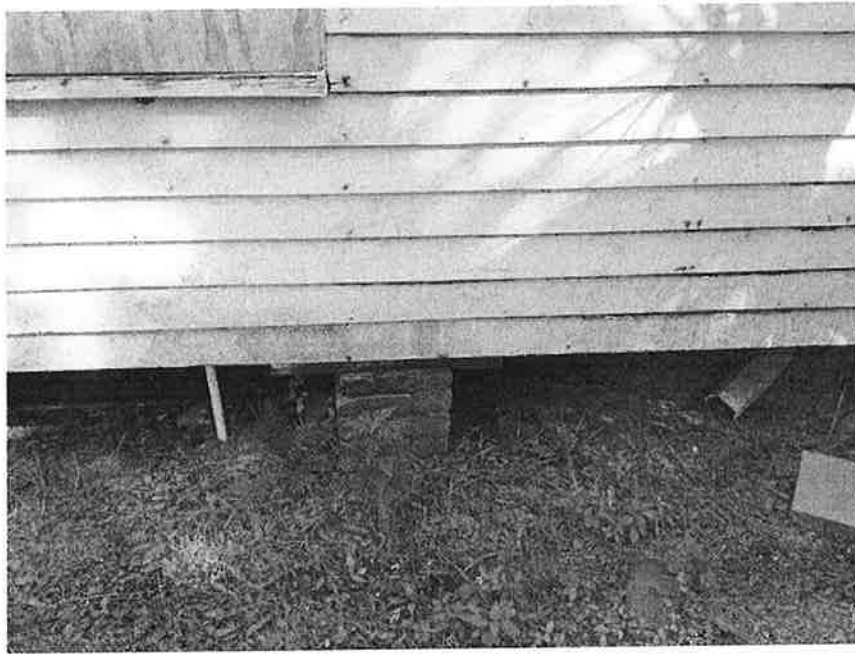
Before we were allowed to begin demolition and conduct further evaluation of the remaining sections of the home, we were told we could not just obtain a permit to demo, but we were required to have plans for the entire project reviewed and approved by the County and building as well as any and all permits required to cover the full scope of the planned renovations. While going through this process we install 2x4x8 pieces of lumber to various interior walls and 4x4 pieces of lumber to the exterior walls to prevent what appeared to be a slight shifting or leaning of the house.

All of the required permits were obtained. Upon demolition of the rear addition, front porch and removal of a few of the bottom rows of siding, we could see clearly that many aspects of the extremely poor condition of the structure had been hidden by the rear addition and siding, not visible to the structural engineer or us. Please see the pictures on the pages below.

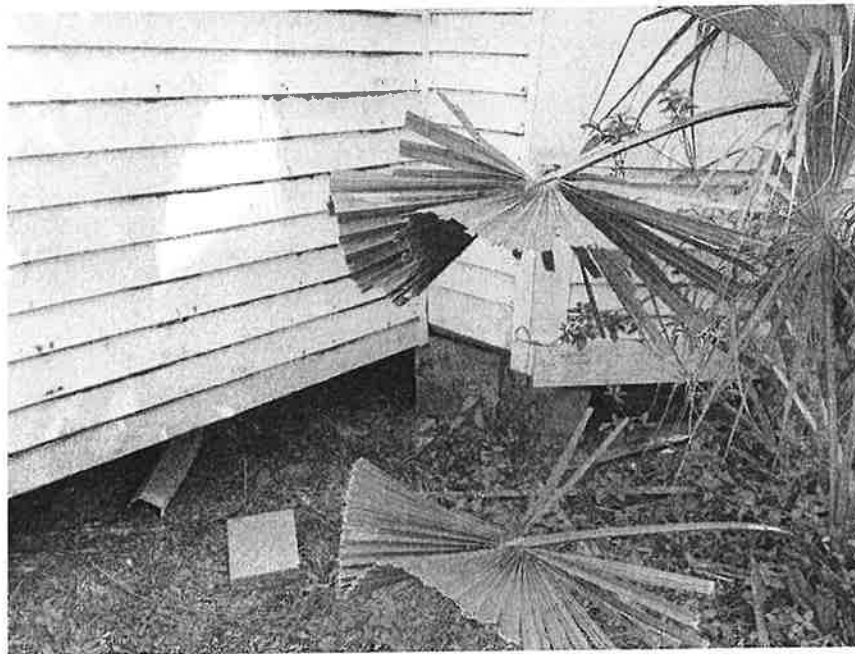
It has taken us quite a while to come to this decision. Even though the exterior of this home doesn't seem to have much architectural value (it is extremely plain visibly) and the entire interior has been gutted down to the studs (an many of those cut for some reason), we wanted to restore the home. Unfortunately, we have come to the conclusion that the entire two-story structure should be demolished. The structure is unsafe. Restoration of this home would be quite risky and costly, given the damage nature and man have done to its structural members.

We, therefore, request approval to completely demolish the existing two-story structure in preparation for building the very similar style home on the same foot print as approved by Certificate of Appropriateness HPB 21-19.

Our hope at this point is to save the original staircase, bookshelf and closet, three of the original windows and some of the original exterior siding for use in the new home construction.



Pier: The photograph appears to show with added wood and loose blocks at top of brick pier



Pier Concrete block



**Left-Rear (North-West) View of Possible Addition: Roof Separation and patching.
Deterioration of siding at bottom; Leaning pier with nearby loose blocks.**



Left-Rear (North-West) View of Possible Addition: Roof Separation and patching.

PALATKA, FLORIDA

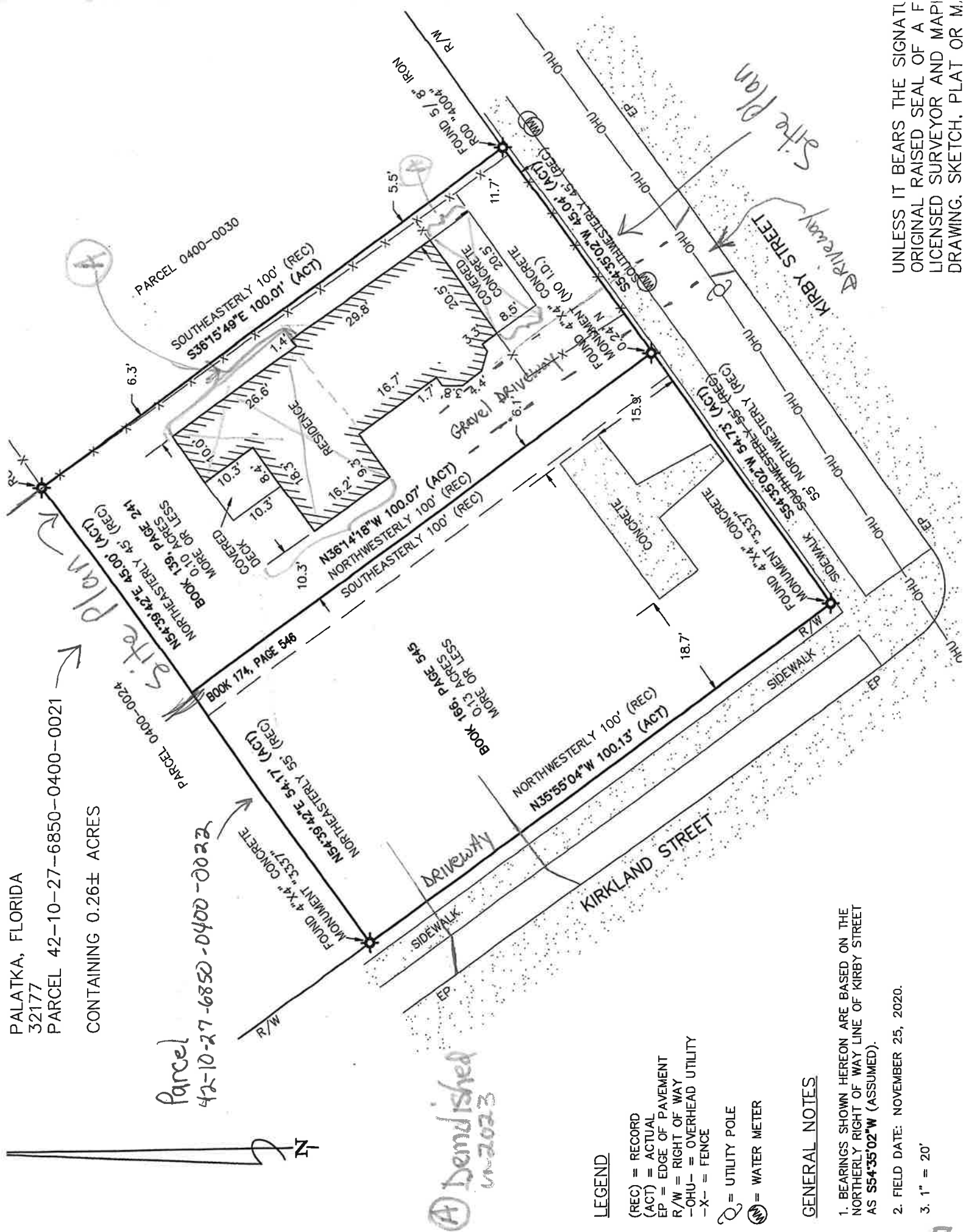
32177

PARCEL 42-10-27-6850-0400-0021

CONTAINING 0.26± ACRES

Parcel

42-10-27-6850-0400-0022



LEGEND

(REC) = RECORD
(ACT) = ACTUAL
EP = EDGE OF PAVEMENT
R/W = RIGHT OF WAY
-OHU- = OVERHEAD UTILITY
-X- = FENCE

Q = UTILITY POLE

⊗ = WATER METER

GENERAL NOTES

1. BEARINGS SHOWN HEREON ARE BASED ON THE NORTHERLY RIGHT OF WAY LINE OF KIRBY STREET AS S54°35'02"W (ASSUMED).

2. FIELD DATE: NOVEMBER 25, 2020.

3. 1" = 20'

B. Robinson Corporation

50 East 2nd Street, Suite #1, Jacksonville, Florida 32206
904-554-554-4633, brenda@brobinsoncorporation.com

Sheffield Residential Property Structural Assessment for Residential Property 426 Kirby Street, Palatka, Florida 32177



This report has been electronically signed and sealed by Dr. Brenda Robinson, P.E. on January 27, 2021 using a Digital Signature.

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

Brenda Robinson
Digitally signed
by Brenda Robinson
Date: 2021.01.28 09:17:09 -05'00'

Dr. Brenda Robinson, P.E.
Principal Engineer
(Civil/Structural)
Florida License # 44767



January 28, 2021

Mrs. Shanna Sheffield
Mr. Allen Sheffield
426 Kirby Street
Palatka, Florida 32177

**Re: Structural Assessment for Residential Property
Sheffield House – Palatka, Florida**

Dear Mr. and Mrs. Sheffield:

As agreed, Dr. Brenda Robinson conducted a Residential Structural Assessment at the house located at 426 Kirby Street on Thursday, December 10, 2020. The purpose of the assessment was to provide an opinion concerning the structural viability of the house and the feasibility of renovating the structure as opposed to demolishing the structure and replacing it. The purpose of the site visit was not to perform structural analysis or design pertaining to the structure. Therefore, no structural plans were produced and no structural calculations were performed. A list of limitations associated with the inspection and report is provided at the end of this report. This report provides a summary of the observed conditions and my evaluation and conclusions regarding the structural systems present in the structure. Photographs are provided in the report to help clarify observed conditions and conclusions.

I. Structural Inspection and Evaluation Activities

Dr. Brenda Robinson and Norman Robinson met Mrs. Shanna Sheffield at the house site. Dr. Robinson performed the following tasks to investigate the state of the single family residential structure:

- Conducted a visual, non-destructive assessment of the affected portions of the structure to document, photograph, and evaluate the site conditions;
- Communicated with Mrs. Sheffield at the site concerning the purpose of the visit and conversed with both Mr. Sheffield (by phone) and Mrs. Sheffield (in person) concerning my site observations and resulting conclusions;
- Researched weather data recorded in the general vicinity of the project site on the date of the inspection;
- Reviewed the Putnam County Property Appraiser's Database information;
- Located the property on Google Earth and printed photos from that source; and
- Prepared this report summarizing the results of the field investigation along with evaluations, conclusions, and recommendations.

II. Site Description and Background Information

The Sheffield single family residential structure is located at 426 Kirby Street, Palatka, Florida 32177. For this property, the Putnam County Property Appraiser's database provides the

following Parcel ID # 42-10-27-6850-0400-0021. According to the Property Appraisers database information the property consists of a land area dimensioned approximately 100.16 feet by 100.26 feet (0.23 acres). At the site vegetation was overgrown and in some locations growing into and on the exterior walls and roofs of the structure. The lot was relatively flat. There were no noticeable steep surfaces. The structure was vacant and in need of repairs both outside and inside.

III. General Description of Building and Structural Components

In this section, the materials and structural components are identified but the condition of these systems are not discussed in detail. According to the Putnam County data, the two story house was constructed in 1900. It is approximately 2374 SF including a 160 SF front porch and an 80 SF rear porch. Based upon some measurements taken of a few of the studs, ceiling joists and rafters on the second floor, some of these wood members were actual (not nominal) size 2" (thick) dimensional lumber.. Not all structural members were measured.

The house is a wood frame structure. The roof systems consist of a main gable roof, a side gable roof over a room, and several shed roofs over the two porches (front and rear) and over two rear rooms (one upstairs and one downstairs). Composition shingles cover the roof system as listed in the Putnam County Property Appraiser database information. Although most of the second floor roof was not visible from the ground, what appears to be shingles were seen in the locations where the roof surface was visible.

The exterior walls are constructed using balloon framing studs and wood siding (lap siding and sheathing). The sill beams, floor joists, ceiling joists, rafters, studs, headers and floors are wood framing members. The first floor is constructed off grade and supported on masonry piers. These piers vary in construction methods and materials. Some are constructed using bricks and some are constructed using concrete blocks.

For the purposes of this report, BRC will make correlations between the elevations and directions as follows: front elevation (south), the right elevation (east), the rear elevation (north), and the left elevation (west).

Views of the building elevations are presented in photographs. The remaining photographs represent conditions observed during the site inspection.

IV. Researched Weather Data

BRC obtained a copy of a weather history report for December 10, 2020, from the online website of The Weather Underground. This website utilizes weather data from various sources and compiles this data into an easily accessible and readable format. The weather data was recorded at the Putnam County Emergency Services Weathers Station| in Palatka, Florida, located approximately 3 miles southwest of the subject property. On December 10, 2020, the weather was clear and sunny. The lowest and highest temperatures for the day were as 47 and 67 degree Fahrenheit. The total rainfall was 0.00 inches and the maximum wind speed was 9 miles per hour.

V. Summary of Observed Conditions

- The house appears to have been vacant for a relatively long time.
- Vegetation on the lot was overgrown and in some locations damaging the exterior of the structure.
- On the exterior of the building, some of the exposed wood (especially on the right (east) side) is soiled, mildewed, rotted, damaged, missing and/or deteriorated.
- On the interior, much of the materials (including walls, ceilings, insulation, electrical wires, plumbing, insulation, etc.) have been removed such that structural members (studs, joists, beams, headers, etc.) were exposed.
- In general, the house is in need of complete renovation of all building elements including structural members, the electrical system, the plumbing system, and the heating ventilation and cooling system (HVAC). Thus, the few the electrical and/or mechanical elements present did not warrant attention.
- Based upon the overall appearance and geometry of the structure, the main structural support systems appear to be in good enough condition to be repaired. One exception was the rear porch which needs to be demolished and reconstructed.
- The piers supports vary in materials (brick and block), size, shape, spacing, height and condition. Some of the piers need to be repaired or replaced.
- For the main structure, many of the masonry piers (brick and concrete block) that were visible appeared to be structurally sound.
- The contractor should verify that adequate clearance exist between the ground and the wood supports and siding. Measurements were not taken around the perimeter of the house. But it appears that at least 18" vertical clearance existed in many locations.
- One corner pier on the left (west) side of the house that supports the rear (north) room (or addition) appears rotated (leaning). This pier needs to be properly aligned and/or replaced. It may be necessary to install a footing below this pier.
- On the left side of the house, the rear room (possibly an addition), repairs to the floor, walls and rafters were noticeable. The floor system was completely open exposing installed pier supports and floor joists. The installation/repair of this floor system appears to be incomplete.
- Metal connectors are needed to strengthen the overall structure and to provide connectivity from the foundation system to the roof system as required by the Florida Building Code. Metal connectors (i.e., hurricane clips, anchor bolts, stud connectors, foundation straps) were not observed during the inspection. These connectors need to be added during construction.
- On the left rear side room, there is a vertical separation on the interior wall between the main house and the side room (the possible addition). This may have occurred due to the connection between the side room and the main structure being inadequate when constructed. Possibly, the wall separation could be due to some failure in the foundation system in the past. This may explain why foundation repair work was initiated in this room.

- Except in one location on the right (east) wall, the exterior walls of the main house are plumb and most of the siding is in place.
- On the right (east) wall, there is a section with displaced, broken and/or missing siding. This is in the vicinity of a deteriorated sill beam and broken/displaced wall studs (as viewed from the interior). In a limited section the damaged studs cause the wall to bow outward.
- The front elevation shows that the house appears to be relatively plumb (not leaning to either side).
- As best as can be observed from the ground the roof support system appears to be intact to a large degree. No obviously protruding or displaced roof members on the top of the roof are visible from the ground. However, from the ground there appears to be some small curvature on the roof line in the vicinity of the eaves. In a few places, some of the outlookers (supports in roof overhang area) are rotted.
- Except for the sill beam along the right side of the house, the sill beams around the main structure appear to be in good condition and can remain in place.
- The exposed sections of sill beam on the right side of the house that appears to be deteriorated should be replaced.
- Even the deteriorated sill beam still provides enough support for the floor system that from the exterior, the elevation of the floor system does not appear to be greatly displaced.
- Some windows are missing or broken. Other windows appear to be intact.
- Some doors are missing or removed from door frames. Visible door headers appear to be in fairly good condition.
- On the rear of the house the entire open porch is in such a damaged and deteriorated condition that the entire exterior open porch needs to be removed and replaced. The porch floor supports beam/joist, the floor planks and the roof system were broken and deteriorated as shown in the photographs of the rear and side of the porch.
- Interior walls and ceilings in the structure have been removed to exposed structural members.
- In general, the vast majority of the exposed structural members (studs, beams, floor joists, roof joists, rafters, headers) were in very good. These members appeared to be very structurally sound and can remain in place.
- There were a very few places where a few deteriorated members were visible or where a few members were missing. In all such locations, deteriorated members need to be removed and replaced (i.e. a few studs on the right (east) exterior wall and several ceiling/floor joist supporting the second floor in the south-west room (possibly living room area)).
- The exposed ceiling joists and rafters on the second floor appeared to be in very good condition.

- Based upon photos taken, either no rotted or badly damaged floors were present or such damage floors were not photographed. However, there were missing and damaged floor joists in at least one of the second floor rooms.
- No visible holes in the second story roof were photographed or noted. There were no noticeable signs of leakage or water damage on the floors. However, it is suspected that the roof needs to be replaced based upon the discolorations on roof decking and the state of visible roof surfaces.
- The floors in the house that were intact and walked upon during the inspection appeared to be strong and structural sound based upon the amount of support provided.
- The entire floor was missing in one room on the first floor. This was the room with the incomplete foundation repair.
- The in place staircase was structurally strong.
- Electrical, plumbing and mechanical systems were not observed or noted during the inspection. The main focus was on the structural members in the house.
- In summary, although some structural members were damaged and need to be replaced, the vast majority of the exposed structural members were in very good condition and can remain in place.
- Photographs are provided in this reports to document the conditions observed during the inspection. While care is made to accurately label all photographs it is possible that some error may exist.

VI. Exterior Conditions Observed

Lot Slope

Although the lot was overgrown with vegetation, it appeared to be relatively flat. Steep slopes were not observed. Therefore, it not anticipated that erosion from rain runoff will be problematic on the lot.



Front (South) View: Overgrown vegetation and relatively flat lot.



Left (West) View: Overgrown Vegetation and Relatively Flat lot.

Negative Grading

The house is off grade and supported on masonry piers. Based upon observations during the inspection, it does not appear that the lot grading will result in water damage to the foundation

High Grading

The main structure appears to be approximately 18" or more above grade. Based upon the photographs taken from the exterior, the side room on the west side of the house, the siding is closer to the grade level and does show some deterioration or rot at the bottom of the wall siding.



Right (West) Side Near Rear: Off grade Construction; Curvature in Upper Roof; Deteriorated outlookers; Vegetation near roof.

Gutters: No gutters were observed.



Left (West) Side View: Off grade construction; Relatively flat lot; Overgrown vegetation; Separation/Crack at roof intersection with side wall; Siding.



Second floor Roof Overhang: Damaged and deteriorated roof decking and outlookers



Left-Rear (North-West) View of Possible Addition: Roof Separation and patching.
Deterioration of siding at bottom; Leaning pier with nearby loose blocks.



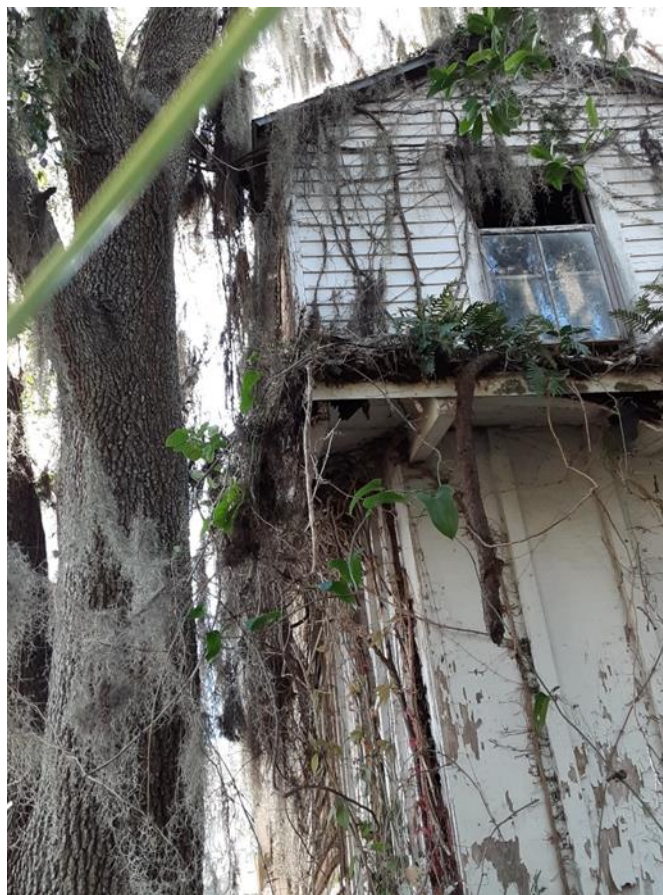
Left-Rear (North-West) View of Possible Addition: Roof Separation and patching.

Nearby Vegetation

Vegetation coming in contact with the house has helped to cause damage to siding, windows and other components.



Rear (North) View: Overgrown vegetation close to structure and in contact with roof.



Rear (North) View: Overgrown vegetation close to structure and in contact with roof; Broken window; Rotted/Damaged soffit; Mildewed/Deteriorated/Peeling wood siding.



Right-Front (South-East) Lower Corner: Nearby vegetation; Mildewed Siding.



Right (East) View: vegetation growing on wall and along roof overhang area.



Right (East) Wall and Roof Overhang: Mildewed siding and growing vegetation.



Right (East) Wall and Roof Overhang: Mildewed siding, vegetation, broken window and downspout.



Left (West) View near Front: Vegetation near and in contact with house; Relatively flat lot; exterior walls in fairly good condition.

Exterior Walls: Wood lap siding on most of the exterior walls was in fairly good conditions. On the right (east) side of the house, the wood lap siding has dark discolorations which may be mildew buildup and in some places was missing and/or damaged. In a section of the right wall, the siding was deformed (bowed outward). On some of the walls on the rear (north) and left rear (northwest) corner, the siding wood panels was damaged or deteriorated. See photographs.



Right (East) Wall Siding: Damaged and Missing siding.



Right (East) Wall Siding: Damaged and Missing siding.



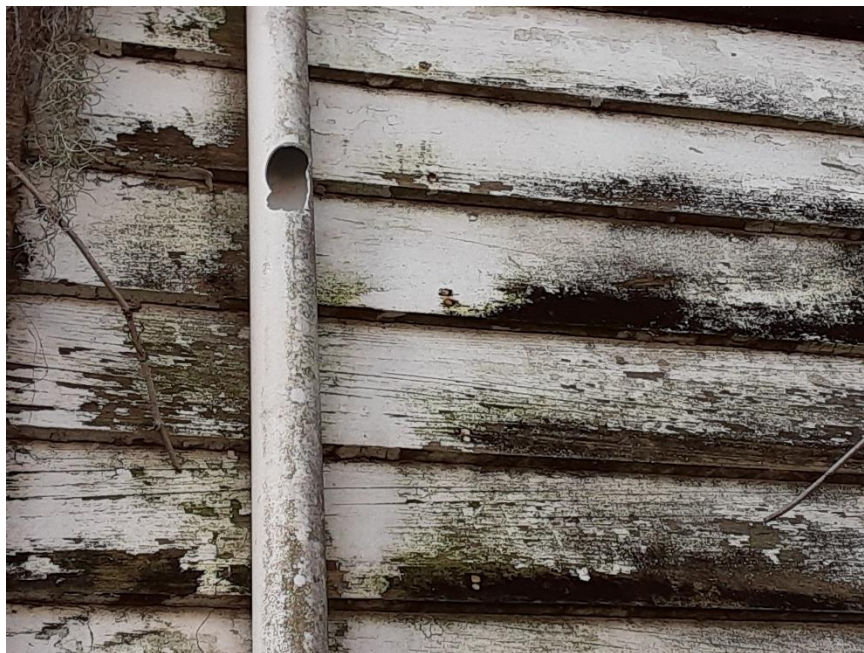
Rear and Right Side: Vegetation impacting structure; damaged siding; deteriorated roof edge and overhang; broken window.

Downspouts:

On the left side of the house, what appeared to be a downspout was broken. While the top of the roof was not visible from the ground, due to the age of the house and the amount of repairs that will be needed, the roof will most likely need to be replaced. When that happens, new roof vents, gutters and downspouts can be installed.



Right (East) Side Wall: Downspout, damaged and mildewed siding.



Right (East) Side Wall: Downspout, damaged and mildewed siding.

Front Porch

The front porch floor was constructed of concrete. Which appeared to be in fair condition. No cracks or weak sections were observed on the floor of the front porch. The roof system for the porch appeared to be intact but stains on the exposed wood on the undersurface of the roof, appear to indicate that there were damaged places on the porch roof surface. Since the weather was clear (no rain) during the site visit, no leaks were observed.



Front (South) View: Showing stained/damaged/deteriorated wood soffit (ceiling) on the front porch.



Left Front (West-South) Corner: Vegetation damaging siding and growing on the front porch; damaged porch ceiling possible from room leakage in past, electric meter box locations visible.

Rear Porch

The rear porch was constructed of wood. This wood porch was badly deteriorated and needs to be removed and replaced. The joist/beam support below the porch was broken and displaced. The wood decking was deteriorated and had holes. Some roof rafters over the rear porch were broken and/or sagging.



Rear (North) View: Rear porch and side room with vegetation on the roof and walls; crack in rear step.



Rear Porch viewed from Left (west) side: The rear porch appears to be distorted (as if leaning toward the house). Perhaps, the orientation of the camera contributes to this slant. However, the rear porch is in very bad condition and needs to be demolished. A tree and other vegetation is growing very close to the structure.



Rear Porch: Spliced and Broken Rafter; Deteriorated/broken soffit; Rotted outlookers (roof overhang supports).



Rear Porch: Broken joist in contact with the ground; brick pier; block support without mortar and oriented with open cell horizontal; deteriorated and missing porch floor.

Rear Porch Rafters and Roof Sheathing: Roof sheathing was damaged and showed signs of past leakage (water stains) on the rear porch and in the small room adjacent to the rear porch. Damaged spliced and broken rafters existed on the rear porch



Rear Room Adjacent to Rear Porch: Roof sheathing damaged and showing signs of past leakage (water stains).

Crawlspace

The crawl space below that house was open on all sides. Along most sides, the vertical clearance appeared to be at least 18" in height. Looking under the house into the crawl space some of the following conditions were observed:

- **Piers:** Pier supports varied in materials, size, shape, and spacing. At least one pier at left rear (west-north) corner was out of plumb.



Pier: The photograph appears to show with added wood and loose blocks at top of brick pier



Pier Concrete block



Pier: Leaning and Propped Concrete block



Pier: Concrete block



Pier: Left Rear (West-North) room along back wall.



Pier: Rear Left (North West) Corner

- **Sagging floor joists:** One rear porch floor joist was broken with one end on the ground.
- **Sill beam rot:** The sill plate along the right (east) wall was deteriorated rotted and damaged (possibly by wood destroying organisms). No live wood destroying organism (WDO) were observed during the site visit.



Right (East) Sill Beam: Deteriorated/Rotted/WDO damaged sill beam;



Right (East) Sill Beam: Deteriorated/Rotted/WDO damaged sill beam.



Right (East) Sill Beam: Deteriorated/Rotted/WDO damaged sill beam.

- **Evidence of animals:** No animals were observed.
- **Mold or fungus:** None noted under the crawl space. The crawl space was NOT entered during the inspection.
- **Crumbling mortar joints:** No crumbling mortar was observed.
- **Repairs:** Additional poorly assembled piers supports were noticed under the rear porch. New pier and floor joist construction and was visible under the left rear room but the work was incomplete. Photographs are provided.
- **Evidence of wood-destroying organisms (WDO):** No live organisms were visible but holes possibly created WDO were visible on the right side sill beam.
- **Daylight through the foundation:** In at least one room, the entire floor system was removed.
- **Insulation and vapor-barrier orientation:** No insulation and vapor-barrier were observed in the crawl space.
- **Missing pier-to-beam connections:** No connections were observed.

Other Exterior Observations

- **Mortar joint condition:** Mortar joints on brick piers appeared to be in good condition. During construction when all piers are inspected by the contractor. Tuck pointing of mortar joints should be performed as deemed needed. Any piers showing deterioration of mortar or missing mortar should be repaired or replaced.

- **Loose bricks:** No loose bricks were noticed on existing brick piers. However, some loose concrete blocks were placed adjacent to one concrete block pier on the northwest side (at the corner of the room that appears to be an addition). In addition one pier appeared to have loose blocks added on top.
- **Vertical Cracks:** A vertical separation crack was observed along the roof and along an interior wall of a rear side room in the structure. To remedy this the structural connection at the vertical separation/crack must be strengthened by nailing and the addition of metal connector as needed as determined by the contractor. In general, the structural framing throughout the house needs to comply with nailing patterns in accordance with accepted construction practices and Florida Building Code (FBC) requirements.
- **Diagonal Cracks:** No Diagonal cracks were noticed.
- **Step Cracks:** A photograph appears to show cracks in the back steps leading to the rear porch. No other step cracks were noted during the site visit.
- **Wood in Contact with Soil:** The only place wood in contact with the soil was noticed was on the rear porch where a floor joist was broken and in contact with the ground. In all other location the wood floor system and was supported off grade on masonry piers.
- **Previous Repairs:** New repairs to the floor system for the Right-Rear (West-North) room appeared to be unfinished.

VII. Interior Conditions Observed

Much of the exposed structural framing members (rafters, ceiling joist, wall studs, floor joists, window headers, door headers, etc.) were in very good condition. The walls were constructed using balloon framing. Based upon observations and a few measurements taken at the site, the typical wall stud framing appeared to be 2"x4" (actual sized) members at approximately 16" o.c. On the second floor, roof rafters appeared to be 2"x" (actual) at 16" o.c. and roof joists appeared to be 2x6 at 16" o.c.. The ceiling/floor joist separating the first and second floor appeared to be 2x8 members at approximately 16" o.c.

All structural members that are still in good condition can remain in place. A relatively few structural members were deteriorated, broken or missing. Obviously, any such damaged members should be repaired, removed and/or replaced. During construction, the contractor should visually inspect all structural members and replace or repair members as needed. Nailing patterns, connectivity details and other framing requirements used for structural elements need to comply with Florida Building Code requirements. For example, metal connectors (i.e., sill plate anchor bolts, stud plates, straps, hurricane clips) should be installed to achieve structural strength and connectivity (from foundation to roof) to resist wind loads. The design professional responsible for producing the construction drawings should size and designate metal connectors and all other required structural components needed to resist the assumed design loads (including wind loads).

The following pictures show the observed conditions of some of structural members as seen from the interior of the house. Not all existing conditions are documented by photographs. In

general, the overall structural system of the house appeared to be structural adequate enough to be maintained and repaired as needed to comply with FBC requirements,

Rafters and Roof Decking: As shown in photographs, rafters on the rear porch were damaged. . Roof decking on the rear porch and the adjacent room were damaged. In the left rear (west-north) room (possible addition) rafters were broken and spliced. Rafters on the second floor of the house were in very good condition. Possible water stains exist on some of the roofing decking.

Repairs: Several photographs are provided to document the state of the repairs observed in the Left Rear (West-North) room. This work included foundation, floor and wall repair. More work is needed including new roof construction.

Roof and Wall Leaks: Roof and wall leaks would occur where holes or damage to the roof decking and wall siding exist. In locations where the materials appear to be darkened, these may be a locations of leakage. Some photographs show darkened materials on the roof and exterior walls. Due to the age of the structure, its extended vacancy, the condition of the first floor roofs, a new roof over the entire house is needed (most likely) and is recommended.

Sill Plate Anchor Bolts: No sill plate anchor bolts were observed. Anchor bolts and other metal connectors needed to comply with FBC requirements need throughout the house to provide connectivity and structural strength from the foundation to the roof as required by the Florida building Code.

Fiberglass Batt Insulation: Insulation was not observed at any locations in the house.

Floors: In general, the floor system (joists, subfloor and finish floor) still in place inside the main dwelling on both the first and second floors were structural strong in placed walked on during the inspection. There were some locations where the floor systems was missing due to repair activity. On the inside house floors that were walked on during the inspection, no sags or crown were noted or photographed

Electrical, Plumbing, Heating, Air Conditioning and Ventilation: These systems were not observed or inspected during the site visit. Since no photographs document the presence of any such systems, based upon observations, notes and photographs. These systems did not exist in total. A few electrical wire, plumbing pipes were present and may be present in a fee pictures. New electrical. Plumbing and Heating/AC and Ventilation will be needed throughout the house. The location of the existing electrical meter boxes (empty) are on the left front (west wall at south corner) of the house. This location is near the front porch and is shown.



Left Rear (West-North) Room: New collar ties and wall construction; damaged and sliced rafters; water stains and holes in roof decking.



Left Rear (West-North) Room: New collar ties and wall construction; damaged and sliced rafters; water stains and holes in roof decking.



Left Rear (West-North) Room: Incomplete Wall and Floor Repair



Left Rear (West-North) Room: Wall and Floor Repair



Second Floor Roof Rafters, Roof Joist and Wall Studs: These appear to be in very good condition; Actual 2" dimensioned lumber; some wood staining on roof decking and wall siding. The roof slope was not measured but was relatively low.



Second Floor Roof Sheathing, Rafters, Roof Joist and Wall Studs: Staining of roof and wall members.



Second Floor Roof and Wall Corner Framing: The picture does not show a double top plate; No hurricane clips or other metal connectors are present.



Exterior Wall Framing: Balloon Framing; Structural Members in good condition; some darkened/stained siding.



n

Balloon wall studs and second story floor joists



Balloon Framing Wall studs, floor joist, floor decking and other structural members



First and Second Floor Wood Framing: The exposed members appear to be in good condition.



Exterior Wall: Walls and Window framing: very good condition of the studs and some other structural members; damage shown may have resulted from demolition activities.



Interior Wall Framing: View from Down Stairs Looking to Upstairs; studs in good condition, cut and removed ceiling/floor joists supporting second floor.



Corner Framing: Studs in good condition; 2x4 actual size studs.



Ceiling/Floor Joist and Subfloor for Second Floor: Structural Members in Very good Condition.



Interior Wall: Studs in very good condition.



Exterior Wall Right (East) Side: Missing Siding and Discolored Siding.



Exterior Wall and Windows: Some of the Studs, cripples and siding were damaged on the Right (West) exterior wall. In a limited section, the wall was bowing outward. In the photographs taken of this wall, all of the damage is not all visible.



Interior Wall and Door Framing:



Rotted/deteriorated ceiling/floor joist (front (south) room area). Some of the joist had been removed.



Staircase: Structural sound and fully Intact



Ceiling/Floor Joists Supporting Second Floor: Deteriorated members; some missing.

VIII. Conclusions and Recommendations

Based on observations at the property, it is my professional opinion that the structure can be renovated to conform to current Florida Building Code (FBC) requirements and be used as a residential structure after such modifications and repairs are completed. There are some additional investigations and calculations concerning the structure that need be made by the design professional (i.e. architect or engineer) to produce the construction drawings and to determine the adequacy of any questionable structural component (i.e., any leaning, displaced or deteriorated member).

However, all structural elements (including piers) that are well functioning (without signs of significant displacement, breakage or deterioration) can remain in place. Such components would be judged to be of adequate strength based upon past performance. However, even members deemed to be in good condition may need repairs still (i.e. metal connectors) to comply with FBC requirements.

Based upon the existing conditions, some structural repairs and improvements are needed throughout the structure. Any damaged, broken or missing structural members (sill beam, floor joist, studs, rafters, headers, etc.) should be replaced. Other structural members that are not damaged or deteriorated can remain in place. The fact that the members are still in good working condition is an indication that these elements were adequately sized to function as intended in the structure. The vast majority of all of the exposed structural members appear to be in very good structural condition.

The elements in need of repair can be adequately addressed by the design professional chosen to produce the construction drawings necessary for the construction permit. However, I make the following recommendations:

1. **Piers:** During construction the contractors should inspect each pier and perform any maintenance or repair needed. Any piers that are deteriorated need to be repaired or replaced. If any piers are replaced, it is recommended that a footing be installed at the location of the replaced pier. Any loose bricks or block should be installed with mortar. No active metal connectors for joining the piers to the floor support system were observed. To comply with Florida Building Code requirements, during construction the contractor needs to install metal connectors for code compliance.

The design and construction for the foundation supports must be adequate to support the loads such that the house continues to be stable. I recommend that each of the existing piers be evaluated and repaired as needed to ensure that the support is sufficiently strong.

2. **Sill Beam:** The sill beam was deteriorated for much of its length on the right side of the house. I recommend that this sill beam be replaced. During construction the contractor should verify that adequate clearance exists between the ground (grade) and the sill beams and wood siding.

3. **Metal connectors:** To resist lateral loads and uplift loads (i.e, wind loads), connectivity from the foundation to the roof structure is needed. This can be achieved by the addition of adequately sized metal connectors (i.e., Simpson Strong-tie connectors (or other) such as metal straps, anchor bolts, stud-to- plate ties, hurricane clips).

IX. Limitations, Exceptions and Exclusions

The conclusions, analysis, and opinions expressed herein have been prepared within a reasonable degree of certainty. They are based on the results and interpretations of the visual inspection activities performed at the site; the information available at the time the report was issued; and the education, training, knowledge, skill, and experience of Dr. Brenda Robinson a licensed professional engineer and certified general contractor.

Some observations and comments made in this report may be beyond the scope of those that would be made by a typical home inspector who may be performing the inspection in accordance with the InterNACHI Standard of Practice. Unless an exception has been made as evidenced by a stated observation and/or recommendation in this report, the InterNACHI Limitations, Exceptions and Exclusions from InterNACHI's Residential Standards of Practice which are listed below are applicable for this inspection report also. Indeed, due to the current state of the property some of the excluded inspection activities would not have been possible even if not excluded.

Limitations:

- An inspection is not technically exhaustive.
- An inspection will not identify concealed or latent defects.
- An inspection will not deal with aesthetic concerns, or what could be deemed matters of taste, cosmetic defects, etc.
- An inspection will not determine the suitability of the property for any use.
- An inspection does not determine the market value of the property or its marketability.
- An inspection does not determine the insurability of the property.
- An inspection does not determine the advisability or inadvisability of the purchase of the inspected property.
- An inspection does not determine the life expectancy of the property or any components or systems therein.
- An inspection does not include items not permanently installed.
- These Standards of Practice apply only to properties with four or fewer residential units.

Exclusions:

An inspector is not required to determine:

- property boundary lines or encroachments.
- the condition of any component or system that is not readily accessible.
- the service life expectancy of any component or system.
- the size, capacity, BTU, performance or efficiency of any component or system.
- the cause or reason of any condition.
- the cause for the need of correction, repair or replacement of any system or component.
- future conditions.
- compliance with codes or regulations.
- the presence of evidence of rodents, birds, animals, insects, or other pests.
- the presence of mold, mildew or fungus.
- the presence of airborne hazards, including radon.
- the air quality.

- the existence of environmental hazards, including lead paint, asbestos, or toxic drywall.
- the existence of electromagnetic fields.
- any hazardous waste conditions.
- any manufacturers' recalls or conformance with manufacturer installation, or any information included for consumer protection purposes.
- acoustical properties.
- correction, replacement or repair cost estimates.
- estimates of the cost to operate any given system.

The inspector is not required to operate:

- any system that is shut down.
- any system that does not function properly.
- or evaluate low-voltage electrical systems such as, but not limited to:
 - phone lines;
 - cable lines;
 - satellite dishes;
 - antennae;
 - lights; or
 - remote controls.
- any system that does not turn on with the use of normal operating controls.
- any shut-off valves or manual stop valves.
- any electrical disconnect or over-current protection devices.
- any alarm systems.
- moisture meters, gas detectors, or similar equipment.

The inspector is not required to:

- move any personal items or other obstructions, such as, but not limited to: throw rugs, carpeting, wall coverings, furniture, ceiling tiles, window coverings, equipment, plants, ice, debris, snow, water, dirt, pets, or anything else that might restrict the visual inspection.
- dismantle, open or uncover any system or component.
- enter or access any area that may, in the opinion of the inspector, be unsafe.
- enter crawlspaces or other areas that may be unsafe or not readily accessible.
- inspect underground items, such as, but not limited to: lawn-irrigation systems; or underground storage tanks (or indications of their presence), whether abandoned or actively used.
- do anything which may, in the inspector's opinion, be unsafe or dangerous to the inspector or others, or damage property, such as, but not limited to: walking on roof surfaces, climbing ladders, entering attic spaces, or negotiating with pets.
- inspect decorative items.
- inspect common elements or areas in multi-unit housing.
- inspect intercoms, speaker systems, or security systems.

- offer guarantees or warranties.
- offer or perform any engineering services.
- offer or perform any trade or professional service other than general home inspection.
- research the history of the property, or report on its potential for alteration, modification, extendibility or suitability for a specific or proposed use for occupancy.
- determine the age of construction or installation of any system, structure or component of a building, or differentiate between original construction and subsequent additions, improvements, renovations or replacements.
- determine the insurability of a property.
- perform or offer Phase 1 or environmental audits.

The contents of this report are intended for your use. BRC assumes no liability for the misuse of this information by others and reserves the right to update this report should additional information become available.

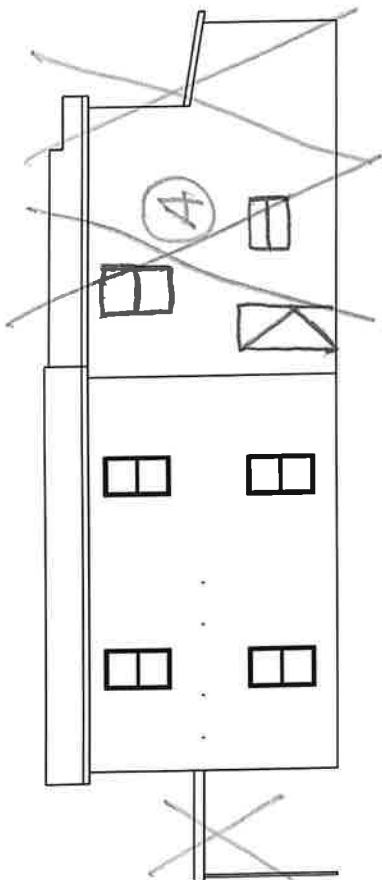
This document has been signed and sealed in accordance with applicable state statutes. If not signed and sealed by the licensed professional named and shown as its author, the findings, conclusions, and opinions cannot be relied upon; as such, the document has been provided for information purposes only. BRC appreciates this opportunity to be of service to you. If I can be of further assistance in this or other matters, please do not hesitate to contact me.

Sincerely,

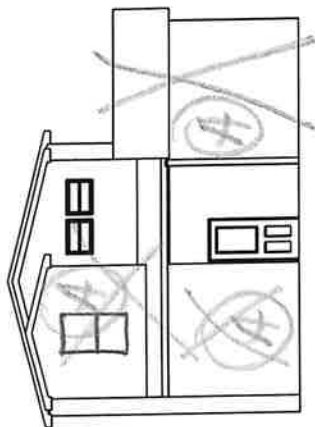
Brenda Robinson

Dr. Brenda Robinson, P.E., C.G.C.
President and C.E.O.

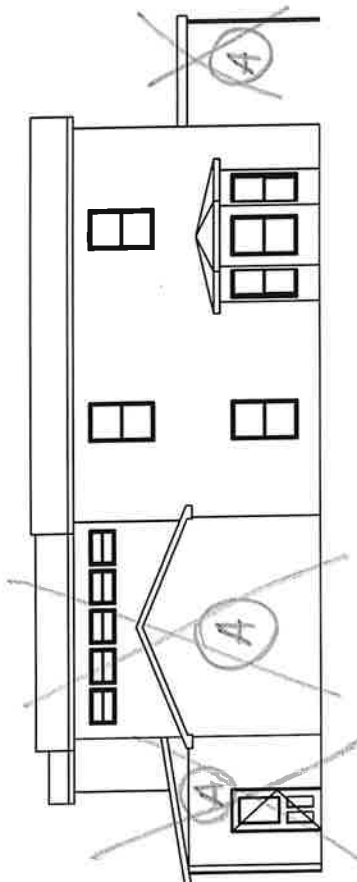
Other Documents for Consideration



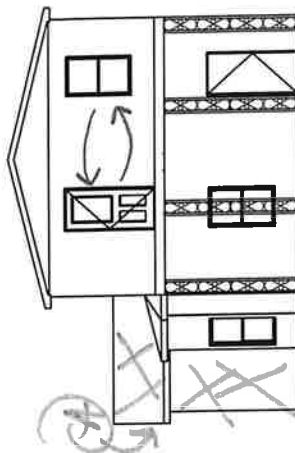
RIGHT ELEVATION



REAR ELEVATION



LEFT ELEVATION



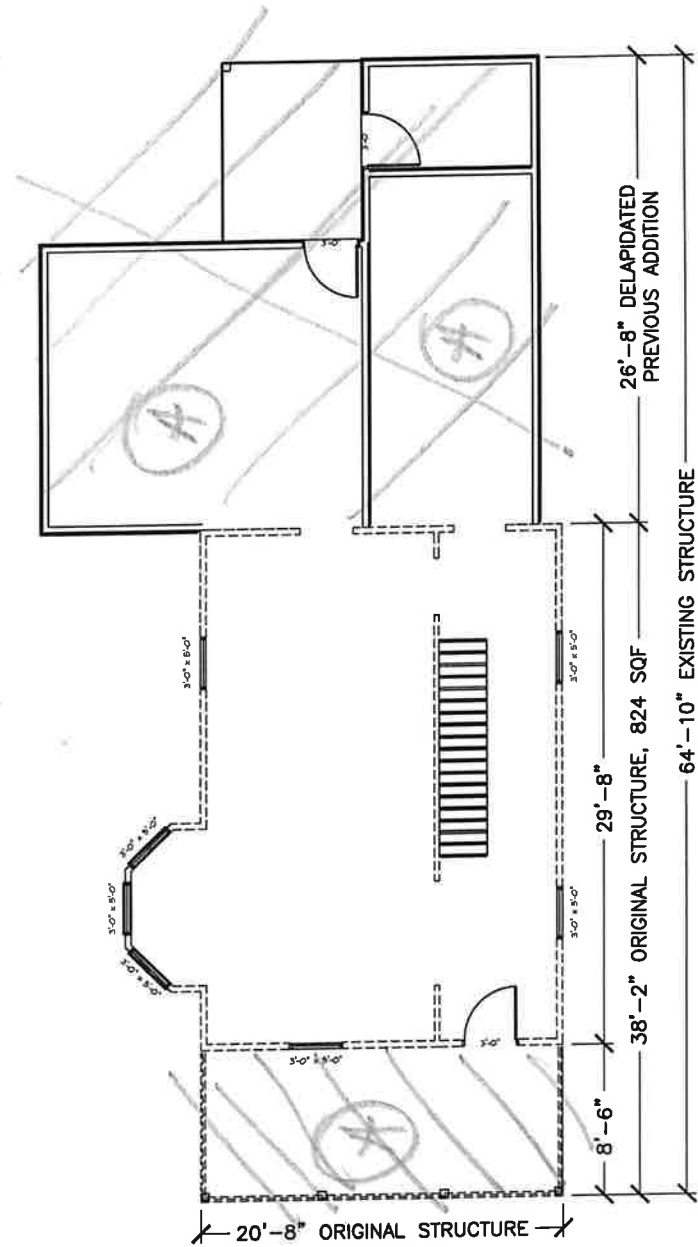
FRONT ELEVATION

EXISTING
ELEVATIONS

426 KIRBY STREET		
Sam	4/20	3/32"=1'-0"

SHEET 1 OF 52

(A) Demolished in 2023 as first
phase of renovation under
Certificate of Appropriateness
HPB 21-19.



1476 EXISTING SQF (REF)

EXISTING
FOOTPRINT

426 KIRBY STREET		
Sam	4/20	1/8"=1'-0"

SHEET 2 OF 52

Plans

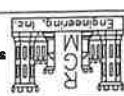


6-1-21
1
OF 3

ROBERT G. MORGAN JR., P.E.
REGISTERED PROFESSIONAL ENGINEER
NO. 12518

PROPOSED
SHEETFIELD
RESIDENCE

NELSON'S DRAFTING
& DESIGN
SAM NELSON
386 937-0055



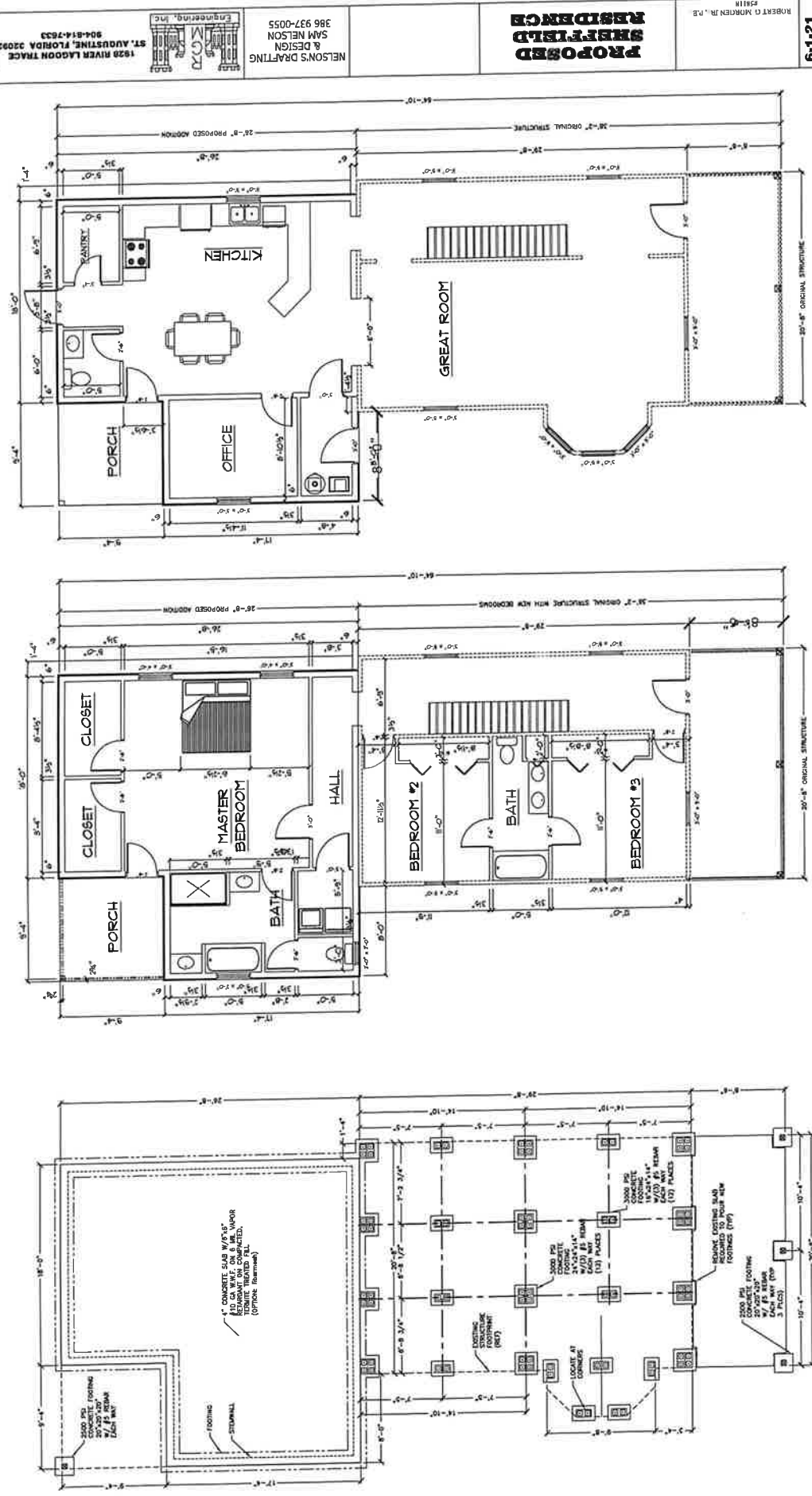
1928 RIVER LAGOON TRACE
ST. AUGUSTINE, FLORIDA 32092
904-814-7533

Date: Revisions:

GROUND FLOOR PLAN
1/4" = 1'-0"

2ND FLOOR PLAN
1/4" = 1'-0"

FOUNDATION PLAN
1/4" = 1'-0"



**PROPOSED
RESIDENCE**

ROBERT O. MORRIS JR., P.E.
REGISTERED PROFESSIONAL ENGINEER
FLORIDA

NELSON'S DRAFTING
SAM NELSON
386.937.0055



1928 RIVER LAGOON TRACE
ST. AUGUSTINE, FLORIDA 32092
504-814-7633

Date: Revised:

6-1-21
3
OF 3

ROBERT G. ANDERSON, P.E.
458114

**PROPOSED
SHEFFIELD
RESIDENCE**

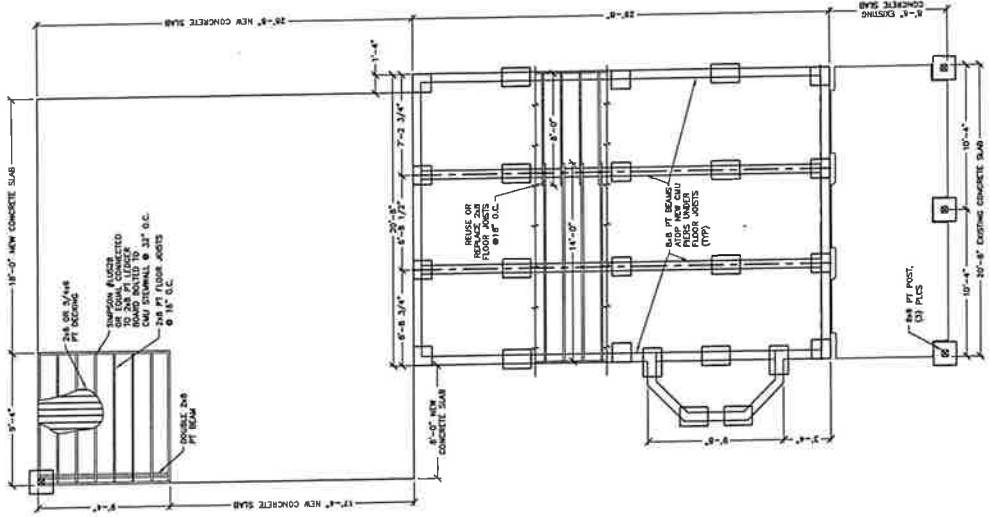
NELSON'S DRAFTING
SAM NELSON
386 937-0055



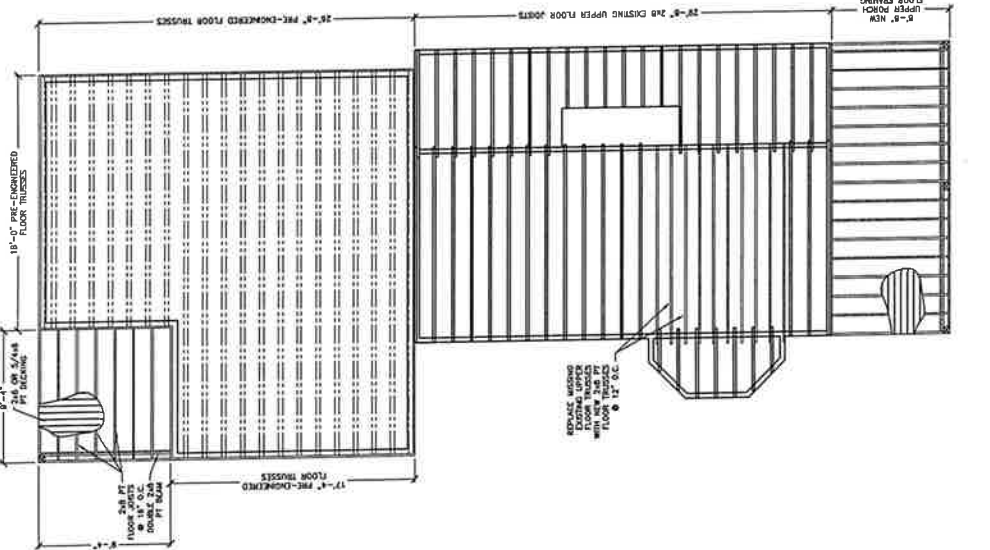
1928 RIVER LAGOON TRAIL
ST. AUGUSTINE, FLORIDA 32092
904-814-7633

Date: Revision:

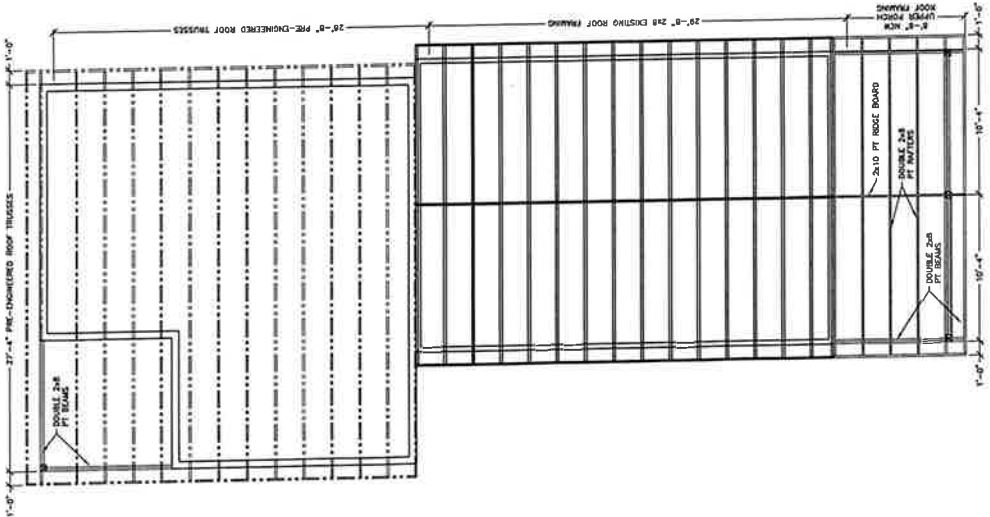
GROUND FLOOR FRAMING PLAN
1/4" = 1'-0"



UPPER FLOOR FRAMING PLAN
1/4" = 1'-0"



ROOF FRAMING PLAN
1/4" = 1'-0"



Certification of Appropriateness Application for Complete Demolition of 426 Kirby Street, Palatka



Certification of Appropriateness Application for Complete Demolition of 426 Kirby Street, Palatka



Certification of Appropriateness Application for Complete Demolition of 426 Kirby Street, Palatka



Certification of Appropriateness Application for Complete Demolition of 426 Kirby Street, Palatka



Certification of Appropriateness Application for Complete Demolition of 426 Kirby Street, Palatka



Staff Report

Meeting Date: September



Case#: HPB 24-21
Address: 426 Kirby Street
Parcel ID: 42-10-27-6850-0400-0021
Applicant: Allen Sheffield

A. Application Summary

I. General

Project Name: HPB 24-21, 426 Kirby St.
Request: Certificate of Appropriateness for demolition of an unsafe structure
Parcel#: 42-1-27-6850-0400-0021
Acres: 0.11
Location: 426 Kirby Street
Project Manager: Planning Staff
Owner: Allen Sheffield
Agent: N/A

II. Background

The structure is a vacant single-family dwelling located in the South Historic District which is in serious state of repair rendering it unsafe. The property received a Certificate of Appropriateness for a partial demolition of a rear addition and front porch and other repairs. Upon completion of the permitted demolition of both structures, a more serious structural condition of the remaining building was identified. Hence, the current request to demolish the rest of the residential structure. The property is currently subject of code enforcement procedures having been heard by the assigned Code Enforcement Magistrate who granted a stay in a final determination pending the outcome of this request.



Figure 1: Map of property from Putnam County Tax Assessor.

III. Analysis

The applicant states that the structure is in bad repair and is an unsafe structure requiring a complete demolition considering the high cost of repairing and the risk involved in repairing a seriously damaged structural parts. However, an engineering structural report has not been submitted for review at this time.

A site inspection by staff confirmed the serious state of repair of the dwelling unit as evidenced in the attached photographs, however staff cannot make a determination as to the structural integrity of the building.

IV. Conclusion

The existing structure is in serious disrepair and renovation could be very costly. The applicant has submitted a Residential Structural Assessment prepared by a licensed engineer based on a inspection conducted at the house in December of 2020. Although the report indicated that the structure could be renovated, it also stated that additional investigations and calculations concerning the structure needed to be carried out in order to determine the adequacy of any questionable structural component.

The structure has suffered additional significant deterioration in the last almost 4 years since the inspection has been completed, however staff can not make a determination whether the structure is beyond repair and a demolition is warranted at this time.

Proposed Findings of Fact:

1. The application for Certificate of Appropriateness for demolition has been deemed complete;
2. Proper notices including public notice in the newspaper were provided in accordance with State Statutes;
3. Staff conducted a review of the application and prepared a report.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Sheffield, Allen Thomas		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE HPB	
MAILING ADDRESS 512 Mulholland Park		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☒ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY	
CITY Palatka	COUNTY Putnam	NAME OF POLITICAL SUBDIVISION: Palatka	
DATE ON WHICH VOTE OCCURRED September 5, 2024		MY POSITION IS: ☐ ELECTIVE ☒ APPOINTEE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Allen Sheffield, hereby disclose that on September 5, 20 24:

(a) A measure came or will come before my agency which (check one or more)

- ☒ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____;
- ☐ inured to the special gain or loss of my relative, _____;
- ☐ inured to the special gain or loss of _____, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

COA application for 426 Kirby St.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

9/5/24
Date Filed

Allen Sheffield
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.