

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

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



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

I. CALL TO ORDER

- a. Special Called Meeting Notice
- b. Roll Call
- c. Approval of Minutes of November 20, 2024 meeting

II. PUBLIC COMMENTS

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

III. REPORTS

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

IV. REGULAR BUSINESS

- a. Recommendations regarding Charter Article II - City Commission
 - i. Continuation of Discussion of Article II - Sec. 24, not limited to but including discussions:
Sec. 24. - Discussion - Lead time and location
- b. Recommendations regarding Charter Article III - City Manager, not limited to but including discussions:
Sec. 36 - Discussion - Appointment; qualifications; compensation
Sec. 37 - Discussion - Removal
Sec. 38. - Discussion - How to designate who is acting city manager, current organization chart, acting city manager vs. interim city manager
Sec. 39. - Discussion - Powers and duties of the City Manager
- c. Recommendations regarding Charter Article IV - Elections

V. ADJOURN

- a. Suggestions for next date

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

contact the City Clerk's Office at 386-329-0100 at least 24 hours in advance to request accommodations.

Special Called Meeting Notice
Special Called Meeting Notice

STAFF REPORT

DATE: January 13, 2025
TO: City of Palatka Charter Review Committee
FROM: City Staff

APPLICATION REQUEST

See attached notice

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	2025.01.13 Special Called Meeting Notice
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BOARD MEMBERS:
ANNIE DAVIS
JEREMY DAVIS
TOM DOLAN
TERRILL HILL
TERESA JACKSON
ALLEGRA KITCHENS
JAMES NORWOOD
TIFFANY PARKER FLANDERS
LEIGH RION
MATT SHULER
AUDREY WISE
ANNIE SVETLIK (ALTERNATE)



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

JANE WEST, ESQ.
CITY ATTORNEY

SUNNI KRANTZ, CMC
CITY CLERK

December 18, 2024

**CHARTER REVIEW COMMITTEE
SPECIAL CALLED MEETING NOTICE**

TO COMMISSION MEMBERS: Annie Davis, Jeremy Davis, Tom Dolan, Teresa Jackson, Allegra Kitchens, James Norwood, Tiffany Parker Flanders, Leigh Rion, Matt Shuler, Audrey Wise, Annie Svetlik (Alternate)

YOU ARE HEREBY NOTIFIED a special called meeting of the Palatka Charter Review Committee is hereby called to be held on January 13, 2025 at 4:00 PM at City Hall Annex, 205 N. 2nd St., Palatka, FL 32177. The purpose of the meeting is to review the City's Charter. Please govern yourselves accordingly.

/s/ Terrill L. Hill,
Chair

/s/ Sunni Krantz, CMC
City Clerk

Approval of Minutes of November 20, 2024 meeting

Approval of Minutes of November 20, 2024 meeting

STAFF REPORT

DATE: January 13, 2025
TO: City of Palatka Charter Review Committee
FROM: City Staff

APPLICATION REQUEST

Request for approval of the November 20, 2024 meeting minutes.

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	2024.11.20
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BOARD MEMBERS:

ANNIE DAVIS
JEREMY DAVIS
TOM DOLAN
TERRILL HILL
TERESA JACKSON
ALLEGRA KITCHENS
JAMES NORWOOD
TIFFANY PARKER FLANDERS
LEIGH RION
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INTERIM CITY MANAGER
FINANCE DIRECTOR

JANE WEST, ESQ.
CITY ATTORNEY

SUNNI KRANTZ, CMC
CITY CLERK



**MINUTES
CITY OF PALATKA
November 20, 2024**

I. CALL TO ORDER at 4:00 PM

a. Special Called Meeting Notice
read by the Chair.

b. Roll Call

Present:

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

Absent:

Jeremy Davis
Leigh Rion

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

c. Approval of Minutes of August 22, 2024 meeting

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

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

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

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

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

**MINUTES
Charter Review Committee
November 20, 2024**

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

II. REGULAR BUSINESS

a. Recommendations regarding Charter Article II - City Commission

i. Subcommittee comments

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

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

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

The Committee will contact the Clerk regarding scheduling a room.

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

b. Continuation of Discussion of Article II - Sec. 23 - 28, not limited to but including discussions:

Sec. 23. - Discussion — Majority constitutes quorum

Sec. 24. - Discussion - Lead time and location

Sec. 25. - Discussion - Filling vacancies on Commission, State Statutes, Governor's appointment, local election and Commission vote

Sec. 26. - Discussion - Mayor's powers

Sec. 27. - Discussion - Oath of office; required; filing

Sec. 28. - Discussion - Explanation of Home Rule Powers granted by this act and general state law vest in commission; exercise of same

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

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

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

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

Discussion commenced regarding there not being language on how to compel the attendance of the City Commission.

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

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

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

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

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

Mr. Shuler suggested the following language for Section 23:

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

Mr. Norwood amended his motion to include the language crafted by Mr. Shuler, who agreed to the amendment.

Motion to look at motion by Norwood. Seconded by Shuler. Motion Passed Yes 7, No 3, with Ms. Davis, Ms. Wise, and Chair Hill dissenting.

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

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

Discussion commenced regarding Section 24

Mr. Hill and Mr. Norwood expressed need to shorten the time between being elected to office and being sworn in.

Putnam County's Commission is sworn into office at 9:00 AM at their regular Tuesday meeting following the election.

Ms. Kitchens spoke in favor of leaving the date and time as is. Ms. Davis, presently Commissioner-Elect, spoke regarding there being a training that would benefit her more than the outgoing Commissioner however the training occurs while she is not in office due to the 2 month wait between being elected and being sworn in.

Mr. Norwood recommended changing the swearing in to the second Tuesday after the general election at 4:00 PM.

Discussion commenced regarding whether to have the swearing in at the meeting in November or in December. Mr. Hill recommended the City Attorney bring back the county's language.

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

Discussion commenced regarding Section 25

Ms. West advised if there is a Commission vacancy and the City does not have protected language, the Governor has the authority to appoint for the remainder of the term. Discussion continued whether there should be a reference to qualifications of the Commission in Section 23.

Motion to accept section 25 as written by Mr. Shuler. Seconded by Ms. Parker Flanders. The motion passed unanimously.

Discussion commenced regarding Section 26

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

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

Discussion commenced regarding Section 27

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

Discussion commenced regarding Section 28

Ms. West advised this section is superseded by Municipal Home Rule law.

Motion to delete this section by Ms. Wise. Second by Mr. Shuler. Motion passed unanimously.

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

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

- d. Recommendations regarding Charter Article IV - Elections

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

- e. Suggestions for next date

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

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

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

STAFF REPORT

DATE: January 13, 2025
TO: City of Palatka Charter Review Committee
FROM: City Staff

APPLICATION REQUEST

Subcommittee met on December 17, 2024. Please, find the attached minutes from the subcommittee meeting.

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	2024.12.17 Subcommittee 3 Meeting Minutes
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MINUTES
CHARTER REVIEW COMMITTEE
FACT FINDING SUBCOMMITTEE 3

December 17, 2024

The meeting commenced at 4:11 PM. Present were Terrill Hill, Leigh Rion, Teresa Jackson, and Annie Svetlik, committee members; and Sunni Krantz, City Clerk.

The purpose of the fact-finding subcommittee that met was to address the qualifications to run for office.

The Subcommittee discussed the definition of “qualified elector”.

Discussion regarding the six-month residency requirement.

Mr. Hill advised State law requires elected officials to live in the City where they govern.

Discussion regarding whether candidates should be qualified residents and how to determine.

Discussion on whether to define “residency”.

Discussion regarding options to verify residency, utility bills, two forms of identification, voters registration card.

Discussion regarding Section 48 of the Charter conflicting with Sec. 26-11 of the City’s code.

Discussion regarding the ability of the Commission to change the City’s code, not the Charter.
Discussion continued regarding the Charter being the framework and the “teeth” being found in the City’s code.

Discussion on the duties of the canvassing committee.

Discussion regarding the need to verify if a candidate is a felon or have clemency, or a qualified elector, and have a background check. Discussion regarding incorporating these into Ordinance or the charter.

Discussion regarding the need of the Charter Review Committee to make Ordinance recommendations on areas that are in conflict with the Charter.

Discussion regarding the ability of the City to convene its own canvassing committee of the Commissioners that are not up for reelection, the Supervisor of Elections or designee.

MINUTES
Charter Review Subcommittee 3
December 17, 2024

Next steps: The subcommittee members will call other municipalities to determine the duties of who verifies residency and the duties of their canvassing committees.

Meeting adjourned at 5:10 PM

Recommendations regarding Charter Article II - City Commission
Recommendations regarding Charter Articles I and II

STAFF REPORT

DATE: January 13, 2025
TO: City of Palatka Charter Review Committee
FROM: City Staff

APPLICATION REQUEST

Attached are Article II of the City's Charter is attached.

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	Charter Article II
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ARTICLE II. - CITY COMMISSION

Sec. 21. - Commission-manager plan; city commission created; members; terms of office, election dates.

The form of government of the City of Palatka, provided for under this act, shall be known as the "commission-manager plan," and [there is] hereby created a city commission for said city, which shall consist of five (5) persons, who shall be elected at large, one of whom shall be mayor. Said commissioners and mayor shall hold office beginning on the first Monday in January next after their election as herein provided in the manner following: At the election held in the year 1947, there shall be elected a mayor for the term of two (2) years and one commissioner to fill an unexpired term, for the term of three (3) years and one commissioner for the term of two (2) years; at the election to be held in 1948, there shall be elected one commissioner for the term of three (3) years; at the election to be held in the year 1949, there shall be elected a mayor for the term of two (2) years and two (2) commissioners, each for a term of four (4) years and [at] the election to [be] held in 1950, there shall be elected one commissioner for the term of one year. Thereafter, there shall be an election every odd year, at which election there shall be elected a mayor for a term of two (2) years and two (2) commissioners, each for a term of four (4) years. Effective with the general election to be held in 1997, the mayor shall be elected for a term of four (4) years.

Effective after the regular election held in the year 2005, elections shall be held every even year, beginning in 2008. The next election for commissioner groups 1 and 3 shall be held in the year 2008, and the next election for mayor/commissioner and commissioner groups 2 and 4 shall be held in the year 2010. Terms of office for members of the city commission holding office as of January 12, 2006 shall be extended until their successors are elected and qualified for the orderly transition of terms. Thereafter, terms for mayor/commissioner and city commissioners shall be four (4) years.

(Laws of Fla., ch. 9875(1923), § 7; Laws of Fla., ch. 24768(1947), § 1; Ord. No. 96-1, § 1, 3-12-1996; Ord. No. 06-01, § 1, 1-12-2006)

Sec. 22. - Commissioners—Residency requirements; bond; who is judge of election and qualifications.

Members of the city commission shall be residents of the City of Palatka and shall have the qualifications of electors. The mayor and each of the commissioners shall furnish a surety bond in such sum as shall be prescribed by ordinance, but not less than five thousand dollars (\$5,000.00), payable to the City of Palatka, said bond to be approved by the city attorney. The city commission shall be judge of the election and qualification of its own members.

(Laws of Fla., ch. 9875(1923), § 9; Laws of Fla., ch. 31108(1955), § 1; Laws of Fla., ch. 65-2045, § 1; Ord. No. 94-21, § 1, 9-12-1994)

Editor's note— This section also appears as amended by Ord. No. 76-18, which set the salaries of the mayor and commissioners; all references in this section to salaries have been deleted.

Sec. 23. - Same—Majority constitutes quorum; number for adjournment; compelling attendance of members; vote required for adoption of ordinances, resolutions, entrance on journal.

A majority of all members elected to the city commission shall constitute a quorum, but a less number may adjourn from time to time to compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance. The affirmative vote of three (3) commissioners shall be necessary to adopt any ordinance or resolution, and the passage of all ordinances and resolutions shall be taken by "ayes" and "nays" and entered upon the journal.

(Laws of Fla., ch. 9875(1923), § 13)

Sec. 24. - Same—Newly elected, time designated for assuming office; regular meetings.

At 7:30 p.m., on the first Monday in January next after each annual municipal election, the city commission shall meet at the usual place for holding the meetings of the legislative body of the city, at which time the newly elected commissioners shall assume the duties of office. This meeting may be held at an alternate meeting place as prescribed by ordinance. If the first Monday in January falls on New Year's Day, this meeting shall be held on the second Monday in January. Thereafter the city commission shall meet at such time as shall be prescribed by ordinance or resolution, except that it shall meet regularly not more than once each week.

(Laws of Fla., ch. 9875(1923), § 11; Ord. No. 93-32, § 1, 12-9-1993)

Sec. 25. - Same—Filling vacancies on commission other than those resulting from recall.

Any vacancy in the city commission shall be filled by a special election held for that purpose except that vacancies occurring within four (4) months from the end of a term may be filled by a majority vote of the remaining members of the city commission until the next regular election; provided, however, that vacancies resulting from recall elections shall be filled in the manner prescribed by the general laws of the State of Florida. On the effective date of this provision, a vacancy shall exist as to any sitting commissioner appointed to serve out the unexpired portion of a vacated commission seat.

(Laws of Fla., ch. 9875(1923), § 122; Ord. No. 90-7, § 1, 7-13-1990)

Sec. 26. - Mayor, power and authority.

The mayor shall preside at all meetings of the commission and perform such duties as shall be consistent with his office, and he shall have the same power and authority as other commissioners and a voice and a vote in the proceedings of the commission, but no vote [veto] power. He shall use the title of mayor in any

case in which the execution of legal instruments of writing or other necessity arising under the provisions of this act or the general laws of the state so require; but this shall not be construed as conferring upon him the administrative or judicial functions of a mayor under the general laws of the state.

(Laws of Fla., ch. 9875(1923), § 10)

Sec. 27. - Oath of office; required; filing.

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

(Laws of Fla., ch. 9875(1923), § 115)

State Law reference— Oath of office, Florida Constitution, All, § 5(b).

Sec. 28. - Powers granted by this act and general state law vest in commission; exercise of same.

All powers granted by this act [Laws of Fla., ch. 9875(1923)] and by the general law applicable to said city, except as otherwise provided in this act, or by the constitution, are vested in the city commission, and the city commission shall by ordinance or resolution, as may be proper for the exercise of such powers, prescribe the manner in which such powers shall be exercised.

(Laws of Fla., ch. 9875(1923), § 18)

State Law reference— Municipal Home Rule Powers Act, F.S. § 166.011 et seq.

Secs. 29—35. - Reserved.

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

Sec. 36 - Discussion - Appointment; qualifications; compensation

Sec. 37 - Discussion - Removal

Sec. 38. - Discussion - How to designate who is acting city manager, current organization chart, acting city manager vs. interim city manager

Sec. 39. - Discussion - Powers and duties of the City Manager

Recommendations regarding Article III

STAFF REPORT

DATE: January 13, 2025

TO: City of Palatka Charter Review Committee

FROM: City Staff

APPLICATION REQUEST

Attached is Article III of the City's Charter

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	Charter Article III
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ARTICLE III. - CITY MANAGER

Sec. 36. - Appointment; qualifications; compensation.

The city commission, by a majority vote of its total membership, shall appoint a city manager for an indefinite term and fix the manager's compensation. The city manager shall be appointed solely on the basis of executive and administrative qualifications. The city manager shall be the administrative head of each department of city government.

(Laws of Fla., ch. 9875(1923), § 32; Ord. No. 94-21, § 2, 9-12-1994)

Sec. 37. - Removal.

The city manager may be removed by a majority vote of the total membership of the city commission which shall set forth the reasons for termination.

(Laws of Fla., ch. 9875(1923), § 33; Laws of Fla., ch. 29380(1953), § 1; Ord. No. 94-21, § 3, 9-12-1994)

Sec. 38. - Acting city manager.

By letter filed with the city clerk, the city manager shall designate a city officer or employee to exercise the powers and perform the duties of city manager during the manager's temporary absence or disability. The city commission may revoke such designation at any time and appoint another officer of the city to serve until the city manager returns.

(Ord. No. 94-21, § 4, 9-12-1994)

Editor's note— Section 4 of Ord. No. 94-21, adopted Sept. 12, 1994, amended § 38 to read as herein set out. Formerly, § 38 pertained to compensation and bond requirement for the city manager and derived from of Laws of Fla., ch. 9875(1923), § 34, and Laws of Fla., ch. 29380(1953), § 1.

Sec. 39. - Powers and duties of the city manager.

The city manager shall be the chief administrative officer of the city, responsible to the commission for the administration of all city affairs placed in the manager's charge by or under this Charter or ordinance. The city manager shall:

- (1) Appoint, and when necessary, suspend or remove the police chief, fire chief, finance director, city clerk and city attorney with the concurrence of a majority of the city commission;
- (2)

Appoint, and when necessary, suspend or remove all other city employees, except as otherwise provided by law, this Charter or personnel rules adopted pursuant to this Charter or ordinance;

- (3) Direct and supervise the administration of all departments, offices and agencies of the city, except as otherwise provided by this Charter or by law;
- (4) Attend all city commission meetings. The city manager shall have the right to take part in discussion but shall not vote;
- (5) See that all laws, provisions of this Charter and acts of the city commission, subject to enforcement by the city manager or by officers subject to the manager's direction and supervision, are faithfully executed;
- (6) Prepare and submit the annual budget and capital program to the city commission;
- (7) Submit to the city commission and make available to the public a complete report on the finances and administrative activities of the city as of the end of each fiscal year;
- (8) Make such other reports as the city commission may require concerning the operations of city departments, offices and agencies subject to the city manager's direction and supervision;
- (9) Keep the city commission fully advised as to the financial condition and future needs of the city;
- (10) Make recommendations to the city commission concerning the affairs of the city;
- (11) Provide staff support services for the mayor and commission members;
- (12) Perform such other duties as are specified in this Charter or may be required by the city commission; and
- (13) To act as a purchasing agent for the city. In the capacity of purchasing agent, he shall sell all property that has become unfit for use by the city or that has been declared surplus by the city commission. All such purchases and sales shall be made in conformity to such regulations as the city commission may from time to time prescribe.

(Laws of Fla., ch. 9875(1923), § 119; Laws of Fla., ch. 29380(1953), § 1; Ord. No. 94-21, § 5, 9-12-1994)

Secs. 40—45. - Reserved.

Recommendations regarding Charter Article IV - Elections

Recommendations regarding Charter Article IV - Elections

STAFF REPORT

DATE: January 13, 2025
TO: City of Palatka Charter Review Committee
FROM: City Staff

APPLICATION REQUEST

Attached please find Article IV of the City's Charter.

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	Charter Article IV
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ARTICLE IV. - ELECTIONS

Sec. 46. - Date for regular municipal election designated.

Regular municipal elections shall be held every even year, beginning in 2008, on the first Tuesday after the first Monday in November. Any matter which, by the terms of this Charter, may be submitted to the electors of the city at any special election, may be submitted and voted upon at any regular municipal election.

(Laws of Fla., ch. 9875(1923), § 100; Ord. No. 83-14, § 1, 6-23-1983; Ord. No. 06-01, § 2, 1-12-2006)

Sec. 47. - Candidates for office of commissioner and mayor; manner of nomination and voting for, prescribed by ordinance.

The city commission shall by ordinance prescribe the manner in which candidates for the office of city commissioner and the office of mayor shall be nominated and voted for at the regular city elections provided for herein.

(Laws of Fla., ch. 9875(1923), § 106; Ord. No. 83-14, § 4, 6-23-1983)

Editor's note— Ord. No. 83-14, § 2, adopted June 23, 1983, repealed § 47 of the Charter. The repealed section, relative to the responsibility of the commission for arrangements, appointment of inspectors, etc., and the duty of the mayor when the commission fails to make appointments, derived from Laws of Fla., ch. 9875(1923), § 103. Section 4 of Ord. No. 83-14 renumbered § 49 as § 47.

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

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

(Laws of Fla., ch. 9875(1923), § 104; Laws of Fla., ch. 11671(1925), § 3; Ord. No. 83-14, § 3, 6-23-1983)

Secs. 49—51. - Reserved.

Editor's note— Section 49 was renumbered by Ord. No. 83-14, § 4, adopted June 23, 1983, as § 47. Section 50, relative to the conduct of elections as prescribed by ordinance and state election laws, and § 51, relative to elector's age and residence requirements and poll tax, were repealed by Ord. No. 83-14, § 5, adopted June 23, 1983. The repealed provisions derived from Laws of Fla., ch. 9875(1923), § 107.

Secs. 52—55. - Reserved.