

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



MARCIA G. CARTY, CPA, CGFO
CITY MANAGER
JANE WEST, ESQ.
CITY ATTORNEY
KAREN HAYES, MMC
CITY CLERK

AGENDA
CHARTER REVIEW COMMITTEE MEETING
August 19, 2025 at 4:00 PM

I. CALL TO ORDER

II. PRESENTATIONS

- a. Margaret Ellington - Oath

III. APPROVAL OF THE MINUTES

- a. June 2, 2025

IV. PUBLIC COMMENTS

V. REPORTS

- a. Update from Tiffany Flanders

VI. REGULAR BUSINESS

- a. Airport - Airport Manager Yul McNair
- b. Charter Review revision summary - Preamble
- c. Charter Review revision summary - Article I, Section 1-4
- d. Charter Review revision summary Article II Section 21
- e. Charter Review revision summary Article II Section 22
- f. Charter Review revision summary Article II Section 23
- g. Charter Review revision Article II Section 24

VII. ADJOURN

Persons with disabilities requiring accommodations in order to participate in this meeting should contact the City Clerk's Office at 386-329-0100 at least 24 hours in advance to request accommodations.

OATH OF OFFICE

I, as an appointee of the Palatka City Commission to the Charter Review Committee do solemnly swear or affirm I will faithfully perform the duties of my appointed office, and will support and honor to the best of my ability all applicable laws of the State of Florida, Putnam County and the City of Palatka. I hereby through this oath affirm that I will perform the duties of this public trust in a fair, equitable and ethical manner befitting the dignity and responsibilities of the office.

Signature

Printed Name

**STATE OF FLORIDA
COUNTY OF PUTNAM**

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or
☐ online notarization, this 19th day of August, 2025 by Maragret Ellington.

Notary Public

Personally Known _____ or Produced Identification _____
Type of Identification Produced _____

BOARD MEMBERS:
TERRILL HILL, CHAIR
ALLEGRA KITCHENS, VICE CHAIR
JEREMY DAVIS
TOM DOLAN
TERESA JACKSON
JAMES NORWOOD
TIFFANY PARKER FLANDERS
LEIGH RION
MATT SHULER
AUDREY WISE
MARGRET ELLINGTON
ANNIE SVETLIK, ALTERNATE



Marcia Carty, CPA CGFO
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

Karen Hayes, MMC
CITY CLERK

CHARTER REVIEW COMMITTEE

Minutes, June 2, 2025

Roll Call

Terrill Hill, Tom Dolan, Allegra Kitchens, James Norwood, Audrey Wise, Tiffany Parker Flanders, Teresa Jackson, Margret Ellington and Matt Shuler were present. Annie Svetlik, Jeremy Davis and Leigh Rion were absent.

City Employees Present: City Attorney Jane West, and City Clerk Karen Hayes, MMC.

APPROVAL OF THE MINUTES

April 22, 2025

The motion to approve the minutes as written was made by James Norwood and seconded by Allegra Kitchens. The motion passed unanimously with all members voting in favor.

III. REPORTS

There were no reports at this time.

IV. REGULAR BUSINESS

City Attorney Jane West stated the committee had asked for some examples from other municipalities across the State of Florida, where the city clerk was mentioned in the city charter, and, as you can see, I pulled from various municipalities where a clerk's role is mentioned in the charter.

City Clerk Position – Charter Consideration

City Attorney Jane West shared findings from her research into how other municipalities address the City Clerk role within their charters. She noted that, in some municipalities, the City Clerk reports directly to the City Commission and in others, the Clerk reports to the City Manager.

She emphasized that several decisions must be made regarding the future structure and recognition of the Clerk's position in the City of Palatka's Charter:

Recognition in the Charter: Should the City Clerk's position be formally recognized in the City Charter? If yes, how should the reporting structure be defined? What minimum qualifications (education, certification, years of experience) should be established for the role? What specific duties and responsibilities should be outlined (e.g., records management, election oversight, agenda preparation, etc.)?

The Charter Review Committee reviewed the duties and structure of the City Clerk position, including a comparative outline from Florida City. After discussion, the committee reached a consensus on how the appointment process should be structured.

Vote: Mr. Norwood moved to recommend that the City Manager appoint the City Clerk with the concurrence of the City Commission. The motion was seconded by Ms. Audry Wise and passed unanimously.

Motion Regarding Clerk's Duties – Charter Review Committee

Mr. Norwood moved to adopt the City Clerk duties and responsibilities outlined by Florida City, with the following modifications: Omitting the bullet point: Serving as the municipal supervisor of elections conducting all city elections in accordance with applicable law. Adding language specifying responsibility for recording minutes of official actions taken by the City Commission and all City boards. Excluding lien search responsibilities. Including the phrase *"including but not limited to"* to allow for flexibility in duties assigned. The motion was seconded by Ms. Audry Wise and passed with a vote of 8–1, with Ms. Allegra Kitchens voting in opposition.

Discussion on Financial Impact Statements for Charter Amendments

Ms. West addressed a matter that had been tabled at a prior meeting concerning whether to require a financial impact statement for any future amendments to the City Charter.

She explained that such statements would enhance transparency and ensure that voters are better informed of the potential fiscal consequences associated with proposed changes. This measure becomes increasingly relevant given the Charter Review Committee's recent decision to incorporate a citizen initiative process, which allows residents to propose charter amendments by referendum. The committee is now asked to consider whether a financial impact statement should be mandatory for all charter amendment proposals; and if so, how the language and requirements for such statements should be defined in the charter.

Vote: Mr. Norwood moved to include a requirement in the City Charter for a financial impact statement to accompany any proposed charter amendment. The motion was seconded by Ms. Audry Wise and passed unanimously.

Sell City Owned Property

Ms. West stated looking at other municipalities they do require a voter referendum and a super majority vote, so that would be majority plus one for the sale of city owned property. Some municipalities like Lake Worth clarify that the beachfront property shall not be sold or leased without an affirmative vote. This previously was an issue with 81 acres of Ravine Gardens State Park adjacent to the St. Johns River that was being eyed for development purposes.

After discussion from the Charter Review Board, a motion was made by James Norwood moved that we do not put the sale of city owned property in the charter. Mr. Shuler seconded the motion and passed with a vote of 8–1, with Ms. Allegra Kitchens voting in opposition.

A sub committee was formed to establish the height of buildings in Palatka which is 35 feet. The subcommittee consists of four people, Ms. Wise, Ms. Flanders, Mr. Hill and Mr. Dolan.

VI. ADJOURN

The motion to adjourn was made by Audrey Wise and seconded by Allegra Kitchens. The motion passed unanimously.

STAFF REPORT

DATE: August 19, 2025
TO: City of Palatka Charter Review Committee
FROM: City Staff

APPLICATION REQUEST

Suggestion per the National Civic League Model City Charter: Establish a preamble that identifies the source of authority for the charter (the Florida state constitution), and a declaration of the intent of the charter. The declaration of the intent of the charter comprises subjective statements (not enforceable by law) that underscore or illuminate the characteristics of a municipality, such as the values of the city, lofty goals, or even the —personality of the drafting commission. This is an opportunity to memorialize the unique regional characteristics of the City of Palatka, to establish the value of home rule, affirm the values of representative democracy, professional management, strong political leadership, public engagement, diversity and inclusiveness.

A preamble typically consists of three elements: an identification of the source of authority for the charter, a statement of the action that is to be taken, and a declaration of the intent of the charter. The source of authority for a city charter is the state constitution or statutory law. The action that is to be taken is the adoption of the charter. The declaration of the intent of the charter comprises subjective statements (not enforceable by law) that underscore or illuminate the characteristics of a municipality, such as the values of the city, lofty goals, or even the —personality of the drafting commission. Charters within the same state often use the same language in their preambles; the type of language used and the manner in which issues are addressed often provide a glimpse of regional characteristics.

BACKGROUND

PROJECT ANALYSIS

Suggested language:

We the people of the City of Palatka, under the constitution and laws of the state of Florida, in order to secure the benefits of local self-government and to provide for an honest and accountable commission-manager government do hereby adopt this home rule charter and confer upon the city the following powers, subject to the following restrictions, and prescribed by the following procedures and governmental structure. By this action, we affirm the values of representative democracy, home rule and self-determination, professional management, strong political leadership, public engagement, diversity, justice, environmental stewardship, equity

and inclusiveness.

Staff Recommendation

ATTACHMENTS

1.	Charter Review revisions recap FINAL 8-15-25
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MEMORANDUM

TO: Charter Review Committee
FROM: Jane West, City Attorney
RE: Charter Review revision summary
DATE: August 15, 2025

The following is a summary of the issues reviewed and considered by the Charter Review Committee (CRC) in preparation for submission of recommendations to the City Commission:

PREAMBLE

Suggestion per the National Civic League Model City Charter: Establish a preamble that identifies the source of authority for the charter (the Florida state constitution), and a declaration of the intent of the charter. The declaration of the intent of the charter comprises subjective statements (not enforceable by law) that underscore or illuminate the characteristics of a municipality, such as the values of the city, lofty goals, or even the —personality of the drafting commission. This is an opportunity to memorialize the unique regional characteristics of the City of Palatka, to establish the value of home rule, affirm the values of representative democracy, professional management, strong political leadership, public engagement, diversity and inclusiveness.

A preamble typically consists of three elements: an identification of the source of authority for the charter, a statement of the action that is to be taken, and a declaration of the intent of the charter. The source of authority for a city charter is the state constitution or statutory law. The action that is to be taken is the adoption of the charter. The declaration of the intent of the charter comprises subjective statements (not enforceable by law) that underscore or illuminate the characteristics of a municipality, such as the values of the city, lofty goals, or even the —personality of the drafting commission. Charters within the same state often use the same language in their preambles; the type of language used and the manner in which issues are addressed often provide a glimpse of regional characteristics.

Suggested language:

We the people of the City of Palatka, under the constitution and laws of the state of Florida, in order to secure the benefits of local self-government and to provide for an honest and accountable commission-manager government do hereby adopt this home rule charter and confer upon the city the following powers, subject to the following restrictions, and prescribed by the following procedures and governmental structure. By this action, we affirm the values of representative democracy, home rule and

self-determination, professional management, strong political leadership, public engagement, diversity, justice, environmental stewardship, equity and inclusiveness.

ARTICLE I – IN GENERAL

Sections 1-4

No longer relevant. Currently the Charter's first article provides some house-keeping references that abolish the previous city charter and establish legal boundaries. Guidance from the National Civic League recommends that a charter should begin by defining the scope of the city's powers. It should address the context in which such powers operate, including the effect of state law and the desirability of cooperation with other localities.

Suggested language:

The city of Palatka shall have all powers possible for a city to have under the constitution and laws of Florida as fully and completely as though they were specifically enumerated in this charter. The powers of the city of Palatka under this charter shall be construed liberally in favor of the city, and the specific mention of particular powers in the charter shall not be construed as limiting in any way the general power granted in this article. The city of Palatka may participate by contract or otherwise with any governmental entity of this state or any other state or states or the United States in the performance of any activity which one or more of such entities has the authority to undertake.

Section 5

1. Boundaries - No recommended changes. Motion passed 5-29-24.
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ARTICLE II CITY COMMISSION

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

1. Number of City Commissioners (5) – no recommended changes. Motion passed 5-29-25.
2. City-Manager Form of Government – no recommended changes. Motion passed 5-29-25.
3. Election cycle for City Commissioners – no recommended changes. Motion passed 5-29-25.
4. Term limits (currently no term limits) – no recommended changes. Motion passed 5-29-25.
5. Taking office on the first Monday in January after the election – discussion – no vote. NEED RESOLUTION ON THIS ITEM.
6. Voting at-large or single district (currently at large) sub-committee formed to analyze. Options discussed. No recommended changes. Motion passed 8-22-25

Verbiage clean up request. Current language:

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

the year 1949, there shall be elected a mayor for the term of two (2) years and two (2) commissioners, each for a term of four (4) years and [at] the election to [be] held in 1950, there shall be elected one commissioner for the term of one year. Thereafter, there shall be an election every odd year, at which election there shall be elected a mayor for a term of two (2) years and two (2) commissioners, each for a term of four (4) years. Effective with the general election to be held in 1997, the mayor shall be elected for a term of four (4) years.

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

Suggested language:

The form of government of the City of Palatka, provided for under this act, shall be known as the "commission-manager plan," and [there is] hereby created a city commission for said city, which shall consist of five (5) persons, who shall be elected at large, one of whom shall be mayor. ~~Said commissioners and mayor shall hold office beginning on the first Monday in January next after their election as herein provided in the manner following: Elections shall occur in four-year, staggered terms that take place every two years. Elections for the mayor and commissioner groups 2 and 4 shall coincide with federal mid-term elections. Elections for commissioner groups 1 and 3 shall coincide with federal general elections. Terms for the mayor and all city commissioners shall be four (4) years. There are no restrictions on reelection to subsequent four-year terms.~~

[The strike-through here is appropriate because the time designated for assuming office is addressed in Section 24]

Section 22 – Commissioner – Residency requirements; bond; who is judge of election and qualifications.

1. Residency requirement – discussion – no vote. NEED RESOLUTION ON THIS ITEM. Discussion was that if the City is going to have a residency requirement, it should set forth a specific time and specific standards.
2. Bond – discussion – no vote. NEED RESOLUTION ON THIS ITEM. Discussion related to who is responsible for paying for the bond. The Charter suggests that it is paid by the official. Suggestion from committee that the municipality pays for the bond. Research indicates that the premium cost of the bond is paid from the general revenue fund.
3. Salaries – no discussion – no vote. The section is silent on commissioner salaries. The City may want to update this section to reflect the fact that the mayor and commissioners receive a salary.

Verbiage clean up necessary. Current language:

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

Suggested language:

Section 22 – Commissioner – Residency requirements; bond; ~~who is judge of election and qualifications.~~

Members of the city commission shall be residents of the City of Palatka for XXX months/year prior to the election, and shall have the qualifications of electors. The mayor and commissioners must maintain their residency within the city throughout their term. The mayor and each of the commissioners shall furnish a surety bond in such sum as shall be prescribed by ordinance, but not less than five thousand dollars (\$5,000.00), payable to the City of Palatka, said bond to be approved by the city attorney. The bond premium shall be paid out of the City's General Revenue fund. ~~The city commission shall be judge of the election and qualification of its own members.~~

Potential verbiage for failure to maintain requirements: (City of Largo, FL)

Forfeitures of office.

A member of the city commission shall be removed from office and forfeit same if said member:

- (1) Lacks at any time during the term of office any qualification for the office prescribed by this charter or by law;
- (2) Violates any express prohibition of this charter;
- (3) Is convicted of a felony or other crime involving moral turpitude; or
- (4) Fails to attend three (3) consecutive regular meetings of the city commission without being excused by the city commission.

Filling of vacancies.

By a majority vote of its remaining members, the city commission shall appoint a qualified person to fill any vacancy on the city commission and such person shall serve until his or her successor is elected as provided for herein. If the vacancy is in the mayor's position, the city commission may appoint one of its remaining members as mayor. Such vacancy shall be subsequently filled by the voters for the remainder of the unexpired term, if any, at the next regular city election which is held more than ninety (90) days following the occurrence of the vacancy. If at any time the membership of the city commission is reduced to less than four (4), the remaining members may by a majority action appoint additional members to raise the membership to that level.

Section 23 –~~Same~~ – Majority constitutes quorum; number for adjournment; compelling attendance of members; vote required for adoption of ordinances, resolutions, entrance on journal.

Current language:

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

1. Attendance. Motion to compel the attendance of meetings of Commissioners with the exception of state of emergencies. Passed 11-20-24

Exact verbiage:

"The physical attendance of a majority of the members of all members elected to the city commission shall constitute a quorum but a less number may adjourn from time to time to

compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance. Members elected to the city commission may attend virtually if a majority is physically in attendance notwithstanding a state of emergency having been declared by the Governor of the State of Florida. An affirmative vote of three commissioners shall be necessary to adopt any ordinance or resolution and the passage of all ordinances and resolutions shall be taken by an affirmative response or a negative response and entered unto the journal.” Passed 11-20-24

Section 24 –~~Same~~ – Newly elected, time designated for assuming office; regular meetings.

Time for assuming office – discussion – no vote. NEED RESOLUTION ON THIS ITEM. Discussion that the time frame between the election and being sworn into office was too long. Putnam County Commissioners are sworn into office at their regular meeting following the election.

Current language:

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

Suggested language:

Newly elected commissioners and newly elected mayor shall be sworn in and assume office on the first regular or special city commission meeting following certification of their election results.

Section 25 – ~~Same~~ – Filling vacancies on commission other than those resulting from recall.

No changes.

STAFF REPORT

DATE: August 19, 2025
TO: City of Palatka Charter Review Committee
FROM: City Staff

APPLICATION REQUEST

This section is no longer relevant. Currently the Charter's first article provides some house-keeping references that abolish the previous city charter and establish legal boundaries. Guidance from the National Civic League recommends that a charter should begin by defining the scope of the city's powers. It should address the context in which such powers operate, including the effect of state law and the desirability of cooperation with other localities.

BACKGROUND

PROJECT ANALYSIS

Suggested language:

The city of Palatka shall have all powers possible for a city to have under the constitution and laws of Florida as fully and completely as though they were specifically enumerated in this charter. The powers of the city of Palatka under this charter shall be construed liberally in favor of the city, and the specific mention of particular powers in the charter shall not be construed as limiting in any way the general power granted in this article. The city of Palatka may participate by contract or otherwise with any governmental entity of this state or any other state or states or the United States in the performance of any activity which one or more of such entities has the authority to undertake.

Staff Recommendation

ATTACHMENTS

None

Charter Review revision summary Article II Section 21

Delete duplicative language regarding when mayor and commissioners shall assume office as this is addressed in Section 24. Update verbiage on election dates and terms of office.

STAFF REPORT

DATE: August 19, 2025
TO: City of Palatka Charter Review Committee
FROM: City Staff

APPLICATION REQUEST

Current language:

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

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

BACKGROUND

PROJECT ANALYSIS

Suggested language:

The form of government of the City of Palatka, provided for under this act, shall be known as the "commission-manager plan," and [there is] hereby created a city commission for said city, which

shall consist of five (5) persons, who shall be elected at large, one of whom shall be mayor. ~~Said commissioners and mayor shall hold office beginning on the first Monday in January next after their election as herein provided in the manner following: Elections shall occur in four-year, staggered terms that take place every two years. Elections for the mayor and commissioner groups 2 and 4 shall coincide with federal mid-term elections. Elections for commissioner groups 1 and 3 shall coincide with federal general elections. Terms for the mayor and all city commissioners shall be four (4) years. There are no restrictions on reelection to subsequent four-year terms.~~

[The strike-through here is appropriate because the time designated for assuming office is addressed in Section 24]

Staff Recommendation

ATTACHMENTS

None

Charter Review revision summary Article II Section 22
Section 22 Residency requirement and responsibility for bond premium payments.

STAFF REPORT

DATE: August 19, 2025
TO: City of Palatka Charter Review Committee
FROM: City Staff

APPLICATION REQUEST

Current language:

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

BACKGROUND

PROJECT ANALYSIS

Suggested language:

Section 22 – Commissioner – Residency requirements; bond; ~~who is judge of election and qualifications.~~

Members of the city commission shall be residents of the City of Palatka for XXX months/year prior to the election, and shall have the qualifications of electors. The mayor and commissioners must maintain their residency within the city throughout their term. The mayor and each of the commissioners shall furnish a surety bond in such sum as shall be prescribed by ordinance, but not less than five thousand dollars (\$5,000.00), payable to the City of Palatka, said bond to be approved by the city attorney. The bond premium shall be paid out of the City's General Revenue fund. ~~The city commission shall be judge of the election and qualification of its own members.~~

Remaining issue: if residency is not maintained throughout the term, the language is silent on consequences. Failure to maintain residency alone does not trigger a vacancy in office.

Staff Recommendation

ATTACHMENTS

None

Charter Review revision summary Article II Section 23
Section 23 Compelling attendance of commissioners

STAFF REPORT

DATE: August 19, 2025
TO: City of Palatka Charter Review Committee
FROM: City Staff

APPLICATION REQUEST

Current language:

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

BACKGROUND

PROJECT ANALYSIS

1. Motion to compel the attendance of meetings of Commissioners with the exception of state of emergencies. Passed 11-20-24

Exact verbiage:

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

Staff Recommendation

ATTACHMENTS

None

Charter Review revision Article II Section 24
Section 24 - Time for assuming office

STAFF REPORT

DATE: August 19, 2025
TO: City of Palatka Charter Review Committee
FROM: City Staff

APPLICATION REQUEST

Current language:

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

BACKGROUND

PROJECT ANALYSIS

Suggested language:

Newly elected commissioners and newly elected mayor shall be sworn in and assume office on the first regular or special city commission meeting following certification of their election results.

Staff Recommendation

ATTACHMENTS

None