ROBERTA M. CORREA
MAYOR - COMMISSIONER

ANNIE H. DAVIS
COMMISSIONER

JUSTIN R. CAMPBELL, SR.
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

MARCIA G. CARTY, CPA, CGFO
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC
CITY CLERK

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT

AGENDA
CITY COMMISSION MEETING
March 27, 2025 at 6:00 PM

1. CALL TO ORDER

a. Invocation

b. Pledge of Allegiance

c. Roll Call

2. APPROVAL OF MINUTES

a. February 19, 2025 Special Called Meeting Minutes

b. February 24, 2025 Special Called Meeting Minutes

c. March 13, 2025, Regular Meeting Minutes

3. PUBLIC RECOGNITION/PRESENTATIONS

a. IN THE SPOTLIGHT - Employee of the Month

b. PROCLAMATION for Autism Awareness month

4. CITY MANAGER AND ADMINISTRATIVE REPORTS

a. Community Affairs Presentation

b. Project Updates Presentation

c. City Manager Verbal Report

d. Financial Report for the Five Months Ended February 28, 2025

5. PUBLIC COMMENTS

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

b. **Commission and Staff Response**

6. CONSENT AGENDA

a. ADOPT RESOLUTION 2025-R-32 Fairway Estates Final Plat

b. ADOPT RESOLUTION 2025-R-46 Ratifying the CRA's Recommendations from the February 10, 2025 Meeting Regarding the Award of the Building Improvement Grant for the September 2024 Cycle.

c. ADOPT RESOLUTION 2025-R-39 to Submit a 100% Grant-Funded FAA Grant Application in the Amount of $107,325 for the Design and Bidding of the Palatka Airport Taxiway Echo Project.

d. ADOPT RESOLUTION 2025-R-43 to amend the Public Transportation Grant Agreement with FDOT, increasing funding by $15,000 for access control and gate upgrades at Palatka Municipal Airport, and approve Change Order No. 1 with Santa Fe Overhead Doors LLC, increasing the contract value by $11,192.50.

e. ADOPT RESOLUTION 2025-R-48 Recommendation to Award Contract for Palatka Kay Larkin Fire Station Bay Door and Window Wind Retrofit to MIE, Inc. in the Amount of $312,396.52 (Grant-Funded Project).

f. ADOPT RESOLUTION 2025-R-45 Approving of applicant Megan Beville for the Historic Preservation Board.

g. ADOPT RESOLUTION 2025-R-34 Community Affairs is requesting a contract be in place for annual fireworks with Island Outdoor Management Inc. DBA North Florida Pyrotechnics for Juneteenth, 4th of July, and Jingle Jam

h. ADOPT RESOLUTION 2025-R-44 - Approving of Episcopal Childrens Services Lease for office space at Jenkins

i. ADOPT RESOLUTION 2025-R-47 Community Affairs is requesting the naming of the Newtown Museum & Cultural Center be approved.

j. ADOPT RESOLUTION 2025-R-49 to accept the Cost-Reimbursement Grant Agreement No. 25PLN18 with the Florida Department of Environmental Protection for the $400,000 award from the Resilient Florida Program for the City of Palatka Comprehensive Vulnerability Assessment.

k. ADOPT RESOLUTION 2025-R-35 Resolution of the City of Palatka authorizing the submission of a Hurricane Loss Mitigation Grant (HMLP) application to Florida Department of Emergency Services (FDEM) for City of Palatka tree trimming project for no less than $203,000; (100% grant funded);

l. ADOPT RESOLUTION 2025-R-50 Authorizing the submission of a Non-Point Source Management Grant Application To Florida Department of Environmental Protection (FDEP) for City of Palatka's Septic To Sewer Project for no less than $100,000; (UP TO 40% MATCH/ 60% GRANT FUNDED)

7. REGULAR BUSINESS

a. Recess for 10 minutes

b. DISCUSSION/DIRECTION - Riverfront Playground Equipment Replacement

c. DISCUSSION/DIRECTION - Request permission to utilize Carr St to S. 13th St. as a detour.

d. DISCUSSION/DIRECTION - Fireworks for the Blue Crab Festival to be included in the Island Outdoor Management Inc. DBA North Florida Pyrotechnics contract for an additional $12,000 to be paid by the City.

8. PUBLIC HEARINGS

a. Ordinance 2025-1 Rezoning property at the intersection of Saint Johns Ave. and Zeagler from single family residential (R-1) to multi-family residential (R-3) Parcel No. 10-10-26-0000-0200-0050. (Second Reading)

b. Ordinance 2025-2 Establishing the Cypress Landing Townhomes Planned Unit Development overlay.
Development Parcel No. 10-10-26-0000-0200-0050 (Second reading)

c. Ordinance 2025-3 Annexation of property located on 1604 Husson Ave. into the corporate limits of the City of Palatka, Florida.
Parcel No. 13-10-26-2550-0010-0100. (Second reading)

d. Ordinance 2025-5 Rezoning property located at 1604 Husson Ave. Palatka, Florida from Putnam

County Single Family Residential (R-1A) to City of Palatka Single Family Residential (R-1A).
Parcel No. 13-10-26-2550-0010-0100. (Second Reading)

e. Ordinance 24-08 Rezoning property located at Azalea Place Subdivision, Phase II, 00 Kelly Smith School Rd. Palatka, Florida, From City of Palatka Commercial (COM) to City of Palatka Residential, Single-family (R-1)
Parcel Nos. 09-10-26-0213-0000-0010; 09-10-26-0213-0000-0020; 09-10-26-0213-0000-0030 (First Reading)

f. Ordinance 2025-10 - School Zone Speed Infraction Program (Second reading)

g. Ordinance 2025-06 Annexation of property located on 5019 Crill Ave. Palatka, Florida into the corporate limits of the City of Palatka, Florida.
Parcel No. 10-10-26-0000-0271-0000 (First Reading).

h. Ordinance 25-07 Amendment of the Future Land Use Map of the Adopted Comprehensive Plan in regard to property located at 5019 Crill Ave. Palatka, Florida, From Putnam County Urban Reserve (UR) to City of Palatka Residential Low (RL)
Parcel No. 10-10-26-0000-0271-0000 (First Reading)

i. Ordinance 25-8 Rezoning property located at 5019 Crill Ave. Palatka, Florida from Putnam County Agriculture (AG) to City of Palatka Single Family Residential (R-1).
Parcel No. 10-10-26-0000-0271-0000 (First Reading)

j. Ordinance 2025-12 Annexation of property located at 1609 Edgemoor St. Palatka, Florida into the corporate limits of the City of Palatka, Florida.
Parcel No. 13-10-26-0000-0260-0002 (First Reading)

k. Ordinance 2025-13 Amendment of the Future Land Use Map of the Adopted Comprehensive Plan in regard to property located at 1609 Edgemoor St. Palatka, Florida, From Putnam County Urban Reserve (UR) to City of Palatka Residential Low (RL) Parcel No. 13-10-26-0000-0260-0002 (First Reading).

l. Ordinance 2025-14 Rezoning property located at 1609 Edgemoor St. from Putnam County Urban Reserve (UR) to City of Palatka Single-Family Residential. Parcel No. 13-10-26-0000-0260 (First Reading)

m. Ordinance 2025-17 Amendment of the Future Land Use Map of the Adopted Comprehensive Plan in regard to property located at 1822 Twigg St. Palatka, Florida, From City of Palatka Other Public Facilities (OPF) to City of Palatka Residential Medium (RM) Parcel No. 12-10-26-1070-0080-0020 (First Reading).

n. Ordinance 25-18 Rezoning property located at 1822 Twigg Street from Residential Single Family (R-1A) to Two Family Residential (R-2). Parcel No. 12-10-26-1070-0080-0020 (First Reading)

9. COMMISSIONER COMMENTS

10. ADJOURN

Upcoming Events	**Board Vacancies**
March 27, 2025, Palatka City Commission Meeting 6:00 PM April 1, 2025, Planning Board Meeting 4:00 PM April 8, 2025, Police Benevolent Association Meeting 11:00 AM	Historic Preservation Board - 1 vacancy Zoning Board of Appeals - 3 vacancies General Employees Pension Board - 1 vacancies Putnam County Library Board - 1 City appointment vacancy

April 10, 2025, Student of the Month Ceremony 5:30 PM April 10, 2025, Palatka City Commission Meeting 6:00 PM April 14, 2025, CRA Board Meeting 5:00 PM April 15, 2025, Special Magistrate Hearing 1:30 PM	Putnam County Better Place Plan Oversight Committee - 1 City appointment Firefighters Pension Board -1 vacancy Palatka Housing Authority - 2 upcoming in April 2025

February 19, 2025 Special Called Meeting Minutes

STAFF REPORT

DATE: March 27, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The Clerk is requesting approval of the Minutes.

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

Approve as read.

ATTACHMENTS

1.	2025.02.19 Special Called Meeting minutes

ROBERTA M. CORREA
MAYOR-COMMISSIONER

ANNIE H. DAVIS
COMMISSIONER

JUSTIN R. CAMPBELL, SR.
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
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CITY of Palatka FLORIDA

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

MARCIA G. CARTY, CPA, CGFO
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC
CITY CLERK

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT.

February 19, 2025, Minutes
Special Called meeting.

Invocation By;
Pastor Mulberry

Pledge of Allegiance led by:
Commissioner Davis

Roll Call:
Mayor Roberta Correa, Commissioner, Annie Henderson-Davis, Commissioner Justin Campbell, Commissioner Will Jones, Commissioner Borom.
Staff: City Attorney Jane West, City Clerk Karen Hayes MMC, HR Director Virgina Jones.

There were no public comments made during the meeting.

Emergency Agenda Item
Vote: Commissioner Davise moved to add an agenda item regarding the blue crab contract. Commissioner Jones seconded the motion, and it was approved unanimously.

REGULAR BUSINESS
Objectives and Goals for the City Manager performance appraisal.
Virginia Jones provided a description of the listed goals. Commissioner Campbell noted that the City Commission had already established these goals, with the exception of Commissioner Davis. He recommended that Commissioner Davis add to the document if she wished.
Commissioner Davis expressed her desire to include the Comprehensive Plan, Strategic Plan, and the CRA Plan on the list of goals.
Commissioner Davis also expressed an interest in including an item that would identify and implement a performance-based approach to address concerns highlighted in a community survey.
Commissioner Campbell recommended utilizing the ICMA evaluation form and maintaining the goal document in its current form to ensure it remains practical and accessible. Additionally, Commissioner Campbell requested that staff prepare and provide an evaluation document for the City Manager, enabling the Commission to review it in a timely manner.

City Manager negotiation discussion.
Jane West informed the Commission that the counteroffer from Redman Jones had been received, and direction on how to proceed was necessary. She noted that time was of the essence, as the Commission had been made aware through a letter that Mr. Jones is interviewing for a City Manager position in Georgia.

The Commission deliberated on the salary range for the City Manager position and considered implementing a six-month performance review. Following discussions, the Commission agreed to offer Mr. Jones a starting salary of $170,000, with performance-based salary increments every six months.

Commissioner Davis expressed that she is not opposed to increasing the relocation fee to $10,000 but emphasized that it should be a flat fee. She also stated her disagreement with the proposed severance package.

Mayor Correa indicated that her maximum relocation amount would be $8,000 and reaffirmed her position of offering a severance package of 10 weeks.

Commissioner Borom expressed agreement with both the Mayor and Commissioner Davis. However, he suggested adding a preference that the City Manager should reside within the city limits.

Commissioner Campbell reiterated his firm stance on the severance package, expressing that he is also uncomfortable with the proposed salary. Additionally, he voiced dissatisfaction with the breakdown of moving expenses in Redman Jones' counteroffer, which proposed $15,000 for relocation within the city limits, $10,000 for relocation within the county, and $5,000 for relocation beyond the city limits.
Vote: Commissioner Campbell made a motion to move forward by providing relocation assistance as a flat rate of $10,000. Commissioner Davis seconded the motion, and it was approved unanimously.
Vote: Commissioner Davis moved to propose a counteroffer with a base salary of $170,000, accompanied by a bonus structure based on agreed-upon metrics at 6-month and 12-month intervals. Commissioner Borom seconded the motion, which passed with a 3-2 vote. Commissioner Campbell and Mayor Correa dissented.
Vote: Commissioner Davis moved to supplement her motion, proposing that the City counter with a base salary of $170,000, along with a bonus structure based on agreed-upon metrics at 6-month and 12-month intervals, with a maximum salary cap of $189,000. Commissioner Jones seconded the motion, which passed with a 3-2 vote. Commissioner Campbell and Mayor Correa dissented.
Vote: Commissioner Borom moved to decline the proposed settlement for insurance and retirement. Commissioner Jones seconded the motion, and it was approved unanimously.
Vote: Commissioner Campbell moved to revise the contract date to March 1, 2025. Commissioner Borom seconded the motion, and it was approved unanimously.
Vote: Commissioner Davis moved to require Mr. Jones to respond by the close of business on Friday. Commissioner Campbell seconded the motion, and it was approved unanimously.

Emergency Agenda Item
The Approval of the Blue Crab festival contract.
Jane West stated that the event will take place over a 3-day weekend. It was decided that RQ Music will be required to provide fire extinguishers every 75 feet along St. Johns Avenue. The city will cover all city staff fees. RQ Music agreed to ensure that all paraphernalia is removed within 36 hours after the festival concludes. Additionally, it was agreed that the costs for portable restrooms will be split.
Vote: Commissioner Campbell moved to accept the agreement. Commissioner Davis seconded the motion, which was approved with a 3-2 vote. Commissioner Borom and Commissioner Jones dissented.

COMMISSIONER COMMENTS
Commissioner Campbell stated that if Mr. Jones does not accept the offer, he would prefer to maintain the current arrangements. Mayor Correa expressed her agreement with Commissioner Campbell. Commissioner Davis also concurred with Commissioner Campbell's suggestion to restart the process if necessary.

The next meeting was scheduled for 5:00 p.m. on February 24, 2025, to discuss the City Manager Contract.

ADJOURN
Vote: Commissioner Campbell moved to adjourn the meeting. Commissioner Jones seconded the motion, and it was approved unanimously

ROBERTA M. CORREA
MAYOR-COMMISSIONER

ANNIE H. DAVIS
COMMISSIONER

JUSTIN R. CAMPBELL, SR.
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

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KAREN HAYES, MMC
CITY CLERK

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT.

February 24, 2025, Special Commission Meeting

Invocation By;
Commissioner Campbell

Pledge of Allegiance led by:
Commissioner Borom

Roll Call:
Mayor Roberta Correa, Commissioner, Annie Henderson-Davis, Commissioner Justin Campbell, Commissioner Will Jones, Commissioner Borom.
Staff: City Attorney Jane West, City Clerk Karen Hayes MMC, HR Director Virgina Jones.

There were no public comments at this meeting.

Vote: Commissioner Davis moved to add an emergency item to the agenda to discuss hiring a city manager. Commissioner Campbell seconded the motion, and it was approved unanimously.

Vote: "Commissioner Campbell moved to add a second emergency item to the agenda to appoint Avery Hunter to the General Employee Pension Board. Commissioner Davis seconded the motion, and it was approved unanimously.

Vote: Commissioner Campbell moved to accept the nomination of Avery Hunter for appointment. Commissioner Davis seconded the motion, and it was approved unanimously.

Vote: Commissioner Campbell moved to read the City Manager report as the first item for consideration. Commissioner Borom seconded the motion, and it was approved unanimously.

Contract

Commissioner Davis noted that the 5:00 p.m. deadline last Friday was not adhered to. She stated that the request for 20 weeks of severance is non-negotiable for her. Commissioner Davis expressed her preference for the city to proceed with the Commission's contingency plan, which she will maintain until additional responses are received from the other commissioners regarding the letter.

Commissioner Borom explained that, in regard to his response, he needed to consult with his counsel. He also mentioned that he had initially suggested setting the deadline for sometime today, which would have aligned with his proposed timeline.

Commissioner Jones expressed his agreement with Commissioner Borom, emphasizing that, moving forward, regardless of the individual selected, he would like industry standards to be applied to ensure the Commission has access to the most comprehensive information possible. He also stressed the importance of initiating the process with dialogue and discussion.

Commissioner Campbell expressed hope that the Commission maintains the same energy it demonstrated last Friday. However, he emphasized the importance of adhering to timelines, acknowledging that while unforeseen circumstances can arise, providing a response is always preferable to no response in a professional context. Commissioner Campbell further noted that the missed deadline concerning industry standards is a significant red flag for him.

Mayor Correa concurred with Commissioner Davis and Commissioner Campbell, expressing concern about the lack of timely responses, which she views as unprofessional. She also reiterated that the standard severance package is 10 weeks and stated her disagreement with the loss of severance during the probationary period.

Vote: Commissioner Davis made a motion to reject the second counteroffer and withdraw the offer to Mr. Redman Jones. Commissioner Campbell seconded the motion. A roll call vote was conducted: Commissioner Borom voted aye, Commissioner Jones voted aye, Commissioner Campbell voted aye, and Mayor Correa voted aye. The motion passed unanimously, 5-0.

Vote: Commissioner Davis opened the discussion to offer the Interim City Manager position with a base salary of $170,000 under the terms outlined in the original contract. Commissioner Davis also recommended including language requiring Ms. Carty to obtain ICMA credentials to become a certified City Manager within one year or an appropriate timeline, as well as to backfill the Finance Director position. Commissioner Campbell seconded the motion. A roll call vote was conducted: Commissioner Davis voted aye, Commissioner Campbell voted aye, Commissioner Jones voted aye, and Mayor Correa voted aye. The motion passed unanimously, 5-0.

Objectives and Goals for the City Manager

The Mayor and the Commission received various papers outlining goals from different sources.

Vote: Commissioner Campbell moved to accept the City Manager's goals as outlined on pages 35 and 36. Commissioner Borom seconded the motion, and it was approved unanimously.

Vote: Commissioner Campbell moved to adopt the evaluation form from Oviedo for use in the City Manager evaluation process. Commissioner Borom seconded the motion, and it was approved unanimously.

The Mayor and the commissioners discussed implementing a 360 report from department heads as part of the evaluation process for the City Manager. The evaluations will take place for 6 months, 1 year, and annually thereafter.

Adjourn

Vote: Commissioner Campbell moved to adjourn the meeting. Commissioner Jones seconded the motion, and it was approved unanimously.

ROBERTA M. CORREA
MAYOR-COMMISSIONER

ANNIE H. DAVIS
COMMISSIONER

JUSTIN R. CAMPBELL, SR.
COMMISSIONER

WILL JONES
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CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT.

March 13, 2025, Commission Meeting Minutes

Invocation
The invocation was led by Pastor Carl Flagg.

The Pledge of Allegiance
Commissioner Davis led the Pledge of Allegiance.

City Manager Resolution 2025-R-40/Oath
Vote: Commissioner Borom moved to approve Resolution 2025-R-40. Commissioner Jones seconded the motion, and it passed unanimously.
Interim City Manager Ms. Marcia Carty took the oath of office for the City Manager position. Pastor Matthew Hurley administered the oath, which Ms. Carty recited.

Oath for Chief Shaw to Police Pension Board
Police Chief Jason Shaw took the oath of office for the Police Pension Board. City Clerk Karen Hayes, MMC, administered the oath, which Police Chief Jason Shaw recited.

Approval of Minutes
Vote: Commissioner Davis moved to approve February 12, 2025, City Manager Interview Minutes. Commissioner Borom seconded the motion, and it was approved unanimously.
Vote: Commissioner Davis moved to approve February 13, 2025, regular commission meeting minutes. Commissioner Borom seconded the motion, and it was approved unanimously.

Pubic Recognition
The Proclamation for Safe Place Month was read by Mayor Correa and presented to CDS Family & Behavioral Health Services, Inc.
Vote: Commissioner Jones moved to approve the proclamation. Commissioner Borom seconded the motion, and it was approved unanimously.

Palatka New Hires
Virginia Jones introduced the four new hires: Code Enforcement Officer Melissa Dreyer, Code Enforcement Officer Harold Bartelli, Assistant Superintendent of WTP Robert Evans, and Administrative Assistant I Jennifer Pennington.

Unsung Hero Award
This year's Unsung Hero Award was presented to Mr. Willie Henry Mitchell. Karen Hayes read the proclamation, and Commissioner Jones presented the award to Mr. Willie Henry Mitchell.

City Manager and Administrative reports
Chief Taylor delivered a presentation on behalf of the Fire Department as part of his report to the commission.
Ms. Carty delivered her verbal report to the City Commission. She invited Department Head Joe Verrechio, CRA Manager Kristen Odem, Director of Community Affairs Eddie Cutwright, and Mr. Thompson to provide updates on their respective departments and projects.

Public Comments
Mr. Vickers spoke about the Palatka Police Department.
Tavarence Clark complained about the city and public records requests.
Vicki Duke wanted an update on the splash pad.

Commission and Staff Responses
City Manager Ms. Carty provided an update on the splash pad project and reported on its progress. Attorney Jane West addressed the Public Records Request accusation. Chief Shaw responded to Mr. Vickers' comment.

Consent Agenda
Commissioner Jones pulled Consent Agenda Items P and Q, while Commissioner Davis pulled Item M from the Consent Agenda.
Vote: Commissioner Borom moved to approve all items except Items M, P, and Q. Commissioner Jones seconded the motion, and it was approved unanimously.

M: MOU with Palatka Athletic League
Director of Community Affairs Eddie Cutwright discussed the MOU with Palatka Athletic League to use Gym at Jenkins for Basketball with the Mayor and Commission.
Vote: Commissioner Davis moved to approve Item M from the Consent Agenda with the correction to the date of the MOU. Commissioner Jones seconded the motion, and it passed unanimously.

P: 702 Olive Street Release of Lien
Vote: Commissioner Davis moved to approve the release of the lien on 702 Olive Street. Commissioner Campbell seconded the motion, which passed with a 3-2 vote. Commissioners Borom and Jones dissented.

Q: 4506 Royal Street Release of Lien
Vote: Commissioner Borom moved to release the lien on 4506 Royal Street. Commissioner Davis seconded the motion, and it passed unanimously.

Regular Business Items
Ordinance - School Zone Speed Infraction Program
Vote: Commissioner Davis moved to approve Ordinance 2025-10. Commissioner Campbell seconded the motion, and it passed unanimously.

Approve policy for not-for-profit funding requests
After discussion, the Commissioners decided to table the item.
Vote: Commissioner Davis moved to table this item. Commissioner Borom seconded the motion, and it passed unanimously.
Public Comment

Allegra Kitchens spoke about the non-profit status.

Public Hearings
Ordinance 2025-01 Rezoning property parcel number 10-10-26-0000-0200-0050
Vote: Commissioner Campbell moved to approve Ordinance 2025-01. Commissioner Borom seconded the motion, and it passed unanimously.

Ordinance 2025-02 Establishing Cypress Landing townhomes PUD
Vote: Commissioner Borom moved to approve Ordinance 2025-02. Commissioner Campbell seconded the motion, and it passed unanimously.

Ordinance 2025-03 Annexation of 1604 Husson Avenue
Vote: Commissioner Cambell moved to approve Ordinance 2025-03. Commissioner Davis seconded the motion, and it passed unanimously.

Ordinance 2025-04 Amendment of the Future Land Use Map.
Vote: Commissioner Campbell moved to approve Ordinance 2025-01. Commissioner Borom seconded the motion, and it passed unanimously.

Ordinance 2025-05 Rezoning property at 1604 Husson Avenue
Vote: Commissioner Cambell moved to approve Ordinance 2025-05. Commissioner Davis seconded the motion, and it passed unanimously.

Ordinance 2025-09 Accessory Dwelling Unit
Vote: Commissioner Davis moved to approve Ordinance 2025-09. Commissioner Jones seconded the motion, and it passed unanimously.

Ordinance 2024-07 Amendment of the Future Land Use Map property at Azalea Place Subdivision
Vote: Commissioner Davis moved to approve Ordinance 2024-07. Commissioner Campbell seconded the motion, which passed with a 3-2 vote. Commissioners Borom and Commissioner Jones dissented.
Public Comment
Tavarence Clark complained about the city and this property.

Ordinance 2024-08 Rezoning property at Azalea Place Subdivision
Vote: Commissioner Campbell moved to approve Ordinance 2024-08. Commissioner Davis seconded the motion, which passed with a 4-1 vote. Commissioners Borom dissented.
Public Comment
Tavarence Clark complained about the city and this property.

Commissioner Campbell commented on Tavarence Clark statement.
Commissioner Borom commented on the CRA on legislative days.
Commissioner Davis commented on the FBC-LEO conference.

PROCLAMATION for Autism Awareness month
Attached is the request for a proclamation from the City of Palatka in support of Autism Awareness with Zeta Mu Zeta Chapter of Zeta Phi Beta Sorority, Incorporated. Please let me know if you have any questions or need additional information.

STAFF REPORT

DATE: March 27, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	Austim Proclamation

CITY OF PALATKA

Proclamation

WHEREAS, Autism Spectrum Disorder, the fastest growing developmental disability in the United States, affecting 1-in-36 children, is an urgent public health crisis that demands a national response; and

WHEREAS, Zeta Mu Zeta Chapter of Zeta Phi Beta Sorority, Incorporated, is dedicated as a premier organization that provides noteworthy contributions to education, research, and funding for persons of color who are impacted by autism spectrum disorder.

WHEREAS, while there is currently no identified cause or cure for autism, Zeta is devoted to promoting solutions, across the spectrum and throughout the lifespan, for the needs of individuals with autism and their families.

WHEREAS, In light of the growing impact of Autism Spectrum Disorder and the need for greater awareness, Zeta's vision is to improve the lives of people of color affected by ASD through championing autism awareness, education, advocacy, and funding. Zeta implements the Extraordinary Power of S.H.E. worldwide through social, health, and economic justice programs.

WHEREAS, Zeta Mu Zeta Chapter of Zeta Phi Beta Sorority, Incorporated proudly implements Autism Acceptance to support and uplift the autism community. Zeta Mu Zeta Chapter is honored to participate in the annual observance of Autism Acceptance Month and World Autism Awareness Day, fostering greater awareness, understanding, and inclusion for individuals with autism.

NOW, THEREFORE, BE IT PROCLAIMED that Zeta Phi Beta Sorority, Incorporated, Zeta Mu Zeta Chapter, of the City of Palatka, hereby recognizes April 2, 2025, as World Autism Day and recognizes April 2025 as Autism Awareness Month in the state of Florida to raise public awareness of Autism Spectrum Disorder and the myriad of issues surrounding autism, as well as to increase knowledge of the programs that have been and are being developed to support autistic individuals and their families.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Seal of the City of Palatka to be affixed this 13th day of March, in the Year of Our Lord Two Thousand Twenty-Five.

CITY OF PALATKA

By: _____
Mayor

Attest:

_____
City Clerk

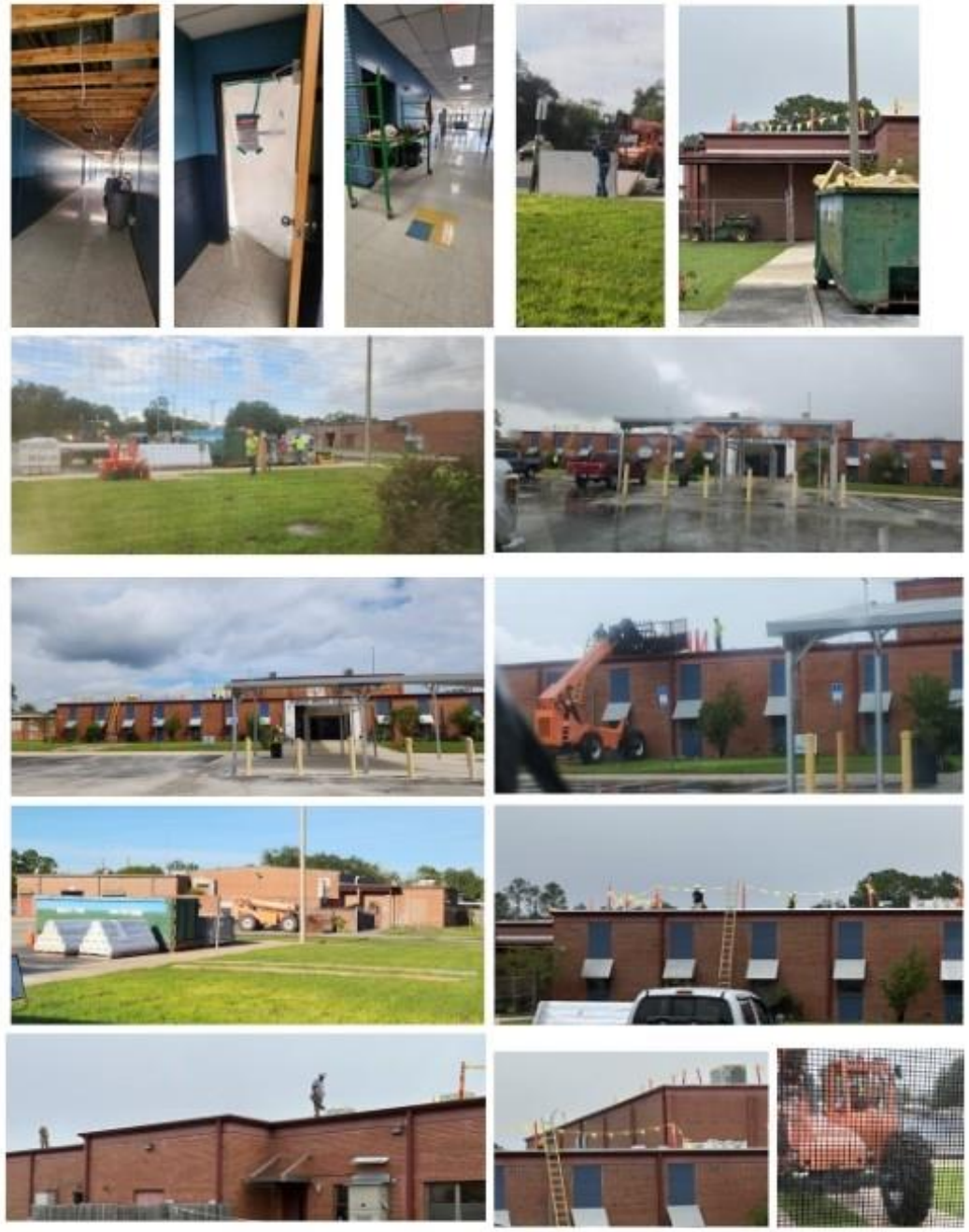
Date filed with the City Clerk: 3/27/2025

COMMUNITY AFFAIRS 120-DAY REPORT

Nov 2024-Feb 2025

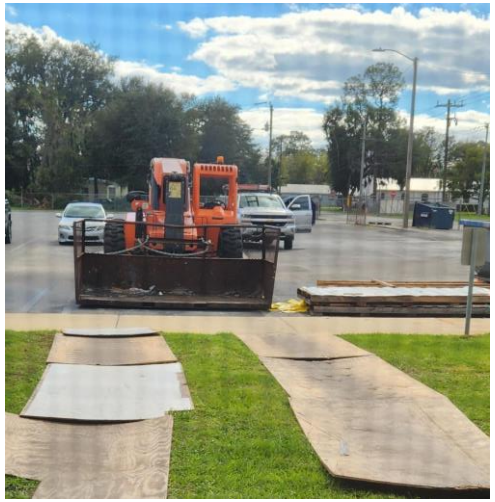
- Working to build a fun but safe place for our community

Completion date is July 2025



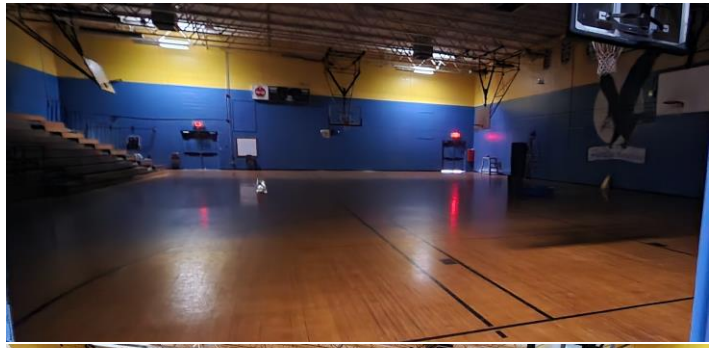
RENOVATIONS

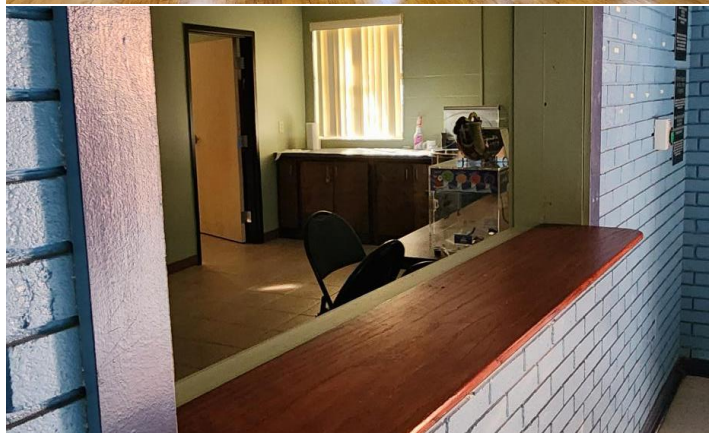
Completion date is July 2025

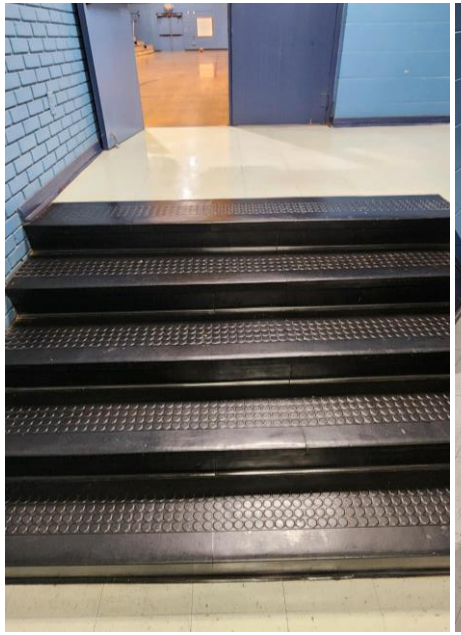


GYM FLOORS REDONE

- ENTRY WAY FLOORS AT JENKINS WERE REDONE.
- GYM FLOORS WERE REDONE
- ADDING CONCESSION STAND



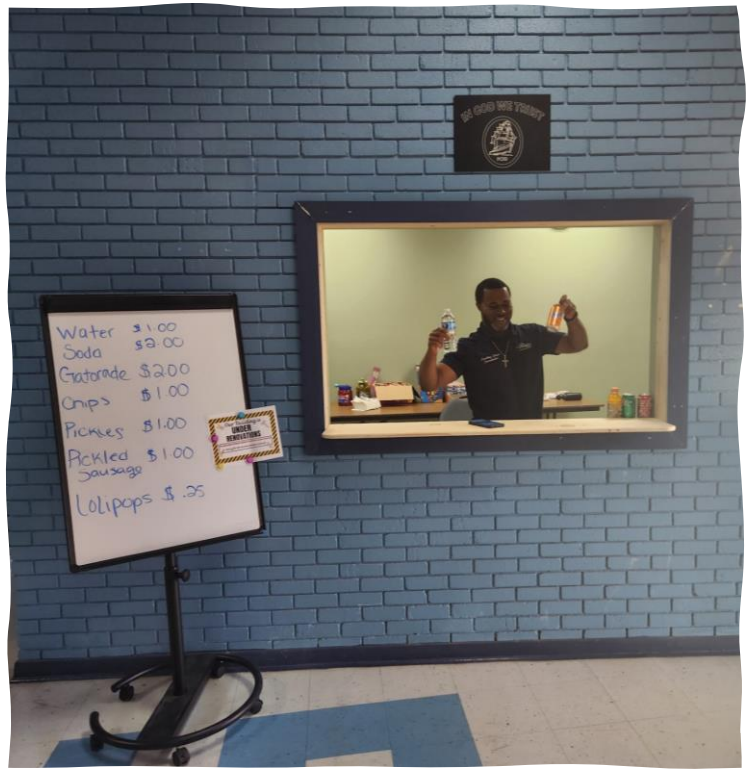




OPEN GYM

Tueday and Thursday 4pm - 8pm

- GYM IS OPEN TO THE COMMUNITY UNDER THE SUPERVISION OF CITY STAFF



JENKINS GYM

Palatka Jr. / Sr. High is partnering with the Community Center for School basketball practices and games.

CULTURAL ARTS AND SPECIAL EVENTS

NOVEMBER 2024

Cultural Arts Rentals

- BRIDGE CLUB- PRICE MARTIN 11/4/24
- SUPERVISOR OF ELECTIONS- PRICE MARTIN 11/5/24
- COMMUNITY ENGAGEMENT- JENKINS 11/12/24
- TAN THOMAS - BOOKER PARK 11/9/24
- CLASS OF 76 COAT DRIVE- JENKINS 11/16/24
- BRIDGE CLUB - PRICE MARTIN 11/18/24
- CREATIVE COUSIN'S FOOD GIVE AWAY 11/26/24

NOVEMBER 2024

Special Events

1. Partnered with other City departments for Clean hands Clean lands.
2. Held 1 Special Event Meeting

- Vetted 5 Applications this month
- Historic Palatka Treasure Market
- Palatka's Gem City Vintage Market
- Old Years Day
- Florida BASS Nation Tournament

Clean Hands Clean Lands Nov. 2024

Leaves and Laughter Family Fall Block Party Nov. 2024

DECEMBER 2024

SPECIAL EVENTS

- JINGLE JAM WE HAD ABOUT 2300-2700 ATTEND
- RENAMING OF THE FIELDS WE HAD ABOUT 75-100 ATTEND

Jam

CONTINUED FROM PAGE 1A

the Palatka Junior-Senior High School band performing around 4 p.m. and fireworks at 8 p.m.

The Palatka Fire Department will have a fire truck on display for those who want to get a close-up look.

Jessica Cruz, Palatka's Community Affairs administrative assistant and special events coordinator, said she is excited to embrace this festive season with love, peace and happiness in their hearts.

"We want everyone and their family to have a holiday season that is full of fun, nonstop laughter and most importantly to create memories," she said.

The event, which is sponsored by Seminole Electric and the Arts Council of Greater Palatka, is free to the community. For details, call Cruz at 386-329-0948, ext. 331, or 386-213-0948.

The city is partnering with Douglas Law Firm for pictures with Santa, Mrs. Claus and the Grinch. Picture time will be from 4-5:30 p.m. and 6:30-7:30 p.m. inside the St. Johns River Center, 102 N. First St., in Palatka.

Cruz said the goal of the event is to bring the community together to celebrate the spirit of the holiday.

"This is my first Jingle Jam event, and I am beyond excited to be a part of the city of Palatka and all of the events we offer to our community and our neighboring communities," she said. "With the support of other city departments and our event sponsors, we are certain this will be an event to remember."

Photo by Stephanie Rivera/Palatka Daily News

ABOVE: Jessica Cruz, the city of Palatka's Community Affairs administrative assistant and special events coordinator, shows some of the ornaments guests can make during Jingle Jam on Saturday. **RIGHT:** Brett Demme, the general manager of the Palatka Gas Authority, has his conductor's hat on as he readies the Polar Express to arrive at the city's Jingle Jam holiday celebration Saturday at the riverfront.

JANUARY 2025

Cultural Arts Rentals

- Every Monday-Bridge Club
- Virgina Jones – price martin 1/4
- Supervisor of Election- Special election- Price martin
- Lyn Ministries- Women conference 1/28 Price Martin
- City’s Bio Metric- Price Martin
- Veritas Steel- Price Martin- event cancelled
- Price Martin- Pre-Bid Meeting

FEBRUARY 2025

Special Events

- 8th Annual Gulf Charity Tournament

FEBRUARY 2025 Special Events

- Mayors Reception 2025

Bassmaster Elite and Azalea Festival 2025

FEBRUARY 2025

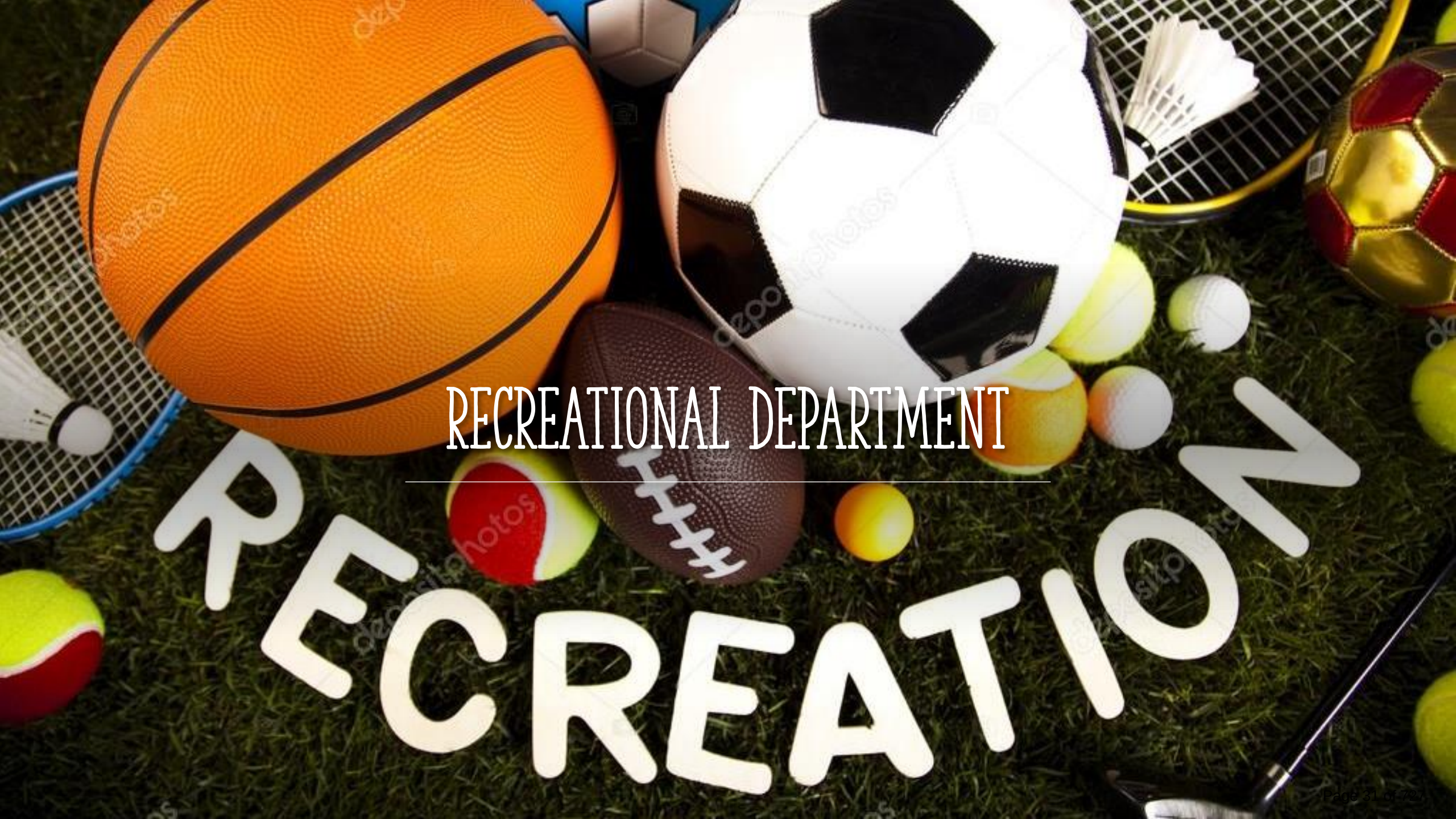
Cultural Arts Rentals

- M. Session- Price Martin
- Independent Living- Price Martin
- American Best Pageant- Price Martin
- Bridge Club- Every Monday- Price Martin
- Meet the Candidates- Price Martin
- PPD- Crime Watch Prevention-Community Center

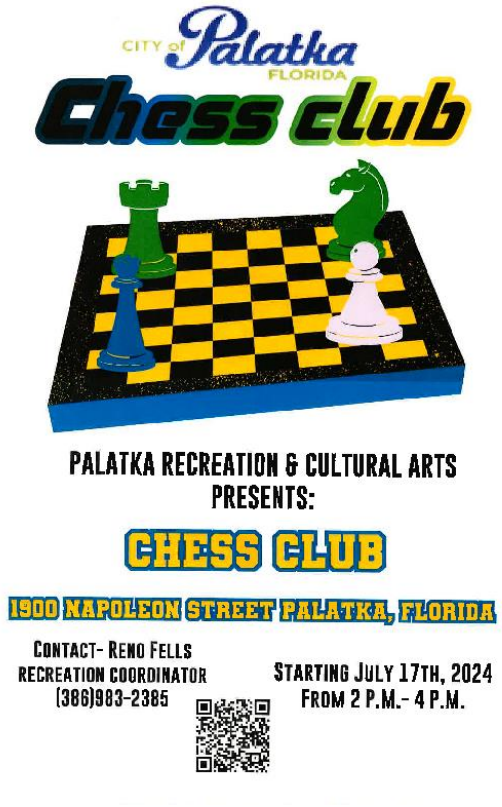
SPECIAL EVENT FOCUS TEAM

- Jessica Cruz- Coordinator
- Courtney James- Asst. coordinator
- Amanda Tuberville- Public works representative
- Chad Brandford- Fire Dept. representative
- Lorenzo Aghemo- Planning and Zoning representative
- Tobby Williams- Police Dept. representative
- Marleen Lagasse- Docks/ Marina representative
- Henery Montgomery- owner of Blan Pro fishing

RECREATIONAL DEPARTMENT



CHESS CLUB AT THE CENTER



HBCU TALK

A TABLE TALK ABOUT THE BENEFITS OF ATTENDING A HBCU.

HOSTED BY OUR INTERN DAUNTE WILKERSON

FOOD, DRINKS AND ENTERTAINMENT AFTER

• YOUTH LEADERSHIP CLUB (TLC),

Group lead by teens that advise and assists with developing programs for teens and youth in our community.

SOCIAL SENIORS PROGRAM

Bingo, Dancing, Yoga, Field trips and so much more.

CITY OF PALATKA
RECREATION &
CULTURL ARTS
PRESENTS:

SOCIAL SENIORS PROGRAM

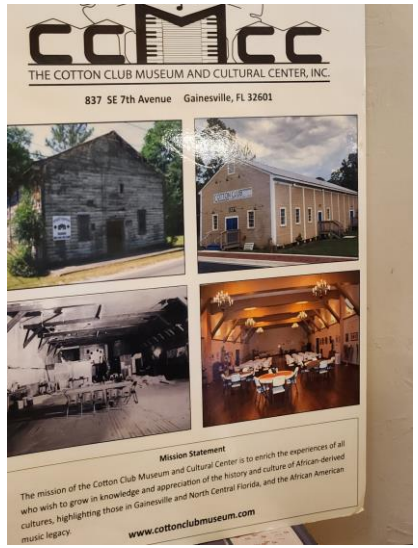
"WE LIVE LIFE THROUGH
& THROUGH SO CALL US
THE GOLDEN GURU'S"

EVERY TUESDAY &
THURSDAY STARTING
JULY 22ND, 2024,
FROM 6 P.M ~ 8 P.M
1900 NORTH 19TH STREET

ACTIVITIES:
BINGO, LINE
DANCING,
AEROBICS, YOGA,
BOARD GAMES,
FIELD TRIPS &
MORE

For more information please
contact Reno Fells,
Recreational Coordinator

AFRICAN AMERICAN MISSIONS TEAM



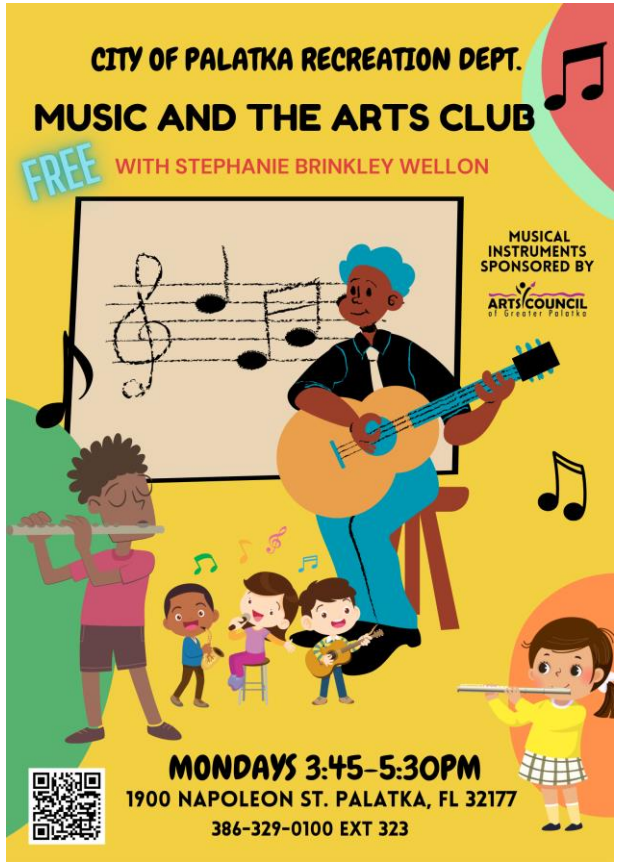
- The African American Advisory group, is meeting regularly and is leading the effort in coordinating the African American Historical component within the Jenkins Community Center.
- The idea is to bring African American history, Art and culture to the community center.

FLAG FOOTBALL

- The NFL Flag league closed on Thursday October 8th with the league championship games. The 7-9 Browns vs Saints and the 10-12 Buccaneers vs chiefs. On Saturday November 11th, 2024, the youth received participation medals, and the champions received their medals.

RECREATION

- Programs starting March 2025 for our community!



RECREATION

- This is one of many health and fitness challenges you can look forward to in the near future.

NEIGHBORHOOD IMPROVEMENT TEAM PLANNING

- Several meetings have been held with Reno Fells, Chief Jason Shaw and Director Cutwright to plan and organize a neighborhood mobilization effort geared towards coordinating a community engagement initiative that will address issues at the neighborhood level. The NIT will consist of city staff, Clergy, local businesses, civic organizations and residents. NIT will address blight, crime, code enforcement and other underlying issues to improve the quality of life with designated neighborhoods.

CODE ENFORCEMENT

City of Palatka Special Magistrate Hearing's

CODE ENFORCEMENT

November 2024

- Case#2021-037 501 N. 3rd Street,
- Case#2022-024 105 Viking Street,
- Case# 2022-032 2120 Oak Street,
- Case#2022-038 606 N. 11th Street,
- Case #2022-057 915 Carr Street,
- Case#2022-058 917 Carr Street,
- Case #2023-100 1511 Bronson Street

December 2024

- Nothing To Display

January 2025

- Case # 720 N 16th Street
- Case #2023167 1100 Washington Street
- Case #2022025 1001 N. 16th Street
- Case# 2024001 913 Reid street
- Case #2024040 2115 Oak Street
- Case #2024057 1315 Laurel Street
- Case# 2023159 1406 Ocean Street
- Case #2023216 1 Washington Street
- Case #2023162 1420 Washington Street
- Case# 2023202 1406 St. Johns Ave.
- Case# 2023221 2100 Campbell Street

February 2025

- Case# 2023083 1623 Eagle St
- Case # 2024161 401 S. 14th Street
- Case # 2024160 309 St. Johns Ave
- Case # 2023205 120 S. 7th Street
- Case # 2023196 209 S. 4th Street
- Case # 2024045 113 W. Oak Hill
- Case #2023225 307 Main street
- Case # 2024032 808 South 15th Street
- Case# 2024034 607 Crill Ave
- Case# 2024109 516 Kirby Street
- Case# 2024088 607 N 18th Street
- Case# 2024089 314 N 11th Street

CODE ENFORCEMENT

Demolition of 217 Mimosa Dr. Palatka Fl

CODE ENFORCEMENT

Demolition of 813 N 10th Street. Palatka Fl

Project Updates Presentation

STAFF REPORT

DATE: March 27, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Please see presentation.

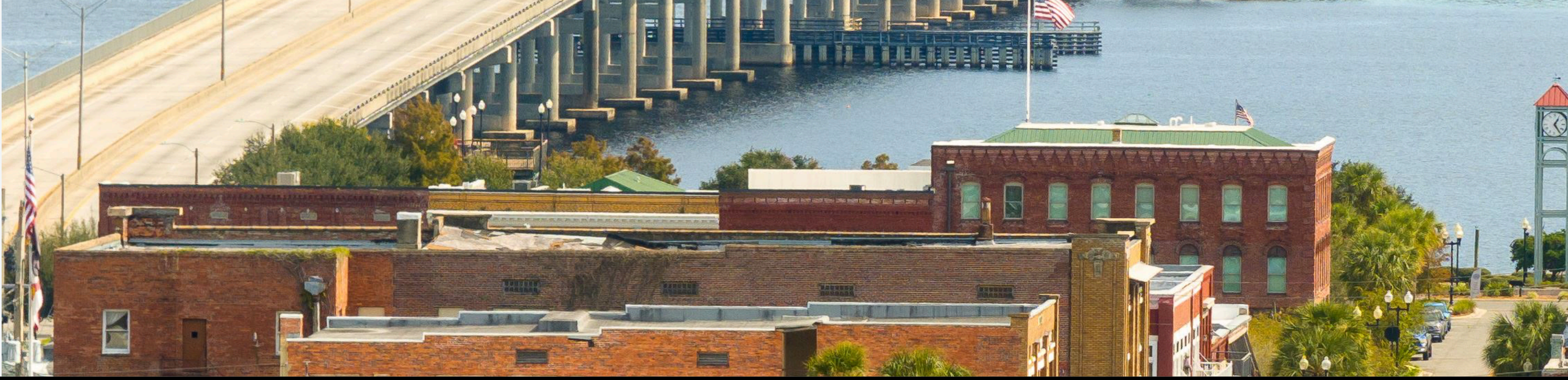
BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	Projects Update Presentation



PROJECTS UPDATES

Carlos Dominguez Brito
Project/Grants Manager

CONTENT

01 GRANTS PROJECTS

02 ADDITIONAL GRANTS PROJECTS

03 NON GRANTS PROJECTS

04 ADDITIONAL NON GRANTS PROJECTS

01 GRANTS PROJECTS

01

- **Project Name:** Madison Street 5th to Rail Road - Potable and Streetscape and WTP Pump Upgrade.

- **Project Description:** This project consists of replacing approximately 2,100 linear feet of old cast iron water mains with PVC along Madison Street from North 6th Street to North 11th Street, including the installation of five fire hydrants, 16 gate valves, and reconnection of 24 water services. Additionally, the project includes replacing a High Service Pump at the City's Potable Water Plant on North Moody Road. These improvements aim to enhance the city's water infrastructure and service reliability, benefiting both the local community and the broader municipal water system.

- **Grantor Agency:** St. Johns River Water Management District (SJRWMD) & Community Development Block Grant (CDBG).

- **Project Cost:** $500,000 + $750,000

- **Estimate date of Completion:** March 2025 and December 2025.

- **Grant Due Date:** March 2025 & July 2025. (Working on extension).

02

- **Project Name:** Palm Bowl Park Improvements Phase I.

- **Project Description:** The Palm Bowl Park renovation project will enhance outdoor recreational spaces, providing a more enjoyable experience for the community. The project includes the construction of a new dog park, development of picnic facilities, creation of a walking trail, installation of new signage, landscaping improvements, and a new irrigation system. These upgrades aim to improve park facilities, making it a better place for residents to relax, exercise, and enjoy nature.

- **Grantor Agency:** Florida Department of Environmental Protection.

- **Project Cost:** $50,000.

- **Estimate date of Completion:** June 2025.

- **Grant Due Date:** April 2027.

03

- **Project Name:** Shaw Buck Park Renovation Project – Phase I

- **Project Description:** The Shaw Buck Park renovation project will enhance local recreational facilities for the community by upgrading key amenities. The scope of work includes renovating the tennis and basketball courts, playground, and parking lot, as well as constructing a new picnic facility, improving landscaping, installing new security lighting, and adding trash cans for better waste management. These improvements aim to create a safer and more enjoyable environment for residents and visitors alike.

- **Grantor Agency:** Florida Department of Environmental Protection.

- **Project Cost:** $50,000.

- **Estimate date of Completion:** June 2025.

- **Grant Due Date:** April 2027.

04

- **Project Name:** Jenkins Remodel.

- **Project Description:** The Robert H. Jenkins, Jr. Memorial Gymnasium restoration project includes roof repairs, HVAC replacements, fire suppression installation, interior and exterior upgrades, security enhancements, and ADA improvements. It also involves converting spaces for better use, such as a fitness center and concession stand, along with necessary architectural and engineering services.

- **Grantor Agency:** Department of State and City Funds.

- **Project Cost:** $1,191,470.4 (690k grants money and 501,470.40 city funds)

- **Estimate date of Completion:** May 2025.

- **Grant Due Date:** Jun 2025.

05

- **Project Name:** Housing Repair (Affordable housing).

- **Project Description:** The Palatka Affordable Housing Initiative Project, aims to increase affordable housing availability through land acquisition, site preparation, homeowner repair, and downpayment assistance programs. The City of Palatka will oversee construction management, ensure compliance with permits, and work with licensed contractors and housing organizations. The project includes developing a Homeowner Repair Program, assisting homebuyers with downpayment support, acquiring and preparing land for affordable housing, and constructing new homes. These efforts leverage existing resources to expand housing opportunities for residents in need.

- **Grantor Agency:** Department of Commerce.

- **Project Cost:** $2,000,000.

- **Estimate date of Completion:** June 2026

- **Grant Due Date:** Jun 2025. (In the process of an extension).

06

- **Project Name:** Downtown Strategic Action Plan.

- **Project Description:** City Of Palatka shall develop a 5-Year Downtown Strategic Action Plan for its Downtown area. The final plan will be based on demographic and market analyses, downtown asset identification, and public engagement efforts.

- **Grantor Agency:** Department of Commerce.

- **Project Cost:** $40,000

- **Estimate date of Completion:** May 2025

- **Grant Due Date:** May 2025.

07

- **Project Name:** Comprehensive Plan.

- **Project Description:** The City Of Palatka requires professional technical assistance in the preparation of their Evaluation and Appraisal Report (EAR) based amendments and subsequent Comprehensive Plan Update.

- **Grantor Agency:** Department of Commerce.

- **Project Cost:** $75,000.00

- **Estimate date of Completion:** May 2025.

- **Grant Due Date:** June 2025.

08

- **Project Name:** Sanitary Sewer Collection Resiliency Master Plan.

- **Project Description:** Develop a Resiliency Wastewater Master Plan. This project aims to modernize the city's wastewater utility, enhancing its resilience and reducing the risk to critical community lifelines. The plan will focus on improving infrastructure and ensuring long-term sustainability, addressing the city's need for a more robust and adaptable wastewater system to better withstand future environmental challenges.

- **Grantor Agency:** Community Development Block Grant – Mitigation (CDBG -MIT)

- **Project Cost:** $385,000

- **Estimate date of Completion:** December 2025

09

- **Project Name:** Bronson House.

- **Project Description:** The project will include repairing or replacing deteriorated exterior wood, steps, decking, beams, joists, and façade trim, as well as re-cladding exterior steel support columns to match the historic appearance. Additional work includes constructing or repairing masonry pier foundations, replacing column support, painting exterior wood, installing new security lighting, adding waterproof outlets, and addressing plumbing and structural needs. The project will also cover construction management and professional architectural/engineering services, which are funded separately. All tasks will adhere to the requirements outlined in the grant agreement.

- **Grantor Agency:** Department of State + City Funds

- **Project Cost:** $367,900 + $122,634

- **Estimate date of Completion:** January 2026

10

- **Project Name:** Fire Station Wind Retrofit.

- **Project Description:** The project will involve upgrading unprotected openings, including bay doors, windows, and storefront glass, with hurricane-rated products to meet current code standards for wind resistance. The goal is to protect the building and its contents from high winds, up to 144 MPH. All work will comply with Florida Building Code or Miami-Dade specifications, and inspections by a licensed structural engineer will be required for final certification.

- **Grantor Agency:** Florida Department of Emergency Management (FDEM). + City Match.

- **Project Cost:** 289,732.95 + $31,961.70

- **Estimate date of Completion:** January 2026

02 ADDITIONAL GRANTS PROJECTS

11. Airport Access Control and Gate Upgrades	$115,000
12. Airport Emergency Generators.	$250,000
13.COVID Sidewalks.	$5,000,000
14. Lift Station 16 Replacement.	$340,196
15. WWTP Upgrades Biosolids	$4,991,700
16. Airport FDOT Fwy 9 Obstruction Tree Removal.	$575,000
17. Airport FDOT 9/27 Extension Feasibility.	$100,000
18. CDBG Price Martin.	$1,176,315.00
19. Airport - Taxiway "E"cho (Design).	$107,325.00
20. Airport FDOT Wildlife Hazard Trench Fencing.	$25,000
21. FAA/FDOT AGIS Survey/Property Map.	$137,025
22. Sewer Lining (Citywide)	$2,015,531
23. St. Johns Avenue Downtown Streetscape Phase IIA.	$1,400,000
24. Airport FDOT Corporate Hangar.	$1,050,000
25. FDOT Airport Master Plan.	$285,000
26. Three Areas of Flooding - IR042.	$1,537,663
27. WTP GAC Granular Activated Carbon Filters	$3,424,200
28. Safe Streets for All.	$960,000
29. North West and North East Area Potable Water	$10,500,000
30. RAISE - A. Philip Randolph Regional Multimodal Transportation Hub & Northwest Area Potable and Streetscape.	$8,176,001.00

03 NON GRANTS PROJECTS

01

- **Project Name:** Resurfacing Program (North Side)

- **Project Description:** The City of Palatka is undertaking a street resurfacing project on the north side of the city, which includes various roadways in need of asphalt paving improvements. The project will involve pavement milling, resurfacing, and the application of tack coat to ensure a smooth and durable road surface. The selected contractor will be responsible for furnishing all necessary materials, labor, and equipment to complete the resurfacing work at the designated locations. The project aims to enhance road quality, improve traffic safety, and extend the lifespan of the roadways in the northern part of Palatka.

- **Project Cost:** $2,400,000

- **Estimate date of Completion:** Jan 2026

02

- **Project Name:** Roadway Improvements Oak St 15th-17th

- **Project Description:** The Oak Street Improvements project involves a comprehensive series of upgrades to enhance the infrastructure and services of Oak Street in Palatka. Key activities include topography surveys, project design, utility coordination, and permitting. The project aims to improve road conditions, utilities, and other essential urban infrastructure to better serve the community.

Project Cost: Part of the $2.4 Resurfacing Program.

- **Estimate date of Completion:** December 2025

03

- **Project Name:** Hank Bryant Restrooms.

- **Project Description:** The project includes the development of two bathrooms and a storage area, along with all necessary utility connections. This will involve bringing the existing onsite electrical power to the structure, connecting potable water, and tying the sanitary sewer system to the existing force main on the north side of Diana Drive. The project will also require the installation of a 200-gallon pump station, directional boring under Diana Drive, and site preparation for an ADA-accessible path. The contractor will ensure all work meets required standards and permits, including site restoration and final completion of the facility.

- **Project Cost:** $135,270

- **Estimate date of Completion:** April 2025.

04

- **Project Name:** Splash Pad.

- **Project Description:** An engineering firm will develop a technical memorandum for the splash pad at Riverfront Park. Services include reviewing contractor quotes, identifying necessary permits and agency approvals, performing a site reconnaissance, summarizing proposed improvements, and conducting a code review. A site diagram will be provided, detailing the splash pad location, utilities, and security. A draft report will be submitted for City review.

- **Project Cost:** $375,000

- **Estimate date of Completion:** April 2025 & March 2026.

05

- **Project Name:** River Street Retaining Wall.

- **Project Description:** This project involves the rehabilitation and/or replacement of approximately 331 linear feet of retaining wall south of River Street in Palatka, FL, between S 13th and S 14th Streets. The contractor will perform a survey, prepare 90% and final construction plans, and develop bid documents in compliance with FDOT standards. The scope includes securing necessary permits, providing bid administration, and overseeing construction and observation services to ensure successful project completion.

- **Project Cost:** $128,337.91

- **Estimate date of Completion:** June 2025.

04 ADDITIONAL NON GRANTS PROJECTS

6. Tilghman House.
7. City Hall Improvements.
8. Dog Stations.
9. St Johns Ave 3000 Block
10. Public Works Facility.
11. Streets Signs.
12. Control panel for reuse irrigation
13. Golf course irrigation
14. Irrigation at Airport
15. WWTP headworks
16. Flow control gates
17. Primary sludge pumps
18. Lift station upgrade Francis
19. Lift station upgrade Winn-Dixie
20. Filter panels
21. Omni Beacons
22. Shut off valves

THANK YOU

Carlos Dominguez Brito
Project/Grants Manager

City Manager Verbal Report
City Manager Verbal Report

STAFF REPORT

DATE: March 27, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

Finance Director position has been filled
Code Enforcement has moved to the Annex, under the Planning Director Aghemo
Paks has been completed transferred to the Community Affairs Director, Eddie Cutwright
Ride Solution has been finalized to start April 1, 2025
Riverfront Park Splash Pad Feasibility Study will start by April 1, 2025.
Street and sidewalk repairs for the Northside RFP bid have released.
Twenty (20) staff members are in leadership academy for 13 weeks
Public Works is in progress

PROJECT ANALYSIS

Staff Recommendation

Review and acknowledge progress and provide further guidance

ATTACHMENTS

1.	Streetlight study - Recommendations and Next Steps

Streetlight Study, Recommendations, and Next Steps

Palatka Police Department

Streetlight Study Introduction

- A streetlight study has been completed by Police Department staff. To complete this task, the City was divided into two zones. Zone – 1 are all roadways from St. Johns Avenue North and Zone – 2 are all roadways from St. Johns Avenue South. Three (3) categories were utilized to determine the recommendation for new lighting. The categories are High Crime Area, Hot Spot Area and Low-Lit Area. Meetings have been held with FPL Light experts who recommended specific LED Lights for each category. The recommended lighting consists of a 33,910 Lumin light for High Crime Areas, a 17,000 Lumin light for Hot Spot Areas and a 12,000 Lumin light for Low-Lit Areas.
- A total of 283 locations were identified throughout the City that need more or better lighting. The following slides identify the number of lights per zone and category, the recommended lighting for each category and the next steps to move forward with implementation.

Zone - 1

- Staff identified a total of 50 locations in Zone -1 which need additional lighting based on the categories utilized in the study.
- High Crime Area – 32 – Recommended Light - ATB2 – 33,910 Lumins
- Hot Spot Area – 6 – Recommended Light - ATB2 – 17,000 Lumins
- Low Lit Area – 12 – Recommended Light – ATB2 – 12,000 Lumins
- Note: FPL Light Experts stated several other cities are utilizing the LED - ATB2 – 33,910 Lumin Light in high crime areas. The closest city being Daytona Beach.

Zone - 2

- Staff identified a total of 233 locations in Zone - 2 which need additional lighting based on the categories utilized in the study.
- High Crime Area – 11 – Recommended Light - ATB2 – 33,910 Lumins
- Hot Spot Area – 46 – Recommended Light - ATB2 – 17,000 Lumins
- Low Lit Area – 176 – Recommended Light – ATB2 – 12,000 Lumins
- Note: It should be noted Zone – 2 is a larger area and has more residential locations then Zone – 1. FPL Light Experts stated we should not include low lit areas on Reid Street in the study due to the fact FDOT will be upgrading the lights on Reid Street as a part of a future road

Next Steps

Listed below are the next steps that will need to be taken:

1. Obtain a cost analysis from FPL for replacement of the existing LED lights
2. Obtain Approval for replacement of LED Lights
3. Renew streetlight contract with FPL
4. Make Payment to FPL
5. FPL orders new LED lights and completes install (FPL advised it is about an 8-month process)

Staff Recommendation

→ With the approval of the Commission and City Manager, staff recommends this project be completed in three phases. Phases – 1 High Crime Areas, Phase – 2 Hot Spot Areas and Phase - 3 Low Lit Areas. This will allow the cost to be broken up over time, will help staff in tracking the progression of the project and prioritize the installment of brighter lighting where it is needed most.

Financial Report for the Five Months Ended February 28, 2025
Financial Report for the Five Months Ended February 28, 2025

STAFF REPORT

DATE: March 27, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

On a monthly basis, Finance Department prepare the Statements of Revenue and Expenses for both governmental and enterprise funds. Attached are the reports for the month of February 2025.

PROJECT ANALYSIS

The annual budget is $76,271,708, of which 23% has been actualized in revenues and 19% in expenses year-to-date. 41.7% should have ben earned and spent, but due to a substantial part of the City's transactions being based upon grants, the actual numbers are less. It is expected by the end of the third quarter, the percentage will be closer to 55 or 60% of the budgeted amounts. Analyses are being prepared separating grants from operating, to ensure the departments are on track for operational spending. Revenues exceed expenditures by $3,201,949, equaling 18% of gross revenues. All funds generated more revenue than expenses, except for the Better Placee fund, due to spending more city funds than grant funds, and only five months of transactions processed.

Staff Recommendation

Reveiw the financial reports and approve for acceptance.

ATTACHMENTS

1.	SUMMARIZED CITY WIDE REVENUES AND EXPENSES FEB 2025
2.	DETAILED GOVERNMENTAL FUNDS REVENUES AND EXPENSES FEB 2025
3.	DETAILED ENTERPRISE FUNDS REVENUES AND EXPENSES FEB 2025

CITY OF PALATKA SUMMARIZED REVENUES AND EXPENSES FOR THE FIVE MONTHS (YTD)

BUDGET VERSUS ACTUAL

FOR THE FIVE MONTHS ENDED FEBRUARY 28, 2025

CITY OF PALATKA REVENUES AND EXPENSES FOR THE FIVE MONTHS ENDED FEBRUARY 28, 2025

YTD-Total Citywide Budget and Actual

Revenues	Budget	Actuals
Total Citywide	$ 76,271,708	$ 17,508,065

Expenditures	Budget	Actuals
Total Citywide	$ (76,271,708)	$ (14,306,119)

Net Results	Budget	Actuals
Total Citywide	$ -	$ 3,201,946

General Fund Revenues

Sources	Budget	Actuals
Property Taxes	$4,575,379	$3,288,458
Local Option Taxes	$549,032	$239,613
Utility Service Taxes	$1,457,362	$561,642
Communication Service Tax	$386,723	$166,086
Licenses/Permits	$116,946	$59,232
Franchise/Impact Fees	$1,940,860	$655,622
Special Assessments	$2,048,871	$1,656,627
State/Federal Grants	$999,594	$90,498
State Shared Revenues	$1,148,258	$448,582
Grants from Local Units	$0	$0
Charges for Service	$240,480	$62,740
Fines and Forfeits	$158,052	$102,417
Miscellaneous Revenues	$636,121	$564,870
Transfers In	$788,774	$319,613
Contributions/Reimbursements	$1,983,203	$826,335
Debt Proceeds	$1,000,000	$0
Fund Balance/Reserves - PY	$5,576,765	$0
Total Revenues	**$23,606,420**	**$ 9,042,336**

Airport Fund

	Budget	Actuals	
REVENUES			75445996
Federal & State Grants	$1,971,035	$199,900	########
Operating Revenues	$1,493,524	$445,564	$ (825,712)
Other Revenues	$6,050	$69,671	
Transfers	$284,340	$118,475	
Fund Balance/Reserves - PY	$38,155	$0	
Total Revenues	**$ 3,793,104**	**$ 833,610**	4546730
EXPENSES			
Personnel Expenses	$416,953	$174,553	
Operating Expenses	$1,162,854	$246,954	
Capital Outlay	$1,980,487	$94,246	
Debt Service	$55,543	$5,543	
Reimbursements	$177,268	$73,862	
Fund Balance/Reserves - PY			
Total Expenditures	**$ 3,793,104**	**$ 595,157**	
Net Results	**$ -**	**$ 238,453**	

ARPA Fund

	Budget	Actuals
REVENUES		
Revenues	$1,546,460	$162,195
Total Revenues	**$1,546,460**	**$ 162,195**
EXPENSES		
Operating Expenses	$864,578	$40,000
Capital Outlay	$681,882	$122,195
Fund Balance/Reserves - PY	$0	
Total Expenses	**$ 1,546,460**	**$ 162,195**
Net Results	**$ -**	**$ -**

CITY OF PALATKA REVENUES AND EXPENSES FOR THE FIVE MONTHS ENDED FEBRUARY 28, 2025

General Fund Expenditures

Departments	Budget	Actuals
City Commission	$555,688	$152,298
City Manager	$646,226	$56,406
City Clerk's Office	$277,069	$96,572
Finance Department	$597,955	$279,031

General Fund Expenditures, contd

Human Resources	$286,110	$98,889
Facilities Maintenance	$556,829	$217,092
Information Technology	$345,557	$109,263
General Administration - City Hall	$189,738	$54,195
Legal Counsel	$252,492	$105,184
Other Government Services	$1,010,893	$777,833
Building & Zoning	$441,974	$156,045
Police Department	$5,505,448	$2,267,961
Code Enforcement	$317,163	$104,294
Fire Department	$3,986,501	$1,518,687
Streets	$2,711,340	$457,583
Cemetery	$135,327	$39,358
Cultural Services	$248,988	$55,440
Recreation	$517,049	$126,584
Parks	$1,063,059	$102,582
Price Martin Center	$59,744	$12,493
Water Taxis	$78,575	$11,951
Jenkins Gymnasium	$103,737	$22,192
Transfers	$543,950	$181,128
Contingencies	$0	$0
Fund Balance/Reserves - PY	$3,175,008	$0
Total Expenditures	**$23,606,420**	**$7,003,060**
General Fund Net	**$ -**	**$ 2,039,276**

Golf Course Fund

	Budget	Actuals	
REVENUES			
Restaurant Lease	$56,035	$26,940	
Reimbursements	$29,406	$12,940	
Profit Sharing Agreement	$49,920		
Other Revenues	$569		
Transfers In	$38,647	$16,103	
Fund Balance/Reserves - PY	$0		
Total Revenues	**$174,577**	**$ 55,983**	
EXPENSES			446414
Maintenance Expenditures	$28,600	$12,112	252492
Maintenance Capital Exp	$0	$0	1083154
Club House Operating Exp	$120,787	$26,673	441974
Club House Capital	$25,000	$7,382	5467948
Transfers	$191	$80	317163
Debt Service	$0		3986501
Fund Balance/Reserves - PY	$0		2454664
Total Expenditures	**$ 174,577**	**$ 46,246**	135327
			259988
Net Results	**$ -**	**$ 9,737**	512049
			1063059
			59744
			75110
			97737
			509189
			0
			3175008
			23606420

CITY OF PALATKA REVENUES AND EXPENSES FOR THE FIVE MONTHS ENDED FEBRUARY 28, 2025

Better Place Plan Fund

	Budget	Actuals
REVENUES		
Discretionary Infrastructure Surtax	$1,315,996	$610,357
State/Federal Grants	$9,763,603	$57,263
Transfers In	$1,011,206	$46,551
Loan Proceeds	$1,398,941	$0
Fund Balance/Reserves - PY	$1,456,514	$0
Total Revenues	**$ 14,946,260**	**$ 714,171**
EXPENSES		
Operating Expenses	$0	$74
Capital Outlay	$5,517,569	$892,724
Debt Service	$94,000	$77,988
Grant Matches	$9,168,569	$187,814
Transfers Out	$166,122	$33,540
Fund Balance/Reserves - PY		
Total Expenses	**$ 14,946,260**	**$ 1,192,140**
Net Results	$ -	**$ (477,969)**

Sanitation Fund

	Budget	Actuals
REVENUES		
Charges for Services	$3,519,391	$1,477,119
Contributions	$111,229	$46,345
Other Revenue	$15,944	$227
Debt Service	$0	$0
Fund Balance/Reserves - PY	$360,357	$0
Total Revenues	**$ 4,006,921**	**$ 1,523,691**
EXPENSES		
Garage Maintenance	$271,290	$125,409
Sanitation Department	$2,371,655	$728,951
Capital Outlay	$100,000	$83,679
Debt Service	$318,960	$118,695
Transfrs Out	$372,584	$155,243
Fund Balance/Reserves - PY	$572,432	$0
Total Expenditures	**$ 4,006,921**	**$ 1,211,978**
Net Results	**$ -**	**$ 311,713**

12880312

CITY OF PALATKA REVENUES AND EXPENSES FOR THE FIVE MONTHS ENDED FEBRUARY 28, 2025

Utility Fund

	Budget	Actuals
REVENUES		
Federal & State Grants	$8,354,470	$550,874
Water & Waste/Sewer Charges	$9,120,081	$3,668,005
Other Revenues	$1,990,743	$26,098
Transfers	$121,228	$0
Fund Balance/Reserves - PY	$6,422,614	$0
Total Revenues	**$26,009,136**	**$ 4,244,977**
EXPENSES		
Water Plant	$3,293,129	$386,826
Sewer/Wastewater Plant	$6,467,066	$848,204
Water & Sewer Distribution	$9,067,509	$1,119,661
Utility Administration	$797,159	$132,963
Debt	$1,460,396	$538,773
Transfers	$3,200,878	$944,073
Fund Balance/Reserves - PY	$1,723,000	
Total Expenditures	**$ 26,009,136**	**$ 3,970,501**
Net Results	**$ -**	**$ 274,476**

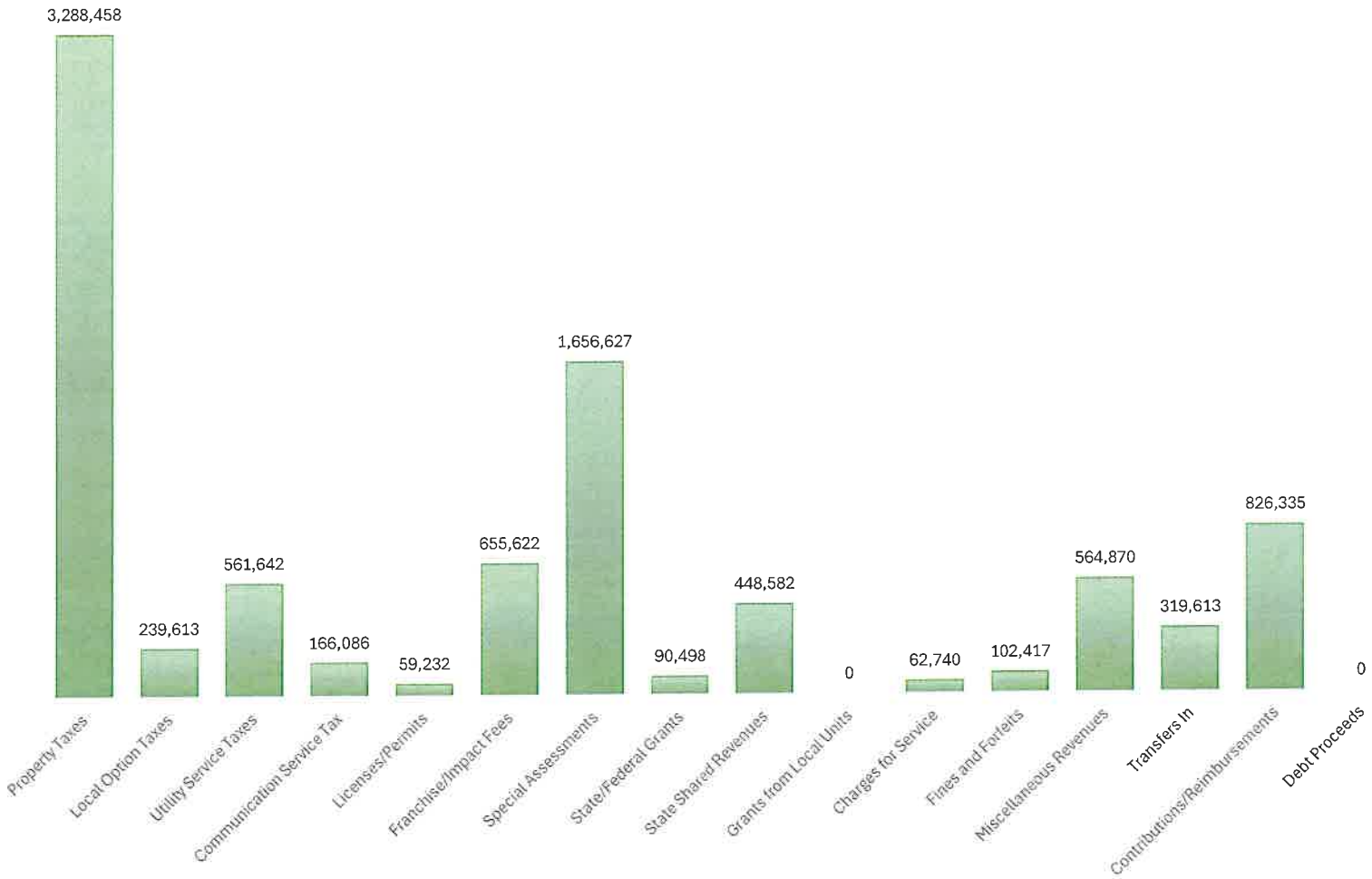
Tax Increment Fund

	Budget	Actuals
REVENUES		
Property Tax	$964,820	$931,104
Other Revenues	$0	$0
Fund Balance/Reserves - PY	$1,224,008	$0
Total Revenues	**$ 2,188,828**	**$ 931,104**
EXPENSES		
Downtown Historic	$523,858	$75,130
South Historic	$463,591	$2,718
North Historic	$144,545	$909
Transfers	$946,232	$0
Reimbursements	$110,602	$46,085
Fund Balance/Reserves - PY		
Total Expenses	**$2,188,828**	**$124,842**
Net Results	**$ -**	**$ 806,262**

28736265

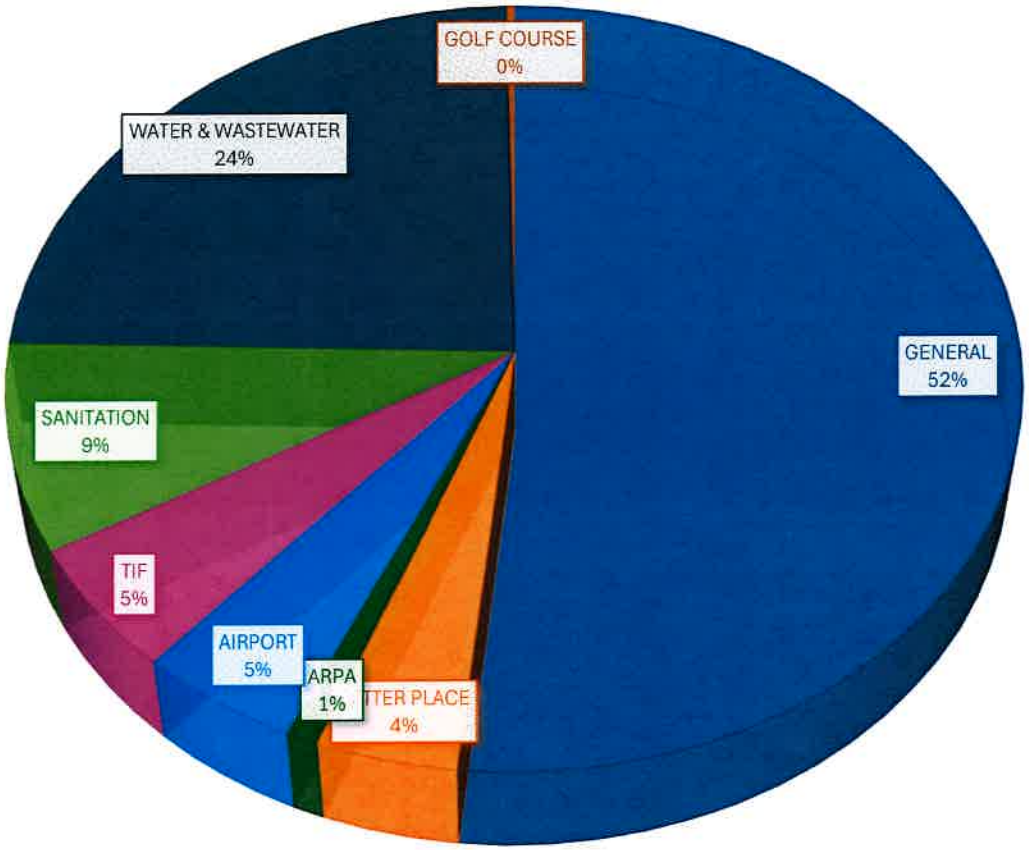
CITY OF PALATKA REVENUES AND EXPENSES FOR THE FIVE MONTHS ENDED FEBRUARY 28, 2025

GENERAL FUND ACTUAL REVENUES FOR THE FIVE MONTHS ENDED FEBRUARY 28, 2025



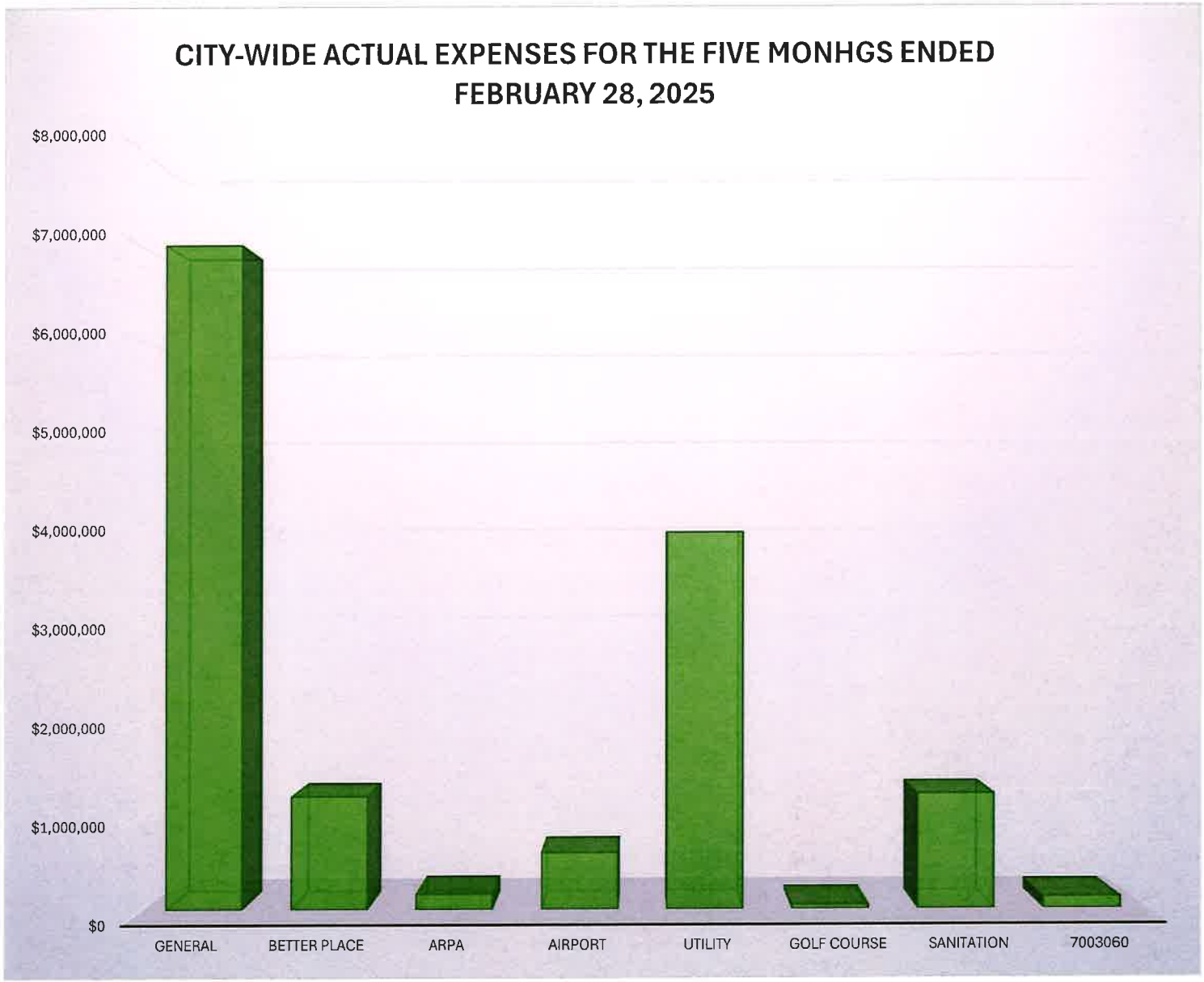
actual ytd
Property Tax
Local Option
Utility Service
Communicati
Licenses/Per
Franchise/Im
Special Asse
State/Federa
State Shared
Grants from I
Charges for S
Fines and Fo
Miscellaneou
Transfers In
Contributions
Debt Procee

CITY-WIDE ACTUAL REVENUES FOR THE FIVE MONHGS ENDED FEBRUARY 28, 2025



$9,042,336	GENERAL
$714,171	BETTER PLACE
$162,195	ARPA
$833,610	AIRPORT
$931,104	TIF
$1,523,691	SANITATION
$4,244,977	WATER & WASTE
$55,983	GOLF COURSE

CITY OF PALATKA REVENUES AND EXPENSES FOR THE FIVE MONTHS ENDED FEBRUARY 28, 2025



GENERAL	
BETTER PLACE	$1,192,140
ARPA	$162,195
AIRPORT	$595,157
UTILITY	$3,970,501
GOLF COURSE	$46,246
SANITATION	$1,211,978
TIF	$124,842

CITY OF PALATKA REVENUES AND EXPENSES FOR THE FIVE MONTHS ENDED FEBRUARY 28, 2025

REVENUE RESERVES' BUDGET BALANCE

FUND DESCRIPTION	FUND NUMBER	FUND BUDGET BALANCE	RESERVE BUDGET BALANCE	PERCENTAGE
General Fund	001	$23,606,420	$5,576,765	23.6%
Airport Fund	005	$3,793,104	$38,155	1.0%
TIF Fund	030	$2,188,828	$1,224,008	55.9%
Utiltities	041	$26,009,136	$6,422,614	24.7%
Sanitation	043	$4,006,921	$360,357	9.0%
Golf Course	042	$174,577	$0	0.0%
Better Place	101	$14,946,260	$1,456,514	9.7%
ARPA	300	$1,546,460	$0	0.0%
TOTAL RESERVES - CITYWIDE		**$76,271,708**	**$15,078,413**	**20%**

Best Practices for General Fund Reserves

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

CONCLUSION - Patlatka's reserved general fund balance is budgeted at 23.6%, which exceeds best practice guidance by 6.9%. The enterprise funds does not have a requirement, but is still budgeted.

CITY OF PALATAKA

GOVERNMENTAL FUNDS

- GENERAL
- TAX INCREMENT
- BETTER PLACE
- ARPA

CITY OF PALATKA DETAILED STATEMENT OF REVENUES AND EXPENSES FOR GENERAL FUND

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

GENERAL FUND REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 41.66 % Yr Complete For Fiscal Year: 2025 / 2

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2024 BUDGET	2024 YTD	2025 BUDGET	CURRENT_ MONTH	CURRENT _YTD	UNENCUMBERED	AVAILABLE BUDGET	PERCENT REALIZED
	311 PROPERTY TAXES								
001-00-311-0-0100	CURRENT AD VALOREM TAXES	$4,233,748	$3,048,217	$4,562,899	$213,543	#########		$1,287,379	71.78%
001-00-311-0-0200	DELINQUENT AD VALOREM TAXES	$12,000	$11,063	$12,480	$0	$12,938		($458)	103.66%
	TOTAL	$4,245,748	$3,059,281	$4,575,379	$213,543	#########		$1,286,921	72.00%
	LOCAL OPTION, USE & FUEL TAXES								
001-00-312-4-1000	LOCAL OPTION GAS TAX	$353,679	$141,814	$325,945	$25,923	$142,911		$183,034	43.84%
001-00-312-4-2000	2010 LOCAL GAS TAX	$234,248	$93,994	$223,087	$19,184	$96,702		$126,385	43.34%
	TOTAL	$587,927	$235,808	$549,032	$45,107	$239,613		$309,419	44.00%
	UTILITY SERVICES TAXES								
001-00-314-1-0000	UTILITY TAX ELECTRIC	$892,500	$445,781	$1,055,536	$82,334	$436,654		$618,882	41.36%
001-00-314-3-0000	UTILITY TAX WATER	$231,000	$124,533	$291,384	$25,590	$78,058		$213,326	26.78%
001-00-314-4-0000	UTILITY TAX GAS	$100,000	$39,906	$109,442	$12,160	$44,919		$64,523	41.04%
001-00-314-7-0000	UTILITY TAX FUEL OIL	$0	$104	$0	$0	$0		$0	0.00%
001-00-314-8-0000	UTILITY TAX PROPANE	$2,000	$1,095	$1,000	$556	$2,011		($1,011)	201.12%
	TOTAL	$1,225,500	$611,419	$1,457,362	$120,640	$561,642		$895,720	39.00%
	COMMUNICATION SERVICE TAXES								
001-00-315-0-1000	TELE COMMUNICATION SERVICE TAX	$338,915	$156,840	$386,723	$30,497	$166,086		$220,637	42.94%
	TOTAL	$338,915	$156,840	$386,723	$30,497	$166,086		$220,637	43.00%
	LICENSES/PERMITS								
001-00-316-0-1000	OCCUPATIONAL BUSINESS TAX	$45,110	$16,649	$46,914	$9,708	$36,285		$10,629	77.34%
001-00-322-0-2000	BUILDING PERMITS	$20,000	$100	$20,800	$0	$0		$20,800	0.00%
001-00-322-0-2100	BUILDING & ZONING REVENUES	$47,338	$23,102	$49,232	$2,853	$22,947		$26,286	46.60%
	TOTAL	$112,448	$39,850	$116,946	$12,561	$59,232		$57,714	51.00%
	FRANCHISE FEES								
001-00-323-1-0000	FRANCHISE FEES ELECTRIC	$900,000	$486,347	$936,000	$48,093	$513,810		$422,190	54.89%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

001-00-323-4-1000	FRANCHISE FEE - GAS AUTHORITY	$250,000	$70,131	$260,000	$28,754	$74,873	$185,127	28.79%
	IMPACT FEES							
001-00-324-1-1010	IMPACT FEES-POLICE	$0	$13,314	$88,819	$176	$8,418	$80,401	9.47%
001-00-324-1-2010	IMPACT FEES-FIRE	$0	$22,764	$151,861	$319	$14,411	$137,450	9.48%
001-00-324-3-1010	IMPACT FEES-TRANSPORTATION	$0	$27,492	$185,049	$2,364	$14,496	$170,553	7.83%
001-00-324-6-1010	IMPACT FEES-PARKS & RECREATION	$0	$47,838	$319,131	$0	$29,614	$289,517	9.27%
	TOTAL	$1,150,000	$667,885	$1,940,860	$79,706	$655,622	$1,285,238	34.00%
	SPECIAL ASSESSMENTS							
001-00-325-2-1000	FIRE ASSESSMENT FEES	$1,840,168	$1,487,982	$2,048,871	$76,551	#########	$392,244	80.85%
	TOTAL	$1,840,168	$1,487,982	$2,048,871	$76,551	#########	$392,244	81.00%
	OTHER PERMITS & FEES							
	TOTAL	$0	$0	$0	$0	$0	$0	0.00%
	STATE/FEDERAL GRANTS & PILOTS							
001-00-331-2-2500	BULLET PROOF VEST GRT-POLICE	$0	$0	$8,774	$0	$0	$8,774	0.00%
001-00-331-2-3601	COPS GRANT 2014-2015	$0	$0	$194,624	$0	$0	$194,624	0.00%
001-00-331-2-5503	USDA POLICE VEHICLES	$0	$0	$250,000	$0	$0	$250,000	0.00%
001-00-331-2-5900	VOCA GRANT V13045	$35,000	$7,710	$36,266	$0	$15,078	$21,188	41.57%
001-00-331-2-6314	FIRE GRANT EMPLOYEES	$0	$32,882	$0	$0	$0	$0	0.00%
001-00-331-2-6319	2023 JAG C 8C107 Laptop Comput	$20,749	$0	$21,000	$0	$20,597	$403	98.08%
001-00-331-2-6321	2023 JAGC	$0	$0	$10,000	$0	$0	$10,000	0.00%
001-00-331-2-6322	Fed DEM HMGP 4486-106-R wind r	$0	$0	$287,655	$0	$0	$287,655	0.00%
001-00-331-2-6323	2024 JAG D 6N045 Street Crimes	$0	$0	$6,275	$0	$0	$6,275	0.00%
001-00-331-5-1003	FEMA FED Hurricane Ian	$0	$59,463	$0	$0	$0	$0	0.00%
001-00-333-0-1000	PAYMENTS IN LIEU OF TAX (PHA)	$0	$855	$0	$0	$28,153	($28,153)	0.00%
001-00-334-2-0102	SAFE GRANT	$74,000	$0	$70,000	$0	$26,670	$43,330	38.10%
001-00-334-5-5002	DEO COMMUNITY PLANNING TECH AS	$0	$0	$75,000	$0	$0	$75,000	0.00%
001-00-334-5-5003	DEO STRATEGIC REVITALIZATION G	$0	$0	$40,000	$0	$0	$40,000	0.00%
	TOTAL	$129,749	$100,910	$999,594	$0	$90,498	$909,096	9.00%
	STATE SHARED REVENUES							
001-00-335-1-2000	STATE REVENUE SHARING	$498,303	$203,961	$484,680	$35,627	$184,019	$300,661	37.96%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

001-00-335-1-4000	MOBILE HOME LICENSE TAX	$5,000	$3,178	$5,200	$134	$3,048	$2,152	58.61%
001-00-335-1-5000	ALCOHOLIC BEVERAGE TAX	$14,000	$12,070	$14,560	$2,500	$18,900	($4,339)	129.80%
001-00-335-1-6000	SALES TAX 1/2 cent REVENUE (95	$656,574	$250,861	$629,258	$44,870	$235,983	$393,275	37.50%
001-00-335-2-1000	FIREFIGHTERS SUPPLEMENTAL COMP	$4,000	$1,260	$4,160	$0	$0	$4,160	0.00%
001-00-335-4-9000	FUEL TAX REBATE QTRLY	$10,000	$0	$10,400	$0	$6,632	$3,768	63.77%
	TOTAL	$1,187,877	$471,329	$1,148,258	$83,130	$448,582	$699,676	39.00%
	GRANTS/LOCAL UNITS							
	TOTAL	$0	$0	$0	$0	$0	$0	0.00%
	SHARED REV OTHER LOCAL UNITS							
	TOTAL	$0	$0	$0	$0	$0	$0	0.00%
	CHARGES FOR SERVICES							
001-00-341-0-3001	CODE ENFORCEMENT-ADMIN FEES	$2,000	$10,786	$20,000	$0	$0	$20,000	0.00%
001-00-341-0-3002	CODE ENFORCEMENT-VACANT PROPER	$2,500	$400	$2,600	$800	$1,600	$1,000	61.53%
001-00-341-0-9001	CODE ENFORCEMENT-MISC FEES	$12,000	$4,350	$12,480	$1,560	$5,850	$6,630	46.87%
001-00-341-9-2000	ZONING CONVENIENCE FEE	$1,000	$396	$1,040	$102	$660	$380	63.46%
001-00-342-1-1002	POLICE DEPT-ADMIN TOW FEES	$11,000	$4,063	$11,440	$900	$3,220	$8,220	28.14%
001-00-342-1-1003	POLICE DEPT-INVESTIGATIVE COST	$12,000	$3,042	$12,480	$861	$4,993	$7,487	40.00%
001-00-342-1-1004	POLICE DEPT-RECORDS REQUESTS	$4,000	$1,866	$4,160	$314	$1,940	$2,220	46.63%
001-00-342-1-1005	POLICE DEPT-ADMIN FEES	$3,000	$440	$3,120	$0	$0	$3,120	0.00%
001-00-342-1-1006	POLICE DEPT-OFFENDER PAYMENTS	$1,500	$975	$1,560	$150	$750	$810	48.07%
001-00-342-1-1007	MARSHALLS PD-OT REIMBURSEMENTS	$20,000	$6,732	$20,800	$0	$8,730	$12,070	41.97%
001-00-342-1-1009	POLICE DEPT-MISCELLANEOUS	$0	$8	$0	$0	$0	$0	0.00%
001-00-342-2-1000	FIRE SERVICES	$60,000	$54,826	$62,400	$0	$0	$62,400	0.00%
001-00-342-5-1000	FIRE INSPECTION FEES	$40,000	$3,700	$41,600	$950	$8,288	$33,312	19.92%
001-00-343-8-1000	CEMETERY SERVICES	$12,500	$7,793	$13,000	$0	$12,645	$355	97.26%
001-00-347-2-1001	SPECIAL EVENT FEES	$1,500	$50	$1,560	$50	$350	$1,210	22.43%
001-00-347-2-2500	SPONSORSHIP-RECREATION	$5,400	$2,000	$5,616	$7,264	$10,434	($4,518)	185.79%
001-00-347-2-3000	BOOKER/LEFTY TURNER FIELD	$600	$0	$624	$0	$0	$624	0.00%
001-00-347-3-1000	BRONSON HOUSE	$500	$0	$520	$0	$0	$520	0.00%
001-00-347-3-1001	ST JOHNS RIVER CENTER-RENTALS-	$10,000	$747	$10,400	$0	$0	$10,400	0.00%
001-00-347-4-1004	Parks Dept OT reimbursement	$9,500	$0	$9,880	$0	$180	$9,700	1.82%
001-00-347-4-1005	Cultural OT reimbursement	$2,000	$0	$2,080	$0	$0	$2,080	0.00%
001-00-347-5-1000	PRICE MARTIN CENTER	$3,000	$2,314	$3,120	$400	$3,100	$20	99.35%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

	TOTAL	$214,000	$104,486	$240,480	$13,350	$62,740	$177,740	26.00%
	FINES/FORFEITS							
001-00-351-1-1000	COURT FINES	$30,000	$16,584	$31,200	$3,244	$13,696	$17,504	43.89%
001-00-351-3-1000	POLICE EDUCATION	$2,000	$1,188	$2,080	$246	$1,086	$994	52.22%
001-00-354-0-1000	CODE ENFORCEMENT-LIEN FINES	$60,000	$4,726	$63,440	$0	$17,780	$45,660	28.02%
001-00-354-0-1001	CODE ENFORCEMENT - LEGAL LIEN	$20,000	$5,917	$20,000	$0	$3,670	$16,330	18.35%
001-00-359-0-0500	EVIDENCE FUND	$0	$0	$24,172	$0	$31,509	($7,336)	130.35%
001-00-359-0-1100	FALSE ALARM FINES	$16,500	$10,720	$17,160	$761	$3,720	$13,440	21.68%
001-00-359-0-2000	SPECIAL POLICE TRUST REV	$0	$0	$0	$0	$29,256	($29,256)	0.00%
001-00-359-0-3000	ABATEMENT FINES	$0	$0	$0	$0	$1,700	($1,700)	0.00%
	TOTAL	$128,500	$39,135	$158,052	$4,250	$102,417	$55,635	65.00%
	MISCELLANEOUS REVENUES							
001-00-361-1-1000	INTEREST EARNINGS	$175,000	$212,281	$182,000	$49,831	$259,862	($77,861)	142.78%
001-00-361-1-1001	INTEREST-MONEY MARKET	$1,000	$3,568	$1,040	$2,076	$10,932	($9,892)	1051.18%
001-00-361-1-1002	INTEREST FROM GAS AUTHORITY	$0	$5,620	$0	$971	$4,915	($4,915)	0.00%
001-00-362-0-1000	MISC RENTS	$42,000	$1,125	$43,680	$0	$1,200	$42,480	2.74%
001-00-362-0-2000	LAND RENT/LEASE	$0	$0	$0	$0	$4,000	($4,000)	0.00%
001-00-362-0-3000	AMTRAK RENT	$2,000	$680	$2,080	$170	$1,020	$1,060	49.03%
001-00-364-0-1000	CEMETERY LOTS	$55,000	$18,375	$57,200	$0	$24,000	$33,200	41.95%
001-00-364-0-1010	CEMETERY LOTS RESTRICTED	$11,000	$8,641	$11,440	$0	$12,000	($560)	104.89%
001-00-364-0-4900	SURPLUS EQUIPMENT-GENERAL	$22,400	$0	$23,296	$0	$0	$23,296	0.00%
001-00-364-0-4902	SURPLUS HAMMOCK HALL 429 KIRBY	$7,532	$0	$7,833	$0	$0	$7,833	0.00%
001-00-366-0-1100	CONTRIBUTION - RECREATION	$2,000	$1,400	$2,080	$0	$3,900	($1,820)	187.50%
001-00-366-0-1150	Libra Philanthropies Foundatio	$15,000	$0	$4,250	$0	$0	$4,250	0.00%
001-00-366-0-1300	RECREATION - REGISTRATION	$2,000	$1,670	$2,080	$160	$276	$1,804	13.27%
001-00-366-0-1400	RECREATION FIELD RENTALS	$600	$0	$624	$0	$0	$624	0.00%
001-00-366-0-1700	WELLNESS GRANT - FL BLUE	$5,000	$2,102	$5,200	$0	$0	$5,200	0.00%
001-00-366-0-2510	FIRE DECONTAMINATION GRANT	$15,512	$0	$13,012	$0	$0	$13,012	0.00%
001-00-366-0-2515	FL BAR INTERN GRANT	$3,000	$0	$0	$0	$0	$0	0.00%
001-00-366-0-6000	CONTRIBUTION - ANTIQUE FIRE TR	$0	$224	$0	$0	$0	$0	0.00%
001-00-366-0-7601	CONTRIBUTIONS - SP EVENT JONES	$1,925	$1,950	$2,002	$0	$0	$2,002	0.00%
001-00-366-0-8000	CONTRIBUTION - FIREWORKS	$5,000	$0	$5,200	$0	$0	$5,200	0.00%
001-00-366-0-8001	CONTRIBUTION - MAYOR'S RECEPTI	$7,000	$600	$7,280	$0	$0	$7,280	0.00%
001-00-366-0-8002	CONTRIBUTION - SPECIAL EVENTS	$500	$1,500	$520	$0	$0	$520	0.00%
001-00-366-0-8500	CONTRIBUTION - FIRE PUBLIC EDU	$500	$2,000	$520	$500	$1,750	($1,230)	336.53%
001-00-369-3-1000	REFUNDS & REIMBURSEMENTS	$5,000	$72	$5,200	$117	$267	$4,933	5.14%
001-00-369-3-2000	FEMA REIMBURSEMENT	$273,000	$18,276	$50,000	$0	$0	$50,000	0.00%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

001-00-369-9-0500	MISC REVENUE	$35,000	$31,439	$36,400	$28,448	$40,800	($4,400)	112.08%
001-00-369-9-1000	FDOT ISLAND RIGHT OF WAY MAINT	$51,655	$25,828	$53,721	$0	$0	$53,721	0.00%
001-00-369-9-1001	E-PAYABLES REVENUE SHARE	$1,500	$940	$1,560	$122	$809	$751	51.88%
001-00-369-9-2000	INSURANCE CLAIMS - GENERAL	$0	$155,617	$0	$103,183	$199,138	($199,138)	0.00%
001-00-369-9-3000	FDOT LIGHTING MAINTENANCE	$40,059	$0	$41,661	$0	$0	$41,661	0.00%
001-00-369-9-3001	FDOT TRAFFIC SIGNAL MAINTENANC	$74,082	$70,393	$76,242	$0	$0	$76,242	0.00%
	TOTAL	$854,265	$564,299	$636,121	$185,579	$564,870	$71,251	89.00%
	TRANSFERS IN							
001-00-381-0-1400	TRANSFER FROM UTILITY FUND-FRA	$506,217	$210,924	$526,466	$43,872	$219,361	$307,105	41.66%
001-00-381-0-1500	TRANSFER FROM SANITATION FUND-	$156,718	$65,299	$160,110	$13,343	$66,713	$93,398	41.66%
001-00-381-0-1900	TRANSFER FROM BETTER PLACE	$129,000	$3,358	$102,198	$0	$33,540	$68,658	32.81%
	TOTAL	$791,935	$279,581	$788,774	$57,215	$319,613	$469,161	41.00%
	REIMBURSEMENTS							
001-00-382-0-1000	CONTRIB FROM UTILITIES	$1,240,186	$516,744	$1,482,666	$123,556	$617,778	$864,889	41.66%
001-00-382-0-2000	CONTRIB FROM GOLF	$215	$90	$191	$16	$80	$111	41.67%
001-00-382-0-3000	CONTRIB FROM SANITATION	$179,976	$74,990	$212,474	$17,706	$88,531	$123,943	41.66%
001-00-382-0-5001	ADMIN EXP REIMB-AIRPORT GRANTS	$164,918	$68,716	$177,268	$14,772	$73,862	$103,406	41.66%
001-00-382-0-6000	CONTRIB FROM TAX INCREMENT	$42,594	$17,748	$110,604	$9,217	$46,085	$64,519	41.66%
001-00-382-0-7000	CONTRIB FROM PENSION FUNDS	$53,625	$27,000	$0	$0	$0	$0	0.00%
	TOTAL	$1,681,514	$705,287	$1,983,203	$165,267	$826,335	$1,156,868	42.00%
	DEBT PROCEEDS							
001-00-384-0-1000	LOAN PROCEEDS	$185,723	$185,723	$1,000,000	$0	$0	$1,000,000	0.00%
001-00-384-0-1001	LOAN PROCEEDS PD VEHICLES	$463,355	$463,355	$0	$0	$0	$0	0.00%
	TOTAL	$649,078	$649,078	$1,000,000	$0	$0	$1,000,000	0.00%
	TOTAL OPERATING & OTHER REV	$15,137,624	$9,173,171	$18,029,656	$1,087,395	#########	$8,987,320	50.00%
	CASH BALANCE FORWARD							
001-00-301-0-1000	OPERATING CASH BALANCE FORWARD	$4,480,772	$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%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

001-00-301-0-1006	INSURANCE CONTINGENCY BALANCE	$624,444	$0	$624,444	$0	$0	$624,444	0.00%
001-00-301-0-1009	SPECIAL CEMETERY BALANCE FORWA	$118,889	$0	$118,889	$0	$0	$118,889	0.00%
001-00-301-0-1010	SPECIAL POLICE BALANCE FORWARD	$61,271	$0	$61,271	$0	$0	$61,271	0.00%
001-00-301-0-1012	HAND GUN CLASSES BALANCE FORWA	$7,637	$0	$7,637	$0	$0	$7,637	0.00%
001-00-301-0-1013	FIRE PUBLIC EDUCATION BALANCE	$24,937	$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	$61,663	$0	$61,663	$0	$0	$61,663	0.00%
001-00-301-0-1022	I&E EVIDENCE BALANCE FORWARD	$7,523	$0	$7,523	$0	$0	$7,523	0.00%
001-00-301-0-1023	PARKS BANK -DONATIONS	$284	$0	$284	$0	$0	$284	0.00%
001-00-301-0-1024	FIRE CAPITAL REPLACEMENT BALAN	$88,000	$0	$110,000	$0	$0	$110,000	0.00%
	TOTAL	$5,554,765	$0	$5,576,765	$0	$0	$5,576,765	0.00%
	TOTAL REV, TRANFERS & CASH BAL	**$20,692,389**	**$9,173,171**	**$23,606,421**	**$1,087,395**	**########**	**$14,564,085**	**38.00%**

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2024 BUDGET	2024 YTD	2025 BUDGET	CURRENT_ MONTH	CURRENT _YTD	UNENCUMBERED	AVAILABLE BUDGET	PERCENT REALIZED
	GENERAL FUND EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 41.66 % Yr Complete For Fiscal Year: 2025 / 2								
	CITY COMMISSION								
	PERSONNEL SERVICES								
001-01-511-1-1110	COMMISSIONERS SALARIES	$111,300	$45,149	$120,161	$8,888	$49,593	$0	$70,568	41.27%
001-01-511-1-1200	LEGISLATIVE ASST SALARIES	$16,600	$0	$0	$0	$0	$0	$0	0.00%
001-01-511-1-1210	COMMISS ACCRUED PAYROLL	$0	($1,825)	$0	$0	$0	$0	$0	0.00%
001-01-511-1-2100	FICA TAX EXPENSE	$10,702	$3,373	$9,192	$666	$3,718	$0	$5,474	40.44%
001-01-511-1-2200	RETIREMENT EXPENSE	$43,089	$13,998	$36,889	$2,793	$14,986	$4,501	$17,402	40.62%
001-01-511-1-2300	HEALTH AND LIFE INSURANCE	$34,449	$2,830	$17,376	$621	$3,430	$0	$13,946	19.74%
	TOTAL	$216,140	$63,525	$183,618	$12,968	$71,727	$4,501	$107,390	39.00%
	OPERATING EXPENSES								
001-01-511-3-3100	PROFESSIONAL SERVICES	$72,350	$28,276	$85,146	$6,026	$46,172	$37,947	$1,026	54.22%
001-01-511-3-4022	SCHOOLING/CONF-MAYOR	$14,502	$860	$10,000	$0	$35	$1,225	$8,740	0.35%
001-01-511-3-4023	SCHOOLING/CONF-Commissioner W	$17,100	$991	$10,000	$0	$342	$2,904	$6,755	3.41%
001-01-511-3-4024	SCHOOLING/CONF-COMM CAMPBELL	$14,493	$1,341	$10,000	$1,000	$2,129	$1,575	$6,296	21.29%
001-01-511-3-4025	SCHOOLING/CONF-COMM DAVIS	$16,422	$1,042	$10,000	$0	$80	$3,166	$6,754	0.80%
001-01-511-3-4026	SCHOOLING/CONF-COMM BOROM	$16,976	$2,166	$10,000	$0	$917	$2,063	$7,020	9.17%
001-01-511-3-4100	COMMUNICATIONS SERVICES	$6,000	$6,173	$6,240	$511	$1,552	$0	$4,688	24.87%
001-01-511-3-4800	ADVERTISING	$11,575	$3,010	$14,000	$294	$4,994	$5,006	$4,000	35.66%
001-01-511-3-4901	SPECIAL EVENTS & PROJECTS - Ma	$5,902	$3,300	$12,602	$0	$2,000	$0	$10,602	15.87%
001-01-511-3-4903	SPECIAL EVENTS & PROJECTS - Co	$12,425	$6,460	$15,965	$0	$4,592	$0	$11,373	28.76%
001-01-511-3-4904	SPECIAL EVENTS & PROJECTS - Co	$5,200	$300	$14,900	$0	$1,500	$1,500	$11,900	10.06%
001-01-511-3-4905	SPECIAL EVENTS & PROJECTS - Co	$8,822	$3,994	$10,000	$0	$4,238	$188	$5,574	42.38%
001-01-511-3-4906	SPECIAL EVENTS & PROJECTS - Co	$8,465	$3,968	$13,997	$0	$4,289	$0	$9,708	30.63%
001-01-511-3-4907	MAYOR'S RECEPTION	$15,000	$3,206	$10,000	$0	$0	$1,155	$8,845	0.00%
001-01-511-3-4910	NEFLC	$3,675	$125	$5,000	$170	$205	$315	$4,480	4.10%
001-01-511-3-4930	CITIZENS TRANSPORTATION	$0	$0	$25,000	$0	$0	$0	$25,000	0.00%
001-01-511-3-5100	OFFICE SUPPLIES	$500	$135	$520	$78	$244	$249	$28	46.86%
001-01-511-3-5260	UNIFORMS	$500	$112	$520	$248	$269	$50	$201	51.75%
001-01-511-3-5280	OPERATING SUPPLIES	$3,089	$769	$3,213	$563	$860	$58	$2,295	26.75%
001-01-511-3-5283	SBDC	$12,000	$4,000	$8,099	$2,500	$2,500	$0	$5,599	30.86%
001-01-511-3-5284	AWARDS/RECONGNITION	$3,440	$216	$5,000	$0	$451	$189	$4,360	9.02%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

001-01-511-3-5286	YOUTH AMBASSADOR PROGRAM	$500	$163	$520	$0	$147	$0	$373	28.26%
001-01-511-3-5400	MEMBR,SUBSCRIPT,DUES	$4,700	$2,719	$5,000	$500	$3,055	$756	$1,189	61.10%
	TOTAL	$253,636	$73,325	$285,721	$11,890	$80,570	$58,346	$146,804	28.00%
	CAPITAL OUTLAY								
001-01-511-6-6400	CAPITAL OUTLAY	$62,000	$0	$59,480	$0	$0	$16,139	$43,341	0.00%
	TOTAL	$62,000	$0	$59,480	$0	$0	$16,139	$43,341	0.00%
	COMMISSIONER INTERNS								
001-01-512-1-1200	REGULAR SALARIES	$34,000	$633	$24,960	$0	$0	$0	$24,960	0.00%
001-01-512-1-2100	FICA TAX EXPENSE	$1,836	$48	$1,909	$0	$0	$0	$1,909	0.00%
	TOTAL	$35,836	$682	$26,869	$0	$0	$0	$26,869	0.00%
	DEPARTMENT TOTAL	**$567,612**	**$137,532**	**$555,688**	**$24,858**	**$152,298**	**$78,986**	**$324,404**	**27.00%**
	CITY MANAGER'S OFFICE								
	PERSONNEL SERVICES								
001-20-512-1-1100	EXECUTIVE SALARIES	$259,866	$51,851	$304,203	$0	$13,037	$0	$291,166	4.28%
001-20-512-1-1200	REGULAR SALARIES	$95,659	$24,922	$70,980	$5,208	$27,647	$0	$43,333	38.95%
001-20-512-1-1210	ACCRUED SALARIES	$0	($2,339)	$0	$0	$0	$0	$0	0.00%
001-20-512-1-2100	FICA TAX EXPENSE	$27,198	$5,815	$28,701	$398	$3,112	$0	$25,589	10.84%
001-20-512-1-2200	RETIREMENT EXPENSE	$109,502	$23,558	$115,181	$1,599	$10,213	$0	$104,968	8.86%
001-20-512-1-2300	HEALTH AND LIFE INSURANCE	$51,846	$8,844	$56,728	$3	$18	$0	$56,710	0.03%
	TOTAL	$544,071	$112,651	$575,793	$7,209	$54,028	$0	$521,765	9.00%
	OPERATING EXPENSES								
001-20-512-3-3100	PROFESSIONAL SERVICES	$12,000	$0	$15,000	$0	$100	$0	$14,900	0.66%
001-20-512-3-3120	PRE-EMPLOYMENT EXPENSE	$95	$95	$99	$0	$84	$0	$15	85.11%
001-20-512-3-4021	SCHOOLING/CONF-CITY MANAGER	$13,500	$1,744	$18,000	$35	$1,172	$1,400	$15,428	6.50%
001-20-512-3-4100	COMMUNICATIONS SERVICES	$1,656	$476	$2,296	$231	$728	$0	$1,568	31.72%
001-20-512-3-4200	POSTAGE AND FREIGHT	$800	$0	$832	$1	$1	$0	$831	0.08%
001-20-512-3-4400	RENTALS AND LEASES	$467	$178	$486	$0	$0	$427	$59	0.00%
001-20-512-3-4630	VEHICLE MAINTENANCE	$1,000	$100	$1,040	$25	$100	$368	$572	9.61%
001-20-512-3-4700	PRINTING AND BINDING	$200	$0	$600	$0	$0	$0	$600	0.00%
001-20-512-3-5000	FINES & FEES	$0	$87	$0	$29	$146	$0	($146)	0.00%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

001-20-512-3-5100	OFFICE SUPPLIES	$1,000	$67	$1,200	$0	$0	$0	$1,200	0.00%
001-20-512-3-5210	GAS AND LUBRICANTS	$2,000	$196	$2,080	$0	$0	$0	$2,080	0.00%
001-20-512-3-5260	UNIFORMS	$480	$67	$600	$0	$0	$0	$600	0.00%
001-20-512-3-5280	OPERATING SUPPLIES	$2,405	$838	$3,000	$0	$47	$58	$2,894	1.57%
001-20-512-3-5400	MEMBR,SUBSCRIPT,DUES	$4,560	$0	$5,200	$0	$0	$0	$5,200	0.00%
	TOTAL	$40,163	$3,848	$50,433	$321	$2,379	$2,253	$45,801	5.00%
	CAPITAL OUTLAY								
001-20-512-6-6400	CAPITAL OUTLAY	$0	$0	$20,000	$0	$0	$0	$20,000	0.00%
	TOTAL	$0	$0	$20,000	$0	$0	$0	$20,000	0.00%
	DEPARTMENT TOTAL	**$584,234**	**$116,499**	**$646,226**	**$7,529**	**$56,406**	**$2,253**	**$587,566**	**9.00%**
	CITY CLERK'S OFFICE								
	PERSONNEL SERVICES								
001-21-512-1-1100	EXECUTIVE SALARIES	$59,765	$22,455	$64,155	$5,208	$32,958	$0	$31,197	51.37%
001-21-512-1-1200	REGULAR SALARIES	$32,533	$2,226	$81,674	$3,621	$17,582	$0	$64,092	21.52%
001-21-512-1-1210	ACCRUED SALARIES	$0	($1,005)	$0	$0	$0	$0	$0	0.00%
001-21-512-1-1400	OVERTIME	$0	$13	$0	$368	$1,086	$0	($1,086)	0.00%
001-21-512-1-2100	FICA TAX EXPENSE	$7,061	$1,751	$11,156	$700	$3,926	$0	$7,230	35.18%
001-21-512-1-2200	RETIREMENT EXPENSE	$28,428	$7,562	$44,770	$2,823	$12,701	$0	$32,069	28.36%
001-21-512-1-2300	HEALTH AND LIFE INSURANCE	$12,599	$2,765	$13,785	$2	$2,142	$0	$11,643	15.54%
	TOTAL	$140,386	$35,766	$215,540	$12,722	$70,395	$0	$145,145	33.00%
	OPERATING EXPENSES								
001-21-512-3-3100	PROFESSIONAL SERVICES	$7,857	$5,224	$19,471	$0	$13,174	$0	$6,297	67.65%
001-21-512-3-3120	PRE-EMPLOYMENT EXPENSE	$150	$150	$376	$0	$299	$0	$77	79.53%
001-21-512-3-3400	CONTRACTUAL SERVICES	$14,743	$14,743	$10,533	$0	$9,542	$0	$991	90.58%
001-21-512-3-4027	SCHOOLING/CONF-CITY CLERK	$5,000	$1,664	$9,975	$70	$70	$1,513	$8,392	0.70%
001-21-512-3-4100	COMMUNICATIONS SERVICES	$500	$202	$520	$36	$130	$0	$390	24.97%
001-21-512-3-4200	POSTAGE AND FREIGHT	$200	$77	$208	$26	$34	$0	$174	16.46%
001-21-512-3-4400	RENTALS AND LEASES	$3,471	$1,154	$3,610	$231	$1,154	$1,616	$839	31.97%
001-21-512-3-4700	PRINTING AND BINDING	$600	$177	$104	$16	$116	$0	($12)	111.89%
001-21-512-3-4810	LEGAL ADVERTISING	$6,355	$586	$6,609	$156	$1,063	$3,937	$1,609	16.08%
001-21-512-3-5000	FINES & FEES	$250	$61	$260	$0	$6	$0	$254	2.31%
001-21-512-3-5100	OFFICE SUPPLIES	$500	$318	$520	$282	$339	$80	$101	65.19%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

001-21-512-3-5260	UNIFORMS	$200	$50	$208	$91	$91	$0	$117	43.70%
001-21-512-3-5280	OPERATING SUPPLIES	$2,495	$565	$7,115	$35	$58	$230	$6,827	0.82%
001-21-512-3-5400	MEMBR,SUBSCRIPT,DUES	$500	$0	$2,020	$100	$100	$210	$1,710	4.95%
	TOTAL	$42,821	$24,972	$61,529	$1,043	$26,177	$7,585	$27,766	43.00%
	CAPITAL OUTLAY								
	TOTAL	$0	$0	$0	$0	$0	$0	$0	0.00%
	DEPARTMENT TOTAL	**$183,207**	**$60,738**	**$277,069**	**$13,765**	**$96,572**	**$7,585**	**$172,912**	**35.00%**
	FINANCE								
	PERSONNEL SERVICES								
001-22-513-1-1100	EXECUTIVE SALARIES	$122,062	$46,142	$128,037	$15,222	$70,902	$0	$57,135	55.37%
001-22-513-1-1200	REGULAR SALARIES	$247,679	$86,971	$250,615	$17,365	$110,459	$0	$140,156	44.07%
001-22-513-1-1210	ACCRUED SALARIES	$0	($5,835)	$0	$0	$0	$0	$0	0.00%
001-22-513-1-1400	OVERTIME	$6,300	$1,258	$6,552	$1,294	$5,385	$0	$1,167	82.18%
001-22-513-1-2100	FICA TAX EXPENSE	$28,767	$9,936	$10,296	$2,540	$13,978	$0	($3,682)	135.75%
001-22-513-1-2200	RETIREMENT EXPENSE	$111,150	$41,167	$118,258	$10,402	$55,296	$0	$62,962	46.75%
001-22-513-1-2300	HEALTH AND LIFE INSURANCE	$55,938	$11,075	$41,224	$2,614	$15,906	$0	$25,318	38.58%
	TOTAL	$571,896	$190,714	$554,982	$49,437	$271,926	$0	$283,056	49.00%
	OPERATING EXPENSES								
001-22-513-3-3100	PROFESSIONAL SERVICES	$4,930	$3,285	$2,600	$0	$0	$0	$2,600	0.00%
001-22-513-3-3120	PRE-EMPLOYMENT EXPENSE	$270	$100	$156	$0	$299	$0	($143)	191.70%
001-22-513-3-3200	ACCOUNTING AND AUDITING	$24,617	$0	$24,617	$0	$0	$0	$24,617	0.00%
001-22-513-3-4020	SCHOOLING, CONFERENCE, ETC	$5,000	$791	$7,280	$0	$0	$0	$7,280	0.00%
001-22-513-3-4100	COMMUNICATIONS SERVICES	$600	$242	$624	$73	$167	$0	$457	26.81%
001-22-513-3-4200	POSTAGE AND FREIGHT	$2,050	$788	$780	$219	$687	$0	$93	88.12%
001-22-513-3-4400	RENTALS AND LEASES	$800	$282	$1,132	$92	$459	$643	$30	40.57%
001-22-513-3-4700	PRINTING AND BINDING	$1,100	$312	$1,144	$244	$701	$0	$443	61.31%
001-22-513-3-5000	FINES & FEES	$0	$58	$0	$0	$3,808	$0	($3,808)	0.00%
001-22-513-3-5100	OFFICE SUPPLIES	$1,630	$531	$1,820	$0	$497	$0	$1,323	27.32%
001-22-513-3-5260	UNIFORMS	$500	$0	$520	$0	$0	$0	$520	0.00%
001-22-513-3-5280	OPERATING SUPPLIES	$3,000	$299	$1,780	$127	$385	$175	$1,220	21.62%
001-22-513-3-5400	MEMBR,SUBSCRIPT,DUES	$500	$0	$520	$100	$100	$0	$420	19.23%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

	TOTAL	$44,997	$6,689	$42,973	$854	$7,105	$818	$35,050	17.00%
	CAPITAL OUTLAY								
	TOTAL	$0	$0	$0	$0	$0	$0	$0	0.00%
	DEPARTMENT TOTAL	**$616,893**	**$197,403**	**$597,955**	**$50,292**	**$279,031**	**$818**	**$318,106**	**47.00%**
	HUMAN RESOURCES								
	PERSONNEL SERVICES								
001-25-513-1-1100	EXECUTIVE SALARIES	$81,119	$24,922	$82,173	$6,048	$34,691	$0	$47,482	42.21%
001-25-513-1-1200	SALARY	$44,226	$15,972	$42,525	$3,500	$19,230	$0	$23,295	45.21%
001-25-513-1-1210	ACCRUED SALARIES	$0	($1,689)	$0	$0	$0	$0	$0	0.00%
001-25-513-1-1400	OVERTIME	$0	$399	$0	$99	$339	$0	($339)	0.00%
001-25-513-1-2100	FICA TAX EXPENSE	$9,589	$3,046	$9,539	$714	$4,024	$0	$5,515	42.18%
001-25-513-1-2200	RETIREMENT EXPENSE	$38,606	$12,631	$38,282	$2,962	$16,571	$0	$21,711	43.28%
001-25-513-1-2300	HEALTH AND LIFE INSURANCE	$14,087	$4,977	$15,413	$1,223	$6,728	$0	$8,685	43.65%
	TOTAL	$187,627	$60,257	$187,932	$14,547	$81,583	$0	$106,349	43.00%
	OPERATING EXPENSES								
001-25-513-3-3100	PROFESSIONAL SERVICES	$19,500	$2,935	$20,000	$388	$4,441	$13,690	$1,869	22.20%
001-25-513-3-3120	PRE-EMPLOYMENT EXPENSE	$200	$0	$208	$0	$160	$0	$48	76.69%
001-25-513-3-4020	SCHOOLING, CONFERENCE, ETC	$3,700	$946	$4,160	$0	$948	$0	$3,212	22.78%
001-25-513-3-4100	COMMUNICATIONS SERVICES	$1,192	$437	$512	$193	$393	$0	$119	76.80%
001-25-513-3-4200	POSTAGE AND FREIGHT	$200	$53	$208	$64	$152	$0	$56	73.08%
001-25-513-3-4310	NATURAL GAS	$200	$141	$0	$0	$0	$0	$0	0.00%
001-25-513-3-4400	RENTALS AND LEASES	$600	$178	$624	$36	$178	$249	$197	28.48%
001-25-513-3-4700	PRINTING AND BINDING	$492	$181	$512	$113	$356	$0	$156	69.59%
001-25-513-3-4800	ADVERTISING	$10,800	$1,693	$8,500	$897	$6,347	$185	$1,968	74.66%
001-25-513-3-5000	FEES & FINES	$325	$0	$130	$0	$208	$0	($78)	160.04%
001-25-513-3-5100	OFFICE SUPPLIES	$1,000	$198	$1,040	$0	$310	$0	$730	29.80%
001-25-513-3-5260	UNIFORMS	$100	$0	$104	$0	$0	$0	$104	0.00%
001-25-513-3-5280	OPERATING SUPPLIES	$7,100	$238	$4,160	$0	$816	$0	$3,344	19.61%
001-25-513-3-5288	EMPLOYEE RECOGNITION SUPPLIES	$500	$130	$520	$0	$171	$81	$268	32.89%
001-25-513-3-5400	MEMBR,SUBSCRIPT,DUES	$800	$270	$520	$0	$0	$0	$520	0.00%
001-25-513-3-5500	WELLNESS PROGRAM	$12,000	$4,777	$12,480	$0	$2,826	$0	$9,654	22.64%
	TOTAL	$58,709	$12,178	$53,678	$1,690	$17,306	$14,205	$22,167	32.00%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

	CAPITAL OUTLAY								
001-25-513-6-6400	CAPITAL OUTLAY	$0	$0	$44,500	$0	$0	$0	$44,500	0.00%
	TOTAL	$0	$0	$44,500	$0	$0	$0	$44,500	0.00%
	DEPARTMENT TOTAL	**$246,336**	**$72,435**	**$286,110**	**$16,237**	**$98,889**	**$14,205**	**$173,016**	**35.00%**
	FACILITIES MAINTENANCE								
	PERSONNEL SERVICES								
001-23-519-1-1100	EXECUTIVE SALARIES	$124,214	$46,876	$127,082	$6,762	$39,659	$0	$87,423	31.20%
001-23-519-1-1200	REGULAR SALARIES	$126,922	$26,509	$122,577	$8,391	$48,478	$0	$74,099	39.54%
001-23-519-1-1210	ACCRUED SALARIES	$0	($3,230)	$0	$0	$0	$0	$0	0.00%
001-23-519-1-1400	OVERTIME	$6,300	$57	$6,552	$712	$4,698	$0	$1,854	71.70%
001-23-519-1-2100	FICA TAX EXPENSE	$19,694	$5,512	$19,600	$1,149	$6,730	$0	$12,870	34.33%
001-23-519-1-2200	RETIREMENT EXPENSE	$77,350	$22,454	$78,657	$4,870	$28,369	$0	$50,288	36.06%
001-23-519-1-2300	HEALTH AND LIFE INSURANCE	$80,363	$9,667	$39,214	$2,449	$18,343	$0	$20,871	46.77%
001-23-519-1-2500	UNEMPLOYMENT COMP	$0	$0	$0	$238	$238	$0	($238)	0.00%
	TOTAL	$434,843	$107,845	$393,682	$24,571	$146,516	$0	$247,166	37.00%
	OPERATING EXPENSES								
001-23-519-3-3100	PROFESSIONAL SERVICES	$15,000	$2,170	$12,135	$929	$1,234	$0	$14,366	10.17%
001-23-519-3-3120	PRE-EMPLOYMENT EXPENSE	$1,000	$0	$1,040	$0	$150	$0	$890	14.37%
001-23-519-3-4020	SCHOOLING, CONFERENCE, ETC	$5,000	$292	$5,200	$0	$2,545	$0	$2,655	48.94%
001-23-519-3-4100	COMMUNICATIONS SERVICES	$1,258	$404	$1,308	$262	$735	$0	$573	56.21%
001-23-519-3-4400	RENTALS AND LEASES	$1,500	$201	$1,560	$40	$201	$281	$1,078	12.86%
001-23-519-3-4610	BUILDING MAINTENANCE	$8,000	$243	$8,320	$341	$4,734	$0	$3,586	56.89%
001-23-519-3-4620	EQUIPMENT MAINTENANCE	$5,000	$0	$5,200	$0	$44	$0	$5,156	0.85%
001-23-519-3-4630	VEHICLE MAINTENANCE	$5,000	$1,966	$5,200	$0	$3,169	$0	$2,031	60.94%
001-23-519-3-5100	OFFICE SUPPLIES	$1,000	$197	$1,040	$0	$0	$0	$1,040	0.00%
001-23-519-3-5210	GAS AND LUBRICANTS	$6,500	$984	$6,760	$230	$1,434	$0	$5,326	21.21%
001-23-519-3-5250	SMALL TOOLS	$6,000	$3,066	$6,240	$840	$1,047	$0	$5,193	16.77%
001-23-519-3-5260	UNIFORMS	$2,000	$604	$2,080	$169	$734	$0	$1,346	35.28%
001-23-519-3-5280	OPERATING SUPPLIES	$6,000	$1,519	$6,240	$937	$1,637	$63	$4,540	26.23%
001-23-519-3-5400	MEMBR,SUBSCRIPT,DUES	$2,000	$0	$2,080	$0	$0	$0	$2,080	0.00%
	TOTAL	$65,258	$11,645	$64,403	$3,749	$17,664	$344	$49,860	27.00%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

	CAPITAL OUTLAY								
001-23-519-6-6400	CAPITAL OUTLAY	$17,422	$0	$45,000	$0	$45,000	$0	$0	99.99%
	TOTAL	$17,422	$0	$45,000	$0	$45,000	$0	$0	100.00%
	DEBT SERVICE								
001-23-517-7-7101	PRINCIPAL PUBLIC WORKS BLDG	$6,638	$0	$12,788	$0	$0	$0	$12,788	0.00%
001-23-517-7-7201	INTEREST PUBLIC WORKS BLDG	$11,368	$0	$21,966	$0	$0	$0	$21,966	0.00%
	TOTAL	$18,006	$0	$34,754	$0	$0	$0	$34,754	0.00%
	TRANSFERS ADMINISTRATIVE								
001-23-519-9-9104	REIMB FLEET MAINTENANCE	$13,034	$5,431	$18,990	$1,583	$7,913	$0	$11,078	41.66%
	TOTAL	$13,034	$5,431	$18,990	$1,583	$7,913	$0	$11,078	42.00%
	DEPARTMENT TOTAL	**$548,563**	**$124,921**	**$556,829**	**$29,903**	**$217,092**	**$344**	**$342,859**	**39.00%**
	INFORMATION TECHNOLOGY DEPT								
	PERSONNEL SERVICES								
	TOTAL	$0	$0	$0	$0	$0	$0	$0	0.00%
	OPERATING EXPENSES								
001-17-516-3-3100	PROFESSIONAL SERVICES	$165,965	$68,815	$175,724	$12,600	$50,200	$100,000	$25,524	28.56%
001-17-516-3-4100	COMMUNICATIONS SERVICES	$0	$450	$1,000	$0	$50	$0	$950	5.00%
001-17-516-3-5241	SOFTWARE	$42,438	$4,223	$50,353	$4,865	$4,865	$0	$45,488	9.66%
001-17-516-3-5242	HARDWARE	$31,520	$14,586	$20,000	$1,334	$11,539	$3,775	$4,686	57.69%
001-17-516-3-5401	SOFTWARE SUBSCRIPT, LICENSES	$117,460	$53,458	$98,480	$8,303	$42,608	$66,235	($10,363)	43.26%
	TOTAL	$357,383	$141,532	$345,557	$27,103	$109,263	$170,010	$66,284	32.00%
	CAPITAL OUTLAY								
	TOTAL	$0	$0	$0	$0	$0	$0	$0	0.00%
	DEBT SERVICE								
	TOTAL	$0	$0	$0	$0	$0	$0	$0	0.00%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

	DEPARTMENT TOTAL	**$357,383**	**$141,532**	**$345,557**	**$27,103**	**$109,263**	**$170,010**	**$66,284**	**32.00%**
	GENERAL ADMIN - CITY HALL								
	PERSONNEL								
	TOTAL	$0	$0	$0	$0	$0	$0	$0	0.00%
	OPERATING EXPENSES								
001-04-513-3-3100	PROFESSIONAL SERVICES	$6,000	$2,720	$3,000	$589	$589	$0	$2,411	19.63%
001-04-513-3-4100	COMMUNICATIONS SERVICES	$5,000	$1,021	$5,200	$159	$1,235	$0	$3,965	23.75%
001-04-513-3-4200	POSTAGE AND FREIGHT	$2,450	$152	$2,600	$640	$643	$0	$1,957	24.71%
001-04-513-3-4320	ELECTRICITY	$9,000	$2,995	$9,360	$928	$3,309	$0	$6,051	35.35%
001-04-513-3-4400	RENTALS AND LEASES	$2,803	$360	$2,915	$0	$300	$1,620	$995	10.28%
001-04-513-3-4610	CITY HALL BUILDING MAINTENANCE	$107,182	$127,405	$25,000	$2,572	$17,462	$1,605	$5,933	69.84%
001-04-513-3-4615	ANNEX BUILDING EXP	$26,012	$0	$25,000	$5,005	$5,095	$5,538	$14,366	20.38%
001-04-513-3-4620	EQUIPMENT MAINTENANCE	$1,250	$274	$4,160	$0	$500	$300	$3,360	12.01%
001-04-513-3-4700	PRINTING AND BINDING	$6,300	$1,927	$3,640	$810	$2,144	$1,584	($88)	58.91%
001-04-513-3-5100	OFFICE SUPPLIES	$5,000	$1,688	$5,200	$243	$1,805	$2,016	$1,379	34.71%
001-04-513-3-5230	JANITORIAL SUPPLIES	$1,500	$514	$4,560	$23	$181	$367	$4,012	3.97%
	TOTAL	$172,496	$139,056	$90,635	$10,970	$33,264	$13,030	$44,341	37.00%
	CAPITAL OUTLAY								
001-04-513-6-6445	CITY HALL BUILDING IMPROVEMENT	$0	$0	$43,324	$0	$6,802	$26,770	$9,752	15.70%
001-04-513-6-6450	ANNEX HALL BUILDING IMPROVEMEN	$119,338	$0	$50,000	$3,490	$8,350	$9,499	$32,151	16.69%
	TOTAL	$119,338	$0	$93,324	$3,490	$15,152	$36,269	$41,903	16.00%
	LEGAL COUNSEL								
	PERSONNEL SERVICES								
001-04-514-1-1000	EXECUTIVE SALARIES	$153,920	$59,339	$162,785	$12,522	$69,352	$0	$93,433	42.60%
001-04-514-1-1210	LEGAL PAYROLL ACCRUAL	$0	-2,458.74	$0	$0	$0	$0	$0	0.00%
001-04-514-1-2100	FICA TAXES	$11,775	$4,480	$12,453	$935	$5,182	$0	$7,271	41.60%
001-04-514-1-2200	RETIREMENT-GENERAL	$47,407	$18,233	$49,975	$3,844	$21,247	$0	$28,728	42.51%
001-04-514-1-2300	HEALTH AND LIFE INSURANCE	$30,784	$2,112	$7,951	$612	$3,364	$0	$4,587	42.30%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

	TOTAL	$243,886	$81,704	$233,164	$17,913	$99,145	$0	$134,019	43.00%
	OPERATING EXPENSES								
001-04-514-3-3100	PROFESSIONAL SERVICES	$4,000	$800	$4,160	$565	$3,260	$0	$900	78.37%
001-04-514-3-3110	FL BAR INTERN EXP	$3,000	$0	$3,000	$0	$0	$0	$3,000	0.00%
001-04-514-3-4020	SCHOOLING/CONF-CITY ATTORNEY	$5,000	$824	$5,200	$35	$207	$0	$4,993	3.97%
001-04-514-3-4200	POSTAGE & FREIGHT OUTGOING	$0	$1	$0	$0	$0	$0	$0	0.00%
001-04-514-3-5000	FINES & FEES	$0	$0	$0	$25	$116	$0	($116)	0.00%
001-04-514-3-5260	UNIFORMS	$200	$0	$208	$0	$0	$0	$208	0.00%
001-04-514-3-5280	OPERATING SUPPLIES	$1,000	$173	$1,040	$70	$284	$104	$652	27.31%
001-04-514-3-5400	Membership, subscription, dues	$5,500	$1,687	$5,720	$1,303	$2,172	$3,495	$53	37.96%
	TOTAL	$18,700	$3,485	$19,328	$1,998	$6,039	$3,599	$9,691	31.00%
	CAPITAL OUTLAY								
	TOTAL	$0	$0	$0	$0	$0	$0	$0	0.00%
	DEBT SERVICE								
001-04-517-7-7101	PRINCIPAL-2020 ADMIN VEHICLE T	$5,624	$5,624	$5,727	$0	$5,727	$0	$0	99.99%
001-04-517-7-7201	INTEREST-2020 ADMIN VEHICLE TD	$155	$103	$52	$0	$52	$0	($0)	100.23%
	TOTAL	$5,779	$5,728	$5,779	$0	$5,779	$0	$0	100.00%
	OTHER GOVERNMENT SERVICES								
	OPERATING EXPENSES								
001-04-519-3-3100	PROFESSIONAL SERVIES	$12,399	$1,600	$37,895	$320	$1,280	$2,560	$34,055	3.37%
001-04-519-3-3420	FIREWORKS - SPECIAL EVENTS	$40,000	$0	$41,600	$2,500	$2,500	$0	$39,100	6.00%
001-04-519-3-4500	LIABILITY INSURANCE	$447,468	$210,012	$584,830	($115)	$531,002	$0	$53,828	90.79%
001-04-519-3-4510	INSURANCE CLAIMS REIMBURSABLE	$0	$2,989	$0	$0	$0	$0	$0	0.00%
001-04-519-3-4810	LEGAL ADVERTISING	$1,000	$0	$1,040	$4	$4	$0	$1,036	0.38%
001-04-519-3-4920	PROPERTY TAX	$0	$7,670	$0	$0	$1,678	$0	($1,678)	0.00%
001-04-519-3-4930	SPECIAL EVENTS	$0	$0	$24,000	$24,000	$24,000	$0	$0	100.00%
001-04-519-3-4951	BLUE CRAB EVENT	$52,601	$50,000	$50,000	$0	$0	$0	$50,000	0.00%
	TOTAL	$553,468	$272,271	$739,365	$26,709	$560,464	$2,560	$176,341	76.00%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

	CAPITAL OUTLAY								
001-04-519-6-6120	LAND PURCHASE	$46,810	$36,135	$24,682	$0	$0	$0	$24,682	0.00%
	TOTAL	$46,810	$36,135	$24,682	$0	$0	$0	$24,682	0.00%
	GRANTS & AIDS								
001-04-519-1-2400	WORKERS COMP	$139,500	$90,287	$201,846	$52,701	$196,869	$0	$4,977	97.53%
	TOTAL	$139,500	$90,287	$201,846	$52,701	$196,869	$0	$4,977	98.00%
	CAPITAL GRANTS								
001-04-519-8-8210	CHAMBER OF COMMERCE	$5,000	$0	$5,000	$5,000	$5,000	$0	$0	100.00%
001-04-519-8-8220	DEO STRATEGIC REVITALIZATION G	$0	$0	$40,000	$15,500	$15,500	$24,500	$0	38.75%
	TOTAL	$5,000	$0	$45,000	$20,500	$20,500	$24,500	$0	46.00%
	DEPARTMENT	**$1,304,978**	**$628,665**	**$1,453,123**	**$134,281**	**$937,211**	**$79,958**	**$435,954**	**64.00%**
	PLANNING & ZONING DEPARTMENT								
	PERSONNEL SERVICES								
001-02-524-1-1100	EXECUTIVE SALARIES	$91,101	$34,142	$105,105	$7,644	$43,904	$0	$61,201	41.77%
001-02-524-1-1200	REGULAR SALARIES	$109,686	$35,155	$139,139	$10,291	$50,714	$0	$88,425	36.44%
001-02-524-1-1210	ACCRUED SALARIES	$0	($2,683)	$0	$0	$0	$0	$0	0.00%
001-02-524-1-1400	OVERTIME	$1,050	$604	$1,092	$63	$423	$0	$669	38.69%
001-02-524-1-2100	FICA TAX EXPENSE	$15,441	$5,072	$18,768	$1,341	$7,096	$0	$11,672	37.80%
001-02-524-1-2200	RETIREMENT EXPENSE	$61,842	$17,416	$75,318	$5,526	$29,003	$0	$46,315	38.50%
001-02-524-1-2300	HEALTH AND LIFE INSURANCE	$28,327	$5,529	$30,994	$4,272	$11,632	$0	$19,362	37.52%
	TOTAL	$307,447	$95,235	$370,416	$29,138	$142,771	$0	$227,645	39.00%
	OPERATING EXPENSES								
001-02-524-3-3100	PROFESSIONAL SERVICES	$94,500	$4,287	$15,000	$0	$0	$14,560	$440	0.00%
001-02-524-3-3120	PRE-EMPLOYMENT EXPENSE	$350	$245	$374	$0	$223	$0	$151	59.71%
001-02-524-3-4020	SCHOOLING, CONFERENCE, ETC	$8,900	$937	$8,806	$0	$0	$2,622	$6,184	0.00%
001-02-524-3-4100	COMMUNICATIONS SERVICES	$629	$202	$654	$145	$269	$0	$385	41.09%
001-02-524-3-4200	POSTAGE AND FREIGHT	$1,500	$521	$1,560	$130	$923	$0	$637	59.16%
001-02-524-3-4310	NATURAL GAS	$744	$0	$1,600	$34	$34	$0	$1,566	2.14%
001-02-524-3-4330	CREDIT CARD FEES	$500	$500	$520	$732	$1,034	$0	($514)	198.87%
001-02-524-3-4400	RENTALS AND LEASES	$4,500	$1,336	$4,680	$450	$2,252	$3,153	($725)	48.12%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

001-02-524-3-4620	EQUIPMENT MAINTENANCE	$1,500	$0	$1,560	$0	$0	$0	$1,560	0.00%
001-02-524-3-4630	VEHICLE MAINTENANCE	$750	$10	$780	$0	$0	$0	$780	0.00%
001-02-524-3-4700	PRINTING AND BINDING	$255	$0	$752	$269	$1,020	$0	($268)	135.60%
001-02-524-3-4810	LEGAL ADVERTISING	$14,000	$6,763	$14,560	$2,773	$4,504	$8,496	$1,560	30.93%
001-02-524-3-5000	FEES & FINES	$50	$0	$52	$48	$71	$0	($19)	135.80%
001-02-524-3-5100	OFFICE SUPPLIES	$1,500	$484	$1,560	$0	$130	$0	$1,430	8.35%
001-02-524-3-5210	GAS AND LUBRICANTS	$750	$445	$780	$35	$209	$0	$571	26.76%
001-02-524-3-5260	UNIFORMS	$900	$0	$312	$0	$0	$0	$312	0.00%
001-02-524-3-5280	OPERATING SUPPLIES	$5,500	$513	$5,720	$1,013	$2,604	$114	$3,002	45.52%
001-02-524-3-5400	MEMBR,SUBSCRIPT,DUES	$10,516	$0	$12,288	$0	$0	$325	$11,963	0.00%
	TOTAL	$147,344	$16,242	$71,558	$5,630	$13,274	$29,270	$29,015	19.00%
	CAPITAL OUTLAY								
	TOTAL	$0	$0	$0	$0	$0	$0	$0	0.00%
	DEPARTMENT TOTAL	**$454,791**	**$111,477**	**$441,974**	**$34,768**	**$156,045**	**$29,270**	**$256,660**	**35.00%**
	POLICE DEPARTMENT								
	PERSONNEL SERVICES								
001-07-521-1-1100	EXECUTIVE SALARIES	$421,910	$146,082	$420,147	$35,165	$194,193	$0	$225,954	46.22%
001-07-521-1-1101	VOCA MATCH EXEC SALARIES	$0	$4,428	$0	$0	$0	$0	$0	0.00%
001-07-521-1-1200	REGULAR SALARIES	$1,277,701	$542,046	$1,693,056	$127,424	$729,378	$0	$963,678	43.08%
001-07-521-1-1210	ACCRUED SALARIES	$0	($32,436)	$0	$0	$0	$0	$0	0.00%
001-07-521-1-1220	CLERICAL SALARIES	$265,609	$73,973	$274,839	$19,887	$135,453	$0	$139,386	49.28%
001-07-521-1-1221	VOCA SALARIES	$0	$18,293	$0	$0	$0	$0	$0	0.00%
001-07-521-1-1300	OTHER SALARIES & WAGES	$13,850	$0	$0	$0	$0	$0	$0	0.00%
001-07-521-1-1400	OVERTIME	$201,726	$59,798	$207,000	$28,347	$135,065	$0	$71,935	65.24%
001-07-521-1-2100	FICA TAX EXPENSE	$166,831	$60,305	$199,056	$15,668	$88,934	$0	$110,122	44.67%
001-07-521-1-2101	FICA TAX VOCA EXPENSE	$0	$1,075	$0	$0	$0	$0	$0	0.00%
001-07-521-1-2102	FICA TAX VOCA MATCH EXPENSE	$0	$267	$0	$0	$0	$0	$0	0.00%
001-07-521-1-2200	RETIREMENT-CLERICAL BENEFIT	$81,808	$20,483	$84,375	$5,506	$38,890	$0	$45,485	46.09%
001-07-521-1-2201	PENSION-POLICE BENEFIT	$339,000	$137,352	$451,477	$33,341	$183,402	$0	$268,075	40.62%
001-07-521-1-2202	RETIREMENT-VOCA CLERICAL BENEF	$0	$5,503	$0	$0	$0	$0	$0	0.00%
001-07-521-1-2203	RETIREMENT-VOCA MATCH BENEFIT	$0	$865	$0	$0	$0	$0	$0	0.00%
001-07-521-1-2300	HEALTH AND LIFE INSURANCE	$490,480	$170,134	$539,255	$44,312	$245,666	$0	$293,589	45.55%
001-07-521-1-2401	WORKERS COMP VOCA	$0	$28	$0	$0	$0	$0	$0	0.00%
001-07-521-1-2402	WORKERS COMP VOCA MATCH	$0	$147	$0	$0	$0	$0	$0	0.00%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

001-07-521-1-2500	UNEMPLOYMENT COMP	$0	$0	$0	$30	$30	$0	($30)	0.00%
001-07-521-1-2601	WORKERS COMP VOCA CONTRA	$0	($28)	$0	$0	$0	$0	$0	0.00%
001-07-521-1-2602	WORKERS COMP VOCA MATCH CONTRA	$0	($147)	$0	$0	$0	$0	$0	0.00%
	TOTAL	$3,258,915	$1,208,168	$3,869,205	$309,680	#########	$0	$2,118,194	45.00%
	OPERATING EXPENSES								
001-07-521-3-3100	PROFESSIONAL SERVICES	$80,293	$54,052	$110,240	$813	$89,891	$3,275	$6,074	81.54%
001-07-521-3-3120	PRE-EMPLOYMENT EXPENSE	$5,000	$1,332	$4,000	$0	$1,410	$0	$2,590	35.26%
001-07-521-3-3500	CONFIDENTIAL INFORMANTS - I&E	$6,000	$325	$6,000	$0	$0	$0	$6,000	0.00%
001-07-521-3-4020	SCHOOLING, CONFERENCE, ETC	$23,100	$11,893	$15,800	$0	$8,060	$292	$7,448	51.01%
001-07-521-3-4100	COMMUNICATIONS SERVICES	$35,520	$14,443	$35,520	$4,287	$11,338	$0	$24,182	31.91%
001-07-521-3-4200	OUTGOING POSTAGE/FREIGHT	$1,450	$306	$1,450	$17	$260	$0	$1,190	17.90%
001-07-521-3-4320	ELECTRICITY	$11,500	$4,207	$11,500	$1,008	$4,103	$0	$7,397	35.67%
001-07-521-3-4330	CREDIT CARD FEES	$50	$0	$50	$0	$0	$0	$50	0.00%
001-07-521-3-4380	ANIMAL CONTROL	$2,000	$0	$10,000	$0	$10,000	$0	$0	100.00%
001-07-521-3-4390	K-9 CARE	$4,400	$1,210	$4,400	$240	$1,988	$0	$2,412	45.19%
001-07-521-3-4400	RENTALS AND LEASES	$6,200	$2,979	$6,200	$288	$2,979	$2,015	$1,206	48.04%
001-07-521-3-4500	LIABILITY, AUTO, PROPERTY INSU	$0	$0	$0	$0	$2,731	$0	($2,731)	0.00%
001-07-521-3-4510	INSURANCE CLAIMS REIMBURSABLE	$0	$34,367	$0	$12,353	$21,149	$3,353	($24,501)	0.00%
001-07-521-3-4610	BUILDING MAINTENANCE	$30,000	$2,388	$29,000	$226	$13,740	$2,569	$3,691	47.37%
001-07-521-3-4620	EQUIPMENT MAINTENANCE	$8,230	$230	$8,230	$2,671	$4,613	$72	$3,546	56.04%
001-07-521-3-4630	VEHICLE MAINTENANCE	$50,000	$23,368	$58,000	$5,597	$18,999	$4,242	$34,759	32.75%
001-07-521-3-4640	RADIO MAINTENANCE	$500	$0	$2,000	$0	$0	$0	$2,000	0.00%
001-07-521-3-4650	RANGE MAINTENANCE	$1,000	$358	$1,000	$0	$159	$793	$49	15.85%
001-07-521-3-4680	STORM CLEANUP/REPAIR	$0	$0	$0	$0	$1,319	$0	($1,319)	0.00%
001-07-521-3-4700	PRINTING AND BINDING	$3,600	$757	$2,100	$202	$752	$0	$1,348	35.79%
001-07-521-3-4950	POLICE ATHLETIC LEAGUE	$15,000	$0	$15,000	$0	$0	$0	$15,000	0.00%
001-07-521-3-5000	FINES & FEES	$0	$0	$0	$0	$242	$0	($242)	0.00%
001-07-521-3-5100	OFFICE SUPPLIES	$1,500	$403	$1,500	$122	$289	$119	$1,092	19.24%
001-07-521-3-5210	GAS AND LUBRICANTS	$160,000	$45,777	$142,000	$9,085	$46,721	$0	$95,279	32.90%
001-07-521-3-5230	JANITORIAL SUPPLIES	$2,000	$1,109	$2,000	$0	$653	$266	$1,082	32.63%
001-07-521-3-5260	UNIFORMS	$19,050	$3,758	$19,050	$2,066	$4,931	$3,042	$11,077	25.88%
001-07-521-3-5270	PUBLIC SAFETY SCHOLARSHIP POLI	$0	$0	$0	$0	$0	$0	$20,000	0.00%
001-07-521-3-5280	OPERATING SUPPLIES	$28,100	$12,436	$43,400	$6,256	$13,171	$10,163	$20,066	30.34%
001-07-521-3-5281	SPECIAL POLICE TRUST EXPENSE	$10,000	$0	$10,000	$0	$0	$0	$10,000	0.00%
001-07-521-3-5282	EVIDENCE FUND EXPENSE	$0	$0	$24,172	$144	$3,776	$13,448	$6,948	15.62%
001-07-521-3-5400	MEMBR,SUBSCRIPT,DUES	$1,075	$435	$1,725	$100	$1,160	$175	$390	67.24%
	TOTAL	$505,568	$216,132	$564,337	$45,473	$264,433	$43,821	$256,083	47.00%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

	CAPITAL OUTLAY								
001-07-521-6-6400	CAPITAL OUTLAY	$221,766	$34,153	$110,000	$0	$0	$0	$110,000	0.00%
001-07-521-6-6401	VEHICLE PURCHASES	$545,755	$463,516	$353,985	$0	$0	$345,577	$8,408	0.00%
	TOTAL	$767,521	$497,670	$463,985	$0	$0	$345,577	$118,408	0.00%
	GRANTS & AIDS								
001-07-521-8-8320	BULLET PROOF GRANT-50% CITY	$4,388	$945	$4,388	$0	$683	$0	$3,705	15.55%
001-07-521-8-8370	BULLET PROOF GRANT	$4,388	$945	$4,388	$0	$683	$0	$3,705	15.55%
001-07-521-8-8516	Rural Violent Crime Reduction	$15,000	$15,000	$0	$0	$0	$0	$0	0.00%
001-07-521-8-8517	SAFE GRANT Equipment	$42,000	$29,340	$10,000	$0	$0	$0	$10,000	0.00%
001-07-521-8-8531	2023 JAGC	$20,749	$0	$21,000	$0	$0	$0	$21,000	0.00%
001-07-521-8-8532	USDA GRANT POLICE CARS	$0	$0	$250,000	$0	$0	$250,000	$0	0.00%
001-07-521-8-8540	2024 JAG D 6N045 Street Crimes	$0	$0	$6,275	$0	$5,926	$0	$349	94.43%
	TOTAL	$86,525	$46,231	$296,051	$0	$7,291	$250,000	$38,760	2.00%
	DEBT SERVICE								
001-07-517-7-7101	PRINCIPAL-2019 BB&T POLICE VEH	$57,070	$57,070	$0	$0	$0	$0	$0	0.00%
001-07-517-7-7106	PRINCIPAL-2020 POLICE CARS TD	$103,764	$103,764	$105,653	$0	$105,653	$0	($0)	100.00%
001-07-517-7-7107	LEASE-POLICE CARS	$85,442	$84,000	$84,000	$0	$84,000	$0	$0	100.00%
001-07-517-7-7108	PRINCIPAL- AMERIS LOAN #281 20	$56,600	$0	$96,867	$0	$42,004	$0	$54,863	43.36%
001-07-517-7-7201	INTEREST-2019 BB&T POLICE VEHI	$936	$936	$0	$0	$0	$0	$0	0.00%
001-07-517-7-7206	INTEREST-2020 POLICE CARS TD e	$2,867	$1,906	$961	$0	$961	$0	($0)	100.04%
001-07-517-7-7207	INTEREST-BB&T POL VEH 2021	$2,405	$1,442	$2,448	$0	$963	$0	$1,485	39.35%
001-07-517-7-7208	INTEREST - AMERIS LOAN #281 20	$11,400	$0	$21,941	$0	$11,644	$0	$10,297	53.07%
	TOTAL	$320,484	$249,118	$311,870	$0	$245,226	$0	$66,644	79.00%
	DEPARTMENT TOTAL	**$4,939,013**	**$2,217,319**	**$5,505,448**	**$355,154**	**#########**	**$639,399**	**$2,598,088**	**41.00%**
	CODE ENFORCEMENT								
	PERSONNEL SERVICES								
001-19-521-1-1200	REGULAR SALARIES	$130,734	$50,830	$139,659	$13,102	$60,173	$0	$79,486	43.08%
001-19-521-1-1210	ACCRUED SALARIES	$0	($2,328)	$0	$0	$0	$0	$0	0.00%
001-19-521-1-1400	OVERTIME	$1,260	$882	$1,310	$214	$214	$0	$1,096	16.35%
001-19-521-1-2100	FICA TAX EXPENSE	$10,098	$3,821	$10,784	$999	$4,496	$0	$6,288	41.69%
001-19-521-1-2200	RETIREMENT EXPENSE	$40,266	$15,344	$43,278	$2,709	$17,029	$0	$26,249	39.34%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

001-19-521-1-2300	HEALTH AND LIFE INSURANCE	$50,655	$11,179	$55,425	$2,205	$16,525	$0	$38,900	29.81%
	TOTAL	$233,013	$79,728	$250,456	$19,229	$98,438	$0	$152,018	39.00%
	OPERATING EXPENSES								
001-19-521-3-3100	PROFESSIONAL SERVICES	$15,200	$1,527	$15,808	$600	$1,800	$6,900	$7,108	11.38%
001-19-521-3-3110	Professional Services Orange D	$3,000	$0	$0	$760	$2,150	$0	($2,150)	0.00%
001-19-521-3-3120	PRE-EMPLOYMENT EXPENSE	$300	$0	$408	$0	$0	$0	$208	0.00%
001-19-521-3-4020	SCHOOLING, CONFERENCE, ETC.	$2,000	$1,499	$4,000	$0	$230	$0	$3,770	5.75%
001-19-521-3-4100	COMMUNICATIONS SERVICES	$972	$404	$1,000	$146	$335	$0	$665	33.46%
001-19-521-3-4200	POSTAGE AND FREIGHT	$1,770	$533	$1,700	$308	$604	$0	$1,096	35.52%
001-19-521-3-4400	RENTALS AND LEASES	$1,000	$59	$1,040	$12	$59	$83	$898	5.69%
001-19-521-3-4630	VEHICLE MAINTENANCE	$2,000	$158	$2,080	$0	$80	$0	$2,000	3.84%
001-19-521-3-4700	PRINTING AND BINDING	$900	$25	$104	$103	$150	$0	($46)	144.39%
001-19-521-3-4810	LEGAL ADS	$1,000	$288	$2,000	$78	$306	$894	$800	15.29%
001-19-521-3-5000	FINES & FEES	$60	$13	$62	$0	$0	$0	$62	0.00%
001-19-521-3-5100	OFFICE SUPPLIES	$400	$84	$416	$39	$39	$343	$34	9.49%
001-19-521-3-5120	ABATEMENT, LOT CLEANUP, DEMO	$54,877	$2,172	$23,085	$0	$0	$0	$23,085	0.00%
001-19-521-3-5210	GAS AND LUBRICANTS	$900	$0	$936	$0	$0	$0	$936	0.00%
001-19-521-3-5230	FILINGS AND MISC LEGAL FEES	$3,700	$0	$13,048	$0	$103	$1,921	$11,223	0.79%
001-19-521-3-5260	UNIFORMS	$300	$0	$500	$0	$0	$0	$500	0.00%
001-19-521-3-5280	OPERATING SUPPLIES	$500	$17	$520	$0	$0	$0	$520	0.00%
	TOTAL	$88,879	$6,779	$66,707	$2,047	$5,857	$10,141	$50,709	9.00%
	CAPITAL OUTLAY								
001-19-521-6-6450	CAPITAL IMPROVEMENT	$5,000	$0	$0	$0	$0	$0	$0	0.00%
	TOTAL	$5,000	$0	$0	$0	$0	$0	$0	0.00%
	DEPARTMENT TOTAL	**$326,892**	**$86,507**	**$317,163**	**$21,276**	**$104,294**	**$10,141**	**$202,728**	**33.00%**
	FIRE DEPARTMENT								
	PERSONNEL SERVICES								
001-08-522-1-1100	EXECUTIVE SALARIES	$191,755	$75,603	$317,252	$16,361	$93,497	$0	$223,755	29.47%
001-08-522-1-1200	REGULAR SALARIES	$1,290,431	$492,833	$1,334,864	$110,577	$654,667	$0	$680,197	49.04%
001-08-522-1-1210	ACCRUED SALARIES	$0	($29,957)	$0	$0	$0	$0	$0	0.00%
001-08-522-1-1220	CLERICAL SALARIES	$36,130	$13,623	$76,575	$6,048	$22,131	$0	$54,444	28.90%
001-08-522-1-1300	OTHER SALARIES & WAGES	$0	$2,424	$0	$0	$480	$0	($480)	0.00%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

001-08-522-1-1400	OVERTIME	$147,000	$68,356	$150,000	$11,214	$66,621	$0	$83,379	44.41%
001-08-522-1-2100	FICA TAX EXPENSE	$127,397	$47,834	$143,720	$10,588	$61,835	$0	$81,885	43.02%
001-08-522-1-2200	CLERICAL RETIREMENT	$11,128	$4,899	$23,509	$1,857	$6,898	$0	$16,611	29.34%
001-08-522-1-2201	FIRE PENSION	$459,478	$195,738	$531,981	$44,041	$259,430	$0	$272,551	48.76%
001-08-522-1-2300	HEALTH AND LIFE INSURANCE	$345,353	$104,760	$291,982	$28,050	$153,360	$0	$138,622	52.52%
	TOTAL	$2,608,672	$976,111	$2,869,883	$228,735	#########	$0	$1,550,965	46.00%
	OPERATING EXPENSES								
001-08-522-3-3100	PROFESSIONAL SERVICES	$29,674	$600	$30,000	$350	$855	$0	$29,145	2.85%
001-08-522-3-3120	PRE-EMPLOYMENT EXPENSE	$6,360	($25)	$17,000	$55	$204	$16,700	$96	1.20%
001-08-522-3-3410	CONTRACTUAL SERVICES	$2,350	$0	$9,500	$0	$8,042	$0	$1,458	84.65%
001-08-522-3-4020	SCHOOLING, CONFERENCE, ETC	$21,300	$9,689	$20,000	$435	$5,589	$735	$13,676	27.94%
001-08-522-3-4100	COMMUNICATION SERVICES	$12,500	$5,420	$15,000	$1,348	$3,895	$0	$11,105	25.96%
001-08-522-3-4200	POSTAGE AND FREIGHT	$300	$73	$500	$0	$91	$73	$336	18.25%
001-08-522-3-4310	NATURAL GAS	$1,700	$756	$2,800	$701	$1,187	$0	$1,613	42.40%
001-08-522-3-4320	ELECTRICITY	$14,000	$5,566	$18,000	$1,251	$5,284	$0	$12,716	29.35%
001-08-522-3-4330	CREDIT CARD FEES	$50	$0	$100	$0	$0	$0	$100	0.00%
001-08-522-3-4400	RENTALS AND LEASES	$1,386	$459	$2,500	$92	$459	$643	$1,398	18.37%
001-08-522-3-4500	LIABILITY INSURANCE	$0	$0	$0	$0	$2,731	$0	($2,731)	0.00%
001-08-522-3-4510	INSURANCE CLAIMS REIMBURSABLE	$0	$24,000	$0	$0	$0	$109,829	($109,829)	0.00%
001-08-522-3-4610	BUILDING MAINTENANCE	$26,500	$4,582	$30,000	$3,809	$6,282	$10,876	$12,842	20.94%
001-08-522-3-4620	EQUIPMENT MAINTENANCE	$17,157	$6,791	$15,000	$153	$7,931	$2,036	$5,033	52.87%
001-08-522-3-4630	VEHICLE MAINTENANCE	$96,001	$31,273	$80,000	$627	$44,107	$3,104	$32,790	55.13%
001-08-522-3-4640	RADIO MAINTENANCE	$1,904	$704	$2,000	$0	$1,750	$0	$250	87.50%
001-08-522-3-4680	STORM CLEANUP/REPAIR	$840	$0	$1,000	$0	$653	$0	$347	65.25%
001-08-522-3-4700	PRINTING AND BINDING	$846	$228	$500	$53	$249	$0	$251	49.82%
001-08-522-3-5000	FINES & FEES	$300	$82	$300	$44	$159	$0	$141	53.02%
001-08-522-3-5100	OFFICE SUPPLIES	$1,538	$1,114	$2,000	$1,231	$1,306	$689	$5	65.30%
001-08-522-3-5140	FIRE CODE ENFORCEMENT	$7,600	$6,986	$8,000	$1,508	$2,756	$0	$5,244	34.44%
001-08-522-3-5210	GAS AND LUBRICANTS	$36,600	$14,083	$44,000	$2,531	$12,253	$250	$31,497	27.84%
001-08-522-3-5230	JANITORIAL SUPPLIES	$3,683	$1,373	$5,000	$100	$1,875	$0	$3,125	37.50%
001-08-522-3-5250	SMALL TOOLS	$9,500	$5,073	$10,000	$934	$2,695	$0	$7,305	26.94%
001-08-522-3-5260	UNIFORMS	$63,485	$10,141	$54,400	$645	$6,226	$13,365	$34,809	11.44%
001-08-522-3-5270	PUBLIC SAFETY SCHOLARSHIP FIRE	$10,270	$0	$20,000	$0	$3,534	$139	$16,326	17.67%
001-08-522-3-5280	OPERATING SUPPLIES	$25,317	$17,951	$28,600	$8,647	$14,139	$12,935	$1,526	49.43%
001-08-522-3-5290	FIRE PUB ED EXPENSE	$6,000	$0	$3,000	$0	$464	$615	$1,921	15.47%
001-08-522-3-5400	MEMBR, SUBSCRIPT, DUES	$2,319	$1,306	$3,000	$240	$1,638	$309	$1,052	54.61%
	TOTAL	$399,480	$148,227	$422,200	$24,753	$136,356	$172,298	$113,546	32.00%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

	CAPITAL OUTLAY								
001-08-522-6-6400	CAPITAL OUTLAY	$0	$0	$334,572	$18,429	$58,315	$44,821	$271,664	17.42%
001-08-522-6-6401	VEHICLE PURCHASE	$0	$0	$40,229	$0	$0	$0	$0	0.00%
001-08-522-6-6421	FIREHOUSE SUBS - GRANT	$39,025	$0	$0	$0	$0	$0	$0	0.00%
001-08-522-6-6422	USAR Grant	$24,000	$0	$0	$0	$0	$0	$0	0.00%
001-08-522-6-6460	FIRE CAPITAL REPLACEMENT	$20,579	$8,938	$0	$0	$0	$0	$0	0.00%
001-08-522-6-6470	CITY MATCH FIRE - DECONTAMINAT	$5,171	$0	$0	$0	$0	$0	$0	0.00%
001-08-522-6-6480	City Match DEM HMGP 4486-106-R	$0	$0	$31,962	$5,098	$5,098	$4,284	$22,580	15.95%
001-08-522-8-1000	FIRE GRANT - DECONTAMINATION	$15,512	$10,341	$0	$0	$0	$0	$0	0.00%
001-08-522-8-2400	Fed DEM HMGP 4486-106-R wind r	$0	$0	$287,655	$0	$0	$0	$287,655	0.00%
001-08-572-6-6423	FIRE GRANT	$132,000	$0	$0	$0	$0	$0	$0	0.00%
	TOTAL	$236,286	$19,279	$694,418	$23,527	$63,413	$49,105	$581,899	9.00%
	DEBT SERVICE								
001-08-517-7-7102	PRINCIPAL-2016 USBANCORP LEASE	$0	$3,734	$0	$0	$0	$0	$0	0.00%
001-08-517-7-7202	INTEREST-2016 USBANCORP LEASE	$0	$34	$0	$0	$0	$0	$0	0.00%
	TOTAL	$0	$3,768	$0	$0	$0	$0	$0	0.00%
	DEPARTMENT TOTAL	**$3,244,438**	**$1,147,385**	**$3,986,501**	**$277,015**	**########**	**$221,403**	**$2,246,411**	**38.00%**
	STREETS								
	PERSONNEL SERVICES								
001-09-541-1-1100	EXECUTIVE SALARIES	$56,084	$22,207	$61,152	$5,116	$27,690	$0	$33,462	45.28%
001-09-541-1-1200	REGULAR SALARIES	$153,246	$65,201	$255,919	$15,502	$99,310	$0	$156,609	38.80%
001-09-541-1-1210	ACCRUED SALARIES	$0	($3,999)	$0	$0	$0	$0	$0	0.00%
001-09-541-1-1400	OVERTIME	$21,000	$3,112	$21,840	$1,268	$9,915	$0	$11,925	45.40%
001-09-541-1-2100	FICA TAX EXPENSE	$17,620	$6,744	$25,927	$1,653	$10,289	$0	$15,638	39.68%
001-09-541-1-2200	RETIREMENT EXPENSE	$70,942	$27,201	$104,046	$6,417	$41,426	$0	$62,620	39.81%
001-09-541-1-2300	HEALTH AND LIFE INSURANCE	$94,413	$15,477	$50,816	$3,182	$21,188	$0	$29,628	41.69%
	TOTAL	$413,305	$135,942	$519,700	$33,137	$209,817	$0	$309,883	40.00%
	OPERATING EXPENSES								
001-09-541-3-3100	PROFESSIONAL SERVICES	$58,000	$33,111	$53,000	$1,903	$12,236	$6,596	$46,168	23.08%
001-09-541-3-3120	PRE-EMPLOYMENT EXPENSE	$1,000	$394	$1,040	$55	$150	$0	$890	14.37%
001-09-541-3-3430	TREE MAINTENANCE & PLANTING	$5,000	$0	$5,200	$0	$0	$350	$4,850	0.00%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

001-09-541-3-3440	TREE REMOVAL	$24,000	$2,800	$40,000	$0	$12,900	$0	$27,100	32.25%
001-09-541-3-3460	RAILROAD SIGNAL MAINTENANCE	$11,000	$2,470	$9,880	$0	$0	$4,940	$4,940	0.00%
001-09-541-3-4020	SCHOOLING, CONFERENCE, ETC	$6,000	$833	$6,240	$0	$500	$348	$5,392	8.01%
001-09-541-3-4100	COMMUNICATIONS SERVICES	$3,600	$1,244	$3,744	$343	$1,133	$0	$2,611	30.26%
001-09-541-3-4320	ELECTRICITY	$200,000	$68,841	$202,561	$19,187	$77,869	$0	$124,692	38.44%
001-09-541-3-4400	RENTALS & LEASES	$20,000	$11,536	$20,800	$40	$201	$281	$20,318	0.96%
001-09-541-3-4610	BUILDING MAINTENANCE	$4,000	$0	$4,160	$1,974	$1,974	$0	$2,186	47.45%
001-09-541-3-4620	EQUIPMENT MAINTENANCE	$30,000	$14,956	$26,200	$3,151	$16,366	$0	$9,834	62.46%
001-09-541-3-4630	VEHICLE MAINTENANCE	$25,000	$10,216	$26,000	$4,806	$7,214	$0	$18,786	27.74%
001-09-541-3-4660	TRAFFIC LIGHT REPAIR	$42,235	$5,835	$76,242	$4,923	$20,641	$0	$55,601	27.07%
001-09-541-3-4661	STREET LIGHT REPAIR	$22,535	$0	$14,596	$0	$0	$0	$14,596	0.00%
001-09-541-3-4662	STREET SIGNS	$20,000	$6,442	$32,800	$33	$2,589	$13,216	$4,995	7.89%
001-09-541-3-4670	STORMWATER MAINTENANCE	$55,000	$18,490	$57,200	$0	$14,128	$12,627	$30,445	24.69%
001-09-541-3-5000	FINES & FEES	$0	$62	$0	$797	$797	$0	($797)	0.00%
001-09-541-3-5100	OFFICE SUPPLIES	$1,000	$938	$1,040	$243	$602	$0	$438	57.87%
001-09-541-3-5210	GAS AND LUBRICANTS	$30,000	$8,804	$41,600	$1,219	$9,475	$0	$32,125	22.77%
001-09-541-3-5230	JANITORIAL SUPPLIES	$1,000	$596	$1,040	$53	$787	$0	$253	75.65%
001-09-541-3-5250	SMALL TOOLS	$10,000	$4,999	$10,400	$390	$390	$347	$9,664	3.74%
001-09-541-3-5260	UNIFORMS	$3,500	$1,279	$3,640	$355	$1,593	$0	$2,047	43.77%
001-09-541-3-5270	CHEMICALS AND FERTILIZERS	$5,000	$0	$5,200	$0	$46	$0	$5,154	0.87%
001-09-541-3-5280	OPERATING SUPPLIES	$24,000	$10,563	$20,800	$194	$6,934	$393	$13,473	33.33%
001-09-541-3-5283	INMATE OPERATING SUPPLIES	$10,000	$1,270	$10,400	$148	$810	$84	$9,506	7.79%
001-09-541-3-5330	PAVING ROAD REPAIRS	$85,000	$72,812	$79,154	$3,024	$9,072	$13,630	$56,452	11.46%
001-09-541-3-5340	SIDEWALK REPAIRS	$56,000	$49,785	$58,240	$0	$3,640	$0	$54,600	6.25%
001-09-541-3-5400	Memberships, Subscriptions, Du	$1,500	$0	$1,560	$418	$418	$0	$1,142	26.77%
	TOTAL	$754,370	$328,276	$812,737	$43,253	$202,463	$52,811	$557,463	25.00%
	CAPITAL OUTLAY								
001-09-541-6-6400	CAPITAL OUTLAY	$42,846	$0	$50,000	$0	$0	$21,887	$28,113	0.00%
001-09-541-6-6401	Vehicle purchase	$185,723	$173,167	$0	$0	$0	$0	$0	0.00%
001-09-541-6-6431	PAVING ROAD RENOVATIONS	$0	$0	$885,525	$0	$0	$0	$885,525	0.00%
001-09-541-6-6453	RIVER ST RETAINING WALL	$0	$0	$256,676	$0	$0	$0	$256,676	0.00%
	TOTAL	$228,569	$173,167	$1,192,201	$0	$0	$21,887	$1,170,314	0.00%
	DEBT SERVICE								
001-09-517-7-7132	PRINCIPAL-N TIF ROAD RECONSTR	$11,918	$23,836	$12,352	$12,133	$12,133	$0	$219	98.22%
001-09-517-7-7133	PRINCIPAL- AMERIS LOAN #281 LI	$29,429	$0	$38,742	$0	$16,799	$0	$21,943	43.36%
001-09-517-7-7134	PRINCIPAL PUBLIC WORKS BLDG	$6,638	$0	$12,788	$0	$0	$0	$12,788	0.00%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

001-09-517-7-7135	PRNCIPAL - ROAD PAVING LOAN	$0	$0	$37,636	$0	$0	$0	$37,636	0.00%
001-09-517-7-7232	INTEREST-N TIF ROAD RECONSTR	$8,983	$7,597	$6,541	$3,800	$3,800	$0	$2,741	58.09%
001-09-517-7-7233	INTEREST - AMERIS LOAN #281 LI	$14,094	$0	$8,775	$0	$4,657	$0	$4,118	53.07%
001-09-517-7-7234	INTEREST PUBLIC WORKS BLDG	$11,368	$0	$21,902	$0	$0	$0	$21,902	0.00%
001-09-517-7-7235	INTEREST - ROAD PAVING LOAN	$0	$0	$28,976	$0	$0	$0	$28,976	0.00%
	TOTAL	$82,430	$31,433	$167,712	$15,933	$37,390	$0	$130,322	22.00%
	TRANSFERS								
001-09-541-9-9104	REIMB FLEET MAINTENANCE	$13,034	$5,431	$18,990	$1,583	$7,913	$0	$11,078	41.66%
	TOTAL	$13,034	$5,431	$18,990	$1,583	$7,913	$0	$11,078	42.00%
	DEPARTMENT TOTAL	**$1,491,708**	**$674,250**	**$2,711,340**	**$93,906**	**$457,583**	**$74,698**	**$2,179,059**	**17.00%**
	CEMETERY								
	PERSONNEL SERVICES								
	TOTAL	$0	$0	$0	$0	$0	$0	$0	0.00%
	OPERATING EXPENSES								
001-14-569-3-3100	PROFESSIONAL SERVICES	$10,550	$4,196	$10,972	$40	$3,565	$250	$7,158	32.48%
001-14-569-3-3440	TREE REMOVAL	$30,000	$0	$31,200	$0	$2,700	$0	$28,500	8.65%
001-14-569-3-4100	COMMUNICATIONS SERVICES	$2,300	$726	$2,385	$164	$754	$0	$1,631	31.61%
001-14-569-3-4320	ELECTRICITY	$4,000	$1,734	$4,160	$430	$1,649	$0	$2,511	39.64%
001-14-569-3-4330	CREDIT CARD FEES	$1,000	$157	$1,040	$0	$0	$0	$1,040	0.00%
001-14-569-3-4610	BUILDING MAINTENANCE	$10,000	$285	$10,400	$53	$154	$0	$10,246	1.47%
001-14-569-3-4650	GROUNDS MAINTENANCE	$84,000	$11,900	$64,250	$10,500	$29,900	$21,000	$13,350	46.53%
001-14-569-3-5100	OFFICE SUPPLIES	$1,000	$92	$1,040	$0	$31	$0	$1,009	2.94%
001-14-569-3-5230	JANITORIAL SUPPLIES	$500	$197	$520	$0	$0	$0	$520	0.00%
001-14-569-3-5250	SMALL TOOLS	$1,000	$0	$1,040	$0	$0	$0	$1,040	0.00%
001-14-569-3-5270	CHEMICALS & FERTILIZER	$5,000	$0	$5,200	$0	$0	$0	$5,200	0.00%
001-14-569-3-5280	OPERATING SUPPLIES	$3,000	$146	$3,120	$381	$606	$0	$2,514	19.42%
	TOTAL	$152,350	$19,433	$135,327	$11,568	$39,358	$21,250	$74,720	29.00%
	CAPITAL OUTLAY								

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

	TOTAL	$0	$0	$0	$0	$0	$0	$0	0.00%
	DEPARTMENT TOTAL	**$152,350**	**$19,433**	**$135,327**	**$11,568**	**$39,358**	**$21,250**	**$74,720**	**29.00%**
	CULTURAL SERVICES								
	PERSONNEL SERVICES								
001-03-573-1-1200	REGULAR SALARIES	$32,964	$13,157	$56,043	$2,750	$15,582	$0	$40,461	27.80%
001-03-573-1-1210	ACCRUED SALARIES	$0	($749)	$0	$0	$0	$0	$0	0.00%
001-03-573-1-1400	OVERTIME	$1,575	$818	$1,638	$413	$991	$0	$647	60.50%
001-03-573-1-2100	FICA TAX EXPENSE	$2,642	$1,012	$4,413	$234	$1,224	$0	$3,189	27.74%
001-03-573-1-2200	RETIREMENT EXPENSE	$10,153	$4,260	$17,708	$971	$5,044	$0	$12,664	28.48%
001-03-573-1-2300	HEALTH AND LIFE INSURANCE	$21,929	$5,540	$15,532	$1,225	$6,740	$0	$8,792	43.39%
	TOTAL	$69,263	$24,038	$95,334	$5,593	$29,581	$0	$65,753	31.00%
	OPERATING EXPENSES								
001-03-573-3-3100	PROFESSIONAL SERVICES	$2,569	$585	$4,960	$0	$0	$0	$4,960	0.00%
001-03-573-3-4020	SCHOOLING CONFERENCES	$0	$0	$1,500	$0	$0	$0	$1,500	0.00%
001-03-573-3-4100	COMMUNICATION SERVICES	$972	$404	$3,210	$146	$383	$0	$2,827	11.94%
001-03-573-3-4400	RENTALS AND LEASES	$900	$166	$936	$33	$166	$233	$537	17.78%
001-03-573-3-4610	MAINTENANCE-BRONSON HOUSE	$37,000	$7,146	$6,000	$5	($809)	$0	$6,809	-13.47%
001-03-573-3-4611	MAINTENANCE-PUTNAM CO HIST SOC	$2,000	$0	$2,600	$0	$0	$0	$2,600	0.00%
001-03-573-3-4612	MAINTENANCE-ST JOHNS RIVER CEN	$6,000	$761	$1,240	$0	$95	$0	$1,145	7.67%
001-03-573-3-4613	MAINTENANCE-LARIMER ARTS CENTE	$5,000	$629	$5,200	$83	$1,851	$0	$3,349	35.59%
001-03-573-3-4614	MAINTENANCE-TILGHMAN HOUSE	$400	$25	$416	$1	$96	$129	$191	23.10%
001-03-573-3-4615	MAINTENANCE-TRAIN DEPOT	$12,000	$1,400	$16,200	$0	$0	$0	$16,200	0.00%
001-03-573-3-4616	MAINTENANCE-WATERWORKS	$5,000	$2,100	$5,200	$0	$0	$0	$5,200	0.00%
001-03-573-3-4617	HAMMOCK HALL-MAINTENANCE	$300	$26	$0	$0	$0	$0	$0	0.00%
001-03-573-3-4618	MAINTENANCE-WILLARD COOPER BUI	$1,000	$0	$5,000	$0	$0	$0	$5,000	0.00%
001-03-573-3-4619	MAINTENANCE TERMINAL BUILDING	$500	$80	$1,000	$0	$80	$0	$920	8.00%
001-03-573-3-4800	ADVERTISING	$500	$0	$520	$0	$0	$0	$520	0.00%
001-03-573-3-4910	SPECIAL EVENT-ST JOHNS RIVER C	$7,000	$0	$35,200	$4,146	$12,790	$48	$22,362	36.33%
001-03-573-3-4911	FIELD TRIPS-ST JOHNS RIVER CEN	$500	$0	$520	$0	$0	$0	$520	0.00%
001-03-573-3-4912	River Center - grant expense	$0	$0	$10,000	$0	$0	$0	$10,000	0.00%
001-03-573-3-5000	FINES & FEES	$100	$0	$104	$0	$0	$0	$104	0.00%
001-03-573-3-5222	MERCHANDISE-ST JOHNS RIVER CEN	$1,500	$0	$1,560	$0	$0	$0	$1,560	0.00%
001-03-573-3-5230	JANITORIAL SUPPLIES	$1,000	$837	$1,040	$208	$331	$0	$709	31.82%
001-03-573-3-5260	UNIFORMS	$200	$0	$208	$0	$0	$0	$208	0.00%
001-03-573-3-5280	OPERATING-BRONSON HOUSE	$9,000	$3,497	$9,360	$2,722	$4,964	$635	$3,762	53.03%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

001-03-573-3-5281	OPERATING-PUTNAM CO HIST SOCIE	$500	$0	$520	$0	$0	$0	$520	0.00%
001-03-573-3-5282	OPERATING-ST JOHNS RIVER CENTE	$9,000	$3,352	$3,360	$442	$2,513	$292	$556	74.78%
001-03-573-3-5283	OPERATING-LARIMER ARTS CENTER	$500	$0	$520	$0	$200	$0	$320	38.46%
001-03-573-3-5286	OPERATING-WATERWORKS	$7,200	$2,879	$5,200	$670	$2,353	$141	$2,706	45.24%
001-03-573-3-5289	OPERATING-TERMINAL BUILDING	$2,000	$808	$2,080	$172	$845	$0	$1,235	40.61%
001-03-573-3-5290	HOLIDAY EVENT - Jingle Jam	$251	$242	$0	$0	$0	$0	$0	0.00%
	TOTAL	$112,892	$24,936	$123,654	$8,628	$25,859	$1,477	$96,318	21.00%
	CAPITAL OUTLAY								
001-03-573-6-6400	CAPITAL OUTLAY	$0	$0	$30,000	$0	$0	$0	$30,000	0.00%
	TOTAL	$0	$0	$30,000	$0	$0	$0	$30,000	0.00%
	DEPARTMENT TOTAL	**$182,155**	**$48,974**	**$248,988**	**$14,222**	**$55,440**	**$1,477**	**$192,071**	**22.00%**
	RECREATION								
	PERSONNEL SERVICES								
001-06-572-1-1100	EXECUTIVE SALARIES	$68,221	$25,543	$72,618	$5,229	$29,425	$0	$43,193	40.51%
001-06-572-1-1200	REGULAR SALARIES	$72,626	$20,267	$122,123	$4,098	$28,242	$0	$93,881	23.12%
001-06-572-1-1210	ACCRUED SALARIES	$0	($2,331)	$0	$0	$0	$0	$0	0.00%
001-06-572-1-1400	OVERTIME	$1,575	$104	$1,638	$288	$288	$0	$1,350	17.59%
001-06-572-1-2100	FICA EXPENSE	$10,895	$3,214	$15,023	$689	$4,162	$0	$10,861	27.70%
001-06-572-1-2200	RETIREMENT EXPENSE	$43,381	$13,530	$60,288	$2,874	$15,549	$0	$44,739	25.79%
001-06-572-1-2300	HEALTH AND LIFE INSURANCE	$44,612	$17,434	$48,813	$3,862	$21,244	$0	$27,569	43.52%
	TOTAL	$241,310	$77,761	$320,503	$17,041	$98,909	$0	$221,594	31.00%
	OPERATING EXPENSES								
001-06-572-3-3100	PROFESSIONAL SERVICES	$3,112	$458	$7,260	$0	$200	$300	$6,760	2.75%
001-06-572-3-3120	PRE-EMPLOYMENT EXPENSE	$900	$255	$500	$0	$0	$0	$500	0.00%
001-06-572-3-4020	SCHOOLING/CONFERENCES	$2,500	$0	$3,500	$0	$0	$0	$3,500	0.00%
001-06-572-3-4100	COMMUNICATIONS SERVICES	$1,440	$703	$2,508	$184	$373	$0	$2,135	14.85%
001-06-572-3-4310	NATURAL GAS	$1,700	$253	$1,768	$0	$0	$0	$1,768	0.00%
001-06-572-3-4320	ELECTRICITY	$3,000	$888	$3,120	$0	$0	$0	$3,120	0.00%
001-06-572-3-4322	ELECTRICITY-FRED GREEN PARK	$1,500	$584	$1,560	$146	$547	$0	$1,013	35.06%
001-06-572-3-4325	ELECTRICITY-FORRESTER FIELD	$500	$120	$520	$51	$158	$0	$362	30.42%
001-06-572-3-4326	ELECTRICITY-SHAW BUCK RECREATI	$500	$96	$520	$28	$118	$0	$402	22.62%
001-06-572-3-4329	ELECTRICITY-BOOKER PARK	$1,200	$370	$1,248	$69	$282	$0	$966	22.57%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

001-06-572-3-4330	CREDIT CARD FEES-REC	$300	$117	$312	$11	$27	$0	$285	8.57%
001-06-572-3-4400	RENTALS AND LEASES	$800	$167	$832	$33	$167	$233	$432	20.01%
001-06-572-3-4510	INSURANCE CLAIMS REIMBURSABLE	$0	$8,420	$0	$0	$0	$0	$0	0.00%
001-06-572-3-4610	BUILDING MAINTENANCE	$10,000	$1,543	$2,500	$300	$1,137	$243	$1,120	45.46%
001-06-572-3-4620	EQUIPMENT MAINTENANCE	$1,000	$0	$1,040	$0	$0	$0	$1,040	0.00%
001-06-572-3-4630	VEHICLE MAINTENANCE	$2,000	$1,164	$2,080	$0	$404	$0	$1,676	19.43%
001-06-572-3-4651	MAINTENANCE-FRED GREEN PARK	$15,667	$5,229	$17,294	$1,046	$5,229	$7,321	$4,744	30.23%
001-06-572-3-4653	MAINTENANCE-BOOKER PARK	$15,667	$5,308	$17,294	$1,046	$5,508	$7,321	$4,465	31.84%
001-06-572-3-4654	MAINTENANCE-FORRESTER FIELD	$14,000	$5,229	$15,460	$1,046	$5,229	$7,321	$2,910	33.82%
001-06-572-3-4655	MAINTENANCE-SHAW BUCK RECREATI	$15,667	$5,229	$17,294	$1,046	$5,229	$7,321	$4,744	30.23%
001-06-572-3-4700	PRINTING AND BINDING	$1,090	$463	$1,500	$0	$0	$0	$1,500	0.00%
001-06-572-3-5000	FEES & FINES	$100	$144	$104	$14	$137	$0	($33)	131.90%
001-06-572-3-5100	OFFICE SUPPLIES	$500	$77	$520	$0	$0	$0	$520	0.00%
001-06-572-3-5210	GAS AND LUBRICANTS	$2,910	$820	$3,640	$118	$835	$0	$2,805	22.95%
001-06-572-3-5230	JANITORIAL SUPPLIES	$600	$477	$624	$0	$447	$0	$177	71.61%
001-06-572-3-5260	UNIFORMS	$500	$0	$520	$0	$0	$0	$520	0.00%
001-06-572-3-5270	CHEMICALS & FERTILIZER	$1,000	$0	$1,040	$0	$0	$0	$1,040	0.00%
001-06-572-3-5280	OPERATING SUPPLIES	$3,690	$1,676	$12,838	$0	$1,165	$0	$11,673	9.07%
001-06-572-3-5281	PROGRAMS	$12,388	$2,399	$10,400	$0	$486	$248	$9,667	4.66%
	TOTAL	$114,231	$42,187	$127,796	$5,138	$27,675	$30,307	$69,813	22.00%
	CAPITAL OUTLAY								
001-06-572-6-6450	CAPITAL IMPROVEMENT	$164,500	$0	$64,500	$0	$0	$0	$64,500	0.00%
001-06-572-8-5200	Libra Philanthropies Foundatio	$15,000	$0	$4,250	$0	$0	$1,374	$2,876	0.00%
	TOTAL	$179,500	$0	$68,750	$0	$0	$1,374	$67,376	0.00%
	DEPARMENT	**$535,041**	**$119,947**	**$517,049**	**$22,178**	**$126,584**	**$31,681**	**$358,784**	**24.00%**
	PARKS								
	PERSONNEL SERVICES								
001-15-572-1-1200	REGULAR SALARIES	$98,550	$24,186	$105,105	$3,266	$28,197	$0	$76,908	26.82%
001-15-572-1-1210	ACCRUED SALARIES	$0	($1,110)	$0	$0	$0	$0	$0	0.00%
001-15-572-1-1400	OVERTIME	$6,300	$1,180	$6,552	$466	$1,980	$0	$4,572	30.22%
001-15-572-1-2100	FICA TAX EXPENSE	$8,021	$1,882	$8,542	$286	$2,293	$0	$6,249	26.83%
001-15-572-1-2200	RETIREMENT EXPENSE	$30,354	$7,725	$34,279	$1,030	$9,062	$0	$25,217	26.43%
001-15-572-1-2300	HEALTH AND LIFE INSURANCE	$35,525	$5,529	$12,895	$3	$2,767	$0	$10,128	21.45%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

	TOTAL	$178,750	$39,392	$167,373	$5,051	$44,298	$0	$123,075	26.00%
	OPERATING EXPENSES								
001-15-572-3-3100	PROFESSIONAL SERVICES	$30,000	$6,156	$37,440	$991	$1,896	$5,358	$30,186	5.06%
001-15-572-3-3120	PRE-EMPLOYMENT EXPENSE	$1,000	$0	$1,040	$0	$0	$0	$1,040	0.00%
001-15-572-3-3440	TREE REMOVAL	$15,000	$0	$15,600	$0	$8,415	$0	$7,185	53.94%
001-15-572-3-4020	TRAINING, SCHOOLING, ETC	$3,000	$820	$3,120	$0	$0	$0	$3,120	0.00%
001-15-572-3-4100	COMMUNICATIONS SERVICES	$1,400	$340	$1,456	$172	$490	$0	$966	33.67%
001-15-572-3-4310	NATURAL GAS	$200	$63	$208	$18	$75	$0	$133	35.91%
001-15-572-3-4321	DOWNTOWN/RIVERFRONT ELECTRICIT	$10,000	$4,005	$10,400	$976	$4,022	$0	$6,378	38.66%
001-15-572-3-4323	ELECTRICITY-HANK BRYAN PARK	$5,000	$119	$5,200	$27	$118	$0	$5,082	2.26%
001-15-572-3-4400	RENTALS AND LEASES	$3,000	$0	$3,120	$0	$0	$0	$3,120	0.00%
001-15-572-3-4610	BUILDING MAINTENANCE	$1,500	$0	$1,560	$0	$0	$0	$1,560	0.00%
001-15-572-3-4620	EQUIPMENT MAINTENANCE	$10,000	$70	$10,400	$0	$430	$0	$9,970	4.13%
001-15-572-3-4630	VEHICLE MAINTENANCE	$5,000	$2,469	$5,200	$0	$0	$2,315	$2,885	0.00%
001-15-572-3-4651	MAINTENANCE-FRED GREEN PARK	$4,000	$57	$10,000	$43	$43	$0	$9,957	0.42%
001-15-572-3-4652	MAINTENANCE-HANK BRYAN PARK	$12,000	$3,017	$8,500	$17	$17	$0	$8,483	0.20%
001-15-572-3-4653	MAINTENANCE-BOOKER PARK	$11,000	$5,256	$10,000	$0	$0	$6,500	$3,500	0.00%
001-15-572-3-4654	MAINTENANCE-FORRESTER FIELD	$6,000	$0	$6,240	$0	$0	$0	$6,240	0.00%
001-15-572-3-4655	MAINTENANCE-SHAW BUCK RECREATI	$1,000	$0	$10,000	$0	$0	$0	$10,000	0.00%
001-15-572-3-4656	MAINTENANCE-WESTOVER PARK	$6,000	$0	$6,240	$0	$0	$0	$6,240	0.00%
001-15-572-3-4657	MAINTENANCE-PLAYGROUND 12TH &	$2,000	$0	$6,240	$0	$0	$0	$6,240	0.00%
001-15-572-3-4658	MAINTENANCE - RIVERFRONT	$50,000	$18,333	$73,000	$7,556	$22,665	$3,150	$47,185	31.04%
001-15-572-3-4659	MAINTENANCE-EDGEMOORE & HUSSON	$6,000	$0	$6,240	$0	$0	$0	$6,240	0.00%
001-15-572-3-4662	DOWNTOWN MAINTENANCE & LIGHTIN	$10,000	$617	$10,400	$0	$0	$0	$10,400	0.00%
001-15-572-3-4663	MAINTENANCE-BIKE TRAIL	$500	$0	$520	$0	$0	$0	$520	0.00%
001-15-572-3-5100	OFFICE SUPPLIES	$1,000	$496	$1,040	$114	$114	$0	$926	10.92%
001-15-572-3-5210	GAS AND LUBRICANTS	$3,000	$0	$3,120	$0	$0	$0	$3,120	0.00%
001-15-572-3-5230	JANITORIAL SUPPLIES	$1,000	$64	$1,040	$254	$254	$116	$670	24.41%
001-15-572-3-5250	SMALL TOOLS	$9,825	$323	$10,218	$32	$3,032	$0	$7,186	29.67%
001-15-572-3-5260	UNIFORMS	$2,000	$0	$2,080	$0	$0	$0	$2,080	0.00%
001-15-572-3-5270	CHEMICALS & FERTILIZER	$5,000	$0	$5,200	$0	$0	$0	$5,200	0.00%
001-15-572-3-5280	OPERATING SUPPLIES	$16,000	$5,885	$10,400	$373	$490	$1,151	$8,759	4.71%
001-15-572-3-5283	INMATE OPERATING SUPPLIES	$3,000	$1,318	$3,120	$308	$598	$0	$2,522	19.16%
001-15-572-3-5400	MEMBR,SUBSCRIPT,DUES	$1,000	$0	$1,040	$0	$0	$0	$1,040	0.00%
	TOTAL	$235,425	$49,411	$279,382	$10,881	$42,657	$18,590	$218,134	15.00%
	CAPITAL OUTLAY								
001-15-572-6-6310	PARK IMPROVEMENT EXPENSE	$129,000	$68,340	$110,000	$0	$0	$0	$110,000	0.00%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

001-15-572-6-6400	CAPITAL OUTLAY	$13,994	$0	$50,000	$0	$0	$0	$50,000	0.00%
001-15-572-6-6403	SPLASH PAD	$0	$0	$375,000	$0	$0	$0	$375,000	0.00%
001-15-572-6-6450	CAPITAL IMPROVEMENTS	$26,500	$6,486	$27,560	$0	$7,714	$0	$19,846	27.98%
	TOTAL	$169,494	$74,826	$562,560	$0	$7,714	$0	$554,846	1.00%
	DEBT SERVICE								
001-15-517-7-7101	PRINCIPAL PUBLIC WORKS BLDG	$6,638	$0	$12,788	$0	$0	$0	$12,788	0.00%
001-15-517-7-7201	INTEREST PUBLIC WORKS BLDG	$11,368	$0	$21,966	$0	$0	$0	$21,966	0.00%
	TOTAL	$18,006	$0	$34,754	$0	$0	$0	$34,754	0.00%
	TRANSFERS								
001-15-572-9-9104	REIMB FLEET MAINTENCE	$13,034	$5,431	$18,990	$1,583	$7,913	$0	$11,078	41.66%
	TOTAL	$13,034	$5,431	$18,990	$1,583	$7,913	$0	$11,078	42.00%
	DEPARTMENT TOTAL	**$614,709**	**$169,060**	**$1,063,059**	**$17,514**	**$102,582**	**$18,590**	**$941,887**	**10.00%**
	PRICE MARTIN CENTER								
	OPERATING EXPENSES								
001-26-579-3-4100	COMMUNICATIONS SERVICES	$1,070	$386	$832	$0	$368	$0	$464	44.28%
001-26-579-3-4310	NATURAL GAS	$800	$305	$832	$62	$289	$0	$543	34.78%
001-26-579-3-4320	ELECTRICITY	$12,000	$5,406	$12,480	$1,890	$6,183	$0	$6,297	49.54%
001-26-579-3-4610	BUILDING MAINTENANCE	$9,730	$2,104	$10,400	$1,226	$2,255	$1,335	$6,810	21.68%
001-26-579-3-4620	EQUIPMENT MAINTENANCE	$3,000	$500	$3,120	$300	$897	$700	$1,523	28.75%
001-26-579-3-4650	GROUNDS MAINTENANCE	$500	$0	$520	$0	$0	$0	$520	0.00%
001-26-579-3-4680	STORM CLEANUP	$500	$0	$520	$0	$0	$0	$520	0.00%
001-26-579-3-5230	JANITORIAL SUPPLIES	$500	$0	$520	$0	$0	$0	$520	0.00%
001-26-579-3-5280	OPERATING SUPPLIES	$500	$77	$520	$0	$0	$0	$520	0.00%
	TOTAL	$28,600	$8,778	$29,744	$3,478	$9,993	$2,035	$17,715	34.00%
	CAPITAL OUTLAY								
001-26-579-6-6400	CAPITAL OUTLAY	$0	$0	$30,000	$0	$2,500	$0	$27,500	8.33%
	TOTAL	$0	$0	$30,000	$0	$2,500	$0	$27,500	8.00%
	DEPARTMENT TOTAL	**$28,600**	**$8,778**	**$59,744**	**$3,478**	**$12,493**	**$2,035**	**$45,215**	**21.00%**

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

	WATER TAXIS								
	OPERATING EXPENSES								
001-27-549-3-4500	LIABILITY INSURANCE	$27,629	$8,629	$36,110	($5)	($5)	$0	$36,115	-0.01%
001-27-549-3-4610	TAXI TERMINAL BUILDING EXPENSE	$0	$0	$9,465	$200	$664	$4,950	$386	7.01%
001-27-549-3-4630	RIVERBOAT MAINTENANCE	$37,000	$3,427	$32,480	$769	$9,901	$13,554	$9,025	30.48%
001-27-549-3-4680	STORM CLEANUP/REPAIR	$0	$0	$0	$0	$1,392	$0	($1,392)	0.00%
001-27-549-3-5000	FINES & FEES	$500	$39	$520	$0	$0	$0	$520	0.00%
	TOTAL	$65,129	$12,095	$78,575	$964	$11,951	$18,504	$44,655	15.00%
	CAPITAL OUTLAY								
	TOTAL	$0	$0	$0	$0	$0	$0	$0	0.00%
	DEPARTMENT TOTAL	**$65,129**	**$12,095**	**$78,575**	**$964**	**$11,951**	**$18,504**	**$44,655**	**15.00%**
	JENKINS GYMNASIUM								
	PERSONNEL SERVICES								
	TOTAL	$0	$0	$0	$0	$0	$0	$0	0.00%
	OPERATING EXPENSES								
001-40-572-3-3100	PROFESSIONAL SERVICES	$13,500	$6,379	$14,040	$1,913	$5,114	$420	$8,506	36.42%
001-40-572-3-4100	COMMUNICATION SERVICES	$500	$413	$650	$0	$0	$0	$650	0.00%
001-40-572-3-4320	ELECTRICITY	$20,000	$4,383	$20,800	$3,552	$6,760	$0	$14,040	32.49%
001-40-572-3-4500	LIABILITY INSURANCE	$9,600	$4,314	$12,547	($2)	($2)	$0	$12,549	-0.01%
001-40-572-3-4610	BUILDING MAINTENANCE	$35,000	$1,651	$25,000	$183	$9,175	$4,955	$10,870	36.69%
001-40-572-3-4650	GROUNDS MAINTENANCE	$0	$0	$5,200	$0	$0	$0	$5,200	0.00%
001-40-572-3-5230	JANITORIAL SUPPLIES	$1,000	$281	$2,000	$386	$810	$12	$1,178	40.47%
001-40-572-3-5280	OPERATING SUPPLIES	$2,000	$325	$8,500	$0	$336	$0	$8,164	3.95%
	TOTAL	$81,600	$17,746	$88,737	$6,031	$22,192	$5,387	$61,158	25.00%
	CAPITAL OUTLAY								
001-40-572-6-6400	CAPITAL OUTLAY	$0	$0	$15,000	$0	$0	$0	$15,000	0.00%
	TOTAL	$0	$0	$15,000	$0	$0	$0	$15,000	0.00%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

	DEPARTMENT	**$81,600**	**$17,746**	**$103,737**	**$6,031**	**$22,192**	**$5,387**	**$76,158**	**21.00%**
	TRANSFERS								
001-81-581-9-9130	TRANSFER TO TIF	$346,243	$0	$0	$0	$0	$0	$0	0.00%
001-81-581-9-9140	TRANSFER TO GOLF FUND	$53,700	$22,375	$38,647	$3,221	$16,103	$0	$22,544	41.66%
001-81-581-9-9150	TRANSFER TO BETTER PLACE FUND	$307,470	$0	$186,202	$0	$46,550	$0	$139,652	24.99%
001-81-581-9-9160	TRANSFER TO AIRPORT FUND	$284,340	$118,475	$284,340	$23,695	$118,475	$0	$165,865	41.66%
	DEPARTMENT TOTAL	**$991,753**	**$140,850**	**$509,189**	**$26,916**	**$181,128**	**$0**	**$328,061**	**36.00%**
	CONTINGENCIES								
	TOTAL EXPENDITURES	$17,517,384	$6,253,544	$20,396,651	$1,188,957	########	$1,427,996	$11,965,595	34.00%
	RESERVES								
001-83-581-9-9900	OPERATING CASH RESERVE	$2,141,003	$0	$2,151,003	$0	$0	$0	$2,151,003	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 RESERVE	$22,075	$0	$22,075	$0	$0	$0	$22,075	0.00%
001-83-581-9-9909	SPECIAL CEMETERY RESERVE	$118,889	$0	$118,889	$0	$0	$0	$118,889	0.00%
001-83-581-9-9910	SPECIAL POLICE RESERVE	$61,271	$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 RESERVE	$24,937	$0	$24,937	$0	$0	$0	$24,937	0.00%
001-83-581-9-9921	LANDSCAPING CODE FEE RESERVE	$61,663	$0	$61,663	$0	$0	$0	$61,663	0.00%
001-83-581-9-9922	INSURANCE RESERVE BUDGET ACCOU	$624,444	$0	$624,444	$0	$0	$0	$624,444	0.00%
001-83-581-9-9923	PARKS BANK ACCT- DONATIONS	$284	$0	$284	$0	$0	$0	$284	0.00%
001-83-581-9-9924	POLICE I&E ACCOUNT	$7,523	$0	$7,523	$0	$0	$0	$7,523	0.00%
001-83-581-9-9925	FIRE CAPITAL REPLACEMENT RESER	$88,000	$0	$88,000	$0	$0	$0	$88,000	0.00%
	DEPARTMENT TOTAL	$3,165,008	$0	$3,175,008	$0	$0	$0	$3,175,008	0.00%
	TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES & RESERVES	$20,682,393	$6,253,544	$23,571,659	$1,188,957	$7,003,060	$1,427,996	$15,140,603	30.00%

CITY OF PALATKA DETAILED STATEMENT OF REVENUES AND EXPENSES FOR TAX INCREMENT FUND

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2024 BUDGET	2024 YTD	2025 BUDGET	CURRENT_MONTH	CURRENT_YTD	UNENCUMBERED	AVAILABLE BUDGET	PERCENT REALIZED
	TIF REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 41.66 % Yr Complete For Fiscal Year: 2025 / 2								
	PROPERTY TAXES								
030-00-311-0-3100	DOWNTOWN REDEV COUNTY SHARE	$ 355,722	$ 332,808	$ 402,603	$ -	$ 377,908		$ 24,695	93.86%
030-00-311-0-3110	DOWNTOWN REDEV CITY SHARE	$ 244,538	$ 240,835	$ 276,766	$ -	$ 276,764		$ 2	99.99%
030-00-311-0-3200	SOUTH HISTORIC COUNTY SHARE	$ 109,900	$ 106,447	$ 129,505	$ -	$ 122,470		$ 7,035	94.56%
030-00-311-0-3220	SOUTH HISTORIC CITY SHARE	$ 75,549	$ 77,030	$ 89,027	$ -	$ 89,027		$ (0)	100.00%
030-00-311-0-3300	NORTH HISTORIC COUNTY SHARE	$ 38,049	$ 36,145	$ 39,657	$ -	$ 37,673		$ 1,984	94.99%
030-00-311-0-3330	NORTH HISTORIC CITY SHARE	$ 26,156	$ 26,156	$ 27,262	$ -	$ 27,262		$ 0	99.99%
	TOTAL	$ 849,914	$ 819,422	$ 964,820	$ -	$ 931,104		$ 33,716	97.00%
	OTHER REVENUES								
030-00-366-0-0003	CONTRIBUTION - BENCHES	$ -	$ 2,200	$ -	$ -	$ -		$ -	0.00%
030-00-365-0-2000	SALE OF HAMMOCK HALL 429 KIRBY	$ 131,926	$ -	$ -	$ -	$ -		$ -	0.00%
	TOTAL	$ 131,926	$ 2,200	$ -	$ -	$ -		$ -	0.00%
	TOTAL REVENUES	$ 981,840	$ 821,622	$ 964,820	$ -	$ 931,104		$ 33,716	97.00%
	CASH BALANCE FORWARD								
030-00-301-0-0001	**DOWNTOWN REDEVELOPMENT FORWARD**	$ 923,777	$ -	$ 839,383	$ -	$ -		$ 839,383	0.00%
030-00-301-0-0002	SOUTH HISTORIC BALANCE FORWARD	$ 122,286	$ -	$ 299,314	$ -	$ -		$ 299,314	0.00%
030-00-301-0-0003	NORTH HISTORIC BALANCE FORWARD	$ 62,739	$ -	$ 85,311	$ -	$ -		$ 85,311	0.00%
	TOTAL	$ 1,108,802	$ -	$ 1,224,008	$ -	$ -		$ 1,224,008	0.00%
	TOTAL REV, TRF & CASH BALANCES	**$ 2,090,642**	**$ 821,622**	**$ 2,188,828**	**$ -**	**$ 931,104**		**$ 1,257,724**	**43.00%**

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2024 BUDGET	2024 YTD	2025 BUDGET	CURRENT_MONTH	CURRENT_YTD	UNENCUMBERED	AVAILABLE BUDGET	PERCENT REALIZED
	TIF EXPENDITURES / 41.66 % Yr Complete For Fiscal Year: 2025 / 2								
	DOWNTOWN								
030-30-580-1-1100	EXEC SALARIES TIFDT	$0	$0	$38,500	$2,996	$6,029	$0	$32,471	15.66%
030-30-580-1-2100	FICA TAX EXP TIF DT	$0	$0	$2,945	$229	$461	$0	$2,484	15.66%
030-30-580-1-2200	RETIREMENT EXP TIF DT	$0	$0	$11,820	$920	$1,851	$0	$9,969	15.66%
030-30-580-1-2300	HEALTH AND LIFE INSUR TIF DT	$0	$0	$8,140	$0	$0	$0	$8,140	0.00%
030-30-580-3-3100	PROFESSIONAL SERVICES	$104,012	$6,950	$75,000	$980	$980	$0	$74,020	1.30%
030-30-580-3-3105	SMALL BUSINESS DEVELOPMENT CEN	$12,000	$6,000	$25,000	$3,750	$3,750	$0	$21,250	15.00%
030-30-580-3-3109	MAINTENANCE CONTRACT	$35,000	$1,800	$35,000	$450	$1,800	$3,600	$29,600	5.14%
030-30-580-3-3200	AUDIT EXPENSE	$10,675	$0	$10,775	$0	$0	$0	$10,775	0.00%
030-30-580-3-5280	MISC EXPENSES	$3,400	$0	$2,100	$0	$9	$0	$2,091	0.42%
030-30-580-3-5401	FRA ANNUAL DUES, TRAINING & CO	$4,000	$644	$5,000	$0	$0	$0	$5,000	0.00%
030-30-580-3-5402	DEO ANNUAL DUES	$175	$130	$175	$0	$148	$0	$27	84.57%
030-30-580-6-6311	DOWNTOWN CHRISTMAS LIGHTS	$25,000	$0	$30,000	$14,567	$29,134	$0	$866	97.11%
030-30-580-6-6314	RECRUITMENT PROJECT	$25,000	$0	$0	$0	$0	$0	$0	0.00%
030-30-580-6-6316	WAYFINDING	$15,000	$0	$3,000	$0	$0	$0	$3,000	0.00%
030-30-580-6-6319	BUILDING IMPROVEMENT GRANT	$121,000	$0	$160,000	$0	$30,000	$0	$110,000	26.66%
030-30-580-6-6320	LANDSCAPING	$40,000	$0	$10,000	$0	$0	$0	$10,000	0.00%
030-30-580-6-6321	SITE AMENITIES	$20,000	$0	$10,000	$0	$0	$0	$10,000	0.00%
030-30-580-6-6328	PUBLIC ART	$10,000	$0	$23,000	$0	$968	$0	$22,032	4.20%
030-30-580-6-6329	PROPERTY AQUISITION	$25,000	$0	$0	$0	$0	$0	$0	0.00%
030-30-580-6-6400	CAPITAL OUTLAY	$50,000	$0	$73,403	$0	$0	$0	$93,403	-11.98%
	TOTAL	$500,262	$15,523	$523,858	$23,892	$75,130	$3,600	$445,128	14.00%
	TRANSFERS								
030-30-580-9-9106	REIMB GENERAL-ADMIN EXP	$28,112	$11,713	$76,744	$6,395	$31,977	$0	$44,767	41.66%
030-30-580-9-9132	TRANSFER TO UTILITY FUND-POTAB	$89,565	$0	$93,148	$0	$0	$0	$93,148	0.00%
030-30-580-9-9134	TRANSFER TO BETTER PLACE - STR	$867,831	$0	$825,004	$0	$0	$0	$825,004	0.00%
	TOTAL	$985,508	$11,713	$994,896	$6,395	$31,977	$0	$962,919	3.00%
	DEPARTMENT TOTAL	**$1,485,770**	**$27,237**	**$1,518,754**	**$30,287**	**$107,107**	**$3,600**	**$1,408,047**	**7.00%**

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

	SOUTH HISTORIC								
030-31-580-1-1100	EXEC SALARIES TIFSouth	$0	$0	$12,100	$942	$1,938	$0	$10,162	16.01%
030-31-580-1-2100	FICA TAX EXP TIFSouth	$0	$0	$926	$72	$148	$0	$778	16.01%
030-31-580-1-2200	RETIREMENT EXP TIFSouth	$0	$0	$3,715	$289	$595	$0	$3,120	16.01%
030-31-580-1-2300	HEALTH AND LIFE INSUR TIFSouth	$0	$0	$2,558	$0	$0	$0	$2,558	0.00%
030-31-580-3-3100	PROFESSIONAL SERVICES	$17,016	$0	$7,700	$0	$0	$0	$7,700	0.00%
030-31-580-3-3200	AUDIT EXPENSE	$3,355	$0	$3,355	$0	$0	$0	$3,355	0.00%
030-31-580-3-5280	MISC EXPENSES	$867	$0	$650	$0	$0	$0	$650	0.00%
030-31-580-3-5400	FRA ANNUAL DUES, TRAINING	$3,500	$148	$1,500	$0	$0	$0	$1,500	0.00%
030-31-580-3-5402	DEO ANNUAL DUES	$110	$30	$110	$0	$36	$0	$74	32.72%
030-31-580-6-6120	LAND PURCHASE	$30,000	$0	$0	$0	$0	$0	$0	0.00%
030-31-580-6-6329	BUILDING IMPROVEMENT GRANT	$65,000	$0	$160,734	$0	$0	$0	$160,734	0.00%
030-31-580-6-6333	SIGNAGE	$3,000	$0	$1,000	$0	$0	$0	$1,000	0.00%
030-31-580-6-6337	SITE AMENITIES	$3,000	$0	$1,000	$0	$0	$0	$1,000	0.00%
030-31-580-6-6341	LANDSCAPING	$4,000	$0	$3,000	$0	$0	$0	$3,000	0.00%
030-31-580-6-6343	CAPITAL OUTLAY	$60,733	$0	$109,865	$0	$0	$0	$109,865	0.00%
030-31-580-6-6344	324 RIVER ST REPAIRS TILGHMAN	$121,193	$0	$155,378	$0	$0	$0	$155,378	0.00%
	TOTAL	$311,774	$178	$463,591	$1,303	$2,718	$0	$460,873	1.00%
	TRANSFERS								
030-31-580-9-9102	TRANSFER TO UTILITY- SOUTH POT	$27,000	$0	$28,080	$0	$0	$0	$28,080	0.00%
030-31-580-9-9105	REIMB GENERAL	$8,501	$3,542	$26,167	$2,181	$10,903	$0	$15,264	41.66%
	TOTAL	$35,501	$3,542	$54,247	$2,181	$10,903	$0	$43,344	20.00%
	DEPARTMENT TOTAL	**$347,275**	**$3,720**	**$517,838**	**$3,483**	**$13,621**	**$0**	**$504,217**	**3.00%**
	NORTH HISTORIC								
030-32-580-1-1100	EXEC SALARIES TIFNorth	$0	$0	$4,400	$342	$646	$0	$3,754	14.67%
030-32-580-1-2100	FICA TAX EXP TIFNorth	$0	$0	$337	$26	$49	$0	$288	14.65%
030-32-580-1-2200	RETIREMENT EXP TIFNorth	$0	$0	$1,351	$105	$198	$0	$1,153	14.67%
030-32-580-1-2300	HEALTH LIFE INSURA TIFNorth	$0	$0	$930	$0	$0	$0	$930	0.00%
030-32-580-3-3100	PROFESSIONAL SERVICES	$8,815	$0	$2,600	$0	$0	$0	$2,600	0.00%
030-32-580-3-3200	AUDIT EXPENSE	$1,220	$0	$1,220	$0	$0	$0	$1,220	0.00%
030-32-580-3-5280	MISC EXPENSES	$983	$0	$250	$0	$0	$0	$250	0.00%
030-32-580-3-5400	FRA ANNUAL DUES, TRAINING	$1,984	$0	$500	$0	$0	$0	$500	0.00%
030-32-580-3-5402	DEO ANNUAL DUES	$16	$16	$16	$0	$16	$0	$0	100.00%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

030-32-580-6-6319	BUILDING IMPROVEMENT GRANT	$50,000	$78	$83,661	$0	$0	$0	$83,661	0.00%
030-32-580-6-6322	GENERAL CAPITAL IMPROVEMENTS	$50,000	$0	$49,280	$0	$0	$0	$49,280	0.00%
	TOTAL	$113,018	$94	$144,545	$474	$909	$0	$143,636	1.00%
	TRANSFERS								
030-32-580-9-9105	REIMB GENERAL-ADMIN EXP	$5,981	$2,492	$7,693	$641	$3,205	$0	$4,488	41.66%
	TOTAL	$5,981	$2,492	$7,693	$641	$3,205	$0	$4,488	42.00%
	DEPARTMENT TOTAL	$118,999	$2,586	$152,238	$1,115	$4,115	$0	$148,123	3.00%
	TOTAL EXPENDITURES	$1,952,044	$33,543	$2,188,830	$34,885	$124,842	$3,600	$2,060,388	6.00%
	CONTINGENCIES & RESERVES								
030-30-580-9-9901	CONTINGENCY/RESERVE-DOWNTOWN	$40,257	$0	$0	$0	$0	$0	$0	0.00%
030-31-580-9-9901	CONTINGENCY/RESERVE - SOUTH	$91,193	$0	$0	$0	$0	$0	$0	0.00%
030-32-580-9-9901	CONTINGENCY/RESERVE - NORTH	$7,148	$0	$0	$0	$0	$0	$0	0.00%
	TOTAL	$138,598	$0	$0	$0	$0	$0	$0	0.00%
	TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES & RESERVES	**$2,090,642**	**$33,543**	**$2,188,830**	**$34,885**	**$124,842**	**$3,600**	**$2,060,388**	**6.00%**

CITY OF PALATKA DETAILED STATEMENT OF REVENUES AND EXPENSES FOR BETTER PLACE FUND

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2024 BUDGET	2024 YTD	2025 BUDGET	CURRENT_ MONTH	CURRENT_ YTD	UNENCUM BERED	AVAILABLE BUDGET	PERCENT REALIZED
BETTER PLACE PLAN REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 41.66 % Yr Complete For Fiscal Year: 2025 / 2									
	LOCAL OPTION, USE & FUEL TAXES								
101-00-312-6-0000	DISCRETIONARY SALES SURTAX	$1,329,788	$591,374	$1,315,996	$194,407	$610,357		$705,639	46.37%
	TOTAL	$1,329,788	$591,374	$1,315,996	$194,407	$610,357		$705,639	46.00%
	STATE/FEDERAL GRANTS & PILOTS								
101-00-331-2-5508	USDA RBDG SIDEWALK IMPRVMNT	$150,000	$0	$100,000	$0	$0		$100,000	0.00%
101-00-331-2-5509	USDA PATROL CARS APPROPRIATION	$0	$0	$250,000	$0	$0		$250,000	0.00%
101-00-331-3-9006	CDBG MIT IRMA IR042	$543,585	$0	$994,048	$0	$13,095		$980,953	1.31%
101-00-331-3-9007	HMGP Kay Larkin FD	$113,887	$0	$287,655	$0	$0		$287,655	0.00%
101-00-331-3-9008	Fed RAISE	$300,000	$0	$1,500,000	$0	$0		$1,500,000	0.00%
101-00-331-4-1000	Fed DOT SS4A	$480,000	$0	$480,000	$0	$0		$480,000	0.00%
101-00-331-7-7004	CDBG CARES COVID SIDEWALKS	$2,402,347	$0	$2,000,000	$0	-$1,142		$2,001,142	-0.05%
101-00-334-2-3000	PRICE MARTIN RETROFIT SHELTER	$584,685	$0	$1,050,000	$5,810	$7,690		$1,042,310	0.73%
101-00-334-6-1000	AFFORDABLE HOUSING APPROPRIATI	$1,000,000	$0	$950,000	$7,150	$7,150		$942,850	0.75%
101-00-334-7-7009	DOS AACH JENKINS GRANT	$329,270	$0	$484,000	$0	$6,362		$477,638	1.31%
101-00-334-7-7010	DHR BRONSON HOUSE	$0	$0	$367,900	$0	$0		$367,900	0.00%
101-00-334-9-1100	FDOT Downtown Streetscapes Pha	$329,270	$0	$1,200,000	$0	$20,108		$1,179,892	1.67%
101-00-337-7-0002	SHAW BUCK PARK IMPROVEMENTS	$0	$0	$50,000	$0	$2,000		$48,000	4.00%
101-00-337-7-0003	PALM BOWL PARK IMPROVEMENTS	$0	$0	$50,000	$0	$2,000		$48,000	4.00%
	TOTAL	$6,233,044	$0	$9,763,603	$12,960	$57,263		$9,706,340	1.00%
	TRANSFERS IN								
101-00-381-0-1004	TRANSFER FROM TAX INCREMENT -	$867,831	$0	$825,004	$0	$0		$825,004	0.00%
101-00-381-0-1200	TRANSFER FROM GENERAL	$307,470	$0	$186,202	$0	$46,550		$139,652	24.99%
	TOTAL	$1,175,301	$0	$1,011,206	$0	$46,551		$964,655	5.00%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

	DEBT PROCEEDS							
101-00-384-0-1000	LOAN/LEASE PROCEEDS	$1,251,000	$0	$1,398,941	$0	$0	$1,398,941	0.00%
	TOTAL	$1,251,000	$0	$1,398,941	$0	$0	$1,398,941	0.00%
	TOTAL OPERATING & OTHER REV	$9,989,133	$591,374	$13,489,746	$207,367	$714,171	$12,775,575	5.00%
	CASH BALANCE FORWARD							
101-00-301-0-1007	BETTER PLACE BALANCE FORWARD	$1,142,179	$0	$1,456,514	$0	$0	$1,456,514	0.00%
	TOTAL	$1,142,179	$0	$1,456,514	$0	$0	$1,456,514	0.00%
	TOTAL REV, TRF & CASH BALANCES	**$11,131,312**	**$591,374**	**$14,946,260**	**$207,367**	**$714,171**	**$14,232,089**	**5.00%**

BETTER PLACE PLAN EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 41.66 % Yr Complete For Fiscal Year: 2025 / 2

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2024 BUDGET	2024 YTD	2025 BUDGET	CURRENT_ MONTH	CURRENT_ YTD	UNENCUM BERED	AVAILABLE BUDGET	PERCENT REALIZED
	BETTER PLACE PLAN								
	OPERATING EXPENSES								
101-18-519-3-3100	PROFESSIONAL SERVICES	$20,000	$0	$0	$0	$0	$0	$0	0.00%
101-18-519-3-3103	GRANT APPLICATION FEES	$40,000	$5,000	$0	$0	$0	$0	$0	0.00%
101-18-519-3-5000	FINES & FEES	$0	$0	$0	$0	$74	$0	-$74	0.00%
	TOTAL	$60,000	$5,000	$0	$0	$74	$0	-$74	0.00%
	CAPITAL OUTLAY								
101-18-519-6-6310	SIDEWALKS	$39,000	$0	$5,768	$0	$0	$0	$5,768	0.00%
101-18-519-6-6330	PUBLIC WORKS BUILDING	$1,251,000	$1,375,905	$1,398,941	$1,525	$1,900	$179,059	$1,217,982	0.13%
101-18-519-6-6400	STORMWATER	$151,476	$0	$150,000	$0	$0	$0	$150,000	0.00%
101-18-519-6-6455	RESURFACING & STRIPING	$785,604	$0	$1,823,394	$423,394	$423,394	$0	$1,400,000	23.22%
101-18-519-6-6457	HANK BRYAN PARK RESTROOM	$105,000	$0	$135,270	$110,580	$110,580	$24,690	$0	81.74%
101-18-519-6-6459	PRICE MARTIN IMPROVEMENTS	$25,000	$0	$25,000	$0	$0	$0	$25,000	0.00%
101-18-519-6-6467	CITY SHARE DOWNTOWN STREETSCAP	$500,000	$12,171	$486,323	$0	$0	$73,205	$413,118	0.00%
101-18-519-6-6472	HMGP Kay Larkin FD CITY MATCH	$12,570	$0	$31,962	$0	$0	$0	$31,962	0.00%
101-18-519-6-6473	DOS AACH JENKINS CITY MATCH	$499,626	$5,508	$482,000	$284,400	$356,850	$38,185	$86,965	74.03%
101-18-519-6-6475	City Match Fed DOT SS4A	$55,916	$0	$241,000	$0	$0	$0	$241,000	0.00%
101-18-519-6-6476	City Match CDBG MIT IRMA IR042	$30,000	$0	$30,000	$0	$0	$0	$30,000	0.00%
101-18-519-6-6477	CITY MATCH BRONSON HOUSE	$0	$0	$137,634	$0	$0	$0	$137,634	0.00%
101-18-519-6-6478	FPL REID STREET MEDIAN 1 BRIDG	$0	$0	$570,277	$0	$0	$0	$570,277	0.00%
	TOTAL	$3,455,192	$1,393,584	$5,517,569	$819,899	$892,724	$315,139	$4,309,707	16.00%
	DEBT SERVICE								
101-18-517-7-7108	PRINCIPAL-PUMPER FIRE TRUCKS	$69,724	$69,724	$79,833	$0	$72,080	$0	$7,753	90.28%
101-18-517-7-7208	INTEREST-PUMPER FIRE TRUCKS	$13,622	$7,106	$14,167	$0	$5,908	$0	$8,259	41.69%
	TOTAL	$83,346	$76,829	$94,000	$0	$77,988	$0	$16,012	83.00%
	GRANT MATCHES								

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

101-18-519-8-6210	PRICE MARTIN RETROFIT SHELTER	$584,685	$119,461	$1,026,315	$5,810	$7,690	$116,483	$902,142	0.74%
101-18-519-8-6327	CDBG MIT IRMA IR042	$543,585	$39,906	$994,048	$0	$13,095	$105,085	$875,868	1.31%
101-18-519-8-6364	DOS AACH JENKINS GRANT	$329,270	$4,730	$156,338	$128,636	$134,998	$254,015	-232,675.00	86.35%
101-18-519-8-8909	CDBG CARES COVID SIDEWALKS	$2,402,347	$25,420	$2,000,000	$0	$760	$288,725	$1,710,515	0.03%
101-18-519-8-8934	HMGP Kay Larkin FD	$113,887	$0	$287,655	$0	$0	$0	$287,655	0.00%
101-18-519-8-8935	USDA RBDG SIDEWALK IMPRVMNT	$150,000	$150,000	$0	$0	$0	$0	$0	0.00%
101-18-519-8-8937	DOT SAFE STREETS 4 ALL	$480,000	$0	$480,000	$0	$0	$0	$480,000	0.00%
101-18-519-8-8938	Fed RAISE GRANT	$300,000	$130	$1,500,000	$0	$0	$0	$1,500,000	0.00%
101-18-519-8-8940	DEO Affordable Housing state	$1,000,000	$0	$950,000	$7,150	$7,150	$942,850	$0	0.75%
101-18-519-8-8941	FDOT Downtown Streetscapes Pha	$1,500,000	$0	$1,056,313	$0	$20,108	$4,020	$1,032,185	1.90%
101-18-519-8-8942	USDA PATROL CARS APPROPRIATION	$0	$0	$250,000	$0	$0	$0	$250,000	0.00%
101-18-519-8-8943	DHR BRONSON HOUSE	$0	$0	$367,900	$0	$0	$0	$367,900	0.00%
101-18-519-8-8944	SHAW BUCK PARK IMPROVEMENTS	$0	$0	$50,000	$13	$2,013	$250	$47,737	4.02%
101-18-519-8-8945	PALM BOWL PARK IMPROVEMENTS	$0	$0	$50,000	$0	$2,000	$250	$47,750	4.00%
	TOTAL	$7,403,774	$339,647	$9,168,569	$141,608	$187,814	$1,711,677	$7,269,078	2.00%
	TRANSFERS								
101-18-519-9-9100	TRANSFER TO GENERAL FUND	$129,000	$3,358	$166,122	$0	$33,540	$0	$132,582	20.19%
	TOTAL	$129,000	$3,358	$166,122	$0	$33,540	$0	$132,582	20.00%
	DEPARTMENT TOTAL	$11,131,312	$1,818,419	$14,946,260	$961,508	$1,192,140	$2,026,815	$11,727,305	8.00%
	TOTAL EXPENDITURES	$11,131,312	$1,818,419	$14,946,260	$961,508	$1,192,140	$2,026,815	$11,727,305	8.00%
	DEPARTMENT TOTAL	$0	$0	$0	$0	$0	$0	$0	0.00%
	TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES & RESERVES	**$11,131,312**	**$1,818,419**	**$14,946,260**	**$961,508**	**$1,192,140**	**$2,026,815**	**$11,727,305**	**8.00%**

CITY OF PALATKA DETAILED STATEMENT OF REVENUES AND EXPENSES FOR ARPA FUND

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2024 BUDGET	2024 YTD	2025 BUDGET	CURRENT_MONTH	CURRENT_YTD	UNENCUMBERED	AVAILABLE BUDGET	PERCENT REALIZED
AMERICAN RESCUE PLAN ACT / ESTIMATED VS. ACTUAL MONTHLY REPORT / 41.66 % Yr Complete For Fiscal Year: 2025 / 2									
	LOCAL OPTION, USE & FUEL TAXES								
	TOTAL	$0	$0	$0	$0	$0		$0	0.00%
	STATE/FEDERAL GRANTS & PILOTS								
300-00-331-5-1000	ARPA REVENUE	$1,972,392	$81,058	$1,546,460	$123,133	$162,195		$1,410,802	8.77%
	TOTAL	$1,972,392	$81,058	$1,546,460	$123,133	$162,195		$1,410,802	9.00%
	DISPOSITION OF FIXED ASSETS								
	TOTAL	$0	$0	$0	$0	$0		$0	0.00%
	TRANSFERS IN								
	TOTAL	$0	$0	$0	$0	$0		$0	0.00%
	DEBT PROCEEDS								
	TOTAL	$0	$0	$0	$0	$0		$0	0.00%
	TOTAL OPERATING & OTHER REV	$1,972,392	$81,058	$1,546,460	$123,133	$162,195		$1,410,802	9.00%
	CASH BALANCE FORWARD								
	TOTAL	$0	$0	$0	$0	$0		$0	0.00%
	TOTAL REV, TRF & CASH BALANCES	**$1,972,392**	**$81,058**	**$1,546,460**	**$123,133**	**$162,195**		**$1,410,802**	**9.00%**

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2024 BUDGET	2024 YTD	2025 BUDGET	CURRENT_MONTH	CURRENT_YTD	UNENCUMBERED	AVAILABLE BUDGET	PERCENT REALIZED
	AMERICAN RESCUE PLAN ACT								
	CAPITAL OUTLAY								
300-61-559-8-1200	OTHER PUBLIC HEALTH SERVICES	$50,000	$0	$10,000	$0	$0	$10,000	$0	0.00%
300-62-559-8-2200	HOUSEHOLD ASSISTANCE UTILITY A	$194,822	$123	$0	$0	$0	$0	$0	0.00%
300-62-559-8-2300	UTILITY AID ADMIN EXP - AZCARA	$21,800	$0	$0	$0	$0	$0	$0	0.00%
300-62-559-8-2301	UTILITY AID AZCARATE SUPPLIES	$1,428	$0	$0	$0	$0	$0	$0	0.00%
300-62-559-8-2900	SMALL BUSINESS ECONOMIC IMPACT	$100,000	$0	$0	$0	$0	$0	$0	0.00%
300-63-559-8-3110	HOUSING SUPPORT SERVICES FOR U	$50,000	$0	$50,000	$25,000	$25,000	$25,000	$0	50.00%
300-63-559-8-3120	HOUSING SUPPORT OTHER HOUSING	$490,243	$128	$490,115	$0	$0	$490,115	$0	0.00%
300-63-559-8-3300	EDUCATION ASSIST ACADEMIC SRVC	$16,000	$0	$0	$0	$0	$0	$0	0.00%
300-63-559-8-3400	EDUCATION ASSIST SOCIAL EMOT M	$100,000	$0	$100,000	$15,000	$15,000	$85,000	$0	15.00%
300-63-559-8-3500	EDUCATION ASSISTANCE OTHER	$24,000	$0	$24,000	$0	$0	$24,000	$0	0.00%
300-65-559-8-5100	DW TREATMENT GAC Filters	$278,181	$8,130	$256,967	$0	$0	$256,967	$0	0.00%
300-65-559-8-5110	DW TRANSMISS/DISTRIBUT Palm to	$14,562	$0	-$1	$0	$0	$0	-$1	0.00%
300-65-559-8-5130	GIS CDBG N32 Palatka Heights	$21,585	$12,591	$3,597	$0	$3,597	$0	$0	100.00%
300-65-559-8-5140	LEAD AND COPPER RULE	$0	$0	$200,000	$71,545	$100,230	$0	$99,770	50.11%
300-66-559-8-6100	PROVISION OF GOVT SERVICES	$25,000	$0	$25,000	$0	$0	$25,000	$0	0.00%
300-66-559-8-6101	RADIOS 800 MHZ - ARPA	$109,770	$68,013	$5,310	$0	$0	$5,311	$0	0.00%
300-66-559-8-6102	VACANT PROPERTY PURCHASES/ABAT	$225,000	$0	$216,009	$0	$6,780	$193,529	$15,700	3.13%
300-66-559-8-6103	ROAD MAINTENANCE	$250,000	$0	$165,463	$11,588	$11,588	$153,876	$0	7.00%
	TOTAL	$1,972,391	$88,985	$1,546,461	$123,133	$162,195	$1,268,797	$115,469	10.00%
	GRANT MATCHES								
	DEPARTMENT TOTAL	$1,972,391	$88,985	$1,546,461	$123,133	$162,195	$1,268,797	$115,469	10.00%
	TOTAL EXPENDITURES	$1,972,391	$88,985	$1,546,461	$123,133	$162,195	$1,268,797	$115,469	10.00%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

RESERVES								
DEPARTMENT TOTAL	$0	$0	$0	$0	$0	$0	$0	0.00%
TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES & RESERVES	**$1,972,391**	**$88,985**	**$1,546,461**	**$123,133**	**$162,195**	**$1,268,797**	**$115,469**	**10.00%**

CITY OF PALATKA

ENTERPRISE FUNDS

- UTILITIES
- SANITATION
- AIRPORT
- GOLF COURSE

CITY OF PALATKA DETAILED STATEMENT OF REVENUES AND EXPENSES FOR UTILTIES FUND

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2024 BUDGET	2024 EXP_YTD	2025 BUDGET	CURRENT_MONTH	CURRENT_YTD	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT REALIZED
	WATER FUND REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 41.66 % Yr Complete For Fiscal Year: 2025 / 2								
	GRANTS								
041-00-389-2-8107	FEMA HMGP 4283-66 LIFT STATION	$0	$15,789	$334,000	$0	$0		$334,000	0.00%
041-00-389-3-5010	CDBG MIT SANITARY WASTEWATER I	$192,356	$0	$382,000	$0	$44,013		$337,987	11.52%
041-00-389-5-2000	Fed CDBG DEO Madison to 11th	$750,000	$0	$748,674	$0	$0		$748,674	0.00%
041-00-389-5-3920	Fed DEO RIF St. Johns Ave Mose	$0	$0	$0	$0	$107,034		-107,033.62	0.00%
041-00-389-6-3000	FDEP LPA0354 Sewer Main and Ma	$2,000,000	$0	$1,625,000	$95,445	$176,055		$1,448,945	10.83%
041-00-389-6-3100	FDEP Potable Water state North	$3,500,000	$0	$2,100,000	$0	$0		$2,100,000	0.00%
041-00-389-6-3200	FDEP Sewer Lining state	$1,000,000	$0	$1,000,000	$0	$0		$1,000,000	0.00%
041-00-389-7-1008	WWTP Biosolids LPR0004 FDEP	$2,911,370	$1,695,652	$1,324,600	$66,485	$73,328		$1,251,272	5.53%
041-00-389-7-1009	SJRWMD #35891 Madison to 11th	$100,000	$0	$500,000	$148,409	$148,409		$351,591	29.68%
041-00-334-3-5000	DEO Lift Station 16 Expansion	$334,000	$0	$340,196	$0	$2,036		$338,160	0.59%
041-00-334-3-5100	FDEP AND AND GRIT SG067	$150,812	$864,290	$0	$0	$0		$0	0.00%
	TOTAL	$10,938,538	$2,575,731	$8,354,470	$310,340	$550,874		$7,803,596	7.00%
	CHARGES FOR SERVICES								
041-00-343-6-1000	WATER SALES	$4,224,416	$1,795,093	$4,350,557	$364,111	$1,810,627		$2,539,930	41.61%
041-00-343-6-1010	WATER TAPS & RENEWALS	$50,171	$10,189	$51,676	$1,000	$5,500		$46,176	10.64%
041-00-343-6-1040	PENALTIES	$74,688	$30,594	$76,929	$5,456	$29,908		$47,021	38.87%
041-00-343-6-1050	WATER RENEWALS-BILLED	$0	$1,000	$0	$0	$0		$0	0.00%
041-00-343-6-2000	BROKEN METERS/LOCKS	$2,536	$230	$2,612	$70	$205		$2,407	7.84%
041-00-343-6-3000	WASTEWATER SERVICE REVENUE	$3,742,690	$1,617,219	$3,854,971	$329,027	$1,636,514		$2,218,457	42.45%
041-00-343-6-3010	WASTEWATER TAPS/RENEWALS	$49,481	$18,148	$50,965	$0	$0		$50,965	0.00%
041-00-343-6-3020	SEPTIC DUMPING (WWTP)	$210,243	$93,931	$216,550	$45,780	$92,065		$124,485	42.51%
041-00-343-6-4000	WATER IMPACT FEES	$256	$43,605	$251,326	$1,122	$46,002		$205,324	18.30%
041-00-343-6-5000	WASTEWATER IMPACT FEES-NEW C	$443	$63,388	$264,495	$0	$47,184		$217,311	17.83%
	TOTAL	$8,354,924	$3,673,397	$9,120,081	$746,567	$3,668,005		$5,452,076	40.00%
	OTHER REVENUES								
041-00-361-1-1000	INTEREST-SERIES 98 SINKING FD	$811	$1,149	$843	$277	$858		-$15	101.81%
041-00-361-1-1100	INTEREST DW 540250	$99	$67	$103	$0	$1		$102	1.14%
041-00-362-0-1000	COMMUNICATION TOWER LEASE	$27,829	$22,324	$28,942	$0	$0		$28,942	0.00%
041-00-362-0-1005	TATER FARMS LAND LEASE	$31,779	$24,750	$33,050	$0	$24,750		$8,300	74.88%
041-00-364-0-4900	SURPLUS EQUIPMENT-WATER	$7,704	$0	$8,012	$0	$0		$8,012	0.00%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

041-00-369-9-1000	OTHER REVENUE	$7,810	$21	$8,122	$0	$63	$8,059	0.77%
041-00-369-9-1001	E-PAYABLES REVENUE SHARE	$834	$495	$869	$64	$426	$443	49.05%
041-00-384-0-1000	LOAN PROCEEDS	$987,000	$0	$0	$0	$0	$0	0.00%
041-00-384-0-1002	SRF 2019 MATCHING PROCEEDS DV	$1,819,356	$0	$593,000	$0	$0	$593,000	0.00%
041-00-384-0-1004	SRF DW54025 PROCEEDS Carbon F	$1,007,402	$0	$1,317,802	$0	$0	$1,317,802	0.00%
	TOTAL	$3,890,624	$48,805	$1,990,743	$341	$26,098	$1,964,645	1.00%
	TOTAL OPERATING REVENUES	$23,184,086	$6,297,934	$19,465,294	$1,057,247	$4,244,977	$15,220,317	22.00%
	TRANSFERS IN							
041-00-381-0-3000	TRANSFER FROM CENTRAL TIF POTA	$89,565	$0	$93,148	$0	$0	$93,148	0.00%
041-00-381-0-3100	TRANSFER FROM SOUTH TIF-POTAB	$27,000	$0	$28,080	$0	$0	$28,080	0.00%
	TOTAL	$116,565	$0	$121,228	$0	$0	$121,228	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 FOR	$77,223	$0	$77,223	$0	$0	$77,223	0.00%
041-00-301-0-0102	WASTEWATER IMPACT FEES BALANC	$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 ONL	$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	**$29,723,265**	**$6,297,934**	**$26,009,136**	**$1,057,247**	**$4,244,977**	**$21,764,159**	**16.00%**

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2024 BUDGET	2024 EXP_YTD	2025 BUDGET	CURRENT_MONTH	CURRENT_YTD	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT REALIZED
	WATER FUND EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 41.66 % Yr Complete For Fiscal Year: 2025 / 2								
	WATER PLANT								
	PERSONNEL SERVICES								
041-11-533-1-1100	EXECUTIVE SALARIES	$130,320	$11,004	$121,486	$0	$0	$0	$121,486	0.00%
041-11-533-1-1200	REGULAR SALARIES	$380,096	$127,189	$279,553	$25,033	$138,379	$0	$141,174	49.50%
041-11-533-1-1210	ACCRUED SALARIES	$0	-6,358.71	$0	$0	$0	$0	$0	0.00%
041-11-533-1-1400	OVERTIME	$47,250	$26,030	$49,140	$755	$9,800	$0	$39,340	19.94%
041-11-533-1-2100	FICA TAX EXPENSE	$42,661	$12,053	$34,439	$1,943	$11,152	$0	$23,287	32.38%
041-11-533-1-2200	RETIREMENT EXPENSE	$157,208	$22,285	$138,205	$6,334	$34,830	$0	$103,375	25.20%
041-11-533-1-2300	HEALTH AND LIFE INSURANCE	$158,484	$32,450	$135,777	$4,522	$24,875	$0	$110,902	18.32%
	TOTAL	$916,019	$224,653	$758,600	$38,587	$219,035	$0	$539,565	29.00%
	OPERATING EXPENSES								
041-11-533-3-3100	PROFESSIONAL SERVICES	$119,063	$976	$62,400	$350	$635	$0	$61,765	1.01%
041-11-533-3-3110	LAB/TESTING	$25,000	$2,246	$30,000	$0	$2,794	$969	$26,237	9.31%
041-11-533-3-3120	PRE-EMPLOYMENT EXPENSE	$800	$270	$312	$55	$160	$0	$152	51.13%
041-11-533-3-4020	SCHOOLING, CONFERENCE, ETC	$6,800	$594	$8,000	$0	$1,329	$75	$6,596	16.61%
041-11-533-3-4100	COMMUNICATIONS SERVICES	$5,000	$1,809	$5,200	$201	$1,005	$0	$4,195	19.32%
041-11-533-3-4200	POSTAGE AND FREIGHT	$200	$0	$208	$0	$0	$0	$208	0.00%
041-11-533-3-4320	ELECTRICITY	$170,000	$59,913	$170,000	$14,210	$54,389	$0	$115,612	31.99%
041-11-533-3-4400	RENTALS AND LEASES	$1,000	$178	$1,040	$36	$178	$249	$613	17.09%
041-11-533-3-4500	LIABILITY INSURANCE	$1,000	$392	$1,307	$0	$0	$0	$1,307	-0.01%
041-11-533-3-4610	BUILDING MAINTENANCE	$19,500	$3,786	$25,000	$544	$5,049	$1,579	$18,373	20.19%
041-11-533-3-4620	EQUIPMENT MAINTENANCE	$75,000	$18,298	$75,000	$4,493	$14,647	$6,931	$53,422	19.52%
041-11-533-3-4630	VEHICLE MAINTENANCE	$1,000	$0	$1,040	$0	$0	$0	$1,040	0.00%
041-11-533-3-4680	STORM REPAIR/CLEANUP	$0	$0	$0	$0	$137	$0	-$137	0.00%
041-11-533-3-5000	FINES & FEES	$500	$52	$520	$0	$123	$0	$397	23.69%
041-11-533-3-5100	OFFICE SUPPLIES	$1,200	$138	$1,500	$0	$743	$0	$757	49.55%
041-11-533-3-5210	GAS AND LUBRICANTS	$2,300	$997	$2,500	$312	$1,254	$0	$1,246	50.16%
041-11-533-3-5230	JANITORIAL SUPPLIES	$1,500	$259	$1,560	$54	$307	$0	$1,253	19.70%
041-11-533-3-5250	SMALL TOOLS	$2,000	$526	$4,000	$163	$961	$397	$2,642	24.02%
041-11-533-3-5260	UNIFORMS	$5,000	$2,734	$5,500	$531	$2,351	$0	$3,149	42.73%
041-11-533-3-5270	CHEMICALS AND FERTILIZERS	$125,000	$30,278	$250,000	$21,316	$57,812	$7,250	$184,938	23.12%

041-11-533-3-5280	OPERATING SUPPLIES	$15,000	$2,299	$15,600	$11	$6,788	$1,324	$7,488	43.51%
041-11-533-3-5400	MEMBR,SUBSCRIPT,DUES	$1,000	$0	$1,040	$0	$456	$0	$584	43.87%
	TOTAL	$577,863	$125,745	$661,727	$42,274	$151,117	$18,774	$491,837	23.00%
	CAPITAL OUTLAY								
041-11-533-6-6330	SRF DW54025 Carbon Filters	$1,007,402	$68,209	$1,317,802	$0	$0	$468,853	$848,949	0.00%
041-11-533-6-6380	WELL UPGRADES	$50,000	$0	$55,000	$0	$0	$0	$55,000	0.00%
041-11-533-6-6400	CAPITAL OUTLAY	$466,677	$13,740	$500,000	$0	$16,674	$64,058	$419,267	3.33%
	TOTAL	$1,524,079	$81,948	$1,872,802	$0	$16,674	$532,912	$1,323,216	1.00%
	DEPARTMENT TOTAL	**$3,017,961**	**$432,346**	**$3,293,129**	**$80,861**	**$386,826**	**$551,685**	**$2,354,617**	**12.00%**
	SEWER/WASTEWATER PLANT								
	PERSONNEL SERVICES								
041-12-535-1-1100	EXECUTIVE SALARIES	$159,202	$41,597	$161,796	$7,944	$49,848	$0	$111,948	30.80%
041-12-535-1-1200	REGULAR SALARIES	$375,000	$156,384	$432,368	$35,265	$212,175	$0	$220,193	49.07%
041-12-535-1-1210	ACCRUED SALARIES	$0	-10,167.50	$0	$0	$0	$0	$0	0.00%
041-12-535-1-1220	CLERICAL SALARY	$47,564	$18,388	$49,467	$3,864	$20,889	$0	$28,578	42.22%
041-12-535-1-1400	OVERTIME	$52,500	$16,000	$54,600	$1,184	$13,065	$0	$41,535	23.92%
041-12-535-1-2100	FICA TAX EXPENSE	$48,521	$17,130	$53,415	$3,585	$22,060	$0	$31,355	41.29%
041-12-535-1-2200	RETIREMENT EXPENSE	$179,184	$65,512	$197,594	$11,190	$68,712	$0	$128,882	34.77%
041-12-535-1-2300	HEALTH AND LIFE INSURANCE	$150,532	$47,243	$139,594	$14,097	$75,692	$0	$63,902	54.22%
	TOTAL	$1,012,503	$352,087	$1,088,834	$77,128	$462,441	$0	$626,393	42.00%
	OPERATING EXPENSES								
041-12-535-3-3100	PROFESSIONAL SERVICES	$63,300	$7,670	$15,600	$0	$1,575	$0	$14,025	10.09%
041-12-535-3-3110	LAB/TESTING	$62,000	$19,314	$55,000	$8,742	$24,085	$0	$30,915	43.79%
041-12-535-3-3120	PRE-EMPLOYMENT EXPENSE	$1,500	$160	$1,560	$0	$0	$0	$1,560	0.00%
041-12-535-3-3440	TREE REMOVAL	$0	$0	$1,560	$0	$0	$0	$1,560	0.00%
041-12-535-3-3460	RAILROAD CROSSING MAINTENANC	$650	$0	$676	$0	$0	$0	$676	0.00%
041-12-535-3-4000	TRAVEL	$1,200	$0	$1,248	$0	$0	$0	$1,248	0.00%
041-12-535-3-4020	SCHOOLING, CONFERENCE, ETC	$6,500	$301	$6,760	$0	$40	$307	$6,413	0.59%
041-12-535-3-4100	COMMUNICATIONS SERVICES	$9,900	$3,706	$10,296	$955	$3,666	$0	$6,630	35.60%
041-12-535-3-4200	POSTAGE AND FREIGHT	$1,100	$280	$1,144	$29	$177	$0	$967	15.43%
041-12-535-3-4310	NATURAL GAS	$6,000	$2,013	$6,240	$425	$2,084	$0	$4,156	33.40%

041-12-535-3-4320	ELECTRICITY	$245,000	$102,144	$250,000	$33,648	$95,814	$0	$154,186	38.32%
041-12-535-3-4330	CREDIT CARD FEES	$1,000	$194	$1,040	$124	$124	$0	$916	11.95%
041-12-535-3-4400	RENTALS AND LEASES	$44,500	$15,661	$46,800	$635	$12,108	$249	$34,443	25.87%
041-12-535-3-4500	LIABILITY INSURANCE	$1,100	$392	$1,438	$0	$0	$0	$1,438	-0.01%
041-12-535-3-4610	BUILDING MAINTENANCE	$4,000	$160	$4,160	$40	$160	$0	$4,000	3.84%
041-12-535-3-4620	EQUIPMENT MAINTENANCE	$175,000	$81,127	$165,000	$20,535	$50,438	$11,416	$103,146	30.56%
041-12-535-3-4630	VEHICLE MAINTENANCE	$6,200	$103	$3,328	$323	$1,281	$0	$2,047	38.50%
041-12-535-3-4680	STORM CLEANUP/REPAIR	$0	$0	$0	$0	$236	$0	-$236	0.00%
041-12-535-3-4700	PRINTING AND BINDING	$225	$62	$234	$25	$61	$0	$173	26.26%
041-12-535-3-5000	FINES & FEES	$0	$42	$0	$0	$53	$0	-$53	0.00%
041-12-535-3-5100	OFFICE SUPPLIES	$1,100	$76	$5,144	$2,717	$3,108	$0	$2,036	60.41%
041-12-535-3-5210	GAS AND LUBRICANTS	$16,000	$5,065	$16,640	$1,214	$4,976	$0	$11,664	29.90%
041-12-535-3-5230	JANITORIAL SUPPLIES	$1,600	$300	$624	$18	$211	$0	$413	33.86%
041-12-535-3-5250	SMALL TOOLS	$6,500	$268	$6,760	$371	$3,518	$0	$3,242	52.03%
041-12-535-3-5260	UNIFORMS	$9,200	$3,267	$9,568	$762	$3,867	$527	$5,174	40.41%
041-12-535-3-5270	CHEMICALS	$87,000	$21,150	$90,480	$7,200	$28,448	$14,400	$47,633	31.44%
041-12-535-3-5280	OPERATING SUPPLIES	$15,000	$4,862	$15,600	$192	$5,844	$2,600	$7,157	37.46%
041-12-535-3-5290	BIOSOLIDS DISPOSAL	$84,000	$33,950	$56,160	$818	$23,965	$0	$32,195	42.67%
041-12-535-3-5400	MEMBR,SUBSCRIPT,DUES	$550	$0	$572	$209	$209	$0	$363	36.50%
	TOTAL	$850,125	$302,266	$773,632	$78,981	$266,049	$29,498	$478,085	34.00%
	CAPITAL OUTLAY								
041-12-535-6-6301	DEO Lift Station 16 Expansion	$334,000	$0	$1,784,804	$0	$3,053	$37,330	$1,744,421	0.17%
041-12-535-6-6357	FEMA HMGP 4283-66 LIFT STATION	$6,552	$0	$0	$0	$0	$0	$0	0.00%
041-12-535-6-6359	WWTP Biosolids LPR0004 FDEP	$2,911,371	$981,799	$1,324,600	$66,485	$73,328	$1,125,744	$125,529	5.53%
041-12-535-6-6450	CAPITAL IMPROVEMENTS	$575,358	$104,788	$1,155,000	$36,858	$41,298	$201,838	$911,864	3.57%
	TOTAL	$3,827,281	$1,086,588	$4,264,404	$103,343	$117,679	$1,364,912	$2,781,813	3.00%
	GRANTS								
041-12-535-8-6401	DEO Lift Station 16 Expansion	$334,000	$0	$340,196	$0	$2,036	$23,862	$314,298	0.59%
041-12-535-8-6402	FDEP Sand and Grit SG067	$150,812	$0	$0	$0	$0	$0	$0	0.00%
	TOTAL	$484,812	$0	$340,196	$0	$2,036	$23,862	$314,298	1.00%
	DEPARTMENT TOTAL	**$6,174,721**	**$1,740,941**	**$6,467,066**	**$259,453**	**$848,204**	**$1,418,272**	**$4,200,590**	**13.00%**
	WATER/SEWER DISTRIBUTION								

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

	PERSONNEL SERVICES								
041-13-536-1-1100	EXECUTIVE SALARIES	$96,563	$37,231	$93,713	$6,027	$34,644	$0	$59,069	36.96%
041-13-536-1-1200	REGULAR SALARIES	$386,652	$128,160	$394,254	$27,863	$183,528	$0	$210,726	46.55%
041-13-536-1-1210	ACCRUED SALARIES	$0	-10,538.31	$0	$0	$0	$0	$0	0.00%
041-13-536-1-1220	CLERICAL SALARY	$35,544	$13,859	$36,966	$1,970	$13,599	$0	$23,367	36.78%
041-13-536-1-1400	OVERTIME	$52,500	$16,151	$54,600	$4,198	$24,055	$0	$30,545	44.05%
041-13-536-1-2100	FICA TAX EXPENSE	$43,701	$13,868	$44,334	$2,891	$18,619	$0	$25,715	41.99%
041-13-536-1-2200	RETIREMENT EXPENSE	$159,778	$51,477	$177,916	$10,842	$62,911	$0	$115,005	35.35%
041-13-536-1-2300	HEALTH AND LIFE INSURANCE	$182,913	$56,536	$161,318	$11,741	$63,351	$0	$97,967	39.27%
	TOTAL	$957,651	$306,745	$963,101	$65,533	$400,707	$0	$562,394	42.00%
	OPERATING EXPENSES								
041-13-536-3-3100	PROFESSIONAL SERVICES	$65,000	$24,618	$72,800	$21,460	$26,525	$537	$45,738	36.43%
041-13-536-3-3120	PRE-EMPLOYMENT EXPENSE	$1,000	$62	$1,040	$0	$0	$0	$1,040	0.00%
041-13-536-3-4020	SCHOOLING, CONFERENCE, ETC	$10,000	$750	$10,400	$1,198	$2,530	$636	$7,234	24.32%
041-13-536-3-4100	COMMUNICATIONS SERVICES	$7,600	$3,610	$7,904	$650	$2,049	$0	$5,855	25.92%
041-13-536-3-4200	POSTAGE AND FREIGHT	$100	$0	$104	$0	$0	$0	$104	0.00%
041-13-536-3-4310	NATURAL GAS	$500	$235	$520	$329	$493	$0	$27	94.84%
041-13-536-3-4320	ELECTRICITY	$2,600	$735	$2,704	$156	$794	$0	$1,910	29.35%
041-13-536-3-4400	RENTALS AND LEASES	$2,000	$572	$2,080	$40	$201	$281	$1,598	9.64%
041-13-536-3-4610	BUILDING MAINTENANCE	$5,000	$442	$5,200	$1,974	$1,967	$0	$3,233	37.82%
041-13-536-3-4620	EQUIPMENT MAINTENANCE	$13,010	$2,317	$20,800	$5,879	$11,047	$0	$9,753	53.11%
041-13-536-3-4630	VEHICLE MAINTENANCE	$14,500	$5,943	$20,800	$1,763	$4,484	$894	$15,423	21.55%
041-13-536-3-4700	PRINTING AND BINDING	$1,000	$87	$1,040	$13	$58	$0	$982	5.61%
041-13-536-3-4900	LEGAL ADVERTISING	$500	$0	$520	$0	$0	$0	$520	0.00%
041-13-536-3-5100	OFFICE SUPPLIES	$1,000	$567	$1,040	$0	$937	$0	$103	90.09%
041-13-536-3-5210	GAS AND LUBRICANTS	$25,000	$8,286	$41,600	$1,868	$9,167	$0	$32,433	22.03%
041-13-536-3-5230	JANITORIAL SUPPLIES	$2,000	$336	$2,080	$27	$412	$0	$1,668	19.80%
041-13-536-3-5250	SMALL TOOLS	$5,000	$233	$5,200	$0	$885	$130	$4,185	17.01%
041-13-536-3-5260	UNIFORMS	$4,000	$1,316	$4,160	$297	$1,308	$0	$2,852	31.44%
041-13-536-3-5280	OPERATING SUPPLIES	$15,000	$6,327	$20,800	$1,512	$3,597	$266	$16,937	17.29%
041-13-536-3-5330	ROAD REPAIRS	$77,000	$23,000	$60,000	$0	$26,200	$0	$33,800	43.66%
	TOTAL	$251,810	$79,433	$280,792	$37,165	$92,653	$2,743	$185,395	33.00%

	CAPITAL OUTLAY								
041-13-536-6-6300	METERS AND METER REPAIR	$30,035	$13,035	$31,236	$5,500	$5,500	$0	$25,736	17.60%
041-13-536-6-6320	WASTEWATER MATERIALS	$13,000	$0	$18,720	$0	$4,956	$0	$13,764	26.47%
041-13-536-6-6330	PIPE AND FITTINGS	$60,490	$2,262	$60,320	$55	$5,386	$1,160	$53,774	8.92%
041-13-536-6-6340	CONCRETE, FILL	$15,000	$8,970	$15,600	$0	$4,270	$0	$11,330	27.37%
041-13-536-6-6372	CDBG MIT SANITARY WASTEWATER I	$192,356	$0	$382,000	$0	$44,013	$315,919	$22,068	11.52%
041-13-536-6-6400	CAPITAL OUTLAY	$156,547	$123,816	$62,800	$22,008	$22,008	$0	$40,792	35.04%
041-13-536-6-6450	CAPITAL IMPROVEMENTS	$493,134	$313,751	$326,246	$83,300	$83,300	$35,650	$207,296	25.53%
041-13-536-6-6458	SRF 2019 DW54022 PALATKA HEIGH	$1,819,356	$601,456	$593,000	$0	$1,951	$302,680	$288,369	0.32%
041-13-536-6-6464	SRF DW54022 Downtown Potable	$0	$0	$23,219	$23,219	$23,219	$0	$0	100.00%
041-13-536-6-6467	CITY MATCH DEO MADISON 5TH TO	$146,356	$0	$146,400	$0	$18,410	$90,334	$37,656	12.57%
041-13-536-6-6473	SRF DEO RIF St. Johns Ave Mose	$555,531	$0	$213,620	$0	$88,821	$0	$124,799	41.57%
041-13-536-6-6474	PUBLIC WORKS PURCHASE	$762,000	$0	$0	$0	$0	$0	$0	0.00%
041-13-536-8-6465	DEO RIF MOSELY TO RR	$555,531	$0	$0	$0	$0	$0	$0	0.00%
041-13-536-8-6466	FDEP LPA0354 Sewer Main and Ma	$2,000,000	$0	$1,625,000	$95,445	$176,055	$572,230	$876,716	10.83%
041-13-536-8-6467	Fed CDBG DEO Madison 5th to 11	$750,000	$309	$748,674	$0	$0	$56,000	$692,674	0.00%
041-13-536-8-6468	FDEP Potable Water state North	$3,500,000	$0	$2,100,000	$0	$0	$0	$2,100,000	0.00%
041-13-536-8-6469	FDEP Sewer Lining state	$1,000,000	$0	$1,000,000	$0	$0	$0	$1,000,000	0.00%
041-13-536-8-6471	SJRWMD 35891 MADISON TO 11TH S	$500,000	$0	$500,000	$148,409	$148,409	$242,714	$108,876	29.68%
	TOTAL	$12,549,336	$1,063,599	$7,846,835	$377,937	$626,300	$1,616,687	$5,603,848	8.00%
	DEPARTMENT TOTAL	**$13,758,797**	**$1,449,777**	**$9,090,728**	**$480,635**	**$1,119,661**	**$1,619,430**	**$6,351,637**	**12.00%**

WATER ADMINISTRATION

	PERSONNEL SERVICES								
041-29-536-1-1200	REGULAR SALARIES	$177,639	$20,487	$173,744	$4,957	$21,704	$0	$152,040	12.49%
041-29-536-1-1210	ACCRUED SALARIES	$0	-3,209.68	$0	$0	$0	$0	$0	0.00%
041-29-536-1-1220	SALARIES CLERICAL	$0	$17,759	$0	$4,009	$23,120	$0	-23,119.71	0.00%
041-29-536-1-1300	OTHER SALARIES	$0	$27,117	$0	$5,482	$25,632	$0	-25,631.58	0.00%
041-29-536-1-1400	OVERTIME-WATER ADMIN	$0	$493	$0	$261	$1,520	$0	-1,519.86	0.00%
041-29-536-1-2100	FICA TAX EXPENSE	$13,589	$4,938	$13,291	$1,106	$5,448	$0	$7,843	40.98%
041-29-536-1-2200	RETIREMENT EXPENSE	$54,713	$20,074	$53,339	$4,516	$21,966	$0	$31,373	41.18%
041-29-536-1-2300	HEALTH AND LIFE INSURANCE	$41,561	$11,184	$35,787	$3,926	$16,731	$0	$19,056	46.75%
041-29-536-1-2400	WORKERS COMP	$25,303	$16,381	$36,612	$9,561	$9,561	$0	$27,051	26.11%
	TOTAL	$312,805	$115,224	$312,773	$33,819	$125,681	$0	$187,092	40.00%
	OPERATING EXPENSES								
041-29-536-3-3100	PROFESSIONAL SERVICES	$30,000	$5,140	$47,631	$5,835	$6,275	$13,155	$28,201	13.17%
041-29-536-3-3120	PRE-EMPLOYMENT EXPENSE	$250	$150	$0	$0	$204	$0	-$204	0.00%
041-29-536-3-3200	ACCOUNTING AND AUDITING	$30,738	$0	$30,738	$0	$0	$0	$30,738	0.00%
041-29-536-3-4020	SCHOOLING, CONFERENCE, ETC	$5,575	$0	$6,240	$0	$0	$567	$5,673	0.00%
041-29-536-3-4100	COMMUNICATIONS SERVICES	$1,175	$502	$1,040	$201	$484	$0	$556	46.56%
041-29-536-3-4200	POSTAGE AND FREIGHT	$100	$0	$104	$0	$1	$0	$103	0.66%
041-29-536-3-4330	CREDIT CARD FEES	$100	$0	$104	$0	$0	$0	$104	0.00%
041-29-536-3-4400	RENTALS AND LEASES	$500	$114	$520	$23	$114	$159	$247	21.86%
041-29-536-3-4500	LIABILITY INSURANCE	$249,676	$111,000	$346,321	-$63	-$63	$0	$346,384	-0.01%
041-29-536-3-4620	EQUIPMENT MAINTENANCE	$45,000	$0	$46,800	$0	$0	$0	$46,800	0.00%
041-29-536-3-5100	OFFICE SUPPLIES	$200	$164	$208	$0	$197	$0	$11	94.82%
041-29-536-3-5280	OPERATING SUPPLIES	$4,500	$100	$4,680	$0	$70	$0	$4,610	1.49%
	TOTAL	$367,814	$117,169	$484,386	$5,996	$7,282	$13,881	$463,223	2.00%
	CAPITAL OUTLAY								
041-29-536-6-6474	PUBLIC WORKS BUILDING PURCHA:	$225,000	$0	$0	$0	$0	$0	$0	0.00%
	TOTAL	$225,000	$0	$0	$0	$0	$0	$0	0.00%

	DEBT SERVICE								
041-13-517-7-7100	PRINCIPAL PUBLIC WORKS BUILDIN	$12,169	$0	$23,375	$0	$0	$0	$23,375	0.00%
041-13-517-7-7200	INTEREST PUBLIC WORKS BLDG	$20,841	$0	$40,151	$0	$0	$0	$40,151	0.00%
041-29-517-7-7120	PRINCIPAL DW541901	$245,133	$121,765	$284,953	$0	$124,994	$0	$159,959	43.86%
041-29-517-7-7130	PRINCIPAL SERIES 2010A	$229,200	$229,200	$233,113	$0	$233,113	$0	$0	100.00%
041-29-517-7-7140	PRINCIPAL SRF 2108 DW54022	$403,664	$0	$517,904	$0	$0	$0	$517,904	0.00%
041-29-517-7-7160	PRINCIPAL WW 540230 SRF 2019	$24,772	$12,386	$24,772	$0	$12,386	$0	$12,386	50.00%
041-29-517-7-7180	PRINCIPAL DW54025 SRF Carbon F	$174,634	$0	$174,634	$0	$0	$0	$174,634	0.00%
041-29-517-7-7190	PRINCIPAL PUBLIC WORKS BLDG	$3,644	$0	$6,887	$0	$0	$0	$6,887	0.00%
041-29-517-7-7220	INTEREST-DW541901	$39,820	$20,712	$11,850	$0	$17,482	$0	-5,632.20	147.52%
041-29-517-7-7230	INTEREST-SERIES 2010A	$138,785	$70,952	$132,465	$0	$67,824	$0	$64,641	51.20%
041-29-517-7-7290	INTEREST PUBLIC WORKS BLDG	$9,896	$0	$10,292	$0	$82,973	$0	-72,681.33	806.19%
	TOTAL	$1,302,558	$455,014	$1,460,396	$0	$538,773	$0	$921,623	37.00%
	DEPARTMENT TOTAL	**$2,208,177**	**$687,407**	**$2,257,555**	**$39,814**	**$671,736**	**$13,881**	**$1,571,938**	**30.00%**
	TOTAL EXPENDITURES	**$15,966,974**	**$2,137,184**	**$11,348,283**	**$520,449**	**$1,791,397**	**$1,633,311**	**$7,923,575**	**16.00%**
	TRANSFERS								
041-13-536-9-9104	REIMB FLEET MAINTENCE	$37,240	$15,517	$54,258	$4,521	$22,607	$0	$31,651	41.66%
041-29-536-9-9100	UTILITY CAPITAL REPLACEMENT CO	$810,569	$0	$895,798	$0	$0	$0	$895,798	0.00%
041-29-536-9-9101	REIMB GENERAL FUND-ADMIN EXP	$1,240,186	$516,744	$1,482,666	$123,556	$617,778	$0	$864,889	41.66%
041-29-536-9-9103	REIMB GAS AUTHORITY	$232,394	$52,842	$241,690	$21,001	$84,328	$0	$157,362	34.89%
041-29-536-9-9110	TRANSFER TO GENERAL FUND-FRAN	$506,217	$210,924	$526,466	$43,872	$219,361	$0	$307,105	41.66%
	TOTAL	$2,826,606	$796,026	$3,200,878	$192,950	$944,073	$0	$2,256,805	29.00%
	CONTINGENCIES & RESERVES								
041-29-536-9-9901	CONTINGENCY/RESERVE	$1,727,001	$0	$1,723,000	$0	$0	$0	$1,723,000	0.00%
	TOTAL	$1,727,001	$0	$1,723,000	$0	$0	$0	$1,723,000	0.00%
	TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES & RESERVES	**$29,713,263**	**$5,106,498**	**$26,032,356**	**$1,053,713**	**$3,970,501**	**$3,603,269**	**$18,458,587**	**15.00%**

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2024 BUDGET	2024 EXP_YTD	2025 BUDGET	CURRENT_MONTH	CURRENT_YTD	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT REALIZED
	WATER FUND REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 41.66 % Yr Complete For Fiscal Year: 2025 / 2								
	GRANTS								
041-00-389-2-8107	FEMA HMGP 4283-66 LIFT STATION	$0	$15,789	$334,000	$0	$0		$334,000	0.00%
041-00-389-3-5010	CDBG MIT SANITARY WASTEWATER I	$192,356	$0	$382,000	$0	$44,013		$337,987	11.52%
041-00-389-5-2000	Fed CDBG DEO Madison to 11th	$750,000	$0	$748,674	$0	$0		$748,674	0.00%
041-00-389-5-3920	Fed DEO RIF St. Johns Ave Mose	$0	$0	$0	$0	$107,034		-107,033.62	0.00%
041-00-389-6-3000	FDEP LPA0354 Sewer Main and Ma	$2,000,000	$0	$1,625,000	$95,445	$176,055		$1,448,945	10.83%
041-00-389-6-3100	FDEP Potable Water state North	$3,500,000	$0	$2,100,000	$0	$0		$2,100,000	0.00%
041-00-389-6-3200	FDEP Sewer Lining state	$1,000,000	$0	$1,000,000	$0	$0		$1,000,000	0.00%
041-00-389-7-1008	WWTP Biosolids LPR0004 FDEP	$2,911,370	$1,695,652	$1,324,600	$66,485	$73,328		$1,251,272	5.53%
041-00-389-7-1009	SJRWMD #35891 Madison to 11th	$100,000	$0	$500,000	$148,409	$148,409		$351,591	29.68%
041-00-334-3-5000	DEO Lift Station 16 Expansion	$334,000	$0	$340,196	$0	$2,036		$338,160	0.59%
041-00-334-3-5100	FDEP AND AND GRIT SG067	$150,812	$864,290	$0	$0	$0		$0	0.00%
	TOTAL	$10,938,538	$2,575,731	$8,354,470	$310,340	$550,874		$7,803,596	7.00%
	CHARGES FOR SERVICES								
041-00-343-6-1000	WATER SALES	$4,224,416	$1,795,093	$4,350,557	$364,111	$1,810,627		$2,539,930	41.61%
041-00-343-6-1010	WATER TAPS & RENEWALS	$50,171	$10,189	$51,676	$1,000	$5,500		$46,176	10.64%
041-00-343-6-1040	PENALTIES	$74,688	$30,594	$76,929	$5,456	$29,908		$47,021	38.87%
041-00-343-6-1050	WATER RENEWALS-BILLED	$0	$1,000	$0	$0	$0		$0	0.00%
041-00-343-6-2000	BROKEN METERS/LOCKS	$2,536	$230	$2,612	$70	$205		$2,407	7.84%
041-00-343-6-3000	WASTEWATER SERVICE REVENUE	$3,742,690	$1,617,219	$3,854,971	$329,027	$1,636,514		$2,218,457	42.45%
041-00-343-6-3010	WASTEWATER TAPS/RENEWALS	$49,481	$18,148	$50,965	$0	$0		$50,965	0.00%
041-00-343-6-3020	SEPTIC DUMPING (WWTP)	$210,243	$93,931	$216,550	$45,780	$92,065		$124,485	42.51%
041-00-343-6-4000	WATER IMPACT FEES	$256	$43,605	$251,326	$1,122	$46,002		$205,324	18.30%
041-00-343-6-5000	WASTEWATER IMPACT FEES-NEW C	$443	$63,388	$264,495	$0	$47,184		$217,311	17.83%
	TOTAL	$8,354,924	$3,673,397	$9,120,081	$746,567	$3,668,005		$5,452,076	40.00%
	OTHER REVENUES								
041-00-361-1-1000	INTEREST-SERIES 98 SINKING FD	$811	$1,149	$843	$277	$858		-$15	101.81%
041-00-361-1-1100	INTEREST DW 540250	$99	$67	$103	$0	$1		$102	1.14%
041-00-362-0-1000	COMMUNICATION TOWER LEASE	$27,829	$22,324	$28,942	$0	$0		$28,942	0.00%
041-00-362-0-1005	TATER FARMS LAND LEASE	$31,779	$24,750	$33,050	$0	$24,750		$8,300	74.88%
041-00-364-0-4900	SURPLUS EQUIPMENT-WATER	$7,704	$0	$8,012	$0	$0		$8,012	0.00%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

041-00-369-9-1000	OTHER REVENUE	$7,810	$21	$8,122	$0	$63	$8,059	0.77%
041-00-369-9-1001	E-PAYABLES REVENUE SHARE	$834	$495	$869	$64	$426	$443	49.05%
041-00-384-0-1000	LOAN PROCEEDS	$987,000	$0	$0	$0	$0	$0	0.00%
041-00-384-0-1002	SRF 2019 MATCHING PROCEEDS DV	$1,819,356	$0	$593,000	$0	$0	$593,000	0.00%
041-00-384-0-1004	SRF DW54025 PROCEEDS Carbon F	$1,007,402	$0	$1,317,802	$0	$0	$1,317,802	0.00%
	TOTAL	$3,890,624	$48,805	$1,990,743	$341	$26,098	$1,964,645	1.00%
	TOTAL OPERATING REVENUES	$23,184,086	$6,297,934	$19,465,294	$1,057,247	$4,244,977	$15,220,317	22.00%
	TRANSFERS IN							
041-00-381-0-3000	TRANSFER FROM CENTRAL TIF POTA	$89,565	$0	$93,148	$0	$0	$93,148	0.00%
041-00-381-0-3100	TRANSFER FROM SOUTH TIF-POTAB	$27,000	$0	$28,080	$0	$0	$28,080	0.00%
	TOTAL	$116,565	$0	$121,228	$0	$0	$121,228	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 FOR	$77,223	$0	$77,223	$0	$0	$77,223	0.00%
041-00-301-0-0102	WASTEWATER IMPACT FEES BALANC	$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 ONL	$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	**$29,723,265**	**$6,297,934**	**$26,009,136**	**$1,057,247**	**$4,244,977**	**$21,764,159**	**16.00%**

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2024 BUDGET	2024 EXP_YTD	2025 BUDGET	CURRENT_MONTH	CURRENT_YTD	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT REALIZED
	WATER FUND EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 41.66 % Yr Complete For Fiscal Year: 2025 / 2								
	WATER PLANT								
	PERSONNEL SERVICES								
041-11-533-1-1100	EXECUTIVE SALARIES	$130,320	$11,004	$121,486	$0	$0	$0	$121,486	0.00%
041-11-533-1-1200	REGULAR SALARIES	$380,096	$127,189	$279,553	$25,033	$138,379	$0	$141,174	49.50%
041-11-533-1-1210	ACCRUED SALARIES	$0	-6,358.71	$0	$0	$0	$0	$0	0.00%
041-11-533-1-1400	OVERTIME	$47,250	$26,030	$49,140	$755	$9,800	$0	$39,340	19.94%
041-11-533-1-2100	FICA TAX EXPENSE	$42,661	$12,053	$34,439	$1,943	$11,152	$0	$23,287	32.38%
041-11-533-1-2200	RETIREMENT EXPENSE	$157,208	$22,285	$138,205	$6,334	$34,830	$0	$103,375	25.20%
041-11-533-1-2300	HEALTH AND LIFE INSURANCE	$158,484	$32,450	$135,777	$4,522	$24,875	$0	$110,902	18.32%
	TOTAL	$916,019	$224,653	$758,600	$38,587	$219,035	$0	$539,565	29.00%
	OPERATING EXPENSES								
041-11-533-3-3100	PROFESSIONAL SERVICES	$119,063	$976	$62,400	$350	$635	$0	$61,765	1.01%
041-11-533-3-3110	LAB/TESTING	$25,000	$2,246	$30,000	$0	$2,794	$969	$26,237	9.31%
041-11-533-3-3120	PRE-EMPLOYMENT EXPENSE	$800	$270	$312	$55	$160	$0	$152	51.13%
041-11-533-3-4020	SCHOOLING, CONFERENCE, ETC	$6,800	$594	$8,000	$0	$1,329	$75	$6,596	16.61%
041-11-533-3-4100	COMMUNICATIONS SERVICES	$5,000	$1,809	$5,200	$201	$1,005	$0	$4,195	19.32%
041-11-533-3-4200	POSTAGE AND FREIGHT	$200	$0	$208	$0	$0	$0	$208	0.00%
041-11-533-3-4320	ELECTRICITY	$170,000	$59,913	$170,000	$14,210	$54,389	$0	$115,612	31.99%
041-11-533-3-4400	RENTALS AND LEASES	$1,000	$178	$1,040	$36	$178	$249	$613	17.09%
041-11-533-3-4500	LIABILITY INSURANCE	$1,000	$392	$1,307	$0	$0	$0	$1,307	-0.01%
041-11-533-3-4610	BUILDING MAINTENANCE	$19,500	$3,786	$25,000	$544	$5,049	$1,579	$18,373	20.19%
041-11-533-3-4620	EQUIPMENT MAINTENANCE	$75,000	$18,298	$75,000	$4,493	$14,647	$6,931	$53,422	19.52%
041-11-533-3-4630	VEHICLE MAINTENANCE	$1,000	$0	$1,040	$0	$0	$0	$1,040	0.00%
041-11-533-3-4680	STORM REPAIR/CLEANUP	$0	$0	$0	$0	$137	$0	-$137	0.00%
041-11-533-3-5000	FINES & FEES	$500	$52	$520	$0	$123	$0	$397	23.69%
041-11-533-3-5100	OFFICE SUPPLIES	$1,200	$138	$1,500	$0	$743	$0	$757	49.55%
041-11-533-3-5210	GAS AND LUBRICANTS	$2,300	$997	$2,500	$312	$1,254	$0	$1,246	50.16%
041-11-533-3-5230	JANITORIAL SUPPLIES	$1,500	$259	$1,560	$54	$307	$0	$1,253	19.70%
041-11-533-3-5250	SMALL TOOLS	$2,000	$526	$4,000	$163	$961	$397	$2,642	24.02%
041-11-533-3-5260	UNIFORMS	$5,000	$2,734	$5,500	$531	$2,351	$0	$3,149	42.73%
041-11-533-3-5270	CHEMICALS AND FERTILIZERS	$125,000	$30,278	$250,000	$21,316	$57,812	$7,250	$184,938	23.12%

041-11-533-3-5280	OPERATING SUPPLIES	$15,000	$2,299	$15,600	$11	$6,788	$1,324	$7,488	43.51%
041-11-533-3-5400	MEMBR,SUBSCRIPT,DUES	$1,000	$0	$1,040	$0	$456	$0	$584	43.87%
	TOTAL	$577,863	$125,745	$661,727	$42,274	$151,117	$18,774	$491,837	23.00%
	CAPITAL OUTLAY								
041-11-533-6-6330	SRF DW54025 Carbon Filters	$1,007,402	$68,209	$1,317,802	$0	$0	$468,853	$848,949	0.00%
041-11-533-6-6380	WELL UPGRADES	$50,000	$0	$55,000	$0	$0	$0	$55,000	0.00%
041-11-533-6-6400	CAPITAL OUTLAY	$466,677	$13,740	$500,000	$0	$16,674	$64,058	$419,267	3.33%
	TOTAL	$1,524,079	$81,948	$1,872,802	$0	$16,674	$532,912	$1,323,216	1.00%
	DEPARTMENT TOTAL	**$3,017,961**	**$432,346**	**$3,293,129**	**$80,861**	**$386,826**	**$551,685**	**$2,354,617**	**12.00%**
	SEWER/WASTEWATER PLANT								
	PERSONNEL SERVICES								
041-12-535-1-1100	EXECUTIVE SALARIES	$159,202	$41,597	$161,796	$7,944	$49,848	$0	$111,948	30.80%
041-12-535-1-1200	REGULAR SALARIES	$375,000	$156,384	$432,368	$35,265	$212,175	$0	$220,193	49.07%
041-12-535-1-1210	ACCRUED SALARIES	$0	-10,167.50	$0	$0	$0	$0	$0	0.00%
041-12-535-1-1220	CLERICAL SALARY	$47,564	$18,388	$49,467	$3,864	$20,889	$0	$28,578	42.22%
041-12-535-1-1400	OVERTIME	$52,500	$16,000	$54,600	$1,184	$13,065	$0	$41,535	23.92%
041-12-535-1-2100	FICA TAX EXPENSE	$48,521	$17,130	$53,415	$3,585	$22,060	$0	$31,355	41.29%
041-12-535-1-2200	RETIREMENT EXPENSE	$179,184	$65,512	$197,594	$11,190	$68,712	$0	$128,882	34.77%
041-12-535-1-2300	HEALTH AND LIFE INSURANCE	$150,532	$47,243	$139,594	$14,097	$75,692	$0	$63,902	54.22%
	TOTAL	$1,012,503	$352,087	$1,088,834	$77,128	$462,441	$0	$626,393	42.00%
	OPERATING EXPENSES								
041-12-535-3-3100	PROFESSIONAL SERVICES	$63,300	$7,670	$15,600	$0	$1,575	$0	$14,025	10.09%
041-12-535-3-3110	LAB/TESTING	$62,000	$19,314	$55,000	$8,742	$24,085	$0	$30,915	43.79%
041-12-535-3-3120	PRE-EMPLOYMENT EXPENSE	$1,500	$160	$1,560	$0	$0	$0	$1,560	0.00%
041-12-535-3-3440	TREE REMOVAL	$0	$0	$1,560	$0	$0	$0	$1,560	0.00%
041-12-535-3-3460	RAILROAD CROSSING MAINTENANC	$650	$0	$676	$0	$0	$0	$676	0.00%
041-12-535-3-4000	TRAVEL	$1,200	$0	$1,248	$0	$0	$0	$1,248	0.00%
041-12-535-3-4020	SCHOOLING, CONFERENCE, ETC	$6,500	$301	$6,760	$0	$40	$307	$6,413	0.59%
041-12-535-3-4100	COMMUNICATIONS SERVICES	$9,900	$3,706	$10,296	$955	$3,666	$0	$6,630	35.60%
041-12-535-3-4200	POSTAGE AND FREIGHT	$1,100	$280	$1,144	$29	$177	$0	$967	15.43%
041-12-535-3-4310	NATURAL GAS	$6,000	$2,013	$6,240	$425	$2,084	$0	$4,156	33.40%

041-12-535-3-4320	ELECTRICITY	$245,000	$102,144	$250,000	$33,648	$95,814	$0	$154,186	38.32%
041-12-535-3-4330	CREDIT CARD FEES	$1,000	$194	$1,040	$124	$124	$0	$916	11.95%
041-12-535-3-4400	RENTALS AND LEASES	$44,500	$15,661	$46,800	$635	$12,108	$249	$34,443	25.87%
041-12-535-3-4500	LIABILITY INSURANCE	$1,100	$392	$1,438	$0	$0	$0	$1,438	-0.01%
041-12-535-3-4610	BUILDING MAINTENANCE	$4,000	$160	$4,160	$40	$160	$0	$4,000	3.84%
041-12-535-3-4620	EQUIPMENT MAINTENANCE	$175,000	$81,127	$165,000	$20,535	$50,438	$11,416	$103,146	30.56%
041-12-535-3-4630	VEHICLE MAINTENANCE	$6,200	$103	$3,328	$323	$1,281	$0	$2,047	38.50%
041-12-535-3-4680	STORM CLEANUP/REPAIR	$0	$0	$0	$0	$236	$0	-$236	0.00%
041-12-535-3-4700	PRINTING AND BINDING	$225	$62	$234	$25	$61	$0	$173	26.26%
041-12-535-3-5000	FINES & FEES	$0	$42	$0	$0	$53	$0	-$53	0.00%
041-12-535-3-5100	OFFICE SUPPLIES	$1,100	$76	$5,144	$2,717	$3,108	$0	$2,036	60.41%
041-12-535-3-5210	GAS AND LUBRICANTS	$16,000	$5,065	$16,640	$1,214	$4,976	$0	$11,664	29.90%
041-12-535-3-5230	JANITORIAL SUPPLIES	$1,600	$300	$624	$18	$211	$0	$413	33.86%
041-12-535-3-5250	SMALL TOOLS	$6,500	$268	$6,760	$371	$3,518	$0	$3,242	52.03%
041-12-535-3-5260	UNIFORMS	$9,200	$3,267	$9,568	$762	$3,867	$527	$5,174	40.41%
041-12-535-3-5270	CHEMICALS	$87,000	$21,150	$90,480	$7,200	$28,448	$14,400	$47,633	31.44%
041-12-535-3-5280	OPERATING SUPPLIES	$15,000	$4,862	$15,600	$192	$5,844	$2,600	$7,157	37.46%
041-12-535-3-5290	BIOSOLIDS DISPOSAL	$84,000	$33,950	$56,160	$818	$23,965	$0	$32,195	42.67%
041-12-535-3-5400	MEMBR,SUBSCRIPT,DUES	$550	$0	$572	$209	$209	$0	$363	36.50%
	TOTAL	$850,125	$302,266	$773,632	$78,981	$266,049	$29,498	$478,085	34.00%
	CAPITAL OUTLAY								
041-12-535-6-6301	DEO Lift Station 16 Expansion	$334,000	$0	$1,784,804	$0	$3,053	$37,330	$1,744,421	0.17%
041-12-535-6-6357	FEMA HMGP 4283-66 LIFT STATION	$6,552	$0	$0	$0	$0	$0	$0	0.00%
041-12-535-6-6359	WWTP Biosolids LPR0004 FDEP	$2,911,371	$981,799	$1,324,600	$66,485	$73,328	$1,125,744	$125,529	5.53%
041-12-535-6-6450	CAPITAL IMPROVEMENTS	$575,358	$104,788	$1,155,000	$36,858	$41,298	$201,838	$911,864	3.57%
	TOTAL	$3,827,281	$1,086,588	$4,264,404	$103,343	$117,679	$1,364,912	$2,781,813	3.00%
	GRANTS								
041-12-535-8-6401	DEO Lift Station 16 Expansion	$334,000	$0	$340,196	$0	$2,036	$23,862	$314,298	0.59%
041-12-535-8-6402	FDEP Sand and Grit SG067	$150,812	$0	$0	$0	$0	$0	$0	0.00%
	TOTAL	$484,812	$0	$340,196	$0	$2,036	$23,862	$314,298	1.00%
	DEPARTMENT TOTAL	**$6,174,721**	**$1,740,941**	**$6,467,066**	**$259,453**	**$848,204**	**$1,418,272**	**$4,200,590**	**13.00%**
	WATER/SEWER DISTRIBUTION								

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

	PERSONNEL SERVICES								
041-13-536-1-1100	EXECUTIVE SALARIES	$96,563	$37,231	$93,713	$6,027	$34,644	$0	$59,069	36.96%
041-13-536-1-1200	REGULAR SALARIES	$386,652	$128,160	$394,254	$27,863	$183,528	$0	$210,726	46.55%
041-13-536-1-1210	ACCRUED SALARIES	$0	-10,538.31	$0	$0	$0	$0	$0	0.00%
041-13-536-1-1220	CLERICAL SALARY	$35,544	$13,859	$36,966	$1,970	$13,599	$0	$23,367	36.78%
041-13-536-1-1400	OVERTIME	$52,500	$16,151	$54,600	$4,198	$24,055	$0	$30,545	44.05%
041-13-536-1-2100	FICA TAX EXPENSE	$43,701	$13,868	$44,334	$2,891	$18,619	$0	$25,715	41.99%
041-13-536-1-2200	RETIREMENT EXPENSE	$159,778	$51,477	$177,916	$10,842	$62,911	$0	$115,005	35.35%
041-13-536-1-2300	HEALTH AND LIFE INSURANCE	$182,913	$56,536	$161,318	$11,741	$63,351	$0	$97,967	39.27%
	TOTAL	$957,651	$306,745	$963,101	$65,533	$400,707	$0	$562,394	42.00%
	OPERATING EXPENSES								
041-13-536-3-3100	PROFESSIONAL SERVICES	$65,000	$24,618	$72,800	$21,460	$26,525	$537	$45,738	36.43%
041-13-536-3-3120	PRE-EMPLOYMENT EXPENSE	$1,000	$62	$1,040	$0	$0	$0	$1,040	0.00%
041-13-536-3-4020	SCHOOLING, CONFERENCE, ETC	$10,000	$750	$10,400	$1,198	$2,530	$636	$7,234	24.32%
041-13-536-3-4100	COMMUNICATIONS SERVICES	$7,600	$3,610	$7,904	$650	$2,049	$0	$5,855	25.92%
041-13-536-3-4200	POSTAGE AND FREIGHT	$100	$0	$104	$0	$0	$0	$104	0.00%
041-13-536-3-4310	NATURAL GAS	$500	$235	$520	$329	$493	$0	$27	94.84%
041-13-536-3-4320	ELECTRICITY	$2,600	$735	$2,704	$156	$794	$0	$1,910	29.35%
041-13-536-3-4400	RENTALS AND LEASES	$2,000	$572	$2,080	$40	$201	$281	$1,598	9.64%
041-13-536-3-4610	BUILDING MAINTENANCE	$5,000	$442	$5,200	$1,974	$1,967	$0	$3,233	37.82%
041-13-536-3-4620	EQUIPMENT MAINTENANCE	$13,010	$2,317	$20,800	$5,879	$11,047	$0	$9,753	53.11%
041-13-536-3-4630	VEHICLE MAINTENANCE	$14,500	$5,943	$20,800	$1,763	$4,484	$894	$15,423	21.55%
041-13-536-3-4700	PRINTING AND BINDING	$1,000	$87	$1,040	$13	$58	$0	$982	5.61%
041-13-536-3-4900	LEGAL ADVERTISING	$500	$0	$520	$0	$0	$0	$520	0.00%
041-13-536-3-5100	OFFICE SUPPLIES	$1,000	$567	$1,040	$0	$937	$0	$103	90.09%
041-13-536-3-5210	GAS AND LUBRICANTS	$25,000	$8,286	$41,600	$1,868	$9,167	$0	$32,433	22.03%
041-13-536-3-5230	JANITORIAL SUPPLIES	$2,000	$336	$2,080	$27	$412	$0	$1,668	19.80%
041-13-536-3-5250	SMALL TOOLS	$5,000	$233	$5,200	$0	$885	$130	$4,185	17.01%
041-13-536-3-5260	UNIFORMS	$4,000	$1,316	$4,160	$297	$1,308	$0	$2,852	31.44%
041-13-536-3-5280	OPERATING SUPPLIES	$15,000	$6,327	$20,800	$1,512	$3,597	$266	$16,937	17.29%
041-13-536-3-5330	ROAD REPAIRS	$77,000	$23,000	$60,000	$0	$26,200	$0	$33,800	43.66%
	TOTAL	$251,810	$79,433	$280,792	$37,165	$92,653	$2,743	$185,395	33.00%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

	CAPITAL OUTLAY								
041-13-536-6-6300	METERS AND METER REPAIR	$30,035	$13,035	$31,236	$5,500	$5,500	$0	$25,736	17.60%
041-13-536-6-6320	WASTEWATER MATERIALS	$13,000	$0	$18,720	$0	$4,956	$0	$13,764	26.47%
041-13-536-6-6330	PIPE AND FITTINGS	$60,490	$2,262	$60,320	$55	$5,386	$1,160	$53,774	8.92%
041-13-536-6-6340	CONCRETE, FILL	$15,000	$8,970	$15,600	$0	$4,270	$0	$11,330	27.37%
041-13-536-6-6372	CDBG MIT SANITARY WASTEWATER I	$192,356	$0	$382,000	$0	$44,013	$315,919	$22,068	11.52%
041-13-536-6-6400	CAPITAL OUTLAY	$156,547	$123,816	$62,800	$22,008	$22,008	$0	$40,792	35.04%
041-13-536-6-6450	CAPITAL IMPROVEMENTS	$493,134	$313,751	$326,246	$83,300	$83,300	$35,650	$207,296	25.53%
041-13-536-6-6458	SRF 2019 DW54022 PALATKA HEIGH	$1,819,356	$601,456	$593,000	$0	$1,951	$302,680	$288,369	0.32%
041-13-536-6-6464	SRF DW54022 Downtown Potable	$0	$0	$23,219	$23,219	$23,219	$0	$0	100.00%
041-13-536-6-6467	CITY MATCH DEO MADISON 5TH TO	$146,356	$0	$146,400	$0	$18,410	$90,334	$37,656	12.57%
041-13-536-6-6473	SRF DEO RIF St. Johns Ave Mose	$555,531	$0	$213,620	$0	$88,821	$0	$124,799	41.57%
041-13-536-6-6474	PUBLIC WORKS PURCHASE	$762,000	$0	$0	$0	$0	$0	$0	0.00%
041-13-536-8-6465	DEO RIF MOSELY TO RR	$555,531	$0	$0	$0	$0	$0	$0	0.00%
041-13-536-8-6466	FDEP LPA0354 Sewer Main and Ma	$2,000,000	$0	$1,625,000	$95,445	$176,055	$572,230	$876,716	10.83%
041-13-536-8-6467	Fed CDBG DEO Madison 5th to 11	$750,000	$309	$748,674	$0	$0	$56,000	$692,674	0.00%
041-13-536-8-6468	FDEP Potable Water state North	$3,500,000	$0	$2,100,000	$0	$0	$0	$2,100,000	0.00%
041-13-536-8-6469	FDEP Sewer Lining state	$1,000,000	$0	$1,000,000	$0	$0	$0	$1,000,000	0.00%
041-13-536-8-6471	SJRWMD 35891 MADISON TO 11TH S	$500,000	$0	$500,000	$148,409	$148,409	$242,714	$108,876	29.68%
	TOTAL	$12,549,336	$1,063,599	$7,846,835	$377,937	$626,300	$1,616,687	$5,603,848	8.00%
	DEPARTMENT TOTAL	**$13,758,797**	**$1,449,777**	**$9,090,728**	**$480,635**	**$1,119,661**	**$1,619,430**	**$6,351,637**	**12.00%**

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

WATER ADMINISTRATION

	PERSONNEL SERVICES								
041-29-536-1-1200	REGULAR SALARIES	$177,639	$20,487	$173,744	$4,957	$21,704	$0	$152,040	12.49%
041-29-536-1-1210	ACCRUED SALARIES	$0	-3,209.68	$0	$0	$0	$0	$0	0.00%
041-29-536-1-1220	SALARIES CLERICAL	$0	$17,759	$0	$4,009	$23,120	$0	-23,119.71	0.00%
041-29-536-1-1300	OTHER SALARIES	$0	$27,117	$0	$5,482	$25,632	$0	-25,631.58	0.00%
041-29-536-1-1400	OVERTIME-WATER ADMIN	$0	$493	$0	$261	$1,520	$0	-1,519.86	0.00%
041-29-536-1-2100	FICA TAX EXPENSE	$13,589	$4,938	$13,291	$1,106	$5,448	$0	$7,843	40.98%
041-29-536-1-2200	RETIREMENT EXPENSE	$54,713	$20,074	$53,339	$4,516	$21,966	$0	$31,373	41.18%
041-29-536-1-2300	HEALTH AND LIFE INSURANCE	$41,561	$11,184	$35,787	$3,926	$16,731	$0	$19,056	46.75%
041-29-536-1-2400	WORKERS COMP	$25,303	$16,381	$36,612	$9,561	$9,561	$0	$27,051	26.11%
	TOTAL	$312,805	$115,224	$312,773	$33,819	$125,681	$0	$187,092	40.00%
	OPERATING EXPENSES								
041-29-536-3-3100	PROFESSIONAL SERVICES	$30,000	$5,140	$47,631	$5,835	$6,275	$13,155	$28,201	13.17%
041-29-536-3-3120	PRE-EMPLOYMENT EXPENSE	$250	$150	$0	$0	$204	$0	-$204	0.00%
041-29-536-3-3200	ACCOUNTING AND AUDITING	$30,738	$0	$30,738	$0	$0	$0	$30,738	0.00%
041-29-536-3-4020	SCHOOLING, CONFERENCE, ETC	$5,575	$0	$6,240	$0	$0	$567	$5,673	0.00%
041-29-536-3-4100	COMMUNICATIONS SERVICES	$1,175	$502	$1,040	$201	$484	$0	$556	46.56%
041-29-536-3-4200	POSTAGE AND FREIGHT	$100	$0	$104	$0	$1	$0	$103	0.66%
041-29-536-3-4330	CREDIT CARD FEES	$100	$0	$104	$0	$0	$0	$104	0.00%
041-29-536-3-4400	RENTALS AND LEASES	$500	$114	$520	$23	$114	$159	$247	21.86%
041-29-536-3-4500	LIABILITY INSURANCE	$249,676	$111,000	$346,321	-$63	-$63	$0	$346,384	-0.01%
041-29-536-3-4620	EQUIPMENT MAINTENANCE	$45,000	$0	$46,800	$0	$0	$0	$46,800	0.00%
041-29-536-3-5100	OFFICE SUPPLIES	$200	$164	$208	$0	$197	$0	$11	94.82%
041-29-536-3-5280	OPERATING SUPPLIES	$4,500	$100	$4,680	$0	$70	$0	$4,610	1.49%
	TOTAL	$367,814	$117,169	$484,386	$5,996	$7,282	$13,881	$463,223	2.00%
	CAPITAL OUTLAY								
041-29-536-6-6474	PUBLIC WORKS BUILDING PURCHA:	$225,000	$0	$0	$0	$0	$0	$0	0.00%
	TOTAL	$225,000	$0	$0	$0	$0	$0	$0	0.00%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

	DEBT SERVICE								
041-13-517-7-7100	PRINCIPAL PUBLIC WORKS BUILDIN	$12,169	$0	$23,375	$0	$0	$0	$23,375	0.00%
041-13-517-7-7200	INTEREST PUBLIC WORKS BLDG	$20,841	$0	$40,151	$0	$0	$0	$40,151	0.00%
041-29-517-7-7120	PRINCIPAL DW541901	$245,133	$121,765	$284,953	$0	$124,994	$0	$159,959	43.86%
041-29-517-7-7130	PRINCIPAL SERIES 2010A	$229,200	$229,200	$233,113	$0	$233,113	$0	$0	100.00%
041-29-517-7-7140	PRINCIPAL SRF 2108 DW54022	$403,664	$0	$517,904	$0	$0	$0	$517,904	0.00%
041-29-517-7-7160	PRINCIPAL WW 540230 SRF 2019	$24,772	$12,386	$24,772	$0	$12,386	$0	$12,386	50.00%
041-29-517-7-7180	PRINCIPAL DW54025 SRF Carbon F	$174,634	$0	$174,634	$0	$0	$0	$174,634	0.00%
041-29-517-7-7190	PRINCIPAL PUBLIC WORKS BLDG	$3,644	$0	$6,887	$0	$0	$0	$6,887	0.00%
041-29-517-7-7220	INTEREST-DW541901	$39,820	$20,712	$11,850	$0	$17,482	$0	-5,632.20	147.52%
041-29-517-7-7230	INTEREST-SERIES 2010A	$138,785	$70,952	$132,465	$0	$67,824	$0	$64,641	51.20%
041-29-517-7-7290	INTEREST PUBLIC WORKS BLDG	$9,896	$0	$10,292	$0	$82,973	$0	-72,681.33	806.19%
	TOTAL	$1,302,558	$455,014	$1,460,396	$0	$538,773	$0	$921,623	37.00%
	DEPARTMENT TOTAL	**$2,208,177**	**$687,407**	**$2,257,555**	**$39,814**	**$671,736**	**$13,881**	**$1,571,938**	**30.00%**
	TOTAL EXPENDITURES	**$15,966,974**	**$2,137,184**	**$11,348,283**	**$520,449**	**$1,791,397**	**$1,633,311**	**$7,923,575**	**16.00%**
	TRANSFERS								
041-13-536-9-9104	REIMB FLEET MAINTENCE	$37,240	$15,517	$54,258	$4,521	$22,607	$0	$31,651	41.66%
041-29-536-9-9100	UTILITY CAPITAL REPLACEMENT CO	$810,569	$0	$895,798	$0	$0	$0	$895,798	0.00%
041-29-536-9-9101	REIMB GENERAL FUND-ADMIN EXP	$1,240,186	$516,744	$1,482,666	$123,556	$617,778	$0	$864,889	41.66%
041-29-536-9-9103	REIMB GAS AUTHORITY	$232,394	$52,842	$241,690	$21,001	$84,328	$0	$157,362	34.89%
041-29-536-9-9110	TRANSFER TO GENERAL FUND-FRAN	$506,217	$210,924	$526,466	$43,872	$219,361	$0	$307,105	41.66%
	TOTAL	$2,826,606	$796,026	$3,200,878	$192,950	$944,073	$0	$2,256,805	29.00%
	CONTINGENCIES & RESERVES								
041-29-536-9-9901	CONTINGENCY/RESERVE	$1,727,001	$0	$1,723,000	$0	$0	$0	$1,723,000	0.00%
	TOTAL	$1,727,001	$0	$1,723,000	$0	$0	$0	$1,723,000	0.00%
	TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES & RESERVES	**$29,713,263**	**$5,106,498**	**$26,032,356**	**$1,053,713**	**$3,970,501**	**$3,603,269**	**$18,458,587**	**15.00%**

CITY OF PALATKA DETAILED STATEMENT OF REVENUES AND EXPENSES FOR SANITATION FUND

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2024 BUDGET	2024 YTD	2025 BUDGET	CURRENT_ MONTH	CURRENT _YTD	UNENCUM BERED	AVAILABLE BUDGET	PERCENT REALIZED
	SANITATION FUND REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 41.66 % Yr Complete For Fiscal Year: 2025 / 2								
	CHARGES FOR SERVICES								
043-00-343-4-1000	GARBAGE FEES-RESIDENTIAL	$3,334,312	$1,433,620	$3,467,684	$289,736	$1,454,303		$2,013,381	41.93%
043-00-343-4-1040	PENALTIES-SANITATION	$19,100	$7,390	$19,864	$1,239	$7,173		$12,691	36.10%
043-00-343-4-1500	CONTAINER USAGE FEES	$3,538	$900	$3,680	$450	$2,725		$955	74.04%
043-00-343-4-2500	DUMPSTER DROP OFF FEE	$15,580	$7,105	$16,203	$1,875	$7,500		$8,703	46.28%
043-00-343-4-4150	EXTRA GARBAGE	$11,500	$25,296	$11,960	$1,324	$5,418		$6,542	45.30%
	TOTAL	$3,384,030	$1,474,311	$3,519,391	$294,625	$1,477,119		$2,042,272	42.00%
	OTHER REVENUES								
043-00-364-0-4900	SURPLUS EQUIPMENT-SANITATION	$8,745	$0	$9,095	$0	$0		$9,095	0.00%
043-00-369-9-1000	MISC REVENUE	$0	$200	$6,240	$0	$0		$6,240	0.00%
043-00-369-9-1001	E-PAYABLES REVENUE SHARE	$586	$263	$609	$34	$227		$382	37.20%
043-00-382-0-1000	CONTRIBUTION FROM GENERAL FUN	$39,102	$16,293	$56,971	$4,748	$23,738		$33,233	41.66%
043-00-382-0-2000	CONTRIBUTIONS FROM UTILITIES	$37,240	$15,517	$54,258	$4,522	$22,608		$31,651	41.66%
043-00-389-2-8107	FEMA FED Hurricane Ian	$0	$6,868	$0	$0	$0		$0	0.00%
	TOTAL	$85,673	$39,140	$127,173	$9,303	$46,572		$80,601	37.00%
	DEBT PROCEEDS								
043-00-384-0-1000	LOAN PROCEEDS	$762,000	$0	$0	$0	$0		$0	0.00%
043-00-384-1-0000	LOAN PROCEEDS	$499,362	$0	$0	$0	$0		$0	0.00%
	TOTAL	$1,261,362	$0	$0	$0	$0		$0	0.00%
	TOTAL REVENUES	$4,731,065	$1,513,451	$3,646,564	$303,928	$1,523,691		$2,122,873	42.00%
	CASH BALANCE FORWARD								
043-00-302-0-0000	CASH BALANCE FORWARD	$360,357	$0	$360,357	$0	$0		$360,357	0.00%
	TOTAL	$360,357	$0	$360,357	$0	$0		$360,357	0.00%
	TOTAL REV, TRF & CASH BALANCES	**$5,091,422**	**$1,513,451**	**$4,006,921**	**$303,928**	**$1,523,691**		**$2,483,230**	**38.00%**

SANITATION FUND EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 41.66 % Yr Complete For Fiscal Year: 2025 / 2

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2024 BUDGET	2024 YTD	2025 BUDGET	CURRENT_ MONTH	CURRENT _YTD	UNENCUM BERED	AVAILABLE BUDGET	PERCENT REALIZED
	MAINTENANCE								
	PERSONNEL SERVICES								
043-28-534-1-1200	REGULAR SALARIES	$100,056	$51,378	$153,534	$12,472	$72,340	$0	$81,194	47.11%
043-28-534-1-1210	ACCRUED SALARIES	$0	-2,003.58	$0	$0	$0	$0	$0	0.00%
043-28-534-1-1400	OVERTIME	$7,500	$3,915	$7,800	$1,142	$4,336	$0	$3,464	55.58%
043-28-534-1-2100	FICA TAX EXPENSE	$8,228	$4,155	$12,342	$1,020	$5,746	$0	$6,596	46.55%
043-28-534-1-2200	RETIREMENT EXPENSE	$30,817	$16,943	$49,530	$4,179	$23,409	$0	$26,121	47.26%
043-28-534-1-2300	HEALTH AND LIFE INSURANCE	$13,597	$5,530	$14,877	$1,832	$10,075	$0	$4,802	67.71%
	TOTAL	$160,198	$79,916	$238,083	$20,645	$115,906	$0	$122,177	49.00%
	OPERATING EXPENSES								
043-28-534-3-3100	PROFESSIONAL SERVICES	$2,500	$96	$2,600	$16	$146	$82	$2,372	5.61%
043-28-534-3-3120	PRE-EMPLOYMENT EXPENSE	$180	$150	$187	$0	$0	$0	$187	0.00%
043-28-534-3-3200	ACCOUNTING AND AUDITING	$6,000	$0	$6,000	$0	$0	$0	$6,000	0.00%
043-28-534-3-4100	COMMUNICATIONS SERVICES	$1,000	$202	$1,040	$73	$167	$0	$873	16.08%
043-28-534-3-4320	ELECTRICITY	$0	$447	$0	$173	$505	$0	-$505	0.00%
043-28-534-3-4610	BUILDING MAINTENANCE	$3,500	$0	$10,000	$3,145	$7,319	$0	$2,681	73.18%
043-28-534-3-4620	EQUIPMENT MAINTENANCE	$1,500	$288	$3,500	$121	$121	$0	$3,379	3.44%
043-28-534-3-4630	VEHICLE MAINTENANCE	$2,000	$0	$2,080	$0	$150	$0	$1,930	7.21%
043-28-534-3-5100	OFFICE SUPPLIES	$1,000	$750	$1,040	$0	$0	$0	$1,040	0.00%
043-28-534-3-5230	JANITORIAL SUPPLIES	$2,000	$523	$2,080	$101	$402	$0	$1,678	19.34%
043-28-534-3-5250	SMALL TOOLS	$2,500	$822	$2,600	$0	$0	$31	$2,569	0.00%
043-28-534-3-5260	UNIFORMS	$2,000	$751	$2,080	$202	$693	$0	$1,387	33.33%
043-28-534-3-5280	OPERATING SUPPLIES	$2,000	$369	$0	$0	$0	$0	$0	0.00%
	TOTAL	$26,180	$4,398	$33,207	$3,830	$9,503	$113	$23,591	29.00%
	CAPITAL OUTLAY								
	TOTAL	$0	$0	$0	$0	$0	$0	$0	0.00%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

	DEPARTMENT TOTAL	**$186,378**	**$84,315**	**$271,290**	**$24,474**	**$125,409**	**$113**	**$145,768**	**46.00%**
	SANITATION								
	PERSONNEL SERVICES								
043-10-534-1-1100	EXECUTIVE SALARIES	$117,835	$45,044	$116,361	$6,658	$37,924	$0	$78,437	32.59%
043-10-534-1-1200	REGULAR SALARIES	$613,312	$185,361	$625,911	$37,143	$234,918	$0	$390,993	37.53%
043-10-534-1-1210	ACCRUED SALARIES	$0	-10,139.53	$0	$0	$0	$0	$0	0.00%
043-10-534-1-1400	OVERTIME	$63,000	$32,808	$65,520	$13,271	$39,098	$0	$26,423	59.67%
043-10-534-1-2100	FICA TAX EXPENSE	$55,933	$19,551	$61,796	$4,302	$23,524	$0	$38,272	38.06%
043-10-534-1-2200	RETIREMENT EXPENSE	$225,193	$66,142	$247,992	$15,912	$82,938	$0	$165,054	33.44%
043-10-534-1-2300	HEALTH AND LIFE INSURANCE	$148,269	$44,886	$129,297	$8,454	$46,909	$0	$82,388	36.28%
043-10-534-1-2400	WORKERS COMP	$29,092	$18,831	$42,094	$10,992	$10,992	$0	$31,102	26.11%
	TOTAL	$1,252,634	$402,484	$1,288,971	$96,732	$476,303	$0	$812,668	37.00%
	OPERATING EXPENSES								
043-10-534-3-3100	PROFESSIONAL SERVICES	$118,320	$52,482	$130,000	$2,522	$16,790	$2,077	$111,133	12.91%
043-10-534-3-3120	PRE-EMPLOYMENT EXPENSE	$3,000	$735	$1,560	$82	$726	$0	$834	46.54%
043-10-534-3-3200	ACCOUNTING AND AUDITING	$4,884	$0	$4,884	$0	$0	$0	$4,884	0.00%
043-10-534-3-3470	PUTNAM COUNTY TIPPING FEE	$250,000	$80,727	$260,000	$21,509	$83,097	$0	$176,903	31.96%
043-10-534-3-4020	SCHOOLING, CONFERENCE, ETC	$6,000	$449	$6,240	$607	$4,065	$0	$2,175	65.13%
043-10-534-3-4100	COMMUNICATIONS SERVICES	$7,000	$959	$7,280	$217	$883	$0	$6,397	12.12%
043-10-534-3-4200	POSTAGE AND FREIGHT	$25	$0	$26	$0	$0	$0	$26	0.00%
043-10-534-3-4310	NATURAL GAS	$1,000	$290	$1,040	$343	$545	$0	$495	52.35%
043-10-534-3-4320	ELECTRICITY	$6,000	$1,558	$6,240	$370	$1,903	$0	$4,337	30.49%
043-10-534-3-4400	RENTALS AND LEASES	$4,000	$1,336	$26,000	$453	$822	$11,971	$13,207	3.16%
043-10-534-3-4500	LIABILITY INSURANCE	$70,237	$30,986	$91,798	-$18	-$18	$0	$91,816	-0.01%
043-10-534-3-4610	BUILDING MAINTENANCE	$2,500	$409	$15,600	$2,245	$7,409	$0	$8,191	47.49%
043-10-534-3-4620	EQUIPMENT MAINTENANCE	$1,500	$58	$1,560	$1,494	-1,663.44	$0	$3,223	-106.63%
043-10-534-3-4630	VEHICLE MAINTENANCE	$242,000	$87,539	$221,257	$24,203	$56,990	$37,073	$127,194	25.75%
043-10-534-3-4700	PRINTING AND BINDING	$3,500	$87	$3,640	$13	$58	$0	$3,582	1.60%
043-10-534-3-4800	ADVERTISEMENTS	$1,000	$0	$10,400	$0	$0	$0	$10,400	0.00%
043-10-534-3-5000	FEES & FINES	$2,000	$237	$2,080	$193	$422	$0	$1,658	20.28%
043-10-534-3-5100	OFFICE SUPPLIES	$1,000	$126	$1,040	$0	$1,021	$0	$19	98.21%
043-10-534-3-5210	GAS AND LUBRICANTS	$170,000	$56,682	$156,000	$11,296	$58,678	$0	$97,322	37.61%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

043-10-534-3-5230	JANITORIAL SUPPLIES	$1,000	$871	$1,040	$475	$833	$179	$29	80.05%
043-10-534-3-5250	SMALL TOOLS	$5,000	$25	$5,000	$184	$353	$74	$4,574	7.05%
043-10-534-3-5260	UNIFORMS	$9,000	$2,384	$9,360	$668	$3,206	$0	$6,154	34.24%
043-10-534-3-5280	OPERATING SUPPLIES	$12,000	$5,857	$12,480	$1,881	$4,781	$1,898	$5,801	38.30%
043-10-534-3-5285	CUSTOMER REPAIRS	$4,000	$1,140	$4,160	$0	$0	$0	$4,160	0.00%
043-10-534-3-5290	GARBAGE CONTAINERS/DUMPSTERS	$80,000	$34,960	$104,000	$0	$11,748	$0	$92,252	11.29%
	TOTAL	$1,004,966	$359,897	$1,082,685	$68,735	$252,648	$53,270	$776,767	23.00%
	CAPITAL OUTLAY								
043-10-534-6-6400	CAPITAL OUTLAY	$206,494	$0	$15,000	$0	$0	$0	$15,000	0.00%
043-10-534-6-6401	VEHICLE PURCHASE	$499,362	-493,000.0(	$85,000	$0	$83,679	$0	$1,321	98.44%
043-10-534-6-6474	PUBLIC WORKS BUILDING PURCHASI	$762,000	$0	$0	$0	$0	$0	$0	0.00%
	TOTAL	$1,467,856	-493,000.0(	$100,000	$0	$83,679	$0	$16,321	84.00%
	DEBT SERVICE								
043-10-517-7-7100	PRINCIPAL- AMERIS LOAN #281 SA	$146,896	$0	$104,394	$0	$45,268	$0	$59,126	43.36%
043-10-517-7-7112	PRINCIPAL-2016 USBANCORP LEASE	$34,900	$27,866	$36,296	$0	$0	$0	$36,296	0.00%
043-10-517-7-7113	PRINCIPAL-BB&T CLAMSHELL-SERVI	$36,427	$36,386	$37,884	$0	$11,407	$0	$26,477	30.11%
043-10-517-7-7114	PRINCIPAL-FRONT LOADER	$47,967	$47,967	$49,886	$0	$48,840	$0	$1,046	97.90%
043-10-517-7-7115	PRINCIPAL PUBLIC WORKS BLDG	$12,169	$0	$23,375	$0	$0	$0	$23,375	0.00%
043-10-517-7-7200	INTEREST- AMERIS LOAN #281 SAN	$13,000	$0	$23,646	$0	$12,549	$0	$11,097	53.07%
043-10-517-7-7212	INTEREST-2016 USBANCORP LEASE	$900	$251	$936	$0	$0	$0	$936	0.00%
043-10-517-7-7213	INTEREST-BB&T CLAMSHELL-SERVIC	$975	$784	$1,014	$0	$187	$0	$827	18.44%
043-10-517-7-7214	INTEREST-FRONT LOADER	$1,325	$881	$1,378	$0	$444	$0	$934	32.25%
043-10-517-7-7215	INTEREST PUBLIC WORKS BLDG	$20,841	$0	$40,151	$0	$0	$0	$40,151	0.00%
	TOTAL	$315,400	$114,134	$318,960	$0	$118,695	$0	$200,265	37.00%
	DEPARTMENT TOTAL	**$4,040,856**	**$383,515**	**$2,790,616**	**$165,466**	**$931,326**	**$53,270**	**$1,806,020**	**33.00%**
	TOTAL EXPENDITURES	$4,227,234	$467,829	$3,061,906	$189,941	$1,056,735	$53,383	$1,951,788	35.00%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

	TRANSFERS								
043-10-534-9-9101	REIMB GENERAL FUND-ADMIN EXP	$179,976	$74,990	$212,474	$17,706	$88,531	$0	$123,943	41.66%
043-10-534-9-9110	TRANSFER TO GENERAL FUND-FRANC	$156,718	$65,299	$160,110	$13,343	$66,713	$0	$93,398	41.66%
	TOTAL	$336,694	$140,289	$372,584	$31,049	$155,243	$0	$217,341	42.00%
	CONTINGENCIES & RESERVES								
043-10-534-9-9900	CONTINGENCY/RESERVE	$116,730	$0	$124,437	$0	$0	$0	$124,437	0.00%
043-10-534-9-9901	CAPITAL REPLACEMENT CONTINGEN	$430,764	$0	$447,995	$0	$0	$0	$447,995	0.00%
	TOTAL	$547,494	$0	$572,432	$0	$0	$0	$572,432	0.00%
	TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES & RESERVES	**$5,111,422**	**$608,118**	**$4,006,922**	**$220,989**	**$1,211,978**	**$53,383**	**$2,741,561**	**30.00%**

CITY OF PALATKA DETAILED STATEMENT OF REVENUES AND EXPENSES FOR AIRPORT FUND

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2024 BUDGET	2024 YTD	2025 BUDGET	CURRENT_ MONTH	CURRENT_ YTD	UNENCUMBERED	AVAILABLE BUDGET	PERCENT REALIZED
	AIRPORT REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 41.66 % Yr Complete For Fiscal Year: 2025 / 2								
	FEDERAL GRANTS								
005-00-389-2-8109	FAA West Taxilanes & Apron Fed	$755,061	$0	$17,000	$0	-$2,303		$19,303	-13.54%
005-00-389-2-8110	Fed FAA Taxiway "E"cho	$193,590	$0	$131,925	$27,800	$67,024		$64,901	50.80%
005-00-389-2-8932	FAA AIRPORT AGIS SURVEY & MAPP	$0	$0	$137,025	$0	$2,025		$135,000	1.47%
	TOTAL	$948,651	$0	$285,950	$27,800	$66,746		$219,204	23.00%
	STATE GRANTS								
005-00-389-3-7500	FDOT MASTER PLAN APD49	$0	$0	$285,000	$8,710	$8,710		$276,290	3.05%
005-00-389-3-8000	RCO LEASE (BEACON GRANT)	$0	$285	$0	$0	$0		$0	0.00%
005-00-389-3-8906	FDOT GRANT OBSTRUCTION/TREE RE	$0	$0	$0	$0	$25,314		-$325,314	0.00%
005-00-389-3-8920	FDOT Taxiway A WEST, Phase II	$16,104	$0	$0	$0	$0		$0	0.00%
005-00-389-3-8921	FDOT FUEL TRUCK PTGA G2340	$242,000	$0	$0	$0	$0		$0	0.00%
005-00-389-3-8922	FDOT West Taxilanes & Apron st	$83,896	$0	$15,621	$0	$82,643		-$67,022	529.05%
005-00-389-3-8923	FDOT RWY 9 Obstruction Tree Re	$575,000	$0	$539,479	$8,814	$8,814		$530,665	1.63%
005-00-389-3-8924	FDOT Wildlife Hazard Assessmen	$25,000	$0	$8,600	$0	$0		$8,600	0.00%
005-00-389-3-8925	FDOT Bulk Hangar (W1-3) Apron	$100,000	$0	$99,000	$0	$0		$99,000	0.00%
005-00-389-3-8926	FDOT RWY 9/27 EXT feasibility	$100,000	$0	$100,000	$0	$0		$100,000	0.00%
005-00-389-3-8927	FDOT Access Control & Gate Imp	$100,000	$0	$97,000	$0	$0		$97,000	0.00%
005-00-389-3-8928	FDOT CORPORATE	$262,500	$0	$262,500	$0	$0		$262,500	0.00%
005-00-389-3-8929	FDOT Emergency Generators	$250,000	$0	$248,000	$0	$0		$248,000	0.00%
005-00-389-3-8930	FDOT TAXIWAY 'E'CHO	$21,510	$0	$14,660	$3,089	$7,447		$7,213	50.79%
005-00-389-3-8931	FDOT AIRPORT AGIS SURVEY & MAP	$0	$0	$15,225	$0	$225		$15,000	1.47%
	TOTAL	$1,776,010	$285	$1,685,085	$20,613	$133,154		$1,551,931	8.00%
	TOTAL GRANTS	$2,724,661	$285	$1,971,035	$48,413	$199,900		$1,771,135	10.00%
	OPERATING REVENUES								
005-00-344-1-1010	100 LL AVIATION FUEL	$630,000	$76,006	$630,000	$36,331	$149,911		$480,089	23.79%
005-00-344-1-1020	JET A AVIATION FUEL	$400,000	$78,440	$400,000	$45,920	$129,448		$270,552	32.36%
005-00-344-1-1030	DONATIONS-FLY-IN EVENT	$20,000	$0	$20,000	$0	$0		$20,000	0.00%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

005-00-344-1-1200	TIE DOWN FEES/VEHICLE PARKING	$4,000	$1,678	$4,000	$408	$2,351	$1,649	58.78%
005-00-344-1-1400	VENDING	$800	$0	$800	$0	$0	$800	0.00%
005-00-344-1-1700	AVIATION LUBRICANTS	$2,000	$346	$2,000	$113	$648	$1,352	32.38%
005-00-344-1-1800	MERCHANDISE SALES	$1,000	$380	$1,000	$30	$329	$671	32.91%
005-00-362-0-1000	HANGAR RENTALS	$392,524	$154,383	$392,524	$29,844	$145,612	$246,912	37.09%
005-00-362-0-1100	HANGAR MAINT FEE	$19,200	$8,876	$19,200	$2,993	$9,390	$9,810	48.90%
005-00-362-0-2000	LAND LEASE	$4,000	$2,040	$4,000	$425	$1,700	$2,300	42.50%
005-00-362-0-3000	BUILDING RENTAL	$20,000	$7,302	$20,000	$875	$6,175	$13,825	30.87%
	TOTAL	$1,493,524	$329,451	$1,493,524	$116,939	$445,564	$1,047,960	30.00%
	OTHER REVENUES							
005-00-364-0-1001	LOSS ON SALE/DISPOSAL OF ASSET	$0	$0	$0	$0	$60,825	-$60,825	0.00%
005-00-365-0-0000	SURPLUS EQUIPMENT-AIRPORT	$2,250	$0	$2,250	$0	$0	$2,250	0.00%
005-00-365-0-1001	SURPLUS LAND-SALE	$0	$139,458	$0	$0	$0	$0	0.00%
005-00-369-9-1000	MISCELLANEOUS REVENUES	$3,500	$1,953	$3,500	$597	$3,514	-$14	100.41%
005-00-369-9-1001	E-PAYABLES REVENUE SHARE	$300	$259	$300	$34	$223	$77	74.44%
005-00-369-9-2000	REFUNDS/REIMBURSEMENTS	$0	$0	$0	$823	$873	-$873	0.00%
005-00-369-9-4000	INSURANCE CLAIMS - AIRPORT	$0	$0	$0	$0	$4,235	-$4,235	0.00%
	TOTAL	$6,050	$141,671	$6,050	$1,454	$69,671	-$63,621	1152.00%
	TRANSFERS							
005-00-381-0-0000	TRANSFER FROM GENERAL	$284,340	$118,475	$284,340	$23,695	$118,475	$165,865	41.66%
	TOTAL	$284,340	$118,475	$284,340	$23,695	$118,475	$165,865	42.00%
	LOAN PROCEEDS							
	TOTAL	$0	$0	$0	$0	$0	$0	0.00%
	TOTAL REVENUES	$4,508,575	$589,882	$3,754,949	$190,501	$833,610	$2,921,339	22.00%
	CASH BALANCE FORWARD							
005-00-301-0-0000	OPERATING CASH BALANCE FORWARD	$38,155	$0	$38,155	$0	$0	$38,155	0.00%
	TOTAL	$38,155	$0	$38,155	$0	$0	$38,155	0.00%
	TOTAL REV, TRFS & CASH BALANCE	$4,546,730	$589,882	$3,793,104	$190,501	$833,610	$2,959,494	22.00%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2024 BUDGET	2024 YTD	2025 BUDGET	CURRENT_ MONTH	CURRENT_ YTD	UNENCUMBERED	AVAILABLE BUDGET	PERCENT REALIZED
	AIRPORT EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 41.66 % Yr Complete For Fiscal Year: 2025 / 2								
	PERSONNEL SERVICES								
005-05-542-1-1100	EXECUTIVE SALARIES	$92,186	$35,008	$101,010	$7,371	$40,683	$0	$60,327	40.27%
005-05-542-1-1200	REGULAR SALARIES	$177,162	$54,150	$173,750	$14,317	$77,443	$0	$96,307	44.57%
005-05-542-1-1210	ACCRUED SALARIES	$0	-3,936.80	$0	$0	$0	$0	$0	0.00%
005-05-542-1-1400	OVERTIME	$7,350	$5,005	$7,644	$1,009	$5,452	$0	$2,192	71.32%
005-05-542-1-2100	FICA TAX EXPENSE	$21,167	$6,963	$21,604	$1,688	$9,216	$0	$12,388	42.65%
005-05-542-1-2200	RETIREMENT EXPENSE	$82,959	$22,703	$86,698	$5,506	$29,365	$0	$57,333	33.87%
005-05-542-1-2300	HEALTH AND LIFE INSURANCE	$8,364	$6,523	$18,463	$2,664	$10,362	$0	$8,101	56.12%
005-05-542-1-2400	WORKERS COMP	$5,380	$3,483	$7,784	$2,033	$2,033	$0	$5,751	26.11%
	TOTAL	$394,568	$129,897	$416,953	$34,588	$174,553	$0	$242,400	42.00%
	OPERATING EXPENSES								
005-05-542-3-3100	PROFESSIONAL SERVICES	$29,500	$635	$29,500	$10	$50	$80	$29,370	0.16%
005-05-542-3-3120	PRE-EMPLOYMENT EXPENSE	$1,000	$0	$1,000	$0	$150	$0	$850	14.95%
005-05-542-3-3200	ACCOUNTING AND AUDITING	$5,287	$0	$5,287	$0	$0	$0	$5,287	0.00%
005-05-542-3-4020	SCHOOLING, CONFERENCE, ETC	$5,000	$292	$5,000	$0	$0	$0	$5,000	0.00%
005-05-542-3-4100	COMMUNICATIONS SERVICES	$16,000	$1,599	$16,000	$81	$891	$0	$15,109	5.56%
005-05-542-3-4200	POSTAGE AND FREIGHT	$300	$0	$300	$0	$0	$0	$300	0.00%
005-05-542-3-4310	NATURAL GAS	$1,000	$444	$1,000	$125	$503	$0	$497	50.33%
005-05-542-3-4315	UTILITIES-WATER	$8,000	$3,548	$8,000	$629	$2,889	$0	$5,111	36.11%
005-05-542-3-4320	ELECTRICITY	$20,000	$8,810	$20,000	$2,717	$10,271	$0	$9,729	51.35%
005-05-542-3-4330	CREDIT CARD FEES	$30,000	$35	$30,000	$0	$0	$0	$30,000	0.00%
005-05-542-3-4400	RENTALS AND LEASES	$11,700	$7,678	$11,700	$36	$178	$249	$11,273	1.51%
005-05-542-3-4500	LIABILITY INSURANCE	$67,754	$40,341	$84,083	-$18	$7,123	$0	$76,960	8.47%
005-05-542-3-4510	INSURANCE CLAIMS REIMBURSABLE	$0	$0	$0	$0	$4,735	$0	-4,735.00	0.00%
005-05-542-3-4610	BUILDING MAINTENANCE	$25,000	$4,387	$25,000	$2,717	$5,351	$3,654	$15,995	21.40%
005-05-542-3-4615	HANGAR MAINTENANCE	$30,000	$471	$30,000	$0	$7,761	$2,496	$19,743	25.87%
005-05-542-3-4620	EQUIPMENT/FIELD MAINTENANCE	$28,500	$8,088	$28,500	$1,033	$9,317	$0	$19,183	32.69%
005-05-542-3-4630	VEHICLE MAINTENANCE	$5,000	$328	$5,000	$18	$288	$140	$4,572	5.76%
005-05-542-3-4650	GROUNDS LANDSCAPING	$56,000	$17,183	$56,000	$8,591	$20,851	$30,070	$5,080	37.23%
005-05-542-3-4800	ADVERTISING	$5,000	$0	$5,000	$0	$0	$0	$5,000	0.00%
005-05-542-3-4810	LEGAL ADVERTISING	$1,000	$78	$1,000	$66	$144	$456	$400	14.41%
005-05-542-3-4900	FLY-IN EVENT-EXPENSES	$20,000	$0	$20,000	$0	$0	$0	$20,000	0.00%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

005-05-542-3-5000	FEES & FINES	$0	$88	$0	$0	$90	$0	-$90	0.00%
005-05-542-3-5100	OFFICE SUPPLIES	$1,500	$647	$1,500	$60	$701	$0	$799	46.71%
005-05-542-3-5170	100LL FUEL	$532,500	$71,099	$491,684	$67,189	$114,480	$1,500	$375,704	23.28%
005-05-542-3-5180	JET A FUEL	$294,000	$51,126	$264,000	$24,472	$57,577	$30,625	$175,798	21.80%
005-05-542-3-5210	GAS AND LUBRICANTS	$2,500	$694	$2,500	$98	$555	$0	$1,945	22.20%
005-05-542-3-5220	GENERAL MERCHANDISE	$5,000	$1,860	$5,000	$216	$216	$0	$4,784	4.31%
005-05-542-3-5230	JANITORIAL SUPPLIES	$2,500	$532	$2,500	$435	$947	$0	$1,553	37.86%
005-05-542-3-5260	UNIFORMS	$500	$0	$500	$0	$0	$0	$500	0.00%
005-05-542-3-5280	OPERATING SUPPLIES	$6,000	$763	$6,000	$471	$1,235	$0	$4,765	20.59%
005-05-542-3-5400	MEMBR,SUBSCRIPT,DUES	$6,800	$1,125	$6,800	$65	$650	$0	$6,150	9.55%
	TOTAL	$1,217,341	$221,852	$1,162,854	$109,011	$246,954	$69,269	$846,631	21.00%
	CAPITAL OUTLAY								
005-05-542-6-6309	FDOT WEST TAXILANES & APRON ST	$100,000	$9,925	$15,621	$0	$0	$0	$15,621	0.00%
005-05-542-6-6346	FAA West Taxilanes & Apron Cit	$16,779	$0	$0	$0	$0	$0	$0	0.00%
005-05-542-6-6450	CAPITAL IMPROVEMENTS	$22,920	$0	$9,452	$0	$0	$0	$9,452	0.00%
005-05-542-8-6303	FDOT Taxiway "E"CHO	$21,510	$0	$14,660	$3,089	$7,447	$2,644	$4,569	50.79%
005-05-542-8-6307	FDOT FUEL TRUCK PTGA G2340	$242,000	$0	$0	$0	$0	$0	$0	0.00%
005-05-542-8-6308	FAA West Taxilanes & Apron Fed	$755,061	$3,550	$17,000	$0	$0	$0	$17,000	0.00%
005-05-542-8-6310	Fed FAA Taxiway "E"cho	$193,590	$0	$131,925	$27,800	$67,024	$23,793	$41,108	50.80%
005-05-542-8-6311	FDOT RWY 9 Obstruction Tree Re	$575,000	$0	$539,479	$8,814	$8,814	$1,076	$529,588	1.63%
005-05-542-8-6312	FDOT Wildlife Hazard Assessmen	$25,000	$0	$8,600	$0	$0	$0	$8,600	0.00%
005-05-542-8-6314	FDOT Bulk Hangar (W1-3) Apron	$100,000	$0	$99,000	$0	$0	$98,945	$55	0.00%
005-05-542-8-6315	FDOT RWY 9/27 EXT feasibility	$100,000	$0	$100,000	$0	$0	$0	$100,000	0.00%
005-05-542-8-6316	FDOT Access Control & Gate Imp	$100,000	$0	$97,000	$0	$0	$90,000	$7,000	0.00%
005-05-542-8-6317	AIRPORT FDOT CORPORATE HANGAR	$262,500	$0	$262,500	$0	$0	$0	$262,500	0.00%
005-05-542-8-6318	FDOT Emergency Generators	$250,000	$0	$248,000	$0	$0	$59,995	$188,005	0.00%
005-05-542-8-6319	FAA AIRPORT AGIS SURVEY & MAPP	$0	$0	$137,025	$0	$2,025	$135,000	$0	1.47%
005-05-542-8-6320	FDOT AIRPORT AGIS SURVEY & MAP	$0	$0	$15,225	$0	$225	$12,750	$2,250	1.47%
005-05-542-8-6321	FDOT AIRPORT MASTER PLAN	$0	$0	$285,000	$8,710	$8,710	$276,290	$0	3.05%
	TOTAL	$2,764,360	$13,475	$1,980,487	$48,413	$94,246	$700,493	$1,185,749	5.00%
	DEBT SERVICE								
005-05-517-7-7140	PRINCIPAL-AIRPORT VEHICLE	$5,395	$5,395	$5,493	$0	$5,493	$0	$0	100.00%
005-05-517-7-7141	PRINCIPAL - GENERAL FUND LOAN	$0	$0	$50,000	$0	$0	$0	$50,000	0.00%
005-05-517-7-7240	INTEREST-AIRPORT VEHICLE	$149	$99	$50	$0	$50	$0	$0	99.96%

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

	TOTAL	$5,544	$5,494	$55,543	$0	$5,543	$0	$50,000	10.00%
	TOTAL EXPENDITURES	$4,381,813	$370,718	$3,615,837	$192,011	$521,296	$769,762	$2,324,780	14.00%
	TRANSFERS, CONT, RESERVES								
005-05-542-9-9100	REIMB GENERAL FUND-ADMIN EXP	$164,918	$68,716	$177,268	$14,772	$73,862	$0	$103,406	41.66%
	TOTAL	$164,918	$68,716	$177,268	$14,772	$73,862	$0	$103,406	42.00%
	TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES & RESERVES	**$4,546,731**	**$439,433**	**$3,793,105**	**$206,784**	**$595,157**	**$769,762**	**$2,428,186**	**16.00%**

CITY OF PALATKA DETAILED STATEMENT OF REVENUES AND EXPENSES FOR GOLF COURSE FUND

CITY OF PALATKA STATEMENT OF REVENUES AND EXPENSES FOR THE ONE AND FIVE MONTHS ENDED FEBRUARY 28, 2025

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2024 BUDGET	2024 YTD	2025 BUDGET	CURRENT_ MONTH	CURRENT_Y TD	UNENCUM BERED	UNREALIZ ED	PERCENT REALIZED
	GOLF COURSE REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 41.66 % Yr Complete For Fiscal Year: 2025 / 2								
	OPERATING REVENUES								
042-00-347-2-2510	MISC REVENUE/SERVICE CHARGES	$547	$0	$569	$0	$0		$569	0.00%
	TOTAL	$547	$0	$569	$0	$0		$569	0.00%
	GRANTS								
	TOTAL	$0	$0	$0	$0	$0		$0	0.00%
	OTHER REVENUES								
042-00-369-9-1000	REFUNDS/REIMBURSEMENTS	$1,875	$0	$1,950	$0	$44		$1,906	2.24%
042-00-369-9-1002	RESTAURANT LEASE	$53,880	$22,450	$56,035	$4,490	$26,940		$29,095	48.07%
042-00-369-9-1003	UTILITY REIMBURSEMENT-RESTAURA	$26,400	$9,970	$27,456	$1,704	$12,896		$14,560	46.97%
042-00-369-9-1004	PROFIT SHARING FRANCHISE AGREE	$61,442	$0	$49,920	$0	$0		$49,920	0.00%
	TOTAL	$143,597	$32,420	$135,361	$6,194	$39,880		$95,481	29.00%
	TRANSFERS IN								
042-00-389-9-0001	TRANSFER FROM GENERAL FUND	$53,700	$22,375	$38,647	$3,221	$16,103		$22,544	41.66%
	TOTAL	$53,700	$22,375	$38,647	$3,221	$16,103		$22,544	42.00%
	TOTAL OPERATING & OTHER REV	$197,844	$54,795	$174,577	$9,415	$55,983		$118,594	32.00%
	CASH BALANCE FORWARD								
	TOTAL	$0	$0	$0	$0	$0		$0	0.00%
	TOTAL REV, TRF & CASH BALANCES	**$197,844**	**$54,795**	**$174,577**	**$9,415**	**$55,983**		**$118,594**	**32.00%**

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2024 BUDGET	2024 YTD	2025 BUDGET	CURRENT_MONTH	CURRENT_YTD	UNENCUMBERED	AVAILABLE BUDGET	PERCENT REALIZED
	GOLF COURSE EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 41.66 % Yr Complete For Fiscal Year: 2025 / 2								
	MAINTENANCE								
	PERSONNEL SERVICES								
	TOTAL	$0	$0	$0	$0	$0	$0	$0	0.00%
	OPERATING EXPENSES								
042-16-572-3-3440	TREE REMOVAL	$7,500	$0	$7,800	$0	$4,600	$0	$3,200	58.97%
042-16-572-3-4400	RENTAL AND LEASES	$0	$12,566	$0	$0	$2,513	$0	-2,513.24	0.00%
042-16-572-3-4410	OPERATING LEASES	$12,500	$0	$13,000	$0	$0	$0	$13,000	0.00%
042-16-572-3-4650	IRRIGATION SUPPLIES	$7,500	$4,996	$7,800	$0	$4,999	$4,999	-2,198.00	128.17%
	TOTAL	$27,500	$17,562	$28,600	$0	$12,112	$4,999	$11,489	60.00%
	CAPITAL OUTLAY								
	TOTAL	$0	$0	$0	$0	$0	$0	$0	0.00%
	DEPARTMENT TOTAL	$27,500	$17,562	$28,600	$0	$12,112	$4,999	$11,489	60.00%
	CLUB HOUSE								
	PERSONNEL SERVICES								
	TOTAL	$0	$0	$0	$0	$0	$0	$0	0.00%
	OPERATING EXPENSES								
042-24-572-3-3200	ACCOUNTING AND AUDITING	$7,500	$0	$7,500	$0	$0	$0	$7,500	0.00%
042-24-572-3-4100	COMMUNICATIONS SERVICES	$3,500	$483	$3,640	$0	$339	$0	$3,301	9.32%
042-24-572-3-4310	NATURAL GAS	$3,000	$0	$3,120	$0	$0	$0	$3,120	0.00%
042-24-572-3-4320	ELECTRICITY	$25,000	$7,336	$26,000	$1,659	$6,823	$0	$19,177	26.24%

042-24-572-3-4400	RENTALS AND LEASES	$78,048	$32,520	$63,300	$0	$19,512	$0	$43,788	30.82%
042-24-572-3-4500	LIABILITY INSURANCE	$7,500	$3,138	$9,802	-$2	-$2	$0	$9,804	-0.01%
042-24-572-3-4610	BUILDING MAINTENANCE	$1,000	$0	$1,040	$0	$0	$0	$1,040	0.00%
042-24-572-3-4630	CART MAINTENANCE	$5,000	$0	$5,200	$0	$0	$0	$5,200	0.00%
042-24-572-3-5280	OPERATING SUPPLIES	$500	$0	$520	$0	$0	$0	$520	0.00%
042-24-572-3-5400	MEMBR,SUBSCRIPT,DUES	$639	$0	$665	$0	$0	$0	$665	0.00%
	TOTAL	$131,687	$43,477	$120,787	$1,657	$26,673	$0	$94,114	22.00%
	CAPITAL OUTLAY								
042-24-572-6-6450	CONTRACT CAPITAL IMPROVEMENTS	$38,442	$33,349	$25,000	$0	$7,382	$7,950	$9,668	61.32%
	TOTAL	$38,442	$33,349	$25,000	$0	$7,382	$7,950	$9,668	61.00%
	DEBT SERVICE								
	TOTAL	$0	$0	$0	$0	$0	$0	$0	0.00%
	TRANSFERS								
042-24-572-9-9100	REIMB GENERAL FUND-ADMIN EXP	$215	$90	$191	$16	$80	$0	$111	41.67%
	TOTAL	$215	$90	$191	$16	$80	$0	$111	42.00%
	DEPARTMENT TOTAL	$170,344	$76,916	$145,978	$1,673	$34,134	$7,950	$103,894	29.00%
	TOTAL EXPENDITURES	$197,844	$94,478	$174,578	$1,673	$46,246	$12,949	$115,383	34.00%
	TRFS, CONTINGENCIES, RESERVES								
	TOTAL	$0	$0	$0	$0	$0	$0	$0	0.00%
	TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES & RESERVES	**$197,844**	**$94,478**	**$174,578**	**$1,673**	**$46,246**	**$12,949**	**$115,383**	**34.00%**

Case PB 23-19 – Moseley Heights Final Plat
Address: Moseley Avenue and Edgemoor Street 2.17 +/- acres
Applicant: A&M Home Builders, LLC

STAFF REPORT

DATE: February 4, 2025
TO: City of Palatka Planning Board
FROM: Lorenzo Aghemo, MRP
Planning Director

APPLICATION REQUEST

A&M Homebuilders, LLC has submitted a request for final plat for a 6-lot residential subdivision located on the north-west side of Moseley Avenue and Edgemoor Street, identified by parcel No. 13-10-26-3170-0010-0010.

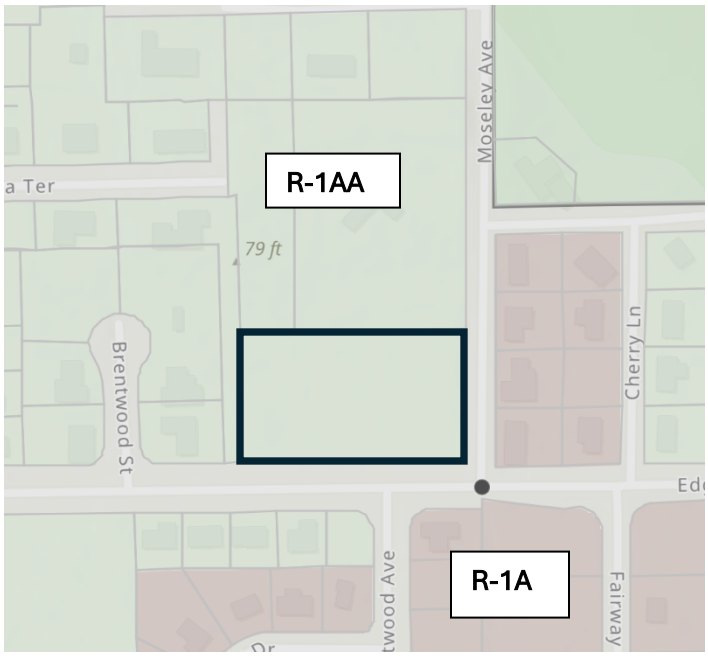
Public notice included legal advertisement in the Palatka Daily News, property posting, and mailed notices to property owners within 150 feet of the subject property.

Background

The preliminary plat for this project was approved by the Planning Board on August 6, 2024 subject to conditions recommended by staff. At the August meeting, the applicant proposed (6) six residential lots for the future development of (6) six single-family homes. The widths and depths (lot size, acreage) for Lots 1, 2, and 3 have not changed in the final replat. In the final plat, the applicant is proposing (6) six single-family lots, however, Lots 4, 5, and 6 have been modified since the preliminary plat based on comments by the St. Johns Water Management (SJWM). The SJWM is requiring the project to have stormwater management for the site. The depths for these lots have changed from approximately 230-feet to approximately 140-feet to accommodate stormwater drainage. The final plat shows an 0.5-acre 'Dry Pond' (also Common Area) located at the north-west corner of the tract, at the corner Cleveland Avenue and Siwonay Street.

The final plat application was received by staff on January 13, 2025. The proposed subdivision lots meet the development standards for the requested R-1AA zoning: a minimum lot area of 10,000 square feet; minimum 80-foot lot width; and minimum front (25-ft), minimum side (10-ft), and minimum rear (30-ft) yard setbacks. The plat is in general conformance with the City of Palatka Code of Ordinances Sections 74-9 and 74-12 and with Florida Statutes chapter 177. It is also in general conformance with the previously approved preliminary plat.

Figure 1: Subject Parcel Outlined in Black and existing zoning



Summary of conditions from the August 6, 2024 Planning Board meeting.

At the August 2024 Planning Board meeting, the Planning Board approved the preliminary plat for the Moseley Heights subdivision with conditions for final plat approval:

- All utility and drainage easements, if any, must be shown in the plat.

Staff Response: The applicant attests that all utilities (water, sewer, and electric) are located in the public rights-of-way of Moseley Avenue and Edgemoor Street. There are no utility easements on the final plat. The applicant has identified all drainage easements on the final plat.

- Common areas cited in the Declaration of Covenants must be shown in the plat.

Staff Response: The applicant has updated the Declaration of Covenants to meet this condition.

- Under General Notes, number 6 replace the County with; …" and the City of Palatka will not accept…"

Staff Response: The final plat shows this correction.

- Submit a title opinion of an attorney at law licensed in Florida

Staff Response: The applicant acknowledges the requirement needed for final plat approval.

- Submit proof that all current property taxes have been paid

Staff Response: The applicant attests all property taxes have been paid and will be reflected in the Title of Opinion.

- The applicant will be required to bear the expense of a third party licensed surveyor to review any final plat submitted.

<u>Staff Response</u>: The applicant states Morris Surveying and Mapping, of 319 Main Street Palatka, will complete the review of the final plat and has acknowledged the requirement needed for final plat approval.

<u>Staff Recommendation</u>

1. Staff recommends **APPROVAL** of the final plat application with the following conditions before the City Commission meeting:

    - A Title of Opinion of an Attorney at law licensed in Florida which includes all property taxes have been paid.
    - A third party licensed surveyor will review the final plat submitted at the cost of the applicant.

PLAT BOOK _____, PAGE _____

SHEET 1 OF 1

MOSELEY HEIGHTS

A REPLAT OF A PORTION OF GOLF CLUB HEIGHTS, AS RECORDED IN MAP BOOK 3, PAGE 124 OF THE PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA, CITY OF PALATKA

CERTIFICATE OF APPROVAL BY THE PALATKA CITY COMMISSIONERS:

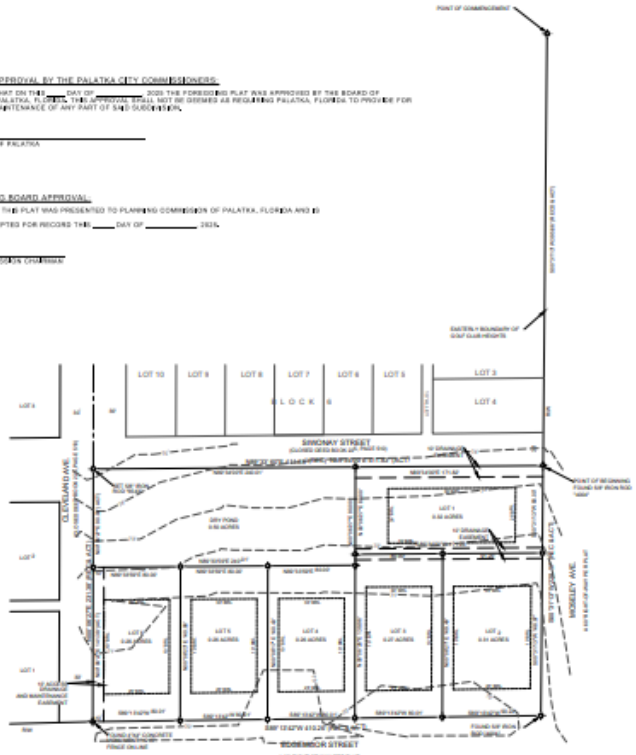
THIS IS TO CERTIFY THAT ON THIS ____ DAY OF _____ 2020 THE FOREGOING PLAT WAS APPROVED BY THE BOARD OF COMMISSIONERS OF PALATKA, FLORIDA. THIS APPROVAL SHALL NOT BE DEEMED AS REQUIRING PALATKA, FLORIDA TO PROVIDE FOR CONSTRUCTION OR MAINTENANCE OF ANY PART OF SAID SUBDIVISION.

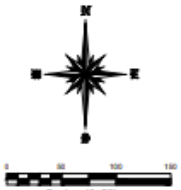
BY: _____
MAYOR, CITY OF PALATKA

PALATKA PLANNING BOARD APPROVAL:

THIS CERTIFIES THAT THIS PLAT WAS PRESENTED TO PLANNING COMMISSION OF PALATKA, FLORIDA AND IS APPROVED AND ACCEPTED FOR RECORD THIS ____ DAY OF _____ 2020.

BY: _____
PLANNING COMMISSION CHAIRMAN





GENERAL NOTES:

1.) NOTICE: THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM, IS THE OFFICIAL DEPICTION OF THE SUBDIVIDED LANDS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORMAT OF THE PLAT. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA.

2.) LINES SHOWN HEREON LIE IN FLOOD ZONE "X". FLOOD ZONE LINES SHOWN ON THIS PLAT ARE A GRAPHICAL DEPICTION SCALED & PLOTTED FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAPS COMMUNITY PANEL NO. 120372, PANEL NO. 1216 FIC, EFFECTIVE DATE FEBRUARY 2, 2012 AND ARE NOT FIELD LOCATED. THE FEMA MAPS ARE PERIODICALLY UPDATED SO IT IS THE OWNERS RESPONSIBILITY TO CHECK FOR THE MOST CURRENT MAPS. IF MORE DETAILED INFORMATION IS NEEDED, ADDITIONAL SERVICES ARE REQUIRED.

3.) THE BOUNDARY SURVEY, PROVIDED BY THE A&M BUILDERS, WAS PERFORMED BY:
MORRIS SURVEYING & MAPPING INC, FL SURVEY LM6766
ELLERY P. MORRIS, FL SURVEY CERT#4004
DATED MARCH 16, 2021
JOB#21-119, FIELD BOOK 691

4.) BEARINGS SHOWN HEREON ARE SHOWN ON THE PREVIOUS BOUNDARY AS RELATIVE TO AN ASSUMED DATUM AND ARE BASED ON THE NORTHERLY BOUNDARY OF GOLF CLUB HEIGHTS (=EAST).

5.) MINIMUM SETBACK REQUIREMENTS:
FRONT = 20'
REAR = 30'
SIDE = 10'

6.) ALL PURCHASERS ARE HEREIN NOTIFIED THAT THE IMPROVEMENTS IN THIS SUBDIVISION ARE PRIVATELY MAINTAINED AND THE CITY WILL NOT ACCEPT RESPONSIBILITY FOR THE MAINTENANCE OF THE IMPROVEMENTS. ALL MAINTENANCE SHALL BE THE RESPONSIBILITY OF THE DEVELOPER OR THE HOMEOWNERS ASSOCIATION.

7.) UNLESS IT CONTAINS ALL NUMBERED SHEETS AND IT BEARS THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER, THIS DRAWING, SKETCH, PLAT OR MAP IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT VALID. (CHAPTER 61G17-6, FLORIDA ADMINISTRATIVE CODE)

8.) PUTNAM COUNTY FLORIDA PARCEL 13-10-26-3170-0010-0010.

9.) ALL BEARING/DISTANCE CALLS ARE SURVEY MEASURED CALLS UNLESS DESIGNATED OTHERWISE.

10.) ELEVATIONS SHOWN HEREON TAKEN FROM EXISTING SURVEY DATED MARCH 21, 2021 AS PROVIDED BY CLIENT. THESE ELEVATIONS ARE PRE LAND CLEARING AND MAY NOT BE CURRENT, AND WERE NOT VERIFIED BY THIS FIRM.
THESE ELEVATIONS ARE REFERENCED TO THE NORTH AMERICAN VERTICAL DATUM OF 1988.

LEGEND:

(REC) = RECORD
(MEAS) = MEASURED
= SET 5/8" IRON ROD "FIMBARLAW" UNLESS NOTED OTHERWISE
R/W = RIGHT OF WAY
B/L = BUILDING RESTRICTION LINE

CAPTION:

OFFICIAL RECORDS BOOK 1703, PAGE 1518
Parcel "A"

A parcel of land lying in and being a part of Block 1, Cleveland Avenue, and Simonay Street (closed) of Golf Club Heights, according to the plat recorded in Map Book 3, page 124 of the public records of Putnam County, Florida. Said parcel being more particularly described as follows:

Commence at a concrete monument at the intersection of the Northerly boundary of the South 1/2 of the Southeast 1/4 of the Northeast 1/4 of Section 13, Township 10 South, Range 26 East, Putnam County, Florida (also being the Northerly boundary of said Golf Club Heights) and the Westerly boundary of the right of way of Moseley Avenue thence run South 00 degrees, 37 minutes and 13 seconds West, along said Westerly boundary, 386.66 feet to an 5/8 iron rod at the center line of said Simonay Avenue (closed) for the Point of Beginning of this description.

From Point of Beginning thus described continue South 00 degrees, 37 minutes and 13 seconds West, along said Westerly boundary, 228.97 feet to an iron rod at the Southeast corner of said Block 1 on the Northerly Boundary of the right of way of Edgemoor Street, thence South 89 degrees, 13 minutes and 42 seconds West, along said Northerly boundary, 632.20 feet to a concrete monument at the intersection of said Northerly boundary of the right of way of Edgemoor Street with the centerline of Cleveland Avenue (closed); thence North 00 degrees, 00 minutes and 27 seconds East, along said centerline, 231.38 feet to an iron rod at the center line of said Simonay Avenue (closed); thence North 89 degrees, 33 minutes and 00 seconds East, 611.83 feet along center line of said Simonay Avenue (closed) to the point of Beginning and to close. Containing 3.17 Acres

ADOPTION AND DEDICATION:

THIS IS TO CERTIFY THAT THE UNDERSIGNED IS THE LAWFUL OWNER OF THE LANDS DESCRIBED IN THE CAPTION SHOWN HEREON WHICH SHALL HEREAFTER BE KNOWN AS MOSELEY HEIGHTS, AND THAT HAS CAUSED THE SAME TO BE SURVEYED AND SUBDIVIDED, AND THAT THIS PLAT, MADE IN ACCORDANCE WITH SAID SURVEY, IS HEREBY ADOPTED AS THE TRUE AND CORRECT PLAT OF SAID LANDS; THE ROADS RIGHTS OF WAY DESIGNATED AND DEPICTED IN THIS PLAT ARE IMPROVEMENTS WHICH ARE NOW CONSTRUCTED. TITLE TO ALL LANDS DEPICTED ON THIS PLAT, WITH THE EXCEPTION OF RIGHTS OF WAY HEREIN ABOVE DEDICATED, IS HEREBY RETAINED BY THE UNDERSIGNED OWNER, ITS SUCCESSORS AND ASSIGNS; PROVIDED HOWEVER, THE UNDERSIGNED OWNER RESERVES THE RIGHT TO CONVEY TITLE TO ANY NUMBERED RESIDENTIAL LOT TO PRIVATE PURCHASERS FOR RESIDENTIAL USE. THIS CERTIFIES THAT A&M HOME BUILDERS, LLC ARE OWNERS OF THE REAL ESTATE SHOWN ON THIS PLAT, HENCEFORTH TO BE KNOWN AS MOSELEY HEIGHTS. DO HEREBY CONSENT TO THE FILING OF THIS PLAT.

A&M HOME BUILDERS, LLC

BY: _____ _____
TOM MUGUIGAN, MANAGING MEMBER WITNESS TO ALL PARTIES

_____
WITNESS TO ALL PARTIES

STATE OF FLORIDA
COUNTY OF PUTNAM

THE FOREGOING ADOPTION AND DEDICATION WAS ACKNOWLEDGED BEFORE ME THIS ___ DAY OF _____, 2020, BY TOM MUGUIGAN, MANAGING MEMBER, WHO IS PERSONALLY KNOWN TO ME OR HAVE PRODUCED A _____ AS IDENTIFICATION.

_____
NOTARY PUBLIC

STATE OF FLORIDA
MY COMMISSION EXPIRES: _____

TITLE INSURANCE COMPANY CERTIFICATION:

I, _____ OF _____ DO HEREBY CERTIFY THAT THE RECORD OF TITLE TO THE LAND AS DESCRIBED ON THIS PLAT IS IN THE NAME OF THE PERSON, PERSONS, CORPORATION, OR ENTITY EXECUTING THE DEDICATION AS SHOWN ON THE PLAT. IN THE EVENT THE PLAT DOES NOT CONTAIN A DEDICATION, I HEREBY CERTIFY THAT THE DEVELOPER OF THE PLATTED SUBDIVISION HAS RECORD TITLE TO THE LAND. ADDITIONALLY, I CERTIFY THAT THERE ARE NO LIENS AND/OR ENCUMBRANCES OR RECORD AGAINST SAID PROPERTY, EXCEPT AS SHOWN ON SAID PLAT, AND THAT THE TAXES FOR THE YEAR ____ HAVE BEEN PAID.

THIS ___ DAY OF _____ 2020.

BY: _____

CERTIFICATE OF THE CLERK OF THE CIRCUIT COURT:

I HEREBY CERTIFY THAT THE FOREGOING PLAT HAS BEEN FILED IN THE PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA ON THIS ___ DAY OF _____ 2020, IN MAP BOOK ____ PAGE ____.

BY: _____
CLERK OF THE CIRCUIT COURT

CITY OF PALATKA SURVEYORS CERTIFICATE OF REVIEW:

THIS PLAT HAS BEEN REVIEWED FOR CONFORMITY TO FLORIDA STATUTES CHAPTER 177, PART 1, PLATTING FOR THE CITY OF PALATKA, FLORIDA.

SIGNED AND SEALED THIS ____ DAY OF _____ 2020.

_____
ELLERY P. MORRIS
FLORIDA CERTIFICATE NUMBER 4004
6648 S.E. 231ST STREET
HAWTHORNE, FLORIDA 32640

SURVEYORS CERTIFICATE:

ATTESTED BELOW THE UNDERSIGNED, BEING CURRENTLY LICENSED BY THE STATE OF FLORIDA AS A PROFESSIONAL SURVEYOR AND MAPPER, DOES HEREBY CERTIFY THAT THIS PLAT WAS PREPARED UNDER MY DIRECTION AND SUPERVISION, AND SAID PLAT COMPLIES WITH ALL SURVEY REQUIREMENTS OF FLORIDA STATUES CHAPTER 177, PART 1

SIGNED AND SEALED THIS ____ DAY OF _____ 2020.

_____
STEPHEN SPRANG
FLORIDA CERTIFICATE NUMBER 6543
120 HAWTREE WOODS TRAIL
PALATKA, FLORIDA 32177
PHONE (386) 546-6555
EMAIL: CSPRANG@GMAIL.COM
PLOTTED 1-10-20

RESOLUTION NO. 2025-R-32

A RESOLUTION OF THE CITY OF PALATKA, AUTHORIZING ACCEPTANCE OF THE FINAL PLAT OF FAIRWAY ESTATES AND AUTHORIZING ALL REQUIRED SIGNATURES ON BEHALF OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS, there has been filed with the City Clerk of the City of Palatka, Florida, and there is now submitted to the Palatka City Commission, a plat of the following described real estate situated within the corporate boundaries of the city of Palatka, Putnam County, Florida, to-wit:

(See Exhibit "A" which is attached hereto and made a part of this Resolution); and

WHEREAS, said plat lays out and subdivides the above-described tract of real estate into six (6) lots within the present corporate limits of the City of Palatka; and

WHEREAS, the Palatka Planning Board held public hearings on February 4, 2025 and continued on March 4, 2025 recommending Approval of the Plat to the City Commission, and it has been examined by Surveyor Paul Morris, and

WHEREAS, the City Commission of the City of Palatka, Florida finds that said plat fully complies with the statutes of the State of Florida and the ordinances of the City of Palatka, relative to plats, additions and subdivisions within the corporate limits of the City of Palatka, Florida.

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

1. said plat named and designated as Fairway Estates, be and the same is hereby approved and accepted by the City Commission of the City of Palatka, Florida, subject to the filing of required certificates, execution by all parties as required, and subject to completion of final inspection requirements.
2. the Mayor, City Clerk and Chair of the Palatka Planning Board are hereby authorized to place their signatures and the Seal of the City of Palatka upon the plat to certify upon said Plat the examination, consent, approval and acceptance of the same by the City Commission of the City of Palatka in order that said Plat may be recorded in the Public Records of Putnam County, Florida at the Office of the Putnam County Clerk of Courts; and upon such certification and recording the dedication of public streets, as well as the granting and vacating of easements, all as provided for in the Subdivision Documents, shall be accepted and approved; 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 27th day of March, 2025.

CITY OF PALATKA

BY:_____
Its Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
CITY ATTORNEY

Exhibit A

PLAT BOOK _____, PAGE _____

SHEET 1 OF 1

FAIRWAY ESTATES

A REPLAT OF A PORTION OF GOLF CLUB HEIGHTS, AS RECORDED IN MAP BOOK 3, PAGE 124 OF THE PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA, CITY OF PALATKA
SECTION 13, TOWNSHIP 10 SOUTH, RANGE 26 EAST

CERTIFICATE OF APPROVAL BY THE PALATKA CITY COMMISSIONERS:

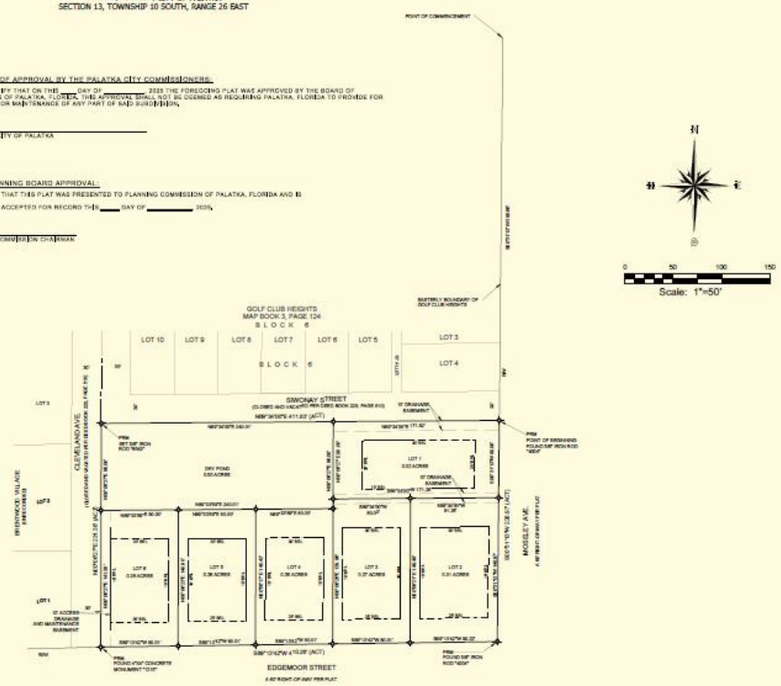
THIS IS TO CERTIFY THAT ON THIS ____ DAY OF _____, 2025 THE FOREGOING PLAT WAS APPROVED BY THE BOARD OF COMMISSIONERS OF PALATKA, FLORIDA. THIS APPROVAL SHALL NOT BE DEEMED AS REQUIRING PALATKA, FLORIDA TO PROVIDE FOR CONSTRUCTION OR MAINTENANCE OF ANY PART OF SAID SUBDIVISION.

BY: _____
MAYOR, CITY OF PALATKA

PALATKA PLANNING BOARD APPROVAL:

THIS CERTIFIED THAT THIS PLAT WAS PRESENTED TO PLANNING COMMISSION OF PALATKA, FLORIDA AND IS APPROVED AND ACCEPTED FOR RECORD THIS ____ DAY OF _____, 2025.

BY: _____
PLANNING COMMISSION CHAIRMAN



GENERAL NOTES:

1.) NOTICE: THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM, IS THE OFFICIAL DEPICTION OF THE SUBDIVIDED LANDS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORMAT OF THE PLAT. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA.

2.) LANDS SHOWN HEREON LIE IN FLOOD ZONE "X". FLOOD ZONE LINES SHOWN ON THIS PLAT ARE A GRAPHICAL DEPICTION SCALED & PLOTTED FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAPS COMMUNITY PANEL NO. 12107C, PANEL NO. 12107C0194G, EFFECTIVE DATE FEBRUARY 2, 2012 AND ARE NOT FIELD LOCATED. THE FEMA MAPS ARE PERIODICALLY UPDATED SO IT IS THE OWNERS RESPONSIBILITY TO CHECK FOR THE MOST CURRENT MAPS. IF MORE DETAILED INFORMATION IS NEEDED, ADDITIONAL SERVICES ARE REQUIRED.

3.) THE PLAT WAS PREPARED BASED ON BOUNDARY SURVEY BY MORRIS SURVEYING & MAPPING DATED MARCH 18, 2021.

4.) BEARINGS SHOWN HEREON ARE BASED ON THE NORTHERLY RIGHT OF WAY OF EDGEMOOR STREET AS S89°12'42"W (ASSUMED).

5.) MINIMUM SETBACK REQUIREMENTS:
FRONT = 25'
REAR = 35'
SIDE = 10'

6.) ALL PURCHASERS ARE HEREIN NOTIFIED THAT THE IMPROVEMENTS IN THIS SUBDIVISION ARE PRIVATELY MAINTAINED AND THE CITY WILL NOT ACCEPT RESPONSIBILITY FOR THE MAINTENANCE OF THE IMPROVEMENTS. ALL MAINTENANCE SHALL BE THE RESPONSIBILITY OF THE DEVELOPER OR THE HOMEOWNERS ASSOCIATION.

7.) UNLESS IT CONTAINS ALL NUMBERED SHEETS AND IT BEARS THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER, THIS DRAWING, SKETCH, PLAT OR MAP IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT VALID. (CHAPTER 61G17-6, FLORIDA ADMINISTRATIVE CODE)

8.) PUTNAM COUNTY FLORIDA PARCEL 13-10-26-3170-0013-0010.

9.) ALL BEARINGS/DISTANCE CALLS ARE SURVEY MEASURED CALLS UNLESS DESIGNATED OTHERWISE.

LEGEND

(REC) = RECORD
(ACT) = ACTUAL
SET 5/8" IRON ROD "PRM4604" UNLESS NOTED OTHERWISE
R/W = RIGHT OF WAY
BSL = BUILDING RESTRICTION LINE
PRM = PERMANENT REFERENCE MONUMENT

CAPTION

OFFICIAL RECORDS BOOK 1703, PAGE 1516
Parcel "A"

A parcel of land lying in and being a part of Block 1, Cleveland Avenue, and Sikonay Street (closed) of Golf Club Heights, according to the plat recorded in Map Book 3, page 124 of the public records of Putnam County, Florida. Said parcel being more particularly described as follows:

Commence at a concrete monument at the intersection of the Northerly boundary of the South 1/2 of the Southwest 1/4 of the Northwest 1/4 of Section 13, Township 10 South, Range 26 East, Putnam County, Florida (also being the Northerly boundary of said Golf Club Heights) and the Westerly boundary of the right of way of Moseley Avenue thence run South 00 degrees, 21 minutes and 13 seconds West, along said Westerly boundary, 365.68 feet to an 5/8 iron rod at the center line of said Sikonay Avenue (closed) for the Point of Beginning of this description.

From Point of Beginning thus described continue South 00 degrees, 21 minutes and 13 seconds West, along said Westerly boundary, 228.67 feet to an iron rod at the Southeast corner of said Block 1 on the Northerly Boundary of the right of way of Edgemoor Street; thence South 89 degrees, 12 minutes and 42 seconds West, along said Northerly boundary, 410.28 feet to a concrete monument at the intersection of said Northerly boundary of the right of way of Edgemoor Street with the centerline of Cleveland Avenue (closed); thence North 00 degrees, 06 minutes and 27 seconds East, along said centerline, 201.38 feet to an iron rod at the center line of said Sikonay Avenue (closed); thence North 89 degrees, 33 minutes and 60 seconds East, 411.63 feet along center line of said Sikonay Avenue (closed) to the point of Beginning and to close. Containing 2.17 Acres.

ADOPTION AND DEDICATION:

THIS IS TO CERTIFY THAT THE UNDERSIGNED IS THE LAWFUL OWNER OF THE LANDS DESCRIBED IN THE CAPTION SHOWN HEREON WHICH SHALL HEREAFTER BE KNOWN AS FAIRWAY ESTATES, AND THAT HAS CAUSED THE SAME TO BE SURVEYED AND SUBDIVIDED, AND THAT THIS PLAT, MADE IN ACCORDANCE WITH SAID SURVEY, IS HEREBY ADOPTED AS THE TRUE AND CORRECT PLAT OF SAID LANDS. THE ROADS RIGHTS OF WAY DESIGNATED AND DEPICTED IN THIS PLAT ARE IMPROVEMENTS WHICH ARE NOW CONSTRUCTED. TITLE TO ALL LANDS DEPICTED ON THIS PLAT, WITH THE EXCEPTION OF RIGHTS OF WAY HEREIN ABOVE DEDICATED, IS HEREBY RETAINED BY THE UNDERSIGNED OWNER, ITS SUCCESSORS AND ASSIGNS. PROVIDED HOWEVER, THE UNDERSIGNED OWNER RESERVES THE RIGHT TO CONVEY TITLE TO ANY NUMBERED RESIDENTIAL LOT TO PRIVATE PURCHASERS FOR RESIDENTIAL USE. THIS CERTIFIED THAT A&M HOME BUILDERS, LLC ARE OWNERS OF THE REAL ESTATE SHOWN ON THIS PLAT, HENCEFORTH TO BE KNOWN AS FAIRWAY ESTATES, DO HEREBY CONSENT TO THE FILING OF THIS PLAT.

A&M HOME BUILDERS, LLC

BY: _____ _____
TODD McGUIGAN, MANAGING MEMBER WITNESS TO ALL PARTIES

_____
WITNESS TO ALL PARTIES

STATE OF FLORIDA
COUNTY OF PUTNAM

THE FOREGOING ADOPTION AND DEDICATION WAS ACKNOWLEDGED BEFORE ME THIS ____ DAY OF _____, 2025, BY TODD McGUIGAN, MANAGING MEMBER, WHO IS PERSONALLY KNOWN TO ME OR HAVE PRODUCED A _____ AS IDENTIFICATION.

_____
NOTARY PUBLIC

STATE OF FLORIDA
MY COMMISSION EXPIRES: _____

TITLE INSURANCE COMPANY CERTIFICATION:

I, _____ OF _____ DO HEREBY CERTIFY THAT THE RECORD OF TITLE TO THE LAND AS DESCRIBED ON THIS PLAT IS IN THE NAME OF THE PERSON, PERSONS, CORPORATION, OR ENTITY EXECUTING THE DEDICATION AS SHOWN ON THE PLAT. IN THE EVENT THE PLAT DOES NOT CONTAIN A DEDICATION, I HEREBY CERTIFY THAT THE DEVELOPER OF THE PLATTED SUBDIVISION HAS RECORD TITLE TO THE LAND. ADDITIONALLY, I CERTIFY THAT THERE ARE NO LIENS AND/OR ENCUMBRANCES OR RECORD AGAINST SAID PROPERTY, EXCEPT AS SHOWN ON SAID PLAT, AND THAT THE TAXES FOR THE YEAR _____ HAVE BEEN PAID

THIS ____ DAY OF _____, 2025.

BY: _____

CERTIFICATE OF THE CLERK OF THE CIRCUIT COURT:

I HEREBY CERTIFY THAT THE FOREGOING PLAT HAS BEEN FILED IN THE PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA ON THIS ____ DAY OF _____, 2025, IN MAP BOOK _____, PAGE _____.

BY: _____
CLERK OF THE CIRCUIT COURT

CITY OF PALATKA SURVEYORS CERTIFICATE OF REVIEW:

THIS PLAT HAS BEEN REVIEWED FOR CONFORMITY TO FLORIDA STATUTES CHAPTER 177, PART 1, PLATTING FOR THE CITY OF PALATKA, FLORIDA.

SIGNED AND SEALED THIS ____ DAY OF _____, 2025.

_____
ALLEN P. MORRIS
FLORIDA CERTIFICATE NUMBER 6404
BAE S.R. 2/197 STREET
HAWTHORNE, FLORIDA 32640

SURVEYORS CERTIFICATE:

ATTESTED BELOW THE UNDERSIGNED, BEING CURRENTLY LICENSED BY THE STATE OF FLORIDA AS A PROFESSIONAL SURVEYOR AND MAPPER, DOES HEREBY CERTIFY THAT THIS PLAT WAS PREPARED UNDER MY DIRECTION AND SUPERVISION, AND SAID PLAT COMPLIES WITH ALL SURVEY REQUIREMENTS OF FLORIDA STATUES CHAPTER 177, PART 1

SIGNED AND SEALED THIS ____ DAY OF _____, 2025.

_____
STEPHEN SPRINGS
FLORIDA CERTIFICATE NUMBER 6543
120 WANTRAS WOODS TRAIL
PALATKA, FLORIDA 32177
PHONE (386) 546-6555
EMAIL:120PRAXIS@GMAIL.COM
PLOTTED 11-10-25

Declaration of Covenants, Conditions, Restrictions and Easements For FAIRWAY ESTATES

THIS DECLARATION is made on this ___ day of _____,20___ by **A&M HOME BUILDERS, LLC** whose mailing address is **153 Branscomb Road, Green Cove Springs, FL 32043,** hereinafter referred to as "Developer").

RECITALS:

A. Developer is the owner of all that certain real property ("the Property") located in PUTNAM County, Florida, and more particularly described as and shown on the proposed plat of FAIRWAY ESTATES.

B. It is the intention and desire of Developer to develop the Property as a residential community. Homes within the Property shall be single-family detached dwellings and shall be developed and maintained as part of a residential development of superior quality, and condition.

C. Developer desire to maintain the beauty of the Property, and to assure high-quality standards for the enjoyment of the Property. To provide for the preservation, enhancement and maintenance of the Property and the improvements thereon, Developer desires to subject the Property to the covenants, restrictions, easements, charges and liens of this Declaration, each and all of which is and are for the benefit of the Property and each owner of a portion thereof.

D. To provide for the efficient management of the Property, Developer deems it desirable to create a not-for-profit association. The Association, as hereinafter defined, shall own, operate, maintain and administer all of the common areas within the Property and administer and enforce the covenants, conditions, restrictions and limitations hereinafter set forth. The Association shall also have the power and duty to administer and enforce the covenants, conditions, restrictions and easements and rules set forth in this Declaration, and to collect and disburse the assessments hereinafter created.

DECLARATION

NOW, THEREFORE, Developer hereby declares that the Property shall be held, sold and conveyed subject to the following easements, restrictions, covenants, limitations and conditions, which are for the purpose of protecting the value and desirability of, and which shall run with title to the Property and be binding upon all parties having any right, title or interest in the Property or any part hereof, their heirs, successors and assigns, and shall inure to the benefit of each Owner thereof, including Developer.

ARTICLE I
DEFINITIONS

The following definitions shall apply wherever the capitalized terms appear in this Declaration:

(a) FAIRWAY ESTATES shall mean the proposed plat to be recorded in the public records of PUTNAM County, Florida.

(b) "Association" shall mean and refer to FAIRWAY ESTATES, a Florida not-for-profit corporation, its successors and assigns. The Articles of Incorporation and Bylaws for the Association shall be referred to as the "Association Articles of Incorporation" and the "Association Bylaws", respectively. The Association shall own, operate and maintain the Common Areas; enforce the easements set forth in this Declaration; collect and disburse the assessments hereinafter created; and be responsible for the administration and enforcement of the covenants, conditions, restrictions and limitations hereinafter set forth (sometimes referred to as the "Covenants and Restrictions").

(c) "Association Rules and Regulations" shall mean and refer to the rules, regulations and policies adopted by the Board of Directors as the same may be amended from time to time.

(d) "Board of Directors" shall mean and refer to the Board of Directors of the Association.

(e) "Charges" shall mean and include all General, Special and Lot Assessments.

(f) "Common Area" or "Common Areas" shall mean and refer to all real and personal property now or hereafter owned or required to be maintained by the Association which is intended for the common use and enjoyment of all the owners within the Property. The Common Areas will include the easement described hereinafter including but not limited to an easement for the construction, reconstruction and maintenance of the dry pond which may be constructed by Developer.

(h) "Developer" shall mean and refer to A&M HOME BUILDERS LLC or such other entity which has been specifically assigned the rights of Developer hereunder and any assignee thereof which has had the rights of Developer similarly assigned to it. The Developer may also be an Owner for so long as the Developer shall be record owner of any Lot as defined herein.

(i) "Declaration" shall mean and refer to this Declaration of Covenants, Conditions, Restrictions and Easements applicable to the Property.

(j) "Family" shall mean and refer to a social unit consisting of parent(s) and the children that they rear.

(k) "General Assessment" shall mean and refer to an assessment required of all Owners, as further provided in Article VII entitled "Covenants for Maintenance Assessments" and elsewhere in this Declaration.

(l) "House" shall mean and refer to any single-family residential dwelling constructed or to be constructed on or within any Lot.

(m) "Lot" shall mean and refer to any plot of land intended as a site for a House, whether or not the same is then shown upon any duly recorded subdivision plat of the Property. Upon construction of a House, the term "Lot" as used herein shall include the House and Yard.

(n) "Member" shall mean and refer to those persons entitled to membership in the Association as provided in this Declaration or the Association Articles of Incorporation and Bylaws.

(o) "Mortgage" shall mean any bona fide mortgage encumbering a Lot as security for the performance of an obligation.

(p) "Mortgagee" shall mean and refer to any owner and holder of a Mortgage.

(q) "Owner" shall mean and refer to the record owner, whether one or more persons or entities, of the fee simple title to any Lot. Owner shall not include those having an interest merely as security for the performance of an obligation.

(r) "Plat" shall mean and refer to that certain plat of FAIRWAY ESTATES per plat thereof to be recorded in the public records of PUTNAM County, Florida.

(s) "Property" shall mean and refer to that certain real property described on the Plat.

(v) "Special Assessment" shall mean and refer to those Special Assessments referred to in Article VII hereof.

(w) "Surface Water or Stormwater Management System" means a system which is designed and constructed or implemented to control discharges which are necessitated by rainfall events incorporating methods to collect, convey, store, absorb, inhibit, treat, use or re-use water to prevent or reduce flooding, over-drainage, environmental degradation and water

pollution or otherwise affect the quantity and quality of discharges from the system, as permitted pursuant to Chapters 40C-4, 40C-40 or 40C-42 of the Florida Administrative Code.

(x) "Yard" shall mean and refer to any and all portions of any Lot lying outside the exterior walls of any House constructed on such Lot and shall include all landscaping improvements and decorative and functional appurtenances thereon.

ARTICLE II
PROPERTY SUBJECT TO THIS DECLARATION

Section 1. The real property which is and shall be held, transferred, sold, conveyed and occupied subject to this Declaration consists of that land lying in PUTNAM County, Florida, which has been more particularly described as FAIRWAY ESTATES.

Section 2. No Lot upon which a House has been constructed shall be further subdivided or separated into smaller Lots by any Owner; provided that this shall not prohibit corrective deeds, or similar corrective instruments.

Section 3 - Amendment. After Class B Membership is terminated, there must be approval of at least sixty-six percent (66%) of the Owners for amending this Declaration.

ARTICLE III
OWNERSHIP AND MEMBERSHIP

Section 1. A Lot may be owned by one or more natural persons or entity other than a natural person.

Section 2. Every Owner shall be a Member of the Association. Membership shall be appurtenant to and may not be separated from title to any Lot except as provided for herein.

Section 3. The Association shall have two (2) classes of voting membership:

(a) Class A: Class A Members shall be all Owners with the exception of Developer while the Developer is a Class B Member. Class A Members shall be entitled to one (1) vote for each Lot owned. When more than one (1) person holds an interest in any Lot, other than as security for the performance of an obligation, all such persons shall be Members. The vote for such parcel shall be exercised as they, between themselves, determine, by written designation to the Association, but in no event shall more than one (1) vote be cast with respect to any Lot. The vote appurtenant to any Lot shall be suspended in the event that, and for as long

as, more than one (1) member holding an interest in that Lot lawfully seeks to exercise it.

(b) Class B: Class B Members shall be the Developer, who shall be entitled to the number of votes equal to the number of votes held by all Class A Members, plus one (1). The Class B membership shall cease when the Developer has conveyed one hundred (100%) percent of the Lots within the Property or when the Developer, in its sole discretion, elects to terminate its Class B membership, whichever shall occur first.

ARTICLE IV
OWNER'S RIGHTS

Section 1. Every Owner shall have a right and easement of enjoyment in and to the Common Area, which will be appurtenant to and shall pass with title to every Lot, subject to the provisions of the Association Articles of Incorporation, Bylaws, Rules and Regulations and the following provisions:

(a) The right of the Association to charge assessments and other fees for the maintenance and security of the Common Areas and the facilities and services provided Owners as described herein.

(b) The right of the Association to adopt rules and regulations governing the manner and extent of use of the Common Areas and the personal conduct of the Members of the Association and their guests thereon.

(c) The right of the Association to dedicate or transfer all or any part of the Common Areas, to any public agency, authority or utility (public or private) for such purposes and subject to such conditions as may be agreed upon by the Members of the Association.

(d) The right of Developer or the Association to grant and reserve easements and rights-of-way through, under, over and across the Common Areas, including the right to grant easements for ingress and egress to members of the general public.

Section 2. In the event any Common Areas, facilities or personal property of the Association or of Developer are damaged or destroyed by an Owner or any of his guests, tenants, licensees, agents, employees or members of his Family as a result of negligence or intentional acts, the Association shall repair the damage. Such repairs will be performed in good and workmanlike manner in conformance with the original plans and specifications for the area involved or as the area may have been modified or altered subsequently by the Association. The expense incurred by the Association in making such repairs shall be the responsibility of such Lot Owner who caused the damage and shall become a Lot Assessment.

Section 4. Prior to elimination of the Class B Membership, Developer hereby covenants that it will convey such easements to the Association over property then owned by the Developer as may be reasonably necessary to enable the Association to perform its duties and responsibilities as set forth in the Declaration. Such conveyance shall be subject to covenants, easements, restrictions and all other terms and conditions, limitations, and reservations contained in the Declaration.

Developer shall and does hereby reserve an alienable and releasable easement over and across the Common Area for its benefit and the benefit of its successors in title or assignees of record, which easements shall be for the purpose of and include the right, but not the obligation, after conveyance to the Association, to enter upon such Common Areas for the purpose of construction of additional facilities, alteration of existing facilities, maintain and make alterations and additions to the entrance way and signage, landscaping or creation of new easements or modifications of pre-existing easements, to exercise any other rights provided for elsewhere herein, or take any other actions necessary to ensure that the Common Areas are maintained and preserved in a quality manner. Each Owner's obligation to pay assessments, as provided herein, shall commence upon his acquisition of his Lot, notwithstanding that the Common Areas have not then been conveyed to the Association. Developer hereby reserves for itself, the Association and the Owners an alienable and releasable easement over and through rear and side yard drainage systems within the Property for drainage of surface water.

ARTICLE V
ASSOCIATION

Section 1. The duties and powers of the Association shall be those provided for by law or set forth in this Declaration, the Association's Articles of Incorporation and Bylaws, together with those duties and powers which may be reasonably implied to effect the purposes of the Association. Without limiting the generality of the foregoing, the Association may take such measures and perform such services which in the judgment of the Board of Directors are necessary or desirable to enforce the covenants, conditions, restrictions and limitations set forth in this Declaration; operate, maintain and administer all Common Areas within the Property; administer and enforce the easements provided for in this Declaration; and collect and disburse the assessments created in this Declaration.

Section 2. Except as provided for herein, the Association is not responsible for any exterior maintenance of Houses, including, but not limited to, glass surfaces on doors, screened and screen doors, exterior doors and window fixtures, terraces, patio and deck improvements or roofs.

Section 3. The Association may employ or contract with one or more third parties for the performance of all or any portion of the Association's management, maintenance and repair activities, as the Association Board of Directors may choose. The Association shall be billed by its independent contractors, and the cost therefore shall be included within the General Assessment or Lot Assessment as the case may be.

ARTICLE VII
COVENANTS FOR MAINTENANCE ASSESSMENTS

Section 1. All assessments and fines (referred to collectively in this Article as "charges"), together with interest and cost of collection when delinquent, shall be a charge on the land and shall be a continuing lien upon the Lot against which the charges are made, and shall also be the personal obligation of the person or entity who is the Owner of such Lot at the time when the charges were levied, and of each subsequent Owner. The lien shall attach to the Lot upon recording of a claim of lien in the public records of PUTNAM County, Florida, which lien shall include all the formalities of a deed and be signed by a duly authorized officer of the Association or its agent. The claim of lien can provide that it secures not only current outstanding assessments as of the date of filing the claim of lien, but may also include future unpaid assessments, interest, late charges, and other costs related thereto. Each Owner of a Lot, by acceptance of a deed or other transfer document therefore, whether or not it shall be so expressed in such deed or transfer document, is deemed to covenant and agree to pay the Association the charges established or described in this Article and in the Association Articles of Incorporation and Bylaws. No diminution or abatement of any charges shall be allowed by reason of any alleged failure of the Association to perform such function required of it, or any alleged negligent or wrongful acts of the Association, or its officers, agents and employees, or the non-use by the Owner of any or all of the Common Areas, the obligation to pay such charges being a separate and independent covenant by each Owner. Mortgagees are not required to collect assessments.

Section 2. Each Lot within the Property is subject to a Capital Contribution and an Annual General Assessment by the Association for the improvement, maintenance and operation of the Property, including the management and administration of the Association and the furnishing of services as set forth in this Declaration. Such a Capital Contribution and General Assessments must be allocated equally on a per Lot basis. The Board of Directors of the Association by a majority vote shall set a Capital Contribution and Annual General Assessments at a level sufficient to meet the Association's obligations. The Association Board of Directors shall have the right, power and authority, during any fiscal year, to increase the Annual General Assessment for the purpose of meeting its expenses and operating costs on a current basis. The Association Board of Directors shall set the date or dates that the Assessment shall become due, and may provide for collection of Assessments annually or in monthly, quarterly or semi-annual installments; provided however, that upon a default in the payment of anyone or more installments, the entire balance of the yearly Assessment may be accelerated at the option of the Association Board of Directors and be declared due and payable in full. The maximum Annual General Assessment shall not increase more than five percent (5%) per year unless by a vote of a majority of the members. This cap on maximum Annual General Assessment will be waived if Developer elects to add additional lands or improvements to the common area.

Section 3.

(a) In addition to Annual General Assessments authorized above, the Association may levy in any assessment year a Special Assessment for the purpose of defraying, in whole or in part, the cost of any construction, reconstruction, repair or replacement of a capital improvement upon the Common Areas, including fixtures and personal property related thereto, provided that such assessments shall have been properly authorized pursuant to the terms of the Association Articles of Incorporation and Bylaws.

(b) In addition, the Association may levy an Emergency Assessment at any time by a majority vote of the Association Board of Directors, for the purpose of defraying, in whole or in part, the cost of any unusual or emergency matters that affect the Common Areas, and such Emergency Assessment shall be due and payable at the time and in the manner specified by the Association Board of Directors.

Section 4. In addition to the Assessments authorized above, the Association may levy in any assessment year a Lot Assessment against a particular Lot for the purpose of defraying, in whole or in part, the cost of any construction, reconstruction, repair or replacement of a capital improvement upon the specific lot (or a charge under Section 3 of Article IV above), or any other maintenance or special services provided to such Lot or its Owner, the cost of which is not included in the General Assessment.

Section 5. The initial Assessment on any Lot subject to assessment shall be collected at the time title to such Lot is conveyed to the Owner by the Developer. During the initial year of ownership, each Owner shall be responsible for the pro rata share of the General or Special Assessments charged to that Owner's Lot, prorated to the date of closing based upon a thirty (30) day month.

Section 6.

(a) Any charges not paid within fifteen (15) days after the due date shall be subject to a late fee as determined from time to time by the Association Board of Directors and shall bear interest at the maximum rate allowed by law, until paid.

(b) Any charges against any Lot pursuant to this Declaration, together with such late fees, interest thereon, and cost of collection thereof (including reasonable attorneys' fees, whether suit is filed or not), shall become a lien on such Lot which lien shall attach upon the recording of the claim of lien as aforesaid. The Association may bring an action at law against the Owner personally obligated to pay the same, foreclose the lien against the Lot, or both. Costs and reasonable attorney's fees incurred in any such

action shall be awarded to the prevailing party. The lien provided for in this Section shall be in favor of the Association. The Association, acting on behalf of the Owners, shall have the power to bid for an interest in any Lot foreclosed at such foreclosure sale and to acquire and hold, said Lot.

(c) Each Owner, by acquisition of an interest in a Lot hereby expressly vests in the Association the right and power to bring all actions against such Owner personally for the collection of such charges as a debt and to enforce the aforesaid by all methods available for the enforcement of such liens, including foreclosure, by an action brought in the name of the Association, in a like manner as a mortgage lien on real property, and such Owner hereby expressly grants to the Association a power of sale in connection with such lien. No Owner may waive or otherwise avoid liability for the charges provided for herein by abandonment of his Lot.

(d) The lien rights provided for herein shall be inferior and subordinate to the lien of a Mortgage held by a Mortgagee now or hereafter placed upon any Lot subject to assessment. Sale Foreclosure or transfer of any Lot shall not affect such lien.

Section 7. The Treasurer of the Association, upon demand of any Owner liable for charges, shall furnish to such Owner a certificate in writing signed by such Treasurer, setting forth whether such charges have been made.

Section 8 - Budget.

(a) The fiscal year of the Association shall consist of a twelve (12) month period commencing on the first day of January of each year and terminating on the last day of December of that year.

(b) Developer shall determine the Association budget for the fiscal year in which a Lot is first assessed its fractional share of the Annual General Assessment.

(c) Pursuant to the Association Articles of Incorporation and Bylaws, the Association Board of Directors shall adopt a budget for each succeeding year containing an estimate of the total amount which they consider necessary to pay the cost of all expenses to be incurred by the Association to carry out its responsibilities and obligations including, without limitation, the cost of wages, materials, insurance premiums, services, supplies and other expenses needed to render the services specified hereunder. Such budget shall also include such reasonable amounts as the Association Board of Directors consider necessary to provide working capital and to provide for a general operating reserve and reserves for contingencies and replacements. The Association Board of Directors reserves the right to determine the collection periods, whether they be quarterly or annually. The Association Board of Directors shall send each

of its Members a copy of the budget, in a reasonably itemized form which sets forth the amount of the Assessments payable by each of its Members. Each budget shall constitute the basis for determining each Owner's General Assessment as provided herein.

(d) The failure or delay of the Association Board of Directors to prepare or adopt the annual budget or adjusted budget for any fiscal year shall not constitute a waiver or release in any manner of any Owner's obligation to pay his Assessment as herein provided, whenever the same shall be determined. In the absence of an annual budget or adjusted budget, each Owner shall continue to pay the Assessment at the then existing rate established for the previous fiscal period in the manner such payment was previously due until notified otherwise.

Section 9. The following property subject to this Declaration shall be exempted from the Assessments and liens created herein:

(a) All properties dedicated to and accepted by a governmental body, agency or authority; and

(b) All Common Areas; and

(c) All Lots owned by Developer.

Section 10. In the event the Common Areas owned by the Association are taxed separately from the Lots deeded to owners, the Association shall include such taxes as a part of the budget. In the event the Common Areas owned by the Association are taxed as a component of the value of the Lot owned by each Owner, it shall be the obligation of each Owner to timely pay such taxes.

Section 11. Covenant for Maintenance Assessments for Association. Assessments shall also be used for the maintenance and repair of the surface water or stormwater management systems including but not limited to work within retention areas, drainage structures and drainage easements.

Section 12. Enforcement. The St. Johns River Water Management District shall have the right to enforce, by a proceeding at law or in equity, the provisions contained in the Covenants and Restrictions which relate to the maintenance, operation and repair of the surface water or stormwater management system.

Section 13. Swale Maintenance. The Developer has construed a Drainage Swale upon each Lot for the purpose of managing and containing the flow of excess surface water, if any, found upon such lot from time to time. Each lot owner, including builders, shall be responsible for the maintenance, operation and repair of the swales on the lot. Maintenance, operation and repair shall mean the exercise of practices, such as mowing and erosion repair, which allow the swales to provide drainage, water storage, conveyance or other stormwater management capabilities as permitted by the St. Johns

River Water Management District. Filling, excavation, construction of fences or otherwise obstructing the surface water flow in the swales is prohibited. No alteration of the Drainage Swale shall be authorized and any damage to any Drainage Swale, whether caused by natural or human-induced phenomena, shall be repaired and the Drainage Swale returned to its former condition as soon as possible by the Owner(s) of the Lot(s) upon which the drainage swale is located.

ARTICLE VIII
USE OF PROPERTY

In order to preserve the Property as a desirable place to live for all Owners, the following protective covenants are made a part of this Declaration:

Section 1 - Single Family Residence Only. Each lot shall be used for the purpose of constructing a single-family residence thereon and for no other purpose. Except as herein otherwise provided, no structure shall be erected, altered or permitted to remain on any Lot other than one single-family residence with a minimum of one (1) car usable garage. No building or structure shall be rented or leased separately from the rental or lease of the entire Lot. Nothing herein shall be constructed to prevent Developer from using any Lot or portion thereof as a right-of-way for road purposes or for access or utility easement, in which event none of these restrictions shall apply.

Section 2 - Set Back Restrictions. Set back restrictions for all Lots shall be in accordance with set back requirements set forth under the regulations of City of Palatka, Florida. Set backs in accordance with record plat are 25' front, 10' sides and 30' rear .

Section 3 - Maximum Lot Coverage The maximum area of a Lot covered by all buildings and structures shall not exceed City of Palatka Zoning Guidelines, or any other governmental agency charged with setting same.

Section 4 – Trees. No trees of a diameter of six (6) inches or more shall be removed without the permission of the Developer. All trees shall be installed prior to a certificate of occupancy and maintained in perpetuity at the location and specifications set forth in the City of Palatka approved Landscaped Plan for the Preliminary Plat and Improvement Plan for FAIRWAY ESTATES.

Easement for Access and Drainage. The Association shall have a perpetual, non-exclusive easement over all areas of the Surface Water or Stormwater Management Systems for access to operate, maintain or repair such systems. This easement shall provide the Association with the right to enter upon any portion of a Lot which is adjacent to or a part of the Surface Water or Stormwater Management System, at a reasonable time and in a reasonable manner, to operate, maintain or repair the Surface Water or Stormwater Management System as required by the St. Johns River Water Management District permit. In addition, the Association shall have a perpetual, non-exclusive easement for drainage over the entire Surface Water or Stormwater Management System. No person shall alter the drainage flow of the Surface Water or Stormwater Management System, including

buffer areas of swales, without the prior written approval of the St. Johns River Water Management District.

ARTICLE IX
UTILITY EASEMENTS AND OTHER EASEMENTS

Section 1. Subject to the rights of PUTNAM County, the Developer shall have the unrestricted right, without the approval or joinder of any other person or entity to designate the use and to alienate, release, or otherwise assign the easements shown in the Plat or described herein.

Section 2. Developer reserves for itself and for the Association and its designees a blanket easement and right on, over and under the Yard within the Property to maintain and correct drainage of surface water and other erosion controls in order to maintain reasonable standards of health, safety and appearance. Said right expressly includes the right to cut any trees, bushes or shrubbery, make any grading of soil, take up pavement or to take any other similar action reasonably necessary following which Developer or the Association, as applicable, shall restore the affected property to its original condition (excluding replacement of trees) as nearly as practicable. Developer, or the Association, shall give reasonable notice of intent to take such action to all affected Owners, unless in the opinion of the Developer, or the Association, an emergency exists which precludes such notice. The right granted hereunder may be exercised at the sole option of Developer, or the Association, and shall not be construed to obligate Developer, or the Association to take any affirmative action in connection therewith.

Section 3. To the extent that any improvements constructed by Developer on, or if any Lot encroaches on, any other Lot or Common Area, whether by reason of any deviation from the subdivision plat(s) of the Property or by reason of the settling or shifting of any land or improvements, a valid easement for such encroachment and the maintenance thereof shall exist. Upon the termination of such an encroachment, the easement created in this Section 4 shall also terminate.

Section 4. The Association shall be responsible for the maintenance, operation and repair of the Surface Water or Stormwater Management System. Maintenance of the Surface Water or Stormwater Management System(s) shall mean the exercise of practices which allow the systems to provide drainage, water storage, conveyance or other surface water or stormwater management capabilities as permitted by the St. Johns River Water Management District. The Association shall be responsible for such maintenance and operation. Any repair or reconstruction of the Surface Water or Stormwater Management System shall be as permitted or, if modified, as approved by the St. Johns River Water Management District.

Section 5. The Association shall also be responsible and shall pay out of the Association's budget for the following maintenance items:

(a) pond retention wall maintenance, repair and replacement;

(b) maintenance of any and all other common area as set forth herein or determined a common area by the Association.

ARTICLE X
GENERAL PROVISIONS

Section 1. There is hereby reserved to the Association the right, which shall also be its duty and responsibility and obligation, to maintain the Common Area in accordance with the Declaration and the Association, Articles of Incorporation, Bylaws and rules and regulations. Additionally, all signage, electricity, landscaping, fences and or irrigation shall be maintained by the Association. Landscaping in the area of right of way in front of each Lot shall nevertheless be maintained by the Lot owner. (Area from property line to street curb)

Section 2. The covenants and restrictions contained in this Declaration, as the same may be amended from time to time, shall run with and bind the Property and shall inure to the benefit of and be enforceable by the Developer, the Association, the Owners and their respective legal representatives, heirs, successors or assigns, for a term of thirty (30) years after the date that this Declaration is recorded in the public records of PUTNAM County, Florida, after which time all of said provisions shall be extended automatically for successive periods of ten (10) years each unless an instrument signed by the President and Secretary of the Association certifying that the Owners holding seventy-five (75%) percent of the total voting power in the Association have agreed to terminate all of the said provisions as of a specified date shall have been recorded. Unless this Declaration is terminated in accordance with this section, the Association shall re-record this Declaration or the notice of its terms at intervals necessary under Florida law to preserve its effect.

Section 3. In the event all or part of the Common Area owned by the Association shall be taken or condemned by any authority having the power of eminent domain, all compensation and damages shall by paid to the Association. The Board of Directors of the Association shall have the sole and exclusive right to act on behalf of the Association with respect to the negotiation and/or litigation of the taking or condemnation affecting such property. Any amendment to the Covenants and Restrictions which would affect the surface water management system including the water management portions of the Common Areas, must have the prior written approval of the St. Johns River Water Management District.

Section 4. Any notice required to be sent to the Owner of any Lot under the provisions of this Declaration shall be deemed to have been properly sent when mailed, first class postage prepaid, or hand delivered to the last known address of the person who appears as Owner of such Lot on the records of the Association at the time of such mailing.

Section 5. Developer or Association reserves the right, but shall have no obligation, following ten (10) days written notice to the Owner of the Lot specifying the violation to enter upon any Lot to correct any violation of these covenants and restrictions or to take such action as Developer or the Association deems necessary to enforce these Covenants and Restrictions, all at the expense of the Lot Owner. The Owner of the Lot shall pay

Developer on demand the actual cost of such enforcement plus twenty percent (20%) of the cost of performing the enforcement. In the event that such charges are not paid on demand the charges shall bear interest at the maximum legal rate of interest from the date of demand. Developer or the Association may, at its option, bring action at law against the Lot Owner personally obligated to pay the same, or upon giving the Lot Owner ten (10) days written notice of intention to file a claim of lien against a Lot, may file and foreclose such lien. In addition, Developer or Association shall be entitled to bring actions at law for damages or in equity for injunctions for the purposes of curing or correcting any violation of the terms of these covenants and restrictions. All costs and expenses, including, but not limited to, attorneys' fees (at trial, in settlement, and on appeal) incurred by Developer or the Association to effectuate collection of any charges or to cure or correct any violation of the terms of these covenants and restrictions shall be borne by the Lot Owner(s) responsible for the charges or violations in question. All foregoing remedies of Developer or the Association shall be cumulative to any and all other remedies of Developer provided herein or at law or in equity. The failure by Developer or the Association to bring any action to enforce any provisions of these covenants and restrictions shall in no event be deemed a waiver of the right to do so thereafter as to the same breach or as to one occurring prior to or subsequent thereto, nor shall such failure give rise to any claim or cause of action by any Lot Owner or any other party against Developer or the Association.

Section 6. In addition to the enforcement provisions previously set forth in this Declaration, the provisions of this Declaration may be enforced by any Owner (including the Developer) or the Association by a proceeding at law or in equity against any person or entity violating or attempting to violate the same, either to restrain violation or to recover damages, or both, and against his or its property to enforce any lien created by this Declaration. Failure to so enforce any of these protective covenants and restrictions shall in no event by deemed a waiver of the right to do so at any time thereafter.

Section 7. Whenever the approval of the Developer or Association is required by these covenants and restrictions, no action requiring such approval shall be commenced or undertaken until after a request shall be sent to Developer or Association by Registered or Certified Mail with return receipt requested. If the Developer or Association fails to act on any such written request within thirty (30) days after the date of receipt thereof, the approval requested shall be deemed granted; however, no action shall be taken by or on behalf of the person or persons submitting the written request which violates any of these covenants and restrictions.

Section 8. Whenever approval by Developer is required in these covenants and restrictions, same shall mean approval of the President or any Vice President of Developer as evidenced by a certificate or other writing signed by the President, Vice president, or General Partner of Developer.

Section 9. The provisions of this Declaration shall be liberally construed to effectuate their purpose of creating a uniform consistent plan for the development and use of the Property.

Section 10. The invalidity of any part of this Declaration shall not impair or affect in any manner the validity and enforceability of the balance of the Declaration which shall remain in full force and effect.

Section 11. The use of the masculine gender herein shall be deemed to include the feminine gender and the use of the singular shall be deemed to include the plural, whenever the context so requires.

Section 12.

(a) Subject to the provisions of Article IX, section 2, Developer specifically reserves the absolute and unconditional right, so long as it owns any of the Property, to amend this Declaration without the consent or joinder of any party or entity to (i) conform to the requirements of the Federal Home Loan Mortgage Corporation, Federal National Mortgage Association, FHA/VA/HUD or any other generally recognized institution involved in the purchase and sale of home loan mortgages or (ii) to conform to the requirements of institutional mortgage lender(s) or title insurance company(ies) or (iii) to perfect, clarify or make internally consistent the provisions herein. As long as there is Class B Membership, this reservation is subject to U.S. Housing and Urban Development approval for the following:

(i) Annexation of additional properties,
(ii) Dedication of Common Area, and
(iii) Amendment of this Declaration.

(b) Subject to the provisions of Article IX, Section 2, Developer reserves the right to amend this Declaration in any other manner without the joinder of any party or entity until the termination of Class B membership so long as (i) the voting power of existing Members is not diluted thereby, (ii) the assessments of existing Owners are not increased except as may be expressly provided for herein, and (iii) no Owner's right to the use and enjoyment of his Lot or the Common Areas is materially and adversely altered thereby, unless such Owner has consented thereto.

(c) This Declaration maybe amended at a duly called meeting of the Association where a quorum is present if the amendment resolution is adopted by (i) a majority vote of all Class A Members of the Association present at such meeting and (ii) the Class B Member, if any. An amendment so adopted shall be effective upon the recordation in the public records of PUTNAM County, Florida, of a copy of the amendment resolution, signed by the President of the Association and certified by the Secretary of the Association.

Section 13. Notwithstanding this or any other provision of this Declaration, any amendment to this Declaration which alters the Surface Water or Stormwater Management

System, beyond maintenance in its original condition, including the water management portion of the Common Areas, must have the prior written approval of the St. Johns River Water Management District.

Section 14 This provision shall not preclude the Association from obtaining relief from the Lot Owner who is delinquent in the homeowner's association fees.

Section 15. Any and all legal fees, including, but not limited to, attorneys' fees and court costs, including any appeals, which may be incurred by the Developer or Association in the lawful enforcement of any of the provisions of this Declaration, regardless of whether such enforcement requires judicial action, shall be assessed against and collectible from the unsuccessful party to the action, and if an Owner, shall be a lien against such Owner's Lot in favor of the Association and/or Developer.

Section 16. The Developer shall have the sole and exclusive right at any time, and from time to time, to transfer and assign to, or withdraw from, such person, firm, corporation or committee of Lot Owners as it shall elect, any or all rights, powers, privileges, authorities and reservations given to or reserved by the Developer by any part or paragraph of this Declaration. Following any such assignment, Developer shall be relieved of the performance of all duties and obligations hereunder. If at any time hereafter there shall be no person, firm or corporation entitled to exercise the rights, powers, privileges, authorities, and reservations given to or reserved by the Developer under these provisions, the same shall be vested in and be exercised by a committee to be elected or appointed by the Owners of a majority of the Lots shown on the Plat. Nothing herein contained, however, shall be construed as conferring any rights, powers, privileges, authorities or reservations in said committee except in the event aforesaid. The term "Developer" as used herein shall include the person or entity identified on the first page as Developer and its successors or assigns.

Section 17. This Declaration shall be construed in accordance with the laws of the State of Florida.

IN WITNESS WHEREOF, the undersigned, being the Developer herein, does hereby make this Declaration of Covenants, Conditions, Restrictions, and Easements for and has caused this Declaration to be executed in its name on the day and year first above written.

Signed, sealed and delivered
in the presence of:

DEVELOPER:

A&M HOME BUILDERS, LLC.

Signed: _____
Print:_____

By:_____
Its Manager

Signed: _____
Print:_____

STATE OF FLORIDA
COUNTY OF PUTNAM

The foregoing instrument was personally acknowledged before me this ____ day of _____, 2020, by Tobi McGuigan who stated that she was Managing Member A&M Home Builders, LLC, further stated that she was duly authorized in such capacity to execute the foregoing for and on behalf of the limited liability company, and that he/she had done so for the purpose therein mentioned and set forth and is personally known to me or who has produced a drivers license as identification.

_____
Notary Public

Fidelity National Title Insurance Company

February 12, 2025

Addressee:

Planning and Zoning Division
P.O. Box 1486
Palatka, FL 32178-1486

PLAT PROPERTY INFORMATION REPORT

Revised: 2-12-2025

Proposed Plat of: Fairway Estates

In accordance with Section 177.041, Florida Statutes this will certify that Fidelity National Title Insurance Company has made a search of the Public Records of Putnam County, Florida, through January 30, 2025 at 8:00 AM on real property described and shown on the proposed plat which description reads as follows:

See Exhibit A attached hereto for Legal Description

As of the effective date of this report, the record title to the land described and shown on the proposed plat is in the name of A&M Home Builders, LLC, a Florida limited liability company by virtue of the Warranty Deed recorded in Official Records Book 1703, page 1518, of the public records of Putnam County, Florida.

The search has revealed the following:

1. Easement reserved in the City of Palatka contained in Deed recorded in Official Records Book 1377, page 508.

NOTE: 2024 Real Estate Taxes and all prior years show paid

NOTE: No open mortgage(s) were found of record.

Public Records shall be defined herein as those records currently established under the Florida Statutes for the purpose of imparting constructive notice of matters relating to real property to purchasers for value and without knowledge.

This report shows only matters disclosed in the aforesaid Public Records, and it does not purport to insure or guarantee the validity or sufficiency of any documents noted herein; nor have the contents of any such documents been examined for references to other liens or encumbrances. This report is not to be construed as an opinion, warranty, or guarantee of title or other similar assurance, nor as a title insurance policy; and its effective date shall be the date above specified through which the Public Records were searched. This Report is being provided for the use and benefit of the above Addressee only, and it may not be used or relied upon by any other party. This Report may not be used for the purpose of issuing a title insurance commitment or policy.

This Report is not title insurance. Pursuant to s. 627.7843, Florida Statutes, the maximum liability of the issuer of this property information report for errors or omissions in this

property information report is limited to the amount paid for this property information report, and is further limited to the person(s) expressly identified by name in the property information report as the recipient(s) of the property information report.

File No.: 12218600

By: Matt Quigley

_____

Authorized Signature

Fidelity National Title Insurance Company

Exhibit “A”

PLAT BOOK _____, PAGE _____

SHEET 1 OF 1

FAIRWAY ESTATES

A REPLAT OF A PORTION OF GOLF CLUB HEIGHTS, AS RECORDED IN
MAP BOOK 3, PAGE 124 OF THE PUBLIC RECORDS OF PUTNAM
COUNTY, FLORIDA, CITY OF PALATKA
SECTION 13, TOWNSHIP 10 SOUTH, RANGE 26 EAST

CERTIFICATE OF APPROVAL BY THE PALATKA CITY COMMISSIONERS:

THIS IS TO CERTIFY THAT ON THIS ____ DAY OF _____, 2025 THE FOREGOING PLAT WAS APPROVED BY THE BOARD OF COMMISSIONERS OF PALATKA, FLORIDA. THIS APPROVAL SHALL NOT BE DEEMED AS REQUIRING PALATKA, FLORIDA TO PROVIDE FOR CONSTRUCTION OR MAINTENANCE OF ANY PART OF SAID SUBDIVISION.

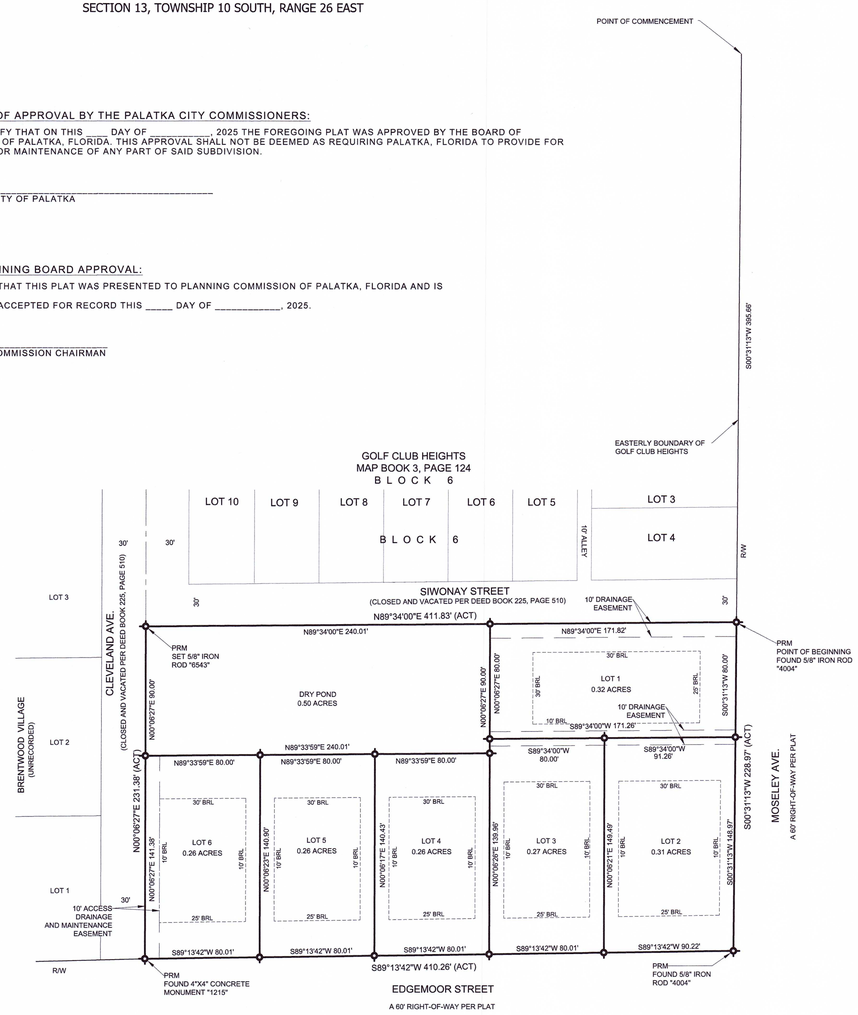
BY: _____
MAYOR, CITY OF PALATKA

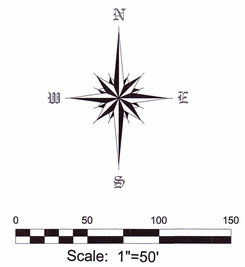
PALATKA PLANNING BOARD APPROVAL:

THIS CERTIFIES THAT THIS PLAT WAS PRESENTED TO PLANNING COMMISSION OF PALATKA, FLORIDA AND IS

APPROVED AND ACCEPTED FOR RECORD THIS _____ DAY OF _____, 2025.

BY:_____
PLANNING COMMISSION CHAIRMAN





GENERAL NOTES:

1.) NOTICE: THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM, IS THE OFFICIAL DEPICTION OF THE SUBDIVIDED LANDS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORMAT OF THE PLAT. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA.

2.) LANDS SHOWN HEREON LIE IN FLOOD ZONE "X", FLOOD ZONE LINES SHOWN ON THIS PLAT ARE A GRAPHICAL DEPICTION SCALED & PLOTTED FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAPS COMMUNITY PANEL NO. 120273, PANEL NO. 12107C0194C, EFFECTIVE DATE FEBRUARY 2, 2012 AND ARE NOT FIELD LOCATED. THE FEMA MAPS ARE PERIODICALLY UPDATED SO IT IS THE OWNERS RESPONSIBILITY TO CHECK FOR THE MOST CURRENT MAPS. IF MORE DETAILED INFORMATION IS NEEDED, ADDITIONAL SERVICES ARE REQUIRED.

3.) THE PLAT WAS PREPARED BASED ON BOUNDARY SURVEY BY MORRIS SURVEYING & MAPPING DATED MARCH 16, 2021.

4.) BEARINGS SHOWN HEREON ARE SHOWN ARE BASED ON THE NORTHERLY RIGHT OF WAY AS EDGEMOOR STREET AS S89°13'42"W (ASSUMED).

5.) MINIMUM SETBACK REQUIREMENTS:
FRONT = 25'
REAR = 30'
SIDE = 10'

6.) ALL PURCHASERS ARE HEREIN NOTIFIED THAT THE IMPROVEMENTS IN THIS SUBDIVISION ARE PRIVATELY MAINTAINED AND THE CITY WILL NOT ACCEPT RESPONSIBILITY FOR THE MAINTENANCE OF THE IMPROVEMENTS. ALL MAINTENANCE SHALL BE THE RESPONSIBILITY OF THE DEVELOPER OR THE HOMEOWNERS ASSOCIATION.

7.) UNLESS IT CONTAINS ALL NUMBERED SHEETS AND IT BEARS THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER, THIS DRAWING, SKETCH, PLAT OR MAP IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT VALID. (CHAPTER 61G17-6, FLORIDA ADMINISTRATIVE CODE)

8.) PUTNAM COUNTY FLORIDA PARCEL 13-10-26-3170-0010-0010.

9.) ALL BEARING/DISTANCE CALLS ARE SURVEY MEASURED CALLS UNLESS DESIGNATED OTHERWISE.

LEGEND

(REC) = RECORD
(ACT) = ACTUAL

SET 5/ 8" IRON ROD "PSM6543" UNLESS NOTED OTHERWISE

R/W = RIGHT OF WAY
BRL = BUILDING RESTRICTION LINE
PRM = PERMANENT REFERENCE MONUMENT

CAPTION

OFFICIAL RECORDS BOOK 1703, PAGE 1518
Parcel "A"

A parcel of land lying in and being a part of Block 1, Cleveland Avenue, and Siwonay Street (closed) of Golf Club Heights, according to the plat recorded in Map Book 3, page 124 of the public records of Putnam County, Florida. Said parcel being more particularly described as follows:

Commence at a concrete monument at the intersection of the Northerly boundary of the South 1/2 of the Southwest 1/4 of the Northeast 1/4 of Section 13, Township 10 South, Range 26 East, Putnam County, Florida (also being the Northerly boundary of said Golf Club Heights) and the Westerly boundary of the right-of-way of Moseley Avenue thence run South 00 degrees, 31 minutes and 13 seconds West, along said Westerly boundary, 395.66 feet to an 5/8 iron rod at the center-line of said Siwonay Avenue (closed) for the Point of Beginning of this description.

From Point of Beginning thus described continue South 00 degrees, 31 minutes and 13 seconds West, along said Westerly boundary, 228.97 feet to an iron rod at the Southeast corner of said Block 1 on the Northerly Boundary of the right-of-way of Edgemoor Street; thence South 89 degrees, 13 minutes and 42 seconds West, along said Northerly boundary, 410.26 feet to a concrete monument at the intersection of said Northerly boundary of the right-of-way of Edgemoor Street with the centerline of Cleveland Avenue closed); thence North 00 degrees, 06 minutes and 27 seconds East, along said centerline, 231.38 feet to an iron rod at the center-line of said Siwonay Avenue (closed), thence North 89 degrees, 33 minutes and 60 seconds East, 411.83 feet along center-line of said Siwonay Avenue (closed) to the point of Beginning and to close. Containing 2.17 Acres

ADOPTION AND DEDICATION:

THIS IS TO CERTIFY THAT THE UNDERSIGNED IS THE LAWFUL OWNER OF THE LANDS DESCRIBED IN THE CAPTION SHOWN HEREON WHICH SHALL HEREAFTER BE KNOWN AS FAIRWAY ESTATES, AND THAT HAS CAUSED THE SAME TO BE SURVEYED AND SUBDIVIDED, AND THAT THIS PLAT, MADE IN ACCORDANCE WITH SAID SURVEY, IS HEREBY ADOPTED AS THE TRUE AND CORRECT PLAT OF SAID LANDS; THE ROADS RIGHTS OF WAY DESIGNATED AND DEPICTED IN THIS PLAT ARE IMPROVEMENTS WHICH ARE NOW CONSTRUCTED. TITLE TO ALL LANDS DEPICTED ON THIS PLAT, WITH THE EXCEPTION OF RIGHTS OF WAY HEREIN ABOVE DEDICATED, IS HEREBY RETAINED BY THE UNDERSIGNED OWNER, ITS SUCCESSORS AND ASSIGNS; PROVIDED HOWEVER, THE UNDERSIGNED OWNER RESERVES THE RIGHT TO CONVEY TITLE TO ANY NUMBERED RESIDENTIAL LOT TO PRIVATE PURCHASERS FOR RESIDENTIAL USE. THIS CERTIFIES THAT A&M HOME BUILDERS, LLC ARE OWNERS OF THE REAL ESTATE SHOWN ON THIS PLAT, HENCEFORTH TO BE KNOWN AS FAIRWAY ESTATES, DO HEREBY CONSENT TO THE FILING OF THIS PLAT.

A&M HOME BUILDERS, LLC

BY:_____ _____
TOBI McGUIGAN, MANAGING MEMBER WITNESS TO ALL PARTIES

_____
WITNESS TO ALL PARTIES

STATE OF FLORIDA
COUNTY OF PUTNAM

THE FOREGOING ADOPTION AND DEDICATION WAS ACKNOWLEDGED BEFORE ME THIS ___ DAY OF _____, 2025, BY TOBI McGUIGAN, MANAGING MEMBER, WHO IS PERSONALLY KNOWN TO ME OR HAVE PRODUCED A _____ AS IDENTIFICATION.

_____
NOTARY PUBLIC

STATE OF FLORIDA
MY COMMISSION EXPIRES:_____

TITLE INSURANCE COMPANY CERTIFICATION:

I, _____, OF _____, DO HEREBY CERTIFY THAT THE RECORD OF TITLE TO THE LAND AS DESCRIBED ON THIS PLAT IS IN THE NAME OF THE PERSON, PERSONS, CORPORATION, OR ENTITY EXECUTING THE DEDICATION AS SHOWN ON THE PLAT. IN THE EVENT THE PLAT DOES NOT CONTAIN A DEDICATION, I HEREBY CERTIFY THAT THE DEVELOPER OF THE PLATTED SUBDIVISION HAS RECORD TITLE TO THE LAND, ADDITIONALLY, I CERTIFY THAT THERE ARE NO LIENS AND/OR ENCUMBRANCES OR RECORD AGAINST SAID PROPERTY, EXCEPT AS SHOWN ON SAID PLAT, AND THAT THE TAXES FOR THE YEAR _____ HAVE BEEN PAID.

THIS ____ DAY OF _____, 2025.

BY: _____

CERTIFICATE OF THE CLERK OF THE CIRCUIT COURT:

I HEREBY CERTIFY THAT THE FOREGOING PLAT HAS BEEN FILED IN THE PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA ON THIS ____ DAY OF _____, 2025, IN MAP BOOK _____, PAGE _____.

BY:_____
CLERK OF THE CIRCUIT COURT

CITY OF PALATKA SURVEYORS CERTIFICATE OF REVIEW:

THIS PLAT HAS BEEN REVIEWED FOR CONFORMITY TO FLORIDA STATUTES CHAPTER 177, PART 1, PLATTING FOR THE CITY OF PALATKA, FLORIDA.

SIGNED AND SEALED THIS _____ DAY OF _____, 2025.

_____
ELLERY P. MORRIS
FLORIDA CERTIFICATE NUMBER #4004
6845 S.E. 221ST STREET
HAWTHORNE, FLORIDA 32640

SURVEYORS CERTIFICATE:

ATTESTED BELOW THE UNDERSIGNED, BEING CURRENTLY LICENSED BY THE STATE OF FLORIDA AS A PROFESSIONAL SURVEYOR AND MAPPER, DOES HEREBY CERTIFY THAT THIS PLAT WAS PREPARED UNDER MY DIRECTION AND SUPERVISION, AND SAID PLAT COMPLIES WITH ALL SURVEY REQUIREMENTS OF FLORIDA STATUES CHAPTER 177, PART 1

SIGNED AND SEALED THIS 21 DAY OF FEB, 2025.

_____
STEPHEN SPEAKS
FLORIDA CERTIFICATE NUMBER #6543
120 RAINTREE WOODS TRAIL
PALATKA, FLORIDA 32177
PHONE (386) 546-6555
EMAIL: 12SPEAKSOF@GMAIL.COM
PLOTTED 1-10-25

ADOPT RESOLUTION 2025-R-46 Ratifying the CRA's Recommendations from the February 10, 2025 Meeting Regarding the Award of the Building Improvement Grant for the September 2024 Cycle.

STAFF REPORT

DATE: March 27, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

On February 10, 2025, the Community Redevelopment Agency (CRA) convened to review and make funding recommendations for the Building Improvement Grant applications submitted during the September 2024 Cycle. During the meeting, the CRA agreed to make an exception to the grant criteria, allowing retroactive work to be funded.

In prior cycles, grant applications were reviewed and considered for funding within 30 days of the submission deadline. However, due to delays in the evaluation process, the CRA decided to allow retroactive funding for work completed 30 days after the original application deadline of September 22, 2024. This exception is limited exclusively to the September 2024 Cycle and only for work completed after the deadline.

A total of seven applicants have submitted proposals under this cycle, with a total funding request of $124,384.50. The attached documentation includes receipts and invoices for completed work as well as estimates for future work, which have been provided by the applicants.

PROJECT ANALYSIS

The seven applications for the September 2024 Cycle were reviewed and scored by the Tax Increment Fund Advisory Committee (TIFAC), which evaluated the proposals based on project quality, feasibility, and redevelopment impact. The results of the rankings were then submitted to the CRA for consideration.

Following a thorough review of the applications, the CRA made recommendations regarding the funding amounts. The total recommended funding for all seven projects is $124,384.50.

As requested by the CRA, receipts and invoices for completed work and estimates for future work have been included.

Staff Recommendation

Staff recommends that the City Commission ratify the CRA's recommendations from the February 10, 2025, meeting regarding the award of the Building Improvement Grant for the September 2024 Cycle.

ATTACHMENTS

1.	Resolution No. 2025-R-46
2.	September 2024 Applicants
3.	1010 Main Street
4.	113 S. 8th Street
5.	720 St. Johns Avenue
6.	310 Main Street
7.	214 St. Johns Avenue
8.	912 St. Johns Avenue
9.	706 St. Johns Avenue

RESOLUTION NO. 2025-R-46

A RESOLUTION OF THE CITY OF PALATKA AUTHORIZING THE RATIFICATION OF THE COMMUNITY REDEVELOPMENT AGENCY'S RECOMMENDATION AND AWARD OF SEVEN (7) BUILDING IMPROVEMENT COST SHARE GRANTS DURING THE SEPTEMBER 2024 ADVERTISEMENT CYCLE; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, on January 14, 2025, the Tax Increment Finance Committee met and scored the seven Building Improvement Cost Share Grant applications sending a ranked list to the Community Redevelopment Agency; and

WHEREAS, on February 10, 2025, the Community Redevelopment Agency reviewed the ranked list of applicants and recommended that the City Commission approve a total of $124,384.50 in grants to be distributed among the seven selected applicants as part of the September 2024 Building Improvement Cost Share Grant cycle; and

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

1. The Mayor and City Clerk are hereby authorized to execute and attest Building Cost Share Grant Agreements with the following seven applicants, with individual grant amounts not to exceed the specified amounts:
    - 1010 Main St., Palatka, FL 32177 - $7387.50
    - 113 S. 8th St., Palatka, FL 32177 - $25,000.00
    - 720 St. Johns Ave., Palatka, FL 32177 - $25,000.00
    - 310 Main St., Palatka, FL 32177 - $9,100.00
    - 214 St. Johns Ave., Palatka, FL 32177 - $15,397.00
    - 912 St. Johns Ave., Palatka, FL 32177 - $25,000.00
    - 706 St. Johns Ave., Palatka, FL 32177 - $17,500.00

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 27th day of March, 2025.

CITY OF PALATKA

BY:_____
ITS MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

_____
CITY ATTORNEY

September 2024 Building Improvement Cost Share

Central Business District

Applicant	Project Address	Complete application and acknowledgement applicant has read and understands grant requirements	Parcel ID has not received tax increment funding in the past 10 years	Does this project require extensive repairs to either obtain a Certificate of Appropriateness, address code violations, construction, demolition, and/or address visual blight (land clearing is not an eligible grant expense)?	Project description including: scope of work, construction estimate, schedule by trade and design plans (as needed)	Verification of matching funds (i.e. loan approval, demonstrated savings, etc.)	Property is on tax roll or will be placed on tax roll as a result of the project	Current taxable value per Putnam County Property Appraiser and estimated taxable value at project completion	Project amount	Allowable max award
Bernice Johnson	**1010 Main St., Palatka, FL 32177**	Yes	No	Address Visual Blight	Yes	Yes	Yes	Yes	$14,775.00	$7,387.50
Andrea Conover	**113 S. 8th St., Palatka, FL 32177**	Yes	No	Address Visual Blight	Yes	Yes	Yes	Yes	$54,100.00	$25,000.00
Jeremy Alexander	**720 St. Johns Ave., Palatka, FL 32177**	Yes	No	Construction	Yes	Yes	Yes	Yes	$57,945.00	$25,000.00
Vicki Mast	**310 Main St., Palatka, FL 32177**	Yes	No	Address Visual Blight	Yes	Yes	Yes	Yes	$18,200.00	$9,100.00
Linda McClarney	**214 St. Johns Ave., Palatka, FL 32177**	Yes	No	Obtain Certificate of Appropriateness	Yes	Yes	Yes	Yes	$30,794.00	$15,397.00
LT Investments FL 1, LLC	**912 St. Johns Ave., Palatka, FL 32177**	Yes	No	Construction	Yes	Yes	Yes	Yes	$196,700.00	$25,000.00
Charles Bates	**706 St. Johns Ave., Palatka, FL 32177**	Yes	No	Address Visual Blight	Yes	Yes	Yes	Yes	$35,000.00	$17,500.00
									Total:	$124,384.50

1010 Main Street

Receipts and Invoices for Completed Work

EDWARD SR. CONSTRUCTION, INC.

Receipt

225 CEDAR ST. CRESCENT CITY, FL. 32112
Email: edwardsrconstru@aol.com

NAME	ADDRESS	CITY
Bernice Johnson	1010 Main St.	Palatka, FL. 32177

DATE		Description of work			Total
10/25/24		Total Job for Roof			$4,800.00
11/20/24		Down Payment			$2,400.00
11/27/24		Final payment			$2,400.00
				TOTAL	Paid in Full

Edward Mitchner

Customer Receipt

10/30/2024, 1:35 PM EDT

Sales Person DXK1503 **Store Phone #** (386) 325-5857

Store # 8531 **Location** 417 N HWY 19, PALATKA, FL 32177

Customer Information

BERNICE JOHNSON
(386) 972-6302
JBERNICE00@GMAIL.COM

BJ MARKET
1836 CARR STREET
PALATKA, FL 32177

Order # H8531-179471
PO / Job Name bernice

Will Call

Pickup Date
Thursday, October 31
6:30 PM EDT

	Item Description	Model #	SKU #	Unit Price	Qty	Subtotal
01	WeatherShield 1 in. x 8 in. x 12 ft. Ground Contact Pressure-Treated Southern Yellow Pine Decking Board	N/A	1001753988	$12.58 / each	1	$12.58
02	WeatherShield 1 in. x 4 in. x 8 ft. Ground Contact Pressure-Treated Board Southern Yellow Pine Lumber	N/A	1001753944	$4.48 / each	3	$13.44

Will Call

Pickup Date
Thursday, October 31
5:30 PM EDT

	Item Description	Model #	SKU #	Unit Price	Qty	Subtotal
03	Hampton Bay 24 in. W x 24 in. D x 34.5 in. H Assembled Base Kitchen Cabinet in Unfinished with Recessed Panel	N/A	1002751971	$129.00 / each	1	$129.00
04	8 ft. Straight Laminate Countertop In Textured White Ice Granite with Eased Edge and Integrated Backsplash	N/A	1004610110	$169.00 / each	1	$169.00
05	Hampton Bay 60 in. W x 24 in. D x 34.5 in. H Assembled Sink Base Kitchen Cabinet in Unfinished with Recessed Panel	N/A	1002751991	$209.00 / each	1	$209.00
06	DECKMATE #9 x 3 in. Tan Star Flat-Head Wood Deck Screw 5 lbs.-Box (365-Piece)	N/A	1003274830	$35.57 / each	1	$35.57
07	15/32 in. x 4 ft. - 8 ft. Wood Primed Siding	N/A	1007923188	$37.98 / each	10	$379.80
08	2 in. x 10 in. x 8 ft. 2 Prime or Better Ground Contact Pressure-Treated Southern Yellow Pine Lumber	N/A	1001754013	$18.57 / each	2	$37.14
09	5/4 in. x 6 in. x 12 ft. Standard Ground Contact Pressure-Treated Lumber	N/A	1001754827	$9.38 / each	7	$65.66

Will Call

Pickup Date
Thursday, October 31
5:30 PM EDT

	Item Description	Model #	SKU #	Unit Price	Qty	Subtotal
10	Unbranded 2 in. x 10 in. x 8 ft. 2 Prime or Better Ground Contact Pressure-Treated Southern Yellow Pine Lumber	N/A	1001754013	$18.57 / each	1	$18.57
11	DAP Alex Plus 10.1 oz. White Acrylic Latex Caulk Plus	N/A	381245	$36.98 / case	1	$36.98

Customer Receipt

10/30/2024, 1:35 PM EDT

Sales Person DXK1503 **Store Phone #** (386) 325-5857

Store # 8531 **Location** 417 N HWY 19, PALATKA, FL 32177

Item Description	Model #	SKU #	Unit Price	Qty	Subtotal
Silicone (12-Pack)					

90 DAY RETURN POLICY. The Home Depot reserves the right to limit / deny returns. Please see the return policy sign in the stores for details.

Pro Xtra 2024 Member Statement (as of 10/30)

Pro Xtra Spend	Pro Xtra Savings
$2,769.17	$69.77

Visit ProXtra: https://www.homedepot.com/c/Pro_Xtra

Subtotal	$1,106.74
Discounts	-$0.00
Sales Tax	$77.47
Order Total	$1,184.21
Balance Due	$0.00

Payment Method

10/31/2024
1:14 PM EDT The Home Depot 4828 **Charged** $1,096.93

Lowes

- SALE -

SALES#: S1820BM7 4933122 TRANS#: 504476281 11-12-24

933858	FORMICA CARRARA BIANCO OR	151.20
189.00	DISCOUNT EACH	-37.80
155670	PROMOTIONAL DISCOUNT APPL	0.00
155670	PROMOTIONAL DISCOUNT APPL	0.00
107204	LCC SYSTEM USE ONLY	0.00
	SUBTOTAL:	151.20
	FL - STATE TAX:	9.07
	FL - PUTNAM COUNTY TAX:	1.51
	TOTAL TAX:	10.58
	INVOICE 77453 TOTAL:	161.78
	LCC:	161.78

TOTAL DISCOUNT: 37.80

LCC XXXXXXXXXXXX8743 XXXX XXXXXX

KEYED REFID:774530 11/12/24 12:27:30

SCODE RESP U

1820 10 11/12/24 17:28:02 REF#: 453

[redacted]

① 1010 Main Street, Palatka Fl. 32177

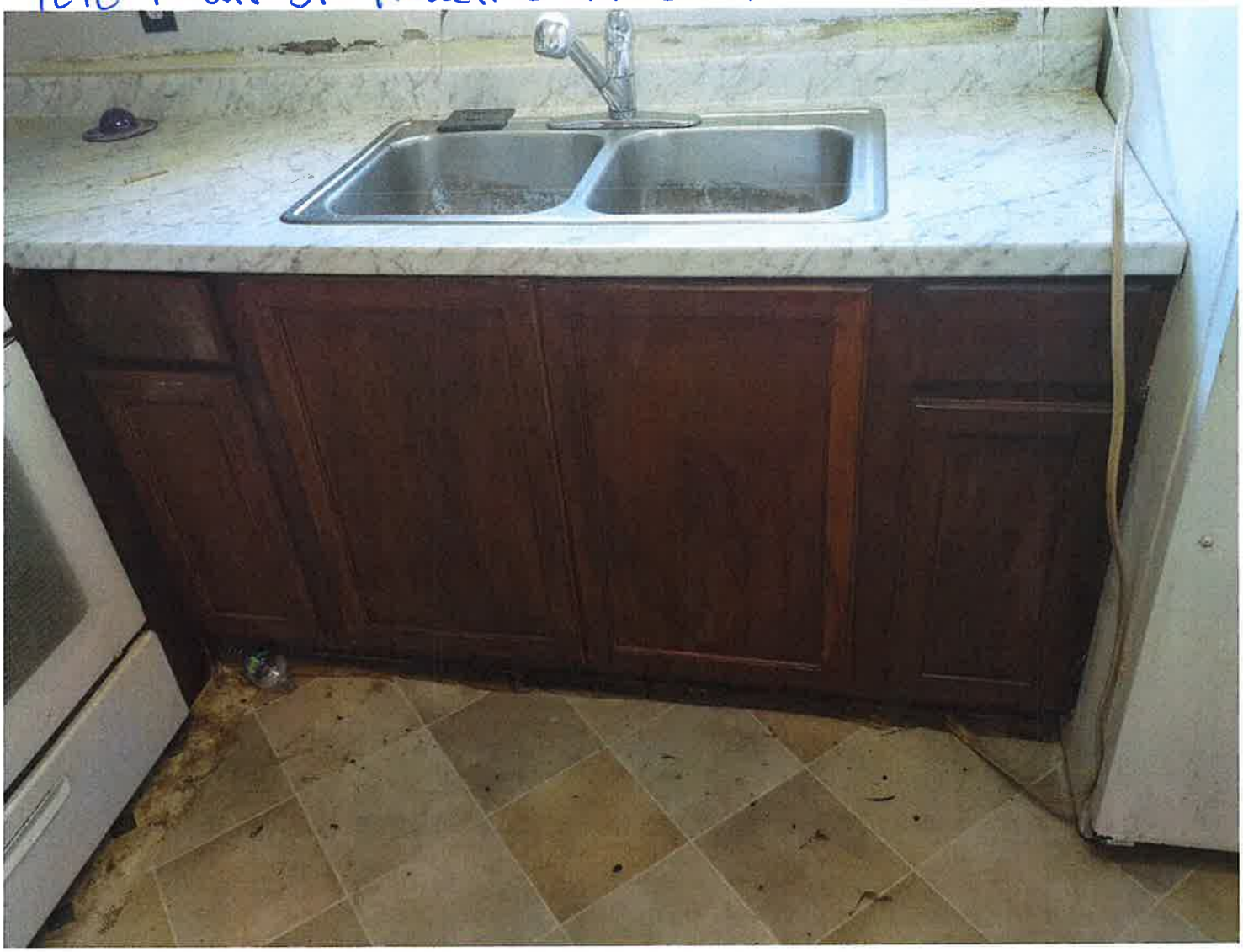
Front Porch

1010 Main St. Palatka Fl. 32177

(2) 1010 Main Street Palatka Fl. 32177

1010 Main St. Palatka Fl. 32177

1010 Main St. Palatka Fl. 32177



Estimates for future work

Edward Sr. Construction, Inc.
225 Cedar St.
Crescent City, FL. 32112
Business 1-386-983-0055
edwardsrconstru@aol.com

LICENSE: CCC1335012
CBC1267051

Page 1

Job Invoice

DATE ORDERED 9/23/2024	ORDER TAKEN BY
PHONE NO. (386) 972-6302	CUSTOMER ORDER #
JOB LOCATION	
JOB PHONE	STARTING DATE
TERMS	

SOLD TO
Bernice Johnson
1010 Main Street
Palatka Fl. 32177

QTY.	MATERIAL	UNIT	AMOUNT
X	Front Porch Replace Deck 2x6 Joist and Rails		$850.00
X	Cut Hold in wall for window		$475
X	Muck up Bath Rm Toilet Pipes and supply lines		1,250
X	Close off wall w/ Door installed		2,350.
X	Replace Base Kitchen Cabinets Sink, two 24" wide and one 18"		1,450
X	Replace Exterial Front Door		850
X	Bi-fold Door TO Closet 48"		$450
X	Replace Bath Tub in Bath Rm		$1,250
	TOTAL MATERIALS		

DESCRIPTION OF WORK

MISCELLANEOUS CHARGES

TOTAL MISCELLANEOUS

LABOR	HRS.	RATE	AMOUNT
TOTAL LABOR			

WORK ORDERED

DATE ORDERED

DATE COMPLETED

CUSTOMER APPROVAL SIGNATURE Bernice Johnson 09/23/2024

AUTHORIZED SIGNATURE

TOTAL LABOR	
TOTAL MATERIALS	
TOTAL MISCELLANEOUS	
SUBTOTAL	
TAX	
GRAND TOTAL	$9925.00

A-2817-3817 / T-3866 10-11

Edward st Construction Inc
225 Cedar st
Crescent City Fl 32112

Lic CCC 1335012 Page (2)
CBC 1267051

Job Invoice

DATE ORDERED 9/23/24	ORDER TAKEN BY
PHONE NO. (386)972-6302	CUSTOMER ORDER #
JOB LOCATION 1010 main st Palatka	
JOB PHONE	STARTING DATE
TERMS	

SOLD TO Bernice Johnson

QTY.	MATERIAL	UNIT	AMOUNT
X	New Closet Door in Bed Rm 48"		$450.
X	Remove Rotten Board and Replace 8' Area		550
X	Repair and Recover over Shingles with Metal Roof		4,850.00
	TOTAL MATERIALS		

DESCRIPTION OF WORK: Repair and Replace

MISCELLANEOUS CHARGES	
TOTAL MISCELLANEOUS	

LABOR	HRS.	RATE	AMOUNT
TOTAL LABOR			

WORK ORDERED
DATE ORDERED
DATE COMPLETED

TOTAL LABOR	
TOTAL MATERIALS	
TOTAL MISCELLANEOUS	$5 850.00
SUBTOTAL	
TAX	
GRAND TOTAL	$ 14,775.00

CUSTOMER APPROVAL SIGNATURE Bernice Johnson 9/23/2024

AUTHORIZED SIGNATURE Edward Mitchell

A-2817-3817 / T-3866 10-11

113 South 8th Street

Receipts and Invoices for Completed Work

INVOICE

#021125

To:

Andrea Conover
Azalea City Brewing Company

From:

Rebekah Cordova & Alex Noles
Pearl's Southern Salvage

Date: February 11th, 2025

Description	Qty	Price	Total
Materials (Primer and Paint)	4	$250	$1,000
Interior Painting Labor	3,000	$1.25 sq ft	$3,750
Exterior/Interior Painting Labor - Trim - **notes below**			$175 -$250

Notes: Additional $175 carried over from first Invoice, exterior trim on side and front completed.

Exterior Back needs to be completed once fan is trimmed out and front vent is put back in completely.

Interior Window Trim will be completed once fixed.

These items will be $250 and will be invoiced upon completion.

Sub Total	$4675.00

[redacted]

Thank You!

INVOICE

#121924

To:

Andrea Conover
Azalea City Brewing Company

From:

Rebekah Cordova & Alex Noles
Pearl's Southern Salvage

Date: December 19, 2024

Description	Qty	Price	Total
Materials (Primer and Paint)	7	$250	$1,750
Exterior Painting Labor	3,500	$1.75 sq ft	$6,125
Exterior Painting Labor - Trim	100	$1.75 sq ft	-$175.00 - (Delayed until next invoice))

Sub Total	$7,700.00

Notes:

Building required two+ coats of Burgandy color which required more labor and materials.

Additional material cost Is $650. Additional labor cost to be negotiated.

Thank You!

[redacted]

Invoice

David Church Construction
103 South 7th Street
Palatka, Florida
32177

Bill To:
Andrea Conover 8th St Palatka Fl 32177 Warehouse

Davidchurchconst@comcast.net
386-328-6741

Date	Invoice No.	P.O. Number	Terms	Project
01/01/25	1998		Due upon compl...	

Item	Description	Quantity	Rate	Amount
m & l	Materials and labor to cut trees remove stumps and debris,clean up car parts, bricks,concrete,trash Cut down level of dirt. Form and pour footing for barn doors. Get barn doors operating. Add door stops and angle iron to act as door guild and help with securing them in the closed position.Dig hole for fire pit. Conrete 2 holes in existing floor,Haul debris to landfill.Reinstall exhaust fan in opening. Tapcon window and door trim.This includes labor ,tractor, dump trailer,dump fees; rebar concrete aluminum angle fastners,locksets,hasp etc		4,500.00	4,500.00
	Sales Tax Computed in Quicken		6.00%	0.00
				[redacted]
Due upon receipt			Total	$4,500.00

Note: only $2030 of this invoice qualifies for CRA grant. The other costs were land clearing.

Invoice

David Church Construction
103 South 7th Street
Palatka, Florida
32177

Bill To:
Andrea Conover 8th St Palatka Fl 32177 Warehouse

Davidchurchconst@comcast.net
386-328-6741

Date	Invoice No.	P.O. Number	Terms	Project
12/14/24	1991			

Item	Description	Quantity	Rate	Amount
m & l	Materials and labor to Amend permit, replace windows, frame as needed, Meet with inspector for approval, flash and trim windows and door, haul off all debris		1,844.90	1,844.90
	Sales Tax Computed in Quicken		6.00%	0.00
		[redacted]		
It's a pleasure working with you			Total	$1,844.90

Invoice

David Church Construction
103 South 7th Street
Palatka, Florida
32177

Bill To:
Andrea Conover 8th St Palatka Fl 32177 Warehouse

Davidchurchconst@comcast.net
386-328-6741

Date	Invoice No.	P.O. Number	Terms	Project
12/06/24	1989			

Item	Description	Quantity	Rate	Amount
labor	Labor to drywall,prime and paint, hang bathroom door and add accessories to bathroom. Demo entry door and install new door and trim.Install door in new opening in sidewall,Patch floor from plumber	45	85.00	3,825.00
m & l	Materials and labor to resize block opening to allow for new door. Remove damaged lintel and replace with blockwork form and pour landing.		2,500.00	2,500.00
Materials	Materials, includind drywall and paint supplies, locksets,bath accessories, 2x6x8 pt,1x4x8 pt,1/2 osb,foam insulation, block,concrete mix, handicap bars, misc fastners, Includes repurposed toilet		1,575.86	1,575.86
m & l	Materials and labor for electrician		750.00	750.00
permit	Fiiling and fees for permit and notice of commencement		798.93	798.93
m & l	Materials and labor for plumbing work		3,782.76	3,782.76
dump	Dump run		100.00	100.00
Plans	Supplemental drawings for additional work		100.00	100.00
labor	Tractor work to try and remove lift cylinder	2	85.00	170.00
Materials	Three replacement windows on site		821.54	821.54
	Sales Tax Computed in Quicken		6.00%	0.00
	[redacted]			
we appreciate your business			Total	$14,424.09

Estimates for future work

10 TON TRANE SPLIT SYSTEM **$30,000.00** total

APPROVE

DECLINE

10 TON TRANE SPLIT SYSTEM

Estimate #688

Prepared for:
113 S 8th St, Palatka, FL 32177

PROVIDE AND INSTALL 10 TON SPLIT SYSTEM

Service	Qty	Unit price	Amount
10 Ton Trane Split System and Duct 1 YEAR LABOR WARRANTY *1 YEAR PARTS WARRANTY *1 YEAR COMPRESSOR WARRANTY *6 MONTH FREE MAINTENANCE *NEW TIE DOWN KIT *NEW SAFETY SWITCH *NEW HONEYWELL PROGRAMMABLE THERMOSTATS *NEW DUCT WILL BE RAN FOR THE 10 TON SYTEM/COMPLETE DUCT SYSTEM SUPPLY, RETURN TRUNK LINES, AND GRILLES *FRESH AIR DAMPERS *ELECTRICIAN WILL BE REQUIRED TO RUN POWER TO ALL THREE SYSTEMS *ALL POWER WILL BE 230 3 PHASE AS SPECIFIED	1.00	$30,000.00	$30,000.00

BY THE ELCTRICAL CONTRACTOR
*SYSTEM WILL BE STRAIGHT COOL SYSTEMS
WITH ELECTRIC HEAT STRIPs

***LOAD CALC AND DUCT DESIGN WILL BE
PROVIDED***

Services subtotal	$30,000.00
Subtotal	**$30,000.00**
Total	**$30,000.00**

Note

All invoices are due on the date they are issued. After 15 days there will be a 5% late charge added to the total bill.

Contact us

HONESTY A.C. AND MECHANICAL SERVICES LLC

(352) 922-0249

honestyacandmechanicalservices@gmail.com

QUOTATION

QUO-102962-J4H3C7

To: **Azalea City Brewing Co.**
113 S 8th Street
Palataka, FL 32177

Issued: Wednesday, December 4, 2024
Expiration: Wednesday, January 1, 2025
Sales Contact: Sarah Nelson
Office: Cell:
Email: Sarah.Nelson@americanrollupdoor.com
Reference: Azalea - Door Install (Door w/Glass)

Attn: **Rod Reese**
Phone: 386-213-0031 **Cell:** 386-213-0031
Fax:
Email lakedog124@outlook.com

Qty	Description	Price	Total

Install 2 (two) Windloaded Sectional Doors with Chain Hoist

Remove two existing Doors and Install two CHI 3251 Doors- (window panel- one section) Sectional Doors- Standard Lift 12'2"x12"

2 **CHI Model 3251 Commercial Insulated Ribbed Steel Door**

Total Project Including Taxes: **$ 12,779.00**

Qty	Description	Price	Total

Scope of Work

1) UNLOADING & STORAGE: All unloading and storage of equipment purchased is the responsibility of the purchaser unless otherwise specified

2) INSTALLATION: All prices for installation are based on the following:
a) Unless specifically stated otherwise, all installation will be performed by factory-trained non-union personnel. If union labor is required, additional charges will apply.
b) All wire, wiring, conduit, electrical hookup, control wiring, mounting of control panels and outside lights (if applicable) by others.
c) Prices are based on installation of equipment during normal business hours and a normal business week. If specified work is to be done on weekend, additional charges will apply.
d) Pricing is also based on all equipment being installed on same trip with driveway to be poured prior to start of installation. Additional charges will be added if additional trips are involved due to site conditions.
e) If installation involves removal of existing equipment, pricing does not provide for handling and disposing of existing equipment unless otherwise specified.
f) Preparation of site, removal of obstructions to accept equipment, cutting, patching, and painting is by others.

3) DOCK LEVELERS: Specific to dock levelers and their proper installation:
a) Installation of levelers excludes excavating, forming of pits, and pit steel. Pit forming can be provided and quoted as an option.
b) Installation pricing includes necessary materials, off loading into pre-formed pit, positioning, shimming, and welding in place for pit leveler only.
c) Box Leveler - Shimming and securing a box leveler in place is the responsibility of others. Installation refers to final adjustment only for this type of leveler.
d) If pit formation has been included, Just Rite Equipment, Southern Dock Products, and affiliates are not responsible for any subsurface complications during pit excavation. Should unforeseen obstructions (conduit, water lines, wall thickness greater than 10", slab thickness greater than 6", etc.) be encountered, customer will be notified.
e) Unless otherwise noted, pit formation does not include a dust control enclosure around the dock during concrete cutting.

4) OVERHEAD DOORS: Specific to overhead doors and their proper installation:
a) Installation of overhead doors is based on an enclosed facility with a finished floor.
b) All interior mounting surfaces to flush and plumb.
c) Door frames, extensions and anchor plates for track, springs and / or electric operators are to be supplied and installed by others.
d) For operators, all electrical wiring, interconnections, and supply of primary power by others.

5) ELECTRICAL: Electrical install for power and controls by others. All wire, wiring, conduit, electrical hookup, control wiring, mounting of control panels and outside lights (if applicable) by others.

For Standard Terms & Condtions of Sale please visit:
http://duraservcorp.com/terms/terms-and-conditions.pdf

All prices quoted herein are subject to steel price increases from our suppliers. Increases may be applied to orders before the time of shipment in certain situations. Most suppliers have informed us of their intent to increase prices, but we have little definitive information at this point. Some suppliers have had their term buying contracts shortened or rescinded by steel mills and/or wholesalers, thus causing price uncertainty. We will try to keep you informed of any pending announcements or increases, and also try to mitigate these as best we can. Thanks for your business and understanding.

Accepted By: Rod Reese Date
PO #:

113 South 8th St. Palatka

old sign from former business

113 So. 8th St. (NW corner)
cleaned up interior

Future Bathroom ←

113 So. 8th St (SE corner)

South side of 113 So. 8th St.
Future access to a park-like patio

4th Ave Food Park in Gainesville
Potential for adjacent lots
at 113 So. 8th Street

Potential use similar to C.P.K. artists studios in Jax.

720 St. Johns Avenue

Estimates for future work

Posey Family Outdoor Services

228 Little Owl Lane
Saint Augustine, FL 32086 US
904-347-9915
poseyfamily1925@gmail.com
https://poseyfos.com

Estimate

ADDRESS	SHIP TO		
Saylor's On St. Johns 726 St. Johns Avenue Palatka, Florida 32177	Saylor's On St. Johns 726 St. Johns Avenue Palatka, Florida 32177	ESTIMATE DATE	194004 05/22/2024

DATE	ACTIVITY	DESCRIPTION	AMOUNT
	Dump Trailer	Dump Trailer	295.00
	Job Related Special Tools and Equipment	Skid Steer with Bucket Excavator for concrete removal, leveling, and or trenching Concrete Saw	1,750.00
	Synthetic Turf	PREMIUM M BLADE-80 $18 per SF 2800 SF Global Syn-Turf Artificial Grass (Warranty Information Attached) Global Syn-Turf is setting a high standard in the synthetic turf industry with their exceptional 15-year warranty on turf products. This substantial warranty period is a testament to the company's confidence in the durability and	50,400.00

quality of their products. Customers choosing Global Syn-Turf can rest assured that their investment is protected for up to 15 years, a duration that surpasses many competitors in the market. This warranty not only covers the longevity of the turf but also ensures that it maintains its aesthetic appeal and functional integrity over time. Whether it's for residential landscaping, commercial spaces, or sports fields, Global Syn-Turf's commitment to quality and customer satisfaction is clearly demonstrated through this top-tier warranty offering, making their artificial grass products a reliable and trustworthy choice for any project.

PREMIUM M BLADE-80

Rival to our best selling products, a multi-colored M Blade-80 with a double layer of thatching offers a rich and vibrant look, durability, and over-heating protection. This stunning artificial turf is a leading

contender for luxury and value; it incorporates M-Blade technology for the perfect imitation of natural grass.

Outstanding performance and value are what make M Blade-80 the top choice for residential and commercial applications. A 103-ounce powerhouse at 1 3/4 tall features delustered and UV stabilized field green and lime green grass blades, plus a thick turf brown and green thatch for natural look and feel of real grass at an affordable price point.

High Resilience

M Blade fiber technology helps blades to remain in the elastic region of the stress-strain curve. It bounces back from the applied pressure and returns to its original shape. Elastic and lightweight M Blade fibers capable of handling high traffic and heavy loads without cracking or permanently deforming.

Durability & Toughness

Made of high-

quality thermostatic polypropylene, Premium M Blade-80 grass blades can sustain heavy traffic without losing integrity. Premium M Blade-80 stands up for playing and roughhousing daily and for professional sports. It is designed for rough settings and will fare much better than natural grass when it comes to running, walking, kids and pets playing, sports teams competing and even having cars parked on it.

Durability and resilience are the key factors in turf longevity. You can expect Premium M Blade-80 to have a lifespan of 20 years or longer without losing its vibrance and shape. Keep in mind that artificial grass can be repaired. You can replace damaged sections without a need to replace your entire lawn.

Heat-Resistant

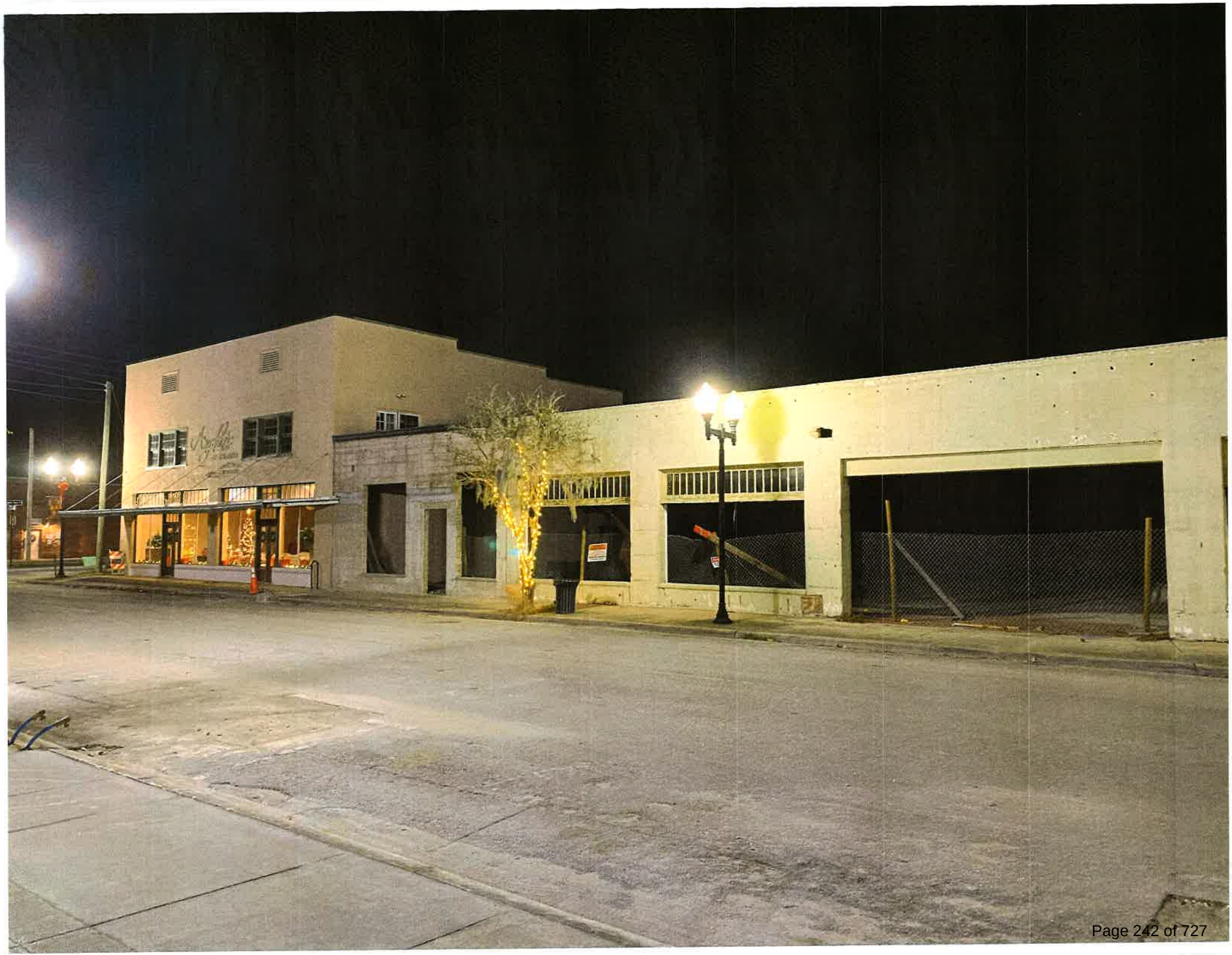
M Blade-80 blades are made of a high-quality thermostatic polymer PP and shaped in a way that helps dissipate sunlight in different directions. Along with UV-protected coating and

	specialty infills, it doesn't retain heat as much as lower quality flat-shaped grass blades and keep the surface cooler under direct rays of the sun	
Prep and Earth Work	Prep site by bringing in Fill Dirt 57 Stone and Paver base as well as other prep to concrete area that will be Turf as well as removal of curbing and other items needed to install Turf.	5,000.00
Dump Fees	Dump fees? Will be billed at job completion	500.00

SUBTOTAL	57,945.00
TAX	0.00
TOTAL	**$57,945.00**

Accepted By

Accepted Date



310 Main Street

Estimates for future work

Proposal

Residential & Commercial * 35 Years' Experience * Licensed
Bonded and Insured * Liability Insurance * All Employees covered by Worker's Compensation

Massey III Painting, Inc.
Daniel C. Massey, III Owner
1661 Baden Powell Road
Hawthorne FL 32640
386-546-0707
m3painting@comcast.net

September 19, 2024

Submitted To:
Vicky Mast
310 Main Street
Palatka FL 32177
386-972-3130
b_v_mast@bellsouth.net

Work to be Completed: Exterior
• Pressure wash both houses and porches. • Scrape loose paint. • Prime all raw wood. • Caulk joints and corners and fill nail holes. • Sand scraped paint edges. • Paint two coats of Sherwin Williams Super Paint Exterior on houses, trim, exterior sides of doors, handrails and porch ceilings. (Colors/Sheen TBD) • Paint two coats of H & C Heavy Shield on porch decks. (Color TBD)
Proposed Amount: $18,200.00 Labor & Materials

Proposed amount will change if any work in addition to the above-mentioned work to be completed is requested by the Business/Homeowner. If you agree to the terms of this proposal, please indicate by signing. Payment is due upon completion of work.

_____Owner

Submitted by: ***Clay Simpson***

Thank you for your consideration of our company for this project, we look forward to working with you.

310

214 St. Johns Avenue

Receipts and Invoices for Completed Work

INVOICE NO. 627955

PA10

Invoice

SOLD TO	SFR11 of Palatka LLC	SHIPPED TO	Parker Heat + Air
ADDRESS	214 St. Johns Ave	ADDRESS	1014 S. Palm Ave
CITY, STATE, ZIP	Palatka, FL, 32177	CITY, STATE, ZIP	Palatka, FL
VIA			

CUSTOMER ORDER NO.	SOLD BY	TERMS	F.O.B.	DATE
				2/18/25

Final installation cost of special order duct grills.	$550.00	
New board + Contactor on outdoor condenser unit.	$180.00	
	$730.00	

28* D8740

004615

DOCTOR ROOTER SUPPLY & SERVICE ST. AUGUSTINE, INC.

386-385-1952 • 904-460-0122 • F 904-615-6440
STATE CERTIFIED CFC 1427754 - CFC 1429274
PO BOX 3826, ST. AUGUSTINE 32085

Customer's Order No.
Date 12 | 11 | 2024
Name Annis Construction
Address 214 St. Johns Ave
Phone:

SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RETD.	PAID OUT	LAYAWAY
Ray							

QUAN.	DESCRIPTION	PRICE	AMOUNT	
6	hrs labor 1 plumber, 2 helpers	215.00	1,290.	00
1	2" 45° PVC		3.	77
1	2" p-trap PVC		10.	99
1	1½" coupling		1.	63
1	1½" San tee		4.	49
1	1½" Combo		8.	99
1	1½ 90°		1.	38
5'	2" PVC pipe	1.70	6.	70
10'	1½" PVC pipe	1.50	15.	00
2	Holdrite brackets	6.50	13.	00
1	1" CPVC x PVC transition		6.	11
2	1" CPVC 90°s	3.30	6.	60
2'	1" CPVC pipe	2.50	5.	00
2	¾" x ½" CPVC tees	1.50	3.	00
3	½" CPVC tees	1.00	3.	00

All claims and returned goods MUST be accompanied by this bill.

TAX

Received By

TOTAL

Invoice Payment Terms: Net 30. Interest accrued at 1.5% per month thereafter plus all costs of collection fees, including attorney's fees if

004616

PAID

DOCTOR ROOTER SUPPLY & SERVICE ST. AUGUSTINE, INC.

386-385-1952 • 904-460-0122 • F 904-615-6440
STATE CERTIFIED CFC 1427754 - CFC 1429274
PO BOX 3826, ST. AUGUSTINE 32085

Customer's Order No.
Date 12 | 11 | 2024
Name Annis Construction
Address 214 St. Johns Ave
Phone:

SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RETD.	PAID OUT	LAYAWAY
Ray							

QUAN.	DESCRIPTION	PRICE	AMOUNT	
5	½" CPVC Caps	.90	4.	50
2	¾" CPVC Caps	1.10	2.	20
10	Nail guards	2.50	25.	00
2	½" CPVC x Stainless wingells	11.20	22.	40
10	½" CPVC 90°s	.80	8.	00
10	¾" CPVC 90°s	1.00	10.	00
20'	½" CPVC pipe	.90	18.	00
20'	¾" CPVC pipe	1.10	22.	00
	Plumbing rough for new handicap bath, mop sink and bar sink.			
	Please bill			
	Thank you!!			

All claims and returned goods MUST be accompanied by this bill.

TAX

Received By

TOTAL 141. 76

Invoice Payment Terms: Net 30. Interest accrued at 1.5% per month thereafter plus all costs of collection fees, including attorney's fees if

INVOICE

Mantle Electric Inc
160 FL-20 Suite A
Palatka, FL 32177

controller@mantleelectric.com
+1 (386) 937-6397
https://www.mantleelectric.com

PAID

Mantle Electric Inc
Commercial, Residential, Multi-Family

Bill to
Jonathan Griffith
214 St Johns Avenue
Palatka, FL 32177

Ship to
Jonathan Griffith
214 St Johns Avenue
Palatka, FL 32177

Invoice details
Invoice no.: 1296
Terms: Due on receipt
Invoice date: 02/17/2025
Due date: 02/17/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		**Services**	Scope: Install new conduit, wiring, devices, and light fixtures	1	$6,000.00	$6,000.00

Total **$6,000.00**

Overdue 02/17/2025

Ways to pay

Thank you for your business. We accept Credit/Debit Cards, ACH transfers and Checks.

View and pay

- It was more expensive than what we had expected
- They also furnished the light fixtures.

Prime Junk Removal
caseyfeaster7@gmail.com | (386) 559-7415

Invoice #000136

Issue date
Feb 17, 2025

Invoice #000136

Debris removal and closet cleanout
214 St Johns Ave

Customer	Invoice Details	Payment
SFRII	PDF created February 26, 2025	Due February 17, 2025
Meetjilliang@gmail.com	$150.00	$150.00

Items	Quantity	Price	Amount
Junk Removal and Demo	1	$150.00	$150.00
Subtotal			$150.00

Total Paid $150.00

Payments

Feb 23, 2025 (Visa 1001)	$150.00

View online

To view your invoice go to https://squareup.com/u/2CuUA2AH

Or open the camera on your mobile device and place the QR code in the camera's view.

How doers get more done.

417 N HWY 19
PALATKA, FL 32177 (386)3255857

8531 00062 77198 02/08/25 04:17 PM
SALE SELF CHECKOUT

050134008465 FREEDOM COMB <A>	
DEFIANT FREEDOM SN COMBO PACK	27.97
030699284276 DOOR STOP <A>	
DOORSTOP, HINGEPIN SN	2.93
047871330652 10-YEAR SEAL <A>	
SMOKE 10YR BATTERY W/ VOICE	44.97
6925699937427 36N GRAB BAR <A>	
36" GB GRAB BAR-SS	34.98N
047871057795 PRO 210 FX <A>	
PRO 2A:10B:C 4LB RECHRGBLE EXTGSHR	
2@52.97	105.94
030699316540 SIGN <A>	
6X9 PLXGLS UNISEX HNDCP PCGM-BRAILLE	12.93
SUBTOTAL	229.72
SALES TAX	13.63
TOTAL	$243.35
XXXXXXXXXXXX1001 DEBIT	
	USD$ 243.35

AUTH CODE 001279
Contactless
AID A0000000980840

Verified By PIN
US DEBIT

8531 02/08/25 04:17 PM

8531 62 77198 02/08/2025 5936

RETURN POLICY DEFINITIONS

	POLICY ID	DAYS	POLICY EXPIRES ON
A	1	90	05/09/2025

INVOICE

East River Home Improvements
108 Jordan Dr
East Palatka, FL 32131-4073

eastriverhomeimprovements@gmail.com
+1 (386) 937-7706

214 St. John's Ave

Bill to
Jonathan Griffith

Ship to
Jonathan Griffith

Invoice details
Invoice no.: 1044
Terms: Due on receipt
Invoice date: 02/05/2025
Due date: 02/05/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		**Drywall**	Drywall build out walls/ceiling	1	$1,850.00	$1,850.00
2.		**Trim out**	Install prehung doors for both rooms. Install door hardware brush knickel. Primed casing and boarder around top of build out.	1	$1,330.00	$1,330.00
3.		**Sales**	Install white base vinyl base		$300.00	$300.00
4.		**Sales**	Prime/paint walls/ceiling/trim		$600.00	$600.00

Mailing address 108 jordan dr east palatka 32131

Total	**$4,080.00**
Payment	-$4,080.00
Balance due	**$0.00**

Paid in Full

Note to customer

Payment for $2040 already paid.
Balance $2040

INVOICE

East River Home Improvements
108 Jordan Dr
East Palatka, FL 32131-4073

eastriverhomeimprovements@gmail.com
+1 (386) 937-7706

214 St. John's Ave

Bill to
Jonathan Griffith

Ship to
Jonathan Griffith

Invoice details
Invoice no.: 1042
Terms: Due on receipt
Invoice date: 02/02/2025
Due date: 02/02/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		**Build wall in bathroom**	Build out wall frame/drywall/paint. Material/labor	1	$650.00	$650.00
2.		**Add combo exhaust/light.**	Add combo exhaust/light to bathroom	1	$120.00	$120.00
3.		**Install grab bars/back splash**	Material and labor install grab bars and install splash guard for mop sink	1	$275.00	$275.00
4.		**Paint back wall**	Paint back wall material/labor	1	$175.00	$175.00

Total	**$1,220.00**
Payment	-$1,220.00
Balance due	**$0.00**

Paid in Full

How doers get more done.

7107 N.W. 4TH BLVD.
GAINESVILLE,FL. 32607 (352)332-7440

0270 00061 71425 01/31/25 11:34 AM
SALE CASHIER PATRICK

043156185009 F10 LAT 619 <A> SCHLAGE LAT HALL/CLOSET SN	36.97
043156185016 F40 LAT 619 <A> SCHLAGE LAT BED/BATH SN	37.97
SUBTOTAL	74.94
SALES TAX	5.62
TOTAL	$80.56
XXXXXXXXXXXX1001 VISA	

AUTH CODE 003536/0614646 USD$ 80.56
Contactless TA
AID A0000000980840 US DEBIT

P.O.#/JOB NAME: 0

0270 01/31/25 11:34 AM

0270 61 71425 01/31/2025 6096

RETURN POLICY DEFINITIONS

	POLICY ID	DAYS	POLICY EXPIRES ON
A	1	90	05/01/2025

Date Issued: Jan 23, 2025

Date Due: Feb 23, 2025

Type: Total Due

Check Payable To: Sunshine Cleaning Service

Balance Due: $0.00

FROM:

Sunshine Cleaning Service

License: 22-00185

Post Office Box 1031

Palatka, FL, 32178

Email: jimandrews@comcast.net

Phone: (386) 328-3017

(386) 328-3017

TO:

SFR 2 of Palatka LLC

Attn: Jonathan Griffith

[redacted]

JOB LOCATION:

Linda Roberts

214 Saint Johns Avenue

Palatka, FL, 32177

Phone: (386) 937-6057

JOB:

#	Services	Qty	Price	Discount	Tax	Total
1	Window cleaning service, construction clean up on storefront windows. Remove dirt, tape, paint, insects.	1.00	$50.00	$0.00	$3.50 (7%)	$53.50

Subtotal (without tax)	$50.00
Taxes	$3.50
Grand Total ($)	**$53.50**
Payment Fee	$1.61
Payment via Credit Card (Square) VISA ****1001 on Jan 28, 2025	(-) $55.11
Balance Due	**$0.00**

INVOICE

East River Home Improvements
108 Jordan Dr
East Palatka, FL 32131-4073

eastriverhomeimprovements@gmail.com
+1 (386) 937-7706

Bill to
Jonathan Griffin

Invoice details
Invoice no.: 1040
Terms: Net 15
Invoice date: 01/15/2025
Due date: 01/30/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		**214 St.Johns Ave**	Install Windows /trim out /paint	2	$450.00	$900.00

Mailing address: 108 Jordan dr East Palatka 32131

Total	**$900.00**
Payment	-$900.00
Balance due	**$0.00**

Paid in Full

Annis Construction Company Inc.

Wayne R. Annis Sr. CGC1508925
State Certified General Contractor
1610 Moseley Ave.
Palatka, FL 32177

Invoice

Date	Invoice #
1/10/2025	14126

Bill To
214 St Johns B24-001880

PAID

P O. No.	Project

Description	Qty	Rate	Amount
Building Permits	1	507.38	507.38
Notice of Commencement	1	13.00	13.00
Notice of Commencement time NOC	1	100.00	100.00

Total	$620.38
Payments/Credits	$0 00
Balance Due	$620.38

Sentry Termite & Pest Control
Mail: PO Box 1701 (431 Atlantic Ave.)
Interlachen, Florida 32148
386-684-2847

STATEMENT

PMD

SFR II of Palatka LLC
po box 67
East Palatka , FL 32131

Jillian OK to pay
JMc

ACCOUNT# 2110212

Account Summary from 03/11/22 to 12/31/24

Invoiced	$90.95
Payments	$0.00
Available Credit	$0.00
Account Balance	**$90.95**

Statement for SFR II of Palatka LLC

Date	Invoice	Service	Amount	Paid	Balance
12/23/24	#40404	Initial/Rodent 214 Saint Johns Avenue 214 Saint Johns Avenue Palatka, FL 32177	$90.95	$0.00	$90.95

Amount Total	$90.95
Paid Total	$0.00
Account Balance	**$90.95**

INVOICE NO. 627954

Invoice

SOLD TO Johnathon Griffith	SHIPPED TO Parker Heat + Air
ADDRESS 214 St Johns Ave	ADDRESS 1014 S. Palm Ave
CITY, STATE, ZIP Palatka, FL	CITY, STATE, ZIP Palatka, FL, 32177

VIA

CUSTOMER ORDER NO.	SOLD BY	TERMS	F.O.B.	DATE
				12/27/24

Installed air handler + metal duct work to building. Added 8 lbs of freon to system. $3000.00

Thank you,
Wesley Parker

Paid in full

INVOICE

East River Home Improvements
108 Jordan Dr
East Palatka, FL 32131-4073

eastriverhomeimprovements@gmail.com
+1 (386) 937-7706

Bill to
214 St. John's Ave

Invoice details
Invoice no.: 1038
Terms: Due on receipt
Invoice date: 11/06/2024
Due date: 11/06/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		**Framing**	Bathroom/mechanical room framing material and labor	1	$1,900.00	$1,900.00

Mailing address 108 Jordan dr East Palatka 32131

Total	**$1,900.00**
Payment	-$1,900.00
Balance due	**$0.00**

Paid in Full

EXIT

912 St. Johns Avenue

Receipts and Invoices for Completed Work

Certified Roofing Solutions, LLC
737 Magnolia Ave
Ocala, FL 34475
850-588-6388
info@certifiedteamfl.com

INVOICE

BILL TO
Lt investments FL 1
912 Saint Johns Avenue
Palatka, FL 32177
United States

INVOICE # OC-7234
DATE 11/11/2024
DUE DATE 11/14/2024
TERMS Due

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
10/23/2024	**Change Order**	16 CDX @$85/sheet = $1360 30ft of counter flashing @ $10ft = $300 130ft of 2x4 fascia @ $8ft = $1040 10sq of hand loading = $150 72ft of 1x8 fascia @ $7ft = $504 3 Sheet of T-11 @ $200 = $600 80ft of 1x6 fascia @ $7ft = $560 30ft of L flashing @ $10ft = $300 72ft of 1x2 fascia @ $2.50ft = $180	1	4,394.00	4,394.00
11/07/2024	**Re-roof**	Re-roof: As stated on the contract.	1	17,577.00	17,577.00

Payments can be made in our office or may be sent in the mail. Payments can be made by check or credit card. Credit Card payments over $1,500 will be charged a 2% processing fee.

Invoices not paid within 3 days are subject to a 1.5% monthly finance charge.

BALANCE DUE **$21,971.00**

Estimates for future work

Totally Hooked Plumbing and Drains

Estimate 9169760
Job 9083095
Estimate Date 3/13/2025
Customer PO

Billing Address
Anne McNamara
912 Saint Johns Avenue
Palatka, FL 32177 USA

Job Address
Anne McNamara
912 Saint Johns Avenue
Palatka, FL 32177 USA

Estimate Details

912 St. John's Ave Project (Plumbing): WATER DISTRIBUTION SYSTEM
ROUGH IN OF WATER SUPPLY

Totally Hooked will run 1" uponor pex piping from the newly installed city meter to the property that consists of 3 one bathroom apartments and a commercial space with a half bathroom.
-Main water supply line to the build will require cutting of concrete on the exterior of the building. TOTALLY HOOKED PLUMBING AND DRAINS EXCLUDES ALL CONCRETE POUR BACK.
-new 1" uponor water supply from meter to exterior of building
-new 1" RPZ Backflow
- run 1" main supply through the stud wall on the interior of the building
- we will branch off the 1" main in 3/4" and stub into each space
-Each space will have its own designated quarter turn shutoff valves that will be located next to the General Contractor supplied 38gal electric water heaters.
-3/4" main lines through the stud walls and 1/2" lines to the fixtures.
-We will install stud plates to protect the installed piping from penetrations.
-all lines will be capped and stub out prior to rough inspection
-after inspection Stub outs to the fixtures will include escutcheons, angle stops, mixing valves and stainless steel supply lines.

We will pipe to the following fixtures
-3 GC supplied water heaters
-under sink mount electric tankless water heater supplied by the GC
-utility sink
-3 lavatory vanities
-3 kitchen sinks
-3 showers
-4 toilets
-3 dishwasher supply lines
-3 refrigerator supply lines

ROUGH IN

This project will be inspected for rough and final inspection. Down payment is required for parts and materials. The remaining balance is due upon completion of the work being performed not the final inspection.

This estimate does not include fixtures.

Warranty
Limited Lifetime Warranty

EXCLUDES ALL CONCRETE REPAIRS

ROUGH OF DRAIN LINE

Totally Hooked will complete 3 1/2bathroom, 3 kitchen drain system rough in

-We will lay out piping .
-Once we have this planned we will place painters tape down for the concrete cutting to follow.
-When the walls are up the concrete will be cut.
-After completion of concrete cutting we will dig dirt and remove any existing piping that's in the way.
-Once dug we will install(sch.40) pvc piping, main branch lines will be run in 3" pvc and tie into the existing 4" main on the exterior or the building.
-2nd floor drains will be properly hung and insulated in between 2x10s.
-all drain lines will be stubbed out and capped at all fixtures for testing
-Once we complete the rough ins of piping, inspection will be called in and once passed CONCRETE MAY BE POURED BACK BY OTHERS.

- utility sink
-3 lavatory vanities
-3 kitchen sinks
-3 showers
-4 toilets
-floor drain
-vent stacks

Owner is now responsible for all tile/finished flooring/ vanities to be installed. Once all flooring/tile/shower and vanities installed we will return for final rough.
Totally hooked requires 50% deposit before work is commenced.
45% due upon rough in passed inspection. 5% due upon Final trim out.

Totally hooked is not responsible for any paint, drywall, tile, flooring, landscape, vanity, counter repairs, pictures, clothes or personal items from damage or dirt/dust. All items will be required to be moved prior to concrete cutting.
Upon final completion of work, prior to move in we will have a construction cleaning company come do a once over. This is a good cleanup however there may be dust/dander for your favorite cleaning company you hire to come and do the final touches.

EXCLUDES
-CONCRETE REPAIRS AND REPLACEMENT
-GRINDER PUMP AND LIFT STATION IF REQUIRED ADDITIONAL PRICING WILL BE GIVEN

FIXTURE INSTALL AND FINAL TRIM OUT

-Totally Hooked will install all customer supplied fixtures.
-water line caps will be cut off
-install escutcheons, angle stops, stainless steel supply lines to the fixtures
-capped drain lines will be cut to install toilets flanges, shower drains, tubular drains installed under sinks

OWNER TO SUPPLY THE FOLLOWING FIXTURES

Fixtures
- utility sink and faucet
-3 lavatory sink and faucets
-3 kitchen sink and faucets
-3 showers, trim, and valves
-4 toilets

TOTALLY HOOKED REQUIRES 50% DEPOSIT BEFORE WORK IS COMMENCED. 30% IS DUE UPON ROUGH IN PASSED INSPECTION.
20% IS DUE UPON FINAL TRIM OUT.

Service #	Description	Quantity	Your Price	Your Total
Custom price	Water Distribution System	1.00	$17,881.00	$17,881.00
Custom price	3 1/2 bath drain rough in	1.00	$19,479.00	$19,479.00
Custom price	Fixtures and Final Trim Out	1.00	$9,500.00	$9,500.00

Potential Savings	$2,343.00-$4,686.00
Sub-Total	$46,860.00
Tax	$0.00
Total	$46,860.00
Est. Financing	$652.57

Thank you for allowing us to perform services for you.
We truly appreciate the opportunity.
5860 Old Timuquana Road,
Jacksonville Florida 32210

CFC#1432554
904-736-7967

WORK AUTHORIZATION: I, the undersigned, am owner/authorized representative/tenant for the premises, 912 Saint Johns Avenue, Palatka, FL 32177 USA. I hereby authorize **Totally Hooked Plumbing and Drains** to perform the above recommendation, and to use such labor and materials as deemed advisable by Jarrett V(3) or other company representatives.

Unless prior authorization for billing, payment for all work is due upon completion (C.O.D.). A job is considered complete for billing purposes when substantial work is completed, and a fully functioning product is delivered. There may be times when third-party work is pending, or inspection is still required to be finaled after payment is required.

A $15.00 BILLING CHARGE is due thereafter. An office billing charge and/or finance charge of 1.75% per month (21% per annum) will be added after 10 days past due. I agree to pay reasonable attorney's fees, court costs, and collection fees in the event of legal action.

I understand that is a legal contract for professional services provided by Totally Hooked Plumbing and Drains that they reserve all rights afforded to them by the State of Florida. All old parts will be removed from the premises and discarded unless otherwise specified herein. The warranty is valid only with full payment of the agreed project price.

I HEREBY AUTHORIZE Totally Hooked Plumbing and Drains TO PROCEED WITH THE WORK WITH THIS AUTHORIZED AMOUNT: $46,860.00

Davis Electric Services LLC

615 North Palm Avenue STE 102 | Palatka, Florida 32177
3869723592 | ryand@daviselectricservices.com | daviselectricservices.com

RECIPIENT:

Anne Mcmanara
912 Saint Johns Avenue
Palatka, Florida 32177

Quote #174	
Sent on	Mar 11, 2025
Total	**$32,630.00**

Davis Electric Services LLC

615 North Palm Avenue STE 102 | Palatka, Florida 32177
3869723592 | ryand@daviselectricservices.com | daviselectricservices.com

Davis Electric Services LLC

615 North Palm Avenue STE 102 | Palatka, Florida 32177
3869723592 | ryand@daviselectricservices.com | daviselectricservices.com

Product/Service	Description	Qty.	Unit Price	Total
Services	Davis Electric Services LLC will provide a complete electrical installation for the customer's quadplex, consisting of three apartment units and one front office space. This Scope of Work (SOW) details the full process and materials included in the electrical installation. Scope of Work: Coordination and Planning: Davis Electric Services LLC will coordinate closely with the utility provider for the installation of a new overhead 600A electrical service. All work will be coordinated according to provided architectural and engineering plans. Any deviations or changes from these plans may incur additional costs. Main Electrical Service: Install a new overhead 600A electrical service with a four-bank metering stack to serve each unit individually. All metering equipment and panels will comply with current electrical code requirements. Sub-panel Installation: A 100A sub-panel will be installed in the detached garage area, fed from the main electrical panel located in the front office. The garage will be equipped with two receptacles and standard lighting fixtures. Interior Wiring and Devices: Branch circuits will be run from the main electrical panels to power each apartment and the front office as per the provided plans. Wiring will be performed using Romex cable, routed and secured neatly through walls, ceilings, and floors to standard building practices and current NEC standards. All receptacles installed will be white tamper-resistant (TR) type. Switches will be white Decora-style, and all cover plates will be white. Lighting Installation:	1	$32,630.00	$32,630.00*

Davis Electric Services LLC

615 North Palm Avenue STE 102 | Palatka, Florida 32177
3869723592 | ryand@daviselectricservices.com | daviselectricservices.com

* Non-taxable

Total	**$32,630.00**

Electrical Installation Proposal for Quadplex

Scope of Work:
Davis Electric Services LLC will provide a complete electrical installation for the customer's quadplex, consisting of three apartment units and one front office space. The scope of work includes the following:

Main Electrical Service:
Install a new 600A electrical service with a four-bank metering stack. The connection will be overhead. From the meter stack, we will install a 200A circuit to each of the four units, each supplied with a new 200A load center for distribution.

Garage Electrical:
We will install a 100A sub-panel in the garage located at the rear of the property, fed from the main electrical panel located in the front office unit. The garage will be equipped with two receptacles and necessary lighting.

Apartment Unit Wiring:
Each apartment unit will be wired using Romex wiring and plastic electrical boxes in accordance with current electrical code requirements. Davis Electric Services will provide and install all recessed can lighting throughout the units.

Fixtures Installation:
The customer is responsible for providing all decorative hanging fixtures and ceiling fans. Davis Electric Services LLC will perform the installation of these customer-provided fixtures.

Materials:
Davis Electric Services LLC will supply all materials necessary for the project, excluding the customer-provided decorative fixtures and ceiling fans.

Pricing and Payment Terms:
The total price for this project is $32,630.00. Payment terms are as follows:

60% due upon completion of electrical rough-in.

Remaining 40% due upon completion of final electrical trim-out.

Additional Costs:
Any deviations or changes from the original plans or scope of work provided by the customer may result in additional charges.

Thank you for choosing Davis Electric Services LLC. We look forward to successfully completing your project.

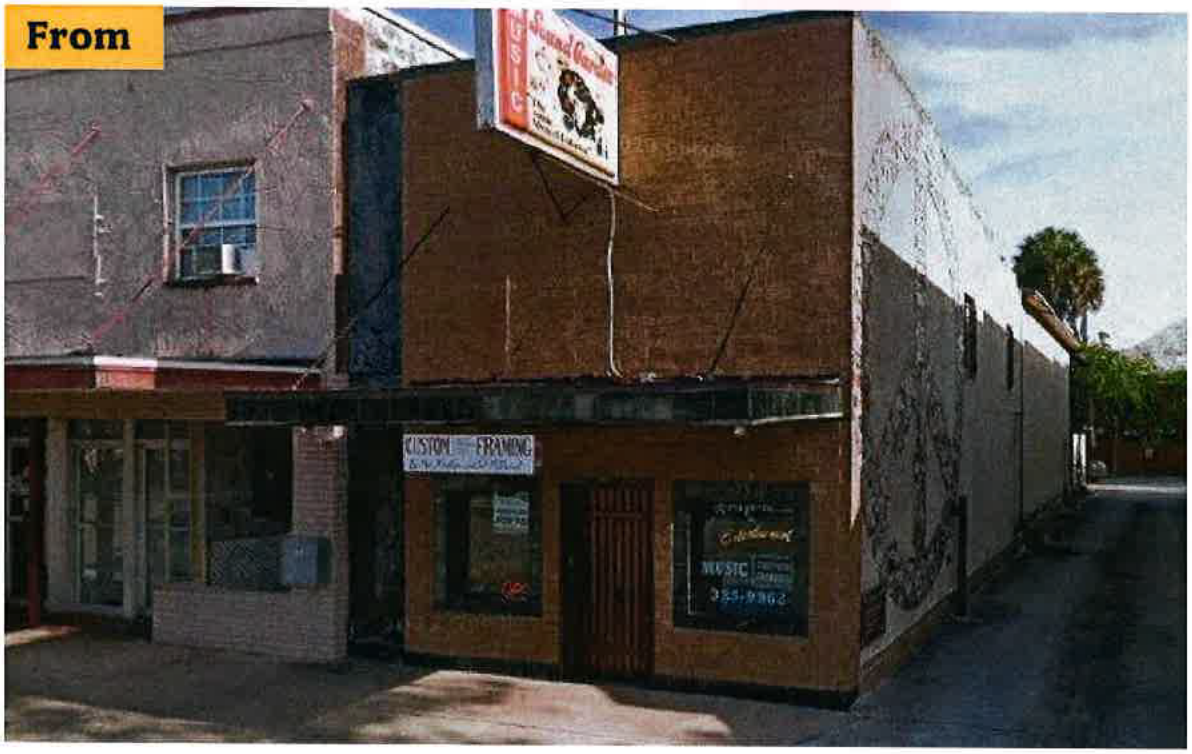
This quote is valid for the next 30 days, after which values may be subject to change.

VISION

Transform 912 St Johns from an **UNDERINVESTED, UNDERUSED BUILDING TO A THRIVING CENTER** that will help to continue the revitalization efforts of the City of Palatka, Florida.

3 x 1 bed apartments
1 x retail space

Front Elevation



912 St Johns Avenue_US.indd 6 22/09/2024 12:44

To

912 St Johns Avenue_US.indd 7 22/09/2024 12:44

Apartment

912 St Johns Avenue_US.indd 8 22/09/2024 12:44

Ground Floor Co Retail Space

From

To

For illustrative purposes only

912 St Johns Avenue_US.indd 9 22/09/2024 12:44

Receipts and Invoices for Completed Work

INVOICE

Date: 03/03/2025
INVOICE # 0667

To Charles Bates

Salesperson	Project Address	Payment Terms
Lupe	706 St Johns Ave Palatka, FL	Due on receipt

Description of work:	Line Total
Tore off existing flat roof down to bare wood. Re-nailed deck up to code.	
Replaced all rotten wood found, total of 9 sheets, 1 is included in estimate, 8 sheets @ $80 per sheet = $640.00	+$640.00
Replaced 32ft of 1x8 @ $6.50 per foot = $208.00	+$208.00
Replaced 64ft of 4x6 @ $6.50 per foot = $416.00	+$416.00
Installed new high temperature peel & stick underlayment.	
Also installed new TPO flat roof system	$20,000.00
Also installed gutters and needed downspouts	+$350.00
Total:	$21,614.00

Make all checks payable to South State Roofing LLC

Now accepting all major credit cards, 3.5% processing fee.

Thank you for your business!

South State Roofing LLC PO Box 101 Crescent City, Florida 32112 Phone: 386-559-9989 southstateroofing@gmail.com
www.southstateroofingllc.com LIC# RC29027793

Estimates for future work

Native Blends, LLC

Landscaping, Home Improvement, Handyman

35 Woodlyn Ln Palm Coast, FL 32164
nativeblendslandscaping@gmail.com
843-276-1882

INVOICE

Invoice No.:

706 St JohRns Ave
Palatka, FL 32177

BILL TO:
Charles Bates
713 St Johns Ave
Palatka FL 32177

DESCRIPTION	AMOUNT
Labor & Materials	
Remove, repair and/or replace rotted ceiling joists,	
plywood ceiling, and paint	$1,800.00

Note:

TOTAL	$1,800.00

DESCRIPTION	AMOUNT

Make all checks payable to Native Blends, LLC

Thank you for your business!

J-B GLASS, LLC.

104 BLANCHETTE AVE
PALATKA, FL 32177

Invoice

Date	Invoice #
3/11/2025	2618

Bill To
Brownies Outpost 713 St Johns Ave Palatka,Fl 32177

P.O. No.	Terms	Project

Description	Qty	Rate	Amount
REPLACEMENT OF FRONT DOOR GLASSES			
1/4 CLEAR TEMPERED SAFETY GLASS		360.08	360.08
QTY 2			
26 X 77			
KAWNEER ROLLING LOCK KEY TUMBLER ASSEMBLY		65.74	65.74
LABOR		225.00	225.00

Thank you for your business.

Total	$650.82
Payments/Credits	$0.00
Balance Due	$650.82

Palatka HEATING and AIR
1221 Moseley Avenue • Palatka, Florida 32177
Phone: (386) 325-3570 • Fax: (386) 328-1230
Email: palatkaheat_air@bellsouth.net
CAC058226

Proposal and Agreement

quote good for 60 days from date

Customer Name Brownies Gun Range Phone _____ Date 3/11/2025

Mailing Address _____ Job Address 713 St. Johns. Ave

City, State, Zip Palatka, fl. 32177 Work Phone _____ Fax _____

Options and Equipment Specifications

	Option 1	Option 2	Option 3
Equipment Make			
Equipment Model	Removal of	1 unit (2 pieces)	
SEER Rating			
HSPF	from rooftop.	Then reinstalling	
BTU / Tonnage			
Labor Warranty	after rooftop	work has been	completed
Parts Warranty			
Compressor Warranty			
Cost of Comfort System			
Optional Accessories			
Total Cost	$7,000.00		

Installation Shall Include:
Removal of 1 unit from rooftop w/ crane then reinstalle
unit once roof work has been completed. Price includes
labor, crane + security detail for road closure

- ☐ New reinforced equipment pad
- ☐ Evacuate refrigerant system
- ☐ Charge to manufacturers Specs
- ☐ Meet all federal, state, and local laws
- ☐ Make air tight plenum transition
- ☐ Remove all existing equipment from premises
- ☐ Digital programmable thermostat
- ☐ Digital non programmable thermostat
- ☐ Clean work area to customers satisfaction
- ☐ New high efficiency air filter
- ☐ New condensate drain system
- ☐ New condensate pump
- ☐ New aux. condensate drain pan
- ☐ Complete system start-up
- ☐ New refrigeration line set

Terms: Due upon completion of job

Acceptance: (customer)

By _____ Date _____

Approval: (Palatka Heating and Air)

By _____ Date _____

Native Blends Landscaping,
Home Improvement and Handyman

Bid For Services

Palm Coast, FL 32164
843-276-1882

DATE	March 18, 2025
Quotation #	1
Quotation valid until:	
Prepared by:	Jeffrrey Smith / Owner

Remove roll-down door and repair existing exterior door

remove and replace 2 windows
repair stucco, pressure wash and paint outside wall

$ 4,000.00

Feb 21, 2025 at 10:57:15 AM
706 St Johns Ave
Palatka FL 32177
United States

EST.
NATIONAL CRANE
904-737-3622
Grace
NATIONAL CRANE
708

ADOPT RESOLUTION 2025-R-39 to Submit a 100% Grant-Funded FAA Grant Application in the Amount of $107,325 for the Design and Bidding of the Palatka Airport Taxiway Echo Project.

STAFF REPORT

DATE: March 27, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The City of Palatka respectfully submits an application for a Federal Aviation Administration (FAA) FY 2025 Airport Improvement Program (AIP) grant in the amount of $107,325.00 to fund the final design services for the Taxiway Echo (Taxiway E) project, which will support future aircraft hangar construction at the Palatka Municipal Airport. The total project cost for the final design phase is $107,325, with the FAA providing 100% funding for the eligible costs.

BACKGROUND

In previous phases, the City of Palatka completed the planning, design, and environmental services necessary for the development of Taxiway E. The new taxiway infrastructure will facilitate the construction of future aircraft hangars, providing increased capacity and functionality at the Palatka Municipal Airport. The proposed Phase 1 of the Taxiway E project involves final design services, which will include preparing bid-ready documents for construction.

This grant will fully fund the design and bidding process, ensuring the City does not incur any costs associated with this phase of the project. The City's application to the FAA is a critical step in securing the necessary funding to proceed with the construction phase of the project in subsequent years.

PROJECT ANALYSIS

The Taxiway E project is a vital component of the long-term development plan for the Palatka Municipal Airport. This infrastructure will serve as a foundation for future aircraft hangars, which will provide much-needed space for aviation businesses and private aircraft owners. This project supports the City's economic development goals by enhancing aviation capabilities and attracting investment to the region.

The total cost of the final design services for the taxiway project is $107,325. As outlined in the FAA's Airport Improvement Program, the grant will cover 100% of the eligible costs. The design phase will include preparation of detailed drawings, specifications, and bid documents necessary for the construction phase.

Staff Recommendation

City staff recommends the approval of Resolution 2025-R-39, authorizing the submission of the FAA grant application for $107,325 in funding for the final design services of Taxiway E at the Palatka Municipal Airport. The City Manager is further authorized to execute all necessary documents related to the grant application, including requests for contract time extensions and certifications, and to make any required corrections to the resolution for typographical errors.

Approval of this grant application is a key step in moving the project forward, ensuring that the City secures the funding needed to proceed with the final design and bidding phase of the Taxiway E project.

ATTACHMENTS

1.	2025-R-39_Authorizing_execution_of_grant_application_with_FAA_for_Taxiway_E_environmental final design phase
2.	FY 25 FAA Grant Application Taxiway Echo Design

RESOLUTION NO. 2025-R-39

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE A FEDERAL AVIATION ADMINISTRATION (FAA) FY 2025 AIRPORT IMPROVEMENT PROGRAM GRANT APPLICATION IN THE AMOUNT OF $107,325.00 FOR TAXIWAY E FOR PHASE 1 FINAL DESIGN SERVICES TO SUPPORT FUTURE AIRCRAFT HANGAR CONSTRUCTION; AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS, the City completed the planning, design phase and environmental services for Taxiway E and infrastructure development which will support future aircraft hangar construction; and

WHEREAS, the City of Palatka desires to begin the final design phase services for Taxiway E; and

WHEREAS, the total project cost for the above project is estimated at $107,325 with the FAA funding 100% of the total eligible cost, and;

WHEREAS, it is in the best interest of the City of Palatka to move forward with the Grant Application

NOW THEREFORE, be it resolved as follows:

1. the Palatka City Commission confirms and approves the City of Palatka grant application to FAA for the final design phase services for Taxiway E and infrastructure development to support future aircraft hangar construction. (the PROJECT); and

2. the City Manager is hereby authorized to execute the FAA application in the amount of $107,325 which represents 100% funding with the above referenced PROJECT.

3. The City Manager is hereby authorized to sign requests for Contract Time Extension as well as execute Assurances, Certifications, and all other documents as may be required in support of the project.

4. The City Manager 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 27th day of March 2025.

CITY OF PALATKA

BY:_____
Its MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

_____
CITY ATTORNEY

Airport Improvement Program
Orlando Airports District Office

Federal Assistance Request Checklist

Airport:	Palatka Municipal Airport (28J)
Sponsor:	City of Palatka
City, State:	Palatka, Florida
Date of Application:	April 1, 2025
Type of Application:	FY 2025 Application – Design

Cover Letter:

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

Pre Application:

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

Application:

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

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

Standard Form 424

Application for Federal Assistance SF-424

*1. Type of Submission:
- ☐ Preapplication
- ☒ Application
- ☐ Changed/Corrected Application

*2. Type of Application
- ☒ New
- ☐ Continuation
- ☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify)

*3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier: 28J

*5b. Federal Award Identifier:

State Use Only:

6. Date Received by **State**:

7. **State** Application Identifier:

8. APPLICANT INFORMATION:

*a. Legal Name: City of Palatka

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

*c. UEI: MHECM2CHHAD1

d. Address:

*Street 1: 201 N. 2 Street
Street 2:
*City: Palatka
County/Parish:
*State: FL
*Province: Putnam
*Country: USA: United States
*Zip / Postal Code 32177-3217

e. Organizational Unit:

Department Name: Airport

Division Name: N/A

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

Prefix:
*First Name: Marcia
Middle Name:
*Last Name: Carty
Suffix:

Title: City Manager

Organizational Affiliation:

*Telephone Number: 386-329-0100

Fax Number:

*Email: mcarty@palatka-fl.gov

Application for Federal Assistance SF-424

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

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Pick an applicant type

Type of Applicant 3: Select Applicant Type:

Pick an applicant type

*Other (Specify)

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

Federal Aviation Administration

11. Catalog of Federal Domestic Assistance Number:

20.106

CFDA Title:

Airport Improvement Program

***12. Funding Opportunity Number**:

N/A

*Title:

N/A

13. Competition Identification Number:

Title:

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

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

Taxiway 'E'cho - Phase 1 (Final Design)

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

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

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

17. Proposed Project:

*a. Start Date: 07/01/2025 *b. End Date: 07/01/2026

18. Estimated Funding ($):

*a. Federal	$ 95,308.75
*b. Applicant	$ 0
*c. State	$ 5,016.25
*d. Local	$ 0
*e. Other	$ 0
*f. Program Income	$ 0
*g. TOTAL	$ 100,325.00

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

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

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

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

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

☐ Yes ☒ No

If "Yes", explain:

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

☒ ** I AGREE

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

Authorized Representative:

Prefix: _____ *First Name: Marcia

Middle Name: _____

*Last Name: Carty

Suffix: _____

*Title: City Manager

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

* Email: mcarty@palatka-fl.gov

*Signature of Authorized Representative: | *Date Signed:

Standard Form 5100-100
(Part II & Part III)

Application for Federal Assistance (Development and Equipment Projects)

PART II – PROJECT APPROVAL INFORMATION

Part II - SECTION A

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

Item 1.
Does Sponsor maintain an active registration in the System for Award Management (www.SAM.gov)?

☒ Yes ☐ No

Item 2.
Can Sponsor commence the work identified in the application in the fiscal year the grant is made or within six months after the grant is made, whichever is later?

☒ Yes ☐ No ☐ N/A

Item 3.
Are there any foreseeable events that would delay completion of the project? If yes, provide attachment to this form that lists the events.

☐ Yes ☒ No ☐ N/A

Item 4.
Will the project(s) covered by this request have impacts or effects on the environment that require mitigating measures? If yes, attach a summary listing of mitigating measures to this application and identify the name and date of the environmental document(s).

☐ Yes ☒ No ☐ N/A

Item 5.
Is the project covered by this request included in an approved Passenger Facility Charge (PFC) application or other Federal assistance program? If yes, please identify other funding sources by checking all applicable boxes.

☐ Yes ☒ No ☐ N/A

☐ The project is included in an *approved* PFC application.

If included in an approved PFC application,

does the application *only* address AIP matching share? ☐ Yes ☐ No

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

Item 6.
Will the requested Federal assistance include Sponsor indirect costs as described in 2 CFR Appendix VII to Part 200, States and Local Government and Indian Tribe Indirect Cost Proposals?

☐ Yes ☒ No ☐ N/A

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

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

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

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

PART II - SECTION B

Certification Regarding Lobbying

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

The Authorized Representative certifies, to the best of his or her knowledge and belief, that:

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

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

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

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

PART II – SECTION C

The Sponsor hereby represents and certifies as follows:

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

Yes

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

True

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

True

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

True

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

Yes

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

True

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

True

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

N/A

PART II – SECTION C (Continued)

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

True

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

True

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

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

True

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

True

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

PART III – BUDGET INFORMATION – CONSTRUCTION

SECTION A – GENERAL	
1. Assistance Listing Number:	20.106
2. Functional or Other Breakout:	AIP BIL

SECTION B – CALCULATION OF FEDERAL GRANT			
Cost Classification	**Latest Approved Amount (Use only for revisions)**	**Adjustment + or (-) Amount (Use only for revisions)**	**Total Amount Required**
1. Administration expense - Independent Fee Estimate			$ 2,500
2. Preliminary expense			
3. Land, structures, right-of-way			
4. Architectural engineering basic fees			**$100,325.00**
5. Other Architectural engineering fees			
6. Project inspection fees			
7. Land development			
8. Relocation Expenses			
9. Relocation payments to Individuals and Businesses			
10. Demolition and removal			
11. Construction and project improvement			
12. Equipment			
13. Miscellaneous - DBE Plan Update - New Rule			2,825
14. **Subtotal** (Lines 1 through 13)			**$100,325.00**
15. Estimated Income (if applicable)			
16. Net Project Amount (Line 14 minus 15)			**$100,325.00**
17. **Less**: Ineligible Exclusions (Section C, line 23 g.)			
18. **Subtotal** (Lines 16 through 17)			**$100,325.00**
19. Federal Share requested of Line 18			**$ 95,308.75**
20. Grantee share			0
21. Other shares			**$ 5,016.25**
22. **TOTAL PROJECT** (Lines 19, 20 & 21)			**$100,325.00**

SECTION C – EXCLUSIONS

23. Classification (Description of non-participating work)	Amount Ineligible for Participation
a.	
b.	
c.	
d.	
e.	
f.	
g. Total	

SECTION D – PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE

24. Grantee Share – Fund Categories	Amount
a. Securities	
b. Mortgages	
c. Appropriations (by Applicant)	
d. Bonds	
e. Tax Levies	
f. Non-Cash	
g. Other (Explain):	
h. **TOTAL** - Grantee share	
25. Other Shares	**Amount**
a. State	5,017
b. Other	
c. **TOTAL** - Other Shares	$ 5,017
26. TOTAL NON-FEDERAL FINANCING	

SECTION E – REMARKS

(Attach sheets if additional space is required)

PART IV – PROGRAM NARRATIVE

(Suggested Format)

PROJECT: Taxiway 'E'cho - Phase 1 (Final Design)

AIRPORT: Paltaka Municipal Airport

1. Objective:

To design a new 2,400 LF x 35 FT wide taxiway to support hangar development within the southeast quadrant of the Airport. Phase 1 includes the eastern +/- 1,100 LF of Taxiway.

2. Benefits Anticipated:

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.

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

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.

4. Geographic Location:

Airport

5. If Applicable, Provide Additional Information:

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

City of Palatka, Marcia Carty, City Manager
201 N. 2nd Street, Palakta, FL 32177
386-329-0100

Detailed Project Information Sheet

Palatka Municipal Airport (28J)
Airport Improvement Program
FY 2025 Grant Application (BIL)

Detailed Project Information

Airport:	Palatka Municipal Airport (28J)
City, State:	Palatka, Florida
Project Title:	Taxiway 'E'cho - Phase 1 (Final Design)
Project Description:	Phase 1 includes the eastern +/- 1,100 LF of the taxiway. The Phase 1 design and bid documents will also include vehicular access road, stormwater, and utility improvements. The Bid will be broken down into multiple pieces (Base Bid and Bid Additives) to help ensure that the awarded construction scope will fit within the available budget. The Base Bid will include only the taxiway construction. The overall project concept includes a new 2,400 LF x 35 FT wide taxiway to support hangar development within the southeast quadrant of the Airport. The current concept includes fourteen (14) 100'x100' or twelve (12) 120' x 120' box hangars which have access to the airfield via the proposed taxiway. Associated access road pavement, potable water, sanitary sewer, storm sewer, and stormwater management facilities (ponds/swales) are required for the development and included in the project. It is intended that the taxiway and all associated support infrastructure be constructed by the City and that all hangar buildings, hangar aprons, and hangar parking stalls be constructed by the Tenant within the defined lease boundary. Tenants will enter into a ground lease with the City. Future taxiway construction is proposed in two phases. Phase 1 includes the eastern +/- 1,100 LF of the taxiway and Phase 2 includes the western +/-1,300 LF of the taxiway. This phased approach allows Phase 1 hangar development to occur without encroaching on the existing fence line, woods and wetlands. Phase 1 includes a maximum of five (5) hangar buildings. See the attached Project Sketch.
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.

Special Circumstances: None.

Project Cost Information:

Total Cost (100%)	FAA Share (95%)	State (5%)	Local (0%)
$100,325	$95,309	$5,016	$0.00

Type of Funding Proposed (FAA Share Only)			
Fund Type	Funds Available	Funds to be Used	Funds Remaining
BIL AIG Allocated FY 22	$101,410	$95,309	$6,101
BIL AIG Allocated FY 23	$292,000	$0.00	$291,451
BIL AIG Allocated FY 24	$294,000	$0.00	$294,000
BIL AIG Allocated FY 25	$282,000	$0.00	$282,000
Total	$969,410	$95,309	$874,101

Alternate Funding Plan: None.

Individual Project Cost Breakdown

and

Total Cost Summary

Palatka Municipal Airport (28J)
Airport Improvement Program
FY 2025 Grant Application (BIL)

Estimated Project Costs

Project Title: Taxiway 'E'cho - Phase 1 (Final Design)

	Cost (100%)	FAA (95%)
Professional Consulting Services:		
o Passero Design and Bidding Phase	$84,127.00	$79,920.65
o Geotech (Drawdown Study)	$10,873.00	$10,329.00
o DBE Plan Update (New Rule)	$2,825.00	$2,684.00
Independent Fee Estimate	$2,500.00	$2,375.00
Total Amount	$100,325.00	$95,308.75

Total Estimated Project Cost (100%) $100,325.00
Total FAA Share Cost (95%) $ 95,308.75

Consultant Agreement:

Palatka Municipal Airport

Phase 1 - Final Design & Bidding
for
Taxiway ‘E’cho

by
Passero Associates, LLC
(Passero Project No. 24000010.067F)

Work Order 25-67F

Work Order 25-67F

Phase 1 Final Desing & Bidding
Taxiway E
Palatka Municipal Airport, Palatka, Florida

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

Project Location: Palatka Municipal Airport, Palatka, Florida.

Project Description: This project consists of final design and bidding for Phase 1 of Taxiway 'E'cho. Taxiway 'E'cho is a proposed new 2,400 LF x 35 FT wide taxiway (proposed in two phases) to support development of the southeast quadrant of the Airport.
(See the full description included in Attachment A: Scope of Work and the attached Project Sketch.)

Scope of Basic Services: Phase 1 Final Design & Bidding (See Attachment A: Scope of Work).

Scope of Special Services: NA

Client Project Coordinator: Yul McNair, Airport Manager

PA Project Officer: Andrew Holesko, CM
PA Program Manager: Brad Wente, P.E.
PA Project Manager: Matt Singletary, P.E.

Basic Services Compensation and Method of Payment:	Design & Bidding (Not-to-Exceed):	$ 84,127.00
Special Services Compensation and Method of Payment:	Geotechnical Investigation & Drawdown Study	$ 10,873.00
Total Project Cost:	Not-to-Exceed:	$ 95,000.00

Schedule: As presented and assigned by the City.

Meetings: As requested and assigned by the City.

Deliverables:
1. Phase 1 Plans & Bid Documents
2. Local and FDEP Utility Permits.

"Consultant"
Passero Associates, LLC

BY: _____

Bradley J. Wente
Typed Name

Title: Vice President / Southeast Services Director

ATTEST:

BY: _____

_____
Name, Title

"Client"
City of Palatka, Florida

BY: _____

Marcia G. Carty
Typed Name

Title: City Manager

ATTEST:

BY: _____

_____
Name, Title

Attachment A: Scope of Work - Work Order 25-67F

Phase 1 Design & Bidding
Taxiway E
Palatka Municipal Airport, Palatka, Florida

I. Project Description

This scope of work includes PHASE 1 Design & Bidding. Phase 1 includes the eastern +/- 1,100 LF of the taxiway. The Phase 1 design and bid documents will also include vehicular access road, stormwater, and utility improvements. The Bid will be broken down into multiple pieces (Base Bid and Bid Additives) to help ensure that the awarded construction scope will fit within the available budget. The Base Bid will include only the taxiway construction.

The overall project concept includes a new 2,400 LF x 35 FT wide taxiway to support hangar development within the southeast quadrant of the Airport. The current concept includes fourteen (14) 100'x100' or twelve (12) 120' x 120' box hangars which have access to the airfield via the proposed taxiway. Associated access road pavement, potable water, sanitary sewer, storm sewer, and stormwater management facilities (ponds/swales) are required for the development and included in the project. It is intended that the taxiway and all associated support infrastructure be constructed by the City and that all hangar buildings, hangar aprons, and hangar parking stalls be constructed by the Tenant within the defined lease boundary. Tenants will enter into a ground lease with the City. Future taxiway construction is proposed in two phases. Phase 1 includes the eastern +/- 1,100 LF of the taxiway and Phase 2 includes the western +/-1,300 LF of the taxiway. This phased approach allows Phase 1 hangar development to occur without encroaching on the existing fence line, woods and wetlands. Phase 1 includes a maximum of five (5) hangar buildings.

See the attached Project Sketch.

II. Basic Services

Passero Associates, LLC (Consultant) will provide the following Basic Services:

A. Data Collection

1. Prepare preliminary plans to aid in the proposed site investigations.
2. Coordinate the proposed site investigations including developing a schedule that minimizes interference with airport operations, coordinating the schedule with the City and airport tenants as applicable, and supervising the field investigations as required.
3. Review and evaluate the data collection results.
4. Prepare cost estimates for DBE Plan Update. Coordinate DBE Plan Update.

B. Project Description, Purpose, and Need - Environmental Phase Support Services (Previously Completed)

C. FAA Documented Categorical Exclusion (CatEx) – Environmental Compliance (Previously Completed)

D. Engineering Design Phase

1. Finalize the grading, pavement, utility, and drainage design.

2. Prepare and finalize the plans including general notes, existing conditions, demolition, geometry, grading and drainage, erosion control, utility, site details, and stormwater pollution prevention plans.
3. Prepare final construction plan, supplemental documents such as access and phasing plans, etc.
4. Prepare final quantity takeoffs for the bid schedule. This will include items shown on the drawings and/or described in the technical specifications.
5. Prepare a final probable construction cost utilizing the quantity takeoff and bid items previously developed.
6. Prepare final bid / contract agreements and technical specifications.
7. Submit advance final documents to the City and to the FAA and FDOT for review and comment, prior to bidding. The Consultant and the City will conduct a final design review meeting to discuss contents, costs and other comments.

E. Bid Phase (NOT INCLUDED. TO BE INCLUDED WITH CONSTRUCTION PHASE AUTHORIZATION)

1. ~~Consultant will prepare advertisement for bids, assist the City in the legal advertisement of the project. The bid schedule and documents will be posted on the Consultant's website and Plan Rooms will be provided with electronic copies of these documents.~~
2. ~~Questions from potential bidders will be directed to Consultant and answered by addendum (if required).~~
3. ~~A pre-bid conference will be held. Minutes of the pre-bid conference will be prepared by Consultant and published via Addendum.~~
4. ~~Consultant will assist the City at the bid opening. Consultant will review the bids received for conformance with the contract documents. Consultant will review the contractor's personnel, equipment lists, and reference check the contractor's qualifications and financial responsibility.~~
5. ~~Consultant will prepare bid tabulation for the City.~~
6. ~~Consultant shall make a recommendation of award or rejection of bids, as appropriate, to the City.~~
7. ~~Consultant shall assist the City in executing construction contracts and issuing a Notice to Proceed to the successful Contractor.~~

F. Permitting

1. St. Johns River Water Management District (Previously Completed)
2. City of Palatka / Putnam County & Florida Department of Environmental Protection (FDEP)
   i. Research applicable requirements.
   ii. Hold pre-application meetings.
   iii. Apply for Water and Wastewater permits as required.
   iv. Respond to comments and make revisions necessary to obtain permits.

G. Grants Administration Assistance

1. Assist the City in preparation and input of this project's information into their airport Joint Automated Capital Improvement Plan (JACIP) program.
2. Assist the City in preparation of a Federal Aviation Administration grant application.
3. Assist the City in the preparation of reimbursement request packages to the FAA and FDOT.
4. Assist City in compiling and submitting necessary project quarterly reports and closeout documents required by the FAA and FDOT.

5. Serve as liaison, for grant-related issues, for the City with FAA and FDOT, as requested.

III. Special Services

This scope of work includes three (3) Special Services, as follows:

1. Geotechnical site investigation & hydrologic drawdown analysis
2.
3. Geotechnical Site Investigation

See attached subconsultant proposals.

IV. Other Considerations

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

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

END OF SCOPE OF WORK

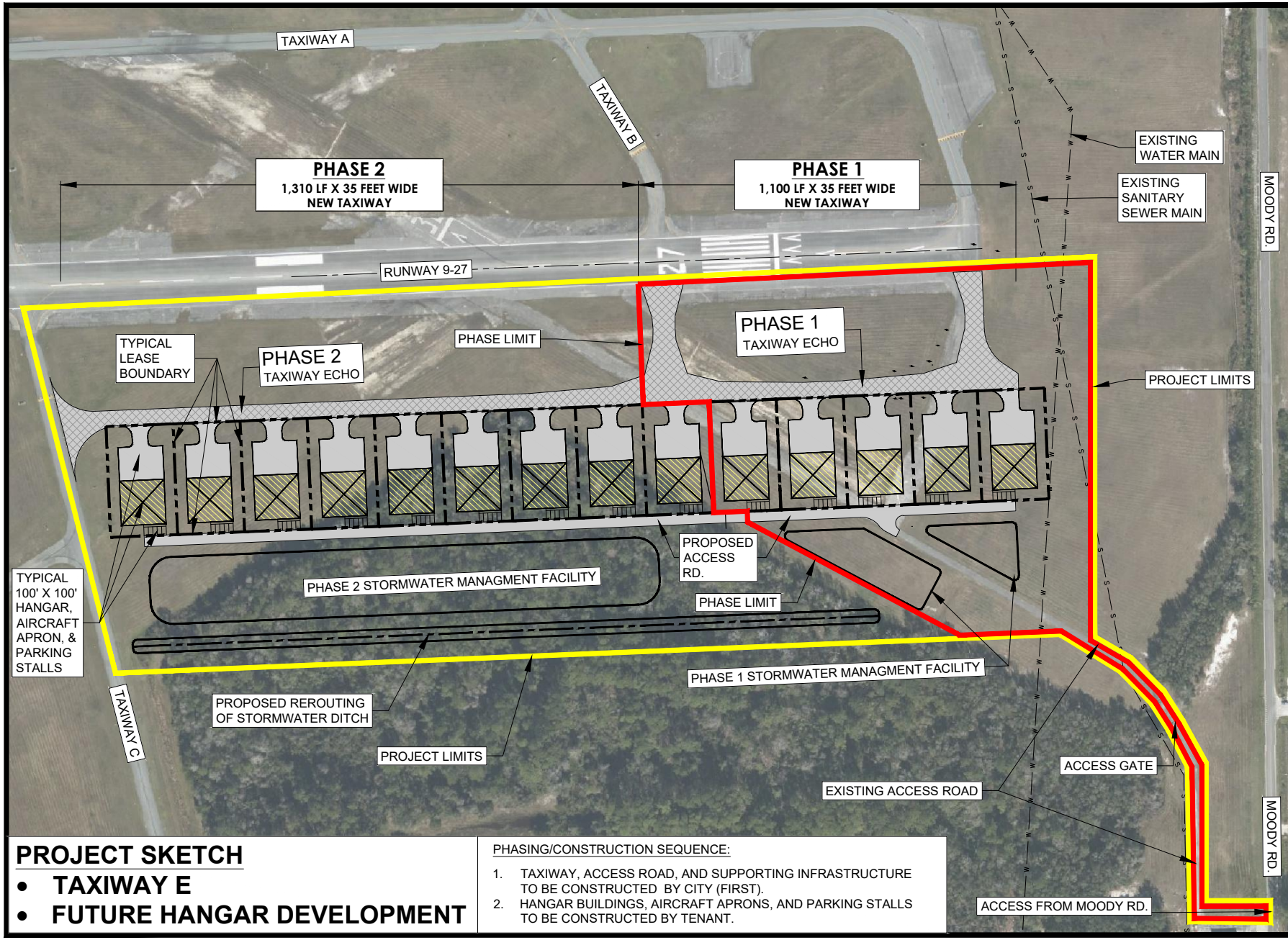
Schedule B
Passero Associates, LLC
Consultant Services Fees and Costs

Airport: Palatka Municipal
Project: Final Design & Bidding - Phase 1 Taxiway 'E'cho
PA Project No: 24000010.067F
Date: 3/4/2025
Prepared By: M. Singletary

Project Phases	Project Tasks	Employee Classifications						Task Totals	Phase Totals
		Program Manager	Project Manager	Engineer / Planner	Senior Inspector	Grants Admin/ Contracts	N/A		
A. Initiation	Project Initiation (FAA-FDOT) & JACIP Coordination	2	8	4		0		880.00	880.00
B. Grant Admin.	Project Scheduling, FAA & FDOT Coordination	2	4	2		0		540.00	1,980.00
	Preliminary Construction Budget	0	2	2		0		220.00	
	Prepare Pre-Grant Application Package	0	2	2		8		460.00	
	Prepare Final-Grant Application Package	2	2	4		8		760.00	
C. Data Collection	Review Existing documentation	0	4	8		0		640.00	3,400.00
	Site Visit	0	8	8		0		880.00	
	Coordinate Data Collection Phase	0	8	8		0		880.00	
	Review/Evaluate Data Collection Results	0	4	4		0		440.00	
	DBE Plan Update Cost Estimates & Coordination	0	4	4		4		560.00	
D. Engineering Design	Finalize Design & Plans	2	40	40		0		4,600.00	16,000.00
	Finalize Technical Specs	2	16	8		0		1,560.00	
	Finalize Contract Documents	2	40	40		8		4,840.00	
	Finalize Qty Takeoff	0	4	8		0		640.00	
	Finalize Opinion Prob. Const. Cost & Project Reports	0	4	4		0		440.00	
	Finalize Construction Safety Phasing Plan	0	4	8		0		640.00	
	Finalize Construction Management Plan	0	4	4		0		440.00	
	Internal QA/QC	2	4	8	8	0		1,280.00	
	Final Review Meeting with City, AAB (FAA-FDOT info)	2	8	4		0		880.00	
	Finalize and Submit Bid Documents	0	4	4		8		680.00	
E. Permitting	Research Utility Requirements (City, County, FDEP)	0	8	8		0		880.00	3,520.00
	Hold Pre-Application Meetings	0	8	8		0		880.00	
	Prepare & Submit SJRWMD ERP Application	0	8	8		0		880.00	
	Respond to RAIs to Obtain Permit	0	8	8		0		880.00	
F. Bidding	Bid Advertisement							-	-
	Pre-bid meeting							-	
	Respond to Contractor Q's (Addendum)							-	
	Bid Opening, Tabulation and Recommendation-Award							-	
								-	
	Total Hours:	16	206	206	8	36	0		**472**
	Hourly Rate (2025):	100.00	60.00	50.00	55.00	30.00			
	Direct Salary Cost:	1,600.00	12,360.00	10,300.00	440.00	1,080.00	-		**$ 25,780.00**

Travel: Number of Trips	10
Travel: Mileage per Trip	100
Travel: Cost per Mile	$ 0.575
Total Travel Costs:	**$ 575.00**
Per Diem: Number of Days	10
Per Diem Rate	$ 42.00
Total Per Diem Costs:	**$ 420.00**
Fee for Geotechnical Investigation:	$ 10,873.00
Fee for Other (N/A):	$ -
Fee for Other (N/A):	$ -
Fee for Other (N/A):	$ -
Total Subconsultant Costs:	**$ 10,873.00**
Reproduction (copies, presentations, mailing, plans)	$ 717.00
Miscellaneous Expenses	$ 100.00
Total Direct Non-salary Expenses	**$ 12,685.00**

Summary of All Fees and Costs:	
Total Hours:	472
Total Direct Salary Costs:	25,780
Overhead (174.67% of Direct Labor Costs):	45,030
Total Labor Cost:	**70,810**
Fixed Fee (15% of Total Labor Cost):	10,621
Subtotal:	**81,431**
Total Direct Non-salary Expenses:	12,685
Total Cost (Labor, OH, Fixed Fee & Expenses):	**94,116**
SAY:	**$ 95,000**



PROJECT SKETCH

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

PHASING/CONSTRUCTION SEQUENCE:

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

PASSERO ASSOCIATES
engineering architecture

100 0 100
GRAPHIC SCALE IN LINEAR FEET

ENGINEER OF RECORD:

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

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

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

REVISIONS

NO.	DATE	BY	DESCRIPTION OF REVISION

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

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

PROJECT TITLE:
TAXIWAY E

PROJECT NUMBER:
PA PN 24000010.0067

DATE: OCTOBER 2022

DRAWING TITLE:
PROJECT SKETCH

DRAWING NUMBER:
1-1

EXHIBIT A.1

Jackson Geotechnical Engineering

164 Plaza Del Rio Drive
St. Augustine, Florida 32084
904-252-2292

February 3, 2025

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

Att: Mr. Matt Singletary, P.E.

RE: Proposal for Geotechnical Exploration and Engineering Services
Palatka Airport Taxiway E
Palatka, Florida
JGE Proposal No. 25-876.1

Dear Mr. Singletary,

In response to your request, Jackson Geotechnical Engineering is pleased to provide this proposal for the requested geotechnical exploration and engineering services. This proposal documents our understanding of the project, provides our scope of services, project budget, and schedule.

PROJECT INFORMATION

Project information was provided during correspondence with you. We were also provided with a copy of a plan showing the approximate layout of the proposed construction and requested boring locations.

We understand the proposed project will consist of constructing a pond at the subject site, and rerouting an existing ditch. Due to nearby wetlands, there is concern the pond and the ditch will lower the groundwater in the wetlands. Underdrains will be utilized below the pond bottom to enhance stormwater recovery.

The analysis will estimate the groundwater drawdown influence from the existing ditch, proposed pond, and relocated portion of the ditch. A comparison of the predevelopment groundwater drawdown from the ditch and post-development groundwater drawdown will be presented.

Palatka Airport Taxiway E
Palatka, Florida
JGE Proposal No. 25-876

PROPOSED SCOPE OF SERVICES

Field Exploration

To explore the subsurface conditions within the area of the proposed pond, we will locate and perform 3 auger borings with penetrometer soundings to a depth of 10 to 12 feet below the ground surface. We will also perform 3 auger borings with penetrometer soundings to a depth of 10 to 12 feet within the proposed ditch realignment. Two auger borings with penetrometer soundings will be performed adjacent to the existing ditch. A relatively undisturbed horizontal and vertical soil sample will be obtained from six borings for the purposes of permeability testing. Three field permeability tests will be performed on soils lower in the profile. Two auger borings will be performed within the limerock and asphalt areas (an asphalt core will be required for the asphalt). The auger borings will be performed in accordance with ASTM D1452. The field testing services are summarized below.

Location	Testing
Pond	3 auger borings @ 10 to 12 feet 2 horizontal and 2 vertical laboratory permeability tests 1 field permeability test
Relocated Ditch	3 auger borings @ 10 to 12 feet 2 horizontal and 2 vertical laboratory permeability tests 1 field permeability test
Existing Ditch	2 auger borings @ 10 to 12 feet 2 horizontal and 2 vertical laboratory permeability tests 1 field permeability test
Existing Limerock and Pavement Areas	1 asphalt core and 6-foot auger boring 1 6-foot auger boring

Laboratory Services

Once the proposed field work is completed, an engineer will evaluate the collected field data and soil samples. Laboratory tests on the soil samples obtained in the field will be performed in order to determine the physical properties of the soils.

Geotechnical Engineering Analysis and Report

The information provided by the field exploration and laboratory testing programs will be utilized to construct groundwater models that will estimate the potential groundwater drawdown. As previously mentioned, pre-development groundwater drawdown from the ditch will be compared to post-development groundwater drawdown. A geotechnical engineer, registered in

the State of Florida, will oversee the study. The results of our study will be conveyed in a written report.

The written geotechnical report will contain the following information:

1. A brief discussion of the existing site conditions.
2. Pertinent project information.
3. Soil boring logs indicating soil stratification, groundwater levels, and lab testing results.
4. Plan showing the boring locations.
5. Results of the groundwater drawdown study. The results will include a graphical presentation of the lateral limits of groundwater drawdown. Pre-development and post-development drawdown will be presented.
6. Recommendations for precluding groundwater drawdown, as required.

SCHEDULE AND FEES

Currently, field exploration services can typically be commenced within approximately 2 to 3 weeks after authorization. It is estimated the field work would take approximately 2 to 3 working days to complete. Currently, the report could be completed within approximately 2 to 3 weeks after completion of the field work.

We propose performing the scope of services listed above for a lump-sum fee of **$10,873.00**. We will notify you immediately if we encounter any unforeseen conditions at the site that may require additional services.

We require written approval of this proposal prior to performing any work. The right of entry to the property from the Client is considered granted by the acceptance of this proposal. Please understand that some damage to the existing site including vegetation (landscaping, grass, weeds, ground rutting, etc.) will occur during the normal process of performing the soil borings. While we will attempt to limit any such damage during the site access and drilling of the site, the restoration of any damage is not included in the scope of this proposal. Limited hand clearing will be performed, as necessary, in order to access boring locations.

We will call-in utility locates, as required by State law. We request the locations of known utilities within the area be provided to us. A private utility locate service can be utilized by others to increase the probability of identifying utilities. Utilizing a private utility locate service is not included in this proposal. Jackson Geotechnical Engineering will not be held responsible for damage to utilities.

PAYMENT COMPLIANCE

The parties (client and Jackson Geotechnical Engineering) agree the fee mentioned above ($10,873.00) will be paid to Jackson Geotechnical Engineering within 30 days of conveyance of report and invoice. The payment for our services is not dependent on bank loans, closings, or any other outside funding sources. A late fee of 1.5% per month will be assessed on any past-due invoices.

OVERDUE AND UNPAID INVOICES

1. Client agrees that the amount of invoices unpaid after 30 days from the date of the invoice will accrue a finance charge of one and one-half percent per month (1.5% per month), beginning from the invoice date.
2. Payments for overdue invoices shall be first applied to the interest charges and then to the unpaid balance on each open invoice, starting with the oldest invoice.
3. For amounts past due in excess of sixty days (60) days from the invoice date, the client and Jackson Geotechnical Engineering agree that Jackson Geotechnical Engineering is entitled to compensation for time and expenses associated with efforts to collect past due amounts. The client and Jackson Geotechnical Engineering agree that such expenses may include, but not be limited to, certified mail expenses, filing and recording fees, and reasonable legal fees.

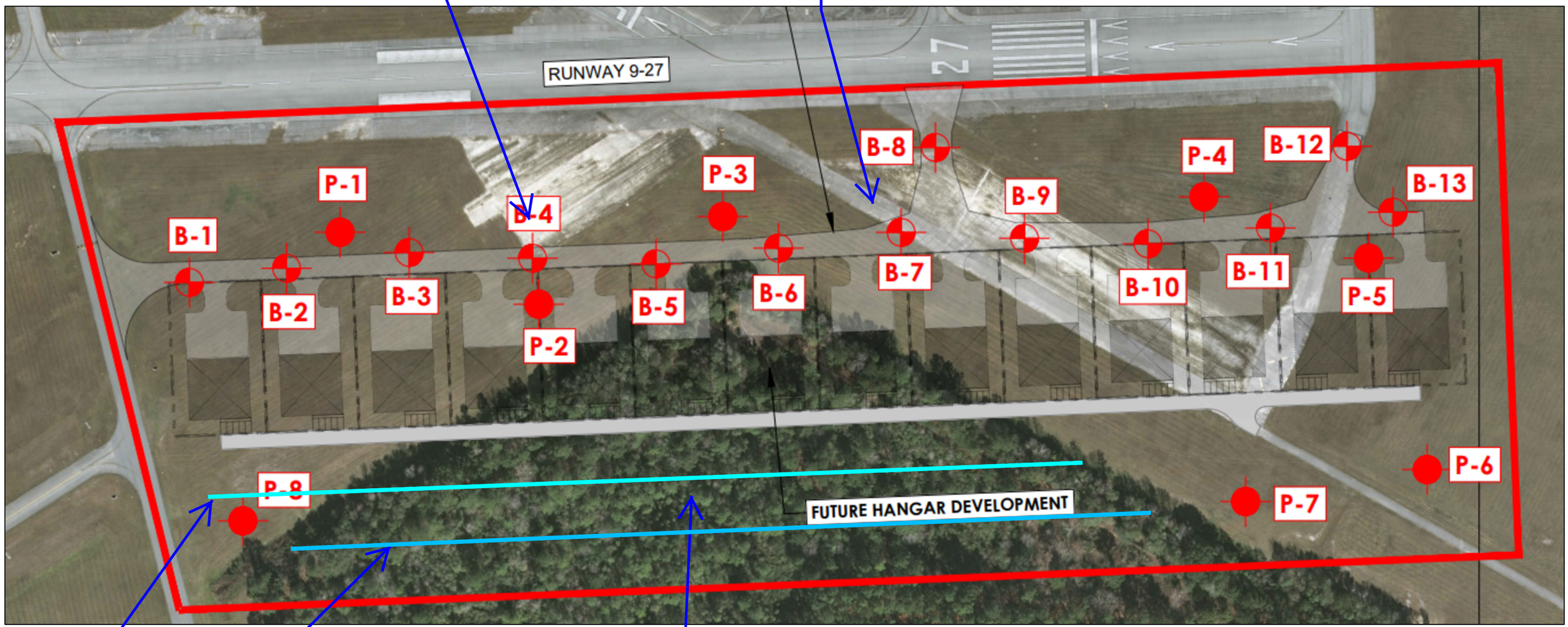
CLOSURE

Thank you for requesting this proposal from Jackson Geotechnical Engineering. Please call us at 904-252-2292 if you have any questions.

Respectfully submitted,

JACKSON GEOTECHNICAL ENGINEERING, LLC

Jeff S. Jackson, P.E.
President



Jackson Geotechnical Engineering	
Boring Location Plan	
Palatka Airport Taxiway E	
March 18, 2024	Drawn by: MJ
Project No. 24-498	Figure 1

Docusign Envelope ID: 5BB9DD5D-ABBD-4E5F-A139-6C677DDFF027

Palatka Municipal Airport

Planning Services

DBE Plan Update (Final Rule), FY 2024-2026

for Palatka Municipal Airport (28J)

by Passero Associates, LLC

(Passero Project No. 24000010.0074)

Work Order 24-74

PASSERO
engineering architecture

PA Project No. 24000010.0074

Work Order 24-74
Planning Services for
DBE Plan Update (Final Rule), FY 2024-2026

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

Project Location: Palatka Municipal Airport, Palatka, Florida.

Project Description: Provide planning services related to the update of the previously prepared DBE Plan for FY 24-26.

Scope of Basic Services: DBE Plan Update. See Exhibit A Scope of Work.

Scope of Special Services: N/A

Client Manager: Yul McNair, Airport Manager

PA Program Manager: Bradley J. Wente, P.E.

PA Project Manager: Matthew Singletary, P.E.

Basic Services Compensation and Method of Payment: Lump Sum Fee: **$2,825.00**. See Exhibit B Cost Summary.

Special Services Compensation and Method of Payment: N/A

Total Compensation and Method of Payment: Lump Sum Fee: **$2,825.00**. See Exhibit B Cost Summary.

Schedule: Services to begin upon receipt of fully executed Work Order from client.

Meetings: Scoping conference call. See Exhibit A Scope of Work.

Deliverables: Please refer to the deliverables listed near the end of the attached Exhibit A Scope of Work.

"Client"
City of Palatka, Florida

BY: Marcia Carty

Marcia Carty, Interim City Mgr
Typed Name & Title

ATTEST:
BY: Y.L. McNair

Yul L. McNair, Airport Manager
Name, Title

Date: 1-6-25

"Consultant"
Passero Associates, LLC

BY: Bradley J. Wente

Bradley J. Wente, P.E., VP / SE Services Director
Typed Name & Title

ATTEST:
BY: Angela Witt

Angela Witt, Grants and Contracts Administrator

Date: December 17, 2024

Palatka Municipal Airport, (28J)
Palatka, Florida

EXHIBIT A – SCOPE OF WORK

DBE PLAN UPDATE (FINAL RULE), FY 2024-2026

The Airport Sponsor, the City of Palatka, Florida, will provide planning phase services for the *DBE Plan Update (Final Rule), FY 2024-2026* project, which primarily consists of updating the previously prepared Disadvantaged Business Enterprise (DBE) Goal and Methodology for the Palatka Municipal Airport for projects to be accomplished during Fiscal Years 2024 through 2026. The update will address all requirements included in the April 9, 2024, Final Rule; and will be suitable for coordination with the FAA Southern Region.

Receipt of a grant from the Federal Aviation Administration (FAA) is anticipated in the future, which will reimburse the Sponsor for costs associated with the update of the DBE Plan.

More specifically, the Planning Phase Services will include the following elements of work:

- **Element 1 – DBE Plan Update** is anticipated to consist of the following (and as described in further detail in the proposal provided by Taffy Pippin Consulting, LLC, attached as Exhibit C):
  1. Prepare work scope and fees.
  2. Scoping calls/e-mails with GDOT Aviation, Sponsor, Consultant, and Subconsultant.
  3. Update the previously prepared DBE Plan in accordance with 49 CFR, Part 26, to include all requirements included in the April 9, 2024, Final Rule.
  4. Submit all documents to the FAA via their civil-rights-connect portal.
  5. Provide copies of the final DBE Plan document to FAA and the Sponsor.

Deliverables will consist of the following:

1. One (1) PDF and one (1) hard copy of the final DBE Plan document.

Any task, service, or deliverable not expressly included in the Scope of Work described above is thereby excluded from the Scope of Work for the *DBE Plan Update (Final Rule), FY 2024-2026* project.

End Exhibit A.

Exhibit B
Cost Summary
Palatka Municipal Airport (28J)
DBE Plan Update (Final Rule), FY 2024-2026

ELEMENT 1. DBE PLAN UPDATE

Labor Subtotal	$2,772.00
Direct Expenses	$53.00
TOTAL (Lump Sum)	$2,825.00

PLANNING TOTAL **$2,825.00**

DBE PLAN UPDATE

Element 1	Hourly Breakdown												Total Man Hrs	Labor Cost
	Principal	Dept. Manager	Program Manager	Sr. Proj. Manager	Project Manager	Project Engineer	Engineer 1	Sr. Planner	Planner 2	Planner 1	Admin. Staff	Sr. Owner Rep.		
	$ 293.00	$ 282.00	$ 245.00	$ 212.00	$ 188.00	$ 144.00	$ 106.00	$ 202.00	$ 138.00	$ 104.00	$ 86.00	$ 138.00		
Prepare work scope, fees, sub coord.		1	1										2	$ 527.00
Submit final doc to GDOT, Sponsor			1										1	$ 245.00
													0	$ -
													0	$ -
													0	$ -
													0	$ -
													0	$ -
Use below if subconsultant performs this task and not above														
Subconsultant's Rates ——>														
DBE Plan Update (New Rule), FY 24-26													0	$ 2,000.00
													0	$ -
LABOR TOTAL	0	1	2	0	0	0	0	0	0	0	0	0	3	$ 2,772.00

		Distance	# of Trips	Rate	Time
Mileage	$ -	473	0	$ 0.670	7:00
Printing, Shipping, Misc. Project Costs	$ 53.00				
Lodging	$ -		0	$ 117.70	
Per Diem (Travel Day)	$ -		0	$ 44.25	
Per Diem (Standard Day)	$ -		0	$ 59.00	
Total Direct Expenses	**$ 53.00**				

YEAR 2022

BILLING HOURLY RATES		PROFIT %	OVERHEAD %	LABOR
Principal	$293.00	10.00%	127.08%	$ 117.17
Dept. Manager	$282.00	10.00%	127.08%	$ 112.77
Program Manager	$245.00	10.00%	127.08%	$ 98.28
Sr. Proj. Manager	$212.00	10.00%	127.08%	$ 84.95
Project Manager	$188.00	10.00%	127.08%	$ 75.32
Project Engineer	$144.00	10.00%	127.08%	$ 57.68
Engineer 1	$106.00	10.00%	127.08%	$ 42.56
Sr. Planner	$202.00	10.00%	127.08%	$ 80.94
Planner 2	$138.00	10.00%	127.08%	$ 55.38
Planner 1	$104.00	10.00%	127.08%	$ 41.62
Admin. Staff	$86.00	10.00%	127.08%	$ 34.44
Sr. Owner Rep.	$138.00	10.00%	127.08%	$ 55.44

NOTE:
Insert labor, audited overhead, and profit.
Spreadsheet will calculate billing rate.

Docusign Envelope ID: 5BB9DD5D-ABBD-4E9F-A159-6C87 7DDFF027

TAFFY PIPPIN CONSULTING, LLC

November 7, 2024

PASSERO ASSOCIATES, LLC
Brad Wente, PE
Southeast Aviation Services Director
4730 Casa Cola Way Suite 200
St. Augustine, FL 32095

RE: DBE PLAN UPDATE/NEW RULE
PALATKA-KAY LARKIN AIRPORT
PALATKA, FLORIDA
LETTER OF AGREEMENT

Dear Mr. Wente:

It is my understanding that PASSERO ASSOCIATES, LLC desires to engage a consultant to develop a Disadvantaged Business Enterprise Plan for the PALATKA-KAY LARKIN AIRPORT, Palatka, Florida in accordance with 49 CFR, Part 26, associated with Federal Aviation Administration NEW RULE DBE Plan Update requirement. Taffy Pippin Consulting LLC is pleased to offer the following proposal to accomplish these services.

Taffy Pippin Consulting, LLC will provide PASSERO ASSOCIATES, LLC with a Disadvantaged Business Enterprise Plan in accordance with the provisions of 49 CFR Part 26, "Participation by Disadvantaged Business Enterprise in DOT Programs". Our services will include the following:

1. Update of the DBE Plan in accordance with 49 CFR, Part 26 to include all requirements included in the May 9, 2024 Final Rule suitable for final coordination with the Southern Region of the FAA, Atlanta, Georgia;
2. Provide two copies of the final plan, for coordination.
3. Submit all documents through the FAA civil-rights-connect portal.

PASSERO ASSOCIATES, LLC will provide required information to complete the Updated DBE Program Plan.

DBE FIRM
3153 Lexington Road, Montgomery, AL 36106 / (334)546-4717/ FAX (334) 593-7644

Taffy Pippin Consulting, LLC will be paid the sum of Two Thousand dollars ($2,000.00) which will include all out-of-pocket expenses. The completed Disadvantaged Business Enterprise Plan will be provided to PASSERO ASSOCIATES LLC to be delivered to the PALATKA-KAY LARKIN AIRPORT.

If the above conditions and services are acceptable to you, would you please indicate your acceptance below. Your acceptance will also act as our "Notice to Proceed" on this important project.

Thank you for the privilege of offering these services in the development of this project and should you have any questions please don't hesitate to call.

Sincerely,

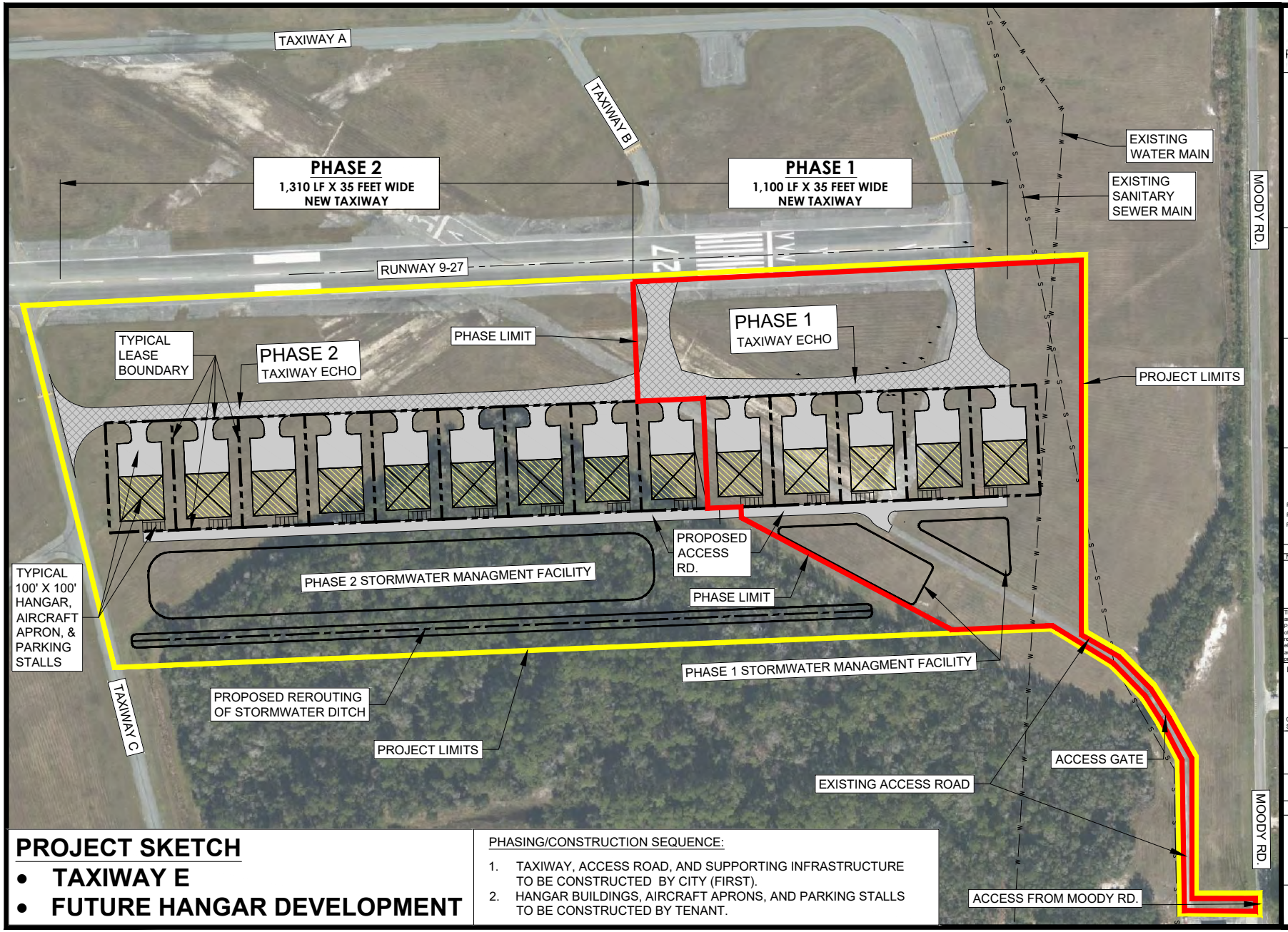
Taffy V. Pippin

Taffy Valdez Pippin
Consultant/Planner

Accepted:
PASSERO ASSOCIATES, LLC

DBE FIRM
3153 Lexington Road, Montgomery, AL 36106 / (334)546-4717/ FAX (334) 593-7644

Project Sketch



PROJECT SKETCH

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

PHASING/CONSTRUCTION SEQUENCE:

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

PASSERO ASSOCIATES
engineering architecture

100 0 100
GRAPHIC SCALE IN LINEAR FEET

ENGINEER OF RECORD:

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

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

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

REVISIONS

NO.	DATE	BY	DESCRIPTION OF REVISION

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

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

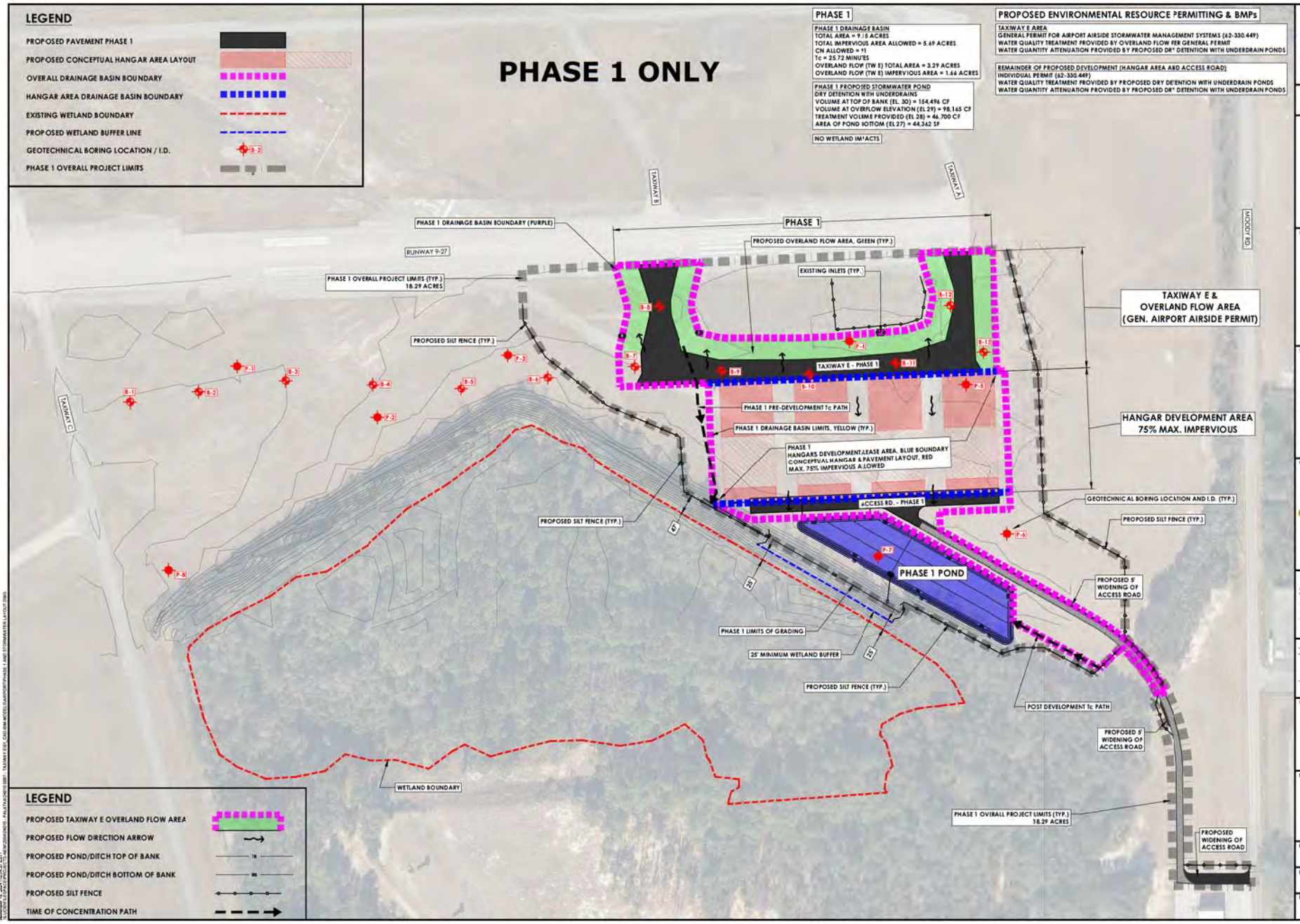
PROJECT TITLE:
TAXIWAY E

PROJECT NUMBER:
PA PN 24000010.0067

DATE: OCTOBER 2022

DRAWING TITLE:
PROJECT SKETCH

DRAWING NUMBER:
1-1



PASSERO
engineering architecture

0' 50' 100' 200'
SCALE: 1" = 100'

N

Prepared For:
PERMIT SET

CITY OF PALATKA
PUTNAM, FLORIDA

Stamp:
NOT APPROVED UNLESS ACCOMPANIED WITH A VALID SEAL/SIGNATURE

PRELIMINARY DOCUMENTS
NOT FOR CONSTRUCTION

MATT SINGLETARY PE
ENGINEERING LICENSE NUMBER# 71535

Client:
CITY of Palatka FLORIDA

Passero Associates
2790 Dow Gate Way, Suite 200
St. Augustine, FL 32095
(904) 797-1020
Fax (904) 797-4007
Certificate of Authorization # 8408

Principal-in-Charge: Andrew Holesko
Project Manager: MATT SINGLETARY P.E.
Civil Engineer: WYATT MASTERS E.I.

Revisions

No.	Date	By	Description

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Drawing Title:
POST DEVELOPMENT DRAINAGE PLAN

Project:
TAXIWAY E CONSTRUCTION
Town/City: CITY OF PALATKA
County/State: PUTNAM, FLORIDA

Project No.
24000010.0067

Drawing No.
POST

Date:
NOVEMBER 2024

Environmental Determination Documentation

The Orlando ADO has completed their review of the Documented CATEX and has no objections. Final approval from FAA headquarters office and legal sufficiency review is currently underway.

Project Schedule

Palatka Municipal Airport (28J)
Airport Improvement Program
FY 2025 Grant Application (BIL)

Proposed Project Schedule

Project: Taxiway 'E'cho - Phase 1 (Final Design)

TASK	**DATE**
Application Submittal to FAA ADO Engineer	5/1/2025
Grant Offer/Execution of FAA Grant	6/1/2025
Proceed with Design	6/1/2025
Bidding	3/1/2026
Project (Design) Completed	6/1/2026

Independent Cost Estimates

INDEPENDENT FEE ESTIMATE
FOR
TAXIWAY ECHO
PHASE 1 – FINAL DESIGN & BIDDING
PROJECT

DESIGN & BIDDING
SERVICES

PALATKA MUNICIPAL AIRPORT

PALATKA, FLORIDA

MARCH 10, 2025

Prepared by:

AIRPORT IFE SERVICES, INC.
115 BLEVINS RD.
ROAN MOUNTAIN, TN 37687

AIRPORT IFE SERVICES, INC.

115 Blevins Rd
Roan Mountain, TN 37687

801-560-6877
AIRPORTIFE.COM

March 10, 2025
Yul McNair – Airport Manager
Palatka Municipal Airport
201 N 2nd St
Palatka, FL 32177

RE: Independent Fee Estimate for Palatka Municipal Airport
Taxiway Echo Project
Design and Bidding Phase Services

Dear Mr. McNair:

Airport IFE Services, Inc. submits this Independent Fee Estimate for the Palatka Municipal Airport use. This letter together with the enclosed detailed fee analysis constitutes the completion of work in providing your independent fee estimate. This estimate was based on the scope of work received on March 4, 2025.

Fees were estimated for overall total Labor, Subconsultants and Direct Expenses per the Scope of Work guidelines. Please refer to the enclosed spreadsheet with tabulation of costs and fee breakdown.

Total Project Independent Engineering Services $154,000.00

Fee estimates are based on research for labor, overhead, and associated costs for completing this type of work in the Southeastern United States. Actual costs should be reviewed and assessed for acceptability given local circumstances. Labor costs depend on the company hired as well as credentials and experience of assigned personnel. Given that overhead costs of doing business are highly variable the audited overhead multiplier should be reviewed and approved.

I am available during and/or after the negotiations with the consultant to review any items which might have questions, comments or require additional analysis.

Airport IFE Services, Inc. thank you for the opportunity to serve the Palatka Municipal Airport. Please feel free to contact me at 801-560-6877 should you require further assistance.

Sincerely,
AIRPORT IFE SERVICES, INC.

Lewis J Lott

Lewis J Lott, P.E.
Enc.: Independent Fee Estimate

Schedule B
Passero Associates, LLC
Consultant Services Fees and Costs

Airport: Palatka Municipal
Project: Final Design & Bidding - Phase 1 Taxiway 'E'cho
PA Project No: 24000010.067F
Date: 3/4/2025
Prepared By: M. Singletary

Project Phases	Project Tasks	Employee Classifications						Task Totals	Phase Totals
		Program Manager	Project Manager	Engineer / Planner	Senior Inspector	Grants Admin/ Contracts	N/A		
A. Initiation	Project Initiation (FAA-FDOT) & JACIP Coordination	6	12	6		4		1,740.00	1,740.00
B. Grant Admin.	Project Scheduling, FAA & FDOT Coordination	6	12			4		1,440.00	3,660.00
	Preliminary Construction Budget	2	4	4		2		700.00	
	Prepare Pre-Grant Application Package	2	4	4		4		760.00	
	Prepare Final-Grant Application Package	2	4	4		4		760.00	
C. Data Collection	Review Existing documentation	4	12	16		8		2,160.00	6,600.00
	Site Visit		12	12				1,320.00	
	Coordinate Data Collection Phase	4	8	12				1,480.00	
	Review/Evaluate Data Collection Results	2	8	4				880.00	
	DBE Plan Update Cost Estimates & Coordination	4	4			4		760.00	
D. Engineering Design	Finalize Design & Plans	6	24	100				7,040.00	16,600.00
	Finalize Technical Specs	4	8	12		8		1,720.00	
	Finalize Contract Documents	4	8	8		6		1,460.00	
	Finalize Qty Takeoff	2	4	6				740.00	
	Finalize Opinion Prob. Const. Cost & Project Reports	2	6	8		8		1,200.00	
	Finalize Construction Safety Phasing Plan	2	4	8		2		900.00	
	Finalize Construction Management Plan	2	4	8		2		900.00	
	Internal QA/QC	8						800.00	
	Final Review Meeting with City, AAB (FAA-FDOT info)		12	2		2		880.00	
	Finalize and Submit Bid Documents	4	4	4		4		960.00	
E. Permitting	Research Utility Requirements (City, County, FDEP)	2	12	4		2		1,180.00	2,980.00
	Hold Pre-Application Meetings		12					720.00	
	Prepare & Submit SJRWMD ERP Application	2	4	4		2		700.00	
	Respond to RAIs to Obtain Permit	2	2			2		380.00	
F. Bidding	Bid Advertisement		2	2		2		280.00	2,840.00
	Pre-bid meeting		12	2		2		880.00	
	Respond to Contractor Q's (Addendum)	2	4	4		2		700.00	
	Bid Opening, Tabulation and Recommendation-Award	2	12			2		980.00	
								-	
	Total Hours:	76	214	234	0	76	0		**600**
	Hourly Rate (2025):	100.00	60.00	50.00	55.00	30.00			
	Direct Salary Cost:	7,600.00	12,840.00	11,700.00	-	2,280.00	-		**$ 34,420.00**

Travel: Number of Trips	10
Travel: Mileage per Trip	100
Travel: Cost per Mile	$ 0.700
Total Travel Costs:	**$ 700.00**
Per Diem: Number of Days	10
Per Diem Rate	$ 65.00
Total Per Diem Costs:	**$ 650.00**
Fee for Geotechnical Investigation:	$ 38,000.00
Fee for Other (N/A):	$ -
Fee for Other (N/A):	$ -
Fee for Other (N/A):	$ -
Total Subconsultant Costs:	**$ 38,000.00**
Reproduction (copies, presentations, mailing, plans)	$ 2,500.00
Miscellaneous Expenses	$ 3,000.00
Total Direct Non-salary Expenses	**$ 44,850.00**

Summary of All Fees and Costs:	
Total Hours:	600
Total Direct Salary Costs:	34,420
Overhead (174.67% of Direct Labor Costs):	60,121
Total Labor Cost:	**94,541**
Fixed Fee (15% of Total Labor Cost):	14,181
Subtotal:	**108,723**
Total Direct Non-salary Expenses:	44,850
Total Cost (Labor, OH, Fixed Fee & Expenses):	**153,573**
SAY:	**$ 154,000**

Sponsor Certifications to the FAA

Drug-Free Workplace
Plans and Specifications
Selection of Consultants
Conflict of Interest

U.S. Department
of Transportation
**Federal Aviation
Administration**

FAA Form 5100-130, Drug-Free Workplace – Airport Improvement Program Sponsor Certification

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

Drug-Free Workplace
Airport Improvement Program Sponsor Certification

Sponsor: City of Palatka

Airport: Palatka Municipal Airport

Project Number:

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

Application

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

Certification Statements

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

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

   ☒ Yes ☐ No ☐ N/A

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

   a. The dangers of drug abuse in the workplace;

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

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

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

   ☒ Yes ☐ No ☐ N/A

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

   ☒ Yes ☐ No ☐ N/A

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

   a. Abide by the terms of the statement; and

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

   ☒ Yes ☐ No ☐ N/A

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

   ☒ Yes ☐ No ☐ N/A

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

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

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

   ☒ Yes ☐ No ☐ N/A

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

   ☒ Yes ☐ No ☐ N/A

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

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

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

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

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

Sponsor’s Certification

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

Executed on this day of , 2025 .

Name of Sponsor: City of Palatka

Name of Sponsor’s Authorized Official: Marcia Carty

Title of Sponsor’s Authorized Official: City Manager

Signature of Sponsor’s Authorized Official: _____

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

U.S. Department
of Transportation
Federal Aviation Administration

FAA Form 5100-132, Project Plans and Specifications – Airport Improvement Program Sponsor Certification

Paperwork Reduction Act Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

Project Plans and Specifications
Airport Improvement Program Sponsor Certification

Sponsor: City of Palatka

Airport: Palatka Municipal Airport

Project Number:

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

Application

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

Certification Statements

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

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

   ☒ Yes ☐ No ☐ N/A

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

   ☒ Yes ☐ No ☐ N/A

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

   ☒ Yes ☐ No ☐ N/A

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

   ☒ Yes ☐ No ☐ N/A

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

   ☒ Yes ☐ No ☐ N/A

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

   ☒ Yes ☐ No ☐ N/A

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

   ☒ Yes ☐ No ☐ N/A

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

   ☒ Yes ☐ No ☐ N/A

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

   ☒ Yes ☐ No ☐ N/A

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

    ☒ Yes ☐ No ☐ N/A

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

    ☐ Yes ☐ No ☒ N/A

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

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

       ☒ Yes ☐ No ☐ N/A

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

☐ Yes ☐ No ☒ N/A

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

☒ Yes ☐ No ☐ N/A

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

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

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

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

☒ Yes ☐ No ☐ N/A

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

☒ Yes ☐ No ☐ N/A

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

Sponsor's Certification

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

Executed on this day of , 2025 .

Name of Sponsor: City of Palatka

Name of Sponsor's Authorized Official: Marcia Carty

Title of Sponsor's Authorized Official: City Manager

Signature of Sponsor's Authorized Official: _____

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

U.S. Department
of Transportation
Federal Aviation Administration

FAA Form 5100-134, Selection of Consultants – Airport Improvement Program Sponsor Certification

Paperwork Reduction Act Statement

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Selection of Consultants
Airport Improvement Program Sponsor Certification

Sponsor: City of Palatka

Airport: Palatka Municipal Airport

Project Number:

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

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

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

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

   ☒ Yes ☐ No ☐ N/A

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

   ☒ Yes ☐ No ☐ N/A

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

   ☒ Yes ☐ No ☐ N/A

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

   ☒ Yes ☐ No ☐ N/A

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

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

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

   ☒ Yes ☐ No ☐ N/A

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

   ☒ Yes ☐ No ☐ N/A

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

   ☒ Yes ☐ No ☐ N/A

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

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

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

   ☒ Yes ☐ No ☐ N/A

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

   ☒ Yes ☐ No ☐ N/A

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

    ☒ Yes ☐ No ☐ N/A

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

    ☒ Yes ☐ No ☐ N/A

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

    ☒ Yes ☐ No ☐ N/A

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

    ☒ Yes ☐ No ☐ N/A

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

    ☒ Yes ☐ No ☐ N/A

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

Sponsor’s Certification

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

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

Executed on this day of , 2025 .

Name of Sponsor: City of Palatka

Name of Sponsor’s Authorized Official: Marcia Carty

Title of Sponsor’s Authorized Official: City Manager

Signature of Sponsor’s Authorized Official: _____

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

U.S. Department
of Transportation
Federal Aviation Administration

FAA Form 5100-135, Certification and Disclosure Regarding Potential Conflicts of Interest – Airport Improvement Program Sponsor Certification

Paperwork Reduction Act Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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

Sponsor: City of Palatka

Airport: Palatka Municipal Airport

Project Number:

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

Application

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

a) The employee, officer or agent,

b) Any member of his immediate family,

c) His or her partner, or

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

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

Certification Statements

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

   ☒ Yes ☐ No

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

   ☒ Yes ☐ No

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

   ☒ Yes ☐ No

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

Sponsor's Certification

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

Executed on this day of , 2025 .

Name of Sponsor: City of Palatka

Name of Sponsor's Authorized Official: Marcia Carty

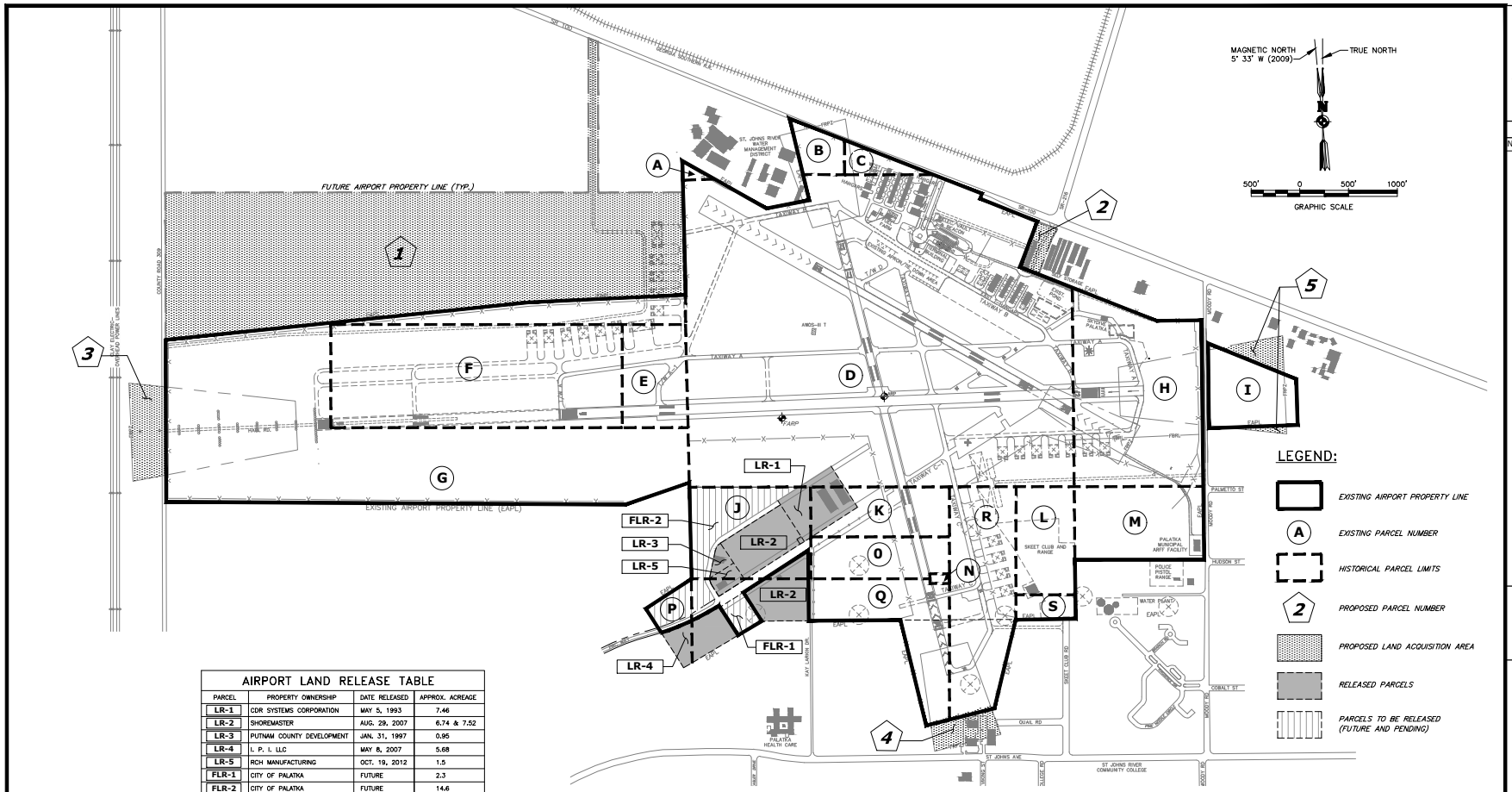
Title of Sponsor's Authorized Official: City Manager

Signature of Sponsor's Authorized Official: _____

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

Exhibit A (Airport Property Inventory Map)

The Exhibit A Airport Property Map is currently being updated to meet current FAA standards. This project will be completed in calendar year 2025.



AIRPORT LAND RELEASE TABLE

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

EXISTING AIRPORT PROPERTY ACQUISITION DATA TABLE

PARCEL	DATE ACQUIRED	FED. AID PROJECT NO.	FUNDING	OWNERSHIP	APPROX. ACREAGE
A	MAR 1942	–	100% LOCAL	CITY OF PALATKA	1.58
B	OCT 1977	–	100% LOCAL	CITY OF PALATKA	5.69
C	MAY 1943	–	100% LOCAL	CITY OF PALATKA	3.67
D	AUG 1940	–	100% LOCAL	CITY OF PALATKA	262.07
E	JUN 1967	–	100% LOCAL	CITY OF PALATKA	14.84
F	JUL 1971	–	100% LOCAL	CITY OF PALATKA	72.76
G	SEP 1998	–	75% FDOT/ 25% LOCAL	CITY OF PALATKA	183
H	JAN 1941	–	100% LOCAL	CITY OF PALATKA	53.14
I	JUL 1982	–	75% FDOT/ 25% LOCAL	CITY OF PALATKA	25.41
J	SEP 1940	–	100% LOCAL	CITY OF PALATKA	35.30
K	NOV 1940	–	100% LOCAL	CITY OF PALATKA	19.51

NOTE: ACREAGE INCLUDES ON AIRPORT PORTIONS OF PARCELS ONLY

EXISTING AIRPORT PROPERTY ACQUISITION DATA TABLE

PARCEL	DATE ACQUIRED	FED. AID PROJECT NO.	FUNDING	OWNERSHIP	APPROX. ACREAGE
L	DEC 1942	–	100% LOCAL	CITY OF PALATKA	17.90
M	OCT 1944	–	100% LOCAL	CITY OF PALATKA	43.39
N	SEP 1941	–	100% LOCAL	CITY OF PALATKA	0.46
O	APR 1941	–	100% LOCAL	CITY OF PALATKA	17.17
P	MAR 1942	–	100% LOCAL	CITY OF PALATKA	5.45
Q	JUN 1967	–	100% LOCAL	CITY OF PALATKA	32.69
R	MAY 1941	–	100% LOCAL	CITY OF PALATKA	35.44
S	OCT 1944	–	100% LOCAL	CITY OF PALATKA	2.71

PROPOSED LAND ACQUISITION TABLE

PARCEL	APPROX. ACREAGE
1	157
2	2.5
3	8
4	5
5	4

SOURCES:

1. THIS AIRPORT PROPERTY MAP WAS SUPPLIED BY HOYLE, TANNER AND ASSOCIATES, INC., FROM THE AIRPORT LAYOUT PLAN UPDATE; DWG. NO. 7, DATED DEC. 2003, AND AVAILABLE INFORMATION.

2. UPDATED PROPERTY MAP INFORMATION PROVIDED BY CHRIS HANSON, PSM, WITH OCEANSIDE LAND SURVEYING, L.L.C., DATED 3-2-2011 AND EARL H. WALLACE, LAND SURVEYOR, (3-28-12).

Passero Associates
Engineering • Architecture
www.passero.com

ALP REVISIONS

NO.	DESCRIPTION	DATE

Client:
City of Palatka
201 N. 2nd Street
Palatka, Florida 32177

Passero Associates
13853 N. Main Street (904) 757-6106
Jacksonville, FL. 32218 Fax: (904) 757-6107
Certificate of Authorization # 2428
Principal-in-Charge Andrew M. Holesko, C.M.
Project Manager Andrew M. Holesko, C.M.
Designed by William Reid

EXHIBIT "A" AIRPORT PROPERTY MAP

Airport Master Plan Update
Palatka Municipal Airport
Town/City: Palatka
County: Putnam State: Florida

Project No. 24010.14
Drawing No. 11
Date April 2019

Exhibit C (Opinion of Title)

EXHIBIT "C" -TITLE OPINION CERTIFICATE
FAA Southern Region

To: Manager, Airports Division

Subject: Palatka Municipal Airport

AIP Project No. TBD

This certification is made to satisfy (check **both** if applicable):

X Part II Section C.10 of the Grant Application (FAA Form 5100-100) for existing airport property

☐ **Grant conditions relative to satisfactory title evidence for land being acquired under this project**

The City of Palatka, Florida, a (hereinafter referred to as the "Sponsor"), pursuant to Section 47105(d) of the Federal Aviation Administration Authorization Act of 1994 (and amendments), hereby certifies that satisfactory property interest to the land indicated herein is vested in the Sponsor, as required by obligations of the referenced Grant Agreement with the Federal Aviation Administration.

The Sponsor hereby certifies that it holds the quality of title described below, as of the date of the attorney's title opinion on which this certification is based.

Parcel Number (Per Exhibit A)	**Quality of Interest** (Fee, Easement*, etc.)
Parcel 03-10-26-0000-0010-0000	Fee Simple Interest.

Parcels must be listed. Avoid simply referencing the Exhibit A Property Map. Attach additional sheets as necessary. Note: Due to number of parcels, the (full-size – 24″x36″)Data Sheet listing each is attached for the absolute accuracy of this Form.

*The Sponsor certifies that granters of easements constitute all of the owners of the land affected by such easements, and they had such quality of title in and to such land as to enable them to convey the interest purported to be conveyed in and by the easements granted. No other interests or rights exist which are incompatible with or would interfere with the exercise and enjoyment by the Sponsor of the rights and interests conveyed.

Sponsor hereby certifies that the Sponsor or the Sponsor's attorney have reviewed, evaluated and subordinated to airport use where necessary, all encumbrances and that no outstanding encumbrances exist which might affect the maintenance, operation, or development of the airport.

by the FAA, the Sponsor accepts full responsibility for clearing such defects, encumbrances, or exceptions at its own expense.

This Certificate of Title is based upon a current title opinion dated ____pending_____by the sponsor's attorney (Jane West, Esq.).

Sponsor certifies that the title opinion referenced above corresponds with the "Exhibit A" airport property map dated April 2019, AIP project number TBD. Although specific title evidence documents are not submitted herewith, copies of deeds and other appropriate evidence of title for the land are on file with the Sponsor and are available for inspection by the FAA.

It is understood that the FAA reserves the right to require additional information at any time.

City of Palatka, Florida
Name of Sponsor

Marcia Carty, City Manager
Signature and Title of Sponsor Official Authorized to Sign Grant Agreement

_____
Date

ADOPT RESOLUTION 2025-R-43 to amend the Public Transportation Grant Agreement with FDOT, increasing funding by $15,000 for access control and gate upgrades at Palatka Municipal Airport, and approve Change Order No. 1 with Santa Fe Overhead Doors LLC, increasing the contract value by $11,192.50.

STAFF REPORT

DATE: March 27, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The City of Palatka is requesting an amendment to the existing **FDOT Public Transportation Grant Agreement (PTGA)** to increase the total funding amount from **$100,000 to $115,000**. This additional funding will fully cover the cost of Change Order No. 1 and ensure that all necessary upgrades to the access control and gate systems are completed.

The application request includes:

- Submission of **Change Order No. 1** for FDOT approval
- Execution of **grant amendment documents**
- Authorization for the City Manager to submit any required assurances or certifications

BACKGROUND

The City of Palatka entered into a **Public Transportation Grant Agreement (PTGA)** with the **Florida Department of Transportation (FDOT)** for access control and gate upgrades at the **Palatka Municipal Airport**. The original contract with **Santa Fe Overhead Doors LLC** was awarded for **$58,750.00**, fully funded by FDOT.

During the project review, additional enhancements were identified as necessary to improve security and accessibility, requiring a contract adjustment. FDOT has agreed to **increase the grant funding by $15,000**, ensuring 100% financial coverage for the improvements.

PROJECT ANALYSIS

Change Order No. 1 modifies the original contract to include:

- **Addition of two (2) new gate operators** for Gates 1 and 2
- **Installation of three (3) SOS 12 sensors** for improved emergency vehicle access
- **Procurement of fifty (50) proximity key fobs** for secure gate access
- **Deletion of Gate 3 replacement**, reallocating funds for prioritized upgrades

These changes result in a contract value increase of **$11,192.50**, bringing the new total to **$69,942.50**. The additional **$15,000 FDOT grant increase** ensures no financial impact on the City.

Approving this resolution will facilitate the completion of the gate improvement project, enhancing security and operational efficiency at the **Palatka Municipal Airport**.

Staff Recommendation

Staff recommends that the City Commission:

1. **Adopt Resolution No. 2025-R-43**, approving Change Order No. 1 with **Santa Fe Overhead Doors LLC**, increasing the contract amount by **$11,192.50** to a total of **$69,942.50**.
2. **Authorize the City Manager** to execute the Change Order and any related documents.
3. **Approve the amendment** to the **FDOT Public Transportation Grant Agreement**, increasing the total FDOT funding amount by **$15,000** to **$115,000**.
4. **Authorize the City Manager** to submit the necessary application documents and execute any additional assurances required by FDOT.

This recommendation ensures project completion with full FDOT funding and no additional cost to the City.

ATTACHMENTS

1.	2025-R-43_AUTHORIZING THE CITY MANAGER TO EXECUTE CHANGE ORDER NO. 1 IN THE AMOUNT OF $11,192.50, RESULTING IN A TOTAL CONTRACT VALUE OF $69,942
2.	APTGA#1_Palatka_G2R81_FM#430531-2-Gates & Access Control Upgrades-add'l funding
3.	Change Order 1 (Santa Fe Door)

RESOLUTION NO. 2025-R-43

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE CHANGE ORDER NO. 1 IN THE AMOUNT OF $11,192.50, RESULTING IN A TOTAL CONTRACT VALUE OF $69,942.50, FOR GATE IMPROVEMENTS FUNDED 100% BY FDOT; INCREASING THE FDOT FUNDING AMOUNT OF THE GRANT BY $15,000 FOR A TOTAL OF $115,000; AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS, the City of Palatka has an existing contract for gate improvements funded entirely by the Florida Department of Transportation (FDOT); and

WHEREAS, Change Order No. 1 includes the addition of two (2) new gate operators for Gates 1 and 2, three (3) SOS 12 sensors for gates, and fifty (50) proximity key fobs for gate access, and the deletion of gate replacement for Gate 3; and

WHEREAS, the total adjustment for Change Order No. 1 results in an increase of $11,192.50, modifying the total contract value from $58,750.00 to $69,942.50; and

WHEREAS, it is also necessary to increase the FDOT funding amount of the grant by $15,000, resulting in a total FDOT funding amount of $115,000; and

WHEREAS, it is in the best interest of the City of Palatka to authorize and approve this Change Order to ensure the successful completion of the gate improvements.

NOW THEREFORE, be it resolved as follows:

1. The Palatka City Commission confirms and approves Change Order No. 1, which adjusts the contract value by $11,192.50, resulting in a new total contract amount of $69,942.50 for the gate improvements project funded 100% by FDOT. This Change Order also includes an increase in the FDOT funding amount of the grant by $15,000 for a total FDOT funding amount of $115,000.
2. The City Manager is hereby authorized to execute Change Order No. 1 and any associated documents necessary for the completion of the project.
3. The City Manager is further authorized to sign requests for contract time extensions as well as execute any assurances, certifications, and all other documents as may be required in support of the project.
4. The City Manager, without public hearing, is authorized to correct any typographical scrivener's errors that 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 27th day of March 2025.

CITY OF PALATKA

BY:_____
Its MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

_____
CITY ATTORNEY

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

Form 725-000-03
STRATEGIC
DEVELOPMENT
OGC 03/25

PUBLIC TRANSPORTATION
AMENDMENT TO THE PUBLIC TRANSPORTATION GRANT AGREEMENT

Financial Project Number(s): (item-segment-phase-sequence)		Fund(s):	DDR,DPTO	FLAIR Category:	088719
430531-2-94-24		Work Activity Code/Function:	215	Object Code:	751000
		Federal Number/Federal Award Identification Number (FAIN) – Transit only:		Org. Code:	55022020228
				Vendor Number:	VF596000401002
Contract Number:	G2R81	Federal Award Date:		Amendment No.:	1
CFDA Number:	N/A	SAM/UEI Number:			
CFDA Title:	N/A				
CSFA Number:	55.004				
CSFA Title:	Aviation Grant Program				

THIS AMENDMENT TO THE PUBLIC TRANSPORTATION GRANT AGREEMENT ("Amendment") is made and entered into on_____, by and between the State of Florida, Department of Transportation ("Department"), and City of Palatka, ("Agency"),collectively referred to as the "Parties."

RECITALS

WHEREAS, the Department and the Agency on 11/27/2023 (date original Agreement entered) entered into a Public Transportation Grant Agreement ("Agreement").

WHEREAS, the Parties have agreed to modify the Agreement on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants in this Amendment, the Agreement is amended as follows:

1. **Amendment Description.** The project is amended to increase total project cost for Access Control and Gate Upgrades at Palatka Airport.

2. **Program Area.** For identification purposes only, this Agreement is implemented as part of the Department program area selected below (select all programs that apply):

   X **Aviation**
   _ **Seaports**
   _ **Transit**
   _ **Intermodal**
   _ **Rail Crossing Closure**
   _ **Match to Direct Federal Funding** (Aviation or Transit)
   (Note: Section 15 and Exhibit G do not apply to federally matched funding)
   _ **Other**

3. **Exhibits.** The following Exhibits are updated, attached, and incorporated into this Agreement:
   X Exhibit A: Project Description and Responsibilities
   X Exhibit B: Schedule of Financial Assistance
   _ *Exhibit B1: Deferred Reimbursement Financial Provisions
   _ *Exhibit B2: Advance Payment Financial Provisions
   _ *Exhibit C: Terms and Conditions of Construction
   X Exhibit D: Agency Resolution
   _ Exhibit E: Program Specific Terms and Conditions
   _ Exhibit F: Contract Payment Requirements
   X *Exhibit G: Financial Assistance (Single Audit Act)
   _ *Exhibit H: Audit Requirements for Awards of Federal Financial Assistance

__ *Exhibit I: Certification of Disbursement of Payment to Vehicle and/or Equipment Vendor
__ *Additional Exhibit(s):

4. Project Cost.
The estimated total cost of the Project is X increased/ __ decreased by $15,000 bringing the revised total cost of the project to $115,000.

The Department's participation is X increased/ __ decreased by $15,000. The Department agrees to participate in the Project cost up to the maximum amount of $115,000, and, additionally the Department's participation in the Project shall not exceed 100.00% of the total eligible cost of the Project.

Except as modified, amended, or changed by this Amendment, all of the terms and conditions of the Agreement and any amendments thereto shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Amendment on the day and year written above.

AGENCY City of Palatka

By:_____
Name: _____
Title: _____

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

By:_____
Name: James M. Knight, P.E.
Title: Urban Planning and Modal Administrator

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

Legal Review: _____

_____

EXHIBIT A

Project Description and Responsibilities

A. Project Description (description of Agency's project to provide context, description of project components funded via this Agreement (if not the entire project)): PALATKA AIRPORT ACCESS CONTROL AND GATE UPGRADES

B. Project Location (limits, city, county, map): Palatka Municipal/Lt Kay Larkin Field/Palatka, FL/Putnam

C. Project Scope (allowable costs: describe project components, improvement type/service type, approximate timeline, project schedule, project size): As required by 215.971, F.S., this scope of work includes but is not limited to consultant and design fees; survey costs; permitting; construction inspection and material testing costs; mobilization and demobilization; maintenance of traffic; erosion control; demolition; excavation; embankment; ground preparation; installation of fencing, posts, rails, and gates; sodding; seeding; provisions for electrical and fiber optic systems; signage; and pavement repairs, including all materials, equipment, labor and incidentals required to complete the fencing project per FAA Advisory Circular (AC) 150/5370-10G, Standards for Specifying Construction of Airports, Part 8 (Fencing). The Sponsor will comply with Aviation Program Assurances.

D. Deliverable(s): PALATKA AIRPORT ACCESS CONTROL AND GATE UPGRADES

The project scope identifies the ultimate project deliverables. Deliverables for requisition, payment and invoice purposes will be the incremental progress made toward completion of project scope elements. Supporting documentation will be quantifiable, measurable, and verifiable, to allow for a determination of the amount of incremental progress that has been made, and provide evidence that the payment requested is commensurate with the accomplished incremental progress and costs incurred by the Agency.

E. Unallowable Costs (including but not limited to):

F. Transit Operating Grant Requirements (Transit Only):

Transit Operating Grants billed as an operational subsidy will require an expenditure detail report from the Agency that matches the invoice period. The expenditure detail, along with the progress report, will be the required deliverables for Transit Operating Grants. Operating grants may be issued for a term not to exceed three years from execution. The original grant agreement will include funding for year one. Funding for years two and three will be added by amendment as long as the grantee has submitted all invoices on schedule and the project deliverables for the year have been met.

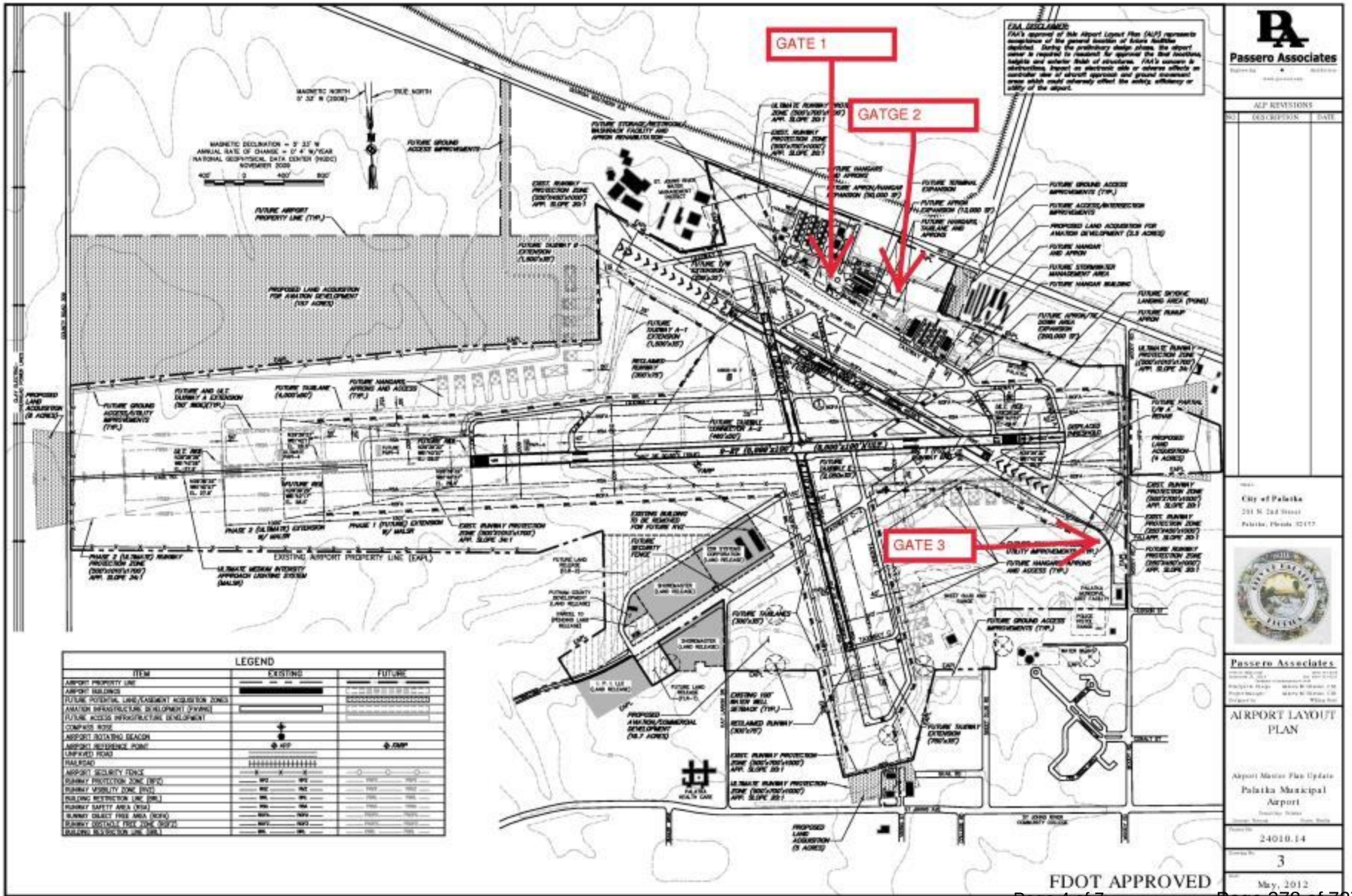

GATE 1
GATGE 2
GATE 3
Passero Associates
AIRPORT LAYOUT PLAN
City of Palatka
Palatka Municipal Airport
24010.14
3
May, 2012
FDOT APPROVED
LEGEND
EXISTING
FUTURE
EXISTING AIRPORT PROPERTY LINE (EAPL)

EXHIBIT B

Schedule of Financial Assistance

FUNDS AWARDED TO THE AGENCY AND REQUIRED MATCHING FUNDS PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

A. Fund Type and Fiscal Year:

Financial Management Number	Fund Type	FLAIR Category	State Fiscal Year	Object Code	CSFA/ CFDA Number	CSFA/CFDA Title or Funding Source Description	Funding Amount
430531-2-94-24	DDR	088719	2025	751000	55.004	Aviation Grant Program	$15,000.00
430531-2-94-24	DPTO	088719	2024	751000	55.004	Aviation Grant Program	$100,000.00
	Total Financial Assistance						$115,000.00

B. Estimate of Project Costs by Grant Phase:

Phases*	State	Local	Federal	Totals	State %	Local %	Federal %
Land Acquisition	$0.00	$0.00	$0.00	$0.00	0.00	0.00	0.00
Planning	$0.00	$0.00	$0.00	$0.00	0.00	0.00	0.00
Environmental/Design/Construction	$115,000.00	$0.00	$0.00	$115,000.00	100.00	0.00	0.00
Capital Equipment/ Preventative Maintenance	$0.00	$0.00	$0.00	$0.00	0.00	0.00	0.00
Match to Direct Federal Funding	$0.00	$0.00	$0.00	$0.00	0.00	0.00	0.00
Mobility Management (Transit Only)	$0.00	$0.00	$0.00	$0.00	0.00	0.00	0.00
Totals	$115,000.00	$0.00	$0.00	$115,000.00			

*Shifting items between these grant phases requires execution of an Amendment to the Public Transportation Grant Agreement.

Scope Code and/or Activity Line Item (ALI) (Transit Only)	
Common Name/UZA Name (Transit Only)	

BUDGET/COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

I certify that the cost for each line item budget category (grant phase) has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

Kyle Coffman
Department Grant Manager Name

Signature Date

EXHIBIT D

AGENCY RESOLUTION

PLEASE SEE ATTACHED

EXHIBIT G

AUDIT REQUIREMENTS FOR AWARDS OF STATE FINANCIAL ASSISTANCE

THE STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:~

Awarding Agency: Florida Department of Transportation
State Project Title: Aviation Grant Program
CSFA Number: 55.004
***Award Amount:** $115,000

*The award amount may change with amendments

Specific project information for CSFA Number 55.004 is provided at: https://apps.fldfs.com/fsaa/searchCatalog.aspx

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT:

State Project Compliance Requirements for CSFA Number 55.004 are provided at: https://apps.fldfs.com/fsaa/searchCompliance.aspx

The State Projects Compliance Supplement is provided at: https://apps.fldfs.com/fsaa/compliance.aspx

Change Order No. 1
100% FDOT Funded
March 4, 2025

CONTRACTOR:
Santa Fe Overhead Doors LLC
9276 S County Road 231
Lake Butler, FL 32054-5737

CONTRACT FOR:
Palatka Municipal Airport
Security Gate & Access Control Improvements

CONTRACT DATE: January 3, 2025

You are hereby authorized and directed to make the following change(s) in this Contract
The Contract value is adjusted to account the changes described below.

	Item		
1)	**Add two (2) new gate operators for Gates 1 and 2**		$14,580.00
2)	**Add three (3) SOS 12 sensor for gates**		$1,290.00
3)	**Add fifty (50) proximity key fobs for gate access**		$322.50
4)	**Delete gate replacement for Gate 3**		-$5,000.00
		TOTAL CHANGE	**$11,192.50**

Original Contract Sum	**$58,750.00**
Previous Net Additions/Deletions	**$0.00**
Change in Contract Value for Change Order No. 1 (Final Qu. / Contract Value Adjustment)	**$11,192.50**
Total Contract Value Including This Change Order	**$69,942.50**
Change in Contract Time For Change Order No. 1	**0** Calendar Days

RECOMMENDED BY:
Passero Associates, LLC

3/4/2025 Project Manager
By: Matt Singletary Date

AGREED TO BY:
Santa Fe Overhead Doors LLC

By: Date

ESTIMATE

Santa Fe Overhead Doors, LLC
9276 County Rd 231
Lake Butler, FL 32054, USA
business@santafeoverheaddoors.com
(386) 230-0060

Estimate #	505-1
Date	Tue Feb 25, 2025
Total	$16,192.50

Prepared For:
Palatka Municipal Palatka Municipal Airport
4015 Reid St
, Palatka, Florida 32177
(386) 329-0148

Service Location:
Palatka Municipal Palatka Municipal Airport
4015 Reid St,
Palatka, Florida 32177
(386) 329-0148

Description	QTY	Price	Amount
Custom Line Item INSL24UL-MC , Industrial DC Slide gate operator , 24VDC , brushless DC motor drive continuous duty	2	$7,290.00	$14,580.00
Custom Line Item SOS 12 Sensor - Siren frequency activation for gate control	3	$430.00	$1,290.00
Custom Line Item Proximity Black key fob with white inlay , compatible with H10301 format	50	$6.45	$322.50
		Sub total	$16,192.50
		Total	$16,192.50

Notes:

All Pricing includes installation and tax unless otherwise specified.
1. It is customer's responsibility to provide permanent power supply to operator area. SFOHD will test operator with mobile power supply as needed.
2. Solutions to poor seal contact with out-of-level concrete floor are NOT INCLUDED in installation UNLESS SPECIFIED.
Warranty Information: 1 Yr workmanship warranty included on all installation completed by SFOHD in addition to manufacturers' warranties.

ADOPT RESOLUTION 2025-R-48 Recommendation to Award Contract for Palatka Kay Larkin Fire Station Bay Door and Window Wind Retrofit to MIE, Inc. in the Amount of $312,396.52 (Grant-Funded Project).

STAFF REPORT

DATE: March 27, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The City of Palatka seeks approval to award the contract for the **Palatka Kay Larkin Fire Station Bay Door and Window Wind Retrofit** project to **MIE, Inc.** in the amount of **$312,396.52**. The project is funded through a grant and aims to enhance the fire station's resilience against wind events by upgrading bay doors and windows.

BACKGROUND

The City of Palatka issued **Invitation to Bid (ITB) No. 2024-22** for the Palatka Kay Larkin Fire Station Wind Retrofit project. The bid opening was held on **February 20, 2025**, where three bids were received. After evaluation and negotiations, **MIE, Inc.** was selected as the lowest responsive and responsible bidder.

PROJECT ANALYSIS

- **Scope of Work:** The project includes the removal and installation of non-insulated sectional garage doors with impact glazing, new PVC single-hung windows, extruded aluminum louvers, and a galvanneal out-swing single door with frame and hardware.
- **Bid Results:**Three bids were received:
  - **MIE, Inc.** – **$345,729.85** (Final negotiated amount: **$312,396.52**)
  - **Bigfoot Construction** – **$412,297.67**
  - **KBT** – **$447,000.00**
- **Selection Process:** Passero Associates, the City's project consultant, conducted a thorough review of MIE, Inc.'s qualifications, confirming compliance with licensing, safety, and performance standards.

Staff Recommendation

City staff recommends adopting **Resolution 2025-R-46** to award the contract to **MIE, Inc.** for **$312,396.52**. The project is **fully funded by a grant**, and the improvements will enhance the fire station's ability to withstand severe weather conditions.

ATTACHMENTS

1.	2025-R-48 AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT AGREEMENT WITH MIE, INC. IN THE AMOUNT OF $312,396 (1)
2.	ROA_Palatka Fire Station Wind Retrofit

RESOLUTION NO. 2025-R-48

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT AGREEMENT WITH MIE, INC. IN THE AMOUNT OF $312,396.52 FOR THE PALATKA KAY LARKIN FIRE STATION BAY DOOR AND WINDOW WIND RETROFIT PROJECT, A GRANT-FUNDED PROJECT; AND PROVIDING FOR SCRIVENER'S ERRORS.

WHEREAS, the City of Palatka issued Invitation to Bid (ITB) No. 2024-22 for the Palatka Kay Larkin Fire Station Bay Door and Window Wind Retrofit Project; and

WHEREAS, three (3) bids were received and publicly opened on February 20, 2025, with MIE, Inc. being the lowest responsive and responsible bidder; and

WHEREAS, after negotiations, a final contract amount of $312,396.52 was agreed upon between the City of Palatka and MIE, Inc.; and

WHEREAS, this project is grant funded in the amount of $289,732.95 with a City Match in the amount of $40,983.57, which supports the enhancement of the fire station's resilience against wind events through the installation of impact-resistant bay doors and windows; and

WHEREAS, it is in the best interest of the City of Palatka to proceed with the execution of the contract to complete the project in a timely manner;

NOW THEREFORE, be it resolved as follows:

1. The Palatka City Commission confirms and approves the award of the **Palatka Kay Larkin Fire Station Bay Door and Window Wind Retrofit Project** to **MIE, Inc.** in the amount of **$312,396.52**.
2. The City Manager is hereby authorized to execute the contract agreement with **MIE, Inc.** and any necessary project-related documents, including notices of award, contract modifications, and payment authorizations, as required for the completion of the project.
3. The City Manager is hereby authorized to sign requests for contract time extensions, as well as execute assurances, certifications, and all other documents necessary in support of the project.
4. The City Manager, 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 27th day of March 2025.

CITY OF PALATKA

BY:_____
Its MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

_____
CITY ATTORNEY

PASSERO
engineering architecture

March 18, 2025

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

Reference: **Recommendation of Award**
Palatka Kay Larkin Fire Station Bay Door and Window Wind Retrofit
City of Palatka
City ITB No. 2024-22
PA Project Number 20213160.0008

Dear Ms. Carty:

Passero Associates (PA) has reviewed the three (3) bids that were received and publicly opened on February 20, 2025, at 3:00 PM for the Palatka Kay Larkin Fire Station Bay Door and Window Wind Retrofit project in the City of Palatka. This letter serves as Passero Associates recommendation for award to MIE, Inc. of Apopka, Florida.

A summary of the bid results is listed below.

BIDDER'S LIST SUMMARY

Company Name	Bid Amount
MIE, Inc.	$345,729.85
Bigfoot Construction	$412,297.67
KBT	$447,000.00

Passero Associates performed a review of MIE, Inc.'s, performance history by researching the following:

- A detailed analysis of the proposal submitted by MIE, Inc. revealed no irregularities. The proposal appears to be fair and reasonable.
- MIE, Inc. is a licensed Certified General Contractor CGC1519350 in the state of Florida (expires 8/31/2026).
- MIE, Inc. did not appear on the U.S. System for Award Management's (SAM) List of Debarred, Suspended, or Voluntarily Excluded Firms Ineligible for Federal Aid.
- MIE, Inc. did not appear on the U.S. Department of Labor's H-1B Debarred/Disqualified List of Employers or on the Willful Violators List.
- MIE, Inc. does not have a history of violations or current (open) violations with the U.S. Department of Labor, Office of Safety and Health Administration (OSHA) for safety violations.
- MIE, Inc. has been a licensed business with the State of Florida since January 15, 2011.

A Bid Tabulation showing a summary of the bids received alongside the Architect's Estimate of Probable Construction Cost is enclosed for your review. MIE, Inc., is the low bidder with a Base Bid amount of $345,729.85.

After further negotiations between the City of Palatka and MIE, Inc., a proposal of $312,396.52 has been accepted by the City of Palatka. This proposal includes the scope of the bid package.

Based on all of this information, Passero recommends that the Palatka Kay Larkin Fire Station Bay Door and Window Wind Retrofit be awarded to MIE, Inc., in the total amount of three hundred twelve thousand three hundred ninety-six dollars and fifty-two cents ($312,396.52).

A copy of the updated MIE, Inc. Contract Agreement and Notice of Award are enclosed for your use and review.

If you have any questions or require additional information, please contact me at 904-224-7082 (office) or 904-624-4211 (mobile).

Sincerely,

Christopher Nardone, AIA
Senior Project Architect

Enclosures: Bid Tabulation
MIE, Inc. Construction Contract
Notice of Award
Post-Negotiation Bid Form

CC: Carlos Dominguez Brito, City of Palatka
Chris Taylor, City of Palatka
Brad Wente, Passero Associates
Katie Kmiecik, Passero Associates

PASSERO

BASE BID - FIRE STATION WIND RETROFIT

				KBT	Bigfoot	MIE (Low Bid)
ITEM	**DESCRIPTION**	**QUANTITY**	**UNIT COST**	**TOTAL COST**	**TOTAL COST**	**TOTAL COST**
1	Mobilization.	1	LS	$196,400.00	$32,140.66	$45,095.19
2	Removal existing and install Rooftop Exhaust Vent with Curb Mount as shown on drawings.	1	LS	$6,000.00	$31,153.15	$17,833.30
3	Removal existing and install Extruded Aluminum Louvers as shown on drawings.	1	LS	$19,000.00	$40,493.01	$9,500.00
4	Removal existing and install PVC Single Hung Windows as shown on drawings.	1	LS	$31,000.00	$31,340.02	$78,960.00
5	Removal existing and install Non-Insulated Sectional Garage Doors with Impact Glazing and Motor Operation as shown on drawings.	1	LS	$188,000.00	$258,053.17	$190,174.70
6	Removal existing and install Galvanneal Out-swing Single Door with Frame and Hardware as shown on drawings.	1	LS	$6,600.00	$19,117.65	$5,833.33

BASE BID SUBTOTAL	$447,000.00	$412,297.67	$347,396.52
CONTRACTOR ADJUSTMENTS	$0.00	$0.00	-$1,666.67

	KBT	Bigfoot	MIE (Low Bid)
GRAND TOTAL	**$447,000.00**	**$412,297.67**	**$345,729.85**

CONSTRUCTION CONTRACT

THIS AGREEMENT, made this _____day of _____, 2025,

by and between the City of Palatka herein called the "owner" through its _____and

MIE, Inc.
STRIKE OUT (a corporation) ~~(a partnership) (an individual)~~
IN APPLICABLE TERMS

doing business as MIE, Inc City of Altamonte Springs, State of Florida, hereinafter called "Contractor."

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the OWNER, the CONTRACTOR hereby agrees with the OWNER to commence and complete the construction described as follows:

Palatka Kay Larkin Fire Station Bay Door and Window Wind Retrofit

hereinafter called the project, for the sum of **three hundred twelve thousand, three hundred ninety-six dollars and fifty-two cents ($312,396.52)** and all extra work in connection therewith, under the terms as stated in the General and Special Conditions of the Contract; and at the CONTRACTORS' own proper cost and expense to furnish all the materials, supplies, machinery, equipment, tools, superintendence, labor, insurance, and other accessories and services necessary to complete the said project in accordance with the conditions and prices stated in the Proposal, General Conditions, Supplemental General Conditions and Special Conditions of the Contract; the plans, which include all maps, plats, blue prints, and other drawings and printed or written explanatory matter thereof; the specifications and contract documents therefore as prepared by **Passero Associates**, herein entitled the Architect/Engineer; and as numbered in Paragraph 1 of the Supplemental General Conditions, all of which are made a part hereof and collectively evidence and constitute the contract.

The Contractor hereby agrees to commence work under this contract on a date to be specified in written "Notice to Proceed" of the Owner and to fully complete the project within **one hundred twenty days (120) consecutive calendar days** thereafter. The Contractor further agrees to pay, as liquidated damages, the sum of **$500.00 for each consecutive calendar** day thereafter as hereinafter provided in Paragraph 11 of the General Conditions.

The OWNER agrees to pay the CONTRACTOR in current funds for the performance of the contract, subject to additions and deductions, as provided in the General Conditions of the Contract, and to make payments on account thereof as provided in Paragraph 12, "Payments to Contractor," of the General Conditions.

IN WITNESS WHEREOF, the parties to these presents have executed this contract in three (3) counterparts, each of which shall be deemed an original, in the year and day first above mentioned.

(Seal)

ATTEST:

City of Palatka, Florida
(Owner)

_____ By _____
(Secretary)

_____ _____
(Witness) (Title)

(Seal)

MIE, Inc.
(Contractor)

_____ By: _____
(Secretary)

_____ _____
(Witness) (Title)

849 Sunshine Lane, Altamonte Springs, FL 32714
(Address and Zip Code)

Note: Secretary of the Owner should attest. If Contractor is a corporation, Secretary should attest.

NOTICE OF AWARD

TO: MIE, Inc. _____ **Date:**_____

Project: Palatka Kay Larkin Fire Station Bay Door and Window Wind Retrofit

The Owner has considered the Bid Proposal submitted by you for the above described project in response to its Advertisement for Bids dated **January 15, 2025** and Instructions to Bidders.

You are hereby notified that your bid has been accepted for items in the amount of **three hundred twelve thousand, three hundred ninety-six dollars and fifty-two cents ($312,396.52) .**

You are required by the Instructions to Bidders to execute the Agreement and furnish the required Contractor's Performance Bond, Payment Bond, and certificates of insurance within 7 calendar days from the date of this Notice of Award to you.

If you fail to execute said Agreement and to furnish said Bonds within 7 calendar days from the date of this Notice of Award, said Owner will be entitled to consider all your rights arising out of the Owner's acceptance of your Bid Proposal as abandoned and as a forfeiture of your Bid Bond.
The Owner will be entitled to such other rights as may be granted by law. Your are required to return seven duplicate original acknowledged copies of this Notice of Award to the Owner.

Dated this _____day of _____, 2025, _____, Florida,

OWNER

By: _____

Title: _____

ACCEPTANCE OF NOTICE

Receipt of the Notice of Award is hereby acknowledged by **MEI, Inc.**
this ___day of _____, 2025.

By: _____

Title: _____

BID FORM				
HAZARD MITIGATION WIND RETROFIT				
BASE BID				
ITEM	DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
1	Mobilization.	1	LS	$45,095.19
2	Removal existing and install Rooftop Exhaust Vent with Curb Mount as shown on drawings.	1	LS	$17,833.30
3	Removal existing and install Extruded Aluminum Louvers as shown on drawings.	1	LS	$9,500
4	Removal existing and install PVC Single Hung Windows as shown on drawings.	1	L.S.	$43,960
5	Removal existing and install Non-Insulated Sectional Garage Doors with Impact Glazing and Motor Operation as shown on drawings.	1	LS	$190,174.70
6	Removal existing and install Galvanneal Out-swing Single Door with Frame and Hardware as shown on drawings.	1	LS	$5,833.33
TOTAL – BASE BID			LS	$312,396.52

BID SUMMARY

BASE BID IN NUMBERS: $312,396.52

BASE BID IN WORDS: Three hundred twelve thousand, three hundred ninety-six dollars and fifty-two cents

BIDDER'S NAME: MIE, Inc.

SIGN & DATE: Lenny Baker

ADOPT RESOLUTION 2025-R-45 Approving of applicant Megan Beville for the Historic Preservation Board.

STAFF REPORT

DATE: March 27, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Approve of applicant Megan Beville for the HPB.

BACKGROUND

Eleanor Megan Belville is a resident and property owner in the City of Palatka who is willing to serve as a board member on the City of Palatka's Historic Preservation Board. Belville has experience as a contractor; and pursuant to Section 54-76 of the City of Palatka Code of Ordinances, the Historic Preservation Board shall be composed of seven members and one alternate. Members shall be appointed by the city commission and the majority of members shall be residents of the City. Whenever possible, with preference given to property owners within the designated historic districts and the members shall include, among other things, a contractor.

PROJECT ANALYSIS

Staff Recommendation

Adopt resolution.

ATTACHMENTS

1.	2025-R-45 Belville Appointment to HPB Staff PPT slide
2.	Megan Belville HPB Appointment Res 2025-R-45
3.	Megan Belville HPB Application

Agenda Item # 6h
Appointment of Megan Belville to HPB
Staff Presentation

Section 54-76 of the City of Palatka Code of Ordinances requires that the HPB be composed of seven members and one alternate. Members shall be appointed by the City Commission and the majority of the members shall be residents of the City. Whenever possible, with preference given to property owners within the designated historic districts and the members shall include, among other things, a contractor.

Applicant, Megan Belville is a contractor who owns property and is a resident of Palatka.

Staff Recommendation: Appoint Megan Belville to the HPB.

CITY of Palatka

RESOLUTION NO. 2025-R-45

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, APPOINTING ELEANOR MEGAN BELVILLE TO THE CITY OF PALATKA'S HISTORIC PRESERVATION BAORD; PROVIDING FOR AN EFFECTIVE DATE AND PROVIDING FOR SCRIVENER'S ERRORS.

WHEREAS, the City of Palatka desires to appoint Eleanor Megan Belville to the Historic Preservation Board; and

WHEREAS, Eleanor Megan Belville, a resident and property owner in the City of Palatka, is willing to serve as a board member on the City of Palatka's Historic Preservation Board; and

WHEREAS, Eleanor Megan Belville has experience as a contractor; and

WHEREAS, pursuant to Section 54-76 of the City of Palatka Code of Ordinances, the Historic Preservation Board shall be composed of seven members and one alternate. Members shall be appointed by the city commission and the majority of members shall be residents of the City. Whenever possible, with preference given to property owners within the designated historic districts and the members shall include, among other things, a contractor.

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

1. Eleanor Megan Belville is hereby appointed as a Historic Preservation Board member;

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

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 27th day of March, 2025.

CITY OF PALATKA

BY:_____
ITS MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

_____
CITY ATTORNEY

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

CITY OF PALATKA BOARD/COMMITTEE APPLICATION

I, Eleanor Megan Beville (print full name), wish to apply for ☑ appointment or ☐ reappointment (check one) to the following Board/Committee (check one):

- ☐ Airport Advisory Board
- ☐ Board of Zoning Appeals
- ☐ Charter Review Committee (advisory)
- ☐ Community Redevelopment Agency (advisory)
- ☐ Firefighters Pension Board
- ☐ General Employees' Pension Board
- ☑ Historic Preservation Board
- ☐ Palatka Gas Authority
- ☐ Palatka Housing Authority
- ☐ Planning Board
- ☐ Police Officers' Pension Board
- ☐ Putnam County Better Place Plan Oversight Committee
- ☐ Putnam County Library Board
- ☐ Tax Increment Advisory Committee (advisory)
- ☐ Tree Committee (advisory)

Residential address: 2200 St. Johns Ave Palatka, FL 32177
Business name and address: Elaine H. Darnold, Inc 9N. Leonardi St St. Aug, Fla 32084
Phone: 904.669.5431
E-mail: eleanorb1@gmail.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)

V.P. of Elaine H. Darnold, Inc - Restoration Contractor - 25 years

WHAT GOVERNMENT BOARDS HAVE YOU SERVED ON IN THE PAST OR CURRENTLY?

N/A

OTHER COMMENTS OR INFORMATION:
I bought my home in Palatka four years ago and moved here permanently a year ago. I have knowledge of historic preservation on many levels

In accord with F.S. 760.80(4) Please indicate the following:
Applicant's race: White
Ethnicity: Caucasian
Gender: Female
Physical disability, if any: N/A

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.*

Eleanor Megan Beville 3/14/25
SIGNATURE OF APPLICANT **DATE**

ADOPT RESOLUTION 2025-R-34 Community Affairs is requesting a contract be in place for annual fireworks with Island Outdoor Management Inc. DBA North Florida Pyrotechnics for Juneteenth, 4th of July, and Jingle Jam

Community Affairs is requesting a contract be in place for annual fireworks with Island Outdoor Management Inc. DBA North Florida Pyrotechnics for Juneteenth, 4th of July, and Jingle Jam.

STAFF REPORT

DATE: March 27, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Ryan Allen with North Florida Pyrotechnics has proposed a contract for three city events at a discounted price. What would normally cost us anywhere from $19-$21,000 would now only cost us around $17,000 for an 11-minute show.

BACKGROUND

Fireworks for 3 events: 12–13-minute shows for the Juneteenth & Jingle Jam events and a 20-minute show for the 4th of July.

PROJECT ANALYSIS

The special events director has met with the event coordinator and agrees that the request is ideal and benefits the city. The Community Affairs Director will present it to the Commissioners for approval.

Staff Recommendation

Community Affaris recommends we Adopt this Resolution

ATTACHMENTS

1.	Firework resolution
2.	Power Point for Fireworks
3.	North Florida Pyrotechnics

RESOLUTION NO. 2025-R-34

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT TO COMMUNITY AFFAIRS FOR A FIREWORK CONTRACT WITH ISLAND OUTDOOR MANAGEMENT; SETTING FORTH THE PROVISIONS OF THE PERMIT; AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS,; Community Affairs is requesting a contract be in place for annual fireworks with Island Outdoor Management Inc. DBA North Florida Pyrotechnics for Juneteenth, 4th of July, and Jingle Jam.

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: Ryan Allen with North Florida Pyrotechnics has proposed a contract for three city events at a discounted price. What would normally cost us anywhere from $19-$21,000 would now only cost us around $17,000 for an 11-minute show.

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

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this 27th day of March 2025.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

_____
CITY ATTORNEY

Staff Report
Agenda Item
Agenda Item Name

- Staff Report Header
  - Community Affairs is requesting a contract be in place for annual fireworks with Island Outdoor Management Inc. DBA North Florida Pyrotechnics for Juneteenth, 4th of July, Jingle Jam.

- Application Request
  - Ryan Allen with North Florida Pyrotechnics has proposed a contract for three city events at a discounted price. What would normally cost us anywhere from $19-$21,000 would now only cost us around $17,000 for an 11-minute show.

- Background
  - Fireworks for 3 events at 11-minutes for each event.

CITY of Palatka

Staff Report
Agenda Item
Agenda Item Name

- Background, continued

- Project Analysis
  - The special events director has met with the event coordinator and agrees that the request is ideal and benefits the city. The Community Affairs Director will present it to the Commissioners for approval.

- Staff Recommendation
  - Community Affairs recommends we Adopt this Resolution

CITY of Palatka

NorthFloridaPyrotechnics

North Florida Pyrotechnics
805 Arthur Moore Drive
Green Cove Springs, Florida 32043
904-333-6622
Info@nfpyro.com

Fireworks Display Agreement

This Agreement is entered into on this date set forth below by and between Island Outdoor Management Inc. DBA North Florida Pyrotechnics, hereinafter referred to as "North Florida Pyrotechnics and City of Palatka Florida referred to as "Client". For and in consideration of covenants by and between the parties hereinafter set forth the parties do hereby agree as follows:

1) North Florida Pyrotechnics shall produce for the Client, a Twelve- Minute aerial fireworks "Display" located at Palatka Riverfront Park for for Juneteenth Thursday June 19th, 2025. Friday June 19th 2026, a Twenty-Minute Aerial Fireworks Display for Independence Day Friday July 4th. 2025, Saturday July 4th. 2026 and a Twelve- Minute Aerial Fireworks Display for the 2025 and 2026 Palatka Jingle Jam. An alternate date, acceptable to both, shall be used if the original firing dates and times stated above are canceled due to inclement weather conditions.
2) North Florida Pyrotechnics shall produce the Display as a service to the Client. North Florida Pyrotechnics shall provide the materials, equipment, labor, permits, and insurance as required by law and/or deemed necessary by North Florida Pyrotechnics for the successful completion of the Display. North Florida Pyrotechnics shall not sub-contract any portion of this contract to a third party.
3) Client agrees, at its own expense, to provide North Florida Pyrotechnics with a suitable site to stage the Display, which must be clear of any and all people, vehicles, North Florida Pyrotechnics will provide barges, tow vehicles to stage the fireworks displays for Juneteenth and Jingle Jam. For July 4th. North Florida Pyrotechnics will rent a 130' barge and tug from Mobro Marine for the larger Twenty-Minute Display. Palatka will provide river patrol to help mitigate boat traffic away from the fallout zone for each event.
4) North Florida Pyrotechnics shall not fire the Display if the wind speed exceeds twenty miles per hour; or if so, instructed not to by the local authority having jurisdiction; or, if the unplanned proximity of people or property should enter the Display site. North

Florida Pyrotechnics shall attempt to fire the Display at such time as conditions warrant a safe Display. There shall be no refund for effects not fired after arrival on Display site by North Florida Pyrotechnics.

5) North Florida Pyrotechnics agrees to indemnify, defend and hold Client harmless from all claims and suits made against the Client in conjunction with the Display. North Florida Pyrotechnics agrees to provide liability insurance coverage in the amount of $1,000,000.00 for bodily injury and property damage this indemnity and insurance covers the operations of North Florida Pyrotechnics only and does not extend to any other aspect of the event at which this Display shall be held. North Florida Pyrotechnics shall list Client, Landowners, Sponsors and Authority having jurisdiction as an additional insured on Its insurance policies. Should the Client fail to perform its obligations as set forth herein, Client agrees, to the extent allowed by law, to indemnify, defend and hold North Florida Pyrotechnics harmless.
6) Client shall have the option to cancel the Display at any time. If Client cancels the display prior to 10 days before the Display date, Client agrees to pay liquidated damages, 50% of the Display price. If Client cancels the event less than 10 days prior to the Display date, Client agrees to pay to North Florida Pyrotechnics as liquidated damages, 50% of the Display price and all costs incurred to that date by North Florida Pyrotechnics if the Display is postponed or rescheduled due to inclement weather or a burn ban prior to arrival to the Display site, Client will allow 50% deposit of 50% of the display price to be used for future date not to exceed 365 days past the original scheduled date and all costs incurred to that date including, but not limited to, permits, insurance, preparation labor, design per diems, etc. will be an additional charge. If the Display is canceled, for any reason, once it is installed at the Display site, The Client shall forfeit 100% of the Display cost, and fully payment shall be due immediately.
7) Client may elect to set an alternate Display date if needed. This date must be established at the time of this Agreement being signed and agreed upon by the Client. The date must fall within 365 days of the original Display date. The display location may not be changed. Client agrees to pay any additional fee equal to one tenth (1/10) of the total Display cost listed below to cover additional labor, permit and equipment fees. This amount is due on the rainout date.
8) This contract shall be governed by the laws of the State of Florida. It is agreed that any court of competent jurisdiction within Clay County, Florida shall be proper venue for an action. Should such action be brought to enforce or interpret the terms or provisions of this Agreement, each party shall bear its own attorney fees and costs.
9) Nothing in this Agreement shall be construed as forming a partnership, joint venture agency or any form of legal relationship, other than contractual, between North Florida Pyrotechnics and the Client. Neither party shall be held responsible for their own separate debts and obligations.
10) Client agrees that in the event North Florida Pyrotechnics breaches this Agreement or is otherwise negligent in performing the Display provided for herein, Client shall not be entitled to recover monetary damages from North Florida Pyrotechnics beyond the amount Client agreed to pay under this Agreement. Client shall not, under any circumstances, be entitled to recover any consequential damages from North Florida Pyrotechnics.
11) This Agreement shall be binding on the parties and on their heirs, administrators, Executors, successors, and assigns.
12) Island Outdoor Management, Inc. DBA North Florida Pyrotechnics is a Florida Corporation. Federal ID number is 82-4670600.
13) North Florida Pyrotechnics shall produce all three Displays for $52,000.00 It is agreed that the client shall pay North Florida Pyrotechnics in the amount of $26,000.00 as a partial payment due by February 1st of each contract year. The balances will be paid as

follows $7,000.00 by June 19th. $12,000.00 by July 4th. And $7,000.00 on or before Jingle Jam. And any additional expenses incurred at the Client's request, shall be paid to North Florida Pyrotechnics for each Contract Year Prior to Setup and fire. Any dishonored payment shall constitute breach of this Agreement.

14) In case of substantial change in the price of materials, labor, Insurance, regulations or supply chain beyond 10% (Jointly or individually) Both parties agree to negotiate and endeavor to reach agreement in good faith regarding the adjustment (increase) to the supply price.

Signed by:_____ Signed by:_____

Date:_____ Date:_____

ADOPT RESOLUTION 2025-R-44 - Approving of Episcopal Childrens Services Lease for office space at Jenkins
Approving of Episcopal Childrens Services Lease for office space at Jenkins

STAFF REPORT

DATE: March 27, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST
ECS seeks to lease office space at Jenkins with a two-year contract.

BACKGROUND
ECS4Kids (formerly Episcopal Children's Services) strives to honor young children's immense potential by helping them enter school ready to learn. They cultivate lifelong learners by immersing children in enriching guided experiences and discovery-oriented approaches. Through programs like Voluntary Prekindergarten (VPK), Head Start, School Readiness, Child Care Resource & Referral (CCRR), and more, their dedicated professionals work with families and caregivers throughout Florida to promote children's well-being. These enable ECS to strengthen key areas including motor development, cognitive development, social and emotional development, language and communication skills, and problem-solving skills.

ECS4Kids vacated their prior premises upon information and belief that the office space at Jenkins was going to be made available for their occupancy. Construction delays have extended the effective date of the lease and the move-in date. Immediate occupancy is sought as the organization currently describes itself as "homeless."

PROJECT ANALYSIS
The lease is for a 24-month period with the initial rent of $1300 per month.

Staff Recommendation
Approve the lease.

ATTACHMENTS

1.	2025-R-44 ECS Lease Staff PPT slide
2.	ECS Lease Res 2025-R-44
3.	COMMERCIAL LEASE AGREEMENT - ECS 3-25

Agenda Item # 6i
ECS4Kids Lease
Staff Presentation

ECS4Kids strives to honor young children's immense potential by helping them enter school ready to learn. They cultivate lifelong learners by immersing children in enriching guided experiences and discovery-oriented approaches. Through programs like VPK, Head Start, School Readiness, Child Care Resource & Referral, and more, their dedicated professionals work with families and caregivers throughout Florida to promote children's well-being. These enable ECS to strengthen key areas including motor development, cognitive development, social and emotional development, language and communication skills, and problem-solving skills.

ECS seeks to lease office space at Jenkins for 12 months at the rate of $1300 per month.

Staff Recommendation: Approve the lease.

CITY of Palatka

RESOLUTION NO. 2025-R-44

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING A LEASE AGREEMENT WITH EPISCOPAL CHILDREN'S SERVICES FOR USE OF OFFICE SPACE AT JENKINS; PROVIDING FOR AN EFFECTIVE DATE AND PROVIDING FOR SCRIVENER'S ERRORS.

WHEREAS, the City of Palatka desires to lease office space at the Jenkins Middle School located at 1900 Napoleon Street; and

WHEREAS, Episcopal Children's Services desires to lease office space for daily operations of its ECS4KIDS programming and activities;

WHEREAS, the **City** the Palatka City Commission deems the lessee's mission to be a desirable fit with the needs of the community;

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

1. The City hereby accepts a lease agreement with Episcopal Children's Services for a one year term in the amount of $1,300 per month;

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

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 27th day of March, 2025.

CITY OF PALATKA

BY:_____
ITS MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

_____
CITY ATTORNEY

COMMERCIAL LEASE AGREEMENT

THIS LEASE entered into _____ day of March, 2025, by and between the CITY OF PALATKA, a Florida municipal corporation, 201 N. 2nd Street, Palatka, Florida 32177, (hereinafter referred to as "the City") and Episcopal Children's Services, 8649 Baypine Road, Suite 300, Bldg. 7, Jacksonville, FL 32256, (herein referred to as "the Lessee"), states as follows, to wit;

RECITALS

1. The City is the sole owner of the premises described as the Jenkins Middle School, located at 1900 Napoleon Street, Palatka, Florida 32177; and
2. The Lessee desires to Lease a portion of the premises for office space, meetings and other lawful activities of the Lessee; and
3. The City and the Lessee desire to enter into a commercial Lease agreement defining their rights, duties and liabilities relating to the above-described premises.

WHEREAS, the City and the Lessee, in consideration of the mutual covenants hereinafter contained, do hereby agree as follows:

SECTION ONE- PROPERTY

The City hereby leases to Lessee three (3) single unit offices and one conference room space located at the Jenkins Middle School, 1900 Napoleon Street, Palatka, Florida.

SECTION TWO – TERM AND RENT

The term of this Lease shall be for twelve (12) months commencing on the ____ of March, 2025, and terminating on _____ March, 2026. The Effective Date of this Lease is March ____, 2025.

1. The initial rental fee is Three Hundred Dollars ($300) per office and Four Hundred Dollars ($400) per month for the joint conference room for a total of Thirtrteen Hundred Dollars ($1,300.00) per month, and it is payable to The City as follows:
   $1,300 payable per month, on or before the first day of the month of the rental period. Lessee may, at his/her option, pay the rental per annum.
2. Monthly rental payments received after the sixth (6th) day of the month will be assessed a delinquency charge ten ($10) dollars. Delinquency charges shall begin to accrue on the seventh (7th) day of the each and each consecutive day thereafter, not to exceed One Hundred Dollars ($100.00) not to exceed ten (10) days.
3. If any rent required by this Lease is not punctually paid when due, or upon failure to cure such nonpayment with ten (10) calendar days thereafter, then upon notice to the Lessee, the City shall have the option to terminate this, resume possession of the property for City use or attempt to re-lease.
4. All rental payments shall be made payable to the City of Palatka and delivered or mailed to: City of Palatka Community Affairs Department, 203 N. 2 Street, Palatka, Florida 32177.

SECTION THREE – RIGHTS AND OBLIGATONS

1. **Maintenance.** The City shall be responsible for the opening and closing of the Jenkins Middle School facility and will maintain all common areas of Jenkins. The Lessee is solely responsible for regular maintenance and cleaning of the leased offices and conference room.

2. **Improvements**. The Lessee shall not make any improvements, alterations, or modification to the property without prior written approval by the City.

3. **Hazards and Chemicals**. The Lessee represents and warrants that no Hazardous Materials will be generated, stored, disposed of, or will be allowed to be present on or within any part of the City's Property. If the Lessee discovers any hazardous materials on the Property, the Lessee shall notify the City within twenty-four (24) hours of discovery. The Lessee shall indemnify, defend, protect and hold City harmless from and against any and all claims, costs, fines, judgments, liability, actions, causes of action, liens, and expenses; including, without limitation, penalties and reasonable attorney's fees, incurred or suffered by or asserted against the City, arising out of or in any way relating to the following which are caused by the Lessee including but not limited to any activity by the Lessee in connection with any actual, proposed or threatened use, treatment, storage, existence, disposition or other release, production, manufacturing, management, abatement, removal, handling, transfer or other means in connection with the City's Property.

4. **Assignability.** This lease is non-assignable. The Property shall not be used for any commercial purposes or any purpose primarily for the benefit of private individuals. The Lessee shall not sublet the Property.

5. **No Discrimination**. The Lessee shall operate in a fair and reasonable manner and shall not discriminate against any person on the basis of race, color, religion, sex, familial status, national origin, handicap, sexual orientation, or any other reason prohibited by law.

6. Lessee shall comply with all federal, state and local laws and regulations promulgated by The City.

7. Lessee shall advise the City of all changes to contact information of the Lessee within five (5) calendar days of such change.
8. Lessee hereby specifically acknowledges that Lessee has accepted the premises in their "as is" condition, and that the City has made no warranty concerning the condition of the structure.

9. The City may terminate this lease if the Lessee fails to comply with any provision of this Lease.

SECTION FOUR – INSURANCE AND INDEMNITY

1. Lessee will, at its own expense comprehensive general public liability insurance against claims for personal injury, death or property damage occurring in, on or about the herein described premised, on an occurrence basis with aggregate single limit coverage in an amount not less than One Hundred Thousand Dollars ($100,000.00) for bodily injury and personal injury (including death) and Two Hundred and Fifty Thousand ($250,000.00) with respect to damage to the property.
2. All insurance provided by the Lessee as required by this section shall be carried in favor of the City.
3. Lessee shall keep, protect and hold the City harmless of any loss, costs, or expenses of any sort or nature, and from any claims, and from any liability to any person, natural or artificial, on account of any damage to person or property arising from Lessee's occupancy of the premises whether due to the City's fault or otherwise except those claims arising from the act or acts of the City or its employees.

SECTION FIVE – NOTICE

All notices to be given wit respect to this Lease shall be I writing. Each notice shall be sent by hand delivered or by United States mail, postage prepaid and addressed to the following address, or at such other address as either party may from time to time designate in writing.

TO THE CITY:
Community Affairs Director
City of Palatka
203 N. Second Street
Palatka, Florida 32177
386-329-0100 ext. 331

TO THE LESSEE:

SECTION SIX – COMPLETE AGREEMENT

This Lease contains the complete terms and constitutes the entire agreement between the parties and cannot be changed or terminated except by a written instrument subsequently executed by the parties hereto.

SECTION SEVEN – INVALIDITY OF PROVISION

If any term, covenant, condition or provision of this Lease be ruled invalid or unenforceable, the remainder of the Lease shall not be affected thereby, and each term, covenant, condition and provision of the Lease shall be valid and enforceable to the fullest extent permitted by law.

SECTION EIGHT- APPLICABLE LAW AND VENUE

This Lease shall be governed by and construed in accordance with the laws of the State of Florida, and venue for any litigation arising here shall be in Putnam County, Florida.

IN WITNESS WHEREOF, the parties have executed this Lease in Palatka, Putnam County, Florida, this _____ day of _____, 20___.

_____ _____

Witness to Lessee

STATE OF FLORIDA
COUNTY OF PUTNAM

The foregoing instrument was acknowledged before me by means of [_] physical presence or [_] online notarization this _____ day of _____ 2024, by _____**,** to me [_] personally known to be the person described in and who executed the foregoing instrument, or who [_] produced appropriate identification, and acknowledged before me the execution of same.

My commission expires:

_____

Notary Public

_____ _____

Witness to City ROBERTA CORREA, Its Mayor

STATE OF FLORIDA
COUNTY OF PUTNAM

The foregoing instrument was acknowledged before me by means of [_] physical presence or [_] online notarization this _____ day of _____ 2025, by _____ to me [_] personally known to be the person described in and who executed the foregoing instrument, or who [_] produced appropriate identification, and acknowledged before me the execution of same.

My commission expires: _____

Notary Public

ADOPT RESOLUTION 2025-R-47 Community Affairs is requesting the naming of the Newtown Museum & Cultural Center be approved.
Community Affairs is requesting the naming of the Newtown Museum & Cultural Center be approved.

STAFF REPORT

DATE: March 27, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Approve the naming of the Newtown Museum & Cultural Center of Palatka

BACKGROUND

Community members have engaged in extensive planning and visioning sessions to launch the Newtown Museum at Jenkins. These have included members of the community hailing from the education sector, the agricultural sector, sports, oral history, government/elected officials and historic events. The members now seek to establish the name of the museum to launch the initiative.

PROJECT ANALYSIS

Staff Recommendation

Approve the naming of the museum.

ATTACHMENTS

1.	2025-R-47 Newtown Staff PPT slide
2.	Newtown Museum Res 2025-R-47
3.	2024.12.12 Newtown Museum Visioning Session (1)

Agenda Item # 6j
Newtown Museum & Cultural Center
Staff Presentation

Community members have engaged in extensive planning and visioning sessions to launch the Newtown Museum at Jenkins. These have includes members of the community hailing from the education section, the agricultural sector, sports, oral history, government/elected officials and historic events. The members now seek to establish the name of the museum to launch the initiative.

Staff Recommendation: Approve the name of the museum

CITY of Palatka

RESOLUTION NO. 2025-R-47

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, NAMING THE NEWTOWN MUSEUM AND CULTURAL CENTER; PROVIDING FOR AN EFFECTIVE DATE AND PROVIDING FOR SCRIVENER'S ERRORS.

WHEREAS, the City of Palatka has undertaken extensive planning and visioning sessions to launch the Newtown Museum at Jenkins; and

WHEREAS, these planning sessions have included members of the community hailing from the education sector, the agricultural sector, sports, oral history, government/elected officials and historic events; and

WHEREAS, the City the Palatka City Commission deems the name "Newtown Museum and Cultural Center" to be appropriate and fitting for the museum at Jenkins.

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

1. The City hereby names the Newtown Museum and Cultural Center at Jenkins; and

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

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 27th day of March, 2025.

CITY OF PALATKA

BY:_____
ITS MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

_____
CITY ATTORNEY

Newtown Museum & Cultural Center

of Palatka

MISSION

OUR MISSION IS TO EDUCATE, INSPIRE, AND ENGAGE INDIVIDUALS OF ALL BACKGROUNDS, THROUGH EXHIBITIONS EDUCATIONAL PROGRAMS, COMMUNITY ENGAGEMENT, AND PARTNERSHIPS IN AN EFFORT TO PRESERVE THE PAST AND PROMOTE INCLUSIVITY.

We invite the Voice and Vision of our community to turn our dream of a Black History Museum into a reality.

Date: Monday, November 18, 2024

Time: 5:30-7:30 pm

Location: Jenkins Community Center
1900 Napoleon Street, Palatka, FL 32177

PALATKA BLACK HISTORY MUSEUM

VISIONING SESSION

SESSION

Planning Session

Education

Agriculture

Sports

Oral History

Government/Elected Officials

Historic Events

Planning Session
Individuals By Categories

Sports

- Grady Smith Jr. (The Road Runner)
- Johnson Session Sr.
- “Lefty” Turner
- Coach Willard Cooper
- Willam Hardy
- David Daniels (College/NFL)
- John L. Williams
- Jarvis Williams
- Willie Offord (College/NFL)
- Darcy Johnson (College/NFL)
- James Edward Pierce (Golf)
- Napoleon Asia
- Rabbit Foot
- RedSox/Blue Sox (negro league)
- Clarence “Pooh Bear” Williams
- David McPherson
- Coach Moore
- Coach White
- Daryl Oliver (NFL)

Education

- Annie Mae Spells
- Doretha Smith
- Rosa Ragsdale
- Kathleen Greene
- Mary McLeod Bethune
- Dr. Cleo Higgins
- Lee Ella Asia
- Harriet Pinkston
- Evelyn Greene
- Annie M. Willingham
- Flossie Dixon
- Enda K. Pinkney
- Fred R Brooks
- Annie L Crumbley
- Estelle Dixion
- Iona Burney
- Harry Burney Sr.
- Rachel D. Williams
- Robert Clarke
- Rev. James Golden
- Vivian Golden
- Ellestine Faulks
- Rosa B. Lane
- Laura Carter
- Dena Clark, Minnie
- John Alexander
- Cynthia Asia
- Annette Fennell
- Handy Williams (principal)

Agriculture

- Johns Singleton
- Eugene Keenon
- Napoleon Asia (San Mateo)
- The Gilyard Family of San Mateo
- Wilis Glover-CC
- JC Chapman-CC
- McKinley Evans and Family-CC
- Noah Hardy, Sr. Roy Brown -CC
- James Singleton-CC
- Mr. T Walker-CC

Oral History

- Cynthia Asia
- Mary Lawson Brown
- Terrill Hill
- Sonny McCoy
- Justin Campbell, Jr.
- James Campbell, Sr.
- Askew Vickers-CC
- John Bonaparte-CC
- Jacob Spells-CC
- Harry Banks-CC
- McKinley Evans-CC
- Nathanael Harris-CC
- Askew Vickers
- Cora B. Fells- Pastor
- Fedrick Demps- Pastor Emeritus

Government/Elected Officials

- Mary Lawson Brown- Commissioner
- Samuel Taylor- Commissioner
- Karl N. Flagg- Mayor/County Commissioner
- Terrill L. Hill- Mayor
- Justin Campbell- youngest elected commissioner
- Dothea Smith- School board Member
- Sandra Gilyard- School Board Member
- Carl Lee Simmons- City Commissioner CC
- Harry Hazel Banks- City Commissioner CC
- Marcus Hardy- City Commissioner CC
- Linda Smith Moore- 1st black female Commissioner CC
- Silas Asia- Mayor of San Mateo
- Tammy McCaskil
- James Vickers PGA 1st Black

Historic Events

- St. Augustine March with Dr. Martin Luther King Jr. when they poured acid in the pool. Dr. King stayed with my cousin.
- Marches in Palatka from 11th Street to Courthouse
- Central Academy (1sr Accredited Black School)
- Coach Cooper- Central Academy
- Collier Blocker
- Sit-Ins
- 1st Black Event on 11th Street

Education

Annie Mae Spells
Dothea Smith
Rosa Ragsdale
Kathleen Greene
Mary Mcleod Bethun
Kathleen B. Greene
Dr. Cleo Higgins
DLeeElla Asia
Blanche Barnes
Harriet Pinkston
Evelyn Greene
Annie M. Willingham

Sports

Gradey Smith Jr (The Road Runner)
Johnson Sessi
"Lefty" Turner
Coach Willard Cooper
Willam Hardy
David Daniels
John L. Williams
Jarvis Williams
Willie Offord - NF
Darcy Johnson - N
James Edward Pier
Napolean

Oral History

Cynthia Asia
Mary Lawson
Terrill Hil
Sonny McCoy
Justin Camp
James Camp
Askew Vickers
John Bonaparte
Jacob Spells
Harry Banks
McKinley Evans
Nathanal Harris
Askew Vickers
Cora B Fells Paste
Frederick Demps /Pasti

Business

Glover's Country Kitchen
Chuck's Barber Shop
Evans BBQ
Simmons Hair Salon
Ophia Jordan Cafe
Julia's Cafe - Welatka
Butter's Pitt - Welatka
Uncle Ben's Barber Shop

Crescent City

Willie Tate - Barber
Vivian Brown - Taxi cab service
Corrine Green - Mid-wife
Mae Bell White "
Gussie Smith "

Cresc

Clark's daycare
Burrell Funeral Home CC

Jenkins

Newtown Museum & Cultural Center

of Palatka

Thank You

ADOPT RESOLUTION 2025-R-49 to accept the Cost-Reimbursement Grant Agreement No. 25PLN18 with the Florida Department of Environmental Protection for the $400,000 award from the Resilient Florida Program for the City of Palatka Comprehensive Vulnerability Assessment.

STAFF REPORT

DATE: March 27, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The City of Palatka seeks approval to adopt Resolution 2025-R-49, accepting the Cost-Reimbursement Grant Agreement No. 25PLN18 with the Florida Department of Environmental Protection (FDEP). This agreement provides $400,000 in grant funding from the Resilient Florida Program to conduct a Comprehensive Vulnerability Assessment.

BACKGROUND

The Resilient Florida Program, administered by FDEP, aims to support local governments in assessing and mitigating risks associated with flooding and sea-level rise. The City of Palatka applied for funding to perform a Comprehensive Vulnerability Assessment to identify critical infrastructure and community assets that may be affected by climate-related hazards. The grant agreement covers eligible costs related to the assessment and requires compliance with state reporting and performance measures.

PROJECT ANALYSIS

The Comprehensive Vulnerability Assessment will be conducted in accordance with Section 380.093, Florida Statutes. Key components of the project include:

- **Data Collection:** Compiling and analyzing GIS data, flood scenarios, and critical infrastructure information.
- **Risk Assessment:** Identifying vulnerabilities and prioritizing areas of concern.
- **Public Outreach:** Engaging with stakeholders and the community to gather input.
- **Adaptation Plan:** Developing strategies to mitigate identified risks.
- **Policy Integration:** Updating the Local Mitigation Strategy and amending the City's Comprehensive Plan to align with resilience goals.

The assessment will serve as a foundation for future grant applications and mitigation efforts to enhance the City's resilience against climate change impacts.

Staff Recommendation

City staff recommends approval of Resolution 2025-R-49 to formally accept the grant agreement and authorize execution. Accepting this funding opportunity will enable the City to conduct a thorough vulnerability assessment, positioning Palatka for future resilience initiatives and additional grant opportunities. There are no matching fund requirements, and the project aligns with the City's long-term planning and sustainability objectives.

ATTACHMENTS

1.	2025-R-49 ACCEPTING THE COST-REIMBURSEMENT GRANT AGREEMENT NO
2.	2370 VULNERABILITY ASSESSMENT AGREEMENT

RESOLUTION NO. 2025-R-49

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, ACCEPTING THE COST-REIMBURSEMENT GRANT AGREEMENT NO. 25PLN18 WITH THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR THE $400,000 AWARD FROM THE RESILIENT FLORIDA PROGRAM FOR THE CITY OF PALATKA COMPREHENSIVE VULNERABILITY ASSESSMENT; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT AND ALL RELATED DOCUMENTS; AND PROVIDING FOR SCRIVENER'S ERRORS.

WHEREAS, the City of Palatka has been awarded a grant in the amount of $400,000 from the Resilient Florida Program, administered by the Florida Department of Environmental Protection (FDEP), to conduct a Comprehensive Vulnerability Assessment; and

WHEREAS, the Comprehensive Vulnerability Assessment will identify risks and vulnerabilities associated with flooding and climate-related hazards, contributing to the City's long-term resilience planning; and

WHEREAS, the City of Palatka desires to accept the grant award and enter into Cost-Reimbursement Grant Agreement No. 25PLN18 with FDEP to facilitate the implementation of the assessment; and

WHEREAS, there are no matching fund requirements for the City of Palatka under this grant agreement; and

WHEREAS, it is in the best interest of the City of Palatka to execute the grant agreement and proceed with the project in a timely manner;

NOW THEREFORE, be it resolved as follows:

1. The Palatka City Commission hereby accepts the $400,000 grant award from the Resilient Florida Program and approves the execution of Cost-Reimbursement Grant Agreement No. 25PLN18 with the Florida Department of Environmental Protection.

2. The City Manager is hereby authorized to execute the grant agreement and all necessary project-related documents, including assurances, certifications, and payment requests, as required for the administration and implementation of the project.

3. The City Manager is hereby authorized to oversee the execution of the project and to sign requests for project time extensions, contract modifications, and other related administrative actions necessary for the successful completion of the project.

4. The City Manager, without public hearing, is authorized to correct any typographical scrivener's errors that 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 27th day of March 2025.

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): City of Palatka Comprehensive Vulnerability Assessment

Agreement Number: 25PLN18

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, Florida 32177

FEID: 59-6000401

(Grantee)

3. Agreement Begin Date: 7/1/2024

Date of Expiration: 12/31/2026

4. Project Number: 25PLN18 *(If different from Agreement Number)*

Project Location(s): Putnam County, Florida

Project Description: The project will conduct a comprehensive Vulnerability Assessment pursuant to Section 380.093, Florida Statutes.

5. Total Amount of Funding: $400,000.00

Funding Source?	Award #s or Line-Item Appropriations:	Amount per Source(s):
☑ State ☐ Federal	FY 24-25 GAA Line Item #1854	$ 400,000.00
☐ State ☐ Federal		$
☐ State ☐ Federal		$
☐ Grantee Match		$
	Total Amount of Funding + Grantee Match, if any:	$ 400,000.00

6. Department's Grant Manager
Name: George Begley or successor
Address: Resilient Florida Program
3900 Commonwealth Boulevard, MS230
Tallahassee, Florida 32399
Phone: 850-245-8020
Email: George.Begley@FloridaDEP.gov

Grantee's Grant Manager
Name: Carlos Dominguez Brito or successor
Address: City of Palatka
201 N. 2nd Street
Palatka, Florida 32177
Phone: 386-329-0100 X 203
Email: cdominguezbrito@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 J: Common Carrier or Contracted Carrier Attestation Form PUR1808

☑ Additional Exhibits (if necessary): Exhibit F: Final Project Report, Exhibit G: Photographer Release Form, Exhibit H: Contractual Services Certification, Exhibit I: Vulnerability Assessment Compliance Checklist Certification	
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

Roberta Correa, City Mayor

Print Name and Title of Person Signing

State of Florida Department of Environmental Protection **DEPARTMENT**

By

Secretary or Designee Date Signed

Alex Reed, Director of the Office of Resilience and Coastal Protection

Print Name and Title of Person Signing

☑ Additional signatures attached on separate page.

ORCP Additional Signatures

_____
DEP Grant Manager, George Begley

_____
DEP QC Reviewer, Stephanie Link

Grantee may add additional signatures below, if needed.

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.

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

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.

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. For grants funded with federal funds, nonconsumable and/or nonexpendable personal property or equipment costing $10,000 or more purchased for the Project under a subcontract is subject to the requirements set forth in 2 CFR 200. 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 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 grants funded fully or in part with state funds, equipment is defined as capital outlay costing $5,000 or more. For grants funded fully with federal funds, equipment is defined as capital outlay costing $10,000 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.

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 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.

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.

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. 25PLN18

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 City of Palatka Comprehensive Vulnerability Assessment. The Project is defined in more detail in Attachment 3, Grant Work Plan.

2. Duration.
a. Reimbursement Period. The reimbursement period for this Agreement is the same as the term of the Agreement.
b. Extensions. There are extensions available for this Project.
c. Service Periods. Additional service periods may be added in accordance with 2.a above and are contingent upon proper and satisfactory technical and administrative performance by the Grantee and the availability of funding.

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 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:

Reimbursement	Match	Category
☐	☐	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 except for certain fixed-price subcontracts pursuant to this Agreement, which require prior approval. The Grantee shall submit a copy of the executed subcontract to the Department prior to submitting any invoices for subcontracted work. 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
This agreement does not provide federal or state financial assistance to a county or municipality that is a rural community or rural area of opportunity as those terms are defined in s. 288.0656(2).

16. Additional Terms.
None.

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
GRANT WORK PLAN
AGREEMENT NO. 25PLN18

ATTACHMENT 3

PROJECT TITLE: City of Palatka Comprehensive Vulnerability Assessment

PROJECT LOCATION: The Project is located in City of Palatka within Putnam County, Florida.

PROJECT DESCRIPTION:
The City of Palatka (Grantee) will complete the City of Palatka Comprehensive Vulnerability Assessment Project (Project) to include a comprehensive Vulnerability Assessment (VA) pursuant to Section 380.093, Florida Statutes (F.S.), as effective July 1, 2024. The Project will also include public outreach and stakeholder engagement; develop an adaptation plan; contribute to the Local Mitigation Strategy; and amend the comprehensive plan to comply with the Peril of Flood statute.

TASKS AND DELIVERABLES:

Task 1: Acquire Background Data

Description: The Grantee will research and compile the data needed to perform the VA based on the requirements as defined in Section 380.093, F.S. Three main categories of data are required to perform a VA: 1) critical and regionally significant asset inventory, 2) topographic data, and 3) flood scenario-related data. GIS metadata must be included for each dataset compiled and each asset dataset must be classified using the asset groups and types defined in paragraphs 380.093(2)(a)1-4, F.S. GIS files and associated metadata must adhere to the Resilient Florida Program's GIS Data Standards, as referenced in Attachment 6, and raw data sources shall be defined within the associated metadata. Flood-scenario related data should make use of the best available information through the Florida Flood Hub. If Florida Flood Hub data is unavailable, flood scenario-related data shall include:

- Planning horizons: 2050 and 2080.
- Sea level rise projections: 2022 National Oceanic and Atmospheric Administration intermediate and intermediate-low projections.
- Tidal flooding, if applicable: Using the threshold for tidal flooding published by the Department.
- Storm surge data, if applicable: Equal to or exceeds the 100-year return period (1% annual chance) flood event.
- Rainfall-induced flooding, to the extent practicable: 100-year (1% annual chance) and 500-year (0.2% annual chance) return period flood events.
    - Rainfall-induced flooding analysis is required for all non-coastal communities.

In the process of compiling background data, the Grantee shall identify data gaps, where missing data or low-quality information may limit the VA's extent or reduce the accuracy of the results. The Grantee shall take all practicable steps to rectify any gaps of data necessary to complete analysis of required scenarios.

Deliverables: The Grantee will provide the following:

- A Background Data Catalog consistent with the GIS Data Standards (Table 1) that outline the datasets compiled and the raw data sources;

- Complete the Flood Risk Scenario Matrix consistent with the GIS Data Standards (Table 2) that outline the different flood risk scenarios, planning horizons, return periods, and similar parameters of the VA; and
- Compiled GIS datasets for each of the three main background data categories. To be provided in a single-file geodatabase or zipped folder, whenever possible.
    - GIS files of the critical asset datasets that are not publicly available nor already included in the statewide flood vulnerability and sea level rise data set, containing appropriate metadata, consistent with the GIS Data Standards, and classified using the asset groups and types defined in paragraphs 380.093(2)(a)1-4, F.S.
    - Topographic and other Raster Flood Risk Data that are not publicly available nor already included in the statewide flood vulnerability and sea level rise data set.

Task 2: Exposure and Sensitivity Analyses

Description: The Grantee will perform the exposure and sensitivity analyses. The exposure analysis will identify the depth of water caused by each sea level rise, storm surge, and/or flood scenario. The sensitivity analysis measures the impact of flooding on assets by applying the data from the exposure analysis to the inventory of critical assets created in the Acquire Background Data Task. The sensitivity analysis should include an evaluation of the impact of flood severity on each asset and at each flood scenario and assign a risk level. GIS files and associated metadata must adhere to the Resilient Florida Program's GIS Data Standards, as referenced in Attachment 6, and raw data sources shall be defined within the associated metadata.

Deliverables: The Grantee will provide the following:

- GIS data containing the results of the exposure and sensitivity analyses which shall include at minimum:
    - Raster layers with results of the exposure analysis (depth of flood water) for each flood scenario as well as the appropriate metadata that identifies the methods used to create the flood layers. Additionally, any other custom, combined or modified flood scenario raster layer used in the assessment and not publicly available; and
    - GIS files of the critical asset datasets containing the results of the sensitivity analysis for all flood scenarios required by s. 380.093, F.S., consistent with the GIS Data Standards, and including the appropriate metadata describing the fields or attribution of the analyses results.

Task 3: Final Vulnerability Assessment Report

Description: The Grantee will finalize the VA Report pursuant to the requirements in s. 380.093, F.S. The final VA Report must include all results from the exposure and sensitivity analyses, as well as a summary of identified risks as well as any assigned focus areas (if applicable). It should contain a list of critical and regionally significant assets that are impacted by flooding and sea-level rise, specifying for each asset the flood scenario(s) impacting the asset.

Deliverables: The Grantee will provide the following:

- A Final VA Report that provides a summary of results and conclusions based on the statutorily required scenarios and standards in s. 380.093, F.S., to include:
    - Findings of the gap analysis;
    - Recommendations to address the identified data gaps and actions taken to rectify them, if applicable;

    - Details on the modeling process and type of models used during the exposure and sensitivity analyses; and
    - A summary of assigned focus areas, if applicable.
- Completed Critical Assets Basic Attributes Schema (Table 3), Critical Assets Groups and Types (Table 4), and VA Results Attribute Scheme (Table 5) consistent with the GIS Data Standards; and
- A signed VA Compliance Checklist Certification (Exhibit I).

Task 4: Public Outreach Meetings and Stakeholder Engagement

Description: The Grantee will conduct public outreach meetings and stakeholder engagement for the project. Project meetings will be conducted to ensure effective project execution, stakeholder engagement, and compliance with grant requirements. Meeting types include, but are not limited to, the types and descriptions below.

- **Kick-off Meeting**
  The purpose of a kick-off meeting is to discuss the project scope, project goals, schedule, key milestones, and deliverables in order to develop a consistent project approach. The kick-off meeting would be hosted by the Grantee and attendees should be key stakeholders in the project. Prior to the meeting, the Grantee should develop an overall project management plan and address initial actions, identify and invite key stakeholders, prepare the sign-in sheet, draft a project schedule, and prepare any other meeting materials as necessary.

- **Steering Committee Meetings**
  The purpose of steering committee meetings is to oversee and assist a project from the management level. Steering committees may assist by reviewing the goals of the project, review draft materials, provide input for study direction, assist in identifying geographic context, appropriate modeling methodologies, assist in identifying available data and resources, identify relevant assets, and review project findings and recommendations. A minimum of two steering committee meetings is recommended, at the beginning and end of the project, however, more may be necessary to provide guidance at critical decision points throughout the project process.

  The Grantee should coordinate and schedule the quantity, dates, times, and locations for the steering committee meetings, based on critical decision points in the project process.

- **Public Outreach Meetings**
  The purpose of public outreach meetings is to inform and engage stakeholders in the project. These meetings will promote transparency, gather community input and local knowledge, and foster collaboration in addressing vulnerabilities identified in the assessment. It is recommended the Grantee conduct two public outreach meetings during the project. The purpose of the first meeting is to allow the public to provide input during the initial data collection stages, to include input on preferred methodologies, data for analyzing potential sea level rise impacts and/or flooding, guiding factors to consider, and critical assets important to the community.

  The purpose of the second meeting is to allow the public to provide community-specific input on the results of the VA results. Additionally, during this meeting, the Grantee may conduct exercises to encourage the public to prioritize focus areas of flooding and the critical assets in preparation for the development of adaptation strategies and project development. If focus areas are elected, criteria should be established to guide the public's input for the selection of focus areas.

- **Public Presentation of the Final VA**

The purpose of a public presentation of the final VA to local governing boards, technical committees, or other appropriate officers and elected officials is to share the findings from the final VA and provide recommendations of actions for adaptation strategies and future project funding. The presentation should also inform the public of the results and the future risk of sea level rise and increased flooding and encourage community participation when identifying mitigation strategies to address the flooding vulnerabilities.

Deliverables: The Grantee will provide the following:

- **4.1 Kick-off Meeting:** Kick-off meeting agenda (including location, date, and time); a copy of the presentation, if applicable, and all materials created for the meeting; and a summary report or meeting minutes that includes the meeting purpose, stakeholder input, and outcomes.
- **4.2 Steering Committee Meetings:** For each meeting, the agenda (including location, date, and time); a copy of the presentation, if applicable, and all materials created for the meeting; and a summary report or meeting minutes that includes the meeting purpose, steering committee input, and outcomes.
- **4.3 Public Outreach Meetings:** For each meeting, the agenda (including location, date, and time); a copy of the presentation, if applicable, and all materials created for the meeting; and a summary report or meeting minutes that includes the meeting purpose, stakeholder input, and outcomes.
- **4.4 Public Presentation of the Final VA:** Public presentation agenda (including location, date, and time); a copy of the presentation, if applicable, and all materials created for the meeting; and a summary report or meeting minutes that includes the meeting purpose, stakeholder input, and outcomes.

Task 5: Local Mitigation Strategy

Description: The results of the VA can be used to inform a Local Mitigation Strategy (LMS) as required by the Florida Division of Emergency Management (FDEM). The LMS is usually developed at the county level and serves to reduce the risks associated with natural and man-made disasters, including sea level rise. The Grantee will work with the Local Mitigation Strategy Working Group (LMSWG) to ensure the Vulnerability Assessment Report is in alignment with the existing county LMS Plan and will be utilized during the planning process of future county LMS Plan updates.

Deliverables: The Grantee will provide the following:

- A letter to the Department and FDEM Mitigation Bureau Planning Unit, signed by the LMSWG Chair, or Designee, to include the following: Vulnerability Assessment Report will be incorporated as a reference and annex in the next iteration of the LMS Plan, i.e., the next five-year update; and the entity/entities that composed the VA report will be involved with the LMSWG through any of the following: at a minimum, be added to the contact list, attend meetings, participate in the planning process of the next major update; participate in the adoption of the LMS plan; and submit projects to the LMSWG to be included on LMS Prioritized Project List.

Task 6: Peril of Flood Compliance

Description: The Project will update the Grantee's comprehensive plan coastal management element language to comply with the Peril of Flood requirements in paragraph 163.3178(2)(f), F.S. Based on the analysis performed, draft comprehensive plan amendments must address the requirements of paragraph 163.3178(2)(f), F.S., Peril of Flood, if the county or municipality is subject to such requirements. The municipality will draft the comprehensive plan coastal management element language in strike-through and underlined format that satisfies the Peril of Flood requirements in paragraph 163.3178(2)(f), F.S. The Department's Grant Manager will provide the deliverable to the Department of Commerce for preliminary

review. The Department of Commerce will have ten (10) working days to review and provide any comment(s) to the Department's Grant Manager, if so desired, but is not required. The intent of any Department of Commerce review at this stage is to provide preliminary feedback only and does not constitute the state agency review required under paragraph 163.3178(2)(f), F.S.

Deliverables: The Grantee will provide the following:

- A draft comprehensive plan coastal management element language in strike-through and underlined format that satisfies the Peril of Flood requirements in paragraph 163.3178(2)(f), F.S. The draft comprehensive plan will include the following:
    - Examples of strategies, principles, and related engineering solutions that reduce flood risk in coastal areas when resulting from high-tide events, storm surge, flash floods, stormwater runoff, and the related impacts of sea-level rise;
    - Use of best practices development and redevelopment principles, strategies, and engineering solutions that will result in the removal of coastal real property from flood zone designations established by the Federal Emergency Management Agency;
    - Site development techniques and best practices that may reduce losses due to flooding and claims made under flood insurance policies issued in this state;
    - A requirement that development or redevelopment within the coastal areas be consistent with, or more stringent than, the flood-resistant construction requirements in the Florida Building Code and applicable flood plain management regulations set forth in 44 C.F.R. Part 60;
    - A requirement that any construction activities seaward of the coastal construction control lines established pursuant to Section 161.053, F.S., be consistent with Chapter 161, F.S.; and
    - Encouragement of local governments to participate in the National Flood Insurance Program Community Rating System administered by the Federal Emergency Management Agency to achieve flood insurance premium discounts for their residents.

PERFORMANCE MEASURES: The Grantee will submit all deliverables for each task to ResilientFloridaGrants@FloridaDEP.gov on or before the Task Due Date listed in the Project Timeline. The deliverables for each task must be submitted in chronological order, with the exception of the "Public Outreach Meetings and Stakeholder Engagement" and "Peril of Flood Compliance" tasks, if included. Grantees must have received a Deliverable Acceptance Letter from the Department's Grant Manager prior to submitting any subsequent deliverables. The Department's Grant Manager will review the deliverable(s) to verify that they meet the specifications in the Grant Work Plan and the task description, to include any work being performed by any subcontractor(s), and will provide written acceptance or non-acceptance of the deliverable(s) to the Grantee within thirty (30) calendar days. Deliverables that the Department determines are not acceptable must be corrected and resubmitted within thirty (30) calendar days prior to the Agreement's Date of Expiration, and in coordination with the Department's Grant Manager. Tasks may include multiple deliverables to be completed. The Department will accept partial and full deliverables. Incomplete deliverables will not be accepted. A "partial deliverable" is defined as a deliverable consisting of one (1) or more (but not all) subcomponents listed in the deliverable list for a single task, where such subcomponent(s) are delivered to the Department at one hundred percent (100%) completion. A "full deliverable" is defined as a deliverable comprising all subcomponents listed in the deliverable list for a single task, all delivered to the Department at one hundred percent (100%) completion. An "incomplete deliverable" is defined as a deliverable for which one hundred percent (100%) completion has not been achieved for any of the subcomponents listed in the deliverable list for a single task. A task is considered one hundred percent (100%) complete upon the Department's receipt and approval of all deliverable(s) listed within the task and the Department's approval provided by the Deliverable Acceptance Letter. All

deliverables must be received by the Task Due Date and accepted by the Department on or before the Agreement's Date of Expiration, or the Consequences for Non-Performance set forth herein shall apply.

The Department's Grant Manager will provide the deliverable to the Florida Department of Commerce for preliminary review to ensure compliance with paragraph 163.3178(2)(f), F.S. The Department of Commerce will have ten (10) working days to review and provide its comment(s) to the Department's Grant Manager. This review is to provide preliminary feedback only and does not constitute the state agency review required under Section 163.3184, F.S.

CONSEQUENCES FOR NON-PERFORMANCE: For each task deliverable not received and accepted by the Department at one hundred percent (100%) completion on or before the Agreement's Date of Expiration, the Department will reduce the relevant Task Funding Amount(s) paid to Grantee in proportion to the percentage of the deliverable(s) not fully completed. For each task deliverable not received by the Department by the specified Task Due Date listed in the Agreement's most recent Project Timeline, the Department will reduce the relevant Task Funding Amount(s) by 5% per calendar day, which will be imposed until the Department has received the task deliverable. The Consequence for Non-Performance will be applied to and included in the relevant task deliverable's payment request.

PAYMENT REQUEST SCHEDULE: Following the Grantee's full or partial completion of a task's deliverable(s) and acceptance by the Department's Grant Manager, the Grantee may submit a payment request for cost reimbursement using the Exhibit C, Payment Request Summary Form. All payment requests must be accompanied by the Deliverable Acceptance Letter; the Exhibit A, Progress Report Form, detailing all progress made in the invoice period; and supporting fiscal documentation including match, if applicable. Interim payments will not be accepted. Payment requests will not be accepted until all required Exhibit A, Progress Report Forms, have been submitted to the Department's Grant Manager for all reporting periods dating back to the Agreement Execution Date. For the reporting period beginning on the Agreement Begin Date and ending on the Agreement Execution Date, submittal of a single Exhibit A, Progress Report Form, covering only this reporting period will be acceptable. Upon the Department's receipt of the aforementioned documents and supporting fiscal documentation, the Department's Grant Manager will have ten (10) working days to review and approve or deny the payment request.

ADVANCE PAYMENT: For grant agreements for which full advance payment has been authorized and approved, the Grantee shall submit an invoice (i.e., payment request) to its Department Grant Manager for the expected cash needs for the initial three (3) month term of the agreement. Once the initial advance amount has been fully expended, the Grantee may request additional advance payments as needed, but no more frequently than quarterly. The Grantee shall submit all invoice documentation for each previously expended advance with each new payment request. All previous advance payment funds must be fully expended prior to initiating another request.

PROJECT TIMELINE AND BUDGET DETAIL: The tasks must be completed by, and all deliverables received by, the corresponding task due date listed in the table below. Cost-reimbursable grant funding must not exceed the budget amounts indicated below and must be an allowable expenditure category pursuant to Attachment 2, Special Terms and Conditions. Requests for any change(s) must be submitted prior to the current task due date listed in the Project Timeline. Requests are to be sent via email to the Department's Grant Manager, with the details of the request and the reason for the request made clear.

Task No.	Task Title	DEP Amount	Match Amount	Total Amount	Task Start Date	Task Due Date
1	Acquire Background Data	30,000	$0	$30,000	7/1/2024	12/31/2025
2	Exposure and Sensitivity Analyses	$80,000	$0	$80,000	7/1/2024	3/31/2026
3	Final Vulnerability Assessment Report	$80,000	$0	$80,000	7/1/2024	6/30/2026
4	Public Outreach Meetings and Stakeholder Engagement	$60,000	$0	$60,000	7/1/2024	9/30/2026
5	Local Mitigation Strategy	$75,000	$0	$75,000	7/1/2024	9/30/2026
6	Peril of Flood Compliance	$75,000	$0	$75,000	7/1/2024	9/30/2026
	Total:	**$**400,000	**$**0	**$**400,000		

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 $1,000,000 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 $1,000,000 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 $1,000,000 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 non-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.

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 time the reporting package was delivered to the recipient and any 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	Florida Department of Environmental Protection	24.25	37.098	Resilient Florida Programs	$400,000.00	140078
State Program B	State Awarding Agency	State Fiscal Year[2]	CSFA Number	CSFA Title or Funding Source Description	Funding Amount	State Appropriation Category

Total Award	$400,000.00	

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

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

[1] Subject to change by Change Order.
[2] Subject to change by Change Order.

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
PROGRAM-SPECIFIC REQUIREMENTS
RESILIENT FLORIDA PROGRAM

ATTACHMENT 6

General

1. Deliverable and Payment Request Submissions. All grant deliverables and payment requests (Exhibit C) must be submitted to ResilientFloridaGrants@FloridaDEP.gov.

2. Contractual Services. For all grant agreements that include Contractual Services as an expenditure category, the Grantee must submit Exhibit H, Contractual Services Certification, and all required supporting documentation for all contractors conducting work under the grant agreement, prior to submitting a payment request for contractual services.

3. Grantee Match Form. If the grant agreement includes match requirements in Attachment 2, the Grantee must submit the Grantee Match Form upon execution of the grant agreement and at any time there are changes to the match funding amount and/or funding source throughout the grant agreement period.

4. Project Photos. The Grantee must submit Exhibit G, Photo Release Form, with the first submission of deliverables and reports (Exhibit A and F) that include photos.

5. DEP Logo and Funding Source Disclaimer. The final Vulnerability Assessment Report, Adaptation Plan report or document, and any permanent signage created for an implementation project included on the Statewide Flooding and Sea Level Rise Resilience Plan must include the Department's logo (which can be found on the Department's website at: https://floridadep.gov or by contacting the Grant Manager for a copy) as well as the following language:

   "This work was funded in part through a grant agreement from the Florida Department of Environmental Protection's Office of Resilience and Coastal Protection Resilient Florida Program. The views, statements, findings, conclusions, and recommendations expressed herein are those of the author(s) and do not necessarily reflect the views of the State of Florida or any of its subagencies."

6. Final Project Report. The Grantee must submit Exhibit F, Final Project Report Form, prior to requesting final payment. The Final Project Report may be submitted in lieu of the final Exhibit A, Progress Report Form, only in instances where the next quarterly progress report falls after the Agreement's Date of Expiration. For grants funded with American Rescue Plan Act (ARPA) Funds that are not completed by the Agreement's Date of Expiration, Exhibit F must also be submitted to ResilientFloridaGrants@FloridaDEP.gov upon completion of the project, which may be after the Agreement's Date of Expiration.

7. Copyright, Patent and Trademark. The Department reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for state government purposes:
   a. The copyright in any work developed under this Agreement; and
   b. Any rights or copyright to which the Grantee or subcontractor purchases ownership with grant support.

8. Geographic Information System (GIS) files and associated metadata. All GIS files and associated metadata must adhere to the Resilient Florida Program's GIS Data Standards (found on the Resilient Florida Program website: https://floridadep.gov/rcp/resilient-florida-program/documents/resilient-florida-program-gis-data-standards), and raw data sources shall be defined within the associated metadata.

9. Program Deliverable Acceptance and Disclaimer. The Department's acceptance of any specific project's task deliverables required by that project's Resilient Florida Program grant agreement, does not guarantee the Department's acceptance of the same or similar task deliverables, as required by a different Resilient Florida Program grant agreement, notwithstanding the Grantee(s) and/or project(s) at issue being the same or similar. The Department will review and accept all deliverables individually, pursuant to the terms and conditions of each grant agreement for which they are submitted, including Attachment 3, Grant Work Plan. The Department's acceptance of a specific deliverable does not constitute the Department's confirmation that the conclusions or statements made within said deliverable are truthful or accurate, including, but not limited to, claims of scientific validity and the certification of engineering practices. If a dispute arises between the Department and Grantee regarding the veracity of a specific deliverable's content, the Department may request that the Grantee provide additional documentation (e.g., a certification statement signed and sealed by a licensed Professional Engineer), verifying that the conclusions or statements at issue are true and correct to the best of the Grantee's knowledge, prior to the Department's acceptance of said deliverable.

10. Sunshine Law Compliance. As per Paragraph 23 to Attachment 1, Standard Terms and Conditions, the Grantee is solely responsible for ensuring that its actions (and those of its agents) under the Agreement are made in compliance with Section 286.011, Florida Statutes—Florida's Government in the Sunshine Law—where applicable.

Implementation Grants

11. Sea Level Impact Projection Study Requirement. If a state-funded construction project is located within an area where a Sea Level Impact Protection (SLIP) study is required pursuant to Section 380.0937, Florida Statutes, the Grantee is responsible for conducting such a SLIP study and submitting the resulting report to the Department. The SLIP study report must be received by the Department, approved by the Department, and published on the Department's website for at least thirty (30) days before construction can commence. Upon submission to the Department, SLIP study reports must meet all relevant statutory requirements, as well as the standards and criteria indicated in Chapter 62S-7, Florida Administrative Code.

12. Permits. The Grantee acknowledges that receipt of this grant does not imply nor guarantee that a federal, state, or local permit will be issued for a particular activity. The Grantee agrees to ensure that all necessary permits are obtained prior to implementation of any grant-funded activity that may fall under applicable federal, state, or local laws. Further, the Grantee shall abide by all terms and conditions of each applicable permit for any grant-funded activity. Upon request, the Grantee must provide a copy of all required, acquired, and approved permits for the project.

13. Grant funds may not be used to support ongoing efforts to comply with certain legal requirements or actions that were unanticipated, non-existent, or unknown to the Department at the time of this Agreement's execution, including regulatory and permit compliance requirements, non-compliance and citation fees, fees resulting from unanticipated permit conditions, settlement agreements, and compliance with formal or informal enforcement actions to resolve violations of applicable rules and statutes (including consent orders, Closed Without Official Enforcement agreements, and similar enforcement actions). Grant funds may be utilized to support ongoing efforts to comply with permit-required conditions, as approved by the Resilient Florida Program (e.g., pre-, during-, and post-construction monitoring and mitigation efforts).

Grants Funded with American Rescue Plan Act (ARPA) Funds

14. Match Expenditure Monitoring. For any match-funded deliverable(s) identified in Attachment 3, Grant Work Plan, not accepted by the Department by the Date of Expiration listed in Section 3 to the Standard Grant Agreement (as modified by any properly executed amendment(s), as applicable), the Grantee must submit Exhibit M, Match Expenditure Monitoring Form, to the Department prior to ARPA-funded grant closeout to identify all remaining deliverable(s) which are to be completed solely using Grantee match funding. Failure

to submit Exhibit M and all remaining Project deliverables to the Department, as well as meet the Match Requirements identified in Section 7 to Attachment 2, may hinder the Grantee's chances of receiving future grant awards from the Resilient Florida Program.

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
RESILIENT FLORIDA GRANT PROGRAM
EXHIBIT A
PROGRESS REPORT FORM

The current **Exhibit A, Progress Report Form** for the Resilient Florida Program grant agreements can be found on the Department's website at the link below. Each progress report must be submitted on the current form. The Department will notify grantees of any substantial changes to Exhibit A that occur during the grant agreement period.

https://floridadep.gov/Resilient-Florida-Program/Grants

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
RESILIENT FLORIDA GRANT PROGRAM
EXHIBIT C
PAYMENT REQUEST SUMMARY FORM

The current **Exhibit C, Payment Request Summary Form** for the Resilient Florida Program grant agreements can be found on the Department's website at the link below. Each payment request must be submitted on the current form. The Department will notify grantees of any substantial changes to Exhibit C that occur during the grant agreement period.

https://floridadep.gov/Resilient-Florida-Program/Grants

EXHIBIT F

DEP AGREEMENT NO. 25PLN18

CITY OF PALATKA COMPREHENSIVE VULNERABILITY ASSESSMENT

City of Palatka

Final Project Report

Insert Month & Year

This report is funded in part through a grant agreement from the Florida Department of Environmental Protection. The views, statements, findings, conclusions, and recommendations expressed herein are those of the author(s) and do not necessarily reflect the views of the State of Florida or any of its subagencies.

Part I. Executive Summary

Part II. Methodology

Part III. Outcome

Include the following: 1) evaluation of project's ability to meet goals and expected performance measures and provide explanation for why goals were not met, if applicable; 2) identify successful outcomes, areas for improvement, and quantifiable metrics (including the assigned metric in Exhibit A, if applicable) as a result of the project; and 3) final project photos, if an implementation construction project.

Part IV. Further Recommendations

Instructions for completing Exhibit F Final Project Report Form:

DEP AGREEMENT NO.: This is the number on your grant agreement.

GRANTEE NAME: Enter the name of the grantee's agency.

PROJECT TITLE: Enter the title shown on the first page of the grant agreement.

MONTH & YEAR: Enter month and year of publication

The final Project Report must contain the following sections: Executive Summary, Methodology, Outcome, and Further Recommendations. The Final Project Report must comply with the publication requirements in the grant agreement. Please limit the final project report to no more than five (5) pages. One electronic copy shall be submitted to the Department's Grant Manager for approval. Final payment will be held until receipt and approval of the Final Project Report.

Questions regarding completion of the Final Project Report should be directed to the Department's Grant Manager, identified in paragraph 18 of this agreement.

Florida Department of Environmental Protection

EXHIBIT G

PHOTOGRAPHER RELEASE FORM
FOR PHOTOGRAPHS, VIDEOS, AUDIO RECORDINGS AND ARTWORKS

DEP AGREEMENT NO: 25PLN18

RELEASE FORM FOR PHOTOGRAPHS, VIDEOS, AUDIO RECORDINGS AND ARTWORKS

Owner/Submitter's Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: ( ) _____ **Email:** _____

License and Indemnification

I certify that I am the owner of the photograph(s), video(s), audio recording(s) and/or artwork(s) being submitted and am eighteen (18) years of age or older.

I hereby grant to the Florida Department of Environmental Protection the royalty-free and non-exclusive right to distribute, publish and use the photograph(s), video(s), audio recording(s) and art work(s) submitted herewith (the "Work") to promote the Florida Department of Environmental Protection. Uses may include, but are not limited to:

1. Promotion of FDEP (including, but limited to publications, websites, social media venues, advertisements, etc.); and
2. Distribution to the media; and
3. Use in commercial products.

The Florida Department of Environmental Protection reserves the right to use/not use any Work as deemed appropriate by the Florida Department of Environmental Protection. No Work will be returned once submitted.

I hereby acknowledge that the Florida Department of Environmental Protection shall bear no responsibility whatsoever for protecting the Work against third-party infringement of my copyright interest or other intellectual property rights or other rights I may hold in such Work, and in no way shall be responsible for any losses I may suffer as a result of any such infringement; and I hereby represent and warrant that the Work does not infringe the rights of any other individual or entity.

I hereby unconditionally release, hold harmless and indemnify the Florida Department of Environmental Protection, its employees, volunteers, and representatives of and from all claims, liabilities and losses arising out of or in connection with the Florida Department of Environmental Protection's use of the Work. This release and indemnification shall be binding upon me, and my heirs, executors, administrators and assigns.

I have read and understand the terms of this release.

Owner signature: _____ **Date:** _____

Photo/video/audio/artwork/recording file name(s): _____

Location of photo/video/audio recording/artwork: _____

Name of person accepting Work submission _____

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
RESILIENT FLORIDA GRANT PROGRAM
CONTRACTUAL SERVICES CERTIFICATION

Exhibit H

Required for all grant agreements that include Contractual Services as an expenditure category.

DEP Agreement Number: 25PLN18

Project Title: City of Palatka Comprehensive Vulnerability Assessment

Grantee: City of Palatka

Subcontractor: _____

Note: Submit separate Exhibit H Certification for each additional subcontractor.

Prior to making a request for payment of contractual services, the Grantee must provide the following to the Department Grant Manager then responsible for the Grantee's Resilient Florida Grant Program grant agreement:

1. Documentation of the Grantee's procurement process, as consistent with Attachment 1, Paragraph 9(c) and Attachment 2, Paragraph 11;
2. A list of all subcontractor quote and/or bid amounts (as applicable), including the company name and address for each subcontractor;
3. An explanation of how and why the Grantee made their determination(s) for the subcontractor(s) selected to perform certain task(s) under the Grantee's relevant grant agreement;
4. A copy of the Grantee's executed subcontract agreement, as required by Attachment 2, Paragraph 11; and
5. This Exhibit H, signed and dated by the Grantee's own (non-Departmental) grant manager.

By signing below, I certify that, on behalf of the Grantee, I have provided all the information required by items 1. through 4. of this exhibit, as stated above, to the Department Grant Manager currently responsible for the Grantee's Resilient Florida Grant Program grant agreement. I also certify that the procurement process the Grantee utilized follows all of said Grantee's non-Departmental policies and procedures for subcontractors.

_____
Grantee's Grant Manager Signature

_____
Print Name

_____
Date

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
RESILIENT FLORIDA GRANT PROGRAM
EXHIBIT I
VULNERABILITY ASSESSMENT COMPLIANCE CERTIFICATION CHECKLIST

The current **Exhibit I, Vulnerability Assessment Compliance Certification Checklist,** for the Resilient Florida Program grant agreements can be found on the Department's website at the link below. The checklist must be submitted on the current form. The Department will notify grantees of any substantial changes to Exhibit I that occur during the grant agreement period.

https://floridadep.gov/Resilient-Florida-Program/Grants

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Advance Payment Terms

Exhibit E

1. Advance Payments.

a. The Grantee shall submit a written request on letterhead to the Department explaining the need for the advance payment and why the advance payment is in the best interest of the State. If the advance payment requested is beyond the expected cash needs of the entity for the initial three months of the Agreement, the Grantee must also request a waiver of this requirement by submitting a written request with justification on letterhead to the Department. Advance payment is subject to written approval from the State's Chief Financial Officer (CFO) and the Department.

b. The CFO may identify additional requirements that must be met in order for advance payment to be authorized. If additional requirements are imposed by the CFO, the Grantee shall be notified, in writing, by the Department's Grant Manager regarding the additional requirements. Prior to releasing any advanced funds, the Grantee shall be required to provide a written acknowledgement to the Department's Grant Manager of the Grantee's acceptance of the additional requirements imposed by the CFO for release of the funds.

c. If advance payment is authorized, the Grantee shall report, on a quarterly basis in conjunction with the Progress Report as required under in this Agreement, the amount of funds expended during the reporting period, the Agreement expenditures to date, and interest earned during the quarter, and clearly indicate the method for repayment of the interest to the Department. Expenditures shall be documented in accordance with the requirements for reimbursement identified below. Interest earned and method of repayment shall be reported on the **Advance Payment – Interest Earned Memorandum, Exhibit E1** below.

d. The Grantee must temporarily invest the advanced funds, and return any interest income to the Department, within thirty (30) days of each calendar quarter or apply said interest income against the Department's obligation to pay, if applicable, under this Agreement. Interest earned must be returned to the Department within the timeframe identified above or invoices must be received within the same timeframe that shows the offset of the interest earned.

e. Unused funds, and interest accrued on any unused portion of advanced funds that has not been remitted to the Department, shall be returned to the Department within sixty (60) days of Agreement completion.

f. If an advance payment is not approved by the CFO, the Grantee shall make its reimbursement requests in accordance with the reimbursement process described in Attachment 1, Standard Terms and Conditions.

EXHIBIT E1
Advanced Funds Expended and Interest Earned Memo

WHEN REPORTING OR REMITTING, PLEASE RETURN A COPY OF THIS REQUEST

TO: **Contract Manager Name**

FROM: Lydia L. Griffin, Bureau Chief
Bureau of Finance and Accounting

DATE: **MM/DD/YYYY**

SUBJECT: Advanced Funds for:
Agreement No.
Begin Date:

In accordance with Section 216.181(14)(b), Florida Statutes, the Department requires that advanced funds be deposited into an interest bearing account until all funds have been depleted. In order to update the status on the **unused portion of the advanced funds and/or interest due**, the following information is needed **no later than MM/DD/YYYY.**

Interest Due to DEP: Yes ☐ **No** ☐
(If No, Advanced Funds Recipient is required to report only the amount of Advanced Funds Expended or Returned to DEP.)

Project % of Completion as of **MM/DD/YY**: _____ Final Report: ☐ Yes or ☐ No

Project % of Completion as of **MM/DD/YY**: _____ Estimated Project Completion Date: _____

Initial advanced funds disbursed **MM/DD/YY** Cumulative amount of advanced funds $ _____

1 Advanced funds principal *expended* by contractor covering period of **MM/DD/YY to MM/DD/YY** $ _____

2 Advanced funds principal *returned* by contractor covering period of **MM/DD/YY to MM/DD/YY** $ _____

3 Advanced funds principal balance available on hand $ _____

4 Interest earned on advanced funds covering period of **MM/DD/YY to MM/DD/YY** $ _____

5 Amount of interest paid to DEP as of **MM/DD/YY** $ _____

6 Interest balance due to DEP as of **MM/DD/YY** $ _____

Project Management Certification:
By evidence of my signature below, the above information is true and correct. I have knowledge of the work performed and the advanced funds principal on hand is needed to complete the project(s) by the Estimated Project Completion Date.

_____ _____
DEP Grant Manager Printed Name Advanced Funds Recipient Printed Name

_____ _____
DEP Grant Manager Signature Date Advanced Funds Recipient Signature Date

DEP USE ONLY
Project Management Verification (please explain): _____

Thank you for your cooperation in providing the above information. If you have any questions, please contact the ***Contract Disbursements Section at (850) 245-2465,*** in the Bureau of Finance & Accounting.

INSTRUCTIONS TO COMPLETE THE ADVANCED FUNDS EXPENDED & INTEREST EARNED MEMO:

This form should be completed by the Advanced Funds Recipient in its entirety, signed and dated by the appropriate personnel and submitted each reporting period. Please ensure each field on the form is completed according to the guidance provided.

Percentage of Project Completion must be completed, indicating the percentage of progress for the current reporting period.

Estimated Project Completion Date must be completed, indicating the anticipated project completion date in the MM/DD/YYYY format.

The Final Report indicator (Yes or No) must be completed.

If the contract states that no interest is due, quarterly reporting of the expended advanced funds is still required. Lines 1, 2, and 3 must be completed.

In all cases the lines 1, 2, and 3 reported amounts are on a cash basis for the advanced funds principal. Do not include receivables, payables, or interest previously paid to DEP.

If the grant/contract requires quarterly accrued interest payments to DEP, the advanced funds recipient must complete lines 1 through 6 for each quarterly report. Payments of interest due to DEP shall be paid within the specifications of the grant/contract. Project Management Certification: This section is to be completed by the DEP Grant Manager and the Advanced Funds Recipient to certify that the information provided on this form is true and accurately reflects the status of the advanced funds received from the Department.

Project Management Verification: This section is to be completed by the DEP Grant Manager in providing the method used to verify that the information received from the Advanced Funds Recipient is true and accurately reflects the status of the advanced funds received from the Department.

ADOPT RESOLUTION 2025-R-35 Resolution of the City of Palatka authorizing the submission of a Hurricane Loss Mitigation Grant (HMLP) application to Florida Department of Emergency Services (FDEM) for City of Palatka tree trimming project for no less than $203,000; (100% grant funded);
ADOPT RESOLUTION 2025-R-35 AUTHORIZING THE SUBMISSION OF A HURRICANE LOSS MITIGATION GRANT (HMLP) APPLICATION TO FLORIDA DEPARTMENT OF EMERGENCY SERVICES (FDEM) FOR THE CITY OF PALATKA TREE TRIMMING PROJECT FOR NO LESS THAN $203,000;

STAFF REPORT

DATE: March 27, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The proposed application is part of a proactive strategy to mitigate tree-related hazards, thereby reducing both direct and indirect costs incurred by the City. By addressing potential threats in advance, the project aims to decrease the time, labor, and resources spent responding to issues that impact City roads and infrastructure.

BACKGROUND

The economic repercussions of storm-induced tree damage extend well beyond the immediate costs of repairs. Indirect expenses—including prolonged power outages, decreased property values, and potential injuries—underscore the necessity of investing in preventive maintenance measures. According to a study by the National Institute of Building Sciences (2018), every dollar spent on disaster mitigation can yield savings of up to six dollars in recovery costs. Historical data from the City of Palatka illustrate the financial burden associated with storm events:

• Hurricane Matthew: Approximately $159,327.68
• Hurricane Irma: Approximately $60,447.34
• Hurricane Ian: Approximately $68,151.18
• Hurricane Helene: Approximately $58,207.58
• Hurricane Milton: Approximately $62,467.58

PROJECT ANALYSIS

The project is designed to achieve the following:

• Procurement of Contractors: Engage specialized contractors to execute the necessary tree trimming and maintenance improvements.
• Risk Reduction for Utility Lines: Remove trees and limbs that pose a potential hazard to utility infrastructure.
• Mitigation of Hurricane Damage: Prevent the accumulation of fallen trees and limbs that can

weaken infrastructure and contribute to widespread debris distribution.
• Prevention of Environmental Contamination: Stop debris from being carried into natural waterways, thereby protecting environmental quality.
• Enhancement of Transportation Safety: Ensure that roads remain clear of tree debris or, at the very least, that debris removal times are minimized.
To achieve these objectives, the City of Palatka will implement the following measures:
• Tree Trimming on Public Property: Conduct systematic trimming of trees located on municipally owned property.
• Inspection and Mapping: Identify and map areas with a high potential for storm-induced tree damage to prioritize future maintenance efforts.
This project represents the initial phase of a broader, long-term initiative aimed at establishing a proactive tree maintenance program. Following the successful implementation of these measures, the City's Public Works Department will develop an action plan to ensure continued upkeep of areas susceptible to tree fall and debris accumulation, thereby mitigating future storm-related risks.

Staff Recommendation

Adopt Resolution 2025-R-35 AUTHORIZING THE SUBMISSION OF A HURRICANE LOSS MITIGATION GRANT (HMLP) APPLICATION TO FLORIDA DEPARTMENT OF EMERGENCY SERVICES (FDEM) FOR THE CITY OF PALATKA TREE TRIMMING PROJECT

ATTACHMENTS

1.	2025-R-35 HMLP TREE TRIMMING PROJECTS
2.	OS 2025 HLMP FORM

RESOLUTION NO. 2025-R-35

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE SUBMISSION OF A HURRICANE LOSS MITIGATION GRANT (HLMP) APPLICATION TO FLORIDA DEPARTMENT OF EMERGENCY SERVICES (FDEM) FOR CITY OF PALATKA TREE TRIMMING PROJECT FOR NO LESS THAN $203,000; (100% GRANT FUNDED); AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS, FDEM has made available to local governments' mitigation funding under Hurricane Loss Mitigation funds through section 215.555(7)(c), Florida Statutes; and

WHEREAS, the City of Palatka wishes to apply for funding to secure funding to mitigate wind damage through the City of Palatka Tree Trimming project; and

NOW THEREFORE, be it resolved as follows:

1. That the Mayor, City Manager and Grants Administrator are hereby authorized to submit an application to the FDEM HLMP Grant Application Cycle

2. That 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 will be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 27th day of March 2025.

CITY OF PALATKA

BY:_____
Its MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

_____
CITY ATTORNEY

OPPORTUNITY SUMMARY (OS)

Funding Opportunity Title:	**Hurricane Loss Mitigation Program (HLMP)**
Funding Opportunity Number:	
Funding Agency:	Federal Division of Emergency Management (FDEM)
Funding Instrument Type:	Mitigation Grant
Letter of Intent to Apply	Yes Due 2/21/25 5:00 pm (Completed)
Closing/Due Date for Applications:	**4/14/2025 5:00 pm**
Amount/Year and Number of Years:	Up to $250,000
Key Purpose: HLMP is a state funded mitigation grant program administered by the Florida Division of Emergency Management (FDEM). The legislature provides the Division with HLMP funds through section 215.555(7) (C), Florida Statutes. HLMP is a specialized, state funded mitigation program aimed at minimizing damage caused by Hurricanes. Provided by the Florida Hurricane Catastrophe Trust Fund, the program funds activities that promote structure and resiliency. This includes the following activities: • Residential / Non Residential Wind retrofit. • Tree Trimming or well thought out landscape hardening projects. • Property acquisition and demolition. • Localized flood risk reduction. • Waste water, reclamation, sewage, potable water lines hardening projects.	
Funder Priorities/Preferences:	Government entities (Cities and Counties)
Eligible Applicants: Domestic public and private nonprofit entities. For example: • State and local governments • Federally recognized American Indian/Alaska Native (AI/AN) tribes and tribal organizations • Urban Indian organizations • Public or private universities and colleges	
Target Population:	City/ County residents
Geographical Limitations:	City bounds
Anticipated Issuance of Notices of Award:	N/A
Anticipated Project Start Date	7/1/25
Anticipated Project End Date	6/30/26
Estimated Number of Awards:	Unknown
Administrative or Indirect Cost Allowed:	Unallowable
Cost Sharing/Match Required:	No
Key Requirements: • Must target critical infrastructure. • Must increase mitigation efforts. • Funidng is only up to 250K, but fully reimbursable. • Recipients must use SAMHSA's services grant funds primarily to support direct services.	

• Can be used to wrap around a current project as supplemental funding. • Must develop a behavioral health disparities impact statement no later than 60 days after your award.
Data and Performance: You must document your plan for data collection and reporting. Recipients will be required to report performance on measures such as the following: How many city residents are affected, environmental information and reviews, construction planning and completion, procurement, and project invoices. **Funding Restrictions:** • Only one project per County or City. • Cannot be used to fund equipment purchases. • Cannot be used to Work on non site built homes • Cannot be used to fund Generators or related wiring projects • Cannot be used to work on mobile or manufactured homes • Cannot be used to work on a portion of a structure connected to a non-mitigated surface (i.e. part of a duplex or building with connected covered walkways) • Cannot be used for preconstruction planning • Cannot be used for reconstruction and/or elevations • Cannot be used for dredging/ muck removal
Informational Webinar: None listed.
Previous Recipients in our Region: Fire Department and County
Application Links:

ADOPT RESOLUTION 2025-R-50 Authorizing the submission of a Non-Point Source Management Grant Application To Florida Department of Environmental Protection (FDEP) for City of Palatka's Septic To Sewer Project for no less than $100,000; (UP TO 40% MATCH/ 60% GRANT FUNDED)
ADOPT RESOLUTION 2025-R-50 AUTHORIZING THE SUBMISSION OF A NON POINT SOURCE MANAGEMENT GRANT APPLICATION TO FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP) FOR CITY OF PALATKA SEPTIC TO SEWER PROJECT

STAFF REPORT

DATE: March 27, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND
Funding addresses water pollution from nonpoint sources—which stem from widespread, diffuse origins such as septic tank runoff—is managed by the Nonpoint Source Management Program. Unlike point-source pollution from industrial or wastewater treatment facilities, nonpoint source pollution is linked to land use activities and is harder to trace and regulate.

PROJECT ANALYSIS
Project is still being crafted, and is awaiting engineer guidance and cost estimate.

Staff Recommendation
ADOPT RESOLUTION 2025-R-50 AUTHORIZING THE SUBMISSION OF A NON POINT SOURCE MANAGEMENT GRANT APPLICATION

ATTACHMENTS

1.	2025-R-50 Non Point Source Septic to Sewer project
2.	OS 2025 NONPOINT SOURCE FORM

RESOLUTION NO. 2025-R-50

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE SUBMISSION OF A NON POINT SOURCE MANAGEMENT GRANT APPLICATION TO FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP) FOR CITY OF PALATKA SEPTIC TO SEWER PROJECT FOR NO LESS THAN $100,000; (UP TO 40% MATCH/ 60% GRANT FUNDED); AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS, FDEP has made available to local governments'; and

WHEREAS, the City of Palatka wishes to apply for funding to secure funds to transition septic users to City sewer; and

NOW THEREFORE, be it resolved as follows:

1. That the Mayor, City Manager and Grants Administrator are hereby authorized to submit an application to the NON POINT SOURCE MANAGEMENT Grant Application Cycle

2. That 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 will be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 27th day of March 2025.

CITY OF PALATKA

BY:_____
Its MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

_____
CITY ATTORNEY

OPPORTUNITY SUMMARY (OS)

Funding Opportunity Title:	**Nonpoint Source Management Grants**
Funding Opportunity Number:	
Funding Agency:	Florida Department of Environmental Protection (DEP)
Funding Instrument Type:	Environmental Conservation Grant (State Funds & Federal 319 Funds) **Department determines the funding type based on project and funding availability**
Letter of Intent to Apply	N/A
Closing/Due Date for Applications:	**3/31/25 by 5:00 pm**
Amount/Year and Number of Years:	$8 mil available (No min or max funding caps, most awards range between $5,000- $1 mil) **State Funded (State Water Quality Assistance Grants):** Dispersed over 3 **Federally-Funded Projects (319 Grant):** Dispersed over 3 years

Key Purpose: Nonpoint Source Management Grants fund stormwater treatment projects aimed at reducing or eliminating nonpoint source nutrient pollution in verified impaired waterbodies, particularly those ready for immediate implementation. Funding is also available for best management practices (BMPs) to address nonpoint source pollution, public education programs to prevent pollution and septic-to-sewer on private property.

The program administers both the Federal Clean Water Act Section 319(h) grants administered through the Environmental Protection Agency (also known as "319 Grants") and the State Water-quality Assistance Grants (also known as "SWAG"). The goal of these grants is to reduce nonpoint source pollution from land use activities.

This includes the following activities:

- Demonstration and evaluation of Best Management Practices (BMPs).
- Nonpoint source pollution reduction in priority watersheds (e.g., areas with water quality restoration plans).
- Green stormwater infrastructure and low-impact development for stormwater.
- Groundwater protection from nonpoint sources.
- Public education programs on nonpoint source management (319 Grant only).
- Septic-to-sewer projects (319 Grant only).
    - Examples include lateral connections to sewer mains, installation of grinder pumps/stations on private property and abandonment of septic systems contributing to pollution.

The proposed project will be categorized into ***one*** of the following categories:

1. Stormwater Treatment;
2. Agricultural BMP;
3. Onsite Sewage Treatment and Disposal Systems (OSTDSs or "septic systems");
4. Water Quality Monitoring Only (*of installed nonpoint source BMPs);*
5. Nonpoint Source Education Only;

6. Hydrologic Restoration; or
7. Other Water Quality.

Funder Priorities/Preferences:	Nonpoint Source contamination
Eligible Applicants: • Government Entities • Special Districts • Water Management Districts • Other State Agencies • Public Universities/ Colleges • National Estuary Programs	
Target Population:	City/ County residents
Geographical Limitations:	City bounds
Anticipated Issuance of Notices of Award:	State Funds (State Water Quality Assistance Grants): State Funded: After July 1 (the start of FLs Fiscal Year) Federally-Funded Projects (319 Grant): Submitted to EPA in the spring and awarded the following summer/fall.
Anticipated Project Start Date	Determined by funding type
Anticipated Project End Date	Determined by funding type
Estimated Number of Awards:	Approximately 8-16
Administrative or Indirect Cost Allowed:	Unallowable
Cost Sharing/Match Required:	State- Funded Projects: No match is required, but local cost share is a consideration for selection. Federally-Funded Projects (319h Grants): Typically require a 40% non-federal match, meaning Section 319(h) funding should not exceed 60% of total project costs. Match dollars can be counted from July 1 of the awarded federal Fiscal Year. A Clean Water State Revolving Fund (CWSRF) loan can be the match, but no other federal funding may be used towards fulfilling legally required match.

Key State Funding Requirements:

- This funding is intended for "shovel ready" capital improvement construction projects treating waters not attaining standards (i.e., impaired).

Key Federal Funding Requirements:

- The grant stipulates that a minimum of 50% (~$3 million) of the state's grant funds must go towards projects that implement adopted EPA-approved nine element Watershed Based Plans (WBPs), e.g., Basin Management Action Plans (BMAPs) or Reasonable Assurance Plans (RA Plans). The remaining 50% or less of the funding is not limited to projects that implement the BMAPs but are mostly used by

the state administratively to run the grant program, therefore these funds are more limited for project use.
Data and Performance: You must document your plan for data collection and reporting. Recipients will be required to report performance on measures such as the following: How many city residents are affected, environmental information and reviews, construction planning and completion, procurement, and project invoices. **Funding Restrictions Federally-Funded Projects (319 Grant):** • Cost Reimbursement program. **Restrictions under the Clean Water Act include:** • "No pipes or ditches" - Section 319(h) Funds cannot be used for projects classified as "point sources" under section 502(14) of the Clean Water Act. • Projects required under an MS4 permit are not eligible for federal funding unless they go beyond permit requirements. • Funded projects must undergo an evaluation of effectiveness. For structural construction projects, this typically involves water quality monitoring of the installed BMPs to verify pollutant load reductions. For nonstructural projects (e.g. educational program implementation), this can involve tracking of behavior change and validation of knowledge gained by outreach to the target audience(s). • Cannot use another federal source of funding to match (no double dipping) • Clean Water State Revolving Fund (CWSRF) loan as match
Informational Webinar: None listed.
Previous Recipients in our Region: UNKNOWN
Application Links: **Grants | Water Quality Dashboard**

Regular Business B
Riverfront Equipment Replacement
Staff Presentation

The riverfront Playground equipment needs replacing. The existing equipment is 7 years old and made of wood and has begun to rot, creating a safety hazard to our citizens. In keeping with the natural look, I'm suggesting we replace all the wood equipment with natural colored aluminum. Natural colored Aluminum will last 3 to 4 times as long as natural wood. I'm suggesting we replace the worst of the equipment, (Which has already been removed.) This year. We did budget for this phase of the project in this year's budget.

Staff Recommendation: That we proceed with the procurement process with commission recommendations.

CITY of Palatka

Riverfront Park ~ Phase 1

Palatka, FL

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Riverfront Park ~ Phase 1

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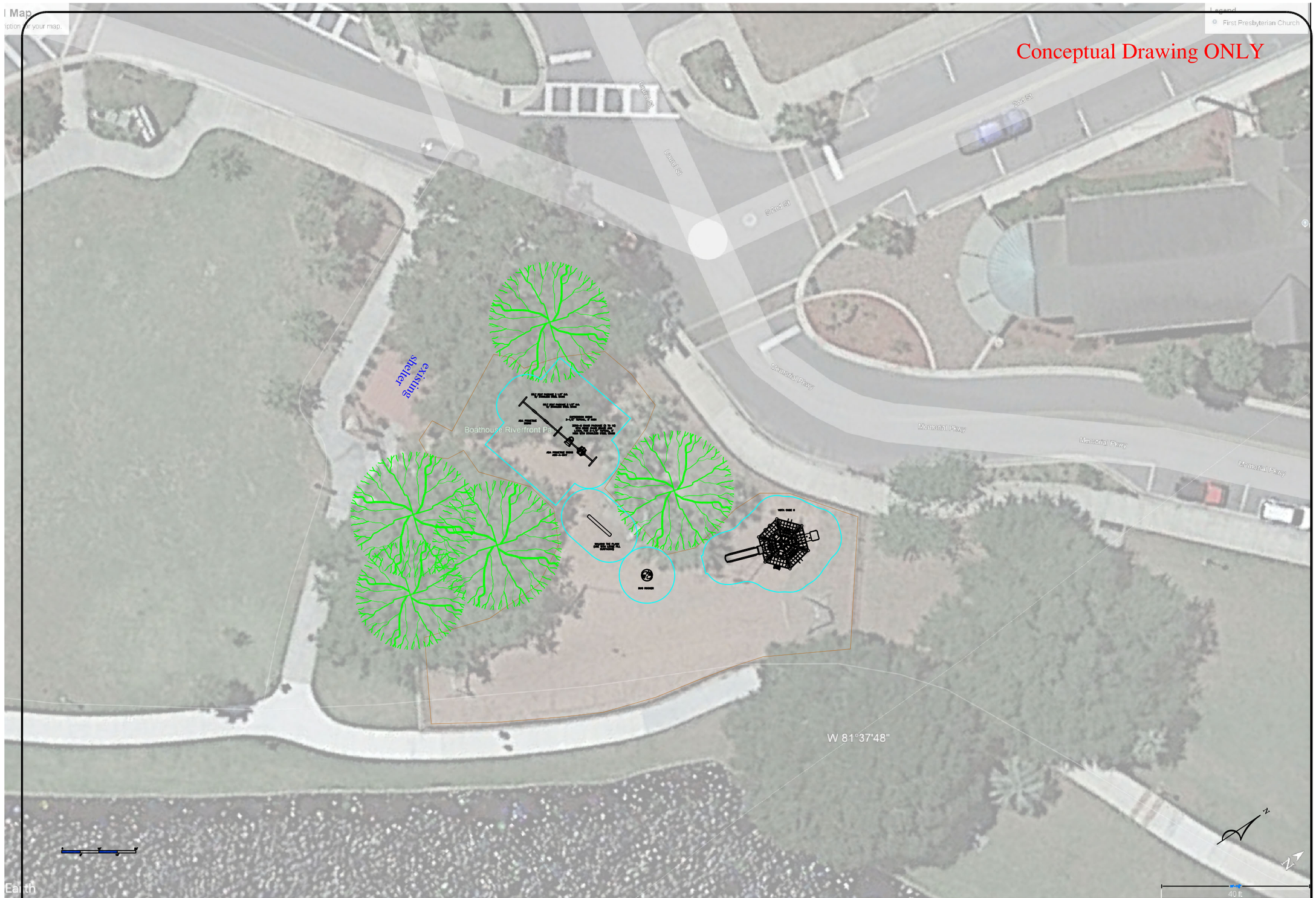

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ISO 14001 CERTIFIED

150 PlayCore Drive SE
Fort Payne, AL 35967
www.gametime.com

Riverfront Park
Phase 1
City of Palatka
Representative
DRP

This play equipment is recommended for children ages
5-12

Minimum Area Required:
see drawing
Scale: NTS
This drawing can be scaled only when in an 36" x 48" format

IMPORTANT: Soft resilient surfacing should be placed in the use zones of all equipment, as specified for each type of equipment, and at depths to meet the critical fall heights as specified by the U.S. consumer Product Safety Commission, ASTM standard F 1487 and Canadian Standard CAN/CSA-Z-614

Drawn By:
gw
Date:
02/13/2025
Drawing Name:
RIverfront Pk pase I

GameTime
c/o Dominica Recreation Products, Inc.
P.O. Box 520700
Longwood, FL 32752-0700
800-432-0162 * 407-331-0101
Fax: 407-331-4720
www.playdrp.com

02/13/2025
Quote #
107572-01-01

Riverfront Park ~ Phase 1

City of Palatka
Attn: Joe Verrechio
1010 Ocean St
Palatka, FL 32177
United States
Phone: 386-329-0107 Ext. 356
jverrechio@palatka-fl.gov

Ship to Zip 32177

Quantity	Part #	Description	Unit Price	Amount
		- *Site access for construction equipment and staging area must be provided by owner.* Removal and disposal of existing equipment, borders, hill slide, concrete / PIP, footers and EWF by owner. Safety as needed by owner.		
1	7332SP	GameTime - VISTA CUBE 6	$55,101.00	$55,101.00
1	6377	GameTime - Duo Rocker	$3,206.00	$3,206.00
1	8662	GameTime - Walking The Plank	$2,646.00	$2,646.00
1	12583	GameTime - Ada Primetime Swing Frame, 3 1/2" Od	$1,952.00	$1,952.00
2	SS8910	GameTime - Belt Seat 3 1/2" /8' W/Clevis	$448.00	$896.00
1	12584	GameTime - Ada Primetime Swing Aab, 3 1/2" Od	$1,208.00	$1,208.00
1	SS8558	GameTime - 3 1/2" Zero-G Chair (5-12)-Stainless	$909.00	$909.00
1	5128	GameTime - Expression Swing 3 1/2" X 8'	$2,017.00	$2,017.00
1	Sealed	5-Star Plus - Signed/Sealed FBC 2023 8th Edition Building Code Drawings	$1,350.00	$1,350.00
1	INSTALL	5-Star Plus - Five Star Plus Playground Installation Services- *Performed by a Certified Installer, includes meeting and unloading delivery truck, signed completion forms, site walkthrough, and 3-Year Labor Warranty!*	$22,235.00	$22,235.00
1	Permits	5-Star Plus - Building Permits- *Estimated Costs of Permits plus Time. If actual permit fees are significantly higher or lower, final invoice will be adjusted accordingly. If additional time spent acquiring permits, due to lack of information from owner, final invoice to be adjusted.* ***Survey & Siteplan are to be provided by the owner for the permit application. Correct legal address will be required.***	$1,500.00	$1,500.00
			Sub Total	$93,020.00
			Discount	($5,325.96)
			Freight	$4,817.51
			Total	**$92,511.55**

This quote was prepared by Gina Wilson, Vice President / Senior Project Manager.
For questions or to order please call - 800-432-0162 ext. 101 ginaw@gametime.com

All pricing in accordance with Omnia Partners / U.S. Communities Contract #2017001134.
All terms in the Omnia Partners / U.S. Communities Contract take precedence over terms shown below.
For more information on the Omnia Partners / U.S. Communities contract please visit Omnia Partners Public Sector GameTime

GameTime
c/o Dominica Recreation Products, Inc.
P.O. Box 520700
Longwood, FL 32752-0700
800-432-0162 * 407-331-0101
Fax: 407-331-4720
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02/13/2025
Quote #
107572-01-01

Riverfront Park ~ Phase 1

Permits are not included in cost, unless specifically listed in pricing. If permits are required Signed/Sealed drawings are needed and are also not included unless specifically listed in pricing. Any costs for muncipal permits, paid by installer, will be charged back to the owner. Adding permits to any job will increase the length of completion, expect total time to be about **150 days**, after receipt of Site Plan from owner/customer (this is not due to manufacturing but rather the permit process at the muncipality level). It is expected that the **owner will provide approved site plans** of the area for the permit office, and will help and assist in the securing of all required approvals before assembly of equipment can begin. Installer cannot provide site plans. **The permit process can not begin until appropriate and current site plans are provided by owner.** If there are no current surveys or site plans available, the owner may be required to obtain a new survey for the permit. This is the responsibility of the owner to obtain. If additional permitting requirements are needed during the process, those will be added and billed accordingly, i.e. soil density test, formed footers, etc.

Payment Terms: Governmental Purchase Order.
Purchases in excess of $1,000.00 to be supported by your written purchase order made out to GameTime.
Net 30 days subject to approval by GameTime Credit Manager. A completed Credit Application and Bank Reference Authorization, must be received with the order. The decision on credit is the sole discretion of GameTime/PlayCore. A 1.5% per month finance charge will be imposed on all past due accounts.
Multiple Invoices: Invoices will be generated upon services rendered. When equipment ships it will be invoiced seperately from installation and/or other services. Terms are Net 30 for each individual invoice.
This Quotation is subject to policies in the current GameTime Park and Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment.
Pricing: Firm for 60 days from date of quotation.
Shipment: F.O.B. factory, order shall ship within 120 days after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of payment.
Taxes: State and local taxes will be added at time of invoicing, if not already included, unless a tax exempt certificate is provided at the time of order entry.
Exclusions: Unless specifically discussed, this quotation excludes all sitework and landscaping; removal of existing equipment; acceptance of equipment and off-loading; lift gate delivery; storage of goods prior to installation; security of equipment (on site and at night); equipment assembly and installation; safety surfacing; borders; drainage; signed/sealed drawings; or permits.

Installation Terms: Shall be by a Certified Installer. The installer is an indepedent installer and not part of PlayCore, GameTime, nor Dominica Recreation Products. If playground equipment, installer will be NPSI and Factory Trained and Certified. Unless otherwise noted, installation is based on a standard installation consistent with GameTime installation sheets and in suitable soil with a sub-base that will allow proper playground installation. Drainage is not part of our scope of work unless otherwise noted. Customer shall be responsible for scheduling and coordination with the installer. Site should be level and allow for unrestricted access of trucks and machinery. Customer shall also provide a staging and construction area. Installer not responsible for sod replacement or damage to access path and staging area. Customer shall be responsible for unknown conditions such as buried utilities, tree stumps, rock, or any concealed materials or conditions that may result in additional labor or material costs. Customer will be billed hourly or per job directly by the installer for any additional costs that were not previously included.

ORDER INFORMATION

Bill To: _____ Ship To: _____

Contact: _____ Contact: _____

Address: _____ Address: _____

Address: _____ Address: _____

City, State, Zip: _____ City, State, Zip: _____

Tel: _____ Fax: _____ Tel: _____ Fax: _____

SALES TAX EXEMPTION CERTIFICATE #: _____ (PLEASE PROVIDE A COPY OF CERTIFICATE)

GameTime
c/o Dominica Recreation Products, Inc.
P.O. Box 520700
Longwood, FL 32752-0700
800-432-0162 * 407-331-0101
Fax: 407-331-4720
www.playdrp.com

02/13/2025
Quote #
107572-01-01

Riverfront Park ~ Phase 1

Acceptance of quotation:

Accepted By (printed): _____ P.O. No: _____

Signature: _____ Date: _____

Title: _____ Phone: _____

E-Mail: _____ Purchase Amount: **$92,511.55**

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Riverfront Park ~ Phase 2

Palatka, FL

drp Dominica Recreation Products
www.playdrp.com

Riverfront Park ~ Phase 2

Palatka, FL

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Playpalette: Bloom Bay

2/13/25

Intellectual property of GameTime, a PlayCore Company. The site shown in rendering is an interpretation and may not reflect exact site conditions.

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Riverfront Park ~ Phase 2

Palatka, FL

drp Dominica Recreation Products

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Playpalette: Bloom Bay

2/13/25

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Riverfront Park ~ Phase 2

Palatka, FL

drp Dominica Recreation Products

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Riverfront Park ~ Phase 2

Palatka, FL

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Riverfront Park ~ Phase 2

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Riverfront Park ~ Phase 2

Palatka, FL

GameTime
A PLAYCORE Company
www.gametime.com

drp Dominica Recreation Products
www.playdrp.com

Riverfront Park ~ Phase 2

Palatka, FL

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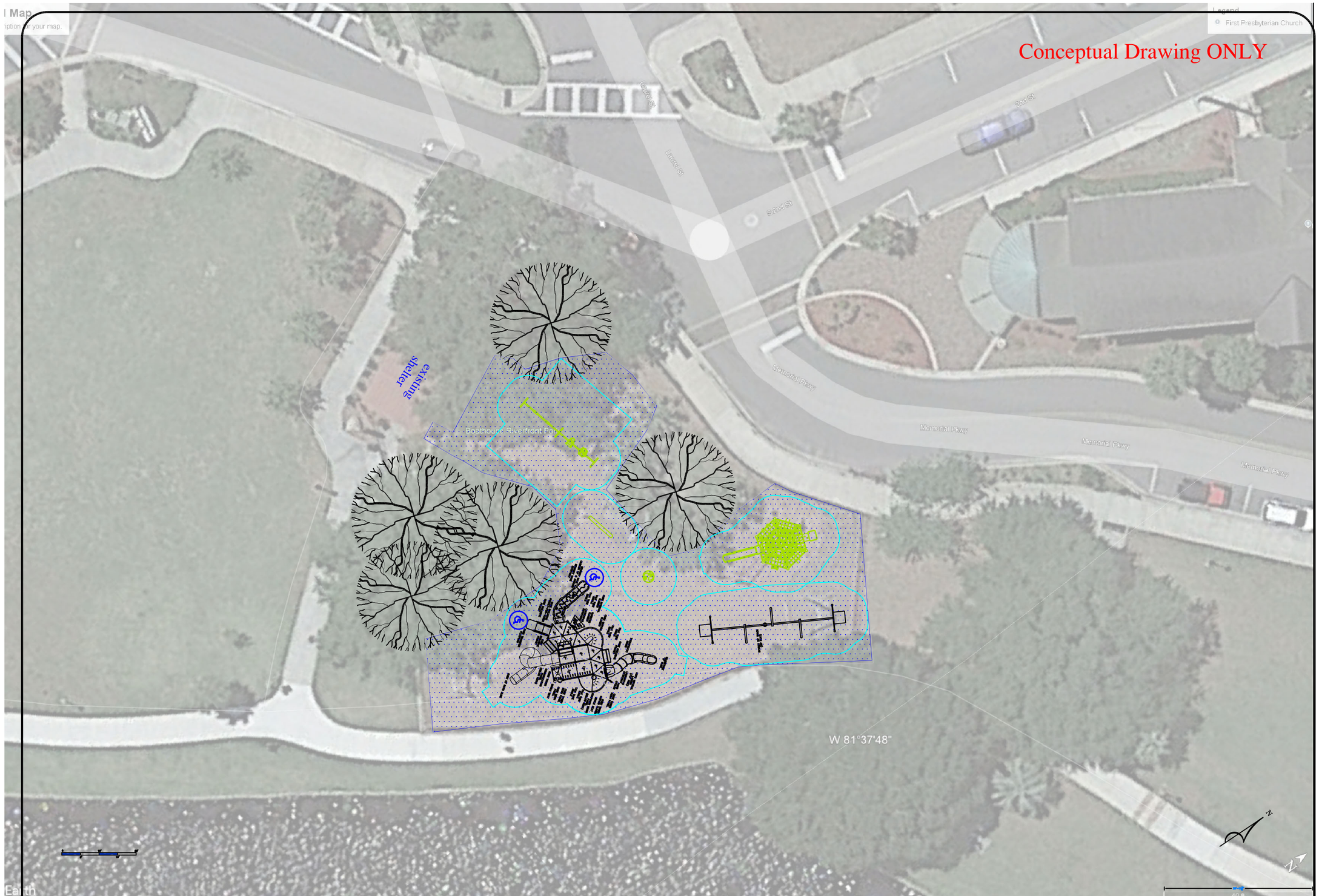


GameTime
A PLAYCORE Company

ISO 9001 CERTIFIED

150 PlayCore Drive SE
Fort Payne, AL 35967
www.gametime.com

Riverfront Park
Phase 2
City of Palatka
Representative
DRP

This play equipment is recommended for children ages
5-12

Minimum Area Required:
see drawing
Scale: NTS
This drawing can be scaled only when in an 36" x 48" format

IMPORTANT: Soft resilient surfacing should be placed in the use zones of all equipment, as specified for each type of equipment, and at depths to meet the critical fall heights as specified by the U.S. consumer Product Safety Commission, ASTM standard F 1487 and Canadian Standard CAN/CSA-Z-614

Drawn By:
gw
Date:
02/13/2025
Drawing Name:
RIverfront Pk pase 2

GameTime
c/o Dominica Recreation Products, Inc.
P.O. Box 520700
Longwood, FL 32752-0700
800-432-0162 * 407-331-0101
Fax: 407-331-4720
www.playdrp.com

02/13/2025
Quote #
107572-02-01

Riverfront Park ~ Phase 2

City of Palatka
Attn: Joe Verrechio
1010 Ocean St
Palatka, FL 32177
United States
Phone: 386-329-0107 Ext. 356
jverrechio@palatka-fl.gov

Ship to Zip 32177

Quantity	Part #	Description	Unit Price	Amount
		- *Site access for construction equipment and staging area must be provided by owner.*		
6500	Digout	5-Star Plus - Digout/Sitework of area (per sq. ft.)- *Spoils to be left on site, unless noted below*	$1.90	$12,350.00
6500	Spoils	5-Star Plus - Removal/Disposal from Site the Spoils from Digout	$1.75	$11,375.00
370	Curb	GT-Impax - Concrete Curb (ln. ft.)- *Not Reinforced* Existing sidewalk to be use as well for a flush edge installation of PIP safety surfacing.	$47.56	$17,597.20
6500	Crush	GT-Impax - Crushed & Compacted Stone Sub-Base (sq. ft.)- *Installed per specification of Unitary Surfacing requirements.*	$6.16	$40,040.00
6500	Poured-8	GT-Impax - Poured Rubber Surfacing - 8' -12' fall heights- *50% Standard Color - Aromatic Binder - 3.75"- 4.75" Thick with 1/2" EPDM wear course cap - 5-year warranty*	$29.33	$190,645.00
1	91778	GameTime - SkyRun Zip Track 35 - Zip Seat	$17,586.00	$17,586.00
1	RDU	GameTime - Dallas Dazzler - Tower System	$177,599.46	$177,599.46
1	Sealed	5-Star Plus - Signed/Sealed FBC 2023 8th Edition Building Code Drawings	$1,350.00	$1,350.00
1	INSTALL	5-Star Plus - Five Star Plus Playground Installation Services- *Performed by a Certified Installer, includes meeting and unloading delivery truck, signed completion forms, site walkthrough, and 3-Year Labor Warranty!*	$62,475.00	$62,475.00
1	Permits	5-Star Plus - Building Permits- *Estimated Costs of Permits plus Time. If actual permit fees are significantly higher or lower, final invoice will be adjusted accordingly. If additional time spent acquiring permits, due to lack of information from owner, final invoice to be adjusted.* ***Survey & Siteplan are to be provided by the owner for the permit application. Correct legal address will be required.***	$1,500.00	$1,500.00
			Sub Total	$532,517.66
			Discount	($67,677.49)
			Freight	$11,912.29
			Total	**$476,752.46**

This quote was prepared by Gina Wilson, Vice President / Senior Project Manager.
For questions or to order please call - 800-432-0162 ext. 101 ginaw@gametime.com

All pricing in accordance with Omnia Partners / U.S. Communities Contract #2017001134.
All terms in the Omnia Partners / U.S. Communities Contract take precedence over terms shown below.
For more information on the Omnia Partners / U.S. Communities contract please visit Omnia Partners Public Sector GameTime

GameTime
c/o Dominica Recreation Products, Inc.
P.O. Box 520700
Longwood, FL 32752-0700
800-432-0162 * 407-331-0101
Fax: 407-331-4720
www.playdrp.com

02/13/2025
Quote #
107572-02-01

Riverfront Park ~ Phase 2

Permits are not included in cost, unless specifically listed in pricing. If permits are required Signed/Sealed drawings are needed and are also not included unless specifically listed in pricing. Any costs for muncipal permits, paid by installer, will be charged back to the owner. Adding permits to any job will increase the length of completion, expect total time to be about **150 days**, after receipt of Site Plan from owner/customer (this is not due to manufacturing but rather the permit process at the muncipality level). It is expected that the **owner will provide approved site plans** of the area for the permit office, and will help and assist in the securing of all required approvals before assembly of equipment can begin. Installer cannot provide site plans. **The permit process can not begin until appropriate and current site plans are provided by owner.** If there are no current surveys or site plans available, the owner may be required to obtain a new survey for the permit. This is the responsibility of the owner to obtain. If additional permitting requirements are needed during the process, those will be added and billed accordingly, i.e. soil density test, formed footers, etc.

Payment Terms: Governmental Purchase Order.
Purchases in excess of $1,000.00 to be supported by your written purchase order made out to GameTime.
Net 30 days subject to approval by GameTime Credit Manager. A completed Credit Application and Bank Reference Authorization, must be received with the order. The decision on credit is the sole discretion of GameTime/PlayCore. A 1.5% per month finance charge will be imposed on all past due accounts.
Multiple Invoices: Invoices will be generated upon services rendered. When equipment ships it will be invoiced seperately from installation and/or other services. Terms are Net 30 for each individual invoice.
This Quotation is subject to policies in the current GameTime Park and Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment.
Pricing: Firm for 60 days from date of quotation.
Shipment: F.O.B. factory, order shall ship within 120 days after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of payment.
Taxes: State and local taxes will be added at time of invoicing, if not already included, unless a tax exempt certificate is provided at the time of order entry.
Exclusions: Unless specifically discussed, this quotation excludes all sitework and landscaping; removal of existing equipment; acceptance of equipment and off-loading; lift gate delivery; storage of goods prior to installation; security of equipment (on site and at night); equipment assembly and installation; safety surfacing; borders; drainage; signed/sealed drawings; or permits.

Installation Terms: Shall be by a Certified Installer. The installer is an indepedent installer and not part of PlayCore, GameTime, nor Dominica Recreation Products. If playground equipment, installer will be NPSI and Factory Trained and Certified. Unless otherwise noted, installation is based on a standard installation consistent with GameTime installation sheets and in suitable soil with a sub-base that will allow proper playground installation. Drainage is not part of our scope of work unless otherwise noted. Customer shall be responsible for scheduling and coordination with the installer. Site should be level and allow for unrestricted access of trucks and machinery. Customer shall also provide a staging and construction area. Installer not responsible for sod replacement or damage to access path and staging area. Customer shall be responsible for unknown conditions such as buried utilities, tree stumps, rock, or any concealed materials or conditions that may result in additional labor or material costs. Customer will be billed hourly or per job directly by the installer for any additional costs that were not previously included.

Unitary Surfacing Notes : The installer of the Unitary Surfacing (Poured, Bonded, Turf, Tiles) is not the same installer of the playground equipment. However, your certified equipment installer will coordinate the timing of the unitary surfacing installation, but more than likely they will not be on-site at the time. They will continue to be your contact should you have any questions. Security is needed to protect surfacing at night or after installation as the product set. Normally it is not needed or a concern, however in some areas additional security is needed to prevent vandalism. **Security is not included.** Vandalism will be the responsible of the owner.

ORDER INFORMATION

Bill To: _____ Ship To: _____

Contact: _____ Contact: _____

Address: _____ Address: _____

Address: _____ Address: _____

City, State, Zip: _____ City, State, Zip: _____

Tel: _____ Fax: _____ Tel: _____ Fax: _____

SALES TAX EXEMPTION CERTIFICATE #: _____ (PLEASE PROVIDE A COPY OF CERTIFICATE)

GameTime
c/o Dominica Recreation Products, Inc.
P.O. Box 520700
Longwood, FL 32752-0700
800-432-0162 * 407-331-0101
Fax: 407-331-4720
www.playdrp.com

02/13/2025
Quote #
107572-02-01

Riverfront Park ~ Phase 2

Acceptance of quotation:

Accepted By (printed): _____ P.O. No: _____

Signature: _____ Date: _____

Title: _____ Phone: _____

E-Mail: _____ Purchase Amount: **$476,752.46**

DISCUSSION/DIRECTION - Request permission to utilize Carr St to S. 13th St. as a detour. Discussion/Direction

STAFF REPORT

DATE: March 27, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

Request to utilize Carr St., from Crill Ave To, S. 13th Street, to Crill while working on removing the exit from Crill Ave on the corner connecting Crill and Morris St.

PROJECT ANALYSIS

Staff Recommendation

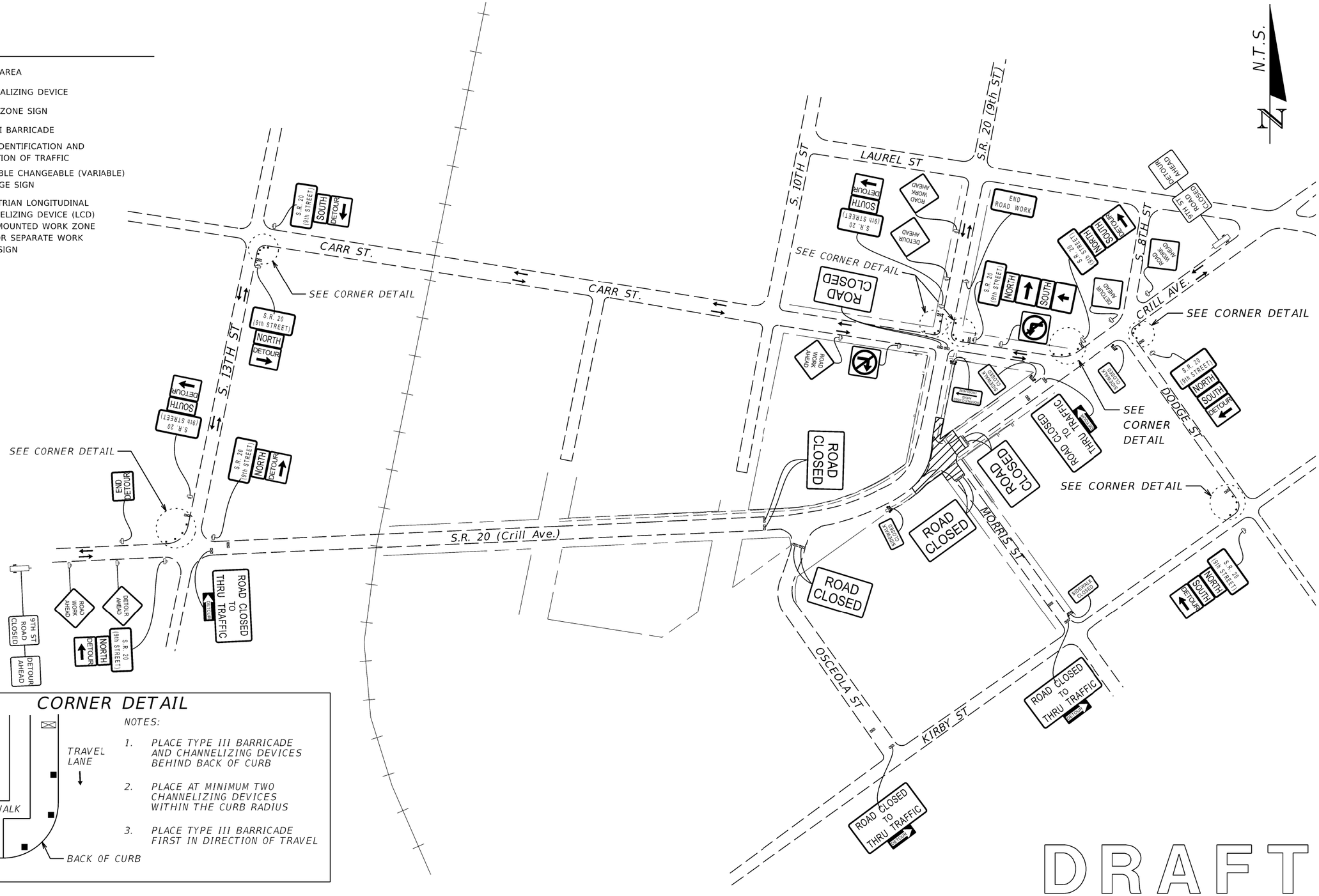
Approve Detour

ATTACHMENTS

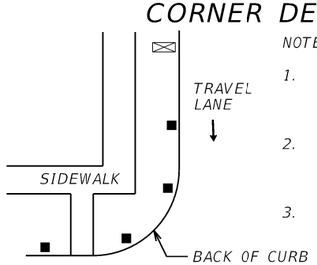
1.	Draft Crill Ave. Detour Plan

LEGEND

- WORK AREA
- CHANNALIZING DEVICE
- WORK ZONE SIGN
- TYPE III BARRICADE
- LANE IDENTIFICATION AND DIRECTION OF TRAFFIC
- PORTABLE CHANGEABLE (VARIABLE) MESSAGE SIGN
- PEDESTRIAN LONGITUDINAL CHANNELIZING DEVICE (LCD) WITH MOUNTED WORK ZONE SIGN OR SEPARATE WORK ZONE SIGN



CORNER DETAIL



NOTES:

1. PLACE TYPE III BARRICADE AND CHANNELIZING DEVICES BEHIND BACK OF CURB
2. PLACE AT MINIMUM TWO CHANNELIZING DEVICES WITHIN THE CURB RADIUS
3. PLACE TYPE III BARRICADE FIRST IN DIRECTION OF TRAVEL

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

ENGINEER OF RECORD

JUSTIN W. GARLAND, P.E.
LICENSE NUMBER: 88021
FDOT D2 PLEMO
1109 SOUTH MARION AVENUE
LAKE CITY, FL 32025-5874

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

ROAD NO.	COUNTY	FINANCIAL PROJECT ID
SR 20	PUTNAM	428797-3-52-01

TEMPORARY TRAFFIC CONTROL PLAN

SHEET NO.
TTCP Detour-1

THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE DIGITALLY SIGNED AND SEALED UNDER RULE 61G15-23.004, F.A.C.

C:\projects\FDOT\428797-3-52-01\Roadway\TCPLRD01.dgn : TTCP DETOUR-1 pd201jg 3/18/2025 2:18:29 PM

DISCUSSION/DIRECTION - Fireworks for the Blue Crab Festival to be included in the Island Outdoor Management Inc. DBA North Florida Pyrotechnics contract for an additional $12,000 to be paid by the City.
DISCUSSION/DIRECTION - Fireworks for the Blue Crab

STAFF REPORT

DATE: March 27, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Community Affairs is requesting that Ryan Allen who we have used in the past for previous events, also do the fireworks for the Blue Crab Festival to be paid by the city.

BACKGROUND

Ryan Allen with North Florida Pyrotechnics, in good faith, has offered to do the Blue Crab for 12k to present a 12-minute show for almost half the cost of a normal firework show.

PROJECT ANALYSIS

The Community Affairs director will present it to the Commissioners for approval.

Staff Recommendation

Approve the proposal to have fireworks for the Blue Crab Festival.

ATTACHMENTS

1.	North Florida Pyrotechnics
2.	Power Point for Fireworks
3.	North Florida Pyrotechnics Display Agreement - Blue Crab 2025

NorthFloridaPyrotechnics

North Florida Pyrotechnics
805 Arthur Moore Drive
Green Cove Springs, Florida 32043
904-333-6622
Info@nfpyro.com

Fireworks Display Agreement

This Agreement is entered into on this date set forth below by and between Island Outdoor Management Inc. DBA North Florida Pyrotechnics, hereinafter referred to as "North Florida Pyrotechnics and City of Palatka Florida referred to as "Client". For and in consideration of covenants by and between the parties hereinafter set forth the parties do hereby agree as follows:

1) North Florida Pyrotechnics shall produce for the Client, a Twelve- Minute aerial fireworks "Display" located at Palatka Riverfront Park for for Juneteenth Thursday June 19th, 2025. Friday June 19th 2026, a Twenty-Minute Aerial Fireworks Display for Independence Day Friday July 4th. 2025, Saturday July 4th. 2026 and a Twelve- Minute Aerial Fireworks Display for the 2025 and 2026 Palatka Jingle Jam. An alternate date, acceptable to both, shall be used if the original firing dates and times stated above are canceled due to inclement weather conditions.
2) North Florida Pyrotechnics shall produce the Display as a service to the Client. North Florida Pyrotechnics shall provide the materials, equipment, labor, permits, and insurance as required by law and/or deemed necessary by North Florida Pyrotechnics for the successful completion of the Display. North Florida Pyrotechnics shall not sub-contract any portion of this contract to a third party.
3) Client agrees, at its own expense, to provide North Florida Pyrotechnics with a suitable site to stage the Display, which must be clear of any and all people, vehicles, North Florida Pyrotechnics will provide barges, tow vehicles to stage the fireworks displays for Juneteenth and Jingle Jam. For July 4th. North Florida Pyrotechnics will rent a 130' barge and tug from Mobro Marine for the larger Twenty-Minute Display. Palatka will provide river patrol to help mitigate boat traffic away from the fallout zone for each event.
4) North Florida Pyrotechnics shall not fire the Display if the wind speed exceeds twenty miles per hour; or if so, instructed not to by the local authority having jurisdiction; or, if the unplanned proximity of people or property should enter the Display site. North

Florida Pyrotechnics shall attempt to fire the Display at such time as conditions warrant a safe Display. There shall be no refund for effects not fired after arrival on Display site by North Florida Pyrotechnics.

5) North Florida Pyrotechnics agrees to indemnify, defend and hold Client harmless from all claims and suits made against the Client in conjunction with the Display. North Florida Pyrotechnics agrees to provide liability insurance coverage in the amount of $1,000,000.00 for bodily injury and property damage this indemnity and insurance covers the operations of North Florida Pyrotechnics only and does not extend to any other aspect of the event at which this Display shall be held. North Florida Pyrotechnics shall list Client, Landowners, Sponsors and Authority having jurisdiction as an additional insured on Its insurance policies. Should the Client fail to perform its obligations as set forth herein, Client agrees, to the extent allowed by law, to indemnify, defend and hold North Florida Pyrotechnics harmless.
6) Client shall have the option to cancel the Display at any time. If Client cancels the display prior to 10 days before the Display date, Client agrees to pay liquidated damages, 50% of the Display price. If Client cancels the event less than 10 days prior to the Display date, Client agrees to pay to North Florida Pyrotechnics as liquidated damages, 50% of the Display price and all costs incurred to that date by North Florida Pyrotechnics if the Display is postponed or rescheduled due to inclement weather or a burn ban prior to arrival to the Display site, Client will allow 50% deposit of 50% of the display price to be used for future date not to exceed 365 days past the original scheduled date and all costs incurred to that date including, but not limited to, permits, insurance, preparation labor, design per diems, etc. will be an additional charge. If the Display is canceled, for any reason, once it is installed at the Display site, The Client shall forfeit 100% of the Display cost, and fully payment shall be due immediately.
7) Client may elect to set an alternate Display date if needed. This date must be established at the time of this Agreement being signed and agreed upon by the Client. The date must fall within 365 days of the original Display date. The display location may not be changed. Client agrees to pay any additional fee equal to one tenth (1/10) of the total Display cost listed below to cover additional labor, permit and equipment fees. This amount is due on the rainout date.
8) This contract shall be governed by the laws of the State of Florida. It is agreed that any court of competent jurisdiction within Clay County, Florida shall be proper venue for an action. Should such action be brought to enforce or interpret the terms or provisions of this Agreement, each party shall bear its own attorney fees and costs.
9) Nothing in this Agreement shall be construed as forming a partnership, joint venture agency or any form of legal relationship, other than contractual, between North Florida Pyrotechnics and the Client. Neither party shall be held responsible for their own separate debts and obligations.
10) Client agrees that in the event North Florida Pyrotechnics breaches this Agreement or is otherwise negligent in performing the Display provided for herein, Client shall not be entitled to recover monetary damages from North Florida Pyrotechnics beyond the amount Client agreed to pay under this Agreement. Client shall not, under any circumstances, be entitled to recover any consequential damages from North Florida Pyrotechnics.
11) This Agreement shall be binding on the parties and on their heirs, administrators, Executors, successors, and assigns.
12) Island Outdoor Management, Inc. DBA North Florida Pyrotechnics is a Florida Corporation. Federal ID number is 82-4670600.
13) North Florida Pyrotechnics shall produce all three Displays for $52,000.00 It is agreed that the client shall pay North Florida Pyrotechnics in the amount of $26,000.00 as a partial payment due by February 1st of each contract year. The balances will be paid as

follows $7,000.00 by June 19th. $12,000.00 by July 4th. And $7,000.00 on or before Jingle Jam. And any additional expenses incurred at the Client's request, shall be paid to North Florida Pyrotechnics for each Contract Year Prior to Setup and fire. Any dishonored payment shall constitute breach of this Agreement.

14) In case of substantial change in the price of materials, labor, Insurance, regulations or supply chain beyond 10% (Jointly or individually) Both parties agree to negotiate and endeavor to reach agreement in good faith regarding the adjustment (increase) to the supply price.

Signed by:_____ Signed by:_____

Date:_____ Date:_____

Staff Report
Agenda Item
Agenda Item Name

- Staff Report Header
  - Community Affairs is requesting a contract be in place for annual fireworks with Island Outdoor Management Inc. DBA North Florida Pyrotechnics for Juneteenth, 4th of July, Jingle Jam.

- Application Request
  - Ryan Allen with North Florida Pyrotechnics has proposed a contract for three city events at a discounted price. What would normally cost us anywhere from $19-$21,000 would now only cost us around $17,000 for an 11-minute show.

- Background
  - Fireworks for 3 events at 11-minutes for each event.

CITY of Palatka

Staff Report
Agenda Item
Agenda Item Name

- Background, continued

- Project Analysis
  - The special events director has met with the event coordinator and agrees that the request is ideal and benefits the city. The Community Affairs Director will present it to the Commissioners for approval.

- Staff Recommendation
  - Community Affaris recommends we Adopt this Resolution

CITY of Palatka

NorthFloridaPyrotechnics

North Florida Pyrotechnics
805 Arthur Moore Drive
Green Cove Springs, Florida 32043
904-333-6622
Info@nfpyro.com

Fireworks Display Agreement

This Agreement is entered into on this date set forth below by and between Island Outdoor Management Inc. DBA North Florida Pyrotechnics, hereinafter referred to as "North Florida Pyrotechnics and City of Palatka Florida referred to as "Client". For and in consideration of covenants by and between the parties hereinafter set forth the parties do hereby agree as follows:

1) North Florida Pyrotechnics shall produce for the Client, a Twelve- Minute aerial fireworks display for The Palatka Blue Crab Festival Saturday May 24th 2025 at 9:15PM. An alternate date, acceptable to both, shall be used if the original firing dates and times stated above are canceled due to inclement weather conditions
2) North Florida Pyrotechnics shall produce the Display as a service to the Client. North Florida Pyrotechnics shall provide the materials, equipment, labor, permits, and insurance as required by law and/or deemed necessary by North Florida Pyrotechnics for the successful completion of the Display. North Florida Pyrotechnics shall not sub-contract any portion of this contract to a third party.
3) Client agrees, at its own expense, to provide North Florida Pyrotechnics with a suitable site to stage the Display, which must be clear of any and all people, vehicles, North Florida Pyrotechnics will provide barges, tow vehicles to stage the fireworks displays. Palatka will provide river patrol to help mitigate boat traffic away from the fallout zone for each event.
4) North Florida Pyrotechnics shall not fire the Display if the wind speed exceeds twenty miles per hour; or if so, instructed not to by the local authority having jurisdiction; or, if the unplanned proximity of people or property should enter the Display site. North Florida Pyrotechnics shall attempt to fire the Display at such time as conditions warrant a safe Display. There shall be no refund for effects not fired after arrival on Display site by North Florida Pyrotechnics.

5) North Florida Pyrotechnics agrees to indemnify, defend and hold Client harmless from all claims and suits made against the Client in conjunction with the Display. North Florida Pyrotechnics agrees to provide liability insurance coverage in the amount of $1,000,000.00 for bodily injury and property damage this indemnity and insurance covers the operations of North Florida Pyrotechnics only and does not extend to any other aspect of the event at which this Display shall be held. North Florida Pyrotechnics shall list Client, Landowners, Sponsors and Authority having jurisdiction as an additional insured on Its insurance policies. Should the Client fail to perform its obligations as set forth herein, Client agrees, to the extent allowed by law, to indemnify, defend and hold North Florida Pyrotechnics harmless.
6) Client shall have the option to cancel the Display at any time. If Client cancels the display prior to 10 days before the Display date, Client agrees to pay liquidated damages, 50% of the Display price. If Client cancels the event less than 10 days prior to the Display date, Client agrees to pay to North Florida Pyrotechnics as liquidated damages, 50% of the Display price and all costs incurred to that date by North Florida Pyrotechnics if the Display is postponed or rescheduled due to inclement weather or a burn ban prior to arrival to the Display site, Client will allow 50% deposit of 50% of the display price to be used for future date not to exceed 365 days past the original scheduled date and all costs incurred to that date including, but not limited to, permits, insurance, preparation labor, design per diems, etc. will be an additional charge. If the Display is canceled, for any reason, once it is installed at the Display site, The Client shall forfeit 100% of the Display cost, and fully payment shall be due immediately.
7) Client may elect to set an alternate Display date if needed. This date must be established at the time of this Agreement being signed and agreed upon by the Client. The date must fall within 365 days of the original Display date. The display location may not be changed. Client agrees to pay any additional fee equal to one tenth (1/10) of the total Display cost listed below to cover additional labor, permit and equipment fees. This amount is due on the rainout date.
8) This contract shall be governed by the laws of the State of Florida. It is agreed that any court of competent jurisdiction within Clay County, Florida shall be proper venue for an action. Should such action be brought to enforce or interpret the terms or provisions of this Agreement, each party shall bear its own attorney fees and costs.
9) Nothing in this Agreement shall be construed as forming a partnership, joint venture agency or any form of legal relationship, other than contractual, between North Florida Pyrotechnics and the Client. Neither party shall be held responsible for their own separate debts and obligations.
10) Client agrees that in the event North Florida Pyrotechnics breaches this Agreement or is otherwise negligent in performing the Display provided for herein, Client shall not be entitled to recover monetary damages from North Florida Pyrotechnics beyond the amount Client agreed to pay under this Agreement. Client shall not, under any circumstances, be entitled to recover any consequential damages from North Florida Pyrotechnics.
11) This Agreement shall be binding on the parties and on their heirs, administrators, Executors, successors, and assigns.
12) Island Outdoor Management, Inc. DBA North Florida Pyrotechnics is a Florida Corporation. Federal ID number is 82-4670600.
13) North Florida Pyrotechnics shall produce the display for $11,000.00 It is agreed that the client shall pay North Florida Pyrotechnics in the amount of $5,500.00 as a partial payment at agreement The balance Day of the Show. And any additional expenses incurred at the Client's request, shall be paid to North Florida Pyrotechnics for each Contract Year Prior to Setup and fire. Any dishonored payment shall constitute breach of this Agreement.

14) In case of substantial change in the price of materials, labor, Insurance, regulations or supply chain beyond 10% (Jointly or individually) Both parties agree to negotiate and endeavor to reach agreement in good faith regarding the adjustment (increase) to the supply price.

Signed by:_____ Signed by:_____

Date:_____ Date:_____

Ordinance 2025-1 Rezoning property at the intersection of Saint Johns Ave. and Zeagler from single family residential (R-1) to multi-family residential (R-3) Parcel No. 10-10-26-0000-0200-0050. (Second Reading)

STAFF REPORT

DATE: March 27, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request is for rezoning one parcel of approximately 4.23 acres at the intersection of Saint Johns Avenue and Zeagler Drive with a Planned Unit Development (PUD) overlay. The request is to change the existing zoning from Single-Family Residential (R-1) to Multi-Family Residential (R-3). The parcel is proposed to be developed for 68 townhomes.

Public notice issued by the city included legal advertisement in the *Palatka Daily News*, property posting, and mailed notices to property owners within 150 feet of the subject property.

BACKGROUND

The property is within the city limits of Palatka and currently vacant, semi-wooded with no existing structures. The proposed 68 townhouses will be connected to municipal water and sewer available nearby.

The area contains multi-family housing, 18 single family home cul de sac subdivision, an approved multi-family residential Planned Unit Development (The Cottages), along with medical facilities and uses.

On Janaury 7, 2025, the Planning Board approved the rezoning and Planned Unit Development overlay.

PROJECT ANALYSIS

Please see staff report attached

Staff Recommendation

Staff recommends the request to rezone from City of Palatka Single-Family Residential (R-1) to City of Palatka Multiple-Family Residential (R-3) with a Planned Unit Development (PUD) overlay, be **approved** for the above parcel with the following conditions:

- All utilities must be located underground, per Section 94-233(f) of the City of Palatka municipal code.
- All vehicular parking associated with the development comply with the City of

Palatka, Article V, “Off-Street Parking and Loading” and an accommodation of (1) one (guest) vehicular parking space per (5) five units.

- A traffic study or letter from a certified traffic engineer or other transportation professional be submitted to the city regarding vehicular ingress and egress of the proposed development site.

ATTACHMENTS

1.	Staff Report (8)
2.	xOrd 25- reZoning PB 24-23 Cypress
3.	site plan 010725
4.	Business Impact Estimate - ORD 25-01

Case PB 24-23 – Request to Rezone 4.23 acres with a PUD Overlay at 10-10-26-0000-0200-0050
Address: Unassigned (Intersection of Saint Johns Avenue and Zeagler Drive)
Applicant: Palmetto Palatka Land Trust
Agent: Christine Towers

STAFF REPORT

DATE: January 7, 2025

TO: City Planning Board

FROM: Planning Director

APPLICATION REQUEST

Request is for rezoning one parcel of approximately 4.23 acres at the intersection of Saint Johns Avenue and Zeagler Drive with a Planned Unit Development (PUD) overlay. The request is to change the existing zoning from Single-Family Residential (R-1) to Multi-Family Residential (R-3). The parcel is proposed to be developed for 68 townhomes.

Public notice issued by the city included legal advertisement in the *Palatka Daily News*, property posting, and mailed notices to property owners within 150 feet of the subject property.

Background

The property is within the city limits of Palatka and currently vacant, semi-wooded with no existing structures. The proposed 68 townhouses will be connected to municipal water and sewer available nearby.

The area contains multi-family housing, 18 single family home cul de sac subdivision, a new multi-family residential Planned Unit Development (construction underway), along with medical facilities and uses. See Table 1.

	Actual Use	FLUM	ZONING
Property Existing	Vacant	City of Palatka Residential Low Density (RL)	City of Palatka Single family Residential (R-1)
North	Woodland Point Apartment Complex, and Palatka Center for Rehabilitation and Healing (across Saint Johns Ave)	City of Palatka Residential High Density (RH)	City of Palatka Commercial Intensive (C-2); Multi-family Residential (R-3)
South	Foxwood Lane Subdivision	City of Palatka Residential Low (RL)	City of Palatka Residential, Single Family (R-1)
East	Fresenius Kidney Care	City of Palatka Residential High (RH)	City of Palatka Multi-family Residential (R-3)

	Palatka, and Kiva-Palatka Assisted Living		
West	“The Cottage at Saint Johns”	City of Palatka Residential High (RH)	City of Palatka Multi-family Residential (R-3)

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

Zoning Change Analysis

Figure 3. Existing Zoning

Figure 4. Proposed Zoning

Section 94-38(f)(1) of the Palatka Code of Ordinances requires that the report and recommendations of the Planning Board to the City Commission as required by subsection 94-38(e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:

a. *Whether the proposed change is in conformity with the Comprehensive Plan:*
   Response: The subject property currently has Single Family Residential (R-1) classification. The subject property is adjacent to City of Palatka Multiple-Family Residential (R-3) zoning to the west and east. Foxwood Lane, a single-family residential, cul-de sac subdivision is located south of the subject parcel. The surrounding properties are developed as residential and medical uses. The change to a multiple-family residential (R-3) use zoning category will not have an adverse impact on the residential properties around it.

b. *The existing land use pattern.*
   Response: The existing land use pattern in this area is a mix of commercial and residential. The proposed zoning change will further the multiple-family character to the west (The Cottages) and to the north (Woodland Point Apartments) of the subject parcel.

c. *Possible creation of an isolated district unrelated to adjacent and nearby districts*.
   Response: The proposed zoning change will not be isolated; there are adjacent multiple-family residential dwelling units to the north and west of the subject property.

d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.*

Response: The subject parcel is proposed to be developed as townhouses. This has the potential to increase population by 2.28 persons per household, or a potential total of 155 persons. The City of Palatka water and wastewater treatment plants both have available capacity to serve these townhouses. There will be an impact on traffic in the local area. There may be an additional impact on school population. It is the expectation that stormwater will be managed pending submittal of a site plan.

e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.*
Response: The proposed rezoning will be in concert with the existing zoning districts to the west, north, and east on properties within the city limits. There is a mix of residential and commercial zoning categories in the area, as well as medical uses.

f. *Whether changed or changing conditions make the passage of the proposed amendment necessary.*
Response: More opportunities for housing will be created within the City of Palatka with a rezoning and development.

g. *Whether the proposed change will adversely influence living conditions in the neighborhood.*
Response: Additional vehicular traffic will be created with the proposed 68-unit townhouse development on the parcel. Pending submittal of the site plan, stormwater will be managed on site. The homes will be connected to public water and sewer.

h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.*
Response: Access to the proposed townhouses would be on Zeagler Drive. If approved, the 68-townhomes would have some impact on traffic. Staff would request the developer submit a traffic study as part of the approval for new multi-family residential development.

i. *Whether the proposed change will create a drainage problem.*
Response: The annexation and the proposed development project are not anticipated to cause a drainage issue. The applicant must address stormwater runoff in the submittal of a site plan as noted in the me municipal code section “Buffering and Screening Requirements” §94-300(c)(4).

j. *Whether the proposed change will seriously reduce light and air to adjacent areas.*
Response: The proposed future development resulting from the annexation will not seriously reduce light and air to the adjacent properties. The maximum structure height for R-3 is 65-feet.

k. *Whether the proposed change will adversely affect property values in the adjacent areas.*
Response: The construction of new residences should have a positive impact on property values.

l. *Whether the proposed change will be a deterrent to the improvement of adjacent property in accord with existing regulations.*
Response: The proposed use exists on properties to the west and north (across St Johns Ave). An 18-Single Family residential/cul-de sac subdivision is located on the adjacent property to the south. Constructing residential units on the subject parcel at the same density as the surrounding areas to the west and north should not be a deterrent to the improvement of adjacent properties.

m. *Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.*
Response: The proposed change is in accordance with standard Urban Planning practice, in alignment with surrounding land uses and furthers the use of existing public infrastructure, there would be no special privilege to an individual nor a negative effect on the public welfare.

n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning.*
Response: The property is currently zoned single-family residential; per the city zoning ordinance, a multi-family zoning classification is needed to construct townhomes on this property.

The proposed zoning classification is consistent with the existing zoning of adjacent properties and is compatible with surrounding uses.

o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city.*
Response: The immediate area is comprised of multiple-family residential and medical orientated in nature. The multi-family residential use already exists or is permitted on adjacent surrounding properties. The proposed use would not be out of scale with the neighborhood or the city of Palatka.

p. Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.
Response: It is not impossible, but the purpose of this request is to construct additional housing units within the city limits and to connect to water and sewer services.

q. The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district.
Response: Not applicable.

Planned Unit Development

The intent of the Planned Unit Development is to:
(1) Encourage the development of large tracts of land as planned neighborhoods or communities.
(2) Encourage flexible and creative concepts of site planning.
(3) Preserve the natural amenities of the land by encouraging scenic and functional open areas within residential areas.
(4) Accomplish a more desirable environment than would be possible through the strict application of minimum requirements of this chapter.
(5) Provide for an efficient use of land resulting in smaller networks of utilities and streets and thereby lower development and housing costs.
(6) Provide an environment of stable character compatible with surrounding residential areas.
(7) Encourage a variety of housing types within the planned development in an orderly relation to one another and to existing land uses, with due regard to the comprehensive plan for the city.

Section 94-233 of the Zoning Code set forth the development standards which must be applied to any PUD application:

a.- Unity: A parcel which is proposed for a planned unit development shall be in single ownership or control.
Response: Palmetto Palatka Land Trust is the owner of the property. The application is in compliance with this standard.

b.- Maximum density: The maximum density of a planned unit development shall not exceed that allowed in the district within which the planned unit development is approved.
Response: The underlying zoning district designated is Multi-Family Residential (R-3) which allows a maximum density of 18 dwelling units per acre. Based on R-3 zoning classification, the maximum density for the property is 81.9 dwelling units. The proposed residential development consists of 68 dwelling units on 4.55 acres yielding a gross density of 14.95 units per acre which is below the maximum allowed. The application is in compliance with this standard.

c.- Access: Every dwelling unit or other permitted use in the planned unit development shall have access to a public street either directly or via an approved private road, pedestrian way, court or other area dedicated to public or private use, or common element guaranteeing access. Permitted uses are not required to front on a dedicated public road.
Response: The site plan submitted depicts each dwelling unit fronting a proposed 35-foot width private internal road that connects to Zeagler Drive. The application is in compliance with this standard.

d.- Internal lots and frontage: Within the boundaries of the planned unit development, no minimum lot size, minimum yards, or maximum height of structures shall be required.
Response: The applicant is proposing a Lot area of 1.02-acres, with 25-ft minimum front setback, 15-ft rear setback, and 10-ft minimum side setback. The maximum height for any structure is noted at 60-ft. The application is in compliance with this standard.

e.-Open space requirements: There shall be no minimum open space requirement for planned unit development; however, each planned unit development proposed within the City of Palatka must include provisions for open space, with particular reference to the preservation of natural features indigenous to the site. For purpose of this section, neither waters of the St. Johns River or land or waters bodies located off-site shall be included in determining open space.
Response: The site plan shows 0.40 acre “Pond and Park Parcel” located within in maintenance easement along the southern boundary of the site. This maintenance easement acts as a buffer between the development and the existing single family subdivision. The applicant notes the Detention

Pond/Recreation area shall also serve as Open Space and shall be maintained in Perpetuity by the Homeowners Association. The application is in compliance with this standard.

f.- Underground utilities: Within a planned unit development, all utilities, including telephone, television cable and electrical systems shall be installed underground, applicable only for new construction. Appurtenances to these systems which require aboveground installation must be effectively screened, and thereby may be excepted from this requirement. Primary facilities providing services to the site of the planned unit development may be excepted.
Response: The applicant notes all Lots shall have electrical power provided b the City of Palatka or other such electrical provider. It is anticipated that overhead lines from St. Johns Avenue and Zeagler Drive will be the connection for such electrical lines. There shall be no underground electric lines located in the proposed Access Road. Telephone and cable may be provided by other third-party providers which shall be accessed from St. Johns. Ave or Zeagler Drive. Per §94-233(f), within a PUD, all utilities including telephone, television cable and electoral systems shall be installed underground. Appurtenances to these systems which require aboveground installation must be effectively screened, and thereby may be excepted from this requirement. Primary facilities providing service to the site of the PUD may be expected. The application is not in compliance.

g.- Off-street parking requirements: Off-street parking requirement for uses withing a planned unit development shall be as provided in Article V of the City of Palatka municipal code.
Response: The submitted site plan does not clearly depict parking spaces nor indicate the number of spaces provided. However, the applicant intends for each new townhome (unit) will be accommodated with two vehicular parking spaces, thus providing for the minimum of 136 spaces, as required in Section 94-262 of the Code. Further, staff believes there should be an additional condition stipulated regarding the accommodation of guest parking; staff recommends (1) one parking space per (5) five units. The application is not in compliance.

h.- Minimum living area for dwelling units: 500 square feet
Response: The applicant states that the proposed development will meet the minimum living area, and therefore will be in compliance with this requirement.

Unified Control

Section 94-234 of the Code requires that the entire development site be under the legal control of the applicant. It also requires that the legal counsel representing the applicant provide opinion stating that developer has the right to impose all covenants and conditions upon the land. All documents and evidence of unified control submitted must be examined by the city attorney who must certify that the documents meet the requirements of this section.

The proposed development consists of 68 townhomes at gross density of 16.07 units per acre, and will add 68 dwelling units to the City of Palatka. Using a projected persons per household of 2.28, this equates to a projected population of 155 persons.

PB 24-23 Staff Recommendation

1. Staff recommends the request to rezone from City of Palatka Single-Family Residential (R-1) to City of Palatka Multiple-Family Residential (R-3) with a Planned Unit Development (PUD) overlay, be **approved** for the above parcel with the following condition

    - All utilities must be located underground, per Section 94-233(f) of the City of Palatka municipal code.
    - All vehicular parking associated with the development comply with the City of Palatka, Article V, “Off-Street Parking and Loading” and an accommodation of (1) one (guest) vehicular parking space per (5) five units.

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL 32177

ORDINANCE NO. 25-01

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM CITY OF PALATKA SINGLE FAMILY RESIDENTIAL (R-1) TO CITY OF PALATKA MULTIPLE FAMILY RESIDENTIAL (R-3) FOR THE FOLLOWING PROPERTY AT THE INTERSECTION OF SAINT JOHNS AVENUE AND ZEAGLER DRIVE, PALATKA, FL 32177, PT OF NW1/4 OF NW1/4 OR493, P1163 PARCEL 10-10-26-0000-0200-0050, PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the City of Palatka Building and Zoning Department on behalf of the owner of said property: Palmetto Palatka Land Trust, for certain amendment to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on January 7, 2025, and two public hearings before the City Commission of the City of Palatka on March 13, 2025, and March 27, 2025, and

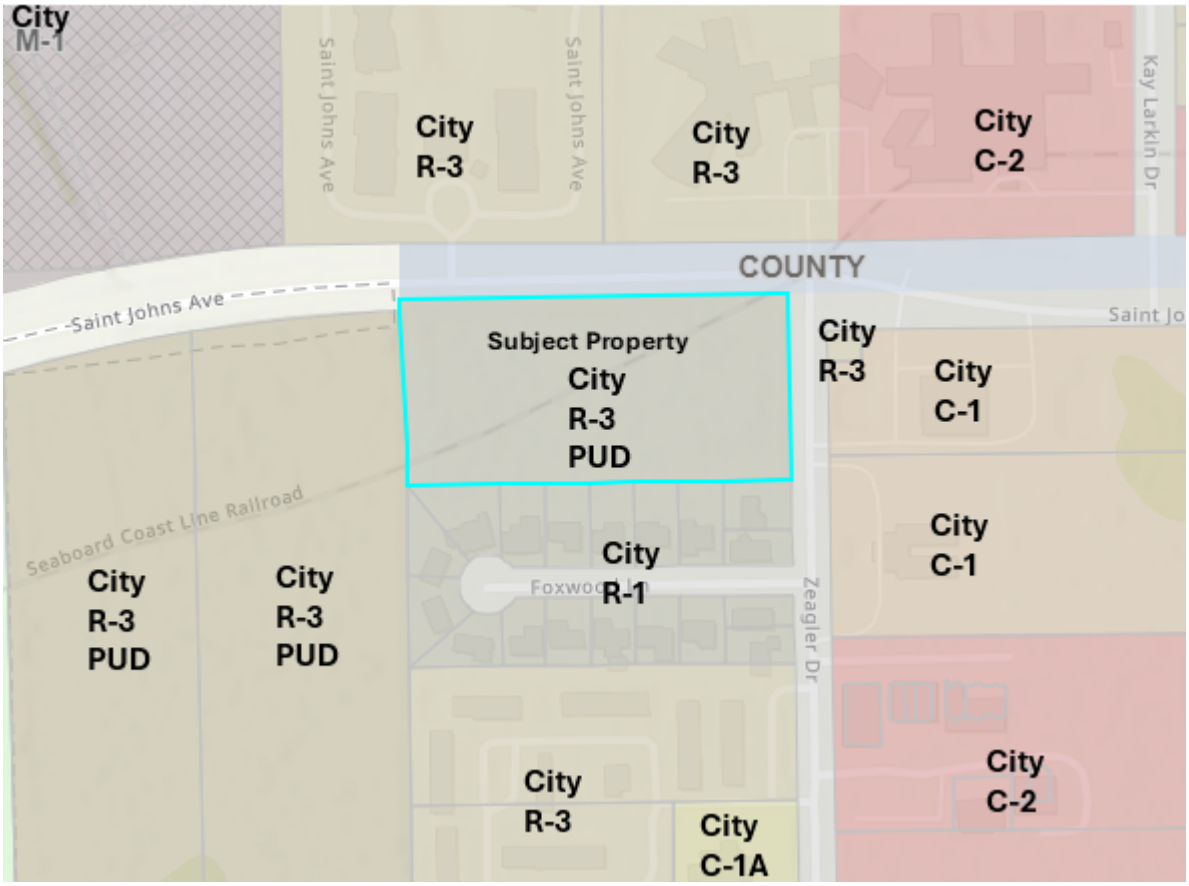
WHEREAS, the City Commission of the City of Palatka has determined that said amendment should be adopted.

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:

Section 1. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described property from the present zoning classification of City of Palatka Single-Family Residential (R-1) to City of Palatka Multiple-Family Residential (R-3) classification.

DESCRIPTION OF PROPERTY:

PT OF NW1/4 OF NW1/4 OR493, P1163, AT INTERSECTION OF SAINT JOHNS AVENUE AND ZEAGLER DRIVE
Putnam County Property Appraiser's Parcel No.: 10-10-26-0000-0200-0050



Section 2. To the extent of any conflict between the terms of this ordinance and the terms of any ordinance previously passed or adopted, the terms of this ordinance shall supersede and prevail.

Section 3. This Ordinance shall become effective immediately upon its final passage by the City Commission.

Section 4. SCRIVENER'S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 13th day of March 2025.

PASSED AND ADOPTED on the second reading by the City Commission of the City of Palatka, Florida, this 27th day of March 2025.

CITY OF PALATKA

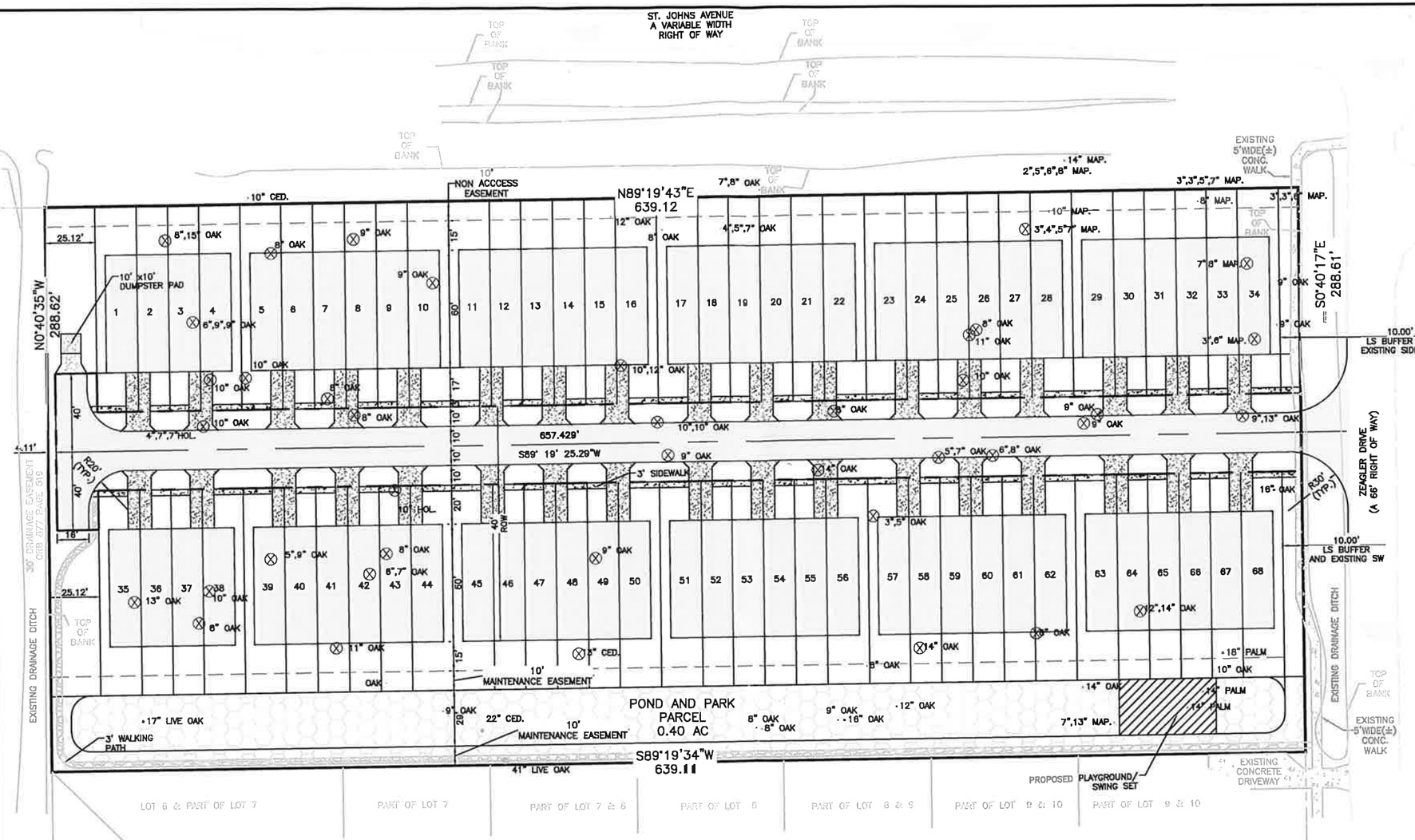
By:_____
Its MAYOR

ATTEST:

_____
City Clerk

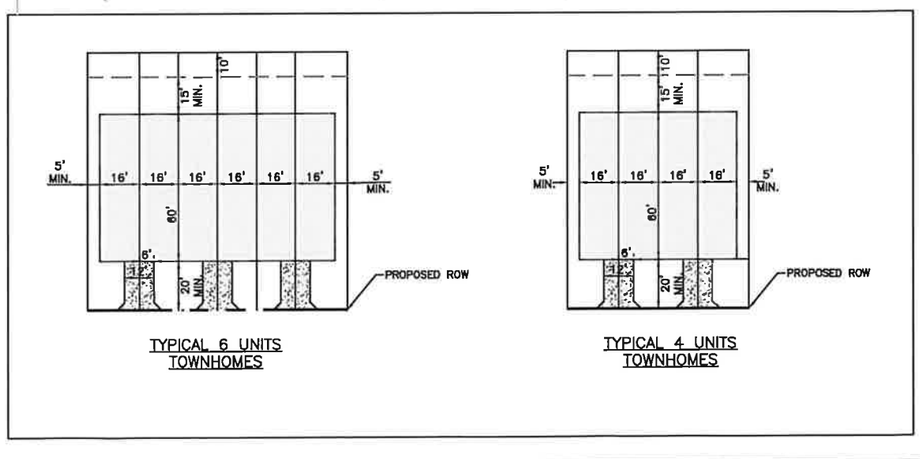
APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney



TREE MITIGATION TABLE

DESCRIPTION	STATUS
8",15" OAK	REMOVE
8" OAK	REMOVE
9" OAK	REMOVE
9" OAK	REMOVE
6",9",9" OAK	REMOVE
10" OAK	REMOVE
10" OAK	REMOVE
8" OAK	REMOVE
10" OAK	REMOVE
4",7",7" HOLLY	REMOVE
13" OAK	REMOVE
10" OAK	REMOVE
8" OAK	REMOVE
5",9" OAK	REMOVE
11" OAK	REMOVE
8" OAK	REMOVE
6", 7" OAK	REMOVE
10" HOLLY	REMOVE
13" CEDAR	REMOVE
9" OAK	REMOVE
10",10" OAK	REMOVE
9" OAK	REMOVE
10",12" OAK	REMOVE
8" OAK	REMOVE
14" OAK	REMOVE
3",5" OAK	REMOVE
5",7" OAK	REMOVE
6",8" OAK	REMOVE
14" OAK	REMOVE
6" OAK	REMOVE
12",14" OAK	REMOVE
8" OAK	REMOVE
11" OAK	REMOVE
3",4",5",7" MAPLE	REMOVE
9" OAK	REMOVE
9" OAK	REMOVE
3",6" MAPLE	REMOVE
9",13" OAK	REMOVE
8" OAK	REMOVE
10" OAK	REMOVE
7",8" MAPLE	RETAIN
12" OAK	RETAIN
8" OAK	RETAIN
4",5",7" OAK	RETAIN
10" MAPLE	RETAIN
8" MAPLE	RETAIN
3",3",6" MAPLE	RETAIN
9" OAK	RETAIN
9" OAK	RETAIN
16" OAK	RETAIN
8" OAK	RETAIN
17" LIVE OAK	RETAIN
9" OAK	RETAIN
8" OAK	RETAIN
8" OAK	RETAIN
9" OAK	RETAIN
16" OAK	RETAIN
12" OAK	RETAIN
14" OAK	RETAIN
7",13" MAPLE	RETAIN
14" PALM	RETAIN
14" PALM	RETAIN
18" PALM	RETAIN
10" OAK	RETAIN
22" CEDAR	RETAIN



TYPICAL 6 UNITS TOWNHOMES

TYPICAL 4 UNITS TOWNHOMES

N

0 30 60

SCALE: 1" = 30'
SCALE: 1" = 60'
FOR: 22"x34" SHEET
FOR: 11"x17" SHEET

SITE AREA:

TOTAL SITE AREA	= ±4.23 AC
DRY POND	= ±0.40 AC
DRY POND PERCENTAGE	= ±32.15% AC
TOTAL 16' LOTS	= 68 EA
TOTAL PROJECT AREA	= ±4.23 AC

MINIMUM SETBACKS

FRONT 20 FEET
SIDE 5 FEET
REAR 25 FEET

PROJECT INFO

TOTAL TOWNHOMES UNITS = 68 EA

LEGEND

- PROPERTY LINE
- EASEMENT LINE
- RECREATION AREA
- SIDEWALK
- PLAYGROUND EQUIPMENT/SWING SET
- GRAVEL WALKWAY
- TREES TO BE REMOVED

NOTE:
1) SIDEWALK ON St. JOHNS BY OWNER
2) NO DRIVEWAY TO St JOHNS;
3) PRIVATE INGRESS\EGRESS EASEMENT, UTILITY AND MAINTANCE TRACT SHALL BE CONCRETE OR ASPHALT OR OTHER HARD SURFACE AND MAINTAINED IN PERPETULY BY THE HOA (TO BE CREATED)
4) OVERHEAD ELECTRIC IS PERMITTABLE

TOCOL Engineering, LLC
714 NORTH ORANGE AVENUE, GREEN COVE SPRINGS, FL 32043
PH: 904-215-1388 E.B. NUMBER: 26303

ENGINEER OF RECORD
JOHN J. MAHONEY III
FLORIDA REGISTRATION NUMBER: 40177

CYPRESS LANDING TOWNHOMES
FOR
PALMETTO PALATKA LAND TRUST

OPTION 1 PRELIMINARY PLAN

REVISIONS

PLOT DATE:
DRAWN BY:
DESIGNED BY:
CHECKED BY:
SCALE:
JOB NO.:

SHEET NO.
1

Date: 1/6/25 Time: 5:08 PM DWG Name: \\TE-DCS\01-Projects\23-573 Palatka Subdivision - Towers\03-CADD\23-573 Master Plan Palatka Subdivision Concept 3.dwg Layout: 1-PRELIMINARY

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: " Rezoning property at the intersection of Saint Johns Ave. and Zeagler from single family residential (R-1) to multi-family residential (R-3)." More specifically:

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM CITY OF PALATKA SINGLE FAMILY RESIDENTIAL (R-1) TO CITY OF PALATKA MULTIPLE FAMILY RESIDENTIAL (R-3) FOR THE FOLLOWING PROPERTY AT THE INTERSECTION OF SAINT JOHNS AVENUE AND ZEAGLER DRIVE, PALATKA, FL 32177, PT OF NW1/4 OF NW1/4 OR493, P1163 PARCEL 10-10-26-0000-0200-0050, PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

☐ The proposed ordinance is required for compliance with Federal or State law or regulation;

☐ The proposed ordinance relates to the issuance or refinancing of debt;

☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;

☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;

☐ The proposed ordinance is an emergency ordinance;

☐ The ordinance relates to procurement; or

☒ The proposed ordinance is enacted to implement the following:

a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;

b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;

[1] See Section 166.041(4)(c), Florida Statutes.

c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The Accessory Dwelling Unit ordinance seeks to address the City's affordable housing crisis by allowing ADUs in single-family residential districts.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.
It is not anticipated that the ordinance will create any direct economic impact to businesses in Palatka, beyond a positive economic impact due to construction and development of new residential structures.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: None

4. Additional information the governing body deems useful (if any): In 2013, Governor Rick Scott signed a bill banning gaming centers; however, state officials left enforcement of the law in the hands of local officials. While many counties and cities throughout the state adopted internet café bans, Palatka allowed the businesses to continue to operate unregulated. Internet cafes in Palatka have been posing an increased threat to public safety and have become localized areas of crime. The cafes create an unsafe environment for surrounding businesses because of criminal activity and frequently serve as a front for illegal activity.

Ordinance 2025-2 Establishing the Cypress Landing Townhomes Planned Unit Development overlay.
Development Parcel No. 10-10-26-0000-0200-0050 (Second reading)

STAFF REPORT

DATE: March 27, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request is for rezoning one parcel of approximately 4.23 acres at the intersection of Saint Johns Avenue and Zeagler Drive with a Planned Unit Development (PUD) overlay. The request is to change the existing zoning from Single-Family Residential (R-1) to Multi-Family Residential (R-3). The parcel is proposed to be developed for 68 townhomes.

BACKGROUND

The property is within the city limits of Palatka and currently vacant, semi-wooded with no existing structures. The proposed 68 townhouses will be connected to municipal water and sewer available nearby.

The area contains multi-family housing, 18 single family home cul de sac subdivision, a new multi-family residential Planned Unit Development (The Cottages at Saint Johns), along with medical facilities and uses.

On January 7, 2025, the Planning Board approved the rezoning and Planned Unit Development overlay with three conditions recommended by staff

PROJECT ANALYSIS

Please see staff report attached

Staff Recommendation

Staff recommends the request to rezone from City of Palatka Single-Family Residential (R-1) to City of Palatka Multiple-Family Residential (R-3) with a Planned Unit Development (PUD) overlay, be **approved** for the above parcel with the following conditions:

- All utilities must be located underground, per Section 94-233(f) of the City of Palatka municipal code.
- All vehicular parking associated with the development comply with the City of Palatka, Article V, “Off-Street Parking and Loading” and an accommodation of (1) one (guest) vehicular parking space per (5) five units.
- A traffic study or letter from a certified traffic engineer or other transportation professional be submitted to the city regarding vehicular ingress and egress of the

proposed development site.

ATTACHMENTS

1.	Staff Report (8)
2.	xOrd 2025- Cypress PUD
3.	Business Impact Estimate - ORD 25-02

Case PB 24-23 – Request to Rezone 4.23 acres with a PUD Overlay at 10-10-26-0000-0200-0050
Address: Unassigned (Intersection of Saint Johns Avenue and Zeagler Drive)
Applicant: Palmetto Palatka Land Trust
Agent: Christine Towers

STAFF REPORT

DATE: January 7, 2025

TO: City Planning Board

FROM: Planning Director

APPLICATION REQUEST

Request is for rezoning one parcel of approximately 4.23 acres at the intersection of Saint Johns Avenue and Zeagler Drive with a Planned Unit Development (PUD) overlay. The request is to change the existing zoning from Single-Family Residential (R-1) to Multi-Family Residential (R-3). The parcel is proposed to be developed for 68 townhomes.

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Section 94-38(f)(1) of the Palatka Code of Ordinances requires that the report and recommendations of the Planning Board to the City Commission as required by subsection 94-38(e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:

a. *Whether the proposed change is in conformity with the Comprehensive Plan:*
   Response: The subject property currently has Single Family Residential (R-1) classification. The subject property is adjacent to City of Palatka Multiple-Family Residential (R-3) zoning to the west and east. Foxwood Lane, a single-family residential, cul-de sac subdivision is located south of the subject parcel. The surrounding properties are developed as residential and medical uses. The change to a multiple-family residential (R-3) use zoning category will not have an adverse impact on the residential properties around it.

b. *The existing land use pattern.*
   Response: The existing land use pattern in this area is a mix of commercial and residential. The proposed zoning change will further the multiple-family character to the west (The Cottages) and to the north (Woodland Point Apartments) of the subject parcel.

c. *Possible creation of an isolated district unrelated to adjacent and nearby districts*.
   Response: The proposed zoning change will not be isolated; there are adjacent multiple-family residential dwelling units to the north and west of the subject property.

d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.*

Response: The subject parcel is proposed to be developed as townhouses. This has the potential to increase population by 2.28 persons per household, or a potential total of 155 persons. The City of Palatka water and wastewater treatment plants both have available capacity to serve these townhouses. There will be an impact on traffic in the local area. There may be an additional impact on school population. It is the expectation that stormwater will be managed pending submittal of a site plan.

e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.*
Response: The proposed rezoning will be in concert with the existing zoning districts to the west, north, and east on properties within the city limits. There is a mix of residential and commercial zoning categories in the area, as well as medical uses.

f. *Whether changed or changing conditions make the passage of the proposed amendment necessary.*
Response: More opportunities for housing will be created within the City of Palatka with a rezoning and development.

g. *Whether the proposed change will adversely influence living conditions in the neighborhood.*
Response: Additional vehicular traffic will be created with the proposed 68-unit townhouse development on the parcel. Pending submittal of the site plan, stormwater will be managed on site. The homes will be connected to public water and sewer.

h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.*
Response: Access to the proposed townhouses would be on Zeagler Drive. If approved, the 68-townhomes would have some impact on traffic. Staff would request the developer submit a traffic study as part of the approval for new multi-family residential development.

i. *Whether the proposed change will create a drainage problem.*
Response: The annexation and the proposed development project are not anticipated to cause a drainage issue. The applicant must address stormwater runoff in the submittal of a site plan as noted in the me municipal code section “Buffering and Screening Requirements” §94-300(c)(4).

j. *Whether the proposed change will seriously reduce light and air to adjacent areas.*
Response: The proposed future development resulting from the annexation will not seriously reduce light and air to the adjacent properties. The maximum structure height for R-3 is 65-feet.

k. *Whether the proposed change will adversely affect property values in the adjacent areas.*
Response: The construction of new residences should have a positive impact on property values.

l. *Whether the proposed change will be a deterrent to the improvement of adjacent property in accord with existing regulations.*
Response: The proposed use exists on properties to the west and north (across St Johns Ave). An 18-Single Family residential/cul-de sac subdivision is located on the adjacent property to the south. Constructing residential units on the subject parcel at the same density as the surrounding areas to the west and north should not be a deterrent to the improvement of adjacent properties.

m. *Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.*
Response: The proposed change is in accordance with standard Urban Planning practice, in alignment with surrounding land uses and furthers the use of existing public infrastructure, there would be no special privilege to an individual nor a negative effect on the public welfare.

n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning.*
Response: The property is currently zoned single-family residential; per the city zoning ordinance, a multi-family zoning classification is needed to construct townhomes on this property.

The proposed zoning classification is consistent with the existing zoning of adjacent properties and is compatible with surrounding uses.

o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city.*
Response: The immediate area is comprised of multiple-family residential and medical orientated in nature. The multi-family residential use already exists or is permitted on adjacent surrounding properties. The proposed use would not be out of scale with the neighborhood or the city of Palatka.

p. Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.
Response: It is not impossible, but the purpose of this request is to construct additional housing units within the city limits and to connect to water and sewer services.

q. The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district.
Response: Not applicable.

Planned Unit Development

The intent of the Planned Unit Development is to:
(1) Encourage the development of large tracts of land as planned neighborhoods or communities.
(2) Encourage flexible and creative concepts of site planning.
(3) Preserve the natural amenities of the land by encouraging scenic and functional open areas within residential areas.
(4) Accomplish a more desirable environment than would be possible through the strict application of minimum requirements of this chapter.
(5) Provide for an efficient use of land resulting in smaller networks of utilities and streets and thereby lower development and housing costs.
(6) Provide an environment of stable character compatible with surrounding residential areas.
(7) Encourage a variety of housing types within the planned development in an orderly relation to one another and to existing land uses, with due regard to the comprehensive plan for the city.

Section 94-233 of the Zoning Code set forth the development standards which must be applied to any PUD application:

a.- Unity: A parcel which is proposed for a planned unit development shall be in single ownership or control.
Response: Palmetto Palatka Land Trust is the owner of the property. The application is in compliance with this standard.

b.- Maximum density: The maximum density of a planned unit development shall not exceed that allowed in the district within which the planned unit development is approved.
Response: The underlying zoning district designated is Multi-Family Residential (R-3) which allows a maximum density of 18 dwelling units per acre. Based on R-3 zoning classification, the maximum density for the property is 81.9 dwelling units. The proposed residential development consists of 68 dwelling units on 4.55 acres yielding a gross density of 14.95 units per acre which is below the maximum allowed. The application is in compliance with this standard.

c.- Access: Every dwelling unit or other permitted use in the planned unit development shall have access to a public street either directly or via an approved private road, pedestrian way, court or other area dedicated to public or private use, or common element guaranteeing access. Permitted uses are not required to front on a dedicated public road.
Response: The site plan submitted depicts each dwelling unit fronting a proposed 35-foot width private internal road that connects to Zeagler Drive. The application is in compliance with this standard.

d.- Internal lots and frontage: Within the boundaries of the planned unit development, no minimum lot size, minimum yards, or maximum height of structures shall be required.
Response: The applicant is proposing a Lot area of 1.02-acres, with 25-ft minimum front setback, 15-ft rear setback, and 10-ft minimum side setback. The maximum height for any structure is noted at 60-ft. The application is in compliance with this standard.

e.-Open space requirements: There shall be no minimum open space requirement for planned unit development; however, each planned unit development proposed within the City of Palatka must include provisions for open space, with particular reference to the preservation of natural features indigenous to the site. For purpose of this section, neither waters of the St. Johns River or land or waters bodies located off-site shall be included in determining open space.
Response: The site plan shows 0.40 acre “Pond and Park Parcel” located within in maintenance easement along the southern boundary of the site. This maintenance easement acts as a buffer between the development and the existing single family subdivision. The applicant notes the Detention

Pond/Recreation area shall also serve as Open Space and shall be maintained in Perpetuity by the Homeowners Association. The application is in compliance with this standard.

f.- Underground utilities: Within a planned unit development, all utilities, including telephone, television cable and electrical systems shall be installed underground, applicable only for new construction. Appurtenances to these systems which require aboveground installation must be effectively screened, and thereby may be excepted from this requirement. Primary facilities providing services to the site of the planned unit development may be excepted.
Response: The applicant notes all Lots shall have electrical power provided b the City of Palatka or other such electrical provider. It is anticipated that overhead lines from St. Johns Avenue and Zeagler Drive will be the connection for such electrical lines. There shall be no underground electric lines located in the proposed Access Road. Telephone and cable may be provided by other third-party providers which shall be accessed from St. Johns. Ave or Zeagler Drive. Per §94-233(f), within a PUD, all utilities including telephone, television cable and electoral systems shall be installed underground. Appurtenances to these systems which require aboveground installation must be effectively screened, and thereby may be excepted from this requirement. Primary facilities providing service to the site of the PUD may be expected. The application is not in compliance.

g.- Off-street parking requirements: Off-street parking requirement for uses withing a planned unit development shall be as provided in Article V of the City of Palatka municipal code.
Response: The submitted site plan does not clearly depict parking spaces nor indicate the number of spaces provided. However, the applicant intends for each new townhome (unit) will be accommodated with two vehicular parking spaces, thus providing for the minimum of 136 spaces, as required in Section 94-262 of the Code. Further, staff believes there should be an additional condition stipulated regarding the accommodation of guest parking; staff recommends (1) one parking space per (5) five units. The application is not in compliance.

h.- Minimum living area for dwelling units: 500 square feet
Response: The applicant states that the proposed development will meet the minimum living area, and therefore will be in compliance with this requirement.

Unified Control

Section 94-234 of the Code requires that the entire development site be under the legal control of the applicant. It also requires that the legal counsel representing the applicant provide opinion stating that developer has the right to impose all covenants and conditions upon the land. All documents and evidence of unified control submitted must be examined by the city attorney who must certify that the documents meet the requirements of this section.

The proposed development consists of 68 townhomes at gross density of 16.07 units per acre, and will add 68 dwelling units to the City of Palatka. Using a projected persons per household of 2.28, this equates to a projected population of 155 persons.

PB 24-23 Staff Recommendation

1. Staff recommends the request to rezone from City of Palatka Single-Family Residential (R-1) to City of Palatka Multiple-Family Residential (R-3) with a Planned Unit Development (PUD) overlay, be **approved** for the above parcel with the following condition

    - All utilities must be located underground, per Section 94-233(f) of the City of Palatka municipal code.
    - All vehicular parking associated with the development comply with the City of Palatka, Article V, "Off-Street Parking and Loading" and an accommodation of (1) one (guest) vehicular parking space per (5) five units.

ORDINANCE 2025-02

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, ESTABLISHING THE PROVSIONS OF A PLANNED UNIT DEVELOPMENT OVERLAY WITH RESPECT TO THE FOLLOWING PARCELS OF LAND: 10-10-26-0000-0200-0050 LOCATED AT THE INTERSECTION OF SAINT JOHNS AVENUE AND ZEAGLER DRIVE, PALATKA, FLORIDA 32177; PROVIDING FOR SCRIVENERS ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, application has been made to the City of Palatka Planning Department on behalf of the following owner of a property located at the intersection of St. Johns Avenue and Zeagler Drive (City of Palatka) for approval of a Planned Unit Development in the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on January 7, 2025, and two public hearings before the City Commission of the City of Palatka on March 13, 2025 and March 27, 2025; and

WHEREAS, the City Commission of the City of Palatka has determined that said Planned Unit Development should be approved.

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:

Section 1: The Cypress Landing Townhomes Planned Unit Development is hereby approved the hereinafter described properties:

Parcel No.10-10-26-0000-0200-0050;

DESCRIPTION OF PROPERTY:
PT OF NW1/4 OF NW1/4 OR493, P1163

Section 2: The owner and successor(s) development plans must generally comply with the site plan (Exhibit 1) and with the conditions of approval set forth in Exhibit 2.

Section 3: **Unified control**. The common area of the property shall be under the legal control of the owner and successor(s) whether that entity be an individual, partnership or corporation, or group of individuals, partnerships or corporations. The owner and successor(s)on an ongoing basis shall present firm evidence of unified control of the common area within the planned unit development, together with a certificate of apparent ownership of the common area and its encumbrance.

Section 4: **Agreement binding upon owner and successors**. The owner and his successors shall be bound in title to any commitments of this ordinance. The owner or successor(s) shall on an annual basis between November 1 and December 31 provide a written certification that they will continue to meet all rules, standards, and site plan requirements of this ordinance. Repeated and documented failure to meet the intent of the ordinance shall trigger review by the Planning Board, which may, with cause revoke the PUD approval, making the use nonconforming. If the owners sell individual buildings or units, the purchasers shall be bound by the agreement(s) by and between the original developer and the city of Palatka Florida

Section 5: **Certificate of Occupancy.** A final certificate of occupancy shall not be granted until all required improvements of the site plan are completed and inspected for compliance by the City or its agent.

Section 6: **Concurrency.** All Municipal Code shall be met before a building permit is issued concurrency requirements of the including wastewater lift station

Section 7: To the extent of any conflict between the terms of this ordinance and the terms of any ordinance previously passed or adopted, the terms of this ordinance shall supersede and prevail.

Section 8: **Scrivener's Errors.** The City Manager or designee, without public hearing, is

authorized to correct any typographical scrivener's errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

Section 9: Effective Date. This Ordinance shall become effective immediately upon its final passage by the City Commission.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 13th day of March, 2025.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 27th day of March, 2025.

CITY OF PALATKA

BY:_____
Its Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
City Attorney

EXHIBIT 1

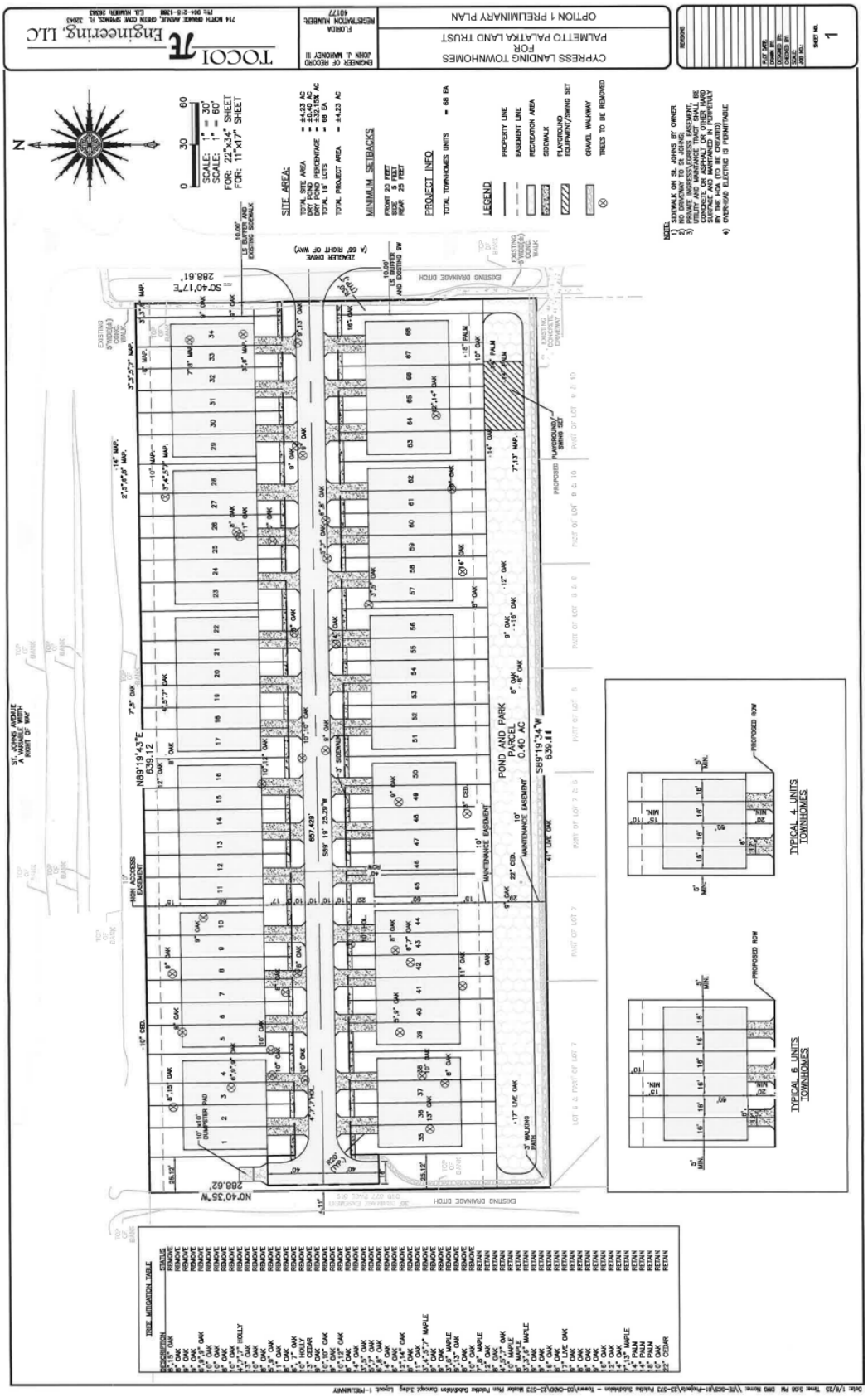

CYPRESS LANDING TOWNHOMES
FOR
PALMETTO PALATKA LAND TRUST
OPTION 1 PRELIMINARY PLAN
TOCCOI TE Engineering, LLC
SITE AREA:
MINIMUM SETBACKS
PROJECT INFO
LEGEND
PROPERTY LINE
EASEMENT LINE
RECREATION AREA
SIDEWALK
PLAYGROUND EQUIPMENT/SWING SET
GRAVEL WALKWAY
TREES TO BE REMOVED
POND AND PARK PARCEL 0.40 AC
TYPICAL 4 UNITS TOWNHOMES
TYPICAL 6 UNITS TOWNHOMES
TREE MITIGATION TABLE

EXHIBIT 2

The City Commission approval is subject to the following conditions:

1.- The site plan submitted shall be amended to depict the location of any, and all underground utilities systems appurtenances that will be overground, and how these will be properly screened.

2.- The site plan submitted shall be amended to depict the location of overflow, guest vehicular parking for the development.

3.- The applicant must submit a legal opinion, by the attorney representing the applicant, as to the right of the applicant to establish covenants and restrictions on the land.

4.- The applicant shall submit a letter from a transportation engineer or certified professional regarding the traffic patterns associated with the development.

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: "Establishing the Cypress Landing Townhomes Planned Unit Development overlay. Development)." More specifically:

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, ESTABLISHING THE PROVSIONS OF A PLANNED UNIT DEVELOPMENT OVERLAY WITH RESPECT TO THE FOLLOWING PARCELS OF LAND: 10-10-26-0000-0200-0050 LOCATED AT THE INTERSECTION OF SAINT JOHNS AVENUE AND ZEAGLER DRIVE, PALATKA, FLORIDA 32177; PROVIDING FOR SCRIVENERS ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
  a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
  b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
  c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
  d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

[1] See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The Accessory Dwelling Unit ordinance seeks to address the City's affordable housing crisis by allowing ADUs in single-family residential districts.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.
It is not anticipated that the ordinance will create any direct economic impact to businesses in Palatka, beyond a positive economic impact due to construction and development of new residential structures.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: None

4. Additional information the governing body deems useful (if any): In 2013, Governor Rick Scott signed a bill banning gaming centers; however, state officials left enforcement of the law in the hands of local officials. While many counties and cities throughout the state adopted internet café bans, Palatka allowed the businesses to continue to operate unregulated. Internet cafes in Palatka have been posing an increased threat to public safety and have become localized areas of crime. The cafes create an unsafe environment for surrounding businesses because of criminal activity and frequently serve as a front for illegal activity.

Ordinance 2025-3 Annexation of property located on 1604 Husson Ave. into the corporate limits of the City of Palatka, Florida.
Parcel No. 13-10-26-2550-0010-0100. (Second reading)

STAFF REPORT

DATE: March 27, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request is to annex one parcel, approximately 0.19 acres +/-, for the purpose of connecting to city water and sewerage systems; amend the Future Land Use Map (FLUM) from Putnam County Urban Reserve (UR) to City of Palatka Residential Low density (RL); and rezone from Putnam County Single-Family Residential (R-1A) to City of Palatka Single-Family Residential (R-1A). Public notice included legal advertisement in the Palatka Daily News, notice signs posted on property, and mailed notices to property owners within 150 feet of the subject property. There is an existing single family dwelling located on the property. Per the City of Palatka zoning ordinance §94-142(b), single family dwellings are a permitted use in the Single-Family Residential (R-1A) district.

BACKGROUND

The application is for a 0.19 acre +/- parcel located on the west side of Husson Avenue, approximately 500-ft south of the Husson Avenue, Siver Lake Drive, and Campbell Street intersection. Parcel 13-10-26- 2550-0010-0100 is bordered by the city limits (residential properties) to the east, and residential parcels in unincorporated Putnam County directly to the north, west, and south. The applicant requests connection to the city's water and sewerage facilities.

On January 7, 2025, the Planning Board recommended approval of the annexation, the amendment to the Future Land Use Map, and the rezoning.

PROJECT ANALYSIS

Please see staff report attached

Staff Recommendation

• Staff recommends approval of the annexation of 1604 Husson Avenue (Parcel 13-10-26-2550-0010-0100) for the purpose of connection to City of Palatka water and sewerage services
• Staff recommends amending the district boundary FLUM designation from Putnam County, Urban Reserve (UR), to City of Palatka Residential Low (RL)

• Staff recommends amending the district boundary for the zoning map from Putnam County Singlefamily Residential (R-1A), to City of Palatka Single-family residential (R- 1A)

ATTACHMENTS

1.	Staff Report Annex
2.	xOrd 2025- annexation of property 1604husson
3.	Business Impact Estimate - ORD 25-03

Case PB 24-28 Annexation, Amendment to FLUM and Rezoning
Address: 1604 Husson Avenue, Approx. 0.19 acres +/-
Parcel No.: 13-10-26-2550-0010-0100
Applicant: Charles Barnes and John Jenkins IV

STAFF REPORT

DATE: January 7, 2025

TO: City of Palatka Planning Board

FROM: Planning Director

APPLICATION REQUEST

Request is to annex one parcel, approximately 0.19 acres +/-, for the purpose of connecting to city water and sewerage systems; amend the Future Land Use Map (FLUM) from Putnam County Urban Reserve (UR) to City of Palatka Residential Low density (RL); and rezone from Putnam County Single-Family Residential (R-1A) to City of Palatka Single-Family Residential (R-1A).

Public notice included legal advertisement in the *Palatka Daily News,* notice signs posted on property, and mailed notices to property owners within 150 feet of the subject property.

There is an existing single family dwelling located on the property. Per the City of Palatka zoning ordinance §94-142(b), single family dwellings are a permitted use in the Single-Family Residential (R-1A) district.

Background

The application is for a 0.19 acre +/- parcel located on the west side of Husson Avenue, approximately 500-ft south of the Husson Avenue, Siver Lake Drive, and Campbell Street intersection. Parcel 13-10-26-2550-0010-0100 is bordered by the city limits (residential properties) to the east, and residential parcels in unincorporated Putnam County directly to the north, west, and south. The applicant requests connection to the city's water and sewerage facilities.

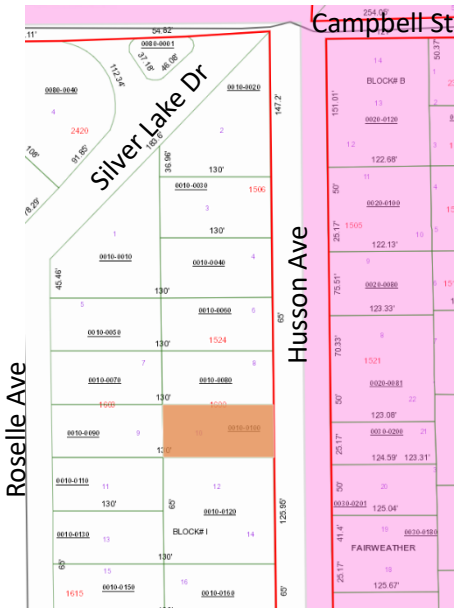


Figure 1: Subject site shown in orange

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

	Actual Use	FLUM	ZONING
Property Existing	Single Family Residence	Putnam County, Urban Reserve (UR)	Putnam County, Single Family Residential, (R-1A)
Property Proposed	Single Family Residence	City of Palatka, Residential Low (RL)	City of Palatka, Single Family Residential (R-1A)
North	Single Family Residence	Putnam County, Urban Reserve (UR)	Putnam County, Single Family Residential (R-1A)
South	Single Family Residence	Putnam County Urban Reserve (UR)	Putnam County, Single Family Residential (R-1A)
East	Single Family Residence	City of Palatka, Residential Low (RL)	City of Palatka Single Family Residential (R-1A)
West	Single Family Residence	Putnam County Urban Reserve (UR)	Putnam County, Single Family Residential (R-1A)

PROJECT ANALYSIS

Annexation Analysis

Florida Statute 171.044 references voluntary annexation requirements and requires that property proposed for annexation must meet two tests. First, properties must be contiguous to the annexing municipality and second, properties must also be "reasonably compact."

Contiguous: F.S. 171.031 provides a definition for contiguous and requires that boundaries of properties proposed for annexation must be coterminous with a part of the municipality's boundary.

Compactness: The statute provides a definition for compactness that requires an annexation to be for properties in a single area, and precludes any action that would create or increase enclaves, pockets, or finger areas in serpentine patterns.

Annexation of this property meets the standard of compactness because it does not create an enclave or pocket. The proposed annexation borders the city limits to the east and is contiguous to existing municipal boundary.

Connection to Water and Sewer: **Water and sewerage infrastructure is available to the site. The applicant desires connection to city water and sewerage systems. Both systems are adequate to handle the annexation of the site.**

Comprehensive Plan Public Facilities Element Policy D.1.2.1.
The City of Palatka shall establish a coordinating relationship with the Putnam County Board of County Commissioners to discuss future development plans adjacent to City borders and to discuss the City supporting development beyond their border with water/sewer service. Areas served by Palatka water and sewer will be annexed into the City; however, the distribution of potable water for areas outside of City

limits is conditioned upon annexation only when those properties become contiguous. Annexation of contiguous property receiving water or sewer service shall not be required if provision of service to a property, in substantive terms, improves the efficiency of the collection system, supports the system through additional service and user fees, achieves environmental protection, and promotes economic development; and does not promote urban sprawl.

Future Land Use Change Analysis

Figure 2: Current Future Land Use Map (FLUM)

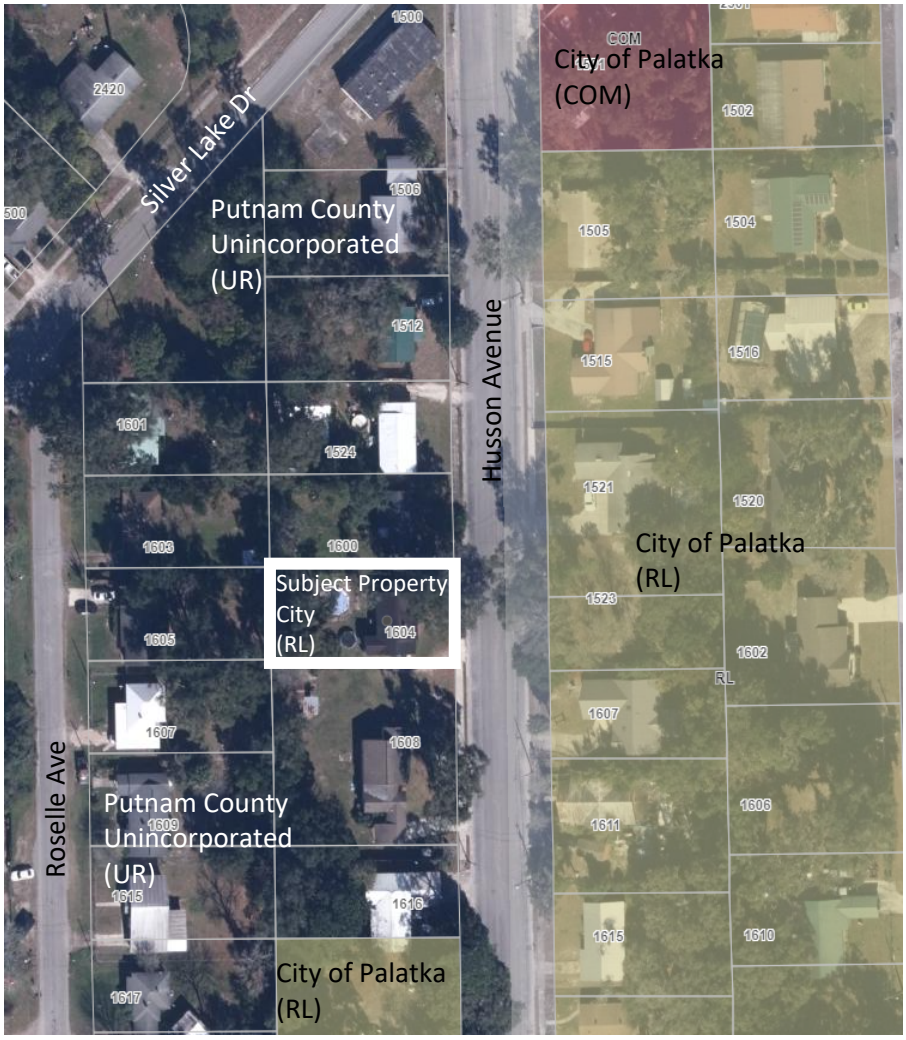


Figure 3: Proposed Future Land Use Map (FLUM)

Provide analysis of the suitability of the plan amendment for its proposed use considering the character of the undeveloped land, soils, topography, natural resources, and historic resources on site.

Staff is not aware of any soil or topography conditions that would present major problems for this property in accordance with all applicable land development regulations. Staff is not aware of natural or historic resources on this developed site.

Provide analysis of the minimum amount of land needed as determined by the local government.
The applicant proposes to continue the use as a single-family residence.

The adopted 2008 Comprehensive Plan does not determine minimum amounts of land needed for commercial or industrial land uses. However, data and analysis for the Future Land Use element does note that commercial land uses comprised 25% of the total land area of the city at that time. Industrial land uses comprised 5.3% of the total land area at that time. As the city and surrounding areas have grown, there has been increased demand for these land uses.

Demonstrate that amendment does not further urban sprawl, as determined through the following tests:

- Low-intensity, low-density, or single-use development or uses.

- Development in rural areas at substantial distances from existing urban areas while not using undeveloped lands that are available and suitable for development.
- Radial, strip, isolated, or ribbon development patterns.
- Development that fails to adequately protect and conserve natural resources and agricultural activities
- Development that fails to maximize use of existing and future public facilities and services.
- Development patterns or timing that will require disproportional increases in cost of time, money and energy in providing facilities and services.
- Development that fails to provide a clear separation between rural and urban uses.
- Development that discourages or inhibits infill development and redevelopment.
- Development that fails to encourage a functional mix of uses.

The annexation of this parcel would not contribute to urban sprawl and is within an already-established residential area. The parcel is located on the west side of Husson Avenue and boarders the city limits to the east at this location.

Figure 4: Current Zoning Map

Figure 5: Proposed Zoning Map

Zoning Analysis

Section 94-38 (f) (1) requires that the report and recommendations of the Planning Board to the City Commission required by subsection 94-38 (e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:

a. *Whether the proposed change is in conformity with the Comprehensive Plan.* **The proposed annexation is in conformity with the Comprehensive Plan.**

b. *The existing land use pattern.* **The proposed annexation is consistent with the land use pattern.**

c. *Possible creation of an isolated district unrelated to adjacent and nearby districts*. **The proposed annexation would not create an isolated district; the parcel is adjacent to the city limits to the east.**

d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.* **The proposed annexation would add a single-family dwelling unit to the city housing stock. The additional residence is not expected to overtax public facilities or produce an undue strain on the school system. However, it will tap into city water and sewerage services, which have sufficient capacity for this annexation at this time.**

e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.* **The existing boundary is not illogical; this proposed annexation would be contiguous, as city limits border the parcel in question directly to the east.**

f. *Whether changed or changing conditions make the passage of the proposed amendment necessary.* **The applicant requests municipal water and sewer services for the property, therefore an annexation is required.**

g. *Whether the proposed change will adversely influence living conditions in the neighborhood.* **The proposed annexation will not bring more vehicular traffic to the area; all current conditions would remain unchanged.**

h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.* **The proposed annexation would not excessively increase traffic congestion or otherwise affect public safety.**

i. *Whether the proposed change will create a drainage problem.* **The rezoning will not cause drainage problems; all current conditions would remain unchanged.**

j. *Whether the proposed change will seriously reduce light and air to adjacent areas.* **The proposed rezoning will not reduce light and air to adjacent properties; there is an existing single family home on the property.**

k. *Whether the proposed change will adversely affect property values in the adjacent areas.* **The proposed annexation will not adversely affect nearby property values; there is an existing house on the property in an established residential area.**

l. *Whether the proposed change will be a deterrent to the improvement of adjacent property in accord with existing regulations.* **The proposed rezoning will not be a deterrent for improvement of adjacent property.**

m. *Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.* **The proposed annexation and zoning change will not constitute a grant of special privilege.**

n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning.* **The parcel must be annexed into the city limits for water and sewerage service, and it requires assignment of a residential zoning compatible with the surrounding area.**

o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city.* **The proposed annexation and rezoning is not out of scale. The subject property will remain single-family residential and the parcel is surrounded by residential properties.**

p. *Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.* **The residential land use is already existing with a single family home. The rezoning is to assign a City of Palatka zoning district to the annexed parcel in order to connect to city water and sewer services.**

q. *The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district.* **Not in historic district.**

Staff Recommendation

- Staff recommends approval of the annexation of 1604 Husson Avenue (Parcel 13-10-26-2550-0010-0100) for the purpose of connection to City of Palatka water and sewerage services
- Staff recommends amending the district boundary FLUM designation from Putnam County, Urban Reserve (UR), to City of Palatka Residential Low (RL)
- Staff recommends amending the district boundary for the zoning map from Putnam County Single-family Residential (R-1A), to City of Palatka Single-family residential (R-1A)

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL., 32177

ORDINANCE NO. 2025-03

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 13-10-26-2550-0010-0100, LOCATED AT 1604 HUSSON AVENUE, PALATKA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA, PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Petition has been filed before the City Commission of the City of Palatka, Florida, which Petition is on file in the office of the City Clerk, authorized to be signed by the freehold owner of the property sought to be annexed, to wit: iHeart Capital LLC, and

WHEREAS, Chapter 171.044, Florida Statutes, permits the voluntary annexation of unincorporated areas lying adjacent and contiguous to the boundaries of the City of Palatka, and

WHEREAS, the City Planning Board conducted a public hearing on January 7, 2025, and recommended approval of this annexation to the City Commission, and

WHEREAS, the City Commission of the City of Palatka conducted public hearings on March 13, 2025, and March 27, 2025, and

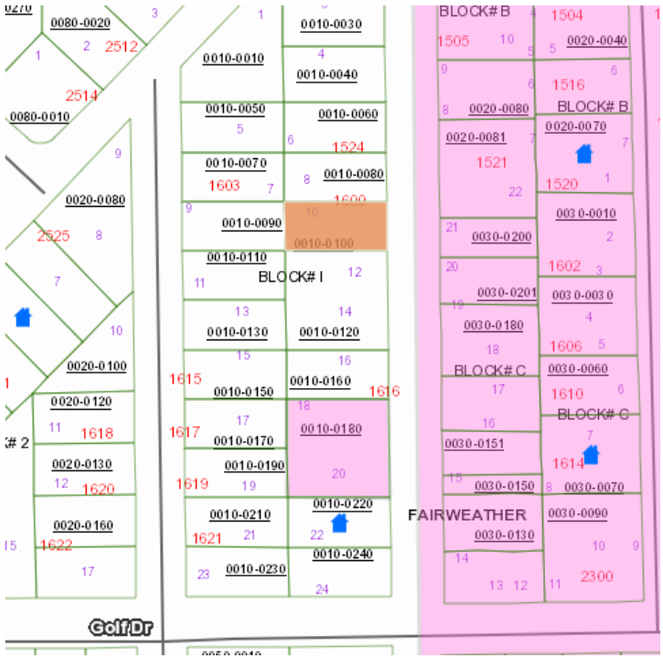
WHEREAS, the City Commission of the City of Palatka finds that it is in the best interest of the people of the City of Palatka, Florida, that said lands be annexed and become a part of the City of Palatka;

NOW THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:

Section 1. That the following described unincorporated lands lying adjacent and contiguous to the boundaries of the City of Palatka, Florida shall henceforth be deemed and held to be within the corporate limits of the City of Palatka, Florida said lands being described as follows:

DESCRIPTION OF PROPERTY 5 POINTS S/D MB4 P2 BLK 1, LOT 10 BK218 P581

Putnam County Property Appraiser's Parcel No.: 13-10-26-2550-0010-0100



Section 2. The property hereby annexed shall remain subject to the Putnam County Comprehensive Plan and Zoning Laws until changed by the City of Palatka.

Section 3: That a copy of this ordinance shall be sent to the Municipal Code Corporation for inclusion in the City's Charter.

Section 4. This Ordinance shall become effective immediately upon its final passage by the City Commission.

Section 5. SCRIVENER'S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

Section 6. This ordinance is exempt from provisions of the statute, Chapter 2023-309, Laws of Florida, codified as Section 166.041(4) Florida Statutes.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 13th day of March 2025.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 27th day of March 2025.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
City Attorney

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: "Annexation of property located on 1604 Husson Ave. into the corporate limits of the City of Palatka, Florida." More specifically:

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 13-10-26-2550-0010-0100, LOCATED AT 1604 HUSSON AVENUE, PALATKA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA, PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
  a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
  b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
  c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
  d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

[1] See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The Accessory Dwelling Unit ordinance seeks to address the City's affordable housing crisis by allowing ADUs in single-family residential districts.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.
It is not anticipated that the ordinance will create any direct economic impact to businesses in Palatka, beyond a positive economic impact due to construction and development of new residential structures.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: None

4. Additional information the governing body deems useful (if any): In 2013, Governor Rick Scott signed a bill banning gaming centers; however, state officials left enforcement of the law in the hands of local officials. While many counties and cities throughout the state adopted internet café bans, Palatka allowed the businesses to continue to operate unregulated. Internet cafes in Palatka have been posing an increased threat to public safety and have become localized areas of crime. The cafes create an unsafe environment for surrounding businesses because of criminal activity and frequently serve as a front for illegal activity.

Ordinance 2025-5 Rezoning property located at 1604 Husson Ave. Palatka, Florida from Putnam County Single Family Residential (R-1A) to City of Palatka Single Family Residential (R-1A).
Parcel No. 13-10-26-2550-0010-0100. (Second Reading)

STAFF REPORT

DATE: March 27, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request is to annex one parcel, approximately 0.19 acres +/-, for the purpose of connecting to city water and sewerage systems; amend the Future Land Use Map (FLUM) from Putnam County Urban Reserve (UR) to City of Palatka Residential Low density (RL); and rezone from Putnam County Single-Family Residential (R-1A) to City of Palatka Single-Family Residential (R-1A). Public notice included legal advertisement in the Palatka Daily News, notice signs posted on property, and mailed notices to property owners within 150 feet of the subject property. There is an existing single family dwelling located on the property. Per the City of Palatka zoning ordinance §94-142(b), single family dwellings are a permitted use in the Single-Family Residential (R-1A) district.

BACKGROUND

The application is for a 0.19 acre +/- parcel located on the west side of Husson Avenue, approximately 500-ft south of the Husson Avenue, Siver Lake Drive, and Campbell Street intersection. Parcel 13-10-26- 2550-0010-0100 is bordered by the city limits (residential properties) to the east, and residential parcels in unincorporated Putnam County directly to the north, west, and south. The applicant requests connection to the city's water and sewerage facilities.

On January 7, 2025, the Planning Board approved the annexation, the amendment to the Future Land Use Map, and the rezoning

PROJECT ANALYSIS

Please see staff report attached

Staff Recommendation

- Staff recommends approval of the annexation of 1604 Husson Avenue (Parcel 13-10-26-2550-0010-0100) for the purpose of connection to City of Palatka water and sewerage

services

- Staff recommends amending the district boundary FLUM designation from Putnam County, Urban Reserve (UR), to City of Palatka Residential Low (RL)
- Staff recommends amending the district boundary for the zoning map from Putnam County Single-family Residential (R-1A), to City of Palatka Single-family residential (R-1A)

ATTACHMENTS

1.	PB 24-28_Staff_Report- Annex 1604 Husson Ave_REV
2.	xOrd 25- reZoning PB 24-28 1604 Husson Ave
3.	Business Impact Estimate - ORD 25-05

Case PB 24-28 Annexation, Amendment to FLUM and Rezoning
Address: 1604 Husson Avenue, Approx. 0.19 acres +/-
Parcel No.: 13-10-26-2550-0010-0100
Applicant: Charles Barnes and John Jenkins IV

STAFF REPORT

DATE: January 7, 2025

TO: City of Palatka Planning Board

FROM: Planning Director

APPLICATION REQUEST

Request is to annex one parcel, approximately 0.19 acres +/-, for the purpose of connecting to city water and sewerage systems; amend the Future Land Use Map (FLUM) from Putnam County Urban Reserve (UR) to City of Palatka Residential Low density (RL); and rezone from Putnam County Single-Family Residential (R-1A) to City of Palatka Single-Family Residential (R-1A).

Public notice included legal advertisement in the *Palatka Daily News,* notice signs posted on property, and mailed notices to property owners within 150 feet of the subject property.

There is an existing single family dwelling located on the property. Per the City of Palatka zoning ordinance §94-142(b), single family dwellings are a permitted use in the Single-Family Residential (R-1A) district.

Background

The application is for a 0.19 acre +/- parcel located on the west side of Husson Avenue, approximately 500-ft south of the Husson Avenue, Siver Lake Drive, and Campbell Street intersection. Parcel 13-10-26-2550-0010-0100 is bordered by the city limits (residential properties) to the east, and residential parcels in unincorporated Putnam County directly to the north, west, and south. The applicant requests connection to the city's water and sewerage facilities.

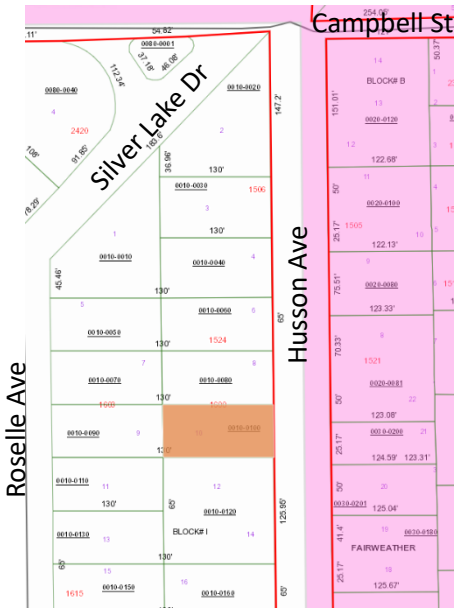


Figure 1: Subject site shown in orange

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

	Actual Use	FLUM	ZONING
Property Existing	Single Family Residence	Putnam County, Urban Reserve (UR)	Putnam County, Single Family Residential, (R-1A)
Property Proposed	Single Family Residence	City of Palatka, Residential Low (RL)	City of Palatka, Single Family Residential (R-1A)
North	Single Family Residence	Putnam County, Urban Reserve (UR)	Putnam County, Single Family Residential (R-1A)
South	Single Family Residence	Putnam County Urban Reserve (UR)	Putnam County, Single Family Residential (R-1A)
East	Single Family Residence	City of Palatka, Residential Low (RL)	City of Palatka Single Family Residential (R-1A)
West	Single Family Residence	Putnam County Urban Reserve (UR)	Putnam County, Single Family Residential (R-1A)

PROJECT ANALYSIS

Annexation Analysis

Florida Statute 171.044 references voluntary annexation requirements and requires that property proposed for annexation must meet two tests. First, properties must be contiguous to the annexing municipality and second, properties must also be "reasonably compact."

Contiguous: F.S. 171.031 provides a definition for contiguous and requires that boundaries of properties proposed for annexation must be coterminous with a part of the municipality's boundary.

Compactness: The statute provides a definition for compactness that requires an annexation to be for properties in a single area, and precludes any action that would create or increase enclaves, pockets, or finger areas in serpentine patterns.

Annexation of this property meets the standard of compactness because it does not create an enclave or pocket. The proposed annexation borders the city limits to the east and is contiguous to existing municipal boundary.

Connection to Water and Sewer: **Water and sewerage infrastructure is available to the site. The applicant desires connection to city water and sewerage systems. Both systems are adequate to handle the annexation of the site.**

Comprehensive Plan Public Facilities Element Policy D.1.2.1.
The City of Palatka shall establish a coordinating relationship with the Putnam County Board of County Commissioners to discuss future development plans adjacent to City borders and to discuss the City supporting development beyond their border with water/sewer service. Areas served by Palatka water and sewer will be annexed into the City; however, the distribution of potable water for areas outside of City

limits is conditioned upon annexation only when those properties become contiguous. Annexation of contiguous property receiving water or sewer service shall not be required if provision of service to a property, in substantive terms, improves the efficiency of the collection system, supports the system through additional service and user fees, achieves environmental protection, and promotes economic development; and does not promote urban sprawl.

Future Land Use Change Analysis

Figure 2: Current Future Land Use Map (FLUM)

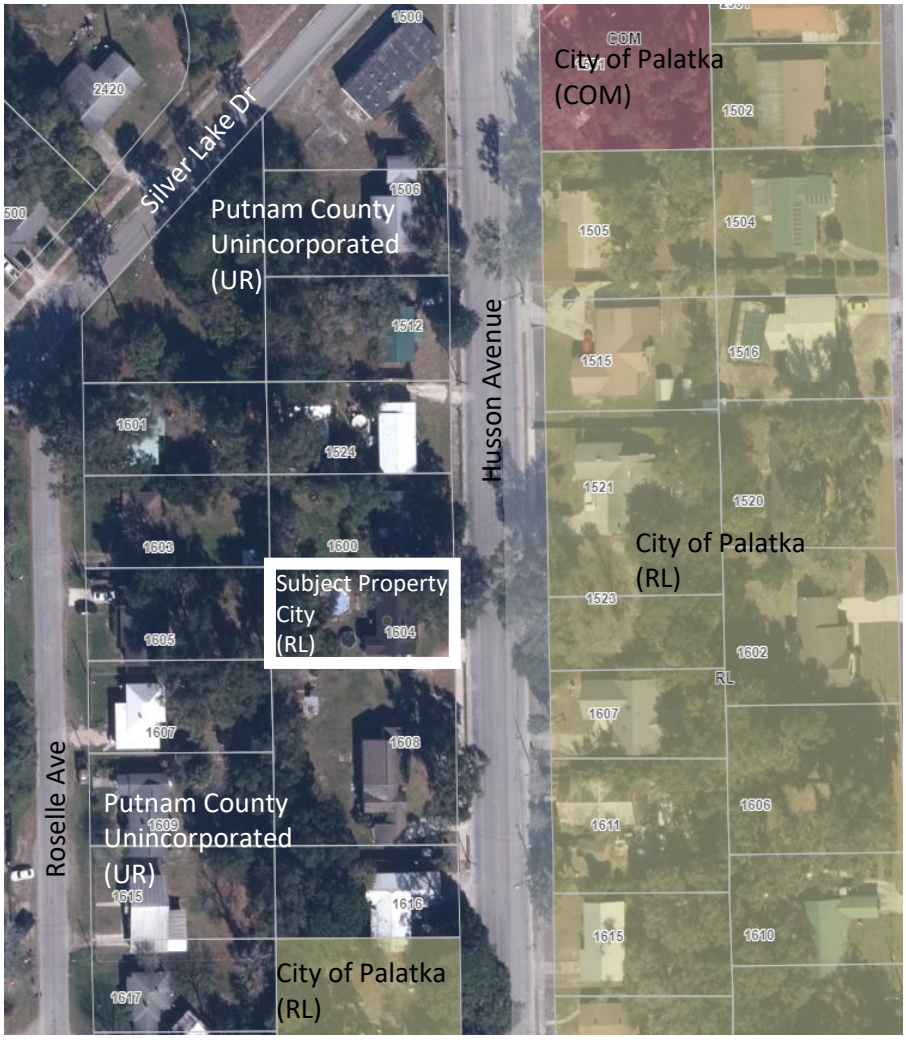


Figure 3: Proposed Future Land Use Map (FLUM)

Provide analysis of the suitability of the plan amendment for its proposed use considering the character of the undeveloped land, soils, topography, natural resources, and historic resources on site.

Staff is not aware of any soil or topography conditions that would present major problems for this property in accordance with all applicable land development regulations. Staff is not aware of natural or historic resources on this developed site.

Provide analysis of the minimum amount of land needed as determined by the local government.
The applicant proposes to continue the use as a single-family residence.

The adopted 2008 Comprehensive Plan does not determine minimum amounts of land needed for commercial or industrial land uses. However, data and analysis for the Future Land Use element does note that commercial land uses comprised 25% of the total land area of the city at that time. Industrial land uses comprised 5.3% of the total land area at that time. As the city and surrounding areas have grown, there has been increased demand for these land uses.

Demonstrate that amendment does not further urban sprawl, as determined through the following tests:

- Low-intensity, low-density, or single-use development or uses.

- Development in rural areas at substantial distances from existing urban areas while not using undeveloped lands that are available and suitable for development.
- Radial, strip, isolated, or ribbon development patterns.
- Development that fails to adequately protect and conserve natural resources and agricultural activities
- Development that fails to maximize use of existing and future public facilities and services.
- Development patterns or timing that will require disproportional increases in cost of time, money and energy in providing facilities and services.
- Development that fails to provide a clear separation between rural and urban uses.
- Development that discourages or inhibits infill development and redevelopment.
- Development that fails to encourage a functional mix of uses.

The annexation of this parcel would not contribute to urban sprawl and is within an already-established residential area. The parcel is located on the west side of Husson Avenue and boarders the city limits to the east at this location.

Figure 4: Current Zoning Map

Figure 5: Proposed Zoning Map

Zoning Analysis

Section 94-38 (f) (1) requires that the report and recommendations of the Planning Board to the City Commission required by subsection 94-38 (e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:

a. *Whether the proposed change is in conformity with the Comprehensive Plan.* **The proposed annexation is in conformity with the Comprehensive Plan.**

b. *The existing land use pattern.* **The proposed annexation is consistent with the land use pattern.**

c. *Possible creation of an isolated district unrelated to adjacent and nearby districts*. **The proposed annexation would not create an isolated district; the parcel is adjacent to the city limits to the east.**

d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.* **The proposed annexation would add a single-family dwelling unit to the city housing stock. The additional residence is not expected to overtax public facilities or produce an undue strain on the school system. However, it will tap into city water and sewerage services, which have sufficient capacity for this annexation at this time.**

e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.* **The existing boundary is not illogical; this proposed annexation would be contiguous, as city limits border the parcel in question directly to the east.**

f. *Whether changed or changing conditions make the passage of the proposed amendment necessary.* **The applicant requests municipal water and sewer services for the property, therefore an annexation is required.**

g. *Whether the proposed change will adversely influence living conditions in the neighborhood.* **The proposed annexation will not bring more vehicular traffic to the area; all current conditions would remain unchanged.**

h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.* **The proposed annexation would not excessively increase traffic congestion or otherwise affect public safety.**

i. *Whether the proposed change will create a drainage problem.* **The rezoning will not cause drainage problems; all current conditions would remain unchanged.**

j. *Whether the proposed change will seriously reduce light and air to adjacent areas.* **The proposed rezoning will not reduce light and air to adjacent properties; there is an existing single family home on the property.**

k. *Whether the proposed change will adversely affect property values in the adjacent areas.* **The proposed annexation will not adversely affect nearby property values; there is an existing house on the property in an established residential area.**

l. *Whether the proposed change will be a deterrent to the improvement of adjacent property in accord with existing regulations.* **The proposed rezoning will not be a deterrent for improvement of adjacent property.**

m. *Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.* **The proposed annexation and zoning change will not constitute a grant of special privilege.**

n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning.* **The parcel must be annexed into the city limits for water and sewerage service, and it requires assignment of a residential zoning compatible with the surrounding area.**

o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city.* **The proposed annexation and rezoning is not out of scale. The subject property will remain single-family residential and the parcel is surrounded by residential properties.**

p. *Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.* **The residential land use is already existing with a single family home. The rezoning is to assign a City of Palatka zoning district to the annexed parcel in order to connect to city water and sewer services.**

q. *The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district.* **Not in historic district.**

Staff Recommendation

- Staff recommends approval of the annexation of 1604 Husson Avenue (Parcel 13-10-26-2550-0010-0100) for the purpose of connection to City of Palatka water and sewerage services
- Staff recommends amending the district boundary FLUM designation from Putnam County, Urban Reserve (UR), to City of Palatka Residential Low (RL)
- Staff recommends amending the district boundary for the zoning map from Putnam County Single-family Residential (R-1A), to City of Palatka Single-family residential (R-1A)

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL 32177

ORDINANCE NO. 25-05

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 SINGLE FAMILY RESIDENTIAL (R-1A) TO CITY OF PALATKA SINGLE FAMILY RESIDENTIAL (R-1A) FOR THE FOLLOWING PROPERTY:1604 HUSSON AVENUE, PALATKA, FL 32177, 5 POINTS S/D MB4 P2 BLK 1, LOT 10 BK218 P581 PARCEL 13-10-26-2550-0010-0100, PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the City of Palatka Building and Zoning Department on behalf of the owner of said property: iHeart Capital LLC, for certain amendment to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on January 7, 2025, and two public hearings before the City Commission of the City of Palatka on March 13, 2025, and March 27, 2025, and

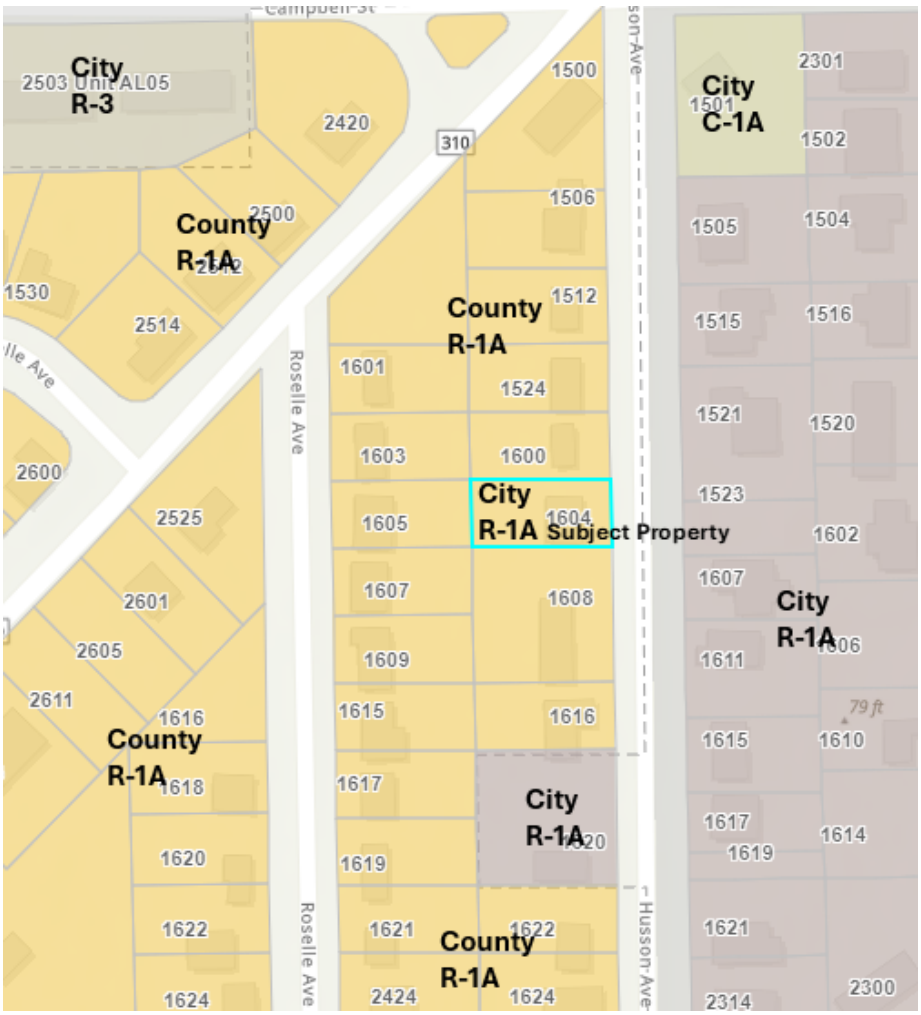
WHEREAS, the City Commission of the City of Palatka has determined that said amendment should be adopted.

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:

Section 1. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described property from the present zoning classification of Putnam County Single-Family Residential (R-1A) to City of Palatka Single-Family Residential (R-1A) classification.

DESCRIPTION OF PROPERTY:

5 POINTS S/D MB4 P2 BLK 1, LOT 10 BK218 P581, 1604 HUSSON AVENUE
Putnam County Property Appraiser's Parcel No.: 13-10-26-2550-0010-0100



Section 2. To the extent of any conflict between the terms of this ordinance and the terms of any ordinance previously passed or adopted, the terms of this ordinance shall supersede and prevail.

Section 3. This Ordinance shall become effective immediately upon its final passage by the City Commission.

Section 4. SCRIVENER'S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 13th day of March 2025.

PASSED AND ADOPTED on the second reading by the City Commission of the City of Palatka, Florida, this 27th day of March 2025.

CITY OF PALATKA

By:_____
Its MAYOR

ATTEST:

_____
City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: "Rezoning property located at 1604 Husson Ave. Palatka, Florida from Putnam County Single Family Residential (R-1A) to City of Palatka Single Family Residential (R-1A)." More specifically:

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 SINGLE FAMILY RESIDENTIAL (R-1A) TO CITY OF PALATKA SINGLE FAMILY RESIDENTIAL (R-1A) FOR THE FOLLOWING PROPERTY:1604 HUSSON AVENUE, PALATKA, FL 32177, 5 POINTS S/D MB4 P2 BLK 1, LOT 10 BK218 P581 PARCEL 13-10-26-2550-0010-0100, PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
  a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
  b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;

[1] See Section 166.041(4)(c), Florida Statutes.

c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The Accessory Dwelling Unit ordinance seeks to address the City's affordable housing crisis by allowing ADUs in single-family residential districts.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.
It is not anticipated that the ordinance will create any direct economic impact to businesses in Palatka, beyond a positive economic impact due to construction and development of new residential structures.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: None

4. Additional information the governing body deems useful (if any): In 2013, Governor Rick Scott signed a bill banning gaming centers; however, state officials left enforcement of the law in the hands of local officials. While many counties and cities throughout the state adopted internet café bans, Palatka allowed the businesses to continue to operate unregulated. Internet cafes in Palatka have been posing an increased threat to public safety and have become localized areas of crime. The cafes create an unsafe environment for surrounding businesses because of criminal activity and frequently serve as a front for illegal activity.

Ordinance 24-08 Rezoning property located at Azalea Place Subdivision, Phase II, 00 Kelly Smith School Rd. Palatka, Florida, From City of Palatka Commercial (COM) to City of Palatka Residential, Single-family (R-1)
Parcel Nos. 09-10-26-0213-0000-0010; 09-10-26-0213-0000-0020; 09-10-26-0213-0000-0030
(First Reading)
Address:
Parcel No.:
Applicant:

STAFF REPORT

DATE: March 27, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	Staff Report - Kelley Smith
2.	Ord 2024-08reZoningAzalea
3.	Business Impact Estimate - ORD 24-08

Case PB 23-20 – Amend Land Use and Rezone 0.5+/- acres at 7341 Crill Avenue
Address: a portion of 7341 Crill Avenue, approx. 0.5 acres
Applicant: JJJT1, LLC
Agent: Tobi McGuigan

STAFF REPORT

DATE: March 5, 2024
TO: City Planning Board
FROM: Planning Director

APPLICATION REQUEST

This is a request for a small-scale Comprehensive Plan Amendment on three parcels totaling 0.5+/- acres on Kelley Smith School Road to amend the future land use and zoning. The request is to change the existing future land use from Commercial (COM) to Residential Low (RL), and to change the existing zoning from General Commercial (C-1), to Residential Single Family (R-1). The parcels are proposed to be developed as single-family homes. The requested zoning on the application is listed as R-1A, but the applicant has indicated they wish to pursue R-1 zoning.

Public notice issued by the city included legal advertisement in the *Palatka Daily News*, property posting, and mailed notices to property owners within 150 feet of the subject property.

Background

The property is currently within the city limits of Palatka and is vacant. Originally part of the larger commercial parcel to the north, the subject parcels were recently approved to be platted by the Planning Board Feb. 6, and will go to the City Commission for final approval Mar. 14. The proposed homes will be connected to municipal water and sewer available nearby.

This area contains a mix of parcels and uses both within and without of the city limits of Palatka. General uses include single family residential to the east and west, vacant commercial to the north and a public school to the south. See Table 1.

	Actual Use	FLUM	ZONING
Property Existing	Vacant	City Commercial (COM)	Putnam County Agriculture (AG)
Portion of Property Proposed	Single Family Residential	City of Palatka Residential Low Density (RL)	City of Palatka Single Family Residential (R-1)
North	Single Family Residential	City of Palatka Commercial (COM)	City of Palatka General Commercial (C-1)
South	Public School	City of Palatka City Public Facilities (PF)	City of Palatka Residential, Two Family (R-2)
East	Single Family Residential	City of Palatka Residential Low (RL)	City of Palatka Single Family Residential (R-1)
West	Single Family Residential	Putnam County Urban Reserve (UR)	Putnam County Agricultural (AG)

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

Future Land Use Change Analysis

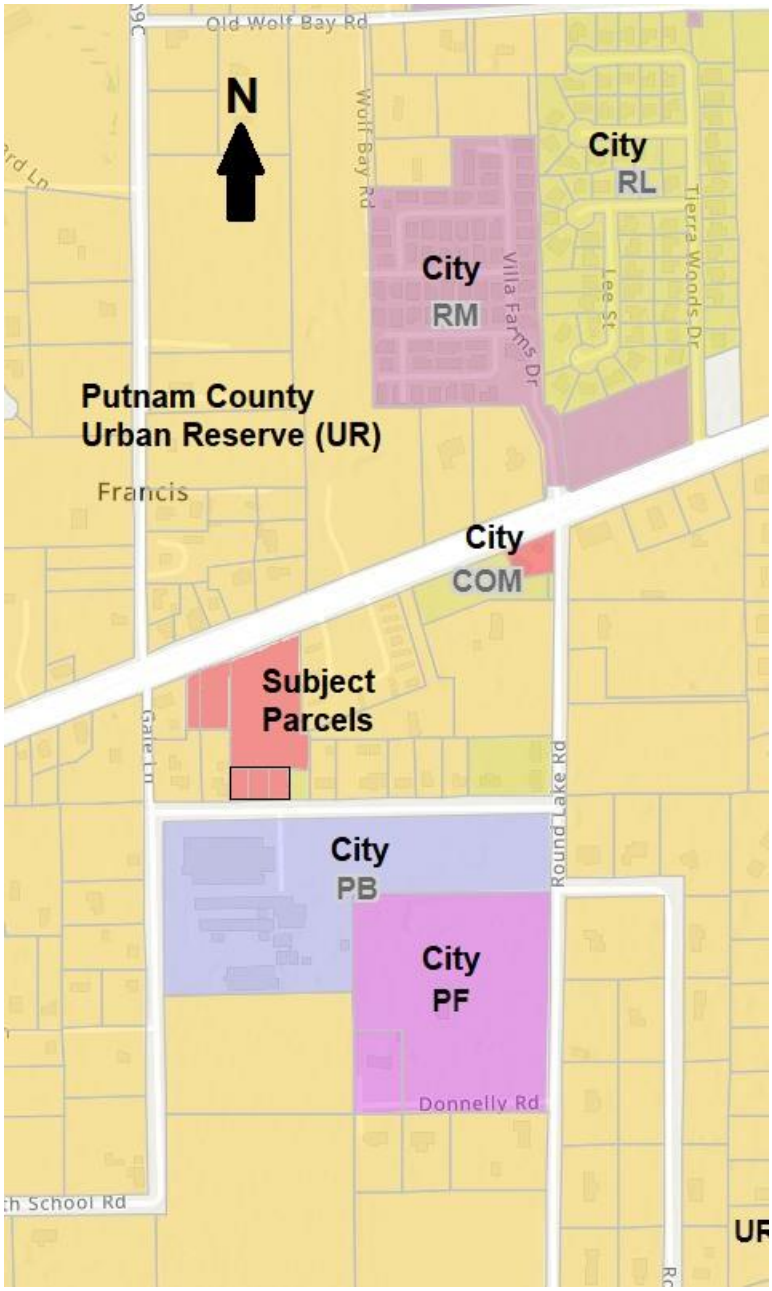


Figure 1. Existing Future Land Use

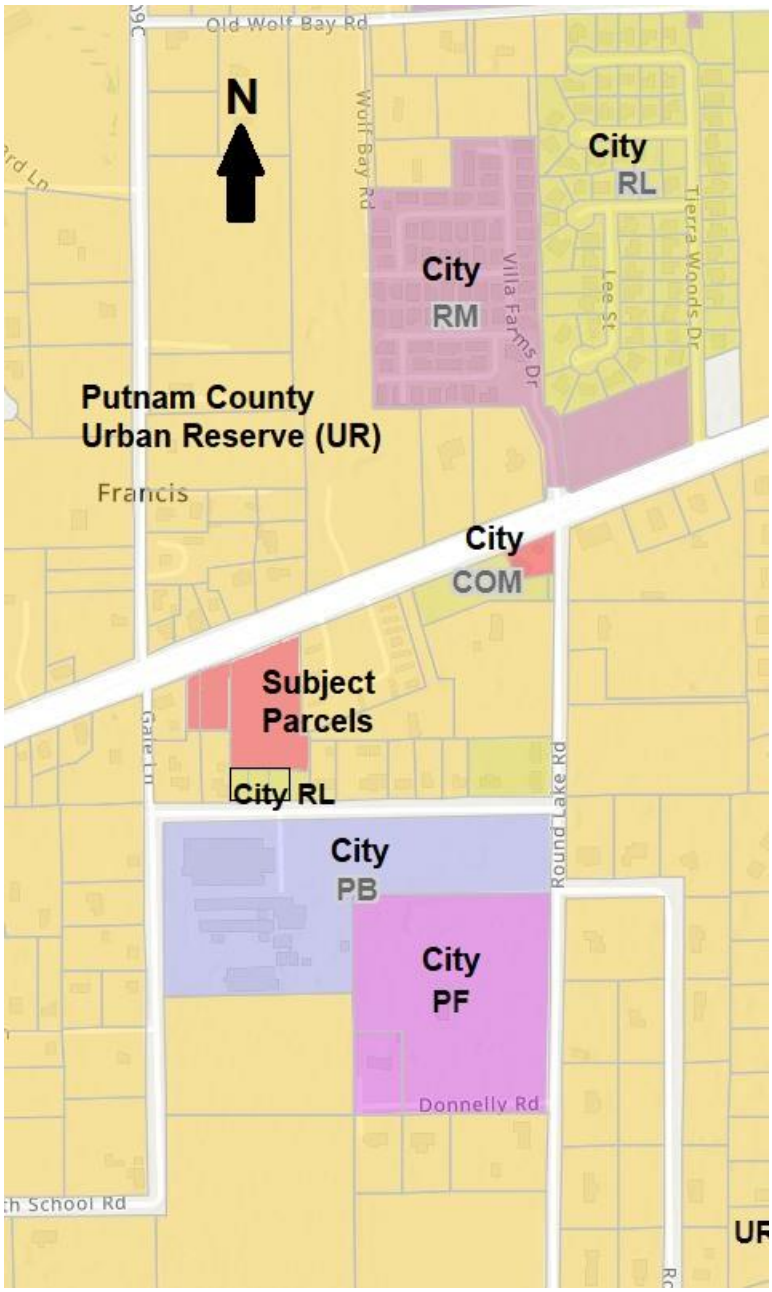


Figure 2. Proposed Future Land Use

The applicant is proposing to change the Future Land Use from Putnam County Urban Reserve (UR) to Residential High Density (RH) and Commercial (COM) on 0.5 acres, making this a Small Scale Comprehensive Plan Amendment which will be sent for expedited State review.

Florida Statutes Chapter 163.3177(6) provide for the following land use change criteria to be considered.

- *Provide analysis of the suitability of the plan amendment for its proposed use considering the character of the undeveloped land, soils, topography, natural resources, and historic resources on site.*

Response: Three soil types occur on the subject parcel. Narcoosee soil is deep and somewhat poorly drained. Centenary soil is well drained, and Tavares soil is moderately well drained.

The parcel is not within a flood zone, as it is identified as Flood Zone X on FIRM maps. Staff is not aware of any soil or topography conditions that would present major problems for additional future development of this property in accordance with all applicable land development regulations. The Florida Master Site Files do not list or show any historic resources on this site.

- *Provide analysis of the minimum amount of land needed as determined by the local government.*

Response: The City of Palatka's last adopted 2008 Comprehensive Plan, Future Land Use element, estimated the number of low-density housing units needed in 2020 to be 546 units higher than in 2005. Due to a major recession, this number of units has not been constructed within the city limits during that time frame.

While the 2020 U.S. Census did not show an increase of population within the past ten years, several major employers have or are entering Putnam County. There is an increase in new businesses in the city. The county as a whole is experiencing growth pressure from neighboring counties, especially as housing costs rise. This portends a demand for housing units, and therefore the creation of additional land within the city for this purpose is consistent with the Comprehensive Plan.

- *Demonstrate the amendment does not further urban sprawl, as determined through the following tests:*

- Low-intensity, low-density, or single-use development or uses.
- Development in rural areas at substantial distances from existing urban areas while not using undeveloped lands that are available and suitable for development.
- Radial, strip, isolated, or ribbon development patterns.
- Development that fails to adequately protect and conserve natural resources and agricultural activities
- Development that fails to maximize use of existing and future public facilities and services.
- Development patterns or timing that will require disproportional increases in cost of time, money and energy in providing facilities and services.
- Development that fails to provide a clear separation between rural and urban uses.
- Development that discourages or inhibits infill development and redevelopment.
- Development that fails to encourage a functional mix of uses.

Response: The conversion of the subject parcels to residential land use would not contribute to urban sprawl, as the property is within an already established neighborhood and would be considered infill. The development pattern is that of a suburban neighborhood.

Many surrounding properties to the east and west have low density single family residences on them, are not within the city limits, are on well and septic systems and retain a Putnam County land use of Urban Reserve and a Putnam County zoning classification of Agriculture (AG).

Nearby parcels within the city include Kelley Smith Elementary School and small commercial properties. The school has a land use of City of Palatka Public Facilities (PF) with a zoning classification of Two-Family Residential (R-2).

Existing facilities currently have capacity to serve the proposed development, and because it is located adjacent to existing city limits, there should be no disproportionate increase in time, money and energy for provision of facilities and services. One condition this request seeks to address is that of increasing utility connections to City water and sewer systems. Sewer and water are available near the site. The applicant desires to connect to City water and sewer systems. Both systems are more than adequate to handle the expected volume.

The utilization of this parcel does not discourage or inhibit infill development, as the parcels are immediately adjacent to existing city limits. There will be a functional mix of uses between low density residential and commercial.

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Zoning Change Analysis

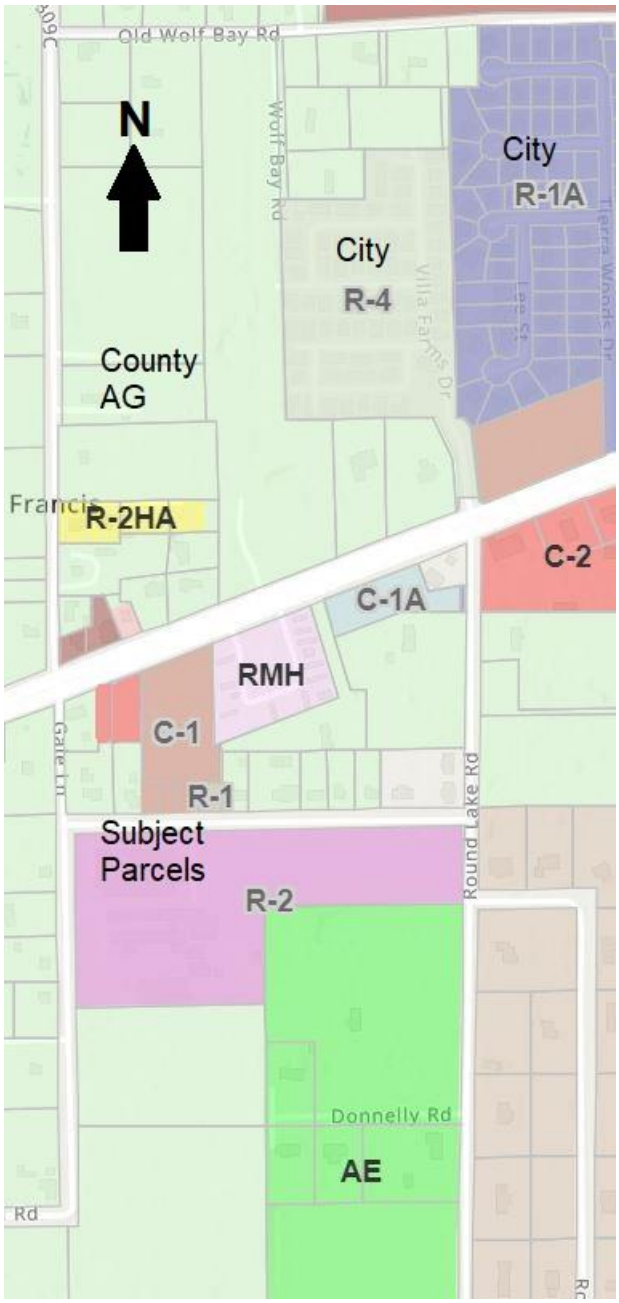


Figure 3. Existing Zoning

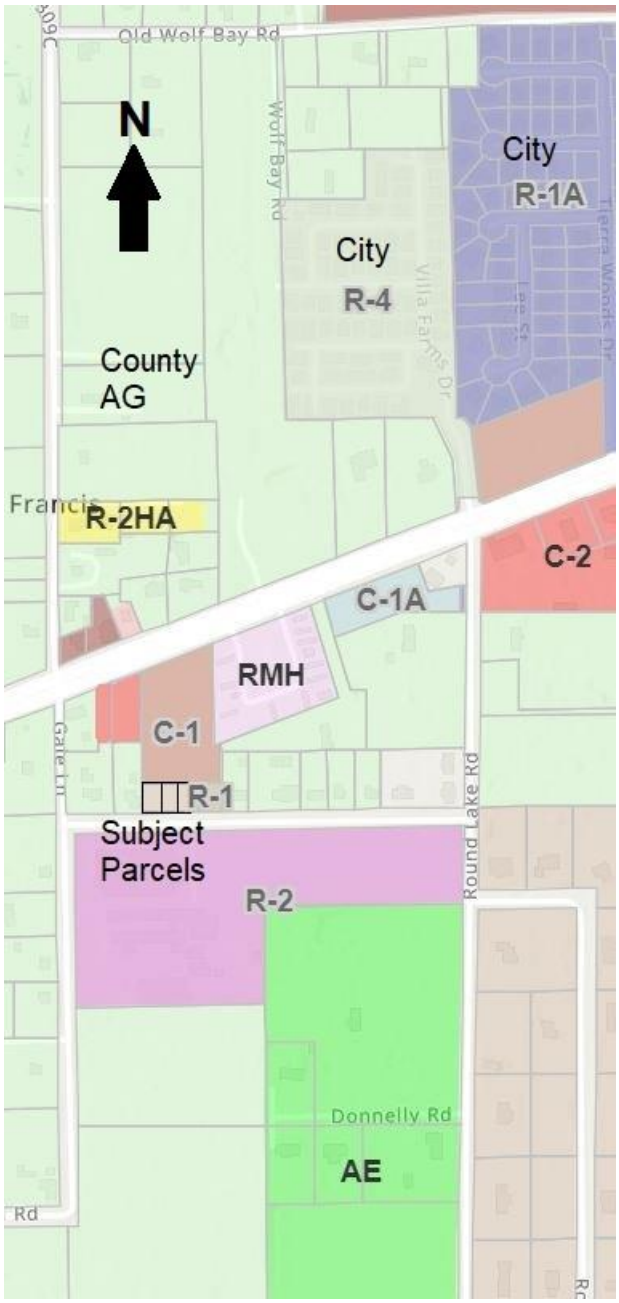


Figure 4. Proposed Zoning

Section 94-38(f)(1) of the Palatka Code of Ordinances requires that the report and recommendations of the Planning Board to the City Commission as required by subsection 94-38(e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:

a. *Whether the proposed change is in conformity with the Comprehensive Plan:*
   Response: The subject property currently has a Commercial classification. The Future Land Use map for the City shows the property being adjacent to Putnam County Agricultural (AG) zoning to the west and City of Palatka Single Family Residential (R-1) to the east. Most of the surrounding properties are developed as residential uses. The change to a residential use zoning category will not have an adverse impact on the residential properties around it.

b. *The existing land use pattern.*
Response: The existing land use pattern in this area is a mix of vacant commercial land, agricultural and residential. The proposed zoning change will further the existing single family character to the east and west of the subject parcels.

c. *Possible creation of an isolated district unrelated to adjacent and nearby districts*.
Response: The proposed zoning change will not be isolated, as there are adjacent residential uses to the east and west, and general commercial use to the north, with a public school facility to the south of the subject parcels.

d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.*
Response: The subject parcels are proposed to be developed as single family homes. This has the potential to increase population by 2.37 persons per household, or a potential total of 7.11 persons. The City of Palatka water and wastewater treatment plants both have available capacity at this time to serve these homes. As these are single family uses, there will be a de minimus impact be on traffic in the local area. There may be an additional impact on school population. Stormwater will managed onsite.

e. Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.
Response: The proposed rezoning will be in concert with the existing zoning districts to the west and east, both on properties within the city limits and on nearby properties in the unincorporated area. There is a mix of zoning categories in the area, as well as a mix of uses.

f. *Whether changed or changing conditions make the passage of the proposed amendment necessary.*
Response: As with most places in the United States at this time, Palatka and Putnam County are experiencing high housing demand, especially for workforce and middle class populations. Creating more opportunities for such housing is needed.

g. *Whether the proposed change will adversely influence living conditions in the neighborhood.*
Response: Minimal traffic will be created with the proposed single family dwelling units on these parcels. Stormwater will be managed on site. The homes will be connected to public water and sewer. Existing living conditions in the area will not change with approval.

h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.*
Response: Access to the proposed homes would be on Kelley Smith School Road. Three single family residences would have minimal impact on traffic congestion and public safety in the area.

i. *Whether the proposed change will create a drainage problem.*
Response: There should be no negative impact on drainage in the area as there is minimal elevation change in the landscape, the soils are generally well drained and onsite stormwater management will be utilized.

j. *Whether the proposed change will seriously reduce light and air to adjacent areas.*
Response: No reduction in light and air to adjacent areas is anticipated, as the proposed use remains single family residential and such structures are subject to setbacks and height restrictions per the zoning code.

k. Whether the proposed change will adversely affect property values in the adjacent areas.
Response: The construction of new residences should have a positive impact on property values.

l. *Whether the proposed change will be a deterrent to the improvement of adjacent property in accord with existing regulations.*
Response: The proposed use exists on properties to the west and east. A public school is located on the adjacent parcel to the south. Constructing residential units on the subject parcel at the same density as the surrounding area should not be a deterrent to the improvement of adjacent properties.

m. *Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.*
Response: As the proposed change is in accordance with standard Planning practice, in alignment with surrounding land uses and furthers the use of existing public infrastructure, there would be no special privilege to an individual nor a negative effect on the public welfare. All development is required to meet all federal, state and local codes, just as required of other developments.

n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning.*
Response: Given the need for housing in Putnam County and the city of Palatka, the market is driving the sale of otherwise seemingly unsuitably zoned properties to be used for housing.

The proposed zoning classification is consistent with existing zoning within the neighborhood, both within the city and within Putnam County. The proposed use is consistent and compatible with surrounding uses.

o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city.*
Response: The immediate area is residential in nature. The use already exists on several surrounding properties and will be infill development. The proposed use would not be out of scale with the neighborhood or with the city of Palatka.

p. Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.
Response: It is not impossible, but the purpose of this request is to construct additional housing units within the city limits and to connect to water and sewer services.

q. The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district.
Response: Not applicable.

The City Commission has requested an estimate of revenues to the City of Palatka for proposed developments. Staff reminds readers the following table is only an estimate, as taxable values and utility usage may vary significantly.

Estimated City of Palatka Revenue for 3 New Single Family Residences									
Type of Develop	**Use**	**Authority**	**Acres**	**Units**	**Zoning**	**Total Bldg sf**	**Tax Value**	**COP Millage Rate**	**2022 City Tax Revenue**
SFR Parcel	Res SFR	City	0.17	1	R-1	1,500	$150,000.00	0.0064	$960.00
SFR Parcel	Res SFR	City	0.17	1	R-1	1,500	$150,000.00	0.0064	$960.00
SFR Parcel	Res SFR	City	0.17	1	R-1	1,500	$150,000.00	0.0064	$960.00
								Total Ann Tax Rev	$2,880.00
								Est Total Fire Fee	$21,600.00
								Est Total Utility Fees	$7,200.00
								Total Est Ann Rev to City	**$31,680.00**

The proposed project is expected to add 3 dwelling units to the city of Palatka. Using a projected persons per household for 2020 of 2.37, this equates to a projected population increase of 7 persons.

If approved, this land use change will equate to 0.50 acres of small-scale amendments for the City of Palatka for the 2024 calendar year.

PB 23-20 Staff Recommendation

1. Staff recommends the request to amend the Future Land Use Map from City of Palatka Commercial (COM) to City of Palatka Residential Low (RL) be approved for the above parcels.

2. Staff recommends the request to rezone from City of Palatka General Commercial (C-1) to City of Palatka Single Family Residential (R-1) be approved for the above parcels.

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL., 32177

ORDINANCE NO. 2024-08

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM CITY OF PALATKA GENERAL COMMERCIAL (C-1) TO CITY OF PALATKA RESIDENTIAL, SINGLE-FAMILY (R-1) FOR THE FOLLOWING PROPERTY: LOCATED AT KELLEY SMITH SCHOOL ROAD, PALATKA, FL 32177, PARCEL NOS.: 09-10-26-0213-0000-0010, 09-10-26-0213-0000-0020, AND 09-10-26-0213-0000-0030, PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the City of Palatka Building and Zoning Department on behalf of the owner of said property: JJJTI LLC, for certain amendment to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on March 5, 2024, and two public hearings before the City Commission of the City of Palatka on February 13, 2025, and March 13, 2025, and

WHEREAS, the City Commission of the City of Palatka has determined that said amendment should be adopted.

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:

Section 1. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described property from the present zoning classification of City of Palatka General Commercial (C-1) to City of Palatka Residential, Single-Family (R-1) classification.

DESCRIPTION OF PROPERTIES: AZALEA PLACE PHASE II MB7 P13 LOT 1; AZALEA PLACE PHASE II MB7 P13 LOT 2; AND AZALEA PLACE PHASE II MB7 P13 LOT 3.

Putnam County Property Appraiser's Parcel Nos.: 09-10-26-0213-0000-0010, 09-10-26-0213-0000-0020, and 09-10-26-0213-0000-0030.

Figure 1: map showing location of subject properties

Section 2. To the extent of any conflict between the terms of this ordinance and the terms of any ordinance previously passed or adopted, the terms of this ordinance shall supersede and prevail.

Section 3. This Ordinance shall become effective immediately upon its final passage by the City Commission, however, the rezoning shall not become effective until the amendment to the City of Palatka Comprehensive Plan adopted by Ordinance No. 2024-08 becomes effective as provided therein.

Section 4. SCRIVENER'S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

Section 5. This ordinance is exempt from provisions of the statute, Chapter 2023-309, Laws of Florida, codified as Section 166.041(4) Florida Statutes.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 13th day of February 2025.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 13th day of March 2025.

CITY OF PALATKA

BY:_____
Its Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
City Attorney

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: "Rezoning for Azalea Place Subdivision, Phase II, 00 Kelly Smith School Rd." More specifically:

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM CITY OF PALATKA GENERAL COMMERCIAL (C-1) TO CITY OF PALATKA RESIDENTIAL, SINGLE-FAMILY (R-1) FOR THE FOLLOWING PROPERTY: LOCATED AT KELLEY SMITH SCHOOL ROAD, PALATKA, FL 32177, PARCEL NOS.: 09-10-26-0213-0000-0010, 09-10-26-0213-0000-0020, AND 09-10-26-0213-0000-0030, PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
  a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
  b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
  c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
  d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

[1] See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The Accessory Dwelling Unit ordinance seeks to address the City's affordable housing crisis by allowing ADUs in single-family residential districts.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.
It is not anticipated that the ordinance will create any direct economic impact to businesses in Palatka, beyond a positive economic impact due to construction and development of new residential structures.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: None

4. Additional information the governing body deems useful (if any): In 2013, Governor Rick Scott signed a bill banning gaming centers; however, state officials left enforcement of the law in the hands of local officials. While many counties and cities throughout the state adopted internet café bans, Palatka allowed the businesses to continue to operate unregulated. Internet cafes in Palatka have been posing an increased threat to public safety and have become localized areas of crime. The cafes create an unsafe environment for surrounding businesses because of criminal activity and frequently serve as a front for illegal activity.

Ordinance 2025-10 - School Zone Speed Infraction Program (Second reading)
Ordinance 25-10 - School Zone Speed Enforcement Program (Second reading)

STAFF REPORT

DATE: March 27, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The City wishes to deter drivers from speeding through school zones and provide a supplemental means for the enforcement of unlawful speed violations by enacting an ordinance to implement a school zone speed enforcement program that utilizes enforcement cameras.

BACKGROUND

House Bill 657 was passed by the Florida Legislature and subsequently signed into law by Governor DeSantis on May 31, 2023. This law authorizes municipalities to operate speed detection devices to enforce speed limits in and around schools throughout the entire school day. The aim is to enhance the safety of students and staff by curbing speeding in school zones.

PROJECT ANALYSIS

The implementation of this law is part of a broader effort to ensure the safety of children and reduce the risk of accidents in school areas. This program also serves as a preventive measure, encouraging drivers to adhere to speed limits and drive cautiously around school zones at all times. Based on the traffic data and other evidence, the City determined that schools set forth in this Ordinance have a heightened safety risk which supports the installation of school speed zone safety cameras.

School zones will be marked with additional posted speed limit signs, regulatory time placards, and photo-enforced signs. With the additional signage, the goal is to slow vehicles down.

Cameras will be used to identify vehicles traveling over the posted speed limit. Anyone in the designated school zone driving 11 mph or more over the posted speed limit will receive a violation in the mail.

Prior to issuing violations, a grace period will be provided and drivers will be issued warnings during this time frame. This warning period will encourage drivers to slow down and change their driving habits. During this warning period, violators will receive a warning in the mail that carries no fine. Speed cameras will be active and enforced on school days from 30 minutes before school starts until 30 minutes after school has ended. This violation is a civil violation and is not considered a traffic violation. The violation is $100. The penalties collected under this

program are controlled by Florida statute and are broken down as follows:

- Twenty dollars ($20) must be remitted to the FL Department of Revenue for deposit into the General Revenue Fund.

• Sixty dollars ($60) must be retained by the city and must be used to administer speed detection systems in school zones and other public safety initiatives.
• Three dollars ($3) must be remitted to the FL Department of Revenue for deposit into the Department of Law Enforcement Criminal Justice Standards and Training Trust Fund.
• Twelve dollars ($12) must be remitted to the county school district in which the violation occurred and must be used for school security initiatives, for student transportation, or to improve the safety of student walking conditions. Funds remitted under this paragraph must be shared with charter schools in the district based on each charter school's proportionate share of the district's total unweighted full-time equivalent student enrollment and must be used for school security initiatives or to improve the safety of student walking conditions.
• Five dollars ($5) must be retained by the county for the School Crossing Guard Recruitment Retention Program under Florida Statute Section 316.1894.

Staff Recommendation

The Police Department is looking for approval of Ordinance 25-10.

ATTACHMENTS

1.	School Zone Speed Infraction Program
2.	Business Impact Statement - School Speed Zone Infractions

ORDINANCE 2025-10

AN ORDINANCE AMENDING CHAPTER 42, CITY CODE, BY CREATING ARTICLE V, SECTIONS 42-140 THROUGH 42-145, , SCHOOL SPEED ZONE INFRACTIONS BY USE OF ENFORCEMENT CAMERAS, WHICH AUTHORIZES A SCHOOL SPEED ZONE SPEED ENFORCEMENT PROGRAM AND USE OF SPEED DETECTION SYSTEMS, PROVIDING PROGRAM IMPLEMENTATION REQUIREMENTS, DESIGNATION OF SCHOOL ZONES AND ENFORCEMENT; PROVIDING LEGISLATIVE FINDINGS, SEVERABILITY, CODIFICATION, CORRECTION OF SCRIVENER'S ERRORS, AND AN EFFECTIVE DATE.

WHEREAS, the City of Palatka ("City") possesses broad home rule powers granted under the State of Florida Constitution and pursuant to the grant of power set forth in §2(b), Article VIII of the State Constitution, the legislative body of each municipality has the power to enact legislation concerning any subject matter upon which the Florida Legislature may act, unless otherwise prohibited or preempted; and

WHEREAS, on April 28, 2023, the Florida Legislature passed CS/C/HB 657 ("HB 657"), authorizing municipalities to enforce the applicable speed limit on a roadway properly maintained as a school zone through the use of a Speed Detection System; and

WHEREAS, on May 31, 2023, HB 657 was signed into law under Chapter 2023-174, Laws of Florida, taking effect on July 1, 2023; and

WHEREAS, HB 657 provides that a municipality may issue Notices of Violation and may authorize a law enforcement officer or traffic infraction enforcement officer to issue uniform traffic citations for violations of §316.1895 and §316.183, Florida Statutes, that are captured by speed detection systems during specified time periods and further provide for notice to the registered owner of the subject vehicle, a hearing procedure, appellate remedies and the assessment and remittance of civil penalties and costs; and

WHEREAS, HB 657 requires municipalities that elect to operate a school speed zone detection program to implement a public awareness campaign at least 30 days before commencing with the enforcement of violations and to annually report information about the program to both the public and the Florida Department of Highway Safety and Motor Vehicle; and

WHEREAS, the City wishes to deter drivers from speeding through school zones and provide a supplemental means for the enforcement of unlawful speed violations by enacting an ordinance to implement a school zone speed enforcement program; and

WHEREAS, the City must determine the appropriate speed detection system vendor and procure such a vendor to assist with the City's school zone speed enforcement program in cooperation with the relevant City staff, and in conformance with all requirement set forth in HB 657; and

WHEREAS, the School Zone Speed Detection Systems provides data and evaluation criteria to support a finding that schools, and associated school zones, have a heightened safety risk; and

WHEREAS, based on the traffic data and other evidence, the City determined that schools set forth in this Ordinance have a heightened safety risk which supports the installation of school speed zone safety cameras, and

WHEREAS, as part of the public hearing on this matter, the City Commission of the City of Palatka has considered the data and other evidence provided by City staff supporting the

installation and operation of speed detection systems on roadways maintained as school zones and has determined that each school zone where a speed detection system is to be placed or installed constitutes a heightened safety risk that warrants additional enforcement measures on the roadway maintained as a school zone; and

WHEREAS, the City Commission finds that motor vehicles speeding on a roadway maintained as a school zone before, during, and after school hours is a hazard that threatens the health, safety, and welfare of students and pedestrians in the City, and that enforcement of applicable speed limits in school zones before, during, and after school session through the use of a speed detection system may reduce safety risks in school zones, City Commission approves the implementation of a school zone speed detection program pursuant to the rules and regulations of HB 657 and other applicable state law.

BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:

Section I. The City of Palatka Municipal Code Chapter 42, Article V, Sections 1-6 shall be created to read as set forth in Exhibit A attached hereto and by this reference incorporated herein.

Section II. All ordinances or parts of ordinances in conflict therewith are hereby repealed to the extent of such conflict.

Section III. If any section or portion of a section or subsection of this Ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or portion of a section, subsection, or part of this ordinance.

Section IV. EFFECTIVE DATE: This Ordinance shall take effect upon adoption.

Section V. A copy of this Ordinance shall be furnished to the Municipal Code Corporation for insertion in the Code of Ordinances for the City of Palatka, Florida.

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

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the _____day of February, 2025.

PASSED AND ADOPTED on the second reading by the City Commission of the City of Palatka, Florida, this _____day of March, 2025.

CITY OF PALATKA

By: _____

Its MAYOR

ATTEST:

_____

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

_____

CITY ATTORNEY

EXHIBIT A

SCHOOL SPEED ZONE INFRACTIONS

Section

42.140	Intent, purpose, scope
42.141	Definitions
42.142	Use of Speed Detection Systems
42-143	Program Administration
42-144	Program Implementation Requirements
42-145	Designation of School Zones

SEC. 42-140. INTENT, PURPOSE, SCOPE

The intent of this section is to protect the health, safety, and welfare of the citizens of Palatka by authorizing the placement or installation and use of speed detection systems on roadways maintained as a school zone as authorized under F.S. § 316.008, pursuant to F.S. § 316.1895, within the jurisdiction of the city, to promote compliance with speed limits in school zones, and to adopt a quasi-judicial system to enforce violations. This section provides a supplemental means of enforcing unlawful speed violations in school zones and shall not prohibit a law enforcement officer from issuing a uniform traffic citation for a traffic violation in accordance with F.S. Ch. 316.

SEC. 42-141. DEFINITIONS

For the purposes of this section, the following terms shall have the meanings given below:

- *Hearing Procedures*: The procedures set forth under F.S. § 316.1896, governing noticing, scheduling, and conducting hearings before a local hearing officer.
- *Law Enforcement Officer*: As defined by F.S. § 943.10(1), any person who is elected, appointed, or employed full-time by a municipality or the state or any political subdivision thereof; who is vested with authority to bear arms and make arrests; and whose primary responsibility is the prevention and detection of crime or the enforcement of the penal, criminal, traffic, or highway laws of the state.
- *Motor Vehicle*: As defined by F.S. § 316.003, a self-propelled vehicle not operated upon rails or guideway, but not including any bicycle, electric bicycle, motorized scooter, electric personal assistive mobility device, mobile carrier, personal delivery device, swamp buggy, or moped.
- *Notice of Violation*: The written notification sent to the registered owner of a vehicle after a school zone speed infraction by that vehicle has been captured by a Speed Detection

System and thereafter reviewed and approved by a law enforcement officer or traffic infraction enforcement officer. A notice of violation must be in the form and include the contents prescribed by F.S. § 316.1896.

- *School Zone*: That portion of a street or highway established as a school zone pursuant to F.S. § 316.1895.
- *School Zone Speed Enforcement Program*: The regulations and procedures governing the use of Speed Detection Systems on roadways maintained as a School Zone within the jurisdiction of the City, as provided for by applicable law and established by this section.
- *School Zone Speed Infraction*: A violation of F.S. § 316.183 or 316.1895, captured by a Speed Detection System on a roadway maintained as a School Zone during the hours provided for by applicable law and set forth in this section.
- *Speed Detection System*: A portable or fixed automated system used to detect a motor vehicle's speed using radar or LiDAR and to capture a photograph or video of the rear of a motor vehicle that exceeds the speed limit in force at the time of the violation. This term is synonymous with the term "Speed Detection System" defined in F.S. § 316.003(83), as it may be amended.
- *Traffic Infraction Enforcement Officer*: A person who meets the qualifications established by F.S. § 316.640.
- *Uniform Traffic Citation*: The citation issued to the registered owner of a vehicle for a school zone speed infraction, in the form and including the contents prescribed by F.S. §§ 316.1896 and 316.650.

SEC. 42-142. USE OF SPEED DETECTION SYSTEMS

Pursuant to F.S. § 316.008(9), the City of Palatka elects to use speed detection systems on roadways properly maintained as a school zone to enforce speed limits within the city's jurisdiction. The city may utilize speed detection systems as a supplemental means of assisting law enforcement personnel in the enforcement of compliance with state law related to unlawful speed in school zones, in accordance with F.S. Ch. 316.

SEC. 42-143. PROGRAM ADMINISTRATION

(1) The Palatka Police Department in cooperation with any necessary city staff and any approved vendor and its employees and agents, shall be enabled and empowered by this section to assist with the City's school zone speed enforcement program.
(2) The city may utilize a Code Enforcement Hearing Officer/Special Magistrate, and/or its Code Enforcement Board as its local hearing officer, who shall have jurisdiction to conduct proceedings challenging the issuance of a notice of violation.

SEC. 42-144. PROGRAM IMPLEMENTATION REQUIREMENTS

(1) *Vendor Contract*: The City Commission shall approve any contract for placement or installation of a speed detection system in a school zone in accordance with F.S. § 316.0776.
(2) *Installation and Operation of Speed Detection Systems*: Speed Detection Systems may only be installed and operated in the School Zones designated by this section.

(3) *Signage Requirements*: Signage related to speed detection systems shall comply with F.S. Ch. 316, Florida Department of Transportation, and Florida Department of Highway Safety and Motor Vehicles regulations.

SEC. 42-145. DESIGNATIONS OF SCHOOL ZONES

Based on data showing heightened safety risk, school zones for initial installation of speed detection systems include:

- Palatka High School – Mellon Rd & St. Johns Avenue (NB/SB)
- Putnam Academy of Arts & Sciences – 310 S. Palm Avenue

Additional school zones may be added at the sole discretion of the Chief of Police based upon demonstrable data showing heightened safety risks.

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: "School Speed Zone Infractions."
More specifically:

AN ORDINANCE AMENDING CHAPTER 42, CITY CODE, BY CREATING ARTICLE V, SECTIONS 42-140 THROUGH 42-145, , SCHOOL SPEED ZONE INFRACTIONS BY USE OF ENFORCEMENT CAMERAS, WHICH AUTHORIZES A SCHOOL SPEED ZONE SPEED ENFORCEMENT PROGRAM AND USE OF SPEED DETECTION SYSTEMS, PROVIDING PROGRAM IMPLEMENTATION REQUIREMENTS, DESIGNATION OF SCHOOL ZONES AND ENFORCEMENT; PROVIDING LEGISLATIVE FINDINGS, SEVERABILITY, CODIFICATION, CORRECTION OF SCRIVENER'S ERRORS, AND AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

☒ The proposed ordinance is required for compliance with Federal or State law or regulation;

☐ The proposed ordinance relates to the issuance or refinancing of debt;

☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;

☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;

☐ The proposed ordinance is an emergency ordinance;

☐ The ordinance relates to procurement; or

☐ The proposed ordinance is enacted to implement the following:

a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

[1] See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The School Speed Zone Infractions ordinance seeks to better protect public safety by providing supplemental enforcement tools for those who violate school speed limits.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.
It is not anticipated that the ordinance will create any direct economic impact to businesses in Palatka.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: None

4. Additional information the governing body deems useful (if any): In 2013, Governor Rick Scott signed a bill banning gaming centers; however, state officials left enforcement of the law in the hands of local officials. While many counties and cities throughout the state adopted internet café bans, Palatka allowed the businesses to continue to operate unregulated. Internet cafes in Palatka have been posing an increased threat to public safety and have become localized areas of crime. The cafes create an unsafe environment for surrounding businesses because of criminal activity and frequently serve as a front for illegal activity.

Ordinance 2025-06 Annexation of property located on 5019 Crill Ave. Palatka, Florida into the corporate limits of the City of Palatka, Florida.
Parcel No. 10-10-26-0000-0271-0000 (First Reading).

STAFF REPORT

DATE: March 27, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request to annex one parcel, approximately 0.23 acres +/-, for the purpose of connecting to city water and sewerage systems; amend the Future Land Use Map (FLUM) from Putnam County Urban Reserve (UR) to City of Palatka Residential Low density (RL); and rezone from Putnam County Agriculture (AG) to City of Palatka Single-Family Residential (R-1). Public notice included legal advertisement in the Palatka Daily News, notice signs posted on property, and mailed notices to property owners within 150 feet of the subject property. There is an existing single-family dwelling located on the property. Per the City of Palatka zoning ordinance §94-143(b), single-family dwellings are a permitted use in the R-1 residential district.

BACKGROUND

The application is for a 0.23 acre +/- parcel located on the south side of Crill Avenue between Corbett Road and S Moody Road. Parcel 10-10-26-0000-0271-0000 is bordered by the city limits to the east and south, and unincorporated Putnam County to the north and west. The property currently includes a single-family home. The applicant is the owner of parcels directly north and south of the subject property. The applicant requests connection to the city's water and sewerage facilities.

On January 7, 2025, the Planning Board recommended approval of the annexation, the amendment to the Future Land Use Map, and the rezoning.

PROJECT ANALYSIS

Please see staff report attached

Staff Recommendation

• Staff recommends approval of the annexation of 5019 Crill Avenue (Parcel 10-10-26-0000-0271- 0000) for the purpose of connection to City of Palatka water and sewerage services
• Staff recommends amending the district boundary FLUM designation from Putnam County, Urban Reserve (UR), to City of Palatka Residential Low (RL)
• Staff recommends amending the district boundary for the zoning map from Putnam County

Agriculture (AG), to City of Palatka Single-Family Residential (R-1)

ATTACHMENTS

1.	Staff Report (11)
2.	xOrd 2025- annexation of property 5019crill
3.	Business Impact Estimate - ORD 25-06

Case PB 24-27 Annexation, Amendment to FLUM and Rezoning
Address: 5019 Crill Avenue, Approx. 0.23 acres +/-
Parcel No.: 10-10-26-0000-0271-0000
Applicant & Property Owner: Jacob Spells

STAFF REPORT

DATE: January 7, 2025
TO: City of Palatka Planning Board
FROM: Planning Director

APPLICATION REQUEST

Request to annex one parcel, approximately 0.23 acres +/-, for the purpose of connecting to city water and sewerage systems; amend the Future Land Use Map (FLUM) from Putnam County Urban Reserve (UR) to City of Palatka Residential Low density (RL); and rezone from Putnam County Agriculture (AG) to City of Palatka Single-Family Residential (R-1).

Public notice included legal advertisement in the *Palatka Daily News,* notice signs posted on property, and mailed notices to property owners within 150 feet of the subject property.

There is an existing single-family dwelling located on the property. Per the City of Palatka zoning ordinance §94-143(b), single-family dwellings are a permitted use in the R-1 residential district.

Background

The application is for a 0.23 acre +/- parcel located on the south side of Crill Avenue between Corbett Road and S Moody Road. Parcel 10-10-26-0000-0271-0000 is bordered by the city limits to the east and south, and unincorporated Putnam County to the north and west. The property currently includes a single-family home. The applicant is the owner of parcels directly north and south of the subject property. The applicant requests connection to the city's water and sewerage facilities.

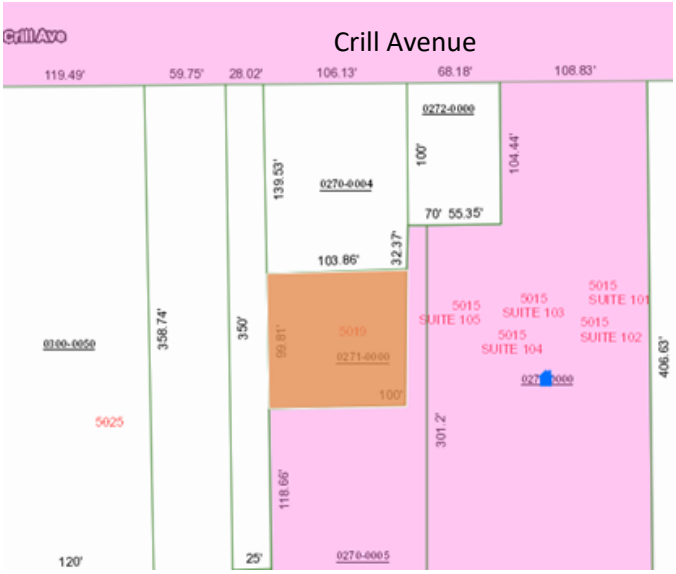


Figure 1: Subject site shown in orange

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

	Actual Use	FLUM	ZONING
Property Existing	Single Family Residence	Putnam County, Urban Reserve (UR)	Putnam County, Agriculture (AG)
Property Proposed	Single Family Residence	City of Palatka, Residential Low (RL)	City of Palatka, Single Family Residential (R-1)
North	Driveway (Parcel) to 5019 Crill Ave	Putnam County, Urban Reserve (UR)	Putnam County, Neighborhood Commercial (C-1)
South	Vacant, Wooded	City of Palatka Commercial (COM)	City of Palatka, Intensive Commercial (C-2)
East	The Focus Point; Will Jones Bail Bonds	City of Palatka, Commercial (COM)	City of Palatka Intensive Commercial (C-2)
West	Vacant, Wooded	Putnam County Urban Reserve (UR)	Putnam County, Neighborhood Commercial (C-1); Agriculture (AG)

PROJECT ANALYSIS

Annexation Analysis

Florida Statute 171.044 references voluntary annexation requirements and requires that property proposed for annexation must meet two tests. First, properties must be contiguous to the annexing municipality and second, properties must also be "reasonably compact."

Contiguous: F.S. 171.031 provides a definition for contiguous and requires that boundaries of properties proposed for annexation must be coterminous with a part of the municipality's boundary.

Compactness: The statute provides a definition for compactness that requires an annexation to be for properties in a single area, and precludes any action that would create or increase enclaves, pockets, or finger areas in serpentine patterns.

Annexation of this property meets the standard of compactness because it does not create an enclave or pocket. The proposed annexation borders the city limits to the east and south. The property is contiguous to existing municipal boundary.

Connection to Water and Sewer: **Water and sewerage infrastructure is available to the site. The applicant desires connection to city water and sewerage systems. Both systems are adequate to handle the annexation of the site.**

Comprehensive Plan Public Facilities Element Policy D.1.2.1.
The City of Palatka shall establish a coordinating relationship with the Putnam County Board of County Commissioners to discuss future development plans adjacent to City borders and to discuss the City supporting development beyond their border with water/sewer service. Areas served by Palatka water and sewer will be annexed into the City; however, the distribution of potable water for areas outside of City limits is conditioned upon annexation only when those properties become contiguous. Annexation of

contiguous property receiving water or sewer service shall not be required if provision of service to a property, in substantive terms, improves the efficiency of the collection system, supports the system through additional service and user fees, achieves environmental protection, and promotes economic development; and does not promote urban sprawl.

Future Land Use Change Analysis

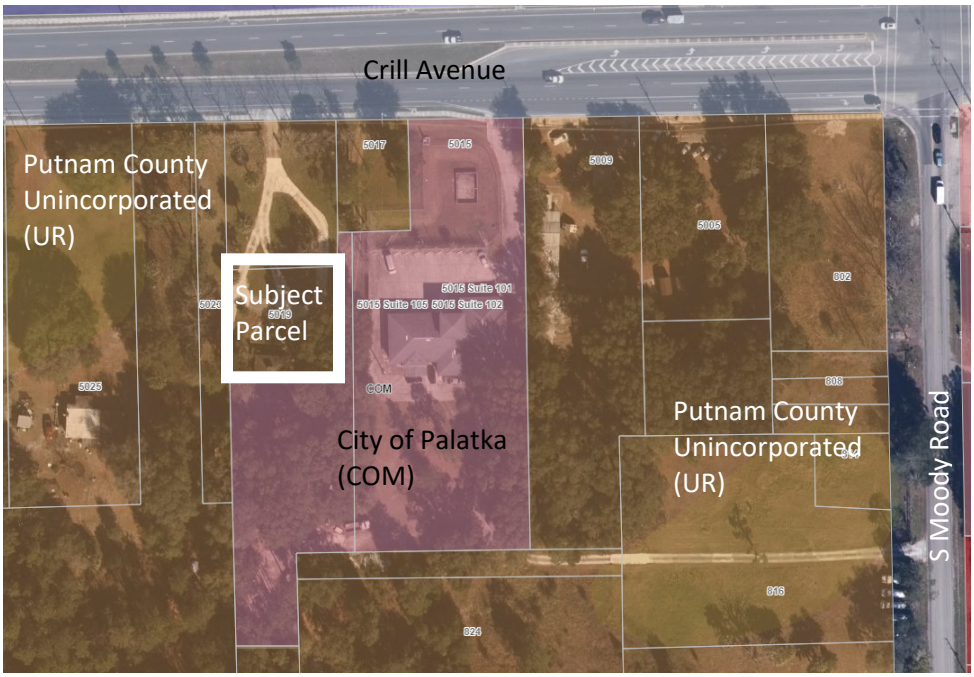


Figure 2: Current Future Land Use Map (FLUM)

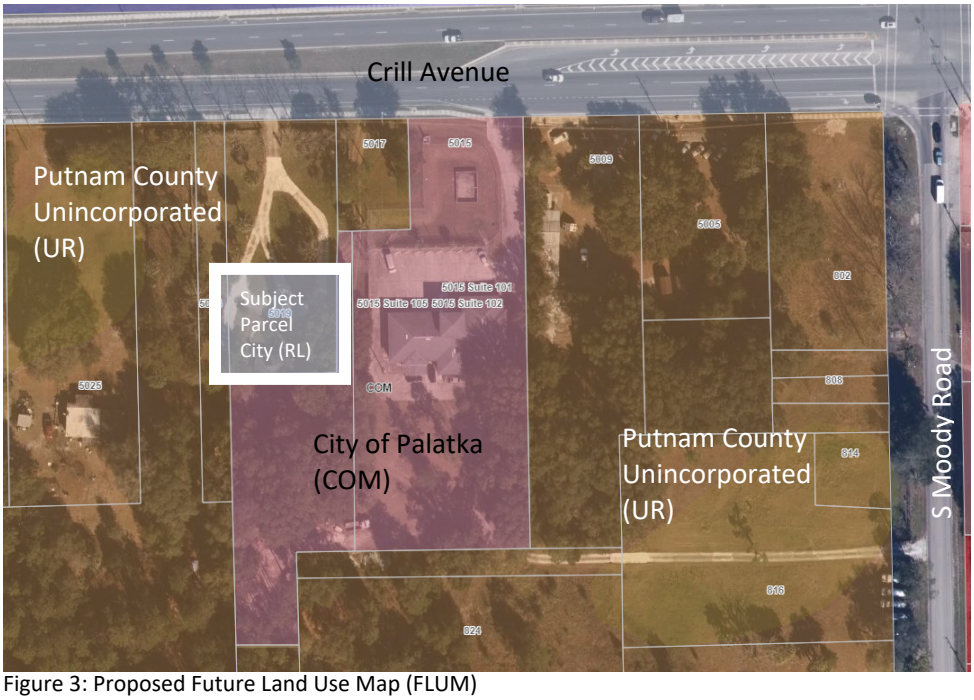


Figure 3: Proposed Future Land Use Map (FLUM)

Provide analysis of the suitability of the plan amendment for its proposed use considering the character of the undeveloped land, soils, topography, natural resources, and historic resources on site.

Staff is not aware of any soil or topography conditions that would present major problems for this property in accordance with all applicable land development regulations. Staff is not aware of natural or historic resources on this developed site.

Provide analysis of the minimum amount of land needed as determined by the local government.
The applicant proposes to continue the use as a single-family residence.

Demonstrate that amendment does not further urban sprawl, as determined through the following tests:

- Low-intensity, low-density, or single-use development or uses.
- Development in rural areas at substantial distances from existing urban areas while not using undeveloped lands that are available and suitable for development.
- Radial, strip, isolated, or ribbon development patterns.
- Development that fails to adequately protect and conserve natural resources and agricultural activities
- Development that fails to maximize use of existing and future public facilities and services.
- Development patterns or timing that will require disproportional increases in cost of time, money and energy in providing facilities and services.
- Development that fails to provide a clear separation between rural and urban uses.
- Development that discourages or inhibits infill development and redevelopment.
- Development that fails to encourage a functional mix of uses.

The annexation of this parcel would not contribute to urban sprawl and will not create undue burden on the water and sewer system. Surrounding properties to the east have water and sewer connections. This annexation would be contiguous, as it borders city limits to the east and south of the parcel.

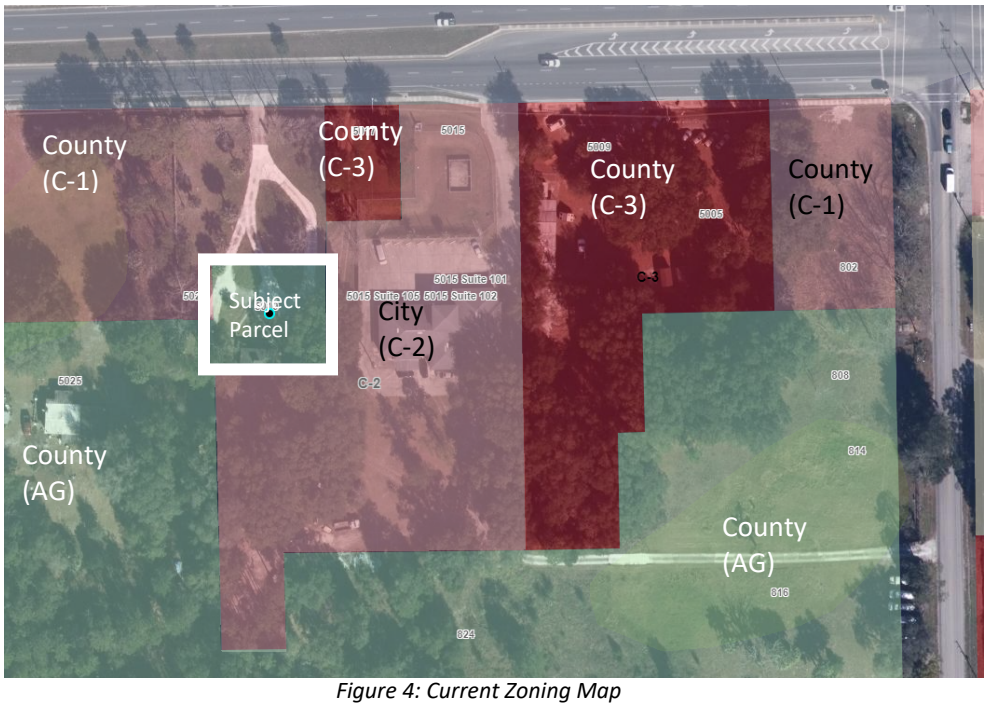


Figure 4: Current Zoning Map

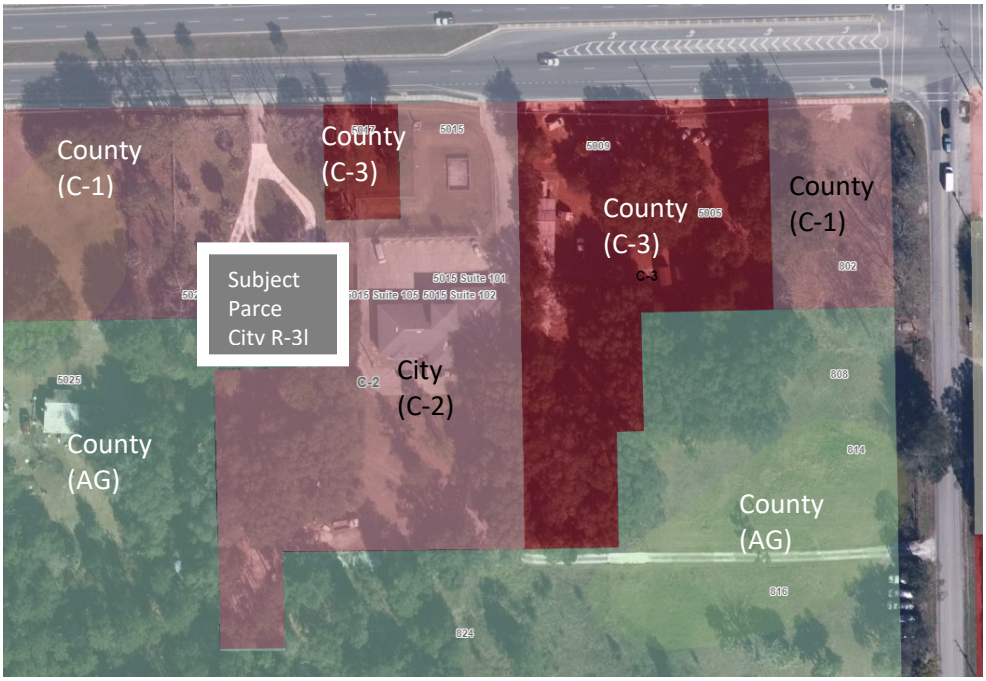


Figure 5: Proposed Zoning Map

Zoning Analysis

Section 94-38 (f) (1) requires that the report and recommendations of the Planning Board to the City Commission required by subsection 94-38 (e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:

a. *Whether the proposed change is in conformity with the Comprehensive Plan.* **The proposed rezoning conforms with the Comprehensive Plan.**

b. *The existing land use pattern.* **The proposed rezoning is not inconsistent with the land use pattern. There is a mixture of commercial, residential and medical land uses in the area. However, since there is an existing single-family home on the property, a residential zoning classification is the reasonable zoning.**

c. *Possible creation of an isolated district unrelated to adjacent and nearby districts*. **The proposed annexation would not create an isolated district; the parcel is adjacent to the city limits to the east and south.**

d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.* **The proposed annexation and rezoning will not contribute to overtaxing public facilities, as the request if for one (1) existing single-family dwelling.**

e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.* **The existing boundary is not illogical; this proposed annexation would be contiguous, as city limits border the parcel in question directly to the east and south.**

f. *Whether changed or changing conditions make the passage of the proposed amendment necessary.* **The applicant requests municipal water and sewer services for the property, therefore an annexation is required. The proposed rezoning is necessary because a city zoning has to be assigned to the annexed parcel.**

g. *Whether the proposed change will adversely influence living conditions in the neighborhood.* **The proposed annexation will not bring more vehicular traffic to the area; all current conditions would remain unchanged.**

h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.* **The proposed annexation would not excessively increase traffic congestion or otherwise affect public safety, as it is an existing use.**

i. *Whether the proposed change will create a drainage problem.* **The annexation will not cause drainage problems; all current conditions would remain unchanged.**

j. *Whether the proposed change will seriously reduce light and air to adjacent areas.* **The proposed annexation will not reduce light and air to adjacent properties; there is an existing single family house on the property.**

k. *Whether the proposed change will adversely affect property values in the adjacent areas.* **The proposed annexation will not adversely affect nearby property values; there is an existing single-family home on the property.**

l. *Whether the proposed change will be a deterrent to the improvement of adjacent property in accord with existing regulations.* **The proposed rezoning will not be a deterrent for improvement of adjacent property.**

m. *Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.* **The proposed rezoning will not grant a special privilege to the property owner.**

n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning.* **The parcel must be annexed into the city limits for water and sewerage service, and it requires assignment of a zoning compatible with the surrounding area. Since the property currently has a single-family home, a residential zoning classification is the reasonable zoning.**

o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city.* **The proposed rezoning is not out of scale. The existing use will remain single family residential.**

p. Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use. **The annexation application is to connect an existing single family residential property to city water and sewer service. Once annexed, a zoning classification must be assigned.**

q. The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district. **Not in historic district.**

<u>Staff Recommendation</u>

- Staff recommends approval of the annexation of 5019 Crill Avenue (Parcel 10-10-26-0000-0271-0000) for the purpose of connection to City of Palatka water and sewerage services
- Staff recommends amending the district boundary FLUM designation from Putnam County, Urban Reserve (UR), to City of Palatka Residential Low (RL)
- Staff recommends amending the district boundary for the zoning map from Putnam County Agriculture (AG), to City of Palatka Single-Family Residential (R-1)

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL., 32177

ORDINANCE NO. 2025-06

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 10-10-26-0000-0271-0000, LOCATED AT 5019 CRILL AVENUE, PALATKA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA, PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Petition has been filed before the City Commission of the City of Palatka, Florida, which Petition is on file in the office of the City Clerk, authorized to be signed by the freehold owner of the property sought to be annexed, to wit: Jacob Spells, and

WHEREAS, Chapter 171.044, Florida Statutes, permits the voluntary annexation of unincorporated areas lying adjacent and contiguous to the boundaries of the City of Palatka, and

WHEREAS, the City Planning Board conducted a public hearing on January 7, 2025, and recommended approval of this annexation to the City Commission, and

WHEREAS, the City Commission of the City of Palatka conducted public hearings on March 27, 2025, and April 10, 2025, and

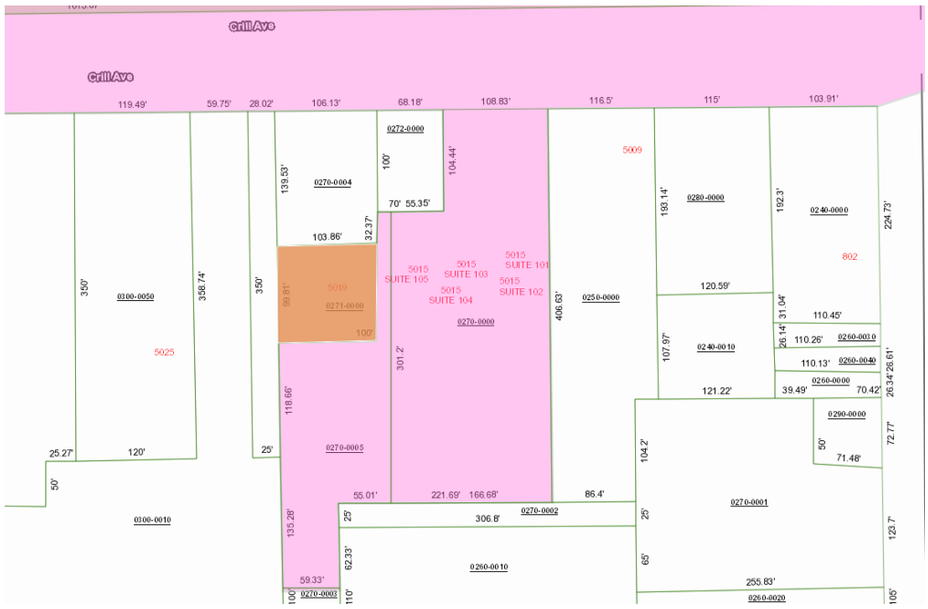
WHEREAS, the City Commission of the City of Palatka finds that it is in the best interest of the people of the City of Palatka, Florida, that said lands be annexed and become a part of the City of Palatka;

NOW THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:

Section 1. That the following described unincorporated lands lying adjacent and contiguous to the boundaries of the City of Palatka, Florida shall henceforth be deemed and held to be within the corporate limits of the City of Palatka, Florida said lands being described as follows:

DESCRIPTION OF PROPERTY PT OF NE 1/4 OF SE 1/4 OR 145, P 16

Putnam County Property Appraiser's Parcel No.: 10-10-26-0000-0271-0000



Section 2. The property hereby annexed shall remain subject to the Putnam County Comprehensive Plan and Zoning Laws until changed by the City of Palatka.

Section 3: That a copy of this ordinance shall be sent to the Municipal Code Corporation for inclusion in the City's Charter.

Section 4. This Ordinance shall become effective immediately upon its final passage by the City Commission.

Section 5. SCRIVENER'S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

Section 6. This ordinance is exempt from provisions of the statute, Chapter 2023-309, Laws of Florida, codified as Section 166.041(4) Florida Statutes.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 27th day of March 2025.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 10th day of April 2025.

CITY OF PALATKA

BY:_____
Its Mayor

2

ATTEST:

_____
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
City Attorney

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: "Annexation of property located on 5019 Crill Ave. Palatka, Florida into the corporate limits of the City of Palatka, Florida." More specifically:

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 10-10-26-0000-0271-0000, LOCATED AT 5019 CRILL AVENUE, PALATKA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA, PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

☐ The proposed ordinance is required for compliance with Federal or State law or regulation;

☐ The proposed ordinance relates to the issuance or refinancing of debt;

☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;

☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;

☐ The proposed ordinance is an emergency ordinance;

☐ The ordinance relates to procurement; or

☒ The proposed ordinance is enacted to implement the following:

a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

[1] See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The Accessory Dwelling Unit ordinance seeks to address the City's affordable housing crisis by allowing ADUs in single-family residential districts.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.
It is not anticipated that the ordinance will create any direct economic impact to businesses in Palatka, beyond a positive economic impact due to construction and development of new residential structures.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: None

4. Additional information the governing body deems useful (if any): In 2013, Governor Rick Scott signed a bill banning gaming centers; however, state officials left enforcement of the law in the hands of local officials. While many counties and cities throughout the state adopted internet café bans, Palatka allowed the businesses to continue to operate unregulated. Internet cafes in Palatka have been posing an increased threat to public safety and have become localized areas of crime. The cafes create an unsafe environment for surrounding businesses because of criminal activity and frequently serve as a front for illegal activity.

Ordinance 25-07 Amendment of the Future Land Use Map of the Adopted Comprehensive Plan in regard to property located at 5019 Crill Ave. Palatka, Florida, From Putnam County Urban Reserve (UR) to City of Palatka Residential Low (RL)
Parcel No. 10-10-26-0000-0271-0000 (First Reading)

STAFF REPORT

DATE: March 27, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request to annex one parcel, approximately 0.23 acres +/-, for the purpose of connecting to city water and sewerage systems; amend the Future Land Use Map (FLUM) from Putnam County Urban Reserve (UR) to City of Palatka Residential Low density (RL); and rezone from Putnam County Agriculture (AG) to City of Palatka Single-Family Residential (R-1). Public notice included legal advertisement in the Palatka Daily News, notice signs posted on property, and mailed notices to property owners within 150 feet of the subject property. There is an existing single-family dwelling located on the property. Per the City of Palatka zoning ordinance §94-143(b), single-family dwellings are a permitted use in the R-1 residential district.

BACKGROUND

The application is for a 0.23 acre +/- parcel located on the south side of Crill Avenue between Corbett Road and S Moody Road. Parcel 10-10-26-0000-0271-0000 is bordered by the city limits to the east and south, and unincorporated Putnam County to the north and west. The property currently includes a single-family home. The applicant is the owner of parcels directly north and south of the subject property. The applicant requests connection to the city's water and sewerage facilities.

On January 7, 2025, the Planning Board recommended approval of the annexation, the amendment to the Future Land Use Map, and the rezoning.

PROJECT ANALYSIS

Please see staff report attached

Staff Recommendation

- Staff recommends approval of the annexation of 5019 Crill Avenue (Parcel 10-10-26-0000-0271- 0000) for the purpose of connection to City of Palatka water and sewerage services

- Staff recommends amending the district boundary FLUM designation from Putnam County, Urban Reserve (UR), to City of Palatka Residential Low (RL)
- Staff recommends amending the district boundary for the zoning map from Putnam County Agriculture (AG), to City of Palatka Single-Family Residential (R-1

ATTACHMENTS

1.	PB 24-27_Staff_Report- Annex 5019 Crill Ave
2.	xOrd 25- FLUM PB 24-27 5019crill
3.	Business Impact Estimate - ORD 25-07

Case PB 24-27 Annexation, Amendment to FLUM and Rezoning
Address: 5019 Crill Avenue, Approx. 0.23 acres +/-
Parcel No.: 10-10-26-0000-0271-0000
Applicant & Property Owner: Jacob Spells

STAFF REPORT

DATE: January 7, 2025
TO: City of Palatka Planning Board
FROM: Planning Director

APPLICATION REQUEST

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Background

The application is for a 0.23 acre +/- parcel located on the south side of Crill Avenue between Corbett Road and S Moody Road. Parcel 10-10-26-0000-0271-0000 is bordered by the city limits to the east and south, and unincorporated Putnam County to the north and west. The property currently includes a single-family home. The applicant is the owner of parcels directly north and south of the subject property. The applicant requests connection to the city's water and sewerage facilities.

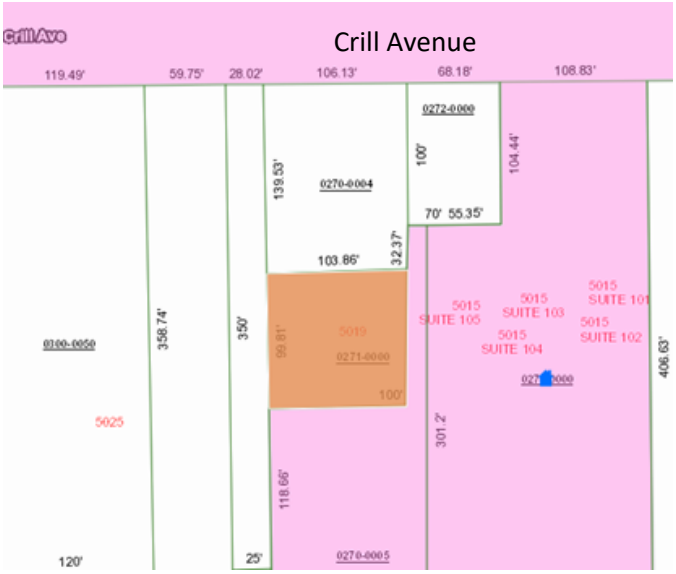


Figure 1: Subject site shown in orange

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

	Actual Use	FLUM	ZONING
Property Existing	Single Family Residence	Putnam County, Urban Reserve (UR)	Putnam County, Agriculture (AG)
Property Proposed	Single Family Residence	City of Palatka, Residential Low (RL)	City of Palatka, Single Family Residential (R-1)
North	Driveway (Parcel) to 5019 Crill Ave	Putnam County, Urban Reserve (UR)	Putnam County, Neighborhood Commercial (C-1)
South	Vacant, Wooded	City of Palatka Commercial (COM)	City of Palatka, Intensive Commercial (C-2)
East	The Focus Point; Will Jones Bail Bonds	City of Palatka, Commercial (COM)	City of Palatka Intensive Commercial (C-2)
West	Vacant, Wooded	Putnam County Urban Reserve (UR)	Putnam County, Neighborhood Commercial (C-1); Agriculture (AG)

PROJECT ANALYSIS

Annexation Analysis

Florida Statute 171.044 references voluntary annexation requirements and requires that property proposed for annexation must meet two tests. First, properties must be contiguous to the annexing municipality and second, properties must also be "reasonably compact."

Contiguous: F.S. 171.031 provides a definition for contiguous and requires that boundaries of properties proposed for annexation must be coterminous with a part of the municipality's boundary.

Compactness: The statute provides a definition for compactness that requires an annexation to be for properties in a single area, and precludes any action that would create or increase enclaves, pockets, or finger areas in serpentine patterns.

Annexation of this property meets the standard of compactness because it does not create an enclave or pocket. The proposed annexation borders the city limits to the east and south. The property is contiguous to existing municipal boundary.

Connection to Water and Sewer: **Water and sewerage infrastructure is available to the site. The applicant desires connection to city water and sewerage systems. Both systems are adequate to handle the annexation of the site.**

Comprehensive Plan Public Facilities Element Policy D.1.2.1.
The City of Palatka shall establish a coordinating relationship with the Putnam County Board of County Commissioners to discuss future development plans adjacent to City borders and to discuss the City supporting development beyond their border with water/sewer service. Areas served by Palatka water and sewer will be annexed into the City; however, the distribution of potable water for areas outside of City limits is conditioned upon annexation only when those properties become contiguous. Annexation of

contiguous property receiving water or sewer service shall not be required if provision of service to a property, in substantive terms, improves the efficiency of the collection system, supports the system through additional service and user fees, achieves environmental protection, and promotes economic development; and does not promote urban sprawl.

Future Land Use Change Analysis

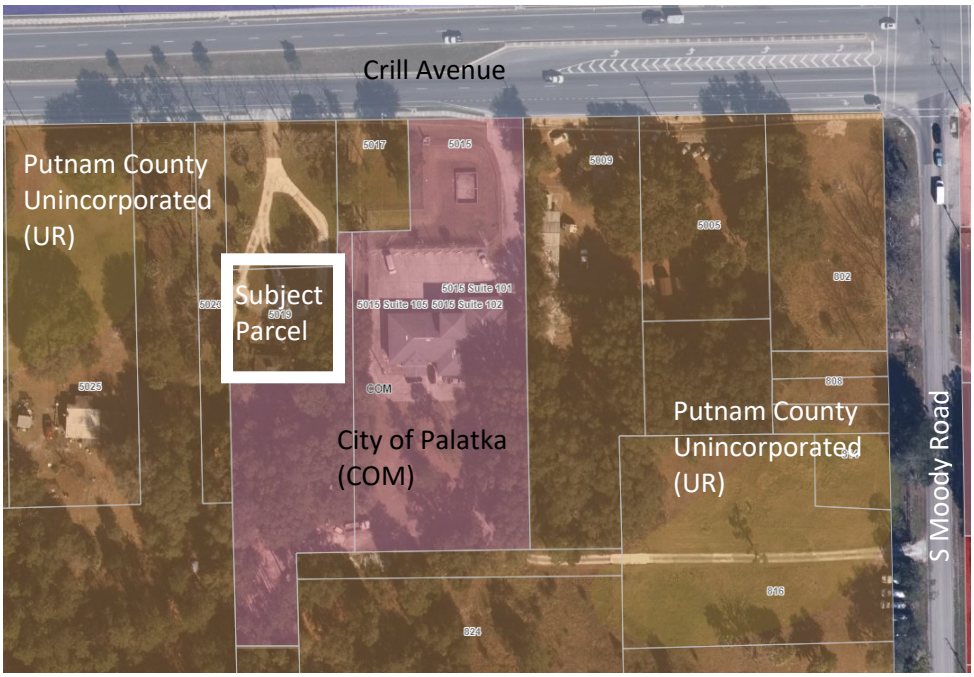


Figure 2: Current Future Land Use Map (FLUM)

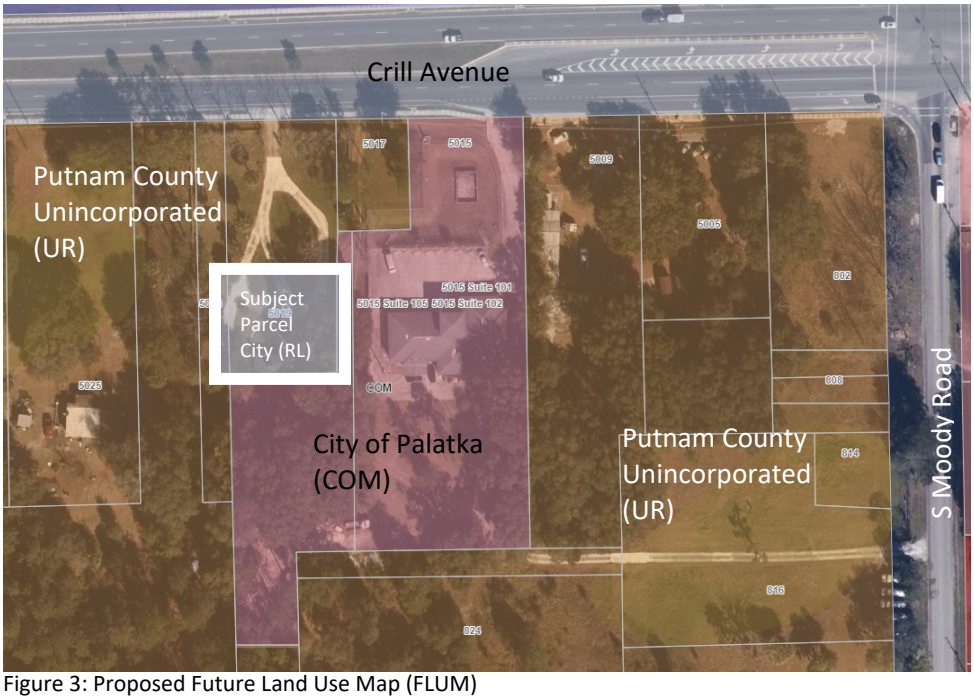


Figure 3: Proposed Future Land Use Map (FLUM)

Provide analysis of the suitability of the plan amendment for its proposed use considering the character of the undeveloped land, soils, topography, natural resources, and historic resources on site.

Staff is not aware of any soil or topography conditions that would present major problems for this property in accordance with all applicable land development regulations. Staff is not aware of natural or historic resources on this developed site.

Provide analysis of the minimum amount of land needed as determined by the local government.
The applicant proposes to continue the use as a single-family residence.

Demonstrate that amendment does not further urban sprawl, as determined through the following tests:

- Low-intensity, low-density, or single-use development or uses.
- Development in rural areas at substantial distances from existing urban areas while not using undeveloped lands that are available and suitable for development.
- Radial, strip, isolated, or ribbon development patterns.
- Development that fails to adequately protect and conserve natural resources and agricultural activities
- Development that fails to maximize use of existing and future public facilities and services.
- Development patterns or timing that will require disproportional increases in cost of time, money and energy in providing facilities and services.
- Development that fails to provide a clear separation between rural and urban uses.
- Development that discourages or inhibits infill development and redevelopment.
- Development that fails to encourage a functional mix of uses.

The annexation of this parcel would not contribute to urban sprawl and will not create undue burden on the water and sewer system. Surrounding properties to the east have water and sewer connections. This annexation would be contiguous, as it borders city limits to the east and south of the parcel.

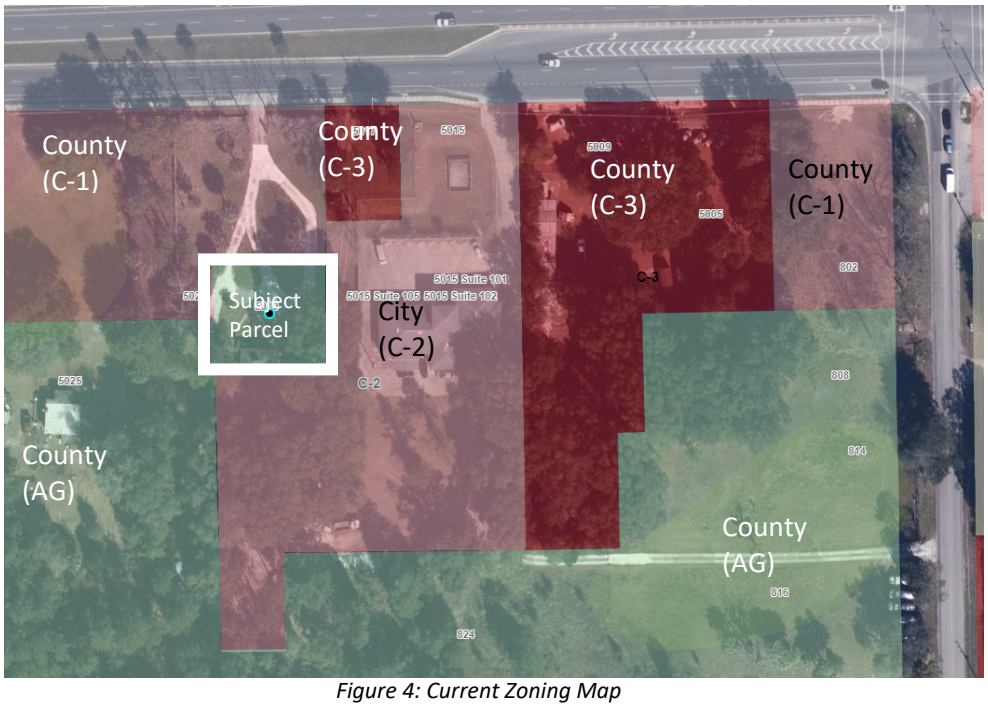


Figure 4: Current Zoning Map

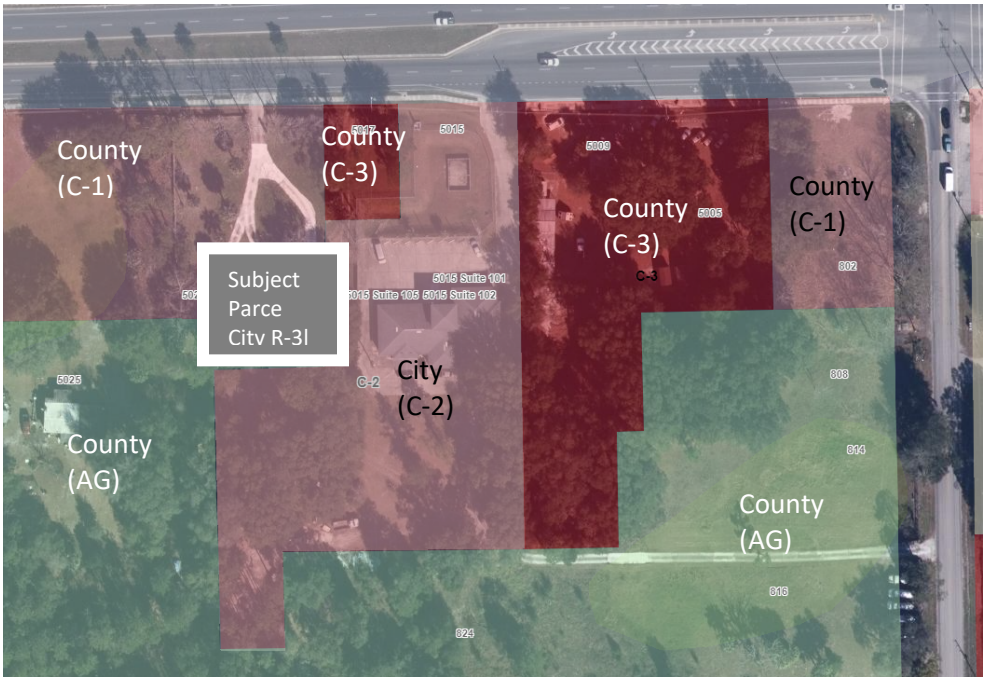


Figure 5: Proposed Zoning Map

Zoning Analysis

Section 94-38 (f) (1) requires that the report and recommendations of the Planning Board to the City Commission required by subsection 94-38 (e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:

a. *Whether the proposed change is in conformity with the Comprehensive Plan.* **The proposed rezoning conforms with the Comprehensive Plan.**

b. *The existing land use pattern.* **The proposed rezoning is not inconsistent with the land use pattern. There is a mixture of commercial, residential and medical land uses in the area. However, since there is an existing single-family home on the property, a residential zoning classification is the reasonable zoning.**

c. *Possible creation of an isolated district unrelated to adjacent and nearby districts*. **The proposed annexation would not create an isolated district; the parcel is adjacent to the city limits to the east and south.**

d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.* **The proposed annexation and rezoning will not contribute to overtaxing public facilities, as the request if for one (1) existing single-family dwelling.**

e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.* **The existing boundary is not illogical; this proposed annexation would be contiguous, as city limits border the parcel in question directly to the east and south.**

f. *Whether changed or changing conditions make the passage of the proposed amendment necessary.* **The applicant requests municipal water and sewer services for the property, therefore an annexation is required. The proposed rezoning is necessary because a city zoning has to be assigned to the annexed parcel.**

g. *Whether the proposed change will adversely influence living conditions in the neighborhood.* **The proposed annexation will not bring more vehicular traffic to the area; all current conditions would remain unchanged.**

h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.* **The proposed annexation would not excessively increase traffic congestion or otherwise affect public safety, as it is an existing use.**

i. *Whether the proposed change will create a drainage problem.* **The annexation will not cause drainage problems; all current conditions would remain unchanged.**

j. *Whether the proposed change will seriously reduce light and air to adjacent areas.* **The proposed annexation will not reduce light and air to adjacent properties; there is an existing single family house on the property.**

k. *Whether the proposed change will adversely affect property values in the adjacent areas.* **The proposed annexation will not adversely affect nearby property values; there is an existing single-family home on the property.**

l. *Whether the proposed change will be a deterrent to the improvement of adjacent property in accord with existing regulations.* **The proposed rezoning will not be a deterrent for improvement of adjacent property.**

m. *Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.* **The proposed rezoning will not grant a special privilege to the property owner.**

n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning.* **The parcel must be annexed into the city limits for water and sewerage service, and it requires assignment of a zoning compatible with the surrounding area. Since the property currently has a single-family home, a residential zoning classification is the reasonable zoning.**

o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city.* **The proposed rezoning is not out of scale. The existing use will remain single family residential.**

p. Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use. **The annexation application is to connect an existing single family residential property to city water and sewer service. Once annexed, a zoning classification must be assigned.**

q. The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district. **Not in historic district.**

Staff Recommendation

- Staff recommends approval of the annexation of 5019 Crill Avenue (Parcel 10-10-26-0000-0271-0000) for the purpose of connection to City of Palatka water and sewerage services
- Staff recommends amending the district boundary FLUM designation from Putnam County, Urban Reserve (UR), to City of Palatka Residential Low (RL)
- Staff recommends amending the district boundary for the zoning map from Putnam County Agriculture (AG), to City of Palatka Single-Family Residential (R-1)

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL 32177

ORDINANCE NO. 25-07

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO THE FOLLOWING PARCEL OF LAND (LESS THAN 50 ACRES IN SIZE) FROM PUTNAM COUNTY URBAN RESERVE (UR) TO CITY OF PALATKA RESIDENTIAL LOW (RL) FOR THE FOLLOWING PROPERTY: 5019 CRILL AVENUE, PALATKA, FLORIDA 32177, PT OF NE 1/4 OF SE 1/4 OR 145, P 16, PARCEL 10-10-26-0000-0271-0000, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the City of Palatka Building and Zoning Department on behalf of the owner of said property: Jacob Spells, for certain amendment to the Comprehensive Plan Future Land Use Map of the City of Palatka, Florida, and

WHEREAS, Section 163.3187, Florida Statutes, provides for small-scale amendment of an adopted comprehensive plan, and

WHEREAS, Section 163.3187(2), Florida Statutes, provides that small scale development amendments require only one public hearing before the governing board, which shall be an adoption hearing, and

WHEREAS, the City Planning Board conducted a public hearing on January 7, 2025 and recommended approval of this amendment to the City Commission, and

WHEREAS, the City Commission of the City of Palatka conducted a public hearing on March 27, 2025, and

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:

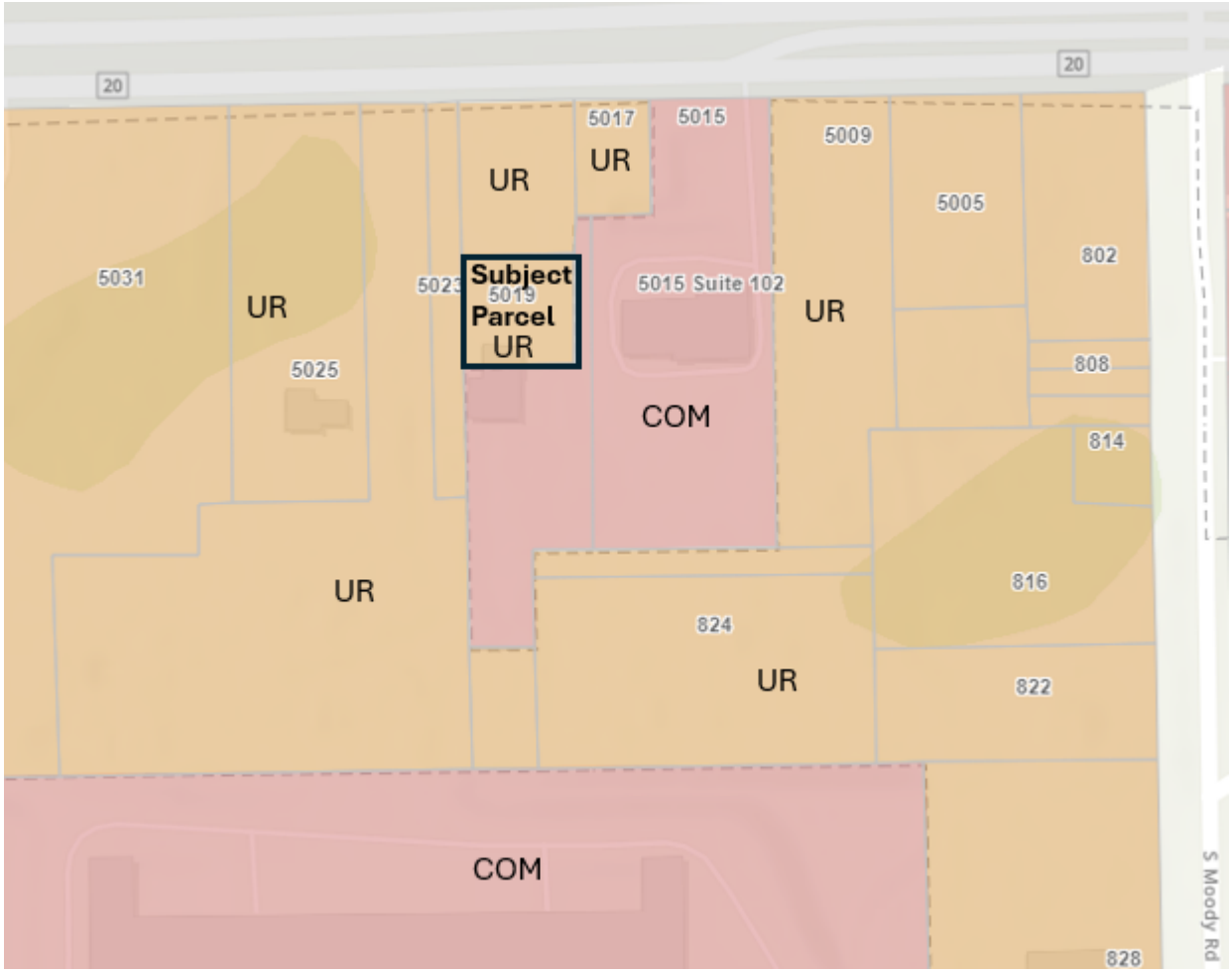
Section 1. Adopted Small Scale Amendment

That the Future Land Use Map of the adopted Comprehensive Plan of the City of Palatka is hereby amended to provide that the Future Land Use of the parcel of land listed in Table 1 below shall be changed as designated and that the Future Land Use Map shall be amended to show the changes.

TABLE 1
ADOPTED SMALL SCALE AMENDMENT

Parcel Number	Acreage	Current Future Land Use	Amended Future Land Use
10-10-26-0000-0271-0000	0.23	Putnam County Urban Reserve (UR)	City of Palatka Residential Low (RL)

DESCRIPTION OF PROPERTY:
PT OF NE 1/4 OF SE 1/4 OR 145 P 16, PARCEL 10-10-26-0000-0271-0000, 5019 CRILL AVENUE



Section 2. The remaining portions of said adopted comprehensive plan of the City of Palatka, Florida, which are not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

Section 3. Should any section, subsection, sentence, clause, phrase or portion of this Ordinance be held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and shall not affect the validity of the remaining

portion.

Section 4. This Ordinance shall become effective immediately upon adoption; however, the effective date of this amendment to the City of Palatka Comprehensive Plan, if not timely challenged, shall be 31 days after adoption. If challenged within 30 days after adoption, this amendment shall become effective on the date the State land planning agency or the Administration Commission issues a final order determining this amendment to be in compliance with Chapter 163, Florida Statutes. No development orders, development permits, or land uses dependent on this amendment may be issued or commenced before this amendment has become effective.

Section 5. SCRIVENER'S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 27th day of March 2025.

CITY OF PALATKA

By:_____
Its Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: "Amendment of the Future Land Use Map of the Adopted Comprehensive Plan in regard to property located at 5019 Crill Ave. Palatka, Florida, From Putnam County Urban Reserve (UR) to City of Palatka Residential Low (RL)" More specifically:

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 PUTNAM COUNTY URBAN RESERVE (UR) TO CITY OF PALATKA RESIDENTIAL LOW (RL) FOR THE FOLLOWING PROPERTY: 5019 CRILL AVENUE, PALATKA, FLORIDA 32177, PT OF NE 1/4 OF SE 1/4 OR 145, P 16, PARCEL 10-10-26-0000-0271-0000, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
  a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;

[1] See Section 166.041(4)(c), Florida Statutes.

b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The Accessory Dwelling Unit ordinance seeks to address the City's affordable housing crisis by allowing ADUs in single-family residential districts.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.
It is not anticipated that the ordinance will create any direct economic impact to businesses in Palatka, beyond a positive economic impact due to construction and development of new residential structures.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: None

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Ordinance 25-8 Rezoning property located at 5019 Crill Ave. Palatka, Florida from Putnam County Agriculture (AG) to City of Palatka Single Family Residential (R-1).
Parcel No. 10-10-26-0000-0271-0000 (First Reading)

STAFF REPORT

DATE: March 27, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request to annex one parcel, approximately 0.23 acres +/-, for the purpose of connecting to city water and sewerage systems; amend the Future Land Use Map (FLUM) from Putnam County Urban Reserve (UR) to City of Palatka Residential Low density (RL); and rezone from Putnam County Agriculture (AG) to City of Palatka Single-Family Residential (R-1).

BACKGROUND

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PROJECT ANALYSIS

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ATTACHMENTS

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2.	xOrd 25-reZoning PB 24-27 5019 Crill Ave
3.	Business Impact Estimate - ORD 25-08

Case PB 24-27 Annexation, Amendment to FLUM and Rezoning
Address: 5019 Crill Avenue, Approx. 0.23 acres +/-
Parcel No.: 10-10-26-0000-0271-0000
Applicant & Property Owner: Jacob Spells

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FROM: Planning Director

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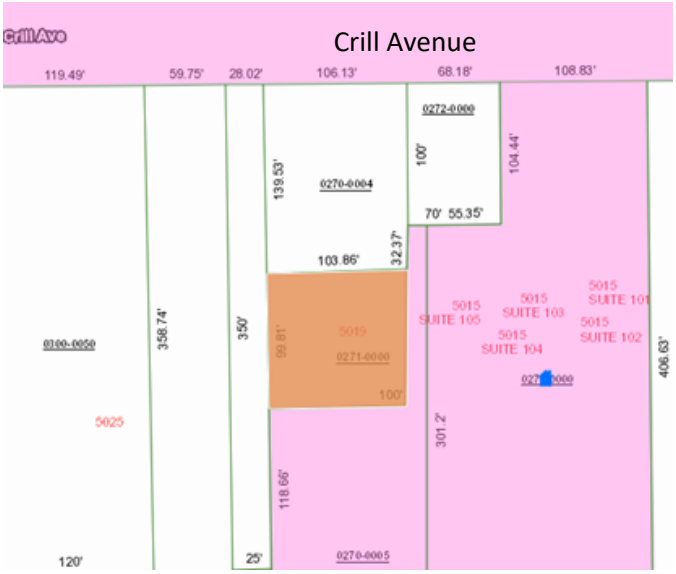

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PROJECT ANALYSIS

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Annexation of this property meets the standard of compactness because it does not create an enclave or pocket. The proposed annexation borders the city limits to the east and south. The property is contiguous to existing municipal boundary.

Connection to Water and Sewer: **Water and sewerage infrastructure is available to the site. The applicant desires connection to city water and sewerage systems. Both systems are adequate to handle the annexation of the site.**

Comprehensive Plan Public Facilities Element Policy D.1.2.1.
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contiguous property receiving water or sewer service shall not be required if provision of service to a property, in substantive terms, improves the efficiency of the collection system, supports the system through additional service and user fees, achieves environmental protection, and promotes economic development; and does not promote urban sprawl.

Future Land Use Change Analysis

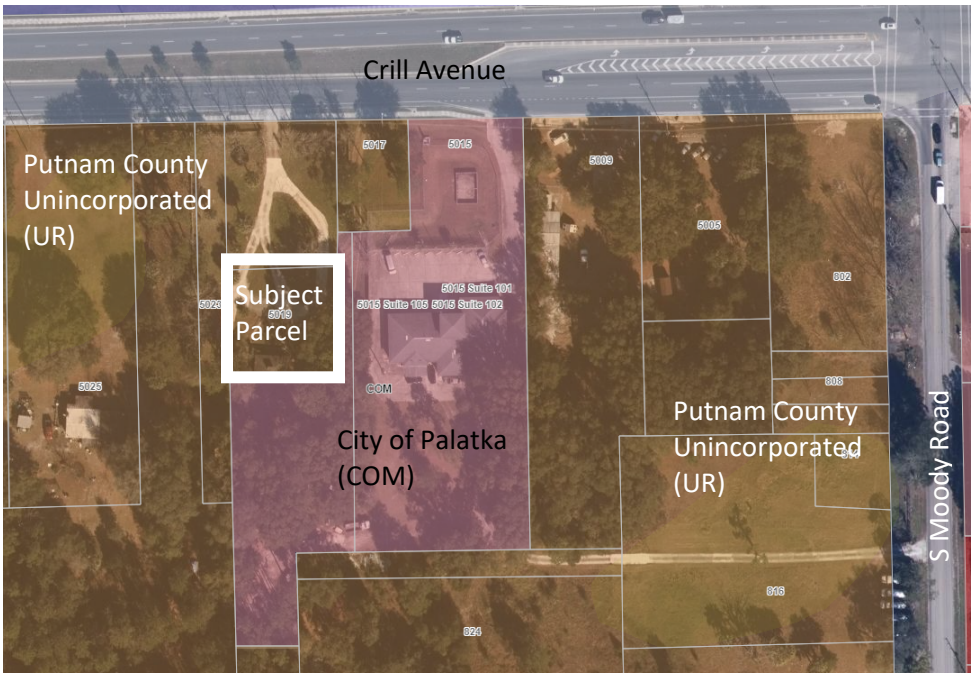


Figure 2: Current Future Land Use Map (FLUM)

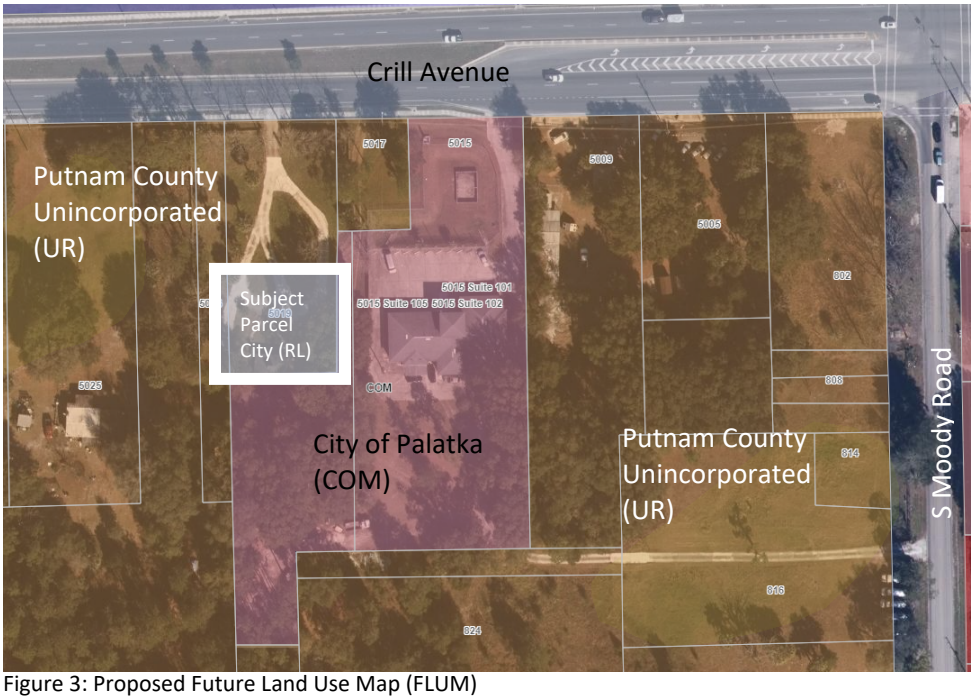


Figure 3: Proposed Future Land Use Map (FLUM)

Provide analysis of the suitability of the plan amendment for its proposed use considering the character of the undeveloped land, soils, topography, natural resources, and historic resources on site.

Staff is not aware of any soil or topography conditions that would present major problems for this property in accordance with all applicable land development regulations. Staff is not aware of natural or historic resources on this developed site.

Provide analysis of the minimum amount of land needed as determined by the local government.
The applicant proposes to continue the use as a single-family residence.

Demonstrate that amendment does not further urban sprawl, as determined through the following tests:

- Low-intensity, low-density, or single-use development or uses.
- Development in rural areas at substantial distances from existing urban areas while not using undeveloped lands that are available and suitable for development.
- Radial, strip, isolated, or ribbon development patterns.
- Development that fails to adequately protect and conserve natural resources and agricultural activities
- Development that fails to maximize use of existing and future public facilities and services.
- Development patterns or timing that will require disproportional increases in cost of time, money and energy in providing facilities and services.
- Development that fails to provide a clear separation between rural and urban uses.
- Development that discourages or inhibits infill development and redevelopment.
- Development that fails to encourage a functional mix of uses.

The annexation of this parcel would not contribute to urban sprawl and will not create undue burden on the water and sewer system. Surrounding properties to the east have water and sewer connections. This annexation would be contiguous, as it borders city limits to the east and south of the parcel.

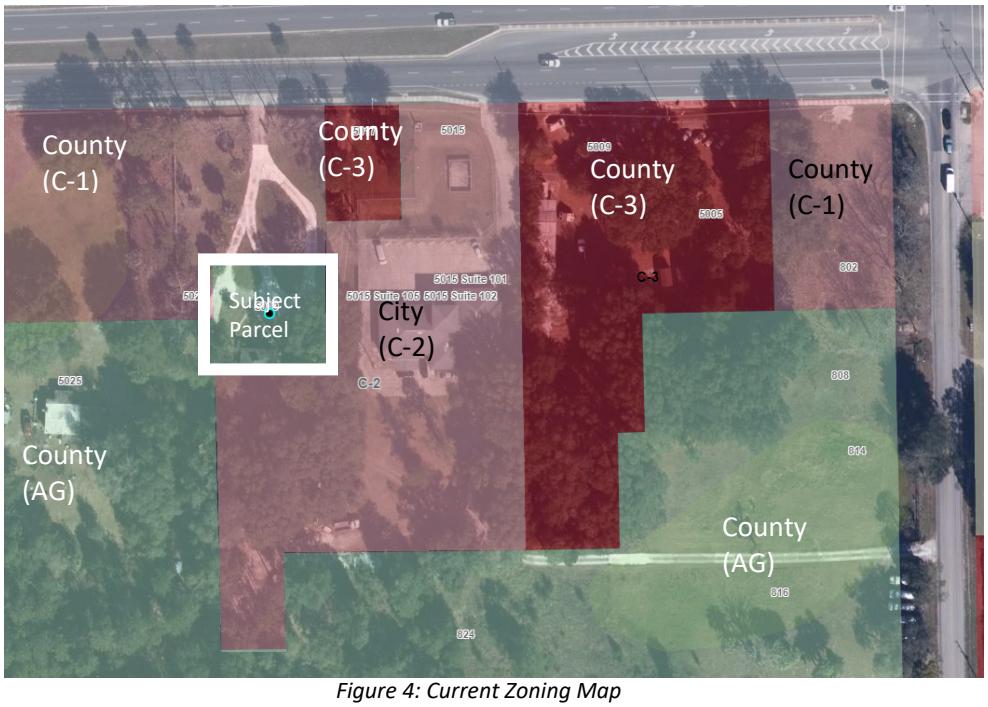


Figure 4: Current Zoning Map

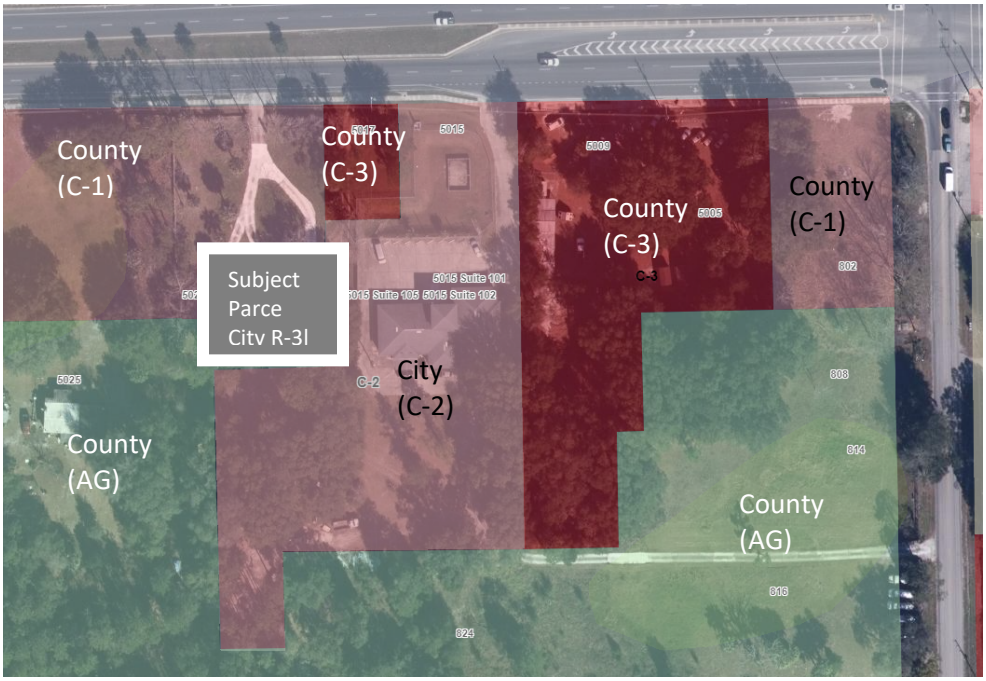


Figure 5: Proposed Zoning Map

Zoning Analysis

Section 94-38 (f) (1) requires that the report and recommendations of the Planning Board to the City Commission required by subsection 94-38 (e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:

a. *Whether the proposed change is in conformity with the Comprehensive Plan.* **The proposed rezoning conforms with the Comprehensive Plan.**

b. *The existing land use pattern.* **The proposed rezoning is not inconsistent with the land use pattern. There is a mixture of commercial, residential and medical land uses in the area. However, since there is an existing single-family home on the property, a residential zoning classification is the reasonable zoning.**

c. *Possible creation of an isolated district unrelated to adjacent and nearby districts*. **The proposed annexation would not create an isolated district; the parcel is adjacent to the city limits to the east and south.**

d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.* **The proposed annexation and rezoning will not contribute to overtaxing public facilities, as the request if for one (1) existing single-family dwelling.**

e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.* **The existing boundary is not illogical; this proposed annexation would be contiguous, as city limits border the parcel in question directly to the east and south.**

f. *Whether changed or changing conditions make the passage of the proposed amendment necessary.* **The applicant requests municipal water and sewer services for the property, therefore an annexation is required. The proposed rezoning is necessary because a city zoning has to be assigned to the annexed parcel.**

g. *Whether the proposed change will adversely influence living conditions in the neighborhood.* **The proposed annexation will not bring more vehicular traffic to the area; all current conditions would remain unchanged.**

h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.* **The proposed annexation would not excessively increase traffic congestion or otherwise affect public safety, as it is an existing use.**

i. *Whether the proposed change will create a drainage problem.* **The annexation will not cause drainage problems; all current conditions would remain unchanged.**

j. *Whether the proposed change will seriously reduce light and air to adjacent areas.* **The proposed annexation will not reduce light and air to adjacent properties; there is an existing single family house on the property.**

k. *Whether the proposed change will adversely affect property values in the adjacent areas.* **The proposed annexation will not adversely affect nearby property values; there is an existing single-family home on the property.**

l. *Whether the proposed change will be a deterrent to the improvement of adjacent property in accord with existing regulations.* **The proposed rezoning will not be a deterrent for improvement of adjacent property.**

m. *Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.* **The proposed rezoning will not grant a special privilege to the property owner.**

n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning.* **The parcel must be annexed into the city limits for water and sewerage service, and it requires assignment of a zoning compatible with the surrounding area. Since the property currently has a single-family home, a residential zoning classification is the reasonable zoning.**

o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city.* **The proposed rezoning is not out of scale. The existing use will remain single family residential.**

p. Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use. **The annexation application is to connect an existing single family residential property to city water and sewer service. Once annexed, a zoning classification must be assigned.**

q. The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district. **Not in historic district.**

<u>Staff Recommendation</u>

- Staff recommends approval of the annexation of 5019 Crill Avenue (Parcel 10-10-26-0000-0271-0000) for the purpose of connection to City of Palatka water and sewerage services
- Staff recommends amending the district boundary FLUM designation from Putnam County, Urban Reserve (UR), to City of Palatka Residential Low (RL)
- Staff recommends amending the district boundary for the zoning map from Putnam County Agriculture (AG), to City of Palatka Single-Family Residential (R-1)

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL 32177

ORDINANCE NO. 25-08

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 AGRICULTURE (AG) TO CITY OF PALATKA SINGLE FAMILY RESIDENTIAL (R-1) FOR THE FOLLOWING PROPERTY:5019 CRILL AVENUE, PALATKA, FL 32177, PT OF NE 1/4 OF SE 1/4 OR 145, P 16, PARCEL 10-10-26-0000-0271-0000, PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the City of Palatka Building and Zoning Department on behalf of the owner of said property: Jacob Spells, for certain amendment to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on January 7, 2025, and two public hearings before the City Commission of the City of Palatka on March 27, 2025, and April 10, 2025, and

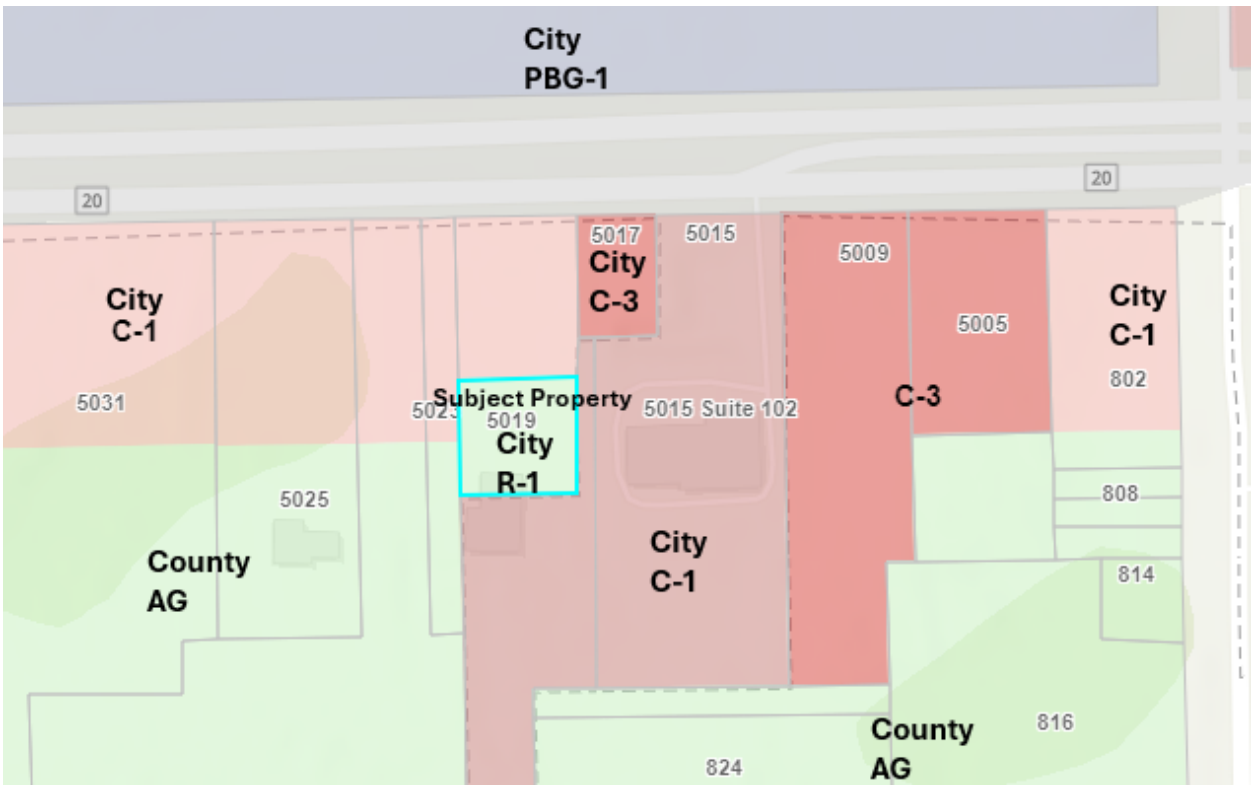
WHEREAS, the City Commission of the City of Palatka has determined that said amendment should be adopted.

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:

Section 1. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described property from the present zoning classification of Putnam County Agriculture (AG) to City of Palatka Single-Family Residential (R-1) classification.

DESCRIPTION OF PROPERTY:

PT OF NE 1/4 OF SE 1/4 OR 145, P 16, 5019 CRILL AVENUE
Putnam County Property Appraiser's Parcel No.: 10-10-26-0000-0271-0000



Section 2. To the extent of any conflict between the terms of this ordinance and the terms of any ordinance previously passed or adopted, the terms of this ordinance shall supersede and prevail.

Section 3. This Ordinance shall become effective immediately upon its final passage by the City Commission.

Section 4. SCRIVENER'S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 27th day of March 2025.

PASSED AND ADOPTED on the second reading by the City Commission of the City of Palatka, Florida, this 10th day of April 2025.

CITY OF PALATKA

By:_____
Its MAYOR

ATTEST:

_____
City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: "Rezoning property located at 5019 Crill Ave. Palatka, Florida from Putnam County Agriculture (AG) to City of Palatka Single Family Residential (R-1)." More specifically:

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 AGRICULTURE (AG) TO CITY OF PALATKA SINGLE FAMILY RESIDENTIAL (R-1) FOR THE FOLLOWING PROPERTY:5019 CRILL AVENUE, PALATKA, FL 32177, PT OF NE 1/4 OF SE 1/4 OR 145, P 16, PARCEL 10-10-26-0000-0271-0000, PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
  a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
  b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
  c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or

[1] See Section 166.041(4)(c), Florida Statutes.

d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The Accessory Dwelling Unit ordinance seeks to address the City's affordable housing crisis by allowing ADUs in single-family residential districts.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.
It is not anticipated that the ordinance will create any direct economic impact to businesses in Palatka, beyond a positive economic impact due to construction and development of new residential structures.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: None

4. Additional information the governing body deems useful (if any): In 2013, Governor Rick Scott signed a bill banning gaming centers; however, state officials left enforcement of the law in the hands of local officials. While many counties and cities throughout the state adopted internet café bans, Palatka allowed the businesses to continue to operate unregulated. Internet cafes in Palatka have been posing an increased threat to public safety and have become localized areas of crime. The cafes create an unsafe environment for surrounding businesses because of criminal activity and frequently serve as a front for illegal activity.

Case PB 25-01- Annex, Amend Future Land Use Map and Rezone
Address: 1609 Edgemoor St., Approx. 0.49 acres
Applicants: Richard and Royane Mosley

STAFF REPORT

DATE: February 12, 2025

TO: City of Palatka Planning Board

FROM: STAFF

APPLICATION REQUEST

Request to annex one parcel, approximately 0.49-acres, into the City of Palatka for the purpose of connecting to the city's water system; amend the Future Land Use Map from Putnam County Urban Reserve (UR) to City of Palatka Residential Low land use, and rezone from Putnam County Unincorporated to City of Palatka single-family residential (R-1).

Public notice included legal advertisement in the Palatka Daily News, property posting, and mailed notices to property owners within 150 feet of the subject property.

Background

The application is for a 0.49-acre parcel located at 1609 Edgemoor Street. The property is currently being used as a single-family residence. The applicant wishes to connect to the City's water facilities which are available nearby. The parcel is adjacent to the City boundaries.

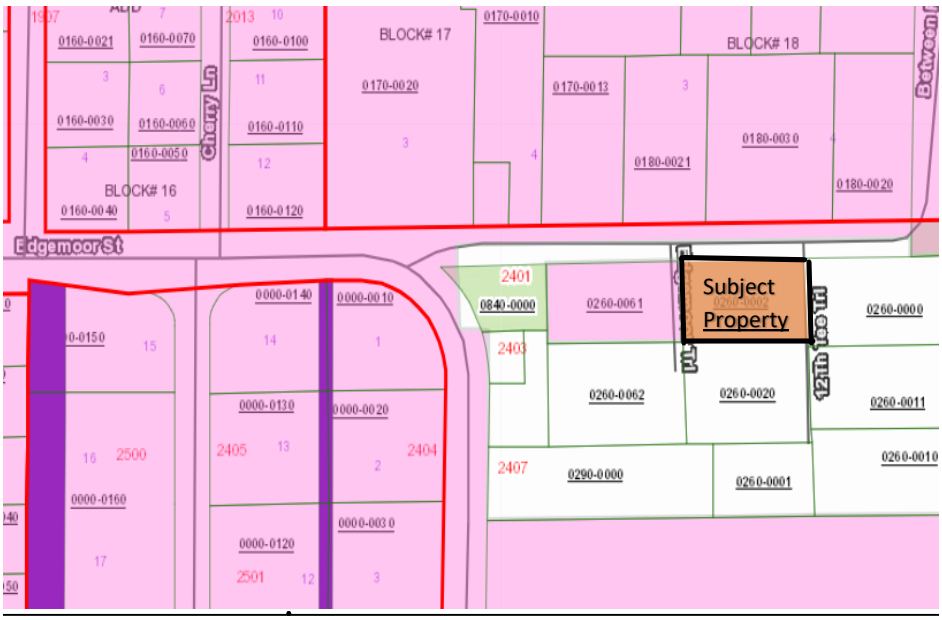


Figure 1: Subject site with City boundaries shown.

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

	Actual Use	FLUM	ZONING
Property Existing	County Residential, Single-family (R-1)	County Urban Reserve (UR)	County Unincorporated
Property Proposed	City Residential, Single-family (R-1)	City Residential Low	City Residential, Single-family (R-1)
North	City Residential, single-family, low density (R-1AA)	City RL	City Residential, single-family, low density (R-1AA)
South	County Residential, single-family (R-1)	County Urban Reserve (UR)	County Unincorporated
East	County Residential, single-family (R-1)	County Urban Reserve (UR)	County Unincorporated
West	Vacant	County Urban Reserve (UR)	City Residential, single-family (R-1)

PROJECT ANALYSIS

Annexation Analysis

Florida Statute 171.044 references voluntary annexation requirements and requires that property proposed for annexation must meet two tests. First, properties must be contiguous to the annexing municipality and second, properties must also be "reasonably compact".

Contiguous: F.S. 171.031 provides a definition for contiguous and requires that boundaries of properties proposed for annexation must be coterminous with a part of the municipality's boundary. As shown previously, in ***Figure 1:*** subject site, the property is contiguous to the City limits to the west and north of the parcel.

Compactness: The statute provides a definition for compactness that requires an annexation to be for properties in a single area and precludes any action that would create or increase enclaves, pockets, or finger areas in serpentine patterns. Annexing this property meets the standard of compactness because it does not create an enclave or pocket.

Connection to Water: water is available to the site in question. The applicant desires to connect to the City water system. The system is adequate to handle the annexation of the site.

Comprehensive Plan Public Facilities Element Policy D.1.2.1.
The City of Palatka shall establish a coordinating relationship with the Putnam County Board of County Commissioners to discuss future development plans adjacent to City borders and to discuss the City supporting development beyond their border with water/sewer service. Areas served by Palatka water and sewer will be annexed into the City; however, the distribution of potable water for areas outside of City limits is conditioned upon annexation only when those properties become contiguous.

Future Land Use Change Analysis

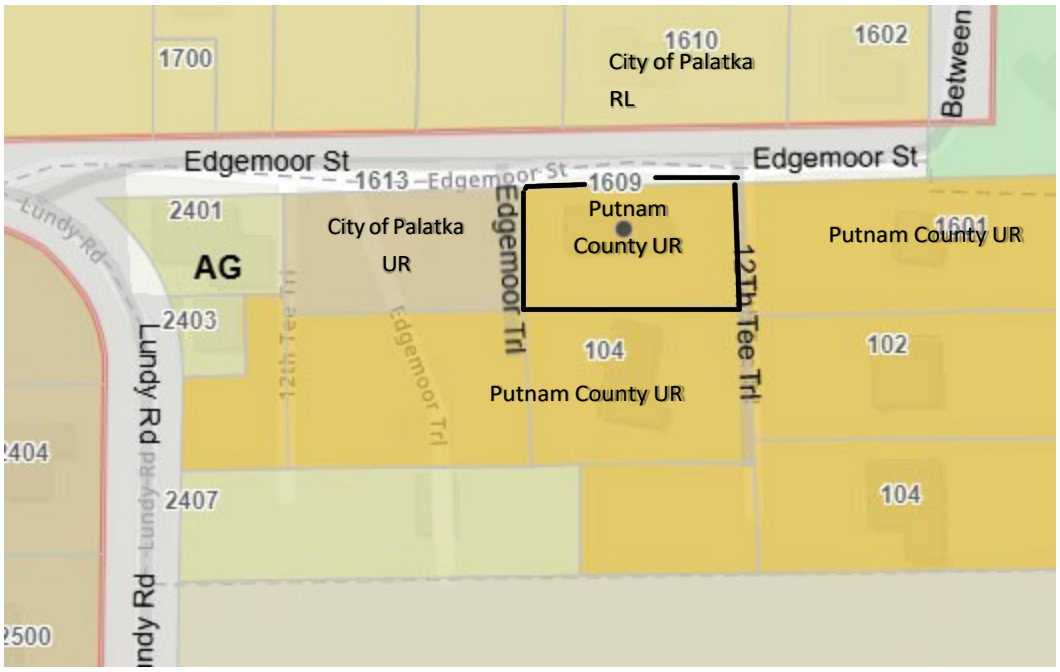


Figure 2: Current Future Land Use

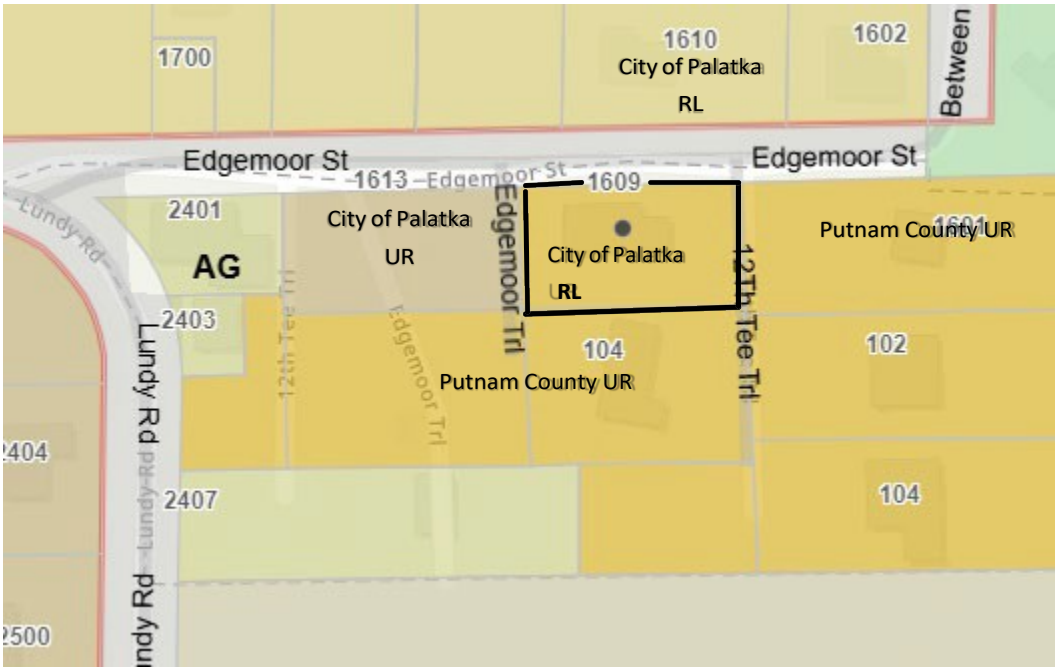


Figure 3: Proposed Future Land Use

Provide analysis of the suitability of the plan amendment for its proposed use considering the character of the undeveloped land, soils, topography, natural resources, and historic resources on site.

Response: Staff is not aware of any soil or topography conditions that would present major problems for additional future development of this property in accordance with all applicable land development regulations. Nor is staff aware of natural or historic resources on this developed site.

Provide analysis of the minimum amount of land needed as determined by the local government.

Response: The applicant proposes to continue the use as a single-family residence.

Demonstrate that amendment does not further urban sprawl, as determined through the following tests:

- Low-intensity, low-density, or single-use development or uses.
- Development in rural areas at substantial distances from existing urban areas while not using undeveloped lands that are available and suitable for development.
- Radial, strip, isolated, or ribbon development patterns.
- Development that fails to adequately protect and conserve natural resources and agricultural activities
- Development that fails to maximize use of existing and future public facilities and services.
- Development patterns or timing that will require disproportional increases in cost of time, money and energy in providing facilities and services.
- Development that fails to provide a clear separation between rural and urban uses.
- Development that discourages or inhibits infill development and redevelopment.
- Development that fails to encourage a functional mix of uses.

Response: The annexation of this parcel would not contribute to urban sprawl and will not create an undo burden on the water system. Property to the West has water connections. This annexation would be contiguous, as it borders City limits to the West. The parcel is within a completely developed residential area.

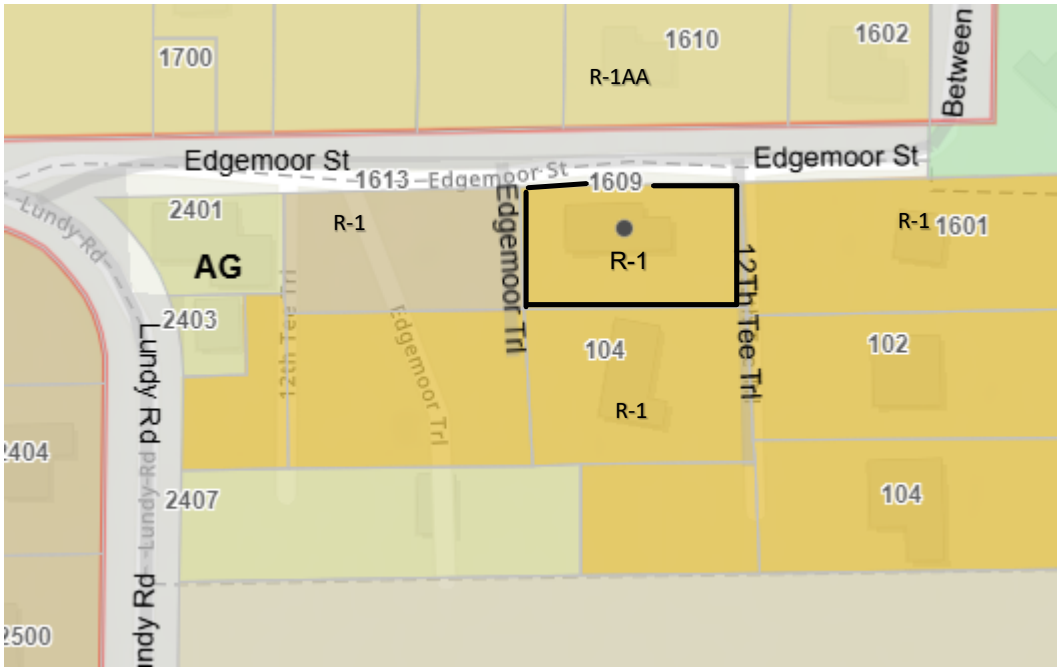


Figure 3: Zoning

<u>Zoning Analysis</u>

Section 94-38(f)(1) requires that the report and recommendations of the Planning Board to the City Commission required by subsection 94-38(e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:

a. *Whether the proposed change is in conformity with the Comprehensive Plan:*
Response: When a property is annexed into the city, it is often given a similar Future Land Use and Zoning to what existed when in the County. The subject property currently has an Urban Reserve land use classification. The proposed rezoning conforms with the Comprehensive Plan.

b. *The existing land use pattern.*
Response: The existing land use pattern in this area is residential in nature and the proposed land use will not alter existing land use patterns.

c. *Possible creation of an isolated district unrelated to adjacent and nearby districts*.
Response: The parcel an established residential use in the area and being annexed into the city will not alter the existing relationship of the surrounding area.

d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.*
Response: The subject property has long-standing residential use and is proposed to continue as such. There will be no increase in population or overtaxing of the load on public facilities.

e. Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.
Response: Many of the surrounding parcels are already developed as a residential use and zoned as the same. Amending the property zoning to R-1 will keep proposed conditions on the property the same.

f. *Whether changed or changing conditions make the passage of the proposed amendment necessary.*
Response: The City endeavors to convert properties on well and septic systems to City water and sewer in order to reduce pollutants released into ground water and increase revenue to the City's water and sewer funds. Conditions in the area of the subject parcel will remain unchanged.

g. *Whether the proposed change will adversely influence living conditions in the neighborhood.*
Response: The immediate neighborhood around the subject parcel is long established as residential. Any existing living conditions will not change with approval.

h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.*
Response: The traffic patterns in the area are already established and will remain the same or affect public safety, as it is an existing use.

i. *Whether the proposed change will create a drainage problem.*
Response: There should be no impact on drainage in the area. All current conditions would remain the same.

j. *Whether the proposed change will seriously reduce light and air to adjacent areas.*
Response: No reduction in light and air to adjacent areas is expected, as the present use will remain unchanged.

k. Whether the proposed change will adversely affect property values in the adjacent areas.
Response: There should be no impact on property values as the use already exists.

l. *Whether the proposed change will be a deterrent to the improvement of adjacent property in accord with existing regulations.*
Response: The proposed rezoning will not be a deterrent for improvement of adjacent property.

m. *Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.*
Response: The proposed rezoning will not grant a special privilege to the property owner.

n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning.*
Response: The zoning classifications for this use in this area do not differ substantially. The property already has residential zoning. The only reason for amending the existing zoning is due to the annexation of the parcel into the city limits and connect it to City water and sewer facilities.

o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city.*
Response: The immediate area is residential in nature. The zoning already exists and is a part of the neighborhood.

p. Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.
Response: It is not impossible, but the purpose of this request is to obtain water services from the City and reduce the presence of wells and septic tanks within the city limits. The property has an existing residential zoning in an established neighborhood.

q. The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district.
Response: Not applicable.

Staff Recommendation

1. Staff recommends the request to annex the approximately 0.49-acre property into the City be approved for the purpose of connection to City of Palatka water services.

2. Staff recommends the request to amend the Future Land Use Map from Putnam County Urban Reserve (UR) to City of Palatka Residential Low (RL) be approved.

3. Staff recommends the request to rezone from Putnam County Unincorporated to City of Palatka (R-1) Single-Family Residential District be approved.

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL., 32177

ORDINANCE NO. 2025-12

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 13-10-26-0000-0260-0002 , PT OF GOVT LOT 4OR632 P3 (EX, OR990 P688), 1609 EDGEMOOR STREET, PALATKA, FLORIDA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Petition has been filed before the City Commission of the City of Palatka, Florida, which Petition is on file in the office of the City Clerk, authorized to be signed by the freehold owner of the property sought to be annexed, to wit: Richard and Royane Mosley**,** and

WHEREAS, Chapter 171.044, Florida Statutes, permits the voluntary annexation of unincorporated areas lying adjacent and contiguous to the boundaries of the City of Palatka, and

WHEREAS, the City Planning Board conducted a public hearing on March 4th, 2025 and recommended approval of this annexation to the City Commission, and

WHEREAS, the City Commission of the City of Palatka conducted public hearings on March 27th, 2025, and April 10th, 2025, and

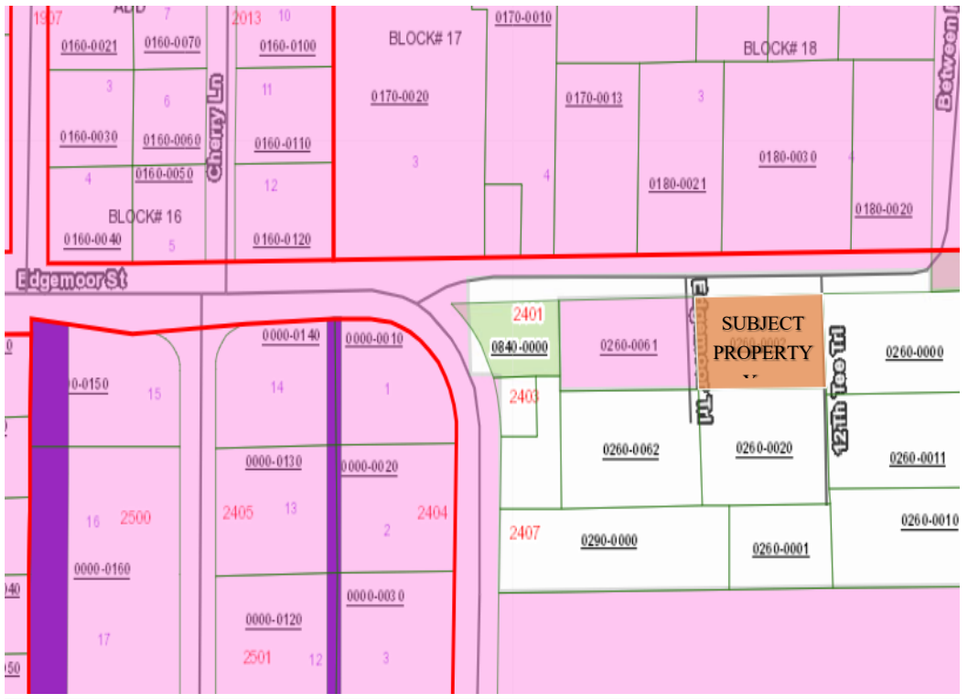
WHEREAS, the City Commission of the City of Palatka finds that it is in the best interest of the people of the City of Palatka, Florida, that said lands be annexed and become a part of the City of Palatka; and

NOW THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:

Section 1. That the following described unincorporated lands lying adjacent and contiguous to the boundaries of the City of Palatka, Florida shall henceforth be deemed and held to be within the corporate limits of the City of Palatka, Florida said lands being described as follows:

DESCRIPTION OF PROPERTY:

PT OF GOVT LOT 4OR632 P3 (EX, OR990 P688); 1609 EDGEMOOR STREET
PARCEL: 13-10-26-0000-0260-0002



Section 2. The property hereby annexed shall remain subject to the Putnam County Comprehensive Plan and Zoning Laws until changed by the City of Palatka.

Section 3: That a copy of this ordinance shall be sent to the Municipal Code Corporation for inclusion in the City's Charter.

Section 4. This Ordinance shall become effective immediately upon its final passage by the City Commission.

Section 5. SCRIVENER'S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 27th day of March 2025.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 10th day of April 2025.

CITY OF PALATKA

BY:_____
Its Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: Annexation of property located at 5019 Crill Ave. Palatka, Florida into the corporate limits of the City of Palatka, Florida. Parcel No. 10-10-26-0000-0271-0000.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

☐ The proposed ordinance is required for compliance with Federal or State law or regulation;

☐ The proposed ordinance relates to the issuance or refinancing of debt;

☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;

☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;

☐ The proposed ordinance is an emergency ordinance;

☐ The ordinance relates to procurement; or

☒ The proposed ordinance is enacted to implement the following:

a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

[1] See Section 166.041(4)(c), Florida Statutes.

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

4. Additional information the governing body deems useful (if any):
[*You may wish to include in this section the methodology or data used to prepare the Business Impact Estimate. For example: City staff solicited comments from businesses in the City as to the potential impact of the proposed ordinance by contacting the chamber of commerce, social media posting, direct mail or direct email, posting on City website, public workshop, etc. You may also wish to include efforts made to reduce the potential fiscal impact on businesses. You may also wish to state here that the proposed ordinance is a generally applicable ordinance that applies to all persons similarly situated (individuals as well as businesses) and, therefore, the proposed ordinance does not affect only businesses*).

Case PB 25-01- Annex, Amend Future Land Use Map and Rezone
Address: 1609 Edgemoor St., Approx. 0.49 acres
Applicants: Richard and Royane Mosley

STAFF REPORT

DATE: February 12, 2025

TO: City of Palatka Planning Board

FROM: STAFF

APPLICATION REQUEST

Request to annex one parcel, approximately 0.49-acres, into the City of Palatka for the purpose of connecting to the city's water system; amend the Future Land Use Map from Putnam County Urban Reserve (UR) to City of Palatka Residential Low land use, and rezone from Putnam County Unincorporated to City of Palatka single-family residential (R-1).

Public notice included legal advertisement in the Palatka Daily News, property posting, and mailed notices to property owners within 150 feet of the subject property.

Background

The application is for a 0.49-acre parcel located at 1609 Edgemoor Street. The property is currently being used as a single-family residence. The applicant wishes to connect to the City's water facilities which are available nearby. The parcel is adjacent to the City boundaries.

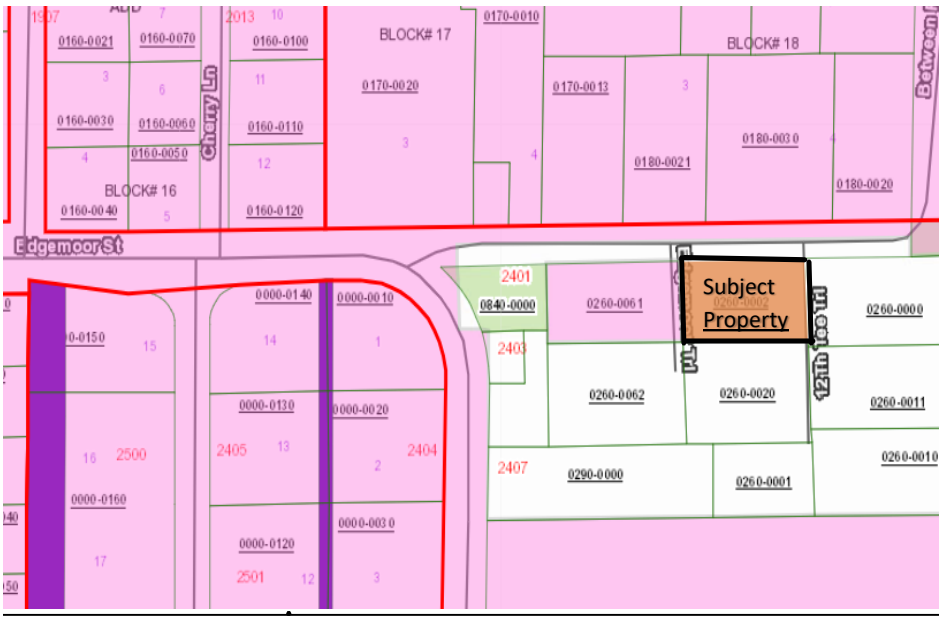


Figure 1: Subject site with City boundaries shown.

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

	Actual Use	FLUM	ZONING
Property Existing	County Residential, Single-family (R-1)	County Urban Reserve (UR)	County Unincorporated
Property Proposed	City Residential, Single-family (R-1)	City Residential Low	City Residential, Single-family (R-1)
North	City Residential, single-family, low density (R-1AA)	City RL	City Residential, single-family, low density (R-1AA)
South	County Residential, single-family (R-1)	County Urban Reserve (UR)	County Unincorporated
East	County Residential, single-family (R-1)	County Urban Reserve (UR)	County Unincorporated
West	Vacant	County Urban Reserve (UR)	City Residential, single-family (R-1)

PROJECT ANALYSIS

Annexation Analysis

Florida Statute 171.044 references voluntary annexation requirements and requires that property proposed for annexation must meet two tests. First, properties must be contiguous to the annexing municipality and second, properties must also be "reasonably compact".

Contiguous: F.S. 171.031 provides a definition for contiguous and requires that boundaries of properties proposed for annexation must be coterminous with a part of the municipality's boundary. As shown previously, in ***Figure 1:*** subject site, the property is contiguous to the City limits to the west and north of the parcel.

Compactness: The statute provides a definition for compactness that requires an annexation to be for properties in a single area and precludes any action that would create or increase enclaves, pockets, or finger areas in serpentine patterns. Annexing this property meets the standard of compactness because it does not create an enclave or pocket.

Connection to Water: water is available to the site in question. The applicant desires to connect to the City water system. The system is adequate to handle the annexation of the site.

Comprehensive Plan Public Facilities Element Policy D.1.2.1.
The City of Palatka shall establish a coordinating relationship with the Putnam County Board of County Commissioners to discuss future development plans adjacent to City borders and to discuss the City supporting development beyond their border with water/sewer service. Areas served by Palatka water and sewer will be annexed into the City; however, the distribution of potable water for areas outside of City limits is conditioned upon annexation only when those properties become contiguous.

Future Land Use Change Analysis

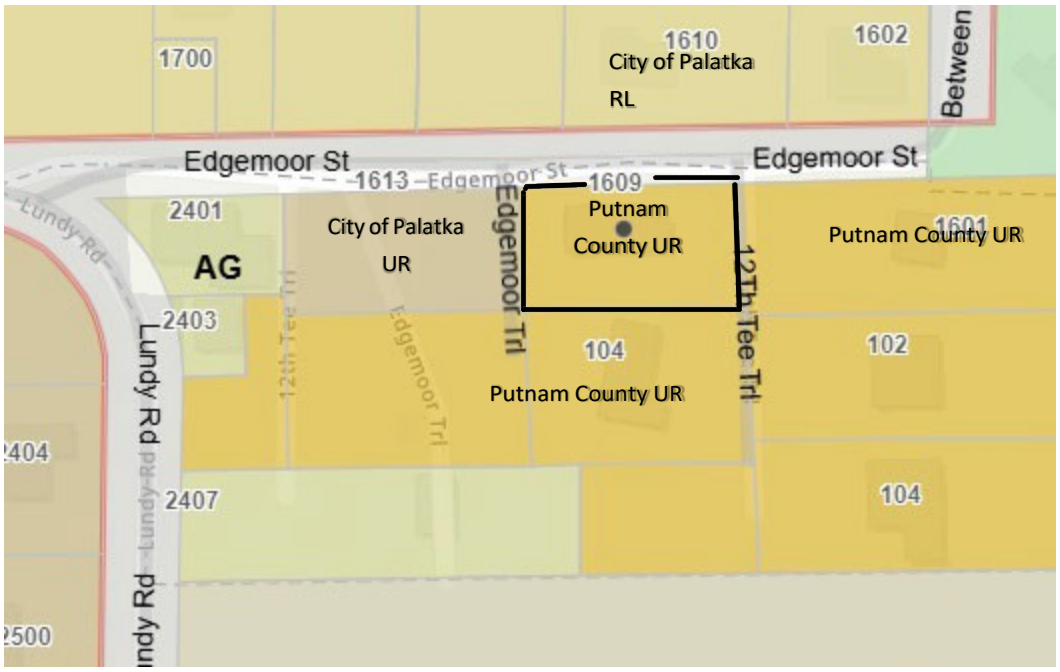


Figure 2: Current Future Land Use

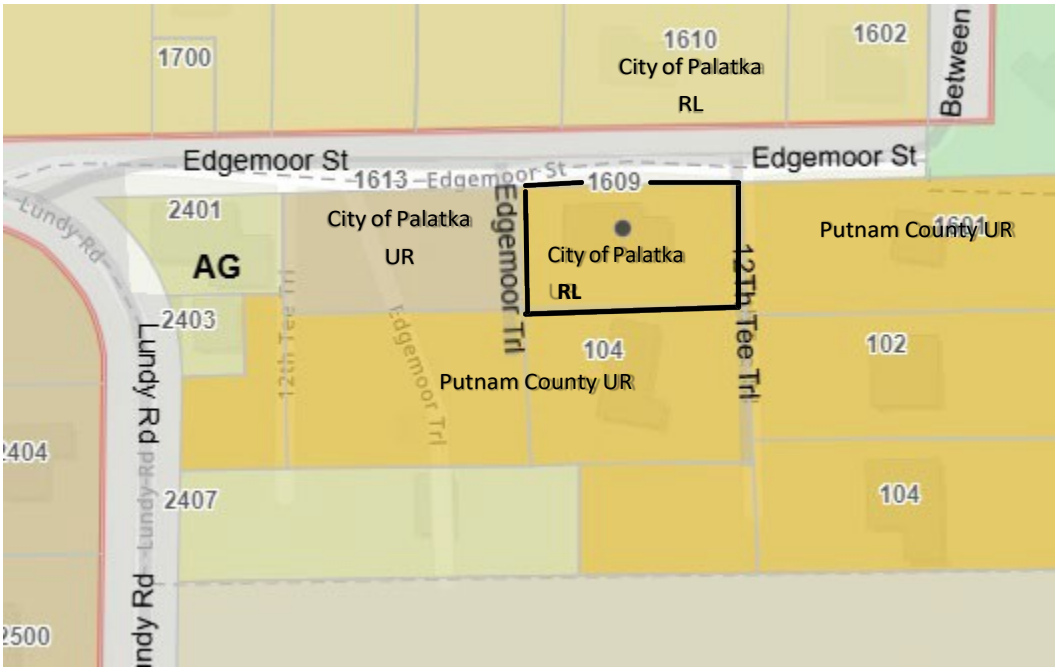


Figure 3: Proposed Future Land Use

Provide analysis of the suitability of the plan amendment for its proposed use considering the character of the undeveloped land, soils, topography, natural resources, and historic resources on site.

Response: Staff is not aware of any soil or topography conditions that would present major problems for additional future development of this property in accordance with all applicable land development regulations. Nor is staff aware of natural or historic resources on this developed site.

Provide analysis of the minimum amount of land needed as determined by the local government.

Response: The applicant proposes to continue the use as a single-family residence.

Demonstrate that amendment does not further urban sprawl, as determined through the following tests:

- Low-intensity, low-density, or single-use development or uses.
- Development in rural areas at substantial distances from existing urban areas while not using undeveloped lands that are available and suitable for development.
- Radial, strip, isolated, or ribbon development patterns.
- Development that fails to adequately protect and conserve natural resources and agricultural activities
- Development that fails to maximize use of existing and future public facilities and services.
- Development patterns or timing that will require disproportional increases in cost of time, money and energy in providing facilities and services.
- Development that fails to provide a clear separation between rural and urban uses.
- Development that discourages or inhibits infill development and redevelopment.
- Development that fails to encourage a functional mix of uses.

Response: The annexation of this parcel would not contribute to urban sprawl and will not create an undo burden on the water system. Property to the West has water connections. This annexation would be contiguous, as it borders City limits to the West. The parcel is within a completely developed residential area.

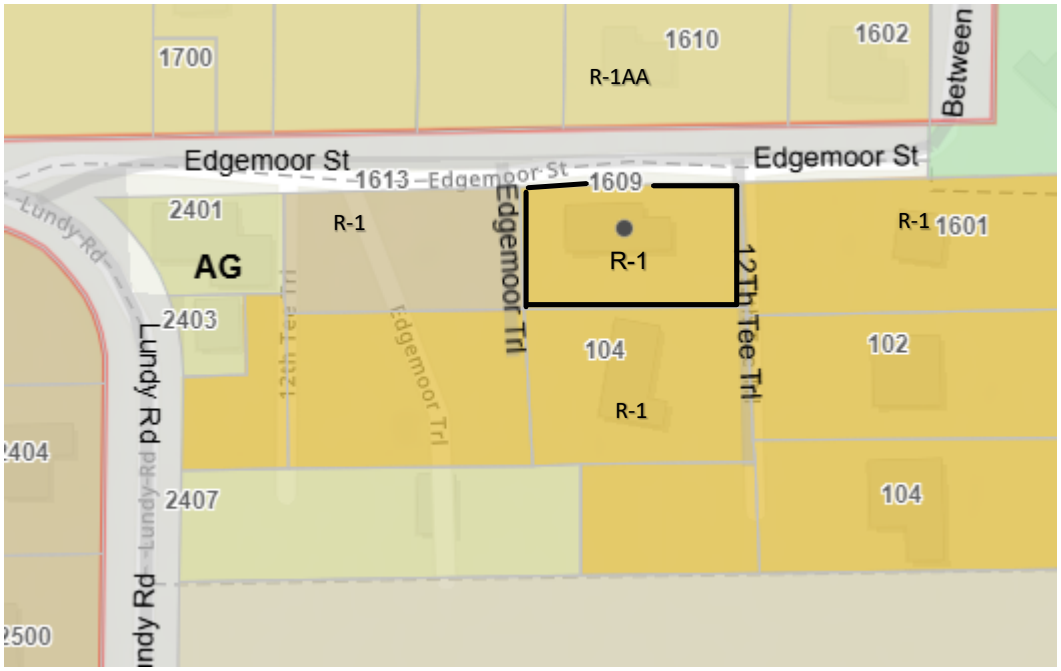


Figure 3: Zoning

<u>Zoning Analysis</u>

Section 94-38(f)(1) requires that the report and recommendations of the Planning Board to the City Commission required by subsection 94-38(e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:

a. *Whether the proposed change is in conformity with the Comprehensive Plan:*
Response: When a property is annexed into the city, it is often given a similar Future Land Use and Zoning to what existed when in the County. The subject property currently has an Urban Reserve land use classification. The proposed rezoning conforms with the Comprehensive Plan.

b. *The existing land use pattern.*
Response: The existing land use pattern in this area is residential in nature and the proposed land use will not alter existing land use patterns.

c. *Possible creation of an isolated district unrelated to adjacent and nearby districts*.
Response: The parcel an established residential use in the area and being annexed into the city will not alter the existing relationship of the surrounding area.

d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.*
Response: The subject property has long-standing residential use and is proposed to continue as such. There will be no increase in population or overtaxing of the load on public facilities.

e. Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.
Response: Many of the surrounding parcels are already developed as a residential use and zoned as the same. Amending the property zoning to R-1 will keep proposed conditions on the property the same.

f. *Whether changed or changing conditions make the passage of the proposed amendment necessary.*
Response: The City endeavors to convert properties on well and septic systems to City water and sewer in order to reduce pollutants released into ground water and increase revenue to the City's water and sewer funds. Conditions in the area of the subject parcel will remain unchanged.

g. *Whether the proposed change will adversely influence living conditions in the neighborhood.*
Response: The immediate neighborhood around the subject parcel is long established as residential. Any existing living conditions will not change with approval.

h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.*
Response: The traffic patterns in the area are already established and will remain the same or affect public safety, as it is an existing use.

i. *Whether the proposed change will create a drainage problem.*
Response: There should be no impact on drainage in the area. All current conditions would remain the same.

j. *Whether the proposed change will seriously reduce light and air to adjacent areas.*
Response: No reduction in light and air to adjacent areas is expected, as the present use will remain unchanged.

k. Whether the proposed change will adversely affect property values in the adjacent areas.
Response: There should be no impact on property values as the use already exists.

l. *Whether the proposed change will be a deterrent to the improvement of adjacent property in accord with existing regulations.*
Response: The proposed rezoning will not be a deterrent for improvement of adjacent property.

m. *Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.*
Response: The proposed rezoning will not grant a special privilege to the property owner.

n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning.*
Response: The zoning classifications for this use in this area do not differ substantially. The property already has residential zoning. The only reason for amending the existing zoning is due to the annexation of the parcel into the city limits and connect it to City water and sewer facilities.

o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city.*
Response: The immediate area is residential in nature. The zoning already exists and is a part of the neighborhood.

p. Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.
Response: It is not impossible, but the purpose of this request is to obtain water services from the City and reduce the presence of wells and septic tanks within the city limits. The property has an existing residential zoning in an established neighborhood.

q. The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district.
Response: Not applicable.

Staff Recommendation

1. Staff recommends the request to annex the approximately 0.49-acre property into the City be approved for the purpose of connection to City of Palatka water services.

2. Staff recommends the request to amend the Future Land Use Map from Putnam County Urban Reserve (UR) to City of Palatka Residential Low (RL) be approved.

3. Staff recommends the request to rezone from Putnam County Unincorporated to City of Palatka (R-1) Single-Family Residential District be approved.

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL 32177

ORDINANCE NO. 2025-13

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 PUTNAM COUNTY URBAN RESERVE (UR) TO CITY OF PALATKA RESIDENTIAL LOW (RL) FOR THE FOLLOWING PROPERTY: 1609 EDGEMOOR STREET, PALATKA, FLORIDA 32177, PT OF GOVT LOT 4OR632 P3 (EX, OR990 P688), PARCEL 13-10-26-0000-0260-0002, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the City of Palatka Building and Zoning Department on behalf of the owner of said property: Richard and Royane Mosley, for certain amendment to the Comprehensive Plan Future Land Use Map of the City of Palatka, Florida, and

WHEREAS, Section 163.3187, Florida Statutes, provides for small-scale amendment of an adopted comprehensive plan, and

WHEREAS, Section 163.3187(2), Florida Statutes, provides that small scale development amendments require only one public hearing before the governing board, which shall be an adoption hearing, and

WHEREAS, the City Planning Board conducted a public hearing on March 4th, 2025 and recommended approval of this amendment to the City Commission, and

WHEREAS, the City Commission of the City of Palatka conducted a public hearing on March 27th 2025, and

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:

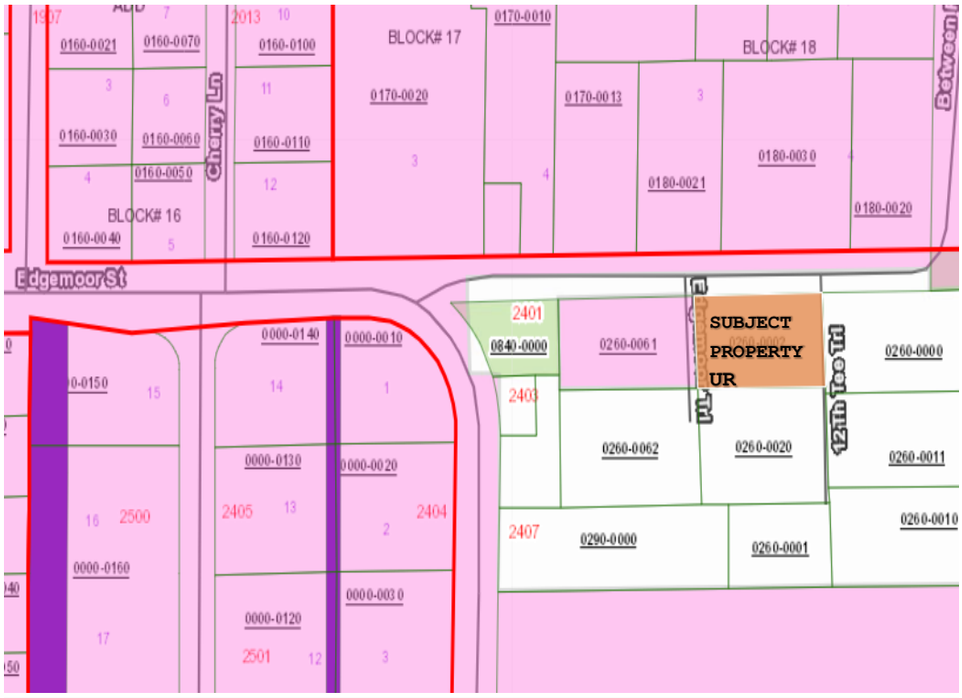
Section 1. Adopted Small Scale Amendment

That the Future Land Use Map of the adopted Comprehensive Plan of the City of Palatka is hereby amended to provide that the Future Land Use of the parcel of land listed in Table 1 below shall be changed as designated and that the Future Land Use Map shall be amended to show the changes.

TABLE 1
ADOPTED SMALL SCALE AMENDMENT

Parcel Number	Acreage	Current Future Land Use	Amended Future Land Use
13-10-26-0000-0260-0002	0.49	Putnam County Urban Reserve (UR)	City of Palatka Residential Low (RL)

DESCRIPTION OF PROPERTY:
PT OF GOVT LOT 4OR632 P3 (EX, OR990 P688), PARCEL 13-10-26-0000-0260-0002, 1609 EDGEMOOR STREET PALATKA ,FLORIDA 32177



Section 2. The remaining portions of said adopted comprehensive plan of the City of Palatka, Florida, which are not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

Section 3. Should any section, subsection, sentence, clause, phrase or portion of this Ordinance be held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and shall not affect the validity of the remaining portion.

Section 4. This Ordinance shall become effective immediately upon adoption; however, the effective date of this amendment to the City of Palatka Comprehensive Plan, if not timely challenged, shall be 31 days after adoption. If challenged within 30 days after adoption, this amendment shall become effective on the date the State land planning agency or the Administration Commission issues a final order determining this amendment to be in compliance with Chapter 163, Florida Statutes. No development orders, development permits, or land uses dependent on this amendment may be issued or commenced before this amendment has become effective.

Section 5. SCRIVENER'S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 27th day of March 2025.

CITY OF PALATKA

By:_____
Its Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

_____

City Attorney

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: Amendment of the Future Land Use Map of the Adopted Comprehensive Plan in regard to property located at 1609 Edgemoor St. Palatka, Florida, From Putnam County Urban Reserve (UR) to City of Palatka Residential Low (RL) Parcel No. 13-10-26-0000-0260-0002.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

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In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

[1] See Section 166.041(4)(c), Florida Statutes.

2

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
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Case PB 25-01- Annex, Amend Future Land Use Map and Rezone
Address: 1609 Edgemoor St., Approx. 0.49 acres
Applicants: Richard and Royane Mosley

STAFF REPORT

DATE: February 12, 2025

TO: City of Palatka Planning Board

FROM: STAFF

APPLICATION REQUEST

Request to annex one parcel, approximately 0.49-acres, into the City of Palatka for the purpose of connecting to the city's water system; amend the Future Land Use Map from Putnam County Urban Reserve (UR) to City of Palatka Residential Low land use, and rezone from Putnam County Unincorporated to City of Palatka single-family residential (R-1).

Public notice included legal advertisement in the Palatka Daily News, property posting, and mailed notices to property owners within 150 feet of the subject property.

Background

The application is for a 0.49-acre parcel located at 1609 Edgemoor Street. The property is currently being used as a single-family residence. The applicant wishes to connect to the City's water facilities which are available nearby. The parcel is adjacent to the City boundaries.

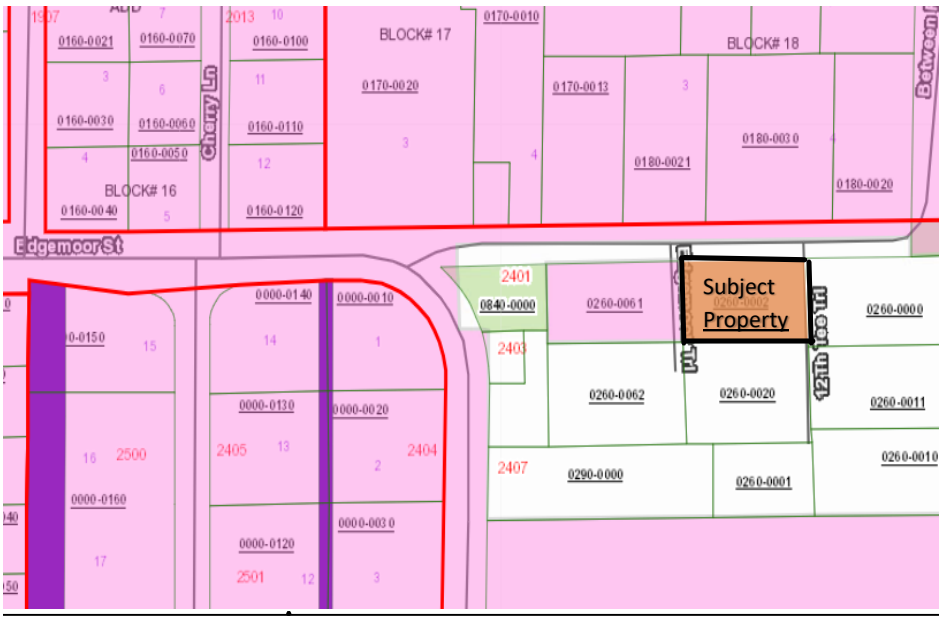

Figure 1: Subject site with City boundaries shown.

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

	Actual Use	FLUM	ZONING
Property Existing	County Residential, Single-family (R-1)	County Urban Reserve (UR)	County Unincorporated
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South	County Residential, single-family (R-1)	County Urban Reserve (UR)	County Unincorporated
East	County Residential, single-family (R-1)	County Urban Reserve (UR)	County Unincorporated
West	Vacant	County Urban Reserve (UR)	City Residential, single-family (R-1)

PROJECT ANALYSIS

Annexation Analysis

Florida Statute 171.044 references voluntary annexation requirements and requires that property proposed for annexation must meet two tests. First, properties must be contiguous to the annexing municipality and second, properties must also be "reasonably compact".

Contiguous: F.S. 171.031 provides a definition for contiguous and requires that boundaries of properties proposed for annexation must be coterminous with a part of the municipality's boundary. As shown previously, in ***Figure 1:*** subject site, the property is contiguous to the City limits to the west and north of the parcel.

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Comprehensive Plan Public Facilities Element Policy D.1.2.1.
The City of Palatka shall establish a coordinating relationship with the Putnam County Board of County Commissioners to discuss future development plans adjacent to City borders and to discuss the City supporting development beyond their border with water/sewer service. Areas served by Palatka water and sewer will be annexed into the City; however, the distribution of potable water for areas outside of City limits is conditioned upon annexation only when those properties become contiguous.

Future Land Use Change Analysis

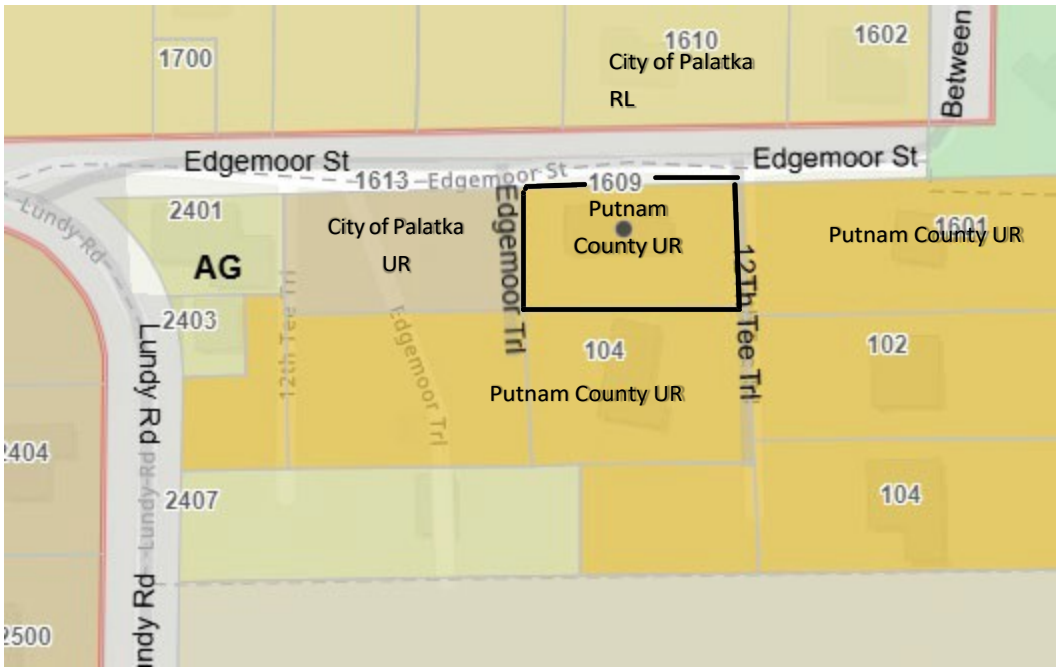

Figure 2: Current Future Land Use

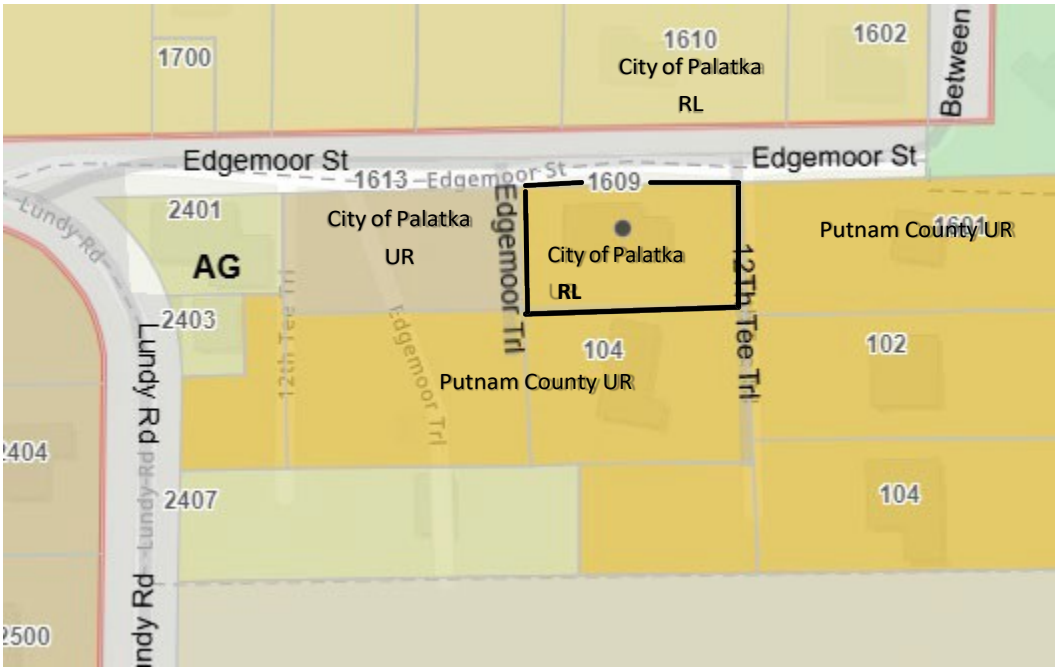

Figure 3: Proposed Future Land Use

Provide analysis of the suitability of the plan amendment for its proposed use considering the character of the undeveloped land, soils, topography, natural resources, and historic resources on site.

Response: Staff is not aware of any soil or topography conditions that would present major problems for additional future development of this property in accordance with all applicable land development regulations. Nor is staff aware of natural or historic resources on this developed site.

Provide analysis of the minimum amount of land needed as determined by the local government.

Response: The applicant proposes to continue the use as a single-family residence.

Demonstrate that amendment does not further urban sprawl, as determined through the following tests:

- Low-intensity, low-density, or single-use development or uses.
- Development in rural areas at substantial distances from existing urban areas while not using undeveloped lands that are available and suitable for development.
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- Development that fails to provide a clear separation between rural and urban uses.
- Development that discourages or inhibits infill development and redevelopment.
- Development that fails to encourage a functional mix of uses.

Response: The annexation of this parcel would not contribute to urban sprawl and will not create an undo burden on the water system. Property to the West has water connections. This annexation would be contiguous, as it borders City limits to the West. The parcel is within a completely developed residential area.

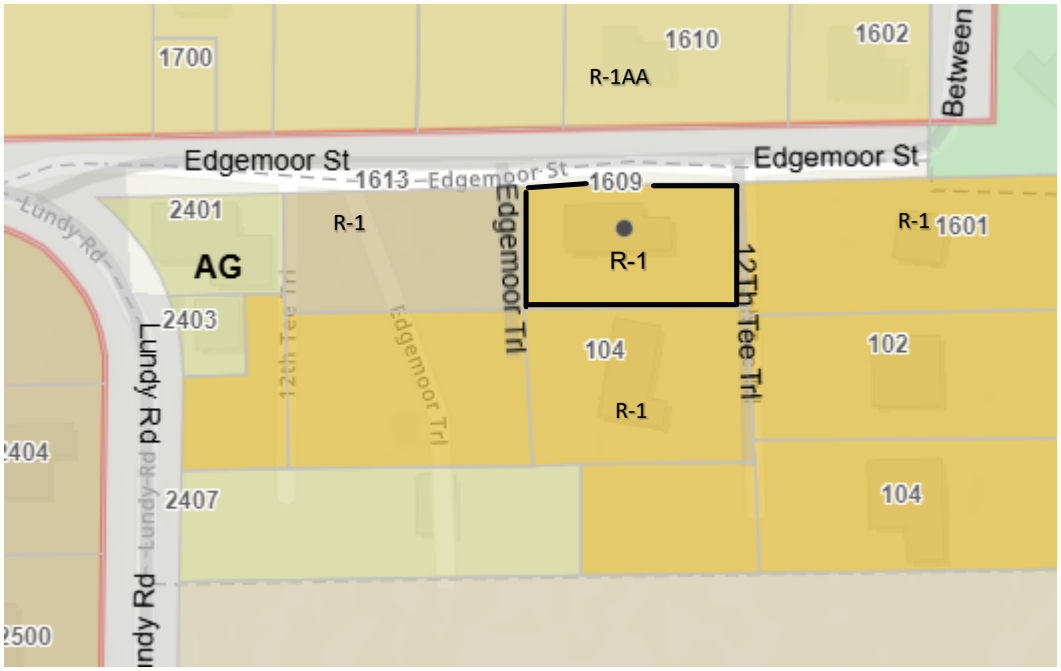

Figure 3: Zoning

<u>Zoning Analysis</u>

Section 94-38(f)(1) requires that the report and recommendations of the Planning Board to the City Commission required by subsection 94-38(e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:

a. *Whether the proposed change is in conformity with the Comprehensive Plan:*
Response: When a property is annexed into the city, it is often given a similar Future Land Use and Zoning to what existed when in the County. The subject property currently has an Urban Reserve land use classification. The proposed rezoning conforms with the Comprehensive Plan.

b. *The existing land use pattern.*
Response: The existing land use pattern in this area is residential in nature and the proposed land use will not alter existing land use patterns.

c. *Possible creation of an isolated district unrelated to adjacent and nearby districts*.
Response: The parcel an established residential use in the area and being annexed into the city will not alter the existing relationship of the surrounding area.

d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.*
Response: The subject property has long-standing residential use and is proposed to continue as such. There will be no increase in population or overtaxing of the load on public facilities.

e. Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.
Response: Many of the surrounding parcels are already developed as a residential use and zoned as the same. Amending the property zoning to R-1 will keep proposed conditions on the property the same.

f. *Whether changed or changing conditions make the passage of the proposed amendment necessary.*
Response: The City endeavors to convert properties on well and septic systems to City water and sewer in order to reduce pollutants released into ground water and increase revenue to the City's water and sewer funds. Conditions in the area of the subject parcel will remain unchanged.

g. *Whether the proposed change will adversely influence living conditions in the neighborhood.*
Response: The immediate neighborhood around the subject parcel is long established as residential. Any existing living conditions will not change with approval.

h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.*
Response: The traffic patterns in the area are already established and will remain the same or affect public safety, as it is an existing use.

i. *Whether the proposed change will create a drainage problem.*
Response: There should be no impact on drainage in the area. All current conditions would remain the same.

j. *Whether the proposed change will seriously reduce light and air to adjacent areas.*
Response: No reduction in light and air to adjacent areas is expected, as the present use will remain unchanged.

k. Whether the proposed change will adversely affect property values in the adjacent areas.
Response: There should be no impact on property values as the use already exists.

l. *Whether the proposed change will be a deterrent to the improvement of adjacent property in accord with existing regulations.*
Response: The proposed rezoning will not be a deterrent for improvement of adjacent property.

m. *Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.*
Response: The proposed rezoning will not grant a special privilege to the property owner.

n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning.*
Response: The zoning classifications for this use in this area do not differ substantially. The property already has residential zoning. The only reason for amending the existing zoning is due to the annexation of the parcel into the city limits and connect it to City water and sewer facilities.

o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city.*
Response: The immediate area is residential in nature. The zoning already exists and is a part of the neighborhood.

p. Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.
Response: It is not impossible, but the purpose of this request is to obtain water services from the City and reduce the presence of wells and septic tanks within the city limits. The property has an existing residential zoning in an established neighborhood.

q. The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district.
Response: Not applicable.

Staff Recommendation

1. Staff recommends the request to annex the approximately 0.49-acre property into the City be approved for the purpose of connection to City of Palatka water services.

2. Staff recommends the request to amend the Future Land Use Map from Putnam County Urban Reserve (UR) to City of Palatka Residential Low (RL) be approved.

3. Staff recommends the request to rezone from Putnam County Unincorporated to City of Palatka (R-1) Single-Family Residential District be approved.

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL., 32177

ORDINANCE NO. 2025-14

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM PUTNAM COUNTY URBAN RESERVE (UR) TO CITY OF PALATKA SINGLE-FAMILY RESIDENTIAL (R-1), FOR THE FOLLOWING PROPERTY: LOCATED AT, 1609 EDGEMOOR STREET PALATKA, FLORIDA 32177, PARCEL 13-10-26-0000-0260-0002 PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the City of Palatka Building and Zoning Department on behalf of the owner of said property: Richard and Royane Mosley, for certain amendment to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on March 4th, 2025, and two public hearings before the City Commission of the City of Palatka on March 27th 2025, and April 10th 2025, and

WHEREAS, the City Commission of the City of Palatka has determined that said amendment should be adopted.

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:

Section 1. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described property from the present zoning classification of Putnam County Urban Reserve (UR) to City of Palatka Single-Family Residential (R-1) classification.

DESCRIPTION OF PROPERTIES: PT OF GOVT LOT 4OR632 P3 (EX, OR990 P688)

PARCEL 13-10-26-0000-0260-0002

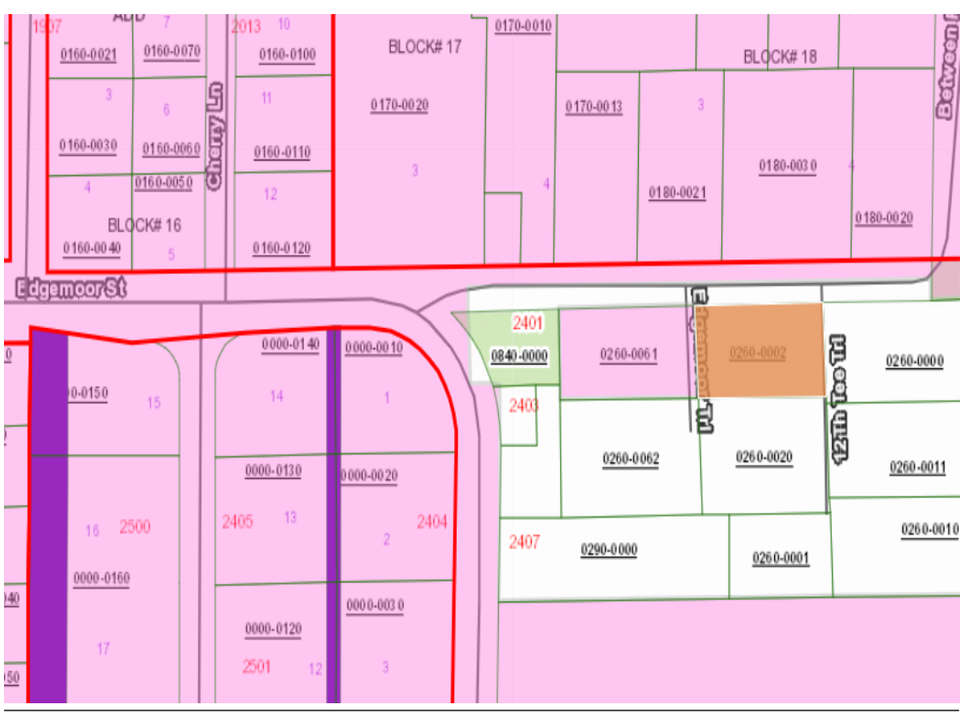

Figure 1: Zoning map.

Section 2. To the extent of any conflict between the terms of this ordinance and the terms of any ordinance previously passed or adopted, the terms of this ordinance shall supersede and prevail.

Section 3. This Ordinance shall become effective immediately upon its final passage by the City Commission, however, the rezoning shall not become effective until the amendment to the City of Palatka Comprehensive Plan adopted by Ordinance No. 2024-08 becomes effective as provided therein.

Section 4. SCRIVENER'S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

Section 5. This ordinance is exempt from provisions of the statute, Chapter 2023-309, Laws of Florida, codified as Section 166.041(4) Florida Statutes.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 27th day of March 2025.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 10th day of April 2025.

CITY OF PALATKA

BY:_____
Its Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: Rezoning property located at 1609 Edgemoor St. from Putnam County Urban Reserve (UR) to City of Palatka Single-Family Residential. Parcel No. 13-10-26-0000-0260

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

☐ The proposed ordinance is required for compliance with Federal or State law or regulation;

☐ The proposed ordinance relates to the issuance or refinancing of debt;

☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;

☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;

☐ The proposed ordinance is an emergency ordinance;

☐ The ordinance relates to procurement; or

☒ The proposed ordinance is enacted to implement the following:

a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

[1] See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

4. Additional information the governing body deems useful (if any):
[*You may wish to include in this section the methodology or data used to prepare the Business Impact Estimate. For example: City staff solicited comments from businesses in the City as to the potential impact of the proposed ordinance by contacting the chamber of commerce, social media posting, direct mail or direct email, posting on City website, public workshop, etc. You may also wish to include efforts made to reduce the potential fiscal impact on businesses. You may also wish to state here that the proposed ordinance is a generally applicable ordinance that applies to all persons similarly situated (individuals as well as businesses) and, therefore, the proposed ordinance does not affect only businesses*).

Case PB 24-24 –Rezone 0.39 acres at 12-10-26-1070-0080-0020
Address: Unassigned (Twigg Street, approximately 300ft East of Moseley Avenue)
Applicant: Preston Sloan Jr.
Agent: None

STAFF REPORT

DATE: February 4, 2025
TO: City Planning Board
FROM: Planning Director

APPLICATION REQUEST

Request is for the rezoning of 0.39-acre parcel on Twigg Street between 1900 Twigg Street and 1814 Twigg Street. The request is to change the existing zoning from Residential Single-Family (R-1A) to Two-Family Residential (R-2). The future land use is designated City of Palatka, Other Public Facilities (OPF). The request would amend the future land use designation to Residential Medium density (RM). The parcel is proposed to be developed with a duplex. Per section 94-142(a), Two-family dwellings are not permitted in Single-Family Residential district (R-1A).

Public notice issued by the city included legal advertisement in the *Palatka Daily News*, property posting, and mailed notices to property owners within 150 feet of the subject property.

Background

The property is within the city limits of Palatka, vacant, and located on the north side of Twigg Street. The site is part of the Burts Subdivision between Moseley Avenue and S 18th Street and includes a portion of the former right-of-way from the abandonment of Reynolds Street. The parcel has an existing curb-cut on Twigg Street and a slightly deteriorated concrete driveway stub approximately 8-feet in width and 30-feet in length. The applicant/property owner notes that the adjacent property 1900 Twigg Street has two single-family detached dwelling units. Staff has searched city records and contacted Putnam County for additional information. According to the Putnam County Tax Appraiser records, Unit 1 has an "Actual Year Built" of 1955, and Unit 2 has an "Actual Year Built" of 1915.

This area includes the Florida National Guard building, an electric substation facility, residential housing and a small level of neighborhood commercial (C-1A) uses. Veteran's Memorial Stadium, CL Overturf Jr. District Center, Children's World, and the Palatka Golf Club are within a quarter of a mile of the property. See Table 1.

	Actual Use	FLUM	ZONING
Property Existing	Vacant	Other Public Facility (OPF)	Residential Single-Family (R-1A)
North	Single Family Residential	Other Public Facility (OPF)	Residential Single-Family (R-1A)
South	Florida National Guard; Electric Substation	Recreational (RE)	Neighborhood Commercial (C-1A) Residential, Single-Family (R-1A)
East	Single Family Residential	Other Public Facility (OPF)	Single-Family Residential (R-1A)

West	Single Family Residential	Other Public Facility (OPF)	Single-Family Residential (R-1A)

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

Future Land Use Change Analysis

Figure 1. Existing Future Land Use

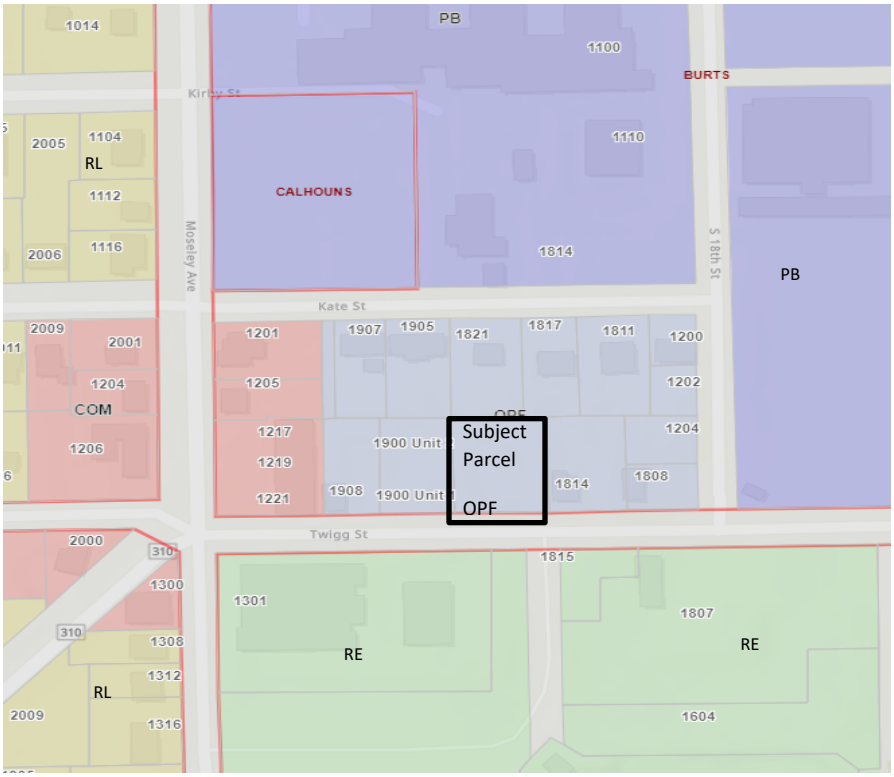

Figure 2. Proposed Future Land Use

The applicant is proposing to change the Future Land Use from Other Public Facilities (OPF) to Residential Medium Density (RM). It is important to point out that there are inconsistencies in the future land use designations map and assigned zoning districts in the immediate area surrounding the subject the parcel. The future land use designation for the block where the subject property is located, is designated is Other Public Facilities -OPF-, and Commercial Neighborhood along the properties facing Mosely Avenue. While the commercial designation corresponds to the existing land use on site, the OPF designatin does not correspond to the existing use in the rest of the block considering that it is a long established residential use. The existing zoning district of Residential Single Family -R-1A- is not consistent with the existing future land use designation and therefore, not consistent with Chapter 163 of the Florida Statutes.
A similar situation exists with the parcels across the street from the subject property. The Future Land Use is designated as Recreation -RE- however, the Armory of the National Guard is located on the parcel. The zoning district assigned is Recreation Open Space -ROP- which doesn't correspond to the existing use on the land, and furthermore, the zoning designation is Commercial Neighborhood -C-1 and Residential Single Family -R-1A, both districts inconsistent with the FLUM.

Florida Statutes Chapter 163.3177(6) provide for the following land use change criteria to be considered.

- *Provide analysis of the suitability of the plan amendment for its proposed use considering the character of the undeveloped land, soils, topography, natural resources, and historic resources on site.*
  Response: The parcel is not within a flood zone. Staff is not aware of any soil or topography conditions that would present major problems for future development of this property in accordance with all applicable land development regulations.

- *Provide analysis of the minimum amount of land needed as determined by the local government.*
  Response: The City of Palatka's last adopted 2008 Comprehensive Plan, Future Land Use element, estimated the number of medium-density housing units needed in 2020 to be 346 units higher than in 2005.

- *Demonstrate the amendment does not further urban sprawl, as determined through the following tests:*

- Low-intensity, low-density, or single-use development or uses.
- Development in rural areas at substantial distances from existing urban areas while not using undeveloped lands that are available and suitable for development.
- Radial, strip, isolated, or ribbon development patterns.
- Development that fails to adequately protect and conserve natural resources and agricultural activities
- Development that fails to maximize use of existing and future public facilities and services.
- Development patterns or timing that will require disproportional increases in cost of time, money and energy in providing facilities and services.
- Development that fails to provide a clear separation between rural and urban uses.
- Development that discourages or inhibits infill development and redevelopment.
- Development that fails to encourage a functional mix of uses.

Response: The conversion of the subject parcel to two-family residential land use would not contribute to urban sprawl, as the property is within an already established neighborhood and would be considered infill.

Several surrounding properties to the north have single family residences and are connected to city water and sewer services. Other nearby parcels include Florida National Guard building, an electric substation facility, and small level commercial properties.

Zoning Change Analysis

Figure 3. Existing Zoning

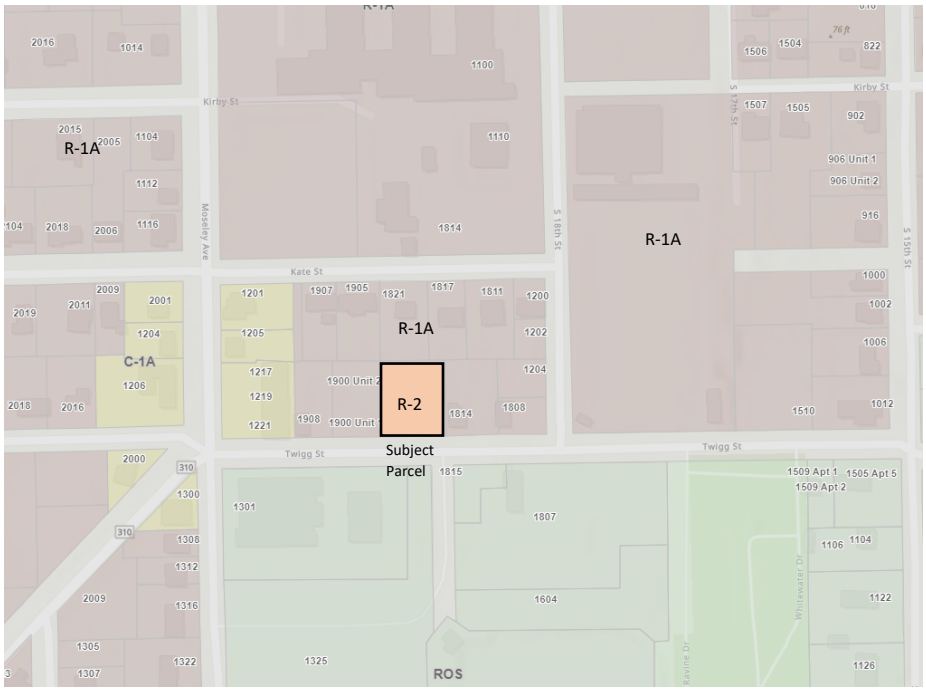

Figure 4. Proposed Zoning

Section 94-38(f)(1) of the Palatka Code of Ordinances requires that the report and recommendations of the Planning Board to the City Commission as required by subsection 94-38(e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:

a. *Whether the proposed change is in conformity with the Comprehensive Plan:*
Response: The subject property currently has a Single-Family Residential (R-1A) classification. The Future Land Use map for the City shows the property, and adjacent properties as Other Public Facilities (OPF) zoning. Most of the surrounding properties to the north are developed as single family residential. The change to a Two-family residential (R-2) use zoning category will not have a significant adverse impact on the residential properties around it.

b. *The existing land use pattern.*
Response: The existing land use in this area is primarily a mix of single-family residential with the Florida National Guard building, electric substation facility located to the south and commercial uses to the west. The proposed zoning change will be in accord with the existing residential character to the north, east and west of the subject parcel.

c. *Possible creation of an isolated district unrelated to adjacent and nearby districts*.
Response: The rezoning request does not create an isolated district unrelated to adjacent and nearby districts considering that the request is to rezone to another residential district.

d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.*
Response: The subject parcel is proposed to be developed as a duplex. The City of Palatka water and wastewater treatment plants both have available capacity to serve the proposed duplex. The proposed development of a duplex would have minimal traffic impact in the local area.

e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.*
Response: The existing district boundaries are not illogically drawn.

f. *Whether changed or changing conditions make the passage of the proposed amendment necessary.*
Response: More housing opportunities will be created within the City of Palatka with a rezoning and potential development of a duplex.

g. *Whether the proposed change will adversely influence living conditions in the neighborhood.*
Response: Minimal vehicular traffic could be created with the development of a proposed duplex on the currently vacant parcel. The proposed duplex will be connected to public water and sewer. The proposed rezoning will not adversely affect the living conditions of the surrounding area.

h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.*
Response: Minimal increase in traffic congestion is anticipated. Access to the proposed duplex would be on Twigg Street. There should be minimal impact on traffic congestion and public safety in the area with the development of a duplex.

i. *Whether the proposed change will create a drainage problem.*
Response: There should be no negative impact on drainage in the area. It will be the responsibility of the developer and property owner to comply with all drainage requirements in the development of the property upon submittal of site plan.

j. *Whether the proposed change will seriously reduce light and air to adjacent areas.*
Response: No reduction in light and air to adjacent areas is anticipated, as the proposed use is residential and such structures are subject to setbacks and height restrictions per the zoning code.

k. *Whether the proposed change will adversely affect property values in the adjacent areas.*
Response: The rezoning will not adversely affect property values in the adjacent areas and the potential construction of a duplex should not either.

l. *Whether the proposed change will be a deterrent to the improvement of adjacent property in accord with existing regulations.*
Response: Residential homes exist on properties to the west, east, and north of the subject property. The rezoning and the intended construction of a duplex on the subject parcel will not be a deterrent to the improvement of adjacent properties in the future.

m. *Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.*
Response: The proposed rezoning will not grant any special privilege to the applicant that is denied to other property owners in the city. Additionally, the potential future development of the property, and any land within the City of Palatka, is required to meet all federal, state and local codes.

n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning.*

Response: Per the City of Palatka zoning ordinance §94-144, duplexes are only permitted in R-2 Two family zoning.

o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city.*
Response: The immediate area is residential in nature. The proposed rezoning and intended future use would not be out of scale with the neighborhood or with the city of Palatka.

p. *Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.*
Response: It is not impossible to find other sites. Two-family residential districts (R-2) exist within the city, however, there is a low level of two-family residential district in this part of the city limits.

q. *The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district.*
Response: Not applicable.

The proposed project is expected to add 2 dwelling units to the City of Palatka. Using a projected persons per household for 2020 of 2.37, this equates to a projected population increase of 4.74 persons.

PB 24-24 Staff Recommendation

1. Staff recommends **Approval** the request to amend the district boundary FLUM designation from City of Palatka Other Public Facilities (OPF) to City of Palatka Residential Medium (RM)

2. Staff recommends **Approva**l of the request to rezone from City of Palatka Single-family Residential (R-1A) to City of Palatka Two-family Residential (R-2).

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL 32177

ORDINANCE NO. 25-17

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 OTHER PUBLIC FACILITIES (OPF) TO CITY OF PALATKA RESIDENTIAL MEDIUM (RM) FOR THE FOLLOWING PROPERTY: TWIGG STREET, PALATKA, FLORIDA 32177, BURTS S/D MB1 P47 BLK 8 PT OF, LOT 2 OR61 P1 & PT OF ADJ, CLOSED ST OR214 P49, PARCEL 12-10-26-1070-0080-0020, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the City of Palatka Building and Zoning Department on behalf of the owner of said property:PSX2 LLC, for certain amendment to the Comprehensive Plan Future Land Use Map of the City of Palatka, Florida, and

WHEREAS, Section 163.3187, Florida Statutes, provides for small-scale amendment of an adopted comprehensive plan, and

WHEREAS, Section 163.3187(2), Florida Statutes, provides that small scale development amendments require only one public hearing before the governing board, which shall be an adoption hearing, and

WHEREAS, the City Planning Board conducted a public hearing on February 4, 2025 and continued to March 4, 2025 recommending approval of this amendment to the City Commission, and

WHEREAS, the City Commission of the City of Palatka conducted a public hearing on March 27, 2025, and

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:

Section 1. Adopted Small Scale Amendment

That the Future Land Use Map of the adopted Comprehensive Plan of the City of Palatka is hereby amended to provide that the Future Land Use of the parcel of land listed in Table 1 below shall be changed as designated and that the Future Land Use Map shall be amended to show the changes.

TABLE 1
ADOPTED SMALL SCALE AMENDMENT

Parcel Number	Acreage	Current Future Land Use	Amended Future Land Use
12-10-26-1070-0080-0020	0.39	City of Palatka Other Public Facilities (OPF)	City of Palatka Residential Medium (RM)

DESCRIPTION OF PROPERTY:
BURTS S/D MB1 P47 BLK 8 PT OF, LOT 2 OR61 P1 & PT OF ADJ, CLOSED ST OR214 P49, PARCEL 12-10-26-1070-0080-0020, TWIGG STREET

Section 2. The remaining portions of said adopted comprehensive plan of the City of Palatka, Florida, which are not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

Section 3. Should any section, subsection, sentence, clause, phrase or portion of this Ordinance be held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and shall not affect the validity of the remaining portion.

Section 4. This Ordinance shall become effective immediately upon adoption; however, the effective date of this amendment to the City of Palatka Comprehensive Plan, if not timely challenged, shall be 31 days after adoption. If challenged within 30 days after adoption, this amendment shall become effective on the date the State land planning agency or the Administration Commission issues a final order determining this amendment to be in compliance with Chapter 163, Florida Statutes. No development orders, development permits, or land uses dependent on this amendment may be issued or commenced before this amendment has become effective.

Section 5. SCRIVENER'S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 27th day of March 2025.

CITY OF PALATKA

By:_____
Its Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

_____**City Attorney**

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: AMENDMENT OF THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN IN REGARD TO PARCEL 12-10-26-1070-0080-0020 IN PALATKA,FLORIDA,32177,FROM CITY OF PALATKA OTHER PUBLIC FACILITIES (OPF) TO CITY OF PALATKA RESIDENTIAL MEDIUM (RM)

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 OTHER PUBLIC FACILITIES (OPF) TO CITY OF PALATKA RESIDENTIAL MEDIUM (RM) FOR THE FOLLOWING PROPERTY: TWIGG STREET, PALATKA, FLORIDA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

☐ The proposed ordinance is required for compliance with Federal or State law or regulation;

☐ The proposed ordinance relates to the issuance or refinancing of debt;

☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;

☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;

☐ The proposed ordinance is an emergency ordinance;

☐ The ordinance relates to procurement; or

☒ The proposed ordinance is enacted to implement the following:

[1] See Section 166.041(4)(c), Florida Statutes.

a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

4. Additional information the governing body deems useful (if any):
[*You may wish to include in this section the methodology or data used to prepare the Business Impact Estimate. For example: City staff solicited comments from businesses in the City as to the potential impact of the proposed ordinance by contacting the chamber of commerce, social media posting, direct mail or direct email, posting on City website, public workshop, etc. You may also wish to include efforts made to reduce the potential fiscal impact on businesses. You may also wish to state here that the proposed ordinance is a generally applicable ordinance that applies to all persons similarly situated (individuals as well as businesses) and, therefore, the proposed ordinance does not affect only businesses*).

Case PB 24-24 –Rezone 0.39 acres at 12-10-26-1070-0080-0020
Address: Unassigned (Twigg Street, approximately 300ft East of Moseley Avenue)
Applicant: Preston Sloan Jr.
Agent: None

STAFF REPORT

DATE: February 4, 2025
TO: City Planning Board
FROM: Planning Director

APPLICATION REQUEST

Request is for the rezoning of 0.39-acre parcel on Twigg Street between 1900 Twigg Street and 1814 Twigg Street. The request is to change the existing zoning from Residential Single-Family (R-1A) to Two-Family Residential (R-2). The future land use is designated City of Palatka, Other Public Facilities (OPF). The request would amend the future land use designation to Residential Medium density (RM). The parcel is proposed to be developed with a duplex. Per section 94-142(a), Two-family dwellings are not permitted in Single-Family Residential district (R-1A).

Public notice issued by the city included legal advertisement in the *Palatka Daily News*, property posting, and mailed notices to property owners within 150 feet of the subject property.

Background

The property is within the city limits of Palatka, vacant, and located on the north side of Twigg Street. The site is part of the Burts Subdivision between Moseley Avenue and S 18th Street and includes a portion of the former right-of-way from the abandonment of Reynolds Street. The parcel has an existing curb-cut on Twigg Street and a slightly deteriorated concrete driveway stub approximately 8-feet in width and 30-feet in length. The applicant/property owner notes that the adjacent property 1900 Twigg Street has two single-family detached dwelling units. Staff has searched city records and contacted Putnam County for additional information. According to the Putnam County Tax Appraiser records, Unit 1 has an "Actual Year Built" of 1955, and Unit 2 has an "Actual Year Built" of 1915.

This area includes the Florida National Guard building, an electric substation facility, residential housing and a small level of neighborhood commercial (C-1A) uses. Veteran's Memorial Stadium, CL Overturf Jr. District Center, Children's World, and the Palatka Golf Club are within a quarter of a mile of the property. See Table 1.

	Actual Use	FLUM	ZONING
Property Existing	Vacant	Other Public Facility (OPF)	Residential Single-Family (R-1A)
North	Single Family Residential	Other Public Facility (OPF)	Residential Single-Family (R-1A)
South	Florida National Guard; Electric Substation	Recreational (RE)	Neighborhood Commercial (C-1A) Residential, Single-Family (R-1A)
East	Single Family Residential	Other Public Facility (OPF)	Single-Family Residential (R-1A)

West	Single Family Residential	Other Public Facility (OPF)	Single-Family Residential (R-1A)

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

Future Land Use Change Analysis

Figure 1. Existing Future Land Use

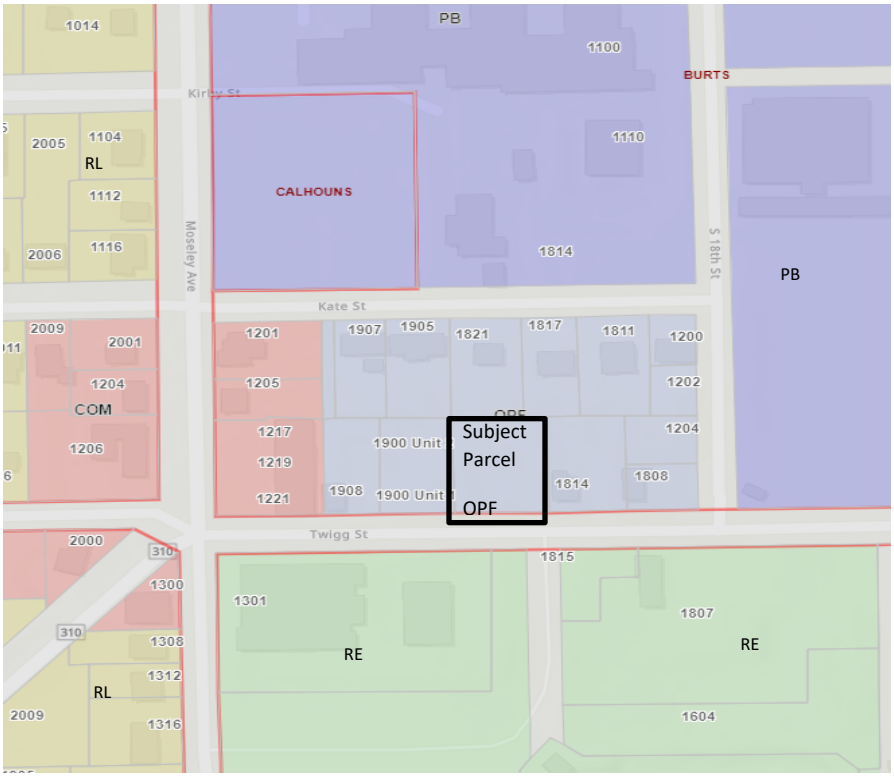

Figure 2. Proposed Future Land Use

The applicant is proposing to change the Future Land Use from Other Public Facilities (OPF) to Residential Medium Density (RM). It is important to point out that there are inconsistencies in the future land use designations map and assigned zoning districts in the immediate area surrounding the subject the parcel. The future land use designation for the block where the subject property is located, is designated is Other Public Facilities -OPF-, and Commercial Neighborhood along the properties facing Mosely Avenue. While the commercial designation corresponds to the existing land use on site, the OPF designatin does not correspond to the existing use in the rest of the block considering that it is a long established residential use. The existing zoning district of Residential Single Family -R-1A- is not consistent with the existing future land use designation and therefore, not consistent with Chapter 163 of the Florida Statutes.
A similar situation exists with the parcels across the street from the subject property. The Future Land Use is designated as Recreation -RE- however, the Armory of the National Guard is located on the parcel. The zoning district assigned is Recreation Open Space -ROP- which doesn't correspond to the existing use on the land, and furthermore, the zoning designation is Commercial Neighborhood -C-1 and Residential Single Family -R-1A, both districts inconsistent with the FLUM.

Florida Statutes Chapter 163.3177(6) provide for the following land use change criteria to be considered.

- *Provide analysis of the suitability of the plan amendment for its proposed use considering the character of the undeveloped land, soils, topography, natural resources, and historic resources on site.*
  Response: The parcel is not within a flood zone. Staff is not aware of any soil or topography conditions that would present major problems for future development of this property in accordance with all applicable land development regulations.

- *Provide analysis of the minimum amount of land needed as determined by the local government.*
  Response: The City of Palatka's last adopted 2008 Comprehensive Plan, Future Land Use element, estimated the number of medium-density housing units needed in 2020 to be 346 units higher than in 2005.

- *Demonstrate the amendment does not further urban sprawl, as determined through the following tests:*

- Low-intensity, low-density, or single-use development or uses.
- Development in rural areas at substantial distances from existing urban areas while not using undeveloped lands that are available and suitable for development.
- Radial, strip, isolated, or ribbon development patterns.
- Development that fails to adequately protect and conserve natural resources and agricultural activities
- Development that fails to maximize use of existing and future public facilities and services.
- Development patterns or timing that will require disproportional increases in cost of time, money and energy in providing facilities and services.
- Development that fails to provide a clear separation between rural and urban uses.
- Development that discourages or inhibits infill development and redevelopment.
- Development that fails to encourage a functional mix of uses.

Response: The conversion of the subject parcel to two-family residential land use would not contribute to urban sprawl, as the property is within an already established neighborhood and would be considered infill.

Several surrounding properties to the north have single family residences and are connected to city water and sewer services. Other nearby parcels include Florida National Guard building, an electric substation facility, and small level commercial properties.

Zoning Change Analysis

Figure 3. Existing Zoning

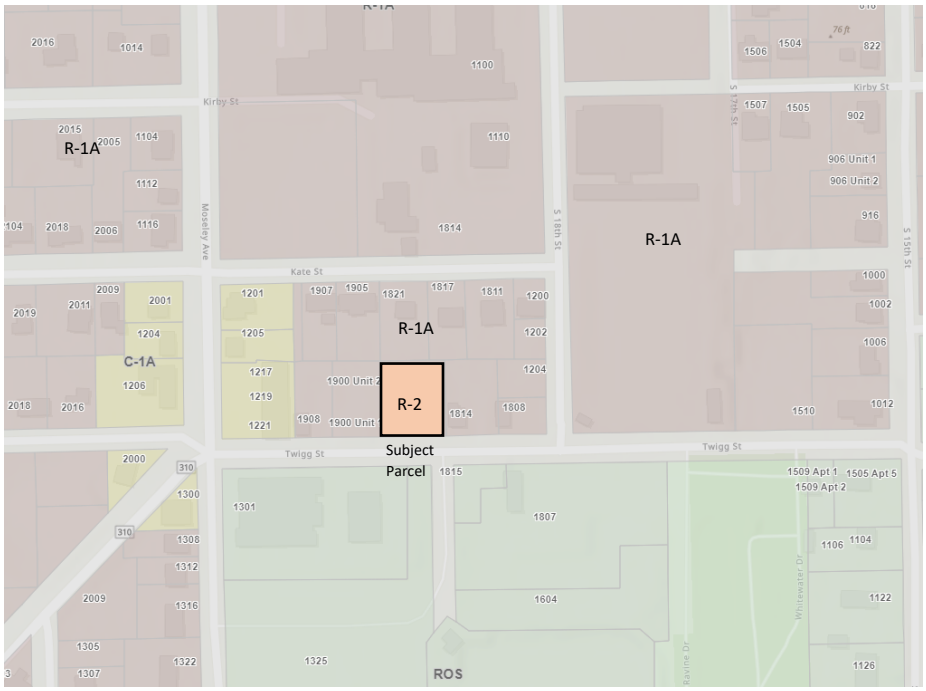

Figure 4. Proposed Zoning

Section 94-38(f)(1) of the Palatka Code of Ordinances requires that the report and recommendations of the Planning Board to the City Commission as required by subsection 94-38(e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:

a. *Whether the proposed change is in conformity with the Comprehensive Plan:*
Response: The subject property currently has a Single-Family Residential (R-1A) classification. The Future Land Use map for the City shows the property, and adjacent properties as Other Public Facilities (OPF) zoning. Most of the surrounding properties to the north are developed as single family residential. The change to a Two-family residential (R-2) use zoning category will not have a significant adverse impact on the residential properties around it.

b. *The existing land use pattern.*
Response: The existing land use in this area is primarily a mix of single-family residential with the Florida National Guard building, electric substation facility located to the south and commercial uses to the west. The proposed zoning change will be in accord with the existing residential character to the north, east and west of the subject parcel.

c. *Possible creation of an isolated district unrelated to adjacent and nearby districts*.
Response: The rezoning request does not create an isolated district unrelated to adjacent and nearby districts considering that the request is to rezone to another residential district.

d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.*
Response: The subject parcel is proposed to be developed as a duplex. The City of Palatka water and wastewater treatment plants both have available capacity to serve the proposed duplex. The proposed development of a duplex would have minimal traffic impact in the local area.

e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.*
Response: The existing district boundaries are not illogically drawn.

f. *Whether changed or changing conditions make the passage of the proposed amendment necessary.*
Response: More housing opportunities will be created within the City of Palatka with a rezoning and potential development of a duplex.

g. *Whether the proposed change will adversely influence living conditions in the neighborhood.*
Response: Minimal vehicular traffic could be created with the development of a proposed duplex on the currently vacant parcel. The proposed duplex will be connected to public water and sewer. The proposed rezoning will not adversely affect the living conditions of the surrounding area.

h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.*
Response: Minimal increase in traffic congestion is anticipated. Access to the proposed duplex would be on Twigg Street. There should be minimal impact on traffic congestion and public safety in the area with the development of a duplex.

i. *Whether the proposed change will create a drainage problem.*
Response: There should be no negative impact on drainage in the area. It will be the responsibility of the developer and property owner to comply with all drainage requirements in the development of the property upon submittal of site plan.

j. *Whether the proposed change will seriously reduce light and air to adjacent areas.*
Response: No reduction in light and air to adjacent areas is anticipated, as the proposed use is residential and such structures are subject to setbacks and height restrictions per the zoning code.

k. *Whether the proposed change will adversely affect property values in the adjacent areas.*
Response: The rezoning will not adversely affect property values in the adjacent areas and the potential construction of a duplex should not either.

l. *Whether the proposed change will be a deterrent to the improvement of adjacent property in accord with existing regulations.*
Response: Residential homes exist on properties to the west, east, and north of the subject property. The rezoning and the intended construction of a duplex on the subject parcel will not be a deterrent to the improvement of adjacent properties in the future.

m. *Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.*
Response: The proposed rezoning will not grant any special privilege to the applicant that is denied to other property owners in the city. Additionally, the potential future development of the property, and any land within the City of Palatka, is required to meet all federal, state and local codes.

n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning.*

Response: Per the City of Palatka zoning ordinance §94-144, duplexes are only permitted in R-2 Two family zoning.

o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city.*
Response: The immediate area is residential in nature. The proposed rezoning and intended future use would not be out of scale with the neighborhood or with the city of Palatka.

p. *Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.*
Response: It is not impossible to find other sites. Two-family residential districts (R-2) exist within the city, however, there is a low level of two-family residential district in this part of the city limits.

q. *The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district.*
Response: Not applicable.

The proposed project is expected to add 2 dwelling units to the City of Palatka. Using a projected persons per household for 2020 of 2.37, this equates to a projected population increase of 4.74 persons.

PB 24-24 Staff Recommendation

1. Staff recommends **Approval** the request to amend the district boundary FLUM designation from City of Palatka Other Public Facilities (OPF) to City of Palatka Residential Medium (RM)

2. Staff recommends **Approva**l of the request to rezone from City of Palatka Single-family Residential (R-1A) to City of Palatka Two-family Residential (R-2).

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL 32177

ORDINANCE NO. 25-18

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM CITY OF PALATKA RESIDENTIAL SINGLE FAMILY (R-1A) TO CITY OF PALATKA TWO FAMILY RESIDENTIAL (R-2) FOR THE FOLLOWING PROPERTY: TWIGG, PALATKA, FL 32177, BURTS S/D MB1 P47 BLK 8 PT OF, LOT 2 OR61 P1 & PT OF ADJ, CLOSED ST OR214 P49, PARCEL 12-10-26-1070-0080-0020, PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the City of Palatka Building and Zoning Department on behalf of the owner of said property:PSX2 LLC, for certain amendment to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on February 4, 2025 and March 4, 2025, and two public hearings before the City Commission of the City of Palatka on March 27, 2025, and April 10, 2025, and

WHEREAS, the City Commission of the City of Palatka has determined that said amendment should be adopted.

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:

Section 1. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described property from the present zoning classification of City of Palatka Single Family Residential (R-1A) to City of Palatka Two-Family Residential (R-2) classification.

DESCRIPTION OF PROPERTY:

BURTS S/D MB1 P47 BLK 8 PT OF, LOT 2 OR61 P1 & PT OF ADJ, CLOSED ST OR214 P49, TWIGG STREET
Putnam County Property Appraiser's Parcel No.: 12-10-26-1070-0080-0020

Section 2. To the extent of any conflict between the terms of this ordinance and the terms of any ordinance previously passed or adopted, the terms of this ordinance shall supersede and prevail.

Section 3. This Ordinance shall become effective immediately upon its final passage by the City Commission.

Section 4. SCRIVENER'S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 27th day of March 2025.

PASSED AND ADOPTED on the second reading by the City Commission of the City of Palatka, Florida, this 10th day of April 2025.

CITY OF PALATKA

By:_____
Its MAYOR

ATTEST:

_____
City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

_____
City Attorney

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: Rezoning property located at 1822 Twigg Street from Residential Single Family (R-1A) to Two Family Residential (R-2). Parcel No. 12-10-26-1070-0080-0020

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM CITY OF PALATKA RESIDENTIAL SINGLE FAMILY (R-1A) TO CITY OF PALATKA TWO FAMILY RESIDENTIAL (R-2) FOR THE FOLLOWING PROPERTY: 1822 TWIGG, PALATKA, FL 32177, PARCEL 12-10-26-1070-0080-0020,

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

☐ The proposed ordinance is required for compliance with Federal or State law or regulation;

☐ The proposed ordinance relates to the issuance or refinancing of debt;

☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;

☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;

☐ The proposed ordinance is an emergency ordinance;

☐ The ordinance relates to procurement; or

☒ The proposed ordinance is enacted to implement the following:

a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;

[1] See Section 166.041(4)(c), Florida Statutes.

b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

4. Additional information the governing body deems useful (if any):
[*You may wish to include in this section the methodology or data used to prepare the Business Impact Estimate. For example: City staff solicited comments from businesses in the City as to the potential impact of the proposed ordinance by contacting the chamber of commerce, social media posting, direct mail or direct email, posting on City website, public workshop, etc. You may also wish to include efforts made to reduce the potential fiscal impact on businesses. You may also wish to state here that the proposed ordinance is a generally applicable ordinance that applies to all persons similarly situated (individuals as well as businesses) and, therefore, the proposed ordinance does not affect only businesses*).