

ROBERTA M. CORREA
MAYOR - COMMISSIONER

TAMMIE McCASKILL
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

MARCIA G. CARTY, CPA
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
October 24, 2024 at 6:00 PM

1. CALL TO ORDER

- a. Invocation
- b. Pledge of Allegiance
- c. Roll Call

2. APPROVAL OF MINUTES

- a. September 12, 2024
- b. September 30, 2024

3. PUBLIC RECOGNITION/PRESENTATIONS

- a. PROCLAMATION - The Arc of Putnam's 50th Anniversary
- b. PROCLAMATION - Family History Month - October 2024 - Putnam County Genealogical Society
- c. PROCLAMATION - Florida City Government Week October 21 - 27, 2024
- d. IN THE SPOTLIGHT - Employee of the Month of September and October

4. CITY MANAGER AND ADMINISTRATIVE REPORTS

- a. REPORT - Financial Report for the FY ended September 30, 2024.
- b. REPORT - Airport Department
- c. PRESENTATION - Team Palatka Renewal
- d. UPDATE - ARPA

5. PUBLIC COMMENTS

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

6. CONSENT AGENDA

- a. SET HALLOWEEN TRICK OR TREAT DATE/TIME for October 31, 2024 from 6:00 PM to 8:00 PM
- b. ADOPT RESOLUTION 2024-R-212 authorizing execution of deductive reconciliation Change Order No 9 with TB Landmark for previously authorized work within the Palatka Heights ALT A Project in a

deductive amount of \$261,524.75 for a total contract cost of \$3,026,797.00.

- c. ADOPT RESOLUTION 2024-R-213 authorizing the execution of Florida Recreation Development Assistance Program (FRDAP) Grant Agreement No. P5086 for Shaw Buck Park Phase 1 in the amount of \$50,000 (100% grant funded).
- d. ADOPT RESOLUTION 2024-R-220 authorizing the execution of Florida Recreation Development Assistance Program (FRDAP) Grant Agreement No. P5096 for Palm Bowl (Triangle) Park Phase 1 in the amount of \$50,000 (100% grant funded).
- e. Authorize execution of FAA grant applications for Kay Larkin Airport Taxiway Echo Phase I Final Design Phase and Transient Aircraft Parking Apron.
 - i) ADOPT RESOLUTION 2024-R-222 authorizing a Federal Aviation Administration FY 2025 Pre-application for Kay Larkin Airport Taxiway Echo Phase I Final Design Phase (the amount requested from FAA is \$72,000 and \$8,000 will be requested from the Florida Department of Transportation during their FY 25 funding cycle for a total project cost of \$80,000 100% grant funded)
 - ii) ADOPT RESOLUTION 2024-R-223 authorizing a Federal Aviation Administration FY 2025 Pre-application for Kay Larkin Transient Aircraft Parking Apron (the amount requested from FAA is \$63,000 and \$7,000 will be requested from the Florida Department of Transportation during their FY 25 funding cycle for a total project cost of \$70,000 -100% grant funded)
- f. ADOPT RESOLUTION NO. 2024-R-218 authorizing the execution of grant agreement #PB007 with the Florida Department of Law Enforcement in the amount of \$250,000 for the purchase and outfit of ten patrol vehicles.
- g. ADOPT RESOLUTION 2024-R-221 awarding RFP 2024-05 to GIA Community Solutions Group for CRA Consulting Services in the amount not to exceed \$104,605 and authorizing execution of a contract and a budget amendment for FY 2024-25
- h. ACCEPT Resignation of Dana Jones and RATIFY the appointment of Mark Litten, Vice President of the Chamber of Commerce, to the Airport Advisory Board
- i. REAPPOINT - Chris Hollister to the Historic Preservation Board for a 3-year term

7. REGULAR BUSINESS

- a. Recess for 10 minutes at 7:30 PM.
- b. ADOPT RESOLUTION 2024-R-214 adopting the Mission, Vision, and Core Values of the City of Palatka
- c. DISCUSSION/DIRECTION - River Street retaining wall
- d. ADOPT RESOLUTION 2024-R-206 authorizing the City's Youth Ambassadors to host a canned food drive as its community service project for 2024-25
- e. ADOPT RESOLUTION 2024-R-219 establishing legislative appropriations and legislative priorities for the 2024-25 legislative session
- f. DISCUSSION/DIRECTION - Hank Bryan Park Restroom
- g. ADOPT RESOLUTION 2024-R-224 accepting the City of Palatka's Initial Lead Service Line Replacement Plan and authorizing the execution of a contract with Water Sensible Solutions
- h. DISCUSSION/DIRECTION - Interim City Manager discussion
- i. ADOPT RESOLUTION 2024-R-225 creating a Citizens' Advisory Committee

8. EMERGENCY ITEMS

- a. ADOPT RESOLUTION 2024-R-226 granting a special events permit to the Palatka Police Department

9. COMMISSIONER COMMENTS

10. ADJOURN

Upcoming Events November 14 - Student of the Month 5:30 PM November 14 - City Commission Meeting 6:00 PM December 9 - CRA Meeting 5:00 PM December 12- Student of the Month 5:30 PM December 12 - City Commission Meeting 6:00 PM	Board Vacancies Historic Preservation Board - 1 vacancy 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 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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September 12, 2024

STAFF REPORT

DATE: October 24, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The Clerk is seeking approval of the September 12th meeting Minutes.

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

Approve as read.

ATTACHMENTS

1.	2024.09.12 Minutes
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COMMISSIONER



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

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MS-Taxation
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MINUTES

CITY OF PALATKA

September 12, 2024

The minutes of the proceedings of the regular meeting of the Palatka City Commission held on Thursday, September 12, 2024 at 6:00 PM at City Hall, 201 N. 2nd St., Palatka, FL 32177.

1. CALL TO ORDER at 6:00 PM.

a. Invocation

led by Chaplain Mulberry.

b. Pledge of Allegiance

led by Commissioner Jones

c. Roll Call

Present:

Commissioner Tammie McCaskill

Commissioner Justin Campbell

Commissioner Will Jones

Commissioner Rufus Borom

Mayor Roberta Correa

Also Present: Troy Bell, City Manager; Jane West, City Attorney; Sunni Krantz, City Clerk; Marcia Carty, Finance Director; Virginia Jones, HR Generalist; Joe Verrecchio, Public Works Operations Manager; Peter Willott, Public Information Officer; Lorenzo Aghemo, Planning Director; Jill Keiser, Finance Supervisor; Rebecca Jones, Fire Administrative Assistant; Chris Taylor, Fire Chief; Jason Shaw, Police Chief; Brad Forsythe, Police Captain; Yul McNair, Airport Manager; Allegra Kitchens, former City Commissioner; Alonzo Mulberry, City Chaplain; and Eddie Cutwright, Community Affairs Director; Mark Lawson, Esq. (via telecommunications technology)

Askew Vickers; Tyronne Bennett; Tim Smith, former Mayor; Tim Jefferson; Erin Hewes; Charlie Douglas; Jeremy Alexander; Jeanetta Salyer; Elizabeth van Rensburg; Tavarence Clark; Annie Davis; Vicki Duke; Annie Davis; Alex Romero; Sam Deputy; Tobi McGuigan

2. APPROVAL OF MINUTES

MINUTES
Palatka City Commission
September 12, 2024

- a. July 25, 2024 Special Called Meeting
- b. August 6, 2024 Special Called Meeting
- c. August 8, 2024 Regular Meeting
- d. August 9, 2024 Budget Workshop
- e. August 29, 2024 Budget Workshop

Motion to approve A - E by Commissioner Campbell. Second, by Commissioner McCaskill. The Motion Passed unanimously.

3. PUBLIC RECOGNITION/PRESENTATIONS

- a. PROCLAMATION - U.S. Constitution Week - September 17 - 23, 2024 - Daughters of the American Revolution William Bartram Chapter

Motion to approve by Commissioner McCaskill. Seconded by Commissioner Borom. The Motion Passed unanimously.

The Proclamation was presented to Meri Rees, regent, and the members of the Daughters of the American Revolution (DAR). She invited the Commission to attend an event hosted by the DAR on September 15 at 3:00 PM at the First Presbyterian Church at the Riverfront to kick off Constitution Week.

- b. PRESENTATION - Occupation of Palatka 2024 event, Robert Mattson

Mr. Mattson spoke regarding the Occupation of Palatka to occur September 27 - 29. It reenacts the time when the Union Army occupied Palatka in 1864. (See handout).

- c. FLC University Certificates for Elected Municipal Officials
 - Justin Campbell, Sr. - Gold
 - Rufus Borom - Gold
 - Roberta Correa - Silver
 - Will Jones - Silver

The Clerk extended the congratulations from Greg Ross President of the Florida League of Cities for the Commissioners continuing education and presented the certificates.

- 4. CITY MANAGER AND ADMINISTRATIVE REPORTS Mr. Bell advised the City is going to apply for a FRDAP grant for a splash pad at the Riverfront Park. Mr. Bell shared photographs showing the potential location. The grant objective is to make a destination space. The maximum amount of the grant is \$200,000. Ms. Carty advised \$375,000 is budgeted in next year's budget for a splash pad. The cost to install a splash pad can range between \$200,000 - \$800,000. We have also identified possible improvements to the band shell area. Commissioners McCaskill and Campbell expressed concern regarding the in-house ability and costs associated with maintaining a splash pad. The Commission encouraged the City Manager to reach out to other cities and the County regarding the maintenance of their splash pads. The Clerk advised there is a public information session hosted by the City Manager at 3:00 PM on Monday 9/16/2024 concerning the grant.

MINUTES
Palatka City Commission
September 12, 2024

Commissioner Campbell expressed concern regarding the time being during working hours and Mr. Bell responded there will be additional input sessions.

a. UPDATE - American Rescue Plan Act - Finance

Ms. Carty advised currently we have \$1,242,000 of approved allocations of funding from the American Rescue Plan Act. We have spent \$1,190,000 of the funds. The balance to be reflected is \$1,546,461 in the new budget. The original amount was \$5,234,000.

b. UPDATE - Publication of Staff Updates for the Month

Mr. Bell advised a monthly update is in the packet. Highlights were provided by the department heads and himself and the Public Information Officer condensed the information. Commissioner Borom advised as issues arise, the Commission needs to know about them.

c. Cybersecurity Training

Mr. Bell informed the Commission almost 100% of Staff is in compliance with the cybersecurity training. The Commission still needs to do the cybersecurity training. The Commission asked that links to the state-required training be forwarded to them again.

5. PUBLIC COMMENTS

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

The floor was opened to public comment:

Askew Vickers 207 N. 18th St., Palatka, FL 32177 - spoke of concerns the Police Department does not police private property.

Tyronne Bennett Palatka, FL 32177 - owner of Heart & Soul Eatery, spoke regarding the Blue Crab Festival and asked for additional communication during events to the local businesses. He expressed concern regarding notices that were not provided to his business during the 2024 Blue Crab Festival. He advised his business is on the verge of closing.

Tavarence Clark 601 N 16th St., Palatka, FL 32177 - alleged fraud and corruption in the City's transfer of his business. He expressed the City violated his constitutional rights in trespassing him from City Hall. He asked for an emergency item for fraud and discrimination.

Allegra Kitchens 1027 S. 12th St., Palatka, FL 32177 - asked the meeting be moved to Price Martin Community Center due to the number of attendees.

Joseph Bohn - advised he is not a child molester and asked why the Commission is going to close the casino.

Hearing no further requests to comment, the floor was closed to public comment.

b. **Commission and Staff Response**

Commissioner Borom responded to Mr. Clark the City Manager and City Attorney have advised the City has not done anything illegal. Mr. Clark can hire an attorney. Ms. West advised if there is an emergency, then the City Manager can guide the Commission through the process. Ms. West indicated Mr. Clark is accused of grand theft. Commissioner Campbell spoke regarding the two different issues Mr. Clark is

MINUTES
Palatka City Commission
September 12, 2024

referring to. Commissioner McCaskill asked Mr. Clark to speak with the Chief of Police regarding his trespass. Mr. Bell advised City Staff is looking into the cost for the acquisition of the Business Tax Receipt.

Chief Shaw indicated he would be willing to meet with Mr. Vickers. In the past, the City Police Department spoke with Mr. Vickers concerning issues at his club. However, since that time, he has not heard from Mr. Vickers.

6. CONSENT AGENDA The following items were pulled for discussion item H (by staff) and item I (by Commissioner Jones).

**Motion to approve the consent agenda excluding items H and I by Commissioner Campbell.
Seconded by Commissioner Jones. The Motion Passed unanimously.**

- a. ADOPT RESOLUTION 2024-R-169 authorizing execution of grant agreement 25.h.sc.100.017 with the Department of State (DOS) for City of Palatka Bronson Mulholland House Rehabilitation in the amount of \$367,900 with a City match requirement of \$122,634 and contingency amount of \$15,000 for total project cost of \$505,534. Budget requested in FY 24-25.
- b. ADOPT RESOLUTION 2024-R-168 awarding a contract to BLD Services, LLC through a piggyback of BLD's contract with the City of Boca Raton for the lining of laterals within the sanitary sewer collection system along St. Johns Avenue in an amount not to exceed \$202,950 (100% grant funded through FDEP Sewer Main & Manhole Lining project).
- c. ADOPT RESOLUTION 2024-R-152 authorizing the execution of a Florida Department of Transportation Maintenance Agreement to maintain the right of way along State Roads 15 (US 17), 20, and 100 for a three (3) year term.
- d. ADOPT RESOLUTION 2024-R-160 authorizing the execution of the renewal agreement 2024-25 State Highway Traffic Signal Maintenance and Compensation Agreement with the Florida Department of Transportation for three (3) years.
- e. ADOPT RESOLUTION 2024-R-173 authorizing execution of the Florida Department of Emergency Management (FDEM) 4486-106-R Modification to Grant Agreement H0977 for the City of Palatka - Wind Retrofit of the Palatka Fire Station - Moody Road (increase in grant funding of \$175,000).
- f. ADOPT RESOLUTION 2024-R-175 authorizing the execution of a Scope & Service Agreement with Hanson Professional Services in the amount of \$28,000 to complete the Florida Department of Environmental Protection Operating Permit renewal application for the City of Palatka Reclamation Facility

- g. Authorize execution of FAA and FDOT grant agreements for Kay Larkin Airport AGIS Survey, Property Map and Master Plan and Passero Associates work orders for the administration of said projects.
- i) ADOPT RESOLUTION 2024-R-86 authorizing the execution of a Federal Aviation Administration (FAA) grant agreement 3-12-0061-039-2024 \$137,025 (90%), and Florida Department of Transportation (FDOT) grant FM#425171-7 in the amount of \$15,000 (10%) for a total project cost \$152,025 to conduct an AGIS Survey and Exhibit A Property Map (required for the Airport Master Plan Update).
- ii) ADOPT RESOLUTION 2024-R-170 authorizing the execution of Passero Associates Work Order No. 2024-73B for the AGIS Survey and Exhibit 'A' Airport Property Inventory Map Project (not to exceed amount of \$147,750) upon execution of the FAA and FDOT project grant agreements (100% grant funded by FAA & FDOT).
- iii) ADOPT RESOLUTION 2024-R-177 authorizing the execution of a Florida Department of Transportation (FDOT) grant agreement FM#446214-1-28J in the amount of \$285,000 to conduct an Airport Master Plan and Layout Plan at Kay Larkin Airport.
- iv) ADOPT RESOLUTION 2024-R-178 authorizing the execution of Work Order 2024-73A with Passero & Associates for the Airport Master Plan and Airport Layout Plan in an amount not to exceed \$285,000 (100% grant funded).
- h. ADOPT RESOLUTION 2024-R-176 granting award of RFP 2024-15 Disposition of Real Property within the City of Palatka Community Redevelopment Area (specifically area within the 100 block of North 1st Street: St. Johns River Environmental Center) to Blue Crab Development Group North, LLC

A RESOLUTION OF THE CITY OF PALATKA AWARDING REQUEST FOR PROPOSALS (RFP) 2024-15 DISPOSITION OF REAL PROPERTY WITHIN THE CITY OF PALATKA COMMUNITY REDEVELOPMENT AREA TO BLUE CRAB DEVELOPMENT GROUP NORTH, LLC; AND PROVIDING FOR SCRIVENER'S ERRORS

Ms. West advised the RFP for the disposition of real property within the Community Redevelopment Area received one response . The response was opened Thursday morning and an evaluation committee met and recommended the RFP in the afternoon.

The floor was opened to public comment:

Charlie Douglas owner of the Blue Crab Development Group North, LLC that submitted the response spoke in support of the item.

Erin Hewes, Palatka, Florida - spoke in support of the land swap to continue working with partners to fully enable the St. Johns River Center to reach full potential.

Shann Purinton, Atlantic Beach, Florida (former Palatka resident) - spoke in support and regarding being on the Community Advisory Committee when the River Center was first built.

MINUTES
Palatka City Commission
September 12, 2024

Shelley Schanker, East Palatka, FL, place of business, Palatka, FL - spoke in support
Tim Smith, Palatka, FL - spoke in support and spoke regarding the Commission's efforts many years ago to acquire the 100 block and put it into a place where it could be marketed.
Jeff Siegal, Pittsburgh, Pennsylvania - an Urban Planning Consultant, spoke in support, as it is in line with the City's strategic plan.
Sandra Gilyard - spoke in support of Mr. Douglas and his vision
Sharon Harris, Francis, FL - spoke in support and advised Dr. Rick Surrency, Superintendent of Schools who is at Palatka Jr./Sr. Homecoming is also in support.
Jeremy Alexander, 134 Timber Ln., Palatka, FL 32177 - spoke in support.
Dr. Richard Feibelman, 110 Lake Shore, Terr., Interlachen, FL 32148 - co-owner of Velchoff's (which is in the same block as the River Center), spoke in support.
Allegra Kitchens 1027 S 12th St., Palatka, FL., 32177 - spoke in support.

The floor was closed to public comment.

Ms. West advised the respondent included the contract in the packet, so in the proposed Resolution, the "now, therefore clause" that indicates Staff would bring back a contract would have to be stricken if the Resolution is passed.

Commission discussion commenced with the City Manager. Mr. Bell advised if the Commission does not desire to obtain the former Port Consolidated building, the Commission would need to deny this RFP response.

The Manager spoke on the pros and cons of the contract, which would essentially provide for a land swap of the City's St. Johns River Environmental Center property for the "Port Consolidated" property and funds to make up the difference in appraisal values. The public has expressed concern over whether the River Center will remain available to the public. Mr. Douglas has given his commitment that it will be. However, it is up to the Commission whether to trust his promise. He also spoke regarding weighing whether the property should be on the market. He spoke of the remediation efforts of the Port Consolidated property. He asked the Commission to identify a vision for the Port Consolidated property. The Manager indicated if the Commission wanted to renovate the Port Consolidated building they would spend upwards of \$300,000, - \$400,000.

Commissioner Borom advised he supports the project but not the proposed contract. He spoke regarding experiences with Mr. Douglas. He spoke of the environmental cleanup that may take a long time. He spoke regarding the City's need for additional facilities and under-utilizing other facilities.

Commissioner Jones spoke regarding the unknown cost of renovating the Port Consolidated building and the Brownsfield. The Mayor spoke regarding the tanks having been removed at the Port Consolidated property. Ms. West advised because of all the boring samples required by Florida Department of Environmental Protection, there was only 1 testing at a minimum level.

Commissioner Jones asked if Mr. Douglas would consider a sale and purchase with no swap. The Manager responded the proposal submitted is a swap. If this RFP is not awarded, the City could negotiate to buy the Port Consolidated property or sell the River Center. Ms. West spoke regarding the response including the many events that Blue Crab Development Group would handle at the River

MINUTES
Palatka City Commission
September 12, 2024

Center, if this is a straight purchase and/or sale, it would not include the guarantee to keep the site open for events.

Motion by Commissioner McCaskill to approve, Second by Commissioner Campbell.

Motion amended by Commissioner McCaskill to strikethrough paragraph 2 and accept it.

Commissioner Campbell accepted the amendment. Motion passed 4 - 1 with Commissioner Borom's dissent.

- i. ADOPT RESOLUTION 2024-R-180 authorizing a financial commitment in the amount of \$570,277 to fund the Florida Department of Transportation landscape median at the foot of the bridge and decorative lighting improvements on the Reid Street corridor from the foot of the bridge to the railroad tracks project.

A RESOLUTION OF THE CITY OF PALATKA, AUTHORIZING A FINANCIAL COMMITMENT DURING FY 2024-25 FOR THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) MEDIAN AND DECORATIVE LIGHTING PROJECT ALONG REID STREET; AND PROVIDING FOR SCRIVENER'S ERRORS

Representatives of FDOT addressed the Commission. David Shearer spoke regarding the lighting presently in the roadway corridor now. This would replace the lighting from Memorial Bridge to 11th Street with decorative lighting. They are proposing a teardrop light. The poles upon which the lights are hung will be 100 ft apart. They will be placed as close to the back of the sidewalk as possible.

Commissioner Jones spoke regarding FDOT stance that two medians are needed on Reid Street versus the Commission's opinion that just one median is necessary. Commissioner Jones advised the Commission is in support of area 1 but not area 2. They want the median to end and leave what is there now. Mr. Shear advised to just have one median, FDOT would have to build it to end at the end of the right side of the first page of the handout. Mr. Shearer explained FDOT feels that adding two medians will reduce accidents. Wes Weiser with FDOT spoke regarding the traffic counts that would meet the median requirement. The traffic is showing it would be a good thing. They want to prevent U-turns from and into Memorial Bridge. Mr. Shearer advised if we are having issues with traffic issue would be in another place.

Commissioner Borom asked for someone from FDOT to view the traffic coming from the bridge during 5:00 pm. Commissioner McCaskill also asked for FDOT to do a traffic study. Commissioner Campbell spoke in support of moving forward. Mr. Wes Weiser advised they could extend the left turn lane, however they were trying to maximize landscape while having a turn lane as long as needed. Mayor Correa spoke in support of landscaping. Mr. Weiser advised the FDOT Safety Team has reviewed this and blessed it the way presented. He advised if you present one then you have to present another median. They advised the City will fund one median and FDOT will fund the other.

Mr. Shearer advised the decision on funding needed to have occurred last month.

Motion to approve by Commissioner Campbell. Seconded by Commissioner McCaskill. The Motion Passed unanimously.

Commissioner Campbell asked FDOT to look at the traffic light on 9th Street and Reid and 9th St. and St. Johns Ave. as they are not synchronized. Commissioner Borom asked them to look at road in the South Historic area where the no entry is going around Reid Street. Mr. Weiser advised it is another project.

MINUTES
Palatka City Commission
September 12, 2024

Mayor Correa advised another member of FDOT, Mr. Driggers, is handling that project.

- j. ADOPT RESOLUTION 2024-R-182 authorizing a lien reduction for a code enforcement lien reduction at 604 Bronson Street.

7. PUBLIC HEARINGS

- a. ADOPT ORDINANCE 2024-09 establishing procedures for quasi-judicial proceedings - 2nd reading continued from August 8, 2024

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, CREATING MUNICIPAL CODE SECTIONS 54-1 THROUGH 54-6, ESTABLISHING PROCEDURES FOR QUASI-JUDICIAL PROCEEDINGS, PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR SCRIVENER'S ERRORS.

The floor was opened to public hearing. Upon hearing no requests, the floor was closed to public comment.

Motion to approve by Commissioner Campbell. Seconded by Commissioner McCaskill. The Motion Passed unanimously.

- b. 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

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) - adoption

ii) ORDINANCE 2024-08 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

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.

Mr. Aghemo advised this is a small-scale future land use map amendment and rezoning request for three new lots on Kelley Smith School Road. The application meets the requirements of the statutes. Staff recommends approval of both Ordinances.

Patrick Kerchowski, Jacksonville, FL representing the applicant addressed the Commission. He advised the only owners are present Tobi McGuigan and Josh Anderson. Mr. Kerchowski advised he submitted information to Mr. Aghemo and the City Manager showing the change to the ownership structure.

Commissioner Campbell spoke regarding an inquiry being ongoing and the desire to know all that is

MINUTES
Palatka City Commission
September 12, 2024

going on.

Commissioner Jones spoke regarding the need to be clear on all information available. Ms. West clarified we have an applicant who has advised there is presently no ownership interest of the previous Assistant City Manager. Unless we have confident substantial evidence, there are significant legal ramifications if this is not approved. Ms. West advised if this is postponed, pending an inquiry, there can be legal ramifications depending on the length of the investigation. Mr. Bell advised the preliminary report has been shared with the Commission and anticipates the inquiry will take 2 weeks longer maximum. Commissioner Jones expressed desire for the investigation to be complete prior to bring it back. The Manager was confident it would be complete before the next meeting date. The Clerk advised a specific dates needs to be set due to advertising requirements.

Motion to table to a time and date certain of the next meeting date of September 26 at 6:00 PM by Commissioner Jones. Seconded by Commissioner McCaskill. The Motion Passed 4 – 1 with Mayor Correa dissenting.

The City Attorney advised the Motion above applied to the rezoning ordinance 2024-08 also.

- c. ORDINANCE 2024-12 establishing a ban on Internet Cafe's within the City limits of Palatka (first reading)

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.

Ms. West advised this stemmed from a 2013 law signed by Governor DeSantis that banned internet gaming but left it to the local governments to enforce. The internet cafes have been posing an increased threat to public safety as they continue to operate basically as gambling operations.

Chief Shaw spoke regarding the need to correct the situation. He spoke of incidents when the business knows Police Department is in the parking lot and they shut down. This has caused it to be extremely difficult to witness the alleged actions they are locking doors and only buzzing people in. He advised we have had robberies at the internet cafe's, although not recent. He advised by law the cafes are not allowed to give cash especially above a certain limit. The establishments are being patronized because they are giving cash.

The floor was opened to public hearing:

Tavarence Clark - advised this is being brought up because of his matter. He spoke of illegal gambling at the Middleton Shopping Center.

Allegra Kitchens 1027 S 12th St., Palatka, FL 32177 - spoke in support. She spoke of illegal gambling at the Middleton Shopping Center. She asked if this would apply to illegal gambling machines.

Shawn Harris, Palatka, FL - spoke in opposition and spoke of the fun of patronizing these establishments.

MINUTES
Palatka City Commission
September 12, 2024

Crystal Rockwell, Hawthorne, FL - spoke regarding an incident a couple years ago. The internet cafes are paying their business taxes.

[Also see general public comment section above.]

The floor was closed to public hearing.

Motion to approve by Commissioner McCaskill. Seconded by Commissioner Jones. The Motion Passed unanimously.

- d. ORDINANCE 2024-10 combining Sections 30-214 and 30-215 concerning the registration of vacant structures and foreclosed blighted, unsecured, or abandoned structures and amending the City's fee schedule (Appendix A) (first reading)

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING THE PALATKA MUNICIPAL CODE COMBINING SECTIONS 30-214 VACANT STRUCTURE REGISTRATION AND 30-215 FORECLOSED, BLIGHTED, UNSECURED, OR ABANDONED STRUCTURE REGISTRATION; AND AMENDING APPENDIX A (FEE SCHEDULE) OF THE MUNICIPAL CODE OF THE CITY OF PALATKA AS IT PERTAINS TO FEES AND OTHER CHARGES RELATING TO: CHAPTER 10. ALCOHOLIC BEVERAGES, CHAPTER 30 REGISTRATION OF VACANT, BLIGHTED, UNSECURED OR ABANDONED STRUCTURES, CHAPTER 50. PARKS AND RECREATION, CHAPTER 54. PLANNING, CHAPTER 62. SIGNS, CHAPTER 74. SUBDIVISIONS, CHAPTER 78. TAXATION, CHAPTER 94. ZONING; PROVIDING FOR CONFLICT, SEVERABILITY, EFFECTIVE DATE, AND SCRIVENER'S ERRORS.

Ms. West advised this is a cleanup of two provisions of the municipal code (secs. 30-214 and -215), as they were duplicative and amending the fee schedule, which is done annually in conjunction with the preparation of next fiscal year's budget.

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

Motion to approve by Commissioner McCaskill. Seconded by Commissioner Campbell. The Motion Passed unanimously.

- e. First Public Hearing - Proposed Millage Rate and Budget for fiscal year 2024-25 6.4000 mills proposed.
- i) ADOPT RESOLUTION 2024-R-174 Setting the Proposed FY 2024-2025 Millage Rate at 6.4000 Mills

The Mayor explained tax assessment exceptions were due on September 10, 2024 to the Property Appraiser. This is the first budget hearing and first hearing on the millage rate. Information was provided by the Finance Director on why proposed millage rates differ from the rolled back millage rates. The proposed aggregate operating millage rate is 6.4000 mills, 4.45% greater than the rolled back rate of 6.1271 mills.

The total tentative budget is \$75,985,566.

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

The Mayor entertained a motion to make any adjustments to the budget. Ms. West advised further in the agenda we will consider the fire assessment. There were no motions to adjust the budget.

A RESOLUTION OF THE CITY OF PALATKA, ADOPTING THE PROPOSED AND TENTATIVE OPERATING MILLAGE RATE FOR THE PURPOSE OF LEVYING OF AD VALOREM TAXES FOR THE CITY OF PALATKA, PUTNAM COUNTY, FOR FISCAL YEAR 2024-2025; AND PROVIDING FOR SCRIVENER'S ERRORS

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

Motion to approve by Commissioner McCaskill. Seconded by Commissioner Borom. The Motion Passed unanimously.

- ii) ADOPT RESOLUTION 2024-R-181 Adopting the Tentative Budget for Fiscal Year 2024-25 in the amount of \$75,985,566.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA OF PUTNAM COUNTY, FLORIDA ADOPTING THE TENTATIVE BUDGET FOR FISCAL YEAR 2024-2025, PROVIDING FOR SEVERABILITY, PROVIDING FOR AN EFFECTIVE DATE, AND PROVIDING FOR SCRIVENER'S ERRORS

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

Motion to approve by Commissioner McCaskill. Seconded by Commissioner Campbell. The Motion Passed unanimously.

Ms. Carty asked that the final public hearing of the millage rate and budget be scheduled for September 26, 2024 at 6:00 PM

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

Motion to approve date and time by Commissioner McCaskill. Seconded by Commissioner Borom. Motion Passed unanimously.

8. REGULAR BUSINESS

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

Recess at 7:39 PM. Meeting resumed at 7:50 PM.

- b. PRESENTATION AND INPUT on Draft of the Palatka Vision Plan - Northeast Florida Regional Council

Mr. Aghemo advised this study will provide the basis for the update to the Comprehensive Plan.

Mr. Jack Shad with the Northeast Florida Regional Council (NEFRC) provided a draft of the Palatka Vision Plan.

He spoke of the importance of Palatka to the area surrounding Palatka. He spoke regarding the growth of Palatka and the desire to keep young people in the town. He spoke of the Planning Board's desire to see more tree canopy. He spoke of the potential of history outside of downtown.

Another part of the project was to look at where the Comprehensive Plan did or did not meet the

MINUTES
Palatka City Commission
September 12, 2024

desires of residents. Mr. Shad hopes to have this approved as a resolution at the next meeting. He asked for input of the Commission.

Commissioners Borom and Campbell spoke of the thoroughness of the Plan by the NEFRC.

- c. ADOPT RESOLUTION 2024-R-150 awarding ITB 2024-12 City of Palatka Restroom Construction, Hank Bryan Park to ER Rooter, Inc. in an amount not to exceed \$73,000 (continued from the August 8th meeting)

Mr. Verrechio advised the picture in the packet is not completely what it will look like. He says it is the closest picture they could obtain. Mr. Verrechio advised the quotes other than this one before the Commission, received were well over \$73,000. The County designed this restroom building free of charge for us. He advised there are \$20,000 in costs before even building the structure, including a 200 gallon pump station with a half horsepower grinder, water run, electric serve, slab, etc. Mr. Verrechio advised if we altered the bathroom design, we would have to put it back out to bid. The "mechanical" area will have an electrical panel and a small area for storage. There will be a 4 ft mechanical room, and 10ft. bathroom.

Commission discussion commenced. Commissioners McCaskill and Campbell expressed concern of how the exterior will look. Commissioner Jones and McCaskill expressed concern of the mechanical room being wasted space. Commissioner Borom expressed desire to have two stalls.

Motion to deny 2024-R-150 and go out for bid by Commissioner Campbell. Seconded by Commissioner McCaskill. The Motion Passed unanimously.

- d. ADOPT RESOLUTION 2024-R-172 authorizing the execution of the Second Renewal Agreement with RQ Music LLC for the 2025 Blue Crab Festival

Ms. Jeanetta Salyer Cebollero of RQ Music, LLC addressed the Commission . She spoke of concerns regarding who “owns” the Blue Crab festival, whether she is applying for a permit or there is a contract for her to be a promoter. RQ Music, LLC is a holding company. The first year, the City held the Blue Crab jointly with her and were on the bank accounts. In subsequent years, the City became a sponsor, only cutting a sponsorship check. Typically sponsors do not have specific program obligations. (A “Crab Pot” idea to increase the festival to 6 event days is out of the mix.) Discussions now are regarding whether to have a 4- day festival (to include Monday). In a draft agreement, she advised the City asked to increase from 3 to 4 days, which would increase the number of headliners, and to increase the fireworks show length from 14 – 22 minutes, which increases fireworks cost by \$14,000. She explained that when someone adds to her scope of services, in this manner, they become a co-producer. Another concern was due to the time of year, as she will have less time to fundraise. Her biggest concern was to work under good conditions and with transparency. She indicated it is imperative to have a cancellation clause to excuse her from performance if that is not the case.

She spoke regarding multiple meetings with City Staff. She was under the impression that when she attended the meeting on August 29th this was recommended in her purview. She advised she explained at her presentation that she needed to buy her talent at one time. She had a contract renewal meeting (Mr. Cutwright, Mr. Bell, Ms. West, and Ms. Carty) and was sent a draft contract. Later, she signed documents and picked up a check. She advised she was the only one who signed a document.

Mayor Correa advised the Commission did not approve funding. Ms. Salyer advised she received funding for the renewal of the existing contract and she was under the impression today's meeting was to increase or not to increase the sponsorship and whether to move forward as only a sponsor.

Mr. Bell explained the presentation was made to the CRA for an agreement for \$150,000 with a cost share over a multiple year period. It was clear that was not the way the Commission desired. Also, it appeared we would need a new RFP for that. As a result of the conversation with the CRA, we negotiated an agreement for \$75,000 for 4 days. Some items were added. He advised she received a copy of that agreement and Ms. Salyer was in agreement except concern of the cost of staff which is around \$23,000 - \$25,000. She asked that the City take care of that fee, however determined it is included in the contract.

The Mayor explained the CRA and the Commission are two different bodies and the CRA is not a funding source. So, the matter would need to go to the Commission. However, the matter did not go to the Commission, but money was released. The Mayor advised anything above \$25,000 would need to go to the City Commission.

The Manager advised because Ms. Salyer advised a decision needed to be made before September 1, and the next Commission meeting would not be until September 12, a \$75,000 agreement would require them to go to the Commission. He advised Staff (City Attorney) told him he could renew the contract at \$50,000. He advised he wanted to position the Commission so that we would not lose the Blue Crab Festival promoter and give the Commission opportunity to decide.

Ms. West advised the Commission that the Manager told her to draft a renewal to the contract prior to the next day. She advised she was unaware Mr. Bell was going to have the draft executed by the vendor without approval. Ms. West advised the Purchasing Policy indicates that matters not budgeted would go to the Finance Director. Our Finance Director told the Manager this would need to go to the City Commission for approval. Ms. Carty advised when she knew the City Manager needed guidance, she and her Staff reviewed the Purchasing Policy on Thursday evening with the Manager and explained his authority is limited at \$25,000. He told her to have a \$50,000 check by noon. She added that Mr. Bell gave her the impression that the City Attorney had advised him he could move forward with \$50,000. Ms. West and Ms. Carty advised they both advised Mr. Bell in writing that he could not proceed.

Ms. West advised additional days and additional scope of work, would require a new request for proposals to be issued.

Commissioner Campbell asked to address whether the Commission wished to renew the Contract, continue negotiations with Ms. Salyer, or issue a new RFP.

Ms. Salyer advised after Labor Day weekend the cost of talent increases. She buys talent for all her events at one time in order to receive a discount.

Commissioner McCaskill and Mayor Correa advised they spoke with Mr. Bell only after the check had been written. Commissioner Campbell advised he received communication prior to the check being cut, and Mr. Bell told him the Attorney had given an opinion that he could do it. Commissioner Campbell did not know the check had already been cut. He became aware once he was told the City was trying to get

the check back. At that time, he was told that another Commission was willing to call a Special Called meeting.

Ms. Carty responded her department printed the check under the direction of Mr. Bell. She was aware that the check was going to be made, however she was not aware that the check had been given to Mr. Bell or Ms. Salyer until it had been given, at which time she desired to void the check.

Mr. Bell advised per the Purchasing Policy emergency circumstances allowed him to authorize the check and it was an emergency because the promoter would have walked if she did not have a check. Mr. Bell advised Ms. Salyer told him she would refund the funds if the Commission did not approve the contract on September 12. This allowed him to position the Commission to make the final decision.

Mayor Correa advised the situation did not constitute an emergency. Commissioner McCaskill advised while Ms. Salyer is a phenomenal festival producer, if she had walked away from the Blue Crab Festival, the City would have gotten another promoter.

Discussion continued regarding Commissioner Campbell and McCaskill spoke regarding the timeline of events of communication from Mr. Bell. Commissioner Campbell advised he was under the impression that Mr. Bell had communicated with the other Commissioners (except Commissioner Borom). The Mayor advised he did not speak with her. Commissioner Campbell advised he was under the impression Commissioner McCaskill was willing to call a Special Called meeting. Commissioner Campbell spoke regarding the Clerk's efforts to reach out to the Commission following that. Commissioner McCaskill advised she questioned the Manager whether he could issue the check. She received a text message from Mr. Bell that she and Commissioner Campbell would be calling a special called meeting. Commissioner McCaskill advised she was not willing to call a meeting and expressed she did not want to be in the habit of calling special called meetings. She advised the Clerk she would be unable to attend a special called meeting. Commissioner Borom advised the Clerk reached out to him but he was out of the country.

Ms. Salyer advised she was provided a printed check which she deposited once she received. Ms. Salyer advised Ms. Carty called her and asked her if she had deposited the check.

Ms. Salyer spoke regarding Staff turnover for the last 3 years, which has caused re-explaining on what her job is. Because of this, Ms. Salyer advised if this was to go out for RFP this year, she would not have the time to respond. Ms. Salyer advised she was presented a check and told she was doing the Blue Crab festival for \$50,000 and at September 12, the Commission would discuss the other \$25,000.

Ms. Salyer advised since receiving the check, she has been working on the Blue Crab talent. Because she received the check, she thought she had a deal.

The Mayor advised there are two different issues, one was the issue with Ms. Cebollero (and the other issue).

Ms. Carty advised Mr. Cutwright provided her information that Ace Alliance owes \$23,385 to the City for services provided to the promoter last year. Ms. Salyer spoke of timing being the reason the City permit fees are due from the prior year around the same time as when a contract for next year is written.

Ms. Salyer spoke regarding the City permitting another entity to sell alcohol which caused a lost. She spoke regarding the need to define sponsorship. Ms. Salyer advised the contract would be \$50,000 for 3 days, and \$75,000 for 4 days. She advised she will pay the \$23,000. Commissioner Borom spoke regarding the amount starting at \$150,000 and that we are looking to end at \$0. He referenced Ms. Salyer has built up the festival and has the ability to make money. Ms. Salyer advised the first year she handled the Blue Crab Festival, the contract amount was \$165,000, the next year it was \$75,000, then it was \$50,000.

Ms. Salyer advised when the City double-books someone to sell alcohol, she suffers a loss.

She advised she desires to establish whether the Blue Crab Festival is the City's or a private entity's. Commissioner Borom spoke regarding the City saving the Blue Crab Festival (three years ago) after a couple non-profits tried. He advised Ms. Salyer helped put value into this and the Commission helped seed the event. She advised she presented a seed mechanism at the CRA meeting.

Commissioner Borom continued regarding the need for Ms. Salyer to pay for city services. Ms. Salyer referenced the City code provides that the City does not charge for services at a City-sponsored event. Commissioner Borom advised the event is put on by Ms. Salyer and is a public-private partnership.

Ms. Salyer advised the contract for 3 days would be \$50,000 or a 4-day festival would require a \$75,000 sponsorship. Commissioner Campbell spoke in favor of leaving the event at 3 days. She advised she produces shows to bring people together.

Ms. Salyer spoke regarding the timing of paying for services of the City the past year happening around the same time as the sponsorship for the next year. Commissioner Jones spoke regarding the need to be involved in the after-action reports of the Blue Crab festival. He spoke regarding policy not being followed.

Commissioner Jones advised policy was not followed and it needs to be addressed.

Motion to move forward with \$50,000 as an event sponsor by Commissioner Campbell. Seconded by Commissioner McCaskill. The Motion passed unanimously.

Commissioner Campbell asked when to handle a disturbing matter. Mayor Correa suggested coming back to the matter under employment matters.

e. DIRECTION - River Street retaining wall

Mayor Correa advised this is a time-sensitive matter as it is on the Special Magistrate's hearing for Tuesday.

Motion to table this to the January 26th meeting and to remove from Tuesday's special magistrate hearing by Commissioner Campbell. Seconded by Commissioner McCaskill. The Motion Passed unanimously.

- f. ADOPT RESOLUTION 2024-R-171 amending Resolution 2024-R-139 to slightly reduce the variable tier rate

Ms. Carty addressed the Commission. Staff has looked at options to reduce the variable tier of the Fire Assessment Fee. The Fire Assessment has 2 tiers, a fixed tier, and a variable tier. The fixed tier is \$125 and the variable tier is \$2.35. This is a reduction from \$2.46. The \$0.11 reduction means the revenue of the fire assessment decreased by \$73,000.

Commissioner Jones asked if it is possible to reduce the fixed rate. Ms. Carty advised we need funds to pay the Fire Department's operating expenses. If we are looking at reducing further, we would need to look at a reduction of capital budgeted items.

Mark Lawson the City's attorney for the Fire Assessment, advised the law requires the City certify the roll to the Tax Collector on Sept. 15 (because that's a Sunday this year, it will be September 16). He advised he can look into a reduction of the fixed tier in future years but we are short on time at this time. The more the City will reduce, the more that will affect the fire department. Commissioner Jones tasked Mr. Lawson with finding a way to reduce the fee, while still funding the Fire Department.

Motion to approve by Commissioner Campbell. Seconded by Commissioner McCaskill. The Motion unanimously.

9 Employment Matters

Mayor Correa advised the Commission needed to discuss the incident of not following policy and the check issue in regards to Mr. Bell.

Motion to add an administrative situation as new business by Commissioner McCaskill. Second by Commissioner Borom. Motion passed unanimously.

Commission discussion commenced. Commissioner McCaskill asked if it is normal for City Managers to write checks over \$25,000. Mayor Correa advised the Manager does not have the authority to write checks over \$25,000 and violated a policy. Commissioner McCaskill summarized the Commission has identified that the City Manager violated a policy and asked what the Commission will do.

Mayor Correa passed gavel to Commissioner Jones.

Commissioner Borom advised it is a violation and advised there is an alternative for the Commission would like to give the Manager time off without pay to send a message. Commissioner Campbell advised the Commission needed to consider the potential jeopardy this could have put the City in. He spoke regarding potential additional things that could jeopardize the integrity of the City. He advised sometimes we have to accept there is a character flaw. He advised there have been a lot of things, other than issuance of the check, such as disclosing other Commissioners' stances to each other against the Sunshine law.

The Manager advised he thought he had the authority to do what he did and he went to Staff. He would not have done it otherwise. He only did it due to the purpose of ensuring the City did not lost the promoter. He did what he did so he could bring it back to the Commission to decide. He advised he understands the Commission does not consider it an emergency, but there was not nefarious intent associated.

Commissioner Campbell advised Mr. Bell lied through the whole process. He went to Staff, he made contact with additional Commissioners, he told him that Commissioner McCaskill was willing to call a meeting, and he advised he had contacted each of the Commissioners, while half of them say he did not.

Motion to terminate Mr. Bell's employment (contract) immediately for violating policy and releasing City funds without authority (Commission's approval) by Mayor Correa. Seconded by Commissioner McCaskill. Motion passed 4-1, with Commissioner Jones dissenting.

Commissioner Jones returned the gavel to Mayor Correa.

Motion to have Ms. Carty as Interim City Manager until we have secured a City Manager by Commissioner Borom. Motion died for lack of a Second.

Mayor Correa indicated she did not think it would be a good idea to nominate former Mayor Hill. Commissioner McCaskill spoke regarding the need for stability and spoke regarding need for stability and to move forward. Ms. West spoke regarding the need to have someone perhaps a current employee as Interim at least until the next meeting. Commissioner McCaskill advised another motion can be put on the floor to have someone internal serve as Interim until we determine if the former Mayor is willing. Commissioner Campbell expressed desire to have an Interim that is already here. Commissioner Jones expressed concern there is not a Staff member that is currently on Staff.

Commissioner Campbell advised in the past the Police Chief or the Chief Financial Officer have acted as Interim City Managers when the situation arose.

Motion to for a contract of 1-year for stability to bring in former Mayor Hill as Interim City Manager if he is willing by Commissioner Jones. Seconded by Commissioner McCaskill. Motion failed 3-2, with Commissioner Campbell, Commissioner Borom, Mayor Correa dissenting.

Commissioner Campbell advised the order of operations is the City Manager then the Chief Financial Officer.

Motion for Chief Financial Officer to serve as Interim City Manager until we find stability by Commissioner McCaskill. Seconded by Commissioner Borom. Ms. Carty accepted. Motion Passed 3-2, with Commissioners McCaskill and Jones dissenting.

Ms. Carty advised she previously served as Interim City Manager in the City of Quincy, Florida.

The Commission asked Ms. Carty to remove Mr. Bell's IT access and key card immediately.

MINUTES
Palatka City Commission
September 12, 2024

- a. DIRECTION - Jill Keiser, Financial Services Supervisor & Pension Administrator - employee grievance/ salary matter

Mrs. Jones spoke regarding the grievance process to date. In March, Ms. Keiser brought a concern to Ms. Carty. They could not reach a resolution. Ms. Keiser took the matter to the City Manager on April 10th, 26th, and May 1st. There was a contract in 2018 accepting a new pay rate with a 90-day review of the pay rate. Ms. Keiser was provided a pay increase. Ms. Keiser has been issued a retroactive payment going back to the time the City Manager was hired. Ms. Carty wanted to retro to the beginning of the fiscal year, and the City Manager did not feel comfortable doing that. The pay increase was from \$26 to \$42. Ms. Carty advised she did not agree to retroactive pay back to 2018 as it was brought to her attention in 2024.

Ms. West advised a grievance committee is to advise the Commission and to comprise of 3 to 5 members.

Ms. Keiser addressed the Commission. She advised she filed a grievance in March 2024. In 2018 the situation began, however she felt that the Salary Study was to correct the situation. The Salary Study came back with an increase of 2%. She disagreed that there was anyone to compare her job duties to, as she is the Pension Administrator for 3 local plans. When her pay rate did not get corrected at the conclusion of the salary study, she did not have any proof. The proof came in March 2024. In March, she indicated she was going to retire in October. She was told to remove the pension duties to be handled by an outside company. In the past, each of the 3 plans paid \$21,000 to the City so the pensions could have an administrator. When she deleted the bulk of those responsibilities, Human Resources posted the Finance Supervisor position at the same pay grade she held when she was performing the pension duties as well as the duties of Finance Supervisor.

Ms. Keiser spoke of Human Resources (HR) being invited into the grievance meetings, although the policy does not say HR is to be involved. HR attempted to reach out to the company that did the salary study and found they are no longer in business. HR reviewed the salaries of those with similar positions as Finance Supervisor and based upon analysis advised the salary of the position without the pension duties is accurate. Ms. Keiser advised the Pension Plans have hired a company for \$70,000 to perform her pension duties. Ms. Keiser advised it is the norm to retro pay back to when the salary mistake was made. She provided information that a past City Manager raised someone up three grades with no documentation.

Ms. Keiser advised she is asking for retroactive pay back to 2021 (the salary study) not 2018.

Mrs. Jones advised retroactive pay to the date of implementation of the salary study would be \$18,770.26 (October 15, 2021).

Commissioner McCaskill and Mayor Correa spoke in support of the retroactive pay in the amount \$18,770.26 less the \$3,910.64 (Ms. Keiser has already received).

Commissioner Borom asked how many other employees may have this situation. Mr. Bell spoke of the need to do another salary study in the future. Commissioner Borom suggested having a timeframe to allow other employees to come forward with salary concerns. Ms. West recommended against the suggestion as to pursue this would open the door to potential complaints. Each grievance is different and the commission would apply it differently.

MINUTES
Palatka City Commission
September 12, 2024

Motion to approve retroactive pay for Ms. Keiser back to October 15, 2021 by Commissioner McCaskill. Seconded by Commissioner Borom. The Motion Passed unanimously.

- b. UPDATE/Discussion/Direction - regarding the execution of a retainer agreement with the firm Sniffen & Spellman, P.A. for investigative services

Commissioner McCaskill advised Sniffen & Spellman's fee was not to exceed \$30,000 (before the probation time was over). After the probation period, they again said the amount would not to exceed \$30,000. They will let us know in increments where they are in the process and a lot of the work has been cut down.

With the mediation process, she is asking Human Resources to provide a list of the pool of folks we selected a team builder from (and not use the one previously selected).

Motion to approve by Commissioner Borom. Seconded by Commissioner McCaskill. The Motion unanimously.

[Clerk's note: This item occurred prior to the new business item being added].

[Following item 9 above], discussion commenced regarding whether the Commission would continue the investigation into the practice into the City Manager.

The Consensus of the Commission was to defer to the next meeting.

10. COMMISSIONER COMMENTS - nothing further

11. ADJOURN

Motion to adjourn at 12:04 AM by Commissioner Borom. Seconded by Commissioner McCaskill. The Motion Passed unanimously.

CITY OF PALATKA

By: Its Mayor

Attest:

City Clerk

NOTICES: 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 ENSURE 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 286.0105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS TO PARTICIPATE IN THIS MEETING

MINUTES
Palatka City Commission
September 12, 2024

19

SHOULD CONTACT THE CITY CLERK'S OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REQUEST ACCOMMODATIONS.

September 30, 2024

STAFF REPORT

DATE: October 24, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The Clerk requests approval of the September 30th meeting minutes.

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

Approve as read.

ATTACHMENTS

1.	2024.09.30
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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

MINUTES
CITY OF PALATKA
September 30, 2024

The minutes of the proceedings of the regular meeting of the Palatka City Commission held on Monday, September 30, 2024 at 6:00 PM at City Hall, 201 N. 2nd St., Palatka, FL 32177.

1) **CALL TO ORDER** The meeting was called to order at 6:00 PM.

A) **Special Called Meeting Notice**
read by the Clerk

B) **Invocation**
led by Chaplain Mulberry.

C) **Pledge of Allegiance** led by Commissioner Borom

D) **Roll Call**

Present:

Commissioner Tammie McCaskill
Commissioner Justin Campbell, Sr.
Commissioner Will Jones
Commissioner Rufus Borom
Mayor Roberta Correa

Also Present: Marcia Carty, Interim City Manager/Finance Director; Jane West, City Attorney; Sunni Krantz, City Clerk; Virginia Jones, HR Generalist; Joe Verrecchio, Public Works Operations Manager; Peter Willott, Public Information Officer; Eddie Cutwright, Community Affairs Director; Chris Taylor, Fire Chief; Alonzo Mulberry, City Chaplain; Matt Newcomb, Assistant Police Chief; Yul McNair, Airport Manager; Allegra Kitchens, former City Commissioner; Terrill Hill; Elizabeth van Rensburg; Vicki Duke; Tarence Clark; Alice Cooper; Sam Deputy; Marlene Lagassee; Scott Lagassee; Renee Brown, Planner I, Chad Branford, and Greg Rossman, present via telecommunications technology

2) **CITY MANAGER AND ADMINISTRATIVE REPORTS**

Ms. Carty thanked the Department Heads and Public Works for their collaboration in hardening City Hall and adding some improvements, which the Commission expressed a need for. There are additional

MINUTES
Palatka City Commission
September 30, 2024

hardening measures planned. Commissioner McCaskill spoke regarding the need for active shooter training.

A) Update: Riverfront Park Phase II Revitalization Projects

Ms. Carty spoke regarding improvements at the Riverfront Park project, primarily for a splash pad. The City is pursuing a grant in the amount of \$200,000. Of that, \$158,000 would go towards a splash pad and \$12,000 would go towards other riverfront projects and \$30,000 administration cost. Commissioner Jones spoke regarding potential donations from investors. Mayor Correa and Commissioner McCaskill spoke regarding concerns of the costs to maintain the splash pad.

B) Update: St. Johns Avenue Reconstruction/Resurfacing Project led by County.

Mr. Verrechio updated the Commission regarding a situation where rain washed out the sidewalks. He advised the work has been finished. While there has been some conversations regarding whose fault the situation was, Mr. Verrechio advised it was not the City's fault.

C) Update: St. Johns River Environmental Center - Port Consolidated properties land swap

Ms. West provided an update the closing to swap the Port Consolidated property (102 Reid St.) with St. Johns River Environmental Center (102 N 1st St.) has occurred and the funds have been received. Blue Crab Development Group LLC has been working with the City to retrieve all City possessions out of the River Center. Ms. Carty asked the Commission to (at a future meeting or workshop) provide direction to Staff regarding the future usage of the Port Consolidated property. Blue Crab Development Group previously provided a rendering of what the Port Consolidated property would look like if it were renovated to be utilized as a Commission Chambers.

3) PUBLIC COMMENTS

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

Elizabeth van Rensburg 310 N. 3rd St., Palatka, FL 32177 - spoke in support of changes at City Hall, especially the City team coming together; and spoke regarding the City Manager selection process. She spoke in opposition to Terrill Hill becoming City Manager.

Mary Jane Rosa, Palatka, FL - spoke regarding moving Palatka forward.

Vicki Duke, Palatka, FL - spoke regarding the tar that needs to be removed on certain brick intersections and she asked concerning signage that businesses are open along St. Johns Avenue.

Sam Deputy, Palatka, FL - spoke in support of the cleanup at Oak Hill cemetery and of the professional appearance of City Hall. He offered a City employee luncheon.

Tavarence Clark, Palatka, FL - advised on October 12th the City Commission apologized for a scrivener's error. He alleged the Mayor violated the Sunshine law by trespassing him from City Hall, alleged the City committed fraud, alleged his business tax receipt was expunged. He called for the Mayor's resignation and spoke regarding difficulty in getting on the City Commission's agenda.

Tarsha Givens, Palatka, FL - asked for the status of the investigations, the results, and whether the Commission will continue to look for more findings. She asked if the federal government or FBI will be invited. She spoke regarding difficulty in getting on the City Commission's agenda.

B) **Commission and Staff Response**

Discussion commenced regarding the agenda request process. Ms. West advised the agenda request form can be

MINUTES
Palatka City Commission
September 30, 2024

filled out by a citizen to be placed on the City Commission's agenda, it is not a right. The Manager approve agenda requests. In the case of Mr. Clark and Ms. Givens the City Manager did not approve the agenda request. Commissioner Campbell advised he has concerns regarding the process to be placed on the agenda. The Clerk spoke on the general process for being on an agenda. Commissioner McCaskill asked if Mr. Clark and Ms. Givens can be placed on the agenda. Ms. West advised the situations have been on the agenda in the past and/or have spoken several times during public comment. Ms. Carty asked if she can meet with the individuals and agenda the items for a future meeting. Ms. Carty advised one of the items referenced is on this agenda. Commissioner Campbell asked that the Commission have an agenda item to further discuss an agenda request process. Commissioners Borom and Jones spoke of concerns that the Mayor attends pre-agenda with the Department Head team, and they do not. Commissioner Borom advised any Commissioner can add something to the agenda.

Commissioner McCaskill spoke regarding signage. Ms. Carty advised signage will be put up saying that businesses are open. Commissioner Campbell suggested A-frame signs that have velcro that would allow them to be able to flip the sign that says closed when they are closed and provide for more personalization.

Commissioner Campbell advised Grace Catering would like to do something for City employees.

- 4) CONSENT AGENDA Commissioner Jones asked to pull item 4 A and a citizen requested to comment on item 4 G.

Motion to approve except A and G by Commissioner Campbell. Seconded by Commissioner McCaskill. The Motion unanimously.

- A) ADOPT RESOLUTION 2024-R-184 approving of a utility easement from the City of Palatka Kay Larkin Airport property to the Florida Gas Transmission Company for the installation and operation of an interstate natural gas pipeline system to be regulated by the Federal Energy Regulatory Commission ("FERC") for consideration in the amount of \$75,000 to the City of Palatka.

Ms. West advised Florida Gas Transmission (FGT) is seeking an easement on airport property and has offered \$75,000 (fair market value is \$56,000) for the easement. Mr. McNair advised providing them an easement allows them to service their line without the Airport giving up the property. They have made a submittal to the Federal Aviation Administration.

Beth Porter with Florida Gas Transmission advised 0.86 acres will be a permanent easement and 2.185 will be a temporary easement.

The floor was opened and closed to public comment.

Motion to approve by Commissioner McCaskill. Seconded by Commissioner Campbell. The Motion Passed unanimously.

- B) ADOPT RESOLUTION 2024-R-185 granting extension to Mullis Lawn Service for turf maintenance at Kay Larkin Airport
- C) ADOPT RESOLUTION 2024-R-198 awarding ITB 2024-18 Airport Obstruction and Tree Removal and authorizing the execution of the contract with Precision Development Group, LLC in the amount of \$256,617.38. (100% grant funded)
- D) ADOPT RESOLUTION 2024-R-183 authorizing the submission of an application for the Florida Recreation Development Assistance Program (FRDAP) to the Florida Department of Environmental

MINUTES
Palatka City Commission
September 30, 2024

Protection for State of Florida FY 2025-2026 in the amount of \$200,000 for Riverfront Park Phase II.

- E) ADOPT RESOLUTION 2024-R-191 granting a special events permit to Cindy Bear for NFFN Fall Folk Festival to be held on October 12, 2024.
- F) ADOPT RESOLUTION 2024-R-187 granting a special events permit to Bobby Williams for the 2024 Fall Festival/Annual Pink Walk to be held on October 19, 2024
- G) ADOPT RESOLUTION 2024-R-188 granting a special events permit to Sam Deputy for Boo-on-the-Ave to be held on October 31, 2024.

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT TO SAM DEPUTY FOR BOO-ON-THE-AVE; SETTING FORTH THE PROVISIONS OF THE PERMIT; GRANTING PERMISSION FOR ROAD CLOSURES; AND PROVIDING FOR SCRIVENER'S ERRORS

The floor was opened to public comment:

Vicki Duke, Palatka, FL - expressed concern in years past St. Johns Avenue has not been closed to traffic during Boo on the Avenue.

Hearing no further requests to comment, the floor was closed to public comment.

Commission discussion commenced regarding safety of the citizens. Commissioner Campbell expressed similar concerns. Mr. Cutwright responded the proposal is to close St. Johns Avenue from 2nd Street to 11th Street.

The applicant, Sam Deputy advised if he has to pay the Police Department to close the road, they will not have the event, as the merchants cannot afford the fee on top of the cost of the candy given out at the event. Mayor Correa, Commissioner McCaskill and Commissioner Campbell advised they would be willing to provide special event funding from their lines for Commissioner events.

Motion to approve item G and giving permission for Commissioners to utilize events funding to offset some of the City's costs by Commissioner Campbell. Seconded by Commissioner McCaskill. The Motion unanimously.

- H) ADOPT RESOLUTION 2024-R-190 granting a special events permit to Robin Robinson at Hope FM for Trot for Hope to be held on November 28, 2024.
- I) ADOPT RESOLUTION 2024-R-196 to execute Florida Commerce Technical Assistance Grant Agreement #P0510 for Comprehensive Plan Update in the amount of \$75,000. (100% grant funded)
- J) ADOPT RESOLUTION-R-197 approving the Vision Plan of the City of Palatka as prepared by the Northeast Florida Regional Council
- K) ADOPT RESOLUTION 2024-R-199 to execute Florida Commerce Community Planning Technical Assistance Grant Agreement #P0511 for the development of a 5-Year Downtown Strategic Action Plan in the amount of \$40,000 (100% grant funded)

5) REGULAR BUSINESS

MINUTES
Palatka City Commission
September 30, 2024

A) Recess for 10 minutes at 7:30 PM.

B) PRESENTATION/DIRECTION 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)

Meeting recessed at 7:14 PM. Meeting resumed at 7:24 PM

Ms. Jones advised the internet and email usage policy is vague. Inspired Technologies, the City's contracted IT provider, has provided additional language to enable us to safeguard the City from cyberattacks. She explained in the packet what is in yellow is current policy in Appendix 19. Ms. Jones advised we are not using two-factor authentication, however, the policy will require the employees to use strong passwords and requires only City devices on the City network. She advised SHRM guidelines are similar to what has been recommended by IT. Commissioner Borom advised he will share anything he would like added.

C) DISCUSSION/DIRECTION - Shrimping and Fishing on City Docks

Assistant Chief Newcomb advised there has been confusion over recent weeks on where one can fish and shrimp. The past City Manager had asked the Police Department to enforce the City's Ordinance concerning shrimping. Since that time, Ms. West has reviewed the City's Ordinance and the contract with Palatka Boathouse Marina to determine where shrimping is permitted and where it is not permitted along the Riverfront and the docks. Ms. West and Asst. Chief Newcomb provided a graphic that showed green in areas where fishing and shrimping are permitted and red in areas where it is prohibited. He spoke regarding additional signage to be erected to reflect where you can and cannot shrimp and fish. Ms. West advised contact information for the Lagassee's Palatka Boathouse Marina will be placed on the sign.

D) DISCUSSION/DIRECTION Investigation of former employees

Ms. Carty advised the prior City Manager was in the midst of conducting an investigation regarding a former employee. Ms. West advised if there is a perceived conflict of interest, the procedural course in the State of Florida is to file a complaint with the Florida Commission on Ethics and she spoke regarding the process typically undertaken by the Ethics Commission.

Gregg Rossman who is conducting the investigation regarding the former employee spoke. He advised it is not strange to hire someone not within the area to investigate a situation. He advised he is looking into 3 - 4 topics, including the Crill Avenue project (Azalea Place), the Riverfront project, and procurement of office furniture from Wattles Office Furniture. He advised he does not feel it is a wise use of taxpayers' dollars to continue looking into a project that has been accepted by the Commission (Azalea Place). Ms. Carty advised the present invoice from Mr. Rossman is \$8,350. If the issues are referred to the Commission on Ethics, there would not be additional cost. On September 11 he provided an interim report to the City. Ms. West advised the report presently provided by Mr. Rossman is not a public record at this time as the investigation is ongoing. Mr. Rossman advised the City can refer the situation to the Florida Department of Law Enforcement and the State Attorney's office. If they find no probable cause, nothing would come of it. He spoke regarding the cost of his investigator and himself.

Commission discussion commenced regarding internal controls.

Motion by Commissioner Campbell to move forward with having Mr. Rossman go with the recommendation that he ended the initial report with in order to bring this thing full circle (that he share the information with the Florida Department of Law Enforcement). Second by Commissioner McCaskill. Motion passed unanimously.

Commissioner Campbell clarified the motion was to go through the three items and make the reference.

MINUTES
Palatka City Commission
September 30, 2024

Next, Ms. Carty asked for guidance on the investigation into former City Manager, Mr. Bell. Ms. West expressed the nature of the complaint concerning Mr. Bell and the other former employee are very different. The first complaint is concerning ethics. The second complaint stems from a hostile work environment.

Commission discussion commenced. Commissioner Jones advised it is fair to continue the investigation so as there is no preferential treatment. Commissioner McCaskill advised a lot of the work has been completed and the complainants will be able to be interviewed via zoom and telephone. The company is willing to provide points of increments. Commissioner McCaskill said the amount will not exceed \$30,000. Commissioner McCaskill advised the hourly rate is \$375 not to exceed a total of \$30,000. She advised the investigation can be discontinued at \$10,000. Commissioner Jones expressed the Equal Opportunity Commission could have been contacted. Commissioner Borom expressed concern the former employee may not be willing to participate in the investigation. Commissioner Campbell asked about returning the matter to Human Resources.

Meeting recessed at 8:20 PM. Meeting resumed at 8:22 PM.

Ms. West advised nothing prohibits Human Resources from handling the matter. In the past the HR Generalist did not handle the matter as she reported to the person being investigated. The Commission asked Human Resources to handle the portion of the matter that Commissioner McCaskill was handling.

Discussion commenced regarding team building. Commissioner Campbell indicated a morale builder/facilitator would be beneficial. Commissioner McCaskill advised in the past there were four quotes for team building, the Commission indicated that they did not want to go forward with the firm previously used for team building. Commissioner McCaskill provided quotes from the other three. Commissioner McCaskill asked that a team building item be placed on the next City Commission agenda.

- E) ADOPT RESOLUTION 2024-R-195 setting salary for Marcia Carty, CPA, CGFO while serving as Interim City Manager

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, SETTING THE SALARY OF MARCIA G. CARTY WHILE INTERIM CITY MANAGER OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER'S ERRORS

Ms. Jones advised the current practice is to add \$1,000 per month to a current employee's salary while serving as Interim City Manager. Our current personnel policy says that an administrative employees who are called out to work in another position should be paid their normal base pay at straight time. Therefore, the hours that Ms. Carty works outside of the finance director role should be paid at the rate she performs. Practices in other areas would give a different amount, also. Mrs. Jones recommendation is to follow the current policy. She calculated additional hours a week for the Interim City Manager role.

Commission discussion commenced. Commissioner McCaskill expressed concern about overworking the Finance Director. Ms. Carty expressed she is comfortable with the challenge. Commissioner Borom suggested setting a timeline. He expressed concern regarding bringing in a new City Manager and of having not performed an evaluation for a City Manager. Mayor Correa spoke regarding the need to set groundwork and expectations. Commissioner Campbell asked Ms. Carty to keep a log on how many hours she spends at work. Commissioner Borom indicated we can revisit the log.

Commissioner McCaskill and Borom and Mayor Correa asked the City Manager search remain on the agenda.

Motion to accept recommendation and pay Ms. Carty as recommended by Commissioner Jones. Seconded by Commissioner Borom. The Motion unanimously.

MINUTES
Palatka City Commission
September 30, 2024

6) PUBLIC HEARINGS

- A) 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

Mr. Aghemo expressed the application is to annex one parcel and to rezone the other parcel. The parcels are combined. Mr. Aghemo advised all of the requests are consistent with the Future Land Use Map and zoning code.

Shalene Estes with Four Star, St. Johns County, spoke on behalf of the applicant. She began with the background of her company. They are a majority-owned subsidiary of DR Horton. She provided a presentation, which showed some of the developments that Four Star is presently working on. McLaury Cove is the current name of the project. It is directly next to the hospital and south of the airport. It is an enclave as the southern parcel is still in the County. They vacated McLaury Road while in the County. She spoke regarding the benefits of the development to the City, including community reinvigoration and economic opportunities. The 248 individual townhome units will bring almost \$400,000 annual tax base. She provided a schedule for development with a grand opening in March 2026.

Discussion commenced with the applicant and Mr. Aghemo. Commissioner Borom spoke of concern regarding having assurance that the development would move forward. (Commissioner Borom asked about the Cottages on St. Johns, Mr. Aghemo advised an ownership change caused a delay in building permitting. He asked regarding Silver Bay development which Mr. Aghemo advised is coming.) Ms. Estes advised she provided background on their company to show their ability to follow through. Commissioner Jones spoke of concern regarding leap frogging. Mr. Aghemo advised this is an existing enclave that will be reduced. He advised he cannot tell whether any staff members have a conflict, however Staff must verify that the applicant has control of the land and verify that the applicant has clear ownership. Ms. West advised she can look into the corporate entities involved. Ms. Carty suggested in the future having the applicant sign something indicating any conflicts of interest.

- 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) (first hearing)

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 MULTIFAMILY 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.

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

Motion to approve by Commissioner McCaskill. Seconded by Commissioner Borom. The Motion Passed unanimously.

- 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

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

MINUTES
Palatka City Commission
September 30, 2024

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 SCRIVENERS ERRORS

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

Motion to approve by Commissioner Borom. Seconded by Commissioner McCaskill. The Motion Passed unanimously.

- 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.

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.

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

Motion to approve by Commissioner Campbell. Seconded by Commissioner Borom. The Motion Passed unanimously.

- B) ADOPT ORDINANCE 2024-10 combining Sections 30-214 and 30-215 concerning the registration of vacant structures and foreclosed blighted, unsecured, or abandoned structures and amending the City's fee schedule (Appendix A) (second reading)

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING THE PALATKA MUNICIPAL CODE COMBINING SECTIONS 30-214 VACANT STRUCTURE REGISTRATION AND 30-215 FORECLOSED, BLIGHTED, UNSECURED, OR ABANDONED STRUCTURE REGISTRATION; AND AMENDING APPENDIX A (FEE SCHEDULE) OF THE MUNICIPAL CODE OF THE CITY OF PALATKA AS IT PERTAINS TO FEES AND OTHER CHARGES RELATING TO: CHAPTER 10. ALCOHOLIC BEVERAGES, CHAPTER 30 REGISTRATION OF VACANT, BLIGHTED, UNSECURED OR ABANDONED STRUCTURES, CHAPTER 50. PARKS AND RECREATION, CHAPTER 54. PLANNING, CHAPTER 62. SIGNS, CHAPTER 74. SUBDIVISIONS, CHAPTER 78. TAXATION, CHAPTER 94. ZONING; PROVIDING FOR CONFLICT, SEVERABILITY, EFFECTIVE DATE, AND SCRIVENER'S ERRORS.

Commissioner Jones asked regarding the change to the alcohol fee. The Clerk advised the fee for "Alcohol beverage license administrative review fee" is proposed to increase from \$50 to \$100.

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

Motion to approve by Commissioner McCaskill. Seconded by Commissioner Campbell. The Motion unanimously.

- C) Second Public Hearing - Adoption of the Millage Rate and Budget for fiscal year 2024-25 .

- I) ADOPT RESOLUTION 2024-R-190 setting the FY 2024-2025 Millage Rate at 6.4000 Mills

The Mayor convened the final public hearing of the millage rate and budget for FY 2024-25.

The millage rate (6.4000 mills), rolled back rate (6.1271) and percentage change over rolled back rate (4.45%) were announced. The FY budget is \$75,985,566.

MINUTES
Palatka City Commission
September 30, 2024

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

The Mayor asked the Commission if there were any adjustments to be made to the budget. Commissioner Jones advised he was under the assumption the Commission would be able to roll back the millage. Ms. Carty advised the prior year millage rate was 6.4000. She prepared the DR420, and the rollback rate was 6.1271. In July 11, 2024 the Commission voted to accept the rate at 6.4000 as the prior year. We held several budget workshops. If the rate accepted is greater than the rollback rate, that is considered a property tax increase. To not increase the rate, the Commission could have voted to keep the rollback rate, which means to not have a property tax increase. The percentage of increase is only 4.45% greater than the rollback rate. Commissioner Jones expressed County taxes and the School District's referendum on top of the City taxes causes difficulty for the tax payers. Ms. Carty advised if the City voted to take the rollback rate now, we may miss deadlines with the Department of Revenue. The new fiscal year starts tomorrow. We extended our final public hearing date due to the recent hurricane. Commissioner Borom advised the need to know timeframes on when is the last opportunity to adjust the millage rate. Ms. Carty spoke regarding the City reducing the fire assessment. She advised she will contact the Department of Revenue to look into finding how we can revise the budget. Commissioner Borom suggested looking at something creative to assist the taxpayers with ARPA funds and other leverage mechanisms. Ms. Carty advised she can bring that back also.

Resolution 2024-R-190 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, PUTNAM COUNTY, FLORIDA, ADOPTING THE FINAL OPERATING MILLAGE RATE FOR THE PURPOSE OF LEVYING OF AD VALOREM TAXES FOR THE CITY OF PALATKA, PUTNAM COUNTY, FOR FISCAL YEAR 2024-2025; AND PROVIDING FOR SCRIVENER'S ERRORS

Motion to approve by Commissioner McCaskill. Seconded by Commissioner Campbell. The Motion Passed unanimously.

- II) ADOPT RESOLUTION 2024-R-192 adopting the Budget for Fiscal Year 2024-25 in the amount of \$75,985,566.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2024-2025; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR SCRIVENER'S ERRORS

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

Motion to approve by Commissioner McCaskill. Seconded by Commissioner Campbell. The Motion unanimously.

- 7) COMMISSIONER COMMENTS Commissioner Campbell thanked Staff for work during the storm and other recent events and communication provided by Ms. Carty.

Discussion commenced regarding recent violence. Commissioner Jones spoke regarding recent violent incidents and the need to break down the communication with the Police. He spoke regarding doing something to show cohesiveness for a community day. Commissioner Campbell recommended the City issue a statement that we do not accept violence and are committed to creating solutions to end violence. Commissioner Borom expressed the need to bring in churches, the County and every agency in the City/County to partner to drive violence down. He suggested using ARPA funding to assist the officers. Ms. Carty advised the City is putting together a list of churches and non-profits. Commissioner McCaskill spoke regarding Mt. Tabor First Baptist Church and First Baptist Church of Palatka holding a 5th Sunday unity event at their churches. Asst. Chief Newcomb advised the Department of Justice notified them today that

they will be receiving a grant that they applied for additional officers (next week they will know what the award will be). He spoke regarding three recent shootings and the biggest fear in the community is retaliation and the biggest hurdle is getting people to say what is going on. The Commission directed a Press Release to be sent out regarding standing in unison against violence.

Commissioner Borom spoke regarding the grant associated with a swimming program of Governor DeSantis.

- 8) ADJOURN Motion to adjourn at 9:48 PM by Commissioner Jones.

CITY OF PALATKA

By: Its Mayor

Attest:

City Clerk

NOTICES: 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 ENSURE 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 286.0105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS 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 - The Arc of Putnam's 50th Anniversary

STAFF REPORT

DATE: October 24, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The Arc of Putnam County has requested a Proclamation in recognition of their 50 years of service to the community.

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

Recognize/celebrate The Arc's 50 years of service in the community.

ATTACHMENTS

1.	2024.10.24 50th Anniversary of the Arc of Putnam County
2.	2024 Arc Proclamation Request

CITY OF PALATKA



Proclamation

WHEREAS, The Arc of Putnam County was established in 1974 with the mission to support and advocate for individuals with intellectual and developmental disabilities in Putnam County; and

WHEREAS, for 50 years, The Arc of Putnam County has been a beacon of hope, opportunity, and empowerment for individuals with intellectual and developmental disabilities, ensuring that they have access to essential services, education, and advocacy, and;

WHEREAS, The Arc of Putnam County is dedicated to promoting self-sufficiency, independence, and dignity for all individuals served, tirelessly working to help them realize their full potential as active members of our community; and

WHEREAS, The Arc of Putnam County’s commitment to inclusion and advocacy has improved the quality of life for countless individuals and families, creating a more compassionate and equitable community for all residents of Putnam County, including the City of Palatka; and

WHEREAS, the organization has played an instrumental role in promoting awareness and understanding of the abilities and contributions of individuals with intellectual and developmental disabilities, breaking down barriers and fostering a more inclusive society; and

WHEREAS, The Arc of Putnam County looks toward the future with a continued commitment to enhancing services, expanding opportunities, and upholding the rights and dignity of individuals with intellectual and developmental disabilities for generations to come.

NOW, THEREFORE, I, Roberta M. Correa, Mayor of the City of Palatka, Florida, together with the members of the Palatka City Commission, do hereby recognize and celebrate

THE 50TH ANNIVERSARY OF THE ARC OF PUTNAM COUNTY

and commend its leadership, staff, and volunteers for their invaluable contributions to our community and their steadfast advocacy on behalf of our friends, neighbors, and loved ones with intellectual and developmental disabilities.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Seal of the City of Palatka to be affixed this 24th 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: 10/24/2024

July 29, 2024

Mayor Robbi Correa
City of Palatka, Florida
201 North 2nd Street
Palatka, FL 32177

Dear Mayor Correa,

I am writing to you on behalf of The Arc of Putnam County, a non-profit organization dedicated to supporting individuals with intellectual and developmental disabilities (IDD) in our community. This year marks a significant milestone for us as we celebrate our 50th anniversary of service in Palatka.

Over the past five decades, The Arc of Putnam County has worked tirelessly to provide comprehensive day and residential services that empower individuals with IDD to live meaningful and fulfilling lives. Our efforts have been driven by a commitment to advocacy, inclusion, and the provision of high-quality support services tailored to the unique needs of each individual we serve.

In honor of this momentous occasion, we are planning a series of events and activities throughout the year to celebrate our achievements, raise awareness about the challenges faced by individuals with IDD, and highlight the progress we have made in fostering a more inclusive community.

To commemorate our 50th anniversary, we respectfully request that the City of Palatka Commissioners issue a proclamation recognizing The Arc of Putnam County for its five decades of dedication and service to individuals with IDD in our county. This proclamation would not only honor our organization's history and accomplishments but also reaffirm the county's commitment to supporting and including individuals with IDD in all aspects of community life.

We believe that this proclamation would be a powerful symbol of the collaborative spirit between The Arc of Putnam County and the Palatka community. It would also serve as a reminder of the ongoing work that needs to be done to ensure that all individuals with IDD have the opportunity to thrive.

Thank you for considering our request. We look forward to the opportunity to further discuss this proposal and provide any additional information you may need. Please feel free to contact me directly at (386) 356-6017 or dsousa@arcputnam.org.

Sincerely,



Denis M. Sousa M.S.
Chief Executive Officer
The Arc of Putnam County

July 29, 2024

City Manager Troy Bell
City of Palatka, Florida
201 North 2nd Street
Palatka, FL 32177

Dear Mr. Griffith,

I am writing to you on behalf of The Arc of Putnam County, a non-profit organization dedicated to supporting individuals with intellectual and developmental disabilities (IDD) in our community. This year marks a significant milestone for us as we celebrate our 50th anniversary of service in Palatka.

Over the past five decades, The Arc of Putnam County has worked tirelessly to provide comprehensive day and residential services that empower individuals with IDD to live meaningful and fulfilling lives. Our efforts have been driven by a commitment to advocacy, inclusion, and the provision of high-quality support services tailored to the unique needs of each individual we serve.

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To commemorate our 50th anniversary, we respectfully request that the City of Palatka Commissioners issue a proclamation recognizing The Arc of Putnam County for its five decades of dedication and service to individuals with IDD in our county. This proclamation would not only honor our organization's history and accomplishments but also reaffirm the county's commitment to supporting and including individuals with IDD in all aspects of community life.

We believe that this proclamation would be a powerful symbol of the collaborative spirit between The Arc of Putnam County and the Palatka community. It would also serve as a reminder of the ongoing work that needs to be done to ensure that all individuals with IDD have the opportunity to thrive.

Thank you for considering our request. We look forward to the opportunity to further discuss this proposal and provide any additional information you may need. Please feel free to contact me directly at (386) 356-6017 or dsousa@arcputnam.org.

Sincerely,



Denis M. Sousa M.S.
Chief Executive Officer
The Arc of Putnam County

PROCLAMATION - Family History Month - October 2024 - Putnam County Genealogical Society

STAFF REPORT

DATE: October 24, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The Putnam County Genealogical Society has requested a proclamation for October 2024 as Family History Month.

BACKGROUND

The organization hopes to spotlight the efforts of local organizations in assisting citizens in research of their family and City history.

PROJECT ANALYSIS

Staff Recommendation

Proclaim October 2024 as Family History Month.

ATTACHMENTS

1.	2024.10.24 Family History Month
2.	Request

CITY OF PALATKA



PROCLAMATION

WHEREAS, Family History research is a hobby or passion for many Americans, including local residents, who seek to learn their personal and family histories; and

WHEREAS, research has shown that youth who learn family stories are more adept at finding their place in the world;

WHEREAS, family stories often help the youth improve coping skills by learning from the examples of other family members; and

WHEREAS, the City of Palatka has a rich history that could provide beneficial insights to today's families and youth as they deal with the modern world; and

WHEREAS, many local organizations are available to assist families in ancestor research and learning local history; and

WHEREAS, many local organizations work to preserve our history for future generations.

FAMILY HISTORY MONTH

in the City of Palatka and encourage our citizens to take advantage of the opportunity to learn both their family history and the City's history.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of the City of Palatka, Florida this 24th day of October in the Year of Our Lord Two Thousand and Twenty-Four.

CITY OF PALATKA

By: _____
Mayor

Attest: _____
City Clerk

Date filed with the City Clerk: 10/24/2024

Sunni Krantz

From: KATHLEEN A FULTON <auntkathie@comcast.net>
Sent: Thursday, September 26, 2024 7:09 AM
To: Sunni Krantz
Subject: Family History Month Proclamation
Attachments: Family History Month proclamation.docx

Follow Up Flag: Follow up
Flag Status: Flagged

You don't often get email from auntkathie@comcast.net. [Learn why this is important](#)

Dear Ms. Krantz;

I am writing as a member of the Putnam County Genealogical Society. In 2001, The US Congress first recognized October as Family History Month and we're seeking a local proclamation declaring October 2024 Family History Month for the City of Palatka.

I have attached a sample declaration; though I understand you can use the wording from previous requests if the attached is insufficient.

Should you agree to issue the proclamation, we would like to know the time and date so we can attend the event. Please feel free to contact me if you have any questions. Thank you for your attention to this matter.

With regards,

Kathleen Fulton
Secretary
Putnam County Genealogical Society
386.916.5400

Life isn't about waiting for the sun to shine; it's about learning to dance in the rain.

PROCLAMATION - Florida City Government Week October 21 - 27, 2024

STAFF REPORT

DATE: October 24, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Proclaim Florida City Government Week October 21 - 27

BACKGROUND

PROJECT ANALYSIS

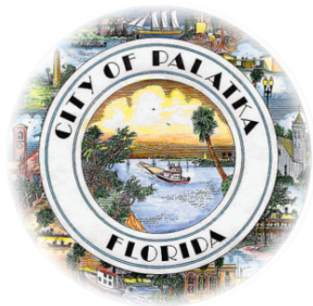
Staff Recommendation

Proclaim City Government Week.

ATTACHMENTS

1.	2024.10.24 Florida City Government Week
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CITY OF PALATKA



Proclamation

WHEREAS, city government is the government closest to most citizens and the one with the most direct daily impact upon its residents; and

WHEREAS, municipal government provides services and programs that enhance the quality of life for residents, making their city their home; and

WHEREAS, city government is administered for and by its citizens and is dependent upon public commitment to and understanding of its many responsibilities; and

WHEREAS, city government officials and employees share the responsibility to pass along the understanding of public services and their benefits; and

WHEREAS, Florida City Government Week offers an important opportunity for elected officials and city staff to spread the word to all citizens of Florida that they can shape and influence this branch of government.

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 week of October 21-27, 2024 is hereby designated as

Florida City Government Week

in the City of Palatka. The City of Palatka

- a) encourages all citizens, city government officials and employees to participate in socially distanced and virtual events that recognize and celebrate Florida City Government Week;
- b) encourages educational partnerships between city government and schools, as well as civic groups and other organizations;
- c) supports and encourages all Florida municipal governments to actively promote and sponsor Florida City Government Week.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Seal of the City of Palatka to be affixed this 24th 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: 10/24/2024

STAFF REPORT

DATE: October 24, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The summary and detailed financials for revenues and expenses are attached

BACKGROUND

Quarterly, the Finance Director presents the financial reports comparing the prior year and current year actual and budgeted revenues and expenses.

PROJECT ANALYSIS

Staff Recommendation

Review, discuss, and approve.

ATTACHMENTS

1.	FINANCIALS SEPT 2024
2.	REVENUES NINE MNTHS SEPT 2024
3.	EXPENSES NINE MNTHS SEPT 2024

CITY OF PALATKA, FL

YTD-Total Citywide Budget and Actual			Airport Fund		
Revenues	Budget	Actuals	Budget		Actuals
Total Citywide	\$ 75,445,998	\$ 43,404,423	REVENUES		
Expenditures	Budget	Actuals	Grants	\$2,724,661	\$1,231,879
Total Citywide	\$ (75,445,998)	\$ (36,330,563)	Operating Revenues	\$1,493,524	\$858,072
Net Results	Budget	Actuals	Other Revenues	\$6,050	\$51,880
Total Citywide	\$ -	\$ 7,073,860	Transfers	\$284,340	\$284,340
			Fund Balance/Reserves - PY	\$38,155	
			Total Revenues	\$ 4,546,730	\$ 2,426,171
General Fund Revenues			EXPENSES		
Sources	Budget	Actuals	Personnel Expenses	\$394,567	\$351,972
Property Taxes	\$4,245,748	\$3,877,867	Operating Expenses	\$1,217,341	\$707,264
Local Option Taxes	\$587,927	\$553,911	Capital Expenses	\$2,764,360	\$1,231,195
Utility Service Taxes	\$1,225,500	\$1,483,490	Debt Service	\$5,544	\$5,544
Communication Service Tax	\$338,915	\$379,475	Reimbursements	\$164,918	\$164,918
Licenses/Permits	\$112,448	\$101,422	Fund Balance/Reserves - PY		
Franchise/Impact Fees	\$1,150,000	\$1,430,221	Total Expenditures	\$ 4,546,730	\$ 2,460,893
Special Assessments	\$1,840,168	\$1,906,364	Net Results	\$ -	\$ (34,722)
State/Federal Grants	\$129,749	\$215,607	ARPA Fund		
State Shared Revenues	\$1,187,877	\$1,105,676	Budget		Actuals
Grants from Local Units	\$293,512	\$3,230	REVENUES		
Charges for Service	\$214,000	\$363,646	Revenues	\$1,972,392	\$436,459
Fines and Forfeits	\$128,500	\$137,980	Total Revenues	\$1,972,392	\$ 436,459
Miscellaneous Revenues	\$560,753	\$1,826,207	EXPENSES		
Transfers In	\$791,935	\$712,580	Operating Expenses	\$1,048,243	\$234,178
Contributions/Reimbursements	\$1,681,514	\$1,654,889	Capital Outlay	\$924,149	\$202,281
Debt Proceeds	\$649,078	\$649,078	Fund Balance/Reserves - PY	\$0	
Fund Balance/Reserves - PY	\$5,554,765		Total Expenses	\$ 1,972,392	\$ 436,459
Total Revenues	\$20,692,389	\$ 16,401,644	Net Results	\$ -	\$ 0
General Fund Expenditures					
Departments	Budget	Actuals			
City Commission	\$567,612	\$363,879			
City Manager	\$584,234	\$451,035			
City Clerk's Office	\$183,207	\$157,613			
Finance Department	\$616,893	\$613,281			

CITY OF PALATKA, FL
FINANCIAL REPORT FOR THE YEAR ENDED SEPTEMBER 30, 2024

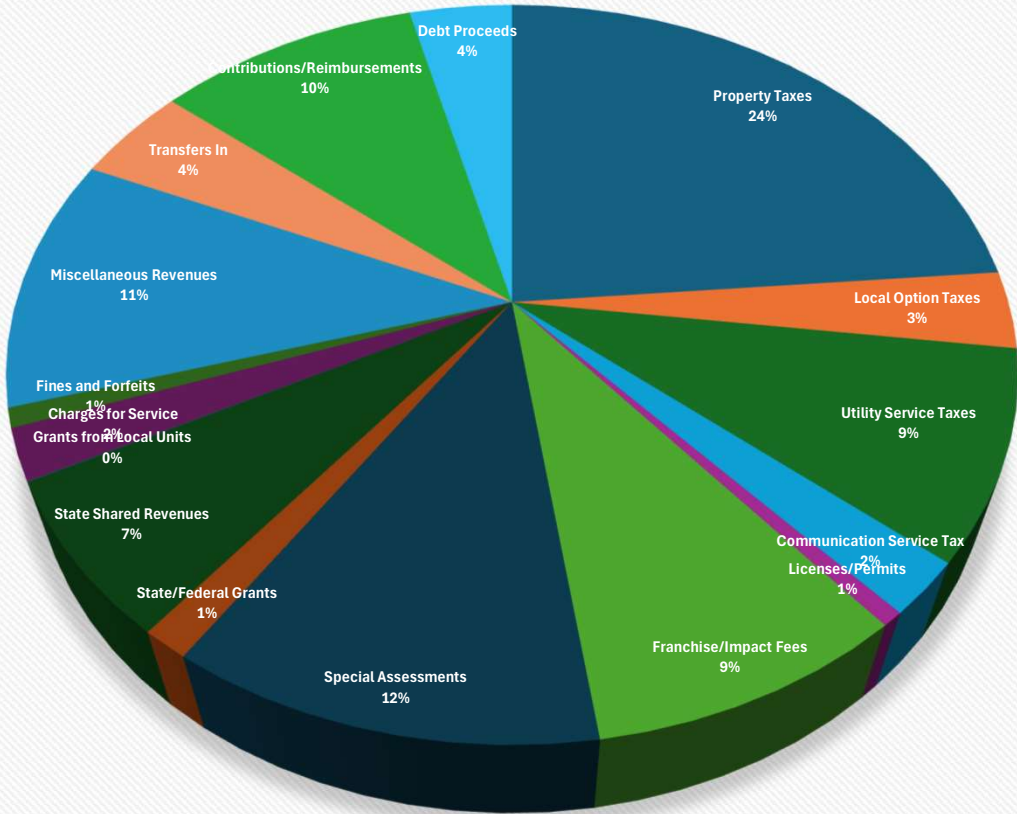
General Fund Expenditures, contd			Golf Course Fund		
Human Resources	\$236,336	\$198,131			
Facilities Maintenance	\$548,563	\$345,934			
Information Technology	\$357,383	\$338,588		Budget	Actuals
City Hall	\$291,835	\$248,124		REVENUES	
Legal Counsel	\$268,365	\$234,604	Restaurant Lease	\$53,880	\$53,880
General Administration	\$744,778	\$800,642	Reimbursements	\$26,400	\$30,490
Building & Zoning	\$454,791	\$302,543	Profit Sharing Agreement	\$61,442	\$46,287
Police Department	\$4,939,013	\$5,012,570	Other Revenues	\$2,422	
Code Enforcement	\$326,792	\$239,629	Transfers In	\$53,700	\$53,700
Fire Department	\$3,244,438	\$3,164,986	Fund Balance/Reserves - PY		
Streets	\$1,501,708	\$1,210,447	Total Revenues	\$197,844	\$ 184,357
Cemetery	\$152,350	\$70,363			
Cultural Services	\$192,155	\$122,836			
Recreation	\$535,141	\$319,207			
Parks	\$614,709	\$351,984		EXPENSES	
Price Martin Center	\$28,600	\$22,805	Maintenance Expenditures	\$27,500	\$42,455
Water Taxes	\$65,129	\$49,526	Maintenance Capital Exp	\$38,442	\$37,887
Jenkins Gymnasium	\$71,600	\$61,293	Club House Operating Exp	\$131,687	\$114,479
Transfers	\$991,753	\$333,159	Club House Reimbursement		
Contingencies	\$0		Transfers	\$215	\$215
Fund Balance/Reserves - PY	\$3,175,004		Debt Service		
			Fund Balance/Reserves - PY		\$ -
Total Expenditures	\$20,692,389	\$15,013,180	Total Expenditures	\$ 197,844	\$ 195,036
General Fund Net	\$ -	\$ 1,388,464	Net Results	\$ -	\$ (10,679)

CITY OF PALATKA, FL
FINANCIAL REPORT FOR THE YEAR ENDED SEPTEMBER 30, 2024

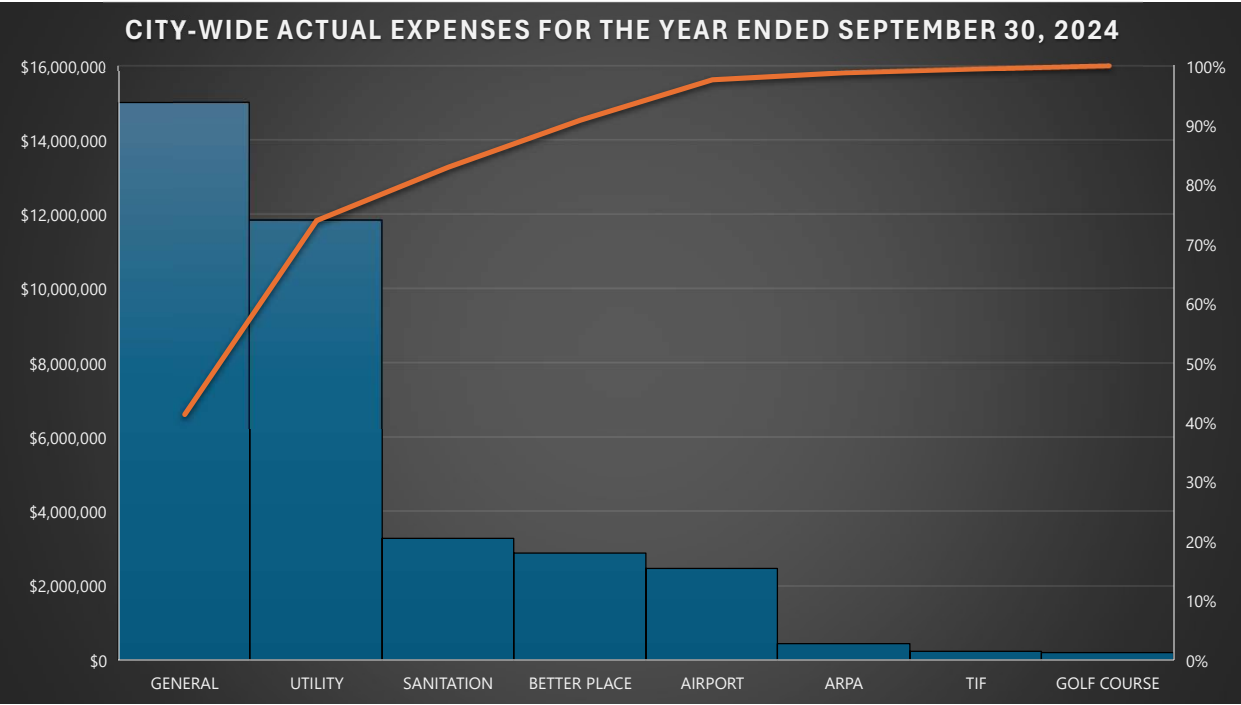
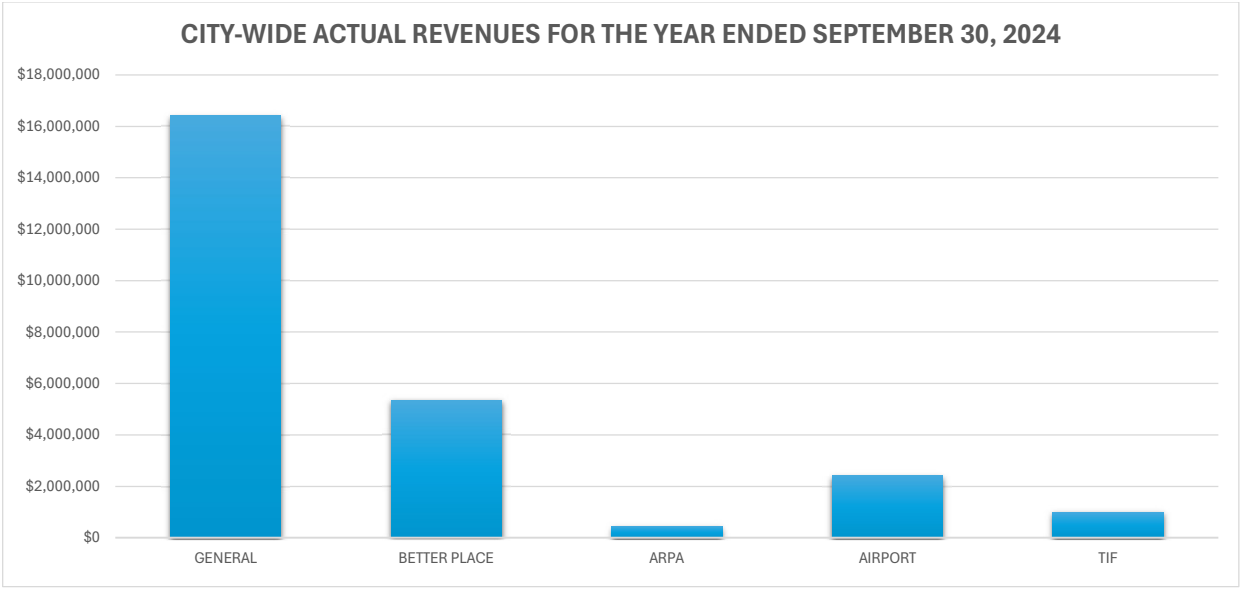
Better Place Plan Fund			Sanitation Fund		
	Budget	Actuals		Budget	Actuals
REVENUES			REVENUES		
Discretionary Infrastructure Surtax	\$1,329,788	\$1,346,793	Charges for Services	\$3,384,030	\$3,552,118
State/Federal Grants	\$6,233,044	\$988,826	Contributions	\$0	
Transfers In	\$1,175,301	\$0	Other Revenue	\$85,673	\$84,280
Loan Proceeds	\$3,000,000	\$3,000,000	Debt Service	\$499,362	\$499,362
Fund Balance/Reserves - PY	\$1,142,179	\$0	Fund Balance/Reserves - PY	\$360,357	\$0
Total Revenues	\$ 12,880,312	\$ 5,335,619	Total Revenues	\$ 4,329,422	\$ 4,135,760
EXPENSES			EXPENSES		
Operating Expenses	\$60,000	\$5,000	Garage Maintenance	\$186,378	\$247,483
Capital Outlay	\$5,204,192	\$1,799,780	Sanitation Department	\$2,237,600	\$2,012,742
Debt Service	\$83,346	\$83,346	Transfers Out & Reimbursement	\$336,694	\$336,694
Transfers Out	\$129,000	\$3,358	Debt Service	\$315,400	\$172,583
Grant Matches	\$7,403,774	\$984,799	Capital Outlays	\$705,856	\$499,535
Fund Balance/Reserves - PY			Fund Balance/Reserves - PY	\$547,494	
Total Expenses	\$ 12,880,312	\$ 2,876,283	Total Expenditures	\$ 4,329,422	\$ 3,269,037
Net Results	\$ -	\$ 2,459,336	Net Results	\$ -	\$ 866,723
Utility Fund			Tax Increment Fund		
	Budget	Actuals		Budget	Actuals
REVENUES			REVENUES		
Grants	\$10,938,538	\$4,588,851	Property Tax	\$849,914	\$819,422
Water & Waste/Sewer Charges	\$8,354,924	\$8,771,011	Other Revenues	\$131,926	\$185,126
Other Revenues	\$2,903,624	\$120,002			
Transfers	\$116,565		Fund Balance/Reserves - PY	\$1,108,802	
Fund Balance/Reserves - PY	\$6,422,614		Total Revenues	\$ 2,090,642	\$ 1,004,548
Total Revenues	\$28,736,265	\$ 13,479,864	EXPENSES		
EXPENSES			Downtown Historic	\$500,262	\$129,235
Water Plant	\$3,017,961	\$1,610,849	South Historic	\$311,774	\$30,960
Sewer/Wastewater Plant	\$6,174,721	\$3,456,912	North Historic	\$113,018	\$31,543
Water & Sewer Distribution	\$13,006,797	\$3,522,437	Transfers	\$984,396	\$0
Utility Administration	\$680,621	\$560,031	Reimbursements	\$42,594	\$42,594
Debt	\$1,302,558	\$677,700			
Transfers	\$2,826,606	\$2,017,413	Fund Balance/Reserves - PY	\$138,598	
Fund Balance/Reserves - PY	\$1,727,001		Total Expenses	\$2,090,642	\$234,332
Total Expenditures	\$ 28,736,265	\$ 11,845,343	Net Results	\$ -	\$ 770,216
Net Results	\$ -	\$ 1,634,521			

CITY OF PALATKA, FL
FINANCIAL REPORT FOR THE YEAR ENDED SEPTEMBER 30, 2024

GENERAL FUND ACTUAL REVENUES FOR THE YEAR ERNDED SEPTEMBER 2024



CITY OF PALATKA, FL
FINANCIAL REPORT FOR THE YEAR ENDED SEPTEMBER 30, 2024



CITY OF PALATKA, FL
FINANCIAL REPORT FOR THE YEAR ENDED SEPTEMBER 30, 2024

REVENUE RESERVES' BUDGET BALANCE

FUND DESCRIPTION	FUND NUMBER	FUND BUDGET BALANCE	RESERVE BUDGET BALANCE	PERCENTAGE
General Fund	001	\$20,692,389	\$5,554,765	26.8%
Airport Fund	005	\$4,546,730	\$38,155	0.8%
TIF Fund	030	\$2,090,642	\$1,108,802	53.0%
Utilities	041	\$28,736,265	\$6,422,614	22.4%
Sanitation	043	\$4,329,422	\$360,357	8.3%
Better Place	101	\$12,880,312	\$1,142,179	8.9%
ARPA	300	\$1,972,392	\$0	0.0%
TOTAL RESERVES - CITYWIDE		\$75,248,152	\$14,626,872	19%

Best Practices for General Fund Reserves

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

CONCLUSION - Palatka's reserved general fund balance is budgeted at 26.8%, which exceeds best practice guidance by 10.2%. The enterprise funds does not have a requirement, but is still budgeted.

CITY OF PALATKA, FL
STATEMENT OF REVENUES FOR THE YEAR ENDED SEPTEMBER 30, 2024

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 REV_YTD	2024_BUDGET	CURRENT_MONTH REVENUES	CURRENT_YTD REVENUES	UNREALIZED	PERCENT REALIZED
GENERAL FUND REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 100.00 % Yr Complete For Fiscal Year: 2024 / 9								
	311 PROPERTY TAXES							
001-00-311-0-0100	CURRENT AD VALOREM TAXES	\$3,399,325	\$3,203,540	\$4,233,748	\$0	\$3,862,638	\$371,110	91.23%
001-00-311-0-0200	DELINQUENT AD VALOREM TAXES	\$10,000	\$15,515	\$12,000	\$0	\$15,229	-3,228.68	126.90%
	TOTAL	\$3,409,325	\$3,219,055	\$4,245,748	\$0	\$3,877,867	\$367,881	91.00%
	LOCAL OPTION, USE & FUEL TAXES							
001-00-312-4-1000	LOCAL OPTION GAS TAX	\$336,837	\$348,880	\$353,679	\$27,392	\$330,269	\$23,410	93.38%
001-00-312-4-2000	2010 LOCAL GAS TAX	\$223,093	\$246,097	\$234,248	\$17,771	\$223,642	\$10,606	95.47%
	TOTAL	\$559,930	\$594,977	\$587,927	\$45,163	\$553,911	\$34,016	94.00%
	UTILITY SERVICES TAXES							
001-00-314-1-0000	UTILITY TAX ELECTRIC	\$850,000	\$1,025,507	\$892,500	\$100,853	\$1,062,784	-170,284.15	119.07%
001-00-314-3-0000	UTILITY TAX WATER	\$220,000	\$284,746	\$231,000	\$25,971	\$307,904	-76,904.01	133.29%
001-00-314-4-0000	UTILITY TAX GAS	\$85,000	\$91,144	\$100,000	\$13,637	\$109,640	-9,639.59	109.63%
001-00-314-7-0000	UTILITY TAX FUEL OIL	\$0	\$100	\$0	\$0	\$122	(\$122)	0.00%
001-00-314-8-0000	UTILITY TAX PROPANE	\$1,000	\$2,484	\$2,000	\$232	\$3,040	-1,039.84	151.99%
	TOTAL	\$1,156,000	\$1,403,982	\$1,225,500	\$140,693	\$1,483,490	-257,989.56	121.00%
	COMMUNICATION SERVICE TAXES							
001-00-315-0-1000	TELE COMMUNICATION SERVICE TAX	\$319,159	\$357,090	\$338,915	\$31,308	\$379,475	-40,559.93	111.96%
	TOTAL	\$319,159	\$357,090	\$338,915	\$31,308	\$379,475	-40,559.93	112.00%
	LICENSES/PERMITS							
001-00-316-0-1000	OCCUPATIONAL BUSINESS TAX	\$75,000	\$104,083	\$45,110	\$11,880	\$37,928	\$7,182	84.07%
001-00-322-0-2000	BUILDING PERMITS	\$10,000	\$15,759	\$20,000	\$50	\$1,150	\$18,850	5.75%
001-00-322-0-2100	BUILDING & ZONING REVENUES	\$20,000	\$48,322	\$47,338	\$4,065	\$57,394	-10,056.22	121.24%
001-00-322-0-2200	ZONING SWPPP FEES COLLECTED	\$0	\$0	\$0	\$0	\$4,950	-4,950.00	0.00%
	TOTAL	\$105,000	\$168,163	\$112,448	\$15,995	\$101,422	\$11,026	90.00%
	FRANCHISE FEES							

CITY OF PALATKA, FL
STATEMENT OF REVENUES FOR THE YEAR ENDED SEPTEMBER 30, 2024

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 REV_YTD	2024_BUDGET	CURRENT_MONTH REVENUES	CURRENT_YTD REVENUES	UNREALIZED	PERCENT REALIZED
001-00-323-1-0000	FRANCHISE FEES ELECTRIC	\$780,000	\$920,770	\$900,000	\$0	\$912,146	-12,145.78	101.34%
001-00-323-4-1000	FRANCHISE FEE - GAS AUTHORITY	\$180,000	\$240,856	\$250,000	\$45,558	\$230,724	\$19,276	92.28%
		-----	-----	-----	-----	-----	-----	-----
	IMPACT FEES							
001-00-324-1-1010	IMPACT FEES-POLICE	\$0	\$317	\$0	\$0	\$16,172	-16,172.00	0.00%
001-00-324-1-2010	IMPACT FEES-FIRE	\$0	\$1,084	\$0	\$0	\$27,830	-27,830.10	0.00%
001-00-324-3-1010	IMPACT FEES-TRANSPORTATION	\$0	\$1,074	\$0	\$0	\$193,233	-193,233.00	0.00%
001-00-324-6-1010	IMPACT FEES-PARKS & RECREATION	\$0	\$2,278	\$0	\$0	\$50,116	-50,116.00	0.00%
		-----	-----	-----	-----	-----	-----	-----
	TOTAL	\$960,000	\$1,166,380	\$1,150,000	\$45,558	\$1,430,221	-280,220.91	124.00%
	SPECIAL ASSESSMENTS							
001-00-325-2-1000	FIRE ASSESSMENT FEES	\$1,729,879	\$1,642,710	\$1,840,168	\$0	\$1,906,364	-66,196.21	103.59%
		-----	-----	-----	-----	-----	-----	-----
	TOTAL	\$1,729,879	\$1,642,710	\$1,840,168	\$0	\$1,906,364	-66,196.21	104.00%
	OTHER PERMITS & FEES							
		-----	-----	-----	-----	-----	-----	-----
	TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	STATE/FEDERAL GRANTS & PILOTS							
001-00-331-2-5500	SAFER GRANT	\$0	\$152,035	\$0	\$0	\$0	\$0	0.00%
001-00-331-2-5505	USDA RBDG Business incubator	\$93,000	\$81,265	\$0	\$0	\$0	\$0	0.00%
001-00-331-2-5900	VOCA GRANT V13045	\$50,000	\$33,976	\$35,000	\$0	\$11,886	\$23,114	33.95%
001-00-331-2-6314	FIRE GRANT EMPLOYEES	\$69,785	\$0	\$0	\$0	\$32,882	-32,882.02	0.00%
001-00-331-2-6317	2022 JAGC PUTN-3-3B-153	\$0	\$1,440	\$0	\$0	\$0	\$0	0.00%
001-00-331-2-6319	2023 JAG C 8C107 Laptop Comput	\$26,151	\$24,020	\$41,498	\$0	\$0	\$41,498	0.00%
001-00-331-2-6320	Rural Violent Crime Reduction	\$32,100	\$0	\$0	\$0	\$32,100	-32,100.00	0.00%
001-00-331-2-6321	2023 JAGC	\$0	\$0	-20,749	\$0	\$0	-20,749.00	0.00%
001-00-331-2-6322	Fed DEM HMGP 4486-106-R wind r	\$113,128	\$0	\$0	\$0	\$0	\$0	0.00%
001-00-331-5-1003	FEMA FED Hurricane Ian	\$0	\$1,029	\$0	\$0	\$127,983	-127,983.44	0.00%
001-00-333-0-1000	PAYMENTS IN LIEU OF TAX (PHA)	\$16,000	\$21,661	\$0	\$0	\$855	(\$855)	0.00%
001-00-334-2-0102	SAFE GRANT	\$0	\$0	\$74,000	\$0	\$6,094	\$67,906	8.23%
001-00-334-3-9100	STATE EMERG MGMT	\$0	\$68,303	\$0	\$0	\$0	\$0	0.00%
001-00-334-5-1003	FEMA STATE Hurricane Ian	\$0	\$0	\$0	\$0	\$3,807	-3,806.70	0.00%

CITY OF PALATKA, FL
STATEMENT OF REVENUES FOR THE YEAR ENDED SEPTEMBER 30, 2024

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 REV_YTD	2024_BUDGET	CURRENT_MONTH REVENUES	CURRENT_YTD REVENUES	UNREALIZED	PERCENT REALIZED
001-00-334-5-5002	DEO COMMUNITY PLANNING TECH AS	\$30,000	\$30,000	\$0	\$0	\$0	\$0	0.00%
001-00-334-7-5100	DEO Historic Preservation Gran	\$30,000	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL	\$460,164	\$413,729	\$129,749	\$0	\$215,607	-85,857.91	166.00%
	STATE SHARED REVENUES							
001-00-335-1-2000	STATE REVENUE SHARING	\$454,326	\$499,041	\$498,303	\$38,569	\$505,669	-7,366.44	101.47%
001-00-335-1-4000	MOBILE HOME LICENSE TAX	\$5,000	\$4,664	\$5,000	\$79	\$4,974	\$27	99.47%
001-00-335-1-5000	ALCOHOLIC BEVERAGE TAX	\$10,500	\$11,701	\$14,000	\$0	\$12,245	\$1,755	87.46%
001-00-335-1-6000	SALES TAX 1/2 cent REVENUE (95	\$551,098	\$625,313	\$656,574	\$49,631	\$579,008	\$77,566	88.18%
001-00-335-2-1000	FIREFIGHTERS SUPPLEMENTAL COMP	\$4,000	\$3,692	\$4,000	\$0	\$3,780	\$220	94.50%
001-00-335-4-9000	FUEL TAX REBATE QTRLY	\$14,500	\$7,054	\$10,000	\$0	\$0	\$10,000	0.00%
	TOTAL	\$1,039,424	\$1,151,465	\$1,187,877	\$88,278	\$1,105,676	\$82,201	93.00%
	GRANTS/LOCAL UNITS							
	TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	SHARED REV OTHER LOCAL UNITS							
001-00-338-0-9000	SHARED REV OTHER LOC UNITS	\$0	\$0	\$0	\$104	\$3,230	-3,230.05	0.00%
	TOTAL	\$0	\$0	\$0	\$104	\$3,230	-3,230.05	0.00%
	CHARGES FOR SERVICES							
001-00-341-0-3001	CODE ENFORCEMENT-ADMIN FEES	\$1,200	\$0	\$2,000	\$0	\$15,936	-13,935.52	796.77%
001-00-341-0-3002	CODE ENFORCEMENT-VACANT PROPER	\$4,000	\$1,800	\$2,500	\$200	\$1,600	\$900	64.00%
001-00-341-0-9001	CODE ENFORCEMENT-MISC FEES	\$14,000	\$11,975	\$12,000	\$830	\$15,676	-3,676.33	130.63%
001-00-341-9-2000	ZONING CONVENIENCE FEE	\$0	\$786	\$1,000	\$102	\$966	\$34	96.60%
001-00-342-1-1002	POLICE DEPT-ADMIN TOW FEES	\$15,000	\$10,918	\$11,000	\$1,260	\$10,426	\$574	94.78%
001-00-342-1-1003	POLICE DEPT-INVESTIGATIVE COST	\$10,000	\$12,591	\$12,000	\$970	\$11,166	\$834	93.05%
001-00-342-1-1004	POLICE DEPT-RECORDS REQUESTS	\$3,000	\$4,723	\$4,000	\$328	\$4,234	(\$234)	105.85%
001-00-342-1-1005	POLICE DEPT-ADMIN FEES	\$13,500	\$3,434	\$3,000	\$0	\$650	\$2,350	21.66%
001-00-342-1-1006	POLICE DEPT-OFFENDER PAYMENTS	\$2,000	\$2,180	\$1,500	\$100	\$2,537	-1,037.00	169.13%
001-00-342-1-1007	MARSHALLS PD - OT REIMBURSEMEN	\$15,000	\$22,285	\$20,000	\$0	\$36,574	-16,573.99	182.86%
001-00-342-1-1009	POLICE DEPT-MISCELLANEOUS	\$100	\$0	\$0	\$0	\$8	(\$8)	0.00%

CITY OF PALATKA, FL
STATEMENT OF REVENUES FOR THE YEAR ENDED SEPTEMBER 30, 2024

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 REV_YTD	2024_BUDGET	CURRENT_MONTH REVENUES	CURRENT_YTD REVENUES	UNREALIZED	PERCENT REALIZED
001-00-342-2-1000	FIRE SERVICES	\$77,485	\$49,211	\$60,000	\$0	\$63,720	-3,719.62	106.19%
001-00-342-5-1000	FIRE INSPECTION FEES	\$15,000	\$17,003	\$40,000	\$27,043	\$52,949	-12,949.19	132.37%
001-00-342-5-1001	FIRE INSPECTION FEES-COUNTY	\$0	\$317	\$0	\$0	\$0	\$0	0.00%
001-00-343-8-1000	CEMETERY SERVICES	\$15,000	\$14,610	\$12,500	\$0	\$20,843	-8,343.00	166.74%
001-00-347-2-1001	SPECIAL EVENT FEES	\$1,500	\$1,300	\$1,500	\$775	\$2,605	-1,105.00	173.66%
001-00-347-2-2500	SPONSORSHIP-RECREATION	\$0	\$0	\$5,400	\$0	\$3,000	\$2,400	55.55%
001-00-347-2-3000	BOOKER/LEFTY TURNER FIELD	\$600	\$450	\$600	\$0	\$107,193	-106,593.26	9999.00%
001-00-347-2-3500	HANK BRYAN PARK RENTAL	\$0	\$150	\$0	\$0	\$0	\$0	0.00%
001-00-347-3-1000	BRONSON HOUSE	\$500	\$400	\$500	\$0	\$0	\$500	0.00%
001-00-347-3-1001	ST JOHNS RIVER CENTER-RENTALS-	\$5,000	\$350	\$10,000	\$0	\$1,257	\$8,743	12.56%
001-00-347-4-1004	Parks Dept OT reimbursement	\$1,000	\$7,991	\$9,500	\$0	\$6,968	\$2,533	73.34%
001-00-347-4-1005	Cultural OT reimbursement	\$0	\$1,350	\$2,000	\$0	\$0	\$2,000	0.00%
001-00-347-5-1000	PRICE MARTIN CENTER	\$5,000	\$6,221	\$3,000	\$0	\$5,339	-2,338.75	177.95%
	TOTAL	\$198,885	\$170,045	\$214,000	\$31,608	\$363,646	-149,646.39	170.00%
	FINES/FORFEITS							
001-00-351-1-1000	COURT FINES	\$22,000	\$36,201	\$30,000	\$2,103	\$34,652	-4,651.66	115.50%
001-00-351-3-1000	POLICE EDUCATION	\$1,500	\$2,264	\$2,000	\$220	\$2,808	(\$808)	140.41%
001-00-354-0-1000	CODE ENFORCEMENT-LIEN FINES	\$33,367	\$40,533	\$60,000	\$0	\$61,010	-1,010.30	101.68%
001-00-354-0-1001	CODE ENFORCEMENT - LEGAL LIEN	\$0	\$0	\$20,000	\$0	\$13,776	\$6,224	68.87%
001-00-359-0-1100	FALSE ALARM FINES	\$15,000	\$21,783	\$16,500	\$662	\$17,819	-1,318.84	107.99%
001-00-359-0-2000	SPECIAL POLICE TRUST REV	\$10,000	\$0	\$0	\$0	\$0	\$0	0.00%
001-00-359-0-3000	ABATEMENT FINES	\$2,000	\$0	\$0	\$0	\$7,915	-7,915.00	0.00%
	TOTAL	\$83,867	\$100,781	\$128,500	\$2,985	\$137,980	-9,479.96	107.00%

CITY OF PALATKA, FL
STATEMENT OF REVENUES FOR THE YEAR ENDED SEPTEMBER 30, 2024

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 REV_YTD	2024_BUDGET	CURRENT_MONTH REVENUES	CURRENT_YTD REVENUES	UNREALIZED	PERCENT REALIZED
	MISCELLANEOUS REVENUES							
001-00-361-1-1000	INTEREST EARNINGS	\$15,000	\$225,673	\$175,000	\$57,926	\$613,078	-438,078.38	350.33%
001-00-361-1-1001	INTEREST-MONEY MARKET	\$50	\$2,296	\$1,000	\$2,292	\$16,890	-15,890.23	1689.02%
001-00-361-1-1002	INTEREST FROM GAS AUTHORITY	\$0	\$2,265	\$0	\$2,281	\$14,517	-14,517.32	0.00%
001-00-362-0-1000	MISC RENTS	\$4	\$4,200	\$42,000	\$0	\$4,175	\$37,825	9.94%
001-00-362-0-2000	LAND RENT/LEASE	\$0	\$0	\$0	\$1,000	\$6,000	-6,000.00	0.00%
001-00-362-0-3000	AMTRAK RENT	\$2,040	\$2,040	\$2,000	\$0	\$1,870	\$130	93.50%
001-00-364-0-1000	CEMETERY LOTS	\$55,000	\$60,750	\$55,000	\$0	\$45,900	\$9,100	83.45%
001-00-364-0-1010	CEMETERY LOTS RESTRICTED	\$10,000	\$12,125	\$11,000	\$0	\$21,891	-10,890.60	199.00%
001-00-364-0-4900	SURPLUS EQUIPMENT-GENERAL	\$0	\$20,942	\$22,400	\$0	\$17,400	\$5,000	77.67%
001-00-364-0-4901	SURPLUS LAND-GENERAL	\$25,869	\$25,869	\$0	\$0	\$0	\$0	0.00%
001-00-364-0-4902	SURPLUS HAMMOCK HALL 429 KIRBY	\$0	\$0	\$7,532	\$0	\$7,532	\$0	100.00%
001-00-366-0-1100	CONTRIBUTION - RECREATION	\$2,000	\$6,931	\$2,000	\$0	\$1,500	\$500	75.00%
001-00-366-0-1150	Libra Philanthropies Foundatio	\$0	\$0	\$15,000	\$0	\$0	\$15,000	0.00%
001-00-366-0-1300	RECREATION - REGISTRATION	\$2,000	\$2,680	\$2,000	\$825	\$4,565	-2,565.00	228.25%
001-00-366-0-1400	RECREATION FIELD RENTALS	\$600	\$1,000	\$600	\$0	\$0	\$600	0.00%
001-00-366-0-1500	RECREATION & PAL EVENT	\$0	\$0	\$0	\$0	\$2,528	-2,528.27	0.00%
001-00-366-0-1700	WELLNESS GRANT - FL BLUE	\$10,000	\$10,000	\$5,000	\$0	\$5,602	(\$602)	112.03%
001-00-366-0-2510	FIRE DECONTAMINATION GRANT	\$14,579	\$14,579	\$15,512	\$0	\$15,512	\$0	100.00%
001-00-366-0-2515	FL BAR INTERN GRANT	\$0	\$0	\$3,000	\$0	\$3,000	\$0	100.00%
001-00-366-0-2540	USAR Grant	\$24,000	\$23,963	\$0	\$0	\$0	\$0	0.00%
001-00-366-0-2550	FIRE GRANT GLOBAL - IPADS	\$3,900	\$3,900	\$0	\$0	\$0	\$0	0.00%
001-00-366-0-3501	CONTRIBUTION-ST JOHNS RIVER CE	\$0	\$0	\$0	\$0	\$700	(\$700)	0.00%
001-00-366-0-6000	CONTRIBUTION - ANTIQUE FIRE TR	\$484	\$484	\$0	\$0	\$224	(\$224)	0.00%
001-00-366-0-6100	CONTRIBUTION-FROM GP FOR FD	\$5,000	\$0	\$0	\$0	\$0	\$0	0.00%
001-00-366-0-7601	CONTRIBUTIONS - SP EVENT JONES	\$0	\$0	\$1,925	\$0	\$1,950	(\$25)	101.29%
001-00-366-0-8000	CONTRIBUTION - FIREWORKS	\$7,000	\$17,060	\$5,000	\$0	\$9,800	-4,800.00	196.00%
001-00-366-0-8001	CONTRIBUTION - MAYOR'S RECEIPT	\$10,000	\$7,000	\$7,000	\$0	\$600	\$6,400	8.57%
001-00-366-0-8002	CONTRIBUTION - SPECIAL EVENTS	\$0	\$450	\$500	\$0	\$1,500	-1,000.00	300.00%
001-00-366-0-8100	BLUE CRAB - VENDOR REVENUE	\$0	\$729	\$0	\$0	\$0	\$0	0.00%
001-00-366-0-8110	BLUE CRAB - BEVERAGE SALES	\$0	\$729	\$0	\$0	\$0	\$0	0.00%
001-00-366-0-8115	BLUE CRAB - T SHIRT SALES	\$0	\$979	\$0	\$0	\$0	\$0	0.00%
001-00-366-0-8120	BLUE CRAB - SPONSOR CONTRIBUTI	\$0	\$47,658	\$0	\$0	\$0	\$0	0.00%
001-00-366-0-8500	CONTRIBUTION - FIRE PUBLIC EDU	\$2,000	\$1,550	\$500	\$250	\$5,250	-4,750.00	1050.00%
001-00-369-3-1000	REFUNDS & REIMBURSEMENTS	\$20,000	\$4,535	\$5,000	\$3,974	\$4,147	\$853	82.94%
001-00-369-3-1001	REFUNDS- HEALTH INSURANCE	\$0	\$67,978	\$0	\$0	\$0	\$0	0.00%

CITY OF PALATKA, FL
STATEMENT OF REVENUES FOR THE YEAR ENDED SEPTEMBER 30, 2024

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 REV_YTD	2024_BUDGET	CURRENT_MONTH REVENUES	CURRENT_YTD REVENUES	UNREALIZED	PERCENT REALIZED
001-00-369-3-2000	FEMA REIMBURSEMENT	\$30,000	\$0	\$273,000	\$0	\$18,276	\$254,724	6.69%
001-00-369-9-0500	MISC REVENUE	\$10,000	\$41,098	\$35,000	\$267,089	\$333,743	-298,742.92	953.55%
001-00-369-9-1000	FDOT ISLAND RIGHT OF WAY MAINT	\$51,655	\$38,741	\$51,655	\$0	\$64,569	-12,913.75	125.00%
001-00-369-9-1001	E-PAYABLES REVENUE SHARE	\$1,500	\$2,202	\$1,500	\$188	\$2,037	(\$537)	135.82%
001-00-369-9-2000	INSURANCE CLAIMS - GENERAL	\$0	\$98,988	\$0	\$9,989	\$324,252	-324,252.14	0.00%
001-00-369-9-3000	FDOT LIGHTING MAINTENANCE	\$40,059	\$0	\$40,059	\$0	\$132,724	-92,664.97	331.32%
001-00-369-9-3001	FDOT TRAFFIC SIGNAL MAINTENANC	\$70,393	\$0	\$74,082	\$0	\$144,475	-70,393.00	195.02%
	TOTAL	\$413,133	\$749,393	\$854,265	\$345,815	\$1,826,207	-971,942.82	214.00%
	TRANSFERS IN							
001-00-381-0-1000	TRANSFER FROM TAX INCREMENT	\$20,000	\$0	\$0	\$0	\$0	\$0	0.00%
001-00-381-0-1400	TRANSFER FROM UTILITY FUND-FRA	\$482,111	\$420,890	\$506,217	\$42,185	\$506,217	\$0	100.00%
001-00-381-0-1500	TRANSFER FROM SANITATION FUND-	\$156,718	\$143,658	\$156,718	\$13,060	\$156,718	\$0	99.99%
001-00-381-0-1800	TRANSFER PROFIT SHARING FROM G	\$0	\$41,528	\$0	\$46,287	\$46,287	-46,287.37	0.00%
001-00-381-0-1900	TRANSFER FROM BETTER PLACE	\$0	\$0	\$129,000	\$0	\$3,358	\$125,642	2.60%
	TOTAL	\$658,829	\$606,077	\$791,935	\$101,532	\$712,580	\$79,355	90.00%
	REIMBURSEMENTS							
001-00-382-0-1000	CONTRIB FROM UTILITIES	\$1,032,596	\$734,112	\$1,240,186	\$103,349	\$1,240,186	\$0	99.99%
001-00-382-0-2000	CONTRIB FROM GOLF	\$382	\$365	\$215	\$18	\$215	(\$0)	100.01%
001-00-382-0-3000	CONTRIB FROM SANITATION	\$136,401	\$81,947	\$179,976	\$14,998	\$179,976	\$0	100.00%
001-00-382-0-5001	ADMIN EXP REIMB-AIRPORT GRANTS	\$213,239	\$110,056	\$164,918	\$13,743	\$164,918	(\$0)	100.00%
001-00-382-0-6000	CONTRIB FROM TAX INCREMENT	\$35,006	\$19,431	\$42,594	\$3,550	\$42,594	\$0	100.00%
001-00-382-0-7000	CONTRIB FROM PENSION FUNDS	\$40,000	\$43,621	\$53,625	\$0	\$27,000	\$26,625	50.34%
	TOTAL	\$1,457,624	\$989,532	\$1,681,514	\$135,657	\$1,654,889	\$26,625	98.00%
	DEBT PROCEEDS							
001-00-384-0-1000	LOAN PROCEEDS	\$0	\$0	\$185,723	\$0	\$185,723	\$0	100.00%
001-00-384-0-1001	LOAN PROCEEDS PD VEHICLES	\$0	\$0	\$463,355	\$0	\$463,355	\$0	100.00%
	TOTAL	\$0	\$0	\$649,078	\$0	\$649,078	\$0	100.00%

CITY OF PALATKA, FL
STATEMENT OF REVENUES FOR THE YEAR ENDED SEPTEMBER 30, 2024

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 REV_YTD	2024_BUDGET	CURRENT_MONTH REVENUES	CURRENT_YTD REVENUES	UNREALIZED	PERCENT REALIZED
	TOTAL OPERATING & OTHER REV	\$12,551,219	\$12,733,377	\$15,137,624	\$984,696	\$16,401,644	-1,264,020.53	108.00%
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	CASH BALANCE FORWARD							
001-00-301-0-1000	OPERATING CASH BALANCE FORWARD	\$4,672,084	\$0	\$4,480,772	\$0	\$0	\$4,480,772	0.00%
001-00-301-0-1001	EVIDENCE FUND BALANCE FORWARD	\$7,282	\$0	\$7,282	\$0	\$0	\$7,282	0.00%
001-00-301-0-1002	LOT DEMOLITION/CLEANUP BALANCE	\$22,075	\$0	\$22,075	\$0	\$0	\$22,075	0.00%
001-00-301-0-1004	IMPACT FEES-FIRE BALANCE FORWA	\$5,841	\$0	\$0	\$0	\$0	\$0	0.00%
001-00-301-0-1006	INSURANCE CONTINGENCY BALANCE	\$622,948	\$0	\$624,444	\$0	\$0	\$624,444	0.00%
001-00-301-0-1009	SPECIAL CEMETERY BALANCE FORWA	\$166,875	\$0	\$118,889	\$0	\$0	\$118,889	0.00%
001-00-301-0-1010	SPECIAL POLICE BALANCE FORWARD	\$61,302	\$0	\$61,271	\$0	\$0	\$61,271	0.00%
001-00-301-0-1012	HAND GUN CLASSES BALANCE FORWA	\$7,137	\$0	\$7,637	\$0	\$0	\$7,637	0.00%
001-00-301-0-1013	FIRE PUBLIC EDUCATION BALANCE	\$29,568	\$0	\$24,937	\$0	\$0	\$24,937	0.00%
001-00-301-0-1019	RED LIGHT CAMERA BALANCE FORWA	\$49,988	\$0	\$49,988	\$0	\$0	\$49,988	0.00%
001-00-301-0-1021	LANDSCAPING CODE FEE BALANCE F	\$3,579	\$0	\$61,663	\$0	\$0	\$61,663	0.00%
001-00-301-0-1022	I&E EVIDENCE BALANCE FORWARD	\$8,587	\$0	\$7,523	\$0	\$0	\$7,523	0.00%
001-00-301-0-1023	PARKS BANK -DONATIONS	\$2,900	\$0	\$284	\$0	\$0	\$284	0.00%
001-00-301-0-1024	FIRE CAPITAL REPLACEMENT BALAN	\$66,000	\$0	\$88,000	\$0	\$0	\$88,000	0.00%
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	TOTAL	\$5,726,166	\$0	\$5,554,765	\$0	\$0	\$5,554,765	0.00%
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GENERAL	TOTAL REV, TRANSFERS & CASH BAL	\$18,277,384	\$12,733,377	\$20,692,389	\$984,696	\$16,401,644	\$4,290,744	79.00%
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CITY OF PALATKA, FL
STATEMENT OF REVENUES FOR THE YEAR ENDED SEPTEMBER 30, 2024

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 REV_YTD	2024_BUDGET	CURRENT_MONTH REVENUES	CURRENT_YTD REVENUES	UNREALIZED	PERCENT REALIZED
AIRPORT REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 100.00 % Yr Complete For Fiscal Year: 2024 / 9								
FEDERAL GRANTS								
005-00-389-2-8102	FAA GENERAL AVIATION	\$0	\$59,000	\$0	\$0	\$0	\$0	0.00%
005-00-389-2-8108	FAA TAXIWAY A REDI PHASE II WE	\$1,388,057	\$0	\$0	\$0	\$0	\$0	0.00%
005-00-389-2-8109	FAA West Taxilanes & Apron Fed	\$72,234	\$72,234	\$755,061	\$0	\$738,673	\$16,388	97.82%
005-00-389-2-8110	Fed FAA Taxiway "E"cho	\$0	\$0	\$193,590	\$26,417	\$88,083	\$105,507	45.49%
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	TOTAL	\$1,460,291	\$131,234	\$948,651	\$26,417	\$826,755	\$121,896	87.00%
STATE GRANTS								
005-00-389-3-8000	RCO LEASE (BEACON GRANT)	\$500	\$684	\$0	\$57	\$684	(\$684)	0.00%
005-00-389-3-8916	FDOT T Hangar G1383	\$728,695	\$1,112,133	\$0	\$0	\$0	\$0	0.00%
005-00-389-3-8920	FDOT Taxiway A WEST, Phase II	\$0	\$0	\$16,104	\$0	\$0	\$16,104	0.00%
005-00-389-3-8921	FDOT FUEL TRUCK PTGA G2340	\$242,000	\$0	\$242,000	\$0	\$240,000	\$2,000	99.17%
005-00-389-3-8922	FDOT West Taxilanes & Apron st	\$0	\$0	\$83,896	\$0	\$84,379	(\$483)	100.57%
005-00-389-3-8923	FDOT RWY 9 Obstruction Tree Re	\$0	\$0	\$575,000	\$0	\$38,161	\$536,839	6.63%
005-00-389-3-8924	FDOT Wildlife Hazard Assessmen	\$0	\$0	\$25,000	\$0	\$16,400	\$8,600	65.60%
005-00-389-3-8925	FDOT Bulk Hangar (W1-3) Apron	\$0	\$0	\$100,000	\$0	\$1,055	\$98,945	1.05%
005-00-389-3-8926	FDOT RWY 9/27 EXT feasibility	\$0	\$0	\$100,000	\$0	\$0	\$100,000	0.00%
005-00-389-3-8927	FDOT Access Control & Gate Imp	\$0	\$0	\$100,000	\$1,785	\$8,641	\$91,359	8.64%
005-00-389-3-8928	FDOT CORPORATE	\$0	\$0	\$262,500	\$0	\$0	\$262,500	0.00%
005-00-389-3-8929	FDOT Emergency Generators	\$0	\$0	\$250,000	\$3,375	\$6,017	\$243,983	2.40%
005-00-389-3-8930	FDOT TAXIWAY 'E'CHO	\$0	\$0	\$21,510	\$2,935	\$9,787	\$11,723	45.49%
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	TOTAL	\$971,195	\$1,112,817	\$1,776,010	\$8,152	\$405,124	\$1,370,886	23.00%
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	TOTAL GRANTS	\$2,431,486	\$1,244,051	\$2,724,661	\$34,570	\$1,231,879	\$1,492,782	45.00%
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CITY OF PALATKA, FL
STATEMENT OF REVENUES FOR THE YEAR ENDED SEPTEMBER 30, 2024

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 REV_YTD	2024_BUDGET	CURRENT_MONTH REVENUES	CURRENT_YTD REVENUES	UNREALIZED	PERCENT REALIZED
OPERATING REVENUES								
005-00-344-1-1010	100 LL AVIATION FUEL	\$630,000	\$542,854	\$630,000	\$17,705	\$244,574	\$385,426	38.82%
005-00-344-1-1020	JET A AVIATION FUEL	\$400,000	\$193,326	\$400,000	\$8,919	\$192,203	\$207,797	48.05%
005-00-344-1-1030	DONATIONS-FLY-IN EVENT	\$20,000	\$0	\$20,000	\$0	\$0	\$20,000	0.00%
005-00-344-1-1200	TIE DOWN FEES/VEHICLE PARKING	\$3,500	\$4,103	\$4,000	\$367	\$4,977	(\$977)	124.42%
005-00-344-1-1400	VENDING	\$800	\$0	\$800	\$0	\$0	\$800	0.00%
005-00-344-1-1700	AVIATION LUBRICANTS	\$2,000	\$2,188	\$2,000	\$73	\$1,961	\$39	98.06%
005-00-344-1-1800	MERCHANDISE SALES	\$1,500	\$604	\$1,000	\$105	\$1,012	(\$12)	101.20%
005-00-362-0-1000	HANGAR RENTALS	\$300,000	\$314,896	\$392,524	\$27,440	\$371,686	\$20,838	94.69%
005-00-362-0-1100	HANGAR MAINT FEE	\$19,200	\$18,741	\$19,200	\$1,125	\$20,491	-1,291.07	106.72%
005-00-362-0-2000	LAND LEASE	\$4,000	\$37,720	\$4,000	\$425	\$5,015	-1,014.57	125.36%
005-00-362-0-3000	BUILDING RENTAL	\$20,000	\$16,076	\$20,000	\$875	\$16,152	\$3,848	80.76%
	TOTAL	\$1,401,000	\$1,130,507	\$1,493,524	\$57,034	\$858,072	\$635,452	57.00%
OTHER REVENUES								
005-00-365-0-0000	SURPLUS EQUIPMENT-AIRPORT	\$0	\$2,100	\$2,250	\$0	\$43,400	-41,150.00	1928.88%
005-00-369-9-1000	MISCELLANEOUS REVENUES	\$2,000	\$28,724	\$3,500	\$279	\$7,928	-4,427.55	226.50%
005-00-369-9-1001	E-PAYABLES REVENUE SHARE	\$250	\$550	\$300	\$52	\$562	(\$262)	187.39%
005-00-369-9-3000	LATE FEES	\$0	\$0	\$0	(\$10)	(\$10)	\$10	0.00%
005-00-369-9-4000	INSURANCE CLAIMS - AIRPORT	\$0	\$13,194	\$0	\$0	\$0	\$0	0.00%
	TOTAL	\$2,250	\$44,568	\$6,050	\$321	\$51,880	-45,829.73	858.00%
TRANSFERS								
005-00-381-0-0000	TRANSFER FROM GENERAL	\$459,340	\$451,582	\$284,340	\$23,695	\$284,340	\$0	100.00%
	TOTAL	\$459,340	\$451,582	\$284,340	\$23,695	\$284,340	\$0	100.00%
LOAN PROCEEDS								
	TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL REVENUES	\$4,294,076	\$2,870,709	\$4,508,575	\$115,619	\$2,426,171	\$2,082,404	54.00%

CITY OF PALATKA, FL
STATEMENT OF REVENUES FOR THE YEAR ENDED SEPTEMBER 30, 2024

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 REV_YTD	2024_BUDGET	CURRENT_MONTH REVENUES	CURRENT_YTD REVENUES	UNREALIZED	PERCENT REALIZED
	CASH BALANCE FORWARD							
005-00-301-0-0000	OPERATING CASH BALANCE FORWARD	\$19,200	\$0	\$38,155	\$0	\$0	\$38,155	0.00%
	TOTAL	\$19,200	\$0	\$38,155	\$0	\$0	\$38,155	0.00%
AIRPORT	TOTAL REV, TRFS & CASH BALANCE	\$4,313,276	\$2,870,709	\$4,546,730	\$115,619	\$2,426,171	\$2,120,559	53.00%
WATER FUND REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 100.00 % Yr Complete For Fiscal Year: 2024 / 9								
	GRANTS							
041-00-389-2-8107	FEMA HMGP 4283-66 LIFT STATION	\$0	\$0	\$0	\$0	\$15,789	-15,789.15	0.00%
041-00-389-2-8109	FDEM HMGP H0598 HISTORIC LIFT	\$255,156	\$239,083	\$0	\$0	\$0	\$0	0.00%
041-00-389-2-8110	FEMA FED Hurricane Ian	\$0	\$743	\$0	\$0	\$0	\$0	0.00%
041-00-389-3-5010	CDBG MIT SANITARY WASTEWATER R	\$385,000	\$0	\$192,356	\$2,324	\$4,824	\$187,532	2.50%
041-00-389-5-2000	Fed CDBG DEO Madison to 11th	\$0	\$0	\$750,000	\$0	\$1,326	\$748,674	0.17%
041-00-389-5-3920	Fed DEO RIF St. Johns Ave Mose	\$0	\$0	\$0	\$0	\$448,484	-448,484.28	0.00%
041-00-389-6-3000	FDEP LPA0354 Sewer Main and Ma	\$2,015,531	\$0	\$2,000,000	\$13,430	\$85,385	\$1,914,615	4.26%
041-00-389-6-3100	FDEP Potable Water state North	\$0	\$0	\$3,500,000	\$0	\$0	\$3,500,000	0.00%
041-00-389-6-3200	FDEP Sewer Lining state	\$0	\$0	\$1,000,000	\$0	\$0	\$1,000,000	0.00%
041-00-389-7-1008	WWTP Biosolids LPR0004 FDEP	\$4,991,700	\$0	\$2,911,370	\$38,608	\$3,168,765	-257,395.35	108.84%
041-00-389-7-1009	SJRWMD #35891 Madison to 11th	\$0	\$0	\$100,000	\$0	\$0	\$100,000	0.00%
041-00-334-3-5000	DEO Lift Station 16 Expansion	\$340,196	\$0	\$334,000	(\$12)	(\$12)	\$334,012	0.00%
041-00-334-3-5100	FDEP AND AND GRIT SG067	\$600,497	\$0	\$150,812	\$0	\$864,290	-713,478.00	573.09%
	TOTAL	\$8,588,080	\$239,826	\$10,938,538	\$54,350	\$4,588,851	\$6,349,687	42.00%
	CHARGES FOR SERVICES							
041-00-343-6-1000	WATER SALES	\$1,514,567	\$4,049,647	\$4,224,416	\$365,039	\$4,384,719	-160,302.73	103.79%
041-00-343-6-1001	WATER METER BASE RATE	\$2,460,132	\$0	\$0	\$0	\$0	\$0	0.00%
041-00-343-6-1010	WATER TAPS & RENEWALS	\$45,000	\$29,518	\$50,171	\$2,000	\$25,849	\$24,322	51.52%
041-00-343-6-1040	PENALTIES	\$45,000	\$69,661	\$74,688	\$6,105	\$71,212	\$3,476	95.34%
041-00-343-6-1050	WATER RENEWALS-BILLED	\$0	\$531	\$0	\$0	\$1,000	-1,000.00	0.00%
041-00-343-6-2000	BROKEN METERS/LOCKS	\$1,300	\$2,000	\$2,536	\$90	\$760	\$1,776	29.96%
041-00-343-6-3000	WASTEWATER SERVICE REVENUE	\$1,242,383	\$3,525,258	\$3,742,690	\$320,226	\$3,923,812	-181,121.83	104.83%
041-00-343-6-3001	WASTEWATER METER BASE RATE	\$2,546,043	\$0	\$0	\$0	\$0	\$0	0.00%
041-00-343-6-3010	WASTEWATER TAPS/RENEWALS	\$45,000	\$18,828	\$49,481	\$5,000	\$29,457	\$20,024	59.53%

CITY OF PALATKA, FL
STATEMENT OF REVENUES FOR THE YEAR ENDED SEPTEMBER 30, 2024

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 REV_YTD	2024_BUDGET	CURRENT_MONTH REVENUES	CURRENT_YTD REVENUES	UNREALIZED	PERCENT REALIZED
041-00-343-6-3020	SEPTIC DUMPING (WWTP)	\$170,000	\$157,313	\$210,243	\$15,230	\$216,446	-6,203.35	102.95%
041-00-343-6-4000	WATER IMPACT FEES	\$0	\$14,073	\$256	\$2,244	\$49,009	-48,752.52	9999.00%
041-00-343-6-5000	WASTEWATER IMPACT FEES-NEW CON	\$0	\$18,109	\$443	\$2,360	\$68,748	-68,304.56	9999.00%
	TOTAL	\$8,069,425	\$7,884,939	\$8,354,924	\$718,294	\$8,771,011	-416,086.94	105.00%
	OTHER REVENUES							
041-00-361-1-1000	INTEREST-SERIES 98 SINKING FD	\$0	\$1,342	\$811	\$794	\$5,267	-4,455.70	649.40%
041-00-361-1-1100	INTEREST DW 540250	\$0	\$217	\$99	\$0	\$69	\$30	69.46%
041-00-362-0-1000	COMMUNICATION TOWER LEASE	\$26,000	\$21,673	\$27,829	\$0	\$22,324	\$5,505	80.21%
041-00-362-0-1005	TATER FARMS LAND LEASE	\$0	\$24,750	\$31,779	\$0	\$24,750	\$7,029	77.88%
041-00-364-0-4900	SURPLUS EQUIPMENT-WATER	\$0	\$6,000	\$7,704	\$0	\$0	\$7,704	0.00%
041-00-369-9-1000	OTHER REVENUE	\$0	\$22	\$7,810	\$0	\$21	\$7,789	0.26%
041-00-369-9-1001	E-PAYABLES REVENUE SHARE	\$1,000	\$1,153	\$834	\$99	\$1,073	(\$239)	128.66%
041-00-384-0-1002	SRF 2019 MATCHING PROCEEDS DW5	\$4,135,884	\$0	\$1,819,356	\$0	\$1	\$1,819,355	0.00%
041-00-384-0-1004	SRF DW54025 PROCEEDS Carbon Fi	\$2,345,493	\$0	\$1,007,402	\$0	\$0	\$1,007,402	0.00%
041-00-384-0-1005	SRF 54022 DOWNTOWN POTABLE	\$286,571	\$608,887	\$0	\$0	\$64,292	-64,291.79	0.00%
041-00-385-0-1200	GAIN ON SALE OF ASSETS	\$0	\$0	\$0	\$0	\$2,207	-2,206.71	0.00%
	TOTAL	\$6,794,948	\$664,044	\$2,903,624	\$894	\$120,002	\$2,783,622	4.00%
	TOTAL OPERATING REVENUES	\$23,452,453	\$8,788,809	\$22,197,086	\$773,537	\$13,479,864	\$8,717,222	61.00%
	TRANSFERS IN							
041-00-381-0-3000	TRANSFER FROM CENTRAL TIF POTABLE	\$89,565	\$0	\$89,565	\$0	\$0	\$89,565	0.00%
041-00-381-0-3100	TRANSFER FROM SOUTH TIF-POTABLE	\$27,000	\$0	\$27,000	\$0	\$0	\$27,000	0.00%
041-00-381-0-3200	TRANSFER FROM TIF -CRA ADMIN R	\$24,000	\$17,628	\$0	\$0	\$0	\$0	0.00%
	TOTAL	\$140,565	\$17,628	\$116,565	\$0	\$0	\$116,565	0.00%
	CASH BALANCE FOWARD							
041-00-301-0-0100	CASH BALANCE FOWARD	\$4,022,639	\$0	\$4,022,639	\$0	\$0	\$4,022,639	0.00%
041-00-301-0-0101	WATER IMPACT FEES BALANCE FORW	\$77,223	\$0	\$77,223	\$0	\$0	\$77,223	0.00%

CITY OF PALATKA, FL
STATEMENT OF REVENUES FOR THE YEAR ENDED SEPTEMBER 30, 2024

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 REV_YTD	2024_BUDGET	CURRENT_MONTH REVENUES	CURRENT_YTD REVENUES	UNREALIZED	PERCENT REALIZED
041-00-301-0-0102	WASTEWATER IMPACT FEES BALANCE	\$156,217	\$0	\$156,217	\$0	\$0	\$156,217	0.00%
041-00-301-1-0000	UTILITY CAPITAL REPLACEMENT BA	\$2,158,440	\$0	\$2,158,440	\$0	\$0	\$2,158,440	0.00%
041-00-301-1-7000	FRUFC REBATE-CAP PROJECTS ONLY	\$8,095	\$0	\$8,095	\$0	\$0	\$8,095	0.00%
	TOTAL	\$6,422,614	\$0	\$6,422,614	\$0	\$0	\$6,422,614	0.00%
	TOTAL REV, TRF & CASH BALANCES	\$30,015,632	\$8,806,437	\$28,736,265	\$773,537	\$13,479,864	\$15,256,401	47.00%
GOLF COURSE REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 100.00 % Yr Complete For Fiscal Year: 2024 / 9								
	OPERATING REVENUES							
042-00-347-2-2510	MISC REVENUE/SERVICE CHARGES	\$0	\$442	\$547	\$0	\$0	\$547	0.00%
	TOTAL	\$0	\$442	\$547	\$0	\$0	\$547	0.00%
	GRANTS							
	TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	OTHER REVENUES							
042-00-369-9-1000	REFUNDS/REIMBURSEMENTS	\$2,000	\$1,875	\$1,875	\$0	\$7,549	-5,674.33	402.63%
042-00-369-9-1002	RESTAURANT LEASE	\$53,880	\$53,880	\$53,880	\$4,490	\$53,880	\$0	100.00%
042-00-369-9-1003	UTILITY REIMBURSEMENT-RESTAURA	\$23,333	\$26,145	\$26,400	\$1,955	\$22,940	\$3,460	86.89%
042-00-369-9-1004	PROFIT SHARING FRANCHISE AGREE	\$40,000	\$41,528	\$61,442	\$46,287	\$46,287	\$15,155	75.33%
	TOTAL	\$119,213	\$123,429	\$143,597	\$52,732	\$130,657	\$12,940	91.00%
	TRANSFERS IN							
042-00-389-9-0001	TRANSFER FROM GENERAL FUND	\$90,429	\$162,405	\$53,700	\$4,475	\$53,700	\$0	100.00%
042-00-389-9-0002	TRANSFER FROM GENERAL FUND-DEB	\$168,985	\$168,985	\$0	\$0	\$0	\$0	0.00%
	TOTAL	\$259,414	\$331,390	\$53,700	\$4,475	\$53,700	\$0	100.00%
	LOAN PROCEEDS							
	TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	0.00%

CITY OF PALATKA, FL
STATEMENT OF REVENUES FOR THE YEAR ENDED SEPTEMBER 30, 2024

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 REV_YTD	2024_BUDGET	CURRENT_MONTH REVENUES	CURRENT_YTD REVENUES	UNREALIZED	PERCENT REALIZED
	TOTAL OPERATING & OTHER REV	\$378,627	\$455,261	\$197,844	\$57,207	\$184,357	\$13,487	93.00%
	CASH BALANCE FORWARD							
	TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
GOLF	TOTAL REV, TRF & CASH BALANCES	\$378,627	\$455,261	\$197,844	\$57,207	\$184,357	\$13,487	93.00%
SANITATION FUND REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 100.00 % Yr Complete For Fiscal Year: 2024 / 9								
	CHARGES FOR SERVICES							
043-00-343-4-1000	GARBAGE FEES-RESIDENTIAL	\$965,013	\$3,180,430	\$3,334,312	\$285,154	\$3,458,496	-124,184.35	103.72%
043-00-343-4-1001	GARBAGE FEES-NON RESIDENTIAL	\$1,592,812	\$0	\$0	\$0	\$0	\$0	0.00%
043-00-343-4-1002	GARBAGE FEES-MULTI-UNIT	\$266,376	\$0	\$0	\$0	\$0	\$0	0.00%
043-00-343-4-1003	GARBAGE FEES-PHA	\$10,053	\$0	\$0	\$0	\$0	\$0	0.00%
043-00-343-4-1004	GARBAGE FEES-SCHOOLS	\$124,912	\$0	\$0	\$0	\$0	\$0	0.00%
043-00-343-4-1005	GARBAGE FEES CHURCHES	\$42,761	\$0	\$0	\$0	\$0	\$0	0.00%
043-00-343-4-1040	PENALTIES-SANITATION	\$11,000	\$16,988	\$19,100	\$1,479	\$17,264	\$1,836	90.38%
043-00-343-4-1500	CONTAINER USAGE FEES	\$4,000	\$2,955	\$3,538	\$450	\$4,905	-1,367.00	138.63%
043-00-343-4-2500	DUMPSTER DROP OFF FEE	\$14,000	\$19,073	\$15,580	\$395	\$26,495	-10,914.60	170.05%
043-00-343-4-4150	EXTRA GARBAGE	\$5,000	\$8,056	\$11,500	\$0	\$44,958	-33,457.92	390.93%
	TOTAL	\$3,035,927	\$3,227,502	\$3,384,030	\$287,478	\$3,552,118	-168,088.17	105.00%
	OTHER REVENUES							
043-00-364-0-4900	SURPLUS EQUIPMENT-SANITATION	\$0	\$5,300	\$8,745	\$0	\$0	\$8,745	0.00%
043-00-369-9-1000	MISC REVENUE	\$0	\$883	\$0	\$0	\$500	(\$500)	0.00%
043-00-369-9-1001	E-PAYABLES REVENUE SHARE	\$300	\$622	\$586	\$53	\$570	\$16	97.32%
043-00-382-0-1000	CONTRIBUTION FROM GENERAL FUND	\$0	\$0	\$39,102	\$3,259	\$39,102	\$0	100.00%
043-00-382-0-2000	CONTRIBUTIONS FROM UTILITIES	\$0	\$0	\$37,240	\$3,103	\$37,240	\$0	99.99%
043-00-389-2-8107	FEMA FED Hurricane Ian	\$0	\$10,545	\$0	\$0	\$6,868	-6,867.91	0.00%
	TOTAL	\$300	\$17,350	\$85,673	\$6,414	\$84,280	\$1,393	98.00%

CITY OF PALATKA, FL
STATEMENT OF REVENUES FOR THE YEAR ENDED SEPTEMBER 30, 2024

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 REV_YTD	2024_BUDGET	CURRENT_MONTH REVENUES	CURRENT_YTD REVENUES	UNREALIZED	PERCENT REALIZED
043-00-384-1-0000	DEBT PROCEEDS							
	LOAN PROCEEDS	\$0	\$0	\$499,362	\$0	\$499,362	\$0	100.00%
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	TOTAL	\$0	\$0	\$499,362	\$0	\$499,362	\$0	100.00%
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	TOTAL REVENUES	\$3,036,227	\$3,244,852	\$3,969,065	\$293,893	\$4,135,760	-166,695.34	104.00%
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043-00-302-0-0000	CASH BALANCE FORWARD							
	CASH BALANCE FORWARD	\$360,357	\$0	\$360,357	\$0	\$0	\$360,357	0.00%
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	TOTAL	\$360,357	\$0	\$360,357	\$0	\$0	\$360,357	0.00%
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SANITATION	TOTAL REV, TRF & CASH BALANCES	\$3,396,584	\$3,244,852	\$4,329,422	\$293,893	\$4,135,760	\$193,662	96.00%
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TIF REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 100.00 % Yr Complete For Fiscal Year: 2024 / 9								
	PROPERTY TAXES							
030-00-311-0-3100	DOWNTOWN REDEV COUNTY SHARE	\$288,787	\$287,382	\$355,722	\$0	\$332,808	\$22,914	93.55%
030-00-311-0-3110	DOWNTOWN REDEV CITY SHARE	\$198,524	\$197,558	\$244,538	\$0	\$240,835	\$3,703	98.48%
030-00-311-0-3200	SOUTH HISTORIC COUNTY SHARE	\$92,209	\$92,205	\$109,900	\$0	\$106,447	\$3,453	96.85%
030-00-311-0-3220	SOUTH HISTORIC CITY SHARE	\$63,388	\$63,386	\$75,549	\$0	\$77,030	-1,481.23	101.96%
030-00-311-0-3300	NORTH HISTORIC COUNTY SHARE	\$34,675	\$34,675	\$38,049	\$0	\$36,145	\$1,904	94.99%
030-00-311-0-3330	NORTH HISTORIC CITY SHARE	\$23,837	\$23,837	\$26,156	\$0	\$26,156	(\$0)	100.00%
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	TOTAL	\$701,420	\$699,043	\$849,914	\$0	\$819,422	\$30,492	96.00%
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	OTHER REVENUES							
030-00-366-0-0003	CONTRIBUTION - BENCHES	\$0	\$0	\$0	\$0	\$2,200	-2,200.00	0.00%
030-00-365-0-2000	SALE OF HAMMOCK HALL 429 KIRBY	\$0	\$0	\$131,926	\$0	\$131,926	\$0	100.00%
030-00-365-0-2500	PROCEEDS FROM SALE OF SURPLUS	\$0	\$0	\$0	\$0	\$51,000	-51,000.00	0.00%
030-00-369-9-1003	FESTIVALS	\$0	\$350	\$0	\$0	\$0	\$0	0.00%
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	TOTAL	\$0	\$350	\$131,926	\$0	\$185,126	-53,200.00	140.00%

CITY OF PALATKA, FL
STATEMENT OF REVENUES FOR THE YEAR ENDED SEPTENBR 30, 2024

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 REV_YTD	2024_BUDGET	CURRENT_MONTH REVENUES	CURRENT_YTD REVENUES	UNREALIZED	PERCENT REALIZED
	TOTAL REVENUES	\$701,420	\$699,393	\$981,840	\$0	\$1,004,548	-22,707.82	102.00%
	CASH BALANCE FORWARD							
030-00-301-0-0001	DOWNTOWN REDEVELOPMENT FORWARD	\$812,337	\$0	\$923,777	\$0	\$0	\$923,777	0.00%
030-00-301-0-0002	SOUTH HISTORIC BALANCE FORWARD	\$143,597	\$0	\$122,286	\$0	\$0	\$122,286	0.00%
030-00-301-0-0003	NORTH HISTORIC BALANCE FORWARD	\$124,487	\$0	\$62,739	\$0	\$0	\$62,739	0.00%
	TOTAL	\$1,080,421	\$0	\$1,108,802	\$0	\$0	\$1,108,802	0.00%
TIF/CRA	TOTAL REV, TRF & CASH BALANCES	\$1,781,841	\$699,393	\$2,090,642	\$0	\$1,004,548	\$1,086,094	48.00%
BETTER PLACE PLAN REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 100.00 % Yr Complete For Fiscal Year: 2024 / 9								
	LOCAL OPTION, USE & FUEL TAXES							
101-00-312-6-0000	DISCRETIONARY SALES SURTAX	\$1,064,473	\$1,340,171	\$1,329,788	\$80,398	\$1,346,793	-17,005.16	101.27%
	TOTAL	\$1,064,473	\$1,340,171	\$1,329,788	\$80,398	\$1,346,793	-17,005.16	101.00%
	STATE/FEDERAL GRANTS & PILOTS							
101-00-331-2-5508	USDA RBDG SIDEWALK IMPRVMT	\$150,000	\$0	\$150,000	\$0	\$150,000	\$0	100.00%
101-00-331-3-9003	CDBG DRI S14th HM005 STORMWATE	\$2,228,125	\$1,255,778	\$0	\$0	\$0	\$0	0.00%
101-00-331-3-9005	ST JOHNS AVE APPROPRIATION	\$1,302,816	\$1,302,816	\$0	\$0	\$0	\$0	0.00%
101-00-331-3-9006	CDBG MIT IRMA IR042	\$1,536,971	\$0	\$543,585	\$0	\$121,432	\$422,153	22.33%
101-00-331-3-9007	HMGP Kay Larkin FD	\$200,000	\$0	\$113,887	\$0	\$0	\$113,887	0.00%
101-00-331-3-9008	Fed RAISE	\$0	\$0	\$300,000	\$0	\$130	\$299,870	0.04%
101-00-331-4-1000	Fed DOT SS4A	\$0	\$0	\$480,000	\$0	\$0	\$480,000	0.00%
101-00-331-7-7003	LWCF BOOKER PARK PROJECT GRANT	\$199,548	\$0	\$0	\$0	\$92,755	-92,754.74	0.00%
101-00-331-7-7004	CDBG CARES COVID SIDEWALKS	\$5,000,000	\$0	\$2,402,347	\$0	\$47,943	\$2,354,404	1.99%
101-00-334-2-3000	PRICE MARTIN RETROFIT SHELTER	\$1,176,315	\$0	\$584,685	\$0	\$126,053	\$458,632	21.55%
101-00-334-3-6000	FDEP 319 SOUTH STORM	\$920,000	\$0	\$0	\$0	\$0	\$0	0.00%
101-00-334-6-1000	AFFORDABLE HOUSING APPROPRIATI	\$0	\$0	\$1,000,000	\$0	\$0	\$1,000,000	0.00%
101-00-334-7-7008	FRDAP A1075 Grant for Hank Bry	\$48,000	\$50,000	\$0	\$0	\$0	\$0	0.00%
101-00-334-7-7009	DOS AACH JENKINS GRANT	\$690,000	\$172,500	\$329,270	\$0	\$65,840	\$263,430	19.99%
101-00-334-9-1100	FDOT Downtown Streetscapes Pha	\$0	\$0	\$329,270	\$376,744	\$384,674	-55,403.66	116.82%
101-00-337-3-0006	SJRWMD STREETSCAPES	\$0	\$399,054	\$0	\$0	\$0	\$0	0.00%

CITY OF PALATKA, FL
STATEMENT OF REVENUES FOR THE YEAR ENDED SEPTEMBER 30, 2024

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 REV_YTD	2024_BUDGET	CURRENT_MONTH REVENUES	CURRENT_YTD REVENUES	UNREALIZED	PERCENT REALIZED
	TOTAL	\$13,451,775	\$3,180,148	\$6,233,044	\$376,744	\$988,826	\$5,244,218	16.00%
	DISPOSITION OF FIXED ASSETS							
	TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	TRANSFERS IN							
101-00-381-0-1000	TRANSFER FROM TAX INCREMENT	\$550,000	\$0	\$0	\$0	\$0	\$0	0.00%
101-00-381-0-1004	TRANSFER FROM TAX INCREMENT -	\$177,000	\$0	\$867,831	\$0	\$0	\$867,831	0.00%
101-00-381-0-1200	TRANSFER FROM GENERAL	\$100,800	\$0	\$307,470	\$0	\$0	\$307,470	0.00%
101-00-381-0-1300	TRANSFER FROM UTILTY FUND	\$67,600	\$0	\$0	(\$82,978)	\$0	\$8,298	0.00%
101-00-381-0-1400	TRANSFER FROM SANITATION FUND	\$41,600	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL	\$937,000	\$0	\$1,175,301	-8,297.80	\$0	\$1,183,599	-1.00%
	DEBT PROCEEDS							
101-00-384-0-1000	LOAN/LEASE PROCEEDS	\$3,000,000	\$0	\$3,000,000	\$0	\$3,000,000	\$0	100.00%
	TOTAL	\$3,000,000	\$0	\$3,000,000	\$0	\$3,000,000	\$0	100.00%
	TOTAL OPERATING & OTHER REV	\$18,453,248	\$4,520,319	\$11,738,133	\$448,844	\$5,335,619	\$6,410,812	45.00%
	CASH BALANCE FORWARD							
101-00-301-0-1007	BETTER PLACE BALANCE FORWARD	\$307,486	\$0	\$1,142,179	\$0	\$0	\$1,142,179	0.00%
	TOTAL	\$307,486	\$0	\$1,142,179	\$0	\$0	\$1,142,179	0.00%
BETTER PLACE	TOTAL REV, TRF & CASH BALANCES	\$18,760,734	\$4,520,319	\$12,880,312	\$448,844	\$5,327,321	\$7,552,991	41.00%

AMERICAN RESCUE PLAN ACT / ESTIMATED VS. ACTUAL MONTHLY REPORT / 100.00 % Yr Complete For Fiscal Year: 2024 / 9
LOCAL OPTION, USE & FUEL TAXES

CITY OF PALATKA, FL
STATEMENT OF REVENUES FOR THE YEAR ENDED SEPTEMBER 30, 2024

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 REV_YTD	2024_BUDGET	CURRENT_MONTH REVENUES	CURRENT_YTD REVENUES	UNREALIZED	PERCENT REALIZED
	TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
300-00-331-5-1000	STATE/FEDERAL GRANTS & PILOTS							
	ARPA REVENUE	\$2,617,210	\$2,508,656	\$1,972,392	\$10,500	\$436,459	\$1,535,933	22.12%
	TOTAL	\$2,617,210	\$2,508,656	\$1,972,392	\$10,500	\$436,459	\$1,535,933	22.00%
	DISPOSITION OF FIXED ASSETS							
	TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
300-00-381-0-1000	TRANSFERS IN							
	TRANSFER FROM GENERAL FUND	\$0	\$0	\$0	\$0		\$4,881	0.00%
	TOTAL	\$0	\$0	\$0	\$0	\$0	\$4,881	0.00%
	DEBT PROCEEDS							
	TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL OPERATING & OTHER REV	\$2,617,210	\$2,508,656	\$1,972,392	\$10,500	\$436,459	\$1,540,814	22.00%
300-00-301-0-1000	CASH BALANCE FORWARD							
	ARPA BALANCE FORWARD	\$1,863,837	\$0	\$0	\$0	\$0	\$0	0.00%
	TOTAL	\$1,863,837	\$0	\$0	\$0	\$0	\$0	0.00%
ARPA	TOTAL REV, TRF & CASH BALANCES	\$4,481,047	\$2,508,656	\$1,972,392	\$10,500	\$431,578	\$1,540,814	22.00%

CITY OF PALATKA, FL
STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

ACCOUNT_NUM BER	ACCOUNT_DESCRIPTION	2023 BUDGET	2023 EXP_YTD	2024_BUD GET	CURRENT_ MONTH EXPENDIT URES	CURRENT_ YTD EXPENDIT URES	OUTSTANDIN G ENCUMBRAN CES	AVAILABLE BUDGET	PERCE NT REALIZ ED
GENERAL FUND EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 100.00 % Yr Complete For Fiscal Year: 2024 / 9									
CITY COMMISSION									
PERSONNEL SERVICES									
001-01-511-1-1110	COMMISSIONERS SALARIES	\$105,859	\$105,824	\$111,300	\$8,888	\$116,250	\$0	-4,949.76	104.44%
001-01-511-1-1200	LEGISLATIVE ASST SALARIES	\$0	\$0	\$16,600	\$0	\$0	\$0	\$16,600	0.00%
001-01-511-1-1210	COMMISS ACCRUED PAYROLL	\$20	\$12	\$0	\$0	\$0	\$0	\$0	0.00%
001-01-511-1-2100	FICA TAX EXPENSE	\$9,525	\$7,797	\$10,702	\$666	\$8,686	\$0	\$2,016	81.16%
001-01-511-1-2200	RETIREMENT EXPENSE	\$44,800	\$38,121	\$43,089	\$2,800	\$35,645	\$0	\$7,444	82.72%
001-01-511-1-2300	HEALTH AND LIFE INSURANCE	\$26,814	\$8,920	\$34,449	\$625	\$7,415	\$0	\$27,034	21.52%
TOTAL		\$187,018	\$160,673	\$216,140	\$12,978	\$167,997	\$0	\$48,143	78.00%
OPERATING EXPENSES									
001-01-511-3-3100	PROFESSIONAL SERVICES	\$83,980	\$71,733	\$72,350	\$9,000	\$75,430	\$800	-3,879.97	104.25%
001-01-511-3-4022	SCHOOLING/CONF-MAYOR	\$9,300	\$7,678	\$14,502	\$0	\$1,781	\$1,257	\$11,464	12.28%
001-01-511-3-4023	SCHOOLING/CONF-Commissione	\$9,300	\$4,522	\$17,100	\$0	\$3,039	\$784	\$13,277	17.76%
001-01-511-3-4024	SCHOOLING/CONF-COMM CAMP	\$9,300	\$6,873	\$14,493	\$1,254	\$4,946	\$2,038	\$7,510	34.12%
001-01-511-3-4025	SCHOOLING/CONF-COMM WILLI	\$9,300	\$5,091	\$16,422	\$0	\$2,119	\$1,291	\$13,012	12.90%
001-01-511-3-4026	SCHOOLING/CONF-COMM BORO	\$11,327	\$10,798	\$16,976	\$961	\$6,395	\$1,279	\$9,302	37.67%
001-01-511-3-4100	COMMUNICATIONS SERVICES	\$2,976	\$2,883	\$6,000	\$323	\$7,777	\$0	-1,777.13	129.61%
001-01-511-3-4800	ADVERTISING	\$12,725	\$10,165	\$11,575	\$2,072	\$9,142	\$1,838	\$595	78.98%
001-01-511-3-4900	SPECIAL EVENTS - REFUNDS	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
001-01-511-3-4901	SPECIAL EVENTS & PROJECTS - Ma	\$5,000	\$3,098	\$5,902	\$0	\$3,300	\$0	\$2,602	55.91%
001-01-511-3-4903	SPECIAL EVENTS & PROJECTS - Cc	\$5,000	\$500	\$12,425	\$0	\$6,460	\$0	\$5,965	51.99%
001-01-511-3-4904	SPECIAL EVENTS & PROJECTS - Cc	\$5,000	\$4,028	\$5,200	\$0	\$300	\$0	\$4,900	5.76%
001-01-511-3-4905	SPECIAL EVENTS & PROJECTS - Cc	\$5,000	\$1,178	\$8,822	\$0	\$8,822	\$0	\$1	99.99%
001-01-511-3-4906	SPECIAL EVENTS & PROJECTS - Cc	\$5,000	\$535	\$8,465	\$159	\$4,427	\$0	\$4,039	52.29%
001-01-511-3-4907	MAYOR'S RECEPTION	\$15,000	\$7,470	\$15,000	\$0	\$5,257	\$0	\$9,743	35.04%
001-01-511-3-4910	NEFLC	\$2,875	\$2,467	\$3,675	\$1,393	\$2,753	\$20	\$902	74.90%
001-01-511-3-5100	OFFICE SUPPLIES	\$500	\$422	\$500	\$0	\$436	\$0	\$64	87.15%

CITY OF PALATKA, FL

STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

001-01-511-3-5260 UNIFORMS	\$750	\$241	\$500	\$54	\$165	\$0	\$335 33.08%
001-01-511-3-5280 OPERATING SUPPLIES	\$3,000	\$2,601	\$3,089	\$24	\$2,562	\$479	\$49 82.92%
001-01-511-3-5283 SBDC	\$12,000	\$8,000	\$12,000	\$0	\$8,000	\$0	\$4,000 66.66%
001-01-511-3-5284 AWARDS/RECONGNITION	\$3,000	\$2,978	\$3,440	\$0	\$2,193	\$0	\$1,247 63.74%
001-01-511-3-5286 YOUTH AMBASSADOR PROGRAM	\$0	\$0	\$500	\$0	\$163	\$300	\$38 32.50%
001-01-511-3-5400 MEMBR,SUBSCRIPT,DUES	\$4,600	\$4,581	\$4,700	\$0	\$4,695	\$0	\$5 99.89%
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TOTAL	\$216,433	\$157,844	\$253,636	\$15,240	\$160,161	\$10,085	\$83,390 63.00%
CAPITAL OUTLAY							
001-01-511-6-6400 CAPITAL OUTLAY	\$0	\$0	\$62,000	\$0	\$0	\$0	\$62,000 0.00%
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TOTAL	\$0	\$0	\$62,000	\$0	\$0	\$0	\$62,000 0.00%
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COMMISSIONER INTERNS							
001-01-512-1-1200 REGULAR SALARIES	\$20,000	\$13,329	\$34,000	\$0	\$33,182	\$0	\$818 97.59%
001-01-512-1-2100 FICA TAX EXPENSE	\$1,050	\$1,020	\$1,836	\$0	\$2,538	\$0	-\$702 138.26%
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TOTAL	\$21,050	\$14,349	\$35,836	\$0	\$35,721	\$0	\$115 100.00%
DEPARTMENT TOTAL	\$424,501	\$332,866	\$567,612	\$28,218	\$363,879	\$10,085	\$193,649 64.00%
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CITY MANAGER'S OFFICE							
PERSONNEL SERVICES							
001-20-512-1-1100 EXECUTIVE SALARIES	\$284,289	\$192,468	\$259,866	\$26,184	\$228,523	\$0	\$31,343 87.93%
001-20-512-1-1200 REGULAR SALARIES	\$26,210	\$25,793	\$95,659	\$5,208	\$67,410	\$0	\$28,249 70.46%
001-20-512-1-1210 ACCRUED SALARIES	\$0	-\$918	\$0	\$0	\$0	\$0	\$0 0.00%
001-20-512-1-2100 FICA TAX EXPENSE	\$27,253	\$16,427	\$27,198	\$2,364	\$22,323	\$0	\$4,875 82.07%
001-20-512-1-2200 RETIREMENT EXPENSE	\$118,362	\$67,827	\$109,502	\$4,324	\$85,151	\$0	\$24,351 77.76%
001-20-512-1-2300 HEALTH AND LIFE INSURANCE	\$50,093	\$21,429	\$51,846	\$39	\$26,055	\$0	\$25,791 50.25%
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TOTAL	\$506,208	\$323,027	\$544,071	\$38,120	\$429,462	\$0	\$114,609 79.00%
OPERATING EXPENSES							
001-20-512-3-3100 PROFESSIONAL SERVICES	\$0	\$0	\$12,000	\$930	\$5,130	\$0	\$6,870 42.74%

CITY OF PALATKA, FL

STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

001-20-512-3-3120	PRE-EMPLOYMENT EXPENSE	\$650	\$319	\$95	\$0	\$95	\$0	\$0	100.00%
001-20-512-3-4021	SCHOOLING/CONF-CITY MANAGE	\$8,000	\$3,557	\$13,500	\$1,803	\$7,529	\$5,340	\$631	55.77%
001-20-512-3-4100	COMMUNICATIONS SERVICES	\$852	\$826	\$1,656	\$126	\$1,359	\$0	\$297	82.08%
001-20-512-3-4200	POSTAGE AND FREIGHT	\$0	\$0	\$800	\$0	\$82	\$0	\$718	10.26%
001-20-512-3-4400	RENTALS AND LEASES	\$250	\$249	\$467	\$0	\$249	\$0	\$218	53.33%
001-20-512-3-4630	VEHICLE MAINTENANCE	\$512	\$411	\$1,000	\$25	\$275	\$25	\$700	27.50%
001-20-512-3-4700	PRINTING AND BINDING	\$0	\$0	\$200	\$0	\$0	\$0	\$200	0.00%
001-20-512-3-5000	FINES & FEES	\$150	\$123	\$0	\$2	\$201	\$0	-\$201	0.00%
001-20-512-3-5100	OFFICE SUPPLIES	\$700	\$698	\$1,000	\$137	\$508	\$0	\$492	50.84%
001-20-512-3-5210	GAS AND LUBRICANTS	\$1,817	\$990	\$2,000	\$110	\$1,426	\$0	\$574	71.31%
001-20-512-3-5260	UNIFORMS	\$180	\$69	\$480	\$91	\$178	\$0	\$302	37.12%
001-20-512-3-5280	OPERATING SUPPLIES	\$1,653	\$1,575	\$2,405	\$6	\$1,418	\$0	\$987	58.94%
001-20-512-3-5400	MEMBR,SUBSCRIPT,DUES	\$3,460	\$2,009	\$4,560	\$0	\$3,123	\$0	\$1,437	68.48%
TOTAL		\$18,224	\$10,825	\$40,163	\$3,230	\$21,574	\$5,365	\$13,224	54.00%
CAPITAL OUTLAY									
TOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
DEPARTMENT TOTAL		\$524,432	\$333,852	\$584,234	\$41,350	\$451,035	\$5,365	\$127,833	77.00%
CITY CLERK'S OFFICE									
PERSONNEL SERVICES									
001-21-512-1-1100	EXECUTIVE SALARIES	\$55,955	\$55,792	\$59,765	\$4,463	\$58,155	\$0	\$1,610	97.30%
001-21-512-1-1200	REGULAR SALARIES	\$0	\$0	\$32,533	\$2,320	\$21,833	\$0	\$10,700	67.11%
001-21-512-1-1210	ACCRUED SALARIES	\$50	\$17	\$0	\$0	\$0	\$0	\$0	0.00%
001-21-512-1-1400	OVERTIME	\$0	\$0	\$0	\$0	\$39	\$0	-\$39	0.00%
001-21-512-1-2100	FICA TAX EXPENSE	\$4,013	\$3,925	\$7,061	\$514	\$5,742	\$0	\$1,319	81.32%
001-21-512-1-2200	RETIREMENT EXPENSE	\$18,809	\$18,746	\$28,428	\$1,805	\$24,208	\$0	\$4,220	85.15%
001-21-512-1-2300	HEALTH AND LIFE INSURANCE	\$7,014	\$6,981	\$12,599	\$1,819	\$15,538	\$0	-\$2,939.08	123.32%
001-21-512-1-2500	UNEMPLOYMENT COMP	\$200	\$186	\$0	\$0	\$0	\$0	\$0	0.00%
TOTAL		\$86,041	\$85,649	\$140,386	\$10,919	\$125,516	\$0	\$14,870	89.00%

CITY OF PALATKA, FL
STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

OPERATING EXPENSES								
001-21-512-3-3100	PROFESSIONAL SERVICES	\$6,000	\$5,974	\$7,857	\$0	\$5,324	\$30	\$2,503 67.76%
001-21-512-3-3120	PRE-EMPLOYMENT EXPENSE	\$300	\$0	\$150	\$0	\$150	\$0	\$0 99.68%
001-21-512-3-3400	CONTRACTUAL SERVICES	\$4,775	\$4,375	\$14,743	\$0	\$14,743	\$0	\$0 100.00%
001-21-512-3-4027	SCHOOLING/CONF-CITY CLERK	\$5,040	\$5,031	\$5,000	-\$225	\$3,439	\$50	\$1,511 68.78%
001-21-512-3-4100	COMMUNICATIONS SERVICES	\$492	\$457	\$500	\$40	\$485	\$0	\$15 96.94%
001-21-512-3-4200	POSTAGE AND FREIGHT	\$200	\$196	\$200	\$1	\$93	\$0	\$107 46.35%
001-21-512-3-4400	RENTALS AND LEASES	\$1,700	\$1,662	\$3,471	\$231	\$2,771	\$462	\$238 79.83%
001-21-512-3-4700	PRINTING AND BINDING	\$300	\$296	\$600	\$78	\$657	\$0	-\$57 109.46%
001-21-512-3-4810	LEGAL ADVERTISING	\$6,500	\$5,658	\$6,355	\$55	\$2,507	\$2,493	\$1,355 39.44%
001-21-512-3-5000	FINES & FEES	\$400	\$341	\$250	-\$44	-\$33	\$0	\$283 -13.28%
001-21-512-3-5100	OFFICE SUPPLIES	\$800	\$210	\$500	\$0	\$421	\$73	\$6 84.11%
001-21-512-3-5260	UNIFORMS	\$200	\$126	\$200	\$0	\$80	\$0	\$121 39.75%
001-21-512-3-5280	OPERATING SUPPLIES	\$2,936	\$2,783	\$2,495	\$0	\$1,253	\$191	\$1,051 50.20%
001-21-512-3-5400	MEMBR,SUBSCRIPT,DUES	\$724	\$724	\$500	\$0	\$210	\$75	\$215 42.00%
TOTAL		\$30,367	\$27,833	\$42,821	\$137	\$32,097	\$3,374	\$7,349 75.00%
CAPITAL OUTLAY								
TOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
DEPARTMENT TOTAL		\$116,408	\$113,482	\$183,207	\$11,056	\$157,613	\$3,374	\$22,219 86.00%
FINANCE								
PERSONNEL SERVICES								
001-22-513-1-1100	EXECUTIVE SALARIES	\$79,517	\$42,782	\$122,062	\$9,366	\$120,489	\$0	\$1,573 98.71%
001-22-513-1-1200	REGULAR SALARIES	\$209,140	\$209,050	\$247,679	\$39,701	\$268,256	\$0	-\$20,576.85 108.30%
001-22-513-1-1210	ACCRUED SALARIES	\$400	\$350	\$0	\$0	\$0	\$0	\$0 0.00%
001-22-513-1-1400	OVERTIME	\$6,000	\$1,873	\$6,300	\$1,459	\$3,972	\$0	\$2,328 63.04%
001-22-513-1-2100	FICA TAX EXPENSE	\$23,402	\$18,702	\$28,767	\$3,804	\$29,157	\$0	-\$390 101.35%
001-22-513-1-2200	RETIREMENT EXPENSE	\$102,911	\$81,457	\$111,150	\$15,562	\$120,738	\$0	-\$9,587.89 108.62%
001-22-513-1-2300	HEALTH AND LIFE INSURANCE	\$52,971	\$22,456	\$55,938	\$3,837	\$30,418	\$0	\$25,520 54.37%
TOTAL		\$474,341	\$376,671	\$571,896	\$73,729	\$573,031	\$0	-\$1,134.59 100.00%

CITY OF PALATKA, FL
STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

OPERATING EXPENSES								
001-22-513-3-3100	PROFESSIONAL SERVICES	\$11,875	\$10,550	\$4,930	\$0	\$3,833	\$1,095	\$3 77.73%
001-22-513-3-3120	PRE-EMPLOYMENT EXPENSE	\$150	\$148	\$270	\$0	\$200	\$0	\$70 73.90%
001-22-513-3-3200	ACCOUNTING AND AUDITING	\$40,000	\$31,006	\$24,617	\$0	\$24,051	\$0	\$566 97.70%
001-22-513-3-4020	SCHOOLING, CONFERENCE, ETC	\$8,290	\$6,297	\$5,000	\$0	\$3,749	\$25	\$1,226 74.97%
001-22-513-3-4100	COMMUNICATIONS SERVICES	\$754	\$733	\$600	\$40	\$525	\$0	\$75 87.52%
001-22-513-3-4200	POSTAGE AND FREIGHT	\$650	\$647	\$2,050	\$159	\$2,104	\$64	-\$118 102.63%
001-22-513-3-4330	CREDIT CARD FEES	\$20	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
001-22-513-3-4400	RENTALS AND LEASES	\$900	\$649	\$800	\$92	\$853	\$0	-\$53 106.68%
001-22-513-3-4700	PRINTING AND BINDING	\$1,300	\$1,288	\$1,100	\$99	\$1,162	\$0	-\$62 105.67%
001-22-513-3-5000	FINES & FEES	\$150	\$137	\$0	\$0	\$136	\$0	-\$136 0.00%
001-22-513-3-5100	OFFICE SUPPLIES	\$1,225	\$707	\$1,630	\$67	\$810	\$0	\$820 49.70%
001-22-513-3-5260	UNIFORMS	\$0	\$0	\$500	\$0	\$0	\$0	\$500 0.00%
001-22-513-3-5280	OPERATING SUPPLIES	\$3,000	\$2,156	\$3,000	\$12	\$2,518	\$0	\$482 83.93%
001-22-513-3-5400	MEMBR,SUBSCRIPT,DUES	\$500	\$265	\$500	\$0	\$310	\$0	\$190 62.00%
TOTAL		\$68,814	\$54,582	\$44,997	\$468	\$40,251	\$1,184	\$3,562 89.00%
CAPITAL OUTLAY								
TOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
DEPARTMENT TOTAL		\$543,155	\$431,252	\$616,893	\$74,198	\$613,281	\$1,184	\$2,428 99.00%
HUMAN RESOURCES								
PERSONNEL SERVICES								
001-25-513-1-1100	EXECUTIVE SALARIES	\$135,833	\$60,379	\$81,119	\$5,229	\$65,936	\$0	\$15,183 81.28%
001-25-513-1-1200	SALARY	\$2,500	\$2,351	\$44,226	\$3,465	\$42,141	\$0	\$2,085 95.28%
001-25-513-1-1210	ACCRUED SALARIES	\$700	\$618	\$0	\$0	\$0	\$0	\$0 0.00%
001-25-513-1-1400	OVERTIME	\$1,000	\$988	\$0	\$132	\$1,006	\$0	-1,006.09 0.00%
001-25-513-1-2100	FICA TAX EXPENSE	\$10,939	\$4,733	\$9,589	\$657	\$8,050	\$0	\$1,539 83.95%
001-25-513-1-2200	RETIREMENT EXPENSE	\$49,083	\$21,111	\$38,606	\$2,718	\$33,510	\$0	\$5,096 86.79%
001-25-513-1-2300	HEALTH AND LIFE INSURANCE	\$13,611	\$6,615	\$14,087	\$1,223	\$13,941	\$0	\$146 98.96%

CITY OF PALATKA, FL
STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

TOTAL	\$213,666	\$96,794	\$187,627	\$13,425	\$164,583	\$0	\$23,044	88.00%
OPERATING EXPENSES								
001-25-513-3-3100 PROFESSIONAL SERVICES	\$10,000	\$1,302	\$19,500	\$63	\$2,998	\$900	\$15,602	15.37%
001-25-513-3-3120 PRE-EMPLOYMENT EXPENSE	\$250	\$205	\$200	\$0	\$0	\$0	\$200	0.00%
001-25-513-3-4020 SCHOOLING, CONFERENCE, ETC	\$3,900	\$2,985	\$3,700	\$0	\$2,121	\$25	\$1,554	57.33%
001-25-513-3-4100 COMMUNICATIONS SERVICES	\$542	\$510	\$1,192	\$86	\$1,038	\$0	\$154	87.06%
001-25-513-3-4200 POSTAGE AND FREIGHT	\$205	\$201	\$200	\$23	\$102	\$0	\$98	51.01%
001-25-513-3-4310 NATURAL GAS	\$0	\$0	\$200	\$0	\$141	\$0	\$59	70.39%
001-25-513-3-4400 RENTALS AND LEASES	\$600	\$372	\$600	\$36	\$427	\$71	\$102	71.10%
001-25-513-3-4700 PRINTING AND BINDING	\$492	\$395	\$492	\$39	\$647	\$0	-\$155	131.52%
001-25-513-3-4800 ADVERTISING	\$15,000	\$12,216	\$10,800	\$2,950	\$7,136	\$150	\$3,514	66.07%
001-25-513-3-5000 FEES & FINES	\$150	\$113	\$325	\$23	\$312	\$0	\$13	96.08%
001-25-513-3-5100 OFFICE SUPPLIES	\$1,000	\$240	\$1,000	\$0	\$363	\$0	\$637	36.29%
001-25-513-3-5260 UNIFORMS	\$100	\$0	\$100	\$0	\$0	\$0	\$100	0.00%
001-25-513-3-5280 OPERATING SUPPLIES	\$3,000	\$2,768	\$7,100	\$6	\$5,347	\$0	\$1,753	75.30%
001-25-513-3-5288 EMPLOYEE RECOGNITION SUPPLI	\$0	\$0	\$500	\$0	\$425	\$0	\$75	85.07%
001-25-513-3-5400 MEMBR,SUBSCRIPT,DUES	\$500	\$309	\$800	\$329	\$599	\$0	\$201	74.87%
001-25-513-3-5500 WELLNESS PROGRAM	\$16,000	\$14,214	\$12,000	\$0	\$11,892	\$0	\$108	99.09%
TOTAL	\$51,739	\$35,830	\$58,709	\$3,554	\$33,548	\$1,146	\$24,015	57.00%
CAPITAL OUTLAY								
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
DEPARTMENT TOTAL	\$265,405	\$132,624	\$246,336	\$16,979	\$198,131	\$1,146	\$47,059	80.00%
FACILITIES MAINTENANCE								
PERSONNEL SERVICES								
001-23-519-1-1100 EXECUTIVE SALARIES	\$109,725	\$92,847	\$124,214	\$6,027	\$109,796	\$0	\$14,418	88.39%
001-23-519-1-1200 REGULAR SALARIES	\$77,816	\$77,609	\$126,922	\$8,808	\$86,024	\$0	\$40,898	67.77%
001-23-519-1-1210 ACCRUED SALARIES	\$0	-\$132	\$0	\$0	\$0	\$0	\$0	0.00%
001-23-519-1-1400 OVERTIME	\$3,850	\$2,641	\$6,300	\$626	\$3,987	\$0	\$2,313	63.27%
001-23-519-1-2100 FICA TAX EXPENSE	\$14,628	\$12,913	\$19,694	\$1,117	\$14,905	\$0	\$4,789	75.68%

CITY OF PALATKA, FL

STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

001-23-519-1-2200	RETIREMENT EXPENSE	\$65,639	\$55,098	\$77,350	\$4,762	\$60,925	\$0	\$16,425	78.76%
001-23-519-1-2300	HEALTH AND LIFE INSURANCE	\$36,170	\$21,245	\$80,363	\$4,399	\$24,838	\$0	\$55,525	30.90%
001-23-519-1-2500	UNEMPLOYMENT COMP	\$0	\$0	\$0	\$0	\$2,113	\$0	-2,112.88	0.00%
TOTAL		\$307,828	\$262,220	\$434,843	\$25,740	\$302,587	\$0	\$132,256	70.00%
OPERATING EXPENSES									
001-23-519-3-3100	PROFESSIONAL SERVICES	\$547	\$525	\$15,000	\$0	\$5,653	\$0	\$9,347	37.68%
001-23-519-3-3120	PRE-EMPLOYMENT EXPENSE	\$303	\$295	\$1,000	\$0	\$280	\$0	\$720	28.01%
001-23-519-3-4020	SCHOOLING, CONFERENCE, ETC	\$1,500	\$1,012	\$5,000	\$0	\$341	\$25	\$4,634	6.81%
001-23-519-3-4100	COMMUNICATIONS SERVICES	\$1,258	\$914	\$1,258	\$81	\$969	\$0	\$289	77.06%
001-23-519-3-4400	RENTALS AND LEASES	\$500	\$281	\$1,500	\$40	\$482	\$80	\$938	32.10%
001-23-519-3-4610	BUILDING MAINTENANCE	\$7,000	\$6,927	\$8,000	\$173	\$3,875	\$327	\$3,798	48.43%
001-23-519-3-4620	EQUIPMENT MAINTENANCE	\$0	\$0	\$5,000	\$0	\$737	\$0	\$4,263	14.73%
001-23-519-3-4630	VEHICLE MAINTENANCE	\$1,000	\$947	\$5,000	\$0	\$2,621	\$0	\$2,379	52.41%
001-23-519-3-5100	OFFICE SUPPLIES	\$750	\$715	\$1,000	\$0	\$219	\$0	\$781	21.92%
001-23-519-3-5210	GAS AND LUBRICANTS	\$4,500	\$4,437	\$6,500	\$420	\$3,657	\$0	\$2,844	56.25%
001-23-519-3-5250	SMALL TOOLS	\$4,500	\$4,476	\$6,000	\$0	\$4,204	\$0	\$1,796	70.07%
001-23-519-3-5260	UNIFORMS	\$1,500	\$1,454	\$2,000	\$176	\$1,498	\$0	\$502	74.88%
001-23-519-3-5280	OPERATING SUPPLIES	\$1,550	\$1,524	\$6,000	\$122	\$5,777	\$0	\$223	96.28%
001-23-519-3-5400	MEMBR,SUBSCRIPT,DUES	\$0	\$0	\$2,000	\$0	\$0	\$0	\$2,000	0.00%
TOTAL		\$24,908	\$23,507	\$65,258	\$1,012	\$30,312	\$432	\$34,514	46.00%
CAPITAL OUTLAY									
001-23-519-6-6400	CAPITAL OUTLAY	\$0	\$0	\$17,422	\$0	\$0	\$0	\$17,422	0.00%
TOTAL		\$0	\$0	\$17,422	\$0	\$0	\$0	\$17,422	0.00%
DEBT SERVICE									
001-23-517-7-7101	PRINCIPAL PUBLIC WORKS BLDG	\$0	\$0	\$6,638	\$0	\$0	\$0	\$6,638	0.00%
001-23-517-7-7201	INTEREST PUBLIC WORKS BLDG	\$0	\$0	\$11,368	\$0	\$0	\$0	\$11,368	0.00%
TOTAL		\$0	\$0	\$18,006	\$0	\$0	\$0	\$18,006	0.00%
TRANSFERS ADMINISTRATIVE									

CITY OF PALATKA, FL

STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

001-23-519-9-9104	REIMB FLEET MAINTENANCE	\$0	\$0	\$13,034	\$1,086	\$13,034	\$0	\$0	100.00%
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	TOTAL	\$0	\$0	\$13,034	\$1,086	\$13,034	\$0	\$0	100.00%
		-----	-----	-----	-----	-----	-----	-----	-----
	DEPARTMENT TOTAL	\$332,736	\$285,727	\$548,563	\$27,838	\$345,934	\$432	\$202,198	63.00%
		-----	-----	-----	-----	-----	-----	-----	-----
	INFORMATION TECHNOLOGY DEPT								
	PERSONNEL SERVICES								
		-----	-----	-----	-----	-----	-----	-----	-----
	TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
		-----	-----	-----	-----	-----	-----	-----	-----
	OPERATING EXPENSES								
001-17-516-3-3100	PROFESSIONAL SERVICES	\$150,000	\$150,000	\$165,965	\$16,092	\$160,207	\$2,673	\$3,085	96.53%
001-17-516-3-4100	COMMUNICATIONS SERVICES	\$1,800	\$1,800	\$0	\$0	\$450	\$0	-\$450	0.00%
001-17-516-3-5241	SOFTWARE	\$0	\$0	\$42,438	\$0	\$33,842	\$3,840	\$4,756	79.74%
001-17-516-3-5242	HARDWARE	\$21,100	\$19,916	\$31,520	\$3,271	\$31,130	\$0	\$390	98.76%
001-17-516-3-5401	SOFTWARE SUBSCRIPT, LICENSES	\$92,905	\$92,778	\$117,460	\$4,607	\$112,959	\$2,544	\$1,956	96.16%
		-----	-----	-----	-----	-----	-----	-----	-----
	TOTAL	\$265,805	\$264,494	\$357,383	\$23,970	\$338,588	\$9,058	\$9,737	95.00%
		-----	-----	-----	-----	-----	-----	-----	-----
	CAPITAL OUTLAY								
		-----	-----	-----	-----	-----	-----	-----	-----
	TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
		-----	-----	-----	-----	-----	-----	-----	-----
	DEBT SERVICE								
		-----	-----	-----	-----	-----	-----	-----	-----
	TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
		-----	-----	-----	-----	-----	-----	-----	-----
	DEPARTMENT TOTAL	\$265,805	\$264,494	\$357,383	\$23,970	\$338,588	\$9,058	\$9,737	95.00%
		-----	-----	-----	-----	-----	-----	-----	-----
	GENERAL ADMIN - CITY HALL								
	PERSONNEL								
		-----	-----	-----	-----	-----	-----	-----	-----
	TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%

CITY OF PALATKA, FL
STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

OPERATING EXPENSES								
001-04-513-3-3100	PROFESSIONAL SERVICES	\$6,000	\$5,182	\$6,000	\$0	\$3,193	\$0	\$2,808 53.20%
001-04-513-3-4100	COMMUNICATIONS SERVICES	\$5,680	\$5,663	\$5,000	\$290	\$3,832	\$0	\$1,168 76.63%
001-04-513-3-4200	POSTAGE AND FREIGHT	\$2,400	\$2,141	\$2,450	\$7	\$221	\$0	\$2,229 9.03%
001-04-513-3-4320	ELECTRICITY	\$9,280	\$9,278	\$9,000	\$923	\$8,543	\$0	\$457 94.91%
001-04-513-3-4400	RENTALS AND LEASES	\$4,900	\$3,237	\$2,803	\$0	\$719	\$900	\$1,183 25.66%
001-04-513-3-4610	CITY HALL BUILDING MAINTENANCE	\$25,000	\$23,970	\$107,182	\$6,392	\$74,532	\$8,231	\$24,419 69.53%
001-04-513-3-4615	ANNEX BUILDING EXP	\$0	\$0	\$26,012	\$0	\$26,012	\$0	\$0 100.00%
001-04-513-3-4620	EQUIPMENT MAINTENANCE	\$800	\$0	\$1,250	\$0	\$274	\$969	\$7 21.92%
001-04-513-3-4700	PRINTING AND BINDING	\$6,025	\$6,011	\$6,300	\$431	\$6,514	\$0	-\$214 103.39%
001-04-513-3-5100	OFFICE SUPPLIES	\$5,350	\$4,937	\$5,000	\$255	\$4,249	\$592	\$159 84.97%
001-04-513-3-5230	JANITORIAL SUPPLIES	\$1,700	\$1,377	\$1,500	\$23	\$698	\$0	\$802 46.50%
TOTAL		\$67,135	\$61,797	\$172,496	\$8,321	\$128,786	\$10,693	\$33,018 75.00%
CAPITAL OUTLAY								
001-04-513-6-6450	ANNEX CAPITAL IMPROVEMENTS	\$0	\$0	\$119,338	\$0	\$119,338	\$0	\$0 100.00%
TOTAL		\$0	\$0	\$119,338	\$0	\$119,338	\$0	\$0 100.00%
LEGAL COUNSEL								
PERSONNEL SERVICES								
001-04-514-1-1000	EXECUTIVE SALARIES	\$6,800	\$6,754	\$153,920	\$11,839	\$154,054	\$0	-\$134 100.08%
001-04-514-1-1210	LEGAL PAYROLL ACCRUAL	\$2,500	\$2,459	\$0	\$0	\$0	\$0	\$0 0.00%
001-04-514-1-2100	FICA TAXES	\$100	\$63	\$11,775	\$882	\$11,596	\$0	\$179 98.48%
001-04-514-1-2200	RETIREMENT-GENERAL	\$1,350	\$1,339	\$47,407	\$3,647	\$47,405	\$0	\$2 99.99%
001-04-514-1-2300	HEALTH AND LIFE INSURANCE	\$0	\$0	\$30,784	\$612	\$6,558	\$0	\$24,226 21.30%
TOTAL		\$10,750	\$10,615	\$243,886	\$16,980	\$219,613	\$0	\$24,273 90.00%
OPERATING EXPENSES								
001-04-514-3-3100	PROFESSIONAL SERVICES	\$63,000	\$53,874	\$4,000	\$175	\$4,032	\$0	-\$32 100.79%
001-04-514-3-3110	FL BAR INTERN EXP	\$0	\$0	\$3,000	\$0	\$2,500	\$0	\$500 83.33%

CITY OF PALATKA, FL

STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

001-04-514-3-3120	Pre-Employment Physicals/Drug	\$250	\$227	\$0	\$0	\$0	\$0	\$0 0.00%
001-04-514-3-4020	SCHOOLING/CONF-CITY ATTORN	\$1,973	\$1,973	\$5,000	\$835	\$3,567	\$127	\$1,306 71.34%
001-04-514-3-4200	POSTAGE & FREIGHT OUTGOING	\$0	\$0	\$0	\$0	\$1	\$0	-\$1 0.00%
001-04-514-3-4510	LEGAL CLAIMS	\$11,000	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
001-04-514-3-5000	FINES & FEES	\$20	\$14	\$0	-\$49	\$64	\$0	-\$64 0.00%
001-04-514-3-5260	UNIFORMS	\$120	\$19	\$200	\$0	\$0	\$0	\$200 0.00%
001-04-514-3-5280	OPERATING SUPPLIES	\$4,300	\$4,257	\$1,000	\$6	\$261	\$0	\$739 26.09%
001-04-514-3-5400	Membership, subscription, dues	\$6,000	\$5,576	\$5,500	\$422	\$4,567	\$843	\$90 83.02%

TOTAL		\$86,663	\$65,939	\$18,700	\$1,388	\$14,991	\$970	\$2,739 80.00%
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CAPITAL OUTLAY

TOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
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DEBT SERVICE

001-04-517-7-7101	PRINCIPAL-2020 ADMIN VEHICLE	\$5,677	\$5,524	\$5,624	\$0	\$5,624	\$0	\$0 100.00%
001-04-517-7-7201	INTEREST-2020 ADMIN VEHICLE T	\$450	\$257	\$155	\$0	\$155	\$0	\$0 100.26%

TOTAL		\$6,127	\$5,781	\$5,779	\$0	\$5,780	\$0	-\$1 100.00%
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OTHER GOVERNMENT SERVICES

OPERATING EXPENSES

001-04-519-3-3100	PROFESSIONAL SERVIES	\$10,840	\$9,220	\$12,399	\$320	\$3,840	\$0	\$8,559 30.97%
001-04-519-3-3120	SURPLUS EQUIPMENT AUCTION C	\$2,650	\$2,623	\$0	\$0	\$0	\$0	\$0 0.00%
001-04-519-3-3420	FIREWORKS - SPECIAL EVENTS	\$40,000	\$38,576	\$40,000	\$0	\$21,510	\$52	\$18,438 53.77%
001-04-519-3-4500	LIABILITY INSURANCE	\$294,050	\$294,039	\$447,468	\$0	\$412,286	\$0	\$35,182 92.13%
001-04-519-3-4510	INSURANCE CLAIMS REIMBURSAE -3,800		-4,898.58	\$0	\$0	\$43,911	\$0	-43,911.37 0.00%
001-04-519-3-4810	LEGAL ADVERTISING	\$0	\$0	\$1,000	\$0	\$0	\$0	\$1,000 0.00%
001-04-519-3-4920	PROPERTY TAX	\$2,700	\$181	\$0	\$0	\$7,670	\$0	-7,670.10 0.00%
001-04-519-3-4930	SPECIAL EVENTS	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
001-04-519-3-4951	BLUE CRAB EVENT	\$75,000	\$67,286	\$52,601	\$0	\$52,777	\$0	-\$176 100.33%
001-04-519-3-9900	BAD DEBT EXPENSE	\$225	\$209	\$0	\$0	\$0	\$0	\$0 0.00%

CITY OF PALATKA, FL
STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

TOTAL	\$422,665	\$407,235	\$553,468	\$320	\$541,995	\$52	\$11,421	98.00%
CAPITAL OUTLAY								
001-04-519-6-6120 LAND PURCHASE	\$22,095	\$4,116	\$46,810	\$0	\$41,135	\$391	\$5,284	87.87%
TOTAL	\$22,095	\$4,116	\$46,810	\$0	\$41,135	\$391	\$5,284	88.00%
GRANTS & AIDS								
001-04-519-1-2400 WORKERS COMP	\$155,000	\$137,679	\$139,500	\$0	\$206,732	\$0	-67,232.42	148.19%
TOTAL	\$155,000	\$137,679	\$139,500	\$0	\$206,732	\$0	-67,232.42	148.00%
CAPITAL GRANTS								
001-04-519-8-8210 CHAMBER OF COMMERCE	\$5,000	\$5,000	\$5,000	\$0	\$5,000	\$0	\$0	100.00%
001-04-519-8-8250 USDA RBDG Business incubator	\$92,100	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
TOTAL	\$97,100	\$5,000	\$5,000	\$0	\$5,000	\$0	\$0	100.00%
DEPARTMENT	\$867,535	\$698,163	\$1,304,978	\$27,010	\$1,283,370	\$12,107	\$9,501	98.00%
PLANNING & ZONING DEPARTMENT								
PERSONNEL SERVICES								
001-02-524-1-1100 EXECUTIVE SALARIES	\$85,328	\$85,305	\$91,101	\$7,644	\$94,148	\$0	-3,046.54	103.34%
001-02-524-1-1200 REGULAR SALARIES	\$74,977	\$74,152	\$109,686	\$3,528	\$91,294	\$0	\$18,392	83.23%
001-02-524-1-1210 ACCRUED SALARIES	\$300	\$262	\$0	\$0	\$0	\$0	\$0	0.00%
001-02-524-1-1400 OVERTIME	\$1,750	\$1,725	\$1,050	\$116	\$1,489	\$0	-\$439	141.80%
001-02-524-1-2100 FICA TAX EXPENSE	\$12,340	\$11,730	\$15,441	\$834	\$13,785	\$0	\$1,656	89.27%
001-02-524-1-2200 RETIREMENT EXPENSE	\$52,022	\$51,110	\$61,842	\$3,477	\$50,021	\$0	\$11,821	80.88%
001-02-524-1-2300 HEALTH AND LIFE INSURANCE	\$25,369	\$24,741	\$28,327	\$615	\$10,033	\$0	\$18,294	35.41%
TOTAL	\$252,086	\$249,024	\$307,447	\$16,213	\$260,769	\$0	\$46,678	85.00%
OPERATING EXPENSES								
001-02-524-3-3100 PROFESSIONAL SERVICES	\$117,778	\$34,328	\$94,500	\$0	\$10,834	\$60,560	\$23,106	11.46%

CITY OF PALATKA, FL

STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

001-02-524-3-3120	PRE-EMPLOYMENT EXPENSE	\$600	\$453	\$350	\$0	\$299	\$0	\$51	85.44%
001-02-524-3-4020	SCHOOLING, CONFERENCE, ETC	\$4,224	\$3,025	\$8,900	\$348	\$2,903	\$1,314	\$4,683	32.62%
001-02-524-3-4100	COMMUNICATIONS SERVICES	\$629	\$457	\$629	\$40	\$603	\$0	\$26	95.86%
001-02-524-3-4200	POSTAGE AND FREIGHT	\$1,950	\$1,940	\$1,500	\$96	\$911	\$0	\$589	60.73%
001-02-524-3-4310	NATURAL GAS	\$0	\$0	\$744	\$0	\$744	\$0	\$0	100.00%
001-02-524-3-4330	CREDIT CARD FEES	\$1,000	\$972	\$500	\$32	\$1,080	\$0	-\$580	216.02%
001-02-524-3-4400	RENTALS AND LEASES	\$1,936	\$1,870	\$4,500	\$450	\$4,269	\$71	\$160	94.85%
001-02-524-3-4620	EQUIPMENT MAINTENANCE	\$300	\$128	\$1,500	\$28	\$28	\$0	\$1,472	1.86%
001-02-524-3-4630	VEHICLE MAINTENANCE	\$400	\$270	\$750	\$0	\$10	\$0	\$740	1.33%
001-02-524-3-4700	PRINTING AND BINDING	\$400	\$282	\$255	\$0	\$255	\$0	\$0	100.00%
001-02-524-3-4810	LEGAL ADVERTISING	\$18,250	\$18,219	\$14,000	\$563	\$12,682	\$318	\$1,000	90.58%
001-02-524-3-5000	FEES & FINES	\$76	\$21	\$50	\$0	\$7	\$0	\$44	13.00%
001-02-524-3-5100	OFFICE SUPPLIES	\$2,664	\$2,167	\$1,500	\$0	\$1,043	\$87	\$370	69.53%
001-02-524-3-5210	GAS AND LUBRICANTS	\$450	\$393	\$750	\$54	\$629	\$0	\$121	83.82%
001-02-524-3-5260	UNIFORMS	\$200	\$0	\$900	\$454	\$803	\$0	\$97	89.18%
001-02-524-3-5280	OPERATING SUPPLIES	\$1,081	\$834	\$5,500	\$30	\$4,570	\$114	\$816	83.09%
001-02-524-3-5400	MEMBR,SUBSCRIPT,DUES	\$1,300	\$979	\$10,516	\$0	\$105	\$325	\$10,086	0.99%
TOTAL		\$153,238	\$66,337	\$147,344	\$2,095	\$41,774	\$62,788	\$42,782	28.00%
CAPITAL OUTLAY									
001-02-524-6-6402	DEO Historic Preservation Gran	\$30,119	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
TOTAL		\$30,119	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
DEPARTMENT TOTAL		\$435,443	\$315,361	\$454,791	\$18,309	\$302,543	\$62,788	\$89,459	67.00%
POLICE DEPARTMENT									
PERSONNEL SERVICES									
001-07-521-1-1100	EXECUTIVE SALARIES	\$418,959	\$370,508	\$421,910	\$31,340	\$396,264	\$0	\$25,646	93.92%
001-07-521-1-1101	VOCA MATCH EXEC SALARIES	\$9,550	\$9,521	\$0	\$0	\$6,862	\$0	-\$6,861.77	0.00%
001-07-521-1-1200	REGULAR SALARIES	\$1,471,388	\$1,209,510	\$1,277,701	\$124,842	\$1,494,807	\$0	-\$217,106.19	116.99%
001-07-521-1-1210	ACCRUED SALARIES	\$0	-\$11,174.96	\$0	\$0	\$0	\$0	\$0	0.00%
001-07-521-1-1220	CLERICAL SALARIES	\$270,685	\$180,761	\$265,609	\$21,287	\$212,713	\$0	\$52,896	80.08%
001-07-521-1-1221	VOCA SALARIES	\$32,250	\$32,227	\$0	\$0	\$28,870	\$0	-\$28,870.24	0.00%

CITY OF PALATKA, FL

STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

001-07-521-1-1300 OTHER SALARIES & WAGES	\$37,488	\$0	\$13,850	\$0	\$0	\$0	\$13,850	0.00%
001-07-521-1-1400 OVERTIME	\$190,000	\$188,885	\$201,726	\$10,799	\$188,177	\$0	\$13,549	93.28%
001-07-521-1-2100 FICA TAX EXPENSE	\$153,949	\$142,715	\$166,831	\$14,007	\$167,795	\$0	-\$964	100.57%
001-07-521-1-2101 FICA TAX VOCA EXPENSE	\$1,925	\$1,919	\$0	\$0	\$1,710	\$0	-\$1,709.84	0.00%
001-07-521-1-2102 FICA TAX VOCA MATCH EXPENSE	\$600	\$559	\$0	\$0	\$413	\$0	-\$413	0.00%
001-07-521-1-2200 RETIREMENT-CLERICAL BENEFIT	\$82,460	\$78,857	\$81,808	\$6,045	\$59,718	\$0	\$22,090	72.99%
001-07-521-1-2201 PENSION-POLICE BENEFIT	\$377,336	\$377,329	\$339,000	\$29,173	\$377,199	\$0	-\$38,199.24	111.26%
001-07-521-1-2202 RETIREMENT-VOCA CLERICAL BENEFIT	\$11,000	\$10,831	\$0	\$0	\$8,761	\$0	-\$8,760.51	0.00%
001-07-521-1-2203 RETIREMENT-VOCA MATCH BENEFIT	\$2,200	\$2,173	\$0	\$0	\$1,339	\$0	-\$1,339.14	0.00%
001-07-521-1-2300 HEALTH AND LIFE INSURANCE	\$398,894	\$398,478	\$490,480	\$46,266	\$470,255	\$0	\$20,225	95.87%
001-07-521-1-2401 WORKERS COMP VOCA	\$100	\$50	\$0	\$0	\$34	\$0	-\$34	0.00%
001-07-521-1-2402 WORKERS COMP VOCA MATCH	\$350	\$312	\$0	\$0	\$187	\$0	-\$187	0.00%
001-07-521-1-2601 WORKERS COMP VOCA CONTRA	\$0	-\$50	\$0	\$0	-\$34	\$0	\$34	0.00%
001-07-521-1-2602 WORKERS COMP VOCA MATCH C	\$0	-\$312	\$0	\$0	-\$187	\$0	\$187	0.00%
TOTAL	\$3,459,134	\$2,993,099	\$3,258,915	\$283,759	\$3,414,882	\$0	-\$155,967.14	105.00%

OPERATING EXPENSES

001-07-521-3-3100 PROFESSIONAL SERVICES	\$81,293	\$75,219	\$80,293	\$1,454	\$76,323	\$632	\$3,337	95.05%
001-07-521-3-3120 PRE-EMPLOYMENT EXPENSE	\$5,925	\$5,850	\$5,000	\$213	\$4,693	\$0	\$307	93.85%
001-07-521-3-3500 CONFIDENTIAL INFORMANTS - I&I	\$6,000	\$864	\$6,000	\$0	\$855	\$0	\$5,145	14.25%
001-07-521-3-4020 SCHOOLING, CONFERENCE, ETC	\$15,800	\$15,059	\$23,100	\$0	\$23,016	\$25	\$59	99.63%
001-07-521-3-4030 TRAINING & SCHOOLING	\$0	\$0	\$0	\$0	-\$45	\$0	\$45	0.00%
001-07-521-3-4100 COMMUNICATIONS SERVICES	\$35,520	\$33,911	\$35,520	\$2,726	\$33,657	\$0	\$1,863	94.75%
001-07-521-3-4200 OUTGOING POSTAGE/FREIGHT	\$1,450	\$1,215	\$1,450	\$75	\$760	\$0	\$690	52.43%
001-07-521-3-4320 ELECTRICITY	\$13,500	\$13,364	\$11,500	\$1,309	\$12,354	\$0	-\$854	107.42%
001-07-521-3-4330 CREDIT CARD FEES	\$50	\$0	\$50	\$0	\$0	\$0	\$50	0.00%
001-07-521-3-4380 ANIMAL CONTROL	\$3,000	\$0	\$2,000	\$146	\$146	\$0	\$1,854	7.29%
001-07-521-3-4390 K-9 CARE	\$4,400	\$2,509	\$4,400	\$328	\$3,240	\$0	\$1,160	73.64%
001-07-521-3-4400 RENTALS AND LEASES	\$6,200	\$5,134	\$6,200	\$288	\$4,906	\$400	\$895	79.12%
001-07-521-3-4510 INSURANCE CLAIMS REIMBURSEMENT	\$9,500	\$9,415	\$0	\$7,410	\$58,973	\$0	-\$58,972.71	0.00%
001-07-521-3-4610 BUILDING MAINTENANCE	\$12,300	\$9,618	\$30,000	\$14,129	\$28,300	\$1,327	\$373	94.33%
001-07-521-3-4620 EQUIPMENT MAINTENANCE	\$5,730	\$3,503	\$8,230	\$120	\$8,197	\$10	\$24	99.59%
001-07-521-3-4630 VEHICLE MAINTENANCE	\$50,000	\$46,756	\$50,000	\$2,222	\$47,454	\$59	\$2,487	94.90%
001-07-521-3-4640 RADIO MAINTENANCE	\$500	\$0	\$500	\$0	\$0	\$0	\$500	0.00%
001-07-521-3-4650 RANGE MAINTENANCE	\$1,100	\$1,058	\$1,000	\$79	\$833	\$76	\$91	83.32%

CITY OF PALATKA, FL

STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

001-07-521-3-4680	STORM CLEANUP/REPAIR	\$3,700	\$3,626	\$0	\$0	\$0	\$0	\$0 0.00%
001-07-521-3-4700	PRINTING AND BINDING	\$3,600	\$3,468	\$3,600	\$155	\$2,943	\$0	\$657 81.74%
001-07-521-3-4950	POLICE ATHLETIC LEAGUE	\$15,000	\$15,000	\$15,000	\$0	\$15,000	\$0	\$0 100.00%
001-07-521-3-5000	FINES & FEES	\$300	\$294	\$0	-\$15	\$122	\$0	-\$122 0.00%
001-07-521-3-5100	OFFICE SUPPLIES	\$1,500	\$1,372	\$1,500	\$922	\$1,495	\$0	\$5 99.69%
001-07-521-3-5210	GAS AND LUBRICANTS	\$126,000	\$122,273	\$160,000	\$10,238	\$124,973	\$0	\$35,027 78.10%
001-07-521-3-5230	JANITORIAL SUPPLIES	\$2,000	\$1,978	\$2,000	\$0	\$1,989	\$0	\$11 99.44%
001-07-521-3-5260	UNIFORMS	\$19,050	\$14,610	\$19,050	\$3,015	\$17,874	\$582	\$594 93.82%
001-07-521-3-5270	PUBLIC SAFETY SCHOLARSHIP PC	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
001-07-521-3-5280	OPERATING SUPPLIES	\$35,400	\$33,104	\$28,100	\$632	\$26,067	\$440	\$1,593 92.76%
001-07-521-3-5281	SPECIAL POLICE TRUST EXPENSE	\$100	\$25	\$10,000	\$1,694	\$7,343	\$2,645	\$12 73.43%
001-07-521-3-5400	MEMBR,SUBSCRIPT,DUES	\$1,075	\$435	\$1,075	\$500	\$935	\$0	\$140 86.97%
TOTAL		\$460,993	\$419,661	\$505,568	\$47,638	\$502,402	\$6,196 -3,029.26	99.00%
CAPITAL OUTLAY								
001-07-521-6-6400	CAPITAL OUTLAY	\$65,680	\$34,387	\$221,766	\$26,791	\$212,040	\$3,456	\$6,270 95.61%
001-07-521-6-6401	VEHICLE PURCHASES	\$0	\$0	\$545,755	\$18,325	\$492,832	\$11,718	\$41,205 90.30%
001-07-521-6-6403	CITY MATCH FIREHOUSE SUBS PC	\$600	\$599	\$0	\$0	\$0	\$0	\$0 0.00%
001-07-521-6-6421	FIREHOUSE SUBS - PD GRANT	\$12,737	\$12,737	\$0	\$0	\$0	\$0	\$0 0.00%
TOTAL		\$79,017	\$47,723	\$767,521	\$45,115	\$704,872	\$15,174	\$47,475 92.00%
GRANTS & AIDS								
001-07-521-8-8320	BULLET PROOF GRANT-50% CITY	\$2,850	\$2,836	\$4,388	\$0	\$4,154	\$0	\$234 94.67%
001-07-521-8-8370	BULLET PROOF GRANT	\$2,850	\$2,836	\$4,388	\$0	\$4,154	\$0	\$234 94.67%
001-07-521-8-8516	Rural Violent Crime Reduction	\$32,100	\$0	\$15,000	\$0	\$15,000	\$0	\$0 100.00%
001-07-521-8-8517	SAFE GRANT Equipment	\$0	\$0	\$42,000	\$12,476	\$41,816	\$0	\$184 99.56%
001-07-521-8-8530	2022 JAG C 8C107 Laptop Compu	\$26,151	\$24,020	\$0	\$0	\$0	\$0	\$0 0.00%
001-07-521-8-8531	2023 JAGC	\$0	\$0	\$20,749	\$0	\$20,597	\$0	\$152 99.26%
TOTAL		\$63,951	\$29,692	\$86,525	\$12,476	\$85,723	\$0	\$802 99.00%
DEBT SERVICE								
001-07-517-7-7101	PRINCIPAL-2019 BB&T POLICE VE	\$55,300	\$55,257	\$57,070	\$0	\$57,070	\$0	\$0 100.00%
001-07-517-7-7106	PRINCIPAL-2020 POLICE CARS TD	\$101,966	\$101,910	\$103,764	\$0	\$103,764	\$0	\$0 100.00%

CITY OF PALATKA, FL

STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

001-07-517-7-7107	LEASE-POLICE CARS	\$88,000	\$83,000	\$85,442	\$0	\$84,000	\$0	\$1,442	98.31%
001-07-517-7-7108	PRINCIPAL- AMERIS LOAN #281 20	\$0	\$0	\$56,600	\$0	\$40,878	\$0	\$15,722	72.22%
001-07-517-7-7201	INTEREST-2019 BB&T POLICE VEH	\$6,274	\$2,755	\$936	\$0	\$936	\$0	\$0	99.99%
001-07-517-7-7206	INTEREST-2020 POLICE CARS TD €	\$8,186	\$4,739	\$2,867	\$0	\$2,867	\$0	\$0	100.00%
001-07-517-7-7207	INTEREST-BB&T POL VEH 2021	\$4,400	\$3,357	\$2,405	\$0	\$2,405	\$0	\$0	100.01%
001-07-517-7-7208	INTEREST - AMERIS LOAN #281 20	\$0	\$0	\$11,400	\$0	\$12,771	\$0	-1,370.70	112.02%
TOTAL		\$264,126	\$251,018	\$320,484	\$0	\$304,691	\$0	\$15,793	95.00%
DEPARTMENT TOTAL		\$4,327,221	\$3,741,193	\$4,939,013	\$388,989	\$5,012,570	\$21,370	-94,926.62	101.00%
CODE ENFORCEMENT									
PERSONNEL SERVICES									
001-19-521-1-1200	REGULAR SALARIES	\$117,698	\$111,665	\$130,734	\$10,184	\$124,609	\$0	\$6,125	95.31%
001-19-521-1-1210	ACCRUED SALARIES	\$800	\$783	\$0	\$0	\$0	\$0	\$0	0.00%
001-19-521-1-1400	OVERTIME	\$1,200	\$1,169	\$1,260	\$0	\$1,365	\$0	-\$105	108.35%
001-19-521-1-2100	FICA TAX EXPENSE	\$9,274	\$8,408	\$10,098	\$756	\$9,251	\$0	\$847	91.61%
001-19-521-1-2200	RETIREMENT EXPENSE	\$38,134	\$37,912	\$40,266	\$3,137	\$38,216	\$0	\$2,050	94.90%
001-19-521-1-2300	HEALTH AND LIFE INSURANCE	\$37,542	\$21,374	\$50,655	\$3,182	\$32,501	\$0	\$18,155	64.16%
TOTAL		\$204,648	\$181,313	\$233,013	\$17,259	\$205,942	\$0	\$27,071	88.00%
OPERATING EXPENSES									
001-19-521-3-3100	PROFESSIONAL SERVICES	\$14,990	\$11,013	\$15,200	\$959	\$10,236	\$264	\$4,700	67.34%
001-19-521-3-3110	Professional Services Orange D	\$0	\$0	\$3,000	\$280	\$2,470	\$0	\$530	82.33%
001-19-521-3-3120	PRE-EMPLOYMENT EXPENSE	\$160	\$158	\$300	\$0	\$247	\$0	\$53	82.31%
001-19-521-3-4020	SCHOOLING, CONFERENCE, ETC	\$2,000	\$1,471	\$2,000	\$0	\$1,499	\$0	\$501	74.94%
001-19-521-3-4100	COMMUNICATIONS SERVICES	\$792	\$764	\$972	\$81	\$969	\$0	\$3	99.74%
001-19-521-3-4200	POSTAGE AND FREIGHT	\$750	\$662	\$1,770	\$208	\$1,737	\$0	\$33	98.16%
001-19-521-3-4400	RENTALS AND LEASES	\$100	\$83	\$1,000	\$12	\$142	\$24	\$834	14.22%
001-19-521-3-4630	VEHICLE MAINTENANCE	\$2,000	\$80	\$2,000	\$0	\$429	\$0	\$1,571	21.43%
001-19-521-3-4700	PRINTING AND BINDING	\$200	\$53	\$900	\$221	\$1,129	\$0	-\$229	125.46%
001-19-521-3-4810	LEGAL ADS	\$2,000	\$744	\$1,000	\$72	\$787	\$213	\$0	78.70%
001-19-521-3-5000	FINES & FEES	\$100	\$73	\$60	\$0	\$15	\$0	\$45	24.90%
001-19-521-3-5100	OFFICE SUPPLIES	\$300	\$251	\$400	\$0	\$84	\$0	\$316	20.98%

CITY OF PALATKA, FL

STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

001-19-521-3-5120	ABATEMENT, LOT CLEANUP, DEMO	\$22,197	\$0	\$54,877	\$0	\$10,308	\$0	\$44,569	18.78%
001-19-521-3-5210	GAS AND LUBRICANTS	\$900	\$466	\$900	\$0	\$443	\$0	\$457	49.23%
001-19-521-3-5230	FILINGS AND MISC LEGAL FEES	\$6,170	\$700	\$3,700	\$148	\$2,526	\$1,070	\$104	68.28%
001-19-521-3-5260	UNIFORMS	\$300	\$173	\$300	\$0	\$213	\$0	\$87	71.06%
001-19-521-3-5280	OPERATING SUPPLIES	\$900	\$854	\$500	\$434	\$451	\$0	\$49	90.29%
TOTAL		\$53,859	\$17,544	\$88,879	\$2,415	\$33,687	\$1,571	\$53,621	38.00%
CAPITAL OUTLAY									
001-19-521-6-6450	CAPITAL IMPROVEMENT	\$0	\$0	\$5,000	\$0	\$0	\$0	\$5,000	0.00%
TOTAL		\$0	\$0	\$5,000	\$0	\$0	\$0	\$5,000	0.00%
DEPARTMENT TOTAL		\$258,507	\$198,857	\$326,892	\$19,674	\$239,629	\$1,571	\$85,692	73.00%
FIRE DEPARTMENT									
PERSONNEL SERVICES									
001-08-522-1-1100	EXECUTIVE SALARIES	\$192,680	\$192,667	\$191,755	\$15,878	\$199,420	\$0	-7,664.78	103.99%
001-08-522-1-1200	REGULAR SALARIES	\$1,196,826	\$1,196,752	\$1,290,431	\$104,895	\$1,256,825	\$0	\$33,606	97.39%
001-08-522-1-1210	ACCRUED SALARIES	-12,000	-12,945.28	\$0	\$0	\$0	\$0	\$0	0.00%
001-08-522-1-1220	CLERICAL SALARIES	\$33,590	\$32,974	\$36,130	\$3,109	\$38,352	\$0	-2,222.06	106.15%
001-08-522-1-1300	OTHER SALARIES & WAGES	\$0	\$0	\$0	\$1,920	\$25,764	\$0	-25,763.84	0.00%
001-08-522-1-1400	OVERTIME	\$221,000	\$220,651	\$147,000	\$10,013	\$168,090	\$0	-21,089.79	114.34%
001-08-522-1-2100	FICA TAX EXPENSE	\$121,270	\$120,827	\$127,397	\$10,085	\$123,860	\$0	\$3,537	97.22%
001-08-522-1-2200	CLERICAL RETIREMENT	\$11,100	\$11,079	\$11,128	\$1,549	\$19,711	\$0	-8,583.21	177.13%
001-08-522-1-2201	FIRE PENSION	\$658,157	\$657,789	\$459,478	\$40,544	\$501,869	\$0	-42,390.84	109.22%
001-08-522-1-2300	HEALTH AND LIFE INSURANCE	\$268,174	\$264,415	\$345,353	\$27,435	\$280,233	\$0	\$65,120	81.14%
TOTAL		\$2,690,797	\$2,684,210	\$2,608,672	\$215,427	\$2,614,123	\$0	-5,450.96	100.00%
OPERATING EXPENSES									
001-08-522-3-3100	PROFESSIONAL SERVICES	\$27,904	\$27,877	\$29,674	\$24,444	\$27,391	\$0	\$2,283	92.30%
001-08-522-3-3120	PRE-EMPLOYMENT EXPENSE	\$7,148	\$7,088	\$6,360	\$185	\$6,359	\$0	\$1	99.98%
001-08-522-3-3410	CONTRACTUAL SERVICES	\$0	\$0	\$2,350	\$0	\$2,350	\$0	\$1	99.97%
001-08-522-3-3420	OTHER CONTRACTUAL SERVICES	\$326	\$326	\$0	\$0	\$0	\$0	\$0	0.00%

CITY OF PALATKA, FL

STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

001-08-522-3-4020	SCHOOLING, CONFERENCE, ETC	\$20,500	\$20,275	\$21,300	\$275	\$20,186	\$1,075	\$39 94.77%
001-08-522-3-4100	COMMUNICATION SERVICES	\$13,200	\$12,989	\$12,500	\$994	\$12,389	\$0	\$111 99.11%
001-08-522-3-4200	POSTAGE AND FREIGHT	\$0	\$0	\$300	\$15	\$118	\$0	\$182 39.33%
001-08-522-3-4310	NATURAL GAS	\$1,725	\$1,669	\$1,700	\$101	\$1,462	\$0	\$238 85.99%
001-08-522-3-4320	ELECTRICITY	\$17,435	\$17,382	\$14,000	\$1,640	\$15,807	\$0 -1,806.59	112.90%
001-08-522-3-4330	CREDIT CARD FEES	\$50	\$0	\$50	\$0	\$0	\$0	\$50 0.00%
001-08-522-3-4400	RENTALS AND LEASES	\$1,500	\$1,421	\$1,386	\$92	\$1,102	\$184	\$100 79.53%
001-08-522-3-4510	INSURANCE CLAIMS REIMBURSAE	\$31,000	\$30,533	\$0	\$0	\$120,677	\$0 -120,676.87	0.00%
001-08-522-3-4610	BUILDING MAINTENANCE	\$22,421	\$21,922	\$26,500	\$10,143	\$26,047	\$202	\$250 98.29%
001-08-522-3-4620	EQUIPMENT MAINTENANCE	\$17,300	\$16,879	\$17,157	\$2,251	\$17,087	\$55	\$15 99.59%
001-08-522-3-4630	VEHICLE MAINTENANCE	\$55,949	\$55,907	\$96,001	\$25,928	\$95,134	\$0	\$867 99.09%
001-08-522-3-4631	FIRE TRUCK RESTORATION	\$484	\$121	\$0	\$0	\$0	\$0	\$0 0.00%
001-08-522-3-4640	RADIO MAINTENANCE	\$2,000	\$1,785	\$1,904	\$0	\$1,904	\$0	\$0 100.00%
001-08-522-3-4680	STORM CLEANUP/REPAIR	\$3,000	\$2,942	\$840	\$0	\$0	\$0	\$840 0.00%
001-08-522-3-4700	PRINTING AND BINDING	\$800	\$798	\$846	\$45	\$779	\$0	\$67 92.06%
001-08-522-3-5000	FINES & FEES	\$150	\$113	\$300	\$43	\$343	\$0	-\$43 114.47%
001-08-522-3-5100	OFFICE SUPPLIES	\$1,705	\$1,653	\$1,538	\$0	\$1,538	\$0	\$0 100.00%
001-08-522-3-5140	FIRE CODE ENFORCEMENT	\$7,350	\$6,956	\$7,600	\$0	\$7,582	\$0	\$18 99.76%
001-08-522-3-5210	GAS AND LUBRICANTS	\$43,100	\$43,092	\$36,600	\$2,637	\$35,942	\$255	\$403 98.20%
001-08-522-3-5230	JANITORIAL SUPPLIES	\$3,450	\$3,444	\$3,683	\$0	\$3,683	\$0	\$0 100.00%
001-08-522-3-5250	SMALL TOOLS	\$5,475	\$5,475	\$9,500	\$0	\$9,482	\$0	\$18 99.81%
001-08-522-3-5260	UNIFORMS	\$64,532	\$64,488	\$63,485	\$4,835	\$62,721	\$41	\$723 98.79%
001-08-522-3-5270	PUBLIC SAFETY SCHOLARSHIP FIF	\$2,287	\$2,285	\$10,270	\$0	\$7,339	\$0	\$2,931 71.46%
001-08-522-3-5280	OPERATING SUPPLIES	\$33,598	\$33,106	\$25,317	\$329	\$24,874	\$0	\$443 98.24%
001-08-522-3-5290	FIRE PUB ED EXPENSE	\$7,500	\$7,019	\$6,000	\$0	\$2,280	\$1,536	\$2,184 38.00%
001-08-522-3-5400	MEMBR, SUBSCRIPT, DUES	\$3,980	\$3,924	\$2,319	\$0	\$2,319	\$0	\$0 100.00%
TOTAL		\$395,869	\$391,469	\$399,480	\$73,956	\$506,897	\$3,348 -110,764.40	127.00%
CAPITAL OUTLAY								
001-08-522-6-6400	CAPITAL OUTLAY	\$166,272	\$166,272	\$0	\$0	\$0	\$0	\$0 0.00%
001-08-522-6-6421	FIREHOUSE SUBS - GRANT	\$0	\$0	\$39,025	\$0	\$0	\$0	\$39,025 0.00%
001-08-522-6-6422	USAR Grant	\$24,000	\$23,963	\$24,000	\$0	\$0	\$0	\$24,000 0.00%
001-08-522-6-6423	GLOBAL FIRE PREVENTION IPADS	\$3,900	\$3,864	\$0	\$0	\$0	\$0	\$0 0.00%
001-08-522-6-6460	FIRE CAPITAL REPLACEMENT	\$0	\$0	\$20,579	\$0	\$19,517	\$1,062	\$0 94.83%
001-08-522-6-6470	CITY MATCH FIRE - DECONTAMIN/	\$5,000	\$4,860	\$5,171	\$0	\$5,171	\$0	\$0 100.00%

CITY OF PALATKA, FL

STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

001-08-522-6-6480	City Match DEM HMGP 4486-106-l	\$170	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
001-08-522-8-1000	FIRE GRANT - DECONTAMINATION	\$14,579	\$14,579	\$15,512	\$0	\$15,512	\$0	\$0 100.00%
001-08-522-8-2400	Fed DEM HMGP 4486-106-R wind	\$101,753	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
001-08-572-6-6423	FIRE GRANT	\$0	\$0	\$132,000	\$0	\$0	\$0	\$132,000 0.00%
TOTAL		\$315,675	\$213,538	\$236,286	\$0	\$40,199	\$1,062	\$195,025 17.00%
DEBT SERVICE								
001-08-517-7-7102	PRINCIPAL-2016 USBANCORP LE/	\$7,434	\$7,419	\$0	\$0	\$3,734	\$0	-3,733.81 0.00%
001-08-517-7-7202	INTEREST-2016 USBANCORP LEA	\$184	\$168	\$0	\$0	\$34	\$0	-\$34 0.00%
TOTAL		\$7,618	\$7,587	\$0	\$0	\$3,768	\$0	-3,767.57 0.00%
DEPARTMENT TOTAL		\$3,409,958	\$3,296,803	\$3,244,438	\$289,383	\$3,164,986	\$4,410	\$75,042 98.00%
STREETS								
PERSONNEL SERVICES								
001-09-541-1-1100	EXECUTIVE SALARIES	\$42,192	\$41,286	\$56,084	\$4,453	\$59,109	\$0	-3,025.25 105.39%
001-09-541-1-1200	REGULAR SALARIES	\$172,544	\$172,435	\$153,246	\$15,473	\$164,743	\$0	-11,496.50 107.50%
001-09-541-1-1210	ACCRUED SALARIES	\$100	\$96	\$0	\$0	\$0	\$0	\$0 0.00%
001-09-541-1-1400	OVERTIME	\$12,000	\$11,257	\$21,000	\$1,644	\$14,040	\$0	\$6,960 66.85%
001-09-541-1-2100	FICA TAX EXPENSE	\$16,603	\$16,547	\$17,620	\$1,621	\$17,748	\$0	-\$128 100.72%
001-09-541-1-2200	RETIREMENT EXPENSE	\$75,457	\$75,242	\$70,942	\$6,643	\$72,592	\$0	-1,649.69 102.32%
001-09-541-1-2300	HEALTH AND LIFE INSURANCE	\$32,220	\$31,494	\$94,413	\$3,069	\$36,122	\$0	\$58,291 38.25%
TOTAL		\$351,116	\$348,356	\$413,305	\$32,903	\$364,353	\$0	\$48,952 88.00%
OPERATING EXPENSES								
001-09-541-3-3100	PROFESSIONAL SERVICES	\$42,430	\$35,896	\$58,000	\$1,327	\$54,523	\$1,900	\$1,577 94.00%
001-09-541-3-3120	PRE-EMPLOYMENT EXPENSE	\$600	\$158	\$1,000	\$0	\$781	\$0	\$219 78.12%
001-09-541-3-3430	TREE MAINTENANCE & PLANTING	\$0	\$0	\$5,000	\$0	\$0	\$0	\$5,000 0.00%
001-09-541-3-3440	TREE REMOVAL	\$10,270	\$9,917	\$24,000	\$7,550	\$13,850	\$0	\$10,150 57.70%
001-09-541-3-3460	RAILROAD SIGNAL MAINTENANCE	\$12,500	\$11,076	\$11,000	\$0	\$8,606	\$0	\$2,394 78.23%
001-09-541-3-4020	SCHOOLING, CONFERENCE, ETC	\$3,800	\$3,800	\$6,000	\$0	\$1,459	\$0	\$4,541 24.30%
001-09-541-3-4100	COMMUNICATIONS SERVICES	\$3,600	\$2,904	\$3,600	\$298	\$3,430	\$0	\$170 95.28%

CITY OF PALATKA, FL

STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

001-09-541-3-4320 ELECTRICITY	\$194,500	\$194,232	\$200,000	\$18,388	\$205,015	\$0	-5,015.41	102.50%
001-09-541-3-4400 RENTALS & LEASES	\$4,000	\$2,208	\$20,000	\$40	\$14,984	\$4,021	\$994	74.92%
001-09-541-3-4510 INSURANCE CLAIMS REIMBURSE	\$8,200	\$8,174	\$0	\$0	\$0	\$0	\$0	0.00%
001-09-541-3-4610 BUILDING MAINTENANCE	\$800	\$413	\$4,000	\$6	\$19	\$0	\$3,981	0.47%
001-09-541-3-4620 EQUIPMENT MAINTENANCE	\$25,283	\$22,450	\$30,000	\$275	\$21,208	\$1,136	\$7,656	70.69%
001-09-541-3-4630 VEHICLE MAINTENANCE	\$14,963	\$14,908	\$25,000	\$67	\$12,560	\$1,291	\$11,149	50.24%
001-09-541-3-4660 TRAFFIC LIGHT REPAIR	\$36,393	\$26,894	\$42,235	\$4,650	\$27,219	\$0	\$15,016	64.44%
001-09-541-3-4661 STREET LIGHT REPAIR	\$10,884	\$6,554	\$22,535	\$2,195	\$2,284	\$18,641	\$1,610	10.13%
001-09-541-3-4662 STREET SIGNS	\$15,000	\$12,180	\$20,000	\$2,085	\$13,525	\$2,576	\$3,899	67.62%
001-09-541-3-4670 STORMWATER MAINTENANCE	\$68,251	\$67,296	\$55,000	\$4,780	\$31,780	\$23,187	\$33	57.78%
001-09-541-3-4680 STORM CLEANUP/REPAIR	\$225	\$204	\$0	\$0	\$0	\$0	\$0	0.00%
001-09-541-3-5000 FINES & FEES	\$0	\$0	\$0	\$0	\$848	\$0	-\$848	0.00%
001-09-541-3-5100 OFFICE SUPPLIES	\$1,150	\$1,147	\$1,000	\$0	\$938	\$0	\$62	93.84%
001-09-541-3-5210 GAS AND LUBRICANTS	\$32,500	\$31,060	\$30,000	\$4,310	\$29,175	\$0	\$825	97.25%
001-09-541-3-5230 JANITORIAL SUPPLIES	\$625	\$605	\$1,000	\$44	\$1,102	\$0	-\$102	110.24%
001-09-541-3-5250 SMALL TOOLS	\$1,475	\$1,133	\$10,000	\$18	\$9,471	\$0	\$529	94.70%
001-09-541-3-5260 UNIFORMS	\$6,000	\$4,930	\$3,500	\$223	\$2,569	\$0	\$931	73.40%
001-09-541-3-5270 CHEMICALS AND FERTILIZERS	\$1,750	\$726	\$5,000	\$0	\$1,374	\$0	\$3,626	27.48%
001-09-541-3-5280 OPERATING SUPPLIES	\$15,436	\$13,753	\$24,000	\$88	\$19,038	\$1,764	\$3,198	79.32%
001-09-541-3-5283 INMATE OPERATING SUPPLIES	\$7,697	\$7,690	\$10,000	\$298	\$5,283	\$484	\$4,233	52.82%
001-09-541-3-5330 PAVING ROAD REPAIRS	\$13,200	\$9,642	\$85,000	\$0	\$82,306	\$0	\$2,694	96.83%
001-09-541-3-5340 SIDEWALK REPAIRS	\$0	\$0	\$56,000	\$0	\$55,775	\$0	\$225	99.59%
001-09-541-3-5400 Memberships, Subscriptions, Du	\$1,250	\$1,250	\$1,500	\$0	\$0	\$0	\$1,500	0.00%
TOTAL	\$532,782	\$491,199	\$754,370	\$46,641	\$619,124	\$55,001	\$80,245	82.00%
CAPITAL OUTLAY								
001-09-541-6-6400 CAPITAL OUTLAY	\$42,365	\$21,165	\$42,846	\$0	\$0	\$0	\$42,846	0.00%
001-09-541-6-6401 Vehicle purchase	\$0	\$0	\$185,723	\$0	\$173,167	\$0	\$12,556	93.23%
001-09-541-6-6430 SIDEWALK REPAIRS	\$4,620	\$1,740	\$0	\$0	\$0	\$0	\$0	0.00%
TOTAL	\$46,985	\$22,905	\$228,569	\$0	\$173,167	\$0	\$55,402	76.00%
DEBT SERVICE								
001-09-517-7-7132 PRINCIPAL-N TIF ROAD RECONSTR	\$11,500	\$11,500	\$11,918	\$0	\$11,918	\$0	\$0	100.00%
001-09-517-7-7133 PRINCIPAL- AMERIS LOAN #281 LI	\$0	\$0	\$29,429	\$0	\$16,349	\$0	\$13,080	55.55%

CITY OF PALATKA, FL

STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

001-09-517-7-7134	PRINCIPAL PUBLIC WORKS BLDG	\$0	\$0	\$6,638	\$0	\$0	\$0	\$6,638	0.00%
001-09-517-7-7232	INTEREST-N TIF ROAD RECONSTR	\$8,016	\$7,813	\$8,983	\$0	\$7,394	\$0	\$1,589	82.31%
001-09-517-7-7233	INTEREST - AMERIS LOAN #281 LI	\$0	\$0	\$14,094	\$0	\$5,108	\$0	\$8,986	36.23%
001-09-517-7-7234	INTEREST PUBLIC WORKS BLDG	\$0	\$0	\$11,368	\$0	\$0	\$0	\$11,368	0.00%
TOTAL		\$19,516	\$19,313	\$82,430	\$0	\$40,769	\$0	\$41,661	49.00%
TRANSFERS									
001-09-541-9-9104	REIMB FLEET MAINTENANCE	\$0	\$0	\$13,034	\$1,086	\$13,034	\$0	\$0	100.00%
TOTAL		\$0	\$0	\$13,034	\$1,086	\$13,034	\$0	\$0	100.00%
DEPARTMENT TOTAL		\$950,399	\$881,773	\$1,491,708	\$80,630	\$1,210,447	\$55,001	\$226,260	81.00%
CEMETERY									
PERSONNEL SERVICES									
TOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
OPERATING EXPENSES									
001-14-569-3-3100	PROFESSIONAL SERVICES	\$18,150	\$14,342	\$10,550	\$1,845	\$6,805	\$2,175	\$1,570	64.50%
001-14-569-3-3440	TREE REMOVAL	\$14,000	\$13,233	\$30,000	\$9,000	\$10,000	\$4,900	\$15,100	33.33%
001-14-569-3-4100	COMMUNICATIONS SERVICES	\$2,300	\$2,292	\$2,300	\$191	\$2,171	\$0	\$129	94.39%
001-14-569-3-4320	ELECTRICITY	\$4,800	\$4,763	\$4,000	\$351	\$4,159	\$0	-\$159	103.96%
001-14-569-3-4330	CREDIT CARD FEES	\$550	\$511	\$1,000	\$0	\$188	\$0	\$812	18.78%
001-14-569-3-4610	BUILDING MAINTENANCE	\$1,000	\$390	\$10,000	\$34	\$744	\$0	\$9,256	7.43%
001-14-569-3-4650	GROUNDS MAINTENANCE	\$41,300	\$37,100	\$84,000	\$5,250	\$45,164	\$8,100	\$30,736	53.76%
001-14-569-3-5000	FEES & FINES	\$50	\$32	\$0	\$0	\$0	\$0	\$0	0.00%
001-14-569-3-5100	OFFICE SUPPLIES	\$200	\$184	\$1,000	\$0	\$365	\$55	\$580	36.54%
001-14-569-3-5230	JANITORIAL SUPPLIES	\$100	\$0	\$500	\$200	\$397	\$0	\$103	79.34%
001-14-569-3-5250	SMALL TOOLS	\$200	\$179	\$1,000	\$0	\$0	\$0	\$1,000	0.00%
001-14-569-3-5270	CHEMICALS & FERTILIZER	\$175	\$0	\$5,000	\$0	\$0	\$0	\$5,000	0.00%
001-14-569-3-5280	OPERATING SUPPLIES	\$3,025	\$2,869	\$3,000	\$135	\$370	\$1	\$2,629	12.33%
TOTAL		\$85,850	\$75,895	\$152,350	\$17,006	\$70,363	\$15,231	\$66,757	46.00%

CITY OF PALATKA, FL
STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

CAPITAL OUTLAY								
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
DEPARTMENT TOTAL	\$85,850	\$75,895	\$152,350	\$17,006	\$70,363	\$15,231	\$66,757	46.00%
CULTURAL SERVICES								
PERSONNEL SERVICES								
001-03-573-1-1200 REGULAR SALARIES	\$31,251	\$31,230	\$32,964	\$2,646	\$34,857	\$0	-1,893.06	105.74%
001-03-573-1-1210 ACCRUED SALARIES	\$10	\$6	\$0	\$0	\$0	\$0	\$0	0.00%
001-03-573-1-1400 OVERTIME	\$2,225	\$2,204	\$1,575	\$223	\$3,547	\$0	-1,972.40	225.23%
001-03-573-1-2100 FICA TAX EXPENSE	\$2,502	\$2,347	\$2,642	\$213	\$2,794	\$0	-\$152	105.74%
001-03-573-1-2200 RETIREMENT EXPENSE	\$11,252	\$11,236	\$10,153	\$884	\$11,785	\$0	-1,631.77	116.07%
001-03-573-1-2300 HEALTH AND LIFE INSURANCE	\$13,687	\$13,142	\$21,929	\$1,225	\$14,521	\$0	\$7,408	66.21%
TOTAL	\$60,927	\$60,165	\$69,263	\$5,192	\$67,504	\$0	\$1,759	97.00%
OPERATING EXPENSES								
001-03-573-3-3100 PROFESSIONAL SERVICES	\$16,666	\$11,538	\$2,569	\$0	\$635	\$0	\$1,934	24.71%
001-03-573-3-3120 PRE-EMPLOYMENT EXPENSE	\$150	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
001-03-573-3-4100 COMMUNICATION SERVICES	\$779	\$764	\$972	\$81	\$969	\$0	\$3	99.74%
001-03-573-3-4400 RENTALS AND LEASES	\$250	\$233	\$900	\$33	\$399	\$67	\$434	44.38%
001-03-573-3-4610 MAINTENANCE-BRONSON HOUSE	\$36,746	\$35,650	\$37,000	\$5	\$10,759	\$0	\$26,241	29.07%
001-03-573-3-4611 MAINTENANCE-PUTNAM CO HIST	\$0	\$0	\$2,000	\$0	\$217	\$0	\$1,783	10.83%
001-03-573-3-4612 MAINTENANCE-ST JOHNS RIVER C	\$105,217	\$101,524	\$6,000	\$224	\$2,251	\$0	\$3,749	37.52%
001-03-573-3-4613 MAINTENANCE-LARIMER ARTS CE	\$11,319	\$10,963	\$5,000	\$0	\$4,022	\$0	\$978	80.43%
001-03-573-3-4614 MAINTENANCE-TILGHMAN HOUSI	\$2,000	\$758	\$400	\$99	\$378	\$0	\$22	94.41%
001-03-573-3-4615 MAINTENANCE-DEPOT	\$2,000	\$1,992	\$12,000	\$3	\$1,708	\$7,985	\$2,307	14.23%
001-03-573-3-4616 MAINTENANCE-WATERWORKS	\$6,700	\$4,915	\$5,000	\$0	\$2,100	\$0	\$2,900	42.00%
001-03-573-3-4617 HAMMOCK HALL-MAINTENANCE	\$2,829	\$2,758	\$300	\$0	\$26	\$0	\$274	8.74%
001-03-573-3-4618 MAINTENANCE-WILLARD COOPEF	\$2,000	\$844	\$1,000	\$0	\$0	\$0	\$1,000	0.00%
001-03-573-3-4619 MAINTENANCE TERMINAL BUILDIN	\$11,475	\$8,026	\$500	\$205	\$445	\$0	\$55	89.00%
001-03-573-3-4800 ADVERTISING	\$0	\$0	\$500	\$0	\$0	\$0	\$500	0.00%

CITY OF PALATKA, FL

STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

001-03-573-3-4910 SPECIAL EVENT-ST JOHNS RIVER C	\$0	\$0	\$7,000	\$134	\$2,511	\$118	\$4,372	35.86%
001-03-573-3-4911 FIELD TRIPS-ST JOHNS RIVER CEN	\$0	\$0	\$500	\$0	\$0	\$0	\$500	0.00%
001-03-573-3-4912 River Center - grant expense	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
001-03-573-3-5000 FINES & FEES	\$150	\$131	\$100	\$0	\$0	\$0	\$100	0.00%
001-03-573-3-5222 MERCHANDISE-ST JOHNS RIVER C	\$0	\$0	\$1,500	\$0	\$0	\$0	\$1,500	0.00%
001-03-573-3-5230 JANITORIAL SUPPLIES	\$1,000	\$970	\$1,000	\$0	\$939	\$0	\$61	93.93%
001-03-573-3-5260 UNIFORMS	\$200	\$135	\$200	\$0	\$90	\$0	\$110	44.85%
001-03-573-3-5280 OPERATING-BRONSON HOUSE	\$13,400	\$12,482	\$9,000	\$738	\$8,767	\$0	\$233	97.41%
001-03-573-3-5281 OPERATING-PUTNAM CO HIST SO	\$0	\$0	\$500	\$0	\$0	\$0	\$500	0.00%
001-03-573-3-5282 OPERATING-ST JOHNS RIVER CEN	\$9,200	\$9,164	\$9,000	\$1,081	\$9,975	\$83	-1,058.38	110.83%
001-03-573-3-5283 OPERATING-LARIMER ARTS CENTE	\$500	\$275	\$500	\$0	\$0	\$0	\$500	0.00%
001-03-573-3-5286 OPERATING-WATERWORKS	\$7,000	\$6,992	\$7,200	\$572	\$6,825	\$0	\$375	94.78%
001-03-573-3-5289 OPERATING-TERMINAL BUILDING	\$1,750	\$1,701	\$2,000	\$163	\$2,074	\$0	-\$74	103.69%
001-03-573-3-5290 HOLIDAY EVENT - Jingle Jam	\$0	\$0	\$251	\$0	\$242	\$0	\$9	96.41%

TOTAL	\$241,331	\$211,816	\$112,892	\$3,338	\$55,332	\$8,253	\$49,307	49.00%
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CAPITAL OUTLAY

TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
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DEPARTMENT TOTAL	\$302,258	\$271,981	\$182,155	\$8,530	\$122,836	\$8,253	\$51,066	67.00%
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RECREATION

PERSONNEL SERVICES

001-06-572-1-1100 EXECUTIVE SALARIES	\$63,212	\$63,207	\$68,221	\$5,229	\$67,226	\$0	\$995	98.54%
001-06-572-1-1200 REGULAR SALARIES	\$46,064	\$46,062	\$72,626	\$5,100	\$62,432	\$0	\$10,194	85.96%
001-06-572-1-1210 ACCRUED SALARIES	\$0	-\$33	\$0	\$0	\$0	\$0	\$0	0.00%
001-06-572-1-1400 OVERTIME	\$250	\$198	\$1,575	\$0	\$589	\$0	\$986	37.40%
001-06-572-1-2100 FICA EXPENSE	\$8,346	\$7,532	\$10,895	\$747	\$9,205	\$0	\$1,690	84.48%
001-06-572-1-2200 RETIREMENT EXPENSE	\$37,372	\$36,781	\$43,381	\$2,749	\$35,682	\$0	\$7,699	82.25%
001-06-572-1-2300 HEALTH AND LIFE INSURANCE	\$43,103	\$42,767	\$44,612	\$3,862	\$45,704	\$0	-1,091.82	102.44%

TOTAL	\$198,347	\$196,515	\$241,310	\$17,687	\$220,837	\$0	\$20,473	92.00%
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CITY OF PALATKA, FL
STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

OPERATING EXPENSES								
001-06-572-3-3100	PROFESSIONAL SERVICES	\$1,500	\$1,431	\$3,112	\$1,250	\$2,427	\$685	\$0 77.98%
001-06-572-3-3120	PRE-EMPLOYMENT EXPENSE	\$150	\$0	\$900	\$0	\$360	\$0	\$540 39.94%
001-06-572-3-4020	SCHOOLING/CONFERENCES	\$4,050	\$2,990	\$2,500	\$1,044	\$1,611	\$786	\$104 64.42%
001-06-572-3-4100	COMMUNICATIONS SERVICES	\$2,712	\$2,678	\$1,440	\$81	\$1,269	\$0	\$171 88.11%
001-06-572-3-4310	NATURAL GAS	\$1,700	\$1,459	\$1,700	\$0	\$353	\$0	\$1,347 20.79%
001-06-572-3-4320	ELECTRICITY	\$5,800	\$5,785	\$3,000	\$0	\$888	\$0	\$2,112 29.59%
001-06-572-3-4322	ELECTRICITY-FRED GREEN PARK	\$1,680	\$1,649	\$1,500	\$119	\$1,426	\$0	\$74 95.03%
001-06-572-3-4325	ELECTRICITY-FORRESTER FIELD	\$600	\$340	\$500	\$28	\$313	\$0	\$187 62.68%
001-06-572-3-4326	ELECTRICITY-SHAW BUCK RECRE.	\$480	\$416	\$500	\$27	\$286	\$0	\$214 57.29%
001-06-572-3-4329	ELECTRICITY-BOOKER PARK	\$1,060	\$1,021	\$1,200	\$71	\$869	\$0	\$331 72.40%
001-06-572-3-4330	CREDIT CARD FEES-REC	\$200	\$182	\$300	\$81	\$250	\$0	\$50 83.29%
001-06-572-3-4400	RENTALS AND LEASES	\$600	\$392	\$800	\$33	\$400	\$67	\$334 49.95%
001-06-572-3-4510	INSURANCE CLAIMS REIMBURSE	\$0	\$0	\$0	\$0	\$8,420	\$0	-8,420.00 0.00%
001-06-572-3-4610	BUILDING MAINTENANCE	\$157,325	\$1,888	\$10,000	\$0	\$1,574	\$4,908	\$3,518 15.74%
001-06-572-3-4620	EQUIPMENT MAINTENANCE	\$500	\$0	\$1,000	\$0	\$0	\$0	\$1,000 0.00%
001-06-572-3-4630	VEHICLE MAINTENANCE	\$5,000	\$3,458	\$2,000	\$0	\$1,677	\$0	\$323 83.86%
001-06-572-3-4651	MAINTENANCE-FRED GREEN PARK	\$13,850	\$12,385	\$15,667	\$1,046	\$12,549	\$1,046	\$2,072 80.09%
001-06-572-3-4653	MAINTENANCE-BOOKER PARK	\$14,325	\$12,910	\$15,667	\$1,046	\$13,086	\$1,046	\$1,535 83.52%
001-06-572-3-4654	MAINTENANCE-FORRESTER FIELD	\$13,600	\$12,194	\$14,000	\$1,125	\$12,628	\$1,046	\$326 90.19%
001-06-572-3-4655	MAINTENANCE-SHAW BUCK RECRE	\$14,150	\$12,728	\$15,667	\$1,140	\$12,682	\$1,046	\$1,939 80.94%
001-06-572-3-4700	PRINTING AND BINDING	\$1,600	\$1,506	\$1,090	\$41	\$1,178	\$0	-\$88 108.05%
001-06-572-3-5000	FEES & FINES	\$100	\$74	\$100	\$52	\$218	\$0	-\$118 217.58%
001-06-572-3-5100	OFFICE SUPPLIES	\$675	\$455	\$500	\$0	\$77	\$0	\$423 15.47%
001-06-572-3-5210	GAS AND LUBRICANTS	\$3,500	\$2,516	\$2,910	\$223	\$2,786	\$0	\$124 95.75%
001-06-572-3-5230	JANITORIAL SUPPLIES	\$500	\$469	\$600	\$0	\$580	\$0	\$21 96.58%
001-06-572-3-5260	UNIFORMS	\$500	\$100	\$500	\$0	\$144	\$0	\$356 28.82%
001-06-572-3-5270	CHEMICALS & FERTILIZER	\$500	\$0	\$1,000	\$0	\$0	\$0	\$1,000 0.00%
001-06-572-3-5280	OPERATING SUPPLIES	\$2,500	\$1,500	\$3,690	\$596	\$3,266	\$75	\$349 88.50%
001-06-572-3-5281	PROGRAMS	\$8,700	\$8,453	\$12,388	\$147	\$7,825	\$3,716	\$847 63.16%
TOTAL		\$257,857	\$88,979	\$114,231	\$8,150	\$89,140	\$14,422	\$10,669 78.00%
CAPITAL OUTLAY								
001-06-572-6-6450	CAPITAL IMPROVEMENT	\$0	\$0	\$164,500	\$0	\$0	\$0	\$164,500 0.00%
001-06-572-8-5200	Libra Philanthropies Foundatio	\$0	\$0	\$15,000	\$0	\$9,229	\$4,230	\$1,541 61.52%

CITY OF PALATKA, FL
STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

TOTAL	\$0	\$0	\$179,500	\$0	\$9,229	\$4,230	\$166,041	0.00%
DEPARMENT	\$456,204	\$285,495	\$535,041	\$25,837	\$319,207	\$18,651	\$197,183	60.00%
PARKS								
PERSONNEL SERVICES								
001-15-572-1-1200 REGULAR SALARIES	\$92,492	\$46,608	\$98,550	\$5,154	\$53,529	\$0	\$45,021	54.31%
001-15-572-1-1210 ACCRUED SALARIES	\$0	-\$140	\$0	\$0	\$0	\$0	\$0	0.00%
001-15-572-1-1400 OVERTIME	\$6,000	\$4,259	\$6,300	\$532	\$3,189	\$0	\$3,111	50.62%
001-15-572-1-2100 FICA TAX EXPENSE	\$7,682	\$3,758	\$8,021	\$432	\$4,236	\$0	\$3,785	52.80%
001-15-572-1-2200 RETIREMENT EXPENSE	\$22,220	\$17,091	\$30,354	\$1,751	\$17,375	\$0	\$12,979	57.24%
001-15-572-1-2300 HEALTH AND LIFE INSURANCE	\$34,324	\$9,287	\$35,525	\$612	\$10,293	\$0	\$25,232	28.97%
TOTAL	\$162,718	\$80,864	\$178,750	\$8,481	\$88,623	\$0	\$90,127	50.00%
OPERATING EXPENSES								
001-15-572-3-3100 PROFESSIONAL SERVICES	\$36,712	\$22,303	\$30,000	\$500	\$15,532	\$4,118	\$10,350	51.77%
001-15-572-3-3120 PRE-EMPLOYMENT EXPENSE	\$315	\$313	\$1,000	\$0	\$299	\$0	\$701	29.90%
001-15-572-3-3440 TREE REMOVAL	\$650	\$0	\$15,000	\$0	\$0	\$0	\$15,000	0.00%
001-15-572-3-4020 TRAINING, SCHOOLING, ETC	\$1,000	\$992	\$3,000	\$0	\$820	\$0	\$2,180	27.34%
001-15-572-3-4100 COMMUNICATIONS SERVICES	\$1,400	\$1,003	\$1,400	\$95	\$1,112	\$0	\$288	79.42%
001-15-572-3-4310 NATURAL GAS	\$200	\$196	\$200	\$16	\$198	\$0	\$2	99.14%
001-15-572-3-4321 DOWNTOWN/RIVERFRONT ELECT	\$11,200	\$11,116	\$10,000	\$944	\$10,358	\$0	-\$358	103.57%
001-15-572-3-4323 ELECTRICITY-HANK BRYAN PARK	\$350	\$326	\$5,000	\$27	\$309	\$0	\$4,691	6.18%
001-15-572-3-4400 RENTALS AND LEASES	\$0	\$0	\$3,000	\$0	\$2,641	\$0	\$359	88.03%
001-15-572-3-4510 INSURANCE CLAIMS REIMBURSE	\$8,750	\$8,750	\$0	\$0	\$0	\$0	\$0	0.00%
001-15-572-3-4610 BUILDING MAINTENANCE	\$500	\$483	\$1,500	\$0	\$11	\$0	\$1,489	0.70%
001-15-572-3-4620 EQUIPMENT MAINTENANCE	\$3,408	\$3,369	\$10,000	\$358	\$1,853	\$1,082	\$7,064	18.53%
001-15-572-3-4630 VEHICLE MAINTENANCE	\$3,035	\$3,033	\$5,000	\$246	\$4,538	\$0	\$462	90.75%
001-15-572-3-4651 MAINTENANCE-FRED GREEN PARK	\$1,951	\$818	\$4,000	\$0	\$357	\$0	\$3,643	8.92%
001-15-572-3-4652 MAINTENANCE-HANK BRYAN PARK	\$1,800	\$1,800	\$12,000	\$0	\$10,594	\$0	\$1,406	88.28%
001-15-572-3-4653 MAINTENANCE-BOOKER PARK	\$3,800	\$249	\$11,000	\$163	\$5,554	\$4,655	\$791	50.49%
001-15-572-3-4654 MAINTENANCE-FORRESTER FIELD	\$200	\$50	\$6,000	\$0	\$335	\$0	\$5,665	5.58%
001-15-572-3-4655 MAINTENANCE-SHAW BUCK RECI	\$2,000	\$1,969	\$1,000	\$0	\$0	\$0	\$1,000	0.00%

CITY OF PALATKA, FL

STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

001-15-572-3-4656	MAINTENANCE-WESTOVER PARK	\$951	\$0	\$6,000	\$0	\$0	\$685	\$5,315	0.00%
001-15-572-3-4657	MAINTENANCE-PLAYGROUND 12'	\$1,000	\$0	\$2,000	\$0	\$1,800	\$0	\$200	90.00%
001-15-572-3-4658	MAINTENANCE - RIVERFRONT	\$22,809	\$17,667	\$50,000	\$1,250	\$45,889	\$2,543	\$1,569	91.77%
001-15-572-3-4659	MAINTENANCE-EDGEMOORE & HI	\$250	\$0	\$6,000	\$0	\$0	\$0	\$6,000	0.00%
001-15-572-3-4662	DOWNTOWN MAINTENANCE & LI	\$15,000	\$13,844	\$10,000	\$0	\$1,841	\$0	\$8,159	18.40%
001-15-572-3-4663	MAINTENANCE-BIKE TRAIL	\$500	\$0	\$500	\$0	\$0	\$0	\$500	0.00%
001-15-572-3-4680	STORM CLEANUP/REPAIR	\$40,000	\$3,283	\$0	\$0	\$0	\$0	\$0	0.00%
001-15-572-3-5100	OFFICE SUPPLIES	\$2,700	\$2,695	\$1,000	\$0	\$543	\$0	\$457	54.31%
001-15-572-3-5210	GAS AND LUBRICANTS	\$1,400	\$156	\$3,000	\$0	\$44	\$0	\$2,956	1.48%
001-15-572-3-5230	JANITORIAL SUPPLIES	\$395	\$362	\$1,000	\$0	\$710	\$36	\$254	70.99%
001-15-572-3-5250	SMALL TOOLS	\$4,102	\$4,096	\$9,825	\$73	\$591	\$0	\$9,234	6.01%
001-15-572-3-5260	UNIFORMS	\$1,400	\$865	\$2,000	\$0	\$0	\$0	\$2,000	0.00%
001-15-572-3-5270	CHEMICALS & FERTILIZER	\$455	\$455	\$5,000	\$0	\$0	\$0	\$5,000	0.00%
001-15-572-3-5280	OPERATING SUPPLIES	\$7,971	\$7,871	\$16,000	\$373	\$9,832	\$4,496	\$1,672	61.45%
001-15-572-3-5283	INMATE OPERATING SUPPLIES	\$1,148	\$1,132	\$3,000	\$0	\$2,973	\$0	\$27	99.09%
001-15-572-3-5400	MEMBR,SUBSCRIPT,DUES	\$50	\$50	\$1,000	\$0	\$0	\$0	\$1,000	0.00%
TOTAL		\$177,402	\$109,247	\$235,425	\$4,047	\$118,735	\$17,615	\$99,075	50.00%
CAPITAL OUTLAY									
001-15-572-6-6310	PARK IMPROVEMENT EXPENSE	\$34,835	\$14,830	\$129,000	\$0	\$110,801	\$18,199	\$0	85.89%
001-15-572-6-6400	CAPITAL OUTLAY	\$0	\$0	\$13,994	\$0	\$0	\$0	\$13,994	0.00%
001-15-572-6-6450	CAPITAL IMPROVEMENTS	\$0	\$0	\$26,500	\$0	\$20,791	\$0	\$5,709	78.45%
TOTAL		\$34,835	\$14,830	\$169,494	\$0	\$131,592	\$18,199	\$19,703	78.00%
DEBT SERVICE									
001-15-517-7-7101	PRINCIPAL PUBLIC WORKS BLDG	\$0	\$0	\$6,638	\$0	\$0	\$0	\$6,638	0.00%
001-15-517-7-7201	INTEREST PUBLIC WORKS BLDG	\$0	\$0	\$11,368	\$0	\$0	\$0	\$11,368	0.00%
TOTAL		\$0	\$0	\$18,006	\$0	\$0	\$0	\$18,006	0.00%
TRANSFERS									
001-15-572-9-9104	REIMB FLEET MAINTENCE	\$0	\$0	\$13,034	\$1,086	\$13,034	\$0	\$0	100.00%
TOTAL		\$0	\$0	\$13,034	\$1,086	\$13,034	\$0	\$0	100.00%

CITY OF PALATKA, FL
STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

DEPARTMENT TOTAL	\$374,955	\$204,941	\$614,709	\$13,613	\$351,984	\$35,814	\$226,911	57.00%
PRICE MARTIN CENTER								
OPERATING EXPENSES								
001-26-579-3-4100 COMMUNICATIONS SERVICES	\$1,300	\$1,224	\$1,070	\$96	\$1,059	\$0	\$11	98.95%
001-26-579-3-4310 NATURAL GAS	\$825	\$812	\$800	\$52	\$769	\$0	\$31	96.12%
001-26-579-3-4320 ELECTRICITY	\$17,000	\$16,794	\$12,000	\$1,539	\$14,438	\$0	-2,438.36	120.31%
001-26-579-3-4610 BUILDING MAINTENANCE	\$4,500	\$2,437	\$9,730	\$141	\$3,998	\$120	\$5,612	41.08%
001-26-579-3-4620 EQUIPMENT MAINTENANCE	\$3,000	\$2,616	\$3,000	\$200	\$1,607	\$397	\$996	53.55%
001-26-579-3-4650 GROUNDS MAINTENANCE	\$0	\$0	\$500	\$0	\$0	\$0	\$500	0.00%
001-26-579-3-4680 STORM CLEANUP	\$600	\$0	\$500	\$0	\$0	\$0	\$500	0.00%
001-26-579-3-5230 JANITORIAL SUPPLIES	\$500	\$427	\$500	\$120	\$500	\$0	\$0	99.95%
001-26-579-3-5280 OPERATING SUPPLIES	\$500	\$90	\$500	\$357	\$435	\$0	\$65	86.93%
TOTAL	\$28,225	\$24,400	\$28,600	\$2,506	\$22,805	\$517	\$5,278	80.00%
CAPITAL OUTLAY								
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
DEPARTMENT TOTAL	\$28,225	\$24,400	\$28,600	\$2,506	\$22,805	\$517	\$5,278	80.00%
WATER TAXIS								
OPERATING EXPENSES								
001-27-549-3-3100 PROFESSIONAL SERVICES	\$18,775	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
001-27-549-3-4500 LIABILITY INSURANCE	\$25,000	\$18,588	\$27,629	\$0	\$36,252	\$0	-8,623.08	131.21%
001-27-549-3-4610 TAXI TERMINAL BUILDING EXPENS	\$0	\$0	\$0	\$41	\$1,581	\$0	-1,580.85	0.00%
001-27-549-3-4630 RIVERBOAT MAINTENANCE	\$14,500	\$12,169	\$37,000	\$416	\$11,655	\$15,016	\$10,329	31.49%
001-27-549-3-4680 STORM CLEANUP/REPAIR	\$1,500	\$1,421	\$0	\$0	\$0	\$1,600	-1,600.00	0.00%
001-27-549-3-5000 FINES & FEES	\$0	\$0	\$500	\$0	\$39	\$0	\$461	7.73%
001-27-549-3-5280 TAXI TERMINAL & BOATS OPERATII	\$2,000	\$300	\$0	\$0	\$0	\$0	\$0	0.00%
TOTAL	\$61,775	\$32,479	\$65,129	\$458	\$49,526	\$16,616	-1,013.53	76.00%

CITY OF PALATKA, FL
STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

CAPITAL OUTLAY								
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
DEPARTMENT TOTAL	\$61,775	\$32,479	\$65,129	\$458	\$49,526	\$16,616	-1,013.53	76.00%
JENKINS GYMNASIUM								
PERSONNEL SERVICES								
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
OPERATING EXPENSES								
001-40-572-3-3100 PROFESSIONAL SERVICES	\$3,800	\$2,006	\$13,500	\$799	\$12,638	\$0	\$862	93.61%
001-40-572-3-4100 COMMUNICATION SERVICES	\$1,200	\$0	\$500	\$0	\$413	\$0	\$87	82.66%
001-40-572-3-4320 ELECTRICITY	\$20,000	\$14,151	\$20,000	\$1,924	\$13,932	\$0	\$6,068	69.65%
001-40-572-3-4500 LIABILITY INSURANCE	\$9,600	\$0	\$9,600	\$0	\$8,627	\$0	\$973	89.85%
001-40-572-3-4610 BUILDING MAINTENANCE	\$8,500	\$4,492	\$35,000	\$10,739	\$23,309	\$6,565	\$5,126	66.59%
001-40-572-3-4650 GROUNDS MAINTENANCE	\$1,500	\$237	\$0	\$0	\$0	\$0	\$0	0.00%
001-40-572-3-5230 JANITORIAL SUPPLIES	\$1,000	\$924	\$1,000	\$0	\$901	\$0	\$99	90.07%
001-40-572-3-5280 OPERATING SUPPLIES	\$1,000	\$418	\$2,000	\$546	\$1,475	\$0	\$526	73.72%
TOTAL	\$46,600	\$22,228	\$81,600	\$14,007	\$61,293	\$6,565	\$13,742	75.00%
CAPITAL OUTLAY								
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
DEPARTMENT	\$46,600	\$22,228	\$81,600	\$14,007	\$61,293	\$6,565	\$13,742	75.00%
TRANSFERS								
001-81-581-9-9130 TRANSFER TO TIF	\$285,749	\$0	\$346,243	\$0	\$0	\$0	\$346,243	0.00%
001-81-581-9-9140 TRANSFER TO GOLF FUND	\$162,405	\$162,405	\$53,700	\$4,475	\$53,700	\$0	\$0	100.00%
001-81-581-9-9141 TRANSFER TO GOLF FUND-DEBT	\$168,985	\$168,985	\$0	\$0	\$0	\$0	\$0	0.00%

CITY OF PALATKA, FL

STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

001-81-581-9-9150	TRANSFER TO BETTER PLACE FUN	\$76,134	\$0	\$307,470	\$0	\$0	\$0	\$307,470	0.00%
001-81-581-9-9160	TRANSFER TO AIRPORT FUND	\$252,030	\$230,000	\$284,340	\$23,695	\$284,340	\$0	\$0	100.00%
001-81-581-9-9180	TRANSFER TO ARPA	\$0	\$0	\$0	\$0	-\$4,881	\$0	\$4,881	0.00%
DEPARTMENT TOTAL		\$945,303	\$561,390	\$991,753	\$28,170	\$333,159	\$0	\$658,594	34.00%
CONTINGENCIES									
DEPARTMENT TOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
TOTAL EXPENDITURES		\$15,022,674	\$12,505,255	\$17,621,723	\$1,157,730	\$15,013,180	\$285,308	\$2,213,126	86.00%
RESERVES									
001-83-581-9-9900	OPERATING CASH RESERVE	\$1,795,969	\$0	\$2,141,003	\$0	\$0	\$0	\$2,141,003	0.00%
001-83-581-9-9901	EVIDENCE FUND RESERVE	\$7,282	\$0	\$7,282	\$0	\$0	\$0	\$7,282	0.00%
001-83-581-9-9902	LOT DEMOLITION/CLEANUP RESE	\$22,075	\$0	\$22,075	\$0	\$0	\$0	\$22,075	0.00%
001-83-581-9-9909	SPECIAL CEMETERY RESERVE	\$146,875	\$0	\$118,889	\$0	\$0	\$0	\$118,889	0.00%
001-83-581-9-9910	SPECIAL POLICE RESERVE	\$61,302	\$0	\$61,271	\$0	\$0	\$0	\$61,271	0.00%
001-83-581-9-9912	HAND GUN CLASSES RESERVE	\$7,637	\$0	\$7,637	\$0	\$0	\$0	\$7,637	0.00%
001-83-581-9-9913	FIRE PUBLIC EDUCATION RESERV	\$29,568	\$0	\$24,937	\$0	\$0	\$0	\$24,937	0.00%
001-83-581-9-9919	RED LIGHT CAMERA REVENUE RES	\$49,988	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
001-83-581-9-9921	LANDSCAPING CODE FEE RESERV	\$3,579	\$0	\$61,663	\$0	\$0	\$0	\$61,663	0.00%
001-83-581-9-9922	INSURANCE RESERVE BUDGET AC	\$622,948	\$0	\$624,444	\$0	\$0	\$0	\$624,444	0.00%
001-83-581-9-9923	PARKS BANK ACCT- DONATIONS	\$2,900	\$0	\$284	\$0	\$0	\$0	\$284	0.00%
001-83-581-9-9924	POLICE I&E ACCOUNT	\$8,587	\$0	\$7,523	\$0	\$0	\$0	\$7,523	0.00%
001-83-581-9-9925	FIRE CAPITAL REPLACEMENT RESI	\$266,000	\$0	\$88,000	\$0	\$0	\$0	\$88,000	0.00%
DEPARTMENT TOTAL		\$3,024,710	\$0	\$3,165,008	\$0	\$0	\$0	\$3,165,008	0.00%
TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES & RESERVES									
GENERAL		\$18,047,385	\$12,505,255	\$20,682,393	\$1,157,730	\$15,013,180	\$289,537	\$5,379,676	73.00%

CITY OF PALATKA, FL
STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

AIRPORT EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 100.00 % Yr Complete For Fiscal Year: 2024 / 9

PERSONNEL SERVICES								
005-05-542-1-1100	EXECUTIVE SALARIES	\$88,188	\$88,169	\$92,186	\$7,371	\$93,777	\$0 -1,590.58	101.72%
005-05-542-1-1200	REGULAR SALARIES	\$115,115	\$114,991	\$177,162	\$13,009	\$149,054	\$0 \$28,108	84.13%
005-05-542-1-1210	ACCRUED SALARIES	\$6,000	\$5,676	\$0	\$0	\$0	\$0 \$0	0.00%
005-05-542-1-1300	OTHER SALARIES & WAGES	\$34,305	\$0	\$0	\$0	\$0	\$0 \$0	0.00%
005-05-542-1-1400	OVERTIME	\$7,000	\$5,776	\$7,350	\$0	\$7,793	\$0 -\$443	106.03%
005-05-542-1-2100	FICA TAX EXPENSE	\$18,512	\$15,444	\$21,167	\$1,517	\$18,554	\$0 \$2,613	87.65%
005-05-542-1-2200	RETIREMENT EXPENSE	\$55,989	\$56,169	\$82,959	\$4,424	\$57,726	\$0 \$25,233	69.58%
005-05-542-1-2300	HEALTH AND LIFE INSURANCE	\$8,011	\$7,670	\$8,364	\$1,438	\$17,093	\$0 -8,728.72	204.36%
005-05-542-1-2400	WORKERS COMP	\$7,500	\$6,519	\$5,380	\$0	\$7,974	\$0 -2,593.97	148.21%
TOTAL		\$340,620	\$300,416	\$394,568	\$27,759	\$351,972	\$0 \$42,596	89.00%
OPERATING EXPENSES								
005-05-542-3-3100	PROFESSIONAL SERVICES	\$4,000	\$702	\$29,500	\$10	\$16,572	\$17,195 -4,266.93	56.17%
005-05-542-3-3120	PRE-EMPLOYMENT EXPENSE	\$1,000	\$448	\$1,000	\$0	\$150	\$0 \$850	14.95%
005-05-542-3-3200	ACCOUNTING AND AUDITING	\$5,600	\$5,541	\$5,287	\$0	\$5,165	\$0 \$122	97.69%
005-05-542-3-4020	SCHOOLING, CONFERENCE, ETC	\$2,500	\$1,450	\$5,000	\$1,052	\$1,979	\$908 \$2,114	39.57%
005-05-542-3-4100	COMMUNICATIONS SERVICES	\$12,091	\$6,072	\$16,000	\$361	\$4,164	\$0 \$11,836	26.02%
005-05-542-3-4200	POSTAGE AND FREIGHT	\$300	\$250	\$300	\$11	\$178	\$0 \$122	59.26%
005-05-542-3-4310	NATURAL GAS	\$900	\$890	\$1,000	\$54	\$848	\$0 \$153	84.75%
005-05-542-3-4315	UTILITIES-WATER	\$8,000	\$6,555	\$8,000	\$619	\$8,050	\$0 -\$50	100.62%
005-05-542-3-4320	ELECTRICITY	\$24,025	\$24,001	\$20,000	\$2,754	\$24,994	\$0 -4,994.24	124.97%
005-05-542-3-4330	CREDIT CARD FEES	\$15,000	\$14,851	\$30,000	\$0	\$35	\$0 \$29,965	0.11%
005-05-542-3-4400	RENTALS AND LEASES	\$10,200	\$9,508	\$11,700	\$36	\$11,556	\$71 \$73	98.76%
005-05-542-3-4500	LIABILITY INSURANCE	\$50,000	\$49,899	\$67,754	\$0	\$71,309	\$0 -3,555.32	105.24%
005-05-542-3-4510	INSURANCE CLAIMS REIMBURSE	\$95,000	\$94,495	\$0	\$0	\$0	\$0 \$0	0.00%
005-05-542-3-4610	BUILDING MAINTENANCE	\$14,500	\$10,566	\$25,000	\$674	\$9,478	\$940 \$14,582	37.91%
005-05-542-3-4615	HANGAR MAINTENANCE	\$30,000	\$7,640	\$30,000	\$0	\$4,171	\$1,035 \$24,795	13.90%
005-05-542-3-4620	EQUIPMENT/FIELD MAINTENANCE	\$45,000	\$43,198	\$28,500	\$274	\$21,403	\$2,277 \$4,820	75.09%
005-05-542-3-4630	VEHICLE MAINTENANCE	\$5,000	\$555	\$5,000	\$0	\$1,475	\$139 \$3,386	29.49%
005-05-542-3-4650	GROUNDS LANDSCAPING	\$56,000	\$47,309	\$56,000	\$4,296	\$49,767	\$6,191 \$42	88.86%
005-05-542-3-4680	STORM CLEANUP/REPAIR	\$100	\$98	\$0	\$0	\$0	\$0 \$0	0.00%
005-05-542-3-4800	ADVERTISING	\$2,500	\$0	\$5,000	\$0	\$0	\$0 \$5,000	0.00%

CITY OF PALATKA, FL

STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

005-05-542-3-4810	LEGAL ADVERTISING	\$1,000	\$580	\$1,000	\$72	\$376	\$489	\$135	37.59%
005-05-542-3-4900	FLY-IN EVENT-EXPENSES	\$10,000	\$0	\$20,000	\$0	\$0	\$0	\$20,000	0.00%
005-05-542-3-5000	FEES & FINES	\$300	\$277	\$0	-\$26	\$160	\$0	-\$160	0.00%
005-05-542-3-5100	OFFICE SUPPLIES	\$1,000	\$799	\$1,500	\$0	\$810	\$109	\$581	53.99%
005-05-542-3-5170	100LL FUEL	\$506,550	\$446,453	\$532,500	\$35,659	\$283,738	\$6,702	\$242,060	53.28%
005-05-542-3-5180	JET A FUEL	\$206,000	\$92,608	\$294,000	\$47,591	\$179,236	\$0	\$114,764	60.96%
005-05-542-3-5210	GAS AND LUBRICANTS	\$2,500	\$1,234	\$2,500	\$161	\$2,003	\$0	\$497	80.10%
005-05-542-3-5220	GENERAL MERCHANDISE	\$5,000	\$2,733	\$5,000	\$0	\$3,675	\$0	\$1,325	73.49%
005-05-542-3-5230	JANITORIAL SUPPLIES	\$4,000	\$1,938	\$2,500	\$65	\$1,290	\$213	\$997	51.58%
005-05-542-3-5260	UNIFORMS	\$500	\$396	\$500	\$0	\$0	\$0	\$500	0.00%
005-05-542-3-5280	OPERATING SUPPLIES	\$8,500	\$6,777	\$6,000	\$66	\$2,320	\$300	\$3,380	38.66%
005-05-542-3-5400	MEMBR,SUBSCRIPT,DUES	\$6,800	\$2,335	\$6,800	\$60	\$2,366	\$60	\$4,374	34.79%
005-05-542-3-5900	DEPRECIATION	\$0	\$999,674	\$0	\$0	\$0	\$0	\$0	0.00%

TOTAL		\$1,133,866	\$1,879,833	\$1,217,341	\$93,786	\$707,264	\$36,629	\$473,448	58.00%
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CAPITAL OUTLAY

005-05-542-6-6305	FDOT T HANGAR G1383	\$728,695	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
005-05-542-6-6309	FDOT WEST TAXILANES & APRON :	\$0	\$0	\$100,000	\$0	\$84,379	\$0	\$15,621	84.37%
005-05-542-6-6346	FAA West Taxilanes & Apron Cit	\$8,026	\$0	\$16,779	\$0	\$0	\$0	\$16,779	0.00%
005-05-542-6-6400	CAPITAL OUTLAY	\$44,000	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
005-05-542-6-6450	CAPITAL IMPROVEMENTS	\$0	\$0	\$22,920	\$0	\$0	\$0	\$22,920	0.00%
005-05-542-8-6303	FDOT Taxiway "E"CHO	\$0	\$0	\$21,510	\$2,935	\$9,787	\$11,723	\$0	45.49%
005-05-542-8-6304	FAA TAXIWAY A REDI PHASE II WE	\$1,388,057	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
005-05-542-8-6307	FDOT FUEL TRUCK PTGA G2340	\$242,000	\$0	\$242,000	\$0	\$240,000	\$0	\$2,000	99.17%
005-05-542-8-6308	FAA West Taxilanes & Apron Fed	\$72,234	\$0	\$755,061	\$0	\$738,673	\$16,303	\$85	97.82%
005-05-542-8-6310	Fed FAA Taxiway "E"cho	\$0	\$0	\$193,590	\$26,417	\$88,083	\$105,507	\$0	45.49%
005-05-542-8-6311	FDOT RWY 9 Obstruction Tree Re	\$0	\$0	\$575,000	\$0	\$38,161	\$35,205	\$501,634	6.63%
005-05-542-8-6312	FDOT Wildlife Hazard Assessmen	\$0	\$0	\$25,000	\$0	\$16,400	\$0	\$8,600	65.60%
005-05-542-8-6314	FDOT Bulk Hangar (W1-3) Apron	\$0	\$0	\$100,000	\$0	\$1,055	\$98,945	\$0	1.05%
005-05-542-8-6315	FDOT RWY 9/27 EXT feasibility	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000	0.00%
005-05-542-8-6316	FDOT Access Control & Gate Imp	\$0	\$0	\$100,000	\$1,785	\$8,641	\$1,513	\$89,846	8.64%
005-05-542-8-6317	AIRPORT FDOT CORPORATE HANC	\$0	\$0	\$262,500	\$0	\$0	\$0	\$262,500	0.00%
005-05-542-8-6318	FDOT Emergency Generators	\$0	\$0	\$250,000	\$3,375	\$6,017	\$171,040	\$72,942	2.40%

TOTAL		\$2,483,012	\$0	\$2,764,360	\$34,513	\$1,231,195	\$440,237	\$1,092,928	45.00%
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CITY OF PALATKA, FL
STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

DEBT SERVICE								
005-05-517-7-7111	PRINCIPAL-SERIES 2013C TERMIN	\$83,000	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
005-05-517-7-7121	PRINCIPAL-SERIES 2013B T-HANG	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
005-05-517-7-7140	PRINCIPAL-AIRPORT VEHICLE	\$5,406	\$0	\$5,395	\$0	\$5,395	\$0	\$0 99.99%
005-05-517-7-7211	INTEREST-SERIES 2013C TERMINA	\$1,576	\$1,575	\$0	\$0	\$0	\$0	\$0 0.00%
005-05-517-7-7221	INTEREST-SERIES 2013B T-HANGA	\$1,407	\$1,406	\$0	\$0	\$0	\$0	\$0 0.00%
005-05-517-7-7240	INTEREST-AIRPORT VEHICLE	\$350	\$246	\$149	\$0	\$149	\$0	\$0 100.04%
TOTAL		\$141,739	\$3,228	\$5,544	\$0	\$5,544	\$0	\$0 100.00%
TOTAL EXPENDITURES		\$4,099,237	\$2,183,477	\$4,381,813	\$156,058	\$2,295,975	\$476,866	\$1,608,972 52.00%
TRANSFERS, CONT, RESERVES								
005-05-542-9-9100	REIMB GENERAL FUND-ADMIN EX	\$213,239	\$110,056	\$164,918	\$13,743	\$164,918	\$0	\$0 100.00%
005-05-542-9-9501	BAD DEBT EXPENSE	\$800	\$778	\$0	\$0	\$0	\$0	\$0 0.00%
TOTAL		\$214,039	\$110,834	\$164,918	\$13,743	\$164,918	\$0	\$0 100.00%
AIRPORT	TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES & RESERV	\$4,313,276	\$2,294,311	\$4,546,731	\$169,801	\$2,460,893	\$476,866	\$1,608,972 54.00%

CITY OF PALATKA, FL
STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

WATER FUND EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 100.00 % Yr Complete For Fiscal Year: 2024 / 9

WATER PLANT

PERSONNEL SERVICES

041-11-533-1-1100	EXECUTIVE SALARIES	\$66,183	\$65,740	\$130,320	\$0	\$11,004	\$0	\$119,316	8.44%
041-11-533-1-1200	REGULAR SALARIES	\$345,029	\$312,145	\$380,096	\$23,287	\$332,798	\$0	\$47,298	87.55%
041-11-533-1-1210	ACCRUED SALARIES	\$0	-5,467.46	\$0	\$0	\$0	\$0	\$0	0.00%
041-11-533-1-1400	OVERTIME	\$45,000	\$40,578	\$47,250	\$1,032	\$56,374	\$0	-9,123.64	119.30%
041-11-533-1-2100	FICA TAX EXPENSE	\$35,351	\$29,361	\$42,661	\$1,836	\$29,603	\$0	\$13,058	69.39%
041-11-533-1-2200	RETIREMENT EXPENSE	\$84,942	\$70,396	\$157,208	\$5,823	\$67,728	\$0	\$89,480	43.08%
041-11-533-1-2300	HEALTH AND LIFE INSURANCE	\$123,528	\$122,319	\$158,484	\$4,520	\$72,331	\$0	\$86,153	45.63%
TOTAL		\$700,033	\$635,072	\$916,019	\$36,499	\$569,838	\$0	\$346,181	62.00%

OPERATING EXPENSES

041-11-533-3-3100	PROFESSIONAL SERVICES	\$60,000	\$47,781	\$119,063	\$175	\$91,015	\$0	\$28,048	76.44%
041-11-533-3-3110	LAB/TESTING	\$25,000	\$9,949	\$25,000	\$600	\$6,725	\$294	\$17,981	26.89%
041-11-533-3-3120	PRE-EMPLOYMENT EXPENSE	\$300	\$173	\$800	\$160	\$756	\$0	\$44	94.50%
041-11-533-3-4020	SCHOOLING, CONFERENCE, ETC	\$7,000	\$5,495	\$6,800	\$843	\$3,597	\$228	\$2,975	52.89%
041-11-533-3-4100	COMMUNICATIONS SERVICES	\$5,000	\$4,271	\$5,000	\$249	\$4,468	\$0	\$532	89.36%
041-11-533-3-4200	POSTAGE AND FREIGHT	\$200	\$0	\$200	\$0	\$20	\$0	\$180	10.00%
041-11-533-3-4320	ELECTRICITY	\$175,500	\$175,365	\$170,000	\$13,526	\$154,297	\$0	\$15,703	90.76%
041-11-533-3-4400	RENTALS AND LEASES	\$1,600	\$408	\$1,000	\$36	\$427	\$71	\$502	42.66%
041-11-533-3-4500	LIABILITY INSURANCE	\$800	\$731	\$1,000	\$0	\$784	\$0	\$216	78.42%
041-11-533-3-4610	BUILDING MAINTENANCE	\$20,000	\$13,691	\$19,500	\$169	\$9,761	\$36	\$9,703	50.05%
041-11-533-3-4620	EQUIPMENT MAINTENANCE	\$73,850	\$39,385	\$75,000	\$2,079	\$41,303	\$10,598	\$23,099	55.07%
041-11-533-3-4630	VEHICLE MAINTENANCE	\$1,000	\$834	\$1,000	\$0	\$0	\$0	\$1,000	0.00%
041-11-533-3-5000	FINES & FEES	\$600	\$536	\$500	\$92	\$464	\$0	\$36	92.83%
041-11-533-3-5100	OFFICE SUPPLIES	\$1,200	\$945	\$1,200	\$0	\$136	\$0	\$1,064	11.34%
041-11-533-3-5210	GAS AND LUBRICANTS	\$2,100	\$1,174	\$2,300	\$430	\$2,747	\$84	-\$531	119.43%
041-11-533-3-5230	JANITORIAL SUPPLIES	\$1,750	\$1,687	\$1,500	\$54	\$1,528	\$0	-\$28	101.89%
041-11-533-3-5250	SMALL TOOLS	\$2,000	\$1,913	\$2,000	\$0	\$1,027	\$25	\$948	51.37%
041-11-533-3-5260	UNIFORMS	\$5,500	\$4,854	\$5,000	\$452	\$5,200	\$0	-\$200	104.00%
041-11-533-3-5270	CHEMICALS AND FERTILIZERS	\$180,000	\$129,741	\$125,000	\$15,519	\$94,015	\$5,900	\$25,085	75.21%
041-11-533-3-5280	OPERATING SUPPLIES	\$13,900	\$7,566	\$15,000	\$111	\$7,065	\$217	\$7,717	47.10%

CITY OF PALATKA, FL

STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

041-11-533-3-5400	MEMBR,SUBSCRIPT,DUES	\$1,000	\$657	\$1,000	\$0	\$0	\$456	\$544	0.00%
041-11-533-3-5900	DEPRECIATION	\$0	\$360,481	\$0	\$0	\$0	\$0	\$0	0.00%
TOTAL		\$578,300	\$807,639	\$577,863	\$34,494	\$425,336	\$17,909	\$134,618	74.00%
CAPITAL OUTLAY									
041-11-533-6-6330	SRF DW54025 Carbon Filters	\$2,345,493	\$0	\$1,007,402	\$0	\$533,115	\$474,287	\$0	52.91%
041-11-533-6-6380	WELL UPGRADES	\$50,000	\$33,273	\$50,000	\$0	\$0	\$0	\$50,000	0.00%
041-11-533-6-6400	CAPITAL OUTLAY	\$0	\$0	\$466,677	\$6,744	\$82,560	\$61,969	\$322,148	17.69%
041-11-533-6-6450	CAPITAL IMPROVEMENTS	\$342,250	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
TOTAL		\$2,737,743	\$33,273	\$1,524,079	\$6,744	\$615,675	\$536,256	\$372,148	40.00%
DEPARTMENT TOTAL		\$4,016,076	\$1,475,985	\$3,017,961	\$77,737	\$1,610,849	\$554,164	\$852,948	53.00%
SEWER/WASTEWATER PLANT									
PERSONNEL SERVICES									
041-12-535-1-1100	EXECUTIVE SALARIES	\$91,254	\$91,044	\$159,202	\$7,944	\$105,365	\$0	\$53,837	66.18%
041-12-535-1-1200	REGULAR SALARIES	\$365,640	\$365,478	\$375,000	\$35,117	\$418,158	\$0	-43,158.47	111.50%
041-12-535-1-1210	ACCRUED SALARIES	\$0	-6,786.27	\$0	\$0	\$0	\$0	\$0	0.00%
041-12-535-1-1220	CLERICAL SALARY	\$45,998	\$45,581	\$47,564	\$3,738	\$48,289	\$0	-\$725	101.52%
041-12-535-1-1400	OVERTIME	\$53,500	\$53,215	\$52,500	\$2,480	\$31,978	\$0	\$20,522	60.91%
041-12-535-1-2100	FICA TAX EXPENSE	\$41,176	\$40,423	\$48,521	\$3,676	\$44,481	\$0	\$4,040	91.67%
041-12-535-1-2200	RETIREMENT EXPENSE	\$176,262	\$177,495	\$179,184	\$11,580	\$164,388	\$0	\$14,796	91.74%
041-12-535-1-2300	HEALTH AND LIFE INSURANCE	\$114,306	\$112,631	\$150,532	\$12,871	\$133,564	\$0	\$16,968	88.72%
TOTAL		\$888,136	\$879,081	\$1,012,503	\$77,405	\$946,223	\$0	\$66,280	93.00%
OPERATING EXPENSES									
041-12-535-3-3100	PROFESSIONAL SERVICES	\$16,600	\$9,285	\$63,300	\$855	\$12,840	\$0	\$50,460	20.28%
041-12-535-3-3110	LAB/TESTING	\$43,400	\$43,391	\$62,000	\$7,923	\$54,218	\$2,775	\$5,007	87.44%
041-12-535-3-3120	PRE-EMPLOYMENT EXPENSE	\$1,220	\$1,169	\$1,500	\$0	\$160	\$0	\$1,340	10.63%
041-12-535-3-3440	TREE REMOVAL	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
041-12-535-3-3460	RAILROAD CROSSING MAINTENANCE	\$600	\$226	\$650	\$0	\$232	\$0	\$418	35.66%
041-12-535-3-4000	TRAVEL	\$0	\$0	\$1,200	\$0	\$645	\$0	\$555	53.77%

CITY OF PALATKA, FL

STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

041-12-535-3-4020	SCHOOLING, CONFERENCE, ETC	\$4,000	\$2,192	\$6,500	\$0	\$3,370	\$459	\$2,671	51.85%
041-12-535-3-4100	COMMUNICATIONS SERVICES	\$9,300	\$8,637	\$9,900	\$798	\$9,293	\$0	\$607	93.86%
041-12-535-3-4200	POSTAGE AND FREIGHT	\$500	\$500	\$1,100	\$0	\$280	\$0	\$820	25.45%
041-12-535-3-4310	NATURAL GAS	\$7,400	\$7,358	\$6,000	\$433	\$5,148	\$0	\$852	85.79%
041-12-535-3-4320	ELECTRICITY	\$250,000	\$249,200	\$245,000	\$22,825	\$247,818	\$0	-2,818.08	101.15%
041-12-535-3-4330	CREDIT CARD FEES	\$1,000	\$821	\$1,000	\$54	\$468	\$0	\$532	46.84%
041-12-535-3-4400	RENTALS AND LEASES	\$41,950	\$41,807	\$44,500	\$6,054	\$44,266	\$71	\$163	99.47%
041-12-535-3-4500	LIABILITY INSURANCE	\$800	\$731	\$1,100	\$0	\$784	\$0	\$316	71.29%
041-12-535-3-4610	BUILDING MAINTENANCE	\$2,390	\$394	\$4,000	\$62	\$462	\$0	\$3,538	11.54%
041-12-535-3-4620	EQUIPMENT MAINTENANCE	\$162,400	\$158,635	\$175,000	\$9,215	\$150,655	\$21,761	\$2,585	86.08%
041-12-535-3-4630	VEHICLE MAINTENANCE	\$3,600	\$3,129	\$6,200	\$0	\$5,601	\$0	\$599	90.34%
041-12-535-3-4680	STORM CLEANUP/REPAIR	\$11,000	\$10,795	\$0	\$0	\$0	\$0	\$0	0.00%
041-12-535-3-4700	PRINTING AND BINDING	\$200	\$180	\$225	\$31	\$215	\$0	\$10	95.56%
041-12-535-3-5000	FINES & FEES	\$150	\$107	\$0	\$0	\$26	\$0	-\$26	0.00%
041-12-535-3-5100	OFFICE SUPPLIES	\$1,000	\$804	\$1,100	\$91	\$865	\$0	\$235	78.62%
041-12-535-3-5210	GAS AND LUBRICANTS	\$14,850	\$10,902	\$16,000	\$1,001	\$13,019	\$0	\$2,981	81.36%
041-12-535-3-5230	JANITORIAL SUPPLIES	\$1,150	\$715	\$1,600	\$27	\$565	\$166	\$869	35.32%
041-12-535-3-5250	SMALL TOOLS	\$3,890	\$2,701	\$6,500	\$0	\$3,195	\$92	\$3,212	49.15%
041-12-535-3-5260	UNIFORMS	\$8,000	\$7,705	\$9,200	\$798	\$8,954	\$0	\$246	97.32%
041-12-535-3-5270	CHEMICALS	\$73,500	\$72,752	\$87,000	\$7,200	\$66,430	\$2,098	\$18,472	76.35%
041-12-535-3-5280	OPERATING SUPPLIES	\$15,000	\$9,322	\$15,000	\$12	\$11,715	\$2,175	\$1,110	78.10%
041-12-535-3-5290	BIOSOLIDS DISPOSAL	\$82,000	\$81,893	\$84,000	\$7,281	\$87,643	\$0	-3,642.72	104.33%
041-12-535-3-5400	MEMBR,SUBSCRIPT,DUES	\$500	\$304	\$550	\$90	\$90	\$0	\$460	16.36%
041-12-535-3-5900	DEPRECIATION	\$0	\$443,594	\$0	\$0	\$0	\$0	\$0	0.00%

TOTAL		\$757,400	\$1,169,250	\$850,125	\$64,749	\$728,958	\$29,596	\$91,571	86.00%
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CAPITAL OUTLAY

041-12-535-6-6301	DEO Lift Station 16 Expansion	\$340,196	\$0	\$334,000	\$309	\$309	\$36,260	\$297,431	0.09%
041-12-535-6-6357	FEMA HMGP 4283-66 LIFT STATIOI	\$0	\$0	\$6,552	\$0	\$0	\$0	\$6,552	0.00%
041-12-535-6-6358	FDEM HMGP H0598 HISTORIC LIF	\$255,156	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
041-12-535-6-6359	WWTP Biosolids LPR0004 FDEP	\$4,973,648	\$0	\$2,911,371	\$38,608	\$1,509,457	\$1,102,320	\$299,594	51.84%
041-12-535-6-6373	CITY SHARE FDEM HMGP H0598 F	\$85,052	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
041-12-535-6-6374	CDBG DRI HM005 CITY SHARE	\$226,828	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
041-12-535-6-6450	CAPITAL IMPROVEMENTS	\$26,000	\$4,039	\$575,358	\$18,097	\$271,965	\$205,247	\$98,146	47.26%

CITY OF PALATKA, FL
STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

TOTAL	\$5,906,880	\$4,039	\$3,827,281	\$57,015	\$1,781,731	\$1,343,827	\$701,723	47.00%
GRANTS								
041-12-535-8-6401 DEO Lift Station 16 Expansion	\$340,196	\$0	\$334,000	\$0	\$0	\$25,898	\$308,102	0.00%
041-12-535-8-6402 FDEP Sand and Grit SG067	\$600,497	\$0	\$150,812	\$0	\$0	\$0	\$150,812	0.00%
TOTAL	\$940,693	\$0	\$484,812	\$0	\$0	\$25,898	\$458,914	0.00%
DEPARTMENT TOTAL	\$8,493,109	\$2,052,371	\$6,174,721	\$199,169	\$3,456,912	\$1,399,321	\$1,318,488	56.00%
WATER/SEWER DISTRIBUTION								
PERSONNEL SERVICES								
041-13-536-1-1100 EXECUTIVE SALARIES	\$90,589	\$90,584	\$96,563	\$5,904	\$89,085	\$0	\$7,478	92.25%
041-13-536-1-1200 REGULAR SALARIES	\$312,572	\$309,444	\$386,652	\$30,130	\$342,760	\$0	\$43,892	88.64%
041-13-536-1-1210 ACCRUED SALARIES	\$0	\$-3,774.71	\$0	\$0	\$0	\$0	\$0	0.00%
041-13-536-1-1220 CLERICAL SALARY	\$33,612	\$32,587	\$35,544	\$167	\$32,117	\$0	\$3,427	90.35%
041-13-536-1-1400 OVERTIME	\$50,000	\$45,875	\$52,500	\$6,113	\$51,478	\$0	\$1,022	98.05%
041-13-536-1-2100 FICA TAX EXPENSE	\$34,053	\$33,599	\$43,701	\$3,044	\$36,643	\$0	\$7,058	83.84%
041-13-536-1-2200 RETIREMENT EXPENSE	\$136,756	\$137,286	\$159,778	\$11,307	\$136,394	\$0	\$23,384	85.36%
041-13-536-1-2300 HEALTH AND LIFE INSURANCE	\$176,728	\$136,913	\$182,913	\$10,791	\$145,211	\$0	\$37,702	79.38%
TOTAL	\$834,310	\$782,513	\$957,651	\$67,456	\$833,690	\$0	\$123,961	87.00%
OPERATING EXPENSES								
041-13-536-3-3100 PROFESSIONAL SERVICES	\$60,905	\$60,831	\$65,000	\$431	\$39,586	\$16,419	\$8,995	60.90%
041-13-536-3-3120 PRE-EMPLOYMENT EXPENSE	\$680	\$630	\$1,000	\$0	\$247	\$0	\$753	24.69%
041-13-536-3-4020 SCHOOLING, CONFERENCE, ETC	\$6,000	\$5,898	\$10,000	\$75	\$2,313	\$8	\$7,679	23.12%
041-13-536-3-4100 COMMUNICATIONS SERVICES	\$7,600	\$6,218	\$7,600	\$538	\$7,482	\$0	\$118	98.44%
041-13-536-3-4200 POSTAGE AND FREIGHT	\$100	\$0	\$100	\$0	\$0	\$0	\$100	0.00%
041-13-536-3-4310 NATURAL GAS	\$600	\$521	\$500	\$12	\$385	\$0	\$115	77.00%
041-13-536-3-4320 ELECTRICITY	\$2,900	\$2,796	\$2,600	\$309	\$2,445	\$0	\$155	94.04%
041-13-536-3-4400 RENTALS AND LEASES	\$1,000	\$455	\$2,000	\$40	\$853	\$80	\$1,067	42.64%
041-13-536-3-4610 BUILDING MAINTENANCE	\$1,000	\$427	\$5,000	\$0	\$491	\$3,275	\$1,234	9.81%
041-13-536-3-4620 EQUIPMENT MAINTENANCE	\$18,050	\$6,572	\$13,010	\$1,732	\$8,638	\$4,365	\$7	66.39%
041-13-536-3-4630 VEHICLE MAINTENANCE	\$20,000	\$7,832	\$14,500	\$763	\$12,345	\$73	\$2,082	85.13%

CITY OF PALATKA, FL

STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

041-13-536-3-4700 PRINTING AND BINDING	\$350	\$203	\$1,000	\$11	\$188	\$0	\$812 18.81%
041-13-536-3-4900 LEGAL ADVERTISING	\$0	\$0	\$500	\$0	\$0	\$0	\$500 0.00%
041-13-536-3-5100 OFFICE SUPPLIES	\$811	\$806	\$1,000	\$0	\$807	\$0	\$193 80.74%
041-13-536-3-5210 GAS AND LUBRICANTS	\$40,000	\$27,186	\$25,000	\$3,069	\$25,396	\$0	-\$396 101.58%
041-13-536-3-5230 JANITORIAL SUPPLIES	\$2,000	\$559	\$2,000	\$362	\$1,634	\$345	\$21 81.72%
041-13-536-3-5250 SMALL TOOLS	\$3,780	\$3,779	\$5,000	\$3,921	\$4,153	\$578	\$268 83.06%
041-13-536-3-5260 UNIFORMS	\$4,000	\$3,172	\$4,000	\$267	\$2,992	\$0	\$1,008 74.79%
041-13-536-3-5280 OPERATING SUPPLIES	\$19,639	\$6,112	\$15,000	\$178	\$10,778	\$1,063	\$3,159 71.85%
041-13-536-3-5330 ROAD REPAIRS	\$40,000	\$34,072	\$77,000	\$0	\$68,542	\$8,310	\$148 89.01%
041-13-536-3-5400 MEMBR,SUBSCRIPT,DUES	\$50	\$50	\$0	\$0	\$0	\$0	\$0 0.00%
041-13-536-3-5900 DEPRECIATION	\$0	\$557,254	\$0	\$0	\$0	\$0	\$0 0.00%
TOTAL	\$229,465	\$725,372	\$251,810	\$11,709	\$189,276	\$34,517	\$28,017 75.00%
CAPITAL OUTLAY							
041-13-536-6-6300 METERS AND METER REPAIR	\$270,000	\$241,384	\$30,035	\$0	\$29,607	\$0	\$428 98.57%
041-13-536-6-6320 WASTEWATER MATERIALS	\$11,220	\$11,155	\$13,000	\$9,133	\$9,133	\$3,834	\$34 70.25%
041-13-536-6-6330 PIPE AND FITTINGS	\$73,400	\$45,424	\$60,490	\$0	\$32,081	\$27,792	\$618 53.03%
041-13-536-6-6340 CONCRETE, FILL	\$5,600	\$5,560	\$15,000	\$0	\$10,718	\$3,750	\$533 71.45%
041-13-536-6-6371 CDBG N32 PALATKA HEIGHTS	\$58,764	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
041-13-536-6-6372 CDBG MIT SANITARY WASTEWATE	\$385,000	\$288	\$192,356	\$2,324	\$4,824	\$187,532	\$0 2.50%
041-13-536-6-6400 CAPITAL OUTLAY	\$0	\$0	\$156,547	\$0	\$123,816	\$22,008	\$10,723 79.09%
041-13-536-6-6450 CAPITAL IMPROVEMENTS	\$220,000	\$7,107	\$493,134	\$0	\$479,459	\$6,503	\$7,172 97.22%
041-13-536-6-6458 SRF 2019 DW54022 PALATKA HEIK	\$2,168,562	\$0	\$1,819,356	\$0	\$927,885	\$592,882	\$298,588 51.00%
041-13-536-6-6459 SJRWMD PHASE IV-VII DOWNTOW	\$225,996	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
041-13-536-6-6462 POTABLE NORTHEAST CITY SHARE	\$4,358	\$2,450	\$0	\$0	\$0	\$0	\$0 0.00%
041-13-536-6-6463 POTABLE CITY SHARE Northeast N	\$4,358	\$2,450	\$0	\$0	\$0	\$0	\$0 0.00%
041-13-536-6-6464 SRF DW54022 Downtown Potable	\$2,236,166	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
041-13-536-6-6467 CITY MATCH DEO MADISON 5TH T	\$0	\$0	\$146,356	\$3,684	\$4,848	\$110,925	\$30,583 3.31%
041-13-536-6-6473 SRF City Match DEO RIF St. Joh	\$11,700	\$0	\$555,531	\$0	\$341,908	\$84,460	\$129,163 61.54%
041-13-536-8-6465 DEO RIF MOSELY TO RR	\$0	\$0	\$555,531	\$0	\$448,484	\$107,034	\$13 80.73%
041-13-536-8-6466 FDEP LPA0354 Sewer Main and Ma	\$2,015,531	\$0	\$2,000,000	\$13,430	\$85,385	\$380,778	\$1,533,837 4.26%
041-13-536-8-6467 Fed CDBG DEO Madison 5th to 11	\$0	\$0	\$750,000	\$0	\$1,326	\$56,000	\$692,674 0.17%
041-13-536-8-6468 FDEP Potable Water state North	\$0	\$0	\$3,500,000	\$0	\$0	\$0	\$3,500,000 0.00%
041-13-536-8-6469 FDEP Sewer Lining state	\$0	\$0	\$1,000,000	\$0	\$0	\$0	\$1,000,000 0.00%
041-13-536-8-6471 SJRWMD 35891 MADISON TO 11TH	\$0	\$0	\$500,000	\$0	\$0	\$0	\$500,000 0.00%

CITY OF PALATKA, FL
STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

TOTAL	\$7,690,653	\$315,817	\$11,787,336	\$28,571	\$2,499,472	\$1,583,499	\$7,704,365	21.00%
DEPARTMENT TOTAL	\$8,754,428	\$1,823,702	\$12,996,797	\$107,735	\$3,522,437	\$1,618,016	\$7,856,343	27.00%
WATER ADMINISTRATION								
PERSONNEL SERVICES								
041-29-536-1-1100 EXECUTIVE SALARIES	\$29,068	\$24,856	\$0	\$0	\$0	\$0	\$0	0.00%
041-29-536-1-1200 REGULAR SALARIES	\$126,660	\$63,777	\$177,639	\$0	\$40,831	\$0	\$136,808	22.98%
041-29-536-1-1210 ACCRUED SALARIES	\$0	\$-1,465.17	\$0	\$0	\$0	\$0	\$0	0.00%
041-29-536-1-1220 SALARIES CLERICAL	\$37,708	\$37,551	\$0	\$4,118	\$54,645	\$0	\$-54,644.92	0.00%
041-29-536-1-1300 OTHER SALARIES	\$56,000	\$55,566	\$0	\$0	\$57,518	\$0	\$-57,517.61	0.00%
041-29-536-1-1400 OVERTIME-WATER ADMIN	\$16,000	\$1,507	\$0	\$776	\$2,598	\$0	\$-2,597.89	0.00%
041-29-536-1-2100 FICA TAX EXPENSE	\$16,873	\$13,699	\$13,589	\$369	\$11,658	\$0	\$1,931	85.78%
041-29-536-1-2200 RETIREMENT EXPENSE	\$55,739	\$54,211	\$54,713	\$1,508	\$47,597	\$0	\$7,116	86.99%
041-29-536-1-2300 HEALTH AND LIFE INSURANCE	\$30,156	\$28,537	\$41,561	\$1,953	\$28,701	\$0	\$12,860	69.05%
041-29-536-1-2400 WORKERS COMP	\$28,000	\$25,654	\$25,303	\$0	\$37,507	\$0	\$-12,204.18	148.23%
TOTAL	\$396,203	\$303,892	\$312,805	\$8,724	\$281,055	\$0	\$31,750	90.00%
OPERATING EXPENSES								
041-29-536-3-3100 PROFESSIONAL SERVICES	\$54,100	\$31,211	\$30,000	\$110	\$21,750	\$1,530	\$6,720	72.50%
041-29-536-3-3120 PRE-EMPLOYMENT EXPENSE	\$0	\$0	\$250	\$0	\$150	\$0	\$100	59.81%
041-29-536-3-3200 ACCOUNTING AND AUDITING	\$44,000	\$43,399	\$30,738	\$0	\$30,016	\$0	\$722	97.65%
041-29-536-3-4020 SCHOOLING, CONFERENCE, ETC	\$5,050	\$1,251	\$5,575	\$0	\$2,626	\$0	\$2,949	47.09%
041-29-536-3-4100 COMMUNICATIONS SERVICES	\$1,000	\$723	\$1,175	\$61	\$1,165	\$0	\$10	99.12%
041-29-536-3-4200 POSTAGE AND FREIGHT	\$200	\$135	\$100	\$53	\$53	\$0	\$47	53.13%
041-29-536-3-4330 CREDIT CARD FEES	\$100	\$0	\$100	\$0	\$0	\$0	\$100	0.00%
041-29-536-3-4400 RENTALS AND LEASES	\$200	\$159	\$500	\$23	\$273	\$45	\$182	54.57%
041-29-536-3-4500 LIABILITY INSURANCE	\$153,000	\$152,955	\$249,676	\$0	\$221,937	\$0	\$27,739	88.89%
041-29-536-3-4620 EQUIPMENT MAINTENANCE	\$16,850	\$15,463	\$45,000	\$0	\$0	\$0	\$45,000	0.00%
041-29-536-3-4900 LEGAL ADVERTISING	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
041-29-536-3-5100 OFFICE SUPPLIES	\$100	\$62	\$200	\$0	\$164	\$0	\$36	81.93%
041-29-536-3-5280 OPERATING SUPPLIES	\$4,500	\$365	\$4,500	\$0	\$843	\$62	\$3,595	18.72%

CITY OF PALATKA, FL
STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

TOTAL	\$284,100	\$245,723	\$367,814	\$247	\$278,976	\$1,638	\$87,200	76.00%
CAPITAL OUTLAY								
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
DEBT SERVICE								
041-13-517-7-7100 PRINCIPAL PUBLIC WORKS BUILD	\$0	\$0	\$12,169	\$0	\$0	\$0	\$12,169	0.00%
041-13-517-7-7200 INTEREST PUBLIC WORKS BLDG	\$0	\$0	\$20,841	\$0	\$0	\$0	\$20,841	0.00%
041-29-517-7-7120 PRINCIPAL DW541901	\$267,525	\$0	\$245,133	\$0	\$140,872	\$0	\$104,261	57.46%
041-29-517-7-7130 PRINCIPAL SERIES 2010A	\$221,123	\$0	\$229,200	\$0	\$229,200	\$0	\$0	99.99%
041-29-517-7-7140 PRINCIPAL SRF 2108 DW54022	\$403,664	\$0	\$403,664	\$0	\$0	\$0	\$403,664	0.00%
041-29-517-7-7160 PRINCIPAL WW 540230 SRF 2019	\$25,500	\$0	\$24,772	\$0	\$24,772	\$0	\$0	100.00%
041-29-517-7-7170 WWTP PLANT IMPROV REPAYMEN	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
041-29-517-7-7180 PRINCIPAL DW54025 SRF Carbon	\$0	\$0	\$174,634	\$0	\$0	\$0	\$174,634	0.00%
041-29-517-7-7190 PRINCIPAL PUBLIC WORKS BLDG	\$0	\$0	\$3,644	\$0	\$0	\$0	\$3,644	0.00%
041-29-517-7-7220 INTEREST-DW541901	\$46,154	\$46,154	\$39,820	\$0	\$144,081	\$0	\$-104,260.81	361.83%
041-29-517-7-7230 INTEREST-SERIES 2010A	\$144,922	\$144,923	\$138,785	\$0	\$138,776	\$0	\$9	99.99%
041-29-517-7-7240 INTEREST-SRF 2108 LOAN DW540	\$0	\$26,192	\$0	\$0	\$0	\$0	\$0	0.00%
041-29-517-7-7290 INTEREST PUBLIC WORKS BLDG	\$0	\$0	\$9,896	\$0	\$0	\$0	\$9,896	0.00%
TOTAL	\$1,258,888	\$217,269	\$1,302,558	\$0	\$677,700	\$0	\$624,858	52.00%
DEPARTMENT TOTAL	\$1,939,192	\$766,883	\$1,983,177	\$8,971	\$1,237,731	\$1,638	\$743,808	62.00%
TOTAL EXPENDITURES	\$10,693,620	\$2,590,585	\$14,979,974	\$116,706	\$4,760,169	\$1,619,654	\$8,600,151	32.00%
TRANSFERS								
041-13-536-9-9104 REIMB FLEET MAINTENCE	\$0	\$0	\$37,240	\$3,103	\$37,240	\$0	\$0	99.99%
041-29-536-9-9100 UTILITY CAPITAL REPLACEMENT C	\$1,059,702	\$0	\$810,569	\$12,577	\$12,577	\$0	\$797,992	1.55%
041-29-536-9-9101 REIMB GENERAL FUND-ADMIN EX	\$917,596	\$734,112	\$1,240,186	\$103,349	\$1,240,186	\$0	\$0	99.99%
041-29-536-9-9103 REIMB GAS AUTHORITY	\$228,192	\$228,192	\$232,394	\$19,093	\$221,193	\$0	\$11,201	95.18%
041-29-536-9-9110 TRANSFER TO GENERAL FUND-FR	\$420,890	\$420,890	\$506,217	\$42,185	\$506,217	\$0	\$0	100.00%

CITY OF PALATKA, FL

STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

041-29-536-9-9120	TRNF BETTER PLACE-PUBLIC WOF	\$67,600	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
TOTAL		\$2,693,980	\$1,383,194	\$2,826,606	\$180,307	\$2,017,413	\$0	\$809,193 71.00%
CONTINGENCIES & RESERVES								
041-29-536-9-9901	CONTINGENCY/RESERVE	\$3,801,962	\$0	\$1,727,001	\$0	\$0	\$0	\$1,727,001 0.00%
041-29-536-9-9903	WATER IMPACT FEE CONTINGENC	\$77,223	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
041-29-536-9-9904	WASTEWATER IMPACT FEE CONTI	\$116,567	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
041-29-536-9-9905	FRUFC CAP PROJECTS CONTINGE	\$8,095	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
TOTAL		\$4,003,847	\$0	\$1,727,001	\$0	\$0	\$0	\$1,727,001 0.00%
TOTAL EXPENDITURES, TRANSFERS,								
WATER UTILITIES	CONTINGENCIES & RESERV #####	\$7,502,134	\$28,726,263	\$573,918	\$11,845,343	\$3,573,140	\$13,307,780	41.00%

CITY OF PALATKA, FL
STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

GOLF COURSE EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 100.00 % Yr Complete For Fiscal Year: 2024 / 9

MAINTENANCE								
PERSONNEL SERVICES								
TOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
OPERATING EXPENSES								
042-16-572-3-3440 TREE REMOVAL	\$8,800	\$8,800	\$7,500	\$4,900	\$7,300	\$0	\$200	97.33%
042-16-572-3-4400 RENTAL AND LEASES	\$17,593	\$0	\$0	\$2,513	\$30,159	\$0	-\$30,158.88	0.00%
042-16-572-3-4410 OPERATING LEASES	\$12,566	\$0	\$12,500	\$0	\$0	\$0	\$12,500	0.00%
042-16-572-3-4650 IRRIGATION SUPPLIES	\$5,149	\$4,960	\$7,500	\$0	\$4,996	\$0	\$2,504	66.61%
042-16-572-3-5900 DEPRECIATION	\$0	\$71,712	\$0	\$0	\$0	\$0	\$0	0.00%
042-16-572-3-5901 AMORTIZATION - GOLF LEASED EC	\$0	\$15,708	\$0	\$0	\$0	\$0	\$0	0.00%
TOTAL	\$44,108	\$101,179	\$27,500	\$7,413	\$42,455	\$0	-\$14,954.88	154.00%
CAPITAL OUTLAY								
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
DEPARTMENT TOTAL	\$44,108	\$101,179	\$27,500	\$7,413	\$42,455	\$0	-\$14,954.88	154.00%
CLUB HOUSE								
PERSONNEL SERVICES								
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
OPERATING EXPENSES								
042-24-572-3-3100 PROFESSIONAL SERVICES	\$0	\$0	\$0	\$0	\$250	\$0	-\$250	0.00%
042-24-572-3-3200 ACCOUNTING AND AUDITING	\$7,500	\$7,500	\$7,500	\$0	\$7,500	\$0	\$0	100.00%
042-24-572-3-4100 COMMUNICATIONS SERVICES	\$1,680	\$1,612	\$3,500	\$119	\$1,326	\$0	\$2,174	37.88%
042-24-572-3-4310 NATURAL GAS	\$1,362	\$0	\$3,000	\$0	\$0	\$0	\$3,000	0.00%

CITY OF PALATKA, FL

STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

042-24-572-3-4320	ELECTRICITY	\$25,500	\$25,420	\$25,000	\$2,158	\$20,577	\$0	\$4,423	82.30%
042-24-572-3-4330	UTILITIES-WATER	\$4,886	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
042-24-572-3-4400	RENTALS AND LEASES	\$78,048	\$8,010	\$78,048	\$6,504	\$78,048	\$0	\$0	100.00%
042-24-572-3-4500	LIABILITY INSURANCE	\$6,894	\$6,824	\$7,500	\$0	\$6,274	\$0	\$1,226	83.65%
042-24-572-3-4610	BUILDING MAINTENANCE	\$1,000	\$935	\$1,000	\$0	\$232	\$0	\$768	23.17%
042-24-572-3-4630	CART MAINTENANCE	\$0	\$0	\$5,000	\$0	\$0	\$0	\$5,000	0.00%
042-24-572-3-4680	STORM EXPENSE	\$9,500	\$9,415	\$0	\$0	\$0	\$0	\$0	0.00%
042-24-572-3-5000	FINES & FEES	\$875	\$850	\$0	\$0	\$0	\$0	\$0	0.00%
042-24-572-3-5280	OPERATING SUPPLIES	\$850	\$823	\$500	\$0	\$273	\$0	\$227	54.60%
042-24-572-3-5400	MEMBR,SUBSCRIPT,DUES	\$400	\$400	\$639	\$0	\$0	\$0	\$639	0.00%
042-24-572-3-5900	DEPRECIATION	\$0	\$24,717	\$0	\$0	\$0	\$0	\$0	0.00%
042-24-572-3-5901	AMORTIZATION LEASED CARTS	\$0	\$43,902	\$0	\$0	\$0	\$0	\$0	0.00%
TOTAL		\$138,495	\$130,408	\$131,687	\$8,782	\$114,479	\$0	\$17,208	87.00%
CAPITAL OUTLAY									
042-24-572-6-6450	CONTRACT CAPITAL IMPROVEMENT	\$27,500	\$5,127	\$38,442	\$0	\$37,887	\$5,432	-4,877.00	112.68%
TOTAL		\$27,500	\$5,127	\$38,442	\$0	\$37,887	\$5,432	-4,877.00	113.00%
DEBT SERVICE									
042-24-517-7-7105	SERIES 2013A - PRINCIPAL	\$157,000	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
042-24-517-7-7205	SERIES 2013A - INTEREST	\$11,141	\$5,228	\$0	\$0	\$0	\$0	\$0	0.00%
TOTAL		\$168,141	\$5,228	\$0	\$0	\$0	\$0	\$0	0.00%

CITY OF PALATKA, FL
STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

TRANSFERS								
042-24-572-9-9100	REIMB GENERAL FUND-ADMIN EX	\$382	\$365	\$215	\$18	\$215	\$0	\$0 100.01%
		-----	-----	-----	-----	-----	-----	-----
	TOTAL	\$382	\$365	\$215	\$18	\$215	\$0	\$0 100.00%
		-----	-----	-----	-----	-----	-----	-----
	DEPARTMENT TOTAL	\$334,518	\$141,127	\$170,344	\$8,800	\$152,581	\$5,432	\$12,331 93.00%
		-----	-----	-----	-----	-----	-----	-----
		-----	-----	-----	-----	-----	-----	-----
	TOTAL EXPENDITURES	\$378,626	\$242,306	\$197,844	\$16,213	\$195,036	\$5,432 -2,624.25	101.00%
		-----	-----	-----	-----	-----	-----	-----
TRFS, CONTINGENCIES, RESERVES								
		-----	-----	-----	-----	-----	-----	-----
	TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
		-----	-----	-----	-----	-----	-----	-----
GOLF	TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES & RESERV	\$378,626	\$242,306	\$197,844	\$16,213	\$195,036	\$5,432 -2,624.25	101.00%
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CITY OF PALATKA, FL
STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

SANITATION FUND EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 100.00 % Yr Complete For Fiscal Year: 2024 / 9

MAINTENANCE

PERSONNEL SERVICES

043-28-534-1-1200	REGULAR SALARIES	\$100,371	\$100,280	\$100,056	\$12,564	\$148,509	\$0	-48,453.42	148.42%
043-28-534-1-1210	ACCRUED SALARIES	\$2,500	\$2,368	\$0	\$0	\$0	\$0	\$0	0.00%
043-28-534-1-1400	OVERTIME	\$5,300	\$5,279	\$7,500	\$1,221	\$10,401	\$0	-2,900.94	138.67%
043-28-534-1-2100	FICA TAX EXPENSE	\$7,925	\$7,900	\$8,228	\$1,033	\$11,956	\$0	-3,727.69	145.30%
043-28-534-1-2200	RETIREMENT EXPENSE	\$35,515	\$35,619	\$30,817	\$4,246	\$48,857	\$0	-18,039.88	158.53%
043-28-534-1-2300	HEALTH AND LIFE INSURANCE	\$13,237	\$13,230	\$13,597	\$1,832	\$15,103	\$0	-1,505.78	111.07%
TOTAL		\$164,848	\$164,675	\$160,198	\$20,895	\$234,826	\$0	-74,627.71	147.00%

OPERATING EXPENSES

043-28-534-3-3100	PROFESSIONAL SERVICES	\$1,500	\$843	\$2,500	\$0	\$242	\$0	\$2,258	9.68%
043-28-534-3-3120	PRE-EMPLOYMENT EXPENSE	\$0	\$0	\$180	\$0	\$150	\$0	\$30	83.07%
043-28-534-3-3200	ACCOUNTING AND AUDITING	\$0	\$0	\$6,000	\$0	\$0	\$0	\$6,000	0.00%
043-28-534-3-4020	SCHOOLING, CONFERENCE, ETC	\$1,500	\$400	\$0	\$0	\$0	\$0	\$0	0.00%
043-28-534-3-4100	COMMUNICATIONS SERVICES	\$500	\$457	\$1,000	\$40	\$485	\$0	\$515	48.47%
043-28-534-3-4320	ELECTRICITY	\$1,400	\$1,324	\$0	\$129	\$1,101	\$0	-1,101.30	0.00%
043-28-534-3-4510	INSURANCE CLAIMS REIMBURSE	\$500	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
043-28-534-3-4610	BUILDING MAINTENANCE	\$500	\$296	\$3,500	\$67	\$667	\$0	\$2,833	19.06%
043-28-534-3-4620	EQUIPMENT MAINTENANCE	\$1,000	\$250	\$1,500	\$0	\$564	\$476	\$460	37.57%
043-28-534-3-4630	VEHICLE MAINTENANCE	\$1,000	\$250	\$2,000	\$0	\$1,353	\$288	\$359	67.64%
043-28-534-3-5100	OFFICE SUPPLIES	\$700	\$700	\$1,000	\$0	\$951	\$0	\$49	95.08%
043-28-534-3-5230	JANITORIAL SUPPLIES	\$2,500	\$2,451	\$2,000	\$101	\$1,181	\$0	\$819	59.05%
043-28-534-3-5250	SMALL TOOLS	\$2,000	\$1,816	\$2,500	\$0	\$2,475	\$0	\$25	99.01%
043-28-534-3-5260	UNIFORMS	\$2,000	\$1,471	\$2,000	\$238	\$2,076	\$0	-\$76	103.77%
043-28-534-3-5280	OPERATING SUPPLIES	\$2,000	\$1,916	\$2,000	\$0	\$1,413	\$118	\$469	70.66%
TOTAL		\$17,100	\$12,174	\$26,180	\$575	\$12,658	\$882	\$12,640	48.00%

CAPITAL OUTLAY

TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
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CITY OF PALATKA, FL
STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

DEPARTMENT TOTAL	\$181,948	\$176,849	\$186,378	\$21,470	\$247,483	\$882	-61,987.59	133.00%
SANITATION								
PERSONNEL SERVICES								
043-10-534-1-1100 EXECUTIVE SALARIES	\$111,392	\$110,696	\$117,835	\$8,322	\$108,281	\$0	\$9,554	91.89%
043-10-534-1-1200 REGULAR SALARIES	\$440,853	\$411,420	\$613,312	\$52,790	\$525,942	\$0	\$87,370	85.75%
043-10-534-1-1210 ACCRUED SALARIES	\$13,500	\$13,260	\$0	\$0	\$0	\$0	\$0	0.00%
043-10-534-1-1400 OVERTIME	\$72,000	\$70,943	\$63,000	\$4,382	\$90,571	\$0	-27,571.12	143.76%
043-10-534-1-2100 FICA TAX EXPENSE	\$44,102	\$43,759	\$55,933	\$4,954	\$54,026	\$0	\$1,907	96.58%
043-10-534-1-2200 RETIREMENT EXPENSE	\$178,432	\$174,619	\$225,193	\$13,009	\$178,849	\$0	\$46,344	79.42%
043-10-534-1-2300 HEALTH AND LIFE INSURANCE	\$118,255	\$103,448	\$148,269	\$8,597	\$116,470	\$0	\$31,799	78.55%
043-10-534-1-2400 WORKERS COMP	\$31,350	\$29,402	\$29,092	\$0	\$43,118	\$0	-14,026.47	148.21%
043-10-534-1-2500 UNEMPLOYMENT COMP	\$300	\$275	\$0	\$0	\$0	\$0	\$0	0.00%
TOTAL	\$1,010,184	\$957,821	\$1,252,634	\$92,053	\$1,117,257	\$0	\$135,377	89.00%
OPERATING EXPENSES								
043-10-534-3-3100 PROFESSIONAL SERVICES	\$121,451	\$121,121	\$118,320	\$6,285	\$110,764	\$2,001	\$5,555	93.61%
043-10-534-3-3120 PRE-EMPLOYMENT EXPENSE	\$2,000	\$1,848	\$3,000	\$135	\$1,890	\$0	\$1,110	62.99%
043-10-534-3-3200 ACCOUNTING AND AUDITING	\$6,206	\$4,937	\$4,884	\$0	\$4,768	\$0	\$116	97.62%
043-10-534-3-3470 PUTNAM COUNTY TIPPING FEE	\$275,000	\$234,052	\$250,000	\$22,216	\$231,803	\$0	\$18,197	92.72%
043-10-534-3-4020 SCHOOLING, CONFERENCE, ETC	\$2,000	\$140	\$6,000	\$258	\$1,096	\$839	\$4,065	18.27%
043-10-534-3-4100 COMMUNICATIONS SERVICES	\$7,000	\$2,673	\$7,000	\$229	\$2,668	\$0	\$4,332	38.11%
043-10-534-3-4200 POSTAGE AND FREIGHT	\$25	\$0	\$25	\$0	\$0	\$0	\$25	0.00%
043-10-534-3-4310 NATURAL GAS	\$1,200	\$996	\$1,000	\$27	\$541	\$0	\$459	54.12%
043-10-534-3-4320 ELECTRICITY	\$6,600	\$6,464	\$6,000	\$713	\$5,454	\$0	\$546	90.90%
043-10-534-3-4400 RENTALS AND LEASES	\$10,000	\$2,601	\$4,000	\$233	\$2,749	\$80	\$1,171	68.71%
043-10-534-3-4500 LIABILITY INSURANCE	\$43,200	\$43,042	\$70,237	\$0	\$61,954	\$0	\$8,283	88.20%
043-10-534-3-4510 INSURANCE CLAIMS REIMBURSE	\$18,000	\$17,866	\$0	\$0	\$0	\$0	\$0	0.00%
043-10-534-3-4610 BUILDING MAINTENANCE	\$6,000	\$5,752	\$2,500	\$75	\$781	\$0	\$1,719	31.25%
043-10-534-3-4620 EQUIPMENT MAINTENANCE	\$1,000	\$405	\$1,500	\$0	\$4,377	\$850	-3,726.55	291.77%
043-10-534-3-4630 VEHICLE MAINTENANCE	\$164,954	\$159,476	\$242,000	\$10,999	\$205,504	\$27,089	\$9,407	84.91%
043-10-534-3-4700 PRINTING AND BINDING	\$600	\$225	\$3,500	\$11	\$188	\$0	\$3,312	5.37%
043-10-534-3-4800 ADVERTISEMENTS	\$7,000	\$0	\$1,000	\$0	\$0	\$0	\$1,000	0.00%

CITY OF PALATKA, FL

STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

043-10-534-3-5000 FEES & FINES	\$1,100	\$1,067	\$2,000	\$327	\$1,032	\$0	\$968 51.59%
043-10-534-3-5100 OFFICE SUPPLIES	\$800	\$794	\$1,000	\$0	\$229	\$0	\$771 22.86%
043-10-534-3-5210 GAS AND LUBRICANTS	\$159,500	\$159,306	\$170,000	\$11,336	\$159,677	\$0	\$10,323 93.92%
043-10-534-3-5230 JANITORIAL SUPPLIES	\$950	\$944	\$1,000	\$53	\$1,126	\$0	-\$126 112.56%
043-10-534-3-5250 SMALL TOOLS	\$4,233	\$4,222	\$5,000	\$0	\$403	\$0	\$4,597 8.05%
043-10-534-3-5260 UNIFORMS	\$9,000	\$7,796	\$9,000	\$622	\$7,131	\$0	\$1,869 79.23%
043-10-534-3-5280 OPERATING SUPPLIES	\$14,012	\$13,101	\$12,000	\$255	\$8,710	\$1,857	\$1,433 72.58%
043-10-534-3-5285 CUSTOMER REPAIRS	\$4,000	\$0	\$4,000	\$62	\$3,842	\$0	\$158 96.06%
043-10-534-3-5290 GARBAGE CONTAINERS/DUMPSTI	\$50,000	\$46,502	\$80,000	\$23,486	\$78,799	\$0	\$1,201 98.49%
043-10-534-3-5400 MEMBR,SUBSCRIPT,DUES	\$50	\$50	\$0	\$0	\$0	\$0	\$0 0.00%
043-10-534-3-5730 BAD DEBT EXP	\$33,000	\$32,611	\$0	\$0	\$0	\$0	\$0 0.00%
043-10-534-3-5900 DEPRECIATION	\$0	\$268,603	\$0	\$0	\$0	\$0	\$0 0.00%
TOTAL	\$948,881	\$1,136,592	\$1,004,966	\$77,321	\$895,485	\$32,716	\$76,765 89.00%
CAPITAL OUTLAY							
043-10-534-6-6400 CAPITAL OUTLAY	\$400,000	\$10,741	\$206,494	\$0	\$0	\$0	\$206,494 0.00%
043-10-534-6-6401 VEHICLE PURCHASE	\$0	\$0	\$499,362	\$0	\$499,535	\$0	-\$173 100.03%
TOTAL	\$400,000	\$10,741	\$705,856	\$0	\$499,535	\$0	\$206,321 71.00%
DEBT SERVICE							
043-10-517-7-7100 PRINCIPAL- AMERIS LOAN #281 S/	\$0	\$0	\$146,896	\$0	\$44,054	\$0	\$102,842 29.98%
043-10-517-7-7112 PRINCIPAL-2016 USBANCORP LE/	\$55,082	\$0	\$34,900	\$0	\$27,866	\$0	\$7,034 79.84%
043-10-517-7-7113 PRINCIPAL-BB&T CLAMSHELL-SEF	\$35,273	\$0	\$36,427	\$0	\$36,386	\$0	\$41 99.88%
043-10-517-7-7114 PRINCIPAL-FRONT LOADER	\$47,110	\$0	\$47,967	\$0	\$47,967	\$0	\$0 99.99%
043-10-517-7-7115 PRINCIPAL PUBLIC WORKS BLDG	\$0	\$0	\$12,169	\$0	\$0	\$0	\$12,169 0.00%
043-10-517-7-7200 INTEREST- AMERIS LOAN #281 SAI	\$0	\$0	\$13,000	\$0	\$13,763	\$0	-\$763 105.87%
043-10-517-7-7212 INTEREST-2016 USBANCORP LEA/	\$1,247	\$1,246	\$900	\$0	\$251	\$0	\$649 27.84%
043-10-517-7-7213 INTEREST-BB&T CLAMSHELL-SERV	\$2,148	\$2,128	\$975	\$0	\$971	\$0	\$4 99.57%
043-10-517-7-7214 INTEREST-FRONT LOADER	\$2,191	\$2,191	\$1,325	\$0	\$1,325	\$0	\$0 100.02%
043-10-517-7-7215 INTEREST PUBLIC WORKS BLDG	\$0	\$0	\$20,841	\$0	\$0	\$0	\$20,841 0.00%
TOTAL	\$143,051	\$5,565	\$315,400	\$0	\$172,583	\$0	\$142,817 55.00%
DEPARTMENT TOTAL	\$2,502,116	\$2,110,719	\$3,278,856	\$169,374	\$2,684,859	\$32,716	\$561,280 82.00%

	2023	2022	2021	2020	2019	2018	% Change 2023 vs 2022
Operating expenses:							
Selling, general & administrative	\$2,684,064	\$2,287,568	\$3,465,234	\$190,844	\$2,932,343	\$33,598	\$499,293 85.00%
Depreciation and amortization							
Goodwill impairment							
Restructuring costs							
Research and development							
Total operating expenses	\$81,947	\$81,947	\$179,976	\$14,998	\$179,976	\$0	\$0 100.00%
Interest expense	\$143,658	\$143,658	\$156,718	\$13,060	\$156,718	\$0	\$0 99.99%
Other income	\$41,600	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
Income before taxes	\$267,205	\$225,605	\$336,694	\$28,058	\$336,694	\$0	\$0 100.00%
Tax expense							
Provision for doubtful accounts	\$77,372	\$0	\$116,730	\$0	\$0	\$0	\$116,730 0.00%
Other non-recurring items	\$367,943	\$0	\$430,764	\$0	\$0	\$0	\$430,764 0.00%
Income after taxes	\$445,315	\$0	\$547,494	\$0	\$0	\$0	\$547,494 0.00%
TRANSFERS,							
to shareholders	\$3,396,584	\$2,513,174	\$4,349,422	\$218,902	\$3,269,037	\$33,598	\$1,046,787 75.00%

CITY OF PALATKA, FL
STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

TIF EXPENDITURES / 100.00 % Yr Complete For Fiscal Year: 2024 / 9

DOWNTOWN								
030-30-580-3-3100	PROFESSIONAL SERVICES	\$10,000	\$0	\$104,012	\$400	\$7,350	\$3,011	\$93,651 7.06%
030-30-580-3-3105	SMALL BUSINESS DEVELOPMENT	\$12,000	\$12,000	\$12,000	\$0	\$12,000	\$0	\$0 100.00%
030-30-580-3-3109	MAINTENANCE CONTRACT	\$9,200	\$4,950	\$35,000	\$900	\$4,950	\$450	\$29,600 14.14%
030-30-580-3-3200	AUDIT EXPENSE	\$10,740	\$10,720	\$10,675	\$0	\$11,213	\$0	-\$538 105.03%
030-30-580-3-4805	FESTIVALS	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
030-30-580-3-5280	MISC EXPENSES	\$1,000	\$132	\$3,400	\$0	\$0	\$0	\$3,400 0.00%
030-30-580-3-5401	FRA ANNUAL DUES, TRAINING & C	\$2,500	\$644	\$4,000	\$0	\$841	\$140	\$3,019 21.02%
030-30-580-3-5402	DEO ANNUAL DUES	\$175	\$123	\$175	\$0	\$130	\$0	\$46 74.00%
030-30-580-6-6311	DOWNTOWN CHRISTMAS LIGHTS	\$25,000	\$20,768	\$25,000	\$0	\$23,713	\$0	\$1,287 94.85%
030-30-580-6-6314	RECRUITMENT PROJECT	\$55,000	\$0	\$25,000	\$0	\$25,000	\$0	\$0 100.00%
030-30-580-6-6316	WAYFINDING	\$60,000	\$4,134	\$15,000	\$0	\$0	\$0	\$15,000 0.00%
030-30-580-6-6319	BUILDING IMPROVEMENT GRANT	\$50,000	\$10,142	\$121,000	\$0	\$5,376	\$0	\$115,624 4.44%
030-30-580-6-6320	LANDSCAPING	\$40,000	\$3,646	\$40,000	\$0	\$2,857	\$0	\$37,143 7.14%
030-30-580-6-6321	SITE AMENITIES	\$7,500	\$0	\$20,000	\$3,750	\$19,330	\$0	\$670 96.64%
030-30-580-6-6328	PUBLIC ART	\$25,000	\$0	\$10,000	\$0	\$4,389	\$0	\$5,611 43.89%
030-30-580-6-6329	PROPERTY AQUISITION	\$0	\$0	\$25,000	\$0	\$12,087	\$2,299	\$10,615 48.34%
030-30-580-6-6400	CAPITAL OUTLAY	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000 0.00%
TOTAL		\$315,615	\$67,257	\$500,262	\$5,050	\$129,235	\$5,899	\$365,128 26.00%
TRANSFERS								
030-30-580-9-9103	REIMB GENERAL-FIREWORKS	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
030-30-580-9-9106	REIMB GENERAL-ADMIN EXP	\$26,953	\$13,214	\$28,112	\$2,343	\$28,112	\$0	\$0 100.00%
030-30-580-9-9107	REIMB TO UTILITY FOR CRA ADMIN	\$15,000	\$12,531	\$0	\$0	\$0	\$0	\$0 0.00%
030-30-580-9-9130	TRANSFER TO BETTER PLACE-CDE	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
030-30-580-9-9132	TRANSFER TO UTILITY FUND-POTA	\$89,565	\$0	\$89,565	\$0	\$0	\$0	\$89,565 0.00%
030-30-580-9-9134	TRANSFER TO BETTER PLACE - STF	\$0	\$0	\$867,831	\$0	\$0	\$0	\$867,831 0.00%
TOTAL		\$651,518	\$25,745	\$985,508	\$2,343	\$28,112	\$0	\$957,396 3.00%
DEPARTMENT TOTAL		\$967,133	\$93,002	\$1,485,770	\$7,393	\$157,347	\$5,899	\$1,322,524 11.00%

CITY OF PALATKA, FL
STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

SOUTH HISTORIC								
030-31-580-3-3100	PROFESSIONAL SERVICES	\$5,000	\$0	\$17,016	\$0	\$0	\$0	\$17,016 0.00%
030-31-580-3-3200	AUDIT EXPENSE	\$3,380	\$3,322	\$3,355	\$0	\$3,474	\$0	-\$119 103.54%
030-31-580-3-5280	MISC EXPENSES	\$50	\$0	\$867	\$0	\$0	\$0	\$867 0.00%
030-31-580-3-5400	FRA ANNUAL DUES, TRAINING	\$2,000	\$148	\$3,500	\$0	\$184	\$32	\$3,283 5.27%
030-31-580-3-5402	DEO ANNUAL DUES	\$100	\$39	\$110	\$0	\$30	\$0	\$80 27.04%
030-31-580-6-6120	LAND PURCHASE	\$0	\$0	\$30,000	\$0	\$27,193	\$0	\$2,807 90.64%
030-31-580-6-6329	BUILDING IMPROVEMENT GRANT	\$50,000	\$0	\$65,000	\$0	\$79	\$0	\$64,921 0.12%
030-31-580-6-6333	SIGNAGE	\$1,000	\$0	\$3,000	\$0	\$0	\$0	\$3,000 0.00%
030-31-580-6-6337	SITE AMENITIES	\$1,500	\$0	\$3,000	\$0	\$0	\$0	\$3,000 0.00%
030-31-580-6-6341	LANDSCAPING	\$9,000	\$0	\$4,000	\$0	\$0	\$0	\$4,000 0.00%
030-31-580-6-6342	FESTIVALS	\$3,000	\$1,488	\$0	\$0	\$0	\$0	\$0 0.00%
030-31-580-6-6343	CAPITAL OUTLAY	\$50,000	\$49,045	\$60,733	\$0	\$0	\$0	\$60,733 0.00%
030-31-580-6-6344	324 RIVER ST REPAIRS TILLMAN H	\$0	\$0	\$121,193	\$0	\$0	\$0	\$121,193 0.00%
TOTAL		\$125,030	\$54,041	\$311,774	\$0	\$30,960	\$32	\$280,782 10.00%
TRANSFERS								
030-31-580-9-9101	TRANSFER TO BETTER PLACE-SOU	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
030-31-580-9-9102	TRANSFER TO UTILITY- SOUTH PO	\$27,000	\$0	\$27,000	\$0	\$0	\$0	\$27,000 0.00%
030-31-580-9-9105	REIMB GENERAL	\$5,596	\$4,334	\$8,501	\$708	\$8,501	\$0	\$0 100.00%
030-31-580-9-9107	REIMB TO UTILITY FOR CRA ADMIN	\$5,000	\$3,665	\$0	\$0	\$0	\$0	\$0 0.00%
TOTAL		\$87,596	\$7,999	\$35,501	\$708	\$8,501	\$0	\$27,000 24.00%
DEPARTMENT TOTAL		\$212,626	\$62,040	\$347,275	\$708	\$39,461	\$32	\$307,782 11.00%
NORTH HISTORIC								
030-32-580-3-3100	PROFESSIONAL SERVICES	\$10,000	\$0	\$8,815	\$0	\$0	\$0	\$8,815 0.00%
030-32-580-3-3200	AUDIT EXPENSE	\$1,220	\$1,208	\$1,220	\$0	\$1,263	\$0	-\$43 103.52%
030-32-580-3-5280	MISC EXPENSES	\$4,030	\$0	\$983	\$0	\$0	\$0	\$983 0.00%
030-32-580-3-5400	FRA ANNUAL DUES, TRAINING	\$1,000	\$78	\$1,984	\$0	\$27	\$17	\$1,940 1.35%

CITY OF PALATKA, FL

STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

030-32-580-3-5402	DEO ANNUAL DUES	\$50	\$14	\$16	\$0	\$16	\$0	\$0	100.00%
030-32-580-6-6319	BUILDING IMPROVEMENT GRANT	\$35,000	\$5,066	\$50,000	\$0	\$120	\$0	\$49,880	0.24%
030-32-580-6-6320	NORTH HISTORIC EXPENSE	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
030-32-580-6-6322	GENERAL CAPITAL IMPROVEMENT	\$50,000	\$49,775	\$50,000	\$0	\$30,117	\$8,080	\$11,803	60.23%
030-32-580-6-6323	SITE AMENITIES	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
TOTAL		\$112,800	\$56,141	\$113,018	\$0	\$31,543	\$8,097	\$73,378	28.00%
TRANSFERS									
030-32-580-9-9105	REIMB GENERAL-ADMIN EXP	\$2,458	\$1,883	\$5,981	\$498	\$5,981	\$0	\$0	100.00%
030-32-580-9-9107	REIMB TO UTILITY FOR CRA ADMIN	\$4,000	\$1,433	\$0	\$0	\$0	\$0	\$0	0.00%
TOTAL		\$6,458	\$3,316	\$5,981	\$498	\$5,981	\$0	\$0	100.00%
DEPARTMENT TOTAL		\$119,258	\$59,456	\$118,999	\$498	\$37,524	\$8,097	\$73,378	32.00%
TOTAL EXPENDITURES		\$1,299,017	\$214,498	\$1,952,044	\$8,599	\$234,332	\$14,028	\$1,703,684	12.00%
CONTINGENCIES & RESERVES									
030-30-580-9-9901	CONTINGENCY/RESERVE-DOWN	\$157,461	\$0	\$40,257	\$0	\$0	\$0	\$40,257	0.00%
030-31-580-9-9901	CONTINGENCY/RESERVE - SOUTH	\$262,164	\$0	\$91,193	\$0	\$0	\$0	\$91,193	0.00%
030-32-580-9-9901	CONTINGENCY/RESERVE - NORTH	\$63,199	\$0	\$7,148	\$0	\$0	\$0	\$7,148	0.00%
TOTAL		\$482,824	\$0	\$138,598	\$0	\$0	\$0	\$138,598	0.00%
TIF	TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES & RESERV	\$1,781,841	\$214,498	\$2,090,642	\$8,599	\$234,332	\$14,028	\$1,842,282	11.00%

CITY OF PALATKA, FL
STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

BETTER PLACE PLAN EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 100.00 % Yr Complete For Fiscal Year: 2024 / 9

BETTER PLACE PLAN

OPERATING EXPENSES

101-18-519-3-3100	PROFESSIONAL SERVICES	\$10,000	\$1,700	\$20,000	\$0	\$0	\$0	\$20,000	0.00%
101-18-519-3-3103	GRANT APPLICATION FEES	\$7,000	\$712	\$40,000	\$0	\$5,000	\$0	\$35,000	12.50%
101-18-519-3-5000	FINES & FEES	\$100	\$50	\$0	\$0	\$0	\$0	\$0	0.00%
TOTAL		\$17,100	\$2,462	\$60,000	\$0	\$5,000	\$0	\$55,000	8.00%

CAPITAL OUTLAY

101-18-519-6-6310	SIDEWALKS	\$20,000	\$19,390	\$39,000	\$0	\$0	\$0	\$39,000	0.00%
101-18-519-6-6330	PUBLIC WORKS BUILDING	\$3,000,000	\$68,338	\$3,000,000	\$15,475	\$1,431,214	\$184,920	\$1,383,866	47.70%
101-18-519-6-6340	LWCF BOOKER PARK PROJECT CIP	\$157,487	\$155,190	\$0	\$0	\$0	\$0	\$0	0.00%
101-18-519-6-6341	SJRWMD STORMWATER SOUTH PI	\$7,000	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
101-18-519-6-6390	CITY DOCK IMPROVEMENTS	\$80,000	\$76,134	\$0	\$0	\$0	\$0	\$0	0.00%
101-18-519-6-6400	STORMWATER	\$0	\$0	\$151,476	\$0	\$0	\$0	\$151,476	0.00%
101-18-519-6-6441	511 ST JOHNS AVE	\$2,000	-8,000.00	\$0	\$0	\$0	\$0	\$0	0.00%
101-18-519-6-6455	RESURFACING & STRIPING	\$306,423	\$283,250	\$785,604	\$0	\$91,378	\$423,394	\$270,832	11.63%
101-18-519-6-6457	HANK BRYAN PARK RESTROOM	\$0	\$0	\$105,000	\$0	\$0	\$0	\$105,000	0.00%
101-18-519-6-6459	PRICE MARTIN IMPROVEMENTS	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000	0.00%
101-18-519-6-6462	CITY SHARE CDBG DRI S14TH STC	\$119,645	\$112,742	\$0	\$0	\$0	\$0	\$0	0.00%
101-18-519-6-6463	FDOT MSCOP ST JOHNS AVE	\$159,000	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
101-18-519-6-6465	BOARDWALK IMPROVEMENTS	\$95,500	\$84,555	\$0	\$0	\$0	\$0	\$0	0.00%
101-18-519-6-6467	CITY SHARE DOWNTOWN STREET	\$913,180	\$523,762	\$500,000	\$0	\$257,525	\$54,055	\$188,421	51.50%
101-18-519-6-6472	HMGP Kay Larkin FD CITY MATCH	\$50,000	\$0	\$12,570	\$0	\$0	\$0	\$12,570	0.00%
101-18-519-6-6473	DOS AACH JENKINS CITY MATCH	\$190,000	\$370	\$499,626	\$0	\$19,562	\$7,907	\$472,157	3.91%
101-18-519-6-6474	City Match Hank Bryan Park	\$59,500	\$9,215	\$0	\$0	\$0	\$0	\$0	0.00%
101-18-519-6-6475	City Match Fed DOT SS4A	\$0	\$0	\$55,916	\$0	\$101	\$0	\$55,815	0.18%
101-18-519-6-6476	City Match CDBG MIT IRMA IR042	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000	0.00%
TOTAL		\$5,159,735	\$1,324,947	\$5,204,192	\$15,475	\$1,799,780	\$670,275	\$2,734,137	35.00%

CITY OF PALATKA, FL
STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

DEBT SERVICE								
101-18-517-7-7106	PUBLIC WORKS BUILDING	\$158,826	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
101-18-517-7-7108	PRINCIPAL-PUMPER FIRE TRUCKS	\$68,000	\$67,444	\$69,724	\$0	\$69,724	\$0	\$0 99.99%
101-18-517-7-7208	INTEREST-PUMPER FIRE TRUCKS	\$16,000	\$15,960	\$13,622	\$0	\$13,622	\$0	\$0 100.00%
TOTAL		\$242,826	\$83,404	\$83,346	\$0	\$83,346	\$0	\$0 100.00%
GRANT MATCHES								
101-18-519-8-6210	PRICE MARTIN RETROFIT SHELTER	\$1,176,140	\$573	\$584,685	\$0	\$126,053	\$132,939	\$325,693 21.55%
101-18-519-8-6326	CDBG DRI HM005 S14th STORMW	\$1,538,093	\$1,065,229	\$0	\$0	\$0	\$0	\$0 0.00%
101-18-519-8-6327	CDBG MIT IRMA IR042	\$1,536,971	\$0	\$543,585	\$0	\$121,432	\$128,230	\$293,924 22.33%
101-18-519-8-6359	LWCF BOOKER PARK PROJECT GR	\$16,909	\$14,119	\$0	\$0	\$0	\$0	\$0 0.00%
101-18-519-8-6361	ST.JOHNS AVENUE APPROPRIATIC	\$1,302,816	\$1,302,816	\$0	\$0	\$0	\$0	\$0 0.00%
101-18-519-8-6362	FDEP 319 SOUTH STORM	\$920,000	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
101-18-519-8-6363	FRDAP A1075 Grant for Hank Bry	\$48,000	\$34,846	\$0	\$0	\$0	\$0	\$0 0.00%
101-18-519-8-6364	DOS AACH JENKINS GRANT	\$690,000	\$64,649	\$329,270	\$12,952	\$154,567	\$22,844	\$151,859 46.94%
101-18-519-8-8909	CDBG CARES COVID SIDEWALKS	\$5,000,000	\$179,210	\$2,402,347	\$0	\$47,943	\$154,410	\$2,199,995 1.99%
101-18-519-8-8923	DERELICT VESSEL REMOVAL	\$9,500	\$9,410	\$0	\$0	\$0	\$0	\$0 0.00%
101-18-519-8-8934	HMGP Kay Larkin FD	\$200,000	\$0	\$113,887	\$0	\$0	\$0	\$113,887 0.00%
101-18-519-8-8935	USDA RBDG SIDEWALK IMPRVMN	\$150,000	\$0	\$150,000	\$0	\$150,000	\$0	\$0 100.00%
101-18-519-8-8936	SJRWMD STREETSCAPES	\$399,054	\$399,054	\$0	\$0	\$0	\$0	\$0 0.00%
101-18-519-8-8937	DOT SAFE STREETS 4 ALL	\$0	\$0	\$480,000	\$0	\$0	\$0	\$480,000 0.00%
101-18-519-8-8938	Fed RAISE GRANT	\$0	\$0	\$300,000	\$0	\$130	\$0	\$299,870 0.04%
101-18-519-8-8940	DEO Affordable Housing state	\$0	\$0	\$1,000,000	\$0	\$0	\$0	\$1,000,000 0.00%
101-18-519-8-8941	FDOT Downtown Streetscapes Ph	\$0	\$0	\$1,500,000	\$376,744	\$384,674	\$59,373	\$1,055,953 25.64%
TOTAL		\$12,987,484	\$3,069,906	\$7,403,774	\$389,696	\$984,799	\$497,795	\$5,921,180 13.00%
TRANSFERS								
101-18-519-9-9100	TRANSFER TO GENERAL FUND	\$0	\$0	\$129,000	\$0	\$3,358	\$0	\$125,642 2.60%
TOTAL		\$0	\$0	\$129,000	\$0	\$3,358	\$0	\$125,642 3.00%
DEPARTMENT TOTAL		\$18,407,144	\$4,480,719	\$12,880,312	\$405,171	\$2,876,283	\$1,168,071	\$8,835,958 22.00%

CITY OF PALATKA, FL
STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

TOTAL EXPENDITURES		----- \$18,407,144 -----	----- \$4,480,719 -----	----- \$12,880,312 -----	----- \$405,171 -----	----- \$2,876,283 -----	----- \$1,168,071 -----	----- \$8,835,958 -----	----- 22.00% -----
RESERVES									
101-83-581-9-9907	BETTER PLACE RESERVE	\$353,590	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
DEPARTMENT TOTAL		----- \$353,590 -----	----- \$0 -----	----- \$0 -----	----- \$0 -----	----- \$0 -----	----- \$0 -----	----- \$0 -----	----- 0.00% -----
TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES & RESERV		----- \$4,480,719 -----	----- \$12,880,312 -----	----- \$405,171 -----	----- \$2,876,283 -----	----- \$1,168,071 -----	----- \$8,835,958 -----	----- 22.00% -----	
BETTER PALCE									

CITY OF PALATKA, FL
STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

AMERICAN RESCUE PLAN ACT / ESTIMATED VS. ACTUAL MONTHLY REPORT / 100.00 % Yr Complete For Fiscal Year: 2024 / 9

AMERICAN RESCUE PLAN ACT

CAPITAL OUTLAY								
300-61-559-8-1200	OTHER PUBLIC HEALTH SERVICES	\$50,000	\$0	\$50,000	\$0	\$0	\$0	\$50,000 0.00%
300-61-559-8-1500	PERSONAL PROTECTIVE EQUIPME	\$2,061	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
300-62-559-8-2200	HOUSEHOLD ASSISTANCE UTILITY	\$150,000	\$0	\$194,822	\$0	\$194,822	\$0	\$0 100.00%
300-62-559-8-2300	UTILITY AID ADMIN EXP - AZCARA	\$0	\$0	\$21,800	\$0	\$21,800	\$0	\$0 100.00%
300-62-559-8-2301	UTILITY AID AZCARATE SUPPLIES	\$0	\$0	\$1,428	\$0	\$1,428	\$0	\$0 100.00%
300-62-559-8-2900	SMALL BUSINESS ECONOMIC IMP	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$100,000 0.00%
300-63-559-8-3110	HOUSING SUPPORT SERVICES FO	\$50,000	\$0	\$50,000	\$0	\$0	\$0	\$50,000 0.00%
300-63-559-8-3120	HOUSING SUPPORT OTHER HOU	\$490,243	\$0	\$490,243	\$0	\$128	\$0	\$490,115 0.02%
300-63-559-8-3300	EDUCATION ASSIST ACADEMIC SF	\$23,000	\$0	\$16,000	\$0	\$16,000	\$0	\$0 100.00%
300-63-559-8-3400	EDUCATION ASSIST SOCIAL EMOT	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$100,000 0.00%
300-63-559-8-3500	EDUCATION ASSISTANCE OTHER	\$80,000	\$0	\$24,000	\$0	\$0	\$0	\$24,000 0.00%
300-65-559-8-1700	BROADBAND OTHER PROJECTS	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0 0.00%
300-65-559-8-5100	DW TREATMENT GAC Filters	\$1,145,897	\$867,716	\$278,181	\$0	\$21,244	\$85,336	\$171,601 7.63%
300-65-559-8-5110	DW TRANSMISS/DISTRIBUT Palm t	\$1,023,731	\$1,006,230	\$14,562	\$0	\$0	\$0	\$14,562 0.00%
300-65-559-8-5120	GIS St Johns Downtown Potable	\$39,353	\$39,353	\$0	\$0	\$0	\$0	\$0 0.00%
300-65-559-8-5130	GIS CDBG N32 Palatka Heights	\$35,973	\$14,389	\$21,585	\$0	\$17,987	\$3,597	\$1 83.32%
300-66-559-8-6100	PROVISION OF GOVT SERVICES	\$25,000	\$0	\$25,000	\$0	\$0	\$0	\$25,000 0.00%
300-66-559-8-6101	RADIOS 800 MHZ - ARPA	\$690,788	\$580,968	\$109,770	\$0	\$68,013	\$7,729	\$34,028 61.95%
300-66-559-8-6102	VACANT PROPERTY PURCHASES//	\$225,000	\$0	\$225,000	\$10,500	\$10,500	\$5,200	\$209,300 4.66%
300-66-559-8-6103	ROAD MAINTENANCE	\$0	\$0	\$250,000	\$0	\$84,538	\$50,988	\$114,475 33.81%

TOTAL		\$4,481,047	\$2,508,656	\$1,972,391	\$10,500	\$436,459	\$152,850	\$1,383,082 22.00%
GRANT MATCHES								

DEPARTMENT TOTAL		\$4,481,047	\$2,508,656	\$1,972,391	\$10,500	\$436,459	\$152,850	\$1,383,082 22.00%

CITY OF PALATKA, FL
STATEMENT OF EXPENSES FOR THE YEAR ENDED SEPTEMBER 30, 2024

		-----	-----	-----	-----	-----	-----	-----	-----
	TOTAL EXPENDITURES	\$4,481,047	\$2,508,656	\$1,972,391	\$10,500	\$436,459	\$152,850	\$1,383,082	22.00%
		-----	-----	-----	-----	-----	-----	-----	-----
	RESERVES								
		-----	-----	-----	-----	-----	-----	-----	-----
	DEPARTMENT TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
		-----	-----	-----	-----	-----	-----	-----	-----
ARPA	TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES & RESERV	\$4,481,047	\$2,508,656	\$1,972,391	\$10,500	\$436,459	\$152,850	\$1,383,082	22.00%
		-----	-----	-----	-----	-----	-----	-----	-----

STAFF REPORT

DATE: October 24, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The Airport Department would like to provide an update on approved critical projects. The Airport Manager will include a general status and timeline for each project.

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

Provide the City Commissioners with a detailed update on critical approved airport projects.

ATTACHMENTS

1.	28J City Commission Report October 2024
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Palatka Municipal Airport Update

For City Commission

October 2024



Table Of Contents

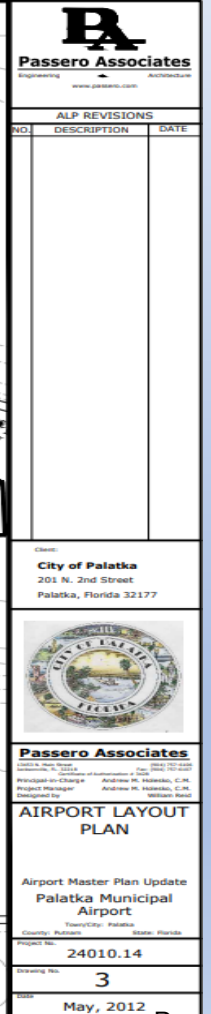
- 1. West Taxilanes and Fuel Apron Rehabilitation Project**
- 2. Runway 9 Extension Study Project**
- 3. Master Plan Update Project**
- 4. Taxiway E and Corporate Hangar Project**
- 5. Taxiway E and Corporate Hangar Project Objective**

PALATKA MUNICIPAL AIRPORT
CITY COMMISSION REPORT October 2024

West Taxilanes and Fuel Apron Rehabilitation Project



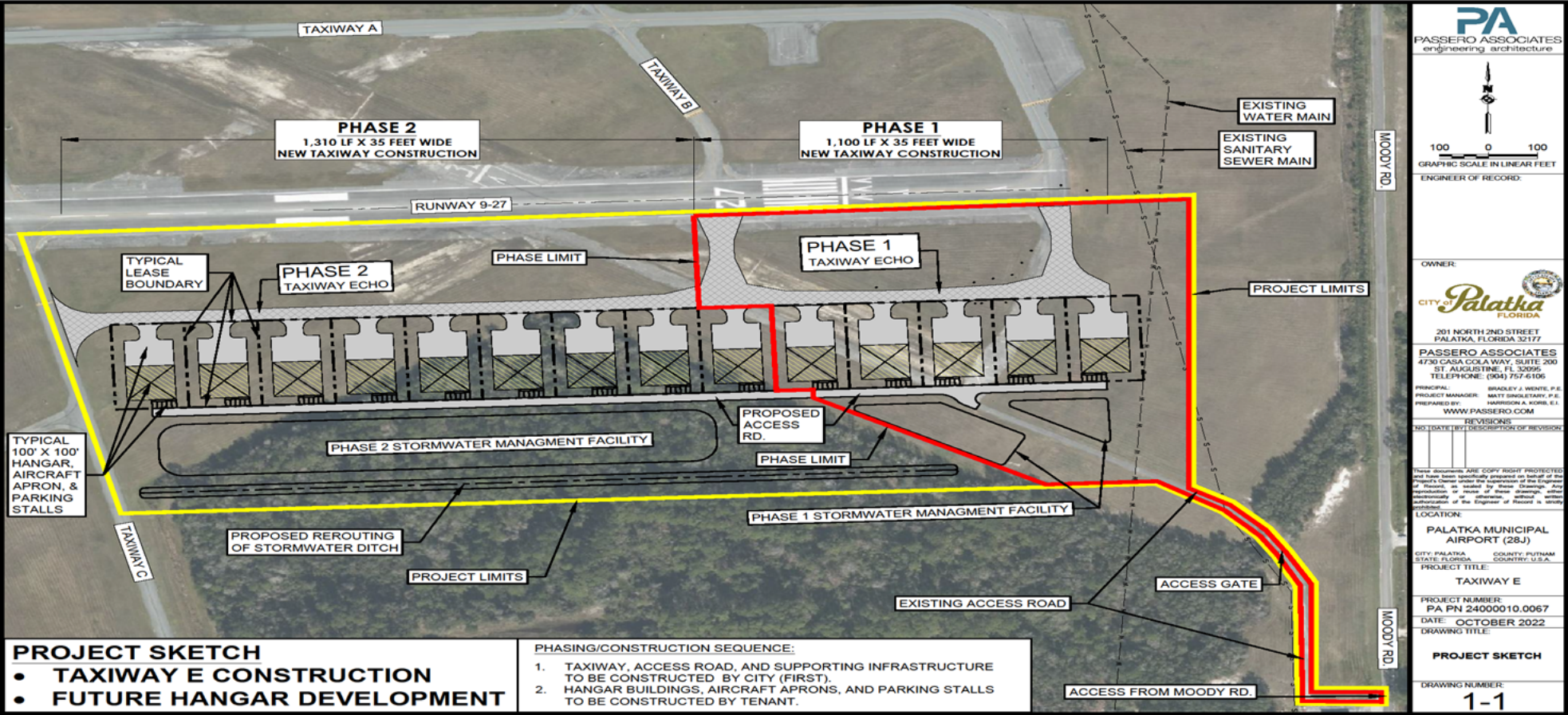
Master Plan Update Project



PALATKA MUNICIPAL AIRPORT
CITY COMMISSION REPORT October 2024



Taxiway E and Corporate Hangar Project



PALATKA MUNICIPAL AIRPORT
CITY COMMISSION REPORT October 2024



Taxiway E and Corporate Hangar Project Objective



PRESENTATION - Team Palatka Renewal

Department heads and staff becoming an integrated and collaborative team as we clean, tear down and build up our city.

STAFF REPORT

DATE: October 24, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The Public Information Officer has put together a video capturing some of the highlights of "Team Palatka" working together and solving all types of matters, as we reorganize and restructure our various departments.

BACKGROUND

City firefighters, police, and other staff joined with Public Works to help pick up after the storm.

PROJECT ANALYSIS

Please watch this video with us:

A video of "Team Palatka" working together to clean up after Hurricane Milton

<https://youtu.be/tGNRfrnH2wg>

Staff Recommendation

Enjoy our growth

ATTACHMENTS

None

UPDATE - ARPA

STAFF REPORT

DATE: October 24, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Attached please find the current tracking sheet for the American Rescue Plan Act funds.

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	ARPA_unencumbered funds 10-18-2024 - letter size
----	--

American Rescue Plan Spending Project List (as of 10/18/2024)

Project Description	Approved Allocations	Budget Amendments	ARPA Allocations	Committed - Commissioners'		Unmet Need -		Balance of Allocated Funds	GL	All transfers have been done between these ARPA projects
				Approved	Encumbered Costs	Transfer Requested	Funds Expended			
Housing Repair	\$ 490,243		\$490,243.00	\$ 490,115.08			\$ 127.92	\$0.00	300-63-559-8-3120	
Small Businesses	\$ 100,000	\$0.00	\$100,000.00			\$ (100,000.00)		\$0.00	300-62-559-8-2900	Transfer request - \$100,000 Lead & Copper Rule
Vocational/ Education/ COVID 19 Education	\$ 80,000	(\$56,000.00)	\$24,000.00					\$24,000.00	300-63-559-8-3500	Transfer request -\$16,000 to Youth Council - PAL donation Transfer request -\$40,000 to Utility
Homeless Assistance	\$ 50,000	\$0.00	\$50,000.00					\$50,000.00	300-63-559-8-3110	
Mental Health Support	\$ 100,000	\$0.00	\$100,000.00					\$100,000.00	300-63-559-8-3400	
Public Health	\$ 50,000		\$50,000.00			\$ (40,000.00)		\$10,000.00	300-61-559-8-1200	
Sports Complex- Gateway to 10th and 11th Street	\$ 25,000	\$0.00	\$25,000.00			\$ (8,990.54)		\$16,009.46	300-66-559-8-6100	
Removal of Blight- Purchase VACANT properties	\$ 225,000	\$0.00	\$225,000.00		\$ 15,700.00			\$209,300.00	300-66-559-8-6102	
Utility Assistance	\$ 150,000	\$44,822.26	\$194,822.26				\$ 194,822.26	\$0.00	300-62-559-8-2200	Transfer \$40K from Vocational Education \$72.18 from Utility Admin \$2,061.40 from SCBA Airbags, \$50.08 from Radios \$2,638.60 from SJA Palm to Moseley
Utility Assistance - Admin Exp.	\$ -	\$21,800.21	\$21,800.21				\$ 21,800.21	\$0.00	300-62-559-8-2300	Transfer \$21,800 from Youth Council Transfer .21 from Utility
Utility Assistance - Admin Supplies		\$1,427.61	\$1,427.61				\$ 1,427.61	\$0.00	300-62-559-8-2301	
Road Maintenance Infrastructure	\$ -	\$250,000.00	\$250,000.00				\$ 84,537.50	\$165,462.50	300-66-559-8-6103	Transfer \$250K from Broadband
Granular Activated Carbon Filter Project (GAC)	\$ 1,538,555	(\$151,276.82)	\$1,387,278.18		\$ 85,428.46		\$ 1,130,341.11	\$171,508.61	300-65-559-8-5100	Transfer req \$40,488.91 to Palm to Moseley Transfer req \$84,734.30 to 800 Mhz Radios Transfer req \$26,053.61 to 800 Mhz Radios
St. Johns Avenue Palm to Moseley	\$ 1,242,623.00	(\$37,775.69)	\$ 1,204,847.31			\$ (14,562.90)	\$ 1,190,284.41	\$0.00	300-65-559-8-5110	Transfer req -\$39,353.00 to GIS St Johns Downtown Potable Transfer req -\$35,973.00 to GIS CDBG N32 Palatka Heights \$2,938.60 to Utility Assistance \$40,488.91 to Palm to Moseley \$14,562.90 to Lead & Copper Rule
SCBA Air Packs	\$ 330,000	(\$2,061.40)	\$327,938.60				\$ 327,938.60	\$0.00	300-61-559-8-1500	Transfer req. \$2,061.40 to Utility Assistance
800 Mhz Radios	\$ 580,000	\$110,737.83	\$690,737.83		\$ 5,310.50	\$ (36,446.56)	\$ 648,980.77	\$0.00	300-66-559-8-6101	Transfer \$110,787.91 from GAC Transfer Request \$36,446.56 to Lead & Copper Rule
GIS St. Johns Downtown Potable		\$39,353.00	\$39,353.00				\$ 39,353.00	\$0.00	300-65-559-8-5120	Transfer \$39,353 from Palm to Moseley
GIS CDBG N32 Palatka Heights		\$35,973.00	\$35,973.00		\$ 3,597.30		\$ 32,375.70	\$0.00	300-65-559-8-5130	Transfer \$35,973 from Palm to Moseley
Youth Council	\$ 23,000	(\$7,000.00)	\$16,000.00				\$ 16,000.00	\$0.00	300-63-559-8-3300	From Vocational Education \$16K for PAL donation
Broadband	\$ 250,000	(\$250,000.00)	\$0.00					\$0.00	300-65-559-8-1700	Transfer Request -\$250K to Road Maintenance Infrastructure
Lead & Copper Rule						\$ 200,000.00		\$ 200,000.00		
	\$ 5,234,421	\$0.00	\$ 5,234,421	\$ 490,115.08	\$ 110,036.26	\$ -	\$ 3,687,989.09	\$946,280.57		

Funding Amount \$ 5,234,421
Suggested Projects \$ (5,234,421)
Remaining Balance \$ -

SET HALLOWEEN TRICK OR TREAT DATE/TIME for October 31, 2024 from 6:00 PM to 8:00 PM

STAFF REPORT

DATE: October 24, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Annual setting of trick or treat hours in the City of Palatka.

BACKGROUND

Traditionally (for more than 10 years) the City Commission has set Halloween Trick or Treat hours. Customarily, trick or treat is scheduled for

PROJECT ANALYSIS

October 31 is Halloween.

Staff Recommendation

Set Trick or Treat for 6:00 PM - 8:00 PM on October 31, 2024.

ATTACHMENTS

None

ADOPT RESOLUTION 2024-R-212 authorizing execution of deductive reconciliation Change Order No 9 with TB Landmark for previously authorized work within the Palatka Heights ALT A Project in a deductive amount of \$261,524.75 for a total contract cost of \$3,026,797.00.

STAFF REPORT

DATE: October 24, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request authorization to execute Change Order 9 with TB Landmark to reconcile unused quantities on the Palatka Heights ALT A project.

BACKGROUND

PROJECT ANALYSIS

Change Order 9 is a final reconciliation in the deductive amount of (\$261,524.75) for previously authorized work within the Palatka Heights ALT A Project.

Staff Recommendation

Adopt Resolution.

ATTACHMENTS

1	10-24-24 CHANGE_ORDER_NO_9_WITH_TB_LANDMARK__INC_FOR_THE_PALATKA_HEIGHTS_PHASE_I I_CDBG_N32_ALT_A_AREA_PROJECT
2	CO 9 - Deletion of Unused Quantities
3	Change Order 9_TB Landmark PH ALT A

RESOLUTION NO. 2024-R-212

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING EXECUTION OF CHANGE ORDER NO 9 WITH TB LANDMARK, INC FOR THE PALATKA HEIGHTS PHASE II CDBG N32 ALT A AREA PROJECT; AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS, on February 25, 2021 the City of Palatka executed a contract with TB Landmark, Inc. for the CDBG N32 Alternate A Area Palatka Heights Potable Improvements (THE PROJECT) in the amount of \$2,414,525.79; and

WHEREAS, on March 24, 2022 the City of Palatka executed with TB Landmark a no cost Change Order No 1 as a result of changes in the field, increased material cost, changes in scope of work and the creation of a field change allowance in the amount of \$106,754.25.; and

WHEREAS, on October 27, 2022 the City of Palatka executed with TB Landmark a no cost Change Order No 2 adding in the potable lines on St Johns Ave from Moseley Ave to 15th including the northern block run between Reid Street and St Johns Ave and subtracting an equitable amount of contracted lines in the southern area of Alternate A.; and

WHEREAS, on May 25, 2023 the City of Palatka executed with TB Landmark Change Order No 3 adding back in the equitable amount of contracted lines in the southern area of Alternate A taken out in Change Order No 2 for the original contracted price and leaving in the potable lines on St Johns Ave from Moseley Ave to 15th including the northern block run between Reid Street and St Johns Ave for an additive amount of \$612,418.69 and

WHEREAS, on June 22, 2023 the City of Palatka executed with TB Landmark Change Order No 4 removing the potable lines on St Johns Ave from Moseley Ave to 15th including the northern block run between Reid Street and St Johns Ave; adding in the area within the blocks of South 18th and Carr Streets including material and labor costs to install new main, abandoning existing main and fire hydrant; drill under Moseley Ave in four (4) locations; additional unbillable material; drain pipe repair on Carr Street; material costs increase for March, April and May; and additional water service connections for a deductive amount of (\$10,805.86) with a total contract price of \$3,016,138.62 and;.

WHEREAS, on July 27, 2023 the City of Palatka executed with TB Landmark Change Order No 5 for material cost increase and additional scope of work for curb replacement on Carr St between 15th and 16th Streets for an additive amount of \$104,043.77 with a total contract price of \$3,120,182.39 and;

WHEREAS, on July 27, 2023 the City of Palatka executed with TB Landmark Change Order No 5 for material cost increase and additional scope of work for curb replacement on Carr St between 15th and 16th Streets for an additive amount of \$104,043.77 with a total contract price of \$3,120,182.39 and

WHEREAS, on October 26, 2023 the City of Palatka executed with TB Landmark Change Order No 6 for 12" Inserta valve on Moseley for an additive amount of \$24,106.50 with a total contract price of \$3,144,288.89 and

WHEREAS, on November 9, 2023 the City executed with TB Landmark Change Order No 7 for material price increases, extra material, the addition of Green and Twigg Street, and reconciliation of unused quantities for an additive amount of \$89,154.28 with a total contract price of \$3,233,433.17.

WHEREAS, on March 14, 2024 the City executed with TB Landmark Change Order No 8 for material price increases, extra material, the addition of Twigg Street, and reconciliation of unused quantities, laydown lot restoration and landscaping, water main abandonment under Ravine Gardens in the amount of \$54,878.58 for a total contract price of \$3,288,321.75.

WHEREAS, TB Landmark has proposed Change Order No 9 for the reconciliation of unused

quantities in the deductive amount of \$261,524.75 for a total contract price of \$3,026,797.00.

WHEREAS, the City deems it reasonable and necessary to approve TB Landmark’s Change Order No 9.

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 9 with TB Landmark, Inc. in the deductive amount of \$261,524.75 for a total contract amount of \$3,026,797.00.
- 2. the revenues of the Fiscal Year 2024-2025 budget is amended as follows:

GL Line	Description	Last Approved	Recommended Amendment	As Amended
041-00-384-0-1002	SRF 2019 Matching Proceeds DW540220	\$4,135,883.77	\$54,878.58	\$4,190,762.35

the expenditures of the Fiscal Year 2023-2024 budget is amended as follows:

GL Line	Description	Last Approved	Recommended Amendment	As Amended
041-13-536-6-6458	SRF 2019 DW54022 Palatka Heights II	\$2,168,561.77	\$54,878.58	\$2,223,440.35

- 3. the City Manager is authorized to sign all other documents in support of the project, including time extensions; and
- 4. 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 24th day of October 2024.

CITY OF PALATKA

BY: _____
ITS MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

Palatka Heights Alt A
10/8/2024
Deletion of Unused Quantities
#8838 TBL

	<u>Description</u>		<u>QTY</u>	<u>Cost</u>	<u>Total</u>	<u>Tax</u>	<u>10% Mark UP</u>	<u>Total</u>
Material	6" PVC Water Main	LF	-700	\$ 41.00	\$ (28,700.00)			\$ (28,700.00)
Material	8" MJ 11.25 Bend	EA	-4	\$ 800.00	\$ (3,200.00)			\$ (3,200.00)
Material	6" MJ 11.25 Deg Bend	EA	-1	\$ 750.00	\$ (750.00)			\$ (750.00)
Material	8" x 8" MJ Tee	EA	-2	\$ 975.00	\$ (1,950.00)			\$ (1,950.00)
Material	6" x 6" MJ Tee	EA	-20	\$ 750.00	\$ (15,000.00)			\$ (15,000.00)
Material	6" MJ Gate Valve w/ Box and Cover	EA	-63	\$ 1,275.00	\$ (80,325.00)			\$ (80,325.00)
Material	2" Flushing Hydrant Assembly	EA	-1	\$ 2,100.00	\$ (2,100.00)			\$ (2,100.00)
Service	Connection to Existing Water Mains	EA	-4	\$ 1,200.00	\$ (4,800.00)			\$ (4,800.00)
Service	Abandon 10" Water Main by Grout Filling	LF	-325	\$ 6.00	\$ (1,950.00)			\$ (1,950.00)
Service	Abandon 8" Water Main by Grout Filling	LF	-859	\$ 6.00	\$ (5,154.00)			\$ (5,154.00)
Service	Abandon 6" Water Main by Plugging End of Pipe	EA	-20	\$ 900.00	\$ (18,000.00)			\$ (18,000.00)
Service	Abandon 4" Water Main by Plugging End of Pipe	EA	-1	\$ 900.00	\$ (900.00)			\$ (900.00)
Service	Abandon 2" Water Main by Plugging End of Pipe	EA	-15	\$ 700.00	\$ (10,500.00)			\$ (10,500.00)
Service	Abandon 1" Water Main by Plugging End of Pipe	EA	-1	\$ 700.00	\$ (700.00)			\$ (700.00)
CO 1	Previous Field Changes Billed	LS	-1	\$ 87,495.75	\$ (87,495.75)			\$ (87,495.75)
TOTAL								\$ (261,524.75)
								\$ (261,524.75)

Change Order Total	-\$261,524.75
Contract Amount Before CO 9	\$3,288,321.75
Contract Amount After CO 9	\$3,026,797.00



Palatka Heights Water Main Improvements CDBG N32 Project Alt A
CHANGE ORDER NO. 9

Project No. ITB 2020-08 Alt A

Date October 24, 2024

Owner: City of Palatka

Contractor: T B Landmark Construction

Change Ordered:

Reconciliation of Unused Quantities \$(261,524.75)

Total Amount for Change Order \$(261,524.75)

CONTRACT AMOUNT

Original Contract Amount \$2,414,525.79

Previous Change Orders \$ 873,795.96

Current Change Order (\$261,524.75)

New Contract Amount w/Reconciliation \$3,026,797.00

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

Contractor

Date

Owner (City)

Date

Engineer

Date

ADOPT RESOLUTION 2024-R-213 authorizing the execution of Florida Recreation Development Assistance Program (FRDAP) Grant Agreement No. P5086 for Shaw Buck Park Phase 1 in the amount of \$50,000 (100% grant funded).

STAFF REPORT

DATE: October 24, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Staff is asking for authorization to enter into a grant agreement with FRDAP for modifications to Shaw Buck Park in the amount of \$50,000.

BACKGROUND

The City has been awarded a Florida Recreation Development Assistance Program (FRDAP) grant in the amount of \$50,000 for improvements to Shaw Buck Park. The total project cost is estimated at \$50,000 with no matching funds required of the City.

PROJECT ANALYSIS

The project involves the development of pickle ball court, tennis court, basketball court, playground and picnic area, landscaping, security lighting, trash cans and renovation for parking area.

Staff Recommendation

Adopt Resolution.

ATTACHMENTS

1.	10-24-24 FRDAP_Grant_Agreement_No._P50865 Shaw Buck Park Phase I
2.	P2586_Putnam.County_DRAFT

RESOLUTION NO. 2024-R-213

**A RESOLUTION AUTHORIZING THE EXECUTION OF
FLORIDA RECREATION DEVELOPMENT ASSISTANCE
PROGRAM GRANT AGREEMENT NO. P5086 FOR SHAW
BUCK PARK PHASE 1; AND PROVIDING FOR
SCRIVERNERS ERRORS**

WHEREAS, the Florida Recreation Development Assistance Program (FRDAP) has awarded the City a grant in the amount of \$50,000 for improvements to Shaw Buck Park (Project); and

WHEREAS, the total project cost is estimated at \$50,000 with no matching funds required of the City; and

WHEREAS, it is in the best interest of the City of Palatka to execute and accept the grant agreement; and

NOW, THEREFORE, be it resolved as follows:

1. the Palatka City Commission confirms and approves FRDAP Grant Agreement no P5086; and
2. the Mayor and City Clerk are hereby authorized to execute and attest all documents required in connection with the acceptance of the FRDAP grant agreement in the amount of \$50,000; 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.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 24th day of October, 2024.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND LEGALITY:

City Attorney

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Standard Grant Agreement**

This Agreement is entered into between the Parties named below, pursuant to section 215.971, Florida Statutes:

1. Project Title (Project): Shaw Buck Park Phase 1 Agreement Number: P5086

2. Parties **State of Florida Department of Environmental Protection,
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000** (Department)

Grantee Name: City of Palatka Entity Type: Local Government

Grantee Address: 201 N. 2nd Street Palatka, FL 32177 FEID: 59-6000401

(Grantee)

3. Agreement Begin Date: Upon Execution Date of Expiration: June 30, 2027

4. Project Number: P25086 Project Location(s): 207 Saylor Street Palatka, FL 32177
(If different from Agreement Number)

Project Description:

New: pickleball courts, tennis court, basketball court, playground and picnic facilities, landscaping, security lighting, trash cans; Renovations: parking lot.

5. Total Amount of Funding:	Funding Source?	Award #s or Line-Item Appropriations:	Amount per Source(s):
\$50,000	☒ State ☐ Federal	Line Item 1829, GAA, FY 24-25	\$ 50,000.00
	☐ State ☐ Federal		\$
	☐ State ☐ Federal		\$
	☐ Grantee Match		\$

Total Amount of Funding + Grantee Match, if any: \$ 50,000.00

6. Department's Grant Manager Grantee's Grant Manager

Name: La'Datrea Manatee Name: Jacqueline Pappas

or successor or successor

Address: 3900 Commonwealth Blvd Address: 201 N. 2nd Street.

MS # 585 Palatka, FL 32177

Tallahassee, FL 32399

Phone: 850-245-2366 Phone: 386-329-0100

Email: LaDatrea.Manatee@FloridaDEP.gov Email: jpappas@palatka-fl.gov

7. The Parties agree to comply with the terms and conditions of the following attachments and exhibits which are hereby incorporated by reference:

☒ Attachment 1: Standard Terms and Conditions Applicable to All Grants Agreements
☒ Attachment 2: Special Terms and Conditions
☒ Attachment 3: Grant Work Plan
☐ Attachment 4: Public Records Requirements
☒ Attachment 5: Special Audit Requirements
☒ Attachment 6: Program-Specific Requirements
☐ Attachment 7: Grant Award Terms (Federal) *Copy available at https://facts.fldfs.com , in accordance with section 215.985, F.S.
☐ Attachment 8: Federal Regulations and Terms (Federal)
☐ Additional Attachments (if necessary):
☒ Exhibit A: Progress Report Form
☐ Exhibit B: Property Reporting Form
☒ Exhibit C: Payment Request Summary Form
☐ Exhibit D: Quality Assurance Requirements
☐ Exhibit E: Advance Payment Terms and Interest Earned Memo
☐ Exhibit F: Common Carrier or Contracted Carrier Attestation Form PUR1808 (State)

☐ Exhibit H: Non-Profit Organization Compensation Form (State)	
☐ Exhibit I: Forced Labor Attestation Form	
☐ Additional Exhibits (if necessary):	
8.	The following information applies to Federal Grants only and is identified in accordance with 2 CFR 200.331 (a) (1):
Federal Award Identification Number(s) (FAIN):	
Unique Entity Identifier (UEI):	
Federal Award Date to Department:	
Federal Award Project Description:	
Total Federal Funds Obligated by this Agreement:	
Federal Awarding Agency:	
Award R&D?	☐ Yes ☐ N/A

IN WITNESS WHEREOF, this Agreement shall be effective on the date indicated by the Agreement Begin Date unless another date is specified in the grant documents.

City of Palatka

GRANTEE

Grantee Name

By _____
(Authorized Signature) Date Signed

Print Name and Title of Person Signing

State of Florida Department of Environmental Protection

DEPARTMENT

By _____
Secretary or Designee Date Signed

Callie DeHaven, Director, Division of State Lands

Print Name and Title of Person Signing

☐ Additional signatures attached on separate page.

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
STANDARD TERMS AND CONDITIONS
APPLICABLE TO GRANT AGREEMENTS**

ATTACHMENT 1

1. Entire Agreement.

This Grant Agreement, including any Attachments and Exhibits referred to herein and/or attached hereto (Agreement), constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, whether written or oral, with respect to such subject matter. Any terms and conditions included on Grantee's forms or invoices shall be null and void.

2. Grant Administration.

- a. Order of Precedence. If there are conflicting provisions among the documents that make up the Agreement, the order of precedence for interpretation of the Agreement is as follows:
 - i. Standard Grant Agreement
 - ii. Attachments other than Attachment 1, in numerical order as designated in the Standard Grant Agreement
 - iii. Attachment 1, Standard Terms and Conditions
 - iv. The Exhibits in the order designated in the Standard Grant Agreement
- b. All approvals, written or verbal, and other written communication among the parties, including all notices, shall be obtained by or sent to the parties' Grant Managers. All written communication shall be by electronic mail, U.S. Mail, a courier delivery service, or delivered in person. Notices shall be considered delivered when reflected by an electronic mail read receipt, a courier service delivery receipt, other mail service delivery receipt, or when receipt is acknowledged by recipient. If the notice is delivered in multiple ways, the notice will be considered delivered at the earliest delivery time.
- c. If a different Grant Manager is designated by either party after execution of this Agreement, notice of the name and contact information of the new Grant Manager will be submitted in writing to the other party and maintained in the respective parties' records. A change of Grant Manager does not require a formal amendment or change order to the Agreement.
- d. This Agreement may be amended, through a formal amendment or a change order, only by a written agreement between both parties. A formal amendment to this Agreement is required for changes which cause any of the following:
 - (1) an increase or decrease in the Agreement funding amount;
 - (2) a change in Grantee's match requirements;
 - (3) a change in the expiration date of the Agreement; and/or
 - (4) changes to the cumulative amount of funding transfers between approved budget categories, as defined in Attachment 3, Grant Work Plan, that exceeds or is expected to exceed twenty percent (20%) of the total budget as last approved by Department.A change order to this Agreement may be used when:
 - (1) task timelines within the current authorized Agreement period change;
 - (2) the cumulative transfer of funds between approved budget categories, as defined in Attachment 3, Grant Work Plan, are less than twenty percent (20%) of the total budget as last approved by Department;
 - (3) changing the current funding source as stated in the Standard Grant Agreement; and/or
 - (4) fund transfers between budget categories for the purposes of meeting match requirements.This Agreement may be amended to provide for additional services if additional funding is made available by the Legislature.
- e. All days in this Agreement are calendar days unless otherwise specified.

3. Agreement Duration.

The term of the Agreement shall begin and end on the dates indicated in the Standard Grant Agreement, unless extended or terminated earlier in accordance with the applicable terms and conditions. The Grantee shall be eligible for reimbursement for work performed on or after the date of execution through the expiration date of this Agreement, unless otherwise specified in Attachment 2, Special Terms and Conditions. However, work performed prior to the execution of this Agreement may be reimbursable or used for match purposes if permitted by the Special Terms and Conditions.

Attachment 1

1 of 14

4. Deliverables.

The Grantee agrees to render the services or other units of deliverables as set forth in Attachment 3, Grant Work Plan. The services or other units of deliverables shall be delivered in accordance with the schedule and at the pricing outlined in the Grant Work Plan. Deliverables may be comprised of activities that must be completed prior to Department making payment on that deliverable. The Grantee agrees to perform in accordance with the terms and conditions set forth in this Agreement and all attachments and exhibits incorporated by the Standard Grant Agreement.

5. Performance Measures.

The Grantee warrants that: (1) the services will be performed by qualified personnel; (2) the services will be of the kind and quality described in the Grant Work Plan; (3) the services will be performed in a professional and workmanlike manner in accordance with industry standards and practices; (4) the services shall not and do not knowingly infringe upon the intellectual property rights, or any other proprietary rights, of any third party; and (5) its employees, subcontractors, and/or subgrantees shall comply with any security and safety requirements and processes, if provided by Department, for work done at the Project Location(s). The Department reserves the right to investigate or inspect at any time to determine whether the services or qualifications offered by Grantee meet the Agreement requirements. Notwithstanding any provisions herein to the contrary, written acceptance of a particular deliverable does not foreclose Department's remedies in the event deficiencies in the deliverable cannot be readily measured at the time of delivery.

6. Acceptance of Deliverables.

- a. Acceptance Process. All deliverables must be received and accepted in writing by Department's Grant Manager before payment. The Grantee shall work diligently to correct all deficiencies in the deliverable that remain outstanding, within a reasonable time at Grantee's expense. If Department's Grant Manager does not accept the deliverables within 30 days of receipt, they will be deemed rejected.
- b. Rejection of Deliverables. The Department reserves the right to reject deliverables, as outlined in the Grant Work Plan, as incomplete, inadequate, or unacceptable due, in whole or in part, to Grantee's lack of satisfactory performance under the terms of this Agreement. The Grantee's efforts to correct the rejected deliverables will be at Grantee's sole expense. Failure to fulfill the applicable technical requirements or complete all tasks or activities in accordance with the Grant Work Plan will result in rejection of the deliverable and the associated invoice. Payment for the rejected deliverable will not be issued unless the rejected deliverable is made acceptable to Department in accordance with the Agreement requirements. The Department, at its option, may allow additional time within which Grantee may remedy the objections noted by Department. The Grantee's failure to make adequate or acceptable deliverables after a reasonable opportunity to do so shall constitute an event of default.

7. Financial Consequences for Nonperformance.

- a. Withholding Payment. In addition to the specific consequences explained in the Grant Work Plan and/or Special Terms and Conditions, the State of Florida (State) reserves the right to withhold payment when the Grantee has failed to perform/comply with provisions of this Agreement. None of the financial consequences for nonperformance in this Agreement as more fully described in the Grant Work Plan shall be considered penalties.
- b. Invoice reduction
If Grantee does not meet a deadline for any deliverable, the Department will reduce the invoice by 1% for each day the deadline is missed, unless an extension is approved in writing by the Department.
- c. Corrective Action Plan. If Grantee fails to correct all the deficiencies in a rejected deliverable within the specified timeframe, Department may, in its sole discretion, request that a proposed Corrective Action Plan (CAP) be submitted by Grantee to Department. The Department requests that Grantee specify the outstanding deficiencies in the CAP. All CAPs must be able to be implemented and performed in no more than sixty (60) calendar days.
 - i. The Grantee shall submit a CAP within ten (10) days of the date of the written request from Department. The CAP shall be sent to the Department's Grant Manager for review and approval. Within ten (10) days of receipt of a CAP, Department shall notify Grantee in writing whether the CAP proposed has been accepted. If the CAP is not accepted, Grantee shall have ten (10) days from receipt of Department letter rejecting the proposal to submit a revised proposed CAP. Failure to obtain Department approval of a CAP as specified above may result in Department's termination of this Agreement for cause as authorized in this Agreement.
 - ii. Upon Department's notice of acceptance of a proposed CAP, Grantee shall have ten (10) days to commence implementation of the accepted plan. Acceptance of the proposed CAP by Department

Attachment 1

2 of 14

does not relieve Grantee of any of its obligations under the Agreement. In the event the CAP fails to correct or eliminate performance deficiencies by Grantee, Department shall retain the right to require additional or further remedial steps, or to terminate this Agreement for failure to perform. No actions approved by Department or steps taken by Grantee shall preclude Department from subsequently asserting any deficiencies in performance. The Grantee shall continue to implement the CAP until all deficiencies are corrected. Reports on the progress of the CAP will be made to Department as requested by Department's Grant Manager.

- iii. Failure to respond to a Department request for a CAP or failure to correct a deficiency in the performance of the Agreement as specified by Department may result in termination of the Agreement.

8. Payment.

- a. Payment Process. Subject to the terms and conditions established by the Agreement, the pricing per deliverable established by the Grant Work Plan, and the billing procedures established by Department, Department agrees to pay Grantee for services rendered in accordance with section 215.422, Florida Statutes (F.S.).
- b. Taxes. The Department is exempted from payment of State sales, use taxes and Federal excise taxes. The Grantee, however, shall not be exempted from paying any taxes that it is subject to, including State sales and use taxes, or for payment by Grantee to suppliers for taxes on materials used to fulfill its contractual obligations with Department. The Grantee shall not use Department's exemption number in securing such materials. The Grantee shall be responsible and liable for the payment of all its FICA/Social Security and other taxes resulting from this Agreement.
- c. Maximum Amount of Agreement. The maximum amount of compensation under this Agreement, without an amendment, is described in the Standard Grant Agreement. Any additional funds necessary for the completion of this Project are the responsibility of Grantee.
- d. Reimbursement for Costs. The Grantee shall be paid on a cost reimbursement basis for all eligible Project costs upon the completion, submittal, and approval of each deliverable identified in the Grant Work Plan. Reimbursement shall be requested on Exhibit C, Payment Request Summary Form. To be eligible for reimbursement, costs must be in compliance with laws, rules, and regulations applicable to expenditures of State funds, including, but not limited to, the Reference Guide for State Expenditures, which can be accessed at the following web address: <https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf>.
- e. Rural Communities and Rural Areas of Opportunity. If Grantee is a county or municipality that qualifies as a "rural community" or "rural area of opportunity" (RAO) as defined in subsection 288.0656(2), F.S., such Grantee may request from the Department that all invoice payments under this Agreement be directed to the relevant county or municipality or to the RAO itself. The Department will agree to Grantee's request if:
 - i. Grantee demonstrates that it is a county or municipality that qualifies as a "rural community" or "rural area of opportunity" under subsection 288.0656(2), F.S.;
 - ii. Grantee demonstrates current financial hardship using one (1) or more of the "economic distress" factors defined in subsection 288.0656(2)(c), F.S.;
 - iii. Grantee's performance has been verified by the Department, which has determined that Grantee is eligible for invoice payments and that Grantee's performance has been completed in accordance with this Agreement's terms and conditions; and
 - iv. Applicable federal and state law(s), rule(s) and regulation(s) allow for such payments.

This subsection may not be construed to alter or limit any other applicable provisions of federal or state law, rule, or regulation. A current list of Florida's designated RAOs can be accessed at the following web address: <https://floridajobs.org/community-planning-and-development/rural-community-programs/rural-areas-of-opportunity>.
- f. Invoice Detail. All charges for services rendered or for reimbursement of expenses authorized by Department pursuant to the Grant Work Plan shall be submitted to Department in sufficient detail for a proper pre-audit and post-audit to be performed. The Grantee shall only invoice Department for deliverables that are completed in accordance with the Grant Work Plan.
- g. State Funds Documentation. Pursuant to section 216.1366, F.S., if Contractor meets the definition of a non-profit organization under section 215.97(2)(m), F.S., Contractor must provide the Department with documentation that indicates the amount of state funds:
 - i. Allocated to be used during the full term of the contract or agreement for remuneration to any member of the board of directors or an officer of Contractor.

Attachment 1

3 of 14

- ii. Allocated under each payment by the public agency to be used for remuneration of any member of the board of directors or an officer of the Contractor.

The documentation must indicate the amounts and recipients of the remuneration. Such information must be posted on the State's the contract tracking system and maintained pursuant to section 215.985, F.S., and must be posted on the Contractor's website, if Contractor maintains a website.

- h. Interim Payments. Interim payments may be made by Department, at its discretion, if the completion of deliverables to date have first been accepted in writing by Department's Grant Manager.
- i. Final Payment Request. A final payment request should be submitted to Department no later than sixty (60) days following the expiration date of the Agreement to ensure the availability of funds for payment. However, all work performed pursuant to the Grant Work Plan must be performed on or before the expiration date of the Agreement.
- j. Annual Appropriation Contingency. The State's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. This Agreement is not a commitment of future appropriations. Authorization for continuation and completion of work and any associated payments may be rescinded, with proper notice, at the discretion of Department if the Legislature reduces or eliminates appropriations.
- k. Interest Rates. All interest rates charged under the Agreement shall be calculated on the prevailing rate used by the State Board of Administration. To obtain the applicable interest rate, please refer to: <https://www.myfloridacfo.com/division/aa/local-governments/judgement-interest-rates>.
- l. Refund of Payments to the Department. Any balance of unobligated funds that have been advanced or paid must be refunded to Department. Any funds paid in excess of the amount to which Grantee or subgrantee is entitled under the terms of the Agreement must be refunded to Department. If this Agreement is funded with federal funds and the Department is required to refund the federal government, the Grantee shall refund the Department its share of those funds.

9. Documentation Required for Cost Reimbursement Grant Agreements and Match.

If Cost Reimbursement or Match is authorized in Attachment 2, Special Terms and Conditions, the following conditions apply. Supporting documentation must be provided to substantiate cost reimbursement or match requirements for the following budget categories:

- a. Salary/Wages. Grantee shall list personnel involved, position classification, direct salary rates, and hours spent on the Project in accordance with Attachment 3, Grant Work Plan in their documentation for reimbursement or match requirements.
- b. Overhead/Indirect/General and Administrative Costs. If Grantee is being reimbursed for or claiming match for multipliers, all multipliers used (i.e., fringe benefits, overhead, indirect, and/or general and administrative rates) shall be supported by audit. If Department determines that multipliers charged by Grantee exceeded the rates supported by audit, Grantee shall be required to reimburse such funds to Department within thirty (30) days of written notification. Interest shall be charged on the excessive rate.
- c. Contractual Costs (Subcontractors). Match or reimbursement requests for payments to subcontractors must be substantiated by copies of invoices with backup documentation identical to that required from Grantee. Subcontracts which involve payments for direct salaries shall clearly identify the personnel involved, salary rate per hour, and hours spent on the Project. All eligible multipliers used (i.e., fringe benefits, overhead, indirect, and/or general and administrative rates) shall be supported by audit. If Department determines that multipliers charged by any subcontractor exceeded the rates supported by audit, Grantee shall be required to reimburse such funds to Department within thirty (30) days of written notification. Interest shall be charged on the excessive rate. Nonconsumable and/or nonexpendable personal property or equipment costing \$5,000 or more purchased for the Project under a subcontract is subject to the requirements set forth in chapters 273 and/or 274, F.S., and Chapter 69I-72, Florida Administrative Code (F.A.C.) and/or Chapter 69I-73, F.A.C., as applicable. The Grantee shall be responsible for maintaining appropriate property records for any subcontracts that include the purchase of equipment as part of the delivery of services. The Grantee shall comply with this requirement and ensure its subcontracts issued under this Agreement, if any, impose this requirement, in writing, on its subcontractors.
 - i. For fixed-price (vendor) subcontracts, the following provisions shall apply: The Grantee may award, on a competitive basis, fixed-price subcontracts to consultants/contractors in performing the work described in Attachment 3, Grant Work Plan. Invoices submitted to Department for fixed-price subcontracted activities shall be supported with a copy of the subcontractor's invoice and a copy of the tabulation form for the competitive procurement process (e.g., Invitation to Bid, Request for Proposals, or other similar competitive procurement document) resulting in the fixed-price

Attachment 1

4 of 14

- subcontract. The Grantee may request approval from Department to award a fixed-price subcontract resulting from procurement methods other than those identified above. In this instance, Grantee shall request the advance written approval from Department's Grant Manager of the fixed price negotiated by Grantee. The letter of request shall be supported by a detailed budget and Scope of Services to be performed by the subcontractor. Upon receipt of Department Grant Manager's approval of the fixed-price amount, Grantee may proceed in finalizing the fixed-price subcontract.
- ii. If the procurement is subject to the Consultant's Competitive Negotiation Act under section 287.055, F.S. or the Brooks Act, Grantee must provide documentation clearly evidencing it has complied with the statutory or federal requirements.
 - d. Travel. All requests for match or reimbursement of travel expenses shall be in accordance with section 112.061, F.S.
 - e. Direct Purchase Equipment. For the purposes of this Agreement, Equipment is defined as capital outlay costing \$5,000 or more. Match or reimbursement for Grantee's direct purchase of equipment is subject to specific approval of Department, and does not include any equipment purchased under the delivery of services to be completed by a subcontractor. Include copies of invoices or receipts to document purchases, and a properly completed Exhibit B, Property Reporting Form.
 - f. Rental/Lease of Equipment. Match or reimbursement requests for rental/lease of equipment must include copies of invoices or receipts to document charges.
 - g. Miscellaneous/Other Expenses. If miscellaneous or other expenses, such as materials, supplies, non-excluded phone expenses, reproduction, or mailing, are reimbursable or available for match or reimbursement under the terms of this Agreement, the documentation supporting these expenses must be itemized and include copies of receipts or invoices. Additionally, independent of Grantee's contract obligations to its subcontractor, Department shall not reimburse any of the following types of charges: cell phone usage; attorney's fees or court costs; civil or administrative penalties; or handling fees, such as set percent overages associated with purchasing supplies or equipment.
 - h. Land Acquisition. Reimbursement for the costs associated with acquiring interest and/or rights to real property (including access rights through ingress/egress easements, leases, license agreements, or other site access agreements; and/or obtaining record title ownership of real property through purchase) must be supported by the following, as applicable: Copies of Property Appraisals, Environmental Site Assessments, Surveys and Legal Descriptions, Boundary Maps, Acreage Certification, Title Search Reports, Title Insurance, Closing Statements/Documents, Deeds, Leases, Easements, License Agreements, or other legal instrument documenting acquired property interest and/or rights. If land acquisition costs are used to meet match requirements, Grantee agrees that those funds shall not be used as match for any other Agreement supported by State or Federal funds.

10. Status Reports.

The Grantee shall submit status reports quarterly, unless otherwise specified in the Attachments, on Exhibit A, Progress Report Form, to Department's Grant Manager describing the work performed during the reporting period, problems encountered, problem resolutions, scheduled updates, and proposed work for the next reporting period. Quarterly status reports are due no later than twenty (20) days following the completion of the quarterly reporting period. For the purposes of this reporting requirement, the quarterly reporting periods end on March 31, June 30, September 30 and December 31. The Department will review the required reports submitted by Grantee within thirty (30) days.

11. Retainage.

The following provisions apply if Department withholds retainage under this Agreement:

- a. The Department reserves the right to establish the amount and application of retainage on the work performed under this Agreement up to the maximum percentage described in Attachment 2, Special Terms and Conditions. Retainage may be withheld from each payment to Grantee pending satisfactory completion of work and approval of all deliverables.
- b. If Grantee fails to perform the requested work or fails to perform the work in a satisfactory manner, Grantee shall forfeit its right to payment of the retainage associated with the work. Failure to perform includes, but is not limited to, failure to submit the required deliverables or failure to provide adequate documentation that the work was actually performed. The Department shall provide written notification to Grantee of the failure to perform that shall result in retainage forfeiture. If the Grantee does not correct the failure to perform within the timeframe stated in Department's notice, the retainage will be forfeited to Department.
- c. No retainage shall be released or paid for incomplete work while this Agreement is suspended.

Attachment 1

5 of 14

- d. Except as otherwise provided above, Grantee shall be paid the retainage associated with the work, provided Grantee has completed the work and submits an invoice for retainage held in accordance with the invoicing procedures under this Agreement.

12. Insurance.

- a. Insurance Requirements for Sub-Grantees and/or Subcontractors. The Grantee shall require its sub-grantees and/or subcontractors, if any, to maintain insurance coverage of such types and with such terms and limits as described in this Agreement. The Grantee shall require all its sub-grantees and/or subcontractors, if any, to make compliance with the insurance requirements of this Agreement a condition of all contracts that are related to this Agreement. Sub-grantees and/or subcontractors must provide proof of insurance upon request.
- b. Deductibles. The Department shall be exempt from, and in no way liable for, any sums of money representing a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Grantee providing such insurance.
- c. Proof of Insurance. Upon execution of this Agreement, Grantee shall provide Department documentation demonstrating the existence and amount for each type of applicable insurance coverage *prior to* performance of any work under this Agreement. Upon receipt of written request from Department, Grantee shall furnish Department with proof of applicable insurance coverage by standard form certificates of insurance, a self-insured authorization, or other certification of self-insurance.
- d. Duty to Maintain Coverage. In the event that any applicable coverage is cancelled by the insurer for any reason, or if Grantee cannot get adequate coverage, Grantee shall immediately notify Department of such cancellation and shall obtain adequate replacement coverage conforming to the requirements herein and provide proof of such replacement coverage within ten (10) days after the cancellation of coverage.
- e. Insurance Trust. If the Grantee's insurance is provided through an insurance trust, the Grantee shall instead add the Department of Environmental Protection, its employees, and officers as an additional covered party everywhere the Agreement requires them to be added as an additional insured.

13. Termination.

- a. Termination for Convenience. When it is in the State's best interest, Department may, at its sole discretion, terminate the Agreement in whole or in part by giving 30 days' written notice to Grantee. The Department shall notify Grantee of the termination for convenience with instructions as to the effective date of termination or the specific stage of work at which the Agreement is to be terminated. The Grantee must submit all invoices for work to be paid under this Agreement within thirty (30) days of the effective date of termination. The Department shall not pay any invoices received after thirty (30) days of the effective date of termination.
- b. Termination for Cause. The Department may terminate this Agreement if any of the events of default described in the Events of Default provisions below occur or in the event that Grantee fails to fulfill any of its other obligations under this Agreement. If, after termination, it is determined that Grantee was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of Department. The rights and remedies of Department in this clause are in addition to any other rights and remedies provided by law or under this Agreement.
- c. Grantee Obligations upon Notice of Termination. After receipt of a notice of termination or partial termination unless as otherwise directed by Department, Grantee shall not furnish any service or deliverable on the date, and to the extent specified, in the notice. However, Grantee shall continue work on any portion of the Agreement not terminated. If the Agreement is terminated before performance is completed, Grantee shall be paid only for that work satisfactorily performed for which costs can be substantiated. The Grantee shall not be entitled to recover any cancellation charges or lost profits.
- d. Continuation of Prepaid Services. If Department has paid for any services prior to the expiration, cancellation, or termination of the Agreement, Grantee shall continue to provide Department with those services for which it has already been paid or, at Department's discretion, Grantee shall provide a refund for services that have been paid for but not rendered.
- e. Transition of Services Upon Termination, Expiration, or Cancellation of the Agreement. If services provided under the Agreement are being transitioned to another provider(s), Grantee shall assist in the smooth transition of Agreement services to the subsequent provider(s). This requirement is at a minimum an affirmative obligation to cooperate with the new provider(s), however additional requirements may be outlined in the Grant Work Plan. The Grantee shall not perform any services after Agreement expiration or termination, except as necessary to complete the transition or continued portion of the Agreement, if any.

14. Notice of Default.

If Grantee defaults in the performance of any covenant or obligation contained in the Agreement, including, any of the events of default, Department shall provide notice to Grantee and an opportunity to cure that is reasonable under the circumstances. This notice shall state the nature of the failure to perform and provide a time certain for correcting the failure. The notice will also provide that, should the Grantee fail to perform within the time provided, Grantee will be found in default, and Department may terminate the Agreement effective as of the date of receipt of the default notice.

15. Events of Default.

Provided such failure is not the fault of Department or outside the reasonable control of Grantee, the following non-exclusive list of events, acts, or omissions, shall constitute events of default:

- a. The commitment of any material breach of this Agreement by Grantee, including failure to timely deliver a material deliverable, failure to perform the minimal level of services required for a deliverable, discontinuance of the performance of the work, failure to resume work that has been discontinued within a reasonable time after notice to do so, or abandonment of the Agreement;
- b. The commitment of any material misrepresentation or omission in any materials, or discovery by the Department of such, made by the Grantee in this Agreement or in its application for funding;
- c. Failure to submit any of the reports required by this Agreement or having submitted any report with incorrect, incomplete, or insufficient information;
- d. Failure to honor any term of the Agreement;
- e. Failure to abide by any statutory, regulatory, or licensing requirement, including an entry of an order revoking the certificate of authority granted to the Grantee by a state or other licensing authority;
- f. Failure to pay any and all entities, individuals, and furnishing labor or materials, or failure to make payment to any other entities as required by this Agreement;
- g. Employment of an unauthorized alien in the performance of the work, in violation of Section 274 (A) of the Immigration and Nationality Act;
- h. Failure to maintain the insurance required by this Agreement;
- i. One or more of the following circumstances, uncorrected for more than thirty (30) days unless, within the specified 30-day period, Grantee (including its receiver or trustee in bankruptcy) provides to Department adequate assurances, reasonably acceptable to Department, of its continuing ability and willingness to fulfill its obligations under the Agreement:
 - i. Entry of an order for relief under Title 11 of the United States Code;
 - ii. The making by Grantee of a general assignment for the benefit of creditors;
 - iii. The appointment of a general receiver or trustee in bankruptcy of Grantee's business or property; and/or
 - iv. An action by Grantee under any state insolvency or similar law for the purpose of its bankruptcy, reorganization, or liquidation.

16. Suspension of Work.

The Department may, in its sole discretion, suspend any or all activities under the Agreement, at any time, when it is in the best interest of the State to do so. The Department shall provide Grantee written notice outlining the particulars of suspension. Examples of reasons for suspension include, but are not limited to, budgetary constraints, declaration of emergency, or other such circumstances. After receiving a suspension notice, Grantee shall comply with the notice. Within 90 days, or any longer period agreed to by the parties, Department shall either: (1) issue a notice authorizing resumption of work, at which time activity shall resume; or (2) terminate the Agreement. If the Agreement is terminated after 30 days of suspension, the notice of suspension shall be deemed to satisfy the thirty (30) days' notice required for a notice of termination for convenience. Suspension of work shall not entitle Grantee to any additional compensation.

17. Force Majeure.

The Grantee shall not be responsible for delay resulting from its failure to perform if neither the fault nor the negligence of Grantee or its employees or agents contributed to the delay and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, or other similar cause wholly beyond Grantee's control, or for any of the foregoing that affect subcontractors or suppliers if no alternate source of supply is available to Grantee. In case of any delay Grantee believes is excusable, Grantee shall notify Department in writing of the delay or potential delay and describe the cause of the delay either (1) within ten days after the cause that creates or will create the delay first arose, if Grantee could reasonably foresee that a delay could occur as a result; or (2) if delay is not reasonably foreseeable, within five days after the date Grantee first had reason to believe that a delay could result. **THE FOREGOING SHALL CONSTITUTE THE GRANTEE'S SOLE REMEDY OR EXCUSE WITH RESPECT**

Attachment 1

7 of 14

TO DELAY. Providing notice in strict accordance with this paragraph is a condition precedent to such remedy. No claim for damages, other than for an extension of time, shall be asserted against Department. The Grantee shall not be entitled to an increase in the Agreement price or payment of any kind from Department for direct, indirect, consequential, impact or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference, or hindrance from any cause whatsoever. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this paragraph, after the causes have ceased to exist Grantee shall perform at no increased cost, unless Department determines, in its sole discretion, that the delay will significantly impair the value of the Agreement to Department, in which case Department may: (1) accept allocated performance or deliveries from Grantee, provided that Grantee grants preferential treatment to Department with respect to products subjected to allocation; (2) contract with other sources (without recourse to and by Grantee for the related costs and expenses) to replace all or part of the products or services that are the subject of the delay, which purchases may be deducted from the Agreement quantity; or (3) terminate Agreement in whole or in part.

18. Indemnification.

- a. The Grantee shall be fully liable for the actions of its agents, employees, partners, or subcontractors and shall fully indemnify, defend, and hold harmless Department and its officers, agents, and employees, from suits, actions, damages, and costs of every name and description arising from or relating to:
 - i. personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by Grantee, its agents, employees, partners, or subcontractors; provided, however, that Grantee shall not indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of Department;
 - ii. the Grantee's breach of this Agreement or the negligent acts or omissions of Grantee.
- b. The Grantee's obligations under the preceding paragraph with respect to any legal action are contingent upon Department giving Grantee: (1) written notice of any action or threatened action; (2) the opportunity to take over and settle or defend any such action at Grantee's sole expense; and (3) assistance in defending the action at Grantee's sole expense. The Grantee shall not be liable for any cost, expense, or compromise incurred or made by Department in any legal action without Grantee's prior written consent, which shall not be unreasonably withheld.
- c. Notwithstanding sections a. and b. above, the following is the sole indemnification provision that applies to Grantees that are governmental entities: Each party hereto agrees that it shall be solely responsible for the negligent or wrongful acts of its employees and agents. However, nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of section 768.28, F.S. Further, nothing herein shall be construed as consent by a state agency or subdivision of the State to be sued by third parties in any matter arising out of any contract or this Agreement.
- d. No provision in this Agreement shall require Department to hold harmless or indemnify Grantee, insure or assume liability for Grantee's negligence, waive Department's sovereign immunity under the laws of Florida, or otherwise impose liability on Department for which it would not otherwise be responsible. Any provision, implication or suggestion to the contrary is null and void.

19. Limitation of Liability.

The Department's liability for any claim arising from this Agreement is limited to compensatory damages in an amount no greater than the sum of the unpaid balance of compensation due for goods or services rendered pursuant to and in compliance with the terms of the Agreement. Such liability is further limited to a cap of \$100,000.

20. Remedies.

Nothing in this Agreement shall be construed to make Grantee liable for force majeure events. Nothing in this Agreement, including financial consequences for nonperformance, shall limit Department's right to pursue its remedies for other types of damages under the Agreement, at law or in equity. The Department may, in addition to other remedies available to it, at law or in equity and upon notice to Grantee, retain such monies from amounts due Grantee as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against it.

21. Waiver.

The delay or failure by Department to exercise or enforce any of its rights under this Agreement shall not constitute or be deemed a waiver of Department's right thereafter to enforce those rights, nor shall any single or partial exercise of any such right preclude any other or further exercise thereof or the exercise of any other right.

22. Statutory Notices Relating to Unauthorized Employment and Subcontracts.

- a. The Department shall consider the employment by any Grantee of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If Grantee/subcontractor knowingly employs unauthorized

aliens, such violation shall be cause for unilateral cancellation of this Agreement. The Grantee shall be responsible for including this provision in all subcontracts with private organizations issued as a result of this Agreement.

- b. Pursuant to sections 287.133, 287.134, and 287.137 F.S., the following restrictions apply to persons placed on the convicted vendor list, discriminatory vendor list, or the antitrust violator vendor list:
 - i. Public Entity Crime. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a Grantee, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, F.S., for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.
 - ii. Discriminatory Vendors. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.
 - iii. Antitrust Violator Vendors. A person or an affiliate who has been placed on the antitrust violator vendor list following a conviction or being held civilly liable for an antitrust violation may not submit a bid, proposal, or reply on any contract to provide any good or services to a public entity; may not submit a bid, proposal, or reply on any contract with a public entity for the construction or repair of a public building or public work; may not submit a bid, proposal, or reply on leases of real property to a public entity; may not be awarded or perform work as a Grantee, supplier, subcontractor, or consultant under a contract with a public entity; and may not transact new business with a public entity.
 - iv. Notification. The Grantee shall notify Department if it or any of its suppliers, subcontractors, or consultants have been placed on the convicted vendor list, the discriminatory vendor list, or antitrust violator vendor list during the life of the Agreement. The Florida Department of Management Services is responsible for maintaining the discriminatory vendor list and the antitrust violator vendor list and posts the list on its website. Questions regarding the discriminatory vendor list or antitrust violator vendor list may be directed to the Florida Department of Management Services, Office of Supplier Development, at (850) 487-0915.

23. Compliance with Federal, State and Local Laws.

- a. The Grantee and all its agents shall comply with all federal, state and local regulations, including, but not limited to, nondiscrimination, wages, social security, workers' compensation, licenses, and registration requirements. The Grantee shall include this provision in all subcontracts issued as a result of this Agreement.
- b. No person, on the grounds of race, creed, color, religion, national origin, age, gender, or disability, shall be excluded from participation in; be denied the proceeds or benefits of; or be otherwise subjected to discrimination in performance of this Agreement.
- c. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.
- d. Any dispute concerning performance of the Agreement shall be processed as described herein. Jurisdiction for any damages arising under the terms of the Agreement will be in the courts of the State, and venue will be in the Second Judicial Circuit, in and for Leon County. Except as otherwise provided by law, the parties agree to be responsible for their own attorney fees incurred in connection with disputes arising under the terms of this Agreement.

24. Build America, Buy America Act (BABA) - Infrastructure Projects with Federal Funding.

This provision does not apply to Agreements that are wholly funded by Coronavirus State and Local Fiscal Recovery Funds under the American Rescue Plan Act. Also, this provision does not apply where there is a valid waiver in place. However, the provision may apply to funds expended before the waiver or after expiration of the waiver.

If applicable, Recipients or Subrecipients of an award of Federal financial assistance from a program for infrastructure are required to comply with the Build America, Buy America Act (BABA), including the following provisions:

- a. All iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- b. All manufactured products used in the project are produced in the United States--this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
- c. All construction materials are manufactured in the United States--this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

25. Investing in America

Grantees of an award for construction projects in whole or in part by the Bipartisan Infrastructure Law or the Inflation Reduction Act, including the following provision:

- a. Signage Requirements
 - a. Investing in America Emblem: The recipient will ensure that a sign is placed at construction sites supported in whole or in part by this award displaying the official Investing in America emblem and must identify the project as a “project funded by President Biden’s Bipartisan Infrastructure Law” or “project funded by President Biden’s Inflation Reduction Act” as applicable. The sign must be placed at construction sites in an easily visible location that can be directly linked to the work taking place and must be maintained in good condition throughout the construction period.

The recipient will ensure compliance with the guidelines and design specifications provided by EPA for using the official Investing in America emblem available at: <https://www.epa.gov/invest/investing-america-signage>.
 - b. Procuring Signs: Consistent with section 6002 of RCRA, 42 U.S.C. 6962, and 2 CFR 200.323, recipients are encouraged to use recycled or recovered materials when procuring signs. Signage costs are considered an allowable cost under this assistance agreement provided that the costs associated with signage are reasonable. Additionally, to increase public awareness of projects serving communities where English is not the predominant language, recipients are encouraged to translate the language on signs (excluding the official Investing in America emblem or EPA logo or seal) into the appropriate non-English language(s). The costs of such translation are allowable, provided the costs are reasonable.

26. Scrutinized Companies.

- a. Grantee certifies that it is not on the Scrutinized Companies that Boycott Israel List or engaged in a boycott of Israel. Pursuant to section 287.135, F.S., the Department may immediately terminate this Agreement at its sole option if the Grantee is found to have submitted a false certification; or if the Grantee is placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of the Agreement.
- b. If this Agreement is for more than one million dollars, the Grantee certifies that it is also not on the Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria as identified in section 287.135, F.S. Pursuant to section 287.135, F.S., the Department may immediately terminate this Agreement at its sole option if the Grantee is found to have submitted a false certification; or if the Grantee is placed on the Scrutinized Companies with Activities in Sudan List, or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria during the term of the Agreement.

- c. As provided in subsection 287.135(8), F.S., if federal law ceases to authorize these contracting prohibitions, then they shall become inoperative.

27. Lobbying and Integrity.

The Grantee agrees that no funds received by it under this Agreement will be expended for the purpose of lobbying the Legislature or a State agency pursuant to section 216.347, F.S., except that pursuant to the requirements of section 287.058(6), F.S., during the term of any executed agreement between Grantee and the State, Grantee may lobby the executive or legislative branch concerning the scope of services, performance, term, or compensation regarding that agreement. The Grantee shall comply with sections 11.062 and 216.347, F.S.

28. Record Keeping.

The Grantee shall maintain books, records and documents directly pertinent to performance under this Agreement in accordance with United States generally accepted accounting principles (US GAAP) consistently applied. The Department, the State, or their authorized representatives shall have access to such records for audit purposes during the term of this Agreement and for five (5) years following the completion date or termination of the Agreement. In the event that any work is subcontracted, Grantee shall similarly require each subcontractor to maintain and allow access to such records for audit purposes. Upon request of Department's Inspector General, or other authorized State official, Grantee shall provide any type of information the Inspector General deems relevant to Grantee's integrity or responsibility. Such information may include, but shall not be limited to, Grantee's business or financial records, documents, or files of any type or form that refer to or relate to Agreement. The Grantee shall retain such records for the longer of: (1) three years after the expiration of the Agreement; or (2) the period required by the General Records Schedules maintained by the Florida Department of State (available at: <http://dos.myflorida.com/library-archives/records-management/general-records-schedules/>).

29. Audits.

- a. Inspector General. The Grantee understands its duty, pursuant to section 20.055(5), F.S., to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing. The Grantee will comply with this duty and ensure that its sub-grantees and/or subcontractors issued under this Agreement, if any, impose this requirement, in writing, on its sub-grantees and/or subcontractors, respectively.
- b. Physical Access and Inspection. Department personnel shall be given access to and may observe and inspect work being performed under this Agreement, with reasonable notice and during normal business hours, including by any of the following methods:
 - i. Grantee shall provide access to any location or facility on which Grantee is performing work, or storing or staging equipment, materials or documents;
 - ii. Grantee shall permit inspection of any facility, equipment, practices, or operations required in performance of any work pursuant to this Agreement; and,
 - iii. Grantee shall allow and facilitate sampling and monitoring of any substances, soils, materials or parameters at any location reasonable or necessary to assure compliance with any work or legal requirements pursuant to this Agreement.
- c. Special Audit Requirements. The Grantee shall comply with the applicable provisions contained in Attachment 5, Special Audit Requirements. Each amendment that authorizes a funding increase or decrease shall include an updated copy of Exhibit 1, to Attachment 5. If Department fails to provide an updated copy of Exhibit 1 to include in each amendment that authorizes a funding increase or decrease, Grantee shall request one from the Department's Grants Manager. The Grantee shall consider the type of financial assistance (federal and/or state) identified in Attachment 5, Exhibit 1 and determine whether the terms of Federal and/or Florida Single Audit Act Requirements may further apply to lower tier transactions that may be a result of this Agreement. For federal financial assistance, Grantee shall utilize the guidance provided under 2 CFR §200.331 for determining whether the relationship represents that of a subrecipient or vendor. For State financial assistance, Grantee shall utilize the form entitled "Checklist for Nonstate Organizations Recipient/Subrecipient vs Vendor Determination" (form number DFS-A2-NS) that can be found under the "Links/Forms" section appearing at the following website: <https://apps.fldfs.com/fsaa>.
- d. Proof of Transactions. In addition to documentation provided to support cost reimbursement as described herein, Department may periodically request additional proof of a transaction to evaluate the appropriateness of costs to the Agreement pursuant to State guidelines (including cost allocation guidelines) and federal, if applicable. Allowable costs and uniform administrative requirements for federal programs can be found under 2 CFR 200. The Department may also request a cost allocation plan in support of its multipliers (overhead, indirect, general administrative costs, and fringe benefits). The Grantee must provide the additional proof within thirty (30) days of such request.

Attachment 1

11 of 14

- e. **No Commingling of Funds.** The accounting systems for all Grantees must ensure that these funds are not commingled with funds from other agencies. Funds from each agency must be accounted for separately. Grantees are prohibited from commingling funds on either a program-by-program or a project-by-project basis. Funds specifically budgeted and/or received for one project may not be used to support another project. Where a Grantee's, or subrecipient's, accounting system cannot comply with this requirement, Grantee, or subrecipient, shall establish a system to provide adequate fund accountability for each project it has been awarded.
- i. If Department finds that these funds have been commingled, Department shall have the right to demand a refund, either in whole or in part, of the funds provided to Grantee under this Agreement for non-compliance with the material terms of this Agreement. The Grantee, upon such written notification from Department shall refund, and shall forthwith pay to Department, the amount of money demanded by Department. Interest on any refund shall be calculated based on the prevailing rate used by the State Board of Administration. Interest shall be calculated from the date(s) the original payment(s) are received from Department by Grantee to the date repayment is made by Grantee to Department.
 - ii. In the event that the Grantee recovers costs, incurred under this Agreement and reimbursed by Department, from another source(s), Grantee shall reimburse Department for all recovered funds originally provided under this Agreement and interest shall be charged for those recovered costs as calculated on from the date(s) the payment(s) are recovered by Grantee to the date repayment is made to Department.
 - iii. Notwithstanding the requirements of this section, the above restrictions on commingling funds do not apply to agreements where payments are made purely on a cost reimbursement basis.

30. Conflict of Interest.

The Grantee covenants that it presently has no interest and shall not acquire any interest which would conflict in any manner or degree with the performance of services required.

31. Independent Contractor.

The Grantee is an independent contractor and is not an employee or agent of Department.

32. Subcontracting.

- a. Unless otherwise specified in the Special Terms and Conditions, all services contracted for are to be performed solely by Grantee.
- b. The Department may, for cause, require the replacement of any Grantee employee, subcontractor, or agent. For cause, includes, but is not limited to, technical or training qualifications, quality of work, change in security status, or non-compliance with an applicable Department policy or other requirement.
- c. The Department may, for cause, deny access to Department's secure information or any facility by any Grantee employee, subcontractor, or agent.
- d. The Department's actions under paragraphs b. or c. shall not relieve Grantee of its obligation to perform all work in compliance with the Agreement. The Grantee shall be responsible for the payment of all monies due under any subcontract. The Department shall not be liable to any subcontractor for any expenses or liabilities incurred under any subcontract and Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under any subcontract.
- e. The Department will not deny Grantee's employees, subcontractors, or agents access to meetings within the Department's facilities, unless the basis of Department's denial is safety or security considerations.
- f. The Department supports diversity in its procurement program and requests that all subcontracting opportunities afforded by this Agreement embrace diversity enthusiastically. The award of subcontracts should reflect the full diversity of the citizens of the State. A list of minority-owned firms that could be offered subcontracting opportunities may be obtained by contacting the Office of Supplier Development at (850) 487-0915.
- g. The Grantee shall not be liable for any excess costs for a failure to perform, if the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is completely beyond the control of both Grantee and the subcontractor(s), and without the fault or negligence of either, unless the subcontracted products or services were obtainable from other sources in sufficient time for Grantee to meet the required delivery schedule.

33. Guarantee of Parent Company.

If Grantee is a subsidiary of another corporation or other business entity, Grantee asserts that its parent company will guarantee all of the obligations of Grantee for purposes of fulfilling the obligations of Agreement. In the event Grantee is sold during the period the Agreement is in effect, Grantee agrees that it will be a requirement of sale that the new parent company guarantee all of the obligations of Grantee.

Attachment 1

12 of 14

34. Survival.

The respective obligations of the parties, which by their nature would continue beyond the termination or expiration of this Agreement, including without limitation, the obligations regarding confidentiality, proprietary interests, and public records, shall survive termination, cancellation, or expiration of this Agreement.

35. Third Parties.

The Department shall not be deemed to assume any liability for the acts, failures to act or negligence of Grantee, its agents, servants, and employees, nor shall Grantee disclaim its own negligence to Department or any third party. This Agreement does not and is not intended to confer any rights or remedies upon any person other than the parties. If Department consents to a subcontract, Grantee will specifically disclose that this Agreement does not create any third-party rights. Further, no third parties shall rely upon any of the rights and obligations created under this Agreement.

36. Severability.

If a court of competent jurisdiction deems any term or condition herein void or unenforceable, the other provisions are severable to that void provision, and shall remain in full force and effect.

37. Grantee's Employees, Subcontractors and Agents.

All Grantee employees, subcontractors, or agents performing work under the Agreement shall be properly trained technicians who meet or exceed any specified training qualifications. Upon request, Grantee shall furnish a copy of technical certification or other proof of qualification. All employees, subcontractors, or agents performing work under Agreement must comply with all security and administrative requirements of Department and shall comply with all controlling laws and regulations relevant to the services they are providing under the Agreement.

38. Assignment.

The Grantee shall not sell, assign, or transfer any of its rights, duties, or obligations under the Agreement, or under any purchase order issued pursuant to the Agreement, without the prior written consent of Department. In the event of any assignment, Grantee remains secondarily liable for performance of the Agreement, unless Department expressly waives such secondary liability. The Department may assign the Agreement with prior written notice to Grantee of its intent to do so.

39. Compensation Report.

If this Agreement is a sole-source, public-private agreement or if the Grantee, through this agreement with the State, annually receive 50% or more of their budget from the State or from a combination of State and Federal funds, the Grantee shall provide an annual report, including the most recent IRS Form 990, detailing the total compensation for the entities' executive leadership teams. Total compensation shall include salary, bonuses, cashed-in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. The Grantee must also inform the Department of any changes in total executive compensation between the annual reports. All compensation reports must indicate what percent of compensation comes directly from the State or Federal allocations to the Grantee.

40. Disclosure of Gifts from Foreign Sources.

If the value of the grant under this Agreement is \$100,000 or more, Grantee shall disclose to Department any current or prior interest of, any contract with, or any grant or gift received from a foreign country of concern, as defined in section 286.101, F.S., if such interest, contract, or grant or gift has a value of \$50,000 or more and such interest existed at any time or such contract or grant or gift was received or in force at any time during the previous 5 years. Such disclosure shall include the name and mailing address of the disclosing entity, the amount of the contract or grant or gift or the value of the interest disclosed, the applicable foreign country of concern and, if applicable, the date of termination of the contract or interest, the date of receipt of the grant or gift, and the name of the agent or controlled entity that is the source or interest holder. If the disclosure requirement is applicable as described above, then within 1 year before applying for any grant, Grantee must also provide a copy of such disclosure to the Department of Financial Services.

41. Food Commodities.

To the extent authorized by federal law, the Department, its grantees, contractors and subcontractors shall give preference to food commodities grown or produced in this state when purchasing food commodities, including farm products as defined in section 823.14, F.S., of any class, variety, or use thereof in their natural state or as processed by a farm operation or processor for the purpose of marketing such product.

42. Anti-human Trafficking.

If the Grantee is a nongovernmental entity, the Grantee must provide the Department with an affidavit signed by an officer or a representative of the Grantee under penalty of perjury attesting that the Grantee does not use coercion for labor or services as defined in section 787.06, F.S.

43. Iron and Steel for Public Works Projects.**Attachment 1**

13 of 14

If this Agreement funds a “public works project” as defined in section 255.0993, F.S., or the purchase of materials to be used in a public works project, any iron or steel permanently incorporated in the Project must be “produced in the United States,” as defined in section 255.0993, F.S. This requirement does not apply if the Department determines that any of the following circumstances apply to the Project:

- (1) iron or steel products produced in the United States are not produced in sufficient quantities, reasonably available, or of satisfactory quality;
- (2) the use of iron or steel products produced in the United States will increase the total cost of the project by more than twenty percent (20%); or
- (3) complying with this requirement is inconsistent with the public interest.

Further, this requirement does not prevent the Contractor’s minimal use of foreign steel and iron materials if:

- (1) such materials are incidental or ancillary to the primary product and are not separately identified in the project specifications; and
- (2) the “cost” of such materials, as defined in section 255.0993, F.S., does not exceed one-tenth of one percent (1%) of the total Project Cost under this Agreement or \$2,500, whichever is greater.

Electrical components, equipment, systems, and appurtenances, including supports, covers, shielding, and other appurtenances related to an electrical system that are necessary for operation or concealment (excepting transmission and distribution poles) are not considered to be iron or steel products and are, therefore, exempt from the requirements of this paragraph.

This provision shall be applied in a manner consistent with and may not be construed to impair the state’s obligations under any international agreement.

44. Complete and Accurate information.

Grantee represents and warrants that all statements and information provided to DEP are current, complete, and accurate. This includes all statements and information in this Grant, as well as its Attachments and Exhibits.

45. Execution in Counterparts and Authority to Sign.

This Agreement, any amendments, and/or change orders related to the Agreement, may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument. In accordance with the Electronic Signature Act of 1996, electronic signatures, including facsimile transmissions, may be used and shall have the same force and effect as a written signature. Each person signing this Agreement warrants that he or she is duly authorized to do so and to bind the respective party to the Agreement.

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Special Terms and Conditions
AGREEMENT NO. P5086**

ATTACHMENT 2

These Special Terms and Conditions shall be read together with general terms outlined in the Standard Terms and Conditions, Attachment 1. Where in conflict, these more specific terms shall apply.

1. Scope of Work.

The Project funded under this Agreement is **Shaw Buck Park Phase 1**. The Project is defined in more detail in Attachment 3, Grant Work Plan.

2. Duration.

- a. Reimbursement Period. The reimbursement period for this Agreement begins the first day of the fiscal year for in which the agreement was entered in to, through the date of expiration.
- b. Extensions. There are no extensions available for this Project.
- c. Service Periods. Additional service periods are not authorized under this Agreement.

3. Payment Provisions.

- a. Compensation. This is a cost reimbursement Agreement. The Grantee shall be compensated under this Agreement as described in Attachment 3.
- b. Invoicing. Invoicing will occur as indicated in Attachment 3.
- c. Advance Pay. Advance Pay is not authorized under this Agreement.

4. Cost Eligible for Reimbursement or Matching Requirements.

Reimbursement for costs or availability for costs to meet matching requirements shall be limited to the following budget categories, as defined in the Reference Guide for State Expenditures, as indicated:

<u>Reimbursement</u>	<u>Match</u>	<u>Category</u>
☒	☐	Salaries/Wages
		Overhead/Indirect/General and Administrative Costs:
☒	☐	a. Fringe Benefits, N/A.
☒	☐	b. Indirect Costs, N/A.
☒	☐	Contractual (Subcontractors)
☐	☐	Travel, in accordance with Section 112, F.S.
☐	☐	Equipment
☒	☐	Rental/Lease of Equipment
☒	☐	Miscellaneous/Other Expenses
☐	☐	Land Acquisition

5. Equipment Purchase.

No Equipment purchases shall be funded under this Agreement.

6. Land Acquisition.

There will be no Land Acquisitions funded under this Agreement.

7. Match Requirements

There is no match required on the part of the Grantee under this Agreement.

8. Insurance Requirements

Required Coverage. At all times during the Agreement the Grantee, at its sole expense, shall maintain insurance coverage of such types and with such terms and limits described below. The limits of coverage under each policy maintained by the Grantee shall not be interpreted as limiting the Grantee's liability and obligations under the Agreement. All insurance policies shall be through insurers licensed and authorized to issue policies in Florida, or alternatively, Grantee may provide coverage through a self-insurance program established and operating under the laws of Florida. Additional insurance requirements for this Agreement may be required elsewhere in this Agreement, however the minimum insurance requirements applicable to this Agreement are:

a. Commercial General Liability Insurance.

The Grantee shall provide adequate commercial general liability insurance coverage and hold such liability insurance at all times during the Agreement. The Department, its employees, and officers shall be named as an additional insured on any general liability policies. The minimum limits shall be \$250,000 for each occurrence and \$500,000 policy aggregate.

b. Commercial Automobile Insurance.

If the Grantee's duties include the use of a commercial vehicle, the Grantee shall maintain automobile liability, bodily injury, and property damage coverage. Insuring clauses for both bodily injury and property damage shall provide coverage on an occurrence basis. The Department, its employees, and officers shall be named as an additional insured on any automobile insurance policy. The minimum limits shall be as follows:

\$200,000/300,000	Automobile Liability for Company-Owned Vehicles, if applicable
\$200,000/300,000	Hired and Non-owned Automobile Liability Coverage

c. Workers' Compensation and Employer's Liability Coverage.

The Grantee shall provide workers' compensation, in accordance with Chapter 440, F.S. and employer liability coverage with minimum limits of \$100,000 per accident, \$100,000 per person, and \$500,000 policy aggregate. Such policies shall cover all employees engaged in any work under the Grant.

d. Other Insurance. None.

9. Quality Assurance Requirements.

There are no special Quality Assurance requirements under this Agreement.

10. Retainage.

No retainage is required under this Agreement.

11. Subcontracting.

The Grantee may subcontract work under this Agreement without the prior written consent of the Department's Grant Manager. Regardless of any subcontract, the Grantee is ultimately responsible for all work to be performed under this Agreement.

12. State-owned Land.

The work will not be performed on State-owned land.

13. Office of Policy and Budget Reporting.

There are no special Office of Policy and Budget reporting requirements for this Agreement.

14. Common Carrier.

- a. Applicable to contracts with a common carrier – firm/person/corporation that as a regular business transports people or commodities from place to place. If applicable, Contractor must also fill out and return PUR 1808 before contract execution. If Contractor is a common carrier pursuant to section 908.111(1)(a), Florida Statutes, the Department will terminate this contract immediately if Contractor is found to be in violation of the law or the attestation in PUR 1808.
- b. Applicable to solicitations for a common carrier – Before contract execution, the winning Contractor(s) must fill out and return PUR 1808, and attest that it is not willfully providing any service in furtherance of transporting a person into this state knowing that the person unlawfully present in the United States according to the terms of the federal Immigration and Nationality Act, 8 U.S.C. ss. 1101 et seq. The

Department will terminate a contract immediately if Contractor is found to be in violation of the law or the attestation in PUR 1808.

15. Financial Assistance and Payment of Invoices to Rural Communities or Rural Areas of Opportunity

In the event that this Agreement facilitates the provision of federal or state financial assistance to a county or municipality classified as a rural community or rural area of opportunity, as defined in Section 288.0656(2), Department is authorized, in accordance with section 215.971, F.S., to process the payment of invoices to such county or municipality.

Such payments shall be made for verified and eligible performance that has been completed in accordance with the terms and conditions stipulated in this Agreement.

16. Additional Terms.

NONE.

ATTACHMENT 3
GRANT WORK PLAN
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP)

Project Name: **Shaw Buck Park Phase 1**
Grantee Name: **City of Palatka**
FRDAP Project No.: **P25086**
DEP Agreement No.: **P5086**

SUMMARY: The Grantee shall complete the Project Element(s), which were approved by the Department through the FRDAP Application Evaluation Criteria, pursuant to Chapter 62D-5, Florida Administrative Code (F.A.C.). Any alteration(s) to the Project Element(s) as submitted in the Grantee's application and listed in the Grant Work Plan is considered a significant change, must be pre-approved by the Department, and may require a formal Amendment to this Agreement. All work must be completed in accordance with the FRDAP Program, and local, state and federal laws, the approved Project plans, all required permits, and the Florida Building Code. Prior to the Department issuing a "Notice to Commence" to the Grantee, as specified in Attachment 6 of the Agreement, Program Specific Requirements, the Department must receive evidence of and have approved all Deliverables in Task 1.

For the purpose of this Agreement, the terms "Project Element" and "Project Task" are used interchangeably to mean an identified facility within the Project.

The Project is located at **207 Saylor Street Palatka, FL 32177** and is considered a "**Large Project**" pursuant to paragraph 62D-5.055(6)(a), F.A.C.

Retroactive Project.

☐ This Project has been approved as a "Retroactive Project." Retroactive Projects are eligible for a FRDAP grant award if they otherwise meet the FRDAP rule criteria, funds are available, and Project Costs have occurred within one (1) year prior to the approval for funding by the Governor.

☒ This Project has not been approved as a "Retroactive Project."

Project Completion: The Project Completion Date for this Agreement is **April 30, 2027**.

Budget: Reimbursement for allowable costs for the Project shall not exceed the maximum Grant Award Amount outlined below. There is match required on the part of the Grantee under this Agreement. The total estimated Project Cost provided below is based on the approved FRDAP Application. A detailed cost analysis will be provided in the Deliverables for Task 1, prior to the Department issuing the "Notice to Commence." All final Project Costs shall be submitted to the Department with the payment request.

Maximum Grant Award Amount:	\$ 50,000.00
Required Grantee Match Amount:	\$ 0.00
Total Estimated Project Cost:	\$ 50,000.00
Match Ratio:	0

Scope of Work/Tasks	Deliverables	Due Date	Financial Consequences
TASK 1 1.A. Development of Commencement Documentation Checklist (DRP-107) ¹ . 1.B. A Cost Analysis Form, with detailed budget (and In-House Cost Schedule(s), if applicable).	DELIVERABLE 1 The Department will issue “Notice to Commence” upon receipt and approval of: 1.A. All applicable Project specific Commencement documentation listed on Commencement Documentation Checklist (DRP-107) 1.B. A Cost Analysis Form, with detailed budget (and In-House Cost Schedule(s), if applicable). Project planning expenses, such as application preparation, architectural and engineering fees, permitting fees, Project inspection, and other similar fees are eligible for reimbursement. However, reimbursement, if requested, shall not exceed fifteen (15%) of total Project Cost, and shall be invoiced upon Project completion, in accordance with the Payment Request Schedule.	180 calendar days after Execution of Agreement ²	Failure to provide the required Commencement Documentation may jeopardize your funding. The Department may terminate the Project Agreement if the required Deliverables are not submitted and approved by the Department.

	The Grantee may not proceed with development of the Project until Notice to Commence has been issued.		
TASK 2 2.A. Development of Primary and Support Project Elements, which includes: New: pickleball courts, tennis court, basketball court, playground and picnic facilities, landscaping, security lighting, trash cans; Renovations: parking lot 2.B. Development of Completion of Documentation Checklist (DRP-111). 2.C. Completion of Final Status Report (DRP-109).	DELIVERABLE 2 The Grantee may request reimbursement upon Department receipt and approval of: 2.A. Development of required Project Elements. 2.B. All applicable Project specific Completion documentation listed on Completion Documentation Checklist (DRP-111) 2.C. Final Status Report (DRP-109). The Grantee may request reimbursement for allowable budgeted expenses and costs pursuant to the Agreement that are directly related to the successful development of the Project site. Reimbursement shall not exceed the Grant Award Amount, less any reimbursement requested for in Deliverable 1, and shall be invoiced upon Project completion, in accordance with the Payment Request Schedule below. Ten percent (10%) of the Grant Award will be retained until the Project is designated complete by the Department.	Due April 30, 2027, which shall also be the Project Completion Date³	No reimbursement will be made for Deliverable(s) deemed unsatisfactory by the Department. Payment(s) will not be made for unsatisfactory or incomplete work. In addition, a Task may be terminated for Grantee's failure to perform.

Project Task Performance Standard: The Department's Grant Manager will review the Project Completion Certificate and the Deliverables to verify compliance with the requirements for funding under the FRDAP; approved plans and application approved for funding. Upon review and written acceptance by the Department's Grant Manager of the Project Completion Certificate and the Deliverables under each Project Task, the Grantee may proceed with the payment request submittal.

Payment Request Schedule: Following Department approval of all Deliverables, the Grantee may submit a **single payment request** on Exhibit C, Payment Request Summary Form, DRP-115, along with all required documentation as outlined in the Financial Reporting Procedures (DRP-110), as applicable, to support payment. A payment request submitted as part of the reimbursement process must correspond with the Cost Analysis and supporting documents provided under Project Tasks.

Endnotes:

1. FRDAP documentation is available at <https://floridadep.gov/lands/land-and-recreation-grants/content/frdap-assistance> and/or from the Land and Recreational Grants Section, State of Florida Department of Environmental Protection, 3900 Commonwealth Boulevard, MS# 585, Tallahassee, Florida, 32399-3000.
2. Project Agreement is subject to termination if Commencement documentations under Task 1 are not received and approved by the Department within 180 calendar days of the Project Agreement execution.
3. Due Date will not be extended beyond the Grant Period as outlined in Subsection 62D-5.058(7), F.A.C.

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Public Records Requirements**

Attachment 4

1. Public Records.

- a. If the Agreement exceeds \$35,000.00, and if Grantee is acting on behalf of Department in its performance of services under the Agreement, Grantee must allow public access to all documents, papers, letters, or other material, regardless of the physical form, characteristics, or means of transmission, made or received by Grantee in conjunction with the Agreement (Public Records), unless the Public Records are exempt from section 24(a) of Article I of the Florida Constitution and section 119.07(1), F.S.
- b. The Department may unilaterally terminate the Agreement if Grantee refuses to allow public access to Public Records as required by law.

2. Additional Public Records Duties of Section 119.0701, F.S., If Applicable.

For the purposes of this paragraph, the term “contract” means the “Agreement.” If Grantee is a “contractor” as defined in section 119.0701(1)(a), F.S., the following provisions apply and the contractor shall:

- a. Keep and maintain Public Records required by Department to perform the service.
- b. Upon request, provide Department with a copy of requested Public Records or allow the Public Records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law.
- c. A contractor who fails to provide the Public Records to Department within a reasonable time may be subject to penalties under section 119.10, F.S.
- d. 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 the contractor does not transfer the Public Records to Department.
- e. Upon completion of the contract, transfer, at no cost, to Department all Public Records in possession of the contractor or keep and maintain Public Records required by Department to perform the service. If the contractor transfers all Public Records to Department upon completion of the contract, the contractor shall destroy any duplicate Public Records that are exempt or confidential and exempt from Public Records disclosure requirements. If the contractor keeps and maintains Public Records upon completion of the contract, the contractor shall meet all applicable requirements for retaining Public Records. All Public Records stored electronically must be provided to Department, upon request from Department’s custodian of Public Records, in a format specified by Department as compatible with the information technology systems of Department. These formatting requirements are satisfied by using the data formats as authorized in the contract or Microsoft Word, Outlook, Adobe, or Excel, and any software formats the contractor is authorized to access.

f. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, F.S., TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE DEPARTMENT’S CUSTODIAN OF PUBLIC RECORDS AT:

Telephone: (850) 245-2118
Email: public.services@floridadep.gov
Mailing Address: Department of Environmental Protection
ATTN: Office of Ombudsman and Public Services
Public Records Request
3900 Commonwealth Boulevard, MS 49
Tallahassee, Florida 32399

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

Attachment 5

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>.

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 7

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	General Appropriations Act Line Item 1829 Fixed Capital Outlay Florida Recreation Development Assistance Grants From General Revenue Fund and Land Acquisition Trust Fund	2024-2025	37.017	Florida Recreation Development Assistance Program	\$50,000	140002

Total Award	\$50,000	
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¹ Subject to change by Change Order.

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.

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
PROGRAM SPECIFIC REQUIREMENTS**

FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM

ATTACHMENT 6

1. Project Submittal Forms.

Administrative Forms, Reimbursement Forms, and Guidelines referenced in this Agreement may be found at <https://floridadep.gov/lands/land-and-recreation-grants/content/frdap-assistance>, or by contacting the Department's Grant Manager.

2. Notice to Commence.

Prior to commencement of the Project, the Grantee shall submit to the Department for approval all documentation and completion of responsibilities listed on the Commencement Documentation Checklist, DRP-107. Upon satisfactory approval by the Department, the Department will issue written "Notice to Commence" to the Grantee to commence the Project. **The Grantee SHALL NOT proceed until the Department issues the "Notice to Commence."** Until the Department issues the "Notice to Commence," the Department is not obligated to pay or reimburse Grantee for fees, costs, or general expenses of any kind that were incurred prior to the "Notice to Commence," except for Pre-Agreement Expenses as more fully described in subsection 62D-5.054(34), F.A.C.

3. Site Plans.

Project site facilities must be attractive for public use and compatible with the environment. Plans and specifications for Project site improvements and facilities must be in accordance with current engineering and architectural standards. The Grantee should emphasize the health and safety of users, accessibility to the general public, and the protection of the recreational and natural values of the area. **The Grantee may alter a conceptual site plan only after written approval by the Department.**

The Grantee shall have final site plans (site, engineering, and architectural) prepared for the Project and sealed by a registered architect or engineer licensed in accordance with the laws of the State of Florida (collectively the "Project Plans"). The Grantee must deliver a complete original, signed, and sealed set of the Project Plans to the Department before the Department will issue final reimbursement.

4. Project Completion.

All work under this Agreement must be completed no later than 60 days before the expiration date of the Agreement, known as the "Project Completion Date." The Department may require the Grantee to do additional work before designating the Project "complete." If the Project has not been designated as complete by the Department by midnight of the Date of Expiration, the Project funds will revert to the revenue fund from which they were appropriated (paragraph 62D-5.058(7)(a), F.A.C.).

5. Project Completion Certification.

To certify completion, the Grantee will submit to the Department the Project Completion Certification, DRP-112, available online and incorporated herein by reference. The Project must be designated complete prior to the Department releasing final reimbursement. The Department shall designate the Project complete upon receipt and approval of all deliverables and when Project site is open and available for use by the public for outdoor recreation purposes. The Department will release the retainage when the Department approves the Completion Documentation set forth in paragraph 62D-5.058(7)(d), F.A.C. The final payment of the retained amount will be processed within thirty (30) days of the Project designated complete by the Department.

6. The following modifies paragraph 8.d, Attachment 1, Standard Terms and Conditions:

a. Reimbursement for Costs.

Project Costs will be reimbursed as provided in paragraph 62D-5.058(2)(a), F.A.C., and in the Project Agreement. The Grantee is eligible for reimbursement, in whole or in part, for Department-approved Pre-Agreement Expenses

and, if applicable, costs associated with Retroactive Projects, through the Project Completion Date of this Agreement. The Grantee shall be paid on a cost reimbursement basis for all eligible Project costs upon the completion, submittal, and approval of each deliverable identified in the Grant Work Plan. Reimbursement shall be requested on Exhibit C, Payment Request Summary Form. To be eligible for reimbursement, cost(s) must meet all FRDAP requirements, financial reporting requirements, and rules and regulations applicable to expenditures of state funds, including, but not limited to, the Reference Guide for State Expenditures, which can be accessed at the following web address:

<https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf>.

- i. **Pre-Agreement Expenses.** Pursuant to subsection 62D-5.054(34), F.A.C., Pre-Agreement Expenses means expenses incurred by a Grantee for accomplishment of an eligible FRDAP project prior to full execution of the Project Agreement. Parties hereby acknowledge and agree, Grantee is entitled to submit for cost-reimbursement eligible Pre-Agreement Expenses, which are expenses Grantee incurred for the accomplishment of the Project prior to full execution of this Agreement.
7. The following is added to paragraph 8, Attachment 1, Standard Terms and Conditions:
- k. **Project Costs.** The Department will reimburse Project costs pursuant to paragraph 62D-5.058(2)(a), F.A.C., and as provided herein. Project costs, except for Pre-Agreement Expenses, shall be incurred between the effective date of the Agreement, and the Project Completion Date as set forth in the Project Completion Certification determined and identified herein. If the total cost of the Project exceeds the grant amount and the required match (if applicable), Grantee must pay the excess cost.
- l. **Cost Limits.** Pursuant to paragraphs 62D-5.058(2)(a) and (b), F.A.C., project planning expenses, such as application preparation, surveys (boundary and topographic), title searches, project signs, architectural and engineering fees, permitting fees, project inspection fees, and other similar fees are eligible Project costs provided that such costs do not exceed fifteen percent (15%) of the total Project cost.
8. The following hereby replaces paragraph 8.h, Attachment 1, Standard Terms and Conditions:
- h. **Annual Appropriation Contingency.** The State's performance and obligation to pay under this Agreement is contingent upon an annual appropriation from the Recommended Application Priority List by the Florida Legislature. Authorization for continuation and completion of work and any associated payments may be rescinded, with proper notice, at the discretion of the Department if the Legislature reduces or eliminates appropriations. It is further understood that Grant Awards may be revised by the Department due to the availability of FRDAP program funds.
9. The following replaces paragraph 10, Attachment 1, Standard Terms and Conditions:
Status Reports.
 - a. The Grantee must utilize, Project Status Report Form, DRP-109, available online and incorporated herein by reference, to describe the work performed during the reporting period, problems encountered, problem resolutions, schedule updates and proposed work for the next reporting period. The Project Status Reports must be submitted to the Department's Grant Manager no later than January 5, May 5, and September 5. The Department's Grant Manager has thirty (30) calendar days to review the required reports and deliverables submitted by the Grantee.
 - b. Additionally, the Grantee shall comply with the reporting and inventory requirements set forth in the Statewide Comprehensive Outdoor Recreation Plan (SCORP), available online: <https://floridadep.gov/parks/florida-scorp-outdoor-recreation-florida> and hereby incorporated by reference, by updating the Florida Outdoor Recreation Inventory (FORI) system (<https://floridadep.gov/parks/florida-outdoor-recreation-inventory>).
10. **Site Dedication.**
 - a. Land owned by the grantee and developed or acquired with FRDAP funds must be dedicated in perpetuity as an outdoor recreational site for the use and benefit of the general public in accordance with Rule 62D-5.059, F.A.C. Land under control other than by ownership of the Grantee such as by lease, must be dedicated as an outdoor recreation area for the use and benefit of the general public for a minimum period of twenty-five (25) years from the Project Completion Date as set forth in the Project Completion Certificate. The dedications must be recorded in the county's public property records by the Grantee. Execution of this Agreement by the Department constitutes an acceptance of a Project site(s) dedication on behalf of the general public of the State of Florida.
 - b. Should the Grantee's interest in the land change, either by sale, lease, or other written legal instrument, the Grantee is required to notify the Department in writing of the change no later than ten (10) days after the change occurs,

and the Grantee is required to notify all subsequent parties with interest to the land of the terms and conditions as set forth in this Agreement.

11. Management of Project Sites.

- a. Site Inspections. Grantees must ensure by site inspections that facilities on the Project site are being operated and maintained for outdoor recreation for a minimum period of twenty-five (25) years from the Project Completion Date set forth in the Project Completion Certificate. The Project site must be open at reasonable times and must be managed in a safe and attractive manner.
- b. Non-Compliance. The Department will terminate an agreement and demand return of the program funds (including interest) for non-compliance if a Grantee fails to comply with the terms stated in with the Agreement. If the Grantee fails to comply the Agreement, the Department will declare the Grantee ineligible for further participation in FRDAP until such time as the Grantee comes into compliance.
- c. Public Accessibility. All facilities must be accessible to the public on a non-exclusive basis, without regard to age, sex, race, religion, or ability level.
- d. Entrance Fees. Reasonable differences in entrance fees for other FRDAP projects may be allowed on the basis of residence, but only if the Grantee can clearly show that the difference in entrance fees reflects, and is substantially related to, all economic factors related to park management, and it is not simply related to the amount of tax dollars spent by the residents for the park; and that a definite burden on the Grantee in park maintenance costs clearly justifies a higher fee for nonresidents.
- e. Native Plantings. In developing a FRDAP project with program funds, the Grantee must primarily use vegetation native to the area, except for lawn grasses.
- f. The Grantee will obtain Department approval prior to any current or future development of facilities on the Project Site(s), which is defined in subsection 62D-5.054(46), F.A.C. This Agreement is not transferable.

12. Procurement Requirements for Grantee.

The Grantee must secure all goods and services for the Project according to its adopted procurement procedures.

13. Signage.

The Grantee must erect a permanent information sign on the Project site that credits funding (or a portion thereof) to the Florida Department of Environmental Protection and the Florida Recreation Development Assistance Program. The sign must be made of appropriate materials, which are durable for a minimum of twenty-five (25) years after the Project is complete. The sign must be installed on the Project site and approved by the Department before the Department processes the final Project reimbursement request.

14. Termination and Ineligibility.

In addition to the remedies provided elsewhere in this Agreement, if the Grantee fails to comply with the terms stated in this Agreement or with any provisions in Rule Chapter 62D-5, F.A.C., the Department will terminate this Agreement and demand return of the program funds (including interest). Furthermore, the Department will declare the Grantee ineligible for further participation in FRDAP until the Grantee complies. Further, the Grantee agrees to ensure that all necessary permits are obtained prior to implementing any Grant Work Plan activity that may fall under applicable federal, state, or local laws.

15. Conversion.

The Project Site acquired and/or developed with FRDAP assistance must be retained and used for public outdoor recreation. Should the Grantee, within the periods set forth in subsections 62D-5.059(1) and (2), F.A.C., convert all or part of the Project site to other than public outdoor recreational uses, the Grantee must replace the area, facilities, resource, or Project site at its own expense with an acceptable project of comparable scope, and quality.



Florida Department of Environmental Protection

EXHIBIT A Land and Water Conservation Fund Program Florida Recreation Development Assistance Program Project Status Report

Required Signatures: **Adobe Signature**

Project Name: _____ Project Number: _____

Project Sponsor: _____

Identify primary and support recreation areas and facilities to be constructed. **(50% of total costs must be in primary facilities).**

PROVIDE PHOTOS OF WORK IN PROGRESS

PRIMARY FACILITIES/ELEMENTS:

Project Elements	Work Accomplished	% Completed

SUPPORT FACILITIES/ELEMENTS:

Project Elements	Work Accomplished	% Completed

PROBLEMS ENCOUNTERED:

Period Covered (Check Appropriate Period):

- ☐ January through April:
- Due May 5th
- ☐ May through August:
- Due September 5th
- ☐ September through December:
- Due January 5th
- ☐ Final Status Report
- Date from Project Completion Certification: _____

LIAISON: _____
Signature

Date



Florida Department of Environmental Protection

EXHIBIT C
PAYMENT REQUEST SUMMARY FORM

Required Signatures: **Adobe Signature**

Date: _____

Grantee

Project Name and Number

Billing Period: _____

Billing #: _____

DEP Division: _____

DEP Program: _____

	Project Costs This Billing	Cumulative Project Costs
Contractual Services DRP-116		
Grantee Labor DRP-117		
Employee Benefits (_____ % of Salaries)		
Direct Purchases: Materials & Supplies DRP-118		
Grantee Stock DRP-120		
Equipment DRP-119		
Land Value		
Indirect Costs (15% of Grantee Labor)		
TOTAL PROJECT COSTS	\$0.00	\$0.00

CERTIFICATION: I hereby certify that the above expenses were incurred for the work being accomplished in the attached progress reports.

Project Administrator

Date

CERTIFICATION: I hereby certify that the documentation has been maintained as required to support the project expenses as reported above and is available for audit upon request.

Project Financial Officer

Date

ADOPT RESOLUTION 2024-R-220 authorizing the execution of Florida Recreation Development Assistance Program (FRDAP) Grant Agreement No. P5096 for Palm Bowl (Triangle) Park Phase 1 in the amount of \$50,000 (100% grant funded).

STAFF REPORT

DATE: October 24, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Staff is asking for authorization to enter into a grant agreement with FRDAP for modifications to Palm Bowl (Triangle) Park in the amount of \$50,000.

BACKGROUND

The City has been awarded a Florida Recreation Development Assistance Program (FRDAP) grant in the amount of \$50,000 for improvements to Palm Bowl (Triangle) Park. The total project cost is estimated at \$50,000 with no matching funds required of the City.

PROJECT ANALYSIS

The project involves the development of a walking trail, picnic area, dog park, signage, landscaping and irrigation. 101-18-519-8-8945 / 101-00-337-7-0003

Staff Recommendation

Adopt Resolution.

ATTACHMENTS

1.	10-24-24 FRDAP_Grant_Agreement_No._P5096 Palm Bowl Park Phase I
2.	P2596_Putnam.County_DRAFT

RESOLUTION NO. 2024-R-220

A RESOLUTION AUTHORIZING THE EXECUTION OF FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM GRANT AGREEMENT NO. P5096 FOR PALM BOWL (TRIANGLE) PARK PHASE I (PROJECT) IN THE AMOUNT OF \$50,000 (100% GRANT FUNDED); PROVIDING FOR SCRIVERNERS ERRORS

WHEREAS, the Florida Recreation Development Assistance Program (FRDAP) has awarded the City a grant in the amount of \$50,000 for improvements to Palm Bowl (Triangle) Park (Project); and

WHEREAS, the total project cost is estimated at \$50,000 with no matching funds required of the City; and

WHEREAS, it is in the best interest of the City of Palatka to execute and accept the grant agreement; and

NOW, THEREFORE, be it resolved as follows:

1. That the Palatka City Commission confirms and approves FRDAP Grant Agreement no P5096; and
2. That the Mayor and City Clerk are hereby authorized to execute and attest all documents required in connection with the acceptance of the FRDAP grant agreement in the amount of \$50,000; and
3. That 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.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 24th day of October, 2024.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

City Attorney

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Standard Grant Agreement**

This Agreement is entered into between the Parties named below, pursuant to section 215.971, Florida Statutes:

1. Project Title (Project): Agreement Number:

Palm (Triangle) Bowl Park Phase 1

P5096

2. Parties **State of Florida Department of Environmental Protection,
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000** (Department)

Grantee Name: **City of Palatka** Entity Type: **Local Government**

Grantee Address: **201 N. 2nd Street Palatka, FL 32177** FEID: **59-6000401**

(Grantee)

3. Agreement Begin Date: Date of Expiration:
Upon Execution June 30, 2027

4. Project Number: **P25096** Project Location(s):
(If different from Agreement Number) **201 N. 2nd Street Palatka, FL 32177**

Project Description:

New: Walking Trail, Picnic Facility, Dog Park, Signage, Landscaping, Irrigation.

5. Total Amount of Funding:	Funding Source?	Award #s or Line-Item Appropriations:	Amount per Source(s):
\$50,000	☒ State ☐ Federal	Line Item 1829, GAA, FY 24-25	\$ 50,000.00
	☐ State ☐ Federal		\$
	☐ State ☐ Federal		\$
	☐ Grantee Match		\$

Total Amount of Funding + Grantee Match, if any: **\$ 50,000.00**

6. Department's Grant Manager Name: <u>La'Datrea Manatee</u> or successor Address: <u>3900 Commonwealth Blvd</u> <u>MS # 585</u> <u>Tallahassee, FL 32399</u> Phone: <u>850-245-2366</u> Email: <u>LaDatrea.Manatee@FloridaDEP.gov</u>	Grantee's Grant Manager Name: <u>Jacqueline Pappas</u> or successor Address: <u>201 N. 2nd Street</u> <u>Palatka, FL 32177</u> Phone: <u>386-329-0100</u> Email: <u>jpappas@palatka-fl.gov</u>
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7. The Parties agree to comply with the terms and conditions of the following attachments and exhibits which are hereby incorporated by reference:

☒ Attachment 1: Standard Terms and Conditions Applicable to All Grants Agreements
☒ Attachment 2: Special Terms and Conditions
☒ Attachment 3: Grant Work Plan
☒ Attachment 4: Public Records Requirements
☒ Attachment 5: Special Audit Requirements
☒ Attachment 6: Program-Specific Requirements
☐ Attachment 7: Grant Award Terms (Federal) *Copy available at https://facts.fldfs.com , in accordance with section 215.985, F.S.
☐ Attachment 8: Federal Regulations and Terms (Federal)
☐ Additional Attachments (if necessary):
☒ Exhibit A: Progress Report Form
☐ Exhibit B: Property Reporting Form
☒ Exhibit C: Payment Request Summary Form
☐ Exhibit D: Quality Assurance Requirements
☐ Exhibit E: Advance Payment Terms and Interest Earned Memo
☐ Exhibit F: Common Carrier or Contracted Carrier Attestation Form PUR1808 (State)

☐ Exhibit H: Non-Profit Organization Compensation Form (State)	
☐ Exhibit I: Forced Labor Attestation Form	
☐ Additional Exhibits (if necessary):	
8. The following information applies to Federal Grants only and is identified in accordance with 2 CFR 200.331 (a) (1):	
Federal Award Identification Number(s) (FAIN):	
Unique Entity Identifier (UEI):	
Federal Award Date to Department:	
Federal Award Project Description:	
Total Federal Funds Obligated by this Agreement:	
Federal Awarding Agency:	
Award R&D?	☐ Yes ☐ N/A

IN WITNESS WHEREOF, this Agreement shall be effective on the date indicated by the Agreement Begin Date unless another date is specified in the grant documents.

City of Palatka

GRANTEE

Grantee Name

By _____
(Authorized Signature) Date Signed

Print Name and Title of Person Signing

State of Florida Department of Environmental Protection

DEPARTMENT

By _____
Secretary or Designee Date Signed

Callie DeHaven, Director, Division of State Lands

Print Name and Title of Person Signing

☐ Additional signatures attached on separate page.

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
STANDARD TERMS AND CONDITIONS
APPLICABLE TO GRANT AGREEMENTS**

ATTACHMENT 1

1. Entire Agreement.

This Grant Agreement, including any Attachments and Exhibits referred to herein and/or attached hereto (Agreement), constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, whether written or oral, with respect to such subject matter. Any terms and conditions included on Grantee's forms or invoices shall be null and void.

2. Grant Administration.

- a. Order of Precedence. If there are conflicting provisions among the documents that make up the Agreement, the order of precedence for interpretation of the Agreement is as follows:
 - i. Standard Grant Agreement
 - ii. Attachments other than Attachment 1, in numerical order as designated in the Standard Grant Agreement
 - iii. Attachment 1, Standard Terms and Conditions
 - iv. The Exhibits in the order designated in the Standard Grant Agreement
- b. All approvals, written or verbal, and other written communication among the parties, including all notices, shall be obtained by or sent to the parties' Grant Managers. All written communication shall be by electronic mail, U.S. Mail, a courier delivery service, or delivered in person. Notices shall be considered delivered when reflected by an electronic mail read receipt, a courier service delivery receipt, other mail service delivery receipt, or when receipt is acknowledged by recipient. If the notice is delivered in multiple ways, the notice will be considered delivered at the earliest delivery time.
- c. If a different Grant Manager is designated by either party after execution of this Agreement, notice of the name and contact information of the new Grant Manager will be submitted in writing to the other party and maintained in the respective parties' records. A change of Grant Manager does not require a formal amendment or change order to the Agreement.
- d. This Agreement may be amended, through a formal amendment or a change order, only by a written agreement between both parties. A formal amendment to this Agreement is required for changes which cause any of the following:
 - (1) an increase or decrease in the Agreement funding amount;
 - (2) a change in Grantee's match requirements;
 - (3) a change in the expiration date of the Agreement; and/or
 - (4) changes to the cumulative amount of funding transfers between approved budget categories, as defined in Attachment 3, Grant Work Plan, that exceeds or is expected to exceed twenty percent (20%) of the total budget as last approved by Department.A change order to this Agreement may be used when:
 - (1) task timelines within the current authorized Agreement period change;
 - (2) the cumulative transfer of funds between approved budget categories, as defined in Attachment 3, Grant Work Plan, are less than twenty percent (20%) of the total budget as last approved by Department;
 - (3) changing the current funding source as stated in the Standard Grant Agreement; and/or
 - (4) fund transfers between budget categories for the purposes of meeting match requirements.This Agreement may be amended to provide for additional services if additional funding is made available by the Legislature.
- e. All days in this Agreement are calendar days unless otherwise specified.

3. Agreement Duration.

The term of the Agreement shall begin and end on the dates indicated in the Standard Grant Agreement, unless extended or terminated earlier in accordance with the applicable terms and conditions. The Grantee shall be eligible for reimbursement for work performed on or after the date of execution through the expiration date of this Agreement, unless otherwise specified in Attachment 2, Special Terms and Conditions. However, work performed prior to the execution of this Agreement may be reimbursable or used for match purposes if permitted by the Special Terms and Conditions.

Attachment 1

1 of 14

4. Deliverables.

The Grantee agrees to render the services or other units of deliverables as set forth in Attachment 3, Grant Work Plan. The services or other units of deliverables shall be delivered in accordance with the schedule and at the pricing outlined in the Grant Work Plan. Deliverables may be comprised of activities that must be completed prior to Department making payment on that deliverable. The Grantee agrees to perform in accordance with the terms and conditions set forth in this Agreement and all attachments and exhibits incorporated by the Standard Grant Agreement.

5. Performance Measures.

The Grantee warrants that: (1) the services will be performed by qualified personnel; (2) the services will be of the kind and quality described in the Grant Work Plan; (3) the services will be performed in a professional and workmanlike manner in accordance with industry standards and practices; (4) the services shall not and do not knowingly infringe upon the intellectual property rights, or any other proprietary rights, of any third party; and (5) its employees, subcontractors, and/or subgrantees shall comply with any security and safety requirements and processes, if provided by Department, for work done at the Project Location(s). The Department reserves the right to investigate or inspect at any time to determine whether the services or qualifications offered by Grantee meet the Agreement requirements. Notwithstanding any provisions herein to the contrary, written acceptance of a particular deliverable does not foreclose Department's remedies in the event deficiencies in the deliverable cannot be readily measured at the time of delivery.

6. Acceptance of Deliverables.

- a. Acceptance Process. All deliverables must be received and accepted in writing by Department's Grant Manager before payment. The Grantee shall work diligently to correct all deficiencies in the deliverable that remain outstanding, within a reasonable time at Grantee's expense. If Department's Grant Manager does not accept the deliverables within 30 days of receipt, they will be deemed rejected.
- b. Rejection of Deliverables. The Department reserves the right to reject deliverables, as outlined in the Grant Work Plan, as incomplete, inadequate, or unacceptable due, in whole or in part, to Grantee's lack of satisfactory performance under the terms of this Agreement. The Grantee's efforts to correct the rejected deliverables will be at Grantee's sole expense. Failure to fulfill the applicable technical requirements or complete all tasks or activities in accordance with the Grant Work Plan will result in rejection of the deliverable and the associated invoice. Payment for the rejected deliverable will not be issued unless the rejected deliverable is made acceptable to Department in accordance with the Agreement requirements. The Department, at its option, may allow additional time within which Grantee may remedy the objections noted by Department. The Grantee's failure to make adequate or acceptable deliverables after a reasonable opportunity to do so shall constitute an event of default.

7. Financial Consequences for Nonperformance.

- a. Withholding Payment. In addition to the specific consequences explained in the Grant Work Plan and/or Special Terms and Conditions, the State of Florida (State) reserves the right to withhold payment when the Grantee has failed to perform/comply with provisions of this Agreement. None of the financial consequences for nonperformance in this Agreement as more fully described in the Grant Work Plan shall be considered penalties.
- b. Invoice reduction
If Grantee does not meet a deadline for any deliverable, the Department will reduce the invoice by 1% for each day the deadline is missed, unless an extension is approved in writing by the Department.
- c. Corrective Action Plan. If Grantee fails to correct all the deficiencies in a rejected deliverable within the specified timeframe, Department may, in its sole discretion, request that a proposed Corrective Action Plan (CAP) be submitted by Grantee to Department. The Department requests that Grantee specify the outstanding deficiencies in the CAP. All CAPs must be able to be implemented and performed in no more than sixty (60) calendar days.
 - i. The Grantee shall submit a CAP within ten (10) days of the date of the written request from Department. The CAP shall be sent to the Department's Grant Manager for review and approval. Within ten (10) days of receipt of a CAP, Department shall notify Grantee in writing whether the CAP proposed has been accepted. If the CAP is not accepted, Grantee shall have ten (10) days from receipt of Department letter rejecting the proposal to submit a revised proposed CAP. Failure to obtain Department approval of a CAP as specified above may result in Department's termination of this Agreement for cause as authorized in this Agreement.
 - ii. Upon Department's notice of acceptance of a proposed CAP, Grantee shall have ten (10) days to commence implementation of the accepted plan. Acceptance of the proposed CAP by Department

Attachment 1

2 of 14

does not relieve Grantee of any of its obligations under the Agreement. In the event the CAP fails to correct or eliminate performance deficiencies by Grantee, Department shall retain the right to require additional or further remedial steps, or to terminate this Agreement for failure to perform. No actions approved by Department or steps taken by Grantee shall preclude Department from subsequently asserting any deficiencies in performance. The Grantee shall continue to implement the CAP until all deficiencies are corrected. Reports on the progress of the CAP will be made to Department as requested by Department's Grant Manager.

- iii. Failure to respond to a Department request for a CAP or failure to correct a deficiency in the performance of the Agreement as specified by Department may result in termination of the Agreement.

8. Payment.

- a. Payment Process. Subject to the terms and conditions established by the Agreement, the pricing per deliverable established by the Grant Work Plan, and the billing procedures established by Department, Department agrees to pay Grantee for services rendered in accordance with section 215.422, Florida Statutes (F.S.).
- b. Taxes. The Department is exempted from payment of State sales, use taxes and Federal excise taxes. The Grantee, however, shall not be exempted from paying any taxes that it is subject to, including State sales and use taxes, or for payment by Grantee to suppliers for taxes on materials used to fulfill its contractual obligations with Department. The Grantee shall not use Department's exemption number in securing such materials. The Grantee shall be responsible and liable for the payment of all its FICA/Social Security and other taxes resulting from this Agreement.
- c. Maximum Amount of Agreement. The maximum amount of compensation under this Agreement, without an amendment, is described in the Standard Grant Agreement. Any additional funds necessary for the completion of this Project are the responsibility of Grantee.
- d. Reimbursement for Costs. The Grantee shall be paid on a cost reimbursement basis for all eligible Project costs upon the completion, submittal, and approval of each deliverable identified in the Grant Work Plan. Reimbursement shall be requested on Exhibit C, Payment Request Summary Form. To be eligible for reimbursement, costs must be in compliance with laws, rules, and regulations applicable to expenditures of State funds, including, but not limited to, the Reference Guide for State Expenditures, which can be accessed at the following web address: <https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf>.
- e. Rural Communities and Rural Areas of Opportunity. If Grantee is a county or municipality that qualifies as a "rural community" or "rural area of opportunity" (RAO) as defined in subsection 288.0656(2), F.S., such Grantee may request from the Department that all invoice payments under this Agreement be directed to the relevant county or municipality or to the RAO itself. The Department will agree to Grantee's request if:
 - i. Grantee demonstrates that it is a county or municipality that qualifies as a "rural community" or "rural area of opportunity" under subsection 288.0656(2), F.S.;
 - ii. Grantee demonstrates current financial hardship using one (1) or more of the "economic distress" factors defined in subsection 288.0656(2)(c), F.S.;
 - iii. Grantee's performance has been verified by the Department, which has determined that Grantee is eligible for invoice payments and that Grantee's performance has been completed in accordance with this Agreement's terms and conditions; and
 - iv. Applicable federal and state law(s), rule(s) and regulation(s) allow for such payments.

This subsection may not be construed to alter or limit any other applicable provisions of federal or state law, rule, or regulation. A current list of Florida's designated RAOs can be accessed at the following web address: <https://floridajobs.org/community-planning-and-development/rural-community-programs/rural-areas-of-opportunity>.
- f. Invoice Detail. All charges for services rendered or for reimbursement of expenses authorized by Department pursuant to the Grant Work Plan shall be submitted to Department in sufficient detail for a proper pre-audit and post-audit to be performed. The Grantee shall only invoice Department for deliverables that are completed in accordance with the Grant Work Plan.
- g. State Funds Documentation. Pursuant to section 216.1366, F.S., if Contractor meets the definition of a non-profit organization under section 215.97(2)(m), F.S., Contractor must provide the Department with documentation that indicates the amount of state funds:
 - i. Allocated to be used during the full term of the contract or agreement for remuneration to any member of the board of directors or an officer of Contractor.

Attachment 1

3 of 14

- ii. Allocated under each payment by the public agency to be used for remuneration of any member of the board of directors or an officer of the Contractor.

The documentation must indicate the amounts and recipients of the remuneration. Such information must be posted on the State's the contract tracking system and maintained pursuant to section 215.985, F.S., and must be posted on the Contractor's website, if Contractor maintains a website.

- h. Interim Payments. Interim payments may be made by Department, at its discretion, if the completion of deliverables to date have first been accepted in writing by Department's Grant Manager.
- i. Final Payment Request. A final payment request should be submitted to Department no later than sixty (60) days following the expiration date of the Agreement to ensure the availability of funds for payment. However, all work performed pursuant to the Grant Work Plan must be performed on or before the expiration date of the Agreement.
- j. Annual Appropriation Contingency. The State's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. This Agreement is not a commitment of future appropriations. Authorization for continuation and completion of work and any associated payments may be rescinded, with proper notice, at the discretion of Department if the Legislature reduces or eliminates appropriations.
- k. Interest Rates. All interest rates charged under the Agreement shall be calculated on the prevailing rate used by the State Board of Administration. To obtain the applicable interest rate, please refer to: <https://www.myfloridacfo.com/division/aa/local-governments/judgement-interest-rates>.
- l. Refund of Payments to the Department. Any balance of unobligated funds that have been advanced or paid must be refunded to Department. Any funds paid in excess of the amount to which Grantee or subgrantee is entitled under the terms of the Agreement must be refunded to Department. If this Agreement is funded with federal funds and the Department is required to refund the federal government, the Grantee shall refund the Department its share of those funds.

9. Documentation Required for Cost Reimbursement Grant Agreements and Match.

If Cost Reimbursement or Match is authorized in Attachment 2, Special Terms and Conditions, the following conditions apply. Supporting documentation must be provided to substantiate cost reimbursement or match requirements for the following budget categories:

- a. Salary/Wages. Grantee shall list personnel involved, position classification, direct salary rates, and hours spent on the Project in accordance with Attachment 3, Grant Work Plan in their documentation for reimbursement or match requirements.
- b. Overhead/Indirect/General and Administrative Costs. If Grantee is being reimbursed for or claiming match for multipliers, all multipliers used (i.e., fringe benefits, overhead, indirect, and/or general and administrative rates) shall be supported by audit. If Department determines that multipliers charged by Grantee exceeded the rates supported by audit, Grantee shall be required to reimburse such funds to Department within thirty (30) days of written notification. Interest shall be charged on the excessive rate.
- c. Contractual Costs (Subcontractors). Match or reimbursement requests for payments to subcontractors must be substantiated by copies of invoices with backup documentation identical to that required from Grantee. Subcontracts which involve payments for direct salaries shall clearly identify the personnel involved, salary rate per hour, and hours spent on the Project. All eligible multipliers used (i.e., fringe benefits, overhead, indirect, and/or general and administrative rates) shall be supported by audit. If Department determines that multipliers charged by any subcontractor exceeded the rates supported by audit, Grantee shall be required to reimburse such funds to Department within thirty (30) days of written notification. Interest shall be charged on the excessive rate. Nonconsumable and/or nonexpendable personal property or equipment costing \$5,000 or more purchased for the Project under a subcontract is subject to the requirements set forth in chapters 273 and/or 274, F.S., and Chapter 69I-72, Florida Administrative Code (F.A.C.) and/or Chapter 69I-73, F.A.C., as applicable. The Grantee shall be responsible for maintaining appropriate property records for any subcontracts that include the purchase of equipment as part of the delivery of services. The Grantee shall comply with this requirement and ensure its subcontracts issued under this Agreement, if any, impose this requirement, in writing, on its subcontractors.
 - i. For fixed-price (vendor) subcontracts, the following provisions shall apply: The Grantee may award, on a competitive basis, fixed-price subcontracts to consultants/contractors in performing the work described in Attachment 3, Grant Work Plan. Invoices submitted to Department for fixed-price subcontracted activities shall be supported with a copy of the subcontractor's invoice and a copy of the tabulation form for the competitive procurement process (e.g., Invitation to Bid, Request for Proposals, or other similar competitive procurement document) resulting in the fixed-price

Attachment 1

4 of 14

- subcontract. The Grantee may request approval from Department to award a fixed-price subcontract resulting from procurement methods other than those identified above. In this instance, Grantee shall request the advance written approval from Department's Grant Manager of the fixed price negotiated by Grantee. The letter of request shall be supported by a detailed budget and Scope of Services to be performed by the subcontractor. Upon receipt of Department Grant Manager's approval of the fixed-price amount, Grantee may proceed in finalizing the fixed-price subcontract.
- ii. If the procurement is subject to the Consultant's Competitive Negotiation Act under section 287.055, F.S. or the Brooks Act, Grantee must provide documentation clearly evidencing it has complied with the statutory or federal requirements.
 - d. Travel. All requests for match or reimbursement of travel expenses shall be in accordance with section 112.061, F.S.
 - e. Direct Purchase Equipment. For the purposes of this Agreement, Equipment is defined as capital outlay costing \$5,000 or more. Match or reimbursement for Grantee's direct purchase of equipment is subject to specific approval of Department, and does not include any equipment purchased under the delivery of services to be completed by a subcontractor. Include copies of invoices or receipts to document purchases, and a properly completed Exhibit B, Property Reporting Form.
 - f. Rental/Lease of Equipment. Match or reimbursement requests for rental/lease of equipment must include copies of invoices or receipts to document charges.
 - g. Miscellaneous/Other Expenses. If miscellaneous or other expenses, such as materials, supplies, non-excluded phone expenses, reproduction, or mailing, are reimbursable or available for match or reimbursement under the terms of this Agreement, the documentation supporting these expenses must be itemized and include copies of receipts or invoices. Additionally, independent of Grantee's contract obligations to its subcontractor, Department shall not reimburse any of the following types of charges: cell phone usage; attorney's fees or court costs; civil or administrative penalties; or handling fees, such as set percent overages associated with purchasing supplies or equipment.
 - h. Land Acquisition. Reimbursement for the costs associated with acquiring interest and/or rights to real property (including access rights through ingress/egress easements, leases, license agreements, or other site access agreements; and/or obtaining record title ownership of real property through purchase) must be supported by the following, as applicable: Copies of Property Appraisals, Environmental Site Assessments, Surveys and Legal Descriptions, Boundary Maps, Acreage Certification, Title Search Reports, Title Insurance, Closing Statements/Documents, Deeds, Leases, Easements, License Agreements, or other legal instrument documenting acquired property interest and/or rights. If land acquisition costs are used to meet match requirements, Grantee agrees that those funds shall not be used as match for any other Agreement supported by State or Federal funds.

10. Status Reports.

The Grantee shall submit status reports quarterly, unless otherwise specified in the Attachments, on Exhibit A, Progress Report Form, to Department's Grant Manager describing the work performed during the reporting period, problems encountered, problem resolutions, scheduled updates, and proposed work for the next reporting period. Quarterly status reports are due no later than twenty (20) days following the completion of the quarterly reporting period. For the purposes of this reporting requirement, the quarterly reporting periods end on March 31, June 30, September 30 and December 31. The Department will review the required reports submitted by Grantee within thirty (30) days.

11. Retainage.

The following provisions apply if Department withholds retainage under this Agreement:

- a. The Department reserves the right to establish the amount and application of retainage on the work performed under this Agreement up to the maximum percentage described in Attachment 2, Special Terms and Conditions. Retainage may be withheld from each payment to Grantee pending satisfactory completion of work and approval of all deliverables.
- b. If Grantee fails to perform the requested work or fails to perform the work in a satisfactory manner, Grantee shall forfeit its right to payment of the retainage associated with the work. Failure to perform includes, but is not limited to, failure to submit the required deliverables or failure to provide adequate documentation that the work was actually performed. The Department shall provide written notification to Grantee of the failure to perform that shall result in retainage forfeiture. If the Grantee does not correct the failure to perform within the timeframe stated in Department's notice, the retainage will be forfeited to Department.
- c. No retainage shall be released or paid for incomplete work while this Agreement is suspended.

Attachment 1

5 of 14

- d. Except as otherwise provided above, Grantee shall be paid the retainage associated with the work, provided Grantee has completed the work and submits an invoice for retainage held in accordance with the invoicing procedures under this Agreement.

12. Insurance.

- a. Insurance Requirements for Sub-Grantees and/or Subcontractors. The Grantee shall require its sub-grantees and/or subcontractors, if any, to maintain insurance coverage of such types and with such terms and limits as described in this Agreement. The Grantee shall require all its sub-grantees and/or subcontractors, if any, to make compliance with the insurance requirements of this Agreement a condition of all contracts that are related to this Agreement. Sub-grantees and/or subcontractors must provide proof of insurance upon request.
- b. Deductibles. The Department shall be exempt from, and in no way liable for, any sums of money representing a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Grantee providing such insurance.
- c. Proof of Insurance. Upon execution of this Agreement, Grantee shall provide Department documentation demonstrating the existence and amount for each type of applicable insurance coverage *prior to* performance of any work under this Agreement. Upon receipt of written request from Department, Grantee shall furnish Department with proof of applicable insurance coverage by standard form certificates of insurance, a self-insured authorization, or other certification of self-insurance.
- d. Duty to Maintain Coverage. In the event that any applicable coverage is cancelled by the insurer for any reason, or if Grantee cannot get adequate coverage, Grantee shall immediately notify Department of such cancellation and shall obtain adequate replacement coverage conforming to the requirements herein and provide proof of such replacement coverage within ten (10) days after the cancellation of coverage.
- e. Insurance Trust. If the Grantee's insurance is provided through an insurance trust, the Grantee shall instead add the Department of Environmental Protection, its employees, and officers as an additional covered party everywhere the Agreement requires them to be added as an additional insured.

13. Termination.

- a. Termination for Convenience. When it is in the State's best interest, Department may, at its sole discretion, terminate the Agreement in whole or in part by giving 30 days' written notice to Grantee. The Department shall notify Grantee of the termination for convenience with instructions as to the effective date of termination or the specific stage of work at which the Agreement is to be terminated. The Grantee must submit all invoices for work to be paid under this Agreement within thirty (30) days of the effective date of termination. The Department shall not pay any invoices received after thirty (30) days of the effective date of termination.
- b. Termination for Cause. The Department may terminate this Agreement if any of the events of default described in the Events of Default provisions below occur or in the event that Grantee fails to fulfill any of its other obligations under this Agreement. If, after termination, it is determined that Grantee was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of Department. The rights and remedies of Department in this clause are in addition to any other rights and remedies provided by law or under this Agreement.
- c. Grantee Obligations upon Notice of Termination. After receipt of a notice of termination or partial termination unless as otherwise directed by Department, Grantee shall not furnish any service or deliverable on the date, and to the extent specified, in the notice. However, Grantee shall continue work on any portion of the Agreement not terminated. If the Agreement is terminated before performance is completed, Grantee shall be paid only for that work satisfactorily performed for which costs can be substantiated. The Grantee shall not be entitled to recover any cancellation charges or lost profits.
- d. Continuation of Prepaid Services. If Department has paid for any services prior to the expiration, cancellation, or termination of the Agreement, Grantee shall continue to provide Department with those services for which it has already been paid or, at Department's discretion, Grantee shall provide a refund for services that have been paid for but not rendered.
- e. Transition of Services Upon Termination, Expiration, or Cancellation of the Agreement. If services provided under the Agreement are being transitioned to another provider(s), Grantee shall assist in the smooth transition of Agreement services to the subsequent provider(s). This requirement is at a minimum an affirmative obligation to cooperate with the new provider(s), however additional requirements may be outlined in the Grant Work Plan. The Grantee shall not perform any services after Agreement expiration or termination, except as necessary to complete the transition or continued portion of the Agreement, if any.

14. Notice of Default.

If Grantee defaults in the performance of any covenant or obligation contained in the Agreement, including, any of the events of default, Department shall provide notice to Grantee and an opportunity to cure that is reasonable under the circumstances. This notice shall state the nature of the failure to perform and provide a time certain for correcting the failure. The notice will also provide that, should the Grantee fail to perform within the time provided, Grantee will be found in default, and Department may terminate the Agreement effective as of the date of receipt of the default notice.

15. Events of Default.

Provided such failure is not the fault of Department or outside the reasonable control of Grantee, the following non-exclusive list of events, acts, or omissions, shall constitute events of default:

- a. The commitment of any material breach of this Agreement by Grantee, including failure to timely deliver a material deliverable, failure to perform the minimal level of services required for a deliverable, discontinuance of the performance of the work, failure to resume work that has been discontinued within a reasonable time after notice to do so, or abandonment of the Agreement;
- b. The commitment of any material misrepresentation or omission in any materials, or discovery by the Department of such, made by the Grantee in this Agreement or in its application for funding;
- c. Failure to submit any of the reports required by this Agreement or having submitted any report with incorrect, incomplete, or insufficient information;
- d. Failure to honor any term of the Agreement;
- e. Failure to abide by any statutory, regulatory, or licensing requirement, including an entry of an order revoking the certificate of authority granted to the Grantee by a state or other licensing authority;
- f. Failure to pay any and all entities, individuals, and furnishing labor or materials, or failure to make payment to any other entities as required by this Agreement;
- g. Employment of an unauthorized alien in the performance of the work, in violation of Section 274 (A) of the Immigration and Nationality Act;
- h. Failure to maintain the insurance required by this Agreement;
- i. One or more of the following circumstances, uncorrected for more than thirty (30) days unless, within the specified 30-day period, Grantee (including its receiver or trustee in bankruptcy) provides to Department adequate assurances, reasonably acceptable to Department, of its continuing ability and willingness to fulfill its obligations under the Agreement:
 - i. Entry of an order for relief under Title 11 of the United States Code;
 - ii. The making by Grantee of a general assignment for the benefit of creditors;
 - iii. The appointment of a general receiver or trustee in bankruptcy of Grantee's business or property; and/or
 - iv. An action by Grantee under any state insolvency or similar law for the purpose of its bankruptcy, reorganization, or liquidation.

16. Suspension of Work.

The Department may, in its sole discretion, suspend any or all activities under the Agreement, at any time, when it is in the best interest of the State to do so. The Department shall provide Grantee written notice outlining the particulars of suspension. Examples of reasons for suspension include, but are not limited to, budgetary constraints, declaration of emergency, or other such circumstances. After receiving a suspension notice, Grantee shall comply with the notice. Within 90 days, or any longer period agreed to by the parties, Department shall either: (1) issue a notice authorizing resumption of work, at which time activity shall resume; or (2) terminate the Agreement. If the Agreement is terminated after 30 days of suspension, the notice of suspension shall be deemed to satisfy the thirty (30) days' notice required for a notice of termination for convenience. Suspension of work shall not entitle Grantee to any additional compensation.

17. Force Majeure.

The Grantee shall not be responsible for delay resulting from its failure to perform if neither the fault nor the negligence of Grantee or its employees or agents contributed to the delay and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, or other similar cause wholly beyond Grantee's control, or for any of the foregoing that affect subcontractors or suppliers if no alternate source of supply is available to Grantee. In case of any delay Grantee believes is excusable, Grantee shall notify Department in writing of the delay or potential delay and describe the cause of the delay either (1) within ten days after the cause that creates or will create the delay first arose, if Grantee could reasonably foresee that a delay could occur as a result; or (2) if delay is not reasonably foreseeable, within five days after the date Grantee first had reason to believe that a delay could result. **THE FOREGOING SHALL CONSTITUTE THE GRANTEE'S SOLE REMEDY OR EXCUSE WITH RESPECT**

Attachment 1

7 of 14

TO DELAY. Providing notice in strict accordance with this paragraph is a condition precedent to such remedy. No claim for damages, other than for an extension of time, shall be asserted against Department. The Grantee shall not be entitled to an increase in the Agreement price or payment of any kind from Department for direct, indirect, consequential, impact or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference, or hindrance from any cause whatsoever. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this paragraph, after the causes have ceased to exist Grantee shall perform at no increased cost, unless Department determines, in its sole discretion, that the delay will significantly impair the value of the Agreement to Department, in which case Department may: (1) accept allocated performance or deliveries from Grantee, provided that Grantee grants preferential treatment to Department with respect to products subjected to allocation; (2) contract with other sources (without recourse to and by Grantee for the related costs and expenses) to replace all or part of the products or services that are the subject of the delay, which purchases may be deducted from the Agreement quantity; or (3) terminate Agreement in whole or in part.

18. Indemnification.

- a. The Grantee shall be fully liable for the actions of its agents, employees, partners, or subcontractors and shall fully indemnify, defend, and hold harmless Department and its officers, agents, and employees, from suits, actions, damages, and costs of every name and description arising from or relating to:
 - i. personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by Grantee, its agents, employees, partners, or subcontractors; provided, however, that Grantee shall not indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of Department;
 - ii. the Grantee's breach of this Agreement or the negligent acts or omissions of Grantee.
- b. The Grantee's obligations under the preceding paragraph with respect to any legal action are contingent upon Department giving Grantee: (1) written notice of any action or threatened action; (2) the opportunity to take over and settle or defend any such action at Grantee's sole expense; and (3) assistance in defending the action at Grantee's sole expense. The Grantee shall not be liable for any cost, expense, or compromise incurred or made by Department in any legal action without Grantee's prior written consent, which shall not be unreasonably withheld.
- c. Notwithstanding sections a. and b. above, the following is the sole indemnification provision that applies to Grantees that are governmental entities: Each party hereto agrees that it shall be solely responsible for the negligent or wrongful acts of its employees and agents. However, nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of section 768.28, F.S. Further, nothing herein shall be construed as consent by a state agency or subdivision of the State to be sued by third parties in any matter arising out of any contract or this Agreement.
- d. No provision in this Agreement shall require Department to hold harmless or indemnify Grantee, insure or assume liability for Grantee's negligence, waive Department's sovereign immunity under the laws of Florida, or otherwise impose liability on Department for which it would not otherwise be responsible. Any provision, implication or suggestion to the contrary is null and void.

19. Limitation of Liability.

The Department's liability for any claim arising from this Agreement is limited to compensatory damages in an amount no greater than the sum of the unpaid balance of compensation due for goods or services rendered pursuant to and in compliance with the terms of the Agreement. Such liability is further limited to a cap of \$100,000.

20. Remedies.

Nothing in this Agreement shall be construed to make Grantee liable for force majeure events. Nothing in this Agreement, including financial consequences for nonperformance, shall limit Department's right to pursue its remedies for other types of damages under the Agreement, at law or in equity. The Department may, in addition to other remedies available to it, at law or in equity and upon notice to Grantee, retain such monies from amounts due Grantee as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against it.

21. Waiver.

The delay or failure by Department to exercise or enforce any of its rights under this Agreement shall not constitute or be deemed a waiver of Department's right thereafter to enforce those rights, nor shall any single or partial exercise of any such right preclude any other or further exercise thereof or the exercise of any other right.

22. Statutory Notices Relating to Unauthorized Employment and Subcontracts.

- a. The Department shall consider the employment by any Grantee of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If Grantee/subcontractor knowingly employs unauthorized

aliens, such violation shall be cause for unilateral cancellation of this Agreement. The Grantee shall be responsible for including this provision in all subcontracts with private organizations issued as a result of this Agreement.

- b. Pursuant to sections 287.133, 287.134, and 287.137 F.S., the following restrictions apply to persons placed on the convicted vendor list, discriminatory vendor list, or the antitrust violator vendor list:
- i. Public Entity Crime. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a Grantee, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, F.S., for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.
 - ii. Discriminatory Vendors. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.
 - iii. Antitrust Violator Vendors. A person or an affiliate who has been placed on the antitrust violator vendor list following a conviction or being held civilly liable for an antitrust violation may not submit a bid, proposal, or reply on any contract to provide any good or services to a public entity; may not submit a bid, proposal, or reply on any contract with a public entity for the construction or repair of a public building or public work; may not submit a bid, proposal, or reply on leases of real property to a public entity; may not be awarded or perform work as a Grantee, supplier, subcontractor, or consultant under a contract with a public entity; and may not transact new business with a public entity.
 - iv. Notification. The Grantee shall notify Department if it or any of its suppliers, subcontractors, or consultants have been placed on the convicted vendor list, the discriminatory vendor list, or antitrust violator vendor list during the life of the Agreement. The Florida Department of Management Services is responsible for maintaining the discriminatory vendor list and the antitrust violator vendor list and posts the list on its website. Questions regarding the discriminatory vendor list or antitrust violator vendor list may be directed to the Florida Department of Management Services, Office of Supplier Development, at (850) 487-0915.

23. Compliance with Federal, State and Local Laws.

- a. The Grantee and all its agents shall comply with all federal, state and local regulations, including, but not limited to, nondiscrimination, wages, social security, workers' compensation, licenses, and registration requirements. The Grantee shall include this provision in all subcontracts issued as a result of this Agreement.
- b. No person, on the grounds of race, creed, color, religion, national origin, age, gender, or disability, shall be excluded from participation in; be denied the proceeds or benefits of; or be otherwise subjected to discrimination in performance of this Agreement.
- c. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.
- d. Any dispute concerning performance of the Agreement shall be processed as described herein. Jurisdiction for any damages arising under the terms of the Agreement will be in the courts of the State, and venue will be in the Second Judicial Circuit, in and for Leon County. Except as otherwise provided by law, the parties agree to be responsible for their own attorney fees incurred in connection with disputes arising under the terms of this Agreement.

24. Build America, Buy America Act (BABA) - Infrastructure Projects with Federal Funding.

This provision does not apply to Agreements that are wholly funded by Coronavirus State and Local Fiscal Recovery Funds under the American Rescue Plan Act. Also, this provision does not apply where there is a valid waiver in place. However, the provision may apply to funds expended before the waiver or after expiration of the waiver.

If applicable, Recipients or Subrecipients of an award of Federal financial assistance from a program for infrastructure are required to comply with the Build America, Buy America Act (BABA), including the following provisions:

- a. All iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- b. All manufactured products used in the project are produced in the United States--this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
- c. All construction materials are manufactured in the United States--this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

25. Investing in America

Grantees of an award for construction projects in whole or in part by the Bipartisan Infrastructure Law or the Inflation Reduction Act, including the following provision:

- a. Signage Requirements
 - a. Investing in America Emblem: The recipient will ensure that a sign is placed at construction sites supported in whole or in part by this award displaying the official Investing in America emblem and must identify the project as a “project funded by President Biden’s Bipartisan Infrastructure Law” or “project funded by President Biden’s Inflation Reduction Act” as applicable. The sign must be placed at construction sites in an easily visible location that can be directly linked to the work taking place and must be maintained in good condition throughout the construction period.
The recipient will ensure compliance with the guidelines and design specifications provided by EPA for using the official Investing in America emblem available at: <https://www.epa.gov/invest/investing-america-signage>.
 - b. Procuring Signs: Consistent with section 6002 of RCRA, 42 U.S.C. 6962, and 2 CFR 200.323, recipients are encouraged to use recycled or recovered materials when procuring signs. Signage costs are considered an allowable cost under this assistance agreement provided that the costs associated with signage are reasonable. Additionally, to increase public awareness of projects serving communities where English is not the predominant language, recipients are encouraged to translate the language on signs (excluding the official Investing in America emblem or EPA logo or seal) into the appropriate non-English language(s). The costs of such translation are allowable, provided the costs are reasonable.

26. Scrutinized Companies.

- a. Grantee certifies that it is not on the Scrutinized Companies that Boycott Israel List or engaged in a boycott of Israel. Pursuant to section 287.135, F.S., the Department may immediately terminate this Agreement at its sole option if the Grantee is found to have submitted a false certification; or if the Grantee is placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of the Agreement.
- b. If this Agreement is for more than one million dollars, the Grantee certifies that it is also not on the Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria as identified in section 287.135, F.S. Pursuant to section 287.135, F.S., the Department may immediately terminate this Agreement at its sole option if the Grantee is found to have submitted a false certification; or if the Grantee is placed on the Scrutinized Companies with Activities in Sudan List, or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria during the term of the Agreement.

Attachment 1

10 of 14

- c. As provided in subsection 287.135(8), F.S., if federal law ceases to authorize these contracting prohibitions, then they shall become inoperative.

27. Lobbying and Integrity.

The Grantee agrees that no funds received by it under this Agreement will be expended for the purpose of lobbying the Legislature or a State agency pursuant to section 216.347, F.S., except that pursuant to the requirements of section 287.058(6), F.S., during the term of any executed agreement between Grantee and the State, Grantee may lobby the executive or legislative branch concerning the scope of services, performance, term, or compensation regarding that agreement. The Grantee shall comply with sections 11.062 and 216.347, F.S.

28. Record Keeping.

The Grantee shall maintain books, records and documents directly pertinent to performance under this Agreement in accordance with United States generally accepted accounting principles (US GAAP) consistently applied. The Department, the State, or their authorized representatives shall have access to such records for audit purposes during the term of this Agreement and for five (5) years following the completion date or termination of the Agreement. In the event that any work is subcontracted, Grantee shall similarly require each subcontractor to maintain and allow access to such records for audit purposes. Upon request of Department's Inspector General, or other authorized State official, Grantee shall provide any type of information the Inspector General deems relevant to Grantee's integrity or responsibility. Such information may include, but shall not be limited to, Grantee's business or financial records, documents, or files of any type or form that refer to or relate to Agreement. The Grantee shall retain such records for the longer of: (1) three years after the expiration of the Agreement; or (2) the period required by the General Records Schedules maintained by the Florida Department of State (available at: <http://dos.myflorida.com/library-archives/records-management/general-records-schedules/>).

29. Audits.

- a. Inspector General. The Grantee understands its duty, pursuant to section 20.055(5), F.S., to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing. The Grantee will comply with this duty and ensure that its sub-grantees and/or subcontractors issued under this Agreement, if any, impose this requirement, in writing, on its sub-grantees and/or subcontractors, respectively.
- b. Physical Access and Inspection. Department personnel shall be given access to and may observe and inspect work being performed under this Agreement, with reasonable notice and during normal business hours, including by any of the following methods:
 - i. Grantee shall provide access to any location or facility on which Grantee is performing work, or storing or staging equipment, materials or documents;
 - ii. Grantee shall permit inspection of any facility, equipment, practices, or operations required in performance of any work pursuant to this Agreement; and,
 - iii. Grantee shall allow and facilitate sampling and monitoring of any substances, soils, materials or parameters at any location reasonable or necessary to assure compliance with any work or legal requirements pursuant to this Agreement.
- c. Special Audit Requirements. The Grantee shall comply with the applicable provisions contained in Attachment 5, Special Audit Requirements. Each amendment that authorizes a funding increase or decrease shall include an updated copy of Exhibit 1, to Attachment 5. If Department fails to provide an updated copy of Exhibit 1 to include in each amendment that authorizes a funding increase or decrease, Grantee shall request one from the Department's Grants Manager. The Grantee shall consider the type of financial assistance (federal and/or state) identified in Attachment 5, Exhibit 1 and determine whether the terms of Federal and/or Florida Single Audit Act Requirements may further apply to lower tier transactions that may be a result of this Agreement. For federal financial assistance, Grantee shall utilize the guidance provided under 2 CFR §200.331 for determining whether the relationship represents that of a subrecipient or vendor. For State financial assistance, Grantee shall utilize the form entitled "Checklist for Nonstate Organizations Recipient/Subrecipient vs Vendor Determination" (form number DFS-A2-NS) that can be found under the "Links/Forms" section appearing at the following website: <https://apps.fldfs.com/fsaa>.
- d. Proof of Transactions. In addition to documentation provided to support cost reimbursement as described herein, Department may periodically request additional proof of a transaction to evaluate the appropriateness of costs to the Agreement pursuant to State guidelines (including cost allocation guidelines) and federal, if applicable. Allowable costs and uniform administrative requirements for federal programs can be found under 2 CFR 200. The Department may also request a cost allocation plan in support of its multipliers (overhead, indirect, general administrative costs, and fringe benefits). The Grantee must provide the additional proof within thirty (30) days of such request.

Attachment 1

11 of 14

- e. **No Commingling of Funds.** The accounting systems for all Grantees must ensure that these funds are not commingled with funds from other agencies. Funds from each agency must be accounted for separately. Grantees are prohibited from commingling funds on either a program-by-program or a project-by-project basis. Funds specifically budgeted and/or received for one project may not be used to support another project. Where a Grantee's, or subrecipient's, accounting system cannot comply with this requirement, Grantee, or subrecipient, shall establish a system to provide adequate fund accountability for each project it has been awarded.
- i. If Department finds that these funds have been commingled, Department shall have the right to demand a refund, either in whole or in part, of the funds provided to Grantee under this Agreement for non-compliance with the material terms of this Agreement. The Grantee, upon such written notification from Department shall refund, and shall forthwith pay to Department, the amount of money demanded by Department. Interest on any refund shall be calculated based on the prevailing rate used by the State Board of Administration. Interest shall be calculated from the date(s) the original payment(s) are received from Department by Grantee to the date repayment is made by Grantee to Department.
 - ii. In the event that the Grantee recovers costs, incurred under this Agreement and reimbursed by Department, from another source(s), Grantee shall reimburse Department for all recovered funds originally provided under this Agreement and interest shall be charged for those recovered costs as calculated on from the date(s) the payment(s) are recovered by Grantee to the date repayment is made to Department.
 - iii. Notwithstanding the requirements of this section, the above restrictions on commingling funds do not apply to agreements where payments are made purely on a cost reimbursement basis.

30. Conflict of Interest.

The Grantee covenants that it presently has no interest and shall not acquire any interest which would conflict in any manner or degree with the performance of services required.

31. Independent Contractor.

The Grantee is an independent contractor and is not an employee or agent of Department.

32. Subcontracting.

- a. Unless otherwise specified in the Special Terms and Conditions, all services contracted for are to be performed solely by Grantee.
- b. The Department may, for cause, require the replacement of any Grantee employee, subcontractor, or agent. For cause, includes, but is not limited to, technical or training qualifications, quality of work, change in security status, or non-compliance with an applicable Department policy or other requirement.
- c. The Department may, for cause, deny access to Department's secure information or any facility by any Grantee employee, subcontractor, or agent.
- d. The Department's actions under paragraphs b. or c. shall not relieve Grantee of its obligation to perform all work in compliance with the Agreement. The Grantee shall be responsible for the payment of all monies due under any subcontract. The Department shall not be liable to any subcontractor for any expenses or liabilities incurred under any subcontract and Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under any subcontract.
- e. The Department will not deny Grantee's employees, subcontractors, or agents access to meetings within the Department's facilities, unless the basis of Department's denial is safety or security considerations.
- f. The Department supports diversity in its procurement program and requests that all subcontracting opportunities afforded by this Agreement embrace diversity enthusiastically. The award of subcontracts should reflect the full diversity of the citizens of the State. A list of minority-owned firms that could be offered subcontracting opportunities may be obtained by contacting the Office of Supplier Development at (850) 487-0915.
- g. The Grantee shall not be liable for any excess costs for a failure to perform, if the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is completely beyond the control of both Grantee and the subcontractor(s), and without the fault or negligence of either, unless the subcontracted products or services were obtainable from other sources in sufficient time for Grantee to meet the required delivery schedule.

33. Guarantee of Parent Company.

If Grantee is a subsidiary of another corporation or other business entity, Grantee asserts that its parent company will guarantee all of the obligations of Grantee for purposes of fulfilling the obligations of Agreement. In the event Grantee is sold during the period the Agreement is in effect, Grantee agrees that it will be a requirement of sale that the new parent company guarantee all of the obligations of Grantee.

34. Survival.

The respective obligations of the parties, which by their nature would continue beyond the termination or expiration of this Agreement, including without limitation, the obligations regarding confidentiality, proprietary interests, and public records, shall survive termination, cancellation, or expiration of this Agreement.

35. Third Parties.

The Department shall not be deemed to assume any liability for the acts, failures to act or negligence of Grantee, its agents, servants, and employees, nor shall Grantee disclaim its own negligence to Department or any third party. This Agreement does not and is not intended to confer any rights or remedies upon any person other than the parties. If Department consents to a subcontract, Grantee will specifically disclose that this Agreement does not create any third-party rights. Further, no third parties shall rely upon any of the rights and obligations created under this Agreement.

36. Severability.

If a court of competent jurisdiction deems any term or condition herein void or unenforceable, the other provisions are severable to that void provision, and shall remain in full force and effect.

37. Grantee's Employees, Subcontractors and Agents.

All Grantee employees, subcontractors, or agents performing work under the Agreement shall be properly trained technicians who meet or exceed any specified training qualifications. Upon request, Grantee shall furnish a copy of technical certification or other proof of qualification. All employees, subcontractors, or agents performing work under Agreement must comply with all security and administrative requirements of Department and shall comply with all controlling laws and regulations relevant to the services they are providing under the Agreement.

38. Assignment.

The Grantee shall not sell, assign, or transfer any of its rights, duties, or obligations under the Agreement, or under any purchase order issued pursuant to the Agreement, without the prior written consent of Department. In the event of any assignment, Grantee remains secondarily liable for performance of the Agreement, unless Department expressly waives such secondary liability. The Department may assign the Agreement with prior written notice to Grantee of its intent to do so.

39. Compensation Report.

If this Agreement is a sole-source, public-private agreement or if the Grantee, through this agreement with the State, annually receive 50% or more of their budget from the State or from a combination of State and Federal funds, the Grantee shall provide an annual report, including the most recent IRS Form 990, detailing the total compensation for the entities' executive leadership teams. Total compensation shall include salary, bonuses, cashed-in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. The Grantee must also inform the Department of any changes in total executive compensation between the annual reports. All compensation reports must indicate what percent of compensation comes directly from the State or Federal allocations to the Grantee.

40. Disclosure of Gifts from Foreign Sources.

If the value of the grant under this Agreement is \$100,000 or more, Grantee shall disclose to Department any current or prior interest of, any contract with, or any grant or gift received from a foreign country of concern, as defined in section 286.101, F.S., if such interest, contract, or grant or gift has a value of \$50,000 or more and such interest existed at any time or such contract or grant or gift was received or in force at any time during the previous 5 years. Such disclosure shall include the name and mailing address of the disclosing entity, the amount of the contract or grant or gift or the value of the interest disclosed, the applicable foreign country of concern and, if applicable, the date of termination of the contract or interest, the date of receipt of the grant or gift, and the name of the agent or controlled entity that is the source or interest holder. If the disclosure requirement is applicable as described above, then within 1 year before applying for any grant, Grantee must also provide a copy of such disclosure to the Department of Financial Services.

41. Food Commodities.

To the extent authorized by federal law, the Department, its grantees, contractors and subcontractors shall give preference to food commodities grown or produced in this state when purchasing food commodities, including farm products as defined in section 823.14, F.S., of any class, variety, or use thereof in their natural state or as processed by a farm operation or processor for the purpose of marketing such product.

42. Anti-human Trafficking.

If the Grantee is a nongovernmental entity, the Grantee must provide the Department with an affidavit signed by an officer or a representative of the Grantee under penalty of perjury attesting that the Grantee does not use coercion for labor or services as defined in section 787.06, F.S.

43. Iron and Steel for Public Works Projects.**Attachment 1**

13 of 14

If this Agreement funds a “public works project” as defined in section 255.0993, F.S., or the purchase of materials to be used in a public works project, any iron or steel permanently incorporated in the Project must be “produced in the United States,” as defined in section 255.0993, F.S. This requirement does not apply if the Department determines that any of the following circumstances apply to the Project:

- (1) iron or steel products produced in the United States are not produced in sufficient quantities, reasonably available, or of satisfactory quality;
- (2) the use of iron or steel products produced in the United States will increase the total cost of the project by more than twenty percent (20%); or
- (3) complying with this requirement is inconsistent with the public interest.

Further, this requirement does not prevent the Contractor’s minimal use of foreign steel and iron materials if:

- (1) such materials are incidental or ancillary to the primary product and are not separately identified in the project specifications; and
- (2) the “cost” of such materials, as defined in section 255.0993, F.S., does not exceed one-tenth of one percent (1%) of the total Project Cost under this Agreement or \$2,500, whichever is greater.

Electrical components, equipment, systems, and appurtenances, including supports, covers, shielding, and other appurtenances related to an electrical system that are necessary for operation or concealment (excepting transmission and distribution poles) are not considered to be iron or steel products and are, therefore, exempt from the requirements of this paragraph.

This provision shall be applied in a manner consistent with and may not be construed to impair the state’s obligations under any international agreement.

44. Complete and Accurate information.

Grantee represents and warrants that all statements and information provided to DEP are current, complete, and accurate. This includes all statements and information in this Grant, as well as its Attachments and Exhibits.

45. Execution in Counterparts and Authority to Sign.

This Agreement, any amendments, and/or change orders related to the Agreement, may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument. In accordance with the Electronic Signature Act of 1996, electronic signatures, including facsimile transmissions, may be used and shall have the same force and effect as a written signature. Each person signing this Agreement warrants that he or she is duly authorized to do so and to bind the respective party to the Agreement.

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Special Terms and Conditions
AGREEMENT NO. P5096**

ATTACHMENT 2

These Special Terms and Conditions shall be read together with general terms outlined in the Standard Terms and Conditions, Attachment 1. Where in conflict, these more specific terms shall apply.

1. Scope of Work.

The Project funded under this Agreement is **Palm (Triangle) Bowl Park Phase 1**. The Project is defined in more detail in Attachment 3, Grant Work Plan.

2. Duration.

- a. Reimbursement Period. The reimbursement period for this Agreement begins the first day of the fiscal year for in which the agreement was entered in to, through the date of expiration.
- b. Extensions. There are no extensions available for this Project.
- c. Service Periods. Additional service periods are not authorized under this Agreement.

3. Payment Provisions.

- a. Compensation. This is a cost reimbursement Agreement. The Grantee shall be compensated under this Agreement as described in Attachment 3.
- b. Invoicing. Invoicing will occur as indicated in Attachment 3.
- c. Advance Pay. Advance Pay is not authorized under this Agreement.

4. Cost Eligible for Reimbursement or Matching Requirements.

Reimbursement for costs or availability for costs to meet matching requirements shall be limited to the following budget categories, as defined in the Reference Guide for State Expenditures, as indicated:

<u>Reimbursement</u>	<u>Match</u>	<u>Category</u>
☒	☐	Salaries/Wages
		Overhead/Indirect/General and Administrative Costs:
☒	☐	a. Fringe Benefits, N/A.
☒	☐	b. Indirect Costs, N/A.
☒	☐	Contractual (Subcontractors)
☐	☐	Travel, in accordance with Section 112, F.S.
☐	☐	Equipment
☒	☐	Rental/Lease of Equipment
☒	☐	Miscellaneous/Other Expenses
☐	☐	Land Acquisition

5. Equipment Purchase.

No Equipment purchases shall be funded under this Agreement.

6. Land Acquisition.

There will be no Land Acquisitions funded under this Agreement.

7. Match Requirements

There is no match required on the part of the Grantee under this Agreement.

8. Insurance Requirements

Required Coverage. At all times during the Agreement the Grantee, at its sole expense, shall maintain insurance coverage of such types and with such terms and limits described below. The limits of coverage under each policy maintained by the Grantee shall not be interpreted as limiting the Grantee's liability and obligations under the Agreement. All insurance policies shall be through insurers licensed and authorized to issue policies in Florida, or alternatively, Grantee may provide coverage through a self-insurance program established and operating under the laws of Florida. Additional insurance requirements for this Agreement may be required elsewhere in this Agreement, however the minimum insurance requirements applicable to this Agreement are:

a. Commercial General Liability Insurance.

The Grantee shall provide adequate commercial general liability insurance coverage and hold such liability insurance at all times during the Agreement. The Department, its employees, and officers shall be named as an additional insured on any general liability policies. The minimum limits shall be \$250,000 for each occurrence and \$500,000 policy aggregate.

b. Commercial Automobile Insurance.

If the Grantee's duties include the use of a commercial vehicle, the Grantee shall maintain automobile liability, bodily injury, and property damage coverage. Insuring clauses for both bodily injury and property damage shall provide coverage on an occurrence basis. The Department, its employees, and officers shall be named as an additional insured on any automobile insurance policy. The minimum limits shall be as follows:

\$200,000/300,000	Automobile Liability for Company-Owned Vehicles, if applicable
\$200,000/300,000	Hired and Non-owned Automobile Liability Coverage

c. Workers' Compensation and Employer's Liability Coverage.

The Grantee shall provide workers' compensation, in accordance with Chapter 440, F.S. and employer liability coverage with minimum limits of \$100,000 per accident, \$100,000 per person, and \$500,000 policy aggregate. Such policies shall cover all employees engaged in any work under the Grant.

d. Other Insurance. None.

9. Quality Assurance Requirements.

There are no special Quality Assurance requirements under this Agreement.

10. Retainage.

No retainage is required under this Agreement.

11. Subcontracting.

The Grantee may subcontract work under this Agreement without the prior written consent of the Department's Grant Manager. Regardless of any subcontract, the Grantee is ultimately responsible for all work to be performed under this Agreement.

12. State-owned Land.

The work will not be performed on State-owned land.

13. Office of Policy and Budget Reporting.

There are no special Office of Policy and Budget reporting requirements for this Agreement.

14. Common Carrier.

- a. Applicable to contracts with a common carrier – firm/person/corporation that as a regular business transports people or commodities from place to place. If applicable, Contractor must also fill out and return PUR 1808 before contract execution. If Contractor is a common carrier pursuant to section 908.111(1)(a), Florida Statutes, the Department will terminate this contract immediately if Contractor is found to be in violation of the law or the attestation in PUR 1808.
- b. Applicable to solicitations for a common carrier – Before contract execution, the winning Contractor(s) must fill out and return PUR 1808, and attest that it is not willfully providing any service in furtherance of transporting a person into this state knowing that the person unlawfully present in the United States according to the terms of the federal Immigration and Nationality Act, 8 U.S.C. ss. 1101 et seq. The

Department will terminate a contract immediately if Contractor is found to be in violation of the law or the attestation in PUR 1808.

15. Financial Assistance and Payment of Invoices to Rural Communities or Rural Areas of Opportunity

In the event that this Agreement facilitates the provision of federal or state financial assistance to a county or municipality classified as a rural community or rural area of opportunity, as defined in Section 288.0656(2), Department is authorized, in accordance with section 215.971, F.S., to process the payment of invoices to such county or municipality.

Such payments shall be made for verified and eligible performance that has been completed in accordance with the terms and conditions stipulated in this Agreement.

16. Additional Terms.

NONE.

ATTACHMENT 3
GRANT WORK PLAN
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP)
Project Name **Palm (Triangle) Bowl Park Phase 1**
Grantee Name: **City of Palatka**
FRDAP Project No.: **P25096**
DEP Agreement No.: **P5096**

SUMMARY: The Grantee shall complete the Project Element(s), which were approved by the Department through the FRDAP Application Evaluation Criteria, pursuant to Chapter 62D-5, Florida Administrative Code (F.A.C.). Any alteration(s) to the Project Element(s) as submitted in the Grantee's application and listed in the Grant Work Plan is considered a significant change, must be pre-approved by the Department, and may require a formal Amendment to this Agreement. All work must be completed in accordance with the FRDAP Program, and local, state and federal laws, the approved Project plans, all required permits, and the Florida Building Code. Prior to the Department issuing a "Notice to Commence" to the Grantee, as specified in Attachment 6 of the Agreement, Program Specific Requirements, the Department must receive evidence of and have approved all Deliverables in Task 1.

For the purpose of this Agreement, the terms "Project Element" and "Project Task" are used interchangeably to mean an identified facility within the Project.

The Project is located at **201 N. 2nd Street Palatka, FL 32177** and is considered a "**Large Project**" pursuant to paragraph 62D-5.055(6)(a), F.A.C.

Retroactive Project.

☐ This Project has been approved as a "Retroactive Project." Retroactive Projects are eligible for a FRDAP grant award if they otherwise meet the FRDAP rule criteria, funds are available, and Project Costs have occurred within one (1) year prior to the approval for funding by the Governor.

☒ This Project has not been approved as a "Retroactive Project."

Project Completion: The Project Completion Date for this Agreement is **April 30, 2027**.

Budget: Reimbursement for allowable costs for the Project shall not exceed the maximum Grant Award Amount outlined below. There is match required on the part of the Grantee under this Agreement. The total estimated Project Cost provided below is based on the approved FRDAP Application. A detailed cost analysis will be provided in the Deliverables for Task 1, prior to the Department issuing the "Notice to Commence." All final Project Costs shall be submitted to the Department with the payment request.

Maximum Grant Award Amount:	\$ 50,000.00
Required Grantee Match Amount:	\$ 0.00
Total Estimated Project Cost:	\$ 50,000.00
Match Ratio:	0

Scope of Work/Tasks	Deliverables	Due Date	Financial Consequences
TASK 1 1.A. Development of Commencement Documentation Checklist (DRP-107) ¹ . 1.B. A Cost Analysis Form, with detailed budget (and In-House Cost Schedule(s), if applicable).	DELIVERABLE 1 The Department will issue “Notice to Commence” upon receipt and approval of: 1.A. All applicable Project specific Commencement documentation listed on Commencement Documentation Checklist (DRP-107) 1.B. A Cost Analysis Form, with detailed budget (and In-House Cost Schedule(s), if applicable). Project planning expenses, such as application preparation, architectural and engineering fees, permitting fees, Project inspection, and other similar fees are eligible for reimbursement. However, reimbursement, if requested, shall not exceed fifteen (15%) of total Project Cost, and shall be invoiced upon Project completion, in accordance with the Payment Request Schedule.	180 calendar days after Execution of Agreement ²	Failure to provide the required Commencement Documentation may jeopardize your funding. The Department may terminate the Project Agreement if the required Deliverables are not submitted and approved by the Department.

	The Grantee may not proceed with development of the Project until Notice to Commence has been issued.		
TASK 2 2.A. Development of Primary and Support Project Elements, which includes: New: Walking Trail, Picnic Facility, Dog Park, Signage, Landscaping, Irrigation. 2.B. Development of Completion of Documentation Checklist (DRP-111). 2.C. Completion of Final Status Report (DRP-109).	DELIVERABLE 2 The Grantee may request reimbursement upon Department receipt and approval of: 2.A. Development of required Project Elements. 2.B. All applicable Project specific Completion documentation listed on Completion Documentation Checklist (DRP-111) 2.C. Final Status Report (DRP-109). The Grantee may request reimbursement for allowable budgeted expenses and costs pursuant to the Agreement that are directly related to the successful development of the Project site. Reimbursement shall not exceed the Grant Award Amount, less any reimbursement requested for in Deliverable 1, and shall be invoiced upon Project completion, in accordance with the Payment Request Schedule below. Ten percent (10%) of the Grant Award will be retained until the Project is designated complete by the Department.	Due April 30, 2027, which shall also be the Project Completion Date³	No reimbursement will be made for Deliverable(s) deemed unsatisfactory by the Department. Payment(s) will not be made for unsatisfactory or incomplete work. In addition, a Task may be terminated for Grantee's failure to perform.

Project Task Performance Standard: The Department's Grant Manager will review the Project Completion Certificate and the Deliverables to verify compliance with the requirements for funding under the FRDAP; approved plans and application approved for funding. Upon review and written acceptance by the Department's Grant Manager of the Project Completion Certificate and the Deliverables under each Project Task, the Grantee may proceed with the payment request submittal.

Payment Request Schedule: Following Department approval of all Deliverables, the Grantee may submit a **single payment request** on Exhibit C, Payment Request Summary Form, DRP-115, along with all required documentation as outlined in the Financial Reporting Procedures (DRP-110), as applicable, to support payment. A payment request submitted as part of the reimbursement process must correspond with the Cost Analysis and supporting documents provided under Project Tasks.

Endnotes:

1. FRDAP documentation is available at <https://floridadep.gov/lands/land-and-recreation-grants/content/frdap-assistance> and/or from the Land and Recreational Grants Section, State of Florida Department of Environmental Protection, 3900 Commonwealth Boulevard, MS# 585, Tallahassee, Florida, 32399-3000.
2. Project Agreement is subject to termination if Commencement documentations under Task 1 are not received and approved by the Department within 180 calendar days of the Project Agreement execution.
3. Due Date will not be extended beyond the Grant Period as outlined in Subsection 62D-5.058(7), F.A.C.

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Public Records Requirements**

Attachment 4

1. Public Records.

- a. If the Agreement exceeds \$35,000.00, and if Grantee is acting on behalf of Department in its performance of services under the Agreement, Grantee must allow public access to all documents, papers, letters, or other material, regardless of the physical form, characteristics, or means of transmission, made or received by Grantee in conjunction with the Agreement (Public Records), unless the Public Records are exempt from section 24(a) of Article I of the Florida Constitution and section 119.07(1), F.S.
- b. The Department may unilaterally terminate the Agreement if Grantee refuses to allow public access to Public Records as required by law.

2. Additional Public Records Duties of Section 119.0701, F.S., If Applicable.

For the purposes of this paragraph, the term “contract” means the “Agreement.” If Grantee is a “contractor” as defined in section 119.0701(1)(a), F.S., the following provisions apply and the contractor shall:

- a. Keep and maintain Public Records required by Department to perform the service.
- b. Upon request, provide Department with a copy of requested Public Records or allow the Public Records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law.
- c. A contractor who fails to provide the Public Records to Department within a reasonable time may be subject to penalties under section 119.10, F.S.
- d. 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 the contractor does not transfer the Public Records to Department.
- e. Upon completion of the contract, transfer, at no cost, to Department all Public Records in possession of the contractor or keep and maintain Public Records required by Department to perform the service. If the contractor transfers all Public Records to Department upon completion of the contract, the contractor shall destroy any duplicate Public Records that are exempt or confidential and exempt from Public Records disclosure requirements. If the contractor keeps and maintains Public Records upon completion of the contract, the contractor shall meet all applicable requirements for retaining Public Records. All Public Records stored electronically must be provided to Department, upon request from Department’s custodian of Public Records, in a format specified by Department as compatible with the information technology systems of Department. These formatting requirements are satisfied by using the data formats as authorized in the contract or Microsoft Word, Outlook, Adobe, or Excel, and any software formats the contractor is authorized to access.

f. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, F.S., TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE DEPARTMENT’S CUSTODIAN OF PUBLIC RECORDS AT:

Telephone: (850) 245-2118
Email: public.services@floridadep.gov
Mailing Address: Department of Environmental Protection
ATTN: Office of Ombudsman and Public Services
Public Records Request
3900 Commonwealth Boulevard, MS 49
Tallahassee, Florida 32399

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

Attachment 5

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 7

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 7

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	General Appropriations Act Line Item 1829 Fixed Capital Outlay Florida Recreation Development Assistance Grants From General Revenue Fund and Land Acquisition Trust Fund	2024-2025	37.017	Florida Recreation Development Assistance Program	\$50,000	140002

Total Award	\$50,000	
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¹ Subject to change by Change Order.

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.

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
PROGRAM SPECIFIC REQUIREMENTS**

FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM

ATTACHMENT 6

1. Project Submittal Forms.

Administrative Forms, Reimbursement Forms, and Guidelines referenced in this Agreement may be found at <https://floridadep.gov/lands/land-and-recreation-grants/content/frdap-assistance>, or by contacting the Department's Grant Manager.

2. Notice to Commence.

Prior to commencement of the Project, the Grantee shall submit to the Department for approval all documentation and completion of responsibilities listed on the Commencement Documentation Checklist, DRP-107. Upon satisfactory approval by the Department, the Department will issue written "Notice to Commence" to the Grantee to commence the Project. **The Grantee SHALL NOT proceed until the Department issues the "Notice to Commence."** Until the Department issues the "Notice to Commence," the Department is not obligated to pay or reimburse Grantee for fees, costs, or general expenses of any kind that were incurred prior to the "Notice to Commence," except for Pre-Agreement Expenses as more fully described in subsection 62D-5.054(34), F.A.C.

3. Site Plans.

Project site facilities must be attractive for public use and compatible with the environment. Plans and specifications for Project site improvements and facilities must be in accordance with current engineering and architectural standards. The Grantee should emphasize the health and safety of users, accessibility to the general public, and the protection of the recreational and natural values of the area. **The Grantee may alter a conceptual site plan only after written approval by the Department.**

The Grantee shall have final site plans (site, engineering, and architectural) prepared for the Project and sealed by a registered architect or engineer licensed in accordance with the laws of the State of Florida (collectively the "Project Plans"). The Grantee must deliver a complete original, signed, and sealed set of the Project Plans to the Department before the Department will issue final reimbursement.

4. Project Completion.

All work under this Agreement must be completed no later than 60 days before the expiration date of the Agreement, known as the "Project Completion Date." The Department may require the Grantee to do additional work before designating the Project "complete." If the Project has not been designated as complete by the Department by midnight of the Date of Expiration, the Project funds will revert to the revenue fund from which they were appropriated (paragraph 62D-5.058(7)(a), F.A.C.).

5. Project Completion Certification.

To certify completion, the Grantee will submit to the Department the Project Completion Certification, DRP-112, available online and incorporated herein by reference. The Project must be designated complete prior to the Department releasing final reimbursement. The Department shall designate the Project complete upon receipt and approval of all deliverables and when Project site is open and available for use by the public for outdoor recreation purposes. The Department will release the retainage when the Department approves the Completion Documentation set forth in paragraph 62D-5.058(7)(d), F.A.C. The final payment of the retained amount will be processed within thirty (30) days of the Project designated complete by the Department.

6. The following modifies paragraph 8.d, Attachment 1, Standard Terms and Conditions:

a. Reimbursement for Costs.

Project Costs will be reimbursed as provided in paragraph 62D-5.058(2)(a), F.A.C., and in the Project Agreement. The Grantee is eligible for reimbursement, in whole or in part, for Department-approved Pre-Agreement Expenses

and, if applicable, costs associated with Retroactive Projects, through the Project Completion Date of this Agreement. The Grantee shall be paid on a cost reimbursement basis for all eligible Project costs upon the completion, submittal, and approval of each deliverable identified in the Grant Work Plan. Reimbursement shall be requested on Exhibit C, Payment Request Summary Form. To be eligible for reimbursement, cost(s) must meet all FRDAP requirements, financial reporting requirements, and rules and regulations applicable to expenditures of state funds, including, but not limited to, the Reference Guide for State Expenditures, which can be accessed at the following web address:

<https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf>.

- i. **Pre-Agreement Expenses.** Pursuant to subsection 62D-5.054(34), F.A.C., Pre-Agreement Expenses means expenses incurred by a Grantee for accomplishment of an eligible FRDAP project prior to full execution of the Project Agreement. Parties hereby acknowledge and agree, Grantee is entitled to submit for cost-reimbursement eligible Pre-Agreement Expenses, which are expenses Grantee incurred for the accomplishment of the Project prior to full execution of this Agreement.
7. The following is added to paragraph 8, Attachment 1, Standard Terms and Conditions:
- k. **Project Costs.** The Department will reimburse Project costs pursuant to paragraph 62D-5.058(2)(a), F.A.C., and as provided herein. Project costs, except for Pre-Agreement Expenses, shall be incurred between the effective date of the Agreement, and the Project Completion Date as set forth in the Project Completion Certification determined and identified herein. If the total cost of the Project exceeds the grant amount and the required match (if applicable), Grantee must pay the excess cost.
- l. **Cost Limits.** Pursuant to paragraphs 62D-5.058(2)(a) and (b), F.A.C., project planning expenses, such as application preparation, surveys (boundary and topographic), title searches, project signs, architectural and engineering fees, permitting fees, project inspection fees, and other similar fees are eligible Project costs provided that such costs do not exceed fifteen percent (15%) of the total Project cost.
8. The following hereby replaces paragraph 8.h, Attachment 1, Standard Terms and Conditions:
- h. **Annual Appropriation Contingency.** The State's performance and obligation to pay under this Agreement is contingent upon an annual appropriation from the Recommended Application Priority List by the Florida Legislature. Authorization for continuation and completion of work and any associated payments may be rescinded, with proper notice, at the discretion of the Department if the Legislature reduces or eliminates appropriations. It is further understood that Grant Awards may be revised by the Department due to the availability of FRDAP program funds.
9. The following replaces paragraph 10, Attachment 1, Standard Terms and Conditions:
Status Reports.
 - a. The Grantee must utilize, Project Status Report Form, DRP-109, available online and incorporated herein by reference, to describe the work performed during the reporting period, problems encountered, problem resolutions, schedule updates and proposed work for the next reporting period. The Project Status Reports must be submitted to the Department's Grant Manager no later than January 5, May 5, and September 5. The Department's Grant Manager has thirty (30) calendar days to review the required reports and deliverables submitted by the Grantee.
 - b. Additionally, the Grantee shall comply with the reporting and inventory requirements set forth in the Statewide Comprehensive Outdoor Recreation Plan (SCORP), available online: <https://floridadep.gov/parks/florida-scorp-outdoor-recreation-florida> and hereby incorporated by reference, by updating the Florida Outdoor Recreation Inventory (FORI) system (<https://floridadep.gov/parks/florida-outdoor-recreation-inventory>).
10. **Site Dedication.**
 - a. Land owned by the grantee and developed or acquired with FRDAP funds must be dedicated in perpetuity as an outdoor recreational site for the use and benefit of the general public in accordance with Rule 62D-5.059, F.A.C. Land under control other than by ownership of the Grantee such as by lease, must be dedicated as an outdoor recreation area for the use and benefit of the general public for a minimum period of twenty-five (25) years from the Project Completion Date as set forth in the Project Completion Certificate. The dedications must be recorded in the county's public property records by the Grantee. Execution of this Agreement by the Department constitutes an acceptance of a Project site(s) dedication on behalf of the general public of the State of Florida.
 - b. Should the Grantee's interest in the land change, either by sale, lease, or other written legal instrument, the Grantee is required to notify the Department in writing of the change no later than ten (10) days after the change occurs,

and the Grantee is required to notify all subsequent parties with interest to the land of the terms and conditions as set forth in this Agreement.

11. Management of Project Sites.

- a. Site Inspections. Grantees must ensure by site inspections that facilities on the Project site are being operated and maintained for outdoor recreation for a minimum period of twenty-five (25) years from the Project Completion Date set forth in the Project Completion Certificate. The Project site must be open at reasonable times and must be managed in a safe and attractive manner.
- b. Non-Compliance. The Department will terminate an agreement and demand return of the program funds (including interest) for non-compliance if a Grantee fails to comply with the terms stated in with the Agreement. If the Grantee fails to comply the Agreement, the Department will declare the Grantee ineligible for further participation in FRDAP until such time as the Grantee comes into compliance.
- c. Public Accessibility. All facilities must be accessible to the public on a non-exclusive basis, without regard to age, sex, race, religion, or ability level.
- d. Entrance Fees. Reasonable differences in entrance fees for other FRDAP projects may be allowed on the basis of residence, but only if the Grantee can clearly show that the difference in entrance fees reflects, and is substantially related to, all economic factors related to park management, and it is not simply related to the amount of tax dollars spent by the residents for the park; and that a definite burden on the Grantee in park maintenance costs clearly justifies a higher fee for nonresidents.
- e. Native Plantings. In developing a FRDAP project with program funds, the Grantee must primarily use vegetation native to the area, except for lawn grasses.
- f. The Grantee will obtain Department approval prior to any current or future development of facilities on the Project Site(s), which is defined in subsection 62D-5.054(46), F.A.C. This Agreement is not transferable.

12. Procurement Requirements for Grantee.

The Grantee must secure all goods and services for the Project according to its adopted procurement procedures.

13. Signage.

The Grantee must erect a permanent information sign on the Project site that credits funding (or a portion thereof) to the Florida Department of Environmental Protection and the Florida Recreation Development Assistance Program. The sign must be made of appropriate materials, which are durable for a minimum of twenty-five (25) years after the Project is complete. The sign must be installed on the Project site and approved by the Department before the Department processes the final Project reimbursement request.

14. Termination and Ineligibility.

In addition to the remedies provided elsewhere in this Agreement, if the Grantee fails to comply with the terms stated in this Agreement or with any provisions in Rule Chapter 62D-5, F.A.C., the Department will terminate this Agreement and demand return of the program funds (including interest). Furthermore, the Department will declare the Grantee ineligible for further participation in FRDAP until the Grantee complies. Further, the Grantee agrees to ensure that all necessary permits are obtained prior to implementing any Grant Work Plan activity that may fall under applicable federal, state, or local laws.

15. Conversion.

The Project Site acquired and/or developed with FRDAP assistance must be retained and used for public outdoor recreation. Should the Grantee, within the periods set forth in subsections 62D-5.059(1) and (2), F.A.C., convert all or part of the Project site to other than public outdoor recreational uses, the Grantee must replace the area, facilities, resource, or Project site at its own expense with an acceptable project of comparable scope, and quality.



Florida Department of Environmental Protection

EXHIBIT A Land and Water Conservation Fund Program Florida Recreation Development Assistance Program Project Status Report

Required Signatures: **Adobe Signature**

Project Name: _____ Project Number: _____

Project Sponsor: _____

Identify primary and support recreation areas and facilities to be constructed. **(50% of total costs must be in primary facilities).**

PROVIDE PHOTOS OF WORK IN PROGRESS

PRIMARY FACILITIES/ELEMENTS:

Project Elements	Work Accomplished	% Completed

SUPPORT FACILITIES/ELEMENTS:

Project Elements	Work Accomplished	% Completed

PROBLEMS ENCOUNTERED:

Period Covered (Check Appropriate Period):

- ☐ January through April:
- ☐ May through August:
- ☐ September through December:
- ☐ Final Status Report
- Due May 5th
- Due September 5th
- Due January 5th
- Date from Project Completion Certification: _____

LIAISON: _____
Signature

Date



Florida Department of Environmental Protection

EXHIBIT C
PAYMENT REQUEST SUMMARY FORM

Required Signatures: **Adobe Signature**

Date: _____

Grantee

Project Name and Number

Billing Period: _____

Billing #: _____

DEP Division: _____

DEP Program: _____

	Project Costs This Billing	Cumulative Project Costs
Contractual Services DRP-116		
Grantee Labor DRP-117		
Employee Benefits (_____ % of Salaries)		
Direct Purchases: Materials & Supplies DRP-118		
Grantee Stock DRP-120		
Equipment DRP-119		
Land Value		
Indirect Costs (15% of Grantee Labor)		
TOTAL PROJECT COSTS	\$0.00	\$0.00

CERTIFICATION: I hereby certify that the above expenses were incurred for the work being accomplished in the attached progress reports.

Project Administrator

Date

CERTIFICATION: I hereby certify that the documentation has been maintained as required to support the project expenses as reported above and is available for audit upon request.

Project Financial Officer

Date



Federal Aviation Administration (FAA)
Orlando Airports District Office

Airport Grant Pre-application Checklist

(COMPLETE ONE CHECKLIST PER GRANT REQUEST)

Airport: Palatka Municipal Airport (28J)
Sponsor: City of Palatka
City, State: Palatka, Florida
Date of Pre- Application: October 7, 2024

☐ We do not plan on having a project this fiscal year. The FAA is authorized to carry our entitlements into the next fiscal year. (If checked, skip below pre-application checklist, sign/date and return to ADO)

Items Required with Pre-application (select N/A only if applicable to the project)

No.	Document	Yes	N/A
1.	Cover Letter	☒	
2.	Detailed Project Information Sheet (per project item)	☒	
a.	Project Description and Justification (for Planning or Environmental Projects include Scope of Work)	☒	
b.	Special Circumstances	☐	☒
c.	Project Funding (be aware of your federal funding entitlement dollars)	☒	
d.	Project Cost Estimate	☒	
e.	Project Preliminary Checklist	☒	
f.	Proposed Project Schedule	☒	
g.	Project Sketch	☒	☐
3.	Environmental Determination Documentation (per project item)	☒	

Marcia Carty, Interim City Manager

Sponsor’s Designated Official Representative (Type or Print)

Sponsor’s Designated Official Representative (Signature)

Date

The purpose of this checklist is to identify some of the requirements and considerations associated with requesting Airport Improvement Program (AIP) funds. This checklist was created by the Orlando ADO for Florida airport sponsors to submit in lieu of SF 424, 5100-100 / 101 (OMB 4040-004, 2120-0569) in order to simplify the AIP pre-application package. **Note SF 424 and the 5100 forms are still required components of the AIP APPLICATION package.**

Project No. 1 of 1: Detailed Project Information Sheet**Airport Improvement Program**

Airport : Palatka Municipal Airport (28J)
City, ST: Palatka, Florida
Unique Entity ID/TAX ID No. MHECM2CHHAD1 / 59-6000401
SAM Expiration Date: 12/27/2024
Project Title: Design Transient Aircraft Parking Apron

Project Description:

Design Transient Aircraft Parking Apron (North Terminal Area)

Project Justification:

Additional transient aircraft parking apron space is needed to meet the current demand, and to support City-owned FBO bulk hangar.

Was this project in the airport's Capital Improvement Plan (CIP) in JACIP and accepted as eligible/justified in the FAA's Airport Capital Improvement Plan (ACIP)?

☒ Yes ☐ No (explain below)

Special Circumstances (check if applicable to the project): (None)

- | | | |
|--|--|--------------------------|
| ☐ Force Account Services | ☐ Benefit Cost Analysis | ☐ |
| ☐ Mods. To Standards | ☐ Design-build or CMR | ☐ |
| ☐ AIP eligible & non-eligible | ☐ Exceeds FAA Stds. | ☐ |

Project #1 of 1: Transient Aircraft Parking Apron (Design Only)

Project Funding:

Total Cost (100%)	FAA Share (90%)	State (10%)	Local (0%)
\$70,000.00	\$63,000.00	\$6,500.00	\$0.00

Type of Funding Proposed (FAA Share Only)			
<u>Fund Type</u>	<u>Funds Available</u>	<u>Funds to be Used</u>	<u>Funds Remaining</u>
NP FY-2025	\$150,000.00	\$63,000.00	\$87,000.00
Total	\$150,000.00	\$63,000.00	\$87,000.00

Alternate Funding Plan: None.

Project Cost Estimate Breakdown:

Project #1 of 1: Transient Aircraft Parking Apron (Design Only)

	<u>Cost (100%)</u>	<u>FAA (90%)</u>
Professional Consulting Services: Design Phase	\$70,000.00	\$63,000.00
Total Amount	\$70,000.00	\$63,000.00
Total Estimated Project Cost (100%)	\$70,000.00	
Total FAA Share of Cost (90%)	\$63,000.00	

**NOTE: FAA does not participate on allowances / contingencies. By FAA policy, a line item for estimated administrative costs can be included in the grant application if the sponsor cannot accurately calculate the total administrative costs. However, these estimated administrative costs must not exceed 2% of the grant amount or \$10,000, whichever is less.*

Project Preliminary Checklist:

AIP Document Pre-requisites	Dates	
Date of FAA Approved ALP	9/19/2018	
Date of last 5010, Airport Master Record verification for data corrections.	11/7/2019	
Date of last FAA approved Exhibit "A" Property Inventory Map w/ Exhibit "C", Title of Opinion	9/19/2018	
Date of Environmental Determination (CATEX included herein)	10/29/2020	
Date of last Airport Pavement Maintenance Program	9/1/2017	
Date of Land Acquisition (if applicable)	N/A	
Impacts to FAA Facilities	Yes	No
Does the project impact FAA facilities?	☐	☒

Project #1 of 1: Transient Aircraft Parking Apron (Design Only)

PROPOSED PROJECT SCHEDULE

<u>Proposed Project Schedule:</u>	<u>Dates: (exact dates TBD)</u>
Selection of Consultant	10/1/2022
Pre-Application Submittal to FAA ADO Planner	10/18/2024
Submit Scope of Work to FAA with Grant Application	3/00/2025
Application Submittal to FAA ADO Planner	3/00/2025
Grant Offer	5/00/2025
Execution of FAA Grant	5/00/2025
Notice to Proceed Final Design	6/00/2025
OE/AAA Submission	7/00/2025
Submit Plans & Bid Documents to FAA	8/00/2025
Complete Plans and Bid Documents	9/00/2025
Project Close-Out ¹	12/00/2025

= To be coordinated with the ADO Engineer prior to grant application submittal.

**FAA ORLANDO AIRPORTS DISTRICT OFFICE – CATEGORICAL EXCLUSION (CATEX)
SHORT FORM**

Airport: Palatka Municipal Airport Project Title: Transient Aircraft Parking Apron

Use this CATEX Short Form if the Proposed Action is a federal action subject to NEPA and normally would not individually or cumulatively have a significant effect on the human environment. **Identify the applicable paragraph on the line below from FAA Order 1050.1F, paragraphs 5-6.1 through 5-6.6 for the Proposed Action.**

FAA Order 1050. 1F, paragraph 5-6.1.e _____.

List all components of the Proposed Action and Connected Actions (if any) on a separate sheet. *A CATEX should not be used for a segment or an interdependent part of a larger proposed action.* **Include** a summary of existing conditions at the Proposed Action site. **Attach** a site map identifying the Proposed Action area on the airport's current ALP and a recent aerial of the Proposed Action area.

Certify that the Proposed Action and Connected Actions are **NOT** likely to have extraordinary circumstances or significant impacts. Significance thresholds and factors to consider are in FAA Order 1050.1F Exhibit 4-1. Extraordinary circumstances are listed in FAA Order 1050.1F paragraph 5-2, and summarized below:

- An adverse effect on cultural resources protected under the National Historic Preservation Act of 1966, as amended, 54 U.S.C. §300101 et seq.;
- An impact on properties protected under Section 4(f);
- An impact on natural, ecological, or scenic resources of Federal, state, tribal, or local significance (e.g., federally listed or proposed endangered, threatened, or candidate species, or designated or proposed critical habitat under the Endangered Species Act, 16 U.S.C. §§ 1531-1544);
- An impact on the following resources: resources protected by the Fish and Wildlife Coordination Act, 16 U.S.C. §§ 661-667d; wetlands; floodplains; coastal zones; national marine sanctuaries; wilderness areas; National Resource Conservation Service-designated prime and unique farmlands; energy supply and natural resources; resources protected under the Wild and Scenic Rivers Act, 16 U.S.C. §§ 1271-1287, and rivers or river segments listed on the Nationwide Rivers Inventory (NRI); and solid waste management;
- A division or disruption of an established community, or a disruption of orderly, planned development, or an inconsistency with plans or goals that have been adopted by the community in which the project is located;
- An increase in congestion from surface transportation (by causing decrease in level of service below acceptable levels determined by appropriate transportation agency, such as a highway agency);
- An impact on noise levels of noise sensitive areas;
- An impact on air quality or violation of Federal, state, tribal, or local air quality standards under the Clean Air Act, 42 U.S.C. §§ 7401-7671q;
- An impact on water quality, sole source aquifers, a public water supply system, or state or tribal water quality standards established under the Clean Water Act, 33 U.S.C. §§ 1251-1387, and the Safe Drinking Water Act, 42 U.S.C. §§ 300f-300j-26;
- Impacts on the quality of the human environment that are likely to be highly controversial on environmental grounds. The term "highly controversial on environmental grounds" means there is a substantial dispute involving reasonable disagreement over the degree, extent, or nature of a proposed action's environmental impacts or over the action's risks of causing environmental harm.
- Likelihood to be inconsistent with any Federal, state, tribal, or local law relating to the environmental aspects of the proposed action; or
- Likelihood to directly, indirectly, or cumulatively create a significant impact on the human environment, including, but not limited to, actions likely to cause a significant lighting impact on residential areas or commercial use of business properties, likely to cause a significant impact on the visual nature of surrounding land uses, likely to cause environmental contamination by hazardous materials, or likely to disturb an existing hazardous material contamination site such that new environmental contamination risks are created.

Based on the information in this Short Form CATEX and supporting information, I certify that the Proposed Action and Connected Actions meet(s) all requirements for a CATEX in accordance with FAA Order 1050.F and do not have any extraordinary circumstances or significant impacts.

Signature of Authorized Airport Representative

Date

FAA Determination (signature of Program Manager):

Categorically Excluded: _____ Date: _____

Requires further environmental analysis: _____ Date: _____

CATEGORICAL EXCLUSION ENVIRONMENTAL DETERMINATION CHECKLIST

Airport: **Palatka Municipal Airport (28J)**

Prepared and certified by: **Passero Associates, LLC**

Date: **10/7/2024**

	YES**	NO	COMMENTS
THE PROPOSED ACTION MUST BE LISTED IN FAA ORDER 1050.1F PARAS. 5-6.1-5-6.6 AS AN ACTION THAT WOULD NORMALLY BE CATEGORICALLY EXCLUDED			Proposed Action is listed in AA Order 1050.1F 5-6.1.e. as Categorically Excluded.
THE PROPOSED ACTION CONSISTS OF:			
Helicopter facilities or operations		x	
Land acquisition		x	
New airport serving general aviation		x	
Access or service road construction		x	
New airport location		x	
New runway		x	
Runway extension, strengthening, reconstruction, resurfacing or widening		X	
Converting prime or unique farmland		x	
Runway Safety Area (RSA) improvements		x	
ILS or ALS installation		x	
Airport development (hangars, terminal expansion)		x	
On-airport aboveground or underground fuel storage tanks		x	
Construction, reconstruction, or relocation of an ATCT		x	
THE PROPOSED ACTION WILL AFFECT:			
Historic/Archeological/Cultural Resources		x	
Section 4(f) or 6(f) resources		x	
Federally listed, endangered, threatened, or candidate species, or designated/proposed critical habitat		X	
Federal, state, tribal, or local natural, ecological, or scenic resources		X	
Wetlands, floodplains, waterways		x	
Energy supply or natural resources		x	
Protected rivers or river segments		x	
Established community(s), planned development, or plans/goals adopted by the local community		X	
Surface vehicular traffic (reduce LOS)		x	
Air quality or violate Federal, state, tribal or local standards		x	
Water quality, a sole source aquifer, public water supply system, or federal, state, or tribal water quality standards		X	
THE PROPOSED ACTION IS LIKELY TO:			
Be Highly Controversial on Environmental Grounds		x	
Be Inconsistent with Federal, state, tribal, or local law relating to environmental aspects		X	
Cause residential or business relocations		x	
Increase noise levels over Noise Sensitive Land Uses within the 65 dBA noise contour or newly include Noise Sensitive Land Uses within the 65 dBA noise contour.		X	
Cause Environmental Justice Impacts		x	
Contain Hazardous Materials or Affect Hazardous Materials/Sites		X	
Create a Wildlife Hazard per AC 150/5200-33		x	
Increase lighting impacts on residential communities or impact the visual nature of surrounding land uses		X	

** Attach detailed explanations or analysis for all "yes" answers on a separate sheet that supports a Categorical Exclusion determination.



Federal Aviation Administration (FAA)
Orlando Airports District Office

Airport Grant Pre-application Checklist

(COMPLETE ONE CHECKLIST PER GRANT REQUEST)

Airport: Palatka Municipal Airport (28J)
Sponsor: City of Palatka
City, State: Palatka, Florida
Date of Pre- Application: October 7, 2024

☐ We do not plan on having a project this fiscal year. The FAA is authorized to carry our entitlements into the next fiscal year. (If checked, skip below pre-application checklist, sign/date and return to ADO)

Items Required with Pre-application (select N/A only if applicable to the project)

No.	Document	Yes	N/A
1.	Cover Letter	☒	
2.	Detailed Project Information Sheet (per project item)	☒	
a.	Project Description and Justification (for Planning or Environmental Projects include Scope of Work)	☒	
b.	Special Circumstances	☐	☒
c.	Project Funding (be aware of your federal funding entitlement dollars)	☒	
d.	Project Cost Estimate	☒	
e.	Project Preliminary Checklist	☒	
f.	Proposed Project Schedule	☒	
g.	Project Sketch	☒	☐
3.	Environmental Determination Documentation (per project item)	☒	

Marcia Carty, Interim City Manager

Sponsor’s Designated Official Representative (Type or Print)

Sponsor’s Designated Official Representative (Signature)

Date

The purpose of this checklist is to identify some of the requirements and considerations associated with requesting Airport Improvement Program (AIP) funds. This checklist was created by the Orlando ADO for Florida airport sponsors to submit in lieu of SF 424, 5100-100 / 101 (OMB 4040-004, 2120-0569) in order to simplify the AIP pre-application package. **Note SF 424 and the 5100 forms are still required components of the AIP APPLICATION package.**

Project No. 1 of 1: Detailed Project Information Sheet

Bipartisan Infrastructure Law (BIL) Airport Infrastructure Grant (AIG) Allocated

Airport : Palatka Municipal Airport (28J)
City, ST: Palatka, Florida
Unique Entity ID/TAX ID No. MHECM2CHHAD1 / 59-6000401
SAM Expiration Date: 12/27/2024
Project Title: Taxiway 'E'cho - Phase 1 (Final Design)

Project Description:

Final Design for Taxiway 'E'cho Phase 1.

The overall project concept includes a new 2,400 LF x 35 FT wide taxiway to support hangar development within the southeast quadrant of the Airport. The current concept includes fourteen (14) 100'x100' box hangars which have access to the airfield via the proposed taxiway. Associated access road pavement, potable water, sanitary sewer, storm sewer, stormwater management facilities (ponds/swales) and gate/security/access-control improvements are required for the development and included in the project. It is intended that the taxiway and all associated support infrastructure be constructed by the City and that all hangar buildings, hangar aprons, and hangar parking stalls be constructed by the Tenant within the defined lease boundary. Tenants will enter into a ground lease with the City. Future taxiway construction is proposed in two phases. Phase 1 includes the eastern +/- 1,100 LF of the taxiway and Phase 2 includes the western +/-1,300 LF of the taxiway. This phased approach allows Phase 1 hangar development to occur without encroaching on the existing fence line, woods and wetlands. Phase 1 includes a maximum of five (5) hangar buildings.

Project Justification:

There is a current demand for private corporate hangars at the Palatka Municipal Airport. Hangars and private lease areas of this type do not currently exist at the Airport and all existing hangars are full. There has been interest expressed by multiple individuals/companies within the last two years to construct privately owned corporate hangars at the Airport. The Airport has received and documented six letters of interest which validate this need. These letters are from potential tenants with an interest in entering into a ground lease and constructing private corporate hangars. Furthermore, there are waiting lists for corporate hangars at Palatka and other nearby airports; for example, the corporate hangar waiting list at Palatka is 6 and at Saint Augustine is 77.

Was this project in the airport's Capital Improvement Plan (CIP) in JACIP and accepted as eligible/justified in the FAA's Airport Capital Improvement Plan (ACIP)?

☒ Yes ☐ No (explain below)

Special Circumstances (check if applicable to the project): (None)

- | | | |
|--|--|--------------------------|
| ☐ Force Account Services | ☐ Benefit Cost Analysis | ☐ |
| ☐ Mods. To Standards | ☐ Design-build or CMR | ☐ |
| ☐ AIP eligible & non-eligible | ☐ Exceeds FAA Stds. | ☐ |

Project #1 of 1: Taxiway 'E'cho Phase 1 Final Design

Project Funding:

Total Cost (100%)	FAA Share (90%)	State (10%)	Local (0%)
\$80,000.00	\$72,000.00	\$8,000.00	\$0.00

Type of Funding Proposed (FAA Share Only)			
Fund Type	Funds Available	Funds to be Used	Funds Remaining
BIL AIG Allocated FY 22	\$79,900.00	\$79,900.00	\$0.00
BIL AIG Allocated FY 23	\$292,000.00	\$100.00	\$291,900.00
BIL AIG Allocated FY 24	\$294,000.00	\$0.00	\$294,000.00
Total	\$665,900.00	\$80,000.00	\$585,900.00

Alternate Funding Plan: None.

Project Cost Estimate Breakdown:

Project #1 of 1: Taxiway 'E'cho Phase 1 Final Design

	Cost (100%)	FAA (90%)
Professional Consulting Services: Planning Phase	\$80,000.00	\$72,000.00
Total Amount	\$80,000.00	\$72,000.00
Total Estimated Project Cost (100%)	\$80,000.00	
Total FAA Share of Cost (90%)	\$72,000.00	

**NOTE: FAA does not participate on allowances / contingencies. By FAA policy, a line item for estimated administrative costs can be included in the grant application if the sponsor cannot accurately calculate the total administrative costs. However, these estimated administrative costs must not exceed 2% of the grant amount or \$10,000, whichever is less.*

Project Preliminary Checklist:

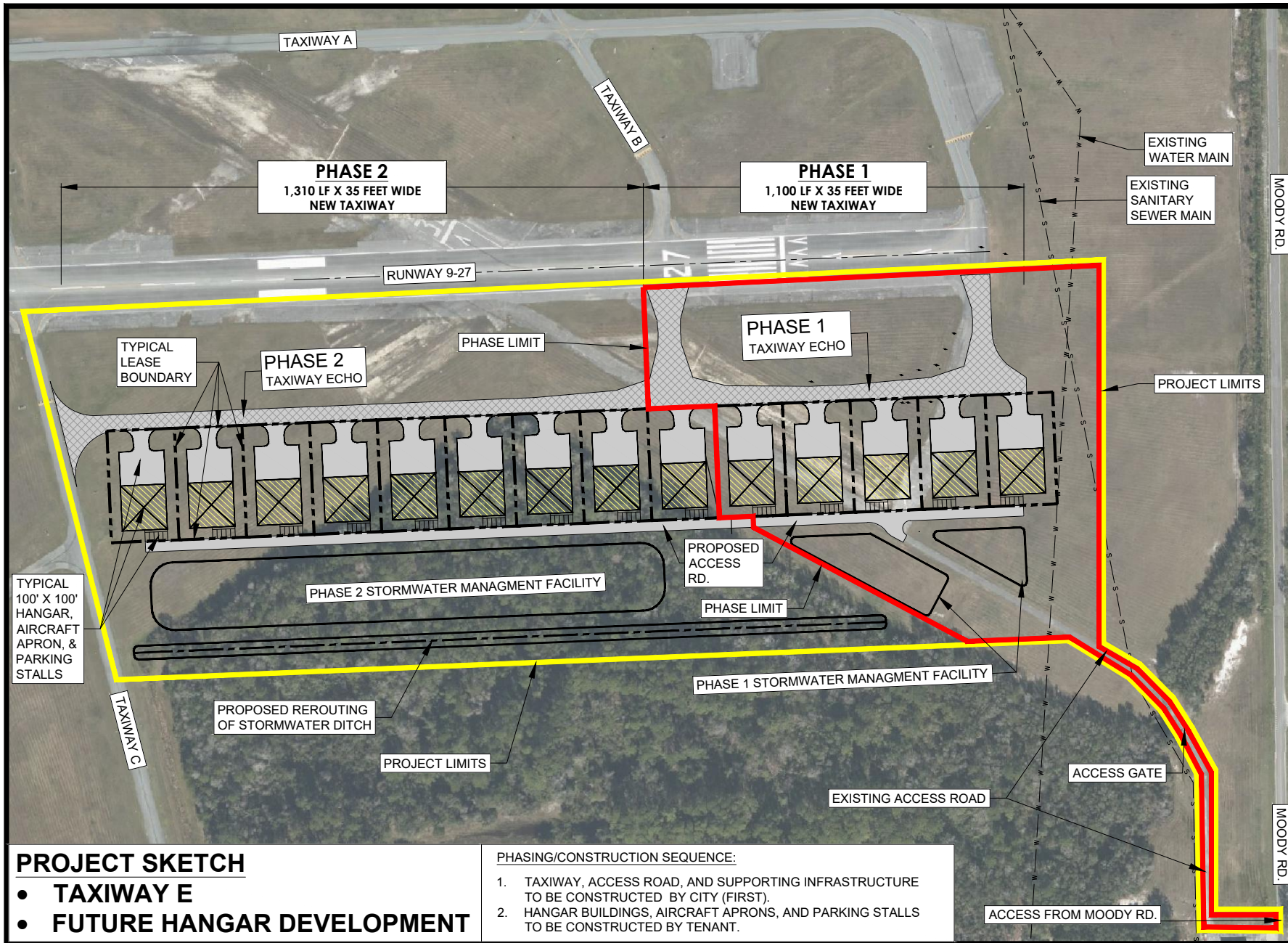
AIP Document Pre-requisites	Dates	
Date of FAA Approved ALP	9/19/2018	
Date of last 5010, Airport Master Record verification for data corrections.	11/7/2019	
Date of last FAA approved Exhibit "A" Property Inventory Map w/ Exhibit "C", Title of Opinion	9/19/2018	
Date of Environmental Determination (CATEX included herein)	10/29/2020	
Date of last Airport Pavement Maintenance Program	9/1/2017	
Date of Land Acquisition (if applicable)	N/A	
Impacts to FAA Facilities	Yes	No
Does the project impact FAA facilities?	☐	☒

Project #1 of 1: Taxiway 'E'cho Phase 1 Final Design

PROPOSED PROJECT SCHEDULE

<u>Proposed Project Schedule:</u>	<u>Dates: (exact dates TBD)</u>
Selection of Consultant	10/1/2022
Pre-Application Submittal to FAA ADO Planner	10/18/2024
Submit Scope of Work to FAA with Grant Application	1/00/2025
Grant Offer	3/00/2025
Execution of FAA Grant	3/00/2025
Notice to Proceed Final Design	4/00/2025
OE/AAA Submission	5/00/2025
Submit Plans & Bid Documents to FAA	6/00/2025
Complete Plans and Bid Documents	7/00/2025
Bidding	8/00/2025
	12/00/2025

= To be coordinated with the ADO Engineer prior to grant application submittal.



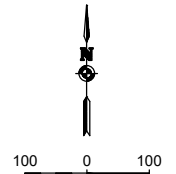
PROJECT SKETCH

- TAXIWAY E
- FUTURE HANGAR DEVELOPMENT

PHASING/CONSTRUCTION SEQUENCE:

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

PA
PASSERO ASSOCIATES
engineering architecture



GRAPHIC SCALE IN LINEAR FEET

ENGINEER OF RECORD:

OWNER:



201 NORTH 2ND STREET
PALATKA, FLORIDA 32177

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

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

REVISIONS

NO.	DATE	BY	DESCRIPTION OF REVISION

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

LOCATION:

PALATKA MUNICIPAL AIRPORT (28J)

CITY: PALATKA STATE: FLORIDA COUNTY: PUTNAM COUNTRY: U.S.A.

PROJECT TITLE:
TAXIWAY E

PROJECT NUMBER:
PA PN 24000010.0067

DATE: **OCTOBER 2022**

DRAWING TITLE:

PROJECT SKETCH

DRAWING NUMBER:
1-1

A documented CATEX addressing the full buildout of the Taxiway Echo project is being completed now under the environmental phase of the project.

**FAA ORLANDO AIRPORTS DISTRICT OFFICE – CATEGORICAL EXCLUSION (CATEX)
SHORT FORM**

Airport: Palatka Municipal Airport Project Title: Taxiway Echo

Use this CATEX Short Form if the Proposed Action is a federal action subject to NEPA and normally would not individually or cumulatively have a significant effect on the human environment. **Identify the applicable paragraph on the line below from FAA Order 1050.1F, paragraphs 5-6.1 through 5-6.6 for the Proposed Action.**

FAA Order 1050. 1F, paragraph 5-6.1.e

List all components of the Proposed Action and Connected Actions (if any) on a separate sheet. *A CATEX should not be used for a segment or an interdependent part of a larger proposed action.* **Include** a summary of existing conditions at the Proposed Action site. **Attach** a site map identifying the Proposed Action area on the airport's current ALP and a recent aerial of the Proposed Action area.

Certify that the Proposed Action and Connected Actions are **NOT** likely to have extraordinary circumstances or significant impacts. Significance thresholds and factors to consider are in FAA Order 1050.1F Exhibit 4-1. Extraordinary circumstances are listed in FAA Order 1050.1F paragraph 5-2, and summarized below:

- An adverse effect on cultural resources protected under the National Historic Preservation Act of 1966, as amended, 54 U.S.C. §300101 et seq.;
- An impact on properties protected under Section 4(f);
- An impact on natural, ecological, or scenic resources of Federal, state, tribal, or local significance (e.g., federally listed or proposed endangered, threatened, or candidate species, or designated or proposed critical habitat under the Endangered Species Act, 16 U.S.C. §§ 1531-1544);
- An impact on the following resources: resources protected by the Fish and Wildlife Coordination Act, 16 U.S.C. §§ 661-667d; wetlands; floodplains; coastal zones; national marine sanctuaries; wilderness areas; National Resource Conservation Service-designated prime and unique farmlands; energy supply and natural resources; resources protected under the Wild and Scenic Rivers Act, 16 U.S.C. §§ 1271-1287, and rivers or river segments listed on the Nationwide Rivers Inventory (NRI); and solid waste management;
- A division or disruption of an established community, or a disruption of orderly, planned development, or an inconsistency with plans or goals that have been adopted by the community in which the project is located;
- An increase in congestion from surface transportation (by causing decrease in level of service below acceptable levels determined by appropriate transportation agency, such as a highway agency);
- An impact on noise levels of noise sensitive areas;
- An impact on air quality or violation of Federal, state, tribal, or local air quality standards under the Clean Air Act, 42 U.S.C. §§ 7401-7671q;
- An impact on water quality, sole source aquifers, a public water supply system, or state or tribal water quality standards established under the Clean Water Act, 33 U.S.C. §§ 1251-1387, and the Safe Drinking Water Act, 42 U.S.C. §§ 300f-300j-26;
- Impacts on the quality of the human environment that are likely to be highly controversial on environmental grounds. The term "highly controversial on environmental grounds" means there is a substantial dispute involving reasonable disagreement over the degree, extent, or nature of a proposed action's environmental impacts or over the action's risks of causing environmental harm.
- Likelihood to be inconsistent with any Federal, state, tribal, or local law relating to the environmental aspects of the proposed action; or
- Likelihood to directly, indirectly, or cumulatively create a significant impact on the human environment, including, but not limited to, actions likely to cause a significant lighting impact on residential areas or commercial use of business properties, likely to cause a significant impact on the visual nature of surrounding land uses, likely to cause environmental contamination by hazardous materials, or likely to disturb an existing hazardous material contamination site such that new environmental contamination risks are created.

Based on the information in this Short Form CATEX and supporting information, I certify that the Proposed Action and Connected Actions meet(s) all requirements for a CATEX in accordance with FAA Order 1050.F and do not have any extraordinary circumstances or significant impacts.

Signature of Authorized Airport Representative

Date

FAA Determination (signature of Program Manager):

Categorically Excluded: _____ Date: _____

Requires further environmental analysis: _____ Date: _____

CATEGORICAL EXCLUSION ENVIRONMENTAL DETERMINATION CHECKLIST

Airport: **Palatka Municipal Airport (28J)**

Prepared and certified by: **Passero Associates, LLC**

Date: **10/7/2024**

	YES**	NO	COMMENTS
THE PROPOSED ACTION MUST BE LISTED IN FAA ORDER 1050.1F PARAS. 5-6.1-5-6.6 AS AN ACTION THAT WOULD NORMALLY BE CATEGORICALLY EXCLUDED			Proposed Action is listed in AA Order 1050.1F 5-6.1.e. as Categorically Excluded.
THE PROPOSED ACTION CONSISTS OF:			
Helicopter facilities or operations		x	
Land acquisition		x	
New airport serving general aviation		x	
Access or service road construction		x	
New airport location		x	
New runway		x	
Runway extension, strengthening, reconstruction, resurfacing or widening		X	
Converting prime or unique farmland		x	
Runway Safety Area (RSA) improvements		x	
ILS or ALS installation		x	
Airport development (hangars, terminal expansion)		x	
On-airport aboveground or underground fuel storage tanks		x	
Construction, reconstruction, or relocation of an ATCT		x	
THE PROPOSED ACTION WILL AFFECT:			
Historic/Archeological/Cultural Resources		x	
Section 4(f) or 6(f) resources		x	
Federally listed, endangered, threatened , or candidate species, or designated/proposed critical habitat		X	
Federal, state, tribal, or local natural, ecological, or scenic resources		X	
Wetlands, floodplains, waterways		x	
Energy supply or natural resources		x	
Protected rivers or river segments		x	
Established community(s), planned development, or plans/goals adopted by the local community		X	
Surface vehicular traffic (reduce LOS)		x	
Air quality or violate Federal, state, tribal or local standards		x	
Water quality, a sole source aquifer, public water supply system, or federal, state, or tribal water quality standards		X	
THE PROPOSED ACTION IS LIKELY TO:			
Be Highly Controversial on Environmental Grounds		x	
Be Inconsistent with Federal, state, tribal, or local law relating to environmental aspects		X	
Cause residential or business relocations		x	
Increase noise levels over Noise Sensitive Land Uses within the 65 dBA noise contour or newly include Noise Sensitive Land Uses within the 65 dBA noise contour.		X	
Cause Environmental Justice Impacts		x	
Contain Hazardous Materials or Affect Hazardous Materials/Sites		X	
Create a Wildlife Hazard per AC 150/5200-33		x	
Increase lighting impacts on residential communities or impact the visual nature of surrounding land uses		X	

** Attach detailed explanations or analysis for all "yes" answers on a separate sheet that supports a Categorical Exclusion determination.

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.

October 7, 2024

Ms. Chastity Clark, Program Manager
Orlando Airports District Office - South Park Building
8427 South Park Circle
Orlando, FL 32819

Dear Ms. Clark:

Subject: Palatka Municipal Airport (28J): City of Palatka, Florida
FY 2025 Airport Improvement Program
Grant Pre- Application – (Design)

In accordance with the Airport Improvement Program (AIP) and as established in our 5-year Capital Improvement Plan (CIP), enclosed please find the 2025 AIP Grant Pre-Application for the following project:
Taxiway 'E'cho - Phase 1 (Final Design)

The following items are enclosed for each of the above projects in the grant pre-application:

- ✓ Airport Grant Pre-Application Checklist
- ✓ Detailed Project Information Sheet
 - Description and Justification
 - Special Circumstances
 - Project Funding
 - Project Cost Estimate
 - Project Preliminary Checklist
 - Proposed Project Schedule
 - Project Sketch
- ✓ Environmental Determination Documentation for each project

At this time, we are requesting \$72,000.00 based on estimate / negotiated agreement as reflected in the airport's CIP in which resembles the information provided to the ADO via the CIP update. We understand that any substantial increase in federal funding request may jeopardize funding for the enclosed project (s). An application is expected to be submitted to the ADO by mid-May or the established deadline issued by your office.

Sincerely,

Marcia Carty
Interim City Manager

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

PHONE: 386-329-0100

www.palatka-fl.gov

FAX: 386-329-0106

cc: Yul McNair, Airport Manager
Donna Whitney, FDOT District 2 Aviation Administrator
Andrew Holesko, Passero Associates

ADOPT RESOLUTION 2024-R-222 authorizing a Federal Aviation Administration FY 2025 Pre-application for Kay Larkin Airport Taxiway Echo Phase I Final Design Phase (the amount requested from FAA is \$72,000 and \$8,000 will be requested from the Florida Department of Transportation during their FY 25 funding cycle for a total project cost of \$80,000 100% grant funded)

STAFF REPORT

DATE: October 24, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request to authorize a FAA FY 25 Pre-application for Kay Larkin Airport Taxiway Echo Phase I Final Design.

BACKGROUND

The FAA has proposed funding the Final Design phase of the Kay Larkin Airport Taxiway Echo project. The total project funding is \$80,000 with FAA funding \$72,000 of costs and FDOT matching the remaining \$8,000.

PROJECT ANALYSIS

Staff Recommendation

Adopt Resolution.

ATTACHMENTS

1.	2024-R-222_GRANT_PRE-APPLICATION_TO_THE_FEDERAL_AVIATION_ADMINISTRATION_FOR_TAXIWAY ECHO FINAL DESIGN PHASE
2.	FY-25 FAA Pre-App Taxiway Echo
3.	FAA request for funding cover letter Taxiway Echo Design

RESOLUTION No. 2024-R-222

**A RESOLUTION OF THE CITY OF PALATKA,
APPROVING THE SUBMITTAL OF A GRANT PRE-
APPLICATION TO THE FEDERAL AVIATION
ADMINISTRATION FOR THE TAXIWAY ECHO PHASE I
FINAL DESIGN FOR THE PALATKA MUNICIPAL
AIRPORT; AND PROVIDING FOR SCRIVENER'S
ERRORS.**

WHEREAS, the Federal Aviation Administration (FAA) requires municipalities to submit grant pre-applications for all airport improvements program projects projected for the fiscal year; and

WHEREAS, the FAA has proposed funding the final design for the Taxiway Echo project; and

WHEREAS, the FAA is accepting applications for FY 2025 funding; and

WHEREAS, the City deems it reasonable and necessary to apply for an Airport Improvement Plan (AIP) funding with the FAA for a project amount of \$80,000 with FAA funding \$72,000 and FDOT funding \$8,000.

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

1. the Interim City Manager is hereby authorized to sign the FAA AIP Funding Application and to execute all related documents in fulfillment of the grant application submittal for the City of Palatka, Palatka Municipal Airport.
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 24th day of October 2024.

CITY OF PALATKA

By: Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY



Federal Aviation Administration (FAA)
Orlando Airports District Office

Airport Grant Pre-application Checklist

(COMPLETE ONE CHECKLIST PER GRANT REQUEST)

Airport: Palatka Municipal Airport (28J)

Sponsor: City of Palatka

City, State: Palatka, Florida

Date of Pre- Application: October 7, 2024

☐ **We do not plan on having a project this fiscal year. The FAA is authorized to carry our entitlements into the next fiscal year. (If checked, skip below pre-application checklist, sign/date and return to ADO)**

Items Required with Pre-application (select N/A only if applicable to the project)

No.	Document	Yes	N/A
1.	Cover Letter	☒	
2.	Detailed Project Information Sheet (per project item)	☒	
a.	Project Description and Justification (for Planning or Environmental Projects include Scope of Work)	☒	
b.	Special Circumstances	☐	☒
c.	Project Funding (be aware of your federal funding entitlement dollars)	☒	
d.	Project Cost Estimate	☒	
e.	Project Preliminary Checklist	☒	
f.	Proposed Project Schedule	☒	
g.	Project Sketch	☒	☐
3.	Environmental Determination Documentation (per project item)	☒	

Marcia Carty, Interim City Manager

Sponsor's Designated Official Representative (Type or Print)

Sponsor's Designated Official Representative (Signature)

Date

The purpose of this checklist is to identify some of the requirements and considerations associated with requesting Airport Improvement Program (AIP) funds. This checklist was created by the Orlando ADO for Florida airport sponsors to submit in lieu of SF 424, 5100-100 / 101 (OMB 4040-004, 2120-0569) in order to simplify the AIP pre-application package. **Note SF 424 and the 5100 forms are still required components of the AIP APPLICATION package.**

Project No. 1 of 1: Detailed Project Information Sheet

Bipartisan Infrastructure Law (BIL) Airport Infrastructure Grant (AIG) Allocated

Airport : Palatka Municipal Airport (28J)
City, ST: Palatka, Florida
Unique Entity ID/TAX ID No. MHECM2CHHAD1 / 59-6000401
SAM Expiration Date: 12/27/2024
Project Title: Taxiway 'E'cho - Phase 1 (Final Design)

Project Description:

Final Design for Taxiway 'E'cho Phase 1.

The overall project concept includes a new 2,400 LF x 35 FT wide taxiway to support hangar development within the southeast quadrant of the Airport. The current concept includes fourteen (14) 100'x100' box hangars which have access to the airfield via the proposed taxiway. Associated access road pavement, potable water, sanitary sewer, storm sewer, stormwater management facilities (ponds/swales) and gate/security/access-control improvements are required for the development and included in the project. It is intended that the taxiway and all associated support infrastructure be constructed by the City and that all hangar buildings, hangar aprons, and hangar parking stalls be constructed by the Tenant within the defined lease boundary. Tenants will enter into a ground lease with the City. Future taxiway construction is proposed in two phases. Phase 1 includes the eastern +/- 1,100 LF of the taxiway and Phase 2 includes the western +/-1,300 LF of the taxiway. This phased approach allows Phase 1 hangar development to occur without encroaching on the existing fence line, woods and wetlands. Phase 1 includes a maximum of five (5) hangar buildings.

Project Justification:

There is a current demand for private corporate hangars at the Palatka Municipal Airport. Hangars and private lease areas of this type do not currently exist at the Airport and all existing hangars are full. There has been interest expressed by multiple individuals/companies within the last two years to construct privately owned corporate hangars at the Airport. The Airport has received and documented six letters of interest which validate this need. These letters are from potential tenants with an interest in entering into a ground lease and constructing private corporate hangars. Furthermore, there are waiting lists for corporate hangars at Palatka and other nearby airports; for example, the corporate hangar waiting list at Palatka is 6 and at Saint Augustine is 77.

Was this project in the airport's Capital Improvement Plan (CIP) in JACIP and accepted as eligible/justified in the FAA's Airport Capital Improvement Plan (ACIP)?

☒ Yes ☐ No (explain below)

Special Circumstances (check if applicable to the project): (None)

- | | | |
|--|--|--------------------------|
| ☐ Force Account Services | ☐ Benefit Cost Analysis | ☐ |
| ☐ Mods. To Standards | ☐ Design-build or CMR | ☐ |
| ☐ AIP eligible & non-eligible | ☐ Exceeds FAA Stds. | ☐ |

Project #1 of 1: Taxiway 'E'cho Phase 1 Final Design

Project Funding:

Total Cost (100%)	FAA Share (90%)	State (10%)	Local (0%)
\$80,000.00	\$72,000.00	\$8,000.00	\$0.00

Type of Funding Proposed (FAA Share Only)			
Fund Type	Funds Available	Funds to be Used	Funds Remaining
BIL AIG Allocated FY 22	\$79,900.00	\$79,900.00	\$0.00
BIL AIG Allocated FY 23	\$292,000.00	\$100.00	\$291,900.00
BIL AIG Allocated FY 24	\$294,000.00	\$0.00	\$294,000.00
Total	\$665,900.00	\$80,000.00	\$585,900.00

Alternate Funding Plan: None.

Project Cost Estimate Breakdown:

Project #1 of 1: Taxiway 'E'cho Phase 1 Final Design

	Cost (100%)	FAA (90%)
Professional Consulting Services: Planning Phase	\$80,000.00	\$72,000.00
Total Amount	\$80,000.00	\$72,000.00
Total Estimated Project Cost (100%)	\$80,000.00	
Total FAA Share of Cost (90%)	\$72,000.00	

**NOTE: FAA does not participate on allowances / contingencies. By FAA policy, a line item for estimated administrative costs can be included in the grant application if the sponsor cannot accurately calculate the total administrative costs. However, these estimated administrative costs must not exceed 2% of the grant amount or \$10,000, whichever is less.*

Project Preliminary Checklist:

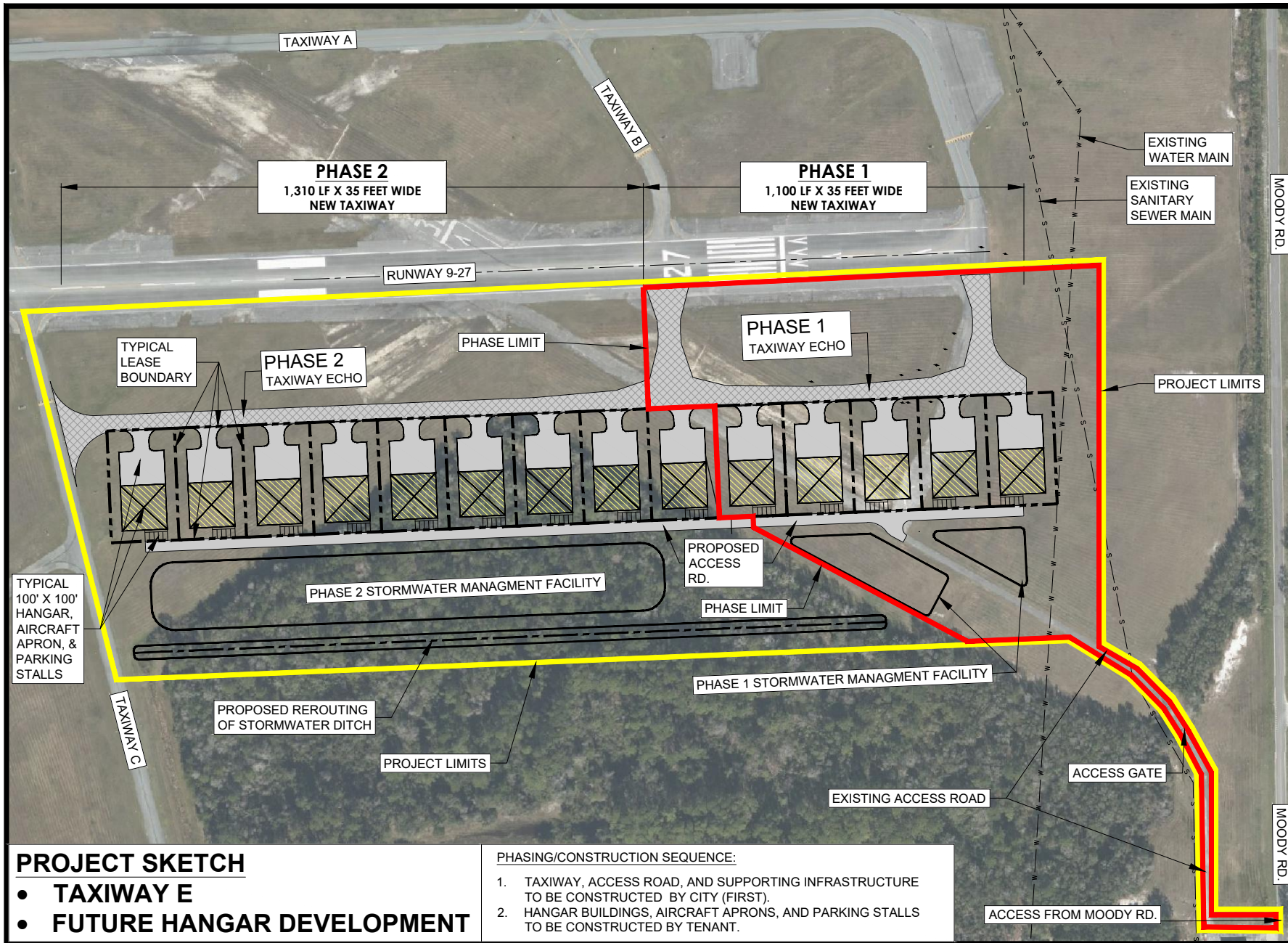
AIP Document Pre-requisites	Dates	
Date of FAA Approved ALP	9/19/2018	
Date of last 5010, Airport Master Record verification for data corrections.	11/7/2019	
Date of last FAA approved Exhibit "A" Property Inventory Map w/ Exhibit "C", Title of Opinion	9/19/2018	
Date of Environmental Determination (CATEX included herein)	10/29/2020	
Date of last Airport Pavement Maintenance Program	9/1/2017	
Date of Land Acquisition (if applicable)	N/A	
Impacts to FAA Facilities	Yes	No
Does the project impact FAA facilities?	☐	☒

Project #1 of 1: Taxiway 'E'cho Phase 1 Final Design

PROPOSED PROJECT SCHEDULE

<u>Proposed Project Schedule:</u>	<u>Dates: (exact dates TBD)</u>
Selection of Consultant	10/1/2022
Pre-Application Submittal to FAA ADO Planner	10/18/2024
Submit Scope of Work to FAA with Grant Application	1/00/2025
Grant Offer	3/00/2025
Execution of FAA Grant	3/00/2025
Notice to Proceed Final Design	4/00/2025
OE/AAA Submission	5/00/2025
Submit Plans & Bid Documents to FAA	6/00/2025
Complete Plans and Bid Documents	7/00/2025
Bidding	8/00/2025
	12/00/2025

= To be coordinated with the ADO Engineer prior to grant application submittal.

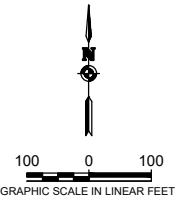


PROJECT SKETCH

- TAXIWAY E
- FUTURE HANGAR DEVELOPMENT

PHASING/CONSTRUCTION SEQUENCE:

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



ENGINEER OF RECORD:

OWNER:



201 NORTH 2ND STREET
PALATKA, FLORIDA 32177

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

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

REVISIONS

NO.	DATE	BY	DESCRIPTION OF REVISION

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

LOCATION:

**PALATKA MUNICIPAL
AIRPORT (28J)**

CITY: PALATKA COUNTY: PUTNAM
STATE: FLORIDA COUNTRY: U.S.A.

PROJECT TITLE:
TAXIWAY E

PROJECT NUMBER:
PA PN 24000010.0067

DATE: **OCTOBER 2022**

DRAWING TITLE:

PROJECT SKETCH

DRAWING NUMBER:

1-1

A documented CATEX addressing the full buildout of the Taxiway Echo project is being completed now under the environmental phase of the project.

**FAA ORLANDO AIRPORTS DISTRICT OFFICE – CATEGORICAL EXCLUSION (CATEX)
SHORT FORM**

Airport: Palatka Municipal Airport Project Title: Taxiway Echo

Use this CATEX Short Form if the Proposed Action is a federal action subject to NEPA and normally would not individually or cumulatively have a significant effect on the human environment. **Identify the applicable paragraph on the line below from FAA Order 1050.1F, paragraphs 5-6.1 through 5-6.6 for the Proposed Action.**

FAA Order 1050.1F, paragraph 5-6.1.e

List all components of the Proposed Action and Connected Actions (if any) on a separate sheet. *A CATEX should not be used for a segment or an interdependent part of a larger proposed action.* **Include** a summary of existing conditions at the Proposed Action site. **Attach** a site map identifying the Proposed Action area on the airport's current ALP and a recent aerial of the Proposed Action area.

Certify that the Proposed Action and Connected Actions are **NOT** likely to have extraordinary circumstances or significant impacts. Significance thresholds and factors to consider are in FAA Order 1050.1F Exhibit 4-1. Extraordinary circumstances are listed in FAA Order 1050.1F paragraph 5-2, and summarized below:

- An adverse effect on cultural resources protected under the National Historic Preservation Act of 1966, as amended, 54 U.S.C. §300101 et seq.;
- An impact on properties protected under Section 4(f);
- An impact on natural, ecological, or scenic resources of Federal, state, tribal, or local significance (e.g., federally listed or proposed endangered, threatened, or candidate species, or designated or proposed critical habitat under the Endangered Species Act, 16 U.S.C. §§ 1531-1544);
- An impact on the following resources: resources protected by the Fish and Wildlife Coordination Act, 16 U.S.C. §§ 661-667d; wetlands; floodplains; coastal zones; national marine sanctuaries; wilderness areas; National Resource Conservation Service-designated prime and unique farmlands; energy supply and natural resources; resources protected under the Wild and Scenic Rivers Act, 16 U.S.C. §§ 1271-1287, and rivers or river segments listed on the Nationwide Rivers Inventory (NRI); and solid waste management;
- A division or disruption of an established community, or a disruption of orderly, planned development, or an inconsistency with plans or goals that have been adopted by the community in which the project is located;
- An increase in congestion from surface transportation (by causing decrease in level of service below acceptable levels determined by appropriate transportation agency, such as a highway agency);
- An impact on noise levels of noise sensitive areas;
- An impact on air quality or violation of Federal, state, tribal, or local air quality standards under the Clean Air Act, 42 U.S.C. §§ 7401-7671q;
- An impact on water quality, sole source aquifers, a public water supply system, or state or tribal water quality standards established under the Clean Water Act, 33 U.S.C. §§ 1251-1387, and the Safe Drinking Water Act, 42 U.S.C. §§ 300f-300j-26;
- Impacts on the quality of the human environment that are likely to be highly controversial on environmental grounds. The term "highly controversial on environmental grounds" means there is a substantial dispute involving reasonable disagreement over the degree, extent, or nature of a proposed action's environmental impacts or over the action's risks of causing environmental harm.
- Likelihood to be inconsistent with any Federal, state, tribal, or local law relating to the environmental aspects of the proposed action; or
- Likelihood to directly, indirectly, or cumulatively create a significant impact on the human environment, including, but not limited to, actions likely to cause a significant lighting impact on residential areas or commercial use of business properties, likely to cause a significant impact on the visual nature of surrounding land uses, likely to cause environmental contamination by hazardous materials, or likely to disturb an existing hazardous material contamination site such that new environmental contamination risks are created.

Based on the information in this Short Form CATEX and supporting information, I certify that the Proposed Action and Connected Actions meet(s) all requirements for a CATEX in accordance with FAA Order 1050.F and do not have any extraordinary circumstances or significant impacts.

Signature of Authorized Airport Representative

Date

FAA Determination (signature of Program Manager):

Categorically Excluded: _____ Date: _____

Requires further environmental analysis: _____ Date: _____

CATEGORICAL EXCLUSION ENVIRONMENTAL DETERMINATION CHECKLIST

Airport: Palatka Municipal Airport (28J)

Prepared and certified by: Passero Associates, LLC

Date: 10/7/2024

	YES**	NO	COMMENTS
THE PROPOSED ACTION MUST BE LISTED IN FAA ORDER 1050.1F PARAS. 5-6.1-5-6.6 AS AN ACTION THAT WOULD NORMALLY BE CATEGORICALLY EXCLUDED			Proposed Action is listed in AA Order 1050.1F 5-6.1.e. as Categorically Excluded.
THE PROPOSED ACTION CONSISTS OF:			
Helicopter facilities or operations		x	
Land acquisition		x	
New airport serving general aviation		x	
Access or service road construction		x	
New airport location		x	
New runway		x	
Runway extension, strengthening, reconstruction, resurfacing or widening		X	
Converting prime or unique farmland		x	
Runway Safety Area (RSA) improvements		x	
ILS or ALS installation		x	
Airport development (hangars, terminal expansion)		x	
On-airport aboveground or underground fuel storage tanks		x	
Construction, reconstruction, or relocation of an ATCT		x	
THE PROPOSED ACTION WILL AFFECT:			
Historic/Archeological/Cultural Resources		x	
Section 4(f) or 6(f) resources		x	
Federally listed, endangered, threatened, or candidate species, or designated/proposed critical habitat		X	
Federal, state, tribal, or local natural, ecological, or scenic resources		X	
Wetlands, floodplains, waterways		x	
Energy supply or natural resources		x	
Protected rivers or river segments		x	
Established community(s), planned development, or plans/goals adopted by the local community		X	
Surface vehicular traffic (reduce LOS)		x	
Air quality or violate Federal, state, tribal or local standards		x	
Water quality, a sole source aquifer, public water supply system, or federal, state, or tribal water quality standards		X	
THE PROPOSED ACTION IS LIKELY TO:			
Be Highly Controversial on Environmental Grounds		x	
Be Inconsistent with Federal, state, tribal, or local law relating to environmental aspects		X	
Cause residential or business relocations		x	
Increase noise levels over Noise Sensitive Land Uses within the 65 dBA noise contour or newly include Noise Sensitive Land Uses within the 65 dBA noise contour.		X	
Cause Environmental Justice Impacts		x	
Contain Hazardous Materials or Affect Hazardous Materials/Sites		X	
Create a Wildlife Hazard per AC 150/5200-33		x	
Increase lighting impacts on residential communities or impact the visual nature of surrounding land uses		X	

** Attach detailed explanations or analysis for all "yes" answers on a separate sheet that supports a Categorical Exclusion determination.

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.

October 7, 2024

Ms. Chastity Clark, Program Manager
Orlando Airports District Office - South Park Building
8427 South Park Circle
Orlando, FL 32819

Dear Ms. Clark:

Subject: Palatka Municipal Airport (28J): City of Palatka, Florida
FY 2025 Airport Improvement Program
Grant Pre- Application – (Design)

In accordance with the Airport Improvement Program (AIP) and as established in our 5-year Capital Improvement Plan (CIP), enclosed please find the 2025 AIP Grant Pre-Application for the following project:
Taxiway 'E'cho - Phase 1 (Final Design)

The following items are enclosed for each of the above projects in the grant pre-application:

- ✓ Airport Grant Pre-Application Checklist
- ✓ Detailed Project Information Sheet
 - Description and Justification
 - Special Circumstances
 - Project Funding
 - Project Cost Estimate
 - Project Preliminary Checklist
 - Proposed Project Schedule
 - Project Sketch
- ✓ Environmental Determination Documentation for each project

At this time, we are requesting \$72,000.00 based on estimate / negotiated agreement as reflected in the airport's CIP in which resembles the information provided to the ADO via the CIP update. We understand that any substantial increase in federal funding request may jeopardize funding for the enclosed project (s). An application is expected to be submitted to the ADO by mid-May or the established deadline issued by your office.

Sincerely,

Marcia Carty
Interim City Manager

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

PHONE: 386-329-0100

www.palatka-fl.gov

FAX: 386-329-0106

cc: Yul McNair, Airport Manager
Donna Whitney, FDOT District 2 Aviation Administrator
Andrew Holesko, Passero Associates

ADOPT RESOLUTION 2024-R-223 authorizing a Federal Aviation Administration FY 2025 Pre-application for Kay Larkin Transient Aircraft Parking Apron (the amount requested from FAA is \$63,000 and \$7,000 will be requested from the Florida Department of Transportation during their FY 25 funding cycle for a total project cost of \$70,000 -100% grant funded)

STAFF REPORT

DATE: October 24, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request to authorize a FAA FY 25 Pre-application for Kay Larkin Airport Transient Aircraft Parking Apron.

BACKGROUND

The FAA has proposed funding the Transient Aircraft Parking Apron project at the Kay Larkin Airport. The total project funding is \$70,000 with FAA funding \$63,000 of costs and FDOT matching the remaining \$7,000.

PROJECT ANALYSIS

Staff Recommendation

Adopt Resolution.

ATTACHMENTS

1.	2024-R-223_GRANT_PRE-APPLICATION_TO_THE_FEDERAL_AVIATION_ADMINISTRATION_FOR_TRANSIENT_AIRCRAFT PARKING APRON
2.	FAA Transient Aircraft Parking Apron Application Cover Letter
3.	FY-25 FAA Pre-Application Transient Apron

RESOLUTION No. 2024-R-223

**A RESOLUTION OF THE CITY OF PALATKA,
APPROVING THE SUBMITTAL OF A GRANT PRE-
APPLICATION TO THE FEDERAL AVIATION
ADMINISTRATION FOR THE TRANSIENT AIRCRAFT
PARKING APRON FOR THE PALATKA MUNICIPAL
AIRPORT; AND PROVIDING FOR SCRIVENER'S
ERRORS.**

WHEREAS, the Federal Aviation Administration (FAA) requires municipalities to submit grant pre-applications for all airport improvements program projects projected for the fiscal year; and

WHEREAS, the FAA has proposed funding the final design for the Transient Aircraft Parking Apron; and

WHEREAS, the FAA is accepting applications for FY 2025 funding; and

WHEREAS, the City deems it reasonable and necessary to apply for an Airport Improvement Plan (AIP) funding with the FAA for a project amount of \$70,000 with FAA funding \$63,000 and FDOT funding \$7,000.

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

1. the Interim City Manager is hereby authorized to sign the FAA AIP Funding Application and to execute all related documents in fulfillment of the grant application submittal for the City of Palatka, Palatka Municipal Airport.
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 24th 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
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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.

CHRIS TAYLOR
CHIEF, FIRE DEPT.

October 7, 2024

Ms. Chastity Clark, Program Manager
Orlando Airports District Office - South Park Building
8427 South Park Circle
Orlando, FL 32819

Dear Ms. Clark:

Subject: Palatka Municipal Airport (28J): City of Palatka, Florida
FY 2025 Airport Improvement Program
Grant Pre- Application – (Design)

In accordance with the Airport Improvement Program (AIP) and as established in our 5-year Capital Improvement Plan (CIP), enclosed please find the 2025 AIP Grant Pre-Application for the following project:
Design Transient Aircraft Parking Apron (Design)

The following items are enclosed for each of the above projects in the grant pre-application:

- ✓ Airport Grant Pre-Application Checklist
- ✓ Detailed Project Information Sheet
 - Description and Justification
 - Special Circumstances
 - Project Funding
 - Project Cost Estimate
 - Project Preliminary Checklist
 - Proposed Project Schedule
 - Project Sketch
- ✓ Environmental Determination Documentation for each project

At this time, we are requesting \$63,000.00 based on estimate / negotiated agreement as reflected in the airport's CIP in which resembles the information provided to the ADO via the CIP update. We understand that any substantial increase in federal funding request may jeopardize funding for the enclosed project (s). An application is expected to be submitted to the ADO by mid-May or the established deadline issued by your office.

Sincerely,

Marcia Carty
Interim City Manager

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

PHONE: 386-329-0100

www.palatka-fl.gov

FAX: 386-329-0106

cc: Yul McNair, Airport Manager
Donna Whitney, FDOT District 2 Aviation Administrator
Andrew Holesko, Passero Associates



Federal Aviation Administration (FAA)
Orlando Airports District Office

Airport Grant Pre-application Checklist

(COMPLETE ONE CHECKLIST PER GRANT REQUEST)

Airport: Palatka Municipal Airport (28J)
Sponsor: City of Palatka
City, State: Palatka, Florida
Date of Pre- Application: October 7, 2024

☐ We do not plan on having a project this fiscal year. The FAA is authorized to carry our entitlements into the next fiscal year. (If checked, skip below pre-application checklist, sign/date and return to ADO)

Items Required with Pre-application (select N/A only if applicable to the project)

No.	Document	Yes	N/A
1.	Cover Letter	☒	
2.	Detailed Project Information Sheet (per project item)	☒	
a.	Project Description and Justification (for Planning or Environmental Projects include Scope of Work)	☒	
b.	Special Circumstances	☐	☒
c.	Project Funding (be aware of your federal funding entitlement dollars)	☒	
d.	Project Cost Estimate	☒	
e.	Project Preliminary Checklist	☒	
f.	Proposed Project Schedule	☒	
g.	Project Sketch	☒	☐
3.	Environmental Determination Documentation (per project item)	☒	

Marcia Carty, Interim City Manager

Sponsor’s Designated Official Representative (Type or Print)

Sponsor’s Designated Official Representative (Signature)

Date

The purpose of this checklist is to identify some of the requirements and considerations associated with requesting Airport Improvement Program (AIP) funds. This checklist was created by the Orlando ADO for Florida airport sponsors to submit in lieu of SF 424, 5100-100 / 101 (OMB 4040-004, 2120-0569) in order to simplify the AIP pre-application package. **Note SF 424 and the 5100 forms are still required components of the AIP APPLICATION package.**

Project No. 1 of 1: Detailed Project Information Sheet**Airport Improvement Program**

Airport : Palatka Municipal Airport (28J)
City, ST: Palatka, Florida
Unique Entity ID/TAX ID No. MHECM2CHHAD1 / 59-6000401
SAM Expiration Date: 12/27/2024
Project Title: Design Transient Aircraft Parking Apron

Project Description:

Design Transient Aircraft Parking Apron (North Terminal Area)

Project Justification:

Additional transient aircraft parking apron space is needed to meet the current demand, and to support City-owned FBO bulk hangar.

Was this project in the airport's Capital Improvement Plan (CIP) in JACIP and accepted as eligible/justified in the FAA's Airport Capital Improvement Plan (ACIP)?

☒ Yes ☐ No (explain below)

Special Circumstances (check if applicable to the project): (None)

- | | | |
|--|--|--------------------------|
| ☐ Force Account Services | ☐ Benefit Cost Analysis | ☐ |
| ☐ Mods. To Standards | ☐ Design-build or CMR | ☐ |
| ☐ AIP eligible & non-eligible | ☐ Exceeds FAA Stds. | ☐ |

Project #1 of 1: Transient Aircraft Parking Apron (Design Only)

Project Funding:

Total Cost (100%)	FAA Share (90%)	State (10%)	Local (0%)
\$70,000.00	\$63,000.00	\$7,000.00	\$0.00

Type of Funding Proposed (FAA Share Only)			
<u>Fund Type</u>	<u>Funds Available</u>	<u>Funds to be Used</u>	<u>Funds Remaining</u>
NP FY-2025	\$150,000.00	\$63,000.00	\$87,000.00
Total	\$150,000.00	\$63,000.00	\$87,000.00

Alternate Funding Plan: None.

Project Cost Estimate Breakdown:

Project #1 of 1: Transient Aircraft Parking Apron (Design Only)

	<u>Cost (100%)</u>	<u>FAA (90%)</u>
Professional Consulting Services: Design Phase	\$70,000.00	\$63,000.00
Total Amount	\$70,000.00	\$63,000.00
Total Estimated Project Cost (100%)	\$70,000.00	
Total FAA Share of Cost (90%)	\$63,000.00	

**NOTE: FAA does not participate on allowances / contingencies. By FAA policy, a line item for estimated administrative costs can be included in the grant application if the sponsor cannot accurately calculate the total administrative costs. However, these estimated administrative costs must not exceed 2% of the grant amount or \$10,000, whichever is less.*

Project Preliminary Checklist:

AIP Document Pre-requisites	Dates	
Date of FAA Approved ALP	9/19/2018	
Date of last 5010, Airport Master Record verification for data corrections.	11/7/2019	
Date of last FAA approved Exhibit "A" Property Inventory Map w/ Exhibit "C", Title of Opinion	9/19/2018	
Date of Environmental Determination (CATEX included herein)	10/29/2020	
Date of last Airport Pavement Maintenance Program	9/1/2017	
Date of Land Acquisition (if applicable)	N/A	
Impacts to FAA Facilities	Yes	No
Does the project impact FAA facilities?	☐	☒

Project #1 of 1: Transient Aircraft Parking Apron (Design Only)

PROPOSED PROJECT SCHEDULE

<u>Proposed Project Schedule:</u>	<u>Dates: (exact dates TBD)</u>
Selection of Consultant	10/1/2022
Pre-Application Submittal to FAA ADO Planner	10/18/2024
Submit Scope of Work to FAA with Grant Application	3/00/2025
Application Submittal to FAA ADO Planner	3/00/2025
Grant Offer	5/00/2025
Execution of FAA Grant	5/00/2025
Notice to Proceed Final Design	6/00/2025
OE/AAA Submission	7/00/2025
Submit Plans & Bid Documents to FAA	8/00/2025
Complete Plans and Bid Documents	9/00/2025
Project Close-Out ¹	12/00/2025

= To be coordinated with the ADO Engineer prior to grant application submittal.

**FAA ORLANDO AIRPORTS DISTRICT OFFICE – CATEGORICAL EXCLUSION (CATEX)
SHORT FORM**

Airport: Palatka Municipal Airport Project Title: Transient Aircraft Parking Apron

Use this CATEX Short Form if the Proposed Action is a federal action subject to NEPA and normally would not individually or cumulatively have a significant effect on the human environment. **Identify the applicable paragraph on the line below from FAA Order 1050.1F, paragraphs 5-6.1 through 5-6.6 for the Proposed Action.**

FAA Order 1050.1F, paragraph 5-6.1.e

List all components of the Proposed Action and Connected Actions (if any) on a separate sheet. *A CATEX should not be used for a segment or an interdependent part of a larger proposed action.* **Include** a summary of existing conditions at the Proposed Action site. **Attach** a site map identifying the Proposed Action area on the airport's current ALP and a recent aerial of the Proposed Action area.

Certify that the Proposed Action and Connected Actions are **NOT** likely to have extraordinary circumstances or significant impacts. Significance thresholds and factors to consider are in FAA Order 1050.1F Exhibit 4-1. Extraordinary circumstances are listed in FAA Order 1050.1F paragraph 5-2, and summarized below:

- An adverse effect on cultural resources protected under the National Historic Preservation Act of 1966, as amended, 54 U.S.C. §300101 et seq.;
- An impact on properties protected under Section 4(f);
- An impact on natural, ecological, or scenic resources of Federal, state, tribal, or local significance (e.g., federally listed or proposed endangered, threatened, or candidate species, or designated or proposed critical habitat under the Endangered Species Act, 16 U.S.C. §§ 1531-1544);
- An impact on the following resources: resources protected by the Fish and Wildlife Coordination Act, 16 U.S.C. §§ 661-667d; wetlands; floodplains; coastal zones; national marine sanctuaries; wilderness areas; National Resource Conservation Service-designated prime and unique farmlands; energy supply and natural resources; resources protected under the Wild and Scenic Rivers Act, 16 U.S.C. §§ 1271-1287, and rivers or river segments listed on the Nationwide Rivers Inventory (NRI); and solid waste management;
- A division or disruption of an established community, or a disruption of orderly, planned development, or an inconsistency with plans or goals that have been adopted by the community in which the project is located;
- An increase in congestion from surface transportation (by causing decrease in level of service below acceptable levels determined by appropriate transportation agency, such as a highway agency);
- An impact on noise levels of noise sensitive areas;
- An impact on air quality or violation of Federal, state, tribal, or local air quality standards under the Clean Air Act, 42 U.S.C. §§ 7401-7671q;
- An impact on water quality, sole source aquifers, a public water supply system, or state or tribal water quality standards established under the Clean Water Act, 33 U.S.C. §§ 1251-1387, and the Safe Drinking Water Act, 42 U.S.C. §§ 300f-300j-26;
- Impacts on the quality of the human environment that are likely to be highly controversial on environmental grounds. The term "highly controversial on environmental grounds" means there is a substantial dispute involving reasonable disagreement over the degree, extent, or nature of a proposed action's environmental impacts or over the action's risks of causing environmental harm.
- Likelihood to be inconsistent with any Federal, state, tribal, or local law relating to the environmental aspects of the proposed action; or
- Likelihood to directly, indirectly, or cumulatively create a significant impact on the human environment, including, but not limited to, actions likely to cause a significant lighting impact on residential areas or commercial use of business properties, likely to cause a significant impact on the visual nature of surrounding land uses, likely to cause environmental contamination by hazardous materials, or likely to disturb an existing hazardous material contamination site such that new environmental contamination risks are created.

Based on the information in this Short Form CATEX and supporting information, I certify that the Proposed Action and Connected Actions meet(s) all requirements for a CATEX in accordance with FAA Order 1050.F and do not have any extraordinary circumstances or significant impacts.

Signature of Authorized Airport Representative

Date

FAA Determination (signature of Program Manager):

Categorically Excluded: _____ Date: _____

Requires further environmental analysis: _____ Date: _____

CATEGORICAL EXCLUSION ENVIRONMENTAL DETERMINATION CHECKLIST

Airport: **Palatka Municipal Airport (28J)**

Prepared and certified by: **Passero Associates, LLC**

Date: **10/7/2024**

	YES**	NO	COMMENTS
THE PROPOSED ACTION MUST BE LISTED IN FAA ORDER 1050.1F PARAS. 5-6.1-5-6.6 AS AN ACTION THAT WOULD NORMALLY BE CATEGORICALLY EXCLUDED			Proposed Action is listed in AA Order 1050.1F 5-6.1.e. as Categorically Excluded.
THE PROPOSED ACTION CONSISTS OF:			
Helicopter facilities or operations		x	
Land acquisition		x	
New airport serving general aviation		x	
Access or service road construction		x	
New airport location		x	
New runway		x	
Runway extension, strengthening, reconstruction, resurfacing or widening		X	
Converting prime or unique farmland		x	
Runway Safety Area (RSA) improvements		x	
ILS or ALS installation		x	
Airport development (hangars, terminal expansion)		x	
On-airport aboveground or underground fuel storage tanks		x	
Construction, reconstruction, or relocation of an ATCT		x	
THE PROPOSED ACTION WILL AFFECT:			
Historic/Archeological/Cultural Resources		x	
Section 4(f) or 6(f) resources		x	
Federally listed, endangered, threatened, or candidate species, or designated/proposed critical habitat		X	
Federal, state, tribal, or local natural, ecological, or scenic resources		X	
Wetlands, floodplains, waterways		x	
Energy supply or natural resources		x	
Protected rivers or river segments		x	
Established community(s), planned development, or plans/goals adopted by the local community		X	
Surface vehicular traffic (reduce LOS)		x	
Air quality or violate Federal, state, tribal or local standards		x	
Water quality, a sole source aquifer, public water supply system, or federal, state, or tribal water quality standards		X	
THE PROPOSED ACTION IS LIKELY TO:			
Be Highly Controversial on Environmental Grounds		x	
Be Inconsistent with Federal, state, tribal, or local law relating to environmental aspects		X	
Cause residential or business relocations		x	
Increase noise levels over Noise Sensitive Land Uses within the 65 dBA noise contour or newly include Noise Sensitive Land Uses within the 65 dBA noise contour.		X	
Cause Environmental Justice Impacts		x	
Contain Hazardous Materials or Affect Hazardous Materials/Sites		X	
Create a Wildlife Hazard per AC 150/5200-33		x	
Increase lighting impacts on residential communities or impact the visual nature of surrounding land uses		X	

** Attach detailed explanations or analysis for all "yes" answers on a separate sheet that supports a Categorical Exclusion determination.

ADOPT RESOLUTION NO. 2024-R-218 authorizing the execution of grant agreement #PB007 with the Florida Department of Law Enforcement in the amount of \$250,000 for the purchase and outfit of ten patrol vehicles.

STAFF REPORT

DATE: October 24, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Staff is requesting authorization to execute grant agreement in the amount of \$250,000 with FDLE for purchase and outfit ten patrol vehicles.

BACKGROUND

The City submitted an application for funding to the State Legislature for grant funding for replacement of ten patrol vehicles for the Palatka Police Department and was awarded a grant from the Florida Department of Law Enforcement in the amount of \$250,000 towards the "project".

PROJECT ANALYSIS

The City intends to purchase and outfit 10 patrol vehicles at an estimated cost of \$603,985 utilizing \$250,000 in grant funding with the remaining \$353,985 with City budgeted funds. 101-18-519-8-8942 / 101-00-331-2-5509 (grant) 001-07-521-6-6401 (city match)

Staff Recommendation

Adopt Resolution.

ATTACHMENTS

1.	PB007 - City of Palatka - Contract Agreement
2.	2024-R-218_RESOLUTION_Police_Vehicles_grant agreement DLE

**Agreement for State Financial Assistance Between
Florida Department of Law Enforcement
and
City of Palatka**

AWARD AGREEMENT

Award Number: PB007

Project Title: Police Patrol Cars

Project Period: 07/01/2024 - 06/30/2025

Awarded Funds: \$250,000.00

FLAIR Vendor ID: 596000401

CSFA Catalog Number: 71.127

This agreement is entered into by and between the Department of Law Enforcement (herein referred to as "FDLE" or "Department") and City of Palatka herein referred to as "Recipient); and

WHEREAS the Department has authority pursuant to Florida law and does hereby agree to provide state financial assistance to the Recipient in accordance with the terms and conditions set forth in this agreement: and

WHEREAS the Department has available funds resulting from a single, non-recurring appropriation in The General Appropriations Act, 2024 Legislature, Section 4, Specific Appropriation 1290, Grants and Aids-Special Projects, intended to be provided to the Recipient as reimbursement of eligible costs resulting from allowable activities as defined in the agreement, and

WHEREAS the Recipient represents that it is fully qualified, possesses the requisite skills, knowledge, qualifications, and experience to carry out the state project identified herein, and does offer to perform such services.

NOW THEREFORE, in consideration of the foregoing, the parties agree as follows:

The General Appropriations Act contains the following proviso language and provides information on the legislative intent for the use of these funds:

From the funds in Specific Appropriation 1290, \$250,000.00 in nonrecurring funds from the General Revenue Fund is provided to City of Palatka for the Police Patrol Cars project.

This award is subject to the special conditions outlined in **Appendix A** and all applicable standard conditions in **Appendix D**.

Schedule of Appendices

Appendix A – Special Conditions
Appendix B – Project Deliverables
Appendix C – Approved Budget
Appendix D – Standard Conditions

Scope of Work

The Recipient will use funds to replace police cruisers that have reached end-of life. This funding will ensure an adequate number of police cruisers are available for officers to patrol a beat, respond quickly to incidents, transport or detain suspects, and maintain a police presence in the City of Palatka.

Funds will be used to support the costs outlined in **Appendix C**.

Performance and Financial Reporting

The Recipient shall provide **Monthly Member Project Activity Reimbursement Report (ARR)** to the Department attesting to the progress made towards project deliverables (**Appendix B**) and to the costs incurred during the reporting period. These reports are due no later than 30 days after the end of each reporting period. For example: If the monthly reporting period is October 1-31, the report is due no later than November 30th. Failure to submit reports by the deadline will delay reimbursement of funds.

If a project is not operational within 60 days of the original start date of the award period, the Recipient must report by letter to the Department the steps taken to initiate the project, the reasons for delay, and the expected start date. If a project is not operational within 90 days of the original start date of the award period, the Recipient must submit a second statement to the Department explaining the implementation delay. Upon receipt of the 90-day letter, the Department shall determine if the reason for delay is justified or shall, at its discretion, require additional project documentation and justifications throughout the award period.

Performance Reporting: Tab 1 of the Member Project Activity Reimbursement Report must contain a detailed summary of the activities performed during the reporting period, any barriers or difficulties encountered, planned activities for the next reporting period, and an estimate of total expenditures for the next three months.

Additional supporting documentation for performance must be maintained by Recipient and made available upon request for monitoring purposes. Examples of additional supporting documentation include but are not limited to: timesheets, case notes, logs, purchase orders, trainings, etc.

Payment Requests: The remaining tabs of the Member Project Activity Reimbursement Report will serve as the Payment Request. Each category that funds are being reimbursed under must contain: a description of the item/service, the quantity and unit cost, the date costs were incurred, the method of payment (check, credit card, EFT, etc.), and the total amount requested for reimbursement. All payment requests will be reviewed by the Department's grant manager and may be audited to the satisfaction of the Department and/or the Florida Department of Financial Services. If no expenses were incurred during the reporting period, only Tab 1 must be completed and submitted by the monthly reporting deadline.

Additional supporting documentation for all funds expended and received under this agreement must be maintained by the Recipient and made available upon request for monitoring purposes. Examples of additional supporting documentation include but are not limited to: requisitions, purchase orders, quotes, general ledgers, activity reports, contractual agreements, etc.

Payments

The State of Florida's performance and obligation to pay under this agreement is contingent upon an appropriation by the Legislature, availability of funds, and subject to any modification in accordance with Chapter 216, Florida Statutes, or the Florida Constitution. The Department will administer and disburse funds under this agreement in accordance with sections 215.97, 215.971, 215.981 and 215.985, F.S. Expenditures of state financial assistance shall be compliant with laws, rules, and regulations applicable to expenditures of State funds, including, but not limited to, the Reference Guide for State Expenditures published by the Florida Department of Financial Services. All expenditures shall be allowable, reasonable, and necessary for the success of the award project. The Department's determination of acceptable expenditures shall be conclusive.

Award funds will be distributed on a cost-reimbursement basis for satisfactory performance of eligible activities. Payments will be processed in conjunction with receipt and review of supporting documentation to determine successful completion of minimum performance deliverables and to verify cost elements as specified in the approved budget (**Appendix C**). All Payment Requests must be certified by the Recipient's Chief Financial Officer (or financial designee) and include a statement that costs claimed are incurred in accordance with the agreement.

The final Payment Request shall be submitted to the Department no later than **July 31, 2025**. Any payment due under the terms of this agreement may be withheld until all required reports are received, and necessary adjustments have been approved by the Department. Final reconciliation and closeout of the agreement must be completed by both parties within forty-five (45) days of the end of the grant period.

Failure to comply with these provisions shall result in forfeiture of reimbursement and/or a refund of any advanced funding.

Administration

Changes to the following points of contact and chief officials below must be submitted to FDLE Office of Criminal Justice Grants in writing.

Recipient Grant Manager

Name: Matt Newcomb
Title: Captain
Address: 110 North 11th Street
Palatka, FL 32177
Phone: 386-937-1579
Email: mnewcomb@palatka-fl.gov

Recipient Chief Official

Name: Roberta Correa
Title: Mayor
Address: 201 North 2nd Street
Palatka, FL 32177
Phone: 386-329-0100
Email: rcorrea@palatka-fl.gov

Recipient Chief Financial Officer

Name: Marcia Carty
Title: Finance Director
Address: 201 North 2nd Street
Palatka, FL 32177
Phone: 386-320-0100
Email: mcarty@palatkafl.gov

Florida Department of Law Enforcement (FDLE) Grant Manager

Name: Elizabeth Halvorson
Title: Government Analyst II
Address: P.O. Box 1489
Tallahassee, FL 32302-1489
Phone: 850-617-1259
Email: elizabethhalvorson@fdle.state.fl.us

Award Signatures

In witness whereof, the parties affirm they each have read and agree to the conditions set forth in this agreement, have read and understand the agreement in its entirety and have executed this agreement by their duly authorized officers on the date, month and year set out below.

Modifications to this page, including strikeouts, whiteout, etc. are not permitted.

Florida Department of Law Enforcement Office of Criminal Justice Grants

Signature: _____

Typed Name and Title: Cody Menacof, Bureau Chief

Date: _____

Recipient City of Palatka

Signature: _____

Typed Name and Title: Roberta Correa, Mayor

Date: _____

***** If using a designee, sign the Chief Official Designee section below*****

Recipient Chief Official Designee (if applicable)

Signature: _____

Typed Name and Title: _____

Date: _____

Additional Recipient Signatures (if applicable)

Signature: _____

Typed Name and Title: _____

Date: _____

Signature: _____

Typed Name and Title: _____

Date: _____

Appendix A - Special Conditions

Award Number: PB007
Recipient: City of Palatka
Project Title: Police Patrol Cars
Project Period: 07/01/2024 - 06/30/2025

In addition to the attached standard conditions, the above-referenced grant project is subject to the special conditions set forth below.

Appendix B - Project Deliverables

Award Number: PB007
Recipient: City of Palatka
Project Title: Police Patrol Cars
Project Period: 07/01/2024 - 06/30/2025

Total payments for all deliverables will not exceed the maximum grant award amount.

Deliverable 1	The recipient will use funds to procure fully equipped police cruisers for the Palatka Police Department.	
Minimum Performance Criteria:	Performance will be the procurement and receipt of goods/services purchased.	
Financial Consequences:	This is a cost reimbursement deliverable. Only those items purchased and received will be eligible for payment.	
Deliverable Price:	Total payments for this deliverable will be approximately	\$250,000.00

Appendix C - Approved Budget

Award Number: PB007
Recipient: City of Palatka
Project Title: Police Patrol Cars
Project Period: 07/01/2024 - 06/30/2025

Budget Category	Total
Equipment (OCO)	\$250,000.00
TOTAL	\$250,000.00

Standard Budget Terms

All items, quantities, and/or prices below are estimates based on the information available at the time of application or amendment.

All items purchased with these funds must be allowable in accordance with the approved budget, reasonably priced based on current market review, and necessary for the operations and success of the program.

The item(s) below may include additional individually priced, operationally necessary accessories, components, and/or peripherals and may be categorized as a “kit”, “bundle”, “system”, etc.

Award funds may be used to pay for applicable shipping, freight, and/or installation costs.

The Department's determination of acceptable expenditures requested for reimbursement shall be conclusive.

Equipment

The Recipient will use funds to procure fully equipped police vehicles for the Palatka Police Department.

The Recipient shall provide procurement documentation (quotes, requisitions, purchase orders, etc.), invoices, and proof of payment (cancelled checks, bank/credit card statements, etc.) with each payment request to substantiate costs charged to the grant.

Appendix D - Fiscal Year 2024-2025 State Financial Assistance Standard Conditions

The following terms and conditions will be binding upon approval of the grant award and execution of the contract by both the Recipient and the Florida Department of Law Enforcement. The Recipient will maintain required registrations and certifications for eligibility under this program.

The Department and the Recipient agree that they do not contemplate the development, transfer or receipt of intellectual property as a part of this agreement.

SECTION I: PROJECT IMPLEMENTATION

Legal Authority: The Recipient certifies with respect to this agreement that it possesses the legal authority to receive the funds to be provided under this agreement and that, if applicable, its governing body has authorized, by resolution or otherwise, the execution and acceptance of this agreement with all covenants and assurances contained herein. The Recipient also certifies that the undersigned possesses the authority to legally execute and bind Recipient to the terms of this agreement.

Not Operational within 60 and 90 Days: If a project is not operational within 60 days of the original start date of the award period, the Recipient must report by letter to the Department the steps taken to initiate the project, the reasons for delay, and the expected start date. If a project is not operational within 90 days of the original start date of the award period, the Recipient must submit a second statement to the Department explaining the implementation delay. Upon receipt of the 90-day letter, the Department shall determine if the reason for delay is justified or shall, at its discretion, require additional project documentation and justifications throughout the award period. The Department will also require the Recipient provide a revised project timeline that includes all anticipated project activities, tasks, and estimated completion date(s).

SECTION II: PAYMENTS

Obligation to Pay: The State of Florida's obligation to pay under this agreement is contingent upon an appropriation by the Legislature.

Overpayments: Any funds paid in excess of the amount to which the Recipient is entitled under the terms and conditions of the agreement must be refunded to the Department. Any balance of unobligated cash that has been paid and has not been authorized to be retained for direct program costs in a subsequent period must be refunded to the Department.

Advance Funding: Advance funding may be provided to a subrecipient upon completion and submission of a Cash Advance Request form to the Department. The request must be signed by the Chief Financial Officer or the Chief Financial Officer designee. Advance funding should be requested only when the Subrecipient has an imminent and specific need to expend project funds. Cash advances must be spent on project costs within 30 days of receipt. Should extenuating circumstances arise which prevent the expenditure of advance funds within 30 days of receipt, a written request to retain the funds must be provided by the recipient and approved by the Department. An expenditure claim for advance funding must be submitted to the Department within 45 days of advance funding receipt.

SECTION III: PROJECT AND GRANT MANAGEMENT

Personnel Changes: The recipient must notify the FDLE grant manager of any change in the Chief Officials or Project Director or any change in contact information, including mailing address, phone number, email, or title change.

Obligation of Grant Funds: Grant funds shall not under any circumstances be obligated prior to the effective date, or subsequent to the termination date, of the period of performance. Only project costs incurred on or after the effective date, and on or prior to the termination date of the Recipient's project are

eligible for reimbursement. All payments must be completed within thirty (30) days of the end of the grant period of performance.

Financial Management: The Recipient must have a financial management system able to record and report on the receipt, obligation, and expenditure of grant funds. An adequate accounting system must be able to separately track receipts, expenditures, assets, and liabilities for awards, programs, and subrecipients. The Recipient shall maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices. Recipient must have written procedures for procurement transactions.

Travel: Cost for travel shall be reimbursed at the Recipient's travel rate, but the maximum reimbursement for each type of travel cost shall not exceed rates established in State of Florida Travel Guidelines, §112.061, F.S.

Subcontracts: Recipient agrees that all employees, subcontractors, or agents performing work under the agreement shall be properly trained individuals who meet or exceed any specified training qualifications. Recipient agrees to be responsible for all work performance and all expenses incurred in fulfilling the obligations of this agreement, and will not assign the responsibility for this agreement to another party. If the Recipient subcontracts any or all of the work required under this agreement, the Recipient must provide a completed DFS-A2-NS (Recipient-Subrecipient vs. Vendor Determination) form and a copy of the executed subcontract within thirty (30) days after execution of the subcontract. The Recipient agrees to include in the subcontract that (i) the subcontractor is bound by all applicable state and federal laws and regulations, and (ii) the subcontractor shall hold the Department and Recipient harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this agreement, to the extent allowed and required by law.

Grant Adjustments: Recipients must submit a Request for Grant Adjustment to the FDLE grant manager for substantive changes such as: scope modifications, changes to project activities, target populations, service providers, implementation schedules, project director, designs or research plans set forth in the approved agreement, and for any budget changes affecting a cost category that was not included in the original budget. Recipients may transfer up to 10% of the total budget between current, approved budget categories without prior approval, as long as the funds are transferred to an existing line item. Adjustments are required when there will be a transfer of 10% or more of the total budget between budget categories. Under no circumstances can transfers of funds increase the total award. Requests for changes to the grant agreement must be signed by the Recipient or Implementing Agency's chief official or the chief official's designee. All requests for changes must be submitted no later than thirty (30) days prior to grant expiration date.

Property Management: The Recipient shall establish and administer a system to protect, preserve, use, maintain, and dispose of any property furnished to it by the Department or purchased pursuant to this agreement.

SECTION IV: MANDATORY DISCLOSURES

Conflict of Interest: The Recipient will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. Recipients must disclose in writing any potential conflict of interest to the Department.

Violations of Criminal Law: The Recipient must disclose all violations of state or federal criminal law involving fraud, bribery or gratuity violations potentially affecting the grant award.

Convicted Vendors: The Recipient shall disclose to the Department if it, or any of its affiliates, as defined in §287.133(1)(a) F.S., is on the convicted vendor list. A person or affiliate placed on the convicted vendor list following a conviction for a public entity crime is prohibited from doing any activities listed in the agreement for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

Vendors on Scrutinized Companies Lists: If this agreement is in the amount of \$1 million or more, Recipient certifies upon executing this agreement, that it is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to §215.473, F.S., or engaged in business operations in Cuba or Syria. In the event that federal law ceases to authorize the states to adopt and enforce the contracting prohibition identified herein, this provision shall be null and void.

Discriminatory Vendors: The Recipient shall disclose to the Department if it or any of its affiliates, as defined by §287.134(1)(a), F.S. appears on the discriminatory vendors list. An entity or affiliate placed on the discriminatory vendor list pursuant to §287.134, F.S. may not a) submit a bid, proposal, or reply on a contract or agreement to provide any goods or services to a public entity; b) submit a bid, proposal, or reply on a contract or agreement with a public entity for the construction or repair of a public building or public work; c) submit bids, proposals, or replies on leases of real property to a public entity; d) be awarded or perform work as a contractor, subcontractor, Recipient, supplier, subrecipient, or consultant under a contract or agreement with any public entity; or e) transact business with any public entity.

Reporting Potential Fraud, Waste, Abuse, and Similar Misconduct: The Recipient must promptly refer to the Department of Law Enforcement, Office of Criminal Justice Grants any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has either 1) submitted a claim for grant funds that violates the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds.

Non-Disclosure Agreements: Restrictions and certifications regarding non-disclosure agreements and related matters Recipients or contracts/subcontracts under this award may not require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits, restricts or purports to prohibit or restrict, the reporting of waste, fraud or abuse in accordance with law, to an investigative or law enforcement representative of a state or federal department or agency authorized to receive such information. The Recipient certifies that if informed or notified of any subrecipient, or contractor/subcontractor has been requiring their employees to execute agreements or statements that prohibit the reporting of fraud, waste, or abuse that it will immediately cease all further obligations of award funds to the entity and will immediately notify the Department. The Recipient will not resume obligations until expressly authorized to do so from the Department.

SECTION V: COMPLIANCE WITH STATUTES, RULES, AND REGULATIONS

In performing its obligations under this agreement, the Recipient shall without exception be aware of and comply with all State and Federal laws, rules and regulations relating to its performance under this agreement as they may be enacted or amended from time-to-time, as well as any court or administrative order, judgment, settlement or compliance agreement involving the Department which by its nature affects the services provided under this agreement. The following are examples of rules and regulations that govern Recipient's performance under this agreement.

Lobbying Prohibited: The Recipient shall comply with the provisions of 11.062 and 216.347, F.S., which prohibit the expenditure of funds for the purpose of lobbying the Legislature, judicial branch, or a State agency. No funds or other resources received from the Department in connection with this agreement may be used directly or indirectly to influence legislation or any other official action by the Florida Legislature or any state agency.

State of Florida E.O. 20-44: Public-Private Partnerships: Any entity named in statute with which the agency must form a sole-source, public-private agreement; and any nongovernmental Recipient receiving 50% or more of their annual budget from any combination of state or federal funding must submit an annual report to the Office of Criminal Justice Grants. The report must include the most recent IRS Form 990, detailing the total compensation for the entities' executive leadership teams. Total compensation shall include salary, bonuses, cashed-in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. In addition, the Recipient must agree through

appropriate contract or grant agreement amendment to inform the agency of any changes in total executive compensation between the annual reports. All compensation reports must indicate what percent of compensation comes directly from the State or Federal allocations to the Recipient.

Civil Rights: The Recipient agrees to comply with the Americans With Disabilities Act (Public Law 101-336, 42 U.S.C. Section 12101 et seq.) and shall not discriminate against any employee (or applicant for employment) in the performance of this agreement because of race, color, religion, sex, national origin, disability, age, or marital status. These requirements shall apply to all contractors, subcontractors, subgrantees or others with whom it arranges to provide services or benefits to clients or employees in connection with its programs and activities.

E-Verify: The Department shall consider the employment by any contractor of unauthorized aliens a violation of section 274(e) of the Immigration and Nationalization Act. Such violation shall be cause for unilateral cancellation of this contract. Pursuant to F.S. 448.095, the Contracting Party and any subcontractors are required to register with and use the E-Verify system operated by the U.S. Department of Homeland Security beginning on January 1, 2021. The Contracting Party and any subcontractors are prohibited from entering into contracts with one another unless all parties register and use the E-Verify system. Subcontractors who enter into contracts with the Contracting Party are required to provide a certification that the subcontractor does not employ or use unauthorized aliens as defined in the statute, a copy of which the Contracting Party must maintain. The Contracting Party and any subcontractors are required to terminate a contract if a party has a good faith belief that another party is in violation of F.S. 448.09(1), prohibiting the employment of unauthorized aliens. If a public employer has a good faith belief that the subcontractor has violated these requirements, but that the Contracting Party has otherwise complied, the public employer must notify the Contracting Party to terminate its contract with the subcontractor. A party may challenge a contract termination in accordance with these requirements. A penalized Contractor is prohibited from obtaining another contract with a public employer for at least one year.

Background Check: Whenever a background screening for employment or a background security check is required by law for employment, unless otherwise provided by law, the provisions of Chapter 435 F.S., shall apply. All employees in positions designated by law as positions of trust or responsibility shall be required to undergo security background investigations as a condition of employment and continued employment. For the purposes of the subsection, security background investigations shall include, but not be limited to, employment history checks, fingerprinting for all purposes and checks in this subsection, statewide criminal and juvenile record checks through the Florida Department of Law Enforcement, and federal criminal record checks through the Federal Bureau of Investigation, and may include local criminal record checks through local law enforcement agencies.

Public Records: As required by 287.058(1)(c), F.S., the Recipient shall allow public access to all documents, papers, letters, or other public records as defined in 119.011(12), F.S. as prescribed by 119.07(1) F.S., made or received by the Recipient in conjunction with this agreement, except public records which are made confidential by law must be protected from disclosure. It is expressly understood that the Recipient's failure to comply with this provision shall constitute an immediate breach of contract, for which the Department may unilaterally terminate this agreement.

Independent Contractor, Subcontracting and Assignments: In performing its obligations under this agreement, the Recipient shall at all times be acting in the capacity of an independent contractor and not as an officer, employee, or agent of the State of Florida. Neither the Recipient nor any of its agents, employees, subcontractors or assignees shall represent to others that it is an agent of or has the authority to bind the Department by virtue of this agreement, unless specifically authorized in writing to do so.

Timely Payment of Subcontractors: To the extent that a subcontract provides for payment after Recipient's receipt of payment from the Department, the Recipient shall make payments to any subcontractor within 7 working days after receipt of full or partial payments from the Department in accordance with §287.0585, F.S., unless otherwise stated in the agreement between the Recipient and subcontractor. Failure to pay within seven (7) working days will result in a penalty that shall be charged

against the Recipient and paid by the Recipient to the subcontractor in the amount of one-half of one percent (.005) of the amount due per day from the expiration of the period allowed for payment. Such penalty shall be in addition to actual payments owed and shall not exceed fifteen (15%) percent of the outstanding balance due.

Notice of Legal Actions: The Recipient shall notify the Department of potential or actual legal actions taken against the Recipient related to services provided through this agreement or that may impact the Recipient's ability to complete the deliverables outlined herein, or that may adversely impact the Department. The Department's Grant Manager will be notified within 10 days of Recipient becoming aware of such actions or potential actions or from the day of the legal filing, whichever comes first.

Property: In accordance with 287.05805, F.S., any State funds provided for the purchase of or improvements to real property are contingent upon the Recipient granting to the State a security interest in the property at least to the amount of the State funds provided for at least five (5) years from the date of purchase or the completion of the improvements or as further required by law.

SECTION VI: RECORDS, AUDITS, AND INFORMATION SECURITY

Records Retention: Retention of all financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this agreement shall be maintained by the Recipient during the term of this agreement and retained for a period of five (5) years after completion of the agreement or longer when required by law. In the event an audit is required under this agreement, records shall be retained for a minimum period of five years after the audit report is issued or until resolution of any audit findings or litigation based on the terms of this agreement, at no additional cost to the Department. Upon demand, at no additional cost to the Department, the Recipient will facilitate the duplication and transfer of any records or documents during the term of this agreement and the required five (5) year retention period. No record may be withheld, nor may the Recipient attempt to limit the scope of any of the foregoing inspections, reviews, copying, transfers or audits based on any claim that any record is exempt from public inspection or is confidential, proprietary or trade secret in nature; provided, however, that this provision does not limit any exemption to public inspection or copying to any such record. These records shall be made available at all reasonable times for inspection, review, copying, or audit by State, or other personnel duly authorized by the Department.

Records Inspection: Pursuant to Section 216.1366, F.S., in order to preserve the interest of the state in the prudent expenditure of state funds, the Department shall be authorized to inspect the (a) Financial records, papers, and documents of the Contractor that are directly related to the performance of the Contract or the expenditure of state funds, and (b) Programmatic records, papers, and documents of the Contractor which the Department determines are necessary to monitor the performance of the Contract or to ensure that the terms of the Contract are being met. The Contractor shall provide such records, papers, and documents requested by the Department within ten (10) business days after the request is made.

Monitoring: The Recipient agrees to comply with the Department's grant monitoring guidelines, protocols, and procedures; and to cooperate with the Department on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, site visits, and/or Florida Department of Financial Services contract reviews and Expanded Audits of Payment (EAP). The Recipient agrees to provide the Department all documentation necessary to complete monitoring of the award and verify expenditures in accordance with 215.971, F.S. Further, the Recipient agrees to abide by reasonable deadlines set by the Department for providing requested documents. Failure to cooperate with grant monitoring activities may result in sanctions affecting the Recipient's award, including, but not limited to: withholding and/or other restrictions on the Recipient's access to funds, and/or referral to the Office of the Inspector General for audit review.

Florida Single Audit Act (FSAA): The Recipient shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by The Office of the Inspector General (§20.055, F.S.). 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, the Recipient must have a single audit or project-specific

audit in accordance with §215.97, F.S., §218.39, F.S., and the applicable rules of the Department of Financial Services and the Auditor General. 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 Law Enforcement, other state agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for Federal program matching requirements. The schedule of expenditures should disclose the expenditures by contract/agreement number for each contract with the Department in effect during the audit period. All questioned costs and liabilities due the Department shall be fully disclosed in the audit report package with reference to the specific contract number. If the Recipient expends less than \$750,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of 215.97, F.S., 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 215.97, F.S., 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). Pursuant to 215.97(8), F.S., state agencies may conduct or arrange for audits of state financial assistance that are in addition to audits conducted in accordance with §215.97, F.S. In such an event, the state awarding agency must arrange for funding the full cost of such additional audits. Any reports, management letters, or other information required to be submitted to the Department pursuant to this agreement shall be submitted within nine (9) months after the end of the Recipient's fiscal year or within 30 days of the Recipient's receipt of the audit report, whichever occurs first, unless otherwise required by Florida Statutes. Copies of financial reporting packages required by this agreement shall be submitted by or on behalf of the Recipient directly to each of the following:

The Department of Law Enforcement:
Florida Department of Law Enforcement
Office of Criminal Justice Grants
ATTN: State Financial Assistance
Post Office Box 1489 Tallahassee, Florida 32302-1489

The Auditor General's Office at:
Auditor General's Office, Room 401
Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

Criminal Justice Information Data Security: Acceptance of this award, constitutes understanding that transmission of Criminal Justice Information (CJI) between locations must be encrypted to conform to the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy.

Recipient's Confidential and Exempt Information: By executing this agreement, the Recipient acknowledges that any information not marked as "confidential" or "exempt" will be posted by the Department on the public website maintained by the Department of Financial Services pursuant to 215.985, F.S. The Recipient agrees that, upon written request of the Department, it shall promptly provide to the Department a written statement of the basis for the exemption applicable to each provision identified by the Recipient as "confidential" or "exempt", including the statutory citation to an exemption created or afforded by statute, and state with particularity the reasons for the conclusion that the provision is exempt or confidential. Any claim by Recipient of trade secret (proprietary) confidentiality for any information contained in Recipient's documents (reports, deliverables or work papers, etc., in paper or electronic form) submitted to the Department in connection with this agreement cannot be waived, unless the claimed confidential information is submitted in accordance with the following two paragraphs.

The Recipient must clearly label any portion of the documents, data, or records submitted that it considers exempt from public inspection or disclosure pursuant to Florida's Public Records Law as trade secret. The labeling will include a justification citing specific statutes and facts that authorize exemption of the information from public disclosure. If different exemptions are claimed to be

applicable to different portions of the protected information, the Recipient shall include information correlating the nature of the claims to the particular protected information.

The Department, when required to comply with a public records request including documents submitted by the Recipient, may require the Recipient to expeditiously submit redacted copies of documents marked as trade secret in accordance with this section. Accompanying the submission shall be an updated version of the justification, correlated specifically to redacted information, either confirming that the statutory and factual basis originally asserted remain unchanged or indicating any changes affecting the basis for the asserted exemption from public inspection or disclosure. The redacted copy must exclude or obliterate only those exact portions that are claimed to be trade secret. If the Recipient fails to promptly submit a redacted copy, the Department is authorized to produce the records sought without any redaction of proprietary or trade secret information.

SECTION VII: PENALTIES, TERMINATION, DISPUTE RESOLUTION, AND LIABILITY

Financial Penalties for Failure to Take Corrective Action: Corrective action plans may be required for noncompliance, nonperformance, or unacceptable performance under this agreement. Penalties may be imposed for failures to implement or to make acceptable progress on such corrective action plans.

Termination: The Department reserves the right to unilaterally cancel this agreement for refusal by the Recipient to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Recipient in conjunction with this agreement, unless the records are exempt pursuant to Article I, Section 24(a), of the Florida Constitution and §119.07(1), F.S. The Department shall be the final authority as to the appropriation, availability and adequacy of funds. In the event the Recipient fails to fully comply with the terms and conditions of this agreement, the Department may terminate the agreement upon written notice. Such notice may be issued without providing an opportunity for cure if it specifies the nature of the noncompliance and states that provision for cure would adversely affect the interests of the State or is not permitted by law or regulation. Otherwise, notice of termination will be issued after the Recipient's failure to fully cure such noncompliance within the time specified in a written notice of noncompliance issued by the Department specifying the nature of the noncompliance and the actions required to cure such noncompliance. In addition, the Department may employ the default provisions in Rule 60A-1.006(3), F.A.C., but is not required to do so in order to terminate the agreement. The Department's failure to demand performance of any provision of this agreement shall not be deemed a waiver of such performance. The Department's waiver of any one breach of any provision of this agreement shall not be deemed to be a waiver of any other breach and neither event shall be construed to be a modification of the terms and conditions of this agreement. The provisions herein do not limit the Department's right to remedies at law or in equity. The validity of this agreement is subject to the truth and accuracy of all the information, representations, and materials submitted or provided by the Recipient in this agreement, in any subsequent submission or response to Department request, or in any submission or response to fulfill the requirements of this agreement, and such information, representations, and materials are incorporated by reference. The lack of accuracy thereof or any material changes shall, at the option of the Department and with thirty (30) days written notice to the Recipient, cause the termination of this agreement and the release of the Department from all its obligations to the Recipient. This agreement shall be construed under the laws of the State of Florida, and venue for any actions arising out of this agreement shall lie in Leon County. If any provision hereof is in conflict with any applicable statute or rule, or is otherwise unenforceable, then such provision shall be deemed null and void to the extent of such conflict, and shall be deemed severable, but shall not invalidate any other provision of this agreement. No waiver by the Department of any right or remedy granted hereunder or failure to insist on strict performance by the Recipient shall affect or extend or act as a waiver of any other right or remedy of the Department hereunder, or affect the subsequent exercise of the same right or remedy by the Department for any further or subsequent default by the Recipient. Any power of approval or disapproval granted to the Department under the terms of this agreement shall survive the terms and life of this agreement as a whole. The agreement may be executed in any number of counterparts, any one of which may be taken as an original. In the event of termination, the Recipient will be compensated for any work satisfactorily completed through the date of termination or an earlier date of suspension of work.

Disputes and Appeals: The Department shall make its decision in writing when responding to any disputes, disagreements, or questions of fact arising under this agreement and shall distribute its response to all concerned parties. The Recipient shall proceed diligently with the performance of this agreement according to the Department's decision. If the Recipient appeals the Department's decision, the appeal also shall be made in writing within twenty-one (21) calendar days to the Department's clerk (agency clerk). The Recipient's right to appeal the Department's decision is contained in Chapter 120, F.S., and in procedures set forth in Fla. Admin. Code R.28-106.104. Failure to appeal within this time frame constitutes a waiver of proceedings under Chapter 120, F.S. After receipt of a petition for alternative dispute resolution the Department and the Recipient shall attempt to amicably resolve the dispute through negotiations. Timely delivery of a petition for alternative dispute resolution and completion of the negotiation process shall be a condition precedent to any legal action by the Recipient concerning this agreement.

Liability: Unless the Recipient is a state agency or subdivision, the Recipient shall be solely responsible to parties with whom it shall deal in carrying out the terms of this agreement, and shall save the Department harmless against all claims of whatever nature by third parties arising out of the performance of work under this agreement. For purposes of this agreement, Recipient agrees that it is not an employee or agent of the Department, but is an independent contractor. Nothing herein shall be construed as consent by a state agency of the State of Florida to be sued by third parties in any matter arising out of any contract. Nothing shall be construed affect in any way the Recipient rights, privileges, and immunities under the doctrine of "sovereign immunity" and as set forth in 768.28, F.S.

RESOLUTION No. 2024-R-218

**A RESOLUTION OF THE CITY COMISSION OF THE CITY OF
PALATKA, FLORIDA, AUTHORIZING THE EXECUTION OF A
FLORIDA DEPARTMENT OF LAW ENFORCEMENT GRANT
AGREEMENT IN THE AMOUNT OF \$250,000 FOR THE PURCHASE
OF TEN OUTFITTED VEHICLES FOR PALATKA POLICE
DEPARTMENT. (\$250,00 GRANT FUNDED WITH \$353,985 CITY
MATCH) AND PROVIDING FOR SCRIVENER’S ERRORS**

WHEREAS, the City of Palatka submitted an application for funding to the State Legislature for grant funding for replacement of ten patrol vehicles for the Palatka Police Department.

WHEREAS, the City of Palatka was awarded a grant from the Florida Department of Law Enforcement for the project in the amount of \$250,000.

WHEREAS, the vehicles are essential for the City to perform its governmental functions; and

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

1. That the City of Palatka hereby authorizes the execution of a grant agreement with the Florida Department of Law Enforcement with funding in the amount of \$250,000 for the purchase of ten patrol vehicles for the Palatka Police Department.
2. The Mayor and City Clerk of the City of Palatka are hereby authorized to execute and attest the Grant Agreement, and any necessary documents in support of the grant funded project.
3. That 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 24th day of October 2024.

CITY OF PALATKA

By: Its MAYOR

ATTEST:

CITY CLERK

**APPROVED AS TO FORM
AND CORRECTNESS:**

CITY ATTORNEY

ADOPT RESOLUTION 2024-R-221 awarding RFP 2024-05 to GIA Community Solutions Group for CRA Consulting Services in the amount not to exceed \$104,605 and authorizing execution of a contract and a budget amendment for FY 2024-25

STAFF REPORT

DATE: October 24, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Staff is recommending award of RFP 2024-05 to Community Solutions Group for CRA Consulting Services.

BACKGROUND

PROJECT ANALYSIS

The selected organization for this project is responsible for the implementation of a Community Redevelopment Area (CRA) to include:

1. Identify areas of potential slum or blight consistent with F.S. 163.340 (7) or (8) within the attached proposed areas (Attachment A).
2. Identify and compile best available data regarding key indicators of slum or blight conditions as required per Florida Law.
3. Prepare Tax Increment Finance (TIF) revenue estimates for proposed CRA areas, based on the proposed timeframe of the CRA area, and land use within the CRA area, and any adjustments that would be required to support the capital projects within the proposed CRA area.
4. Prepare all supporting documents necessary for the statutory Finding of Necessity.
5. Prepare all noticing, including the notice to taxing authorities
6. Prepare all supporting documents, draft resolutions, and ordinances necessary to enact each step of the CRA process: including, but not limited to, the CRA plan, plan amendments, reports, resolutions, draft ordinances, Finding of Necessity, Recommendation and Adoption of a Redevelopment Plan, adoption of a Redevelopment Trust Fund and any amendments to the Community Redevelopment Agency ordinance to identify new CRA areas.
7. Organize and notice a minimum of three (3) workshops for each proposed area to receive public input regarding goals, policies and objectives of a Community Redevelopment Plan for the areas.
8. Prepare a list of potential capital projects for the proposed areas and include an analysis of each addressing the standards of a Workable Program as identified in F.S. 163.360.

9. Prepare redevelopment plans for proposed areas after the establishment of the CRA, in accordance with F.S. 163.360 submitted in word format with editing capability.
10. Review proposed Redevelopment plans for consistency with the Comprehensive Plan and local land regulations and all required criteria referenced in F.S. 163.360 (1), (2) AND (3).
11. Conduct all necessary public meetings for enactment of each procedural component for the creation of a CRA, including public meeting before City Commission, Planning and Zoning Board and Historic Board.
12. Prepare a specific time frame for all major components identified within the Scope of Services.

The committee reviewed three (3) responses and determined Community Swecixwa Feoup was the most responsive and qualified. It is recommended to award GIA Community Services Group for the project in an amount not to exceed \$104,605. 001-04-519-3-3100

Staff Recommendation

Adopt Resolution.

ATTACHMENTS

1.	RFP 2024-05 Bid Tab
2.	RFP 2024-05 Ranking Sheet
3.	Notice Intent to Award_CRA Consulting Services RFP 2024-05
4.	CONTRACT FOR SERVICES RFP 2024-05 FINAL GIA
5.	AWARD_OF_RFP_2024-05_AND_EXECUTION_OF_A_CONTRACT_WITH_GIA Community

City of Palatka
Bid Opening

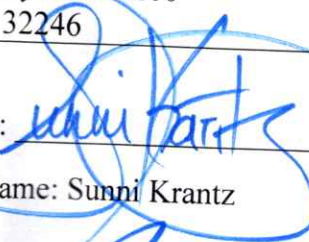
Job Title: Request for Proposals (RFP) 2024-05 Community Redevelopment Area Consulting Services

Dept./ General Services/ Clerk
Date: June 4, 2024 at 2:06 PM

Read by: Marcia Ganoe

Recorded by: Sunni Krantz

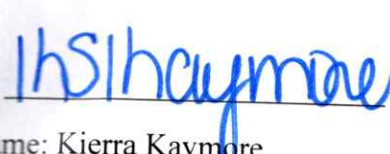
Bidder name/Address	Bid Amount	Addendum 1	1 original & 1 digital copy
GIA Community Solutions Group 12574 Flagler Center Blvd., Ste 202 Jacksonville, FL 32258	\$104,605.00	✓	✓
Redevelopment Management Association, LLC (RMA) 2302 E. Atlantic Blvd., Pompano Beach, FL 33062	\$249,480.00	✓	✓
Halff 9995 Gate Parkway N. Ste 200 Jacksonville, FL 32246	\$115,252.00 (Subsconsultants: \$53,236.00)	X	✓

Witness Signature: 

Witness Printed Name: Sunni Krantz

Witness Signature: 

Witness Printed Name: Marcia Ganoe

Witness Signature: 

Witness Printed Name: Kierra Kaymore

RFP 2024-05 Master Ranking Sheet

Evaluation		Committee Scores			
Respondent		Cutwright	Aghemo	Carty	AVERAGE
1	Halff	90	88	83	87
2	Community Solutions Group	95	95	99	96.3
3	RMA	90	80	73	81

City of Palatka
RFP 2024-05 CRA Consulting Services

Respondent		Qualifications of the firm and its personnel (20 points)	Experience and prior/current performance with the City of Palatka and similarly situated local units of government (20 points)	Schedule and Cost Proposal (30 Points)	Quality of the letters of reference from local government clients for similar work. Limit of one (1) letter per client. (20 Points)	Geographical proximity - Driving Distance less than or equal to 60 Miles (10 points) - Driving Distance greater than 60 miles and less than or equal to 100 miles (5 points)	TOTAL
1	Halff	20	15	28	19	8	90
2	Community Solutions Group	19	18	28	20	10	95
3	RMA	17	19	26	20	8	90

Reviewer Name: Cutwright

Signature: 

Date: 09/24/24

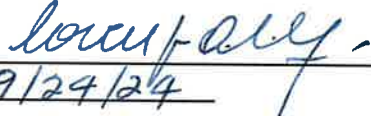
Signature: _____

Date: _____

City of Palatka
RFP 2024-05 CRA Consulting Services

Respondent		Qualifications of the firm and its personnel (20 points)	Experience and prior/current performance with the City of Palatka and similarly situated local units of government (20 points)	Schedule and Cost Proposal (30 Points)	Quality of the letters of reference from local government clients for similar work. Limit of one (1) letter per client. (20 Points)	Geographical proximity - Driving Distance less than or equal to 60 Miles (10 points) - Driving Distance greater than 60 miles and less than or equal to 100 miles (5 points)	TOTAL
1	Halff	19	19	20	20	10	88
2	Community Solutions Group	20	20	25	20	10	95
3	RMA	18	18	16	20	8	80

Reviewer Name: Aghemo

Signature: 

Date: 9/29/24

Signature: _____

Date: _____

City of Palatka
RFP 2024-05 CRA Consulting Services

Respondent		Qualifications of the firm and its personnel (20 points)	Experience and prior/current performance with the City of Palatka and similarly situated local units of government (20 points)	Schedule and Cost Proposal (30 Points)	Quality of the letters of reference from local government clients for similar work. Limit of one (1) letter per client. (20 Points)	Geographical proximity - Driving Distance less than or equal to 60 Miles (10 points) - Driving Distance greater than 60 miles and less than or equal to 100 miles (5 points)	TOTAL
1	Halff	20	18	25	10	10	83
2	Community Solutions Group	19	20	30	20	10	99
3	RMA	18	15	15	20	5	73

Reviewer Name: Marcia G. Carty

Signature:

Date:

Marcia G. Carty
9/24/24

Signature: _____

Date: _____

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.

NOTICE OF INTENDED DECISION TO AWARD

RFP 2024-05 CRA Consulting Services

OPENING DATE: June 4, 2024

RECOMMENDED AWARD: GIA Community Solutions Group

DATE AND TIME OF POSTING October 17, 2024

DATE AND TIME POSTING REMOVED October 20, 2024,

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.

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

PHONE: 386-329-0100

www.palatka-fl.gov

FAX: 386-329-0106

ROBERTA M. CORREA
MAYOR-COMMISSIONER

TAMMIE McCASKILL
COMMISSIONER

JUSTIN R. CAMPBELL, SR.
COMMISSIONER

WILL JONES
COMMISSIONER

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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 2024-05

CRA Consulting Services

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 GIA COMMUNITY SOLUTIONS GROUP, a Corporation authorized to do business in the State of Florida, hereinafter referred to as GIA Community Solutions Group, whose Federal I.D. is _____.

In consideration of the mutual promises contained herein, the CITY and GIA COMMUNITY SOLUTIONS GROUP. agree as follows:

ARTICLE 1 – SCOPE OF WORK AND CONTACTS

GIA Community Solutions Group responsibility under this Contract is to provide professional services in the implementation of a CRA district within the City of 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 Marcia Carty, telephone no. 386-329-0100, e-mail:mcarty@palatka-fl.gov.

GIA COMMUNITY SOLUTIONS GROUP. representative/liaison during the performance of this Contract shall be Peter Sechier, 12574 Flagler Center Blvd, Suite 202, Jacksonville, FL 32258.

ARTICLE 2 - SCHEDULE

To be determined by City and GIA COMMUNITY SOLUTIONS GROUP after review of specific needs.

ARTICLE 3 - PAYMENTS TO GIA COMMUNITY SOLUTIONS GROUP.

- 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 One Hundred Four Thousand Six Hundred and Fifty Dollars. (\$104,650.00)
- B. Invoices received from GIA COMMUNITY SOLUTIONS GROUP. 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, GIA COMMUNITY SOLUTIONS GROUP. will clearly state "final invoice" on final/last billing to the CITY. This shall constitute GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY SOLUTIONS GROUP.
- D. In order to do business with City of Palatka, GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY SOLUTIONS GROUP.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 GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY SOLUTIONS GROUP. It may also be terminated, in whole or in part, by the CITY, with cause upon five (5) business days written notice to GIA COMMUNITY SOLUTIONS GROUP. or without cause upon ten (10) business days written notice to GIA COMMUNITY SOLUTIONS GROUP. Unless GIA COMMUNITY SOLUTIONS GROUP. is in breach of this Contract, GIA COMMUNITY SOLUTIONS GROUP. 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, GIA COMMUNITY SOLUTIONS GROUP. 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

GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY SOLUTIONS GROUP. 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. GIA COMMUNITY SOLUTIONS GROUP. warrants that all services shall be performed by skilled and competent personnel to the highest professional standards in the field. All of GIA COMMUNITY SOLUTIONS GROUP. 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. GIA COMMUNITY SOLUTIONS GROUP. is encouraged to seek additional small business enterprises for participation in subcontracting opportunities. If GIA COMMUNITY SOLUTIONS GROUP. 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, GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY SOLUTIONS GROUP. GIA COMMUNITY SOLUTIONS GROUP. shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the CITY, nor is GIA COMMUNITY SOLUTIONS GROUP. authorized to use the CITY'S Tax Exemption Number in securing such materials. GIA COMMUNITY SOLUTIONS GROUP. 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

GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY SOLUTIONS GROUP., are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by GIA COMMUNITY SOLUTIONS GROUP. under the Contract. GIA COMMUNITY SOLUTIONS GROUP. 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:

GIA COMMUNITY SOLUTIONS GROUP. 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:

GIA COMMUNITY SOLUTIONS GROUP. shall maintain Workers' Compensation & Employer's Liability in accordance with Chapter 440 of the Florida Statutes.

C. Professional Liability:

GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY SOLUTIONS GROUP. most recent annual report or audited financial statement. For policies written on a "claims-made" basis, GIA COMMUNITY SOLUTIONS GROUP. 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, GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY SOLUTIONS GROUP. 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, GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY SOLUTIONS GROUP. 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, GIA COMMUNITY SOLUTIONS GROUP. 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

GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY SOLUTIONS GROUP..

ARTICLE 12 - SUCCESSORS AND ASSIGNS

The CITY and GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY SOLUTIONS GROUP. 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

GIA COMMUNITY SOLUTIONS GROUP. 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.

GIA COMMUNITY SOLUTIONS GROUP. further represents that no person having any such conflict of interest shall be employed for said performance of services. GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY SOLUTIONS GROUP. The CITY agrees to notify GIA COMMUNITY SOLUTIONS GROUP. of its opinion by certified mail within thirty (30) days of receipt of notification by GIA COMMUNITY SOLUTIONS GROUP. If, in the opinion of the CITY, the prospective business association, interest or circumstance would not constitute a conflict of interest by GIA COMMUNITY SOLUTIONS GROUP., the CITY shall so state in the notification and GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY SOLUTIONS GROUP. under the terms of this Contract.

ARTICLE 15 - EXCUSABLE DELAYS

GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY SOLUTIONS GROUP. request, the CITY shall consider the

facts and extent of any failure to perform the work and, if GIA COMMUNITY SOLUTIONS GROUP. 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

GIA COMMUNITY SOLUTIONS GROUP. 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. GIA COMMUNITY SOLUTIONS GROUP. 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

GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY SOLUTIONS GROUP. 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

GIA COMMUNITY SOLUTIONS GROUP.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 GIA COMMUNITY SOLUTIONS GROUP. sole direction, supervision, and control. GIA COMMUNITY SOLUTIONS GROUP. shall exercise control over the means and manner in which it and its employees perform the work, and in all respects GIA COMMUNITY SOLUTIONS GROUP. 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. GIA COMMUNITY SOLUTIONS GROUP. does not have the power or authority to bind the CITY in any promise, agreement or representation.

ARTICLE 19 - CONTINGENT FEES

GIA COMMUNITY SOLUTIONS GROUP. warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for GIA COMMUNITY SOLUTIONS GROUP.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 GIA COMMUNITY SOLUTIONS GROUP., 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

GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY SOLUTIONS GROUP. 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. GIA COMMUNITY SOLUTIONS GROUP. 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, GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY SOLUTIONS GROUP. retaliate against any person for reporting instances of such discrimination. GIA COMMUNITY SOLUTIONS GROUP. 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. GIA COMMUNITY SOLUTIONS GROUP. 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. GIA COMMUNITY SOLUTIONS GROUP. shall include this language in its subcontracts.

ARTICLE 22 - AUTHORITY TO PRACTICE

GIA COMMUNITY SOLUTIONS GROUP. 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, GIA COMMUNITY SOLUTIONS GROUP. certifies that it, its affiliates, suppliers, subcontractors and GIA COMMUNITY SOLUTIONS GROUP.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 GIA COMMUNITY SOLUTIONS GROUP. of the CITY'S notification of a contemplated change, GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY SOLUTIONS GROUP. ability to meet the completion dates or schedules of this Contract. If the CITY so instructs in writing, GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY SOLUTIONS GROUP. shall not commence work on any such change until such written amendment is signed by GIA COMMUNITY SOLUTIONS GROUP. 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 GIA Community Solutions Group notices shall be addressed to:

GIA COMMUNITY SOLUTIONS GROUP.:

12574 Flagler Center Blvd, Suite 202
Jacksonville, FL 32258

ARTICLE 27 - ENTIRETY OF CONTRACTUAL AGREEMENT

The CITY and GIA COMMUNITY SOLUTIONS GROUP. 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

GIA COMMUNITY SOLUTIONS GROUP. shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, to include those applicable to conflict of interest and collusion. GIA COMMUNITY SOLUTIONS GROUP. 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, GIA COMMUNITY SOLUTIONS GROUP. certifies that it, its affiliates, suppliers, subcontractors and GIA COMMUNITY SOLUTIONS GROUP.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 GIA COMMUNITY SOLUTIONS GROUP 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, GIA COMMUNITY SOLUTIONS GROUP certifies that it, its affiliates, suppliers, subcontractors and GIA COMMUNITY SOLUTIONS GROUP.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 GIA COMMUNITY SOLUTIONS GROUP., 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 GIA COMMUNITY SOLUTIONS GROUP.: (i) provides a service; and (ii) acts on behalf of the CITY as provided under Section 119.011(2) F.S., GIA COMMUNITY SOLUTIONS GROUP. shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time GIA COMMUNITY SOLUTIONS GROUP 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 GIA COMMUNITY SOLUTIONS GROUP. does not transfer the records to the public agency.
- D. Upon completion of the Contract GIA COMMUNITY SOLUTIONS GROUP. shall transfer, at no cost to the CITY, all public records in possession of GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY SOLUTIONS GROUP. transfers all public records to the CITY upon completion of the Contract, GIA COMMUNITY SOLUTIONS GROUP. shall destroy any duplicate public records that are exempt, or confidential and exempt from public records disclosure requirements. If GIA COMMUNITY SOLUTIONS GROUP. keeps and maintains public records upon completion of the Contract, GIA COMMUNITY SOLUTIONS GROUP. shall meet all applicable requirements for retaining public records. All records stored electronically by GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY

SOLUTIONS GROUP.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. GIA COMMUNITY SOLUTIONS GROUP. 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. GIA COMMUNITY SOLUTIONS GROUP. shall execute by manual means only, unless the CITY provides otherwise.

ARTICLE 32 - E-VERIFY - EMPLOYMENT ELIGIBILITY

GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY SOLUTIONS GROUP. subcontractors performing the duties and obligations of this CONTRACT are registered with the E-Verify System, and beginning January 1, 2021, use the E-Verify System to electronically verify the employment eligibility of all newly hired workers. GIA COMMUNITY SOLUTIONS GROUP. 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. GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY SOLUTIONS GROUP. has knowingly violated Section 448.09(1), Florida Statutes, as may be amended. If CITY has a good faith belief that GIA COMMUNITY SOLUTIONS GROUP. subcontractor has knowingly violated section 448.09(1), Florida Statutes, as may be amended, CITY shall notify GIA COMMUNITY SOLUTIONS GROUP.to terminate its contract with the subcontractor and GIA COMMUNITY SOLUTIONS GROUP. shall immediately terminate its contract with the subcontractor. If CITY terminates this CONTRACT pursuant to the above, GIA COMMUNITY SOLUTIONS GROUP. 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, GIA COMMUNITY SOLUTIONS GROUP. 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 GIA COMMUNITY SOLUTIONS GROUP. 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

1. Identify areas of potential slum or blight consistent with F.S. 163.340 (7) or (8) within the attached proposed areas (Attachment A).
2. Identify and compile best available data regarding key indicators of slum or blight conditions as required per Florida Law.
3. Prepare Tax Increment Finance (TIF) revenue estimates for proposed CRA areas, based on the proposed timeframe of the CRA area, and land use within the CRA area, and any adjustments that would be required to support the capital projects within the proposed CRA area.
4. Prepare all supporting documents necessary for the statutory Finding of Necessity.
5. Prepare all noticing, including the notice to taxing authorities
6. Prepare all supporting documents, draft resolutions, and ordinances necessary to enact each step of the CRA process: including, but not limited to, the CRA plan, plan amendments, reports, resolutions, draft ordinances, Finding of Necessity, Recommendation and Adoption of a Redevelopment Plan, adoption of a Redevelopment Trust Fund and any amendments to the Community Redevelopment Agency ordinance to identify new CRA areas.
7. Organize and notice a minimum of three (3) workshops for each proposed area to receive public input regarding goals, policies and objectives of a Community Redevelopment Plan for the areas.
8. Prepare a list of potential capital projects for the proposed areas and include an analysis of each addressing the standards of a Workable Program as identified in F.S. 163.360.
9. Prepare redevelopment plans for proposed areas after the establishment of the CRA, in accordance with F.S. 163.360 submitted in word format with editing capability.
10. Review proposed Redevelopment plans for consistency with the Comprehensive Plan and local land regulations and all required criteria referenced in F.S. 163.360 (1), (2) AND (3).
11. Conduct all necessary public meetings for enactment of each procedural component for the creation of a CRA, including public meeting before City Commission, Planning and Zoning Board and Historic Board.
12. Prepare a specific time frame for all major components identified within the Scope of Services.

The cost of the above tasks, within the Scope of Services shall be identified within the response and will be utilized as part of the evaluation criteria, as this is not a CCNA assignment.

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

RESOLUTION NO. 2024-R-221

A RESOLUTION AUTHORIZING AWARD OF RFP 2024-05 AND EXECUTION OF A CONTRACT WITH GIA COMMUNITY SOLUTIONS GROUP FOR CRA CONSULTING SERVICES (THE PROJECT) IN AN AMOUNT NOT TO EXCEED \$104,605; AND PROVIDING FOR SCRIVENER’S ERRORS

WHEREAS, on April 24, 2024 the City of Palatka issued RFP 2024-05 CRA Consulting Services (THE PROJECT), received bids on June 4, 2024; and

WHEREAS the committee reviewed three (3) responses and determined GIA Community Solutions Group to be the most responsive and qualified bidder; and

WHEREAS, the City deems it reasonable and necessary to execute a contract with GIA Community Solutions for the **Project**.

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

1. the Mayor and City Clerk are hereby authorized to execute and attest a contract with GIA Community Solutions Group for CRA Consulting Services in an amount not to exceed \$104,605.
2. the City Manager or designee and City Clerk are hereby authorized to execute and attest any related documents associated with and necessary to the completion of the above reference PROJECT.
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 by the City Commission of the City of Palatka, Florida this 24th day of October, 2024.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

ACCEPT Resignation of Dana Jones and RATIFY the appointment of Mark Litten, Vice President of the Chamber of Commerce, to the Airport Advisory Board

STAFF REPORT

DATE: October 24, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Ratify the appointment of Mark Litten as the Chamber of Commerce's representative on the City's Airport Advisory Board.

BACKGROUND

The Airport Advisory Board was created by the City Commission on February 13, 2003. Historically, the Chamber of Commerce has recommended an employee of the Chamber as its representative on the Airport Advisory Board. Dana Jones, then the President of the Chamber of Commerce, was appointed to the Board on February 11, 2010.

PROJECT ANALYSIS

Ms. Jones no longer serves as the Chamber of Commerce President. The Chamber's Vice President of Economic Development, Mark Litten, has applied for appointment to the Airport Advisory Board.

Staff Recommendation

Approve appointment.

ATTACHMENTS

1.	2024.10.16 Jones Dana Resignation
2.	2024.10.16 Litten Mark

Sunni Krantz

From: Dana Jones <danajones@chamberpc.com>
Sent: Wednesday, October 16, 2024 1:35 PM
To: Sunni Krantz; Yul McNair
Subject: Resignation - Airport Advisory Board

Ms. Krantz,

Please accept this notification of resignation from the City of Palatka's Airport Advisory Board. I have enjoyed the many years I served and together we have made much progress. As you know, I am leaving my position at the Chamber and am currently in the transition phase, so please make this effective immediately. Please convey my thanks to fellow Board members for their continued service and I wish them well.

Dana Cameron Jones
Immediate Past President
Putnam County Chamber of Commerce
(386) 328-1503 x102
www.putnamcountychamber.com



CONFIDENTIALITY NOTICE: The information contained in this email and any files transmitted with it are confidential and intended for a specific individual and purpose. This information is private and protected by law. If you are not the intended recipient and you have received this email in error please promptly notify the sender by reply email and then delete the email, any attachments transmitted and destroy any printed copy. You are hereby notified that any disclosure, copying, distribution, or the taking of any action in reliance on the contents of this information is strictly prohibited by the Putnam County Chamber of Commerce.



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

CITY OF PALATKA BOARD/COMMITTEE APPLICATION

I, MARK D. LITTEN (print full name), wish to apply for ☒ appointment or ☐ reappointment (check one) to the following Board/Committee (check one):

- | | |
|--|--|
| ☒ Airport Advisory Board | ☐ Palatka Housing Authority |
| ☐ Board of Zoning Appeals | ☐ Planning Board |
| ☐ Charter Review Committee (advisory) | ☐ Police Officers' Pension Board |
| ☐ Community Redevelopment Agency (advisory) | ☐ Putnam County Better Place Plan Oversight Committee |
| ☐ Firefighters Pension Board | ☐ Putnam County Library Board |
| ☐ General Employees' Pension Board | ☐ Tax Increment Advisory Committee (advisory) |
| ☐ Historic Preservation Board | ☐ Tree Committee (advisory) |
| ☐ Palatka Gas Authority | |

Residential address: 105 HIAWATHA CT., EAST PALATKA, FL 32131
Business name and address: PUTNAM CO. CHAMBER OF COMMERCE, 1107 REID ST. PALATKA, FL 32177
Phone: 386-328-1503
E-mail: MARK@CHAMBERPC.COM

(City residents or business/property owners will be given preference when board/committee member residency is not specified by statute or city ordinance)

PROFESSIONAL QUALIFICATIONS (include occupation - attach additional sheet[s] if necessary)

VICE - PRESIDENT, ECONOMIC DEVELOPMENT

WHAT GOVERNMENT BOARDS HAVE YOU SERVED ON IN THE PAST OR CURRENTLY?

OHIO GOVERNOR'S TRANSITION TEAM
ERIE COUNTY, OHIO - TAX ABATEMENT REVIEW COUNCIL

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

PHONE: 386-329-0100

www.palatka-fl.gov

FAX: 386-329-0106

OTHER COMMENTS OR INFORMATION:

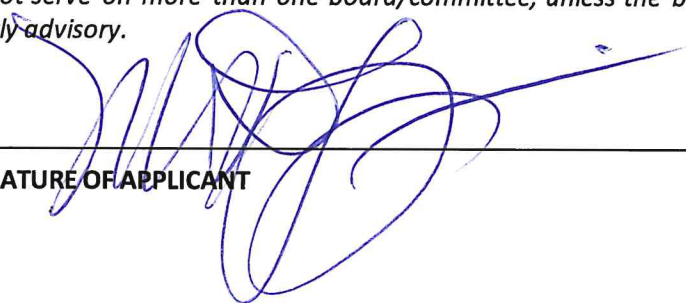
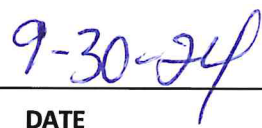
In accord with F.S. 760.80(4) Please indicate the following:



AGREEMENT: *I hereby certify that all the information contained herein is true to the best of my knowledge. I hereby agree and understand that this document, once submitted, is an official/public record of the City of Palatka. I understand that the Palatka City Commission may require an interview at a publicly held meeting to consider my application. I understand that, if appointed, I will serve in a volunteer capacity on this board/committee. I also understand that, if appointed, the State of Florida may require me to file a financial disclosure with the Putnam County Supervisor of Elections within thirty (30) days of my appointment, and each year thereafter, covering my term. I understand that per the Florida Constitution I cannot serve on more than one board/committee, unless the board/committee's responsibilities are strictly advisory.*

SIGNATURE OF APPLICANT

DATE

REAPPOINT - Chris Hollister to the Historic Preservation Board for a 3-year term

STAFF REPORT

DATE: October 24, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Christopher Hollister has submitted a request to be reappointed to the City's Historic Preservation Board.

BACKGROUND

Mr. Hollister, who has building and painting contractor experience and lives in the North Historic District, was first appointed to the Historic Preservation Board (HPB) by the City Commission on June 24, 2021. He had previously served on the City's Code Enforcement Board (CEB) and was appointed to the HPB when the City dissolved CEB. Mr. Hollister's current term will expire October 31, 2024.

PROJECT ANALYSIS

The City's Code Sec. 54-76(c)- Historic preservation board states: "[w]henever possible, with preference given to property owners within the designated historic districts, the members shall include ... [a] property owner within the north historic district...[a] contractor...

Staff Recommendation

Reappoint Mr. Hollister to the Historic Preservation Board for another 3 year term

ATTACHMENTS

None

ADOPT RESOLUTION 2024-R-214 adopting the Mission, Vision, and Core Values of the City of Palatka

STAFF REPORT

DATE: October 24, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The City Commission had expressed the need for Mission, Vision, and Values for the City as a whole.

BACKGROUND

The City Department Head team met and formulated proposed Mission, Vision, and Values which follow this summary sheet. Each department head provided the Mission and Vision of their department and that was used as the basis to formulate a proposed mission for the entire City.

PROJECT ANALYSIS

Staff feels the attached Mission, Vision, and Values are appropriate for this day in time and asks the Commission for approval.

Staff Recommendation

Adopt Resolution.

ATTACHMENTS

1.	2024-r-214 ADOPTING THE MISSION, VISION, AND CORE VALUES OF THE CITY OF PALATKA
2.	PROPOSED CITY OF PALATKA MISSION VISION VALUES updated 09-23-24

RESOLUTION NO. 2024-R-214

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, ADOPTING THE MISSION, VISION, AND CORE VALUES OF THE CITY OF PALATKA; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS, the City of Palatka recognizes the importance of setting a clear mission and vision to guide the city's operations and future development; and

WHEREAS, the City of Palatka acknowledges its responsibility to provide excellent service to its citizens and strives to maintain strong relationships and partnerships that enhance the quality of life for all residents; and

WHEREAS, the City of Palatka is committed to promoting innovation, respect, accuracy, and transparency in all aspects of its governance and service delivery; and

WHEREAS, the City Commission of Palatka believes in the importance of a strong, vibrant, and sustainable physical and economic environment, which integrates the elements of inclusion, diversity, and equity while focusing on the health and well-being of the community; and

WHEREAS, the City Commission of Palatka desires to adopt values that reflect the guiding principles of Selflessness, Safety, Sustainability, Honesty, Health, Integrity, Innovation, Professionalism, and Productivity.

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

SECTION 1. MISSION STATEMENT. The City of Palatka hereby adopts the following mission statement:

"Excellent Service First"
The City of Palatka is committed to maintaining relationships and partnerships with our citizens, enhancing the quality of life with innovation, respect, accuracy, and transparency.

SECTION 2. VISION STATEMENT. The City of Palatka hereby adopts the following vision statement:

"To strategically build and maintain a strong, vibrant, and sustainable physical and economic environment, which integrates the elements of inclusion, diversity, and equity, while focusing on the health and well-being of our evolving community."

SECTION 3. CORE VALUES. The City of Palatka hereby adopts the following core values to guide the actions and decisions of the city government:

- S – Selflessness, Safety, and Sustainability
- H – Honesty and Health
- I – Integrity and Innovation
- P – Professionalism and Productivity

SECTION 4. EFFECTIVE DATE. This Resolution shall become effective immediately upon its passage.

SECTION 5. SCRIVENER’S ERRORS. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this Resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 24th day of October 2024.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND LEGALITY:

City Attorney

CITY OF PALATKA MISSION, VISION, AND VALUES

PROPOSED CITY OF PALATKA MISSION

CITY	Excellent Service First , as we maintain relationships and partnerships with our citizens, enhancing the quality of life with innovation, respect, accuracy, and transparency.
-------------	---

PROPOSED CITY OF PALATKA VISION

CITY	To strategically build and maintain a strong, vibrant, and sustainable physical and economic environment, which integrate the elements of inclusion, diversity, equity, while focusing on the health and well-being of our evolving community.
-------------	--

PROPOSED CITY OF PALATKA VALUES

CITY	S	Selflessness, Safety, and Sustainability
	H	Honesty and Health
	I	Integrity and Innovation
	P	Professionalism and Productivity

CITY OF PALATKA MISSION, VISION, AND VALUES

DEPARTMENTAL MISSIONS

POLICE	the Palatka Police Department will develop partnerships with our citizens to solve problems, reduce crime, the fear of crime and enhance the quality of life, always treating everyone with fairness and respect.
COMMUNITY AFFAIRS	the Community Affairs Department is dedicated to forming relationships and partnerships through sports, mentoring and events with the City of Palatka youth and citizens.
AIRPORT	The Palatka Municipal Airport is a regional general aviation airport, which is operated, maintained, and preserved by the City of Palatka and for the benefit of the community and airport users.
FIRE	The Mission of the Palatka Fire Department is to protect the lives, property, and environment of the citizens and visitors we serve through an all-hazards approach to public safety.
PUBLIC WORKS	To deliver efficient and effective public infrastructure services that enhance the quality of life for all citizens. We are committed to maintaining and improving the community's roads, parks, and public facilities through sustainable practices, innovation, and collaboration.
CITY CLERK	To prepare then maintain accurate records, communicate effectively, and support the legislative process professionally.
FINANCE	Provide accurate and timely reporting, with professional customer service with courtesy, accuracy, and transparency.
PLANNING	To maintain and improve the quality of life of the community and promote sustainable physical and economic development through the implementation of the City's comprehensive plan and zoning regulations.
LEGAL	The City of Palatka Legal Department strives to provide the highest quality legal services to the City, its elected and appointed officials, and its employees in the most efficient manner feasible

DEPARTMENTAL VISIONS

POLICE	The Palatka Police Department in cooperation with the citizens of Palatka is dedicated to making our community safe and free of crime.
COMMUNITY AFFAIRS	The Community Affairs team is here to provide intercultural leaderships and programs that builds a strong vibrant community.
AIRPORT	To be the best customer centric and most well regarded regional general aviation airport in Northeast Florida.
FIRE	The vision of the Palatka Fire Department is to be a progressive and dynamic all hazards public safety organization committed to excellence in service delivery through training, prevention, and mitigation.
PUBLIC WORKS	A community where public infrastructure is well-maintained, resilient, and meets the evolving needs of residents and businesses. We strive to be a leader

CITY OF PALATKA MISSION, VISION, AND VALUES

	in sustainable development, ensuring that our public works systems contribute to a healthy, vibrant, and prosperous community.
CITY CLERK	To be a shining Clerk's office
FINANCE	To be rated as an outstanding Finance Department by GFOA in budgeting and reporting.
PLANNING	To achieve a dynamic and vibrant city where the citizens can live, work and play in harmony with the built and natural environment.
LEGAL	In an ever-evolving and complex legal landscape, the primary objective of the Legal Department is to limit the liability of the City of Palatka by assisting municipal employees and officials in carrying out their duties and responsibilities in this environment.

DEPARTMENTAL VALUES

Department Heads included all the following words in their "Values" statements:

- ✚ Honesty and accuracy.
- ✚ Courteousness.
- ✚ Innovation.
- ✚ Integrity: We act with honesty, transparency, and accountability in all our operations.
- ✚ Sustainability: We prioritize environmentally responsible practices that protect and preserve resources for future generations.
- ✚ Collaboration: We work together with community members, government agencies, and private partners to achieve common goals.
- ✚ Innovation: We seek out new technologies and methods to improve service delivery and infrastructure management.
- ✚ Excellence: We are dedicated to providing high-quality services and continuously improving our performance.
- ✚ Safety: We ensure the safety of our employees, the public, and the environment in all aspects of our work.
- ✚ Professionalism
- ✚ Honesty
- ✚ Dedication
- ✚ Service: Providing quality service and protection to all people in an efficient, competent and courteous manner. Responsiveness to the needs of the community.
- ✚ Integrity: Honesty in all our actions to foster an atmosphere of mutual trust, cooperation and accountability.
- ✚ Respect: Treating all persons in a fair and equal manner, upholding the rights of all.
- ✚ Compassion
- ✚ Responsibility
- ✚ Accountability
- ✚ Diversity
- ✚ Commitment
- ✚ Teamwork
- ✚ Health and Safety
- ✚ Fairness

CITY OF PALATKA MISSION, VISION, AND VALUES

-  Communication
-  Adaptability
-  Fun
-  Integrity & Candor – Acting with a commitment to honesty and ethical behavior,
-  Partnership & Teamwork – Working cooperatively internally with all departments to achieve the City's goals,
-  Efficiency & Innovation – Evaluating all options to maximize efficiencies, capture lost revenue and accomplish economic opportunities for the City,
-  Dignity & Diversity – Demonstrating esteem for the worth of each individual.

DISCUSSION/DIRECTION - River Street retaining wall

STAFF REPORT

DATE: October 24, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Provide direction to City staff and property owners.

BACKGROUND

This item was postponed by the Commission at the September 12, 2024 meeting to September 26. The River Street retaining wall issue dates back to 2015; however, ownership of the wall is not readily verifiable. City staff seeks guidance from the City Commissioners on how to proceed with the repairs that are necessary to address the maintenance of the retaining wall.

PROJECT ANALYSIS

Four potential options have been identified by City staff on how to proceed: 1) Establish a MSBU; 2) The City repairs and reconstructs the wall; 3) Remove sidewalk; 4) Split the cost of repairs.

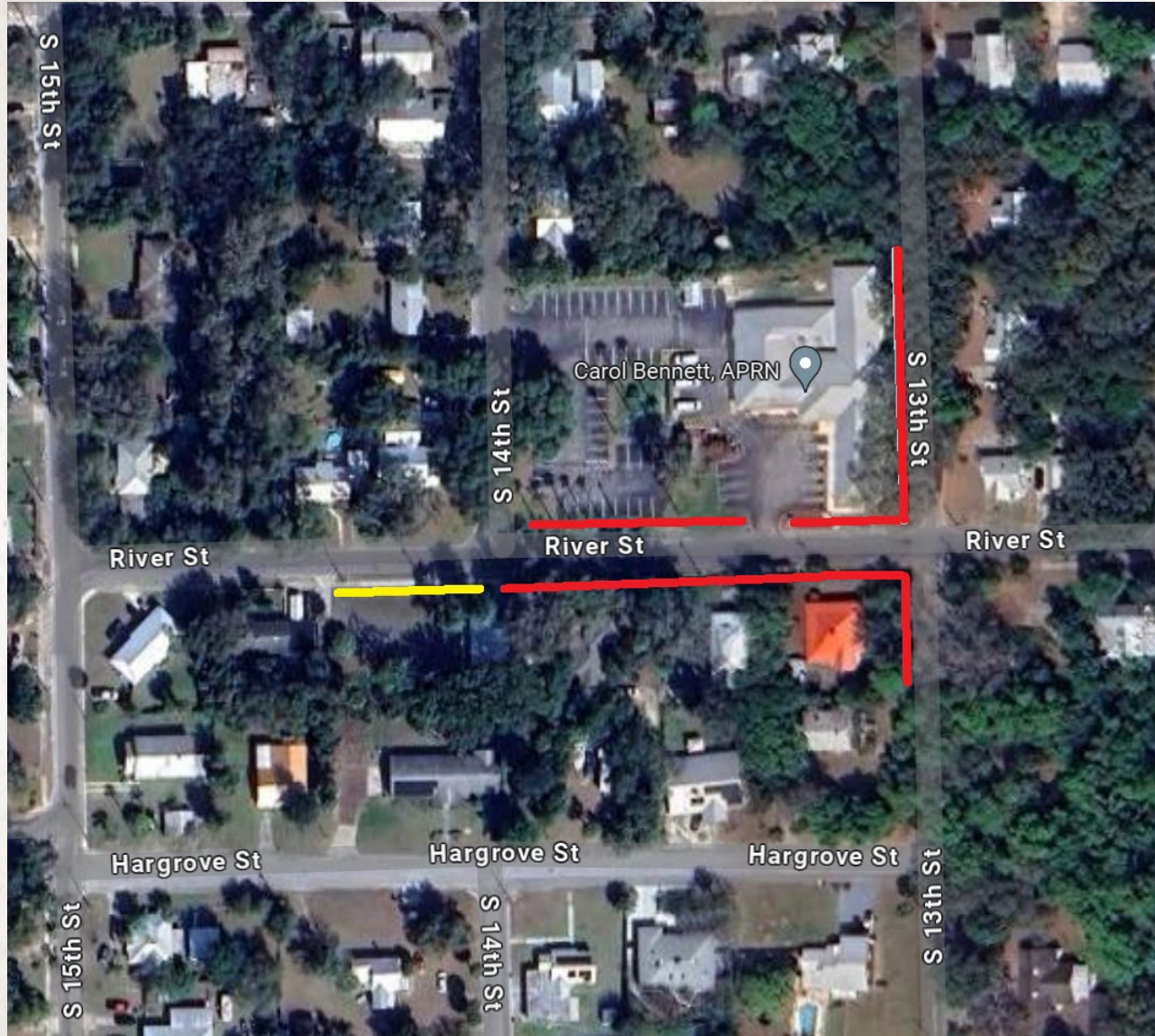
Staff Recommendation

Provide direction sought by City staff.

ATTACHMENTS

1.	River street retaining wall 7-24 (002)
----	--

RIVER STREET RETAINING WALL



IMPACTED PROPERTIES

1302 River Street

1303 River Street

1311 River Street

1321 River Street



Photos taken July 21, 2023

BACKGROUND

SEPTEMBER 25, 2014 CITY COMMISSION MEETING

“Mr. Czymbor reported that a year ago they noticed there is a retaining wall on River Street that is leaning. They don’t know when it was erected. They have determined through a survey that the retaining wall is on public property. They have received quote to fix this wall and will be bringing back options to fix or replace the wall. It’s leaning at about a 30-degree angle.”

AUGUST 6, 2015

CITY COMMISSION MEETING

“Mr. Suggs said it was brought to his attention that there is a serious issue with the retaining wall on River Street near Twigg Street. He noted Staff has received one quote to do the necessary work; however, the cost is over the purchasing threshold which triggers Commission approval. He is requesting the Commission take this up as an emergency item and give approval on latitude to get the wall repaired/replaced before it becomes a life-safety issue. Mayor Hill said it is a matter of time before it collapses; it is a well-traveled sidewalk. Mr. Suggs said he has ordered the site be secured and cordoned off. Commissioner Borom moved to give the City Manager sufficient latitude to expend the funds to make the necessary repairs to the retaining wall. Commissioner Brown seconded the motion, which passed UNOPPOSED.”

1325 RIVER STREET WALL REMOVED 2016

Lewis Oil Company owned 1325 River Street. On April 11, 2016 Wendy Lewis authorized the City to remove the masonry wall located on the northern boundary of her property. Portions of the wall had already collapsed. The City pulled the permit and work order and demolished and removed the falling wall and regraded the slope of the property.

This was the only wall that the City demolished.



THE CURRENT CODE ENFORCEMENT COMPLAINT

The retaining wall along River Street remains in place and is leaning significantly in certain areas. It is not, however, collapsing onto the sidewalk like the Lewis wall was. Yet.

July 17, 2023 John Jarvis filed a code enforcement complaint stating that the wall is leaning out towards the sidewalks.

Notices of Violation were issued.

A Special Magistrate hearing is scheduled in August.

Legal counsel has been retained and the property owners are of the position that the City owns the wall and is responsible for maintaining it.

Ownership of the wall has not been confirmed. Regardless, staff seeks direction from the City Commission on how it would like to proceed as the wall does pose a life-safety issue.



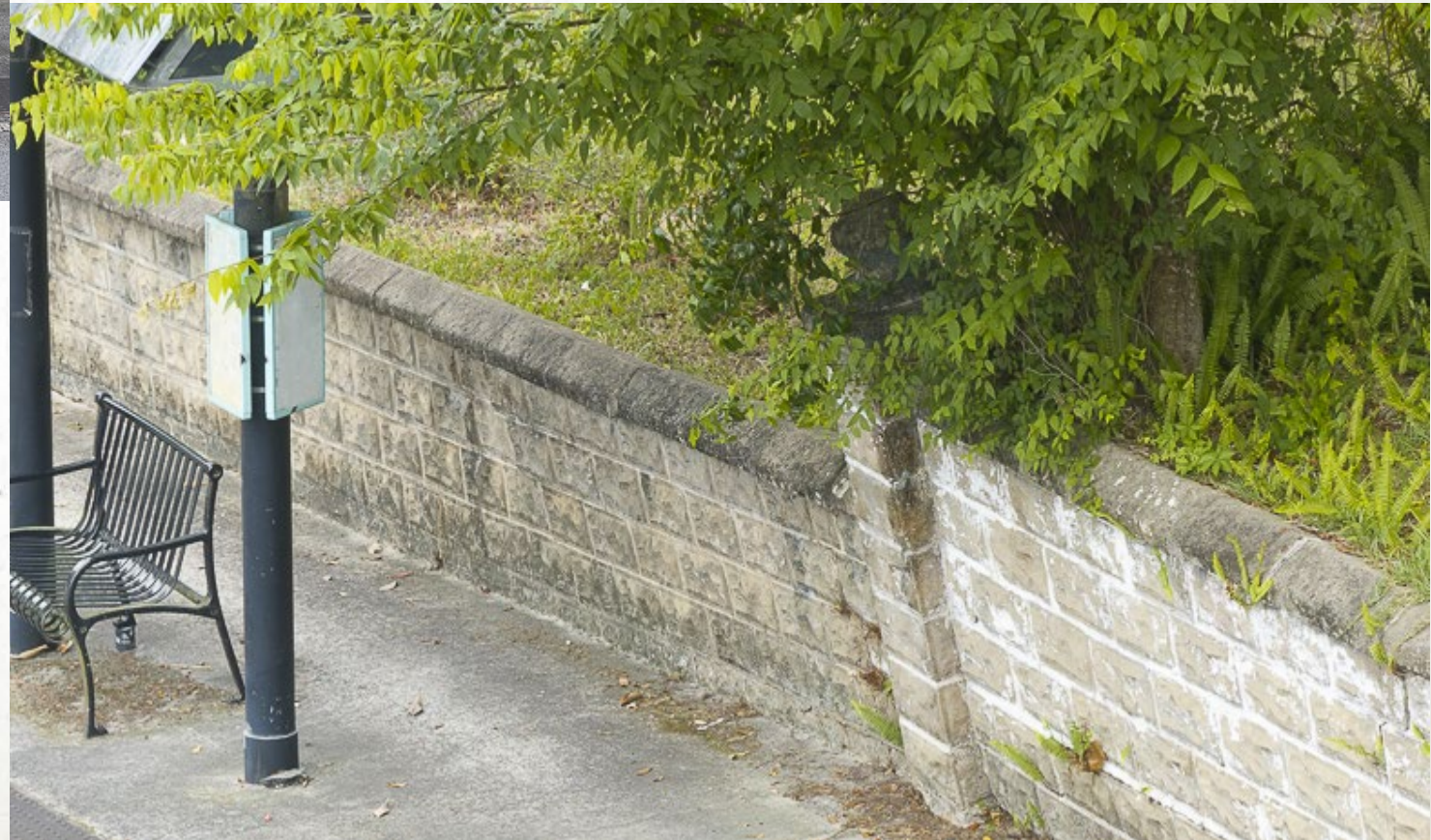
The bricks along the wall match the bricks on the staircase wall returns, porches and columns for at least 2 of the properties: 1321 and 1311 River Street.



Vegetation has pushed up against the wall causing further damage.



Bus stop across from Aza Health
Photo taken May 9, 2024



OPTION1

MUNICIPAL SERVICE BENEFIT UNIT

A MSBU provides residents with a funding mechanism for specific infrastructure improvements. It can be financed through a cooperative relationship with the City.

Step 1 – Petition the City to create the MSBU. All property owners must agree on the “proposed benefit area”.

Step 2 – City agrees to enter into the MSBU. The City will prepare a preliminary cost estimate for the engineering, design, construction, labor and materials.

Step 3 – Property owners vote on the cost estimate.

Step 4 – If the vote is approved, the cost is paid in annual installments over a 10-year period which is reflected on the annual property tax bill

OPTION 2

CITY REPAIRS AND RECONSTRUCTS THE WALL

The City takes responsibility and repairs or reconstructs the wall. Potential funding sources are Better Place and General Fund dollars. The City would utilize one the existing engineers on continuing services to provide an assessment and estimate of probable cost for various scenarios (i.e. construction of a new retaining wall, repair of the existing wall, removal of the wall, etc.).

OPTION 3

REMOVE SIDEWALK

The City removes the sidewalk along the areas of potential failure and provides for pedestrian movement on the other side of the road.

OPTION 4

SPLIT REPAIR COSTS

The City partners with the residents to share in the cost of repair, as the wall is on public and private property. The City could cover the cost of engineering/ repairs for the section of walls on City ROW. The residents would be responsible for repairs on their property.

ADOPT RESOLUTION 2024-R-206 authorizing the City's Youth Ambassadors to host a canned food drive as its community service project for 2024-25

STAFF REPORT

DATE: October 24, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The City's Youth Ambassadors have submitted an agenda request to obtain permission from the City to host a canned food drive by placing boxes for donations at City facilities and events.

BACKGROUND

The City's Youth Ambassador Program, founded in April 2022, annually participates in a community service project of their choosing.

PROJECT ANALYSIS

Staff is willing to assist the Youth Ambassadors with providing locations for boxes for canned food donations. The City's Public Information officer is willing to assist with promotional materials.

Staff Recommendation

Adopt Resolution.

ATTACHMENTS

1.	2024.10.10 Youth Ambassador Program Canned Food Drive
2.	2024-R-206 Youth Ambassador Program Annual Community Service Project Canned Food drive



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: Youth ambassador program

Address: 201 N 2nd St **e-mail** bgibbs@palatka-fl.gov

Daytime Phone 386-329-0100 **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: permission for community service project/ food drive

(attach additional sheet if necessary)

Commission Action Requested, if any: commission approval to accept food at city properties and events

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

RESOLUTION NO. 2024-R-206

**A RESOLUTION OF THE CITY OF PALATKA
AUTHORIZING THE CITY’S YOUTH AMBASSADORS TO
HOLD A CANNED FOOD DRIVE FOR THEIR
COMMUNITY SERVICE PROJECT FOR THE 2024-25
SCHOOL YEAR; ACCEPT DONATIONS FOR NON-
PERISHABLE FOOD ITEMS; AND PROVIDING FOR
SCRIVENER’S ERRORS**

WHEREAS, the Youth Ambassador Program was formed by the City Commission on April 14, 2022; and

WHEREAS, the Youth Ambassadors, as part of their program, undertake a project each year to benefit our community; and

WHEREAS, for the current year, the Youth Ambassadors have chosen to organize a canned food drive as their community service project; and

WHEREAS, the Youth Ambassadors have sought permission from the City to place donation boxes for the canned food drive at City facilities and events.

NOW, THEREFORE, be it resolved by the Palatka City Commission that:

1. The Youth Ambassadors are granted permission to place donation boxes for the canned food drive at each City facility, effective immediately upon adoption of this resolution.
2. The City Manager, Clerk, and Community Affairs Director are directed to coordinate with the Youth Ambassador Program to facilitate the placement of donation boxes at designated City facilities and events.
3. The City’s Public Information Officer shall assist the Youth Ambassadors with promotional efforts for the canned food drive.
4. The Youth Ambassadors are authorized to donate the food collected to Feed the Need or, if they will not accept the donations, another local nonprofit organization within Putnam County.
5. 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

ADOPT RESOLUTION 2024-R-219 establishing legislative appropriations and legislative priorities for the 2024-25 legislative session

STAFF REPORT

DATE: October 24, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Annually, the City of Palatka establishes legislative appropriation requests and legislative priorities for the upcoming legislative session.

BACKGROUND

PROJECT ANALYSIS

The Interim City Manager has met with the City's lobbyist, Yolanda Cash-Jackson, of Becker & Poliakoff PA. It is the recommendation of Ms. Jackson that the City continue with the legislative appropriation requests from the past legislative session. The City received \$10 million for the potable water line replacement initiative. The City also received funding for police cars (in the first year of the replacement program). We are going into the second year of the police car replacement program.

Staff Recommendation

Discuss if the Commission desires to establish the same legislative priorities and appropriation requests as last year, then adopt or amend the resolution to reflect the desires of the Commission.

ATTACHMENTS

1.	2024-R-219 ESTABLISHING LEGISLATIVE APPROPRIATIONS FOR THE 2024-25 LEGISLATIVE SESSION; ESTABLISHING LEGISLATIVE PRIORITIES FOR
----	---

RESOLUTION NO. 2024-R-219

A RESOLUTION OF THE CITY OF PALATKA CITY COMMISSION ESTABLISHING LEGISLATIVE APPROPRIATIONS FOR THE 2024-25 LEGISLATIVE SESSION; ESTABLISHING LEGISLATIVE PRIORITIES FOR THE 2024-25 LEGISLATIVE SESSION; AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS, the City Commission recognizes the importance of participating in the legislative process at the state level to advocate for the interests and needs of our community; and

WHEREAS, the 2024-25 Legislative Session is forthcoming, during which numerous bills and policies may be considered that could impact the well-being and prosperity of our city; and

WHEREAS, it is imperative that the City of Palatka allocates resources to effectively engage in the legislative process and promote the city's priorities;

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

1. the attached legislative appropriations are hereby established for the 2024-25 Legislative Session;
2. the attached legislative priorities are hereby established for the 2024-25 Legislative Session; 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 24th day of October 2024.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

FY 24/25 APPROPRIATION BRIEF

1. LEAD PIPE REPLACEMENT

2. RURAL TRANSPORTATION IMPROVEMENTS - \$3.3 MILLION

The City currently has 90+ miles of roads ranging in methods of construction from early 1900's brick, dirt and asphalt over brick. Potholes, Pavement Edge Cracking, Alligator Cracking and Rutting due to inadequate substructure are evident throughout the City's paved streets as well as Distortion, Potholes and Raveling. The substructure under the brick streets is failing causing potholes and an uneven driving surface. All of these distressed portions of the City's streets create unsafe conditions for driving, cycling and walking within the City. In 2023 the City proactively budgeted for annual replacement to the sum of approximately \$500,000 through a combination of ad valorem tax revenues and one cent sales surtax funds. However, this falls short of the required \$6.3 million estimated to maintain the roads on an annual basis. Being a fiscally constrained and disadvantaged, rural City prohibits making the necessary transportation improvements to attract development without funding assistance. The project area is City wide and would address construction of streets currently dirt, reconstruction or resurfacing failing paved (asphalt and or brick) and rectifying the underlying infrastructure issues that can contribute to unsafe roadway conditions such as faulty potable, sanitary and storm lines. The City is requesting funding in the amount of \$3.3 million to begin the repair needed in order to get the streets in a condition where annual maintenance would be sufficient to ensure the safety of the City's roadways.

3. 10 POLICE PATROL CARS \$500,000

Year 2 of the replacement program. - Palatka Police Department's fleet of 40 police cruisers is at the end of its useful life as the cruisers have to be replaced every 5 years as they become maintenance heavy and unreliable to the officers on shift due to the necessary extra ordinary wear and tear placed on the vehicles throughout their use in police service. The entire fleet is paced to need replacement over the next three (3) years at 10 cars per year. The City is respectfully requesting funding for the second year of replacement.

4. RIDE SOLUTION'S REQUEST \$450,000

Support for Ride Solutions' request for appropriation funding for rural transit services from the Legislature of the State of Florida during the 2024-25 legislative session.

5. SENIOR AND LOW-INCOME RECREATIONAL PROGRAMMING \$350,000

Palatka Community Affairs and Recreation Department has been expanding opportunities to offer more programming to the over 55 and under 12 demographics of its population. As these programs are created funding is limited within the budget as Palatka is a REDI community and has a disproportionate amount of government and nonprofit owned properties not on the tax roll, this limits the funding that the City can dedicate to much needed programming. Providing programming for the over 55 has been documented to promote longer and more enriched life and for the under 12 it has been linked to higher rates of graduating high school and secondary institutions. The City is requesting this funding to offset costs in the creation and first year of operation of this programming.

6. SPLASH PAD AND CITY OF PALATKA RIVERFRONT PARK PHASE II IMPROVEMENTS PROJECT \$600,000

The City is seeking appropriation for a splash pad at the Palatka James C. Godwin Riverfront Park as apart of Phase II Riverfront Improvements Project.

LEGISLATIVE PRIORITIES

The City of Palatka supports legislation which preserves home rule powers granted to municipalities under the Florida Constitution.

Transportation

- Support legislation that reserves funding for transportation projects in small/medium sized cities
- Support additional funding for FDOT Project # 210026-2 to enhance Reid Street from Memorial Bridge to SR 19 to include pedestrian and cyclist improvements and corridor beautification through downtown Palatka.
- Support legislation that funds Capital Replacement of FDOT Constructed Facilities maintained by local agencies (i.e. Memorial Bridge Walkway).

Climate, Energy, Water Quality & Environment

- Support legislation to expand funding sources, including the State Revolving Loan fund, for water quality preservation and enhancement, to assist municipalities to upgrade drinking/wastewater infrastructure.
- Support direct Federal funding to municipalities for water quality infrastructure projects.
- Support legislation to raise the USDA rural population requirements to 20,000 for all USDA programs. The rural population thresholds for USDA programs are not consistent – the City can apply for some programs under a rural designation but not the Water and Environmental Programs that are so critically needed.
- Support legislation that assists municipalities with the assessment, testing, mitigation, and compliance related to perfluoroalkyl and polyfluoroalkyl substances (PFAS) groundwater contamination.

Public Safety

- Support continued funding for Community Oriented Police Service (COPS) and Byrne Justice Assistance Grant Programs.
- Support direct funding to municipalities for cybersecurity.
- Support funding for public programs to address mental health and wellness.

DISCUSSION/DIRECTION - Hank Bryan Park Restroom

STAFF REPORT

DATE: October 24, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Verbal update and presentation will be made.

BACKGROUND

Staff has recieved input from the Commission that there is desire to have two bathroom stalls at Hank Bryan Park. Staff is working to prepare a presentation to provide the City Commission at the meeting.

PROJECT ANALYSIS

Staff Recommendation

Direct Staff.

ATTACHMENTS

None

ADOPT RESOLUTION 2024-R-224 accepting the City of Palatka's Initial Lead Service Line Replacement Plan and authorizing the execution of a contract with Water Sensible Solutions

STAFF REPORT

DATE: October 24, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The City Commission is requested to accept the Initial Lead Service Line Replacement Plan and authorize the Mayor to execute, and the City Clerk to attest, a contract with Water Sensible Solutions for the implementation of the Plan in an amount not to exceed \$150,000, based upon 2,518 water connections and preparing the report for the 2,300 the City temporary crew expect to process. The purpose of this effort is to identify lead service connections throughout the City to ensure the safety and quality of the water supply.

BACKGROUND

The City of Palatka is committed to maintaining the safety and quality of its water supply. Lead service lines, which were installed in many older communities across the country, pose significant health risks, particularly to children, pregnant women, and other vulnerable populations. Lead exposure can cause developmental delays and other health issues, making the removal and replacement of these lines a public health priority. In response to these concerns, the City has developed an Initial Lead Service Line Replacement Plan (the "Plan") aimed at identifying, removing, and replacing lead service lines throughout Palatka. The Plan is designed to prioritize areas with the highest potential risk and ensure that replacements are conducted in compliance with all relevant environmental and health regulations.

Water Sensible Solutions, a firm with recognized expertise in lead service line management and replacement, has been identified as a key partner to assist the City in implementing the Plan. Their scope of work will include locating lead service connections. The City has negotiated a contract with Water Sensible Solutions in an amount not to exceed \$150,000 to cover these services. The attached proposal is the amount if the City did not activate the temporary crew which the City has employed, and would cover 4,822 field Verifications with reporting. The amount would be \$241,100. Because of the temporary crew, our cost would be 2518 x \$50 (\$125,900 and \$24,100 for the reporting on the 2304 the City will process).

PROJECT ANALYSIS

The implementation of the Initial Lead Service Line Replacement Plan is essential to ensuring the ongoing health and safety of Palatka's residents. The City's aging water infrastructure includes lead service lines, which present a clear and documented risk to public health.

Water Sensible Solutions has demonstrated expertise in addressing lead service line issues, offering services that encompass both the technical aspects of identifying lines, as well as the necessary regulatory reporting. Their partnership with the City will ensure that the project adheres to federal, state, and local guidelines for lead service line removal, helping to mitigate any potential health risks to residents.

The proposed contract with Water Sensible Solutions has been reviewed by City staff and deemed to be both necessary and cost-effective. The total contract amount of \$150,000 is sufficient to cover the initial phase of lead service line field verifications, and the contract is structured to allow for minor adjustments as needed, subject to approval by the City Attorney. This project aligns with the City’s broader goal of modernizing its infrastructure and enhancing the quality of life for all Palatka residents. By addressing this critical issue, the City can prevent long-term health impacts associated with lead exposure and demonstrate a proactive approach to public safety.

Staff Recommendation
Adopt Resolution.

ATTACHMENTS

1.	2024-R-224 ACCEPTING THE INITIAL LEAD SERVICE LINE REPLACEMENT PLAN AND AUTHORIZING THE EXECUTION OF A CONTRACT WITH WATER SENSIBLE SOLUTIONS
2.	Lead Service Line Replacement plan FINAL10-16-24
3.	Proposal for City of Palatka (002)

RESOLUTION NO. 2024-R-224

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA ACCEPTING THE INITIAL LEAD SERVICE LINE REPLACEMENT PLAN AND AUTHORIZING THE EXECUTION OF A CONTRACT WITH WATER SENSIBLE SOLUTIONS; AND PROVIDING FOR AND EFFECTIVE DATE AND SCRIVENER'S ERRORS

WHEREAS, the City of Palatka is committed to ensuring the safety and quality of its water supply for all residents, and;

WHEREAS, lead service lines pose a potential health risk, particularly to children and vulnerable populations, and;

WHEREAS, the City has developed an Initial Lead Service Line Replacement Plan (the "Plan") to begin the replacement of these lines to protect the health and safety of its residents, and;

WHEREAS, Water Sensible Solutions has the expertise and capacity to assist the City in implementing record and report lead service line connections, and;

WHEREAS, the City has negotiated a contract with Water Sensible Solutions for services related to the implementation of the Initial Lead Service Line Replacement Plan, with a total contract amount not to exceed One Hundred Fifty Thousand Dollars (\$150,000.00), and;

WHEREAS, the City Commission finds that the approval of this contract is in the best interest of the City and its residents.

NOW, THEREFORE, be it resolved by the City Commission:

1. Acceptance of the Plan. The City Commission hereby accepts and approves the Initial Lead Service Line Replacement Plan as presented.
2. Authorization to Execute Contract. The Mayor is hereby authorized and directed to execute, and the City Clerk is hereby authorized to attest, a contract with Water Sensible Solutions for the implementation of the Initial Lead Service Line Replacement Plan, in an amount not to exceed One Hundred Fifty Thousand Dollars (\$150,000.00), in substantially the form presented to the City Commission on October 24, 2024, subject to such minor modifications as may be deemed necessary by the City Attorney.
3. Effective Date. This Resolution shall become effective immediately upon its passage.
4. Scrivener's Errors. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 24th 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



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.

INITIAL LEAD SERVICE LINE REPLACEMENT PLAN

OCTOBER 16, 2024

ACKNOWLEDGEMENTS

FINANCE DIRECTOR MARCIA G. CARTY, CPA, CGFO

INTERIM PUBLIC WORKS DIRECTOR JOE VERRECHIO

RECLAMATION FACILITY SUPERINTENDENT BRIAN MCCAN

WATER TREATMENT PLANT SUPERITENDENT SHAWN BRUNEAU

Lead Service Line Replacement Plan – City of Palatka, Florida

History of the Lead in Household Plumbing

Lead pipes were commonly used in homes built in the early 20th century as lead was a less expensive and more durable option than iron. Concerns about lead poisoning contributed to the creation of the Environmental Protection Agency's (EPA) Safe Drinking Water Act (SDWA) in 1986. The SDWA prohibited the use of pipes, solder or flux that were not "lead free" in public water systems or plumbing in facilities providing water for human consumption. At the time "lead free" was defined as solder and flux with no more than 0.2% lead and pipes with no more than 8% lead content.

The installation of lead service lines was prohibited in 1986 and became effective in 1988. If your home was built after 1988 with a new water connection, you should not have a lead service line. Copper service lines became popular in the 1960s so many homes built before 1988 do not have lead service lines.

Lead is a toxic material that is known to have harmful health impacts, especially in children. Lead exposure can damage the brain and nervous system, harm vital organs, impede child development, and cause other long-term, irreversible health impacts. Yet, tens of millions of people in the U.S. get their drinking water from drinking water pipes, known as service lines, made of lead.

Estimates vary as to how many lead service lines (LSLs) are still in use nationwide, ranging from 6 to 12 million, but all are in urgent need of replacement. Unfortunately, many communities do not have complete inventories of their water system's service line materials and locations. Communities are starting to take stock of LSLs following the Lead and Copper Rule Revisions, which mandate that all water systems must have initial inventories by October 2024.

Replacing LSLs is expensive, with price tags starting at \$5,000 in some communities to \$25,000 in Chicago. Because lead service lines carry water from the water main to homes, some refer to the portion of the line under the street as the "public side," and the portion that runs under private property as the "private side" of the line.

When water utilities only take responsibility for the "public" portion of the service line, many residents find the cost to replace the remaining portion of LSLs prohibitively high. This results in a disproportionate exposure to lead and its harmful impacts among Americans unable to pay for replacement. In some cases, that distinction has led to a dangerous practice of partial LSLR, in which disruptions to the lead pipe can actually lead to a spike in lead exposure. BIL-funded projects must replace the entire LSL, not just a portion, and EPA encourages states to work with communities to ensure potential SRF applicants propose projects that will fully replace, and pay for, the entire LSL.

In 1991, the EPA published the Lead and Copper Rule (LCR) which regulates the concentration of lead and copper permitted in public drinking water by regularly sampling

at the consumer's tap. The LCR established an action level of 15.0 parts per billion (ppb) for lead based on the 90th percentile level of tap water samples. This means that no more than 10 percent of samples can be above the action level. The action level is the concentration of lead in tap water which, if exceeded, triggers treatment or other requirements that a water system must follow. If lead levels are found above the action levels, it does not signal a violation but can trigger additional requirements.

On January 15, 2021, the U.S. Environmental Protection Agency (EPA) issued [Lead and Copper Rule Revisions \(LCRR\)](#) that went into effect on December 16, 2021. The LCRR amended the Lead and Copper Rule (40 CFR sections 141.80-.91). The City of Palatka, Florida is compliant with the original Lead and Copper Rule and will continue to set the standard and provide the highest quality drinking water for our residents.

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:

- Provides best practices for inventory development and communicating information to the public.
- Includes a template for water systems, states, and Tribes to use or adapt to create their own inventory.
- 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.

EPA is harmonizing regulatory requirements with unprecedented funding through President Biden's Bipartisan Infrastructure Law to make rapid progress on removing harmful lead from America's drinking water.

On June 28, 2023, EPA released *Developing and Maintaining a Service Line Inventory: Small Entity Compliance Guide* to support water systems, particularly small water systems, in complying with the Lead and Copper Rule Revisions (LCRR) initial inventory requirements. EPA's Small Entity Compliance guide helps explain the inventory related actions small community and non-transient non-community water systems are required to take under the LCRR.

EPA's new Lead and Copper Rule better protects children and communities from the risks of lead exposure by better protecting children at schools and child care facilities, getting the lead out of our nation's drinking water, and empowering communities through information. Improvements under the new rule include:

- Using science-based testing protocols to find more sources of lead in drinking water.
- Establishing a trigger level to jumpstart mitigation earlier and in more communities.
- Driving more and complete lead service line replacements.
- For the first time, requiring testing in schools and child care facilities.
- Requiring water systems to identify and make public the locations of lead service lines

The LCRR requires all community and non-transient, non-community public water systems to create an inventory of all service lines. Initial lead service line inventories must be submitted to the appropriate DEP Regulatory District Office or Approved County Health Department (ACHD) no later than **October 16, 2024**.

This Initial Lead Service Line Replacement Plan is based on the best available information at the time of its writing. It is recognized that, based on the requirements of the Lead Service Line Replacement and Notification Act, the Community Water System will have the opportunity to update the Plan in 2025 and 2026, prior to submitting the Final Lead Service Line Replacement Plan, which is due before **October 15, 2027**.

1.3 Material Inventory

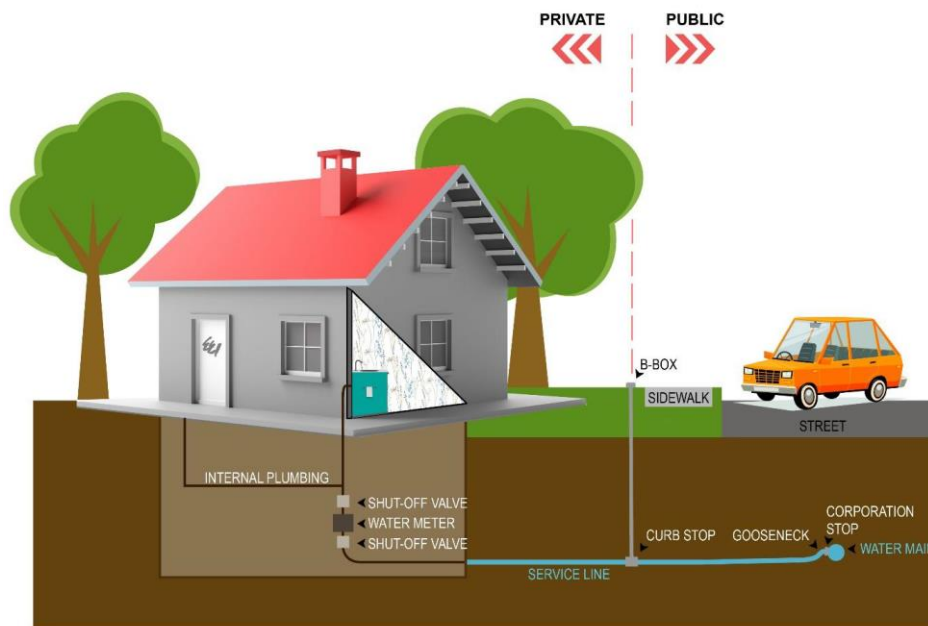
The LSLRNA requirements for the comprehensive water service line material inventory include the identification of:

- (1) the total number of service lines connected to the community water supply's distribution system;
- (2) the materials of construction of each service line connected to the community water supply's distribution system;
- (3) the number of suspected lead service lines that were newly identified in the material inventory for the community water supply after the community water supply last submitted a service line inventory to the Agency; and
- (4) the number of suspected or known lead service lines that were replaced after the community water supply last submitted a service line inventory to the Agency, and the material of the service line that replaced each lead service line.

When identifying the materials of construction under paragraph (2) above, the owner or operator of the community water supply shall to the best of the owner's or operator's ability identify the type of construction material used on the customer's side of the curb box, meter, or other line of demarcation and the community water supply's side of the curb box, meter, or other line of demarcation.

In addition, the owner or operator of a community water supply is required to:

- (1) prioritize inspections of high-risk areas identified by the community water supply and inspections of high-risk facilities, such as preschools, day care centers, day care homes, group day care homes, parks, playgrounds, hospitals, and clinics, and confirm service line materials in those areas and at those facilities;
- (2) review historical documentation, such as construction logs or cards, as-built drawings, purchase orders, and subdivision plans, to determine service line material construction;
- (3) when conducting distribution system maintenance, visually inspect service lines and document materials of construction;
- (4) identify any time period when the service lines being connected to its distribution system were primarily lead service lines, if such a time period is known or suspected; and
- (5) discuss service line repair and installation with its employees, contractors, plumbers, other workers who worked on service lines connected to its distribution system, or all the above.



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Lead Service Line Replacement Plan Requirements

Every owner or operator of a community water supply that has known or suspected lead service lines are required to:

- (1) create a plan to: (A) replace each lead service line connected to its distribution system; and (B) replace each galvanized service line connected to its distribution system, if the galvanized service line is or was connected downstream to lead piping; and,
- (2) electronically submit, by October 16, 2024, its initial lead service line replacement plan to the Agency;
- (3) electronically submit by April 15 of each year after 2024 until April 15, 2027, an updated lead service line replacement plan to the Agency for review; the updated replacement plan shall account for changes in the number of lead service lines or unknown service lines in the material inventory;
- (4) electronically submit by April 15, 2027, a complete and final replacement plan to the Agency for approval; the complete and final replacement plan shall account for all known and suspected lead service lines documented in the final material inventory; and (
- 5) post on its website a copy of the plan most recently submitted to the Agency or may request that the Agency post a copy of that plan on the Agency's website.

The lead service line replacement plan must include the following:

- (1) the name and identification number of the community water supply;
- (2) the total number of service lines connected to the distribution system of the community water supply;
- (3) the total number of suspected lead service lines connected to the distribution system of the community water supply;
- (4) the total number of known lead service lines connected to the distribution system of the community water supply;
- (5) the total number of lead service lines connected to the distribution system of the community water supply that have been replaced each year beginning in 2020;
- (6) a proposed lead service line replacement schedule that includes one-year, 5-year, 10- year, 15-year, 20-year, 25-year, and 30-year goals;
- (7) an analysis of costs and financing options for replacing the lead service lines connected to the community water supply's distribution system, which shall include, but shall not be limited to:

(A) a detailed accounting of costs associated with replacing lead service lines and galvanized lines that are or were connected downstream to lead piping;

(B) measures to address affordability and prevent service shut-offs for customers.

(C) consideration of different scenarios for structuring payments between the utility and its customers over time; and

(8) a plan for prioritizing high-risk facilities, such as preschools, day care centers, day care homes, group day care homes, parks, playgrounds, hospitals, and clinics, as well as high-risk areas identified by the community water supply;

(9) a map of the areas where lead service lines are expected to be found and the sequence with which those areas will be inventoried and lead service lines replaced;

(10) measures for how the community water supply will inform the public of the plan and provide opportunity for public comment; and, (11) measures to encourage diversity in hiring in the workforce required to implement the plan.

LEAD SERVICE LINE REPLACEMENT PLAN

Overview of Community Water System

The City of Palatka (City) community water system I2544460 (CWS) serves approximately 11,900 people within the City, along with a multitude of governmental/institutional, commercial, and industrial customers. The source of water for the City's CWS is ground water. The City has eight (8)) active wells with a design capacity of over 5.7 million gallons per day (MGD). All wells are deep wells drawing water from deep sandstone aquifers. The wells are shallow and draw ground water from sand and gravel aquifers. The total water production in 2023 was 627 million gallons with an average daily demand of 1.654 million gallons and a maximum daily demand of 2,243 million gallons.

The City has one (1) water treatment plant (WTP) that treats raw water from the wells. At the WTP raw well water is treated using the granular activated carbon process. During this process, raw well water is filtered through activated carbon crushed stone and gravel to remove contaminants and any particulates.

The City utilizes one (1) elevated water storage tanks (EWSTs) and three (3) ground storage tanks (GSTs) for finished water storage. The City's current storage capacity is 1.8 million gallons of water, which does exceed the average daily demand of the system. The tower control valves maintain a constant level in the tanks. The City maintains 109 miles of water distribution system providing water to the public for residential, commercial, and

industrial uses. Water mains are 4 inches to 24 inches in diameter. The distribution system is one pressure zone as a whole, and the City does not have pressure sustaining valves.

Material Inventory Summary

The City has completed the required material inventory. The City has continually reviewed historical documentation, as-built drawings, subdivision plans, and made observations in the field to determine service line material construction. As a result, the accuracy and detail of the inventory has improved over time.

The City utilizes the Illinois EPA Lead Service Line Inventory Template as the basis for its LSL Material Inventory. The most current version of the City's Material Inventory is posted on the City's website (<https://>

In addition, the City is developing and implementing a Geographic Information System (GIS) based database. Maps showing the location of the composition of water service lines in the City are also being developed.

The Lead Service Replacement Plan will start out with a self-assessment checklist, as detailed below:

Please initial each box to confirm that that required section is included in the plan and include the page number and paragraph number for where that information can be found in the plan.
The name and identification number of the community water supply.
The number of service lines connected to the distribution system of the community water supply.
The total number and location of suspected lead service lines connected to the distribution system of the community water supply.
The total number and location of known lead service lines connected to the distribution system of the community water supply.
The total number and locations of lead service lines connected to the distribution system of the community water supply that have been replaced since 2020.
A proposed lead service line replacement schedule that includes one-year, 5-year, 10-year, 15-year, 20-year, 25-year, 30-year goals.
An analysis of costs and financing options for replacing the lead service lines connected to the community water supply's distribution system.
A detailed accounting of costs associated with replacing lead service lines and galvanized lines requiring replacement.
Measures to address affordability and prevent service shut-offs for customers or ratepayers.
Consideration of different scenarios for structuring payments between the utility and its customers over time.
A plan for prioritizing high risk facilities such as preschools, day care centers, group day care homes, parks, playgrounds, hospitals, and clinics, as well as high-risk areas identified by the community water supply.
A map of the areas where lead service lines are expected to be found and the sequence with which those areas will be inventoried and lead service lines replaced.
Measures for how the community water supply will inform the public of the plan and provide opportunity for public comment.
Measures to encourage diversity in hiring in the workforce required to implement the plan as identified under subsection (n).
Procedure for conducting full lead service line replacement.
Procedure for informing customers before a lead service line replacement and flushing directions to remove particulate lead from service lines and premise plumbing.

Lead Service Line Inventory Summary

Description	Amount
Total number of connections	5,322
Known Lead	0
Galvanized Reporting Replacement	0
Suspected Lead	55

LSL Replacement Goals

City of West Chicago is actively replacing the City-owned portion of water service lines when lead is encountered during water main construction, and maintenance or repair operations. In addition, residents are notified when lead service lines are discovered as required by the Act and encouraged to replace the customer-owned portion of the water service line if it is lead. The City will develop a schedule for replacing the known and suspected LSLs connected to the City's distribution system. Currently, the number of LSLs in the City's material inventory as of October 16, 2024, is zero, but will project 55, until the completion of the field verification process. Staff actually estimate zero lines.

If during routine sampling for lead, which the City has ninety (90) sites, lead was discovered, the City would replace the lead service line on an emergency repair basis only, so for the purposes of this report it is assumed there will be zero (0) LSLs at the end of 2026. According to the requirements of the Act (Subsection (v)) because the City estimates it will have less than 1,200 lead services at the end of 2026, the City will be required to replace at least 7% of their LSLs beginning in 2027. This requirement equates to the City being required to replace approximately 3 LSLs per year (approximately 7% of 55) for 13 years and 4 LSLs in the 14th year.

LSL Replacement Schedule

Year	Reporting Year	Submittal Date	Number of LSLs		
			Beginning	Replaced	Ending
	2024	11/16/2024	55	0	55
	2025	4/15/2025	55	5	50
	2026	4/15/2026	50	5	45
1	2027	4/15/2027	45	5	40
2	2028	4/15/2028	40	3	37
3	2029	4/15/2029	37	3	34
4	2030	4/15/2030	34	3	31
5	2031	4/15/2031	31	3	28
6	2032	4/15/2032	28	3	25
7	2033	4/15/2033	25	3	22
8	2034	4/15/2034	22	3	19
9	2035	4/15/2035	19	3	16
10	2036	4/15/2036	16	3	13
11	2037	4/15/2037	13	3	10
12	2038	4/15/2038	10	3	7
13	2039	4/15/2039	7	3	4
14	2040	4/15/2040	4	4	0

Financial Analysis

There are several factors that control the cost associated with replacing lead service lines including cost of materials, construction methods, availability of qualified contractors, demand, and competition. Although these factors will certainly change over the next 20 years, the City has made a good faith effort to estimate the cost of replacing lead service lines. Recognizing the uncertainty of future costs warrants adding a contingency to the cost estimates. The uncertainty in estimating future costs is relatively high. Therefore, it is recommended that a 30% contingency be added to the best estimate of cost.

The City has developed the following estimated costs for lead service line replacement:

- Public side (water main to shut-off valve): \$7,500
- Private side (shut-off valve to water meter): \$5,000

Affordability

The current policy of the City regarding the replacement of publicly owned and privately-owned lead is stated below. The City is working to submit a Florida EPA SRF Project Plan to potentially secure loan funding for future LSL replacement projects. The City also plans on pursuing CDBG Grants to help fund projects as well.

SRF Basics: How State Revolving Funds Can Support Lead Service Line Replacement (LSLR)

The Bipartisan Infrastructure Law (BIL) includes \$15 billion specifically for LSLR to be allocated by states through the Drinking Water State Revolving Fund program. While these funds will provide important new opportunities for communities to finance LSLR projects and related activities, replacing every LSL in the nation is estimated to cost upwards of \$45 billion. This means that states and communities will need to leverage multiple funding and financing tools, and that Congress will need to continue to appropriate additional funding to address the nation's LSLR challenge. That said, the \$15 billion provided by BIL is a significant downpayment on addressing lead in American drinking water systems, especially when combined with other federal and state funding programs for LSLR.

The five-year funding package also comes with strong guidance from EPA to make rapid progress on LSLR while prioritizing equity through the process. As such, EPA encourages states to take advantage of supplemental LSLR funding under BIL, as well as base DWSRF funds, to accelerate progress on LSLR through the following activities:

- Leverage DWSRF LSLR infrastructure funds to complete removal and replacement of LSLs, update and map LSL inventories, plan and design for LSLR infrastructure projects, and for certified point-of-use water filters to reduce lead after LSLR projects.

- Devote DWSRF set-aside funding and technical assistance to identify where LSLs are and update inventories
- Use DWSRF set-aside funds to support public education and outreach related to replacement and inventorying efforts.
- Fund sampling and activities directly connected to the identification, planning, design, and replacement of lead service lines

City Practice and Proposed Policy

City Policy Regarding the Replacement of Publicly Owned and Privately-Owned Lead Service Lines Scenario			Financial Responsibility
Required Due to Addition or New Construction			Property owner pays for and installs public and private side
•	• Building addition that requires replacement of the service		
•	• New construction that requires replacement of the service		
Property Owner Initiated Replacement			Property owner pays for and installs private side
•	• No specific reason		City pays for and installs public side
•	• Leak/Damage on private side of service		

Prioritizing High Risk Facilities

The City recognizes that some facilities, such as preschools, day care centers, day care homes, group day care homes, parks, playgrounds, hospitals, and clinics, may represent an increase in lead exposure to children, who are the most susceptible to the effects of lead. According to the Center for Disease Control and Prevention, children less than six years old are at a higher risk of lead exposure. This is because their bodies are rapidly developing and are more susceptible to taking in lead if exposed.

Although the City has sought to identify lead service lines that serve such facilities, to date the City has not identified any such facilities as having lead service lines.

Public Engagement

The City of Palatka Public Works Department presented the Lead Service Line Replacement Plan to the City's Department Head Infrastructure Committee on October 3, 2024. The LSLR Plan will then be presented to the City Council on October 24, 2024. The Plan will be included in the meeting agenda packet and residents will be given an opportunity to comment on the Plan during a public hearing portion of the meeting. In addition, the City will post the Plan on its website. The post will provide instructions on how residents can submit comments regarding the Plan to the Public Works Department. Comments received will be considered during the implementation or future updates of the Plan.

Public Accessibility

The purpose of this form is for systems to provide documentation to state how they met the public accessibility requirements of the LCRR.

- When a water system has no lead, galvanized requiring replacement, or lead status unknown service lines (regardless of ownership) in its inventory, it may comply with the requirements in paragraph (a)(8) of this section using a written statement, in lieu of the inventory, declaring that the distribution system has no lead service lines or galvanized requiring replacement service lines. The statement must include a general description of all applicable sources described in paragraphs (a)(3), (5), and (6) of this section used to make this determination. (40 CFR 141.84 (a)(9)).
- Instructions to access the service line inventory (including inventories consisting only of a statement in accordance with paragraph (a)(9) of this section) must be included.

Construction

Measures to Encourage Diversity in Hiring in the Workforce

The City will comply with Section 17.12(n) of the LSRNA (415 ILCS 5/17.12(n)) requiring that it demonstrate a good faith effort in using contractors and vendors owned by minority persons, women, and persons with a disability for not less than 20% of the total contracts awarded.

Procedure for Conducting Full Lead Service Line Replacement

Prior to replacement, the City will provide letters to all impacted residents that state a temporary water shutoff will be occurring as a result of LSLR work. When conducting LSLR, the City will utilize one of the three common methods: open cut excavation, trenchless methods, or pipe pulling/pipe splitting. Whichever method is used the City plans to replace the LSL inside the home to the first shutoff valve or 18-inches, whichever is shorter.

Open cut excavation is a conventional approach that requires the saw cutting and/or breaking of service materials and excavation of soil from the corporation stop at the water main along the entire length of the service line to be replaced. In this technique, precautions must be taken since other underground utilities may not have been properly located. The excavation equipment employed in the open-cut replacement method shall be appropriately scaled to accommodate the entire depth of the hole. Safety measures shall be implemented concerning both the resident's property and any nearby pedestrian and/or vehicular traffic. Upon proper exposure and identification of the service line, the existing pipe shall be disconnected from the main as well as the private side of the connection. The new service line shall properly connect to the main and private side and the new material shall meet the requirements of the Safe Drinking Water Act and other federal regulations for potable water systems. Select bedding and/or designated fill material, in conjunction with the surface treatment, shall be placed to comply with all applicable requirements. The new service line placement shall reduce or eliminate the possibility of settling beyond the allowable limit along the excavation path.

A trenchless lead service line replacement involves the use of equipment to install a new service line in a new location while abandoning the old pipe in place in the ground. Trenchless methods require minimal excavation, and typically only two access pits are required to be excavated: one at the water main to make the new connection, and one at the property line to install the new curb stop. Additional access pits may be required, but typically excavation is kept to a minimum and no open cutting is required along the new service line. To accomplish this, various machines can be used including horizontal directional drills, where a machine drills the path of the new water service from the point of connection through the foundation, or a pneumatic hammer where the machine creates pulses to move underground creating the path for the new water service. With both of these machines, the new water service pipe is pulled back through the new path to set the service in place. Soil conditions may dictate which machine is viable, and open cutting may be required if bedrock is encountered. Trenchless methods are not viable options in every service line replacement instance.

Two additional methods of replacing lead service lines without cutting an open trench are pipe pulling or pipe splitting. Pipe pulling removes and extracts the existing pipe while simultaneously replacing it with a new pipe, and pipe splitting leaves the existing pipe in the ground but enables the new pipe to be installed along the original route as it splits open the original pipe. Both methods require access pits to be excavated at the curb stop and the water main and also for the service line to be disconnected at the point of replacement. A cable is fed through the existing service line and a mechanical device is attached to the cable at one end. For pipe pulling, the mechanical device serves as an anchor and the lead pipe is removed from the ground when the cable is pulled. A new replacement pipe is attached to the mechanical device and pulled into the ground simultaneously. With pipe splitting, the mechanical device attaches to the replacement pipe and the cable pulls the new pipe within the old one, splitting it open and depositing the new pipe along the original route. These methods are easy to use and less invasive,

but soil conditions and pipe conditions such as bends, or encrustation can act as impediments to straightforward replacement.

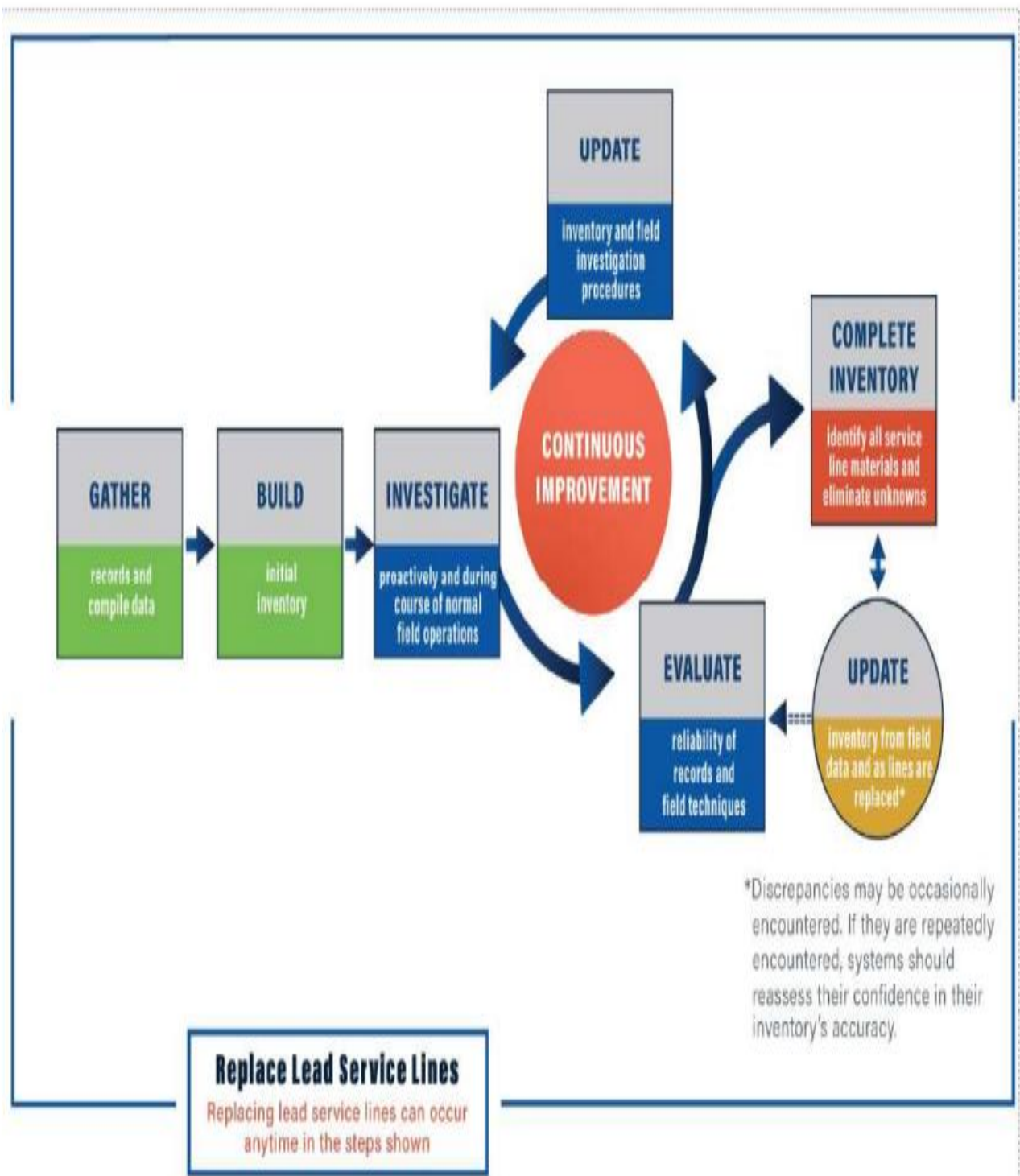
The exact method of replacement will vary depending on the site restraints or equipment available. Whenever possible, the City will avoid open cut excavation and opt for a less disruptive method such as trenchless or pipe pulling/pipe splitting. Open cut excavation will be considered a last resort option after all other methods have been exhausted. In the event of an emergency repair where a partial service replacement is being completed (either main to b-box or b-box to meter) and lead is discovered on the other side of the service, additional measures must be taken to ensure compliance. Currently, regulations do not allow for partial replacements, so if the remainder of the lead service to be removed is on the private side, the resident will either have to allow for the replacement of the private side of the service or sign a waiver indicating they are opting out of the program. Removal of the remaining lead service line must be completed within 30 days of the initial repair or partial replacement of the lead service line. The City will also supply the resident with drinking water filters certified to NSF/ANSI 53 and NSF/ANSI 42 standards for the reduction of lead and particulate.

After the replacement of the lead service, the line must be properly flushed, and the resident(s) notified of the replacement. Notification must also be provided to the IDPH if a full lead service line replacement cannot be completed due to refusal of entry or denial by the property owner.

Submitting your Service Line Inventory

All Non-Transient Non-Community (NTNCs) and Community Water Systems (CWSs) must submit an initial service line inventory on or before the compliance date of October 16, 2024. (40 CFR § 141.84(a)(1) and 141.90(e)(1)). EPA recommends considering the inventory as a living data set that is continuously improved over time as materials are investigated and LSLs are replaced.

Systems that report all service lines as being non-Lead and that can demonstrate through evidence-based records, methods, or techniques that all service lines are non-lead, including both the system-and customer-owned portions service lines will still need to submit an initial inventory. The requirements for developing an initial inventory are the same for systems with all non-Lead service lines as they are for those with LSLs, GRRs, and/or Unknowns.



Lead Information Notice to send out to the Citizens

Lead Information Notice

IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

Dear Water Customer:

Date: _____

This Lead Information Notice letter is provided to inform you that on this day the City of West Chicago replaced a water service line in your area that may affect the lead content of your potable water supply, and as such, the Illinois Environmental Protection Agency requires the City to provide this Lead Information Notice. **The purpose of this notice is for informational purposes only.**

Lead, a metal found in natural deposits, is harmful to human health. The most common exposure to lead is swallowing or breathing in lead paint chips and dust. However, lead in drinking water can also be a source of lead exposure. In the past, lead was used in some water service lines and household plumbing materials. Lead in water usually occurs through corrosion of plumbing products containing lead; however, disruption (construction or maintenance) of lead service lines may also temporarily increase lead levels in the water supply. This disruption may be sometimes caused by water main maintenance/replacement.

The Illinois Environmental Protection Agency (IEPA) has found that infants and young children may suffer adverse health effects and developmental delays as a result of exposure to even low levels of lead. As such, the IEPA recommends the full replacement of any water services or plumbing fixtures containing lead components.

As of June 19, 1986, new or replaced water service lines and new household plumbing materials could not contain more than 8% lead. Lead content was further reduced on January 4, 2014, when plumbing materials must now be certified as "lead-free" to be used (weighted average of wetted surface cannot be more than 0.25% lead).

While it is not known for certain whether or not this particular maintenance/repair activity will adversely affect the lead (if present) plumbing in and outside your home, the following information provides some preventative measures you can take to help reduce the amount of lead in drinking water.



PROPOSAL

Date: 10/2/2024 AMENDED

Utility: City of Palatka

Re: Proposal for the EPA/FDEP Lead Service Line Inventory (LSLI) Steps 2 – 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 - **TO BE COMPLETED BY THE CITY OF PALATKA**

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 and/or **UNKNOWN** is listed on the EPA Lead Service Line Inventory. (Responsibility of **CITY OF PALATKA**)

This proposal for the completion of Steps 2 -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. To avoid UNKNOWNs on the LSLI SWS WILL GIVE CITY OF PALATKA A LIST OF ALL METERS THAT CANNOT BE LOCATED weekly so the City of Palatka has time to locate them before the completion of the project.**

Please have all meters flagged/visible and cleared of vegetation and debris prior to SWS performing the Field Verifications on site. Make sure they are well marked and clear of debris or vegetation.

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.

SWS is not responsible for breaks to pipes or meter boxes or lids. SWS will be careful but cannot guarantee pipes, breaker boxes, landscaping or meter box lids.

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. SWS is not responsible for any fines or fees for the full and complete inventory not being completed by October 16, 2024.



This project will take a minimum of 16 weeks with no rain days, Acts of God, financial crisis and shutdowns such as COVID/governmental shutdowns or other delays. SWS will have the project completely finished and uploaded when the project is finished. SWS cannot begin the Field Verifications until December 1, 2024 due to commitments to other municipalities.

SCOPE OF WORK FOR RECORD SEARCH – BEING COMPLETED BY THE CITY OF PALATKA PRIOR TO FIELD VERIFICATIONS. SWS WILL USE THIS INFORMATION TO OBTAIN A LIST OF ALL THE CONNECTIONS/METERS THAT NEED TO BE FIELD VERIFIED.

City of Palatka must provide SWS with the following:

1. A list or spreadsheet with addresses of all service connections served by the Utility with actual date built listed on the spreadsheet. This spreadsheet must be in Excel.
2. Areas that have previously been determined to have lead service lines or lead connectors/goosenecks.
3. A map of the Utility Service Area.

DELIVERABLES

SWS will provide the following Deliverables to **City of Palatka** and to FDEP upon completion of the Record Search:

1. 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
2. Step 3 – Final completion of all information on site and completed Diamond Maps uploaded to FDEP and EPA.

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 12 years per FDEP/EPA. This record keeping is not the responsibility of Sensible H2O Solutions.

Payment Structure	Total
Connections that have to be field verified= 4,822 x \$50.00 =	\$241,100.00

Initial approved inventory from FDEP is what SWS will use to complete the Field Verifications.

1. 10% Due upon acceptance as a good faith deposit.
2. SWS will bill The City of Palatka every 2 weeks for all the meters that have been completed and uploaded to a working copy of Diamond Maps. These invoices are due net 30. As invoices are paid SWS will update FDEP and update the EPA Florida Form. This will occur

Phone~ 386-848-5772 Office~ 712 S Ocean Shore Blvd, Flagler Beach, FL 32136 Website~ LSLI.us



until completion of all locatable connections are field verified. City of Palatka can retain 10% per invoice for final payment when the updated EPA LSLI FLORIDA FORM is uploaded to FDEP.

3. Once all connections are completed SWS, will update all the field verified connections on the EPA LSLI Florida Form and add information to the questionnaire about all 4,822 field verified connections. SWS will make sure these connections and the information and pictures attached are acceptable to FDEP. Retained is due 30 day net from FDEP upload.

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 and THE CITY OF PALATKA WILL HAVE TO SEND OUT THE EPA LEAD LETTER TO ALL UNKNOWN CONNECTIONS. 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.

This is a proposal and is good for 14 days, October 18, 2024. We are bidding LSLI work in other municipalities and may not be able to accept this project after the proposal expires.

Sensible H2O Solutions, LLC

Julie Guimond

President

DISCUSSION/DIRECTION - Interim City Manager discussion

A description of of the steps Human Resources have completed consistent with the outline presented in the last commission meeting held on October 14, 2024.

STAFF REPORT

DATE: October 24, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

At the request of the Commission, discussion on how to proceed with the Interim City Manager position was needed to clarify some key points while the search for a permanent City Manager is being held.

BACKGROUND

During the October 14th, 2024 commission meeting, recommendations were made to have discussions about appointing former Mayor Terrill Hill as Interim City Manager, which would allow Ms. Carty to return fulltime to the position of Finance Director.

Another point for discussion identified was whether the Interim City Manager could work as Interim and apply for the permanent City Manager position simultaneously. What mitigating strategies could be put in place to not taint the process, if needed.

Another matter for discussion is whether the current Interim City Manager is interested in applying for the Permanent City Manager position

PROJECT ANALYSIS

Staff Recommendation

The Commission to establish guidelines for the selection process based upon the above discussion.

ATTACHMENTS

1.	City Manager Seach Outline mgc
2.	City Manager Search Guidance
3.	Why Hire an Interim City Manager

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."

Pros and Cons of the Two Techniques

TECHNIQUE	PROS	CONS
1 Private Executive Recruiting Firm	Full-service, relieves staff and council from recruiting/screening chores. Level of service depends on community's specifications	Often expensive, depending on level of services purchased
	Actively solicits candidates	
	May be able to dedicate more time to the project than the city is able to	
	Knows current availability of managers, often throughout the United States, who are seeking a new community	
	Have experience; can verify success record	
	Acquainted with many managers on regional or national basis	
2 Self-Administered Recruitment Process	Least expensive	Unfamiliar with process which may result in serious or costly mistakes
	Provides council with greatest involvement in process	Of these alternatives, requires most time from council members
	Works best when city has professional human resources staff	Council does not normally solicit or know of potential candidates
		Outside resources required for background checks unless a full-service human resources program is available
		Recruitment can interfere with normal city business and require extensive staff time
		If using city staff, it may place them in an awkward position as they would be reviewing their potential supervisors in an unsupervised portion of the process

Appendix A: Selection Process Checklist (for council use)

Steps	Estimated Time Required	Assigned To	Targeted Completion Date
1. Define position and develop profile			
2. Prepare advertisement and review salary range			
3. Decide where to advertise			
4. Prepare and send acknowledgement letters			
5. Screen applicants			
6. Determine applicant's veteran status and apply preference points for qualified veterans			
7. Conduct background and reference checks (if conducted before interviews)			
8. Select candidates and conduct preliminary phone interviews (if desired)			
9. Select candidates for interview			
10. Determine level of reimbursement for candidate (travel, lodging, meals, spouse expenses)			
11. Select top candidates			
12. Negotiate with top candidates			
13. Make hiring decision			
14. Issue press release/announcement regarding selection of new administrator			
15. Advise any candidates still in the selection process that a new administrator has been selected and has accepted			
16. Welcome the new administrator			

City Manager Profile

Education

Many cities prefer a bachelor's degree or a master's degree in public administration, business administration or a related field. Some may allow a candidate to substitute experience for some required education.

Experience

Most cities will seek someone with management experience, either as a local government manager, assistant city manager or department head. Any special experience desired, such as operating an electric utility, is important to note in the profile. The required number of years of experience should be included in the announcement. In addition, most cities will require skill and/or proven experience in the following areas:

- Administrative and management ability needed to help determine whether the applicant can manage the size and complexity of the particular city or that seeks an administrator.
- Governmental budget and finance including debt management, enterprise accounting and other special funding mechanisms, depending on the local government's needs.
- Labor relations and personnel experience that will allow the administrator to effectively bargain labor contracts and manage diverse groups of employees. Level of experience and training will depend on the city's organizational structure and complexity.
- Community relations experience that will allow the administrator to effectively speak publicly and communicate with the media and citizens in a variety of methods.
- Council relations experience that will allow the administrator to work effectively with the entire council as well as individual members.
- Intergovernmental relations that will allow the administrator to effectively work with state officials, other councils, and intergovernmental organizations, such as councils of governments and special districts, to the extent the city desires.
- Innovations and major achievements should be highlighted in any area in which the council seeks new information, creative solutions, etc. Common areas for innovations include responses to environmental regulations, financing services in times of decreasing revenue and effectively delivering services to diverse populations.

Appendix B-2: Format for Administrator Profile (for council use)

Describe the background, skills, and qualities you believe your city needs in an administrator based on the suggested skills listed in appendix B-1 and other attributes that are necessary for your community.

Skill/Experience	Notes/Comments	Importance (High, Medium Low)
Education		
Experience		
Administrative and management ability		
Governmental budget and finance		
Labor relations and personnel experience		
Community relations experience		
Council relations experience		
Intergovernmental relations		
Innovations and major achievements		
Other important skills and experience		

Why Hire an Interim City Manager?

If the city has been going through a volatile political period, you might consider hiring an interim city manager until things calm down. *This may improve your chances of attracting a top candidate later.*

Assess Your Situation and Needs

First and foremost, it is essential that the city council meet to evaluate the state of your city and tenure of the previous city manager. Take stock and discuss what worked - and what didn't. Be honest with each other.

Next, determine what the council wants from the new city manager. Certainly, there should be a discussion about the experience, knowledge, skills, abilities, personal traits and level of education that are expected. More importantly, be clear about the needs of the organization and the key priorities you wish the new city manager to address. Don't take an "I'll know it when I see it" stance at the start of the recruitment.

Assess primary challenges and opportunities for your new city manager. Are they to:

- Balance the budget?
- Manage growth?
- Improve services?
- Resolve community disputes?
- Redevelop the downtown? or
- Resolve internal organizational problems?

Similarly, assess your city's needs. Are you looking for:

- An ambassador/ombudsman to personify the city in public?
- A field marshal to galvanize city employees toward service goals?
- A master planner with vision and technical skills to oversee development?
- A financial wizard to solve a structural budget crisis and untangle accounting knots?
- An economic development/redevelopment guru to replace blight and slums with exciting new retail stores and housing?
- An operations manager to reorganize your staff and streamline processes for effectiveness and efficiency? or
- A "status quo" manager to keep things moving forward while avoiding controversy and conflict?

Most importantly, you need to fairly assess your city's strengths and challenges in attracting top candidates. Ask yourself:

- Does your city have a reputation for political stability?
- Does your community have a history of dealing fairly with city managers?
- What were the tenures of previous city managers?
- How strong is your financial base?
- What is the state of your organizational health and labor relations?
- Is your city a good place to live and raise a family?

The value of an Interim City Manager

A short-term or interim executive is a seasoned expert who steps in temporarily to provide stability, leadership, and direction during times of change or uncertainty. This role isn't intended as a permanent solution, but a temporary measure to navigate challenges and effectively implement positive transformations. Interim leaders can offer fresh, unbiased insights, helping organizations to realign their strategies and activities swiftly and maintain resilience in a competitive market. I

ADOPT RESOLUTION 2024-R-225 creating a Citizens' Advisory Committee

STAFF REPORT

DATE: October 24, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

During the October 14th meeting, the Commission approved a phased process for selecting a new City Manager and recommended that each commissioner appoint one member to the advisory board, with additional members randomly chosen from applications advertised on the City of Palatka's Facebook Page and Website.

PROJECT ANALYSIS

Staff Recommendation

It is the recommendation of staff that the commission approves the resolution to appoint one person by each commissioner to the board, with the remaining members chosen randomly from the applicant pool.

ATTACHMENTS

1.	2024.R.225 Resolution Advisory Committee
----	--

RESOLUTION NO. 2024-R-225

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
FORMING A CITIZEN ADVISORY BOARD FOR
PARTICIPATION DURING THE SEARCH FOR A CITY
MANAGER FOR THE CITY OF PALATKA; PROVIDING
FOR AN EFFECTIVE DATE; AND PROVIDING FOR
SCRIVENER’S ERRORS**

WHEREAS, City Manager Darryl L. Bell was terminated effective September 12, 2024; and

WHEREAS, the City Commission appointed Marcia G. Carty, Finance Director, to serve as Interim City Manager on September 12, 2024; and

WHEREAS, Ms. Carty is willing to serve as the Interim City Manager until the selection of a permanent City Manager by the City Commission; and

WHEREAS, during this selection process, a citizen advisory board will be appointed to assist in the review of candidates; and

WHEREAS, applicants should apply for appointment and each commissioner will be responsible for nominating one person to the advisory board prior to November 13, 2024.

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

- 1. A citizen advisory board be assembled of no more than ten (10) citizens;
- 2. Each Commissioner shall appoint one member to the board;
- 3. The Commission shall ratify the appointments of the Commissioners and 5 additional applicants; and
- 4. 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 this 24th day of October, 2024, by the City Commission of the City of Palatka, Florida.

CITY OF PALATKA

By: _____
Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

ADOPT RESOLUTION 2024-R-226 granting a special events permit to the Palatka Police Department Palatka Police Department's 9th Annual Trunk or Treat to be held October 31, 2024.

STAFF REPORT

DATE: October 24, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The Palatka Police Department is requesting to host an event at the Riverfront Park that would also have road closures of St. Johns Ave. from Memorial Pkwy. to 2nd Street and Memorial Parkway from 2nd St. to Reid St.

BACKGROUND

Vehicles and tents are set up and decorated in Halloween themes and candy is handed out to children.

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.	PPD_ Trunk or Treat 10/31/2024_resolution
2.	Trunk or Treat application 10/31/2024
3.	PPD 9th Annual Trunk or Flyer

RESOLUTION NO. 2024-R-226

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
GRANTING A SPECIAL EVENTS PERMIT TO PALATKA
POLICE DEPARTMENT FOR THE 9TH ANNUAL TRUNK
OR TREAT; SETTING FORTH THE PROVISIONS OF THE
PERMIT; AND GRANTING PERMISSION FOR ROAD
CLOSURES; PROVIDING FOR SCRIVENER’S ERRORS**

WHEREAS, the Palatka Police Department has made an application to the City of Palatka for a special events permit for Trunk or Treat; and

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: A Special Events Permit for the Trunk or Treat is hereby granted to Palatka Police Department with the following provisions and stipulations:

- a.** A Class “A” Special Events Permit is hereby granted for the event to be held on October 31st, 2024.
- b.** Road closures of St. Johns Avenue from Memorial Parkway to 2nd Street and Memorial Parkway from 2nd Street to Reid Street will begin at 8a.m. to 9p.m October 31st, 2024.

Section 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, on this 24th day of October 2024.

CITY OF PALATKA

ATTEST:

By: _____
Its Mayor

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY



Date Received: _____

Permit Classification: _____

APPLICATION FOR SPECIAL EVENT

1. Primary Contact: Assistant Chief Matt Newcomb

Address: 110 North 11th Street Email: mnewcomb@palatka-fl.gov
Palatka Fl. 32177 Phone: 386-937-1579

2. Secondary Contact: Captain Tobby Williams

Address: 110 North 11th Street Email: twilliams@palatka-fl.gov
Palatka Fl 32177 Phone: 386-329-0115

3. Event Sponsor/Organization: Palatka Police Department

Attach a certificate of Tax Exemption if applicable.

4. Name of Event: Palatka Police Department's 9th Annual Trunk or Treat

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

The Palatka Police Department's 9th Annual Trunk or Treat Event will be a community based event where vehicles and tents are set up and decorated in Halloween themes and candy is handed out to children. We partner with city leaders, the Sheriff's Office, the Fire Department, City Works, local businesses and organizations to make this event special for the children within our community. Its a great opportunity for adults and children to meet emergency service members, our City leadership and members of other organizations.

6. Event Location (911 Address): Memorial Parkway / Riverfront Park and Boat Ramp Parking Lot

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

<u>Memorial Parkway</u>	from <u>Reid Street</u>	to <u>River Street.</u>
<u>St. Johns Avenue</u>	from <u>Memorial Parkway</u>	to <u>2nd Street</u>
<u>Boat ramp</u>	from <u>Parking lot</u>	to <u>River Street</u>
<u>Laurel Street</u>	from <u>2nd Street</u>	to <u>Memorial Parkway</u>
<u>N/A</u>	from <u>N/A</u>	to <u>N/A</u>
<u>N/A</u>	from <u>N/A</u>	to <u>N/A</u>
<u>N/A</u>	from <u>N/A</u>	to <u>N/A</u>
<u>N/A</u>	from <u>N/A</u>	to <u>N/A</u>
<u>N/A</u>	from <u>N/A</u>	to <u>N/A</u>

8. Onsite representatives during the event:

Name: Assistant Chief Matt Newcomb

Cell Phone: 386-937-1579

Name: Captain Tobby Williams

Cell Phone: 386-227-0360

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

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

Setup:

10 / 31 / 24 10:00 to 16:30 17:00 to 20:00 N/A to :

Event:

10 / 31 / 24 17:00 to 20:00 17:00 to 20:00 N/A to N/A Approx 3,000

N/A / / : to : : to : : to :

N/A / / : to : : to : : to :

N/A / / : to : : to : : to :

N/A / / : to : : to : : to :

N/A / / : to : : to : : to :

N/A / / : to : : to : : to :

Breakdown:

10 / 31 / 24 20:00 to 22:00 : to : : to :

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

We have served an average of 2,000 kids every year.

11. Number and type of auxiliary vehicles/ equipment:

N/A Watercraft N/A Aircraft 2 Utility Vehicles/Golf Carts 30 / 10 Other: vehicles / tents

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.

None

14. Number of staff/ volunteer: about 40

Uniform identification: PPD Staff will have Police Shirts on

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.

Special Events Vendor Requirements

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

Food Vendors

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

Exceptions:

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

Vendor RV Camping

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

(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, l(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.

Matt Newcomb
Signature of Applicant

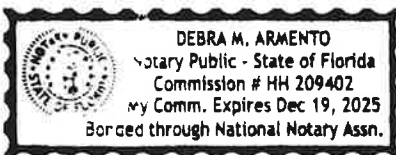
07-31-24

Date

State of Florida County of Putnam

The foregoing application is acknowledged before me this 31 day of July, 2024, by Matt Newcomb, who is personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL



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

APPLICATION APPROVED

Special Events Coordinator

Date

Chief of Police

Date

City of Palatka
Indemnification & Hold Harmless Agreement

The BUSINESS and/or 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.

Matt Newcomb

Signature of Applicant

RIVER FRONT PARK

Name of Facility being used

MATT NEWCOMB

Print Name of Applicant

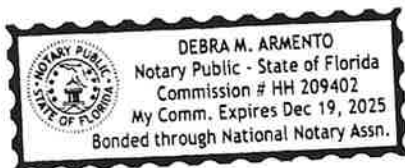
10 - 31 - 2024

Date of Use

State of Florida County of Putnam

The foregoing application is acknowledged before me this 31 day of July, 2024, by Matt Newcomb, who is personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL

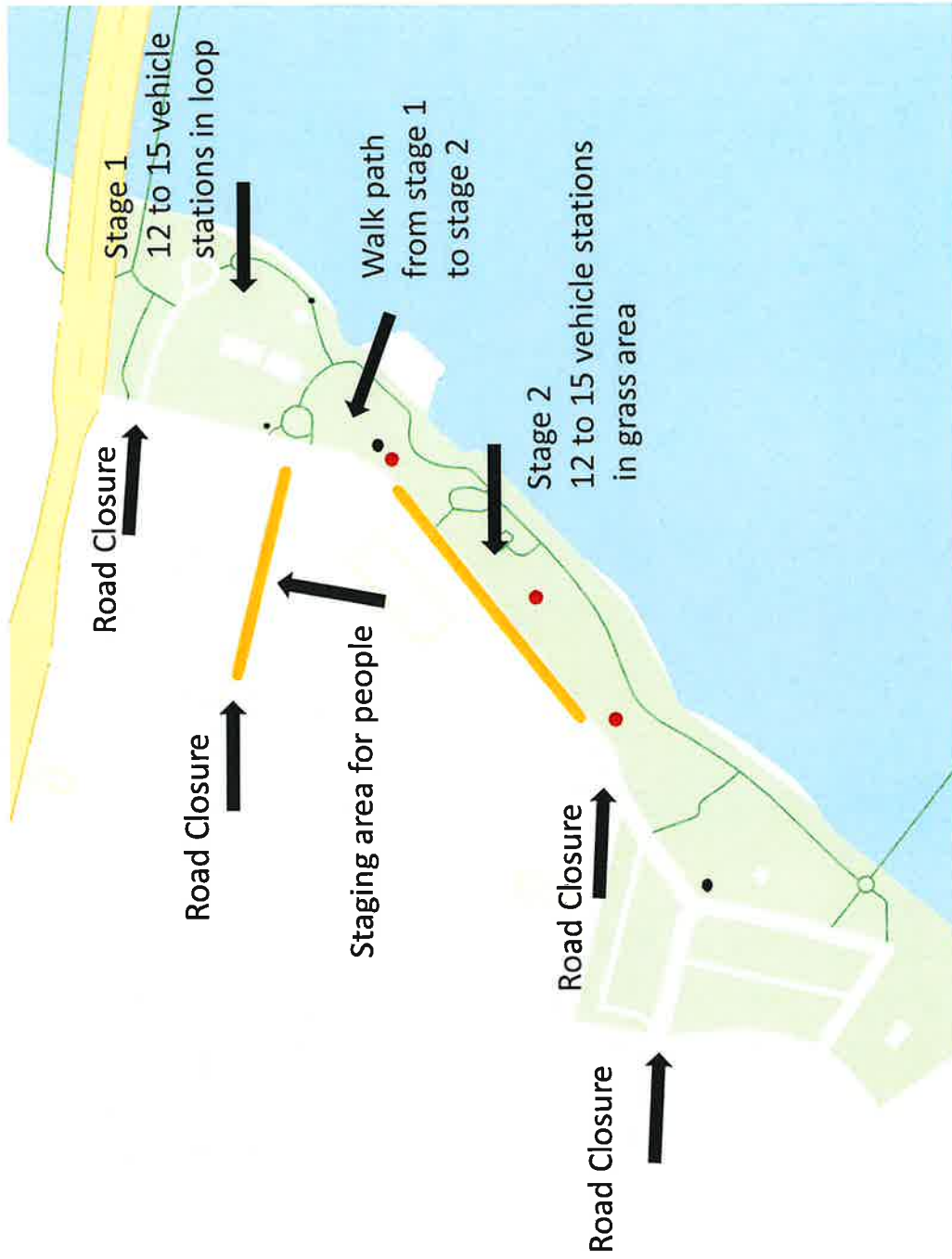


Debra M. Armento
Signature of Notary Public, State of Florida

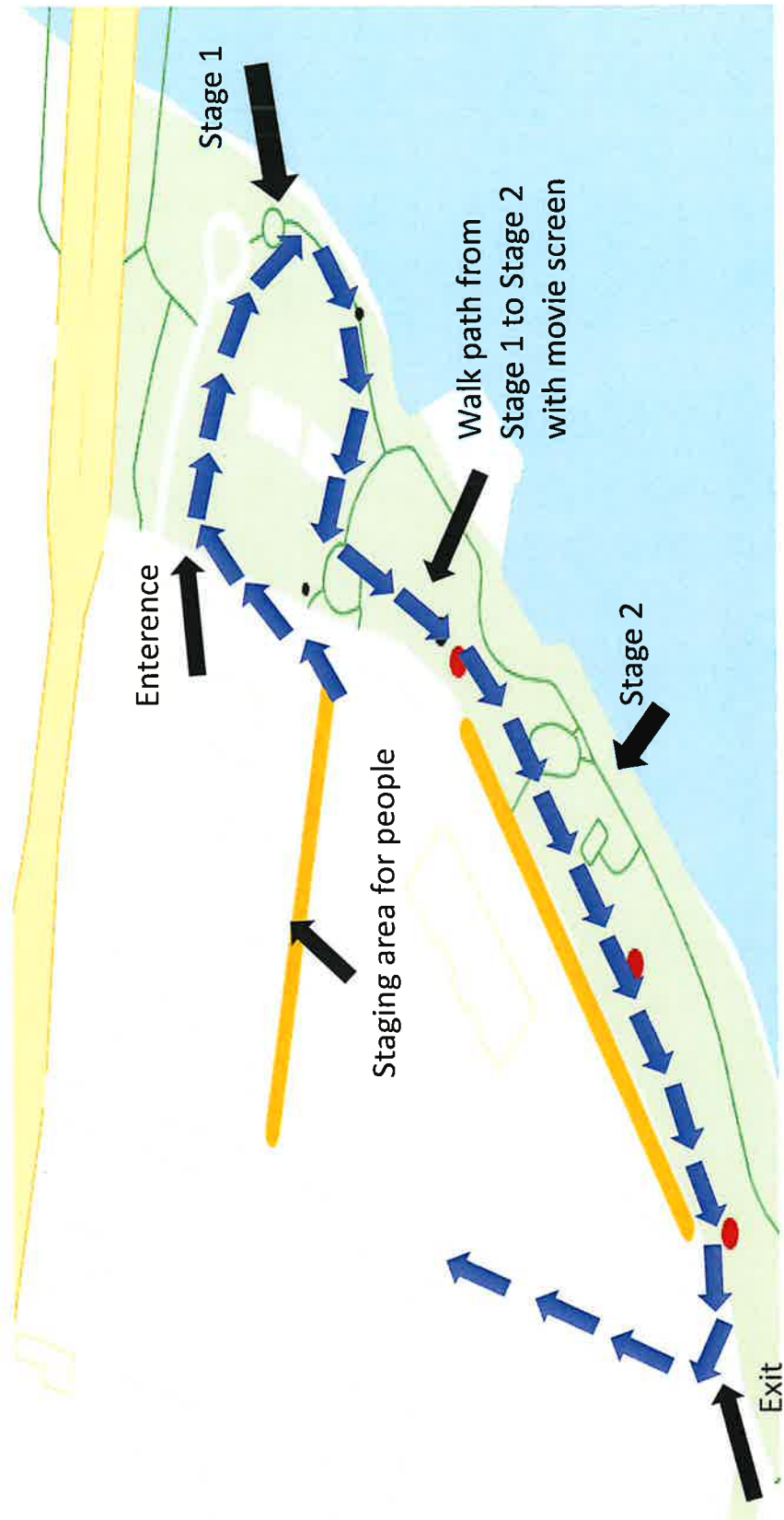
2024 Palatka Police Department 9th Annual Trunk or Treat Map

By:
Matt Newcomb
Assistant Chief

Overview map for basic layout and road closures 9th annual Trunk or Treat



Blue arrows represent the path of travel and lay out of event for the 9th Annual Trunk or Treat event.



Palatka Police Department

9th Annual



October 31, 2024

At the Riverfront

Time: 5PM to 8PM

(Or until candy runs out)



Safe place to bring your kids for trick or treat.

**Great opportunity to meet local business
owners and emergency personnel.**

**Fun for all ages and lots of candy!
Wear your Best Halloween Costume.**