

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
August 28, 2025 at 6:00 PM

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES

- a. July 10, 2025, Workshop Minutes
- b. July 24, 2025, Regular Meeting Minutes

3. PUBLIC RECOGNITION/PRESENTATIONS

- a. IN THE SPOTLIGHT - Employee of the Month
- b. Retaining Retention Wall/River Street

4. PUBLIC COMMENTS

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

5. CITY MANAGER AND ADMINISTRATIVE REPORTS

- a. Financial Report - July 2025
- b. City Manager Report
- c. Funding guideline for special events

6. DISCUSSION/DIRECTION

- a. Creating a Safer Community

7. CONSENT AGENDA

- a. **Adopt Resolution 2025-R-101** Replacement of failing irrigation components at the Golf Course, Requesting \$381,029 for the replacement of the failing controls and system for the golf course irrigation components. This item was approved this fiscal year 2025 as one of our capital improvement projects.
- b. **ADOPT RESOLUTION - 2025-R-98** Davis Easement and Grant of Right of First Refusal to the City of Palatka
- c. **ADOPT RESOLUTION 2025-R-113** Authorizing a piggyback contract for the City of Palatka's

Vulnerability Assessment grant

- d. **ADOPT RESOLUTION 2025-R-102** Ratifying the CRA's Recommendations from the August 11, 2025 Meeting Regarding the Award of the Building Improvement Grant for the Fiscal Year 2025/2026 Cycle, in the Amount of \$105,500.00 for the Central Business District and \$53,250.00 for the South Historic District.
- e. **ADOPT RESOLUTION 2025-R-105** granting a special events permit to the Hallway Lounge for the Stop the Violence Block Party to be held on 09/27/2026.
- f. **Adopt Resolution 2025-R-107** Approving Change Order No. 1 to Ferreira Construction Company for Lift Station #16 Improvements (ITB 2024-20), Increasing the Contract Amount by \$243,865.88 for a Revised Total of \$1,930,545.88.
- g. **Adopt Resolution 2025-R-108** Awarding ITB 2025-07 (CDBG COVID Mitigation Grant Sidewalk Improvements) to DB Civil Construction, LLC in the Amount of \$1,445,129.00, Contingent Upon the Approval of the Bidding Process by Florida Commerce – 100% Grant Funded
- h. **Adopt Resolution 2025-R-109** Approving Work Order No. 3 under the Master Consulting Services Agreement with Hanson Professional Services Inc. for Post Design Services (Bid Administration, Construction Administration, and Construction Observation) for the CDBG COVID Sidewalks Project in the Lump Sum Amount of \$105,239.25 – 100% Grant Funded
- i. **Adopt Resolution 2025-R-110** Approving the Locally Funded Agreement (LFA) with FDOT for the Reid Street Project (Financial Project No. 210026-2-52-01) and Authorizing the City's Local Funds Contribution of \$189,371.00, to be Wired to FDOT by October 1, 2025.
- j. **ADOPT RESOLUTION 2025-R-111** authorizing an increase to Passero Associates work order #24-69R in an amount not to exceed \$5,000 for a total contract amount of \$39,800 for the construction administration of the Airport Obstruction and Tree Removal Project.
- k. **ADOPT RESOLUTION 2025-R-112** authorizing Passero Associates work order #25-67F in an amount not to exceed \$95,000 for the final design and bidding for Phase 1 of the Taxiway "E" project at Kay Larkin Airport. 100% grant funded.
- l. **Lien Reduction** - 102 N. 19th Street - Kirat LLC, Gorpreet Singh - In compliance
- m. **Lien Reduction** - 1122 Bronson Street - John Kastner - Foreclosure settlement
- n. **Lien Reduction** - 911 N. 14th Street - Empty Acres, LLC, Curtis Burnside - In compliance
- o. **Lien Reduction** - 1019 Washington Street - Allison Collins - In compliance
- p. **Partial Lien Reduction** - Marco Buitron - Lien attaching to property in Interlachen
- q. **Lien Reduction** - 417 N. 3rd Street - John Wadman - No fines. In compliance
- r. **Lien Reduction** - Reynaldo Nieves - Lien attaching to property in Interlachen
- s. **Lien Reduction** - 2109 Geary Avenue - Keith Gibson - In compliance
- t. **Administrative Leave Policy**

8. REGULAR BUSINESS

- a. Recess for 10 minutes at 7:30 PM.
- b. Splash Pad Feasibility Study

9. PUBLIC HEARINGS

- a. **Second Reading:** ORDINANCE 2025-23 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 COMMERCIAL, NEIGHBORHOOD DISTRICT (C-1A) TO CITY OF PALATKA SINGLE FAMILY (R-1) FOR THE FOLLOWING

PROPERTY LOCATED AT 2405 PRESIDENT STREET PALATKA FLORIDA 32177, PARCEL 12-10-26-0820-0010-0030 PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

- b. **Second Reading:** ORDINANCE NO. 2025-25 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 MULTIPLE-FAMILY RESIDENTIAL (R-3) TO CITY OF PALATKA CONSERVATION (CON) FOR THE FOLLOWING PROPERTY: DICKS MAP OF PALATKA MB2 P46, BLK 146 ALL OF BLK (EX DIV A, OF LOT 8 BK243 29 OR34 P432, OR171 P495, EX ESMT OR1443 P854, EX ESMT DOT OR1444 P1911) PARCEL 42-10-27-6850-1460-0083
- c. **Second Reading:** ORDINANCE NO. 2025-27 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 MULTIPLE-FAMILY RESIDENTIAL (R-3) TO CITY OF PALATKA CONSERVATION (CON) FOR THE FOLLOWING PROPERTY: DICKS MAP OF PALATKA MB2 P46, BLK 146 DIV A OF LOT 8 PARCEL 42-10-27-6850-1460-0081
- d. **Second Reading:** ORDINANCE NO. 2025-29 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 MULTIPLE-FAMILY RESIDENTIAL (R-3) TO CITY OF PALATKA PUBLIC BUILDINGS AND GROUNDS (PBG-1) FOR THE FOLLOWING PROPERTY: DICKS MAP OF PALATKA MB2 P46, ALL OF BLK 151 (TURNING LANE-, HWY 20 ONTO OSCEOLA ST) & ADJ, CLOSED FORWARD ST BK243 P291 PARCEL 42-10-27-6850-1510-0000.
- e. **Second Reading:** Kelly Smith School Road Annexation and Rezoning 16-10-26-0000-0240-0013
 - i) **ORDINANCE NO. 2025-31**
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 16-10-26-0000-0240-0013 , S1/2 OF NE1/4 OF NW1/4 OR1715 P589, KELLEY SMITH SCHOOL ROAD, PALATKA, FLORIDA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA.
 - ii) **ORDINANCE NO. 2025-33**
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 AGRICULTURAL (AG) TO CITY OF PALATKA PUBLIC BUILDINGS AND GROUNDS (PBG-1), FOR THE PROPERTY LOCATED AT KELLEY SMITH SCHOOL ROAD PALATKA, FLORIDA 32177, PARCEL 16-10-26-0000-0240-0013
- f. **Second Reading:** Annexation and Zoning for Parcel number 16-10-26-0000-0200-0000
 - i) **ORDINANCE NO. 2025-34**
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 16-10-26-0000-0200-0000, E1/2 OF S1/2 OF N1/2 OF NE, 1/4 OF NW1/4, SE1/4 OF NE, 1/4 OF NW1/4(EX OR462 P716 OR468 P472 OR469, P1985 OR543 P658) 221 ROUND LAKE ROAD, PALATKA, FLORIDA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA.
 - ii) **ORDINANCE NO. 2025-36**
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 UNINCORPORATED AGRICULTURAL ESTATE (AE) TO CITY OF PALATKA PUBLIC BUILDINGS AND GROUNDS (PBG-1), FOR THE PROPERTY LOCATED AT 221 ROUND LAKE ROAD PALATKA, FLORIDA 32177, PARCEL 16-10-26-0000-0200-0000
- g. **Second Reading:** Moody Road Annexation and Zoning for parcel number 02-10-26-0000-0420-0000
 - i) **ORDINANCE NO. 2025-37**

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 02-10-26-0000-0420-0000, LOCATED AT 0 MOODY ROAD, PALATKA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA

ii) **ORDINANCE NO. 25-39**

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 LIGHT INDUSTRIAL (IL) TO CITY OF PALATKA MULTIPLE-FAMILY RESIDENTIAL WITH A PLANNED UNIT DEVELOPMENT OVERLAY (R-3/PUD) FOR THE FOLLOWING PROPERTY: 0 MOODY ROAD, PALATKA, FL 32177, PT OF S1/2 OF NW1/4 OR287 P201, OR347 P432(EX OR292 P918 OR604, P730 OR613 P1789 OR962 P12) PARCEL 02-10-26-0000-0420-0000

h. **First Reading:** Airport--Chapter 7

- i) AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, ESTABLISHING CHAPTER 7 OF THE MUNICIPAL CODE OF THE CITY OF PALATKA, FLORIDA PERTAINING TO THE AIRPORT, ESTABLISHING THE JURISDICTIONAL AND TERRITORIAL LIMITS, RULES AND REGULATIONS AND THE AIRPORT ADVISORY BOARD, PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND SCRIVNER'S ERRORS.

i. **First Reading:** Annexation, Future Land Use Map, Rezone 2409 President

i) **ORDINANCE NO. 2025-40**

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 12-10-26-0820-0010-0050, BROOKS S/D OF HUSSONS ADD, MB2 P37 BLK A LOTS 5 6 + W'LY, 100 FT OF LOTS 7 8 9, 2409 PRESIDENT STREET, PALATKA, FLORIDA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

ii) **ORDINANCE NO. 2025-41**

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED (LESS THAN 50 ACRES IN SIZE) FROM PUTNAM COUNTY URBAN SERVICE (US) TO CITY OF PALATKA RESIDENTIAL LOW (RL) FOR THE FOLLOWING PROPERTY: 2409 PRESIDENT STREET, PALATKA, FLORIDA 32177, BROOKS S/D OF HUSSONS ADD, MB2 P37 BLK A LOTS 5 6 + W'LY, 100 FT OF LOTS 7 8 9, 2409 , PARCEL 12-10-26-0820-0010-0050, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

iii) **ORDINANCE NO. 2025-42**

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 COMMERCIAL, GENERAL LIGHT (C-2) TO CITY OF PALATKA SINGLE-FAMILY RESIDENTIAL (R-1), FOR THE PROPERTY LOCATED AT 2409 PRESIDENT STREET PALATKA, FLORIDA 32177, PARCEL 12-10-26-0820-0010-0050; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

j. **First Reading:** Annexation, Future Land Use Map, Rezone: 2706 Cecille Ave

i) **ORDINANCE NO. 2025-43**

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 12-10-26-4030-0040-0406, LOCATED AT 2706 CECILLE AVENUE, PALATKA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA, PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

ii) **ORDINANCE NO. 25-44**

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 SERVICES (US) TO CITY OF PALATKA RESIDENTIAL LOW (RL) FOR THE FOLLOWING PROPERTY: PARCEL NO. 12-10-26-4030-0040-0406 2706 CECILLE AVENUE PALATKA, FLORIDA 32177, HUSSONS ADD TO PALATKA HEIGHTS, MB1 P18 BLK 4 PT OF LOT 4, OR21 P510 (EX OR198 P703 RD), PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

iii) **ORDINANCE NO. 2025-45**

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM PUTNAM COUNTY RESIDENTIAL (R-1A) TO CITY OF PALATKA RESIDENTIAL SINGLE-FAMILY (R-1A) FOR THE FOLLOWING PROPERTY: 2706 CECILLE AVENUE, PALATKA, FL 32177, HUSSONS ADD TO PALATKA HEIGHTS, MB1 P18 BLK 4 PT OF LOT 4, OR21 P510 (EX OR198 P703 RD) PARCEL NO. 12-10-26-4030-0040-0406, PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

10. COMMISSIONER COMMENTS

11. ADJOURN

Upcoming Events September 2, 2025, Planning Board Meeting September 4, 2025, Historic Preservation Board September 9, 2025, Charter Review Committee September 10, 2025, First Budget Hearing Regular Commission Meeting September 25, 2025, Second Budget Reading Regular Commission Meeting	Board Vacancies Airport Advisory Board - 5 vacancies Board of Zoning Appeals - 3 vacancies Firefighters Pension Board - 1 vacancy Planning Board - 1 vacancies Tree Committee - 1 vacancy Library Board - 6 vacancies
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Regular meetings 2nd and 4th Thursdays of each month at 6:00 PM

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Commission Meeting Minutes July 10, 2025

Invocation

Commissioner Campbell led the invocation.

Pledge of Allegiance

The Pledge of Allegiance was led by Ms. Carty.

Roll Call

Mayor Correa, Commissioner Borom, were present. Commissioner Davis, Commissioner Campbell, were present via Zoom. Commissioner Jones was absent.

Public Comments

Several citizens spoke in support of public art and the Connelly Snyder Mural Committee, urging funding, protection, and ordinance support to promote Palatka as a mural destination and preserve historical narratives. The citizens that spoke out were Allegra Kitchens, John Alexander, Linda Crabill, Shelly Schenker and Stephen Crowley

Non-Profit Presentations

Feed the Need of Putnam County requested assistance to support food programs for over 800 children.

Palatka Police Athletic League (PAL) requested funding and in-kind support for youth programs and community engagement.

Family Life Center requested \$35,000 to open the public pool and provide lessons and senior programs.

Episcopal Children's Services requested \$3,000 to leverage federal/state funds for childcare services.

Budget Discussions

Overall Budget (3rd Draft): Total projected revenue ~\$81M; expenditures ~\$81.8M; General Fund deficit of ~\$1.7M mainly due to proposed fire engine purchase.

Millage rate increase and fire assessment adjustments discussed as revenue options.

Commissioners emphasized transparency in explaining service costs and the importance of sustainable infrastructure investment.

Departmental Budget Reviews

Finance: Proposed increase to \$51,472; goals includes improved financial accountability.

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

PHONE: 386-329-0100

www.palatka-fl.gov

FAX: 386-329-0106

Legal: No major changes; continued focus on litigation, fines, and contract review.

Airport: Flat operating budget; \$2.2M in capital improvements proposed.

Better Place Fund: \$12M proposed for infrastructure, road, and park improvements.

Planning & Zoning: Increased budget for staffing and grant-related activity.

Information Technology: Proposed increase for security upgrades and system improvements.

Code Enforcement: Increased budget for enforcement and cleanup initiatives.

Government Services: Focus on City Hall safety and risk management; proposed liability budget \$814,000.

Commission Department: Proposed increase to \$296,000; discussion on reducing commissioner-specific funding for core needs.

City Manager: Proposed \$47,848; focus on infrastructure, internal reviews, and collaboration.

Adjournment

Workshop concluded with a motion to adjourn by Commissioner Davis.

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Commission Meeting Minutes July 24, 2025

Invocation

Pastor Mullberry led the invocation.

Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Davis

Roll Call

Mayor Correa, Commissioner Davis, Commissioner Campbell, Commissioner Jones and Commissioner Borom were present.

Approval of Minutes

June 4, 2025, June 18, 2025, June 26, 2025

Vote: Commissioner Campbell moved to approve the minutes of June 4, 2025, June 18, 2025, and June 26, 2025, meetings. Commissioner Davis seconded the motion.

Discussion: Commissioner Jones inquired about the June 26, 2025, meeting minutes, specifically regarding the inclusion of the Cease-and-Desist order information. He was shown that the information was indeed included in the minutes, and he expressed satisfaction with that. The motion passed unanimously.

Mayor Correa handed the gavel over to Commissioner Cambel to make a motion. Mayor Correa moved to have "item 6" the Blue Crab discussion moved to a later date. Commissioner Jones seconded the motion. After a Brief discussion Mayor Correa amended her motion with a time certain which will be August 28, 2025. Commissioner Jones seconded the amended motion. The motion failed 1-4

Public Recognitions/Presentations

Employee of the Month:

Ms. Jones announced Sherri Ramirez as the Employee of the Month.

Take Stock in Children Mentoring Presentation

Chief Taylor is the liaison for the City and spoke about Take Stock in Children. Ms. Martinez introduced the Vice President of Goodwill. The Vice President of Goodwill spoke about the program and stated they have 114 clients right now and 196 certificates have been received.

Legislative Update – Becker

Yolanda Cash Jackson spoke about the legislative session this year. She stated the budget did pass however it was extended almost to the deadline of June 30th. Ms. Jackson did state that Palatka did not get additional funding for projects that were requested.

Jeff Nations request for lease of W4 Terminal Building at Kay Larkin Airport

Mr. Charlie Douglas spoke on behalf of Jeff Nations. He spoke about the consultant's recommendations and stated he was in support of. Recommendations regarding W.4 hanger and the lease assessment document that was performed by the consultant. The consultant sent two directives; one is to have an executed lease on file where it is assessable when needed. Number two the consultant recommended that you should ensure the tenant meets the FAA's definitions of aeronautical use. Mr. Douglas stated he met with Ms. West, Ms. Carty and Mr. McNair on July 15, 2025. Their recommendation from that meeting was to meet one on one with each Commissioner. Mr. Douglas stated they were successful with meeting 4 out of the 5 Commissioners, July 18, 2025, where Mr. Nations explained the aeronautical uses of W.4 hanger. Mr. Douglas explained there is a formal statement of aeronautical uses with supporting photographs in the packet. Mr. Douglas asked the commission to make a final motion to finalize a lease renewal with Mr. Nations. Mr. Douglas stated Mr. Nations received termination of lease mandating his departure by July 31, 2025. Mr. Douglas also stated in the event of there are questions he is asking for a 90-day extension so his firm can answer any issues including working with the city's consultants.

Public Comment

Allegra Kitchens strongly supports Mr. Nations' retaining or getting a new lease.

Vote: Commissioner Campbell moved to have this added as an emergency item to the agenda. Commissioner Davis seconded the motion. The motion passed 4-1 with Commissioner Borom receding.

Discussion: Commissioner Borom stated the Commissioners have a letter of termination, for a cease and desist a non-aeronautical use. Commissioner Borom also stated that is what came from our city attorney and direction from the city manager, and he doesn't feel comfortable with the alternative at this time.

Commissioner Davis asked in light of what was issued she would like feedback on what the commission is considering if it is appropriate. Ms. Carty stated yes, the termination letter was sent, based upon the usage and to bring into compliance with the FAA.

Ms. Carty also stated they had just recently got more understanding about how they are using it and stated she was still at that point recommending that the city gets an opportunity to verify the usage, which they have not since she had this new information. So, her recommendation now she cannot issue the lease until she can verify the usage.

Commissioner Jones stated the cease and desist was to get answers to the questions that were asked. And he feels to be fair, at the last meeting we requested cease and desist and for us to pull it, that says a lot about this commission. He is requesting feedback from the city manager and the airport manager on what was discovered, based upon what Mr. Douglas and his group have presented. Commissioner Jones also stated he would like staff to send a letter to FAA and get the results of what is proper use.

Commissioner Borom stated there were multiple people who were interested in W.4 as well. The flight school didn't have the opportunity to utilize the terminal. He is recommending a competitive process and allowing everybody to be able to compete for the terminal.

Commissioner Campbell stated operating in complete transparency there was a discrepancy regarding the recommendation that came from staff and what we received via email. Hence the reason why I felt compelled to make sure that we clear that up, allowing staff the opportunity to clear that discrepancy up. Originally in the packet staff were willing and ready to move forward

with a leasing agreement. And today we received an email stated otherwise. Hence that is the reason why I stated to postpone and allow that 90-day extension.

Ms. West stated putting this out for bid through a competitive bidding process would allow for the most transparency in this situation.

Commissioner Jones asked Mr. McNair if the FAA had been contacted and asked about the usage of terminal W.4. Mr. McNair had stated they haven't been notified.

Mr. McNair stated you do not want to expose the sponsor of the airport to some serious liabilities. Mr. McNair went on to say the city attorney mentioned a competitive process, that's a clean option and a smoother option and at the end of the day no one can come back and complain about the process.

Commissioner Davis concurs with commissioner Jones.

Vote: Commissioner Campbell moved the Commission to extend the termination letter and move forward with an extended 90 days to allow opportunities for staff and Mr. Nations to come up with some resolutions. Roll call was taken, Commissioner Davis, nay; Commissioner Campbell, aye; Commissioner Jones, nay; Commissioner Borom, nay; Mayor Correa, aye. The motion failed 2-3.

Skeet Club lease status at Kay Larkin Airport by Alex Sharp

Alex Sharp spoke about the Skeet Club and the lease the City of Palatka has with them. He also stated the lease was until 2029. He is respectively asking the city to honor the current lease and wait for it to run out.

Discussion: Commissioner Jones inquired about who signed the lease and whether it was a legally binding document. The City Attorney confirmed that the lease is a legally binding contract.

Commissioner Borom asked whether the Commission typically acts on leases. Ms. West responded that the City is currently operating under an existing lease with approximately four years remaining in its term.

Commissioner Borom also asked whether the lease complies with FAA regulations. Ms. West noted that the only compliance issue identified was the lack of fair market value rent for the property.

Commissioner Davis acknowledged Mr. Sharp's concerns and emphasized the importance of properly handling leases moving forward, including ensuring realistic lease terms. She referenced past issues with lease agreements and stressed the need for improved practices.

Commissioner Campbell clarified that FAA regulations require fair market value for all "new" leases. He noted that the lease in question was paid in full in 2009, and that the City is currently bound by its terms, leaving no room for modification at this time.

Public Comment

Allegra Kitchens addressed the Commission regarding the letter related to the Skeet Club.

4. CITY MANAGER AND ADMINISTRATIVE REPORTS

Administrative Leave Policy

Ms. Jones explained the updated leave policy.

Airport Operations Update

Ms. Carty spoke about the airport and went to the airport with code enforcement and started cleaning up the property.

Commissioner Davis stated in the future she would like to hear from all Department Heads and not the City Manager.

Splash Pad Update

Ms. Carty gave the update for the splash pad. She stated in the survey the city received 1557 responses.

Commissioner Davis would like more information on the splash pad. She is looking for the cost the maintenance, how much the water is going to be. She also stated personally she doesn't feel the city is ready for a splash pad.

Mayor Correa stated she agrees with Commissioner Davis. She feels we have other parks that don't have restrooms, and other features that need to be addressed.

Commissioner Campbell stated he feels that this should not be put on the next agenda unless all the information is available.

Carlos Dominguez Brito spoke on the feasibility study and the cost being \$4000. He also stated he feels the study will have most of the answers that Commissioner Davis has asked.

Public Comment

Allegra Kitchens spoke about diseases and about the strict regulations on the PH levels.

Pam Garriss spoke about the alligators on the river front and looking for kids to feed on.

June 2025 Financial Report

Ms. Carty introduced the new Finance Director Chantel Pierre. Ms. Pierre gave the financial report.

Commissioner Davis suggested making the narrative in a clear PowerPoint with just the numbers. She also mentioned having the actual revenues and actual expenditures in comparison in a graph.

PUBLIC COMMENTS

Kathy Moon spoke about "item g" and she is here showing support of 501501 Putnam County, access to affordable health care.

Melissa Ray she explained she is the executive director for the EMI project. She asked for support from the Commission to get a \$40,000 grant for the project she must come up with \$2,500, she asked the commission for \$1,000, she will be going to the County for \$1,000 and she will be putting in \$500 of her own money.

Jeremy Alexander stated Madam Manager presented our client with a win-win-win just before the meeting tonight and we were able to communicate, and he is pleased to share with everybody that he is full support of your proposal, so I am confident we can meet our July 31st deadline.

Luis Rodriquez spoke about the Kelly Smith School and spoke about involuntary annexation and conflict of interest.

Commission and Staff Response

Commissioner Campbell and Commissioner Jones asked about what Luis Rodriquez was talking about when he stated conflict of interest. Ms. West explained about the last Planning Board meeting where there was an application by the Putnam County School Board to voluntary annexation. Ms. West stated there is a Planning Board member that is a realtor, but he does not have a direct or indirect pecuniary gain that is associated with the annexation.

DISCUSSION/DIRECTION

Blue Crab Festival

Mr. Cutwright, Community Affairs Director, provided an update on the Blue Crab Festival. Ms. Carty added that staff had identified several areas for improvement.

Ms. Carty recommended that the city continue managing the Blue Crab Festival for at least one more year, with the following strategies: Hire a part-time coordinator to assist with festival planning and operations, working no more than 10–12 hours per week. Prepare a Request for Proposals (RFP) using insights gathered during and after the event, with an emphasis on engaging community volunteers in the planning and execution process.

Commissioner Davis expressed that the City of Palatka should not be responsible for organizing or managing festivals, including the Blue Crab Festival. She emphasized that: There is no interest in issuing a Request for Proposals (RFP) for external management. If the festival proceeds in the future, it should be led by local community volunteers, not City staff. She recommended that the festival be paused for one year to allow time for proper planning and community-led organization.

Mayor Correa noted that several other festivals in Palatka operate without City funding and are entirely community-run. She stated that: The Blue Crab Festival should not be managed or funded by the City. It should be treated the same as other festivals, with organization and execution handled by the community rather than City offices.

Commissioner Campbell emphasized that the Commission holds the responsibility to either close out or move forward with the Blue Crab Festival. He stated that: If the festival is to be transitioned into a community-run event, the Commission should exercise due diligence during that process. He expressed concern about the recommendations presented to the Commission, noting that the staff's presentation could have been more thorough. Commissioner Campbell believes the Commission has an opportunity to create or recreate a festival model that can be given back to the community, making it a truly community-driven event.

Ms. Carty clarified that staff are seeking guidance on whether the Blue Crab Festival will return using the same method as in previous years. She noted: There have been mixed messages from the Commission, making it unclear how staff should proceed moving forward.

Commissioner Borom stated that he felt he had been clear in his direction regarding the festival. He expressed: A desire to give the community what they want and look forward to each year. That the city should not discontinue the Blue Crab Festival. Support for the festival to transition back to being a community-led event.

Commissioner Jones expressed agreement with Commissioner Borom, emphasizing the Commission's role as leaders in the community. He stated: The Commission should accept the challenge, regroup, and take leadership in bringing the festival back. The City should invest resources as it has in the past to support the festival's success. It is essential to identify someone capable of managing large-scale festivals and ensuring the event is executed effectively.

Public Comment

Allegra Kitchens spoke on the Blue Crab Festival and stated it should wait a year.

Erin Hewes spoke on the Blue Crab and explained she has been involved with the Blue Crab festival for the past 6 years. She also stated she is in full support of letting the community take it over.

Sam Deputy, he feels that not everyone is being treated the same. He stated there are groups that have to do fund raising to put on an event.

Mr. Vickers, he feels the Commission should hire a person who has experience.

Discussion: Commissioner Campbell recommended that the Commission consider establishing a dedicated budget line to support all festivals held within the City of Palatka. Key points of his proposal include Festival organizers must apply for funding, ensuring a transparent and equitable process. Funding requests would be subject to Commission approval through a vote. This initiative would create opportunities for a broader range of festivals to receive financial support and recognition within the community.

Commissioner Borom noted that many festivals benefit from sponsorships, which help support their success. He emphasized that all festivals held in the City of Palatka are important and contribute meaningfully to the community's cultural and social landscape.

Commissioner Davis expressed her support for Commissioner Campbell's recommendation to establish a dedicated budget line item for festivals. She emphasized that: The City should treat all festivals equally, ensuring fair access to funding and resources. A specific line item for festivals would help formalize this commitment and promote inclusivity across all community events.

Mr. Cutwright stated if we gave the events a class it would give positive feedback to the community.

Vote: Commissioner Campbell moved to make a recommendation to give staff direction to formulate a tiered policy, Class A, Class B, and Class C, with a maximum funding amount to bring back to the Commission for consideration on a proposed budget line. Commissioner Davis seconded the motion. Roll call was taken, Commissioner Davis, aye; Commissioner Campbell, aye; commissioner Jones, aye; Commissioner Borom, aye; Mayor Correa, aye. The Motion passed 5-0.

Vote: Commissioner Davis moved that the Blue Crab Festival going forward follows our special events process and be considered accordingly. Commissioner Campbell seconded the motion. Roll call was taken, Commissioner Davis, aye; Commissioner Campbell, aye; commissioner Jones, aye; Commissioner Borom, aye; Mayor Correa, aye. The Motion passed 5-0.

CONSENT AGENDA

Mayor Correa had a request to pull Items G, A and K.

Vote: Commissioner Campbell moved to approve the consent agenda excluding items A, G and K for discussion. Commissioner Davis seconded the motion. The motion passed unanimously.

A: James Norwood - Reinstate Police Pension/Retirement Board

Vote: Commissioner Davis moved to approve Item a. Commissioner Borom seconded the motion which passed unanimously.

G. ADOPT RESOLUTION 2025-R-89 A Resolution of the City of Palatka, Florida, in solidarity with other Municipalities, Organizations, and Citizens of Putnam County, calling attention to the expiration of Enhanced Affordable Care Act Tax Credits (ACCA) in December 2025 and affirming the need for a unified community voice in a grossly underrepresented district.

Mr. Townsend spoke on the subject and explained the ACCA.

Vote: Commissioner Davis moved to approve Resolution 2025-R-89. Commissioner Campbell seconded the motion which passed unanimously.

K. ADOPT RESOLUTION 2025-R-96 AUTHORIZING ENTERING INTO A PIGGYBACK CONTRACT WITH THOMAS MAY CONSTRUCTION, INC. FOR THE PUBLIC WORKS FACILITY DESIGN-BUILD CONTRACT IN THE AMOUNT OF \$996,438.96.

Mr. Verrechio spoke about this resolution and explained the job that this was entailed.

Vote: Commissioner Davis moved to approve Resolution 2025-R-96. Commissioner Campbell seconded the motion which passed unanimously.

8. REGULAR BUSINESS

Emergency Item

Mr. McCann addressed the urgent need to repair the pump at the lift station located at 1st and Madison. He reported that: The pump had failed, prompting immediate inspection by staff. Upon evaluation, staff determined that the pump was too damaged to be repaired, necessitating replacement.

Vote: Commissioner Campbell moved to add an emergency item to the agenda. Commissioner Borom seconded the motion which passed unanimously.

Vote: Commissioner Borom moved to approve Mr. McCanns' request for \$34,619.00 for a complete replacement pump. Commissioner Jones seconded the motion which passed unanimously.

9. PUBLIC HEARINGS

ADOPT RESOLUTION 2025-R-93 Annual public hearing and annual consideration of non-ad valorem assessments to partially fund the cost of continual readiness and availability of fire protection services.

Public Comment

Alice Adams complained about the fire tax because it has risen high. She stated she is on a fixed income. She stated that since the fire assessment began in 2015, her assessment has risen from a little over \$300 the first year and now it is \$1009.10 the amount is double what her property taxes are.

Luis Rodriquez spoke about the tax assessment and agrees with Ms. Adams.

Allegra Kitchens spoke on the Tax Assessment.

Mr. Lawson spoke on Resolution 2025-R-93 and asked the commission for approval.

Vote: Commissioner Campbell moved to approve Resolution 2025-R-93. Commissioner Borom seconded the motion which passed unanimously.

Second Reading: Ordinance 2025-23 and Ordinance of the City of Palatka Florida Providing that Official Zoning Map of the City of Palatka Florida be amended from the City of Palatka Commercial, Neighborhood District (C-1A) to City of Palatka Single Family (R-1) for the following Property Located at 2405 President Street Palatka Florida 32177, Parcel 12-10-26-0820-0010-0030

Mr. Aghemo, Planning Director, asked for continuance on this item.

Vote: Commissioner Campbell moved to continue this item until August 28, 2025.

Commissioner Jones seconded the which passed unanimously.

ORDINANCE NO. 2025-24 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 3 PALATKA RESIDENTIAL HIGH (RH) TO CITY OF PALATKA CONSERVATION DISTRICT (CON) FOR THE FOLLOWING PROPERTY: DICKS MAP OF PALATKA MB2 P46, BLK 146 ALL OF BLK (EX DIV A, OF LOT 8 BK243 29 OR34 P432, OR171 P495, EX ESMT OR1443 P854, EX ESMT DOT OR1444 P1911), PARCEL 42-10-27-6850-1460-0083, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA.

ORDINANCE NO. 2025-25 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 MULTIPLE-FAMILY RESIDENTIAL (R-3) TO CITY OF PALATKA CONSERVATION (CON) FOR THE FOLLOWING PROPERTY: DICKS MAP OF PALATKA MB2 P46, BLK 146 ALL OF BLK (EX DIV A, OF LOT 8 BK243 29 OR34 P432, OR171 P495, EX ESMT OR1443 P854, EX ESMT DOT OR1444 P1911) PARCEL 42-10-27-6850-1460-0083

Vote: Commissioner Campbell moved to approve Ordinance 2025-24, Future Land Use Map and Ordinance 2025-25, Amending the Official Zoning Map. Commissioner Davis seconded the motion which passed unanimously.

ORDINANCE NO. 2025-26 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 RESIDENTIAL HIGH (RH) TO CITY OF PALATKA CONSERVATION DISTRICT

(CON) FOR THE FOLLOWING PROPERTY: DICKS MAP OF PALATKA MB2 P46, BLK 146 DIV A OF LOT 8, PARCEL 42-10- 27-6850-1460-0081, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA

ORDINANCE NO. 2025-27 AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM THE CITY OF PALATKA MULTIPLE-FAMILY RESIDENTIAL (R-3) TO CITY OF PALATKA CONSERVATION (CON) FOR THE FOLLOWING PROPERTY: DICKS MAP OF PALATKA MB2 P46, BLK 146 DIV A OF LOT 8 PARCEL 42-10-27-6850-1460-0081

Vote: Commissioner Davis moved to approve Ordinance 2025-26 Future Land Use Map and Ordinance 2025-27 Amending the Official Zoning Map. Commissioner Campbell seconded the motion which passed unanimously.

Public Comment

Allegra Kitchens spoke about the Osceola Creek and how it floods.

ORDINANCE NO. 2025-28 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 RESIDENTIAL HIGH (RH) TO CITY OF PALATKA PUBLIC BUILDINGS AND GROUNDS DISTRICT (PBG) FOR THE FOLLOWING PROPERTY: DICKS MAP OF PALATKA MB2 P46, ALL OF BLK 151 (TURNING LANE-, HWY 20 ONTO OSCEOLA ST) & ADJ, CLOSED FORWARD ST BK243 P291, PARCEL 42-10-27-6850-1510-0000, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA

ORDINANCE NO. 2025-29 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 MULTIPLE-FAMILY RESIDENTIAL (R-3) TO CITY OF PALATKA PUBLIC BUILDINGS AND GROUNDS (PBG-1) FOR THE FOLLOWING PROPERTY: DICKS MAP OF PALATKA MB2 P46, ALL OF BLK 151 (TURNING LANE-, HWY 20 ONTO OSCEOLA ST) & ADJ, CLOSED FORWARD ST BK243 P291 PARCEL 42-10-27-6850-1510-0000.

Vote: Commissioner Davis moved to approve Ordinance 2025-28 Future Land Use Map and Ordinance 2025-29 Amending the Official Zoning Map. Commissioner Borom seconded the motion the motion passed unanimously.

ORDINANCE NO. 2025-31

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 16-10-26- 0000-0240-0013 , S1/2 OF NE1/4 OF NW1/4 OR1715 P589, KELLEY SMITH SCHOOL ROAD, PALATKA, FLORIDA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA.

ORDINANCE NO. 2025-32 AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED (LESS THAN 50 ACRES IN SIZE) FROM PUTNAM COUNTY PUBLIC BUILDINGS/GROUNDS/OTHER PUBLIC FACILITIES (PF) AND URBAN RESERVE (UR) TO CITY OF PALATKA PUBLIC BUILDINGS/GROUNDS/OTHER PUBLIC FACILITIES (PF) FOR THE FOLLOWING

PROPERTY: KELLEY SMITH SCHOOL ROAD, PALATKA, FLORIDA 32177, S1/2 OF NE1/4 OF NW1/4 OR1715 P589 PARCEL 16-10-26-0000-0240-0013, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA

ORDINANCE NO. 2025-33 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 AGRICULTURAL (AG) TO CITY OF PALATKA PUBLIC BUILDINGS AND GROUNDS (PBG-1), FOR THE PROPERTY LOCATED AT KELLEY SMITH SCHOOL ROAD PALATKA, FLORIDA 32177, PARCEL 16-10-26-0000-0240-0013

Vote: Commissioner Davis moved to approve Ordinance 2025-31, Annexation into City Limits, Ordinance 2025-32 Future Land Use Map and Ordinance 2025-33 Amending the Official Zoning Map. Commissioner Borom seconded the motion which passed unanimously.

ORDINANCE NO. 2025-34 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 16-10-26-0000-0200-0000, E1/2 OF S1/2 OF N1/2 OF NE, 1/4 OF NW1/4, SE1/4 OF NE, 1/4 OF NW1/4 (EX OR462 P716 OR468 P472 OR469, P1985 OR543 P658) 221 ROUND LAKE ROAD, PALATKA, FLORIDA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA.

ORDINANCE NO. 2025-35 AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED (LESS THAN 50 ACRES IN SIZE) FROM PUTNAM COUNTY PUBLIC BUILDINGS/GROUNDS/OTHER PUBLIC FACILITIES (PF) AND URBAN RESERVE (UR) TO CITY OF PALATKA PUBLIC BUILDINGS/GROUNDS/OTHER PUBLIC FACILITIES (PF) FOR THE FOLLOWING PROPERTY: 221 ROUND LAKE ROAD, PALATKA, FLORIDA 32177, E1/2 OF S1/2 OF N1/2 OF NE, 1/4 OF NW1/4, SE1/4 OF NE, 1/4 OF NW1/4 (EX OR462 P716 OR468 P472 OR469, P1985 OR543 P658), PARCEL 16-10-26-0000-0200-0000, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA.

ORDINANCE NO. 2025-36 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 UNINCORPORATED AGRICULTURAL ESTATE (AE) TO CITY OF PALATKA PUBLIC BUILDINGS AND GROUNDS (PBG-1), FOR THE PROPERTY LOCATED AT 221 ROUND LAKE ROAD PALATKA, FLORIDA 32177, PARCEL 16-10-26-0000-0200-0000

Vote: Commissioner Davis moved to approve Ordinance 2025-34, Annexation into City Limits, Ordinance 2025-35 Future Land Use Map and Ordinance 2025-36 Amending the Official Zoning Map. Commissioner Campbell seconded the motion which passed unanimously.

ORDINANCE NO. 2025-37 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 02-10-26-0000-0420-0000, LOCATED AT 0 MOODY ROAD, PALATKA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA

ORDINANCE NO. 25-38 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 SERVICES (US) TO CITY OF PALATKA RESIDENTIAL HIGH (RH) FOR THE FOLLOWING PROPERTY: 0 MOODY ROAD PALATKA, FLORIDA 32177, PT OF S1/2 OF NW1/4 OR287 P201, OR347 P432(EX OR292 P918 OR604, P730 OR613 P1789 OR962 P12); AND PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

ORDINANCE NO. 25-39 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 LIGHT INDUSTRIAL (IL) TO CITY OF PALATKA MULTIPLE-FAMILY RESIDENTIAL WITH A PLANNED UNIT DEVELOPMENT OVERLAY (R-3/PUD) FOR THE FOLLOWING PROPERTY: 0 MOODY ROAD, PALATKA, FL 32177, PT OF S1/2 OF NW1/4 OR287 P201, OR347 P432 (EX OR292 P918 OR604, P730 OR613 P1789 OR962 P12) PARCEL 02-10-26-0000-0420-0000

Vote: Commissioner Borom moved to approve Ordinance 2025-31, Annexation into City Limits, Ordinance 2025-32 Future Land Use Map and Ordinance 2025-33 Amending the Official Zoning Map. Commissioner Campbell seconded the motion which passed unanimously.

10. COMMISSIONER COMMENTS

Commissioner Borom stated he attended the Palatka Housing Authority Appreciation night and it was a great turnout. He also attended the northside of improvement team which had a great turnout there as well.

Commissioner Davis complimented the staff on the new chairs, fans and the new clock.

Adjourn

Commissioner Campbell moved to adjourn. Commissioner Jones seconded the motion.



River St



River St

CITY OF PALATKA
RIVER STREET RETAINING WALL
REHABILITATION/REPLACEMENT PLANS

PUBLIC WORKS DEPARTMENT



LOCATION MAP
CITY OF PALATKA

GOVERNING STANDARD PLANS:
Florida Department of Transportation, FY 2025-26 Standard Plans for Road and Bridge Construction and applicable Interim Revisions (IRs).

Standard Plans for Road Construction and associated IRs are available at the following website: <http://www.fdot.gov/design/standardplans>

GOVERNING STANDARD SPECIFICATIONS:
Florida Department of Transportation, FY 2025-26 Standard Specifications for Road and Bridge Construction at the following website: <http://www.fdot.gov/programmanagement/Implemented/SpecBooks>

90% SUBMITTAL
JULY, 2025



CITY OFFICIALS

MAYOR
ROBBI CORREA

COMMISSIONERS
ANNE HENDERSON DAVIS
JUSTIN CAMPBELL
WILL JONES
RUFUS BOROM

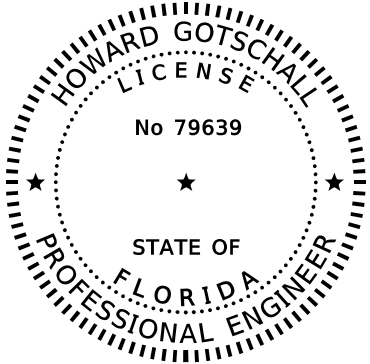
INDEX OF ROADWAY PLANS

<u>SHEET NO.</u>	<u>SHEET DESCRIPTION</u>
1	KEY SHEET
2	SIGNATURE SHEET
3	SUMMARY OF QUANTITIES
4	TYPICAL SECTIONS
5	GENERAL NOTES
6	RETAINING WALL PLAN & ELEVATION
7	RETAINING WALL DETAILS
8	RETAINING WALL ELEVATIONS
9	ROADWAY PLAN

HANSON PROFESSIONAL SERVICES INC.
8075 GATE PARKWAY WEST, SUITE 204
JACKSONVILLE, FLORIDA 32216-3685
HANSON PROECT NO.: 21L0031_21
CERTIFICATE OF AUTHORIZATION: 7961

SHEET
NO.

1



THIS ITEM HAS BEEN DIGITALLY
SIGNED AND SEALED BY:

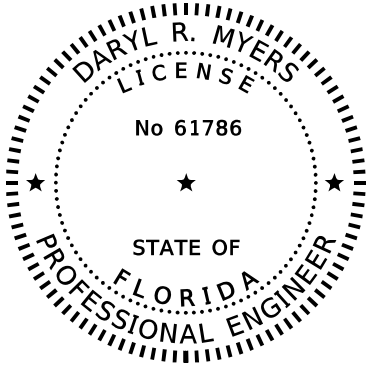
ON THE DATE ADJACENT TO THE SEAL

SIGNATURE MUST BE VERIFIED
ON ANY ELECTRONIC COPIES.

HANSON PROFESSIONAL SERVICES INC.
8075 GATE PARKWAY WEST, SUITE 204
JACKSONVILLE, FLORIDA 32216-3685
HOWARD GOTSCHALL, P.E. NO. 79639

THE ABOVE NAMED PROFESSIONAL ENGINEER SHALL BE RESPONSIBLE FOR THE
FOLLOWING SHEETS IN ACCORDANCE WITH RULE 61G15-23.004, F.A.C.

<u>SHEET NO.</u>	<u>SHEET DESCRIPTION</u>
1	KEY SHEET
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3	SUMMARY OF QUANTITIES
5	GENERAL NOTES
6	RETAINING WALL PLAN & ELEVATION
7	RETAINING WALL DETAILS
8	RETAINING WALL ELEVATIONS



THIS ITEM HAS BEEN DIGITALLY
SIGNED AND SEALED BY:

ON THE DATE ADJACENT TO THE SEAL

SIGNATURE MUST BE VERIFIED
ON ANY ELECTRONIC COPIES.

HANSON PROFESSIONAL SERVICES INC.
8075 GATE PARKWAY WEST, SUITE 204
JACKSONVILLE, FLORIDA 32216-3685
DARYL R. MYERS, P.E. NO. 61786

THE ABOVE NAMED PROFESSIONAL ENGINEER SHALL BE RESPONSIBLE FOR THE
FOLLOWING SHEETS IN ACCORDANCE WITH RULE 61G15-23.004, F.A.C.

<u>SHEET NO.</u>	<u>SHEET DESCRIPTION</u>
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5	GENERAL NOTES
9	ROADWAY PLAN

REVISIONS				ENGINEER OF RECORD		CITY OF PALATKA PUBLIC WORKS		SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION	HOWARD GOTSCHALL LICENSE NUMBER: 79639 HANSON PROFESSIONAL SERVICES INC. 8075 GATE PARKWAY WEST, SUITE 204 JACKSONVILLE, FL 32216		ROAD NO.	COUNTY	
							PUTNAM	
								2

SIGNATURE SHEET

THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE DIGITALLY SIGNED AND SEALED UNDER RULE 61G15 - 23.004, F.A.C.

SUMMARY OF PAY ITEMS			
PAY ITEM No.	ITEM DESCRIPTION	UNIT	QYT Total
102-1	MAINTENANCE OF TRAFFIC	LS	1
110-1-1	CLEARING AND GRUBBING	AC	0.13
110-4-10	REMOVAL OF EXISTING CONCRETE (RETAINING WALL)	SY	177
110-4-10	REMOVAL OF EXISTING CONCRETE	SY	170
120-1	REGULAR EXCAVATION	CY	437.8
120-6	EMBANKMENT	CY	3.4
400-0-11	CONCRETE CLASS NS, GRAVITY WALL INDEX 400-011	CY	156.5
520-2-4	CONCRETE CURB, TYPE D	LF	15
522-1	CONCRETE SIDEWALK AND DRIVEWAYS, 4" THICK	SY	175
522-2	CONCRETE SIDEWALK AND DRIVEWAYS, 6" THICK	SY	17
527-2	DETECTABLE WARNINGS	SF	45
570-1-2	PERFORMANCE TURF, SOD	SY	147
751-35-42	ARCHITECTURAL, BUS SHELTER, RELOCATE, 50-100 SF	EA	1

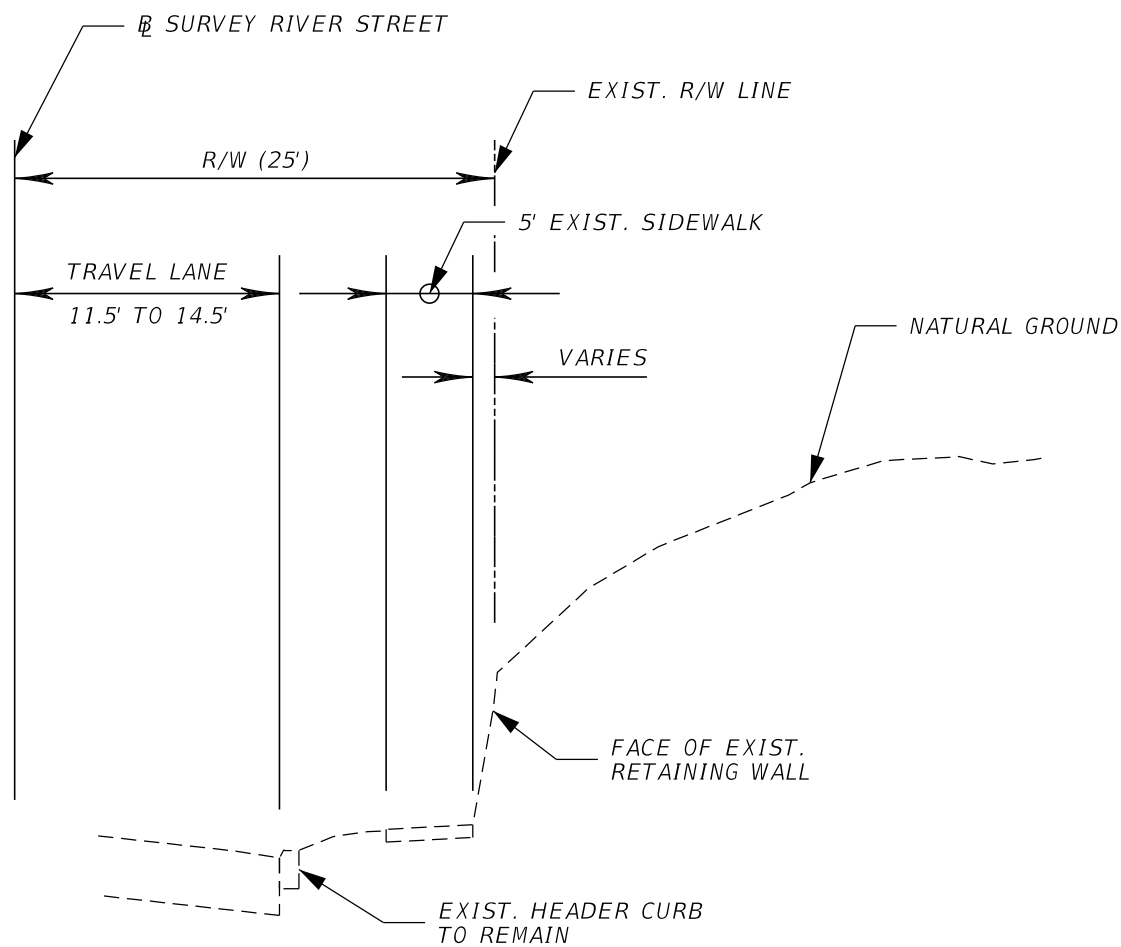
PAY ITEM NOTES

1. REMOVAL OF EXISTING PILLARS WILL BE INCIDENTAL TO PAY ITEM 100-4-10, REMOVAL OF EXISTING CONCRETE (RETAINING WALL)
2. PAYMENT FOR INCIDENTAL ITEMS NOT SPECIFICALLY COVERED IN THE INDIVIDUAL PAY ITEMS SHALL BE INCLUDED IN THE CONTRACT UNIT PRICES FOR PAY ITEMS.
3. PAYMENT FOR THE 6" COMPACTED GRANULAR BASE LEVELING PAD WILL BE INCIDENTAL TO PAY ITEM 400-0-11, CONCRETE CLASS NS, GRAVITY WALL INDEX 400-011.
4. PAYMENT FOR REPAIR EXISTING STAIR PILLAR WILL BE INCIDENTAL TO PAY ITEM 400-0-11, CONCRETE CLASS NS, GRAVITY WALL INDEX 400-011.

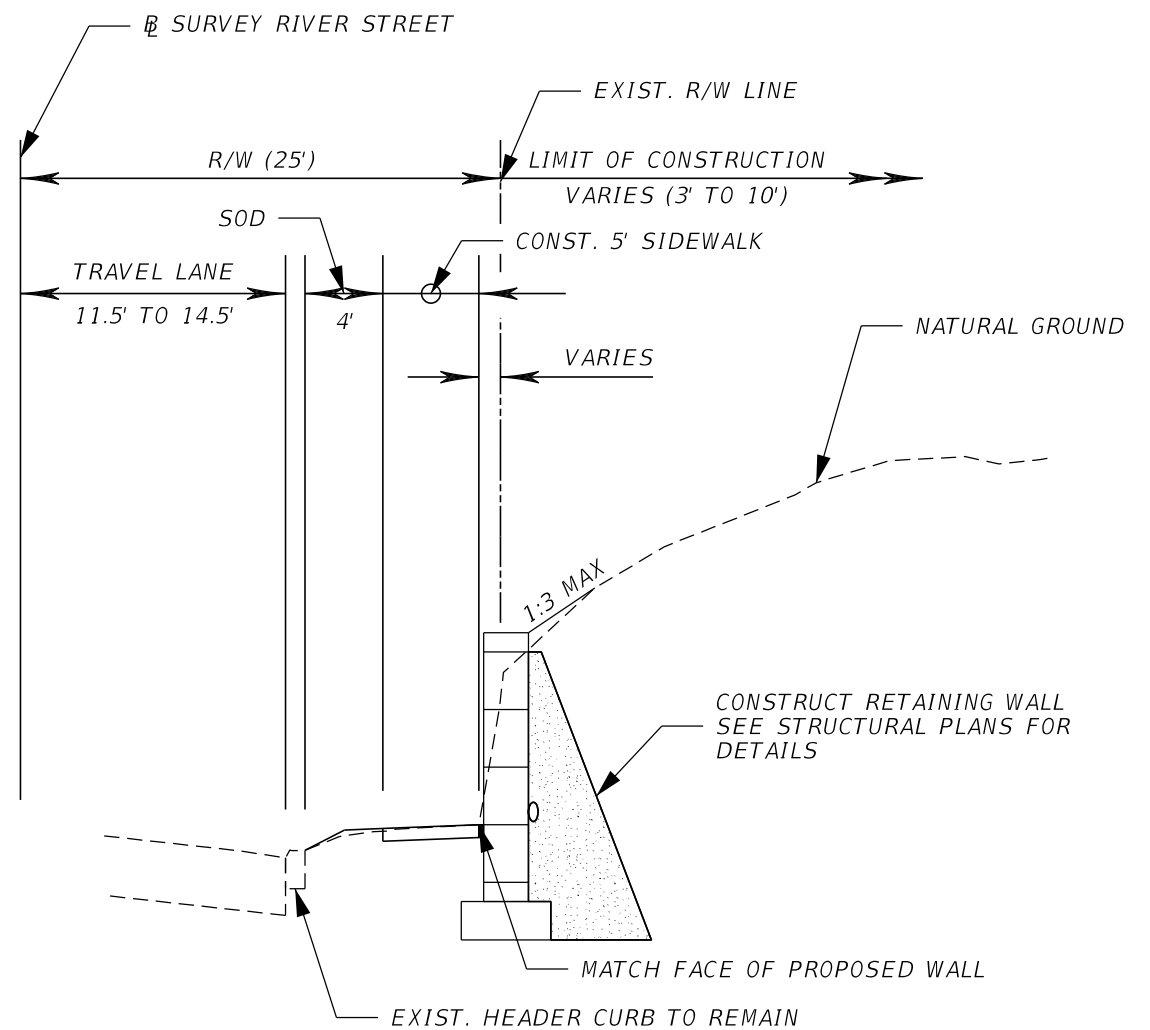
REVISIONS				ENGINEER OF RECORD		CITY OF PALATKA PUBLIC WORKS			SUMMARY OF QUANTITIES	SHEET NO.
DATE	DESCRIPTION		DATE	DESCRIPTION		ROAD NO.	COUNTY	FINANCIAL PROJECT ID		
							PUTNAM			3

HOWARD GOTSCHALL
LICENSE NUMBER: 79639
HANSON PROFESSIONAL SERVICES INC.
8075 GATE PARKWAY WEST, SUITE 204
JACKSONVILLE, FL 32216

THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE DIGITALLY SIGNED AND SEALED UNDER RULE 61G15 - 23.004, F.A.C.



TYPICAL SECTION I
EXISTING CONDITION
STA. 13+40.00 TO STA. 16+69.31



TYPICAL SECTION II
STA. 13+40.00 TO STA. 16+69.31

REVISIONS				ENGINEER OF RECORD	CITY OF PALATKA PUBLIC WORKS			TYPICAL SECTIONS	SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD NO.	COUNTY	FINANCIAL PROJECT ID		
				DARYL R. MYERS LICENSE NUMBER: 61786 HANSON PROFESSIONAL SERVICES INC. 8075 GATE PARKWAY WEST, SUITE 204 JACKSONVILLE, FL 32216		PUTNAM			4

GENERAL PROVISIONS

1. PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL MAKE A PRE-CONSTRUCTION VIDEO ALONG THE PROPOSED ROUTE IN ACCORDANCE WITH THE SPECIFICATIONS. IN PARTICULAR, THE VIDEO SHALL DOCUMENT THE CONDITION OF EXISTING DRIVEWAYS, BUILDINGS, STRUCTURES, MAILBOXES, SIGNS, FENCES, AND LANDSCAPING ALONG PROPOSED CONSTRUCTION AREAS.
2. THE CONTRACTOR SHALL RECOGNIZE AND ABIDE BY ALL OSHA EXCAVATION SAFETY STANDARDS, INCLUDING THE FLORIDA TRENCH SAFETY ACT (FS 553.60-553.64). ANY MATERIAL, CONSTRUCTION METHODS, OR MATERIAL COST TO COMPLY WITH THESE LAWS SHALL BE INCIDENTAL TO THE CONTRACT.
3. PRIOR TO PREPARING THE BID, VISIT THE JOB SITE FOR THE PURPOSE OF BECOMING FAMILIAR WITH THE NATURE AND THE EXTENT OF THE WORK AND SITE CONDITIONS, EITHER SURFACE OR SUB-SURFACE (INCLUDING GROUNDWATER CONDITIONS), WHICH MAY AFFECT THE WORK TO BE PERFORMED AND THE EQUIPMENT, LABOR AND MATERIALS REQUIRED. FAILURE TO DO SO WILL NOT RELIEVE THE CONTRACTOR OF COMPLETE PERFORMANCE UNDER THE CONTRACT. THE PRICES ESTABLISHED FOR THE WORK TO BE COMPLETED WILL REFLECT ALL COSTS PERTAINING TO THE WORK. ANY CLAIMS FOR EXTRAS BASED ON SUBSTRATA OR GROUND WATER TABLE CONDITIONS WILL NOT BE ALLOWED.
4. UNLESS OTHERWISE DIRECTED BY THE OWNER OR ENGINEER, THE CONTRACTOR IS EXPECTED TO CONTAIN ALL CONSTRUCTION ACTIVITIES WITHIN THE PROPERTY BOUNDARY, RIGHT-OF-WAY AND EASEMENTS, AND OTHER AREAS SPECIFICALLY DESIGNATED FOR CONSTRUCTION. AT NO TIME SHALL THE CONTRACTOR DISTURB SURROUNDING PROPERTIES OR TRAVEL ON SURROUNDING PROPERTIES WITHOUT WRITTEN CONSENT FROM THE PROPERTY OWNER. ANY REPAIR OR RECONSTRUCTION OF DAMAGED AREAS IN SURROUNDING PROPERTIES SHALL BE REPAIRED BY THE CONTRACTOR ON AN IMMEDIATE BASIS. ALL COSTS FOR REPAIRS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND NO EXTRA COMPENSATION SHALL BE PROVIDED.
5. CONTRACTOR IS RESPONSIBLE FOR PROVIDING A LOCATION FOR STAGING AND STORAGE OF MATERIALS. CONTRACTOR SHALL OBTAIN WRITTEN PERMISSION FROM THE PROPERTY OWNER PRIOR TO STORING OR STAGING. A COPY OF THE WRITTEN PERMISSION SHALL BE PROVIDED TO THE OWNER OR OWNER'S DESIGNATED REPRESENTATIVE PRIOR TO STORING OR STAGING. EXCESS MATERIALS MAY NOT BE STORED ONSITE.
6. UNLESS OTHERWISE NOTED ON THE PLANS, THE CONTRACTOR SHALL USE THE GEOMETRY PROVIDED ON THE CONSTRUCTION PLANS. BENCHMARK INFORMATION SHALL BE PROVIDED TO THE CONTRACTOR BY THE OWNER OR OWNER'S SURVEYOR. ANY DISCREPANCIES BETWEEN FIELD MEASUREMENTS AND CONSTRUCTION PLAN INFORMATION SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER IMMEDIATELY.
7. THE CONTRACTOR SHALL OBTAIN FROM THE OWNER COPIES OF ALL AVAILABLE REGULATORY AGENCY PERMITS AND LOCAL AGENCY PERMITS.
8. PRIOR TO CONSTRUCTION, REVIEW ALL PERMIT CONDITIONS AND REGULATORY REQUIREMENTS AND ADHERE TO ALL SUCH CONDITIONS AND REQUIREMENTS DURING CONSTRUCTION. DISPOSE OF EXCESS MATERIAL IN A LEGAL MANNER OFF THE OWNER'S PROPERTY AT NO ADDITIONAL COST UNLESS OTHERWISE NOTED.
9. ALL LANES MUST BE OPENED FOR TRAFFIC DURING AN EVACUATION NOTICE OF A HURRICANE OR OTHER CATASTROPHIC EVENT AND SHALL REMAIN OPEN FOR THE DURATION OF THE EVACUATION OR EVENT.
10. THE CONTRACTOR IS RESPONSIBLE FOR DETERMINING EROSION AND SEDIMENT CONTROL MEASURES NEEDED IN ORDER TO PREVENT THE TRANSFER OF SEDIMENT FROM THE PROJECT AREA AND PREVENT THE EROSION OF SURFACES DURING CONSTRUCTION, AS NEEDED TO PROTECT ADJACENT PROPERTIES AND WATER BODIES.
11. THE ENTIRE PROJECT SITE SHALL BE THOROUGHLY CLEANED AT THE COMPLETION OF THE WORK. CLEAN ALL SIDEWALKS, PAVED AREAS, PLUS ALL ADJACENT AREAS AFFECTED BY CONSTRUCTION, AS DIRECTED BY THE OWNER OR JURISDICTIONAL AGENCY. EQUIPMENT TO CLEAN THESE SURFACES SHALL BE SUBJECT TO APPROVAL BY THE OWNER UTILITY GENERAL NOTES.
12. FURNISH SHOP DRAWINGS TO ENGINEER INDICATING MATERIALS AND MANNER OF INSTALLATION FOR ALL COMPONENTS OF THE PROJECT. ENGINEER'S APPROVAL IS REQUIRED PRIOR TO THE PURCHASE OF MATERIALS AND CONSTRUCTION.
13. VERIFY AND PROTECT ALL EXISTING TREES AND NATURAL VEGETATION THAT ARE TO REMAIN UNDISTURBED. CLEAR & GRUB AREAS INDICATED FOR CONSTRUCTION AND REMOVE ALL ROOTS AND MISCELLANEOUS VEGETATION EXCEPT SPECIFIC TREES THAT SHALL BE PROTECTED FROM DAMAGE DURING CONSTRUCTION WITH THE USE OF TREE BARRIERS. DO NOT OPERATE OR STORE HEAVY EQUIPMENT, NOR HANDLE, NOR STORE MATERIALS WITHIN THE DRIP LINES OF PROTECTED TREES OR OUTSIDE THE LIMITS OF GRADING. A LICENSED TREE SURGEON WILL BE REQUIRED SHOULD MINOR TRIMMING OF PROTECTED TREES BE NECESSARY. UNPROTECTED TREES REQUIRING REMOVAL MAY NOT BE SHOWN ON SURVEY. COMPLY WITH ALL LOCAL CODES, OBTAIN ALL PERMITS, AND PAY ALL FEES.
14. SOD ALL DISTURBED AREAS UNLESS OTHERWISE NOTED. MAINTAIN NEWLY GRADED AREAS AND REPAIR WHERE SETTLING AND EROSION HAVE OCCURRED. DO NOT DISTURB PROTECTED TREES OR WETLANDS AREAS UNLESS OTHERWISE DIRECTED. ALL SOD SHALL MATCH EXISTING SOD.
15. CONTRACTOR SHALL PROTECT SPRINKLERS. ANY DAMAGE WILL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.

16. ALL EXISTING DRAINAGE PIPES AND STRUCTURES WITHIN PROJECT TO REMAIN UNLESS NOTED FOR REMOVAL.
17. PERFORM CLEARING AND STRIPPING OF TOPSOIL BEYOND THE PAVEMENT AREAS. GRADE THE AREAS AS REQUIRED TO PROVIDE POSITIVE SURFACE WATER RUNOFF. VERIFY EXISTING ELEVATIONS AND PRIOR TO BEGINNING WORK. NOTIFY THE ENGINEER IN THE EVENT OF ANY DISCREPANCIES AND/OR ERRORS OR IF PROBLEMS ARE ENCOUNTERED DURING CONSTRUCTION.
18. THE LOCATIONS OF ALL EXISTING UTILITIES SHOWN ON THE PLANS HAVE BEEN DETERMINED FROM THE BEST INFORMATION AVAILABLE AND ARE GIVEN FOR THE CONVENIENCE OF THE CONTRACTOR. THE ENGINEER ASSUMES NO RESPONSIBILITY FOR THEIR ACCURACY. PRIOR TO THE START OF ANY CONSTRUCTION ACTIVITY, IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE VARIOUS UTILITIES AND TO MAKE THE NECESSARY ARRANGEMENTS FOR ANY RELOCATIONS OF THESE UTILITIES WITH THE OWNER OF THE UTILITY. ANY UTILITIES, WHETHER SHOWN ON THESE PLANS OR NOT, THAT INTERFERE WITH THE PROPOSED CONSTRUCTION SHALL BE CLOSELY COORDINATED WITH THE ENGINEER AND THE RESPECTIVE UTILITY COMPANY FOR RELOCATION OR PROPER INSTRUCTION.
19. THE CONTRACTOR SHALL KEEP LOCATE TICKETS UP TO DATE AT ALL TIMES.
20. THE CONTRACTOR IS RESPONSIBLE FOR ALL COORDINATION WITH EACH UTILITY AND ALL COSTS ASSOCIATED WITH THE PROTECTION OF EXISTING FACILITIES DURING CONSTRUCTION. THE CONTRACTOR SHALL ALSO COORDINATE NECESSARY RELOCATIONS OR OTHER CONSTRUCTION RELATED MATTERS WITH EACH UTILITY.
21. TYPICAL DETAILS AS SHOWN ARE TO ILLUSTRATE THE ENGINEER'S INTENT AND ARE NOT PRESENTED AS A SOLUTION TO ALL CONSTRUCTION PROBLEMS ENCOUNTERED IN THE FIELD. THE CONTRACTOR MAY ALTER THE ALIGNMENT OR METHOD OF CONSTRUCTION TO SUIT FIELD CONDITIONS, PROVIDING HE SUBMITS A PROPOSAL FOR AN ALTERNATE TO THE ENGINEER FOR APPROVAL AND USES MATERIALS AS DESIGNATED IN THE SPECIFICATIONS.
22. NO TREES SHALL BE REMOVED, PRUNED, FERTILIZED OR ALTERED IN ANY WAY WITHOUT FIRST CONTACTING THE OWNER OR OWNER'S DESIGNATED REPRESENTATIVE.
23. ROOTS TO BE PRUNED MUST BE CUT CLEANLY AND NOT TORN OR RIPPED.

COMPANY	CONTACT	TELEPHONE NUMBER
A T & T/ DISTRIBUTION	DINO FARRUGGIO	(561) 683-2729
CITY OF PALATKA (WATER, SEWER)	AARON KERWIN	(386) 329-0109
FLORIDA POWER & LIGHT (ELECTRIC)	USIC DISPATCH CENTER	(800) 778-9140
PALATKA GAS AUTHORITY (GAS)	ANN ATKINS	(386) 328-1591
PUTNAM COUNTY PW (SEWER)	RENEE BROWN	(386) 329-0346

25. CONTRACTOR SHALL BE RESPONSIBLE FOR RESTORING ALL UTILITY SERVICES DISRUPTED OR DAMAGED DURING CONSTRUCTION.

TRAFFIC CONTROL/WORK SEQUENCE/PHASING NOTES

1. USE FDOT STANDARD PLANS INDEX 102-600, 102-603 FOR WORK WITHIN TRAVEL WAY OR LANE CLOSURES, AND 102-660 FOR SIDEWALK CLOSURES WHEN NECESSARY.
2. THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING MAINTENANCE OF TRAFFIC (M.O.T.) PLAN PRIOR TO CONSTRUCTION. THE M.O.T. PLAN SHALL SHOW ALL PROPOSED TRAFFIC CONTROL SIGNS, PAVEMENT MARKINGS, AND BARRICADES, AND SHALL DETAIL ALL PROPOSED CONSTRUCTION SEQUENCING. THE M.O.T. PLAN SHALL BE APPROVED BY THE ENGINEER, CITY, AND ROADWAY JURISDICTIONAL AGENCY PRIOR TO CONSTRUCTION. ALL PROPOSED ROADWAY AND DRIVEWAY LANE CLOSURES SHALL BE RESTRICTED TO THE HOURS BETWEEN 8:00 A.M. AND 4:00 P.M. UNLESS OTHERWISE AUTHORIZED IN THE APPROVED M.O.T.
3. CONTACT PROPERTY OWNERS AFFECTED BY CONSTRUCTION. COORDINATE TEMPORARY DRIVEWAY CLOSURES AND SEQUENCING. MAINTAIN ACCESS FOR ALL PROPERTY OWNERS DURING CONSTRUCTION.
4. TYPE I OR TYPE II BARRICADES AT 20-FT CENTERS SHALL BE PLACED AND MAINTAINED ALONG THE EDGE OF THE ROAD WHEREVER NEEDED.
5. CONTACT THE CITY OF PALATKA POLICE DEPT. AND THE PALATKA FIRE DEPARTMENT FOR ALL LANE/ROAD CLOSURES AND DETOURS.

STRUCTURAL NOTES

1. ALL DIMENSIONS IN THESE PLANS ARE MEASURED IN FEET AND INCHES EITHER HORIZONTALLY OR VERTICALLY UNLESS OTHERWISE NOTED.
2. TAKE ALL FIELD MEASUREMENTS NECESSARY TO ENSURE PROPER FIT OF THE FINISHED WORK AND ASSUME FULL RESPONSIBILITY FOR THEIR ACCURACY.
3. IF SOIL CONDITIONS ENCOUNTERED DURING CONSTRUCTION OPERATIONS SIGNIFICANTLY DIFFER FROM THOSE SHOWN, NOTIFY THE ENGINEER.
4. TEMPORARY EXCAVATION SLOPES SHALL NOT EXCEED 1.0 VERT. TO 1.5 HORZ.
5. ALL WALL LENGTHS AND OFFSETS ARE TO THE FRONT FACE OF THE WALL. (UNLESS NOTED OTHERWISE).

VERTICAL DATUM

1. ALL ELEVATIONS REFER TO NAVD 88 UNLESS OTHERWISE NOTED.

DESIGN SPECIFICATIONS

1. FLORIDA DEPARTMENT OF TRANSPORTATION STRUCTURES MANUAL DATED JANUARY 2025 AND SUBSEQUENT STRUCTURES DESIGN BULLETINS.
2. AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS (AASHTO) LOAD AND RESISTANCE FACTOR (LRFD) BRIDGE DESIGN SPECIFICATIONS, 9TH EDITION.
3. FDOT DESIGN MANUAL DATED JANUARY 2025.

COMPLY WITH THE REPAIR PROCEDURES, MATERIALS, MANUFACTURER RECOMMENDATIONS, ETC. AND THE FOLLOWING:

- ### 1. AMERICAN ASSOCIATION OF STATE HIGHWAYS AND TRANSPORTATION OFFICIALS (AASHTO) CRITERIA

- ## 2. FDOT STANDARD SPECIFICATIONS AND CRITERIA
- ### 2.1. FDOT STANDARD SPECIFICATIONS AND CRITERIA

1. FLORIDA DEPARTMENT OF TRANSPORTATION, FY 2025-26 STANDARD PLANS AND APPLICABLE INTERIM REVISIONS AS APPENDED HEREIN, AND 2025-26 STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION AS AMENDED BY CONTRACT DOCUMENTS.

2. RETAINING WALL DESIGN AND INSTALLATION IS PER THE STANDARD PLANS D400-011B, GRAVITY WALL - OPTION B (SEGMENTAL BLOCKS)

MATERIALS

1. REINFORCING STEEL:
GRADE 60 CARBON STEEL PER SPECIFICATION SECTION 931.
2. CONCRETE:
CONCRETE CLASS NS SHALL BE IN ACCORDANCE WITH FLORIDA DEPARTMENT OF TRANSPORTATION SPECIFICATION SECTION 347.

3. CONCRETE COVER:

CAST-IN-PLACE CAP (TOP OF CAP)	2"
CAST-IN-PLACE CAP (BOTTOM OF CAP)	2"

SEE SPECIFICATION SECTION 415 FOR ALLOWABLE TOLERANCES.

ENVIRONMENTAL CLASSIFICATION

CONCRETE: SLIGHTLY AGGRESSIVE

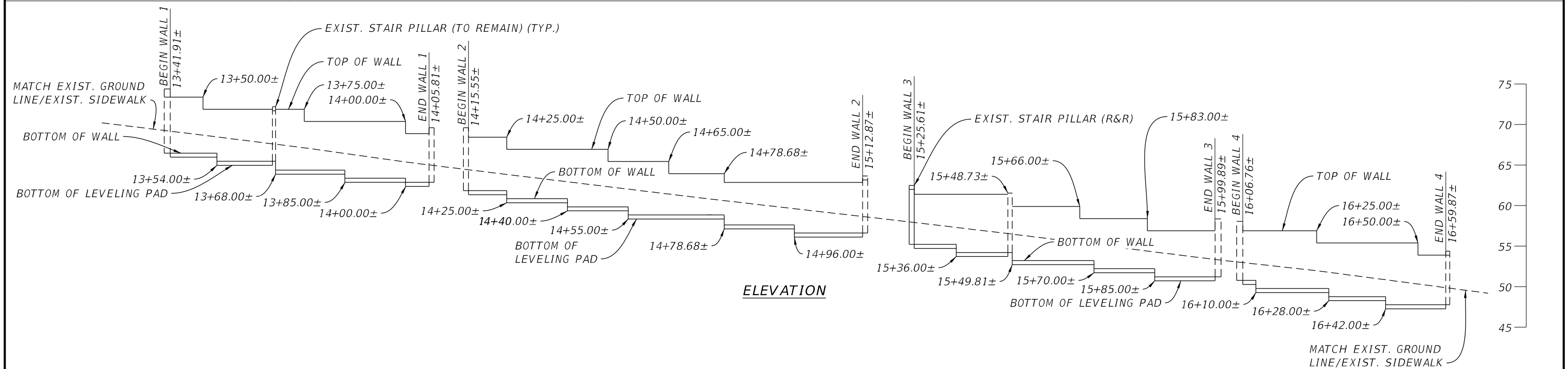
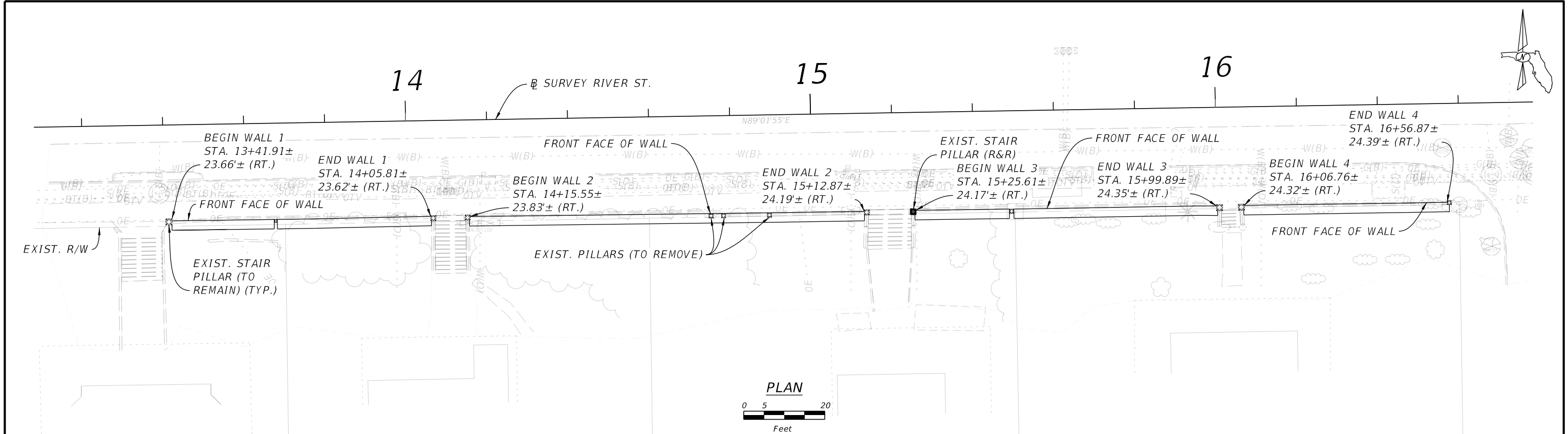
JOINTS IN CONCRETE

1. CONSTRUCTION JOINTS WILL BE PERMITTED ONLY AT LOCATIONS INDICATED IN THE PLANS. ADDITIONAL CONSTRUCTION JOINTS, OR ALTERATIONS TO THOSE SHOWN, SHALL REQUIRE APPROVAL OF THE ENGINEER.

PHASING OF WORK

1. WORK PHASING AND PROGRESSION OF THE WORK SHALL CONFORM TO THE TRAFFIC CONTROL PLANS LOCATED IN THE ROADWAY PLANS.

REVISIONS				ENGINEER OF RECORD	CITY OF PALATKA PUBLIC WORKS			GENERAL NOTES	SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION	HOWARD GOTSCHALL LICENSE NUMBER: 79639 HANSON PROFESSIONAL SERVICES INC. 8075 GATE PARKWAY WEST, SUITE 204 JACKSONVILLE, FL 32216	ROAD NO.	COUNTY	FINANCIAL PROJECT ID		5
						PUTNAM			



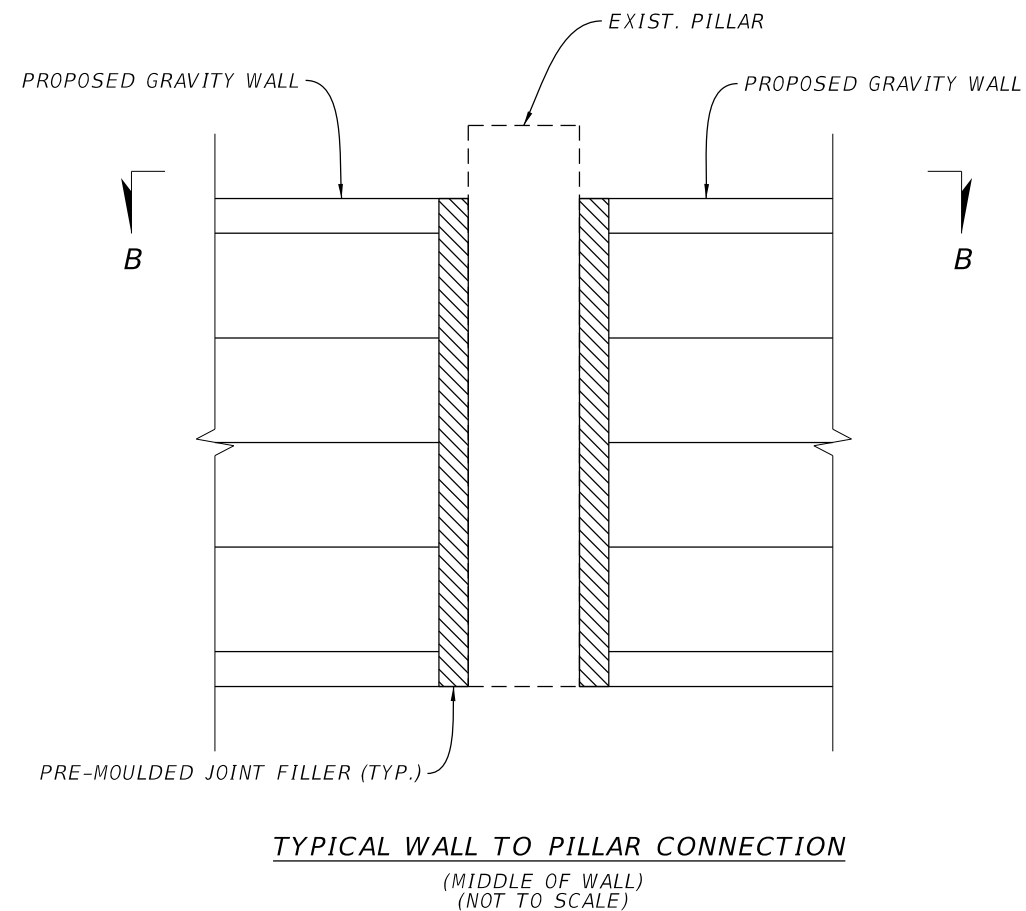
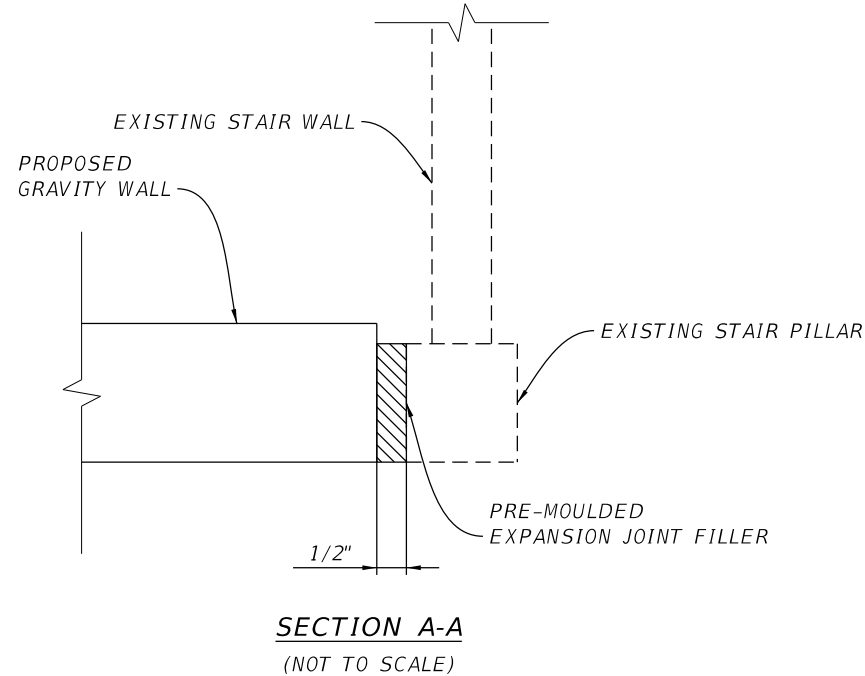
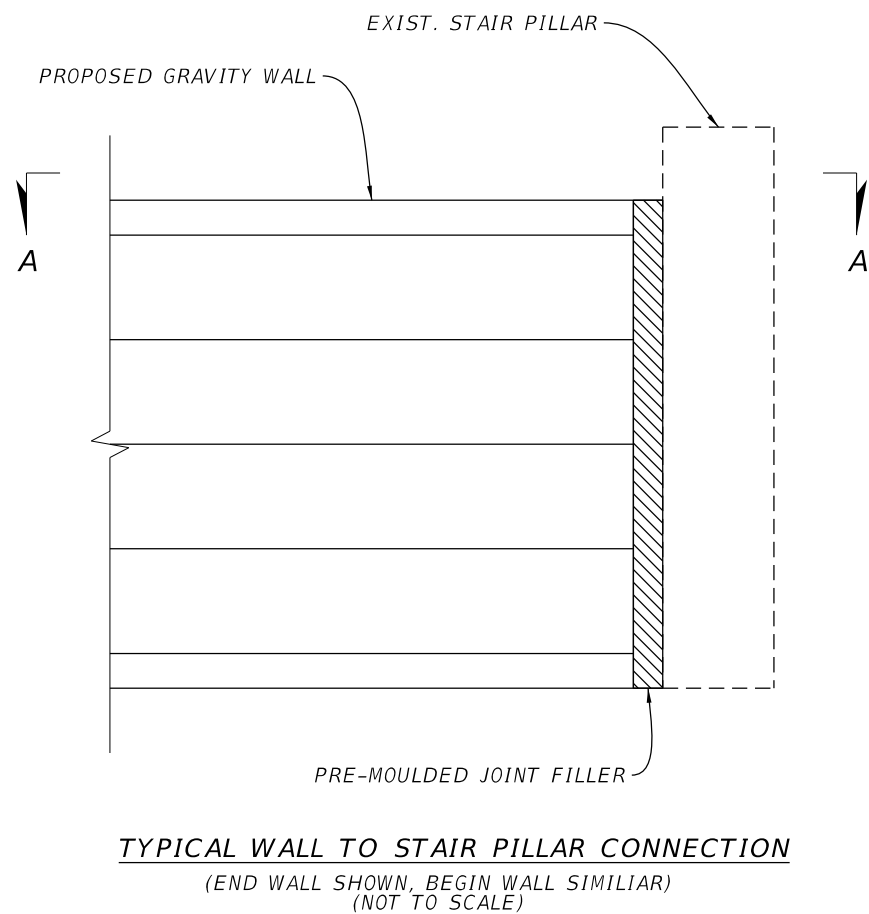
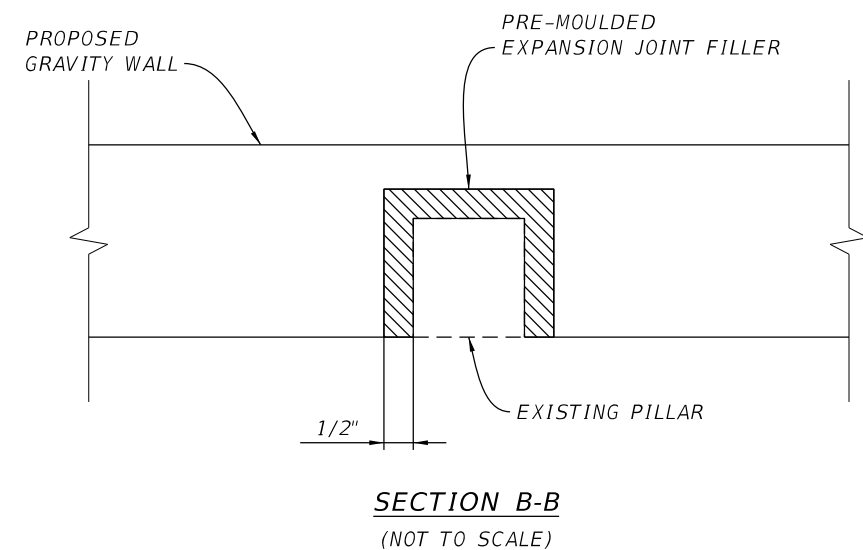
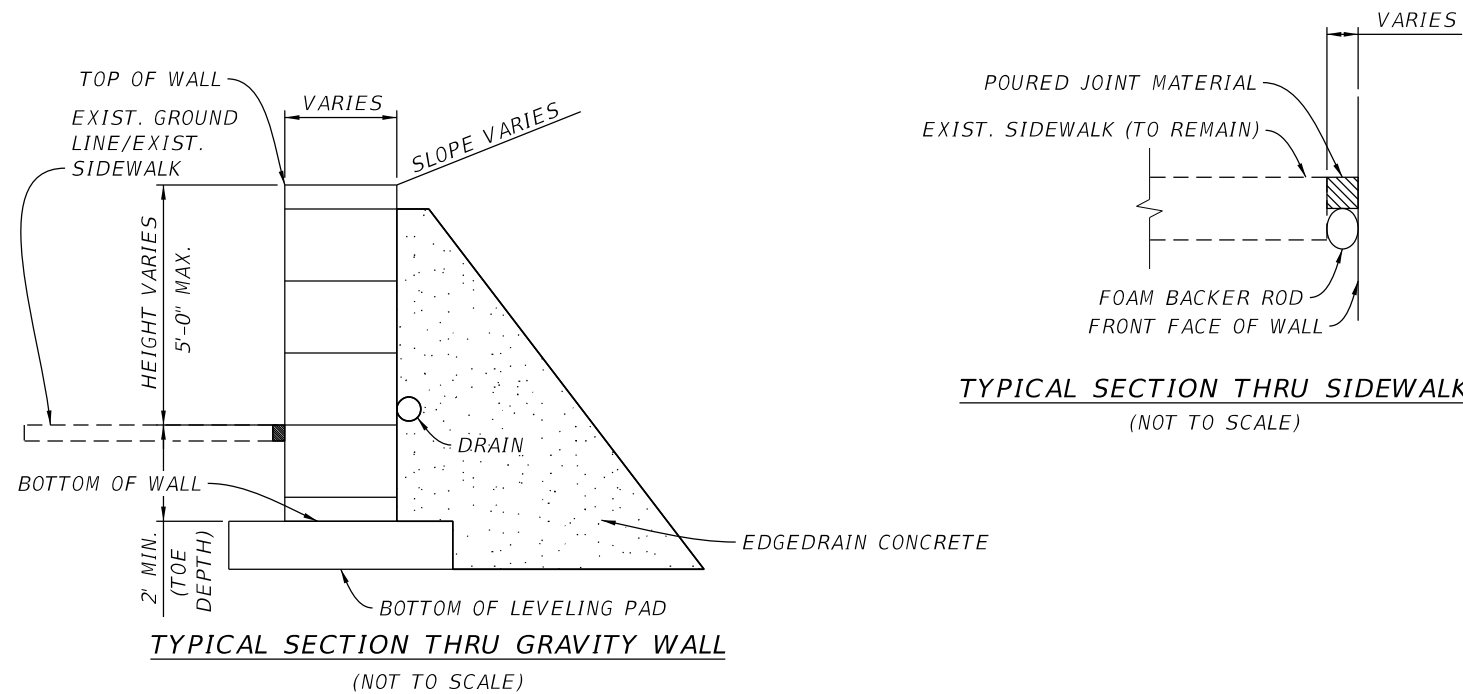
NOTES

1. APPLICABLE FDOT WALL IS FDOT WALL TYPE B1, SCHEME 1 PER DEVELOPMENTAL STANDARD PLANS INDEX D400-011B.
2. WORK THIS SHEET WITH DEVELOPMENTAL STANDARD PLANS INDEX D400-011B FOR GENERAL NOTES AND DETAILS.
3. CONTRACTOR TO SALVAGE AND REUSE EXISTING WALL BLOCKS TO RECONSTRUCT EXISTING STAIR PILLAR.
4. CONTRACTOR TO REHABILITATE AND TUCKPOINT ALL EXISTING STAIR PILLARS AS REQUIRED.
5. CONTRACTOR TO FIELD VERIFY PLAN DIMENSIONS AND ELEVATIONS PRIOR TO THE START OF WORK.
6. FOR WALL ELEVATIONS, SEE SHEET S-3

MAXIMUM ALLOWABLE BEARING CAPACITY	2,200 PSF
MAX. SLOPE BEHIND WALL	1V:3H
MIN. EMBEDMENT DEPTH	2 FT

GEOTECHNICAL INFORMATION

REVISIONS						ENGINEER OF RECORD			DRAWN BY: SMC CHECKED BY: RAZ DESIGNED BY: SMC CHECKED BY: RAZ			STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			SHEET TITLE: RETAINING WALL PLAN & ELEVATION		REF. DWG. NO.	
DATE	BY	DESCRIPTION	DATE	BY	DESCRIPTION	HOWARD GOTSCHALL LICENSE NUMBER: 79639 HANSON PROFESSIONAL SERVICES INC. 8075 GATE PARKWAY WEST, SUITE 204 JACKSONVILLE, FL 32216			ROAD NO.	COUNTY	FINANCIAL PROJECT ID	PROJECT NAME: RIVER STREET RETAINING WALL REPLACEMENT			SHEET NO.			
										PUTNAM								



REVISIONS						ENGINEER OF RECORD HOWARD GOTSCHALL LICENSE NUMBER: 79639 HANSON PROFESSIONAL SERVICES INC. 8075 GATE PARKWAY WEST, SUITE 204 JACKSONVILLE, FL 32216	DRAWN BY: SMC	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			SHEET TITLE:		REF. DWG. NO.
DATE	BY	DESCRIPTION	DATE	BY	DESCRIPTION		CHECKED BY: RAZ				PROJECT NAME:		SHEET NO.
							DESIGNED BY: SMC	ROAD NO.	COUNTY	FINANCIAL PROJECT ID	RIVER STREET RETAINING WALL REPLACEMENT		
							CHECKED BY: RAZ		PUTNAM				7

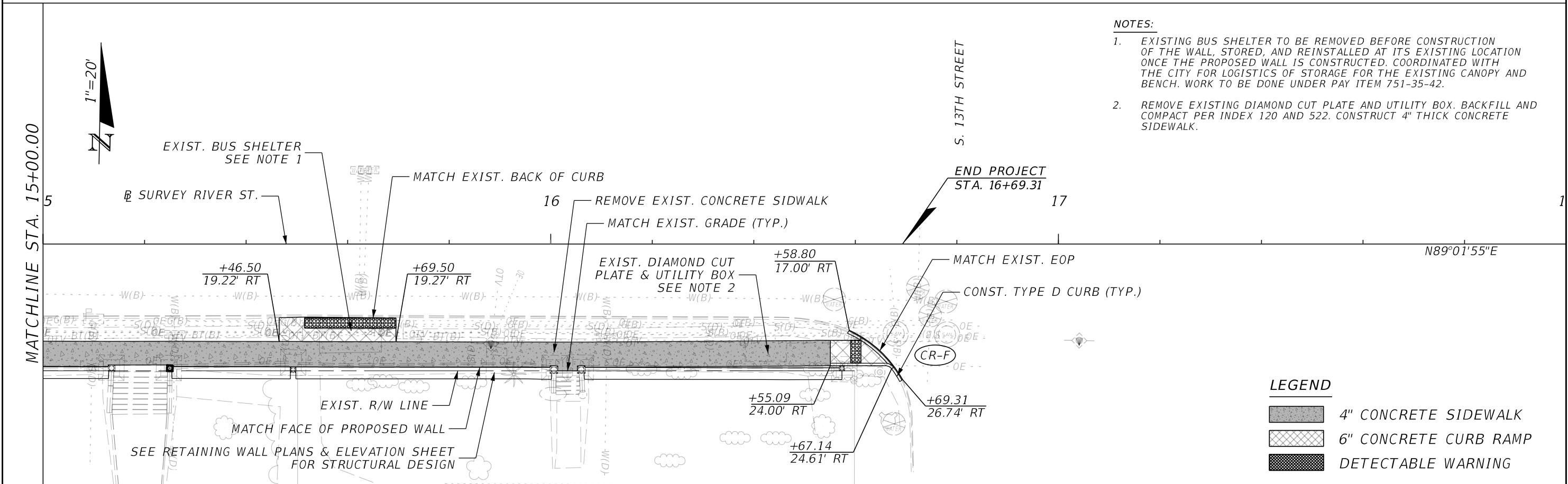
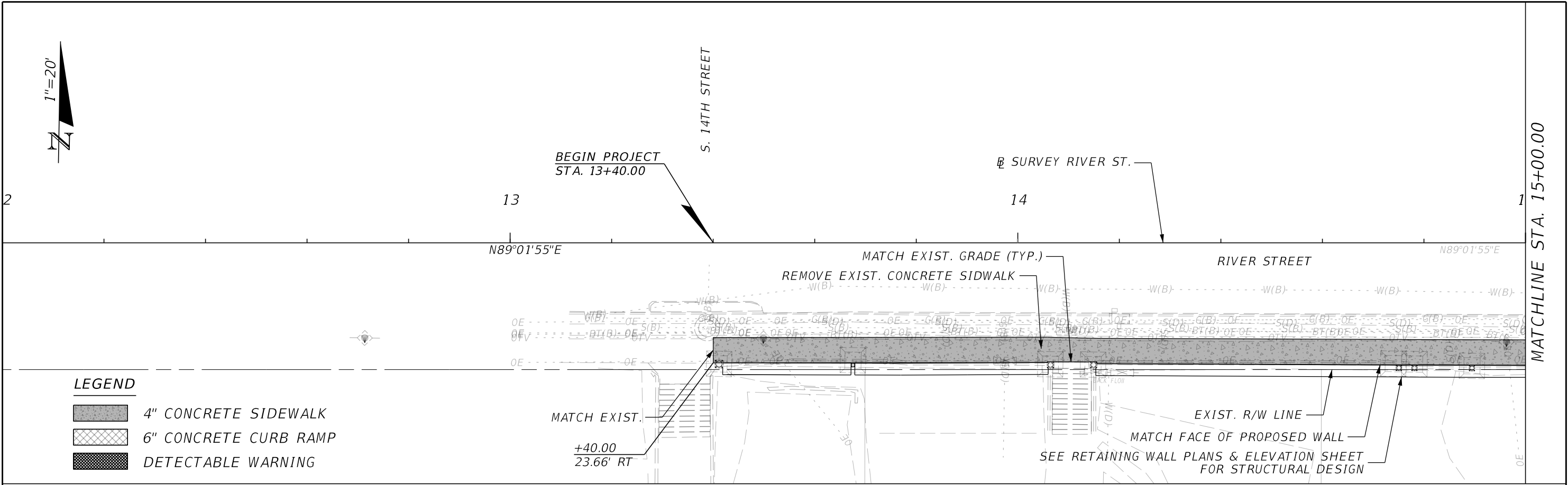
STATION	FRONT FACE OF WALL OFFSET (FT.)	TOP OF WALL ELEVATION (FT.)
13+41.91±	23.65± RT.	73.38
13+50.00±	23.63± RT.	73.38
13+75.00±	23.75± RT.	71.88
14+00.00±	23.65± RT.	70.38
14+05.81±	23.62± RT.	38.88
STAIRS		
14+15.55±	23.83± RT.	68.43
14+25.00±	23.82± RT.	68.43
14+50.00±	23.98± RT.	66.93
14+65.00±	24.05± RT.	65.43
14+75.60±	24.12± RT.	63.42
14+78.68±	24.14± RT.	62.86
15+12.87±	24.20± RT.	62.86
STAIRS		
15+25.61±	24.16± RT.	61.39
15+48.73±	24.25± RT.	61.39
15+66.00±	24.25± RT.	59.89
15+83.00±	24.25± RT.	58.39
15+99.89±	24.35± RT.	56.89
STAIRS		
16+06.76±	24.34± RT.	56.89
16+25.00±	24.35± RT.	56.89
16+50.00±	24.40± RT.	55.39
16+59.87±	24.39± RT.	53.89

STATION	FRONT FACE OF WALL OFFSET (FT.)	BOTTOM OF WALL ELEVATION (FT.)
13+41.91±	23.65± RT.	66.47
13+54.00±	23.69± RT.	65.47
13+68.00±	23.73± RT.	64.37
13+85.00±	23.71± RT.	63.37
14+00.00±	23.62± RT.	62.37
STAIRS		
14+15.55±	23.83± RT.	61.85
14+25.00±	23.82± RT.	60.85
14+40.00±	23.88± RT.	59.85
14+55.00±	24.02± RT.	58.85
14+75.60±	24.12± RT.	58.67
14+78.68±	24.14± RT.	57.62
14+90.00±	24.18± RT.	57.62
14+96.00±	24.18± RT.	56.62
STAIRS		
15+25.61±	24.16± RT.	55.21
15+36.00±	24.20± RT.	54.21
15+49.81±	24.25± RT.	53.21
15+70.00±	24.25± RT.	52.21
15+85.00±	24.22± RT.	51.21
STAIRS		
16+06.76±	24.34± RT.	50.77
16+10.00±	24.33± RT.	49.77
16+28.00±	24.32± RT.	48.77
16+42.00±	24.38± RT.	47.77

NOTES

1. OFFSETS ARE GIVEN TO THE EXTERIOR FACE OF THE RETAINING WALL,

REVISIONS						ENGINEER OF RECORD		DRAWN BY: SMC	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			SHEET TITLE:		REF. DWG. NO.
DATE	BY	DESCRIPTION	DATE	BY	DESCRIPTION	HOWARD GOTSCHALL LICENSE NUMBER: 79639 HANSON PROFESSIONAL SERVICES INC. 8075 GATE PARKWAY WEST, SUITE 204 JACKSONVILLE, FL 32216		CHECKED BY: RAZ	ROAD NO.	COUNTY PUTNAM	FINANCIAL PROJECT ID	PROJECT NAME:		SHEET NO.
								RAZ				RIVER STREET RETAINING WALL REPLACEMENT		Page 27 of 27



- NOTES:**
- EXISTING BUS SHELTER TO BE REMOVED BEFORE CONSTRUCTION OF THE WALL, STORED, AND REINSTALLED AT ITS EXISTING LOCATION ONCE THE PROPOSED WALL IS CONSTRUCTED. COORDINATED WITH THE CITY FOR LOGISTICS OF STORAGE FOR THE EXISTING CANOPY AND BENCH. WORK TO BE DONE UNDER PAY ITEM 751-35-42.
 - REMOVE EXISTING DIAMOND CUT PLATE AND UTILITY BOX. BACKFILL AND COMPACT PER INDEX 120 AND 522. CONSTRUCT 4" THICK CONCRETE SIDEWALK.

REVISIONS				ENGINEER OF RECORD		CITY OF PALATKA PUBLIC WORKS		ROADWAY PLAN	SHEET NO. 9
DATE	DESCRIPTION	DATE	DESCRIPTION	DARYL R. MYERS LICENSE NUMBER: 61786 HANSON PROFESSIONAL SERVICES INC. 8075 GATE PARKWAY WEST, SUITE 204 JACKSONVILLE, FL 32216		ROAD NO.	COUNTY		
							PUTNAM	FINANCIAL PROJECT ID	

**City of Palatka, Florida
OPCC - 90% Submittal July 2025
River Street Retaining Wall**

PAY ITEM No.	ITEM DESCRIPTION	UNIT	QYT Total	SELECTED UNIT COST	TOTAL COST
102-1	MAINTENANCE OF TRAFFIC	LS	1	\$20,000.00	\$20,000.00
110-1-1	CLEARING AND GRUBBING	AC	0.13	\$51,931.53	\$6,751.10
110-4-10	REMOVAL OF EXISTING CONCRETE (RETAINING WALL)	SY	177	\$97.88	\$17,324.76
110-4-10	REMOVAL OF EXISTING CONCRETE	SY	170	\$97.88	\$16,639.60
120-1	REGULAR EXCAVATION	CY	437.8	\$16.90	\$7,398.82
120-6	EMBANKMENT	CY	3.4	\$37.77	\$128.42
400-0-11	CONCRETE CLASS NS, GRAVITY WALL INDEX 400-011	CY	156.5	\$1,200.00	\$187,800.00
520-2-4	CONCRETE CURB & GUTTER, TYPE D	LF	15	\$48.96	\$734.40
522-1	CONCRETE SIDEWALK AND DRIVEWAYS, 4" THICK	SY	175	\$229.92	\$40,236.00
522-2	CONCRETE SIDEWALK AND DRIVEWAYS, 6" THICK	SY	17	\$210.38	\$3,576.46
527-2	DETECTABLE WARNINGS	SF	45	\$62.10	\$2,794.50
570-1-2	PERFORMANCE TURF, SOD	SY	147	\$4.64	\$682.08
751-35-42	ARCHITECTURAL, BUS SHELTER, RELOCATE, 50-100 SF	EA	1	\$1,245.00	\$1,245.00
SUBTOTAL FOR BASE BID ITEMS					\$305,311.14
101-1	Mobilization (5%)	LS	1	\$15,265.56	\$15,265.56
	Contingency (15%)	LS	1	\$45,796.67	\$45,796.67
TOTAL FOR BASE BID ITEMS					\$366,373.36
Note: Cost for existing utilities relocation not included.					

UTILITY FUND - BUDGET VS ACTUAL REVENUES AND EXPENSES

Ten Months YTD 07/31/2025 Total Utility Fund Budget and Actual		
Revenues	Budget	Actuals
Total Utility Fund	\$ 26,032,355	\$ 10,209,574
Expenditures	Budget	Actuals
Total Utility Fund	\$ 26,032,355	\$ 10,124,838
Net Results	Budget	Actuals
Total Utility Fund	\$ -	\$ 84,736
Utility Fund		
	Budget	Actuals
REVENUES		
Federal & State Grants	\$8,354,470	\$2,424,229
Water & Waste/Sewer Charges	\$9,120,081	\$7,299,665
Other Revenues	\$2,013,962	\$52,122
Transfers	\$121,228	\$0
Fund Balance/Reserves - PY	\$6,422,614	\$433,558
Total Revenues	\$26,032,355	\$10,209,574
EXPENSES		
Water Plant	\$3,293,129	\$1,061,562
Sewer/Wastewater Plant	\$6,467,066	\$2,794,246
Water & Sewer Distribution	\$9,090,728	\$2,961,082
Utility Administration	\$797,159	\$618,367
Debt	\$1,460,396	\$785,575
Transfers	\$3,200,878	\$1,904,008
Fund Balance/Reserves - PY	\$1,723,000	\$0
Total Expenditures	\$ 26,032,355	\$ 10,124,838
Net Results	\$ -	\$ 84,736

BETTER PLACE PLAN FUND - BUDGET VS ACTUAL REVENUES AND EXPENSES

Ten Months YTD 07/31/2025 Total Better Place Plan Fund Budget and Actual		
Revenues	Budget	Actuals
Total Better Place Plan Fund	\$ 15,258,788	\$ 3,165,969
Expenditures	Budget	Actuals
Total Better Place Plan Fund	\$ 15,258,788	\$ 3,249,934
Net Results	Budget	Actuals
Total Better Place Plan Fund	\$ -	\$ (83,965)
Better Place Plan Fund		
	Budget	Actuals
REVENUES		
Discretionary Infrastructure Surtax	\$1,315,996	\$1,154,229
State/Federal Grants	\$9,797,103	\$840,321
Transfers In	\$1,011,206	\$46,551
Loan Proceeds	\$1,398,941	\$251,420
Fund Balance/Reserves - PY	\$1,735,542	\$873,449
Total Revenues	\$ 15,258,788	\$ 3,165,969
EXPENSES		
Operating Expenses	\$0	\$77
Capital Outlay	\$5,517,569	\$2,292,710
Debt Service	\$94,000	\$83,286
Grant Matches	\$9,481,097	\$840,321
Transfers Out	\$166,122	\$33,540
Fund Balance/Reserves - PY	\$0	\$0
Total Expenses	\$ 15,258,788	\$ 3,249,934
Net Results	\$ -	\$ (83,965)

TIF FUND - BUDGET VS ACTUAL REVENUES AND EXPENSES

Ten Months YTD 07/31/2025 Total TIF FUND Budget and Actual

Revenues	Budget	Actuals
Total TIF Fund	\$ 2,188,828	\$ 931,104
Expenditures	Budget	Actuals
Total TIF Fund	\$ 2,188,828	\$ 313,217
Net Results	Budget	Actuals
Total TIF Fund	\$ -	\$ 617,887

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	\$152,151
South Historic	\$415,341	\$13,474
North Historic	\$126,999	\$4,810
Transfers	\$792,710	\$0
Reimbursements	\$329,920	\$142,782
Fund Balance/Reserves - PY		
Total Expenses	\$2,188,828	\$313,217
Net Results	\$ -	\$ 617,887

SANITATION FUND - BUDGET VS ACTUAL REVENUES AND EXPENSES

Ten Months YTD 07/31/2025 Total Sanitation Budget and Actual		
Revenues	Budget	Actuals
Total Sanitation	\$ 4,006,921	\$ 3,026,179
Expenditures	Budget	Actuals
Total Sanitation	\$ 4,006,921	\$ 2,617,920
Net Results	Budget	Actuals
Total Sanitation	\$ -	\$ 408,259
Sanitation Fund		
	Budget	Actuals
REVENUES		
Charges for Services	\$3,519,391	\$2,932,953
Contributions	\$111,229	\$92,691
Other Revenue	\$15,944	\$536
Debt Service	\$0	\$0
Fund Balance/Reserves - PY	\$360,357	\$0
Total Revenues	\$ 4,006,921	\$ 3,026,179
EXPENSES		
Garage Maintenance	\$271,290	\$242,169
Sanitation Department	\$2,371,656	\$1,705,059
Capital Outlay	\$100,000	\$162,617
Debt Service	\$318,960	\$197,588
Transfers Out	\$372,584	\$310,487
Fund Balance/Reserves - PY	\$572,432	\$0
Total Expenditures	\$ 4,006,921	\$ 2,617,920
Net Results	\$ -	\$ 408,259

GOLF FUND - BUDGET VS ACTUAL REVENUES AND EXPENSES

Ten Months YTD 07/31/2025 Total Golf Fund Budget and Actual		
Revenues	Budget	Actuals
Total Golf Fund	\$ 174,577	\$ 110,071
Expenditures	Budget	Actuals
Total Golf Fund	\$ 174,577	\$ 157,998
Net Results	Budget	Actuals
Total Golf Fund	\$ -	\$ (47,927)
Golf Course Fund		
	Budget	Actuals
REVENUES		
Restaurant Lease	\$56,035	\$49,390
Reimbursements	\$1,950	\$7,544
Profit Sharing Agreement	\$49,920	\$0
Other Revenues	\$28,025	\$20,932
Transfers In	\$38,647	\$32,206
Fund Balance/Reserves - PY		
Total Revenues	\$174,577	\$110,071
	0.630503961	
EXPENSES		
Maintenance Expenditures	\$28,600	\$12,112
Maintenance Capital Exp	\$0	\$0
Club House Operating Exp	\$120,787	\$124,196
Club House Capital	\$25,000	\$21,532
Transfers	\$191	\$159
Debt Service		
Fund Balance/Reserves - PY		
Total Expenditures	\$ 174,577	\$ 157,998
Net Results	\$ -	\$ (47,927)

ARPA FUND BUDGET VS ACTUAL REVENUES AND EXPENSES

Ten Months YTD 07/31/2025 Total ARPA Fund Budget and Actual		
Revenues	Budget	Actuals
Total ARPA Fund	\$ 1,546,460	\$ 285,435
Expenditures	Budget	Actuals
Total ARPA Fund	\$ 1,546,460	\$ 285,435
Net Results	Budget	Actuals
Total ARPA Fund	\$ -	\$ -
ARPA Fund		
	Budget	Actuals
REVENUES	\$1,546,460	\$285,435
Revenues		
Total Revenues	\$1,546,460	\$285,435
EXPENSES		
Operating Expenses	\$283,770	\$55,000
Capital Outlay	\$1,262,691	\$230,435
Fund Balance/Reserves - PY		
Total Expenses	\$1,546,460	\$285,435
Net Results	\$ -	\$ -

AIRPORT FUND - BUDGET VS ACTUAL REVENUES AND EXPENSES

Ten Months YTD 07/31/2025 Total Airport Fund Budget and Actual		
Revenues	Budget	Actuals
Total Airport Fund	\$ 5,170,275	\$ 2,167,203
Expenditures	Budget	Actuals
Total Airport Fund	\$ 5,170,275	\$ 1,885,022
Net Results	Budget	Actuals
Total Airport Fund	\$ -	\$ 282,181
Airport Fund		
	Budget	Actuals
REVENUES		
Federal & State Grants	\$3,179,206	\$984,177
Operating Revenues	\$1,493,524	\$874,363
Other Revenues	\$6,050	\$71,712
Transfers	\$284,340	\$236,950
Cash Balance Forward	\$207,155	\$0
Total Revenues	\$ 5,170,275	\$ 2,167,203
EXPENSES		
Personnel Expenses	\$416,953	\$347,220
Operating Expenses	\$1,185,746	\$591,143
Capital Outlay	\$3,194,159	\$793,394
Debt Service	\$55,543	\$5,543
Reimbursements	\$177,268	\$147,723
Transfer, Contngencies, Reservs	\$140,607	\$0
Total Expenditures	\$ 5,170,275	\$ 1,885,022
Net Results	\$0	\$ 282,181

GENERAL FUND - BUDGET VS ACTUAL REVENUES AND EXPENSES

	A	B	C	D
1	Ten Months YTD 07/31/2025 Total General Fund Budget and Actual			
2	Revenues	Budget	Actuals	
3	Total General Fund	\$ 23,916,868	\$ 14,455,289	
4				
5	Expenditures	Budget	Actuals	
6	Total General Fund	\$ 23,916,868	\$ 14,386,377	
7				
8	Net Results	Budget	Actuals	
9	Total General Fund	\$ -	\$ 68,912	
10				
11	General Fund Revenues			
12	Sources	Budget	Actuals	
13	Property Taxes	\$4,575,379	\$4,050,673	
14	Local Option Taxes	\$549,032	\$458,059	
15	Utility Service Taxes	\$1,457,362	\$1,177,792	
16	Communication Service Tax	\$386,723	\$327,794	
17	Licenses/Permits	\$116,946	\$101,803	
18	Franchise/Impact Fees	\$1,196,000	\$1,040,989	
19	Special Assessments	\$2,048,871	\$2,106,973	
20	State/Federal Grants	\$1,022,000	\$485,811	
21	State Shared Revenues	\$1,148,258	\$905,092	
22	Impact Fees	\$744,860	\$88,725	
23	Charges for Service	\$240,480	\$135,520	
24	Fines and Forfeits	\$158,052	\$203,277	
25	Miscellaneous Revenues	\$640,921	\$1,063,812	
26	Transfers In	\$852,698	\$605,687	
27	Contributions/Reimbursements	\$2,202,521	\$1,703,281	
28	Debt Proceeds	\$1,000,000	\$0	
29	Fund Balance/Reserves - PY	\$5,576,765	\$0	
30	Total Revenues	\$23,916,868	\$14,455,289	
31				
32				
33	General Fund Expenditures			
34	Departments	Budget	Actuals	
35	City Commission	\$543,238	\$354,768	
36	City Manager	\$646,226	\$186,451	
37	City Clerk's Office	\$277,069	\$167,383	
38	Finance Department	\$597,955	\$473,117	
39	Human Resources	\$290,910	\$199,672	
40	Facilities Maintenance	\$554,829	\$422,307	
41	Information Technology	\$369,235	\$251,702	
42	General Administration - City Hall	\$239,297	\$150,970	
43	Legal Counsel	\$258,271	\$213,810	
44	Other Government Services	\$1,019,293	\$943,248	
45	Building & Zoning	\$516,974	\$369,117	
46		\$5,710,419	\$4,870,390	
47	Code Enforcement	\$353,722	\$228,781	
48	Fire Department	\$3,986,501	\$3,216,422	
49	Streets	\$2,573,002	\$1,177,557	
50	Cemetery	\$135,327	\$68,957	
51	Cultural Services	\$270,788	\$116,912	
52	Recreation	\$511,849	\$253,678	
53	Parks	\$1,152,258	\$243,426	
54	Price Martin Center	\$34,744	\$21,181	
55	Water Taxis	\$86,376	\$83,203	
56	Jenkins Gymnasium	\$104,381	\$57,619	
57	Transfers	\$509,189	\$315,706	
58	Contingencies	\$0	\$0	
59	Fund Balance/Reserves - PY	\$3,175,015	\$0	
60	Total Expenditures	\$23,916,868	\$14,386,377	
61				
62	General Fund Net	\$0	\$68,912	
63				
64				

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
1	ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2025_BUDGET	2025 ACTUAL MONTHLY	2025 ACTUAL YTD	ENCUMBERED	2025 REMAINING BALANCE	% REALIZED
2								
3	GENERAL FUND							
4								
5	GENERAL FUND REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 83.33 % Yr Complete For Fiscal Year: 2025 / 7							
6		311 PROPERTY TAXES						
7	001-00-311-0-0100	CURRENT AD VALOREM TAXES	\$4,562,899	\$91,538	\$4,035,718		\$527,181	88.44%
8	001-00-311-0-0200	DELINQUENT AD VALOREM TAXES	\$12,480	\$0	\$14,955		(\$2,475.31)	119.83%
9			-----	-----	-----		-----	-----
10		TOTAL	\$4,575,379	\$91,538	\$4,050,673		\$524,705.67	89.00%
11								
12		LOCAL OPTION, USE & FUEL TAXES						
13	001-00-312-4-1000	LOCAL OPTION GAS TAX	\$325,945	\$0	\$216,295		\$109,649.84	66.35%
14	001-00-312-4-2000	2010 LOCAL GAS TAX	\$223,087	\$47,338	\$241,764		(\$18,676.90)	108.37%
15			-----	-----	-----		-----	-----
16		TOTAL	\$549,032	\$47,338	\$458,059		\$90,972.94	83.00%
17								
18		UTILITY SERVICES TAXES						
19	001-00-314-1-0000	UTILITY TAX ELECTRIC	\$1,055,536	\$107,756	\$886,752		\$168,783.88	84.00%
20	001-00-314-3-0000	UTILITY TAX WATER	\$291,384	\$25,932	\$207,881		\$83,502.83	71.34%
21	001-00-314-4-0000	UTILITY TAX GAS	\$109,442	\$7,913	\$78,564		\$30,877.94	71.78%
22	001-00-314-7-0000	UTILITY TAX FUEL OIL	\$0	\$0	\$0		\$0.00	0.00%
23	001-00-314-8-0000	UTILITY TAX PROPANE	\$1,000	\$373	\$4,595		(\$3,594.68)	459.46%
24			-----	-----	-----		-----	-----

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
25		TOTAL	\$1,457,362	\$141,974	\$1,177,792		\$279,569.97	81.00%
26								
27		COMMUNICATION SERVICE TAXES						
28	001-00-315-0-1000	TELE COMMUNICATION SERVICE TAX	\$386,723	\$26,125	\$327,794		\$58,929.20	84.76%
29			-----	-----	-----		-----	-----
30		TOTAL	\$386,723	\$26,125	\$327,794		\$58,929.20	85.00%
31								
32		LICENSES/PERMITS						
33	001-00-316-0-1000	OCCUPATIONAL BUSINESS TAX	\$46,914	\$258	\$45,414		\$1,500.05	96.80%
34	001-00-322-0-2000	BUILDING PERMITS	\$20,800	\$0	\$0		\$20,800.00	0.00%
35	001-00-322-0-2100	BUILDING & ZONING REVENUES	\$49,232	\$10,492	\$56,390		(\$7,157.50)	114.53%
36	001-00-322-0-2200	ZONING SWPPP FEES COLLECTED	\$0	\$0	\$0		\$0.00	0.00%
37			-----	-----	-----		-----	-----
38		TOTAL	\$116,946	\$10,750	\$101,803		\$15,142.55	87.00%
39								
40		FRANCHISE FEES						
41	001-00-323-1-0000	FRANCHISE FEES ELECTRIC	\$936,000	\$53,610	\$851,246		\$84,753.89	90.94%
42	001-00-323-4-1000	FRANCHISE FEE - GAS AUTHORITY	\$260,000	\$13,949	\$189,743		\$70,257.00	72.97%
43			-----	-----	-----		-----	-----
44								
45		IMPACT FEES						
46	001-00-324-1-1010	IMPACT FEES-POLICE	\$88,819	\$0	\$10,003		\$78,815.60	11.26%
47	001-00-324-1-2010	IMPACT FEES-FIRE	\$151,861	\$0	\$18,463		\$133,397.80	12.15%
48	001-00-324-3-1010	IMPACT FEES-TRANSPORTATION	\$185,049	\$0	\$22,551		\$162,498.00	12.18%
49	001-00-324-6-1010	IMPACT FEES-PARKS & RECREATION	\$319,131	\$0	\$37,707		\$281,424.00	11.81%
50			-----	-----	-----		-----	-----
51		TOTAL	\$1,940,860	\$67,558	\$1,129,714		\$811,146.29	58.00%
52								
53		SPECIAL ASSESSMENTS						
54	001-00-325-2-1000	FIRE ASSESSMENT FEES	\$2,048,871	\$33,537	\$2,106,973		(\$58,102.04)	102.83%
55			-----	-----	-----		-----	-----
56		TOTAL	\$2,048,871	\$33,537	\$2,106,973		(\$58,102.04)	103.00%
57								
58		OTHER PERMITS & FEES						
59			-----	-----	-----		-----	-----
60		TOTAL	\$0	\$0	\$0		\$0.00	0.00%
61								
62		STATE/FEDERAL GRANTS & PILOTS						
63	001-00-331-2-2500	BULLET PROOF VEST GRT-POLICE	\$8,774	\$0	\$0		\$8,774.00	0.00%
64	001-00-331-2-3601	COPS GRANT 2014-2015	\$194,624	\$0	\$29,398		\$165,225.59	15.10%
65	001-00-331-2-5503	FDLE POLICE VEHICLES	\$250,000	\$0	\$250,000		\$0.00	100.00%
66	001-00-331-2-5900	VOCA GRANT V13045	\$36,266	\$5,537	\$32,529		\$3,736.80	89.69%
67	001-00-331-2-6314	FIRE GRANT EMPLOYEES	\$0	\$0	\$0		\$0.00	0.00%
68	001-00-331-2-6319	2023 JAG C 8C107 Laptop Comput	\$21,000	\$0	\$20,597		\$402.72	98.08%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
69	001-00-331-2-6320	Rural Violent Crime Reduction	\$0	\$0	\$0		\$0.00	0.00%
70	001-00-331-2-6321	2023 JAGC	\$10,000	\$0	\$0		\$10,000.00	0.00%
71	001-00-331-2-6322	Fed DEM HMGP 4486-106-R wind r	\$287,655	\$0	\$0		\$287,655.30	0.00%
72	001-00-331-2-6323	2024 JAG D 6N045 Street Crimes	\$28,681	\$0	\$0		\$28,681.00	0.00%
73	001-00-331-5-1003	FEMA FED Hurricane Ian	\$0	\$0	\$0		\$0.00	0.00%
74	001-00-333-0-1000	PAYMENTS IN LIEU OF TAX (PHA)	\$0	\$0	\$28,153		(\$28,153.46)	0.00%
75	001-00-334-2-0102	SAFE GRANT	\$70,000	\$891	\$110,133		(\$40,132.74)	157.33%
76	001-00-334-5-1003	FEMA STATE Hurricane Ian	\$0	\$0	\$0		\$0.00	0.00%
77	001-00-334-5-5002	DEO COMMUNITY PLANNING TECH AS	\$75,000	\$0	\$0		\$75,000.00	0.00%
78	001-00-334-5-5003	DEO STRATEGIC REVITALIZATION G	\$40,000	\$0	\$15,000		\$25,000.00	37.50%
79			-----	-----	-----		-----	-----
80		TOTAL	\$1,022,000	\$6,428	\$485,811		\$536,189.21	48.00%
81								
82		STATE SHARED REVENUES						
83	001-00-335-1-2000	STATE REVENUE SHARING	\$484,680	\$40,879	\$367,405		\$117,274.65	75.80%
84	001-00-335-1-4000	MOBILE HOME LICENSE TAX	\$5,200	\$466	\$4,204		\$996.40	80.83%
85	001-00-335-1-5000	ALCOHOLIC BEVERAGE TAX	\$14,560	\$0	\$18,900		(\$4,339.83)	129.80%
86	001-00-335-1-6000	SALES TAX 1/2 cent REVENUE (95	\$629,258	\$50,966	\$492,753		\$136,505.28	78.30%
87	001-00-335-2-1000	FIREFIGHTERS SUPPLEMENTAL COMP	\$4,160	\$0	\$2,570		\$1,590.00	61.77%
88	001-00-335-4-9000	FUEL TAX REBATE QTRLY	\$10,400	\$8,006	\$19,260		(\$8,860.42)	185.19%
89			-----	-----	-----		-----	-----
90		TOTAL	\$1,148,258	\$100,316	\$905,092		\$243,166.08	79.00%
91								
92		GRANTS/LOCAL UNITS						
93			-----	-----	-----		-----	-----
94		TOTAL	\$0	\$0	\$0		\$0.00	0.00%
95								
96		SHARED REV OTHER LOCAL UNITS						
97			-----	-----	-----		-----	-----
98		TOTAL	\$0	\$0	\$0		\$0.00	0.00%
99								
100		CHARGES FOR SERVICES						
101	001-00-341-0-3001	CODE ENFORCEMENT-ADMIN FEES	\$20,000	\$0	(\$440)		\$20,440.00	-2.20%
102	001-00-341-0-3002	CODE ENFORCEMENT-VACANT PROPER	\$2,600	\$200	\$4,200		(\$1,600.00)	161.53%
103	001-00-341-0-9001	CODE ENFORCEMENT-MISC FEES	\$12,480	\$1,105	\$14,300		(\$1,820.00)	114.58%
104	001-00-341-9-2000	ZONING CONVENIENCE FEE	\$1,040	\$78	\$1,860		(\$820.00)	178.84%
105	001-00-342-1-1002	POLICE DEPT-ADMIN TOW FEES	\$11,440	\$665	\$7,334		\$4,105.90	64.10%
106	001-00-342-1-1003	POLICE DEPT-INVESTIGATIVE COST	\$12,480	\$551	\$9,451		\$3,029.02	75.72%
107	001-00-342-1-1004	POLICE DEPT-RECORDS REQUESTS	\$4,160	\$637	\$4,741		(\$580.76)	113.96%
108	001-00-342-1-1005	POLICE DEPT-ADMIN FEES	\$3,120	\$0	\$0		\$3,120.00	0.00%
109	001-00-342-1-1006	POLICE DEPT-OFFENDER PAYMENTS	\$1,560	\$100	\$1,610		(\$50.00)	103.20%
110	001-00-342-1-1007	MARSHALLS PD-OT REIMBURSEMENTS	\$20,800	\$0	\$16,228		\$4,572.27	78.01%
111	001-00-342-1-1009	POLICE DEPT-MISCELLANEOUS	\$0	\$0	\$0		\$0.00	0.00%
112	001-00-342-2-1000	FIRE SERVICES	\$62,400	\$0	\$2,295		\$60,105.00	3.67%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
113	001-00-342-5-1000	FIRE INSPECTION FEES	\$41,600	\$21,947	\$31,686		\$9,914.34	76.16%
114	001-00-343-8-1000	CEMETERY SERVICES	\$13,000	\$90	\$19,395		(\$6,395.00)	149.19%
115	001-00-347-2-1000	PARK-REC RENTAL FEES	\$0	\$37	\$37		(\$37.38)	0.00%
116	001-00-347-2-1001	SPECIAL EVENT FEES	\$1,560	\$0	\$1,365		\$195.00	87.50%
117	001-00-347-2-2500	SPONSORSHIP-RECREATION	\$5,616	\$0	\$10,434		(\$4,818.22)	185.79%
118	001-00-347-2-3000	BOOKER/LEFTY TURNER FIELD	\$624	\$701	\$851		(\$226.93)	136.36%
119	001-00-347-3-1000	BRONSON HOUSE	\$520	\$0	\$0		\$520.00	0.00%
120	001-00-347-3-1001	ST JOHNS RIVER CENTER-RENTALS-	\$10,400	\$0	\$0		\$10,400.00	0.00%
121	001-00-347-3-1003	RENTAL-JENKINS COMM CENTER	\$0	\$1,514	\$1,514		(\$1,514.01)	0.00%
122	001-00-347-4-1004	Parks Dept OT reimbursement	\$9,880	\$0	\$3,600		\$6,280.00	36.43%
123	001-00-347-4-1005	Cultural OT reimbursement	\$2,080	\$0	\$0		\$2,080.00	0.00%
124	001-00-347-5-1000	PRICE MARTIN CENTER	\$3,120	\$720	\$5,060		(\$1,939.62)	162.16%
125								
126		TOTAL	\$240,480	\$28,345	\$135,520		\$104,959.61	56.00%
127								
128		FINES/FORFEITS						
129	001-00-351-1-1000	COURT FINES	\$31,200	\$0	\$28,089		\$3,110.88	90.02%
130	001-00-351-3-1000	POLICE EDUCATION	\$2,080	\$0	\$2,472		(\$392.45)	118.86%
131	001-00-354-0-1000	CODE ENFORCEMENT-LIEN FINES	\$63,440	\$9,938	\$77,511		(\$14,070.58)	122.17%
132	001-00-354-0-1001	CODE ENFORCEMENT - LEGAL LIEN	\$20,000	\$5,396	\$22,392		(\$2,391.69)	111.95%
133	001-00-359-0-0500	EVIDENCE FUND	\$24,172	\$0	\$31,529		(\$7,356.52)	130.43%
134	001-00-359-0-1100	FALSE ALARM FINES	\$17,160	\$475	\$8,812		\$8,347.98	51.35%
135	001-00-359-0-2000	SPECIAL POLICE TRUST REV	\$0	\$0	\$30,773		(\$30,773.10)	0.00%
136	001-00-359-0-3000	ABATEMENT FINES	\$0	\$0	\$1,700		(\$1,700.00)	0.00%
137								
138		TOTAL	\$158,052	\$15,808	\$203,277		(\$45,225.48)	129.00%
139								
140		MISCELLANEOUS REVENUES						
141	001-00-361-1-1000	INTEREST EARNINGS	\$182,000	\$44,339	\$496,112		(\$314,112.06)	272.58%
142	001-00-361-1-1001	INTEREST-MONEY MARKET	\$1,040	\$3,190	\$25,204		(\$24,164.09)	2423.47%
143	001-00-361-1-1002	INTEREST FROM GAS AUTHORITY	\$0	\$904	\$21,764		(\$21,764.19)	0.00%
144	001-00-362-0-1000	MISC RENTS	\$43,680	\$1,600	\$6,750		\$36,930.00	15.45%
145	001-00-362-0-2000	LAND RENT/LEASE	\$0	\$0	\$4,000		(\$4,000.00)	0.00%
146	001-00-362-0-3000	AMTRAK RENT	\$2,080	\$170	\$1,700		\$380.00	81.73%
147	001-00-362-0-5000	RENTAL OF RIVERFRONT PARK OPS	\$0	\$500	\$4,500		(\$4,500.00)	0.00%
148	001-00-362-0-5001	PBM PROFIT SHARE- DOCK RENTALS	\$0	\$10	\$191		(\$191.05)	0.00%
149	001-00-362-0-5002	PBM PROFIT SHARE- SHIP STORE S	\$0	\$492	\$3,959		(\$3,958.99)	0.00%
150	001-00-362-0-5003	PBM PROFIT SHARE- CONCESSION S	\$0	\$0	\$32		(\$32.43)	0.00%
151	001-00-362-0-5004	PBM PROFIT SHARE- PBM OWNED IT	\$0	\$18	\$37		(\$37.18)	0.00%
152	001-00-364-0-1000	CEMETERY LOTS	\$57,200	\$500	\$40,000		\$17,200.00	69.93%
153	001-00-364-0-1010	CEMETERY LOTS RESTRICTED	\$11,440	\$250	\$20,750		(\$9,310.00)	181.38%
154	001-00-364-0-4900	SURPLUS EQUIPMENT-GENERAL	\$23,296	\$0	\$0		\$23,296.00	0.00%
155	001-00-364-0-4902	SURPLUS HAMMOCK HALL 429 KIRBY	\$7,833	\$0	\$0		\$7,833.00	0.00%
156	001-00-366-0-1100	CONTRIBUTION - RECREATION	\$2,080	\$750	\$4,650		(\$2,570.00)	223.55%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
157	001-00-366-0-1150	Libra Philanthropies Foundatio	\$4,250	\$0	\$0		\$4,250.00	0.00%
158	001-00-366-0-1300	RECREATION - REGISTRATION	\$2,080	\$280	\$4,750		(\$2,670.00)	228.36%
159	001-00-366-0-1400	RECREATION FIELD RENTALS	\$624	\$0	\$0		\$624.00	0.00%
160	001-00-366-0-1500	RECREATION & PAL EVENT	\$0	\$0	\$0		\$0.00	0.00%
161	001-00-366-0-1700	WELLNESS GRANT - FL BLUE	\$10,000	\$0	\$0		\$10,000.00	0.00%
162	001-00-366-0-2510	FIRE DECONTAMINATION GRANT	\$13,012	\$0	\$0		\$13,012.00	0.00%
163	001-00-366-0-2515	FL BAR INTERN GRANT	\$0	\$0	\$0		\$0.00	0.00%
164	001-00-366-0-3501	CONTRIBUTION-ST JOHNS RIVER CE	\$0	\$0	\$0		\$0.00	0.00%
165	001-00-366-0-6000	CONTRIBUTION - ANTIQUE FIRE TR	\$0	\$0	\$0		\$0.00	0.00%
166	001-00-366-0-7601	CONTRIBUTIONS - SP EVENT JONES	\$2,002	\$0	\$0		\$2,002.00	0.00%
167	001-00-366-0-8000	CONTRIBUTION - FIREWORKS	\$5,200	\$0	\$0		\$5,200.00	0.00%
168	001-00-366-0-8001	CONTRIBUTION - MAYOR'S RECEPTI	\$7,280	\$0	\$0		\$7,280.00	0.00%
169	001-00-366-0-8002	CONTRIBUTION - SPECIAL EVENTS	\$520	\$0	\$0		\$520.00	0.00%
170	001-00-366-0-8500	CONTRIBUTION - FIRE PUBLIC EDU	\$520	\$0	\$3,010		(\$2,490.00)	578.84%
171	001-00-369-3-1000	REFUNDS & REIMBURSEMENTS	\$5,200	\$0	\$296		\$4,903.82	5.69%
172	001-00-369-3-2000	FEMA REIMBURSEMENT	\$50,000	\$33,995	\$65,651		(\$15,650.66)	131.30%
173	001-00-369-3-3500	OPIOD SETTLEMENT TRUST FUND RE	\$0	\$0	\$13,838		(\$13,838.09)	0.00%
174	001-00-369-9-0500	MISC REVENUE	\$36,400	\$14,209	\$68,030		(\$31,629.66)	186.89%
175	001-00-369-9-1000	FDOT ISLAND RIGHT OF WAY MAINT	\$53,721	\$49,651	\$62,564		(\$8,843.47)	116.46%
176	001-00-369-9-1001	E-PAYABLES REVENUE SHARE	\$1,560	\$81	\$1,914		(\$353.91)	122.68%
177	001-00-369-9-2000	INSURANCE CLAIMS - GENERAL	\$0	\$0	\$214,109		(\$214,109.46)	0.00%
178	001-00-369-9-3000	FDOT LIGHTING MAINTENANCE	\$41,661	\$0	\$0		\$41,661.00	0.00%
179	001-00-369-9-3001	FDOT TRAFFIC SIGNAL MAINTENANC	\$76,242	\$0	\$0		\$76,242.00	0.00%
180			-----	-----	-----		-----	
181		TOTAL	\$640,921	\$150,939	\$1,063,812		(\$422,891.42)	166.00%
182								
183		TRANSFERS IN						
184	001-00-381-0-1400	TRANSFER FROM UTILITY FUND-FRA	\$526,466	\$43,872	\$438,722		\$87,744.30	83.33%
185	001-00-381-0-1500	TRANSFER FROM SANITATION FUND-	\$160,110	\$13,343	\$133,425		\$26,685.00	83.33%
186	001-00-381-0-1900	TRANSFER FROM BETTER PLACE	\$166,122	\$0	\$33,540		\$132,581.70	20.19%
187			-----	-----	-----		-----	
188		TOTAL	\$852,698	\$57,215	\$605,687		\$247,011.00	71.00%
189								
190		REIMBURSEMENTS						
191	001-00-382-0-1000	CONTRIB FROM UTILITIES	\$1,482,666	\$123,556	\$1,235,555		\$247,111.00	83.33%
192	001-00-382-0-2000	CONTRIB FROM GOLF	\$191	\$16	\$159		\$31.80	83.35%
193	001-00-382-0-3000	CONTRIB FROM SANITATION	\$212,474	\$17,706	\$177,062		\$35,412.30	83.33%
194	001-00-382-0-5001	ADMIN EXP REIMB-AIRPORT GRANTS	\$177,268	\$14,772	\$147,723		\$29,544.70	83.33%
195	001-00-382-0-6000	CONTRIB FROM TAX INCREMENT	\$110,604	\$9,217	\$92,170		\$18,434.00	83.33%
196	001-00-382-0-6001	REIMBURSEMENT FROM TAX INCREME	\$219,318	\$16,871	\$50,612		\$168,706.14	23.07%
197	001-00-382-0-7000	CONTRIB FROM PENSION FUNDS	\$0	\$0	\$0		\$0.00	0.00%
198			-----	-----	-----		-----	
199		TOTAL	\$2,202,521	\$182,138	\$1,703,281		\$499,239.94	77.00%
200								

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
201		DEBT PROCEEDS						
202	001-00-384-0-1000	LOAN PROCEEDS	\$1,000,000	\$0	\$0		\$1,000,000.00	0.00%
203	001-00-384-0-1001	LOAN PROCEEDS PD VEHICLES	\$0	\$0	\$0		\$0.00	0.00%
204								
205		TOTAL	\$1,000,000	\$0	\$0		\$1,000,000.00	0.00%
206								
207								
208		TOTAL OPERATING & OTHER REV	\$18,340,103	\$960,009	\$14,455,289		\$3,884,813.52	79.00%
209								
210								
211		CASH BALANCE FORWARD						
212	001-00-301-0-1000	OPERATING CASH BALANCE FORWARD	\$4,480,772	\$0	\$0		\$4,480,772.00	0.00%
213	001-00-301-0-1001	EVIDENCE FUND BALANCE FORWARD	\$7,282	\$0	\$0		\$7,282.00	0.00%
214	001-00-301-0-1002	LOT DEMOLITION/CLEANUP BALANCE	\$22,075	\$0	\$0		\$22,075.00	0.00%
215	001-00-301-0-1006	INSURANCE CONTINGENCY BALANCE	\$624,444	\$0	\$0		\$624,444.00	0.00%
216	001-00-301-0-1009	SPECIAL CEMETERY BALANCE FORWA	\$118,889	\$0	\$0		\$118,889.00	0.00%
217	001-00-301-0-1010	SPECIAL POLICE BALANCE FORWARD	\$61,271	\$0	\$0		\$61,271.00	0.00%
218	001-00-301-0-1012	HAND GUN CLASSES BALANCE FORWA	\$7,637	\$0	\$0		\$7,637.00	0.00%
219	001-00-301-0-1013	FIRE PUBLIC EDUCATION BALANCE	\$24,937	\$0	\$0		\$24,937.00	0.00%
220	001-00-301-0-1019	RED LIGHT CAMERA BALANCE FORWA	\$49,988	\$0	\$0		\$49,988.00	0.00%
221	001-00-301-0-1021	LANDSCAPING CODE FEE BALANCE F	\$61,663	\$0	\$0		\$61,663.00	0.00%
222	001-00-301-0-1022	I&E EVIDENCE BALANCE FORWARD	\$7,523	\$0	\$0		\$7,523.00	0.00%
223	001-00-301-0-1023	PARKS BANK -DONATIONS	\$284	\$0	\$0		\$284.00	0.00%
224	001-00-301-0-1024	FIRE CAPITAL REPLACEMENT BALAN	\$110,000	\$0	\$0		\$110,000.00	0.00%
225								
226		TOTAL	\$5,576,765	\$0	\$0		\$5,576,765.00	0.00%
227								
228	GENERAL FUND	TOTAL REV, TRANSFERS & CASH BAL	\$23,916,868	\$960,009	\$14,455,289		\$9,461,578.52	60.00%
229								
230	GENERAL FUND EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 83.33 % Yr Complete For Fiscal Year: 2025 / 7							
231		CITY COMMISSION						
232								
233		PERSONNEL SERVICES						
234	001-01-511-1-1110	COMMISSIONERS SALARIES	\$119,711	\$8,888	\$94,031	\$0	\$25,680	78.54%
235	001-01-511-1-1200	LEGISLATIVE ASST SALARIES	\$0	\$0	\$0	\$0	\$0	0.00%
236	001-01-511-1-1210	COMMISS ACCRUED PAYROLL	\$0	\$0	\$0	\$0	\$0	0.00%
237	001-01-511-1-2100	FICA TAX EXPENSE	\$9,192	\$666	\$7,046	\$0	\$2,146	76.65%
238	001-01-511-1-2200	RETIREMENT EXPENSE	\$36,889	\$2,793	\$28,951	\$750	\$7,187	78.48%
239	001-01-511-1-2300	HEALTH AND LIFE INSURANCE	\$17,376	\$610	\$6,526	\$0	\$10,850	37.55%
240								
241		TOTAL	\$183,168	\$12,956	\$136,555	\$750	\$45,863	75.00%
242								
243		OPERATING EXPENSES						
244	001-01-511-3-3100	PROFESSIONAL SERVICES	\$88,646	\$5,000	\$74,119	\$13,500	\$1,026	83.61%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
245	001-01-511-3-4022	SCHOOLING/CONF-MAYOR	\$10,000	\$0	\$687	\$1,157	\$8,156	6.87%
246	001-01-511-3-4023	SCHOOLING/CONF-Commissioner W	\$10,000	\$0	\$2,935	\$1,726	\$5,340	29.34%
247	001-01-511-3-4024	SCHOOLING/CONF-COMM CAMPBELL	\$10,000	\$2,470	\$6,941	\$565	\$2,494	69.41%
248	001-01-511-3-4025	SCHOOLING/CONF-COMM DAVIS	\$10,000	\$3	\$3,586	\$1,103	\$5,311	35.86%
249	001-01-511-3-4026	SCHOOLING/CONF-COMM BOROM	\$10,000	\$0	\$2,810	\$1,456	\$5,735	28.09%
250	001-01-511-3-4100	COMMUNICATIONS SERVICES	\$6,240	\$273	\$4,722	\$0	\$1,518	75.66%
251	001-01-511-3-4800	ADVERTISING	\$14,000	\$1,198	\$9,954	\$46	\$4,000	71.10%
252	001-01-511-3-4901	SPECIAL EVENTS & PROJECTS - Ma	\$12,602	\$0	\$2,600	\$0	\$10,002	20.63%
253	001-01-511-3-4903	SPECIAL EVENTS & PROJECTS - Co	\$15,965	\$0	\$5,192	\$132	\$10,641	32.52%
254	001-01-511-3-4904	SPECIAL EVENTS & PROJECTS - Co	\$8,700	\$800	\$3,800	\$1,500	\$3,400	43.67%
255	001-01-511-3-4905	SPECIAL EVENTS & PROJECTS - Co	\$10,000	\$0	\$6,438	\$188	\$3,374	64.38%
256	001-01-511-3-4906	SPECIAL EVENTS & PROJECTS - Co	\$13,997	\$0	\$6,266	\$0	\$7,731	44.76%
257	001-01-511-3-4907	MAYOR'S RECEPTION	\$10,000	\$0	\$1,059	\$96	\$8,845	10.59%
258	001-01-511-3-4910	NEFLC	\$5,000	\$0	\$205	\$315	\$4,480	4.10%
259	001-01-511-3-4930	CITIZENS TRANSPORTATION	\$25,000	\$0	\$16,667	\$8,333	\$0	66.66%
260	001-01-511-3-5100	OFFICE SUPPLIES	\$520	\$0	\$268	\$225	\$28	51.46%
261	001-01-511-3-5260	UNIFORMS	\$520	\$0	\$269	\$50	\$201	51.75%
262	001-01-511-3-5280	OPERATING SUPPLIES	\$3,213	\$195	\$1,931	\$0	\$1,282	60.10%
263	001-01-511-3-5283	SBDC	\$8,099	\$0	\$0	\$0	\$8,099	0.00%
264	001-01-511-3-5284	AWARDS/RECONGNITION	\$5,000	\$0	\$451	\$189	\$4,360	9.02%
265	001-01-511-3-5286	YOUTH AMBASSADOR PROGRAM	\$520	\$0	\$147	\$0	\$373	28.26%
266	001-01-511-3-5400	MEMBR,SUBSCRIPT,DUES	\$5,000	\$0	\$3,055	\$756	\$1,189	61.10%
267			-----	-----	-----	-----	-----	-----
268		TOTAL	\$283,021	\$9,939	\$154,102	\$31,335	\$97,584	54.00%
269								
270		CAPITAL OUTLAY						
271	001-01-511-6-6400	CAPITAL OUTLAY	\$43,980	\$0	\$38,286	\$0	(\$2,306)	87.05%
272			-----	-----	-----	-----	-----	-----
273		TOTAL	\$43,980	\$0	\$38,286	\$0	(\$2,306)	87.00%
274			-----	-----	-----	-----	-----	-----
275								
276		COMMISSIONER INTERNS						
277	001-01-512-1-1200	REGULAR SALARIES	\$31,160	\$17,988	\$23,991	\$0	\$7,170	76.99%
278	001-01-512-1-2100	FICA TAX EXPENSE	\$1,909	\$1,376	\$1,835	\$0	\$74	96.13%
279			-----	-----	-----	-----	-----	-----
280		TOTAL	\$33,069	\$19,364	\$25,826	\$0	\$7,243	78.00%
281		DEPARTMENT TOTAL	\$543,238	\$42,259	\$354,768	\$32,085	\$148,384	65.00%
282			-----	-----	-----	-----	-----	-----
283		CITY MANAGER'S OFFICE						
284								
285		PERSONNEL SERVICES						
286	001-20-512-1-1100	EXECUTIVE SALARIES	\$304,203	\$6,538	\$75,398	\$0	\$228,805	24.78%
287	001-20-512-1-1200	REGULAR SALARIES	\$70,980	\$10,370	\$49,484	\$0	\$21,496	69.71%
288	001-20-512-1-1210	ACCRUED SALARIES	\$0	\$0	\$0	\$0	\$0	0.00%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
289	001-20-512-1-2100	FICA TAX EXPENSE	\$28,701	\$1,275	\$9,459	\$0	\$19,242	32.95%
290	001-20-512-1-2200	RETIREMENT EXPENSE	\$115,181	\$5,191	\$34,929	\$0	\$80,252	30.32%
291	001-20-512-1-2300	HEALTH AND LIFE INSURANCE	\$56,728	\$612	\$3,079	\$0	\$53,649	5.42%
292			-----	-----	-----	-----	-----	-----
293		TOTAL	\$575,793	\$23,986	\$172,349	\$0	\$403,444	30.00%
294								
295		OPERATING EXPENSES						
296	001-20-512-3-3100	PROFESSIONAL SERVICES	\$15,000	\$47	\$187	\$0	\$14,813	1.24%
297	001-20-512-3-3120	PRE-EMPLOYMENT EXPENSE	\$99	\$55	\$139	\$0	(\$40)	140.19%
298	001-20-512-3-4021	SCHOOLING/CONF-CITY MANAGER	\$18,000	\$2,946	\$6,015	\$907	\$11,078	33.41%
299	001-20-512-3-4100	COMMUNICATIONS SERVICES	\$2,296	\$112	\$1,252	\$0	\$1,044	54.54%
300	001-20-512-3-4200	POSTAGE AND FREIGHT	\$832	\$92	\$96	\$0	\$736	11.52%
301	001-20-512-3-4400	RENTALS AND LEASES	\$486	\$29	\$455	\$0	\$31	93.66%
302	001-20-512-3-4630	VEHICLE MAINTENANCE	\$1,040	\$50	\$273	\$195	\$572	26.28%
303	001-20-512-3-4700	PRINTING AND BINDING	\$600	\$0	\$0	\$0	\$600	0.00%
304	001-20-512-3-5000	FINES & FEES	\$0	\$0	\$253	\$0	(\$253)	0.00%
305	001-20-512-3-5100	OFFICE SUPPLIES	\$1,200	\$659	\$970	\$0	\$230	80.83%
306	001-20-512-3-5210	GAS AND LUBRICANTS	\$2,080	\$0	\$26	\$0	\$2,054	1.27%
307	001-20-512-3-5260	UNIFORMS	\$600	\$0	\$0	\$0	\$600	0.00%
308	001-20-512-3-5280	OPERATING SUPPLIES	\$3,000	\$540	\$4,225	\$0	(\$1,225)	140.83%
309	001-20-512-3-5400	MEMBR,SUBSCRIPT,DUES	\$5,200	\$0	\$210	\$0	\$4,990	4.03%
310			-----	-----	-----	-----	-----	-----
311		TOTAL	\$50,433	\$4,529	\$14,101	\$1,102	\$35,230	28.00%
312								
313		CAPITAL OUTLAY						
314	001-20-512-6-6400	CAPITAL OUTLAY	\$20,000	\$0	\$0	\$0	\$20,000	0.00%
315			-----	-----	-----	-----	-----	-----
316		TOTAL	\$20,000	\$0	\$0	\$0	\$20,000	0.00%
317			-----	-----	-----	-----	-----	-----
318		DEPARTMENT TOTAL	\$646,226	\$28,516	\$186,451	\$1,102	\$458,673	29.00%
319			-----	-----	-----	-----	-----	-----
320		CITY CLERK'S OFFICE						
321								
322		PERSONNEL SERVICES						
323	001-21-512-1-1100	EXECUTIVE SALARIES	\$64,155	\$5,208	\$58,998	\$0	\$5,157	91.96%
324	001-21-512-1-1200	REGULAR SALARIES	\$81,674	\$2,375	\$35,291	\$0	\$46,383	43.20%
325	001-21-512-1-1210	ACCRUED SALARIES	\$0	\$0	\$0	\$0	\$0	0.00%
326	001-21-512-1-1400	OVERTIME	\$0	\$0	\$1,226	\$0	(\$1,226)	0.00%
327	001-21-512-1-2100	FICA TAX EXPENSE	\$11,156	\$551	\$7,160	\$0	\$3,996	64.18%
328	001-21-512-1-2200	RETIREMENT EXPENSE	\$44,770	\$2,328	\$26,175	\$0	\$18,595	58.46%
329	001-21-512-1-2300	HEALTH AND LIFE INSURANCE	\$13,785	\$615	\$5,214	\$0	\$8,571	37.82%
330			-----	-----	-----	-----	-----	-----
331		TOTAL	\$215,540	\$11,077	\$134,063	\$0	\$81,477	62.00%
332								

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
333		OPERATING EXPENSES						
334	001-21-512-3-3100	PROFESSIONAL SERVICES	\$19,471	\$0	\$13,174	\$0	\$6,297	67.65%
335	001-21-512-3-3120	PRE-EMPLOYMENT EXPENSE	\$376	\$0	\$299	\$0	\$77	79.53%
336	001-21-512-3-3400	CONTRACTUAL SERVICES	\$10,533	\$0	\$9,542	\$0	\$991	90.58%
337	001-21-512-3-3499	FEES-RECORDING/FILING	\$0	\$0	\$68	\$0	(\$68)	0.00%
338	001-21-512-3-4027	SCHOOLING/CONF-CITY CLERK	\$9,975	\$0	\$3,015	\$0	\$6,960	30.22%
339	001-21-512-3-4100	COMMUNICATIONS SERVICES	\$520	\$75	\$504	\$0	\$16	96.94%
340	001-21-512-3-4200	POSTAGE AND FREIGHT	\$208	\$0	\$42	\$0	\$166	20.02%
341	001-21-512-3-4400	RENTALS AND LEASES	\$3,610	\$231	\$2,358	\$413	\$839	65.31%
342	001-21-512-3-4700	PRINTING AND BINDING	\$104	\$0	\$180	\$0	(\$76)	172.77%
343	001-21-512-3-4810	LEGAL ADVERTISING	\$6,609	\$0	\$2,348	\$2,652	\$1,609	35.52%
344	001-21-512-3-5000	FINES & FEES	\$260	\$61	\$202	\$0	\$58	77.84%
345	001-21-512-3-5100	OFFICE SUPPLIES	\$520	\$0	\$464	\$0	\$56	89.30%
346	001-21-512-3-5260	UNIFORMS	\$208	\$0	\$91	\$0	\$117	43.70%
347	001-21-512-3-5280	OPERATING SUPPLIES	\$7,115	\$92	\$438	\$230	\$6,447	6.15%
348	001-21-512-3-5400	MEMBR,SUBSCRIPT,DUES	\$2,020	\$0	\$596	\$0	\$1,425	29.48%
349								
350		TOTAL	\$61,529	\$458	\$33,320	\$3,295	\$24,914	54.00%
351								
352		CAPITAL OUTLAY						
353								
354		TOTAL	\$0	\$0	\$0	\$0	\$0	0.00%
355								
356		DEPARTMENT TOTAL	\$277,069	\$11,535	\$167,383	\$3,295	\$106,391	60.00%
357								
358		FINANCE						
359								
360		PERSONNEL SERVICES						
361	001-22-513-1-1100	EXECUTIVE SALARIES	\$128,037	\$937	\$88,312	\$0	\$39,725	68.97%
362	001-22-513-1-1200	REGULAR SALARIES	\$250,615	\$18,363	\$201,889	\$0	\$48,726	80.55%
363	001-22-513-1-1210	ACCRUED SALARIES	\$0	\$0	\$0	\$0	\$0	0.00%
364	001-22-513-1-1400	OVERTIME	\$6,552	\$18	\$8,520	\$0	(\$1,968)	130.03%
365	001-22-513-1-2100	FICA TAX EXPENSE	\$10,296	\$1,403	\$22,158	\$0	(\$11,862)	215.20%
366	001-22-513-1-2200	RETIREMENT EXPENSE	\$118,258	\$5,931	\$89,672	\$0	\$28,586	75.82%
367	001-22-513-1-2300	HEALTH AND LIFE INSURANCE	\$41,224	\$2,614	\$29,587	\$0	\$11,637	71.77%
368								
369		TOTAL	\$554,982	\$29,266	\$440,137	\$0	\$114,845	79.00%
370								
371		OPERATING EXPENSES						
372	001-22-513-3-3100	PROFESSIONAL SERVICES	\$2,600	\$0	\$298	\$0	\$2,302	11.45%
373	001-22-513-3-3120	PRE-EMPLOYMENT EXPENSE	\$156	\$154	\$603	\$0	(\$447)	386.44%
374	001-22-513-3-3200	ACCOUNTING AND AUDITING	\$24,617	\$0	\$17,934	\$6,471	\$212	72.85%
375	001-22-513-3-4020	SCHOOLING, CONFERENCE, ETC	\$7,280	\$0	\$3,173	\$0	\$4,107	43.58%
376	001-22-513-3-4100	COMMUNICATIONS SERVICES	\$624	\$37	\$372	\$0	\$252	59.68%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
377	001-22-513-3-4200	POSTAGE AND FREIGHT	\$780	\$385	\$1,688	\$0	(\$908)	216.35%
378	001-22-513-3-4400	RENTALS AND LEASES	\$1,132	\$92	\$919	\$184	\$30	81.14%
379	001-22-513-3-4700	PRINTING AND BINDING	\$1,144	\$192	\$1,906	\$0	(\$762)	166.59%
380	001-22-513-3-5000	FINES & FEES	\$0	\$20	\$3,926	\$0	(\$3,926)	0.00%
381	001-22-513-3-5100	OFFICE SUPPLIES	\$1,820	\$58	\$792	\$163	\$865	43.50%
382	001-22-513-3-5260	UNIFORMS	\$520	\$0	\$0	\$233	\$287	0.00%
383	001-22-513-3-5280	OPERATING SUPPLIES	\$1,780	\$35	\$1,118	\$0	\$662	62.82%
384	001-22-513-3-5400	MEMBR,SUBSCRIPT,DUES	\$520	\$150	\$250	\$0	\$270	48.07%
385			-----	-----	-----	-----	-----	-----
386		TOTAL	\$42,973	\$1,124	\$32,979	\$7,050	\$2,943	77.00%
387								
388		CAPITAL OUTLAY						
389			-----	-----	-----	-----	-----	-----
390		TOTAL	\$0	\$0	\$0	\$0	\$0	0.00%
391			-----	-----	-----	-----	-----	-----
392		DEPARTMENT TOTAL	\$597,955	\$30,390	\$473,117	\$7,050	\$117,788	79.00%
393			-----	-----	-----	-----	-----	-----
394		HUMAN RESOURCES						
395								
396		PERSONNEL SERVICES						
397	001-25-513-1-1100	EXECUTIVE SALARIES	\$82,173	\$6,048	\$64,931	\$0	\$17,242	79.01%
398	001-25-513-1-1200	SALARY	\$42,525	\$3,539	\$36,837	\$0	\$5,688	86.62%
399	001-25-513-1-1210	ACCRUED SALARIES	\$0	\$0	\$0	\$0	\$0	0.00%
400	001-25-513-1-1400	OVERTIME	\$800	\$0	\$405	\$0	\$395	50.64%
401	001-25-513-1-2100	FICA TAX EXPENSE	\$9,539	\$708	\$7,562	\$0	\$1,977	79.27%
402	001-25-513-1-2200	RETIREMENT EXPENSE	\$38,282	\$2,943	\$31,280	\$0	\$7,002	81.70%
403	001-25-513-1-2300	HEALTH AND LIFE INSURANCE	\$15,413	\$1,223	\$12,845	\$0	\$2,568	83.33%
404			-----	-----	-----	-----	-----	-----
405		TOTAL	\$188,732	\$14,462	\$153,860	\$0	\$34,872	82.00%
406								
407		OPERATING EXPENSES						
408	001-25-513-3-3100	PROFESSIONAL SERVICES	\$22,500	\$0	\$18,461	\$0	\$5,539	82.04%
409	001-25-513-3-3120	PRE-EMPLOYMENT EXPENSE	\$358	\$55	\$309	\$0	\$49	86.32%
410	001-25-513-3-4020	SCHOOLING, CONFERENCE, ETC	\$4,010	\$0	\$988	\$0	\$3,022	24.62%
411	001-25-513-3-4100	COMMUNICATIONS SERVICES	\$787	\$78	\$778	\$0	(\$266)	98.81%
412	001-25-513-3-4200	POSTAGE AND FREIGHT	\$208	\$0	\$201	\$0	\$7	96.51%
413	001-25-513-3-4310	NATURAL GAS	\$0	\$0	\$0	\$0	\$0	0.00%
414	001-25-513-3-4400	RENTALS AND LEASES	\$624	\$36	\$356	\$71	\$197	56.97%
415	001-25-513-3-4700	PRINTING AND BINDING	\$812	\$72	\$874	\$0	(\$362)	107.62%
416	001-25-513-3-4800	ADVERTISING	\$8,500	\$944	\$8,248	\$185	\$66	97.03%
417	001-25-513-3-5000	FEES & FINES	\$380	\$39	\$373	\$0	(\$243)	98.20%
418	001-25-513-3-5100	OFFICE SUPPLIES	\$1,040	\$176	\$581	\$0	\$459	55.85%
419	001-25-513-3-5260	UNIFORMS	\$104	\$0	\$0	\$0	\$104	0.00%
420	001-25-513-3-5280	OPERATING SUPPLIES	\$4,835	\$12	\$3,071	\$425	\$664	63.50%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
421	001-25-513-3-5288	EMPLOYEE RECOGNITION SUPPLIES	\$520	\$34	\$286	\$0	\$234	55.01%
422	001-25-513-3-5400	MEMBR,SUBSCRIPT,DUES	\$520	\$0	\$0	\$0	\$520	0.00%
423	001-25-513-3-5500	WELLNESS PROGRAM	\$12,480	\$1,173	\$11,287	\$0	\$1,193	90.43%
424			-----	-----	-----	-----	-----	-----
425		TOTAL	\$57,678	\$2,618	\$45,812	\$682	\$11,185	79.00%
426								
427		CAPITAL OUTLAY						
428	001-25-513-6-6400	CAPITAL OUTLAY	\$44,500	\$0	\$0	\$0	\$44,500	0.00%
429			-----	-----	-----	-----	-----	-----
430		TOTAL	\$44,500	\$0	\$0	\$0	\$44,500	0.00%
431			-----	-----	-----	-----	-----	-----
432		DEPARTMENT TOTAL	\$290,910	\$17,080	\$199,672	\$682	\$90,557	69.00%
433			-----	-----	-----	-----	-----	-----
434		FACILITIES MAINTENANCE						
435								
436		PERSONNEL SERVICES						
437	001-23-519-1-1100	EXECUTIVE SALARIES	\$127,082	\$13,346	\$106,287	\$0	\$20,795	83.63%
438	001-23-519-1-1200	REGULAR SALARIES	\$122,577	\$9,251	\$87,047	\$0	\$35,530	71.01%
439	001-23-519-1-1210	ACCRUED SALARIES	\$0	\$0	\$0	\$0	\$0	0.00%
440	001-23-519-1-1400	OVERTIME	\$6,552	\$861	\$9,130	\$0	(\$2,578)	139.34%
441	001-23-519-1-2100	FICA TAX EXPENSE	\$19,600	\$1,628	\$14,502	\$0	\$5,098	73.98%
442	001-23-519-1-2200	RETIREMENT EXPENSE	\$78,657	\$7,201	\$62,026	\$0	\$16,631	78.85%
443	001-23-519-1-2300	HEALTH AND LIFE INSURANCE	\$39,214	\$5,889	\$39,577	\$0	(\$363)	100.92%
444	001-23-519-1-2500	UNEMPLOYMENT COMP	\$0	\$0	\$238	\$0	(\$238)	0.00%
445			-----	-----	-----	-----	-----	-----
446		TOTAL	\$393,682	\$38,176	\$318,806	\$0	\$74,876	81.00%
447								
448		OPERATING EXPENSES						
449	001-23-519-3-3100	PROFESSIONAL SERVICES	\$8,135	\$0	\$1,422	\$0	\$6,713	17.48%
450	001-23-519-3-3120	PRE-EMPLOYMENT EXPENSE	\$1,040	\$55	\$309	\$0	\$731	29.71%
451	001-23-519-3-4020	SCHOOLING, CONFERENCE, ETC	\$5,200	\$0	\$2,545	\$0	\$2,655	48.94%
452	001-23-519-3-4100	COMMUNICATIONS SERVICES	\$1,308	\$153	\$1,514	\$0	(\$206)	115.72%
453	001-23-519-3-4400	RENTALS AND LEASES	\$1,560	\$40	\$401	\$80	\$1,078	25.72%
454	001-23-519-3-4610	BUILDING MAINTENANCE	\$8,320	\$196	\$6,608	\$504	\$1,208	79.41%
455	001-23-519-3-4620	EQUIPMENT MAINTENANCE	\$5,200	\$19	\$363	\$0	\$4,837	6.98%
456	001-23-519-3-4630	VEHICLE MAINTENANCE	\$5,200	\$171	\$3,396	\$0	\$1,804	65.31%
457	001-23-519-3-5100	OFFICE SUPPLIES	\$1,040	\$0	\$0	\$0	\$1,040	0.00%
458	001-23-519-3-5210	GAS AND LUBRICANTS	\$6,760	\$436	\$3,621	\$0	\$3,139	53.56%
459	001-23-519-3-5250	SMALL TOOLS	\$6,240	\$2,073	\$4,267	\$0	\$1,973	68.38%
460	001-23-519-3-5260	UNIFORMS	\$2,080	\$123	\$1,383	\$0	\$697	66.48%
461	001-23-519-3-5280	OPERATING SUPPLIES	\$8,240	\$2,923	\$5,314	\$202	\$2,723	64.49%
462	001-23-519-3-5400	MEMBR,SUBSCRIPT,DUES	\$2,080	\$0	\$0	\$0	\$2,080	0.00%
463			-----	-----	-----	-----	-----	-----
464		TOTAL	\$62,403	\$6,189	\$31,143	\$787	\$30,473	50.00%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
465								
466		CAPITAL OUTLAY						
467	001-23-519-6-6400	CAPITAL OUTLAY	\$45,000	\$0	\$45,000	\$0	\$0	99.99%
468			-----	-----	-----	-----	-----	-----
469		TOTAL	\$45,000	\$0	\$45,000	\$0	\$0	100.00%
470								
471		DEBT SERVICE						
472	001-23-517-7-7101	PRINCIPAL PUBLIC WORKS BLDG	\$12,788	\$0	\$0	\$0	\$12,788	0.00%
473	001-23-517-7-7201	INTEREST PUBLIC WORKS BLDG	\$21,966	\$0	\$11,533	\$0	\$10,433	52.50%
474			-----	-----	-----	-----	-----	-----
475		TOTAL	\$34,754	\$0	\$11,533	\$0	\$23,221	33.00%
476								
477		TRANSFERS ADMINISTRATIVE						
478	001-23-519-9-9104	REIMB FLEET MAINTENANCE	\$18,990	\$1,583	\$15,825	\$0	\$3,165	83.33%
479			-----	-----	-----	-----	-----	-----
480		TOTAL	\$18,990	\$1,583	\$15,825	\$0	\$3,165	83.00%
481			-----	-----	-----	-----	-----	-----
482		DEPARTMENT TOTAL	\$554,829	\$45,947	\$422,307	\$787	\$131,735	76.00%
483			-----	-----	-----	-----	-----	-----
484		INFORMATION TECHNOLOGY DEPT						
485								
486		PERSONNEL SERVICES						
487	001-17-516-1-1100	EXECUTIVE SALARIES	\$0	\$0	\$1,651	\$0	(\$1,651)	0.00%
488	001-17-516-1-2100	FICA TAX EXPENSE	\$0	\$0	\$126	\$0	(\$126)	0.00%
489	001-17-516-1-2200	RETIREMENT EXPENSE	\$0	\$0	\$507	\$0	(\$507)	0.00%
490			-----	-----	-----	-----	-----	-----
491		TOTAL	\$0	\$0	\$2,284	\$0	(\$2,284)	0.00%
492								
493		OPERATING EXPENSES						
494	001-17-516-3-3100	PROFESSIONAL SERVICES	\$175,724	\$15,245	\$120,576	\$38,312	\$16,837	68.61%
495	001-17-516-3-4100	COMMUNICATIONS SERVICES	\$1,000	\$50	\$500	\$0	\$500	50.00%
496	001-17-516-3-5241	SOFTWARE	\$42,353	\$0	\$4,865	\$0	\$37,488	11.48%
497	001-17-516-3-5242	HARDWARE	\$28,000	\$2,865	\$27,372	\$0	\$628	97.75%
498	001-17-516-3-5401	SOFTWARE SUBSCRIPT, LICENSES	\$122,158	\$9,130	\$96,105	\$26,038	\$15	78.67%
499			-----	-----	-----	-----	-----	-----
500		TOTAL	\$369,235	\$27,291	\$249,418	\$64,350	\$55,467	68.00%
501								
502		CAPITAL OUTLAY						
503			-----	-----	-----	-----	-----	-----
504		TOTAL	\$0	\$0	\$0	\$0	\$0	0.00%
505								
506		DEBT SERVICE						
507			-----	-----	-----	-----	-----	-----
508		TOTAL	\$0	\$0	\$0	\$0	\$0	0.00%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
509			-----	-----	-----	-----	-----	-----
510		DEPARTMENT TOTAL	\$369,235	\$27,291	\$251,702	\$64,350	\$53,183	68.00%
511			-----	-----	-----	-----	-----	-----
512		GENERAL ADMIN - CITY HALL						
513								
514		PERSONNEL						
515			-----	-----	-----	-----	-----	-----
516		TOTAL	\$0	\$0	\$0	\$0	\$0	0.00%
517								
518		OPERATING EXPENSES						
519	001-04-513-3-3100	PROFESSIONAL SERVICES	\$3,000	\$0	\$589	\$0	\$2,411	19.63%
520	001-04-513-3-4100	COMMUNICATIONS SERVICES	\$5,200	\$488	\$4,446	\$0	\$754	85.50%
521	001-04-513-3-4200	POSTAGE AND FREIGHT	\$2,600	\$0	\$720	\$0	\$1,880	27.70%
522	001-04-513-3-4320	ELECTRICITY	\$9,360	\$971	\$7,270	\$0	\$2,090	77.66%
523	001-04-513-3-4400	RENTALS AND LEASES	\$2,915	\$180	\$659	\$1,620	\$636	22.62%
524	001-04-513-3-4610	CITY HALL BUILDING MAINTENANCE	\$25,000	\$828	\$23,732	\$1,480	(\$212)	94.92%
525	001-04-513-3-4615	ANNEX BUILDING EXP	\$25,000	\$432	\$12,883	\$0	\$12,117	51.53%
526	001-04-513-3-4620	EQUIPMENT MAINTENANCE	\$4,160	\$227	\$844	\$300	\$3,016	20.28%
527	001-04-513-3-4700	PRINTING AND BINDING	\$3,640	\$684	\$5,565	\$532	(\$2,457)	152.88%
528	001-04-513-3-5100	OFFICE SUPPLIES	\$5,200	\$340	\$3,787	\$1,391	\$22	72.83%
529	001-04-513-3-5230	JANITORIAL SUPPLIES	\$4,560	\$732	\$1,299	\$0	\$3,262	28.47%
530			-----	-----	-----	-----	-----	-----
531		TOTAL	\$90,635	\$4,881	\$61,793	\$5,324	\$23,518	68.00%
532			-----	-----	-----	-----	-----	-----
533								
534		CAPITAL OUTLAY						
535	001-04-513-6-6445	CITY HALL BUILDING IMPROVEMENT	\$98,662	\$6,702	\$44,034	\$35,910	\$18,718	44.63%
536	001-04-513-6-6450	ANNEX HALL BUILDING IMPROVEMEN	\$50,000	\$13,310	\$45,142	\$167	\$4,691	90.28%
537			-----	-----	-----	-----	-----	-----
538		TOTAL	\$148,662	\$20,012	\$89,177	\$36,077	\$23,409	60.00%
539			-----	-----	-----	-----	-----	-----
540		LEGAL COUNSEL						
541								
542		PERSONNEL SERVICES						
543	001-04-514-1-1000	EXECUTIVE SALARIES	\$162,785	\$12,522	\$131,960	\$0	\$30,825	81.06%
544	001-04-514-1-1200	SALARIES	\$0	\$1,000	\$2,222	\$0	(\$2,222)	0.00%
545	001-04-514-1-1210	LEGAL PAYROLL ACCRUAL	\$0	\$0	\$0	\$0	\$0	0.00%
546	001-04-514-1-2100	FICA TAXES	\$12,453	\$1,012	\$10,028	\$0	\$2,425	80.52%
547	001-04-514-1-2200	RETIREMENT-GENERAL	\$49,975	\$3,844	\$40,468	\$0	\$9,507	80.97%
548	001-04-514-1-2300	HEALTH AND LIFE INSURANCE	\$7,951	\$612	\$6,422	\$0	\$1,529	80.77%
549			-----	-----	-----	-----	-----	-----
550		TOTAL	\$233,164	\$18,989	\$191,100	\$0	\$42,064	82.00%
551								
552		OPERATING EXPENSES						

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
553	001-04-514-3-3100	PROFESSIONAL SERVICES	\$4,160	\$4,950	\$7,637	\$0	(\$3,477)	183.58%
554	001-04-514-3-3110	FL BAR INTERN EXP	\$3,000	\$0	\$0	\$0	\$3,000	0.00%
555	001-04-514-3-4020	SCHOOLING/CONF-CITY ATTORNEY	\$5,200	\$0	\$2,358	\$0	\$2,842	45.34%
556	001-04-514-3-4200	POSTAGE & FREIGHT OUTGOING	\$0	\$4	\$4	\$0	(\$4)	0.00%
557	001-04-514-3-5000	FINES & FEES	\$0	\$11	\$651	\$0	(\$651)	0.00%
558	001-04-514-3-5260	UNIFORMS	\$208	\$0	\$0	\$0	\$208	0.00%
559	001-04-514-3-5280	OPERATING SUPPLIES	\$1,040	\$48	\$1,083	\$0	(\$43)	104.09%
560	001-04-514-3-5400	Membership, subscription, dues	\$5,720	\$454	\$5,198	\$869	(\$346)	90.86%
561			-----	-----	-----	-----	-----	-----
562		TOTAL	\$19,328	\$5,467	\$16,930	\$869	\$1,529	88.00%
563			-----	-----	-----	-----	-----	-----
564								
565		CAPITAL OUTLAY						
566			-----	-----	-----	-----	-----	-----
567		TOTAL	\$0	\$0	\$0	\$0	\$0	0.00%
568			-----	-----	-----	-----	-----	-----
569								
570		DEBT SERVICE						
571	001-04-517-7-7101	PRINCIPAL-2020 ADMIN VEHICLE T	\$5,727	\$0	\$5,727	\$0	\$0	99.99%
572	001-04-517-7-7201	INTEREST-2020 ADMIN VEHICLE TD	\$52	\$0	\$52	\$0	(\$0)	100.23%
573			-----	-----	-----	-----	-----	-----
574		TOTAL	\$5,779	\$0	\$5,779	\$0	\$0	100.00%
575			-----	-----	-----	-----	-----	-----
576		OTHER GOVERNMENT SERVICES						
577								
578		OPERATING EXPENSES						
579	001-04-519-3-3100	PROFESSIONAL SERVIES	\$37,895	\$16,448	\$19,008	\$960	\$17,927	50.15%
580	001-04-519-3-3420	FIREWORKS - SPECIAL EVENTS	\$50,000	\$12,000	\$50,000	\$0	\$0	100.00%
581	001-04-519-3-4500	LIABILITY INSURANCE	\$584,830	\$0	\$551,384	\$0	\$33,446	94.28%
582	001-04-519-3-4510	INSURANCE CLAIMS REIMBURSABLE	\$0	(\$475)	-12,903.50	\$0	\$12,904	0.00%
583	001-04-519-3-4810	LEGAL ADVERTISING	\$1,040	\$0	\$4	\$0	\$1,036	0.38%
584	001-04-519-3-4920	PROPERTY TAX	\$0	\$0	\$9,817	\$0	(\$9,817)	0.00%
585	001-04-519-3-4930	SPECIAL EVENTS	\$24,000	\$0	\$24,000	\$0	\$0	100.00%
586	001-04-519-3-4951	BLUE CRAB EVENT	\$50,000	\$0	\$2,559	\$0	\$47,441	5.11%
587			-----	-----	-----	-----	-----	-----
588		TOTAL	\$747,765	\$27,973	\$643,867	\$960	\$102,938	86.00%
589								
590		CAPITAL OUTLAY						
591	001-04-519-6-6120	LAND PURCHASE	\$24,682	\$0	\$0	\$0	\$24,682	0.00%
592			-----	-----	-----	-----	-----	-----
593		TOTAL	\$24,682	\$0	\$0	\$0	\$24,682	0.00%
594								
595		GRANTS & AIDS						
596	001-04-519-1-2400	WORKERS COMP	\$201,846	\$0	\$254,381	\$0	(\$52,535)	126.02%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
597			-----	-----	-----	-----	-----	-----
598		TOTAL	\$201,846	\$0	\$254,381	\$0	(\$52,535)	126.00%
599								
600		CAPITAL GRANTS						
601	001-04-519-8-8210	CHAMBER OF COMMERCE	\$5,000	\$0	\$5,000	\$0	\$0	100.00%
602	001-04-519-8-8220	DEO STRATEGIC REVITALIZATION G	\$40,000	\$0	\$40,000	\$0	\$0	100.00%
603			-----	-----	-----	-----	-----	-----
604		TOTAL	\$45,000	\$0	\$45,000	\$0	\$0	100.00%
605			-----	-----	-----	-----	-----	-----
606		DEPARTMENT	\$1,516,861	\$77,322	\$1,308,027	\$43,229	\$165,605	86.00%
607			-----	-----	-----	-----	-----	-----
608		PLANNING & ZONING DEPARTMENT						
609								
610		PERSONNEL SERVICES						
611	001-02-524-1-1100	EXECUTIVE SALARIES	\$105,105	\$8,277	\$85,192	\$0	\$19,913	81.05%
612	001-02-524-1-1200	REGULAR SALARIES	\$139,139	\$10,324	\$102,007	\$0	\$37,132	73.31%
613	001-02-524-1-1210	ACCRUED SALARIES	\$0	\$0	\$0	\$0	\$0	0.00%
614	001-02-524-1-1400	OVERTIME	\$1,092	\$121	\$543	\$0	\$549	49.76%
615	001-02-524-1-2100	FICA TAX EXPENSE	\$18,768	\$1,398	\$14,015	\$0	\$4,753	74.67%
616	001-02-524-1-2200	RETIREMENT EXPENSE	\$75,318	\$5,747	\$57,462	\$0	\$17,856	76.29%
617	001-02-524-1-2300	HEALTH AND LIFE INSURANCE	\$30,994	\$3,180	\$27,532	\$0	\$3,462	88.83%
618			-----	-----	-----	-----	-----	-----
619		TOTAL	\$370,416	\$29,047	\$286,752	\$0	\$83,664	77.00%
620								
621		OPERATING EXPENSES						
622	001-02-524-3-3100	PROFESSIONAL SERVICES	\$15,650	\$0	\$2,800	\$11,760	\$440	17.89%
623	001-02-524-3-3120	PRE-EMPLOYMENT EXPENSE	\$374	\$0	\$223	\$0	\$151	59.71%
624	001-02-524-3-4020	SCHOOLING, CONFERENCE, ETC	\$8,156	\$31	\$3,126	\$1,166	\$4,514	38.33%
625	001-02-524-3-4100	COMMUNICATIONS SERVICES	\$654	\$73	\$636	\$0	\$18	97.28%
626	001-02-524-3-4200	POSTAGE AND FREIGHT	\$1,560	\$165	\$1,202	\$0	\$358	77.07%
627	001-02-524-3-4310	NATURAL GAS	\$1,600	\$25	\$619	\$0	\$981	38.65%
628	001-02-524-3-4330	CREDIT CARD FEES	\$520	\$42	\$1,579	\$0	(\$1,059)	303.64%
629	001-02-524-3-4400	RENTALS AND LEASES	\$4,680	\$450	\$4,621	\$784	(\$725)	98.74%
630	001-02-524-3-4620	EQUIPMENT MAINTENANCE	\$1,560	\$0	\$0	\$0	\$1,560	0.00%
631	001-02-524-3-4630	VEHICLE MAINTENANCE	\$780	\$0	\$0	\$0	\$780	0.00%
632	001-02-524-3-4700	PRINTING AND BINDING	\$752	\$423	\$1,715	\$0	(\$963)	228.07%
633	001-02-524-3-4810	LEGAL ADVERTISING	\$14,560	\$1,826	\$12,584	\$416	\$1,560	86.42%
634	001-02-524-3-5000	FEES & FINES	\$52	\$119	\$201	\$0	(\$149)	387.00%
635	001-02-524-3-5100	OFFICE SUPPLIES	\$1,560	\$0	\$195	\$0	\$1,365	12.48%
636	001-02-524-3-5210	GAS AND LUBRICANTS	\$780	\$47	\$560	\$0	\$220	71.81%
637	001-02-524-3-5260	UNIFORMS	\$312	\$0	\$0	\$122	\$190	0.00%
638	001-02-524-3-5280	OPERATING SUPPLIES	\$5,720	\$1,077	\$5,486	\$0	\$234	95.90%
639	001-02-524-3-5400	MEMBR,SUBSCRIPT,DUES	\$12,288	\$248	\$658	\$171	\$11,459	5.35%
640			-----	-----	-----	-----	-----	-----

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
641		TOTAL	\$71,558	\$4,524	\$36,206	\$14,419	\$20,933	51.00%
642								
643		CAPITAL OUTLAY						
644								
645		TOTAL	\$0	\$0	\$0	\$0	\$0	0.00%
646								
647		GRANT						
648	001-02-524-8-6402	DEO COMMUNITY PLANNING TECH AS	\$75,000	\$6,740	\$46,160	\$28,840	\$0	61.54%
649								
650		TOTAL	\$75,000	\$6,740	\$46,160	\$28,840	\$0	62.00%
651								
652		DEPARTMENT TOTAL	\$516,974	\$40,311	\$369,117	\$43,259	\$104,598	71.00%
653								
654		POLICE DEPARTMENT						
655								
656		PERSONNEL SERVICES						
657	001-07-521-1-1100	EXECUTIVE SALARIES	\$420,147	\$33,411	\$360,824	\$0	\$59,323	85.88%
658	001-07-521-1-1101	VOCA MATCH EXEC SALARIES	\$0	\$0	\$0	\$0	\$0	0.00%
659	001-07-521-1-1200	REGULAR SALARIES	\$1,786,389	\$160,649	\$1,465,973	\$0	\$320,416	82.06%
660	001-07-521-1-1210	ACCRUED SALARIES	\$0	\$0	\$0	\$0	\$0	0.00%
661	001-07-521-1-1220	CLERICAL SALARIES	\$274,839	\$18,001	\$228,716	\$0	\$46,123	83.21%
662	001-07-521-1-1221	VOCA SALARIES	\$0	\$0	\$0	\$0	\$0	0.00%
663	001-07-521-1-1300	OTHER SALARIES & WAGES	\$0	\$0	\$0	\$0	\$0	0.00%
664	001-07-521-1-1400	OVERTIME	\$207,000	\$6,876	\$203,360	\$0	\$3,640	98.24%
665	001-07-521-1-2100	FICA TAX EXPENSE	\$206,196	\$16,256	\$168,033	\$0	\$38,163	81.49%
666	001-07-521-1-2101	FICA TAX VOCA EXPENSE	\$0	\$0	\$0	\$0	\$0	0.00%
667	001-07-521-1-2102	FICA TAX VOCA MATCH EXPENSE	\$0	\$0	\$0	\$0	\$0	0.00%
668	001-07-521-1-2200	RETIREMENT-CLERICAL BENEFIT	\$84,375	\$6,192	\$66,514	\$0	\$17,861	78.83%
669	001-07-521-1-2201	PENSION-POLICE BENEFIT	\$467,742	\$33,745	\$352,245	\$0	\$115,497	75.30%
670	001-07-521-1-2202	RETIREMENT-VOCA CLERICAL BENEF	\$0	\$0	\$0	\$0	\$0	0.00%
671	001-07-521-1-2203	RETIREMENT-VOCA MATCH BENEFIT	\$0	\$0	\$0	\$0	\$0	0.00%
672	001-07-521-1-2300	HEALTH AND LIFE INSURANCE	\$556,055	\$48,268	\$479,011	\$0	\$77,044	86.14%
673	001-07-521-1-2401	WORKERS COMP VOCA	\$0	\$0	\$0	\$0	\$0	0.00%
674	001-07-521-1-2402	WORKERS COMP VOCA MATCH	\$0	\$0	\$0	\$0	\$0	0.00%
675	001-07-521-1-2500	UNEMPLOYMENT COMP	\$0	\$0	\$30	\$0	(\$30)	0.00%
676	001-07-521-1-2601	WORKERS COMP VOCA CONTRA	\$0	\$0	\$0	\$0	\$0	0.00%
677	001-07-521-1-2602	WORKERS COMP VOCA MATCH CONTRA	\$0	\$0	\$0	\$0	\$0	0.00%
678								
679		TOTAL	\$4,002,743	\$323,397	\$3,324,705	\$0	\$678,038	83.00%
680								
681		OPERATING EXPENSES						
682	001-07-521-3-3100	PROFESSIONAL SERVICES	\$121,240	\$1,116	\$118,170	\$1,124	\$1,946	97.46%
683	001-07-521-3-3120	PRE-EMPLOYMENT EXPENSE	\$4,000	\$0	\$3,359	\$0	\$641	83.98%
684	001-07-521-3-3500	CONFIDENTIAL INFORMANTS - I&E	\$6,000	\$0	\$479	\$0	\$5,521	7.98%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
685	001-07-521-3-4020	SCHOOLING, CONFERENCE, ETC	\$16,200	\$870	\$12,660	\$1,347	\$1,793	78.14%
686	001-07-521-3-4030	TRAINING & SCHOOLING	\$0	\$0	\$0	\$0	\$0	0.00%
687	001-07-521-3-4100	COMMUNICATIONS SERVICES	\$35,520	\$2,836	\$27,811	\$0	\$7,709	78.29%
688	001-07-521-3-4200	OUTGOING POSTAGE/FREIGHT	\$1,450	\$132	\$611	\$0	\$839	42.12%
689	001-07-521-3-4320	ELECTRICITY	\$11,500	\$1,294	\$9,588	\$0	\$1,912	83.37%
690	001-07-521-3-4330	CREDIT CARD FEES	\$50	\$0	\$0	\$0	\$50	0.00%
691	001-07-521-3-4380	ANIMAL CONTROL	\$10,000	\$0	\$10,000	\$0	\$0	100.00%
692	001-07-521-3-4390	K-9 CARE	\$4,400	\$839	\$3,776	\$0	\$624	85.81%
693	001-07-521-3-4400	RENTALS AND LEASES	\$6,200	\$288	\$4,427	\$567	\$1,206	71.40%
694	001-07-521-3-4500	LIABILITY, AUTO, PROPERTY INSU	\$0	\$0	\$2,731	\$0	(\$2,731)	0.00%
695	001-07-521-3-4510	INSURANCE CLAIMS REIMBURSABLE	\$0	\$475	\$34,420	\$0	(\$34,420)	0.00%
696	001-07-521-3-4610	BUILDING MAINTENANCE	\$29,000	\$179	\$28,927	\$26	\$47	99.74%
697	001-07-521-3-4620	EQUIPMENT MAINTENANCE	\$8,230	\$769	\$8,180	\$0	\$50	99.39%
698	001-07-521-3-4630	VEHICLE MAINTENANCE	\$63,000	\$4,244	\$54,847	\$782	\$2,371	87.05%
699	001-07-521-3-4640	RADIO MAINTENANCE	\$0	\$0	\$0	\$0	\$0	0.00%
700	001-07-521-3-4650	RANGE MAINTENANCE	\$1,000	\$79	\$872	\$79	\$49	87.20%
701	001-07-521-3-4680	STORM CLEANUP/REPAIR	\$0	\$0	\$1,319	\$0	(\$1,319)	0.00%
702	001-07-521-3-4700	PRINTING AND BINDING	\$2,100	\$217	\$2,271	\$0	(\$171)	108.14%
703	001-07-521-3-4950	POLICE ATHLETIC LEAGUE	\$15,000	\$0	\$15,000	\$0	\$0	100.00%
704	001-07-521-3-5000	FINES & FEES	\$0	\$8	\$306	\$0	(\$306)	0.00%
705	001-07-521-3-5100	OFFICE SUPPLIES	\$1,500	\$0	\$599	\$0	\$901	39.94%
706	001-07-521-3-5210	GAS AND LUBRICANTS	\$119,500	\$14,265	\$108,083	\$0	\$26,417	90.44%
707	001-07-521-3-5230	JANITORIAL SUPPLIES	\$2,000	\$39	\$1,526	\$0	\$474	76.30%
708	001-07-521-3-5260	UNIFORMS	\$23,490	\$1,955	\$12,559	\$3,188	\$7,743	53.46%
709	001-07-521-3-5280	OPERATING SUPPLIES	\$82,587	\$27,144	\$55,936	\$6,075	\$25,976	67.72%
710	001-07-521-3-5281	SPECIAL POLICE TRUST EXPENSE	\$10,000	\$0	\$0	\$0	\$10,000	0.00%
711	001-07-521-3-5282	EVIDENCE FUND EXPENSE	\$22,672	\$467	\$7,688	\$13,631	\$1,353	33.91%
712	001-07-521-3-5400	MEMBR,SUBSCRIPT,DUES	\$1,725	\$0	\$1,335	\$0	\$390	77.39%
713			-----	-----	-----	-----	-----	-----
714		TOTAL	\$598,364	\$57,215	\$527,477	\$26,819	\$59,068	88.00%
715								
716		CAPITAL OUTLAY						
717	001-07-521-6-6400	CAPITAL OUTLAY	\$135,000	\$75,489	\$90,155	\$0	\$19,845	66.78%
718	001-07-521-6-6401	VEHICLE PURCHASES	\$353,985	\$128,837	\$349,093	\$0	\$4,892	98.61%
719			-----	-----	-----	-----	-----	-----
720		TOTAL	\$488,985	\$204,326	\$439,248	\$0	\$24,737	90.00%
721								
722		GRANTS & AIDS						
723	001-07-521-8-8320	BULLET PROOF GRANT-50% CITY	\$4,388	\$0	\$683	\$0	\$3,705	15.55%
724	001-07-521-8-8370	BULLET PROOF GRANT	\$4,388	\$0	\$683	\$0	\$3,705	15.55%
725	001-07-521-8-8516	Rural Violent Crime Reduction	\$0	\$0	\$0	\$0	\$0	0.00%
726	001-07-521-8-8517	SAFE GRANT Equipment	\$0	\$0	\$0	\$0	\$10,000	0.00%
727	001-07-521-8-8531	2023 JAGC	\$21,000	\$0	\$0	\$0	\$21,000	0.00%
728	001-07-521-8-8532	FDLE GRANT POLICE CARS	\$250,000	\$0	\$250,000	\$0	\$0	100.00%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
729	001-07-521-8-8540	2024 JAG D 6N045 Street Crimes	\$6,275	\$0	\$5,926	\$0	\$349	94.43%
730	001-07-521-8-8541	2024 JAG C 6N204	\$22,406	\$0	\$22,310	\$0	\$96	99.57%
731		-----	-----	-----	-----	-----	-----	-----
732		TOTAL	\$308,457	\$0	\$279,601	\$0	\$38,856	91.00%
733								
734		DEBT SERVICE						
735	001-07-517-7-7101	PRINCIPAL-2019 BB&T POLICE VEH	\$0	\$0	\$0	\$0	\$0	0.00%
736	001-07-517-7-7106	PRINCIPAL-2020 POLICE CARS TD	\$105,653	\$0	\$105,653	\$0	(\$0)	100.00%
737	001-07-517-7-7107	LEASE-POLICE CARS	\$84,000	\$0	\$84,000	\$0	\$0	100.00%
738	001-07-517-7-7108	PRINCIPAL- AMERIS LOAN #281 20	\$96,867	\$0	\$85,290	\$0	\$11,577	88.04%
739	001-07-517-7-7201	INTEREST-2019 BB&T POLICE VEHI	\$0	\$0	\$0	\$0	\$0	0.00%
740	001-07-517-7-7206	INTEREST-2020 POLICE CARS TD e	\$961	\$0	\$961	\$0	(\$0)	100.04%
741	001-07-517-7-7207	INTEREST-BB&T POL VEH 2021	\$2,448	\$0	\$1,448	\$0	\$1,000	59.14%
742	001-07-517-7-7208	INTEREST - AMERIS LOAN #281 20	\$21,941	\$0	\$22,006	\$0	(\$65)	100.29%
743		-----	-----	-----	-----	-----	-----	-----
744		TOTAL	\$311,870	\$0	\$299,359	\$0	\$12,511	96.00%
745								
746		DEPARTMENT TOTAL	\$5,710,419	\$584,938	\$4,870,390	\$26,819	\$813,210	85.00%
747		-----	-----	-----	-----	-----	-----	-----
748		CODE ENFORCEMENT						
749								
750		PERSONNEL SERVICES						
751	001-19-521-1-1200	REGULAR SALARIES	\$165,451	\$14,064	\$127,415	\$0	\$38,036	77.01%
752	001-19-521-1-1210	ACCRUED SALARIES	\$0	\$0	\$0	\$0	\$0	0.00%
753	001-19-521-1-1400	OVERTIME	\$1,310	\$202	\$843	\$0	\$467	64.33%
754	001-19-521-1-2100	FICA TAX EXPENSE	\$12,757	\$1,059	\$9,559	\$0	\$3,198	74.93%
755	001-19-521-1-2200	RETIREMENT EXPENSE	\$48,184	\$4,380	\$37,865	\$0	\$10,319	78.58%
756	001-19-521-1-2300	HEALTH AND LIFE INSURANCE	\$58,863	\$2,465	\$26,372	\$0	\$32,491	44.80%
757		-----	-----	-----	-----	-----	-----	-----
758		TOTAL	\$286,565	\$22,171	\$202,054	\$0	\$84,511	71.00%
759								
760		OPERATING EXPENSES						
761	001-19-521-3-3100	PROFESSIONAL SERVICES	\$15,808	\$5,500	\$9,100	\$5,700	\$1,008	57.56%
762	001-19-521-3-3110	Professional Services Orange D	\$4,400	\$355	\$5,400	\$0	(\$1,000)	122.72%
763	001-19-521-3-3120	PRE-EMPLOYMENT EXPENSE	\$408	\$0	\$384	\$0	\$24	94.13%
764	001-19-521-3-4020	SCHOOLING, CONFERENCE, ETC.	\$6,800	\$2,345	\$4,132	\$2,652	\$15	60.76%
765	001-19-521-3-4100	COMMUNICATIONS SERVICES	\$1,000	\$112	\$892	\$0	\$108	89.23%
766	001-19-521-3-4200	POSTAGE AND FREIGHT	\$1,700	\$437	\$1,770	\$48	(\$118)	104.10%
767	001-19-521-3-4400	RENTALS AND LEASES	\$1,040	\$12	\$119	\$24	\$898	11.39%
768	001-19-521-3-4630	VEHICLE MAINTENANCE	\$2,080	\$296	\$572	\$0	\$1,508	27.51%
769	001-19-521-3-4700	PRINTING AND BINDING	\$1,104	\$105	\$860	\$0	\$244	77.90%
770	001-19-521-3-4810	LEGAL ADS	\$2,000	\$84	\$637	\$563	\$800	31.85%
771	001-19-521-3-5000	FINES & FEES	\$62	\$39	\$39	\$0	\$23	62.90%
772	001-19-521-3-5100	OFFICE SUPPLIES	\$416	\$79	\$237	\$145	\$34	56.95%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
773	001-19-521-3-5120	ABATEMENT, LOT CLEANUP, DEMO	\$18,435	\$0	\$0	\$0	\$18,435	0.00%
774	001-19-521-3-5210	GAS AND LUBRICANTS	\$936	\$0	\$81	\$0	\$855	8.63%
775	001-19-521-3-5230	FILINGS AND MISC LEGAL FEES	\$9,948	\$70	\$2,088	\$897	\$6,963	20.98%
776	001-19-521-3-5260	UNIFORMS	\$500	\$0	\$198	\$0	\$302	39.60%
777	001-19-521-3-5280	OPERATING SUPPLIES	\$520	\$38	\$218	\$10	\$291	41.98%
778			-----	-----	-----	-----	-----	-----
779		TOTAL	\$67,157	\$9,472	\$26,727	\$10,040	\$30,390	40.00%
780								
781		CAPITAL OUTLAY						
782	001-19-521-6-6450	CAPITAL IMPROVEMENT	\$0	\$0	\$0	\$0	\$0	0.00%
783			-----	-----	-----	-----	-----	-----
784		TOTAL	\$0	\$0	\$0	\$0	\$0	0.00%
785			-----	-----	-----	-----	-----	-----
786		DEPARTMENT TOTAL	\$353,722	\$31,643	\$228,781	\$10,040	\$114,901	65.00%
787			-----	-----	-----	-----	-----	-----
788		FIRE DEPARTMENT						
789								
790		PERSONNEL SERVICES						
791	001-08-522-1-1100	EXECUTIVE SALARIES	\$317,252	\$17,580	\$177,811	\$0	\$139,441	56.04%
792	001-08-522-1-1200	REGULAR SALARIES	\$1,334,864	\$128,054	\$1,226,646	\$0	\$108,218	91.89%
793	001-08-522-1-1210	ACCRUED SALARIES	\$0	\$0	\$0	\$0	\$0	0.00%
794	001-08-522-1-1220	CLERICAL SALARIES	\$76,575	\$6,048	\$52,104	\$0	\$24,471	68.04%
795	001-08-522-1-1300	OTHER SALARIES & WAGES	\$0	\$0	\$480	\$0	(\$480)	0.00%
796	001-08-522-1-1400	OVERTIME	\$150,000	\$3,220	\$130,209	\$0	\$19,791	86.80%
797	001-08-522-1-2100	FICA TAX EXPENSE	\$143,720	\$11,374	\$116,839	\$0	\$26,881	81.29%
798	001-08-522-1-2200	CLERICAL RETIREMENT	\$23,509	\$1,857	\$16,100	\$0	\$7,409	68.48%
799	001-08-522-1-2201	FIRE PENSION	\$531,981	\$47,198	\$487,298	\$0	\$44,683	91.60%
800	001-08-522-1-2300	HEALTH AND LIFE INSURANCE	\$291,982	\$28,183	\$294,099	\$0	(\$2,117)	100.72%
801			-----	-----	-----	-----	-----	-----
802		TOTAL	\$2,869,883	\$243,513	\$2,501,585	\$0	\$368,298	87.00%
803								
804		OPERATING EXPENSES						
805	001-08-522-3-3100	PROFESSIONAL SERVICES	\$30,000	\$0	\$1,252	\$0	\$28,748	4.17%
806	001-08-522-3-3120	PRE-EMPLOYMENT EXPENSE	\$20,200	\$212	\$416	\$16,700	\$84	2.05%
807	001-08-522-3-3410	CONTRACTUAL SERVICES	\$16,500	\$0	\$12,992	\$0	\$3,508	78.74%
808	001-08-522-3-4020	SCHOOLING, CONFERENCE, ETC	\$25,000	\$4,147	\$22,135	\$1,100	\$1,765	88.54%
809	001-08-522-3-4100	COMMUNICATION SERVICES	\$15,000	\$985	\$9,618	\$0	\$5,382	64.11%
810	001-08-522-3-4200	POSTAGE AND FREIGHT	\$500	\$15	\$141	\$23	\$336	28.27%
811	001-08-522-3-4310	NATURAL GAS	\$2,800	\$227	\$2,103	\$0	\$697	75.10%
812	001-08-522-3-4320	ELECTRICITY	\$18,000	\$1,611	\$12,191	\$0	\$5,809	67.72%
813	001-08-522-3-4330	CREDIT CARD FEES	\$100	\$0	\$0	\$0	\$100	0.00%
814	001-08-522-3-4400	RENTALS AND LEASES	\$2,500	\$219	\$1,727	\$184	\$590	69.06%
815	001-08-522-3-4500	LIABILITY INSURANCE	\$0	\$0	\$2,731	\$0	(\$2,731)	0.00%
816	001-08-522-3-4510	INSURANCE CLAIMS REIMBURSABLE	\$0	\$0	\$93,958	\$15,871	(\$109,829)	0.00%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
817	001-08-522-3-4610	BUILDING MAINTENANCE	\$30,000	\$2,741	\$21,834	\$1,769	\$6,397	72.78%
818	001-08-522-3-4620	EQUIPMENT MAINTENANCE	\$21,555	\$4,444	\$16,805	\$2,683	\$13	77.96%
819	001-08-522-3-4630	VEHICLE MAINTENANCE	\$79,000	\$3,662	\$70,179	\$8,682	\$140	88.83%
820	001-08-522-3-4640	RADIO MAINTENANCE	\$2,300	\$177	\$2,156	\$59	\$85	93.73%
821	001-08-522-3-4680	STORM CLEANUP/REPAIR	\$1,000	\$0	\$653	\$0	\$347	65.25%
822	001-08-522-3-4700	PRINTING AND BINDING	\$500	\$109	\$801	\$0	(\$301)	160.17%
823	001-08-522-3-5000	FINES & FEES	\$300	\$149	\$564	\$0	(\$264)	188.13%
824	001-08-522-3-5100	OFFICE SUPPLIES	\$3,000	\$138	\$2,731	\$0	\$269	91.02%
825	001-08-522-3-5140	FIRE CODE ENFORCEMENT	\$8,000	\$21	\$5,911	\$0	\$2,089	73.88%
826	001-08-522-3-5210	GAS AND LUBRICANTS	\$32,000	\$2,728	\$25,932	\$0	\$9,068	81.03%
827	001-08-522-3-5230	JANITORIAL SUPPLIES	\$3,861	\$0	\$2,761	\$0	\$2,239	71.50%
828	001-08-522-3-5250	SMALL TOOLS	\$8,500	\$0	\$8,069	\$0	\$431	94.92%
829	001-08-522-3-5260	UNIFORMS	\$54,400	\$27,410	\$51,227	\$1,524	\$1,649	94.16%
830	001-08-522-3-5270	PUBLIC SAFETY SCHOLARSHIP FIRE	\$7,084	\$0	\$4,084	\$0	\$3,916	57.65%
831	001-08-522-3-5280	OPERATING SUPPLIES	\$34,100	\$5,475	\$30,710	\$893	\$2,497	90.05%
832	001-08-522-3-5290	FIRE PUB ED EXPENSE	\$3,000	\$0	\$2,280	\$0	\$720	76.00%
833	001-08-522-3-5400	MEMBR, SUBSCRIPT, DUES	\$3,000	(\$75)	\$2,771	\$0	\$229	92.36%
834			-----	-----	-----	-----	-----	-----
835		TOTAL	\$422,200	\$54,397	\$408,732	\$49,487	(\$36,019)	97.00%
836								
837		CAPITAL OUTLAY						
838	001-08-522-6-6400	CAPITAL OUTLAY	\$322,940	\$40,355	\$241,620	\$22,400	\$58,920	74.81%
839	001-08-522-6-6401	VEHICLE PURCHASE	\$51,861	\$7,140	\$51,768	\$93	\$0	99.82%
840	001-08-522-6-6421	FIREHOUSE SUBS - GRANT	\$0	\$0	\$0	\$0	\$0	0.00%
841	001-08-522-6-6422	USAR Grant	\$0	\$0	\$0	\$0	\$0	0.00%
842	001-08-522-6-6460	FIRE CAPITAL REPLACEMENT	\$0	\$0	\$0	\$0	\$0	0.00%
843	001-08-522-6-6470	CITY MATCH FIRE - DECONTAMINAT	\$0	\$0	\$0	\$0	\$0	0.00%
844	001-08-522-6-6480	City Match DEM HMGP 4486-106-R	\$31,962	\$0	\$9,382	\$15,681	\$6,898	29.35%
845	001-08-522-8-1000	FIRE GRANT - DECONTAMINATION	\$0	\$0	\$0	\$0	\$0	0.00%
846	001-08-522-8-2400	Fed DEM HMGP 4486-106-R wind r	\$287,655	\$1,265	\$3,335	\$284,321	\$0	1.15%
847	001-08-572-6-6423	FIRE GRANT	\$0	\$0	\$0	\$0	\$0	0.00%
848			-----	-----	-----	-----	-----	-----
849		TOTAL	\$694,418	\$48,760	\$306,105	\$322,495	\$65,818	44.00%
850								
851		DEBT SERVICE						
852	001-08-517-7-7102	PRINCIPAL-2016 USBANCORP LEASE	\$0	\$0	\$0	\$0	\$0	0.00%
853	001-08-517-7-7202	INTEREST-2016 USBANCORP LEASE	\$0	\$0	\$0	\$0	\$0	0.00%
854			-----	-----	-----	-----	-----	-----
855		TOTAL	\$0	\$0	\$0	\$0	\$0	0.00%
856			-----	-----	-----	-----	-----	-----
857		DEPARTMENT TOTAL	\$3,986,501	\$346,669	\$3,216,422	\$371,982	\$398,097	81.00%
858			-----	-----	-----	-----	-----	-----
859		STREETS						
860								

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
861		PERSONNEL SERVICES						
862	001-09-541-1-1100	EXECUTIVE SALARIES	\$61,152	\$4,800	\$51,594	\$0	\$9,558	84.37%
863	001-09-541-1-1200	REGULAR SALARIES	\$255,919	\$22,606	\$196,722	\$0	\$59,197	76.86%
864	001-09-541-1-1210	ACCRUED SALARIES	\$0	\$0	\$0	\$0	\$0	0.00%
865	001-09-541-1-1400	OVERTIME	\$21,840	\$525	\$14,458	\$0	\$7,382	66.20%
866	001-09-541-1-2100	FICA TAX EXPENSE	\$25,927	\$2,091	\$19,726	\$0	\$6,201	76.08%
867	001-09-541-1-2200	RETIREMENT EXPENSE	\$104,046	\$7,846	\$79,336	\$0	\$24,710	76.25%
868	001-09-541-1-2300	HEALTH AND LIFE INSURANCE	\$50,816	\$4,713	\$42,296	\$0	\$8,520	83.23%
869			-----	-----	-----	-----	-----	-----
870		TOTAL	\$519,700	\$42,581	\$404,132	\$0	\$115,568	78.00%
871								
872		OPERATING EXPENSES						
873	001-09-541-3-3100	PROFESSIONAL SERVICES	\$26,000	\$263	\$21,057	\$4,256	\$687	80.98%
874	001-09-541-3-3120	PRE-EMPLOYMENT EXPENSE	\$1,040	\$157	\$422	\$0	\$618	40.59%
875	001-09-541-3-3430	TREE MAINTENANCE & PLANTING	\$1,200	\$0	\$327	\$350	\$523	27.22%
876	001-09-541-3-3440	TREE REMOVAL	\$36,000	\$0	\$24,100	\$5,500	\$10,400	66.94%
877	001-09-541-3-3460	RAILROAD SIGNAL MAINTENANCE	\$9,880	\$0	\$8,606	\$0	\$1,274	87.10%
878	001-09-541-3-4020	SCHOOLING, CONFERENCE, ETC	\$6,240	\$219	\$1,827	\$0	\$4,413	29.28%
879	001-09-541-3-4100	COMMUNICATIONS SERVICES	\$3,744	\$239	\$2,327	\$0	\$1,417	62.15%
880	001-09-541-3-4320	ELECTRICITY	\$202,561	\$19,606	\$182,110	\$0	\$20,451	89.90%
881	001-09-541-3-4400	RENTALS & LEASES	\$8,800	\$40	\$401	\$80	\$8,318	4.56%
882	001-09-541-3-4510	INSURANCE CLAIMS REIMBURSABLE	\$0	\$0	\$12,037	\$0	(\$12,037)	0.00%
883	001-09-541-3-4610	BUILDING MAINTENANCE	\$4,160	\$831	\$2,862	\$169	\$1,129	68.79%
884	001-09-541-3-4620	EQUIPMENT MAINTENANCE	\$30,200	\$0	\$26,188	\$0	\$12	86.71%
885	001-09-541-3-4630	VEHICLE MAINTENANCE	\$38,000	\$2,721	\$21,666	\$9,461	\$6,873	57.01%
886	001-09-541-3-4660	TRAFFIC LIGHT REPAIR	\$76,242	\$2,295	\$45,340	\$23,521	\$7,381	59.46%
887	001-09-541-3-4661	STREET LIGHT REPAIR	\$14,596	\$0	\$0	\$0	\$14,596	0.00%
888	001-09-541-3-4662	STREET SIGNS	\$38,800	\$0	\$32,964	\$1,610	\$4,226	84.95%
889	001-09-541-3-4670	STORMWATER MAINTENANCE	\$61,200	\$0	\$57,745	\$1,090	\$2,365	94.35%
890	001-09-541-3-5000	FINES & FEES	\$0	\$0	\$797	\$0	(\$797)	0.00%
891	001-09-541-3-5100	OFFICE SUPPLIES	\$1,040	\$0	\$738	\$0	\$302	70.94%
892	001-09-541-3-5210	GAS AND LUBRICANTS	\$41,600	\$3,268	\$21,608	\$0	\$19,992	51.94%
893	001-09-541-3-5230	JANITORIAL SUPPLIES	\$1,040	\$44	\$1,076	\$0	(\$36)	103.48%
894	001-09-541-3-5250	SMALL TOOLS	\$10,400	\$387	\$3,549	\$0	\$6,851	34.12%
895	001-09-541-3-5260	UNIFORMS	\$3,640	\$326	\$4,339	\$0	(\$699)	119.19%
896	001-09-541-3-5270	CHEMICALS AND FERTILIZERS	\$3,200	\$0	\$46	\$0	\$3,154	1.42%
897	001-09-541-3-5280	OPERATING SUPPLIES	\$20,800	\$2,402	\$12,756	\$3,562	\$4,482	61.32%
898	001-09-541-3-5283	INMATE OPERATING SUPPLIES	\$10,400	\$1,085	\$3,060	\$839	\$20,500	29.42%
899	001-09-541-3-5330	PAVING ROAD REPAIRS	\$79,154	\$0	\$43,936	\$6,960	\$28,258	55.50%
900	001-09-541-3-5340	SIDEWALK REPAIRS	\$71,240	\$0	\$69,074	\$0	\$2,166	96.95%
901	001-09-541-3-5400	Memberships, Subscriptions, Du	\$1,560	\$0	\$418	\$0	\$1,142	26.77%
902			-----	-----	-----	-----	-----	-----
903		TOTAL	\$802,737	\$33,882	\$601,376	\$57,398	\$157,964	75.00%
904								

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
905		CAPITAL OUTLAY						
906	001-09-541-6-6400	CAPITAL OUTLAY	\$50,000	\$0	\$48,501	\$0	\$1,499	97.00%
907	001-09-541-6-6401	Vehicle purchase	\$0	\$0	\$0	\$0	\$0	0.00%
908	001-09-541-6-6431	PAVING ROAD RENOVATIONS	\$885,525	\$0	\$0	\$0	\$885,525	0.00%
909	001-09-541-6-6453	RIVER ST RETAINING WALL	\$128,338	\$33,947	\$33,947	\$94,391	\$0	26.45%
910			-----	-----	-----	-----	-----	-----
911		TOTAL	\$1,063,863	\$33,947	\$82,448	\$94,391	\$887,024	8.00%
912								
913		DEBT SERVICE						
914	001-09-517-7-7132	PRINCIPAL-N TIF ROAD RECONSTR	\$12,352	\$0	\$12,133	\$0	\$219	98.22%
915	001-09-517-7-7133	PRINCIPAL- AMERIS LOAN #281 LI	\$38,742	\$0	\$34,112	\$0	\$4,630	88.04%
916	001-09-517-7-7134	PRINCIPAL PUBLIC WORKS BLDG	\$12,788	\$0	\$0	\$0	\$12,788	0.00%
917	001-09-517-7-7135	PRNCIPAL - ROAD PAVING LOAN	\$37,636	\$0	\$0	\$0	\$37,636	0.00%
918	001-09-517-7-7232	INTEREST-N TIF ROAD RECONSTR	\$6,541	\$3,397	\$7,197	\$0	(\$656)	110.02%
919	001-09-517-7-7233	INTEREST - AMERIS LOAN #281 LI	\$8,775	\$0	\$8,801	\$0	(\$26)	100.30%
920	001-09-517-7-7234	INTEREST PUBLIC WORKS BLDG	\$21,902	\$0	\$11,533	\$0	\$10,369	52.65%
921	001-09-517-7-7235	INTEREST - ROAD PAVING LOAN	\$28,976	\$0	\$0	\$0	\$28,976	0.00%
922			-----	-----	-----	-----	-----	-----
923		TOTAL	\$167,712	\$3,397	\$73,777	\$0	\$93,935	44.00%
924			-----	-----	-----	-----	-----	-----
925								
926		TRANSFERS						
927	001-09-541-9-9104	REIMB FLEET MAINTENANCE	\$18,990	\$1,583	\$15,825	\$0	\$3,165	83.33%
928			-----	-----	-----	-----	-----	-----
929		TOTAL	\$18,990	\$1,583	\$15,825	\$0	\$3,165	83.00%
930		DEPARTMENT TOTAL	\$2,573,002	\$115,389	\$1,177,557	\$151,789	\$1,257,656	46.00%
931			-----	-----	-----	-----	-----	-----
932		CEMETERY						
933								
934		PERSONNEL SERVICES						
935			-----	-----	-----	-----	-----	-----
936		TOTAL	\$0	\$0	\$0	\$0	\$0	0.00%
937								
938		OPERATING EXPENSES						
939	001-14-569-3-3100	PROFESSIONAL SERVICES	\$10,972	\$0	\$3,724	\$90	\$7,158	33.94%
940	001-14-569-3-3440	TREE REMOVAL	\$11,200	\$0	\$2,700	\$0	\$8,500	24.10%
941	001-14-569-3-4100	COMMUNICATIONS SERVICES	\$2,385	\$219	\$1,946	\$0	\$439	81.59%
942	001-14-569-3-4320	ELECTRICITY	\$4,160	\$469	\$3,863	\$0	\$297	92.85%
943	001-14-569-3-4330	CREDIT CARD FEES	\$1,040	\$140	\$292	\$0	\$748	28.11%
944	001-14-569-3-4610	BUILDING MAINTENANCE	\$10,400	\$700	\$3,508	\$1,663	\$5,229	33.73%
945	001-14-569-3-4650	GROUND MAINTENANCE	\$84,250	\$5,250	\$50,900	\$0	\$33,350	60.41%
946	001-14-569-3-5100	OFFICE SUPPLIES	\$1,040	\$0	\$31	\$0	\$1,009	2.94%
947	001-14-569-3-5230	JANITORIAL SUPPLIES	\$520	\$125	\$125	\$0	\$395	24.02%
948	001-14-569-3-5250	SMALL TOOLS	\$1,040	\$0	\$0	\$0	\$1,040	0.00%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
949	001-14-569-3-5270	CHEMICALS & FERTILIZER	\$5,200	\$0	\$0	\$0	\$5,200	0.00%
950	001-14-569-3-5280	OPERATING SUPPLIES	\$3,120	\$106	\$1,868	\$0	\$1,252	59.86%
951		-----	-----	-----	-----	-----	-----	-----
952		TOTAL	\$135,327	\$7,009	\$68,957	\$1,753	\$64,617	51.00%
953								
954		-----	-----	-----	-----	-----	-----	-----
955		CAPITAL OUTLAY						
956		-----	-----	-----	-----	-----	-----	-----
957		TOTAL	\$0	\$0	\$0	\$0	\$0	0.00%
958								
959		DEPARTMENT TOTAL	\$135,327	\$7,009	\$68,957	\$1,753	\$64,617	51.00%
960		-----	-----	-----	-----	-----	-----	-----
961		CULTURAL SERVICES						
962								
963		PERSONNEL SERVICES						
964	001-03-573-1-1200	REGULAR SALARIES	\$56,043	\$4,268	\$33,108	\$0	\$22,935	59.07%
965	001-03-573-1-1210	ACCRUED SALARIES	\$0	\$0	\$0	\$0	\$0	0.00%
966	001-03-573-1-1400	OVERTIME	\$1,638	\$115	\$1,720	\$0	(\$82)	104.98%
967	001-03-573-1-2100	FICA TAX EXPENSE	\$4,413	\$331	\$2,593	\$0	\$1,820	58.75%
968	001-03-573-1-2200	RETIREMENT EXPENSE	\$17,708	\$1,346	\$10,649	\$0	\$7,059	60.13%
969	001-03-573-1-2300	HEALTH AND LIFE INSURANCE	\$15,532	\$616	\$11,032	\$0	\$4,500	71.02%
970		-----	-----	-----	-----	-----	-----	-----
971		TOTAL	\$95,334	\$6,675	\$59,101	\$0	\$36,233	62.00%
972								
973		OPERATING EXPENSES						
974	001-03-573-3-3100	PROFESSIONAL SERVICES	\$4,960	\$0	\$274	\$0	\$4,686	5.52%
975	001-03-573-3-3120	PRE-EMPLOYMENT EXPENSE	\$200	\$55	\$55	\$0	\$145	27.26%
976	001-03-573-3-4020	SCHOOLING CONFERENCES	\$1,500	\$0	\$63	\$0	\$1,437	4.17%
977	001-03-573-3-4100	COMMUNICATION SERVICES	\$3,210	\$75	\$758	\$0	\$2,452	23.60%
978	001-03-573-3-4400	RENTALS AND LEASES	\$936	\$33	\$333	\$67	\$537	35.56%
979	001-03-573-3-4610	MAINTENANCE-BRONSON HOUSE	\$6,000	(\$1)	(\$726)	\$0	\$6,726	-12.09%
980	001-03-573-3-4611	MAINTENANCE-PUTNAM CO HIST SOC	\$2,600	\$0	\$0	\$0	\$2,600	0.00%
981	001-03-573-3-4612	MAINTENANCE-ST JOHNS RIVER CEN	\$1,240	\$0	\$95	\$0	\$1,145	7.67%
982	001-03-573-3-4613	MAINTENANCE-LARIMER ARTS CENTE	\$5,200	\$0	\$2,308	\$0	\$2,892	44.38%
983	001-03-573-3-4614	MAINTENANCE-TILGHMAN HOUSE	\$416	\$134	\$284	\$26	\$106	68.22%
984	001-03-573-3-4615	MAINTENANCE-TRAIN DEPOT	\$16,200	\$31	\$4,566	\$3,670	\$7,964	28.18%
985	001-03-573-3-4616	MAINTENANCE-WATERWORKS	\$5,200	\$0	\$0	\$0	\$5,200	0.00%
986	001-03-573-3-4617	HAMMOCK HALL-MAINTENANCE	\$0	\$0	\$0	\$0	\$0	0.00%
987	001-03-573-3-4618	MAINTENANCE-WILLARD COOPER BUI	\$40,000	\$678	\$678	\$23,614	\$15,709	1.69%
988	001-03-573-3-4619	MAINTENANCE TERMINAL BUILDING	\$1,000	\$285	\$365	\$0	\$635	36.50%
989	001-03-573-3-4800	ADVERTISING	\$520	\$0	\$0	\$0	\$520	0.00%
990	001-03-573-3-4910	SPECIAL EVENT-ST JOHNS RIVER C	\$31,800	\$5,377	\$25,526	\$282	\$5,992	80.27%
991	001-03-573-3-4911	FIELD TRIPS-ST JOHNS RIVER CEN	\$520	\$0	\$0	\$0	\$520	0.00%
992	001-03-573-3-5000	FINES & FEES	\$104	\$0	\$0	\$0	\$104	0.00%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
993	001-03-573-3-5222	MERCHANDISE-ST JOHNS RIVER CEN	\$1,560	\$0	\$0	\$0	\$1,560	0.00%
994	001-03-573-3-5230	JANITORIAL SUPPLIES	\$1,040	\$0	\$376	\$0	\$664	36.12%
995	001-03-573-3-5260	UNIFORMS	\$208	\$0	\$0	\$0	\$208	0.00%
996	001-03-573-3-5280	OPERATING-BRONSON HOUSE	\$9,360	\$962	\$8,842	\$0	\$518	94.46%
997	001-03-573-3-5281	OPERATING-PUTNAM CO HIST SOCIE	\$520	\$0	\$0	\$0	\$520	0.00%
998	001-03-573-3-5282	OPERATING-ST JOHNS RIVER CENTE	\$3,360	\$956	\$6,460	\$83	(\$3,183)	192.25%
999	001-03-573-3-5283	OPERATING-LARIMER ARTS CENTER	\$520	\$0	\$200	\$0	\$320	38.46%
1000	001-03-573-3-5286	OPERATING-WATERWORKS	\$5,200	\$654	\$5,650	\$28	(\$478)	108.65%
1001	001-03-573-3-5289	OPERATING-TERMINAL BUILDING	\$2,080	\$172	\$1,705	\$0	\$375	81.96%
1002	001-03-573-3-5290	HOLIDAY EVENT - Jingle Jam	\$0	\$0	\$0	\$0	\$0	0.00%
1003			-----	-----	-----	-----	-----	-----
1004		TOTAL	\$145,454	\$9,412	\$57,810	\$27,770	\$59,874	40.00%
1005								
1006		CAPITAL OUTLAY						
1007	001-03-573-6-6400	CAPITAL OUTLAY	\$30,000	\$0	\$0	\$0	\$30,000	0.00%
1008			-----	-----	-----	-----	-----	-----
1009		TOTAL	\$30,000	\$0	\$0	\$0	\$30,000	0.00%
1010			-----	-----	-----	-----	-----	-----
1011		DEPARTMENT TOTAL	\$270,788	\$16,087	\$116,912	\$27,770	\$126,107	43.00%
1012			-----	-----	-----	-----	-----	-----
1013		RECREATION						
1014								
1015		PERSONNEL SERVICES						
1016	001-06-572-1-1100	EXECUTIVE SALARIES	\$72,618	\$5,942	\$58,780	\$0	\$13,838	80.94%
1017	001-06-572-1-1200	REGULAR SALARIES	\$122,123	\$5,856	\$53,210	\$0	\$68,913	43.57%
1018	001-06-572-1-1210	ACCRUED SALARIES	\$0	\$0	\$0	\$0	\$0	0.00%
1019	001-06-572-1-1400	OVERTIME	\$1,638	\$367	\$2,138	\$0	(\$500)	130.51%
1020	001-06-572-1-2100	FICA EXPENSE	\$15,023	\$883	\$8,230	\$0	\$6,793	54.78%
1021	001-06-572-1-2200	RETIREMENT EXPENSE	\$60,288	\$3,617	\$32,598	\$0	\$27,690	54.06%
1022	001-06-572-1-2300	HEALTH AND LIFE INSURANCE	\$48,813	\$4,475	\$42,394	\$0	\$6,419	86.84%
1023			-----	-----	-----	-----	-----	-----
1024		TOTAL	\$320,503	\$21,141	\$197,349	\$0	\$123,154	62.00%
1025								
1026		OPERATING EXPENSES						
1027	001-06-572-3-3100	PROFESSIONAL SERVICES	\$2,060	\$0	\$749	\$300	\$1,011	36.34%
1028	001-06-572-3-3120	PRE-EMPLOYMENT EXPENSE	\$500	\$0	\$157	\$0	\$343	31.48%
1029	001-06-572-3-4020	SCHOOLING/CONFERENCES	\$3,500	\$0	\$125	\$0	\$3,375	3.58%
1030	001-06-572-3-4100	COMMUNICATIONS SERVICES	\$2,508	\$78	\$762	\$0	\$1,746	30.37%
1031	001-06-572-3-4310	NATURAL GAS	\$1,768	\$0	\$0	\$0	\$1,768	0.00%
1032	001-06-572-3-4320	ELECTRICITY	\$3,120	\$0	\$0	\$0	\$3,120	0.00%
1033	001-06-572-3-4322	ELECTRICITY-FRED GREEN PARK	\$1,560	\$146	\$1,280	\$0	\$280	82.06%
1034	001-06-572-3-4325	ELECTRICITY-FORRESTER FIELD	\$520	\$34	\$338	\$0	\$182	65.03%
1035	001-06-572-3-4326	ELECTRICITY-SHAW BUCK RECREATI	\$520	\$28	\$257	\$0	\$263	49.35%
1036	001-06-572-3-4329	ELECTRICITY-BOOKER PARK	\$1,248	\$93	\$723	\$0	\$525	57.93%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
1037	001-06-572-3-4330	CREDIT CARD FEES-REC	\$312	\$19	\$280	\$0	\$32	89.64%
1038	001-06-572-3-4400	RENTALS AND LEASES	\$832	\$33	\$333	\$67	\$432	40.02%
1039	001-06-572-3-4510	INSURANCE CLAIMS REIMBURSABLE	\$0	\$0	\$0	\$0	\$0	0.00%
1040	001-06-572-3-4610	BUILDING MAINTENANCE	\$2,500	\$0	\$1,724	\$30	\$746	68.96%
1041	001-06-572-3-4620	EQUIPMENT MAINTENANCE	\$1,040	\$0	\$0	\$0	\$1,040	0.00%
1042	001-06-572-3-4630	VEHICLE MAINTENANCE	\$2,080	\$71	\$872	\$0	\$1,208	41.94%
1043	001-06-572-3-4651	MAINTENANCE-FRED GREEN PARK	\$17,294	\$0	\$9,412	\$3,138	\$4,744	54.42%
1044	001-06-572-3-4653	MAINTENANCE-BOOKER PARK	\$17,294	\$79	\$9,770	\$3,692	\$3,833	56.49%
1045	001-06-572-3-4654	MAINTENANCE-FORRESTER FIELD	\$15,460	\$0	\$9,412	\$3,138	\$2,910	60.87%
1046	001-06-572-3-4655	MAINTENANCE-SHAW BUCK RECREATI	\$17,294	\$0	\$9,412	\$3,138	\$4,744	54.42%
1047	001-06-572-3-4700	PRINTING AND BINDING	\$1,500	\$73	\$221	\$0	\$1,279	14.74%
1048	001-06-572-3-5000	FEES & FINES	\$104	\$10	\$222	\$0	(\$118)	213.28%
1049	001-06-572-3-5100	OFFICE SUPPLIES	\$520	\$0	\$0	\$0	\$520	0.00%
1050	001-06-572-3-5210	GAS AND LUBRICANTS	\$3,640	\$325	\$1,802	\$0	\$1,838	49.49%
1051	001-06-572-3-5230	JANITORIAL SUPPLIES	\$624	\$0	\$447	\$0	\$177	71.61%
1052	001-06-572-3-5260	UNIFORMS	\$520	\$0	\$0	\$0	\$520	0.00%
1053	001-06-572-3-5270	CHEMICALS & FERTILIZER	\$1,040	\$0	\$0	\$0	\$1,040	0.00%
1054	001-06-572-3-5280	OPERATING SUPPLIES	\$12,838	\$1,371	\$5,341	\$172	\$7,325	41.60%
1055	001-06-572-3-5281	PROGRAMS	\$10,400	\$300	\$1,420	\$662	\$8,317	13.65%
1056			-----	-----	-----	-----	-----	-----
1057		TOTAL	\$122,596	\$2,661	\$55,058	\$14,336	\$53,202	45.00%
1058								
1059		CAPITAL OUTLAY						
1060	001-06-572-6-6450	CAPITAL IMPROVEMENT	\$64,500	\$0	\$0	\$0	\$64,500	0.00%
1061	001-06-572-8-5200	Libra Philanthropies Foundatio	\$4,250	(\$102)	\$1,271	\$0	\$2,979	29.90%
1062			-----	-----	-----	-----	-----	-----
1063		TOTAL	\$68,750	(\$102)	\$1,271	\$0	\$67,479	2.00%
1064			-----	-----	-----	-----	-----	-----
1065		DEPARMENT	\$511,849	\$23,699	\$253,678	\$14,336	\$243,835	50.00%
1066			-----	-----	-----	-----	-----	-----
1067		PARKS						
1068								
1069		PERSONNEL SERVICES						
1070	001-15-572-1-1200	REGULAR SALARIES	\$105,105	\$4,967	\$50,397	\$0	\$54,708	47.94%
1071	001-15-572-1-1210	ACCRUED SALARIES	\$0	\$0	\$0	\$0	\$0	0.00%
1072	001-15-572-1-1400	OVERTIME	\$6,552	\$0	\$2,069	\$0	\$4,483	31.57%
1073	001-15-572-1-2100	FICA TAX EXPENSE	\$8,542	\$380	\$3,998	\$0	\$4,544	46.79%
1074	001-15-572-1-2200	RETIREMENT EXPENSE	\$34,279	\$1,525	\$15,904	\$0	\$18,375	46.39%
1075	001-15-572-1-2300	HEALTH AND LIFE INSURANCE	\$12,895	\$5	\$2,785	\$0	\$10,110	21.59%
1076			-----	-----	-----	-----	-----	-----
1077		TOTAL	\$167,373	\$6,877	\$75,152	\$0	\$92,221	45.00%
1078								
1079		OPERATING EXPENSES						
1080	001-15-572-3-3100	PROFESSIONAL SERVICES	\$32,440	\$187	\$4,760	\$3,751	\$23,930	14.67%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
1081	001-15-572-3-3120	PRE-EMPLOYMENT EXPENSE	\$1,040	\$0	\$150	\$0	\$890	14.37%
1082	001-15-572-3-3440	TREE REMOVAL	\$15,600	\$0	\$8,415	\$0	\$7,185	53.94%
1083	001-15-572-3-4020	TRAINING, SCHOOLING, ETC	\$3,120	\$0	\$125	\$0	\$2,995	4.01%
1084	001-15-572-3-4100	COMMUNICATIONS SERVICES	\$1,456	\$201	\$1,531	\$0	(\$75)	105.12%
1085	001-15-572-3-4310	NATURAL GAS	\$208	\$16	\$163	\$0	\$45	78.56%
1086	001-15-572-3-4321	DOWNTOWN/RIVERFRONT ELECTRICIT	\$10,400	\$1,241	\$9,493	\$0	\$907	91.27%
1087	001-15-572-3-4323	ELECTRICITY-HANK BRYAN PARK	\$5,200	\$753	\$983	\$100	\$4,117	18.90%
1088	001-15-572-3-4400	RENTALS AND LEASES	\$3,120	\$0	\$0	\$0	\$3,120	0.00%
1089	001-15-572-3-4610	BUILDING MAINTENANCE	\$1,560	\$0	\$477	\$0	\$1,083	30.56%
1090	001-15-572-3-4620	EQUIPMENT MAINTENANCE	\$10,400	\$0	\$1,508	\$236	\$8,656	14.49%
1091	001-15-572-3-4630	VEHICLE MAINTENANCE	\$5,200	\$334	\$534	\$2,315	\$2,351	10.26%
1092	001-15-572-3-4651	MAINTENANCE-FRED GREEN PARK	\$10,000	\$0	\$43	\$0	\$9,957	0.42%
1093	001-15-572-3-4652	MAINTENANCE-HANK BRYAN PARK	\$11,500	\$0	\$6,782	\$2,997	\$1,721	58.97%
1094	001-15-572-3-4653	MAINTENANCE-BOOKER PARK	\$10,000	\$0	\$384	\$6,500	\$3,116	3.83%
1095	001-15-572-3-4654	MAINTENANCE-FORRESTER FIELD	\$6,240	\$0	\$0	\$0	\$6,240	0.00%
1096	001-15-572-3-4655	MAINTENANCE-SHAW BUCK RECREATI	\$13,600	\$3,864	\$3,877	\$0	\$9,723	28.50%
1097	001-15-572-3-4656	MAINTENANCE-WESTOVER PARK	\$2,640	\$0	\$0	\$0	\$2,640	0.00%
1098	001-15-572-3-4657	MAINTENANCE-PLAYGROUND 12TH &	\$6,240	\$0	\$384	\$0	\$5,856	6.15%
1099	001-15-572-3-4658	MAINTENANCE - RIVERFRONT	\$65,199	\$912	\$28,519	\$912	\$35,767	43.74%
1100	001-15-572-3-4659	MAINTENANCE-EDGEMOORE & HUSSON	\$6,240	\$0	\$0	\$0	\$6,240	0.00%
1101	001-15-572-3-4662	DOWNTOWN MAINTENANCE & LIGHTIN	\$10,400	\$0	\$60	\$0	\$10,340	0.57%
1102	001-15-572-3-4663	MAINTENANCE-BIKE TRAIL	\$520	\$0	\$0	\$0	\$520	0.00%
1103	001-15-572-3-5100	OFFICE SUPPLIES	\$1,040	\$0	\$750	\$0	\$290	72.07%
1104	001-15-572-3-5210	GAS AND LUBRICANTS	\$3,120	\$0	\$0	\$0	\$3,120	0.00%
1105	001-15-572-3-5230	JANITORIAL SUPPLIES	\$1,040	\$0	\$905	\$0	\$135	87.00%
1106	001-15-572-3-5250	SMALL TOOLS	\$10,218	\$0	\$3,763	\$0	\$6,455	36.82%
1107	001-15-572-3-5260	UNIFORMS	\$2,080	\$0	\$0	\$0	\$2,080	0.00%
1108	001-15-572-3-5270	CHEMICALS & FERTILIZER	\$5,200	\$0	\$0	\$0	\$5,200	0.00%
1109	001-15-572-3-5280	OPERATING SUPPLIES	\$10,400	\$1,024	\$3,085	\$1,795	\$5,520	29.66%
1110	001-15-572-3-5283	INMATE OPERATING SUPPLIES	\$3,120	\$0	\$3,110	\$0	\$10	99.69%
1111	001-15-572-3-5400	MEMBR,SUBSCRIPT,DUES	\$1,040	\$0	\$0	\$0	\$1,040	0.00%
1112		-----	-----	-----	-----	-----	-----	-----
1113		TOTAL	\$269,581	\$8,532	\$79,799	\$18,605	\$171,176	30.00%
1114								
1115		CAPITAL OUTLAY						
1116	001-15-572-6-6310	PARK IMPROVEMENT EXPENSE	\$344,000	\$0	\$0	\$343,853	\$147	0.00%
1117	001-15-572-6-6400	CAPITAL OUTLAY	\$64,000	\$26,908	\$48,165	\$0	\$1,835	75.25%
1118	001-15-572-6-6403	SPLASH PAD	\$226,000	\$0	\$0	\$2,000	\$232,000	0.00%
1119	001-15-572-6-6450	CAPITAL IMPROVEMENTS	\$27,560	\$0	\$12,952	\$0	\$14,608	46.99%
1120		-----	-----	-----	-----	-----	-----	-----
1121		TOTAL	\$661,560	\$26,908	\$61,118	\$345,853	\$248,590	9.00%
1122								
1123		DEBT SERVICE						
1124	001-15-517-7-7101	PRINCIPAL PUBLIC WORKS BLDG	\$12,788	\$0	\$0	\$0	\$12,788	0.00%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
1125	001-15-517-7-7201	INTEREST PUBLIC WORKS BLDG	\$21,966	\$0	\$11,533	\$0	\$10,433	52.50%
1126			-----	-----	-----	-----	-----	-----
1127		TOTAL	\$34,754	\$0	\$11,533	\$0	\$23,221	33.00%
1128								
1129		TRANSFERS						
1130	001-15-572-9-9104	REIMB FLEET MAINTENCE	\$18,990	\$1,583	\$15,825	\$0	\$3,165	83.33%
1131			-----	-----	-----	-----	-----	-----
1132		TOTAL	\$18,990	\$1,583	\$15,825	\$0	\$3,165	83.00%
1133			-----	-----	-----	-----	-----	-----
1134		DEPARTMENT TOTAL	\$1,152,258	\$43,900	\$243,426	\$364,458	\$538,373	21.00%
1135			-----	-----	-----	-----	-----	-----
1136		PRICE MARTIN CENTER						
1137								
1138		OPERATING EXPENSES						
1139	001-26-579-3-4100	COMMUNICATIONS SERVICES	\$832	\$96	\$943	\$0	(\$111)	113.32%
1140	001-26-579-3-4310	NATURAL GAS	\$832	\$62	\$605	\$0	\$227	72.74%
1141	001-26-579-3-4320	ELECTRICITY	\$12,480	\$1,663	\$12,722	\$0	(\$242)	101.94%
1142	001-26-579-3-4610	BUILDING MAINTENANCE	\$10,400	\$241	\$3,213	\$1,110	\$6,077	30.89%
1143	001-26-579-3-4620	EQUIPMENT MAINTENANCE	\$3,120	\$0	\$1,197	\$400	\$1,523	38.36%
1144	001-26-579-3-4650	GROUNDS MAINTENANCE	\$520	\$0	\$0	\$0	\$520	0.00%
1145	001-26-579-3-4680	STORM CLEANUP	\$520	\$0	\$0	\$0	\$520	0.00%
1146	001-26-579-3-5230	JANITORIAL SUPPLIES	\$520	\$0	\$0	\$0	\$520	0.00%
1147	001-26-579-3-5280	OPERATING SUPPLIES	\$520	\$0	\$0	\$0	\$520	0.00%
1148			-----	-----	-----	-----	-----	-----
1149		TOTAL	\$29,744	\$2,062	\$18,681	\$1,510	\$9,553	63.00%
1150								
1151		CAPITAL OUTLAY						
1152	001-26-579-6-6400	CAPITAL OUTLAY	\$5,000	\$0	\$2,500	\$0	\$2,500	50.00%
1153			-----	-----	-----	-----	-----	-----
1154		TOTAL	\$5,000	\$0	\$2,500	\$0	\$2,500	50.00%
1155			-----	-----	-----	-----	-----	-----
1156		DEPARTMENT TOTAL	\$34,744	\$2,062	\$21,181	\$1,510	\$12,053	61.00%
1157			-----	-----	-----	-----	-----	-----
1158		WATER TAXIS						
1159								
1160		OPERATING EXPENSES						
1161	001-27-549-3-4500	LIABILITY INSURANCE	\$36,110	\$0	\$42,922	\$0	(\$6,812)	118.86%
1162	001-27-549-3-4610	TAXI TERMINAL BUILDING EXPENSE	\$17,266	\$375	\$9,619	\$322	\$7,325	55.71%
1163	001-27-549-3-4630	RIVERBOAT MAINTENANCE	\$32,480	\$2,310	\$29,270	\$3,195	\$14	90.11%
1164	001-27-549-3-4680	STORM CLEANUP/REPAIR	\$0	\$0	\$1,392	\$0	(\$1,392)	0.00%
1165	001-27-549-3-5000	FINES & FEES	\$520	\$0	\$0	\$0	\$520	0.00%
1166			-----	-----	-----	-----	-----	-----
1167		TOTAL	\$86,376	\$2,685	\$83,203	\$3,518	(\$344)	96.00%
1168								

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
1169		CAPITAL OUTLAY						
1170			-----	-----	-----	-----	-----	-----
1171		TOTAL	\$0	\$0	\$0	\$0	\$0	0.00%
1172			-----	-----	-----	-----	-----	-----
1173		DEPARTMENT TOTAL	\$86,376	\$2,685	\$83,203	\$3,518	(\$344)	96.00%
1174			-----	-----	-----	-----	-----	-----
1175		JENKINS GYMNASIUM						
1176								
1177		PERSONNEL SERVICES						
1178			-----	-----	-----	-----	-----	-----
1179		TOTAL	\$0	\$0	\$0	\$0	\$0	0.00%
1180								
1181		OPERATING EXPENSES						
1182	001-40-572-3-3100	PROFESSIONAL SERVICES	\$8,892	\$70	\$7,763	\$70	\$1,060	87.29%
1183	001-40-572-3-4100	COMMUNICATION SERVICES	\$650	\$899	\$2,197	\$0	(\$1,547)	338.01%
1184	001-40-572-3-4320	ELECTRICITY	\$20,800	\$2,697	\$17,189	\$0	\$3,611	82.63%
1185	001-40-572-3-4500	LIABILITY INSURANCE	\$12,547	\$0	\$11,724	\$0	\$823	93.43%
1186	001-40-572-3-4610	BUILDING MAINTENANCE	\$25,000	\$262	\$9,543	\$6,389	\$9,068	38.17%
1187	001-40-572-3-4650	GROUPS MAINTENANCE	\$5,200	\$29	\$3,029	\$0	\$2,171	58.24%
1188	001-40-572-3-5230	JANITORIAL SUPPLIES	\$2,292	\$390	\$1,888	\$12	\$392	82.36%
1189	001-40-572-3-5280	OPERATING SUPPLIES	\$14,000	\$525	\$4,287	\$66	\$9,647	30.62%
1190			-----	-----	-----	-----	-----	-----
1191		TOTAL	\$89,381	\$4,872	\$57,619	\$6,537	\$25,225	64.00%
1192								
1193		CAPITAL OUTLAY						
1194	001-40-572-6-6400	CAPITAL OUTLAY	\$15,000	\$0	\$0	\$0	\$15,000	0.00%
1195			-----	-----	-----	-----	-----	-----
1196		TOTAL	\$15,000	\$0	\$0	\$0	\$15,000	0.00%
1197			-----	-----	-----	-----	-----	-----
1198		DEPARTMENT	\$104,381	\$4,872	\$57,619	\$6,537	\$40,225	55.00%
1199			-----	-----	-----	-----	-----	-----
1200		TRANSFERS						
1201								
1202	001-81-581-9-9130	TRANSFER TO TIF	\$0	\$0	\$0	\$0	\$0	0.00%
1203	001-81-581-9-9140	TRANSFER TO GOLF FUND	\$38,647	\$3,221	\$32,206	\$0	\$6,441	83.33%
1204	001-81-581-9-9150	TRANSFER TO BETTER PLACE FUND	\$186,202	\$0	\$46,550	\$0	\$139,652	24.99%
1205	001-81-581-9-9160	TRANSFER TO AIRPORT FUND	\$284,340	\$23,695	\$236,950	\$0	\$47,390	83.33%
1206	001-81-581-9-9180	TRANSFER TO ARPA	\$0	\$0	\$0	\$0	\$0	0.00%
1207			-----	-----	-----	-----	-----	-----
1208		DEPARTMENT TOTAL	\$509,189	\$26,916	\$315,706	\$0	\$193,483	62.00%
1209								
1210		CONTINGENCIES						
1211								
1212			-----	-----	-----	-----	-----	-----

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
1213		DEPARTMENT TOTAL	\$0	\$0	\$0	\$0	\$0	0.00%
1214								
1215								
1216		TOTAL EXPENDITURES	\$20,741,853	\$1,526,519	\$14,386,377	\$1,176,350	\$5,179,126	69.00%
1217								
1218		RESERVES						
1219								
1220	001-83-581-9-9900	OPERATING CASH RESERVE	\$2,151,003	\$0	\$0	\$0	\$2,151,003	0.00%
1221	001-83-581-9-9901	EVIDENCE FUND RESERVE	\$7,282	\$0	\$0	\$0	\$7,282	0.00%
1222	001-83-581-9-9902	LOT DEMOLITION/CLEANUP RESERVE	\$22,075	\$0	\$0	\$0	\$22,075	0.00%
1223	001-83-581-9-9909	SPECIAL CEMETERY RESERVE	\$118,889	\$0	\$0	\$0	\$118,889	0.00%
1224	001-83-581-9-9910	SPECIAL POLICE RESERVE	\$61,271	\$0	\$0	\$0	\$61,271	0.00%
1225	001-83-581-9-9912	HAND GUN CLASSES RESERVE	\$7,637	\$0	\$0	\$0	\$7,637	0.00%
1226	001-83-581-9-9913	FIRE PUBLIC EDUCATION RESERVE	\$24,937	\$0	\$0	\$0	\$24,937	0.00%
1227	001-83-581-9-9921	LANDSCAPING CODE FEE RESERVE	\$61,663	\$0	\$0	\$0	\$61,663	0.00%
1228	001-83-581-9-9922	INSURANCE RESERVE BUDGET ACCOU	\$624,451	\$0	\$0	\$0	\$624,451	0.00%
1229	001-83-581-9-9923	PARKS BANK ACCT- DONATIONS	\$284	\$0	\$0	\$0	\$284	0.00%
1230	001-83-581-9-9924	POLICE I&E ACCOUNT	\$7,523	\$0	\$0	\$0	\$7,523	0.00%
1231	001-83-581-9-9925	FIRE CAPITAL REPLACEMENT RESER	\$88,000	\$0	\$0	\$0	\$88,000	0.00%
1232								
1233		DEPARTMENT TOTAL	\$3,175,015	\$0	\$0	\$0	\$3,175,015	0.00%
1234								
1235								
1236		TOTAL EXPENDITURES, TRANSFERS,						
1237	GENERAL FUND	CONTINGENCIES & RESERVES	\$23,916,861	\$1,526,519	\$14,386,377	\$1,176,350	\$8,354,134	60.00%
1238								
1239								
1240	AIRPORT FUND							
1241								
1242	AIRPORT REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 83.33 % Yr Complete For Fiscal Year: 2025 / 7							
1243		FEDERAL GRANTS						
1244	005-00-389-2-8109	FAA West Taxilanes & Apron Fed	\$17,000	\$0	\$0		\$17,000	0.00%
1245	005-00-389-2-8110	Fed FAA Taxiway "E"cho	\$227,234	\$5,377	\$90,817		\$136,417	39.96%
1246	005-00-389-2-8932	FAA AIRPORT AGIS SURVEY & MAPP	\$137,025	\$13,095	\$104,807		\$32,218	76.48%
1247								
1248		TOTAL	\$381,259	\$18,472	\$195,624		\$185,635	51.00%
1249								
1250		STATE GRANTS						
1251	005-00-389-3-7500	FDOT MASTER PLAN APD49	\$285,000	\$26,763	\$71,264		\$213,736	25.00%
1252	005-00-389-3-8000	RCO LEASE (BEACON GRANT)	\$0	\$228	\$570		(\$570)	0.00%
1253	005-00-389-3-8906	FDOT GRANT OBSTRUCTION/TREE RE	\$0	\$0	\$25,314		(\$25,314)	0.00%
1254	005-00-389-3-8920	FDOT Taxiway A WEST, Phase II	\$0	\$0	\$82,256		(\$82,256)	0.00%
1255	005-00-389-3-8921	FDOT FUEL TRUCK PTGA G2340	\$0	\$0	\$0		\$0	0.00%
1256	005-00-389-3-8922	FDOT West Taxilanes & Apron st	\$15,621	\$0	\$82,643		(\$67,022)	529.05%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
1257	005-00-389-3-8923	FDOT RWY 9 Obstruction Tree Re	\$539,479	\$5,000	\$324,813		\$214,666	60.20%
1258	005-00-389-3-8924	FDOT Wildlife Hazard Assessmen	\$8,600	\$0	\$0		\$8,600	0.00%
1259	005-00-389-3-8925	FDOT Bulk Hangar (W1-3) Apron	\$99,000	\$0	\$0		\$99,000	0.00%
1260	005-00-389-3-8926	FDOT RWY 9/27 EXT feasibility	\$100,000	\$0	\$0		\$100,000	0.00%
1261	005-00-389-3-8927	FDOT Access Control & Gate Imp	\$104,846	\$820	\$101,193		\$3,654	96.51%
1262	005-00-389-3-8928	FDOT CORPORATE	\$262,500	\$18,769	\$18,769		\$243,731	7.15%
1263	005-00-389-3-8929	FDOT Emergency Generators	\$248,000	\$0	\$59,995		\$188,005	24.19%
1264	005-00-389-3-8930	FDOT TAXIWAY 'E'CHO	\$19,676	\$597	\$10,091		\$9,586	51.28%
1265	005-00-389-3-8931	FDOT AIRPORT AGIS SURVEY & MAP	\$15,225	\$1,455	\$11,645		\$3,580	76.48%
1266	005-00-389-3-8932	FDOT Airport RW 9/27 E END APP	\$500,000	\$0	\$0		\$500,000	0.00%
1267	005-00-389-3-8933	FDOT WILDLIFE HAZARD TRENCH F	\$600,000	\$0	\$0		\$600,000	0.00%
1268		-----	-----	-----	-----		-----	-----
1269		TOTAL	\$2,797,947	\$53,632	\$788,553		\$2,009,394	28.00%
1270								
1271		-----	-----	-----	-----		-----	-----
1272		TOTAL GRANTS	\$3,179,206	\$72,103	\$984,177		\$2,195,029	31.00%
1273		-----	-----	-----	-----		-----	-----
1274								
1275		OPERATING REVENUES						
1276	005-00-344-1-1010	100 LL AVIATION FUEL	\$630,000	\$40,287	\$352,030		\$277,970	55.87%
1277	005-00-344-1-1020	JET A AVIATION FUEL	\$400,000	\$1,388	\$175,948		\$224,052	43.98%
1278	005-00-344-1-1030	DONATIONS-FLY-IN EVENT	\$20,000	\$0	\$0		\$20,000	0.00%
1279	005-00-344-1-1200	TIE DOWN FEES/VEHICLE PARKING	\$4,000	\$745	\$6,165		(\$2,165)	154.11%
1280	005-00-344-1-1400	VENDING	\$800	\$0	\$0		\$800	0.00%
1281	005-00-344-1-1700	AVIATION LUBRICANTS	\$2,000	\$171	\$1,328		\$672	66.40%
1282	005-00-344-1-1800	MERCHANDISE SALES	\$1,000	\$285	\$1,574		(\$574)	157.41%
1283	005-00-362-0-1000	HANGAR RENTALS	\$392,524	\$34,559	\$301,891		\$90,633	76.91%
1284	005-00-362-0-1100	HANGAR MAINT FEE	\$19,200	\$2,150	\$18,190		\$1,010	94.73%
1285	005-00-362-0-2000	LAND LEASE	\$4,000	\$425	\$4,250		(\$250)	106.25%
1286	005-00-362-0-3000	BUILDING RENTAL	\$20,000	\$1,475	\$12,988		\$7,012	64.93%
1287		-----	-----	-----	-----		-----	-----
1288		TOTAL	\$1,493,524	\$81,484	\$874,363		\$619,161	59.00%
1289								
1290		OTHER REVENUES						
1291	005-00-364-0-1001	LOSS ON SALE/DISPOSAL OF ASSET	\$0	\$0	\$60,825		(\$60,825)	0.00%
1292	005-00-365-0-0000	SURPLUS EQUIPMENT-AIRPORT	\$2,250	\$0	\$0		\$2,250	0.00%
1293	005-00-365-0-1001	SURPLUS LAND-SALE	\$0	\$0	\$0		\$0	0.00%
1294	005-00-369-9-1000	MISCELLANEOUS REVENUES	\$3,500	\$313	\$5,252		(\$1,752)	150.04%
1295	005-00-369-9-1001	E-PAYABLES REVENUE SHARE	\$300	\$22	\$528		(\$228)	176.03%
1296	005-00-369-9-2000	REFUNDS/REIMBURSEMENTS	\$0	\$0	\$873		(\$873)	0.00%
1297	005-00-369-9-4000	INSURANCE CLAIMS - AIRPORT	\$0	\$0	\$4,235		(\$4,235)	0.00%
1298		-----	-----	-----	-----		-----	-----
1299		TOTAL	\$6,050	\$335	\$71,712		(\$65,662)	1185.00%
1300								

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
1301		TRANSFERS						
1302	005-00-381-0-0000	TRANSFER FROM GENERAL	\$284,340	\$23,695	\$236,950		\$47,390	83.33%
1303			-----	-----	-----		-----	-----
1304		TOTAL	\$284,340	\$23,695	\$236,950		\$47,390	83.00%
1305								
1306		LOAN PROCEEDS						
1307			-----	-----	-----		-----	-----
1308		TOTAL	\$0	\$0	\$0		\$0	0.00%
1309								
1310								
1311		TOTAL REVENUES	\$4,963,120	\$177,618	\$2,167,203		\$2,795,918	44.00%
1312			-----	-----	-----		-----	-----
1313								
1314		CASH BALANCE FORWARD						
1315	005-00-301-0-0000	OPERATING CASH BALANCE FORWARD	\$38,155	\$0	\$0		\$38,155	0.00%
1316	005-00-302-0-0000	SURPLUS LAND BALANCE FORWARD	\$169,000	\$0	\$0		\$169,000	0.00%
1317			-----	-----	-----		-----	-----
1318		TOTAL	\$207,155	\$0	\$0		\$207,155	0.00%
1319			-----	-----	-----		-----	-----
1320		TOTAL REV, TRFS & CASH BALANCE	\$5,170,275	\$177,618	\$2,167,203		\$3,003,073	42.00%
1321			-----	-----	-----		-----	-----
1322	AIRPORT EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 83.33 % Yr Complete For Fiscal Year: 2025 / 7							
1323		PERSONNEL SERVICES						
1324	005-05-542-1-1100	EXECUTIVE SALARIES	\$101,010	\$7,770	\$79,531	0	21,479	78.73%
1325	005-05-542-1-1200	REGULAR SALARIES	\$173,750	\$14,377	\$149,428	\$0	24,322	86.00%
1326	005-05-542-1-1210	ACCRUED SALARIES	\$0	\$0	\$0	\$0	0	0.00%
1327	005-05-542-1-1400	OVERTIME	\$7,644	\$693	\$8,879	\$0	(1,235)	116.16%
1328	005-05-542-1-2100	FICA TAX EXPENSE	\$21,604	\$1,699	\$17,715	\$0	3,889	81.99%
1329	005-05-542-1-2200	RETIREMENT EXPENSE	\$86,698	\$6,045	\$58,174	\$0	28,524	67.09%
1330	005-05-542-1-2300	HEALTH AND LIFE INSURANCE	\$18,463	\$2,664	\$23,680	\$0	(5,217)	128.25%
1331	005-05-542-1-2400	WORKERS COMP	\$7,784	\$0	\$9,812	\$0	(2,028)	126.05%
1332			-----	-----	-----	-----	-----	-----
1333		TOTAL	\$416,953	\$33,247	\$347,220	\$0	69,733	83.00%
1334								
1335		OPERATING EXPENSES						
1336	005-05-542-3-3100	PROFESSIONAL SERVICES	\$29,500	\$560	\$9,383	\$30	20,087	31.80%
1337	005-05-542-3-3120	PRE-EMPLOYMENT EXPENSE	\$1,000	\$55	\$299	\$0	701	29.90%
1338	005-05-542-3-3200	ACCOUNTING AND AUDITING	\$5,287	\$0	\$3,844	\$1,398	45	72.71%
1339	005-05-542-3-4020	SCHOOLING, CONFERENCE, ETC	\$5,000	\$948	\$1,324	\$848	2,827	26.48%
1340	005-05-542-3-4100	COMMUNICATIONS SERVICES	\$16,000	\$249	\$2,545	\$0	13,455	15.90%
1341	005-05-542-3-4200	POSTAGE AND FREIGHT	\$300	\$0	\$0	\$0	300	0.00%
1342	005-05-542-3-4310	NATURAL GAS	\$1,000	\$151	\$889	\$0	111	88.91%
1343	005-05-542-3-4315	UTILITIES-WATER	\$8,000	\$596	\$5,877	\$0	2,123	73.46%
1344	005-05-542-3-4320	ELECTRICITY	\$20,000	\$3,180	\$23,833	\$0	(3,833)	119.16%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
1345	005-05-542-3-4330	CREDIT CARD FEES	\$30,000	\$0	\$0	\$0	30,000	0.00%
1346	005-05-542-3-4400	RENTALS AND LEASES	\$11,700	\$36	\$356	\$361	10,983	3.03%
1347	005-05-542-3-4500	LIABILITY INSURANCE	\$84,083	\$0	\$91,339	\$0	(7,256)	108.62%
1348	005-05-542-3-4510	INSURANCE CLAIMS REIMBURSABLE	\$0	\$0	\$17,164	\$0	(17,164)	0.00%
1349	005-05-542-3-4610	BUILDING MAINTENANCE	\$34,950	\$930	\$24,434	\$790	9,726	69.91%
1350	005-05-542-3-4615	HANGAR MAINTENANCE	\$30,000	\$3,329	\$13,939	\$0	16,061	46.46%
1351	005-05-542-3-4620	EQUIPMENT/FIELD MAINTENANCE	\$40,648	\$6,600	\$38,360	\$0	2,288	94.37%
1352	005-05-542-3-4630	VEHICLE MAINTENANCE	\$5,000	\$383	\$796	\$15	4,189	15.91%
1353	005-05-542-3-4650	GROUND LANDSCAPING	\$56,000	\$4,296	\$41,023	\$12,887	2,090	73.25%
1354	005-05-542-3-4800	ADVERTISING	\$5,000	\$0	\$0	\$0	5,000	0.00%
1355	005-05-542-3-4810	LEGAL ADVERTISING	\$1,000	\$0	\$282	\$318	400	28.24%
1356	005-05-542-3-4900	FLY-IN EVENT-EXPENSES	\$20,000	\$0	\$0	\$0	20,000	0.00%
1357	005-05-542-3-5000	FEES & FINES	\$0	\$90	\$231	\$0	(231)	0.00%
1358	005-05-542-3-5100	OFFICE SUPPLIES	\$1,500	\$544	\$1,416	\$0	84	69.00%
1359	005-05-542-3-5170	100LL FUEL	\$491,684	\$0	\$215,832	\$21,616	254,236	43.89%
1360	005-05-542-3-5180	JET A FUEL	\$264,000	\$104	\$88,097	\$0	175,903	33.36%
1361	005-05-542-3-5210	GAS AND LUBRICANTS	\$2,500	\$884	\$1,861	\$0	639	74.43%
1362	005-05-542-3-5220	GENERAL MERCHANDISE	\$5,000	\$567	\$1,311	\$0	3,689	26.22%
1363	005-05-542-3-5230	JANITORIAL SUPPLIES	\$2,500	\$0	\$1,376	\$0	1,124	55.04%
1364	005-05-542-3-5260	UNIFORMS	\$500	\$0	\$0	\$189	311	0.00%
1365	005-05-542-3-5280	OPERATING SUPPLIES	\$6,794	\$1,121	\$3,693	\$0	3,101	50.43%
1366	005-05-542-3-5400	MEMBR,SUBSCRIPT,DUES	\$6,800	\$413	\$1,639	\$0	5,162	24.09%
1367			-----	-----	-----	-----	-----	-----
1368		TOTAL	\$1,185,746	\$25,034	\$591,143	\$38,451	556,152	50.00%
1369								
1370		CAPITAL OUTLAY						
1371	005-05-542-6-6309	FDOT WEST TAXILANES & APRON ST	\$15,621	\$0	\$0	\$0	15,621	0.00%
1372	005-05-542-6-6346	FAA West Taxilanes & Apron Cit	\$0	\$0	\$0	\$0	0	0.00%
1373	005-05-542-6-6450	CAPITAL IMPROVEMENTS	\$14,953	\$0	\$0	\$5,501	9,452	0.00%
1374	005-05-542-8-6303	FDOT Taxiway "E"CHO	\$19,676	\$597	\$10,091	\$0	9,586	51.28%
1375	005-05-542-8-6307	FDOT FUEL TRUCK PTGA G2340	\$0	\$0	\$0	\$0	0	0.00%
1376	005-05-542-8-6308	FAA West Taxilanes & Apron Fed	\$17,000	\$0	\$0	\$0	17,000	0.00%
1377	005-05-542-8-6310	Fed FAA Taxiway "E"cho	\$227,234	\$5,377	\$90,817	\$0	136,417	39.96%
1378	005-05-542-8-6311	FDOT RWY 9 Obstruction Tree Re	\$539,479	\$5,000	\$324,813	\$137,694	76,971	60.20%
1379	005-05-542-8-6312	FDOT Wildlife Hazard Assessmen	\$8,600	\$0	\$0	\$0	8,600	0.00%
1380	005-05-542-8-6314	FDOT Bulk Hangar (W1-3) Apron	\$99,000	\$0	\$0	\$98,945	55	0.00%
1381	005-05-542-8-6315	FDOT RWY 9/27 EXT feasibility	\$100,000	\$0	\$0	\$0	100,000	0.00%
1382	005-05-542-8-6316	FDOT Access Control & Gate Imp	\$104,846	\$820	\$101,193	\$0	3,654	96.51%
1383	005-05-542-8-6317	AIRPORT FDOT CORPORATE HANGAR	\$262,500	\$18,769	\$18,769	\$81,606	162,125	7.15%
1384	005-05-542-8-6318	FDOT Emergency Generators	\$248,000	\$0	\$59,995	\$0	188,005	24.19%
1385	005-05-542-8-6319	FAA AIRPORT AGIS SURVEY & MAPP	\$137,025	\$13,095	\$104,807	\$32,218	0	76.48%
1386	005-05-542-8-6320	FDOT AIRPORT AGIS SURVEY & MAP	\$15,225	\$1,455	\$11,645	\$1,330	2,250	76.48%
1387	005-05-542-8-6321	FDOT AIRPORT MASTER PLAN	\$285,000	\$26,763	\$71,264	\$213,736	0	25.00%
1388	005-05-542-8-6322	FDOT Airport RW 9/27 E END APP	\$500,000	\$0	\$0	\$0	500,000	0.00%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
1389	005-05-542-8-6323	FDOT WILDLIFE HAZARD TRENCH F	\$600,000	\$0	\$0	\$0	600,000	0.00%
1390			-----	-----	-----	-----	-----	-----
1391		TOTAL	\$3,194,159	\$71,875	\$793,394	\$571,030	1,829,735	25.00%
1392								
1393		DEBT SERVICE						
1394	005-05-517-7-7140	PRINCIPAL-AIRPORT VEHICLE	\$5,493	\$0	\$5,493	\$0	(0)	100.00%
1395	005-05-517-7-7141	PRINCIPAL - GENERAL FUND LOAN	\$50,000	\$0	\$0	\$0	50,000	0.00%
1396	005-05-517-7-7240	INTEREST-AIRPORT VEHICLE	\$50	\$0	\$50	\$0	0	99.96%
1397			-----	-----	-----	-----	-----	-----
1398		TOTAL	\$55,543	\$0	\$5,543	\$0	50,000	10.00%
1399								
1400			-----	-----	-----	-----	-----	-----
1401		TOTAL EXPENDITURES	\$4,852,401	\$130,157	\$1,737,300	\$609,482	2,505,620	36.00%
1402			-----	-----	-----	-----	-----	-----
1403								
1404		TRANSFERS, CONT, RESERVES						
1405	005-05-542-9-9100	REIMB GENERAL FUND-ADMIN EXP	\$177,268	\$14,772	\$147,723	\$0	29,545	83.33%
1406	005-05-542-9-9900	CONTINGENCY/RESERVE	\$140,607	\$0	\$0	\$4,000	136,607	0.00%
1407			-----	-----	-----	-----	-----	-----
1408		TOTAL	\$317,875	\$14,772	\$147,723	\$4,000	166,152	47.00%
1409			-----	-----	-----	-----	-----	-----
1410		TOTAL EXPENDITURES, TRANSFERS,						
1411	AIRPORT FUND	CONTINGENCIES & RESERVES	\$5,170,276	\$144,929	\$1,885,023	\$613,482	2,671,771	36.00%
1412			-----	-----	-----	-----	-----	-----
1413								
1414	WATER FUND							
1415	WATER FUND REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 83.33 % Yr Complete For Fiscal Year: 2025 / 7							
1416		GRANTS						
1417	041-00-389-2-8107	FEMA HMGP 4283-66 LIFT STATION	334,000.00	0.00	0.00		334,000.00	0.00%
1418	041-00-389-3-5010	CDBG MIT SANITARY WASTEWATER R	382,000.00	0.00	178,618.41		203,381.59	46.75%
1419	041-00-389-5-2000	Fed CDBG DEO Madison to 11th	748,674.00	0.00	507.08		748,166.92	0.06%
1420	041-00-389-5-3920	Fed DEO RIF St. Johns Ave Mose	0.00	0.00	322,715.69		(322,715.69)	0.00%
1421	041-00-389-6-3000	FDEP LPA0354 Sewer Main and Ma	1,625,000.00	136,084.03	459,218.60		1,165,781.40	28.25%
1422	041-00-389-6-3100	FDEP Potable Water state North	2,100,000.00	5,114.88	5,791.92		2,094,208.08	0.27%
1423	041-00-389-6-3200	FDEP Sewer Lining state	1,000,000.00	0.00	0.00		1,000,000.00	0.00%
1424	041-00-389-7-1008	WWTP Biosolids LPR0004 FDEP	1,324,600.00	135,029.62	1,045,795.06		278,804.94	78.95%
1425	041-00-389-7-1009	SJRWMD #35891 Madison to 11th	500,000.00	0.00	391,123.76		108,876.24	78.22%
1426	041-00-334-3-5000	DEO Lift Station 16 Expansion	340,196.00	0.00	20,458.92		319,737.08	6.01%
1427	041-00-334-3-5100	FDEP AND AND GRIT SG067	0.00	0.00	0.00		0.00	0.00%
1428			-----	-----	-----		-----	-----
1429		TOTAL	8,354,470.00	276,228.53	2,424,229.44		5,930,240.56	29.00%
1430								
1431		CHARGES FOR SERVICES						
1432	041-00-343-6-1000	WATER SALES	4,350,557.00	370,642.57	3,652,355.29		698,201.71	83.95%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
1433	041-00-343-6-1010	WATER TAPS & RENEWALS	51,676.00	0.00	19,500.00		32,176.00	37.73%
1434	041-00-343-6-1040	PENALTIES	76,929.00	6,120.07	59,035.45		17,893.55	76.74%
1435	041-00-343-6-1050	WATER RENEWALS-BILLED	0.00	0.00	0.00		0.00	0.00%
1436	041-00-343-6-2000	BROKEN METERS/LOCKS	2,612.00	135.00	929.95		1,682.05	35.60%
1437	041-00-343-6-3000	WASTEWATER SERVICE REVENUE	3,854,971.00	327,919.04	3,276,787.01		578,183.99	85.00%
1438	041-00-343-6-3010	WASTEWATER TAPS/RENEWALS	50,965.00	0.00	20,000.00		30,965.00	39.24%
1439	041-00-343-6-3020	SEPTIC DUMPING (WWTP)	216,550.00	20,705.00	150,105.00		66,445.00	69.31%
1440	041-00-343-6-4000	WATER IMPACT FEES	251,326.00	0.00	61,260.00		190,066.00	24.37%
1441	041-00-343-6-5000	WASTEWATER IMPACT FEES-NEW CON	264,495.00	0.00	59,692.00		204,803.00	22.56%
1442			-----	-----	-----		-----	-----
1443		TOTAL	9,120,081.00	725,521.68	7,299,664.70		1,820,416.30	80.00%
1444								
1445		OTHER REVENUES						
1446	041-00-361-1-1000	INTEREST-SERIES 98 SINKING FD	843.00	549.35	2,984.13		(2,141.13)	353.98%
1447	041-00-361-1-1100	INTEREST DW 540250	103.00	131.33	324.43		(221.43)	314.98%
1448	041-00-362-0-1000	COMMUNICATION TOWER LEASE	28,942.00	0.00	22,993.24		5,948.76	79.44%
1449	041-00-362-0-1005	TATER FARMS LAND LEASE	33,050.00	0.00	24,750.00		8,300.00	74.88%
1450	041-00-364-0-4900	SURPLUS EQUIPMENT-WATER	8,012.00	0.00	0.00		8,012.00	0.00%
1451	041-00-369-9-1000	OTHER REVENUE	8,122.00	0.00	62.54		8,059.46	0.77%
1452	041-00-369-9-1001	E-PAYABLES REVENUE SHARE	869.00	42.63	1,007.97		(138.97)	115.99%
1453	041-00-384-0-1000	LOAN PROCEEDS	0.00	0.00	0.00		0.00	0.00%
1454	041-00-384-0-1002	SRF 2019 MATCHING PROCEEDS DW5	593,000.00	0.00	0.00		593,000.00	0.00%
1455	041-00-384-0-1004	SRF DW54025 PROCEEDS Carbon Fi	1,317,802.00	0.00	0.00		1,317,802.00	0.00%
1456	041-00-384-0-1005	SRF 54022 DOWNTOWN POTABLE	23,219.00	0.00	0.00		23,219.40	0.00%
1457	041-00-385-0-1200	GAIN ON SALE OF ASSETS	0.00	0.00	0.00		0.00	0.00%
1458			-----	-----	-----		-----	-----
1459		TOTAL	2,013,962.00	723.31	52,122.31		1,961,840.09	3.00%
1460			-----	-----	-----		-----	-----
1461								
1462			-----	-----	-----		-----	-----
1463		TOTAL OPERATING REVENUES	19,488,513.00	1,002,473.52	9,776,016.45		9,712,496.95	50.00%
1464			-----	-----	-----		-----	-----
1465								
1466		TRANSFERS IN						
1467	041-00-381-0-3000	TRANSFER FROM CENTRAL TIF POTA	93,148.00	0.00	0.00		93,148.00	0.00%
1468	041-00-381-0-3100	TRANSFER FROM SOUTH TIF-POTABL	28,080.00	0.00	0.00		28,080.00	0.00%
1469			-----	-----	-----		-----	-----
1470		TOTAL	121,228.00	0.00	0.00		121,228.00	0.00%
1471								
1472		CASH BALANCE FOWARD						
1473	041-00-301-0-0100	CASH BALANCE FOWARD	4,022,639.00	433,558.00	433,558.00		3,589,081.00	10.77%
1474	041-00-301-0-0101	WATER IMPACT FEES BALANCE FORW	77,223.00	0.00	0.00		77,223.00	0.00%
1475	041-00-301-0-0102	WASTEWATER IMPACT FEES BALANCE	156,217.00	0.00	0.00		156,217.00	0.00%
1476	041-00-301-1-0000	UTILITY CAPITAL REPLACEMENT BA	2,158,440.00	0.00	0.00		2,158,440.00	0.00%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
1477	041-00-301-1-7000	FRUFC REBATE-CAP PROJECTS ONLY	8,095.00	0.00	0.00		8,095.00	0.00%
1478			-----	-----	-----		-----	-----
1479		TOTAL	6,422,614.00	433,558.00	433,558.00		5,989,056.00	7.00%
1480			-----	-----	-----		-----	-----
1481		TOTAL REV, TRF & CASH BALANCES	26,032,355.00	1,436,031.52	10,209,574.45		15,822,780.95	39.00%
1482			-----	-----	-----		-----	-----
1483								
1484	WATER FUND EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 83.33 % Yr Complete For Fiscal Year: 2025 / 7							
1485		WATER PLANT						
1486								
1487		PERSONNEL SERVICES						
1488	041-11-533-1-1100	EXECUTIVE SALARIES	121,486.00	0.00	0.00	0.00	121486	0.00%
1489	041-11-533-1-1200	REGULAR SALARIES	279,553.00	29,964.20	266,592.47	0.00	12960.53	95.36%
1490	041-11-533-1-1210	ACCRUED SALARIES	0.00	0.00	0.00	0.00	0	0.00%
1491	041-11-533-1-1400	OVERTIME	49,140.00	2,260.44	25,191.44	0.00	23948.56	51.26%
1492	041-11-533-1-2100	FICA TAX EXPENSE	34,439.00	2,429.59	21,965.41	0.00	12473.59	63.78%
1493	041-11-533-1-2200	RETIREMENT EXPENSE	138,205.00	7,463.83	68,470.22	0.00	69734.78	49.54%
1494	041-11-533-1-2300	HEALTH AND LIFE INSURANCE	135,777.00	4,552.21	47,524.22	0.00	88252.78	35.00%
1495			-----	-----	-----	-----	-----	-----
1496		TOTAL	758,600.00	46,670.27	429,743.76	0.00	328856.24	57.00%
1497								
1498		OPERATING EXPENSES						
1499	041-11-533-3-3100	PROFESSIONAL SERVICES	62,400.00	4,378.48	45,765.73	0.00	16634.27	73.34%
1500	041-11-533-3-3110	LAB/TESTING	30,000.00	2,656.20	13,742.86	189.00	16068.14	45.80%
1501	041-11-533-3-3120	PRE-EMPLOYMENT EXPENSE	912.00	62.41	326.94	0.00	85.06	35.84%
1502	041-11-533-3-4020	SCHOOLING, CONFERENCE, ETC	8,000.00	306.00	4,395.55	3,016.20	588.25	54.94%
1503	041-11-533-3-4100	COMMUNICATIONS SERVICES	5,200.00	530.97	4,514.55	0.00	685.45	86.81%
1504	041-11-533-3-4200	POSTAGE AND FREIGHT	208.00	0.00	0.00	0.00	208	0.00%
1505	041-11-533-3-4320	ELECTRICITY	170,000.00	16,126.33	129,370.20	0.00	40629.8	76.10%
1506	041-11-533-3-4400	RENTALS AND LEASES	1,040.00	35.55	355.50	71.10	613.4	34.18%
1507	041-11-533-3-4500	LIABILITY INSURANCE	1,307.00	0.00	1,065.80	0.00	241.2	81.54%
1508	041-11-533-3-4610	BUILDING MAINTENANCE	25,000.00	2,686.37	14,446.99	158.12	10394.89	57.78%
1509	041-11-533-3-4620	EQUIPMENT MAINTENANCE	75,000.00	5,391.77	38,312.73	4,630.62	32056.65	51.08%
1510	041-11-533-3-4630	VEHICLE MAINTENANCE	1,040.00	0.00	0.00	0.00	1040	0.00%
1511	041-11-533-3-4680	STORM REPAIR/CLEANUP	0.00	0.00	137.08	0.00	-137.08	0.00%
1512	041-11-533-3-5000	FINES & FEES	520.00	4.44	143.17	0.00	376.83	27.53%
1513	041-11-533-3-5100	OFFICE SUPPLIES	1,500.00	74.00	1,087.62	0.00	412.38	72.50%
1514	041-11-533-3-5210	GAS AND LUBRICANTS	2,500.00	319.94	2,836.82	0.00	-336.82	113.47%
1515	041-11-533-3-5230	JANITORIAL SUPPLIES	1,560.00	54.00	512.67	0.00	1047.33	32.86%
1516	041-11-533-3-5250	SMALL TOOLS	4,000.00	0.00	3,059.04	0.00	940.96	76.47%
1517	041-11-533-3-5260	UNIFORMS	5,500.00	716.97	4,720.80	0.00	779.2	85.83%
1518	041-11-533-3-5270	CHEMICALS AND FERTILIZERS	249,400.00	9,336.14	89,753.97	50.00	160096.03	35.98%
1519	041-11-533-3-5280	OPERATING SUPPLIES	15,600.00	240.43	14,434.54	127.16	1038.3	92.52%
1520	041-11-533-3-5400	MEMBR,SUBSCRIPT,DUES	1,040.00	0.00	456.33	0.00	583.67	43.87%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
1521			-----	-----	-----	-----	-----	-----
1522		TOTAL	661,727.00	42,920.00	369,438.89	8,242.20	284045.91	56.00%
1523								
1524		CAPITAL OUTLAY						
1525	041-11-533-6-6330	SRF DW54025 Carbon Filters	1,317,802.00	0.00	0.00	468,853.24	848948.76	0.00%
1526	041-11-533-6-6380	WELL UPGRADES	55,000.00	0.00	0.00	0.00	55000	0.00%
1527	041-11-533-6-6400	CAPITAL OUTLAY	500,000.00	59,151.15	262,379.11	87,029.36	150591.53	52.47%
1528			-----	-----	-----	-----	-----	-----
1529		TOTAL	1,872,802.00	59,151.15	262,379.11	555,882.60	1054540.29	14.00%
1530			-----	-----	-----	-----	-----	-----
1531		DEPARTMENT TOTAL	3,293,129.00	148,741.42	1,061,561.76	564,124.80	1667442.44	32.00%
1532			-----	-----	-----	-----	-----	-----
1533		SEWER/WASTEWATER PLANT						
1534								
1535		PERSONNEL SERVICES						
1536	041-12-535-1-1100	EXECUTIVE SALARIES	161,796.00	6,943.84	85,567.42	0.00	76228.58	52.88%
1537	041-12-535-1-1200	REGULAR SALARIES	432,368.00	40,056.57	401,515.94	0.00	30852.06	92.86%
1538	041-12-535-1-1210	ACCRUED SALARIES	0.00	0.00	0.00	0.00	0	0.00%
1539	041-12-535-1-1220	CLERICAL SALARY	49,467.00	3,864.00	40,208.54	0.00	9258.46	81.28%
1540	041-12-535-1-1400	OVERTIME	54,600.00	4,162.02	25,698.73	0.00	28901.27	47.06%
1541	041-12-535-1-2100	FICA TAX EXPENSE	53,415.00	4,103.11	41,189.12	0.00	12225.88	77.11%
1542	041-12-535-1-2200	RETIREMENT EXPENSE	197,594.00	13,575.10	130,718.53	0.00	66875.47	66.15%
1543	041-12-535-1-2300	HEALTH AND LIFE INSURANCE	139,594.00	14,098.18	146,176.80	0.00	-6,582.80	104.71%
1544			-----	-----	-----	-----	-----	-----
1545		TOTAL	1,088,834.00	86,802.82	871,075.08	0.00	217758.92	80.00%
1546								
1547		OPERATING EXPENSES						
1548	041-12-535-3-3100	PROFESSIONAL SERVICES	15,600.00	0.00	2,412.60	855.00	12332.4	15.46%
1549	041-12-535-3-3110	LAB/TESTING	55,000.00	6,518.30	48,876.46	0.00	6123.54	88.86%
1550	041-12-535-3-3120	PRE-EMPLOYMENT EXPENSE	1,560.00	0.00	0.00	0.00	1560	0.00%
1551	041-12-535-3-3440	TREE REMOVAL	1,560.00	0.00	0.00	0.00	1560	0.00%
1552	041-12-535-3-3460	RAILROAD CROSSING MAINTENANCE	676.00	235.61	235.61	0.00	440.39	34.85%
1553	041-12-535-3-4000	TRAVEL	1,248.00	371.26	371.26	847.50	29.24	29.74%
1554	041-12-535-3-4020	SCHOOLING, CONFERENCE, ETC	6,760.00	2,130.63	3,070.63	1,303.85	2385.52	45.42%
1555	041-12-535-3-4100	COMMUNICATIONS SERVICES	10,296.00	867.81	8,199.53	0.00	2096.47	79.63%
1556	041-12-535-3-4200	POSTAGE AND FREIGHT	1,144.00	0.00	176.55	0.00	967.45	15.43%
1557	041-12-535-3-4310	NATURAL GAS	6,240.00	426.37	4,301.92	0.00	1938.08	68.94%
1558	041-12-535-3-4320	ELECTRICITY	250,000.00	24,666.60	227,538.10	0.00	22461.9	91.01%
1559	041-12-535-3-4330	CREDIT CARD FEES	1,040.00	0.00	227.86	0.00	812.14	21.90%
1560	041-12-535-3-4400	RENTALS AND LEASES	46,800.00	4,505.35	23,945.26	1,709.60	21145.14	51.16%
1561	041-12-535-3-4500	LIABILITY INSURANCE	1,438.00	0.00	1,065.80	0.00	372.2	74.11%
1562	041-12-535-3-4610	BUILDING MAINTENANCE	4,160.00	40.00	1,407.00	0.00	2753	33.82%
1563	041-12-535-3-4620	EQUIPMENT MAINTENANCE	165,000.00	24,401.56	126,705.56	9,449.64	28844.8	76.79%
1564	041-12-535-3-4630	VEHICLE MAINTENANCE	3,328.00	0.00	1,518.37	185.00	1624.63	45.62%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
1565	041-12-535-3-4680	STORM CLEANUP/REPAIR	0.00	0.00	236.38	0.00	-236.38	0.00%
1566	041-12-535-3-4700	PRINTING AND BINDING	234.00	20.09	171.63	0.00	62.37	73.34%
1567	041-12-535-3-5000	FINES & FEES	0.00	97.83	197.35	0.00	-197.35	0.00%
1568	041-12-535-3-5100	OFFICE SUPPLIES	5,144.00	158.03	3,704.94	0.00	1439.06	72.02%
1569	041-12-535-3-5210	GAS AND LUBRICANTS	16,640.00	1,372.30	11,098.44	0.00	5541.56	66.69%
1570	041-12-535-3-5230	JANITORIAL SUPPLIES	624.00	8.00	388.37	0.00	235.63	62.23%
1571	041-12-535-3-5250	SMALL TOOLS	6,760.00	849.99	6,210.13	150.00	399.87	91.86%
1572	041-12-535-3-5260	UNIFORMS	9,568.00	822.56	7,260.32	527.00	1780.68	75.88%
1573	041-12-535-3-5270	CHEMICALS	90,480.00	1,845.00	52,570.17	9,045.00	28864.83	58.10%
1574	041-12-535-3-5280	OPERATING SUPPLIES	15,600.00	2,743.83	12,790.82	386.22	2422.96	81.99%
1575	041-12-535-3-5290	BIOSOLIDS DISPOSAL	56,160.00	13,744.72	53,990.84	0.00	2169.16	96.13%
1576	041-12-535-3-5400	MEMBR, SUBSCRIPT, DUES	572.00	0.00	208.83	0.00	363.17	36.50%
1577			-----	-----	-----	-----	-----	-----
1578		TOTAL	773,632.00	85,825.84	598,880.73	24,458.81	150292.46	77.00%
1579								
1580		CAPITAL OUTLAY						
1581	041-12-535-6-6301	DEO Lift Station 16 Expansion	1,784,804.00	0.00	32,042.14	1,382,179.99	370581.87	1.79%
1582	041-12-535-6-6357	FEMA HMGP 4283-66 LIFT STATION	0.00	0.00	0.00	0.00	0	0.00%
1583	041-12-535-6-6359	WWTP Biosolids LPR0004 FDEP	1,324,600.00	135,029.62	1,045,795.06	153,276.27	125528.67	78.95%
1584	041-12-535-6-6450	CAPITAL IMPROVEMENTS	1,155,000.00	49,577.26	225,993.73	250,574.05	678432.22	19.56%
1585			-----	-----	-----	-----	-----	-----
1586		TOTAL	4,264,404.00	184,606.88	1,303,830.93	1,786,030.31	1174542.76	31.00%
1587			-----	-----	-----	-----	-----	-----
1588		GRANTS						
1589	041-12-535-8-6401	DEO Lift Station 16 Expansion	340,196.00	0.00	20,458.92	319,736.20	0.88	6.01%
1590	041-12-535-8-6402	FDEP Sand and Grit SG067	0.00	0.00	0.00	0.00	0	0.00%
1591			-----	-----	-----	-----	-----	-----
1592		TOTAL	340,196.00	0.00	20,458.92	319,736.20	0.88	6.00%
1593			-----	-----	-----	-----	-----	-----
1594		DEPARTMENT TOTAL	6,467,066.00	357,235.54	2,794,245.66	2,130,225.32	1542595.02	43.00%
1595			-----	-----	-----	-----	-----	-----
1596		WATER/SEWER DISTRIBUTION						
1597								
1598		PERSONNEL SERVICES						
1599	041-13-536-1-1100	EXECUTIVE SALARIES	93,713.00	5,468.60	60,944.94	0.00	32768.06	65.03%
1600	041-13-536-1-1200	REGULAR SALARIES	394,254.00	28,363.01	312,772.14	0.00	81481.86	79.33%
1601	041-13-536-1-1210	ACCRUED SALARIES	0.00	0.00	0.00	0.00	0	0.00%
1602	041-13-536-1-1220	CLERICAL SALARY	36,966.00	2,814.40	27,608.95	0.00	9357.05	74.68%
1603	041-13-536-1-1400	OVERTIME	54,600.00	4,674.73	40,747.31	0.00	13852.69	74.62%
1604	041-13-536-1-2100	FICA TAX EXPENSE	44,334.00	3,046.93	32,296.61	0.00	12037.39	72.84%
1605	041-13-536-1-2200	RETIREMENT EXPENSE	177,916.00	10,009.09	105,022.00	0.00	72894	59.02%
1606	041-13-536-1-2300	HEALTH AND LIFE INSURANCE	161,318.00	10,353.76	115,119.43	0.00	46198.57	71.36%
1607			-----	-----	-----	-----	-----	-----
1608		TOTAL	963,101.00	64,730.52	694,511.38	0.00	268589.62	72.00%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
1609								
1610		OPERATING EXPENSES						
1611	041-13-536-3-3100	PROFESSIONAL SERVICES	33,965.00	0.00	33,752.70	211.32	0.98	99.37%
1612	041-13-536-3-3120	PRE-EMPLOYMENT EXPENSE	1,040.00	0.00	0.00	0.00	1040	0.00%
1613	041-13-536-3-4020	SCHOOLING, CONFERENCE, ETC	10,400.00	0.00	6,544.73	723.37	3131.9	62.93%
1614	041-13-536-3-4100	COMMUNICATIONS SERVICES	7,904.00	486.85	4,578.75	0.00	3325.25	57.92%
1615	041-13-536-3-4200	POSTAGE AND FREIGHT	104.00	0.00	0.00	0.00	104	0.00%
1616	041-13-536-3-4310	NATURAL GAS	520.00	12.93	629.91	0.00	-109.91	121.13%
1617	041-13-536-3-4320	ELECTRICITY	2,704.00	351.30	2,063.61	0.00	640.39	76.31%
1618	041-13-536-3-4400	RENTALS AND LEASES	2,080.00	40.13	401.30	80.26	1598.44	19.29%
1619	041-13-536-3-4610	BUILDING MAINTENANCE	5,200.00	176.35	2,323.33	35.26	2841.41	44.67%
1620	041-13-536-3-4620	EQUIPMENT MAINTENANCE	20,800.00	0.00	12,454.62	100.00	8245.38	59.87%
1621	041-13-536-3-4630	VEHICLE MAINTENANCE	20,800.00	1,153.13	7,832.95	990.00	11977.05	37.65%
1622	041-13-536-3-4700	PRINTING AND BINDING	1,040.00	17.87	148.11	0.00	891.89	14.24%
1623	041-13-536-3-4900	LEGAL ADVERTISING	520.00	0.00	0.00	0.00	520	0.00%
1624	041-13-536-3-5100	OFFICE SUPPLIES	1,040.00	40.58	993.47	6.74	39.79	95.52%
1625	041-13-536-3-5210	GAS AND LUBRICANTS	41,600.00	3,497.47	20,829.42	0.00	20770.58	50.07%
1626	041-13-536-3-5230	JANITORIAL SUPPLIES	2,080.00	74.98	1,176.63	102.60	800.77	56.56%
1627	041-13-536-3-5250	SMALL TOOLS	5,200.00	0.00	3,449.67	1,073.60	676.73	66.33%
1628	041-13-536-3-5260	UNIFORMS	4,160.00	537.86	3,096.51	0.00	1063.49	74.43%
1629	041-13-536-3-5280	OPERATING SUPPLIES	30,800.00	5,921.46	14,272.65	5,098.57	11428.78	46.33%
1630	041-13-536-3-5330	ROAD REPAIRS	60,000.00	0.00	52,171.10	0.00	7828.9	86.95%
1631								
1632		TOTAL	251,957.00	12,310.91	166,719.46	8,421.72	76815.82	66.00%
1633								
1634		CAPITAL OUTLAY						
1635	041-13-536-6-6300	METERS AND METER REPAIR	31,236.00	3,302.20	26,824.89	3,500.00	911.11	85.87%
1636	041-13-536-6-6320	WASTEWATER MATERIALS	18,220.00	608.00	12,599.41	3,600.00	2020.59	69.15%
1637	041-13-536-6-6330	PIPE AND FITTINGS	89,655.00	30,474.73	88,434.79	0.00	1220.21	98.63%
1638	041-13-536-6-6340	CONCRETE, FILL	15,600.00	0.00	15,600.00	0.00	0	100.00%
1639	041-13-536-6-6372	CDBG MIT SANITARY WASTEWATER R	382,000.00	0.00	178,618.41	181,314.00	22067.59	46.75%
1640	041-13-536-6-6400	CAPITAL OUTLAY	62,800.00	14,428.00	41,400.30	6,977.00	14422.7	65.92%
1641	041-13-536-6-6450	CAPITAL IMPROVEMENTS	326,246.00	0.00	319,597.00	6,434.46	214.54	97.96%
1642	041-13-536-6-6458	SRF 2019 DW54022 PALATKA HEIGH	593,000.00	0.00	313,926.69	0.00	279073.31	52.93%
1643	041-13-536-6-6464	SRF DW54022 Downtown Potable	23,219.00	0.00	23,219.40	0.00	0	100.00%
1644	041-13-536-6-6467	CITY MATCH DEO MADISON 5TH TO	146,400.00	0.00	73,277.00	35,467.30	37655.7	50.05%
1645	041-13-536-6-6473	SRF DEO RIF St. Johns Ave Mose	213,620.00	0.00	88,821.36	0.00	124798.64	41.57%
1646	041-13-536-6-6474	PUBLIC WORKS BUILDING	0.00	0.00	78,937.16	0.00	-78,937.16	0.00%
1647	041-13-536-8-6465	DEO RIF MOSELY TO RR	0.00	0.00	(0.10)	0.00	0.1	0.00%
1648	041-13-536-8-6466	FDEP LPA0354 Sewer Main and Ma	1,625,000.00	136,084.03	441,171.64	526,848.86	656979.5	27.14%
1649	041-13-536-8-6467	Fed CDBG DEO Madison 5th to 11	748,674.00	0.00	507.08	56,000.00	692166.92	0.06%
1650	041-13-536-8-6468	FDEP Potable Water state North	2,100,000.00	5,114.88	5,791.92	143,069.87	1951138.21	0.27%
1651	041-13-536-8-6469	FDEP Sewer Lining state	1,000,000.00	0.00	0.00	0.00	1000000	0.00%
1652	041-13-536-8-6471	SJRWMD 35891 MADISON TO 11TH S	500,000.00	0.00	391,123.76	0.00	108876.24	78.22%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
1653			-----	-----	-----	-----	-----	-----
1654		TOTAL	7,875,670.00	190,011.84	2,099,850.71	963,211.49	4812608.2	27.00%
1655			-----	-----	-----	-----	-----	-----
1656		DEPARTMENT TOTAL	9,090,728.00	267,053.27	2,961,081.55	971,633.21	5158013.64	33.00%
1657			-----	-----	-----	-----	-----	-----
1658		WATER ADMINISTRATION						
1659								
1660		PERSONNEL SERVICES						
1661	041-29-536-1-1200	REGULAR SALARIES	173,744.00	0.00	41,217.88	0.00	132526.12	23.72%
1662	041-29-536-1-1210	ACCRUED SALARIES	0.00	0.00	0.00	0.00	0	0.00%
1663	041-29-536-1-1220	SALARIES CLERICAL	0.00	5,762.54	45,678.18	0.00	-45,678.18	0.00%
1664	041-29-536-1-1300	OTHER SALARIES	0.00	5,481.60	53,039.58	0.00	-53,039.58	0.00%
1665	041-29-536-1-1400	OVERTIME-WATER ADMIN	0.00	260.78	2,746.23	0.00	-2,746.23	0.00%
1666	041-29-536-1-2100	FICA TAX EXPENSE	13,291.00	873.60	10,786.95	0.00	2504.05	81.15%
1667	041-29-536-1-2200	RETIREMENT EXPENSE	53,339.00	3,532.02	43,608.91	0.00	9730.09	81.75%
1668	041-29-536-1-2300	HEALTH AND LIFE INSURANCE	35,787.00	3,620.39	35,444.73	0.00	342.27	99.04%
1669	041-29-536-1-2400	WORKERS COMP	36,612.00	0.00	46,151.93	0.00	-9,539.93	126.05%
1670			-----	-----	-----	-----	-----	-----
1671		TOTAL	312,773.00	19,530.93	278,674.39	0.00	34098.61	89.00%
1672								
1673		OPERATING EXPENSES						
1674	041-29-536-3-3100	PROFESSIONAL SERVICES	47,631.00	2,860.00	13,025.00	9,155.00	25451	27.34%
1675	041-29-536-3-3120	PRE-EMPLOYMENT EXPENSE	0.00	54.53	353.57	0.00	-353.57	0.00%
1676	041-29-536-3-3200	ACCOUNTING AND AUDITING	30,738.00	0.00	22,381.49	8,092.60	263.91	72.81%
1677	041-29-536-3-4020	SCHOOLING, CONFERENCE, ETC	6,240.00	0.00	629.68	0.00	5610.32	10.09%
1678	041-29-536-3-4100	COMMUNICATIONS SERVICES	1,040.00	112.26	1,066.19	0.00	-26.19	102.51%
1679	041-29-536-3-4200	POSTAGE AND FREIGHT	104.00	0.00	0.69	0.00	103.31	0.66%
1680	041-29-536-3-4330	CREDIT CARD FEES	104.00	0.00	0.00	0.00	104	0.00%
1681	041-29-536-3-4400	RENTALS AND LEASES	520.00	22.74	227.40	45.48	247.12	43.73%
1682	041-29-536-3-4500	LIABILITY INSURANCE	346,321.00	0.00	301,621.54	0.00	44699.46	87.09%
1683	041-29-536-3-4620	EQUIPMENT MAINTENANCE	46,800.00	0.00	0.00	0.00	46800	0.00%
1684	041-29-536-3-5100	OFFICE SUPPLIES	208.00	0.00	197.23	0.00	10.77	94.82%
1685	041-29-536-3-5280	OPERATING SUPPLIES	4,680.00	0.00	189.99	0.00	4490.01	4.05%
1686			-----	-----	-----	-----	-----	-----
1687		TOTAL	484,386.00	3,049.53	339,692.78	17,293.08	127400.14	70.00%
1688								
1689		CAPITAL OUTLAY						
1690	041-29-536-6-6474	PUBLIC WORKS BUILDING	0.00	0.00	23,308.23	0.00	-23,308.23	0.00%
1691			-----	-----	-----	-----	-----	-----
1692		TOTAL	0.00	0.00	23,308.23	0.00	-23,308.23	0.00%
1693								
1694		DEBT SERVICE						
1695	041-13-517-7-7100	PRINCIPAL PUBLIC WORKS BUILDIN	23,375.00	0.00	0.00	0.00	23375	0.00%
1696	041-13-517-7-7200	INTEREST PUBLIC WORKS BLDG	40,151.00	0.00	21,075.23	0.00	19075.77	52.48%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
1697	041-29-517-7-7120	PRINCIPAL DW541901	284,953.00	130,000.55	254,994.85	0.00	29958.15	89.48%
1698	041-29-517-7-7130	PRINCIPAL SERIES 2010A	233,113.00	0.00	233,113.36	0.00	-0.36	100.00%
1699	041-29-517-7-7140	PRINCIPAL SRF 2108 DW54022	517,904.00	0.00	0.00	0.00	517904	0.00%
1700	041-29-517-7-7160	PRINCIPAL WW 540230 SRF 2019	24,772.00	0.00	24,772.20	0.00	-0.2	100.00%
1701	041-29-517-7-7180	PRINCIPAL DW54025 SRF Carbon F	174,634.00	0.00	0.00	0.00	174634	0.00%
1702	041-29-517-7-7190	PRINCIPAL PUBLIC WORKS BLDG	6,887.00	0.00	0.00	0.00	6887	0.00%
1703	041-29-517-7-7220	INTEREST-DW541901	11,850.00	12,475.95	29,958.15	0.00	-18,108.15	252.81%
1704	041-29-517-7-7230	INTEREST-SERIES 2010A	132,465.00	0.00	132,465.03	0.00	-0.03	100.00%
1705	041-29-517-7-7290	INTEREST PUBLIC WORKS BLDG	10,292.00	0.00	89,196.33	0.00	-78,904.33	866.65%
1706								
1707		TOTAL	1,460,396.00	142,476.50	785,575.15	0.00	674820.85	54.00%
1708								
1709		DEPARTMENT TOTAL	2,257,555.00	165,056.96	1,427,250.55	17,293.08	813011.37	63.00%
1710								
1711								
1712								
1713		TOTAL EXPENDITURES	11,348,283.00	432,110.23	4,388,332.10	988,926.29	5971025.01	39.00%
1714								
1715								
1716		TRANSFERS						
1717	041-13-536-9-9104	REIMB FLEET MAINTENCE	54,258.00	4,521.49	45,214.90	0.00	9043.1	83.33%
1718	041-29-536-9-9100	UTILITY CAPITAL REPLACEMENT CO	895,798.00	0.00	0.00	0.00	895798	0.00%
1719	041-29-536-9-9101	REIMB GENERAL FUND-ADMIN EXP	1,482,666.00	123,555.50	1,235,555.00	0.00	247111	83.33%
1720	041-29-536-9-9103	REIMB GAS AUTHORITY	241,690.00	20,288.49	184,516.31	0.00	57173.69	76.34%
1721	041-29-536-9-9110	TRANSFER TO GENERAL FUND-FRANC	526,466.00	43,872.17	438,721.70	0.00	87744.3	83.33%
1722								
1723		TOTAL	3,200,878.00	192,237.65	1,904,007.91	0.00	1296870.09	59.00%
1724								
1725		CONTINGENCIES & RESERVES						
1726	041-29-536-9-9901	CONTINGENCY/RESERVE	1,723,000.00	0.00	0.00	0.00	1723000	0.00%
1727								
1728		TOTAL	1,723,000.00	0.00	0.00	0.00	1723000	0.00%
1729								
1730		TOTAL EXPENDITURES, TRANSFERS,						
1731		CONTINGENCIES & RESERVES	26,032,356.00	1,130,324.84	10,148,147.43	3,683,276.41	12200932.56	39.00%
1732								
1733								
1734	GOLF COURSE							
1735								
1736	GOLF COURSE REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 83.33 % Yr Complete For Fiscal Year: 2025 / 7							
1737		OPERATING REVENUES						
1738	042-00-347-2-2510	MISC REVENUE/SERVICE CHARGES	\$569	\$0	\$0		\$569	0.00%
1739								
1740		TOTAL	\$569	\$0	\$0		\$569	0.00%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
1741								
1742		GRANTS						
1743			-----	-----	-----		-----	-----
1744		TOTAL	\$0	\$0	\$0		\$0	0.00%
1745								
1746								
1747		OTHER REVENUES						
1748	042-00-369-9-1000	REFUNDS/REIMBURSEMENTS	\$1,950	\$7,500	\$7,544		(\$5,594)	386.85%
1749	042-00-369-9-1002	RESTAURANT LEASE	\$56,035	\$8,980	\$49,390		\$6,645	88.14%
1750	042-00-369-9-1003	UTILITY REIMBURSEMENT-RESTAURA	\$27,456	\$4,246	\$20,932		\$6,524	76.23%
1751	042-00-369-9-1004	PROFIT SHARING FRANCHISE AGREE	\$49,920	\$0	\$0		\$49,920	0.00%
1752			-----	-----	-----		-----	-----
1753		TOTAL	\$135,361	\$20,726	\$77,866		\$57,495	58.00%
1754								
1755		TRANSFERS IN						
1756	042-00-389-9-0001	TRANSFER FROM GENERAL FUND	\$38,647	\$3,221	\$32,206		\$6,441	83.33%
1757			-----	-----	-----		-----	-----
1758		TOTAL	\$38,647	\$3,221	\$32,206		\$6,441	83.00%
1759								
1760		LOAN PROCEEDS						
1761			-----	-----	-----		-----	-----
1762		TOTAL	\$0	\$0	\$0		\$0	0.00%
1763								
1764			-----	-----	-----		-----	-----
1765		TOTAL OPERATING & OTHER REV	\$174,577	\$23,947	\$110,071		\$64,506	63.00%
1766			-----	-----	-----		-----	-----
1767								
1768		CASH BALANCE FORWARD						
1769			-----	-----	-----		-----	-----
1770		TOTAL	\$0	\$0	\$0		\$0	0.00%
1771			-----	-----	-----		-----	-----
1772		TOTAL REV, TRF & CASH BALANCES	\$174,577	\$23,947	\$110,071		\$64,506	63.00%
1773			-----	-----	-----		-----	-----
1774	GOLF COURSE EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 83.33 % Yr Complete For Fiscal Year: 2025 / 7							
1775		MAINTENANCE						
1776		PERSONNEL SERVICES						
1777			-----	-----	-----		-----	-----
1778		TOTAL	\$0	\$0	\$0	\$0	0	0.00%
1779								
1780		OPERATING EXPENSES						
1781	042-16-572-3-3440	TREE REMOVAL	\$7,800	\$0	\$4,600	\$0	3,200	58.97%
1782	042-16-572-3-4400	RENTAL AND LEASES	\$0	\$0	\$2,513	\$0	(2,513)	0.00%
1783	042-16-572-3-4410	OPERATING LEASES	\$13,000	\$0	\$0	\$0	13,000	0.00%
1784	042-16-572-3-4650	IRRIGATION SUPPLIES	\$7,800	\$0	\$4,999	\$4,999	(2,198)	128.17%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
1785			-----	-----	-----	-----	-----	-----
1786		TOTAL	\$28,600	\$0	\$12,112	\$4,999	11,489	60.00%
1787								
1788		CAPITAL OUTLAY						
1789			-----	-----	-----	-----	-----	-----
1790		TOTAL	\$0	\$0	\$0	\$0	0	0.00%
1791			-----	-----	-----	-----	-----	-----
1792		DEPARTMENT TOTAL	\$28,600	\$0	\$12,112	\$4,999	11,489	60.00%
1793			-----	-----	-----	-----	-----	-----
1794		CLUB HOUSE						
1795		PERSONNEL SERVICES						
1796			-----	-----	-----	-----	-----	-----
1797		TOTAL	\$0	\$0	\$0	\$0	0	0.00%
1798								
1799		OPERATING EXPENSES						
1800	042-24-572-3-3100	PROFESSIONAL SERVICES	\$0	\$0	\$0	\$0	0	0.00%
1801	042-24-572-3-3200	ACCOUNTING AND AUDITING	\$7,500	\$0	\$7,500	\$0	0	100.00%
1802	042-24-572-3-4100	COMMUNICATIONS SERVICES	\$3,640	\$118	\$1,050	\$0	2,590	28.83%
1803	042-24-572-3-4310	NATURAL GAS	\$3,120	\$0	\$0	\$0	3,120	0.00%
1804	042-24-572-3-4320	ELECTRICITY	\$26,000	\$2,032	\$16,186	\$0	9,814	62.25%
1805	042-24-572-3-4400	RENTALS AND LEASES	\$63,300	\$18,596	\$90,010	\$17,681	(44,391)	170.12%
1806	042-24-572-3-4500	LIABILITY INSURANCE	\$9,802	\$0	\$8,526	\$0	1,276	86.98%
1807	042-24-572-3-4610	BUILDING MAINTENANCE	\$1,040	\$0	\$0	\$0	1,040	0.00%
1808	042-24-572-3-4630	CART MAINTENANCE	\$5,200	\$0	\$0	\$0	5,200	0.00%
1809	042-24-572-3-5000	FINES & FEES	\$0	\$650	\$650	\$0	(650)	0.00%
1810	042-24-572-3-5280	OPERATING SUPPLIES	\$520	\$0	\$273	\$0	247	52.50%
1811	042-24-572-3-5400	MEMBR,SUBSCRIPT,DUES	\$665	\$0	\$0	\$0	665	0.00%
1812			-----	-----	-----	-----	-----	-----
1813		TOTAL	\$120,787	\$21,397	\$124,196	\$17,681	(21,090)	117.00%
1814								
1815		CAPITAL OUTLAY						
1816	042-24-572-6-6450	CONTRACT CAPITAL IMPROVEMENTS	\$25,000	\$0	\$21,532	\$0	3,468	86.12%
1817			-----	-----	-----	-----	-----	-----
1818		TOTAL	\$25,000	\$0	\$21,532	\$0	3,468	86.00%
1819								
1820		DEBT SERVICE						
1821			-----	-----	-----	-----	-----	-----
1822		TOTAL	\$0	\$0	\$0	\$0	0	0.00%
1823			-----	-----	-----	-----	-----	-----
1824								
1825		TRANSFERS						
1826	042-24-572-9-9100	REIMB GENERAL FUND-ADMIN EXP	\$191	\$16	\$159	\$0	32	83.35%
1827			-----	-----	-----	-----	-----	-----
1828		TOTAL	\$191	\$16	\$159	\$0	32	83.00%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
1829			-----	-----	-----	-----	-----	-----
1830		DEPARTMENT TOTAL	\$145,978	\$21,413	\$145,887	\$17,681	(17,590)	112.00%
1831			-----	-----	-----	-----	-----	-----
1832								
1833			-----	-----	-----	-----	-----	-----
1834		TOTAL EXPENDITURES	\$174,578	\$21,413	\$157,999	\$22,680	(6,101)	103.00%
1835			-----	-----	-----	-----	-----	-----
1836								
1837		TRFS, CONTINGENCIES, RESERVES						
1838			-----	-----	-----	-----	-----	-----
1839		TOTAL	\$0	\$0	\$0	\$0	0	0.00%
1840			-----	-----	-----	-----	-----	-----
1841		TOTAL EXPENDITURES, TRANSFERS,						
1842	GOLF COURSE	CONTINGENCIES & RESERVES	\$174,578	\$21,413	\$157,999	\$22,680	(6,101)	103.00%
1843			-----	-----	-----	-----	-----	-----
1844								
1845	SANITATION FUND							
1846								
1847	SANITATION FUND REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 83.33 % Yr Complete For Fiscal Year: 2025 / 7							
1848		CHARGES FOR SERVICES						
1849	043-00-343-4-1000	GARBAGE FEES-RESIDENTIAL	\$3,467,684	\$287,879	\$2,880,284		\$587,400	83.06%
1850	043-00-343-4-1040	PENALTIES-SANITATION	\$19,864	\$1,423	\$13,881		\$5,983	69.88%
1851	043-00-343-4-1500	CONTAINER USAGE FEES	\$3,680	\$180	\$4,615		(\$935)	125.40%
1852	043-00-343-4-2500	DUMPSTER DROP OFF FEE	\$16,203	\$5,881	\$22,721		(\$6,518)	140.22%
1853	043-00-343-4-4150	EXTRA GARBAGE	\$11,960	\$385	\$11,451		\$509	95.74%
1854			-----	-----	-----		-----	-----
1855		TOTAL	\$3,519,391	\$295,748	\$2,932,953		\$586,438	83.00%
1856								
1857		OTHER REVENUES						
1858	043-00-364-0-4900	SURPLUS EQUIPMENT-SANITATION	\$9,095	\$0	\$0		\$9,095	0.00%
1859	043-00-369-9-1000	MISC REVENUE	\$6,240	\$0	\$0		\$6,240	0.00%
1860	043-00-369-9-1001	E-PAYABLES REVENUE SHARE	\$609	\$23	\$536		\$73	87.96%
1861	043-00-382-0-1000	CONTRIBUTION FROM GENERAL FUND	\$56,971	\$4,748	\$47,476		\$9,495	83.33%
1862	043-00-382-0-2000	CONTRIBUTIONS FROM UTILITIES	\$54,258	\$4,522	\$45,215		\$9,043	83.33%
1863	043-00-389-2-8107	FEMA FED Hurricane Ian	\$0	\$0	\$0		\$0	0.00%
1864			-----	-----	-----		-----	-----
1865		TOTAL	\$127,173	\$9,292	\$93,227		\$33,946	73.00%
1866			-----	-----	-----		-----	-----
1867		DEBT PROCEEDS						
1868	043-00-384-0-1000	LOAN PROCEEDS	\$0	\$0	\$0		\$0	0.00%
1869	043-00-384-1-0000	LOAN PROCEEDS	\$0	\$0	\$0		\$0	0.00%
1870			-----	-----	-----		-----	-----
1871		TOTAL	\$0	\$0	\$0		\$0	0.00%
1872			-----	-----	-----		-----	-----

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
1873								
1874			-----	-----	-----		-----	-----
1875		TOTAL REVENUES	\$3,646,564	\$305,040	\$3,026,179		\$620,385	83.00%
1876			-----	-----	-----		-----	-----
1877								
1878		CASH BALANCE FORWARD						
1879	043-00-302-0-0000	CASH BALANCE FORWARD	\$360,357	\$0	\$0		\$360,357	0.00%
1880			-----	-----	-----		-----	-----
1881		TOTAL	\$360,357	\$0	\$0		\$360,357	0.00%
1882			-----	-----	-----		-----	-----
1883		TOTAL REV, TRF & CASH BALANCES	\$4,006,921	\$305,040	\$3,026,179		\$980,742	76.00%
1884			-----	-----	-----		-----	-----
1885	SANITATION FUND EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 83.33 % Yr Complete For Fiscal Year: 2025 / 7							
1886		MAINTENANCE						
1887								
1888		PERSONNEL SERVICES						
1889	043-28-534-1-1200	REGULAR SALARIES	\$153,534	\$12,955	\$137,034	\$0	\$16,500	89.25%
1890	043-28-534-1-1210	ACCRUED SALARIES	\$0	\$0	\$0	\$0	\$0	0.00%
1891	043-28-534-1-1400	OVERTIME	\$7,800	\$663	\$10,039	\$0	(\$2,239)	128.69%
1892	043-28-534-1-2100	FICA TAX EXPENSE	\$12,342	\$1,020	\$11,023	\$0	\$1,319	89.31%
1893	043-28-534-1-2200	RETIREMENT EXPENSE	\$49,530	\$4,180	\$45,020	\$0	\$4,510	90.89%
1894	043-28-534-1-2300	HEALTH AND LIFE INSURANCE	\$14,877	\$1,833	\$19,235	\$0	(\$4,358)	129.29%
1895			-----	-----	-----	-----	-----	-----
1896		TOTAL	\$238,083	\$20,651	\$222,350	\$0	\$15,733	93.00%
1897								
1898		OPERATING EXPENSES						
1899	043-28-534-3-3100	PROFESSIONAL SERVICES	\$228	\$0	\$211	\$16	\$0	92.82%
1900	043-28-534-3-3120	PRE-EMPLOYMENT EXPENSE	\$187	\$0	\$0	\$0	\$187	0.00%
1901	043-28-534-3-3200	ACCOUNTING AND AUDITING	\$6,000	\$0	\$0	\$0	\$6,000	0.00%
1902	043-28-534-3-4100	COMMUNICATIONS SERVICES	\$1,040	\$37	\$486	\$0	\$554	46.72%
1903	043-28-534-3-4320	ELECTRICITY	\$0	\$271	\$1,628	\$0	(\$1,628)	0.00%
1904	043-28-534-3-4610	BUILDING MAINTENANCE	\$7,326	\$0	\$7,326	\$0	\$0	100.00%
1905	043-28-534-3-4620	EQUIPMENT MAINTENANCE	\$3,500	\$0	\$121	\$0	\$3,379	3.44%
1906	043-28-534-3-4630	VEHICLE MAINTENANCE	\$2,080	\$124	\$274	\$0	\$1,806	13.16%
1907	043-28-534-3-5100	OFFICE SUPPLIES	\$1,040	\$0	\$0	\$0	\$1,040	0.00%
1908	043-28-534-3-5230	JANITORIAL SUPPLIES	\$2,080	\$226	\$970	\$0	\$1,110	46.63%
1909	043-28-534-3-5250	SMALL TOOLS	\$7,646	\$0	\$7,072	\$0	\$574	92.49%
1910	043-28-534-3-5260	UNIFORMS	\$2,080	\$224	\$1,731	\$0	\$349	83.20%
1911	043-28-534-3-5280	OPERATING SUPPLIES	\$0	\$0	\$0	\$0	\$0	0.00%
1912			-----	-----	-----	-----	-----	-----
1913		TOTAL	\$33,207	\$882	\$19,819	\$16	\$13,372	60.00%
1914								
1915		CAPITAL OUTLAY						
1916			-----	-----	-----	-----	-----	-----

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
1917		TOTAL	\$0	\$0	\$0	\$0	\$0	0.00%
1918			-----	-----	-----	-----	-----	-----
1919		DEPARTMENT TOTAL	\$271,290	\$21,533	\$242,169	\$16	\$29,104	89.00%
1920			-----	-----	-----	-----	-----	-----
1921		SANITATION						
1922								
1923		PERSONNEL SERVICES						
1924	043-10-534-1-1100	EXECUTIVE SALARIES	\$116,361	\$6,658	\$71,212	\$0	\$45,149	61.19%
1925	043-10-534-1-1200	REGULAR SALARIES	\$625,911	\$43,479	\$429,687	\$0	\$196,224	68.64%
1926	043-10-534-1-1210	ACCRUED SALARIES	\$0	\$0	\$0	\$0	\$0	0.00%
1927	043-10-534-1-1220	SALARIES CLERICAL	\$0	\$1,291	\$7,360	\$0	(\$7,360)	0.00%
1928	043-10-534-1-1400	OVERTIME	\$65,520	\$5,204	\$79,355	\$0	(\$13,835)	121.11%
1929	043-10-534-1-2100	FICA TAX EXPENSE	\$61,796	\$4,259	\$44,264	\$0	\$17,532	71.62%
1930	043-10-534-1-2200	RETIREMENT EXPENSE	\$247,992	\$15,957	\$159,539	\$0	\$88,453	64.33%
1931	043-10-534-1-2300	HEALTH AND LIFE INSURANCE	\$129,297	\$9,373	\$93,140	\$0	\$36,157	72.03%
1932	043-10-534-1-2400	WORKERS COMP	\$42,094	\$0	\$53,057	\$0	(\$10,963)	126.04%
1933			-----	-----	-----	-----	-----	-----
1934		TOTAL	\$1,288,971	\$86,220	\$937,614	\$0	\$351,357	73.00%
1935								
1936		OPERATING EXPENSES						
1937	043-10-534-3-3100	PROFESSIONAL SERVICES	\$29,975	\$2,988	\$27,775	\$850	\$1,351	92.65%
1938	043-10-534-3-3120	PRE-EMPLOYMENT EXPENSE	\$1,585	\$164	\$1,475	\$0	\$110	93.03%
1939	043-10-534-3-3200	ACCOUNTING AND AUDITING	\$4,884	\$0	\$3,549	\$1,294	\$41	72.65%
1940	043-10-534-3-3470	PUTNAM COUNTY TIPPING FEE	\$260,000	\$19,955	\$186,354	\$0	\$73,646	71.67%
1941	043-10-534-3-4020	SCHOOLING, CONFERENCE, ETC	\$6,240	\$211	\$4,186	\$0	\$2,054	67.07%
1942	043-10-534-3-4100	COMMUNICATIONS SERVICES	\$7,280	\$229	\$1,975	\$0	\$5,305	27.12%
1943	043-10-534-3-4200	POSTAGE AND FREIGHT	\$26	\$0	\$0	\$0	\$26	0.00%
1944	043-10-534-3-4310	NATURAL GAS	\$1,040	\$27	\$754	\$0	\$286	72.47%
1945	043-10-534-3-4320	ELECTRICITY	\$6,240	\$819	\$5,002	\$0	\$1,238	80.16%
1946	043-10-534-3-4400	RENTALS AND LEASES	\$26,000	\$2,390	\$18,031	\$205	\$7,764	69.35%
1947	043-10-534-3-4500	LIABILITY INSURANCE	\$91,798	\$0	\$84,198	\$0	\$7,600	91.72%
1948	043-10-534-3-4610	BUILDING MAINTENANCE	\$15,600	\$938	\$9,108	\$1,777	\$4,715	58.38%
1949	043-10-534-3-4620	EQUIPMENT MAINTENANCE	\$9,560	\$891	\$569	\$0	\$8,991	5.95%
1950	043-10-534-3-4630	VEHICLE MAINTENANCE	\$261,257	\$6,948	\$205,886	\$15,300	\$40,072	78.80%
1951	043-10-534-3-4700	PRINTING AND BINDING	\$3,640	\$18	\$148	\$0	\$3,492	4.06%
1952	043-10-534-3-4800	ADVERTISEMENTS	\$2,400	\$0	\$0	\$0	\$2,400	0.00%
1953	043-10-534-3-5000	FEES & FINES	\$2,080	\$20	\$1,014	\$0	\$1,066	48.73%
1954	043-10-534-3-5100	OFFICE SUPPLIES	\$1,040	\$14	\$1,035	\$0	\$5	99.55%
1955	043-10-534-3-5210	GAS AND LUBRICANTS	\$156,000	\$13,490	\$118,845	\$0	\$37,155	76.18%
1956	043-10-534-3-5230	JANITORIAL SUPPLIES	\$1,040	\$59	\$1,249	\$0	(\$209)	120.05%
1957	043-10-534-3-5250	SMALL TOOLS	\$5,000	\$0	\$1,921	\$0	\$3,079	38.41%
1958	043-10-534-3-5260	UNIFORMS	\$9,360	\$805	\$7,283	\$0	\$2,077	77.80%
1959	043-10-534-3-5280	OPERATING SUPPLIES	\$72,480	\$14,545	\$39,627	\$26,903	\$5,950	54.67%
1960	043-10-534-3-5285	CUSTOMER REPAIRS	\$4,160	\$0	\$0	\$0	\$4,160	0.00%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
1961	043-10-534-3-5290	GARBAGE CONTAINERS/DUMPSTERS	\$104,000	\$23,098	\$47,464	\$0	\$56,536	45.63%
1962			-----	-----	-----	-----	-----	-----
1963		TOTAL	\$1,082,685	\$87,610	\$767,445	\$46,329	\$268,911	71.00%
1964								
1965		CAPITAL OUTLAY						
1966	043-10-534-6-6400	CAPITAL OUTLAY	\$15,000	\$0	\$0	\$0	\$15,000	0.00%
1967	043-10-534-6-6401	VEHICLE PURCHASE	\$85,000	\$0	\$83,679	\$0	\$1,321	98.44%
1968	043-10-534-6-6474	PUBLIC WORKS BUILDING	\$0	\$0	\$78,937	\$0	(\$78,937)	0.00%
1969			-----	-----	-----	-----	-----	-----
1970		TOTAL	\$100,000	\$0	\$162,617	\$0	(\$62,617)	163.00%
1971								
1972		DEBT SERVICE						
1973	043-10-517-7-7100	PRINCIPAL- AMERIS LOAN #281 SA	\$104,394	\$0	\$91,918	\$0	\$12,476	88.04%
1974	043-10-517-7-7112	PRINCIPAL-2016 USBANCORP LEASE	\$36,296	\$0	\$0	\$0	\$36,296	0.00%
1975	043-10-517-7-7113	PRINCIPAL-BB&T CLAMSHELL-SERVI	\$37,884	\$0	\$11,407	\$0	\$26,477	30.11%
1976	043-10-517-7-7114	PRINCIPAL-FRONT LOADER	\$49,886	\$0	\$48,840	\$0	\$1,046	97.90%
1977	043-10-517-7-7115	PRINCIPAL PUBLIC WORKS BLDG	\$23,375	\$0	\$0	\$0	\$23,375	0.00%
1978	043-10-517-7-7200	INTEREST- AMERIS LOAN #281 SAN	\$23,646	\$0	\$23,716	\$0	(\$70)	100.29%
1979	043-10-517-7-7212	INTEREST-2016 USBANCORP LEASE	\$936	\$0	\$0	\$0	\$936	0.00%
1980	043-10-517-7-7213	INTEREST-BB&T CLAMSHELL-SERVIC	\$1,014	\$0	\$187	\$0	\$827	18.44%
1981	043-10-517-7-7214	INTEREST-FRONT LOADER	\$1,378	\$0	\$444	\$0	\$934	32.25%
1982	043-10-517-7-7215	INTEREST PUBLIC WORKS BLDG	\$40,151	\$0	\$21,075	\$0	\$19,076	52.48%
1983			-----	-----	-----	-----	-----	-----
1984		TOTAL	\$318,960	\$0	\$197,588	\$0	\$121,372	62.00%
1985			-----	-----	-----	-----	-----	-----
1986		DEPARTMENT TOTAL	\$2,790,616	\$173,830	\$2,065,264	\$46,329	\$679,023	74.00%
1987			-----	-----	-----	-----	-----	-----
1988								
1989			-----	-----	-----	-----	-----	-----
1990		TOTAL EXPENDITURES	\$3,061,906	\$195,363	\$2,307,433	\$46,345	\$708,128	75.00%
1991			-----	-----	-----	-----	-----	-----
1992								
1993		TRANSFERS						
1994	043-10-534-9-9101	REIMB GENERAL FUND-ADMIN EXP	\$212,474	\$17,706	\$177,062	\$0	\$35,412	83.33%
1995	043-10-534-9-9110	TRANSFER TO GENERAL FUND-FRANC	\$160,110	\$13,343	\$133,425	\$0	\$26,685	83.33%
1996			-----	-----	-----	-----	-----	-----
1997		TOTAL	\$372,584	\$31,049	\$310,487	\$0	\$62,097	83.00%
1998								
1999		CONTINGENCIES & RESERVES						
2000	043-10-534-9-9900	CONTINGENCY/RESERVE	\$124,437	\$0	\$0	\$0	\$124,437	0.00%
2001	043-10-534-9-9901	CAPITAL REPLACEMENT CONTINGENC	\$447,995	\$0	\$0	\$0	\$447,995	0.00%
2002			-----	-----	-----	-----	-----	-----
2003		TOTAL	\$572,432	\$0	\$0	\$0	\$572,432	0.00%
2004			-----	-----	-----	-----	-----	-----

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
2005		TOTAL EXPENDITURES, TRANSFERS,						
2006	SANITATION FUND	CONTINGENCIES & RESERVES	\$4,006,922	\$226,412	\$2,617,920	\$46,345	\$1,342,657	65.00%
2007		-----	-----	-----	-----	-----	-----	-----
2008								
2009	TIF							
2010								
2011	TIF REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 83.33 % Yr Complete For Fiscal Year: 2025 / 7							
2012		PROPERTY TAXES						
2013	030-00-311-0-3100	DOWNTOWN REDEV COUNTY SHARE	\$402,603	\$0	\$377,908		\$24,695	93.86%
2014	030-00-311-0-3110	DOWNTOWN REDEV CITY SHARE	\$276,766	\$0	\$276,764		\$2	99.99%
2015	030-00-311-0-3200	SOUTH HISTORIC COUNTY SHARE	\$129,505	\$0	\$122,470		\$7,035	94.56%
2016	030-00-311-0-3220	SOUTH HISTORIC CITY SHARE	\$89,027	\$0	\$89,027		(\$0)	100.00%
2017	030-00-311-0-3300	NORTH HISTORIC COUNTY SHARE	\$39,657	\$0	\$37,673		\$1,984	94.99%
2018	030-00-311-0-3330	NORTH HISTORIC CITY SHARE	\$27,262	\$0	\$27,262		\$0	99.99%
2019		-----	-----	-----	-----	-----	-----	-----
2020		TOTAL	\$964,820	\$0	\$931,104		\$33,716	97.00%
2021								
2022		OTHER REVENUES						
2023	030-00-366-0-0003	CONTRIBUTION - BENCHES	\$0	\$0	\$0		\$0	0.00%
2024	030-00-365-0-2000	SALE OF HAMMOCK HALL 429 KIRBY	\$0	\$0	\$0		\$0	0.00%
2025	030-00-365-0-2500	PROCEEDS FROM SALE OF SURPLUS	\$0	\$0	\$0		\$0	0.00%
2026		-----	-----	-----	-----	-----	-----	-----
2027		TOTAL	\$0	\$0	\$0		\$0	0.00%
2028								
2029		-----	-----	-----	-----	-----	-----	-----
2030		TOTAL REVENUES	\$964,820	\$0	\$931,104		\$33,716	97.00%
2031		-----	-----	-----	-----	-----	-----	-----
2032								
2033		CASH BALANCE FORWARD						
2034	030-00-301-0-0001	DOWNTOWN REDEVELOPMENT FORWARD	\$839,383	\$0	\$0		\$839,383	0.00%
2035	030-00-301-0-0002	SOUTH HISTORIC BALANCE FORWARD	\$299,314	\$0	\$0		\$299,314	0.00%
2036	030-00-301-0-0003	NORTH HISTORIC BALANCE FORWARD	\$85,311	\$0	\$0		\$85,311	0.00%
2037		-----	-----	-----	-----	-----	-----	-----
2038		TOTAL	\$1,224,008	\$0	\$0		\$1,224,008	0.00%
2039		-----	-----	-----	-----	-----	-----	-----
2040		TOTAL REV, TRF & CASH BALANCES	\$2,188,828	\$0	\$931,104		\$1,257,724	43.00%
2041		-----	-----	-----	-----	-----	-----	-----
2042	TIF EXPENDITURES / 83.33 % Yr Complete For Fiscal Year: 2025 / 7							
2043		DOWNTOWN						
2044	030-30-580-1-1100	EXEC SALARIES TIFDT	\$38,500	\$3,772	\$22,588	\$0	\$15,912	58.67%
2045	030-30-580-1-2100	FICA TAX EXP TIF DT	\$2,945	\$243	\$1,533	\$0	\$1,412	52.04%
2046	030-30-580-1-2200	RETIREMENT EXP TIF DT	\$11,820	\$1,158	\$6,935	\$0	\$4,885	58.66%
2047	030-30-580-1-2300	HEALTH AND LIFE INSUR TIF DT	\$8,140	\$1,178	\$5,054	\$0	\$3,086	62.08%
2048	030-30-580-3-3100	PROFESSIONAL SERVICES	\$75,000	\$0	\$980	\$0	\$74,020	1.30%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
2049	030-30-580-3-3105	SMALL BUSINESS DEVELOPMENT CEN	\$25,000	\$6,250	\$18,750	\$0	\$6,250	75.00%
2050	030-30-580-3-3109	MAINTENANCE CONTRACT	\$35,000	\$0	\$3,600	\$1,800	\$29,600	10.28%
2051	030-30-580-3-3200	AUDIT EXPENSE	\$10,775	\$0	\$9,545	\$0	\$1,230	88.58%
2052	030-30-580-3-5280	MISC EXPENSES	\$2,100	\$0	\$9	\$0	\$2,091	0.42%
2053	030-30-580-3-5401	FRA ANNUAL DUES, TRAINING & CO	\$5,000	\$0	\$611	\$0	\$4,389	12.22%
2054	030-30-580-3-5402	DEO ANNUAL DUES	\$175	\$0	\$148	\$0	\$27	84.57%
2055	030-30-580-6-6311	DOWNTOWN CHRISTMAS LIGHTS	\$30,000	\$0	\$29,134	\$0	\$866	97.11%
2056	030-30-580-6-6314	RECRUITMENT PROJECT	\$0	\$0	\$0	\$0	\$0	0.00%
2057	030-30-580-6-6316	WAYFINDING	\$3,000	\$0	\$0	\$0	\$3,000	0.00%
2058	030-30-580-6-6319	BUILDING IMPROVEMENT GRANT	\$160,000	\$0	\$45,397	\$0	\$114,603	28.37%
2059	030-30-580-6-6320	LANDSCAPING	\$10,000	\$0	\$0	\$0	\$10,000	0.00%
2060	030-30-580-6-6321	SITE AMENITIES	\$10,000	\$0	\$6,900	\$0	\$3,100	69.00%
2061	030-30-580-6-6328	PUBLIC ART	\$23,000	\$0	\$968	\$0	\$22,032	4.20%
2062	030-30-580-6-6329	PROPERTY AQUISITION	\$0	\$0	\$0	\$0	\$0	0.00%
2063	030-30-580-6-6400	CAPITAL OUTLAY	\$73,403	\$0	\$0	\$0	\$73,403	0.00%
2064			-----	-----	-----	-----	-----	-----
2065		TOTAL	\$523,858	\$12,601	\$152,151	\$1,800	\$369,907	29.00%
2066								
2067		TRANSFERS						
2068	030-30-580-9-9106	REIMB GENERAL-ADMIN EXP	\$76,744	\$6,395	\$63,953	\$0	\$12,791	83.33%
2069	030-30-580-9-9108	REIMBURSEMENT-CONTR POLICE SER	\$128,246	\$9,865	\$29,595	\$0	\$98,651	23.07%
2070	030-30-580-9-9109	REIMBURSEMENT-CONTR CODE ENFR	\$25,276	\$1,944	\$5,833	\$0	\$19,443	23.07%
2071	030-30-580-9-9132	TRANSFER TO UTILITY FUND-POTAB	\$93,148	\$0	\$0	\$0	\$93,148	0.00%
2072	030-30-580-9-9134	TRANSFER TO BETTER PLACE - STR	\$671,482	\$0	\$0	\$0	\$671,482	0.00%
2073			-----	-----	-----	-----	-----	-----
2074		TOTAL	\$994,896	\$18,205	\$99,381	\$0	\$895,515	10.00%
2075								
2076			-----	-----	-----	-----	-----	-----
2077		DEPARTMENT TOTAL	\$1,518,754	\$30,806	\$251,532	\$1,800	\$1,265,422	17.00%
2078			-----	-----	-----	-----	-----	-----
2079								
2080		SOUTH HISTORIC						
2081	030-31-580-1-1100	EXEC SALARIES TIFSouth	\$12,100	\$513	\$6,470	\$0	\$5,630	53.47%
2082	030-31-580-1-2100	FICA TAX EXP TIFSouth	\$926	\$33	\$442	\$0	\$484	47.73%
2083	030-31-580-1-2200	RETIREMENT EXP TIFSouth	\$3,715	\$157	\$1,986	\$0	\$1,729	53.46%
2084	030-31-580-1-2300	HEALTH AND LIFE INSUR TIFSouth	\$2,558	\$152	\$1,370	\$0	\$1,188	53.56%
2085	030-31-580-3-3100	PROFESSIONAL SERVICES	\$7,700	\$0	\$0	\$0	\$7,700	0.00%
2086	030-31-580-3-3200	AUDIT EXPENSE	\$3,355	\$0	\$2,972	\$0	\$383	88.58%
2087	030-31-580-3-5280	MISC EXPENSES	\$650	\$0	\$0	\$0	\$650	0.00%
2088	030-31-580-3-5400	FRA ANNUAL DUES, TRAINING	\$1,500	\$0	\$198	\$0	\$1,302	13.20%
2089	030-31-580-3-5402	DEO ANNUAL DUES	\$110	\$0	\$36	\$0	\$74	32.72%
2090	030-31-580-6-6120	LAND PURCHASE	\$0	\$0	\$0	\$0	\$0	0.00%
2091	030-31-580-6-6329	BUILDING IMPROVEMENT GRANT	\$160,734	\$0	\$0	\$0	\$160,734	0.00%
2092	030-31-580-6-6333	SIGNAGE	\$1,000	\$0	\$0	\$0	\$1,000	0.00%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
2093	030-31-580-6-6337	SITE AMENITIES	\$1,000	\$0	\$0	\$0	\$1,000	0.00%
2094	030-31-580-6-6341	LANDSCAPING	\$3,000	\$0	\$0	\$0	\$3,000	0.00%
2095	030-31-580-6-6343	CAPITAL OUTLAY	\$61,615	\$0	\$0	\$0	\$61,615	0.00%
2096	030-31-580-6-6344	324 RIVER ST REPAIRS TILGHMAN	\$155,378	\$0	\$0	\$0	\$155,378	0.00%
2097			-----	-----	-----	-----	-----	-----
2098		TOTAL	\$415,341	\$856	\$13,474	\$0	\$401,867	3.00%
2099								
2100		TRANSFERS						
2101	030-31-580-9-9102	TRANSFER TO UTILITY- SOUTH POT	\$28,080	\$0	\$0	\$0	\$28,080	0.00%
2102	030-31-580-9-9105	REIMB GENERAL	\$26,167	\$2,181	\$21,806	\$0	\$4,361	83.33%
2103	030-31-580-9-9108	REIMBURSEMENT-CONTR POLICE SER	\$40,306	\$3,100	\$9,301	\$0	\$31,005	23.07%
2104	030-31-580-9-9109	REIMBURSEMENT-CONTR CODE ENFR	\$7,944	\$611	\$1,833	\$0	\$6,111	23.07%
2105			-----	-----	-----	-----	-----	-----
2106		TOTAL	\$102,497	\$5,892	\$32,940	\$0	\$69,557	32.00%
2107								
2108			-----	-----	-----	-----	-----	-----
2109		DEPARTMENT TOTAL	\$517,838	\$6,748	\$46,415	\$0	\$471,423	9.00%
2110								
2111		NORTH HISTORIC						
2112	030-32-580-1-1100	EXEC SALARIES TIFNorth	\$4,400	\$187	\$2,294	\$0	\$2,106	52.12%
2113	030-32-580-1-2100	FICA TAX EXP TIFNorth	\$337	\$12	\$156	\$0	\$181	46.35%
2114	030-32-580-1-2200	RETIREMENT EXP TIFNorth	\$1,351	\$57	\$704	\$0	\$647	52.11%
2115	030-32-580-1-2300	HEALTH LIFE INSURA TIFNorth	\$930	\$55	\$498	\$0	\$432	53.58%
2116	030-32-580-3-3100	PROFESSIONAL SERVICES	\$2,600	\$0	\$0	\$0	\$2,600	0.00%
2117	030-32-580-3-3200	AUDIT EXPENSE	\$1,220	\$0	\$1,081	\$0	\$139	88.58%
2118	030-32-580-3-5280	MISC EXPENSES	\$250	\$0	\$0	\$0	\$250	0.00%
2119	030-32-580-3-5400	FRA ANNUAL DUES, TRAINING	\$500	\$0	\$61	\$0	\$439	12.18%
2120	030-32-580-3-5402	DEO ANNUAL DUES	\$16	\$0	\$16	\$0	\$0	100.00%
2121	030-32-580-6-6319	BUILDING IMPROVEMENT GRANT	\$83,661	\$0	\$0	\$0	\$83,661	0.00%
2122	030-32-580-6-6322	GENERAL CAPITAL IMPROVEMENTS	\$31,734	\$0	\$0	\$0	\$31,734	0.00%
2123			-----	-----	-----	-----	-----	-----
2124		TOTAL	\$126,999	\$311	\$4,810	\$0	\$122,189	4.00%
2125								
2126		TRANSFERS						
2127	030-32-580-9-9105	REIMB GENERAL-ADMIN EXP	\$7,693	\$641	\$6,411	\$0	\$1,282	83.33%
2128	030-32-580-9-9108	REIMBURSEMENT-CONTR POLICE SER	\$14,657	\$1,127	\$3,382	\$0	\$11,275	23.07%
2129	030-32-580-9-9109	REIMBURSEMENT-CONTR CODE ENFR	\$2,889	\$222	\$667	\$0	\$2,222	23.07%
2130			-----	-----	-----	-----	-----	-----
2131		TOTAL	\$25,239	\$1,991	\$10,460	\$0	\$14,779	41.00%
2132								
2133			-----	-----	-----	-----	-----	-----
2134		DEPARTMENT TOTAL	\$152,238	\$2,302	\$15,270	\$0	\$136,968	10.00%
2135								
2136			-----	-----	-----	-----	-----	-----

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
2137		TOTAL EXPENDITURES	\$2,188,830	\$39,856	\$313,217	\$1,800	\$1,873,813	14.00%
2138			-----	-----	-----	-----	-----	-----
2139								
2140		CONTINGENCIES & RESERVES						
2141	030-30-580-9-9901	CONTINGENCY/RESERVE-DOWNTOWN	\$0	\$0	\$0	\$0	\$0	0.00%
2142	030-31-580-9-9901	CONTINGENCY/RESERVE - SOUTH	\$0	\$0	\$0	\$0	\$0	0.00%
2143	030-32-580-9-9901	CONTINGENCY/RESERVE - NORTH	\$0	\$0	\$0	\$0	\$0	0.00%
2144			-----	-----	-----	-----	-----	-----
2145		TOTAL	\$0	\$0	\$0	\$0	\$0	0.00%
2146			-----	-----	-----	-----	-----	-----
2147		TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES & RESERVES						
2148	TIF		\$2,188,830	\$39,856	\$313,217	\$1,800	\$1,873,813	14.00%
2149			-----	-----	-----	-----	-----	-----
2150								
2151	BETTER PLACE PLAN							
2152								
2153	BETTER PLACE PLAN REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 83.33 % Yr Complete For Fiscal Year: 2025 / 7							
2154		LOCAL OPTION, USE & FUEL TAXES						
2155	101-00-312-6-0000	DISCRETIONARY SALES SURTAX	1,315,996.00	81,777.77	1,154,228.72		161,767.28	87.70%
2156			-----	-----	-----		-----	-----
2157		TOTAL	1,315,996.00	81,777.77	1,154,228.72		161,767.28	88.00%
2158								
2159		STATE/FEDERAL GRANTS & PILOTS						
2160	101-00-331-2-5508	USDA RBDG SIDEWALK IMPRVMT	100,000.00	0.00	0.00		100,000.00	0.00%
2161	101-00-331-2-5509	USDA PATROL CARS APPROPRIATION	250,000.00	0.00	0.00		250,000.00	0.00%
2162	101-00-331-3-9006	CDBG MIT IRMA IR042	994,048.00	0.00	28,977.17		965,070.83	2.91%
2163	101-00-331-3-9007	HMGP Kay Larkin FD	287,655.00	0.00	0.00		287,655.00	0.00%
2164	101-00-331-3-9008	Fed RAISE	1,500,000.00	67,212.00	67,212.00		1,432,788.00	4.48%
2165	101-00-331-4-1000	Fed DOT SS4A	480,000.00	0.00	0.00		480,000.00	0.00%
2166	101-00-331-7-7003	LWCF BOOKER PARK PROJECT GRANT	0.00	0.00	0.00		0.00	0.00%
2167	101-00-331-7-7004	CDBG CARES COVID SIDEWALKS	2,000,000.00	1,185.40	34,114.57		1,965,885.43	1.70%
2168	101-00-334-2-3000	PRICE MARTIN RETROFIT SHELTER	1,050,000.00	2,945.00	22,171.05		1,027,828.95	2.11%
2169	101-00-334-6-1000	AFFORDABLE HOUSING APPROPRIATI	950,000.00	79,945.54	279,900.77		670,099.23	29.46%
2170	101-00-334-7-7009	DOS AACH JENKINS GRANT	517,500.00	72,450.00	325,810.39		191,689.61	62.95%
2171	101-00-334-7-7010	DHR BRONSON HOUSE	367,900.00	3,134.80	5,387.35		362,512.65	1.46%
2172	101-00-334-9-1100	FDOT Downtown Streetscapes Pha	1,200,000.00	0.00	20,108.34		1,179,891.66	1.67%
2173	101-00-337-7-0002	SHAW BUCK PARK IMPROVEMENTS	50,000.00	0.00	20,256.69		29,743.31	40.51%
2174	101-00-337-7-0003	PALM BOWL PARK IMPROVEMENTS	50,000.00	1,570.00	36,382.27		13,617.73	72.76%
2175			-----	-----	-----		-----	-----
2176		TOTAL	9,797,103.00	228,442.74	840,320.60		8,956,782.40	9.00%
2177								
2178								
2179		DISPOSITION OF FIXED ASSETS						
2180			-----	-----	-----		-----	-----

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
2181		TOTAL	0.00	0.00	0.00		0.00	0.00%
2182								
2183		TRANSFERS IN						
2184	101-00-381-0-1004	TRANSFER FROM TAX INCREMENT -	825,004.00	0.00	0.03		825,003.97	0.00%
2185	101-00-381-0-1200	TRANSFER FROM GENERAL	186,202.00	0.00	46,550.49		139,651.51	24.99%
2186			-----	-----	-----		-----	-----
2187		TOTAL	1,011,206.00	0.00	46,550.52		964,655.48	5.00%
2188								
2189								
2190		DEBT PROCEEDS						
2191	101-00-384-0-1000	LOAN/LEASE PROCEEDS	1,398,941.00	251,420.00	251,420.00		1,147,521.00	17.97%
2192			-----	-----	-----		-----	-----
2193		TOTAL	1,398,941.00	251,420.00	251,420.00		1,147,521.00	18.00%
2194								
2195			-----	-----	-----		-----	-----
2196		TOTAL OPERATING & OTHER REV	13,523,246.00	561,640.51	2,292,519.84		11,230,726.16	17.00%
2197			-----	-----	-----		-----	-----
2198								
2199		CASH BALANCE FORWARD						
2200	101-00-301-0-1007	BETTER PLACE BALANCE FORWARD	1,735,542.00	873,449.00	873,449.00		862,093.00	50.32%
2201			-----	-----	-----		-----	-----
2202		TOTAL	1,735,542.00	873,449.00	873,449.00		862,093.00	50.00%
2203			-----	-----	-----		-----	-----
2204		TOTAL REV, TRF & CASH BALANCES	15,258,788.00	1,435,089.51	3,165,968.84		12,092,819.16	21.00%
2205			-----	-----	-----		-----	-----
2206	BETTER PLACE PLAN EXPENDITURES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 83.33 % Yr Complete For Fiscal Year: 2025 / 7							
2207		BETTER PLACE PLAN						
2208								
2209		OPERATING EXPENSES						
2210	101-18-519-3-3100	PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
2211	101-18-519-3-3103	GRANT APPLICATION FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
2212	101-18-519-3-5000	FINES & FEES	\$0.00	\$0.00	\$76.92	\$0.00	(\$76.92)	0.00%
2213			-----	-----	-----	-----	-----	-----
2214		TOTAL	\$0.00	\$0.00	\$76.92	\$0.00	(\$76.92)	0.00%
2215								
2216		CAPITAL OUTLAY						
2217	101-18-519-6-6310	SIDEWALKS	\$5,768.00	\$0.00	\$0.00	\$0.00	\$5,768.30	0.00%
2218	101-18-519-6-6330	PUBLIC WORKS BUILDING	\$1,398,941.00	\$97,213.61	\$251,420.06	\$89,720.69	\$1,057,800.25	17.97%
2219	101-18-519-6-6400	STORMWATER	\$90,000.00	\$13,280.00	\$13,280.00	\$16,609.40	\$60,110.60	14.75%
2220	101-18-519-6-6455	RESURFACING & STRIPING	\$1,823,394.00	\$592,975.37	\$1,440,393.55	\$271,650.63	\$111,350.00	78.99%
2221	101-18-519-6-6457	HANK BRYAN PARK RESTROOM	\$135,270.00	\$0.00	\$135,270.00	\$0.00	\$0.00	100.00%
2222	101-18-519-6-6459	PRICE MARTIN IMPROVEMENTS	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
2223	101-18-519-6-6467	CITY SHARE DOWNTOWN STREETSCAP	\$486,323.00	\$84,000.00	\$101,105.00	\$85,649.59	\$299,568.23	20.78%
2224	101-18-519-6-6472	HMGP Kay Larkin FD CITY MATCH	\$31,962.00	\$0.00	\$0.00	\$0.00	\$31,962.00	0.00%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
2225	101-18-519-6-6473	DOS AACH JENKINS CITY MATCH	\$482,000.00	\$2,000.00	\$348,950.00	\$2,635.00	\$130,415.00	72.39%
2226	101-18-519-6-6475	City Match Fed DOT SS4A	\$241,000.00	\$0.00	\$0.00	\$124,695.60	\$116,304.40	0.00%
2227	101-18-519-6-6476	City Match CDBG MIT IRMA IR042	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00%
2228	101-18-519-6-6477	CITY MATCH BRONSON HOUSE	\$137,634.00	\$1,544.00	\$2,291.45	\$135,342.55	\$0.00	1.66%
2229	101-18-519-6-6478	FPL REID STREET MEDIAN 1 BRIDG	\$400,277.00	\$0.00	\$0.00	\$0.00	\$400,277.00	0.00%
2230	101-18-519-6-6480	RODDY ROAD FORCE MAIN RELOCATI	\$230,000.00	\$0.00	\$0.00	\$228,600.00	\$1,400.00	0.00%
2231								
2232		TOTAL	\$5,517,569.00	\$791,012.98	\$2,292,710.06	\$954,903.46	\$2,269,955.78	42.00%
2233								
2234		DEBT SERVICE						
2235	101-18-517-7-7108	PRINCIPAL-PUMPER FIRE TRUCKS	\$79,833.00	\$0.00	\$72,080.22	\$0.00	\$7,752.78	90.28%
2236	101-18-517-7-7208	INTEREST-PUMPER FIRE TRUCKS	\$14,167.00	\$2,649.26	\$11,206.11	\$0.00	\$2,960.89	79.10%
2237								
2238		TOTAL	\$94,000.00	\$2,649.26	\$83,286.33	\$0.00	\$10,713.67	89.00%
2239								
2240		GRANT MATCHES						
2241	101-18-519-8-6210	PRICE MARTIN RETROFIT SHELTER	\$1,026,315.00	\$2,945.00	\$22,171.05	\$102,001.86	\$902,142.09	2.16%
2242	101-18-519-8-6327	CDBG MIT IRMA IR042	\$994,048.00	\$0.00	\$28,977.17	\$89,202.42	\$875,868.41	2.91%
2243	101-18-519-8-6364	DOS AACH JENKINS GRANT	\$468,866.00	\$0.00	\$325,810.39	\$135,652.61	\$7,402.79	69.48%
2244	101-18-519-8-8909	CDBG CARES COVID SIDEWALKS	\$2,000,000.00	\$1,185.40	\$34,114.57	\$255,862.56	\$1,710,022.87	1.70%
2245	101-18-519-8-8934	HMGP Kay Larkin FD	\$287,655.00	\$0.00	\$0.00	\$0.00	\$287,655.00	0.00%
2246	101-18-519-8-8935	USDA RBDG SIDEWALK IMPRVMT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
2247	101-18-519-8-8937	DOT SAFE STREETS 4 ALL	\$480,000.00	\$0.00	\$0.00	\$480,000.00	\$0.00	0.00%
2248	101-18-519-8-8938	Fed RAISE GRANT	\$1,500,000.00	\$67,212.00	\$67,212.00	\$36,000.00	\$1,396,788.00	4.48%
2249	101-18-519-8-8940	DEO Affordable Housing state	\$950,000.00	\$79,945.54	\$279,900.77	\$679,804.77	(\$9,705.54)	29.46%
2250	101-18-519-8-8941	FDOT Downtown Streetscapes Pha	\$1,056,313.00	\$0.00	\$20,108.34	\$4,019.71	\$1,032,184.95	1.90%
2251	101-18-519-8-8942	USDA PATROL CARS APPROPRIATION	\$250,000.00	\$0.00	\$0.00	\$0.00	\$250,000.00	0.00%
2252	101-18-519-8-8943	DHR BRONSON HOUSE	\$367,900.00	\$3,134.80	\$5,387.35	\$299,078.65	\$63,434.00	1.46%
2253	101-18-519-8-8944	SHAW BUCK PARK IMPROVEMENTS	\$50,000.00	\$0.00	\$20,256.69	\$6,518.00	\$23,225.31	40.51%
2254	101-18-519-8-8945	PALM BOWL PARK IMPROVEMENTS	\$50,000.00	\$1,570.00	\$36,382.27	\$250.00	\$13,367.73	72.76%
2255								
2256		TOTAL	\$9,481,097.00	\$155,992.74	\$840,320.60	\$2,088,390.58	\$6,552,385.61	9.00%
2257								
2258		TRANSFERS						
2259	101-18-519-9-9100	TRANSFER TO GENERAL FUND	\$166,122.00	\$0.00	\$33,540.00	\$0.00	\$132,581.70	20.19%
2260								
2261		TOTAL	\$166,122.00	\$0.00	\$33,540.00	\$0.00	\$132,581.70	20.00%
2262								
2263								
2264		DEPARTMENT TOTAL	\$15,258,788.00	\$949,654.98	\$3,249,933.91	\$3,043,294.04	\$8,965,559.84	21.00%
2265								
2266								
2267								
2268		TOTAL EXPENDITURES	\$15,258,788.00	\$949,654.98	\$3,249,933.91	\$3,043,294.04	\$8,965,559.84	21.00%

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
2269			-----	-----	-----	-----	-----	-----
2270								
2271		RESERVES						
2272			-----	-----	-----	-----	-----	-----
2273		DEPARTMENT TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
2274								
2275			-----	-----	-----	-----	-----	-----
2276		TOTAL EXPENDITURES, TRANSFERS,						
2277		CONTINGENCIES & RESERVES	\$15,258,788.00	\$949,654.98	\$3,249,933.91	\$3,043,294.04	\$8,965,559.84	21.00%
2278			-----	-----	-----	-----	-----	-----
2279								
2280	AMERICAN RESCUE PLAN ACT							
2281								
2282	AMERICAN RESCUE PLAN ACT / ESTIMATED VS. ACTUAL MONTHLY REPORT / 83.33 % Yr Complete For Fiscal Year: 2025 / 7							
2283		LOCAL OPTION, USE & FUEL TAXES						
2284			-----	-----	-----	-----	-----	-----
2285		TOTAL	\$0	\$0	\$0	\$0	0.00%	
2286								
2287		STATE/FEDERAL GRANTS & PILOTS						
2288	300-00-331-5-1000	ARPA REVENUE	\$1,546,460	\$0	\$285,435		\$1,261,025	18.45%
2289			-----	-----	-----		-----	-----
2290		TOTAL	\$1,546,460	\$0	\$285,435		\$1,261,025	18.00%
2291								
2292								
2293		DISPOSITION OF FIXED ASSETS						
2294			-----	-----	-----		-----	-----
2295		TOTAL	\$0	\$0	\$0		\$0	0.00%
2296								
2297		TRANSFERS IN						
2298	300-00-381-0-1000	TRANSFER FROM GENERAL FUND	\$0	\$0	\$0		\$0	0.00%
2299			-----	-----	-----		-----	-----
2300		TOTAL	\$0	\$0	\$0		\$0	0.00%
2301								
2302								
2303		DEBT PROCEEDS						
2304			-----	-----	-----		-----	-----
2305		TOTAL	\$0	\$0	\$0		\$0	0.00%
2306								
2307			-----	-----	-----		-----	-----
2308		TOTAL OPERATING & OTHER REV	\$1,546,460	\$0	\$285,435		\$1,261,025	18.00%
2309			-----	-----	-----		-----	-----
2310								
2311		CASH BALANCE FORWARD						
2312			-----	-----	-----		-----	-----

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
2313		TOTAL	\$0	\$0	\$0		\$0	0.00%
2314			-----	-----	-----		-----	-----
2315		TOTAL REV, TRF & CASH BALANCES	\$1,546,460	\$0	\$285,435		\$1,261,025	18.00%
2316			-----	-----	-----		-----	-----
2317		AMERICAN RESCUE PLAN ACT						
2318								
2319								
2320		CAPITAL OUTLAY						
2321	300-61-559-8-1200	OTHER PUBLIC HEALTH SERVICES	\$10,000	\$0	\$0	\$10,000	\$0	0.00%
2322	300-62-559-8-2200	HOUSEHOLD ASSISTANCE UTILITY A	\$0	\$0	\$0	\$0	\$0	0.00%
2323	300-62-559-8-2300	UTILITY AID ADMIN EXP - AZCARA	\$0	\$0	\$0	\$0	\$0	0.00%
2324	300-62-559-8-2301	UTILITY AID AZCARATE SUPPLIES	\$0	\$0	\$0	\$0	\$0	0.00%
2325	300-62-559-8-2900	SMALL BUSINESS ECONOMIC IMPACT	\$0	\$0	\$0	\$0	\$0	0.00%
2326	300-63-559-8-3110	HOUSING SUPPORT SERVICES FOR U	\$80,000	\$0	\$55,000	\$25,000	\$0	68.75%
2327	300-63-559-8-3120	HOUSING SUPPORT OTHER HOUSING	\$490,115	\$0	\$0	\$490,115	\$0	0.00%
2328	300-63-559-8-3130	Housing Support - Homelessness	\$99,770	\$0	\$0	\$0	\$99,770	0.00%
2329	300-63-559-8-3300	EDUCATION ASSIST ACADEMIC SRVC	\$0	\$0	\$0	\$0	\$0	0.00%
2330	300-63-559-8-3400	EDUCATION ASSIST SOCIAL EMOT M	\$70,000	\$0	\$0	\$70,000	\$0	0.00%
2331	300-63-559-8-3500	EDUCATION ASSISTANCE OTHER	\$24,000	\$0	\$0	\$24,000	\$0	0.00%
2332	300-65-559-8-5100	DW TREATMENT GAC Filters	\$256,967	\$0	\$76,530	\$180,437	\$0	29.78%
2333	300-65-559-8-5110	DW TRANSMISS/DISTRIBUT Palm to	(\$1)	\$0	\$0	\$0	(\$1)	0.00%
2334	300-65-559-8-5130	GIS CDBG N32 Palatka Heights	\$3,597	\$0	\$3,597	\$0	(\$0)	100.00%
2335	300-65-559-8-5140	LEAD AND COPPER RULE	\$100,230	\$0	\$100,230	\$0	\$0	100.00%
2336	300-66-559-8-6100	PROVISION OF GOVT SERVICES	\$25,000	\$0	\$0	\$5,000	\$20,000	0.00%
2337	300-66-559-8-6101	RADIOS 800 MHZ - ARPA	\$5,310	\$0	\$5,311	\$0	(\$0)	100.00%
2338	300-66-559-8-6102	VACANT PROPERTY PURCHASES/ABAT	\$216,009	\$0	\$22,880	\$187,029	\$6,100	10.59%
2339	300-66-559-8-6103	ROAD MAINTENANCE	\$165,463	\$0	\$21,888	\$143,576	\$0	13.22%
2340			-----	-----	-----	-----	-----	-----
2341								
2342			-----	-----	-----	-----	-----	-----
2343		TOTAL	\$1,546,461	\$0	\$285,435	\$1,135,157	\$125,869	18.00%
2344								
2345		GRANT MATCHES						
2346								
2347			-----	-----	-----	-----	-----	-----
2348		DEPARTMENT TOTAL	\$1,546,461	\$0	\$285,435	\$1,135,157	\$125,869	18.00%
2349			-----	-----	-----	-----	-----	-----
2350								
2351			-----	-----	-----	-----	-----	-----
2352		TOTAL EXPENDITURES	\$1,546,461	\$0	\$285,435	\$1,135,157	\$125,869	18.00%
2353			-----	-----	-----	-----	-----	-----
2354								
2355		RESERVES						
2356			-----	-----	-----	-----	-----	-----

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
2357		DEPARTMENT TOTAL	\$0	\$0	\$0	\$0	\$0	0.00%
2358								
2359			-----	-----	-----	-----	-----	-----
2360		TOTAL EXPENDITURES, TRANSFERS,						
2361	AMERICAN RESCUE PLAN	CONTINGENCIES & RESERVES	\$1,546,461	\$0	\$285,435	\$1,135,157	\$125,869	18.00%
2362			-----	-----	-----	-----	-----	-----
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CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
2402								
2403								
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CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

	A	B	E	F	G	H	I	J
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CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

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CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

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CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES FOR THE TEN MONTHS ENDED JULY 31, 2025

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2602			\$78,295,072.00	\$4,039,108.16	\$33,044,053.01	\$9,722,384.22	\$35,528,635.37	\$3.56

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES YTD FOR THE EIGHT MONTHS ENDED MAY 31, 2025

Ten Months YTD 07/31/2025 Total Citywide Budget and Actual			Airport Fund		
Revenues	Budget	Actuals		Budget	Actuals
Total Citywide	\$ 78,295,079	\$ 34,350,825			
			REVENUES		
			Federal & State Grants	\$3,179,206	\$984,177
			Operating Revenues	\$1,493,524	\$874,363
			Other Revenues	\$6,050	\$71,712
			Transfers	\$284,340	\$236,950
			Cash Balance Forward	\$207,155	\$0
			Total Revenues	\$ 5,170,275	\$ 2,167,203
Expenditures	Budget	Actuals			
Total Citywide	\$ (78,295,079)	\$ (33,044,049)			
			EXPENSES		
			Personnel Expenses	\$416,953	\$347,220
			Operating Expenses	\$1,185,746	\$591,143
			Capital Outlay	\$3,194,159	\$793,394
			Debt Service	\$55,543	\$5,543
			Reimbursements	\$177,268	\$147,723
			Transfer, Contingencies, Reserves	\$140,607	\$0
			Total Expenditures	\$ 5,170,275	\$ 1,885,022
Net Results	Budget	Actuals	Net Results	\$0	\$ 282,181
Total Citywide	\$ -	\$ 1,306,776			
General Fund Revenues			ARPA Fund		
Sources	Budget	Actuals		Budget	Actuals
Property Taxes	\$4,575,379	\$4,050,673	REVENUES	\$1,546,460	\$285,435
Local Option Taxes	\$549,032	\$458,059	Revenues		
Utility Service Taxes	\$1,457,362	\$1,177,792	Total Revenues	\$1,546,460	\$285,435
Communication Service Tax	\$386,723	\$327,794	EXPENSES		
Licenses/Permits	\$116,946	\$101,803	Operating Expenses	\$283,770	\$55,000
Franchise/Impact Fees	\$1,196,000	\$1,040,989	Capital Outlay	\$1,262,691	\$230,435
Special Assessments	\$2,048,871	\$2,106,973	Fund Balance/Reserves - PY		
State/Federal Grants	\$1,022,000	\$485,811	Total Expenses	\$1,546,460	\$285,435
State Shared Revenues	\$1,148,258	\$905,092			
Impact Fees	\$744,860	\$88,725	Net Results	\$ -	\$ -
Charges for Service	\$240,480	\$135,520			
Fines and Forfeits	\$158,052	\$203,277			
Miscellaneous Revenues	\$640,921	\$1,063,812			
Transfers In	\$852,698	\$605,687			
Contributions/Reimbursements	\$2,202,521	\$1,703,281			
Debt Proceeds	\$1,000,000	\$0			
Fund Balance/Reserves - PY	\$5,576,765	\$0			
Total Revenues	\$23,916,868	\$14,455,289			

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES YTD FOR THE EIGHT MONTHS ENDED MAY 31, 2025

General Fund Expenditures		
Departments	Budget	Actuals
City Commission	\$543,238	\$354,768
City Manager	\$646,226	\$186,451
City Clerk's Office	\$277,069	\$167,383
General Fund Expenditures Continued		
Finance Department	\$597,955	\$473,117
Human Resources	\$290,910	\$199,672
Facilities Maintenance	\$554,829	\$422,307
Information Technology	\$369,235	\$251,702
General Administration - City Hall	\$239,297	\$150,970
Legal Counsel	\$258,271	\$213,810
Other Government Services	\$1,019,293	\$943,248
Building & Zoning	\$516,974	\$369,117
Police Department	\$5,710,419	\$4,870,390
Code Enforcement	\$353,722	\$228,781
Fire Department	\$3,986,501	\$3,216,422
Streets	\$2,573,002	\$1,177,557
Cemetery	\$135,327	\$68,957
Cultural Services	\$270,788	\$116,912
Recreation	\$511,849	\$253,678
Parks	\$1,152,258	\$243,426
Price Martin Center	\$34,744	\$21,181
Water Taxis	\$86,376	\$83,203
Jenkins Gymnasium	\$104,381	\$57,619
Transfers	\$509,189	\$315,706
Contingencies	\$0	\$0
Fund Balance/Reserves - PY	\$3,175,015	\$0
Total Expenditures	\$23,916,868	\$14,386,377
General Fund Net	\$0	\$68,912

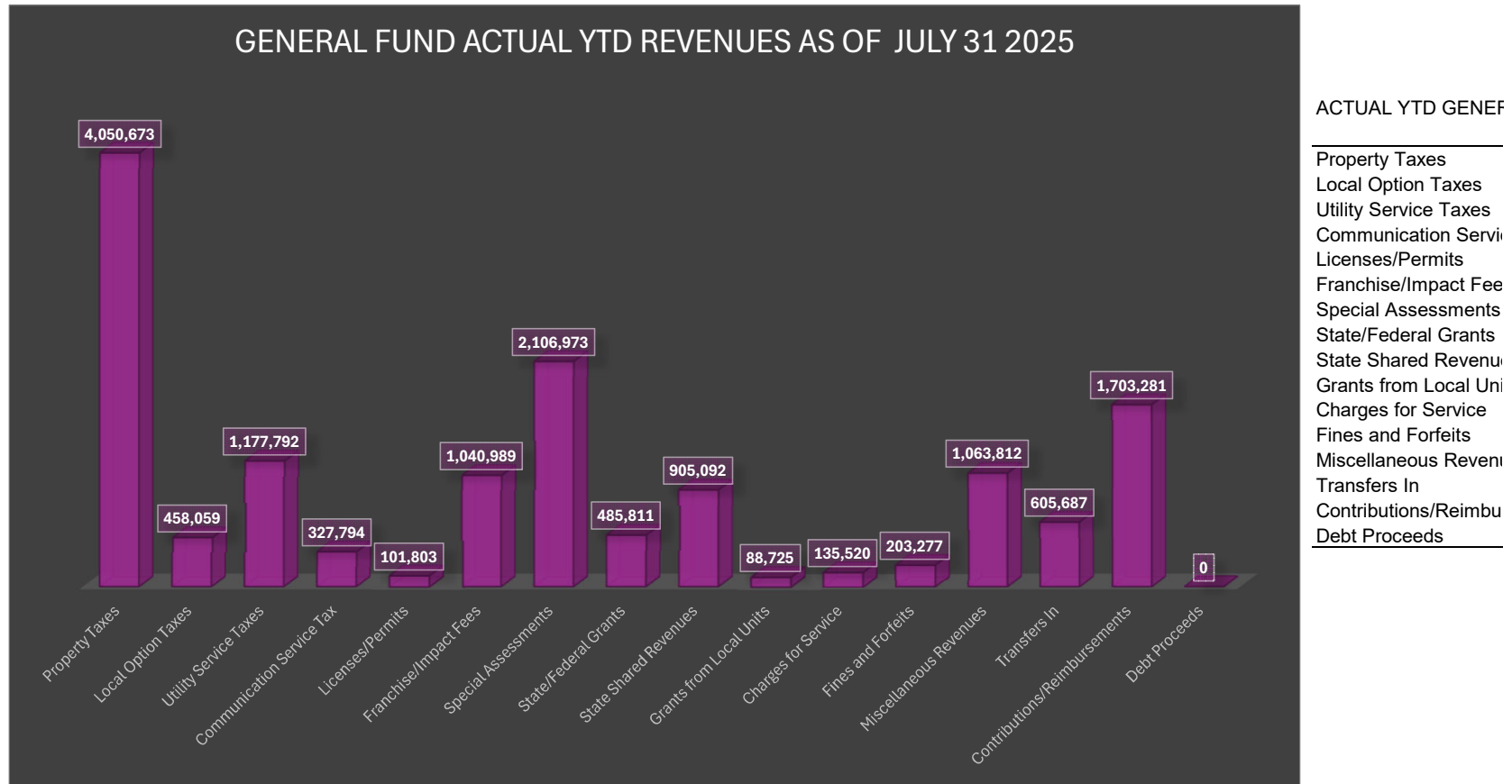
Golf Course Fund		
	Budget	Actuals
REVENUES		
Restaurant Lease	\$56,035	\$49,390
Reimbursements	\$1,950	\$7,544
Profit Sharing Agreement	\$49,920	\$0
Other Revenues	\$28,025	\$20,932
Transfers In	\$38,647	\$32,206
Fund Balance/Reserves - PY		
Total Revenues	\$174,577	\$110,071
	0.630503961	
EXPENSES		
Maintenance Expenditures	\$28,600	\$12,112
Maintenance Capital Exp	\$0	\$0
Club House Operating Exp	\$120,787	\$124,196
Club House Capital	\$25,000	\$21,532
Transfers	\$191	\$159
Debt Service		
Fund Balance/Reserves - PY		
Total Expenditures	\$ 174,577	\$ 157,998
Net Results	\$ -	\$ (47,927)

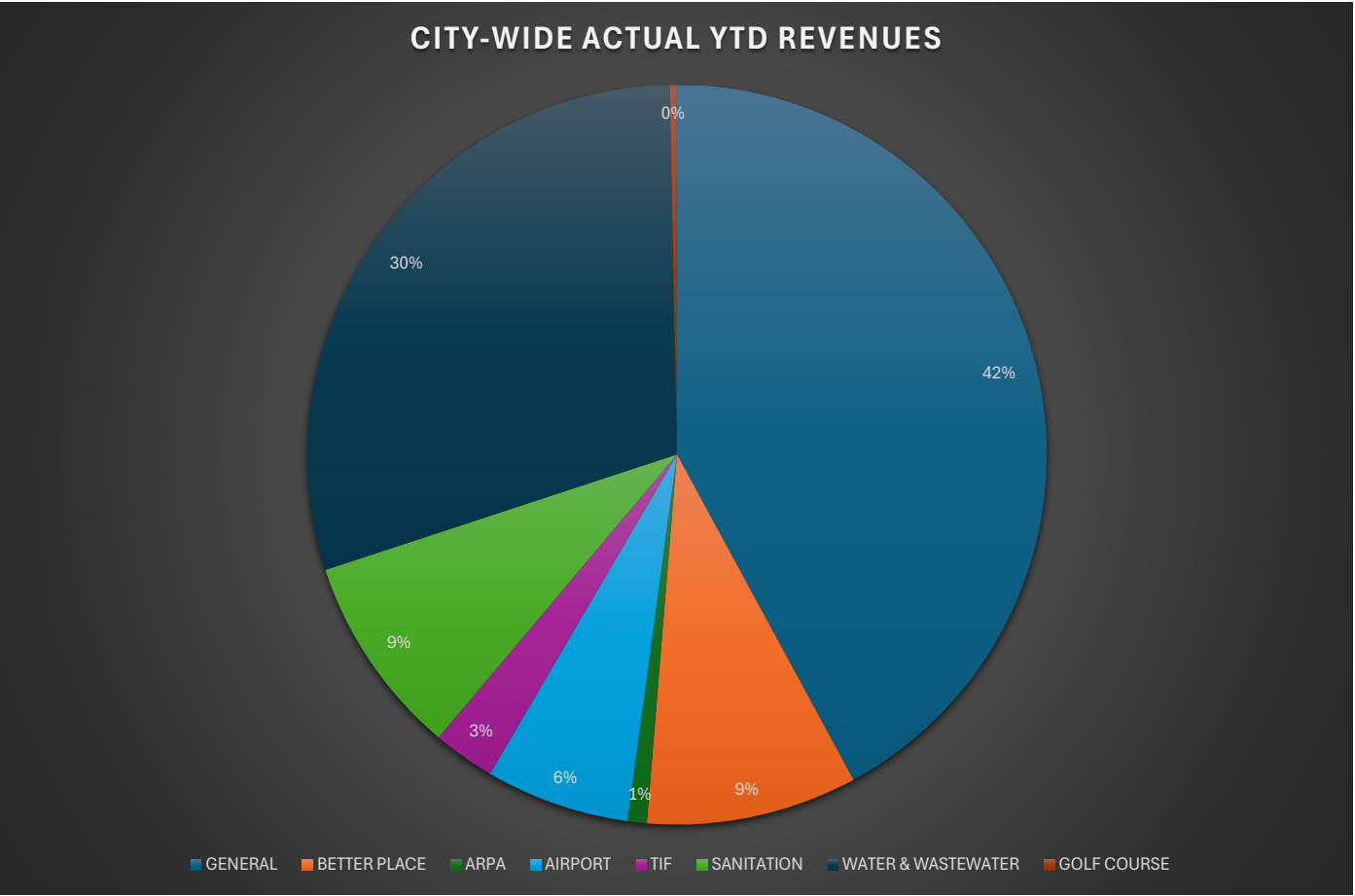
CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES YTD FOR THE EIGHT MONTHS ENDED MAY 31, 2025

Better Place Plan Fund			Sanitation Fund		
	Budget	Actuals		Budget	Actuals
REVENUES			REVENUES		
Discretionary Infrastructure Surtax	\$1,315,996	\$1,154,229	Charges for Services	\$3,519,391	\$2,932,953
State/Federal Grants	\$9,797,103	\$840,321	Contributions	\$111,229	\$92,691
Transfers In	\$1,011,206	\$46,551	Other Revenue	\$15,944	\$536
Loan Proceeds	\$1,398,941	\$251,420	Debt Service	\$0	\$0
Fund Balance/Reserves - PY	\$1,735,542	\$873,449	Fund Balance/Reserves - PY	\$360,357	\$0
Total Revenues	\$ 15,258,788	\$ 3,165,969	Total Revenues	\$ 4,006,921	\$ 3,026,179
EXPENSES			EXPENSES		
Operating Expenses	\$0	\$77	Garage Maintenance	\$271,290	\$242,169
Capital Outlay	\$5,517,569	\$2,292,710	Sanitation Department	\$2,371,656	\$1,705,059
Debt Service	\$94,000	\$83,286	Capital Outlay	\$100,000	\$162,617
Grant Matches	\$9,481,097	\$840,321	Debt Service	\$318,960	\$197,588
Transfers Out	\$166,122	\$33,540	Transfers Out	\$372,584	\$310,487
Fund Balance/Reserves - PY	\$0	\$0	Fund Balance/Reserves - PY	\$572,432	\$0
Total Expenses	\$ 15,258,788	\$ 3,249,934	Total Expenditures	\$ 4,006,921	\$ 2,617,920
Net Results	\$ -	\$ (83,965)	Net Results	\$ -	\$ 408,259

CITY OF PALATKA BUDGET VS ACTUAL REVENUES AND EXPENSES YTD FOR THE EIGHT MONTHS ENDED MAY 31, 2025

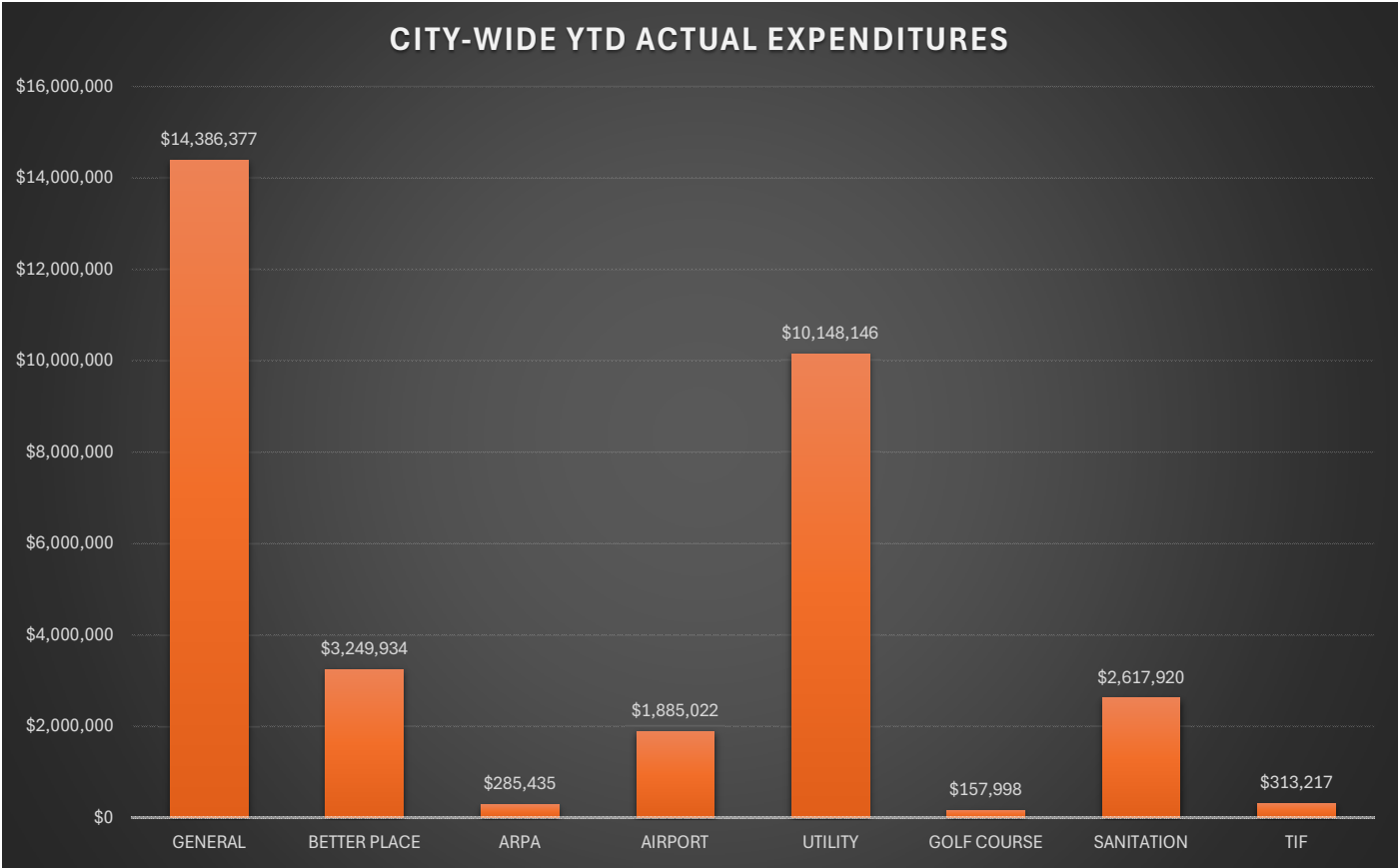
Utility Fund			Tax Increment Fund		
	Budget	Actuals		Budget	Actuals
REVENUES			REVENUES		
Federal & State Grants	\$8,354,470	\$2,424,229	Property Tax	\$964,820	\$931,104
Water & Waste/Sewer Charges	\$9,120,081	\$7,299,665	Other Revenues	\$0	\$0
Other Revenues	\$2,013,962	\$52,122			
Transfers	\$121,228	\$0	Fund Balance/Reserves - PY	\$1,224,008	\$0
Fund Balance/Reserves - PY	\$6,422,614	\$433,558	Total Revenues	\$ 2,188,828	\$ 931,104
Total Revenues	\$26,032,355	\$10,209,574			
EXPENSES			EXPENSES		
Water Plant	\$3,293,129	\$1,061,562	Downtown Historic	\$523,858	\$152,151
Sewer/Wastewater Plant	\$6,467,066	\$2,794,246	South Historic	\$415,341	\$13,474
Water & Sewer Distribution	\$9,090,728	\$2,961,082	North Historic	\$126,999	\$4,810
Utility Administration	\$797,159	\$641,675	Transfers	\$792,710	\$0
Debt	\$1,460,396	\$785,575	Reimbursements	\$329,922	\$142,782
Transfers	\$3,200,878	\$1,904,008			
Fund Balance/Reserves - PY	\$1,723,000	\$0	Fund Balance/Reserves - PY		
Total Expenditures	\$ 26,032,355	\$ 10,148,146	Total Expenses	\$2,188,830	\$313,217
Net Results	\$ -	\$ 61,428	Net Results	\$ (2)	\$ 617,887





ACTUAL YTD CITY W

\$14,455,289
\$3,165,969
\$285,435
\$2,167,203
\$931,104
\$3,026,179
\$10,209,574
\$110,071
\$34,350,825



ACTUAL YTD CITY W

\$14,386,377
\$3,249,934
\$285,435
\$1,885,022
\$10,148,146
\$157,998
\$2,617,920
\$313,217
\$33,044,049

REVENUE RESERVES' BUDGET BALANCE

FUND DESCRIPTION	FUND NUMBER	FUND BUDGET BALANCE	RESERVE BUDGET BALANCE	PERCENTAGE
General Fund	001	\$23,916,868	\$5,576,765	23.3%
Airport Fund	005	\$5,170,275	\$207,155	4.0%
TIF Fund	030	\$2,188,828	\$1,224,008	55.9%
Utilities	041	\$26,032,355	\$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	\$15,258,788	\$1,735,542	11.4%
ARPA	300	\$1,546,460	\$0	0.0%
TOTAL RESERVES - CITYWIDE		\$78,295,074	\$15,526,441	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 - Palatka's reserved general fund balance is budgeted at 23.3%, which exceeds best practice guidance by 6.6%. The enterprise funds does not have a requirement, but is still budgeted.

Unaudited Results of Operations for the Period ending July 31, 2025

Please note the annual budget has been divided equally into twelve periods for the purposes of this presentation. Actual cash flows may not follow this linear pattern of receipt or expenditure. Certain special revenue funds that are not part of the budget process are excluded from this report.

The report also includes a comparison with the previous fiscal years' results through the same period. This feature will provide the reader with additional insight into all the funds operations.

This report represents the completion of 83% of the 2025 fiscal year.

Highlights

General Fund revenues year to date are \$14,455,289 (representing 60% of budgeted amounts for FY2025) General Fund expenditures year to date are 14,386,858 (representing 60% of budgeted amounts for FY2025) General Fund encumbrances are \$ 1,177,110 and are excluded from expenditures. Encumbrances are a function of budget used to track and manage future expenditure by reserving funds for specific commitments before they are actually paid. General Fund cash and investments are \$ 19.6 million

Airport Fund revenues year to date are \$2,167,203 (representing 42% of budgeted amounts for FY2025) Airport expenses year to date are \$1,885,022 (representing 36% of budgeted amounts for FY2025.) ARPA Fund revenues/expenses year to date are \$285,435 (representing 18% of budgeted amounts for FY2025.) Better Place Plan Fund revenues year to date are \$3,165,969 (representing 21% of budgeted amounts for FY2025.) Better Place Plan Fund expenditures year to date are \$3,249,934 (representing 21% of budgeted amounts for FY2025.)

The Golf Course Fund revenues year to date are \$110,071 (representing 63% of budgeted amounts for FY2025) Golf Course Fund expenses year to date are \$157,998 (representing 91% of budgeted amounts for FY2025.) Sanitation Fund revenues year to date \$3,026,179 (representing 76% of budgeted amounts for FY2025.) Sanitation Fund expenses year to date are \$2,617,920 (representing 65% of budgeted amounts for FY2025.) Utility Fund revenues year to date are \$10,209,574 (representing 38% of budgeted amounts for FY2025) Utility Fund expenses year to date are \$10,148,146 (representing 39% of budgeted amounts for FY2025.) Tax Increment Fund (TIF) revenues year to date are \$931,104 (representing 43% of budgeted amounts for FY2025) TIF expenses year to date are \$313,217 (representing 14% of budgeted amounts for FY2025.)

Grants Management

The city is currently managing \$52.5 million in grants with \$3.5 city match, for a total of \$56 million. Currently, \$12.6 million has been expended and all grants are in various phases of activation. Reimbursements are being submitted monthly.

Roddy Road Repair

To repair the Roddy Road Force Main, the directional boring team should be on site within the next 10 to 14 days. TD Landmark has given us an update this morning. Their drill crew is wrapping up another project in the next two weeks and will begin our project immediately after. They plan on starting within the next two weeks with some preliminary drilling. The project is expected to take approximately 4 weeks to complete. Drill operation should take 4 – 5 days. Insert valves will be ready beforehand and take a day or so to get installed. Then another 2 weeks or so to tie in, grout fill and clean up.

If a storm seems to be heading our way, we have a plan to install 3) 30' supports utilizing the remaining bridge parts and chain off all three bells, with a chain on each side of the bells. That would support the pipe if it were completely washed out and free hanging.

New I-Cloud Phone System

Installed the new phone system and started using on August 12, 2025. What a great success for the IT Coordinator and Inspired Technologies, plus the employees.

Operational Audit RFP

The RFP has been posted, receiving responses and answering many questions, and the last day to respond is 09/12/2025.

Financial Audit RFP FOR Years 2025-2026 through 2030-2031

RFP is in the process, but the Finance Director is suggesting that we grant a one-year extension to the existing certified public accounting firm, due to at least four positions in transition and high turnover this current year in the Finance Department.

Parks Completed

Palm Bowl and Hank Bryan parks are completed. Shaw Busk is completed, pending the installation of the new playground equipment. Booker Park will be completed by 09/15/2025.

North Side Resurfacing Project

Of the \$2.4 million, \$1,137,212 has been completed, with the balance scheduled for the next fiscal year.

Funding Guidelines for Special Events

2025/2026

City funding for Special Events is within the sole discretion of the City of Palatka. This policy does not constitute entitlement to funding by any individual or organization.

-CLASS A EVENTS- \$30,000.00 allocated for Class A events

- Eligible for up to **\$3,000 per day**, maximum of **2 days (up to \$6,000 in total)**.
- Must be an **annual event** held **at least twice in the last 3 years**.
- Must have a demonstrated impact on the community (attendance, tourism, economic benefit).

For example- Azalea Festival -Wolfson Children's-Blue Crab-Occupation of Palatka-Datil Pepper Fest- Porch Fest

-CLASS B EVENTS- \$20,000.00 allocated for Class B events

- Eligible for up to **\$2,000 for a 1-day event**.
 - Must be an **annual event** held **at least twice in the last 3 years**.
 - Focuses on community engagement and cultural enrichment.
 - **For example-** MLK Day- Fisher's of Men- Dreams Come True- Rodeheaver Bass- 10-24 Event-Kiwan of Azalea- Bartram Frolic- May Day Celebration- Mug Race- Law Torch Run- National Night Out- North Folk Fest- Pink Walk-
-

-CLASS C EVENTS- \$10,000.00 allocated for Class C events

- Eligible for up to **\$1,000 for a 1-day event**.
- Must be an **annual event** held **at least twice in the last 3 years**.
- Typically, smaller-scale events, neighborhood gatherings, or specialized celebrations.

For Example- Fishing with Jim- Memorial Day Parade- Papa Rays Annual Car Show- Boo on the Ave- Trunk or Treat- Trot for Hope- Veterans Day- Christmas Parade- Block Party- St. Patrick's Day Parade- Beck 5K- Art Hall Annual Car Show

If one or more organizations applied for the same event, the following criteria would be factors in making the decision as to which organization qualifies to conduct the event

- **Fiscal capacity analysis**

- Experience in conducting the type of event being requested
- Letters of reference
- Sunbiz confirmation

The city will provide sponsorship funding for a maximum of two-day events. Any additional days beyond this limit will be the responsibility of the event organizer. Funds are allocated on a first-come, first-served basis, and once the designated budget is exhausted, no further sponsorship requests will be approved. If an event coordinator applies for a festival/event which has already been approved for sponsorship, they will not be qualified to receive funding for that festival/event. All organizations which have promoted existing festivals/events within the past 2 years will have priority to receive available funds. Allocated city funds CANNOT be used to purchase alcohol or for city services. Example you cannot use the funds to cover the cost's of City sanitation, City Police services, Fire or EMT services, city staff and or services from public works.

COMMUNITY AFFAIRS EVENTS

- Eligible for funding based on **departmental initiatives** that benefit residents citywide.
- May include outreach programs, cultural nights, recreational events, and other public engagement activities. Subject to available funds after Class A–C allocations.
- Class A City Events- Hippiity Hoppity- Juneteenth- 4th of July- Jingle Jam
- Class B City Events- Mayors Reception- Back to School Bash- Summer/Winter Jam Series May, June, July and November, December, January
- Class C City Events- CommUnity Day- Family Fun Fall Block Party –

Creating a Safer Community

This presentation discusses the urgent need for a homeless shelter in Palatka to address homelessness and its impact on our community's safety and economy.

AUGUST 2025



Meet the Team

CLIFF LYDA

Co-Founder

CYNTHIA MARVIN

Co-Founder

GEORGIA MITCHELL

Executive Director

Members of the community.

**More than 50 years of
leadership experience.**



The Human Face

PERSONAL STORIES

Many homeless individuals have unique stories that highlight their struggles and **resilience in adversity**.

CAUSES OF HOMELESSNESS

Homelessness can stem from various factors, including **job loss, mental health issues, and family instability**.

COMMUNITY SUPPORT

Local communities play a crucial role in **providing resources and support**, helping individuals reintegrate into society.



Community Benefits

ENHANCED SAFETY MEASURES

Implementing safety programs will significantly **reduce crime rates** and improve overall community well-being and trust.

SUPPORT TOURISM AND BUSINESSES

Encouraging unhoused people to move from high-traffic areas to one location that provides safety and support.

COST SAVINGS AND ECONOMIC GROWTH

Investing in shelters leads to job creation and increased local spending, positively impacting our community's economy.



The Solution

SHELTER OVERVIEW

The proposed shelter will provide a safe space for the homeless, offering essential services and support.

SERVICES OFFERED

Comprehensive services will include showers, laundry services, ID replacement, bike clinic, medical and mental health referrals, and case management.

PARTNERSHIPS

We will collaborate with local organizations, such as All Souls Unitarian Church, Meridian Health Care, HCA Palatka, Azalea Health, and many others to ensure effective support and resources.

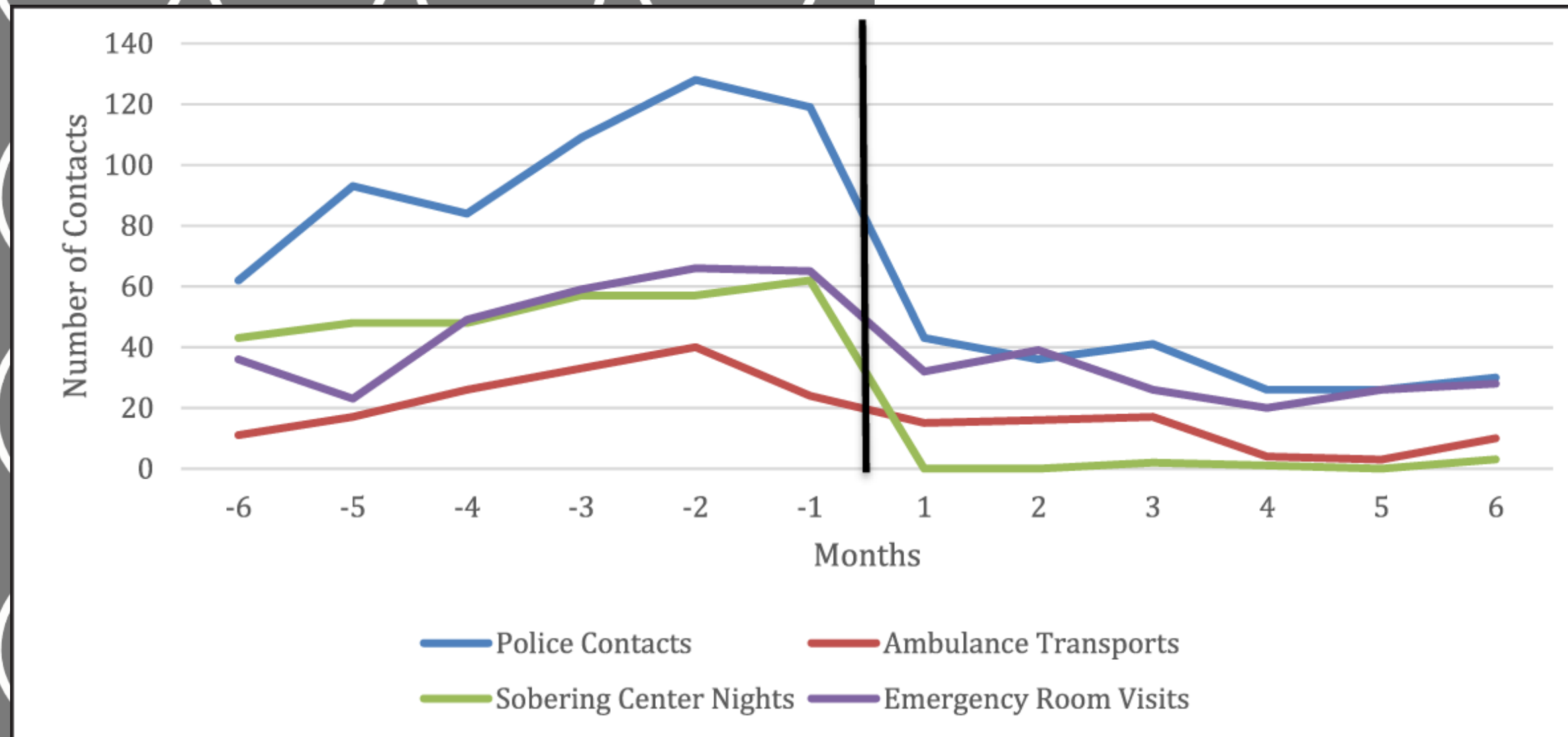


Data Driven Success

Data from the six months prior to participant move-in identified 383 individual visits to the ER by the 27 study participants. This number dropped to 153 emergency room visits in the six months after move-in.

Local law enforcement identified 711 individual contacts with study participants in the six months before participants move in and 216 contacts in the six-months post.

Regarding the use of ambulance services, it was reported that participants had 157 individual transports in the six months before HF move-in. In the six months following, this number dropped to 76 transports.



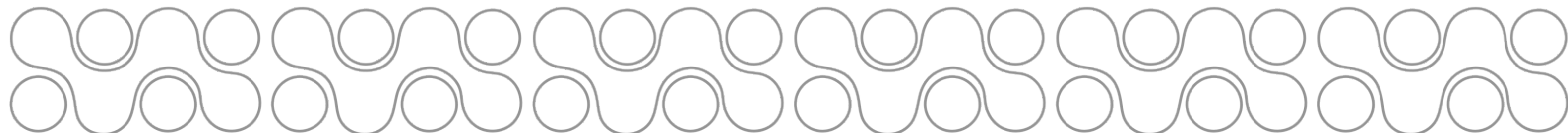
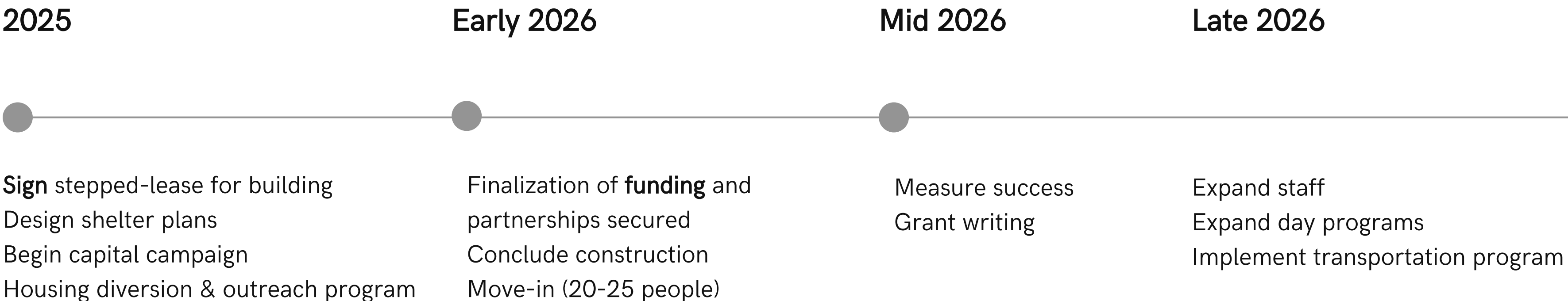
Addressing Location and Security

How to serve the unhoused and the community

- Safe, accessible shelter site
- Day services
- Community integration programs for residents
- Ongoing safety assessments and feedback loops



Implementation Timeline Overview



Our Request

Types of Support Needed



Thank You

SUPPORTIVE HOUSING SOLUTIONS

Providing stable housing options to help individuals transition out of homelessness and into permanent residences.

DAY SERVICES

Offering counseling and support programs tailored to address the needs of homeless individuals and support independence.

JOB SERVICES

Engaging the unhoused in career counseling and job placement services.



Adopt Resolution 2025-R-101 Replacement of failing irrigation components at the Golf Course, Requesting \$381,029 for the replacement of the failing controls and system for the golf course irrigation components. This item was approved this fiscal year 2025 as one of our capital improvement projects.

Resolution number 2025-R-101 Golf Course recommendation

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Requesting \$381,029 for the replacement of the failing controls and system for the golf course irrigation components.

BACKGROUND

The current system is over 15 years old and has had numerous repairs and the components are becoming obsolete and in need of replacing. This item was approved this fiscal year 2025 as one of our capital improvement projects.

PROJECT ANALYSIS

Replacement of failing irrigation components at the Golf Course.

Staff Recommendation

Recommending the replacement of the pumps, motors, baseplate and control cabinet that supplies the irrigation for the golf course.

ATTACHMENTS

1.	Golf Course Irrigation Project
2.	Resolution 2025-R-101

Quote Number	
1494617	
Quote Date	Page
07/23/2025	1 of 6

Bill To:

CITY OF PALATKA
201 N. 2ND STREET
PALATKA, FL 32177
US

Ship To:

CITY OF PALATKA
3010 BROWNS LANDING RD
PALATKA, FL 32177
US

386-329-0100

Attn: INVOICE PROCESS AP DEPT

Customer ID: 1063913

Requested By: MATT MORS

Customer Reference / RFQ #				Terms	Quoted By
GOLF COURSE BLD 1 PROJECT				Net 30	RICK.DENUCCI
Quantities				Item ID	Unit Price
Quantity	Allocated	Remaining	Unit Of Measure	Item Description	Extended Price

Delivery Instructions: BEST WAY GROUND PPD & ALLOW

1.00	0.00	1.00	EA	GOLF COURSE BLD 1 JOB	381029.00	381029.00
------	------	------	----	------------------------------	-----------	-----------

GOLF COURSE BLD 1 PUMP, PANEL PROJECT
CONSISTING OF THE FOLLOWING ITEMS AND
LABOR:
3 EACH HYDROFLO 12CC-5 VERTICAL TURBINE
PUMPS DESIGN

POINT 555 USGPM @ 295" TDH

1 EACH POWER DISTRIBUTION PANEL

1 EACH CONTROLLER PANEL

3 EACH TOSHIBA 50 HP 480VAC VFDS

3 EACH NIDEC 50 HP 1760 RPM 326TP

FRAME 230/460/3/60 WPI VERTICAL

HOLLOW SHAFT MOTORS

3 EACH 6" GATE VALES

1 EACH AMIAD 12" ON-LINE AUTOMATIC

SELF-CLEANING FILTER WITH

CONTROLLER AND SPARE PARTS

1 EACH LABOR TO INSTALL POWER

DISTRBUTION PANEL, BOOSTER PANEL

AND VFDS

1 EACH START UP AND TRAINING FOR ALL

ITEMS QUOTED

Order Line Notes:

Level: 1 EA

Qty Per Assembly: 1.0

Total Qty: 360.00

Level: 2 EA

Qty Per Assembly: 1.0

Total Qty: 3.00

LABOR-SERVICE

LABOR-SERVICE

TOSHVAS3-4300PCE

VFAS3-4300PCE 40HP/50HP 480V 61.5A/74.5A

TOSHIBA

ASD.VFAS3.40HP/50HP.30kW/37kW.480V.3PH.61.5A
/74.5A

QUOTATION

Quote Expires On: 08/22/2025

Quote Number	
1494617	
Quote Date	Page
07/23/2025	2 of 6

Quantities				Item ID	Unit Price	Extended Price
Quantity	Allocated	Remaining	Unit Of Measure	Item Description		
Level:	3		EA	TOSH5YRW		
Qty Per Assembly:			1.0	5 YEAR EXT. WARRANTY ON TOSHIBA DRIVE		
Total Qty:	3.00					
Level:	4		EA	TOSHBP010Z		
Qty Per Assembly:			1.0	AS3, LCD KEYPAD DOOR MOUNT KIT		
Total Qty:	3.00					
Level:	5		EA	TOSHCAB0015-0A		
Qty Per Assembly:			1.0	CABLE,ASD,OPN,CAT5,15F OPTION		
Total Qty:	3.00					
Level:	6		EA	DYNA-PALATKA-BLD-1-PANEL		
Qty Per Assembly:			1.0	TRIPLEX CONTROL PANEL 50 HP 480 VAC		
Total Qty:	1.00					
Order Line Notes: - Power Distribution Panel - Qty (1) N3R 304SS Enclosure (48" x 36" x 12") with Floor Stand - Qty (1) 300A Main Disconnect - Qty (1) Surge Protection - Qty (3) 100A Fused Disconnect Switches (fused at 90A for external rack-mounted VFDs) - Qty (3) Line Reactors - Qty (1) 15A, 3P Circuit Breaker - Qty (1) NEMA Size 1 Starter - Qty (1) Control Power Transformer - Booster Pump Controller - Qty (1) N3R 304SS Enclosure (36" x 30" x 10") with Hinged Viewing Window - Qty (1) DMC M2 RG Booster Controller with HMI - Qty (1) Ultrasonic Level Transmitter (SiTran LU240) - Start Up Service						
Level:	7		EA	COGB-PALATKA-BLD-1-LABOR		
Qty Per Assembly:			1.0	LABOR AND PARTS TO INSTALL PANELS		
Total Qty:	1.00					

Cogburn Bros. Electric is pleased to provide you with this quotation for the electrical portion of the above referenced Project. Our scope of work includes a complete electrical installation based on the information acquired from a Site Visit held on Tues

QUOTATION

Quote Expires On: 08/22/2025

Quote Number	
1494617	
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07/23/2025	3 of 6

Quantities				Item ID	Unit Price	Extended Price
Quantity	Allocated	Remaining	Unit Of Measure	Item Description		

Order Line Notes:

Our Price Includes:
 1. Installation only of Power Distribution Panel, Booster Controller Panel and VFDs
 2. Furnish & Installation of the following-
 ? Equipment Rack to mount Panels & VFDs
 ? Overcurrent Protection Device if needed
 ? All Conduit & Wire based on the the City of Palatka Booster Conductor Schedule
 ? All Terminations Included
 ? Miscellaneous Materials as needed
 3. Startup & Checkout Assistance
 4. Labor included at straight time hours
 5. Equipment Rental included
 Our Price does not include:
 1. Premium Time
 2. Any Subcontractors
 3. Furnish of Power Distribution Panel, Booster Controller Panel and VFDs

Level: 8 EA
Qty Per Assembly: 1.0
Total Qty: 3.00

HYDR12CC5C-58616-W
 HYDROFLO PUMP, 12CC5C-58616-W 5 STAGE VT

 DESIGN: 555 USGPM @ 295" TDH, 1760 RPM,
 VERTICAL TURBINE PUMP ASSY

QUOTATION

Quote Expires On: 08/22/2025

Quote Number	
1494617	
Quote Date	Page
07/23/2025	4 of 6

Quantities				Item ID	Unit Price	Extended Price
Quantity	Allocated	Remaining	Unit Of Measure	Item Description		

Order Line Notes:

*** Fully Assembled Vertical Turbine ***
 DISCHARGE HEAD ASSEMBLY SECTION
 • 1.1875" x 35.50" x 416SS Head Shaft Assembly
 w/ 12TPI-LH Bronze Adjusting Nut and Key
 • HF6 Ductile Iron Head with 6" 125# Discharge
 Flange
 – Shaft Guard: Universal 304SS
 – 1.1875" Cast Iron Packing Box Assembly w/
 B10 C932 Bronze Bearing, John Crane #1345
 Packing, Bronze Lantern Ring and SS Packing
 Gland
 • Base Plate: Standard Steel HF6 24.0" W x 24.0"
 L x 1.0" Thick
 COLUMN ASSEMBLY SECTION
 • 2 Piece Column Assembly: ~ 122.5" of 6" x
 .280" Wall x 9' 11-1/4" Steel Water
 Lubricated Column with Threaded Couplings
 • 1 Pc(s): 6" x 2" x .75" 201SS Spiders w/ Rubber
 Inserts
 • 2 Piece Lineshaft Assembly: 1.1875" -WL 12
 TPI x 120" x 416SS w/ 416SS Couplings
 – Top Shaft: 1.1875" -WL 12 TPI x 416SS w/
 416SS Coupling
 – Lineshaft: 1.1875" -WL 12 TPI x 416SS w/
 416SS Couplings
 BOWL ASSEMBLY SECTION
 • 12CC - 5 Stage Product Lubricated Bowl
 Assembly w/ 18-8 SS Fasteners including:
 – 6" Butt Thread, Ductile Iron Discharge Case
 with B10 C932 Bronze Bearing
 – Ductile Iron Bowls
 – B10 C932 Bronze Bowl Bearings
 – 201SS Impellers with 316SS Collets
 – 416SS Bowl Shaft: 8.00" Water Lube
 Projection x 1.1875" DIA - WL 12 TPI
 – 8" NPT, Ductile Iron Suction Case with B10
 C932 Bronze Bearing
 • 304SS Bolt-On Basket Strainer
 • Crating and Painting
 • Min. Submergence from Bottom of Suction for
 Vortex Suppression = 23" (In.).
 **This does not include NPSHr requirements.
 NPSHr at Duty Point = 9.75' (Ft.).
 • Estimated Total Assembly Weight As Above:
 2423 Lbs.

Level: 9 EA
 Qty Per Assembly: 1.0
 Total Qty: 3.00

NIDEHO50V2BLG
 HO50V2BLG 50HP 1800RPM 230/460/3/60 WPI

US ELECTRIC VERTICAL HOLLOW SHAFT MOTOR,
 326TP FRAME, 1-1/4" COUPLING,

QUOTATION

Quote Expires On: 08/22/2025

Quote Number	
1494617	
Quote Date	Page
07/23/2025	5 of 6

Quantities				Item ID	Unit Price	Extended Price
Quantity	Allocated	Remaining	Unit Of Measure	Item Description		
Level:	10		EA	ALLPPALATKA-BASE		
Qty Per Assembly:			1.0	ALL PRIME SPECIAL BASE		
Total Qty:	1.00					
Level:	11		EA	AMIA12EBS-10000		
Qty Per Assembly:			1.0	12" EBS-10000 AMIAD FILTER		
Total Qty:	1.00					
				<i>12" EBS-10000 On-line automatic self-cleaning filter, carbon steel body, epoxy coated, with spring loaded suction scanners, with electric flush valve (3" butterfly valve with S70/120V AC electric actuator), with a DP switch and a Baldor drive motor</i>		
				Order Line Notes: 200 micron EBS-10000 screen element, 316 stainless steel, weave-wire AML2+ Controller for single (1) filter control, 460/3/60 power supply, UL listed, with NEMA 4X enclosure, with Allen Bradley PLC & HMI, power and control to electric flush valve, with dry contact output for filter Fault and Flush in Progress, with input for remote start/stop. On-Site Services of qualified technical representative Annual Preventive Maintenance Kits Capital Spare Parts		
Level:	12		EA	MUELA2361-06		
Qty Per Assembly:			1.0	A2361-06 MUELLER 6" GATE VALVE		
Total Qty:	3.00					
				<i>120 # ANSI FLANGED, 9.00" FACE TO FACE, IRON BODY WITH BONDED EPOXY COATED INTERIOR</i>		



AN MCE COMPANY

803 N Myrtle Ave
Jacksonville, FL 32204-1033
Phone 904.356.5881

QUOTATION

Quote Expires On: 08/22/2025

Quote Number	
1494617	
Quote Date	Page
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Quantities				Item ID	Unit Price	Extended Price
Quantity	Allocated	Remaining	Unit Of Measure	Item Description		

Total Lines: 1

SUB-TOTAL: 381,029.00

TAX: 0.00

AMOUNT DUE: 381,029.00

NOTE: Modified products are non-returnable/non-cancellable.

All freight claims and discrepancies must be brought to the shipper's attention within 24 hours of receipt of product.

All returns must have prior approval. All returns are subject to a minimum 25% restock fee.

Decontamination forms must be completed and signed by the customer before return of product to Power & Pump - Jacksonville

Every sale of goods or performance of services by POWER & PUMPS, INC. (P&P), a Division of Motion and Control Enterprises, LLC (MCE) is exclusively subject to, and expressly conditioned upon, your acceptance of the terms in this Order Acknowledgement and MCE's Terms and Conditions, which are available at <https://mceautomation.com/terms-conditions> and made a part of this agreement as if fully set forth herein. Acceptance of goods or services shall constitute conclusive acceptance of MCE's Terms and Conditions. Any proposed terms and conditions that purport to conflict with, alter, differ from, or add to MCE's Terms and Conditions are hereby specifically objected to and are not a part of any order or agreement unless specifically agreed to in a signed writing by an authorized representative of POWER & PUMPS, INC. (P&P), a Division of Division of Motion and Control Enterprises, LLC (MCE)

Credit Card Convenience Notice: A convenience fee of 3% will be charged for each credit card transaction processed.

Notice: All invoices are subject to a 5% import tariff as a result of tariffs imposed by the US Government Executive Orders.

Taco Inc.
1160 Cranston Street
Cranston, RI 02920
401-942-8000

July 21, 2025

To Whom It May Concern,

Power & Pumps, Inc, is the authorized sole representative for Taco Hydroflo Pump Solutions in the state of Florida for the city of Palatka. Therefore, any Taco Hydroflo pump that is sold in Wastewater Treatment, Storm Water, Municipal Water Distribution or Irrigation by any other entity will carry no warranty coverage. Please purchase our products through Power & Pumps, headquartered in Jacksonville, FL, for these markets.

Best Regards,



Brent McClanahan
Southeast Regional Sales Manager
Taco Hydroflo Pump Solutions



©2025 Taco Inc. 1



152 Thomas Industry Way, Saint Augustine, FL 32095

Tel (904) 861-1362

July 11, 2025

To whom it may concern.

This letter is to confirm that Power & Pumps Inc is the sole source provider for Dynamic Motor Controls Inc. products and services for the City of Palatka, Florida.

Please don't hesitate to call me if you have any questions.

Brian Dail
President
bdail@dymoc.com
(904) 861-1362
(904) 436-3413 Cell



ALL PRIME PUMPS

A Division of Power & Pumps, Inc.

803 N. Myrtle Ave.

Jacksonville, Florida 32204

p.800-803-0353

p.904-355-9671

e.sales@allprimepumps.com

Date: April 20, 2023

ALL PRIME PUMPS – Equipment Representation in Florida

To Whom It May Concern:

By the prior agreement executed, Power & Pumps Inc., headquartered in Jacksonville FL is our exclusive distributor for the state of Florida, for all the *ALL PRIME PUMPS* Products and/or Services for all markets as referenced in the executed agreement.

Regards,

A handwritten signature in black ink that reads "Mark More". The signature is written in a cursive, flowing style.

Mark More

Application Engineer

ALL PRIME PUMPS

A Division of Power & Pumps Inc.



TOSHIBA

Date 07/21/2025

To: Whom it may concern

From: Toshiba International Corporation
13131 West Little York Road
Houston, TX 77041

Subject:

To whom it may concern,

Power and Pumps has been an Authorized Distributor of Toshiba International Corporation, Industrial electric motor and drive products for over 18 years. They have been a strong and trusted Toshiba Distributor for many years.

Power and Pumps has access to the full Toshiba International Corporation product line and factory technical support. They have installed and commissioned various Toshiba products over the lifespan of our relationship, ranging from the HX7+Packs, AS3, AS1, S15, P9, G9, and T300. Power and Pumps is a trusted Toshiba Distributor and can support you in repairs and replacements of drives, soft starts, and motors. Power and Pumps has worked with our ASD drive technical support group for years in solving customer issues. They are here to help you and provide you with the technical support you need to solve the problem.

Sincerely,
Chance Morgan

Chance Morgan
chance.morgan@toshiba.com
346-342-0183

Toshiba International Corporation
Social Infrastructure Group – Motors & Drives Division
13131 West Little York Road, Houston, Texas 77041
Phone: (800) 231-1412 Facsimile: (713) 896-5238
www.toshiba.com/tic



TOSHIBA

[date]
Page 2

CITY OF PALATKA RESOLUTION NO. 2025-R-101

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
PALATKA, FLORIDA, APPROVING FUNDING FOR THE
REPLACEMENT OF FAILING IRRIGATION COMPONENTS AT THE
PALATKA GOLF COURSE AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the irrigation system at the Palatka Golf Course is over fifteen (15) years old and has undergone numerous repairs; and

WHEREAS, the existing components, including pumps, motors, baseplate, and control cabinet, are now obsolete and failing, resulting in inefficiencies and increased maintenance costs; and

WHEREAS, the City Commission previously approved this project as part of the Fiscal Year 2025 Capital Improvement Plan; and

WHEREAS, City staff recommends the replacement of the failing irrigation components to ensure continued operation and maintenance of the golf course;

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

1. **Approval of Funding** The City Commission hereby approves the allocation of **\$381,029** for the replacement of the irrigation system components at the Palatka Golf Course.
2. **Authorization to Proceed** City staff is authorized to initiate the procurement and installation of the new pumps, motors, baseplate, and control cabinet as outlined in the staff report dated August 28, 2025.
3. **Effective Date** This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this 28th day of August, 2025.

CITY OF PALATKA, FLORIDA

By: _____
Mayor

ATTEST:

City Clerk

ADOPT RESOLUTION - 2025-R-98 Davis Easement and Grant of Right of First Refusal to the City of Palatka

Address:

Parcel No.: 03-10-26-7720-0200-0090

Applicant: Teresa Davis

STAFF REPORT

DATE: August 28, 2025

TO: City of Palatka City Commission

FROM: City Staff

APPLICATION REQUEST

Teresa Davis seeks an easement for ingress and egress to her property. The City seeks a Right of First Refusal and a Restrictive Covenant.

BACKGROUND

The property owned by Teresa Davis is a landlocked parcel proximate to the City's well fields.

The City is amenable to providing an easement for ingress and egress to this parcel, but seeks a Restrictive Covenant to protect its well field and also seeks a Right of First Refusal to acquire the property in the event it is ever sold.

PROJECT ANALYSIS

Staff Recommendation

Approve of the easement, restrictive covenant and right of first refusal.

ATTACHMENTS

1.	2025-R-98 Resolution - Teresa Davis Easement, Right of First Refusal and Restrictive Covenants 8-25
2.	DavisAccessEasementRevised8-10-25
3.	Right_of_First_Refusal_Palatka
4.	Restrictive_Covenant_Palatka_Teresa_Davis

RESOLUTION NO. 2025-R-98

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
APPROVING AND ACCEPTING AN ACCESS EASEMENT,
RESTRICTIVE COVENANT AND RIGHT OF FIRST
REFUSAL IN CONNECTION WITH THE ACQUISITION OF
PROPERTY BY TERESA DAVIS; AUTHORIZING THE
EXECUTION AND RECORDATION THEREOF;
PROVIDING FOR SEVERABILITY, SCRIVENOR’S
ERRORS AND AN EFFECTIVE DATE.**

WHEREAS, Teresa Davis the is the fee simple titleholder of certain real property described as “Lots 9 and 10, Block 20, together with part of closed street as recorded in ORB 396, PG 1671, Ridgedale, according to the plat thereof, as recorded in Map Book 3, Page 164, of the Public Records of Putnam County, Florida” PIN 03-10-26-7720-0200-0090 (the “Property”); and

WHEREAS, the Property is a landlocked parcel that requires an easement for ingress and egress;

WHEREAS, the Property is also located in the City of Palatka’s Wellfield Protection Zone. The City desires a right of first refusal should the property be made available for conveyance and the City requires a restrictive covenant to protect it’s wellfield;

WHEREAS, the City Commission finds it in the best interests of the public health, safety, and welfare to approve and authorize the execution and recordation of said Restrictive Covenants.

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

Section 1. Approval of Restrictive Covenants.
The Restrictive Covenants attached hereto as Exhibit “A” are hereby approved. The City Manager or his/her designee is authorized to execute said Restrictive Covenants on behalf of the City and to take all necessary actions to ensure their timely recordation in the official records of Putnam County, Florida.

Section 2. Approval of the Easement.
The Easement attached hereto as Exhibit “B” is hereby approved. The City Manager or his/her designee is authorized to execute said Easement on behalf of the City and to take all necessary actions to ensure their timely recordation in the official records of Putnam County, Florida.

Section 3. Approval of the Right of First Refusal.
The Right of First Refusal attached hereto as Exhibit “C” is hereby approved.

Section 4. Severability.
If any section, subsection, sentence, clause, or phrase of this Resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Resolution.

Section 5. Scrivener’s Errors.
The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this resolution. A corrected copy shall be posted in the public record by the City Clerk.

Section 6. Effective Date.
This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this ____ day of August, 2025

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

EXHIBIT A
RESTRICTIVE COVENANTS
Project Name: Robert H. Jenkins, Jr. Memorial Gymnasium
Grant Number: 23.s.aa.900.078

THESE COVENANTS are entered into this ____ day of July, 2025 by City of Palatka, hereinafter referred to as the Owner, and shall be effective for a period of fifteen (15) years from the date of recordation in **the Office of the Clerk of the Circuit Court of Putnam County, Florida serving as the county recorder provided by law for Putnam County, Florida.**

WHEREAS, the Owner is the fee simple titleholder of the Property located at 1900 Napoleon Street, Palatka, FL 32177, Putnam County, Florida, as described in Exhibit A, attached to and made a part hereof and

WHEREAS, the **Owner** is to receive State Historic Preservation Grant assistance funds administered by the State of Florida, Department of State, Division of Historical Resources, R.A. Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250, hereinafter referred to as the Department, in the amount of \$690,000 (**Grant Award Amount**), to be used for the preservation of the Property of the Owner as described in Exhibit A, and

WHEREAS, said State funds have been or will be expended for the purpose of preserving the historic qualities of the property or contributing to the historic character of the district in which the Property is located,

Now THEREFORE, as part of the consideration for the State grant, and in accordance with section 287.05805, Florida Statutes, the **Owner** hereby makes and declares the following restrictive covenants which shall run with the title to said Property and be binding on the **Owner** and, if any, its heirs, successors in title, legal representatives and assigns, for a period stated in the preamble above:

1. The **Owner** grants to the Department a security interest in the Property in the amount of \$690,000.00, active for the period stated in the preamble above.
2. The **Owner** agrees to maintain the property in accordance with good preservation practices and the Secretary of the Interior's Standards for Rehabilitation.
3. The **Owner** agrees that no modifications will be made to the Property, other than routine repairs and maintenance and new internments that have no impact on historic features without advance review and approval of the plans and specifications by the Department's Division of Historical Resources.
4. The **Owner** agrees that every effort will be made to design any modifications to the Property in a manner consistent with the Secretary of the Interior's Standards for Rehabilitation.
5. The **Owner** agrees that the Department, its agents and its designees shall have the right to inspect the Property at all reasonable times in order to ascertain whether the conditions of the Grant Award Agreement and these covenants are being observed.
6. The Owner agrees to record these covenants with **the Office of the Clerk of the Putnam County Circuit Court of Putnam County, Florida** prior to the release of the first installment of grant funds, and shall pay any and all expenses associated with their filing and recording.
7. The **Owner** agrees that these restrictions shall encumber the property for a period of fifteen (15) years from the date of recordation, and that if a restriction is violated within the fifteen (15) year period, the Department shall be entitled to liquidated damages pursuant to the following schedule:
 - a. Amortization Schedule for projects involving improvements to Real Property: If the violation occurs within the first ten (10) years of the effective date of these covenants, the Department shall be entitled to return of the entire grant amount. If the violation occurs after the first ten (10) years, the Department shall be entitled to return of the entire grant amount, less 10% for each year past the first ten (10).
 - b. Amortization Schedule for Acquisition projects: If the violation occurs within the first ten (10) years of the effective date of these covenants, the Department shall be entitled to return of the entire grant amount. If the violation occurs after the first ten (10) years, the Department shall be entitled to return of the entire grant amount, less 5% for each year past the first ten (10).
8. If the **Owner** violates any part of these Restrictive Covenants, then the **Owner** will be in default and the Department shall have the right to exercise the following rights:
 - a. The Department shall have the right to declare the liquidated damages described in paragraph 7, plus interest at the statutory rate from the time of the **Owner's** receipt of the grant funds, and attorneys' fees and other expenses incurred by the Department in the enforcement of these Restrictive Covenants, to be immediately due and payable without notice or demand on the **Owner**, which notice or demand are hereby expressly waived by the **Owner**, and upon the making of any such declaration, the entire amount shall become immediately due and payable;
 - b. The Department may enforce its security interest in the Property to collect the entire amount described in paragraph 8a. through foreclosure proceedings or any other manner allowed by law;

- c. In the event of any litigation between the parties under these Restrictive Covenants, the prevailing party shall be entitled to reasonable attorneys', paralegals' and para-professionals' fees and court costs at all trial and appellate levels;
- d. All cash proceeds received by the Department in respect of any sale of, collection from, or other realization upon all or any part of the Property and all payments made in respect of the Property and received by the Department may, in the discretion of the Department, be held by the Department as collateral for the security interest plus interest, costs and fees, or may be applied (after payment to the Department of the reasonable expenses, including attorneys' fees and legal expenses, incurred by the Department in retaking, foreclosing, collecting, selling, or disposing of the Property) at any time in whole or part by the Department against all or any part of the Obligations in such order as the Department shall elect. Any surplus of such payments held by the Department and remaining after payment in full of all of the Obligations shall be paid over to the **Owner** or to whomsoever may be lawfully entitled to receive such surplus. The **Owner** shall remain liable for any obligations remaining unpaid.
9. The Department acknowledges and agrees that any liens or lien rights it may have or it may be entitled to in property owned by the **Owner** are and shall be subordinate to the lien rights of any and all lienholders whose liens were recorded before this document's date of recordation. Under no circumstance shall the Department's liens or lien rights be subordinated to any lienholders other than those whose liens were recorded before this document's date of recordation.
10. The **Owner** agrees that the Department shall incur no tax liability as a result of these restrictive covenants.

IN WITNESS WHEREOF, the **Owner** has read these Restrictive Covenants and has hereto affixed their signature.

WITNESSES:

Witness Signature

OWNER Signature

Witness Name Typed/Printed

Owner Name and Title Typed/Printed

Witness Address

Owner Address

City State Zip

City	State	Zip
------	-------	-----

Witness Signature _____

Witness Name Typed/Printed

Witness Address

City State Zip

The State of Florida
County of _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, _____, by _____ as _____

(Name) **(Type of Authority, e.g., Officer)**

for _____.
(Name of Corporation/Partnership)

Personally Known OR Produced Identification
Type of Identification Produced _____

Notary Public Signature – State of Florida

Print, Type, or Stamp Commissioned Name of Notary Public

[SEAL]

Prepared by, and after recording
return to:
Teresa Davis
109 Red Fox Trail
Palatka, FL 32177

ACCESS AND INGRESS-EGRESS EASEMENT AGREEMENT

THIS ACCESS AND INGRESS-EGRESS EASEMENT AGREEMENT (this “*Agreement*”) is made and entered into as of this ____ day of _____, 2025, by and between **CITY OF PALATKA**, a Florida municipal corporation organized and existing under the laws of the State of Florida (“*Grantor*”), and **TERESA DAVIS**, a married individual (“*Grantee*”). Grantor and Grantee may sometimes be collectively referred to herein as the “Parties” and, individually, as a “Party.”

W I T N E S S E T H:

The undersigned, in consideration of the payment of \$1.00 and other good and valuable consideration, the adequacy and receipt of which is hereby acknowledged, hereby grants and conveys to Grantee, and Grantee’s heirs, successors, and assigns, a perpetual, non-exclusive easement over, across, and upon the Easement Property described in Exhibit “A” for the limited purpose of vehicular and pedestrian ingress and egress to and from Grantee’s property.

Grantee shall have the right to use the Easement Property solely for ingress and egress purposes. Grantee shall not obstruct or interfere with the use of the Easement Property by the Grantor or others with similar rights.

Grantee shall indemnify and hold harmless Grantor from and against any claims, liabilities, or damages arising from Grantee’s use of the Easement Property.

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.

This Agreement constitutes the entire agreement between the parties regarding the easement granted herein and may not be modified except in a written instrument signed by both parties and recorded in the public records of Putnam County, Florida.

IN WITNESS WHEREOF the undersigned have executed this Agreement under seal as of the day and year first written above.

Signed, sealed and delivered in the presence of:

Witness #1:

Witness #1 Signature

Witness #1 Printed Name

Witness #1 Address

Witness #2:

Witness #2 Signature

Witness #2 Printed Name

Witness #2 Address

GRANTOR:

CITY OF PALATKA, a Florida municipal corporation organized and existing under the laws of the State of Florida

By: _____

Name: _____

Title: _____

**STATE OF FLORIDA
COUNTY OF PUTNAM**

PERSONALLY appeared before me, the undersigned authority in and for the said county and state, on this _____ day of _____, 2025, within my jurisdiction, the within named _____, who acknowledged that he/she is the _____

of the City of Palatka, acting for and on behalf of the City of Palatka, a Florida municipal corporation organized and existing under the laws of the State of Florida, and that for an on behalf of said entity, and as its act and deed, he/she executed the above and foregoing instrument, after having been duly authorized by said entity so to do, who is personally known to me or has produced _____ as identification.

Notary Public

My Commission Expires: _____

[Notarial Seal]

EXHIBIT "A" ("EASEMENT AREA")

A part of the Southwest $\frac{1}{4}$ of Section 2 and a part of the Southeast $\frac{1}{4}$ of Section 3, all of Township 10 South, Range 26 East, Putnam County, Florida, 30.00 feet in width, lying 15.00 feet each side of the following described centerline:

For a Point of Reference commence at the northwesterly corner of said Southwest $\frac{1}{4}$ of Section 2, also being the northeasterly corner of said Southeast $\frac{1}{4}$ of Section 3; thence South, along the westerly line of said Southwest $\frac{1}{4}$ of Section 2, also being the easterly line of said Southeast $\frac{1}{4}$ of Section 3, a distance of 1108.26 feet, more or less, to the centerline of an existing asphalt drive; thence easterly along the centerline of the asphalt drive, a distance of 4.89 feet, more or less, to the westerly right of way line of Moody Road and the Point of Beginning of said centerline being described; thence westerly along said centerline of the asphalt drive, a distance of 392.35 feet, more or less, to its intersection with a line due North from a point that is 15.00 feet East (measured perpendicularly) from the northwest corner of Lot 10, Block 20, Ridgedale Subdivision, as platted and recorded in Map Book 3, Page 164 of the public records of Putnam County, Florida; thence south, 84.23 feet, more or less, leaving the aforementioned asphalt drive, to its intersection with north line of Lot 10, Block 20, Ridgedale Subdivision, as platted and recorded in Map Book 3, Page 164 of the public records of Putnam County, Florida and the Point of Terminus of said centerline being described; said centerline being lengthened and shortened easterly to meet said westerly right of way line of Moody Road.

Prepared by and return to:
Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177

RIGHT OF FIRST REFUSAL AGREEMENT

This Right of First Refusal Agreement (“Agreement”) is entered into on this ____ day of July, 2025 by and between:

Teresa Davis, a married woman, having a mailing address of 109 Red Fox Trail, Palatka, FL 32177 (“Owner”),

and

The City of Palatka, a Florida municipal corporation, having an address of 201 N. 2nd Street, Palatka, Florida 32177 (“City”).

1. Grant of Right of First Refusal

The Owner hereby grants to the City a continuing and irrevocable right of first refusal to purchase the real property described in that certain Warranty Deed recorded on July 16, 2025, in Official Records Book 1821, Page 605, of the Public Records of Putnam County, Florida (“Property”).

2. Triggering Event

If at any time the Owner receives a bona fide offer from any third party to purchase the Property, and the Owner intends to accept such offer, the Owner shall give written notice to the City of the terms and conditions of such offer, including the identity of the purchaser and a copy of the purchase and sale agreement (the “Notice of Offer”).

3. City’s Right to Purchase

The City shall have the exclusive right, for a period of thirty (30) calendar days after receipt of the Notice of Offer, to elect to purchase the Property on the same terms and conditions set forth in the Notice of Offer. The City shall exercise this right by delivering written notice of its intent to purchase the Property to the Owner within the thirty (30) day period.

4. Failure to Exercise

If the City does not elect to purchase the Property within the thirty (30) day period, the Owner shall be free to sell the Property to the third party on the same terms and conditions provided in the Notice of Offer. If the sale to the third party is not consummated within ninety (90) days of the expiration of the City’s right of first refusal, the right shall be reinstated, and any subsequent sale shall again be subject to this Agreement.

5. Binding Effect

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. This right of first refusal shall run with the land and be binding on future owners of the Property unless and until formally released by the City in writing and recorded in the Public Records of Putnam County, Florida.

6. Recording

This Agreement may be recorded in the Public Records of Putnam County, Florida, and shall constitute notice to all subsequent purchasers or interested parties of the City's rights under this Agreement.

7. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first above written.

OWNER(S):

Signature: _____

Teresa Davis

STATE OF FLORIDA

COUNTY OF PUTNAM

The foregoing instrument was acknowledged before me this ____ day of _____, 2025, by _____, who is personally known to me or has produced _____ as identification.

Notary Public

CITY OF PALATKA

By: _____

Marcia Carty, City Manager

By: _____

Karen Hayes, City Clerk

Date: _____

Witnesses:

1. _____

2. _____

Notary

Prepared by and return to:
Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177

PIN: 03-10-26-7720-0200-0090

RESTRICTIVE COVENANT AGREEMENT

This Restrictive Covenant (“Covenant”) is entered into this ____ day of August 2025, by and between the City of Palatka, Florida, a municipal corporation organized under the laws of the State of Florida (“City”), and Teresa Davis, a married woman, having a mailing address of 109 Red Fox Trail, Palatka, FL 32177 (“Owner”), collectively referred to as the “Parties.”

RECITALS

WHEREAS, the City of Palatka has adopted a Wellhead Protection Management Strategy for the protection of public water supply wells consistent with the St. Johns River Water Management District standards; and

WHEREAS, Owner is the owner of certain real property located within proximity of a municipal water supply wellhead (the “Property”); more particularly described as: “Lots 9 and 10, Block 20, together with part of closed street as recorded in ORB 396, PG 1671, Ridgedale, according to the plat thereof, as recorded in Map Book 3, Page 164, of the Public Records of Putnam County, Florida” and

WHEREAS, the City and Owner desire to enter into this Covenant in order to ensure the continued protection of public water supply resources through the imposition of use restrictions consistent with the City’s Wellhead Protection Management Strategy.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants herein, the Parties agree as follows:

1. Zone I – Primary Protection Zone

(a) A primary protection zone is hereby established consisting of a radius of one hundred (100) feet around each public water supply wellhead located within or adjacent to the Property.

(b) Within Zone I, permitted land uses shall be limited exclusively to nonpolluting land uses, including:

- Recreation and conservation land uses;

- Low and medium density residential land uses; and
 - Commercial and industrial uses that do not, in their operations, produce, store, use, or sell toxic materials as defined in the Superfund Amendments and Reauthorization Act (SARA) Title III, Consolidated List of Hazardous Materials.
- (c) Prohibited activities. Any land use or activity that produces, stores, uses, or sells toxic materials as defined above is expressly prohibited within Zone I.
- (d) Utility requirements. Any activity within Zone I must be connected to a central water and sewer system.
- (e) Nonconforming uses. Any nonconforming land use existing within Zone I at the time of this Covenant shall not be permitted to expand or undergo improvements, and such uses shall be discontinued and permanently phased out upon any change of ownership of the Property.

2. Zone II – Secondary Protection Zone

- (a) A secondary protection zone is hereby established extending from the boundary of Zone I (100 feet) to a distance of five hundred (500) feet from each wellhead.
- (b) Within Zone II, land uses shall be limited to nonpolluting land uses and must not involve toxins or hazardous substances.
- (c) Containment requirement. All potential pollutants associated with activities within Zone II must be provided with containment sufficient to prevent migration into groundwater resources.
- (d) Site review requirement. Any proposed development or land use within Zone II shall require a detailed site review and approval by the City prior to issuance of any permit.

3. Covenant Running With the Land

This Covenant shall run with the land and shall be binding upon Owner, Owner's heirs, successors, and assigns, and shall inure to the benefit of and be enforceable by the City of Palatka, its successors and assigns.

4. Enforcement

The City of Palatka shall have the right to enforce this Covenant by any lawful means, including but not limited to, injunction or specific performance. Violation of this Covenant shall constitute a violation of City Code and may result in penalties as provided therein.

5. Severability

If any provision of this Covenant is deemed invalid or unenforceable, the remaining provisions shall remain in full force and effect.

6. Governing Law

This Covenant shall be governed by and construed in accordance with the laws of the State of Florida.

SIGNATURES

IN WITNESS WHEREOF, the Parties have executed this Restrictive Covenant as of the day and year first written above.

OWNER(S):

Signature: _____

Teresa Davis

STATE OF FLORIDA

COUNTY OF PUTNAM

The foregoing instrument was acknowledged before me this ____ day of _____, 2025, by _____, who is personally known to me or has produced _____ as identification.

Notary Public

CITY OF PALATKA

By: _____

Marcia Carty, City Manager

By: _____

Karen Hayes, City Clerk

Date: _____

Witnesses:

1. _____

2. _____

Notary

ADOPT RESOLUTION 2025-R-113 Authorizing a piggyback contract for the City of Palatka's Vulnerability Assessment grant

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The City Commission is requested to adopt a resolution authorizing the City of Palatka to enter into a piggyback contract with Erin L. Deady P.A. for professional services related to the City's Vulnerability Assessment, under the Resilient Florida Grant Program, pursuant to Section 380.093, Florida Statutes.

BACKGROUND

In 2021, Governor Ron DeSantis signed Senate Bill 1954, establishing the Resilient Florida Program within the Florida Department of Environmental Protection (FDEP). This program provides funding for vulnerability assessments, resilience planning, and capital projects addressing flooding and sea level rise.

The City of Palatka has received funding under this program to conduct a Vulnerability Assessment. The scope of the work includes identifying flood risks, sea level rise impacts, stormwater vulnerabilities, and developing strategies for community resilience.

Rather than issuing a new solicitation, staff recommends proceeding under the piggyback procurement method. This is allowed under City policy and Florida Statutes, permitting the City to utilize a competitively procured contract from another governmental entity, ensuring compliance, efficiency, and cost-effectiveness. The City was granted the Vulnerability Assessment grant in April by FDEP, time is of the essence in contracting for these services in order to meet grant compliance deadlines.

Erin L. Deady has an active competitively bid contract with another Florida local government for the same type of services, making it eligible for piggybacking. This approach will allow Palatka to move forward without delays and ensure that all grant deadlines and requirements are met. Piggybacking allows the City to utilize a competitively procured contract from another government entity, saving time and administrative costs by avoiding duplicative bidding processes. It ensures compliance with procurement rules while providing immediate access to qualified vendors. In this case, it enables Palatka to quickly secure expert consulting services for the Comprehensive Vulnerability Assessment under the same favorable terms already negotiated by Monroe County, while aligning with state grant requirements and ensuring efficient use of limited resources.

PROJECT ANALYSIS

- **Program:** Resilient Florida – Vulnerability Assessment
- **Consultant:** Erin L. Deady, P.A. (via piggyback contract)
- **Scope:** Vulnerability Assessment identifying risks of flooding, sea level rise, storm surge, and stormwater infrastructure capacity; data collection; GIS mapping; and resilience strategies.
- **Compliance:** Fully consistent with Resilient Florida Program guidelines under §380.093, Florida Statutes.
- **Funding:** 100% covered under the Resilient Florida Grant, with no direct cost to the City's general fund.

Staff Recommendation

Staff recommends adoption of the attached **Resolution Authorizing a Piggyback Contract for the City of Palatka Vulnerability Assessment** with Erin L. Deady, P.A. This action ensures timely compliance with FDEP grant requirements, avoids duplicative procurement efforts, and provides professional expertise to guide the City in assessing risks and planning for long-term resilience.

ATTACHMENTS

1.	2025-R-113 Vulnerability Assessment
2.	Palatka_Piggyback_Contract Erin Deady Vulnerability Assessment
3.	Erin L. Deady Vulnerability Assessment Monroe County
4.	2370 25PLN18 VULNERABILITY ASSESSMENT AGREEMENT

RESOLUTION 2025-R-113

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, APPROVING AND AUTHORIZING THE EXECUTION OF A PIGGYBACK CONTRACT WITH ERIN L. DEADY, P.A. FOR THE CITY'S COMPREHENSIVE VULNERABILITY ASSESSMENT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Monroe County Board of County Commissioners previously issued a competitive solicitation (RFP) and entered into a contract with Erin L. Deady, P.A. ("Consultant") for vulnerability assessment and related services; and

WHEREAS, the City of Palatka's Purchasing Policy authorizes the City to "piggyback" onto contracts competitively procured by other governmental entities in Florida when it is determined to be in the best interest of the City; and

WHEREAS, the City Commission finds that it is in the best interest of the City to piggyback the Monroe County contract with Erin L. Deady, P.A., and enter into an agreement for the provision of a Comprehensive Vulnerability Assessment for the City of Palatka in accordance with Section 380.093, Florida Statutes (Resilient Florida Program), and the Florida Department of Environmental Protection (FDEP) Grant Agreement No. 25PLN18; and

WHEREAS, the Agreement provides for services to be completed no later than December 31, 2026, in an amount not to exceed Four Hundred Thousand Dollars (\$400,000.00).

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

Section 1. The above recitals are true and correct and are incorporated herein by reference.

Section 2. The City Commission hereby approves and authorizes the City to enter into the Agreement with Erin L. Deady, P.A., substantially in the form attached hereto as Exhibit A, for the purpose of conducting the City's Comprehensive Vulnerability Assessment.

Section 3. The Mayor and City Manager are hereby authorized to execute the Agreement and any related documents necessary to carry out the intent of this Resolution.

Section 4. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. If any section, subsection, sentence, clause, or phrase of this Resolution is held invalid, the remainder shall continue in full force and effect.

Section 6. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this 28th day of August, 2025.

CITY OF PALATKA, FLORIDA

By: _____
Roberta Correa, Mayor

ATTEST:

Karen Hayes, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

Jane West, City Attorney

AGREEMENT

BETWEEN

CITY OF PALATKA, FLORIDA AND ERIN L. DEADY, P.A.

FOR

THE CITY OF PALATKA'S COMPREHENSIVE VULNERABILITY ASSESSMENT

THIS AGREEMENT is entered into this 28th day of August, 2025, by and between the City of Palatka, Florida ("CITY"), a municipal corporation of the State of Florida, whose address is 201 N. 2nd Street, Palatka, FL 32177, and Erin L. Deady, P.A. ("CONSULTANT"), a Florida professional association, whose address is 54 ½ SE 6th Avenue, Delray Beach, FL 33483.

RECITALS

WHEREAS, Monroe County Board of County Commissioners previously issued a competitive solicitation (RFP) and entered into a contract with Consultant for vulnerability assessment and related services (the "Monroe County Contract"); and

WHEREAS, the City of Palatka's Purchasing Policy authorizes the City to "piggyback" onto contracts competitively procured by other governmental entities in Florida, when determined to be in the best interests of the City; and

WHEREAS, the CITY desires to engage the CONSULTANT to provide vulnerability assessment services under the same terms and conditions as the Monroe County Contract, subject to modifications specific to the CITY;

NOW, THEREFORE, in consideration of the mutual covenants set forth herein, the CITY and CONSULTANT agree as follows:

SECTION 1. INCORPORATION OF MONROE COUNTY CONTRACT

The Monroe County Contract between Monroe County and Erin L. Deady, P.A., executed May 17, 2023, is incorporated herein by reference as the basis for this Agreement. A copy is attached hereto as Exhibit A.

CONSULTANT agrees to provide to the CITY the same scope of services, standards of performance, insurance, indemnification, and responsibilities as set forth in the Monroe County Contract, except as expressly modified herein.

SECTION 2. SCOPE OF SERVICES

CONSULTANT shall conduct a Vulnerability Assessment for the City of Palatka in accordance with Section 380.093, Florida Statutes (Resilient Florida Program requirements), utilizing the methodologies, deliverables, and standards described in the Monroe County Contract and applicable grant guidelines and in full compliance with the FDEP City of Palatka Comprehensive Vulnerability Assessment grant Terms as set forth in Agreement Number 25PLN18. A copy is attached hereto as Exhibit B.

SECTION 3. TERM

This Agreement shall commence upon full execution and shall continue until completion of the deliverables, but no later than December 31, 2026, unless extended by mutual written agreement.

SECTION 4. COMPENSATION

The CITY shall compensate CONSULTANT in an amount not to exceed \$400,000.00, payable in accordance with deliverables and the Florida Local Government Prompt Payment Act (F.S. 218.70 et seq.).

SECTION 5. TERMINATION

Either party may terminate this Agreement in accordance with the provisions of the Monroe County Contract (Exhibit A).

SECTION 6. COMPLIANCE WITH LAWS

CONSULTANT shall comply with all applicable federal, state, and local laws, including but not limited to:

- Florida Public Records Law (F.S. 119.0701);
- Florida Public Entity Crime Act (F.S. 287.133);
- Florida Ethics Laws (F.S. Ch. 112);
- All applicable grant and funding requirements as set forth in the FDEP grant agreement attached hereto as Exhibit B.

SECTION 7. NOTICES

Notices under this Agreement shall be sent to:

CITY:

City Manager
City of Palatka
201 N. 2nd Street
Palatka, FL 32177

CONSULTANT:

Erin L. Deady, P.A.
54 ½ SE 6th Avenue
Delray Beach, FL 33483

SECTION 8. MISCELLANEOUS

This Agreement shall be governed by the laws of the State of Florida with venue in Putnam County. This Agreement binds and benefits the parties, their successors, and assigns. Any modifications must be in writing and signed by both parties.

SIGNATURES

CITY OF PALATKA, FLORIDA

By: _____
Mayor Roberta Correa

By: _____
Marcia Carty, City Manager

By: _____
Karen Hayes, City Clerk

Approved as to Legal Sufficiency:

By: _____
Jane West, Esq., City Attorney

CONSULTANT
Erin L. Deady, P.A.

By: _____
Erin L. Deady, Esq., President
Date: _____

Exhibit A – Monroe County Contract with Erin L. Deady, P.A. (incorporated by reference)

Exhibit B – State of Florida FDEP Standard Terms and Conditions Applicable to Grant
Agreements and the Comprehensive Vulnerability Assessment Grant 25PLN18
(incorporated by reference)



Kevin Madok, CPA

Clerk of the Circuit Court & Comptroller – Monroe County, Florida

DATE: May 19, 2023

TO: Rhonda Haag
Chief Resilience Officer

Janet Gunderson
Grants Coordinator

FROM: Pamela G. Hancock, D.C. 

SUBJECT: May 17th BOCC Meeting

Attached is an electronic copy of the following item for your handling:

P5 Contract with Erin L. Deady PA, in the amount of \$734,700.00, for consulting services to provide Watershed Management Plans for Monroe County, Layton, Key Colony Beach and Marathon as funded by Florida Division of Emergency Management Grant H0856 and H0856-A1 and a vulnerability assessment update and neighborhood outreach for Monroe County as funded Florida Department of Environmental Protection Grant 22PLN66 and 22PLN66-A1.

Should you have any questions please feel free to contact me at (305) 292-3550.

cc: County Attorney
Finance
File

KEY WEST
500 Whitehead Street
Key West, Florida 33040

MARATHON
3117 Overseas Highway
Marathon, Florida 33050

PLANTATION KEY
88770 Overseas Highway
Plantation Key, Florida 33070

**AGREEMENT
BETWEEN
MONROE COUNTY BOARD OF COUNTY COMMISSIONERS
AND
ERIN L. DEADY, P.A.
FOR
VULNERABILITY ASSESSMENT MODELING AND
WATERSHED MANAGEMENT PLAN DEVELOPMENT**

THIS AGREEMENT is made and entered into this 17th day of May, 2023 by MONROE COUNTY (“COUNTY”), a political subdivision of the State of Florida, whose address is 1100 Simonton Street, Key West, Florida 33040 and Erin L. Deady, P.A. (“CONSULTANT”), whose address is 54 ½ SE 6th Avenue, Delray Beach, FL 33482.

WITNESSETH

WHEREAS, the COUNTY issued its Request for Proposals RFP (“RFP”) pursuant to state and local law to solicit proposals to develop vulnerability assessments for the County, Layton and Key Colony Beach and watershed management plans for the County, Layton, Key Colony Beach and Marathon; and

WHEREAS, Consultant is a professional qualified to render said services and has responded to the RFP by submitting its proposal in response to the RFP (“Proposal”); and

WHEREAS, the COUNTY desires to engage Consultant to provide such services to the COUNTY and to the municipalities according to the terms and subject to the conditions set forth herein; and

WHEREAS, grants 22PLN66 Monroe County Vulnerability Assessment Update and 23PLN97 Layton / Key Colony Beach Vulnerability Assessment Development are funding the vulnerability assessment portion of the work; and

WHEREAS, grant H8056 Monroe County Watershed Management Update and H80560A1 Watershed Management Development for Layton, Key Colony Beach and Marathon are funding the federal share of the watershed management plan portion of the work; and

WHEREAS, the parties recognize that through no fault of the COUNTY or CONSULTANT, there have been delays with both the Resilient Florida and Watershed Planning Initiative programs in processing grant agreement work plans; and

WHEREAS, the parties recognize the value of receiving timeline extensions by the State of Florida for the grant agreements and will work together to secure those extensions.

NOW, THEREFORE, for and in consideration of the mutual covenants and promises as hereinafter set forth and of the faithful performance of such covenants and conditions, the COUNTY and CONSULTANT do hereby agree as follows:

Section 1. SCOPE OF SERVICES

CONSULTANT shall perform and carry out in a professional and proper manner certain duties as described in the grants in **Exhibit A** – attached hereto and made a part of this agreement. All terms and conditions of the attached grants are incorporated by reference into this CONTRACT

CONSULTANT shall provide the scope of services in Exhibit A for the COUNTY. CONSULTANT warrants that it is authorized by law to engage in the performance of the activities herein described, subject to the terms and conditions set forth in these Agreement documents. The CONSULTANT shall at all times exercise independent, professional judgment and shall assume professional responsibility for the services to be provided. Consultant shall provide services using the following standards, as a minimum requirement:

- A. The CONSULTANT shall maintain adequate staffing levels to provide the services required under the Agreement resulting from this RFP process.
- B. The personnel shall not be employees of or have any contractual relationship with the County. To the extent that Consultant uses sub consultants or independent Consultants, this Agreement specifically requires that sub Consultants and independent Consultants shall not be an employee of or have any contractual relationship with County.
- C. All personnel engaged in performing services under this Agreement shall be fully qualified, and, if required, to be authorized or permitted under State and local law to perform such services.

Section 2. COUNTY’S RESPONSIBILITIES

- 2.1 The County will provide such data as is required by the Consultant and is mutually agreed upon.
- 2.2 The County will make payments as outlined in **Section 4** of this Agreement.
- 2.3 The County will work with the Consultant and state agencies administering the Resilient Florida and Watershed Planning Initiative programs to secure grant extensions as necessary to complete the work.

Section 3. TERM OF AGREEMENT

- 3.1 Except as noted below, this Agreement shall begin on the 17th day of May 2023 and will conclude with delivery of the deliverables outlined in Section 1 of this Agreement, which shall not be later than August 30, 2024, unless further modified by Amendment to this Agreement.

Section 4. COMPENSATION AND PAYMENT TO CONSULTANT

4.1 The COUNTY shall pay the CONSULTANT for the CONSULTANT’S performance of this Agreement an amount not to exceed Seven Hundred Thirty Four Thousand Seven Hundred Dollars (\$734,700). The Contract Sum shall not exceed this amount unless amended by formal approval of the Monroe County BOCC. No charges shall be incurred by the County other than products or services that were ordered, provided and agreed upon by the COUNTY.

- 4.2 Payment will be made according to the **Deliverable Schedule** included in the grant agreements attached as **Exhibit A**, and according to the Florida Local Government Prompt Payment Act, Section 218.70, Florida Statutes. The Provider shall submit to the County an invoice with supporting documentation in a form acceptable to the Clerk. Acceptability to the Clerk is based on generally accepted accounting principles and such laws, rules and regulations as may govern the Clerk's disbursement of funds. The Project Manager will review the request, note his or her approval on the request and forward it to the Clerk for payment.
- 4.3 Monroe County's performance and obligation to pay is contingent upon an annual appropriation by Monroe County.
- 4.4 Financial Consequences for Non-Performance:

The failure to provide the County within the required timelines shall result in a penalty of 5 % of the determined deliverable amount for each late deliverable. Penalty may be waived if the Granting Agency approves. Should the Consultant determine that there are significant barriers to conduct any of the minimum deliverables due to extenuating circumstances; the County may re-evaluate performance expectations upon a formal request from the Consultant. If the Consultant fails to comply with any terms of the agreement, the County may take one or more of the following actions:

1. Temporarily withhold cash payments pending correction of the deficiency by the Consultant;
2. Disallow all or part of the cost of the activity or action not in compliance;
3. Wholly or partially suspend or terminate the current agreement for the Consultant's project;
4. Withhold further agreements for the project; or
5. Take other actions that are legally allowed.

Section 5. CONTRACT TERMINATION

Either party may terminate this Agreement because of the failure of the other party to perform its obligations under the Agreement. COUNTY may terminate this Agreement with or without cause upon thirty (30) days' notice to the CONSULTANT. COUNTY shall pay CONSULTANT for work performed through the date of termination.

Section 6. CONSULTANT'S ACCEPTANCE OF CONDITIONS

- A. CONSULTANT hereby agrees that he has carefully examined the RFP, his response, and this Agreement and has made a determination that he/she has the personnel, equipment, and other requirements suitable to perform this work and assumes full responsibility therefore. The provisions of the Agreement shall control any inconsistent provisions contained in the specifications. All specifications have been read and carefully considered by CONSULTANT, who understands the same and agrees to their sufficiency for the work

to be done. Under no circumstances, conditions, or situations shall this Agreement be more strongly construed against COUNTY than against CONSULTANT.

- B. Any ambiguity or uncertainty in the specifications shall not be construed against the drafter.
- C. The passing, approval, and/or acceptance by COUNTY of any of the services furnished by CONSULTANT shall not operate as a waiver by COUNTY of strict compliance with the terms of this Agreement, and specifications covering the services.
- D. CONSULTANT agrees that County Administrator or his designated representatives may visit CONSULTANT'S facility (ies) periodically to conduct random evaluations of services during CONSULTANT'S normal business hours.
- E. CONSULTANT has, and shall maintain throughout the term of this Agreement, appropriate licenses and approvals required to conduct its business, and will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to COUNTY upon request.

Section 7. NOTICES

Any notice required or permitted under this agreement shall be in writing and hand delivered or mailed, postage prepaid, to the other party by certified mail, returned receipt requested, to the following:

To the COUNTY: County Administrator, Mr. Roman Gastesi
1100 Simonton Street, Suite 205
Key West, Florida 33040

With a copy to: Monroe County Attorney's Office
1111 12th St. Suite 408
Key West FL 33040

To the CONSULTANT: Erin L. Deady, P.A.
54 ½ SE 6th Avenue
Delray Beach, FL 33482.

Section 8. RECORDS/ FLORIDA PUBLIC RECORDS LAW (F.S. 119.0701)

CONSULTANT shall maintain all books, records, and documents directly pertinent to performance under this Agreement in accordance with generally accepted accounting principles consistently applied. Each party to this Agreement or their authorized representatives shall have reasonable and timely access to such records of each other party to this Agreement for public records purposes during the term of the agreement and for five (5) years following the termination of this Agreement. If an auditor employed by the COUNTY or Clerk determines that monies paid to CONSULTANT pursuant to this Agreement were spent for purposes not authorized by this Agreement, the CONSULTANT shall repay the monies together with interest calculated pursuant to Section 55.03 of the F.S., running from the date the monies were paid to Consultant.

Pursuant to F.S. 119.0701, Contractor and its subcontractors shall comply with all public records laws of the State of Florida, including but not limited to:

- a. Keep and maintain public records required by Monroe County in order to perform the service.
- b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statutes, Chapter 119 or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
- d. Upon completion of the contract, transfer, at no cost, to Monroe County all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency 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 records stored electronically must be provided to Monroe County, upon request from the public agency's custodian of records, in a format that is compatible with the information technology systems of Monroe County.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, BRIAN BRADLEY, AT (305) 292-3470, bradley-brian@monroecounty-fl.gov, c/o Monroe County Attorney's Office, 1111 12th St., Suite 408, Key West FL 33040.

Section 9. EMPLOYEES SUBJECT TO COUNTY ORDINANCE NOS. 010 AND 020-1990

The CONSULTANT warrants that it has not employed, retained or otherwise had act on its behalf any former County officer or employee subject to the prohibition of Section 2 of Ordinance No. 010-1990 or any County officer or employee in violation of Section 3 of Ordinance No. 020-1990. For breach or violation of this provision the COUNTY may, in its discretion, terminate this agreement without liability and may also, in its discretion, deduct from the agreement or purchase price, or otherwise recover the full amount of any fee, commission, percentage, gift, or consideration paid to the former County officer or employee.

Section 10. CONVICTED VENDOR

By signing this agreement, CONSULTANT represents that the execution of this Agreement will not violate the Public Entities Crime Act (Section 287.133, Florida Statutes). Violation of this section shall result in termination of this Agreement and recovery of all monies paid hereto, and may result in debarment from County's competitive procurement activities.

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on an Agreement with a public entity for the construction or repair of a public building or public work, may not perform work as a CONSULTANT, supplier, sub Consultant, or CONSULTANT under Agreement with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of the Florida Statutes, for the Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

Section 11. GOVERNING LAW, VENUE, INTERPRETATION, COSTS AND FEES

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida applicable to Agreements made and to be performed entirely in the State.

In the event that any cause of action or administrative proceeding is instituted for the enforcement or interpretation of this Agreement, the COUNTY and CONSULTANT agree that venue shall lie in the appropriate court or before the appropriate administrative body in Monroe County, Florida.

Section 12. SEVERABILITY

If any term, covenant, condition or provision of this Agreement (or the application thereof to any circumstance or person) shall be declared invalid or unenforceable to any extent by a court of competent jurisdiction, the remaining terms, covenants, conditions and provisions of this Agreement, shall not be affected thereby; and each remaining term, covenant, condition and provision of this Agreement shall be valid and shall be enforceable to the fullest extent permitted by law unless the enforcement of the remaining terms, covenants, conditions and provisions of this Agreement would prevent the accomplishment of the original intent of this Agreement. The COUNTY and CONSULTANT agree to reform the Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision.

Section 13. ATTORNEY'S FEES AND COSTS

The COUNTY and CONSULTANT agree that in the event any cause of action or administrative proceeding is initiated or defended by any party relative to the enforcement or interpretation of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, and court costs, as an award against the non-prevailing party. Mediation proceedings initiated and conducted pursuant to this Agreement shall be in accordance with the Florida Rules of Civil Procedure and usual and customary procedures required by the Circuit Court of Monroe County.

Section 14. BINDING EFFECT

The terms, covenants, conditions, and provisions of this Agreement shall bind and inure to the benefit of the COUNTY and CONSULTANT and their respective legal representatives, successors, and assigns.

Section 15. AUTHORITY

Each party represents and warrants to the other that all necessary County and corporate action, as required by law have duly authorized the execution, delivery and performance of this Agreement.

Section 16. ADJUDICATION OF DISPUTES OR DISAGREEMENTS

COUNTY and CONSULTANT agree that all disputes and disagreements shall be attempted to be resolved by meet and confer sessions between representatives of each of the parties. If no resolution can be agreed upon within 30 days after the first meet and confer session, then any party shall have the right to seek such relief or remedy as may be provided by this Agreement or by Florida law. This Agreement shall not be subject to arbitration.

Section 17. COOPERATION

In the event any administrative or legal proceeding is instituted against either party relating to the formation, execution, performance, or breach of this Agreement, COUNTY and CONSULTANT agree to participate, to the extent required by the other party, in all proceedings, hearings, processes, meetings, and other activities related to the substance of this Agreement or provision of the services under this Agreement. COUNTY and CONSULTANT specifically agree that no party to this Agreement shall be required to enter into any arbitration proceedings related to this Agreement.

Section 18. NONDISCRIMINATION

COUNTY and CONSULTANT agree that there will be no discrimination against any person, and it is expressly understood that upon a determination by a court of competent jurisdiction that discrimination has occurred, this Agreement automatically terminates without any further action on the part of any party, effective the date of the court order. COUNTY or CONSULTANT agree to comply with all Federal and Florida statutes, and all local ordinances, as applicable, relating to nondiscrimination. These include but are not limited to: Title VII of the Civil Rights Act of 1964 (PL 88-352) which prohibits discrimination on the basis of race, color or national origin; Title IX of the Education Amendment of 1972, as amended (20 USC ss. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (20 USC s. 794), which prohibits discrimination on the basis of handicaps; The Age Discrimination Act of 1975, as amended (42 USC ss. 6101-6107) which prohibits discrimination on the basis of age; The Drug Abuse Office and Treatment Act of 1972 (PL 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (PL 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; The Public Health

Service Act of 1912, ss. 523 and 527 (42 USC ss. 690dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patent records; Title VIII of the Civil Rights Act of 1968 (42 USC s. et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; The Americans with Disabilities Act of 1990 (42 USC s. 1201 Note), as may be amended from time to time, relating to nondiscrimination on the basis of disability; Any other nondiscrimination provisions in any Federal or state statutes which may apply to the parties to, or the subject matter of, this Agreement.

Section 19. COVENANT OF NO INTEREST

COUNTY and CONSULTANT covenant that neither presently has any interest, and shall not acquire any interest, which would conflict in any manner or degree with its performance under this Agreement, and that only interest of each is to perform and receive benefits as recited in this Agreement.

Section 20. CODE OF ETHICS

The parties understand that officers and employees of the COUNTY are required to comply with the standards of conduct for public officers and employees as delineated in Section 112.313, Florida Statutes, regarding, but not limited to, solicitation or acceptance of gifts; doing business with one's agency; unauthorized compensation; misuse of public position, conflicting employment or contractual relationship; and disclosure or use of certain information.

Section 21. NO SOLICITATION/PAYMENT

The COUNTY and CONSULTANT warrant that, in respect to itself, it has neither employed nor retained any company or person, other than a bona fide employee working solely for it, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for it, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For the breach or violation of the provision, the CONSULTANT agrees that the COUNTY shall have the right to terminate this Agreement without liability and, at its discretion, to offset from monies owed, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

Section 22. PUBLIC ACCESS

The COUNTY and CONSULTANT shall allow and permit reasonable access to, and inspection of, all documents, papers, letters or other materials in its possession or under its control subject to the provisions of Chapter 119, Florida Statutes, and made or received by the COUNTY and CONSULTANT in conjunction with this Agreement; and the COUNTY shall have the right to unilaterally cancel this Agreement upon violation of this provision by CONSULTANT.

Section 23. NON-WAIVER OF IMMUNITY

Notwithstanding the provisions of Sec. 768.28, Florida Statutes, the participation of the COUNTY and the CONSULTANT in this Agreement and the acquisition of any commercial liability insurance coverage, self-insurance coverage, or local government liability insurance pool coverage shall not be deemed a waiver of immunity to the extent of liability coverage, nor shall any Agreement entered into by the COUNTY be required to contain any provision for waiver.

Section 24. PRIVILEGES AND IMMUNITIES

All of the privileges and immunities from liability, exemptions from laws, ordinances, and rules and pensions and relief, disability, workers' compensation, and other benefits which apply to the activity of officers, agents, or employees of any public agents or employees of the COUNTY, when performing their respective functions under this Agreement within the territorial limits of the COUNTY shall apply to the same degree and extent to the performance of such functions and duties of such officers, agents, volunteers, or employees outside the territorial limits of the COUNTY.

Section 25. LEGAL OBLIGATIONS AND RESPONSIBILITIES

Non-Delegation of Constitutional or Statutory Duties. This Agreement is not intended to, nor shall it be construed as, relieving any participating entity from any obligation or responsibility imposed upon the entity by law except to the extent of actual and timely performance thereof by any participating entity, in which case the performance may be offered in satisfaction of the obligation or responsibility. Further, this Agreement is not intended to, nor shall it be construed as, authorizing the delegation of the constitutional or statutory duties of the COUNTY, except to the extent permitted by the Florida constitution, state statute, and case law.

Section 26. NON-RELIANCE BY NON-PARTIES

No person or entity shall be entitled to rely upon the terms, or any of them, of this Agreement to enforce or attempt to enforce any third-party claim or entitlement to or benefit of any service or program contemplated hereunder, and the COUNTY and the CONSULTANT agree that neither the COUNTY nor the CONSULTANT or any agent, officer, or employee of either shall have the authority to inform, counsel, or otherwise indicate that any particular individual or group of individuals, entity or entities, have entitlements or benefits under this Agreement separate and apart, inferior to, or superior to the community in general or for the purposes contemplated in this Agreement.

Section 27. ATTESTATIONS

CONSULTANT agrees to execute such documents as the COUNTY may reasonably require, including, but not being limited to, a Public Entity Crime Statement, an Ethics Statement, and a Drug-Free Workplace Statement, Lobbying and Conflict of Interest Clause, and Non-Collusion Agreement.

Section 28. NO PERSONAL LIABILITY

No covenant or agreement contained herein shall be deemed to be a covenant or agreement of any member, officer, agent or employee of Monroe County in his or her individual capacity, and no member, officer, agent or employee of Monroe County shall be liable personally on this Agreement or be subject to any personal liability or accountability by reason of the execution of this Agreement.

Section 29. EXECUTION IN COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which shall be regarded as an original, all of which taken together shall constitute one and the same instrument and any of the parties hereto may execute this Agreement by signing any such counterpart.

Section 30. SECTION HEADINGS

Section headings have been inserted in this Agreement as a matter of convenience of reference only, and it is agreed that such section headings are not a part of this Agreement and will not be used in the interpretation of any provision of this Agreement.

Section 31. INSURANCE POLICIES

31.1 General Insurance Requirements for Other Consultants and Sub Consultants.

As a pre-requisite of the work governed, the CONSULTANT shall obtain, at his/her own expense, insurance as specified in any attached schedules, which are made part of this contract. The CONSULTANT will ensure that the insurance obtained will extend protection to all Sub Consultants engaged by the CONSULTANT. As an alternative, the CONSULTANT may require all Sub Consultants to obtain insurance consistent with the attached schedules; however, CONSULTANT is solely responsible to ensure that said insurance is obtained and shall submit proof of insurance to COUNTY. Failure to provide proof of insurance shall be grounds for termination of this Agreement.

The CONSULTANT will not be permitted to commence work governed by this contract until satisfactory evidence of the required insurance has been furnished to the COUNTY as specified below. Delays in the commencement of work, resulting from the failure of the CONSULTANT to provide satisfactory evidence of the required insurance, shall not extend deadlines specified in this contract and any penalties and failure to perform assessments shall be imposed as if the work commenced on the specified date and time, except for the CONSULTANT's failure to provide satisfactory evidence.

The CONSULTANT shall maintain the required insurance throughout the entire term of this contract and any extensions specified herein. Failure to comply with this provision may result in the immediate suspension of all work until the required insurance has been reinstated or replaced and/or termination of this Agreement and for damages to the COUNTY. Delays in the completion of work resulting from the failure of the CONSULTANT to maintain the required insurance shall not extend deadlines specified in this contract and any penalties and failure to perform assessments

shall be imposed as if the work had not been suspended, except for the CONSULTANT's failure to maintain the required insurance.

The CONSULTANT shall provide, to the COUNTY, as satisfactory evidence of the required insurance, either:

- Certificate of Insurance, or
- A Certified copy of the actual insurance policy.

The County, at its sole option, has the right to request a certified copy of any or all insurance policies required by this contract. All insurance policies must specify that they be not subject to cancellation, non-renewal, material change, or reduction in coverage unless the insurer gives a minimum of thirty (30) days prior notification to the County.

The acceptance and/or approval of the Consultant's insurance shall not be construed as relieving the Consultant from any liability or obligation assumed under this contract or imposed by law.

The Monroe County Board of County Commissioners, its employees and officials will be included as "Additional Insured" on all policies, except for Workers' Compensation.

31.2 General Liability Insurance Requirements

Prior to the commencement of work governed by this contract, the CONSULTANT shall obtain General Liability Insurance. Coverage shall be maintained throughout the life of the contract and include, as a minimum:

- Premises Operations
- Bodily Injury Liability
- Expanded Definition of Property Damage

The minimum limits acceptable shall be \$500,000 Combined Single Limit (CSL)

If split limits are provided, the minimum limits acceptable shall be:

\$250,000 per Person
\$500,000 per Occurrence
\$ 50,000 Property Damage

An Occurrence Form policy is preferred. If coverage is provided on a Claims Made policy, its provisions should include coverage for claims filed on or after the effective date of this contract. In addition, the period for which claims may be reported should extend for a minimum of twelve (12) months following the acceptance of work by the County.

The Monroe County Board of County Commissioners shall be named as Additional Insured on all policies issued to satisfy the above requirements.

31.3 Vehicle Liability Insurance requirements

Recognizing that the work governed by this contract requires the use of vehicles, the CONSULTANT, prior to the commencement of work, shall obtain Vehicle Liability Insurance. Coverage shall be maintained throughout the life of the contract and include, as a minimum,

liability coverage for:

- Owned, Non-Owned, and Hired Vehicles

The minimum limits acceptable shall be:

\$300,000 Combined Single Limit (CSL)

If split limits are provided, the minimum limits acceptable shall be:

\$100,000 per Person

\$300,000 per Occurrence

\$ 50,000 Property Damage

The Monroe County Board of County Commissioners shall be named as Additional Insured on all policies issued to satisfy the above requirements.

31.4 Workers' Compensation Insurance Requirements

Prior to commencement of work governed by this contract, the CONSULTANT shall obtain Workers' Compensation Insurance with limits sufficient to respond to the applicable state statutes.

In addition, the CONSULTANT shall obtain Employers' Liability Insurance with limits of not less than:

\$500,000 Bodily Injury by Accident

\$500,000 Bodily Injury by Disease, policy limits

\$500,000 Bodily Injury by Disease, each employee

Coverage shall be maintained throughout the entire term of the contract. Coverage shall be provided by a company or companies authorized to transact business in the state of Florida.

31.5 Professional Liability Requirements

Recognizing that the work governed by this contract involves the furnishing of advice or services of a professional nature, the Consultant shall purchase and maintain, throughout the life of the contract, Professional Liability Insurance which will respond to damages resulting from any claim arising out of the performance of professional services or any error or omission of the Consultant arising out of work governed by this contract.

The minimum limits of liability shall be \$500,000 per occurrence/\$1,000,000 Aggregate

Section 32. INDEMNIFICATION

The CONSULTANT does hereby consent and agree to indemnify and hold harmless the COUNTY, its Mayor, the Board of County Commissioners, appointed Boards and Commissions, Officers, and the Employees, and any other agents, individually and collectively, from all fines, suits, claims, demands, actions, costs, obligations, attorney's fees, or liability of any kind arising out of the sole negligent actions of the CONSULTANT or substantial and unnecessary delay caused by the willful nonperformance of the CONSULTANT and shall be solely responsible and

answerable for any and all accidents or injuries to persons or property arising out of its performance of this contract. The amount and type of insurance coverage requirements set forth hereunder shall in no way be construed as limiting the scope of indemnity set forth in this paragraph. Further, the CONSULTANT agrees to defend and pay all legal costs attendant to acts attributable to the sole negligent act of the CONSULTANT.

Section 33. INDEPENDENT CONSULTANT.

At all times and for all purposes hereunder, the CONSULTANT is an independent Consultant and not an employee of the Board of County Commissioners. No statement contained in this agreement shall be construed so as to find the CONSULTANT or any of his/her employees, Consultants, servants or agents to be employees of the Board of County Commissioners for Monroe County. As an independent Consultant, the CONSULTANT shall provide independent, professional judgment and comply with all federal, state, and local statutes, ordinances, rules and regulations applicable to the services to be provided.

Section 34. COMPLETENESS OF WORK.

The CONSULTANT shall be responsible for the completeness and accuracy of its work, plan, supporting data, and other documents prepared or compiled under its obligation for this project, and shall correct at its expense all significant errors or omissions therein which may be disclosed. The cost of the work necessary to correct those errors attributable to the CONSULTANT and any damage incurred by the COUNTY as a result of additional costs caused by such errors shall be chargeable to the CONSULTANT. This provision shall not apply to any maps, official records, contracts, or other data that may be provided by the COUNTY or other public or semi-public agencies.

The CONSULTANT agrees that no charges or claims for damages shall be made by it for any delays or hindrances attributable to the COUNTY during the progress of any portion of the services specified in this contract. Such delays or hindrances, if any, shall be compensated for by the COUNTY by an extension of time for a reasonable period for the CONSULTANT to complete the work schedule. Such an agreement shall be made between the parties.

Section 35. FEDERAL REQUIREMENTS. A portion of the funds used to pay CONTRACTOR will come from federal grant awards. The following clauses from 2 CFR part 200 therefore apply to this Agreement and are incorporated by reference:

35.1 SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS.

The County strongly encourages the use of women-, minority- and veteran-owned business enterprises (SBEs) and wishes to see a minimum of 25% of the contract or subcontracts awarded pursuant to this RFP go to SBEs. Contractors may search for Florida registered SBEs at: http://www.dms.myflorida.com/agency_administration/office_of_supplier_diversity_osd

Any proposal submitted in which the vendor is certified as an SBE, or in which the vendor proposes to use subcontractors that are certified as SBEs, in Florida or another jurisdiction, must submit

proof of the registration or certification from the local authority in order to receive credit for the use of the SBE.

35.2 AUDIT OF RECORDS

Contractor shall grant to the County, DEM, FEMA, the Federal Government, and any other duly authorized agencies of the Federal Government or the County where appropriate the right to inspect and review all books and records directly pertaining to the Contract resulting from this RFP for a period of five (5) years after final grant close-out by FEMA or DEM, or as required by applicable County, State and Federal law. Records shall be made available during normal working hours for this purpose.

In the event that FEMA, DEM, or any other Federal or State agency, or the County, issues findings or rulings that the amounts charged by the Contractor, or any portions thereof, were ineligible or were non-allowable under federal or state Law or regulation, Contractor may appeal any such finding or ruling. If such appeal is unsuccessful, the Contractor shall agree that the amounts paid to the Contractor shall be adjusted accordingly, and that the Contractor shall, within 30 days thereafter, issue a remittance to the County of any payments declared to be ineligible or non-allowable.

Contractor shall comply with federal and/or state laws authorizing an audit of Contractor's operation as a whole, or of specific Project activities.

Under no circumstances shall advertising or other communications with the media be presented in such a manner as to County or imply that the Contractor or the Contractor's services are endorsed by the County.

35.3 NONDISCRIMINATION (required language from 41 C.F.R. § 60-1.4(b)).

During the performance of this Agreement, the CONTRACTOR agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

- (3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- (4) The contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (7) In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

35.4 OTHER FEDERAL CONTRACT REQUIREMENTS

As Applicable, the CONTRACTOR and its subcontractors must follow the provisions as set forth in Appendix II to Part 200, as amended, including but not limited to:

- A. **Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights

to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

B. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

C. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

D. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors who apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

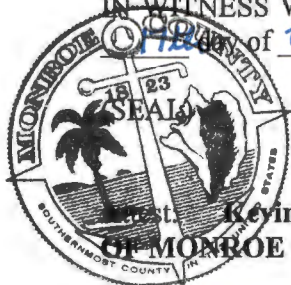
E. Americans with Disabilities Act of 1990 (ADA) – The CONTRACTOR will comply with all the requirements as imposed by the ADA, the regulations of the Federal government issued thereunder, and the assurance by the CONTRACTOR pursuant thereto.

F. The Contractor shall utilize the U.S. Department of Homeland Security’s **E-Verify system** to verify the employment eligibility of all new employees hired by the Contractor during the term of the Contract and shall expressly require any subcontractors performing work or providing services pursuant to the Contract to likewise utilize the U.S. Department of Homeland Security’s E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Contract term.

35.5 No Obligation by Federal Government. The federal government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

35.6 Program Fraud and False or Fraudulent Statements or Related Acts. The Contractor acknowledges that 31 U.S.C. Chapter 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor’s actions pertaining to this contract.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed on the 15th day of May 2023.



Attest: Kevin Madok, CLERK
OF MONROE COUNTY, FLORIDA

By Camille Starnick
As Deputy Clerk

BOARD OF COUNTY COMMISSIONERS

By: [Signature]
Mayor

(CORPORATE SEAL)
ATTEST:

ERIN L. DEADY PA

By Erin L. Deady

By: [Signature]
Title: President

Approved as to form and legal sufficiency:
Monroe County Attorney's Office 5-2-2023

Cynthia L. Hall

FILED FOR RECORD
2023 MAY 19 PM 12:46
CLK. CIR. CL.
MONROE COUNTY, FLA

CONTRACT ATTACHMENTS

Exhibit A

SCOPE OF SERVICES, SCHEDULES AND DELIVERABLES

A. Watershed Management Plans (\$520,350)

1. **Monroe County** – All terms and conditions, tasks, schedule and deliverables included in the Division Of Emergency Management Mitigation Bureau federally-funded subaward and grant agreement #H0856, Project #4337-4-Pb for \$120,843.75 as shown in **ATTACHMENT 1** shall apply.
2. **Layton** - All terms and conditions, tasks, schedule and deliverables included in the Division Of Emergency Management Mitigation Bureau federally-funded subaward and grant agreement H0856-A1, Project 4337-4-Pb for \$106,218.75 as shown in **ATTACHMENT 1** shall apply.
3. **Key Colony Beach** - All terms and conditions, tasks, schedule and deliverables included in the Division Of Emergency Management Mitigation Bureau federally-funded subaward and grant agreement #H0856-A1, Project # 4337-4-Pb for \$106,218.75 as shown in **ATTACHMENT 1** shall apply.
4. **Marathon** - All terms and conditions, tasks, schedule and deliverables included in the Division Of Emergency Management Mitigation Bureau federally-funded subaward and grant agreement #H0856-A1, Project # 4337-4-Pb for \$106,218.75 as shown in **ATTACHMENT 1** shall apply.

B. Vulnerability Assessments

1. **Monroe County** – All terms and conditions, tasks, schedule and deliverables included in the Department of Environmental Protection State-funded grant agreement 22PLN66 for \$139,350.00 as shown in **ATTACHMENT 2A** shall apply.

Monroe County – All terms and conditions, tasks, schedule and deliverables included in the Department of Environmental Protection State-funded grant agreement amendment 22PLN66-A1 for \$75,000 as shown in **ATTACHMENT 2B** shall apply.

ATTACHMENT 1

Watershed Management Plan Grant (\$520,350 federal share):

ATTACHMENT 1 – Division of Emergency Management Mitigation Bureau federally funded subaward grant agreement H0856-A1 for:

- Monroe County Watershed Management Plan update for \$120,843.75 federal share. Local match is the Vulnerability Assessment work.
- Layton Watershed Management Plan for \$106,218.75 federal share. Local match is the Vulnerability Assessment work.
- Key Colony Beach Watershed Management Plan for \$106,218.75 federal share. Local match is the Vulnerability Assessment work.
- Marathon for Watershed Management Plan for \$187,068.75 federal share. Local match is the Vulnerability Assessment work.



Kevin Madok, CPA

Clerk of the Circuit Court & Comptroller – Monroe County, Florida

DATE: May 18, 2023

TO: Rhonda Haag
Chief Resilience Officer

Janet Gunderson
Grants Coordinator

FROM: Pamela G. Hancock, D.C.

SUBJECT: May 17th BOCC Meeting

Attached are electronic copies of the following items for your handling:

P9 1st Modification to Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) subgrant agreement H0856 with Florida Division of Emergency Management to develop Watershed Management Plans for Layton, Key Colony Beach and Marathon, increasing federal funding by \$399,506.25 and bringing the total grant amount to \$693,800. The 25% match will be provided by Resilient Florida Vulnerability Assessment grants 22PLN65 (Marathon) and 23PLN97 (Layton/Key Colony Beach). No County funds are expended for this work. ***Please be sure to return a fully executed copy of the modification once signed by the state for the record.***

U2 1st Task Order with WSP USA Environment & Infrastructure Solutions, Inc., in the not to exceed amount of \$59,183.27, to develop and submit a grant application for an electric vehicle charging station corridor in the County and municipalities, under the Category C on-call Resilience and Environmental Engineering Services contract; retroactive to May 1, 2023.

Should you have any questions please feel free to contact me at (305) 292-3550.

cc: County Attorney
Finance
File

KEY WEST
500 Whitehead Street
Key West, Florida 33040

MARATHON
3117 Overseas Highway
Marathon, Florida 33050

PLANTATION KEY
88770 Overseas Highway
Plantation Key, Florida 33070

SUB-RECIPIENT AGREEMENT CHECKLIST

DIVISION OF EMERGENCY MANAGEMENT MITIGATION BUREAU

REQUEST FOR REVIEW AND APPROVAL	
SUB-RECIPIENT:	Monroe County
PROJECT #:	4337-004-Pb
PROJECT TITLE:	Monroe County Watershed Management Plan Update
CONTRACT #:	H0856
MODIFICATION #:	1

SUB-RECIPIENT REPRESENTATIVE (POINT OF CONTACT)	
	Rhonda Haag 1100 Simonton Street Key West, FL 33040

Enclosed is your copy of the proposed contract/modification between **Monroe County** and the Florida Division of Emergency Management (FDEM).

	COMPLETE
☐	This form is required to be included with all Reviews, Approvals, and Submittal
☐	Signed electronic copy
☐	Reviewed and Approved
☐	Signed and Dated by Official Representative
☐	Copy of the organization's resolution or charter that specifically identifies the person or position that is authorized to sign, if not Chairman, Mayor, or Chief
☐	Attachment I - Federal Funding Accountability and Transparency Act (FFATA) - completed, signed, and dated
	☒ N/A for Modifications or State Funded Agreements
☐	Attachment K – Certification Regarding Lobbying - completed, signed, and dated
	☒ N/A for Modifications or State Funded Agreements
☐	Electronic Submittal to the Grant Specialist Samantha Chaganis on

If you have any questions regarding this contract, or who is authorized to sign it, please contact your Project Manager at (850) 328-5736 or email me at Caitlyn.Stroik@em.myflorida.com.

Contract Number: H0856

Project Number: 4337-004-Pb

**MODIFICATION TO SUBGRANT AGREEMENT BETWEEN
THE DIVISION OF EMERGENCY MANAGEMENT AND
MONROE COUNTY**

This Modification Number One is made and entered into by and between the State of Florida, Division of Emergency Management ("the Division"), and Monroe County, ("the Sub-Recipient") to modify Contract Number H0856, dated December 8, 2022 ("the Agreement").

WHEREAS, the Division and the Sub-Recipient have entered into the Agreement, pursuant to which the Division has provided a subgrant to the Sub-Recipient under the Hazard Mitigation Grant Program of \$120,843.75, in Federal Funds; and

WHEREAS, the Division and the Sub-Recipient desire to modify the Agreement; and

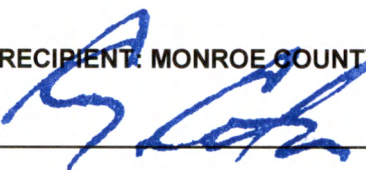
WHEREAS, the Division and the Sub-Recipient desire to modify the Budget and Scope of Work by increasing the Federal funding by \$399,506.25 under the Agreement.

NOW, THEREFORE, in consideration of the mutual promises of the parties contained herein, the parties agree as follows:

1. The Agreement is amended to increase the Federal Funding by \$399,506.25, for the maximum amount payable under the Agreement to \$ 520,350.00, (Five Hundred Twenty Thousand Three Hundred Fifty Dollars and No Cents).
2. The Budget and Scope of Work, Attachment A to the Agreement, are hereby modified as set forth in 1st Revised Attachment A to this Modification, a copy of which is attached hereto and incorporated herein by reference.
3. All provisions of the Agreement being modified and any attachments in conflict with this Modification shall be and are hereby changed to conform with this Modification, effective on the date of execution of this Modification by both parties.
4. All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.
5. Quarterly Reports are due to the Division no later than 15 days after the end of each quarter of the program year and shall be sent each quarter until submission of the administrative close-out report. The ending dates for each quarter of the program year are March 31, June 30, September 30 and December 31.

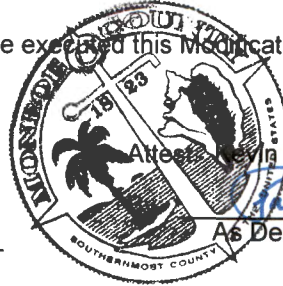
IN WITNESS WHEREOF, the parties hereto have executed this Modification as of the dates set out below.

SUB-RECIPIENT: MONROE COUNTY

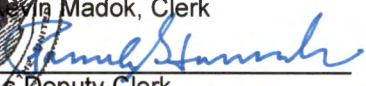
By: 

Name and Title: Mayor Craig Cates

Date: May 17, 2023



Attest: Kevin Madok, Clerk


As Deputy Clerk

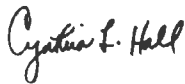
**STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT**

By: _____

Name and Title: Kevin Guthrie, Director

Date: _____

Approved as to form and legal sufficiency:
Monroe County Attorney's Office 4-28-2023



Attachment A
Watershed Master Planning Initiative
Monroe County Watershed Management Plan Update
Scope of Work and Budget

Statement of Purpose

The Florida Division of Emergency Management's (the Division) Bureau of Mitigation prioritizes flood risk management as an integral part of its mission. The goals of this project are to assist local communities in developing a Watershed Master Plan for the purposes of moving up in the Community Rating System (CRS) of the National Flood Insurance Program (NFIP) and to increase resiliency in Florida communities.

This project is funded through the Hazard Mitigation Grant Program (HMGP) **DR-4337-004-P**, as approved by the Division and the Federal Emergency Management Agency (FEMA) to create and update Watershed Master Plans (WMPs) throughout the state of Florida.

The Project Manager for the Division will be:

Laura Dhuwe, Project Manager
Hazard Mitigation Grant Program
Florida Division of Emergency Management
850-879-0872
watershedplanning@em.myflorida.com

Scope of Work

The Division will coordinate with eligible Florida entities to produce a Watershed Master Plan (WMP) for credit under CRS. This project is preceded by the WMP Pilot Program, which consisted of research and the creation of guidance materials to ensure a consistent statewide approach to WMP development.

Guidance materials produced in the WMP Pilot Program can be found at:

<https://www.floridadisaster.org/dem/mitigation/watershed-planning-initiative> or <https://www.fau.edu/engineering/research/cwr3/clearinghouse/>. The Sub-Recipient may use other materials provided by ISO and located at <https://fema.gov>. The Sub-Recipient shall follow the Credit Criteria for Element WMP under CRS Activity 452.b (please refer to the 2017 CRS Coordinator's Manual¹ and the 2021 Addendum to the Coordinator's Manual²). The Sub-Recipient will finalize the process by submitting their WMP to ISO/CRS for review and providing the Division with a signed letter from their applicable county's Local Mitigation Strategy (LMS) Chairperson attesting that the WMP will be adopted in the Sub-Recipient's next LMS update.

Monroe County will be responsible for all tasks and deliverables for Monroe County, City of Key Colony Beach, City of Marathon and City of Layton.

Tasks necessary to the completion of a WMP include:

Task 1 – Create Preliminary Project Plan based on Initial Flood Modeling, and Submit Draft WMP

The Sub-Recipient shall create a preliminary Project Plan, which is a narrative detailing how the initial flood modeling has sufficient detail on the data that went into the model, model specifications, and possible solutions for addressing flood risks that the model identified. There must be enough detail in the preliminary Project Plan to verify the required analysis has been completed. Specifically, the required analysis for the preliminary Project Plan shall include all the Minimum Criteria required for a creditable WMP³ under the two categories of Data Inventory and Collection and Initial Flood Modeling as follows:

¹ https://www.fema.gov/sites/default/files/documents/fema_community-rating-system_coordinators-manual_2017.pdf

² https://www.fema.gov/sites/default/files/documents/fema_community-rating-system_coordinator-manual_addendum-2021.pdf

³ See 2017 CRS Coordinator's Manual at https://www.fema.gov/sites/default/files/documents/fema_community-rating-system_coordinators-manual_2017.pdf; the 2021 Addendum to the Coordinator's Manual at

Data Inventory and Collection:

1. Data inventory (used for initial flood modeling):
 - a. Inventory of ground characteristics (e.g., soil type, impervious surfaces, wetlands)
 - b. Inventory of existing drainage system
 - c. Inventory of data availability
2. Locations of:
 - a. critical facilities, cultural/historical, and other places/areas of interest
 - b. vulnerable areas and their descriptions
 - c. natural and constructed drainage systems and channels
3. Existing regulations and plans in place for reducing flood risks

Initial Flood Modeling

4. For current/existing conditions land use, future land use, and the fully developed watershed scenarios:
 - a. Evaluations of the existing drainage system's runoff response from design storms using a hydrologic and hydraulic study with a hydrograph approach under current and predicted future land use conditions with assessments of the impacts of climate change and sea level rise for 10-, 25- & 100-year storm events
 - b. For currently fully developed watersheds: studies of existing development and the potential impact of any redevelopment
 - c. Evaluations of different management scenarios for at least the 100-year rainfall event for a fully developed watershed at a scale sufficient to determine local problems.
 - d. Determinations of the change in runoff from current to future, fully developed conditions
 - e. Recommendations for managing at least the 10-year and the 25-year rainfall events
5. For communities impacted by sea level rise: evaluations of the impacts of the NOAA Intermediate 2100 sea level rise scenario on the 100-year rainfall event
 - a. It is highly recommended to include 2 other scenarios up to 2100, which could be based on sea level for 2 time frames into the future or a number of feet of sea level rise within this timeframe.
6. The plan must include a strategy and action plan to address the results of the studies for:
 - a. controlling the timing of peak flows to prevent or minimize problems for the entire watershed due to new development, redevelopment, and fully developed conditions
 - b. the impact of climate change and sea level rise on fully developed conditions
 - c. at least the 25-year rainfall event in fully developed conditions, with a list of possible solutions for addressing at least the 25-year rainfall event
 - d. at least one event larger than the 25-year rainfall event, with a list of possible solutions for addressing this event
 - e. ensuring that flood hazards from the 10-year and the 25-year events are not increased by future development (the 2-year storm is also recommended).
7. The community must adopt the final plan.
8. If applicable, WMP plans more than 5 years old must be evaluated to ensure that they remain applicable to current conditions. For instance, are previous assumptions on hydrology, sea level rise and future land use still applicable.

Deliverable 1: An (1) electronic copy of the preliminary Project Plan; (2) a separate electronic document listing how and where in the preliminary Project Plan the Minimum Criteria listed above are met; and (3) a separate electronic document clarifying the Sub-Recipient's existing data inventory at the time of contract execution, how the data are used, and which tasks and efforts have already been completed prior to

https://www.fema.gov/sites/default/files/documents/fema_community-rating-system_coordinator-manual_addendum-2021.pdf; and other materials provided by ISO located at <https://fema.gov>.

contract execution. These three electronic documents must be submitted to the Division for review no later than 11 months after the beginning of the Period of Performance. The Sub-Recipient will provide Deliverable 1 to the Division via email to watershedplanning@em.myflorida.com.

Payment for Task 1 will occur once the Sub-Recipient has received feedback from the Division confirming that their preliminary Project Plan has been approved. To be approved, the preliminary Project Plan must show how all the listed Minimum Criteria required for a creditable WMP are intended to be met.

The Period of Performance begins with the date of execution of the subgrant agreement by both parties, and the Sub-Recipient shall provide the Division with the following no later than 11 months from the beginning of the Period of Performance before payment will be processed.

Jurisdiction Specific Comments for Task 1:

Task 1.1: Data collection for structures – Monroe County, City of Key Colony Beach, City of Marathon and City of Layton shall provide a list of critical assets, including regionally significant, to be evaluated for potential impacts by flooding and sea level rise including (but not limited to) transportation assets and evacuation routes; critical infrastructure; critical community and emergency facilities; and natural, cultural, and historical resources.

Additionally, Monroe County, City of Key Colony Beach, City of Marathon and City of Layton shall include an individualized assessment with updated structures from the 2019 Watershed Management Plan, and any additional field work and analysis stemming from the Countywide Roads and Stormwater Assessment (2022). Monroe County shall also provide an inventory and description of their drainage system.

Tasks 1.2 and 1.3: Preliminary Flood Modeling and Project Plan – In addition to the above Minimum Criteria, Monroe County, City of Key Colony Beach, City of Marathon and City Layton shall align the Project Plan modeling effort with Section 380.093, F.S., and the approach for this assessment will include:

- 1) mapping potential high tide flooding, future regular tidal inundation from sea level rise and
- 2) mapping potential storm surge events to project multiple sea-level-adjusted designed storm events (at a minimum, the 100-year event).

Additionally, Monroe County, City of Key Colony Beach, City of Marathon and City of Layton will clarify in writing which tasks and efforts have already been completed prior to contract execution. With the mapping efforts, Monroe County, City of Key Colony Beach, City of Marathon and City of Layton shall provide the source and dates of data acquisition, locational accuracy, and map projection and coordinate system information of geospatial data.

Task 2 – Revise Draft WMP and Submit Completed WMP

After receiving feedback from the Division on the preliminary Project Plan from Task 1 (Deliverable 1), the Sub-Recipient shall finalize the flood modeling process and submit their completed WMP. At a minimum, the modeling and WMP must meet the Minimum Criteria required for a creditable WMP shown above.

The Sub-Recipient shall update their WMP, if revisions are necessary based on the Division's feedback, and submit the completed WMP to the Division for review.

Throughout the activities for Task 2, the Sub-Recipient shall coordinate with the applicable LMS working group to ensure that the working group will adopt the WMP as an annex in the next LMS update, and use the data to inform the risk assessment and mitigation strategy.

Deliverable 2: An electronic copy of the completed WMP will be submitted to the Division no later than 12 months after the beginning of the Period of Performance. If applicable, the Sub-Recipient will revise the submitted WMP to comply with required revisions and feedback from the Division, and then resubmit the WMP to the Division no later than 12 months after the beginning of the Period of Performance.

The Period of Performance begins with the date of execution of the subgrant agreement by both parties, and the Sub-Recipient shall provide the Division with the following no later than 12 months from the beginning of the Period of Performance before payment will be processed:

1. the completed WMP⁴ (after incorporating comments from the Division, if applicable); and

⁴ See the Minimum Criteria required for a creditable WMP listed above.

2. a signed letter from the applicable county's Local Mitigation Strategy (LMS) Chairperson attesting that the completed WMP will be adopted and used to update the risk assessment and mitigation strategy during the next LMS plan update.

The Sub-Recipient will provide Deliverable 2 to the Division via email to

watershedplanning@em.myflorida.com.

Method of Compensation:

All deliverables submitted to the Project Manager or to the Division shall be completed by the Sub-Recipient and approved for completeness and accuracy by the Project Manager or the Division to qualify as reaching the minimum required criteria for each invoice period.

All tasks shall be performed under the direct supervision of the Division.

The project shall be reimbursed upon receipt of invoices submitted at the completion and acceptance of each deliverable defined above unless this agreement is terminated early. This is a cost reimbursement agreement, which will be reimbursed on a fixed-fee, fixed-price agreement as follows:

Deliverables

Deliverables	Task 1: Create Preliminary Project Plan based on Initial Flood Modeling and Submit Draft WMP Due: 11 months after POP date	Task 2: Revise Draft WMP and Submit Completed WMP Due: 12 months after POP date	Total Deliverable Value
Monroe County	\$46,750.00	\$114,375.00	\$161,125.00
City of Key Colony Beach	\$47,500.00	\$94,125.00	\$141,625.00
City of Marathon	\$137,800.00	\$111,625.00	\$249,425.00
City of Layton	\$47,500.00	\$94,125.00	\$141,625.00
Totals:	\$279,550.00	\$414,250.00	\$693,800.00

Financial Consequences for Non-Performance:

The failure to provide the Division with the required deliverables within the stated timelines shall result in a penalty of 5 % of the determined deliverable amount for each late deliverable. Penalty may be waived based upon reasonable explanation with documentation by Sub-Recipient.

Should the Sub-Recipient determine that there are significant barriers to conduct any of the minimum deliverables due to extenuating circumstances, the Division may re-evaluate performance expectations upon a formal request from the Sub-Recipient.

If the Sub-Recipient fails to comply with any terms of the agreement, the Division shall take one or more of the following actions:

1. Temporarily withhold cash payments pending correction of the deficiency by the Sub-Recipient;
2. Disallow all or part of the cost of the activity or action not in compliance;
3. Wholly or partially suspend or terminate the current agreement for the Sub-Recipient's project;
4. Withhold further agreements for the project; or
5. Take other actions that are legally allowed.

Schedule of Work

Task(s)	Number of Months to Complete
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Field work and data collection for structures (Task 1)	3
Initial Flood Modeling (Task 1)	6
Preliminary Project Plan (Task 1)	2
Revise Draft WMP and Submit Completed WMP & CRS Plan (Task 2)	12
Total Period of Performance (maximum of 12 months):	12

Total Period of Performance

The Period of Performance for this project begins on the date of execution of the subgrant agreement by both parties and ends 12 months later, but no later than September 30, 2023.

Budget:

Cost Item	Project Cost	Federal Share	Non-Federal Share
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual	\$693,800.00	\$520,350.00	\$173,450.00
Other			
Project Total:	\$693,800.00	\$520,350.00	\$173,450.00

Funding Summary Totals

Cost Item	Federal Share 75%	Non-Federal Share 25%	Total Project Cost
Monroe County	\$120,843.75	\$40,281.25	\$161,125.00
City of Key Colony Beach	\$106,218.75	\$35,406.25	\$141,625.00
City of Marathon	\$187,068.75	\$62,356.25	\$249,425.00
City of Layton	\$106,218.75	\$35,406.25	\$141,625.00
Totals:	\$520,350.00	\$173,450.00	\$693,800.00

ATTACHMENT 2A

Vulnerability Assessment Grant:

ATTACHMENT 2 - Monroe County / Department of Environmental Protection State-funded grant agreement 22PLN66 for Vulnerability Assessment Update for \$139,350.00

**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): **Monroe County Vulnerability Assessment Update and Compliance** Agreement Number: **22PLN66**

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

Grantee Name: **Monroe County** Entity Type: **Local Government**
Grantee Address: **500 Whitehead Street, Key West, Florida 33040** FEID: **59-6000749**
(Grantee)

3. Agreement Begin Date: **7/1/2021** Date of Expiration: **6/30/2024**

4. Project Number: Project Location(s): **Monroe County**
(If different from Agreement Number)

Project Description: **The project will update the Vulnerability Assessment pursuant to Section 380.093, Florida Statutes for Monroe County.**

5. Total Amount of Funding:	Funding Source?	Award #s or Line Item Appropriations:	Amount per Source(s):
\$ 139,350.00	☒ State ☐ Federal	FY21-22 GAA 1707A	\$ 139,350.00
	☐ State ☐ Federal		\$
	☐ Grantee Match		\$
Total Amount of Funding + Grantee Match, if any:			\$ 139,350.00

6. Department's Grant Manager Name: George Frisby or successor Address: Resilient Florida Program 2600 Blair Stone Road, MS235 Tallahassee, Florida 32399 Phone: 850-245-8332 Email: George.Frisby@FloridaDEP.gov	Grantee's Grant Manager Name: Rhonda Haag or successor Address: Monroe County Board of County Commission 102050 Overseas Highway, Suite 246 Key Largo, Florida 33040-3110 Phone: 305-453-8774 Email: haag-rhonda@monroecounty-fl.gov
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7. The Parties agree to comply with the terms and conditions of the following attachments and exhibits which are hereby incorporated by reference:

☒ Attachment 1: Standard Terms and Conditions Applicable to All Grants Agreements
☒ Attachment 2: Special Terms and Conditions
☒ Attachment 3: Grant Work Plan
☒ Attachment 4: Public Records Requirements
☒ Attachment 5: Special Audit Requirements
☒ Attachment 6: Program-Specific Requirements
☐ Attachment 7: Grant Award Terms (Federal) *Copy available at https://facts.fldfs.com , in accordance with §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 Report Form, 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):		
Federal Award Date to Department:		
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 above or the last date signed below, whichever is later.

Monroe County

By

(Authorized Signature)

Mayor Craig Cates



GRANTEE Attest: Kevin Madok, Clerk

Date Signed

As Deputy Clerk

Elizabeth Yongue

Print Name and Title of Person Signing

State of Florida Department of Environmental Protection

DEPARTMENT

By

Secretary or Designee

2/9/2023

Date Signed

Alex Reed, Director of the Office of Resilience and Coastal Protection

Print Name and Title of Person Signing

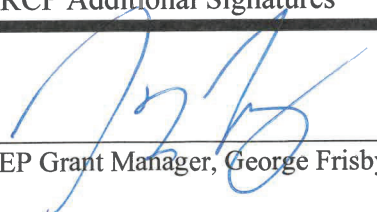
☒ Additional signatures attached on separate page.

Approved as to form and legal sufficiency:

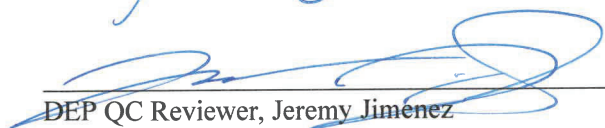
Monroe County Attorney's Office 11-29-2022

Cynthia L. Hall

ORCP Additional Signatures



DEP Grant Manager, George Frisby



DEP QC Reviewer, Jeremy Jimenez

Local Sponsor may add additional signatures if needed below.

**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/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf>.
- e. 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.
- f. 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.
- g. 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.
- h. 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.
- i. 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:
www.myfloridacfo.com/Division/AA/Vendors/default.htm.
- j. Refund of Payments to the Department. Any balance of unobligated funds that have been advanced or paid must be refunded to Department. Any funds paid in excess of the amount to which Grantee or subgrantee is entitled under the terms of the Agreement must be refunded to Department. If this Agreement is funded with federal funds and the Department is required to refund the federal government, the Grantee shall refund the Department its share of those funds.

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

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

- a. Salary/Wages. Grantee shall list personnel involved, position classification, direct salary rates, and hours spent on the Project in accordance with Attachment 3, Grant Work Plan in their documentation for reimbursement or match requirements.
- b. Overhead/Indirect/General and Administrative Costs. If Grantee is being reimbursed for or claiming match for multipliers, all multipliers used (i.e., fringe benefits, overhead, indirect, and/or general and administrative rates) shall be supported by audit. If Department determines that multipliers charged by Grantee exceeded the rates supported by audit, Grantee shall be required to reimburse such funds to Department within thirty (30) days of written notification. Interest shall be charged on the excessive rate.
- c. Contractual Costs (Subcontractors). Match or reimbursement requests for payments to subcontractors must be substantiated by copies of invoices with backup documentation identical to that required from Grantee. Subcontracts which involve payments for direct salaries shall clearly identify the personnel involved, salary rate per hour, and hours spent on the Project. All eligible multipliers used (i.e., fringe benefits, overhead, indirect, and/or general and administrative rates) shall be supported by audit. If Department determines that multipliers charged by any subcontractor exceeded the rates supported by audit, Grantee shall be required to reimburse such funds to Department within thirty (30) days of written notification. Interest shall be charged on the excessive rate. Nonconsumable and/or nonexpendable personal property or equipment costing \$5,000 or more purchased for the Project under a subcontract is subject to the requirements set forth in Chapters 273 and/or 274, F.S., and Chapter 69I-72, Florida Administrative Code (F.A.C.) and/or Chapter 69I-73, F.A.C., as applicable. The Grantee shall be responsible for maintaining appropriate property records for any subcontracts that include the purchase of equipment as part of the delivery of services. The Grantee shall comply with this requirement and ensure its subcontracts issued under this Agreement, if any, impose this requirement, in writing, on its subcontractors.
 - i. For fixed-price (vendor) subcontracts, the following provisions shall apply: The Grantee may award, on a competitive basis, fixed-price subcontracts to consultants/contractors in performing the work described in Attachment 3, Grant Work Plan. Invoices submitted to Department for fixed-price subcontracted activities shall be supported with a copy of the subcontractor's invoice and a copy of the tabulation form for the competitive procurement process (e.g., Invitation to Bid, Request for Proposals, or other similar competitive procurement document) resulting in the fixed-price subcontract. The Grantee may request approval from Department to award a fixed-price subcontract resulting from procurement methods other than those identified above. In this instance, Grantee shall request the advance written approval from Department's Grant Manager of the fixed price negotiated by Grantee. The letter of request shall be supported by a detailed budget and Scope of Services to be performed by the subcontractor. Upon receipt of Department Grant Manager's approval of the fixed-price amount, Grantee may proceed in finalizing the fixed-price subcontract.
 - ii. If the procurement is subject to the Consultant's Competitive Negotiation Act under section 287.055, F.S. or the Brooks Act, Grantee must provide documentation clearly evidencing it has complied with the statutory or federal requirements.
- d. Travel. All requests for match or reimbursement of travel expenses shall be in accordance with Section 112.061, F.S.
- e. Direct Purchase Equipment. For the purposes of this Agreement, Equipment is defined as capital outlay costing \$5,000 or more. Match or reimbursement for Grantee's direct purchase of equipment is subject to specific approval of Department, and does not include any equipment purchased under the delivery of services to be completed by a subcontractor. Include copies of invoices or receipts to document purchases, and a properly completed Exhibit B, Property Reporting Form.
- f. Rental/Lease of Equipment. Match or reimbursement requests for rental/lease of equipment must include copies of invoices or receipts to document charges.
- g. Miscellaneous/Other Expenses. If miscellaneous or other expenses, such as materials, supplies, non-excluded phone expenses, reproduction, or mailing, are reimbursable or available for match or reimbursement under the terms of this Agreement, the documentation supporting these expenses must be itemized and include copies of receipts or invoices. Additionally, independent of Grantee's contract obligations to its subcontractor, Department shall not reimburse any of the following types of charges: cell phone usage; attorney's fees or court costs; civil or administrative penalties; or handling fees, such as set percent overages associated with purchasing supplies or equipment.
- h. Land Acquisition. Reimbursement for the costs associated with acquiring interest and/or rights to real property (including access rights through ingress/egress easements, leases, license agreements, or other site access agreements; and/or obtaining record title ownership of real property through purchase) must be supported by the following, as applicable: Copies of Property Appraisals, Environmental Site Assessments, Surveys and Legal

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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.

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- 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

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- 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 Diversity, 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. 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.

26. 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.

27. 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/>).

28. 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.

Attachment 1

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- 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.

29. 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.

30. Independent Contractor.

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

31. 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 Diversity 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.

32. 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.

33. 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.

34. 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.

35. 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.

36. 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.

37. 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.

38. 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.

39. 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. 22PLN66**

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 Monroe County Vulnerability Assessment Update and Compliance. 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 not authorized under this Agreement.

4. Cost Eligible for Reimbursement or Matching Requirements.

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

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

5. Equipment Purchase.

No Equipment purchases shall be funded under this Agreement.

6. Land Acquisition.

There will be no Land Acquisitions funded under this Agreement.

7. Match Requirements

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

8. Insurance Requirements

Required Coverage. At all times during the Agreement the Grantee, at its sole expense, shall maintain insurance coverage of such types and with such terms and limits described below. The limits of coverage under each policy

maintained by the Grantee shall not be interpreted as limiting the Grantee's liability and obligations under the Agreement. All insurance policies shall be through insurers licensed and authorized to issue policies in Florida, or alternatively, Grantee may provide coverage through a self-insurance program established and operating under the laws of Florida. Additional insurance requirements for this Agreement may be required elsewhere in this Agreement, however the minimum insurance requirements applicable to this Agreement are:

a. Commercial General Liability Insurance.

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

b. Commercial Automobile Insurance.

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

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

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

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

d. Other Insurance. None.

9. Quality Assurance Requirements.

There are no special Quality Assurance requirements under this Agreement.

10. Retainage.

No retainage is required under this Agreement.

11. Subcontracting.

The Grantee may subcontract work under this Agreement without the prior written consent of the Department's Grant Manager 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 of 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

Attachment 2

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15. Additional Terms.

Documentary Evidence Requirement for Subcontractor(s). If any work associated with this Agreement is completed by a subcontractor(s), the Grantee shall require that such subcontractor(s) submit documentary evidence (e.g., workshop agendas; meeting recordings) to Grantee demonstrating that the subcontractor(s) has fully performed its Project obligation(s). The Grantee shall forward copies of all such documentary evidence to the Department with the Grantee's relevant deliverable(s), using the approved Project Timeline set forth in Attachment 3 to this Agreement (Grant Work Plan).

Sea Level Impact Projection Study Requirement. If the project is within the designated area, pursuant to Section 161.551, F.S. and Chapter 62S-7, *Florida Administrative Code*, the Grantee is responsible for performing a Sea Level Impact Projection (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 be published on the Department's website for at least thirty (30) days before construction can commence. This rule went into effect July 1, 2021, and applies to certain state-funded construction projects located in the coastal building zone as defined in the rule.

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
GRANT WORK PLAN
AGREEMENT NO. 22PLN66**

ATTACHMENT 3

PROJECT TITLE: Monroe County Vulnerability Assessment Update and Compliance

PROJECT LOCATION: The Project is located within Monroe County, Florida.

PROJECT DESCRIPTION:

Monroe County (Grantee) will complete the Monroe County Vulnerability Assessment Update and Compliance Project (Project) to update the existing Vulnerability Assessment (VA) pursuant to Section 380.093, Florida Statutes (F.S.). The Project will include the National Oceanic and Atmospheric Administration (NOAA) intermediate low sea level rise projections as well as incorporate the critical assets owned or managed by the County.

TASKS AND DELIVERABLES:

Task 1: Public Outreach Meetings

Description: The Grantee will conduct at least two public outreach meetings during the project. The purpose of the first meeting is to inform the public about the data collection stage. The Grantee will prepare all social media notifications, meeting invitations, meeting materials, presentations, and graphics utilized during the meeting, as applicable. The Grantee will conduct a second public meeting to present the results from the exposure analysis, sensitivity analysis, and draft VA. The purpose of the second meeting is to allow the public to provide community-specific input on the results of the analyses and to reconsider methodologies and assumptions used in the analysis for refinement. The Grantee will prepare all social media notifications, meeting invitations, meeting materials, presentations, and graphics utilized during the meeting, as applicable.

Deliverables: The Grantee will provide the following: 1) meeting agendas to include location, date, and time of meeting; 2) meeting sign-in sheets with attendee names and affiliation (i.e. local stakeholder, resident, steering committee member, local government staff); 3) a copy of the presentation(s) and any materials created in preparation of or for distribution at the meeting (i.e. social media posts, public announcements, graphics), as applicable; 4) a copy of the file or weblink of the video or audio recording from the meeting, if applicable; and 5) a summary report including attendee input and meeting outcomes, to include defining focus areas recommended by the community.

Task 2: Final Vulnerability Assessment

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 should incorporate a layer for each of the four asset classes as 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 (Exhibit I), and raw data sources shall be defined within the associated metadata. Sea level rise projection data shall include the 2017 NOAA intermediate-high and intermediate-low projections

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for 2040 and 2070, at a minimum. Other projections can be used at the Grantees discretion. Storm surge data used must be equal to or exceed the 100-year return period (1% annual chance) flood event. In the process of researching 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 rectify any gaps of necessary data.

The Grantee will perform an exposure analysis to identify the depth of water caused by each sea level rise, storm surge, and/or flood scenario. The water surface depths (i.e. flood scenarios) used to evaluate assets shall include the following data: tidal flooding, current and future storm surge flooding, rainfall-induced flooding, and compound flooding, all as applicable, as well as the scenarios and standards used for the exposure analysis shall be pursuant to s. 380.093, F.S. GIS files and associated metadata must adhere to the Resilient Florida Program's GIS Data Standards (Exhibit I), and raw data sources shall be defined within the associated metadata.

The Grantee will perform the sensitivity analysis to measure the impact of flooding on assets and to apply the data from the exposure analysis to the inventory of critical assets created through the Exposure Analysis. The sensitivity analysis should include an evaluation of the impact of flood severity on each asset type and at each flood scenario and assign a risk level based on percentages of land area inundated and number of critical assets affected.

The Grantee will finalize the VA report pursuant to the requirements in s. 380.093, F.S. and based upon internal comments and outreach efforts. The final VA must include all results from the exposure and sensitivity analyses, as well as a summary of identified risks. 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. GIS files and associated metadata must adhere to the Resilient Florida Program's GIS Data Standards (Exhibit I), and raw data sources shall be defined within the associated metadata.

Deliverables: The Grantee will provide the following: 1) GIS files with appropriate metadata of the data compiled, to include locations of critical assets owned or maintained by the Grantee as well as regionally significant assets that are classified and as defined in paragraphs 380.093(2)(a) 1-4, F.S.; 2) GIS files with results of the exposure analysis for each flood scenario as well as the appropriate metadata that identifies the methods used to create the flood layers; 3) a final list of critical and regionally significant assets that are impacted by flooding, which must be prioritized by area or immediate need and must identify which flood scenario(s) impacts each asset; 4) Final VA Report that provides details on the results and conclusions, including illustrations via maps and tables, based on the statutorily-required scenarios and standards in s. 380.093, F.S. The Final VA Report should also include the following: outline the data compiled and the findings of the gap analysis with recommendations to address the identified data gaps and any actions taken to rectify them, if applicable; and provide details on the modeling process, type of models utilized, and resulting tables and maps illustrating flood depths for each flood scenario; and 5) a signed VA Compliance Checklist Certification.

Task 3: Project Administration

Description: The Grantee will perform project administration, to include project scope of work determination, planning and development of proposed project(s), consultant direction and oversight meetings for overall project coordination and supervision.

Deliverables: The Grantee will submit project administration and management reports signed by the Grantee's Grant Manager, to include a summary of project administration activities, proposed project scopes of work, and meeting minutes with planning professionals and contractors, as applicable.

PERFORMANCE MEASURES: The Grantee will submit all deliverables for each task to the Department's Grant Manager on or before the Task Due Date listed in the Project Timeline. The Grantee must also submit Exhibit A, Progress Report Form, to the Department's Grant Manager, with every deliverable and payment request. For interim payment requests, Exhibit A may serve as the deliverable for a task. 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). Upon review and written acceptance by the Department's Grant Manager of deliverables under the task, the Grantee may proceed with payment request submittal.

CONSEQUENCES FOR NON-PERFORMANCE: For each task deliverable not received by the Department at one hundred percent (100%) completion and by the specified due date listed in the Agreement's most recent Project Timeline, 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 and/or submitted to the Department in a timely manner.

PAYMENT REQUEST SCHEDULE: Following the Grantee's full completion of a task, the Grantee may submit a payment request for cost reimbursement using both Exhibit A, Progress Report Form, and Exhibit C, Payment Request Summary Form. Interim payment requests cannot be made more frequently than quarterly and must be made using Exhibit A, detailing all work progress made during that payment request period, and Exhibit C. Upon the Department's receipt of Exhibit A and C, along with all supporting fiscal documentation and deliverables, the Department's Grant Manager will have ten (10) working days to review and approve or deny the payment 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. 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	Budget Category	DEP Amount	Match Amount	Total Amount	Task Start Date	Task Due Date
1	Public Outreach Meetings	Contractual Services	\$17,100	\$0	\$17,100	7/1/2021	3/31/2024
2	Final Vulnerability Assessment	Contractual Services	\$118,250	\$0	\$118,250	7/1/2021	3/31/2024
3	Project Administration	Contractual Services	\$4,000	\$0	\$4,000	7/1/2021	3/31/2024
Total:			\$139,350	\$0	\$139,350		

**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 or section 119.07(1), F.S.
- b. The Department may unilaterally terminate the Agreement if Grantee refuses to allow public access to Public Records as required by law.

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

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

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

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

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

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

Attachment 5

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

MONITORING

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

AUDITS

PART I: FEDERALLY FUNDED

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

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

Attachment 5

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PART II: STATE FUNDED

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

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

PART III: OTHER AUDIT REQUIREMENTS

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

PART IV: REPORT SUBMISSION

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

By Mail:

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

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

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

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

By Mail:

Audit Director

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

Electronically:

FDEPSingleAudit@dep.state.fl.us

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

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

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

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

By Mail:

Audit Director

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

Electronically:

FDEPSingleAudit@dep.state.fl.us

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

Attachment 5

3 of 6

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

PART V: RECORD RETENTION

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

EXHIBIT – 1

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

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

Federal Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following:					
Federal Program	Federal Agency	CFDA Number	CFDA Title	Funding Amount	State Appropriation Category
Original Agreement	U.S. Department of Treasury	21.027	SLRFP0125	\$139,350.00	152-D 22
Federal Program B					
</					

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.	
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.	

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	State Appropriation Category
State Program B	State Awarding Agency	State Fiscal Year ²	CSFA Number	CSFA Title or Funding Source Description	State Appropriation Category

Total Award	\$139,350.00
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Note: List applicable compliance requirement in the same manner as illustrated above for federal resources. For matching resources provided by the Department for DEP for federal programs, the requirements might be similar to the requirements for the applicable federal programs. Also, to the extent that different requirements pertain to different amount for the non-federal resources, there may be more than one grouping (i.e. 1, 2, 3, etc.) listed under this category.

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

¹ Subject to change by Change Order.

² Subject to change by Change Order.

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

ATTACHMENT 6

1. 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 acquired and approved permits for the project.
2. Ineligibility. If the Grantee fails to perform in accordance with the terms and conditions set forth in this Agreement; Attachment 3 (Grant Work Plan), and all other applicable attachments and exhibits, the Grantee shall be ineligible to be considered for funding under the Resilient Florida Program for two (2) consecutive funding cycles. The Department shall make its determination of ineligibility within thirty (30) days of this Agreement's end date and notify the Grantee in writing if determined ineligible. If the failure to perform in accordance with the terms and conditions set forth in this Agreement is due to the Grantee's contractor or subcontractor(s), then the Grantee should submit that documentation in writing to the Department's Grant Manager.
3. Additional Documentation for Contractual Costs. In addition to the documentation requirements in paragraph 11 of Attachment 2 (Subcontracting), and in paragraph 9.c. of Attachment 1 (Contractual Costs (Subcontractors)), Grantee shall provide the following for all subcontractual agreements that the Grantee executes for this project:
 - a. A valid link or documentation that outlines their entity's procurement processes as required in Attachment 1, paragraph 9.c; and
 - b. A certification statement signed by the Grantee's designated grant manager indicating the procurement process that was utilized per their entities' policies and procedures for all subcontractors. The certification must include a listing of all subcontractor quotes/bids amounts, along with the company name, address, and the details of how and why they made their determinations for those subcontractors that were selected and utilized for this Agreement.
4. Attachment 3, Grant Work Plan, Performance Measures. All deliverables and reports submitted to the Department should be submitted electronically and must be compliant with the Americans with Disabilities Act, also known as "508 Compliant," in all formats provided.
5. 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.
6. Grant funds may not be used to support ongoing efforts to comply with legal requirements, including permit conditions, mitigation, and settlement agreements.
7. Funding Source. With the exception of audiovisuals not intended for presentation to the general public that are produced either as research instruments or for documenting experimentation or findings (unless otherwise required under the special terms of this Agreement), Grantee agrees to 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) on all publications, printed reports, maps, audiovisuals (including videos, slides, and websites), and similar materials, 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.”

The next printed line must identify the month and year of the publication.

8. Final Project Report. The Grantee shall submit Exhibit F, Final Project Report Form, prior to requesting final payment. The Final Project Report may be submitted in lieu of the final quarterly status report, only in instances where the next quarterly report falls after the project's completion date.

DEPARTMENT OF ENVIRONMENTAL PROTECTION
Resilient Florida Program
Progress Report Form

Exhibit A

DEP Agreement No.:	22PLN66		
Project Title:	Monroe County Vulnerability Assessment Update and Compliance		
Grantee Name:	Monroe County		
Grantee Address:			
Grantee's Grant Manager:		Telephone No.:	
Reporting Period:	(MM/DD/YYYY – MM/DD/YYYY)		
INSTRUCTIONS: Provide the following information for all tasks and deliverables identified in Attachment 3, Grant Work Plan: Description of the work performed during the reporting period, problems encountered, problem resolutions, scheduled updates, proposed work for the next reporting period, and percentage of the work that has been completed to date. NOTE: Use as many pages as necessary to cover all tasks in the Grant Work Plan.			
<u>The following format should be followed:</u> Task 1: Progress for this reporting period: Identify any delays or problems encountered: Percentage of task completed:			
Task 2: Progress for this reporting period: Identify any delays or problems encountered: Percentage of task completed:			
Task 3: Progress for this reporting period: Identify any delays or problems encountered: Percentage of task completed:			
Task 4: Progress for this reporting period: Identify any delays or problems encountered: Percentage of task completed:			

This report is submitted in accordance with the reporting requirements of the above DEP Agreement No. and accurately reflects the activities associated with the project.

Signature of Grantee's Grant Manager (or successor)

Date

**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. 22PLN66

MONROE COUNTY VULNERABILITY ASSESSMENT UPDATE AND COMPLIANCE

Monroe County

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 evaluation of project's ability to meet goals and expected performance measures and provide explanation for why goals were not met, if applicable. Identify successful outcomes, areas for improvement, and quantifiable metrics as a result of the project.

Part IV. Further Recommendations

Instructions for completing Attachment 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: 22PLN66

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 _____

Exhibit G, DEP Agreement #: 22PLN66

11/19/2021

Page 1 of 1

**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: 22PLN66

Project Title: Monroe County Vulnerability Assessment Update and Compliance

Grantee: Monroe County

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; and
4. 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 3. 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
VULNERABILITY ASSESSMENT COMPLIANCE CHECKLIST CERTIFICATION**

Exhibit I

Required for all grant agreements.

DEP Agreement Number: 22PLN66

Project Title: Monroe County Vulnerability Assessment Update and Compliance

Grantee: Monroe County

By signing this Vulnerability Assessment Compliance Checklist Certification (hereinafter “Checklist Certification”) the Grantee certifies that, upon execution of the Agreement, it will have reviewed the statutory requirements for vulnerability assessments in subsection 380.093(3), F.S., and provided this signed Checklist Certification to the Department, which gives the Department of Environmental Protection (Department) *partial* assurance that any and all vulnerability assessments the Grantee may utilize for its individual project will adhere to the relevant statutory requirements in subsection 380.093(3), F.S., regardless of the party actually completing the work (e.g., subcontractors).

To give the Department the remaining assurance it requires, the Grantee also certifies that it will deliver a fully completed and signed Vulnerability Assessment Compliance Checklist to the Department, in the form included in this exhibit, at a yet-to-be-determined time mutually agreed upon by both parties to this Agreement but prior to close out of the Grantee’s individual project. The completed Vulnerability Assessment Compliance Checklist and this Checklist Certification will be joined and attached to the Agreement together as a single “Exhibit I.”

By signing below, I certify on behalf of the Grantee that the Grantee or its designee(s) will have reviewed the statutory requirements in subsection 380.093(3), F.S., prior to execution of the Agreement. I further certify on behalf of the Grantee that, prior to close out of the grant, either myself or the Grantee’s designated grant manager will provide to the Department a Vulnerability Assessment Compliance Checklist form that has been fully completed in the manner described in this Checklist Certification.

Grantee's Grant Manager Signature

Print Name

Date

Exhibit I
1 of 4

VULNERABILITY ASSESSMENT COMPLIANCE CHECKLIST

In accordance with subsection 380.093(3), F.S., the following components, scenarios, data, and information are required for a comprehensive Vulnerability Assessment (VA). The checklist must be completed and submitted with the final VA Report deliverable, pursuant to Attachment 3, Grant Work Plan. The Grantee must abide by the Department's GIS Data Standards found on the Resilient Florida Program webpage at the link below:

<https://floridadep.gov/rcp/resilient-florida-program/documents/resilient-florida-program-gis-data-standards>

Part 1 – Subparagraph 380.093(3)(c)2., F.S.

Item ID	Check if Included	Item Description	Page Reference in VA Report (if applicable)
a	☐	Final Vulnerability Assessment Report that provides details on the results and conclusions, including illustrations via maps and tables.	
All electronic mapping data used to illustrate flooding and sea level rise impacts that are identified in the VA must be provided in the format consistent with the Department's GIS Data Standards and include the following three (3) items:			
b	☒	Geospatial data in an electronic file format.	
c	☐	GIS metadata.	
d	☐	List of critical assets for each jurisdiction, including regionally significant assets, that are impacted by flooding and sea level rise. The list must be prioritized by area or immediate need and must identify which flood scenario(s) impacts each asset	

Part 2 – Subparagraphs 380.093(3)(d)1. and 380.093(3)(d)2., F.S.

Item ID	Check if Included	Item Description	Page Reference in VA Report (if applicable)
e	☐	Peril of Flood Compliance Plan amendments developed that address paragraph 163.3178(2)(f), F.S., if applicable. ☐ Not applicable ☐ Already in compliance	
f	☐	Depth of tidal flooding, including future high tide flooding, using thresholds published and provided by the Department.	
g	☐	To the extent practicable, analysis geographically displays the number of tidal flood days expected for each scenario and planning horizon. <i>(optional)</i>	
h	☐	Depth of current and future storm surge flooding using publicly available NOAA or FEMA storm surge data. <i>(check one)</i> ☐ NOAA data ☐ FEMA data	
i	☐	Initial storm surge event equals or exceeds current 100-year flood event.	
j	☐	Higher frequency storm analyzed for exposure of a critical asset. <i>(optional, but must provide additional detail if included)</i>	

Exhibit I

2 of 4

k	☐	To the extent practicable, rainfall-induced flooding was considered using spatiotemporal analysis or existing hydrologic and hydraulic modeling results. <i>(required if item e is not applicable)</i>	
l	☐	Future boundary conditions have been modified to consider sea level rise and high tide conditions. <i>(optional)</i>	
m	☐	Depth of rainfall-induced flooding for 100-year storm and 500-year storm event. <i>(required if item e is not applicable)</i>	
n	☐	To the extent practicable, compound flooding or the combination of tidal, storm surge, and rainfall-induced flooding. <i>(optional)</i>	

Part 3 – Subparagraph 380.093(3)(d)3., F.S.

Item ID	Check if Included	Item Description	Page Reference in VA Report (if applicable)
o	☐	All analyses performed in North American Vertical Datum of 1988.	
p	☐	Includes at least two local sea level rise scenarios, which must include the 2017 NOAA intermediate-low and intermediate-high sea level rise projections.	
q	☐	Includes at least two planning horizons, which must include years 2040 and 2070.	
r	☐	Utilizes local sea level data that has been interpolated between the two closest NOAA tide gauges.	
s	☐	Local, publicly available, sea level data was taken from one of the two closest NOAA tide gauges, which must be the gauge with the highest mean sea level <i>(if so, provide Department approval)</i> .	

Identify the Florida municipalities that are included in this Vulnerability Assessment:

I certify that, to the Grantee's knowledge, all information contained in this completed Vulnerability Assessment Compliance Checklist is true and accurate as of the date of the signature below.

Grantee's Grant Manager Signature

Print Name

Date

ATTACHMENT 2B

Vulnerability Assessment Grant Amendment:

ATTACHMENT 2B - Monroe County / Department of Environmental Protection State-funded grant agreement 22PLN66-A1 for Vulnerability Assessment Neighborhood Outreach for \$75,000.

**AMENDMENT NO. 1
TO AGREEMENT NO. 22PLN66
BETWEEN
FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
AND
MONROE COUNTY**

This Amendment to Agreement No. 22PLN66 (Agreement) is made by and between the Department of Environmental Protection (Department), an agency of the State of Florida, and Monroe County (Grantee), on the date last signed below.

WHEREAS, the Department entered into the Agreement with the Grantee for Monroe County Vulnerability Assessment Update and Compliance (Project), effective February 9, 2023; and,

WHEREAS, \$75,000 in additional funding for this Project is provided under Line Item #1707A of the 2021-2022 General Appropriations Act; and the total funding for this Agreement is now \$214,350; and,

WHEREAS, the reimbursement period for the additional \$75,000 in funding provided under Line Item #1707A of the 2021-2022 General Appropriations Act begins on July 1, 2021; and,

WHEREAS, the parties have agreed to an update to Attachment 3, Grant Work Plan, to include a revision to the scope of work and a reallocation of the budget for the Project; and,

WHEREAS, the Department has requested an update to Attachment 2, Special Terms and Conditions; Attachment 5, Special Audit Requirements; Attachment 6, Program-Specific Requirements; and Exhibit I, Vulnerability Assessment Compliance Checklist Certification.

NOW THEREFORE, the Department and Grantee hereby agree as follows:

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

Total Amount of Funding:	Funding Source?	Award #s or Line Item Appropriations:	Amount per Source(s):
\$214,350.00	☒ State ☐ Federal	FY21-22 GAA Line #1707A	\$214,350.00
	☐ State ☐ Federal		
	☐ State ☐ Federal		
	☐ State ☐ Federal		
	☐ State ☐ Federal		
	☐ Grantee Match		
Total Amount of Funding + Grantee Match, if any:			\$214,350.00

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

Department's Grant Manager
Name: Katharine Hoover
Address: Resilient Florida Program
2600 Blair Stone Road, MS235
Tallahassee, FL 32399
Phone: 850-245-7533
Email: Katharine.L.Hoover@FloridaDEP.gov

3. Attachment 2, Special Terms and Conditions, is hereby deleted in its entirety and replaced with Attachment 2-A, Revised Special Terms and Conditions, as attached to this Amendment and hereby incorporated into the Agreement. All references in the Agreement to Attachment 2 shall hereinafter refer to Attachment 2-A, Revised Special Terms and Conditions.
4. Attachment 3, Grant Work Plan, is hereby deleted in its entirety and replaced with Attachment 3-A, Revised Grant Work Plan, as attached to this Amendment and hereby incorporated into the Agreement. All references in the Agreement to Attachment 3 shall hereinafter refer to Attachment 3-A, Revised Grant Work Plan.
5. Attachment 5, Special Audit Requirements, is hereby deleted in its entirety and replaced with Attachment 5-A, Revised Special Audit Requirements, attached hereto and made a part of the Agreement. All references in the Agreement to Attachment 5, shall hereinafter refer to Attachment 5-A, Revised Special Audit Requirements.
6. Attachment 6, Program-Specific Requirements, is hereby deleted in its entirety and replaced with Attachment 6-A, Revised Program-Specific Requirements, attached hereto and made a part of the Agreement. All references in the Agreement to Attachment 6, shall hereinafter refer to Attachment 6-A, Revised Program-Specific Requirements.
7. Exhibit I, Vulnerability Assessment Compliance Checklist Certification, is hereby deleted in its entirety and replaced with Exhibit I-1, Revised Vulnerability Assessment Compliance Checklist Certification, as attached hereto and made a part of the Agreement. All references in the Agreement to Exhibit I, shall hereinafter refer to Exhibit I-1, Revised Vulnerability Assessment Compliance Checklist Certification.
8. All other terms and conditions of the Agreement remain in effect. If and to the extent that any inconsistency may appear between the Agreement and this Amendment, the provisions of this Amendment shall control.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

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

MONROE COUNTY

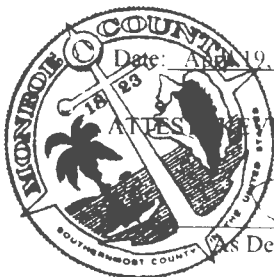
By: [Signature]
Authorized Signature

Craig Cates, Mayor
Print Name and Title

FLORIDA DEPARTMENT OF
ENVIRONMENTAL PROTECTION

By: [Signature]
Secretary or Designee

Alex Reed, Director
Print Name and Title



Date: May 19, 2023

ANNE DEVIN MADOK, CLERK

[Signature]
Deputy Clerk

Date: 5/8/2023

Katharine Hoover
Digitally signed by Katharine Hoover
Date: 2023.05.08 09:50:00 -04:00

Katharine Hoover, DEP Grant Manager

List of attachments exhibits included as part of this Amendment:

Specify Type	Letter Number	Description
Attachment	2-A	Revised Special Terms and Conditions
Attachment	3-A	Revised Grant Work Plan
Attachment	5-A	Revised Special Audit Requirements
Attachment	6-A	Revised Program-Specific Requirements
Exhibit	I-I	Revised Vulnerability Assessment Compliance Certification Checklist

Approved as to form and legal sufficiency:
Monroe County Attorney's Office 5-3-2023

[Signature]

FILED FOR RECORD
2023 MAY 12 AM 9:54
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MONROE COUNTY, FLA

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Revised Special Terms and Conditions
AGREEMENT NO. 22PLN66**

ATTACHMENT 2-A

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 Monroe County Vulnerability Assessment Update and Compliance. 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 not authorized under this Agreement.

4. Cost Eligible for Reimbursement or Matching Requirements.

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

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

5. Equipment Purchase.

No Equipment purchases shall be funded under this Agreement.

6. Land Acquisition.

There will be no Land Acquisitions funded under this Agreement.

7. Match Requirements

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

8. Insurance Requirements

Required Coverage. At all times during the Agreement the Grantee, at its sole expense, shall maintain insurance coverage of such types and with such terms and limits described below. The limits of coverage under each policy

maintained by the Grantee shall not be interpreted as limiting the Grantee's liability and obligations under the Agreement. All insurance policies shall be through insurers licensed and authorized to issue policies in Florida, or alternatively, Grantee may provide coverage through a self-insurance program established and operating under the laws of Florida. Additional insurance requirements for this Agreement may be required elsewhere in this Agreement, however the minimum insurance requirements applicable to this Agreement are:

a. Commercial General Liability Insurance.

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

b. Commercial Automobile Insurance.

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

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

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

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

d. Other Insurance. None.

9. Quality Assurance Requirements.

There are no special Quality Assurance requirements under this Agreement.

10. Retainage.

No retainage is required under this Agreement.

11. Subcontracting.

The Grantee may subcontract work under this Agreement without the prior written consent of the Department's Grant Manager 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. Additional Terms.

Documentary Evidence Requirement for Subcontractor(s). If any work associated with this Agreement is completed by a subcontractor(s), the Grantee shall require that such subcontractor(s) submit documentary evidence (e.g., workshop agendas; meeting recordings) to Grantee demonstrating that the subcontractor(s) has fully performed its Project obligation(s). The Grantee shall forward copies of all such documentary evidence to the Department with the Grantee's relevant deliverable(s), using the approved Project Timeline set forth in Attachment 3 to this Agreement (Grant Work Plan).

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
REVISED GRANT WORK PLAN
AGREEMENT NO. 22PLN66**

ATTACHMENT 3-A

PROJECT TITLE: Monroe County Vulnerability Assessment Update and Compliance

PROJECT LOCATION: The Project is located within Monroe County, Florida.

PROJECT DESCRIPTION:

Monroe County (Grantee) will complete the Monroe County Vulnerability Assessment Update and Compliance Project (Project) to update the existing Vulnerability Assessment (VA) pursuant to Section 380.093, Florida Statutes (F.S.). The Project will include the National Oceanic and Atmospheric Administration (NOAA) intermediate low sea level rise projections as well as incorporate the critical assets owned or managed by the County. The Project will also include public outreach activities within key neighborhoods identified during the comprehensive VA.

TASKS AND DELIVERABLES:

Task 1: Public Outreach Meetings

Description: The Grantee will conduct at least ~~four~~ **two** public outreach meetings during the project. The purpose of the first meeting is to inform the public about the data collection stage. The Grantee will prepare all social media notifications, meeting invitations, meeting materials, presentations, and graphics utilized during the meeting, as applicable. The Grantee will conduct three subsequent **neighborhood** public meetings to present the results from the exposure analysis, sensitivity analysis, and draft VA. The purpose of the three subsequent **neighborhood** meetings is to allow the public to provide community-specific input on the results of the analyses and to reconsider methodologies and assumptions used in the analysis for refinement. The Grantee will prepare all social media notifications, meeting invitations, meeting materials, presentations, and graphics utilized during the meeting, as applicable.

Deliverables: The Grantee will provide the following for each meeting: 1) meeting agendas to include location, date, and time of meeting; 2) meeting sign-in sheets with attendee names and affiliation (i.e. local stakeholder, resident, steering committee member, local government staff); 3) a copy of the presentation(s) and any materials created in preparation of or for distribution at the meeting (i.e. social media posts, public announcements, graphics), as applicable; 4) a copy of the file or weblink of the video or audio recording from the meeting, if applicable; and 5) a summary report including attendee input and meeting outcomes, to include defining focus areas recommended by the community.

Task 2: Final Vulnerability Assessment

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 should incorporate a layer for each of the four asset classes as 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 (Exhibit I), and raw data sources shall be defined within the associated metadata. Sea DEP Agreement No.: 22PLN66

level rise projection data shall include the 2017 NOAA intermediate-high and intermediate-low projections for 2040 and 2070, at a minimum. Other projections can be used at the Grantees discretion. Storm surge data used must be equal to or exceed the 100-year return period (1% annual chance) flood event. In the process of researching 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 rectify any gaps of necessary data.

The Grantee will perform an exposure analysis to identify the depth of water caused by each sea level rise, storm surge, and/or flood scenario. The water surface depths (i.e. flood scenarios) used to evaluate assets shall include the following data: tidal flooding, current and future storm surge flooding, rainfall-induced flooding, and compound flooding, all as applicable, as well as the scenarios and standards used for the exposure analysis shall be pursuant to s. 380.093, F.S. GIS files and associated metadata must adhere to the Resilient Florida Program's GIS Data Standards (Exhibit I), and raw data sources shall be defined within the associated metadata.

The Grantee will perform the sensitivity analysis to measure the impact of flooding on assets and to apply the data from the exposure analysis to the inventory of critical assets created through the Exposure Analysis. The sensitivity analysis should include an evaluation of the impact of flood severity on each asset type and at each flood scenario and assign a risk level based on percentages of land area inundated and number of critical assets affected.

The Grantee will finalize the VA report pursuant to the requirements in s. 380.093, F.S. and based upon internal comments and outreach efforts. The final VA must include all results from the exposure and sensitivity analyses, as well as a summary of identified risks. 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. GIS files and associated metadata must adhere to the Resilient Florida Program's GIS Data Standards (Exhibit I), and raw data sources shall be defined within the associated metadata.

Deliverables: The Grantee will provide the following: 1) GIS files with appropriate metadata of the data compiled, to include locations of critical assets owned or maintained by the Grantee as well as regionally significant assets that are classified and as defined in paragraphs 380.093(2)(a) 1-4, F.S.; 2) GIS files with results of the exposure analysis for each flood scenario as well as the appropriate metadata that identifies the methods used to create the flood layers; 3) a final list of critical and regionally significant assets that are impacted by flooding, which must be prioritized by area or immediate need and must identify which flood scenario(s) impacts each asset; 4) Final VA Report that provides details on the results and conclusions, including illustrations via maps and tables, based on the statutorily-required scenarios and standards in s. 380.093, F.S. The Final VA Report should also include the following: outline the data compiled and the findings of the gap analysis with recommendations to address the identified data gaps and any actions taken to rectify them, if applicable; and provide details on the modeling process, type of models utilized, and resulting tables and maps illustrating flood depths for each flood scenario; and 5) a signed VA Compliance Checklist Certification.

Task 3: Project Administration

Description: The Grantee will perform project administration, to include project scope of work determination, planning and development of proposed project(s), consultant direction and oversight meetings for overall project coordination and supervision.

Deliverables: The Grantee will submit project administration and management reports signed by the Grantee's Grant Manager, to include a summary of project administration activities, proposed project scopes of work, and meeting minutes with planning professionals and contractors, as applicable.

PERFORMANCE MEASURES: The Grantee will submit all deliverables for each task to the Department's Grant Manager on or before the Task Due Date listed in the Project Timeline. The Grantee must also submit Exhibit A, Progress Report Form, to the Department's Grant Manager, with every deliverable and payment request. For interim payment requests, Exhibit A may serve as the deliverable for a task. 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 denial of the deliverable(s) to the Grantee within ten (10) working days. Upon review and written acceptance by the Department's Grant Manager of deliverables under the task, the Grantee may proceed with payment request submittal.

CONSEQUENCES FOR NON-PERFORMANCE: For each task deliverable not received by the Department at one hundred percent (100%) completion and by the specified due date listed in the Agreement's most recent Project Timeline, 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 and/or submitted to the Department in a timely manner.

PAYMENT REQUEST SCHEDULE: Following the Grantee's full completion of a task, the Grantee may submit a payment request for cost reimbursement using both Exhibit A, Progress Report Form, and Exhibit C, Payment Request Summary Form. Interim payment requests cannot be made more frequently than quarterly and must be made using Exhibit A, detailing all work progress made during that payment request period, and Exhibit C. Upon the Department's receipt of Exhibit A and C, along with all supporting fiscal documentation and deliverables, the Department's Grant Manager will have ten (10) working days to review and approve or deny the payment 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. 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	Budget Category	DEP Amount	Match Amount	Total Amount	Task Start Date	Task Due Date
1	Public Outreach Meetings	Contractual Services	\$42,100	\$0	\$42,100	7/1/2021	3/31/2024
2	Final Vulnerability Assessment	Contractual Services	\$168,250	\$0	\$168,250	7/1/2021	3/31/2024
3	Project Administration	Contractual Services	\$4,000	\$0	\$4,000	7/1/2021	3/31/2024
Total:			\$214,350	\$0	\$214,350		

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

Attachment 5-A

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

MONITORING

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

AUDITS

PART I: FEDERALLY FUNDED

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

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

Attachment 5-A

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PART II: STATE FUNDED

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

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

PART III: OTHER AUDIT REQUIREMENTS

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

PART IV: REPORT SUBMISSION

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

By Mail:

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

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

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

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

By Mail:

Audit Director

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

Electronically:

FDEPSingleAudit@dep.state.fl.us

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

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

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

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

By Mail:

Audit Director

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

Electronically:

FDEPSingleAudit@dep.state.fl.us

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

Attachment 5-A

3 of 7

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

PART V: RECORD RETENTION

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

EXHIBIT – 1

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

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

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

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	First Compliance requirement: i.e.: (what services of purposes resources must be used for)	
Federal Program A	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	State Appropriation Category
Original Agreement	Florida Department of Environmental Protection	FY 21.22	37.098	Resilient Florida Programs	\$214,350.00 140078
State Program B	State Awarding Agency	State Fiscal Year ²	CSFA Number	CSFA Title or Funding Source Description	State Appropriation Category

Total Award	\$214,350.00
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Note: List applicable compliance requirement in the same manner as illustrated above for federal resources. For matching resources provided by the Department for DEP for federal programs, the requirements might be similar to the requirements for the applicable federal programs. Also, to the extent that different requirements pertain to different amount for the non-federal resources, there may be more than one grouping (i.e. 1, 2, 3, etc.) listed under this category.

For each program identified above, the recipient shall comply with the program requirements described in the Catalog of Federal Domestic Assistance (CFDA) [<https://sam.gov/content/assistance-listings>] and/or the Florida Catalog of State Financial Assistance (CSFA) [<https://apps.fldfs.com/fsaa/searchCatalog.aspx>], and State Projects Compliance Supplement (Part Four: State Projects Compliance Supplement [https://apps.fldfs.com/fsaa/state_project_compliance.aspx]). The

¹ Subject to change by Change Order.

² Subject to change by Change Order.

services/purposes for which the funds are to be used are included in the Agreement's Grant Work Plan. Any match required by the Recipient is clearly indicated in the Agreement.

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
REVISED PROGRAM-SPECIFIC REQUIREMENTS
RESILIENT FLORIDA PROGRAM**

ATTACHMENT 6-A

1. Sea Level Impact Projection Study Requirement. If the project is within the designated area, pursuant to Section 161.551, F.S. and Chapter 62S-7, *Florida Administrative Code*, the Grantee is responsible for performing a Sea Level Impact Projection (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 be published on the Department's website for at least thirty (30) days before construction can commence. This rule went into effect July 1, 2021, and applies to certain state-funded construction projects located in the coastal building zone as defined in the rule.
2. 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 acquired and approved permits for the project.
3. Attachment 3, Grant Work Plan, Performance Measures. All deliverables and reports submitted to the Department should be submitted electronically and must be compliant with the Americans with Disabilities Act, also known as "508 Compliant," in all formats provided.
4. 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.
5. Grant funds may not be used to support ongoing efforts to comply with legal requirements, including permit conditions, mitigation, and settlement agreements.
6. Funding Source. With the exception of audiovisuals not intended for presentation to the general public that are produced either as research instruments or for documenting experimentation or findings (unless otherwise required under the special terms of this Agreement), Grantee agrees to 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) on all publications, printed reports, maps, audiovisuals (including videos, slides, and websites), and similar materials, 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."

The next printed line must identify the month and year of the publication.

7. 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 quarterly status report, only in instances where the next quarterly report falls after the project's completion date.

8. 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.
9. 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 requesting payment that includes contractual services.
10. Vulnerability Assessments. For all Planning grant agreements (Resilient Florida Grant Program and Regional Resilience Entities), the Grantee must submit Exhibit I, Vulnerability Assessment Compliance Checklist Certification, with the final grant deliverable(s).
11. 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.
12. State and Local Fiscal Recovery Funds. For all grant agreements funded with the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) under the American Rescue Plan Act, the Grantee must submit the SLFRF Reporting Requirements Form upon execution of the grant agreement.

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
RESILIENT FLORIDA GRANT PROGRAM
REVISED VULNERABILITY ASSESSMENT COMPLIANCE CHECKLIST
CERTIFICATION**

Exhibit I-1

Required for all planning grant agreements.

DEP Agreement Number: 22PLN66

Project Title: Monroe County Vulnerability Assessment Update and Compliance

Grantee: Monroe County

In accordance with subsection 380.093(3), F.S., the following components, scenarios, data, and information are required for a comprehensive Vulnerability Assessment (VA). The checklist must be completed and submitted with the final VA Report deliverable, pursuant to Attachment 3, Grant Work Plan. The Grantee must abide by the Department's GIS Data Standards found on the Resilient Florida Program webpage at the link below:

<https://floridadep.gov/rcp/resilient-florida-program/documents/resilient-florida-program-gis-data-standards>

Part 1 – Subparagraph 380.093(3)(c)2., F.S.

Item ID	Check if Included	Item Description	Page Reference in VA Report (if applicable)
a	☐	Final Vulnerability Assessment Report that provides details on the results and conclusions, including illustrations via maps and tables.	
All electronic mapping data used to illustrate flooding and sea level rise impacts that are identified in the VA must be provided in the format consistent with the Department's GIS Data Standards and include the following three (3) items:			
b	☒	Geospatial data in an electronic file format.	
c	☐	GIS metadata.	
d	☐	List of critical assets for each jurisdiction, including regionally significant assets, that are impacted by flooding and sea level rise. The list must be prioritized by area or immediate need and must identify which flood scenario(s) impacts each asset	

Part 2 – Subparagraphs 380.093(3)(d)1. and 380.093(3)(d)2., F.S.

Item ID	Check if Included	Item Description	Page Reference in VA Report (if applicable)
e	☐	Peril of Flood Compliance Plan amendments developed that address paragraph 163.3178(2)(f), F.S., if applicable.	

Exhibit I-1

1 of 3

		☐ Not applicable ☐ Already in compliance	
f	☐	Depth of tidal flooding, including future high tide flooding, using thresholds published and provided by the Department.	
g	☐	To the extent practicable, analysis geographically displays the number of tidal flood days expected for each scenario and planning horizon. <i>(optional)</i>	
h	☐	Depth of current and future storm surge flooding using publicly available NOAA or FEMA storm surge data. <i>(check one)</i> ☐ NOAA data ☐ FEMA data	
i	☐	Initial storm surge event equals or exceeds current 100-year flood event.	
j	☐	Higher frequency storm analyzed for exposure of a critical asset. <i>(optional, but must provide additional detail if included)</i>	
k	☐	To the extent practicable, rainfall-induced flooding was considered using spatiotemporal analysis or existing hydrologic and hydraulic modeling results. <i>(required if item e is not applicable)</i>	
l	☐	Future boundary conditions have been modified to consider sea level rise and high tide conditions. <i>(optional)</i>	
m	☐	Depth of rainfall-induced flooding for 100-year storm and 500-year storm event. <i>(required if item e is not applicable)</i>	
n	☐	To the extent practicable, compound flooding or the combination of tidal, storm surge, and rainfall-induced flooding. <i>(optional)</i>	

Part 3 – Subparagraph 380.093(3)(d)3., F.S.

Item ID	Check if Included	Item Description	Page Reference in VA Report (if applicable)
o	☐	All analyses performed in North American Vertical Datum of 1988.	
p	☐	Includes at least two local sea level rise scenarios, which must include the 2017 NOAA intermediate-low and intermediate-high sea level rise projections.	
q	☐	Includes at least two planning horizons, which must include years 2040 and 2070.	
r	☐	Utilizes local sea level data that has been interpolated between the two closest NOAA tide gauges.	
s	☐	Local, publicly available, sea level data was taken from one of the two closest NOAA tide gauges, which must be the gauge with the highest mean sea level <i>(if so, provide Department approval)</i> .	

Identify all counties and municipalities that are included in this Vulnerability Assessment:

I certify that, to the Grantee's knowledge, all information contained in this completed Vulnerability Assessment Compliance Checklist is true and accurate as of the date of the signature below.

Grantee's Grant Manager Signature

Print Name

Date

RESPONSE FORM

RESPOND TO: MONROE COUNTY BOARD OF COUNTY COMMISSIONERS

Purchasing Department
GATO BUILDING, ROOM 2-213
1100 SIMONTON STREET
KEY WEST, FLORIDA 33040

☒ I acknowledge receipt of Addenda No.(s) 1 3/22/23

I have included:

- Response Form ☒
- Lobbying and Conflict of Interest Clause ☒
- Non-Collusion Affidavit ☒
- Drug Free Workplace Form ☒
- Public Entity Crime Statement ☒
- Vendor Certification Regarding Scrutinized Companies Lists ☒
- Insurance Agent's Statement ☒

☒ I have included a current copy of the following professional and occupational licenses:

State of FL Woman Business Certification, LEED Accredited Professional,
American Institute of Certified Planners, Florida Bar

If the applicant is not an individual (sole proprietor), please supply the following information:

APPLICANT ORGANIZATION:

Erin L. Deady, P.A.

(Registered business name must appear exactly as it appears on www.sunbiz.org).

Any applicant other than an individual (sole proprietor) must submit a printout of the "Detail by Entity Name" screen from Sunbiz, and a copy of the most recent annual report filed with the Florida Department of State, Division of Corporations.

Mailing Address: 54 1/2 SE 6th Ave, Delray Beach, FL 33483

Telephone: 954.593.5102 Fax: _____ Date: 3/22/23

Signed: Erin Deady

Witness: Shane Luckso

Erin Deady
(Print Name)
President
(Title)

Shane Luckso
(Print Name)

STATE OF: Florida

COUNTY OF: Palm Beach

Subscribed and sworn to (or affirmed) before me on March 28 2023 (date) by
Erin L. Deady (name of affiant). He/She is personally known to me or has produced
FLDL (type of identification) as identification.

Elizabeth Bloom NOTARY PUBLIC

My Commission Expires: 9/9/26



NON-COLLUSION AFFIDAVIT

I, Erin Deady of the city Delray Beach
according to law on my oath, and under penalty of perjury, depose and say that:

1. I am Erin Deady
of the firm of Erin L. Deady, P.A.
the bidder making the Proposal for the project described in the Request for
Proposals for Monroe County, Layton, Marathon + Key Colony
Beach Watershed Management Plans + Vulnerability
and that I executed the said proposal with full authority to do so; Assessments
2. The prices in this proposal have been arrived at independently without collusion,
consultation, communication or agreement for the purpose of restricting
competition, as to any matter relating to such prices with any other proposer or
with any competitor;
3. Unless otherwise required by law, the prices which have been quoted in this
proposal have not been knowingly disclosed by the proposer and will not knowingly
be disclosed by the proposer prior to proposal opening, directly or indirectly, to any
other proposer or to any competitor; and
4. No attempt has been made or will be made by the proposer to induce any other
person, partnership or corporation to submit, or not to submit, a proposal for the
purpose of restricting competition; and
5. The statements contained in this affidavit are true and correct, and made with full
knowledge that Monroe County relies upon the truth of the statements contained
in this affidavit in awarding contracts for said project..

[Signature]
(Signature)

Date: 3/29/23

STATE OF: Florida

COUNTY OF: Palm Beach

Subscribed and sworn to (or affirmed) before me, by means of ☒ physical presence or ☐ online
notarization, on March 28 2023 (date) by Erin L. Deady
(name of affiant). He/She is personally known to me or has produced
FL DL (type of identification) as identification.

[Signature]
NOTARY PUBLIC

My commission expires: _____



LOBBYING AND CONFLICT OF INTEREST CLAUSE

SWORN STATEMENT UNDER ORDINANCE NO. 010-1990 MONROE COUNTY, FLORIDA

ETHICS CLAUSE

" Erin L. Deady, P.A. "
(Company)

"... warrants that he/it has not employed, retained or otherwise had act on his/its behalf any former County officer or employee in violation of Section 2 of Ordinance No. 010-1990 or any County officer or employee in violation of Section 3 of Ordinance No. 010-1990. For breach or violation of this provision the County may, in its discretion, terminate this contract without liability and may also, in its discretion, deduct from the contract or purchase price, or otherwise recover, the full amount of any fee, commission, percentage, gift, or consideration paid to the former County officer or employee".

[Signature]
(Signature)

Date: 3/29/23

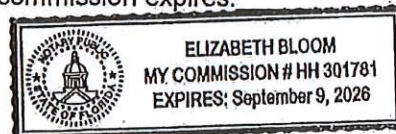
STATE OF: Florida

COUNTY OF: Palm Beach

Subscribed and sworn to (or affirmed) before me, by means of ☒ physical presence or ☐ online notarization, on March 28, 2023 (date) by Erin L. Deady (name of affiant). He/She is personally known to me or has produced FLDL (type of identification) as identification.

[Signature]
NOTARY PUBLIC

My commission expires:



DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that:

Erin L. Deady, P.A.
(Name of Business)

1. Publishes a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Informs employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Gives each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notifies the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 (Florida Statutes) or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Imposes a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, or any employee who is so convicted.
6. Makes a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

(Signature)

Date:

3/29/23

STATE OF: Florida

COUNTY OF: Palm Beach

Subscribed and sworn to (or affirmed) before me, by means of ☒ physical presence or ☐ online notarization, on March 28, 2023 (date) by Erin Deady (name of affiant). He/She is personally known to me or has produced (type of identification) as identification.

Elizabeth Bloom



PUBLIC ENTITY CRIME STATEMENT

"A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a CONTRACTOR, supplier, subcontractor, or CONTRACTOR 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, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

I have read the above and state that neither Erin L. Deady PA (Respondent's name) nor any Affiliate has been placed on the convicted vendor list within the last 36 months.

(Signature)

Date:

3/29/23

STATE OF: Florida

COUNTY OF: Palm Beach

Subscribed and sworn to (or affirmed) before me, by means of ☒ physical presence or ☐ online notarization, on March 29, 2023 (date) by Erin L. Deady (name of affiant). He/She is personally known to me or has produced (type of identification) as identification.



Elizabeth Bloom
NOTARY PUBLIC

My Commission Expires:

9/9/2026

VENDOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES LISTS

Assessments

Project Description(s): Watershed management Plans + Vulnerability
Respondent Vendor Name: Erin L. Deady, P.A.
Vendor FEIN: 45-3108752
Vendor's Authorized Representative Name and Title: Erin Deady, President
Address: 5412 SE 6th Ave Delray Beach, FL 33483
City: Delray Beach State: FL Zip: 33483
Phone Number: 931.883.5102 Email Address: erin@deadylaw.com

Section 287.135, Florida Statutes prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a Boycott of Israel. Section 287.135, Florida Statutes, also prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of \$1,000,000 or more, that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which were created pursuant to s. 215.473, Florida Statutes, or is engaged in business operations in Cuba or Syria.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the Section entitled "Respondent Vendor Name" is not listed on the Scrutinized Companies that Boycott Israel List or engaged in a boycott of Israel and for Projects of \$1,000,000 or more is not listed on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged in business operations in Cuba or Syria.

I understand that pursuant to Section 287.135, Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs. I further understand that any contract with the COUNTY may be terminated, at the option of the COUNTY, if the company is found to have submitted a false certification or has been placed on the Scrutinized Companies that Boycott Israel List or engaged in a boycott of Israel or placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or been engaged in business operations in Cuba or Syria.

Certified By: Erin Deady, who is authorized to sign on behalf of the above referenced company.

Authorized Signature: [Signature]

Print Name: Erin Deady

Title: President

Note: The List are available at the following Department of Management Services Site:

http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists

INSURANCE AGENT'S STATEMENT

I have reviewed the above requirements with the proposer named above. The following deductibles apply to the corresponding policy.

POLICY	DEDUCTIBLES
P100.356.695.5	\$0
_____	_____
_____	_____
_____	_____
Liability policies are ☒ Occurrence	☐ Claims Made
Hiscox Inc	 03/28/2023
Insurance Agency	Signature



Florida Lawyers Mutual[®]

INSURANCE COMPANY

LAWYERS PROFESSIONAL LIABILITY INSURANCE CREATED BY THE FLORIDA BAR

CERTIFICATE OF INSURANCE

This Certificate does not amend, extend, or alter the coverage afforded by the policy.

This is to certify that the policy of insurance shown below has been issued and is in force at this time.

NAMED INSURED AND ADDRESS:

Erin L. Deady, P.A.
620 W. Bloxham Street
Lake Worth, FL 33462

COVERED LAWYERS: Erin L. Deady Retroactive date: 09/20/2011

POLICY NUMBER: 103377

POLICY TERM: 09/20/2022 to 09/20/2023

TYPE OF INSURANCE: LAWYERS PROFESSIONAL LIABILITY

LIMITS OF LIABILITY: \$2,000,000 Per Claim/\$2,000,000 Total Limit

APPROVED BY RISK MANAGEMENT
BY J. Heald
DATE 5.2.23
WAIVER N/A X YES

CANCELLATION: Should the above-described policy be canceled before the expiration date thereof, the issuing Company will endeavor to mail 30 days written notice to the below named Certificate Holder, but failure to mail such notice shall impose NO obligation or liability of any kind upon the Company, its agents, or representatives.

NAME AND ADDRESS OF CERTIFICATE HOLDER:

Monroe County BOCC – Insurance Compliance
P.O. Box 100085
Duluth, GA 30096

This Certificate is issued as a matter of information only and confers no rights upon the Certificate Holder.

Kimberly Cooper
AUTHORIZED SIGNATURE

May 2, 2023
DATE OF ISSUE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/16/2023

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

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

PRODUCER Magen Insurance Inc 2255 GLADES RD #324A, BOCA RATON, FL 33431	CONTACT NAME: Progressive Commercial Lines Customer and Agent Servicing PHONE (A/C, No, Ext): 1-800-444-4487 FAX (A/C, No): E-MAIL ADDRESS: progressivecommercial@email.progressive.com
INSURER(S) AFFORDING COVERAGE	
INSURER A : Progressive Express Insurance Company	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
ERIN L. DEADY
54 1/2 SE 6 AVE
DELRAY BEACH, FL 33483

COVERAGES**CERTIFICATE NUMBER:** 317249596861319004D051623T171709**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY	Y	N	02115798	05/08/2023	05/08/2024	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐					PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

MONROE COUNTY BOCC
PO BOX 100085
DULUTH, GA 30096

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Magen Insurance Inc		NAMED INSURED ERIN L. DEADY 54 1/2 SE 6 AVE DELRAY BEACH, FL 33483	
POLICY NUMBER 02115798		EFFECTIVE DATE: 05/08/2023	
CARRIER Progressive Express Insurance Company	NAIC CODE 10193		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance

Additional Coverages

Insurance coverage(s)	Limits
Personal Injury Protection	\$10,000 w/\$0 Ded - Named Insured Only
Broad Form	Matching Limits All Coverages

Description of Location/Vehicles/Special Items

Scheduled autos only	
2012 PORSCHE CAYENNE HYBRID WP1AE2A20CLA91242	
Collision	\$500 Ded
Comprehensive	\$500 Ded
Rental Reimbursement	\$40 Per Day (\$1,200 Max)
Roadside Assistance	Selected w/\$0 Ded

Liability coverage may not apply to all scheduled vehicles.

Additional Information

Monroe County BOCC is listed as an Additional Insured on this commercial auto policy.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/16/2023

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

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

PRODUCER Hiscox Inc. 520 Madison Avenue 32nd Floor New York, New York 10022	CONTACT NAME: PHONE (A/C, No, Ext): (888) 202-3007 E-MAIL ADDRESS: contact@hiscox.com FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A: Hiscox Insurance Company Inc INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 10200
INSURED ERIN L DEADY P.A. 54 1/2 SE 6TH AVE DELRAY BEACH, FL 33483		

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y	Y	P100.356.695.6	06/29/2023	06/29/2024	EACH OCCURRENCE \$ 2,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 0						
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ S/T Gen. Agg.
							\$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐ N / A					PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Monroe County BOCC

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**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 Project Location(s): Putnam County, Florida
(If different from Agreement Number)

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  March 31, 2025

(Authorized Signature) Date Signed

Roberta Correa, City Mayor

Print Name and Title of Person Signing

State of Florida Department of Environmental Protection DEPARTMENT

By  April 9, 2025

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.

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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

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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.

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- 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-

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- 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

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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.

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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,

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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:

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

5. Equipment Purchase.

No Equipment purchases shall be funded under this Agreement.

6. Land Acquisition.

There will be no Land Acquisitions funded under this Agreement.

7. Match Requirements

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

8. Insurance Requirements

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

a. Commercial General Liability Insurance.

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

b. Commercial Automobile Insurance.

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

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

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

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

d. Other Insurance. None.

9. Quality Assurance Requirements.

There are no special Quality Assurance requirements under this Agreement.

10. Retainage.

No retainage is required under this Agreement.

11. Subcontracting.

The Grantee may subcontract work under this Agreement without the prior written consent of the Department's Grant Manager 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**

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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>.

Attachment 5

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PART II: STATE FUNDED

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

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

PART III: OTHER AUDIT REQUIREMENTS

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

PART IV: REPORT SUBMISSION

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

By Mail:

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

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

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

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

By Mail:

Audit Director

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

Electronically:

FDEPSingleAudit@dep.state.fl.us

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

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

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

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

By Mail:

Audit Director

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

Electronically:

FDEPSingleAudit@dep.state.fl.us

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

Attachment 5

3 of 6

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

Attachment 5, Exhibit 1 5 of 6

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

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

¹ Subject to change by Change Order.

² Subject to change by Change Order.

**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 _____

Exhibit G, DEP Agreement #: 25PLN18

11/19/2021

Page 1 of 1

**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 E

1 of 1

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 <i>expended</i> by contractor covering period of MM/DD/YY to MM/DD/YY	\$ _____
2 Advanced funds principal <i>returned</i> 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-102 Ratifying the CRA’s Recommendations from the August 11, 2025 Meeting Regarding the Award of the Building Improvement Grant for the Fiscal Year 2025/2026 Cycle, in the Amount of \$105,500.00 for the Central Business District and \$53,250.00 for the South Historic District.

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

On August 11, 2025, the Community Redevelopment Agency (CRA) convened to review and make funding recommendations for the Building Improvement Grant applications submitted during the Fiscal Year (FY) 2025/2026 cycle. The Building Improvement Grant Program provides matching funds to eligible property owners within the CRA District to stimulate private investment, encourage building rehabilitation, and promote economic revitalization.

A total of eight eligible applications were received for the FY 2025/2026 cycle:

- **Central Business District:** 5 applications requesting a combined total of \$105,500.00
- **South Historic District:** 3 applications requesting a combined total of \$53,250.00

PROJECT ANALYSIS

The eight applications were reviewed and scored by the Tax Increment Fund Advisory Committee (TIFAC) based on project quality, feasibility, and anticipated redevelopment impact. The TIFAC’s rankings were then presented to the CRA for review and consideration.

Following a thorough evaluation, the CRA recommended a total funding allocation of \$158,750.00 for all eight projects. The recommended awards align with the CRA’s strategic goals to enhance building conditions, improve visual appeal, and stimulate economic activity within the redevelopment area.

Staff Recommendation

Staff recommends that the City Commission adopt Resolution 2025-R-102, ratifying the CRA’s

August 11, 2025 recommendations regarding the award of the Building Improvement Grant for the FY 2025/2026 cycle, as outlined above.

ATTACHMENTS

1.	RESOLUTION NO. 2025-R-102
2.	FY 2025-2026 Applicants
3.	101 & 111 South 10th Street
4.	111 North 4th Street
5.	717 St. Johns Avenue
6.	801 St. Johns Avenue
7.	715 Reid Street
8.	120 Kirkland Street
9.	616 Kirby Street
10.	212 Dodge Street

RESOLUTION NO. 2025-R-102

A RESOLUTION OF THE CITY OF PALATKA AUTHORIZING THE RATIFICATION OF THE COMMUNITY REDEVELOPMENT AGENCY’S RECOMMENDATION AND AWARD OF EIGHT (8) BUILDING IMPROVEMENT GRANTS DURING THE FISCAL YEAR 2025/2026 CYCLE; PROVIDING FOR SCRIVENER’S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, on July 31, 2025, the Tax Increment Finance Committee met and scored the nine Building Improvement Grant applications sending a ranked list to the Community Redevelopment Agency; and

WHEREAS, on August 11, 2025, the Community Redevelopment Agency reviewed the ranked list of eligible applicants and recommended that the City Commission approve a total of \$158,750.00 in grants to be distributed among the eight selected applicants as part of the Fiscal Year 2025/2026 Building Improvement 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:
 - 101 & 111 South 10th Street, Palatka, FL 32177 - \$5,500.00
 - 111 North 4th Street, Palatka, FL 32177 - \$25,000.00
 - 717 St. Johns Ave., Palatka, FL 32177 - \$25,000.00
 - 801 St. Johns Ave, Palatka, FL 32177 - \$25,000.00
 - 715 Reid Street, Palatka, FL 32177 - \$25,000.00
 - 120 Kirkland Street, Palatka, FL 32177 - \$25,000.00
 - 616 Kirby Street, Palatka, FL 32177 - \$6,000.00
 - 212 Dodge Street, Palatka, FL 32177 - \$22,250.00

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 28th day of August, 2025.

CITY OF PALATKA

BY: _____
ITS MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

FY 2025/2026 Building Improvement Grant

Central Business District

Applicant	Project Address	Verification of matching funds	Project amount	Allowable max award
David McClymont	101 & 111 S. 10th St.	Yes	\$11,000.00	\$5,500.00
Marsha Becraft	111 North 4th St.	Yes	\$50,000.00	\$25,000.00
Jeannette & Keith Pierce	717 St. Johns Ave.	Yes	\$60,000.00	\$25,000.00
Beck/Sloan Properties, Inc.	801 St. Johns Ave.	Yes	\$61,649.47	\$25,000.00
Kathleen Malnove	715 Reid St.	Yes	\$60,000.00	\$25,000.00
			Total:	\$105,500.00

South Historic District

Warren Berry	120 Kirkland St.	Yes	\$67,700.00	\$25,000.00
Alan Hentschel	616 Kirby St.	Yes	\$12,000.00	\$6,000.00
Dennis Byrn	212 Dodge St.	Yes	\$44,500.00	\$22,250.00
			Total:	\$53,250.00

Application



Building Improvement Grant Application

1. Applicant:

Name: David McClymont
Address: 13667 Little Harbor Ct
Jacksonville, FL Zip Code: 32225
Contact Name: David McClymont Phone Number: 904-254-5089
Email: david.mcclymont@gmail.com

2. Property to be improved:

Property Name (if a business): Repeat Boutique / Bakery (name tbd)
Address: 101 & 111 S. 10th Street
Palatka, FL Zip Code: 32177
Legal Description: DICKS MAP OF PALATKA MB2 P46 BLK 66 W2/3 OF OF LOT 1.
Property Tax Parcel Number: 42-10-27-6850-0660-0012

3. Owner of property (if not applicant):

Name: Harbor Point Palatka LLC
Address: 13667 Little Harbor Ct
Jacksonville, FL Zip Code: 32225
Phone Number(s):
904-254-5089

4. Authorization to undertake work:

If the applicant is not the owner of the property, provide written evidence in the form below that the owner authorizes this work to be undertaken. (N/A)

5. What specific blight conditions will be addressed by the proposed improvements?

(Provide details on how the proposed work will directly combat these conditions.)

Landscape/hardscape the existing rundown Flower Bed at the corner of St Johns and S 10th. Re-seal and re-stripe existing Asphalt Parking Lot. Widen the Store Front walkway at Repeat Boutique to improve the aesthetics and the shoppers experience. Paint Remaining Wooden Exterior. Cover exposed chain link gate with fabric/greenery cover.

6. How will the building be used after this project has been completed?

☐ Residential

☐ Restaurant

☐ Office

Other: Bakery

☒ Retail

7. Please provide a detailed description of the scope of work for the proposed building improvements:

A) Landscape / Hardscape current flower bed at the corner of St Johns and S 10th. Add Bike Rack and/or Bench.

B) Install new 8" x 10" D style curb along parking lot edge of flower bed.

C) Demo and install new 5' x 81' walkway on 10th St side of building. This will expand the existing walkway from 5' to 10' wide,

D) Seal and Re-Stripe asphalt parking lot in front of the 101 building (Repeat Boutique).

E) Repair and Paint Wooden exterior between 101 and 111 buildings.

F) Install Chain Link Fence Gate Greenery/Cover.

8. Estimated total cost of the project:

\$ 11,000 _____

9. What types of funding will you use to match funds provided by grant.

(Please select all that apply.)

☒ Business savings

☐ Personal savings

☐ Loan from a bank or credit union

Other funding:

10. Grant agreements are typically signed within three months after the application closes. When do you anticipate beginning construction?

October / November 2025

11. In your opinion, how would this project benefit the surrounding area?

We have invested heavily on cleaning up the interior of the 101 building from it's former state, and remodeling the vacant 111 building. The 111 building is being built out for more retail and a small bakery. This project would improve the exterior environment on a busy corner of the downtown district.

Certification By Applicant

I hereby acknowledge that I have read, understand, and agree to the terms of this document and that I am authorized to execute this Agreement.

The applicant certifies that all information provided in this application, as well as any supporting documentation, is true, complete, and accurate to the best of the applicant's knowledge and belief and is submitted for the purpose of obtaining a 50/50 grant.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that they have the authority to sign and enter into an agreement to perform the rehabilitation work. Evidence of this authority must be attached.

The CRA reserves the right to verify any information contained in this application from any available source.

David T. McClymont

Applicant Signature

6/13/2025

Date

Please return a copy of this completed application, along with any supporting documentation, to the City of Palatka Annex.

For additional information, please contact:

Kristin Odom

CRA Coordinator

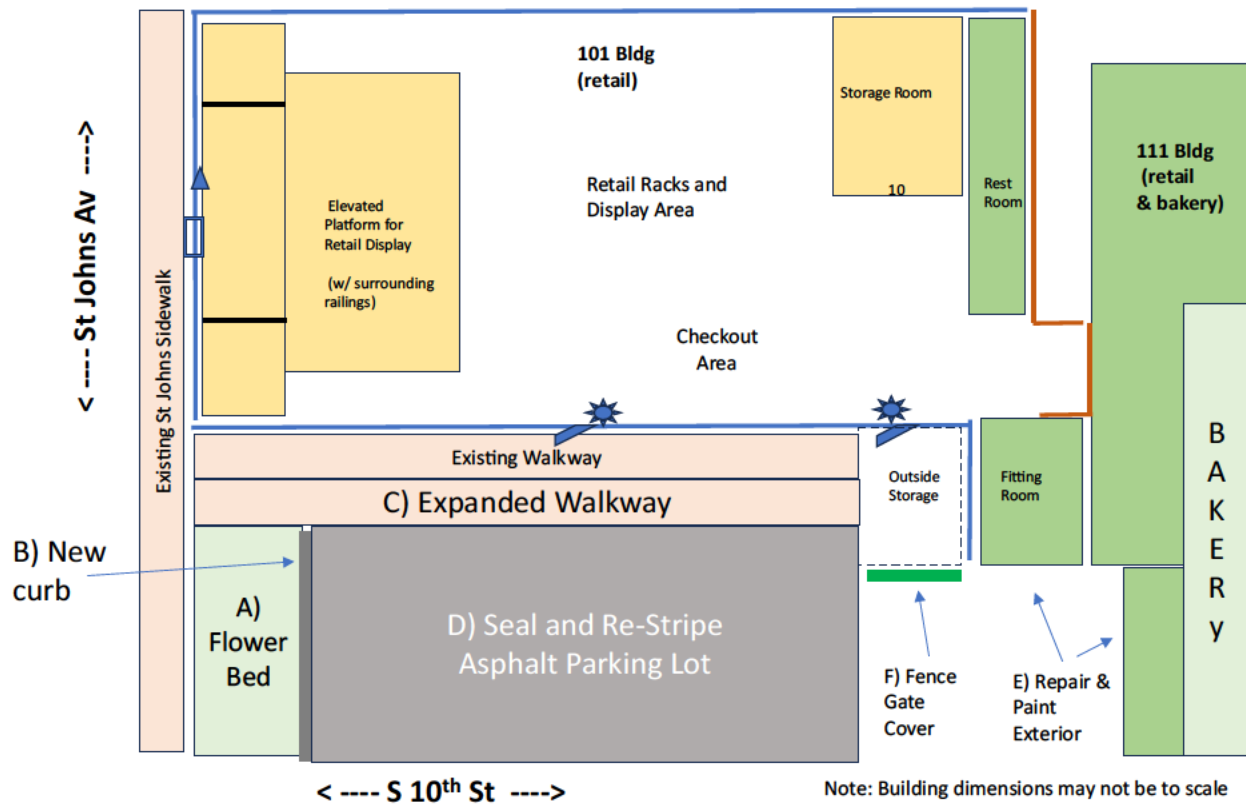
Phone: 386-329-0100 ext. 467

Email: kodom@palatka-fl.gov

Sketches/Drawings/Inspiration for Project

A.2 Sketches / Drawings

101 S 10th St, Palatka, FL 32177



Construction Estimates & Required Permits

Appendix A

A.1 Construction Estimates

Project / Task Description	Contractor Candidate	Estimate
A) Landscape / Hardscape current flower bed at the corner of St Johns and S 10 th .	Landscape Design Services	1,500
B) Install new 8" x 10" D style curb along parking lot edge of flower bed.	TL Geck	2,000
C) Demo and install new 5' x 81' walkway on 10 th St side of building. This will expand the existing walkway from 5' to 10' wide.	TL Geck	\$2,600
D) Seal and Re-Stripe asphalt parking lot in front of the 101 building (Repeat Boutique).	Multiple candidates	2,500
E) Repair and Paint Wooden exterior between 101 and 111 buildings	TBD	2,000
F) Install Chain Link Fence Gate Greenery Cover	TBD	400
	Total	\$11,000

Note: All selected contractors are expected to be **Local / Putnam County based businesses.**

Appendix B – Estimates backup information

- Corresponds to Appendix A Construction Estimates table (A.1)

B.1 Landscape Design Services



ESTIMATE

Prepared For

David
(904) 254-5089

Landscape Design Specialties

110 Goodwin, St,
East Palatka, FL 32131
Email: knelson_scape@yahoo.com

Estimate # 43
Date 07/28/2025

Description	Total
101 s 10th st., Palatka, FL 32177	\$0.00
landscaping assorted plants	\$1,500.00
Installing sorted plant material and mulch	
Subtotal	\$1,500.00
Total	\$1,500.00

B.2 TL GECK

Appendix A.1.B Corresponds to E (\$1950) on this estimate

Appendix A.1.C corresponds to B (\$2,295) and C (\$300)

Lic. SBC0031  110 Point of Woods Trail Palatka, Florida 32177 Phone • Fax • 386-325-7071 Mobile • 386-546-7582	T.L. GECK CONCRETE SERVICE All Types Concrete Finishing and Keystone Walkways • Slabs • Patios • Driveways • Foundations Block & Brick Laying, Building Free Estimates All Work Guaranteed	36 YEARS EXPERIENCE IN PUTNAM COUNTY Date <u>5-27-2025</u>
Proposal Submitted To		Work To Be Performed At
Name <u>Davis, Mandy</u> Street <u>13667 Little Harbor Ct.</u> City <u>Tal</u> State <u>Fla. 32225</u> Telephone Number <u>904-254-5089</u>		Street <u>101 S. 10th St.</u> City <u>Palatka</u> State <u>Fla.</u> Date of Plans <u>N/A</u> Architect <u>as per David J. Keller</u> <u>Thank you</u>
We hereby propose to furnish all the materials and perform all the labor necessary for the completion of <u>1. 10' x 10' concrete patio with 4" rebar</u> <u>2. 10' x 10' concrete patio with 4" rebar</u> <u>3. 10' x 10' concrete patio with 4" rebar</u> <u>4. 10' x 10' concrete patio with 4" rebar</u> <u>5. 10' x 10' concrete patio with 4" rebar</u> <u>6. 10' x 10' concrete patio with 4" rebar</u> <u>7. 10' x 10' concrete patio with 4" rebar</u> <u>8. 10' x 10' concrete patio with 4" rebar</u> <u>9. 10' x 10' concrete patio with 4" rebar</u> <u>10. 10' x 10' concrete patio with 4" rebar</u> <u>11. 10' x 10' concrete patio with 4" rebar</u> <u>12. 10' x 10' concrete patio with 4" rebar</u> <u>13. 10' x 10' concrete patio with 4" rebar</u> <u>14. 10' x 10' concrete patio with 4" rebar</u> <u>15. 10' x 10' concrete patio with 4" rebar</u> <u>16. 10' x 10' concrete patio with 4" rebar</u> <u>17. 10' x 10' concrete patio with 4" rebar</u> <u>18. 10' x 10' concrete patio with 4" rebar</u> 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<u>59. 10' x 10' concrete patio with 4" rebar</u> <u>60. 10' x 10' concrete patio with 4" rebar</u> <u>61. 10' x 10' concrete patio with 4" rebar</u> <u>62. 10' x 10' concrete patio with 4" rebar</u> <u>63. 10' x 10' concrete patio with 4" rebar</u> <u>64. 10' x 10' concrete patio with 4" rebar</u> <u>65. 10' x 10' concrete patio with 4" rebar</u> <u>66. 10' x 10' concrete patio with 4" rebar</u> <u>67. 10' x 10' concrete patio with 4" rebar</u> <u>68. 10' x 10' concrete patio with 4" rebar</u> <u>69. 10' x 10' concrete patio with 4" rebar</u> <u>70. 10' x 10' concrete patio with 4" rebar</u> <u>71. 10' x 10' concrete patio with 4" rebar</u> <u>72. 10' x 10' concrete patio with 4" rebar</u> <u>73. 10' x 10' concrete patio with 4" rebar</u> <u>74. 10' x 10' concrete patio with 4" rebar</u> <u>75. 10' x 10' concrete patio with 4" rebar</u> <u>76. 10' x 10' concrete patio with 4" rebar</u> <u>77. 10' x 10' concrete patio with 4" rebar</u> <u>78. 10' x 10' concrete patio with 4" rebar</u> <u>79. 10' x 10' concrete patio with 4" rebar</u> <u>80. 10' x 10' concrete patio with 4" rebar</u> <u>81. 10' x 10' concrete patio with 4" rebar</u> <u>82. 10' x 10' concrete patio with 4" rebar</u> <u>83. 10' x 10' concrete patio with 4" rebar</u> <u>84. 10' x 10' concrete patio with 4" rebar</u> <u>85. 10' x 10' concrete patio with 4" rebar</u> <u>86. 10' x 10' concrete patio with 4" rebar</u> <u>87. 10' x 10' concrete patio with 4" rebar</u> <u>88. 10' x 10' concrete patio with 4" rebar</u> <u>89. 10' x 10' concrete patio with 4" rebar</u> <u>90. 10' x 10' concrete patio with 4" rebar</u> <u>91. 10' x 10' concrete patio with 4" rebar</u> <u>92. 10' x 10' concrete patio with 4" rebar</u> <u>93. 10' x 10' concrete patio with 4" rebar</u> <u>94. 10' x 10' concrete patio with 4" rebar</u> <u>95. 10' x 10' concrete patio with 4" rebar</u> <u>96. 10' x 10' concrete patio with 4" rebar</u> <u>97. 10' x 10' concrete patio with 4" rebar</u> <u>98. 10' x 10' concrete patio with 4" rebar</u> <u>99. 10' x 10' concrete patio with 4" rebar</u> <u>100. 10' x 10' concrete patio with 4" rebar</u>		
FILL, STUMP GRINDING, CONCRETE PUMPING (EXTRA) • AT COST TO CUSTOMER		
All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for the above work and completed in a substantial workmanlike manner for the sum of Dollars (\$ _____), with payments to be made as follows: <u>A) \$1,000.00 B) \$2,295.00 C) \$300.00 D) \$4,130.00 E) \$1,950.00 F) \$3,900.00</u>		
Any alteration or deviation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon the above work. Workman's Compensation and Public Liability Insurance on above work to be taken out by _____ Respectfully submitted <u>T.L. Geck</u> Per <u>[Signature]</u> Note - This proposal may be withdrawn by us if not accepted within <u>30</u> days		
ACCEPTANCE OF PROPOSAL		
The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Accepted _____ Signature _____ NOT RESPONSIBLE FOR CRACKING		

B.3 Asphalt Parking Lot Seal and Re-Stripe

M. Kerrigan (1 of 2 estimates)

ESTIMATE

Prepared For

David Maccklymont
101 S 10th St
Palatka, Florida
(904) 254-5089

M Kerrigan Paving And Construction

5000 US Highway 17
Fleming Island, Florida 32003
Phone: (904) 505-7684
Email: m.kerriganpaving@gmail.com

Estimate # 172

Date 07/28/2025

Description	Total
Sealcoating and replacing stripes of parking lot	\$1,500.00
Reclaiming asphalt with cleaning and sealcoating removing vegetation and debris replacing parking stripes for completion of work for total of \$1,500	
Subtotal	\$1,500.00
Total	\$1,500.00

Eubanks Pro Services (Ryan Eubanks) - 2 of 2 estimates

Quote from Eubanks Pro Services

Quote #7 - Eubanks Pro Services

clienthub.getjobber.com/client_hubs/8771e1d0-7368-4a01-8036-fd59161445b7/quotes/45287513.html?comm_channel=email&comm_type=quote_sent&utm_conte...

Eubanks Pro Services

New Request

Requests

Quotes

Appointments

Invoices

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Log Out

Refer a Friend

Quote #7

David McClymont

13677 Little Harbor Court / Jacksonville, Florida 32225

+1 (904) 254-5089

Sent on Jun 05, 2025

Awaiting response

Download PDF

Quote Total

\$2,950.00

Approve

Request Changes

Product / Service	Qty.	Unit Price	Total
Asphalt maintenance	1	\$2,950.00	\$2,950.00
We will prepare and clean the parking lot for seal coating, applying two coats of premium sealer. parking lines will be painted on the asphalt, and we will move and re-anchor parking stops as necessary. Additionally, we will paint the parking curbs in safety yellow to enhance visibility and safety. An updated handicap stencil will be applied, ensuring that all work adheres to ADA guidelines.			
Subtotal			\$2,950.00
Total			\$2,950.00

I have compiled the totals and included both items for your review

This quote is valid for the next 30 days, after which values may be subject to change.

POWERED BY

JOBBER

83°F Sunny

Search

9:26 AM 7/28/2025

B.4 - Repair and Paint Wooden Exterior

-Painter to be hired near time of work. Owner developed estimate of \$2,000.

B.5 - Chain Link Fence Cover from Home Depot or Lowes.

Example: \$400 estimate in table A.1.F is Item plus installation.

Chain link fence cover at Lowe's

ATENGNES 6 ft. Green 3-mil PVC

homedepot.com/p/ATENGNES-6-ft-Green-3-mil-PVC-Chain-Link-Fence-Hedge-90-Privacy-82-Slats-for-Garden-Fence-YD240823/335213493

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All Bookmarks

Need Help? | Call 1-866-333-3551 or Text 78465

Pro

Palatka 9PM

32177

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ProX Kathy

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Home / Lumber & Composites / Fencing & Gates / Outdoor Privacy Screens

Internet # 335213493 Model # YD240823 UPC Code # 782003277985

ATENGNES

6 ft. Green 3-mil PVC Chain Link Fence Hedge 90% Privacy 82 Slats for Garden Fence

★★★★★ Questions & Answers (1)





\$268⁰⁰ /box

Save up to \$100 on your qualifying purchase

Apply for a Pro Xtra Credit Card

- Made of durable 3-Mil PVC for long-lasting performance
- Designed to provide 90% privacy and blockage
- UV treated pine needles resist fading and wear
- [View More Details](#)

Pickup at Palatka

Delivering to 32177

Ship to Store

Jul 31 - Aug 1

199 available

FREE

Delivery

Jul 30 - Aug 1

199 available

FREE

1

+

Add to Cart

Add to List

Add to Quote

83°F Sunny

Search

9:23 AM 7/28/2025

Photos of Proposed Project

A.3 Photos

-Flower Bed on corner of St Johns and S 10th St. to be landscaped/hardscaped. Add bike rack or bench and replace RR ties with concrete curbing. (Projects A & B)



-Store Entry walkway to be expanded to 10ft for better shopping experience and Ease of Entry/Exit. (Project C)



-Asphalt parking lot to be re-sealed and re-striped (Project D)



-Repairs to wooden wall, painting and cover fence with greenery (Projects E & F)



A.4 Permit Requirements

- City of Palatka (Exterior Improvements as needed)
- County (Concrete & Asphalt work as needed)

A.5 Current Taxable Value

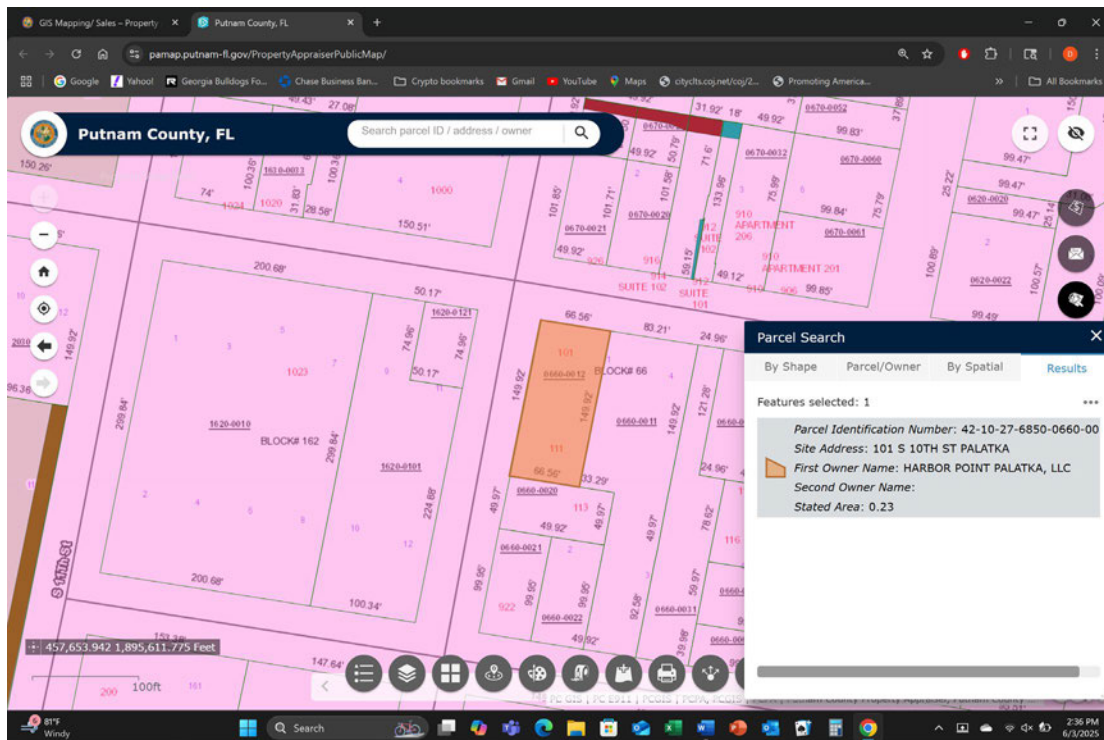
2024 – Taxing Authority – Palatka: **\$271, 930**

Note: there are other values listed on the county website for different taxing authorities.

Current Taxable Value of Property

Proof of Ownership

A.6 Proof of Ownership



2025 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT

DOCUMENT# L23000428685

Entity Name: HARBOR POINT PALATKA, LLC

Current Principal Place of Business:

13867 LITTLE HARBOR CT
JACKSONVILLE, FL 32225

Current Mailing Address:

13867 LITTLE HARBOR CT
JACKSONVILLE, FL 32225 US

FEI Number: 93-3429072

Name and Address of Current Registered Agent:

MCCLYMONT, DAVID T
13867 LITTLE HARBOR CT
JACKSONVILLE, FL 32225 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent

Date

Authorized Person(s) Detail :

Title	MGR	Title	MGR
Name	MCCLYMONT, DAVID T	Name	MCCLYMONT, KATHLEEN A
Address	13867 LITTLE HARBOR CT	Address	13867 LITTLE HARBOR CT
City-State-Zip:	JACKSONVILLE FL 32225	City-State-Zip:	JACKSONVILLE FL 32225

Certificate of Status Desired: No

FILED
May 01, 2025
Secretary of State
3292566873CC

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath, that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes, and that my name appears above, or on an attachment with all other like empowerments.

SIGNATURE: DAVID T MCCLYMONT

MANAGER

05/01/2025

Electronic Signature of Signing Authorized Person(s) Detail

Date

Verification of 25% Matching Funds

A.7 Verification of 25% matching funds



JPMorgan Chase Bank, N.A.
P O Box 182051
Columbus, OH 43218 - 2051

May 01, 2025 through May 30, 2025

Account Number: [REDACTED]

CUSTOMER SERVICE INFORMATION

Web site: Chase.com
Service Center: 1-800-242-7338
Para Espanol: 1-888-622-4273
International Calls: 1-713-262-1679
We accept operator relay calls

00029439 DRE 021 142 15125 NNNNNNNNNN T 1 00000000 64 0000

HARBOR POINT PALATKA, LLC
13667 LITTLE HARBOR CT
JACKSONVILLE FL 32225-5424



CHECKING SUMMARY

Chase Business Complete Checking

	INSTANCES	AMOUNT
Beginning Balance		\$8,763.53
Deposits and Additions	3	70,009.56
Checks Paid	1	-1,870.00
ATM & Debit Card Withdrawals	19	-3,676.67
Electronic Withdrawals	7	-4,979.51
Ending Balance	30	\$68,246.91

Congratulations, we waived the \$15 Monthly Service Fee for this statement period, based on your qualifying activity.

How to Avoid the Monthly Service Fee (MSF)

If you meet any of the following qualifying activities for this Chase Business Complete CheckingSM account in a statement period, we will waive the \$15 MSF.

Here's the business activity we used to determine if you qualified for the MSF waiver:

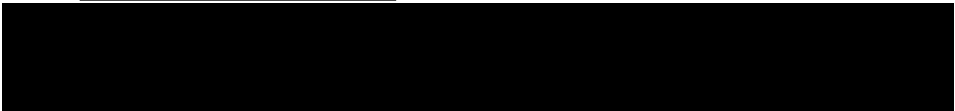
- \$2,000 Minimum Daily Ending Balance: Your lowest daily ending balance was \$4,856.07.
- \$2,000 Chase Payment SolutionsSM Activity: \$0.00 was deposited into this account.
- \$2,000 Chase Ink[®] Business Card Activity: \$0.00 was your total Ink activity.

You can also avoid the MSF if you:

- Maintain a linked Chase Private Client CheckingSM account OR
- Meet Chase Military Banking requirements

For complete details on all requirements to avoid the MSF, please review the Additional Banking Services and Fees for Business Accounts at chase.com/business/disclosures or visit a Chase branch.

DEPOSITS AND ADDITIONS



A.8 Certificate of Appropriateness

Not Applicable

Application



Building Improvement Grant Application

1. Applicant:

Name: TBI LLC c/o MARSHA BECRAFT
Address: 111 N. 4 STREET PALATKA
mailto: 244 Belle DR, SATSUMA 32189 Zip Code: 32187
Contact Name: MARSHA BECRAFT Phone Number: (954-528-1704)
Email: MARSHA.BECRAFT@gmail.com (954-444-3335)

2. Property to be improved:

Property Name (if a business): TBI LLC
Address: 111 N. 4 STREET, PALATKA
Zip Code: 32177
Legal Description: DICKS MAP OF PALATKA MB2 P46, Pt of B/K 5 OR 774 P26
Property Tax Parcel Number: 42-10-27-16850-0150-0081

3. Owner of property (if not applicant):

Name: _____
Address: _____
Zip Code: _____
Phone Number(s): _____

4. Authorization to undertake work:

If the applicant is not the owner of the property, provide written evidence in the form below that the owner authorizes this work to be undertaken.

5. What specific blight conditions will be addressed by the proposed improvements?

(Provide details on how the proposed work will directly combat these conditions.)

Elsie Bell's Antique Mall plays an integral role in the fight against blight by maintaining occupied commercial spaces, supporting local economic growth, fostering community

engagement, preserving history, and enhancing the area's visual appeal. By embracing these principles, the business strengthens the local economy and promotes a renewed sense of vitality.

6. How will the building be used after this project has been completed?

☐ Residential

☐ Restaurant

☐ Office

Other: _____

☒ Retail

see attached

7. Please provide a detailed description of the scope of work for the proposed building improvements:

REPAIR/Replace 6 windows and ^{REPAIR} Stain Glass on Door
Refurbish front doors
Replace tile @ entrance
REPAIR/replace broken light fixture
Retreat for termites
bead board Replacement @ entrance
ceiling replacement @ back overhang
REPAIR stucco on front
pressure wash & paint
repair frame for display window
Repair termite damage on doors and frames

8. Estimated total cost of the project:

\$ 50,000.-

9. What types of funding will you use to match funds provided by grant.

(Please select all that apply.)

☒ Business savings

☐ Personal savings

☐ Loan from a bank or credit union

Other funding:

10. Grant agreements are typically signed within three months after the application closes. When do you anticipate beginning construction?

ASAP

11. In your opinion, how would this project benefit the surrounding area?

A well-maintained, active storefront enhances curb appeal & contributes to a welcoming environment and can influence neighboring establishment to invest in property upkeep.

Certification By Applicant

I hereby acknowledge that I have read, understand, and agree to the terms of this document and that I am authorized to execute this Agreement.

The applicant certifies that all information provided in this application, as well as any supporting documentation, is true, complete, and accurate to the best of the applicant's knowledge and belief and is submitted for the purpose of obtaining a 50/50 grant.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that they have the authority to sign and enter into an agreement to perform the rehabilitation work. Evidence of this authority must be attached.

The CRA reserves the right to verify any information contained in this application from any available source.

Marsha Beeraff

Applicant Signature

5-15-25

Date

Please return a copy of this completed application, along with any supporting documentation, to the City of Palatka Annex.

For additional information, please contact:

Kristin Odom

CRA Coordinator

Phone: 386-329-0100 ext. 467

Email: kodom@palatka-fl.gov

Construction Estimates & Required Permits



**107 Allgood Circle Ste. 6
Saint Augustine, FL 32086**

Elsie Bell's

Quote

Quote#

5/15/2025

374778

Bid Number 11-30

904 827-1415

TERMS

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Restoration	Remove panels, secure with plywood, rebuild panels replacing broken glass with same or best match. Install panels with barrier glass.	2	2,300.00	4,600.00T
Custom Cut...	3/16 Tempered Barrier Glass Sales Tax	2	200.00 6.50%	400.00T 325.00

All material is guaranteed to be as specified and the work to be performed in accordance to the drawings & specifications as submitted. All quotes will be honored for 30 days from date of submission.

Total \$5,325.00

Payments/Credits \$0.00

Balance Due \$5,325.00

Thank You For Your Business
Quote expires in 30 days

www.dlglas.com



Marsha Becraft
111 N 4th Street
Palatka FL 32189

954-520-1704
marshabecraft@gmail.com

Date: 05/14/2025
Rep: Ken Ben-Ezra

# of Windows	6
# Sliding Glass Doors	0
# of Entry Doors	0
Total # of Units	6
Permits, Taxes, Labor, & Other Included	

Manufacturer's Suggested List Price	\$29,965.05
Current Promotion	Open House - 40% Off
Promotional Discount	-\$11,986
Additional Discount	-\$2,997
New 30 Day Guaranteed Price	\$14,982

Finance Options	No Finance Option
------------------------	--------------------------

NewSouth is a different kind of window manufacturer because we work directly with the homeowner, eliminating the middleman. This enables NewSouth to invest in our products with superior components, we call it the NewSouth Standard. Everything we make includes:

- Double pane, double strength insulated glass units (IGUs)
- The best performing Low-E glass on the market, eVantage™ Low-E Glass
- Argon gas in all IGUs
- An elite spacer system for optimum warm-edge performance
- Premium, extra thick uPVC vinyl lifetime structure
- Weather stripping mylar fin for additional energy efficiency
- Fusion welded mitered corners for protection from water intrusion
- Constant force balance system holds tension for consistent and dependable operation
- Energy Star rated and meets energy code for the entire state
- A non-prorated, transferable lifetime warranty that covers both the products and installation

We are determined to build a superior window to defend against Southern weather; we call it the Ultimate Window, you'll call it the last window you will ever buy.

This space intentionally left blank



Quote: 25-009

Date: May 28, 2025

Hightide Painting & Handyman Services LLC
5877 Trawick Road
Keystone Heights, FL 32656
904-789-1701
tim.hightidepandh@gmail.com

Elsie Bell's Antique Mall
111 N. 4th St.
Palatka, FL. 32177
386-329-9669
marshabecraft@gmail.com

Exterior Project Description:

Bead board repair in front door ceilings area(Both sides patched)	\$1,000.00
Stucco repair on front wall of store	\$500.00
Facia and rotten pane/replacement on rear patio/park area	\$750.00
Labor to paint front & back of building (Includes cost of paint & caulk)	\$8,000.00
Materials for all wood repairs	\$750.00
Total:	\$11,000.00



Quote: 25-010
Date: May 28, 2025

Hightide Painting & Handyman Services LLC
5877 Trawick Road
Keystone Heights, FL 32656
904-789-1701
tim.hightidepandh@gmail.com

Elsie Bell's Antique Mall
111 N. 4th St.
Palatka, FL. 32177
386-329-9669
marshabecraft@gmail.com

Interior Termite Damage and Sealing Repair Project Description:

Scrape away flaky areas on ceiling & repaint area	\$450.00
Demo & re-install with vinyl trim interior window top, left side of door on front wall & top of large window on front wall. Price to include materials and labor	\$1,650.00

Total: \$2,100.00

NR Finishes

4840 Chester St
Hastings, FL 32145-9265 USA
nrosbro77@gmail.com

INVOICE

BILL TO
Marsha Craft

INVOICE 1003
DATE 05/13/2025
TERMS Net 30
DUE DATE 06/12/2025

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Door Frame		1	1,100.00	1,100.00T
Threshold		1	400.00	400.00T
Tile 10x 35 \$14 a tile x 350 Ft	Demo and install	1	9,488.00	9,488.00T
Bead Board	Replacement	1	700.00	700.00T
Light fixture	Replacing broken light fixture	1	250.00	250.00T
Sales	Removing and replacing window frame	1	450.00	450.00T
Stain glass doors	Refurbishing front stain glass doors	2	600.00	1,200.00T

Check	SUBTOTAL	13,588.00
	TAX	883.22
	TOTAL	14,471.22
	BALANCE DUE	\$14,471.22

Home / Outdoor Lighting / Wall Light / 16 - 20 In. High / Bronze / Style # K0808



Maxim Carriage House 20" High Upbridge Arm Outdoor Wall Light

7 Reviews

[Maxim Lighting Carriage House DC Collection](#)

SALE

\$236.30

~~\$278.00~~ ⓘ | Save \$41.00 | Ends 6/28/25

As low as \$39.38/mo at 0% APR with [PayPal](#). [Learn more](#)

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In Stock - [Ships in 3 to 5 Days](#)

1

ADD TO CART

♡ SAVE



More You May Like | [View All](#)



Frontenac 28 1/2"H 4-Light Textured Black...
\$347.90



Victorian Morph 21" High Black Solar LED...
\$159.99



John Timberland Bellagio 24" Bronze...
\$274.99



Bellagio 16 1/2" High Black Upbridge Arm...
\$179.99



Livex Oxford 22" High Textured Black Upwar...
\$319.90



Bellagio 21" High Bronze Upbridge...
\$209.99

A classic, traditional outdoor light with a scrolling support arm.

Product Details

- 20" high x 9" wide. Extends 12 1/2" from the wall. Backplate is 13" high x 6" wide.

Carriage House is a traditional collection of outdoor lighting that's reminiscent of early American style. The look is fluid and simple, inspired by old world gas



- Uses two maximum 40 watt candelabra bulbs (not included).
- Carriage House outdoor light by Maxim. A classic look for a garage area or walkway.
- Oriental bronze finish. Die cast aluminum construction. Water glass.
- Wet location outdoor rated.

lanterns. This outdoor wall light features an Oriental bronze finish and water glass. From Maxim Lighting.



[Shop all Maxim](#)

Product Attributes

Finish	Bronze
Style	Country - Cottage
Brand	Maxim

Technical Specifications

Height	20.00 inches
Width	9.00 inches
Weight	6.40 pounds
Max Wattage	40 watts

Questions & Answers

Ask a question

13 Questions

Sort by: **Most Helpful** ▾

Q: Is replacement glass available for this model? A Shopper Sep 25, 2021



A: For details on current availability and pricing of parts for this wall light, please contact our Customer Service Department by calling 1-800-782-1967.

Alfred M. STAFF Sep 26, 2021

▼ [See 1 Answer](#) [Answer](#)

Q: Is the glass Clear or tinted? Tommie P. Sep 14, 2021



A: The glass is slightly tinted but you can see the bulbs if you are standing next to the light when light is off. Yes you see the bulbs when light is on. These lights are beautiful. Love them!

Debra F. Sep 14, 2021

▼ [See 2 Answers](#) [Answer](#)

Q: Does this lamp come in different sizes? A Shopper Feb 27, 2021



A: I have added a link below to other options offered in this wall lights collection.
https://www.lampsplus.com/products/finish_bronze/manufacture_maxim/s_carriage-house/

Alfred M. STAFF Feb 28, 2021

▼ [See 1 Answer](#) [Answer](#)



View All Images

500+ bought last week

Good Earth Lighting 180 -Degree 125 -Wattage Equivalent Hardwired LED Bronze 2 -Head Motion-Activated Flood Light 2100 -Lumen

Item #3665667 | Model #SE1291-BP2-02LF0-G

[Shop Good Earth Lighting](#)

★★★★★ 4.4 249

\$49.⁹⁸

X 2 for back overhang

 \$47.48 When you choose 5% savings on eligible purchases every day. [Learn How](#)

Fixture Color Family: Bronze



\$49.98

\$49.98

Pickup

Ready within 3 hrs
2 Available

Delivery

As soon as Tomorrow
81 Available

 FREE Pickup at **Palatka Lowe's**
[Check Other Stores](#)

✓ 2 in Stock  [Aisle 10 | Bay 19](#)

Good Earth Lighting 180 -Degree 125 -Wattage Equivalent Hardwired LED Bronze 2 -Head Motion-Activated Flood Light 2100 -Lumen **\$49.98**

[Shop Good Earth Lighting](#)

★★★★★ 4.4 249

Add to Cart

 The product lifestyle images show the product in-use only. Note any additional products shown are for decoration purposes only and not sold with the product



Good Earth Lighting 180 -Degree 125 -Wattage Equivalent Hardwired LED Bronze 2 -Head Motion-Activated Flood Light 2100 -Lumen **\$49.98**

[Shop Good Earth Lighting](#) ★★★★★ 4.4 ▼ 249



Good Earth Lighting 180 -Degree 125 -Wattage Equivalent Hardwired LED Bronze 2 -Head Motion-Activated Flood Light 2100 -Lumen **\$49.98**

[Shop Good Earth Lighting](#) ★★★★★ 4.4 [v](#) [249](#)

Overview

Enhance your home's safety and security with Good Earth Lighting's 180-Degree 2-Head Hardwired Motion-Sensing Security Flood Light. This LED flood light provides wide light coverage, reducing dark corners around your home and discouraging intruders. Use the preset settings or adjust the fixture to your lighting preferences. The user-friendly controls are all in one spot under the PIR (passive infrared) sensor. Made with strong aluminum and a shatter-resistant lens, this flood light provides powerful and efficient lighting. With its waterproof and dustproof design, it can withstand extreme temperatures, ensuring reliability year-round. Keep your home well lit and secure with this dependable and powerful security light.

- Versatile installation options: Easy to install through wall, eave, or junction box mount
- Motion or switch control: Choose 180-degree motion activation to save energy and keep intruders away, or switch control for easy operation day or night
- Adjustable motion sensitivity: Set the motion detection range, from 10 to 70 feet
- Produces smooth 5000K daylight color temperature
- Determine how long the light stays on after motion stops — 1, 2, 5, or 10 minutes
- Set to Go: Ready to use straight out of the box, preset with a detection range of 50 feet and 3-minute light activation time
- Light coverage of 47.5 ft outward and 44.25 ft wide, perfect for driveways and backyards
- Durable aluminum construction, shatter-resistant lens, and IP65-rated weatherproof design for reliable outdoor use
- 26 watts, 2100 lumens, 80.8 lumens/watt efficacy, 80+ CRI, 50,000 hours of LED life, and 8-year limited manufacturer warranty

CA Residents:  [Prop 65 Warning\(s\)](#) 



Installation Manual
PDF



Lighting Facts
PDF



Prop65 Warning Label
PDF

Product Features

Good Earth Lighting 180 -Degree 125 -Wattage Equivalent Hardwired LED Bronze 2 -Head Motion-Activated Flood Light 2100 -Lumen **\$49.98**

[Shop Good Earth Lighting](#)       **4.4**  **249**



SECURITY LIGHTS



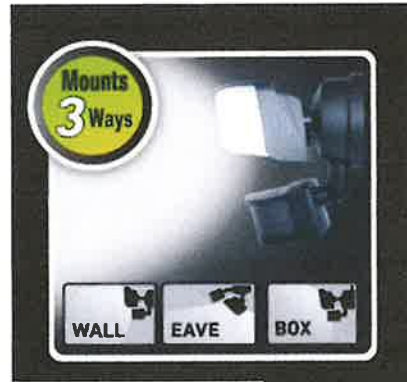
Designed for durability and weatherproof performance, our IP65-rated lights ensure safety and reliability for all your outdoor needs



No complicated setup or fine-tuning required—enjoy seamless installation that takes just four simple steps



Enjoy the convenience of hands-free lighting with our Motion Activation feature. Ideal for outdoor spaces, this option ensures that your lights turn on automatically when movement is detected or chose the wall switch option to easily turn your lights on and off as needed



Good Earth Lighting 180 -Degree 125 -Wattage Equivalent Hardwired LED Bronze 2 -Head Motion-Activated Flood Light 2100-Lumen ~~\$49.90~~

Enhance your outdoor environment by adjusting your lighting for the perfect ambience. With this LED Flood Light, you can easily customize the brightness and

Experience customized security with our adjustable motion detection range. Set it to a minimum of 10ft for close-range detection, ideal for small areas like

The light is designed to fit seamlessly into your outdoor space with multiple mounting choices

vibrant light for a lively gathering, our adjustable features allow you to create an optimal lighting experience tailored just for you

The light detects motion across a full 180-degree field, providing robust coverage and enhancing your security



Specifications

General			
Color Temperature (Kelvins)	5167	Fixture Finish	Satin
Fixture Color Family	Bronze	Manufacturer Color/Finish	Bronze
Dimensions			
Depth (Inches)	6.07	Weight (lbs.)	1.9
Height (Inches)	7.3	Width (Inches)	9.75

Good Earth Lighting 180 -Degree 125 -Wattage Equivalent Hardwired LED Bronze 2 -Head Motion-Activated Flood Light 2100 -Lumen\$49.98

Shop Good Earth Lighting ☆☆☆☆ 4.4 249



Features

Adjustable Detection Sensitivity	Yes	Material	Metal
Adjustable Lamp Head	Yes	Mounting Type	Eaves or wall
Bulb Type	LED	Number of Light Heads	2
Bulb(s) Included	N/A (integrated)	Package Quantity	1
Degree of Motion Detection	180	Power Source	Hardwired
Detection Range (Feet)	70	Timer Included	No
Dimmable	No	Two-Level Lighting	No
Dual Detection Zone	No	Volts	120
IPX Rating	5 (water jets)	Water Resistant	Yes
Light Bulb Base Type	Integrated	Wattage	25
Lowe's Exclusive	No	Wattage Equivalent	125
Lumens	2100		

Warranty

Warranty	8-year limited
----------	----------------

Certifications

CA Residents: Prop 65 Warning(s)	Prop 65 WARNING(S) -	ENERGY STAR Certified	No
DLC Listing	N/A (not listed)	Safety Listing	ETL safety listing

Miscellaneous

UNSPSC	39111600
--------	----------

Check out the [Best Selling Motion-Sensor Flood Lights](#) on Lowes.com

Compare

Reviews 4.4 (249)

Good Earth Lighting 180 -Degree 125 -Wattage Equivalent Hardwired LED Bronze 2 -Head Motion-Activated Flood Light 2100 -Lumen **\$49.98**

Community Q & A 4.4 249

[Shop Good Earth Lighting](#)

FEATURED PRODUCTS
Sponsored

The only permit required as per the office permit is for the windows.

There is no Certificate of Appropriateness issued for the Planning Department

Photos of Proposed Project

Front of Building at 111 N 4th Street

- A) Tile at entrance that poses a Life/ Safety hazard. Tile and grout is cracked, uneven, lifting in places and very slippery when wet.

Will replace with a natural stone.

- B) Original Sconce is broken with expose wiring.

*if cannot be repair must replace
all 3*

Will well new support to original light fixture.

- C) The headboard ceiling of the Lani at the entrance of the building is rotted and falling down.

Will replace rotted wood and paint.

- D) Front door Green Paint cracked and peeling, Stained Glass is pulled away from frame and is currently held in by Plexiglas.

Will refurbish the doors to original wood.

Currently on a waiting list to have stained glass repaired, approximately 10 months out.

- E) Termite damage to door frame and molding, missing transit window to the right of the double door main entrance.

Replace frame & possibly replace display window

Will replace door frame and molding. Replace glass on transit window to restore to Original look. (Waiting on quote from Bennett Glass) Paint.

- D) Interior molding caused by Termite damage

Will replace and paint

- F) Window frame in back room is separated from the window glass, frame deteriorated from Termite damage.

Will remove window ac unit, replace damaged wood keeping the original glass. *OR replace window*

- G) Back of Building, unsightly with hanging wires that have been abandoned, chipped paint faded inaccurate sign.

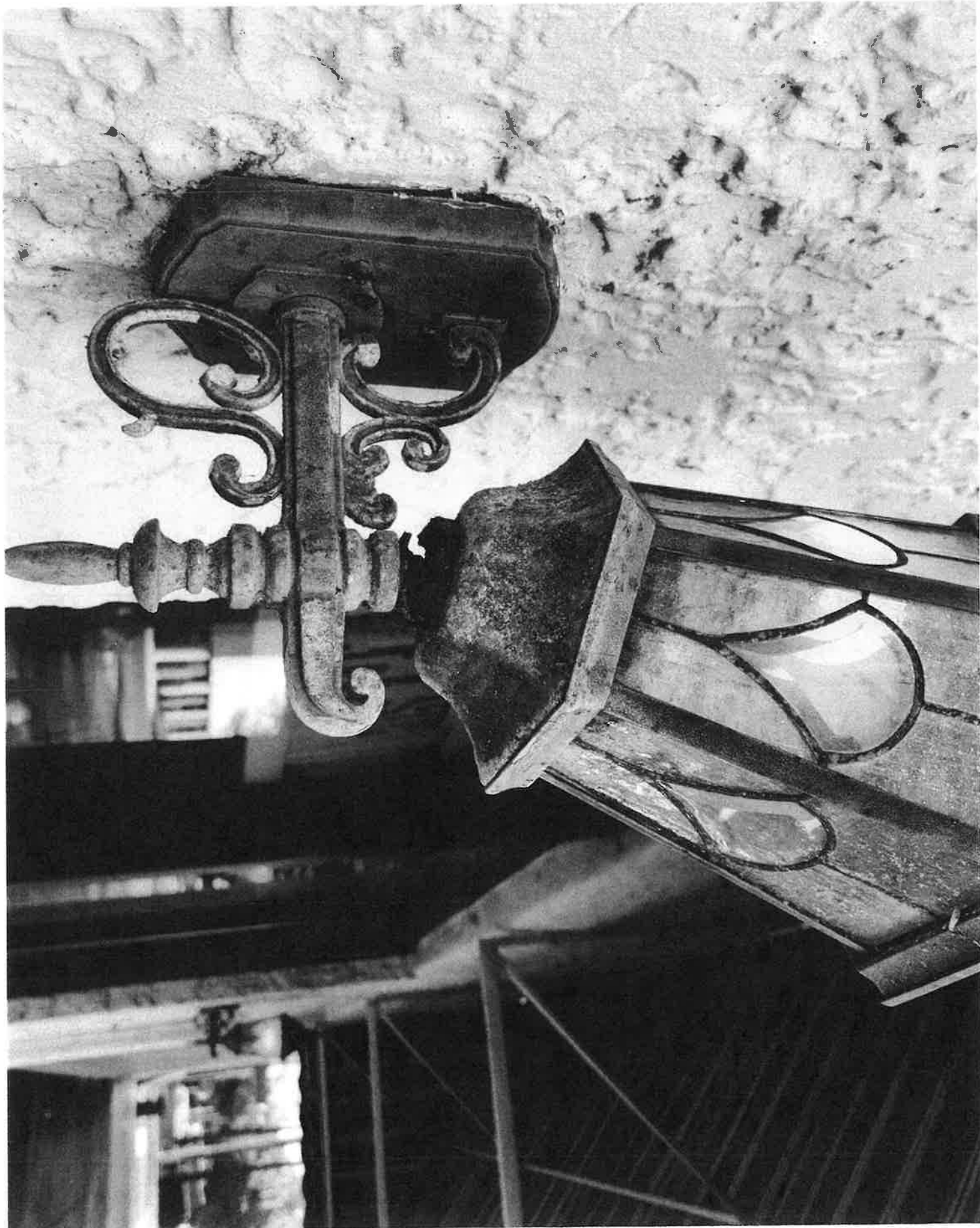
And Rotted wood under over hang replace lights

Will remove unsightly abandoned wiring, pressure wash paint and replace old faded sign with new Elsie Bell's sign.

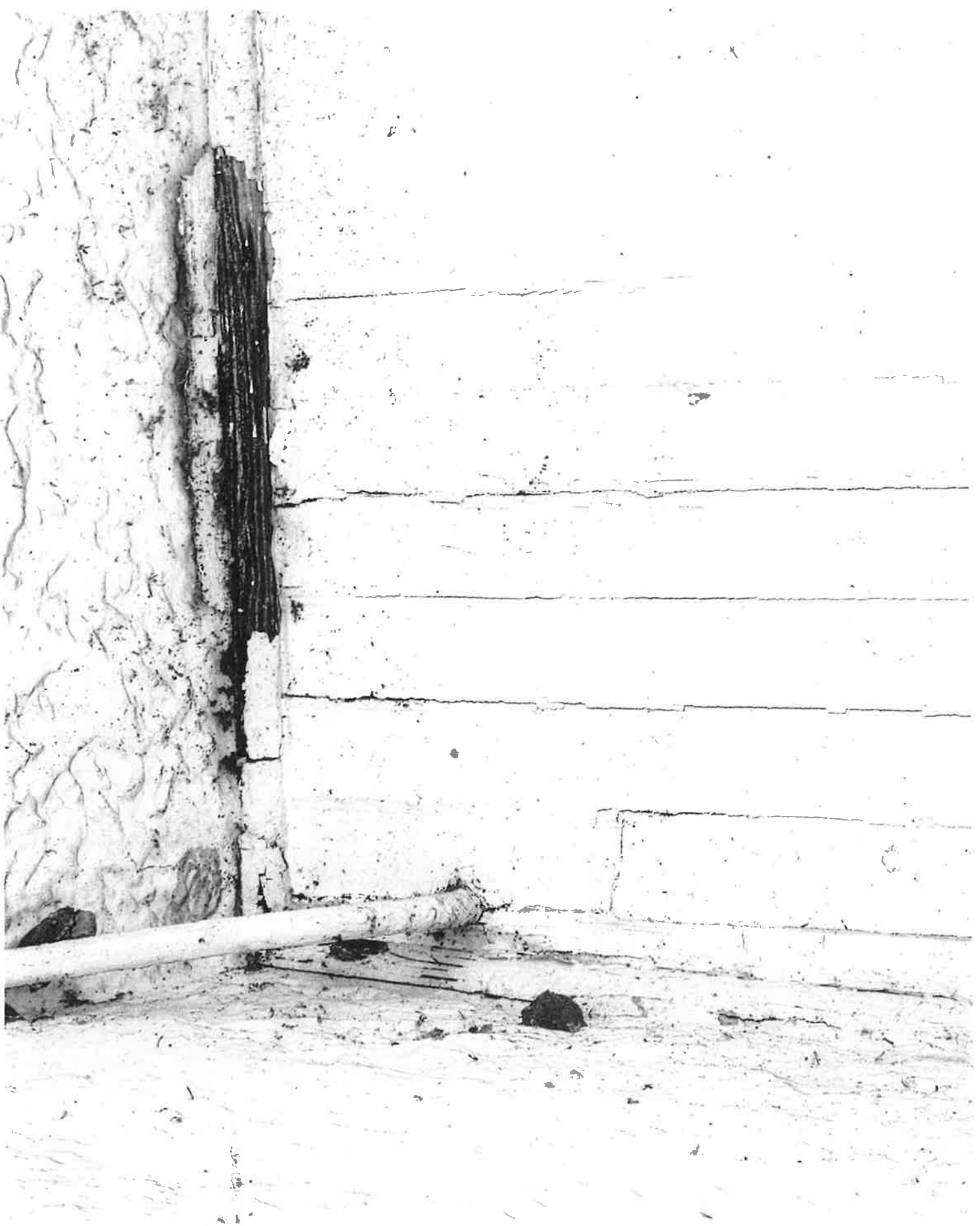
paint white

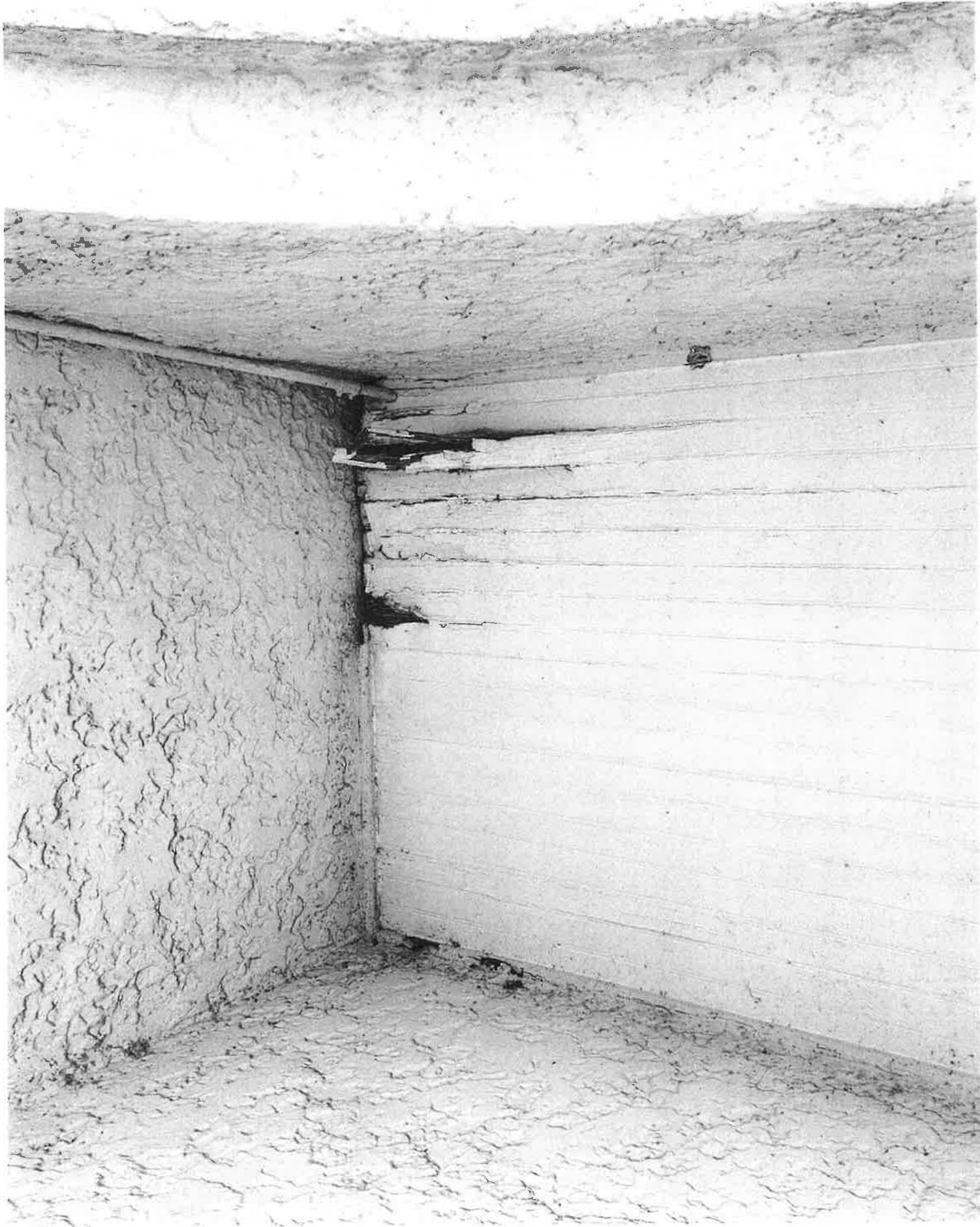




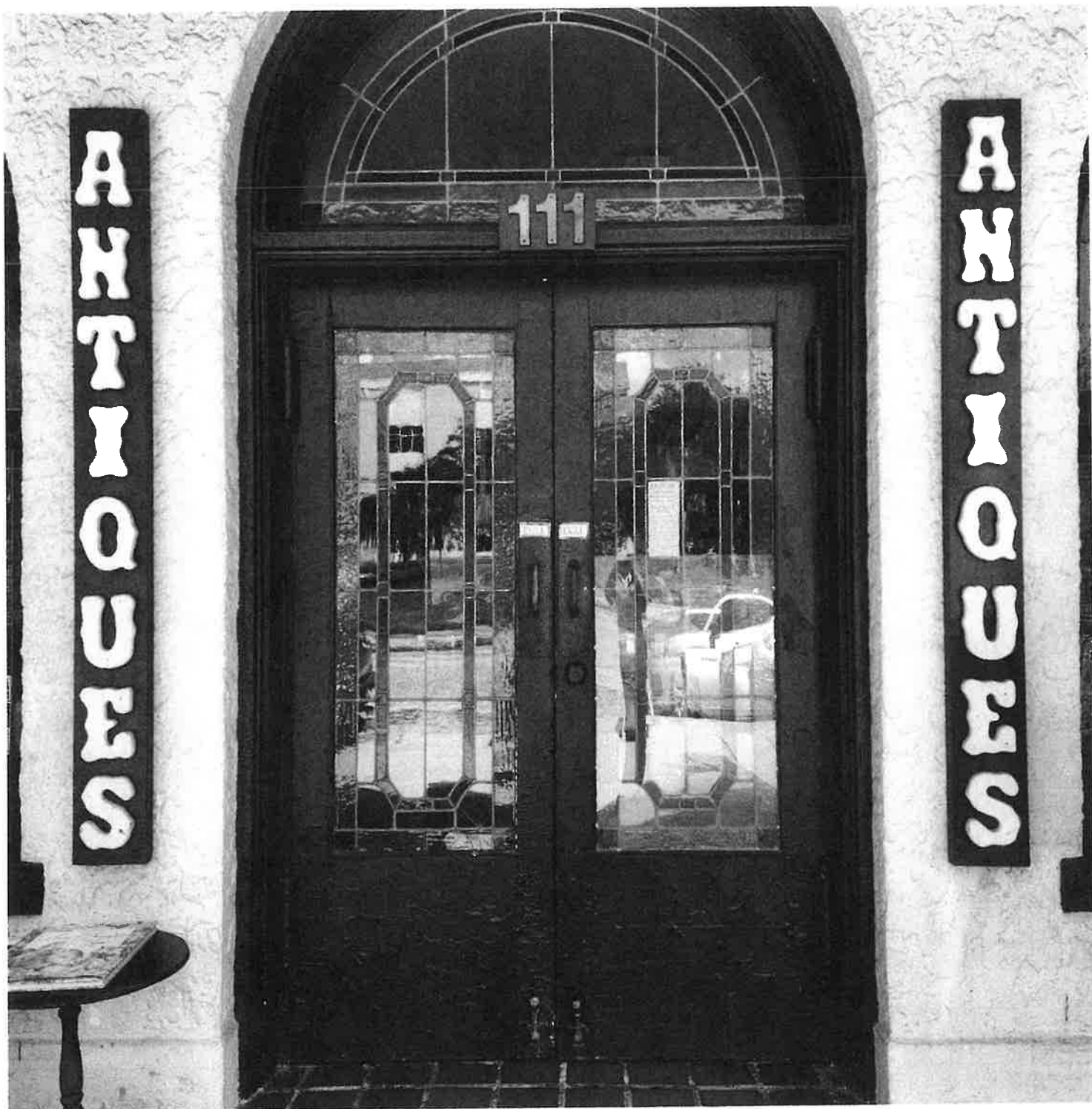


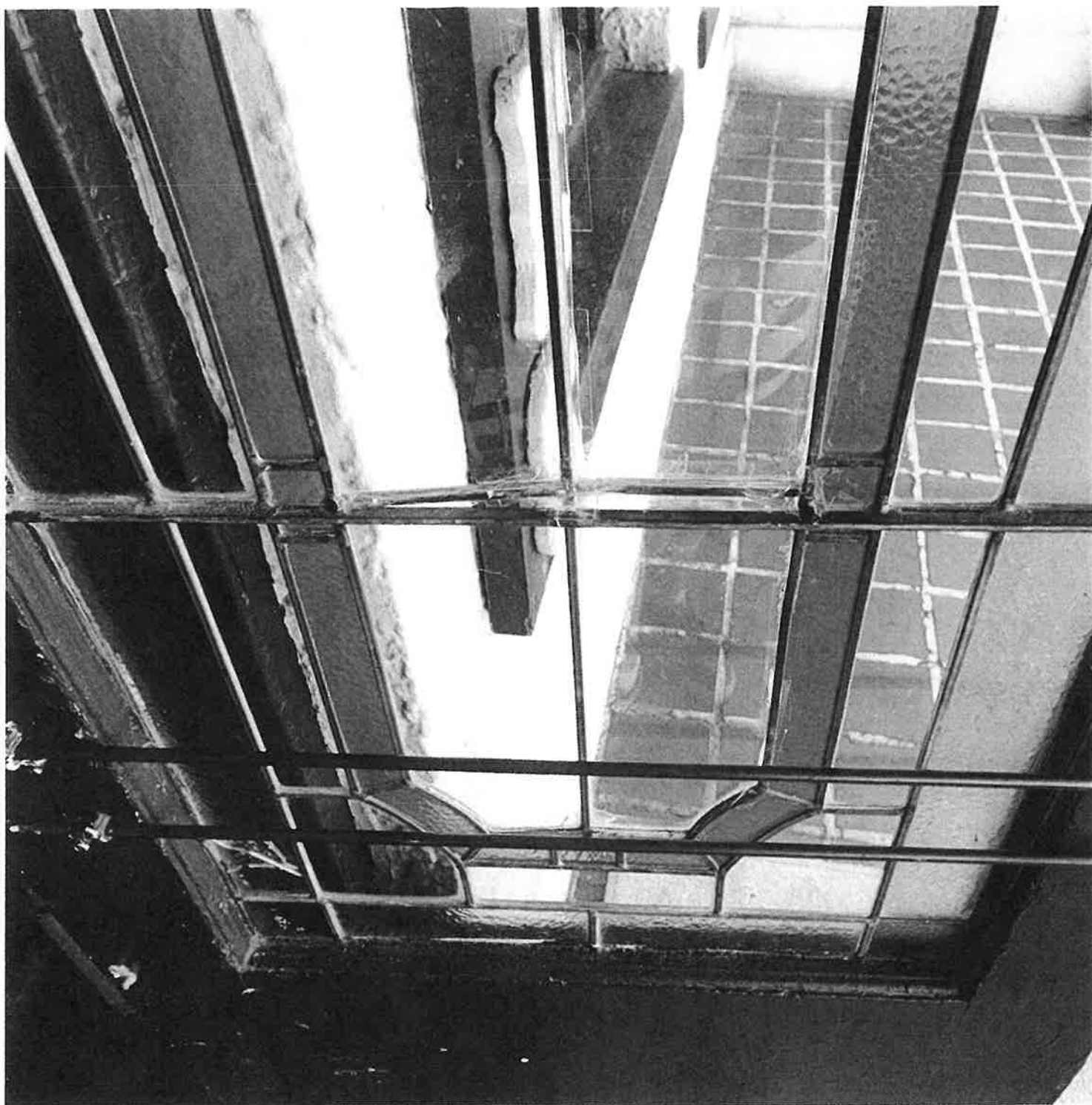


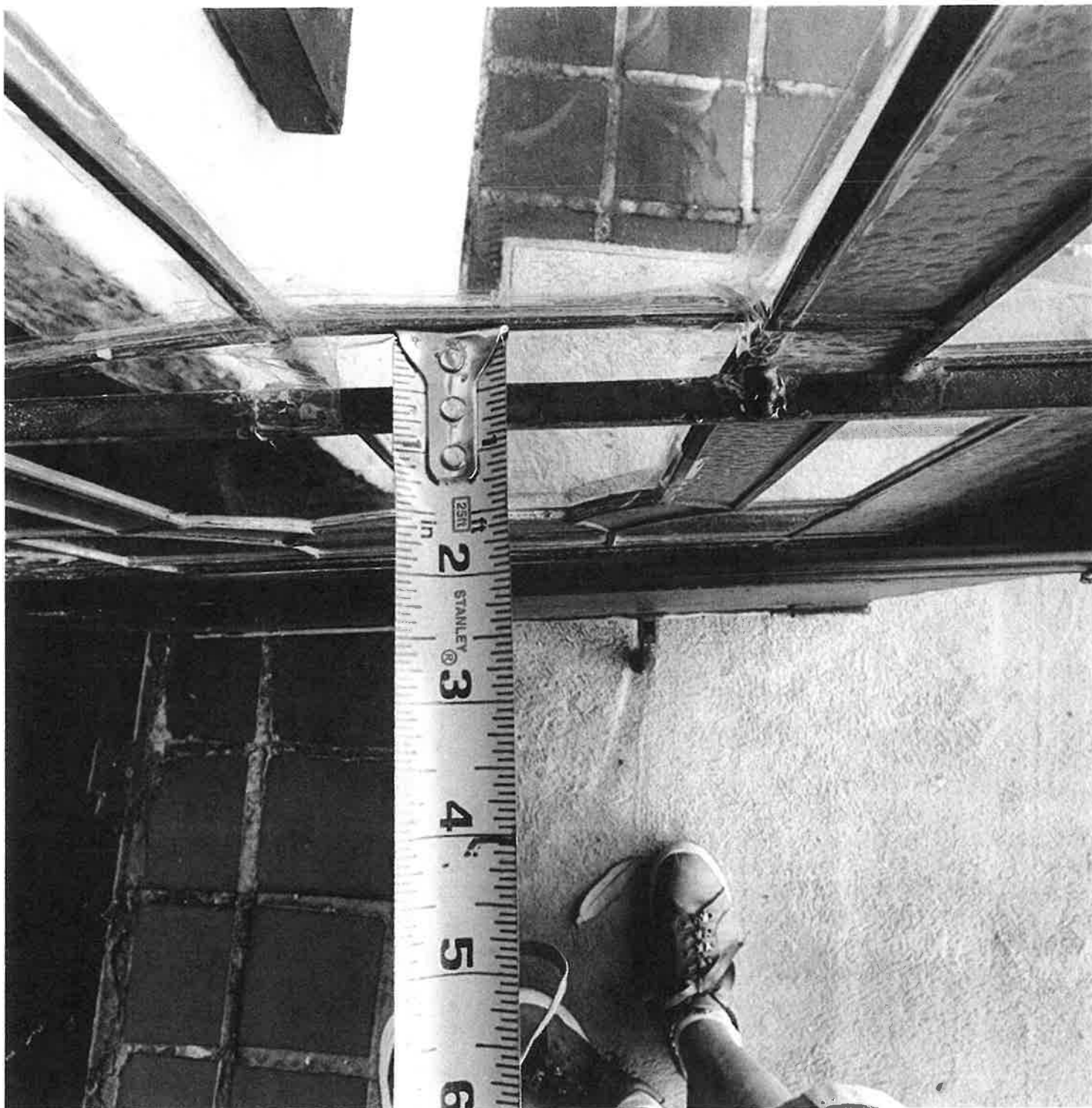




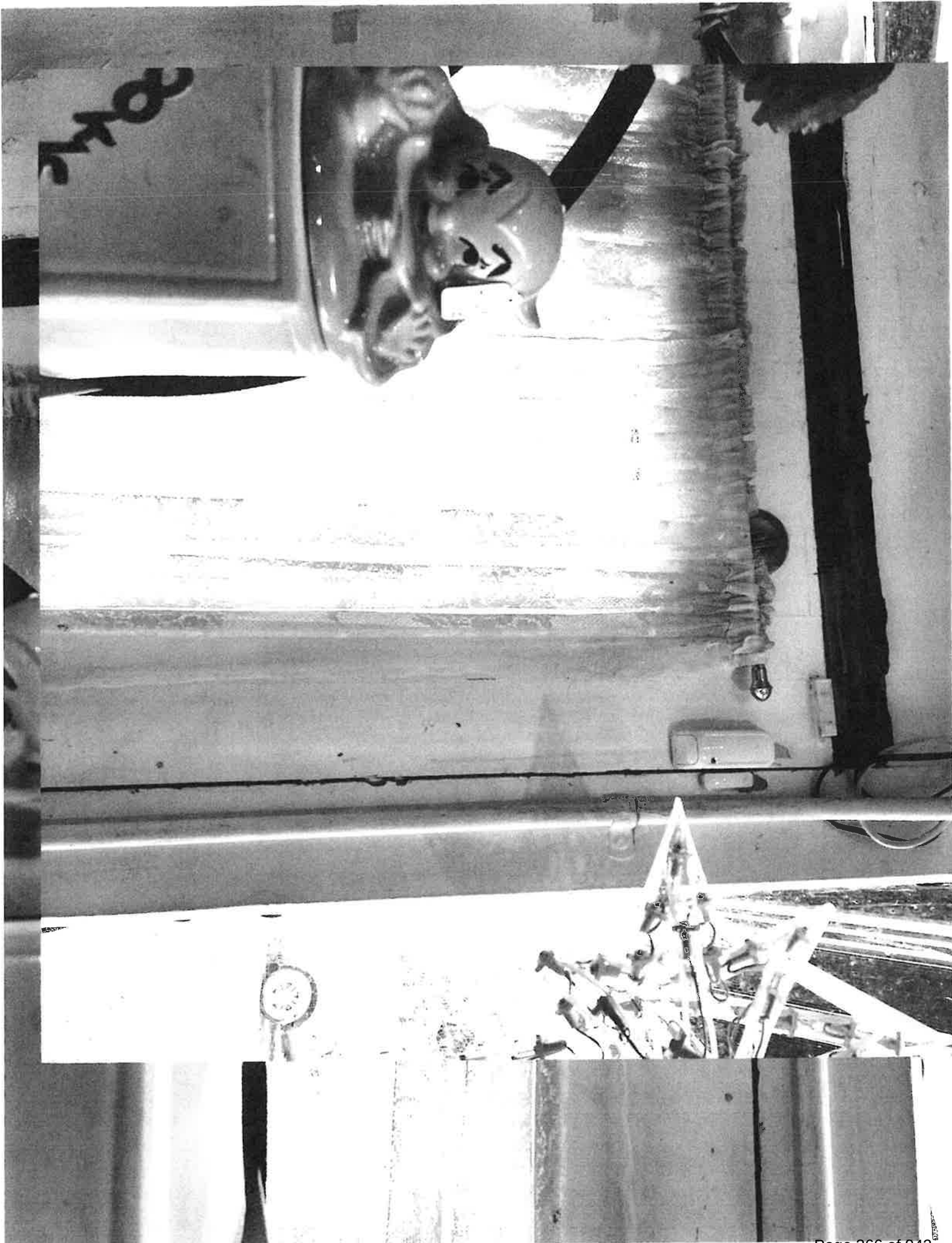


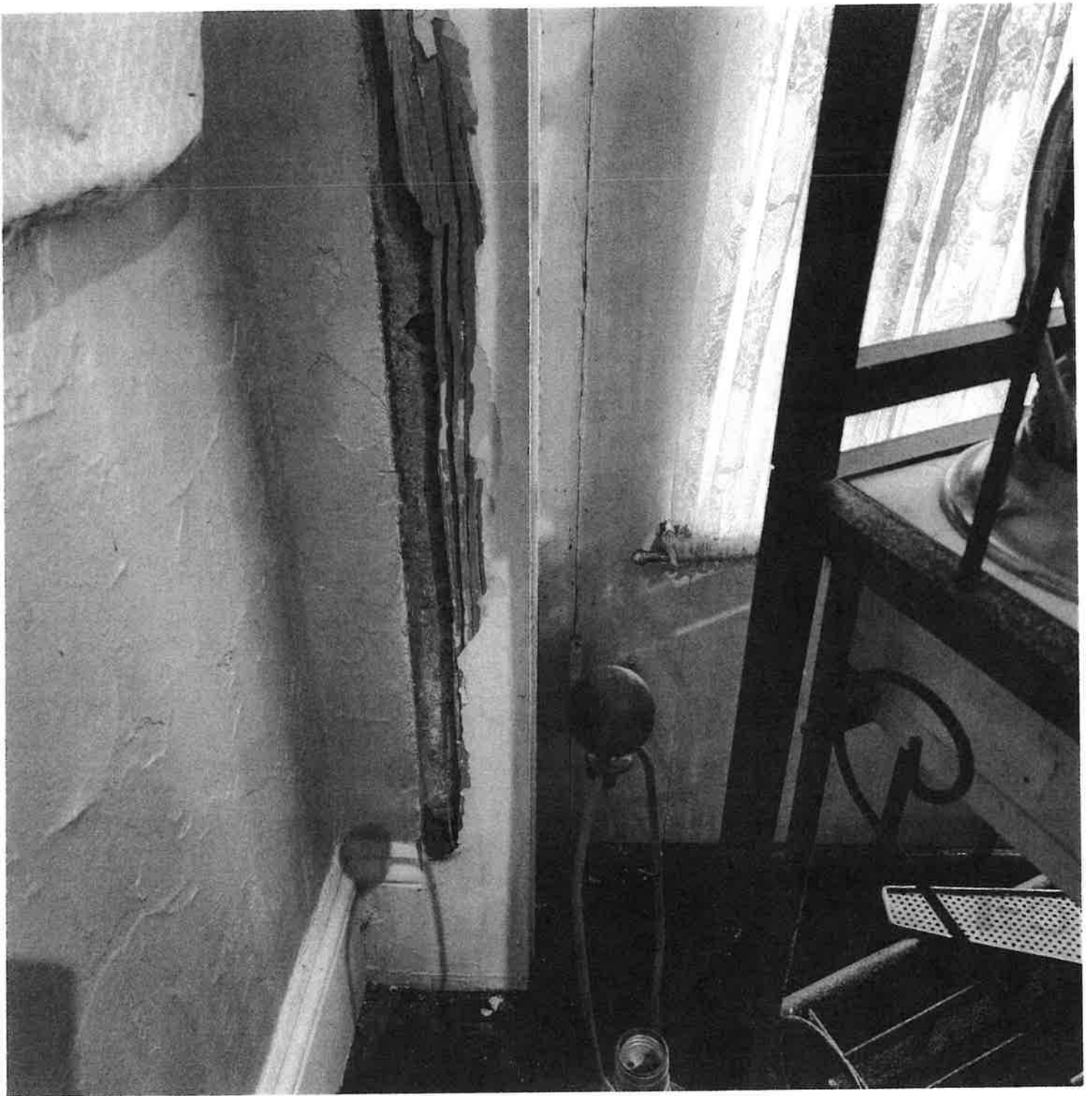








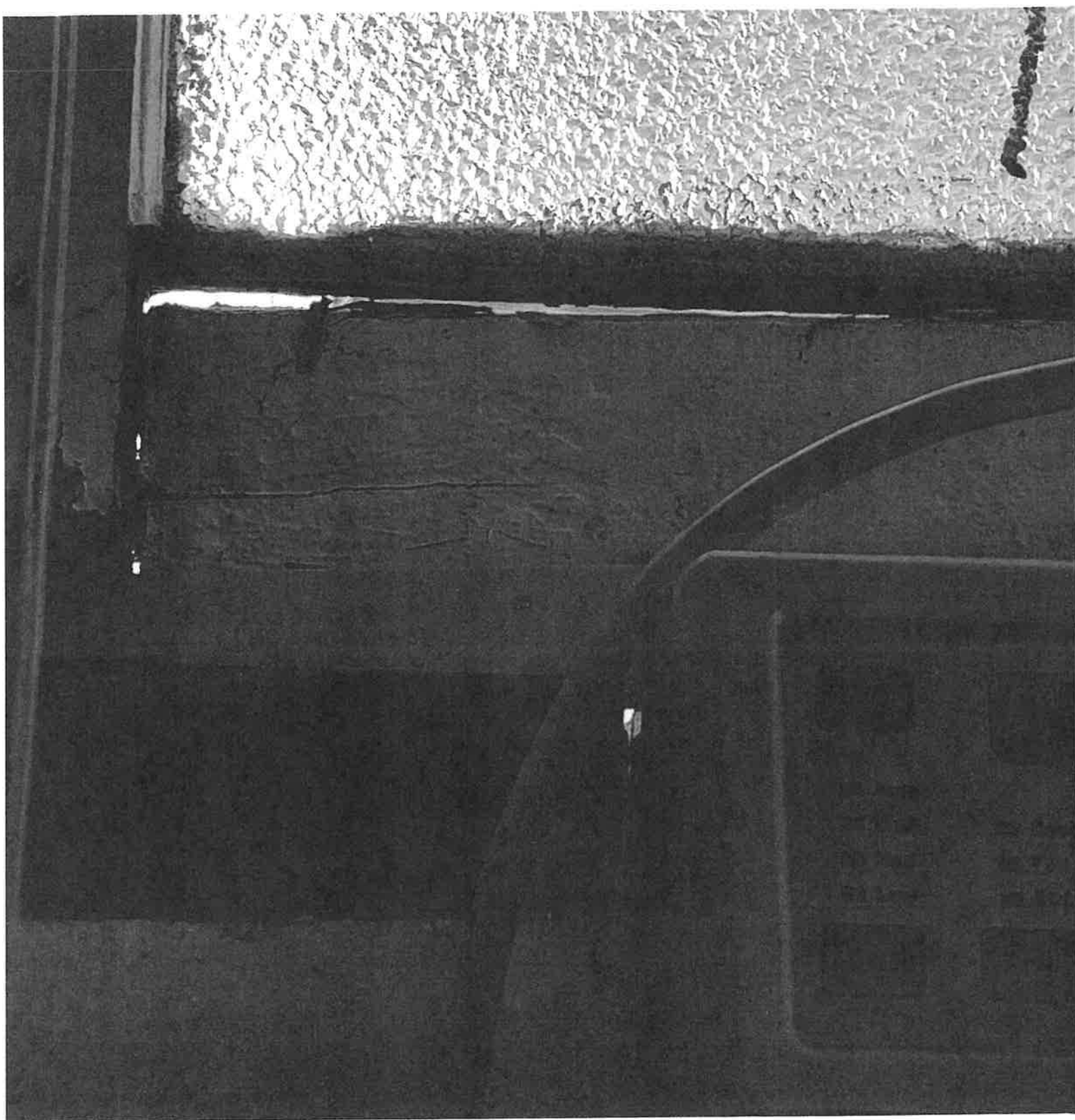


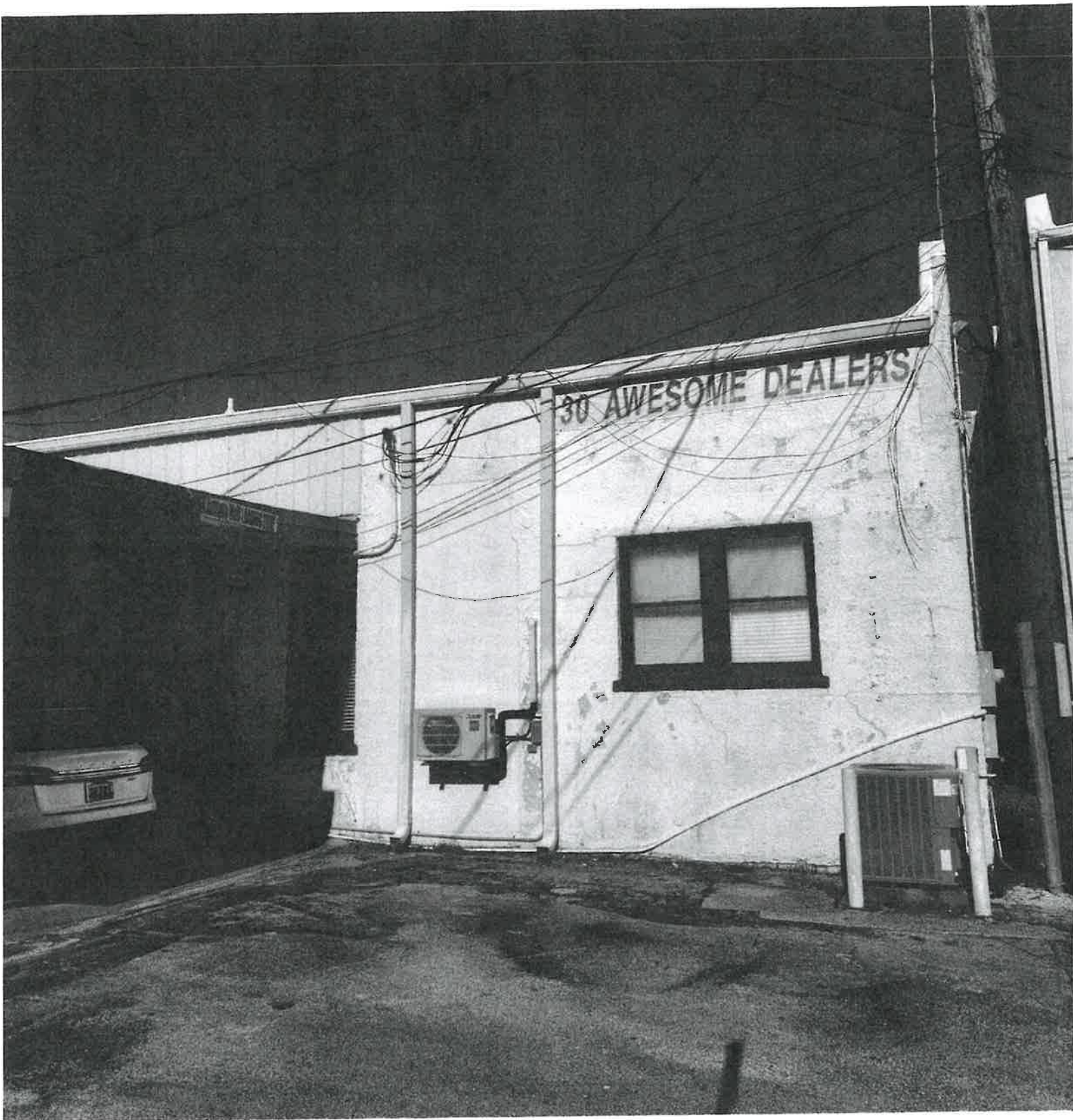




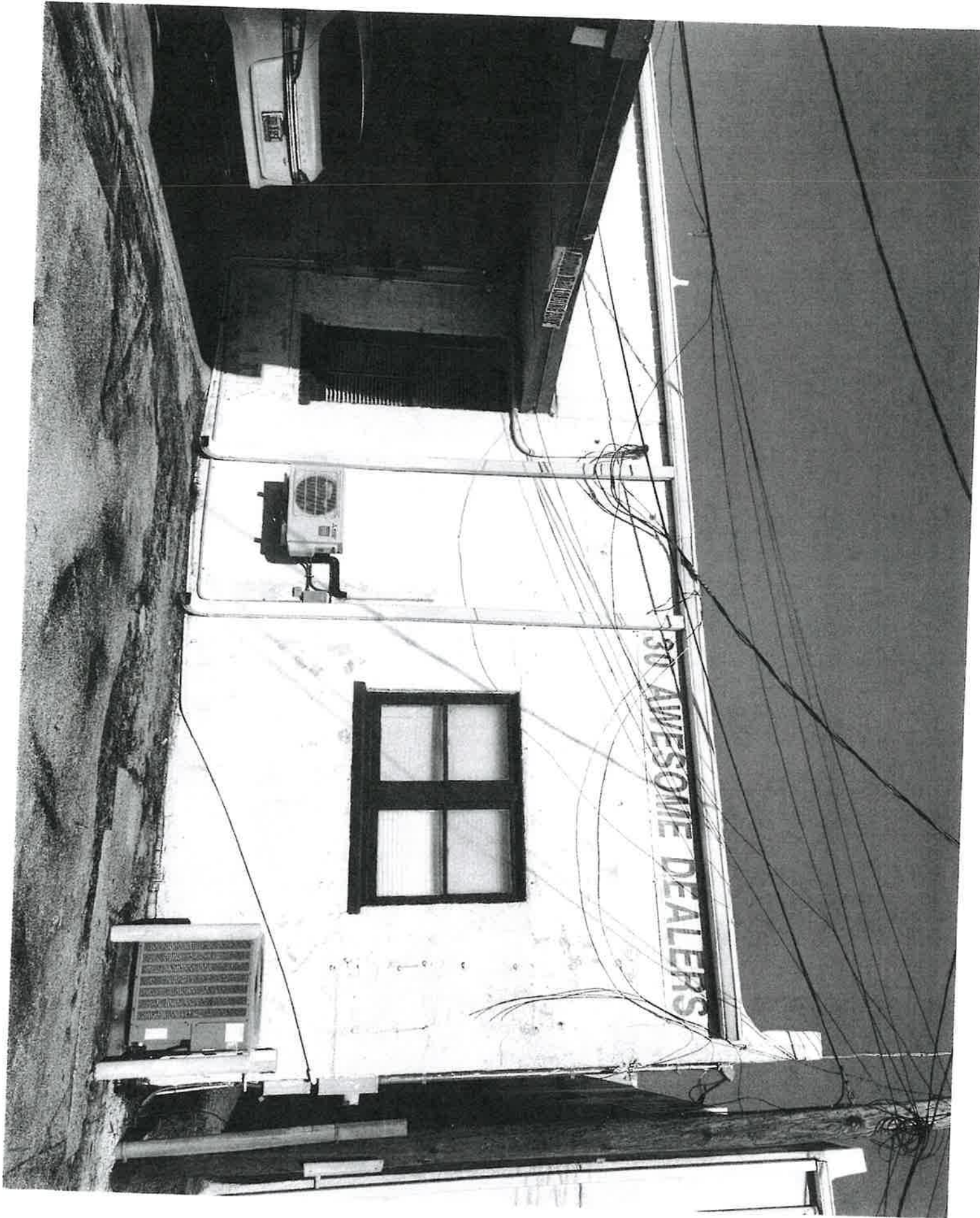








g.
current
sign
Page 372 of 942



g.
old ~~new~~ sign





Current Taxable Value of Property

Real Estate Details

[Back](#)[Print Bill](#)[Sign Up for Email Alerts](#)**PROPERTY DETAIL**

TBI LLC
244 BELLE DR
SATSUMA, FL 32189

REAL ESTATE PROPERTY ID #: 42-10-27-6850-0150-0081**TAX YEAR:** 2024 ▼**PROPERTY ADDRESS:** 111 N 4TH ST PALATKA**STATUS:** Paid**LEGAL DESCRIPTION:**

DICKS MAP OF PALATKA MB2 P46, PT OF BLK 15 OR774 P26

PRIOR YEARS DUE:**Market Value:** 170,090**Assessed Value:** 170,090**EXEMPTIONS:****EI CORRECTION:****AD VALOREM TAX:**

Taxing Authority	Assessed Value	Exemptions	Taxable Value	Millage Rate	Taxes Levied
PUTNAM COUNTY GENERAL FUND	114,320.00	0.00	114,320.00	8.8441	1,011.06
SCHOOL LOCAL REQUIRED EFFORT	170,090.00	0.00	170,090.00	3.0330	515.88
SCHOOL DISTRICT DISCRETIONARY	170,090.00	0.00	170,090.00	0.7480	127.23
SCHOOL DISTRICT CAPITAL OUTLAY	170,090.00	0.00	170,090.00	1.5000	255.14
VOTED DISTRICT SCHOOL DEBT	170,090.00	0.00	170,090.00	0.8490	144.41
ST. JOHNS RIVER WATER MGMT	114,320.00	0.00	114,320.00	0.1793	20.50
CITY OF PALATKA	114,320.00	0.00	114,320.00	6.4000	731.65

TOTAL AD VALOREM TAX:

21,553400

\$2,805.87

NON AD VALOREM TAX:

Code	Fund	Amount
PAFT	PALATKA FIRE PROTECTION	409.55

TOTAL NON-AD VALOREM TAX:

409.55

GROSS TAX:

\$3,215.42

TOTAL:

\$3,215.42

PAYMENTS:

Posted	Receipt	Paid By	Amount	Action
11/13/2024	H11132024P005640		3,086.80	receipt (editPayment2.action? action=receipt&masterPaymentId=3211593) summary (editPayment2.action? action=receiptSummary&masterPaymentId=3211593)

Proof of Ownership

A tract of land situated in Block 15 of the City of Palatka, being a part of lands described in O.R. Book 48, page 1473 of the public records of Putnam County, Florida and being more particularly described as follows:

Commencing at the Southeastly corner of Block 15 of the City of Palatka, and run thence Northerly, along the Westerly line of Block 15, a distance of 75.0 feet to the Northwesterly corner of lands described in Block "a", page 160 of the public records of Putnam County, Fla.; continue Northerly, along the Westerly line of Block 15, a distance of 12.70 feet to the center of an 8" concrete block wall and to the point of beginning of this description. From point of beginning, run thence Northerly, along said Westerly line, a distance of 44.00 feet "a", the southwesterly corner of lands described in Block 15 of the City of Palatka, and run thence Northerly, along said Westerly line, a distance of 562 feet of said public records. (2) Thence Easterly, along the original Northerly line of said lands, being parallel with the Westerly line of Block 15, a distance of 74.00 feet, to a distance of 74.00 feet to the Southeastly corner of Block "a", page 162. (3) Thence Northerly, along the Easterly line of said lands, being parallel with the Westerly line of Block 15, a distance of 0.54 feet to a concrete wall on the Northerly line of the Southern half of Block 15 of the City of Palatka. (4) Thence Easterly, along said Northerly line, a distance of 10.00 feet to intersect with the Northerly projection of the Easterly line of Block "a", page 162. (5) Thence Southerly, along said Northerly line, a distance of 20.74 feet, to intersect with a Westerly face, a distance of 20.74 feet. (6) Thence westerly, along said Northerly line, a distance of 21.66 feet, to intersect with the Northerly face of a three story brick building known as the Riverfront Hotel Building) and at a distance of 21.66 feet to the center of an 8" concrete block wall, being perpendicular to the preceding call, a distance of 21.66 feet. (7) Thence Northerly, perpendicular to the preceding call, a distance of 21.66 feet, to intersect with the Northerly face of a three story brick building known as the Riverfront Hotel Building. (8) Thence Westerly, along said Riverfront Hotel Building, perpendicular to preceding call, a distance of 8.45 feet, being perpendicular to preceding call, a distance of 8.45 feet, being a corner of said brick building. (9) Thence Northerly, along a face of said brick building, a distance of 1.0 foot to a corner of a face of said brick building. (10) Thence Westerly, along a face of said brick building, a distance of 2.73 feet to a corner of said brick building. (11) Thence Southerly, along said face of said brick building, a distance of 1.0 foot to a corner of said brick building. (12) Thence Westerly, along a face of said building, a distance of 1.13 feet to a corner of said building. (13) Thence Southerly, along with the Westerly face of said brick building, being parallel with the Northerly line of Block 15, a distance of 4.60 feet. Return to the starting point of this description, by a line having an interior angle of 91°12'30". (14) run thence Easterly, on an 8" concrete block wall, a distance of 44.6 feet, more or less, to the center of an 8" concrete block wall, being parallel with the Westerly line of Block 15, a distance of 0.875 feet to intersect with the Westerly projection of said lands of lands described in O.R. Book 445, page 1473 of the public records. (16) Thence Easterly, along said Westerly projection, a distance of 11.235 feet, more or less, to the southerly end of said lands, and to close.

04/17/24
FILE #: 000476626
RCV: 09/02/2023 @ 13:20

Marchal, Beccraft

HONORABLE TIM SMITH, CLERK OF COURT
BETHLEHEM

Verification of 25% Matching Funds



Account Report

Report Generated: 05/22/2025 08:26:39 AM

Deposit Accounts Period: 05/21/2025

TBI LLC [REDACTED]

Period: 05/21/2025

OPENING LEDGER	CLOSING LEDGER	TOTAL CREDITS (0)	TOTAL DEBITS (0)
\$188,500.65	\$188,500.65	\$0.00	\$0.00

Status Balances [REDACTED]

05/21/2025

Opening Ledger	188,500.65
Closing Ledger	188,500.65
Opening Available	188,500.65
Closing Available	188,500.65
Average Closing Available MTD	46,281.73
Average Closing Available YTD	18,061.99
1 - Day Float	0.00
2 Or More Days Float	0.00
Total Credits (0)	0.00
Total Debits (0)	0.00

Application



Building Improvement Grant Application

1. Applicant:

Name: Jeannette and Keith Pierce

Address: 115 Walton Road

East Palatka, Florida

Zip Code: 32131

Contact Name: Jeannie Pierce

Phone Number: 904-823-5653

Email: jeannie@firstcitypools.com

2. Property to be improved:

Property Name (if a business): N/A

Address: 717 ST JOHNS AV

Palatka, Florida

Zip Code: 32177

Legal Description: DICKS MAP OF PALATKA MB2 P46 BLK 54 N 98.85' OF W1/2 OF W1/2 OF LOT 4 (EX OR1763 PP 1609 + 1612)

Property Tax Parcel Number: 42-10-27-6850-0540-0044

3. Owner of property (if not applicant):

Name: _____

Address: _____

Zip Code: _____

Phone Number(s): _____

4. Authorization to undertake work:

If the applicant is not the owner of the property, provide written evidence in the form below that the owner authorizes this work to be undertaken.

5. What specific blight conditions will be addressed by the proposed improvements?

(Provide details on how the proposed work will directly combat these conditions.)

New windows, new awning, new doors, remove and replace all wood on façade, paint exterior building walls, trim, and doors. Pressure wash prior to new items.

6. How will the building be used after this project has been completed?

☐ Residential

☐ Restaurant

☒ Office

Other: _____

☒ Retail

7. Please provide a detailed description of the scope of work for the proposed building improvements:

Remove all existing exterior wood on façade and replace with new pressure treated wood. Remove existing windows and replace with new windows fitting new window area. Remove existing doors and replacing with new doors for new door surround. Remove and replace existing awning with new custom fabricated awning. Paint exterior of building including new trim, windows, and doors. Pressure wash exterior of building prior to installation of new items.

Permits will be needed for windows and doors replacements.

8. Estimated total cost of the project:

\$31,000

9. What types of funding will you use to match funds provided by grant.

(Please select all that apply.)

☐ Business savings

☒ Personal savings

☒ Loan from a bank or credit union

Other funding:

10. Grant agreements are typically signed within three months after the application closes. When do you anticipate beginning construction?

As soon as possible.

11. In your opinion, how would this project benefit the surrounding area?

It will remove the blight building from the list of unsightly structures and add to the beautification of the 7th block on the St. Johns Ave.

Certification By Applicant

I hereby acknowledge that I have read, understand, and agree to the terms of this document and that I am authorized to execute this Agreement.

The applicant certifies that all information provided in this application, as well as any supporting documentation, is true, complete, and accurate to the best of the applicant's knowledge and belief and is submitted for the purpose of obtaining a 50/50 grant.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that they have the authority to sign and enter into an agreement to perform the rehabilitation work. Evidence of this authority must be attached.

The CRA reserves the right to verify any information contained in this application from any available source.



Applicant Signature

June 14, 2025

Date

Please return a copy of this completed application, along with any supporting documentation, to the City of Palatka Annex.

For additional information, please contact:

Kristin Odom

CRA Coordinator

Phone: 386-329-0100 ext. 467

Email: kodom@palatka-fl.gov

Construction Estimates & Required Permits

PIERCE & SONS CONSTRUCTION

2485 Dobbs Rd
St Augustine, Florida 32086
Phone: 904-669-7586

DATE: 6/16/2025

Estimate:
Jeannie Pierce
717 St Johns Ave
Palatka, Florida 32177

111-222-3333

DESCRIPTION	TOTAL
Remove and replace existing wood Remove and replace existing windows Remove and replace existing doors Other miscellaneous construction	\$10,000
TOTAL DUE	\$10,000

PIERCE

METAL FABRICATION LLC

Pierce Metal Fab

3816 Reid St
Palatka FL
32177
3863362905
Piercemetalfab@outlook.com

ESTIMATE

EST1360

DATE

Jun 14, 2025

TOTAL

USD \$8,000.00

TO

Jeannie Pierce

717 st johns ave
palatka
32177

DESCRIPTION	RATE	QTY	AMOUNT
Custom 26ft awning for building Building is located at 717 St Johns Ave. Palatka Florida. The estimate is for a 26ft awning that stretches across the front on the building. Made from an Aluminum frame and Aluminum sheet metal roof top. Powder coated the color of choice that the building owner chooses. The owner of the building will have to pay/hire some to have remove existing awning and install the new one.	\$8,000.00	1	\$8,000.00
TOTAL			USD \$8,000.00



Yulee 8AM

32131

W.

Shop All

Services

DIY

Jeannie

Cart

[Home](#) / [Paint](#) / [Paint Colors](#)

Internet # 315584252 Model # 759-10-05
Store SKU # 1006379805



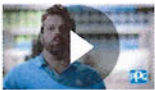
\$231⁰⁰

5 gal. Base 1 Flat Exterior Paint

★★★★★ (191) Questions & Answers (78)



KEY BENEFITS



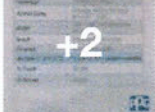
RECOMMENDED SURFACES



IDEAL FOR



APPLICATION INFORMATION



Hover Image to Zoom

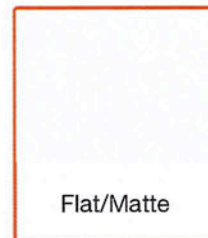
Pay **\$206.00** after **\$25 OFF** your total qualifying purchase upon opening a new card.

[Apply for a Home Depot Consumer Card](#)

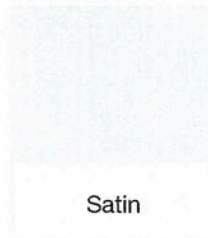
- Exterior paint and primer in one with excellent adhesion
- Aluminum, wood, brick, concrete, stucco and siding paint
- Exterior paint provides dirt, UV, mildew and algae resistance
- [View More Details](#)

Feedback

Sheen: **Flat/Matte** [Help Me Choose](#)



Flat/Matte



Satin

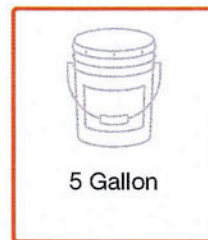


Semi-Gl

Container Size: **5 Gallon** [Help Me Choose](#)



1 Gallon



5 Gallon

Share Print

Pickup at **Yulee**

Delivering to **32131**

Ship to Store

Jun 18 - Jun 20

114 available

Delivery

Fri, Jun 20

114 available

11+ available

FREE

FREE

Height (ft.)

10

Length (ft.)

100

of doors
(optional)

2

of windows
(optional)

4

YOU WILL NEED

**10
Gallons**

Based on one coat of
paint for a 10' x 100'
room with 2 doors
and 4 windows

PLEASE NOTE: These calculations are a rough estimate allowing for one coat of paint. They do NOT account for ceiling or trim. Precise paint needs will vary according to many factors, including application method.



How much will you need?

Please note: calculations are estimates only

Calculate by:



Length x Width



Square Footage

Area

Length:

Width:

ft.

ft.

+ Add Area

Calculate



Request A Painter



Add Pro Referral



What to Expect



Yulee 8AM

32131

W.

Shop All

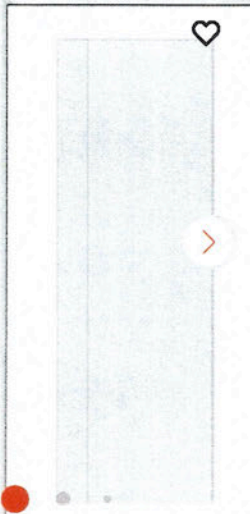
Services

DIY

Jeannie

Cart

Based on your search:



New

**Palisade 36 in. x 96 in.
3/4-Micro Granite Impact
Glass RHIS Unfinished
Fiberglass Prehung Front
Door with 4-9/16 Jamb**

by **Steves & Sons** >
Shop the Collection >

★★★★★ (1)

Color/Finish: **Unfinished**



Door Hanging: **Right-Hand/Inswing**

[Left-Hand/Inswing](#)

Limit 500 per order

\$1,607⁰⁰

Pickup at **Yulee**

Delivering to
32131

**Ship to
Store**

Jul 1 - Jul 7

100 available

FREE

Delivery

Jul 3 - Jul 9

100 available

FREE

Feedback

Add to Cart

[View Full Product Details](#)

Customers Also Viewed



Steves & Sons Palisade
36 in. x 96 in. FullLite Clear
Impact Glass RHOS Primed
Fiberglass Prehung Front

★★★★★



Steves & Sons Regency
36 in. x 96 in. Universal
Handing 3/4-6 Lite Clear
Glass Onyx Stain Fiberglass

★★★★★

New



Steves & Sons Palisade
36 in. x 96 in. 3/4-Micro
Granite Impact Glass RHIS
Unfinished Fiberglass



Steves & Sons Regency
36 in. x 96 in. 3/4-6 Lite
Clear Glass RHIS Onyx
Stained Fiberglass Prehung

★★★★☆ (2.5 / 2)

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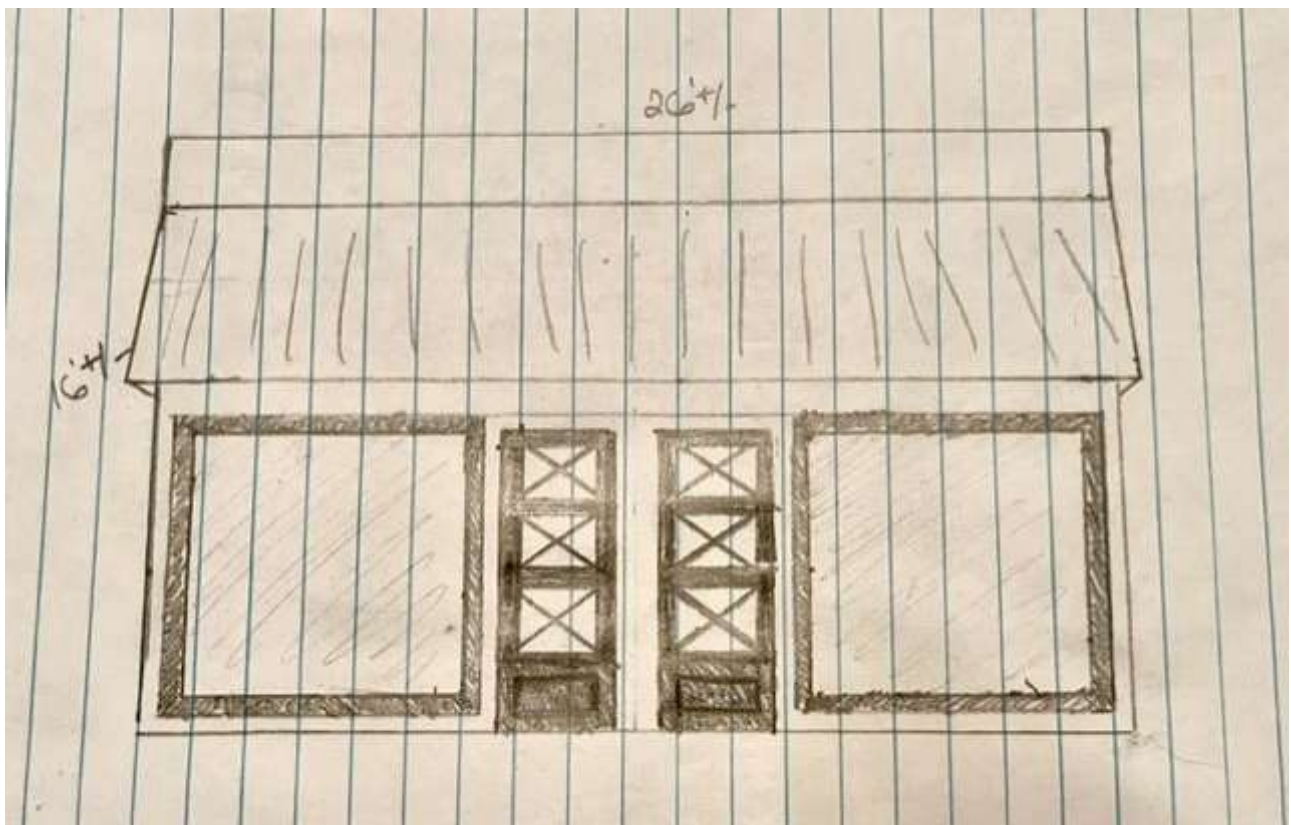


\$5,541.00

**Modern French Regency
Double Doors**

Masterpiece Doors 

Sketches/Drawings/Inspiration for Project



Photos of Proposed Project



Current Taxable Value of Property

Real Estate Details

Back Print Bill Sign Up for Email Alerts

PROPERTY DETAIL																																																	
PIERCE KEITH A + JEANNETTE A H/W 115 WALTON RD E PALATKA, FL 32131	REAL ESTATE PROPERTY ID #: 42-10-27-6850-0540-0044 TAX YEAR: 2024																																																
PROPERTY ADDRESS: 717 ST JOHNS AV																																																	
STATUS: Paid																																																	
LEGAL DESCRIPTION: DICKS MAP OF PALATKA MB2 P46 BLK 54 N 98.85' OF W1/2 OF W1/2 OF LOT 4 (EX OR1763 PP 1609 + 1612)																																																	
PRIOR YEARS DUE:																																																	
Market Value: 78,340 Assessed Value: 78,340	EXEMPTIONS: EI CORRECTION:																																																
AD VALOREM TAX:																																																	
<table><thead><tr><th>Taxing Authority</th><th>Assessed Value</th><th>Exemptions</th><th>Taxable Value</th><th>Millage Rate</th><th>Taxes Levied</th></tr></thead><tbody><tr><td>PUTNAM COUNTY GENERAL FUND</td><td>56,390.00</td><td>0.00</td><td>56,390.00</td><td>8.8441</td><td>498.72</td></tr><tr><td>SCHOOL LOCAL REQUIRED EFFORT</td><td>78,340.00</td><td>0.00</td><td>78,340.00</td><td>3.0330</td><td>237.61</td></tr><tr><td>SCHOOL DISTRICT DISCRETIONARY</td><td>78,340.00</td><td>0.00</td><td>78,340.00</td><td>0.7480</td><td>58.60</td></tr><tr><td>SCHOOL DISTRICT CAPITAL OUTLAY</td><td>78,340.00</td><td>0.00</td><td>78,340.00</td><td>1.5000</td><td>117.51</td></tr><tr><td>VOTED DISTRICT SCHOOL DEBT</td><td>78,340.00</td><td>0.00</td><td>78,340.00</td><td>0.8490</td><td>66.51</td></tr><tr><td>ST. JOHNS RIVER WATER MGMT</td><td>56,390.00</td><td>0.00</td><td>56,390.00</td><td>0.1793</td><td>10.11</td></tr><tr><td>CITY OF PALATKA</td><td>56,390.00</td><td>0.00</td><td>56,390.00</td><td>6.4000</td><td>360.90</td></tr></tbody></table>		Taxing Authority	Assessed Value	Exemptions	Taxable Value	Millage Rate	Taxes Levied	PUTNAM COUNTY GENERAL FUND	56,390.00	0.00	56,390.00	8.8441	498.72	SCHOOL LOCAL REQUIRED EFFORT	78,340.00	0.00	78,340.00	3.0330	237.61	SCHOOL DISTRICT DISCRETIONARY	78,340.00	0.00	78,340.00	0.7480	58.60	SCHOOL DISTRICT CAPITAL OUTLAY	78,340.00	0.00	78,340.00	1.5000	117.51	VOTED DISTRICT SCHOOL DEBT	78,340.00	0.00	78,340.00	0.8490	66.51	ST. JOHNS RIVER WATER MGMT	56,390.00	0.00	56,390.00	0.1793	10.11	CITY OF PALATKA	56,390.00	0.00	56,390.00	6.4000	360.90
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NON AD VALOREM TAX:																																																	
TOTAL NON-AD VALOREM TAX:																																																	
GROSS TAX: \$1,349.96																																																	
TOTAL: \$1,349.96																																																	
PAYMENTS:																																																	
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Contact Info:																																																	

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(AddressChangeInfo_rwd2_PUTNAM.jsp)• Clerk of Court
(http://www.putnam-fl.com/coc/)• Property Appraiser
(https://apps.putnam-fl.com/pa/property/?type=api&parcel=42-10-27-6850-0540-0044) | <ul style="list-style-type: none">• Portfolio Login
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(../ptaxweb/editPortfolioRegistration2.action?action=registerOne)• Manage Portfolio Info
(../ptaxweb/editPortfolioRegistration2.action?action=updatePortfolio)• Portfolio Group Maintenance
(../ptaxweb/editPortfolioGroup2.action?action=groupMaintenance)• Property Portfolio Help
(../ptaxweb/Portfolio_help_rwd2.jsp) | <ul style="list-style-type: none">• General Information
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(../ptaxweb/Help_AboutPropertyTax_rwd2_PUTNAM.jsp)• How To Search and Pay Taxes Online
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(https://ptax.putnam-fl.com/ptaxweb/editInstallmentRequest2.action?action=submitInstallmentRequest)• Email Property Tax Question
(../editComment2.action?action=submitComment) |
|--|--|--|---|

Proof of Ownership

3

Return to:

Name: Keith A. Pierce & Jeannette A. Pierce

Address: 115 Walton Rd
East Palatka, FL 32131

Inst: 202454016621 Date: 06/21/2024 Time: 3:38PM Doc Stamp-
Deed: 560.00 By: CH. DC, Matt Reynolds, Putnam, County Page 1
of 3 B: 1763 P: 1609

This Instrument Prepared by: Walter Fortner

Address: Palatka Abstract & Title Ins. Inc
113 North 4th Street
Palatka, FL 32177
File No. 24-208

Property Appraiser's ID #:
42-10-27-6850-0540-0042

WARRANTY DEED

This Warranty Deed is executed this ^{4th} 30 day of May, 2024, by Lacie Motley, conveying non-homestead property ("Grantor") to Keith A. Pierce and Jeannette A. Pierce, husband and wife ("Grantee").

"Grantor" and "Grantee" are used for singular or plural, as context requires.

Witnesseth, that Grantor, for the sum of \$80,000 and other good and valuable consideration, the receipt of which is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto Grantee the following described property:

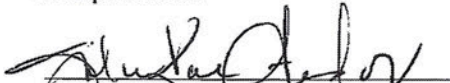
SEE EXHIBIT A

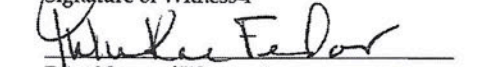
This conveyance is subject to easements, restrictions, reservations, and limitations of record, if any, and together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining, to have and to hold the same in fee simple forever.

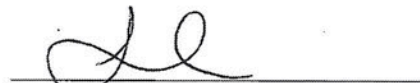
And, Grantor hereby covenants with Grantee that Grantor is lawfully seized of said land in fee simple; that Grantor has good right and lawful authority to sell and convey said land; that Grantor hereby fully warrants the title to said land; and that Grantor will defend the same against the lawful claims of all persons whomever, and that said land is free of all encumbrances, except taxes accruing subsequent to December 31, 2023.

In Witness Whereof, Grantor has signed and sealed these presents the day and year above written.

Signed, sealed and delivered as to all Grantors
in the presence of:


Signature of Witness 1


Print Name of Witness 1
40 Port Echo Lane
Palm Coast, FL 32167
Mailing Address of Witness 1


Signature of Grantor 1

Lacie Motley
4 Coquina Ave, St. Augustine FL
Mailing Address of Grantor 1 32080


Signature of Witness 2


Print Name of Witness 2
113 N 4th Street, Palatka, FL
Mailing Address of Witness 2 32177

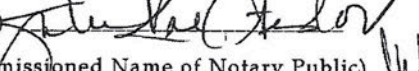
Notary Section:

STATE OF Florida
COUNTY OF Putnam

The foregoing instrument was acknowledged before me by means of ☒ physical presence
or ☐ online notarization, this 30th day of May, 2024, by Lacie Motley.

Personally Known ☐ OR Produced Identification ☒

Type of Identification Produced: FL Drivers License

(Signature of Notary Public) 

(Print, Type, or Stamp Commissioned Name of Notary Public) Julie Rae Fedor

My Commission expires: 07-19-2026

Affix Notary SEAL



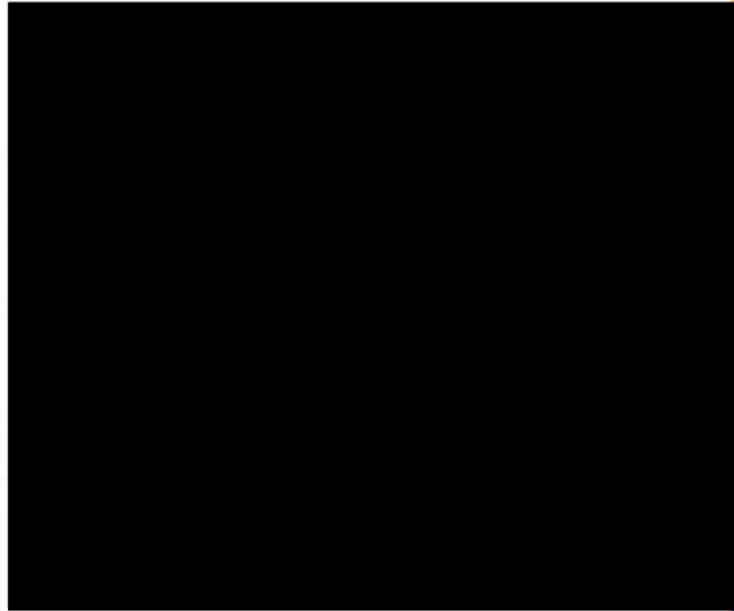
JULIE RAE FEDOR
Commission # HH 289389
Expires July 19, 2026

EXHIBIT A

A PARCEL OF LAND LYING IN AND BEING A PART OF THE WEST $\frac{1}{2}$ OF THE WEST $\frac{1}{2}$ OF LOT 4, BLOCK 54 OF CAMPBELL'S MAP OF THE CITY OF PALATKA. SAID PARCEL BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
COMMENCE AT THE NORTHWEST CORNER OF SAID LOT 4, BLOCK 54 FOR THE POINT OF BEGINNING OF THIS DESCRIPTION. FROM POINT OF BEGINNING THUS DESCRIBED RUN SOUTH $81^{\circ}08'14''$ EAST, ALONG THE NORTHERLY BOUNDARY THEREOF, 24.94 FEET TO THE NORTHEAST CORNER OF SAID WEST $\frac{1}{2}$ OF THE WEST $\frac{1}{2}$ OF LOT 4, BLOCK 54; THENCE SOUTH $11^{\circ}23'26''$ WEST, ALONG THE EASTERLY BOUNDARY THEREOF, 99.96 FEET; THENCE NORTH $78^{\circ}34'19''$ WEST, 24.91 FEET TO THE WESTERLY BOUNDARY OF SAID LOT 4, BLOCK 54; THENCE NORTH $11^{\circ}23'31''$ EAST, ALONG SAID WESTERLY BOUNDARY, 98.85 FEET TO THE POINT OF BEGINNING AND TO CLOSE.
CONTAINING 2,476 SQUARE FEET.

Verification of 25% Matching Funds

[Home](#)
[Account Services](#)
[Transfer & Pay](#)
[Preferences](#)
[CHAT](#)
[Secure Message](#)
48
[Logout](#)



VISA BUSINESS CARD

External site

Current Balance

\$0.00

Credit Line Amount

\$25,000.00

XXXXXXXXXXXX

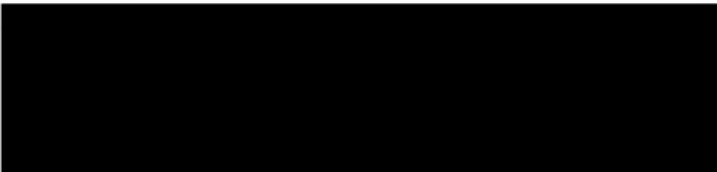
Current Balance

XXXXXXXXXXXX

Savings **4400

Current Balance

\$5,573.19

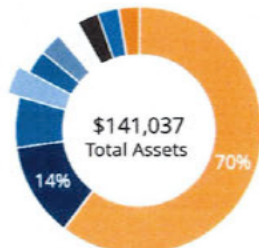


Link Account

View your balance and history from other banks and credit unions.

Get Started

ASSET SUMMARY



Savings

Current Balance

View Transactions

3.95%

\$5,573.19

< Previous

Next >

Application



Building Improvement Grant Application Checklist

Before you submit your application, review this checklist to ensure you have all of the items that are required.

- Completed application forms and acknowledgement applicant has read and understands the grant requirements
- Construction estimates (detailed and itemized)
- Sketches, drawings, plans or architectural renderings which clearly depict the proposed improvements
- High-quality photos of the proposed project area
- List of required permits for the project, or written confirmation from the County or relevant authority if no permits are needed
- Current taxable value per the Putnam County Property Appraiser
- Proof of ownership, option to purchase agreement or completed Owner Authorization Form
- Verification of 25% matching funds (e.g., loan approval, bank statements, demonstrated savings)
- ☐ Certificate of Appropriateness from the Planning Department (for projects located in the North or South Historic District)

Please return a copy of this completed application, along with any supporting documentation, to the City of Palatka Annex.

For additional information, please contact:

Kristin Odom

CRA Coordinator

Phone: 386-329-0100 ext. 467

Email: kodom@palatka-fl.gov



Building Improvement Grant Application

1. Applicant:

Name: Beck/Sloan Properties, Inc.

Address: 2000 Reid Street, Palatka, FL

Zip Code: 32177

Contact Name: Gabrielle Gunn

Phone Number: 386-328-0344

Email: gabriellegunn@checkbeck.com

2. Property to be improved:

Property Name (if a business): Palatka Burger Co.

Address: 801 St Johns Avenue, Palatka FL

Zip Code: 32177

Legal Description: DICKS MAP OF PALATKA MB2 P46 BLK 63 LOT 5 (EX OR411 P3)

Property Tax Parcel Number: 42-10-27-6850-0630-0050

3. Owner of property (if not applicant):

Name: Beck/Sloan Properties, Inc.

Address: 2000 Reid Street, Palatka, FL

Zip Code: 32177

Phone Number(s):

386-328-0344

4. Authorization to undertake work:

If the applicant is not the owner of the property, provide written evidence in the form below that the owner authorizes this work to be undertaken.

5. What specific blight conditions will be addressed by the proposed improvements?

(Provide details on how the proposed work will directly combat these conditions.)

The proposed comprehensive site improvements will revitalize a previously blighted area, creating an inviting environment that encourages community engagement and outdoor activities. These enhancements will not only

improve the area's visual appeal but also stimulate local economic growth by attracting businesses and visitors, fostering long-term investment in the community and adding 35-40 jobs.

6. How will the building be used after this project has been completed?

☐ Residential

☒ Restaurant

☐ Office

Other: _____

☐ Retail

7. Please provide a detailed description of the scope of work for the proposed building improvements:

The proposed building improvements involve the installation of pavers, artificial turf, an irrigation system, landscaping, fencing, and an exterior brick facade. Our project will include excavation and leveling for paver installation, followed by laying high-quality pavers with proper drainage. Pavers add a touch of elegance and sophistication to any outdoor space, transforming it from plain to visually appealing. Pavers also require minimal upkeep, usually occasional sweeping and rinsing. Artificial turf will be installed to maximize water use while minimizing waste, leading to significant savings in water, energy, and labor costs. Fencing can be a crucial element in enhancing the visual appeal of an outdoor dining area, making it more attractive to potential customers. The outdoor patio increases seating capacity, allowing restaurants to serve more customers and potentially increase revenue. Fences help define this space, making it clear where patrons can sit and eat. As the last step, a brick facade will be added to the exterior of the building. A brick facade is a durable, low-maintenance option with aesthetic appeal and long-term value. Key preparation steps for installation include cleaning the surface, repairing damage, applying a weather barrier, and using a bonding agent. Bricks are strong, weather-resistant pest-proof, fire-resistant, and can improve energy efficiency.

8. Estimated total cost of the project:

\$ 61,649.47

9. What types of funding will you use to match funds provided by grant.

(Please select all that apply.)

☒ Business savings

☐ Personal savings

☐ Loan from a bank or credit union

Other funding:

10. Grant agreements are typically signed within three months after the application closes. When do you anticipate beginning construction?

Upon execution of the agreement.

11. In your opinion, how would this project benefit the surrounding area?

This project would greatly enhance the surrounding area by creating inviting outdoor spaces that promote community engagement and recreation. The improved landscaping and sustainable irrigation system would contribute positively to the local environment, while the new fencing and exterior brick facade would elevate the architectural appeal and security of the property. Overall, these improvements have the potential to boost property values and enhance the quality of life for residents in the community.

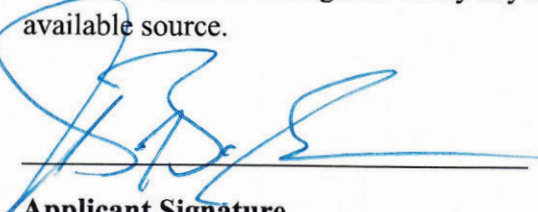
Certification By Applicant

I hereby acknowledge that I have read, understand, and agree to the terms of this document and that I am authorized to execute this Agreement.

The applicant certifies that all information provided in this application, as well as any supporting documentation, is true, complete, and accurate to the best of the applicant's knowledge and belief and is submitted for the purpose of obtaining a 50/50 grant.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that they have the authority to sign and enter into an agreement to perform the rehabilitation work. Evidence of this authority must be attached.

The CRA reserves the right to verify any information contained in this application from any available source.



Applicant Signature

6-12-2025

Date

Please return a copy of this completed application, along with any supporting documentation, to the City of Palatka Annex.

For additional information, please contact:

Kristin Odom

CRA Coordinator

Phone: 386-329-0100 ext. 467

Email: kodom@palatka-fl.gov

Construction Estimates & Required Permits



CGC 1518581

June 9, 2025

RE: Palatka Burger Co.- 801 St. Johns Ave. Palatka, FL 32177

River City Construction Group pleased to propose to provide all labor, material, equipment, and insurances to complete construction of Palatka Burger Co. exterior site improvements.

Exterior Site Improvement Description:

Install pavers, artificial turf, irrigation, land scaping, Fencing and exterior brick façade.

1) Pavers	\$12,000.00
2) Pavers at City Parking (Right of way area). Install Owner provide pavers, setting and labor.	\$8,300.00
3) Artificial Turf	\$5,976.00
4) Landscaping	\$1,583.48
5) Landscaping install - RCCG	\$750.00
6) Irrigation	\$2,700.00
7) Irrigation Back-flow	\$1,427.00
8) Fence	\$3,642.00
9) Exterior Brick – Stucco	<u>\$16,000.00</u>
	Sum Total: \$52,378.48
10) General Conditions	\$5,237.85
11) GC Fee 7%	\$4033.14

TOTAL LABOR AND MATERIAL: \$ 61,649.47

Travis A. Smith
President/Owner
River City Construction Group
(P) (904) 236-1455
(E) rccgjax@me.com



Sunshine Turf

3955 Riverside Avenue | Unit 202 | Jacksonville, Florida 32205
(904) 383-0243 | office@sunshineturf.info | www.sunshineturf.info

RECIPIENT:

Travis Smith

801 Saint Johns Avenue
Palatka, Florida 32177

Quote #2594

Sent on Jun 02, 2025

Total \$5,976.00

Product/Service	Description	Qty.	Unit Price	Total
Sunshine Turf Highland with Installation	Sunshine Turf is to provide all materials and labor to complete the included scope of work provided below: Included: The installation of a 5 inch rock base comprised of 3 inches of #57 stone (angular compact-able drain rock), 2 inches smaller fine aggregate for smooth finish. Surfacing Product: Sunshine Turf Highland Drainage >118 in/hr Yarn Type Polypropylene: in curl Approximate Pile/Face Weight: 80 oz Approximate Pile Height: 1.97 inch Approximate Total Product Weight: 108 oz Approximate Infill Amount: 1.0/2.0 inches Primary Backing: polypropylene Detailed installation materials included: 100% dense plastic nailer board system, stainless steel fasteners, Mapei seam tape and turf adhesive, infill Note: We guarantee workmanship for 15 years to match product warranty, for this reason we do NOT use wood lumber or trex/composit boards of any kind due to fast deterioration rates on those materials.	480	\$12.45	\$5,976.00

Total **\$5,976.00**

Payment Terms:

To initiate the project, a 50% deposit is required. This upfront payment ensures the commencement of work. The remaining 50% is due upon project completion, ensuring a balanced and fair approach to payment. This structure aligns with industry standards and emphasizes our commitment to delivering a successful and satisfactory outcome for our clients. This quote is valid for the next 30 days, after which values may be subject to change.

Unique Plants and Palms

14011 Philips Highway
FL 32256

Estimate

Date	Estimate #
6/6/2025	88

Name / Address
Palatka Burger Co 801 St Johns Ave Palatka, FL 32177

				Project
Description	Qty	U/M	Rate	Total
Penta - 1 Gallon	24	ea	6.00	144.00T
Ligustrum Sunshine Southern Living - 3 Gallon (we don't carry the 1 gallon)	20	ea	20.00	400.00T
Dianella - 1 Gallon	18	ea	6.00	108.00T
Chocolate Loropetalum - 3 Gallon	28	ea	20.00	560.00T
Red Sister - 3 Gal	10	ea	22.00	220.00T
Fern Foxtail - 1 Gallon	10	ea	6.00	60.00T
Creeping Fig	40	ea	6.00	240.00T
Discount			-259.00	-259.00
			Subtotal	\$1,473.00
			Sales Tax (7.5%)	\$110.48
			Total	\$1,583.48



doneright
SINCE 1985

ESTIMATE

Estimate does not actually expire

Done Right Since 1985
1405 Kings Estate Rd
St Augustine, Florida 32086
United States

904-533-6373
www.donerightsince1985.com

BILL TO
River City Construction Group
Travis Smith
180 Spartina Avenue
(0021enter)
St. Augustine, Florida 32080
United States

904-236-1455
rccgjax@me.com

Estimate Number: 215
Customer Ref: Palatka Burger Co.
Estimate Date: June 4, 2025
Valid Until: July 4, 2025
Grand Total (USD): \$2,700.00

Items	Quantity	Price	Amount
Irrigation Installation Installation of a single zone of drip irrigation system to cover a single line of shrubs, totaling 180 linear feet at the restaurant located at 801 St. Johns Ave. Palatka Fl. 32177. Includes: -A PVC pipe connected to owner supplied back flow preventer with an automatic 1" Rain bird valve, located near the landscape area. -Controller and rain sensor mounted inside and connected to owner supplied 120 volt outlet and wired to new valve. -Install drip line around planter bed to cover new plant materials prior to landscapers mulch installation.	1	\$2,700.00	\$2,700.00

Grand Total (USD): \$2,700.00

Notes / Terms

Thank you so much for the opportunity! Please see the attached estimate and get back to us with any questions. All invoices not paid within 30 days will be charged an additional 3.5% per month past the due date.

Additional discovery may increase scope of work. Any additional work will be additional to estimate. Done Right will not be responsible for any equipment or utilities damaged that we have not been made aware of prior to start.

Powered by  wave

Bob's Backflow & Plumbing Services

FL Plumbing License

CFC053957

4640 Subchaser Ct., Ste 113
Jacksonville, FL 32244

Fire License

FPC18-000007

Phone # (904) 268-8009

Fax # (904) 292-4403

Proposal**Date**

6/6/2025

Proposal #

9037

Bill To:River City Construction
180 Spartina Ave.
St. Augustine, FL 32080

Contact Person

Customer Phone

Ship To:801 St. Johns Ave.
Palatka, FL 32177

P.O. No.

Description**Qty****Cost****Total**

Bob's Backflow & Plumbing Services, Inc. proposes to install a new backflow and bring up to Cross Connection Code.

NOTE: This proposal is to install a backflow preventer on the following water meter. This proposal assumes that the area of installation, which is directly in front of the water meter, is easily accessible for digging. Any labor and material needed to remove pavement, asphalt, concrete, trees, or other obstructions, will be extra to this proposal

1" Water meter #:N/A - Potable

Labor 2 Men to install a 1" backflow preventer, clean, flush, test, and certify

1' Wilkins 975XL2

Piping & Materials

Insulation to protect the device against future freeze damage.

Conbraco - .75' Pressure Relief Valve (Lead Free)

Backflow Test: Backflow Test/ Certified and submitted to proper Water Utility Provider

Normal Business Hrs. M-F 8:00am - 4:00 pm. Overtime rates apply to repairs outside these hrs.

Total**\$1,427.00**

Bob's Backflow & Plumbing Services is not responsible for any work done or materials used by other contractors prior to our arrival onsite. We are not responsible for any damages to buildings or their contents, fixtures, concrete or asphalt, landscaping, wires, piping, unmarked private utilities, etc. that is not directly caused by the work we have completed.

This proposal may be withdrawn after (30) days if not signed and returned.

All work is to be done during normal business hours unless indicated or additional charges will apply.

SIGNATURE OF ACCEPTANCE _____



Proposal #170810

Date: 6/3/2025

PO #

Customer:

Travis Smith
River City Construction Group
180 Spartina Ave.
St. Augustine , FL 32080

Property:

Palatka Burger Company
801 St. Johns Ave
Palatka , FL 32177

Palatka Burger-Wood

Furnish and install 27' of custom horizontal wood fence with 8x8 posts.

Commercial Install

SFN- Commercial Install

Items	Quantity	Price
8' Tall Custom Wood	27.00	
SFN- Commercial Install:		\$3,642.00
PROJECT TOTAL:		\$3,642.00

Terms & Conditions

By _____

Lauren Baylis

Date 6/3/2025

By _____

Date

Palatka Burger Company

A&P Stucco LLC
 Aaron Donato 386-538-4561
 Paul Charland 904-3925119
 1006 river St
 Palatka FL 32177

ESTIMATE

Travis Smith
 801 ST . Johns AVENUE

Estimate # 0000061

Estimate Date 06/05/2025

Item	Description	Unit Price	Quantity	Amount
Service	Front of building we will Lath left and front side of building that includes 7/8 weep and plaster stop where need			
Service	Apply Scratch coat all lathed areas			
Service	Apply Brown coat, followed by a skim coat and texture(brick color)			
Service	Then we will score stucco for a brick design.			
Service	Then we will fiber mesh all joints on Hardie board and skim entire panel with base coat.			
Service	We will then apply Brown coat, followed by a skim coat and texture (brick color)			
Service	Then we will score stucco for brick design.			
Service	A third down prior to start	16000.00	1.00	16,000.00
NOTES: Any additional work will be charged accordingly				
		Subtotal		16,000.00
		Total		16,000.00
		Amount Paid		0.00
		Estimate		\$16,000.00

Marcelo Pavers, Inc

Proposal

Labor and materials

950 square foot

4x8 brick Heritage Pervious

1)grading, leveling and compacting area

2)crush rock sand base installation and compacting

3)paver installation, cuts and pattern

4)border, cement reinforcement under the border

5)sweep wash and compacting

6)clean up and haul away left over debris

7)delivery of materials

Total price: 950x12

11,400

600 distance

Total 12,000

Job site address

801 St Johns Ave, Palatka, FL 32177

Marcelo Pavers, Inc

Proposal

Labor and some materials

1,100 square foot - Reclaimed brick

1)grass removal, grading, leveling and compacting area

2)crush rock sand base installation and compacting

3)paver installation, cuts and pattern

4)border, cement reinforcement under the border

5)sweep wash and compacting

6)clean up and haul away left over debris

7)delivery of some materials

Note: Reclaimed brick will be provided by owner.

Total price: 1,100x 7

7,700

600 distance

Total 8,300

Job site address:

801 St Johns Ave, Palatka, FL 32177

Photos of Proposed Project







Sketches/Drawings/Inspiration for Project





Info: 386-329-0307

**Putnam County
Construction Permit
Planning & Development Services
2509 Crill Ave Suite 300, Palatka, Florida 32177**

Payment Date: 01/02/2025

Receipt #: 7

Permit #: B24-001269

Owner: PALATKA RTG LLC
2000 REID ST
PALATKA, FL 32177

Parcel #: 42-10-27-6850-0630-0050

Insp. Dist:

Project Addr: 801 ST JOHNS AV
PALATKA

BCAI Fee\$4.30BCAI Fee\$38.71DBPR Fee\$2.87DBPR Fee\$25.81Commercial Plan Review Fee\$478.00Commercial Fee
(New Development)\$2,389.03

Fee	Description	\$Total
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Payment Date	Type	Note	Reference	Paid By	\$Paid Amount
01/02/2025	Check		5239	REVI CONSTRUCTION LLC - Patrick Tripp	(\$2,938.72)
				Remaining Balance Due, as of 01/02/2025:	\$0.00

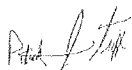
ALL WORK MUST COMPLY WITH THE FLORIDA BUILDING CODE AND THE FLORIDA FIRE PREVENTION CODE.
ANY CHANGES TO THE PERMIT OR APPROVED PLANS MUST BE REVIEWED AND ACCEPTED BY THIS OFFICE.
THIS PERMIT EXPIRES IN 180 DAYS OF ISSUE OR LAST APPROVED INSPECTION.

THIS PERMIT DOES NOT CANCEL OR MODIFY THE PROVISIONS OF ANY FEDERAL, STATE, OR LOCAL LAWS
REGULATING CONSTRUCTION.

* CALL FOR INSPECTIONS 24 HOURS PER DAY! CALL 386-329-0307.
REQUESTS RECEIVED AFTER 7:00 AM WILL BE INSPECTED THE SECOND WORKING DAY.

AS A CONDITION OF THIS PERMIT ALL APPLICABLE STATE OR FEDERAL PERMITS MUST BE OBTAINED PRIOR
TO COMMENCEMENT OF DEVELOPMENT.

Permit Received By:



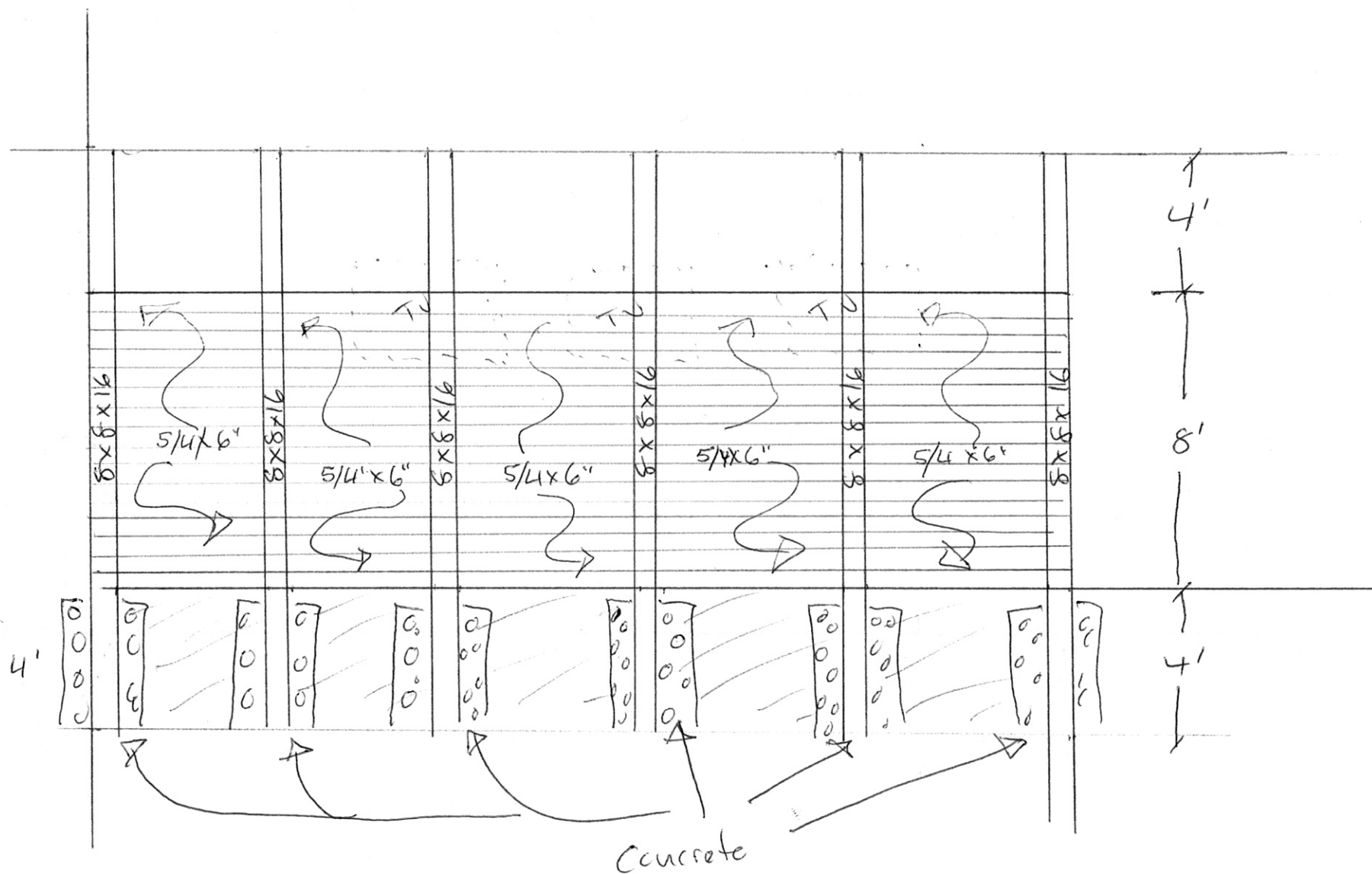
Permit Issued By:

Jennifer Pazderski





Fence



Current Taxable Value of Property

Parcel Owner Mailing	42-10-27-6850-0630-0050 PALATKA RTG LLC 2000 REID ST PALATKA FL 32177				(VID 42987)				Parcel Sales Data								
	Book	Page	Instrument	Sale Date	QSCD	Price											
911 Description	1761	1208	WD	2024-06-06	01 I	100											
	1761	1205	WD	2024-06-06	01 I	100											
	1720	1161	WD	2023-05-08	00 I	103,000											
	1720	1159	AFFD	2023-05-08	I												
	1720	1154	RESO	2023-05-13	I												
	0883	0906	WD	2002-02-04	00 I	60,000											
	Outbuildings and Extra Features																
Parent Parcel	Line	Code	Units	Length	Width	Sq Ft	Rate	Value									
Exemption	Amount	Remainder	Owner %	Applied To													
				1	002-03C		1,240	1	1,240	4	3,670						
				Total: 3,670													
Improvement Value	0	Use Code	01000														
OBXF Value	3,670	Improvements	0														
Land Value	31,360	Location	City of Palatka - Downtown Dist														
Market Value	35,030	Total Acres	0.12														
Just Value CU	0	Zoning	DB														
Just Value CU	0	FLUM	COM														
Market Adjusted	35,030																
Parcel Value Breakdown																	
Taxing District	Assessed Limited	Minus(-) Exemptions		Taxable Value													
County General	35,030	0		35,030													
St Johns River WMD	35,030	0		35,030													
Palatka	35,030	0		35,030													
School	35,030	0		35,030													
Visits	JWP	2024-05-02	JWP	2024-02-14													
Changes	Future Year Notice	2024-10-09	jedw01	2024-08-21													
Primary Improvement											Improvement Area & Additions						
Description			Title Year			Substructure			Cabinet & Mill			Desc	% Rate	Rate	Sq Ft	Cost	
Class			Title No.			Floor System			Floor Finish			Total Replacement Cost: 0					
Type			Model			Exterior Walls			Interior Finish								
Adj Base Rate			RP No or Tag			Height (Feet)			Paint & Decor								
Base Sq Ft	0		Length			Party Wall %			Plumbing Fixt								
% Good			Width			Sub Frame			Bath Tile								
Quality			Lot #			Roof Framing			Heating & Air								
		Functional Obs			Roof Cover			Electrical									
		Economic Obs			Bed / Bath			Corners									
Land																	
Line	Code	Description	Depth Chart	Depth In Feet	Corner Factor	Depth Factor	Cond	Unit Price	Adj Unit Price	Units	Just Value	CU Unit Price	CU Value	Just Value CU	Taxable Value		
1	071	Downtown Palatka Comm Sq Ft		0	1			6	6	5,227.00	31,360	0	0	0	31,360		
Total:											31,360	0		Page 432 of 942			

Proof of Ownership

3
27.70

Inst: 202554014758 Date: 05/30/2025 Time: 1:18PM Doc Stamp-
Deed: 0.70 By: ML, DC, Matt Reynolds, Putnam, County Page 1
of 3 B: 1813 P: 1423

This Instrument Prepared By:
Holmes & Young, P.A.
Attorneys at Law
222 North 3rd Street
Palatka, FL 32177

WARRANTY DEED

Property Appraisers Parcel
Identification Number:
42-10-27-6850-0630-0050

THIS WARRANTY DEED made the 29 day of MAY, A.D. 2025, by
PALATKA RTG, LLC, a Florida Limited Liability Company, hereinafter called the grantor to
BECK/SLOAN PROPERTIES, INC., a Florida Corporation whose mailing address is: 2000
Reid Street, Palatka, FL 32177 hereinafter called the grantee:

WITNESSETH: That the grantor, for and in consideration of TEN DOLLARS (\$10.00)
and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants,
bargains, sells, aliens, remises, releases, conveys and confirms unto the grantee all that certain land
situate in Putnam County, State of Florida, viz:

PROPERTY DESCRIBED ON EXHIBIT "A" ATTACHED HERETO

NOTICE TO RECORDING OFFICER: This conveyance of unencumbered
real property being transferred from LLC to INC with no change in beneficial
ownership is subject to minimum documentary stamp tax of \$.70.

TOGETHER, with all the tenements, hereditaments and appurtenances thereto belonging
or in anywise appertaining.

TO HAVE AND TO HOLD, the same in fee simple forever.

AND the grantor hereby covenants with said grantee that the grantor is lawfully seized of
said land in fee simple; that the grantor has good right and lawful authority to sell and convey said
land, and hereby warrants the title to said land and will defend the same against the lawful claims
of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing
subsequent to December 31, 2024.

IN WITNESS WHEREOF, the said grantor has signed and sealed these presents the day
and year first above written.

Signed, sealed and delivered in

Title Not Examined
No Opinion of Title Given
Holmes & Young, P.A.

Joan Tucker
Joan Tucker

Witness

Joan Tucker
Printed Name

PALATKA RTG, LLC, a Florida Limited
Liability Company

By: [Signature]
Preston B. Sloan
President

102 Violet Cir. Interlachen FL 32148
Address of Witness

[Signature]

Witness

Brodley Sloan
Printed Name
400 Marsh Point Cir
St. Augustine, FL 32080
Address of Witness

STATE OF FLORIDA
COUNTY OF PUTNAM

I HEREBY CERTIFY that on this day, before me, by means of (✓) physical presence or () online notarization, an officer duly authorized to administer oaths and take acknowledgments, personally appeared PRESTON B. SLOAN, President of Palatka RTG, LLC known to me to be the person(s) described in and who executed the foregoing instrument, who acknowledged before me he/she/they executed the same, that I relied upon the following form__ of identification of the above-named person: Preston B. Sloan and that an oath (was)(was not) taken.

WITNESS my hand and official seal in the County and State last aforesaid this 29th day of May, A. D., 2025.

Joan Tucker
Notary Signature
Joan Tucker
Printed Notary Signature
My Commission Expires 7/22/25



Joan Tucker
Notary Public
State of Florida
Comm# HH157023
Expires 7/22/2025

EXHIBIT "A"

The Northerly 100 feet of the Easterly 1/2 of Lot 5 in Block 63 of the City of Palatka, according to a copy of Dick's Map of said City on file in the office of the Clerk of the Circuit Court, Putnam County, Florida. The same being described as beginning at the Northeast corner of said Lot 5 in Block 63 and running thence Westerly, along the Southerly line of St. Johns Avenue, a distance of 50 feet; thence run Southerly, parallel with Eighth Street, a distance of 100 feet; thence run Easterly, parallel with St. Johns Avenue, a distance of 50 feet to the Westerly line of Eighth Street; thence run Northerly, along the Westerly line of Eighth Street, a distance of 100 feet to the Point of Beginning and to close.

TOGETHER WITH an Easement described in instrument recorded in OR Book 1811 Page 654 of the public records of Putnam County, Florida.

Verification of 25% Matching Funds



For Locals. By Locals.

June 13, 2025

Beck/Sloan Properties

2000 Reid Street

Palatka, Florida

Please allow this communication to serve as verification that the mentioned entity has on deposit with Barwick Banking Company as an average daily balance well above the twenty five percent of cost for the CRA grant which is understood to be \$62,000.00. Please contact our office if there are any questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read 'G. B. Lott Jr.', is written over the word 'Sincerely,'.

Gary B. Lott Jr, Market Executive

Blott@barwickbank.com

352-535-7147

Application



Building Improvement Grant Application

1. Applicant:

Name: KATHLEEN MAUNDIE
Address: 2305 SEBODIA AVE
JACKSONVILLE, FL 32217 Zip Code: 32217
Contact Name: JENNY ALEXANDER Phone Number: 386 972 7011
Email: JENNY@DHC LAWYERS.COM

2. Property to be improved:

Property Name (if a business): 715 RED ST.
Address: PALATKA, FL Zip Code: 32177
Legal Description: 715 RED ST, DECK'S MAP MB2 PY6 BUKSS WSD' LOT 3 LOT 4
Property Tax Parcel Number: 42-10-27-6850-0550-0041

3. Owner of property (if not applicant):

Name: CREVETALISE PALATKA - OWNER
Address: NA ATTACHED Zip Code: _____
Phone Number(s): _____

4. Authorization to undertake work:

If the applicant is not the owner of the property, provide written evidence in the form below that the owner authorizes this work to be undertaken.

5. What specific blight conditions will be addressed by the proposed improvements?

(Provide details on how the proposed work will directly combat these conditions.)

DILAPIDATED, HISTORICALLY NEGLECTED BUILDING
HAS BEEN PURCHASED BY APPLICANT TO SUPPORT
CRA EFFORTS + GOALS

10. Grant agreements are typically signed within three months after the application closes. When do you anticipate beginning construction?

ASAP

11. In your opinion, how would this project benefit the surrounding area?

CHANGE THE LANDSCAPE OF OUR CRA DISTRICTS BY PROVIDING A MUCH-NEEDED FACE LIFT

Certification By Applicant

I hereby acknowledge that I have read, understand, and agree to the terms of this document and that I am authorized to execute this Agreement.

The applicant certifies that all information provided in this application, as well as any supporting documentation, is true, complete, and accurate to the best of the applicant's knowledge and belief and is submitted for the purpose of obtaining a 50/50 grant.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that they have the authority to sign and enter into an agreement to perform the rehabilitation work. Evidence of this authority must be attached.

The CRA reserves the right to verify any information contained in this application from any available source.



Applicant Signature

6/13/25

Date

Please return a copy of this completed application, along with any supporting documentation, to the City of Palatka Annex.

For additional information, please contact:

Kristin Odom

CRA Coordinator

Phone: 386-329-0100 ext. 467

Email: kodom@palatka-fl.gov

Construction Estimates & Required Permits

QUOTE

Quote #: 2025-0613

Date: June 13, 2025

Prepared for: Kathleen Malnove

Property Address: 715 Reid Street Palatka, FL 32177

Project Description:

Demolition and replacement of an existing façade, measuring approximately 50' wide by 20' tall (1,000 sq. ft). The project includes:

- Safe removal and disposal of existing façade materials
- Structural reframing of façade using new 2" x 6" lumber
- Installation of new finished metal siding (1,000 sq. ft)
- Installation of new commercial-grade doors (up to 2 included)
- Flashing, trim, and sealant work for a complete weather-tight finish
- Site cleanup and haul-away of debris

Demo and disposal @\$6/ft

2x6" Framing@\$12/ft

Finished metal siding@\$20/ft

2 New Commercial Doors@\$3,000

Trim, flashing, misc materials and labor @lump sum \$16,000

PROJECT TOTAL = \$60,000.00

Sketches/Drawings/Inspiration for Project

Photos of Proposed Project





Current Taxable Value of Property

Parcel Owner Mailing		42-10-27-6850-0550-0041 REVALIZE PALATKA LLC 2305 SEGOVIA AVE JACKSONVILLE FL 32217		(VID 425077)	
911 Description		715 REID ST PALATKA 32177 DICKS MAP OF PALATKA MB2 P46 BLK 55 N 50 FT LOT 3 + LOT 4 ORI281 P1263 (EX REID ST R/W) + W1/2 OF LOT 8			
Parent Parcel		42-10-27-6850-0550-0041			
Exemption		Amount	Remainder	Owner %	Applied To
Improvement Value		87,230	Use Code	02700	
OBXF Value		8,900	Improvements	1	
Land Value		110,250	Location	City of Palatka - Downtown Dist	
Market Value		206,380	Total Acres	.42	
Just Value CU		0	Zoning	C-2	
Just Value CU		0	FLUM	COM	
Market Adjusted		206,380	Parcel Value Breakdown		
Taxing District		Assessed Limited	Minus Exemptions	Taxable Value	
County General		171,660	0	171,660	
Palatka		171,660	0	171,660	
School		206,380	0	206,380	
Visits		DRH	2020-12-01	RGM	2015-10-07
Changes		apet26	2025-04-01	jedw01	2024-08-21

Description Warehouse		Title Year		Primary Improvement		Improvement Area & Additions		Cost	
Chrs	J	Deep Base	1.25	Substructure	01 - Continuous	Cabinet & Mill	Desc	Rate	Sq Ft
Type	1947	Year Built	1947	Floor System	01 - Slab on Grade	Floor Finish	800	100	37.17
Adj Base Rate	37.17	Left Yr Built	1947	Exterior Walls	01 - Conc. Block/Board	Interior Finish	OFA	150	55.76
Base Sq Ft	7,313	Obs Cord	10	Height (Feet)	12	Paint & Decor			340
% Good	30	Repairs Cost	290,781	Party Wall %	05 - Wood Beam - Columns	Plumbing Fix			
Quality	1.00	Dis Rep Cost	87,230	Sub Frame	06 - Wood Frame/Truss (COM)	Bath Tile			
		Functional Obs		Roof Framing	04 - Composition Shingle	Heating & Air			
		Economic Obs		Roof Cover	/0	Electrical			
				Bed / Bath		Corners			
				Depth Factor	1	Adj Unit Price	CU Unit Price	CU Value	Just Value
				Corner Factor	1	6	0	0	59,250
				Depth In Feet	1	6	0	0	7,500
				Depth Chart	1	6	0	0	21,750
				Description	071 Downtown Palatka Comm Sq Ft				
				Code	071				
				Line	1				
				CU Unit Price	0				
				Just Value	59,250				
				CU Value	0				
				Just Value	7,500				
				CU Unit Price	0				
				Just Value	21,750				
				CU Unit Price	0				
				Just Value	21,750				
				CU Unit Price	0				
				Just Value	21,750				
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				Just Value	21,750				
				CU Unit Price	0				

Proof of Ownership

Verification of 25% Matching Funds

US Stocks
100%
\$290,871.81

Client Investments 2 Positions

Symbol/CUSIP	Description/Fund	Asset Class	Security Type	As Of	Quantity	Price/NAV	Market Value
AGTHX	Growth Fund Of America Cl A	Large US Gro Eq	Mutual Fund - Open-end	06/10	3,359.075	\$79.1400	\$266,000.00
CGFAX	Growth Fund Of America Cl 529 A	Large US Gro Eq	Mutual Fund - Open-end	06/10	322.03	\$77.7400	\$25,000.00

Go to Client Investments >

Accounts Summary 7 Accounts

Move Account

Account Name	Account #	Loc	Class	Combined Value	Account Value	Linked Value	LPL Value	Cash
JEREMY L ALEXANDER		MF		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
JEREMY L ALEXANDER		MF		\$236,334.52	\$236,334.52	\$0.00	\$0.00	\$0.00
JEREMY L ALEXANDER		MF		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ALEXANDER JEREMY		LPL	OUTINV-NR	\$18,298.75	\$0.00	\$18,298.75	\$0.00	\$0.00
ALEXANDER JEREMY		LPL	OUTINV-NR	\$11,203.92	\$0.00	\$11,203.92	\$0.00	\$0.00
ALEXANDER JEREMY		LPL	OUTINV-RET	\$14,829.83	\$0.00	\$14,829.83	\$0.00	\$0.00
ALEXANDER JEREMY		LPL	OUTINV-RET	\$10,204.77	\$0.00	\$10,204.77	\$0.00	\$0.00
Totals 7 Accounts					\$236,334.52	\$54,537.27	\$0.00	\$0.00

Extended Information

Edit



Certificate of Appropriateness





Application



Building Improvement Grant Application

1. Applicant:

Name: Warren Berry

Address: 447 Segovia Rd St Augustine Florida Zip Code: 32086

Contact Name: Warren Berry Phone Number: 904.207.9324

Email: warrenberry84@yahoo.com

2. Property to be improved:

Property Name (if a business): _____

Address: 120 Kirkland St.

Zip Code: 32177

Legal Description: MB2 P46 BLK 47 E 72FT OF W 178 FL OF LOT 4

Property Tax Parcel Number: 42-10-27-6850-0470-0041

3. Owner of property (if not applicant):

Name: Applicant

Address: _____

Zip Code: _____

Phone Number(s): _____

4. Authorization to undertake work:

If the applicant is not the owner of the property, provide written evidence in the form below that the owner authorizes this work to be undertaken.

5. What specific blight conditions will be addressed by the proposed improvements?

(Provide details on how the proposed work will directly combat these conditions.)

The house has termite affected, paint chipped siding; brickwork that is collapsing; a dented metal roof;

overgrown yard and unlevel front entry; and an overall neglected, uninhabitable appearance.

6. How will the building be used after this project has been completed?

☒ Residential

☐ Restaurant

☐ Office

Other: _____

☐ Retail

7. Please provide a detailed description of the scope of work for the proposed building improvements:

Replace termite affected siding, remove and replace old brickwork that is compromised, level and reframe front porch and steps & redo decking, paint exterior to bring back to original vibrancy, clear yard debris and upgrade landscaping, refresh the two driveways, remove old fence and replace to match the neighbors, detach rear shed from neighbors fence and make it match the house, remove bent metal roof from front porch and re-sheet, paint the existing metal roof to bring back vibrancy, redo front columns, corbels and trim to add curb appeal, removed existing front door and replace with authentic wood entry door, upgrade mailbox to match the house

8. Estimated total cost of the project:

\$ 67,700.00 _____

9. What types of funding will you use to match funds provided by grant.

(Please select all that apply.)

☒ Business savings

☐ Personal savings

☐ Loan from a bank or credit union

Other funding:

10. Grant agreements are typically signed within three months after the application closes. When do you anticipate beginning construction?

We plan on starting the exterior renovations in the next 4 months.

11. In your opinion, how would this project benefit the surrounding area?

The surrounding houses are being updated and refreshed. Kirkland St. is within the South Historic District and in close proximity to the Central Business District and is a well traveled road connecting River St. to the business district. Updating the run-down houses on this road would satisfy goals 5, 6 & 11 of the CRA report by preserving the character of historic housing and inviting homeownership within the area.

Certification By Applicant

I hereby acknowledge that I have read, understand, and agree to the terms of this document and that I am authorized to execute this Agreement.

The applicant certifies that all information provided in this application, as well as any supporting documentation, is true, complete, and accurate to the best of the applicant's knowledge and belief and is submitted for the purpose of obtaining a 50/50 grant.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that they have the authority to sign and enter into an agreement to perform the rehabilitation work. Evidence of this authority must be attached.

The CRA reserves the right to verify any information contained in this application from any available source.



Applicant Signature



Date

Please return a copy of this completed application, along with any supporting documentation, to the City of Palatka Annex.

For additional information, please contact:

Kristin Odom

CRA Coordinator

Phone: 386-329-0100 ext. 467

Email: kodom@palatka-fl.gov

Construction Estimates & Required Permits

Estimate 1001 from WSB Construction Inc

From: **WSB Construction Inc** (no_reply@intuit.com)

To: **warrenberry84@yahoo.com**

Date: **Monday, June 9, 2025 at 04:47 PM EDT**

WSB Construction Inc's Logo

Your estimate is ready!

Total Estimate

\$67,700.00

or starting at **\$2,138.00/month** with financing (36 mo)*

Review and accept

Dear Customer,

Below are your estimate details. To move forward with this estimate, please review and select **Accept** and WSB Construction Inc will reach out with next steps.

There are various payment methods available for you, you also have the option to **pay this monthly**.

Have a great day!

Estimate #5007

WSB Construction Inc

siding	\$15,000.00
1 X \$15,000.00	
paint	\$18,000.00
1 X \$18,000.00	
carpentry	\$12,000.00
1 X \$12,000.00	
Masonry	\$2,500.00
1 X \$2,500.00	
Masonry	\$2,500.00
1 X \$2,500.00	
Windows	\$1,500.00
1 X \$1,500.00	
demo	\$3,000.00
1 X \$3,000.00	
Landscaping	\$8,500.00
1 X \$8,500.00	
fence installation	\$1,200.00
1 X \$1,200.00	
Roofing	\$3,500.00
1 X \$3,500.00	

Total \$67,700.00

or starting at **\$2,138.00/month** with financing (36 mo)*

WSB Construction Incwsbconstructioninc@yahoo.com

* Personal loans made through Upgrade feature Annual Percentage Rates (APRs) of 8.49%-35.99%. All personal loans have a 1.85% to 9.99% origination fee, which is deducted from the loan proceeds. Lowest rates require Autopay and paying off a portion of existing debt directly. Loans feature repayment terms of 24 to 84 months. For example, if you receive a \$10,000 loan with a 36-month term and a 17.59% APR (which includes a 13.94% yearly interest rate and a 5% one-time origination fee), you would receive \$9,500 in your account and would have a required monthly payment of \$341.48. Over the life of the loan, your payments would total \$12,293.46. The APR on your loan may be higher or lower and your loan offers may not have multiple term lengths available. Actual rate depends on credit score, credit usage history, loan term, and other factors. Late payments or subsequent charges and fees may increase the cost of your fixed rate loan. There is no fee or penalty for repaying a loan early. *Approval not guaranteed. Your loan terms will be determined based on your credit, income, and certain other information provided in your loan application. Not all applicants will qualify for the full amount.

Loan services offered through Credit Karma Offers, Inc. NMLS ID# 1628077 | [Licenses](#) | [NMLS Consumer Access](#).
California Loans arranged pursuant to a California Financing Law License.

If you receive an email that seems fraudulent, please check with the business owner before paying, or you can forward the email to security@intuit.com so we can look into it. Read more at security.intuit.com.



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[Privacy](#) | [Security](#) | [Terms of Service](#)



VIEW PERMIT

Home / Services / Permits / View Permit

- [Make a payment](#)
- [Request an inspection](#)
- [Upload documents](#)
- [Leave a message](#)

Permit #: B24-000955
Project #: 24-003848
Status: Issued
Balance Due: \$0.00
Address: 120 KIRKLAND [View Map](#)
Description: interior remodel/new flooring, paint, trim, new hvac, new plumbing fixtures and new electrical fixtures.

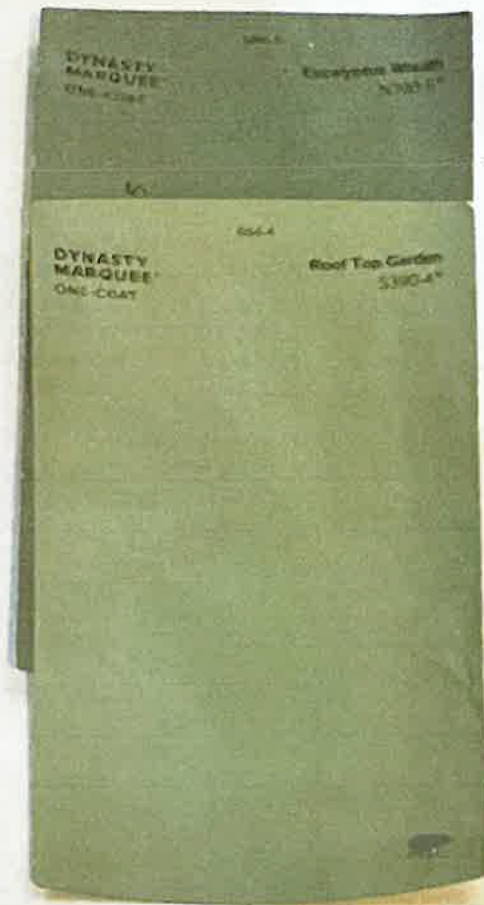


Permit Reviews Documents Inspections

Date	Type	File Name	Description
08/02/24	Merge document	Permit Receipt.htm	Permit Receipt - B24-000955
08/02/24	Merge document	Inspection Record.htm	Inspection Record - B24-000955
08/02/24	System Email	Your citizenserve application status has changed.htm	Your citizenserve application status has changed
08/02/24	System Email	Your citizenserve payment has been received.htm	Your citizenserve payment has been received
08/01/24	System Email	Your citizenserve application status has changed.htm	Your citizenserve application status has changed
08/01/24	System Email	EXTERNAL Attn Niko 120 Kirkland St.ms	Email from City of Palatka
07/03/24	System Email	Expired Liability insurance msg	Letter to COR to update Liability
07/03/24	System Email	Your inspection has been completed.htm	Your inspection has been completed
07/03/24	System Email	COMMENT LETTER FOR PERMIT # b24-000955.msg	Comment letter to COR
07/01/24	Document	INSPECTION CARD B24-000955.pdf	
07/01/24	Document	LETTER B24-000955.docx	
07/01/24	Job Site Documents	APPROVED scope of work 120 kirkland st w ith markups.pdf	
06/30/24	Online Document Upload	scope of work 120 kirkland st.pdf	scope of work and level of alteration
06/27/24	Online Document Upload	nec kirkland st.pdf	NOC
06/27/24	System Email	You have a new message.htm	You have a new message
06/21/24	System Email	Your citizenserve application status has changed.htm	Your citizenserve application status has changed
06/21/24	System Email	Your inspection has been completed.htm	Your inspection has been completed
06/21/24	System Email	New On-line Permit # B24-000955 - 120 Kirkland St Palatka.ms	Letter to COR to update Liability and to send Subs if needed
06/18/24	System Email	Your permit application has been received.htm	Your permit application has been received
06/18/24	Signature	signature.png	
06/18/24	Site Plan	Scan_20240617.pdf	

Sketches/Drawings/Inspiration for Project





Front Door
 ← Pock ceiling
 soffits

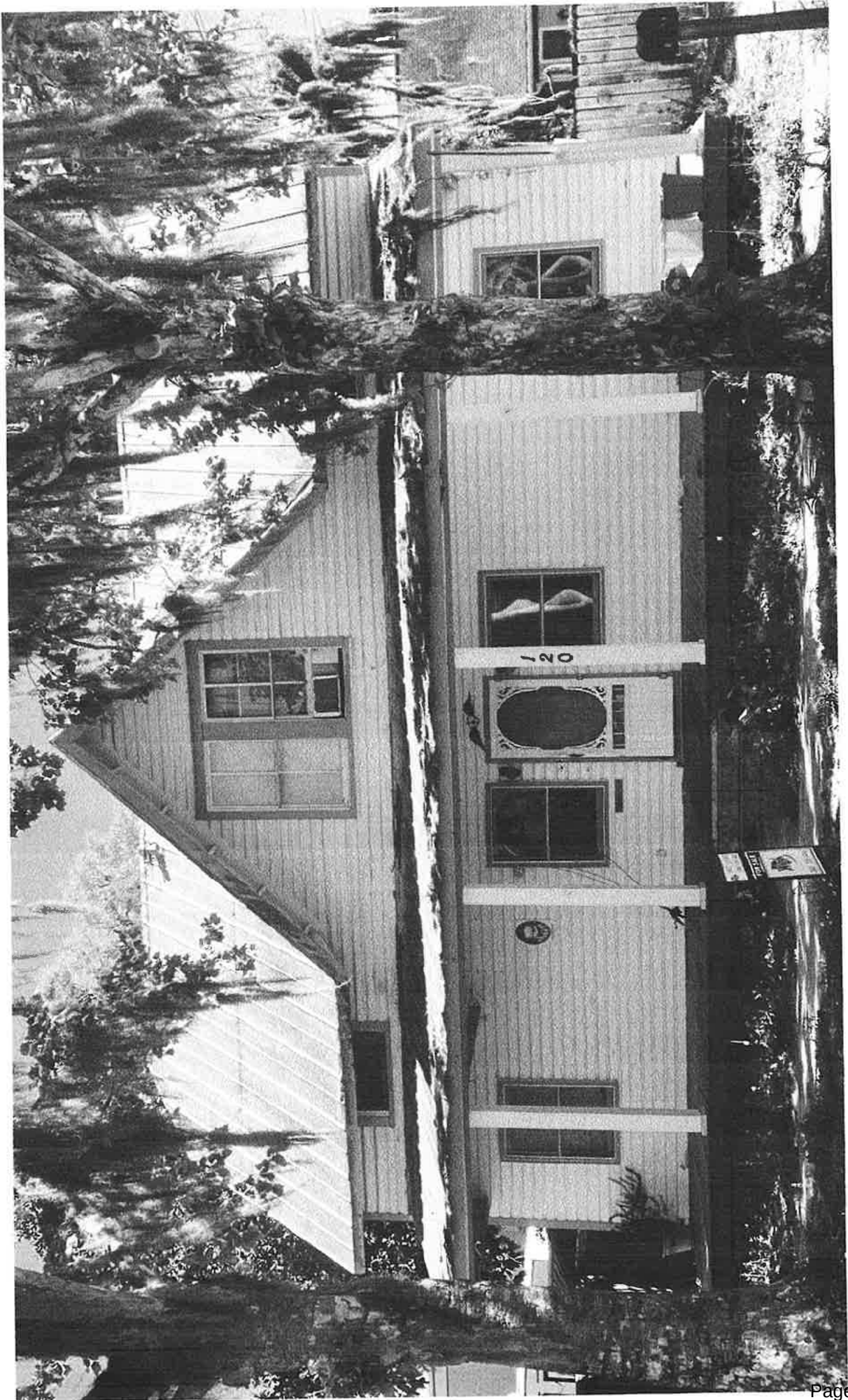
Trim
 ← Accents

White
 ↑
 main Body
 Columns w/ Corbels

Cordovan Brown
 T-104 Behr

← Deck stain
 Fence





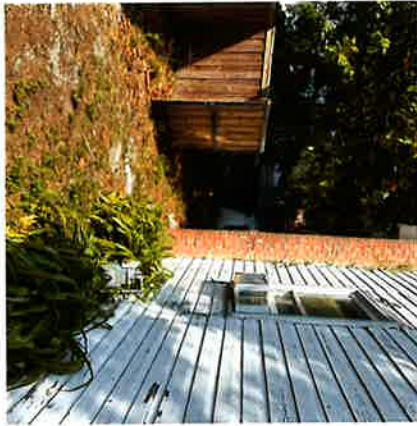


Use 6x6's for Corbels
Wrap Columns below w/ 1x8

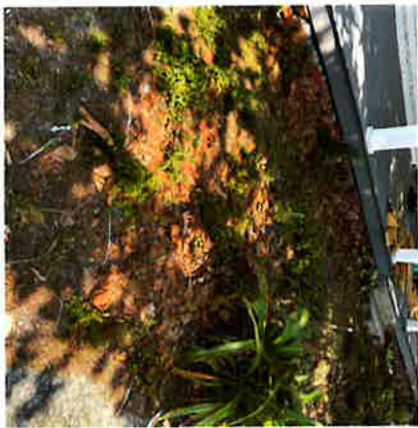
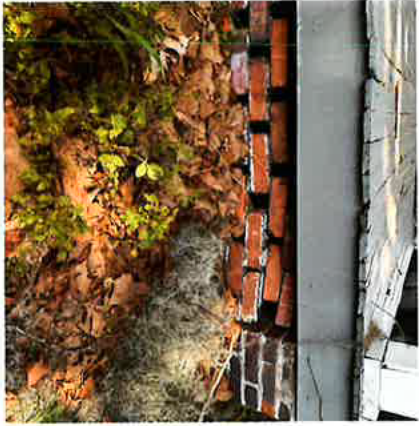
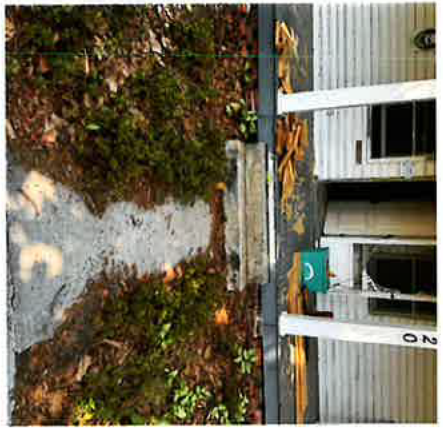


use 1x8 as base

Photos of Proposed Project



Overall disrepair - curb appeal



Porch / decking repair needs

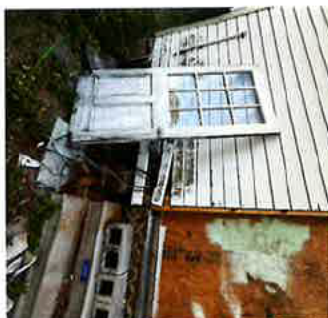
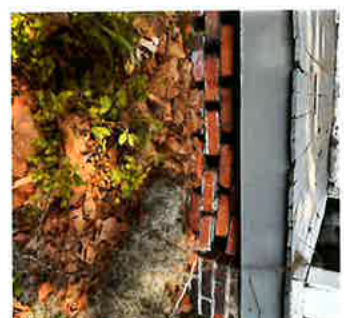
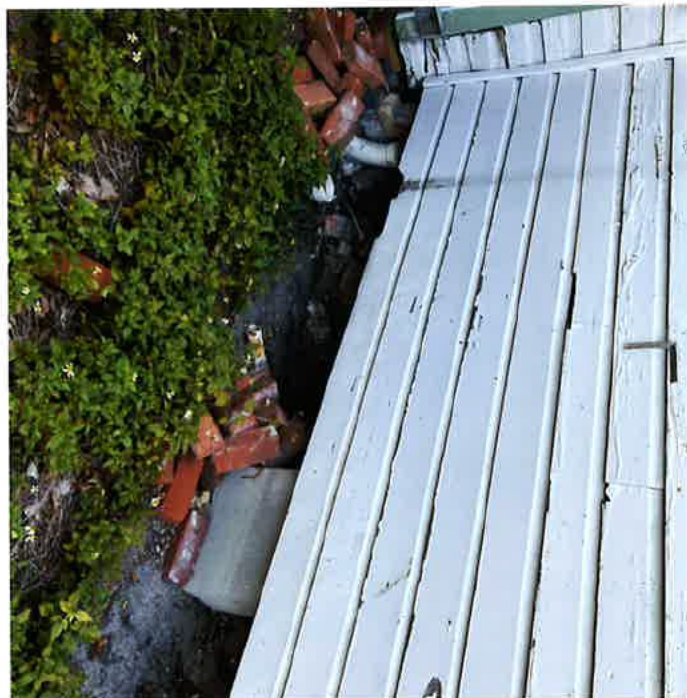


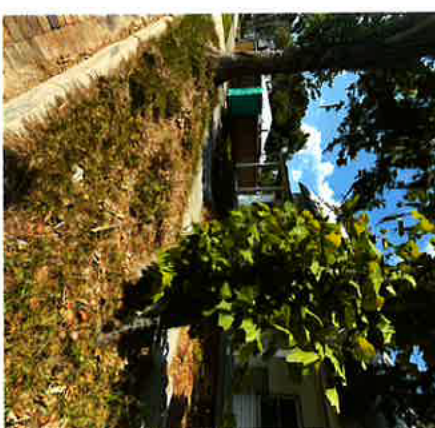
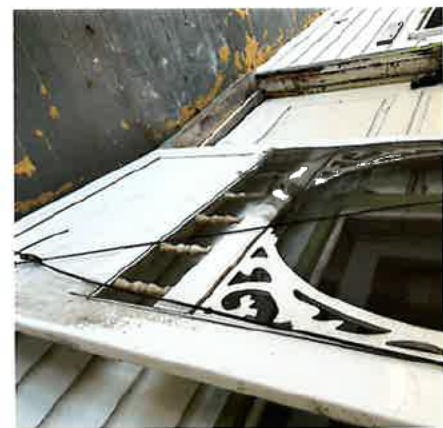
Siding repair needs



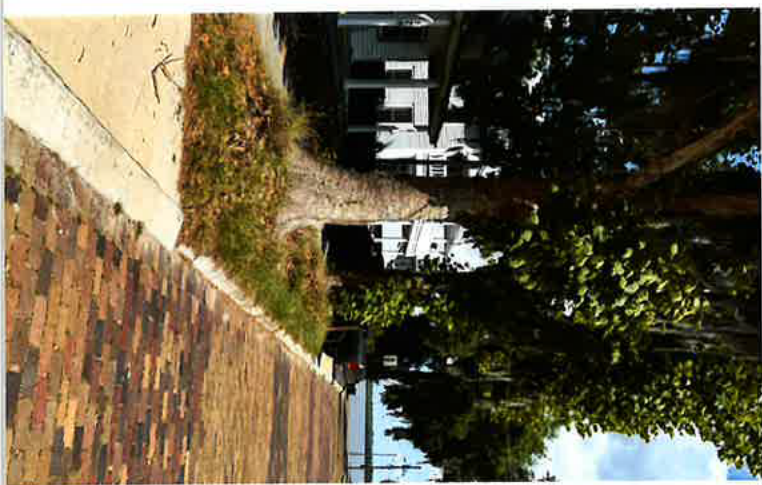
Roof / structural needs

Compromised brickwork





curb appeal / landscape / driveway needs



Current Taxable Value of Property

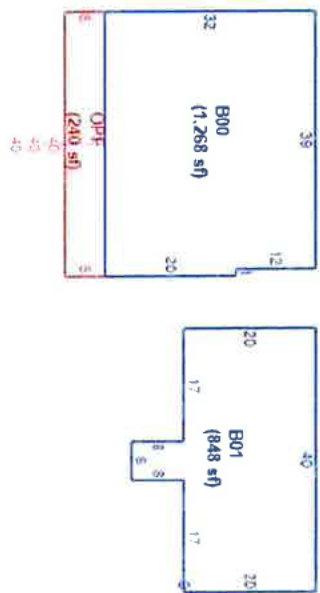
Parcel 42-10-27-6850-0470-0041
Owner BERRY WARREN SCOTT
Mailing 1140 BAYFOREST RD
ST AUGUSTINE FL 32084

Book	Page	Instrument	Sale Date	QSCD	Price
1753	0926	GWD	2024-04-12	001	195,000
1743	1097	DCIF	2024-02-04	-	
1587	0672	ELED	2020-08-25	011	
1553	0729	ELED	2019-08-30	011	
1552	1186	DCIF	2016-10-10	1	
1446	1765	QCD	2016-07-28	011	100

911 Description 120 KIRKLAND ST PALATKA 32177
DICKS MAP OF PALATKA MB2 P46 BLK 47 E 72FT OF W 178FT OF LOT 4

Parent Parcel	Amount	Remainder	Owner %	Applied To
Exemption				
Improvement Value	94,670	Use Code 00100		
QBXF Value	9,500	Improvements 1		
Land Value	110,160	Location City of Palatka - South Hist Dist		
Market Value	214,330	Total Acres 0.17		
Just Value CU	0	Zoning R-1		
Just Value CU	0	FLUM RM		
Market Adjusted	214,330			

Line	Code	Units	Length	Width	Sq Ft	Rate	Value
1	DGRF-Q2R		14	20	280	25	7,000
2	OUTU-Q3R		12	24	288	4	850
3	007-Q3R			1	100	2	150
4	012-Q2R	1	100		1,500	1,370	1,370
5	001-Q3R				90	4	130
Total:							9,500



Taxing District	Assessed Limited	Minus (-) Exemptions	Taxable Value
County General	214,330	0	214,330
St Johns River WMD	214,330	0	214,330
Palatka	214,330	0	214,330
School	214,330	0	214,330

Valts	JMF	2024-12-18	RGM	2021-11-15
Changes	Jfor12	2025-01-08	Jedw01	2024-08-21

Primary Improvement									
Improvement Area & Additions									
Desc	% Rate	Rate	Sq Ft	Cost	Desc	% Rate	Rate	Sq Ft	Cost
B00	100	101.25	1,268	128,385	B00	100	101.25	1,268	128,385
B01	100	101.25	848	85,860	B01	100	101.25	848	85,860
OPF	35	35.44	240	8,505	OPF	35	35.44	240	8,505
Total Replacement Cost:									222,750

Line	Code	Description	Depth	Depth	Corner	Depth	Cond	Unit Price	Adj Unit Price	Units	Just Value	CU Unit Price	CU Value	Just Value	Taxable Value
1	001	Residential Front Feet	1	100	1	0.9		850	1,530	72.00	110,160	0	0	0	110,160
Total:															110,160

NOTICE: This is a partial Putnam County, Inc. Property Assessment. Information is subject to change until it is confirmed in October.

Printed 2025-06-06 2:38 PM

Proof of Ownership

American Land Title Association

ALTA Settlement Statement - Combined
Adopted 05-01-2015

FileNo./Escrow No.: 2400191
Print Date & Time: 4/8/2024 @ 12:31 PM
Officer/Escrow Officer: Jonathan Bolick
Settlement Location:
3951 Baymeadows Road
Jacksonville, Florida 32217

Watson Title Services of North FL, Inc.

3951 Baymeadows Road
Jacksonville, Florida 32217

Property Address: 120 Kirkland Street, Palatka, Florida 32177-5218
Buyer: Warren Scott Berry, a single person, 1140 Bayforest Road, Saint Augustine, Florida 32084
Seller: Brandi Lee Johns, A Single Person, and Robert N. Emmons, Jr., A Single Person, and Tina Wells, A Single Person, and Glenn Colvin, A Married Person, 608 Orange Street, Welaka, Florida 32193
Lender: CASH
Loan Type: Cash Settlement
Loan Number:

Settlement Date: 4/12/2024
Disbursement Date: 4/12/2024
Additional dates per state requirements:

Seller		Description	Borrower/Buyer	
Debit	Credit		Debit	Credit
		Financial		
	\$195,000.00	Sales Price of Property	\$195,000.00	
		Deposit including earnest money		\$5,000.00
		Prorations/Adjustments		
\$595.69		County Taxes from 1/1/2024 to 4/11/2024		\$595.69
		Title Charges & Escrow / Settlement Charges		
\$275.00		Title - Closing Fee to Watson Title Services of North FL, Inc.		
\$1,050.00		Title - Owner's Coverage Premium to Watson Title Services of North FL, Inc.		
		Title - Scanning & Storage Fee to Watson Title Services of North FL, Inc.	\$40.00	
\$100.00		Title - Search Fee to First American Title Insurance Company		
		Commission		
		Broker Transaction Fee to KELLER WILLIAMS ATLANTIC PARTNERS ST AUGUSTINE	\$199.00	
\$295.00		Broker Transaction Fee to WATSON REALTY CORP #121		
\$5,850.00		Real Estate Commission (Buyer) to KELLER WILLIAMS ATLANTIC PARTNERS ST AUGUSTINE		
\$5,850.00		Real Estate Commission (Seller) to WATSON REALTY CORP #121		
		Government Recording & Transfer Charges		
		Recording Fees to First American Title Insurance Company	\$28.00	
		E-Recording Fees to First American Title Insurance Company	\$4.75	

Verification of 25% Matching Funds



859-02-01-00 10506 0 C 001 30 S 66 002
WSB CONSTRUCTION INC
1140 BAYFOREST RD
SAINT AUGUSTINE FL 32084-8200

Your consolidated statement

For 05/30/2025

Contact us



Truist.com



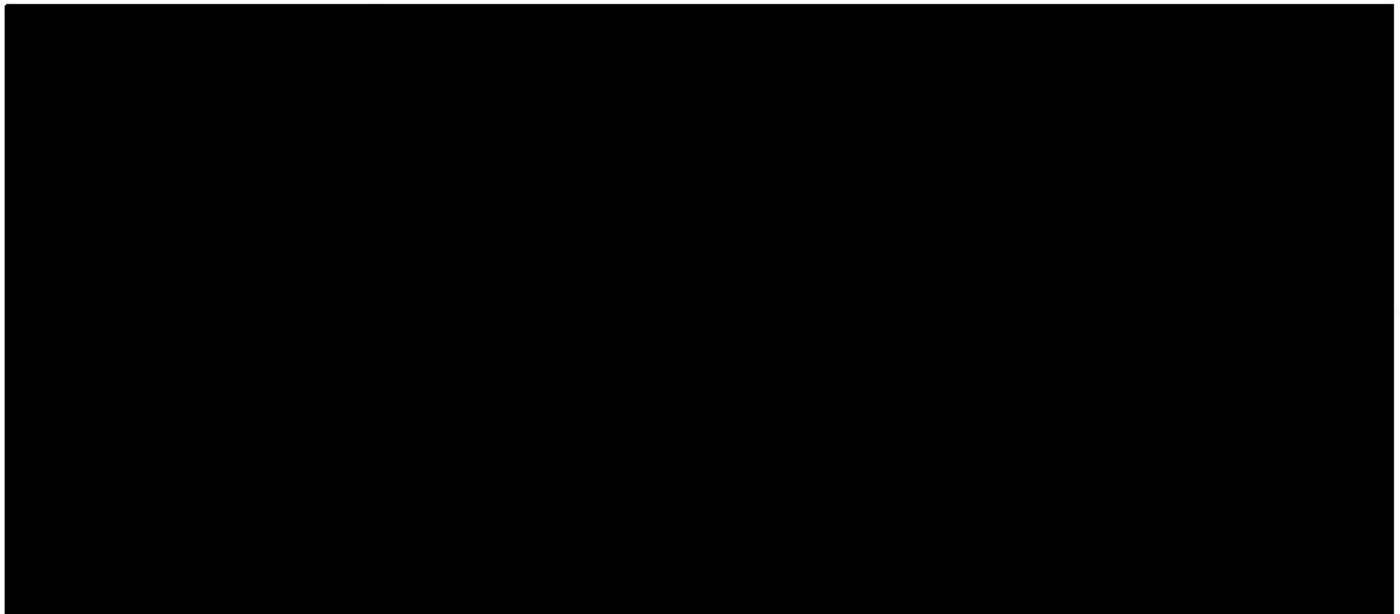
(844) 4TRUIST or
(844) 487-8478

Summary of your accounts

ACCOUNT NAME	ACCOUNT NUMBER	BALANCE(\$)	DETAILS ON
TRUIST SIMPLE BUSINESS SAVINGS		7,429.89	page 1
TRUIST DYNAMIC BUSINESS CHECKING-PREFERRED TIER		17,680.27	page 1
TRUIST BUSINESS MONEY MARKET		50,356.46	page 3
Total checking and money market savings accounts		\$75,466.62	



Checking and money market savings accounts



Certificate of Appropriateness



CERTIFICATE OF APPROPRIATENESS

HISTORIC PRESERVATION BOARD

APPROVAL FOR

120 Kirkland Street Palatka, Florida 32177

THIS CERTIFICATE OF APPROPRIATENESS IS ISSUED BY THE PALATKA HISTORIC DISTRICT PLANNING BOARD FOR AUTHORIZATION OF THE FOLLOWING WORK AT 120 KIRKLAND STREET PALATKA, FL 32177 IN THE PALATKA SOUTH HISTORIC DISTRICT:

Exterior repairs to the siding and trim using New Elite Treated wood siding painted Extra White with trim and accents painted Roof Top Garden green.

Replace front door with a "wood" door.

Painting the porch soffits Eucalyptus Wreath green.

Repair front porch, replace fence, and construct back porch in wood-stained Cordovan Brown.

Wrap or repair columns.

The HPB voted unanimously to approve the COA at the December 5, 2024 meeting.

Please submit this Certificate of Appropriateness to the Building Inspection Division with Putnam County when applying for a building permit, or demolition, as necessary.


Elizabeth Van Rensburg

Historic Preservation Board Chair


Lorenzo Aghemo, MRP

Planning Director

201 N. 2nd STREET ■ PALATKA, FLORIDA ■ 32177
PHONE: 386-329-0100 www.palatka-fl.gov

FAX: 386-329-0106

Application



Building Improvement Grant Application

1. Applicant:

Name: ALAN HENTSCHEL
Address: 616 KIRBY STREET
PALATKA, FL Zip Code: 32177
Contact Name: ALAN HENTSCHEL Phone Number: (630) 536-9783
Email: FORCESATPLAY@YAHOO.COM

2. Property to be improved:

Property Name (if a business): _____
Address: 616 KIRBY STREET
PALATKA, FL Zip Code: 32177
Legal Description: _____
Property Tax Parcel Number: _____

3. Owner of property (if not applicant):

Name: ALAN HENTSCHEL
Address: _____
Zip Code: _____
Phone Number(s): _____

4. Authorization to undertake work:

If the applicant is not the owner of the property, provide written evidence in the form below that the owner authorizes this work to be undertaken.

5. What specific blight conditions will be addressed by the proposed improvements?

(Provide details on how the proposed work will directly combat these conditions.)

ROTTING SIDING - REPLACE
RE-PAINT (SAME COLOR-WHITE)

6. How will the building be used after this project has been completed?

☒ Residential

☐ Restaurant

☐ Office

Other: _____

☐ Retail

7. Please provide a detailed description of the scope of work for the proposed building improvements:

RENOVATE AREAS WHERE WOODWORK
IS ROTTED. CLEAN AREA OF MOLD
AND DIRT. RE-PAINT HOUSE AND PORCHES
FRONT AND BACK.

8. Estimated total cost of the project:

\$10,000 - 12,000

9. What types of funding will you use to match funds provided by grant.

(Please select all that apply.)

☐ Business savings

☒ Personal savings

☐ Loan from a bank or credit
union

Other funding:

10. Grant agreements are typically signed within three months after the application closes. When do you anticipate beginning construction?

AS SOON AS POSSIBLE

11. In your opinion, how would this project benefit the surrounding area?

IT WILL BEAUTIFY THE PROPERTY AND
RAISE THE APPEAL OF THE NEIGHBORHOOD.

Certification By Applicant

I hereby acknowledge that I have read, understand, and agree to the terms of this document and that I am authorized to execute this Agreement.

The applicant certifies that all information provided in this application, as well as any supporting documentation, is true, complete, and accurate to the best of the applicant's knowledge and belief and is submitted for the purpose of obtaining a 50/50 grant.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that they have the authority to sign and enter into an agreement to perform the rehabilitation work. Evidence of this authority must be attached.

The CRA reserves the right to verify any information contained in this application from any available source.



Applicant Signature

6-4-25

Date

Please return a copy of this completed application, along with any supporting documentation, to the City of Palatka Annex.

For additional information, please contact:

Kristin Odom

CRA Coordinator

Phone: 386-329-0100 ext. 467

Email: kodom@palatka-fl.gov

Construction Estimates & Required Permits

Proposal

Residential & Commercial * Licensed * 35 Years' Experience
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

May 14, 2025

Submitted To:
Allen Hentschel
616 Kirby Street
Palatka, FL 32177
630-536-9783
Forcesatplay@yahoo.com

Work to be completed: Exterior
• Pressure wash house, soffits, fascia, skirting, front porch, porch ceiling, hand rails, and floor. • Scrape loose paint and replace four shiplap boards. • Caulk corners and joints where needed. • Prime any new raw wood. • Paint two coats of Sherwin Williams Super Paint Exterior on house, soffits, fascia, skirting, front porch, porch ceiling, hand rails, and floor. Colors/Sheen TBD.
Proposed Amount: \$8,500.00 Labor & Materials
• Pressure wash deck, hand rails, and steps. • Paint two coats of Sherwin Williams Super Paint Exterior on handrails and stringers. Color/Sheen TBD. • Paint two coats of WoodScapes solid stain on deck boards. Color/Sheen TBD.
Proposed Amount: \$1,552.00 Labor & Materials
If done with the house: \$1,000.00 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 work, we look forward to working with you.

Photos of Proposed Project

















Current Taxable Value of Property

**NOTICE OF PROPOSED
PROPERTY TAXES AND
PROPOSED OR ADOPTED NON-
AD VALOREM ASSESSMENTS**PHYSICAL ADDRESS: 616 KIRBY ST
DICKS MAP OF PALATKA MB2 P46, BLK 42 N1/2 OF
LOT 6 BK74 P302, & PT OF LOT 7 BK61 P598

Real Property

45
8 - 17817PARCEL NUMBER: 42-10-27-6850-0420-0060*
HENTSCHEL ALAN ROBERT + JANE NICOLE DANTO H/W
616 KIRBY ST
PALATKA FL 32177-5136**DO NOT PAY
THIS IS NOT A BILL**

3,049.93

3,189.51

VALUE INFORMATION:

Parcel Value Breakdown					
Your Property Value	Market Value	Assessment Reduction	Assessed Value	Exemptions	Taxable Value
Last Year: County	272,750	124,160	148,590	50,000	98,590
School	272,750	124,160	148,590	25,000	123,590
Municipality	272,750	124,160	148,590	50,000	98,590
Other	272,750	124,160	148,590	50,000	98,590
This Year: County	299,650	148,300	151,350	50,000	101,350
School	299,650	148,300	151,350	25,000	126,350
Municipality	299,650	148,300	151,350	50,000	101,350
Other	299,650	148,300	151,350	50,000	101,350

Assessment Reduction Breakdown			Parcel Exemption Breakdown		
Assessment Reduction	Taxing District	Amount	Exemption	Taxing District	Amount
Homestead Cap/Limitation	All Districts	148,300	Constitutional Homestead	All Districts	25,000
			Additional Homestead	County & Other	25,000

If you feel the MARKET VALUE of your property is inaccurate or does not reflect FAIR MARKET VALUE, or if you are entitled to an EXEMPTION or CLASSIFICATION that is not reflected above, contact the Property Appraiser's Office at: **PO BOX 1920 PALATKA, FL 32178-1920 OR 386-329-0286**

If the Property Appraiser's Office is unable to resolve the matter as to MARKET VALUE, CLASSIFICATION, or an EXEMPTION, you may file a PETITION for adjustment with the VALUE ADJUSTMENT BOARD; PETITION forms are available from the Property Appraiser's website at www.putnam-fl.com/app and MUST BE FILED ON OR BEFORE:

5:00 PM September 10, 2024

AD VALOREM PROPERTY TAXES:

Proposed Property Taxes								
Taxing Authority	Taxable Value Last Year 2023	Your Final Tax Rate and Taxes Last Year 2023		Current Taxable Value 2024	Your Tax Rate and Taxes This Year IF PROPOSED Budget Change is Made		Your Tax Rate and Taxes This Year IF NO Budget Change is Made	
	Column 1	Column 2 Rate	Column 3 Taxes	Column 4	Column 5 Rate	Column 6 Taxes	Column 7 Rate	Column 8 Taxes
County	98,590	8.8441	871.94	101,350	8.8441	896.35	7.9559	806.33
Fire MSTU								
School State LRE	123,590	3.1150	384.98	126,350	3.0330	383.22	2.8295	357.51
School Local Board	123,590	2.2480	277.84	126,350	2.2480	284.03	2.0420	258.01
School Debt Service	123,590	0.8670	107.15	126,350	0.8490	107.27	0.8490	107.27
St Johns River WMD	98,590	0.1793	17.68	101,350	0.1793	18.17	0.1686	17.09
Palatka	98,590	6.4000	630.98	101,350	6.4000	648.64	6.1271	620.98
Total Ad-Valorem Property Taxes			2,290.57			2,337.68		2,167.19

NON-AD VALOREM ASSESSMENTS:

Proposed or Adopted Non-Ad Valorem Assessments			
Levying Authority & Purpose of Assessment	Rate	Units	Amount
SOLID WASTE PALATKA	135.00	1	135.00
Total Proposed or Adopted Non-Ad Valorem Assessments			135.00

Proposed Tax Re-Cap			
	Column 3	Column 6	Column 8
Ad Valorem Tax	2,290.57	2,337.68	2,167.19
Non-Ad Valorem Tax	134.00	135.00	135.00
Total Tax	2,424.57	2,472.68	2,302.19

Your FINAL TAX BILL should contain all AD VALOREM PROPERTY TAXES and NON-AD VALOREM ASSESSMENTS displayed on this NOTICE OF PROPOSED TAXES.

See reverse side for explanations and public hearing information.

Proof of Ownership

Verification of 25% Matching Funds

CHASE PRIVATE CLIENT

JPMorgan Chase Bank, N.A.
P O Box 182051
Columbus, OH 43218 - 2051

May 01, 2025 through May 30, 2025

Primary Account: [REDACTED]

00137603 DRE 021 219 15125 NNNNNNNNNN 1 000000000 61 0000

ALAN R HENTSCHEL
OR JANE N DANTO
616 KIRBY ST
PALATKA FL 32177-5136

CUSTOMER SERVICE INFORMATION

Web site: **Chase.com**
Service Center: **1-888-994-5626**
Para Espanol: **1-888-994-5626**
International Calls: **1-713-262-1679**
We accept operator relay calls

**CONSOLIDATED BALANCE SUMMARY****ASSETS****Checking & Savings**

	ACCOUNT	BEGINNING BALANCE THIS PERIOD	ENDING BALANCE THIS PERIOD
Chase Private Client Checking	[REDACTED]	\$6,001.66	\$5,439.12
Chase Private Client Savings	[REDACTED]	17,570.91	17,571.19
Total		\$23,572.57	\$23,010.31
TOTAL ASSETS		\$23,572.57	\$23,010.31

CHASE PRIVATE CLIENT CHECKING

ALAN R HENTSCHEL
OR JANE N DANTO

Account Number: 000000901560081

CHECKING SUMMARY

	AMOUNT
Beginning Balance	\$6,001.66
Deposits and Additions	5,566.82
ATM & Debit Card Withdrawals	-512.90
Electronic Withdrawals	-5,616.46
Ending Balance	\$5,439.12
Annual Percentage Yield Earned This Period	0.01%
Interest Paid This Period	\$0.04
Interest Paid Year-to-Date	\$0.22

Your account ending in 9359 is linked to this account for overdraft protection.

Good news! Your Chase Private Client Checking Monthly Service Fee was waived because you kept an average beginning day balance of \$150,000 or more in qualifying linked deposits and investments during the statement period.

Sketches/Drawings/Inspiration for Project

Certificate of Appropriateness

August 11th, 2025
HPB Case 25-19



CERTIFICATE OF APPROPRIATENESS

PLANNING DEPARTMENT STAFF AUTHORIZATION

Mr. Hentschel & Ms. Danto
616 Kirby Street
Palatka, FL 32177

THIS CERTIFICATE OF APPROPRIATENESS WAS ISSUED BY THE CITY OF PALATKA PLANNING DEPARTMENT FOR THE FOLLOWING WORK AT **616 KIRBY STREET**, IN THE SOUTH HISTORIC DISTRICT:

- 1. Replace and repair certain areas of siding with Pine wooden slats.**
- 2. Replace and repair certain porch railings with Pine two by fours.**
- 3. Repaint the house, rear deck, and new wood with Sherwin Williams white enamel.**

Adequate supporting documentation was submitted to ascertain that the new windows and doors will be within the established character of the South Historic District, and that the proposed replacement will not impair the architectural or historic value of the existing residential structure.

Staff review and determination was made pursuant to §54-78(g) of the Palatka Municipal Code, which reads: *Staff may approve actions that do not constitute ordinary maintenance but do not alter original historic features. Staff may also approve actions that resemble features that were originally on a structure or were likely to have been on such a structure, according to documented descriptions or photos of the structure in question or similar structures and also according to documented descriptions of a particular historic architectural style or building practice.*

Please submit this Certificate of Appropriateness to the Building Inspection Division with Putnam County when applying for a building permit, as necessary.

Planning Department Staff Approval:

By: 
Lorenzo Aghemo, MRP
Director of Planning

Cc; Elizabeth Van Rensburg Historic Preservation Board Chair

Application



Building Improvement Grant Application

1. Applicant:

Name: DENNIS BYRN
Address: 212 DODGE ST Zip Code: 32177
PALATKA
Contact Name: _____ Phone Number: 954 914 2493
Email: TROPSEC@ATT.NET

2. Property to be improved:

Property Name (if a business): SAME
Address: 212 DODGE ST Zip Code: 32177
PALATKA
Legal Description: _____
Property Tax Parcel Number: 42-10-27-6850-0440-0042

3. Owner of property (if not applicant):

Name: _____
Address: N/A Zip Code: _____
Phone Number(s): _____

4. Authorization to undertake work:

If the applicant is not the owner of the property, provide written evidence in the form below that the owner authorizes this work to be undertaken.

5. What specific blight conditions will be addressed by the proposed improvements?

(Provide details on how the proposed work will directly combat these conditions.)

MY HOUSE IS ONE OF THE WORST LOOKING HOUSES
ON DODGE ST. NEW SIDING WILL MAKE MY HOUSE
ONE OF THE CROWN JEWELS IN THE NEIGHBORHOOD

6. How will the building be used after this project has been completed?

- ☒ Residential
☐ Office
☐ Retail

☐ Restaurant

Other: _____

7. Please provide a detailed description of the scope of work for the proposed building improvements:

See attached
I am applying for a CRA grant to replace the siding on my house. The current siding is mismatched, damaged by water and termites, and deteriorated in several areas. My proposal includes replacing all siding with original-style

POTNAM COUNTY SIDING PERMIT REQUIRED

MARKET VALUE PCPA \$148,230

- Remove all existing siding, including mismatched and damaged sections
- Install new cypress novelty cut siding to match the original
- Add weatherboard and a waterproof vapor barrier
- Repair termite-damaged wall studs throughout the home

8. Estimated total cost of the project:

\$ 44,500

9. What types of funding will you use to match funds provided by grant.

(Please select all that apply.)

- ☐ Business savings
☒ Personal savings
☐ Loan from a bank or credit union

Other funding:

10. Grant agreements are typically signed within three months after the application closes. When do you anticipate beginning construction?

WITHIN 6 MONTHS

11. In your opinion, how would this project benefit the surrounding area?

BY UPGRADING THE APPEARANCE OF MY HOUSE
THE DODGE ST - EMMETT ST AREA WILL BE
ENHANCED. INCLUDING THE GRAND BABLES - THE
BIGGEST ATTRACTION IN THE SOUTH HISTORIC DISTRICT

Certification By Applicant

I hereby acknowledge that I have read, understand, and agree to the terms of this document and that I am authorized to execute this Agreement.

The applicant certifies that all information provided in this application, as well as any supporting documentation, is true, complete, and accurate to the best of the applicant's knowledge and belief and is submitted for the purpose of obtaining a 50/50 grant.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that they have the authority to sign and enter into an agreement to perform the rehabilitation work. Evidence of this authority must be attached.

The CRA reserves the right to verify any information contained in this application from any available source.



Applicant Signature

Date

Please return a copy of this completed application, along with any supporting documentation, to the City of Palatka Annex.

For additional information, please contact:

Kristin Odom

CRA Coordinator

Phone: 386-329-0100 ext. 467

Email: kodom@palatka-fl.gov

Construction Estimates & Required Permits

EDWARD SR. CONSTRUCTION, INC.
 225 CEDAR ST.
 CRESCENT CITY, FL. 32112
 BUSINESS# 1-386-977-1012
 edwardsrconstru@aol.com

License: CBC1267051/CCC1335012

Job Invoice

SOLD TO Dennis Byrn		DATE ORDERED 5/26/2025	ORDER TAKEN BY E. Mitchner
212 Dodge St.		PHONE NO. 1-386-983-0055	CUSTOMER ORDER #
Palatka, FL. 32177		JOB LOCATION Palatka	STARTING DATE
		JOB PHONE	TERMS

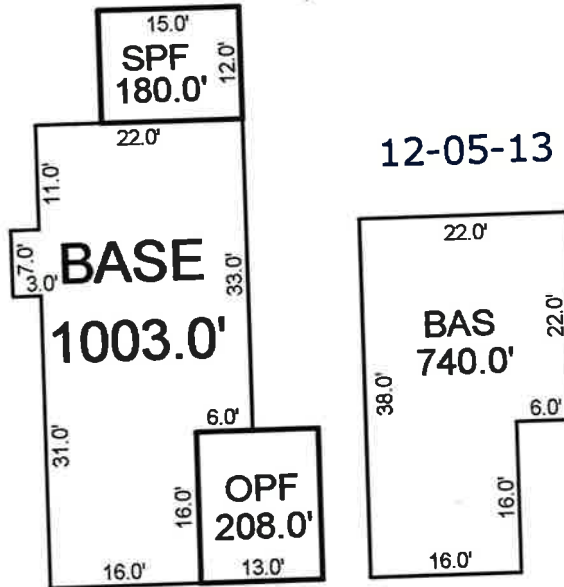
QTY.	MATERIAL	UNIT	AMOUNT	DESCRIPTION OF WORK			
X	1536 sq ft of house that need			Residing House			
	to be weather boarded and new						
	siding						
X	Remove all old siding from stud						
	of house remove all nails from						
	stud						
				MISCELLANEOUS CHARGES			
X	Replace all rotten are bad stud			Price reflect same change			
X	Install 1/2 weather board to stud						
X	Install all new trim for new siding						
				TOTAL MISCELLANEOUS			
X	Install air wrap to weather board			LABOR	HRS.	RATE	AMOUNT
X	Install cypress novity siding						
	and paint						

WORK ORDERED	TOTAL LABOR	\$21,955.00
DATE ORDERED	TOTAL MATERIALS	\$22,545.00
DATE COMPLETED	TOTAL MISCELLANEOUS	
CUSTOMER APPROVAL SIGNATURE _____	SUBTOTAL	
AUTHORIZED SIGNATURE <i>Edward Mitchner</i>	TAX	
	GRAND TOTAL	\$44,500.00

Photos of Proposed Project

Putnam County Property Appraiser

Tim Parker, C.F.A
Putnam County Property Appraiser



HOUSE DIMENSIONS & LAYOUT



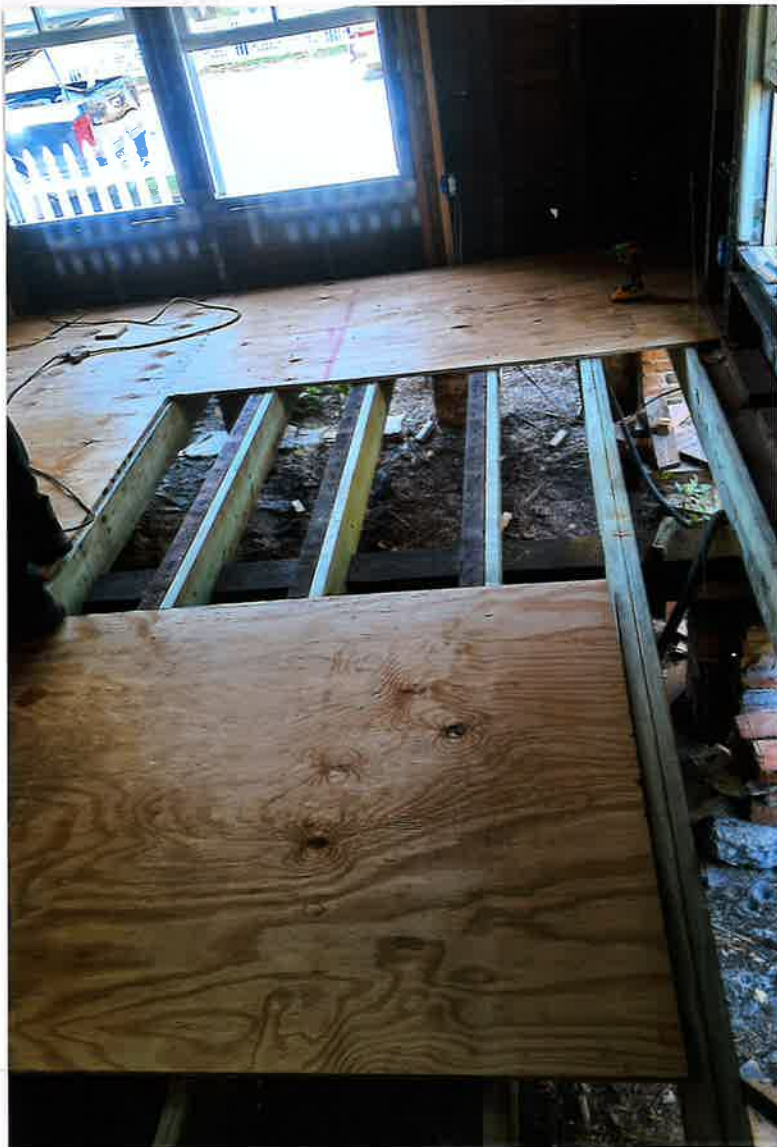
NEW 2ND STORY FLOOR JOISTS AND WINDOW HEADERS
FRONT OF HOUSE



NEW 2ND STORY JOISTS REAR



ROTTED FLOORING



DOUBLED UP FLOOR JOISTS
AND PLYWOOD SUBFLOOR



FRONT OF HOUSE



FRONT PORCH &
SIDE OF HOUSE



2ND STORY FLOOR JOIST
ROT AND TERMITE DAMAGE



1ST FLOOR JOIST
ROT AND TERMITE
DAMAGE



EXTERIOR ROT +
WEATHERING



INTERIOR TERMITE
DAMAGE



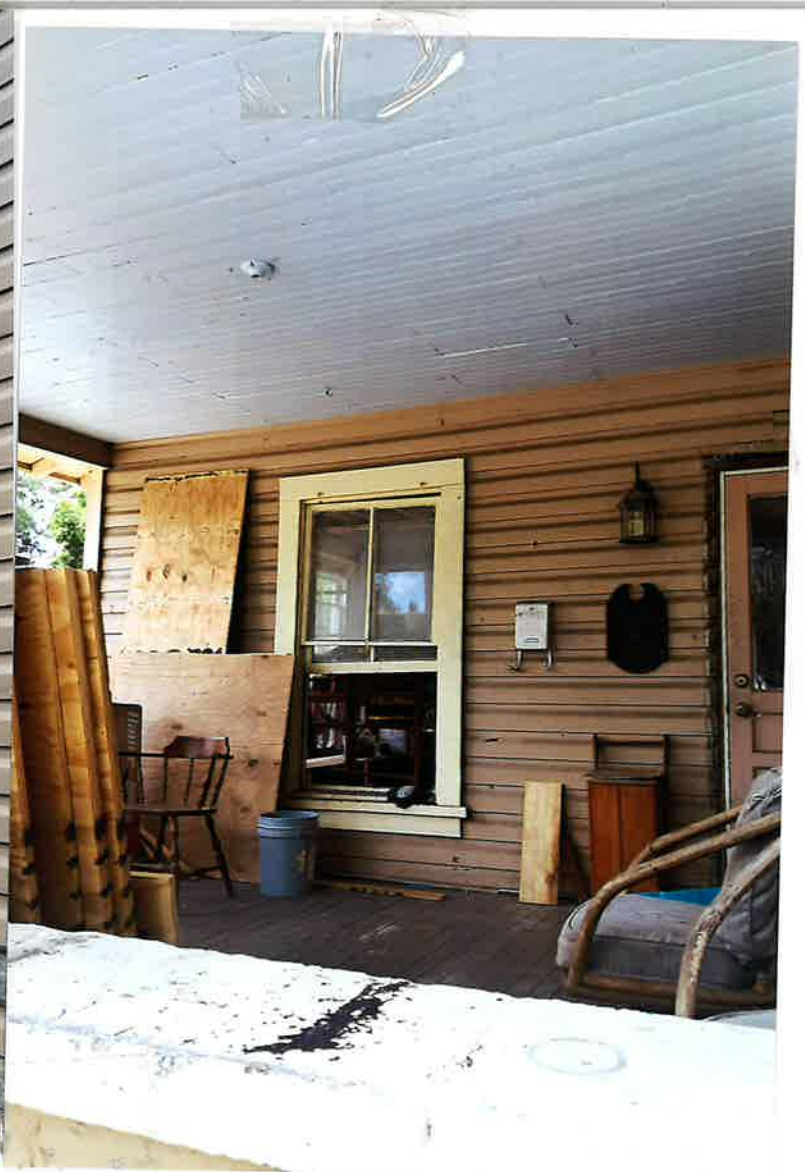
INTERIOR TERMITE DAMAGE



INTERIOR WATER DAMAGE



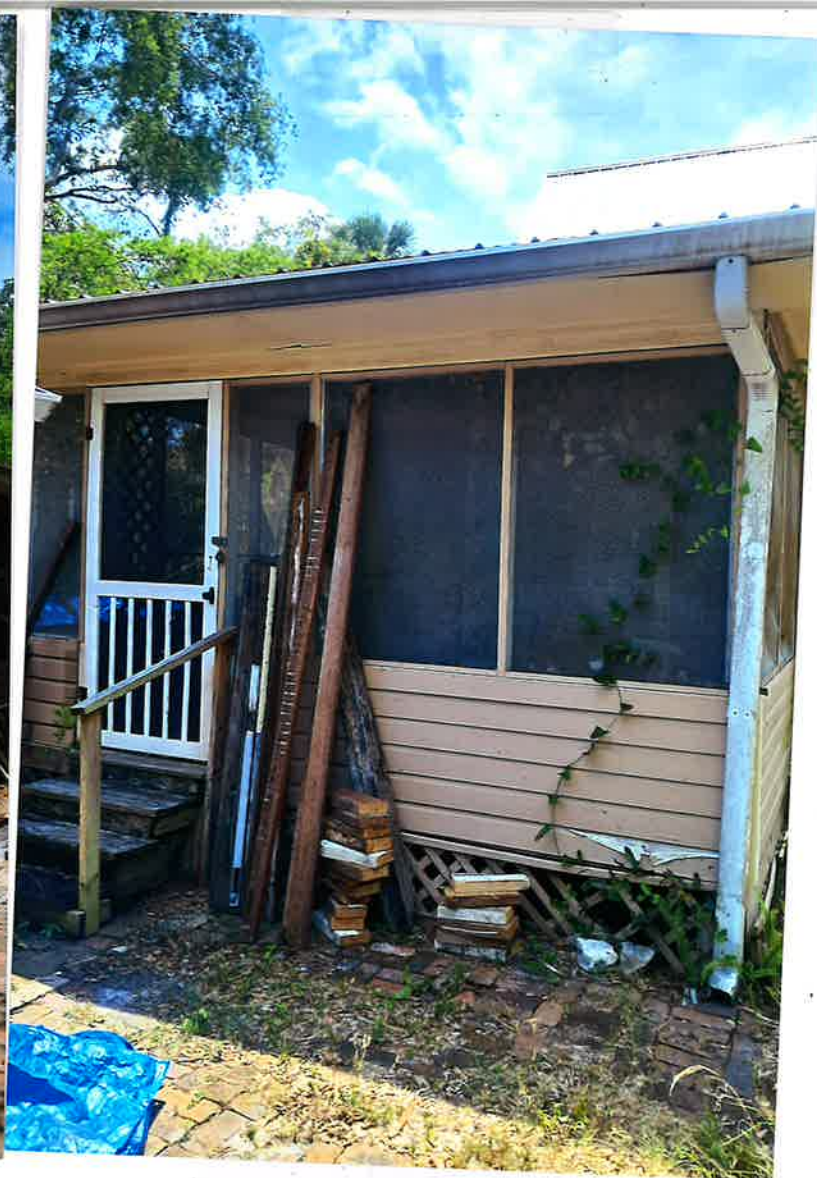
SIDE OF HOUSE



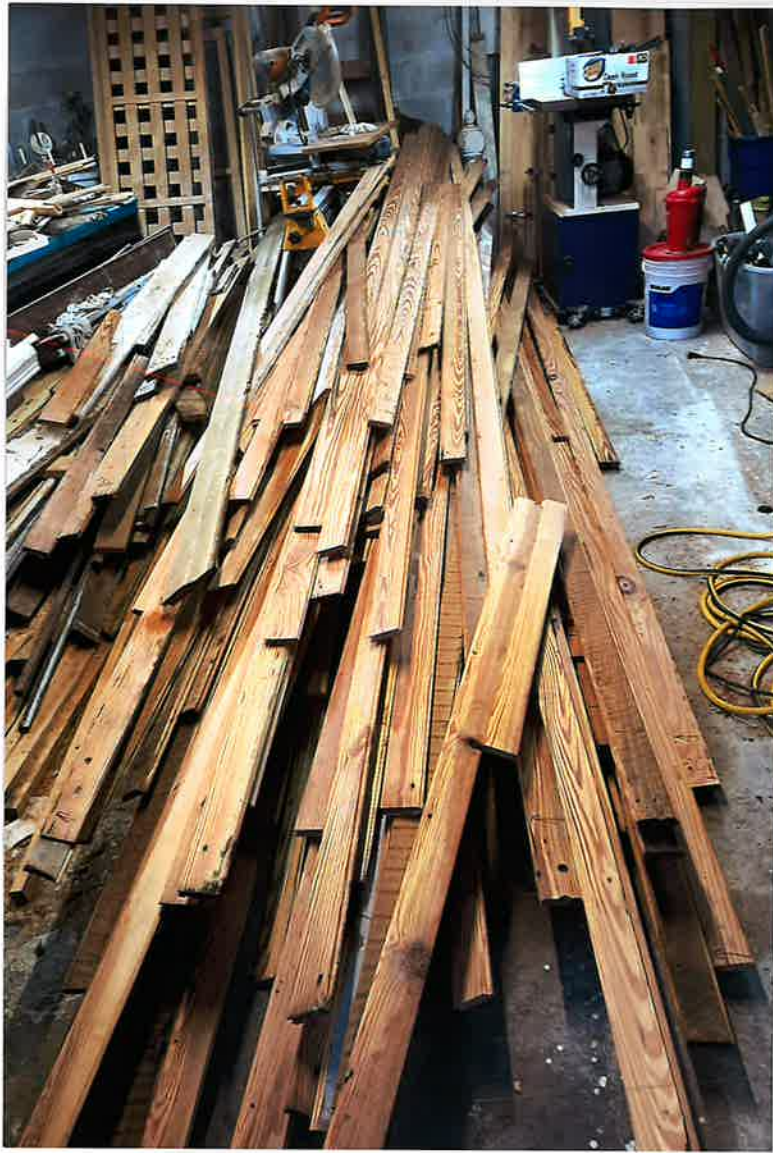
FRONT PORCH



SIDE OF HOUSE



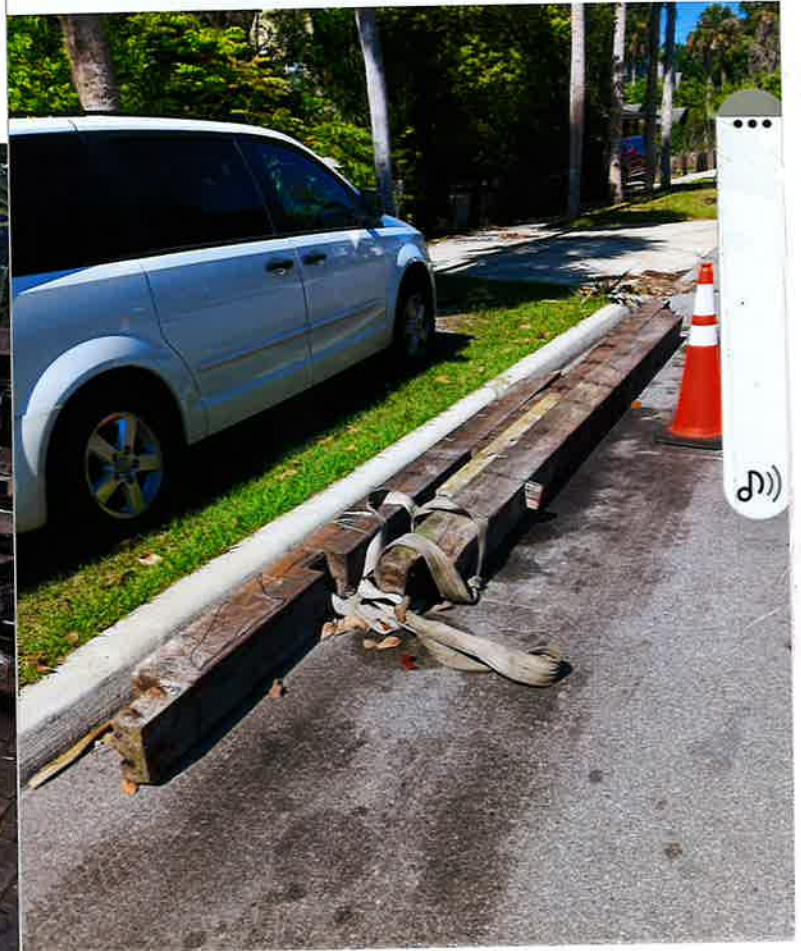
BACK OF HOUSE



HEART PINE TONGUE AND GROOVE FLOORING I
MADE FROM 140 YEAR OLD SALVAGED WOOD.
THE ORIGINAL 1ST FLOOR OF THE HOUSE WILL BE DONE
IN NEW HEART PINE. I AM REPURPOSING AS MUCH OF
THE HEART PINE AS I CAN. TREADS & RISERS FOR THE NEW
STEPS, WINDOW MOLDING, CROWN MOLDING, ETC.



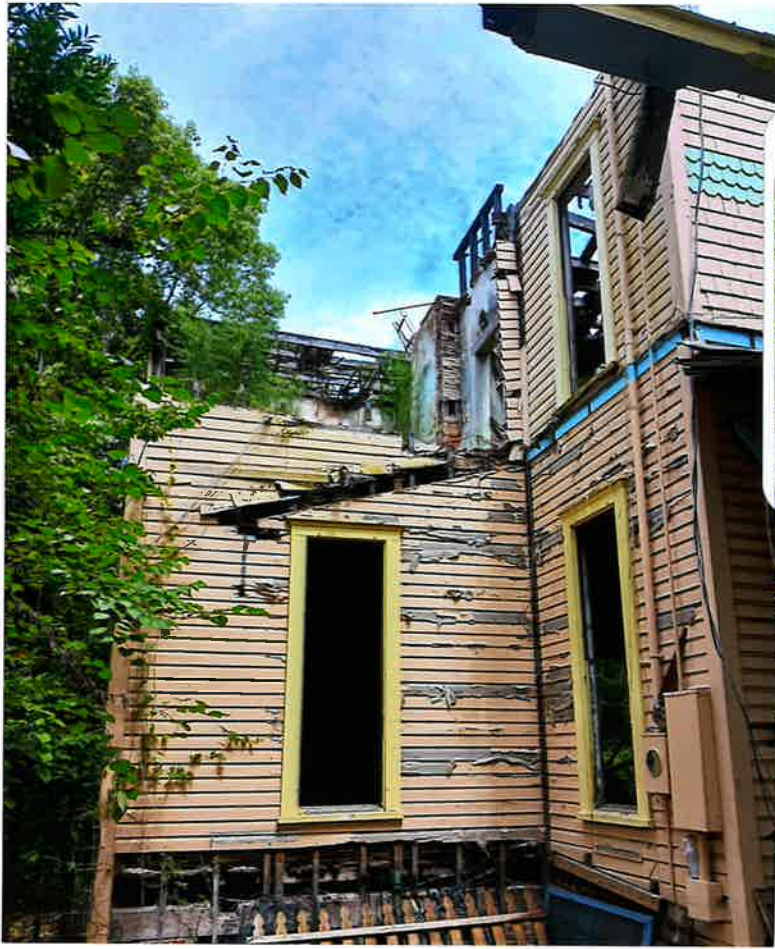
HEART PINE THAT I
SALVAGED



8"X8"X 16' FOUNDATION
BEAMS THAT I SALVAGED



INTERIOR TERMITE DAMAGE

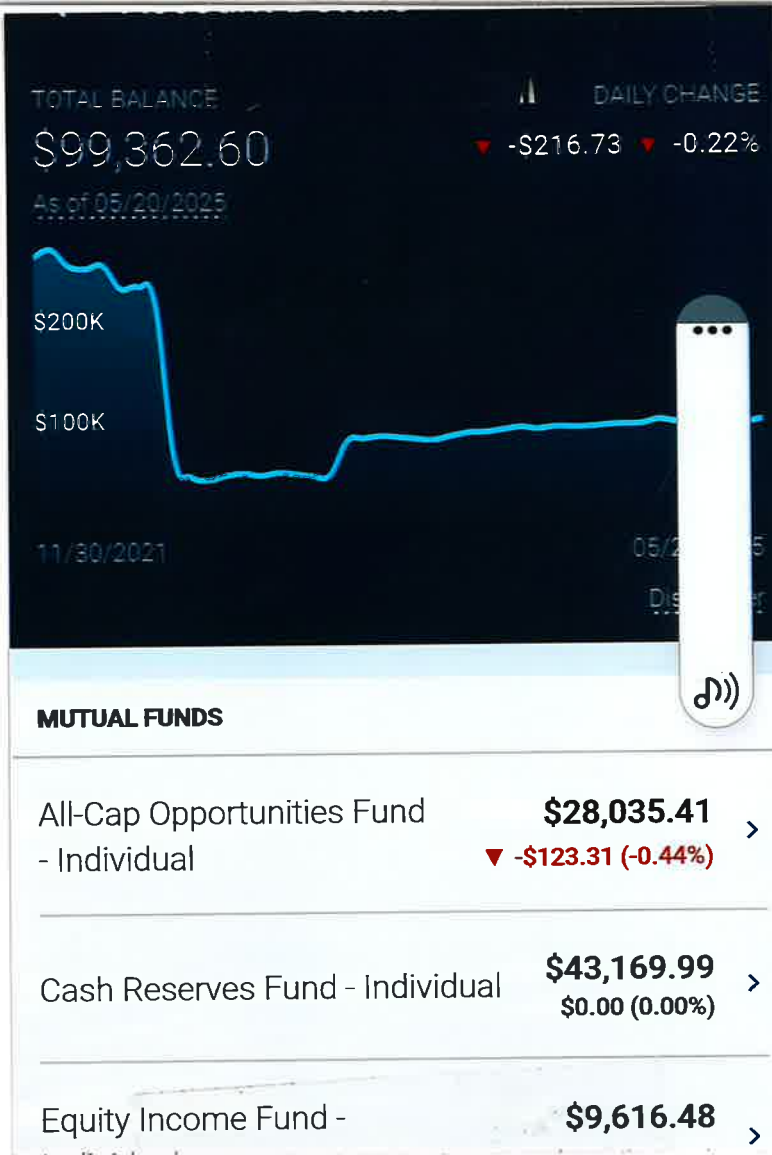


HOUSE AT 512 EMMETT ST. BEFORE AND AFTER.
I SPENT OVER A MONTH TEARING DOWN THIS HOUSE WITH
AN ELECTRIC CHAINSAW, SLEDGE HAMMER, AND EXTENSION LADDER
BY MYSELF TO SALVAGE THE HEART PINE LUMBER

Proof of Ownership

Current Taxable Value of Property

Verification of 25% Matching Funds



PROOF OF FUNDS
NON-RETIREMENT

Certificate of Appropriateness

May 15, 2025
HPB Case 25-012



CERTIFICATE OF APPROPRIATENESS

PLANNING DEPARTMENT STAFF AUTHORIZATION

Mr. Dennis Byrn
212 Dodge Street
Palatka, FL 32177

THIS CERTIFICATE OF APPROPRIATENESS WAS ISSUED BY THE CITY OF PALATKA PLANNING DEPARTMENT FOR THE FOLLOWING WORK AT **212 Dodge Street**, IN THE SOUTH HISTORIC DISTRICT:

1. Replace the existing Novelty Cypress siding with new Novelty Cypress siding.

Adequate supporting documentation was submitted to ascertain that the new windows and doors will be within the established character of the South Historic District, and that the proposed replacement will not impair the architectural or historic value of the existing residential structure.

Staff review and determination was made pursuant to §54-78(g) of the Palatka Municipal Code, which reads: *Staff may approve actions that do not constitute ordinary maintenance but do not alter original historic features. Staff may also approve actions that resemble features that were originally on a structure or were likely to have been on such a structure, according to documented descriptions or photos of the structure in question or similar structures and also according to documented descriptions of a particular historic architectural style or building practice.*

Please submit this Certificate of Appropriateness to the Building Inspection Division with Putnam County when applying for a building permit, as necessary.

Planning Department Staff Approval:

By: 
Lorenzo Aghemo, MRP

Director of Planning

Cc; Elizabeth Van Rensburg Historic Preservation Board Chair

The City of Palatka and the Historic Preservation Board bear no responsibility in maintaining a record of this Certificate of Appropriateness. Please keep a copy for your records for future reference.

ADOPT RESOLUTION 2025-R-105 granting a special events permit to the Hallway Lounge for the Stop the Violence Block Party to be held on 09/27/2026.
Stop the Violence Block Party is being hosted by Lee Hall, owner of Hallway Lounge. His goal is to bring people in the community together for an evening of social gathering, good food, raffles, car giveaways and memory making.

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Lee Hall with Hallway Lounge is requesting road closures of N.19th Street from Reid Street to St. Johns Ave and amplified sound.

BACKGROUND

Block party, car giveaway, raffles, music and 2 food trucks.

PROJECT ANALYSIS

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

Staff Recommendation

The Staff Recommendation is that the application be approved, and the resolution be adopted.

ATTACHMENTS

1.	application
2.	Lee Hall_ Stop the Violence Block Party_ resolution2025



Date Received: 6/18

Permit Classification: B

APPLICATION FOR SPECIAL EVENT

1. Primary Contact: Lee Hall
Address: 118 N 19th St.
Palatka, FL 32777
Email: _____
Phone: (386) 983-6193

2. Secondary Contact: _____
Address: _____
Email: _____
Phone: _____

3. Event Sponsor/Organization: Hall Way Lounge
Attach a certificate of Tax Exemption if applicable.

4. Name of Event: _____

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

Block Party / Raffle / Car Giveaway

2 food trucks

2 barricades

10 officers

(hired thru Lee)

6. Event Location (911 Address): 118 N 19th St, Palatka, FL 32777

7. Road Closures: ex. St. Johns Avenue from First Street to Second Street
N 19th St. from Reid St. to St. Johns Ave
from _____ to _____
from _____ to _____
from _____ to _____
from _____ to _____
from _____ to _____
from _____ to _____
from _____ to _____
from _____ to _____
from _____ to _____

8. Onsite representatives during the event:

Name: Lee Hall

Cell Phone: (386) 983-6193

Name: _____

Cell Phone: _____

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

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

Setup:

9/27/25 ____ to ____ ____ to ____ ____ to ____

Event:

9/27/25 4 PM to 10 PM 4 PM to 10 PM ____ to ____ 150

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

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

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

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

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

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

Breakdown:

9/27/25 10 PM to 10.30 PM ____ to ____ ____ to ____

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

Tickets

11. Number and type of auxiliary vehicles/ equipment:

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

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

Include date and time:

____/____/____ ____ to ____ ____ to ____

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

No

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

REQUIRED ATTACHMENTS

- ☐ Site Plan (see checklist)
 - Parking
 - Number and location of food vendors
 - Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands
 - Street Closures/Barricades/Detours
 - Garbage Containers
 - Parade/Marching Route
 - Event Headquarters
 - Number and location of temporary signs/banners
 - Sound system(s) location
 - Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.
 - Main emergency vehicle access to site
 - Location of security and emergency vehicle parking on site
 - Carnival location (if any)
 - Number/location of portable toilets
- ☐ Tentative Schedule of Events
- ☐ 501(C) (3) Certificate of Exemption # _____
- ☐ Nonprofit articles of incorporation, charter and mission statement
- ☐ Consent letter (event property): property owners on which special event location is held if not city owned
- ☐ Fire resistive rating certificates (tents, fabrics, etc.)
- ☐ Example of special event vendor permits provided
- ☐ Special event certificate of insurance- city as "additional insured" (if carnival, aircraft or watercraft rides are planned, need certificates from those vendors)
 - List certificates required: _____
- ☐ Alcohol liability certificate of insurance- city as "additional insured"
- ☐ Alcohol license (copy)
- ☐ Signed Conditions and Agreement Form

SPECIAL EVENTS FEES

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

15. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Lee Hall
Signature of Applicant

6-16-2025
Date

State of Florida County of Putnam

The foregoing application is acknowledged before me this 16 day of June, 2025, by _____, who is personally known to me, or who has/have produced FI DL H400-532-85-3412 identification.

NOTARY SEAL



Patricia Hall
Comm.: HH 406544
Expires: Jun. 5, 2027
Notary Public - State of Florida

PHall
Signature of Notary Public, State of FL

APPLICATION APPROVED

Special Events Coordinator

Date

Chief of Police

Date

Special Events Vendor Requirements

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

Food Vendors

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

Exceptions:

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

Vendor RV Camping

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

City of Palatka
Indemnification & Hold Harmless Agreement

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

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

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

Lee Hall
Signature of Applicant

Hall Way lounge
Name of Facility being used

Lee Hall
Print Name of Applicant

9-27-25
Date of Use

State of Florida County of Putnam

The foregoing application is acknowledged before me this 16 day of June, 2025, by Lee Hall, who is personally known to me, or who has/have produced FI DL as identification.

NOTARY SEAL



Patricia Hall
Comm.: HH 406544
Expires: Jun. 5, 2027
Notary Public - State of Florida

PHall

Signature of Notary Public, State of FL

ANTI-HUMAN TRAFFICKING AFFIDAVIT

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

Lee Hall
Signature

6-16-25
Date

Lee Hall
Print Name

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

STATE OF FLORIDA
COUNTY OF PUTNAM

The foregoing instrument was acknowledged before me by means of ☒ physical presence or
☐ online notarization this 16 day of June 2025 by
Lee Hall, 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.

Patricia Hall
Notary Public

My commission expires:



Patricia Hall
Comm.: HH 406544
Expires: Jun. 5, 2027
Notary Public - State of Florida

The Hall Way Lounge

Dollar W More

Halway
Sign

Food

PARKING

PortA POTS

ST. JOHNS AVE.

HOOT
OWL
ICE CREAM

Food

Food



STAGE



Food

Parking
WAY
GIVEAWAY
CAR

GIVEAWAY
CAR

PAPA
SONNS

SazzMart

We are allowing the hallway lounge
To utilize our Parking Spaces
at Papa Johns - Zalm

Zachery Gall,
General manager

RESOLUTION NO. 2025-R-105

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT TO THE HALLWAY LOUNGE FOR A STOP THE VIOLENCE BLOCK PARTY TO BE HELD ON 09/27/2025, SETTING FORTH THE PROVISIONS OF THE PERMIT; FOR AMPLIFIED SOUND, ALCOHOL, ROAD CLOSURES AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS Lee Hall with Hallway Lounge has applied for noise, alcohol and road closure permits for the Stop the Violence Block Party which will be 09/27/2025 from 4pm-9pm with road closures at 3pm.

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

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

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

Section 1: That Special Events Permit for Stop the Violence Block Party is hereby granted to Lee Hall, owner of Hallway Lounge with the following provisions and stipulations:

- a) A Class "B" Special Events Permit is hereby granted for the event to be held on 09/27/2025, during the hours provided in the application
- b) Road Closures of 19th Street from Reid to St. Johns Ave.

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 28th day of August, 2025.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

Adopt Resolution 2025-R-107 Approving Change Order No. 1 to Ferreira Construction Company for Lift Station #16 Improvements (ITB 2024-20), Increasing the Contract Amount by \$243,865.88 for a Revised Total of \$1,930,545.88.

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The City of Palatka seeks approval of Change Order No. 1 to Ferreira Construction Company, Inc., the contractor for the Lift Station #16 Improvements project. This change order reflects field adjustments necessary to complete the project as designed and ensure long-term functionality of the sanitary sewer system.

BACKGROUND

In October 2024, the City of Palatka awarded ITB 2024-20 for the Lift Station #16 Improvements to Ferreira Construction Company following a competitive bidding process and recommendation from Hanson Professional Services, Inc., the Engineer of Record. The project involves the replacement of the existing dry well lift station at the southeast corner of St. Johns Avenue and Zeagler Drive with a new wet well lift station, installation of suction lift pumps, force main, gravity sewer connections, electrical controls, and rehabilitation of the existing wet well.

Construction commenced in 2025 under an original contract amount of \$1,686,680.00

PROJECT ANALYSIS

During construction, the City identified that an additional area north of the existing lift station was under City ownership and could be utilized to improve constructability. As a result, the wet well location was shifted approximately 40'x60' north of the initial alignment. This adjustment provided safer working conditions and avoided conflicts with existing infrastructure.

The relocation required additional manholes, piping, grading, and fencing, resulting in a net contract increase of \$243,865.88. No deductions were applied.

With this change order, the revised total contract amount is \$1,930,545.88. The adjustment is consistent with the contract's general conditions, which allow for modifications in case of differing site conditions and necessary design changes.

The project continues to be funded through the City's approved capital program, with all costs accounted for within available utility system improvement funds.

Staff Recommendation

Staff recommends that the City Commission adopt Resolution 2025-R-107, approving Change Order No. 1 to Ferreira Construction Company, Inc. for Lift Station #16 Improvements (ITB 2024-20), increasing the contract amount by \$243,865.88 for a revised total of \$1,930,545.88.

ATTACHMENTS

1.	Change Order #1
2.	2025-R-107 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, APPROVING CHANGE ORDER NO. 1 TO FERREIRA CONSTRUCTION COMPANY, INC



CHANGE ORDER NO. 1

Project No. ITB 2024-20
Lift Station #16 Improvements
Owner: City of Palatka

Date: August 15, 2025
Contractor: Ferreira Construction Company

Change Ordered:

- Additional area to the north of the existing lift station was discovered to be owned by the City. To afford the contractor more room to work the lift station wet well was moved to the area north of the existing lift station. The additional area north of the lift station is approximately 40-feet by 60-feet. Additional manholes, piping, grading and fencing were needed for this change.

CONTRACT AMOUNT

Original Contract Amount	\$ 1,686,680.00
Previous Change Orders	\$ 0.00
Change Order Addition	\$ 243,865.88
Change order Deduction	\$ 0.00
Revised Contract Amount	\$ 1,930,545.88

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

Contractor

Date

Owner (City/County)

Date

Engineer

Date

Project Manager

Date

ZEAGLER DRIVE

ASPHALT

ST. JOHNS AVENUE

AFTER NEW PUMP STATION HAS BEEN PLACED INTO SERVICE, ABANDON EXISTING 10" GRAVITY SEWER FROM NEW SADDLE MANHOLE BY PLUGGING ANDGROUT FILL (SEE PROPOSED LIFT STATION SITE PLAN)

SAWCUT AND REMOVE CONCRETE SIDEWALK TO LIMITS SHOWN

AFTER CONSTRUCTION OF NEW PUMP STATION SAW CUT EXISTING FORCE MAIN AT PROPOSED CONNECTION LOCATION WITH NEW FORCE MAIN AND GROUT FILL EXISTING FORCE MAIN TO EXISTING WET WELL (CONTRACTOR SHALL VERIFY LOCATION OF EXISTING FORCE MAIN PRIOR TO CONSTRUCTION (SEE PROPOSED LIFT STATION SITE PLAN)

AFTER NEW PUMP STATION HAS BEEN PLACED INTO SERVICE, ABANDON EXISTING 8" GRAVITY SEWER FROM NEW SADDLE MANHOLE BY PLUGGING AND GROUT FILL (SEE PROPOSED LIFT STATION SITE PLAN)

AFTER NEW PUMP STATION HAS BEEN PLACED INTO SERVICE, REMOVE MANHOLE TOP CONE SECTION, RUPTURE BOTTOM AND FILL WITH BACKFILL AND REGRADE SITE TO PROPOSED FINISH GRADE

REMOVE CONCRETE APRON

EXISTING UTILITY COMPANY SERVICE POLE WITH METER AND SERVICE DISCONNECT TO REMAIN - PROTECT FROM DAMAGE 8" PVC

EXISTING UTILITY COMPANY OVERHEAD SERVICE TO REMAIN - PROTECT FROM DAMAGE

MHS
TOP=55.78
N. INVERT=51.25
E. INVERT=46.73
S. INVERT=46.53

AFTER NEW PUMP STATION HAS BEEN PLACED INTO SERVICE, PLUG AND GROUT FILL EXISTING 10" GRAVITY SEWER

AFTER NEW PUMP STATION HAS BEEN PLACED INTO SERVICE, DEMOLISH AND REMOVE EXISTING CONCRETE PUMP STATION INFLUENT STRUCTURE

EXISTING AUTOMATIC TRANSFER SWITCH TO REMAIN - PROTECT FROM DAMAGE

EXISTING PANELBOARD TO BE REMOVED. DISCONNECT EXISTING PANELBOARD FEEDER FROM EXISTING TRANSFER SWITCH

EXISTING PUMP CONTROL PANEL TO BE REMOVED FROM WOOD UTILITY POLE AFTER CONSTRUCTION, APPROVAL AND ACCEPTANCE OF NEW PUMP STATION. EXISTING WOOD UTILITY POLE TO REMAIN FOR REUSE - PROTECT FROM DAMAGE

REMOVE EXISTING INTERNAL EQUIPMENT, WITHIN ABANDONED CAN STRUCTURE, RUPTURE BOTTOM AND FILL WITH BACKFILL REMOVE METAL CAN CONTROL ENTRANCE CYLINDER AND REGRADE SITE TO PROPOSED FINISH GRADE

EXISTING CHAINLINK PERIMETER FENCE

EXISTING UNDERGROUND STANDBY POWER FEEDER TO REMAIN - PROTECT FROM DAMAGE. (CONTRACTOR SHALL VERIFY LOCATION PRIOR TO CONSTRUCTION)

AFTER CONSTRUCTION OF NEW PUMP STATION GROUT FILL EXISTING GRAVITY SEWER

AFTER NEW PUMP STATION HAS BEEN PLACED INTO SERVICE, PLUG EXISTING EAST INVERT IN MANHOLE AND GROUT FILL EXISTING GRAVITY SEWER. (SEE PROPOSED LIFT STATION SITE PLAN)

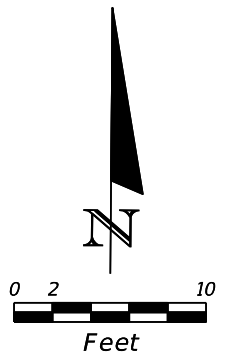
EXISTING STANDBY GENERATOR TO REMAIN PROTECT FROM DAMAGE

END WALL
TOP=56.30
N. INVERT=53.78
S. INVERT=53.78

MHS
TOP=56.43
N. INVERT=50.81
E. INVERT=50.73
S. INVERT=50.79

OLD EQUIPMENT
(NOT IN USE)

AFTER CONSTRUCTION, APPROVAL AND ACCEPTANCE OF NEW PUMP STATION, REMOVE PUMPS, PUMP HOUSE AND ELECTRICAL, REMOVE TOP, CLEAN INTERIOR WALLS, REMOVE TOP CYLINDER SECTION, RUPTURE BOTTOM OF STRUCTURE AND FILL WITH BACKFILL AND REGRADE SITE TO PROPOSED FINISH GRADE



Hanson Professional Services Inc.
8075 Gate Parkway West, Suite 204
Jacksonville, Florida 32216-3685
Offices Nationwide
Engineer of Record:
Daryl Myers, P.E.
P.E. License No. 61786

CITY OF PALATKA, FLORIDA
PUBLIC WORKS DEPARTMENT

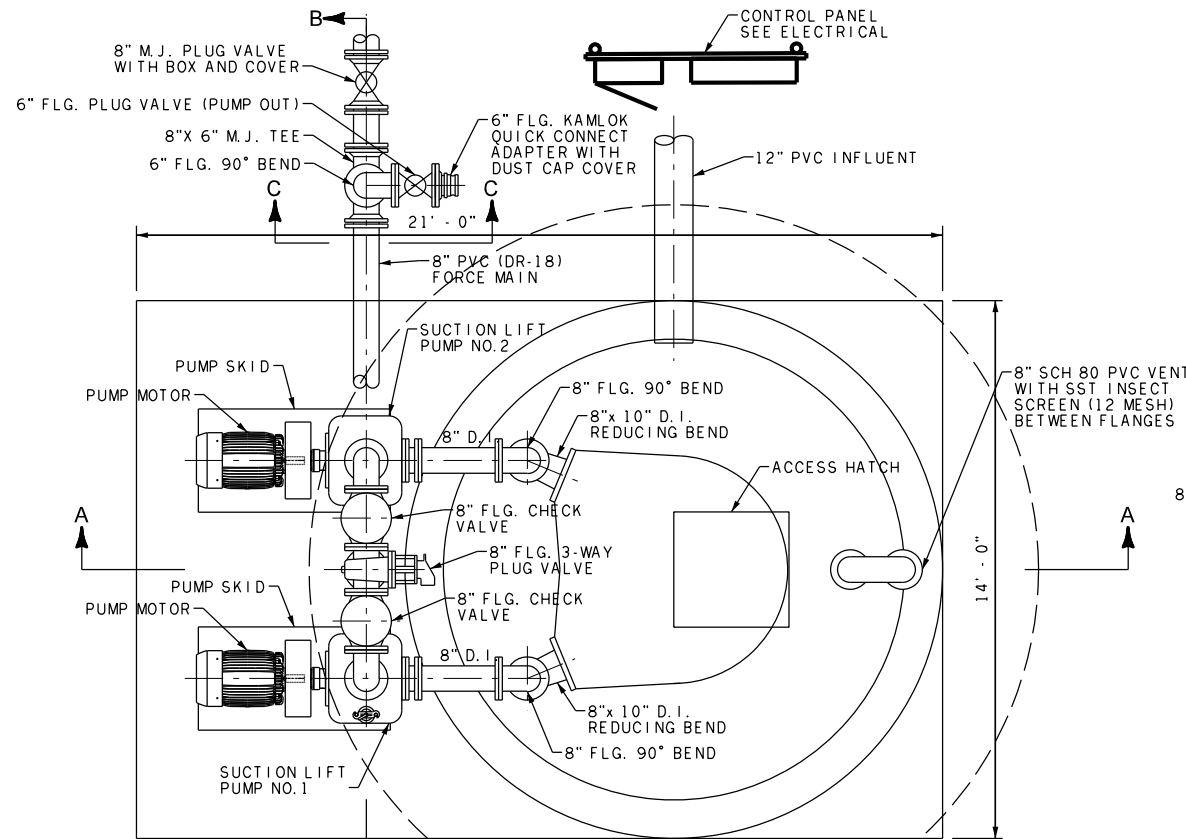
LIFT STATION NO.16
IMPROVEMENTS

DEMOLITION PLAN

SHEET
NO.

Page 554 5942

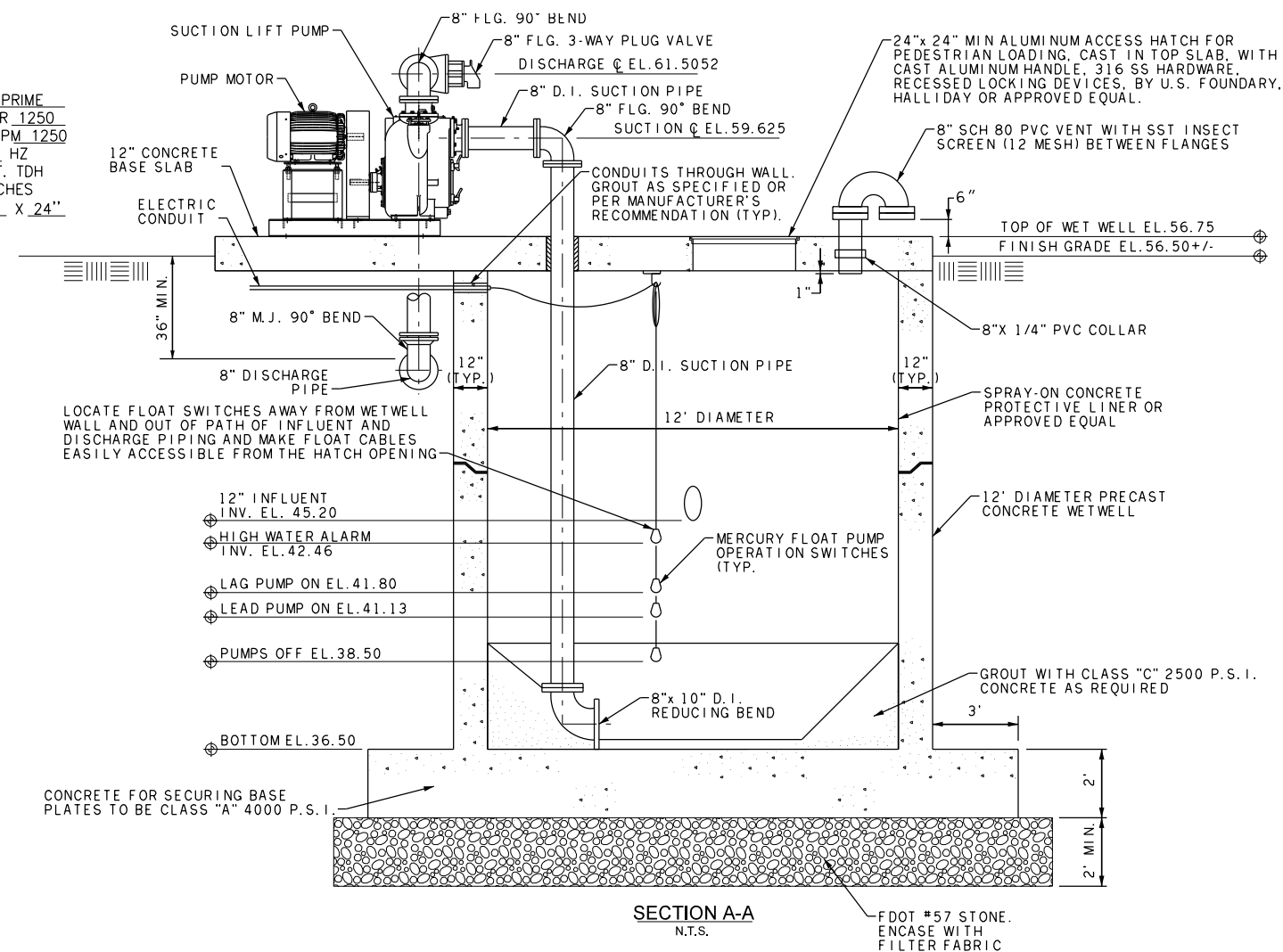
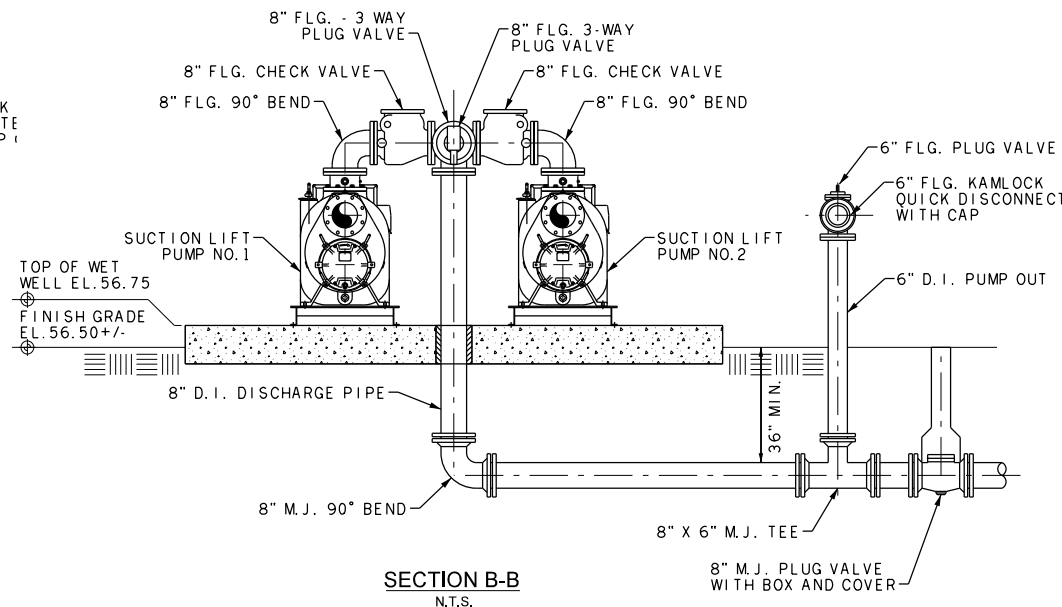
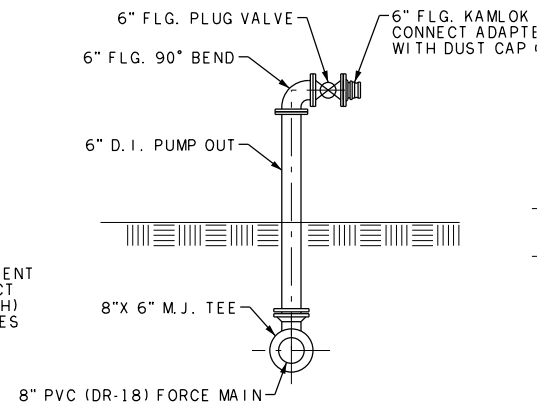
REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION
07/08/25	CHANGE ORDER #1 - REVISED SHEET FOR LIFT STATION RELOCATION. REPLACE PREVIOUS SHEET NO.5		



PUMP MANUFACTURER* ALL-PRIME
 MODEL XS-8 IMPELLER 1250
 DISCHARGE 769 GPM MOTOR RPM 1250
50 HP 240 VOLTS 3 PHASE 60 HZ
 RUNOUT POINT 769 GPM AT 89 FT. TDH
 MAX. SPHERE 3 INCHES
 PUMP ACCESS HATCH SIZE 24" X 24"

NOTES

- PUMP INSTALLATION SHALL BE PER MFR'S RECOMMENDATIONS.
- CONTRACTOR SHALL VERIFY THE MINIMUM HATCH OPENING SIZE SHOWN WITH THE PUMP MANUFACTURER TO ENSURE THE SPECIFIED OPENING IS LARGE ENOUGH.
- EXTERIOR OF WETWELL SHALL BE PAINTED WITH COAL TAR EPOXY AS SPECIFIED.
- ALL ALUMINUM SURFACES IN CONTACT WITH CONCRETE SHALL BE PAINTED PER SPECIFICATIONS.
- HANG FLOAT CABLES FROM 316 SST CABLE W/EPOXY OR RUBBER COATED CAST IRON MUSHROOM ANCHOR OUT OF INFLUENT FLOW PATH. USE SST CLAMPS TO ATTACH FLOATS SECURELY TO ANCHOR. LOOP 316 SST CABLE THROUGH THE HOLE IN MUSHROOM ANCHOR TO ENSURE ANCHOR STAYS ATTACHED TO CABLE. USE ALL 316 SST FITTINGS AND HARDWARE (EXCEPT ANCHOR) FOR ASSEMBLY. ASSEMBLY NEEDS TO BE REACHABLE AND REMOVABLE FROM ACCESS HATCH DOOR.
- EACH ELECTRIC PUMP CABLE AND FLOAT CABLE SHALL BE SUPPORTED FROM A SST CABLE RACK VIA A SST KELLUMS CABLE GRIP (OR EQUAL).
- ALL MOUNTING HARDWARE AND PIPE CONNECTION HARDWARE INSIDE THE WETWELL AND ON THE EXPOSED, FLANGED DISCHARGE SHALL BE 300 SERIES SST.
- ALL DISCHARGE PIPING SHALL BE RESTRAINED.
- "LLWL ALARM / REDUNDANT ALL PUMPS OFF" LEVEL TO BE SET TO SAME ELEVATION.
- SST TIE RODS FOR FCAs NOT SHOWN FOR CLARITY.
- ADDITIONAL CONCRETE BALLAST MAY BE REQUIRED TO PREVENT FLOTATION DURING CONSTRUCTION. CONTRACTOR TO VERIFY AND PROVIDE ADDITIONAL BALLAST IF REQUIRED.



HANSON
 Hanson Professional Services Inc.
 8075 Gate Parkway West, Suite 204
 Jacksonville, Florida 32216-3685
 Offices Nationwide
 Engineer of Record:
 Daryl Myers, P.E.
 P.E. License No. 61786

CITY OF PALATKA, FLORIDA
PUBLIC WORKS DEPARTMENT

LIFT STATION NO.16
IMPROVEMENTS

PROPOSED LIFT STATION
PLAN AND SECTIONS

SHEET
NO.

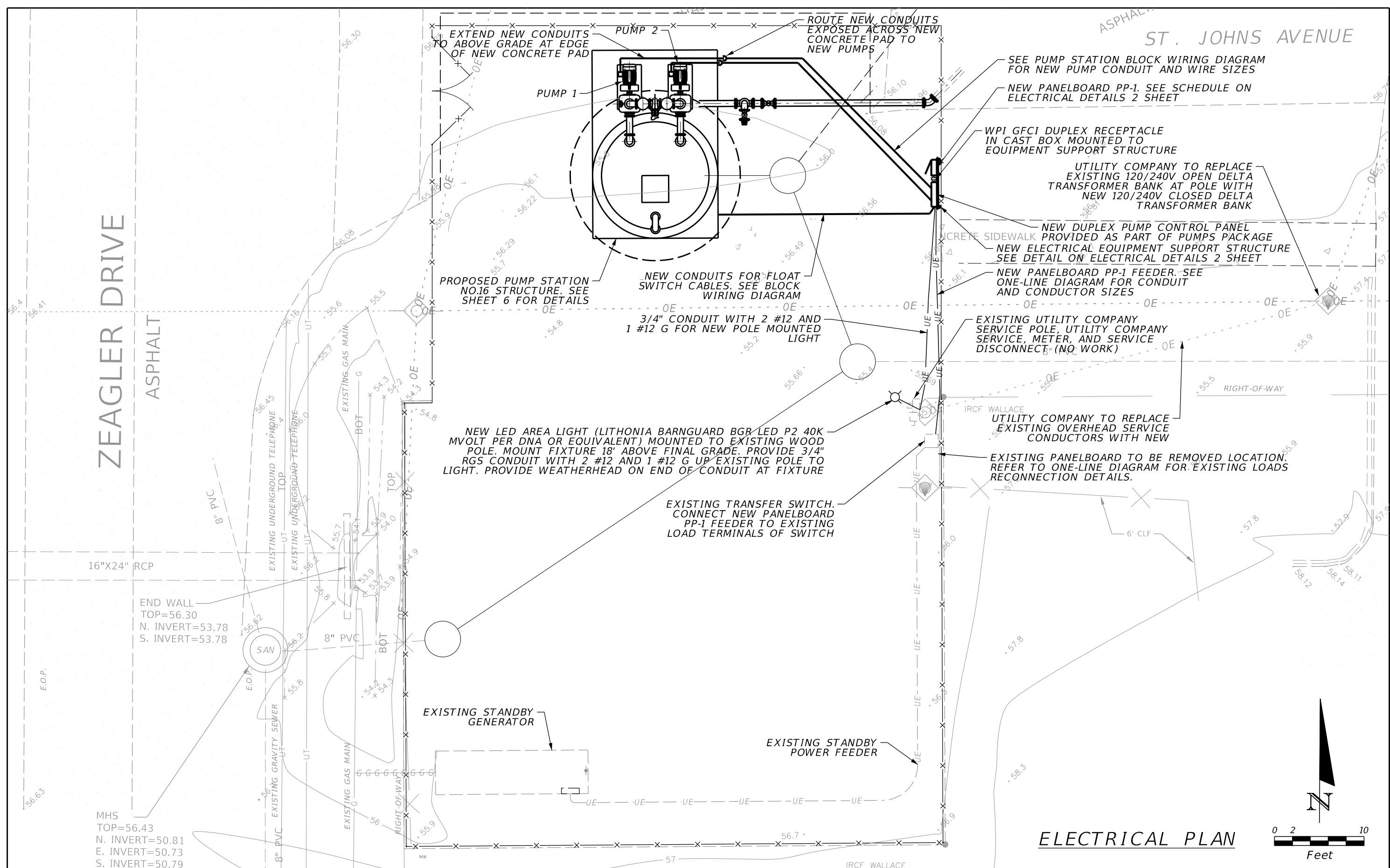
Page 556 of 942

THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE DIGITALLY SIGNED AND SEALED UNDER RULE 61G15-23.004, F.A.C.

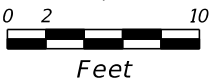
ZEAGLER DRIVE

ASPHALT

ST. JOHNS AVENUE



ELECTRICAL PLAN



REVISIONS				CITY OF PALATKA, FLORIDA PUBLIC WORKS DEPARTMENT	LIFT STATION NO.16 IMPROVEMENTS	PROPOSED LIFT STATION ELECTRICAL PLAN	SHEET NO. 557 8 942
DATE	DESCRIPTION	DATE	DESCRIPTION				

THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE DIGITALLY SIGNED AND SEALED UNDER RULE 61G15-23.004, F.A.C.



Change Order Form

Palatka LS16 Improvements

Contract No: 2235

August 7, 2025

To:

Carlos Dominguez Brito

City of Palatka

201 N 2nd St,

Palatka, FL 32177

Change Order Number	Description	Amount
1	Palatka LS16 Improvement Redesign	\$243,865.88

Contractor: _____ City of Palatka: _____

Contract Adjustment Tracking

Original Bid Amount	Change Order Value	Revised Contract Amount
\$1,686,680.00	\$243,865.88	\$1,930,545.88

Contractor: _____ City of Palatka: _____

Title: _____ Title: _____

Date: _____ Date: _____

RESOLUTION NO. 2025-R-107

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, APPROVING CHANGE ORDER NO. 1 TO FERREIRA CONSTRUCTION COMPANY, INC. FOR THE LIFT STATION #16 IMPROVEMENTS (ITB 2024-20); INCREASING THE CONTRACT AMOUNT BY \$243,865.88 FOR A REVISED TOTAL OF \$1,930,545.88; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Palatka competitively solicited bids under ITB 2024-20 for the Lift Station #16 Improvements project, involving the replacement of the existing dry well lift station, installation of a new wet well, pumps, force main, gravity sewer connections, and related improvements; and

WHEREAS, the City Commission awarded the contract to Ferreira Construction Company, Inc. in the amount of \$1,686,680.00, following the Engineer of Record’s recommendation; and

WHEREAS, during construction, it was determined that an area north of the existing lift station, owned by the City, could be utilized to improve constructability and provide safer working conditions; and

WHEREAS, this adjustment required the relocation of the wet well approximately 40 feet by 60 feet to the north, as well as the addition of manholes, piping, grading, and fencing; and

WHEREAS, Change Order No. 1 in the amount of \$243,865.88 has been prepared and approved by the Engineer of Record, resulting in a revised total contract amount of \$1,930,545.88; and

WHEREAS, the City Commission finds it in the best interest of the City and its residents to approve Change Order No. 1 to Ferreira Construction Company, Inc. for the Lift Station #16 Improvements.

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

- **Section 1.** The City Commission hereby approves Change Order No. 1 to Ferreira Construction Company, Inc. for the Lift Station #16 Improvements (ITB 2024-20), increasing the contract amount by \$243,865.88 for a revised total of \$1,930,545.88.
- **Section 2.** The Mayor, City Manager, and/or their designee(s) are authorized to execute Change Order No. 1 and any related documents on behalf of the City.
- **Section 3.** All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.
- **Section 4.** If any provision of this Resolution is held invalid by a court of competent jurisdiction, the remainder shall not be affected thereby and shall remain in full force and effect.
- **Section 5.** This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 28th day of August 2025.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

Adopt Resolution 2025-R-108 Awarding ITB 2025-07 (CDBG COVID Mitigation Grant Sidewalk Improvements) to DB Civil Construction, LLC in the Amount of \$1,445,129.00, Contingent Upon the Approval of the Bidding Process by Florida Commerce – 100% Grant Funded

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The City of Palatka seeks approval from the City Commission to adopt Resolution 2025-R-108 awarding ITB 2025-07 for the CDBG COVID Mitigation Grant Sidewalk Improvements Project to DB Civil Construction, LLC in the amount of \$1,445,129.00. This award is contingent upon Florida Commerce's approval of the bidding process. The project is 100% grant funded through the Community Development Block Grant (CDBG) COVID Mitigation Program.

BACKGROUND

The City of Palatka was awarded CDBG COVID Mitigation funding administered by Florida Commerce to construct sidewalk improvements that enhance pedestrian safety and accessibility. The project scope includes:

- Construction of new sidewalks and replacement of deteriorated sections across multiple city blocks.
- Related driveway adjustments, curb ramps, and ADA-compliant features.
- Coordination with existing utilities, landscaping restoration, and erosion control measures.

Bid documents (plans and specifications) were prepared and publicly advertised. Addendum #1 clarified key items such as allowable detours, coordination requirements with homeowners, and updated bid quantities.

Bids were opened on July 9, 2025, and DB Civil Construction, LLC was determined to be the lowest responsive and responsible bidder with a bid amount of \$1,445,129.00, which is below the Engineer's Estimate of \$2,358,400.

PROJECT ANALYSIS

- **Engineer's Recommendation:** Hanson Professional Services reviewed the bid results and

formally recommended award to DB Civil Construction, LLC .

- **Notice of Intent:** A Notice of Intent to Award was issued, subject to Commerce’s final review .
- **Funding:** The project is 100% funded through the CDBG COVID Mitigation Grant. No local match is required.
- **Construction Administration:** Hanson Professional Services will provide bid and construction administration services, with City staff overseeing grant compliance and daily inspection.
- **Timeline:** Construction is anticipated to begin in Fall 2025, following Commerce’s approval and execution of contracts, with a performance period of 240 calendar days.

Staff Recommendation

Staff recommends that the City Commission adopt Resolution 2025-R-108, awarding ITB 2025-07 to DB Civil Construction, LLC in the amount of \$1,445,129.00, contingent upon the approval of the bidding process by Florida Commerce.

This action will allow the City to proceed with contract execution and ensure timely delivery of the CDBG-funded sidewalk improvements project at no cost to the City’s General Fund.

ATTACHMENTS

1.	Notice of Intent to Award Packet
2.	2025-R-108 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, AWARDING ITB 2025-07 (CDBG COVID MITIGATION GRANT SIDEWALK IMPROVEMENT

ROBERTA M. CORREA
MAYOR-COMMISSIONER

ANNIE H. DAVIS
COMMISSIONER

JUSTIN R. CAMPBELL, SR.
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER



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

MARCIA G. CARTY, CPA, CGFO
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC
CITY CLERK

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT.

NOTICE OF INTENDED DECISION TO AWARD

ITB 2025-07 CDBG COVID Mitigation Grant Sidewalks

OPENING DATE: July 9th, 2025

RECOMMENDED AWARD:

The City of Palatka, based on the engineer's recommendation, is recommending DB Civil Construction, Inc. for award based on their proposal.

DATE AND TIME OF POSTING: August 6th, 2025 3:00PM

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

July 30, 2025

Mr. Carlos Dominguez Brito

City of Palatka
201 N. 2nd Street
Palatka, Florida 32177

Re: Invitation to Bid (ITB) 2025-07
CDBG COVID Mitigation Grant Sidewalks

Dear Mr. Brito

Hanson Professional Services has reviewed the bids for the referenced project. There was a total of fifteen (15) bidders for this project. As part of our review, we have prepared a detailed bid tabulation spreadsheet for cost comparison between all bidders, reviewed all the bids to ensure they were submitted in accordance with the bid documents for the three lowest bidders. The contract documents contained a Base Bid on the Bid Form.

Formax Construction, LLC submitted the lowest bid for the project. However, we noted a discrepancy in their sealed bid that is noted below:

- The Non-Collusion Affidavit of Prime Proposer/Bidder (Certification Submittal One) was not signed by the company. This Certification Submittal was required to be submitted as part of the bid to satisfy the grantor's requirements.

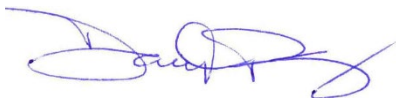
Based on the form not being filled out (signed) completely and included in their bid package, Formax Construction, LLC, is considered non-responsive.

The bid review procedure described above was again performed for the second lowest bidder and no noted discrepancies were found therefore we are recommending award of this contract for the Base Bid to DB Civil Construction, LLC from St. Augustine, Florida.

Please feel free to contact me should you have any questions regarding the view of the bids.

Sincerely,

Hanson Professional Service Inc.



Daryl R. Myers, PE
Project Manager

Enclosure

BASE BID				3C's Construction		AJ General Construction Svcs		BDI Marine Contractors		Cathcart Construction Co		CDM Contracting		CGC, Inc		DB Civil Construction, LLC		Formax Construction LLC	
Item No.	Description	Quantity	Unit	Unit Cost	Total Cost	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
1	General Conditions, Mobilization, Bonds, Insurance, As-Built's	1	LS	\$598,710.00	\$598,710.00	\$181,637.50	\$181,637.50	\$250,000.00	\$250,000.00	\$204,000.00	\$204,000.00	\$200,000.00	\$200,000.00	\$483,241.99	\$483,241.99	\$110,000.00	\$110,000.00	\$40,800.00	\$40,800.00
2	Maintenance of Traffic	1	LS	\$25,000.00	\$25,000.00	\$171,721.00	\$171,721.00	\$100,000.00	\$100,000.00	\$75,000.00	\$75,000.00	\$30,000.00	\$30,000.00	\$122,881.00	\$122,881.00	\$36,000.00	\$36,000.00	\$30,000.00	\$30,000.00
3	Sediment Barrier	10,546	LF	\$1.91	\$20,142.86	\$7.40	\$78,040.40	\$2.36	\$24,888.56	\$5.00	\$52,730.00	\$1.55	\$16,346.30	\$2.00	\$21,092.00	\$1.00	\$10,546.00	\$4.00	\$42,184.00
4	Inlet Protection System	67	EA	\$152.32	\$10,205.44	\$121.77	\$8,158.59	\$450.00	\$30,150.00	\$300.00	\$20,100.00	\$179.46	\$12,023.82	\$150.00	\$10,050.00	\$120.00	\$8,040.00	\$200.00	\$13,400.00
5	Clearing and Grubbing	3.77	AC	\$32,796.50	\$123,642.81	\$7,722.00	\$29,111.94	\$25,000.00	\$94,250.00	\$52,000.00	\$196,040.00	\$25,000.00	\$94,250.00	\$3,000.00	\$11,310.00	\$35,000.00	\$131,950.00	\$19,628.64	\$73,999.97
6	Removal of Existing Concrete	8,154	SY	\$26.67	\$217,467.18	\$24.34	\$198,468.36	\$15.00	\$122,310.00	\$24.00	\$195,696.00	\$41.57	\$338,961.78	\$64.90	\$529,194.60	\$20.00	\$163,080.00	\$26.50	\$216,081.00
7	Regular Excavation	1,838	CY	\$9.00	\$16,542.00	\$60.79	\$111,732.02	\$34.00	\$62,492.00	\$58.00	\$106,604.00	\$193.13	\$354,972.94	\$1.00	\$1,838.00	\$33.00	\$60,654.00	\$54.00	\$99,252.00
8	Embankment	228	CY	\$166.67	\$38,000.76	\$73.99	\$16,869.72	\$40.00	\$9,120.00	\$43.50	\$9,918.00	\$247.61	\$56,455.08	\$1.00	\$228.00	\$35.00	\$7,980.00	\$45.00	\$10,260.00
9	Concrete Class NS, Steps (Includes Cost of Reinforcement)	2.3	CY	\$3,000.00	\$6,900.00	\$2,842.00	\$6,536.60	\$1,100.00	\$2,530.00	\$3,500.00	\$8,050.00	\$3,119.57	\$7,175.01	\$1,180.00	\$2,714.00	\$2,200.00	\$5,060.00	\$2,000.00	\$4,600.00
10	Valve Boxes, Adjust	11	EA	\$1,169.44	\$12,863.84	\$425.70	\$4,682.70	\$1,000.00	\$11,000.00	\$950.00	\$10,450.00	\$940.34	\$10,343.74	\$147.50	\$1,622.50	\$150.00	\$1,650.00	\$55.00	\$605.00
11	Meter Boxes, Adjust	70	EA	\$603.00	\$42,210.00	\$85.14	\$5,959.80	\$1,000.00	\$70,000.00	\$950.00	\$66,500.00	\$410.83	\$28,758.10	\$188.80	\$13,216.00	\$150.00	\$10,500.00	\$55.00	\$3,850.00
12	Miami Curb & Gutter	764	LF	\$129.58	\$98,999.12	\$33.34	\$25,471.76	\$75.00	\$57,300.00	\$46.50	\$35,526.00	\$79.74	\$60,921.36	\$19.47	\$14,875.08	\$30.00	\$22,920.00	\$35.00	\$26,740.00
13	Concrete "L" Wall (Includes Cost of Reinforcement)	20	CY	\$2,500.00	\$50,000.00	\$2,696.42	\$53,928.40	\$1,100.00	\$22,000.00	\$950.00	\$19,000.00	\$1,624.63	\$32,492.60	\$1,888.00	\$37,760.00	\$1,100.00	\$22,000.00	\$300.00	\$6,000.00
14	Concrete Curb & Gutter, Type F	1,196	LF	\$135.00	\$161,460.00	\$34.93	\$41,776.28	\$75.00	\$89,700.00	\$46.50	\$55,614.00	\$89.02	\$106,467.92	\$30.68	\$36,693.28	\$35.00	\$41,860.00	\$37.00	\$44,252.00
15	Concrete Curb, Type D	303	LF	\$82.51	\$25,000.53	\$31.84	\$9,647.52	\$75.00	\$22,725.00	\$46.50	\$14,089.50	\$88.66	\$26,863.98	\$29.50	\$8,938.50	\$35.00	\$10,605.00	\$37.00	\$11,211.00
16	Concrete Sidewalk and Driveways, 4" Thick	9,700	SY	\$72.00	\$698,400.00	\$55.43	\$537,671.00	\$94.00	\$911,800.00	\$82.50	\$800,250.00	\$94.55	\$917,135.00	\$60.18	\$583,746.00	\$52.00	\$504,400.00	\$40.00	\$388,000.00
17	Concrete Sidewalk and Driveways, 6" Thick	2,601	SY	\$92.48	\$240,540.48	\$68.93	\$179,286.93	\$106.00	\$275,706.00	\$109.50	\$284,809.50	\$118.11	\$307,204.11	\$70.80	\$184,150.80	\$78.00	\$202,878.00	\$46.00	\$119,646.00
18	Detectable Warnings	999	SF	\$1,200.00	\$1,198,800.00	\$30.69	\$30,659.31	\$75.00	\$74,925.00	\$50.00	\$49,950.00	\$63.73	\$63,666.27	\$41.30	\$41,258.70	\$30.00	\$29,970.00	\$21.00	\$20,979.00
19	Performance Turf, Sod	5,442	SY	\$12.86	\$69,984.12	\$5.86	\$31,890.12	\$12.00	\$65,304.00	\$9.00	\$48,978.00	\$6.66	\$36,243.72	\$6.00	\$32,652.00	\$5.00	\$27,210.00	\$8.00	\$43,536.00
20	Pull & Splic Box, Install	2	EA	\$568.83	\$1,137.66	\$425.70	\$851.40	\$2,000.00	\$4,000.00	\$4,250.00	\$8,500.00	\$1,751.56	\$3,503.12	\$2,000.00	\$4,000.00	\$3,000.00	\$6,000.00	\$2,000.00	\$4,000.00
21	Single Post Sign, F&I, Ground Mount, Up to 12 SF	21	AS	\$560.12	\$11,762.52	\$690.14	\$14,492.94	\$800.00	\$16,800.00	\$600.00	\$12,600.00	\$713.98	\$14,993.58	\$494.00	\$10,374.00	\$450.00	\$9,450.00	\$200.00	\$4,200.00
22	Single Post Sign, Relocate	2	AS	\$201.00	\$402.00	\$487.80	\$975.60	\$350.00	\$700.00	\$125.00	\$250.00	\$249.56	\$499.12	\$65.00	\$130.00	\$60.00	\$120.00	\$200.00	\$400.00
23	Single Post Sign, Remove	17	AS	\$63.06	\$1,072.02	\$216.40	\$3,678.80	\$250.00	\$4,250.00	\$60.00	\$1,020.00	\$307.76	\$5,231.92	\$33.00	\$661.00	\$30.00	\$510.00	\$200.00	\$3,400.00
24	Sign Panel, Relocate, Up to 12 SF	4	EA	\$201.00	\$804.00	\$645.70	\$2,582.80	\$450.00	\$1,800.00	\$90.00	\$360.00	\$124.78	\$499.12	\$65.00	\$260.00	\$50.00	\$200.00	\$200.00	\$800.00
25	Raised Pavement Marker, Type B	43	EA	\$33.50	\$1,440.50	\$53.57	\$2,303.51	\$65.00	\$2,795.00	\$6.50	\$279.50	\$13.75	\$591.25	\$7.00	\$301.00	\$6.00	\$258.00	\$25.00	\$1,075.00
26	Raised Pavement Markings, Durable Paint, Yellow, Island Nose	256	SF	\$8.84	\$2,263.04	\$49.39	\$12,643.84	\$25.00	\$6,400.00	\$6.25	\$1,600.00	\$7.52	\$1,925.12	\$8.00	\$2,048.00	\$8.00	\$2,048.00	\$15.00	\$3,840.00
27	Thermoplastic, Standard, White, Solid, 12" for Crosswalk and Roundabout	1,823	LF	\$6.63	\$12,086.49	\$15.14	\$27,600.22	\$40.00	\$72,920.00	\$5.50	\$10,026.50	\$7.69	\$14,018.87	\$7.15	\$13,034.45	\$8.00	\$14,584.00	\$17.00	\$30,991.00
28	Thermoplastic, Standard, White, Solid, 24" for Stop Line and Crosswalk	241	LF	\$22.11	\$5,328.51	\$16.16	\$3,894.56	\$65.00	\$15,665.00	\$11.00	\$2,651.00	\$15.40	\$3,711.40	\$22.10	\$5,326.10	\$16.00	\$3,856.00	\$25.00	\$6,025.00
29	Thermoplastic, Preformed, White, Solid, 24" for Crosswalk	50	LF	\$25.06	\$1,253.00	\$38.39	\$1,919.50	\$70.00	\$3,500.00	\$19.50	\$975.00	\$46.75	\$2,337.50	\$25.00	\$1,250.00	\$16.00	\$800.00	\$25.00	\$1,250.00
SUBTOTAL					\$3,692,418.88		\$1,794,193.12		\$2,425,030.56		\$2,291,567.00		\$2,747,592.73		\$2,174,747.00		\$1,445,129.00		\$1,251,376.97
				Incorrect total												Incorrect total		Incorrect total	
				Incorrect total/Used original bid form/NO Addendum #1															

BASE BID				Garcia Civil Contractors		Gosalia Concrete Constructors		Hager Construction Co		MAER Homes, LLC		P&S Paving, Inc		Rodger Management & Consult		Sparks Concrete, LLC			
Item No.	Description	Quantity	Unit	Unit Cost	Total Cost	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total Cost	Unit Cost	Total Cost		
1	General Conditions, Mobilization, Bonds, Insurance, As-Built's	1	LS	\$196,427.50	\$196,427.50	\$234,000.00	\$234,000.00	\$550,738.00	\$550,738.00	\$160,000.00	\$160,000.00	\$143,580.00	\$143,580.00	\$75,000.00	\$75,000.00	\$275,000.00	\$275,000.00		
2	Maintenance of Traffic	1	LS	\$67,947.08	\$67,947.08	\$221,000.80	\$221,000.80	\$315,422.00	\$315,422.00	\$135,000.00	\$135,000.00	\$200,000.00	\$200,000.00	\$50,000.00	\$50,000.00	\$75,000.00	\$75,000.00		
3	Sediment Barrier	10,546	LF	\$1.77	\$18,666.42	\$0.95	\$10,018.70	\$5.00	\$52,730.00	\$3.15	\$33,219.90	\$1.50	\$15,819.00	\$2.00	\$21,092.00	\$6.00	\$63,276.00		
4	Inlet Protection System	67	EA	\$190.61	\$12,770.87	\$100.00	\$6,700.00	\$300.00	\$20,100.00	\$2.25	\$150.75	\$150.00	\$10,050.00	\$100.00	\$6,700.00	\$125.00	\$8,375.00		
5	Clearing and Grubbing	3.77	AC	\$78,443.41	\$295,731.66	\$22,550.00	\$85,013.50	\$60,000.00	\$226,200.00	\$8,000.00	\$30,160.00	\$25,150.00	\$94,815.50	\$25,000.00	\$94,250.00	\$10,000.00	\$37,700.00		
6	Removal of Existing Concrete	8,154	SY	\$18.91	\$154,192.14	\$36.25	\$295,582.50	\$26.00	\$212,004.00	\$18.90	\$154,110.60	\$15.00	\$122,310.00	\$31.00	\$252,774.00	\$8.00	\$65,232.00		
7	Regular Excavation	1,838	CY	\$75.24	\$138,291.12	\$65.00	\$119,470.00	\$90.00	\$165,420.00	\$35.00	\$64,330.00	\$11.00	\$20,218.00	\$58.00	\$106,604.00	\$75.00	\$137,850.00		
8	Embankment	228	CY	\$112.76	\$25,709.28	\$150.00	\$34,200.00	\$110.00	\$25,080.00	\$45.00	\$10,260.00	\$15.00	\$3,420.00	\$88.00	\$20,064.00	\$75.00	\$17,100.00		
9	Concrete Class NS, Steps (Includes Cost of Reinforcement)	2.3	CY	\$765.88	\$1,761.52	\$3,500.00	\$8,050.00	\$5,300.00	\$12,190.00	\$2,000.00	\$4,600.00	\$2,500.00	\$5,750.00	\$3,000.00	\$6,900.00	\$2,500.00	\$5,750.00		
10	Valve Boxes, Adjust	11	EA	\$173.23	\$1,905.53	\$350.00	\$3,850.00	\$500.00	\$5,500.00	\$750.00	\$8,250.00	\$375.00	\$4,125.00	\$1,500.00	\$16,500.00	\$250.00	\$2,750.00		
11	Meter Boxes, Adjust	70	EA	\$403.89	\$28,272.30	\$350.00	\$24,500.00	\$450.00	\$31,500.00	\$750.00	\$52,500.00	\$375.00	\$26,250.00	\$600.00	\$42,000.00	\$250.00	\$17,500.00		
12	Miami Curb & Gutter	764	LF	\$24.16	\$18,458.24	\$65.00	\$49,660.00	\$60.00	\$45,840.00	\$39.75	\$30,369.00	\$50.00	\$38,200.00	\$100.00	\$76,400.00	\$28.00	\$21,392.00		
13	Concrete "L" Wall (Includes Cost of Reinforcement)	20	CY	\$2,747.23	\$54,944.60	\$1,250.00	\$25,000.00	\$4,700.00	\$94,000.00	\$2,000.00	\$40,000.00	\$1,875.00	\$37,500.00	\$1,500.00	\$30,000.00	\$3,000.00	\$60,000.00		
14	Concrete Curb & Gutter, Type F	1,196	LF	\$24.04	\$28,751.84	\$70.00	\$83,720.00	\$75.00	\$89,700.00	\$46.50	\$55,614.00	\$45.00	\$53,820.00	\$100.00	\$119,600.00	\$32.00	\$38,272.00		
15	Concrete Curb, Type D	303	LF	\$29.79	\$9,026.37	\$65.00	\$19,695.00	\$55.00	\$16,665.00	\$46.50	\$14,089.50	\$50.00	\$15,150.00	\$100.00	\$30,300.00	\$28.00	\$8,484.00		
16	Concrete Sidewalk and Driveways, 4" Thick	9,700	SY	\$48.61	\$471,517.00	\$84.25	\$817,225.00	\$80.00	\$776,000.00	\$80.00	\$776,000.00	\$55.00	\$533,500.00	\$124.00	\$1,202,800.00	\$79.00	\$766,300.00		
17	Concrete Sidewalk and Driveways, 6" Thick	2,601	SY	\$75.97	\$197,597.97	\$120.00	\$312,120.00	\$92.00	\$239,292.00	\$82.00	\$213,282.00	\$200.00	\$520,200.00	\$144.00	\$374,544.00	\$106.00	\$275,706.00		
18	Detectable Warnings	999	SF	\$30.84	\$30,809.16	\$22.00	\$21,978.00	\$55.00	\$54,945.00	\$28.00	\$27,972.00	\$30.00	\$29,970.00	\$30.00	\$29,970.00	\$28.00	\$27,972.00		
19	Performance Turf, Sod	5,442	SY	\$5.28	\$28,733.76	\$5.00	\$27,210.00	\$26.00	\$141,492.00	\$15.00	\$81,630.00	\$7.50	\$40,815.00	\$10.00	\$54,420.00	\$6.00	\$32,652.00		
20	Pull & Splic Box, Install	2	EA	\$575.00	\$1,150.00	\$2,250.00	\$4,500.00	\$9,850.00	\$19,700.00	\$2,000.00	\$4,000.00	\$2,000.00	\$4,000.00	\$1,500.00	\$3,000.00	\$1,800.00	\$3,600.00		
21	Single Post Sign, F&I, Ground Mount, Up to 12 SF	21	AS	\$557.75	\$11,712.75	\$700.00	\$14,700.00	\$400.00	\$8,400.00	\$600.00	\$12,600.00	\$450.00	\$9,450.00	\$1,000.00	\$21,000.00	\$800.00	\$16,800.00		
22	Single Post Sign, Relocate	2	AS	\$115.00	\$230.00	\$180.00	\$360.00	\$375.00	\$750.00	\$370.00	\$740.00	\$55.00	\$110.00	\$100.00	\$200.00	\$150.00	\$300.00		
23	Single Post Sign, Remove	17	AS	\$57.50	\$977.50	\$100.00	\$1,700.00	\$175.00	\$2,975.00	\$100.00	\$1,700.00	\$25.00	\$425.00	\$100.00	\$1,700.00	\$75.00	\$1,275.00		
24	Sign Panel, Relocate, Up to 12 SF	4	EA	\$86.25	\$345.00	\$400.00	\$1,600.00	\$375.00	\$1,500.00	\$370.00	\$1,480.00	\$50.00	\$200.00	\$100.00	\$400.00	\$300.00	\$1,200.00		
25	Raised Pavement Marker, Type B	43	EA	\$5.75	\$247.25	\$7.50	\$322.50	\$600.00	\$25,800.00	\$15.00	\$645.00	\$7.95	\$341.85	\$10.00	\$430.00	\$9.00	\$387.00		
26	Raised Pavement Markings, Durable Paint, Yellow, Island Nose	256	SF	\$5.75	\$1,472.00	\$7.50	\$1,920.00	\$6.00	\$1,536.00	\$12.00	\$3,072.00	\$10.00	\$2,560.00	\$4.00	\$1,024.00	\$4.00	\$1,024.00		
27	Thermoplastic, Standard, White, Solid, 12" for Crosswalk and Roundabout	1,823	LF	\$5.18	\$9,443.14	\$6.00	\$10,938.00	\$3.00	\$5,469.00	\$9.00	\$16,407.00	\$7.00	\$12,761.00	\$10.00	\$18,230.00	\$6.00	\$10,938.00		
28	Thermoplastic, Standard, White, Solid, 24" for Stop Line and Crosswalk	241	LF	\$10.35	\$2,494.35	\$10.00	\$2,410.00	\$3.00	\$723.00	\$20.00	\$4,820.00	\$14.00	\$3,374.00	\$15.00	\$3,615.00	\$8.00	\$1,928.00		
29	Thermoplastic, Preformed, White, Solid, 24" for Crosswalk	50	LF	\$18.40	\$920.00	\$20.00	\$1,000.00	\$24.00	\$1,200.00	\$20.00	\$1,000.00	\$25.00	\$1,250.00	\$20.00	\$1,000.00	\$8.00	\$400.00		
SUBTOTAL					\$1,810,506.35		\$2,438,444.00		\$3,142,871.00		\$1,938,001.75		\$1,949,964.35		\$2,660,517.00		\$1,974,163.00		
								NO Addendum 1				Incorrect total							

RESOLUTION NO. 2025-R-108

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, AWARDDING ITB 2025-07 (CDBG COVID MITIGATION GRANT SIDEWALK IMPROVEMENTS) TO DB CIVIL CONSTRUCTION, LLC IN THE AMOUNT OF \$1,445,129.00, CONTINGENT UPON THE APPROVAL OF THE BIDDING PROCESS BY FLORIDA COMMERCE; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER’S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City of Palatka was awarded funding under the Community Development Block Grant (CDBG) COVID Mitigation Program administered by Florida Commerce, for the purpose of constructing sidewalk improvements to enhance safety, accessibility, and ADA compliance within the City; and

WHEREAS, The City duly advertised **Invitation to Bid (ITB) 2025-07 – CDBG COVID Mitigation Grant Sidewalk Improvements** in accordance with state and federal procurement requirements; and

WHEREAS, Bids were publicly opened on **July 9, 2025**, and **DB Civil Construction, LLC** submitted the lowest responsive and responsible bid in the amount of **\$1,445,129.00**, which is below the Engineer’s Estimate; and

WHEREAS, The City’s consulting engineer, Hanson Professional Services, reviewed the bids and recommended award to DB Civil Construction, LLC, and City staff concurs with the recommendation; and

WHEREAS, The project is **100% funded by the CDBG COVID Mitigation Grant** with no cost to the City’s General Fund; and

WHEREAS, Final award is **contingent upon the approval of the bidding process by Florida Commerce.**

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

- 1. The City Commission hereby awards ITB 2025-07 (CDBG COVID Mitigation Grant Sidewalk Improvements) to DB Civil Construction, LLC in the amount of \$1,445,129.00, contingent upon Florida Commerce’s approval of the bidding process.
- 2. The City Manager, or designee, is authorized to execute all necessary documents to carry out the intent of this Resolution, subject to review and approval by Florida Commerce.
- 3. Severability. If any section, subsection, sentence, clause, phrase, or provision of this Resolution is held invalid, the remainder shall not be affected.
- 4. Scrivener’s Errors. Typographical errors which do not affect the intent may be corrected by the City Clerk.
- 5. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida on this 28th day of August 2025.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

Adopt Resolution 2025-R-109 Approving Work Order No. 3 under the Master Consulting Services Agreement with Hanson Professional Services Inc. for Post Design Services (Bid Administration, Construction Administration, and Construction Observation) for the CDBG COVID Sidewalks Project in the Lump Sum Amount of \$105,239.25 – 100% Grant Funded

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Staff requests the City Commission adopt Resolution 2025-R-109, approving Work Order No. 3 under the Master Consulting Services Agreement with Hanson Professional Services Inc. for Post Design Services (Bid Administration, Construction Administration, and Construction Observation) for the CDBG COVID Sidewalks Project in the lump sum amount of \$105,239.25. This work order is 100% grant funded under the CDBG COVID Mitigation Grant.

BACKGROUND

The City of Palatka was awarded CDBG COVID Mitigation Grant funding through Florida Commerce to construct sidewalk improvements throughout the City. The project involves replacing existing sidewalks with 8-foot-wide ADA-compliant sidewalks in various locations to enhance pedestrian safety and accessibility.

In order to ensure compliance with state and federal grant requirements, professional engineering support is needed during the bid process and construction phase. The City executed a Master Consulting Services Agreement with Hanson Professional Services Inc. on January 23, 2025, allowing task-based work orders for specific projects.

PROJECT ANALYSIS

Hanson's Work Order No. 3 covers the following services:

- Bid Administration: Responding to RFIs, preparing addenda, reviewing contractor bids, and issuing an award recommendation.
- Construction Administration: Conducting the pre-construction meeting, preparing contract documents, reviewing shop drawings and pay requests, addressing RFIs, and overseeing close-out activities including as-builts and punch lists.
- Construction Observation: Bi-weekly visits by the Engineer of Record and part-time site

observation (estimated 210 days construction schedule: 180 days to Substantial Completion, 30 days to Final Completion).

The negotiated lump sum fee is \$105,239.25, consistent with the scope of work and estimated staff hours (495 hours). This ensures the City has adequate professional oversight for quality assurance, schedule adherence, and grant compliance.

Staff Recommendation

It is recommended that the City Commission adopt Resolution 2025-R-109, approving Work Order No. 3 with Hanson Professional Services Inc. in the amount of \$105,239.25, contingent upon full grant eligibility confirmation.

This action will provide the City with the necessary professional support to administer, manage, and observe the CDBG COVID Sidewalks Project through successful completion, with no City general fund impact.

ATTACHMENTS

1.	COVID Sidewalk_PDS Proposal
2.	2025-R-109 APPROVING WORK ORDER NO. 3 UNDER THE MASTER CONSULTING SERVICES AGREEMENT WITH HANSON PROFESSIONAL SERVICES INC. FOR POST DESIGN SERVICES (

July 1, 2025

**SCOPE OF SERVICES
MASTER CONSULTING SERVICES AGREEMENT
WORK ORDER #3 – POST DESIGN SERVICES
CDBG COVID SIDEWALKS POST DESIGN**

CITY OF PALATKA, FLORIDA

PROJECT DESCRIPTION

The City of Palatka (City) is requesting Hanson Professional Services Inc. (Consultant) to provide professional services for Bid Administration, Construction Administration, and Construction Observation services during the construction phase of the **CDBG COVID Sidewalks** (Project). The intent of the project is to replace existing sidewalks with 8 foot wide sidewalks in various areas throughout the City.

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

I. SCOPE OF SERVICES

TASK 1 – BID ADMINISTRATION

A PDF copy of the Final Bid Documents (plans and specifications) will be provided to the City for use in advertising the Project. The City will be responsible for advertising the Project. Below is a list of tasks to be performed during the bid administration phase of this Project.

Task 1.1 – Bid Administration Services

The Consultant will provide assistance as needed to clarify comments and/or questions related to the Bid Documents. The following subtasks are anticipated.

1. Respond to technical questions relating to the Bid Documents.
2. Prepare any necessary Addenda required during the bidding process.
3. Review contractor bids and provide an award recommendation letter to the City.

TASK 2 – CONSTRUCTION ADMINISTRATION SERVICES

Below is a list of tasks to be performed during the construction phase of this Project.

Task 2.1 – Construction Administration Services

The Consultant will provide construction administration services on behalf of the City for the Project improvements. The following subtasks are anticipated.

1. Conduct one (1) pre-construction meeting with the City, Contractor, and any Subcontractors.
2. Prepare and assemble Contract Documents for City/Contractor.
3. Address Request for Information (RFI) from Contractor during construction.
4. Review Contractor shop drawings that are required in accordance with the Project specifications.
5. Review Contractor pay requests and provide recommendations to City.
6. Review/Approve As-Built Plans.

7. Substantial Completion Walk Through and Punch list Items.
8. Final Completion Walk Through.

TASK 3 – CONSTRUCTION OBSERVATION SERVICES

Task 3.1 – Construction Observation Services

The Consultant will provide part time observation of the construction operations performed by the Contractor. The following subtasks are anticipated under this task based upon total construction duration estimated at 210 days (180 days to Substantial Completion and 30 days to Final Completion):

1. Provide bi-weekly site visits throughout the project by the Engineer of Record (EOR) (5hrs/week for 15 weeks) for progress meetings/construction observation.
2. Provide part time (8 hrs/Week for 30 weeks maximum) Construction Observation for the proposed improvements.

II. PERIOD OF SERVICE / COMPENSATION AMOUNT

Period of service and compensation amount is based upon final construction completion anticipated to be within 210 calendar days.

Charges for professional services performed by the Consultant for all services listed in the Scope of Services will be made on a lump sum basis of \$105,239.25. Billings will be issued at least monthly and will be based on the estimated percentage of the total Scope of Services that has been completed.

Project duration and/or other circumstances that require additional time and effort to complete the Project beyond that indicated herein may result in additional compensation to the Consultant in accordance with acceptance and authorization by the City.

III. PROJECT SERVICES EXCLUSIONS / OTHER

1. Additional Project permitting requirements beyond that previously provided by others are not required/included.
2. Additional subconsultant Project support services are not required/included.
3. Utilities coordination is not required/included.
4. Additional services that may be determined/required beyond that provided herein will require a mutually acceptable scope/fee supplement agreement prior to initiating same.
5. City is responsible to provide its own additional construction observation requirements to supplement the time commitment by the Consultant indicated herein.

Terms and conditions in executing the proposed scope of services presented herein will be in accordance with the City-Hanson Master Consulting Services Agreement, date January 23, 2025.

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

PROPOSED BY CONSULTANT :

Hanson Professional Services Inc.



Daryl R. Myers, PE
Senior Project Manager

Approved by :



Signature

David K. Kemp
Name

Vice President
Title

7/1/2025
Date

ACCEPTED BY OWNER :

City of Palatka, Florida
Owner Name

Signature

Name

Title

Date

ATTEST :

Signature

Name

Title

**EXHIBIT A
CITY OF PALATKA
CONTRACT FEE SUMMARY
COVID Sidewalks Post Design**

PART I - GENERAL

1. Project COVID Sidewalks Post Design	2. Work Authorization RFQ 2024-07
3. Consultant Name Hanson Professional Services Inc	4. Date of Proposal 7/1/2025

PART II - LABOR RELATED COSTS

5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTALS
Chief Engineer	\$ 360.00	0	\$ -	
Project Manager	\$ 290.00	93	\$ 26,970.00	
Senior Engineer	\$ 294.00	25	\$ 7,350.00	
Engineer 1	\$ 153.50	47	\$ 7,214.50	
Engineering Intern	\$ 123.00	20	\$ 2,460.00	
GIS Specialist/Planner	\$ 178.00	0	\$ -	
Senior Designer	\$ 186.50	307	\$ 57,255.50	
Secretary/Clerical	\$ 111.00	3	\$ 333.00	
Total Direct Labor	\$ 205.22	495	\$ 101,583.00	
Subtotal Direct Labor				\$ 101,583.00

PART III - OTHER COSTS

6. Miscellaneous Direct Costs (Lump Sum)		
Mileage/Misc Expenses	\$ 3,656.25	
MISCELLANEOUS DIRECT COSTS SUBTOTAL	\$ 3,656.25	\$ 3,656.25
7. Subcontracts (Lump Sum)		
	\$ -	
SUBCONTRACTS (LUMP SUM) SUBTOTAL		\$ -
TOTAL LUMP SUM AMOUNT (Items 5, 6, and 7)		\$ 105,239.25
8. Reimbursable Costs (Limiting Amount)		
TOTAL REIMBURSABLE COSTS		\$0.00

PART IV - SUMMARY

TOTAL AMOUNT OF CONTRACT (Lump Sum plus Reimbursables) (Items 5, 6, 7, and 8)	\$ 105,239.25
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BIDDING, CONSTRUCTION ADMINISTRATION, & CONSTRUCTION OBSERVATION

CONSULTANT NAME: Hanson Professional Services Inc
ESTIMATOR NAME: Daryl Myers, PE
DATE: 7/1/2025

PROJECT NAME: COVID Sidewalks Post Design
FROM: NA
TO: NA

TASK ITEM	SCALE 1"=	UNIT	NO. OF UNITS	NO. OF SHEETS	HRS PER UNIT	TOTAL STAFF-HOURS	COMMENTS
1 Bid Administration							
Respond to RFI's		LS	1		24	24	
Prepare/Issue Addenda		LS	1		16	16	
Review Bids/Bid Recommendation		LS	1		8	8	
				Task 1 Subtotal		48	
2 Construction Administration							
Pre-Construction Meeting		LS	1		8	8	Includes meeting prep/minutes
Contract Documents		LS	1		8	8	
Address RFI's		LS	1		20	20	
Shop Drawing Review		LS	1		16	16	
Review Pay Requests		LS	1		42	42	Estimated 7 Pay Requests
Review As-Builts		LS	1		8	8	
Substantial Completion Walk Through		LS	1		8	8	
Final Completion Walk Through		LS	1		8	8	
Progress Reporting		LS	1		14	14	2 hrs @ 7 weeks
				Task 2 Subtotal		132	
3 Construction Observation							
Bi-Weekly Visits by PE		LS	1		75	75	15 Wks * 5 hours
Construction Observation		LS	1		240	240	30 Weeks * 1x/Wk * 8hrs
				Task 3 Subtotal		315	
GRAND TOTALS						495	

PRIME CONSULTANT
ESTIMATE OF WORK EFFORT, FEE AND EXPENSES
BIDDING, CONSTRUCTION ADMINISTRATION, & CONSTRUCTION OBSERVATION

CONSULTANT:				Hanson Professional Services Inc				PROJECT NAME:				COVID Sidewalks Post Design							
RFP NUMBER:				RFQ 2024-07				FROM: NA				TO: NA							
ESTIMATOR NAME / DATE:				Daryl Myers, PE 7/1/2025				PROJECT LENGTH:											
TASK ITEM	Chief Engineer		Project Manager		Senior Engineer		Engineer 1		Engineering Intern		GIS Specialist/Planner		Senior Designer		Secretary/Clerical		TOTAL HOURS BY ACTIVITY	SALARY COST BY ACTIVITY	
	RATE = \$ 360.00		RATE = \$ 290.00		RATE = \$ 294.00		RATE = \$ 153.50		RATE = \$ 123.00		RATE = \$ 178.00		RATE = \$ 186.50		RATE = \$ 111.00				
	STAFF HOURS	LABOR COST	STAFF HOURS	LABOR COST	STAFF HOURS	LABOR COST	STAFF HOURS	LABOR COST	STAFF HOURS	LABOR COST	STAFF HOURS	LABOR COST	STAFF HOURS	LABOR COST	STAFF HOURS	LABOR COST			
1 Bid Administration	0	\$ -	5	\$ 1,450.00	12	\$ 3,528.00	14	\$ 2,149.00	0	\$ -	0	\$ -	14	\$ 2,611.00	3	\$ 333.00	48	\$ 10,071.00	
2 Construction Administration	0	\$ -	13	\$ 3,770.00	13	\$ 3,822.00	33	\$ 5,065.50	20	\$ 2,460.00	0	\$ -	53	\$ 9,884.50	0	\$ -	132	\$ 25,002.00	
3 Construction Observation	0	\$ -	75	\$ 21,750.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	240	\$ 44,760.00	0	\$ -	315	\$ 66,510.00	
PROJECT TOTALS	0	\$ -	93	\$ 26,970.00	25	\$ 7,350.00	47	\$ 7,214.50	20	\$ 2,460.00	0	\$ -	307	\$ 57,255.50	3	\$ 333.00	495	\$ 101,583.00	

RESOLUTION NO. 2025-R-109

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, APPROVING WORK ORDER NO. 3 UNDER THE MASTER CONSULTING SERVICES AGREEMENT WITH HANSON PROFESSIONAL SERVICES INC. FOR POST DESIGN SERVICES (BID ADMINISTRATION, CONSTRUCTION ADMINISTRATION, AND CONSTRUCTION OBSERVATION) FOR THE CDBG COVID SIDEWALKS PROJECT IN THE LUMP SUM AMOUNT OF \$105,239.25 – 100% GRANT FUNDED; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER’S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Palatka has entered into a Master Consulting Services Agreement with Hanson Professional Services Inc.; and

WHEREAS, the City of Palatka desires to issue Work Order No. 3 to Hanson Professional Services Inc. for Post Design Services including Bid Administration, Construction Administration, and Construction Observation for the CDBG COVID Sidewalks Project; and

WHEREAS, this Work Order is in the lump sum amount of \$105,239.25 and is 100% grant funded; and

WHEREAS, it is in the best interest of the City of Palatka to approve said Work Order No. 3.

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

- 1. **Approval of Work Order.** The City Commission hereby approves Work Order No. 3 under the Master Consulting Services Agreement with Hanson Professional Services Inc. in the lump sum amount of \$105,239.25 for Post Design Services (Bid Administration, Construction Administration, and Construction Observation) for the CDBG COVID Sidewalks Project.
- 2. **Funding.** The project is 100% grant funded under the CDBG COVID program.
- 3. **Severability.** If any provision of this Resolution is held invalid or unconstitutional by a court of competent jurisdiction, the remainder shall not be affected thereby.
- 4. **Scrivener’s Errors.** Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the City Manager or City Clerk without further action by the City Commission.
- 5. **Effective Date.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 28th day of August 2025.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

Adopt Resolution 2025-R-110 Approving the Locally Funded Agreement (LFA) with FDOT for the Reid Street Project (Financial Project No. 210026-2-52-01) and Authorizing the City's Local Funds Contribution of \$189,371.00, to be Wired to FDOT by October 1, 2025.

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The City Commission is requested to adopt Resolution 2025-R-110, approving the Locally Funded Agreement (LFA) with the Florida Department of Transportation (FDOT) for the Reid Street Project (Financial Project No. 210026-2-52-01) and authorizing the City's local funds contribution of \$189,371.00, to be wired to FDOT by October 1, 2025.

BACKGROUND

FDOT is advancing a transportation improvement project along State Road 15 (US 17), Reid Street, from Memorial Bridge to SR 19.

The scope of improvements includes:

- Median modifications
- Design of corridor lighting
- Manhole and valve adjustments

FDOT is the fee simple owner of the roadway and will be responsible for construction. As part of the project requirements, the City of Palatka must contribute local funds in the amount of \$189,371.00 to cover design and construction of the median modifications, lighting, and utility adjustments.

Per the executed LFA, the City must remit the funds no later than October 1, 2025, and at least 14 days before FDOT advertises the project for bid.

PROJECT ANALYSIS

- Project Location: SR 15 (US 17) Reid Street from Memorial Bridge to SR 19
- FDOT Financial Project Number: 210026-2-52-01

- Improvements Covered: Median modifications, lighting design, manhole & valve adjustments
- City's Share: \$189,371.00 (lump sum payment to FDOT)
- Funding Deadline: October 1, 2025

FDOT will manage the project's construction and contracting. The City's obligation is limited to funding its portion of the improvements and coordinating with Florida Power & Light for the corridor lighting component not covered within this LFA.

Staff Recommendation

Staff recommends approval of Resolution 2025-R-110, authorizing execution of the Locally Funded Agreement with FDOT for the Reid Street Project and authorizing the City's contribution of \$189,371.00 to be wired to FDOT by October 1, 2025.

Approval of this agreement will ensure the City's participation in advancing critical transportation improvements along Reid Street, enhancing roadway safety, utility coordination, and corridor aesthetics.

ATTACHMENTS

1.	210026-2 LFA LUMP SUM REID ST (8-6-25) for signature
2.	2025-R-110 APPROVING THE LOCALLY FUNDED AGREEMENT (LFA) WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE REID STREET PROJECT (FINANCIAL P
3.	210026-2 - Lighting - 3rd revision Preliminary design
4.	210026-2-SR 15 Median Improvements

Financial Project ID: 210026-2-52-01

Median Modifications, Design of Corridor Lighting & Manhole and Valve Adjustments
SR 15 (US 17) Reid Street from Memorial Bridge to SR 19
City of Palatka - LFA – Lump Sum

LOCALLY FUNDED AGREEMENT (Lump Sum)

This Locally Funded Agreement (“Agreement”) is made and entered into by and between the State of Florida Department of Transportation (“Department”) and the City of Palatka (“Participant”).

-RECITALS-

1. It is in the mutual best interest of the parties to facilitate a transportation project associated with **Financial Project Number 210026-2-52-01** for the median modification, design of corridor lighting and manhole and valve adjustments (“Improvements”) on State Road 15 (“US 17”), also referred to as Reid Street from Memorial Bridge to SR 19, as indicated in attached **Exhibit “A”** and
2. The Department is fee simple owner of SR 15 (US 17), and the Project is located on or within the SR 15 (US 17) right of way (“Department Property”); and
3. The Participant has agreed to allocate funds in the amount of One-Hundred-Eighty-Nine Thousand-Three-Hundred-Seventy-One Dollars (**\$189,371.00**) to help fund the Improvements, as outlined in **Exhibit “B”**; and
4. A copy of the Participant's letter of intent authorizing funding for the Project is attached as **Exhibit “C”**;

NOW, THEREFORE, with full knowledge and understanding of the laws governing the subject matter of this Agreement, and in consideration of the foregoing recitals and the mutual covenants and conditions contained in this Agreement, the parties, intending to be legally bound, acknowledge and agree as follows:

1. RECITALS & EXHIBITS

The above recitals and attached exhibits are specifically incorporated by reference and made part of this Agreement.

2. EFFECTIVE DATE

The “Effective Date” of this Agreement shall be the date the last of the parties to be charged executes this Agreement.

3. E-VERIFY

The Participant (A) shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Participant during the term of the contract; and (B) shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

4. FINANCIAL PROVISIONS

A. The Participant's funding obligation pursuant to this Agreement shall be in the amount One-Hundred-Eighty-Nine Thousand-Three-Hundred-Seventy-one Dollars (**\$189,371.00**) (“Participant Funds”).

B. The Participant Funds shall be paid to the Department in a lump sum payment pursuant and via the **Project Number 210026-2-52-01**. The Participant shall remit the Participant Funds during the fiscal year 2025-2026 at least fourteen (14) calendar days prior to the Department's advertising the Project for bid and no later than **October 1, 2025**. The Department may utilize this contribution for payment of the costs of the project.

In the event actual cost of the Project is less than the Participant Funds, the excess monies will be applied to any other phase of the Project, within the sole discretion of the Department.

Financial Project ID: 210026-2-52-01

Median Modifications, Design of Corridor Lighting & Manhole and Valve Adjustments
SR 15 (US 17) Reid Street from Memorial Bridge to SR 19
City of Palatka - LFA – Lump Sum

Payment of funds pursuant to this Agreement will be made directly to the Department for deposit.

C. Contact Persons:

Participant:
City of Palatka
Roberta M. Correa, Mayor
201 N. 2nd Street
Palatka, FL 32177
www.palatka-fl.gov

Federal Employer ID # (FEIN): F596000401002

Department:
Attention: Kim Evans, District Local Programs Administrator
Florida Department of Transportation – District 2 – Program Management
1109 South Marion Avenue
Lake City, Florida 32025
Phone: 386-961-7402
Kimberly.evans@dot.state.fl.us

5. NOTICE

All notices, communications and determinations between the parties and those required to be given under this Agreement, including, without limitation, any change to a party's notification address, shall be in writing and shall be sufficient if delivered by registered or certified mail to the parties at the addresses provided in the Financial Provisions section of this Agreement.

6. MODIFICATION OF AGREEMENT

A modification or waiver of any of the provisions of this Agreement shall be effective only if made in writing and executed with the same formality as this Agreement.

7. INDEMNIFICATION

A. The Participant shall promptly defend, indemnify, hold the Department harmless from and pay all demands, claims, judgments, liabilities, damages, fines, fees, taxes, assessments, costs, losses, penalties, construction delay costs / penalties, expenses, attorneys' fees and suits of any nature or kind whatsoever caused by, arising out of or related to the Participant's performance, or breach, of this Agreement ("Liabilities"). The term "Liabilities" shall also specifically include all civil and criminal environmental liability arising, directly or indirectly under any Governmental Law, including, without limitation, liability under the Resource Conservation and Recovery Act ("RCRA"), the Comprehensive Environmental Response, Compensation and Liability Act ("CERCLA"), the Clean Air Act ("CAA") and the Clean Water Act ("CWA"). The Participant's duty to defend, indemnify and hold the Department harmless specifically does not encompass indemnifying the Department for its negligence, intentional or wrongful acts, omissions or breach of contract.

B. The Participant shall notify the Department in writing immediately upon becoming aware of any Liabilities. The Participant's obligation to defend, indemnify and hold the Department harmless from any Liabilities, or at the Department's option to participate and associate with the Department in the defense and trial of any Liabilities, including any related settlement negotiations, shall be triggered by the Department's written notice of claim for indemnification to the Participant. The Participant's inability to evaluate liability, or its evaluation of liability, shall not excuse performance of the provisions of this paragraph.

8. SOVEREIGN IMMUNITY & LIMITATION OF LIABILITY

Nothing in this Agreement shall be deemed or otherwise interpreted as waiving either party's sovereign immunity protections, or as increasing the limits of liability set forth in §768.28, Florida Statutes, as the

Financial Project ID: 210026-2-52-01

Median Modifications, Design of Corridor Lighting & Manhole and Valve Adjustments

SR 15 (US 17) Reid Street from Memorial Bridge to SR 19

City of Palatka - LFA – Lump Sum

same may be amended from time to time. The limit of the Department's liability for breach of this Agreement shall be identical to the limitations of liability for tort actions set forth in §768.28(5), Florida Statutes.

9. GOVERNING LAW

This Agreement shall be governed in all respect by the laws of the State of Florida.

10. INITIAL DETERMINATION OF DISPUTES

The Department's District Two Secretary ("District Secretary") shall act as the initial arbiter of all questions, difficulties, and disputes concerning the interpretation, validity, performance or breach of this Agreement.

11. VENUE AND JURISDICTION

A. Venue for any and all actions arising out of or in any way related to the interpretation, validity, performance or breach of the Agreement that are not resolved to the mutual satisfaction of the parties by the Department's District Secretary shall lie exclusively in a state court of appropriate jurisdiction in Leon County, Florida.

B. The Participant and all persons and entities accepting an assignment of this Agreement, in whole or in part, shall be deemed as having consented to personal jurisdiction in the State of Florida and as having forever waived and relinquished all personal jurisdiction defenses with respect to any proceeding related to the interpretation, validity, performance or breach of this Agreement.

12. JURY TRIAL

The parties hereby waive right to trial by jury of any dispute concerning the validity, interpretation, performance or breach of this Agreement.

13. ASSIGNMENT

The Participant shall not assign, pledge or transfer any of the rights, duties and obligations provided in this Agreement without the prior written consent of the Department's District Secretary or his/her designee. The Department has the sole discretion and authority to grant or deny proposed assignments of this Agreement, with or without cause. Nothing in this Agreement shall prevent the Participant from delegating its duties under the Agreement, but such delegation shall not release the Participant from its obligation to perform the Agreement.

14. THIRD PARTY BENEFICIARIES

This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns. Nothing in this Agreement is intended to confer any rights, privileges, benefits, obligations or remedies upon any other person or entity except as expressly provided for in the Agreement.

15. VOLUNTARY EXECUTION OF AGREEMENT

Each party warrants and represents to the other: (i) that it understands all of the rights and obligations set forth in the Agreement and the Agreement accurately reflects the desires of said party; (ii) each provision of the Agreement has been negotiated fairly at arm's length; (iii) it fully understands the advantages and disadvantages of the Agreement and executes the Agreement freely and voluntarily of its own accord and not as a result of any duress, coercion, or undue influence; and (iv) it had the opportunity to have independent legal advice by counsel of its own choosing in the negotiation and execution of the Agreement.

16. ENTIRE AGREEMENT

This instrument contains the entire understanding of the parties and no representations or promises have been made except those that are specifically set out in this Agreement. All prior and contemporaneous conversations, negotiations, possible and alleged agreements, representations, covenants, and warranties with respect to the subject matter of this Agreement are waived and superseded by this Agreement.

17. EXECUTION OF DOCUMENTS

Financial Project ID: 210026-2-52-01

Median Modifications, Design of Corridor Lighting & Manhole and Valve Adjustments

SR 15 (US 17) Reid Street from Memorial Bridge to SR 19

City of Palatka - LFA – Lump Sum

The parties agree that they shall promptly execute and deliver to the other all documents necessary to accomplish the intent and purpose of the Agreement and shall do all other acts to effectuate the Agreement.

18. SUFFICIENCY OF CONSIDERATION

By their signature below, the parties acknowledge the receipt, adequacy and sufficiency of consideration provided in the Agreement and forever waive the right to object to or otherwise challenge the same.

19. WAIVER

The failure of either party to insist on the strict performance or compliance with any term or provision of the Agreement on one or more occasions shall not constitute a waiver or relinquishment of the rights provided in this Agreement and all such terms and provisions shall remain in full force and effect unless waived or relinquished in writing.

20. INTERPRETATION

No term or provision of the Agreement shall be interpreted for or against any party because that party or that party's legal representative drafted the provision.

21. CAPTIONS

Paragraph title or captions contained herein are inserted as a matter of convenience and reference and in no way define, limit, extend or describe the scope of the Agreement, or any provision hereof.

22. SEVERANCE

If any section, paragraph, clause or provision of the Agreement is adjudged by a court, agency or authority of competent jurisdiction to be invalid, illegal or otherwise unenforceable, all remaining parts of the Agreement shall remain in full force and effect and the parties shall be bound by the same so long as principle purposes of the Agreement remain enforceable.

23. COMPUTATION OF TIME

In computing any period of time prescribed in the Agreement, the day of the act, event or default from which the designated period of time begins to run, shall not be included. The last day of the period shall be included unless it is a Saturday, Sunday or legal holiday, in which event the period shall run until the end of the next day which is not a Saturday, Sunday or legal holiday.

24. MODIFICATION OF AGREEMENT

A modification or waiver of any of the provisions of the Agreement shall be effective only if made in writing and executed with the same formality as the Agreement.

25. TERM OF AGREEMENT

This Agreement shall continue in effect and be binding on the parties until the construction of the Project is completed. The Department shall not be obligated or liable hereunder to any party other than the Participant.

26. WARRANTY

The Participant warrants that it has not employed or obtained any company or person, other than bona fide employees of the Participant to solicit or secure this Agreement and the Participant has not paid or agreed to pay any company, corporation, individual or firm, other than a bona fide employee employed by the Participant. For breach or violation of this provision, the Department shall have the right to terminate the Agreement without liability.

27. PUBLIC RECORDS

Agency shall comply with Chapter 119, Florida Statutes. Specifically, the Agency shall:

A. Keep and maintain public records that ordinarily and necessarily would be required by the Department to perform this Agreement.

Financial Project ID: 210026-2-52-01

Median Modifications, Design of Corridor Lighting & Manhole and Valve Adjustments

SR 15 (US 17) Reid Street from Memorial Bridge to SR 19

City of Palatka - LFA – Lump Sum

B. Upon request from the Department's custodian of public records, provide the Department with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement and following completion of the Agreement if Agency does not transfer the records to the Department.

D. Upon completion of this Agreement, transfer, at no cost, to the Department all public records in possession of Agency or keep and maintain public records required by the Department to perform this Agreement. If Agency transfers all public records to the public Agency upon completion of this Agreement, Agency shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Agency keep and maintain public records upon completion of this Agreement, Agency shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Department, upon request from the Department's custodian of public records, in a format that is compatible with the information technology systems of the Department.

Failure by Agency to act in accordance with Chapter 119 and the foregoing shall be grounds for immediate unilateral cancellation of this Agreement by the Department. Agency shall promptly provide the Department with a copy of any request to inspect or copy public records in possession of Agency and shall promptly provide the Department a copy of Agency's response to each such request.

IF THE CONSULTANT/CONTRACTOR/VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S/CONTRACTOR'S/VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

District 2
386-758-3727
D2prcustodian@ dot.State.FL.us
Florida Department of Transportation
District 2 - Office of General Counsel
1109 South Marion Avenue, MS 2009
Lake City, FL 32025

28. ANNUAL APPROPRIATION / FUNDING

Pursuant to §339.135(6)(a), Florida Statutes, the Department's obligation to fund construction of the Improvement is contingent upon annual appropriation by the Florida Legislature. This Agreement may be terminated by the Department without liability to the Participant if sufficient funds are not appropriated to the Department. The provisions of §339.135(6)(a), Florida Statutes, are set forth herein verbatim and made part of this Agreement, to wit:

"The department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The department shall require a statement from the comptroller of the department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing

Financial Project ID: 210026-2-52-01

Median Modifications, Design of Corridor Lighting & Manhole and Valve Adjustments

SR 15 (US 17) Reid Street from Memorial Bridge to SR 19

City of Palatka - LFA – Lump Sum

herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and this paragraph shall be incorporated verbatim in all contracts of the department which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year.”

IN WITNESS WHEREOF, intending to be legally bound, the parties hereby execute this Agreement consisting of nine (9) pages.

ATTEST:

By: _____

Print Name: _____

Title: _____

Date: _____

**STATE OF FLORIDA, DEPARTMENT
OF TRANSPORTATION**

By: _____

Printed Name: _____

Title: _____

Date: _____

FDOT Legal Review:

By: _____
Office of the General Counsel
Florida Department of Transportation

ATTEST:

By: _____

Print Name: _____

Title: _____

Date: _____

CITY OF PALATKA

By: _____

Printed Name: _____

Title: _____

Date: _____

Legal Review:

By: _____
Legal Counsel for Participant

Financial Project ID: 210026-2-52-01

Median Modifications, Design of Corridor Lighting & Manhole and Valve Adjustments
SR 15 (US 17) Reid Street from Memorial Bridge to SR 19
City of Palatka - LFA – Lump Sum

EXHIBIT “A”

PROJECT DESCRIPTION AND RESPONSIBILITIES

PROJECT LOCATION: SR 15 (US 17) Reid Street from Memorial Bridge to SR 19

PROJECT DESCRIPTION: Design and Construction of Median Modifications, Design of Corridor Lighting and Manhole and Valve Adjustments

PROJECT RESPONSIBILITIES BETWEEN CITY OF PALATKA AND FPL:

Not included in this Locally Funded Agreement, The City of Palatka will fund and coordinate with separate local funds directly to Florida Power and Lights for lighting improvements along Reid Street from Memorial Bridge to SR 19. Coordination will also occur between the City of Palatka, Florida Power and Lights and the Department of Transportation during the construction of the project.

Financial Project ID: 210026-2-52-01

Median Modifications, Design of Corridor Lighting & Manhole and Valve Adjustments

SR 15 (US 17) Reid Street from Memorial Bridge to SR 19

City of Palatka - LFA – Lump Sum

EXHIBIT “B”

PROJECT BUDGET

PARTICIPANT’S PARTICIPATION AMOUNT:

\$ 189,371.00

FUNDS ARE DUE FOR DEPOSIT ON OR BY October 1, 2025

Financial Project ID: 210026-2-52-01

Median Modifications, Design of Corridor Lighting & Manhole and Valve Adjustments
SR 15 (US 17) Reid Street from Memorial Bridge to SR 19
City of Palatka - LFA – Lump Sum

EXHIBIT "C"
PARTICIPANT'S Letter of Intention

ROBERTA M. CORREA
MAYOR-COMMISSIONER

ANNIE H. DAVIS
COMMISSIONER

JUSTIN R. CAMPBELL, SR.
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER



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

MARCIA G. CARTY, CPA, CGFO
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC
CITY CLERK

JASON L. SHAW, SR.
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT.

July 14, 2025

Mr. Wes Weiser
Florida Department of Transportation
2198 Edison Avenue
Jacksonville, FL 32204

Re: SR 15 (US17) Reid Street from Memorial Bridge to SR 19 project (FM# 210026-2)

Dear Mr. Weiser:

This is to inform you of the City of Palatka's intention to allocate funding for the SR 15 (US17) Reid Street from Memorial Bridge to SR 19 project (FM# 210026-2) in the total amount of \$189,371.00 in FY 2025-2026 for construction and design of medians and manhole adjustments. The funding is subject to approval by City Commission.

Thank you for your attention to this matter. Should you have any questions, please do not hesitate to contact me at 386-329-0100.

Sincerely,

A handwritten signature in blue ink that reads "Roberta M. Correa".
Roberta M. Correa
Mayor

RESOLUTION NO. 2025-R-110

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, APPROVING THE LOCALLY FUNDED AGREEMENT (LFA) WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE REID STREET PROJECT (FINANCIAL PROJECT NO. 210026-2-52-01); AUTHORIZING THE CITY’S LOCAL FUNDS CONTRIBUTION OF \$189,371.00 TO BE WIRED TO FDOT BY OCTOBER 1, 2025; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER’S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Florida Department of Transportation (“FDOT”) is advancing the Reid Street Project (Financial Project No. 210026-2-52-01) along State Road 15 (US 17) from Memorial Bridge to State Road 19, which includes median modifications, corridor lighting design, and manhole and valve adjustments; and

WHEREAS, FDOT is the fee simple owner of State Road 15 (US 17) and will manage the design, contracting, and construction of the Project; and

WHEREAS, the City of Palatka has agreed to participate in the Project by contributing local funds in the amount of One Hundred Eighty-Nine Thousand Three Hundred Seventy-One Dollars (\$189,371.00) to help fund the improvements; and

WHEREAS, pursuant to the Locally Funded Agreement (LFA), the City’s funds must be wired directly to FDOT no later than October 1, 2025, and at least fourteen (14) days prior to FDOT advertising the Project for bid; and

WHEREAS, approval of this agreement will ensure the City’s participation in advancing critical transportation improvements along Reid Street that enhance roadway safety, utility coordination, and corridor aesthetics.

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

- 1. Approval of Agreement.** The City Commission hereby approves the Locally Funded Agreement (LFA) with the Florida Department of Transportation (FDOT) for the Reid Street Project (Financial Project No. 210026-2-52-01).
- 2. Funding Authorization.** The City Commission authorizes the transfer and wiring of local funds in the amount of \$189,371.00 to FDOT by October 1, 2025, in accordance with the LFA requirements.
- 3. Severability.** If any provision of this Resolution is held invalid or unconstitutional by a court of competent jurisdiction, the remainder shall not be affected thereby.
- 4. Scrivener’s Errors.** Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the City Manager or City Clerk without further action by the City Commission.
- 5. Effective Date.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 28th day of August 2025.

CITY OF PALATKA

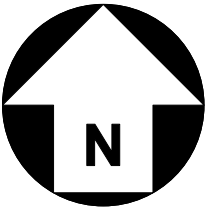
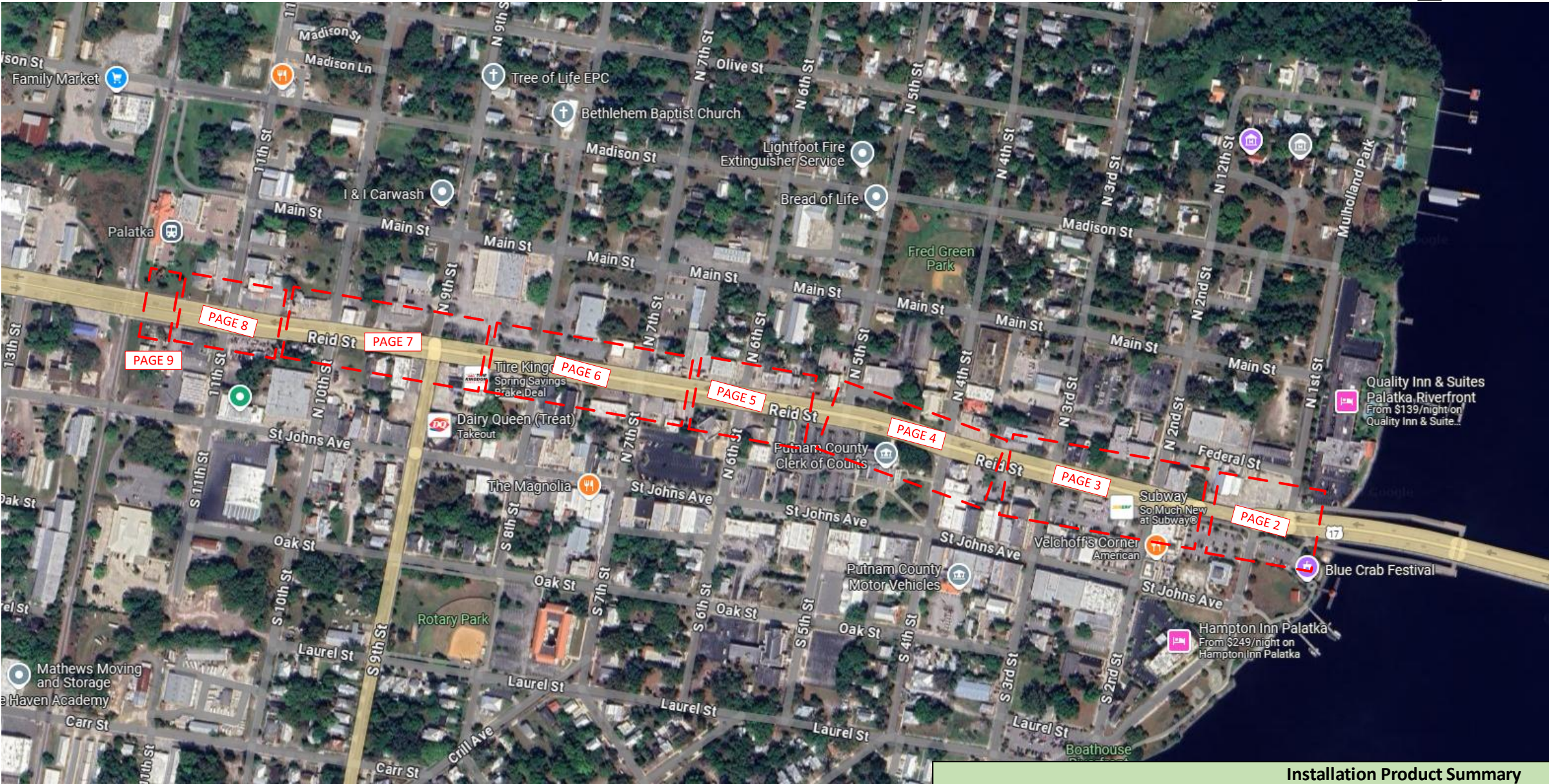
BY: _____
Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY



FPL Construction Symbols

- = Proposed UG PVC & cable
- = Proposed OH conductor
- = Proposed Street Light
- = Proposed Street Light Concrete Pole
- = Proposed 17" HH
- = Proposed 24" HH
- = Existing Wood Pole
- = Existing Transformer

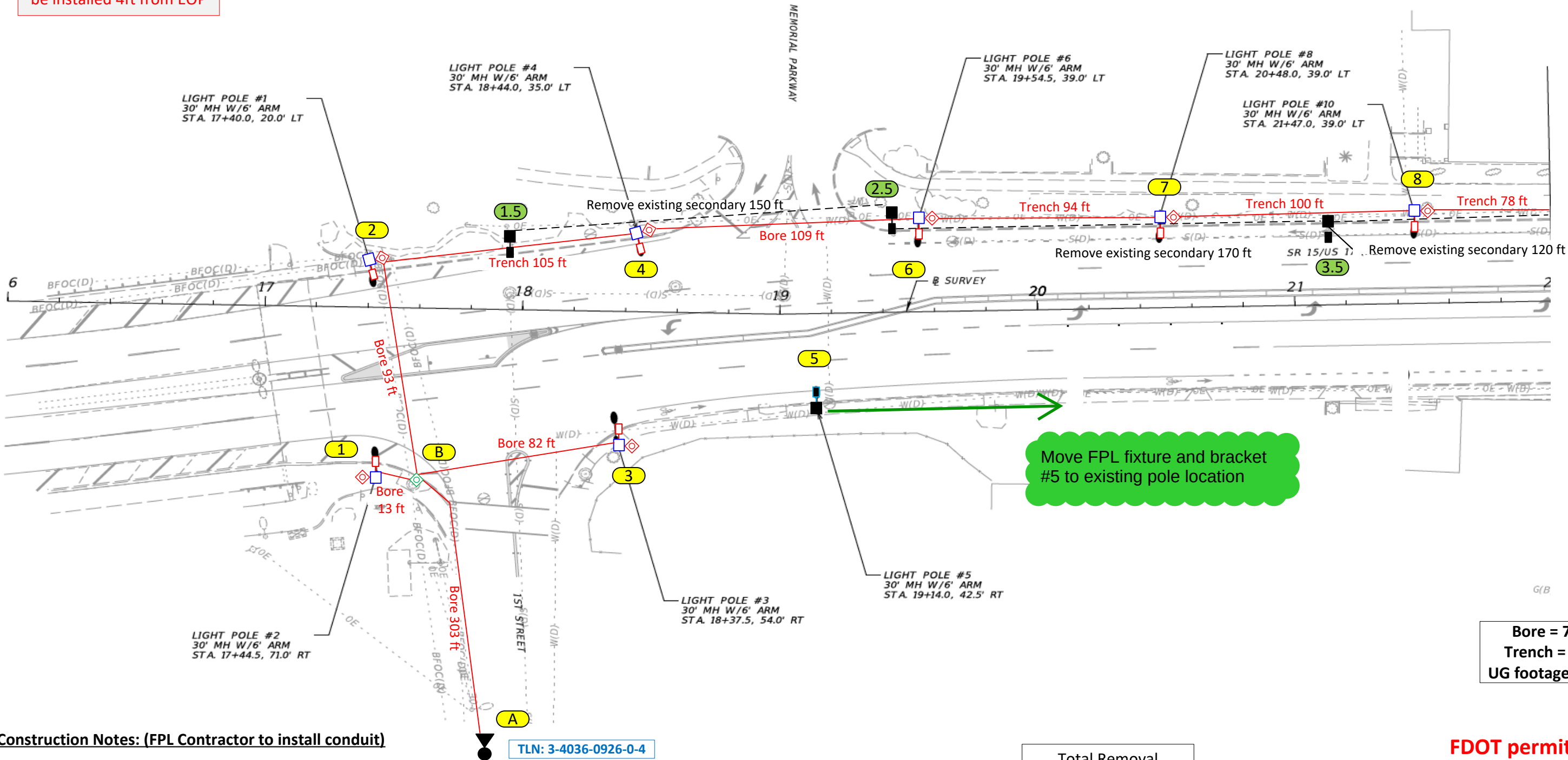
Feeder: 100435

Installation Product Summary				
Symbol	Description	Watts	Temp color	Quantity
	AEL Gray ATB2	264	3K	93
	37' Black Octagonal Pole	N/A	N/A	36
	40' Arm Mount Concrete Pole	N/A	N/A	48
Removal Product Summary				
Symbol	Description	Watts	Temp color	
	LED fixture			32
	SL Concrete Pole			23

AS-BUILT CREW PRINT		ALL REQUIRED GROUND RODS HAVE BEEN DRIVEN & VERIFIED TO BE WITHIN FPL STANDARDS, VALUES ARE SHOWN AT ALL LOCATIONS.		JOB CERTIFIED COMPLETED AS SHOWN ON THIS AS-BUILT PRINT. MATERIAL CHANGES SHOWN ON ROS		AS-BUILT COPY	
FOREMAN'S SIGNATURE _____ DATE _____		FOREMAN'S SIGNATURE _____ DATE _____		SUPERVISOR'S SIGNATURE _____ DATE _____		INITIALS _____ CERT. DATE _____	
Easement? Yes ☒ No ☐		Survey/Stake? Yes ☒ No ☐		Work with SMO? Yes ☐ No ☒		FPL	
Tree Work? Yes ☐ No ☒		Designer/Stake? Yes ☐ No ☒		CT/Special Mtr? Yes ☐ No ☒			
PERMIT REQ'D	City	County Rd.	County Air	State Road	FAA	FDOT 210026-2 – City of Palatka 84 NSL, 9 CONV & 23 RMV v/o 102 Reid St, Palatka, FL 32177	
	WMD	RR Xing	DR. Dist.	Transm.			
	Requested Tel. Co. Set Poles ?	YES ☐ NO ☒	Tele. Attachment Per _____				
	Requested Tel. Co. Transfer ?	YES ☐ NO ☒	Telephone Co. Job No. _____			Designed by: Jessica Builes Date: 07/11/25	
	Request CAVT Transfer?	YES ☐ NO ☒				Drawn by: XX Check by: Dwg No. 1 OF 10	
POLE LINE FEET		0'		DUCT BANK FT.		0'	
POLE LINE FT. ON TRANSM. POLES		0'		TRENCH FT.		0'	
TLM/LDS MODEL No.		-		Map Posting? YES ☒ NO ☐		Posted by: WR XXXXXX	

Poles south of Reid St to be installed 4ft from EOP

☐ INACCESSIBLE ☒ 13 kV ☐ FUTURE 23 kV ☐ 23 kV ☐ SALT SPRAY



Bore = 705 ft
Trench = 272 ft
UG footage = 977 ft

Construction Notes: (FPL Contractor to install conduit)

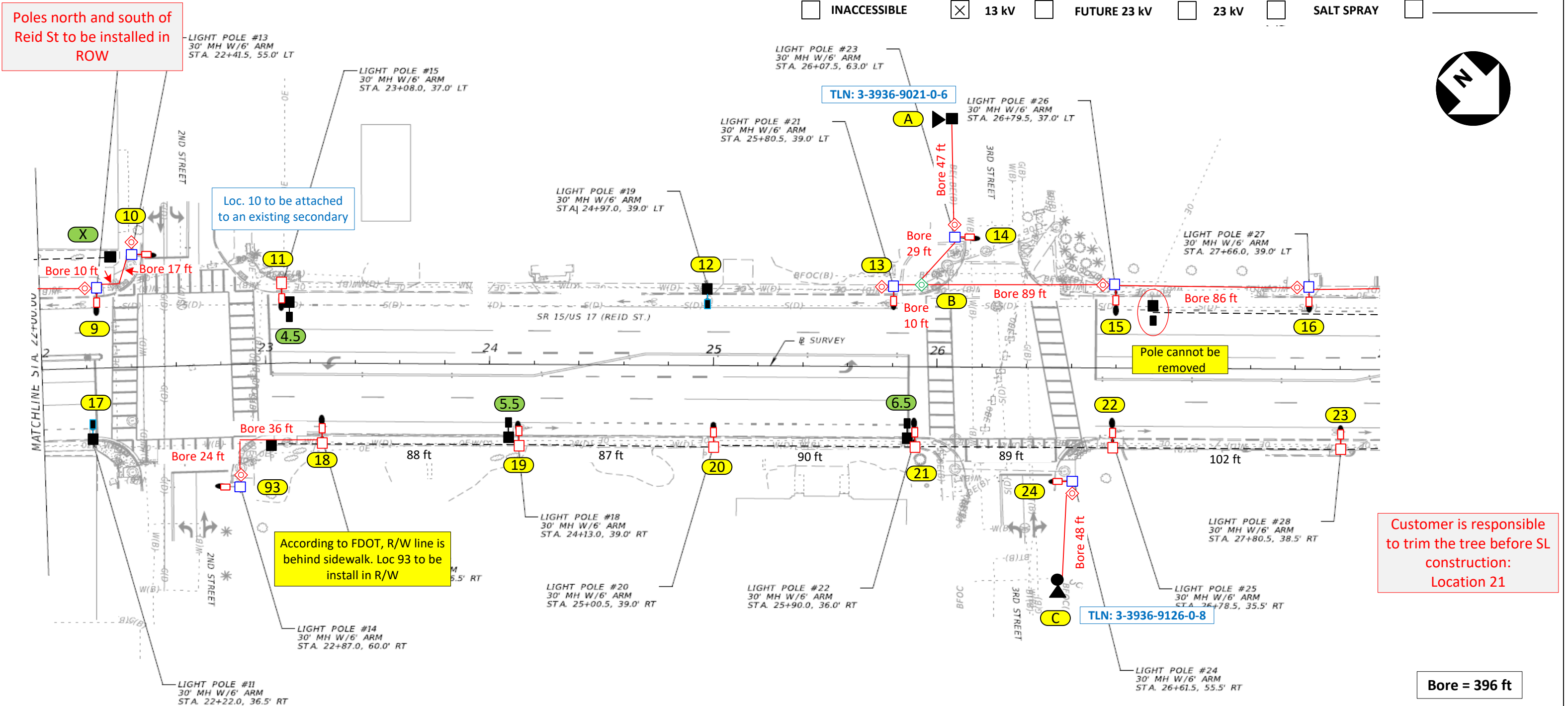
- Loc. 1- 4, 6-8: Install (1) Teardrop w/deep skirt 144W 3K with 6' Arm Bracket on NEW 37' Black Octagonal Pole (30' MH)
- Loc. 1.5: Remove existing LED fixture, pole, bracket and down-guy. Remove existing secondary (150 ft) from 1.5 to 2.5
- Loc. 2.5 and 3.5: Remove existing LED fixture, pole, and bracket . Remove existing secondary (290 ft) from 2.5 to X
- Loc. 5: Convert existing LED fixture and bracket with (1) Teardrop w/deep skirt 144W 3K with 6' Arm Bracket
- Loc. A: Install a 2" Riser
- Loc. B: Install a 24" HH
- FPL Contractor to install 2" flex pipe with 24" minimum cover as shown in the drawing using directional bore. FPL contractor to install #6 DPX OH or UG cable. FPL contractor installing hand-holes, pulling cable and doing terminations at all locations.
- Verify fixture is working correctly after installation. Check 120V to terminal blocks.
- FPL to repair any restoration required. All hand-holes to be 17" unless noted.

FPL LED Representative: Scot Thrapp

Total Removal
Secondary = 440 ft

FDOT permit required

AS-BUILT CREW PRINT				ALL REQUIRED GROUND RODS HAVE BEEN DRIVEN & VERIFIED TO BE WITHIN FPL STANDARDS, VALUES ARE SHOWN AT ALL LOCATIONS.				JOB CERTIFIED COMPLETED AS SHOWN ON THIS AS-BUILT PRINT. MATERIAL CHANGES SHOWN ON ROS				AS-BUILT COPY			
FOREMAN'S SIGNATURE _____ DATE _____				FOREMAN'S SIGNATURE _____ DATE _____				SUPERVISOR'S SIGNATURE _____ DATE _____				INITIALS _____ CERT. DATE _____			
Easement? Yes ☒ No ☐		Survey/Stake? Yes ☒ No ☐		Work with SMO? Yes ☐ No ☒		FPL		FDOT 210026-2 – City of Palatka							
Tree Work? Yes ☐ No ☒		Designer/Stake? Yes ☐ No ☒		CT/Special Mtr? Yes ☐ No ☒				84 NSL, 9 CONV & 23 RMV v/o 102 Reid St, Palatka, FL 32177							
PERMIT REQ'D		City		County Rd.		County Air		State Road		FAA		Designed by: Jessica Builes		Date: 07/11/25	
		WMD		RR Xing		DR. Dist.		Transm.				Drawn by: XX		Check by: Dwg No. 2 OF 10	
Requested Tel. Co. Set Poles?		YES ☐ NO ☒		Requested Tel. Co. Transfer?		YES ☐ NO ☒		Request CAVT Transfer?		YES ☐ NO ☒		Tele. Attachment Per			
POLE LINE FEET		0'		DUCT BANK FT.		0'		Rural Location Sec.		xx TWP. xx S, RGE. xx E.		SCALE: N.T.S		St. Lt MAP No. MAP# Pri Map No. xxxxxx	
POLE LINE FT. ON TRANSM. POLES		0'		TRENCH FT.		0'		WR		xxxxxxx		M/A		XX	
TLM/LDS MODEL No.		-		Map Posting?		YES ☒ NO ☐		Posted by:							



Construction Notes: (FPL Contractor to install conduit)

- Loc. 9, 10, 13-16, 24 and 93: Install (1) Teardrop w/deep skirt 144W 3K with 6' Arm Bracket on NEW 37' Black Octagonal Pole (30' MH). Attach to an existing secondary from locations 15 to 7.5 (next page)
- Loc. 11, 18-23: Install (1) Teardrop w/deep skirt 144W 3K with 6' Arm Bracket on NEW 40' Arm Mount Concrete Pole
- Loc. 4.5 to 6.5: Remove existing LED fixture, bracket and pole.
- Loc. 12 and 17: Convert existing LED fixture and bracket with (1)Teardrop w/deep skirt 144W 3K with 6' Arm Bracket
- Loc. A and C: Install a 2" Riser
- Loc. B: Install a 24" HH
- FPL Contractor to install 2" flex pipe with 24" minimum cover as shown in the drawing using directional bore. FPL contractor to install #6 DPX OH or UG cable. FPL contractor installing hand-holes, pulling cable and doing terminations at all locations.
- Verify fixture is working correctly after installation. Check 120V to terminal blocks.
- FPL to repair any restoration required. All hand-holes to be 17" unless noted.

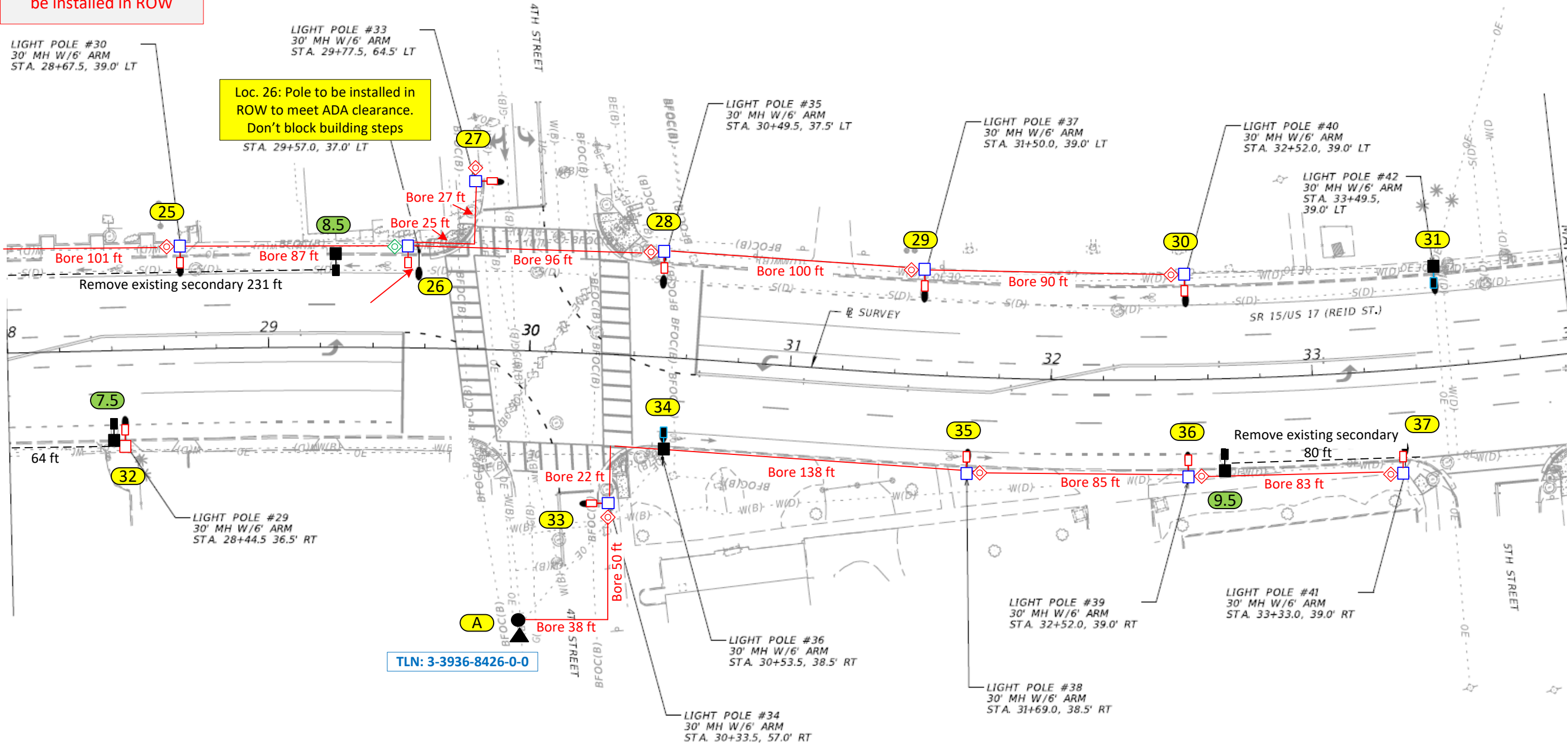
FPL LED Representative: Scot Thrapp

FDOT permit required

AS-BUILT CREW PRINT		ALL REQUIRED GROUND RODS HAVE BEEN DRIVEN & VERIFIED TO BE WITHIN FPL STANDARDS, VALUES ARE SHOWN AT ALL LOCATIONS.		JOB CERTIFIED COMPLETED AS SHOWN ON THIS AS-BUILT PRINT. MATERIAL CHANGES SHOWN ON ROS		AS-BUILT COPY	
FOREMAN'S SIGNATURE _____ DATE _____		FOREMAN'S SIGNATURE _____ DATE _____		SUPERVISOR'S SIGNATURE _____ DATE _____		INITIALS _____ CERT. DATE _____	
Easement? Yes ☒ No ☐		Survey/Stake? Yes ☒ No ☐		Work with SMO? Yes ☐ No ☒		FPL	
Tree Work? Yes ☐ No ☒		Designer/Stake? Yes ☐ No ☒		CT/Special Mtr? Yes ☐ No ☒		FDOT 210026-2 – City of Palatka	
PERMIT REQ'D City _____ County Rd. _____ County Air _____ State Road _____ FAA _____		WMD _____ RR Xing _____ DR. Dist. _____ Transm. _____		84 NSL, 9 CONV & 23 RMV v/o 102 Reid St, Palatka, FL 32177		Designed by: Jessica Builes Date: 07/11/25	
Requested Tel. Co. Set Poles? YES ☐ NO ☒		Requested Tel. Co. Transfer? YES ☐ NO ☒		Request CAVT Transfer? YES ☐ NO ☒		Drawn by: XX Check by: _____ Dwg No. 3 OF 10	
POLE LINE FEET 0'		DUCT BANK FT. 0'		Rural Location Sec. xx TWP. xx S, RGE. xx E.		SCALE: N.T.S. St. Lt MAP No. MAP# Pri Map No. xxxxxx	
POLE LINE FT. ON TRANSM. POLES 0'		TRENCH FT. 0'		WR XXXXXXXX		M/A XX	
TLM/LDS MODEL No. -		Map Posting? YES ☒ NO ☐ Posted by: _____		Page 589 of 942			

Poles south of Reid St to be installed in ROW

☐ INACCESSIBLE ☒ 13 kV ☐ FUTURE 23 kV ☐ 23 kV ☐ SALT SPRAY



Construction Notes: (FPL Contractor to install conduit)

Bore = 942 ft

- Loc. 25-30, 33, 35-37: Install (1) Teardrop w/deep skirt 144W 3K with 6' Arm Bracket on NEW 37' Black Octagonal Pole
- Loc. 32: Install (1) Teardrop w/deep skirt 144W 3K with 6' Arm Bracket on NEW 40' Arm Mount Concrete Pole
- Loc. 7.5 to 9.5: Remove existing LED fixture, bracket and pole. Remove existing secondary (231 ft)
- Loc. 31 and 34: Convert existing LED fixture and bracket with (1) Memphis 144W Teardrop 3K with 6' Arm Bracket
- Loc. A: Install a 2" Riser
- Loc. 23: Install a 24" HH
- FPL Contractor to install 2" flex pipe with 24" minimum cover as shown in the drawing using directional bore. FPL contractor to install #6 DPX OH or UG cable. FPL contractor installing hand-holes, pulling cable and doing terminations at all locations.
 - Verify fixture is working correctly after installation. Check 120V to terminal blocks.
 - FPL to repair any restoration required. All hand-holes to be 17" unless noted.

FPL LED Representative: Scot Thrapp

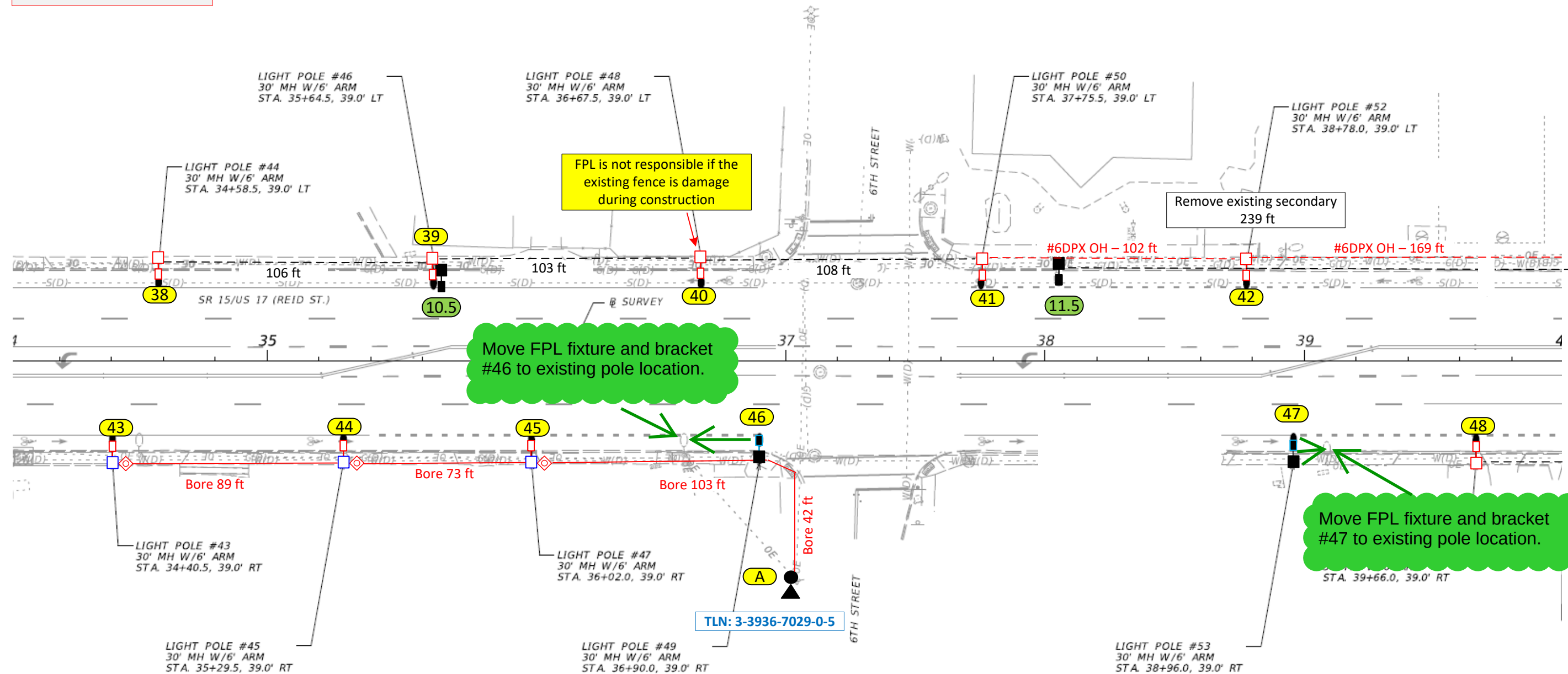
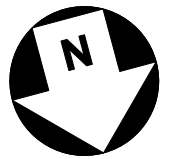
Total Removal
Secondary = 311 ft

FDOT permit required

AS-BUILT CREW PRINT		ALL REQUIRED GROUND RODS HAVE BEEN DRIVEN & VERIFIED TO BE WITHIN FPL STANDARDS, VALUES ARE SHOWN AT ALL LOCATIONS.		JOB CERTIFIED COMPLETED AS SHOWN ON THIS AS-BUILT PRINT. MATERIAL CHANGES SHOWN ON ROS		AS-BUILT COPY	
FOREMAN'S SIGNATURE _____ DATE _____		FOREMAN'S SIGNATURE _____ DATE _____		SUPERVISOR'S SIGNATURE _____ DATE _____		INITIALS _____ CERT. DATE _____	
Easement? Yes ☒ No ☐		Survey/Stake? Yes ☒ No ☐		Work with SMO? Yes ☐ No ☒		FPL	
Tree Work? Yes ☐ No ☒		Designer/Stake? Yes ☐ No ☒		CT/Special Mtr? Yes ☐ No ☒		FDOT 210026-2 – City of Palatka	
PERMIT REQ'D		City		County Rd.		County Air	
		WMD		RR Xing		DR. Dist.	
		State Road		FAA			
		Transm.					
Requested Tel. Co. Set Poles ? YES ☐ NO ☒		Tele. Attachment Per		Designed by: Jessica Builes		Date: 07/11/25	
Requested Tel. Co. Transfer ? YES ☐ NO ☒		Telephone Co. Job No.		Drawn by: XX		Check by: Dwg No. 4 OF 10	
Request CAVT Transfer? YES ☐ NO ☒				Rural Location Sec. xx		TWP. xx S, RGE. xx E.	
POLE LINE FEET 0'		DUCT BANK FT. 0'		SCALE: N.T.S		St. Lt MAP No. MAP#	
POLE LINE FT. ON TRANSM. POLES 0'		TRENCH FT. 0'		Pri Map No. xxxxxx			
TLM/LDS MODEL No. -		Map Posting? YES ☒ NO ☐		Posted by: WR XXXXXXX		M/A XX	

Poles north and south of Reid St to be installed in ROW

☐ INACCESSIBLE ☒ 13 kV ☐ FUTURE 23 kV ☐ 23 kV ☐ SALT SPRAY



Construction Notes: (FPL Contractor to install conduit)

Loc. 38-42, 48: Install (1) Teardrop w/deep skirt 144W 3K with 6' Arm Bracket on NEW 40' Arm Mount Concrete Pole
Loc. 43-45: Install (1) Teardrop w/deep skirt 144W 3K with 6' Arm Bracket on NEW 37' Black Octagonal Pole
Loc. 10.5 and 11.5: Remove existing LED fixture, bracket and pole. Remove existing secondary (239 ft) from 11.5.
Loc. 46 and 47: Convert existing LED fixture and bracket with (1) Teardrop w/deep skirt 144W 3K with 6' Arm Bracket
Loc. A: Install a 2" Riser

- FPL Contractor to install 2" flex pipe with 24" minimum cover as shown in the drawing using directional bore. FPL contractor to install #6 DPX OH or UG cable. FPL contractor installing hand-holes, pulling cable and doing terminations at all locations.
- Verify fixture is working correctly after installation. Check 120V to terminal blocks.
- FPL to repair any restoration required. All hand-holes to be 17" unless noted.

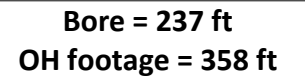
FPL LED Representative: Scot Thrapp

Total Removal
Secondary = 239 ft

Bore = 307 ft
OH footage = 271 ft

FDOT permit required

AS-BUILT CREW PRINT		ALL REQUIRED GROUND RODS HAVE BEEN DRIVEN & VERIFIED TO BE WITHIN FPL STANDARDS, VALUES ARE SHOWN AT ALL LOCATIONS.		JOB CERTIFIED COMPLETED AS SHOWN ON THIS AS-BUILT PRINT. MATERIAL CHANGES SHOWN ON ROS		AS-BUILT COPY	
FOREMAN'S SIGNATURE _____ DATE _____		FOREMAN'S SIGNATURE _____ DATE _____		SUPERVISOR'S SIGNATURE _____ DATE _____		INITIALS _____ CERT. DATE _____	
Easement? Yes ☒ No ☐		Survey/Stake? Yes ☒ No ☐		Work with SMO? Yes ☐ No ☒		FPL	
Tree Work? Yes ☐ No ☒		Designer/Stake? Yes ☐ No ☒		CT/Special Mtr? Yes ☐ No ☒		FDOT 210026-2 – City of Palatka	
PERMIT REQ'D		City _____ County Rd. _____ County Air _____ State Road _____ FAA _____		WMD _____ RR Xing _____ DR. Dist. _____ Transm. _____		84 NSL, 9 CONV & 23 RMV v/o 102 Reid St, Palatka, FL 32177	
Requested Tel. Co. Set Poles? YES ☐ NO ☒		Requested Tel. Co. Transfer? YES ☐ NO ☒		Request CAVT Transfer? YES ☐ NO ☒		Tele. Attachment Per _____ Telephone Co. Job No. _____	
POLE LINE FEET 0'		DUCT BANK FT. 0'		Rural Location Sec. xx TWP. xx S, RGE. xx E.		Designed by: Jessica Builes Date: 07/11/25	
POLE LINE FT. ON TRANSM. POLES 0'		TRENCH FT. 0'		SCALE: N.T.S. St. Lt MAP No. MAP# Pri Map No. xxxxxx		Drawn by: XX Check by: Dwg No. 5 OF 10	
TLM/LDS MODEL No. -		Map Posting? YES ☒ NO ☐ Posted by: _____		WR XXXXXX		M/A XX	



FDOT permit required

Page 592 of 942

Poles north and south of Reid St to be installed in ROW

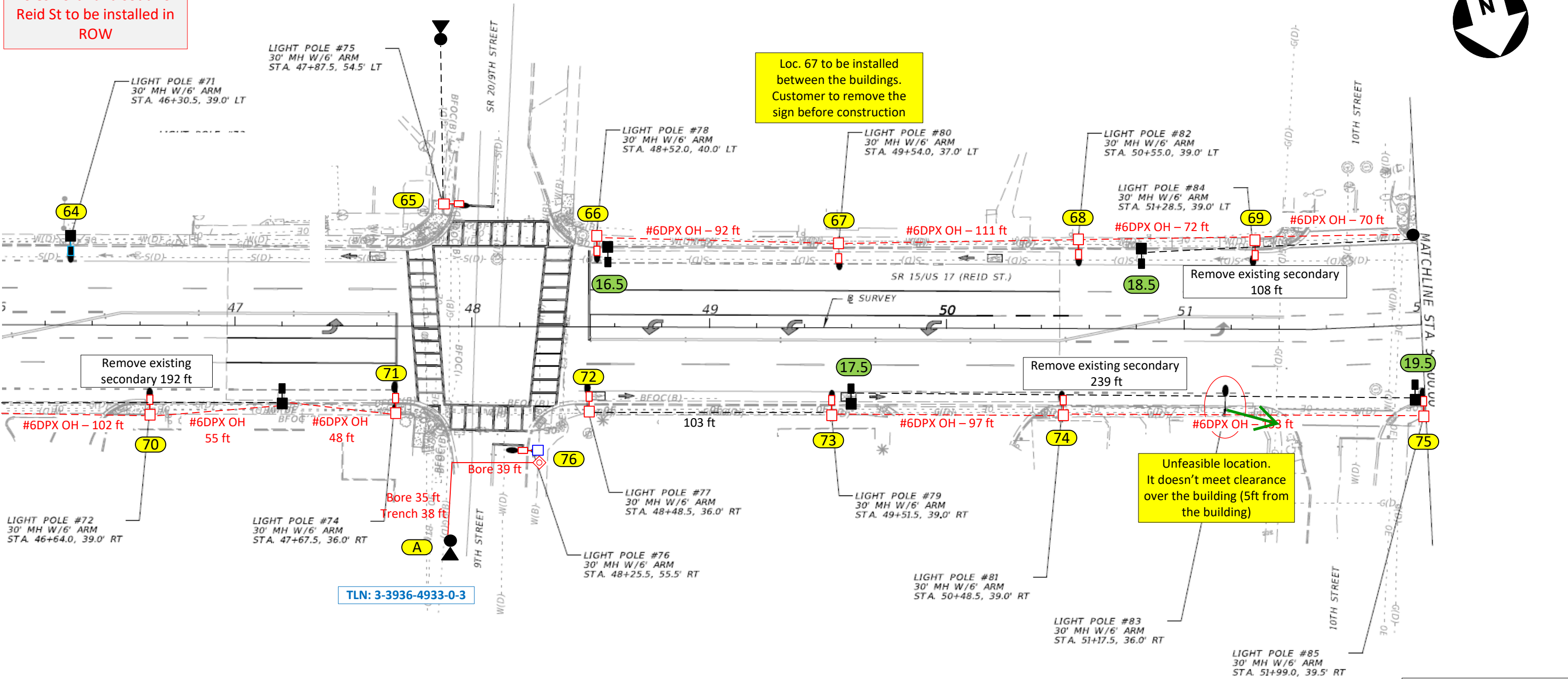
☐ INACCESSIBLE

☒ 13 kV

☐ FUTURE 23 kV

☐ 23 kV

☐ SALT SPRAY



Construction Notes: (FPL Contractor to install conduit)

- Loc. 64: Convert existing LED fixture and bracket with (1) Teardrop w/deep skirt 144W 3K with 6' Arm Bracket
- Loc. 66 to 75: Install (1) Teardrop w/deep skirt 144W 3K with 6' Arm Bracket on NEW 40' Arm Mount Concrete Pole
- Loc. 76: Install (1) Teardrop w/deep skirt 144W 3K with 6' Arm Bracket on NEW 37' Black Octagonal Pole
- Loc. 16.5 to 19.5: Remove existing LED fixture, bracket and pole. Remove existing secondary (347 ft)
- Loc. A: Install a 2" Riser

- FPL Contractor to install 2" flex pipe with 24" minimum cover as shown in the drawing using directional bore. FPL contractor to install #6 DPX OH or UG cable. FPL contractor installing hand-holes, pulling cable and doing terminations at all locations.
- Verify fixture is working correctly after installation. Check 120V to terminal blocks.
- FPL to repair any restoration required. All hand-holes to be 17" unless noted.

FPL LED Representative: Scot Thrapp

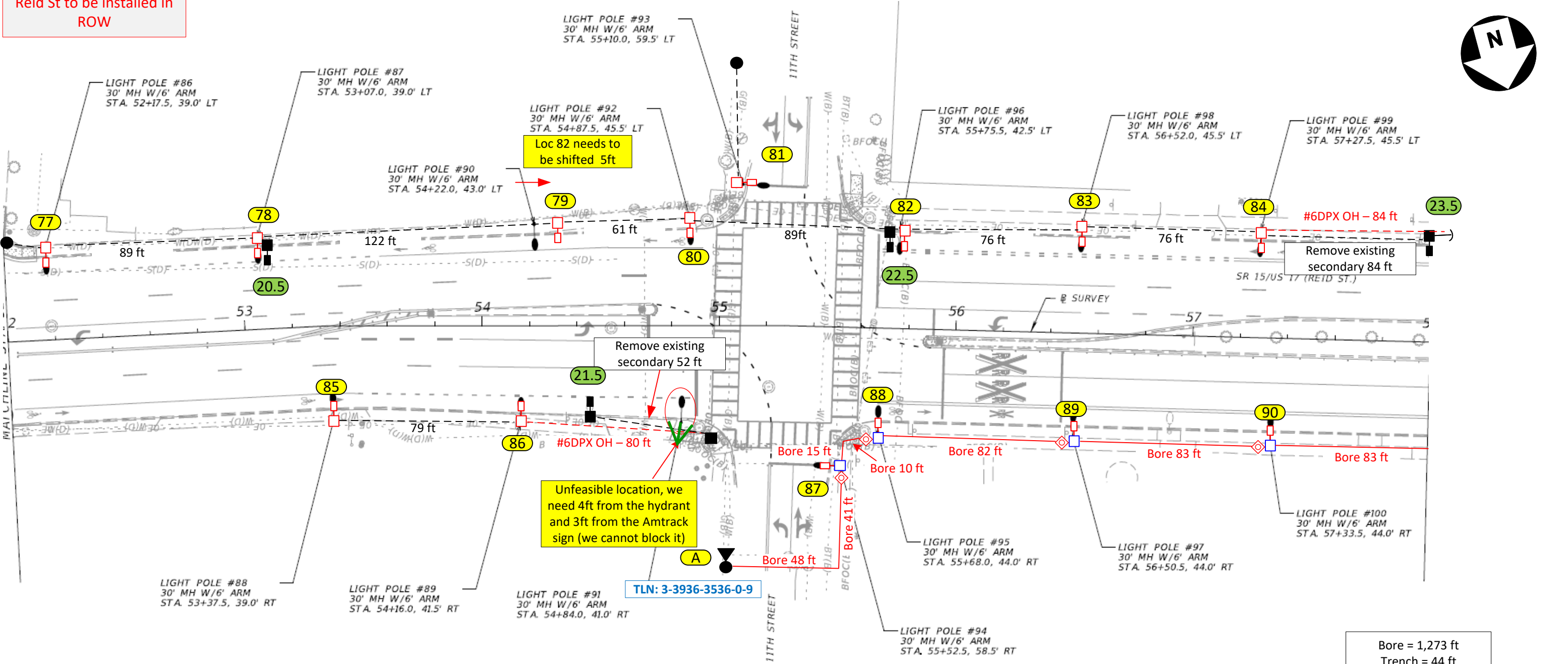
Total Removal
Secondary = 347 ft

FDOT permit required

Bore = 74 ft
Trench = 38 ft
UG footage = 112 ft
OH footage = 800 ft

AS-BUILT CREW PRINT		ALL REQUIRED GROUND RODS HAVE BEEN DRIVEN & VERIFIED TO BE WITHIN FPL STANDARDS, VALUES ARE SHOWN AT ALL LOCATIONS.		JOB CERTIFIED COMPLETED AS SHOWN ON THIS AS-BUILT PRINT. MATERIAL CHANGES SHOWN ON ROS		AS-BUILT COPY	
FOREMAN'S SIGNATURE _____ DATE _____		FOREMAN'S SIGNATURE _____ DATE _____		SUPERVISOR'S SIGNATURE _____ DATE _____		INITIALS _____ CERT. DATE _____	
Easement? Yes ☒ No ☐		Survey/Stake? Yes ☒ No ☐		Work with SMO? Yes ☐ No ☒		FPL	
Tree Work? Yes ☐ No ☒		Designer/Stake? Yes ☐ No ☒		CT/Special Mtr? Yes ☐ No ☒		FDOT 210026-2 – City of Palakta	
PERMIT REQ'D		City	County Rd.	County Air	State Road	FAA	84 NSL, 9 CONV & 23 RMV v/o 102 Reid St, Palatka, FL 32177
Requested Tel. Co. Set Poles? YES ☐ NO ☒		WMD	RR Xing	DR. Dist.	Transm.		Designed by: Jessica Builes Date: 07/11/25
Requested Tel. Co. Transfer? YES ☐ NO ☒		Tele. Attachment Per _____				Drawn by: XX Check by: Dwg No. 7 OF 10	
Request CAVT Transfer? YES ☐ NO ☒		Telephone Co. Job No. _____				Rural Location Sec. xx TWP. xx S, RGE. xx E.	
POLE LINE FEET 0'		DUCT BANK FT. 0'		TRENCH FT. 0'		SCALE: N.T.S St. Lt MAP No. MAP# Pri Map No. xxxxxx	
TLM/LDS MODEL No. -		Map Posting? YES ☒ NO ☐		Posted by: _____		WR XXXXXX M/A XX	

Poles north and south of Reid St to be installed in ROW



Construction Notes: (FPL Contractor to install conduit)

Loc. 76 to 86: Install (1) Teardrop w/deep skirt 144W 3K with 6' Arm Bracket on NEW 40' Arm Mount Concrete Pole
Loc. 87-90: Install (1) Teardrop w/deep skirt 144W 3K with 6' Arm Bracket on NEW 37' Black Octagonal Pole
Loc. 20.5 to 22.5: Remove existing LED fixture, bracket and pole. Remove existing secondary (52 ft)
Loc. 23.5: Remove existing LED fixture, pole, bracket and down-guy. Remove existing secondary (84 ft)
Loc. A: Install a 2" Riser

- FPL Contractor to install 2" flex pipe with 24" minimum cover as shown in the drawing using directional bore. FPL contractor to install #6 DPX OH or UG cable. FPL contractor installing hand-holes, pulling cable and doing terminations at all locations.
- Verify fixture is working correctly after installation. Check 120V to terminal blocks.
- FPL to repair any restoration required. All hand-holes to be 17" unless noted.

FPL LED Representative: Scot Thrapp

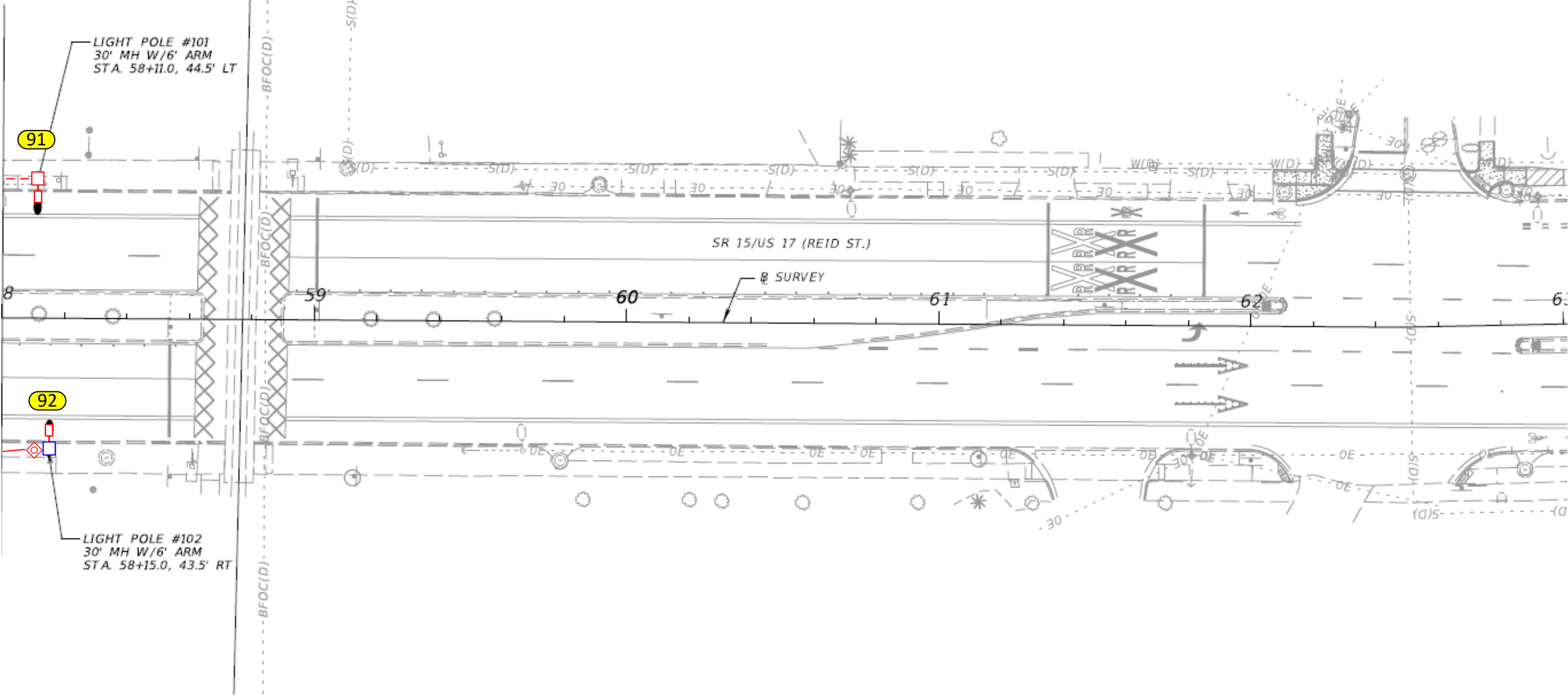
Total Removal
Secondary = 136 ft

FDOT permit required

AS-BUILT CREW PRINT		ALL REQUIRED GROUND RODS HAVE BEEN DRIVEN & VERIFIED TO BE WITHIN FPL STANDARDS, VALUES ARE SHOWN AT ALL LOCATIONS.		JOB CERTIFIED COMPLETED AS SHOWN ON THIS AS-BUILT PRINT. MATERIAL CHANGES SHOWN ON ROS		AS-BUILT COPY	
FOREMAN'S SIGNATURE _____ DATE _____		FOREMAN'S SIGNATURE _____ DATE _____		SUPERVISOR'S SIGNATURE _____ DATE _____		INITIALS _____ CERT. DATE _____	
Easement? Yes ☒ No ☐		Survey/State? Yes ☒ No ☐		Work with SMO? Yes ☐ No ☒		FPL	
Tree Work? Yes ☐ No ☒		Designer/State? Yes ☐ No ☒		CT/Special Mtr? Yes ☐ No ☒		FDOT 210026-2 – City of Palatka	
PERMIT REQ'D City _____ County Rd. _____ County Air _____ State Road _____ FAA _____		WMD _____ RR Xing _____ DR. Dist. _____ Transm. _____		84 NSL, 9 CONV & 23 RMV v/o 102 Reid St, Palatka, FL 32177		Designed by: Jessica Builes Date: 07/11/25	
Requested Tel. Co. Set Poles? YES ☐ NO ☒		Tele. Attachment Per _____		Drawn by: XX Check by: _____		Dwg No. 8 OF 10	
Requested Tel. Co. Transfer? YES ☐ NO ☒		Telephone Co. Job No. _____		Rural Location Sec. xx TWP. xx S, RGE. xx E.		SCALE: N.T.S. St. Lt MAP No. MAP# Pri Map No. xxxxxx	
Request CAVT Transfer? YES ☐ NO ☒		POLE LINE FEET 0' DUCT BANK FT. 0'		TRENCH FT. 0'		WR XXXXXX M/A XX	
TLM/LDS MODEL No. -		Map Posting? YES ☒ NO ☐ Posted by: _____		Page 594 of 942			

Poles north and south of Reid St to be installed in ROW

☐ INACCESSIBLE ☒ 13 kV ☐ FUTURE 23 kV ☐ 23 kV ☐ SALT SPRAY ☐



FDOT permit required

Construction Notes: (FPL Contractor to install conduit)

Loc. 91: Install (1) Teardrop w/deep skirt 144W 3K with 6' Arm Bracket on NEW 40' Arm Mount Concrete Pole (30' MH)
Loc. 92: Install (1) Teardrop w/deep skirt 144W 3K with 6' Arm Bracket on NEW 37' Black Octagonal Pole (30' MH)

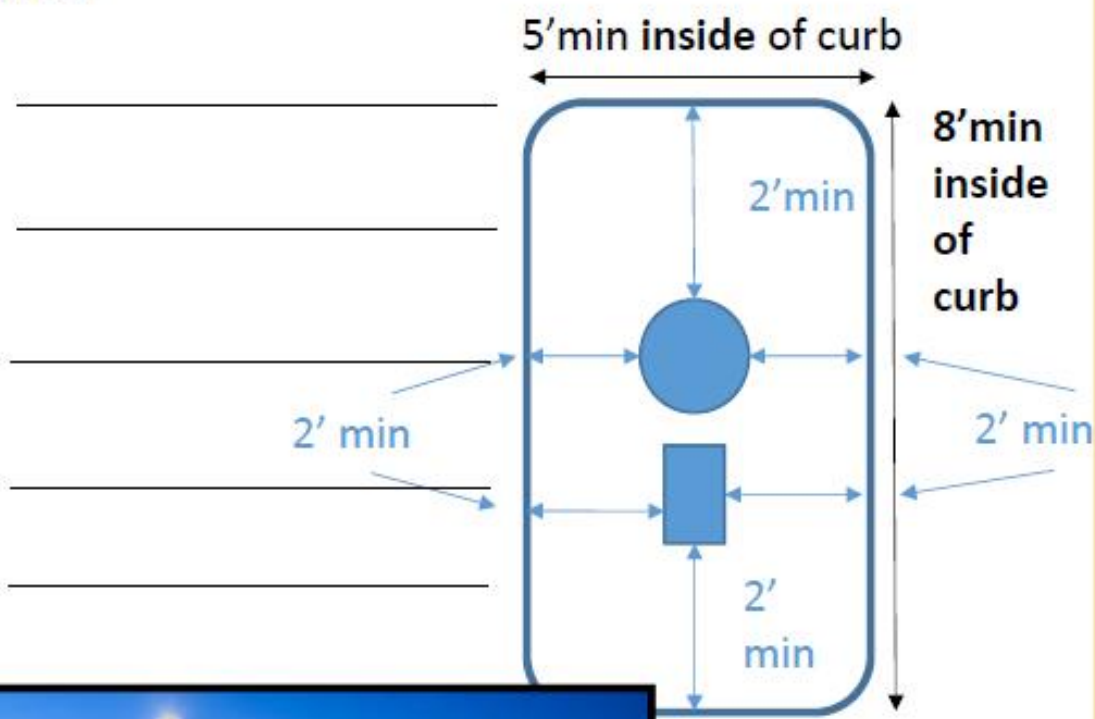
- FPL Contractor to install 2" flex pipe with 24" minimum cover as shown in the drawing using directional bore. FPL contractor to install #6 DPX OH or UG cable. FPL contractor installing hand-holes, pulling cable and doing terminations at all locations.
- Verify fixture is working correctly after installation. Check 120V to terminal blocks.
- FPL to repair any restoration required. All hand-holes to be 17" unless noted.

FPL LED Representative: Scot Thrapp

AS-BUILT CREW PRINT		ALL REQUIRED GROUND RODS HAVE BEEN DRIVEN & VERIFIED TO BE WITHIN FPL STANDARDS, VALUES ARE SHOWN AT ALL LOCATIONS.		JOB CERTIFIED COMPLETED AS SHOWN ON THIS AS-BUILT PRINT. MATERIAL CHANGES SHOWN ON ROS		AS-BUILT COPY	
FOREMAN'S SIGNATURE _____ DATE _____		FOREMAN'S SIGNATURE _____ DATE _____		SUPERVISOR'S SIGNATURE _____ DATE _____		INITIALS _____ CERT. DATE _____	
Easement? Yes ☒ No ☐		Survey/Stake? Yes ☒ No ☐		Work with SMO? Yes ☐ No ☒		FPL FDOT 210026-2 – City of Palatka 84 NSL, 9 CONV & 23 RMV v/o 102 Reid St, Palatka, FL 32177	
Tree Work? Yes ☐ No ☒		Designer/Stake? Yes ☐ No ☒		CT/Special Mtr? Yes ☐ No ☒			
PERMIT REQ'D	City	County Rd.	County Air	State Road	FAA		
	WMD	RR Xing	DR. Dist.	Transm.			
Requested Tel. Co. Set Poles?		YES ☐ NO ☒	Tele. Attachment Per		Designed by: Jessica Builes		Date: 07/11/25
Requested Tel. Co. Transfer?		YES ☐ NO ☒	Telephone Co. Job No.		Drawn by: XX		Check by: Dwg No. 9 OF 10
Request CAVT Transfer?		YES ☐ NO ☒			Rural Location Sec. xx TWP. xx S, RGE. xx E.		
POLE LINE FEET 0'		DUCT BANK FT. 0'		SCALE: N.T.S		St. Lt MAP No. MAP# Pri Map No. xxxxxx	
POLE LINE FT. ON TRANSM. POLES 0'		TRENCH FT. 0'		WR XXXXXXX		M/A XX	
TLM/LDS MODEL No. -		Map Posting? YES ☒ NO ☐ Posted by:				Page 595 of 942	

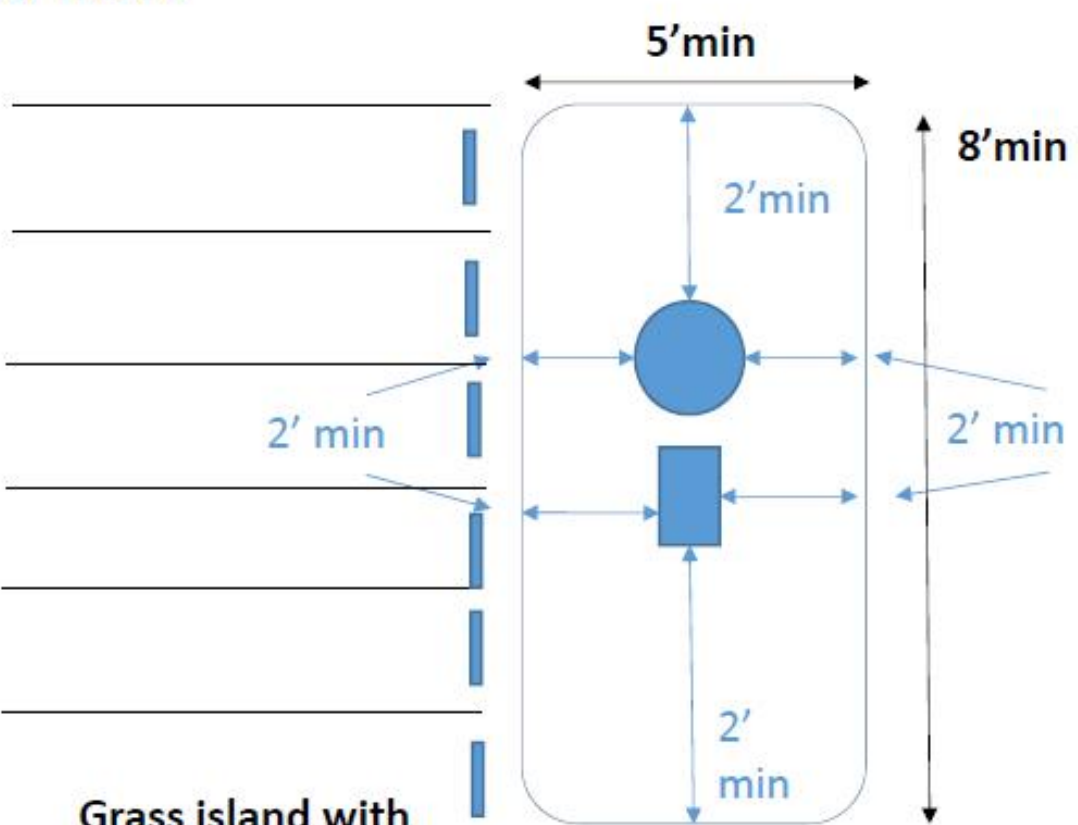
Island Solutions for FPL owned Area Lighting in parking lots

OPTION 1



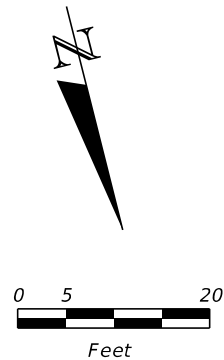
Curb with grass island
(assumes a 7" curb and no parking stops)

OPTION 2



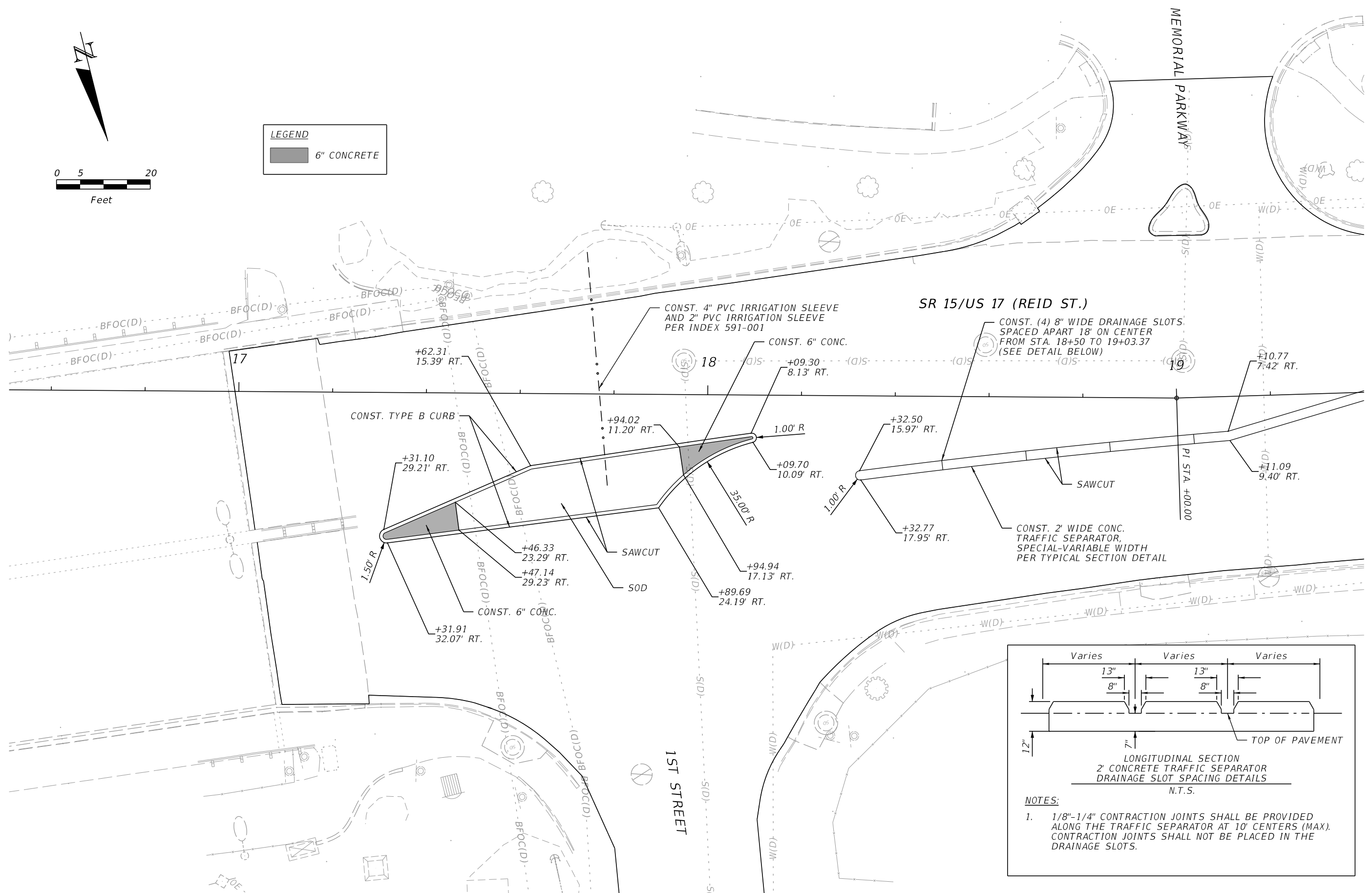
Grass island with parking stops on each parking space surrounding the island
(no curb required on island)

AS-BUILT CREW PRINT		ALL REQUIRED GROUND RODS HAVE BEEN DRIVEN & VERIFIED TO BE WITHIN FPL STANDARDS, VALUES ARE SHOWN AT ALL LOCATIONS.		JOB CERTIFIED COMPLETED AS SHOWN ON THIS AS-BUILT PRINT. MATERIAL CHANGES SHOWN ON ROS		AS-BUILT COPY	
FOREMAN'S SIGNATURE _____ DATE _____		FOREMAN'S SIGNATURE _____ DATE _____		SUPERVISOR'S SIGNATURE _____ DATE _____		INITIALS _____ CERT. DATE _____	
Easement? Yes ☒ No ☐		Survey/Stake? Yes ☒ No ☐		Work with SMO? Yes ☐ No ☒		FPL	
Tree Work? Yes ☐ No ☒		Designer/Stake? Yes ☐ No ☒		CT/Special Mtr? Yes ☐ No ☒			
PERMIT REQ'D		City		County Rd.		County Air	
		WMD		RR Xing		DR. Dist.	
						State Road	
						FAA	
						Transm.	
Requested Tel. Co. Set Poles ? YES ☐ NO ☒		Requested Tel. Co. Transfer ? YES ☐ NO ☒		Request CAVT Transfer? YES ☐ NO ☒		Tele. Attachment Per	
						Telephone Co. Job No.	
POLE LINE FEET		0'		DUCT BANK FT.		0'	
POLE LINE FT. ON TRANSM. POLES		0'		TRENCH FT.		0'	
TLM/LDS MODEL No.		-		Map Posting? YES ☒ NO ☐		Posted by:	
						WR XXXXXXX	
Designed by: Jessica Builes				Date: 07/11/25			
Drawn by: XX				Check by: Dwg No. 10 OF 10			
Rural Location Sec. xx				TWP. xx S, RGE. xx E.			
SCALE: N.T.S				St. Lt MAP No. MAP# Pri Map No. xxxxxx			
M/A				XX			



LEGEND

6" CONCRETE



Varies 13" 8" 13" 8" 13" 8" Varies

12"

7"

TOP OF PAVEMENT

LONGITUDINAL SECTION
2' CONCRETE TRAFFIC SEPARATOR
DRAINAGE SLOT SPACING DETAILS
N.T.S.

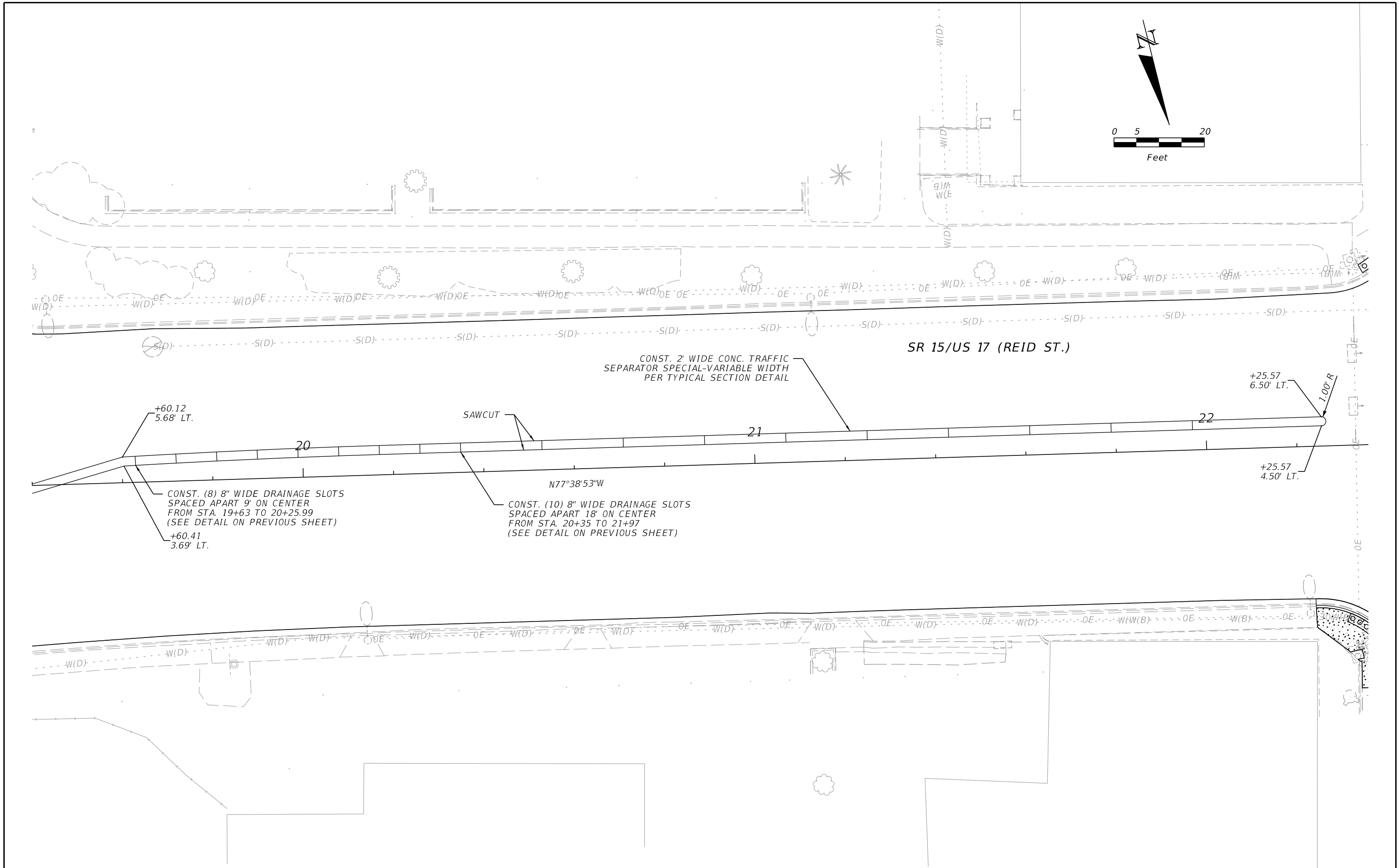
NOTES:

1. 1/8"-1/4" CONTRACTION JOINTS SHALL BE PROVIDED ALONG THE TRAFFIC SEPARATOR AT 10' CENTERS (MAX). CONTRACTION JOINTS SHALL NOT BE PLACED IN THE DRAINAGE SLOTS.

REVISIONS				ENGINEER OF RECORD	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD NO.	COUNTY	FINANCIAL PROJECT ID	
					SR 15	PUTNAM	210026-2-52-01	
				DAVID SHEARER LICENSE NUMBER: 56108 WHITMAN, REQUARDT & ASSOCIATES, LLP 10407 CENTURION PARKWAY N, SUITE 120 JACKSONVILLE, FL 32256				47

MEDIAN DETAILS

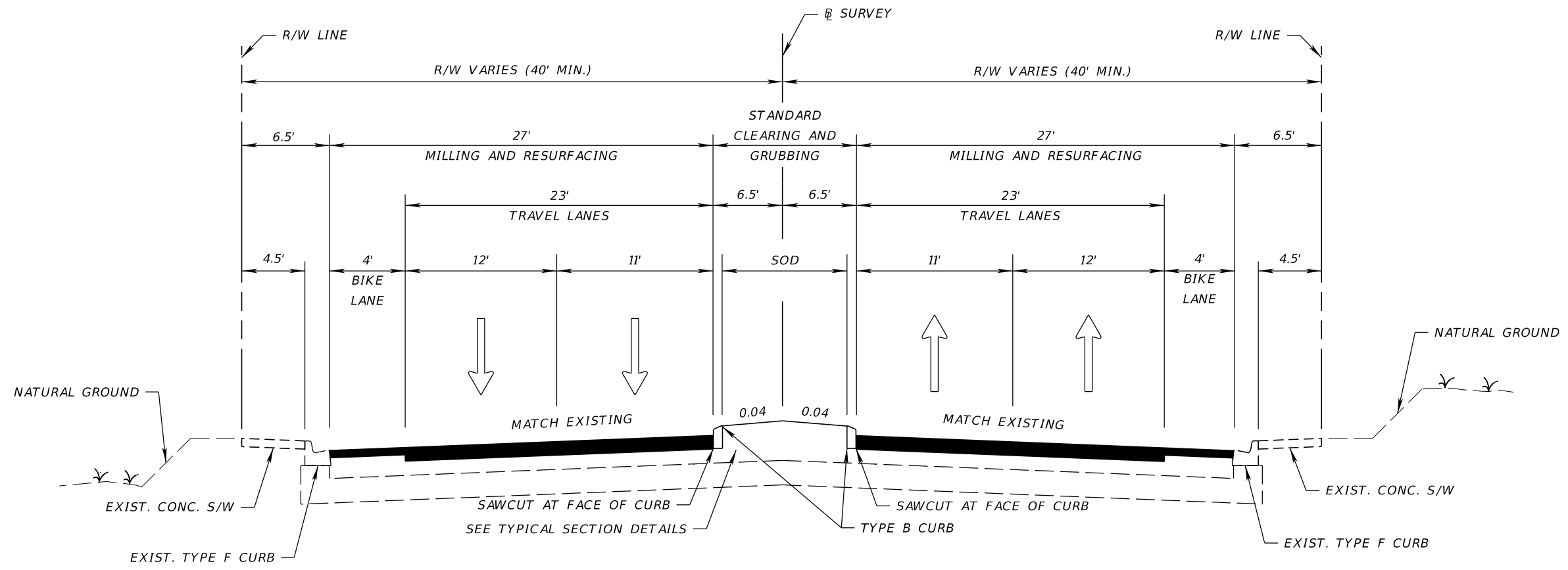
THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE DIGITALLY SIGNED AND SEALED UNDER RULE 61G15-23.004, F.A.C.



REVISIONS				ENGINEER OF RECORD		STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION	DAVID SHEARER LICENSE NUMBER: 56108 WHITMAN, REQUARDT & ASSOCIATES, LLP 10407 CENTURION PARKWAY N, SUITE 120 JACKSONVILLE, FL 32256		ROAD NO.	COUNTY	FINANCIAL PROJECT ID	
						SR 15	PUTNAM	210026-2-52-01	

MEDIAN DETAILS

THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE DIGITALLY SIGNED AND SEALED UNDER RULE 61G15-23.004, F.A.C.



TYPICAL SECTION 1
SR 15 (US 17)
STA. 16+97.85 TO STA. 22+26.57

NOTES

1. LIMIT ALL COMPACTION FOR ANY MATERIAL TO THE STATIC MODE ONLY UNLESS OTHERWISE APPROVED BY THE ENGINEER.
2. LIMEROCK WILL BE ENCOUNTERED DURING MILLING OPERATIONS.

TRAVEL LANES

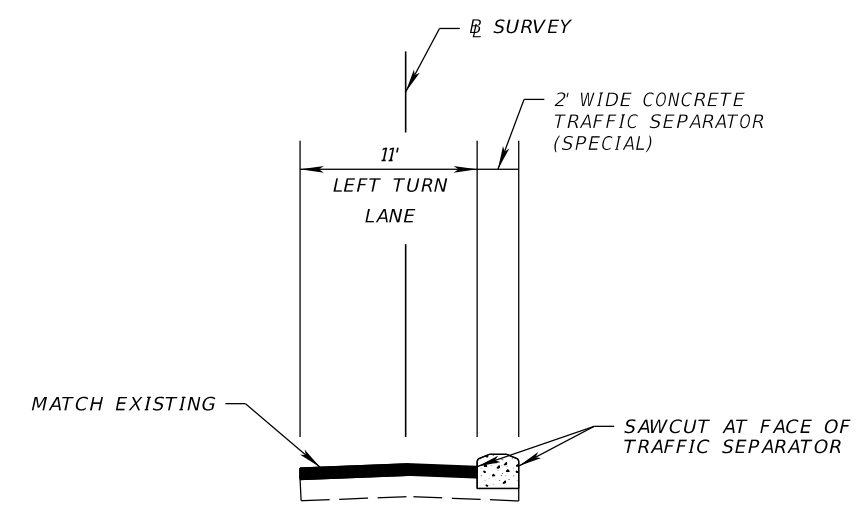
MILL EXISTING ASPHALT PAVEMENT (3" AVG. DEPTH)
TYPE SP STRUCTURAL COURSE (TRAFFIC E) (1 1/2") (PG 76-22)
FRICTION COURSE FC-12.5 (TRAFFIC E) (1 1/2") (PG 76-22)

BIKE LANES, TURN LANES, AND CROSSOVERS

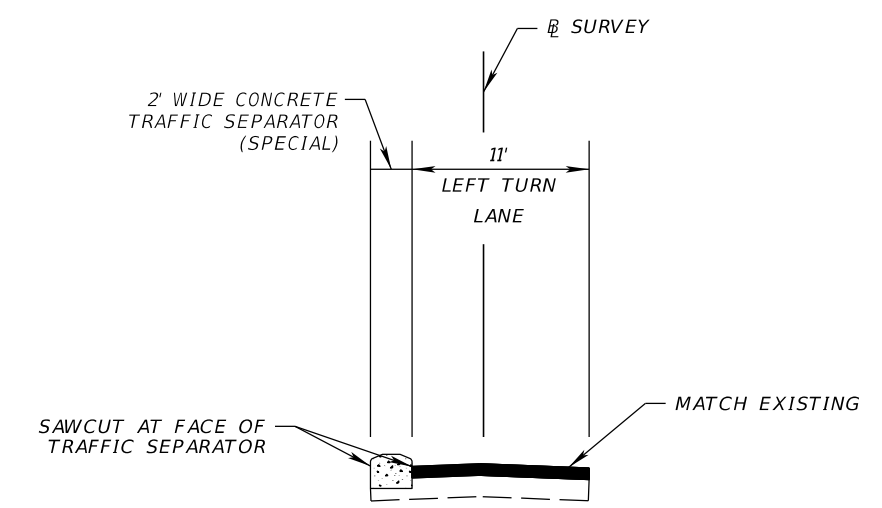
MILL EXISTING ASPHALT PAVEMENT (1 1/2" AVG. DEPTH)
FRICTION COURSE FC-12.5 (TRAFFIC E) (1 1/2") (PG 76-22)

TRAFFIC DATA
FROM MEMORIAL BRIDGE TO 6TH STREET

CURRENT YEAR = 2021 AADT = 36,000
ESTIMATED OPENING YEAR = 2027 AADT = 38,400
ESTIMATED DESIGN YEAR = 2047 AADT = 46,300
K = 9% D = 62% T = 10% (24 HOUR)
DESIGN HOUR T = 5%
DESIGN SPEED = 45 MPH
CONTEXT CLASSIFICATION = C4



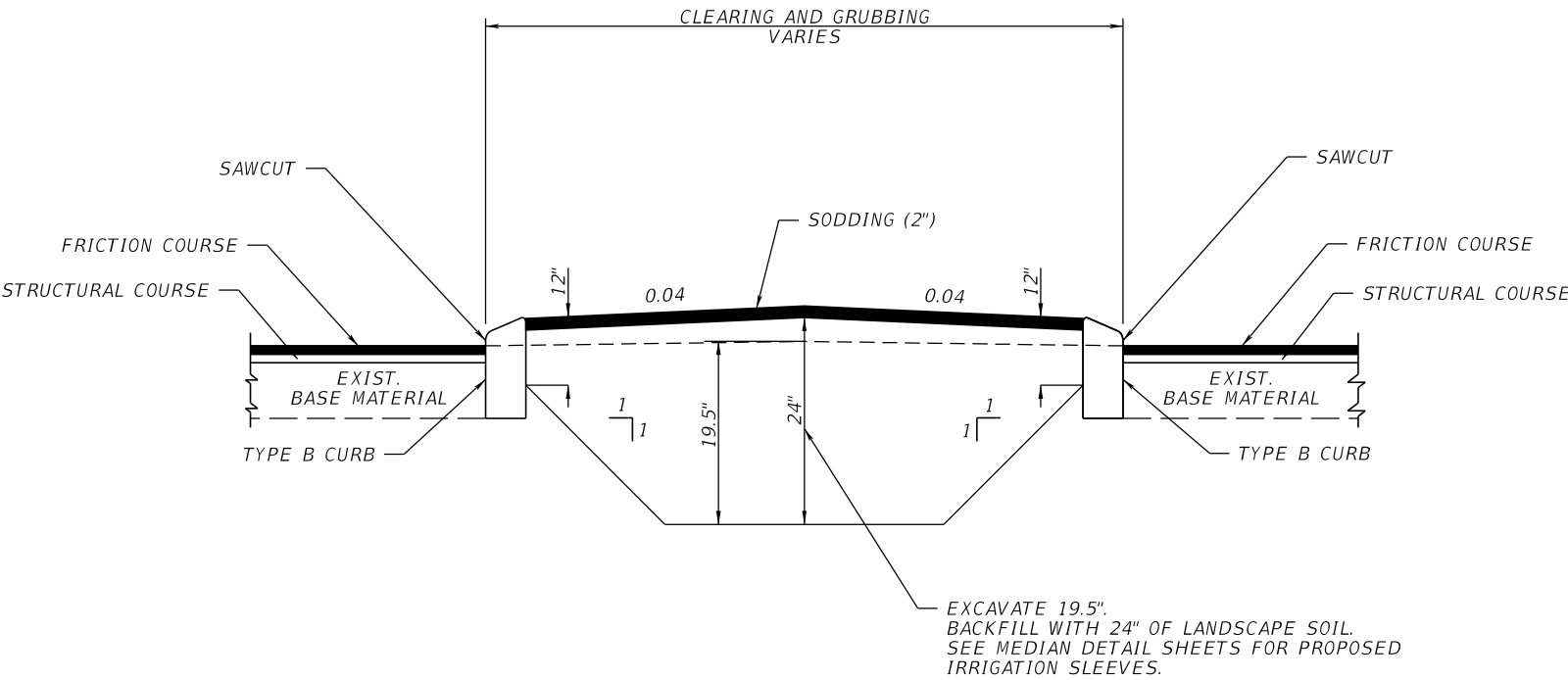
MEDIAN DETAIL NO. 1
STA. 18+31.64 TO STA. 19+35.45



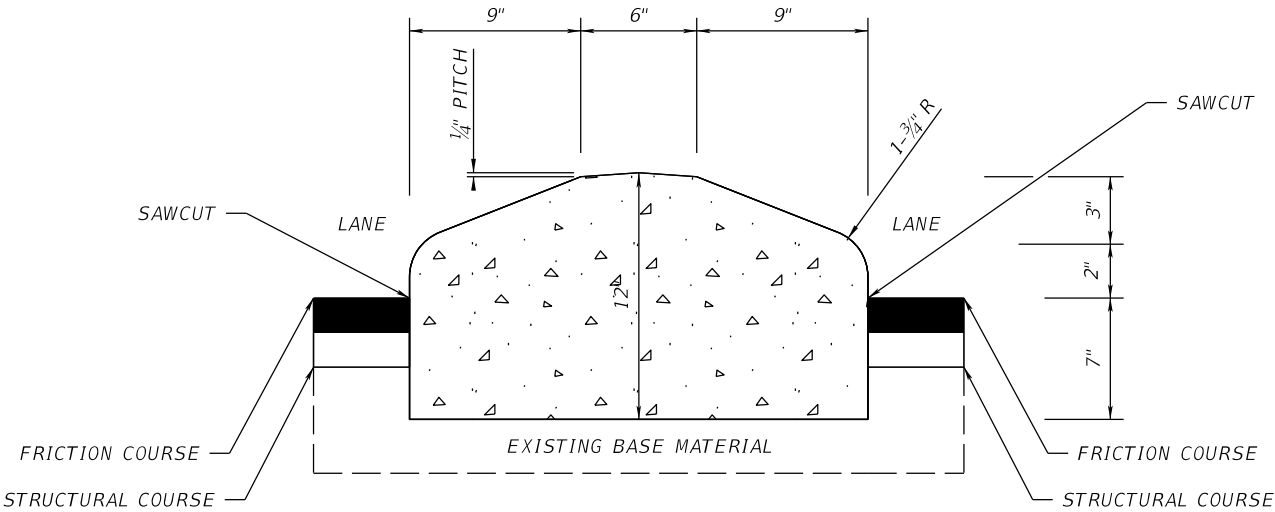
MEDIAN DETAIL NO. 2
STA. 19+35.45 TO STA. 22+26.57

REVISIONS				ENGINEER OF RECORD	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD NO.	COUNTY	FINANCIAL PROJECT ID	
				DAVID SHEARER LICENSE NUMBER: 56108 WHITMAN, REQUARDT & ASSOCIATES, LLP 10407 CENTURION PARKWAY N, SUITE 120 JACKSONVILLE, FL 32256	SR 15	PUTNAM	210026-2-52-01	3

TYPICAL SECTION



MEDIAN IMPROVEMENTS
STA. 17+46.33 TO STA. 17+94.94



2' WIDE SPECIAL TRAFFIC SEPARATOR
STA. 18+31.64 TO STA. 22+26.57

REVISIONS				ENGINEER OF RECORD		STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			TYPICAL SECTION DETAILS	SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION	DAVID SHEARER LICENSE NUMBER: 56108 WHITMAN, REQUARDT & ASSOCIATES, LLP 10407 CENTURION PARKWAY N, SUITE 120 JACKSONVILLE, FL 32256		ROAD NO.	COUNTY	FINANCIAL PROJECT ID		
						SR 15	PUTNAM	210026-2-52-01		10

ADOPT RESOLUTION 2025-R-111 authorizing an increase to Passero Associates work order #24-69R in an amount not to exceed \$5,000 for a total contract amount of \$39,800 for the construction administration of the Airport Obstruction and Tree Removal Project.
Approval of Resolution No. 2025-R-111, authorizing an increase of \$5,000 to Passero Associates Work Order #24-69R for Construction Administration services associated with the Airport Obstruction and Tree Removal Project. The total not-to-exceed contract amount will increase from \$34,800 to \$39,800.

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

Passero Associates executed a renewal of the Master Consulting Services Agreement with the City of Palatka on May 24, 2024. Under this agreement, Work Order #24-69R was approved in the amount of \$34,800 to provide Construction Administration services for the Airport Obstruction and Tree Removal Project being performed by Precision Development Group, LLC. During the permitting process, the Army Corps of Engineers required extended review and additional time, which resulted in additional administrative services needed from Passero Associates. Requesting an additional \$5,000 added to contract to cover additional time required to complete permitting process.

PROJECT ANALYSIS

The requested \$5,000 increase is necessary to cover the extended time and effort required for project administration during the permitting phase. This adjustment brings the total contract amount to \$39,800. The additional funding ensures compliance with permitting requirements and provides adequate oversight of the ongoing Airport Obstruction and Tree Removal Project. Staff finds the increase reasonable and recommends approval of the resolution to allow the project to proceed without administrative or compliance delays.

Staff Recommendation

Adopt Resolution.

ATTACHMENTS

1.	8-28-2025-R- authorizing the execution of Pasero Associates Work Order No 2024-69R Construction Admin
2.	WO 24-69R - Amendment 081025

RESOLUTION No. 2025-R-111

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
AUTHORIZING AN INCREASE TO PASSERO ASSOCIATES
WORK ORDER # 24-69R IN AN AMOUNT NOT TO EXCEED \$5,000
FOR A TOTAL CONTRACT AMOUNT OF \$39,800 FOR THE
CONSTRUCTION ADMINISTRATION OF THE AIRPORT
OBSTRUCTION AND TREE REMOVAL (PROJECT); PROVIDING
FOR SCRIVENER’S ERRORS**

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

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

WHEREAS, due to extended time required by the Army Corps of Engineers for the permitting process, the City finds it necessary to increase Work Order #24-69R by \$5,000, resulting in a total not-to-exceed amount of \$39,800; and

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

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

- 1. That the City Manager and City Clerk and their successors are hereby authorized to execute and attest Passero & Associates Work Order 24-69R in an amount not to exceed \$39,800 for the **Project**.
- 2. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this Resolution. A corrected copy shall be posted in the public record by the City Clerk.
- 3. the City Manager is hereby authorized to sign requests for Contract Time Extensions, as well as execute Assurances, Certifications, and all other documents as may be required in support of the project; and

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 28th day of August 2025.

CITY OF PALATKA

By: Its MAYOR

ATTEST:

CITY CLERK

**APPROVED AS TO FORM
AND CORRECTNESS:**

CITY ATTORNEY



Palatka Municipal Airport

Airport Obstruction & Tree Removal

Construction Phase Services

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

by

Passero Associates, LLC
(Passero Project No. 24000010.069R)

Work Order 24-69R

Amendment 1 (08/10/25)– Wetland Permitting

Work Order 24-69R
Palatka Municipal Airport, Palatka, Florida
Construction Administration, Periodic Construction Monitoring & Observation,
and Grants Administration Assistance

PASSERO ASSOCIATES (PA) agrees to perform the following services, in accordance with the terms and conditions of this Work Order and the Master Consulting Services Agreement with the City of Palatka, dated May 24, 2024, of which all terms and conditions are incorporated herein by reference, and Schedule C – Required Federal Contract Provisions.

Project Location: Palatka Municipal Airport, Palatka, Florida.

Project Description: The project consists of airport obstruction tree removal within the approach to runways 9, 27, and 35.

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

Scope of Special Services: Not Applicable.

Client Manager: Yul McNair, Airport Manager.

PA Program Manager: Matt Singletary, P.E.

PA Project Manager: Matt Singletary, P.E.

<u>Basic Services Compensation & Method of Payment:</u>	Lump Sum (Not-to-Exceed)	\$ 34,800.00
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<u>Special Services Compensation & Method of Payment:</u>	(ERS – Wetland Permitting)	\$ 5,000.00
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<u>Total Project Cost:</u>	Lump Sum (Not-to-Exceed)	\$ 39,800.00
----------------------------	--------------------------	--------------

Schedule: As presented and assigned by the City.

Meetings: Final Inspection Meeting, and as requested and assigned by the City.

**Note: Contract
increased by \$5,000.00**

Deliverables:

1. Construction-phase, project administration services.
2. Periodic observation and on-site monitoring of contractor progress.
3. Project and Grant Closeout Documents.

"Consultant"
Passero Associates, LLC

"Client"
City of Palatka, Florida

BY: _____

BY: _____

Bradley J. Wente, P.E.
Typed Name

Marcia Carty
Typed Name

Title: Vice President

Title: City Manager

ATTEST:

ATTEST:

BY: _____

BY: _____

Angela Witt, Contracts/Grants Administrator
Name, Title

Name, Title

Date: _____

Date: _____

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

I. Project Description

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

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

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

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

II. Basic Services

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

A. Construction Administration and Periodic Construction Monitoring and Observation

Passero will provide the following basic services (construction administration for construction duration (120 calendar days), plus pre-construction services (30+ calendar days) and closeout services (30+ calendar days)) to assist the Client with the construction administration phase of the project.

The Consultant shall provide construction administration support by an engineer, inspector and supporting professional staff that will:

1. Assist the Client in managing the technical and administrative components of the project.
2. Provide periodic updates to the Client, as requested throughout the life of the project.
3. Provide consultation and advice to the Client during construction, including attending a pre-construction conference, attendance at construction coordination meetings and other meetings required during the course of construction. Prepare, review, and distribute minutes of these meetings, if applicable.
4. Review contractor submittals, such as construction schedules and phasing schedules, shop drawings, product data, catalog cuts, and samples, for conformance with the construction contract requirements.
5. Review, with the Client, alternative construction methods proposed by the contractor.
6. Review and process supplemental drawings and change orders necessary to properly execute the work within the intended scope and to accommodate changed field conditions.
7. Interpret the requirements of the contract documents for the Client.
8. Review and furnish the Client one reproducible set of the record drawings (to be completed by the contractor) for the completed project.
9. Participate in the pre-final and final inspections of the completed project with Client and the contractor.

B. Construction Observation Phase

This Phase is field based. The Consultant will be providing periodic monitoring and observation services on the construction site. Periodic observation services include two 8-hour days per week over the 120-day project duration (35 days total). Please note that exact time spent per week may fluctuate based on the criticality of the work activities being performed at that time. The Consultant shall assist the Client by providing the following services:

In the construction observation phase, the Consultant shall provide on-site monitoring of construction procedures by a part-time Resident Inspector and supporting staff who will:

1. Conduct on-site observations and monitor the construction activities to assess compliance with the intent of the design.
2. Report regularly to the Client pertaining to the construction progress and, based on on-site observations, its compliance to the project plans and specifications.
3. Review the construction schedule prepared by the contractor for compliance with the contract and give written advice to the Client concerning its acceptability.
4. Attend, conduct, and prepare meeting minutes for pre-construction conference, pre-paving conference, bi-weekly construction progress meetings, and any other special meetings as needed or required.
5. Review the Contractor's Quality Control Plan for conformance with Contract requirements. Verify that material testing required by the Contract Documents is performed and documented. Coordinate Quality Assurance (Owner's) material testing.
6. Provide a written field report with photographs for all site visits performed and maintain a project record documenting construction activities observed.
7. Measure, compute or check quantities of work performed and quantities of materials in-place for use in the preparation of the Contractor's progress and final payment applications.
8. Prepare, review and approve monthly and final payments to the contractor.
9. Develop and confirm final punch list completion.
10. Compile all testing results, reports and records required for project closeout.
11. Assist Client with the Project Closeout.

C. Grants Administration Assistance

1. Assist in the preparation of reimbursement request package, coordination of execution by City, and submissions to the FDOT.
2. Assist City in compiling and submitting necessary project reports and closeout documents required by the FDOT.
3. Serve as liaison for the City with FDOT, as needed.

D. Meetings and Deliverables

1. Passero Associates will prepare for and attend the following meetings:
 - Pre-Construction Meeting
 - Periodic Construction Progress Meetings
 - Pre-Final and Final Construction Inspection Walk-Through Meetings
2. Passero Associates will provide the following deliverables to the Client:
 - Periodic Progress Reports
 - Project Closeout Documents

D. Clarification of Responsibility

The Client acknowledges that the Contractor, in accordance with the Contract Documents, is solely responsible for the completion of the Project in a quality and timely manner. Passero Associates' (Consultant's) construction-phase work tasks for the Project are limited to those specified in this Scope of Work.

The Client acknowledges that at no time will Passero Associates' responsibilities include supervision or direction of the actual work by the Contractor or its employees, subcontractors or suppliers.

The Client acknowledges that the Contractor is aware that neither the approval of contractor shop drawings nor the presence of Passero field representatives nor the observation of the work by Passero representatives shall excuse the Contractor in any way from defects discovered in the Work.

The Client acknowledges that the Contractor is responsible for project site safety. Passero staff will not control, direct or be responsible for construction means, methods, techniques, sequences (other than specified in the Construction Phasing Plan) or procedures in connection with the Contractor's work.

If construction extends the anticipated completion date, a supplemental Work Order to extend Passero Associates' services may be required.

III. Special Services

- A. Wetland Permitting by Environmental Resource Solutions. The following amendment to the wetland permitting scope of work is included with Amendment 1. Task 3 was modified to obtain an Approved Jurisdictional Determination (AJD) from the U.S. Army Corps of Engineers (USACE) for wetlands and surface waters in the vicinity of eastern end of Runway 35. This task has required additional site visits to document flow conditions in the ditch south of Runway 35 that potentially provides a jurisdictional connection to a wetland east of the runway. Additionally, this effort has required multiple RAI responses and additional information submittals to USACE. An additional site visit with USACE is anticipated. See attached revised proposal from ERS.

IV. Other Considerations

- A. Additional Services that may be required during the life of the project (90 calendar days), shall be performed, as agreed upon by the City and Consultant, and as approved, in writing, by the City, with concurrence from FDOT, prior to such services being rendered or performed.
- B. The City is responsible for providing complete and thorough data in a timely fashion as requested by Passero, including all necessary data from City archives. Passero shall have the right to rely on this data and Passero is not responsible for data that is not provided for in the course of this Agreement.

END OF SCOPE OF WORK



SES Environmental Resource Solutions LLC

23 May 2025

Mr. Matt Singletary, P.E.
Passero Associates
4730 Casa Cola Way, Suite 200
St. Augustine, FL 32095

**RE: Palatka Municipal Airport- Runway Safety Zones (Additional Services)
Putnam County, Florida
Proposal/Contract for Services
ERS Proposal No. P260064**

Dear Mr. Singletary:

SES Environmental Resource Solutions LLC (ERS) is pleased to provide Passero Associates (Client) with this proposal/contract for additional services related to the U.S. Army Corps of Engineers (USACE) Approved Jurisdictional Determination (AJD) for the above referenced project located at the Palatka-Kay Larkin Airport property in Putnam County, Florida.

Please feel free to contact me with any questions.

Sincerely,

SES ENVIRONMENTAL RESOURCE SOLUTIONS LLC

Patrick Pierce
Senior Project Manager

Attachment: Proposal/Contract for Services
General Terms and Conditions

PCP/P260064 Palatka Airport Safety Zones Add On

PROPOSAL/CONTRACT
Prepared for:
Mr. Matt Singletary, P.E.
Passero Associates
4730 Casa Cola Way, Suite 200
St. Augustine, FL 32095
23 May 2025

RE: Palatka Municipal Airport- Runway Safety Zones (Additional Services)
Putnam County, Florida
Proposal/Contract for Services
ERS Proposal No. P260064

Scope of Services

Task 1 – Wetland Delineation- Runway 35.

Task 1 – Fixed Fee..... Completed

Task 2 – State Environmental Resource Permitting, Chapter 62-330, F.A.C.- Runways 9 and 35.

Task 2 – Not to Exceed.....Completed

Task 3 – Federal Clean Water Act Section 404 Permitting- Runways 9 and 35. ERS will prepare all necessary documentation and graphics required for submittal of a federal Clean Water Act Section 404 permit application for clearing or fill impacts necessary to expand runway object-free safety zones south of Runway 35 and south and west of Runway 9. This task includes assisting the client with permit application preparation, mitigation plan preparation, conservation easement and mitigation bank coordination (as needed), responses to agency Requests for Additional Information, and ERS attendance at meetings with the regulatory agency as needed. ERS will require final plans in AutoCAD format prior to initiating permit application preparation.

Modification: Task 3 was modified to obtain an Approved Jurisdictional Determination (AJD) from the U.S. Army Corps of Engineers (USACE) for wetlands and surface waters in the vicinity of eastern end of Runway 35. This task has required additional site visits to document flow conditions in the ditch south of Runway 35 that potentially provides a jurisdictional connection to a wetland east of the runway. Additionally, this effort has required multiple RAI responses and additional information submittals to USACE. An additional site visit with USACE is anticipated.

Task 3 –	Original Not to Exceed Amount.....	\$8,500.00
	Proposed Modification.....	\$5,000.00
	Revised Not to Exceed Amount.....	\$13,500.00

ADOPT RESOLUTION 2025-R-112 authorizing Passero Associates work order #25-67F in an amount not to exceed \$95,000 for the final design and bidding for Phase 1 of the Taxiway "E" project at Kay Larkin Airport. 100% grant funded.

Application Request:

Approval of Resolution No. 2025-R-112, authorizing the execution of Passero Associates Work Order #25-67F in an amount not to exceed \$95,000 for the final design and bidding for Phase 1 of Taxiway "E."

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

Passero Associates was selected as one of the short-listed firms for non-exclusive Continuing Services Contracts and executed a renewal of that contract on May 24, 2024. Under this agreement, Passero has submitted Work Order #25-67F to perform professional services related to the final design and bidding process for Phase 1 of Taxiway "E."

The project is part of the City's ongoing improvements to airport infrastructure to ensure safe and efficient operations.

PROJECT ANALYSIS

The proposed work order provides funding for the design and bidding services necessary to move forward with Phase 1 of Taxiway "E." These services include preparation of final design documents, bid specifications, and coordination of the bidding process. The not-to-exceed amount of \$95,000 is consistent with the scope of services and project requirements.

This work is an essential step in advancing the project toward construction, ensuring regulatory compliance, and maintaining alignment with the City's long-term airport development plan.

Staff Recommendation

Adopt Resolution.

ATTACHMENTS

1.	WO 2025-67F
2.	Resolution 2025-R-112



Palatka Municipal Airport

Phase 1 - Final Design & Bidding for Taxiway E

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. Taxiway E 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 Program Manager: Andrew Holesko, CM

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

Bradley J. Wente
Typed Name

Title: Vice President / Southeast Services Director

ATTEST:

BY: Angela A. Witt
Angela Witt, Grants/Contracts Administrator
Name, Title

July 9, 2025
Date

"Client"
City of Palatka, Florida

BY: _____

Marcia G. Carty
Typed Name

Title: City Manager

ATTEST:

BY: _____

Name, Title

Date

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

RESOLUTION No. 2025-R-112

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE EXECUTION OF PASSERO ASSOCIATES WORK ORDER # 25-67F IN AN AMOUNT NOT TO EXCEED \$95,000.00 FOR THE FINAL DESIGN AND BIDDING FOR PHASE 1 OF TAXIWAY “E” (PROJECT); PROVIDING FOR SCRIVENER’S ERRORS

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

WHEREAS, Passero Associates, has proposed work order # 25-67f in an amount not to exceed \$95,000 for the final design and bidding for Phase 1 of Taxiway “E”; and

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

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

1. That the City Manager and City Clerk and their successors are hereby authorized to execute and attest Passero & Associates Work Order 25-67F in an amount not to exceed \$95,000 for the **Project**.
2. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this Resolution. A corrected copy shall be posted in the public record by the City Clerk.
3. the City Manager is hereby authorized to sign requests for Contract Time Extensions, as well as execute Assurances, Certifications, and all other documents as may be required in support of the project; and

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida on this 28th day of August 2025.

CITY OF PALATKA

By: Its MAYOR

ATTEST:

CITY CLERK

**APPROVED AS TO FORM
AND CORRECTNESS:**

CITY ATTORNEY

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Applicant seeks lien release for \$14,650.00 lien. The property is in compliance and Code case #2023-093 is closed.

BACKGROUND

Violations for rotten & weakened wood, mold & mildew.

PROJECT ANALYSIS

Fla. Stat. 162.09 establishes that a lien resulting from a fine imposed pursuant to this section is granted in favor of the local governing body. It is the governing body that has the power to determine whether the lien has been satisfied and that may execute the legal satisfaction or release of lien.

Staff Recommendation

Approve the release of lien.

ATTACHMENTS

1.	Kirat lien
2.	Kirat Lien Reduction application
3.	Release of Lien 102 N 19th Street Kirat LLC

**CODE ENFORCEMENT BOARD OF THE
CITY OF PALATKA, FLORIDA**

CITY OF PALATKA, Petitioner,

COMPLAINT NO. 2023-093

vs

KIRAT LLC , Respondent(s)

FINDING OF FACT, CONCLUSIONS OF LAW AND ORDER

THIS CAUSE having come before the Special Magistrate for public hearing on October 15, 2024, after due notice to the Respondent; and, the Code Enforcement Officer having received sworn testimony and evidence at said hearing; it is now,

DETERMINED THAT:

I. FINDINGS OF FACT AND CONCLUSIONS OF LAW:

- a) The Respondent(s) is the owner of the property described as 102 N. 19th Street Palatka, Florida 32177, Putnam County Tax parcel number 37-10-26-6850-3560-0000, located within the City of Palatka, Putnam County, Florida.
- b) Conditions at the property at issue constituted violations of Municipal Code City of Palatka, Florida Section 30-169 Building fronts and sides abutting streets or public area.
Description: Rotten/weakened wood
Florida Section 30-169 Building fronts and sides abutting streets or public area.
Description: Mold and Mildew
- c) The Respondent(s) was previously notified of the above-described code violations but failed to correct the violations prior to the hearing at which this matter was considered.

IT IS ACCORDINGLY ORDERED THAT:

II. ORDER:

- a) The Respondent(s) had until the 02nd day of June 2023 violations described above on or before the 02nd day of June 2023 to have said conditions corrected. The violations were not corrected and a fine of \$25.00 per day was hereby assessed and levied on the above-described property.
- b) Administrative costs total to date are \$14,650.00.
- c) The fine described in paragraph a), as well as the costs described in paragraph b), shall constitute a lien upon the property described herein when this document is recorded within the official records of Putnam County, Florida.
- d) This Order shall be recorded in the public records of Putnam County. Such recording shall establish a lien against the following property (provide address, PIN and legal description) and against any other real or personal property owned by the Respondent.

DONE AND ORDERED this 15th day of October 2024, at Palatka, Putnam County, Florida.

SPECIAL MAGISTRATE FOR THE CITY OF PALATKA, FLORIDA

BY



Ronald Brown, Esq.

Ronald Brown
Special Magistrate



Marcia Carty
City Manager

Lorenzo Aghemo
Planning Director

Jane West, Esq.
City Attorney

Christy Lowe
Code Compliance Coordinator

RECEIVED
8-14-25
C. Lowe

Special Magistrate Hearing meeting 3rd Tuesday
of each month at 1.30 p.m.

APPLICATION FOR LIEN REDUCTION

*Note, property MUST be in compliance. A lien reduction will not be processed unless all violations are in compliance. Do not submit an application for lien reduction if code violations still exist.

Date of request: 08-14-25 Case #: 2023-093

Applications must be submitted no less than fifteen (15) days prior to the next regularly scheduled Special Magistrate hearing. Special Magistrate hearings are held on the third Tuesday of every month.

Applicant information:

Requestor: GURPREET SINGH

Affiliation with property:

(i.e.: owner, broker, etc.) OWNER

Address where correspondence should be sent:

323 Saint Johns Forest Blvd

Saint Johns FL 32259

City State Zip Code

Phone Number: 201-208-4363

E-mail address: GSINGHM36@yahoo.com

Property information:

Property address:

102 N. 19TH ST

Palatka FL 32177

City State Zip Code

Parcel Identification Number: 37.10.26.6850.3560.0000

Is the property vacant: Yes No If yes, for how long?

Full Name of Owner:

GURPREET SINGH KIRAT LLC

If you are not the owner, attach authorization to be acting on behalf of the owner to this application.

1. Is property currently owned by a bank or a trust? Yes ☐ No ☒

Name of Bank/Trust: _____

2. Does the bank/trust have interest in other properties? Yes ☐ No ☒

3. Was the property that is subject of this request foreclosed? Yes ☐ No ☒

4. Is this property the subject of bankruptcy? Yes ☐ No ☒ (If yes, attach judgment)

5. Was this property acquired through a tax deed? Yes ☐ No ☒

6. Are there any liens, other than the City of Palatka's lien(s), on this property? Yes ☐ No ☒ (If yes, attach liens)

7. Is this property under contract to be sold? Yes ☐ No ☒ (If yes, what is the estimated closing date? _____.)

*Note: There are no assurances the settlement process will be able to meet your closing timeframe. Please allow sufficient time for the lien settlement process.

8. Does the applicant own other property in the City of Palatka? Yes ☒ No ☐
If yes, are there active code enforcement cases or liens on any of those properties? Yes ☐ No ☒

9. Has the applicant previously requested a lien reduction on this property or another property in the City of Palatka? Yes ☐ No ☒

10. Is the applicant the owner of the property when the lien was placed on the property? Yes ☒ No ☐

If not, did the applicant have knowledge of the lien prior to taking title to the property? Yes ☐ No ☐ If no, explain why: _____

11. What was the approximate cost of correcting the violation(s)? \$ 13250

12. What is the tax assessed value of the property? \$ 1,037,370

FINE AMOUNT DUE as of the date of the application for lien reduction: \$ 14,650.00

Daily fine (if applicable): \$ 0

Please describe your situation: (Include any factors such as economic, physical, mental, that may demonstrate a hardship. You may attach any additional documents for consideration)

We have few units in plaza that are empty. We had
major issue with homeless. We have paid someone to rent and
we have spent a lot to bring it back to live code. This is our
first ever request for lien waiver or reduction.

Under penalty of perjury, the undersigned swears or affirms that the information provided in this application is true and correct; and further acknowledges that I was given an opportunity to ask questions regarding the procedures.

[Signature]

Applicant's Signature

Date: 08-14-25

State of Florida
County of Putnam

The foregoing was sworn and subscribed before me on this 14 day of August, 2025, by Chirpreet Singh, who is personally known to me/or who has produced DL. as identification and appeared before me at the time of notarization.

Notary
Seal



[Signature]
Notary Public Signature

Melissa Dreyer
Notary Public – print name

Real Estate Details

[Back](#)[Print Bill](#)[Sign Up for Email Alerts](#)

PROPERTY DETAIL					
KIRAT LLC 323 ST JOHNS FOREST BLVD ST JOHNS, FL 32259 REAL ESTATE PROPERTY ID #: 37-10-26-6850-3560-0000 TAX YEAR: 2024 ▼					
PROPERTY ADDRESS: 102 N 19TH ST PALATKA STATUS: Paid					
LEGAL DESCRIPTION: DICKS MAP OF PALATKA MB2 P46, BLK 356 LYING S'LY OF HWY 17, + E'LY OF MOSELEY AVE (EX, OR437 P156) ALSO THAT PART OF, CLOSED ST JOHNS AVE OR1124, P1835 (MAP SHEET 1/37) PRIOR YEARS DUE:					
Market Value:					1,037,370
Assessed Value:					1,037,370
EXEMPTIONS:					
EI CORRECTION:					
AD VALOREM TAX:					
Taxing Authority	Assessed Value	Exemptions	Taxable Value	Millage Rate	Taxes Levied
PUTNAM COUNTY GENERAL FUND	762,960.00	0.00	762,960.00	8.8441	6,747.69
SCHOOL LOCAL REQUIRED EFFORT	1,037,370.00	0.00	1,037,370.00	3.0330	3,146.34
SCHOOL DISTRICT DISCRETIONARY	1,037,370.00	0.00	1,037,370.00	0.7480	775.95
SCHOOL DISTRICT CAPITAL OUTLAY	1,037,370.00	0.00	1,037,370.00	1.5000	1,556.06
VOTED DISTRICT SCHOOL DEBT	1,037,370.00	0.00	1,037,370.00	0.8490	880.73
ST. JOHNS RIVER WATER MGMT	762,960.00	0.00	762,960.00	0.1793	136.80
CITY OF PALATKA	762,960.00	0.00	762,960.00	6.4000	4,882.94
TOTAL AD VALOREM TAX:					21.553400 \$18,126.51
NON AD VALOREM TAX:					
Code	Fund				Amount
PAFT	PALATKA FIRE PROTECTION				1,530.37
TOTAL NON-AD VALOREM TAX:					
GROSS TAX:					\$19,656.88
TOTAL:					\$19,656.88
PAYMENTS:					
Posted	Receipt	Paid By	Amount	Action	
01/30/2025	N01302025P018215	Youngeeta Singh	19,263.74	receipt (editPayment2.action? action=receipt&masterPaymentId=3245630) summary (editPayment2.action? action=receiptSummary&masterPaymentId=3245630) ^	

REFUND

Posted

Refund Amount

Nothing found to display.

Allow 4 to 6 weeks from date posted for processing. If not received after 6 weeks contact the Putnam County Tax Collectors office.

Allow 4 to 6 weeks from date posted for processing. If not received after 6 weeks contact the Putnam County Tax Collector's office.

ESCROW CODE:

NAME:

ADDRESS:

Contact Info:

TABLE OF CONTENTS

- Home (<https://www.putnamtax.com/>)
- Property Search ([editPropertySearch2.action?action=list](#))
- Address Change ([AddressChangeInfo_rwd2_PUTNAM.jsp](#))
- Clerk of Court (<http://www.putnam-fl.com/coc/>)
- Property Appraiser (<https://apps.putnam-fl.com/pa/property/?type=api&parcel=37-10-26-6850-3560-0000>)
- Portfolio Login ([../ptaxweb/editWebLogin2.action?action=login](#))
- Portfolio Register ([../ptaxweb/editPortfolioRegistration2.action?action=registerOne](#))
- Manage Portfolio Info ([../ptaxweb/editPortfolioRegistration2.action?action=updatePortfolio](#))
- Portfolio Group Maintenance ([../ptaxweb/editPortfolioGroup2.action?action=groupMaintenance](#))
- Property Portfolio Help ([../ptaxweb/Portfolio_help_rwd2.jsp](#))
- General Information ([../ptaxweb/Help_GeneralInfo_rwd2_PUTNAM.jsp](#))
- Property Search Help ([../ptaxweb/Help_PropertySearch_rwd2.jsp](#))
- About Property Tax ([../ptaxweb/Help_AboutPropertyTax_rwd2_PUTNAM.jsp](#))
- How To Search and Pay Taxes Online ([../ptaxweb/Help_PayTaxesOnline_mctc_rwd2.jsp](#))
- Apply for Installment Option (<https://ptax.putnam-fl.com/ptaxweb/editInstallmentRequest2.action?action=submitInstallmentRequest>)
- Email Property Tax Question ([../editComment2.action?action=submitComment](#))

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Prepared by and return to:
Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177

RELEASE OF LIEN

THE CITY OF PALATKA, a political subdivision of the State of Florida, hereby fully releases that obligation imposed by Code Enforcement Complaint No. 2023-093, recorded at Official Record Book 1783, Page 322 on October 29, 2024.

In consideration of funds received by the City of Palatka, receipt of which is acknowledged, the City of Palatka releases this property, and all other property encumbered by this lien pursuant to Fla. Stat. 162.09. The lien in the amount is hereby deemed fully satisfied and released.

Description of Property:
Owner: Kirat, LLC
Address: 102 N. 19th Street, Palatka, Florida
Parcel No.: 37-10-26-6850-3560-0000

DATED THIS 28th day of August 2025.

CITY OF PALATKA

BY: _____
ROBERTA M. CORREA
Mayor

ATTEST:

City Clerk

Lien Reduction - 1122 Bronson Street - John Kastner - Foreclosure settlement
Address: 1122 Bronson Street
Parcel No.:42-10-27-6850-1970-0100
Applicant: John Kastner

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Application to reduce code enforcement lien on 1122 Bronson Street

BACKGROUND

Kastner owns and possesses the following described non-homestead property: 1122 Bronson Street, Palatka, Florida. Parcel number: 42-10-27-6850-1970-0100, legally described as follows: Lots 1, 2, and 7 of Block 198, according to CAMPBELL'S MAP of the CITY OF PALATKA, according to copy of said map on file in the Office of the Clerk of the Circuit Court of Putnam County; and Lots 1 and 4 of Block 197, according to a copy of DICK'S MAP of the CITY OF PALATKA, on file in the Office of the Clerk of the Circuit Court of Putnam County; and Lots 1,2,3,4,and 5 of PERKIN'S SUBDIVISION of the South half of Block 197 of the CITY OF PALATKA, as per plat thereof recorded in Map Book 1, Page 114, of the Public Records of Putnam County, Florida.

Kastner owns the Property by virtue of a Warranty Deed, dated October 19, 2018, and recorded at Official Record Book 1522, Page 1876 of the Public Records of Putnam County, Florida. Kastner failed to maintain the Property resulting in the imposition of a municipal lien.

On January 18, 2022, Special Magistrate for the City of Palatka, Ronald Brown, Esq., conducted a public hearing after due notice to the Defendant was properly provided. The Special Magistrate, serving as the Code Enforcement Board for the City of Palatka issued findings of fact and conclusions of law. Kastner was found to have violated multiple sections of the Municipal Code of the City of Palatka. These included the prohibited condition and public nuisance – overgrown grass, Section 30-169. Building fronts and sides abutting streets or public areas have mold and mildew, Section 30-32(a). Roofing issues per section 30-32(a) and Section 30-32(a) Prohibited conditions and public nuisances: junk, trash and debris.

Kastner was ordered to correct the code violations within thirty (60) days, on or before March 21, 2022. If conditions were not corrected, effective March 22, 2022, fines in the amount of \$100.00 per day were to be assessed and levied on the Property. In addition, the Order provided for administrative costs to be assessed after the Property is brought into compliance.

The property has been deemed an imminent public health threat according to Section 30-32 of the City Code. A parcel of land becomes an imminent public health threat when the conditions have deteriorated such that one or more violations have occurred which have led or will lead to the property threatening or endangering the public health, safety, or welfare of city residents, and one that creates a safe harbor for illegal activity in the area. As of February 17, 2025, the outstanding principal sum of \$89,300.00, with fines accruing in the amount of \$100.00 per day

The City sued to foreclose on the code enforcement lien in February 2025. Kastner and his family have made attempts to address the code violation and bring the property into compliance; however, Kastner acknowledges that he cannot keep up with the property.

Kaster listed the property for sale and it currently has a buyer. A closing is anticipated to occur on October 10, 2025.

PROJECT ANALYSIS

Staff Recommendation

It is staff's recommendation that the code enforcement lien be reduced to facilitate the sale of the property to new owners.

ATTACHMENTS

1.	1122 Bronson Street Lien Reduction Packet
2.	Release of Lien 1122 Bronson Street - John Kastner
3.	Complaint

Ronald Brown
Special Magistrate



Marcia Carty
City Manager

Lorenzo Aghemo
Planning Director

Jane West, Esq.
City Attorney

Christy Lowe
Code Compliance Coordinator

RECEIVED
C. Lowe
7/17/25

Special Magistrate Hearing meeting 3rd Tuesday
of each month at 1.30 p.m.

APPLICATION FOR LIEN REDUCTION

*Note, property MUST be in compliance. A lien reduction will not be processed unless all violations are in compliance. Do not submit an application for lien reduction if code violations still exist.

Date of request: 7/10/2025 Case #: _____

Applications must be submitted no less than fifteen (15) days prior to the next regularly scheduled Special Magistrate hearing. Special Magistrate hearings are held on the third Tuesday of every month.

Applicant information:

Requestor: John Kastner

Affiliation with property:
(i.e.: owner, broker, etc.) Owner

Address where correspondence should be sent:

P.O. Box 1984, Bunnell, FL 32110

City _____ State _____ Zip Code _____

Phone Number: 386 931 2849 / 386 931 3990

E-mail address: taylor.zammit@johnsfamousautoparts.com

Property information:

Property address: 1122 Bronson St

Palatka _____ FL _____

City _____ State _____ Zip Code _____

Parcel Identification Number: 42-10-27-6850-1970-0100

Is the property vacant: ☒ Yes ☐ No If yes, for how long? 10/2018

Full Name of Owner: John George Kastner

If you are not the owner, attach authorization to be acting on behalf of the owner to this application.

1. Is property currently owned by a bank or a trust? _____ Yes ☒ No

Name of Bank/Trust: _____

2. Does the bank/trust have interest in other properties? _____ Yes ☒ No

3. Was the property that is subject of this request foreclosed? _____ Yes ☒ No

4. Is this property the subject of bankruptcy? _____ Yes ☒ No (If yes, attach judgment)

5. Was this property acquired through a tax deed? _____ Yes ☒ No

6. Are there any liens, other than the City of Palatka's lien(s), on this property? _____ Yes ☒ No (If yes, attach liens)

7. Is this property under contract to be sold? ☒ Yes _____ No (If yes, what is the estimated closing date? 10/10/2025.)

*Note: There are no assurances the settlement process will be able to meet your closing timeframe. Please allow sufficient time for the lien settlement process.

8. Does the applicant own other property in the City of Palatka? ☒ Yes _____ No

If yes, are there active code enforcement cases or liens on any of those properties? _____ Yes ☒ No

9. Has the applicant previously requested a lien reduction on this property or another property in the City of Palatka? _____ Yes ☒ No

10. Is the applicant the owner of the property when the lien was placed on the property? ☒ Yes _____ No

If not, did the applicant have knowledge of the lien prior to taking title to the property? _____ Yes _____ No. If no, explain why: _____

11. What was the approximate cost of correcting the violation(s)? \$ _____

12. What is the tax assessed value of the property? \$ _____

FINE AMOUNT DUE as of the date of the application for lien reduction: \$ _____

Daily fine (if applicable): \$ _____

Please describe your situation: (Include any factors such as economic, physical, mental, that may demonstrate a hardship. You may attach any additional documents for consideration)

I've taken on more than I can handle and
couldn't find the proper help to bring the property
to code satisfactorily.

Under penalty of perjury, the undersigned swears or affirms that the information provided in this application is true and correct; and further acknowledges that I was given an opportunity to ask questions regarding the procedures.

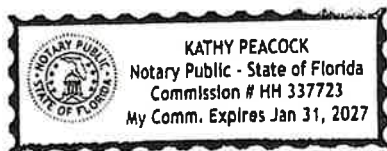
John Kestner
Applicant's Signature

Date: 7/16/25

State of Florida
County of Putnam

The foregoing was sworn and subscribed before me on this 16th day of July, 2025 by John Kestner, who is personally known to me/or who has produced Florida CDL License as identification and appeared before me at the time of notarization.

Notary
Seal



Kathy Peacock
Notary Public Signature
Kathy Peacock
Notary Public - print name

Prepared by and return to:
Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177

RELEASE OF LIEN

THE CITY OF PALATKA, a political subdivision of the State of Florida, hereby fully releases that obligation imposed by Code Enforcement Complaint No. 2023-093, recorded at Official Record Book 1522, Page 1876 on January 25, 2022.

In consideration of funds received by the City of Palatka, receipt of which is acknowledged, the City of Palatka releases this property, and all other property encumbered by this lien pursuant to Fla. Stat. 162.09. The lien in the amount is hereby deemed fully satisfied and released.

Description of Property:
Owner: John Kastner
Address: 1122 Bronson Street, Palatka, Florida
Parcel No.: 42-10-27-6850-1970-0100

DATED THIS 28th day of August, 2025.

CITY OF PALATKA

BY: _____
ROBERTA M. CORREA
Mayor

ATTEST:

City Clerk

IN THE CIRCUIT COURT OF THE SEVENTH JUDICIAL CIRCUIT
IN AND FOR PUTNAM COUNTY, FLORIDA

CITY OF PALATKA,
Plaintiff,

CASE NO.:

vs.

JOHN G. KASTNER,
Defendant.

VERIFIED COMPLAINT TO FORECLOSE

Plaintiff, City of Palatka, a Florida political subdivision, by and through undersigned counsel, hereby sues John G. Kastner ("Kastner"), and alleges as follows:

1. Defendant owns and possesses the following described non-homestead property: 1122 Bronson Street, Palatka, Florida. Parcel numbers: 42-10-27-6850-1970-0100 and 42-10-27-6850-1980-0100, located within the City of Palatka, Putnam, Florida (the "Property"), legally described as follows:

Lots 1, 2, and 7 of Block 198, according to CAMPBELL'S MAP of the CITY OF PALATKA, according to copy of said map on file in the Office of the Clerk of the Circuit Court of Putnam County; and Lots 1 and 4 of Block 197, according to a copy of DICK'S MAP of the CITY OF PALATKA, on file in the Office of the Clerk of the Circuit Court of Putnam County; and Lots 1,2,3,4, and 5 of PERKIN'S SUBDIVISION of the South half of Block 197 of the CITY OF PALATKA, as per plat thereof recorded in Map Book 1, Page 114, of the Public Records of Putnam County, Florida.
2. Kastner owns the Property by virtue of a Warranty Deed, dated October 19, 2018, and recorded at Official Record Book 1522, Page 1876 of the Public Records of Putnam County, Florida, which conveyed both parcel numbers from the grantor to Kastner. See attached Exhibit A.
3. The failure to maintain the Property has eroded the Property's condition resulting in the imposition of a municipal lien.

City of Palatka v. Kastner

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NATURE OF CLAIM, JURISDICTION, AND VENUE

4. This is an action to foreclose all liens owned and held by the City of Palatka.
5. This Court has subject-matter jurisdiction over this action pursuant to Fla. Stat. 26.012.
6. Venue is proper because the real property is located in Putnam County and because the events complained of occurred in Putnam County.

COUNT I – FORECLOSURE OF MUNICIPAL LIENS IMPOSED AGAINST THE PROPERTY

7. This is an action to foreclose municipal liens imposed against the Property.
8. Pursuant to Fla. Stat. 162.09, Plaintiff is authorized to foreclose the code enforcement lien because it has been more than three (3) months since the Order was recorded and the undersigned City Attorney is authorized to foreclose on the lien.
9. Plaintiff is the owner and holder of the municipal liens imposed against the Property.
10. The municipal lien is recorded in the Official Records of Putnam County at Official Record Book 1522, Page 1876. A copy of which is attached as Exhibit B.
11. On January 18, 2022, Special Magistrate for the City of Palatka, Ronald Brown, Esq., conducted a public hearing after due notice to the Defendant was properly provided.
12. The Special Magistrate, serving as the Code Enforcement Board for the City of Palatka issued findings of fact and conclusions of law.
13. The Defendant was found to have violated multiple sections of the Municipal Code of the City of Palatka. These included the prohibited condition and public nuisance – overgrown grass, Section 30-169. Building fronts and sides abutting streets or public areas have mold and mildew, Section 30-32(a). Roofing issues per section 30-32(a) and Section 30-32(a) Prohibited conditions and public nuisances: junk, trash and debris.
14. The Defendant was ordered to correct the code violations within thirty (60) days, on or before March 21, 2022. If conditions were not corrected, effective March 22, 2022, fines in the amount of \$100.00 per day were to be assessed and levied on the Property. In

City of Palatka v. Kastner

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addition, the Order provided for administrative costs to be assessed after the Property is brought into compliance.

15. The Property remains out of compliance with the provisions of the City of Palatka Municipal Code to this day.
16. The property has been deemed an imminent public health threat according to Section 30-32 of the City Code. A parcel of land becomes an imminent public health threat when the conditions have deteriorated such that one or more violations have occurred which have led or will lead to the property threatening or endangering the public health, safety, or welfare of city residents, and one that creates a safe harbor for illegal activity in the area. See Exhibit C.
17. Defendant has failed to remedy the situation.
18. Defendant has failed to pay the fine imposed and has failed to correct the code violations.
19. Principal and interest balance are due on the municipal liens imposed against the Property, plus attorney's fees, late charges, costs and title search expenses.
20. The Property is not homesteaded property afforded the protection of Article X, Section 4 of the Florida Constitution.
21. There have been no payments on the municipal lien.
22. Plaintiff has complied with all conditions precedent to the filing of this lawsuit or those conditions have been waived.
23. Pursuant to Fla. Stat. 162.09, Plaintiff is authorized to foreclose on the code enforcement lien because it has been more than three (3) months since the Order was recorded and the undersigned City Attorney has been authorized to foreclose on the lien.
24. As of February 17, 2025, Defendant owes Plaintiff the outstanding principal sum of \$89,300.00, which shall continue to accrue fines in the amount of \$100.00 per day until a

judgment is entered or Defendant remedies the violations, together with all costs and attorney fees incurred by Plaintiff as a result of Defendant's violations.

25. The interests of Defendant, John G. Kastner, in the Property are subject, subordinate and inferior to the right, title, interest and lien of Plaintiff.

WHEREFORE, Plaintiff demands damages, attorney fees, and the costs of this action and;

- a. That the Court adjudge Plaintiff has a lien upon the Property for the amounts due under the Order, which are senior and superior to the claims of the Defendant;
- b. That the Court adjudge the full amount due Plaintiff;
- c. That the Court adjudge that if the amounts due Plaintiff are not paid within the time set by the Court, that the Property be sold to satisfy Plaintiff's claims;
- d. That the Court adjudge all claims, rights, title, interest or equities of Defendant, and any all persons claiming by, through, under or against Defendant since the filing of the Notice of Lis Pendens to be inferior to the line held by the Plaintiff, and the aforesaid interests to be foreclosed;
- e. Order that all proceeds of the foreclosure sale be used to direct payment of all unpaid municipal liens held by the Plaintiff;
- f. Order that all court costs, including reasonable attorney's fees and any additional relief that the court deems appropriate, be awarded to Plaintiff; and
- g. Retain jurisdiction to award such relief as the court may allow, including, the award of a deficiency against the owner of the Property at the time of the municipal lien.

Fla. R. Civ. P. 1.110(b) Verification

Under penalty of perjury, I declare that I have read the foregoing Complaint, and the facts alleged therein are true and correct to the best of my knowledge and belief.

By: 
Name: Jane West
Title: City Attorney
Date: 2-17-25

City of Palatka v. Kastner

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DATED this 17th of February, 2025

CITY OF PALATKA

BY: 

Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177
(386)329-0100
(386)329-0106 (Fax)
FBN: 0159417
jwest@palatka-fl.com

City of Palatka v. Kastner

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Kastner\Foreclosure Complaint 2-10-25.docx



THIS INSTRUMENT PREPARED BY

J.J. Gullett

GULLETT TITLE, INC.

401 Saint Johns Avenue

Palatka, Florida 32177-4724

Our File No.: **G44713**

Property Appraisers Parcel Identification (Folio) Number: **42-10-27-6850-1970-0100**

[SPACE ABOVE THIS LINE FOR RECORDING DATA]

WARRANTY DEED

THIS WARRANTY DEED, made the **19th** day of **October, 2018** by **ABE'S FINEST MEATS, LLC, a Florida limited liability company**, whose post office address is 404 North Ingram Avenue, Lakeland, FL 33801 herein called the Grantor, to **JOHN G. KASTNER** whose post office address is 36 Winchester Road, Ormond Beach, FL 32174-2526, hereinafter called the Grantee:

(Wherever used herein the terms "Grantor" and "Grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

WITNESSETH: That the Grantor, for and in consideration of the sum of Forty Thousand and 00/100 (\$40,000.00) Dollars, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the Grantee all that certain land situate in Putnam County, State of Florida, viz.:

PARCEL 1:

Lot 2, Block 198, according to CAMPBELL'S MAP of the CITY OF PALATKA, according to copy of said map on file in the Office of the Clerk of the Circuit Court of Putnam County, Florida.

PARCEL 2:

Lots 1 and 7, of Block 198, DICK'S MAP of the CITY OF PALATKA, also described as Lots 1 and 7, Block 198, CAMPBELL'S MAP of said CITY OF PALATKA, according to copies of said maps on file in the Office of the Clerk of the Circuit Court of Putnam County, Florida.

PARCEL 3:

Lots 1 and 4, of Block 197, according to COPY of DICK'S MAP of the CITY OF PALATKA, on file in the Office of the Clerk of the Circuit Court of Putnam County, Florida.

ALSO:

Lots 1, 2, 3, 4 and 5, of PERKIN'S SUBDIVISION of the South half of Block 197 of the CITY OF PALATKA, as per plat thereof recorded in Map Book 1, Page 114, of the Public Records of Putnam County, Florida.

TOGETHER, with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

TO HAVE AND TO HOLD, the same in fee simple forever.

AND, the Grantor hereby covenants with said Grantee that the Grantor is lawfully seized of said land in fee simple; that the Grantor has good right and lawful authority to sell and convey said land, and hereby warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing subsequent to December 31, 2018.

IN WITNESS WHEREOF, the said Grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in the presence of:

Ceryl Frost
Witness #1 Signature
CHERYL FROST
Witness #1 Printed Name

Philip Whiting
Witness #2 Signature
PHILIP WHITING
Witness #2 Printed Name

ABE'S FINEST MEATS, LLC, a Florida limited liability company

By: [Signature]
JOHN M. SULLIVAN, Manager and Member of Management Committee

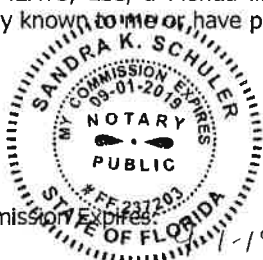
By: [Signature]
JOHN M. SATERBO, Manager and Member of Management Committee

**STATE OF FLORIDA
COUNTY OF PUTNAM**

The foregoing instrument was acknowledged before me this 19th day of October, 2018 by JOHN M. SULLIVAN and JOHN M. SATERBO, Managers and Members of Management Committee of ABE'S FINEST MEATS, LLC, a Florida limited liability company on behalf of the corporation. They are personally known to me or have produced a driver's license as identification.

SEAL

My Commission Expires: 1-19



[Signature]
Notary Signature
SANDRA SCHULER
Printed Notary Signature

IN WITNESS WHEREOF, the said Grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in the presence of:

**ABE'S FINEST MEATS, LLC, a Florida
limited liability company**

Ethan Chell Propp
Witness # 1 Signature

Ethan Chell Propp

Witness # 1 Printed Name

Amanda Gooch Guthrie
Witness # 2 Signature

Amanda Gooch Guthrie

Witness # 2 Printed Name

VIRGINIA

STATE OF _____

COUNTY OF Fairfax

The foregoing instrument was acknowledged before me this 19th day of October, 2018 by JERRY R. MULLINS, JR, Manager and Member of Management Committee of ABE'S FINEST MEATS, LLC, a Florida limited liability company on behalf of the corporation. He is personally known to me or have produced a driver's license as identification.

SEAL



My Commission Expires: 04/30/2022

Tiara Lashay Bryant
Notary Signature

Tiara Lashay Bryant
Printed Notary Signature

Notarized online using audio-video communication

Prepared by:
Erin Hewes, City of Palatka
205 N 2nd Street, Palatka, FL 32177

CODE ENFORCEMENT BOARD OF THE CITY OF
PALATKA, FLORIDA

CITY OF PALATKA, Petitioner,

COMPLAINT NO. 2021031

vs

KASTNER JOHN G , Respondent(s)

FINDING OF FACT, CONCLUSIONS OF LAW AND ORDER

THIS CAUSE having come before the Special Magistrate for public hearing on January 18, 2022, after due notice to the Respondent; and, the Code Enforcement Officer having received sworn testimony and evidence at said hearing; it is now,

DETERMINED THAT:

I. FINDINGS OF FACT AND CONCLUSIONS OF LAW:

- a) The Respondent(s) is the owner of property described as 1122 BRONSON ST, Putnam County Tax parcel number 42-10-27-6850-1970-0100, located within the City of Palatka, Putnam County, Florida.
- b) Conditions at the property at issue constituted violations of Municipal Code City of Palatka, Florida Section 30-32(a). Prohibited Conditions and Public Nuisances. Description: Overgrown grass. Municipal Code City of Palatka, Florida Section 30-169. Building fronts and sides abutting streets or public areas. Description: Mold and Mildew. Municipal Code City of Palatka, Florida Section 30-32(a). Prohibited Conditions and Public Nuisances. Description: Roofing. Municipal Code City of Palatka, Florida Section 30-32(a). Prohibited Conditions and Public Nuisances. Description: Trash, junk and debris.
- c) The Respondent(s) was previously notified of the above-described code violations but failed to correct the violations prior to the hearing at which this matter was considered.

IT IS ACCORDINGLY ORDERED THAT:

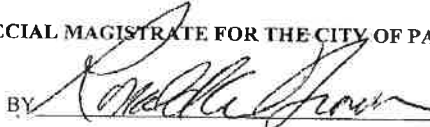
II. ORDER:

- a) The Respondent(s) shall correct the conditions which constitute the code violations described above on or before the 21st day of March, 2022, or if said conditions are not corrected, a fine in the amount of \$ 100.00 per day is hereby assessed and levied on the above-described property, effective on the 22nd day of March, 2022, to continue until the conditions are corrected.
- b) Administrative costs will be assessed after the property is brought into compliance.
- c) The fine described in paragraph a), as well as the costs described in paragraph b), shall constitute a lien upon the property described herein when this document is recorded within the official records of Putnam County, Florida.

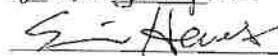
DONE AND ORDERED this 18th day of January 2022, at Palatka, Putnam County, Florida.

SPECIAL MAGISTRATE FOR THE CITY OF PALATKA, FLORIDA

BY


Ronald Brown, Esq.

I HEREBY CERTIFY that a true and correct copy of the above and foregoing Findings of Fact, Conclusions of Law and Order has been furnished by certified mail, X first class mail, to the Respondent and/or authorized representative at 36 WINCHESTER RD, ORMOND BEACH, FL 32114, this 18 day of January, 2021


Erin Hewes
Code Enforcement Assistant



CITY OF PALATKA, FLORIDA

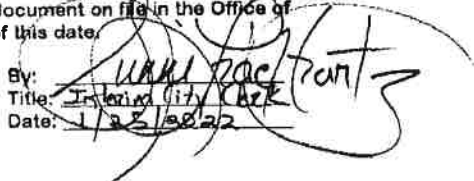
I hereby certify that this document is a true, complete and correct copy of a document on file in the Office of Community Affairs as of this date.

(seal)

By:

Title:

Date:


Matt Reynolds
Clerk of Courts
Date: 1/25/2022

ROBERTA M. CORREA
MAYOR-COMMISSIONER

TAMMIE McCASKILL
COMMISSIONER

JUSTIN R. CAMPBELL, SR.
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER



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

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

JANE WEST, ESQ.
CITY ATTORNEY

SUNNI KRANTZ, CMC
CITY CLERK

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

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT.

ORDER OF SUMMARY ABATEMENT

This is an order of summary abatement for the property located at: 1122 Bronson St., Palatka, Florida on this 26th day of June, 2024.

This property has been deemed an imminent public health threat according to Section 30-32 of the Palatka Code of Ordinances. A tract, lot or parcel of land becomes an imminent public health threat when the conditions have deteriorated such that one or more violations have occurred which have led or will lead to the property threatening or endangering the public health, safety, or welfare of city residents, to cause currently, or potentially to cause in the future, ailments or disease, and/or to create a safe harbor for illegal activity in the area.

The property owner has allowed the following violations to persist on their property, and abatement has become necessary to preserve the health and safety of the public:

- ☒ Accumulation of trash, junk, or debris, living and nonliving plant material, hazard tree(s), and/or stagnant water.
- ☒ Excessive and untended growth of grass, weeds, brush, branches, and other overgrowth.
- ☒ Property being inhabited by, or providing a habitat for, rodents, vermin, reptiles, or other wild animals.
- ☒ Property being a place, or being reasonably conducive to serving as a place, for illegal or illicit activity.
- ☒ Failure to replace or repair with similar or improved material in a reasonable period, not to exceed 60 days, broken or missing building components, including, but not limited to, doors, windows, roofing material, siding, and drives/walks outside the right-of-way.
- ☒ Failure to repair, replace, or remove broken fencing, screening or decorative elements on a developed parcel or lot.
- ☒ Failure of owner of land to keep any sidewalk abutting thereon and all parkways to the curb line free and clear of all weeds, undergrowth, rubbish, debris and trash.
- ☒ Additional threat: The buildings are unsecure and are frequently (i.e. daily) trespassed upon by the unhoused and kids. There are multiple points of unsecured ingress/egress, evidence

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

PHONE: 386-329-0100

www.palatka-fl.gov

FAX: 386-329-0106

of vandalism is rampant, the Assistant Chief of Police observed that they are there nightly and constantly observe people inside the vacant and abandoned buildings, formerly a meat-packing factory. The Fire Chief, Assistant Fire Chief, Assistant Chief of Police, Interim Director of Public Works and City Attorney inspected the exterior of the property and observed multiple public safety risks, the fencing securing the property has been cut open with wire cutters and all doors to the building are standing open and unlocked. The buildings and grounds pose extreme public health and safety risks to the citizens of Palatka.

Summary abatement has been ORDERED and authorized by the city manager.



Troy Bell, City Manager of Palatka

Date: _____

6/27/24

Prepared by and return to:
Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177

RELEASE OF LIEN

THE CITY OF PALATKA, a political subdivision of the State of Florida, hereby fully releases that obligation imposed by Code Enforcement Complaint Nos. 2007-0208 and 2010-0150, recorded at Official Record Book 1711, Page 941 on October 30, 2007 and Official Record Book 1282, Page 1949 on February 17, 2011, respectively.

In consideration of funds received by the City of Palatka, receipt of which is acknowledged, the City of Palatka releases this property, and all other property encumbered by this lien pursuant to Fla. Stat. 162.09. The lien in the amount is hereby deemed fully satisfied and released.

Description of Property:

Owner: Empty Acres, LLC

Address: 919 N. 14th Street, Palatka, Florida

Parcel No.: 42-10-27-6850-2440-0500

and

Address: 911 N. 14th Street, Palatka, Florida

Parcel No.: 42-10-27-6850-2440-0700

DATED THIS 28th day of August, 2025.

CITY OF PALATKA

BY: _____
ROBERTA M. CORREA
Mayor

ATTEST:

City Clerk

Ronald Brown
Special Magistrate



Marcia Carty
City Manager

Lorenzo Aghemo
Building and Zoning Director

Jane West, Esq.
City Attorney

Christy Lowe
Code Enforcement Coordinator

RECEIVED
8-13-25
C. Lowe

Special Magistrate Hearing meeting 3rd Tuesday
of each month at 1.30 p.m.

APPLICATION FOR LIEN REDUCTION

*Note, property MUST be in compliance. A lien reduction will not be processed unless all violations are in compliance. Do not submit an application for lien reduction if code violations still exist.

Date of request: 13August2025 Case #: Compliant No. 2007-0208 and 2010-0150

Applications must be submitted no less than fifteen (15) days prior to the next regularly scheduled Special Magistrate hearing. Special Magistrate hearings are held on the third Tuesday of every month.

Applicant information:

Requestor: Curtis Burnside / Empty Acres LLC

Affiliation with property:
(i.e.: owner, broker, etc.) Owner

Address where correspondence should be sent:

PO BOX 31

Elkton FL 32023
City State Zip Code

Phone Number: 833-335-3888

E-mail address: homes@flprecisionbuilders.com

Property information:

Property address:
911 N 14th St.

Palatka FL 32177
City State Zip Code

Parcel Identification Number: 42-10-27-6850-2440-0700

Is the property vacant: X Yes No If yes, for how long? Unknown at this time assume since 2011

If you are not the owner, attach authorization to be acting on behalf of the owner to this application.

Name of Bank/Trust:

Page 648 of 942

[Signature]

Applicant's Signature

Date: 13 AUG 25

State of Florida
County of St. Johns

The foregoing was sworn and subscribed before me on this 13 day of August,
2025, by Curtis Burnside, who is personally known to me/or who
has produced _____ as identification and appeared
before me at the time of notarization.

Notary
Seal



[Signature]

Notary Public Signature

Shannon M. Gray
Notary Public – print name

**CODE ENFORCEMENT BOARD OF THE
CITY OF PALATKA, FLORIDA**

CITY OF PALATKA, Petitioner,

COMPLAINT NO. 07-208

vs.

Heirs of Leona Elizabeth Everett C/O Sharon Everett Allen, respondent(s)

FINDING OF FACT, CONCLUSIONS OF LAW AND ORDER

THIS CAUSE came before the Board for public hearing on September 26, 2007 and the Board having been presented with supporting evidence and inspection reports there-upon issues its Findings of Fact, Conclusions of Law and Order as follows:

I. FINDINGS OF FACT:

1. The Respondent(s) are the owners of property described as 919 N 14th Street, parcel number 42-10-26-6850-2440-0500, of the City of Palatka, Putnam County, Florida.
2. The Respondent(s) were properly notified that the above-described property was in violation of City code and failed to bring property into compliance prior to the issuance of a directive by the Code Enforcement Board.

II. CONCLUSIONS OF LAW:

1. The Respondent(s) were in violation of Section 30-32 Weeds, Debris and Prohibited Conditions.

III. ORDER

1. Administrative costs are hereby assessed at \$245.42.

DONE AND ORDERED this 26th day of September 2007, at Palatka, Putnam County, Florida.

CODE ENFORCEMENT BOARD OF THE CITY OF
PALATKA FLORIDA

BY


Kenneth Downs, Its Chairman

I HEREBY CERTIFY that a true and correct copy of the above and foregoing Findings of Fact, Conclusions of Law and Order has been furnished by Certified mail to the Respondent and/or authorized counsel, Heirs of Elizabeth Everett C/O Sharon Everett Allen; 1574 Swift Street, Jacksonville, FL 32202 this 30th day of October, 2007.


Elizabeth A. Hearn, Code Enforcement Officer

Prepared by:
Elizabeth A. Hearn
City of Palatka
201 N 2nd Street
Palatka, FL 32177



**CODE ENFORCEMENT BOARD OF THE
CITY OF PALATKA, FLORIDA**

CITY OF PALATKA, Petitioner,

COMPLAINT NO. 10-150

vs

Heirs of Leona Elizabeth Everett, C/O Sharon Everett Allen, Respondent(s)

FINDING OF FACT, CONCLUSIONS OF LAW AND ORDER

THIS CAUSE having come before the Board for public hearing on December 1, 2010, after due notice to the Respondent; and, the Board having received sworn testimony and evidence at said hearing; it is now,

DETERMINED THAT:

I. FINDINGS OF FACT AND CONCLUSIONS OF LAW:

Inst: 201154722555 Date: 2/17/2011 Time: 11:50 AM
DC: Tim Smith, Putnam County Page 1 of 1 B: 1282 P: 1949

- a) The Respondent(s) is the owner of property described as 919 North 14th Street, Putnam County Tax parcel number 42-10-27-6850-2440-0500, located within the City of Palatka, Putnam County, Florida.
- b) Conditions at the property at issue constituted violations of Section 30-32 Weeds, Debris, Prohibited Conditions and Section 30-33 Abatement required; Duty of Abutting property Owner to Keep Sidewalk and Parkway Clean, of the Palatka Municipal Code.
- c) The Respondent(s) was previously notified of the above-described code violations but failed to correct the violations prior to the hearing at which this matter was considered.

IT IS ACCORDINGLY ORDERED THAT:

II. ORDER:

- a) The Respondent(s) shall correct the conditions which constitute the code violations described above on or before the 26th day of January, 2011, or if said conditions are not corrected, a fine in the amount of \$25.00 per day is hereby assessed and levied on the above-described property, effective on the 26th day of January, 2011, to continue until the conditions are corrected.
- b) Administrative costs will be assessed after the property is brought into compliance.
- c) The fine described in paragraph a), as well as the costs described in paragraph b), shall constitute a lien upon the property described herein when this document is recorded within the official records of Putnam County, Florida.

DONE AND ORDERED this 1st day of December, 2010, at Palatka, Putnam County, Florida.



CODE ENFORCEMENT BOARD OF THE CITY OF PALATKA FLORIDA

BY La Sandra Williams
LaSandra Williams, Its Chairman

I HEREBY CERTIFY that a true and correct copy of the above and foregoing Findings of Fact, Conclusions of Law and Order has been furnished by ☒ Certified mail, ☐ Regular mail, to the Respondent and/or authorized representative at 2057 Brackland Street, Jacksonville, FL, 32206 this 17th day of January, 2011.

Prepared by:
Elizabeth A. Hearn, City of Palatka
201 N 2nd Street, Palatka, FL 32177

Elizabeth A. Hearn
Elizabeth A. Hearn, Code Enforcement Officer

I hereby certify that the foregoing is a true and correct copy of the same, as appears on record in the office of the Planning, Building, and Zoning Department of the City of Palatka, Florida.

By: Betsy A. Duggan, City Clerk.
Date: 2-17-11



To: Empty Acres LLC, Property Owner
From: Christy Lowe Code Compliance Coordinator
Date: August 12, 2025
Location: 911 N. 14th Street Palatka, Florida 32177
Case #: Compliant No. 2007-0208 and 2010-0150

Lien Reduction/Release Fee \$5,000 Team agreed

Total Balance Due (Total Fees) without Lien Reduction \$133,020.42

Lien Reduction Fees after City of Palatka Commissioners Approval Amount Due N/A

Partial Lien Reduction Amount Due N/A

Release of Lien Amount Due \$14.95 included in the \$5,000

Demolishment of Property Fee _____

Administrative Fees/Court Costs Amount Due \$250.00 included in the \$5,000

Summary – (2) Liens for 911 N. 14th Street Palatka, Florida 32177. Case # 2007-0208 and Case # 2010-0150. The property was for overgrown lot, the lot was once developed and cleared then changed owner(s) and the lot has been overgrown since 2007. The property has been brought into complaint on 08/12/2025 Code Compliance Coordinator Christy Lowe went to the property today and they were completing the last bit of clearing. The amount above is before a lien reduction application. If you would like to complete a lien reduction application, I will attach the Lien Reduction application. If you would like to pay the current balance owner place a copy of this form and the address of property on the check for easier processing. If you have any questions, please contact my office for further assistance.

Christy Lowe
Code Compliance Coordinator

City of Palatka
386-329-0100 ext.333

Cc: Jane West, Esq. City Attorney
Lorenzo Aghemo, Planning Director

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Reduce Code Enforcement Lien total \$30,750 to \$2500

BACKGROUND

Liens running since 2023 for broken windows, unsecured entry ways, roofing in disrepair, overgrown grass, trash & debris and broken fence. This was an heirs property and probate delayed issuance of title to the applicant.

PROJECT ANALYSIS

Fla. Stat. 162.09 establishes that a lien resulting from a fine imposed pursuant to this section is granted in favor of the local governing body. It is the governing body that has the power to determine whether the lien has been satisfied and that may execute the legal satisfaction or release of lien.

Staff Recommendation

Approve release of lien.

ATTACHMENTS

1.	Collins Lien Reduction application
2.	Release of Lien 1019 Washington Street - Allison Collins

Ronald Brown
Special Magistrate



Special Magistrate Hearing meeting 3rd Tuesday
of each month at 1.30 p.m.

Jonathan C. Griffith
Interim City Manager

Eddie Cutwright
Community Affairs Director

Jane West, Esq.
City Attorney

David Green
Code Enforcement Officer

Christy Lowe
Code Enforcement Officer

APPLICATION FOR LIEN REDUCTION

*Note, property MUST be in compliance. A lien reduction will not be processed unless all violations are in compliance. Do not submit an application for lien reduction if code violations still exist.

Date of request: 12/16/2024 Case #: 2023-034

Applications must be submitted no less than fifteen (15) days prior to the next regularly scheduled Special Magistrate hearing. Special Magistrate hearings are held on the third Tuesday of every month.

Applicant information:

Requestor: Allison Collins

Affiliation with property:
(i.e.: owner, broker, etc.) Owner

Address where correspondence should be sent:

5938 Norton Street

Columbus GA 31907
City State Zip Code

Phone Number: 706-393-7431

E-mail address: CollinsAllison1@yahoo.com

Property information:

Property address:
1019 Washington Street

Palatka FLA 32177
City State Zip Code

Parcel Identification Number: _____

Is the property vacant: X Yes _____ No If yes, for how long? over one year

Allison Collins

Date: 12/16/2024

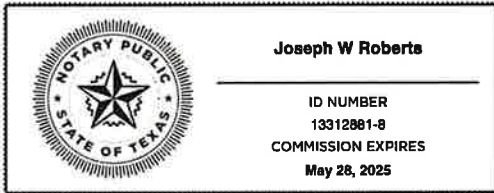
Applicant's Signature

State of Texas

County of Dallas

The foregoing was sworn and subscribed before me on this 16th day of December,
2024, by Allison Collins, who is personally known to me/or who
has produced DRIVER LICENSE as identification and appeared
before me at the time of notarization.

Notary
Seal



[Signature]
Notary Public Signature

Joseph W Roberts

Notary Public – print name

Electronically signed and notarized online using the Proof platform.

Christy Lowe

From: collinsallison1@yahoo.com
Sent: Wednesday, June 25, 2025 10:25 AM
To: Christy Lowe
Subject: Re: 1019 Washington Street Lien Reduction

Oh ok, yes. Thank you!

On Wednesday, June 25, 2025 at 09:57:32 AM EDT, Christy Lowe <clowe@palatka-fl.gov> wrote:

Yes mam, the city commissioners still have to approve that amount also, if you want to move forward.

Christy Lowe

Code Enforcement Officer

clowe@palatka-fl.gov

386-329-0100 ext. 333

From: collinsallison1@yahoo.com <collinsallison1@yahoo.com>
Sent: Wednesday, June 25, 2025 9:47 AM
To: Christy Lowe <clowe@palatka-fl.gov>
Subject: Re: 1019 Washington Street Lien Reduction

Hi Christy,

This was the lowest amount offered?

Sincerely,

Allison

On Tuesday, June 24, 2025 at 08:57:04 AM EDT, Christy Lowe <clowe@palatka-fl.gov> wrote:



✓COMPLETED
6/25/25
Sent to the
attorney
C. Lowe

To: Allison Collins, Property Owner
From: Christy Lowe Code Compliance Coordinator
Date: June 23, 2025
Location: 201 N. 2nd Street Palatka, Florida 32177
Case #: Compliant No. 2023-034

Lien Reduction/Release Fee

Total Balance Due (Total Fees) without Lien Reduction _____ \$30,750

Lien Reduction Fees after City of Palatka Commissioners Approval Amount Due _____ **\$2,500**

Partial Lien Reduction Amount Due _____ N/A

Release of Lien Amount Due _____ \$14.95 Paid by City of Palatka

Administrative Fees/Court Costs Amount Due _____ waived \$250

Summary – Case # 2023-034 address of Lien 1019 Washington Street, this property has an official lien on the said property. If you accept the lien reduction amount due totals \$2,500 make payment payable to the City of Palatka located at 201 N. 2nd Street Palatka, Florida 32177. If you have any questions, feel free to contact my office at 386-329-0100 ext. 333. After the Lien Amount is approved by the City Commissioners, you must pay the amount in a reasonable time after approval, or the original fines are placed back on the said property.

Christy Lowe
Code Compliance Coordinator
City of Palatka
386-329-0100 ext.333

**CODE ENFORCEMENT BOARD OF THE
CITY OF PALATKA, FLORIDA**

CITY OF PALATKA, Petitioner,

COMPLAINT NO. 2023034

Vs

BROWN ELLA M HEIRS OF, Respondent(s)

FINDING OF FACT, CONCLUSIONS OF LAW AND ORDER

THIS CAUSE having come before the Special Magistrate for public hearing on March 19, 2024, after due notice to the Respondent; and, the Code Enforcement Officer having received sworn testimony and evidence at said hearing; it is now,

DETERMINED THAT:

I. FINDINGS OF FACT AND CONCLUSIONS OF LAW:

- a) The Respondent(s) is the owner of property described as 1019 Washington Street Palatka, Florida. Putnam County Tax parcel number 42-10-27-6850-1700-0010, located within the City of Palatka, Putnam County, Florida.
- b) Conditions at the property at issue constituted violations of Municipal Code City of Palatka, Florida Section: 30-171 Broken Windows, Section 30-213 Unsecured Entry Ways, Section 30-32(A10)-Roofing in disrepair, Section 30-32(A2) overgrown grass, Section 30-32(A1) trash and debris, Section 30-32(11) Fencing in disrepair.
- c) The Respondent(s) was previously notified of the above-described code violations but failed to correct the violations prior to the hearing at which this matter was considered.

IT IS ACCORDINGLY ORDERED THAT:

II. ORDER:

- a) The Respondent(s) had until the 17th day of July 2023 violations described above on or before the 17th day of July 2023 to have the said conditions corrected. The violations were not corrected and a fine of \$150 per day was hereby assessed and levied on the above-described property.
- b) Administrative costs total to date are \$30,750.00.
- c) The fine described in paragraph a), as well as the costs described in paragraph b), has constituted a lien to be placed upon the property described herein when this document is recorded within the official records of Putnam County, Florida.

DONE AND ORDERED this 19th day of March 2024, at Palatka, Putnam County, Florida.

SPECIAL MAGISTRATE FOR THE CITY OF PALATKA, FLORIDA

BY


Ronald Brown, Esq.

I HEREBY CERTIFY that a true and correct copy of the above and foregoing Findings of Fact, Conclusions of Law and Order has been furnished by Certified mail, Regular mail, to the Respondent and/or authorized representative at 1019 Washington Street, Palatka, FL 32177 this 19th day of March 2024.

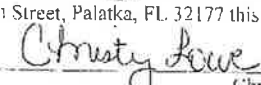
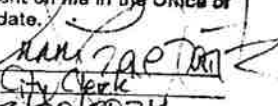


Prepared by:
Christy Lowe, City of Palatka
205 N 2nd Street, Palatka, FL 32177

CITY OF PALATKA, FLORIDA

I hereby certify that this document is a true, complete and correct copy of a document on file in the Office of Community Affairs as of this date.

(seal)


Christy Lowe
Code Enforcement Officer
By: 
Title: City Clerk
Date: 3/20/2024

Prepared by and return to:
Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177

RELEASE OF LIEN

THE CITY OF PALATKA, a political subdivision of the State of Florida, hereby fully releases that obligation imposed by Code Enforcement Complaint No. 2023-034, recorded at Official Record Book 1750, Page 844 on March 26, 2024.

In consideration of funds received by the City of Palatka, receipt of which is acknowledged, the City of Palatka releases this property, and all other property encumbered by this lien pursuant to Fla. Stat. 162.09. The lien in the amount is hereby deemed fully satisfied and released.

Description of Property:
Owner: Allison Collins
Address: 1019 Washington Street, Palatka, Florida
Parcel No.: 42-10-27-6850-0010

DATED THIS 28th day of August, 2025.

CITY OF PALATKA

BY: _____
ROBERTA M. CORREA
Mayor

ATTEST:

City Clerk

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The applicant is seeking a lien Reduction for a partial release of lien attached to Parcel # 01-09-24-4086-0100-0590 in Interlachen.

BACKGROUND

5T Wealth Advisors is an institutional investor that frequently purchases vacant lots that go up for sale at Putnam County's tax deed sales. The City of Palatka has a lien against a property that 5T owns located at 809 N. 14th Street in the amount of \$69,900. By Florida Statute, code enforcement liens attach to all properties owned by the violator. The applicant, Marco Buitron, purchased a lot in Interlachen that is encumbered by the 5T lien in Palatka. The City may issue a partial release of lien to unencumber the Interlachen parcel without compromising the code lien in Palatka.

PROJECT ANALYSIS

Fla. Stat. 162.09 establishes that a lien resulting from a fine imposed pursuant to this section is granted in favor of the local governing body. It is the governing body that has the power to determine whether the lien has been satisfied and that may execute the legal satisfaction or release of lien.

Staff Recommendation

Approve release of lien.

ATTACHMENTS

1.	Partial Release of Lien 809 N. 14th Street 5T WEALTH PARTNERS
2.	Marco Buitron Lien Reduction application

Prepared by and return to:
Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177

PARTIAL RELEASE OF LIEN

THE CITY OF PALATKA, a political subdivision of the State of Florida, hereby partially releases that obligation imposed by Code Enforcement Lien Complaint No. 2022-033, recorded at Official Record Book 1783, Page 325 on October 29, 2024 against 5T Wealth Partners LP/Property Dockers, arising out of code violations at 809 N. 14th Street, Palatka, Florida 32177.

In consideration of funds received by the City of Palatka, receipt of which is acknowledged, the City of Palatka releases the property in Interlachen more fully described below, that was encumbered by this lien pursuant to Fla. Stat. 162.09. The lien encumbering the property in Palatka described above currently owned by Charles Jocelyn Pierre, remains in full force and effect.

Description of Property being released:

Address: N/A

Legal: INTERLACHEN LAKES ESTATES UNIT 27 MB5 P59 BLK 10 LOT 9

Parcel No.: 01-09-24-4086-0100-0090

Owner: Marco Buitron

DATED THIS 28TH day of August, 2025.

CITY OF PALATKA

BY: _____
ROBERTA M. CORREA
Mayor

ATTEST:

City Clerk



To: Marco Buitron, Property Owner
From: Christy Lowe Code Compliance Coordinator
Date: July 22, 2025
Location: 201 N. 2nd Street Palatka, Florida 32177
Case #: Compliant No. 2022-033

Lien Reduction/Release Fee

Total Balance Due (Total Fees) without Lien Reduction _____

Lien Reduction Fees after City of Palatka Commissioners Approval Amount Due _____

Partial Lien Reduction Amount Due _____

Release of Lien Amount Due _____

Administrative Fees/Court Costs Amount Due \$250.00

Summary – Case # 2022-033 address of Lien 809 N. 14th Street, this property has an official lien with the amount of fees which total \$69,900.00 which is affecting Parcel # 01-09-24-4086-0100-0590 Interlachen, Florida 32148. The Lien is in the name of 5T Wealth Partners LP/Property Dockers. The partial lien release will be granted to release the property parcel # 01-09-24-4086-0100-0590 Interlachen, Florida from being associated with the property owners of 809 N. 14th Street. The Administrative Fee and Court Cost must be paid in full before the partial lien request can be granted. The amount due totals \$250.00 make payment payable to the City of Palatka located at 201 N. 2nd Street Palatka, Florida 32177. If you have any questions, feel free to contact my office at 386-329-0100 ext. 333.

CODE ENFORCEMENT BOARD OF THE
CITY OF PALATKA, FLORIDA

CITY OF PALATKA, Petitioner,

COMPLAINT NO. 2022-033

vs

ST WEALTH PARTNERS LP/PROPERTY DOCKERS, Respondent(s)

FINDING OF FACT, CONCLUSIONS OF LAW AND ORDER

THIS CAUSE having come before the Special Magistrate for public hearing on October 15, 2024, after due notice to the Respondent; and, the Code Enforcement Officer having received sworn testimony and evidence at said hearing; it is now,

DETERMINED THAT:

I. FINDINGS OF FACT AND CONCLUSIONS OF LAW:

- a) The Respondent(s) is the owner of the property described as 809 N. 14th Street Palatka, Florida 32177, Putnam County Tax parcel number 42-10-27-6850-2450-1400, located within the City of Palatka, Putnam County, Florida.
- b) Conditions at the property at issue constituted violations of Municipal Code City of Palatka, Florida Section 30-213 (1A) Unsecured Entry Ways, Section 30-32(A1) Overgrown Grass, Section 30-171 Broken Windows, Section 30-169 Rotten and weakened wood, deteriorating paint mold and mildew.
- c) The Respondent(s) was previously notified of the above-described code violations but failed to correct the violations prior to the hearing at which this matter was considered.

IT IS ACCORDINGLY ORDERED THAT:

II. ORDER:

- a) The Respondent(s) had until the 16th day of November 2022 violations described above on or before the 16th day of November 2022 to have said conditions corrected. The violations were not corrected and a fine of \$100.00 per day was hereby assessed and levied on the above-described property.
- b) Administrative costs total to date are \$69,000.
- c) The fine described in paragraph a), as well as the costs described in paragraph b), shall constitute a lien upon the property described herein when this document is recorded within the official records of Putnam County, Florida.
- d) This Order shall be recorded in the public records of Putnam County. Such recording shall establish a lien against the following property (provide address, PIN and legal description) and against any other real or personal property owned by the Respondent.

DONE AND ORDERED this 15th day of October 2024, at Palatka, Putnam County, Florida.

SPECIAL MAGISTRATE FOR THE CITY OF PALATKA, FLORIDA

BY



Ronald Brown, Esq.

I HEREBY CERTIFY that a true and correct copy of the above and foregoing Findings of Fact, Conclusions of Law and Order has been furnished by certified mail, ☒ first class mail, to the Respondent and/or authorized representative at 809 N. 14th Street Palatka, Florida 32177, this 29 day of October, 2024.



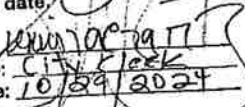

David Green
Code Compliance Officer

CITY OF PALATKA, FLORIDA

I hereby certify that this document is a true, complete and correct copy of a document on file in the Office of Community Affairs as of this date.

(seal)

Prepared by:
Christy Lowe, City of Palatka
205 N 2nd Street, Palatka, FL 32177

By: 

Title: City Clerk

Date: 10/29/2024

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Reduce lien, case closed, no fines or liens. No amount due, the applicant needs the recorded Findings of Fact and Conclusions of Law released as it constitutes a cloud on his title. Parcel #42-10-27-6850-0080-0011

BACKGROUND

PROJECT ANALYSIS

A release of lien may only be granted by this City Commission.
AGO 2002-62

Fla. Stat. 162.09 establishes that a lien resulting from a fine imposed pursuant to this section is granted in favor of the local governing body. It is the governing body that has the power to determine whether the lien has been satisfied and that may execute the legal satisfaction or release of lien.

Staff Recommendation

Approve release of lien.

ATTACHMENTS

1.	John Wadman Lien Reduction application
2.	Release of Lien 417 N. 3rd Street - John Wadman



To: John Wadman, Property Owner
From: Lorenzo Aghemo, Planning and Code Compliance Director
Date: August 6, 2025
Location: 201 N. 2nd Street Palatka, Florida 32177
Case #: Compliant No. 2022-052

Mr. Wadman, the lien in question is in processing to have the Official Lien Removed, the instrument Number: 202354026306 Book: 1733 Page 1987 1 of 1 Date 11/21/2023 time 3:57 p.m. Matt Reynolds Clerk of Courts, Putnam County, Florida. The Lien in question is from case # 2022-052 and recorded the Finding of Fact, Conclusions of Law and Order.

Summary – Case # 2022-052 address of Lien 417 N. 3rd Street, this property has an official lien with no fees attached, the property case compliant was closed in compliance, this Lien is affecting Parcel # 42-10-27-6850-0080-0011 417 N. 3rd Street Palatka, Florida 32177. The Lien is in the name of John Wadman the property owner.

The closing date of this property has past and has been extended due to the Lien that is showing on the said property, we hope this letter will assist in the sale/closing of this property without interference, once we get the official lien release from the City Attorney, we will forward the document to Mr. John Wadman.

A handwritten signature in blue ink, appearing to read "Lorenzo Aghemo", with a stylized flourish at the end.

Lorenzo Aghemo
Planning and Code Compliance Director
City of Palatka
386-329-0100 ext.328

Cc: Marcia Carty, City Manager
Jane West, Esq. City Attorney
Karen Hayes, City Clerk
Lynsey V. Thomas, Guaranty Title Company
Peggy Mosley
Christy Lowe, Code Compliance Coordinator



To: John Wadman, Property Owner
From: Christy Lowe Code Compliance Coordinator
Date: July 25, 2025
Location: 201 N. 2nd Street Palatka, Florida 32177
Case #: Compliant No. 2022-052

Lien Reduction/Release Fee_____

Total Balance Due (Total Fees) without Lien Reduction_____

Lien Reduction Fees after City of Palatka Commissioners Approval Amount Due_____

Partial Lien Reduction Amount Due_____

Release of Lien Amount Due \$14.95 (City of Palatka)_____

Administrative Fees/Court Costs Amount Due_____

Summary – Case # 2022-052 address of Lien 417 N. 3rd Street, this property has an official lien with no fees attached, the property case compliant was closed in compliance, this Lien is affecting Parcel # 42-10-27-6850-0080-0011 417 N. 3rd Street Palatka, Florida 32177. The Lien is in the name of John Wadman the property owner. The amount totals \$14.95, the City of Palatka will be responsible for this payment to the Clerk of Courts. If you have any questions, feel free to contact my office at 386-329-0100 ext. 333.

The closing date of this Property is Wednesday July 30th, 2025.

Christy Lowe
Code Compliance Coordinator
City of Palatka
386-329-0100 ext.333
386-213-0949

Cc: Jane West, Esq. City Attorney
Karen Hayes , City Clerk

Prepared by:
Erin Hewes, City of Palatka
205 N 2nd Street, Palatka, FL 32177

CODE ENFORCEMENT BOARD OF THE CITY OF
PALATKA, FLORIDA

CITY OF PALATKA, Petitioner,

COMPLAINT NO. 2022052

vs
WADMAN JOHN, Respondent(s)

FINDING OF FACT, CONCLUSIONS OF LAW AND ORDER

THIS CAUSE having come before the Special Magistrate for public hearing on December 20th, 2022, after due notice to the Respondent; and, the Code Enforcement Officer having received sworn testimony and evidence at said hearing; it is now,

DETERMINED THAT:

I. FINDINGS OF FACT AND CONCLUSIONS OF LAW:

- a) The Respondent(s) is the owner of property described as 417 N 3RD ST, Putnam County Tax parcel number 42-10-27-6850-0080-0011, located within the City of Palatka, Putnam County, Florida.
- b) Conditions at the property at issue constituted violations of Municipal Code City of Palatka, Florida Section 30-169. Building fronts and sides abutting streets or public areas. Description: Missing decorative elements, rotten and weakened wood.
- c) The Respondent(s) was previously notified of the above-described code violations but failed to correct the violations prior to the hearing at which this matter was considered.

IT IS ACCORDINGLY ORDERED THAT:

II. ORDER:

- a) The Respondent(s) shall correct the conditions which constitute the code violations described above on or before the 21st day of February, 2023, or if said conditions are not corrected, a fine in the amount of \$ 25.00 per day is hereby assessed and levied on the above-described property, effective on the 22nd day of February, 2023, to continue until the conditions are corrected.
- b) Administrative costs will be assessed after the property is brought into compliance.
- c) The fine described in paragraph a), as well as the costs described in paragraph b), shall constitute a lien upon the property described herein when this document is recorded within the official records of Putnam County, Florida.

DONE AND ORDERED this 20th day of December, 2022, at Palatka, Putnam County, Florida.

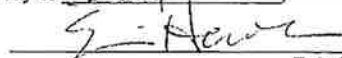
SPECIAL MAGISTRATE FOR THE CITY OF PALATKA, FLORIDA

BY



Ronald Brown, Esq.

I HEREBY CERTIFY that a true and correct copy of the above and foregoing Findings of Fact, Conclusions of Law and Order has been furnished by certified mail, Y first class mail, to the Respondent and/or authorized representative at PO BOX 51241 JACKSONVILLE, FL 32240 this 4 th day of JANUARY, 2022

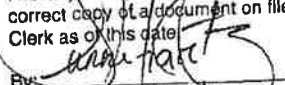


Erin Hewes
Code Enforcement Assistant



CITY OF PALATKA, FLORIDA

I hereby certify that this document is a true, complete and correct copy of a document on file in the Office of the City Clerk as of this date.

By:  (seal)

Title: CITY CLERK

Date: 11/20/2023

Prepared by:
Erin Hewes, City of Palatka
205 N 2nd Street, Palatka, FL 32177

**CODE ENFORCEMENT BOARD OF THE CITY OF
PALATKA, FLORIDA**

CITY OF PALATKA, Petitioner,

COMPLAINT NO. 2022052

vs

WADMAN JOHN, Respondent(s)

FINDING OF FACT, CONCLUSIONS OF LAW AND ORDER

THIS CAUSE having come before the Special Magistrate for public hearing on December 20th, 2022, after due notice to the Respondent; and, the Code Enforcement Officer having received sworn testimony and evidence at said hearing; it is now,

DETERMINED THAT:

I. FINDINGS OF FACT AND CONCLUSIONS OF LAW:

- a) The Respondent(s) is the owner of property described as 417 N 3RD ST, Putnam County Tax parcel number 42-10-27-6850-0080-0011, located within the City of Palatka, Putnam County, Florida.
- b) Conditions at the property at issue constituted violations of Municipal Code City of Palatka, Florida Section 30-169. Building fronts and sides abutting streets or public areas. Description: Missing decorative elements, rotten and weakened wood.
- c) The Respondent(s) was previously notified of the above-described code violations but failed to correct the violations prior to the hearing at which this matter was considered.

IT IS ACCORDINGLY ORDERED THAT:

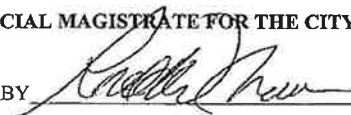
II. ORDER:

- a) The Respondent(s) shall correct the conditions which constitute the code violations described above on or before the 21st day of February, 2023, or if said conditions are not corrected, a fine in the amount of \$ 25.00 per day is hereby assessed and levied on the above-described property, effective on the 22nd day of February, 2023, to continue until the conditions are corrected.
- b) Administrative costs will be assessed after the property is brought into compliance.
- c) The fine described in paragraph a), as well as the costs described in paragraph b), shall constitute a lien upon the property described herein when this document is recorded within the official records of Putnam County, Florida.

DONE AND ORDERED this 20th day of December, 2022, at Palatka, Putnam County, Florida.

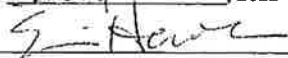
SPECIAL MAGISTRATE FOR THE CITY OF PALATKA, FLORIDA

BY



Ronald Brown, Esq.

I HEREBY CERTIFY that a true and correct copy of the above and foregoing Findings of Fact, Conclusions of Law and Order has been furnished by certified mail, ✓ first class mail, to the Respondent and/or authorized representative at PO BOX 51241 JACKSONVILLE, FL 32240 this 4 th day of January, 2022

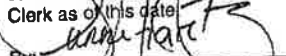


Erin Hewes
Code Enforcement Assistant



CITY OF PALATKA, FLORIDA

I hereby certify that this document is a true, complete and correct copy of a document on file in the Office of the City Clerk as of this date

By:  (seal)
Title: CITY CLERK
Date: 11/20/2023

Prepared by and return to:
Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177

RELEASE OF LIEN

THE CITY OF PALATKA, a political subdivision of the State of Florida, hereby fully releases that obligation imposed by Code Enforcement Complaint No. 2022-052 recorded at Official Record Book 1733, Page 1987 on November 21, 2023.

In consideration of funds received by the City of Palatka, receipt of which is acknowledged, the City of Palatka releases this property, and all other property encumbered by this lien pursuant to Fla. Stat. 162.09. The lien in the amount is hereby deemed fully satisfied and released.

Description of Property:
Owner: John Wadman
Address: 417 N. 3rd Street, Palatka, Florida
Parcel No.: 42-10-27-6850-0080-0011

DATED THIS 28th day of August, 2025.

CITY OF PALATKA

BY: _____
ROBERTA M. CORREA
Mayor

ATTEST:

City Clerk

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Partial lien reduction for Verona lien attached to applicant's property in Interlachen Estates.
Property ID # 09-10-24-4068-0420-0040

BACKGROUND

Verona is an institutional investor that frequently purchases vacant lots that go up for sale at Putnam County's tax deed sales. The City of Palatka has a lien against a property that Verona owns. By Florida Statute, code enforcement liens attach to all properties owned by the violator. The applicant, Reynaldo Nieves, purchased a lot in Interlachen that is encumbered by the Verona lien in Palatka. The City may issue a partial release of lien to unencumber the Interlachen parcel without compromising the code lien in Palatka.

PROJECT ANALYSIS

A release of lien may only be granted by this City Commission.

AGO 2002-62

Fla. Stat. 162.09 establishes that a lien resulting from a fine imposed pursuant to this section is granted in favor of the local governing body. It is the governing body that has the power to determine whether the lien has been satisfied and that may execute the legal satisfaction or release of lien.

Staff Recommendation

Approve release of lien.

ATTACHMENTS

1.	Partial Release of Lien N. 17th Street - Reynaldo Nieves Interlachen
2.	Reynaldo Nieves Lien Reduction application

Prepared by and return to:
Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177

PARTIAL RELEASE OF LIEN

THE CITY OF PALATKA, a political subdivision of the State of Florida, hereby partially releases that obligation imposed by Code Enforcement Lien, recorded at Official Record Book 1282, Page 1948 on February 17, 2011 arising out of code violations at N. 17th Street, Palatka, Florida 32177, legal description: Palatka Fearnside S/D MB 1 P152, BLK 323 Lot 16, (Map Sheet 1/27).

In consideration of funds received by the City of Palatka, receipt of which is acknowledged, the City of Palatka releases the property in Interlachen more fully described below, that was encumbered by this lien pursuant to Fla. Stat. 162.09.

Description of Property being released:

Address: N/A

Parcel No.: 09-10-24-4068-0420-0040

Owner: Reynaldo Nieves

DATED THIS ____ day of August, 2025.

CITY OF PALATKA

BY: _____
ROBERTA M. CORREA
Mayor

ATTEST:

City Clerk

Verona
property
partial
lien
release

County property

\$250.00



City of
Palatka
FLORIDA

Marcia Carty
City Manager

Lorenzo Aghemo
Building and Zoning Director

Jane West, Esq.
City Attorney

Christy Lowe
Code Enforcement Coordinator

Magistrate Hearing meeting 3rd Tuesday
month at 1.30 p.m.

APPLICATION FOR LIEN REDUCTION

*Note, property MUST be in compliance. A lien reduction will not be processed unless all violations are in compliance. Do not submit an application for lien reduction if code violations still exist.

Date of request: 08/01/25 Case #: Complaint NO. 10-141

Applications must be submitted no less than fifteen (15) days prior to the next regularly scheduled Special Magistrate hearing. Special Magistrate hearings are held on the third Tuesday of every month.

Applicant information:

Requestor: Reynaldo Nieves

Affiliation with property:

(i.e.: owner, broker, etc.) Owner

Address where correspondence should be sent:

840 E. Graves Ave.

Orange City

City

FL

State

32763

Zip Code

Phone Number: 386-848-8120

E-mail address: anchor11cma1@gmail.com

Property information:

Property address:

City

State

Zip Code

Parcel Identification Number: 09-10-24-4068-0420-0040

Is the property vacant: ☒ Yes ☐ No If yes, for how long? N/A

Full Name of Owner: Reynaldo Roman-Michael Nieves

If you are not the owner, attach authorization to be acting on behalf of the owner to this application.

1. Is property currently owned by a bank or a trust? Yes ☒ No

Name of Bank/Trust: _____

2. Does the bank/trust have interest in other properties? Yes ☒ No

3. Was the property that is subject of this request foreclosed? Yes ☒ No

4. Is this property the subject of bankruptcy? Yes ☒ No (If yes, attach judgment)

5. Was this property acquired through a tax deed? Yes ☒ No

6. Are there any liens, other than the City of Palatka's lien(s), on this property? Yes ☒ No (If yes, attach liens)

7. Is this property under contract to be sold? Yes ☒ No (If yes, what is the estimated closing date? 08/08/25.)

*Note: There are no assurances the settlement process will be able to meet your closing timeframe. Please allow sufficient time for the lien settlement process.

8. Does the applicant own other property in the City of Palatka? Yes ☒ No
If yes, are there active code enforcement cases or liens on any of those properties? Yes ☒ No

9. Has the applicant previously requested a lien reduction on this property or another property in the City of Palatka? Yes ☒ No

10. Is the applicant the owner of the property when the lien was placed on the property? Yes ☒ No

If not, did the applicant have knowledge of the lien prior to taking title to the property? _____

Yes ☒ No. If no, explain why: This is a cross-attaching lien for 37-10-26-6850-3230-0160

11. What was the approximate cost of correcting the violation(s)? \$ N/A

12. What is the tax assessed value of the property? \$ 4920

FINE AMOUNT DUE as of the date of the application for lien reduction: \$ _____

Daily fine (if applicable): \$ 25.00

Please describe your situation: (Include any factors such as economic, physical, mental, that may demonstrate a hardship. You may attach any additional documents for consideration)

I am 24 years old. I work at a warehouse and live in a 540 sq ft. apartment w. my wife. This year my finances have not been great. I've had multiple emergency expenses and that is why I am asking you to consider this lien reduction.

Under penalty of perjury, the undersigned swears or affirms that the information provided in this application is true and correct; and further acknowledges that I was given an opportunity to ask questions regarding the procedures.

Reynaldo Nieves
Applicant's Signature

Date: 8-1-2025

State of FL
County of Volusia

The foregoing was sworn and subscribed before me on this 1st day of August, 2025, by Reynaldo Nieves, who is personally known to me/or who has produced personally known as identification and appeared before me at the time of notarization.

Notary
Seal



Sandra Chapman
Notary Public Signature

Sandra Chapman
Notary Public – print name

**CODE ENFORCEMENT BOARD OF THE
CITY OF PALATKA, FLORIDA**

CITY OF PALATKA, Petitioner,

COMPLAINT NO. 10-141

VS

Verona V LLC, Respondent(s)

Inst: 201154722554 Date: 2/17/2011 Time: 11:50 AM
CAH DC, Tim Smith, Putnam County Page 1 of 1 B: 1282 P: 1948

FINDING OF FACT, CONCLUSIONS OF LAW AND ORDER

THIS CAUSE having come before the Board for public hearing on December 1, 2010, after due notice to the Respondent; and, the Board having received sworn testimony and evidence at said hearing; it is now,

DETERMINED THAT:

I. FINDINGS OF FACT AND CONCLUSIONS OF LAW:

- a) The Respondent(s) is the owner of property described as Vacant Parcel 700 Block of North 17th Street, Putnam County Tax parcel number 37-10-26-6850-3230-0160, located within the City of Palatka, Putnam County, Florida.
- b) Conditions at the property at issue constituted violations of Section 30-32 Weeds, Debris, Prohibited Conditions and Section 30-33 Abatement required; Duty of Abutting property Owner to Keep Sidewalk and Parkway Clean, of the Palatka Municipal Code.
- c) The Respondent(s) was previously notified of the above-described code violations but failed to correct the violations prior to the hearing at which this matter was considered.

IT IS ACCORDINGLY ORDERED THAT:

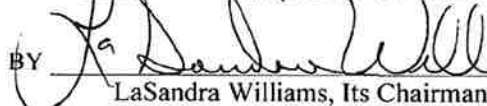
II. ORDER:

- a) The Respondent(s) shall correct the conditions which constitute the code violations described above on or before the 26th day of January, 2011, or if said conditions are not corrected, a fine in the amount of \$25.00 per day is hereby assessed and levied on the above-described property, effective on the 26th day of January, 2011, to continue until the conditions are corrected.
- b) Administrative costs will be assessed after the property is brought into compliance.
- c) The fine described in paragraph a), as well as the costs described in paragraph b), shall constitute a lien upon the property described herein when this document is recorded within the official records of Putnam County, Florida.

DONE AND ORDERED this 1st day of December, 2010, at Palatka, Putnam County, Florida.

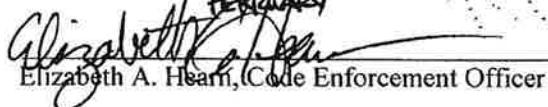


CODE ENFORCEMENT BOARD OF THE CITY OF PALATKA FLORIDA

BY 
LaSandra Williams, Its Chairman

I HEREBY CERTIFY that a true and correct copy of the above and foregoing Findings of Fact, Conclusions of Law and Order has been furnished by ☒ Certified mail, ☐ Regular mail, to the Respondent and/or authorized representative at 18305 Biscayne Boulevard, Suite 400, Aventura, FL, 33160 this 17th day of January, 2011.

Prepared by:
Elizabeth A. Hearn, City of Palatka
201 N 2nd Street, Palatka, FL 32177


Elizabeth A. Hearn, Code Enforcement Officer

I hereby certify that the foregoing is a true and correct copy of the same, as appears on record in the office of the Planning, Building, and Zoning Department of the City of Palatka, Florida.

By:  City Clerk.
Date: 2-17-11

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Lien reduction for a Code Enforcement Lien - total \$9,625. Reduction amount \$2500

BACKGROUND

Original code enforcement lien from 2021 was for violations pertaining to the structure's roof and siding against then property owner, Robin Gross. The property was then conveyed to Michael Gustafson/Erick Jones, who then conveyed it to Keith Gibson, with the understanding that the violations would be brought into compliance. The violations are now in compliance and the current owner is seeking a lien release.

PROJECT ANALYSIS

A release of lien may only be granted by this City Commission.

AGO 2002-62

Fla. Stat. 162.09 establishes that a lien resulting from a fine imposed pursuant to this section is granted in favor of the local governing body. It is the governing body that has the power to determine whether the lien has been satisfied and that may execute the legal satisfaction or release of lien.

Staff Recommendation

Approve release of lien.

ATTACHMENTS

1.	Release of Lien 2109 Geary Avenue Keith Gibson
2.	Release of Lien 2109 Geary Avenue Keith Gibson

Prepared by and return to:
Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177

RELEASE OF LIEN

THE CITY OF PALATKA, a political subdivision of the State of Florida, hereby fully releases that obligation imposed by Code Enforcement Complaint No. 2021-010 recorded at Official Record Book 1632, Page 1711 on August 24, 2021.

In consideration of funds received by the City of Palatka, receipt of which is acknowledged, the City of Palatka releases this property, and all other property encumbered by this lien pursuant to Fla. Stat. 162.09. The lien in the amount is hereby deemed fully satisfied and released.

Description of Property:
Owner: Ketih Lamar Gibson
Address: 2109 Geary Avenue, Palatka, Florida
Parcel No.: 12-10-26-6050-0010-0110

DATED THIS 28th day of August, 2025.

CITY OF PALATKA

BY: _____
ROBERTA M. CORREA
Mayor

ATTEST:

City Clerk

Prepared by and return to:
Jane West, Esq.
City Attorney
201 N. 2nd Street
Palatka, FL 32177

RELEASE OF LIEN

THE CITY OF PALATKA, a political subdivision of the State of Florida, hereby fully releases that obligation imposed by Code Enforcement Complaint No. 2021-010 recorded at Official Record Book 1632, Page 1711 on August 24, 2021.

In consideration of funds received by the City of Palatka, receipt of which is acknowledged, the City of Palatka releases this property, and all other property encumbered by this lien pursuant to Fla. Stat. 162.09. The lien in the amount is hereby deemed fully satisfied and released.

Description of Property:
Owner: Keith Lamar Gibson
Address: 2109 Geary Avenue, Palatka, Florida
Parcel No.: 12-10-26-6050-0010-0110

DATED THIS 28th day of August 2025.

CITY OF PALATKA

BY: _____
ROBERTA M. CORREA, Mayor

ATTEST:

City Clerk

Administrative Leave Policy

Purpose

The purpose of this policy is to provide clear guidelines for placing employees on administrative leave when circumstances warrant their temporary removal from the workplace. This policy defines the conditions under which administrative leave may be used and establishes whether such leave will be granted as paid or unpaid.

Scope

This policy applies to all municipal employees, except for police officers and firefighters who have a governing administrative policy that outlines administrative leave procedures.

Conditions for Administrative Leave

An employee may be placed on administrative leave under the following circumstances:

1. Pending Investigations
 - When an employee is under investigation for alleged misconduct, policy violations, or criminal activity.
 - When the employee's continued presence in the workplace could interfere with the investigation, cause disruptions, or create a hostile work environment.
2. Disciplinary Proceedings
 - When an employee is facing disciplinary action, and their presence at work may not be in the best interest of the city.
 - When immediate removal is necessary due to the severity of the allegations.
3. Workplace Safety or Security Concerns
 - If an employee poses a potential risk to themselves, colleagues, or the public.
 - In cases of threats, violence, or other serious behavioral concerns requiring immediate action.
4. Legal or Compliance Issues
 - If an employee is involved in legal matters that affect their ability to perform their job.
5. Fitness for Duty Concerns
 - When an employee exhibits behavior or health conditions that raise concerns about their ability to perform their job safely and effectively.
 - If a medical or psychological evaluation is needed before allowing the employee to work.

6. Administrative or Operational Needs

- If an employee's temporary removal is necessary due to organizational retracting, transition periods, or reassignment considerations.
- If a conflict of interest arises that requires an employee to be temporarily relieved from their duties.

7. Other Circumstances

- Any other situation as determined by the City Manager where administrative leave is deemed necessary for the integrity and safety of operations.

Determination of Paid vs. Unpaid Leave

The decision to place an employee on paid or unpaid leave administrative leave will be made based on the specific circumstances and with the city's personnel policy.

Paid Administrative Leave may be granted in cases where:

- The leave is related to an internal investigation, and no disciplinary action has been taken.
- The employee is not at fault or has not yet been found in violation of policy or law.

Unpaid Administrative Leave may be assigned in cases where:

- The employee is found to have violated policies or engaged in misconduct.
- The leave is part of a disciplinary action.
- The employee refuses to comply with reasonable administrative requests or investigations.

Conditions

While employees are placed on leave, they must adhere to the following conditions while on leave:

- The employee must turn in any issued ID badges, keys, and city issued cellphones/laptops/tablets.
- The employee's city email and any other systems or databases will be disabled to prevent access.
- Any city issued vehicle shall be parked at the department parking lot with the keys turned into the department head.
- The employee must not wear any City of Palatka issued uniforms.

City Manager Exception

The decision on where the City Manager will receive paid or unpaid administrative leave is solely at the discretion of the City Commission. The Commission will determine the terms of the leave based on the circumstances surrounding the decision to place the City Manager on leave.

Process for Placing an Employee on Administrative Leave

1. Approval

- a. The decision to place an employee on administrative leave must be approved by the city manager.
- b. In the case of the city manager, the City Commission hold the authority to approve administrative leave and determine compensation status.

2. Notification

- a. The employee will be notified in writing of the reason for administrative leave, its expected duration, and whether it is paid or unpaid.
- b. If the leave is related to an investigation, the employee will be informed that further details will be provided as necessary.

3. Duration and Review

- a. Administrative leave should be for a defined period, reviewed regularly, and not extended unnecessarily.
- b. The city should make every effort to conclude investigations or actions in a timely manner.

4. Return to Work or Further Action

- a. Upon the conclusion of the administrative leave, the employee may return to work, be subject to disciplinary action, or face other employment decisions as necessary.
- b. Employees returning from administrative leave should receive any required updates or reorientation to ensure smooth transition back to work.

MEMORANDUM

TO: Ms. Marcia Carty, City Manager, City of Palatka

FROM: Weston & Sampson Engineers, Inc.

DATE: Thursday, August 7, 2025

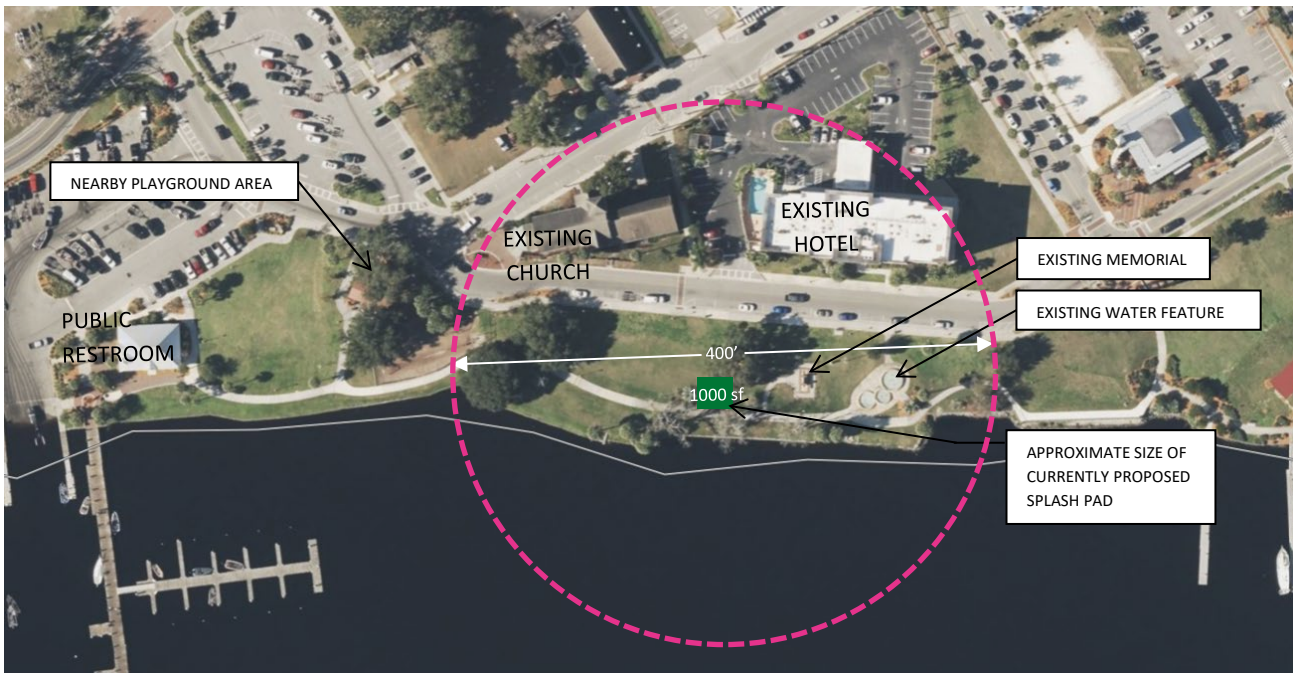
SUBJECT: Riverfront Park Splash Pad Feasibility Study

The City of Palatka seeks to construct a splash pad facility in one of several locations, either:

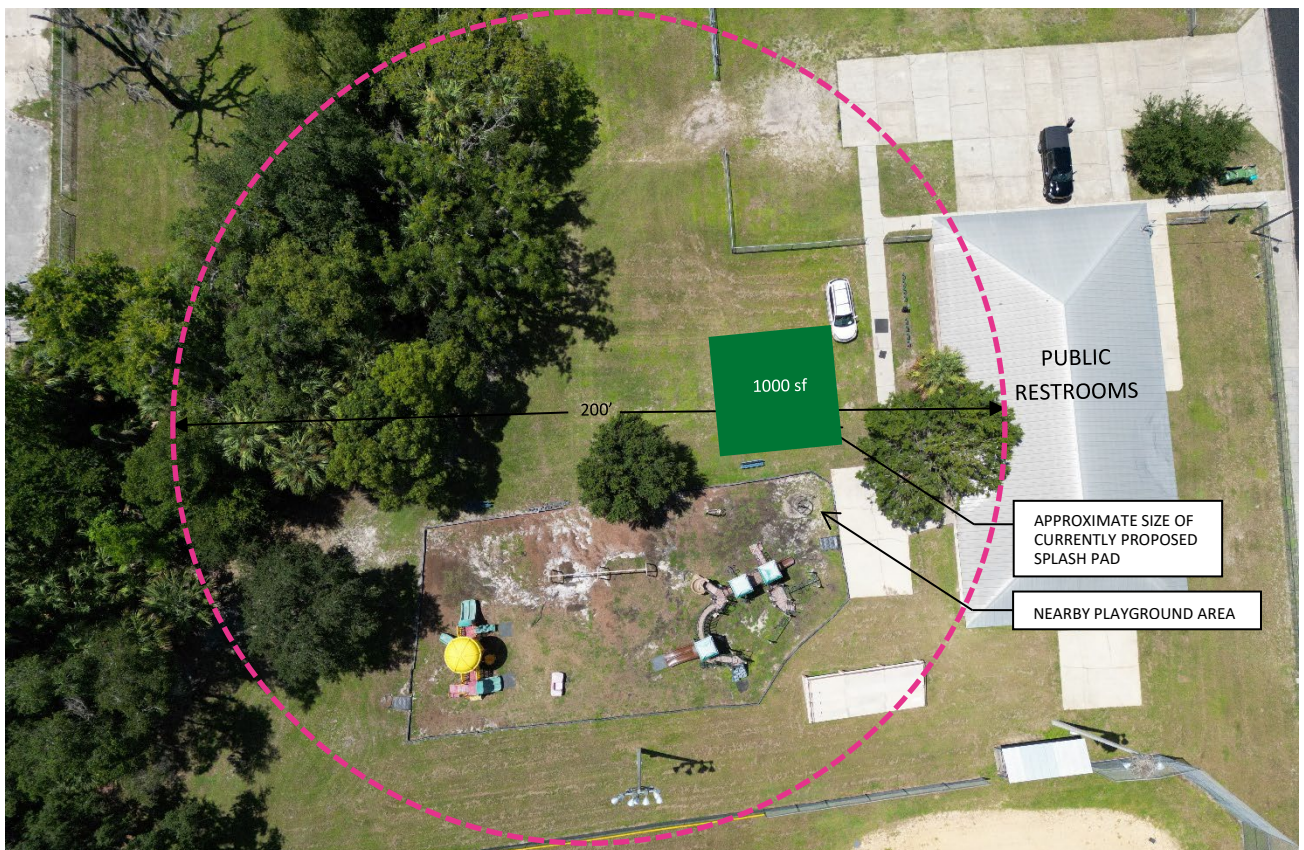
- Riverfront Park (Option 1) located at 301 River Street, Palatka, FL 32177 and identified as parcel ID 42-10-27-6850-0000-0010



- Riverfront Park (Option 2) located at 301 River Street, Palatka, FL 32177 and identified as parcel ID 42-10-27-6850-0000-0010



- Booker Park located at 701 N 10th St, Palatka, FL 32177 and identified as parcel ID 42-10-27-6850-0810-0010



- Adjacent the Tilghman House property located at 201 N 2ND St, Palatka, FL 32177 and identified as parcel ID 42-10-27-6850-0460-0080



The information provided herein summarizes the general constraints and expectations associated with the potential project.

Existing Conditions

Riverfront Park (Option 1) located at 301 River Street, Palatka, FL 32177 and identified as parcel ID 42-10-27-6850-0000-0010

The subject parcel, approximately 6.5 acres, is zoned as a Planned Unit Development with a Future Land Use designation as Recreation. Adjacent parcels are zoned Downtown Riverfront. There are no required minimum front, side, or rear yards nor buffers. Impervious surface land area shall not exceed 50% for active recreation. The construction of a splash pad approximately 1,000 square feet in size will not cause the total impervious area for the entire parcel to exceed 50%.

No known existing City of Palatka zoning conditions or code constraints are anticipated to impact the feasibility of a splash pad installation at this site.

Water and sewer utilities are expected to be located within the utility easement on site or in proximity in River Street. Exact location, distance, and conflicts along alignment will impact the cost needed to connect to the water, sewer, and electrical infrastructure. It is advised to obtain a complete utility survey, including underground telecommunications lines, to determine potential conflicts.



Figure 1 - Electric Boxes at curbside of lawn adjacent Bait & Tackle vendor

Riverfront Park (Option 2) located at 301 River Street, Palatka, FL 32177 and identified as parcel ID 42-10-27-6850-0000-0010

The subject parcel is the same parcel as the Riverfront Park (Option 1) existing conditions description, but with water and sewer utilities are expected to be located within the utility easement on site or in close proximity in Memorial Parkway. Exact location, distance, and conflicts along alignment will impact the cost needed to connect to the water, sewer, and electrical infrastructure. It is advised to obtain a complete utility survey, including underground telecommunications lines, to determine potential conflicts.



Figure 2 – Looking east to the St. Johns River of the potential splash pad location from the site adjacent hotel

Booker Park located at 701 N 10th St, Palatka, FL 32177 and identified as parcel ID 42-10-27-6850-0810-0010

The subject parcel, approximately 2.07 acres, is zoned as Residential with a Future Land Use designation as Residential High/Low Densities. Adjacent parcels are zoned Residential High/Low Densities. There are general minimum yard setbacks required for R-1 zoning in Palatka: Front yard setback: 25 feet, Side yard setback: 7.5 feet (each side), Rear yard setback: 20 feet. These setbacks effectively serve as the minimum buffer distances from the property lines for any structures or improvements. Impervious surface land area shall not exceed 50% for active recreation. The construction of a splash pad approximately 1,000 square feet in size will not cause the total impervious area for the entire parcel to exceed 50%.

No known existing City of Palatka zoning conditions or code constraints are anticipated to impact the feasibility of a splash pad installation at this site.

Water and sewer utilities are expected to be located within the utility easement on site or in close proximity in River Street. Exact location, distance, and conflicts along alignment will impact the cost needed to connect to the water, sewer, and electrical infrastructure. It is advised to obtain a complete utility survey, including underground telecommunications lines, to determine potential conflicts.



Figure 3 – Proposed splash pad location adjacent existing playground area and public restroom facilities (image left)

Adjacent the Tilghman House property located at 201 N 2nd St, Palatka, FL 32177 and identified as parcel ID 42-10-27-6850-0460-0080

The subject parcel, approximately 0.61 acres, is zoned as Residential with a Future Land Use designation as Residential High Density. Adjacent parcels are zoned Residential High/Low Densities and Commercial. The parcel is also located within the Downtown Riverfront District but in the South Historic District portion. There are general minimum yard setbacks required for R-1 zoning in Palatka: Front yard setback: 25 feet, Side yard setback: 7.5 feet (each side), Rear yard setback: 20 feet. These setbacks effectively serve as the minimum buffer distances from the property lines for any structures or improvements. Impervious surface land area shall not exceed 50% for active recreation. The construction of a splash pad approximately 1,000 square feet in size will not cause the total impervious area for the entire parcel to exceed 50%.

As this site is located within the existing City of Palatka South Historic District, and the splash pad would be located just behind the existing South Historic District signage. Any new construction, demolition, or exterior alteration must be reviewed by the Historic Preservation Board. Projects must maintain the historic character of the district. Site plans must be submitted for approval, including details about utilities and environmental conditions. Therefore, zoning conditions or code constraints are anticipated to impact the feasibility of a splash pad installation at this site.

Water and sewer utilities are expected to be located within the utility easement on site or in proximity in River Street. As the area is historic, there is also potential for abandoned water, sewer, gas, or electrical lines, old fuel tanks, lead pipes, or asbestos-containing materials on the parcel—these may require removal or capping. Exact location, distance, and conflicts along alignment will impact the cost needed to connect to the water, sewer, and electrical infrastructure. It is advised to obtain a complete utility survey, including underground telecommunications lines, to determine potential conflicts. Brownfield conditions could also potentially exist, if the site was previously used for industrial or commercial purposes—which would require performance of a Phase I Environmental Site Assessment (ESA) to identify potential contamination or a Phase II ESA, if Phase I reveals concerns, involving soil and groundwater contamination. Further review of historical utility maps or records will be necessary for determination.



Figure 4 – Proposed splash pad location adjacent existing residential (back right) and the Tilghman House where Palatka Art League is hosted (image left).

Authorities Having Jurisdiction

The following agencies or authorities are anticipated to require review and approval of the splash pad installation:

- St. John's River Watershed Management District
- Florida Department of Environmental Protection (DEP) Northeast District
- Florida Department of Health (DOH) Putnam County Environmental Public Health Section
- Utility Easement Provider (if not City of Palatka)
- City of Palatka Building Department

“As of October 1, 2014, changes to [Florida Building Code] Chapters 514 and 553, F.S., require an application for an operating permit submitted to the Florida Department of Health before the building department can issue a construction or modification permit for a “public pool.” If a variance from the standard code is desired, the project will need to be reviewed by the Public Swimming Pool and Bathing Place Advisory Review Board which meets every other month.

The *Plans Review Checklist for Public Interactive Water Features* (DOH/FBC, 8th Version 2023, Effective 1.1.2024, Revised 7.17.2024) provides the minimum sizing requirements based on estimated users, infrastructure minimum specifications including a locked and fenced equipment area, number of required sanitary fixtures based on size of the splash pad, and additional requirements.

The quantity of existing restroom fixtures and proposed splash pad size will need to be coordinated to determine if the maximum splash pad size is appropriate or if the restrooms will need to be expanded to meet the requirements. See the full document attached for reference as Exhibit A.

Recommendations for Site Design Considerations

Riverfront Park (Option 1) located at 301 River Street, Palatka, FL 32177 and identified as parcel ID 42-10-27-6850-0000-0010

Based on existing conditions and the requirement of restrooms within 200 feet of the interactive water feature, the project site is limited to the lawn area directly north of the restrooms. In the design of the splash pad, the City should also consider the final location in relationship to the existing playground. It is likely that families with more than one child will use both facilities making proximity between the two areas desirable. The City should consider modifications to the existing playground fence to accommodate passage between the two areas and to provide a clear line of sight for parents/guardians to easily monitor their children's play. The City should consider modifications to the existing playground's surfacing from the existing Engineered Wood Fiber (EWF) to a poured in place surface to limit debris contamination into the interactive water feature's filtration system. The City should also consider whether they desire elements such as shade, fencing, and seating around the interactive water feature. The City should also study the pedestrian circulation system between the playground, interactive water feature, and restrooms for compliance with the Americans with Disabilities Act (ADA).

The City should consider performing a topographic survey of the project site identifying existing site features, including the location of existing utilities and their current capacity to support the construction of an interactive water feature. The City should also develop a preliminary site plan to guide the development of future requests for bids and determine if the existing restrooms meet the requirements of Florida Building Code for adjacency to an interactive water feature.



Figure 5 – Proposed splash pad location on lawn adjacent existing bait and tackle/restroom facility and existing play area.

Riverfront Park (Option 2) located at 301 River Street, Palatka, FL 32177 and identified as parcel ID 42-10-27-6850-0000-0010

The proposed splash pad site is limited to the lawn area and currently lacks access to public outdoor restrooms within a 200-foot radius. The nearest restroom facilities are located across the street in a church and a hotel, both situated west of the project site. As such, the existing conditions do not meet the requirement for restroom facilities within 200 feet of an interactive water feature. Therefore, if this location is selected, the City will need to include a public restroom facility in the proposal to ensure compliance and support the functionality of the splash pad.

In designing the splash pad, the City should carefully consider its final location in relation to several existing site features: the memorial pad, the water feature/fountain, and the crosswalk adjacent to the hotel and church across the street. The proximity to the church and hotel enhances walkability and convenience for visitors—particularly hotel guests and church attendees during events. Additionally, the nearby parallel parking along the western edge of the proposed splash pad lawn supports easy access. However, the adjacency to the memorial pad and existing fountain may not be the most

compatible use of space. In contrast, the Riverfront Park (Option 2) location offers a more harmonious setting, situated near the existing playground, restrooms, and bait-and-tackle area—spaces already popular for recreational use. If the lawn near the memorial pad is selected, the City should consider installing a fence around the splash pad. This would help prevent children from freely moving between the splash pad and the memorial area, reduce the risk of children running into Memorial Parkway, and provide a clear boundary for easier supervision by parents and guardians.

The City should also evaluate the inclusion of amenities such as shade structures, additional seating, and fencing around the interactive water feature. While the lawn already benefits from established shade trees and a few benches facing the St. Johns River, enhancements could improve comfort and usability. The City should assess the pedestrian circulation between the future splash pad and proposed nearby restrooms for ADA compliance. Currently, the main paved walkways run only along the St. Johns River and Memorial Parkway, which may limit accessible routes.

The City should consider performing a topographic survey of the project site identifying existing site features, including the location of existing utilities and their current capacity to support the construction of an interactive water feature. The City should also develop a preliminary site plan to guide the development of future requests for bids and determine the aesthetic and how the design of a proposed restroom facility would function in adjacency to the proposed interactive water feature.



Figure 6 – Proposed splash pad location on lawn adjacent existing memorial pad and a hotel and a church across the street (Memorial Parkway).

Booker Park located at 701 N 10th St, Palatka, FL 32177 and identified as parcel ID 42-10-27-6850-0810-0010

Given the requirement for restrooms to be located within 200 feet of an interactive water feature, the project site is best limited to the lawn area directly east of the existing restrooms. This area offers

ample space to accommodate the proposed splash pad while remaining compliant with the distance requirement. In designing the splash pad, the City should also consider its relationship to the existing playground. Proximity between the two amenities is desirable, as families with multiple children are likely to use both. To enhance connectivity and visibility, the City should explore modifying the existing playground fence to allow direct passage and provide a clear line of sight for parents and guardians to monitor their children.

Additionally, vehicular access control should be addressed. Aerial imagery shows a vehicle improperly parked on the lawn near the playground and restrooms, suggesting that cars are driving from the paved lot into the lawn area. To prevent unauthorized vehicle encroachment and ensure user safety, the City should consider installing vehicular-rated bollards and securing the parking lot gate with locks and monitoring protocols for permitted access only. The City should also evaluate the playground's current surfacing. Replacing the existing Engineered Wood Fiber (EWF) with a poured-in-place surface would help reduce debris contamination in the splash pad's filtration system. Furthermore, the City should assess whether additional amenities—such as shade structures, fencing, and seating—are desired around the interactive water feature. Pedestrian circulation between the playground, splash pad, and restrooms should be reviewed for ADA compliance to ensure accessibility for all users. A topographic survey of the site is recommended to identify existing features, utility locations, and their capacity to support the new infrastructure. Finally, the City should develop a preliminary site plan to guide future bid requests and determine whether the existing restrooms meet Florida Building Code requirements for adjacency to an interactive water feature.



Figure 7 – Proposed splash pad location on lawn adjacent existing restroom facility and existing play area.

Adjacent the Tilghman House property located at 201 N 2ND St, Palatka, FL 32177 and identified as parcel ID 42-10-27-6850-0460-0080

The proposed splash pad site is currently limited to a lawn area that does not meet the required proximity to public outdoor restrooms. The nearest facilities are located to the east, across the street at the existing bait and tackle shop—well beyond the 200-foot requirement for restrooms adjacent to an

interactive water feature. Therefore, if this site is selected, the City will need to include a public restroom facility in the proposal to ensure regulatory compliance and support the splash pad's functionality. In evaluating the site, the City should consider its relationship to several existing features: the South Historic District neighborhood entry signage, the Tilghman House property (used by the Palatka Art League) to the south, adjacent one-story multifamily residences to the west, and its prominent location at the corner of Laurel Street and River Street. This site presents several challenges for splash pad development. Its location within a designated historic district raises concerns about compatibility, and excavation or construction may encounter unforeseen issues during permitting and bidding processes. Additionally, there is no adjacent parking; users must park across River Street at Riverfront Park and cross the street to access the site, which poses pedestrian safety risks—especially given the curve of River Street at the intersection with Laurel Street, which limits driver visibility. If this site is selected, it is recommended that the City install a mid-block pedestrian crossing with flashing indicators to improve safety for users traveling between the splash pad and the parking area. In contrast, alternative locations such as Riverfront Park (Options 1 or 2) or Booker Park offer more suitable locations, with adjacent parking and fewer safety and compatibility concerns.

Should this parcel be selected, the City should consider installing fencing around the splash pad to prevent children from entering the Tilghman House property, nearby residential areas, or running into Laurel or River Streets. A defined boundary would also help parents and guardians maintain clear sightlines for supervision and also benefit the adjacent neighboring properties—keeping site users and children in areas away from the neighboring residential property lines. While the site benefits from existing shade trees, additional amenities—such as benches, shade structures, and seating designed to complement the historic character of the district—should be considered to enhance comfort and usability for families.

Pedestrian circulation should also be reviewed for ADA compliance. Currently, the site lacks paved walkways, which limits accessible routes. A topographic survey is recommended to identify existing site features, utility locations, and their capacity to support splash pad infrastructure. The City should also develop a preliminary site plan to guide future bid requests and evaluate how a proposed restroom facility would integrate both functionally and aesthetically with the splash pad and the surrounding historic architecture of the South Historic District.



Figures 8 & 9 – Proposed splash pad location on lawn adjacent historic properties and across the street from existing bait and tackle/restroom facility and existing parking lot.

Review of Vendor Proposals

The City provided conceptual proposals and quotes from two vendors, Aqua Worx and Bliss products. The Aqua Worx proposal does not include any specific cost, equipment list, or general conditions and cannot be evaluated in detail. The comments below reflect the information provided by Bliss products which provided a more detailed description.

Quotes are noted as valid for 30 days which have expired.

The two proposals are specific to the interactive water features, but do not consider additional improvements to the park that may be needed to accommodate the introduction of the splash pad. Attention must be paid to the installation conditions noted which incur additional costs to the Owner.

The installation conditions generally state that the Owner needs to provide a flat level site that is ready to receive the interactive water. The Owner is responsible for the following items:

- Providing a site survey for permitting the project.
- Permitting fees and engineering drawings for the project.
- The Owner must ensure access to water supply within 100 feet of the project site with sufficient water pressure.
- Owner to provide dumpsters.
- Disposal of spoils.
- Site restoration which includes sod, landscaping, irrigation (if present).

Additional information that should be requested of the vendor:

- Performance specifications for the pump equipment to include voltage and flow rate requirements.
- State of Florida Commercial Pool Contractors license.

Additional information the City will need to provide:

- After receiving the performance specification for the vendor's equipment, the City will need to ensure that the site provides adequate water, sewer, and electrical utilities to support the construction of the interactive water feature.
- The City will need to inspect the existing on-site sanitary facilities (restrooms) to ensure they comply with the requirements of FBC 454.1.6.1 Sanitary Facilities. If they do not, the City will need to consider modifications to the restrooms as part of the contractor's scope of work.

Items not included become the responsibility of the owner and/or opens the possibility of cost increased change orders.

Bliss, listed a contract with St Johns County 2022-16. We contacted St Johns County's Purchasing Department and were told that Bliss does not have an active contract with the county that would allow for "piggybacking". *Copy of "inactive/expired" Bliss contract with St Johns County* is included for reference as Exhibit B.

Recommendations for Competitive and Comparative Bids

The City should prepare a formal Request for Proposal (RFP) under the City's Purchasing Policy - **Section 11. Procurement of Goods and Services - \$25,000.01 or more**. The RFP should clearly define the scope of services requested of the contractor.

In preparing the RFP, the City should consider two options:

1. City procures design and construction separately

Procuring design and construction services separately gives the City the advantage of accountability as the designer and contractor both report to the City and hold one another accountable for performance of responsibilities associated with the project. The City also has the advantage of having the Designer act as the City's agent in developing and defining the Contractor's Scope of Work. The Designer's Scope would include a topographic survey, utility locations, construction documents, bid support, and construction administration for the project. The disadvantages include increasing the project timeline to procure both entities and increased project costs.

2. City procures Design/Build services:

The advantages to Design/Build include a shorter project timeline and lower costs. The disadvantage is that the City must act as its own agent in working with the Design/Builder to execute the project putting increased pressure on City staff. The City would also need to perform a topographic survey and develop a schematic design with one of its continuing services providers prior to preparing the RFP to be able to clearly define the Design/Builder's Scope of Work.

To Develop a clear scope of Work the City needs to determine:

- Capacity and location of existing utilities
- Type of water use system desired (i.e. Once through or recycled water)
- Utility point of connection
- Size and shape of splash pad
- Quantity of features to be incorporated
- Are modifications to the restrooms needed?
- Safety and protection – Is a fence required or needed? Is this part of the contract or City responsibility?
- Other resident considerations (ie. Shade, seating, etc.)
- What existing conditions need to be restored (i.e. grading, sod, irrigation, etc.)
- Who is responsible for permitting
- Geotechnical testing, if required for pad foundation.
- Performance requirements – testing, disinfection, and responsibility for correction

Contractor to provide:

- Approach to Scope of Work
- List of proposed subcontractor/supplier list
- Experience with similar projects
- References

Contract provisions to be included:

- Hours of work
- Shop drawings and submittals
- Start-up
- Require vendor to provide turnkey performance
- Performance, Payment, and other bonds
- Insurance - Contractor's Liability, Owners' Liability
- Change Orders and Execution Requirements
- Removal or acceptance of defective work

- Suspension of work and termination
- Contractor's General Warranty and Guarantee, typically a minimum of one-year from acceptance
- Indemnifications
- Termination for cause or convenience
- Wavier of Leins and final payment
- Contractor Umbrella, Builder's Risk, and Automotive liability insurance

City of Palatka
Splashpad Feasibility Study:

Site Selection Analysis

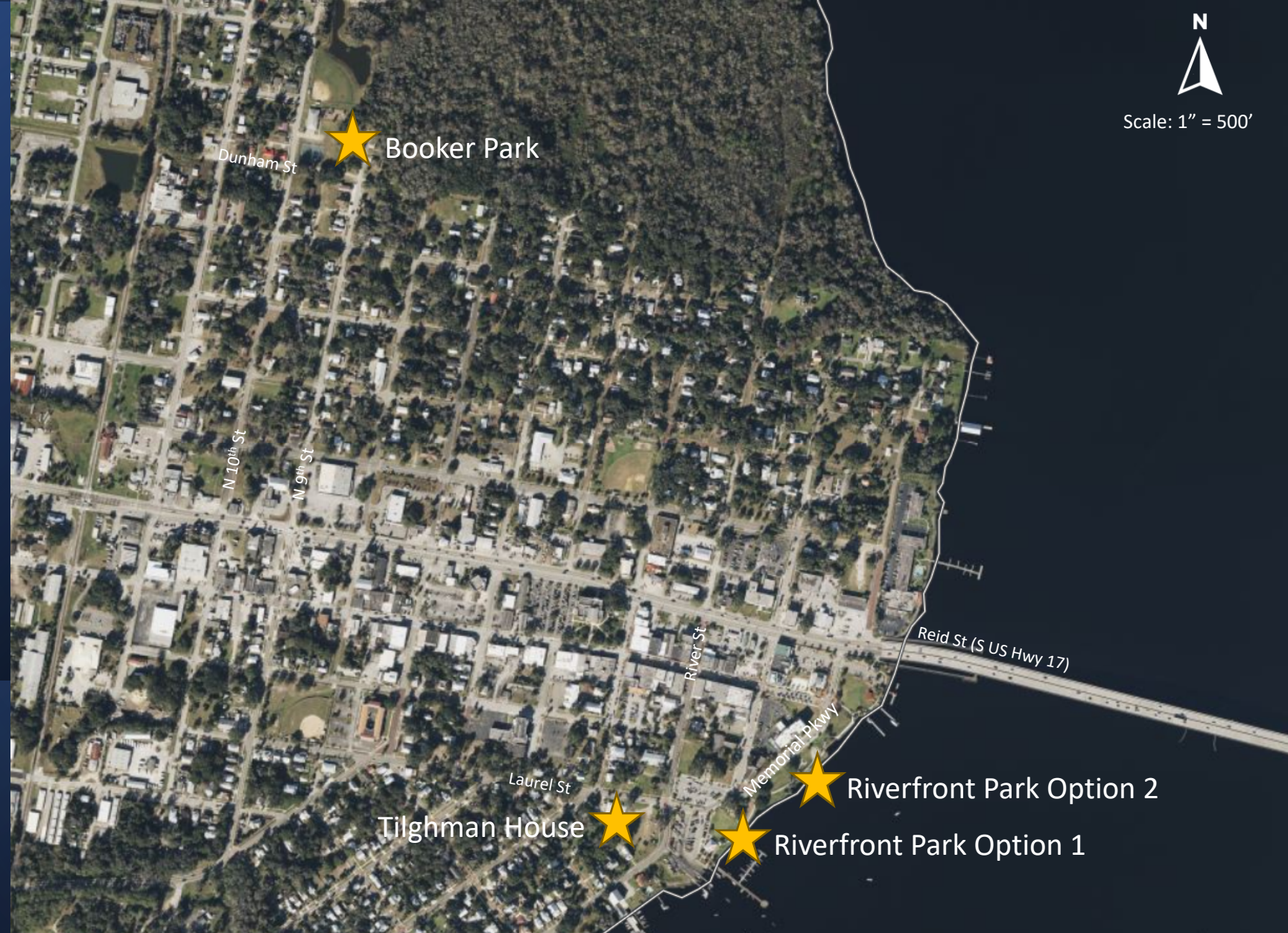


Scope of Work

- Evaluate 4 proposed splashpad locations
- Assess feasibility, cost, & infrastructure needs
- Provide recommendations based on site conditions



Locations Studied within City of Palatka



Source: Microsoft Bing

Considerations for Analysis

- Existing restroom facilities on site
- Cost efficiency
- Site accessibility/program adjacency
- Proximity to utilities
- Community impact

Individual Sites

Riverfront Park Option

1

- Restroom: Existing
- Restroom Proximity: Within 200 ft (Compliant)
- Utility Connection Distance: 150 ft
- Fence Length: 150 lf
- Site Constraints: None; adjacent to playground and bait shop & boat slips

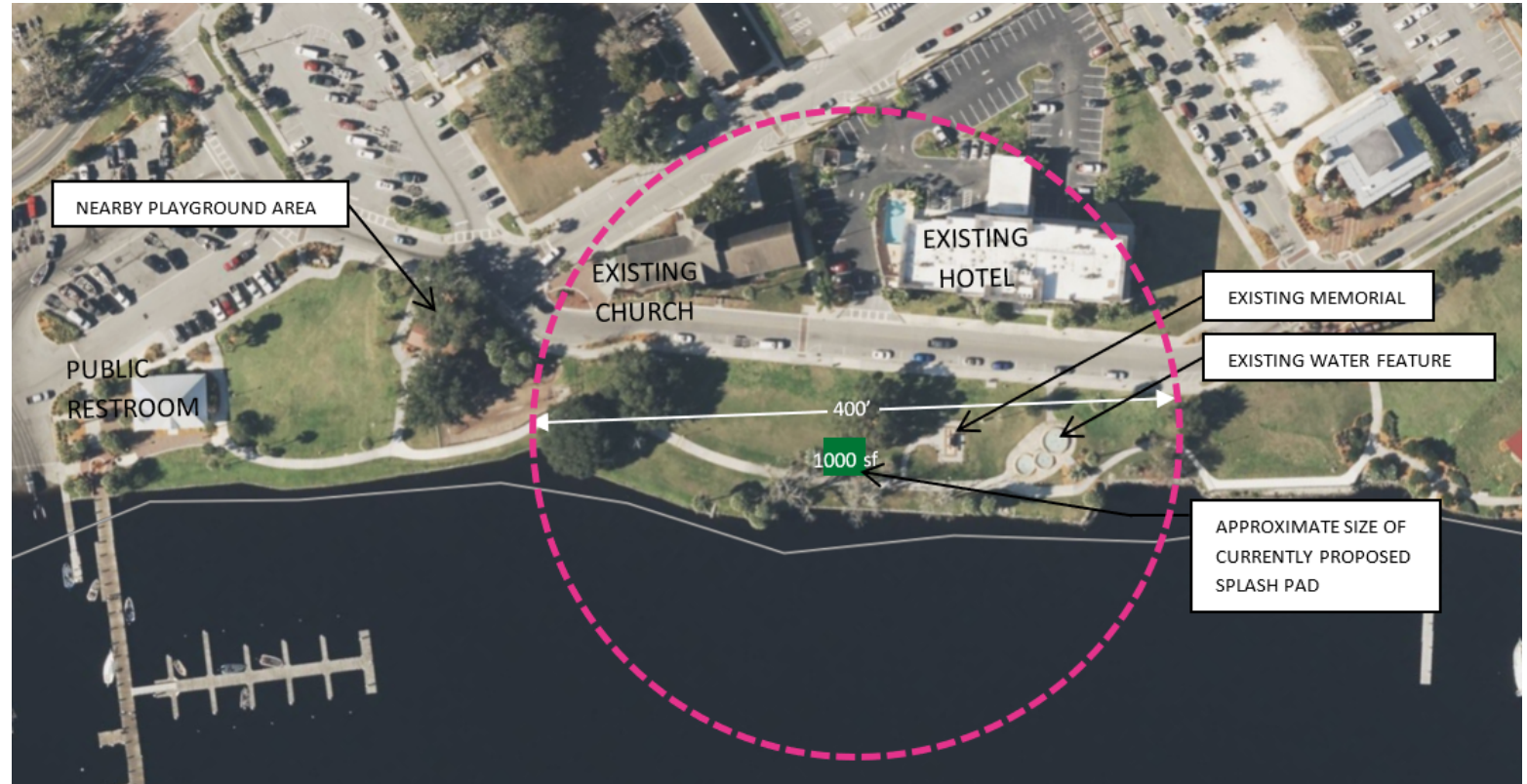


Source: Microsoft Bing

Individual Sites

Riverfront Park Option 2

- Restroom: Not on site
- Restroom Proximity: Not available (New restroom required)
- Utility Connection Distance: 600 ft
- Fence Length: 150 lf
- Site Constraints: Near memorial and fountain; separation in proximity to existing playground

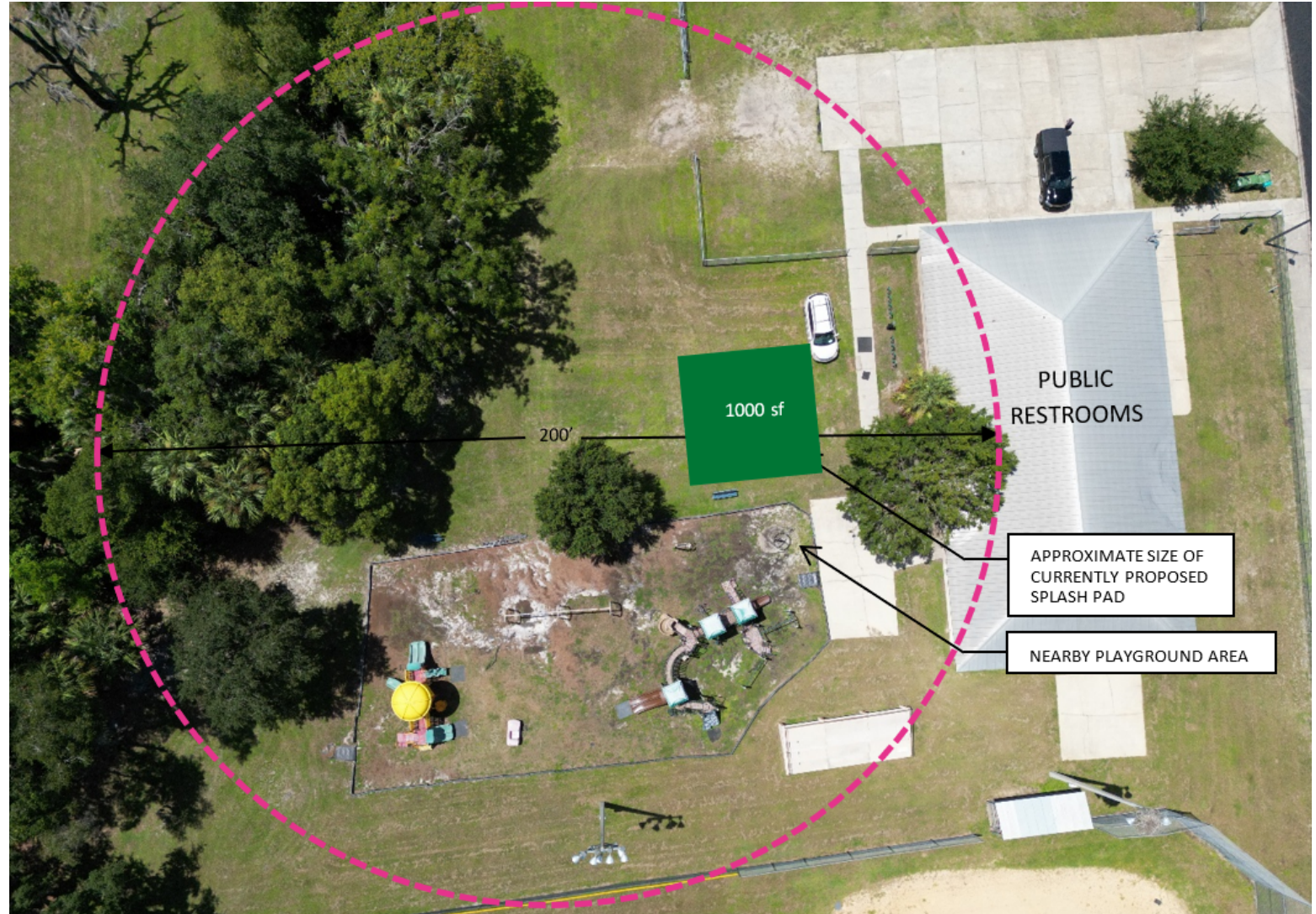


Source: Microsoft Bing

Individual Sites

Booker Park

- Restroom: Existing
- Restroom Proximity: Within 200 ft (Compliant)
- Utility Connection Distance: 100 ft
- Fence Length: 150 lf
- Site Constraints: Requires bollards for safety

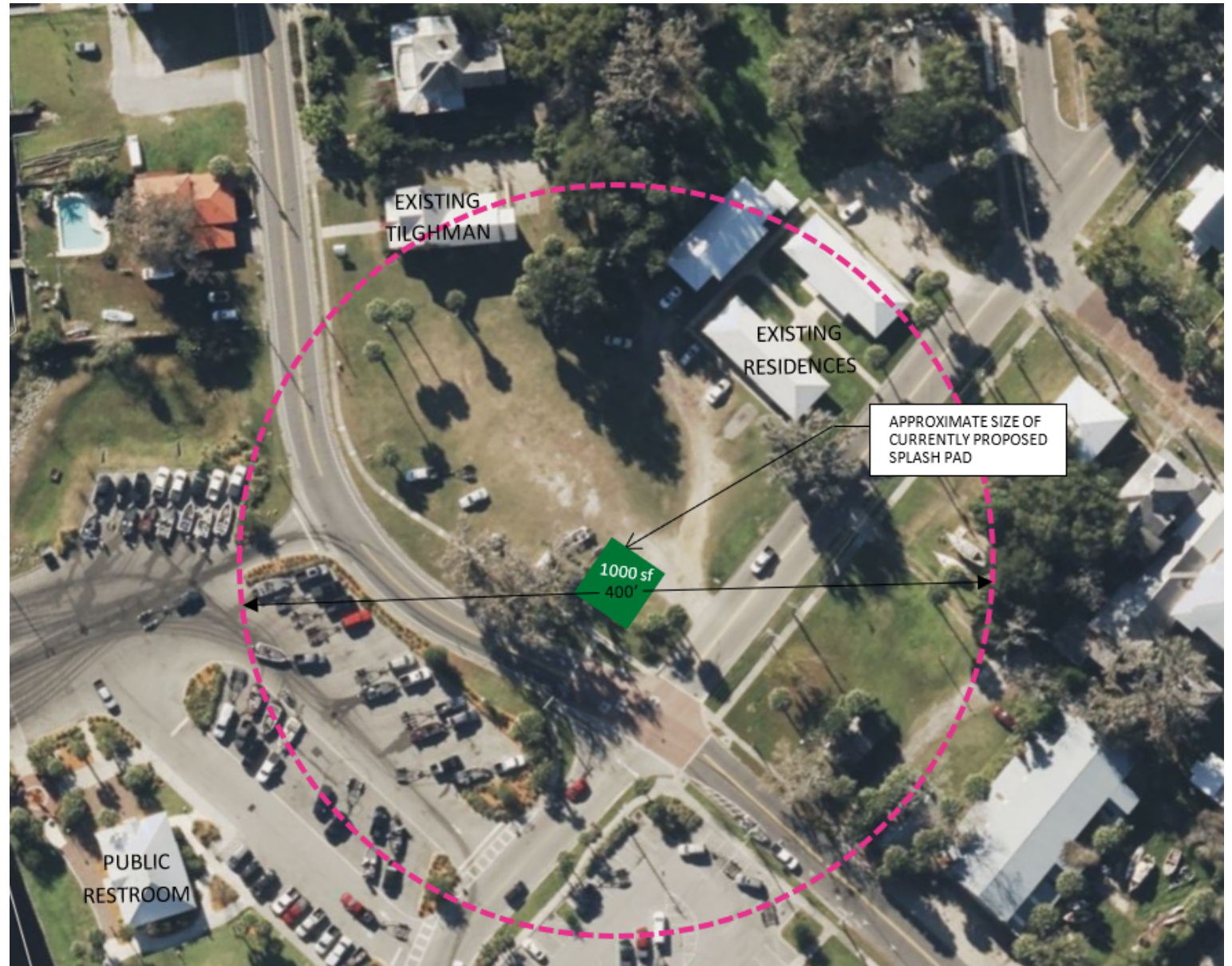


Source: Microsoft Bing

Individual Sites

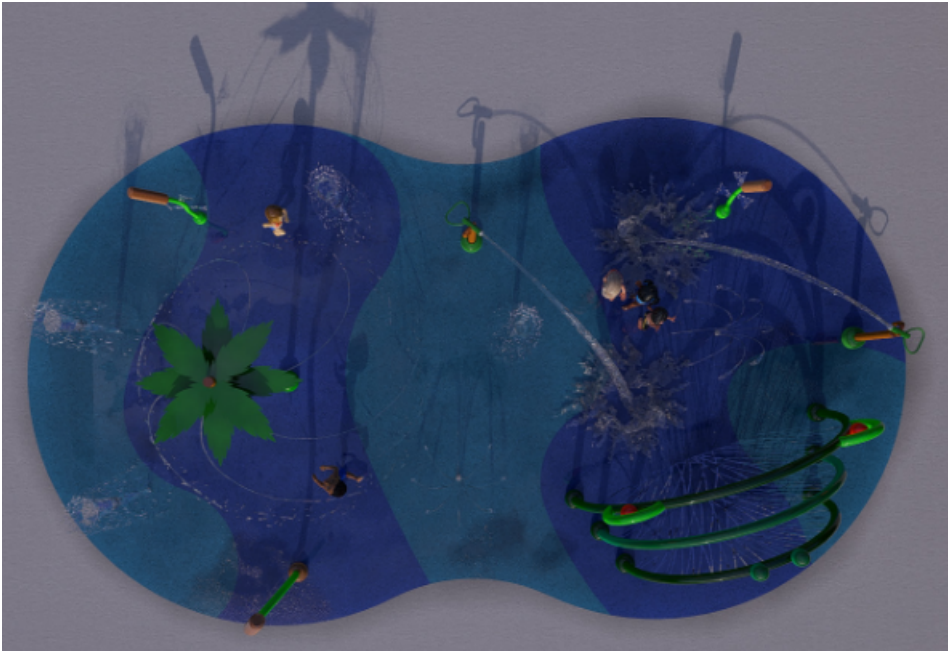
Tilghman House

- Restroom: Not on site
- Restroom Proximity: Not available (New restroom required)
- Utility Connection Distance: 600 ft
- Fence Length: 150 lf
- Site Constraints: Historic district; potential brownfield issues



Source: Microsoft Bing

City-Preferred Splashpad Design



HIGH LEVEL COST ESTIMATE

CONSTRUCTION COST, NEW IWF PAD, DECK, FENCE, AND RESTROOM								
SIZE (SF)	BASE	30% CON	BASE TOTAL	FENCE	BATH	SUB	30% CON	TOTAL
500	\$ 210,000	\$ 63,000	\$ 273,000	\$ 20,000	\$ 60,000	\$ 290,000	\$ 87,000	\$ 377,000
1000	\$ 247,500	\$ 74,250	\$ 321,750	\$ 20,000	\$ 60,000	\$ 327,500	\$ 98,250	\$ 425,750
1250	\$ 285,000	\$ 85,500	\$ 370,500	\$ 20,000	\$ 60,000	\$ 365,000	\$ 109,500	\$ 474,500
2000	\$ 385,000	\$ 115,500	\$ 500,500	\$ 20,000	\$ 90,000	\$ 495,000	\$ 148,500	\$ 643,500

BASE = IWF PAD, SPRAY TOYS, MECH EQUIPMENT, TANK, AND CONCRETE DECK.
FENCE = STANDARD 4FT ALUMINUM FENCE WITH GATES.
BATH = NEW RESTROOM FACILITY WITH 1 TOILET EACH UNDER 1250 SF, 2 TOILET EACH OVER 1250 SF

CONSTRUCTION COST, NEW IWF PAD, DECK AND FENCE: <u>USE EXISTING RESTROOM FACILITY.</u>								
SIZE (SF)	BASE	30% CON	BASE TOTAL	FENCE	BATH	SUB	30% CON	TOTAL
500	\$ 210,000	\$ 63,000	\$ 273,000	\$ 20,000	\$ -	\$ 230,000	\$ 69,000	\$ 299,000
1000	\$ 247,500	\$ 74,250	\$ 321,750	\$ 20,000	\$ -	\$ 267,500	\$ 80,250	\$ 347,750
1250	\$ 285,000	\$ 85,500	\$ 370,500	\$ 20,000	\$ -	\$ 305,000	\$ 91,500	\$ 396,500
2000	\$ 385,000	\$ 115,500	\$ 500,500	\$ 20,000	\$ 90,000	\$ 495,000	\$ 148,500	\$ 643,500

BASE = IWF PAD, SPRAY TOYS, MECH EQUIPMENT, TANK, AND CONCRETE DECK.
FENCE = STANDARD 4FT ALUMINUM FENCE WITH GATES.
BATH = NEW RESTROOM FACILITY WITH 1 TOILET EACH UNDER 1250 SF, 2 TOILET EACH OVER 1250 SF

Opinion of Probable Cost

Item	Qty	Unit Cost	Site 1	Site 2	Site 3	Site 4
Splash Pad (Lump Sum Materials)	1	\$ 450,000.00	\$ 450,000.00	\$ 450,000.00	\$ 450,000.00	\$ 450,000.00
Restroom (Lump Sum)	1	\$ 500,000.00	\$ -	\$ 500,000.00	\$ -	\$ 500,000.00
Utility Connections (Lump Sum)	1	varies	\$ 50,000.00	\$ 180,000.00	\$ 45,000.00	\$ 180,000.00
Fence (LF)	150	\$ 100	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
Landscape & Irrigation (Lump Sum)	1	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
Site Work (Lump Sum)	1	\$ 30,000	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
Bench (EA)	2	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Shade Structure (EA)	1	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
			\$ 680,000.00	\$ 1,375,000.00	\$ 675,000.00	\$ 1,375,000.00

*Does not include contractor installation or contingency (only restroom and splashpad elements)

**Maintenance cost on an annual basis is anywhere from \$60,000 to \$80,000/year

High Level Recommendations

- Prioritize sites with existing restrooms to avoid additional \$500,000 facility cost
- Minimize utility connection distances to reduce infrastructure cost
- Select sites with favorable access and visibility
- Consider community usage and equity
- Optimize cost by leveraging existing infrastructure

Recommended Sites

Riverfront Park Option 1



Source: Google

Recommended Sites

Booker Park



Source: Google

Recommendations

Why Riverfront Park Option 1 & Booker Park?

1. Restroom Proximity & Compliance

- **Riverfront Option 1 and Booker Park** both have **existing public restrooms within 200 feet** of the proposed splashpad area.
 - They meet the **Florida Building Code (FBC 454.1.6.1)** requirement for sanitary facilities adjacent to public interactive water features.
- **Riverfront Option 2 and Tilghman House** do **not** meet this requirement
 - meaning a **new restroom facility (~\$500,000)** would need to be constructed—significantly increasing project cost.

Recommendations

Why Riverfront Park Option 1 & Booker Park?

2. Cost Efficiency

- Avoiding the construction of a new restroom saves \$500,000 per site.
- Both recommended sites also have **shorter utility connection distances**
 - (~250 ft), reducing trenching and infrastructure costs.
- Sites without restrooms not only require longer utility runs but also face additional permitting and construction costs.

Recommendations

Why Riverfront Park Option 1 & Booker Park?

3. Site Compatibility & Safety

- **Riverfront Option 1** is adjacent to a playground and bait & tackle shop, creating a family-friendly recreational zone with good visibility and access.
 - **Booker Park** offers a similar setup with a playground and restrooms nearby, plus the opportunity to improve safety by installing bollards to prevent vehicle encroachment.
- **Tilghman House**, in contrast, is in a **historic district**, requiring **Historic Preservation Board review**, and lacks adjacent parking—posing pedestrian safety risks.

Recommendations

Why Riverfront Park Option 1 & Booker Park?

4. Infrastructure Readiness

- Both Riverfront Option 1 and Booker Park have **existing utility easements** and are zoned appropriately for recreational use.
- **Tilghman House** may have **brownfield conditions** (e.g., old fuel tanks, lead pipes), requiring environmental assessments (Phase I/II ESA), which adds time and cost.
- Riverfront Option 2's proximity to a memorial and fountain may conflict with splashpad use and aesthetics.

Recommendations

Why Riverfront Park Option 1 & Booker Park?

5. Community Integration

- **Riverfront Option 1 and Booker Park** are already popular recreational areas with **existing playgrounds in proximity**, making them ideal for splashpad integration.
 - Their existing amenities (benches, shade, restrooms) support family use and ADA compliance.
- Sites without restrooms would require more extensive upgrades to reach similar usability and compliance levels.

QUESTIONS?

Case PB 25-06 – Amend Future Land Use Map and Rezone parcel 0.34 acres
Address: 2405 President Street
Parcel #: 12-10-26-0820-0010-0030
Applicant: Residential Appraisal Management Group, LLC

STAFF REPORT

DATE: April 21, 2025
TO: City of Palatka Planning Board
FROM: Staff

APPLICATION REQUEST

This request is for the rezoning on a 0.34 acre parcel located on 2405 President Street. However, based on the review of the application, Staff has determined that the Future Land Use Map amendment also be included for consistency. The recommendation for the amendment of the Future Land Use Map is to change from City of Palatka Commercial (COM) to City of Palatka Residential Low Density (R-L) and to change the existing zoning from City of Palatka Commercial, Neighborhood District (C-1A) to Single-Family Residential District (R-1).

Background

The property has been used as a commercial office and the new owners desire to revert back to the prior residential use. The property is currently within the city limits of Palatka. General uses within the City include Florida Pest Control and Champion Pest Control to the North (across President Street) which is City of Palatka, Commercial, General, Light (C-2). Two Residential parcels are located to the east (directly next door), one Putnam County Unincorporated, Residential Single-Family (R1-A) and one City of Palatka, Residential Single-Family (R1-A). Located to the south (directly behind the property) is Putnam County Residential, Single-Family (R1-A). The property to the West of the site is Putnam County Unincorporated Commercial, General Light (C-2). See Table 1.

	Actual Use	FLUM	ZONING
Property Existing	City of Palatka Commercial General Light C-2	City of Palatka Commercial COM	City of Palatka, Commercial, Neighborhood District C-1A
Property Proposed	City of Palatka Residential Single-Family R-1	City of Palatka Residential Low Density (RL)	City of Palatka Residential Single-Family R-1
North	City of Palatka FL Pest Control & Champion Pest Control	City of Palatka Commercial COM	City of Palatka Commercial, General, Light C-2
South	Putnam County Residential	<i>Putnam County Urban Service (US)</i>	Putnam County Residential, Single-Family (R1-A)

East	City of Palatka & Putnam County Residential	<i>City of Palatka & Putnam County, both Urban Service (US)</i>	City of Palatka & Putnam County Residential, Single-Family (R1-A)
West	Putnam County Unincorporated	Putnam County Urban Service (US)	Putnam County Commercial, General, Light (C-2)

Future Land Use Change Analysis

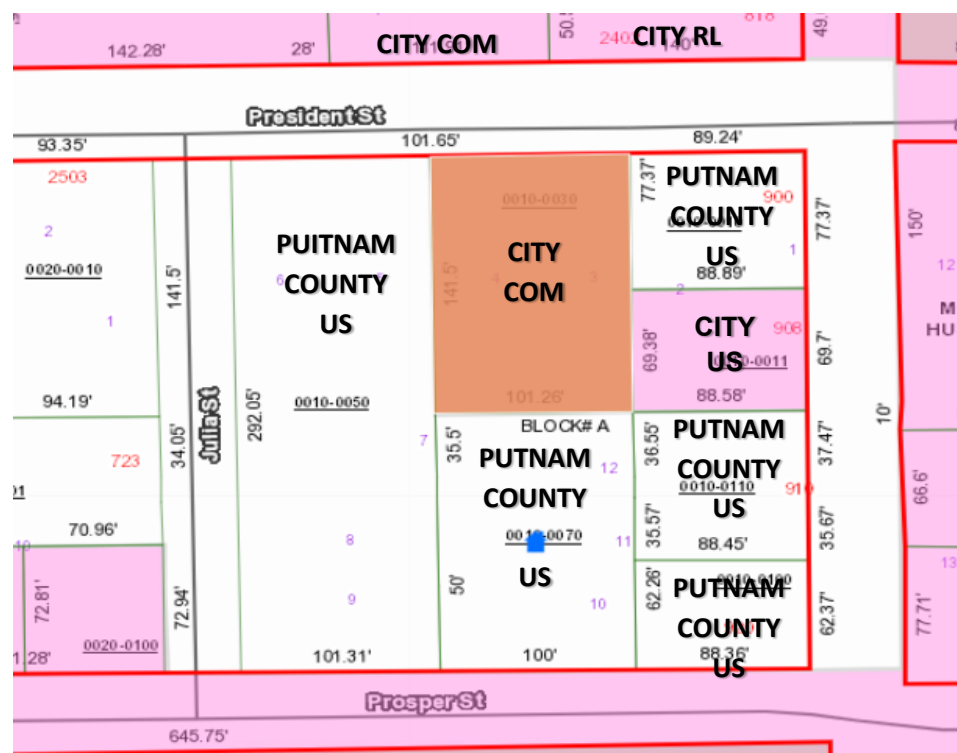
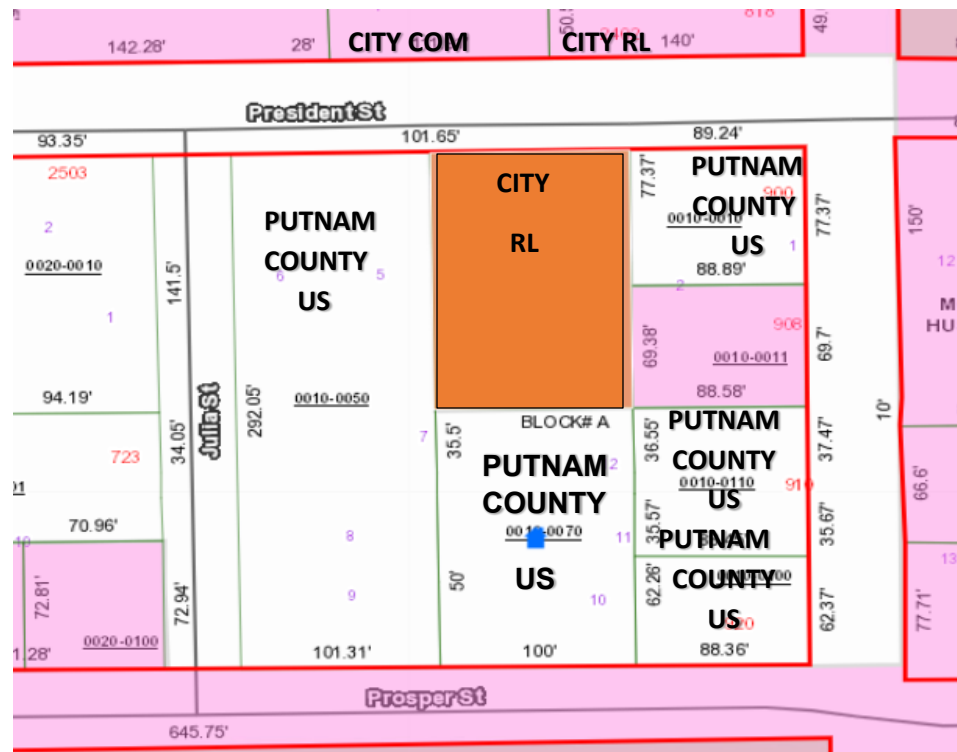


Figure 1 Current Future Land Use



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 reestablish 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 parcel is within a completely developed area with mixed residential and commercial, uses with full urban services available.

Zoning Change Analysis

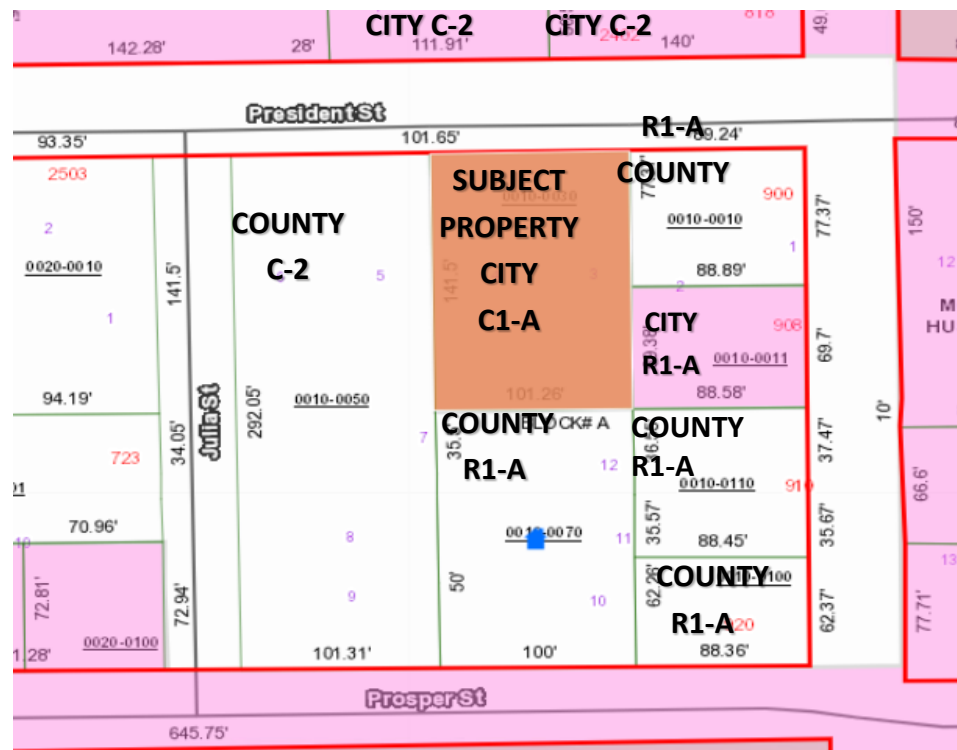


Figure 1 Current Zoning;

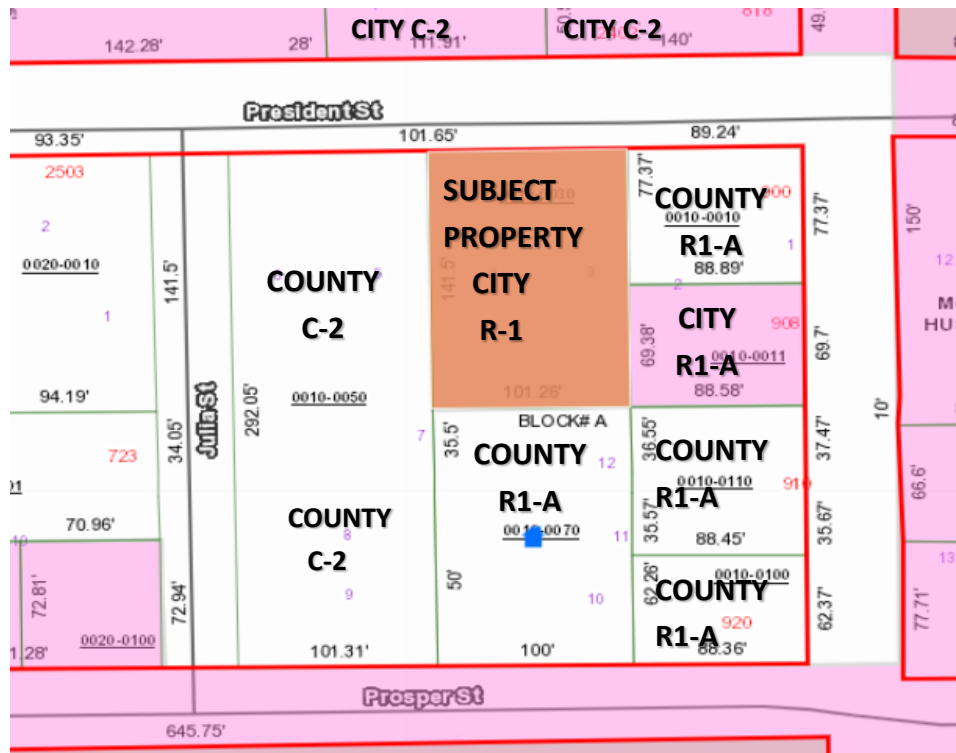


Figure 2 Proposed Zoning:

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 zoning classification. Property to the West is zoned Putnam County Commercial, General, Light (C-2) with a Future Land Use of Urban Service (US). Property to the North is zoned City of Palatka Commercial, General, Light (C-2), Future Land Use COM. Two Properties, one to the East and one to the South are zoned Putnam County Unincorporated Residential, Single-Family (R-1A) with a Future Land Use of Urban Service (US). The last adjacent property is to the East and is zoned City of Palatka Residential, Single-Family (R-1A) with a Future Land Use of Urban Service (US). The zoning change from C1-A to R-1 will not have an adverse impact on properties around it. The rezoning will be in conformity with the Comprehensive Plan, subject to the proposed Future Land Use Map amendment.

- b. *The existing land use pattern.*

Response: The existing land use pattern in this area is mixed commercial and residential. The proposed zoning change will be in accord with other R-1A properties in the immediate vicinity.

- 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 (R1-A) uses to the West and South of the subject parcel.

- d. *The population density pattern and possible increase or overtaking of the load on public facilities such as schools, utilities, streets, etc.*

Response: The subject property change from C1-A to R-1 will have no increase in population or overtaking 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: The proposed rezoning will be in conformance with existing zoning districts to the East and South of the subject property.

- f. *Whether changed or changing conditions make the passage of the proposed amendment necessary.*

Response: The conditions in the area of the subject property will remain unchanged.

- g. *Whether the proposed change will adversely influence living conditions in the neighborhood.*

Response: The immediate neighborhood to the East and South of 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, not affecting public safety. Increased traffic will be minimal.

- i. *Whether the proposed change will create a drainage problem.*

Response: The applicant purposes to utilize the current drainage system which presently channels water to existing storm drains.

- 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.

- 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 zoning will not be a deterrent for improvement of adjacent properties. The parcels to the East and South are zoned residential and to the North and West they are zoned commercial.

- 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 dwelling on the subject property has a functional layout and design of a single-family dwelling consisting of bedrooms, bathrooms, laundry, kitchen and living rooms. This layout would require significant modifications to be recognized commercial use, which is the current 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.

- p. *Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.*

Response: The purpose of this request is to utilize an existing fair condition vacant status, to a like new condition in an occupied status.

- 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 APPROVAL of the request to amend the Future Land Use Map from City of Palatka Commercial (COM) to City of Palatka Residential Low Density (RL).
2. Staff recommends APPROVAL of the request to rezone the 0.34-acre property from Commercial, **Neighborhood District (C-1A)** to Residential Single -Family (R-1).

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL., 32177

ORDINANCE NO. 2025-23

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 COMMERCIAL, NEIGHBORHOOD DISTRICT (C-1A) TO CITY OF PALATKA SINGLE-FAMILY RESIDENTIAL (R-1), FOR THE FOLLOWING PROPERTY: LOCATED AT, 2405 PRESIDENT STREET PALATKA, FLORIDA 32177, PARCEL 12-10-26-0820-0010-0030 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: Residential Appraisal Management Group, 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 May 6th, 2025, and two public hearings before the City Commission of the City of Palatka on June 26th, 2025, and July 24th 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 Commercial, Neighborhood District (C-1A) to City of Palatka Single-Family Residential (R-1) classification.

**DESCRIPTION OF PROPERTIES: 2405 PRESIDENT STREET, PALATKA, FLORIDA
32177, PARCEL 13-10-26-0000-0260-0002**

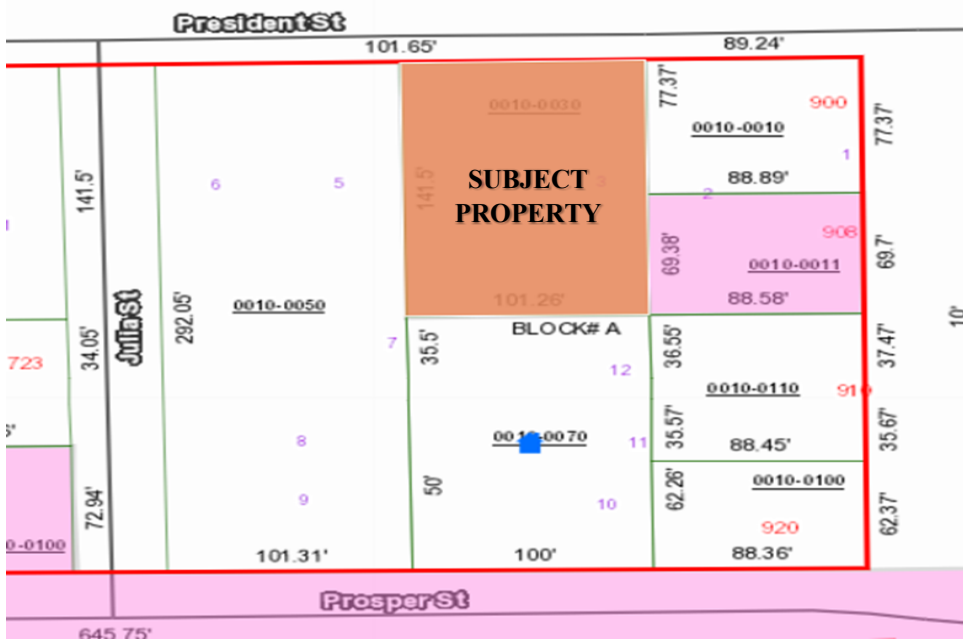


Figure 1: Zoning map.

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 26th day of June 2025.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 24th day of July 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: "Rezone for 2405 President St." 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 COMMERCIAL, NEIGHBORHOOD DISTRICT (C-1A) TO CITY OF PALATKA SINGLE-FAMILY RESIDENTIAL (R-1), FOR THE FOLLOWING PROPERTY: LOCATED AT, 2405 PRESIDENT STREET PALATKA, FLORIDA 32177, PARCEL 12-10-26-0820-0010-0030 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 law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or

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.

Second Reading: ORDINANCE NO. 2025-25 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 MULTIPLE-FAMILY RESIDENTIAL (R-3) TO CITY OF PALATKA CONSERVATION (CON) FOR THE FOLLOWING PROPERTY: DICKS MAP OF PALATKA MB2 P46, BLK 146 ALL OF BLK (EX DIV A, OF LOT 8 BK243 29 OR34 P432, OR171 P495, EX ESMT OR1443 P854, EX ESMT DOT OR1444 P1911) PARCEL 42-10-27-6850-1460-0083

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	PB25-03 Staff Report 050625 (1)
2.	Osceola Creek LIDAR image
3.	Ord 25-25 reZoning2.39rev
4.	Business Impact ORD 2025-25

Case PB 25-03 –Amend FLUM and Rezone 2.39 acres at 42-10-27-6850-1460-0083 and 0.12 acres at 42-10-27-6850-1460-0081

Address: Unassigned (Intersections of Crill Ave/Morris St, and Morris St/Kirby Street)

Applicant: City of Palatka

Agent: None

STAFF REPORT

DATE: May 6, 2025
TO: City Planning Board
FROM: Planning Director

APPLICATION REQUEST

The request would amend the Future Land Use Map designation from City of Palatka Residential High (RH) to Conservation (CON) and rezone from Multiple-family Residential (R-3) to Conservation district (CON). The 2.39-acre parcel and 0.12-acre parcel are owned by the City of Palatka. The subject properties have semi-wooded landcover and currently vacant with no structures.

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 properties are within the municipal limits of the City of Palatka and contain some large trees with areas of thick vegetation. The American Legion Post 45 and the Lions Club of Palatka buildings are located on two adjacent parcels to the west. The subject properties are bounded by Crill Avenue (North), Morris Street (East), and Kirby Street (South).

	Actual Use	FLUM	ZONING
Property Existing	Vacant	Residential High (RH)	Multiple-family Residential (R-3)
North	Primarily single-family homes; few vacant parcels	Residential High (RH)	Multiple-family Residential (R-3)
South	Vacant	Residential Medium (RM)	Multiple-family residential, Planned Unit Development (R-3, PUD)
East	Single-family homes adjacent to City South Historic District	Residential High (RH)	Single-Family Residential (R-1)
West	American Legion Post 45; Lions Club of Palatka	Residential High (RH)	Multiple-family Residential (R-3)

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

Future Land Use Change Analysis

Figure 1. Existing Future Land Use

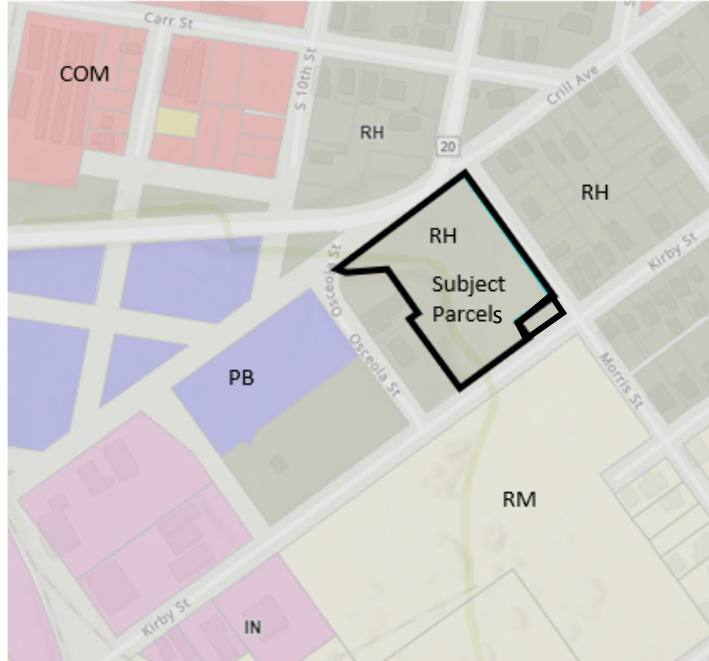
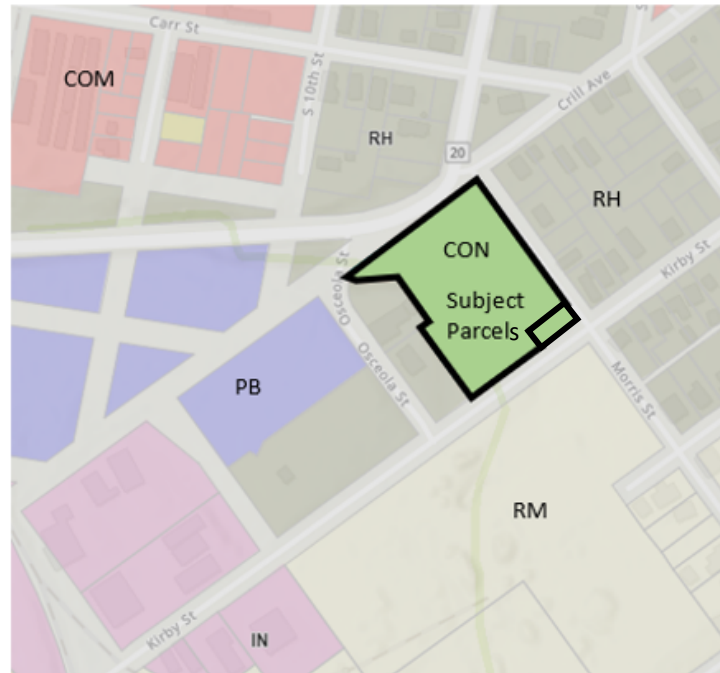


Figure 2. Proposed Future Land Use



The request is to change the Future Land Use from Residential High (RH) to Conservation (CON).

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 has a National Wetlands Inventory classification of R4SBCx which is defined by:

System Riverine (R): The Riverine System includes all wetlands and deepwater habitats contained within a channel, with two exceptions: (1) wetlands dominated by trees, shrubs, persistent emergents, emergent mosses, or lichens, and (2) habitats with water containing ocean-derived salts of 0.5 ppt or greater. A channel is an open conduit either naturally or artificially created which periodically or continuously contains moving water, or which forms a connecting link between two bodies of standing water.

Subsystem Intermittent (4): This Subsystem includes channels that contain flowing water only part of the year. When the water is not flowing, it may remain in isolated pools or surface water may be absent.

Class Streambed (SB): Includes all wetlands contained within the Intermittent Subsystem of the Riverine System and all channels of the Estuarine System or of the Tidal Subsystem of the Riverine System that are completely dewatered at low tide.

Water Regime Seasonally Flooded (C): Surface water is present for extended periods especially early in the growing season but is absent by the end of the growing season in most years. The water table after flooding ceases is variable, extending from saturated to the surface to a water table well below the ground surface.

Special Modifier Excavated (x): This Modifier is used to identify wetland basins or channels that were excavated by humans.

The plan amendment is suitable for the proposed conservation use.

- *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 notes 58 acres of the Conservation district. There are not many areas within the city with this zoning classification and is primarily comprised of the Ravine Gardens.

- *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 conservation would not contribute to urban sprawl. The parcel is within a fully urbanized area. The Conservation (CON) district contains land and wetland areas with valuable environmental resources such as sensitive vegetation, high value habitat or high aquifer recharge potential. The district permits uses which preserve the natural character of the land.

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 Multiple-family Residential (R-3) classification, and the Future Land Use designation is Residential High (RH). The change to Conservation (CON) zoning and Conservation (CON) Future Land Use would be in conformity with the Comprehensive Plan.
- b. *The existing land use pattern.*
Response: The existing land use in this area is primarily single-family residential to the east and vacant/undeveloped properties to the south. Both The American Legion Post 45 and Lions Club of Palatka are located to the west of the sites. There is a cemetery nearby to the west which contributes to the semi-undeveloped character of the area.
- 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. The Conservation district (CON) provides for the preservation of land and natural resources, creating a transitional buffer zone between other zoning districts.
- d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.*
Response: Under this proposal, the subject parcels would be rezoned to Conservation (CON) which would provide less potential for development and the preservation of the natural environment.
- e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.*
Response: Not applicable.
- f. *Whether changed or changing conditions make the passage of the proposed amendment necessary.*
Response: As more vacant land and properties are being developed, it is important for the City to preserve its greenspace when and where possible.
- g. *Whether the proposed change will adversely influence living conditions in the neighborhood.*
Response: The proposed change should not adversely influence living conditions in the neighborhood. The change in zoning would preserve the natural environment, the City's greenspace and the drainage system in the area.
- h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.*
Response: The change from Multiple-family Residential (R-3) to Conservation (CON) district should not create or excessively increase traffic congestion or otherwise affect public safety.
- i. *Whether the proposed change will create a drainage problem.*
Response: There should be no negative impact on drainage in the area. In fact, the conservation designation would preserve the drainage in the area.
- 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 zoning would limit physical development and use of the property.

- k. *Whether the proposed change will adversely affect property values in the adjacent areas.*

Response: The proposed change should not adversely affect property values in the adjacent areas.

- l. *Whether the proposed change will be a deterrent to the improvement of adjacent property in accord with existing regulations.*

Response: The proposed change should not be a deterrent to the improvement of adjacent property in accord with existing regulations.

- m. *Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.*

Response: The City of Palatka is the current owner of the property. Rezoning the site to Conservation (CON) would provide for the general welfare of the public by preserving greenspace and drainage.

- n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning.*

Response: There is a riverine located on the property as noted by the National Wetlands Inventory.

- o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city.*

Response: The preservation of greenspace with this proposal for rezoning to Conservation 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.*

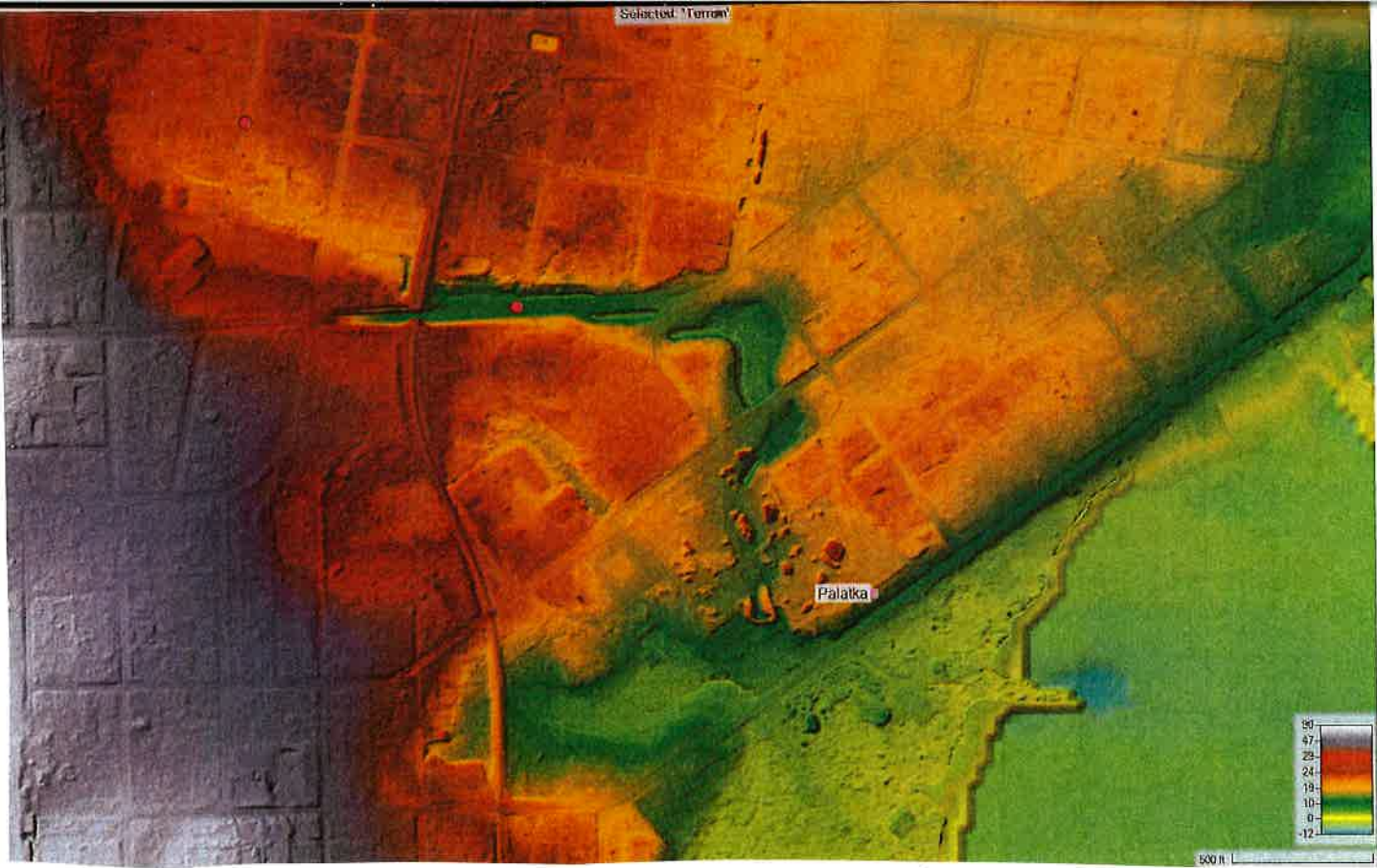
Response: Not applicable.

- 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.

PB 25-03 Staff Recommendation

1. Staff recommends the request to amend the district boundary FLUM designation from City of Palatka Residential High (RH) to City of Palatka Conservation (CON) be **approved** for parcel 42-10-27-6850-1460-0083.
2. Staff recommends the request to amend the district boundary FLUM designation from City of Palatka Residential High (RH) to City of Palatka Conservation (CON) be **approved** for parcel 42-10-27-6850-1460-0081.
3. Staff recommends the request to rezone from City of Palatka Multi-family Residential (R-3) to City of Palatka Conservation (CON) be **approved** for parcel 42-10-27-6850-1460-0083.
4. Staff recommends the request to rezone from City of Palatka Multi-family Residential (R-3) to City of Palatka Conservation (CON) be **approved** for parcel 42-10-27-6850-1460-0081.



This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL 32177

ORDINANCE NO. 2025-25

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 MULTIPLE-FAMILY RESIDENTIAL (R-3) TO CITY OF PALATKA CONSERVATION (CON) FOR THE FOLLOWING PROPERTY: DICKS MAP OF PALATKA MB2 P46, BLK 146 ALL OF BLK (EX DIV A, OF LOT 8 BK243 29 OR34 P432, OR171 P495, EX ESMT OR1443 P854, EX ESMT DOT OR1444 P1911) PARCEL NO. 42-10-27-6850-1460-0083, PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the City of Palatka Planning Department on behalf of the owner of said property: City of Palatka, 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 May 6, 2025, and two public hearings before the City Commission of the City of Palatka on July 24, 2025, and August 28, 2025, and

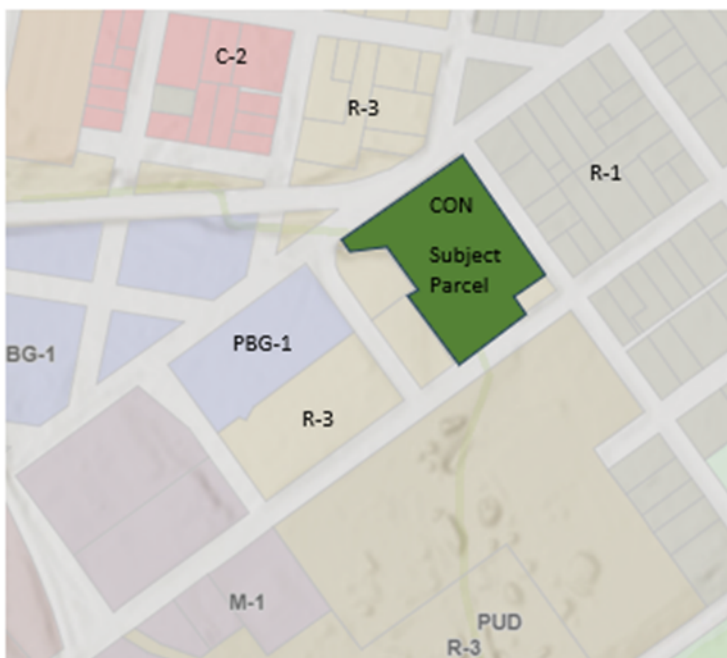
WHEREAS, the City Commission of the City of Palatka has determined that said amendment should be adopted.

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 Multiple-family Residential (R-3) to City of Palatka Conservation (CON) classification.

DESCRIPTION OF PROPERTY:

**DICKS MAP OF PALATKA MB2 P46, BLK 146 ALL OF BLK (EX DIV A, OF LOT 8 BK243 29 OR34 P432, OR171 P495, EX ESMT OR1443 P854, EX ESMT DOT OR1444 P1911)
Putnam County Property Appraiser's Parcel No.: 42-10-27-6850-1460-0083**



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 24th day of July 2025.

PASSED AND ADOPTED on the second reading by the City Commission of the City of Palatka, Florida, this 28th day of August 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: "Rezone for 42-10-27-6850-1460-0083."

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 MULTIPLE-FAMILY RESIDENTIAL (R-3) TO CITY OF PALATKA CONSERVATION (CON) FOR THE FOLLOWING PROPERTY: DICKS MAP OF PALATKA MB2 P46, BLK 146 ALL OF BLK (EX DIV A, OF LOT 8 BK243 29 OR34 P432, OR171 P495, EX ESMT OR1443 P854, EX ESMT DOT OR1444 P1911) PARCEL 42-10-27-6850-1460-0083, 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 law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or

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.

Second Reading: ORDINANCE NO. 2025-27 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 MULTIPLE-FAMILY RESIDENTIAL (R-3) TO CITY OF PALATKA CONSERVATION (CON) FOR THE FOLLOWING PROPERTY: DICKS MAP OF PALATKA MB2 P46, BLK 146 DIV A OF LOT 8 PARCEL 42-10-27-6850-1460-0081

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	PB25-03 Staff Report 050625 (1)
2.	Osceola Creek LIDAR image
3.	Ord 25-27 reZoning0.12rev
4.	Business Impact ORD 2025-27

Case PB 25-03 –Amend FLUM and Rezone 2.39 acres at 42-10-27-6850-1460-0083 and 0.12 acres at 42-10-27-6850-1460-0081

Address: Unassigned (Intersections of Crill Ave/Morris St, and Morris St/Kirby Street)

Applicant: City of Palatka

Agent: None

STAFF REPORT

DATE: May 6, 2025
TO: City Planning Board
FROM: Planning Director

APPLICATION REQUEST

The request would amend the Future Land Use Map designation from City of Palatka Residential High (RH) to Conservation (CON) and rezone from Multiple-family Residential (R-3) to Conservation district (CON). The 2.39-acre parcel and 0.12-acre parcel are owned by the City of Palatka. The subject properties have semi-wooded landcover and currently vacant with no structures.

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 properties are within the municipal limits of the City of Palatka and contain some large trees with areas of thick vegetation. The American Legion Post 45 and the Lions Club of Palatka buildings are located on two adjacent parcels to the west. The subject properties are bounded by Crill Avenue (North), Morris Street (East), and Kirby Street (South).

	Actual Use	FLUM	ZONING
Property Existing	Vacant	Residential High (RH)	Multiple-family Residential (R-3)
North	Primarily single-family homes; few vacant parcels	Residential High (RH)	Multiple-family Residential (R-3)
South	Vacant	Residential Medium (RM)	Multiple-family residential, Planned Unit Development (R-3, PUD)
East	Single-family homes adjacent to City South Historic District	Residential High (RH)	Single-Family Residential (R-1)
West	American Legion Post 45; Lions Club of Palatka	Residential High (RH)	Multiple-family Residential (R-3)

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

Future Land Use Change Analysis

Figure 1. Existing Future Land Use

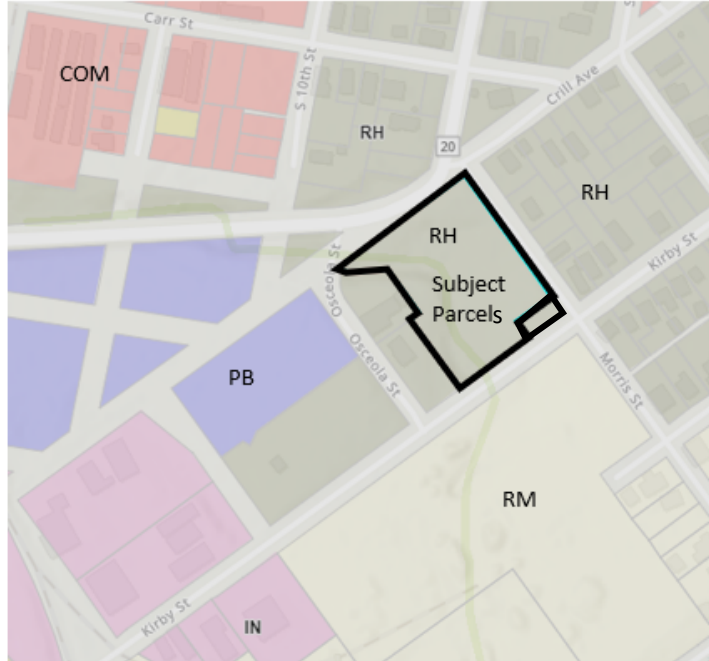
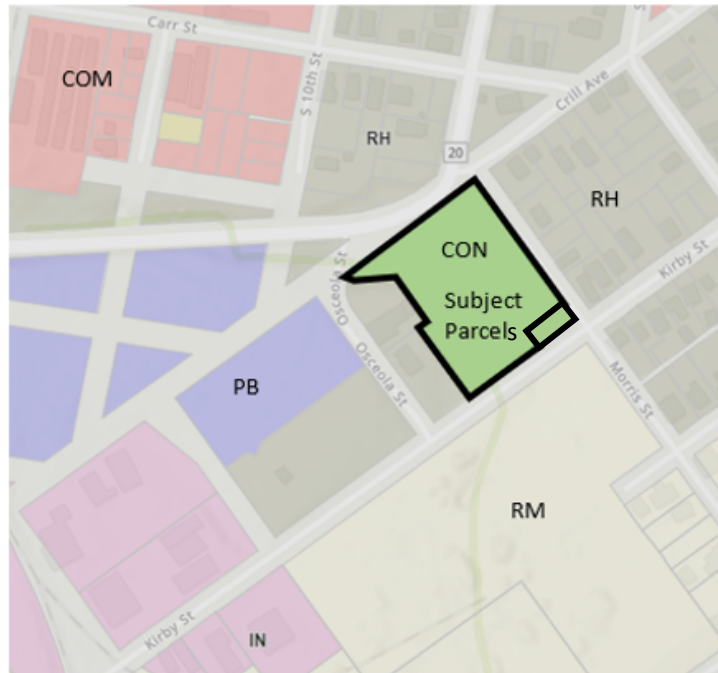


Figure 2. Proposed Future Land Use



The request is to change the Future Land Use from Residential High (RH) to Conservation (CON).

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 has a National Wetlands Inventory classification of R4SBCx which is defined by:

System Riverine (R): The Riverine System includes all wetlands and deepwater habitats contained within a channel, with two exceptions: (1) wetlands dominated by trees, shrubs, persistent emergents, emergent mosses, or lichens, and (2) habitats with water containing ocean-derived salts of 0.5 ppt or greater. A channel is an open conduit either naturally or artificially created which periodically or continuously contains moving water, or which forms a connecting link between two bodies of standing water.

Subsystem Intermittent (4): This Subsystem includes channels that contain flowing water only part of the year. When the water is not flowing, it may remain in isolated pools or surface water may be absent.

Class Streambed (SB): Includes all wetlands contained within the Intermittent Subsystem of the Riverine System and all channels of the Estuarine System or of the Tidal Subsystem of the Riverine System that are completely dewatered at low tide.

Water Regime Seasonally Flooded (C): Surface water is present for extended periods especially early in the growing season but is absent by the end of the growing season in most years. The water table after flooding ceases is variable, extending from saturated to the surface to a water table well below the ground surface.

Special Modifier Excavated (x): This Modifier is used to identify wetland basins or channels that were excavated by humans.

The plan amendment is suitable for the proposed conservation use.

- *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 notes 58 acres of the Conservation district. There are not many areas within the city with this zoning classification and is primarily comprised of the Ravine Gardens.

- *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 conservation would not contribute to urban sprawl. The parcel is within a fully urbanized area. The Conservation (CON) district contains land and wetland areas with valuable environmental resources such as sensitive vegetation, high value habitat or high aquifer recharge potential. The district permits uses which preserve the natural character of the land.

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 Multiple-family Residential (R-3) classification, and the Future Land Use designation is Residential High (RH). The change to Conservation (CON) zoning and Conservation (CON) Future Land Use would be in conformity with the Comprehensive Plan.
- b. *The existing land use pattern.*
Response: The existing land use in this area is primarily single-family residential to the east and vacant/undeveloped properties to the south. Both The American Legion Post 45 and Lions Club of Palatka are located to the west of the sites. There is a cemetery nearby to the west which contributes to the semi-undeveloped character of the area.
- 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. The Conservation district (CON) provides for the preservation of land and natural resources, creating a transitional buffer zone between other zoning districts.
- d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.*
Response: Under this proposal, the subject parcels would be rezoned to Conservation (CON) which would provide less potential for development and the preservation of the natural environment.
- e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.*
Response: Not applicable.
- f. *Whether changed or changing conditions make the passage of the proposed amendment necessary.*
Response: As more vacant land and properties are being developed, it is important for the City to preserve its greenspace when and where possible.
- g. *Whether the proposed change will adversely influence living conditions in the neighborhood.*
Response: The proposed change should not adversely influence living conditions in the neighborhood. The change in zoning would preserve the natural environment, the City's greenspace and the drainage system in the area.
- h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.*
Response: The change from Multiple-family Residential (R-3) to Conservation (CON) district should not create or excessively increase traffic congestion or otherwise affect public safety.
- i. *Whether the proposed change will create a drainage problem.*
Response: There should be no negative impact on drainage in the area. In fact, the conservation designation would preserve the drainage in the area.
- 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 zoning would limit physical development and use of the property.

- k. *Whether the proposed change will adversely affect property values in the adjacent areas.*

Response: The proposed change should not adversely affect property values in the adjacent areas.

- l. *Whether the proposed change will be a deterrent to the improvement of adjacent property in accord with existing regulations.*

Response: The proposed change should not be a deterrent to the improvement of adjacent property in accord with existing regulations.

- m. *Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.*

Response: The City of Palatka is the current owner of the property. Rezoning the site to Conservation (CON) would provide for the general welfare of the public by preserving greenspace and drainage.

- n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning.*

Response: There is a riverine located on the property as noted by the National Wetlands Inventory.

- o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city.*

Response: The preservation of greenspace with this proposal for rezoning to Conservation 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.*

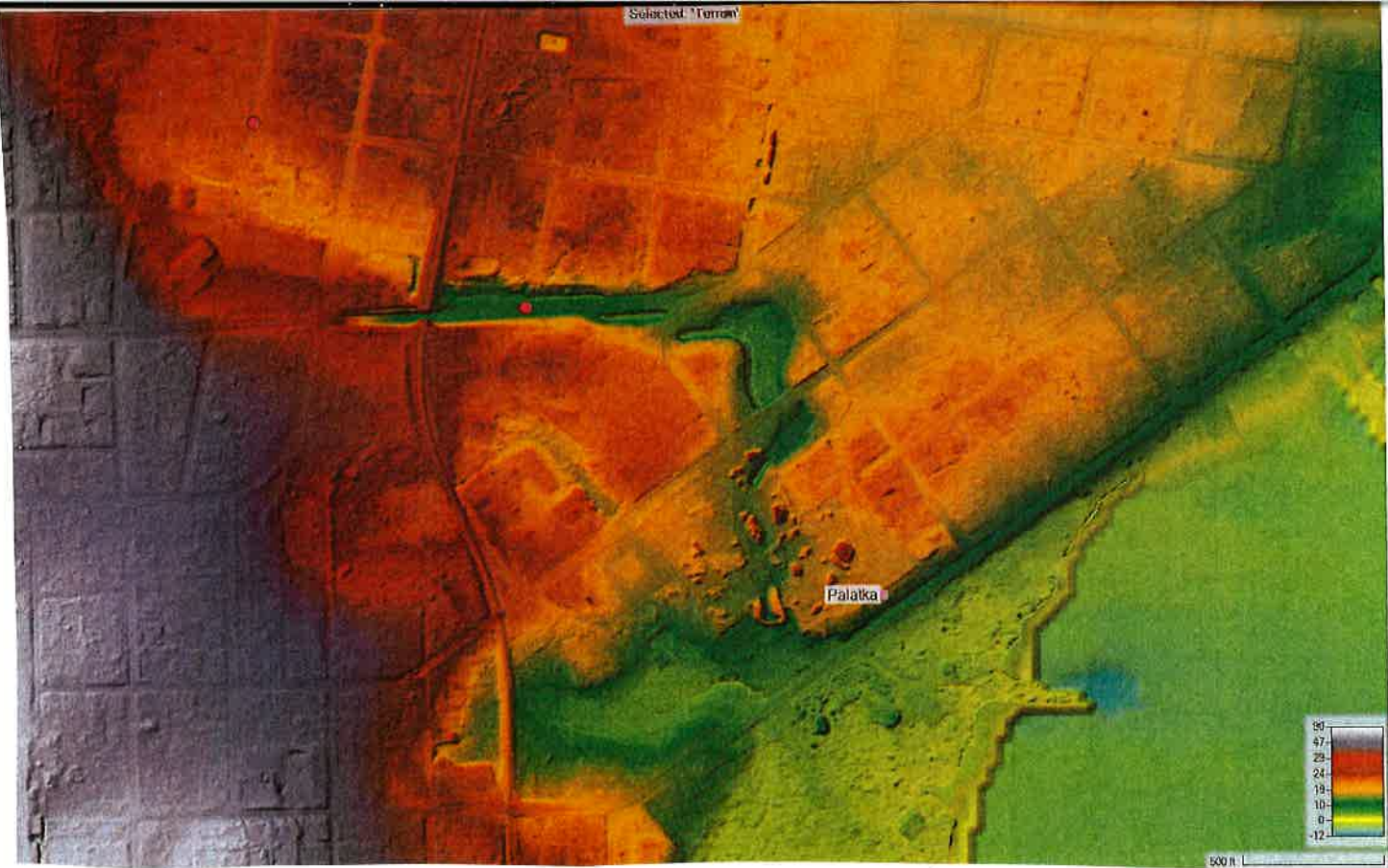
Response: Not applicable.

- 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.

PB 25-03 Staff Recommendation

1. Staff recommends the request to amend the district boundary FLUM designation from City of Palatka Residential High (RH) to City of Palatka Conservation (CON) be **approved** for parcel 42-10-27-6850-1460-0083.
2. Staff recommends the request to amend the district boundary FLUM designation from City of Palatka Residential High (RH) to City of Palatka Conservation (CON) be **approved** for parcel 42-10-27-6850-1460-0081.
3. Staff recommends the request to rezone from City of Palatka Multi-family Residential (R-3) to City of Palatka Conservation (CON) be **approved** for parcel 42-10-27-6850-1460-0083.
4. Staff recommends the request to rezone from City of Palatka Multi-family Residential (R-3) to City of Palatka Conservation (CON) be **approved** for parcel 42-10-27-6850-1460-0081.



This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL 32177

ORDINANCE NO. 2025-27

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 MULTIPLE-FAMILY RESIDENTIAL (R-3) TO CITY OF PALATKA CONSERVATION (CON) FOR THE FOLLOWING PROPERTY: DICKS MAP OF PALATKA MB2 P46, BLK 146 DIV A OF LOT 8 PARCEL 42-10-27-6850-1460-0081, 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: City of Palatka, 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 May 6, 2025, and two public hearings before the City Commission of the City of Palatka on July 24, 2025, and August 28, 2025, and

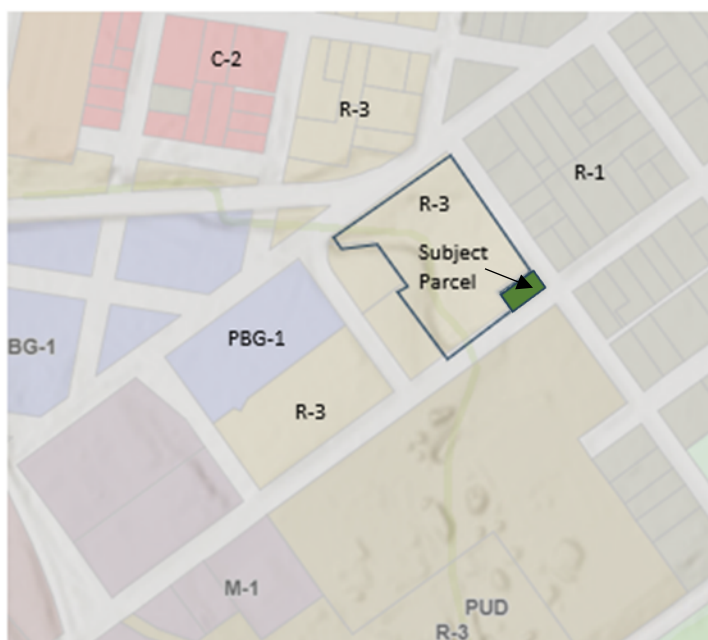
WHEREAS, the City Commission of the City of Palatka has determined that said amendment should be adopted.

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 Multiple-family Residential (R-3) to City of Palatka Conservation (CON) classification.

DESCRIPTION OF PROPERTY:

**DICKS MAP OF PALATKA MB2 P46, BLK 146 DIV A OF LOT 8
Putnam County Property Appraiser's Parcel No.: 42-10-27-6850-1460-0081**



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 24th day of July 2025.

PASSED AND ADOPTED on the second reading by the City Commission of the City of Palatka, Florida, this 28th day of August 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: "Rezone for 42-10-27-6850-1460-0081."

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 MULTIPLE-FAMILY RESIDENTIAL (R-3) TO CITY OF PALATKA CONSERVATION (CON) FOR THE FOLLOWING PROPERTY: DICKS MAP OF PALATKA MB2 P46, BLK 146 DIV A OF LOT 8 PARCEL 42-10-27-6850-1460-0081.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

¹ See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The 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.

Second Reading: ORDINANCE NO. 2025-29 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 MULTIPLE-FAMILY RESIDENTIAL (R-3) TO CITY OF PALATKA PUBLIC BUILDINGS AND GROUNDS (PBG-1) FOR THE FOLLOWING PROPERTY: DICKS MAP OF PALATKA MB2 P46, ALL OF BLK 151 (TURNING LANE-, HWY 20 ONTO OSCEOLA ST) & ADJ, CLOSED FORWARD ST BK243 P291 PARCEL 42-10-27-6850-1510-0000.

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	PB25-04 Staff Report 050625 (1)
2.	Ord 25-29 reZoning0.16rev
3.	Business Impact ORD 2025-29

Case PB 25-04 –Amend FLUM and Rezone 0.16 acres at 42-10-27-6850-1510-0000
Address: Unassigned (Intersection of Crill Avenue and Osceola Street)
Applicant: City of Palatka
Agent: None

STAFF REPORT

DATE: May 6, 2025
TO: City Planning Board
FROM: Planning Director

APPLICATION REQUEST

The request would amend the Future Land Use Map designation from City of Palatka Residential High (RH) to Public Buildings and Grounds (PB) and rezone from Multiple-family Residential (R-3) to Public Buildings and Grounds district (PBG-1). The 0.16 acre parcel is owned by the City of Palatka and located at the intersection of Crill Avenue and Osceola Street. The site is currently vacant and abuts a cemetery.

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 municipal limits of the City of Palatka and has no structures. There is a riverine approximately 90-feet in length that runs parallel to Crill Avenue from the west property line to the east property line. The site is adjacent to the West View Cemetery, which is also owned by the City of Palatka.

	Actual Use	FLUM	ZONING
Property Existing	Vacant	Residential High (RH)	Multiple-family Residential (R-3)
North	Single-family Residential; few vacant parcels	Residential High (RH)	Multiple-family Residential (R-3)
South	West View Cemetery; American Legion Post 45	Public Buildings and Grounds; Residential High (RH)	Public Buildings and Grounds (PBG-1); Multiple-family Residential (R-3)
East	Vacant	Residential High (RH)	Multiple-family Residential (R-3)
West	West View Cemetery	Public Buildings and Grounds (PB)	Public Buildings and Grounds (PBG-1)

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

Future Land Use Change Analysis

Figure 1. Existing Future Land Use

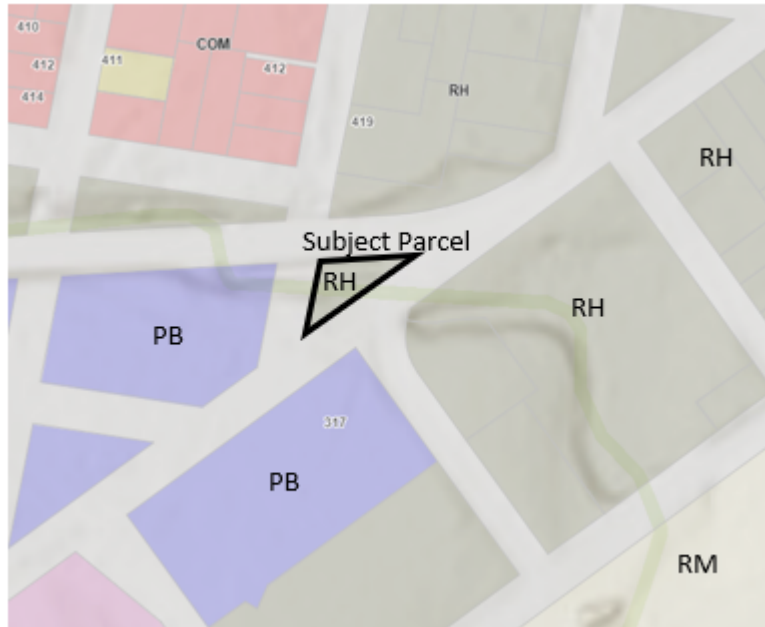
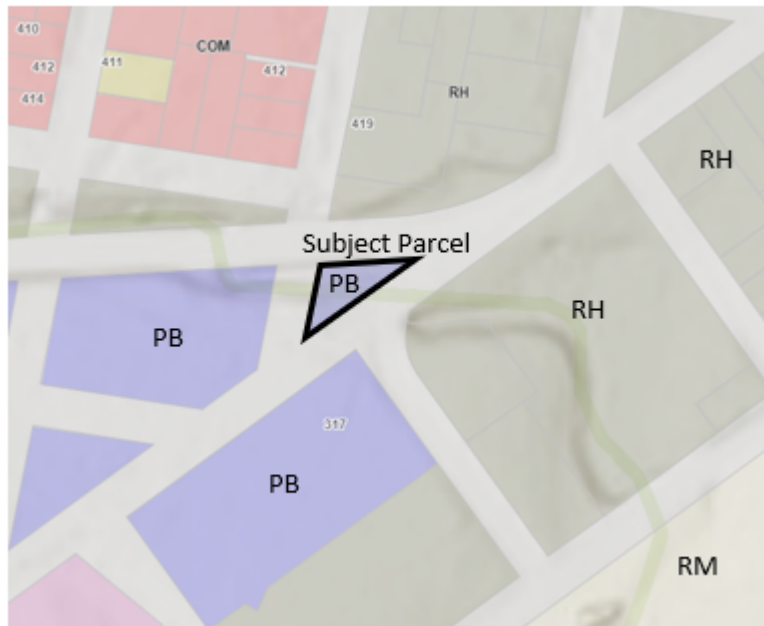


Figure 2. Proposed Future Land Use



The request is to change the Future Land Use from Residential High (RH) to Public Buildings and Grounds (PG).

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 has a National Wetlands Inventory classification of R4SBCx which is defined by:

System **Riverine (R)**: The Riverine System includes all wetlands and deepwater habitats contained within a channel, with two exceptions: (1) wetlands dominated by trees, shrubs, persistent emergents, emergent mosses, or lichens, and (2) habitats with water containing ocean-derived salts of 0.5 ppt or greater. A channel is an open conduit either naturally or artificially created which periodically or continuously contains moving water, or which forms a connecting link between two bodies of standing water.

Subsystem **Intermittent (4)**: This Subsystem includes channels that contain flowing water only part of the year. When the water is not flowing, it may remain in isolated pools or surface water may be absent.

Class **Streambed (SB)**: Includes all wetlands contained within the Intermittent Subsystem of the Riverine System and all channels of the Estuarine System or of the Tidal Subsystem of the Riverine System that are completely dewatered at low tide.

Water Regime **Seasonally Flooded (C)**: Surface water is present for extended periods especially early in the growing season but is absent by the end of the growing season in most years. The water table after flooding ceases is variable, extending from saturated to the surface to a water table well below the ground surface.

Special Modifier **Excavated (x)**: This Modifier is used to identify wetland basins or channels that were excavated by humans.

- *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 notes 58 acres of the Conservation district. There are not many areas within the city with this zoning classification and is primarily comprised of the Ravine Gardens.
- *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 conservation would not contribute to urban sprawl. The Conservation (CON) district contains land and wetland areas with valuable environmental resources such as sensitive vegetation, high value habitat or high aquifer recharge potential. The district permits uses which preserve the natural character of the land.

Zoning Change Analysis

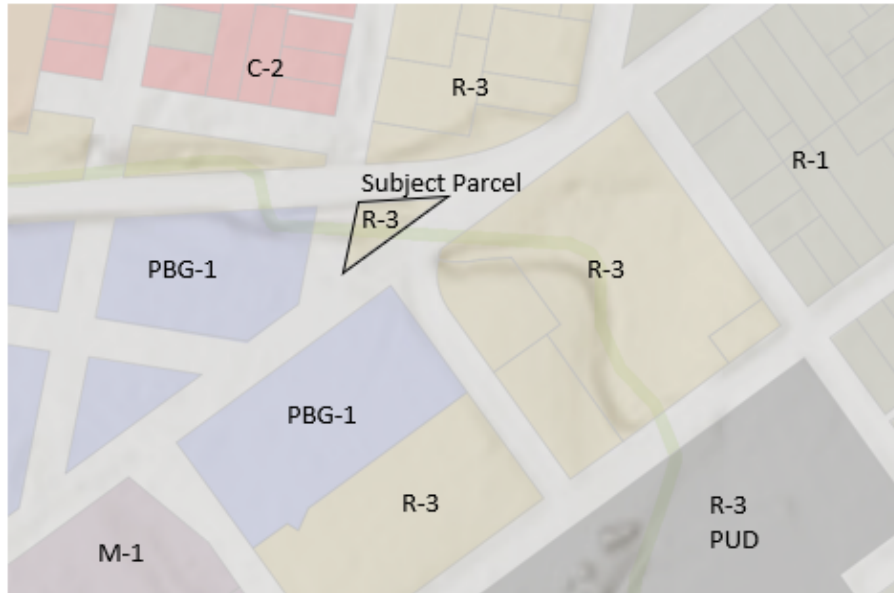


Figure 3. Existing Zoning

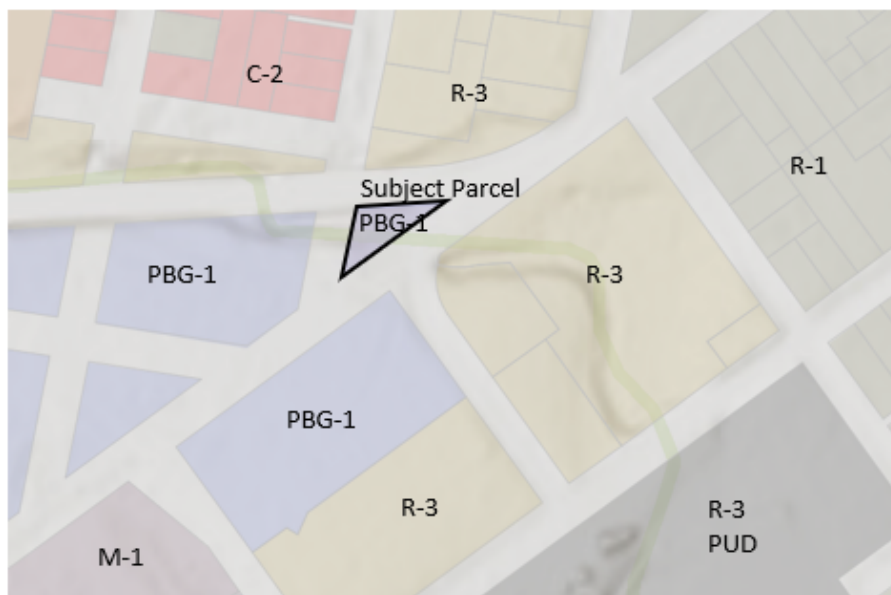


Figure 4. Proposed Zoning

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:

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 is currently zoned Multiple-family Residential (R-3) and the Future Land Use designation is Residential High (RH). The change to Public Buildings and Grounds (PBG-1) zoning and Public Buildings and Grounds (PB) Future Land Use would be in conformity with the Comprehensive Plan.
- b. *The existing land use pattern.*
Response: There is a cemetery abutting the subject property which currently has a zoning classification of Public Buildings and Grounds (PBG-1).
- 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.
- d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.*
Response: Not applicable.
- e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.*
Response: Rezoning of the parcel would create a cohesive zoning block for this area.
- f. *Whether changed or changing conditions make the passage of the proposed amendment necessary.*
Response: Not applicable.
- g. *Whether the proposed change will adversely influence living conditions in the neighborhood.*
Response: The proposed change should not adversely influence living conditions in the neighborhood. The change in zoning would preserve greenspace and protect the natural environment.
- h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.*
Response: The change from Multiple-family Residential (R-3) to Conservation (CON) district should not create or excessively increase traffic congestion or otherwise affect public safety.
- i. *Whether the proposed change will create a drainage problem.*
Response: There should be no negative impact on drainage in the area.
- 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 zoning would limit physical development and use of the property.

- k. *Whether the proposed change will adversely affect property values in the adjacent areas.*

Response: The proposed change should not adversely affect property values in the adjacent areas.

- l. *Whether the proposed change will be a deterrent to the improvement of adjacent property in accord with existing regulations.*

Response: The proposed change should not be a deterrent to the improvement of adjacent property in accord with existing regulations.

- m. *Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.*

Response: The City of Palatka is the current owner of the property. The rezoning of this site is for the general welfare of the public by preserving greenspace.

- n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning.*

Response: There is a riverine located on the property as noted by the National Wetlands Inventory.

- o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city.*

Response: The proposed Public Buildings and Grounds (PBG-1) district would not be out of scale with the neighborhood. There are contiguous parcels to the west and south of the subject parcel that have this zoning classification.

- p. *Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.*

Response: Not applicable.

- 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.

PB 25-04 Staff Recommendation

1. Staff recommends the request to amend the district boundary FLUM designation from City of Palatka Residential High (RH) to City of Palatka Public Buildings and Grounds (PB) be **approved** for parcel 42-10-27-6850-1510-0000.
2. Staff recommends the request to rezone from City of Palatka Multi-family Residential (R-3) to City of Palatka Public Buildings and Grounds (PBG-1) be **approved** for parcel 42-10-27-6850-1510-0000.

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL 32177

ORDINANCE NO. 2025-29

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 MULTIPLE-FAMILY RESIDENTIAL (R-3) TO CITY OF PALATKA PUBLIC BUILDINGS AND GROUNDS (PBG-1) FOR THE FOLLOWING PROPERTY: DICKS MAP OF PALATKA MB2 P46, ALL OF BLK 151 (TURNING LANE-, HWY 20 ONTO OSCEOLA ST) & ADJ, CLOSED FORWARD ST BK243 P291 PARCEL 42-10-27-6850-1510-0000, PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the City of Palatka Planning Department on behalf of the owner of said property: City of Palatka, 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 May 6, 2025, and two public hearings before the City Commission of the City of Palatka on July 24, 2025, and August 28, 2025, and

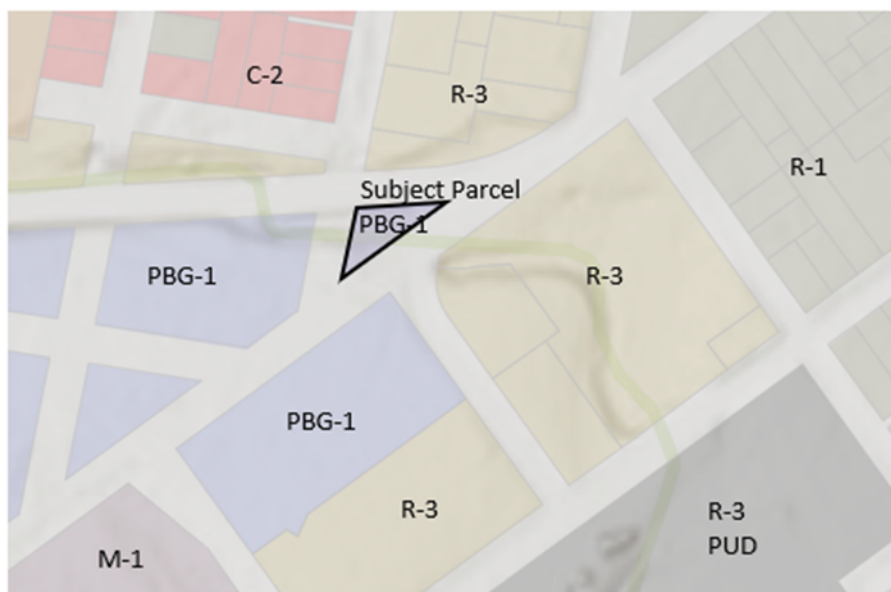
WHEREAS, the City Commission of the City of Palatka has determined that said amendment should be adopted.

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 Multiple-family Residential (R-3) to City of Palatka Public Buildings and Grounds (PBG-1) classification.

DESCRIPTION OF PROPERTY:

**DICKS MAP OF PALATKA MB2 P46, ALL OF BLK 151 (TURNING LANE-, HWY 20 ONTO OSCEOLA ST) & ADJ, CLOSED FORWARD ST BK243 P291
Putnam County Property Appraiser's Parcel No.: 42-10-27-6850-1510-0000**



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 24th day of July 2025.

PASSED AND ADOPTED on the second reading by the City Commission of the City of Palatka, Florida, this 28th day of August 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: "Rezone for 42-10-27-6850-1510-0000."

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 MULTIPLE-FAMILY RESIDENTIAL (R-3) TO CITY OF PALATKA PUBLIC BUILDINGS AND GROUNDS (PBG-1) FOR THE FOLLOWING PROPERTY: DICKS MAP OF PALATKA MB2 P46, ALL OF BLK 151 (TURNING LANE-, HWY 20 ONTO OSCEOLA ST) & ADJ, CLOSED FORWARD ST BK243 P291 PARCEL 42-10-27-6850-1510-0000.

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 law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or

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.

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

None

ORDINANCE NO. 2025-34

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 16-10-26-0000-0200-0000, E1/2 OF S1/2 OF N1/2 OF NE, 1/4 OF NW1/4, SE1/4 OF NE, 1/4 OF NW1/4 (EX OR462 P716 OR468 P472 OR469, P1985 OR543 P658) 221 ROUND LAKE ROAD, PALATKA, FLORIDA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA.

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request to annex one parcel, approximately 9.99 acres, into the City of Palatka for the purpose of connecting to the city's water and sewer system; amend the Future Land Use Map from Putnam County Public Buildings/Grounds/Other Public Facilities (PF) to City of Palatka Public Buildings/Grounds/Other Public Facilities (PF), and rezone from Putnam County Unincorporated Agricultural Estate (AE) to City of Palatka Public Buildings and Grounds (PBG-1).

BACKGROUND

The application is for approx. 9.99 acres parcel located at 221 Round Lake Rd. next to the Kelley Smith Elementary School. The Putnam County School District's ultimate goal is to expand the existing school district facilities. The property has a vacant residential structure. The applicant wishes to connect to the City's water and sewer facilities which are available nearby. The parcel is adjacent to the City boundaries.

PROJECT ANALYSIS

Staff Recommendation

1. Staff recommends the request to annex the approximately 9.99 acre property into the City be approved.
2. Staff recommends the request to amend the Future Land Use Map from Putnam County Urban Reserve (UR) to City of Palatka Public Buildings/Grounds/Other Public Facilities (PF) be approved.
3. Staff recommends the request to rezone from Putnam County Unincorporated Agricultural Estate (AE) to City of Palatka Public Buildings and Grounds (PBG-1) be

approved.

ATTACHMENTS

1.	PB 25-09 221 Round Lake Rd Staff Report
2.	ORD 25-34 ANNEXATION PB25-09
3.	Annex app & fee
4.	Aerial Photo Round Lake
5.	MAP 221 ROUND LAKE RD.
6.	Deed
7.	Business Impact ORD 2025-34

Case PB 25-09- Annex, Amend Future Land Use Map and Rezone
Address: 16-10-26-0000-0200-0000 221 Round Lake Rd., Approx. 9.99 acres
Applicants: Jeffery & Pamela Bedenbaugh

STAFF REPORT

DATE: May 23, 2025

TO: City of Palatka Planning Board

FROM: STAFF
APPLICATION REQUEST

Request to annex one parcel, approximately 9.99 acres, into the City of Palatka for the purpose of connecting to the city's water and sewer system; amend the Future Land Use Map from Putnam County Public Buildings/Grounds/Other Public Facilities (PF) to City of Palatka Public Buildings/Grounds/Other Public Facilities (PF), and rezone from Putnam County Unincorporated Agricultural Estate (AE) to City of Palatka Public Buildings and Grounds (PBG-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 approx. 9.99 acres parcel located at 221 Round Lake Rd. next to the Kelley Smith Elementary School. The Putnam County School District's ultimate goal is to expand the existing school district facilities. The property has a vacant residential structure. The applicant wishes to connect to the City's water and sewer facilities which are available nearby. The parcel is adjacent to the City boundaries.

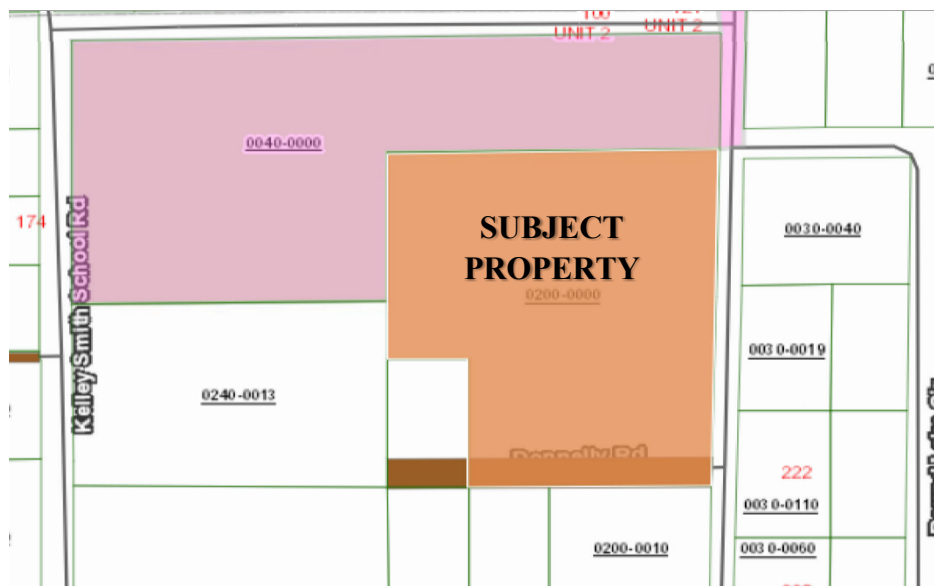


Figure 1: Subject site with City boundaries shown.

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

	Actual Use	FLUM	ZONING
Property Existing	Vacant Residential Structure	Putnam County Public Buildings/Grounds/Other Public Facilities (PF)	Putnam County Unincorporated Agricultural Estate (AE)
Property Proposed	School Related	City of Palatka Public Buildings/Grounds/Other Public Facilities (PF)	City of Palatka Public Buildings and Grounds (PBG-1)
North	City Kelley Smith School	City Public Buildings/Grounds/Other Public Facilities	City Residential, two-family, residential (R-2)
South	County Agricultural	County Urban Reserve (UR)	County Agricultural Estate (AE)
East	County Agricultural	County Public Buildings/Grounds/Other Public Facilities (PF) & Urban Reserve (UR)	County Agricultural (AG)
West	Residential	County Urban Reserve (UR)	County Residential Single-Family Estate (RE)

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 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 and Sewer: Water and sewer are available to the site in question. The applicant desires to connect to the City water & sewer 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

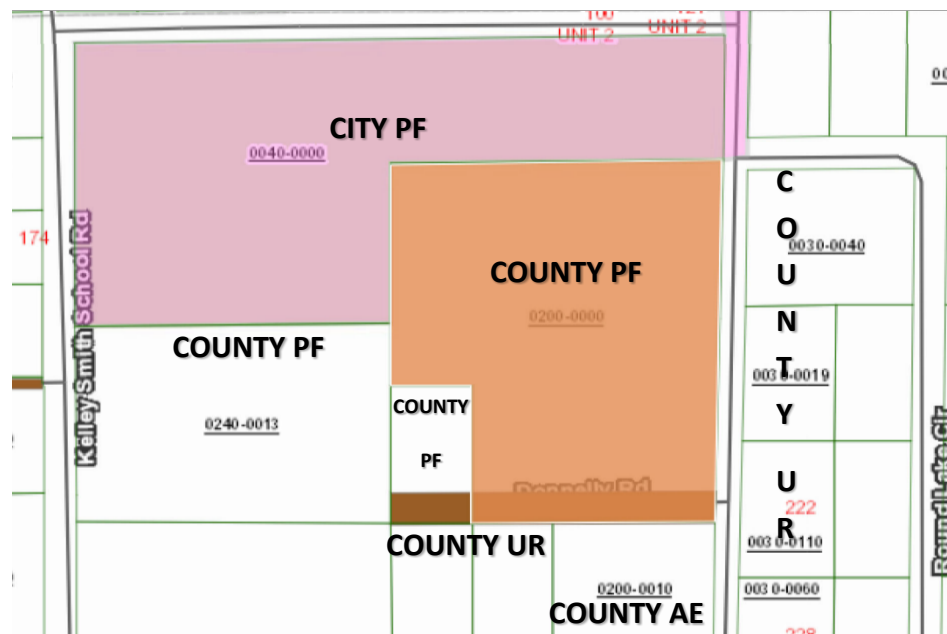


Figure 2: Current Future Land Use

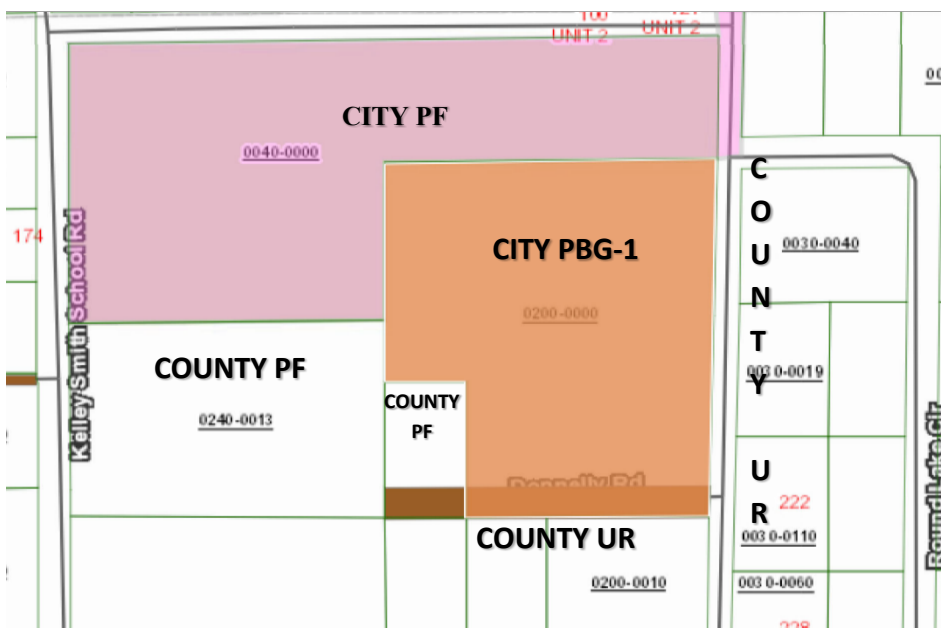


Figure 3: Proposed Future Land Use

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 neighboring use of school related facilities.

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 North has water connections. This annexation would be contiguous, as it borders City limits to the North. The use of this parcel will be school related.

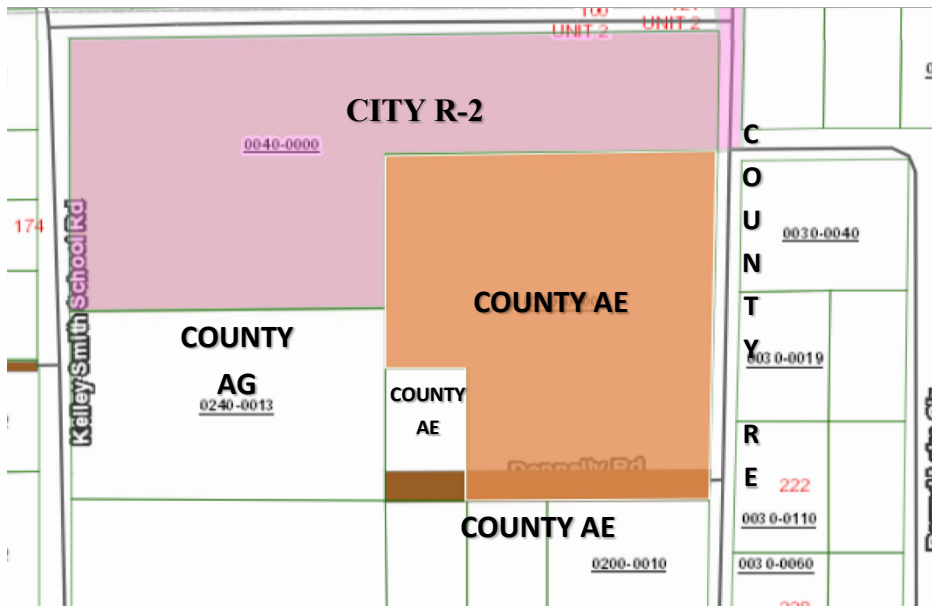


Figure 4: Current Zoning

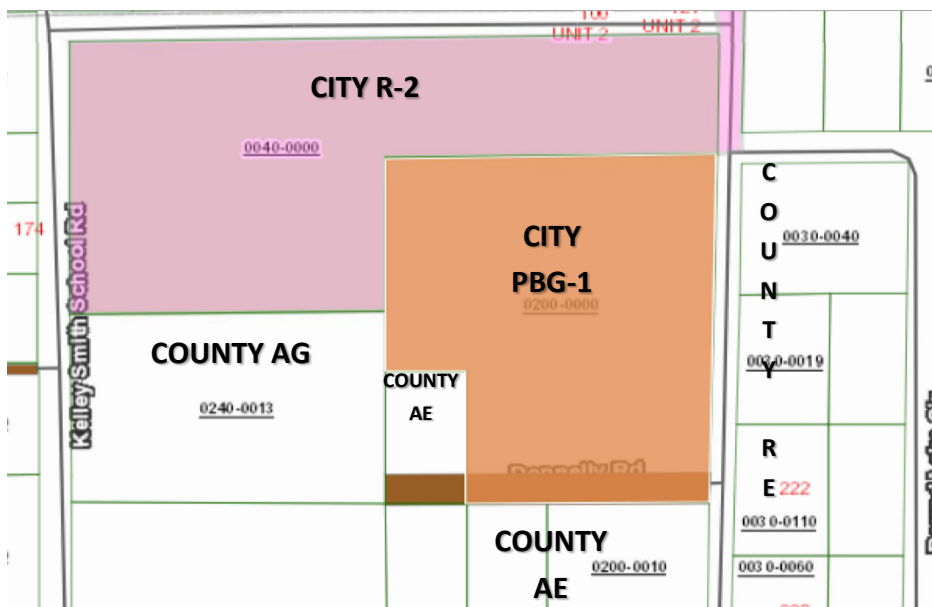


Figure 5; Proposed Zoning

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:*
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 a Putnam County Public Buildings/Grounds/Other Public Facilities (PF) 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 a mix of institutional, residential, and vacant land uses. 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 is vacant with school facilities projected. There is already school use next to the subject parcel 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 is vacant with a proposed school use which is adjoining school property already developed. 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: Surrounding parcels are mixed development of school, residential, and agricultural. Amending the property zoning to City of Palatka Public Buildings and Grounds (PBG-1) will keep proposed conditions within the same uses.
- 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. Putnam County School Board intends to expand the existing educational facilities.
- g. *Whether the proposed change will adversely influence living conditions in the neighborhood.*
Response: The immediate neighborhood around the subject parcel is a long established school. 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 nor will it affect public safety. It is not anticipated to be a significant increase of existing daily trips.

- i. *Whether the proposed change will create a drainage problem.*

Response: There should be no impact on drainage in the area.

- 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.

- k. *Whether the proposed change will adversely affect property values in the adjacent areas.*

Response: There should be no impact on property values as it will be an expansion of an existing use.

- 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 the 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 the use in this area do not differ substantially. The reason for amending the existing zoning is due to the annexation of the parcel into the city limits and connecting it to City water and sewer facilities for school related use.

- o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city.*

Response: The immediate area is institutional and 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 & sewer services from the City. The property has a proposed use of school facilities, this zoning is already established in this 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 9.99 acre property into the City be approved.

2. Staff recommends the request to amend the Future Land Use Map from Putnam County Urban Reserve (UR) to City of Palatka Public Buildings/Grounds/Other Public Facilities (PF) be approved.
3. Staff recommends the request to rezone from Putnam County Unincorporated Agricultural Estate (AE) to City of Palatka Public Buildings and Grounds (PBG-1) be approved.

ORDINANCE NO. 2025-34

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 16-10-26-0000-0200-0000, E1/2 OF S1/2 OF N1/2 OF NE, 1/4 OF NW1/4, SE1/4 OF NE,1/4 OF NW1/4(EX OR462 P716 OR468 P472 OR469, P1985 OR543 P658) 221 ROUND LAKE ROAD, 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: Jeffrey A & Pamela G Bedenbaugh, 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 July 1st, 2025, and recommended approval of this annexation to the City Commission, and

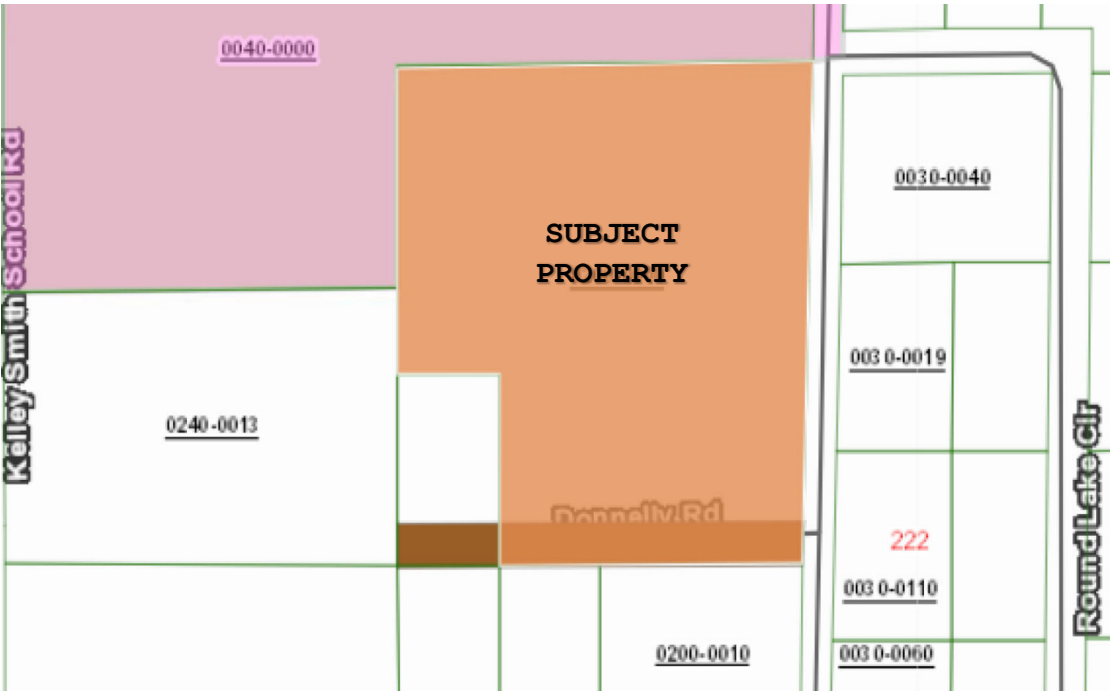
WHEREAS, the City Commission of the City of Palatka conducted public hearings on July 24th, 2025, and August 28th, 2025, and

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:
E1/2 OF S1/2 OF N1/2 OF NE, 1/4 OF NW1/4, SE1/4 OF NE,1/4 OF NW1/4(EX OR462 P716 OR468 P472 OR469, P1985 OR543 P658); 221 ROUND LAKE ROAD
PARCEL: 16-10-26-0000-0200-0000



Section 2. That a copy of this ordinance shall be sent to the Municipal Code Corporation for inclusion in the City’s Charter.

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 24th day of July 2025.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 28th day of August 2025.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

City Attorney



ANNEXATION APPLICATION

DATE RECEIVED: 1 PB-25-09
APP NUMBER: PB-
HEARING DATE: _____

Application Requirements

This application must be completed and submitted with an application fee and ALL required attachments.
(Checks payable to the City of Palatka)

Annexation: \$700.00 Small scale amendment <50 acres: \$1440.00 Large scale amendment >50 acres: \$2390.00

- | | |
|--|--|
| ☐ Application Fee | ☐ Site Map |
| ☐ Copy of Recorded Deed | ☐ Project Narrative |
| ☐ Legal Description | ☐ Site Plan (for planned development) |
| ☐ Letter of Authorization | ☐ Supplementary Information |
| ☐ Survey | |

Property Information

- Property Address: 221 Round Lake Rd Palatka FL 32177
- Parcel Number: 16-10-26-0000-0200-0000
- Parcel Dimensions: 676' X 746' X 511' X 284' X 165' X 457' (9.9 ac. ±)
- Current Property Use: RESIDENTIAL / VACANT
- Current Future Land Use Map Designation: City: _____ County: PF
- Proposed Future Land Use Map Designation (if applicable): City: PBG-7 County: _____
- Proposed Use: SCHOOL RELATED
- Current Zoning Designation: AE Requested Zoning Designation: PBG-1
- Square footage of any proposed structures unk Number & types of structures on property 1. RES

Applicant Information

(Submit proof of authorization to act as agent with your application)

Owner Name(s): Jeffrey A. Bridenbaugh + Pamela G. Bridenbaugh, H + W
Mailing Address: 227 Round Lake Rd, Palatka, FL 32177
Phone Number(s): _____ Email: _____

Agent/Contractor (Submit proof of authorization to act as agent with your application)

Name(s): Donald E. Holmes, Esq., Holmes + Young, P.A.
Mailing Address: 222 N. 3rd Street, Palatka FL 32177
Phone Number(s): 386-328-1111 Email: Holmes@HolmesandYoung.com

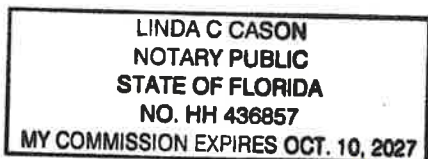
To Be Notarized

Name (Print Name): Jeffrey A. Bedenbaugh Pamela G. Bedenbaugh
Signature: [Signature] Pamela M. Bedenbaugh Date: 4/17/25
STATE OF Florida County of Putnam

Before me this day personally appeared Jeffrey A. Bedenbaugh + Pamela G. Bedenbaugh who executed the foregoing application and acknowledged to and before me executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this 17th day of April A.D. 2025.

(Notary Seal)



[Signature]
Notary Public

My commission expires: 10/10/2027 State of Florida at Large.
Type of Identification Produced: Personally Known

For Official Use Only

Date Submitted: _____ FLUM Designation: _____
Received By: _____ Preliminary Review by: _____
Confirmed Current Zoning: _____ Date Legal Ad Ran: _____
(Allowable) Requested Zoning: _____ Sign(s) Posted Date: _____
Surrounding property owner's notices sent: _____

Attachments Reviewed:

- ☐ Copy of Recorded Deed
- ☐ Legal Description
- ☐ Survey
- ☐ Letter of Authorization
- ☐ Application Fee

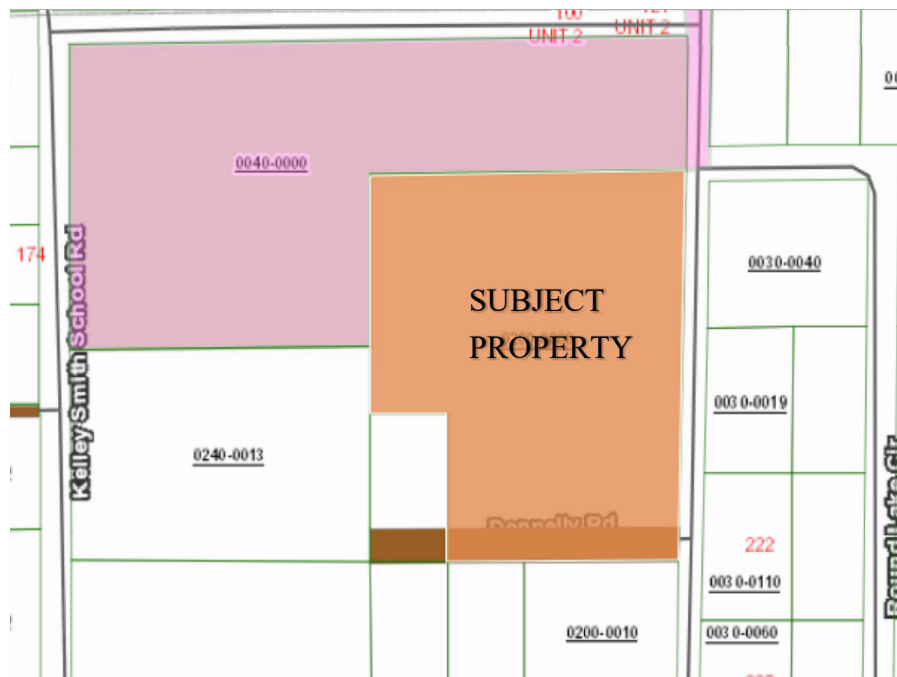
City of Palatka
201 N 2ND ST
PALATKA FL 32177-3735
(386) 329-0100
CASH RECEIPT

Date: 04/29/2025 OPER ID: AROMERO RECEIPT NO: F000691
RECEIVED FROM: ANNEX, FLUM AND REZONE

AMOUNT RECEIVED: 1,720.00 TYPE: CK CHECK: 504503
CHANGE DUE: 0.00
TOTAL RECEIVED: 1,720.00

DISTRIBUTION:		DESCRIPTION / FOR
AMOUNT	ACCOUNT NUMBER	
1,720.00		ANNEX, FLUM AND REZONE
		16-10-26-0000-0200-0000
		16-10-26-0000-0240-0013





* OFFICIAL RECORDS * 1of1
BK 831.0 PG 666

Prepared by and return to:
Lana K. Bunton

Tito S. Smith
601 St. Johns Avenue
Palatka, Florida 32177

File Number: 20245718
Will Call No.:

Grantee S.S. No. [REDACTED] and [REDACTED]
Parcel Identification No. 16-10-26-0000-0200-0000

Documentary Tax PD. # 1106.00
Certificate # 64-0000000-00-01
Edward L. Brooks, Clerk of Circuit Court
By Milene [Signature]

Doc Stamps \$1,106.00
Intangible Tax \$.00

[Space Above This Line For Recording Data]

Warranty Deed

(STATUTORY FORM - SECTION 689.02, F.S.)

This Indenture made this 31st day of July, 2000 between Veradine Donnelly, an unmarried widow and surviving spouse of Edmund Leroy Donnelly, deceased whose post office address is 660 Old Poor Robin Road, Sylvania, Georgia 30467 of the County of Screven, State of Georgia, grantor*, and Jeffrey A. Bedenbaugh and Pamela G. Bedenbaugh, husband and wife whose post office address is 227 Round Lake Road, Palatka, Florida 32177 of the County of Putnam, State of Florida, grantee*,

Witnesseth, that said grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in Putnam County, Florida, to-wit:

The S 1/2 of the NE 1/4 of the NE 1/4 of the NW 1/4 and the SE 1/4 of the NE 1/4 of the NW 1/4, all in Section 16, Township 10 South, Range 26 East, lying and being in Putnam County, Florida, EXCEPTING THEREFROM the following parcels of lands being more particularly described in those certain Warranty Deeds being recorded in O. R. Book 468, page 472, O. R. Book 469, page 1985, O. R. Book 455, page 1503, O. R. Book 462, page 716 and O. R. Book 543, page 658, all of the above references being in the public records of Putnam County, Florida.

and said grantor does hereby fully warrant the title to said land, and will defend the same against lawful claims of all persons whomsoever.

* "Grantor" and "Grantee" are used for singular or plural, as context requires.

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

Laura E. Anderson Jr.
Witness Name: Laura E. Anderson Jr.
Mark E. Smith
Witness Name: Mark E. Smith

Veradine Donnelly (Seal)
Veradine Donnelly

State of Georgia
County of Screven

The foregoing instrument was acknowledged before me this 31st day of July, 2000 by Veradine Donnelly, who ☐ is personally known or ☒ has produced a driver's license as identification.

[Notary Seal]



Mandy Brannen
Notary Public

Printed Name: MANDY BRANNEN

My Commission Expires: _____



FILE # 393497
RCD: Aug 01 2000 @ 11:20AM

HONORABLE EDWARD L. BROOKS, CLERK OF COURT,
PUTNAM

DoubleTime

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: "Ordinance 2025-34 Annex 221
ROUND LAKE ROAD" 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 16-10-26-0000-0200-0000, E1/2 OF S1/2 OF N1/2 OF NE, 1/4 OF NW1/4, SE1/4 OF NE, 1/4 OF NW1/4 (EX OR462 P716 OR468 P472 OR469, P1985 OR543 P658) 221 ROUND LAKE ROAD, PALATKA, FLORIDA 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 law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or

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.

ORDINANCE NO. 2025-36

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 UNINCORPORATED AGRICULTURAL ESTATE (AE) TO CITY OF PALATKA PUBLIC BUILDINGS AND GROUNDS (PBG-1), FOR THE PROPERTY LOCATED AT 221 ROUND LAKE ROAD PALATKA, FLORIDA 32177, PARCEL 16-10-26-0000-0200-0000

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	PB 25-09 221 Round Lake Rd Staff Report
2.	Ord 25-36 Zoning PB 25-09
3.	Business Impact ORD 2025-36

Case PB 25-09- Annex, Amend Future Land Use Map and Rezone
Address: 16-10-26-0000-0200-0000 221 Round Lake Rd., Approx. 9.99 acres
Applicants: Jeffery & Pamela Bedenbaugh

STAFF REPORT

DATE: May 23, 2025

TO: City of Palatka Planning Board

FROM: STAFF
APPLICATION REQUEST

Request to annex one parcel, approximately 9.99 acres, into the City of Palatka for the purpose of connecting to the city's water and sewer system; amend the Future Land Use Map from Putnam County Public Buildings/Grounds/Other Public Facilities (PF) to City of Palatka Public Buildings/Grounds/Other Public Facilities (PF), and rezone from Putnam County Unincorporated Agricultural Estate (AE) to City of Palatka Public Buildings and Grounds (PBG-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 approx. 9.99 acres parcel located at 221 Round Lake Rd. next to the Kelley Smith Elementary School. The Putnam County School District's ultimate goal is to expand the existing school district facilities. The property has a vacant residential structure. The applicant wishes to connect to the City's water and sewer facilities which are available nearby. The parcel is adjacent to the City boundaries.

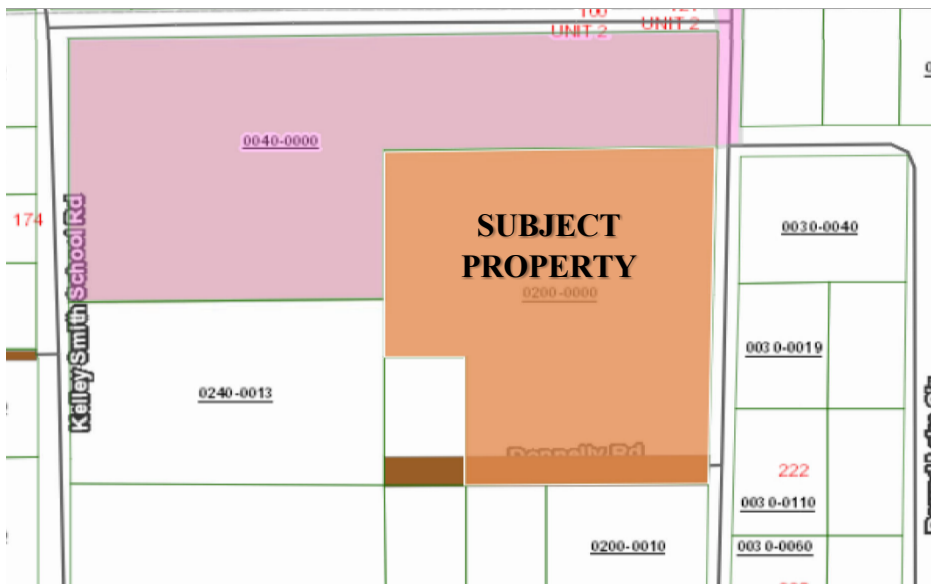


Figure 1: Subject site with City boundaries shown.

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

	Actual Use	FLUM	ZONING
Property Existing	Vacant Residential Structure	Putnam County Public Buildings/Grounds/Other Public Facilities (PF)	Putnam County Unincorporated Agricultural Estate (AE)
Property Proposed	School Related	City of Palatka Public Buildings/Grounds/Other Public Facilities (PF)	City of Palatka Public Buildings and Grounds (PBG-1)
North	City Kelley Smith School	City Public Buildings/Grounds/Other Public Facilities	City Residential, two-family, residential (R-2)
South	County Agricultural	County Urban Reserve (UR)	County Agricultural Estate (AE)
East	County Agricultural	County Public Buildings/Grounds/Other Public Facilities (PF) & Urban Reserve (UR)	County Agricultural (AG)
West	Residential	County Urban Reserve (UR)	County Residential Single-Family Estate (RE)

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 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 and Sewer: Water and sewer are available to the site in question. The applicant desires to connect to the City water & sewer 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

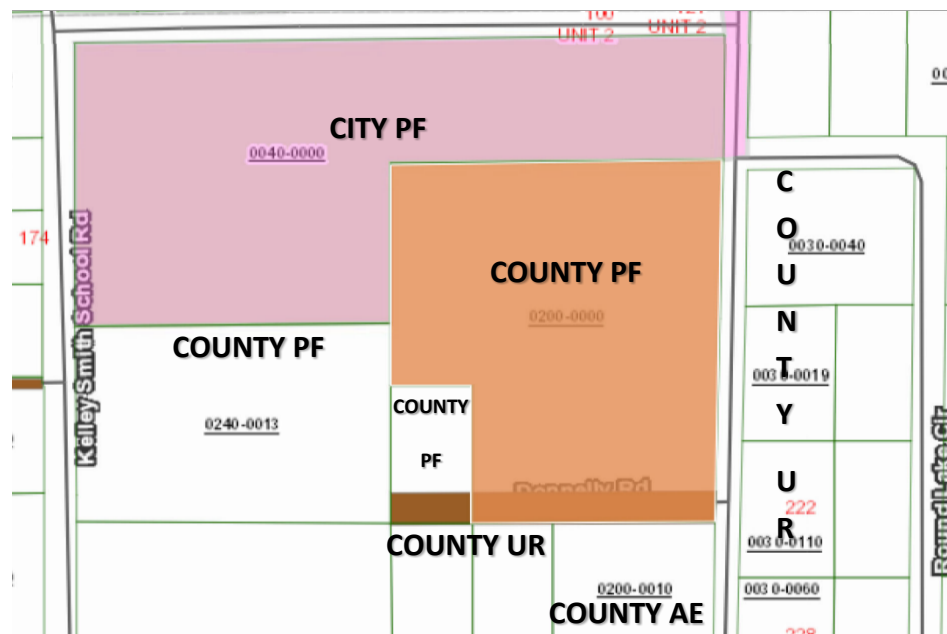


Figure 2: Current Future Land Use

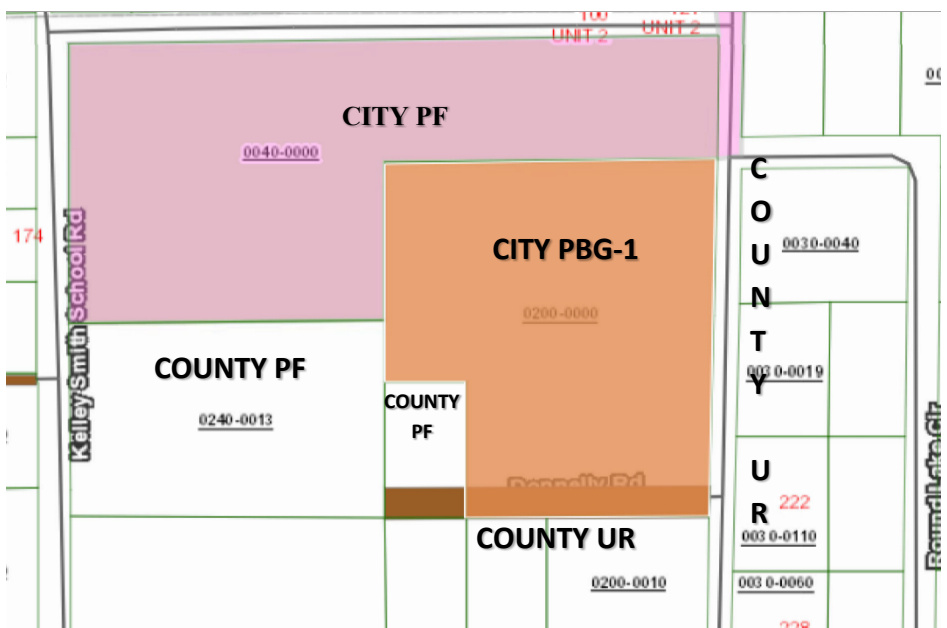


Figure 3: Proposed Future Land Use

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 neighboring use of school related facilities.

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 North has water connections. This annexation would be contiguous, as it borders City limits to the North. The use of this parcel will be school related.

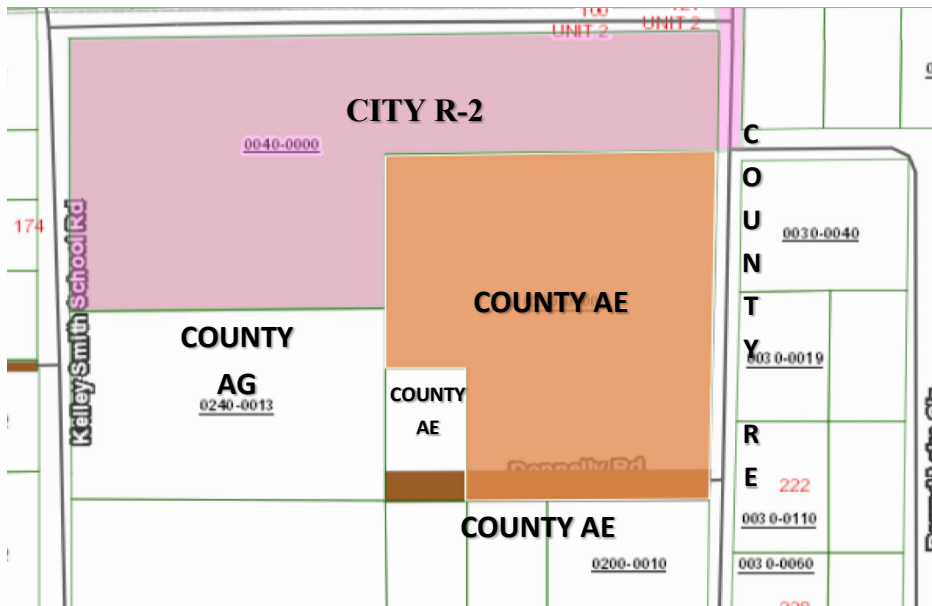


Figure 4: Current Zoning

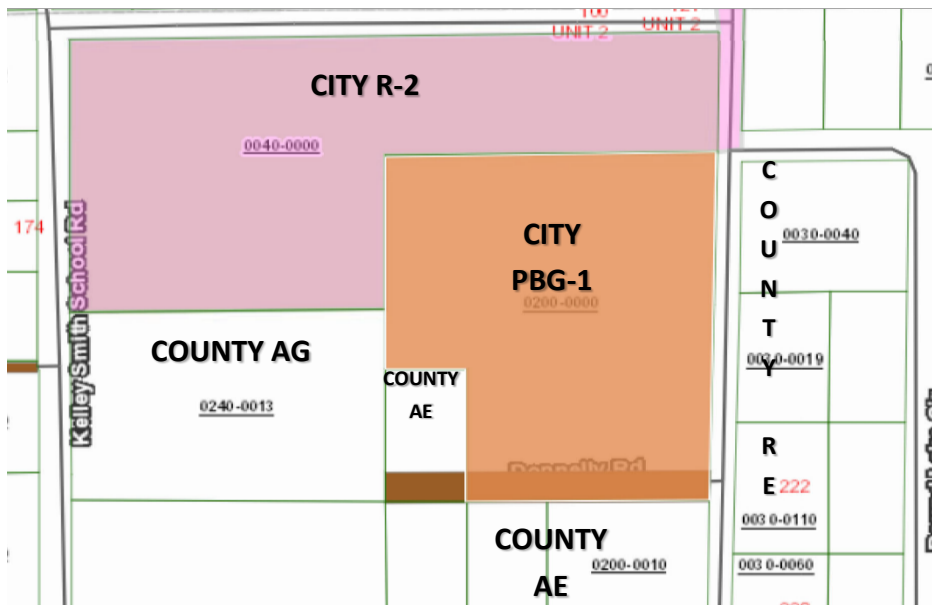


Figure 5; Proposed Zoning

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:*
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 a Putnam County Public Buildings/Grounds/Other Public Facilities (PF) 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 a mix of institutional, residential, and vacant land uses. 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 is vacant with school facilities projected. There is already school use next to the subject parcel 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 is vacant with a proposed school use which is adjoining school property already developed. 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: Surrounding parcels are mixed development of school, residential, and agricultural. Amending the property zoning to City of Palatka Public Buildings and Grounds (PBG-1) will keep proposed conditions within the same uses.
- 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. Putnam County School Board intends to expand the existing educational facilities.
- g. *Whether the proposed change will adversely influence living conditions in the neighborhood.*
Response: The immediate neighborhood around the subject parcel is a long established school. 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 nor will it affect public safety. It is not anticipated to be a significant increase of existing daily trips.

- i. *Whether the proposed change will create a drainage problem.*

Response: There should be no impact on drainage in the area.

- 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.

- k. *Whether the proposed change will adversely affect property values in the adjacent areas.*

Response: There should be no impact on property values as it will be an expansion of an existing use.

- 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 the 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 the use in this area do not differ substantially. The reason for amending the existing zoning is due to the annexation of the parcel into the city limits and connecting it to City water and sewer facilities for school related use.

- o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city.*

Response: The immediate area is institutional and 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 & sewer services from the City. The property has a proposed use of school facilities, this zoning is already established in this 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 9.99 acre property into the City be approved.

2. Staff recommends the request to amend the Future Land Use Map from Putnam County Urban Reserve (UR) to City of Palatka Public Buildings/Grounds/Other Public Facilities (PF) be approved.
3. Staff recommends the request to rezone from Putnam County Unincorporated Agricultural Estate (AE) to City of Palatka Public Buildings and Grounds (PBG-1) be approved.

ORDINANCE NO. 2025-36

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 UNINCORPORATED AGRICULTURAL ESTATE (AE) TO CITY OF PALATKA PUBLIC BUILDINGS AND GROUNDS (PBG-1), FOR THE PROPERTY LOCATED AT 221 ROUND LAKE ROAD PALATKA, FLORIDA 32177, PARCEL 16-10-26-0000-0200-0000; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER’S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by Jeffery and Pamela Bedenbaugh, 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 July 1st, 2025, and two public hearings before the City Commission of the City of Palatka on July 24th, 2025, and August 28th, 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 Agricultural Estate (AE) to City of Palatka Public Buildings and Grounds (PBG-1) classification.

**DESCRIPTION OF PROPERTY: E1/2 OF S1/2 OF N1/2 OF NE, 1/4 OF NW1/4, SE1/4 OF NE,1/4 OF NW1/4 (EX OR462 P716 OR468 P472 OR469, P1985 OR543 P658)
PARCEL 16-10-26-0000-0200-0000**

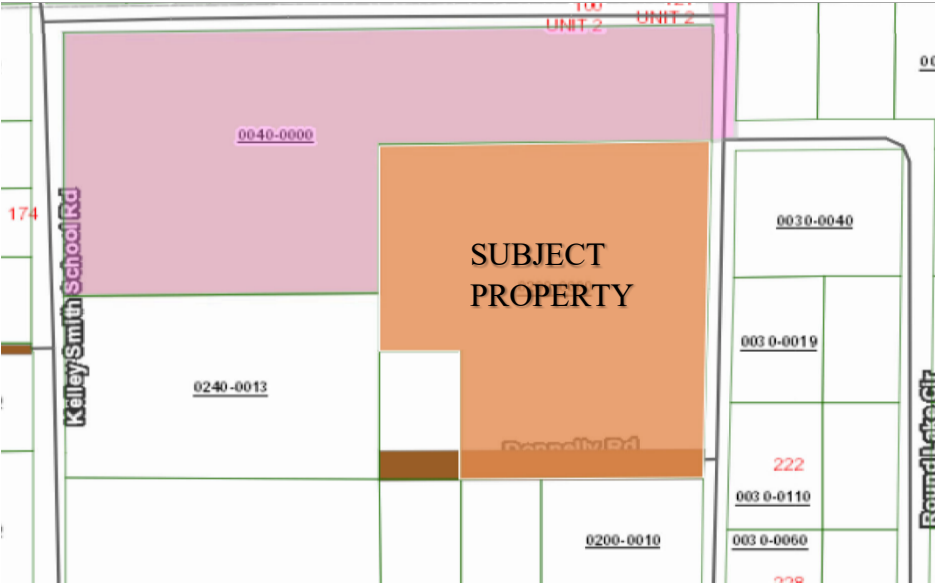


Figure 1: Zoning map.

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 24th day of July 2025.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 28th day of August 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: "Ordinance 2025-36 Rezone 221
ROUND LAKE ROAD" 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 UNINCORPORATED AGRICULTURAL ESTATE (AE) TO CITY OF PALATKA PUBLIC BUILDINGS AND GROUNDS (PBG-1), FOR THE PROPERTY LOCATED AT 221 ROUND LAKE ROAD PALATKA, FLORIDA 32177, PARCEL 16-10-26-0000-0200-0000; 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 law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

¹ See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The 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.

Second Reading: Moody Road Annexation and Zoning for parcel number 02-10-26-0000-0420-0000

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

None

ORDINANCE NO. 2025-37

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 02-10-26-0000-0420-0000, LOCATED AT 0 MOODY ROAD, PALATKA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request is to annex one parcel, approximately 16.72 acres +/-, from unincorporated Putnam County to the City of Palatka for the purpose of connecting to city water and sewer systems, amend the Future Land Use Map (FLUM) from Putnam County Urban Services (US) to City of Palatka Residential High density (RH), and rezone from Putnam County Light Industrial (IL) to City of Palatka Multiple-family residential with a Planned Unit Development overlay (R-3/ PUD). The proposed site is currently vacant with no structures.

BACKGROUND

The application is for a 16.72 acre +/- parcel located "0" Moody Road, parcel 02-10-26-0000-0420-0000. The site is bordered by the city limits to the north, east, south-east, and west. Properties to the south of the subject site are located in unincorporated Putnam County. This site is adjacent to Lowe's Garden Center to the east and the Palatka Municipal Airport to the west. The applicant requests connection to the city's water and sewerage facilities

PROJECT ANALYSIS

Staff Recommendation

- Staff recommends **approval** of the annexation of "0" N Moody Road (Parcel 02-10-26-0000-0420-0000) for the purpose of connection to City of Palatka water and sewer services
- Staff recommends **approval** to amend the district boundary FLUM designation from Putnam County, Urban Services (US), to City of Palatka Residential High (RH)
- Staff recommends **approval** to rezone from unincorporated Putnam County Light Industrial (IL) to City of Palatka Multiple-family residential with a Planned Unit Development overlay (R-3/PUD)

Conditions:

1. An easement holding the city harmless of noise complaints from future residents must be filed and recorded.
2. The traffic study prepared by a traffic engineer registered in Florida and on file at the Planning Department, must be updated to reflect the proposed new single-family development.
3. The legal counsel representing the applicant must provide legal opinion stating that developer has unified control of the land and the right to impose all covenants and conditions upon the land for certification by the City Attorney.
4. The draft development agreement in file at the Planning Department must be revised by the applicant to reflect the new proposed single-family development.

ATTACHMENTS

1.	Moody Rd Staff Final
2.	Ord 2025-37 annexation of property 0MoodyRdx (002)
3.	Noise Easement and Hold harmless agreement
4.	Trip Generation Report
5.	Business Impact ORD 2025-37

Case PB 24-29 Annexation, Amendment to FLUM and Rezoning with PUD Overlay
Address: “0” Moody Road, Approx. 16.72 acres +/-
Parcel No.: 02-10-26-0000-0420-0000
Applicant: Bryan Greiner, Gulfstream Design Group, LLC

STAFF REPORT

DATE: July 2, 2025
TO: City of Palatka Planning Board
FROM: Lorenzo Aghemo, Planning Director

APPLICATION REQUEST

Request is to annex one parcel, approximately 16.72 acres +/-, from unincorporated Putnam County to the City of Palatka for the purpose of connecting to city water and sewer systems, amend the Future Land Use Map (FLUM) from Putnam County Urban Services (US) to City of Palatka Residential High density (RH), and rezone from Putnam County Light Industrial (IL) to City of Palatka Multiple-family residential with a Planned Unit Development overlay (R-3/ PUD). The proposed site is currently vacant with no structures.

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.

The site was originally proposed to be developed for 128 townhomes, however after the Planning Board meeting the applicant is proposing to develop the parcel with 61 single family homes. This is a significant reduction of development intensity. The parcel is currently located within the jurisdiction of Putnam County.

Background

The application is for a 16.72 acre +/- parcel located “0” Moody Road, parcel 02-10-26-0000-0420-0000. The site is bordered by the city limits to the north, east, south-east, and west. Properties to the south of the subject site are located in unincorporated Putnam County. This site is adjacent to Lowe’s Garden Center to the east and the Palatka Municipal Airport to the west. 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	Vacant	Putnam County, Urban Services (US)	Putnam County, Light, Industrial (IL)
Property Proposed	Townhomes	City of Palatka, Residential High (RH)	City of Palatka, Multiple-family Residential (R-3)
North	North East Florida Educational Consortium, and a vacant parcel	City of Palatka, Commercial (COM), and Light Industrial (IL)	City of Palatka, Commercial, Intensive (C-2), and Industrial, Light (IL)
South	FreeUp Storage Palatka, and North Florida Emulsions	Putnam County, Urban Services (US)	Putnam County, Light Industrial (IL)
East	Lowe's Garden Center	City of Palatka, Commercial (COM)	City of Palatka, Commercial, Intensive (C-2)
West	Palatka Municipal Airport	City of Palatka, Public Buildings and Grounds (PB)	City of Palatka, Airport (AP-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.

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 and the proposed annexation borders the city limits to the north, east, west and portions to the south.

Connection to Water and Sewer: **Water and sewerage are available to the site in question. The applicant desires connection which are adequate to handle the expected volume.**

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.

Proximity of Subject Parcel Adjacent to Palatka Municipal Airport.

There will be some restrictions and limitations affecting the proposed residential development. A small portion of the parcel (northern portion) lies within the Runway Protection Zone of the Palatka municipal airport. See Exhibit B of this report.

Although the Federal Aviation Administration (FAA) letter indicated that the proposed residential development structures will not pose a hazard to air navigation, subject to some conditions, one of those conditions clearly indicated that in cases where the airport owner can control the use of the property, structures within the RPZ that congregates people are prohibited. Once the property is annexed into the city this prohibition will then apply. As such the residential development would have to be placed in such a way that the residential structure does not encroach into the protection zone. Based on that, the applicant has submitted a revised site plan which complies with the stated prohibition.

An Airport Noise and Residential Land Use Compatibility study would be required to be submitted and, an easement holding the city harmless from possible complaints from future residents would have to be filed. Finally, a Planned Unit Development Overlay will have to be placed on the requested R-3 zoning.

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 are 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.

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. The area is not considered rural and it is contiguous to the existing city limits, and is located within an urbanized area. The property is surrounded by commercial and industrial uses including the Palatka Municipal Airport. FreeUp Storage Palatka and North Florida Emulsions are located to the south.

Zoning Analysis



Figure 4: Current Zoning Map



Figure 5: Proposed Zoning Map

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 zoning with a Planned Unit Development overlay is in conformity with the Comprehensive Plan.*
- b. *The existing land use pattern.*
The existing pattern is of mixed land uses.
- c. *Possible creation of an isolated district unrelated to adjacent and nearby districts.*
The proposed zoning will not create an isolated district.
- d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc. Townhomes are proposed for development on the property following completion of annexation and rezoning of the parcel. The anticipated increase in residential population would not place an undue strain on the school system or on the city's water and sewer services as there is sufficient capacity.*
- e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change. The existing district boundaries are not illogical drawn.*
- f. *Whether changed or changing conditions make the passage of the proposed amendment necessary. The annexation of the parcel into the city limits makes the assignment of a city zoning district necessary.*
- g. *Whether the proposed change will adversely influence living conditions in the neighborhood. The parcel is currently vacant.*
- h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety. The rezoning for the proposed development would bring some additional traffic to the area, however there is sufficient capacity on the immediate road facilities to safely absorbed the resulting number of trips.*
- i. *Whether the proposed change will create a drainage problem.*
No drainage problem is anticipated.
- j. *Whether the proposed change will seriously reduce light and air to adjacent areas.*
- k. *Whether the proposed change will adversely affect property values in the adjacent areas. The proposed rezoning will likely not adversely affect nearby property values.*
- 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 constitute a grant of special privilege to the owner as contrasted with the public welfare.*
- n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning. The revised proposal is for a single-family residential development which is permitted in Multi-family (R-3) zoning district.*

- o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city. **The zoning will be consistent with the needs of the city and 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. **The property is being proposed to be annexed into the city and the assignment of a zoning district is warranted .***
- 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.***

PUD Analysis

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 planned unit development shall be in single ownership or control.

- **Staff Response: "Daryl Gilbert et al" is listed in the Tax Appraiser's record as 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.

- **Staff Response: The underlying zoning district proposed is Multiple-family residential (R-3) which allows a maximum density of 18 dwelling units per acre. The proposed residential development would be approximately 7.6 dwelling units per acre. This proposed density is below the maximum for the R-3 zoning district. 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.

- **Staff Response: The concept plan depicts each lot with access fronting a proposed private internal road that connects to Moody Road. 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.

- **Staff Response: The concept plan shows a 35-ft front setback, 15-ft rear setback, and 15-ft side setback. In the draft Development Agreement, the applicant proposes a 20-ft front yard**

setback, 0-5-ft side yard setback, and 15-ft rear yard setback. No maximum height proposed is shown on the concept plan. 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 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.

• **Staff Response: The concept plan shows three stormwater management facilities (no area calculation provided). 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.

• **Staff Response: The applicant will be required to submit a site plan for the development proposal, and at that time, plans should note compliance with this provision of the PUD ordinance.**

g.- Off-street parking requirements: The off-street parking requirements for uses within a planned unit development shall be as provided in Article V of the City of Palatka municipal code.

• **Staff Response: The concept plan generally depicts the residential parking however the applicant intends for each new townhome (unit) to be accommodated with two vehicular parking spaces. The minimum of 256 parking spaces are required as noted in Section 94-262 of the Code. Staff recommends that a condition regarding the accommodation of guest parking and recommends one vehicular parking space per five units be placed on the development. This condition must also be included in the development agreement. The application will be in compliance with this standard as conditioned.**

h.- Minimum living area for dwelling units: 500 square feet

• **Staff 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.

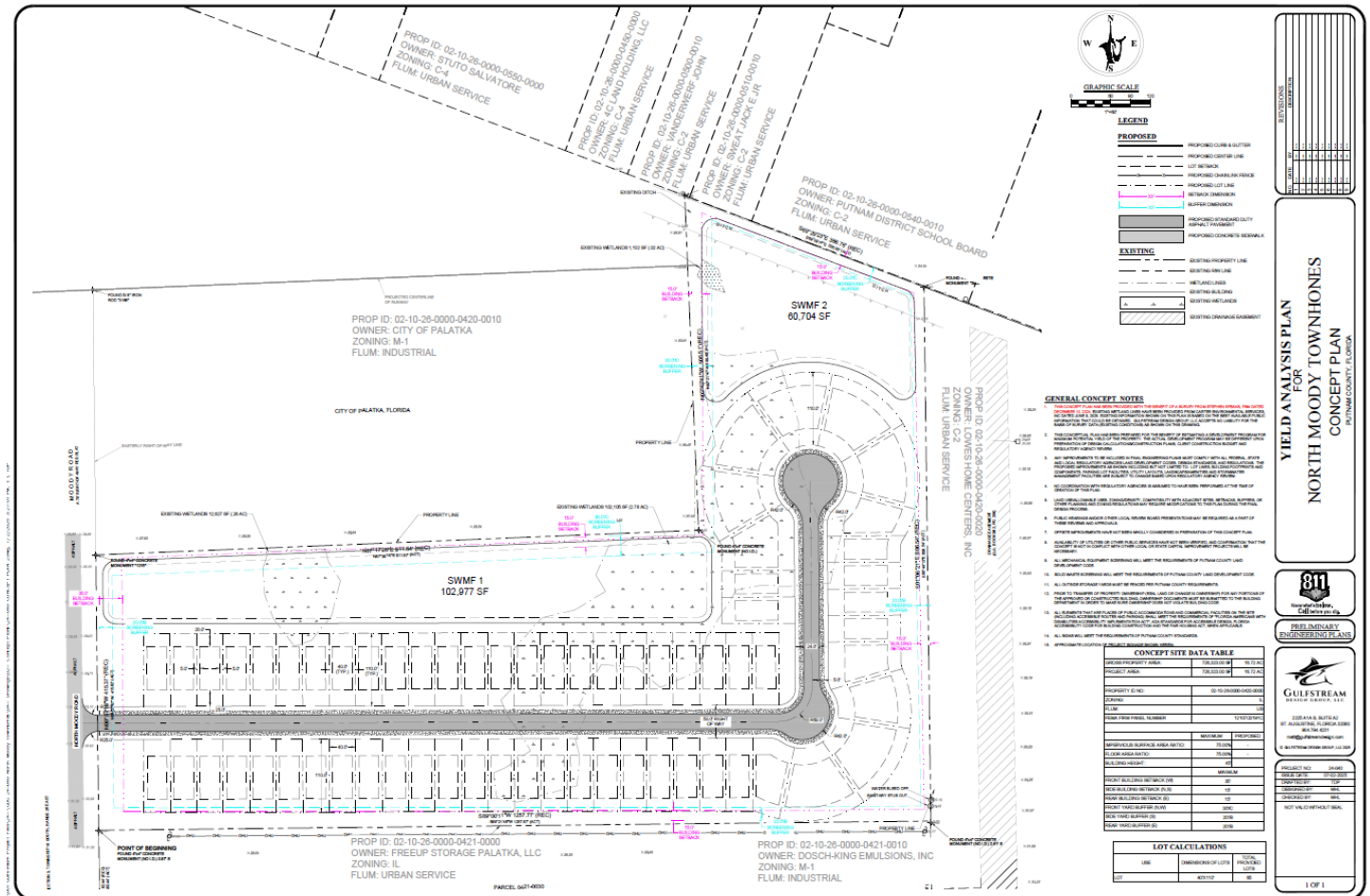
Staff Recommendation

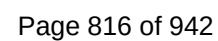
- Staff recommends **approval** of the annexation of "0" N Moody Road (Parcel 02-10-26-0000-0420-0000) for the purpose of connection to City of Palatka water and sewer services
- Staff recommends **approval** to amend the district boundary FLUM designation from Putnam County, Urban Services (US), to City of Palatka Residential High (RH)
- Staff recommends **approval** to rezone from unincorporated Putnam County Light Industrial (IL) to City of Palatka Multiple-family residential with a Planned Unit Development overlay (R-3/PUD)

Conditions:

1. An easement holding the city harmless of noise complaints from future residents must be filed and recorded.
2. The traffic study prepared by a traffic engineer registered in Florida and on file at the Planning Department, must be updated to reflect the proposed new single-family development.
3. The legal counsel representing the applicant must provide legal opinion stating that developer has unified control of the land and the right to impose all covenants and conditions upon the land for certification by the City Attorney.
4. The draft development agreement in file at the Planning Department must be revised by the applicant to reflect the new proposed single-family development.

Exhibit A – Draft Concept Plan





ORDINANCE NO. 2025-37

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 02-10-26-0000-0420-0000, LOCATED AT 0 MOODY ROAD, 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: Daryl L Gilbert et al, 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 April 1, 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 July 24, 2025, and August 28, 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 S1/2 OF NW1/4 OR287 P201, OR347 P432(EX OR292 P918 OR604, P730 OR613 P1789 OR962 P12)

Putnam County Property Appraiser’s Parcel No.: 02-10-26-0000-0420-0000



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 24th day of July 2025.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 28th day of August 2025.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND LEGALITY:

City Attorney

NOISE EASEMENT AND HOLD HARMLESS AGREEMENT

This Easement and Hold Harmless Agreement ("Agreement") is made and entered into this ____ day of _____, 2025, by and between Sunrise Adventures, LLC, a Florida limited liability company, whose mailing address is _____ ("Grantor"), and the City of Palatka, Florida, a municipal corporation organized under the laws of the State of Florida, whose mailing address is 201 North 2nd Street, Palatka, FL 32177 ("Grantee").

RECITALS

WHEREAS, Grantor is the owner of certain real property located in Putnam County, Florida, more particularly described in Exhibit A attached hereto and incorporated herein by reference (the "Property"); and

WHEREAS, the Property is located in proximity to the Palatka Municipal Airport (the "Airport"), a public facility owned and operated by the City of Palatka; and

WHEREAS, Grantor intends to develop the Property as a residential community; and

WHEREAS, in consideration for the City's continued operation and maintenance of the Airport, Grantor desires to grant an easement in favor of the City of Palatka to allow for the continued use and operation of the Airport and to waive any and all noise-related claims or complaints that may arise from future occupants or owners of the Property.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1.

Grant of Easement

Grantor hereby grants to Grantee, its successors and assigns, a perpetual, non-exclusive easement over and upon the Property for the benefit of the Airport to allow all aviation-related activities, including but not limited to the generation of noise, vibration, dust, light, and fuel emissions arising from aircraft operations, maintenance, testing, and use.

2.

Acknowledgment and Waiver

Grantor, for itself and its successors, assigns, lessees, grantees, and any future owners or occupants of the Property, acknowledges and accepts the presence and continued operation of the Airport. Grantor hereby waives, releases, and agrees not to file or pursue any claim, complaint, or action against the City of Palatka, its employees, agents, or representatives for any inconvenience, nuisance, or damages, including noise complaints, arising from the operation of the Airport.

3.

Hold Harmless

Grantor agrees to indemnify and hold harmless the City of Palatka from and against any claims, demands, damages, liabilities, or causes of action brought by any person or entity claiming an interest in the Property and alleging injury or damages resulting from Airport-related noise or activity.

4.

Binding Effect

This Agreement shall run with the land and be binding upon the Property and all current and future owners, occupants, tenants, heirs, successors, and assigns.

5.

Recording

This Agreement shall be recorded in the Official Records of Putnam County, Florida, and shall constitute notice to all persons of the easement and waiver created herein.

6.

Governing Law

This Agreement shall be governed and construed in accordance with the laws of the State of Florida.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above written.

GRANTOR:

Sunrise Adventures, LLC

By: _____

Name:

Title:

GRANTEE:

City of Palatka, Florida

By: _____

Name:

Title:

NOTARY ACKNOWLEDGMENT

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this ____ day of _____, 2025, by _____, as _____ of Sunrise Adventures, LLC, who is personally known to me or who has produced _____ as identification.

[Seal]

Notary Public, State of Florida

Printed Name: _____

My Commission Expires: _____



BUCKHOLZ TRAFFIC
3585 KORI ROAD
JACKSONVILLE, FLORIDA 32257
(904) 886-2171 jwbuckholz@aol.com

July 9, 2025

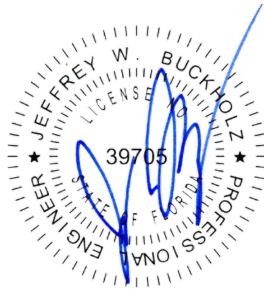
Mr. Bryan Greiner, President
Augustine Development Group
215 Anastasia Boulevard
St. Augustine, Florida 32080

Re: 70 Townhomes, Trip Generation Analysis

Dear Mr. Greiner:

Attached is the requested trip generation analysis. If there are any questions or comments regarding this matter, please contact me.

Sincerely,



Jeffrey W. Buckholz, P.E., PTOE
Principal

This item was digitally signed and sealed by Jeffrey W. Buckholz, P.E. on 7/9/25. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

TABLE 1

TRIP GENERATION CALCULATIONS

MULTIFAMILY HOUSING (LOW-RISE)

LOW NUMBER OF UNITS

Not Close to Rail Transit

Land Use Code 220

T = Number of Vehicle Trip Ends

X = Number of Dwelling Units = 70

<u>TIME PERIOD</u>	<u>TRIP GENERATION EQUATION</u>	<u>TOTAL TRIP ENDS</u>	<u>PERCENT ENTERING</u>	<u>PERCENT EXITING</u>	<u>TOTAL TRIP ENDS ENTERING</u>	<u>TOTAL TRIP ENDS EXITING</u>
WEEKDAY						
Daily	T = 6.74 (X)	472	50%	50%	236	236
AM Peak Hour	T = 0.40 (X)	28	24%	76%	7	21
PM Peak Hour	T = 0.51 (X)	36	63%	37%	23	13

SOURCE: Institute of Transportation Engineers, "Trip Generation", 11th Edition (2021)

BUCKHOLZ TRAFFIC

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: "Ordinance 2025-37 Annex PARCEL 02-10-26-0000-0420-0000" 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 02-10-26-0000-0420-0000, LOCATED AT 0 MOODY ROAD, 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 law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;

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

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 24-29 Annexation, Amendment to FLUM and Rezoning with PUD Overlay
Address: “0” Moody Road, Approx. 16.72 acres +/-
Parcel No.: 02-10-26-0000-0420-0000
Applicant: Bryan Greiner, Gulfstream Design Group, LLC

STAFF REPORT

DATE: July 2, 2025
TO: City of Palatka Planning Board
FROM: Lorenzo Aghemo, Planning Director

APPLICATION REQUEST

Request is to annex one parcel, approximately 16.72 acres +/-, from unincorporated Putnam County to the City of Palatka for the purpose of connecting to city water and sewer systems, amend the Future Land Use Map (FLUM) from Putnam County Urban Services (US) to City of Palatka Residential High density (RH), and rezone from Putnam County Light Industrial (IL) to City of Palatka Multiple-family residential with a Planned Unit Development overlay (R-3/ PUD). The proposed site is currently vacant with no structures.

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.

The site was originally proposed to be developed for 128 townhomes, however after the Planning Board meeting the applicant is proposing to develop the parcel with 61 single family homes. This is a significant reduction of development intensity. The parcel is currently located within the jurisdiction of Putnam County.

Background

The application is for a 16.72 acre +/- parcel located “0” Moody Road, parcel 02-10-26-0000-0420-0000. The site is bordered by the city limits to the north, east, south-east, and west. Properties to the south of the subject site are located in unincorporated Putnam County. This site is adjacent to Lowe’s Garden Center to the east and the Palatka Municipal Airport to the west. 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	Vacant	Putnam County, Urban Services (US)	Putnam County, Light, Industrial (IL)
Property Proposed	Townhomes	City of Palatka, Residential High (RH)	City of Palatka, Multiple-family Residential (R-3)
North	North East Florida Educational Consortium, and a vacant parcel	City of Palatka, Commercial (COM), and Light Industrial (IL)	City of Palatka, Commercial, Intensive (C-2), and Industrial, Light (IL)
South	FreeUp Storage Palatka, and North Florida Emulsions	Putnam County, Urban Services (US)	Putnam County, Light Industrial (IL)
East	Lowe's Garden Center	City of Palatka, Commercial (COM)	City of Palatka, Commercial, Intensive (C-2)
West	Palatka Municipal Airport	City of Palatka, Public Buildings and Grounds (PB)	City of Palatka, Airport (AP-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.

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 and the proposed annexation borders the city limits to the north, east, west and portions to the south.

Connection to Water and Sewer: **Water and sewerage are available to the site in question. The applicant desires connection which are adequate to handle the expected volume.**

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.

Proximity of Subject Parcel Adjacent to Palatka Municipal Airport.

There will be some restrictions and limitations affecting the proposed residential development. A small portion of the parcel (northern portion) lies within the Runway Protection Zone of the Palatka municipal airport. See Exhibit B of this report.

Although the Federal Aviation Administration (FAA) letter indicated that the proposed residential development structures will not pose a hazard to air navigation, subject to some conditions, one of those conditions clearly indicated that in cases where the airport owner can control the use of the property, structures within the RPZ that congregates people are prohibited. Once the property is annexed into the city this prohibition will then apply. As such the residential development would have to be placed in such a way that the residential structure does not encroach into the protection zone. Based on that, the applicant has submitted a revised site plan which complies with the stated prohibition.

An Airport Noise and Residential Land Use Compatibility study would be required to be submitted and, an easement holding the city harmless from possible complaints from future residents would have to be filed. Finally, a Planned Unit Development Overlay will have to be placed on the requested R-3 zoning.

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 are 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.

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.
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- 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. The area is not considered rural and it is contiguous to the existing city limits, and is located within an urbanized area. The property is surrounded by commercial and industrial uses including the Palatka Municipal Airport. FreeUp Storage Palatka and North Florida Emulsions are located to the south.

Zoning Analysis



Figure 4: Current Zoning Map



Figure 5: Proposed Zoning Map

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 zoning with a Planned Unit Development overlay is in conformity with the Comprehensive Plan.*
- b. *The existing land use pattern.*
The existing pattern is of mixed land uses.
- c. *Possible creation of an isolated district unrelated to adjacent and nearby districts.*
The proposed zoning will not create an isolated district.
- d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc. Townhomes are proposed for development on the property following completion of annexation and rezoning of the parcel. The anticipated increase in residential population would not place an undue strain on the school system or on the city's water and sewer services as there is sufficient capacity.*
- e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change. The existing district boundaries are not illogical drawn.*
- f. *Whether changed or changing conditions make the passage of the proposed amendment necessary. The annexation of the parcel into the city limits makes the assignment of a city zoning district necessary.*
- g. *Whether the proposed change will adversely influence living conditions in the neighborhood. The parcel is currently vacant.*
- h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety. The rezoning for the proposed development would bring some additional traffic to the area, however there is sufficient capacity on the immediate road facilities to safely absorbed the resulting number of trips.*
- i. *Whether the proposed change will create a drainage problem.*
No drainage problem is anticipated.
- j. *Whether the proposed change will seriously reduce light and air to adjacent areas.*
- k. *Whether the proposed change will adversely affect property values in the adjacent areas. The proposed rezoning will likely not adversely affect nearby property values.*
- 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 constitute a grant of special privilege to the owner as contrasted with the public welfare.*
- n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning. The revised proposal is for a single-family residential development which is permitted in Multi-family (R-3) zoning district.*

- o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city. **The zoning will be consistent with the needs of the city and 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. **The property is being proposed to be annexed into the city and the assignment of a zoning district is warranted .***
- 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.***

PUD Analysis

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 planned unit development shall be in single ownership or control.

- **Staff Response: “Daryl Gilbert et al” is listed in the Tax Appraiser’s record as 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.

- **Staff Response: The underlying zoning district proposed is Multiple-family residential (R-3) which allows a maximum density of 18 dwelling units per acre. The proposed residential development would be approximately 7.6 dwelling units per acre. This proposed density is below the maximum for the R-3 zoning district. 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.

- **Staff Response: The concept plan depicts each lot with access fronting a proposed private internal road that connects to Moody Road. 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.

- **Staff Response: The concept plan shows a 35-ft front setback, 15-ft rear setback, and 15-ft side setback. In the draft Development Agreement, the applicant proposes a 20-ft front yard**

setback, 0-5-ft side yard setback, and 15-ft rear yard setback. No maximum height proposed is shown on the concept plan. 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 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.

• **Staff Response: The concept plan shows three stormwater management facilities (no area calculation provided). 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.

• **Staff Response: The applicant will be required to submit a site plan for the development proposal, and at that time, plans should note compliance with this provision of the PUD ordinance.**

g.- Off-street parking requirements: The off-street parking requirements for uses within a planned unit development shall be as provided in Article V of the City of Palatka municipal code.

• **Staff Response: The concept plan generally depicts the residential parking however the applicant intends for each new townhome (unit) to be accommodated with two vehicular parking spaces. The minimum of 256 parking spaces are required as noted in Section 94-262 of the Code. Staff recommends that a condition regarding the accommodation of guest parking and recommends one vehicular parking space per five units be placed on the development. This condition must also be included in the development agreement. The application will be in compliance with this standard as conditioned.**

h.- Minimum living area for dwelling units: 500 square feet

• **Staff 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.

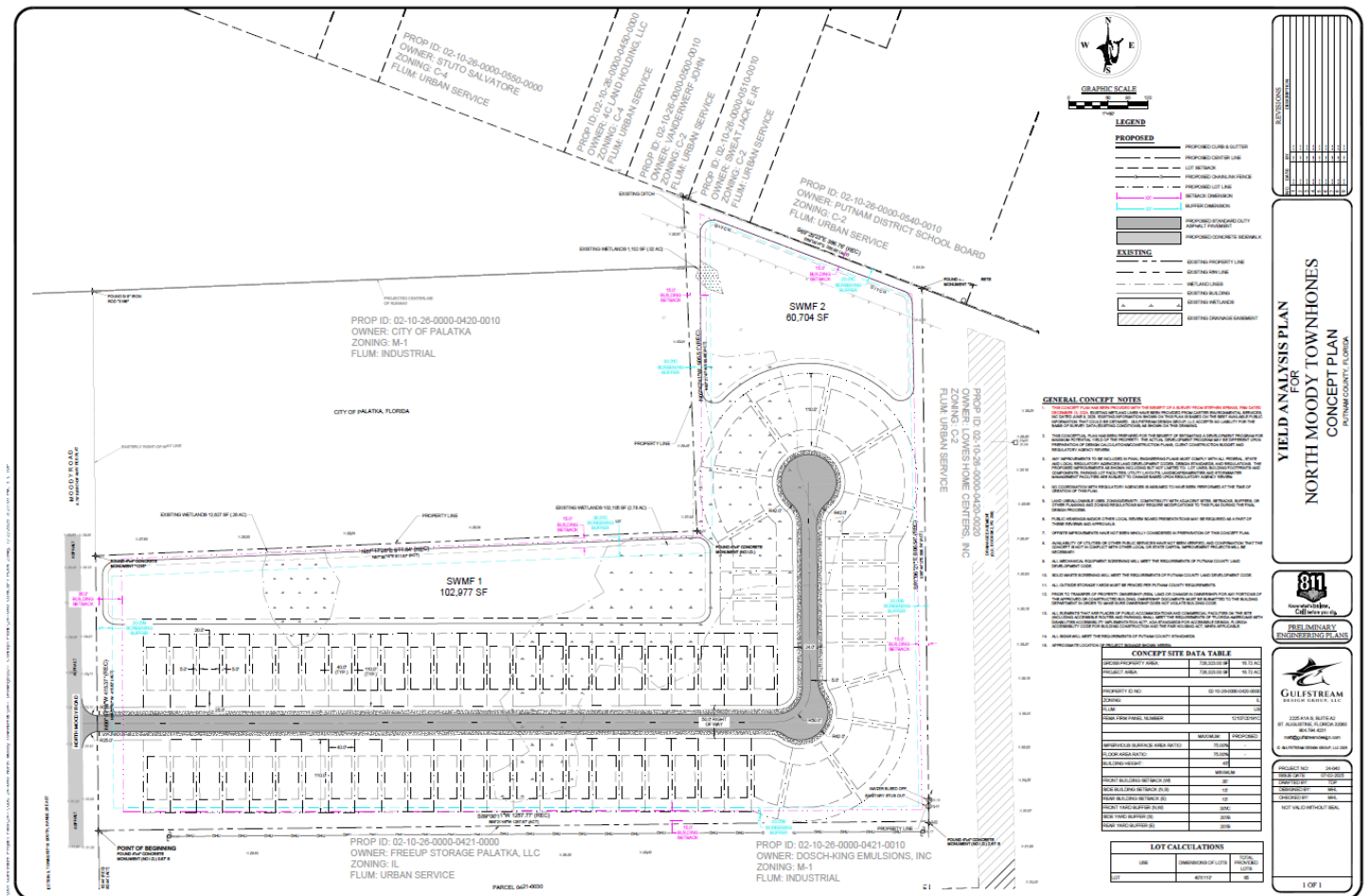
Staff Recommendation

- Staff recommends **approval** of the annexation of "0" N Moody Road (Parcel 02-10-26-0000-0420-0000) for the purpose of connection to City of Palatka water and sewer services
- Staff recommends **approval** to amend the district boundary FLUM designation from Putnam County, Urban Services (US), to City of Palatka Residential High (RH)
- Staff recommends **approval** to rezone from unincorporated Putnam County Light Industrial (IL) to City of Palatka Multiple-family residential with a Planned Unit Development overlay (R-3/PUD)

Conditions:

1. An easement holding the city harmless of noise complaints from future residents must be filed and recorded.
2. The traffic study prepared by a traffic engineer registered in Florida and on file at the Planning Department, must be updated to reflect the proposed new single-family development.
3. The legal counsel representing the applicant must provide legal opinion stating that developer has unified control of the land and the right to impose all covenants and conditions upon the land for certification by the City Attorney.
4. The draft development agreement in file at the Planning Department must be revised by the applicant to reflect the new proposed single-family development.

Exhibit A – Draft Concept Plan





This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL 32177

ORDINANCE NO. 2025-39

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 LIGHT INDUSTRIAL (IL) TO CITY OF PALATKA MULTIPLE-FAMILY RESIDENTIAL WITH A PLANNED UNIT DEVELOPMENT OVERLAY (R-3/PUD) FOR THE FOLLOWING PROPERTY: 0 MOODY ROAD, PALATKA, FL 32177, PT OF S1/2 OF NW1/4 OR287 P201, OR347 P432(EX OR292 P918 OR604, P730 OR613 P1789 OR962 P12) PARCEL 02-10-26-0000-0420-0000, PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER’S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by Daryl L Gilbert et al, 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 April 1, 2025, and two public hearings before the City Commission of the City of Palatka on July 24, 2025, and August 28, 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 Light Industrial (IL) to City of Palatka Multiple-Family Residential with Planned Unit Development Overlay (R-3/PUD) classification.

DESCRIPTION OF PROPERTY:

**PT OF S1/2 OF NW1/4 OR287 P201, OR347 P432(EX OR292 P918 OR604, P730 OR613 P1789 OR962 P12), 0 MOODY ROAD
Putnam County Property Appraiser’s Parcel No.: 02-10-26-0000-0420-0000**



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 24th day of May 2025.

PASSED AND ADOPTED on the second reading by the City Commission of the City of Palatka, Florida, this 28th day of August 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: "Ordinance 2025-39 Rezone PARCEL 02-10-26-0000-0420-0000" 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 LIGHT INDUSTRIAL (IL) TO CITY OF PALATKA MULTIPLE-FAMILY RESIDENTIAL WITH A PLANNED UNIT DEVELOPMENT OVERLAY (R-3/PUD) FOR THE FOLLOWING PROPERTY: 0 MOODY ROAD, PALATKA, FL 32177, PT OF S1/2 OF NW1/4 OR287 P201, OR347 P432(EX OR292 P918 OR604, P730 OR613 P1789 OR962 P12) PARCEL 02-10-26-0000-0420-0000, 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 law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;

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

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.

EXHIBIT A
DEVELOPMENT AGREEMENT
SHERWOOD LANDING SINGLE FAMILY PUD

This development agreement is made and entered into on this 28th day A u g u s t 2025, by and between Sherwood Land Development, LLC., a Nevada limited liability company, (collectively referred to as the "Developer") and THE CITY OF PALATKA, FLORIDA, a political subdivision of the State of Florida ("City") pursuant to the Florida Local Government Development Agreement Act, Section 163.3220, Florida Statutes.

PREAMBLE

WHEREAS, the Developer is the legal or equitable owner of certain real property located within the boundaries of the City, the legal description of which is attached to this Agreement as Exhibit A ("Property"); and

WHEREAS, the Developer and the City mutually acknowledge their desire to enter into a development agreement for the Property pursuant to Section 163.3220, Florida Statutes, and to be bound by the terms and provisions of this Agreement; and

WHEREAS, the Developer and the City desire to establish certain terms and conditions relating to the future development of the Property and wish to establish certainty as to the Developer's development of the Property; and

WHEREAS, the City finds that this Agreement is consistent with the City's Comprehensive Plan and City Code; and

WHEREAS, this Agreement has been considered by the City Commission at duly noticed public hearings on July 24, 2025, and August 28, 2025, respectively.

NOW, THEREFORE, in consideration of the conditions, covenants and mutual promises set forth in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, and in demonstration of satisfaction of the various goals, objectives and policies of the Comprehensive Plan and the Code, the Developer and City agree as follows:

1. Recitals. The foregoing recitals are true and correct and are incorporated in this Agreement by reference. All exhibits to this Agreement are deemed a part of this Agreement.
2. Definitions. The following terms shall have the following meanings:
 - "Comprehensive Plan" shall mean the City of Palatka's Comprehensive Plan adopted by the City pursuant to Chapter 163, Part II, Florida Statutes ("Plan").
 - "City" shall mean the City of Palatka, a political subdivision of the State of Florida, acting by and through the City Commission
 - "Development" shall be as defined in Section 380.04, Florida Statutes.
 - "Developer" shall mean Sherwood Land Development, LLC, a Nevada limited liability company, its successors in interest, successors in title, and assigns.
 - "Development Order" shall mean a development order or orders, issued by the City authorizing the Developer to proceed with and carry on development upon the Property.
 - "Development Permit" includes any building permit, rezoning, variance, waiver, development of regional impact, development order, or any other official action of local

government having the effect of permitting the development of land.

"Effective Date" shall mean the date of recordation of this Agreement. "Property" means the real property described in Exhibit A.

Any terms not defined in this Agreement shall have the definition as set forth in the Plan and the Code as they exist on the execution date of this Agreement.

3. Purpose. The purpose of this agreement is to set forth the ownership and general location of the parcels to be rezoned to the Sherwood Landing Townhomes Planned Unit Development (PUD). This Agreement is not intended to, nor does it, approve or authorize any amount of development or type of use on the Property, nor does it require the City to approve any Plan amendment, or rezoning, or development order, or development permit for the Property. Rather, the purpose of this Agreement is to set forth requirements and commitments regarding the development of the Property to ensure the Property may be developed during the term of this Agreement under the existing Code and Plan, except as otherwise set forth in this Agreement.
4. Lands Affected. The legal description for the lands affected by this Agreement ("Property") is set forth as Exhibit "A." The parcel ID numbers are: 02-10-26-0000-0420-0000 The parcels have approximately 400 linear feet of frontage along Moody Rd. The parcels are more particularly described herein PT OF S1/2 OF NW1/4 OR287 P201, OR347 P432(EX OR292 P918 OR604, P730 OR613 P1789 OR962 P12) of which is a recorded/platted division of land. Further division of the lands subject to this development agreement will be subject to a replat as defined by Florida Statutes Chapter 177.
5. Legal and Equitable Owners of Property. The name of the legal and equitable owners of the land are: GILBERT DARYL L ET AL, Sherwood Land Development, LLC
6. Authority for Agreement. This Agreement is being entered into pursuant to authority provided in Sections 163.3220 - .3243, Florida Statutes, otherwise known as the Florida Local Government Development Agreement Act ("Act").
7. Effective Date; Duration of Agreement. Within fourteen (14) days of approval of this Agreement, the City shall record it in the public records. Once recorded, this Agreement shall be in effect. The Agreement shall run with the land and be binding on all parties and all persons claiming under it in perpetuity, unless amended, and shall be transferable to future property owners.
8. Project Plan. The site plan generally depicts one parcel consisting of approximately 16.72 acres. The proposed development would consist of 61 single family homes with a maximum of 78 plated residential single family dwelling units and parks along with permissible accessory/ancillary structures. Infrastructure located within the project would include entry roadways, internal roadways, sidewalks, lift stations, and stormwater management areas.
9. Development Uses Permitted. The land uses currently permitted to be developed on the Property under the Comprehensive Plan and City of Palatka Code, residential densities, building intensities, height and other uses are set forth below:
 - a) Permitted Development Uses. The City hereby acknowledges that the Plan and the Code allow the development of the Property. Upon execution of this Agreement and for the term thereof, the City confirms and agrees that the Property may be developed and used consistent with land uses, intensities, height, and other provisions of the Plan on the execution date of this Agreement. All permitted uses and conditional uses shall be consistent with Article III, Section 94-144 of the City of Palatka Zoning Code R- 3 Multiple-Family residential district, or as otherwise provided in this PUD.
 1. Two-family dwellings
 2. Patio houses

3. Cluster houses
4. Townhouses
5. Single family dwellings

There is no language in the PUD text that prevents the property from developing under the Live Local Act (Chapter 2023-17) where applicable; however, the Developer is not pursuing any entitlements or benefits under the Live Local Act at the time of this Agreement.

Part of the PUD Property has been used for silvicultural purposes. Silvicultural practices may continue and not subject to tree mitigation in areas of the PUD Property where construction has not commenced, except in upland buffers or preserved wetland areas.

- b) Conditional Uses. The following conditional uses are generally permitted subject to the conditions under Sec. 94-3 of the City's Code: Home occupations.
- c) The development of such *other* land uses, densities and intensities, shall be subject to all provisions of the comprehensive plan, ordinances, and code in effect at such time as the Developer files an application to develop such other uses. An amendment to this Agreement shall not be necessary to file an application to develop the Property with such other uses, densities and intensities. Developer retains the ability to seek rezoning or approvals for development that is not currently authorized by the Plan or the Code so long as it is consistent with the Comprehensive Plan and land development regulations in effect at such time.

10. Development Standards: The standards provided within this section are intended to allow for flexibility in design to foster more innovative development patterns for mixed use development. The intent of the PUD rezoning classification is to design residential uses while preserving open space, promoting environmental preservation all while providing design flexibility in order to create a cohesive place to live. PUDs include a variety of housing types to promulgate varying price points along with convenient access to workplaces, shopping, education and recreation.

Minimum Yard Requirements:

1. Residential:
 - a. Front Setbacks - 20 feet
 - b. Rear Setbacks - 15 feet (HVAC units may be placed in the required rear yard.)
 - c. Side (Corner lots only) Setbacks - 5 feet
2. Maximum Height:
 - a. 35 feet
3. Minimum living area for dwelling units:
 - a. 500 square feet

Lot Coverage and Impervious Surface Area:

11. Residential:
12. Impervious Surface Area - 70% (Max City of Palatka Comprehensive Plan) Perimeter Buffering: Buffering will be provided between all incompatible uses, zoning district boundaries, and required parking buffering. The applicant has provided some exceptions (list below in waivers) to a minimal amount of the buffering requirements.
 1. Minimum 10-foot buffer along the perimeter of the entire development.
 2. Shrubs, or a privacy fence shall be arranged to provide a visual screen of 75 percent opacity and achieve a height of at least three feet within three years.
 3. At least one shade tree planted for each 30 linear feet, or part thereof, of the boundary of the vehicular use area. The distance between such trees shall not exceed 40 feet

Incompatibility Buffering:

1. Residential adjacent to Commercial- 10-foot-wide Type A buffer (All buffering between incompatible uses will comply with the City of Palatka Land

Development Code).

2. Residential Lots -The required minimum amount of tree plantings for lots may be located outside the individual lot boundary within the overall community.
13. Parking:
 1. Residential - A minimum of two (2) parking spaces will be provided for each unit plus one guest parking space per every five (5) units.
14. Access and Roadways:
 1. Access: Access will be provided in the general location as shown on the PUD site plan. Any modifications to the site access location shall be reviewed and approved through an administrative modification by the City of Palatka Planning Department.
 2. Pedestrian Access. Pedestrian access shall be provided by sidewalks installed throughout the development and connected to any existing sidewalks along the perimeter of the parcels.
15. Signage:
 1. Project Signs: The signage within the PUD will comply with the provisions set forth in the LDC standards.
 2. Construction/Temporary Signs: All construction/temporary signage will be permitted within the PUD and will comply with the LDC standards.
16. Sewer/Water Utilities: This development will connect to City owned sewer and wastewater facilities. The developer will be required to contribute, in part or in whole, to the extension of water and/or sewer lines.
17. Impact Fees: The Developer shall pay all applicable impact and connection fees as required by the City of Palatka Code Section 54 and Article VIII, Section 2(b), Florida Constitution, and section F.S. 166.021 and 166.041. Except as otherwise provided in the Code, the Developer shall pay impact fees prior to the issuance of the Certificate of Occupancy. The obligation to pay impact fees runs with the land.
18. Wetlands: All applicable state and federal regulations for wetland permitting and mitigation shall be met, if applicable. Stormwater ponds will be amenities with vegetation and walking paths.
19. Stormwater Management: All development shall be developed in compliance with Policy A.1.1.3 of the City of Palatka Comprehensive Plan. Storm water management systems and appurtenances shall be designed and constructed to accommodate the 25-year frequency, 24-hour duration design storm to meet the standards set forth in Policy D.1.7.1 of the City Comprehensive Plan. Stormwater ponds with a slope of not less than 4:1 ratio, shall not require fencing around the perimeter. An easement providing access to the stormwater ponds for maintenance shall be provided through the platted lots. Vertical structural development within these easements shall not be permissible.
20. Phasing: Construction is anticipated to occur in two phases, with horizontal construction expected to be completed within five (5) years of commencement of construction. Lot development will occur based on market conditions. Upon approval of the construction plans for the infrastructure improvements within the property, the developer may seek and obtain building permits for the construction of residential model homes prior to the recordation of the plat(s) for the property.
21. Permitting: All construction in the development of a PUD shall proceed only under applicable permits issued by the City and any other regulatory department or agency. No building permit, certificate, or other document authorizing construction or occupancy within a PUD shall be issued except in accordance with the approved development plan, except whereas amended. The Developer must obtain any permits, exemptions, or authorizations which may be required by agencies having jurisdiction over the Property

other than the City prior to engaging in development activities upon the Property which may require such permits, exemptions, or authorizations, including any stormwater permits required by any regional, state, or federal agency with jurisdiction over the Property.

Disclosures:

1. Any setback reductions from Section 10 of this Development Agreement shall be prohibited.
2. City of Palatka will not be responsible for the operation and maintenance of any internal roadways created within the development.
3. Anything not addressed within this Development Agreement will refer to the regulations within the City of Palatka LDC.
22. Other Conditions. Terms. Restrictions or Requirements: The failure of this Agreement to address a particular permit, condition, term, or restriction shall not relieve the Developer of the necessity of complying with the law governing the permitting requirements, conditions, terms, or restrictions.
23. Public Services and Facilities and Adopted Levels of Service: Nothing in this Agreement shall limit the application of any adopted levels of service for public facilities and services, that are in effect at the time of this development agreement. In the event the City determines that the impacts of development causes adopted levels of service for water, sanitary sewer, roads, and other public facilities and services to fail concurrent with the impacts of development of the Property, the Developer may propose to mitigate for the impacts of such development and meet the levels of service.
24. Fees and Costs: The Developer shall pay all fees required by any ordinance of general application in effect at the time of approval of any development orders and development permits, including impact fees, fair share, dedications, and exactions imposed on new construction subject to the terms of any impact fee or infrastructure related agreement entered into between the Developer and the City.
25. Binding Effect: The obligations imposed pursuant to this Agreement upon the Developer and upon the Property shall run with and bind the Property as covenants running with the land. This Agreement shall be binding upon and enforceable by and against the parties hereto, their personal representatives, heirs, successors, grantees and assigns.
26. Governing Laws: This Agreement shall be governed and construed in accordance with the laws of the State of Florida. The Developer and the City agree that Putnam County, Florida, is the appropriate venue in connection with any litigation between the parties with respect to this Agreement.
27. Entire Agreement: This Agreement sets forth the entire agreement and understanding between the parties relating in any way to the subject matter contained in this Agreement and merges all prior discussions between the Developer and the City. Neither party shall be bound by any agreement, condition, warranty or representation other than as expressly stated in this Agreement. This Agreement may not be amended or modified except by written instrument signed by both parties.
28. Cancellation and Enforcement: In the event the Developer, its successors and/or assigns fails to act in accordance with the terms of this Agreement, the City shall seek enforcement of such violation upon the Property. Enforcement of this Agreement shall be by judicial or administrative action or code enforcement against any parties or person violating, or attempting to violate, any term set forth in this Agreement, and pursuant to Section 163.3243, Florida Statutes. Each party shall be responsible for its own costs associated with the enforcement of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

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STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

None

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, ESTABLISHING CHAPTER 7 OF THE MUNICIPAL CODE OF THE CITY OF PALATKA, FLORIDA PERTAINING TO THE AIRPORT, ESTABLISHING THE JURISDICTIONAL AND TERRITORIAL LIMITS, RULES AND REGULATIONS AND THE AIRPORT ADVISORY BOARD, PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND SCRIVNER'S ERRORS.

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Adopt an ordinance acknowledging the existence of the City of Palatka's municipal airport, 28J - Lt. Kay Larkin Field together with the establishment of the Airport Advisory Board.

BACKGROUND

The City of Palatka's municipal airport, 28J – Lt. Kay Larkin Field, was established in 1943 and has been operating continuously since in compliance with FAA standards; however, the City's municipal code currently lacks reference to all matters related to the Airport with the exception of sections under the Planning Chapter related to land use around the airport. A Chapter in the Code related to the Airport is necessary for consistency and transparency. In addition, since there was not a Code provision pertaining to the Airport, there also was not a formal provision relating to the creation and adoption of the Airport Advisory Board. This Ordinance establishes a Chapter in the Code acknowledging the Airport and a provision within that Chapter establishing the Airport Advisory Board. For ease of reference, the Ordinance is included in the agenda packet together with a sample of what the written text will look like upon inclusion in Municode. This is being provided because the format is easier to digest, these documents are one in the same, they are not two separate ordinances.

PROJECT ANALYSIS

The airport advisory board of the city will be created to facilitate greater community awareness with regard to the airport and local aviation, stimulate positive airport and community growth, and serve as a line of communication between the airport and the local community.

Membership; compensation of members. The board shall be composed of seven members and one city liaison – who shall be the Mayor. All members shall be residents of Putnam, Clay, or St. Johns counties. Members shall be appointed by the city commission. Members shall include:

- (1) A Palatka airport-based licensed pilot aviation tenant;
- (2) A Putnam County School District representative;
- (3) A Putnam County Chamber of Commerce representative;
- (4) A representative from one of the ten largest employers in the County;
- (5) A City of Palatka business owner;

- (6) A City of Palatka resident; and
- (7) A Putnam County resident.

Members shall be selected on the basis of their interest in promoting the airport and/or knowledge and expertise on aviation matters, and they shall serve without compensation.

(d) *Term of members; removal of members; vacancies.*

- (1) All members are appointed for six-year terms.
- (2) Members may be reappointed for no more than one consecutive term.
- (3) The city commission may remove members for just cause.
- (4) If a vacancy occurs, a new appointment shall be made by the city commission for the unexpired term within 60 days.

Staff Recommendation

Adopt the Ordinance

ATTACHMENTS

1.	Airport - Chapter 7
2.	Chapter 7 Ordinance (002)
3.	Business Impact Statement - Airport

ORDINANCE NO. 2025-16

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, ESTABLISHING CHAPTER 7 OF THE MUNICIPAL CODE OF THE CITY OF PALATKA, FLORIDA PERTAINING TO THE AIRPORT, ESTABLISHING THE JURISDICTIONAL AND TERRITORIAL LIMITS, RULES AND REGULATIONS AND THE AIRPORT ADVISORY BOARD, PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND SCRIVNER'S ERRORS.

WHEREAS, the City of Palatka's municipal airport, 28J – Lt. Kay Larkin Field, was established in 1943 and has been operating continuously since in compliance with FAA standards; however, the City's municipal code currently lacks reference to all matters related to the Airport with the exception of sections under the Planning Chapter related to land use around the airport. A Chapter in the Code related to the Airport is necessary for consistency and transparency; and

WHEREAS, the Airport Advisory Board was informally established to “facilitate greater community awareness with regard to the airport and local aviation, stimulate positive airport and community growth; serve as a line of communication between the airport and the local community” and is currently served by seven board members and the City of Palatka's Mayor serving in a liaison role; and

WHEREAS, the City of Palatka seeks to formally establish the Airport Advisory Board's role in the municipal code. The Airport Advisory Board will continue to serve in an advisory capacity only to the Airport Manager and the City of Palatka on an as needed basis without voting or veto power; and

WHEREAS, the Composition of the board will comprised of seven members intended to reflect and provide input to the Airport in a meaningful and substantive manner. Members will consist of one Palatka airport-based licensed pilot tenant, a Putnam County School Board representative, a City of Palatka resident, a Putnam County resident, a Putnam County Chamber of Commerce representative, a representative of one of the ten largest employers in the County, and a City of Palatka business owner. All members must be residents of Putnam, Clay or St. Johns Counties; and

WHEREAS, the City Commission of the City of Palatka has determined that the establishment of the Chapter related to the Airport should be adopted and that the formalization of the Airport Advisory Board be set forth therein.

NOW, THEREFORE, BE IT ENACTED BY THE CITIZENS OF THE CITY OF PALATKA, FLORIDA:

The City of Palatka Municipal Code shall designate Chapter 7 of the City's Municipal Code to relate to the Airport. Sections related to the jurisdictional and territorial limits, rules and regulations, the Airport Advisory Board shall be included.

Sections 94-158 through 94-159 related to airport zoning districts shall not be altered as a result of the passage of this Ordinance.

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.

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.

This Ordinance shall become effective immediately upon its final passage by the City Commission.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 28th day of August 2025.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

City Clerk

APPROVED AS TO FORM AND CORRECTNESS

City Attorney

CHAPTER 7 AIRPORT

Sec. 07-01 Jurisdictional and Territorial Limits

- (a) The jurisdictional limits and territorial limits of the city include all the land in the incorporated areas and in addition thereto, all the land known as the City of Palatka Airport, Lt. Kay Larkin Field, lying and being in Putnam County, Florida.
- (b) The police powers of the city extend to the land known as the City of Palatka Airport by the laws enacted by the Legislature of the State of Florida, the Congress of the United States, Executive Orders of the President of the United States and the Charter of the City of Palatka, and the powers transfer to the city, notwithstanding the fact that the real property is not contiguous to the present municipal boundaries.

Sec. 07-02 Rules and Regulations (reserved)

Sec. 07-03. Airport Advisory Board.

- (a) *Established.* There is hereby created an airport advisory board of the city.
- (b) *Purpose.* To facilitate greater community awareness with regard to the airport and local aviation, stimulate positive airport and community growth, and serve as a line of communication between the airport and the local community.
- (c) *Membership; compensation of members.* The board shall be composed of seven members and one city liaison – who shall be the Mayor. All members shall be residents of Putnam, Clay, or St. Johns counties. Members shall be appointed by the city commission. Members shall include:
 - (1) A Palatka airport-based licensed pilot aviation tenant;
 - (2) A Putnam County School District representative;
 - (3) A Putnam County Chamber of Commerce representative;
 - (4) A representative from one of the ten largest employers in the County;
 - (5) A City of Palatka business owner;
 - (6) A City of Palatka resident; and
 - (7) A Putnam County resident.

Members shall be selected on the basis of their interest in promoting the airport and/or knowledge and expertise on aviation matters, and they shall serve without compensation.

- (d) *Term of members; removal of members; vacancies.*
 - (1) All members are appointed for six-year terms.
 - (2) Members may be reappointed for no more than one consecutive term.
 - (3) The city commission may remove members for just cause.
 - (4) If a vacancy occurs, a new appointment shall be made by the city commission for the unexpired term within 60 days.
- (e) *Officers; meetings.*
 - (1) At their first meeting, the appointed board members shall elect officers, who shall serve for terms of one year. Officers may be re-elected for consecutive terms throughout the service on the Board.

-
- (2) A majority of the members of the board shall constitute a quorum.
 - (3) All meetings of the board shall be publicly announced and open to the public, with a previously advertised agenda, and all decisions of the board shall be made at such meetings. A public record shall be kept of the board's resolutions, proceedings and actions and made available to the public.
 - (4) The board shall meet at least four times per year at regular intervals at the call of the Airport Manager or board chairperson and at such times as a majority of the board may determine.
 - (6) The Airport Manager may call special meetings.
- (f) *Duties.* The board shall serve in an advisory capacity only to the Airport Manager and the City of Palatka on an as-needed basis, without voting or veto power. It shall be the duty of the board to:
- (1) Make recommendations to the Airport Manager.
 - (2) Develop programming to stimulate public interest in the airport.
 - (3) Explore and advise potential funding and grant sources which might be available for the airport.
 - (4) Conduct regular public meetings and call special meetings.
 - (5) Give all board decisions in a public forum.

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: "AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, ESTABLISHING CHAPTER 7 OF THE MUNICIPAL CODE OF THE CITY OF PALATKA, FLORIDA PERTAINING TO THE AIRPORT, ESTABLISHING THE JURISDICTIONAL AND TERRITORIAL LIMITS, RULES AND REGULATIONS AND THE AIRPORT ADVISORY BOARD, PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND SCRIVNER'S ERRORS."

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

¹ See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):
The ordinance seeks to establish the Kay Larkin airport into the City of Palatka's Code of Ordinances and establish the criteria for Airport Advisory Board members.

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.
None.

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):

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

This is a request to annex one parcel, approximately 0.67 acres, into the City of Palatka for the purpose of connecting to the city's sewer system; amend the Future Land Use Map from Putnam County Urban Service (US) to City of Palatka Residential Low (RL), and rezone from Putnam County Commercial, General Light (C-2) to City of Palatka Single-Family Residential (R-1).

BACKGROUND

The application is for approx. 0.67 acres parcel located at 2409 President Street. The property has a vacant residential structure. The applicant is already connected to the City's water system and now wishes to connect to the City's sewer facilities which are available nearby. The parcel is adjacent to the City boundaries. The applicant has provided a letter of eligibility from the City of Palatka Public Works Utilities Department.

PROJECT ANALYSIS

Staff Recommendation

1. Staff recommends the request to annex the approximately 0.67 acre property into the City be approved.
2. Staff recommends the request to amend the Future Land Use Map from Putnam County Urban Service (US) to City of Palatka Residential Low (RL) be approved.
3. Staff recommends the request to rezone from Putnam County Commercial, General Light (C-2) to City of Palatka Single-Family Residential (R-1) be approved.

ATTACHMENTS

1.	PB 25-15 2409 President St. Staff Report
2.	Annex App
3.	Annexation request
4.	Deed

5.	FLUM & Rezone app
6.	Property Disclosure
7.	Water & Sewer Letter
8.	2409 PRESIDENT ST. PC GIS MAP

Case PB 25-16 Annex, Amend Future Land Use Map and Rezone

Parcel no.# 12-10-26-0820-0010-0050

Address: 2409 President St., Approx. 0.67 acres

Applicants: Next Door Real Estate, LLC

STAFF REPORT

DATE: July 29, 2025

TO: City of Palatka Planning Board

FROM: STAFF

APPLICATION REQUEST

This is a request to annex one parcel, approximately 0.67 acres, into the City of Palatka for the purpose of connecting to the city's sewer system; amend the Future Land Use Map from Putnam County Urban Service (US) to City of Palatka Residential Low (RL), and rezone from Putnam County Commercial, General Light (C-2) 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 approx. 0.67 acres parcel located at 2409 President Street. The property has a vacant residential structure. The applicant is already connected to the City's water system and now wishes to connect to the City's sewer facilities which are available nearby. The parcel is adjacent to the City boundaries. The applicant has provided a letter of eligibility from the City of Palatka Public Works Utilities Department.

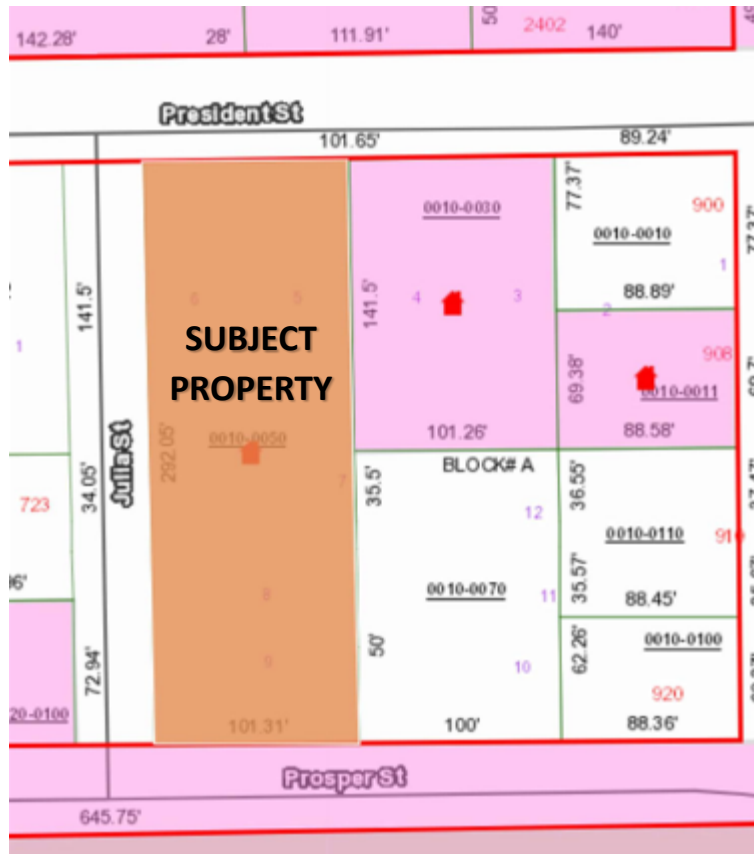


Figure 1: Subject site with City boundaries shown.

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

	Actual Use	FLUM	ZONING
Property Existing	Vacant Residential Structure	Putnam County Urban Service (US)	Putnam County Commercial, General Light (C-2)
Property Proposed	Renovate Structure with an occupied status	City of Palatka Residential Low (RL)	City of Palatka Single-family Residential (R-1)
North	City Florida Pest Control	City Commercial (COM)	City Commercial, General Light (C-2)
South	City Grand Pines Apartments	City Residential High (RH)	City Residential, Multi-Family (R-3)
East	City Single Family Residential	City Residential Low (RL)	City Residential Single-Family (R-1)
West	Putnam County Rural Health Care	County Urban Service (US)	County Commercial, Professional Office (CPO)

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”.

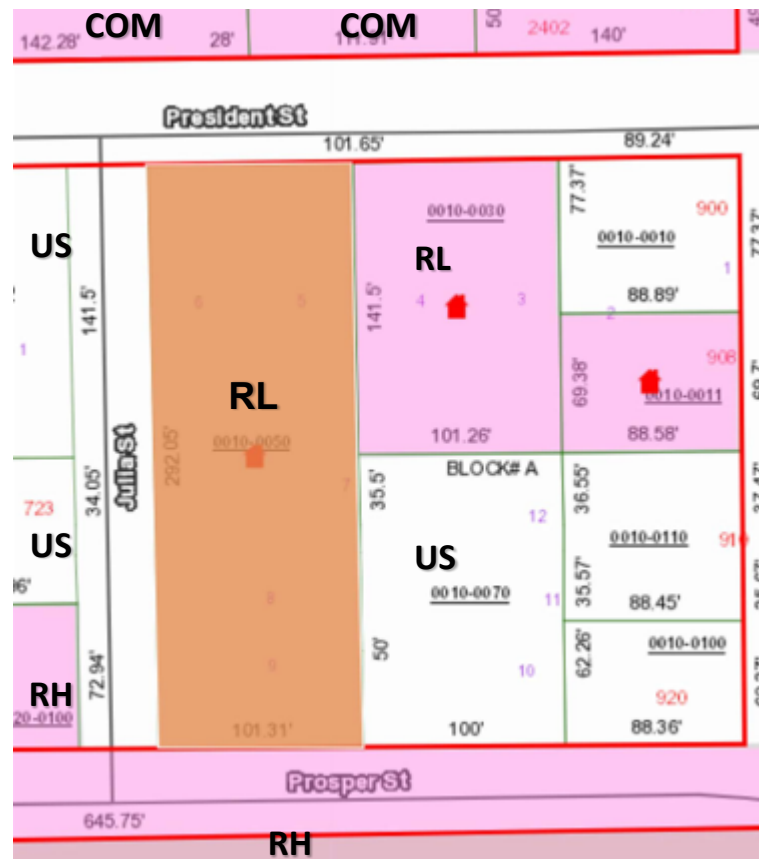
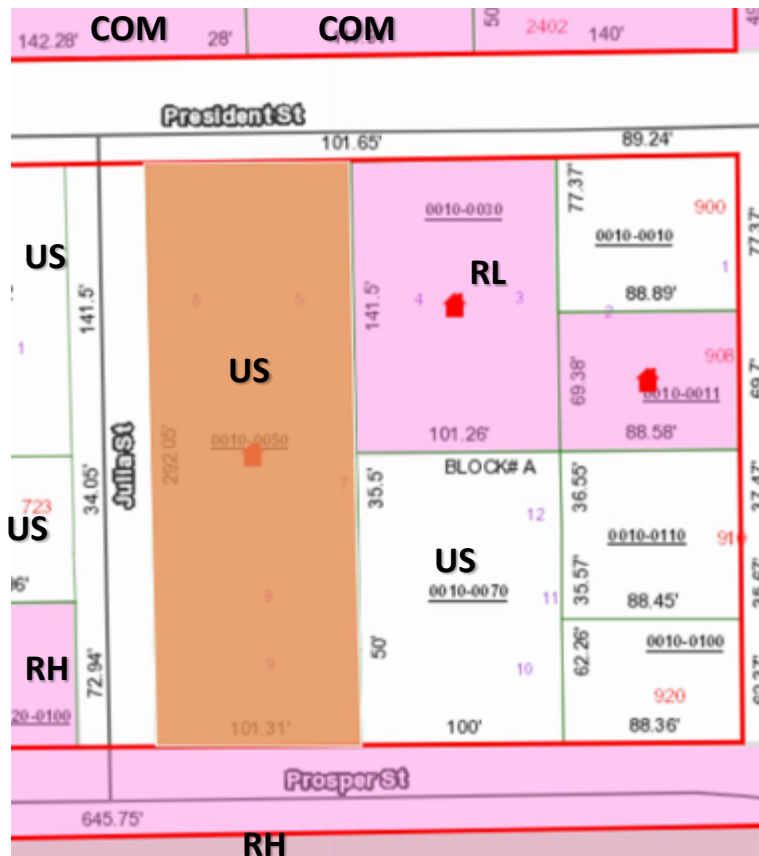
Contiguous: F.S. 171.031 provides a definition for contiguous and requires that boundaries of properties proposed for annexation must be coterminous with a part of the municipality’s boundary. As shown previously, in **Figure 1:** Subject site, the property is contiguous to the City limits to the North, East and South 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 and Sewer: Water and sewer are available to the site in question. The applicant desires to connect to the City sewer system and is already connected 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. The parcel is located within an existing enclave and this request will reduce the enclave consistent with Florida Statutes.



Future Land Use Change Analysis

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 residential use of the parcel.

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 North, East and South has water connections. This annexation would be contiguous, as it borders City limits to the North, East and South. The use of this parcel will be residential related. The parcel is already in an urbanized area.

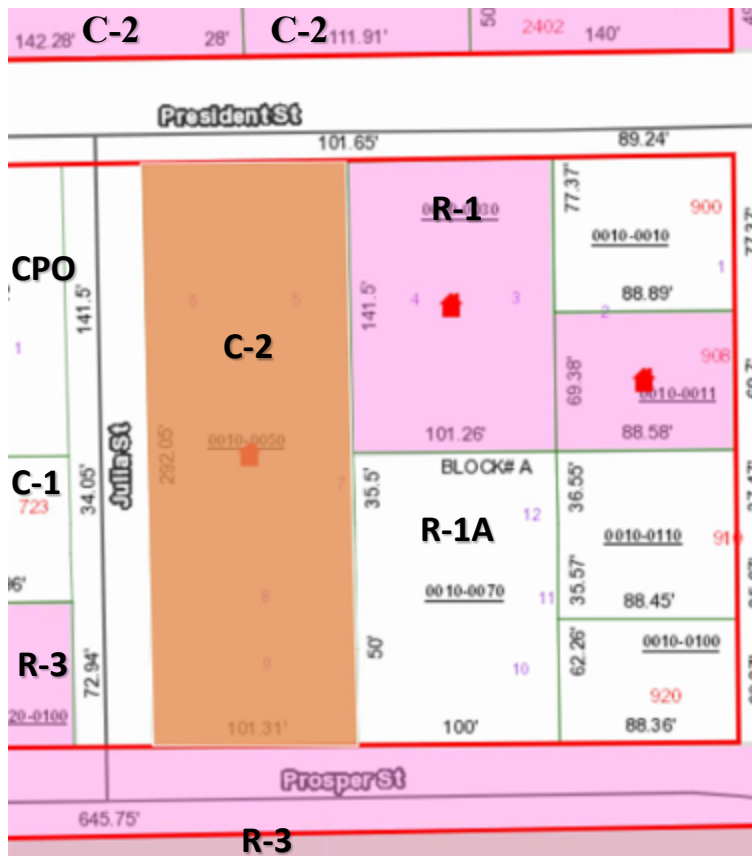


Figure 4: Current Zoning

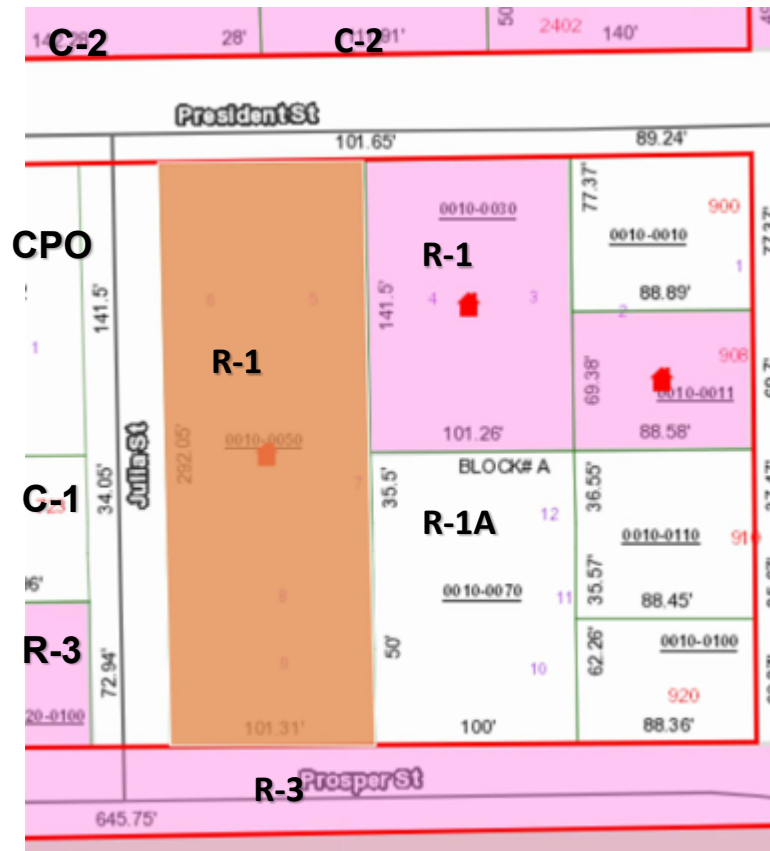


Figure 5: Proposed Zoning

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:*
Response: The subject property currently has a Commercial zoning classification. Property to the West is zoned Putnam County Commercial, Professional Office (CPO) with a Future Land Use of Urban Service (US). Property to the North is zoned City of Palatka Commercial, General, Light (C-2), Future Land Use COM. Property to the East is zoned Single-Family Residential (R-1) with a Future Land Use of City of Palatka Residential Low (RL). The last adjacent property to the South is zoned City of Palatka Multi-Family Residential (R-3) with a Future Land Use of Residential High (RH). The zoning change from C-2 to R-1 will not have an adverse impact on properties around it. The rezoning will be in conformity with the Comprehensive Plan, subject to the proposed Future Land Use Map amendment.
- b. *The existing land use pattern.*
Response: The existing land use pattern in this area is a mix of residential and commercial land uses. 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 has a residential structure on it. There is already residential structures next to the subject parcel 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 a residential use which is adjoining residential uses already developed. 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: Surrounding parcels are mixed development of residential and commercial. Amending the property zoning to City of Palatka Single-Family Residential (R-1) will keep proposed conditions within the same uses.
- 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 has a long existing residential use. 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 nor will it affect public safety. It is not anticipated to be a significant increase of existing daily trips.

- i. Whether the proposed change will create a drainage problem.*

Response: There should be no impact on drainage in the area.

- 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.

- k. Whether the proposed change will adversely affect property values in the adjacent areas.*

Response: There should be no impact on property values as it will remain an existing residential use.

- 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 the 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 the use in this area do not differ substantially. The reason for amending the existing zoning is due to the annexation of the parcel into the city limits and connecting it to City sewer facilities for residential use.

- 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 sewer services from the City. The property has a proposed use of residential, this zoning is already established in this 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 0.67 acre property into the City be approved.
2. Staff recommends the request to amend the Future Land Use Map from Putnam County Urban Service (US) to City of Palatka Residential Low (RL) be approved.
3. Staff recommends the request to rezone from Putnam County Commercial, General Light (C-2) to City of Palatka Single-Family Residential (R-1) be approved.



ANNEXATION APPLICATION

DATE RECEIVED: 7/9/25
APP NUMBER: PB - 25-15
HEARING DATE: _____

Application Requirements

This application must be completed and submitted with an application fee and ALL required attachments.
(Checks payable to the City of Palatka)

Annexation: \$700.00 Small scale amendment <50 acres: \$1440.00 Large scale amendment >50 acres: \$2390.00

- | | |
|---|--|
| ☒ Application Fee | ☐ Site Map |
| ☒ Copy of Recorded Deed | ☐ Project Narrative |
| ☒ Legal Description | ☐ Site Plan (for planned development) |
| ☐ Letter of Authorization | ☐ Supplementary Information |
| ☐ Survey | |

Property Information

- Property Address: 2409 President Street
- Parcel Number: 12-10-26-0820-0010-0050
- Parcel Dimensions: 292.05' x 101.31'
- Current Property Use: County C-2
- Current Future Land Use Map Designation: City: n/a County: US - Urban Service
- Proposed Future Land Use Map Designation (if applicable): City: Urban Service County: Urban Service
- Proposed Use: Residential Single Family
- Current Zoning Designation: C-2 County Requested Zoning Designation: City Residential Single Family
- Square footage of any proposed structures n/a Number & types of structures on property Two (2)
Residential home and detached shed/garage.

Applicant Information

(Submit proof of authorization to act as agent with your application)

Owner Name(s): Next Door Real Estate, LLC / Jonathan Griffith, Manager

Mailing Address: 117 N Second St. Palatka FL 32177

Phone Number(s): 386 972 8455 Email: jonathan_c_griffith@yahoo.com

Agent/Contractor (Submit proof of authorization to act as agent with your application)

Name(s): _____

Mailing Address: _____

Phone Number(s): _____ Email: _____

To Be Notarized

Name (Print Name): JONATHAN GRIFFITH
Signature: [Signature] Date: 7/9/2025

STATE OF Florida County of Duval

Before me this day personally appeared Jonathan Griffith who executed the foregoing application and acknowledged to and before me executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this 9 day of July A.D. 2025.

(Notary Seal) SUNNI L'RAE ROMERO
NOTARY PUBLIC
STATE OF FLORIDA
NO. HH 632814
MY COMMISSION EXPIRES APR. 13, 2027

[Signature]
Notary Public

My commission expires: 4/13/2027 State of Florida at Large.
Type of Identification Produced: Personally Known

For Official Use Only

Date Submitted: _____ FLUM Designation: _____
Received By: _____ Preliminary Review by: _____
Confirmed Current Zoning: _____ Date Legal Ad Ran: _____
(Allowable) Requested Zoning: _____ Sign(s) Posted Date: _____
Surrounding property owner's notices sent: _____

Attachments Reviewed:

- ☐ Copy of Recorded Deed
- ☐ Legal Description
- ☐ Survey
- ☐ Letter of Authorization
- ☐ Application Fee

FLU/Rezone & Annexation Application Request for 2409 President St

Support for Rezoning

The subject property of 2409 President St is located within the block of homes between President St to the north, Husson Ave to the east, Prosper St to the south and Julia St to the West. This block consists of 7 parcels in total with six being within the city limits and one being located within the county. The subject parcel is the county parcel. The subject parcel is currently being served by City water, but not sewer. The applicant has confirmed sewer availability with the City Public Works Department. The subject property, under previous ownership, was vacant and in a state of disrepair. The adjacent property at 2405 President Street is currently seeking a rezoning to R-1 in the City.

Address	Parcel	Zoning		Future Land Use	
2409 President Street	12-10-26-0820-0010-0050	C-2	Commercial General Light	US	Urban Service
*2405 President Street	12-10-26-0820-0010-0030	R-1A	Residential, Single Family	US	Urban Service
900 Husson Avenue	12-10-26-0820-0010-0010	R-1A	Residential, Single Family	US	Urban Service
908 Husson Avenue	12-10-26-0820-0010-0011	R-1A	Residential, Single Family	US	Urban Service
910 Husson Avenue	12-10-26-0820-0010-0110	R-1A	Residential, Single Family	US	Urban Service
920 Husson Avenue	12-10-26-0820-0010-0100	R-1A	Residential, Single Family	US	Urban Service
2410 Prosper Street	12-10-26-0820-0010-0070	R-1A	Residential, Single Family	US	Urban Service
*Zoning and FLU Pending 7/24/2025 Meeting					

The subject's street (neighborhood road) has no visibility from any major traffic artery. The location is not conducive to commercial visibility, traffic patterns, parking, or use. It does not appear the highest and best use of the subject's location is commercial use.

The dwelling on the subject's parcel has a functional layout and use of a single-family dwelling. It consists of bedrooms, bathrooms, a laundry room, a kitchen and a family room area. This layout would require significant modifications to be reconfigured into a legally recognized commercial use.

Reason for Annexation & Rezoning

The purpose of this application is to connect to City Sewer and align the use with the highest and best use potential of the subject's location and property characteristics. The subject property will go through a renovation process to bring the appeal of features to current market standards while also ensuring the property is aligned with current building codes for occupancy safety.

Outcome

The property will be enhanced from its current condition in a vacant status, to a like new condition in an occupied status. This will produce a higher assessed value resulting in higher tax revenue for the city. The long-vacant property will be occupied and put into use. The City enclave will be further reduced resulting in better service boundaries.

Prepared by and return to:
Guaranty Title Insurance Company
213 North 4th St.,
Palatka, FL 32177
Telephone: 386-325-4576
Email: Travis@closewithGTC.com

Parcel Identification No. 12-10-26-0820-0010-0030
Parcel Identification No. 12-10-26-0820-0010-0050

SPECIAL WARRANTY DEED

This Indenture, made this 19th day of February 2025, between RENTOKIL NORTH AMERICA, INC., a Pennsylvania corporation, successor by merger to Florida Pest Control & Chemical Co. of the County of Berks in the State of Pennsylvania, party of the first part ("Grantor"), and NEXT DOOR REAL ESTATE, LLC, a Florida limited liability company of the County of Putnam in the State of Florida, party of the second part ("Grantee"), witnesseth:

That the said party of the first part, for and in consideration of the sum of Ten Dollars and No/100 Cents (\$10.00), to her or him in hand paid by the said party of the second part, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the said party of the second part, her or his heirs and assigns forever, the following described land, to wit:

Parcel 1:

Lot 3 and 4, Block A, A.W. Brook's Subdivision of Lot 5 in Block 3 of Husson's Addition to Palatka, according to the map or plat thereof, as recorded in Plat Book 2, Page(s) 37, of the Public Records of Putnam County, Florida.

Subject to a 58 foot set-back line from the center of all County Roads.

Parcel 2:

Lots 5, 6, 7, 8 and 9, Except Easterly 50.00 feet of Lots 7, 8 and 9, in Block A, of A.W. Brook's Subdivision of Lot 5 in Block 3 of Husson's Addition to Palatka, according to the map or plat thereof, as recorded in Plat Book 2, Page 37, of the Public Records of Putnam County, Florida.

And the said party of the first part does hereby fully warrant the title to said land and will defend the same against the lawful claims of all persons which arise by, through or under Grantor, but against no others. This conveyance is subject to easements, restrictions, reservations, and limitations of record, if any, and together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining, to have and to hold the same in fee simple forever.

Initials

WJ

In Witness Whereof, Grantor has signed and sealed these presents the day and year above written.

Signed, sealed and delivered in the presence of:

BY: **RENTOKIL NORTH AMERICA, INC.,**
a Pennsylvania corporation, successor by
merger to Florida Pest Control & Chemical
Co.



Signature of Witness

Aiko Waters

Print Name of Witness

1075 Peachtree St., NE, Ste. 3800
Atlanta, GA 30309

Address

Nicola Haynes Brooks
NICOLA HAYNES BROOKS

Address

3 Ravinia Dr., Ste. 1700
Atlanta, GA 30346

Address

State of Georgia
County of Fulton

County of



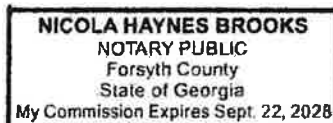
William McAllister
General Counsel and Secretary

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online
notarization, this February 19, 2025 by William McAllister, General Counsel and Secretary of Rentokil
North America, Inc., a Pennsylvania corporation, on behalf of the corporation, ☒ who is personally known
to me or ☐ who has produced _____ as identification.

(SEAL)

Nicola Haynes Brooks

Notary Public
My Commission Expires: Sept. 22, 2028





FLU AMENDMENT REZONING APPLICATION

DATE RECEIVED: 7/9/25
APP NUMBER: PB - 25-15
HEARING DATE: _____

Application Requirements

This application must be completed and submitted with an application fee and ALL required attachments.
(Checks payable to the City of Palatka)

- | | |
|--|--|
| ☐ Application Fee | ☐ Site Map |
| ☐ Copy of Recorded Deed | ☐ Project Narrative |
| ☐ Legal Description | ☐ Site Plan (for planned development) |
| ☐ Letter of Authorization | ☐ Supplementary Information |
| ☐ Survey | |

Property Information

- Property Address: 2409 President Street
- Parcel Number: 12-10-26-0820-0010-0050
- Parcel Dimensions: 292.05' x 101.31'
- Current Property Use: County C-2
- Current Future Land Use Map Designation: City: n/a County: US- Urban Service
- Proposed Future Land Use Map Designation (if applicable): City: RL County: Urban Service
- Proposed Use: Residential Single Family
- Current Zoning Designation: C-2 County Requested Zoning Designation: City Residential Single Family
- Square footage of any proposed structures _____ Number & types of structures on property Two (2)
Residential home and detached garage

Applicant Information

(Submit proof of authorization to act as agent with your application)

Owner Name(s): Next Door Real Estate, LLC / Jonathan Griffith, Manager

Mailing Address: 117 N Second St. Palatka FL 32177

Phone Number(s): 386 972 8455 Email: jonathan_c_griffith@yahoo.com

Agent/Contractor (Submit proof of authorization to act as agent with your application)

Name(s): _____

Mailing Address: _____

Phone Number(s): _____ Email: _____

To Be Notarized

Name (Print Name): JONATHAN GRIFFITH

Signature: [Signature]

Date: 7/9/2025

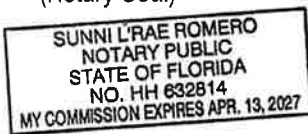
STATE OF Florida

County of Putnam

Before me this day personally appeared Jonathan Griffith who executed the foregoing application and acknowledged to and before me executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this 9th day of July A.D. 2025.

(Notary Seal)



[Signature]
Notary Public

My commission expires: _____ State of Florida at Large.
Type of Identification Produced: personally appeared

For Official Use Only

Date Submitted: _____

FLUM Designation: _____

Received By: _____

Preliminary Review by: _____

Confirmed Current Zoning: _____

Date Legal Ad Ran: _____

(Allowable) Requested Zoning: _____

Sign(s) Posted Date: _____

Surrounding property owner's notices sent: _____

Attachments Reviewed:

- ☐ Copy of Recorded Deed
- ☐ Legal Description
- ☐ Survey
- ☐ Letter of Authorization
- ☐ Application Fee

DISCLOSURE OF OWNERSHIP INTERESTS - PROPERTY

(TO BE COMPLETED AND EXECUTED BY THE PROPERTY OWNER(S) FOR EACH APPLICATION FOR COMPREHENSIVE PLAN AMENDMENT OR DEVELOPMENT ORDER)

TO: CITY OF PALATKA PLANNING DIRECTOR, OR HIS OR HER OFFICIALLY DESIGNATED REPRESENTATIVE

STATE OF FLORIDA CITY
OF PALATKA

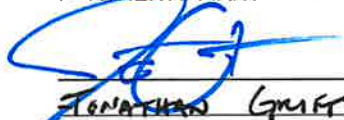
BEFORE ME, the undersigned authority, this day personally appeared Jonathan Griffith, hereinafter referred to as "Affiant," who being by me first duly sworn, under oath, deposes and states as follows:

1. Affiant is the O individual or O MANAGER {position - e.g., president, partner, trustee} of NEXT DOOR BEN ESTATE LLC [name and type of entity - e.g., ABC Corporation, XYZ Limited Partnership] that holds an ownership interest in real property legally described on the attached Exhibit "A" (the "Property"). The Property is the subject of an application for Comprehensive Plan amendment, Rezoning or Development Order approval with the City of Palatka.
2. Affiant's address is: 117 N SECOND ST
PALATKA FL 32177
3. Attached hereto as Exhibit "B" is a complete listing of the names and addresses of every person or entity having a five percent or greater interest in the Property. Disclosure does not apply to an individual's or entity's interest in any entity registered with the Federal Securities Exchange Commission or registered pursuant to Chapter 517, Florida Statutes, whose interest is for sale to the general public.
4. Affiant acknowledges that this Affidavit is given to comply with the City of Palatka policy, and will be relied upon by the City of Palatka in its review of application for Comprehensive Plan amendment, Rezoning or Development Order approval affecting the Property. Affiant further acknowledges that he or she is authorized to execute this Disclosure of Ownership Interests on behalf of any and all individuals or entities holding a five percent or greater interest in the Property.
5. Affiant further acknowledges that he or she shall by affidavit amend this disclosure to reflect any changes to ownership interests in the Property that may occur before the date of final public hearing on the application for Comprehensive Plan amendment, Rezoning or Development Order approval.
6. Affiant further states that Affiant is familiar with the nature of an oath and with the penalties provided by the laws of the State of Florida for falsely swearing to statements under oath.

CITY OF PALATKA PLANNING DEPARTMENT

7. Under penalty of perjury, Affiant declares that Affiant has examined this Affidavit and to the best of Affiant's knowledge and belief, it is true, correct, and complete.

FURTHER AFFIANT SAYETH NAUGHT.

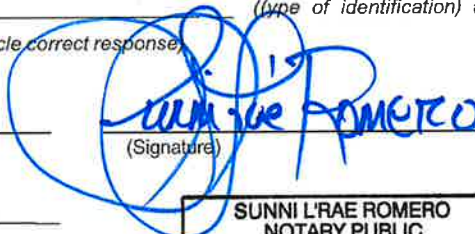

Jonathan Griffith, Affiant
(Print Affiant Name)

NOTARY PUBLIC INFORMATION:

STATE OF FLORIDA CITY
OF PALATKA

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☒ online notarization, this 9th day of July, 2025 by Jonathan Griffith (name of person acknowledging). He/she is personally known to me or has produced _____ (type of identification) as identification and did/did not take an oath (circle correct response) Yes.

Sunni L'rae Romero
(Name - type, stamp or print clearly)


(Signature)

My Commission Expires on: _____

SUNNI L'RAE ROMERO
NOTARY PUBLIC
STATE OF FLORIDA
NO. HH 632814
MY COMMISSION EXPIRES APR. 13, 2027

EXHIBIT "A"

PROPERTY

2409 President Street, Palatka FL 32177 Parcel ID: 12-10-26-0820-0010-0050

EXHIBIT "B"

DISCLOSURE OF OWNERSHIP INTERESTS - PROPERTY

Affiant must identify all entities and individuals owning five percent or more ownership interest in the Property. Affiant must identify individual owners. For example, if Affiant is an officer of a corporation or partnership that is wholly or partially owned by another entity, such as a corporation, Affiant must identify the other entity, its address, and the individual owners of the other entity. Disclosure does not apply to an individual's or entity's interest in any entity registered with the Federal Securities Exchange Commission or registered pursuant to Chapter 517, Florida Statutes, whose interest is for sale to the general public.

Name

Address

BETHANY DOUGLAS 117 N 2ND ST.

JONATHAN GRIFFITH 117 N 2ND ST.



(Signature)

JONATHAN GRIFFITH

(Name in print)

NEXT DOOR REM ESTATE, LLC

(Name of company, if applicable)

117 N 2ND ST, PALATKA, 32177

(Address, City, State, Zip)

MANAGER

(Title)

117 N 2ND ST., PALATKA, 32177

(Address, City, State, Zip)

NOTARY PUBLIC INFORMATION

STATE OF FLORIDA/ CITY
OF PALATKA

The foregoing instrument was sworn to and subscribed before me by means of (☐) physical presence or

(☐) online notarization, this 9th day of July, 2025, by Jonathan Griffith

(name of person making statement). He/she is personally known to me or has produced

(type of identification) as identification.



(Name in print)



(Signature)

My Commission Expires on



NOTARY'S SEAL OR STAMP

1010 Ocean Street
Palatka, FL 32177
Tel. (386) 329-0109
Fax (386) 385-5275



To: Jonathan Griffith
From: Eli Higginbotham, Water & Sewer Superintendent
Date: July 2, 2025
RE: 2409 President St.

Water is already installed at this location.

Sewer is available from an 8" sewer main in the middle of President St.

The property is contiguous to the city limits on the East, North, and South sides and will need to annex into the city to connect to city utilities. You will need to start the annexation process and go through the City Planning Department.

Thank you,
Eli Higginbotham, W & S Superintendent

1010 Ocean Street
Palatka, FL 32177
Tel. (386) 329-0109
Fax (386) 385-5275



To: Jonathan Griffith

From: Eli Higginbotham, Water & Sewer Superintendent

Date: July 2, 2025

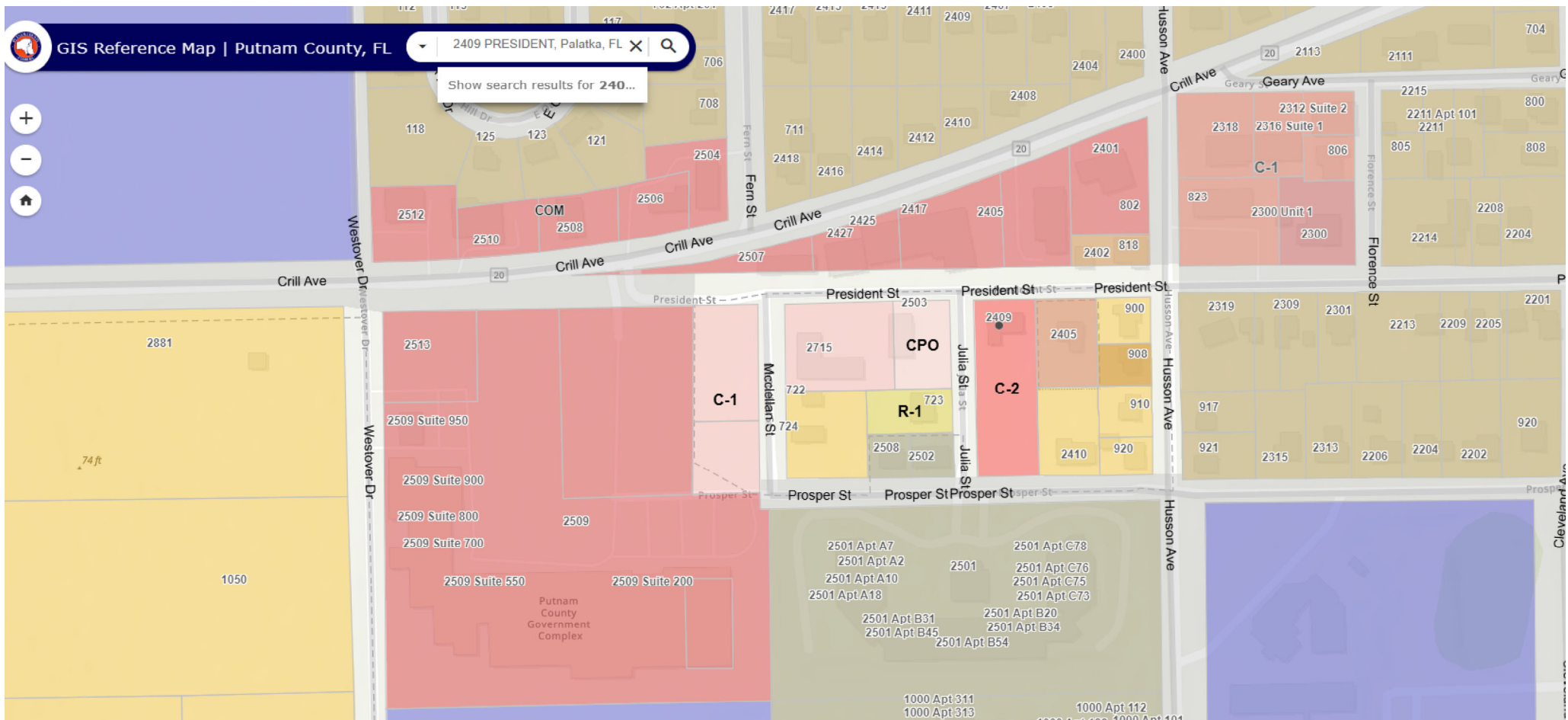
RE: 2409 President St.

Water is already installed at this location.

Sewer is available from an 8" sewer main in the middle of President St.

The property is contiguous to the city limits on the East, North, and South sides and will need to annex into the city to connect to city utilities. You will need to start the annexation process and go through the City Planning Department.

Thank you,
Eli Higginbotham, W & S Superintendent



ORDINANCE NO. 2025-40

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 12-10-26-0820-0010-0050, BROOKS S/D OF HUSSONS ADD, MB2 P37 BLK A LOTS 5 6 + W'LY, 100 FT OF LOTS 7 8 9, 2409 PRESIDENT STREET, PALATKA, FLORIDA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	ORD 25-40 ANNEXATION PB25-15
2.	ORD 2025-40 Business Impact

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL, 32177

ORDINANCE NO. 2025-40

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 12-10-26-0820-0010-0050, BROOKS S/D OF HUSSONS ADD, MB2 P37 BLK A LOTS 5 6 + W'LY, 100 FT OF LOTS 7 8 9, 2409 PRESIDENT 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: Next Door Real Estate, 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 August 5th, 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 August 28th, 2025, and September 10th, 2025, and

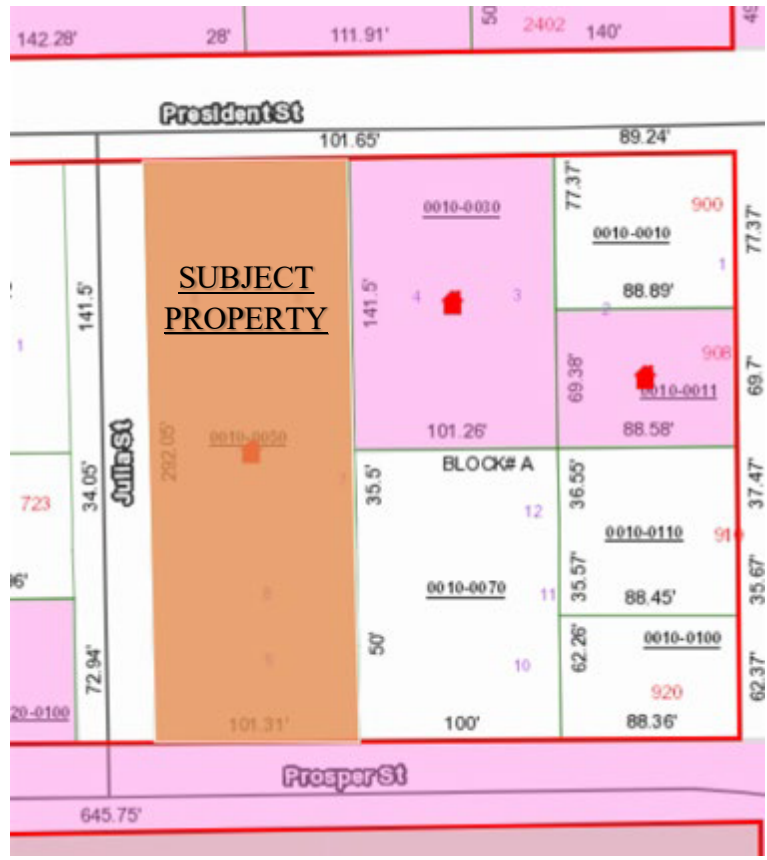
WHEREAS the City Commission of the City of Palatka finds that it is in the best interest of the people of the City of Palatka, Florida, that said lands be annexed and become a part of the City of Palatka; and

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:

**BROOKS S/D OF HUSSONS ADD, MB2 P37 BLK A LOTS 5 6 + W'LY, 100 FT OF LOTS 7 8 9, 2409 PRESIDENT STREET
PARCEL: 12-10-26-0820-0010-0050**



Section 2. That a copy of this ordinance shall be sent to the Municipal Code Corporation for inclusion in the City’s Charter.

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 28th day of August 2025.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 10th day of September 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: "Ordinance 2025-40 Annexation of PARCEL 12-10-26-0820-0010-0050" 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 12-10-26-0820-0010-0050**, BROOKS S/D OF HUSSONS ADD, MB2 P37 BLK A LOTS 5 6 + W'LY, 100 FT OF LOTS 7 8 9, 2409 PRESIDENT STREET, PALATKA, FLORIDA 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 law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;

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 NO. 2025-41

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED (LESS THAN 50 ACRES IN SIZE) FROM PUTNAM COUNTY URBAN SERVICE (US) TO CITY OF PALATKA RESIDENTIAL LOW (RL) FOR THE FOLLOWING PROPERTY: 2409 PRESIDENT STREET, PALATKA, FLORIDA 32177, BROOKS S/D OF HUSSONS ADD, MB2 P37 BLK A LOTS 5 6 + W'LY, 100 FT OF LOTS 7 8 9, 2409 , PARCEL 12-10-26-0820-0010-0050, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

Address:

Parcel No.:

Applicant:

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	Ord 25-41 FLUM PB 25-15
2.	ORD 2025-41 Business Impact

ORDINANCE NO. 2025-41

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED (LESS THAN 50 ACRES IN SIZE) FROM PUTNAM COUNTY URBAN SERVICE (US) TO CITY OF PALATKA RESIDENTIAL LOW (RL) FOR THE FOLLOWING PROPERTY: 2409 PRESIDENT STREET, PALATKA, FLORIDA 32177, BROOKS S/D OF HUSSONS ADD, MB2 P37 BLK A LOTS 5 6 + W'LY, 100 FT OF LOTS 7 8 9, 2409 , PARCEL 12-10-26-0820-0010-0050, 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 Next Door Real Estate, 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 August 5th, 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 August 28th 2025.

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:

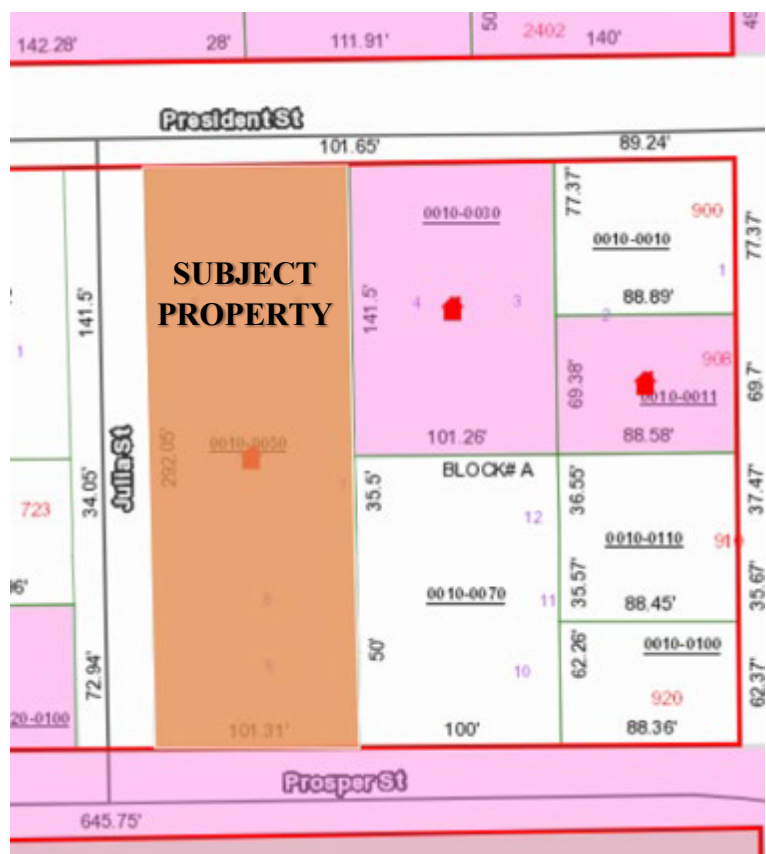
Section 1. Adopted Small Scale Amendment

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**

<u>Parcel Number</u>	<u>Acreage</u>	<u>Current Future Land Use</u>	<u>Amended Future Land Use</u>
12-10-26-0820-0010-0050	0.67	Urban Service (US)	Residential Low (RL)

**DESCRIPTION OF PROPERTY:
BROOKS S/D OF HUSSONS ADD, MB2 P37 BLK A LOTS 5 6 + W'LY, 100 FT OF LOTS 7 8 9, PARCEL 12-10-26-0820-0010-0050, 2409 PRESIDENT 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 28th day of August 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: "Ordinance 2025-41 Amendment of the Future Land Use Map of the City of Palatka PARCEL 12-10-26-0820-0010-0050" More specifically:

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED (LESS THAN 50 ACRES IN SIZE) FROM PUTNAM COUNTY URBAN SERVICE (US) TO CITY OF PALATKA RESIDENTIAL LOW (RL) FOR THE FOLLOWING PROPERTY: 2409 PRESIDENT STREET, PALATKA, FLORIDA 32177, BROOKS S/D OF HUSSONS ADD, MB2 P37 BLK A LOTS 5 6 + W'LY, 100 FT OF LOTS 7 8 9, 2409 , **PARCEL 12-10-26-0820-0010-0050**, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

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- ☐ 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

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 NO. 2025-42

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 COMMERCIAL, GENERAL LIGHT (C-2) TO CITY OF PALATKA SINGLE-FAMILY RESIDENTIAL (R-1), FOR THE PROPERTY LOCATED AT 2409 PRESIDENT STREET PALATKA, FLORIDA 32177, PARCEL 12-10-26-0820-0010-0050; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	Ord 25-42 Zoning PB 25-15
2.	ORD 2025-42 Business Impact

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL., 32177

ORDINANCE NO. 2025-42

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 COMMERCIAL, GENERAL LIGHT (C-2) TO CITY OF PALATKA SINGLE-FAMILY RESIDENTIAL (R-1), FOR THE PROPERTY LOCATED AT 2409 PRESIDENT STREET PALATKA, FLORIDA 32177, PARCEL 12-10-26-0820-0010-0050; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER’S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by Next Door Real Estate, LLC, for certain amendment to the Official Zoning Map of the City of Palatka, Florida, and

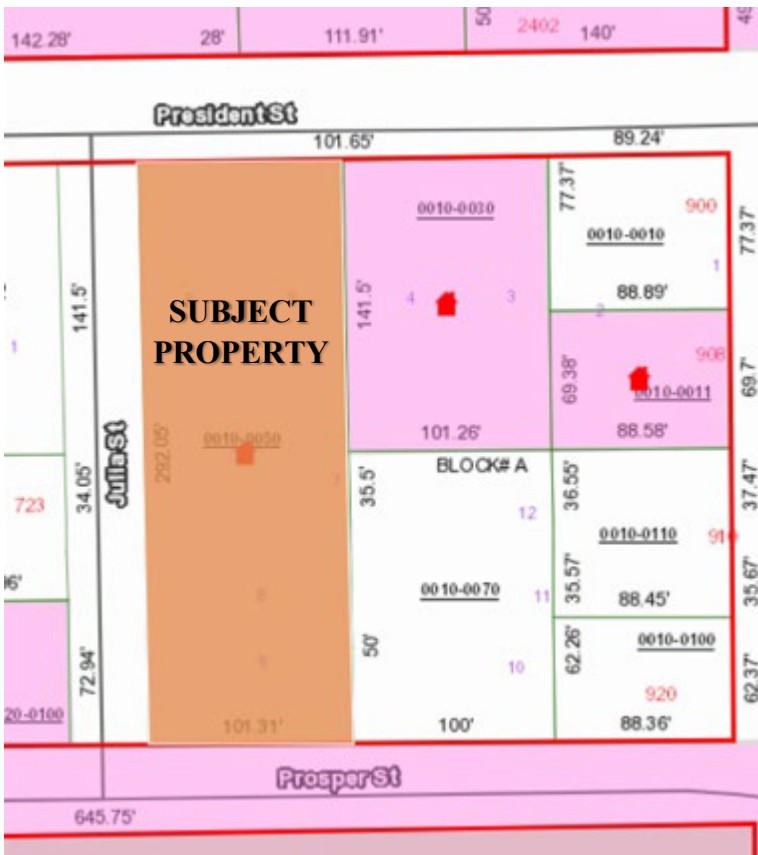
WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on August 5th, 2025, and two public hearings before the City Commission of the City of Palatka on August 28th, 2025, and September 10th, 2025, and

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 Commercial, General Light (C-2) to City of Palatka Residential Low (RL) classification.

DESCRIPTION OF PROPERTY: BROOKS S/D OF HUSSONS ADD, MB2 P37 BLK A LOTS 5 6 + W’LY, 100 FT OF LOTS 7 8 9, PARCEL 12-10-26-0820-0010-0050



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, 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 28th day of August 2025.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 10th day of September 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: "Ordinance 2025-42 rezoning said property PARCEL 12-10-26-0820-0010-0050" 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 COMMERCIAL, GENERAL LIGHT (C-2) TO CITY OF PALATKA SINGLE-FAMILY RESIDENTIAL (R-1), FOR THE PROPERTY LOCATED AT 2409 PRESIDENT STREET PALATKA, FLORIDA 32177, **PARCEL 12-10-26-0820-0010-0050**; 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 law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

¹ See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The 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.

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Request to annex one parcel, approximately 0.39 acres +/-, for the purpose of connecting to city water and sewerage systems; amend the Future Land Use Map (FLUM) from Putnam County Urban Service (US) to City of Palatka Residential Low density (RL); and rezone from Putnam County Residential (R-1A) to City of Palatka Single-Family Residential (R-1A). The parcel is currently vacant. A new single-family residence is proposed. Per the City of Palatka zoning ordinance §94-142(b), single-family dwellings are a permitted use in the R-1A residential district.

BACKGROUND

The application is for a 0.39 acre +/- parcel located on the north side of Cecille Avenue between Glance Drive and McClellan Street. Parcel 12-10-26-4030-0040-0406 is bordered by the city limits to the east, south, and west. The property is boarded by unincorporated Putnam County to the north. The property is currently vacant.

The applicant requests connection to the city's water and sewerage facilities. 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.

It is an existing enclave and this annexation will reduce the extent of the enclave, and therefore consistent with the Florida Statute.

PROJECT ANALYSIS

Please refer to staff report

Staff Recommendation

- Staff recommends approval of the annexation of 2706 Cecille Avenue (Parcel 12-10-26-4030-0040-0406) 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 Service (US), to City of Palatka Residential Low (RL).

- Staff recommends amending the district boundary for the zoning map from Putnam County Residential (R-1A), to City of Palatka Single-Family Residential (R-1A).

ATTACHMENTS

1.	PB 25-14_Staff_Report- Annex 2706 Cecille Avex
2.	Annexation Application
3.	Boundary topo survey
4.	deed
5.	FLU Amendment Rezoning Application (Property Discl.)
6.	2706 Cecille WS Availability application
7.	Disclosure of Property Ownership

Case PB 25-14 Annexation, Amendment to FLUM and Rezoning
Address: 2706 Cecille Avenue, Approx. 0.39 acres +/-
Parcel No.: 12-10-26-4030-0040-0406
Applicant: Morey Doyle, WJHFL LLC

STAFF REPORT

DATE: August 5, 2025
TO: City of Palatka Planning Board
FROM: Staff

APPLICATION REQUEST

Request to annex one parcel, approximately 0.39 acres +/-, for the purpose of connecting to city water and sewerage systems; amend the Future Land Use Map (FLUM) from Putnam County Urban Service (US) to City of Palatka Residential Low density (RL); and rezone from Putnam County 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.

The parcel is currently vacant. A new single-family residence is proposed. Per the City of Palatka zoning ordinance §94-142(b), single-family dwellings are a permitted use in the R-1A residential district.

Background

The application is for a 0.39 acre +/- parcel located on the north side of Cecille Avenue between Glance Drive and McClellan Street. Parcel 12-10-26-4030-0040-0406 is bordered by the city limits to the east, south, and west. The property is boarded by unincorporated Putnam County to the north. The property is currently vacant. The applicant requests connection to the city's water and sewerage facilities.

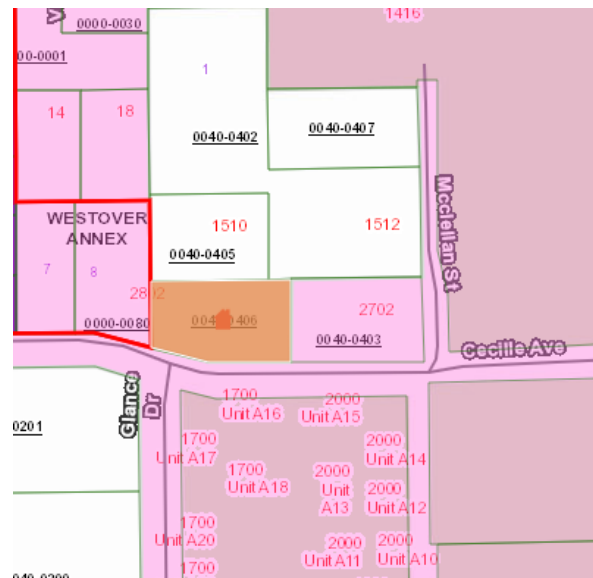


Figure 1: Subject site shown in orange

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

	Actual Use	FLUM	ZONING
Property Existing	Single Family Residence	Putnam County, Urban Service (US)	Putnam County, 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 Service (US)	Putnam County, Residential (R-1A)
South	Westover Manor	City of Palatka, Residential High (RH)	City of Palatka, Multiple-family Residential (R-3)
East	Single-family Residence	City of Palatka, Residential Low (RL)	City of Palatka, Single-family Residential (R-1A)
West	Single-family Residence	City of Palatka, Residential Low (RL)	City of Palatka, 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, west, 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.

It is an existing enclave and this annexation will reduce the extent of the enclave, and therefore consistent with the Florida Statute.

Future Land Use Change Analysis

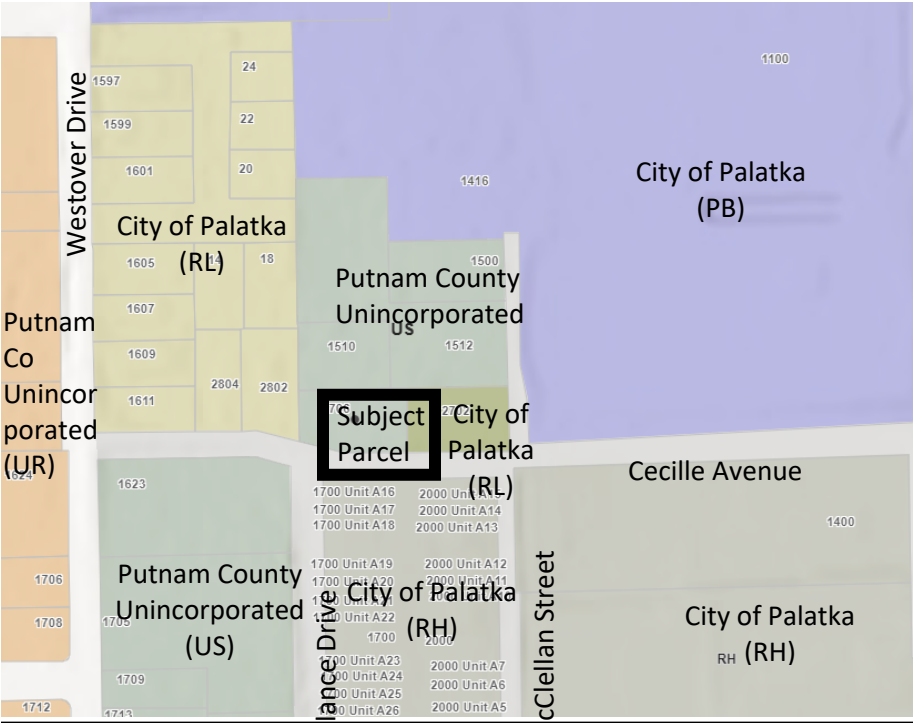


Figure 2: Current Future Land Use Map (FLUM)

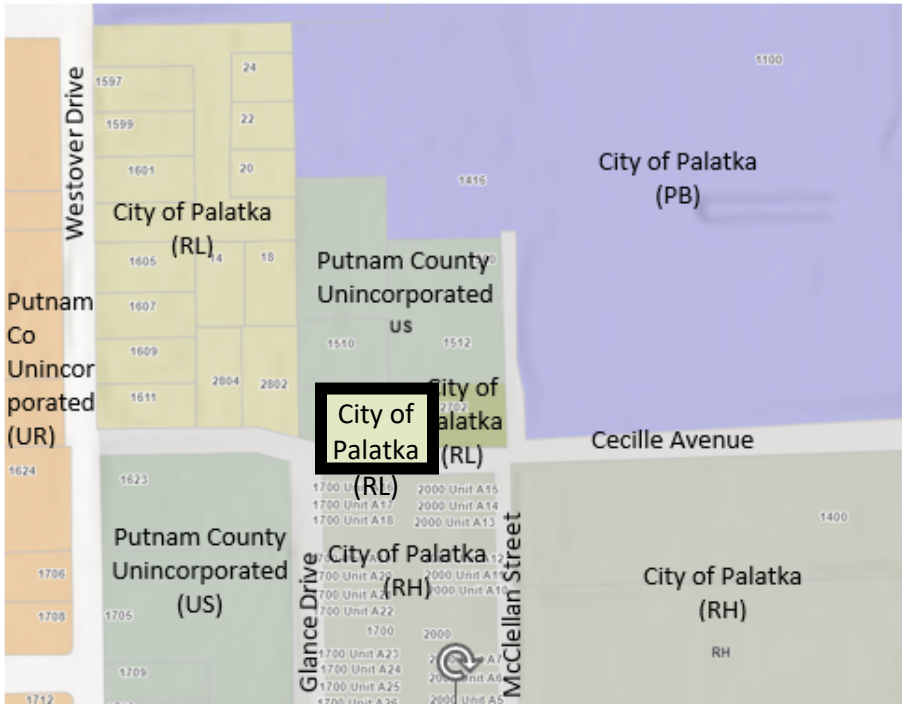


Figure 3: Proposed Future Land Use Map (FLUM)

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.

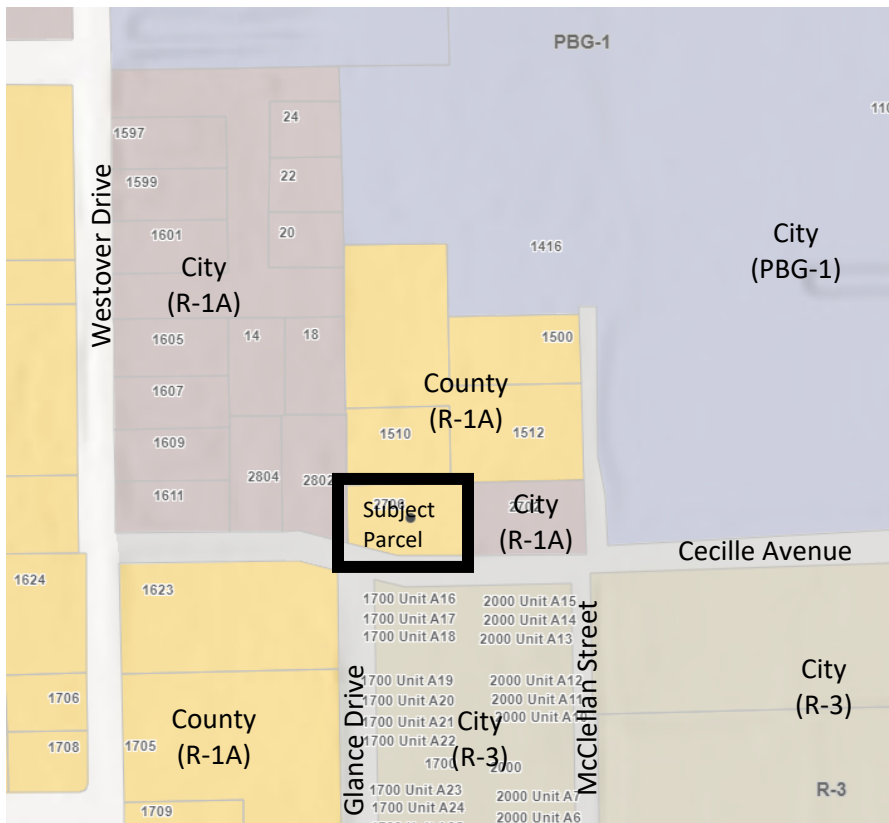


Figure 4: Current Zoning Map

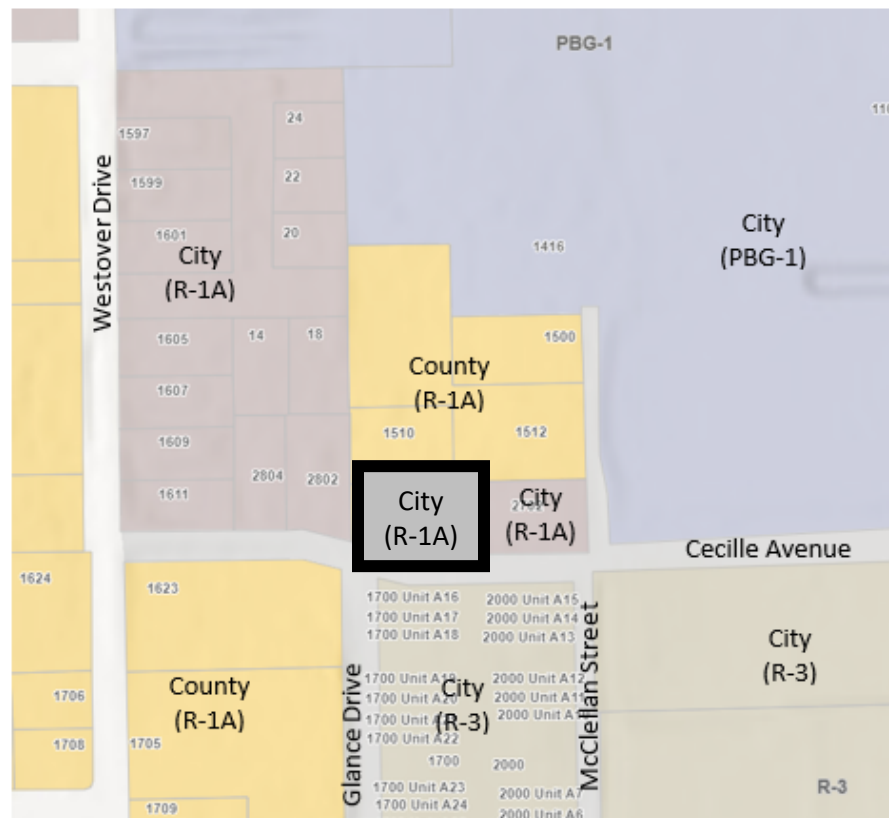


Figure 5: Proposed Zoning Map

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 are adjacent single-family residential homes in the area, along with multi-family housing to the south.*
- c. *Possible creation of an isolated district unrelated to adjacent and nearby districts. The proposed rezoning would not create an isolated district; the parcel is adjacent to a single-family residential (R-1A) parcel both to the east and west.*
- 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.*
- e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change. The proposed new boundary is not illogical; this proposed annexation and rezoning would be contiguous, as the city limits border the parcel in question directly to the east, west, 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 rezoning will not bring a significant amount of vehicular traffic to the area.*
- h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety. The proposed annexation and rezoning would not excessively increase traffic congestion or otherwise affect public safety.*
- i. *Whether the proposed change will create a drainage problem. The annexation and 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 and is subject to the development standards for a residential district.*
- k. *Whether the proposed change will adversely affect property values in the adjacent areas. The proposed annexation and rezoning will not adversely affect nearby property values.*
- 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. 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 2706 Cecille Avenue (Parcel 12-10-26-4030-0040-0406) 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 Service (US), to City of Palatka Residential Low (RL).
- Staff recommends amending the district boundary for the zoning map from Putnam County Residential (R-1A), to City of Palatka Single-Family Residential (R-1A).



ANNEXATION APPLICATION

DATE RECEIVED: _____
APP NUMBER: PB - _____
HEARING DATE: _____

Application Requirements

This application must be completed and submitted with an application fee and ALL required attachments.
(Checks payable to the City of Palatka)

Annexation: \$700.00 Small scale amendment <50 acres: \$1440.00 Large scale amendment >50 acres: \$2390.00

- | | |
|---|---|
| ☒ Application Fee | ☒ Site Map |
| ☒ Copy of Recorded Deed | ☒ Project Narrative |
| ☒ Legal Description | ☐ Site Plan (for planned development) |
| ☐ Letter of Authorization sunbiz- authorized for company | ☒ Supplementary Information |
| ☒ Survey | |

Property Information

- Property Address: 2706 Cecille Ave, Palatka, FL 32177
- Parcel Number: 12-10-26-4030-0040-0406
- Parcel Dimensions: 178'x100'
- Current Property Use: 00700 - MISC. RESIDENCE
- Current Future Land Use Map Designation: City: _____ County: US- URBAN SERVICE
- Proposed Future Land Use Map Designation (if applicable): City: _____ County: _____
- Proposed Use: New SFR construction- after annexation will request to split lot
- Current Zoning Designation: R-1A Requested Zoning Designation: _____
- Square footage of any proposed structures 1290 Number & types of structures on property 1 SFR per lot

Applicant Information

(Submit proof of authorization to act as agent with your application)

Owner Name(s): WJHFL LLC

Mailing Address: 9965 San Jose Blvd st 41 Jacksonville FL 32257

Phone Number(s): 904-328-1455 Email: sarah.bagwell@centurycommunities.com

Agent/Contractor (Submit proof of authorization to act as agent with your application)

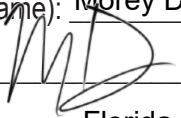
Name(s): Morey Doyle- Divison manager/contractor, WJHFL LLC

Mailing Address: 2325 Lakeview pkwy ste 600, Alpharetta, GA 30009

Phone Number(s): 740-421-4513 Email: morey.doyle@centurycommunities.com

To Be Notarized

Name (Print Name): Morey Doyle

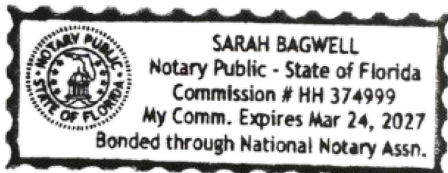
Signature:  Date: 5/16/25

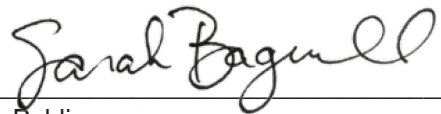
STATE OF Florida County of Duval

Before me this day personally appeared Morey Doyle who executed the foregoing application and acknowledged to and before me executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this 16 day of May A.D. 2025.

(Notary Seal)




Notary Public

My commission expires: Mar 24, 2027

State of Florida at Large.

Type of Identification Produced: FL DL

For Official Use Only

Date Submitted: _____

FLUM Designation: _____

Received By: _____

Preliminary Review by: _____

Confirmed Current Zoning: _____

Date Legal Ad Ran: _____

(Allowable) Requested Zoning: _____

Sign(s) Posted Date: _____

Surrounding property owner's notices sent: _____

Attachments Reviewed:

- ☐ Copy of Recorded Deed
- ☐ Legal Description
- ☐ Survey
- ☐ Letter of Authorization
- ☐ Application Fee

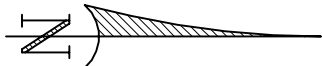
**** DATUM ****

(NAVD88)

LOT SQUARE FOOTAGE
16,908 SQ. FT.

LEGEND

- CMT = CONCRETE MONUMENT FOUND
POC = POINT OF COMMENCEMENT
IS = 1/2" CAPPED REBAR IRON SET
(POLYSUR CA00101LS)
PP = POWERLINE POLE
CO = CLEANOUT
--X--X-- = FENCE LINE
--P--P-- = POWER LINE
(R) = RECORD
(A) = ACTUAL



SURVEYOR'S NOTES

1. TYPE OF SURVEY: SPECIFIC PURPOSE SURVEY
2. BEARING BASED ON RTK GPS DATUM
3. NO SETBACKS PROVIDED TO THE FIRM
4. PROPERTY IS LOCATED IN FLOOD ZONE "X"(UNSHADED) AS SCALED FROM FEDERAL INSURANCE ADMINISTRATION FLOOD HAZARD BOUNDARY MAP 12107C PANEL NO. 0193 SUFFIX C, DATED FEBRUARY 2ND, 2012
5. ELEVATIONS BASED ON NAVD88 RTK GPS DATUM

STATE OF FLORIDA
COUNTY OF PUTNAM

I, J. BRETT ORRELL, A REGISTERED LAND SURVEYOR IN THE STATE OF FLORIDA, HEREBY STATE THAT ALL PARTS OF THIS SURVEY AND DRAWING HAVE BEEN COMPLETED IN ACCORDANCE WITH THE CURRENT REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR SURVEYING IN THE STATE OF FLORIDA TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF;

THAT PART OF LOT 4, BLOCK 4, OF HUSSON'S ADDITION TO PALATKA HEIGHTS AS PER PLAT RECORDED IN THE OFFICE OF THE CLERK OF THE CIRCUIT COURT OF PUTNAM COUNTY, FLORIDA.

PARTICULARLY DESCRIBED AS FOLLOWS TO WIT:

COMMENCING AT THE SOUTHWEST CORNER OF SAID LOT 4, BLOCK 4 OF HUSSON'S ADDITION TO PALATKA HEIGHTS, THENCE RUN NORTH 100 FEET; THENCE EAST 178 FEET; THENCE SOUTH 100 FEET; THENCE WEST 178 FEET OT THE POINT OF BEGINNING.

LESS AND EXCEPT THOSE LAND DESCRIBED IN OFFICIAL RECORDS BOOK 198, PAGE 703, OF THE PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA.

THIS DRAWING DOES NOT REFLECT ANY TITLE OR EASEMENT RESEARCH OTHER THAN WHAT IS VISIBLE ON THE GROUND OR PROVIDED BY THE CLIENTS CONVEYANCE. THE STREET ADDRESS AS ORDERED AND NOT VERIFIED BY THIS FIRM IS: 2706 CECILE AVENUE.

ACCORDING TO MY SURVEY THIS DATE 16TH DAY OF JANUARY, 2025.

J. BRETT ORRELL, P.L.S. FLA. LICENSE NO: LS6913

J. Brett Orrell
Digitally signed
by J. Brett Orrell
Date: 2025.01.24
10:16:39 -0600

CECILE AVENUE
(50' R/W)

POLY SURVEYING

SERVING ALABAMA,
GEORGIA, FLORIDA
& MISSISSIPPI

WWW.POLYSURVEYING.COM

CORPORATE OFFICE

5588 JACKSON RD
MOBILE, AL 36619
P: (251) 666-2010

11" x 17" PRINT
SCALE: 1"=30'
FILE NAME: 2412-2743
SURVEY DATE: 1/16/2025
FIELD DATE: 1/13/2025
DRAWN BY: N.CARLSON
CHECKED BY: JBO

SEAL
License Number
LS6913

STATE OF
FLORIDA

Prepared by
Heather Reid, an employee of
First American Title Insurance Company
9102 Southpark Center Loop, Ste 130
Orlando, Florida 32819
(321)558-1700

Return to: Grantee

File No.: 2236-2812888

WARRANTY DEED

THIS INDENTURE, executed on **March 04, 2025**, between

Francisca Garcia f/k/a Francisca Ayala

whose mailing address is: 6 Flaxton Lane, Palm Coast, FL 32137,
hereinafter called the "grantor", and

WJHFL LLC, d/b/a WJH LLC, a Delaware limited liability Company

whose mailing address is: 2325 Lakeview Pkwy., Suite 600, Alpharetta, GA 30009,
hereinafter called the "grantee":

(Which terms "Grantor" and "Grantee" shall include singular or plural, corporation or individual, and either sex, and shall include heirs, legal representatives, successors and assigns of the same)

WITNESSETH: The grantor, for and in consideration of the sum of \$10.00 and other good and valuable consideration, receipt whereof is hereby acknowledged, by these presents does grant, bargain, release, convey and confirms unto the grantee, their heirs and assigns, all that certain land situate in **Putnam** County, **FL**, to-wit:

That part of Lot 4, Block 4, of HUSSON'S ADDITION TO PALATKA HEIGHTS as per plat recorded in the office of the Clerk of the Circuit Court of Putnam County, Florida, particularly described as follows to wit:

Commencing at the Southwest corner of said Lot 4, Block 4 of HUSSON'S ADDITION TO PALATKA HEIGHTS; thence run North 100 feet; thence East 178 feet; thence South 100 feet; thence West 178 feet of the Point of Beginning.

LESS AND EXCEPT those land described in official records Book 198, Page 703 of the public records of Putnam County, Florida.

Parcel Identification Number: **12-10-26-4030-0040-0406**

The land is not the homestead of the Grantor under the laws and constitution of the State of Florida and neither the Grantor nor any person(s) for whose support the Grantor is responsible reside on or adjacent to the land.

Subject to all reservations, covenants, conditions, restrictions and easements of record and to all applicable zoning ordinances and/or restrictions imposed by governmental authorities, if any.

Together with all the tenements, hereditaments and appurtenances thereto belonging or in any way appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances except taxes accruing subsequent to December 31st of 2024.

In Witness Whereof, the grantor has hereunto set their hand(s) and seal(s) the day and year first above written.

Francisca Garcia

Francisca Garcia

Signed, sealed and delivered in our presence:

Alan Young

Witness Signature

Alan Young

Print Name

Print Post Office Address: 1 Firrst American Way, Santa Ana CA 92707

Dawn Hemphill

Witness Signature

Dawn Hemphill

Print Name

Print Post Office Address: 1 FRIST AMERICAN WAY SANTA ANA, CA. 92707

State of Washington

County of Thurston

The Foregoing Instrument Was Acknowledged before me by means of ☐ physical presence or ☒ online notarization, on **March 28th, 2025**, by **Francisca Garcia f/k/a Francisca Ayala**.

Dawn Hemphill

Notary Public

Dawn Hemphill

(Printed Name)

DAWN HEMPHILL
NOTARY PUBLIC
STATE OF WASHINGTON
COMMISSION # 198113
COMMISSION EXPIRES 03/21/2026

My Commission expires: 03/21/2026

Personally Known ☐ OR Produced Identification ☒
Type of Identification Produced a valid driver's license

Notarized remotely online using communication technology via Proof.



FLU AMENDMENT REZONING APPLICATION

DATE RECEIVED: _____
APP NUMBER: PB - _____
HEARING DATE: _____

Application Requirements

This application must be completed and submitted with an application fee and ALL required attachments.
(Checks payable to the City of Palatka)

- | | |
|---|--|
| ☒ Application Fee | ☒ Site Map |
| ☒ Copy of Recorded Deed | ☐ Project Narrative |
| ☐ Legal Description | ☐ Site Plan (for planned development) |
| ☐ Letter of Authorization | ☐ Supplementary Information |
| ☒ Survey | |

Property Information

- Property Address: 2706 Cecille Ave, Palatka, FL 32177
- Parcel Number: 12-10-26-4030-0040-0406
- Parcel Dimensions: 178'x100'
- Current Property Use: 00700 - MISC. RESIDENCE
- Current Future Land Use Map Designation: City: _____ County: US- URBAN SERVICE
- Proposed Future Land Use Map Designation (if applicable): City: _____ County: _____
- Proposed Use: New SFR construction
- Current Zoning Designation: R-1A Requested Zoning Designation: _____
- Square footage of any proposed structures 1290 Number & types of structures on property 1 SFR per lot

Applicant Information

(Submit proof of authorization to act as agent with your application)

Owner Name(s): WJHFL LLC

Mailing Address: 9965 San Jose Blvd st 41 Jacksonville FL 32257

Phone Number(s): 904-328-1455 **Email:** Sarah.Bagwell@centurycommunities.com

Agent/Contractor (Submit proof of authorization to act as agent with your application)

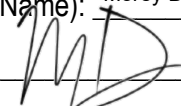
Name(s): morey.doyle@centurycommunities.com

Mailing Address: 2325 Lakeview pkwy ste 600, Alpharetta, GA 30009

Phone Number(s): 740-421-4513 **Email:** morey.doyle@centurycommunities.com

To Be Notarized

Name (Print Name): Morey Doyle

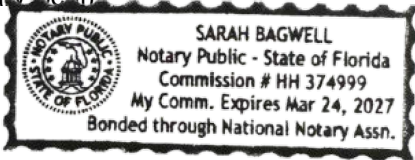
Signature:  Date: 6/18/25

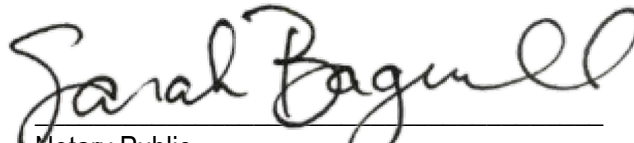
STATE OF Florida County of Duval

Before me this day personally appeared Morey Doyle who executed the foregoing application and acknowledged to and before me executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this 18 day of June A.D. 2025.

(Notary Seal)




Notary Public

My commission expires: 3/24/27

State of FL at Large.

Type of Identification Produced: FL DL

For Official Use Only

Date Submitted: _____

FLUM Designation: _____

Received By: _____

Preliminary Review by: _____

Confirmed Current Zoning: _____

Date Legal Ad Ran: _____

(Allowable) Requested Zoning: _____

Sign(s) Posted Date: _____

Surrounding property owner's notices sent: _____

Attachments Reviewed:

- ☐ Copy of Recorded Deed
- ☐ Legal Description
- ☐ Survey
- ☐ Letter of Authorization
- ☐ Application Fee

Application for Determination of Water and Sewer Availability

This application must be **typed or printed in black ink** and submitted to:

City of Palatka
Water & Sewer Utilities Dept.
1010 Ocean St.
Palatka, FL 32177

Date Received:

5/13/25

TO BE COMPLETED BY APPLICANT

1. Date: <u>5/13/25</u>	2. Property Address: <u>2706 Cecille Ave</u>
3. Parcel Number: <u>12-10-26-4030-0040-0406</u>	4. Current Property Use: <u>00700 - MISC. RESIDENCE</u>
5. Type of Service Requested (check one) ☐ Water ☐ Sewer ☒ Water & Sewer	6. Reason(s) for Request: <u>need availability letter for lot split application</u> _____ _____ _____
7. Owner(s) of Record: <u>WJHFL LLC D/B/A WJH LLC</u> Owner Address: <u>2325 LAKEVIEW PARKWAY SUITE 600, ALPHARETTA GA 30009</u> Phone Number: <u>904-328-1455</u> Email Address: <u>Sarah.Bagwell@centurycommunities.com</u>  Owner(s) signature _____ Date <u>5/13/25</u>	

FOR OFFICIAL USE ONLY

1. Date Submitted: <u>5/13/25</u>	2. Received By: <u>Eli Higginbotham</u>	3. Preliminary review by:	4. Work Order assigned:
5. Water & Sewer (check) ☒ Water Available ☒ Sewer Available ☐ Extension Required (see map) ☐ Costs		6. Comments from Water & Sewer: <u>Water is available from a 6" water main on the south side of Cecille. Sewer is available at this location. The property is contiguous to the city limits and will need to be annexed into the city to connect to city utilities.</u>	
7. Date forwarded to B & Z: (if connection is going to be made) _____	8. Date BZ Received from Water/Sewer: _____	9. B & Z comments: _____ _____	

DISCLOSURE OF OWNERSHIP INTERESTS - PROPERTY

(TO BE COMPLETED AND EXECUTED BY THE PROPERTY OWNER(S) FOR EACH APPLICATION FOR COMPREHENSIVE PLAN AMENDMENT OR DEVELOPMENT ORDER)

TO: CITY OF PALATKA PLANNING DIRECTOR, OR HIS OR HER OFFICIALLY DESIGNATED REPRESENTATIVE

STATE OF FLORIDA CITY
OF PALATKA

BEFORE ME, the undersigned authority, this day personally appeared Morey Doyle, hereinafter referred to as "Affiant," who being by me first duly sworn, under oath, deposes and states as follows:

1. Affiant is the ☐ individual or ☒ signing agent _____ {position - e.g., president, partner, trustee} of WJHFL LLC [name and type of entity - e.g., ABC Corporation, XYZ Limited Partnership] that holds an ownership interest in real property legally described on the attached Exhibit "A" (the "Property"). The Property is the subject of an application for Comprehensive Plan amendment, Rezoning or Development Order approval with the City of Palatka.
2. Affiant's address is: 2325 Lakeview pkwy ste 600, Alpharetta, GA 30009

3. Attached hereto as Exhibit "B" is a complete listing of the names and addresses of every person or entity having a five percent or greater interest in the Property. Disclosure does not apply to an individual's or entity's interest in any entity registered with the Federal Securities Exchange Commission or registered pursuant to Chapter 517, Florida Statutes, whose interest is for sale to the general public.
4. Affiant acknowledges that this Affidavit is given to comply with the City of Palatka policy, and will be relied upon by the City of Palatka in its review of application for Comprehensive Plan amendment, Rezoning or Development Order approval affecting the Property. Affiant further acknowledges that he or she is authorized to execute this Disclosure of Ownership Interests on behalf of any and all individuals or entities holding a five percent or greater interest in the Property.
5. Affiant further acknowledges that he or she shall by affidavit amend this disclosure to reflect any changes to ownership interests in the Property that may occur before the date of final public hearing on the application for Comprehensive Plan amendment, Rezoning or Development Order approval.
6. Affiant further states that Affiant is familiar with the nature of an oath and with the penalties provided by the laws of the State of Florida for falsely swearing to statements under oath.

7. Under penalty of perjury, Affiant declares that Affiant has examined this Affidavit and to the best of Affiant's knowledge and belief, it is true, correct, and complete.

FURTHER AFFIANT SAYETH NAUGHT.

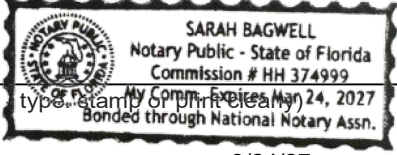


Morey Doyle, Affiant
(Print Affiant Name)

NOTARY PUBLIC INFORMATION:

**STATE OF FLORIDA CITY
OF PALATKA**

The foregoing instrument was acknowledged before me by means of ☒ physical presence or [☐ online notarization, this 18th day of June, 2025 by Morey Doyle (name of person acknowledging). He/she is personally known to me or has produced FL DL ((type of identification) as identification and did/did not take an oath (circle correct response).


(Name, type, stamp or print clearly)
My Commission Expires on: 3/24/27



(Signature)

EXHIBIT "A"

PROPERTY

EXHIBIT "B"**DISCLOSURE OF OWNERSHIP INTERESTS - PROPERTY**

Affiant must identify all entities and individuals owning five percent or more ownership interest in the Property. Affiant must identify individual owners. For example, if Affiant is an officer of a corporation or partnership that is wholly or partially owned by another entity, such as a corporation, Affiant must identify the other entity, its address, and the individual owners of the other entity. Disclosure does not apply to an individual's or entity's interest in any entity registered with the Federal Securities Exchange Commission or registered pursuant to Chapter 517, Florida Statutes, whose interest is for sale to the general public.

Name**Address**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Signature)_____
(Address, City, State, Zip)_____
(Name in print)_____
(Title)_____
(Name of company, if applicable)_____
(Address, City, State, Zip)**NOTARY PUBLIC INFORMATION****STATE OF FLORIDA/ CITY
OF PALATKA**

The foregoing instrument was sworn to and subscribed before me by means of (☐) physical presence or
 [☐] online notarization, this__ day of_____,20__ , by_____
(name of person making statement). He/she is personally known to me or has produced
 _____ *(type of identification)* as identification.

(Name in print)_____
(Signature)

My Commission Expires on: _____

NOTARY'S SEAL OR STAMP

ORDINANCE NO. 2025-43

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 12-10-26-4030-0040-0406, LOCATED AT 2706 CECILLE AVENUE, PALATKA 32177, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA, PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	Ord 2025-43 annexation of property CecilleAve
2.	ORD 2025-43 Business Impact

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL, 32177

ORDINANCE NO. 2025-43

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 12-10-26-4030-0040-0406, LOCATED AT 2706 CECILLE 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: WJHFL LLC D/B/A WJH 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 August 5, 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 August 28, 2025, and September 10, 2025, and

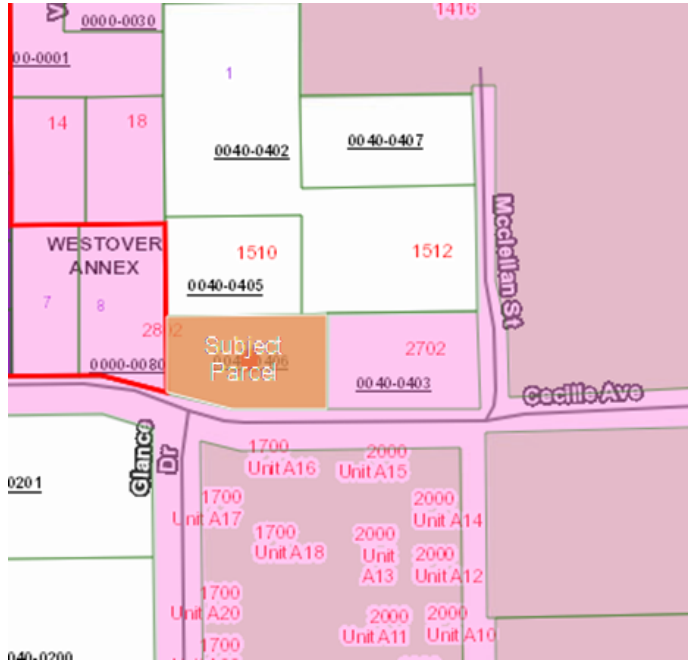
WHEREAS, the City Commission of the City of Palatka finds that it is in the best interest of the people of the City of Palatka, Florida, that said lands be annexed and become a part of the City of Palatka;

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 HUSSONS ADD TO PALATKA HEIGHTS, MB1 P18 BLK 4 PT OF LOT 4, OR21 P510 (EX OR198 P703 RD)

Putnam County Property Appraiser's Parcel No.: 12-10-26-4030-0040-0406



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 28th day of August 2025.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 10th day of September 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: "Ordinance 2025-43 Annexation of
PARCEL 12-10-26-4030-0040-0406" 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 12-10-26-4030-0040-0406, LOCATED AT 2706 CECILLE 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 law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

¹ See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The 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 NO. 25-44

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 SERVICES (US) TO CITY OF PALATKA RESIDENTIAL LOW (RL) FOR THE FOLLOWING PROPERTY: PARCEL NO. 12-10-26-4030-0040-0406 2706 CECILLE AVENUE PALATKA, FLORIDA 32177, HUSSONS ADD TO PALATKA HEIGHTS, MB1 P18 BLK 4 PT OF LOT 4, OR21 P510 (EX OR198 P703 RD), PROVIDING FOR SCRIVENER’S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	Ord 25-44 FLUM cecille
2.	ORD 2025-44 Business Impact

ORDINANCE NO. 25-44

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 SERVICES (US) TO CITY OF PALATKA RESIDENTIAL LOW (RL) FOR THE FOLLOWING PROPERTY: PARCEL NO. 12-10-26-4030-0040-0406 2706 CECILLE AVENUE PALATKA, FLORIDA 32177, HUSSONS ADD TO PALATKA HEIGHTS, MB1 P18 BLK 4 PT OF LOT 4, OR21 P510 (EX OR198 P703 RD), PROVIDING FOR SCRIVENER’S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by WJHFL LLC D/B/A WJH 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 August 5, 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 August 28, 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**

<u>Parcel Number</u>	<u>Acreage</u>	<u>Current Future Land Use</u>	<u>Amended Future Land Use</u>
12-10-26-4030-0040-0406	0.39	Putnam County Urban Services (US)	City of Palatka Residential Low (RL)

**DESCRIPTION OF PROPERTY:
HUSSONS ADD TO PALATKA HEIGHTS, MB1 P18 BLK 4 PT OF LOT 4, OR21 P510 (EX OR198 P703 RD), PARCEL NO. 12-10-26-4030-0040-0406, 2706 CECILLE AVENUE**

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: "Ordinance 2025-44 for amendment of the Future Land Use Map of the City of Palatka PARCEL 12-10-26-4030-0040-0406" 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 SERVICES (US) TO CITY OF PALATKA RESIDENTIAL LOW (RL) FOR THE FOLLOWING PROPERTY: **PARCEL NO. 12-10-26-4030-0040-0406**, 2706 CECILLE AVENUE PALATKA, FLORIDA 32177, HUSSONS ADD TO PALATKA HEIGHTS, MB1 P18 BLK 4 PT OF LOT 4, OR21 P510 (EX OR198 P703 RD), 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 law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or

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.

ORDINANCE NO. 2025-45

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM PUTNAM COUNTY RESIDENTIAL (R-1A) TO CITY OF PALATKA RESIDENTIAL SINGLE-FAMILY (R-1A) FOR THE FOLLOWING PROPERTY: 2706 CECILLE AVENUE, PALATKA, FL 32177, HUSSONS ADD TO PALATKA HEIGHTS, MB1 P18 BLK 4 PT OF LOT 4, OR21 P510 (EX OR198 P703 RD) PARCEL NO. 12-10-26-4030-0040-0406, PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

STAFF REPORT

DATE: August 28, 2025
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	Ord 25-45 reZoning cecille
2.	ORD 2025-45 Business impact

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL 32177

ORDINANCE NO. 25-45

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM PUTNAM COUNTY RESIDENTIAL (R-1A) TO CITY OF PALATKA RESIDENTIAL SINGLE-FAMILY (R-1A) FOR THE FOLLOWING PROPERTY: 2706 CECILLE AVENUE, PALATKA, FL 32177, HUSSONS ADD TO PALATKA HEIGHTS, MB1 P18 BLK 4 PT OF LOT 4, OR21 P510 (EX OR198 P703 RD) PARCEL NO. 12-10-26-4030-0040-0406, PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER’S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by WJHFL LLC D/B/A WJH 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 August 5, 2025, and two public hearings before the City Commission of the City of Palatka on August 28, 2025, and September 10, 2025, and

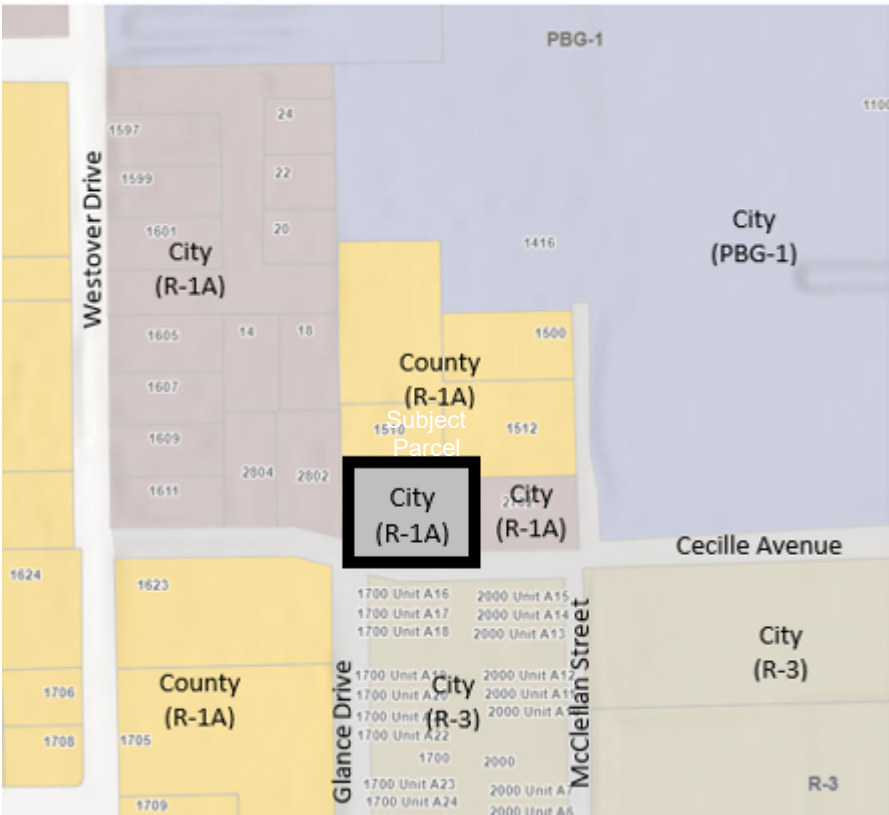
WHEREAS, the City Commission of the City of Palatka has determined that said amendment should be adopted.

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 Residential (RL) to City of Palatka Residential Single-family (R-1A) classification.

DESCRIPTION OF PROPERTY:

**HUSSONS ADD TO PALATKA HEIGHTS, MB1 P18 BLK 4 PT OF LOT 4, OR21 P510 (EX OR198 P703 RD), 2706 Cecille Avenue
Putnam County Property Appraiser’s Parcel No.: 12-10-26-4030-0040-0406**



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 28th day of August 2025.

PASSED AND ADOPTED on the second reading by the City Commission of the City of Palatka, Florida, this 10th day of September 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: "Ordinance 2025-45 for rezoning said property. PARCEL 12-10-26-4030-0040-0406" 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 RESIDENTIAL (R-1A) TO CITY OF PALATKA RESIDENTIAL SINGLE-FAMILY (R-1A) FOR THE FOLLOWING PROPERTY: 2706 CECILLE AVENUE, PALATKA, FL 32177, HUSSONS ADD TO PALATKA HEIGHTS, MB1 P18 BLK 4 PT OF LOT 4, OR21 P510 (EX OR198 P703 RD) **PARCEL NO. 12-10-26-4030-0040-0406**, 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 law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☒ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

¹ See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The 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.